

**Westwood Planning Board
Meeting Minutes
December 14, 2010
Selectmen's Meeting Room
7:30 PM**

Board members present: J. Wiggin, S. Olanoff, B. Montgomery & C. Chafetz. Ch. S. Rafsky was absent. *Staff present:* N. Loughnane, Town Planner, G. Garber, CD Director. Minutes were recorded by J. Barba.

Vice Chairman Olanoff called the meeting to order at 7:35 P.M.

Consideration of Modification of Environmental Impact Design Review Approval for Westwood Library

Ms. Loughnane gave a brief update to the board. She said the Westwood Library has submitted a request for minor modification of the EIDR approval, to reflect alterations and refinements to the plans since the January 12, 2010 Planning Board approval.

According to Ms. Loughnane, included among the proposed modifications are slight revisions to drainage, parking, circulation and landscape plans and refinements to architectural façade elements as requested by the Planning Board at the time of its approval. In all cases the plans remain consistent with the character and general layout approved by the Planning Board in its original Certificate of Vote and therefore may be considered by the board at this meeting.

Library Director, Tom Viti was present and greeted the board. He said a lot of work has been accomplished since the last time he and the architectural team were before the Planning Board. Mr. Viti said he is pleased with the refinements made to the façade of the new library, which were made in conjunction with the input of the Historical Commission. Mr. Viti said with the guidance and expertise of the Town Engineer as well as feedback from the abutters, the drainage issues were addressed and were resolved.

Architect, Ellen Anselone of Finegold Alexander began her presentation of the modified exterior plans. She said that the last time she was before the board the design of the front porch was the area of the most concern, particularly related to the porch and its lack of presence. In response to this, she said the architecture and scale of the neighboring buildings was studied to determine a new façade. The plans depicted a porch, with a hipped roof, simple columns, simple detailing and detailed cornices, complementing the rest of the architecture of the building.

Ms. Anselone said another topic of concern at the last meeting was the light emitting from the new library building, and the possible affect on the abutters. She said to resolve this; she said that all windows, except for staff windows, will be fitted with computerized, motorized shades that will adjust the light emission at certain times of the day, which will allow the library to glow, as opposed to being completely blacked out.

Ms. Anselone touched on the proposed building materials, approved by the Historical Commission, to be used in the construction which included wood frame construction (over steel), asphalt shingle roof, etc., which will help scale the façade. Mr. Viti mentioned that windows in the front of the building will be narrower, decreasing the amount of glass.

Mr. Wiggin asked Ms. Anselone for information about the height and width of the new porch. Ms. Anselone said the porch is eight feet wide and the height of the front porch is same as the house next door. Mr. Wiggin said that at the last meeting, when he commented on the light emission, he was referring to the light coming from the windows on the left side of the building, next to the McDonald's house. Ms. Anselone said the light spillover needed to be addressed on both sides of the library and therefore it was decided that the shades would be installed on all of the windows, on the first and second floors. She also mentioned that solar shelves on each window are proposed to reflect the light upward so as to decrease some of the solar glare.

Mr. Wiggin asked Ms. Anselone about the status of LEED Certification for the project. Ms. Anselone

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said that the library's goal is to achieve LEED Silver Certification as the plans call for the installation of the most efficient mechanical systems and lighting.

Mr. Wiggin asked if photovoltaic cells would be used on the roof. Ms. Anselone said after consultation with a solar specialist it was decided that photovoltaic cells would not be installed. She explained that it was not recommended due to the library's roof lines and mechanical system shadows. The consultant recommended using some other more energy efficient product, such as better insulation or better glazing in the windows, as opposed to solar panels. Mr. Viti added that this recommendation was echoed by Westwood Environmental Action Committee.

Mr. Olanoff asked Ms. Anselone for information on the estimated amount of electricity that will be used in the new library, as compared to the electricity used in the current library building. She said she did not have this information now but will provide updated energy calculations as soon as possible.

The last modification identified was for consideration of a variance of the maximum impervious surface requirement. Ms. Anselone said the library has applied for to the Zoning Board of Appeals for this zoning relief and will be heard at an upcoming meeting. At this time she turned the presentation over to the civil engineer, Jim White.

Jim White, civil engineer from HW Moore Associates greeted the board. He discussed the reason for seeking the variance in maximum impervious surface requirement. Mr. White said the current zoning allows 50% impervious surface coverage on the lot where the Colburn School now sits and the other lot where the library is currently located allows for 85% impervious surface coverage. He said that these lots combined will have 62% impervious surface coverage.

Ms. Loughnane explained to the board that the lot that the library is currently located on is zoned as local business, which allows for up to 85% impervious surface coverage. The lot that the new library will be built on allows for up to 50% impervious surface coverage. Therefore the entire project (both lots) is 62% impervious surface and therefore it is just slightly over the maximum allowed.

Mr. Wiggin asked about the current drainage problems. Mr. White said there is a large watershed area in the back and the current 12" pipe drain is relatively flat and obstructed with debris and therefore causing flooding to the abutter's (Robert Malster) back yard. A new 15" line will be installed that will have 50 - 60% more capacity than the old, non-functioning line. He explained that structures will be raised up and the catch basin will have a backflow preventer. Mr. White said in compliance with DEP requirements, rooftop and underground infiltration systems will be installed, above the groundwater table to balance the water on the site.

