

PLANNING BOARD MEETING MINUTES – December 3, 2025

**TOWN OF HOPKINTON
PLANNING BOARD**

Wednesday, December 3, 2025

7:00 P.M.

Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833

CALL TO ORDER:

In Hopkinton on the third day of December 2025 A.D. the meeting was called to order by **Chairman Ronald Prellwitz at 7:00 p.m. in the Town Hall Meeting Council Chambers, 1 Town House Road, Hopkinton, RI 02833**

MOMENT OF SILENT MEDITATION AND SALUTE TO THE FLAG:

Chairman Prellwitz led the meeting in a moment of silence and salute to the flag.

ROLL CALL:

Planning Board Members: Ronald Prellwitz, Christina Bolek, Donald Spencer, Bob Boudreau, and Stanton Terranova were in attendance, as were Planning Board Alternate Paul Adams, Interim Town Planner Ashley Sweet, Deputy Planner Danielle Carignan, and Solicitor Scott Levesque.

Absent: Alternate Board Member Anthony Apice

PRE-ROLL FOR JANUARY 7, 2026 PLANNING BOARD MEETING:

Planning Board Members: Donald Spencer, Christina Bolek, Stanton Terranova, Bob Boudreau, and Alternate Board Member Paul Adams plan to attend.

Chairman Ron Prellwitz will *not* be in attendance.

APPROVAL OF MINUTES: November 19, 2025

A MOTION WAS MADE BY MS. BOLEK AND SECONDED BY MR. TERRANOVA TO APPROVE THE MEETING MINUTES FOR NOVEMBER 19, 2025

IN FAVOR: BOLEK, TERRANOVA, SPENCER, BOUDREAU, PRELLWITZ

OPPOSED: NONE

THE MOTION CARRIED.

OLD BUSINESS:

- 1. Final Plan Application - Brushy Brook – 140-Unit Comprehensive Permit – Plat 32, Lots 1, 4, 6, 8, 10, 12, 14, 16, 17, 21, 23, 25, 27, 30, 32, 34, 36, 38, 40, 41, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 63, 65, 67, 68, 69, 70, and 71, located at 130 and 0 Dye Hill Road, 0 Brushy Brook Drive, 0 Wedge Road, 0 Green Lane. LR6-A Owner, LLC., and Realty Financial Partners, applicants.**

Attorney Landry represented the applicant. He noted the Brushy Brook Revised Draft Decision prepared by Planner Sweet and submitted clarifications/comments for review.

Planner Sweet had no problem with Attorney Landry's edit to Condition #8, changing that condition to reflect the BETA Memo. She also had no problem with the date of the MOU and could insert it as part of Condition #3 under the overall final conditions of approval. Planner Sweet asked for clarification regarding proposed language in Condition #4 concerning "outside timeframe."

Planner Sweet asked for clarification about the phrase "...subject to the limitations set forth in Condition #32 of the Preliminary Plan decision of 46 building permits per year..." and asked if this was redundant, as the statement is included in another condition. The second sentence Planner Sweet felt was fine, i.e., "The Phase I plan is required to be recorded within 2 years with the right to extend 1 additional year." She suggested stopping there and adding language to exempt the applicant from a provision in 45-53(d)10 which states that construction must be started within 12 months. The other change stated, "...make reference to 10/31/25 MOU date, which shall be periodically updated as provided therein."

Planner Sweet announced the Town's Consulting Engineer, Steve Cabral, (Crossman Engineering) had joined the meeting online and was available to answer questions.

Planner Sweet noted a question she received about rental units, in response to this being mentioned by Attorney Landry at the November Planning Board meeting. She had seen no previous reference to this. She and Attorney Landry have been communicating on this. Planner Sweet stated that when she thinks of a rental unit, she envisions a management company that owns it and rents out units. Attorney Landry clarified that people may own these properties and rent them out. Planner Sweet asked if LMI units are to be marketed as rental units.

Attorney Landry stated that whoever purchases affordable units will have to adhere to those restrictions. Further, he said the applicant's intent is not to rent units but he does not want to put LMI residents in a different position than everyone else in town. He added that the monitoring agreement with the monitoring agent is charged with monitoring the LMI units and making sure they are not occupied by anyone that is not eligible.

