

Westwood Planning Board Minutes
Tuesday October 12, 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 October 12, 2021 Planning Board meeting was conducted via remote participation by the Board.

Call to Order:

The meeting was called to order by Chairman Pfaff at approximately 7:00 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 and can be viewed here: <https://www.youtube.com/watch?v=7xuCFmGYgVE> Chair Pfaff explained the meeting procedures, and how the Planning Board meeting and remote participation process works.

Present via Remote Participation:

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

174 University Ave. Project Specific Signage Alternative. Request from Casa Loca to alter the signage package approved in February 2020 to remove the wall sign on the south side of the building to be relocated on the west side facing University Avenue.

Applicant, Richard Pretoria, was present, he explained there is an existing sign and wants to relocate it from the south side to the west side which faces the shopping center to have more visibility. It would help to identify the building.

Staff and Board Comments:

- Ms. McCabe stated that there were no staff comments, the Planning Board did review the current sign package in 2020 and she has no concerns to relocate the signs from one side to the other.
- Is it the exact same sign? *Yes, just relocating it.*

Action Taken:

Upon a motion made by Mr. Atkins and seconded by Ms. Wynne, the Planning Board voted 5-0 in favor via roll call vote to accept the Applicant's request to relocate the sign from the south side of the building to the west wall facing University Avenue as shown on the submitted plans. The proposal does not negatively impact traffic or the environment. Record of the Roll Call Vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

290, 294, 298 Summer St. - Earth Material Movement (EMM) EIDR- Public Hearing. Applicant proposes to import more than 900 cubic yards of fill to construct two new single family homes at 290, 294, 298 Summer St. (hearing continued from 8/17 & 9/21 without discussion).

Applicant, Dan Merrickan, was present to discuss the project. Mr. Merrickan explained there are three vacant existing lots, working one the ANR plan which he will submit before any building permits are applied. They are proposing to change the area from three lots to two house lots. The project will import 3500 yards of fill for the regrading for the new houses.

Staff Comments, Ms. McCabe summarized the recommended conditions of approval which have also been provided to the Applicant.

- Ms. McCabe said that the submission of the ANR plan is required and she recommended that be a condition of any approval.
- Ms. McCabe also asked for a certification that the fill is clean be submitted prior to fill being imported and suggested as a condition of approval.
- The construction trucks should go from 109 to Summer Street, do not go on Grove Street, and Summer Street should be protected during construction.
- It was noted that the Applicant will meet with the Conservation Commission tomorrow night.

Chair Pfaff opened the hearing up to public comments and asked if there were any questions or comments, people could raise their Zoom hand to be called on.

Public Comments: There were no public comments.

Ms. McCabe summarized the five standard EIDR waivers requests for an exterior lighting plan, traffic study, presentation model, landscape plan, and renderings/drawings.

Action Taken:

Upon a motion made by Ms. Wynne and seconded by Mr. Atkins, the Planning Board voted in favor (5-0) via roll call vote to approve the requested 5 waivers from the standard EIDR submittal requirements because they are not relevant to the construction of two single family homes for earth material movement. Record of the Roll Call Vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Ms. McCabe summarized the suggested conditions of approval.

Upon a motion made by Ms. Wynne and seconded by Ms. Rollings, the Planning Board voted 5-0 in favor via roll call vote to approve the earth material movement application for two new houses at 290, 294 and 298 Summer Street as submitted with the 10 conditions summarized by Ms. McCabe. Record of the Roll Call Vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

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 close the Public Hearing at 290, 294, 298 Summer St. - Earth Material Movement (EMM) EIDR. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Elementary School Building Project at Hanlon School Site 790 Gay St.-Limited EIDR (EMM)-Public Hearing. (continued from the September 21st meeting). Project proposal to demolish the existing school building & construct new building, parking lots, access roads and walkways, a soccer field, a little league baseball field, outdoor classrooms, and playground area. Proposal also includes earth material movement for site work.

