

**Westwood Planning Board Minutes**  
**Tuesday, June, 30, 2020**  
**7:00 pm**  
**Remote via Zoom Webinar**  
**Westwood, MA 02090**

Pursuant to Governor Baker's March 12, 2020 Order suspending Certain Provisions of the Open Meeting Law MGL C. 30A, §18 and the Governor's March 23, 2020 Emergency Order imposing strict limitations on the number of people that may gather in one place, the June 30, 2020 Planning Board meeting was conducted via remote participation by the Board.

**Call to Order:**

The meeting was called to order by Acting Chair Conant at approximately 7:02 pm. The remote meeting was video recorded by Westwood Media Center (WMC), and was live streaming on YouTube and WMC's website. Ms. Conant explained the meeting procedures.

**Present via Remote Participation:**

Planning Board members present: David L. Atkins, Jr., Deborah J. Conant, Christopher A. Pfaff, William F. Delay and Robert R. Gotti. Staff members present: Abigail McCabe, Town Planner, Nora Loughnane, Director of Community & Economic Development and Jessica Cole who recorded the meeting minutes.

**Board Reorganization for Chair, Vice Chair, and Secretary:**

Ms. McCabe explained that the Planning Board votes each year at the first meeting after Town Meeting to nominate new positions for the new Board which includes the Chair, Vice Chair and Secretary positions. Additionally, the Board makes recommendations for other sub and regional committees to recommend to the Select Board for appointment.

Ms. Conant suggested changing the order of the agenda to do the Wegmans signage first since they were the only applicant and the rest of the Planning Board agreed to take this up later in the agenda.

**169 University Avenue, Wegmans Project Specific Signage** – Request to extend timeframe for cart corral reusable bag signs.

Applicant: Arthur Pires, Project Manager, Wegmans Development Group, gave a brief history with their initial application in 2017 where the Board gave temporary permission for the signs on the shopping cart corrals. Once we get through the COVID 19 crisis Wegmans wants to start using reusable bags again. The signage is a visual impact and there are no negative impacts. He showed a few signs they have used in the past with their location and then he presented the new sign. Store Manger Anthony and Matt Finewood were also present to help answer any questions.

**Board Comments:**

- Are these signs in all locations? *Yes, throughout all Wegmans locations.*
- Change rectangular signs with the circular signs? *Yes*
- Do other stores have corrals? *Yes, Target does.*
- Does this need to be temporary? *The board discussed options to can renew or further extend a temporary timeline.*
- Was the 2 year arbitrary last time? *Ms. McCabe explained that first there was a one year time period approved then the Board approved a two year timeframe and asked Wegmans to return by September 2020. She explained that the University Station zoning bylaw did not want to have too much signage and prohibits temporary signage because it was felt that when there are too many signs they are no longer effective. However, the Zoning allows for a specific section of the bylaw – Project Specific Signage Alternative that allows Applicant's to make a request and for the Board to review on a case by case basis, so the Planning Board can review it. The intent of the temporary timeframe and a specific end date was to remind customers to bring their reusable bags into the store, and then create a habit.*
- Want the signs there to develop a habit? How successful is the sign package? *Wegmans does not have the metrics but responded that prior to the COVID people were bringing reusable bags.*
- The whole point of the location is to remind customers before they get to the door of the store.
- The intention of the no temporary signs at Westwood Station was to deter SALE signs.
- The sign does serve a purpose, coming back every 2 years seems silly.

- Ms. McCabe read Section 9.7.10.15 of the Zoning Bylaw, which states that the Planning Board can approve an alternative signage package or alternative signs provided that the Planning Board finds that the alternative adequately addresses the needs of the development and traffic safety while appropriately balancing any impacts on the surrounding environment.
- Support it being an indefinite signage, it is helpful and unobtrusive. Support extending it.
- Are paper bags carried in the store too? *Matt-Store Manager in Westwood stated that paper and plastic options are available.*
- One Board member prefers that they come back in 2 years. Signs intrude upon people's vision, and suggested not making it open-ended.
- Coming back every 2 years, does that make Wegmans more responsible for the upkeep of the signs? *Across the board we have high quality outside and inside the stores. There would never be a rusted sign.*
- We could add unsightly and it would have to come back to the Planning Board, not up to our standards. *If it did become rusted it would be taken care of. Matt, Store Manager of Westwood, has very high standards and walks the store and property every day, picking up gloves, masks and trash.*
- Maybe come back after 3-4 years instead of 2 years, 2 years is too quick. It would be a happy medium.

**Action Taken:**

Upon a motion made by Mr. Pfaff and seconded by Mr. Atkins, the Planning Board voted in favor 5-0 on a roll call vote (all in favor) to accept the applicants request to alter the 'Remember Your Bags' signs on the cart corrals and to extend the time period for a period of 3 years and revisit this again with the Planning Board after three years.

**247 Station Drive- Verizon Wireless-** Cellco Partnership d/b/a Verizon (WCOD-EIDR)\* Public Hearing. Applicant proposes to install 9 panel antennas, 6 radio heads, 2 junction boxes and associated equipment to the roof of the existing three story building. The panel antennas will extend 8 ft. above the roof.

Ms. McCabe reported that the Applicant submitted a request to further continue this public hearing to your Tuesday, August 18<sup>th</sup> meeting at 7:00 pm via Zoom.

**Action Taken:**

Upon a motion made by Mr. Atkins and seconded by Mr. Gotti, on a roll call vote the Planning Board voted in favor 5-0 to continue the 247 Station Drive-Verizon Wireless Public Hearing to Tuesday, August 18th at 7pm via Zoom.

**Board Reorganization:**

**Action Taken:**

Upon a motion by Mr. Delay and seconded by Ms. Conant, on a roll call vote the Board voted 2-3 (Pfaff, Gotti, Atkins against) to nominate Ms. Conant as Chair. The motion did not pass.

Ms. Conant said she was surprised because she thought it was customary for the Vice Chair to move up to the Chair position and that she hopes that it is not because she is a woman and she was disappointed in the vote. Mr. Delay agreed and thought the Vice Chair always moved up to the Chair position. Mr. Pfaff responded that this is not a first, the Vice Chair has not always moved into the Chair position.

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, on a roll call vote the Planning Board voted 3-2 in favor (Conant, Delay voted against) to nominate Mr. Atkins as Chair. The motion passes.

Mr. Atkins said he looks forward to being Chair and would like to try to get the Board to work together.

Upon a motion by Mr. Gotti and seconded by Mr. Atkins, the Board voted 3-2 on a roll call vote (Delay, Conant voted against) in favor to nominate Mr. Pfaff as Vice Chair. The motion passes.

Upon a motion by Ms. Conant and seconded by Mr. Atkins, on a roll call vote the Board voted 5-0 in favor to nominate Mr. Delay as Secretary.

**Board recommendations for appointments to regional and subcommittees:**

Ms. McCabe explained that the Planning Boards make recommendations to the Select Board for regional and subcommittees. The Select Board will review and ultimately recommends the appointment. Ms. Loughnane added that the Planning Board members have served on these committees in the past but at times Staff or other community members may serve depending on availability and interest. These organizations look for the Town to provide a local recommendation on how is the best person to serve and a lot depends on people's availability and commitment to be able to attend and participate.

**Metropolitan Area Planning Council (MAPC):**

The Board discussed this is a 3 year term and the meetings are held quarterly typically in Boston but currently meetings are virtual. Ms. Loughnane explained that the Planning Board is offered the position first and then the Select Board can look for another appointment if now one on the Board is available. Mr. Olanoff is currently still in his term and Bill Delay was the alternate this past year. The Board recommended Mr. Gotti as the alternate.

**Housing Partnership Representative:**

The Board recommended Mr. Pfaff and Ms. Conant.

**MBTA Advisory Board Designee:**

Chair Atkins explained this is the group that meets sporadically typically on Wednesdays at 10 am in Boston. Steve Olanoff is currently a designee and would like to remain. The other board members were unable to commit to attending and the Board did not have a recommendation for this group.

**Regional Transportation Advisory Council:**

Mr. Atkins explained this group also meets in Boston in the late afternoon. The Board recommended Mr. Atkins as the designee with no alternate available for recommendation.

**Three Rivers Inter-Local Council (TRIC):**

It included the towns that are close to Westwood. The Board recommended Mr. Atkins and Mr. Pfaff as the alternate.

**Pedestrian & Bike Safety Committee:**

This is a subcommittee of the Planning Board and meets the 4th Thursday of the month and they review pedestrian related issues and makes recommendations to the Planning Board. The Board recommended Mr. Gotti.

**Comments:**

Ms. McCabe will write up these recommendations and get them to the Select Board. The Select Board will review and make appointments at an upcoming meeting and will then notify the board members once appointments are made. Mr. Atkins suggested sharing committee updates at planning board meetings to inform the rest of the members of what's happening with these groups.

**Comprehensive Plan Update:**

Ms. McCabe reported to the Planning Board that the steering committee last met in March and has since been working to do final editing incorporating all of the comments from the Planning Board and residents and making all sections consistent. The Committee is about half way through the Plan; once a final draft is compiled the Committee will convene a meeting to review and then forward final review to the Select Board and Planning Board. Mr. Gorman was the liaison to the Open Space & Recreation and Transportation sections. Ultimately, the Planning Board has to adopt the Comprehensive Plan and when it comes back to the Board that will be a public hearing. The Board asked about a timeline and Ms. McCabe said the Committee is hoping to finish up the Plan in the fall.

**Summer Timeline:**

Ms. McCabe explained that at the recent Town Meeting in June all non-financial articles were removed from the warrant including the zoning articles. If the Board wishes to pursue those zoning articles the board will need to bring back to a future Town Meeting and go through the public hearing process again at a fall or special Town Meeting. Typically, for a special Town Meeting in November, the Warrant closes in September. The Planning Board can work on new zoning ideas and the ideas from the spring. The Board can discuss articles at the July 21 meeting and August meetings and decide to submit for the fall Town Meeting Warrant which is usually at your first meeting in September. Ms. McCabe will pull together the articles from the spring and will prepare any ideas. A Board member mentioned the importance of the medical use article and would like the Planning Board to do a better job reaching out to the public to get the public support and town buy-in to make this article successful. Mr. Atkins suggested the board review the zoning articles from the spring at their next meeting.

Mr. Atkins asked if there was anything the Board should consider related to helping businesses during this COVID 19 health crisis. Ms. Loughnane responded that Toast Office, Chiara and BiBi's cafe all received have permits for outdoor seating, and the Town is trying to work with Comellas. Most other businesses are take-out. She explained the state has loosened restrictions and is working on quickly to review and helping to meet business needs. Ms. Loughnane has contacted businesses by phone and mail. She couldn't think of any specific actions to the Board could pursue at this time.

**Review of Planning Board Best Practices:**

Ms. McCabe explained that the board has been reviewing some bulleted best practices each year at this time of year and being remote we may want to make a few changes to help with meetings. She explained that electronic meeting packets with the application material are sent as early as possible typically three weeks prior to the meeting. A week before meeting there is usually a little more info including staff comments and reports from any peer reviewer consultants. The Friday before the meeting, Ms. McCabe will send an email with any updates, a summary and final meeting agenda. One of the members suggested a change that any member can make a motion rather than the only the Vice Chair. The other board members agreed. Ms. McCabe will make that change that any board member can make a motion. Going remote, inform the audience, use the raise your hand function.

**Public Comments:**

Ms. N. Milosavljevic-Fabrizio asked Ms. McCabe to reiterate the reorganization of the Board, asked about the secretary position, and commented on the board reorganization.

Ms. McCabe responded that the Board has had a secretary position but currently staff or a recording secretary takes the minutes but other boards may have the secretary do the meeting minutes. The Board voted for Mr. Atkins as Chair, Mr. Pfaff as Vice Chair, and Mr. Delay as Secretary.

**Other Administrative Items:**

Meeting Minute Review: 1/28/2020 and 5/26/2020 minutes were not approved. Ms. Conant and Mr. Delay said they needed more time to review the minutes.

