

MINUTES OF WESTBOROUGH PLANNING BOARD
December 20 , 2016

Regular meeting of the Westborough Planning Board held in the Forbes Municipal Building, 2nd Floor, Room 23 at 45 West Main Street. Members Bush, Silverberg, Spencer and Paris were present.

Next Meeting date: January 3, 2017

At 7:00 p.m. the Board prepared to discuss the Amendment to Toll Brother's Tri-Party Agreement. Mr. Shawn Nuckolls, President Toll Brothers came forward to update and provide the background on this proposed project. Current status is the basin has been built per the project plans. Mr. Nuckolls was informed it was not draining properly and he then submitted an alternate plan that was approved by Mr. Carl Balduf.

Mr. Balduf stated the project could possibly be completed in the next two weeks. Mr. Balduf met with Mr. Jim Robbins and Mr. Tin Htway to discuss the bond and to ensure the work will allow proper functioning. Mr. Balduf is confident this will be a good solution to ensure the basin drains properly.

Chairman Brian Bush stated Mr. Mike Scott of Waterman Design reviewed the project. The Planning Board has a copy of the bond in the amount of \$100,000.00 which is subject to Town Counsels review.

Member Mark Silverberg had concerns on the contract language.

Mr. Nuckolls stated this is standard boiler plate language.

Mr. Carl Balduf stated this is fairly consistent language, however, will modify the language to address the stated concerns.

Mr. Nuckolls will inform Mr. Robbins in the Spring of 2017 when the infiltration basins are in full operating manner. Mr. Nuckolls stated there is no intention to use these as sediment basins, however, they will be set up if needed to be used if there was ever a breach.

Mr. Robbins asked Mr. Balduf about upstream sediment basins.

Mr. Balduf responded that he has never seen an upstream sediment basin.

Mr. Nuckolls said the intention is to re-shape and stabilize disturbed areas in the park and they are focusing on all basins not just this newly created one.

Chairman Brian Bush asked if this was incorporated into the submitted plans.

Mr. Balduf stated this was not mentioned and is not in the agreement.

Mr. Nuckolls is in agreement they need to install inspection ports and will edit the language.

Mr. Balduf stated this will be accepted as part of the meeting record and the agreement language does not need to be edited.

Member Mark Silverberg made a motion to approve Infiltration Basin 104 in Westborough Village, seconded by Member Tim Paris and unanimously voted.

Motion amended to state that the bond will be held subject to review with Town Counsel and Treasurer, no discussion, unanimously voted.

At 7:28 p.m. the Board prepared to continue the Special Permit public hearing on 4 Old Flanders Road (Dan's Jeep).

Mr. Ken Strom, Waterman Design came forward to discuss the amended plan which was also presented at the last meeting. This amended plan showed planting details in which approximately 10 arborvitae, 8' tall, will be planted on a rounded berm. This planting will cut down on the visible flashing billboard. There will not be a fence constructed as shown on the current plan.

The Town Planner requested this plan be revised and resubmitted.

Abutters were present; they appreciated the arborvitae plantings and couldn't imagine anything better.

Member Mark Silverberg made a motion to close the Special Permit public hearing on 4 Old Flanders Road, seconded by Member Bill Spencer, no discussion, all in favor.

Member Bill Spencer made a motion to approve the Special Permit as drafted by the Town Planner on December 6, 2016 and amended December 20, 2016, seconded by Member Tim Paris, no discussion, all in favor.

At 7:38 p.m. the Board prepared for an informational discussion with the Municipal Building Committee on the renovation to the Forbes Municipal Building at 45 West Main Street.

Mr. Brian Humes, Jacunski Humes Architects, LLC and Peter Collins, Executive Associate at Heery came forward to review the submitted Plans.

Mr. Humes is representing the Town of Westborough and provided an overview of the current status of the Forbes renovation. The following are some of the proposed renovations:

- Reduce parking by 4 spaces
- Reconfigure parking lot with covered parking area for 16 emergency vehicles
- Improve handicap access and ramp for both entrances of Forbes
- Widen front stair entryway
- Add a 2nd bay to the sally port and exterior door for the Police
- Install a generator between existing structures

- Change grading of parking lot
- Extend sidewalk
- Install concrete pad for motorcycles
- Define concrete walking area, not increase existing paved area
- Plant groundcover and plantings throughout front layout of Forbes
- Repair damaged iron fencing along cemetery
- Repair damaged wall along cemetery
- Improve existing drainage that is currently non-conforming
- Retain similar traffic pattern around the back of the building
- Retain 3 handicap accessible parking spaces
- Exterior entry construction
- Masonry cleaning
- Replacement of all 1st floor front windows to match all other floors
- Replacement of all back windows
- Installation of green lights at Police which is original historical color (not blue lights)
- Installation of white lights at Forbes entrance
- Elimination of rear stairs due to grading changes
- Relocation of generator stack
- Installation of 2 major rooftop units for central A/C and exhaust fan

Member Mark Silverburg inquired about maintaining a one way direction on Parkman Street with the upcoming Library renovation project. The concern was also mentioned if there is adequate handicap accessible parking for Forbes and Library visitors.