The Applicant is the school building committee project team and the project manager Rob Fitzgerald introduced the team. He had updates and summarized all the changes since the last meeting and reviewed all of the comments provided. Mr. Fitzgerald explained the responses provide and received a revised review letter from BETA Group on the revised material. He explained that they are still waiting to perform the soil test pits later in the month, so they request continuance to complete the soil testing to fully respond to BETA's stormwater comments and requests.

BETA reviewed the plans on behalf of the Planning Board and Scott Ridder of BETA was present. Mr. Ridder reported that the plans are well thought out. The revised plans responded to BETA's initial review letter. They had one question on the school crossing flashing sign one what was proposed. All lighting comments have been addressed with the revised photometric plans. The soil test pits have not occurred yet and will be available later in the month, but they don't believe there are any major issues but need to review the full details of the soil conditions to complete their review of the final stromwater drainage review.

Staff and Board Comments:

- Are the lights adjustable? *Mr. Pereira: Beams are low to begin with and no upright, illumination is below the fixture. Each fixture will be controllable to adjust or dim down.*

- Concern from residents on the cost, High School was \$45M, for 1,000 kids. Looking at a \$25M gap. In general, explain the differences in price gap. *Don Walter, architect: Fair to say you can't build that HS today at the \$45M today it would cost \$160-200M. The reason for HS vs. Elementary, historically construction inflation is 5% each year, consumer inflation is about 1-2% each year. Go to the MSBA website, will show what construction has done since 2010.*
- How satisfied are you, thoughts on the bids? Under? Over, on what the Town appropriates. *Mr. Fitzgerald: Process: 2 different cost estimators, will look at drawings. Have made some adjustments to meet the costs. Competitive bid process and will oversee it. We try to anticipate the bid and monitor where the market is going. 90% or more come in under budget. Mr. Walter: 2 independent cost estimators in the commonwealth. Can monitor and make adjustments.*
- Once the bids come in, what do you have in place to vet the bidders? *Mr. Fitzgerald: They go through a process of pre-qualifying contractors with established criteria (experience, references, and past projects).*
- Is a report provided to the Town? *Something will be shared, not necessarily a formal report.*
- Follow up: Many similar type projects, can you give us a scale? Where does it fall, similar schools for us to get a sense? Higher price tag? Lower? *Tim Bonfatti: Right now 5-6 elementary schools in the same area: Medfield, Ashland, Wellesley, are at the same stage as Westwood. Dollars per square foot. Westwood is in good shape. Look at the MSPA website.*
- Why has it been decided to not put the project out to bid, award a bid and then vote? Why are we doing it this way? *It is the MSBA process, to get a commitment at this part of the process.*
- The cost of construction, Sustainability. Numbers on the difference of operations cost? Yearly difference in operating cost? *Mr. Fitzgerald: The level of energy efficiency, most efficient in the state if not New England. Geothermal well system, thermostat efficiency in the walls.*

Chair Pfaff asked if there were any public comments or questions and explained that people could raise their zoom hand to be unmuted.

Public Comments:

Mr. Schuler, 779 Gay Street. Had some concerns but is happy with the landscaping updates. Second concern about the 5-foot-high chain link fence that looks to be 900 feet long and was not supportive of the 400 ft. stretch closest to Laura Lane. The current school is up against the woods with no fence. Can it be shortened? *Mr. Fitzgerald: Allow the students to understand where the boundary is. It serves as a boundary for the public, the school wanted the safety of the fence. Can talk to the school to shorten it, but want it by the play area.* Mr. Schuler wants more conversation on this. He feels the fence is unnecessary, the first part of the fence. *Ms. Plotkin: Will revisit it, the intent is for the fence to blend in and screen some of the equipment and parking area.*

Mr. Olanoff: 52 Glandore Road. Was supportive of the energy efficiency upgrades and said it would be a big operational savings as he has experienced with the upgrades at his own home. He suggested a direct path connection to Laura Lane. Mr. Olanoff presented some images and request an accessible routes or sidewalks be added in a few locations. He suggested a few more bike racks and walking connection near the Girl Scout House. Parking spaces next to the soccer field, no defined way for them to get to the school. *Mr. Fitzgerald: It is overflow to the field. Solar Panels, what do you mean solar ready? Have conduits in place, solar panels in the parking lot. Mr. Fitzgerald: Have designed the structure to hold them. Energy code requires energy ready infrastructure.*

