

APPROVED

MEETING MINUTES

Tuesday, May 23, 2023 Woburn Planning Board Meeting | 7:00 p.m.

Chair Claudia Bolgen called the meeting to order at 7:00 pm and asked people to silence their cellphones and stated the meeting is being recorded. Bolgen asked Planner Karen Smith to call the roll.

Mr. Jim Callahan, Mr. Bob Doherty, Mr. Kevin Donovan, Mr. David Edmonds, Ms. Carolyn Turner, Mr. Michael Ventresca and Chair Claudia Bolgen were in attendance along with Planning Director Tina Cassidy and Smith.

SUBDIVISION APPROVAL NOT REQUIRED PLAN (ANR): 11-13 RICHMOND AVENUE

Cassidy stated the ANR reconfigures the side lot lines between 11 and 13 Richmond Avenue so that a third lot, a new building lot, can be created and noted the plan also incorporates land into the parcels in accordance with a judgement of the Land Court. The lot lines will be revised to create one new building lot and all three lots will have at least 100' of frontage in an R-2 Zoning District. The plan shows an existing shed on #11 Richmond Avenue that straddles the rear lot line and noted it will remain nonconforming when this plan is recorded. After discussion amongst several Board members, it was decided additional wording regarding the zoning violation would be added to the Decision Letter.

Cassidy recommended the Board vote to endorse the plan as one not requiring approval under the Subdivision Control Law, notwithstanding the shed's setback issue. Additionally, Cassidy recommended the letter include the statement that recordation of the plan may create a zoning violation in relation to the existing shed that is located on Lot 1 of the plan with respect to side setback requirements.

Motion to accept the Director's recommendation made by Edmonds;
Seconded by Doherty;
Motion carried, 7-0-0.

PUBLIC HEARING (CONTINUED): 43 POOLE STREET DEFINITIVE SUBDIVISION PLAN

Bolgen stated Callahan is eligible to participate in the continued Public Hearing having submitted his certification form stating he has reviewed audio and video recordings of the April 25, 2023 Public Hearing on this project.

Attorney James Juliano, of Scafidi and Juliano, 42 Pleasant Street, Woburn, representing 43 Poole Street LLC, stated his client is proposing to keep the existing structure that is located at 43 Poole Street and create three new building lots in the back of the property. Juliano presented the plan by describing the layout of the property and listing the existing conditions. In addition to the frontage directly in front of 43 Poole Street, there is additional frontage further down Poole Street of approximately 50 feet which contains a sewer easement and a walking path that is fenced which the applicant would like to donate to the city. Juliano noted there is an intermittent stream that follows the sewer easement and they also have an application before the Conservation Commission with the hopes of getting an Order of Conditions shortly. Juliano said they will not be removing any vegetation in the buffer zone. There are some trees that are to be removed in connection with the subdivision that are crossed out on the plan.

Juliano stated the proposed conditions include creating three new conforming lots, two infiltration systems for the roadway runoff, and a shack and a shed that will be removed. Juliano said the developer is willing to donate the 20' sewer easement and the school walkway to the City as requested by the City Solicitor. Proposed conditions include the extension of Winter Road and noted they will follow the zoning ordinance and the comments by the Fire and Police Department in regards to the naming of the roadway. They will continue the existing sidewalk on the southerly side up through the cul-de-sac and end it in the middle of Lot 2's frontage.

They will be requesting a waiver to have bituminous sidewalk on only a portion of the roadway but added they are willing to install granite curbing. The roadway will be widened to 24' along with several catch basins that will catch the roadway runoff going into the infiltration systems on Lots 2 and 3. A hydrant will be installed at Lot 2, utilities will be underground from Winter Street to the cul-de-sac, street plantings will conform with zoning, and a street light is being proposed at the end of the cul-de-sac in front of Lot 2. Juliano stated they will request a waiver for roadway width from 50' to 40' noting the original street was laid out in 1958. The cul-de-sac diameter will need a waiver and they are proposing the drain lines to be reinforced with ADS (Advanced Drain Systems) instead of concrete.

