

**PLANNING BOARD  
MEETING MINUTES  
November 9, 2021**

**7:00PM**

**Remote Meeting**

**Members Present:** Otto Lies, Scott Carlson, Nancy Kielinen, Robert Ricker, Brynn Zawada, and James Parker

**Not Present:**

**Others present:** Pam Harding, Director of Planning; Sara Flagg, Recording Secretary; Isabel McCauley, Holden DPW; Jeff Roelofs, Village at Westminster Place; Dale MacKinnon, Guerriere & Halnon, Village at Westminster Place; Louis Milnamow, 28 Tea Party Circle, Village at Westminster Place; Jay Gagnon, 46 Tea Party Circle, Village at Westminster Place; Laurie Jewers, 45 Tea Party Circle, Village at Westminster Place; Margaret Daly, 78 Tea Party Circle, Village at Westminster Place; John Pappas, 44 Tea Party Circle, Village at Westminster Place; Henry Rosenthal, 32 Tea Party Circle, Village at Westminster Place; Arthur Marin, 76 Tea Party Circle, Village at Westminster Place

R Ricker called the meeting to order at 7:15 pm.

**PUBLIC HEARING – AMENDMENT SPECIAL PERMIT CONTINUING CARE RETIREMENT COMMUNITY  
VILLAGE AT WESTMINSTER PLACE – NEWELL ROAD**

Assessing Map 223 Parcel 1 - Fafard Realty – 125 units

P Harding read Governor Baker's Open Meeting Law amendment.

P Harding explained that J Parker as a resident of the development will be recusing himself.

J Roelofs, Counsel for the applicant, shared the highlighted proposed modification area for Phase 3 which follows demand for more single family and duplex units instead of the multi-family units. At least 20' from the garage to the sidewalk has been taken into consideration after the comments from a previous meeting. Utility comments have also been addressed. Also provided photographs dated Oct 12, 2021 of the site per the Board's request. Shared photos from Nov 9, 2021 showing the progress of King Phillip and Settler's Lane.

Dale MacKinnon, Guerriere & Halnon, updated on response to DPW comments from October 8, 2021.

I McCauley, Holden DPW, stated she is in agreement with most of the comments, however plans from Oct 12 were not a full submission to comments. More information has been supplied in the past week so DPW will be reviewing and commenting on those. A number of inspections and testing have been done by DPW on King Phillip and Settler's Lane.

S Carlson asked if the Board has received documentation of all of these changes. P Harding clarified that the revised plans were included in the packet but some items were just submitted. S Carlson clarified he is asking about the utility changes in Phase 2 that were mentioned by Dale MacKinnon. I McCauley replied that the changes were made to and are consistent with the design which has been approved and as-builts will be provided and reviewed as it progresses.

R Ricker opened to the Public for comment.

Arthur Marin, 76 Tea Party Circle, asked if the proposed changes will make more than 50% of the units to be single-family. J Roelofs replied that yes that would be the case and that is the reason the applicant is requesting a waiver from the Planning Board. Arthur Marin commented that this would not be in the best interest of the Town or the residents. J Roelofs explained that the single family units are the most in demand so this would allow for the satisfaction of the Town's residents desire.

Henry Rosenthal, 32 Tea Party Circle asked if Pam Harding received letters that were sent. Pam replied that yes they were reviewed during the October 12, 2021 meeting. Henry expressed frustration that changes to the Master Plan were not forthcoming from the developer and would have weighed on his decision to purchase in this development.

John Pappas, 44 Tea Party Circle, asked about the Phase 2 progress and completion schedule. J Roelofs answered that the timeline from October 12 indicated that binder work was to be completed in mid-October but was delayed and should be completed within a few weeks. From the first building permit received date there would be an approximate timeline of 6-9 months.

Margaret Daly, 78 Tea Party Circle, commented that the sidewalk has not be continued and the lights are not in place and it is very dark. Also commented that the concept of buffering and protecting vegetation to the greatest extent possible has not been taken into account on these new proposed plans.

Laurie Jewers, 45 Tea Party Circle, echoed concerns from the other residents, said that raised structures from uncompleted pavement are a safety concern and they feel that a bait and switch was done by the developer and they are not happy with the revised plans.

Jay Gagnon, 46 Tea Party Circle, brought up the Pine Tree LLC project that came before the Planning Board where the Planning Board put into place a restriction to develop only 20% of units per year. Would this be a consideration for this project. R Ricker answered that the Phase growth bylaw is in effect for all developments.

Louis Milnamow, 28 Tea Party Circle, expressed concern about living in a construction zone day in and day out.

P Harding clarified that the Town is not ready to issue a decision this evening as DPW needs to review the recent submissions.

S Carlson asked about the concerns on the detention ponds. R Ricker answered that is part of the review by I McCauley that is still being completed. I McCauley asked about the field activities that there is question about which the residents did mention. The condition of Tea Party will be reviewed and I McCauley asked who from the developer will be addressing these comments. J Roelofs answered that a meeting can be set up with the Site Supervisor and General Contractor can be arranged. I McCauley replied that they have the list of field conditions requiring action so there should not be a need to meet unless they are missing some information.

Margaret Daly, 78 Tea Party Circle, asked when the next meeting will be on this.

P Harding commented that the Board will decide the continuance date.

J Roelofs requested a continuance to December 14, 2021.

Motion by S Carlson, seconded by O Lies to CONTINUE THE PUBLIC HEARING – AMENDEMENT SPECIAL PERMIT CONTINUING CARE RETIREMENT COMMUNITY VILLAGE AT WESTMINSTER PLACE – NEWELL ROAD - Assessing Map 223 Parcel 1 TO THE DECEMBER 14, 2021 MEETING. APPROVED BY A VOTE 5-0-1 (J Parker abstained)

**ZONING BOARD OF APPEAL RECOMMENDATION - Variance 72 Mason Road – Paul and Amy O’Keefe - Setback relief for a shed**

P Harding shared the plan and shed details.

The Board commented that the size is larger than has come. B Zawada stated that the question before the Board is regarding the setback variance and not necessarily the size of the structure.

Motion by B Zawada, seconded by J Parker, THAT THERE IS NO PLANNING BOARD SIGNIFICANCE FOR ZBA RECOMMENDATION – VARIANCE 72 MASON ROAD. APPROVED BY A VOTE 6-0

**LAND USE TABLE – VILLAGE DISTRICT BYLAW**

P Harding explained that the bylaw would be moved forward if there are no comments or concerns, then the public would be invited and they would plan to bring to the Town Meeting in May 2022. The Board did not express any concerns and is in support of moving it forward.

**DEFINITIVE SUBDIVISION Discussion of Status – Torrey Lane**

P Harding explained developer brought in a check for a little over \$30k and is moving forward with work.

**CERTIFICATE OF COMPLETION – 1057 Main Street Site Plan Special Permit**

P Harding said she has not received documentation from the Fire Department yet but will be reaching back out.

**APPROVAL OF MINUTES**

*August 31, 2021 – continued to the next meeting*

**OTHER BUSINESS**

The Board decided that they will remain remote for meetings through the end of the year.

Motion by O Lies TO ADJOURN THE NOVEMBER 9, 2021 MEETING AT 8:32 PM. APPROVED BY A VOTE 6-0