Mr. Olanoff asked abutter, Robert Malster who was present in the audience, if he wished to ask any questions. Mr. Malster suggested to Mr. White that he would support keeping both the 12" pipe drain and the 15" pipe. Mr. White said adding the new pipe line will be a significant improvement in drainage capacity.

Mr. Malster asked for details about maintenance of the drainage structures and expressed concern about a change in the groundwater footprint with the installation of new drainage. Mr. Bina said access to the catch basin and manhole in Mr. Malster's yard will be maintained by the DPW and should be accessible for annual cleaning. He suggested a removable section of fence for this purpose. Mr. Wiggin suggested that this be a condition of the board's decision. Ms. Loughnane reminded that solid screening is required between the two properties and a provision should be made in the type of materials used for this gate.

Mr. Malster recommended that a grid should be placed on the culvert near the McDonald property to

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prevent trash and other debris from clogging it up. Mr. Olanoff suggested that a condition be added to the board's decision requiring maintenance of the drainage system, including vacuum cleaning of the stormceptors every four months for the first year of operation, and every six to twelve months thereafter.

Mr. Wiggin asked for an update on the fire access road. Mr. White said loop pavers will be installed for the fire access road around the building, which is a pervious surface.

Mr. Olanoff asked about trash and recycling areas and the screening to be used. Ms. Anselone identified the areas on the plans and said black chain link fencing that will be installed with a cedar type gate. Ms. Loughnane noted that the dumpster area should be fully screened with a solid fence as shown in the previously submitted plan entitled "Dumpster Enclosure Fence Elevations". Ms. Anselone stated that the enclosure would be tongue-in-groove cedar boards as shown on the submitted plan.

Mr. Olanoff asked Ms. Anselone to review the pedestrian pathways throughout the project, including crossing pathways from the children's center garden, path from the soccer field, etc. Mr. Olanoff had multiple concerns about handicapped accessible ramps throughout the site. Ms. Anselone said the pathways are all built to code but will add an additional ramp where Mr. Olanoff requested it.

Mr. Olanoff wants to be sure that bicycle racks are provided. He mentioned that the MAPC is giving them to communities for free and suggested that the library pursue this option.

Mr. Malster asked where snow will be stockpiled. Ms. Anselone said the snow will be placed in the back corners of the property. Mr. Malster also expressed concern about keeping the pathways open for the kids. Mr. Olanoff noted that all walkways should be cleared of snow.

Ms. Loughnane said according to the bylaw the entire property must be screened on all sides – the McDonald's house, the Colburn School, Deerfield School and the Malster property. Ms. Loughnane said the Planning Board has discretion to determine if less than the required screening is acceptable. Ms. Loughnane recommended that the Malster property be fully screened with a solid fence or the board should grant a waiver.

Mr. Malster asked about the type of plantings are planned for the perimeter of his property. Ms. Anselone said white spruce trees will be planted and a black chain link fence will be installed. Also mentioned, a solid gate will be placed as a point of access to Mr. Malster's yard, using the same materials as the gate proposed for around the trash/recycling area. Mr. Malster asked that the planning board's conditions of the decision identify who is responsible for maintenance of the stormceptors and drains and the schedule. Mr. Bina said he will check with the DPW director about this matter and update the planning board.

Upon a motion by Mr. Wiggin and seconded by Mr. Montgomery the board voted unanimously, four votes in favor to approve the modified plans, with further modifications discussed tonight and to grant waivers to the landscape plans.

Ms. Loughnane said she would send a letter to the Zoning Board of Appeals notifying it of the vote of the Planning Board.

Consideration of Request for Reduction in Amount of Bond for Fox Meadow Estates Subdivision

Ms. Loughnane said she has located an unrecorded paper copy of the May 21, 2008 decision for this project, dated June 4, 2008. Mr. Olanoff found a plan as well. Ms. Loughnane said this draft

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decision copy is consistent with the Planning Board's vote to approve the minor modification. She asked the two members of the board who served at the time, Mr. Olanoff and Mr. Montgomery to take a few moments to review this document. Both Mr. Olanoff and Mr. Montgomery were satisfied with the decision and she asked them to authorize her to record it and write a letter of request to the developer to provide the outstanding information on the metes and bounds of the path and to amend the easement to properly identify the path, in exchange for the reduction in the bond. Ms. Loughnane said this information will assist Mr. Bina in his review of the bond reduction request.

Approval of Minutes of Prior Meetings

Board members asked for additional time to consider the drafts of the minutes.

Discussion of Proposed Warrant Articles for 2011 Annual Town Meeting

Ms. Loughnane said that the Finance Commission has requested a preliminary report from the Planning Board on January 10, 2011, of any proposed warrant articles for the 2011 Annual Town Meeting.

Mr. Garber said he is currently preparing an outline and analysis of Zoning Bylaw amendment articles related to Open Space Residential Development (OSRD) and Senior Residential Development (SRD). He said these types of housing will be discussed at the second public housing portion of the upcoming comprehensive plan update meeting.