**Comments:**

Ms. Conant reviewed the Attorney General's website relative to the open meeting law violation and asked if they sent something out, and we have not heard anything. She asked if any correspondence from the AG's office was received. Ms. McCabe will check in with Attorney Goldberg. Mr. Atkins said he received a letter informing him to respond if he was or was not satisfied with the Board's response and he responded that he was not satisfied with the Board's response.

**Signatures for Registry of Deeds and Land Court:**

Planning Board members will let Ms. McCabe know individually when they can provide signature to be provided to the Registry and Land Court records for when they sign plans and documents.

**Adjournment:**

Upon a motion made by Mr. Pfaff and seconded by Mr. Gotti, the Planning Board members voted on a roll call in favor (5-0) to adjourn the meeting at approximately 8:35 pm.

**List of Documents**

<p><b>247 Station Drive-WCOD-EIDR</b>          Public Hearing Notice, From: Westwood Planning Board, 4/29/2020, 1 page.          Narrative and Description, To: Westwood Planning Board, From: Sean Mahoney, SAI Communications, LLC, 4 pages.          Photo Simulations, From: Verizon, 3/23/2020, 22 pages.          Radiation Frequency Exposure Report, From: C Squared Systems, LLC, 4/7/2020, 13 pages.          Radio Frequency Report, From: C Squared Systems, LLC, 3/13/2020, 19 pages.          Structural Report, From: Chappell Engineering Associates, LLC, 3/11/2020, 37 pages.          Plan Set, From: Chappell Engineering Associates, LLC, 11/4/2019, 7 pages.          Waiver Request, To: Westwood Planning Board, From: Sean Mahoney, SAI Communications, LLC, 2 pages.          Presentation, From: Chappell Engineering Associates, LLC, 12 pages.          Staff Comments, 5/21/2020, 2 pages.          Applicant Request to Continue to August 18, From: Westwood Planning Board, 6/5/2020, 1 page.</p>	<p><b>PDF</b></p>
<p><b>168 University Avenue. Wegmans Signage Request:</b>          Wegmans Signage Request Letter June 2020, From: Arthur Pires, To: Abigail McCabe, 6/22/2020, 1 page.          Reusable Bags Sign, 1 page.          2018 Board Approval, From: Westwood Planning Board, 9/25/2018, 1 page.</p>	<p><b>PDF</b></p>

<p>2017 Board Approval, From: Westwood Planning Board, 10/26/2017, 1 page.  Existing Carriage Corral Sign, 1 page.  2016 Sign Approval Package, From: Westwood Marketplace Holdings, 7/1/2016, 4 pages.  2016 Sign Permitting Plan, From: Tetra Tech, 7/1/2016, 1 page.</p>	
<p><b>Other Administrative Items:</b>  Summary of Massachusetts Zoning Adoption Process, From: Commonwealth of Massachusetts Department of Housing &amp; Community Development, 11/30/2009, 9 pages.  Zoning Amendment Flowchart, 1 page.  2020 Annual Town Meeting Warrant Book, From: Town of Westwood, 117 pages.  Memorandum from Ms. McCabe to Planning Board Members, Re: Meeting Summary for June 30 Meeting, dated June 25, 2020.</p>	<b>PDF</b>

**COMMONWEALTH OF MASSACHUSETTS****Westwood Planning Board Minutes****Tuesday, June 30, 2020, 7:00 pm****Remote via Zoom Webinar****Westwood, MA 02090****Present via Remote Participation:****Planning Board members present:** David L. Atkins, Jr.,Deborah J. Conant, Christopher A. Pfaff, William F. Delay  
and Robert R. Gotti.**Staff members present:** Abigail McCabe, Town Planner, NoraLoughnane, Director of Community & Economic Development  
and Jessica Cole who recorded the meeting minutes.Transcribed from audio recording  
Linda Lee, CVR~M

1                   ACTING CHAIR CONANT: Welcome to the  
 2 Westwood Planning Board remote meeting. All meetings  
 3 are video recorded by the Westwood Media Center and  
 4 filmed live at Westwood Media Center's YouTube and  
 5 local government channel and Verizon channel 42. As a  
 6 friendly reminder, please turn off your cell phones  
 7 and ringers and please stay muted while not speaking  
 8 to assist with clear audio.

9                   The meeting will be civil and all people  
 10 will be treated respectfully. Format of the meeting  
 11 will be when your item is called by the Chair, the  
 12 applicant will present their application to the Board.  
 13 The Board will proceed to staff comments. Board  
 14 members will ask questions of the applicant and have  
 15 full discussion.

16                   Public meetings are the items the public  
 17 will be given an opportunity to comment. Items that  
 18 are not a public hearing, not -- the opportunity for  
 19 public comment will be at the discretion of the Board.

20                   Please, only one person speaking at a time  
 21 and allow a moment for the Zoom audio live to catch up  
 22 to speaker. When it's time for public comment period,  
 23 the Town Planner, as the Zoom host, will ask those  
 24 wishing to speak to use the "raised hand" feature in

1 Zoom or type a question in the Question and Answer  
2 Section.

3 To raise hand, click on the icon under  
4 Participants at the bottom center screen -- at the  
5 bottom of the (inaudible) window, click the button  
6 "raise hand" and wait for the host to unmute you. You  
7 may then click "lower hand" after. For those  
8 participating by phone, you can raise your hand by  
9 pressing \*9 and wait for the host to unmute you. Once  
10 unmuted, please identify yourself by stating your name  
11 and address for the record.

12 Please direct all comments and questions to  
13 the Chair. All people will be given the opportunity  
14 to speak, but in the interest of time and fairness,  
15 repetitive, off-topic comments may be cut short.

16 Are there any changes to the agenda?

17 MS. MCCABE: One change that you'll -- you  
18 can get to when they take the official vote, when you  
19 get down to Number 2; that is the application from  
20 Verizon for 247 Station Drive. You had previously  
21 continued that hearing until tonight but they did  
22 request a further continuance to your August meeting.

23 So if you want --if there's anyone that's  
24 interested in listening to that, that won't be taken



1 up tonight but the Board should vote to continue that  
2 hearing to your August meeting. It would be August  
3 18th but you should check that date when you get to  
4 that.

5 ACTING CHAIR CONANT: Okay. So first item  
6 is the Board reorganization or --

7 MR. ATKINS: Is that what we're going to do  
8 now?

9 ACTING CHAIR CONANT: Is that -- do you want  
10 to do that now or at the end and take the Wegmans  
11 first?

12 MR. ATKINS: I don't have the agenda in  
13 front of me. What's on first?

14 ACTING CHAIR CONANT: First is Board reorg  
15 but then Wegmans has been on the line so we could take  
16 them first and then go ahead to the Board reorg.

17 MR. ATKINS: In the past, we've always done  
18 the reorg first. But whatever Abby wants to do is  
19 fine with me.

20 ACTING CHAIR CONANT: What everyone wants to  
21 do. Do you want me to read what's on the Board reorg?

22 MR. ATKINS: Abby?

23 MS. MCCABE: Me? Oh yeah. So usually at  
24 this -- this is your first meeting after Town Meeting

1 so this is when you'll usually -- you'll vote for, you  
2 know, the Chair position, the Vice Chair position and  
3 the Secretary position.

4 And then later on we can go through -- you  
5 usually go through the various subcommittees and  
6 regional committees that you're on. So if you want,  
7 tonight, you can first select your Chair, Vice Chair  
8 and Secretary. And then later on in the night, after  
9 the applicants have finished, you can vote on your  
10 other regional and subcommittees.

11 MR. ATKINS: Okay, so --

12 MR. PFAFF: The applicant here is for the  
13 signage stuff, right?

14 MS. MCCABE: Right.

15 MR. ATKINS: So if we wanted to do that  
16 first and just get it out of the way, then they could  
17 leave and it would be easier for everybody. I'm fine  
18 with that.

19 ACTING CHAIR CONANT: Chris, you okay with  
20 that?

21 MR. PFAFF: Yeah.

22 MS. MCCABE: Bill?

23 MR. DELAY: Yeah. Okay.

24 MR. PIRES: Would you like me to begin?

1 MS. MCCABE: Oh yeah, sure. Let me have --  
2 here -- do you want me to pull your presentation or do  
3 you --

4 MR. PIRES: Let me give it a try and you can  
5 be a backup there.

6 MS. MCCABE: Okay.

7 MR. PIRES: All right. And screen share.  
8 Host disabled. Participant screen sharing.

9 MS. MCCABE: Oops, sorry. Let me -- okay  
10 try it -- try it now.

11 MR. PIRES: Okay. First of all, I want to  
12 thank everybody for allowing us to make another  
13 application this year. I'm just going to give a brief  
14 history with the Board and then talk about the intent  
15 and experience and then run a couple photos. Very  
16 simple and straight application.

17 So a bit of history. In 2017, we had our  
18 initial application followed by the reapplication in  
19 2008 (sic) for a two-year extension approval. And now  
20 we're going to be requesting at least a two-year if  
21 not more --

22 MR. ATKINS: I'm sorry to interrupt. Are  
23 you sharing something on screen? Is anybody else  
24 seeing it?

1 MR. PIRES: Oh. You aren't seeing it?

2 MS. MCCABE: No, sorry.

3 MR. PIRES: We did share screen, so let me  
4 try it again.

5 If not, Abby, you might want to grab it if  
6 this doesn't -- can you see anything now?

7 MS. MCCABE: No. No, but let me give it a  
8 try.

9 MR. PIRES: Okay. Sorry about that. Oh,  
10 wait a minute. I'm sorry, let me try one more time.  
11 I see it. How's this? A little better?

12 MR. PFAFF: Yeah. I can see that. Now it  
13 just --

14 MR. PIRES: I lost it again. Let me try  
15 again. How about now? Anything?

16 MS. MCCABE: Okay.

17 MR. PIRES: All right, Abby.

18 MS. MCCABE: All right.

19 MR. PIRES: That's you.

20 So as she's busy getting it ready, I want to  
21 thank you for that. And I'll present for you, quickly  
22 share some photos and then address any questions as  
23 well.

24 Abby, you're seeing it right? Or you're

1 pulling it up?

2 MS. MCCABE: I'm trying to pull it up right  
3 now.

4 MR. PIRES: Okay.

5 MR. PFAFF: All right. While Abby's trying  
6 to pull it up, you're still the co-host. Why don't  
7 you click on --

8 MS. MCCABE: How's that? Can you see it?

9 MR. PIRES: Yep. That's perfect. Thank you  
10 very much.

11 Here again -- I don't know if you want to  
12 reduce it or how it reads at the other end, but  
13 (inaudible) for a PowerPoint presentation format.  
14 That way, you can advance it.

15 MS. MCCABE: Um.

16 MR. PIRES: If not, we can work off this.  
17 This is fine.

18 MS. MCCABE: Okay. I don't know how to do  
19 it the other way.

20 MR. PIRES: All right. So here again. The  
21 points we made initially in 2017; we came before the  
22 Board a couple times because of the efficiencies and  
23 effectiveness of the sign. And with that, in  
24 anticipation of once we get through this crisis that

1 will be past the period of not being allowed to use  
2 the reusable bags.

3 So basically, based on our experience --  
4 here again, it's been a positive effect of reminding  
5 both of old customers and new customers to use the  
6 bags (inaudible) plastic which we know the challenges  
7 with plastic once it gets outside, it blows around.  
8 And then, the whole recycling problems with that.  
9 Customers keep in mind.

10 As far as the visual impact, we found that  
11 across our 100 stores right now, there are no negative  
12 impacts. That's with consideration of the location of  
13 the sign on the cart corrals, which themselves are  
14 located well away from the perimeter of the property,  
15 certainly the right of way of the roadways. And then,  
16 secondly, well within the parking lot itself. And  
17 then even again, the visibility is really only to the  
18 customer as they come within a few spaces of the cart  
19 corral itself.

20 The next couple of signs -- this is the  
21 existing one we have now, just to give an example of  
22 the existing or -- we've taken these down in the, you  
23 know, period. Should everything goes well, we'd like,  
24 when this expires in September, we'd like to have the

1 new graphics up.

