

**CITY OF WOBURN
WOBURN CITY COUNCIL
SPECIAL PERMITS COMMITTEE
WOBURN CITY HALL
COMMITTEE ROOM
MONDAY, APRIL 29, 2024 – 6:14 p.m.**

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

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 April 9, 2024: Motion made by Councilor Demers and seconded by Councilor Viola to waive the reading of and approve the minutes of the previous meeting; in favor, 4-0.

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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 was Alan D. Roscoe, Senior Project Manager, TF Moran, Inc., 170 Commerce Way, Suite 102, Portsmouth, N.H., 03801. Mr. Roscoe said he wants to provide the committee with an update. He said a memo probably would have sufficed but he wanted to meet with the committee in person. He said he has conferred with DPW Supt. John Duran about a number of issues that he is trying to resolve. He said there were a couple of issues with utilities. He said he thinks they are close to resolving those issues. He said the primary remaining issue is the sewer system. Chair pro tem Campbell said Councilor DiMambro has been in touch with Chair Mercer-Bruen. Councilor DiMambro said Chair Mercer-Bruen has provided him with email correspondence between Mr. Roscoe and Supt. Duran, most recently dated April 25. Motion made by Councilor Demers and seconded by Councilor Viola to receive and make part of the permanent record email correspondence between Supt. Duran and Mr. Roscoe with the subject line “RE: Updates to Utility Tracing – Citizens Bank (1 Commerce Way);” approved, 4-0. Councilor DiMambro said Supt. Duran indicates there are still some questions that are unanswered. He said the utilities aren’t painted. He said Supt. Duran is asking for a utility plan. He said Supt. Duran did not see a sewer main on the plan that was in the office. He said Supt. Duran requested a fire flow test. He said Supt. Duran asked for test pits and there were none taken as of April 13. He said these are all plans he would like to have answered. He said Supt. Duran has asked for this information several times and this is what he wants. He said the committee has to rely on the expertise of its department heads. Mr. Roscoe said he submitted utility plans last Friday. He said he spoke to Supt. Duran this afternoon and Supt. Duran said he does not think he needs the water line plan. He said water and sewer lines will be cut and capped. He said a fire flow test may not have to be conducted for this building. He said he will reach out to Supt. Duran again. Councilor DiMambro said if the sewer line is going to be replaced Supt.

Duran indicates it will require a manhole for a change in grade or direction. Mr. Roscoe said any existing infiltration will be removed. Councilor DiMambro asked Mr. Roscoe to provide this information to Supt. Duran. Mr. Roscoe said Supt. Duran has part of it. Councilor DiMambro said Supt. Duran does not like things submitted piecemeal. Mr. Roscoe said he understands. Councilor DiMambro said the public hearing is scheduled to resume on May 21. Mr. Roscoe said he requested a continuance until May 7. Councilor DiMambro said Chair Mercer-Bruen indicated she would like the matter to be kept in committee. Mr. Roscoe said they did test pits but that information must have gotten lost. He said he would be happy to provide it again. Councilor Demers suggested putting together a memo for Supt. Duran that addresses all the talking points. Councilor DiMambro said the committee keeps everything on the record. Mr. Roscoe said he thinks the petitioner and the council are getting close to the end.

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Motion made by Councilor Demers and seconded by Councilor DiMambro to adjourn; in favor, 4-0. Chair pro tem Campbell adjourned the meeting at 6:23 p.m.

A TRUE RECORD ATTEST

Gordon Vincent
Clerk of Committees