MERRIMAC PLANNING BOARD
Tuesday, October 21, 2025
MINUTES

CALL TO ORDER: Chairperson David Cressman called the meeting to order at 7:00 PM

ATTENDANCE: Chairperson David Cressman, Member Bronwyn Crocker, Member Bill McGowan, Member Thomas Abisalih and Town Consultant Denise McClure

OLD BUSINESS:

1. **Stormwater Management 1 High Street:** Attorney Phil Parry informed the Board that the owner of the property has received draft plans for development of the site. Atty. Parry explained that he will put together a complete application package to be submitted to the Board for their review. He stated he will coordinate with the Town Planner on the submittal.

NEW BUSINESS:

1. **Form A Plan (Approval Not Required) 48 Winter Street:** The owner of the property was in attendance. The Town Planner presented that the Roy Family owns the lot and is requesting to create one additional lot. The proposed lot does not meet the zoning frontage requirements; thus, the applicant received a variance from the ZBA for frontage. Because a variance for frontage was approved, for the purposes of an ANR, the lot meets both access and frontage and is appropriate for the Board's signature. Bill McGowan made a motion to sign the ANR mylar for 48 Winter Street, seconded by Thomas Abisalih all in favor 4-0.

2. **Accessory Dwelling Unit – 9 Prospect Street:** The applicant proposed to construct an Accessory Dwelling Unit in a single-family dwelling. The applicant presented the plans for the ADU to the Planning Board. The Town Planner presented a draft decision to the Planning Board for their review. Member Bill McGowen made a motion to approve the ADU proposed at 9 Prospect Street with the conditions presented in the decision, seconded by Member Thomas Abisalih, all in favor 4-0

2. **Public Hearing (cont.) – 9 West Main Street:** Special Permit and Site Plan Review – Attorney Phil Parry requested a continuance until the Board's December 16th meeting. Member Thomas Abisalih made a motion to continue the Public Hearing until December 16th, seconded by Bill McGowan, all in favor 4-0.

3. **Abbey Road Subdivision:** The Town Planner explained to the Board that the peer engineer conducted a final inspection at the subdivision and the applicant has requested a release of a portion of the funds that are held in the tripartite agreement. The tripartite agreement totals $307,512.50. Based on the final inspection and the review of the DPW Director, the Town has determined that it is appropriate to release $157,512.50, thus retaining $150,000 in the tripartite agreement. The funds will be held until the as-built plan is approved and the roadway is accepted by the Town. Chair David Cressman questioned whether the open space had been deeded to the Conservation Commission yet. Ms. McClure stated that it had not, but the remaining funds would not be released until the land was deeded. Bill McGowan made a motion to release $157,512.50 funds from the tripartite agreement, seconded by Thomas Abisalih, all in favor 4-0

CORRESPONDENCE: Thomas Abisalih discussed an email sent to the Planning Board regarding the Open Space Committee looking for a Board member to be appointed to the working group overseeing the update of the Town's Open Space Plan. Member Bill McGowan volunteered for the position. Thomas Abisalih made a motion to appoint

Bill McGowan to the Open Space Plan Update Working Group, Bronwyn Crocker seconded the motion, all in favor 4-0.

WARRANTS/FINANCIAL: The Town Planner presented the warrant as stated on the agenda. Thomas Abisalih made a motion to approve the following warrants: PRS Group ($38.00), Horsley Witten ($540.00). Horsley Witten ($1,497.50), and North of Boston Media Group ($994.70), Bill McGowan seconded, all in favor 4-0

COMMUNICATIONS, NOTICES & ANNOUNCEMENTS:
Denise McClure discussed with the Board the conflict of scheduling meetings at Town Hall with both the Select Board and Planning Board meeting on Tuesdays. Ms. McClure recommended that beginning in 2026 the Board meet on the 3rd Wednesday of every month.

ADJOURNMENT: There were no further business to come before the Board, a motion was made by Thomas Abisalih to adjourn the meeting at 8:02 PM, second by Bill McGowan, all in favor 4-0 .

Respectfully Submitted,
Theresa Arsenault