

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

Call The Meeting to Order

Chairman Stephen Johnson called the meeting to order at 7:00 P.M. at the Town Hall Meeting Room. Present at the start of the meeting were, Robert Fowler, Vincent Fratalia and James Duffy.

Eric Ryder was no present for this meeting.

(A) Approval of Minutes – March 28, 2022 & April 11, 2022

MOTION – Mr. Fratalia made a motion to approve the March 28, 2022, minutes. The motion was seconded by Mr. Fowler and unanimously voted 4-0.

MOTION – Mr. Fratalia made a motion to approve the April 11, 2022, minutes. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(B) Committee Reports/ Administrative Actions

(B1) Committee Reports

(B2) Committee Appointments

Mr. Johnson stated they have a packet of a list of committees they need members to serve on and who's on them at present. He then pointed out that it was missing the one for the elementary school that Mr. Ryder is on. Ms. Lowder stated she noticed that too, she wonders if they are not going to reconvene because the building is nearly complete or if they are just simply going to finish out the term they have, but that was apparently not on the list the town clerk gave her. Mr. Johnson asked Mr. Fratalia if there was a committee he would like to serve on. Mr. Fratalia stated he would like to be appointed to the community preservation committee. Mr. Johnson went on to Mr. Fowler who stated he would stay on the reuse committee. Mr. Johnson stated he thinks him, and Mr. Fowler will just stay on the committee they are on. Mr. Johnson then went on to Mr. Duffy and stated he may have noticed his name on there many times & he would like that to not be the case anymore, he's been sort of placeholder. Mr. Duffy stated he would be okay with nemcog. Mr. Johnson stated he's fine with staying on economic development & very, very temporarily on the zoning bylaw committee hopefully. Just to cover their bases they plan to appoint Mr. Ryder to the elementary school because he feels like that is going to go on past when that would end.

MOTION – Mr. Fratalia made a motion to appoint each member to the subcommittees as discussed. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(B3) Town Planner's Report

Ms. Lowder stated that the Starbucks building permit is imminent, they're waiting on one more sign off before they can have their building permit issued, they just finished up the work on the demo last week. Mr. Lowder then stated she has been informed that the proponent for Article 31 for annual town meeting, the multi-family rezoning from R40, the applicant has made it known they intend to withdraw at town meeting. Mr. Johnson asked if they should make a recommendation to recommend that it be withdrawn without prejudice. Ms. Lowder stated at this point she isn't sure, she believes the town clerk advises them of that point, but it will ultimately be up to whatever they do at town meeting & there's also a chance that the court doesn't accept the motion, its kind of up to the body at that point. Mr. Duffy questioned if he was withdrawing from town meeting, Ms. Lowder answered that his intention is to withdraw the article at town meeting because the public hearing has already been held & the recommendations have already been made there's no chance to do it prior to town meeting so he has to go to town meeting floor to do it.

Ms. Lowder then stated she spoke with Representative Robertson on 4/11/22 regarding the sidewalks in front of 1788 & 1866 Main St. He intends to earmark some funds in this year's budget for the work. He also intends to have discussions with MassDOT to make sure that they're not putting the cart before the horse and doing work before they have other scheduled work for 38 & she had the pleasure of speaking with Barry Feingold's director of constituent services & the

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

sate budget is leaving the house shortly & heading to the senate & he intends to advocate for similar earmarks for sidewalks for Tewksbury, within the range upwards of \$100,000.00 so that should be helpful.

