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
Tuesday, April 22, 2025

Approved: **May 5, 2025**

Chair Joan Simmons at 6:30pm, called the meeting to order.
Members present: Alan Chaney, and Jim Wilkie
Members absent: Jeff Pallis, and Joe Vlcek
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Bylaw Updates

a. Floodplain Bylaw

The Planning Board received from the Town Administrator an update of the proposed floodplain bylaw which was reviewed and had minor updates made by Town Counsel. Discussion on the proposed bylaw was limited, as Northern Middlesex' Council on Governments (NMCOG) had followed the requirements set out by the state for the updates needed.

- Alan motioned for the Planning Board to accept the Floodplain bylaw reviewed by Town Counsel, such that it should be included in the warrant for the Town Meeting vote on May 12th. Jim 2nd the motion. – Motion passed unanimously.

The required Public Hearing for public input and discussion on the Floodplain Bylaw updates has been advertised in the Groton Herald twice and will occur on May 5th at 6:35pm.

b. Accessory Dwelling Unit (ADU) Bylaw

The Town Administrator had forwarded the initial draft of the bylaw by member Joe to NMCOG and received email feedback with potential changes to be considered. The Board decided to await the full Board membership for further discussion of the draft bylaw at a future meeting.

Land Disturbance Tier II Violations Status – "160" Westford Street/Gateway Homes LLC.

The Administrator shared that the legal representative for Gateway Homes had notified the Board that as not all required permitting for the violations had been received he would defer his attendance until a future meeting. The Board did receive 'point by point' feedback on the eight violations from Meridian Land Services on April 9th.

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Alan shared his casual drive by observations of what appears to be a long trench or berm creation alongside the 172 Westford Street property which extends back towards 178 Westford Street backland lot property.

The Administrator shared that the Town Agent is working on his invoice for his services time previously extended to monitor the "160" Westford St land disturbance Tier II permit property and determine as well as document the eight violations.

Land Disturbance/Stormwater Permitting Statuses

- **Larter Field Tennis Courts/LDT2:** Joan shared that the Town Stormwater Agent had recommended an infiltration trench around the full perimeter of the new courts and the Recreation & Parks Committee had submitted an additional $12,000 funding request of the Community Preservation Committee – as this extra construction was not in the original proposal. The Board discussed the necessity for such an extensive trench given the property was known to have a gravel base where rainfall infiltration would naturally occur readily. The Board will expect a member of the Rec & Park Committee to attend a future meeting to present any waiver request.
- **158 Forest Street/LDT2:** The Stormwater Pollution Protection Plan (SWPPP) and Construction General Permit (CGP) from the EPA have been received. Agent Dave has ongoing monitoring and inspections work as his next steps.
- **178 Westford Street/LDT2:** New owners are awaiting the SWPPP and CGP being produced by Meridian Land Services for Gateway Homes to be delivered and utilized for their backland lot property. The development of this property is on hold until their LDT2 Permit application is considered complete by the Town Stormwater Agent and approved by the Planning Board at a future meeting.
- **75 Mill Street/LDT2:** Project remains open and additional funding has been requested, but not forthcoming. Owners are stating their project is almost done. Agent Dave owes the PB an invoice so the remaining funding in hand can be determined and additional funding requested again.
- **493 Main Street/LDT1:** Awaiting a final invoice and certificate of Tier 1 LDP completion.
- **73 Depot Street/LDT1:** Awaiting a final invoice and certificate of Tier 1 LDP completion. Project was issued a partial certification with conditions for occupancy last fall.

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Meeting Minutes – April 7, 2025

Alan made a motion to approve the minutes of the April 7th meeting. Jim 2nd the motion. – Motion passed unanimously.

Bills, Task Orders and Payroll

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

Alan made a motion to pay $50 postage costs, and Jim 2nd the motion. – Motion passed unanimously.

Alan motioned to pay a Groton Herald invoice of $185 for advertising the upcoming Floodplain Bylaw Public Hearing of May 5th. Jim 2nd the motion. – Motion passed unanimously.

Additional Topics Discussed Not Noted on the Agenda

Amos Kendall Homestead – 473 High Street

A certified letter to multiple departments in Town was received from the current owner's legal team and discussed by the Board. Alan noted there was a bonafide offer for purchase, but there was some interest in this 11-acre historical property by the Affordable Housing Committee (AHC). The property was under Chapter 61A (Agricultural) and any change of use requires the owners offer the "right of first refusal" for purchase to the Town before any sale to a private party. Given the recent acceptance by the Planning Board of a $500K 'in lieu of' payment to the Affordable Housing Trust Fund (AHTF), it could be used for purchasing property and building units for use as affordable housing.

The Conservation Commission currently owns approximately 48-acres on the opposite side of High Street, and this property is attractive given its historical significance as the homestead of Amos Kendall. The Historical Commission currently has a 9-month hold on any demolition of the dwelling on the property. Alan shared that Community Preservation Act (CPA) funds could be tapped into for purchase given the historical significance. The AHC has the next steps to consider and decide if this is a viable purchase for their needs.

Pending Special Permit: T-Mobile Cellular on Water Tower Engineering Peer Review

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The Administrator shared that the Town Administrator has requested structural engineering peer review for the proposed additional weight upon the water tower to support the new antenna to be installed. Quotes are being requested from multiple engineering firms. One quote from Weston & Sampson, for $12,000, has been received. Alan motioned for Chair Joan to sign the proposal, and the Administrator to hold it for use in case other quotes are not submitted. Jim seconded the motion. – Motion passed unanimously.

Alan moved to close the meeting at 7:40 PM. Jim seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, May 5, 2025, at 6:30pm.

Respectfully submitted,
Carol A. Rock
Administrative Assistant
Dunstable Planning Board

APPROVED