Westwood Planning Board
Meeting Minutes
September 11, 2012
Champagne Meeting Room
6:30 PM

Attendance & Call to Order:
The meeting was called to order at 6:39 p.m. by Ch. Jack Wiggin.

Present: Planning Board members Jack Wiggin, Steve Olanoff, Steve Rafsky, Bruce Montgomery, Chris Pfaff; Town Planner Nora Loughnane. Planning & Land Use Specialist Janice Barba recorded the minutes.

Discussion - University Station Proposal
Ch. Wiggin welcomed the development team: Attorney John Twohig - Goulston & Storrs, Paul Cincotta - NE Development, and Ray Murphy - Eastern Real Estate. Also present was Special Counsel Dan Bailey.

Revised Reimbursement Agreement
Highlights of the Discussion:
- Prior to tonight’s meeting Board members received a copy of the revised Reimbursement Agreement, which incorporated all previously agreed upon edits.
- The Board of Selectmen approved and signed the final Reimbursement Agreement at its meeting last night.
- Mr. Bailey hand delivered original copies of the Reimbursement Agreement to the Planning Board for its approval and Ch. Wiggin’s endorsement tonight.

Board Questions & Comments:
- Mr. Rafsky informed board members that he submitted an additional edit to Mr. Bailey prior to tonight’s meeting in which he requested the deletion of Section c., “Finance Committee Review”, under #5 “Project Review”. He explained that the Finance Commission is not a party to this Agreement and would conduct its review regardless, as required by the Town Charter.
- Mr. Olanoff requested clarification under #6 “The Town Reimbursable Expenses shall be billed to Westwood Marketplace and paid as follows”: Section c. Mr. Bailey explained that these terms are used to prevent the Town from getting into arrears with invoices from Peer Review Consultants.

Action Taken - Motion:
Upon a motion by Mr. Rafsky and seconded by Mr. Pfaff, the board voted unanimously in favor approve the Reimbursement Agreement for University Station and authorized Ch. Jack Wiggin to sign it on behalf of the Planning Board.

University Station Review Schedule
Highlights of the Discussion:
Ms. Loughnane reviewed the proposed review schedule beginning today until Town Meeting, on February 28th. Listed below are important actions scheduled for the next 30 days:
- 9/27/12 - submission of Revised Master Plans
- 10/2/12 – submission of draft zoning amendment
- 10/9/12 – submission of draft site development
- 10/16/12 – Joint Boards & Committees Meeting

(A copy of this full review schedule is included with these minutes.)

Board Questions & Comments:
- A board member suggested that two nights should be allotted for Planning Board & Fin Com public hearings.
Ch. Wiggin asked Ms. Loughnane to put this draft review schedule on the website for the public.

**Public Comments:**
Mary Masi Phelps, Finance Commission Chairman, informed the board that a University Station subcommittee has been formed and will be comprised of George Hertz as Chair plus three other members.

**Action Taken:**
None.

This concluded the discussion. The next scheduled meeting for University Station is September 27\textsuperscript{th} at 7:30 p.m.

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**Public Hearing for Consideration of EIDR Application for Expansion of Parking Lot at Westwood Lodge – 45 Clapboardtree Street**

Ch. Wiggin read the notice of public hearing and opened the hearing at 7:30 p.m. He welcomed the applicants, Carmen Agresti and Gregory Brown on behalf of Westwood Lodge to discuss the parking lot improvements proposal.

**Highlights of Proposal:**
- reconfigure driveway entrance on Clapboardtree Street (remove overgrown shrubbery, a small tree and ten feet of stone wall)
- add twenty one parking spaces (total 91 spaces)
- add new staging area for ambulances and new pedestrian walkway
- waiver request for interior landscape requirements
- Drainage/Stormwater management report was not submitted with application but presented in person to the board this evening.

