

**Westwood Planning Board
Meeting Minutes
July 24, 2012
7:30 PM**

Attendance & Call to Order:

The meeting was called to order at 7:33 p.m. by Ch. Jack Wiggin.

Present: Planning Board members Jack Wiggin, Steve Olanoff, Steve Rafsky, Bruce Montgomery, Chris Pfaff; Town Planner Nora Loughnane. Planning & Land Use Specialist Janice Barba recorded the minutes.

Discussion and Consideration of Review Process for University Station Development Proposal

Ch. Wiggin opened this discussion and welcomed John Twohig of Goulston & Storrs and Paul Cincotta of New England Development. Special Counsel Dan Bailey, Selectman Nancy Hyde, Mary Masi-Phelps and Margery Young Eramo from the Finance Commission were also present.

Ch. Wiggin said the discussion tonight will focus on schedule/timeline, draft Memorandum of Agreement and a draft Request for Proposals for peer review. He invited Mr. Twohig to speak to these items.

Mr. Twohig said a draft Memorandum of Agreement has been provided to the Planning Board and Board of Selectmen for review. He explained that this document address items such as required information, project review fees and reimbursement for outside consultants, administrative charges, etc. It is expected that the Board of Selectmen will review this document at its meeting next week.

Ch. Wiggin asked Ms. Loughnane to update the board on the previously distributed draft schedule. Ms. Loughnane said these dates have now shifted and will depend on when the developer is ready to submit materials.

Mr. Twohig said although materials are not yet ready to be submitted to the Planning Board he has created the following list of "deliverables" which will be applied to the "timeline" in order to present a full development package to the Land Use Committee and Planning Board.

"Deliverables"

- Concept Master Plan
- Existing Conditions Plan
- Locus Map
- Layout Map
- Initial Elevations
- Landscape Plan
- Lighting Plan
- Stormwater/Drainage Report
- Utilities Report
- Earthwork Report
- Traffic Study
- Fiscal/Residential Impact Study
- Project Narrative/Table of Development Data
- Zoning Overlay Amendment Text

"Timeline"

1. Distribution to Department Heads & Peer Reviewers
2. Presentation to Land Use Committee
3. Presentation to Planning Board and Peer Review Consultants
4. Peer Review Consultant Responses
5. Planning Board Meeting to Review Reports/Responses
6. Revisions to Plans/Bylaws

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7. Planning Board Review at Public Meeting
8. Notification Process: Planning Board, Finance Commission
9. Public Meeting
10. Town Meeting

Ch. Wiggin's Questions:

- If it is determined amongst all parties that a December town meeting is not feasible, is the developer prepared to adjust this timeline?
- Is the developer ready to provide a general, conceptual plan that would show the Planning Board a level of detail similar to a "preliminary-type" set of plans, more advanced than what has already been received, in the next two weeks?

Board Questions & Comments:

- A board member expressed the desire for more plan detail, specifically with respect to uses.
- A board member expressed concern that other town boards, including the Finance Commission will have a sufficient amount of time to review plans.
- A board member asked if there is more flexibility in this process because it is not a public hearing process.
- A board member expressed concern that the Planning Board and Finance Commission are completely informed and satisfied with this project before town meeting.

Ms. Loughnane's responses & comments:

- The Land Use Committee will meet with the developer and discuss all aspects of the plans.
- An expedited process is important but a thorough review by the Planning Board is imperative to ensure a positive outcome at town meeting.

Dan Bailey's comments:

- Missed meetings by board members are inconsequential and a meeting can be held by a majority of members.

Board members, town planner and Mr. Twohig agreed that it will be necessary for the staff to coordinate the timeline/schedule as soon as possible and suggested a meeting later this week.

Draft Peer Review RFP:

Ms. Loughnane said the intent of this draft is to request one team to review and analyze all development plans, project descriptions, calculations, reports, as well as review and analyze Zoning Bylaw amendments to create the new overlay district.

Board Comments:

- A suggestion was made to amend the RFP to a RFQ - "request for qualifications and availability".
- A "lump sum" proposal would be difficult for a consultant to create without sufficient plan details.
- A suggestion: identify qualified firms, provide submittal documents then request budget proposals.

Public Comments:

None.

Motion:

None needed.

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This concluded the discussion on the University Station Development Proposal. This discussion will continue at the next meeting of the Planning Board on August 7, 2012 at 7:30 p.m. in the Champagne Meeting Room.

Public Hearing for Consideration of Modification to the Existing Wireless Communication Overlay District Environmental Impact and Design Review (WCOD-EIDR) Approval for Sprint Spectrum for antennas on Fox Hill Water Tanks – 213 Fox Hill Street

Ch. Wiggin read the legal notice of public hearing and opened the public hearing at approximately 8:25 p.m.

Applicant Presentation:

Attorney Scott Lacy of Prince Lobel was present on behalf of Sprint Spectrum and gave a brief summary of the proposed alterations to the existing WCOD facility.

