



**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, February 5, 2024**

Approved: **February 20, 2024**

Chair Jeff Pallis at 6:35pm, called the meeting to order.  
Members present: Alan Chaney, Joan Simmons, Joe VLcek and Jim Wilkie  
Member self-recused during portion of meeting: Alan Chaney

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

**ANR, 82 Mill St, A. Davis – NDS/Jeff Hannaford**

Jeff presented on behalf of the applicant, Alan Davis, who was in attendance.

The property of 4.76-acres on Mill Street was carved off larger property for Town of Dunstable/Conservation Commission acquisition via an awarded 2023 state LAND grant. Lot was assessed as a buildable and plan presented has a 150' building circle upland from the included pond with dam. Reviewed by Town Engineer (TE) last week with comments back to Jeff who has made the requested revisions. TE approved the revisions via email today, and Jeff presented that updated plan this evening.

Joe made a motion to endorse the plan as presented. Alan seconded the motion. – Motion passed unanimously.

Alan added that the state deadline for finalizing the LAND grant awarded to DCC is June 30<sup>th</sup>. The Commission is taking the necessary steps to meet requirements of award, and it includes this updated plan to refer to in deed recording.

**0 River/Unkety Brook Sub-division Special Permit Extension**

Attorney Laurie Sullivan, of Finneran & Nicholson, presented on behalf of the Coljack Development owners who were not in attendance. She noted that a letter of request to extend the SP had been sent January 18<sup>th</sup> as it was due to expire on February 2, 2024. The original Special Permit for the Open Space Development was granted by the PB on August 2, 2022. Construction activities were to commence within 18 months, and they have not as of today. The current owners are trying to sell the property to another developer, who wants to continue with building the approved 11-home open space subdivision plan.



**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>

Laurie highlighted that the Special Permit included a conveyance of 72.5-acres of land to Massachusetts Fisheries & Wildlife. This request for a 12-month extension is necessary due to the length of time it has taken the state to provide a CMP plan and sign off on MEPA certification to protect threatened species on-site.

- MEPA certificate (to protect endangered species) was signed off July 31, 2023
- CMP plan was signed November 30, 2023

Joe made a motion to extend the Special Permit for an open space subdivision development by twelve months. Alan 2<sup>nd</sup> the motion.

Roll call vote:

Joe VLcek – yes to extend the Special Permit  
Joan Simmons – yes to extend the Special Permit  
Jeff Pallis – yes to extend the Special Permit  
Jim Wilkie – yes to extend the Special Permit  
Alan Chaney – yes to extend the Special Permit

Motion passed, 5-0, to extend the Special Permit decision another twelve months.

**Land Disturbance Inspections & Review Fees, 315 River St. Ken Tully,**

Ken noted he had initially provided \$1,300 for the Tier I Land Disturbance fee and review and inspections. He'd received notice from the Administrator that an additional \$3,500 in inspection fees was estimated to be needed and felt this was excessive. The Town Agent had provided a written summary of his inspections and findings to date for the property to the Board which Ken was presented during the meeting. He stated a concern for the number of inspections conducted by the Town's Stormwater Agent. It did not seem reasonable. He understood that there had been torrential rainfall frequently over the past months but that no silt had left the property site.

Jeff noted that the Town's Agent was following the state regulations. Stormwater rules from the state require contractor regular reporting and collaboration with inspectors who are charged with visiting sites to verify compliance.



**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>

Alan noted that compared to surrounding towns, Dunstable did not have in-house resources to perform inspections and therefore the third-party engineering firm rates to provide services applied.

Discussion on whether existing town departments, such as the Roads team, might be able to perform simple assessments and contact the Town's Stormwater agent only when needed or if concerns arose.

The Board suggested inviting the Town Agent, David Langlais, to a future PB meeting with Ken to review and discuss visits and costs further.

