

**CITY OF WOBURN
WOBURN CITY COUNCIL
SPECIAL PERMITS COMMITTEE
WOBURN CITY HALL
COMMITTEE ROOM
MONDAY, FEBRUARY 26, 2024 – 6:26 p.m.**

Voting members present: Chairman Darlene Mercer-Bruen, Councilor Joseph Demers, Councilor Lou DiMambro, Councilor Charles Viola, and Councilor Joanne Campbell.

Non-voting members present: President Jeffrey Dillon, Councilor Robert Toro, Councilor William Pappalardo and Councilor Robert Ferullo

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Reading and approval of meeting minutes of January 22, 2024: Motion made by Councilor Viola and seconded by Councilor DiMambro to waive the reading of and approve the minutes of the previous meeting; in favor, 5-0.

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Citizens Bank for a special permit with site plan review under Sections 11.6(10); Section 7.3; Section 13.5 and Section 18.4 for the demolition of a portion of the building, and construction of a new building addition with drive-Up ATM Service, at 1 Commerce Way: Representing the petitioner were Alan D. Roscoe, Senior Project Manager, TF Moran, Inc., 170 Commerce Way, Suite 102, Portsmouth, N.H., 03801; and Bruce Brisbane, Principal Architect, Brisbane + Associates, Inc., 188 Valley St., Suite 100, Providence, R.I. Chair Mercer-Bruen asked if the proponents have seen a memo from City Engineer John Corey regarding the project. Mr. Roscoe said he has seen the original version and a revised version today. He said the change seems to be in regard to an off-site improvement at the Lowe's Home Improvement driveway, which is north of the applicant's property. He said the applicant has easements to cross the Bertucci's site to the Lowe's driveway. He said the City Engineer suggests there could be traffic improvements that are made to the traffic signal that could improve traffic flow for that driveway. Motion made by Councilor Demers and seconded by Councilor DiMambro to accept and make part of the permanent record a memorandum from City Engineer John Corey dated February 23, 2024, entitled "1 Commerce Way Special Permit Review;" approved, 5-0. Chair Mercer-Bruen said she forwarded a copy of the memo to City Clerk Lindsay Higgins, the City Council and Fire Chief Donald Kenton. She said there is a reference to the "Fire Dept. Traffic Maintenance Officer," which she said is a position the Fire Dept. does not have. She said the committee cannot really make a recommendation on the petition until it receives a development mitigation impact statement from City Engineer Corey. Mr. Roscoe said he called Asst. City Engineer Greg Rheaume today and Mr. Rheaume said there is a signal officer at the Woburn Fire Dept. who should be advised of City Engineer Corey's recommendation. Mr. Roscoe said he spoke with John Sifakis at the Woburn Fire Dept. He said Mr. Sifakis wants further information about what the City Engineer's office is looking for. He said Citizens Bank is amenable to providing off-site improvements. Chair Mercer-Bruen said the council is not going to ask the applicant to do something unless there is rationale for it. Mr. Roscoe said this is a

fairly simple project. He said the same utilities are being utilized. He said the use is the same. He said the owner is the same. He said most of the changes will be cosmetic, things like making the inside of the bank have more of a feel of a living room. He said the bank is going to provide 24/7 service. Councilor DiMambro asked if the bank is going to continue to have a canopy. He said there are four lanes, one of which appears to be blocked off. He asked if there will be tubes that connect the drive-through lanes to the bank. Mr. Roscoe said the plan is to install an entirely remote ATM. Councilor DiMambro asked if there will be a service window. Mr. Roscoe replied there will just be an ATM. Chair Mercer-Bruen said she spoke to DPW Supt. John Duran. She said Supt. Duran has some questions. She said she does not know if the applicant has met with Supt. Duran. Mr. Roscoe said the DPW has asked for sewer improvements and there has been communication between water and sewer representatives. Chair Mercer-Bruen said there appears to be a slight disconnect. She asked the applicant to please include Supt. Duran in any communication. She said the public hearing on this petition does not resume until March 19. She said she expects there will be an opportunity for the petitioner to get together with the committee again on March 11. Mr. Roscoe said that sounds perfect.

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Motion made by Councilor Viola and seconded by Councilor DiMambro to adjourn; in favor, 5-0. Chair Mercer-Bruen adjourned the meeting at 6:36 p.m.

A TRUE RECORD ATTEST

Gordon Vincent
Clerk of Committees