Westwood Planning Board Minutes
Tuesday, October 22, 2019
7:00 pm
Champagne Meeting Room
50 Carby Street, Westwood, MA 02090

Call to Order:
The meeting was called to order by Chair Gorman at approximately 7:02 pm. The meeting was video recorded by Westwood Media Center and the Planning Board meetings are now live on local channel and YouTube. Chair Gorman explained the meeting procedures.

Present:
Planning Board members present: Brian D. Gorman, David L. Atkins, Jr., Christopher A. Pfaff, Deborah J. Conant and William F. Delay. Staff members present: Abigail McCabe, Town Planner, Nora Loughnane, Director of Community and Economic Development, Pat Ahern, Town Counsel and Jessica Cole who recorded the meeting minutes.

Comprehensive Plan Review: The Comprehensive Plan Steering Committee will attend and participate in this meeting. The Committee Chair will provide an update introduction and the Committee will present initial draft update with recommendations for Community Facilities Section. A brief presentation will be followed by planning board and public discussion session on first draft.

Committee Chair, Jack Wiggin was present and gave a brief history of the Comprehensive Plan and the 16 person steering committee. He stated that public participation is important with the visioning session, survey and meetings. There were approximately 800 responses to the survey both digital and paper copies received. There are nine elements/subject areas of the Comprehensive Plan and the Committee is proposing to come to you over a series of meetings beginning tonight with a first draft form, and the purpose is to get feedback from the Board and public on each first draft to be considered for the 2020 update to the 2000 Comprehensive Plan.

Tom Viti, the Community Facilities Committee member, was present and discussed the 32 Community Facilities Draft Implementing Actions. Mr. Viti summarized his work meeting with various town department heads about their department needs and meeting the various boards and committees that are involved such as the Council on Aging, Board of Library Trustees, and Commission on Disabilities. Mr. Viti summarized the goals and implementing actions for public facilities section. He thanked the Board for initiating this process.

Board Comments:
- Compared to 2000 Comprehensive Plan, 13 action items then, concerned about the readability...now there are 32 action items and suggests consolidating so that it’s not too long that people won’t read it
- Recommend changing “purchase” to “explore” in CF31 or another word.
- Is there a way to combine the action items? Yes, there is overlap and will be part of the steering Committee goals.
- Avoid words and phrasing suggesting spending
- Did the Committee consider adding anything about a Town Common that was often discussed as an important feature that the town currently lacked? Ms. McCabe responded that it did come up, and this section is focusing on the indoor community public spaces and public outdoor gathering space is something that may be in the Town Centers section.
- School related process that is moving forward, it is the School Committee and they have been very transparent and suggest working with schools on the specific proposal and possible future uses of any school property for redevelopment uses
- On page 1 under School Facilities, remove and revise “nearing the end of their useful life”
- Wants to see more data cited in the background section, references to the survey or visioning session
- First paragraph in the background section site residents appreciation
- Add more on Dedham Westwood Water Districts (DWWD)’s efforts
- Action CF8 change “evaluate” to “implement” or a stronger action word
Chair Gorman asked if any members of the public wanted to comment on the Comprehensive Plan Community Facilities Section Update and draft recommendations.

Public Comments:
Anne Barry Goodfellow, Fox Hill Street, was present and discussed how Town Hall was a priority 20 years ago, the wheelchair lifts are not ideal. In our community if a section of it is not accessible and people cannot go where they need to go. She recommends upgrading Town Hall as a priority, and all buildings should have universal access which includes designing buildings and spaces for hearing and sight impaired as well as for people with physical disabilities.

Board Comment:
- It was mentioned that Town Hall was #2 on the list in 2000 and now it is at the bottom. Is it a prioritized list? No, this is a first draft and the actions are not in any priority order.
- Make it clear it is not in order of priority. Add a disclaimer.

M. Washienko, 226 Dover Road, was present and was thankful for the plan, we as residents appreciate it. Is this a wish list? How do we begin to implement it? There is great vision. She would like to address traffic particularly on Route 109. She wants to preserve the scenic roads. Traffic is taking over and it concerns her.

Ms. McCabe responded that the Comprehensive Plan is a long range planning document; it is not a regulatory document but it sets long range policies and goals for the Town. The Plan will give direction to various boards and committees and decision makers on what to pursue.

Westwood Estates Definitive Subdivision, Hedgerow Lane Public Hearing Modification Request related to timing and construction phasing of the street trees, drainage swale, and sidewalk along the new Hedgerow Lane.