Ms. Lowder stated 1325 Main Street, the old Discount Madness, is on a temporary hiatus. The contractor has withdrawn from the site, most of the equipment is gone at this point, but if anyone sees equipment leaving the site or fencing taken down that's why. She spoke with the owners & they are regrouping with the advisory board and will be in touch to give the board an update on what their plan is to move forward. They are aware that they are in jeopardy of having their building permits expire if they do not reenact them soon. Mr. Johnson stated its more than likely they will come to the board looking for an extension, Ms. Lowder informed him that time has actually passed, the expiration of the special permit even with the covid allotment passed in February but they had applied to building permits prior to that special permit expiring, so now they're kind of operating in that 6 months of the building permit where they have to actually exercise it or everything goes away & they're going to have to come back to the board for a new public hearing & they've been made aware of that. Mr. Johnson stated they make them aware that they will certainly frown upon them not making sure that the place looks decent even though they're going to put it on hiatus, it shouldn't look like a contractor's yard because they just up and pulled out of there. Mr. Lowder stated the building commissioner has made them aware of that as well, that there's no safety issues, holes that were previously dug for foundations, making sure everything is cleaned up. Mr. Fratalia stated his last visit to that site he saw a lot of holes that need to be addressed as far as safety concerns on site. Ms. Lowder asked how long ago he was there, Mr. Fratalia stated last week. Ms. Lowder stated she would make the building commissioner aware. Mr. Duffy stated he had walked by, and it was pretty rough looking. Mr. Fowler stated he thinks the board should formulate a plan so that if a plan starts & they stop and they aren't sure when they are going to start that they should grade, loom & seed it so they don't have a dust bowl and it doesn't turn not a pile of loom later on. Mr. Fratalia stated the site on Main Street across from Haffner's is like that, they've tried to address it in their meeting prior to that but he said he was going to start up in 60 days, that time has come and gone. That's someone they should address and ask what's happening, if you're not going to do anything we're going to clear it or level it and make it presentable. Ms. Lowder confirmed that's its 2131 Main Street he was referring to. Mr. Johnson stated if they start letting those folks know that for those that will or are likely to be trying to come back in there asking for extensions, it would eb unwise to do so after ignoring them when they've asked them to do these things for those sites. Mr. Duffy stated as far as a remedy for those that aren't conforming it kind of feeds right into Ms. Lowder's next item.

Ms. Lowder moved on to state they have a lot of outstanding as-builts, they hold over one million dollars in performance guarantees on dozens of projects & the reason they hold all those performance guarantees is because they do not have final as-builts from these projects. A lot of it is they start the process, stop the process they submit it & its not built to spec & now they have to go back to the drawing board with e engineer to remedy stuff they were supposed to do during the course of construction. What is included in their packets is just a snapshot of how far back some of the projects go so they have as-builts that are missing from 2009, 2001, stuff that's never been closed out, some are just small potatoes but they have other ones that are \$50,000 and it not like they want to hold the money, they want the as-builts, they want to see where all the utilities and everything are so to Mr. Duffy's point, she would not advocate for going to this extreme resolution immediately but submitting an as-built is part of the compliance with a Special Permit & the board would be well within their right to revoke the Special Permit if they're not complying with any of the conditions. Ms. Lowder reiterated that she doesn't advocate for doing this right off the bat, but she would be open to having the board give her some direction on how they would like to start handling this. She knows a lot of these owners & applicants have been contacted by email and phone a number of times, some progress has been made then it backslides, so she's just looking for some input from the board on how they would like her to move forward with that, whether they think letter notifications having them come there to kind of explain their progress, up to them. Mr. Fowler stated he can understand the frustration when she's getting different stories from different people, some of these or 21 years, that's obnoxious, that's beyond helpful. He would suggest that he would like to personally go out and look at all these sites, another 2 weeks aren't going to hurt anybody if they can go out look at them, see what they've done anything that's complete then they can send a letter to that person stating they have to get an as-built or have possible recommendation of withdrawal of their special permit, whatever it takes, it could be a nice letter so she'd not picking on anyone particular area. He like to do that, that way they have a feel for what's going on with all of them. Mr. Fratalia stated that some of these projects have

