

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

Attendance & Call to Order:

The meeting was called to order at 7:33 p.m. at the Westwood High School, Faculty Club by Ch. Steve Rafsky.

Present: Planning Board members Steve Olanoff, Bruce Montgomery, John Wiggin, Christopher Pfaff and Town Planner Nora Loughnane. Planning & Land Use Specialist Janice Barba recorded the minutes.

Consideration of Proposed Approval Not Required (ANR) for Land off Nahatan Street Shown as Map 29 Lot 122 – NW Land, LLC

David Dwyer from Otte & Dwyer, Inc., Land Surveyors was present to submit an application for Approval Not Required for land off Nahatan Street, Map 29 Lot 122. He explained that a 14,811 square foot parcel of land will be removed from Map 29, Lot 122 in Westwood, and will be combined with a much larger Lot 4 in Norwood. The expanded Lot 4 has frontage on Normandy Drive in Norwood. The remaining land of Map 29, Lot 122 in Westwood will remain as an unbuildable lot with no frontage.

Board members reviewed and discussed the plans with the applicant.

Upon a motion by Mr. Wiggin and seconded by Mr. Montgomery the board voted unanimously in favor to endorse the plans as presented.

Continuation of Public Hearing for Consideration of Revisions to Planning Board Rules and Regulations

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin the board voted unanimously in favor to immediately continue this hearing to Tuesday, May 22, 2012 at 7:30 p.m. in the Champagne Meeting Room.

Attendance & Participation at Town Meeting

Ch. Rafsky announced at approximately 7:37 p.m., that the board would take a brief recess to attend and participate in the continuation of Town Meeting and would resume its regular meeting, immediately following that.

At approximately 8:02 p.m. the Planning Board members returned from Town Meeting and resumed its meeting.

Reorganization of Planning Board & Assignment of Committee Positions

Prior to consigning the position of chair, Mr. Rafsky expressed gratitude to Ms. Loughnane for her hard work and assistance she and Ms. Barba provided during the two years that he served as chairman. He subsequently nominated Mr. Wiggin as the new chairman of the Planning Board. In addition, he suggested that the board consider postponing assignment of committee positions until the next meeting due to the time constraints of tonight's full agenda.

Upon a motion by Mr. Olanoff and seconded by Mr. Montgomery, the board voted unanimously in favor to nominate John J. Wiggin as Chairman of the Planning Board.

Upon a motion by Mr. Montgomery and seconded by Mr. Wiggin, the board voted unanimously in favor to nominate Steve Olanoff as Vice Chairman of the Planning Board.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in favor to nominate Chris Pfaff as Secretary of the Planning Board.

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

**Continuation of Public Hearing for Environmental Impact and Design Review (EIDR)
Approval and Earth Material Movement (EMM) Special Permit for Progressive Insurance –
62 Everett Street**

Ch. Wiggin reopened the public hearing at approximately 8:10 p.m.

Sean McDermott from Zaremba Group, Shane Oates from McMahon Transportation Engineers and applicant's attorney Brian Levy were present.

The following is a list of highlights from Mr. McDermott's presentation:

- The most significant change since the last hearing - site layout was relocated 22± feet to the east to provide less impact to the 100 foot riverfront area.
- The snow storage area was relocated to the rear of the building.
- The detention basin was replaced with a rain garden and located on the rear of the site.
- The subsurface infiltration system was relocated under pavement areas.
- The stormwater management system utilizes more natural LID/BMPs including a vegetated filter strip, grass channel, sediment forebay and bioretention cell (rain garden).
- The landscape planting area in the riverfront area on west side of the lot has been increased and redesigned.

Board members received via email a report from peer review consultant Phil Paradis of BETA Engineering and a summary with the Applicant's responses in CAPS, board and staff comments are in italics: (A copy of this report is included with these minutes.)

