

TOWN OF WESTFORD
DEVELOPMENT REVIEW BOARD MINUTES
Minutes for December 10, 2008 Meeting
Approved on January 14, 2009

Board Members Present: Tony Kitsos (Chair), Ray Belair, Gene Hallman, Jason Hoover, Eric Jacobsen and Dick Heaps.

Board Members Absent: Don Maddocks.

Also Present: Melissa Manka (Planning Coordinator), Eva Paquin and Matt Wamsgamz.

The meeting began at approximately 7:15 p.m.

Final Plat Public Hearing for an Amendment to an approved 8 Lot, 7 Unit Subdivision & PRD – Eva Paquin property:

Eva Paquin was present.

Eva explained that she would like to amend the boundary of Lot 1 because the approved house site sits very close to the lot's approved boundary line. She asked for permission to shift the lot 50 feet to the east while leaving the house site and clearing limits as originally approved.

Eva submitted a revised Site Plan # 3 depicting the proposed boundary for Lot 1 with the previously approved clearing limits.

The DRB went through the staff report. Issues #1 and #2 have been addressed and issue #3 will be made a condition of approval.

The hearing was opened to the public and no comments were heard.

Ray MOVED to close the public hearing.

Dick SECONDED the motion.

The motion PASSED: 6 – 0.

Site Plan & Conditional Use Review – Westford School District property:

Matt Wamsgamz, project engineer, was present.

Jason disclosed the fact that he gave advice on the project's landscaping plans. Jason told the group he could be unbiased. However, he offered to recuse himself if anyone felt uncomfortable. The DRB did not have an issue with him remaining on the Board.

Matt gave an overview of the project and stated the plans do not depict proposed grades as of this time.

The DRB went through the staff report.

Matt informed the Board that the project did not propose any major disturbances, such as paving, in the area surrounding the existing wells. Therefore, the project should not affect water supplies.

Matt said that after reviewing the wastewater plans for the school he was unable to determine the depth of the wastewater system's sand filter. Therefore, he can not determine with any certainty whether the existing playground is having an effect on the wastewater system. He said as far as he knows the wastewater system is functioning.

Ray said the wastewater issue may fall solely under the jurisdiction of the state and added that the fact that the playground is located within the WRO should be the main focus of the DRB. Tony stated that the location of the playground may be sensible as far as the layout of the school's play areas are concerned, but the school should look into whether the playground is impacting the wastewater system.

Matt said it would take a lot of grading and money to move the playground to the east side of the school. He added that the eastern location is unsafe since it forces children to cross the parking lot.

Ray stated that the Board should not give weight to the location of pre-existing structures that do not have approval.

Tony asked the applicant to depict the town's 100' buffer on the plans.

Matt informed the DRB that the western parking lot will move stormwater by way of sheet flow, which is the way stormwater is currently dealt with. Also, if approved paving the western parking lot will deposit less sediment into the adjacent wetlands. He said he would present the DRB with an erosion control plan to be implemented during construction.

Matt went on to state the project will not require a state CUD permit and submitted an email from Wetland Specialist, Julie Foley, stating such.

The DRB agreed landscaping should be depicted along Brookside Road. They asked that the western parking lot and northern edge of the overflow parking lot be screened at the very least. The DRB told the applicant that the paved parking spaces must be delineated.

Tony asked for a note to be placed on the site plans stating the concrete blocks will be removed.

Jason asked if there is enough parking proposed in the western parking lot to serve all staff.

Matt explained that some overflow parking is proposed in the eastern parking lot. He noted that the same number of parking spaces as was originally approved has been provided.

Dick stated that he would like to withhold the certificate of occupancy rather than require a financial surety to ensure landscaping is installed according to plan

Matt said that the proposed lighting will be down shielded. He further informed the Board that the proposed lighting will be approximately 16' tall. He added that there are no plans to replace the existing lighting.

Melissa stated Peter Miller recently informed her of his concerns regarding the lighting. He asked that soft lighting be used and the lights turned on only during school events.

The Board agreed that they would address lighting in the decision.

Matt explained the proposed construction sequence. The sequence is as follows 1) the project budget will go before the voters in March of 2009 2) if funded, the project would begin July of 2009 3) the project will take between 2 weeks - 1 month to complete.

Matt stated the project will not require a stormwater permit and read the state's criteria for stormwater permit exemptions.

Tony asked that the existing and proposed impervious surface be calculated and placed on the plans.

Jason asked what type of sidewalk material was going to be used.

Matt said asphalt would be used due to cost restrictions.

The meeting was opened to the public and no comments were heard.

Ray MOVED to continue the public hearing until January 14, 2009.

Gene SECONDED the motion.

The motion PASSED: 6 – 0.

Minutes of the October 22, 2008 Meeting.

Ray MOVED to approve the minutes as amended.

Eric SECONDED the motion.

The motion PASSED: 5 – 0.

Dick abstained

Other Business, Citizens to be Heard & Announcements.

Executive Session – Pending Litigation:

The DRB discussed pending litigation and no actions were taken.

Dick MOVED to adjourn. Eric SECONDED the motion.

The motion PASSED: 6 - 0.

The meeting adjourned at approximately 8:51 p.m.

Submitted by,
Melissa Manka, Planning Coordinator