



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Draft Minutes

July 20, 2022

7:00 pm at Community Development Meeting Room
3 North Lowell Road

Attendance:

- Chair Tom Earley, Present
- Vice Chair Jennean Mason, Present
- Derek Monson, Present
- Jacob Cross, Excused
- Matt Rounds, Present
- Alan Carpenter, Present
- Joe Bradley (alternate), Excused
- Dave Curto, (alternate), Present, seated for Mr. Carpenter
- Pam McCarthy (alternate), Present, seated for Mr. Cross
- Dan Spalinger (alternate), Excused
- Bruce Breton, Board of Selectmen ex Officio, Present
- Alexander Mello- Planning Director, Community Development, Present
- Chris Sullivan- Assistant Planning Director, Community Development, Present
- Renee Mallett- Minute Taker

The meeting opened at 7:03pm with the introduction of members and review of minutes.

Mr. Rounds made a motion to approve the minutes of 5-4-22 as presented. Mr. Monson seconded the motion. 7-0, the motion passed with the following roll-call vote:

- Chair Earley, aye**
- Vice Chair Mason, aye**
- Mr. Monson, aye**
- Mr. Curto aye**
- Mr. Rounds, aye**
- Ms. McCarthy, aye**
- Mr. Breton, aye**

Mr. Rounds made a motion to approve the minutes of 5-18-22 as presented. Mr. Monson seconded the motion. Mr. Curto abstained as he was not present for the meeting. 6-0-1, the motion passed with the following roll-call vote:

- Chair Earley, aye**
- Vice Chair Mason, aye**
- Mr. Monson, aye**

44 Mr. Curto abstain
45 Mr. Rounds, aye
46 Ms. McCarthy, aye
47 Mr. Breton, aye
48

49 Mr. Rounds made a motion to approve the minutes of 6-8-22 as presented. Mr. Monson
50 seconded the motion. Mr. Curto abstained as he was not present for the meeting. 6-0-1, the motion
51 passed with the following roll-call vote:

52 Chair Earley, aye
53 Vice Chair Mason, aye
54 Mr. Monson, aye
55 Mr. Curto abstain
56 Mr. Rounds, aye
57 Ms. McCarthy, aye
58 Mr. Breton, aye
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62 **Case 2022-15 Allen Road (Parcels 13-J-53, 12B, 9, 8, 52, 80, 80A, 50, and 51);**
63 **Minor Subdivision; Zone – Rural**

64 Mr. Joseph Maynard representing this application which proposes to deed a parcel of land, created
65 during previous development to this area, to the abutters. Mr. Monson asked if the land transfer would
66 impact the lot loading or any other calculations. Mr. Maynard said the impacted parcels were large lots and
67 it would not.
68

69 Mr. Breton made a motion to approve Case 2022-15, as presented and as reflected in the
70 submitted map dated January 15, 2022. The motion was seconded by Mr. Rounds. The motion passed
71 with the following 7-0 roll-call vote:

72 Chair Earley, aye
73 Vice Chair Mason, aye
74 Mr. Monson, aye
75 Mr. Rounds, aye
76 Mr. Curto, aye
77 Ms. McCarthy, aye
78 Mr. Breton, aye
79

80 **Case 2022-16 – 21 & 23 Third Street and 24 Fourth Street (Parcels 16-P-192B,**
81 **16-P-570, 16-P1030); Minor Subdivision; Zone – Residence A and WPOD.**

82 Mr. Sullivan confirmed the application was complete and appropriate.
83

84 Vice Chair Mason made a motion to open Case 2022-16. Mr. Breton seconded the motion. The
85 motion passed with the following 7-0 vote:

86 Chair Earley, aye
87 Vice Chair Mason, aye
88 Mr. Monson, aye
89 Mr. Rounds, aye
90 Mr. Curto, aye

91 **Ms. McCarthy, aye**
92 **Mr. Breton, aye**

93
94
95 Mr. Maynard representing this application to adjust the lot line between three abutting parcels, to
96 account for the location of a well. Mr. Maynard said when previous construction was going on the well was
97 accidentally placed over the lot line. The abutters have reached an agreement to swap the land in question
98 to make up for the inadvertent overage.
99

