OFFICE OF THE

PLANNING BOARD

TOWN HALL, 511 MAIN STREET

DUNSTABLE, MA 01827-1313

Planning Board Minutes
Monday, June 16, 2025

Approved: **July 7, 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

Bills, Task Orders and Payroll

- Alan made a motion to sign off on one payroll. Joan 2nd the motion. – Motion passed unanimously.
- Alan made a motion to approve a $246.01 reimbursement to the Administrator for office supplies and a software application subscription purchased. Joan 2nd the motion. – Motion passed unanimously.

Public Hearing Continuation: Special Permit & Site Plan Review – 100 Simmons Way – T-Mobile Northeast LLC

Before reopening the hearing, Chair Joe signed the Mullin Rule certification noting he had reviewed the transcript of the prior public hearing and meeting of June 2nd to understand the content and be able to participate in the vote of the SP and SPR under consideration.

Chair Joe reopened the continued hearing at 6:35pm and explained the hearing procedure and process for those in attendance. Adam Braillard, Esq. of Prince Lobel Tye LLP attended on behalf of the applicant, T-Mobile Northeast LLC. Also in attendance was Town Engineer Dave Langlais, and the Chair of the Water Commission, John O'Brien.

Adam noted that after the prior hearing discussion with the Board and feedback from the engineering reviewers, he had provided a supplemental response of additional information via email. The Board and Town engineer reviewed the plan updates and an amended formal letter of request of all waivers sought.

The Administrator noted that the Fire Chief had recently been in contact with the applicants to discuss supportive assistance to install communications equipment onto the tower railing which will improve emergency services communications. Adam shared that T-Mobile would cooperate with the Dunstable Fire and Police Departments to pursue and support the

installation of microwave communications link equipment and agreed on a condition for the Special Permit decision.

Joe asked the Board and Town Engineer if they had any additional input or questions, of which there were none.

- Jeff made a motion to close the Special Permit and Site Plan Review hearing at 6:46PM for T-Mobile's applications/100 Simmons way. Alan 2nd the motion. The motion carried unanimously.

Joe read aloud and the Board discussed with the Town engineer each of the applicants requested waiver requests, related to submittal requirements, as follows:

1. Waiver of Section 14.2 of the Zoning Bylaw: This section of the Bylaw requests plans to include any existing building or other structure located at adjoining property within one hundred (100') feet (30.48 m) of the lot boundary lines of the development site.
2. Waiver of Section 14.4 of the Zoning Bylaw: This Section of the Bylaws requests plans be at a scale of 1"-40'.
3. Waiver of Section 3.03. of the Board Regulations: This Section of the Board Regulations requests Drainage Calculations that conform to the requirements for drainage calculations contained in the Rules and Regulations Governing the Subdivision of Land in Dunstable, Massachusetts prepared by the Dunstable Planning Board.
4. Waiver In Part of Section 3.04. of the Board Regulations: This section provides for:
   a. All plans to be prepared at a scale of 1" = 20" or such other scale that the Board may approve.
   b. Each sheet in the plan set shall contain: the name and location of the project, assessors map and parcel number of the property, applicant's and owner's name and address, name, address and telephone number of the engineer preparing the plan, scale of the plan (including a graphical depiction), north arrow with reference, date of preparation and any revisions, sheet number, match lines if more than one sheet is needed for each plan type, stamp and signature of the engineer or surveyor preparing the plan, signature block for the Board with the appropriate number of lines for the members to sign and date. The plans shall be prepared on 3 mil or thicker stable base drafting film with a maximum size of 24" x 36".
   c. Site Payout; Grading, Drainage and Utilities; Landscaping; Locus; Lighting; Details of the Plans.

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5. Waiver of Section 3.05 of the Board Regulations: This Section refers to the Traffic Impact Report.

The Board had no concerns regarding these waivers which the applicant supported in their letter of request, and the Town Engineer recommended acceptance.

- Joan motioned to accept all the waivers requested by the applicant. Alan 2nd the motion. Motion passed 4-0, unanimously.

With no additional discussion or commentary from the Board

- Alan made a motion to grant and approve T-Mobile NE's application for a commercial telecommunications tower Special Permit and Site Plan review for installation on the Town water tower at 100 Simmons Way off of Pleasant Street. Joan 2nd the motion.

Roll Call Vote to grant Special Permit and Site Plan Review:

- Alan Chaney – yes, to approve, Jeff Pallis - yes to approve, Joan Simmons - yes, to approve, Joe VLcek – yes, to approve,
  - Motion passed 4-0, unanimously.

