

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

Attendance & Call to Order:

Ch. Montgomery called the meeting to order at 7:35 p.m. asked if anyone present wished to record the meeting. WestCAT TV was present and was granted permission to record the meeting.

Present: other Planning Board members: Jack Wiggin, Steve Olanoff, Steve Rafsky and Chris Pfaff. Also present, Town Planner Nora Loughnane, Phil Paradis, Beta Group, Inc. and Planning & Land Use Specialist Janice Barba, who recorded the minutes. (Mr. Pfaff recused himself from discussions related to University Station.)

Update on University Station Development

Present: Dan Bailey, Special Town Counsel; Gareth Orsmond, Special Town Counsel; Paul Cincotta, New England Development and Carmine Tomas, Goulston & Storrs were present to update board members on the status of development since Special Town Meeting.

Discussion Highlights:

- Mr. Bailey informed that on June 25th, the Office of the Attorney General sent a letter with its approval for Article 1 UAMUD Zoning Bylaw and Official Zoning Map, with the exception of Section 9.8.5 "Water Resource Protection Overlay District (WRPOD) Requirements", as it relates to regulation of plant nutrient application (fertilizer), as it is a matter under the Department of Agriculture and not enforceable by cities and towns.
- MEPA Expanded Notice of Project Change (from Westwood Station to University Station) was filed by Westwood Marketplace Holdings on July 1st. A certificate is expected in August.
- Eminent Domain, Roadway Layout and Takings, Abandonment of Certain Town Easements, and Amendment of Whitewood Parcel Restrictions are obligations that the Board of Selectmen will meet, likely at its meeting on September 3rd, which is within 120 day requirement for action, following Special Town Meeting. Joint efforts of both the Proponent's engineers/surveyors and the Town staff are underway to accomplish these tasks.

Mr. Cincotta and Mr. Tomas gave a brief statement about each bulleted item.

1. Post-Town Meeting Progress on Close-out Memo Items: The close out memos items have been compiled into a "master to-do list" document which is expected to be distributed to the Planning Board in the next week or so.
2. Status of Final Draft O&M Plan: The O&M Plan for Westwood Station was used as the basis for the Draft O&M Plan for University Station. This document has been updated and tailored to the operation and maintenance of the water treatment systems, open space and landscaping in public ways of the University Station development. It is expected that the Draft O&M Plan will be ready for review by the Town staff and Planning Board in the next couple of weeks.
3. Status of Construction Management Plan: D.W. White Construction has been selected as the University Station site contractor. Staking and utility coordination efforts are underway, including the relocation of Rosemont Road, which will allow pads for the residential owner and Wegman's development in the fall. A construction management

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

plan is being developed with the DPW and weekly staff meetings are planned.

4. Permitting and Construction Schedule: A February/March 2015 opening is planned.
5. Proposed Revisions to Village Area Concept Plan: Additional information may be available following Labor Day. Leasing related matters that have not been finalized yet.
6. Status of Proposed Signage Package: Meetings are scheduled this week to discuss the proposed signage for the project.
7. Anticipated Timing of PDR Submission for Fitness Center: Property at 40-46 Harvard Street will be developed by Lifetime Fitness. Plans are expected to be submitted to the Planning Board in early September for Project Development Review. A meeting is planned to discuss plans and initial elevations with town staff.
8. Anticipated Timing of PDR Submission for Assisted Care Facility: An agreement has been made with an assisted care facility partner and plans are expected to be submitted in the mid-Fall for Project Development Review.
9. Anticipated Timing of Conformance Determination Request for CDAs 3 & 4 – Restaurants: Restaurant users have not been identified and are not expected to be announced until later this year or early next.

Board Questions & Comments:

- When will Canton Street Corridor Traffic Mitigation occur? (Developer will deposit \$1 million with the Town, before the issuance of the first building permit of which some funds can be used immediately for mitigation. In addition, Ms. Loughnane said that it will take some time to employ the most diligent efforts to prepare plans that will secure approval by the County Commissioners.)
- Will overgrown vegetation be cleaned up on the current site? (Mr. Cincotta said that a lot of overgrown vegetation has already been cleaned up. Overall clean-up and other efforts are forthcoming with the planned roadway layouts and takings, etc.)
- What is the status of the request for more landscape traffic islands in the parking lots of Target and Wegman's? (Mr. Cincotta said that final designs are advancing and that these plans will be shared with the planning board and the staff as soon as they are ready.)
- What is the status of the request for use of LED lighting? (Mr. Cincotta said this is still under consideration and that no final decisions have been made on this request.)

10. Initial Discussion of UAMUD Rules and Regulations: Mr. Orsmond informed the board that a draft of the UAMUD Rules and Regulations has been submitted for comments to Ms. Loughnane and they have been working together on the details. Mr. Orsmond said that the bylaw itself limits the Planning Board's authority to defining the application, submittal requirements, fees, reimbursement for consultants, performance guarantees and procedural requirements for approvals.

