

**Webster Planning Board
Meeting Minutes
July 31, 2023**

A meeting of the Webster Planning Board was held on Monday, July 31, 2023 in the Board of Selectmen Meeting Room, 2nd Floor, Webster Town Hall, 350 Main Street, Webster, MA.

Present: Chairman Paul LaFramboise, Clerk Dan Morin, Member Cathy Cody, Member Jason Piader, Associate Member Caroline Fritz and Associate Member Kristopher Fowler.

Absent: Vice Chairman Michael Dostoler.

Also present: Ann Morgan, Director of Planning & Economic Development; Chuck Eaton, CHA Companies, Kelly Lyman, Executive Assistant

1. Call to Order: Chairman LaFramboise called the meeting to order at 6:34 p.m. He noted that the meeting was being recorded. The Chairman took some agenda items out of order.

2. Action Items

- a. Reorganization and Elect CMRPC Delegates – This item was tabled to the next meeting.
- b. Annual Worcester District Registry of Deeds Signature Form - This item was tabled to the next meeting.
- c. Draft Meeting Minutes – Ms. Morgan stated that edits were received from Ms. Cody and Mr. Eaton. There were no other edits or changes from the Board.

Motion to approve the meeting minutes of May 22, 2023 as edited, made by Mr. Piader, seconded by Ms. Cody. Motion passed unanimously 4-0.

- d. Request for Bond Reduction – Pinewood Estates II – portion of Oakwood Drive – Joyce Szeredy

Mr. Eaton has reviewed this project and recommended retaining a bond for \$25,000.00 in case any issues arise within the next year. The original bond amount was \$80,000.00.

Motion to approve reducing the performance surety to \$25,000.00 made by Ms. Cody, seconded by Mr. Morin. Motion passed unanimously 4-0.

Ms. Szeredy asked the Board for an explanation of what her responsibilities are regarding the maintenance of the road over the next year. Mr. Eaton explained that she is responsible for taking care of vegetation and resolving stormwater issues. Ms. Morgan advised Ms. Szeredy that she can request that the Town release the bond in April, 2024.

- e. Open Meeting Law Complaint – Karen Bartholomew, 30 Point Pleasant Road – Meeting Minutes
- f. Open Meeting Law Complaint – Kristin Valeri, 298 Thompson Road – Public Meeting Procedure

The Board addressed both open meeting law complaints, agenda items 2E and 2F, at the same time. Ms. Morgan reviewed the process noting that the Board's responsibility was to acknowledge receipt of the complaints and authorize staff to respond.

Motion to acknowledge receipt of the Open Meeting Law Complaints as stated on the agenda as Action Items 2E and 2F, and to authorize staff to respond, made by Mr. Piader, seconded by Mr. Morin. Motion passed unanimously 4-0. Ms. Morgan stated that these complaints are not violations. She also noted that the Board will be reopening the public meeting for 114 Point Breeze Road due to a procedural error.

- g. Draft Decision: Modification of a Site Plan – Sales and Commercial Parking – 300 Thompson Road – Three Hundred LLC (Applicant / Owner): Assessor ID 34-A-6-0 – Ms. Morgan explained that Mr. LaFrambois's Mullin's Certification will be added to the exhibits list in the final decision. Ms. Morgan also stated that only 3 Board members are able to vote on this matter: Chairman Paul LaFramboise, Clerk Daniel Morin, and Member Cathy Cody. Mr. Piader joined the Board as a full voting member after the Public Meeting opened and therefore cannot vote on this decision.

Ms. Morgan reviewed the Findings of Fact, based on testimony received during the public meetings. This modification includes adding a sales office and commercial parking to the site at 300 Thompson Road. The sales office is for marine-related equipment only, operating between April 1 through June 30 and also September 15 through November 30. There will be no bathroom and no porta-potties; no sewage, no solid waste and no trash receptacles are allowed on the site. Sales are made by appointment only and the gate will remain locked when no one is on site. A traffic study was done and the amount of traffic is approximately 25 trips per day depending on the season. All deliveries will be made to 311 Thompson Road, and then brought to 300 Thompson Road via smaller trucks. A sign directing delivery traffic will be installed. There will be no exterior lighting on site. A 12-foot-high fence, made of cedar, will be added to provide privacy for the abutter at 298 Thompson Road. One abutter has an existing fence, which they stated is sufficient. Stormwater was also addressed during the public meeting and no stormwater will flow from the site onto Thompson Road. Members of the Planning Board visited the site on May 10 and May 11, 2023.