2 And here again, it's a fresh new look.  
3 Basically the same idea. Behind them, the value of  
4 bringing the reusable bags in the store. Reducing the  
5 need for plastics and/or paper.

6 The next two slides will show what I had  
7 mentioned too as far as the cart corral. In this  
8 photo, it's hard to see but underneath the Wegmans  
9 sign, again, we're well away from the property and our  
10 right of way. And it's very -- the cart corrals  
11 themselves are very visible. And this shows the  
12 location of the previously -- lines that we had up  
13 here again, requesting approvals for the new graphics  
14 to be put in the same locations on these cart corrals.

15 That is the long and short of it. Very  
16 straightforward. We have not been aware of any issues  
17 with these signs there at the same time. This just  
18 highlights it.

19 But, it's definitely a benefit for the  
20 customers and the community at large. With all that  
21 said, I'd be glad to address any questions on it.

22 MR. PFAFF: I had a couple questions. Can  
23 you tell me, do you have these signs in all of your  
24 locations that have corrals?

1 MR. PIRES: You're asking me or --

2 MR. PFAFF: Whomever.

3 MR. PIRES: Okay. Yes, I can answer that.  
4 Yes, we do. We have -- this is part of our standard  
5 program. We're about 100 stores.

6 MR. PFAFF: And you're proposing to replace  
7 the rectangular sign you just showed us with this  
8 circular one?

9 MR. PIRES: That's correct. In fact, the  
10 rectangular signs are currently down. And they would  
11 be replaced with the circular if you will.

12 MR. PFAFF: And no more number of signs with  
13 circular than there were rectangle?

14 MR. PIRES: Within (inaudible) -- somebody  
15 can correct me but otherwise no. No additional.

16 MR. PFAFF: Abby, can you -- I had a  
17 question. The other stores in the area, are they  
18 doing -- refresh my memory. Are they doing similar  
19 things with signage, temporary signage? Doesn't have  
20 to be reusable bags or anything. Just, do we have it  
21 any place?

22 MS. MCCABE: Not for the -- they don't have  
23 -- there are cart corrals, I think at Target, I  
24 believe. But there's no other signage.



1                   MR. PFAFF: I couldn't remember that there  
2 was signage there, but I just wanted to -- and the  
3 reason why I ask that is; is there something in the  
4 University Station bylaw that -- it just seems like  
5 every two years. I don't know.

6                   I mean, If this is going to keep going on,  
7 in perpetuity, can we alter this? Or is this  
8 something that we want to do every two years? I don't  
9 know.

10                   It just seems like -- since '17, this is the  
11 third time they've been by for whatever reason. If  
12 this is something that needs to be, temporary then  
13 fine, but I don't know. It just seems a little.

14                   MR. ATKINS: I think we could -- I mean, I  
15 think we could either not renew it or we could extend  
16 it another couple of years or we could -- couldn't we  
17 just approve it in general and not have to come back  
18 every few years?

19                   MR. PFAFF: Was the two year arbitrary at  
20 the time? The last one?

21                   MS. MCCABE: Yeah. Is that a question for  
22 me?

23                   MR. ATKINS: Whoever has the answer.

24                   MS. MCCABE: Yes. Well, the way the zoning

1 bylaw's written for the University Station with the  
2 signage, you expressly prohibited temporary signs such  
3 as banners.

4 MR. PFAFF: Right.

5 MS. MCCABE: And the purpose of that was you  
6 didn't want to have too much signage that was, you  
7 know, over time, would become ineffective. But you  
8 did allow this special application called a Project-  
9 Specific Alternative package to allow applicants to  
10 come forward that could be reviewed on a case-by-case  
11 basis. So that allows the Planning Board to review  
12 each one to see if you were, you know, in special  
13 circumstances, if you were willing to allow it.

14 So these signs, in 2016 or 2017 were  
15 allowed, part of a package. So there was other kind  
16 of way finding signs that were throughout the  
17 development. This is one part of it. And the  
18 original purpose of the time frame was to allow habit  
19 to develop, for customers to see the sign and then  
20 over time, develop the habit of bringing reusable  
21 bags. And the thought was after a certain period,  
22 certain people would develop that habit and no longer  
23 need the signs. So that's why you had initially done  
24 a one-year time frame

1                   And then at one year, you extended it out  
2 two years. So I think about two years ago, the  
3 discussion -- you did approve it and you said, you  
4 know, you would revisit it in two years in 2020. And  
5 you thought you may either decide to continue it  
6 indefinitely or end it. You know, remove the signs or  
7 you could do a temporary again. That's --

8                   ACTING CHAIR CONANT: I think a couple of  
9 points that are for consideration are that you want  
10 the signs there to develop a habit, but yet you said  
11 you don't have any data on how successful the signs  
12 are on the bag usage. And isn't there somewhere else  
13 that you could put the signage? Maybe put the bags at  
14 the entrance. Because even if -- a lot of the people  
15 don't see the signs and then they walk in there and  
16 they realize they forgot their bags. But if they seem  
17 them as soon as they walk in, they may purchase them  
18 or go back to their car and get them.

19                   So I just --

20                   MR. PIRES: You're correct. We don't have  
21 the metrics on that. However, to your point that you  
22 actually brought into play here, is that you know,  
23 people -- in fact, myself included, will get out of  
24 the car. And despite the fact that I have two or

1 three in my trunk or so, I'll get out, focused on  
2 getting into the store and I'll get to the store and  
3 I'll say, my gosh (inaudible).

4 In the scenario, where I see the cart, well  
5 the sign reminds me and I go back. I mean, but up to  
6 the store, it's true that some people would go back  
7 but human nature is to --

8 MR. PFAFF: But you got to -- I remember  
9 when you first did this, the whole point of the  
10 location was to get to the shopper prior to them  
11 leaving their car, too far. But at the same time if  
12 it is in order to develop habits, then that would kind  
13 of indicate there's a goal -- end date goal here that  
14 we won't need the signs anymore. So it -- it kind of  
15 makes --

16 MR. PIRES: (inaudible)

17 MR. PFAFF: -- it seems like it was like a  
18 unique argument at the time. And now we're just where  
19 we want to keep doing it.

20 MR. PIRES: Well, but interesting enough,  
21 human nature, and if I might use myself as an example  
22 again. I could be an anomaly but I don't think so.  
23 Even to this very day, and going to the store once,  
24 two, three times a week, often, I still forget about

1 it because I'm --

2 Yet when I see the sign, which here again,  
3 from the vantage point of not being a nuisance in any  
4 way whatsoever or an impact -- negative impact to  
5 (inaudible) again, outside in the parking lot and/or  
6 right of way, it's not even noticeable. The cart  
7 corral; they would notice it.

8 Now it's certainly much less -- the sign  
9 itself on the cart corral or some total -- we  
10 respectfully submit that there's nothing that has an  
11 impact on the community. While at the same time, it  
12 provides a (indiscernible) to the customers and quite  
13 frankly the community for not having plastic bags that  
14 would be on the property or beyond the property.

15 So here again, balancing that, that's why  
16 we're again here today. Because I think it does serve  
17 a purpose. It does remind people (inaudible) although  
18 and I apologize to everybody, we do not have the  
19 studies. Very successful.

20 MR. PFAFF: Well, if it is in front of every  
21 one of your stores, it wouldn't be hard to find a  
22 sample of the other size. So it just is in place  
23 everywhere. So I don't know that metrics would be  
24 helpful for you. Because you don't have -- you have

1 the A block but you don't have a B.

2 So -- I think the intention of the no-  
3 temporary signs was to make sure we don't have those  
4 SALE signs, 10 percent off, that stay in a storefront,  
5 for 24 months and it gets faded and it becomes  
6 whitewashed and nobody even pays any attention to it.

7 And I'm a little -- I think actually the new  
8 art will bring a little more attention to it, but at  
9 some point this new article will become old art and  
10 will blend in, much how the rectangular one, the  
11 current one, people don't notice it quite as much  
12 because they've seeing it for so long, they don't even  
13 bother reading the words.

14 That's -- I completely agree with the goal  
15 here to help, you know, with the bag situations. And  
16 I don't have an alternative for this. I think it does  
17 serve a purpose. It just seems, as I said, you know,  
18 every two years to come back and redo this seems a  
19 little --

20 MR. PIRES: If I might suggest and  
21 (inaudible) was that the option for the Board to  
22 consider, would consider, to have it open-ended, but  
23 should it become a problem that shouldn't -- you know,  
24 (inaudible) the community at large or the Board

1 obviously, see it as a negative impact outside --  
2 impacting outside our properties. I mean, that can  
3 stretch it but at that point, we have the opportunity  
4 here again, as you may have noted, it's not like a  
5 sale sign. It has a very specific reason and we think  
6 very positive.

7 MR. ATKINS: Abby, are we allowed to allow  
8 it indefinitely, provided the messaging remains  
9 essentially the same, so that if it is, you know, used  
10 for the reminder of "use your reusable bags," that has  
11 the benefice that it doesn't, couldn't we just -- to  
12 Chris' point, not having to ask them to come back  
13 every couple years, provided the signage is not  
14 changing to some other messaging, then they wouldn't  
15 need to come back.

16 MS. MCCABE: Right. There are -- the  
17 section of the bylaw 9.7.10-15 says the "Planning  
18 Board can approve a project-specific sign's  
19 alternative as long as the Board finds that it  
20 adequately addresses the needs of the development in  
21 traffic safety while appropriately balancing any  
22 impacts on the surrounding environment."

23 So it doesn't have to be temporary in  
24 nature. It's up to the Board if you find that there's

1 no negative impacts to the surrounding environment and  
2 the safety and traffic concerns. It's not -- it's not  
3 so much the what's on the sign. It's not, you know,  
4 the content of the sign but it's the nature of the  
5 sign.

6 MR. ATKINS: And I think it's in the purpose  
7 but I think that, you know, we wouldn't want the signs  
8 to be updated to, you know, become advertising for  
9 example. You know, like it starts out as a, you know,  
10 don't forget your bag and then it's like don't forget  
11 your bag and buy lots of stuff, you know. So I think  
12 that if we could structure it, so that, you know, it's  
13 clear the purpose is you want to remind people to use  
14 their bags, that's why we're -- that's why we would be  
15 approving it. And if this nature and the purpose of  
16 it were to change substantially, then we could revisit  
17 it. But yeah, I would support just making it an  
18 indefinite open-ended thing.

19 Because I don't think you're going to train  
20 people. It's -- you need the reminder, even if you  
21 want to do it, even if you remember to use your bag..  
22 They're going to need the reminder forever. And there  
23 will be new people who are shopping. So I really  
24 don't have a problem with that.



1           I really don't think it's going to be like  
2           six months later. It kind of reminds me of -- like  
3           you wouldn't remove the exit signs, you know. You  
4           wouldn't remove the fire exit signs because you figure  
5           after a while, people know where to go if there's -- I  
6           see this as more of a helpful thing for people so they  
7           don't turn around halfway and go back to their car or  
8           they get to the door and they're frustrated. It's a  
9           very inobtrusive thing that should just be standard  
10          for people going into a business. So I would support  
11          extending it as long as we can ensure that it doesn't  
12          get changed into advertising.

13                 ACTING CHAIR CONANT: I do have a question.  
14           You want these signs so that people would reuse their  
15           bags. But yet, you don't offer really paper bags  
16           inside the store if they forget them?

17                 MR. PIRES: Actually we do have the paper  
18           and the plastic.

19                 ACTING CHAIR CONANT: I've never seen the  
20           paper. I've only seen the plastic. So you do carry  
21           the paper in there in the same amount as the plastic?

22                 MR. PIRES: Matt is our Service Manager.

23                 MATT (UNKNOWN LAST NAME): Hi folks. My  
24           name is Matt. I'm the store manager for Wegmans in

1 Westwood. We do have plastic and paper bags at the  
2 store, available.

3 ACTING CHAIR CONANT: Okay. Bill, do you  
4 have anything to say?

5 MR. DELAY: Yeah. I would support that they  
6 come back again in two years. It may be that and see  
7 how it works over the next two years.

