

Westwood Planning Board Minutes
Tuesday, October 27, 2020
7:00 pm
Via Zoom Remote Participation
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 October 27, 2020 Planning Board meeting was conducted via remote participation by the Board.

Call to Order:

The meeting was called to order by Chair Atkins at approximately 7:02 pm. The remote meeting was video recorded by Westwood Media Center and was available on Comcast channel 12, Verizon channel 42 and on Westwood Media's <https://www.youtube.com/watch?v=U-jXwcAbCTs>. Chair Atkins explained the meeting procedures, and how the Planning Board process works.

Present via Remote Participation:

Planning Board members present via Roll Call: David L. Atkins, Jr., Christopher A. Pfaff and Robert R. Gotti.

Absent: Deborah J. Conant & William F. Delay

Staff members present: Abigail McCabe, Town Planner, Nora Loughnane, Director of Community & Economic Development and Jessica Cole, who recorded the meeting minutes.

Homes at 45, formerly known as 45 Clapboardtree St.-Open Space Residential Development Special Permit Project by The Green Company. Request to release lot from Covenant and accept a Tripartite Agreement for a performance guarantee.

Ms. McCabe explained that the 2019 Special Permit approval for the open space residential development included a condition for a performance guarantee to cover the work. Prior to construction the Planning Board ensured the work through a covenant agreement. The Green Company prior to selling the first units, is requesting a release from the Covenant and to transition to a Tripartite agreement, which is a bond between the Planning Board, The Green Company and the Bank. BETA did a site inspection and a cost estimate of \$77,000 was provided to the Board for the work remaining. Ms. McCabe, Town Counsel, Mr. Green reviewed and prepared the tripartite agreement provided in the Board's packet.

The Applicant, Mr. Green, of the Green Company, was present and explained that they work in phases, so there will always be a bond for unfinished work. There are 6 houses mostly done with 2 model units, the roadway is complete except the final binder course along with utilities, water, sewer, drainage and landscaping. He is keeping the Town Planner informed along the way. He wants to sell the first home the first week of December.

Board Comments:

What is the soccer field status? Mr. Green responded that he worked closely with the Public Works Director and has given the town irrigation to the field and power to run equipment and ready to turn the field over at Town Meeting. Will be able to use it for Spring Soccer available with a lease to the Town until Town Meeting takes place in May when the lot will be conveyed. The lot conveyance of the field lot to the Town was supposed to be spring 2020 but has been delayed due to the pandemic.

What is the status of the Club House? Mr. Green responded that the club house is already built, and is a really nice building.

The bike rack will go in front of the club house and by the soccer field along with an access ramp at the club house.

Action Taken:

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted 3-0 in favor via roll call to release the OSRD project and all the senior units formerly known as 45 Clapboardtree Street containing the Homes at 45 from the Covenant and to accept the Tripartite Agreement in the amount of \$77,000.

Ms. McCabe asked the Board members to come by Carby Street to sign the agreement and have it notarized.

Open Space and Recreation Plan (OSRP)- Continued Public Hearing. The Planning Board submitted a final revised Open Space and Recreation Plan to the MA Division of Conservation Services (DCS) and will review the final review response by the MA DCS.

Ms. McCabe gave a review and there were 2 comments:

In Section 6 where we summarized the goals, she recommended to keep all the goals and objectives together in Section 8.

There was also a question on one of the columns in Table 14, the Summary of the Recreation Properties. The fields and the playground uses. Ms. McCabe explained that she incorporated these last two comments into the final OSRP provided in the Planning Board's packet last revised with today's date.

Board Comments:

Agree with the changes to be resubmitted to the state for the final review.

Public Comments:

None

Action Taken:

Upon a motion made by Mr. Pfaff, and seconded by Mr. Gotti, the Planning Board voted in favor 3-0 via roll call to re-submit the revised OSRP as presented with the changes made by the Town Planner to the state.

Upon a motion made by Mr. Gotti, and seconded by Mr. Pfaff, the Planning Board voted 3-0 via roll call to continue the public hearing to Tuesday November 17 at 7:00 pm via Zoom for a final review.

There was not further discussion.

