



**OFFICE OF THE  
PLANNING BOARD**  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 FAX (978) 649-8893  
<mailto:Planning@dunstable-ma.gov>

**Planning Board Minutes  
Monday, December 4, 2023**

Approved: **December 18, 2023**

Chair Jeff Pallis at 6:35pm, called the meeting to order.  
Members present: Alan Chaney, Joan Simmons, and Joe VLcek  
Members absent: Jim Wilkie

Meeting held: At the Dunstable Town Hall, 511 Main Street, lower level

**Meeting Minutes – November 20, 2023**

Joe made a motion to approve the minutes of the November 20th meeting. Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Bills and Payroll**

No Bills.

Joe made a motion to sign off on one payroll. Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Affordable Housing Unit -- 0 River St/Unkety Brook Way**

The Board reviewed and discussed the recommendation from the Affordable Housing Committee surrounding the new developers proposed "in lieu of" monetary contribution to the Town's Affordable Housing Fund. The AHC had unanimously voted at their November 27<sup>th</sup> meeting to follow the community housing requirements as outlined in section 29.4.1 and 29.6. They are recommending the developer build the single unit expected per the original agreement and make the 3% market value contribution to the Affordable Housing Trust fund for the 5 housing units beyond the first six.

After the purchase of the property is completed, the Developer will be invited to a future meeting to present their offer officially to the Board.



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Joe made a motion for the Planning Board to take into consideration this recommendation by the AHC in any future offer posed by the new developer. Alan 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Scenic Road / Stone Wall Guidance for Community**

The Board discussed additional edits to be made to the document and its intended use. Members are to provide further input on the document to the Administrator for incorporation into a single document which will be reviewed and finalized at a future date by the entire Board.

**Upcoming Planning Board Meetings in January 2024**

Both January 1<sup>st</sup> and January 15<sup>th</sup>, 2024, Planning Board regularly scheduled meetings fall on holidays.

Alan made a motion to cancel the January 1<sup>st</sup> meeting. Joe 2<sup>nd</sup> the motion. – Motion passed unanimously.

Alan made a motion to reschedule the January 15<sup>th</sup> meeting to January 16<sup>th</sup>. Joe 2<sup>nd</sup> the motion. – Motion passed unanimously.

**Accessory Dwellings**

A discussion of accessory dwellings in town and the need to ensure building permits issued are closed out to trigger assessor actions for taxation of the property improvement.

Alan made a motion to close the meeting at 8:01pm. Joan seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Monday, December 18, 2023 at 6:30pm.

Respectfully submitted,

Carol A. Rock  
Administrative Assistant Dunstable Planning Board