Peter Zhaka, attorney, was present on behalf of the applicant, David Spiegel. They requested a modification, and handed out a memo. Attorney Zahka reminded the Board that the Planning Board holds a tri party agreement for the work associated with this Subdivision. Mr. Zahka explained that the construction sequencing as outlined in the Planning Board’s conditions of approval does not consider the construction process. He explained that as the house gets constructed the sidewalks and trees will be destroyed by the construction and is asking for some amendments for #4 and #6 related to the timing of the work. The plans are the approved plans and the Applicant is not requesting a change to the approved plans but is requesting changes to the timing as outlined in a special condition and work will still be completed as part of the subdivision and is covered under the performance guarantee.

Mr. Dave Johnson, the project engineer with Norwood Engineering, was present to go through the sequencing plans. A lot of activity has been completed this week. The sidewalk is in and trees have been planted. They have completed up to Lot 9, and country drainage is at each driveway crossing.

Board Comments:
- Country Drain, sodded all the way down? Yes, I think so.
- What happens if Lot 4 sells today? Street trees will be planted and that portion of the sidewalk will be constructed.
- Lot 3 and 2 will not have that done? Correct
Once the house begins construction, the gas company will come in and then can add trees and sidewalk so it will not need to be ripped up.

- How do you deal with Pedestrian Safety? They will use the road, which is a low traffic road; there is only a sidewalk on one side of the street.
- The Chair said that he spoke to the Gas Company and received a different response than the Applicant, the gas company said that they would not necessarily rip up the sidewalk and that they could go under. They said that it is not standard practice to rip up the sidewalk, but will follow up with his contact.
- Another Board member commented that he believes this is a reasonable request and that there is more at risk to have a sidewalk in an area that is still under construction.
- A Board member said he has no further questions and is ready to make a decision on this application.

The Developer, Mr. Spiegel, speaks to Peter Regan, at the Gas Company and the developer needs to affirmatively put the pipes in. Dave Johnson who is an engineer and the gas company does not tunnel.

- Why can’t the gas line go up the driveway? Gas Company determines where the gas line goes, not the developer or engineer. We don’t want to cross water or sewer lines, and certain trucks have to go around buildings.

Mr. Spiegel, the gas company determines where the gas line goes. The foundation goes in without a driveway and typically the gas line goes in on the opposite side of the driveway.

Phil Paradis of BETA Group and acting as on-call Town Engineer was present and said that there is coordination with the gas company a lot, and relocating pipe jacking is a vigorous process, he has not seen pipe jacking under a sidewalk. It is 8 feet away from the road. If the gas company says they can do it, he is not sure they would do it. The depths of the tubes for the drainage are 4 feet below the pavement, and the Gas Company will not go through the driveway.

Board Comments:
- One Board member felt these are reasonable requests for a low impact design; encouraged the Board to have some flexibility. Any delay past tonight is not necessary. Mr. Pfaff believed this is a minor modification.
- Mr. Siegel stated that over 50% of the sidewalk and 50% of trees are installed, and he would love to be at 100%.
  - Swells, how deep are those? Approximately 4 feet below the curb, can't do the swale before the gas line, but electrical lines are in.
  - This is 3-4 years old, how long until you finish this? 10 months before the Town gave addresses and then building permits. Road has been in for a year, there was a delay with the permits.

Chair Gorman opened the hearing up to any public comments.

Public Comments:
D. Conole, 485 Canton Street, suggested adding an end date for the construction at least on the north side of the street.

Mr. Zahka, just to clarify the only thing that is new is the additional landscaping, and it is all in a memo which outlines what has been requested. The key to this is the swale. Concerned about the timing due to the construction, it is a requirement to have a sidewalk and the sidewalk in front of each house could be tied to the occupancy permit will not be approved.

Staff and Board Comments:
Ms. McCabe told the Planning Board that they need to vote on the request for the modification, the plan and decision; we were looking for more clarification.
Mr. Pfaff explained the process has been laid out and the low impact development that we want to see, there is minimal risk of the abutters and residents. He believes the Board should approve this.
What is the timeline on the bond? Not released until the Board votes to release it, Mr. Paradis does an inspection and a letter goes to the Bank. Only partial can be released before it is finished.
There is concern that Mr. Zahka’s memo was just handed in with no time to look at it. Mr. Zahka, stated that there is nothing new in his memo, he took the exact language and put it in a specific form of a motion. The gas company is just part of the sequencing. At the end of the day, we still need to grade the lot.

