

**Westwood Planning Board Minutes**  
**Tuesday, May 18, 2021**  
**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 May 18, 2021 Planning Board meeting was conducted via remote participation by the Board.

**Call to Order:**

The meeting was called to order by Chairman 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 YouTube channel <https://www.youtube.com/watch?v=RD5JJNk4lbQ>. 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, Robert R. Gotti, Ellen Larkin Rollings & Kathleen Wynne. Steven H. Olanoff, Associate Member. Staff members present: Abigail McCabe, Town Planner, Pat Ahearn, Town Counsel and Jessica Cole, who recorded the meeting minutes.

**25 Winter St. Earth Material Movement (EMM-EIDR) Public Hearing.** Applicant importing ~1,000 cubic yards of fill to re-grade property to construct single-family home on undeveloped lot.

Applicant Jillian Carocari, was present to discuss the plan for developing a single family residence. She is proposing to bring in 1,000 cubic yards of fill, similar to 35 Winter Street.

Ms. McCabe stated there were recommendations from BETA and staff for plan updates and the applicant today submitted revised plans to review in response to BETA's comments. Ms. Carocari summarized the plan revisions and an additional change is that it is a 2 car garage and not a 3 car garage.

**Staff & Board Comments and Discussion:**

- Ms. McCabe summarized staff comments, that the project requires a review by the Conservation Agent for a stormwater review and that the Westwood Police Department recommended a police detail during the import of the material movement that the applicant will pay for.
- A board member asked for clarification because in the waiver request it states that there is 5,000 square feet being disturbed, but when speaking to the conservation agent, the applicant's response said there was 20,000 square feet being disturbed.
- Did BETA or the Conservation agent have an opinion on whether or not that would be a waiver that would be a good waiver to grant?

Applicant-It is 20,000 square feet that is being disturbed and will be filing an administrative land disturbance permit. As far as stormwater goes, the applicant is proposing drainage improvements to property.

Ms. McCabe explained that a standard EIDR application requirement for all applications is a full drainage report, which doesn't necessarily apply for single-family residential lots. But separately, the storm water review by Conservation is triggered for disturbance over 5,000 sq. ft. and less than an acre is reviewed by the Conservation Agent.

- A board member asked if staff as satisfied with the revised plan? Ms. McCabe recommends keeping her suggested condition that it be updated per BETA's recommendations since the plan received this afternoon but will review it for compliance.
- A board member asked if there were any concerns from where the driveway is, is there adequate visibility and clearance? Ms. McCabe did not receive any comments regarding concerns about it with this application.
- When will the construction of the new intersection happen? Ms. McCabe responded that construction has started and will continue for the next few months.

Chair Atkins offered the opportunity for public comment and asked people to raise their zoom hand.

Public Comments: There were none

Ms. McCabe noted the standard application waivers for the exterior lighting plan, drainage report, traffic study, and presentation model.

*Action Taken:*

Upon a motion made by Mr. Pfaff, and seconded by Mr. Gotti, the Planning Board voted in favor (5-0) via roll call vote to accept the waiver requests for the earth movement application for 25 Winter Street.

Ms. McCabe summarized the following suggested conditions:

1. Applicant shall update the plan as outlined in the memorandum from BETA Group dated May 14, 2021, and submit a revised plan to the Town Planner for review prior to the start of construction.
2. All trucks carrying earth material to or from 25 Winter Street shall be required to access the property from High Street (Route 109) by following a route which turns onto eastbound Pond Street near the Sheehan Elementary School, then turns right onto Clapboardtree Street, then turns right onto Winter Street, and then turns right onto the property. Those same trucks shall be required to egress the property by following a route which turns left from the property onto Winter Street, then turns left onto Clapboardtree Street, then turns left onto Pond Street, and then turns either right or left onto High Street (Route 109). No truck carrying earth material to or from 35 Winter Street shall travel on any portion of Clapboardtree Street east of Winter Street, nor on any portion of Pond Street northeast of Clapboardtree Street.
3. On Mondays, Tuesdays, Thursdays, and Fridays when school is in session, earth material trucks shall not enter or exit the property between the hours of 8:15 am and 9:15 am, nor between the hours of 2:45 pm and 3:45 pm. On Wednesdays when school is in session, earth material trucks shall not enter or exit the property between the hours of 8:15 am and 9:15 am, nor between the hours of 11:30 am and 12:30 pm, nor between the hours of 2:45 pm and 3:45 pm.
4. A Police Detail shall be employed at the Applicant's expense to direct traffic during all times when earth material trucks are entering or exiting the property, and during all times when construction vehicles or equipment are operating or parked within the public right of way.
5. The existing pavement on Winter Street shall be protected from damage from loading and unloading of material and/or equipment related to the proposed construction.
6. A construction entrance shall be installed and replaced when the stone becomes clogged with dirt or is no longer effective in preventing excess tracking of material onto the public way.
7. Project related construction and earth material movement shall comply with the Town's General Bylaws Chapter 292, for Noise and Construction between 7:00 a.m. and 7:00 p.m. Monday through Saturday and 12:00 p.m. to 7:00 p.m. on Sundays.
8. If the Project, or any Condition imposed in this Decision, requires permit such as the Stormwater Land Disturbance Permit, license, or other approval from any other board, committee, or agency of the Town of Westwood or other regulatory agency of the Commonwealth or the federal government, the Applicant shall make an appropriate application for the same.
9. Applicant shall promptly repair any damage which Applicant causes to sidewalks, street pavement, signs or other fixtures or features within the public right of way, after obtaining permission from the Town. Such repairs shall be performed to Town of Westwood standards.
10. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.

Further Board Discussion:

- Where is the material coming from? *Applicant-Bridgewater Sand & Stone.*

- There was a discussion on which way the trucks will get to 25 Winter Street. The applicant agreed to whichever route is directed by the Board.
- When will this begin? Applicant said the work will begin in July and will only take a few days, likely 3 days.
- How many trips? About 20-100 trips.

*Action Taken:*

Upon a motion made by Mr. Pfaff and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to approve the Earth Materials Movement for 25 Winter Street including the 10 conditions.

Upon a motion made by Mr. Gotti and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to close the Public Hearing for 25 Winter Street.

**808 High St. WCOD-Special Permit Public Hearing.** AT&T and T-Mobile application for a Wireless Communications Overlay District (WCOD) Special Permit pursuant to Section 9.4.5.4 and Section 7.3 [Environmental Impact & Design Review] to construct a new 100' flagpole style monopole to accommodate equipment inside the new pole. At the base a diesel generator on a new concrete pad, equipment shed, and fiber cable in the compound area is proposed.

Mr. Gotti recused himself and Chair Atkins called associate member Mr. Olanoff to serve as a voting board member for this application.

Applicant, Michael Dolan, attorney for co applicants, AT&T & Crown Castle. He gave a summary and history of the project. The new pole is 98 feet with an ornamental ball making it 100 feet tall up to the highest point. It will be several feet away from the current pole. The regulations call for a 3 ft. diameter but they are requesting a waiver because this is not big enough to fit the new equipment inside and are requesting 4 ft. diameter.

Sohail Usmani, AT&T consultant, presented why this location is optimal and explained the coverage maps; existing, the former location, and the proposed.

**Board Comments:**

- Will there be a flag on it? *Yes, proposed a 12x18 flag. The pole is far back, can the Board be flexible on no flag, storms the flag can blow etc. It can be done if that is the Board's desires. Board is fine with no flag, the trees are tall enough, and sees the flag as a maintenance issue. The consensus of the board was the flag was not necessary.*
- Current pole has numerous wires on the outside, is that temporary. *New pole everything will be inside.*
- The current pole looks broken at the top. Likes the new pole painted white. *Mr. Dolan-The look of the current pole is not ideal, maintenance on the pole.*
- Current situation is that the pole is outside the fenced area. *Mr. Dolan-The new pole will be fenced in.*
- 4-5 trees will be removed and are identified on the plans.
- Can you try to save some trees and move the fence? *Mr. Dolan will talk to his client.*
- A board member noted that an important consideration for why this application's review is fairly smooth is because the site has already been evaluated with the original special permit and this is a replacement of an existing tower.
- Can we replace trees onsite or elsewhere, 1 for 1? *It can be considered, and will try to save as many trees as possible. Sarah Brown, Project Manager-Crown Castle, stated that the property owner is aware of the trees.*
- Signs, are any signs going to be placed on the property? *There are OSHA and FCC required signs. Typically, they are placed on the gate. It would just be a company name, a contact number and any warning signs that are required.*
- The Board noted they need to discuss is the waiver from the 3 to the 4 foot. We currently have a tower at the end of Glacier Drive and our findings were it had no negative impact to the Town given its physical location. The proposal is for a co-location which is the Board's preference. The new tower can house up to 4 different carriers, which means an additional tower won't be needed. In the future this tower will cover the Town for quite some time. For this location, the 4-foot waiver request is reasonable.

