

**MILLBURY PLANNING BOARD  
MINUTES  
December 14, 2020**

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The regularly scheduled meeting of the Millbury Planning Board was held on Monday, December 14, 2020 at 7:15 p.m. via remote participation via ZOOM video conferencing pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L.C. 30A, Section 18, and the Governor's March 23, 2020 Order, as amended, imposing strict limitation on the number of people that may gather in one place. The meeting was recorded and streamed by Millbury Public Access Cable Television. This meeting was also available through [Zoom.us/download](https://zoom.us/download). Chairman Richard Gosselin presided.

Present: Rich Gosselin, Terry Burke Dotson, Paul Piktelis, Bruce DeVault, Mat Ashmankas

**7:15 p.m.            Minor Modification of Marijuana Establishment Special Permit & Site Plan Approval  
12 Latti Farm Road  
Co-Grow**

Bruce DeVault referred to an email received from the applicant to continue the public hearing. The applicant will present at a future meeting.

**7:17 p.m.            Final Release of Performance Guarantee  
34 Grafton Street  
Chris Windle**

Laurie Connors stated that the Stantec cost estimate was received with a \$0.00 balance. The pins have been verified on the updated as-built plans.

Mat Ashmankas made a motion to release \$ 8,763.00, plus interest, with no remaining balance. Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

**7:18 p.m.            Minutes**

Mat Ashmankas made a motion to approve the minutes from the August 31, 2020 meeting, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

Mat Ashmankas made a motion to approve the minutes from the September 14, 2020 meeting, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

Mat Ashmankas made a motion to approve the minutes from the November 23, 2020 meeting, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

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**7:20 p.m.      Public Hearing Con't – Adaptive Reuse Special Permit, Multi-family Special Permit & Stormwater Management Permit  
Singletary Arms – 115 West Main Street, 119 West Main Street, 3 Burbank Street,  
4 Burbank Street  
Douglas Backman**

Michael Stalzer, Project Manager, detailed to the Board that the updated plans and traffic report have been submitted, based on the comments received.

Fayssal Hussein, representing Niche Engineering, introduced Adina Alpert, who presented the traffic study to the Board. She detailed the existing traffic conditions and reviewed the crash history for the intersection. The recommendation is to install a flashing beacon on Burbank Street and LED pedestrian signs at the intersection. Ms. Dotson inquired, and Mr. Hussein confirmed, that the counts for the project were done by transportation engineers.

Discussion ensued regarding the traffic signs and the future needs of the intersection.

Paul Piktelis expressed concern regarding the impact to the intersection from the project and recommended there be a signal installed.

Bruce DeVault expressed concern regarding the increased traffic at the intersection of Burbank Street and W. Main Street. He also expressed concern regarding the impact to the abutters due to the project.

Chairman Gosselin indicated that the traffic study did not account for traffic on the roadway going towards Sutton. Ms. Dotson inquired and Ms. Connors confirmed that the Town of Sutton has been notified and has submitted letters from the Town Planner to the Planning Board.

James Marran, 80 Burbank Street, expressed concern regarding the trip distribution and questions the report.

Mr. Hussein replied, stating that the traffic study that was done is based on traffic data collected in the field.

Megan, 24 High Street, expressed concern with the traffic at the intersection of W. Main Street and High Street.

Chairman Gosselin expressed concern regarding the parking spaces proposed within the project's lots and Ms. Connors indicated that there will be differing hours of operation at the commercial spaces.

Chairman Gosselin inquired and Mr. Stalzer confirmed that the 5x5 storage units will only be available for lease by current tenants. Ms. Connors stated that the storage unit leasing will be a condition of approval.

Mr. Stalzer stated that the developer is considering donating the hose house to the Town. He also stated that the plan will be updated to show the snow removal and storage areas.

Chairman Gosselin recommended that there be a condition of approval included that parking spaces are not to be used for snow removal.