8 I just think signs after a while become part  
9 of the landscape. You don't really notice them, but  
10 they do intrude upon people's vision, so I wouldn't  
11 make it open-ended.

12 ACTING CHAIR CONANT: So when you have to  
13 come back every year or two years, does that make you  
14 more responsible in terms of evaluating the signs,  
15 making sure that they're not getting rusted, that they  
16 still look aesthetically pleasing?

17 MR. PIRES: (inaudible)

18 ACTING CHAIR CONANT: How do we -- if we do  
19 open-ended, how are we going to make sure that that --

20 MR. PIRES: Well, I think it's indicative  
21 and I -- if you're (inaudible)

22 ACTING CHAIR CONANT: I'm sorry. You keep  
23 going in and out.

24 MR. PIRES: I'm sorry. Must be my cable

1 connection. We're similar to any of our stores and if  
2 you've ever been to our store (inaudible), across the  
3 board, we have the highest qualities whether it be the  
4 look of the exteriors, the interior, or the  
5 operations. That goes all the way through our  
6 maintenance program, whether it's the landscaping, the  
7 cart corrals, the pavement, leaves. Across the board,  
8 we have pride in these maintenance programs; signage  
9 is one. I can assure there would never be a rusted  
10 sign out there. We'll be the first to have those  
11 replaced.

12 MR. PFAFF: Well, I think we could say if it  
13 becomes unsightly, that's a problem. And that would  
14 trigger a visit to the Board and it would be on one of  
15 the Board members, the Town Planner or whomever to  
16 bring it to the attention of Wegmans that it's not up  
17 to our standards.

18 MR. PIRES: And with that said, if I might  
19 say, if it ever came to the attention of anybody,  
20 whether it be a customer, yourselves, Board member,  
21 here again, drop a line, right into the store to Matt  
22 or anybody that's at the front desk. I can assure you  
23 that will be taken care of.

24 MATT (UNKNOWN LAST NAME): Board members, if

1 I may -- this is Matt again. I can assure you every  
2 morning when I walk into that store, I walk into that  
3 store like I walk into my home. And when I see masks  
4 on the ground, when I see gloves on the ground during  
5 the Covid pandemic, it's my team that's out there  
6 picking up that stuff, make sure our store and our  
7 community looks good every morning. And I can assure  
8 you of that.

9 You know, yesterday we walked out and there  
10 was a tree that had fallen over to all the rain and  
11 we're the ones that went inside. You know, it's not  
12 our development and we're the ones that roped it off  
13 and put the cones up to make sure nobody got hurt. So  
14 I can assure you our high standards are that if those  
15 signs do not look like they deserve to be outside of  
16 Wegmans in Westwood, we replace them immediately.

17 MR. PFAFF: I might -- speaking to the  
18 indefinite length of time on this, maybe we don't make  
19 it indefinite. Maybe just extend it out more than  
20 three years. Two years -- maybe make it three.

21 I'm just thinking out loud here but instead  
22 of saying, you know, it's fine until it becomes a  
23 problem, maybe we say, instead of two years, come back  
24 after three or four or whatever the Board may agree to

1 on that. I'm just trying to find a happy medium  
2 there.

3 It just --- two years just seems a little  
4 too quick in a development like this to make -- to  
5 come back for a small sign like this.

6 MR. GOTTI: Yes, I would agree, and it  
7 doesn't sound like there's anybody who's saying that  
8 they want to deny the application at this point. So  
9 if we can extend it a little bit further and that's  
10 the happy medium to, you know, indefinite, then let's  
11 get that done.

12 ACTING CHAIR CONANT: Any other comments?  
13 Anyone want to make a motion?

14 MR. PFAFF: I'm going to make a motion that  
15 we accept the applicant's request to alter the  
16 "remember your bag" signage and be allowed for a  
17 period of three years at which time it needs to  
18 revisit the practice back to the Town Planner for  
19 discussion in front of the Planning Board.

20 ACTING CHAIR CONANT: We have a motion. Do  
21 we have a second?

22 MR. ATKINS: I'll second that.

23 ACTING CHAIR CONANT: Rob?

24 MR. GOTTI: (inaudible)

1                   ACTING CHAIR CONANT: Should we vote then  
2                   and do a roll call?

3                   MR. PFAFF: Roll call?

4                   ACTING CHAIR CONANT: Yes.

5                   MS. MCCABE: Yeah, I think --

6                   ACTING CHAIR CONANT: Rob?

7                   MR. GOTTI: That's fine.

8                   ACTING CHAIR CONANT: Chris?

9                   MR. PFAFF: Aye.

10                  ACTING CHAIR CONANT: Dave?

11                  MR. ATKINS: Aye.

12                  ACTING CHAIR CONANT: Bill?

13                  MR. DELAY: Aye.

14                  ACTING CHAIR CONANT: Aye myself. So motion  
15                  passes.

16                  MR. PIRES: All right. Well, thank you very  
17                  much everybody. Appreciate the time. Certainly the  
18                  effort, and -- thank you very much.

19                  MATT (UNKNOWN LAST NAME): Thank you. It  
20                  was a pleasure to meet you.

21                  ACTING CHAIR CONANT: Thank you.

22                  MR. PIRES: Stay safe. Happy Fourth.

23                  MR. PFAFF: Thanks, you too.

24                  MATT (UNKNOWN LAST NAME): You as well.

1                   ACTING CHAIR CONANT: So next up, Abby, is  
2 the board reorg? Or do you want to -- should we  
3 continue the Verizon meeting first?

4                   MS. MCCABE: Sure. Earlier, I had suggested  
5 the August 18th for your meeting, so you should all  
6 check if that date works for you. I think Dave  
7 mentioned he may be away then. So it's up to you.

8                   But the applicant did request a continuance  
9 to August 18th but I let him know that tonight you  
10 would need to check your schedules and vote on the new  
11 date and time.

12                  MR. ATKINS: So I'm okay with that actually.  
13 I mean, I can call in. Most of these meetings are  
14 remote now so.

15                  MR. PFAFF: I should be available. I'm  
16 moving my son to college but I think I'll be back by  
17 then but --

18                  MR. DELAY: I may be in the midst of that  
19 very same thing. In fact, I probably have a similar  
20 destination.

21                  MR. PFAFF: Drive back together.

22                  ACTING CHAIR CONANT: So would anyone like  
23 to make a motion?

24                  MR. PFAFF: I'll make a motion that we

1 continue this hearing to August 18th.

2 MS. MCCABE: So that's Tuesday, August 18th  
3 at 7 p.m. and that would be another remote meeting  
4 through Zoom. So we'll send out the Zoom details when  
5 that gets closer.

6 ACTING CHAIR CONANT: We have a motion. Do  
7 we have a second?

8 MR. GOTTI: I'll second.

9 ACTING CHAIR CONANT: Roll call. We'll  
10 go -- Rob, you first.

11 Rob, you want to roll call?

12 MR. GOTTI: Aye. Sorry, was just on mute.

13 ACTING CHAIR CONANT: That's okay.  
14 Chris?

15 MR. PFAFF: Aye.

16 ACTING CHAIR CONANT: Dave?

17 MR. ATKINS: Aye.

18 ACTING CHAIR CONANT: Bill?

19 MR. DELAY: Aye.

20 ACTING CHAIR CONANT: And aye. So the  
21 motion passes.

22 So now we move onto the Board  
23 reorganization. By the way, I wanted to say, welcome  
24 Rob, to the Board.



1 MR. GOTTI: Thank you, Deb.

2 ACTING CHAIR CONANT: You're welcome.

3 MR. GOTTI: Glad to be here.

4 ACTING CHAIR CONANT: And to you.

5 So, we're going to vote for the Chair, the  
6 Vice Chair and the Secretary. So we can entertain any  
7 recommendations.

8 MR. DELAY: I'll make a motion that Debbie  
9 be the chair.

10 ACTING CHAIR CONANT: I second. We have a  
11 motion and a second.

12 We'll start with you, Rob?

13 MR. GOTTI: Nay.

14 ACTING CHAIR CONANT: Chris?

15 MR. PFAFF: No.

16 ACTING CHAIR CONANT: Dave?

17 MR. ATKINS: No.

18 ACTING CHAIR CONANT: And Bill.

19 MR. DELAY: Yes.

20 ACTING CHAIR CONANT: And I am yes.

21 Any discussion?

22 MR. PFAFF: After the vote? No.

23 ACTING CHAIR CONANT: I'm sorry, what?

24 MR. PFAFF: No.

1                   ACTING CHAIR CONANT: So I'm a little  
2 surprised since it's customary for the Vice Chair to  
3 move up to the Chair and I hope it's not because  
4 there's never been a woman Chair in a very long time.  
5 And I'm a little disappointed in the vote.

6                   MR. DELAY: Well, normally the Vice Chair  
7 would move to the Chair. It usually does. This would  
8 be a first, I think.

9                   ACTING CHAIR CONANT: I agree.

10                  MR. PFAFF: It's not a first. No.

11                  MR. ATKINS: No.

12                  MR. PFAFF: No.

13                  ACTING CHAIR CONANT: So we have --

14                  MR. DELAY: First time we'd have a woman as  
15 a Chair.

16                  MR. PFAFF: I would make a motion to  
17 nominate Dave Atkins for the Chair.

18                  ACTING CHAIR CONANT: We have a motion. Do  
19 we have a second?

20                  MR. GOTTI: I'll second that.

21                  ACTING CHAIR CONANT: So, Bill?

22                  MR. DELAY: No.

23                  ACTING CHAIR CONANT: Dave?

24                  (No audible response)

1                   ACTING CHAIR CONANT:  You're on mute.

2                   MR. ATKINS:  Yes.  just wanted to -- I kind  
3                   of thought it would be good to just -- well, I want to  
4                   -- I want to include everybody.  Like when I was  
5                   Chair, I tried to open this up and schedule things and  
6                   all that.  And so, I think that, you know, I would  
7                   look forward to helping to make the Board work.  So  
8                   that's --

9                   ACTING CHAIR CONANT:  Chris?

10                  MR. PFAFF:  Yes.

11                  ACTING CHAIR CONANT:  And Rob?

12                  MR. GOTTI:  Yes.

13                  ACTING CHAIR CONANT:  And I, no.  So passes  
14                  three to two.

15                  So we have Vice Chair.  Do we have a  
16                  nomination?

17                  MR. GOTTI:  I nominate Chris.

18                  ACTING CHAIR CONANT:  We have a nomination,  
19                  a motion and a second?  Do we have a second?

20                  MR. ATKINS:  I'll second that.

21                  ACTING CHAIR CONANT:  We have a second.  
22                  And Dave?  I mean, Bill?

23                  MR. DELAY:  No.

24                  ACTING CHAIR CONANT:  Dave?

1 MR. ATKINS: Aye.

2 ACTING CHAIR CONANT: Rob?

3 MR. GOTTI: Aye.

4 ACTING CHAIR CONANT: Chris?

5 MR. PFAFF: Aye.

6 ACTING CHAIR CONANT: And no, for me. So it  
7 passes three to two.

8 ACTING CHAIR CONANT: And Secretary. I  
9 nominate Bill Delay.

10 We have a motion. Do we have a second?

11 MR. ATKINS: I'll second that.

12 ACTING CHAIR CONANT: Rob?

13 MR. GOTTI: Aye.

14 ACTING CHAIR CONANT: Chris?

15 MR. PFAFF: Aye.

16 MR. DELAY: Dave?

17 MR. ATKINS: Aye.

18 ACTING CHAIR CONANT: Bill?

19 MR. DELAY: Aye.

20 ACTING CHAIR CONANT: And aye for me, so  
21 that passes five to zero.

22 So the Board has been reorganized, and now  
23 we move on to the boards. Do you want to go through  
24 them, Abby?

1 MS. MCCABE: Sure. Or let's see. Do you  
2 want to do that next? Various, like, subcommittees  
3 and stuff?

4 ACTING CHAIR CONANT: Sure.

5 MS. MCCABE: Uhm.

6 MR. GOTTI: Just real quick. I saw that in  
7 the notes that for some of them, you mentioned a sort  
8 of timing and frequency, what the cadence of those is.  
9 If anybody who were aware of that information could  
10 just help me out as the new guy, it would help me to  
11 know whether or not I could actually put my name  
12 forward for any of them. So I'd appreciate that.  
13 Thank you.