Other Business:

Update on working group plan for spring zoning amendments relative to medical uses. Ms. McCabe has reached out to a number of residents in Town along with Mr. Gotti and Mr. Pfaff with 7 residents in total that have agreed and expressed interest to assist with the medical use zoning development. Ms. McCabe is still looking for someone to represent the healthcare industry. The first meeting will be on Monday via Zoom and will hopefully have a few meetings before the end of the year.

Comprehensive Plan 2020 Update

The Steering Committee met on October 15th and made final edits and voted to move the final draft of the updated 2020 Comprehensive Plan forward to the Select Board and Planning Board. The Committee Chair Jack Wiggin presented a summary at the 10/26 Select Board meeting, and requested a letter of support. A public hearing with the Planning Board is scheduled for Tuesday November 17, the Planning Board was provided draft in your packet. She requested the board members please review the document and get comments to Ms. McCabe.

Board Comments:

A board member commented that the implementation matrix or somewhere in the plan should include a statement that this is a plan and adoption of this plan does not allocate funds or resources to doing all of the recommendations. Many recommendations require additional funding and approval processes. The Plan itself does not authorize funds.

Ms. McCabe noted that the Committee is in the process of getting letters of support from various committees.

Chair Atkins mentioned that there are some fall trainings available hosted by Citizen Planner Training Collaborative that Ms. McCabe distributed to the Board members. He recommend checking them out.

Update on various board committees: Regional and Subcommittees

Three Rivers Interlocal Council (TRIC) It represents our region: Canton, Dedham, Dover, Foxboro, Medfield, Milton, Needham, Norwood, Randolph, Westwood, Sharon, Stoughton and Walpole.

It meets once a month. Mostly Planners, and they share what is going on in their towns. There has been a lot of interest in Housing. How to assist businesses with COVID and preparing for winter?

Ms. Loughnane stated that the Select Board has extended the time that establishments that have outdoor spaces can keep them open, has waived 50% of license fees and are working with businesses individually.

Sarah Bouchard is trying to arrange a Housing Partnership Meeting

Pedestrian Bike Safety Committee: Last meeting had to be closed and will be rescheduled.

Review of Meeting Minutes:

9/22/20

Upon a motion made by Mr. Gotti and seconded by Mr. Pfaff, the Planning Board voted in favor (3-0) via roll call to approve the September 22, 2020 meeting minutes as submitted.

No further discussion.

Minutes adopted.

Upcoming Meetings:

Tuesdays 7:00 pm: 11/17, 12/1, 12/15

Adjournment:

Upon a motion made by Mr. Pfaff, and seconded by Mr. Gotti, the Planning Board members voted in favor 3-0 via roll call to adjourn the meeting at approximately 7:51pm.

List of Documents:

https://westwoodtownma.igm2.com/Citizens/detail_meeting.aspx?ID=1571

Link to the Planning Board web page

<https://www.townhall.westwood.ma.us/departments/community-economic-development/planning-division>

<p>45 Clapboard St. Homes at 45 - OSRD OSRD Special Permit Final Revised Approved Plans, From: VHB, 8/15/2019, 19 pages. Planning Board OSRD Special Permit Approval, From: Westwood Planning Board, 4/23/2019, 17 pages Tripartite Agreement Recorded Covenant Agreement, signed Planning Board July 23, 2019 BETA Estimate Order of Magnitude Construction Cost Phase Plan for construction</p>	PDF
<p>Memorandum from Town Planner Abby McCabe to Planning Board Members, Re: Meeting Summary October 27, dated October 23, 2020, revised October 27.</p>	PDF
<p>Open Space & Recreation Plan (OSRP) Final Westwood OSRP revised 071720, From: Open Space and Recreation Plan Committee, 2019, 165 pages. State Conditional Approval Letter 07-10-19, From: The Commonwealth of Massachusetts, To: Nora Loughnane, 7/10/2020, 2 pages. MAPC Final OSRP letter, From: Metropolitan Area Planning Council, To: Melissa Cryan, 7/9/2020, 2 pages. Cover Letter to State 07-2020, From: Westwood Planning Board, To: Melissa Cryan, 7/30/2020, 2 pages. OSRP final review comments</p>	PDF
<p>Draft 2020 Comprehensive Plan Update, 107 pages Draft minutes from 9/22/2020 meeting</p>	PDF