100 **Mr. Rounds made a motion to approve Case 2022-16. Mr. Breton seconded the motion. The**
101 **motion passed 7-0, with the following roll-call vote:**

102 **Chair Earley, aye**
103 **Vice Chair Mason, aye**
104 **Mr. Monson, aye**
105 **Mr. Rounds, aye**
106 **Mr. Curto, aye**
107 **Ms. McCarthy, aye**
108 **Mr. Breton, aye**

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111 The board agreed to take the next case out of order in deference to the applicant.
112

113 **Case 2022-18 – 171 Range Road (Parcel 21-F-40); Minor Subdivision and**
114 **WPOD; Zone – Rural and WPOD**

115 Mr. Sullivan confirmed that the application was complete and appropriate.
116

117 **Mr. Breton motioned to open Case 2022-18 as a minor subdivision. Vice Chair Mason seconded**
118 **the motion. 7-0, the motion passed with the following roll-call vote:**

119 **Chair Earley, aye**
120 **Vice Chair Mason, aye**
121 **Mr. Monson, aye**
122 **Mr. Rounds, aye**
123 **Mr. Curto, aye**
124 **Ms. McCarthy, aye**
125 **Mr. Breton, aye**

126
127
128 Mr. Maynard representing this application to demolish an existing single-family home, divide the
129 lot into two parcels, and to construct two new residences. Mr. Maynard said the two new homes would
130 share a driveway. The current driveway does not meet setbacks and moving it will be an improvement of
131 the current layout. A Keach-Nordstrom memo has been received regarding this case.

132 Mr. Rounds asked if this application needed to go before the ZBA for a variance. Mr. Maynard
133 confirmed that it did not. Mr. Monson said the dripline edges proposed for the homes was a mitigating
134 factor but that he had concerns about the topography of the lot and the proximity to the pond. Mr.
135 Maynard said that there was a ditch and detention pond that was sized for drainage from both homes. Mr.
136 Monson suggested additional erosion controls due to the topography of the parcel.
137

138 **Mr. Breton made a motion to approve Case 2022-18. Mr. Rounds seconded the motion. Mr.**
139 **Monson asked for extra erosion control and all items of the Keach-Nordstrom memo dated July 14, 2022**
140 **being met to staffs satisfaction as conditions of approval. Mr. Breton agreed to the two conditions and**
141 **amended the motion. Mr. Breton added that the maintenance plan for the detention pond should be**
142 **noted on the plan. Mr. Rounds said his second still stood. The motion passed 7-0, with the following roll-**
143 **call vote:**

- 144 **Chair Earley, aye**
- 145 **Vice Chair Mason, aye**
- 146 **Mr. Monson, aye**
- 147 **Mr. Rounds, aye**
- 148 **Mr. Curto, aye**
- 149 **Ms. McCarthy, aye**
- 150 **Mr. Breton, aye**

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155 **Case 2022-17 – 61 Roulston Road (Parcel 13-D-75); Preliminary Site Plan,**
156 **WWPD Special Permit; Zone – Commercial A and WWPD**

157 Mr. Maynard representing this application which has already received a variance from the ZBA,
158 (Case 33-2021.) Chair Earley confirmed that the application was complete and appropriate.