Juliano stated two areas to be addressed include the possibility of donating Parcel B to the City and what its use will be and the issue of the water looping. Juliano said under existing conditions, the Winter Road water line is not looped and is therefore stagnant. The applicant feels they are proposing to better the situation by putting a hydrant in the cul-de-sac which will allow them to flush all of the water out that is not being done today. In lieu of that, to loop the water they would be required to go out to Poole Street and they would hit ledge in the process which would be very intrusive to the neighborhood in terms of blasting. Juliano prefers to limit the scope of impact to the neighbors and added they are in talks with Engineering and DPW regarding the water looping requirement. Juliano stated they are going to use the sewer easement to loop the sewer and give the easement to the City to show it will not be used as a roadway or any access point that would worsen the situation for the neighbors.

Bolgen stated the PUBLIC HEARING was being recommenced and asked any audience members if they would like to come forward and speak for or against the project.

Jen Galante Paquin, Manchester, New Hampshire, stated her grandparents, Ollie and Dottie Galante, built the house located at 43 Poole Street many years ago. Her dad grew up at 43 Poole and later built his home at 15 Winter Road where she grew up with her sister. Paquin has many fond memories growing up in the neighborhood and embraces the new development to allow other families to make their own new memories on her grandparent's land.

Louis DiMambro, 210 School Street, City Councilor of Ward 6 stated he would like the construction to be as minimally invasive as possible in regards to rock, ledge, sewer lines and blasting.

Ventresca stated his preference for concrete sidewalks over asphalt. He stated he does not have a concern with a potential waiver of sidewalk on both sides of roadway. Discussion also included pros and cons of the requirement for a grass strip. Ventresca suggested staff forward to the developer the Post Office's possible requirement to have a collective, group mailbox at a central location in the subdivision in lieu of individual mailboxes at each house.

Callahan asked for additional information on the issue of water looping. Mr. Fred Russell, project engineer, stated he performed test pits in several areas and hit ledge four feet down. The water line is currently stagnant. If the proposed water main is looped, the construction would be complicated, invasive and disruptive to the neighborhood as they would have to blast and run about 400 feet of additional water main. If the water looping waiver is granted, it would be beneficial to the current residents as it would provide a fire hydrant that would increase safety and also allow the current stagnant water to be flushed.

Cassidy and Juliano discussed a list of potential waivers including: a.) the proposed roadway right of way extension is shown as 40 feet in width and 50 feet is required; b.) the proposed cul-de-sac has a right-of-way diameter of 100 feet; requires a diameter of 110 feet; c.) the proposed roadway cross section as submitted indicates a width of 24 feet; requires a width of 26 feet and DPW Superintendent Duran recommends 26'; d.) the pavement in the cul-de-sac is proposed to have a diameter of 84 feet and a diameter of 86 feet is required; e.) the water main is not looped through the subdivision, but since all water services are ahead of the hydrant, this has been an acceptable design in other small roadways and Duran recommends it be looped; f.) if it is looped, the width of the existing 20' sewer easement would need to be increased; g.) the material of the

proposed drain lines is Advanced Drainage System while drain lines are required to be reinforced concrete pipe.

Discussion continued stating the plan proposes to use a minimum of 12 inches of recycled pavement mix as the roadway subbase. The City specifies 12 inches of select gravel as a base. The proposed base material should be reviewed by public works as an acceptable substitute.

One 5' wide bituminous concrete sidewalk is proposed along one side (the westerly side) of the roadway and would terminate at the lot line between lots 1 and 2 and the City requires a sidewalk on both sides.

A bituminous sidewalk is proposed while the city requires the sidewalk material to be concrete.

The regs require a 3' wide grass strip, a 4' wide sidewalk, and 3' of loam and seed between the back of the sidewalk and the roadway layout. The plan shows a 3 ½ foot grass strip, a 5' sidewalk, and no loam and seed strip between the back of the sidewalk and the edge of the roadway right of way layout.

