

**Westwood Planning Board Minutes**  
**Tuesday, June 29, 2021**  
**7:00 pm**  
**Via Zoom Remote Participation**  
**Westwood, MA 02090**

Pursuant to Chapter 20 of the Acts of 2021, on June 16, 2021, Governor Baker signed into law An Act Extending Certain COVID-19 Measures Adopted during the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order. The June 29, 2021 Planning Board meeting was conducted via remote participation by the Board in compliance with the June 16, 2021 Act.

**Call to Order:**

The meeting was called to order by Chair Pfaff at approximately 7:01 pm. The Chair announced the remote meeting was being video recorded by Westwood Media Center and was available on Comcast channel 12, Verizon channel 42 and on Westwood Media's YouTube <https://www.youtube.com/watch?v=e6KJHnQppY>. Chair Pfaff explained the meeting procedures, and how the Planning Board remote meeting process works.

**Present via Remote Participation:**

Planning Board members present via Roll Call: Christopher A. Pfaff, David L. Atkins, Jr., Ellen Larkin Rollings, Kathleen Wynne and Thomas P. McCusker. Staff members present: Abigail McCabe, Town Planner, Pat Ahearn, Town Counsel and Jessica Cole, who recorded the meeting minutes.

**3, 6, & 9 Recess Way-OSRD Definitive Subdivision Modification Public Hearing.** Request to revise the approved drainage on lots 1 and 2 (3 & 9 Recess Way off of Far Reach Road) from a surface stormwater system to subsurface infiltration system. Original Definitive Subdivision approval from November 2015.

The Applicant, Jeffrey Murphy, civil engineer with Beals & Thomas was present and discussed the minor modification for Recess Way subdivision. They have a few changes to the proposed drainage design. Mr. Murphy explained they are going from open surface basins to subsurface infiltration chambers. He explained the changes from the original design.

**Board Comments:**

*Why the change? Applicant: The change is requested for aesthetic reasons. Having swales with the water there and just having a cleaner look when you come in.*

Peer Reviewer, Mr. Hammerberg from BETA Group, was present and discussed how he reviewed the 2015 plans and theses proposed 2021 revised plans. Looked at the watersheds and the O&M plan too and the updated material was submitted by the applicant. Went through the stormwater report and the test pits and it all looked good and consistent. The numbers for the storms increased. The new drainage design will capture more water and it will be an improvement. He then went over the plan modifications and was supportive of the changes.

**Staff & Board Comments for BETA:**

A board member asked about how this change to the drainage may impact the timing of completion for things like the swales and sidewalks and asked if this would alter the construction timing. He noted a different subdivision requested changes to the timing of completion of these items.

Ms. McCabe responded that the other subdivision had drainage swales along the road that were capture the water from the road and the construction of the sidewalk, but they also had a swale to collect the runoff along the road on the same side as the sidewalk. This subdivision does not have the same drainage pattern as the other subdivision as these swales are on the individual lots and not within the roadway.

Ms. McCabe also mentioned that the application also requires a Conservation Commission review. There are no further staff comments.

Chair Pfaff asked if there were any public comment sand directed people to raise their zoom hand to be unmuted.

Public Comments: There were none.

*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 find the request to revise the drainage on lots 1 and 2 is a minor modification to the 2015 OSRD-EIDR Definitive Subdivision approval.

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 approve the modification to the 2015 OSRD EIDR Definitive Subdivision Approval to accept the revised plan sheets 1.0 - 5.0 prepared by Beals & Thomas, last revised on May 24, 2021.

Further Discussion: It looks like it is an improvement and is pleased to see the subsurface drainage change.

Upon a motion made by Mr. Atkins and seconded by Ms. Larkin Rollings, the Planning Board voted in favor (5-0) via roll call vote to close the hearing of 3, 6, & 9 Recess Way-OSRD Definitive Subdivision Modification.

**Re-certification of release** granted by the Planning Board on October 14, 1997 to permit recording of release from subdivision agreement. Seller of lot 23 (now known as 14 Bridle Path) request certification of street lot release for recording at the Registry of Deeds.

Ms. McCabe gave a history of the subdivision and the lot request for a recertification of the lot and street release. She explained a house is getting ready to close at 14 Bridle Path and the current owner is getting ready to close. During the closing process it was discovered that the release of the street agreement was not recorded at the Registry of Deeds. Ms. McCabe was able to find the Planning Board's October 14, 1997 vote to release the lots on Bridle Path and Martingale Lane from the street agreement but that agreement never made its way to the Town Clerk or to the Registry of Deeds. The request now is to re-vote on the release so documentation can be signed, submitted to the Town Clerk, and recorded at the Registry of Deeds so the homeowner can close and sell the house.

