



**TOWN OF WESTFORD  
PLANNING DEPARTMENT**

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**APPROVED 11/15/10**

**Planning Board Meeting Minutes**

**September 20, 2010**

**Place:** All Purpose Room, Millennium School, Depot Street

**Present:** Michael Green, Kevin Borselli, Kate Hollister, Fred Palmer

**Not Present:** Dennis Galvin

**Staff Present:** Ross Altobelli, Paul Starratt, Angus Jennings

**Open Forum:**

Jennings announced the League of Women Voters will be hosting its annual review of the Town Meeting Warrant on Thursday, September 23 at 7:30 p.m. and Friday, September 24 at 11:00 a.m.

Starratt stated the Building Commissioner circulated an application for a solar array project at 540 Groton Road asking opinions on what permits would be applicable. Starratt feels this would trigger the storm water management bylaw as it alters an acre or more of land. The applicant disagreed so Starratt is seeking an opinion from EPA Boston, but wanted to Board to be aware this question may come before them.

Green reminded the Board that on Wednesday, September 29 there will be a Mass DOT public hearing in the All Purpose Room at 7:00 p.m. to discuss Minot's Corner 25% design review.

Andrea Peraner-Sweet addressed the Board to announce that a grand opening was held for the Senior Citizen Center. She stated it is a spectacular building and complemented the Board on their hard work.

**7:35 P.M. Public Hearing, Boch Honda West Modification  
PB1014 SPR/SP(3)  
Boch Westford LLC  
Continued from September 10, 2010**

Green stated the applicant has requested a continuance.

*This hearing will be continued to Monday, October 4, 2010 at 8:15 p.m. in the All Purpose Room, Millennium School.*

### **7:36 P.M. Discussion, Cornerstone Square, Site Plan Modification Request**

Altobelli stated the applicant approached staff regarding a change they would like to make to the plan. After review and consideration staff felt this was more than an administrative change and felt it would be necessary to reopen the public hearings related to the site plan, as well as the special permits for the project.

Joe Peznola, Hancock Associates, representing Westford LC, LLC, addressed the Board. He stated the proposed changes are due to requests of prospective tenants and do not increase the square footage of the buildings.

Palmer stated this project has evolved and the original plan of a New England type setting is gone. He expressed concern about the flow and aesthetics of the project.

Green stated the Board will await the applicant's filing of an application to reopen the public hearing.

### **7:50 P.M. Discussion, Bruce Freeman Rail Trail Parking**

Green stated they would like to discuss the need for parking and the steps that need to be taken. He stated they have received a lot of written comments from residents and appreciate the feedback.

Angus Jennings provided an overview of the proposed parking and potential parcels being considered. He stated town meeting would have to authorize the acquisition, which is on the warrant for this fall. Subsequent to that the Planning Board would have to vote to recommend the use of funding for the purchase. If the funding comes from a gift account that would require a vote from the Board of Selectmen. Subsequent to that there would be a planning and public process. A zoning amendment would have to be made to allow parking in an RA zone, and would have to be approved at town meeting.

Questions and comments from the audience were heard and responded to.

Green stated he feels there is a need for parking in Westford for trail use. Palmer stated he agrees parking should be provided if they can find a parcel that can be made to fit. Borselli stated he feels there is a real need for parking in Westford to access the trail. Hollister stated it is important to provide parking as close to the terminus as possible.

*This discussion will be continued to October 4, 2010.*

### **8:15 P.M. Public Hearing, Stony Brook Housing II PB1016 SP/SPR Westford Housing Authority**

Green read aloud the public hearing notice.

*Motion made to open the public hearing. Motion seconded. All in favor.*

Altobelli stated the applicant was before the Zoning Board of Appeals and received a variance on the base number of units, not to exceed 36 units.

Douglas Deschenes, representing the applicant, addressed the Board. He stated this project is a proposed additional 36 units to the existing units at Stony Brook. They are requesting three permits, one is a special permit under the flexible development bylaw, one is for site plan review, and another is for impervious coverage, as this project exceeds the 2500 square feet on the site. This project will be entirely affordable. The town has provided funding to assist in the design and acquisition of permits. He provided the Board with updated plans.

John Winslow, Winslow Architects, addressed the Board. He stated they were the architects for phase 1 of Stony Brook. There will be 36 units, four six unit buildings and three four unit buildings. They will be arranged in a cul-de-sac with landscaping. There are seven one bedroom units, sixteen two bedroom flats, six two bedroom townhouses, and seven three bedroom townhouses. There are 68 parking spaces. He provided an overview of the proposed plans.

Rick Westcott, Civil Engineer, addressed the Board. He provided an overview of the proposed site plan.

Starratt stated the engineering department is providing review services for this project. He stated he is reviewing this plan and should have the first set of comments for the next meeting.

Altobelli stated one of their concerns is the amount of fill that will have to be brought onto the site due to the sand conditions currently on the site.

Deschenes asked that the fees for this project be waived, as the town is providing funding for this project and it is 100% affordable.