Planner Sweet did not have a problem with that but wanted the record to be clear, in response to the question about whether these are being designed to be rental units. With that explanation - that they are not being designed to be rental units - she didn't think there would be a problem.

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Sharon Davis, Hopkinton Town Council, stated that she spoke with the Executive Director of the Community Land Trust of Rhode Island, who told her it has be occupied year-round.

Planner Sweet said any individual in the LMI unit must qualify.

Attorney Landry would agree to the stipulation that there are no short-term rentals like Airbnb's.

Planner Sweet will add a condition of approval that all units provided for rental are not permitted to do so as a short-term rental and must be rented all year round.

Mr. Boudreau said it is unfair to a landlord that wants to do a month-to-month contract versus yearly contract.

Attorney Landry replied that he is not sure if a month is short term, but a week certainly is short term.

Planner Sweet offered to remove the verbiage "...and must be year-round."

Councilwoman Davis said the Executive Director of the Community Land Trust of Rhode Island said she is relying on what the Planning Board includes in their decision. Councilwoman Davis thought the Planning Board should make up their mind and then work with the Executive Director and that they should contact her again and find out what options are. Ms. Davis wanted the name of the monitoring agent included. Ms. Sweet said the letter from the monitoring agent is included as part of the application.

Ms. Davis wanted language added to Condition #40 that says "...and will be monitored by a monitoring agent to ensure compliance." Ms. Sweet said we can add this language even though it is required by law.

Planner Sweet asked if we should say there are no short-term rentals in this subdivision based on the state definition and added that we can say "...not permitted as defined by State or RI statute or for more than 30 days."

Sherri Aharonian, resident of Dye Hill Road and abutter to the project site, said she thought clarification should be provided as to who is responsible for HOA fees - is it the person living in house or the owner of record?

Solicitor Levesque replied that it is the owner of record.

Planner Sweet said she and Ms. Aharonian spoke yesterday; Planner Sweet wanted to touch base on a couple of outstanding items. Specifically, there was a question about the notice for community septic, and asked Attorney Landry if there is a plan and when would that be happening.

Attorney Landry said he thought they already submitted a plan for Phase I, but that those construction permits have not yet been issued. He said they would agree to include a condition stating that notification will be provided to the Town when applying for each phase.

Steve Cabral, Crossman Engineering, said this project is unique and the OWTS construction permits encompass community leach fields and sewer piping from all the homes to the leach

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fields and denitrification systems built at each house, so no sewer construction can be started until an OWTS construction permit is issued. Concerning notification, the applicant submits a design; RIDEM performs a technical review and once the applicant addresses comments provided by RIDEM engineers, RIDEM informs the applicant engineer that they have to notify abutters by certified mail; applicant engineers have to provide green cards proving notice to abutters; if abutters have comments then RIDEM will typically forward those to the applicant's engineer and ask them to be addressed; then RIDEM will determine if a public hearing should be held.

Planner Sweet asked Mr. Cabral to confirm that the RIDEM approval process takes its own course of action and a Condition does not need to be added stating such. Mr. Cabral confirmed this is all standard procedure at RIDEM and it is nothing unique.

John Orlandi, town resident and abutter to Brushy Brook on Dye Hill Road, asked if the developer is going to stop water from coming down and going into his basement. He said it only happens with heavy rain and frozen ground – talking about putting trees up between property and entrance, he would like as large a fence as possible put up over there. He also asked about Dye Hill Road and if it is going to get widened or straightened.

Ms. Bolek recalled the former Fire Chief being called in previously because the access road was a question at the time of the Preliminary phase. Mr. Prellwitz asked Attorney Landry about the status of secondary access. Attorney Landry replied that secondary access was once an issue; when first proposed the project was 200 units – when that number was taken out of the project road width was taken out, and that was concession to this gentleman – to not have multi-family units in front of the project. Attorney Landry's recollection was that the Fire Chief did not want a widened road, but that these issues were resolved at the Master and Preliminary stages.