14 MS. MCCABE: So --

15 MR. ATKINS: Did you mean the descriptions,  
16 Rob, in the meeting packet, or like the schedule of  
17 meetings, or what?

18 MR. GOTTI: Yeah. In the descriptions, Abby  
19 would -- where she knew, she would put when they would  
20 meet, what the frequency is, sort of where, and you  
21 know, the time of day and that type of thing. And  
22 just you know, work schedules, that -- you know, I  
23 just I don't know which would be more of a burden than  
24 others. So for me -- at least for me personally.

1           That's all.

2                   MR. ATKINS: Abby, could I -- could I share  
3 my screen? I just -- I made a list of --

4                   MS. MCCABE: Oh, yeah, hold on. Let me just  
5 -- all right. Yep, you should be able to do that now.

6                   MR. ATKINS: Oh, I see why it was -- okay.  
7 So I think, this is just -- I did a quick list of the  
8 boards. And can you see?

9                   Okay. So all of those, sow what we -- the  
10 way it works is that the Planning Board recommends to  
11 the Select Board and the Select Board makes the  
12 appointments, right?

13                   MS. MCCABE: Yes. That's right. So  
14 tonight, you usually make your recommendations. Then  
15 the Selectmen at one of their meetings, usually, you  
16 know, over the summer, they'll make their official  
17 appointments.

18                   MR. ATKINS: And are all of these positions  
19 like every year it gets redone, or are some of them  
20 like continuing from one year to the next? Because I  
21 thought some of them were --

22                   MS. MCCABE: Yes. I know at least, I think  
23 the one where I think the -- the MBTA Advisory Board,  
24 I think Steve Olanoff is on a three-year appointment.

1 So his -- he's in the middle of that. His term isn't  
2 up.

3 The other ones, I think are usually one year  
4 but each year, you do usually update that  
5 recommendation. And in the past, you know, you try to  
6 be consistent so it's the person maybe that's on in  
7 the past, if that schedule is working for you, if  
8 you're able to attend the meetings; you try to  
9 maintain a person, you know, Board member that's able  
10 to be consistent at going to the meetings.

11 So some years, you had the same member on  
12 the same committee throughout their term. So that's  
13 up to you. I know, so if you want to go through each  
14 one, as I had some descriptions and timing.

15 I think the MAPC one, I don't know their  
16 timing. I think they meet -- yeah, right. So Dave  
17 says quarterly in the mornings and it's usually in  
18 Boston.

19 MR. ATKINS: So everything kind of, you  
20 know, everything's kind of up in the air now, but I  
21 also, like, what is it? Is it a requirement? Like a  
22 lot of these groups, there are a variety of people.

23 Like, I'm on TRIC right now and there's a  
24 Select Board member there. There's town planners from

1 Canton and Walpole. There's other people. So it's  
2 not always Planning Board people.

3 So I just wondered, as we make these  
4 recommendations, I'm wondering, like if Steve Olanoff  
5 is a member. We've been reappointing him but it's not  
6 like it has to be a member or like one of the five of  
7 us, necessarily, as, -- do you know? Or is that our  
8 custom here?

9 MS. MCCABE: Um --

10 MR. PFAFF: Well, I think Steve Olanoff is a  
11 member of the MAPC and as an alternate member of the  
12 Planning Board, I think he's kind of satisfying both.  
13 So MAPC wants him back as I understand it. And it  
14 just is -- it kind of -- he wants to do it. He's a  
15 resident. He's qualified and so as long as the Select  
16 Board is fine with him being our representative to  
17 that, and he wants to do it, I don't -- I think that's  
18 why he's continuing.

19 But he's the only -- as far as I've been a  
20 part of the Board, he's the only non-Board member  
21 who's been representative to any of these  
22 organizations. Is that right, Abby?

23 MS. MCCABE: In my time since I've been  
24 here, yes. I know Nora is on the line. Maybe she



1 knows before.

2 But in the -- in the last five years since  
3 I've been here, it's usually been Board members.  
4 However, there are some -- yeah, some towns will  
5 appoint his staff or board members and I have some  
6 seen, you know, in other towns I've worked in, they  
7 have also appointed sometimes you know an associate or  
8 an alternate member. I think a lot depends on  
9 availability, on who's able to go to the meetings and  
10 -- but --

11 MR. PFAFF: Was Steve chosen for like a  
12 three year term on one of these? Steve?

13 MS. MCCABE: Yes.

14 MR. PFAFF: By the organization itself?  
15 He's going. It's just whether or not we make him our  
16 Westwood representative?

17 MS. MCCABE: Right.

18 MS. LOUGHNANE: If I could just add that  
19 MAPC does appoint people for three-year terms. They  
20 look to the Select Board for information on who they  
21 think is the most appropriate representation for the  
22 MAPC.

23 In the past, the town administrator has been  
24 the representative. I've been the administrative

1 representative or the alternate, different years. And  
2 Steve Olanoff has done it consistently. He has proven  
3 his ability to attend these meetings on a regular  
4 basis. And so he has either been the representative  
5 or the alternate for at least the last 10 and maybe 15  
6 years. But there have been times when representatives  
7 has been other than Planning Board members.

8 MR. ATKINS: And this -- I'm not looking to  
9 kick Steve off. I just wanted to kind of clarify how,  
10 you know, it's -- these things are -- the town  
11 ultimately recommends and then the Boards decide and  
12 stuff so it's not necessarily. You know, it's really  
13 who's interested.

14 And who's able to go and getting got Rob's  
15 point, it was like, the MAPC is a quarterly meeting  
16 and it's typically, they rotate the location but it's  
17 a trip into Boston maybe or out to some -- to another  
18 suburb. And it's like half a day. So it's kind of  
19 hard -- it's good to have somebody who's retired who  
20 can consistently be a part of that.

21 It's also -- I was the alternate for a while  
22 and it was good to go to those meetings and learn  
23 stuff about it. So I think that's useful.

24 The MBTA one --

1 MS. LOUGHNANE: Is someone --

2 MR. PFAFF: Go ahead --

3 MS. LOUGHNANE: If someone from the Planning  
4 Board is interested in eventually being the  
5 representative when the three-year term is up, it  
6 would be very helpful for them to start as the  
7 alternate and attend meetings and find their role in  
8 the MAPC, so that the Board would be able to appoint  
9 them when that current three-year term is up.

10 MR. DELAY: Well, I was the alternate this  
11 past year.

12 MR. GOTTI: And would you like to remain  
13 that, bill? I mean, I would be -- this would probably  
14 be the one that would be the most -- the one that I  
15 could probably make the commitment on. And I would  
16 certainly be happy to be the alternative to Steve and  
17 kind of like they were saying, learn from him. But  
18 Bill, if you want to continue in that role, I have no  
19 great need to.

20 MR. DELAY: Well, it's almost -- I -- the  
21 last meeting that we had was a Zoom meeting,  
22 obviously. I don't think Steve was there. I don't  
23 know why. But I didn't hear his name called. But if  
24 you want to do it, yeah, I could take on another

1 committee.

2 MR. GOTTI: Again, I'm only asking if it's  
3 something that, you know, really want to be a part of  
4 and, you know, I'm just looking to learn a little bit.  
5 So me riding shotgun with somebody like Steve who's  
6 been involved with this stuff for so long, that would  
7 probably be the best place for me to get involved. I  
8 don't know that I could do some of the other things,  
9 so -- but again, I'm not looking to, in any way,  
10 supplant anybody. So only if there's something else  
11 that interests you.

12 MR. DELAY: Well, then I'll see if there's  
13 another committee that interests me.

14 MR. GOTTI: Thank you.

15 MR. ATKINS: Housing partnership. Chris,  
16 have you -- is that --

17 MR. PFAFF: We haven't met. Sarah hasn't  
18 called in a little while. I do like serving on that.  
19 I think I work well with Sarah and I -- the subject  
20 matter is of particular interest to me. So I'd like  
21 to continue on with that if I could unless someone  
22 really -- some else really wants it.

23 MR. GOTTI: Yeah, well, that might be --  
24 maybe Bill, would you want to be the alternate on that

1 maybe?

2 MR. DELAY: No.

3 MR. GOTTI: Let's see. Anybody --

4 ACTING CHAIR CONANT: Is this the Housing  
5 Partnership?

6 MR. PFAFF: Yes.

7 ACTING CHAIR CONANT: I'll be the alternate.

8 MR. ATKINS: And the MBTA Advisory Board,  
9 again I don't -- it met three times after many years  
10 of not meeting and then it -- I don't know if it's met  
11 again.

12 Bill, have you --

13 And we could just leave that as is, unless  
14 anybody really wants to jump into that.

15 The Regional Transportation Advisory Council  
16 is the hardest meeting, right? Because it's like in  
17 Boston at the Transportation Building every month,  
18 second Wednesday. And I didn't -- as an alternate, I  
19 did not even -- I didn't make it to any of those  
20 meetings, so. Please somebody else jump in.

21 MR. GOTTI: Question for Abby or Nora. What  
22 happens if we don't have somebody who can do this? To  
23 Dave's point earlier -- does it have to be someone  
24 from this board?

1 MS. LOUGHNANE: It does not. So the  
2 Planning Board is offered the opportunity to fill the  
3 space. But the Select Board will appoint someone else  
4 if there's no one from the Planning Board that's  
5 interested in filling that role.

6 MR. ATKINS: I mean it is -- we don't have  
7 anybody who could really speak to it, I guess. But  
8 it's an important board. And I will make a better  
9 effort and since it's Zoom, I would be okay to be the  
10 regular person for this if that's -- I just wanted to  
11 see if somebody else would -- I don't see anybody  
12 jumping out. We still need someone to be an alternate  
13 because like I say, once we get back to in-person  
14 meetings, it's -- you know, you're looking at a trip  
15 into Boston.

16 MR. PFAFF: To Nora's point, it doesn't have  
17 to be a Planning Board member. If this group of  
18 volunteers can't commit to that, so, it may remain  
19 vacant for now. I mean, the Select Board could select  
20 an alternate.

21 MR. GOTTI: For the newbie who doesn't know  
22 all of the abbreviations, Regional Transportation --  
23 is that what it says?

24 MR. PFAFF: Yeah, it's --

1 MS. LOUGHNANE: Advisory Committee.

2 MR. GOTTI: Would this be something that  
3 Steve would have any interest in, given that he's on  
4 the MBTA? I would think it would be a -- sorry for  
5 the dog. I would think that there would be at least  
6 an overlap from a content topic standpoint.

7 MS. LOUGHNANE: He did serve on that for  
8 many, many years.

9 MR. PFAFF: So we could ask him if he's  
10 interested in being the alternate. Or the Select  
11 Board could ask him if he's interested in being the  
12 alternate.

13 MR. GOTTI: All right. We could -- I would  
14 say for right now, we leave it blank. I mean, I don't  
15 think we can insert Steve's number. We have to call  
16 him. We have to talk to him. He needs the courtesy  
17 of a phone call.

18 MR. ATKINS: All right. The Three Rivers  
19 Inter-local Counsel. So, I've been on that for the  
20 last year. And I've actually -- I volunteered to be  
21 the Vice Chair for this year so I would like to  
22 continue that. It's a subregion of the MAPC. And  
23 it's the towns of -- around us, so Dedham, Westwood,  
24 Norwood, Canton, Walpole, Randolph, Sharon, like the

1 Neponset River Valley. Neponset River Chamber of  
2 Commerce is there. And they're focused on -- at this  
3 point, they focused on sharing information about like  
4 what are towns doing about Covid 19 and everything, so  
5 it's -- potentially has a lot of good stuff that they  
6 could do to facilitate towns working together.