*This hearing will be continued to Monday, October 4, 2010 at 7:50 p.m. in the All Purpose Room, Millennium School.*

### **8:45 Discussion of Unaccepted Streets**

Altobelli stated there are a fair number of unaccepted roads in town and there is an Unaccepted Roads Committee working on a policy for handling these roads. In researching bonds Altobelli found that Jennie Richards Road has a considerable bond in place. He contacted the developer, who met with him and Starratt, and the developer will be putting together a proposal to get this roadway to a level of completion. The work would include a new binder coarse and top coarse, as well as sidewalks and a retaining wall at the entrance. Mr. Palmer, the developer, is requesting a waiver of the sloped granite curbing, and instead installing Cape Cod curbing. The remaining bond is approximately \$120,000.

Palmer stated he is concerned about setting a precedent with not using the granite curbing. He stated he would like to see this built to plan, however, if there is not enough money he would consider not installing the sidewalks and installing the granite curbing.

Altobelli stated he has not looked at Rush Road yet, but there is a bond associated with it. Mr. Palmer, the developer, stated this road needs similar work completed.

*Motion made not to waive granite curbing on Jennie Richards Road. Motion seconded. The motion passed by a 4-0-0 vote.*

Altobelli stated Randolph Circle residents have been in talks with staff for a long time. The bond was pulled by the town in 2002 or 2003, and is approximately \$34,000. The residents would like to do some work on the road but need direction from the Board.

John Ricketson, Randolph Circle – He stated there are three developers who failed in their commitments over a 25 year period. He stated the residents are considering putting up a substantial amount of money on their own and asked if they build it, working with the engineering department, will the Board look favorably on them and also have reimbursement with the bond money if this gets to an approval stage.

Starratt stated Chip Barrett has provided the residents with information on what work needs to be done on the road so they can proceed with getting pricing from contractors.

Matt Lewin, Chairman of the Unaccepted Road Committee, stated he is familiar with this information and at his meetings it has become very clear that there are people who feel very strongly that proposing a road for acceptance that should have been accepted twenty years ago and is now being brought up to a standard from twenty years ago is not acceptable. There is a lot of opposition to bringing a road before town meeting for acceptance that is not up to today's standards.

Hollister recommended the town could do \$34,000 of work, using the bond money, and the remainder of the work would be paid for by the residents.

Green asked for the next meeting that a punch list be provided of the work to be done, no additional work, and an estimate of how many hours is necessary.

### **9:15 P.M. Street Acceptance Recommendations Special Town Meeting 2010**

Starratt stated they have been charged by the Board of Selectmen to make a nonbinding recommendation on the street acceptance proposals that are before town meeting on October 18. He stated the Vineyard Estates roads are complete, the developer has fulfilled their obligation for these roads. They continue to move forward with the settlement agreement on Chestnut Hill Estates. Daniel Drive has a contractor charged to come back out and fix the problems and they are working on this. Elderberry Way has a conservation restriction outstanding. They received

feedback from town counsel, but it is a Conservation Commission issue. From a Planning Board perspective the road is acceptable, the punch list has been satisfied.

Discussion on Daniel Drive was continued until October 4, 2010.

*Motion made to support approval of Vineyard Road, Christy Lane, and Tyler Road to the Board of Selectmen. Motion seconded. The motion passed by a 4-0-0 vote.*

*Motion made to support approval of Swedes Crossing and Tavern Circle to the Board of Selectmen. Motion seconded. The motion passed by a 4-0-0 vote.*

*Motion made to support approval of Elderberry Way to the Board of Selectmen. Motion seconded. The motion passed by a 4-0-0 vote.*

### **General Business:**

C. Administrative Modification, Summer Village – The applicant stated they would like to relocate two units and locate them at the end of Whispering Pine Road. He stated they will work with staff to renumber the houses so there will be no E911 issues.

*Motion made to consider an administrative modification for Summer Village for the relocation of units #6 and 132, as shown on proposed site plan revision, Summer Village, dated August 26, 2010, in accordance with staff memo dated September 20, 2010, subject to town engineer approval of any final plans and requirements of public safety. Motion seconded. The motion passed by a 4-0-0 vote.*

D. Update, Master Plan Implementation Committee – Altobelli stated they stopped advertising for the committee, but applications are still coming in. Green stated outreach has been done with all of the committees. He anticipates appointing the at large members at the next meeting.

### A. Acceptance of Minutes

August 2, 2010: *Motion made to accept the minutes as amended. Motion seconded. The motion passed by a 4-0-0 vote.*

B. ANR Endorsement, 7 Makepeace Road – Altobelli stated this ANR is to divide a parcel of land in the Industrial C zoning district. It abuts the Hawkridge flexible development. The applicant received variances from the Zoning Board of Appeals relative to the size of the lot and the frontage and setback requirement. The existing home will be razed. Inside the ZBA decision is the stipulation this only be used for residential purposes.

*Motion made to accept the ANR of Jody Marchand, 7 Makepeace Road, dividing one lot into two. The endorsement is not a determination as to the conformance with zoning regulations. Motion seconded. The motion passed by a 4-0-0 vote.*

E. DLTA Route 110 Economic Development Grant – Jennings stated they were notified by NMCOG in May that there was funding available that had not been allocated. A work scope was put together and the grant was received and NMCOG will be doing some economic development work for the town.

*Motion made to adjourn. Motion seconded. All in favor.*

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Michael Green  
Chairman

**Note:** *These minutes are based on the writer's interpretation of discussions that took place during the meeting. If any discrepancies are noted, please advise Ross Altobelli.*