159

160 **Vice Chair Mason motioned to open Case 2022-17 as a preliminary site plan. Mr. Rounds**
161 **seconded the motion. The motion passed 7-0, with the following roll-call vote:**

- 162 **Chair Earley, aye**
- 163 **Vice Chair Mason, aye**
- 164 **Mr. Monson, aye**
- 165 **Mr. Rounds, aye**
- 166 **Mr. Curto, aye**
- 167 **Ms. McCarthy, aye**
- 168 **Mr. Breton, aye**

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170

171 Mr. Maynard said the parcel is in the hundred-year flood plain. The applicant proposes to build a
172 4,200+ sq. foot storage building with associated office. The applicant is asking for waivers of HISS soils,
173 locating and marking 12 inch or greater trees, landscaping plan completed by a landscape architect,
174 landscape standards which requires a 20-foot-wide street tree strip, and a reduction in parking
175 requirements. The ordinance calls for 17 spaces, three spaces are reflected on the plan. Mr. Maynard
176 suggested the plan could be noted requiring the additional spaces if a change of use occurs. Variances are
177 also being asked for screening of the building's loading zone. Mr. Maynard said the notes on the Keach-
178 Nordstrom memo is covered by the request for a special permit.

179 Mr. Rounds read a line from the Keach-Nordstrom memo which noted that the ZBA variance has
180 removed protection to the WWPD, per section 601. Mr. Maynard explained the uniqueness of the non-
181 conforming use this lot has seen historically. He said the proposed changes are an improvement over the
182 current use.

183 Chair Earley agreed that three parking spaces might make sense for the proposed use but he
184 thought it was incumbent upon the board to plan for future change of use. Mr. Maynard said the applicant
185 owns an existing building across the street and had suggested a parking easement between the two

186 properties. Mr. Curto said the Conservation Commission had recommended the plan be denied due to the
187 large amount of WWPD impact. Mr. Rounds said the property card lists the appraised value of the lot at
188 \$17,800 because it is listed as an unbuildable piece of land because the entirety of it is in the WWPD and
189 almost entirely in the flood plain. Mr. Monson asked if there was any other spot on the parcel where the
190 building could be placed. Mr. Maynard said it was the only place outside of the flood plain. Mr. Maynard
191 confirmed that during a hundred-year flood the wetland would be eight feet from the edge of the building.
192 Mr. Monson said he has seen the brook carrying a high volume of water during storm conditions.

193 Mr. Monson asked if there was space on the lot for an additional 14 parking spaces if the use
194 changed in the future. Mr. Maynard said it might be possible. Mr. Mello went over the criteria for
195 approving a WWPD special permit, adding that the buildability of the lot as listed on the GIS card was not
196 applicable. Mr. Monson had concerns that approving this application would be creating a hardship for a
197 future owner.

198
199 **Chair Earley opened and closed the preliminary hearing to public comment.**

200
201 **Mr. Rounds made a motion to close the preliminary site plan for Case 2022-17. Vice Chair Mason**
202 **seconded the motion. The motion passed with the following roll-call vote:**

203 **Chair Earley, aye**
204 **Vice Chair Mason, aye**
205 **Mr. Monson, aye**
206 **Mr. Rounds, aye**
207 **Mr. Curto, aye**
208 **Ms. McCarthy, aye**
209 **Mr. Breton, aye**

210
211 **New/Old**

212
213 72 Range Road has requested a bond release. Fire has signed off on the work and a shed has been
214 moved from the WWPD.

215
216 **Vice Chair Mason made a motion to release the bond of \$5,000. Mr. Monson seconded the**
217 **motion. The motion passed with the following 6-0-1 vote, with Mr. Breton abstaining just in case he has**
218 **to consider the matter if it comes before him as a Selectmen.**

219 **Chair Earley, aye**
220 **Vice Chair Mason, aye**
221 **Mr. Monson, aye**
222 **Mr. Rounds, aye**
223 **Mr. Curto, aye**
224 **Ms. McCarthy, aye**
225 **Mr. Breton, abstain**

226
227 The board discussed potential AARPA funds for digitizing the CDD files.

228
229 **Mr. Curto made a motion to adjourn the meeting. Mr. Monson seconded the motion. The motion**
230 **passed, 7-0, with the following roll call vote:**

231 **Chair Earley, aye**
232 **Vice Chair Mason, aye**
233 **Mr. Monson, aye**

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Mr. Rounds, aye
Mr. Curto, aye
Ms. McCarthy, aye
Mr. Breton, aye

Draft