**Board Comments:**

Board members noted this is a surprise that this is the first home to sell in this development since 1997. Why is this coming up just now? *Ms. McCabe replied that she was surprised too, she thought that it would have been recorded at the registry. Sometimes this happens, it depends on the closing attorneys. It is not uncommon because it depends on how it was filed at the registry.*

All Planning Board members should please go to the Town Clerk's office at Town Hall to sign the lot release where it will be notarized.

*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 release all 26 lots and sign the release for the lots and release the street agreement created by the definitive flexible development plan for roadways Martingale Lane and Bridle Path from the 1984 subdivision agreement recorded in book 6555 page 329 at the registry.

**Other Business:**

Upon a motion made by Mr. Atkins and seconded by Ms. Wynne, the Planning Board voted in favor (4-0-1-McCusker) via roll call vote to accept the Minutes from June 8, 2021 as amended.

Ms. Wynne-on the discussion on the Fox Hill Village provided some language to help to clarify.

Upon a motion made by Ms. Wynne and seconded by Mr. Atkins, the Planning Board voted in favor (4-0-1-McCusker) via roll call vote to accept the Minutes from June 21, 2021 as presented.

Board and Committee Appointment Updates, the Select Board approved all of the appointment recommendations, and officially appointed the Planning Board members to the various committees.

WEAC: Has discussed some zoning changes in the solar regulations about the ground mounted solar. Hoping to discuss at the July meeting. Target for the May 2022 Town meeting.

Mr. Ahearn informed the Board that the Town is working to go hybrid but not ready yet still working on technical aspects. Currently, boards and committees can meet fully in person or fully remote. Both are acceptable until April 2021 according to the law enacted last week.

Zoning articles to work on: A board member noted the new Housing Choice legislation that requires the allowance of Multi-family housing near the train stations. Ms. McCabe noted the board can start working on this at your next meeting in July. The Town is still waiting for some guidance from the state.

Mr. Ahearn noted that we are waiting to hear from the Attorney General on the work that zoning amendments approved by Town Meeting in the spring. In the event that it does not pass we may need to revisit them.

When do we hear from the state? *Ms. McCabe responded at the end of August.*

Pedestrian & Bike Safety Committee: The new safety officer is Offer Conley. The Committee is looking for some members.

**Adjournment:**

Upon a motion made by Ms. Wynne and seconded by Mr. McCusker, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 7:44 pm.

**List of Documents:**

Link to Documents: [http://westwoodtownma.iqm2.com/Citizens/Detail\\_Meeting.aspx?ID=1629](http://westwoodtownma.iqm2.com/Citizens/Detail_Meeting.aspx?ID=1629)

Link to the Planning Board web page

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

<p><b>3, 6, &amp; 9 Recess Way-OSRD Definitive Subdivision Modification</b>          Application, Public Hearing Notice, Westwood Planning Board, 6/3/2021, 1 page.          2015-11-20 final OSRD Definitive Subdivision Plan Set, From: Beals &amp; Thomas, 9/3/2015, 7 pages.          Proposed Modification plans-5-24-21, From: Beals &amp; Thomas, 5/24/2021, 5 pages.          Project Narrative, From: Beals &amp; Thomas, To: Westwood Planning Board, 5/26/2021, 2 pages.          Revised Operation Maintenance Plan, From: Beals &amp; Thomas, 5/24/2021, 21 pages.          Revised Design-Stormwater Checklist, From: Mass Dept of Environmental Protection, 4/1/2008, 9 pages.          Revised Stormwater Calculations 2021, Beals &amp; Thomas, 4/30/2021, 115 pages.          BETA Comments Recess Way OSRD Modification 6-24-2021, From: BETA, To: Ms. McCabe, 6/24/2021, 3 pages.          Decision-OSRD-Def-Subdivision-Off-Far-Reach-Rd-2015, Westwood Planning Board, 12/7/2015, 9 pages.</p>	<p>PDF</p>
<p><b>Subdivision Lot &amp; Street Release</b>          PB Definitive Subdivision Certificate of Vote 1984, Town of Westwood, 1/10/1984, 2 pages.          Bridle Path-Martingale Lots, 1 page.          Martingale-Bridle Path Lot Numbers, 1 page.          Planning Board Covenant Street Agreement, 12/5/1984, 10 pages.          Approved Fox field Village Definitive Subdivision January 1984          PB Lot Release 1984, Westwood Planning Board, 12/4/1984, 1 page.          PB Lot Release 1997, Westwood Planning Board, 10/14/1997, 1 page.          Minutes for 10-14-97 PB Meeting, Westwood Planning Board, 10/14/1997, 3 pages.          Draft Lot Release</p>	<p>PDF</p>
<p>Memo from Abby McCabe to Planning Board Members, dated June 25, 2021 revised June 28, RE: Meeting Summary for June 29 Meeting.</p>	<p>PDF</p>
<p>Draft Minutes from June 21, and June 8, 2021</p>	<p>PDF</p>