



DOVER PLANNING BOARD

Meeting Minutes

7:00 PM

November 13, 2023, Approved as Amended, November 27, 2023
Held Remotely Via Zoom

Members Participating: Carol Lisbon, Jody Shue, Bill Motley, and George Sidgwick

Associate Member: Val Lin.

Others Participating: Town Planner Jasmin Farinacci, Planning Assistant Sue Hall, Warrant Committee member Marty Howard, 11 Hilltop Road; Mariah Riess, 35 Pine Street; Bob and Donna Simek, 16 Pine Street; Bruce Ringwall, Goldsmith, Prest, & Ringwall, INC, 39 Main Street, Suite 301, Ayer, MA

Opening: Chair Carol Lisbon called the meeting to order at 7:03 PM.

I. New/Special Business:

a. Construction Hours Bylaw Discussion

Ms. Farinacci is working with the Building Inspector, Walter Avallone to draft a bylaw regarding hours of construction projects. Town Counsel has reviewed the first draft and made some changes that the Board discussed. There were 3 residents from Pine Street in attendance, voicing their concerns with a particular project that is ongoing on Pine Street. The resident's concerns focused on the hours and fines of the bylaw, stating that their opinion of the hours was too long and the fines were not high enough for enforcement to be done correctly. Ms. Lisbon stated that the Board will take these concerns under advisement and hopefully have a final draft that Town Counsel has reviewed for the December 11 meeting.

II. General Town Business

a. Approval of Minutes

- **Ms. Lisbon made a motion to approve the October 2, 2023 minutes as submitted; seconded by Ms. Shue. The motion passed by a voice vote of 4-0.**
- **Ms. Lisbon made a motion to approve the October 16, 2023 minutes as amended; seconded by Ms. Shue. The motion passed by a voice vote of 4-0.**

III. Town Planner's Update

a. MBTA Communities

Ms. Farinacci, and Ms. Shue, met with Jeff Lacey, Consultant for the Commonwealth. Mr. Lacey reviewed a slide that he had prepared showing an overview of requirements, timing and options. This slide was shared with the Housing Task Force

b. Design Guidelines Update

Ms. Farinacci met with Board members Mr. Motley, Ms. Lisbon and Mr. Sidgwick to discuss the status of the Village Center Visioning project. Ms. Farinacci took the Brovitz Report and incorporated the Town's design guidelines.

c. FY24 Budget

Ms. Farinacci reviewed the budget with the Board, while focusing on the professional services line item within the budget. Tree Preservation, Comprehensive Review of Zoning, Subdivision Bylaws, Planning Board Rules and Regulations, Village Center Zoning, and Updating to the 2012 Master Plan will be the priorities. Marty Howard and Jerry Chen will be the warrant committee liaisons.

d. 53G Account Bylaw

Town Counsel is currently drafting language to allow the Planning Board to hire an outside consultant to aid the Planning Board during the application hearings. The applicant will be responsible for payment.

e. Zoning Diagnostics

Ms. Farinacci revised the draft of the RFP per suggestions from Town Administrator, Mike Blanchard. She forwarded it on to Mr. Blanchard and Assistant Chris Costello for their final review and then it will be sent to Town Counsel for their review.

IV. Chair Update

a. Troutbrook Road 40B

The hearing for this project was continued to November 29.

b. Tisdale/ Red Robin 40B

A letter of response to this project has been drafted by the Board of Selectmen with input from the Town's committees and boards. It has been forwarded to Town Counsel for their review and then will be submitted to Mass. Housing

c. Hale Task Force

Currently the Board of Selectmen are discussing whether to move forward independently from Westwood because Westwood is at a stand still with drafting the conservation restriction. A decision will be made in the near future.

d. Tree Preservation

Ms. Lin reported that Dover will be designated as a Tree City USA, joining the many cities and towns throughout the country, but the Town has to have a proclamation before it is official. The first proclamation is scheduled for November 14, 2023 and the next one will be April 26, 2024.

Adjournment:

At 8:18 PM Ms. Lisbon made a motion to adjourn; seconded by Ms. Shue. The motion passed by a voice vote of 4-0.