

APPROVED
9/9/08**Call to Order:**

The meeting was called to order at 7:36 pm. Present were Chairman, Paul Salafia, and members, Linn Anderson, Selena Goldberg, Vincent Chiozzi, and associate member Joan Duff; also present were Director of Planning, Paul Materazzo, Senior Planner, Lisa Schwarz, and Planner, Jacki Byerley.

Planning Session:**Town Yard Task Force:**

James Delaney, a member of the Town Yard Task Force (TYTF), gave an overview of the task force meeting and reviewed a PowerPoint presentation. The presentation detailed the TYTF's conclusions regarding the two most likely replacement sites for a town yard, identified as Ledge Rd. and 5 Campanelli Drive. Mr. Materazzo noted that the current town yard is 2 ½ acres and a study done in 1999 by Camp Dresser and Magee noted a 7 acre site is needed for the town yard. Mr. Delaney reviewed the pros and cons of each site and noted the Town Yard Task Force unanimously recommended 5 Campanelli Drive as their preferred alternative for the new town yard due to the location, access and the zoning district. The Board questioned the feasibility of the distance of the site from the center of town, and questioned how many sites in town have 7+ acres. Mr. Materazzo noted that a Request For Information was sent to nearly 40 sites and stated that the Town received back only a couple of responses. In response to the Board's inquiry, Mr. Materazzo noted that the task force is made up of 7 members, liaisons from the Board of Selectmen and Finance Committee. Mr. Materazzo suggested that as part of Phase II of the project, a liaison from the from Planning Board be identified. Mr. Delaney noted that there is a possibility of sharing the salt shed at Prospect St and Route 125. Mr. Materazzo reviewed the potential uses of the existing town yard, which after redesign might consist of a parking garage, and mixed use development. The Board discussed the RFP's process and the reconfiguration of the intersection of Essex Street triangle. Ms. Schwarz noted that MIT students did a triangle study and Paul Finger Associates used that study to create a vision for that area. Mr. Materazzo reviewed the Selectmen's recommendation, which authorized the Town Manager to move forward with a Phase II investigation. The Board discussed the cost of the construction of a new town yard which would include the cost land and the cost to develop the site. Mr. Delaney noted that the cost is an important factor to the Task Force.

Enterprise Bank:

The Board took up the discussion that was continued from the July 8th meeting on the lighting at Enterprise Bank located at 8 High Street. Ms. Schwarz reviewed her memo to the Board dated July 18, 2008 including the Safety Officers recommendations that security lighting along the rear of the building be illuminated due to the ATM location one light in the main parking lot area near Elm Street also be illuminated. Jim Keenan representing Enterprise Bank reviewed the lighting along the rear of the building and noted that one of the light poles on the plan was eliminated due to the dumpster location. He also noted the light pole closest to the steps near Elm St. would be the best to keep illuminated. Chairman Salafia noted that the Board requested a plan that shows all the existing lighting and despite repeated requests the Bank has not provided the Board with an accurate, as built lighting plan. The Board discussed the lighting plan in detail and the Safety Officer's recommendations, and marked up a plan outlining those recommendations. Mr. Doug Cummings of 67 High Street noted that the street lights have been shut off at the close of business and noted that he does not have a problem if the small acorn

Enterprise Bank (cont.):

lights closest to the building stay on until 9:00 pm. Justin St. James of 12 High Street concurs with his neighbor Debra Day-Cummings of 67 High Street noted that she wants the Board condition followed and noted that the Bank could have appealed the Board's original decision if they did not agree with it. On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to close the discussion on the lighting at Enterprise Bank. **Vote** Unanimous (5-0)

7 Connector Road:

The Board opened the continued public hearing from the June 10th meeting on an application by RK Trust for a Special Permit for a Major Non-Residential Project for the proposed addition of 29,268 s. f. to the existing 30,208 s. f. office/warehouse building located at 7 Connector Road. Ms. Byerley reviewed the applicant's request to continue the public hearings without discussion. She noted revised plans have been received and are being reviewed by ESS Group. The Board voiced their displeasure on all the requests to continue the public hearings without discussion and discussed how they can enact a policy not to schedule a hearing until all issues are satisfied to prevent this from happening in the future. Attorney Mark Johnson suggested that the Board schedule everything to a certain time and to check with staff the day of the meeting to confirm the time. On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to continue the public hearing without discussion an application by RK Trust for a Special Permit for a Major Non-Residential Project for the proposed addition of 29,268 s. f. to the existing 30,208 s. f. office/warehouse building located at 7 Connector Road until September 9, 2008 at 8:00 p.m. **Vote** Unanimous (5-0)