- *Landscaping & Lighting Plans:* landscaping plan remains non-compliant - MR. MCDERMOTT SAID LANDSCAPING PLANS HAVE NOW BEEN MODIFIED TO MEET THE REQUIREMENTS OF THE ZONING BYLAW. PREVIOUS REQUEST FOR WAIVER FOR THE PROPOSED CANOPY LIGHTING IS NO LONGER NEEDED AS THE COMPANY HAS DECIDED TO USE ALL LED LIGHTING UNDER THE CANOPY WHICH WILL COMPLY WITH SECTION 6.4.10, LIGHTING LEVELS.
- *Traffic Impacts:* concerns remain regarding estimated trip generation and impacts on the Town of Norwood's roadways and intersections. Beta suggested that the applicant work with the Town of Norwood to study this. MR. MCDERMOTT AGREED TO WORK WITH THE TOWN OF NORWOOD TO ADDRESS THIS.
- *Roadway Network:* Inventory of intersection geometries and traffic control devices is has not been provided. MR. OATES COMMENTED THAT THIS REVIEW IS ONGOING AND WILL BE PROVIDED AS SOON AS THE INFORMATION IS AVAILABLE.
- *Crash Summary:* recommendation made for further study of crash rates with the Town of Norwood police department. MR. MCDERMOTT AGREED TO WORK WITH THE TOWN OF NORWOOD TO ADDRESS THIS.
- *Traffic Operations Analysis:* applicant should consider a one-shared left/right turn land driveway configuration exiting the site as opposed to the proposed 36" curb cut with three lanes. Also, the addition of an access drive to the Glacier-Everett Redevelopment area would cause traffic safety issues. MR. MCDERMOTT SAID THE DRIVEWAY CONFIGURATION AS PROPOSED WILL REMAIN UNCHANGED. *A Board member had questions about the need for the three lanes and whether the traffic counts substantiate the extra lane. Ms. Loughnane informed the board that she discussed the driveway configuration with the Norwood town planner who did not have any concerns about it.* MR. MCDERMOTT SAID THAT THIS IS A PREFERRED PRACTICE USED AT OTHER PROGRESSIVE SITES.
- *Mitigation:* Applicant should pay costs associated with any adjustments needed to signal timing or other modifications at the intersection of Everett Street and Route 1A. MR. OATES SAID RESEARCH IS ONGOING AS TO WHETHER THE TOWN OF NORWOOD OR THE STATE

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

CONTROLS THE SIGNAL OPERATIONS AT THIS INTERSECTION AND WILL UPDATE THE BOARD AS NECESSARY.

- *Stormwater Management:* outstanding - letter from the Town of Norwood granting permission to connect to the drainage on Everett Street; location of Oil-Grit Separator on Detail Sheet 16; Construction Period Erosion & Sediment Control Plan; Construction Phasing & Sequencing Plan, Identify Stockpiling area on plan and Everett Street Sweeping Plan. MR. MCDERMOTT SAID THE OIL-GRIT SEPARATOR IS SHOWN WITHIN THE SANITARY SEWER SYSTEM AND THEREFORE NOT SHOWN ON DETAIL SHEET. MR. OATES SAID THE SWWP PLAN WILL BE PROVIDED WHEN AVAILABLE.
- *Operations & Maintenance Plan:* Provide contact information for responsible party to the Town of Westwood; public safety features and maintenance budget information. MR. MCDERMOTT SAID THE O&M PLAN IS NOT YET COMPLETE AND ALL INFORMATION WILL BE PROVIDED WHEN AVAILABLE.
- Future Access Road – In the future, when the Town begins redevelopment of the Glacier-Everett Street area, the applicant stated that it is amenable to provide a plan to grant access for the purpose of creating the new roadway.