Ann Berry Goodfellow: 199 Fox Hill Street, Chair of Commission on Disability, the features are exciting for all with disabilities along with their families. What is the access to a basketball tournament? Main doors? *Ms. Plotkin: Yes. Some additional handicapped parking spots? Maybe additional during events? Ms. Plotkin: Unsure, designating special spaces is a possibility.* How to access the spots by the soccer field? Make sure there is a safe route to the building.

Ms. Fusco typed in chat: It appears from the renderings that the playground is tiny for a school of 560 students, in comparison to the scale of the fields along Gay Street. Will these fields be available for recess

time, Field Day etc. for these children during school sessions? *Ms. Plotkin responded that yes the playground will be used for recess.*

Chair Pfaff asked board members for general thoughts and consensus on the project from the Board before they voted to continue. Chair Pfaff explained that more time was needed to perform soil testing and to review final drainage design plans before a final vote on the project but asked board members to share their thoughts on the project. All Board members were supportive of the proposed environmental impact design review and earth movement new school project. Members expressed support of the energy efficiency and landscaping with native species.

Action Taken:

Upon a motion made by Ms. Wynne and seconded by Mr. Atkins, the Planning Board 5-0 voted in favor via roll call vote to continue the public hearing on the Limited EIDR and earth material movement for the new Hanlon-Deerfield Elementary School at 790 Gay Street to Tuesday, November 30th at 7:00 pm on Zoom, to review soil testing and final drainage design for stormwater. Roll Call Vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

126 Skyline Dr. Earth Material Movement EIDR- Public Hearing. Applicant proposes regrading and earth work to construct a barn at 126 Skyline Drive. The proposed regrading will result in finished elevations of 5 feet or more above surrounding grades.

Applicant, David Mackwell, with Kelley Engineering, was present. Mr. Mackwell explained that they proposal is to build an accessory structure garage to house a vehicle and lawn equipment. Mr. Mackwell went over the plans. The existing shed will be removed. He explained that the project needed the Earth Movement EIDR because of the slope there is a big drop off and need to add a retaining wall and will change the grade. No trees will be removed.

Staff and Board Comments:

- Ms. McCabe: Check in with the building department, you may need a special permit for housing a vehicle.
- Does it meet the setback? *The setback is 20 feet, and has been reviewed with the building inspector. Side yard setback is 20 feet. 15 feet or shorter is 6 feet.*
- How close are you? *7.7 feet.*

Ms. McCabe noted the four requested and needed waivers: full stormwater report, traffic study, exterior lighting plan, presentation model.

Action Taken:

Upon a motion made by Mr. McCusker and seconded by Mr. Atkins, the Planning Board voted 5-0 in favor via roll call vote to approve the four waivers because they are not necessary for this application for the shed. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Chair Pfaff opened the hearing to any public comment and asked people to raise their Zoom hand.

Public Comments: There were none.

Ms. McCabe went over the six suggested conditions of approval.

Action Taken:

Upon a motion made by Ms. Wynne and seconded by Ms. Rollings, the Planning Board voted 5-0 in favor via roll call vote to approve the earth material movement EIDR for 126 Skyline Drive with the six conditions read by Ms. McCabe. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Upon a motion made by Ms. Wynne and seconded by Mr. Atkins, The Planning Board voted 5-0 in favor via roll call vote to close the public hearing for 126 Skyline Dr. Earth Material Movement EIDR. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

65 & 79 Bay Colony Dr. Approval Not Required (ANR) Plan (Assessor's Map 30, Lots 14 & 15) to alter the side lot line in SRE zone.

Ms. McCabe went over the that shows an equal land swap by adjusting a side lot line to correct an encroachment from a fence over a property line.

