

**Westwood Planning Board
Meeting Minutes
May 22, 2012
7:30 PM**

Attendance & Call to Order:

The meeting was called to order at 7:38 p.m. by Ch. Jack Wiggin.

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

Assignment of Committee Positions

Ch. Wiggin informed the board that committee positions are expiring and after a brief discussion amongst the members, the following board members shall be reassigned as follows:

Housing Partnership Representative – Steve Rafsky
Alternate – Chris Pfaff

Metropolitan Area Planning Council (MAPC) – Steve Olanoff
Alternate – Jack Wiggin

MBTA Advisory Board Designee – Jack Wiggin
Alternate – Steve Olanoff

Regional Transportation Advisory Council – Steve Olanoff
Alternate: Bruce Montgomery

Three Rivers Interlocal Council – Chris Pfaff
Alternate – Steve Olanoff

Upon a motion by Mr. Montgomery and seconded by Mr. Pfaff the board voted unanimously in favor to approve the assignments of the above mentioned committee positions and to forward this information to the Board of Selectmen for its consideration.

Board Comments:

A suggestion was made that agendas from these various committees ought to be distributed to the town administrator, the assigned committee member, alternate member, and the town planner. In addition, each committee/organization should be informed of the contact information for each committee member, alternate member and town planner.

Mr. Montgomery expressed his desire to continue serving on the Long Range Financial Planning Committee (LRFPC). Board members agreed that Mr. Montgomery should continue serving and suggested that the Board of Selectmen consider allocating a seat on the LRFPC for a Planning Board member. Ms. Loughnane said that she would convey this request to town administrator.

Reappointment of Town Planner

Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky the board voted unanimously in favor to reappoint Ms. Nora Loughnane to the position of Town Planner, effective immediately, through the term ending in May 31, 2013.

Ch. Wiggin signed a letter addressed to the chairman of the Board of Selectmen informing of the board's vote to reappoint Ms. Loughnane. A copy of this letter is on file with these minutes.

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

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Ms. Loughnane informed the board that the applicant sent her a letter via email requesting a continuance of this hearing to the next available meeting of the board.

Ms. Loughnane also received an email memo from Jaklyn Centracchio of Beta Group, Inc. regarding evaluation of traffic signal timing at the intersection of Everett Street at Route 1A and Everett Street at Washington Street.

Board Discussion & Comments:

Board members discussed the need to understand the procedure for revising signal timing and phasing such as at the affected intersections. In situations such as this, signal timing and phasing may only provide a temporary fix and that long term solutions may be necessary. A board member requested that the DPW director arrange a meeting with the Norwood DPW director, a representative from MassDOT and the applicant's development team to address the following issues:

- Who controls the intersection at Washington, Clapboardtree and Everett Street?
- When was the last time the signals were studied at the intersection at Washington, Clapboardtree and Everett Streets?
- Would retiming these signals improve the level of service at this intersection under the existing traffic conditions with the proposed Progressive Insurance building and possible further development of the Glacier-Everett area?
- What is the estimated cost for retiming the traffic signals?

One other outstanding item remaining for board review is the Earth Material Movement Special Permit.

Ms. Loughnane informed the board that the Applicant is awaiting the issuance of the Order of Conditions by the Conservation Commission.

Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff the board voted unanimously in favor to continue this hearing without testimony taken until June 12, 2012 at 7:30 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 Subdivision, and for Consideration of any Alternative Subdivision Plan submitted by the Applicant – Wall Street Development

Ms. Loughnane informed the board that the Applicant, Wall Street Development, LLC (Lou Petrozzi) sent a letter via email to Ms. Loughnane requesting an extension of time for the board to render a decision on the subdivision plans until June 29, 2012.

Board Discussion & Comments:

A question was raised about the status of this project with the Conservation Commission (Con Com). Ms. Loughnane said that the Applicant is scheduled to appear before the Con Com tomorrow night for an informal discussion, not a public hearing on the project.

Board members agreed that due to the especially environmentally sensitive nature of this site there may be a need for an additional peer review by an engineer who specializes in low impact development and the construction and maintenance of rain gardens. Therefore, this may require a request for a longer extension of time for a decision of the Planning Board by the Applicant.

Upon a motion by Mr. Rafsky and seconded by Mr. Olanoff the board voted unanimously in favor to

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continue this hearing without testimony taken until June 19, 2012 at 7:30 p.m. in the Champagne Meeting Room.