Highlights:

- replace three existing antennas with three new antennas
- install remote radio heads behind the three new antennas
- install three new panel antennas next to existing antennas
- height of replacement antennas will not exceed 90' above ground level water tank
- All new equipment will be painted to match the exterior paint of the water tank, consistent with current conditions.
- replace existing ancillary equipment cabinet with a newer model and install three additional cabinets on the existing concrete pad

Board Discussion & Comments:

A few minor questions were asked by board members about the purpose of the new antennas; equipment details, layout and antenna plan sheets.

Public Comments:

None.

Motion:

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to close the hearing.

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously in favor to approve the modification of the existing WCOD-EIDR Approval for Sprint Spectrum at 213 Fox Hill Street with the standard conditions.

Continuation of Public Hearing for Consideration of Revisions to Planning Board Rules and Regulations – Comments on Subdivision Rules and Regulations, EIDR Rules and Regulations, and Special Permit Rules and Regulations

SUBDIVISION RULES & REGULATIONS

Ms. Loughnane distributed draft copies of further revisions to the Subdivision Rules and Regulations to the Board via email. She requested that the board review several highlighted sections so that any additional edits can be incorporated into this draft and then forwarded to Phil Paradis (who was present during this discussion) to provide another review, recommend edits and develop new diagrams and attachments to this document.

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Board Discussion & Comments on Subdivision Rules & Regulations:
The board, Ms. Loughnane and Mr. Paradis discussed the following:

Yellow highlights are revisions discussed, crossed-out text and red print is the changes requested by the board.

4.6.1 The minimum width of street right-of-ways shall be as follows:

Street Classification	Residential Subdivision	Business and Industrial Subdivision Non-Residential Subdivision
Local Minor Street	50 feet	60 feet
Local Secondary Street	50 feet	70 feet
Local Major Street	60 feet	80 feet

4.9.1 The minimum pavement width of roadways shall be as follows:

Street Classification	Residential Subdivision	Business and Industrial Subdivision Non-Residential Subdivision
Local Minor Street	22 feet	24 feet
Local Secondary Street	24 feet	32 feet
Local Major Street	32 feet	36 feet

4.10.1 Dead-end streets shall not be longer than five hundred (500) feet as measured along the centerline from the edge of the right-of-way of the intersecting street to the most distant point of the dead-end street. **Comments about the importance of defining why 500'? – Is this to control density of a subdivision or for to protect the public's safety? Mr. Olanoff discussed eliminating dead-end streets and requiring a trail connection to adjacent streets or parks.**

4.10.2 No new dead-end street shall originate from an existing or proposed dead-end street unless the total length of the combined streets is less than five hundred (500) feet, as measured along the centerline from the edge of the right-of-way of the intersecting street to the most distant point of the dead-end street.

4.10.3 Dead-end streets shall be provided at the closed end with a turnaround having an outside street line diameter of at least eighty (80) feet, **and an inside street line diameter of at most _____ feet.** Such turnaround shall incorporate a landscaped circle, which may include a rain garden or similar low impact design feature.

5.1.1 Trees with a caliper of ~~ten (10)~~ **six (6)** inches or larger shall be preserved, unless located within roadway or sidewalk pavement areas, or unless significant grade changes required for roadway and/or sidewalk construction render the preservation of such trees unfeasible.

5.1.2. All other vegetation and debris shall be removed from **those portions of** ~~within~~ the street right-of-way **to be paved**, unless specified to remain by the Board or the Department of Public Works. All muck (peat) and topsoil shall then be entirely removed from the street right-of-way. All material that does not conform to special borrow standards in the MassDOT Specs. Section M1.02.0, or latest revision shall be removed to a depth of seventeen (17) inches below the finish grade.

5.1.3 **In areas designated for either planting or receipt of porous pavement,** ~~Soils~~ **soils compacted by construction shall be rototilled to reestablish permeability.**