Other Related University Station Information:

- Ms. Loughnane informed the board that a public hearing to consider adoption of the UAMUD Rules and Regulations will be scheduled and advertised for the Planning Board's next meeting on Tuesday, August 20th. In addition, she will advertise and re-notice a public hearing to consider amendments to the other Planning Board Rules and Regulations.

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

- Mr. Bailey informed the board that November 18, 2013 has been reserved as the date for Fall Town Meeting.
- Ms. Loughnane said that there are a number of suggested zoning amendments that will be considered for recommendation by the Planning Board.

Additional Board Questions & Comments:

- Will funds need to be appropriated for Canton Street traffic mitigation at Fall Town Meeting? (Mr. Bailey said that according to the Development Agreement, \$250,000 will be provided by the developer to fund an analysis to be conducted by a consultant for an alternative design of the University Ave. / Canton Street/ intersection.)
- Has the schedule been set for Warrant opening meetings, Zoning Amendment public hearings, Finance Commission public hearings, etc.? (The schedule has not yet been made but it is expected that this process will begin in mid-September.)

Public Comments:

None.

Motion/Action Taken:

None needed.

Continuation of Public Hearing to Consider Application for Limited Environmental Impact and Design Review Approval of Exempt Use for the Construction and Establishment of a Wellness Center and New Athletic Fields at Xaverian Brothers' High School – 800 Clapboardtree Street

Present were Josh Fiala of Cecil Group, David Conway of Nitsch Engineering and Brother Dan Skala, Headmaster of Xaverian Brother's High School.

Highlights of Presentation:

Mr. Fiala gave an update on the three outstanding items that the Planning Board requested additional information on at its last meeting:

1. Parking Counts

- 22 spaces will be removed from the front Gymnasium Lot
- 5 spaces will be removed from the front of Clapboardtree Street
- Rear lot (behind stadium) 45 spaces will be removed
- Rear lot (behind cafeteria) spaces will remain the same
- Rear lot (behind Gymnasium) 63 spaces will be removed
- Rear lot Expanded - 191 new spaces
- East of Stadium - 82 new spaces.

2. Northeast parking lot and retaining wall – several concerns were raised regarding the parking and retaining wall at the northeast of the property – namely, the number of parking spaces, the setback from the property line and the height of the retaining wall.

- Drawings were presented to the board that proposes a modification to the design by moving the edge of the parking lot and retaining wall 9' to the west, away from the property line. The nearest point of the retaining wall to the property line would now be 19', the parking lot would be reduced by (6) spaces, and the overall height of the retaining wall would be reduced by nearly 3' for a maximum height of 11'-6".

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

- The project team met with Mrs. Fitzpatrick, abutter at 50 Marshall Street, to discuss these design changes with her. At this meeting, they also discussed her preferences for plantings, wall color (earth tones), and fence. The fence on top of the retaining wall will be changed to be an ornamental aluminum privacy fence that is 6' in height.
- A plan was presented depicting the Northeast Campus Corner which includes updated materials, wall renderings and section diagrams to reflect these proposed modifications.

Board Questions & Comments:

- A board member asked if Plan L-1 has been updated as he noticed that the date listed on the plan was not current. (Mr. Fiala responded that Plan L-1 has been updated but the date on the plan has not been and he will submit a new plan with the corrected date to the Planning Office.)
- A board member commended the proponent for the steps that have been taken to make this project more palatable to the neighbors and its work with the abutters to modify parking, retaining wall details and types of landscape materials.
- Will the Mercer lot continue to be used by Xaverian this fall? (Yes, as long as Xaverian provides security during special events.)

Comments by Dave Conway from Nitsch Engineering:

3. Drainage and Conservation Commission: –The Conservation Commission closed its hearing last Wednesday, and all parties are satisfied that the project will improve site drainage characteristics for the Xaverian property and abutters. The Order of Conditions is forthcoming and should satisfy the Town Engineer's comments and Planning Board EIDR.

Town Engineer Comments:

Mr. Paradis reiterated his comment that test pits at the elevations of all of the proposed infiltration systems should be conducted to verify infiltration rates.

Board Questions & Comments:

- Mr. Olanoff asked Ms. Loughnane to read the letter written to the Conservation Commission by abutter Arlene Bonura. (Ms. Loughnane read the letter into the record.) (Mr. Conway responded to each of the concerns addressed in the letter. His response was that the proponent will follow all of the DEP's stringent guidelines and that the proposed drainage improvements in this project will result in a 70% rate reduction.)
- What is the quantity of the fill material being brought onto the site as a part of this project? (Approximately 7,000 cubic yards.)
- Is an Earth Material Movement Special Permit (EMM SP) required as a part of this EIDR? (Ms. Loughnane said an EMM SP cannot be required based on that this is a Limited EIDR, although the same standards of an EMM SP will be applied in the conditions of the EIDR Approval.)
- A board member suggested adding a condition of EIDR Approval to require submittal of a schedule for infiltration test pits and that the project should be in conformance with the Conservation Commission's Order of Conditions.
- A board member recommended that the proponent consider offering and conducting

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

pre-blasting surveys (with videography) for all interested neighbors.