Chair Atkins opened the hearing to public comments and instructed attendees to raise their zoom hand and they will be unmuted.

**Public Comments:**

Mr. Dana, 790 High Street, a direct abutter. No issue with the poles, but concerned with the noise and odor from the generator and asked how that will be mitigated.

The applicant responded that the generators are only used in an emergency situation or site power loss and routine maintenance testing is for a short period of time usually 15 to 20 minutes. The noise levels are not extreme.

The Board members discussed limiting the time of the routine maintenance testing to have the least amount of impact on neighbors. The board also discussed staggering the times if future generators are proposed so they are not all doing the testing at the same time. The Board discussed regulating the hours, not evenings and weekends, for the routine maintenance testing.

Some expansion of the compound, what does that entail?

Attorney Dolan responded that it is being expanded about 758 square feet, allows for better centering of the tower and the AT&T equipment. A number of natural pathways in and around the property.

Board follow up comments:

- Plan sheet C3, proposed to be 2 generators? *Mr. Dolan-Yes, every company that wants one will have just one, nothing changes with T-Mobile.*
- If it goes out to more companies, will the Planning Board hear about it? *Ms. McCabe-We have a noise section in our Bylaws that only applies to construction. With generators Westwood can limit the hours of testing during the middle of the day during the week, to try and mitigate the sound.*
- Would future carriers need to come before the Board? *Ms. McCabe-Maybe an administrative approval from the Building Dept.*
- Can add a condition of future carriers adding generators.
- Ms. Brown, the generators are 62 decibels, comparable to a washing machine/air conditioner.
- Pre School most days during the week. Have the noise not impact the children.

Ms. McCabe, noted that the Board also received a letter from a resident included in your packet with documentations attached related to radiofrequency and impacts on children. Recommended to have the tower as far from the school as possible. Ms. McCabe said if the federal guidelines are met boards can't deny based on concerns and the applicant submitted a certification of federal compliance.

Public Comments:

Chair Atkins read the comments typed in the Q&A by Ms. Fusco, Who's going to police when the generators are being run? What if there is no compliance? Ms. McCabe responded that the Building or Planning Department can be contacted for enforcement of the conditions of approval.

*Action Taken:*

Upon a motion made by Mr. Olanoff and seconded by Mr. Pfaff, the Planning Board voted in favor (5-0) via roll call vote to include the findings in the decision.

Ms. McCabe summarized the seven standard waivers (locus map, site plan scale, full site topography, full site details, traffic study, presentation model, and exterior lighting plan)

*Action Taken:*

Upon a motion made by Mr. Olanoff and seconded by Ms. Rollings, the Planning Board voted in favor (5-0) via roll call vote to accept the waivers because they are not applicable for this project.

The following conditions were displayed on the screen and updated during the meeting:

1. The 6.5-ft. fence shall be solid as shown on the submitted plans, repaired as necessary, and remain in good condition while this facility is valid and in use.
2. The equipment cabinets, generator and any other equipment shall be screened from and not be visible over the fence as shown on the submitted plans.
3. The monopole shall be painted a flat white color as shown on the submitted plans and repainted as necessary to minimize fading or discoloration.
4. The Applicant shall verify, through post-installation monitoring and report of an independent radio engineering consultant, that there is no negative effect on the Town's emergency radio communications.
5. Prior to the issuance of a building permit, the Applicant shall provide a bond, in a form acceptable to the Town in the amount of \$60,000 to cover the cost of removing the facility from the property.