Three waivers were requested, and Mr. Eaton found that one of the waivers was not necessary. One waiver is for a 500-foot boundary rather than 400 feet provided and the other waiver is for a landscaping plan.

Motion to grant a waiver of Section 650-55-B(4) made by Mr. Morin, seconded by Ms. Cody. Motion passed failed unanimously 3-0.

Motion to grant a waiver of Section 650-55-B(16) made by Mr. Morin, seconded by Ms. Cody. Motion passed unanimously 3-0.

Building permits are required for the fence. Ms. Morgan stated that all inspections must come through the Planning Department, an as-built plan must be submitted, and positive peer review funds must be maintained. The Board asked to strike findings 12 through 17 as they weren't relevant, and Ms. Morgan will adjust the numbered findings to reflect that change.

Motion to approve the site plan as modified at this meeting with conditions made by Ms. Cody, seconded by Mr. Morin. Motion passed unanimously 3-0.

Motion to authorize Ms. Morgan to sign the decision on behalf of the Board made by Mr. Morin, seconded by Ms. Cody. Motion passed unanimously 3-0.

4. Public Meeting

- a. Public Meeting and Draft Decision: Stormwater Permit Application — Substation Site Improvements — 52 Worcester Road — New England Power Company (Applicant Owner); Assessor ID 87-A-2-0; - continued from 6/26/23 - Ms. Morgan advised the Board that the applicant still needed to submit a road easement plan and swale design plan and recommended that the hearing be continued until the documents were received.

Motion to continue the public meeting to the next meeting on Monday, August 28, 2023 made by Mr. Morin and seconded by Ms. Cody. Motion passed unanimously 4-0.

3. Public Hearing

- a. Special Permit Application – Add an Electronic Message Sign to an Existing Sign – 63 East Main Street (Assessor ID – 15-G-25). Signarama Worcester (Applicant); East Main Street Management (Owner) – Continued from 6/26/23.

Mike Wood, Signarama Worcester, was present to represent the applicant. Mr. Wood provided a letter of permission from the owner of the abutting property, where the sign would be located, because the business property is set back from the road and the sign would be obscured. The Webster Zoning By-law prohibits signs not located on the same premises as the advertised activity, business, product, or person. The Planning Board is the Special Permit Granting Authority for electronic signs, but the applicant may be required to file an appeal through the Zoning Board of Appeals for this situation. Mr. Piader stated that the applicant should get a determination from the Building Commissioner first as to the By-law. Then, if necessary, that decision can be appealed to the Zoning Board of Appeals, and then the Planning Board can make their decision. Mr. Wood requested to withdraw the application without prejudice. They will seek a determination from the Building Commissioner.

Motion to accept the applicant's request to withdraw the application without prejudice made by Mr. Piader and seconded by Ms. Cody. Motion passed unanimously 4-0.

4. Public Meeting

- b. Site Plan Review and Stormwater Management Application – Renovation of Bartlett High School, Grounds, Playing Fields and Other Site Facilities at 52 Lake Parkway, Webster, MA – Assessor ID 12-E-16 – Webster Public Schools (Applicant / Owner) – continued from 6/26/23.

Vincent Dube, Flansburgh Associates, Inc., provided an update to the Board regarding the phasing plan. He explained that construction on the main building will occur in the fall, followed by the C wing and the offices. Construction continues through 2026. In April 2026 site work will be done to improve drainage, followed by paving, top coating and asphalt. The athletic fields will be upgraded after the landscape architecture is complete.

Landscape architect Ramon Ibarlucea, Stephen Stimson Associates Landscape Architects, Inc., reviewed the landscaping plan. He stated that a traffic study was done and he explained the new driveway configurations. Buses will enter from Lake Parkway, and flow counter clockwise. More handicap accessible spaces have been added. The parent drop off area was also reconfigured. Parking spaces were added to the north side for custodial and kitchen staff. There are designated parking spaces for the district offices and for the preschool. Walkways were added for pedestrian circulation. Some existing trees on site will be preserved, but some pruning will be necessary. Oaks, maples and birch trees will be added between the parking and the play areas for privacy. Deb Keefe, 25 Third Street, asked for clarification on the bus and traffic flow because the drop off times for the high school, middle school and preschool could cause traffic congestion if they are not staggered. She is also concerned about Poland Street and Third Street, where parents park and wait for their students. Mr. Ibarlucea explained that the drop off times are staggered now, and there will be a designated preschool bus. The student parking lots will remain where they are now. Ms. Keefe stated that her neighborhood may need to address the traffic and parking through the Webster Safety Committee. Ms. Morgan stated that the Planning Board has not yet received the traffic study. Mr. Ibarlucea stated that he will submit the traffic study.