Board Discussion and Comments:

- Ch. Wiggin asked the Applicant if it will address the requests of abutting property owner Donald Foster of 34 Everett Street. Mr. Foster had requested that the applicant cap the existing water main and install a sidewalk tap toward #34 Everett Street for the purposes of providing access to the water main. MR. MCDERMOTT SAID THIS REQUEST WILL BE ACCOMMODATED.
- Ch. Wiggin asked Ms. Loughnane to comment on the landscape plan with regard to compliance and the modifications requested by the Applicant. *Ms. Loughnane explained that shrubs as opposed to trees have been proposed as screening plantings on Everett Street and will be densely planted to minimize visual intrusion from residential units on the opposite side of the street; therefore requiring a reduction in landscape standards by the Planning Board. In addition, fencing will be installed around the secured parking area, as opposed to plantings.*
- A board member asked for detailed information on proposed bicycle racks on the project site. MR. MCDERMOTT SAID TWO INVERTED U-BICYCLE RACKS WILL BE INSTALLED ON SITE.
- A board member suggested consultation with both town's DPW director and town administrators regarding the signal timing and modifications for the Everett Street/Route 1A intersection. *Ms. Loughnane said she would suggest a meeting between the two towns.*
- A board member asked if the Conservation Commission is satisfied with the relocation of the building and site layout with regard to the 100' layout. *Ms. Loughnane said a meeting was held with the chairman of the Conservation Commission and several other town staff members in which he approved the building relocation plan. The Applicant will meet with the Conservation Commission tomorrow night.*

Public Questions/Comments:

J. Gantert, Little Boot Lane asked for clarification on the intersection being discussed with regard to this project.

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery the board voted unanimously in favor to continue this hearing until May 22, 2012 at 8:00 p.m.

Continuation of Public Hearing for Consideration of an 11-buildable lot Definitive Subdivision to be known as Morgan Farm Estates Subdivision & for Consideration of the Modification of an 8-buildable lot Definitive Subdivision known as Powissett Estates

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

Subdivision, and for Consideration of any Alternative Subdivision Plan submitted by the Applicant – Wall Street Development

Ch. Wiggin reopened the public hearing at approximately 8:55 p.m.

Lou Petrozzi and engineer, Rob Truax from GLM Engineering submitted a report today which addresses each of the comments made by peer review consultant Paul Brodmerkle of Site Design Professionals, Inc. (A copy of this report is included with these minutes.)

Mr. Petrozzi submitted revised plans, dated 05/07/12 to the board this evening showing the revisions suggested by Mr. Brodmerkle.

Ch. Wiggin welcomed Mr. Brodmerkle and asked him to review each of the technical review comments for the project. (A copy of this report is included with these minutes.)

Mr. Brodmerkle identified each discussion point, Mr. Petrozzi & Mr. Truax provided responses followed by board member discussion.

Highlights:

1. Sanitary sewer alignment is in conflict with footing design of proposed box culvert at STA. 11+00; details for water main missing. *Response: Revised Wetland Crossing Detail provided on Sheet 10 of 11.*
2. Elevation of gas main is not provided on the plan. *Response: Sheet #6 of 11 - proposed wall does not extend into the gas easement. Mr. Truax said Algonquin Gas has reviewed these plans and the location on the plans is within 5-6". Mr. Petrozzi said he will discuss this with the gas company.*
3. Structural engineered drawings must be submitted, certified and approved by the building commissioner for the retaining wall supporting the roadway at the wetlands crossing. – *Response: Mr. Truax agreed to consult with a structural engineer.*
4. A minor clerical error - Mr. Brodmerkle said this has already been corrected.
5. A double catch basin is required for the basin at the end of the cul-de-sac. *Response: has been revised – see Sheet 7 of 11.*
6. Centerline offset distances is missing on plans. *Response: Mr. Truax said it has been revised, see profile sheets.*
7. Oversized structures are needed at Sta. 3+75 and 5+50. *Response: Mr. Truax said there is a note on the detail sheet 11, 5' diameter with 6" wall thickness.*
8. Sidewalk missing on culvert crossing. *Response: Paved Sidewalk (5') was added back on one side and the other side is just dirt (2' wide). See Detail sheets 6 & 10.*
9. Clerical error – was revised.
10. Reference to clay core installation detail is missing for detention basin #1. *Response: Mr. Truax said there is a note on the detail sheet #4.*
11. Drainage outfall for building for Basin #1 is blocked. *Response: Mr. Truax said revisions have been made on sheet 4 of 11.*
12. Suggested using an OSR unit which is a higher quality of standard solids removal. *Response: Mr. Truax said a four bay unit could be used.*
13. Mr. Brodmerkle said additional info is needed to assess the proper functioning of detention basin #2. *Response: Mr. Truax said this remains to be an outstanding issue as a test pit has not been done yet due to the location of the wetlands.*
14. Water quality calculations are missing for Basin #2. *Response: Mr. Truax said he would add a spillway.*
15. Long-term operation and maintenance plan for roof recharge units is not provided; this item typically is addressed in a homeowner's association agreement. There was some discussion about whether such a homeowner's association will be put in place if there is no other

