OFFICE OF THE
PLANNING BOARD
TOWN HALL, 511 MAIN STREET
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Planning Board Minutes
Monday, July 7, 2025

Approved: **August 4, 2025**

At 6:31pm, Chair Joe Vlcek called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, Joan Simmons and Jim Wilkie
Members absent: none
Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

Land Disturbance Tier II Violations – '160' Westford Street, Gateway Homes

A June 23rd email delivery from Meridian Land Services of an "as-builts" plan for the multi-lots was reviewed by the Town Stormwater Agent's office and found to be incomplete and unsatisfactory. As a result, the developer and legal counsel were not in attendance at the meeting as planned.

In his reply email, Agent Dave Langlais noted that standard industry practice for providing as-built plans is to do a red-line markup of the approved plan set, clearly indicating deviations and changes from the original plans. He referred Meridian to Section 13 of the *Town of Dunstable Stormwater Management and Illicit Discharge Regulations*, with the requirements for submitting the report and certified as-built plans. He noted that Section13.B states that "all changes from the approved plans should be shown" and a cover letter and certification of the report and plans is required. The cover letter should state any changes from the original plans, including changes in storage capacity of any of the detention basins due to any revisions to the dimensions of the basins. It should also state any changes to the berms. The licensed PE certifying the as-builts should state how any deviations affect the system(s) ability to retain the first 1" of runoff.

Once an updated as-built package is complete, and sent to the Planning Board and Stormwater Agent, the Board will be able to complete the site inspection and certification as outlined in Section 14.

Approval Not Required Plan Resign, 155 Off Pond St – H. Axon

Updated hardcopy plans and a Mylar with corrections as noted in feedback from the Town Engineer were signed by the Planning Board.

Accessory Dwelling Unit (ADU) Bylaw

NMCOG have provided feedback via email on June 4th with some recommendations for potential changes to an earlier draft bylaw. Joe will review to incorporate into a new draft edition for the Board to discuss at their next meeting.

APPROVED

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Bills, Task Orders and Payroll

- Alan made a motion to sign off on two payrolls. Jeff 2nd the motion. – Motion passed unanimously.
- Alan made a motion to approve a $34.50 postage expense. Jim 2nd the motion. – Motion passed unanimously.

Meeting Minutes – May 19th & June 16, 2025

Joan made a motion to approve the minutes of the June 16th and May 19th meetings. Jeff 2nd the motion. – Motion passed with Jim abstaining.

Additional Topics Discussed Not Noted on the Agenda

MCO 40B Development – Pleasant Street

Alan shared that the Zoning Board of Appeals (ZBA) held a Public Hearing on July 1st.

Amos Kendall Homestead – 473 High Street

Alan shared news that the Town Selectboard was likely to not exercise their "right of first refusal" purchase option for the historical property. Despite best efforts to determine a way to buy the 11-acre property, utilizing CPC funds earmarked for historical property preservation, they could not determine a way to resell a 2-acre portion of the property for recouping funding to be extended. He noted that they hope to work with the private developers, who would be purchasing the property, to find a way to preserve the historic home.

Union School Exterior Rehab

Alan shared an update that the exterior renovation phase is underway, and they hope to complete it before the fall school session and returning students. Funding is via CPC and grants received. The goal is to renovate the interior and possibly create artist studios on the second floor in a future phase.

Cancel July 21st PB Meeting

Jim made a motion to cancel the July 21st PB meeting. Jeff 2nd the motion. – Motion passed unanimously.

Jim moved to close the meeting at 7:18 PM. Alan seconded the motion. – Motion passed unanimously.

The next meeting is scheduled for Monday, August 4, 2025, at 6:30pm.
Respectfully submitted,
Carol A. Rock, Administrative Assistant, Dunstable Planning Board

APPROVED