OFFICE OF THE
PLANNING BOARD
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Dunstable Planning Board Minutes
Monday, June 15, 2026

Approved: July 6, 2026

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

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

Return 53G Monies, 1177 Main Street

The Board discussed the return of remaining 53G funds for the preliminary subdivision project at 1177 Main Street. The remaining balance consisted of $0.71 in accrued interest, as all principal funds had been fully expended by the Town Engineer during project review.

- A motion was made by Jim and seconded by Jeff to return $0.71 in remaining funds to the applicant. The motion passed unanimously.

Land Disturbance Permit Tier 1 Application Submission – 125 Thorndike St

The Administrative Assistant provided a detailed update regarding a recently submitted Tier 1 Land Disturbance Permit (LDPT1) application for 125 Thorndike Street. The applicant had previously proceeded with installation of a driveway and culvert without awareness of the land disturbance permitting requirement due to the scale of disturbance exceeding 22,000 square feet.

The Town Engineer reviewed the submission and deemed it substantially complete, except for a required specification identifying the type of permeable gravel used for the driveway construction. The Conservation Commission's approved plans for the Order of Conditions issued in 2023 referenced gravel but did not provide sufficient detail to ensure compliance with permeability standards.

The Board discussed the need for a gradation report, including sieve analysis to verify that the installed gravel materials meet required standards. The applicant was instructed to obtain documentation from the supplier or contractor.

It was noted that no Planning Board vote was required, as Tier 1 permits are issued administratively by the Town Engineer. However, the Board acknowledged that the building permit for the property will not be released until the Town Engineer issues the final sign-off on the LDPT1.

APPROVED

The Board further discussed lessons learned, emphasizing the need for future plans approved by the Conservation Commission which include gravel driveways to include explicit material specifications to avoid similar issues.

Meeting Minutes – June 1, 2026

- Jim made a motion to approve the minutes of the June 1st meeting. Jeff 2nd the motion. – Motion passed unanimously.

Bills, Task Orders and Payroll

The Board reviewed Hoyle Tanner Task Order #52 for 125 Thorndike Street related to the land disturbance permit review. The Administrative Assistant confirmed receipt of $3,000 for engineering review services along with a $300 application fee.

- A motion was made by Jeff and seconded by Jim to approve and sign Task Order #52. The motion passed unanimously.

The Administrative Assistant requested approval for Annika to attend a CPTC training course at a cost of $35. It was confirmed that sufficient funds remained in the Board's budget.

- A motion was made by Jeff and seconded by Jim to approve the $35 expense. The motion passed unanimously.

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

Jeff moved to close the meeting at 6:58PM. Jim seconded the motion. – Motion passed unanimously.

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

Respectfully submitted,

Carol A. Rock
Administrative Coordinator
Dunstable Planning Board

APPROVED