

**Town of Westwood
Islington Center Task Force Meeting
March 9, 2016
7:00 PM
Public Library, 660 High Street**

Meeting Minutes

The meeting was called to order at 7:00 PM.

Task Force Members Present:

Michael Walsh, Trevor Laubenstein, Nancy Donahue, Mary Beth Persons, Helen Gordon, Trish Tucke, Nora Loughnane, Abby McCabe, Tricia Perry, Nicole Banks, Danielle Sutton, Sarah Cleveland, Michael Reardon, Paul Sicard, Rabih Shanshiry, Kela Klosi, Michael Jaillet, George Hertz, Jack Patterson.

Members Absent: Pam Dukeman, Todd Korchin, Albert Wisialko.

Update on Pending FMUOD Special Permit Application for 301-323 Washington Street

The proposal for a mixed use project at 301-323 Washington Street was reviewed. Ms. McCabe and Mr. Laubenstein reported that the Planning Board's most recent hearing on this application was on February 23. The outstanding issues are to refine the plans and carefully review the parking relative to the logistics and management of the underground parking garage for the tenants and for the Board to consider the project's overall parking demand. The hearing was continued to the Planning Board's April 12 meeting, which is scheduled to be in the Library at 7:30 PM. The Planning Board will need to vote on this application prior to the end of April; at either their April 12 or April 25 meetings because of the required decision timeframes outlined in the zoning bylaw and because two Planning Board members will no longer be on the Board after May 2. This application is a special permit application, which requires four affirmative votes of a five member board for a project to be approved and the same board members to be present for the hearings. The applicant has met with staff and is working on finalizing plans to respond to all requested and outstanding items for the Board's April 12 meeting.

Discussion of Draft Questions for Online Survey

A draft of survey questions was distributed incorporating the suggestions from the February meeting. Further recommended updates included adding a description with an introduction and purpose of the Task Force at the beginning and a two-three week response timeline, to include the survey in the Council on Aging newsletter, revise the age group categories in question 8, and change "Lift" to "Lyft" in question 9. A post card mailing to residents about the survey was also suggested to direct people to the website to take the survey. June was suggested as a good release date for the post card and copies could be brought to Town Meeting on May 2.

Review of Draft Request for Proposals (RFP) for the Redevelopment of Property in Islington Center:

The Task Force reviewed a draft RFP document. The RFP is designed for four town-owned properties; the parking lot at 277-283 Washington Street, Wentworth Hall (Islington Branch Library) at 280 Washington, the Islington Community Center (ICC), 288 Washington, and the East Street Parcel behind the ICC. The purpose of the RFP is to explore redevelopment opportunities for this unique village. The RFP invites all interested parties to submit creative proposals for a variety or mix of possible uses for one, all, or a combination of any of the four town-owned parcels in Islington. The RFP includes specific threshold criteria for all proposals to be considered, which include demonstration of the financial capacity to move forward with the proposal, to compensate for any lost parking to maintain needed parking levels, and to compensate for the community space presently used at the library and the ICC. This Task Force is reviewing the draft RFP document now, then Town Counsel and the Town's Procurement Officer will review, and then the Board of Selectmen. The process for reviewing the submitted responses to the RFP will be as follows: The initial review of proposals will be by the Islington Center Task Force, which will apply selection criteria and may conduct interviews; then the Task Force will make a recommendation to the Selectmen; then the Board of Selectmen will review the proposals and the Task Force

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recommendation, and may conduct its own interviews before selecting one or more preferred bidders; then the Selectmen's Office will negotiate disposition agreements with each preferred bidder; then each preferred bidder will apply for and pursue all necessary development approvals, including the normal permitting process with the Planning Board and any other relevant boards and commissions, such as Conservation and/or Zoning Board; and finally Town Meeting will be asked to authorize the Selectmen to proceed with each proposed property transfer. The RFP is intentionally open-ended to encourage creative responses. Once received, the Task Force will review, rank, and can interview candidates. The Task Force will develop a scoring for the review criteria prior to reviewing the bids. The response deadline will likely be approximately 4 weeks after the RFP release.

The RFP will be distributed to all relevant sources and according to M.G.L. Chapter 30B and posted to the website. It was also suggested to update the website to include a section on this Task Force.

Chairman Laubenstein suggested the focus groups portion of the agenda be continued to the next meeting. In April, the Task Force will break into small groups and have a discussion on specific elements of Islington.

The next meeting was scheduled for Wednesday, April 6, location to be determined.

The meeting adjourned at 9:00 pm.