Ms. Loughnane said Building Commissioner Joe Doyle has requested a number of clarifications and amendments to the Zoning Bylaw, several of which would fall under the category of housekeeping articles. She said she is still reviewing these amendments.

Ms. Loughnane also mentioned a possible rezoning article, particularly at Southwest Park. Mr. Garber said Southwest Park owners are considering a flexible overlay district and are going to meet with town representatives tomorrow to discuss this further. Mr. Garber will update the board following that meeting.

Ms. Loughnane suggested that the board request to reserve five additional place holders on the warrant for the above mentioned items.

Mr. Wiggin mentioned proposing an amendment about the shape of lots and building to lot area. Other board members agreed.

Mr. Garber said that he thinks this is a complicated bylaw and stressed that he believes that more research is necessary.

**Other Planning Board Business that may come before the Board
Public Housing Forum**

Mr. Garber said the upcoming housing forum will recap the first meeting and also discuss OSRD and SRD in detail. He also mentioned he would like to schedule the first comprehensive steering committee meeting, including all topical subcommittee members.

Comprehensive Plan Update Web Presence

Mr. Wiggin asked about creating a web presence for the Comprehensive Plan Update. Ms. Loughnane said we already have a link on the front page and are in the process of adding contents to the web pages. She explained that we have full access to posting and editing of these pages and can also request assistance of the Information Technology Department.

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Mr. Wiggin wants the pages to include members of the steering committee and topical subcommittees. He would also like agendas, summaries of meetings and other important documents added and separated by each topical subcommittee. Mr. Wiggin also mentioned creating a survey and publishing it on the web page so that a more diverse group of people can have the opportunity to participate in the Comprehensive Plan update. Mr. Garber thanked him for these ideas.

Municipal Energy Monitoring

Mr. Garber updated the board that he has been working with an intern on a baseline municipal energy monitoring system. The Mass Energy Insight software is being utilized to analyze data and develop reports. Mr. Garber expects that this will help create a municipal energy reduction strategy to reduce costs by 20% over five years. This information will be presented to the Board of Selectmen by the Westwood Environmental Action Committee for endorsement.

Conflict of Interest Law

Ms. Loughnane distributed copies of the Summary of the Conflict of Interest Law for Municipal Employees from the State Ethics Commission. She said board members need to sign the last page to acknowledge receipt of this document and return it to her. All members except Mr. Rafsky, who was absent, signed and returned the document to Ms. Loughnane.

Other

Ms. Barbara McDonald who was present in the audience asked for additional information on the new Fox Hill Village walking trail. She also added her opinion that providing one's name on a comprehensive plan survey should be optional and that providing one's age range is more important.

Upon a motion by Mr. Montgomery and seconded by Ms. Chafetz five members voted unanimously in favor to adjourn the meeting at approximately 9:30 p.m.

The next meeting of the Planning Board is Tuesday, January 11th at 7:30 PM in the Champagne Meeting Room.

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List of Documents, Materials and Exhibits

Letter from Norwood Engineering, to the Westwood Planning Board, dated 12/8/10, regarding additional information for EIDR for Assisted Living Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

Memorandum from Jeff Bina, Town Engineer to Nora Loughnane, Town Planner dated 12/6/10, regarding review comments for EIDR and EMM for proposed Dementia Care Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

Memorandum from Linda Shea, Health Director to Nora Loughnane, Town Planner, dated 11/30/10, regarding review comments for EIDR and EMM for proposed Dementia Care Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

Memorandum from Sgt. Paul Sicard, Westwood Police Department to Nora Loughnane, Town Planner, dated 11/17/10, regarding comments for EIDR and EMM for proposed Dementia Care Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

Email from Nora Loughnane, Town Planner to Planning Board, cc: Jeff Bina, Glenn Garber and Janice Barba, dated 12/8/10. Content of email includes additional information for lighting on plans for proposed Dementia Care Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

A copy of close up detail of plans showing the trash enclosure for the proposed Dementia Care Cottages at Fox Hill Village, 10 Longwood Drive, Westwood, MA.

Memorandum from Jeff Bina, Town Engineer to Nora Loughnane, Town Planner dated 12/3/10, regarding review comments for Modification of Westview Estates Definitive Subdivision Plan.

Memorandum from Sgt. Paul Sicard, Westwood Police Department to Nora Loughnane, Town Planner, dated 11/17/10, regarding comments for Modification of Westview Estates Definitive Subdivision Plan.

Memorandum from Linda Shea, Health Director to Nora Loughnane, Town Planner, dated 11/30/10, regarding review comments for Modification of Westview Estates Definitive Subdivision Plan.

Letter from Site Design Professionals, LLC to the Westwood Planning Board, dated 12/8/10 regarding a waiver request for Westview Estates Definitive Subdivision.

DRAFT Decision of the Planning Board of the Town of Westwood for Eastern Development and New England Development, with the concurrence and consent of CRFI/Doherty Westwood Station Holdings, LLC, certificate of vote: November 8, 2010, documents dated 12/8/10.