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

been approved at town meeting for their street approval so that's the last step. In his years he knows certain street have been accepted, how did that occur if they're not finished, that's a lot of money being held. Ms. Lowder agreed and stated they have to apply to the planning board to have the funds released, the stipulation for that is they have to submit an as-built plan that is acceptable to the engineering department & the board and a lot of it is just these things pile up, they lose track of them & ultimately it just sits there until somebody does something. As she accepts bonds for new projects its just getting added to a longer & longer list. Mr. Johnson questioned if the interest on this followed the deposits, Ms. Lowder stated that was correct. Mr. Fratalia asked if there was really a bond in place for \$141,000 for Harvest Ln. Ms. Lowder stated that on specifically is a letter of credit, but yes, it is considered a valid surety until otherwise dissolved. Mr. Fratalia stated its not really cash in hand, its just a letter of credit, Ms. Lowder said that was correct. Mr. Johnson stated that his guess is that in a lot of these cases the developer is now not there because all the sites have been sold, the people that live there probably have no idea that this is still hanging out there, they may have a hard time tracking down exactly who's going to get those to them. Ms. Lowder agreed stating she was able to return a lot of engineering consulting deposits to a lot of these applicants so they can find some of them. Mr. Johnson clarified that they take the deposit to get the as-builts done, Ms. Lowder confirmed that was correct. Mr. Duffy stated his experience is if everyone is packed up and left from the site sometimes its very difficult if not impossible to get an accurate as-built, especially with underground utilities, so that's going to be problem #1. Problem #2 is some of these withholdings are so small that many people are just going to abandon it because its going to cost more money to have the engineering done to provide the as-builts. That may be something they want to consider going forward, that over time the amount they are charging to hold is inadequate & the letter going out, he thinks it would be fair if Mr. Fowler and he'd be happy as well to visit some sites and see what's going on, but to let the people know that the planning board has taken up this issue with these possible remedies & there will be some site visits and ongoing site visits over the next few months. Mr. Johnson asked if it was possible to get an estimated number of what these are actually worth now because some have been sitting about collecting interest, it may have been a \$10,000 bond but its not anymore. Ms. Lowder said she could pull that from the treasurer. This does leave them with a problem because they need the as-builts & if there isn't anybody to provide them or they'd rather just lose the deposit, they are going to have to figure it out one way or another. He doesn't want to just take the special permit from people that probably have no idea that this thing has been hanging out. Ms. Lowder stated she wasn't necessarily suggesting that she was just saying it was a valid condition. Mr. Johnson stated he isn't opposed to trying to connect some of these up to the developers they belong to because some of those folks like to come see the board often. If they are chasing as-builts & not enough deposit money, then that might be a problem they have to address with new projects knowing that this is a problem they can't seem to get resolved. Mr. Johnson suggested adding developer columns to the list to alert them that they've connected them up to some long outstanding things & it may affect what they look at going forward in terms of what they are going to ask from their clients. Ms. Lowder stated she thinks a good first step is whichever board member want to start looking at different sites, she's happy to accompany them & they can schedule some field trips for the next few weeks. Mr. Fowler stated that Mr. Duffy may not realize that some of these might have started a lot higher but they were reduced as they did so many things, like put the road & water in, sidewalks etc. & they get a reduction in the bond so that's why sometimes it gets down to a certain point that they don't like to get there because once it gets below \$10,000 then its almost a wash for them doing the as-built, that's why he would like to see if Ms. Lowder could post beside these what it started at and why it was reduced and they could decide further on if they are doing the right thing because they have changed it, it used to be a lot less, it would be down to \$1,000-\$2,000 and they said you cant do that, btu some of these are down there, like 500 Woburn St., why? Mr. Johnson asked if this was all of them, Ms. Lowder answered that this is not exhaustive, no. Mr. Johnson asked if there was a way to link this up with Occupancy permits, before the final occupancy permit is issued that they're in line to be getting this last step, it ultimately amounts to the last thing they need before they fold up their tents. Ms. Lowder stated the right column is the occupancy dates & she thinks the last couple where the latest is 2018 so the rest of the bond list is mostly ongoing projects or ones that they know are going to starting up in the next couple of weeks so she gave them a reprieve of not being on this list, but they could be on future lists. Mr. Duffy asked Ms. Lowder if they could find out if there are any repeat offenders on this list and then potentially, they know if they come before the board, they will know they have issues outstanding. Ms. Lowder stated the only thing she would add to that each special permit application is supposed to be considered on its own and without prejudice to who the developer is, but she certainly understands wanting that context, its just something she would caution against.