Fran DeSimone inquired and Mr. Backman stated that the parking spaces behind the village will be numbered. The parking spaces under the building will be available for the tenants to rent and will be numbered as well.

Mr. Dotson requested that the developer and project manager determine the owner of the current dam under the building, as well as the dams on Beach and W. Main Street. She also recommended that the developer include affordable units for the development.

Terry Burke Dotson made a motion to continue the public hearing to 7:15 p.m. on Monday, January 11, 2021, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

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**9:36 p.m.            Temporary Hours Adjustment & Warming Shelter**  
**266 North Main Street Extension**  
**Nature's Remedy**

Justin Lundberg, representing Nature's Remedy, sought temporary hour adjustments and an outdoor warming shelter for employees. It will be a mobile office for the winter used for curbside order pickup.

The requested hours are Monday through Thursday 8:00am to 9:00pm, Friday and Saturday 8:00 am to 10:00 pm and Sunday 9:00 am to 8:00 pm. The warming shelter will be a box trailer and there will be no sales transactions done in the trailer. The sole purpose is to keep the employees safe from the winter elements.

Ms. Connors stated that the bylaw prohibits storage of products in the shelter and Chris LeBlanc confirmed that it will only be used by staff and no customers will be allowed in the shelter.

Ms. Dotson inquired and Mr. LeBlanc confirmed that the requested hour adjustment is within state guidelines.

Mat Ashmankas made a motion to accept the minor modification for temporary hour adjustment, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

Mat Ashmankas made a motion to accept the request of warm shelter on site until April 30, 2021, Paul Piktelis seconded, and on a roll call vote with Rich Gosselin, Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously.

**9:54 p.m.            128 Elm Street – Pre-Application Presentation**  
**Millbury Fire Department**

Nathan Ketchel, Civil Engineer, presented the updated plans to the Board. The parking spaces are updated and the building height was lowered a foot and a half. The water service will run from Waters Street and the location of the hydrant has been relocated.

DJ Chagnon, representing LBA Landscaping, presented the proposed landscaping plan to the Board and noted that they are attempting to protect existing trees.

Jeff Shaw presented the architectural drawing and the building façade. They are working with the surveyor to locate and detail the property pins. They are scheduling project bids to be presented prior to the next town meeting.

Mat Ashmankas inquired and Mr. Ketchel confirmed that the transformer location is at the rear side of the property and it four feet from property line. Ms. Connors stated that the requirement is 10 feet.

Fran DeSimone inquired and Mr. Shaw confirmed that the fire trucks will exit onto Elm Street and return to the fire station from Waters Street.

Paul Piktelis and Bruce DeVault both stated that they are satisfied with the design and want to review the transformer location on the updated plans.

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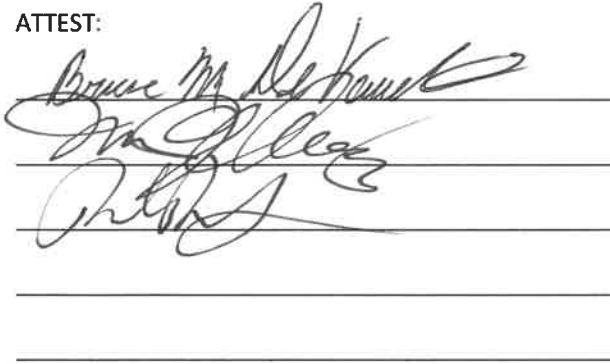
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Mat Ashmankas made a motion to adjourn, seconded by Bruce DeVault and on a roll call vote with Mat Ashmankas, Paul Piktelis, Terry Burke Dotson and Bruce DeVault in favor, the vote was approved unanimously. Meeting adjourned at 10:20 p.m.

Respectfully submitted,

Stephanie Collins

ATTEST:



The image shows three handwritten signatures on a set of horizontal lines. The first signature is 'Bruce M. DeVault', the second is 'Paul Piktelis', and the third is 'Terry Burke Dotson'. There are two additional empty lines below the signatures.