Comments:

How long has the fence been there? *Ms. McCabe did not know.*

Ms. McCabe stated the Board needs to vote to endorse the plan and to sign the plan at Carby Street during business hours.

Action Taken:

Upon a motion made by Mr. Atkins and seconded by Ms. Wynne, the Planning Board voted 5-0 in favor via roll call vote to endorse the ANR plan for 65 & 79 Bay Colony Drive. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Zoning Initiatives and Zoning Amendment Public Work Session. The Board will discuss zoning amendments being considered for the 2022 Annual Town Meeting. The discussion will focus on, but is not limited to, the following zoning amendment topics.

Ms. McCabe gave an update with meetings she has attended and upcoming ones. She discussed the Evaluation Scorecard to help the Planning Board as they consider where to allow the new zoning. She explained both Housing Partnership and Westwood Affordable Housing Associates are meeting next week and they intent to make a recommendation on the evaluation criteria for you for your next meeting.

Staff & Board Comments:

- This will become a tool to use to help identify locations, the Planning Board will fine tune it. *Ms. McCabe said the Board has four more meetings scheduled before the end of the year and 1 in January. After the first January meeting the legal ad usually goes to the newspaper. Submit placeholders in December.*
- Mr. Ahearn noted that there is also the joint meeting with the Select Board to select the associate re-appointments in your schedule. Monday November 15, 2021.
- Changing the proposed locations after beginning the public hearings could be considered. Staff suggests the legal notice will be written to allow for location changes and flexibility but will need to be specific enough to reflect the final article that goes forward to Town Meeting. We may get guidance from the state that we may need to make changes. Are we still free to change locations? *Mr. Ahearn: You have some flexibility, but the goal is to try and get it right the first time. Make sure that the advertisement is broad enough.*
- Ms. McCabe stated that the MBTA and Communities state website allows for community to submit a draft and they will aim get back to us in 30 days. She recommends try to put together a draft by December 14 and she will submit it before the holidays so we may have early feedback on our preliminary draft in late January.
- Mr. Ahearn agrees with Ms. McCabe recommends doing this by December 14.

Other Business:

Review of Draft Meeting Minutes:

Upon a motion made by Ms. Wynne and seconded by Mr. Atkins, the Planning Board voted in favor (5-0) via roll call vote to approve the Meeting Minutes from September 21, 2021 as amended. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

Adjournment:

Upon a motion made by Mr. Atkins and seconded by Mr. McCusker, the Planning Board voted in favor (5-0) via roll call vote to adjourn at 9:15 pm. Record of the roll call vote: (Pfaff – Aye, Atkins-Aye, Wynne-Aye, McCusker-Aye, Rollings-Aye).

List of Documents:

Link to Documents: http://westwoodtownma.igmp2.com/Citizens/Detail_Meeting.aspx?ID=1650