Mr. Humes is not representing the Library project, however, will bring it up for discussion to the Municipal Building Committee.

Mr. Collins is representing the Library and will also bring these traffic pattern and parking concerns to the Committee's attention.

Member Mark Silverberg is requesting both committees discuss the rooftop units since they will be visible from the 2nd floor of the Library through a large window being proposed in the Library renovation.

Chairman Brian Bush asked about the proposed signage on the building.

Mr. Humes stated there are options for wall mounted or ground signage.

The Town Planner stated this is for the Design Review Board to discuss, vote and approve.

At 8:18 p.m. the Board prepared for the Special Permit public hearing on Earth Moving at 9 Otis Street. Greg Scotchie, Waterman Design came forward to discuss this proposed project.

Mr. Scotchie stated that the Town issued an Order of Conditions 12/13/16 and on 12/14/16 the Town Engineer issued a memorandum of comments. Mr. Scotchie reviewed the overview of the project with the existing building and access drive. The proposed plan is to move the access driveway along with the clearing of trees on the parcel. This will be a storage yard with crushed aggregate groundcover. A french drain will be installed to collect water off the site which will be distributed into a stormwater pond. The work will remain out of buffer zone and concrete barriers will be used as additional reinforcement for erosion control.

The Town Planner stated the use is allowed, the clearing requires a special permit, and the Planning Board is only interested in the use and stabilization of the area. The Building Commissioner may require a site plan review.

Mr. Carl Balduf did not receive the response to his comments prior to tonight's meeting, additional time will be required for further review and results of soil types after testing.

Member Mark Silverberg recommends hauling hours and specific routes for trucks to follow be in place.

Mr. Balduf said the plans and drainage reports will be resubmitted and this is a very balanced site with a very small amount of export/import.

The Town Planner requested that the access area be shown on the plans and that the construction entrance be a layer of crushed stone to extract dirt from tires before leaving the parcel.

Mr. Peter O'Neil, an abutter is not against the proposal, yet has concerns about the amount of trees being removed, if a lot line distance has been set and which Board's jurisdiction this falls under.

Chairman Brian Bush requested that the Town Planner speak with the Building Commissioner about the setback and no disturb zone.

Chairman Brian Bush stated the Planning Board can condition the earth moving and the Building Commissioner could condition the hours of operation.

Chairman Brian Bush has requested the no disturb zone be shown on the Plan.

The Town Planner requested the materials be submitted in a timelier manner for appropriate review by all Department and Members.

Member Mark Silverberg made a motion to continue the Public Hearing at 9 Otis Street to January 3, 2016, seconded by Member Bill Spencer, no discussion, all in favor.

At 8:51 p.m. the Board prepared to discuss the drainage at 275 Turnpike Road.

Mr. Patel an owner for the property was present to discuss and answer any questions, Waterman Design representatives were not able to attend.

Mr. Patel stated the catch basin was installed earlier today and the next catch basin is scheduled for installation tomorrow. The road widening and paving could be an issue with the frost line, however, they will attempt to complete this work as well prior to Christmas.

Mr. Balduf stated some paving will need to occur around the catch basins and the rest may have to wait for spring weather. Work has been slow and utilities should not be put in this time of year with workers in the severe frigid temperatures we've been experiencing lately.

The Town Planner asked about the Water and Bike easements language on the Plans and if Mr. Balduf feels it is accurate before the Planning Board endorses the Plans.

Mr. Balduf suggested putting language for both easements on the Plan to be addressed at the same time.

PLANNERS REPORT:

The Town Planner provided a handout to members regarding Transfer of Uses along with a footnote that will be provided for further review at a later date.

Member Mark Silverberg asked if the Board would be seeking a new member or will they wait until the vacant seat opens to appoint a full term member.

The Town Planner said he is aware of three interested candidates and has suggested to them to pull papers.

Member Bill Spencer said he wanted to make the Board aware he is looking to take a few weeks off in February.

Chairman Brian Bush will be not be renewing his seat in March when his term ends.

Member Mark Silverberg made a motion that the Planning Board approve the December 6, 2016 meeting minutes, seconded by Member Bill Spencer, no discussion, all in favor.

Member Mark Silverberg made a motion that the Planning Board approve the December 6, 2016 Special Permit meeting minutes for Flanders Road, seconded by Member Bill Spencer, no discussion, all in favor.

There being no further business to discuss, the meeting adjourned at 9:10 p.m.

Respectfully submitted,

Destiny Ashworth/Administrative Assistant

APPROVED:

Brian Bush, Chairman of Board

Mark Silverberg, Vice-Chairman of Board

William Spencer

Tim Paris