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

Ms. Lowder stated the last item is some questions the board had asked her to investigate at the end of last meeting. At the 4/11 they had the engineer & representative of the owner for 2122 Main St. for the proposed mixed-use development that is currently permitted for a commercial unit or retail sales & 9 residential condo units, they are proposing, in preliminary concept plans, to change the commercial component of the project to be parking for Donna's Doughnuts in lieu of constructing the actual commercial unit & add 3 additional units to the project. The first question she investigated was whether this proposed modification would be eligible for a simple majority vote & based on the legislation "a special permit issued by a special permit granting authority shall require a simple majority vote for... mixed-use development in centers of commercial activity within a municipality, including town & city centers, other commercial districts in cities & towns & rural village districts; provided, that not less than the 10% of the housing shall be affordable..." there's a 30% affordable component currently on that project therefore any proposed modifications for 2122 Main St. would be eligible for a 3/5 or simple majority vote of this board & that's a 3/5 vote of the board members in total not the board members presence so in the event that there are only 3 members hearing the application all 3 of them would have to be unanimous. The second item she was asked to check on with town council was whether the proposed parking lot for Donna's Doughnuts would satisfy the commercial component for the project & based on section 86-67 of the SVOD town council believes it's a reasonable interpretation that the parking lot could be considered the commercial component if finding is a fact are stated in the proceedings. He said that should the planning board want to make that finding it would be within the scope of their ability in the zoning bylaw as its stated & to address Mr. Ryder's concern that it would create a slippery slope, all special permit applications are to be evaluated on their own merit, individually so where you do for one site may not be appropriate for another. She can understand not wanting to set the precedent but it's not a forgone conclusion.

(B4) 1880 Main Street – Approval Not Required Plan

Jim Hanley, Civil Design Consultants, appeared on behalf of the Tewksbury Country Club for the ANR Plan. 18 months ago, they were in front of the board for modifications to the plan specific for the construction of an expansion to the pro shop & grill, some minor site modifications. They have spent the last few months doing the as-built work & they have that done, he doesn't think its required under the conditions of that special permit, but they did have the as-built work done & in light of the pending zoning changed at town meeting they thought they would just come in and preserve whatever rights they do have under the current zoning compared to what might pass down the line. The have it as 1880 Main & 85 Livingston Streets two lots, basically the lot in front of the golf course.

Mr. Duffy asked where the hair salon sat in relation to those two lots. Mr. Hanley pointed it out on the plan.

MOTION – Mr. Fowler made a motion to endorse the ANR Plan for 1880 Main Street as requested. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(B5) 1879 Main Street – Approval Not Required Plan

Dan Bailey appeared on behalf of All-Rig Acquisitions for the ANR Plan. All Rigs hope is to develop a car wash at this site which will require a special permit for the board so he will be back but with the changes in the zoning the car wash would no longer be a special permit use so they've submitted an ANR Plan simply to freeze the zoning.

Mr. Fowler stated he was hoping for something better than a car wash. Mr. Bailey stated they can take that up when they come back. Mr. Fowler stated theres probably enough water on that site without a car wash. Mr. Bailey stated this landed on his desk a week ago when they found out that the zoning was going to change, so he has a lot of learnig to do himself. He did drive up there earlier and took a look at it. Mr. Fowler stated obviously hes looked at this for something other than zoning, hes submitted everything so they have to support it.

Mr. Fratalia knows that he just wants to freeze the zoning. It was nice to see some of these old plans going way back.

Mr. Duffy stated he was curious as to the access point to that property. Mr. Bailey stated he honestly could not answer.

MOTION – Mr. Fowler made a motion to endorse the ANR Plan for 1879 Main Street as requested. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

(C) **1377 Whipple Road – Mark & Maureen Montecalvo – Family Suite Special Permit**

MOTION – Mr. Fratalia made a motion to waive the public reading. The motion was seconded by Mr. Fowler and unanimously voted 4-0.