**Local Initiative Proposal (LIP) Brattle Development – 41 Lowell St**

Joint Meeting with Affordable Housing Committee (AHC) commenced at 7:15PM

AHC Members present: Chair Jon Hughes, Carol Bacon, Deborah Courtney, John DeNyse Kieran Meehan, Matthew Naughton

As a property abutter to the project location, PB member Alan Chaney recused himself from the Board and did not participate in questioning or discussion.

AHC Chair Jon Hughes opened the joint meeting and shared the Committee's four recommendations and comments:

- 1) Overall, the project is large and some members felt it was larger than they'd prefer it to be.
- 2) Regarding the Subsidized Housing Inventory (SHI) requirements:
  - a. Recommend/request that more than 39 proposed be affordable.
    - i. Prefer that all (currently 124) units within the three buildings be rentals, and therefore add that total sum to the SHI.
    - ii. 25% of rentals would be affordable.
  - b. Maximize the impact of adding AH to the Town's inventory.
- 3) Recommend that there are no 3-bedroom units; reduce from twelve forecasted to zero.
  - a. Keeping the same building footprint, they'd increase the count of 1 and 2 bedrooms to increase overall inventory.
- 4) AHC is of the opinion that the project is "*consistent with the Town's Housing Production Plan (HPP)*"



**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>

The two Boards proceeded to review and discuss the AHC's recommendations presented.

Planning Board member Joe offered initial commentary that adding this much housing stock was "*way too much*" and would be a sudden and big shift in the culture of the small rural Town. He'd prefer to see a scaled increase over several years to add the total units expected.

Group discussion continued around LIP, SHI, emergency services and likely schedule to build out the total units.

The Planning Board endorsed the four AHC recommendations and offered the following additional recommendations and comments:

- 1) Scale occupancy permits over 5 years.
- 2) Zoning Board of Appeals (ZBA) should hire independent consultants to evaluate developers provided financial, traffic and safety estimates to ensure accuracy of expectations.
- 3) ZBA should confer with other Town Boards and Commissions for guidance/input when uncertainty arises.
- 4) Meet Dunstable's design standards as outlined in Rules & Regulations Governing Site Plans (ex: drainage, parking, lighting, landscaping, etc.)
  - a. Keep with existing rural look and culture of town.
  - b. Ensure neighbors are considered.

Joe motioned to close the Joint Meeting with Affordable Housing Committee (AHC). Jim seconded the motion. – Motion passed unanimously.

The joint meeting ended at 8:37PM.

Board member Alan Chaney rejoined the in-session meeting of the Planning Board.

**Meeting Minutes – January 16, 2024**

Joe made a motion to approve the minutes of the January 16th meeting. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.



## 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>

### **Dunstable's Housing Production Plan (HPP) – AHC, Jon Hughes**

Jon Hughes noted the lengthy two-year process to update the original HPP. Approximately two years ago at the Town Meeting, the AHC presented the concept of updating the plan. A survey of the Town for input occurred, along with a public meeting, and assistance from NMCOG resulted in the updates to produce the 2024 HPP.

Joan asked whether a grant to NMCOG helped provide their support and assistance. Jon replied "Yes".

Alan motioned that the Planning Board endorse and accept the 2024 Housing Production Plan as presented. Joe seconded the motion. – Motion passed 3-0-2.

### **Bills and Payroll**

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

Joe motioned to pay Hoyle Tanner's invoice #70512 for \$197.45 for work related to Stormwater inspections at 73 Depot Street. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.

Joe motioned for chair Jeff to sign-off on task order #29 for town engineering services associated with the ANR review on 82 Mill Street. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.

Joe motioned for chair Jeff to sign-off on task order #30 for town engineering services planned to review a Special Permit and site plan for 11 Pleasant Street. Jim 2<sup>nd</sup> the motion. – Motion passed unanimously.

Joe made a motion to close the meeting at 8:51pm. Jim seconded the motion. – Motion passed unanimously.

The next scheduled meeting is Tuesday, February 20, 2024 at 6:30pm. The Planning Board will meet in the lower level Grange room at the Dunstable Town Hall.



**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>

Respectfully submitted,

Carol A. Rock  
Administrative Assistant,  
Dunstable Planning Board

APPROVED