7 MR. PFAFF: I served on that for my first  
8 three years on the Board and I'm happy to be the  
9 alternate if you want to stay on as you indicated.

10 MR. ATKINS: All right. If someone else  
11 wants to be the alternate.

12 And Pedestrian Bike Safety Committee. So I  
13 think in the meeting, in the notes, Abby, you said,  
14 you know, you attend most of those meetings and can  
15 always report back to the Board. Because Steve  
16 Olanoff is a regular member of that too, right?

17 MS. MCCABE: Right. I mean, I haven't  
18 attended much -- many, in the last year. Maybe one or  
19 two, but before that I was pretty regular at these  
20 meetings as an ex officio member.

21 And Brian -- so I think Brian and I were at  
22 the last one. They haven't met in a while. I think  
23 maybe it was in February was the last time they had an  
24 in-person meeting.



1                   But usually they meet on the fourth Thursday  
2 of the month. And they'll hear reports from Public  
3 Works, Police Department, and Planning Board. If  
4 there's any applications that they want to review,  
5 they'll make a recommendation to the Planning Board.  
6 So as an ex officio member, if I get any of those  
7 recommendations, then I include them in your packet  
8 and report them to you.

9                   MR. ATKINS: And I think it's important to  
10 remember this is a subcommittee or whatever of the  
11 Planning Board, itself.

12                   MS. MCCABE: Yes.

13                   MR. PFAFF: It's not just a town thing.  
14 This is a Planning Board group. Right.

15                   MR. ATKINS: And it's like with me on the  
16 Board, we're not going to have the same opportunity to  
17 talk a lot about things like the Gay Street sidewalks  
18 or the pedestrian crosswalk safety improvements or  
19 residents come in and have concerns about unsafe  
20 conditions in town.

21                   I mean, there's a lot of things that  
22 Pedestrian Bike Safety Committee can have a more  
23 thorough discussion about. And it's like -- Abby as  
24 the Planning Board person is there, typically there's

1 someone from the Police Department. I think -- didn't  
2 Carl Sakur (phonetic) is no longer doing that because  
3 he got promoted, right?

4 MS. MCCABE: Yeah.

5 MR. GOTTI: You can put me down for this  
6 one.

7 MS. MCCABE: Okay. Thank you.

8 MR. GOTTI: It's actually one meeting,  
9 though, Dave. It's okay.

10 MR. ATKINS: Are there any other committee  
11 appointments or recommendations?

12 MS. MCCABE: I believe that was all of them.  
13 So after tonight, I would send the memo to the Select  
14 Board and then they would make their official  
15 appointments at one of their upcoming meetings,  
16 usually at some point over the summer. So once I  
17 officially get that back, we'll get that to you and  
18 then you'll be added to some of these organizations'  
19 distribution lists.

20 So right now, I imagine most meetings are  
21 probably remote, you know, for the foreseeable future  
22 right now. So they may have more meetings than usual,  
23 may have more have -- but you'll be -- probably get  
24 information in the next several weeks on those.

1                   MR. ATKINS: And historically, we did have  
2                   subcommittee reports during the Planning Board  
3                   meetings. There would often be a -- you know, because  
4                   part of it is just finding out what's going on. Like  
5                   they'll make announcements at these meetings, like  
6                   there's the shared streets grant program that MAPC is  
7                   doing, and actually Westwood already jumped on that  
8                   without it being reported from a meeting or anything.  
9                   But still there's -- that's part of the value of these  
10                  is to have people go and attend and they also want to  
11                  hear from us.

12                  So like the TRIC meetings, there's always a  
13                  community share which can turn into like an hour of  
14                  the meetings, each town going by and talking about  
15                  what's going on in their town related to economic  
16                  development or whatever So it's good to bring that  
17                  back to this Board.

18                  So what's our next --

19                  MS. MCCABE: Okay. The next agenda item I  
20                  have as comprehensive plan update. I wanted to just  
21                  update you, and if you have any questions for me of  
22                  what the committee's been working on. So the Steering  
23                  Committee of the full Comprehensive Planning Committee  
24                  last met in March and since that time there's been

1 myself has been working with a core group of three  
2 members that are reviewing each section, each draft of  
3 each section to make sure it's consistent, final  
4 editing, trying to make sure we incorporate all the  
5 comments that we've heard since the committee  
6 presented to you in the fall, early winter and then  
7 they're also working on reviewing -- you know, certain  
8 sections are being reviewed by relative staff members  
9 and various boards and committees, so they are looking  
10 for some letters of support and have visited some  
11 committees. You know, some of them were before we  
12 went remote early in the winter and then some have  
13 been at some of these remote meetings looking for  
14 comments from various committees.

15 So we're about halfway through from the plan  
16 sections. There is nine subject areas and then we  
17 also have introduction, you know, and summary and  
18 implementation matrix, so we have pretty much a draft  
19 of most sections, but it just -- it's, you know, once  
20 this kind of outbreak happened we are still working on  
21 it, working with the volunteers. It's just been  
22 taking a little bit longer than I expected to give  
23 everyone time to review with, you know, the changes to  
24 everyone's schedule, but we are reviewing them and

1 getting them back to the subcommittees that includes  
2 the Planning Board liaison.

3 So some of you have received those and  
4 if you need more time or if you take a look at those  
5 sections and let us know of any feedback or any ideas  
6 for any edits or changes to be incorporated and  
7 working with the committees the idea is once everyone  
8 reviews and has the opportunity to review each  
9 section, then they're going to call full Steering  
10 Committee meeting together. So I hope that will be  
11 the next month or so or this summer have a meeting and  
12 then they would review their full draft plan. We  
13 could get that -- you know, post it on the website and  
14 distribute it. Then they would also vote to send that  
15 plan to the Select Board for their review and comments  
16 and then come back to you for a final review in a  
17 public hearing.

18 So they want to have -- you know, the  
19 idea is we have a full public hearing before you to  
20 summarize all the changes and present the final  
21 updated plan with everything incorporated since they  
22 were last before you, which began last October and  
23 continued to early January. So if you have any  
24 questions or ideas.

1 MR. PFAFF: Abby, has the two sections that  
2 Brian was liaison to have they come back to the Board?

3 MS. MCCABE: My --

4 BOARD MEMBER: I'm not asking you which  
5 section she was in.

6 MS. MCCABE: Right, so we do -- so Rob -- so  
7 Brian was on transportation and open space and  
8 recreation, so Brian did get a final copy of the  
9 transportation section. That was one of the earlier  
10 sections that we finished, you know, have everyone  
11 look at. The open space and recreation plan section  
12 is still in a more -- a draft form. That's still  
13 coming through the committee members so that, you  
14 know, we probably need to bring Rob up to speed a  
15 little bit on some of these.

16 So I know Rob (inaudible) the history of all  
17 that, but I can get Rob some more information and, you  
18 know, review more of the drafts with you. I could  
19 definitely --

20 MR. GOTTI: I've read the -- like the vision  
21 guidelines and I watched the meeting from back last  
22 spring, so you know if Brian was serving as the  
23 conduit on something like open space and rec and you  
24 need me to review things, happy to do so.

1 MS. MCCABE: Okay. And I forgot to add  
2 that, you know, when this -- ultimately the  
3 comprehensive plan needs to be adopted by the Planning  
4 Board and then once the Planning Board adopts it as a  
5 living document that you would be work -- you know,  
6 refer to, it's a policy guiding document. So it has a  
7 number of goals, objectives and some action items. So  
8 this is a good time to work on these items. You know,  
9 new applications and new construction has slowed right  
10 now, so this is a good time for us to work on things  
11 like finishing up this plan and then also this summer  
12 you want to work on some of these -- some other zoning  
13 changes as we move into the fall.

14 MR. ATKINS: So, Abby, the zoning changes,  
15 the next thing on the agenda there was you wanted to  
16 talk about the timeline for the summer.

17 MS. MCCABE: Right, so recently -- you know,  
18 Town Meeting was a couple of weeks ago and due to the,  
19 you know, public health crisis that we're in, the town  
20 meeting warrant was reduced to only the financial  
21 articles. So all the zoning changes that you had  
22 brought forward, there were I think four of them in  
23 the end, four or five, those -- if you want to go  
24 forward with those, then you should review those, and

1           you can review those tonight, because they'll have to  
2           be resubmitted and go through the warrant process and  
3           have a new public hearing with (inaudible) Planning  
4           Board and the Finance and Warrant Commission to go  
5           back before a town meeting.

6                         So usually, you know, there's a chance the  
7           Select Board could have a special town meeting, but  
8           consistently what the town usually does is there's a  
9           fall town meeting -- you know, maybe a fall town  
10          meeting, which is usually the second Monday in  
11          November and that warrant usually closes in September.  
12          So usually in the summer, July, August, the Planning  
13          Board will start to look at and start discussing what  
14          zoning amendments that you would want to submit and  
15          then usually vote to submit those to the warrant.  
16          It's usually right around Labor Day, so it's usually  
17          around your early September meeting, you'll review and  
18          you'll submit to the warrant and then we get a public  
19          hearing scheduled.

20                        I don't know exactly the Finance and Warrant  
21          Commission's schedule, but they usually have a public  
22          hearing in October, so you'll usually have -- your  
23          hearing with the Planning Board, early October, then  
24          you go to the Finance and Warrant Commission's public



1 hearing and then -- then the recommendation from the  
2 Planning Board and the Finance and Warrant Commission  
3 goes to town meeting in early November.

4 So generally the town meeting schedule in  
5 the fall is a much shorter time period. The annual  
6 town meeting in the spring is a much longer time  
7 period, so usually -- you know, a lot of times the  
8 Planning Board may want to choose some of the bigger  
9 items or items that require more review or you want  
10 more public input, you may hold off for the spring  
11 annual town meeting because there's usually at least  
12 two Fin Com public hearings and then you usually have  
13 it as a public hearing at your meetings for two or  
14 three meetings. You know, you'll have one first one,  
15 but then you'll have it continued for a couple. So  
16 the spring is usually the time where you have more  
17 public hearings related to zoning.

18 MR. GOTTI: Abby, can I just ask a rookie  
19 question here? We started talking about the  
20 comprehensive plan and then we're talking about work  
21 for the summer and I'm assuming, based on everything  
22 that I'm hearing, that the only things that we would  
23 be taking up related to zoning changes for a fall town  
24 meeting would be things that this Board has previously

1 already discussed. It wouldn't be informed by the  
2 comprehensive plan because we have not adopted the  
3 comprehensive plan yet and so I just want to make sure  
4 that I'm hearing things and processing  
5 things correctly.

6 MS. MCCABE: You can adopt -- you can decide  
7 to (inaudible) -- zoning articles more than what was  
8 submitted in the spring if you'd like, so that is  
9 something you can work on this summer. So I'm  
10 interested to hear from you tonight if you have new  
11 ideas. I can try to prepare some for your next  
12 meeting in July and then you have a meeting in August,  
13 so I think we have some time now.

14 You know, maybe all the ideas in a  
15 comprehensive plan you may not get to just yet, but  
16 you can start on -- you can start working on some  
17 other zoning changes. So you can decide tonight or  
18 this summer if you want to bring forward these ones  
19 that you worked on in the spring again or you can  
20 bring forward some additional new zoning articles.

21 MR. PFAFF: When are we hoping to finish the  
22 comprehensive plan?

23 MS. MCCABE: Well, as soon as --

24 MR. PFAFF: I know it's ASAP, I get that,

1 but realistically?