Link to the Planning Board web page

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

<p>174 University Ave. Project Specific Signage Alternative Application, From: Richard Pretorius, 10/4/2021, 3 pages. Signage Proposal, Pretorius Electric & Sign Co., 1 page. Existing Signs, From: Rich Pretorius, 10/1/2021, 1 page. 2020 Planning Board Approval, Westwood Planning Board, 2/25/2020, 1 page.</p>	PDF
<p>290, 294 & 298 Simmer Street-EMM Application, Public Hearing Notice, Westwood Planning Board, 7/22/2021, 1 page. Project Narrative, 7/8/2021, 2 pages. Site Plans, Legacy Engineering, 6/23/2021, 3 pages. Elevations-for Typical Design Style 1, DWD Engineering, Inc., 2 pages. Postponement Request, Westwood Planning Board, 8/4/2021, 1 page. Stormwater Report, Legacy Engineering, LLC, 6/23/2021, 201 pages. Elevations for Typical Design Style 2, DWD Engineering, Inc., 2 pages. BETA Review Comments, 8/27/2021, 4 pages. Applicant Response to Comments 09-09-2021, Legacy Engineering, 9/9/2021, 7 pages. Revised Stormwater Report 09-08-2021, 6/23/2021, 217 pages. Revised Site Plans 09-09-2021, Legacy Engineering, 9/8/2021, 3 pages. Existing Conditions Photo, 1 page. Aerial View Summer St 290 294 298, 1 page. Draft Decision with waivers and suggested conditions</p>	PDF
<p>Hanlon Deerfield School Limited EIDR-EMM NEW: Response to BETA Engineering ReviewComments, Dore & Whittier, 9/30/2021, 14 pages. NEW: Revised Plans with Landscaping, Dore & Whittier, 9/10/2021, 19 pages. NEW: Revised Photometric Plan, Dore & Whittier, 8/30/2021, 1 page. NEW: Phasing and Floor Plans, Dore & Whittier, 9/10/2021, 8 pages. NEW: Geotech Report, Sanborn Head, 1/29/2020, 47 pages. NEW: Progress Set for Stormwater, Dore & Whittier, 9/10/2021, 5 pages. NEW: Existing Watershed, Nitsch Engineering, 1 page. NEW: Proposed Watershed, Nitsch Engineering, 1 page. NEW: Response to Staff & Board Comments, Dore & Whittier, 10/4/2021, 7 pages. NEW: Existing Survey Plans REVISED, Dore & Whittier, 5/25/2021, 3 pages. NEW: Revised Civil Site Plan Set, Dore & Whittier, 10/5/2021, 14 pages. NEW: Landscape Plans Revised 10.5.21, Dore & Whittier, 20 pages. NEW: Revised Stormwater Report, Nitsch Engineering, 10/5/2021, 499 pages. NEW: BETA Review Comments 10-08-2021 NEW: Traffic Report Appendices, Nitsch Engineering, 12/9/2020, 251 pages. Original Public Hearing Notice, Westwood Planning Board, 8/25/2021, 1 page. Plan Set-Landscape Civil Layout, Dore & Whittier, 8/19/2021, 33 pages. Renderings & Elevations, Dore & Whittier, 8/9/2021, 14 pages. Lighting & Photometric Plans, Dore & Whittier, 8/30/2021, 32 pages. Photographs-Existing, 13 pages.</p>	PDF

<p>Traffic Study, Nitsch Engineering, Inc., 12/10/2020, 286 pages. Stormwater Report, Nitsch Engineering, Inc., 8/19/2021, 420 pages. BETA Engineering Review Comments, 9/16/2019, 11 pages. Staff Review Comments, 9/21/2021, 2 pages. Board & Public Comments, 19 pages. NEW: Response to Area Crosswalks and Complete Streets</p>	
<p>126 Skyline Drive-EMM EIDR Application, Projective Narrative, Kelly Engineering Group, 9/2/2021, 2 pages. Site Plans, Kelly Engineering, 9/1/2021, 3 pages. Architectural Plans, High Rock Design LLC, 6/11/2021, 7 pages. Existing conditions photos, 6 pages. Public Hearing Notice, Westwood Planning Board, 9/14/2021, 1 page. BETA Review Comments, BETA, 10/8/2021, 4 pages. Staff Review Comments</p>	PDF
<p>65 & 79 Bay Colony Drive ANR ANR Plan, Alfred M. Berry, P.L.S., 10/11/2021, 1 page. Application for ANR Aerial View Bay Colony 65-79</p>	PDF
<p>Zoning Amendment Discussion DHCD Preliminary Guidance for MBTA Communities, 1/29/2021, 2 pages. Zoning-Act-Amendments-January-2021-Redline, 15 pages. Session Law-Acts of 2020 Chapter 358, 172 pages. Multi-Family Zoning Presentation 08-31-2021, 18 pages. Draft Zoning Amendments Solar 08-26-21 MA Model Solar Zoning FinCom Meeting Schedule 2022 HP Evaluation Criteria Rev Draft</p>	PDF
<p>Draft meeting minutes from 9-21-2021 Memorandum from Abby McCabe Town Planner to Planning Board Members, re: Meeting Summary for October 12, date: October 8, 2021, revised October 12, 2021</p>	PDF