Public Comments:
J. Shang, 6 Hedgerow Lane, was present and is in support of Mr. Spiegel, he would like to see this development move the project forward.

A resident noted that the memorandum from Attorney Zahka is slightly different from the Applicant's proposal.

**Action Taken:**
Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted 2-0-3 (Gorman, Conant, Delay abstained from the vote) to approve this modification request.

Ms. McCabe stated that 3 votes are needed for the application.

Mr. Ahern, Town Counsel, asked for clarification on the motion that three Board members voted to abstain. He said abstentions are usually for when there is a conflict or a reason a member cannot vote. If the Board feels that they have conflicting information, and they will vote to continue with a new date, time and location.

Can Mr. Paradis be on the phone call to the Gas Company? Yes

Ms. McCabe asked the three Planning Board members that abstained what information do they need to make a decision?

A member asked for information from the gas company and if they would tunnel under a sidewalk so that the sidewalks is installed before the foundation.

**Action Taken:**
Upon a motion made by Mr. Gorman and seconded by Mr. Delay the Planning Board voted 3-2 (Atkins, Pfaff) to continue the hearing to Tuesday, November 5, at 7 pm at 50 Carby Street.

**Reynolds Farm Special Permit Modification Public Hearing:** Applicant is requesting a modification to the plans approved on July 15, 2019 for the Senior Residential Development Special Permit for the 12-unit Senior Residential Development. Request to change roof drainage between units 53-61, change berm type, change in tree size, and relocation of retaining wall.

John Glossa, Glossa Engineering, with Ed Musto, was present to discuss 3 modifications.
Drainage revisions between units #51-53 and 61-63, up at the top of the hill.
Some of the owners expressed a concern on the grading, and he has changed the design of the downspouts to the underground basins.
- Size of the trees proposed are shown as 4” caliber, can give 3 ½-3 3/4calibur.
- Trying to resolve the wall by unit 43
Mr. Musto, behind 41 and 43, there is an error on the plan, 4” pipe into 4” fitting, the detail only shows a 4” pipe. Piping has been laid out.

Staff comments:
Ms. McCabe stated that we will not support the size of the trees. Need 4” caliber, it is not a subdivision it is a special permit. Recommend the 4” caliber size.
Ed Musto: defines street trees why should special permit 25% greater? They should be the same. Street tree is a street tree.

Peer Reviewer: Phil Paradis, BETA, was present, and stated in general, that he does concur with Mr. Glossa in terms of the roof. He does not see the berm as an issue. Trees he will leave up to the Planning board discretion. The terrace wall looks different and wants to see more detail.
Mr. Glossa, met with a potential paver and he asked about it. We do a mono berm, it is part of the asphalt driveway. Which would be better for the homeowners, and plows can get to the edge of it.

Board Comments:
- Retaining wall, land swap with a neighbor? Mr. Musto: Yes, is that the result of the spacing. Mr. Rogers suggested 2 walls. Not enough room. We are proposing 8.6 feet. The wall is 3 feet closer.
- Regarding the trees, 2012, why are we going down in size? The trees don’t meet the criteria. Depending on how you measure them. On the trees that are already planted. We put them in fast and he did not look at the caliber. Original plan did not have 4” tree.

Nora Loughnane, stated that the approved plan had 4” caliber, in 2012, the requirement was to have a 30 foot vegetative buffer. The developer asked to clear cut and plant trees. Some trees were brought to the site, many houses were built without trees. It’s a good practice to use 4” caliber. 22 varieties have not been put in, what is in is dead or dying and some are put in the wrong place. 5 other nurseries in New England have the trees 4” trees available. Something different comes up every day, not in accordance with the plans. The riprap is short of what was approved. Treatment of the path and the disagreement of what the material of the path should be. This must be completed by Nov 8th, if not the condo trust will receive a settlement and will finish it themselves.

Staff & Board Comments:
- Memo, the plan before you now, is to reduce the size of the trees. The developer will change the trees and the varieties.
- Is the path a part of it to? It is just an example of it. Conservation Commission is meeting tomorrow night, the walkway needs to be settled.

Mr. Musto, the path is intended to be a maintenance path and the material is gravel. He can extend the riprap. This was the recommendation of the Conservation Commission, and it was not intended to be a walking path. He will take out the gravel and will loam and seed.