2 MS. MCCABE: Realistically, it's probably  
3 early fall. I mean, because I do have to get the  
4 Steering Committee members together, so --

5 MR. PFAFF: So September, October, so it's  
6 still on our -- in our radar?

7 MS. MCCABE: Yeah, we're --

8 MR. PFAFF: For the next few months.

9 MS. MCCABE: Couple of months.

10 MR. ATKINS: Couple of months.

11 MR. ATKINS: So for the town meeting  
12 articles we had some of them were very -- were pretty  
13 straight forward, like the gun regulation thing, and  
14 in fact I believe I think heard that Dedham's changes  
15 were approved by the Attorney General, so like that  
16 one seems like a no brainer just to resubmit it.  
17 Everybody, I think, supported it and so we should --  
18 could you for the next meeting just have a list of  
19 those things and if it's something like that where  
20 everyone agrees, we just resubmit it, then we can  
21 just, you know, go through the hearing process and  
22 all, but kind of put that out there as one where it's  
23 the language is set and we're good to go.

24 There were some of the others that were --

1           where they need more work or something. Maybe we  
2           could have people this time -- like maybe a couple of  
3           people to just work on that outside of the meetings.  
4           Like we could have two people, you know, that say take  
5           the one that was about regulating short-term rentals.  
6           That one is not -- is like today I don't know how that  
7           -- the effect of that is right now with COVID and  
8           Airbnbs like going to pieces, but the issues that  
9           people were raising should -- we should follow a  
10          process so that we can bring it back up effectively.

11                         So maybe that's -- if there's a couple of  
12          people that want to -- maybe it would help if we put a  
13          couple of people from the Board to those particular  
14          articles to then come back the following meeting and  
15          just, you know, kind of collect things and move it  
16          forward. I'm just thinking that we want to avoid, you  
17          know, getting to October and, you know, where we  
18          didn't do anything.

19                         MR. PFAFF: Well, it seems like why don't we  
20          -- when's our next meeting, Abby, July what?

21                         MS. MCCABE: July 21st.

22                         MR. PFAFF: 21st, why -- if you circulate  
23          what those articles are, and we'll be prepared to say  
24          as a Board member we want to move -- individually we

1 want to move forward with this or we don't for the  
2 fall or spring time meeting, whatever it might be. I  
3 think we need to first solve that equation. Is the  
4 Board supportive of particular articles and moving  
5 forward -- moving them forward and then once, if they  
6 are elected to go forward, then we'll figure out how  
7 best to do that by assigning people to -- but I don't  
8 think the Board's prepared at this point to  
9 (inaudible) which articles are going to go forward.

10 BOARD MEMBER: And I think that, you know,  
11 we need -- we've seen from Fin Com -- like we need to  
12 go in there with something that is a consensus --  
13 let's like start over, or not start over completely  
14 but let's just say there was a valid reason for people  
15 suggesting everything that was on the agenda last  
16 time, it was just the concerns may not have been -- we  
17 didn't like the way it ended up or something, but  
18 let's start that process over and try to get to the --  
19 to Fin Com with a -- with five people who agree on  
20 these things because that's the only way we're going  
21 to move this stuff forward, and I don't know, the  
22 medical uses let's everybody go home and think about  
23 that one because I don't know that that's -- that one  
24 has always been a big pain in the neck, so --

1                   MR. PFAFF: I've done some thinking about  
2                   that and I think that the real missing part here is  
3                   the public input for selection of which zone these --  
4                   the town is comfortable zoning this article in, and so  
5                   I think I'd like to -- and you don't have to answer  
6                   tonight, but I'd like the Board to think about how  
7                   best to reach out to the public so the public is  
8                   satisfied that we've done everything we can as a Board  
9                   to hear the town. We're never going to find a zone  
10                  where everybody agrees that's it, and I don't have a  
11                  problem with it, but I think we have to do a better  
12                  job in acknowledging that we heard from people before  
13                  and that's the issue.

14                 I think everything else, the language as  
15                 been vetted a couple of times. It was passed. I  
16                 don't think a lot of work has to be done with it. I  
17                 think -- but we need to do a better job reaching out  
18                 to the public, and I've had thoughts about do we  
19                 create a task force, a small working group, not a huge  
20                 task force like (inaudible) task force, which was a  
21                 little unwieldy, but I think if we create a group of  
22                 people and show the town that we're doing our job,  
23                 we're listening to our constituents, we're hearing  
24                 what they have to say, we have a job to do to zone

1           this thing and sticking our head in the sand and  
2           crossing our fingers is not doing our job, and we  
3           can't just keep kicking this down the road or trying  
4           to see if the Select Board will take part of it, like  
5           they were willing to do this last time.

6                        So I think fall town meeting is too  
7           ambitious for something like this, but I think by  
8           spring town meeting we should be able to find out, you  
9           know, which way the wind is blowing, so to speak, for  
10          the town and what is the best zone to put this article  
11          into.

12                       So I'd like the Board to not -- again, not  
13          tonight, I know I'm just throwing it at you, but I  
14          think this is the real Rubik's Cube for this article  
15          is where is it going to go and it's up to us to answer  
16          the hard question and figure that out.

17                       MR. PFAFF: So I think -- anybody else have  
18          any comments or -- I'd like to see the energy  
19          efficiency stuff come back. You know, Bill, you were  
20          very interested in that. I was interested in it. We  
21          thought that -- I thought that the med zero thing  
22          would be good, but then that got -- the town didn't  
23          want a non-binding resolution, so I think we kind of  
24          need to address energy efficiency and zoning if that's

1 something we're going to do. It's not just -- so any  
2 other --

3 MR. DELAY: The Planning Board hasn't  
4 addressed it in years and you've just let so many  
5 opportunities go by, so people in the -- you know, in  
6 the Planning Board and the Town are serious about it  
7 then maybe we should go forward, but right now  
8 everything that we've done it seems like we're not  
9 going to be leaders, we're going to wait until  
10 everybody else -- we run out fossil fuel then we'll  
11 switch over.

12 MR. ATKINS: Let's see, Abby, anything else  
13 on the -- so the next meeting you'll bring kind of the  
14 list of things and people can come and discuss,  
15 prioritize and all that.

16 MS. MCCABE: So I'll pull together what you  
17 have before and any other ideas I might have. So if  
18 you think of anything and, you know, anything you want  
19 me to be working on in the meantime, you can let me  
20 know. I know it's about three weeks, three, four --  
21 three weeks to your next meeting, so I do have some  
22 time to work on some zoning, so I'll try to prepare  
23 some -- any ideas I might have or think of, especially  
24 -- I know I probably -- a list somewhere, so I'll go



1 through a list and try -- ideas that you can review  
2 for your next meeting in July.

3 MR. ATKINS: What about COVID 19 and  
4 businesses in town? Like I see that other towns are  
5 doing -- like Norwood has this whole Central Street  
6 covered in Astroturf and Dedham has like set stuff out  
7 and -- you know, is there a role for this Board to  
8 play like in dealing with businesses in town?

9 MS. LOUGHNANE: I can speak to that a little  
10 bit. I'm working with businesses one-on-one and we're  
11 addressing the needs as they find is appropriate. The  
12 only one we have so far that's actually set up outdoor  
13 dining is Chiara. They already had an outdoor  
14 facility and they expanded it during the COVID 19.

15 We have also granted a license for the Toast  
16 Office to do the same. They've chosen to accept the  
17 new license but hold off on actually creating the  
18 seating, and another business that was interested in  
19 doing it is BiBi's Café. They received their approval  
20 to put outdoor tables there and I believe they are  
21 doing that. Then another one that we have been  
22 speaking to is Comelias, and they're trying to find a  
23 way that would work for them.

24 Most of our other restaurants either have

1 outdoor dining already or are simply not interested in  
2 it. Now that they're able to open indoor or just  
3 continue as take-out, many of them are doing that.  
4 Some of our restaurants are predominately take-out  
5 anyhow, so they've decided not to.

6 As far as retail, we always have the option  
7 as well for retail establishments to have some type of  
8 outdoor display. They just simply need to get  
9 approval from the Building Commissioner on that. So  
10 we're -- the State has loosened restrictions and the  
11 Select Board's Office has adopted a program that  
12 allows for a quick review of applications. So we're  
13 working individually with businesses to see what their  
14 needs are and to try and meet them.

15 I also have a master list of email  
16 addresses. Prior to the pandemic, we really were just  
17 contacting most of our businesses by phone and by  
18 mail. Most of them had not provided email addresses.  
19 I had sent out a request to all businesses and a good  
20 number of them submitted email addresses, so it makes  
21 for much easier communication and direct communication  
22 on particular issues affecting particular businesses.

23 So I don't think there's any blanket need  
24 that needs to be addressed by the Planning Board at

1           this time, but I will certainly let you know if I hear  
2           from any business of something that they're looking to  
3           do that they don't have the ability to do right now.

4                     MR. ATKINS:  Let's see, what's next?  Do we  
5           have -- Abby, you had prepared a best practices  
6           document about Planning Board.

7                     MS. MCCABE:  Yes, so we had this for the  
8           last couple of years now.  We usually review this, you  
9           know, at the first meeting of the year, kind of a list  
10          of, you know, practices for the Board.  You know, one  
11          -- you know, we may want to think about any ways to  
12          also update this for -- as we are remote.  I was kind  
13          of thinking tonight, you know, maybe we should do --  
14          introduce members at the start of the meeting or  
15          introduce, you know, at the beginning, but anything  
16          you can think of.

17                    So what I've put together is really that,  
18          you know, I try to send out your electronic meeting  
19          packet as far in advance as we get it, usually about  
20          three weeks prior to the meeting.  So tomorrow I'll --  
21          tomorrow or this week I'll send out one for the July  
22          meeting.  We have -- you have one application on an  
23          earth material movement application, so I'll get that  
24          to you.

1           If the Board members could, you know, start  
2 reviewing applications when you get them, when you  
3 have time. When you first get it will be mostly the  
4 applicant's material and the public hearing notice,  
5 but as the meeting gets closer, usually right before  
6 the meeting, the week before, I'll be uploading it  
7 with more information such as history of the project,  
8 such as past decisions, you know, a summary, staff  
9 comments, any peer review reports and then I'll always  
10 -- I try to always, the Friday before your Tuesday  
11 Planning Board meeting, send out a, you know, email  
12 with the final update and summary most up to date of  
13 all your agenda items.

14           And then, you know, so it's recommended if  
15 you have any questions to try to contact me or, you  
16 know, staff in advance so we can try to get you  
17 answers or get you any more information prior to the  
18 meeting, that way we can try to get you that  
19 information before your meeting so that you can be  
20 prepared. So contact me if you need anything while  
21 you're referring application.

22           MR. ATKINS: So I do -- one thing I found  
23 helpful was a couple of years ago was that I would  
24 call you or talk to you on like Thursday, and I think

1           like the Thursday before the meeting, I think it would  
2           be good that anybody, any Board member that wants to  
3           put something on the agenda or if someone wants to be  
4           on that call or something like that, like one other  
5           person, but you know if that's helpful to kind of get  
6           things more structured and also deadlines for people  
7           so that we -- I don't think we've had it happen as  
8           much this time as, you know, applicants giving us  
9           things, you know, two hours before the meeting, but if  
10          we stick to a time table, the packet is going out and  
11          we finalize the agenda like on the Thursday before the  
12          Tuesday meeting, then I think that will kind of give  
13          everybody a better amount of time to deal with things.

14                   MS. MCCABE: Right, and if you -- if anyone  
15                   ever has, you know, something that you want to add to  
16                   the agenda, if you -- I usually try to post on  
17                   Wednesday the agenda. It just, you know, goes to the  
18                   website, to the Town Clerk, the Town Clerk uploads it,  
19                   so you -- you know, let me know, try to let me know if  
20                   you have something if you think by Wednesday. I mean,  
21                   we can -- we have to post all agenda items 48 business  
22                   hours in advance, but I just -- I usually try to post  
23                   it on the Wednesday before a Tuesday meeting just to  
24                   make sure that there's time, but we can't add stuff,

1 so -- but if you think of something, let me know the  
2 week prior. I try to tell applicants, you know, if  
3 they need to be on the agenda, I recommend a week in  
4 advance and try not to get new material, you know,  
5 right up into the meeting, but sometimes if we ask a  
6 question, our staff is looking for more information,  
7 some applicants are able to provide that in response,  
8 you know, maybe a revised plan or some -- you know,  
9 extra photographs or something. But I usually try not  
10 to have -- usually try to get all new information in  
11 the -- you know, the week prior so that you have at  
12 least a few days, or definitely by Friday. That way  
13 you have the weekend until your Tuesday meeting to  
14 look at it.