Mark & Maureen Montecalvo appeared for the Family Suite Special Permit for 1377 Whipple Road. Mrs. Montecalvo stated they are requesting the special permit for a family suite to be added to their home that they will be moving into, and their son & his family will be moving into the main house & they would like to put it directly behind the garage that is already there with access. They are staying with in the original footprint of the home not encroaching anywhere.

Mr. Fratalia stated he wasn't sure where the family suite was going to go & asked if it was going behind the garage only, the applicants answered yes. Mr. Fratalia asking if it would be 26' wide and 38' going back, the applicants stated that was correct. Mr. Fratalia then asked how close it is to the lot line. The applicants answered 19'. Mr. Fratalia asked if they had sewer at the property, the applicants confirmed they do.

Mr. Duffy asked if it was a 1-story addition, 838.2 square feet. Mr. Montecalvo stated that it was actually going to be 26'x38' so about 980 square feet. Mr. Duffy asked if the stairs were going to the basement. The applicants stated yes.

Mr. Fowler stated everything conforms to what their bylaw says, he's totally satisfied with this.

There were no questions from the audience.

MOTION – Mr. Fowler made a motion to close the public hearing. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

MOTION – Mr. Fowler made a motion to approve the Family Suite Special Permit for 1377 Whipple Road. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(D) **940-960 Main Street – 960 Main Street Development, LLC on behalf of John D. Sullivan – Modification to Site Plan Special Permit (continued from 4/11/22)**

Mr. Plunkett & Doug Lees appeared for the Modification to Site Plan Special Permit for 940-960 Main St. Mr. Plunkett stated construction has begun at the location, they were before the board 6 months ago about the proposal of modification, they got some feedback from the board at the time, which was to not touch the layout of the commercial space on the first floor which was originally not part of what was being proposed other than the space necessary to provide access to the second floor so that has been done. Commercial space is still the first floor other than the access area & the other aspect was they went down from 4 to 2 units and significant detail as added to the structure in relation to the feed back that they got from the board. Mr. Johnson stated that the one on their previous package is dated 1/6/22, the one up there is dated 1/6/22 but the one they were handed tonight is dated 7/1/21, he just wants to make sure they are following along with the right plan. It was found the smaller printouts just had the wrong date on them. Mr. Plunkett stated the architectural details added will help the structure blend in with the surrounding neighborhood. Mr. Lees stated it's the same site as was approved. The first floor of the commercial is the same size, and the second floor overhangs a little bit, so the sidewalks now are underneath the overhang instead of being exposed, other than that the site layout hasn't required any changes to accommodate the change in the building. He did move the handicap spot so that the striping would be in the middle of the building where the doorway is now. The drainage, stormwater, sewer, water is all still as was previously approved. The only other change to the plan is going to be the entranceway Kevin had mentioned in his note that was still outstanding from the original approval he wanted a radius on the northerly side, right now its not really a radius it just flares in & in

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

the past week he has gone back & forth with the DOT, they'd like to see a 15' radiuses with 26' wide. He's tried for the fire truck, it works, Mr. Hardiman was on vacations o he hasn't had a chance to talk with him about it but that would just be the changes to the entranceway.

Mr. Fratalia asked Mr. Lees if there was a fire department signoff on this yet. Mr. Lees stated there is on the plans he submitted but they have to change the entrance for DOT. Mr. Fratalia asked it'll just be DOT & the fire department just concurs that's fine. Mr. Fratalia asked Mr. Plunkett if they resolved the parking issues in the back with the units upstairs now. Mr. Plunkett stated the parking is satisfied and there is a letter indicating there is no issue with the parking, the commercial space in the first floor is going to be strictly for office space rather than retail, by limiting it to office space the parking is adequate. Mr. Fratalia questioned with the residential space is the parking ok. Mr. Plunkett answered yes, they are limiting the usage of the space on the first floor to office space. Mr. Fratalia stated he doesn't have a problem with the modification, but he would love for the two units upstairs to be affordable, they've done the back without any affordable and they okayed that but now that they want to add two more, the affordable component would be the nicest thing for him & he would approve have approved this tonight. Mr. Plunkett stated he has spoke with the applicant, despite what they think the intent of this overlay district was to not have affordable they understand the position of the board & say if they are adding 2 if they could add 1 as affordable housing and have it that the choice of the proponent would be as to what units will be affordable housing including the back. They aren't certain whether they would like the front or the back as affordable housing unit. Mr. Fratalia asked if they had any potential applicants to occupy the office space. Mr. Plunkett stated they is no one at this time.