DPW Management Plan/Town Engineer Discussion

Mr. Rafsky informed the board that he and Ms. Loughnane recently attended a meeting called by Mike Jaillet with Conservation Commission chair Joe Previtera, Chris Gallagher, Vicki Quiram and Phil Paradis of Beta Group, Inc., to discuss and assess the engineering needs of town boards/committees. Ms. Loughnane and Mr. Rafsky said that they expressed the desire of the Planning Board to have a town engineer to provide expertise and dedicated hours to the Planning staff and to attend its meetings on a regular basis. The town administrator explained that the Board of Selectmen is contemplating delaying hiring a town engineer prior to hiring a new DPW director. It is its intent to continue its contract with Beta Group, Inc. but add dedicated office hours for Land Use Department staff at Carby Street and also regularly attend Planning Board meetings.

Board Discussion & Comments:

Board members discussed the desire to have the expertise of an engineer at its regular hearings/meetings as well as when the University Station permitting process begins.

There was a consensus amongst the board that it was satisfied with Beta Group and discussed the cost savings benefit of using this company that offers multiple areas of expertise in civil/site, environmental/stormwater, transportation and traffic engineering.

Ms. Loughnane said that she would relay the board's opinion to the Board of Selectmen.

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

Ch. Wiggin reopened the public hearing at 8:05 p.m.

Ms. Loughnane distributed draft revisions to the General Special Permit Regulations and EIDR Rules & Regulations. She asked board members to review these documents, forward edits to her via email and then at the next meeting a redline version would be distributed highlighting these edits.

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery the board voted unanimously in favor to immediately continue this hearing to Tuesday, June 12, 2012 at 7:30 p.m. in the Champagne Meeting Room.

Consideration of Planning Board Meeting Minutes

The following sets of draft minutes were submitted to the Planning Board for its consideration and approval:

February 28, 2012
March 13, 2012
March 26, 2012
March 27, 2012
April 9, 2012
May 7, 2012
May 8, 2012

Upon a motion by Mr. Montgomery and seconded by Mr. Rafsky, the board voted unanimously in favor to approve the minutes of the above mentioned meetings.

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OTHER BUSINESS

- *University Station* – draft concept plans are expected to be presented to the Planning Board in mid-June.
- *Wireless Communication Overlay District amendments* – Mr. Rafsky suggested that the board consider working on adding the Westwood Cemetery land into the district and possibly creating ANR of a section of non-burial area land. A suggestion was made to hold a public educational forum(s) on WCOD and to schedule a site visit of the cemetery by the board.
- *Comprehensive Plan Committee* – Appointments to this committee are expiring on June 30th. Ch. Wiggin said he will arrange a meeting with the town administrator to discuss the appointments and the need to have representation from all town board/committee members on this advisory committee.

A board member said the comprehensive planning process is a statutory assignment of the Planning Board and questioned whether the Planning Board should have a stronger influence in the appointments to this committee.

Ch. Wiggin updated board members that Mary Masi-Phelps created an online survey that was successfully launched in January and now results have been compiled and analyzed; a summary of the statistics has been written and will be made public on the town's website. It is expected that there will be a reconvening of the Comprehensive Plan Committee in the next month or so.

- *Pedestrian Bicycle Safety Committee*
Mr. Olanoff informed the board that this committee has been made a subcommittee of the Planning Board. Mr. Olanoff is a member of this board, which is appointed by the Board of Selectmen. Ch. Wiggin asked Mr. Olanoff to invite the chairman of the Pedestrian Bicycle Safety Committee to attend a meeting of the Planning Board to discuss the current work being done under the grant from the MAPC as well as its mission and goals.

Public Questions/Comments:

None

Next Meetings:

Tuesday, June 12, 2012, 7:30 p.m. in the Thurston Middle School Cafeteria.

Tuesday, June 19, 2012, 7:30 P.M. in the Champagne Meeting Room.

Adjournment

Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery the board voted unanimously in favor to adjourn the meeting at approximately 8:45 p.m.

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List of Documents, Materials and Exhibits

Letter to Planning Board, dated 05/22/12 from Shane Oates from Coneco Engineering, re: Request for continuance of public hearing dated scheduled for 05/22/12 to the next available meeting.

Memo to Nora Loughnane, Town Planner dated 05/22/12 from Jaklyn Centracchio of Beta Group Inc. re: Traffic Signal Timing Evaluation – Progressive Claims Office

Letter to Planning Board, dated 05/22/12 from Louis Petrozzi from Wall Street Development Corp. re: Request to extend the time for the Planning Board to render a decision until 06/29/12.