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

alternative to handle stormwater. *Response: Mr. Truax said there is no other alternative. Board members agreed that a homeowners association must be required.*

16. Trees with 10" caliper or greater must be identified. *Response: Mr. Petrozzi said there is no way to save any trees within 50' right of way but said trees would be shown on each lot if requested.* Ch. Wiggin stated the point of identifying trees is to prevent as little disturbance as possible. Board members agreed to only require the applicant to show trees 25' outside the right of way.
17. Boundaries are needed at the beginning of the roadway. *Mr. Truax said the final bounds will be added.*

Ch. Wiggin offered Mr. Truax a chance to make additional comments.

Mr. Truax said that at a meeting with Ms. Loughnane and the DPW last week proposals were made to reduce pavement, add rain gardens in place of a detention basin, reduction of pavement width to 22' and the addition of sloped curbing as opposed to vertical curbing. He noted that the rain gardens will remove phosphorus and nitrogen contaminants and will require maintenance.

Other Board Comments:

Board members generally agreed with the reduction in the pavement width of the roadway to 22', the use of sloped granite instead of vertical granite. A board member asked what the DPW's opinion was on the sloped curb. Ms. Loughnane said the DPW was in favor of the sloped granite as opposed to the use of Cape Cod berm.

A board member asked why there was no mention of the emergency access driveway and requested that the applicant provide profiles for the two paved sections and the grass section.

Mr. Rafsky asked the applicant for additional details on the width of the proposed retaining wall and its proximity to the abutting property line.

Ms. Loughnane commented that if the board encourages the applicant to adopt low impact designs she suggested that board delay discussing specific details until the next meeting.

The applicant agreed to provide this additional information at the next hearing.

Public Questions/Comments:

M. Whalen, Morgan Farm Road commented about the size of an underground retention system located on the Stivaletta property and wanted to bring this to the attention of the board.

Applicant's engineer responded that he was aware of this system.

J. Gantert, Little Boot Lane asked if the proposed homes will tie into the existing gas line for heating.

Applicant responded stating that the homes would not tie into the existing gas line.

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously in favor to continue this hearing to May 22, 2012 at 8:30 p.m.

Next Meetings:

Tuesday, May 22, 2012

Tuesday, June 12, 2012

Tuesday, June 19, 2012

All meetings will be held at 7:30 P.M. in the Champagne Meeting Room.

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

Adjournment

Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky, the board voted unanimously in favor to adjourn the meeting at approximately 10:15 p.m.

**Westwood Planning Board
Meeting Minutes
May 8, 2012
Westwood High School - Faculty Club
7:30 PM**

List of Documents, Materials and Exhibits

- Letter to Planning Board from Phil Paradis of BETA Engineering, dated 05/08/12 re: Second Review
- Letter to Planning Board from Shane Oates of Coneco Engineers, dated 05/02/12 re: revisions in response to comments from BETA Engineering review
- Letter to Planning Board from Gary McNaughton of McMahon Associates, dated 05/02/12 re: revisions in response to traffic impact comments from BETA Engineering review
- Letter to Town Planner, Nora Loughnane from Hartling Corp., dated 05/02/12 expressing support for the proposed plans for Progressive Insurance at 62 Everett Street
- Hand drawn sketch of water connection submitted by Hartling Corp., dated 05/05/12
- Letter from Site Design Professionals, Inc. to Planning Board dated 05/02/12 re: Engineering Peer Review for Morgan Farms
- Letter from GLM Engineering, Inc. to Planning Board dated 05/07/12 re: response to Site Design Professionals, Inc. engineering peer review for Morgan Farms