

**Town of Westwood Planning Board
Meeting Minutes
50 Carby Street
October 30, 2007
7:30 PM**

Board Members Present: Chairman Robert Malster, Steven Olanoff, Robert Moore, Bruce Montgomery and Henry Gale

Staff Members Present: Diane Beecham, Town Planner; John Bertorelli, Town Engineer; Westwood Station Peer Review Consultants: Peter Alpert, Esq., Ropes & Gray and Nancy Kolb.

WESTWOOD STATION SPECIAL PERMIT DELIBERATIONS

Chairman Malster opened the meeting at approximately 7:15pm. Chairman Malster informed that the discussion of the majority of the meeting would be on Transportation Demand Management (TDM) measures but that Chief Scoble was present at the meeting to answer any final questions and comment on the *#8 Special Conditions regarding Public Safety*. Attorney Alpert read over conditions a-i. There was general discussion on the installation of sprinklers as to general practices, covered in section (a). Planning Board member Mr. Moore asked for clarification on sections c & d. Specifically, asked for the following changes to be made: *additions are underlined and deletions are in parentheses*.

- (c) The number and location of fire hydrants shall be reviewed and approved by the Fire Chief at the time of Definitive Subdivision Plan added: being reviewed now and EIDR.
- (d) The plans and specifications for fire protection water supply systems within the Project Site and for Buildings within the Project Site shall be reviewed and approved by the Fire Chief in connection with the (review) of the Definitive Subdivision Plan and the EIDR process.

Chief Scoble stated at this time he approves of *#8 Special Conditions regarding Public Safety* and had no further comments.

Attorney Alpert resumed discussing *Transportation Demand Management (TDM) Program*. Below is a summary of topics. Please see attached documents for more details.

1. Each CMR shall include a description of the TDM Program provided to residents and employees of Westwood Station.
2. TDM Program Information – Large Tenants
3. The Project shall be served by shuttle bus services comprised of a retail shuttle and a commuter shuttle.
4. A GPS tracking system that allows passengers to determine exactly when the next shuttle will arrive at a particular stop either from the passenger's home or office via the internet or hand-held device must be installed and operational prior to commencement of the Commuter Shuttle service.
5. Prior to the operation of any shuttle, the Applicant shall designate and on-site Shuttle Bus Manager who will work with the Westwood Station Transportation Coordinator.
6. A Westwood Station Transportation Demand Management Advisory Board (TDM Board) shall be formed prior to operation of any Shuttle Service.
7. The Applicant shall collect data regarding in-service vehicle hours and rider-ship for

- the shuttle services.
8. Retail Shuttle Service
 9. Commuter Shuttle Service
 10. The On-Demand Service will be managed by the Transportation Coordinator.
 11. Mode Share Surveys – Residential Surveys, Office Employee Surveys, Retail/Hotel Employee Surveys.
 12. The number, location and utilization of Preferential Parking will be reported as part of the annual Mode Share Survey results.
 13. The number, location and utilization of the bicycle parking shall be reported as part of the annual Mode Share Survey required pursuant to the TDM Plan.

#9 Special Conditions Regarding the Provision and Maintenance of Housing

Attorney Alpert explained that these conditions address the manner by which the Project will satisfy the requirement for 12% of the housing units to be “affordable” and for 5% to be for “moderate income.” Below is a summary, please see details in the attached document condition #9, sections (a – k).

- (a) The design and construction of housing units shall aspire to meet the “Principles of Universal Design in Housing” as articulated by The Center for Universal Design at the North Carolina State University in Raleigh, North Carolina. Compliance with this condition shall be demonstrated during the EIDR process.
- (b) There shall be no more than 1,000 housing units located on the Project Site.
- (c) The bedroom mix of the housing units shall be as indicated in the Application.
- (d) A minimum of 12 percent of the housing units in the Area Master Plan shall be “Affordable Housing” as defined in the Bylaw.
- (e) A minimum of 5 percent of the housing units in the Area Master Plan shall be “Moderate Income Housing” as defined in the Bylaw.
- (f) Of the overall share of housing units for which Certificates of Use and Occupancy are issued at any given time during the Construction Period, except for rounding, there shall be no less than the required 12 percent.
- (g) Affordable housing units and Moderate Income Housing units (collectively, “Restricted Units”) shall comply with Sections 13.5.2 through 13.5.5 of the Rules & Regulations relating to location, design, materials and bedroom mix.
- (h) The Applicant shall comply with the provisions of Section 13.2 of the Rules & Regulations with respect to methods used in order to market and select purchasers of Restricted Units.
- (i) The Moderate Income units shall be marketed in good faith under the approved Marketing and Selection plan for no less than six (6) months, or for a period not to exceed twelve (12) months. There was some general discussion about whether this time period is actually long enough. Also discussed were the terms “rental market rate conversion”, a Board member would like some clarification on the use of that term.
- (j) The Applicant shall consult with the Westwood Housing Partnership to develop a plan to administer and monitor the Affordable and Moderate Income housing

provisions set forth in the Administration and Monitoring Plan. There was some general discussion about changes needed in the language here.

- (k) No Affordable Unit within the Project may be conveyed unless subject to a restriction substantially in the form of a Universal Deed rider.

#10 Special Conditions Related to the Project Construction Period

These conditions relate only to circumstances that could arise during the Project's construction as opposed to during later, operational phases.

- (a) All construction shall be performed in a manner that is consistent with the Construction Management Plan (CMP). Discussions suggested that this CMP be treated similarly to the O&M Plan, at the discretion of the Town Engineer.
- (b) During the period when significant civil construction work is in progress at the Project Site in connection with the construction of Project Roadways and Project Infrastructure, the Applicant shall retain the services of a professional Engineer who specializes in Geotechnical Engineering.
- (c) Omitted.
- (d) At the Town Engineer's discretion, he may retain a professional engineer who specializes in Geotechnical Engineering and is licensed in the Commonwealth of Massachusetts to perform on-site observation at the Project and request reasonable testing during construction operations.
- (e) Construction equipment employed in the development of the Project or used within the Project Site shall consist exclusively of equipment that uses ultra-low sulfur diesel or an approved equivalent fuel.
- (f) Omitted.
- (g) Omitted.
- (h) Omitted.
- (i) At all phases during construction of the Project Roadway network, a representative of the Applicant shall consult at least weekly with the Town Engineer. [This is still undergoing review.]
- (j) No Building construction or related site work shall require the closure; between the hours of 6:30 a.m. and 9:00 a.m. and 3:30 p.m. to 6 p.m. of travel lanes within 500' of the Blue Hill Drive/Westwood Station Blvd. or University Ave./Canton St. intersections. [This is still undergoing review.]
- (k) A hotline number shall be established and operational prior to issuance of the First building permit, and maintained in operation for the balance of the Construction Period, for residents to call during construction should they have a complaint regarding noise. Discussion suggested there should be reference to the website for information as well as the local newspapers.
- (l) Where existing granite curb is removed and reset it shall be sandblasted clean in accordance with the reasonable requirements of the Town Engineer.
- (m) The Dedham-Westwood Water District shall be immediately be notified when the Applicant obtains knowledge of any spillage, discharge, or other release into the ground of hazardous material. There was some discussion that this condition should be made consistent with DEP regulations.

There was a discussion about the continuation of the subdivision hearing, which will resume in early December, following a timely submission of a request for extension by the Applicant.

The meeting was adjourned at 9:15 p.m.