The slope of the paved road should be 3/8" per foot but the plan proposes ¼" per foot.

Cassidy and Juliano further discussed that the DPW should review the proposed cross-country sewer connection along the southerly portion of the site; the Fire Department should review the hydrant locations and proposed live valve connection; the Police Department should confirm it has no issues with the location of the street light; the DPW should review and approve the use of 12" recycled pavement mix as roadway base in lieu of 12" select gravel that is required; and the DPW defers analysis of size and design of drain system to Conservation Commission and/or Engineering Department.

Cassidy noted the infiltration systems are going to be on private property with one possibly encroaching into the public way and they must be maintained by a Homeowner's Association Agreement. DPW recommends the infiltration system in the right-of-way be relocated wholly onto private property. The small parcel of land created due to the geometrics of the road should be combined with the abutting parcel should have documentation of acknowledgment from that owner that they'd be willing to accept the little sliver so it does not become a hiatus. Two street trees will also have to be planted for each lot with specific caliber and locations shown on the plan.

Cassidy stated continued discussions with the City Solicitor and Mayor must take place regarding Parcel B regarding the City's preference for ownership of the parcel or acquisition of a sewer/walkway easement. Cassidy stated the drainage system must still be evaluated and an engineer investigate the sewer lines to confirm they are adequate and are hooked into the city system. Cassidy also recommended the developer confirm the accuracy of the name of the brook that is referenced on the plan in addition to reviewing the City Ordinance on the naming of streets.

Cassidy recommended continuing the Public Hearing to the second meeting in June to allow for the above items to be vetted and requiring the applicant to submit a definitive list of waivers to the Planning Department before June 13, 2023. Bolgen suggested a Zoom meeting amongst the various departments once the waiver list is submitted with the hope of productive discussion and resolutions to move forward. Cassidy also asked Juliano if the developer would be willing to file a letter for extension of time to June 30, 2023 for Board action and Juliano complied.

Motion by to accept the extension of time for Board action to June 30, 2023 and to continue the Public Hearing to June 27, 2023 at 7:00 pm in the City Council Chamber made by Turner;
Seconded by Callahan;
Motion carried, 7-0-0.

PLANNING BOARD DIRECTOR UPDATE

After some discussion, Cassidy and Board members decided not to meet on June 13, 2023 due to having no pending agenda items. Members decided to place subdivisions with a June 30, 2023 expiration date on the September 12, 2023 agenda.

Cassidy stated the Board’s next meeting will be held in person in the Council Chamber on June 27, 2023 at 7:00 p.m. The agenda will include the continuation of the public hearing on the 43 Poole Street definitive subdivision.

APPROVAL OF MINUTES: May 9, 2023 MEETING

Chair Bolgen stated the next order of business was acceptance of the draft minutes of the last Board meeting.

Motion by Edmonds to approve the May 9, 2023 Planning Board draft minutes as submitted;
Seconded by Ventresca;
Motion carried, 5-0-2 (Bolgen and Doherty abstained due to their absence at that meeting).

ADJOURNMENT

Bolgen asked if there were any other business matters that may legally come before the Board not known at the time of posting. Cassidy replied there were none.

Seeing no further business, Doherty made a motion to adjourn the May 23, 2023 Planning Board meeting at 7:59 p.m.;;
Seconded by Edmonds;
Motion carried, 7-0-0.

The meeting adjourned at 7:59 p.m.

<u>ANR: 11-13 Richmond Avenue:</u> Application and Plan received May 16, 2023
<u>DRAFT MEETING MINUTES:</u> May 9, 2023 meeting
<u>43 POOLE STREET SUBDIVISION: Department</u> comments from: Inspectional Services dated May 9, 2023, Fire Department dated May 16, 2023, Engineering dated May 19, 2023, Conservation dated May 18, 2023 and DPW dated May 18, 2023. Revised Plan dated March 31, 2023 and Revised Stormwater Management Report dated March 31, 2023

Respectfully submitted,

Karen Smith

Karen Smith
Planner