15 MR. ATKINS: Any -- did anyone else have  
16 suggestions for this or --

17 MR. PFAFF: Abby, I had a question on the  
18 best practices, and if it was in your last and I  
19 missed it, I'm sorry. On Page 1, the last bullet  
20 point it refers to motions and it seems like it's  
21 asking the Vice Chair and the Secretary to always make  
22 a motion and always leave a second. It seems like  
23 that takes away a lot of the organic nature of a  
24 meeting and if the Vice Chair or the Secretary don't

1 agree or want to make the motion, it doesn't give them  
2 any room. Is that something we have to keep in here?

3 MS. MCCABE: Oh, no, right. So anyone can  
4 make the motion, so I can -- I can change that. I  
5 guess I -- if I have a recommendation, you know, I'll  
6 try to draft one just to help. The purpose of it is  
7 just to guide you so you -- you know, what their  
8 standard -- some standard condition so that we  
9 remember them, that you're consistent on them, but you  
10 can always add to those. You can change those. You  
11 don't have to follow those motions, so I usually just  
12 try to think in advance what you might ask and then I  
13 put those in there. But, yes, any member can make the  
14 motion or they can change a motion and they can second  
15 it, so I can change that.

16 MR. ATKINS: I mean, I think it's -- when  
17 it's -- when things are very straight forward, it's  
18 okay, but I don't want it to be just this automatic  
19 cycle. You know, I think we just -- the meetings are  
20 going to be more organic. You know, we try to make  
21 things more efficient and that's not necessarily the  
22 best thing because it's we need to be -- and so I  
23 don't think we should have a default practice like  
24 that. I think we can just -- I can just say will

1 someone make the motion and then somebody will.

2 MS. MCCABE: Okay. I guess something new  
3 when we think about as we're going remote, we should  
4 remember when we have public hearing just throughout  
5 each agenda item to inform the audience and remind  
6 them of how to raise their hand function by phone or  
7 by the raise your hand button. So it's a little bit  
8 different format, but we should try to make sure we  
9 remind people if anyone joins the meeting late, if  
10 someone if it's their first meeting.

11 MR. ATKINS: Yes, I think --

12 MS. MCCABE: And we do have a hand raise.

13 MR. ATKINS: I think, Nada, do you want to  
14 comment? I know we're kind of opening it up for -- we  
15 just want something to work well here so, Nada, if you  
16 could speak briefly or comment?

17 MS. MILOSAVLJEVIC-FABRIZIO: Can you hear  
18 me? Hello?

19 MS. MCCABE: Yes.

20 MS. MILOSAVLJEVIC-FABRIZIO: Good evening.

21 MR. ATKINS: Yes, we can hear.

22 MS. MILOSAVLJEVIC-FABRIZIO: Yes. First, I  
23 don't know, is this the public comment portion, and I  
24 was expecting Debbie Conant to ask if there were



1 public questions.

2 MR. ATKINS: So there's -- at this point  
3 it's -- there's not like a formal public comment part  
4 of this. It's just we were discussing things as a  
5 board and I saw you raised your hand and wanted to --

6 MS. MILOSAVJEVIC-FABRIZIO: And I appreciate  
7 it. I appreciate it, Dave. So I guess my first  
8 question would be, Abby, could you reiterate the  
9 reorganization of the Board, please? It was a little  
10 confusing and I would like to know and I think other  
11 residents would like to know who is the Chair, who is  
12 the Vice Chair and who is the Secretary, and how long  
13 has a Secretary position been procedural, because I  
14 don't recall a Secretary ever being nominated or  
15 approved for a Planning Board. That's my first  
16 question.

17 MS. MCCABE: We have had a Secretary --  
18 we've had a Secretary at least -- it's pretty common,  
19 but we do -- the Planning Board, we do have a  
20 Recording Secretary, and that's Jessica here, so  
21 usually the actual writing of the minutes is either a  
22 staff function or we have Jessica serving as the  
23 Recording Secretary, but we do have that position of  
24 Secretary. The Board did vote earlier. They voted

1 for Dave Atkins to be the Chair, Chris Pfaff to be the  
2 Vice Chair and Bill Delay as the Secretary for this  
3 next year.

4 MS. MILOSAVJEVIC-FABRIZIO: Thank you. My  
5 second comment is past practice of all of the Town  
6 Boards has always been that a Vice Chair is the  
7 successor to an outgoing Chair, and the votes tonight  
8 simply reflect a vested interest to maintain a  
9 pathetic status quo that existed three years ago  
10 before the makeup of this Planning Board that suffered  
11 a tremendous upset, and I feel -- Chris, you say  
12 you're doing your job, my feeling is you are not doing  
13 your job. You belittle residents. You are  
14 argumentative. You say -- you insult -- you insult my  
15 intelligence because from what I see, now the makeup  
16 of the Board has changed and now it's just going to be  
17 rubber stamping everything again that comes through,  
18 and I think it's pathetic and I think it's disgusting  
19 that Debbie Conant is not the Chair. I think it's  
20 disgusting and that's my opinion, and you look at all  
21 the other Boards, all the other Boards have Chairs and  
22 Vice Chairs and Fin Com --

23 MR. ATKINS: It's not a -- I don't have a  
24 gavel, but I just want to respectfully interrupt you

1 and say we listen to you and will continue to listen  
2 to you, but we've -- we're going to -- I want these  
3 meetings to move on and to -- you know, this is what  
4 happened. I don't think it was a great way that the  
5 vote happened tonight, but I want to make this Board  
6 work better, so let's work together and get it done.

7 So let's go to are there any other Board  
8 member comments on the procedures on the best  
9 practices of the Board?

10 MR. GOTTI: Abby, the only thing I'd like to  
11 say is that you've been very helpful in getting me all  
12 the information in a really timely fashion when I've  
13 had -- you've indulged with a lot of rookie questions,  
14 so I appreciate it.

15 MR. ATKINS: All right, so I think why don't  
16 we move onto the last thing on the agenda or the  
17 meeting minutes. Has everyone had a chance to review  
18 the meeting minutes from January 28th, and what was  
19 the other one?

20 MS. MCCABE: May 26th.

21 MR. ATKINS: May 26th.

22 MS. CONANT: I need a little bit more  
23 additional time to review the minutes.

24 MR. DELAY: I have not looked at them yet,

1 actually.

2 MR. ATKINS: All right, is there any new  
3 business or anything else anyone wants to bring up?

4 MS. CONANT: So, I -- yeah, in regards to  
5 the minutes, I talked to the AG's Office today and  
6 they said that they have -- has the Board at all or  
7 the Town received any correspondence from the AG's  
8 Office? No? So the AG's Office said that they have  
9 sent -- they've been in contact with the complainants  
10 and Attorney Goldberg and we should have received  
11 documentation of any receipt of the information. So  
12 if we could have something sent over to Attorney  
13 Goldberg to have that information sent to the Board  
14 for review, that would be helpful. It involves these  
15 minutes.

16 MR. ATKINS: So my understanding -- so there  
17 was -- so I received, and I assume Chris received an  
18 email or a letter like back in February informing us  
19 that -- informing me that I have until a certain date  
20 and time to say if I was satisfied with the Board's  
21 action and so I simply said I wasn't satisfied, and  
22 from my understanding from there it was that the  
23 Attorney General would do -- they would decide to do  
24 something on their own or whatever, so it's out of our

1 hands, like there's nothing expected from me. There's  
2 nothing -- and I don't think there was going to be  
3 anything back to the Board unless they made some  
4 decision or something.

5 MS. CONANT: I'm not saying there's  
6 something expected of you, Dave. I'm saying that they  
7 sent correspondence to Attorney Goldberg and they were  
8 surprised that we didn't get the information. So if  
9 we could look in -- Abby, maybe you could get in touch  
10 with Attorney Goldberg and find out what that  
11 communication was and just make sure that the entire  
12 Board gets it or those involved in this, so that they  
13 can review it.

14 MS. MCCABE: I'm not sure what information  
15 you're referring --

16 MS. CONANT: (Inaudible) email that was sent  
17 out to Attorney Goldberg and she should have sent it  
18 out to the Board members. Because we sent a response  
19 letter and at that point we thought that that was --  
20 that would have satisfied the complaint, but then more  
21 progressed from there and none of that information was  
22 received by us as a Board, and so there's information  
23 out there somewhere, if we could just find out what  
24 that information is.

1 MS. MCCABE: I'll check to see if we have  
2 anything. I thought the Attorney General would take  
3 time to review it. I expected it to take a while, you  
4 know, not be so quick.

5 MS. CONANT: We didn't even know it was  
6 being reviewed. I happened to be on there today and  
7 saw that there was -- it was being pending, so I  
8 contacted them and they said that we should have been  
9 notified, that they had notified Attorney Goldberg and  
10 we have no documentation of that at all. So I'm just  
11 asking for the information.

12 MS. MCCABE: Okay, I'll see what it is.

13 MR. ATKINS: So it looks like we're not --  
14 we're not ready to approve the meeting notes, so we'll  
15 review those for the next meeting. Is there any other  
16 action?

17 MS. MCCABE: One other thing is we usually  
18 collect signatures of this meeting for any plans that  
19 you have to sign or any documents that will go to the  
20 Registry or Land Court. I am going to be in the  
21 office tomorrow if anyone has any time or if they're  
22 able to drop by, or I could try to set up a time where  
23 I could bring the forms by and have you sign them. If  
24 you're able to let me know or you can let me know

1 individually when you're around and I could -- I could  
2 have those forms for you to sign and then once I get  
3 all the signatures they go to the Registry and Land  
4 Court, that way if you sign any documents they have  
5 the record of your signature. So if you can let me  
6 know, you know, after tonight any times that you're  
7 around and either you could pop by Carby Street, we'll  
8 make sure I'm there or I could bring it by for you to  
9 sign.

10 MR. GOTTI: Abby, does it need to be -- is  
11 it like a form that all the signatures have to appear  
12 on together or can we just send you a scan of our  
13 signature?

14 MS. MCCABE: Yes, we do have -- it is one  
15 form that I have all of you sign, so it would be  
16 easiest if -- yeah, I'll hold onto that form so I'll  
17 collect your signatures. So if you're around and  
18 you're able to come by Carby Street tomorrow, if  
19 anyone is, let me know. If not, I'll reach out to you  
20 for another time that might work.

21 MR. PFAFF: What time will you be at Carby  
22 Street tomorrow?

23 MS. MCCABE: Probably 10:00 until -- 10:00  
24 a.m. I have a phone call at 10:00, you know, in the

1 middle of the day, early af - until early afternoon  
2 I'll be there.

3 BOARD MEMBER: All right.

4 MR. ATKINS: All right, does someone want to  
5 make a motion to adjourn?

6 MR. PFAFF: I'll make a motion to adjourn  
7 the meeting.

8 MR. ATKINS: Is there a second?

9 MR. GOTTI: I'll second it.

10 MR. ATKINS: All those in favor, we'll do a  
11 roll call vote. Chris?

12 MR. PFAFF: Aye.

13 MR. ATKINS: Debbie?

14 MS. CONANT: Aye.

15 MR. ATKINS: Rob?

16 MR. GOTTI: Aye.

17 MR. ATKINS: Bill?

18 MR. DELAY: Aye.

19 MR. ATKINS: And I say aye as well. We are  
20 adjourned.

21 (Whereupon, the meeting was adjourned.)  
22  
23  
24



CERTIFICATE

I, Linda Lee, A Certified Court Reporter, do hereby certify that the foregoing is a true and accurate transcript from the record of the proceedings in the above-titled matter.

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/S/ Linda Lee, CVR~M

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Lee & Associates Certified Court Reporters  
LeeScribe Transcription Services  
439 Washington Street, 2nd Floor  
Braintree, MA 02184  
(781) 848-9693  
leeassocreporters.com