Mr. Duffy stated it's a very nice-looking building and echoed Mr. Fratalia's interest in affordable units. Part of what they consider as a board is the social, economic or community needs which are served by the proposal, that's part of what they need to consider. He asked how large the overhang in the front was. Mr. Lees answered it's a little over 6' & it does mee the setback requirement. Mr. Duffy stated they like to encourage proponents to get those spaces occupied, he knows its not easy, but they think with a little bit of hard work it could probably happen. Mr. Duffy noticed on the site work they are installing a lot of silt fence & straw bales. Around town he has noticed there are a number of projects where those have gone in and then they stay there until the end of time. Mr. Lees stated this project does have a lot of conditions from the Conservation Commission & that is one of their conditions prior to getting a certificate of compliance.

Mr. Fowler stated his only concern was an affordable component so whatever they can do will be a plus. Mr. Johnson asked what the total number of units between the 2 building will be if they approve this. Mr. Lees answered 10. Mr. Fowler asked if this was 2 separate permits, Mr. Johnson stated no, they did both as one. Mr. Plunkett asked if he could have 5 minutes to call the applicant. Mr. Fowler asked to give him a little thought when he's making the phone call, if one of the ones in the back could be affordable because the ones in the front are larger and worth a bit more that would be good. Mr. Plunkett stated these are intended to be rental units so if they go with 2 and they say they can put them as determined by the applicant which would mean that potentially 2 could go in the back, his belief is that then all the units would be countable. Ms. Lowder stated she believes that is correct, she would like to double check with the Asst. Town Manager. Mr. Johnson stated they have the new rule with the affordable component coming in he believes it changes the vote to a simple majority and not a super majority because of the affordable component so they just went down one vote necessary.

There was a 5-minute recess.

Mr. Plunkett asked the time element of the affordability component, is there a time frame that they assign to it? Mr. Johnson stated in the past it would be halfway through they would be looking for one of them to be done. Mr. Plunkett stated he was asking if with the affordable aspect of it in perpetuity is the affordability component. Mr. Lowder said yes, typically for rental units anyway. Mr. Plunkett stated if the have the opportunity to designate the units that they wish to have as affordable they would like to designate 2 of the units in the project being the total of 10 units with this new proposal, they would then do 2 which would then be 15% of the overall project.

Mr. Johnson stated they could not ask for something to fit any better than what this looks like. Mr. Johnson stated that the board is going to retain oversight of any kind of window treatments that go on the Main St side of any of these buildings because sometimes people are putting things in those windows that they consider the back of the building. They don't have to come in for approval but if they notice something that doesn't look good, they can say something. Mr. Plunkett stated there is a lot of money going into this, it's a matter of pride for the applicant as well as the town.

TEWKSBURY PLANNING BOARD MINUTES
April 25, 2022

There were no questions from the audience.

MOTION – Mr. Fowler made a motion to close the public hearing. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

MOTION – Mr. Fratalia made a motion to approve the Modification to Site Plan Special Permit for 940-960 Main Street with the conditions discussed. The motion was seconded by Mr. Duffy and unanimously voted 4-0.

(E) **160 & 170 River Road – Trull Brook Golf Course, Inc – Site Plan Special Permit & Land Disturbance Permit (continued from 4/11/22)**

Applicant requested continuation to 5/9/22

MOTION – Mr. Fowler made a motion to continue the Site Plan Special Permit & Land Disturbance Permit for 160 & 170 River Road to May 9, 2022, at 7:05 P.M. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

(F) **85 French Street – CIL Realty of Massachusetts – Land Disturbance Permit (continued from 4/11/22)**