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- 5.8.1 Sidewalks shall have a width of not less than six (6) feet and shall be constructed on both sides of each roadway. Mr. Olanoff suggested reducing the width to five (5) feet.
- 5.8.3 Sidewalks shall be gently sloped to direct stormwater to an adjacent grass plot for recharge. (no changes)
- 5.8.7 Permeable bituminous pavement may be used for sidewalks where approved by the Board, provided such variation is indicated on the Definitive Plan. (no changes)
- 5.9.1 One (1) grass plot shall be provided on each side of the roadway, immediately adjacent to the curbing. Grass plots shall be a minimum of six (6) feet. (no changes)
- 5.10.1 Trees shall be planted along all streets within the subdivision at intervals of approximately thirty (30) feet and at a distance of twelve (12) feet outside the right-of-way. Trees shall be planted within grass plots, where provided. Existing trees at similar intervals and of a size and species acceptable to the Board may be substituted for new street trees, if approved by the Board.
- 5.10.2 The minimum caliper size of street trees in a residential subdivision shall be three (3) four (4) inches, measured four (4) feet from ground level. Mr. Olanoff said this should be applicable to all subdivisions.
- ~~5.10.3 The minimum caliper size of street trees in a business and industrial subdivision shall be four (4) inches, measured four (4) feet from ground level.~~
- New:
- 5.10.3 The species of street trees selected shall be of licensed nursery stock and must be approved by the Board, in consultation with the Tree Warden.
- 5.10.4 The species of street trees selected shall be of licensed nursery stock and must be approved by the Board, in consultation with the Tree Warden.
- New:
- 5.10.4 The street trees shall be planted in holes the depth of the root ball and one and one-half (1½) times the width of the root ball. Trees shall be planted in good quality topsoil and be securely staked. The timing of the plantings shall be approved by the Board, in consultation with the Tree Warden.
- 5.10.5 The street trees shall be planted in holes the depth of the root ball and one and one-half (1½) times the width of the root ball. Trees shall be planted in good quality topsoil and be securely staked. The timing of the plantings shall be approved by the Board, in consultation with the Tree Warden.
- New:
- 5.10.5 All street trees must be guaranteed for a minimum of three (3) years. If the Tree Warden determines that a tree is dead or dying, it shall be replaced immediately by a comparable tree at the Applicant's expense.
- ~~5.10.6 All street trees must be guaranteed for a minimum of three (3) years. If the Tree Warden determines that a tree is dead or dying, it shall be replaced immediately by a comparable tree at the Applicant's expense.~~
- 5.11.1 Vertical granite curbing (Type VA4) shall be installed in the gutter line of all streets. A trench eighteen (18) inches in width and a depth of six (6) inches in addition to the depth of the curbstone shall be excavated. The foundation of the curb shall consist of sub-base gravel thoroughly compacted to a depth of at least six (6) inches. The curbing shall then be set in concrete along the front face. All curbs shall be fitted together as closely as possible. The joints between pieces of the granite curbstones shall be grouted with a cement mortar and neatly pointed on the top and front exposed portions. After pointing, the curbstones shall be cleaned of all excess mortar. (no changes)
- 5.11.3 Where approved by the Board, perforated or open-section curbing may be employed to direct stormwater to vegetated roadside swales for recharge, provided such variation is indicated on the Definitive Plan. (no changes)
- ~~5.13 BITUMINOUS CONCRETE BERMS AND/OR CURBS~~

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5.13.1 ~~Where bituminous concrete berms and/or curbs are permitted, the bituminous concrete mixture shall be placed and compacted with a machine acceptable and approved by the Department of Public Works. The machine shall be capable of spreading the mixture true to line and grade and to the required shape. The bituminous concrete berm and/or curb shall be placed on a bituminous concrete binder course and shall be consistent with the design approved by the Department of Public Works. The composition of the mix shall conform to the applicable requirements for dense mix. (See MassDOT Specs. M3.11.03, Table A, or latest revision).~~

These edits will be incorporated into a revised draft which will be forwarded to Mr. Paradis.

SPECIAL PERMIT RULES & REGULATIONS

Board Discussion & Comments on Rules & Regulations for Planning Board Special Permits:

Ms. Loughnane distributed a draft set of rules and regulations covering all special permits into a single document, as requested by the Board. She noted that Section 9.6 - Mixed Use Overlay District was not included in this document as she would like to discuss possible deletion of this section as its creation was directly linked to the land use for Westwood Station. In addition, Ms. Loughnane said that Section 8.3 Open Space Residential Development was also omitted from inclusion in this document, due to its unique components.

Public Comments:

None.

Motion:

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to continue this public hearing on revisions to the Planning Board Rules and Regulations until Tuesday, August 7, 2012 at 7:30 p.m. in the Champagne Meeting Room.

New Business – Reserved for topics not anticipated to be discussed.

None.

Consideration of Planning Board Meeting Minutes

Copies of draft minutes of the July 10, 2012 Planning Board Meeting were distributed to board members for its consideration at the next meeting.

Upcoming Meeting Dates:

Tues., Aug. 7th at 7:30 p.m.

Tues., Aug. 28th at 7:30 p.m.

All meetings will be held in the Champagne Meeting Room at 50 Carby Street, unless otherwise noted.

Adjournment

Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff the board voted unanimously in favor to adjourn the meeting at approximately 9:48 p.m.

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List of Documents, Materials and Exhibits

"Deliverables" and "Timeline" – distributed by hand to Planning Board by John Twohig of Goulston & Storrs on behalf of the University Station development team.

DRAFT Request for Proposals Peer Review Consultant Services, University Station Comprehensive Development Proposal

DRAFT dated 07-22-12 Town of Westwood Subdivision Rules and Regulations

DRAFT dated 07-22-12 Town of Westwood Rules and Regulations for Planning Board Special Permits