Jon Charwick from Activitas, Inc. spoke about the athletic fields. The track area will be expanded to the west and the areas to the north and south of the goals will be paved. A 4-foot-high fence will be added around the track to allow for spectators safety.

Alicia Zukowski, Civil Engineer from Semiotes Consultants, met with Mr. Eaton to answer some questions and go over the engineering review. There aren't many changes yet to the stormwater management plan. Some drywell catch basins will be installed and some will be replaced. Regrading will be done for better drainage and there was no decrease in impervious area at this time. Ms. Morgan advised that the public meeting cannot be closed until the traffic report has been received. There were no further questions from the Board or from the public.

Motion to continue the public meeting to the next meeting to Monday, August 28, 2023 made by Mr. Piader, seconded by Mr. Morin. Motion passed unanimously 4-0.

- c. Modification of a Site Plan – 74 Worcester Road – Assessor ID 88B-42-41 – UHaul – AMERICO Real Estate Company (Applicant / Owner) – continued from 6/26/23

Michael Scott, Engineer, was present on behalf of UHaul to review some outstanding items from Mr. Eaton's last engineering review. The parking lot was reconfigured to include an island, to relocate some landscaping and provide more open space. After some flooding in the basement, a storm system was utilized to redirect water from the roof into a channel in the back of the building. That channel has since been cleared out and is working properly now. That system was revised on the plan. Some of the paving work is already completed. Drainage piping from the roof system

must be inspected to ensure the pipe is tied in on the correct side of the detention outlet structure. This is a modification of an existing approval from approximately one year ago, and there is one year left before expiration. Ms. Morgan will confirm the exact date that the approval will expire. There were no further questions from the Board or the public.

Motion to close the public meeting made by Mr. Piader, seconded by Mr. Morin. Motion passed unanimously 4-0.

Motion to direct staff to draft a decision made by Mr. Piader, seconded by Ms. Cody. Motion passed unanimously 4-0.

- d. Chapter 91 Simplified License Pre-Application – 4 Fairfield Street – Vincent Kubric – Ms. Morgan explained to the Board that the Chapter 91 applications are submitted to the Planning Board, in addition to the Conservation Commission, to provide another forum for public comment. There were no comments from the Board or from the public.

Motion to direct staff to draft a response on this matter to MassDEP made by Mr. Piader, seconded by Mr. Morin. Motion passed unanimously 4-0.

- e. Chapter 91 Simplified License Pre-Application – 31 Wakefield Ave. – Kenneth Morey, Jr. & Michelle Sherillo. – There were no comments from the Board or from the public.

Motion to direct staff to draft a response on this matter to MassDEP made by Mr. Piader and seconded by Mr. Morin. Motion passed 3-0-1, Chairman LaFramboise abstained.

4. Discussion Items

- a. Engineering Update - CHA Companies – Mr. Eaton stated that Goya may be submitting their as-built plan soon. There are millings down at 13 – 15 Old Worcester Road and they addressed the cut at the Town road. This will be on the next agenda for discussion. 56 Worcester Road is preparing their stormwater application for submittal for the next Planning Board meeting.

5. Next Meeting Date - Monday, August 28, 2023.

6. Adjournment

Mr. LaFramboise asked if there were any additional questions. There were none. Motion to adjourn the meeting made by Mr. Piader, seconded by Mr. Morin. Motion passed unanimously 4-0. The meeting was adjourned at 8:10 p.m.

Minutes Approved:



Daniel Morin, Clerk

EXHIBITS

Open Meeting Law Complaint – Karen Bartholomew, 30 Point Pleasant Road – Meeting Minutes

- Open Meeting Law Complaint Form, Office of the Attorney General filled out by Karen Bartholomew; dated June 27, 2023; 4 pages.

Open Meeting Law Complaint – Kristin Valeri, 298 Thompson Road – Public Meeting Procedure

- Open Meeting Law Complaint Form, Office of the Attorney General filled out by Kristin Valeri; dated July 17, 2023; 2 pages.