MOTION – Mr. Fratalia made a motion to continue the Land Disturbance Permit for 85 French Street to May 9, 2022, at 7:10 P.M. The motion was seconded by Mr. Duffy and unanimously voted 4-0

(G) **60 Highland View Road – Highland View Realty Trust – Site Plan Special Permit, Special Permit & Land Disturbance Permit (continued from 4/11/22)**

Applicant requested continuation to 5/9/22

MOTION – Mr. Fowler made a motion to continue the Site Plan Special Permit, Special Permit & Land Disturbance Permit for 60 Highland View Road to May 9, 2022, at 7:00 P.M. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

Old Business

Reminder to attend Town Meeting to support new zoning bylaw. Please reach out with any questions.

New Business

Mr. Fratalia stating driving through town he feels they need to do something about cleaning up some of the sites on Main St. they are littered with debris and not up to snuff, it should be pristine. Looking at Burger King (85 Main St.) and Applebee's one is pristine, and one is just not maintained. Ms. Lowder stated that town cleanup day I scheduled for Saturday May 7 from 9 A.M. to 2 P.M. and she'll just use this as an opportunity to tell people they can come to town hall at 9AM or anytime in that time frame to pick up refuse bags, gloves & reflective vests & they are welcome to pick up anywhere they'd like in town & then drop the bags off at the DPW before 2PM. There is also going to be opportunities for shredding and electronics recycling if people would be so kind as to bring a donation to the food pantry in exchange for those services. She can put out an email blast encouraging Main St. businesses in particular to pick up their sites on or around town cleanup day. Mr. Johnson stated if there's any specific ones it would really be in their best interest to do that during town cleanup day and not have them start chasing them.

Mr. Fratalia stated 5/14 is also the food drive in town, if they want to put a donation at their mailbox on 5/14 the mail carrier will pick it up and drop it off at the food pantry.

Correspondence

There was no correspondence.

Adjournment

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

MOTION – Mr. Duffy made a motion to adjourn the meeting at 8:14 P.M. The motion was seconded by Mr. Fratalia and unanimously voted 4-0.

Approved on: May 9, 2022

List of Documents for the 4.25.22 Meeting

Documents can be found in the Community Development Office

- A. 7:00** Approval of Minutes: March 28, 2022; April 11, 2022
- **March 28, 2022 (previously issued)**
 - **April 11, 2022**
- B. 7:00** Committee Reports/Administrative Actions
- 1- Committee Reports
 - 2- Committee Appointments
 - **Expiring designee terms spreadsheet**
 - 3- Town Planner's Report
 - **Memo from Alexandra Lowder dated 4/22/2022**
 - 4- 1880 Main Street – Approval Not Required Plan
 - **Cover letter dated 4/19/2022**
 - **Form A dated 4/19/2022**
 - **Approval Not Required Plan dated 4/19/2022**
 - 5- 1879 Main Street – Approval Not Required Plan
 - **Form A dated 4/19/2022**
 - **Approval Not Required Plan dated 4/12/2022**
 - **Plan history (6 pages)**
- C. 7:00** 1377 Whipple Road – Mark & Maureen Montecalvo: Family Suite Special Permit
- **Application packet dated 3/30/2022**
- D. 7:05** 940-960 Main Street - 960 Main Street Development, LLC on behalf of John D. Sullivan: Modification to Site Plan Special Permit (*continued from 4/11*)
- **No new materials submitted**
- E. 7:10** 160 & 170 River Road – Trull Brook Golf Course, Inc.: Site Plan Special Permit & Land Disturbance Permit (*continued from 4/11*) - **applicant requested continuation to 5/9**
- **No new materials submitted**
- F. 7:15** 85 French Street – CIL Realty of Massachusetts: Land Disturbance Permit (*continued from 4/11*)
- **No new materials submitted**

TEWKSBURY PLANNING BOARD MINUTES

April 25, 2022

G. 7:20

60 Highland View Road – Highland View Realty Trust: Site Plan Special Permit, Special Permit, and Land Disturbance Permit (*continued from 4/11*)
- applicant requested continuation to 5/9

- **No new materials submitted**

Old Business

New Business

Correspondence

Adjournment