Steve Cabral, Crossman Engineering, said that during the Preliminary Plan hearing this topic was addressed and because the project is proposing an infiltration pond to the rear of Mr. Orlandi's property, even though the documentation indicated there would be no impact, the applicant and the design engineer agreed to install two monitoring wells between the infiltration pond and Mr. Orlandi's property, so over the long term the impact to the ground water levels, before reaching Mr. Orlandi's property could be monitored. Comment #16 in Crossman Engineering's last memo to the Board dated 10/28/2025, which Steve understands will be incorporated into the decision, addresses Mr. Orlandi's concern. That memo includes a reminder to install two monitoring wells and requested that the design engineer be prepared to provide mitigation measures if monitoring wells do indicate impact. Planner Sweet said it is also Condition of Approval #55 in the draft decision.

Planner Sweet noted a request to refine the condition of approval related to the No Cut Buffer, to repeat the Preliminary Plan condition in the same way. It is tucked into the draft decision as Condition 7(b) and 7(c) - Limits of Disturbance boundaries, but the language is not currently identical to the Preliminary Plan language, so a change will be made to mirror exactly the Preliminary language.

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Planner Sweet asked Attorney Landry if an Administrative Subdivision would be done. Attorney Landry said yes, we can do that; we can handle that at Phase 1. Planner Sweet said this will be added as a condition. Solicitor Levesque said the Administrative Subdivision should be recorded first.

Sherri Aharonian stated that Skunk Hill was not included for off-road improvements. It is Ms. Aharonian's understanding that the town needs to apply to RIDEM to widen that road, as condition going back to Master Plan. As she understands it, the Town and the Board had agreed to a 22-foot width and asked if that is still happening. She said she has a horse fence and would like to be kept in the loop on that because the fence is close to the road and she wants to know about any tree flagging that is going to happen.

Steve Cabral, (Crossman Engineering), referred to his memo dated 10/28/25 - specifically Item #9 - which touches on offsite improvements. One comment states that any trees or other obstacles shall be identified, so everyone knows what will be removed. He also said the applicant had to be the landowner, so what took place was the applicant provided the application to RIDEM, but the Town was required to sign the application as landowner. He said in Item #9 (a) there is still a bit of confusion about limits of offsite improvements, which goes back to Master Approval, which references the BETA memo and incorporated a memo prepared by the Public Works Director in 2010. He said that unless the Board amended its vote, improvements would include Skunk Hill, and the width would be 22 feet in all areas. Mr. Cabral believes there have been some discussions that the board waived that requirement but to his knowledge it is still a requirement.

Attorney Landry stated that this was already covered. Skunk Hill was not in the September 10, 2010 letter, and it was not required to be improved. As to Saw Mill Road and Dye Hill Road, that same memo required a 32' width for those roads and during Master Plan stage, that was modified as it was impractical due to telephone poles, etc. This is when a 22' width was incorporated for Dye Hill and Saw Mill Road and made part of the record in Preliminary Plan.

Mr. Joe Capalbo, town resident on Woody Hill Road, asked when the offsite conditions will be met.

Planner Sweet said that revised MOU dated 10 31 25 sets forth stages including short term, medium term and long term, and breaks down offsite improvements in this manner, but it is prefaced by including a preconstruction evaluation and review of existing conditions that may result in these changing but presented as a placeholder in MOU.

Ms. Bolek further explained that we did not want to nail down when certain offsite improvements needed to be made, because we do not know how much damage the road will take on.

Ms. Davis wanted to make sure language is added to Condition #40 that says, "...and will be monitored by a monitoring agent to ensure compliance..."

Chairman Prellwitz asked for comments from the Board.

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There were no comments.

Solicitor Levesque noted that the Board has made modifications to the written decision. If the Board is satisfied that it has heard all evidence it needs and is prepared to act on the Decision as modified both with respect to the discussion between Planner Sweet and Mr. Landry and to other amendments as discussed this evening, then a vote is in order.

Mr. Boudreau asked whether Planner Sweet needed time to make the updates. Planner Sweet replied that the Board can approve the amendments as discussed this evening. She will ensure those updates are made and recorded.

Mr. Prellwitz asked if there was anything the Board had to do until the revised document comes before the Board.

Planner Sweet replied that no, that document will come subsequent to the decision of the Board. Planner Sweet will make modifications based on how the Planning Board votes, then that will be the recorded decision.

