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 — Approved: July 7, 2025
Monday, May 19, 2025

Chair Joe Vlcek at 6:32pm, called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, and Joan Simmons
Members absent: Jim Wilkie
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

1. Land Disturbance Statuses

a. Tier II Violations – '160' Westford Street, Gateway Homes, LLC.

Meeting with Gateway Homes, Gateway Attorney (Jeff Zall) & Engineering firm (Meridian Land Services) on statuses and violations for Tier II: Westford Street

Summary of Planning Board Transcript Regarding Developer Violations and Erosion Control (May 19, 2025):

Background:
A developer Gateway Homes had **eight violations** related to site development and stormwater management. The board and third-party review engineer assessed the progress and compliance of the developer's corrective actions.

Violation Overview and Status:

1. **Violation #8 – Rear Lot Stabilization:**
   - Erosion control was initially required in the form of a mulch berm.
   - Developer proactively constructed a **2-foot swale and berm with a stormwater basin** to improve control and efficiency.
   - Measures are more permanent than what was originally called for.
2. **Stockpile Areas:**
   - Instead of direct barriers (e.g. silt fence), a **mulch berm was installed downgradient** to control sediment runoff.
   - Additional improvements made following town engineer recommendations.
3. **SWPPP (Stormwater Pollution Prevention Plan) Inspections:**
   - Ongoing regular inspections (monthly or after rain events of 0.25"+).
   - Recent heavy rains were inspected; performance was satisfactory.
   - Berm height increased after an overtopping incident.
4. **Violations #2–7 – As-Built Plans:**

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- Developer submitted **as-built plans** for multiple lots (148, 166, 172, 178 Westford St.).
- Minor deviations from original stormwater plans were noted but deemed acceptable.
- All machine work is complete, waiting on **final stabilization (grass growth).**

5. **Violation #1 – Submission of NOI and SWPPP:**
   - **Notice of Intent (NOI)** for the **Construction General Permit (CGP)** has been submitted.
   - The **EPA provided feedback**, which the developer addressed.

Currently in **14-day federal waiting period** (started ~June 19); ends ~**June 29**.

Board & Staff Comments:

Town Engineer (Dave) confirmed:
- All construction work is complete.
- Site is stabilized except for full grass growth.
- Adjustments made after recent rain events were satisfactory.
- Final condition is pending visual inspection and grass fill-in.

Developer (Gateway Homes/Meridian):
- Acknowledged early delays and confusion over permitting.
- Paid $8,000 in engineering review costs (initially disputed).
- Confirmed all required documents were submitted; now waiting for federal approval.

b. <u>Tier II, 158 Forest Street</u>

1. **Stormwater Pollution Prevention Plan (SWPPP) Submitted:**
   Developer has submitted their **Stormwater Pollution Prevention Plan** (SWPPP), which is currently **under review**.
2. **NOI (Notice of Intent) Filed:**
   NOI has been filed, but the town has **not yet received the official confirmation** or permit from the EPA.

c. <u>Tier I, Larter Tennis Courts</u>

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1. **Funding Approved:** The town voted to contribute **$12,000** to support additional stormwater work needed to meet engineering standards after the original design was found insufficient.
2. **Revised Design Implemented:** A **3' x 3' stone infiltration trench on all four sides** of the tennis court will be installed, based on standard engineering calculations requiring **40% void space** to retain runoff from the first inch of rainfall.
3. **Verification Process:** The contractor (a town resident) will proceed with the work, and his **engineer will certify the installation**, with **progress photos** required since the system is underground and not visible once completed.

d. Tier II, 75 Mill Street

- Administrator received an additional inspections review deposit check last week. Driveway to be paved from the road in (about 20 feet apron) no puddling in Joyce property.

e. Tier I, 73 Depot Street

- missed on ANR no grass yet no top soil yet Dave said owner needs to do something. Dave will reach out.

f. Tier I, 493 Main Street

- Dave needs to do a certification letter

2. Land Disturbance Tier II Permit "Application Complete" – 178 Westford St

Homeowners (e.g. Lot# 178) may proceed with **building permits upon receipt and review of NOI and SWPPP** by the town engineer (Dave).

3. Building Permit Release Request – 178 Westford Street

Homeowners (e.g. Lot# 178) may proceed with **building permits upon receipt and review of NOI and SWPPP** by the town engineer (Dave).

4. PB Appointments: NMCOG representative & alternate

Alan nominates Jim for NMCOG / Jason Silva as the alternate. 2nd Jeff P. All board members in favor.

5. Bylaw Updates: Accessory Dwelling Units

ADU Bylaw to be done by end summer

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6. **Accept minutes of the May 5, 2025 meeting**
   Alan motioned to accept the meeting minutes for 5/5, Jeff 2nd. All in favor.

7. **Signing off on task orders, bills, and payroll**
   Alan moves to pay payroll & approve all task orders, 2nd by Joe. All in favor

   - Task orders 23 160 Westford street $8,000
   - Task order 36 Tennis court is 697.25
   - Task order #41 $800.00
   - Task order #42 planning board service, 155 Off Pond Street $800.00

Motion by Alan to end meeting at 8:05, 2nd by Jeff. All in favor.

The next meeting scheduled is on Monday, June 2, 2025, at 6:30pm.

Respectfully reformatted JP's minutes,

Carol A. Rock
Administrative Assistant
Dunstable Planning Board

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