Public Comments:
J. Baldassarre, 31 Reynolds Farm Way, was present and stated that due diligence was not taken, by many parties. Access path, grass v gravel, it needs to be stabilized. She was told by Mr. Musto that no one has 4” trees, she wants a notarized letter. On behalf of trustees and owners they are disappointed with the slow progress. Other than today, we have not seen activity for a week and a half, and she is not sure how it can be finished by Nov 8! They want to see it finished not take the escrow money and run.

S. McWhirter, 21 Reynolds Farm Way, was present and said that Ms. Baldassarre has spoken for all of them.

Board Comments:
- Is the path stable? Phil Paradis, there was discussion, are in agreement that it should be loaned and seeded. Meant to be a maintenance be vehicle path.

Mr. Musto: Path is a maintenance vehicle access point. He said he was locked off of the site.

Ms. Loughnane said that he was never locked out and was always encouraged to do the work.

Mr. Musto stated he was getting violations, he did not want to get fined until they were dismissed.

K. McIntyre, 33 Reynolds Farm Way, was present and stated that they have a need the road paved or they cannot get the snow plowed in the winter, and the trees are dead. Ms. Loughnane stated that the paving needs to be done, they will need to get a contractor by Dec 15 to do the paving before winter.

Mr. Mellor, 41 Reynolds Farm Way, was present, downspouts, are in, pipes are in, you just need to approve the work? Nothing here will do away with the work being done by Nov 8th? Correct.
**Action Taken:**
Upon a motion made by Mr. Atkins and seconded by Ms. Conant, the Planning Board voted 5-0 to approve the change in the roof drainage downspout modification.
Upon a motion made by Mr. Atkins and seconded by Ms. Conant, the Planning Board voted 5-0 to approve the change in the berm type.
Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted 5-0 to reject the request to reduce the size of the trees. The tree size reduction request was disapproved.
Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted 5-0 to approve the terraced wall is subject to review with BETA and the Town Planner the detail shall be provided on the plan.

Riprap on the plan states as shown now, no changes are required. Mr. Musto will loam and seed the path, and remove gravel on the path. The Planning Board confirmed that the rip rap on-site in the field shall be constructed as shown on the plan and the eight foot wide access path shall be loamed and seeded.

Mr. Paradis reviewed the request in changes and it outlines substitutions and might speed up the process. The only challenge is the Canadian hemlock, as long as they are healthy and wants the same caliper trees, if he wants to you can do other species. Nora read some suggestions/substitutions.

**Action Taken:**
Upon a motion made by Mr. Atkins and seconded by Mr. Pfaff, the Planning Board voted 5-0 to allow an alternative landscape plan to be submitted to BETA and the Town Planner for final review and approval. The tree varieties may change but the size requirements are the same.

Upon a motion made by Mr. Pfaff and seconded by Mr. Atkins the Planning Board voted 5-0 to close the public Hearing.

**Other Business:**
Review upcoming ZBA applications:
Ms. McCabe stated at the last meeting, a memo was sent to ZBA, that the Planning Board needs more time. Last week the ZBA, received a proposal about a group Home at 230 High Street, at least a 5 bedroom home, and 4 affordable housing is required. Provide some guidance to the ZBA, and the Applicant wants some feedback at the Nov 5 meeting.

Board Comments:
Not opposed, but wants to hear more, there is a need for both family and group homes.

**Adjournment:**
Upon a motion made by Ms. Conant and seconded by Mr. Pfaff, the Planning Board voted 5-0 to adjourn the meeting at 10:10pm.

**List of Documents:**

<table>
<thead>
<tr>
<th>Memorandum from Town Planner to Planning Board Members, re: Meeting Summary for October 22 Meeting, dated October 16, 2019, revised October 21, 2019</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comprehensive Plan Update - Public Review &amp; Discussion</strong></td>
<td></td>
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<tr>
<td>2000 Plan Community Facilities Section, From: 2000 Comprehensive Plan, 7 pages</td>
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<tr>
<td>Public Presentation Schedule 2019-2020, 1 page</td>
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<tr>
<td>Cover Letter from Chair, From: Jack Wiggin, To: Westwood Planning Board, 10/15/2019, 2 pages</td>
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<td>Community Facilities Draft 10-15-2019, 10/15/2019, 10 pages</td>
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<td>Exhibit: A Preliminary Vision June 2019, From: Community Circle with Barrett Planning Group, LLC, 6/19/2019, 26 pages</td>
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<td>Exhibit: Survey Results 04-17-2019, Survey Monkey, 26 pages</td>
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<td>Exhibit: Survey Open Ended Responses, 22 pages</td>
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<td>Exhibit: Fire Station Slab Evaluation Report DRAFT 1-6-2016, From: Weston &amp; Sampson, To: Chief Scoble, 1/6/2016, 18 pages</td>
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<tr>
<td>Exhibit: Fire and Ambulance Study 2013, From: Emergency Services Consulting International, June 2013, 80 pages</td>
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<tr>
<td>Exhibit: Town Hall Needs Assessment, From: On-Site Insight, 12/21/2016, 41 pages</td>
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<tr>
<td>Exhibit: DWWD Water Quality Report 2018, From: Dedham-Westwood Water District, 8 pages</td>
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**Westwood Estates Modification Request:**