- Ms. Loughnane informed the board that the building commissioner has requested that the Planning Board require landscaping details for area surrounding the tennis courts to be included with the new site plans for the project.

Other Comments:

A memo was provided by Sgt. Paul Sicard to Ms. Loughnane identifying Westwood Police incidents at Xaverian Brother's High School since 2008.

- Out of six incidents, Xaverian students were involved in four incidents (in five years). In all incidences Xaverian Brothers High School took prompt and appropriate action.
- Traffic on Clapboardtree Street after school dances is a problem due to the number of cars arriving at the same time and live parking while they wait for their children. (Mr. Fiala said that the new site plan does provide more area for parking cues.)

Public Comments:

Ms. Fitzpatrick, 50 Marshall Street: She said that she is satisfied with and confident that the proposed retaining wall and landscaping will be nice for the neighbors.

Motion/Action Taken:

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to approve the Limited Environmental Impact and Design Review of Exempt Use for the Construction and Establishment of a Wellness Center and New Athletic Fields at Xaverian Brothers' High School with the conditions discussed tonight.

Upon a motion by Mr. Olanoff and seconded by Mr. Wiggin, the board voted unanimously in favor to continue this hearing until Tuesday, August 20th, at 7:30 p.m. in the Champagne Meeting Room at 50 Carby Street.

Ms. Loughnane noted that so long as no plan revisions are necessary after receiving the Con Com Order of Conditions, which would require changes to the Planning Board's Limited EIDR Approval, the hearing will be closed immediately on August 20th.

New Business:

Minor Modification of Site Plan Approval for 62 Everett Street, Progressive Insurance

Ms. Loughnane reported that she received a request to the Planning Board for a change to the roof drainage discharge at the Progressive Insurance building. The details are:

- Removal of the underground connection from the carport roof drains to the proposed rain garden.
- Requested that roof drains directly discharge onto the proposed river washed stone area, outside the curbing and recharge through the stone.
- After consultation with Town Engineer Phil Paradis, he agreed that he would like to see a detail of the washed stone that the 20' x 70' roof area showing that it will drain, but said that it appears that even if the runoff does not infiltrate the stone it will flow overland over pervious surfaces to the rain garden.

Board Questions & Comments:

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

- Board members agreed with Ms. Loughnane and Mr. Paradis' opinions and that the changes are de minimis and do not require a formal modification of the Site Plan Approval.

Motion/Action Taken:
No motion was needed.

Discussion about Appointment of Planning Board Associate Members:

Ms. Loughnane asked board members to reach out to any residents or neighbors they know who have engineering, planning or other land use background, to find out if they may be interested in serving as an associate member of the Planning Board. She asked that board members get back to her as soon as possible so two appointments can be made by the fall. She noted that these appointments will be made jointly by the Planning Board and Board of Selectmen.

Planning Board Letters of Support

The Planning Board has been asked to prepare letters of support for the University Station MEPA Filing and proposed revisions to the TIP to the I95/I93 interchange project and related improvements, including the Blue Hill Drive Ramp, the Dedham Corridor Improvements and modifications to the Canton Street/University Avenue Intersection. Ms. Loughnane asked the board to consider authorizing her as the town planner and Dan Bailey as special counsel to draft letters on its behalf.

Upon a motion Mr. Rafsky and seconded by Mr. Olanoff, the board voted unanimously in favor to authorize Ms. Loughnane as Town Planner and Dan Bailey as Special Town Counsel to draft the above mentioned letters expressing the Planning Board's support for University Station MEPA filing and proposed revisions to the TIP to the I95/I93 interchange project and related improvements, including the Blue Hill Drive Ramp, the Dedham Corridor Improvements and modifications to the Canton Street/University Avenue Intersection.

Adjournment:

Upon a motion by Mr. Rafsky and seconded by Mr. Wiggin, the board voted unanimously in favor to adjourn the meeting at approximately 9:10 p.m.

Next Meeting:

Tuesday, August 20th at 7:30 p.m., Champagne Meeting Room, 50 Carby Street.

Westwood Planning Board
Meeting Minutes
July 15, 2013
Selectmen's Meeting Room - 580 High Street
7:30 PM

List of Documents:

Xaverian Documents:

[Parking Counts & Parking Locations](#)

[Landscape Site Plan L-1](#)

[Landscape Materials, Northeast Campus Corner & Site Section](#)

[Memo to N. Loughnane from P. Sicard, dated 7/15/13, re: Xaverian Brothers Complaints and Parking Concerns.](#)