Special Permit Application – Electronic Message Sign – 63 East Main Street

- Application Packet submitted May 23, 2023 including the following:
 - Certified Abutters List; 3 pages.
 - Special Permit Application Form; 3 pages.
 - Signarama Graphic, Proposed Sign; 1 page.
 - Public Hearing Notice Filed with the Town Clerk on May 23, 2023; 1 page.
 - Department Comments – Highway Department; received June 5, 2023; 1 page.
 - Department Comments – Building Department; received June 5, 2023; 1 page.
 - Department Comments – Fire Department; received June 5, 2023; 1 page.
 - Site Maps and Photos; June 26, 2023; 3 pages.
- Public Hearing Notice filed with the Town Clerk on May 23, 2023; 1 page.
- Department Comments – Highway – received 5/23/23; 1 page.
- Department Comments – Building Department – received 5/23/23; 1 page.
- Department Comments – Fire Department – received 5/23/23; 1 page.
- Site Maps and Photos; June 26, 2023; 3 pages.
- Photos of Existing Sign Looking West, color, received 7/2023; 2 pages.
- Webster Bylaw Section 350-38.4 Signs Prohibited in all Districts; 1 page.
- Town of Webster Property Record Cards, 7/27/23; 2 pages.

Site Plan Review and Stormwater Management Application – 52 Lake Parkway

- Application Packet submitted on May 2, 2023, includes the following:
 - Certified Abutters List; 10 pages.
 - Map – Building Use within 500 Feet
 - Map – Land Use
 - Map – Wetland Delineation
 - Map – Zoning
 - Plan Set; 50 pages.
 - Project Narrative; 2
 - Site Plan Application Form; 4 pages
 - Stormwater Permit Application Form; 3 pages.
 - Stormwater Report; 199 pages.
 - Waiver Requests; 1 page.
- Public Meeting Notice, filed with the Town Clerk on May 23, 2023; 1 page.

- Department Comments – Assessor; received June 5, 2023; 1 page.
- Department Comments – Fire Department; received June 5, 2023; 1 page.
- Department Comments – Building Department; received June 5, 2023; 1 page.
- Department Comments – Highway Department; received June 5, 2023; 1 page.
- Department Comments – Water / Sewer Department; received June 5, 2023; 1 page.
- Department Comments – Conservation Agent; received June 6, 2023; 1 page.
- Revised Site Plan; received June 200, 2023; 47 pages.
- Correspondence from CHA Companies, Engineering Review; received June 19, 2023; 4 pages.
- Correspondence from Samiotes, Response to Engineering Review; received June 26, 2023; 6 pages.
- Presentation to the Planning Board, Planning Board Submission; received at the June 26, 2023 public meeting; 17 pages.
- Revised Architectural Plan; Received July 27, 2023; 8 sheets.
- Revised Site Lighting Plan; Received July 27, 2023; 60 sheets.
- Revised Athletics Plan; Received July 27, 2023; 4 sheets.
- Revised Civil Engineering Plan; Received July 27, 2023; 24 sheets.
- Revised Landscaping Plan; Received July 27, 2023; 11 sheets.
- Revised Phasing Plan; Received July 31, 2023; 6 sheets.
- Revised Stormwater Report; Received July 31, 2023; 140 pages.

Modification of a Site Plan – 74 Worcester Road

- Application Packet submitted on June 5, 2023 including the following:
 - Certified Abutters List; 6 pages.
 - Drainage Report; 6 pages.
 - Modification of a Site Plan Application Form; 4 pages.
 - Plan Set; 13 pages.
 - Project Description; 2 pages.
- Public Meeting Notice Filed with the Town Clerk on 6/5/23; 1 page.
- Department Comments – Fire Department – received June 6, 2023; 1 page.
- Department Comments – Highway Department – received June 6, 2023; 1 page.
- Department Comments – Police Department – received June 6, 2023; 1 page.
- Correspondence from CHA Companies, Engineering Review; received June 26, 2023; 2 pages.
- Revised Plan Set; Received July 27, 2023; 13 pages.
- Correspondence from CHA Companies, Engineering Review; received July 28, 2023; 2 pages.
- Correspondence from Land Design Collaborative, Response to the Engineering Review; received July 31, 2023; 3 pages.

Chapter 91 Simplified License Pre-Application – 4 Fairfield Street

- Application 23-WW-PRE-0069-AP; from Phillips & Angley Attorneys at Law; Received July 17, 2023; 4 pages.

Chapter 91 Simplified License Pre-Application – 31 Wakefield Ave.

- Application 21-WW-PRE-0068-APP; Received July 17, 2023; 5 pages.