Approval Not Required, 155 Off Pond St – J. O'Brien for H. Axon

The ANR under consideration was presented by John O'Brien, legal counsel for the applicant, Hanna Axon, who was not in attendance. He referred to a "Plan of Land – Off Pond Street", prepared by Norse Design Services, Inc. for Hanna Axon of 155 Off Pond Street, Dunstable, MA, and dated February 26, 2025.

John shared that the plan noted a 5,000SF portion of property map 18-38, labeled as "Parcel A", owned by the *Staples Children Gift Trust,* which abutted Hanna's existing 5,921SF map 13 lot 54 property on Off Pond Street. The Parcel A, labeled as *"not a buildable lot"*, is proposed to be added to her existing lot to allow for digging a new well in the future.

Hoyle Tanner-Town Engineer Dave Langlais, had reviewed the ANR plan, lots summaries and waiver requests, and provided comments in person:

With Regards to the Boundary Description:

1. We recommend that the Applicant include the relevant Assessor's Map parcel number(s) in the boundary description.

APPROVED

With Regards to the Plan:

1. We recommend that the Applicant add notation to the plan specifically stating the intent of the plan (such as "to meet the filing requirements of the rules and regulations governing subdivision of land in Dunstable, Massachusetts for a plan believed to not require approval").
2. We recommend that the Applicant add a place for Planning Board to sign, with notation stating that "endorsement does not constitute a finding that zoning regulations have been met."
3. We recommend that the Applicant add notation to the plan addressing the presence or absence of any FEMA flood plain associated with the lots.

Additionally, Dave recommended that the Board accept the Applicant's requested waivers.

The Board discussed Dave's feedback and it was agreed that they could hand-write in the required *"endorsement does not constitute a finding that zoning regulations have been met."*

- Alan made a motion for the PB to approve of the waivers and accept the ANR plan as presented for 155 Off Pond Street by adding their signatures to the hard-copy plans and Mylar. Jeff seconded. – Motion passed unanimously.

The Board proceeded to add their signatures to the Mylar and paper copies of the ANR plan provided.

Land Disturbance Tier II Application Submission "Approval" – 178 Westford St.

Stormwater Agent, Dave Langlais, agreed that all the components of this LDT2 application were now in hand and in order. He noted that he'd heard from the owners who were requesting to move the site of the house to reduce the amount of fill they'd need to bring in. He'd requested they produce updated site plans for the Board to review and approve at a future meeting.

- Alan made a motion for the PB to approve of the Land Disturbance Tier II application, submitted by John and Tracy Perrino, for their backland lot at 178 Westford Street. Joan seconded. – Motion passed unanimously.

Land Disturbance/Stormwater Permitting Statuses

Stormwater agent, Dave Langlais offered feedback on:

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

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The as-built plans for the multi-lot property have not yet been delivered. Two SWPPP inspection reports have been provided for rain events which occurred in March and May, but another extensive event of June 6th has not been delivered yet.

B) LDT2, 158 Forest Street

The applicants engineering firm had provided and Dave had approved of the latest plans for the required detention basin area in the front of the property near Forest Street. The Administrator will respond to the owner's request to proceed with construction. Dave will be ready to inspect when notified.

C) LDT2, 75 Mill Street

The overall site remains in good condition with no concerns. Dave is awaiting a statement from the owner's engineer surrounding the gravel driveway components being semi-pervious to allow for water infiltration.

D) LDT1, 7semi-perviouset

Site remains in good condition with the applicant loamed and seeded lawn area growing in nicely. Dave will be closing out and issuing his finalized certificate of compliance soon.

E) LDT1, 493 Main Street

Dave will be closing out and issuing his final certificate of completion soon.

Building Permit Releases (11): Unkety Brook Way Subdivision (off River Street)

- Alan made a motion for the PB to approve of all the building permit releases, as a group, for the commencement of building eleven single-family homes at the approved subdivision off River Street, called Unkety Brook Way. Jeff seconded. – Motion passed unanimously.

Accessory Dwelling Unit (ADU) Bylaw

NMCOG have provided back some recommendations for potential updates and the Board will discuss the draft bylaw at their next meeting.

Election of Planning Board Officers – Fiscal Year 2026

Jeff nominated Jim Wilkie to become Clerk of the Planning Board for the upcoming year. Alan 2nd the motion. – Motion passed unanimously.

APPROVED

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Meeting Minutes – June 2, 2025

Joan made a motion to approve the minutes of the June 2nd meeting. Jeff 2nd the motion. – Motion passed unanimously.

Alan moved to close the meeting at 8:10 PM. Jeff seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, July 7, 2025, at 6:30pm.

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

APPROVED