6. The Applicant shall not post any signs for advertisement or any other reasons on or in the vicinity of the Project, with the exception of a sign not exceeding four (4) square feet to display the name and telephone number of the person and company responsible for the maintenance of the Project and accept as required per FCC and OSHA guidelines, for radiofrequency warning signs as noted on plan sheet C-6.
7. Except as modified by the conditions and findings hereof, the Project shall comply with the Project Plans, and with all conditions of prior approvals, in all respects, and the Applicant shall pursue completion of the project with reasonable diligence and continuity.
8. The tower, all antennas, cabling, fencing, concrete pad, and accessory equipment shall be removed within six (6) months of abandonment or discontinuance of use. The Planning Board shall receive notification of any abandonment or discontinuance of use.
9. Applicant shall remove the existing pole and all associated equipment and materials after the new facility is operational and within 6 months.
10. A copy of this Decision and the Project Plans shall be kept on the Project Site at all times during construction.
11. Generator routine testing shall only occur between Noon and 2:00 pm during the week. Testing is prohibited during weekends. Only one generator shall be tested at a time to limit the noise impact and coordinated with the carriers.
12. If additional carriers, beyond the two submitted with this application, are proposed with generators proposed, application request shall coordinate generator routine testing hours with existing so not tested at the same time. The noise levels and testing hours shall be submitted with future applications at this facility.

Upon a motion made by Mr. Olanoff and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to approve the application with the 12 conditions discussed as currently written at 808 High Street as amended this evening during the hearing.

Upon a motion made by Ms. Wynne and seconded by Ms. Rollings, the Planning Board voted in favor (5-0) via roll call vote to close the Public Hearing at 808 High Street.

**Performance Guarantee Recess Way OSRD Subdivision Off Far Reach Road.** Old Grove Partners request for lot releases from covenant and accept tripartite agreement for new performance guarantee.

Ms. McCabe stated that the applicant is not ready and more work still needs to be done. No action is needed at this time.

**Other Business & Administrative Items:**

Board Reorganization: Chair, Vice Chair, Secretary and various subcommittees and committee liaisons.

**Action Taken:**

Upon a motion made by Mr. Atkins and seconded by Ms. Wynne, the Planning Board voted in favor (5-0) via roll call vote to nominate Mr. Pfaff as the Chair of the Planning Board.  
There were no other nominations.

Upon a motion made by Ms. Wynne and seconded by Mr. Pfaff, the Planning Board voted in favor (5-0) via roll call vote to nominate Mr. Atkins as the Vice Chair of the Planning Board.  
There were no other nominations.

Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted in favor (5-0) via roll call vote to nominate Ms. Wynne as Secretary of the Planning Board.  
There were no other nominations.

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

The Planning Board will make recommendations, the Select Board will review all recommendations and will make the appointments.

Mr. Olanoff gave a brief summary of the positions.

Mr. Gotti announced that he will be submitting a resignation to the Town Clerk tomorrow, effective immediately, and it would free up Ped Bike Safety.

- WEAC (Westwood Environmental Action Council)- Ms. Rollings was recommended as a liaison.
- Metropolitan Area Planning Council (MAPC) Mr. Olanoff will continue and Ms. Rollings was recommended as an alternate.
- Pedestrian & Bike Safety Committee: Ms. Wynne was recommended as a liaison.
- MBTA Advisory Board Designee-Mr. Olanoff is currently serving on this Board.
- Regional Transportation Advisory Council-currently remote. Ms. Wynne and Ms. Rollings were recommended as co-representatives.
- Housing Partnership Representative: Mr. Pfaff and Ms. Wynne was recommended as an alternate
- Three Rivers Inter-Local Council (TRIC)-Mr. Atkins and Mr. Pfaff was recommended as an alternate

Ms. McCabe will submit the Planning Board recommendations to the Select Board. And will update the Planning Board after the Select Board have made the appointments.

### **Review Work Plan for 2021 zoning amendments and review Comprehensive Plan action items.**

Try to discuss each May about the next year, thinking ahead to the Fall Town meeting and Annual Town Meeting. And decide what items the Planning Board wants to work on.

High Priorities:

- Look into Solar zoning. Ms. McCabe will compose a draft proposal for solar and can circulate ideas.
- Economic Development Bond Bill-It includes a Housing Requirement for all communities that have an MBTA station to adopt zoning that allows multi-family housing by right, for a district in Town of a reasonable size. It may take a lot of work. We are waiting for state guidance.
- Finish up development at University Station. There are 2 parcels undeveloped and we have interest and the redevelopment at the top of the hill.
- Brigham and Women's-phase 2 and update chemical storage special permit and looking into solar.
- Redevelopment of the Obed Baker House
- Hanlon School, special Town Meeting on October 18<sup>th</sup> and will come to the Planning Board for an EIDR and Conservation Commission.
- Climate Action & Resiliency Plan-implementing specific actions that the Town can take.
- We are eligible for grants, figure out what our scope is for recommendations in the sustainability and resiliency section, which recommended a Climate Action and Resiliency Plan.