October 22 Public Hearing Notice, From: Westwood Planning Board, 9/19/2019, 1 page
Modification Narrative, From: Norwood Engineering, To: Westwood Planning Board & Abigail McCabe, 8/27/2019, 2 pages
Decision 2016 Definitive Subdivision Approval, From: Westwood Planning Board, 11/15/2016, 16 pages
Westwood Estates Photos, 8/28/2019, 4 pages
Peer Review Comments-Westwood Estates Review 10-31-16, From: Professional Services Corporation, PC, To: Abigail McCabe, 10/31/2016, 12 pages
Planning Board Approves Meeting Minutes 11-01-2016, 5 pages
NEW: Modification Request 09-12-2019 Construction Phasing, From: Norwood Engineering, To: Abigail McCabe, 9/12/2019, 2 pages
NEW: Revised Modified Westwood Estates Construction Phasing Plans, From: Norwood Engineering, 9/12/2019, 2 pages
Photo Roadway 09-16-2019, 1 page
Photo Facing Canton St at Old Hedgerow Bult 09-16-2019, 1 page
Photo View New Hedgerow Drainage 09-16-2019, 1 page
NEW: Photo Hedgerow Ln 10-15-2019, 1 page
NEW: Hedgerow Ln Photo 2 10-15-2019, 1 page
NEW: Hedgerow Ln Photo 3 10-15-2019, 1 page
NEW: Subdivision-Control-Law Guide Sheet, From: Commonwealth of Massachusetts Department of Housing & Community Development, 11/30/2016, 17 pages
NEW: Newspaper ad- 10-2-19, Legal Notice, 1 page
NEW: Photos 10-18-2019 (2 pages), 10/18/2019, 2 pages
NEW: Drainage Narrative & Project Documents 2016, From: Norwood Engineering, To: Canton Street Realty Trust, 10/5/2016, 28 pages
NEW: Modification Memo from Applicant, From: Peter Zahka
Westwood Estates Subdivision Tripartite Agreement
Triparty Agreement Exhibit from BETA Memo Estimate

**Reynolds Farm - Special Permit Modification Request**

Public Hearing Notice, From: Westwood Planning Board, 9/27/2019, 1 page
Application Revision and Modification Narrative 10-8 2019, From: Edward Musto, To: Westwood Planning Board, 10/8/2019, 2 pages
<table>
<thead>
<tr>
<th>Document Title</th>
<th>From:</th>
<th>Date:</th>
<th>Pages:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Modification Plans 10-08-2019</td>
<td>Glossa Engineering Inc.</td>
<td>10/1/2019</td>
<td>14</td>
</tr>
<tr>
<td>Approved Plans Reynolds Farm 2019-07-16</td>
<td>Glossa Engineering Inc.</td>
<td>7/16/2019</td>
<td>13</td>
</tr>
<tr>
<td>BETA Review Letter Reynolds Farm Modified Plan Review 10-7-2019</td>
<td>Phil Paradis</td>
<td>Abigail McCabe</td>
<td>10/7/2019</td>
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<td>BETA Reynolds Farm Modified Plan Review 10-18-2019</td>
<td>Phil Paradis</td>
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<td>Annual Town Report 2018</td>
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<td>Planning Budget</td>
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<td>FY20 Municipal Detail Budget Book</td>
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<td>Budget meeting Planning Board Email Dates</td>
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<td>Affordable Housing Proposal – Fox Hill Village 2019-10-17</td>
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<td>Request for WAHA Recommendation Fox Hill Village Till Assessing Card 230 High Street</td>
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<td>PB Memo to ZBA 2019-10-02</td>
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