

**Town of Westwood Planning Board
Meeting Minutes
Carby Street Building
April 4, 2006
6:30 PM**

Board Members Present: Steven Olanoff, Bob Moore, Rob Malster, George Nedder

Board Members Absent: None

Staff Members Present: Diane Beecham, Town Planner; John Bertorelli, Town Engineer

The meeting was convened at 6:40 pm.

**Request For Extension Of Time For Subdivision Decision: Howard Estates
Applicant: Charlie & Jane Howard
Project: 2-lot subdivision at 265 Dover Road**

On a motion by George Nedder and seconded by Rob Malster, the Board unanimously voted to accept the Applicant's written request to extend the time from which the Board has to make a decision on the Howard Estates subdivision from April 12, 2006 to June 12, 2006.

**Planning Board Recommendation Regarding Town Meeting Petition to
Accept Shoestring Road as a Public Way**

On a motion by Steve Olanoff and seconded by Rob Malster, on the basis of the recommendation from the Town Engineer, the Board unanimously voted not to recommend the acceptance of Shoe String Lane to Town Meeting.

Working Session on MUOD Rules And Regulations

In Attendance: Dan Bailey, Rackemann, Sawyer & Brewster; Ralph Willmer, VHB

Mr. Bailey stated that the Rules and Regulations as now drafted have an application fee of \$25,000.00. Is this reasonable? Where did this amount come from? Diane Beecham responded she based this figure on the subdivision application fee for NStar. At that time, the NStar project was the largest commercial project that had come before the Planning Board. It turned out that the Major Business Development special permit fee was artificially low at approximately \$5,000. The Town was able to recoup some of the administrative costs through the subdivision application, which was approximately \$20,000.

Should the application fee cover all administrative support and all of the Town Planner's and Town Engineer's time? Mr. Nedder stated that he wanted to look into this.

Mr. Willmer stated that the fiscal group was looking at the costs and benefits to the

Town and this issue should be looked at in that context.

Ms. Beecham stated that it should also be taken into account all of the fees that will be paid by the project, especially the building permit fees. Also there is an issue of whether there should be one fee to cover all the applications for the project, such as the subdivision application fees or if they should remain separated.

All Steering Committee subcommittee reports should be e-mailed to the Planning Board.

[There was discussion that the timeline for the development of the Rules and Regulations which end with a public hearing on May 30th was too aggressive. Mr. Moore indicated that he may agree that it was aggressive but because the Board was so far behind in the planning process, the timeline should be kept until a point came when it needed to be changed. He was not in favor of changing the timeline now].

Mr. Moore stated that he was concerned about the dissemination of information regarding the project has not necessarily been getting to the Planning Board.

Mr. Moore felt that the MUOD Rules and Regulations should be considered as the highest priority at this point in time.

It was also stated that mitigation is a major issue and needed to be incorporated as part of the regulations.

It was asked where the Urban Design Guidelines/Principles go in as part of the Rules and Regulations?

Discussion about Planning Board Appointment Process

[Henry Gale resigned from the Planning Board and there has a lot of interest/controversy in who will be appointed to fill his unexpired term and the actual process by which that it will made. According to the statute, the Board of Selectmen call a joint meeting of the two boards to make a joint appointment. The Selectmen have indicated that thy want to call this meeting for the following week. Mr. Olanoff stated that the process is too important to do in a week and instead should be advertised in the newspaper and then interview potential applicants. Mr. Malster agreed that it was an important process but he was not entirely on board about a formalized, publicized process.

It was decided that Bob Moore would report to the Selectmen that 1) the joint meeting cannot be scheduled for the following week because of the one week requirement in the statute for the formal notification by the Planning Board of the vacancy and the scheduling of the meeting to fill the vacancy will not have been met; and 2) at least one Planning Board member wants the process to be publicized.

Mr. Malster stated that if anyone knew a person who would be interested in the position to encourage them to contact the Board.

The meeting was adjourned at 10:10 pm.