

# APPROVED MINUTES

## PLANNING BOARD SPECIAL MEETING

Wednesday, May 18, 2021 Woburn Planning Board Special Meeting | 7:00 p.m.

*\*\*Meeting held virtually via Zoom Platform\*\**

Chair Kevin Donovan called the meeting to order at 7:00 pm and asked City Planner/Grant Writer Dan Orr to call the roll.

Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Bob Doherty, Mr. Dave Edmonds, Ms. Carolyn Turner, Mr. Michael Ventresca, and Chair Kevin Donovan were present. Planning Board Director Tina Cassidy and City Planner/Grant Writer Dan Orr were also in attendance.

### **0 (OFF) NEW BOSTON STREET: ACCEPT PROPERTY OWNERS ASSOCIATION DECLARATION AND BY-LAWS AND DRAINAGE AND ACCESS EASEMENT AGREEMENT, ACCEPT COVENANT AS SURETY TO GUARANTEE CONSTRUCTION COMPLETION (IndustriPlex Woburn LLC)**

Cassidy provided an overview of the request before the Board to accept the Property Owners Association (POA) Declaration and By-Laws document, Drainage and Access Easement Agreement document, and Covenant document as surety to guarantee construction completion. She added that once the subdivision Covenant is replaced with a monetary form of surety, it will enable the Petitioner to request release of the Covenant in order to allow the issuance of building permits.

Cassidy further stated that she has obtained City Clerk certification that no appeals were filed following approval of this subdivision within the 20-day appeal period and therefore, upon acceptance of the aforementioned legal documents, the definitive subdivision Mylar is entitled to Planning Board endorsement.

Cassidy further stated, following staff's review of all legal documents' form and content, she would recommend that the Board vote to accept the Property Owners Association (POA) Declaration and By-Laws document, Drainage and Access Easement Agreement document, and Covenant document, as presented.

Motion to adopt the Planning Director's recommendation to accept the 0 New Boston Street Property Owners' Association (POA) Declaration and By-Laws, Drainage and Access Easement Agreement, and Covenant, as presented, made by Bolgen;  
Seconded by Doherty;

Roll call vote on the motion to accept the aforementioned legal documents on the matter of the 0 New Boston Street definitive subdivision, as presented:

Bolgen-Aye  
Callahan-Aye  
Doherty-Aye  
Edmonds-Aye  
Turner-Aye  
Ventresca-Aye  
Donovan-Aye

The motion carried, 7-0-0.

Cassidy stated that there is no further business for the Board to attend to and that members will soon be provided with meeting materials in preparation for its next scheduled (virtual) meeting on Tuesday, May 25<sup>th</sup> at 7:00 pm.

## **ADJOURNMENT**

Seeing no further business, Bolgen made a motion made to adjourn the May 18, 2021 Planning Board meeting at 7:05 pm;  
Seconded by Doherty;

### Roll call vote on the motion to adjourn May 18, 2021 Planning Board special meeting at 7:05 pm:

Bolgen-Aye  
Callahan-Aye  
Doherty-Aye  
Edmonds-Aye  
Turner-Aye  
Ventresca-Aye  
Donovan-Aye

The motion carried, 7-0-0.

The meeting adjourned at 7:05 pm.

### *Table of Documents Used and/or Referenced at Meeting*

Proposed 0 New Boston Street Legal Documents (fully executed): (1) Property Owners' Association (POA) Declaration and Bylaws; (2) Drainage and Access Easement Agreement; (3) Covenant as surety to guarantee completion
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Respectfully submitted,

*Dan Orr*

Dan Orr  
City Planner/Grant Writer