Winterberry Lane:

The Board opened the public hearings on an application by Boxwood Development LLC, for a Definitive Subdivision Plan and a Special Permit for Earth Movement located at 23 Woburn Street. Chairman Salafia gave an overview of the Planning Board meeting procedures. Attorney Mark Johnson representing the applicant reviewed the proposed project and noted that the Board of Health will be reviewing the project at their Aug. 18th meeting. Chris Huntress, representing Boxwood Development, gave an overview of the proposed project including the location, landscaping, roadway, cul-de-sac and the buffering on Woburn Street. He also noted that he met with the neighbors on Chippy Lane to discuss an easement to loop the water main and will erect a fence along the Penney property. Matt Leidner of Marchionda & Associates, representing the applicant reviewed the drainage on site, the 40' right-of-way, the cul-de-sac island, and the waiver requests. Mr. Leidner also reviewed the drainage system, roof drains, and the catch basins. He noted that the site is located next to a gravel pit and noted no run off will leave the site. Joan Duff questioned the sidewalk requirement. Mr. Leinder reviewed the benefit of extending the sidewalk on Woburn Street. Jacki Byerley reviewed her memo to the Board dated August 5, 2008 including comments from the IDR conducted on July 29th and noted that DPW would like the water main looped through Chippy Lane. Mr. Huntress noted that they have discussed an easement with the abutter of Chippy Lane and noted that the abutter does not want an easement on their property. The Board discussed the proposed project including the looping of the water main and noted that the benefit of having it looped. Mr. Huntress reviewed DPW's request to provide a 20' pedestrian access on lot 3 to Town owned land but noted they would prefer not to provide access because there are plenty of other access points. On a motion by Ms. Anderson seconded by Ms. Goldberg the board voted to continue the public hearings on an

Winterberry Lane (cont.):

application by Boxwood Development LLC, for a Definitive Subdivision Plan and a Special Permit for Earth Movement located at 23 Woburn Street until August 26th at 8:15 pm and September 9th at 8:15 pm. **Vote** Unanimous (5-0)

34 & 36 Oriole Drive:

The Board opened the continued public hearings from the July 8th meeting from the application of George Hughes and Douglas Ahern for a Definitive Subdivision plan entitled 34 & 36 Oriole Drive and a Special Permit for Earth Movement located at 34 & 36 Oriole Drive. Ms. Byerley reviewed the applicant's request to continue the public hearings without discussion. Ms. Byerley noted that revised drainage calculations was received and are being reviewed by DPW. On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to continue the public hearings without discussion on an application by George Hughes and Douglas Ahern for a Definitive Subdivision plan entitled 34 & 36 Oriole Drive and a Special Permit for Earth Movement located at 34 & 36 Oriole Drive to until August 26th at 8:16 p.m. **Vote** Unanimous (5-0)

Enterprise Bank:

The Board took up the deliberation on the lighting at Enterprise Bank located at 8 High Street. The Board reviewed their options including other banks with similar situations and their conditions. Ms. Schwarz reviewed the history of the site, the Board's original decision and noted that the Bank installed more lights than what was approved. The Board reviewed the lighting plan, accounted for all the lights on the plan and following a detailed discussion the Board determined that lights marked A,B,C,D, 1,2,3,4,5, & 6 are security lights and will be on from dusk to dawn; the nine lights along High Street will be shut off at the end of business; and the landscape lighting, SC, SB, and two spot lights will be off by 9:00 PM. On a motion by Ms. Anderson seconded by Ms. Goldberg the Board voted to clarify condition # 15 in SP04-10 Special Permit for Enterprise Bank approved on October 12, 2004 to reflect the notes on the lighting plan that was amended by the Board on August 12, 2008. Enterprise Bank will provide a clean lighting plan for the record that reflects the Board's amendments. **Vote** Unanimous (5-0)

Minutes:

On a motion by Ms. Anderson seconded by Ms. Goldberg the board voted to approve the minutes for May 13th, 27th, June 10th and June 24, 2008. **Vote** Unanimous (5-0)

Planning Session (cont.):

2009 Town Meeting:

Mr. Materazzo reviewed his memo to the Board dated July 2, 2008 and staff's potential articles for 2009 town meeting. Mr. Materazzo also reviewed the potential PDS locations on River Road and noted that several sites that have already been permitted by the Planning Board may be perfect candidates. Ms. Anderson expressed concern on expedited permitting and noted it comprises zoning.

Adjournment: The Board voted to adjourn the meeting at 10:20 p.m.