A MOTION WAS MADE BY MR. TERRANOVA TO ADOPT THE WRITTEN DECISION DRAFTED BY THE PLANNER AS PRESENTED AND MODIFIED AS DISCUSSED THIS EVENING, AND TO APPROVE THE PROJECT AT FINAL. MS. BOLEK SECONDED THIS MOTION.

IN FAVOR: SPENCER, BOUDREAU, BOLEK, TERRANOVA, PRELLWITZ

OPPOSED: NONE

THE MOTION WAS CARRIED.

2. Extension – Discharge of Violations – Conditionally Approved Canonchet Hill Administrative Subdivision – AP 14, Lots 58 & 59 located at 50A & 50B + C Canonchet Driftway; Dorothy Gardiner, owner/applicant

No one was present to represent Ms. Gardiner, the applicant and owner. Planner Sweet had informed Mrs. Gardiner that she did not need to attend tonight's meeting, but it had been agreed to put this item on the agenda again to grant an extension to the February 2026 meeting. Planner Sweet has asked Ms. Gardiner, or someone representing her, to appear before the Planning Board in January to give the board an update and then decide if the condition can be released in February; that will depend on the update. Planner Sweet said there is progress, so the goal is to continue to work with Mrs. Gardiner and said the Planning Department will ask Building and Zoning to give an update for the January meeting and depending on where that is in process will have to decide on how to handle it.

A MOTION TO CONTINUE THIS MATTER TO JANUARY AND EXTEND THE DEADLINE FOR COMPLETION OF THE CONDITION TO THE FEBRUARY MEETING WAS MADE BY MR. TERRANOVA AND SECONDED BY MR. BOUDREAU.

IN FAVOR: BOLEK, TERRANOVA, SPENCER, PRELLWITZ AND BOUDREAU

OPPOSED: NONE.

THE MOTION WAS CARRIED.

3. Continuance Request - Master Plan – Continued Public Informational Meeting - Proposed Major Land Development Project – Atlantic Solar – Plat 7, Lot 32, Plat 10, Lot 87, Plat 11, Lot 35, 0 Main Street, Atlantic Solar, LLC, applicant

Solicitor Levesque stated that he spoke to Attorney Craven, who represents the applicant, and he has agreed to extend the decision deadline to February 27, 2026. The applicant would be re-noticing the project so there is no need to continue it.

NEW BUSINESS:

1. Minor Modification to an Approved Plan – Frontier Road Solar – Previously Approved Development Plan Review – Plat 7, Lot 62 located at 15 Frontier Road; Revity Energy, LLC, applicant; Frontier Realty, LLC, owner

Ryan Palumbo (Revity Energy) provided an overall update on the status of the project and stated they expect to be out to the site in the Q1 2026 timeframe, likely February/March.

John Sudul, Project Manager for this Revity project who worked with DPW and Crossman Engineering on this matter, noted that during a heavy rainstorm last year the lower portion of Maxson Hill Road flooded and DPW was called. Later, Revity met with Crossman and DPW to discuss a solution to the standing water in the road. During that meeting, it was determined that the shoulder of road material needed to be scraped so water could run. At that meeting DPW agreed to bring their own machine to Maxson Hill to scrape area and create a natural flow. Also, Revity agreed to use an area between Maxson Hill and the solar site to build a detention pond to store rainwater.

Planner Sweet said this is considered a minor modification to an approved plan by the town's subdivision and land development regulations, but she asked the applicant to appear before the Board to explain what is going on so if there was a concern we could discuss it, but without any issue and agreement with town engineer and DPW by way of town engineer – we would approve this administratively. There were no concerns from the Board.

2. Waiver Request – Palmer Circle Business Park – Aquifer Protection Permit Application Checklist Items E, F and H– Plat 11, Lot 46 located at 46 Palmer Circle; Peter Sacco, South Drive Development; applicant and owner

Seamus Maron, Registered Professional Engineer, represented the applicant. He said they submitted a Master Plan application and what came back was that they needed to submit the Aquifer Protection Permit (APP) under Unified Development Review. He said the Master Plan stage is conceptual, while APP requires a higher level of detail, and the Preliminary Plan requires full details. The applicant thought they would be doing the Master Plan for concept, APP with 60% design drawings and Preliminary with 90% design drawings, but with the UDR component in place now what they need to do instead is submit an APP application with Master Plan

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application, and with that is an APP checklist. We are requesting waiver for three of those checklist items because we don't believe they pertain to the Master stage of review, although they pertain to the design forthcoming at Preliminary Plan but need to know the 60% design before they get to 90% design.

