OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
DUNSTABLE, MA 01827-1313
(978) 649-4514 FAX (978) 649-8893
planning@dunstable-ma.gov

Planning Board Minutes
Monday, August 5, 2024

Approved: **August 19, 2024**

Chair Joan Simmons at 6:31pm, called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, Jim Wilkie and Joe Vlcek
Members absent: none

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Discussion on Dunstable Zoning Bylaws – Affordable Housing Related

Joe presented and the board discussed potential changes to Section 6.1/Uses Permitted in the Single-Family Residence District and 29.4.1/Community Housing Requirements relative to allowing duplex housing in the future. The board is considering a bylaw update which could support the Town's need to increase the inventory of affordable housing units. Joe will contact the Town's AHC chairman for insights and additional input ahead of further discussion in the future on this subject.

Planning Board Fees & Project Review Costs

Given some feedback presented by the Town Administrator after the prior PB meeting discussions on this topic the Board revisited the subject and reviewed the fees in the format of a table. The Town Administrator had suggested separating out the review costs for Town engineer with a disclaimer at the bottom of the fee schedule, noting that Planning Board approvals are subject to fees for professional peer review services.

The Administrator will update the table format per the meeting discussion points and the Board will continue review and discussion at their next meeting.

Building Permit Release: 4 Sweets Pond Road

Alan motioned to approve the PB sign-off of the Building Permit release for 4 Sweets Pond Road. Jim seconded. – Motion passed unanimously.

Meeting Minutes – July 15, 2024

Joe made a motion to table the Board's review and approval of the minutes of the July 15th meeting. Alan 2nd the motion. – Motion passed unanimously.

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Bills and Payroll
Alan made a motion to sign off on one payroll. Jim 2nd the motion. – Motion passed unanimously.

Alan made a motion to approve the four invoices received from Hoyle Tanner for services rendered on properties in Town as noted below. Joe 2nd the motion. – Motion passed unanimously.

- a $46.25 invoice for engineering services related to storm water control inspections at 73 Depot Street.
- a $46.25 invoice for engineering services related to storm water control inspections at 75 Mill Street.
- a $138.75 invoice for engineering services related to review of site plan and SP application completeness for 11 Pleasant Street.
- a $1,710.11 invoice for engineering services and inspections related to the Unkety Brook Way 11-home subdivision under development on River Street.

Additional Topics Discussed Not Noted on the Agenda

Labor Day Holiday Meeting Reschedule
The Town Clerk notified the Administrator that the rescheduling of the Labor Day holiday meeting (with a Public Hearing) could not occur on a state primary/election day. Alan motioned to reschedule the Sept. 2nd Labor Day holiday meeting of the PB to Wednesday, Sept. 4th at 6:30pm. Joe 2nd the motion. – Motion passed unanimously.

Joe made a motion to close the meeting at 8:27pm. Alan seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, August 19, 2024 at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED