OFFICE OF THE
PLANNING BOARD
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Dunstable Planning Board Minutes
Monday, May 18, 2026

Approved: June 1, 2026

At 6:30pm, Chair Joe VLcek called the meeting to order.
Members present: Alan Chaney, Jeff Pallis, and Jim Wilkie.
Members absent: Joan Simmons

Meeting held: Dunstable Town Hall, 511 Main Street – lower level, Grange Room.

Land Disturbance Permit – Tier I, Certificate of Completion Approval – 493 Main

Town Engineer David Langlais issued a "Certificate of Completion" letter dated May 4, 2026, confirming that all work under the Tier 1 Land Disturbance Permit for 493 Main Street had been satisfactorily completed in accordance with Town regulations.

- Alan made a motion to approve and accept the LDPT1 Certificate of Completion, issued by Town Engineer, Dave Langlais of Hoyle Tanner, for 493 Main Street. Jeff seconded the motion. – Motion passed unanimously.

Land Disturbance Permit – Tier I, 53G Account Closeout – 73 Depot Street

Town Engineer David Langlais had previously issued a "Certificate of Completion" letter dated October 20, 2025 and confirmed his last invoice was generated and paid. The Board reviewed the financial reconciliation of the 53G account for the project. The permit application had been submitted under the April 2019 fee structure, with a total of $1,300 collected ($300 in Town fees and $1,000 for Town Engineering project review and inspections). Town engineering invoices paid amounted to $1,180.62. The Administrator had conferred with the Town Administrator (TA), and it was recommended that the remaining balance should be retained as the Town fees. The Board discussed and concurred with the TA.

- Alan made a motion to close out the 53G account for 73 Depot Street with the remaining balance transferred to the Town's general fund for administrative fees. Jeff seconded the motion. – Motion passed unanimously.

Meeting Minutes – April 21, 2026

- Alan made a motion to approve the minutes of the April 21st meeting. Jeff 2nd the motion. – Motion passed unanimously.

APPROVED

Land Disturbance Permit – Tier II Project Modification – 75 Mill Street

Property owner Dan Akins presented a proposed modification to the original approved drainage plan which involved relocation of one of the catch basins. This change will save the removal of a bunch of large trees and significant backfilling due to the slope of the lot. The site contractor proposed installing the catch basins in one long row instead of separated. Town Engineer Dave Langlais reviewed and approved the technical feasibility of the change; including a review of the soil types. The Board discussed the proposal and acknowledged the modification for the record. No vote was taken.

Northern Middlesex Council of Governments (NMCOG) Related Updates

Member Jim Wilkie presented updates on NMCOG, including his responses to a survey on which strategy the Planning Board sought NMCOG and/or the community to focus on over the coming year. The Board discussed his submission supporting affordability strategies and regulatory improvements while preserving community character.

- Alan made a motion to support the NMCOG response by Jim Wilkie as submitted. Jeff seconded the motion. – Motion passed unanimously.

The Board briefly reviewed NMCOG "Town Center Visioning Process Report", identifying some mapping inaccuracies and errors in conservation land classification and parcel designation. It was agreed that corrections would be compiled and forwarded to the TA.

Bills, Task Orders and Payroll

- Alan made a motion to sign off on two payrolls. Jeff seconded the motion. – Motion passed unanimously.

- Alan made a motion to sign a Hoyle Tanner invoice #74774 for $4,557.60 for Unkety Brook Way's inspection and project monitoring related services. Jeff 2nd the motion. – Motion passed unanimously.

Board Member Recognition

The Planning Board formally recognized Chairman Joe Vleck for his fifteen years of dedicated service to the Board and over twenty-two years of service to the Town of Dunstable. Members acknowledged his leadership, commitment to conservation and thoughtful planning, and his contributions across numerous Town boards and committees. A commemorative plaque was presented in appreciation of his exemplary service.

Future Agenda Items

The next meeting is scheduled for June 1, 2026. Agenda items will include election of officers and Board designee appointments.

APPROVED

Alan moved to close the meeting at 7:28PM. Jeff seconded the motion. – Motion passed unanimously.

The next meeting is scheduled for Monday June 1, 2026, at 6:30pm.

Respectfully submitted,

Carol A. Rock
Administrative Coordinator
Dunstable Planning Board

APPROVED