The applicant is requesting a waiver for APP Checklist Item (1) Item E for OWTS because they do not want to have to do test holes without knowing final location of building, access drive, wells, etc. or will have to redo that work, although they know they will have to do this for Preliminary; Item (2) F traffic study. The applicant does not believe it pertains to the APP although it does pertain to the project development; and Item (3) H - water supply, similar to the septic, stormwater, water supply due to site layout components, they all play off of each other.

A MOTION WAS MADE BY MR BOUDREAU TO APPROVE THE REQUEST TO WAIVE AQUIFER PROTECTION PERMIT CHECKLIST ITEMS E, F, AND H, TO BE SUPPLIED AS PART OF THE PRELIMINARY PLAN. MS. BOLEK SECONDED THE MOTION.

IN FAVOR: BOLEK, BOUDREAU, TERRANOVA, SPENCER, PRELLWITZ

OPPOSED: NONE.

THE MOTION WAS CARRIED.

3. Town of Hopkinton Planning Board 2026 Calendar for Regular Meetings

A MOTION WAS MADE BY MR. TERRANOVA TO ADOPT THE 2026 PLANNING BOARD CALENDAR AS PRESENTED. THE MOTION WAS SECONDED BY MS. BOLEK.

IN FAVOR: PRELLWITZ, BOLEK, BOUDREAU, SPENCER, TERRANOVA

OPPOSED: NONE.

THE MOTION WAS CARRIED.

4. Planning Board Election of Officers: Chair, Vice Chair, and Secretary

The Meeting was handed over to Solicitor Levesque for voting of Planning Board Chairperson.

A MOTION WAS MADE FROM MS. BOLEK TO NOMINATE RON PRELLWITZ AS PLANNING BOARD CHAIR. THE MOTION WAS SECONDED BY MR. BOUDREAU. THERE WERE NO FURTHER NOMINATIONS.

MR. PRELLWITZ ACCEPTED THE NOMINATION.

IN FAVOR: BOLEK, BOUDREAU, TERRANOVA, SPENCER

OPPOSED: NONE.

THE MOTION WAS CARRIED.

Solicitor Levesque returned the meeting to Chairperson Prellwitz.

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A MOTION WAS MADE FROM MR. PRELLWITZ TO NOMINATE CHRISTINA BOLEK AS PLANNING BOARD VICE CHAIR. THE MOTION WAS SECONDED BY MR. TERRANOVA.

BOLEK ACCEPTED THE NOMINATION.

IN FAVOR: PRELLWITZ, TERRANOVA, SPENCER, BOUDREAU

OPPOSED: NONE.

THE MOTION WAS CARRIED.

A MOTION WAS MADE BY MR. PRELLWITZ TO NOMINATE STANTON TERRANOVA AS PLANNING BOARD SECRETARY. THE MOTION WAS SECONDED BY MS. BOLEK.

MR. TERRANOVA ACCEPTED THE NOMINATION.

IN FAVOR: BOLEK, BOUDREAU, SPENCER, PRELLWITZ

OPPOSED: NONE.

THE MOTION WAS CARRIED.

TECHNICAL REVIEW COMMITTEE REPORT: None

SOLICITOR REPORT: None

PLANNER REPORT: The town hired a new full-time clerk, Jayme Derderian, who started work on December 1, 2025. Planner Sweet suggested adding the Comprehensive Plan to the upcoming agenda as it expires in March 2028.

DATE OF NEXT MEETING: January 7, 2026

A MOTION TO ADJOURN WAS MADE BY MS. BOLEK AND SECONDED BY MR. BOUDREAU.

IN FAVOR: BOLEK, BOUDREAU, TERRANOVA, SPENCER AND PRELLWITZ

OPPOSED: NONE.

THE MOTION WAS CARRIED.

ADJOURNMENT: The meeting was adjourned at 9:06 p.m.

A full audio and video transcript of this meeting can be found at:
<https://www.youtube.com/@HopkintonRI/streams>