**Board Questions & Comments:**
- Minimum landscape requirements should be met and the plans must show existing and proposed landscape.
- Drainage report will be submitted to the town engineer for review.
- Support enhancing security on-site
- Support improvement of existing conditions
- Confirm support of the Westwood Police Chief

**Public Comments:**
None.

**Engineering Comments:**
Chris Gallagher and Phil Paradis requested that the applicant’s engineer submit a drainage and stormwater management report for the project and suggested a meeting to discuss revisions to enhance the parking layout to maximize parking and minimize aisles.

The Planning Board received a letter of support for this application/project from town administrator Mike Jaillet. Ch. Wiggin read this letter into the official record for this hearing. (A copy of this letter is available with these minutes.)

**Action Taken - Motion:**
Upon a motion by Mr. Montgomery and seconded by Mr. Olanoff, the board voted unanimously in
favor to continue this hearing until Tuesday, October 2nd at 6:30 p.m., in the Champagne Meeting Room.

**Public Hearing for Consideration of EIDR Application for Renovations at Morrison Park – 300 Washington Street**

Ch. Wiggin read the notice of public hearing, opened the meeting and welcomed John Loughnane, President of Westwood Little League, and engineer Andy Denehy from Beta Group. (Planning Board member Chris Pfaff abstained from the discussion due to his association with the project, as a member of the Westwood Little League.) DPW co-director Todd Korchin and Chris Gallagher were also present.

**Highlights of Proposal:**
- Revitalize Morrison Park to create a centerpiece for the community.
- Create a Regulation sized Little League field; new dugouts; upgraded snack shack with restrooms; light relocation; reconfiguration of softball field; improvement landscaping and overall appearance; relocation and installation of a new tennis court; new fencing and improved overall pedestrian access and connectivity.
- Funding for the project provided by two large private sponsors (Roche Bros. & Mr. & Mrs. McFarland); community fundraising; pending grant applications; and a portion of the town’s wireless communication facility fees.
- Two phases of construction planned: (1) site work including sewer/water installation and light relocation; (2) design of structures.

**Board Questions & Comments:**
- Proposed new signage and enforcement of parking at the fields and at the public parking lot across the street. (Board of Selectmen, Public Safety Committee and the DPW will address this.)
- Pedestrian access across East Street – suggested physical barrier (possibly a wrought-iron fence)
- Will bleachers be saved? (If bleachers are salvageable, they will be reused.)
- Will Westwood Little League maintain this facility? (DPW and Recreation Department will maintain this facility.)
- Will access to softball, tennis court, and basketball court change? (Access will remain the same.)
- Board members expressed support for this revitalization project and thanked Mr. Loughnane for spearheading the process.

**Public Comments:**
M. Bradley, Strafford Road – requested installation of screening between the restrooms and her abutting property; expressed concerns about the possibility of rat infestation associated with earth disturbance and construction; litter from the patrons using the fields and possible drainage problems.

S. Bradley, Strafford Road – informed of a streetlight at East Street and Strafford Road that has been inoperative and compromise of safety; requested signage stating that the restrooms are for Little League patrons only.

**Action Taken - Motion:**
Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously, four votes in favor (C. Pfaff abstained) to approve the site work for this project, subject to review by DPW and Zoning Board of Appeals; and to continue this hearing until Tuesday, October 9th at 6:30 p.m., in the Champagne Meeting Room.
Continuation of Public Hearing for Consideration of Revisions to Planning Board Rules and Regulations – Comments on Subdivision Rules and Regulations, EIDR Rules and Regulations, and Special Permit Rules and Regulations

Action Taken – Motion:  
Upon a motion by Mr. Rafsky and seconded by Mr. Montgomery, the board voted unanimously in favor to immediately continue this hearing until Thursday, September 27th at 7:30 p.m.

Next Meeting:  
Thursday, Sept. 27th at 7:30 p.m. in the Champagne Meeting Room at 50 Carby Street.

Adjournment  
Upon a motion by Mr. Montgomery and seconded by Mr. Pfaff the board voted unanimously in favor to adjourn the meeting at 9:15 p.m.
List of Documents, Materials and Exhibits
Westwood Marketplace Holdings, LLP – copy of final reimbursement letter.

University Station - Draft Review Schedule