OFFICE OF THE
PLANNING BOARD
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Planning Board Minutes
Monday, August 4, 2025

Approved: **August 18, 2025**

Chair Joe Vlcek at 6:30pm, 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

Meeting Minutes – July 7, 2025

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

Bills, Task Orders and Payroll

- Alan made a motion to sign off on two payrolls. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $702.25 invoice 73899, from the Town Land Disturbance fees expense account, for land disturbance permitting review by the Town engineer related to Larter Memorial Field Tennis Courts. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $1,971.30 invoice 73877, for Town Engineering work related to a Land Disturbance Tier II permitting for 158 Forest Street. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $4,307.00 invoice 73919, for Town Engineering work related to a special permitting for T-Mobile cellular on the water tower. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $5,757.60 invoice 73900, for Town Engineering work related to a Land Disturbance Tier II permitting for 160 Westford Street. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $298.48 invoice 73903, for Town Engineering work related to a Land Disturbance Tier II permitting for 75 Mill Street. Joan 2nd the motion. – Motion passed unanimously.
- Alan motioned to pay a Hoyle Tanner $1,828.55 invoice 73904, for Town Engineering work related to the Unkety Brook Way subdivision inspections. Joan 2nd the motion. – Motion passed unanimously.

Labor Day Holiday, September 1st, PB Meeting Reschedule

Jim motioned to reschedule Monday, September 1st, PB meeting to Tuesday, September 2nd. Alan 2nd the motion. – Motion passed unanimously.

Chair Joe recommended the Board evaluate at the next meeting whether this Labor Day holiday timeframe meeting could be cancelled based on PB needs.

MCO Cottage Rentals/MUD District 40B Project Comments for ZBA Comprehensive Permit Process

Alan made a motion for the PB to support the proposed affordable housing project, MCO Cottage Rentals Dunstable, to be located at 164 Pleasant Street. Joan 2nd the motion. – Motion passed 3-1-1.

The Administrator will issue a letter of support for the August 7th ZBA Public Hearing Continuation.

Accessory Dwelling Unit (ADU) Bylaw

Chair Joe provided his latest edition of a proposed ADU bylaw. He shared his review of all bylaw suggestions provided, and noted he'd incorporated some, and rejected others based on Dunstable's vision. NMCOG had provided back some recommendations for potential updates and he'd annotated which suggestions he'd incorporated and those he had not.

The Board members will review Joe's August 4th draft and provide feedback directly to him via email. The Board will plan to discuss the draft bylaw further at their next meeting.

Additional Topics Discussed Not Noted on the Agenda

Approved SP Backland Lot House Location Change Request – 178 Westford St

The property owner has requested a change to the location of the house to be built on their approved backland lot at 178 Westford Street and seek PB approvals. The owners are requesting to move the site of the house to reduce the amount of fill they'd need to bring in. Town Engineer/Stormwater Agent, Dave Langlais, has reviewed the new plans and emailed the PB that the new location looks good – but it is pending the BOH review of septic changes.

The Board asked back one question for the engineer before deciding: *"Is the new house location within the original house location "CIRCLE" approved during the backlot special permit approval?"*

The Administrator will issue an email inquiry to the Town Engineer to ask for his response and the Board will review and consider at a future meeting.

APPROVED

Request for Occupancy Permit Sign-Off -- 158 Forest Street

An email notification from Hoyle Tanner, noted they have conducted a site visit to inspect permanent stormwater controls at 158 Forest Street and recommend approval of the stormwater portion of the Certificate of Occupancy. They will be putting together a conditional approval for the Planning Board as the grass requires more time to be established.

- Alan motioned to sign-off on granting occupancy, with the condition that grass must be established before final land disturbance tier II sign-off. Jim 2nd the motion. Motion passed.

As-Built Plans Received for Gateway Homes/Westford Street

The Administrator noted that Meridian Land Services had issued their updated "As Built" Plan for the Gateway Homes properties on Westford Street. Town Engineer/Hoyle Tanner will be reviewing and conducting site visit inspections which may take a few weeks. Pending that feedback and certification of completion for the land disturbance tier II permit, it is expected the developer and legal team may attend a September PB meeting to discuss the violations cited earlier this year.

Jim moved to close the meeting at 8:08 PM. Jeff seconded the motion. – Motion passed unanimously.

The next meeting scheduled is on Monday, August 18, 2025, at 6:30pm.

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

APPROVED