Public comments:

Ms. Galkowski, typed in chat, WEAC usually meets 3rd Thursday at 7:30p.

Ms. Gervais, typed in chat, WEAC would like to collaborate with the Planning Board on the Climate Action and Resiliency plan. If there is a sub committee formed we could participate.

### **Review of draft Meeting Minutes: 4/26/21**

*Action Taken:*

Upon a motion made by Mr. Atkins and seconded by Mr. Gotti, the Planning Board voted in favor (3-0-2) via roll call vote to accept the Minutes from April 26, 2021 as amended.

Discussion: Curbing instead of curing

**Review Summer 2021 Meeting dates** Upcoming meetings: Tues. 6/8, 6/29, 7/20, 8/17, 8/31, 9/21.

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

Ms. McCabe needs signatures in the next week or 2 of all the Planning Board members. Stop by Carby Street to get a signature on file at the Registry of Deeds.

Need to meet with the Select Board to replace Mr. Gotti. Would like to get a posting out for the June 21st Select Board meeting.

**Adjournment:**

Upon a motion made by Mr. Atkins and seconded by Mr. Gotti, The Planning Board voted in favor (5-0) via roll call vote to adjourn at 9:53pm.

**List of Documents:**

Link to Documents:

[http://westwoodtownma.igm2.com/Citizens/Detail\\_Meeting.aspx?ID=1617](http://westwoodtownma.igm2.com/Citizens/Detail_Meeting.aspx?ID=1617)

Link to the Planning Board web page

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

<p><b>25 Winter Street-EEM</b> Application, Public Hearing Notice, Westwood Planning Board, 4/22/2021, 1 page. Project Description, From: Coastal Woods, To: Westwood Planning Board, 4/15/2021, 1 page. Site Plan, W. Engineering, LLC, 5/6/2021, 1 page. Drainage plan, W. Engineering, LLC, 4/15/2021, 1 page. Rendering, 1page. Rendering 2, 1 page. Aerial view-existing, 1 page. Rendering 3-straight on view, 1 page. Waiver Request, From: Coastal Woods, To: Westwood Planning Board, 4/14/2021, 1 page. BETA Review Comments, From: BETA, To: A. McCabe, C. Barenthaler, 5/14/2021, 5 pages. Staff Comments, 5/14/2021, 1 page. 2020 Aerial view, 1 page.</p>	PDF
<p><b>808 High Street-WCOD Special Permit</b> Application, Public Hearing Notice, Westwood Planning Board, 4/22/2021, 1 page. Project Narrative, From: Brown Rudnick, To: Westwood Planning Board, 4/16/2021, 34 pages. Project Plans, Crown Castle, 5/13/2021, 9 pages. Coverage Maps, 5 pages. FAA Report, From: Crown Castle, 3/4/2021, 4 pages. FCC license, 1 page. Radio Frequency Analysis Report, From: C Squared Systems, LLC, 3/24/2021, 15 pages. Radio Frequency Compliance Report, From: Crown Castle, 2/4/2021, 11 pages. Structural Report, From: Valmont, 10/02/2020, 57 pages. Photos &amp; Simulations, From: POD, 02/05/2021, 6 pages. Waiver Requests, 4 pages. Mass Dept of Health Letter, From: The Commonwealth of Massachusetts, 3/15/2002, 1 page. Temporary Approval Co-Location Decision 2020-12-15, Westwood Planning Board, 12/15/2020, 5 pages. 2021 Aerial View First Baptist, 1 page.</p>	PDF
<p><b>Other Business &amp; Board Administrative Items</b> Comprehensive Plan 2020 FINAL COMBINED, 12/15/2020, 544 pages. Zoning Bylaw May 6 2019, 222 pages. ProvideHwy394 Zoning Map, 1 page. ProvidenceHwy394-AerialView, 1 page. Sample: Ipswich Climate Action Plan (PDF), May 2011, 100 pages. Sample: Dedham Climate Action Plan, June 2020, 118 pages.</p>	PDF
<p>Memorandum from Town Planner to Planning Board, re: Meeting Summary for May 18 Meeting, dated May 14, 2021.</p>	PDF