

APPROVED MEETING MINUTES
Tuesday, November 12, 2019 Meeting | 7:00 p.m.
City Council Chamber, Woburn City Hall, 10 Common Street, Woburn, MA

Chair Dave Edmonds called the meeting to order at 7:00 pm and asked City Planner Karen Smith to call the roll.

Mr. Bob Doherty, Ms. Claudia Bolgen, Mr. Jim Callahan, Mr. Michael Ventresca, Ms. Carolyn Turner, and Chair Dave Edmonds were present. Mr. Kevin Donovan was absent.

City Planner/Grant Writer Dan Orr and Planner Karen Smith were also present and introduced themselves.

Chair Edmonds asked audience to silence all cell phones and also noted the meeting is being recorded.

Chair Edmonds asked Orr if there were any ANRs and he stated there are none.

RUSSO ESTATES SUBDIVISION

Orr summarized that progress is being made on this the six (6) lot subdivision while reminding members that the developer has received a series of extensions of the construction completion date since mid-2017, the most recent of which was an extension from March 11, 2019 to October 30, 2019. Four (4) of the homes have been completed with lawns installed and two of the homes have sold. The current request before the Board is to extend the subdivision completion date from October 30, 2019 to April 1, 2020 to allow the developer additional time to complete the curbing, sidewalks, pavement, construct the remaining two (2) homes and complete As-Built Plans.

Orr stated City Engineer Greg Rheaume feels the proposed extension to April 1, 2020 is a feasible timeline for completion, assuming the developer completes the curb work and pavement by this fall.

Bolgen motioned to grant the requested extension of time from October 30, 2019 to April 1, 2020 contingent upon the extensive work that the developer has accomplished on the ground and the fact that relatively little work remains to be done in order to complete the subdivision.

Motion seconded by Doherty;

Turner inquired if there has been any discussion with the developer regarding the curb work with the understanding that there was an inference to a contingency that the pavement would be done by this fall. Turner pointed out that it is already mid-November and if the paving is not done and we have a bad winter, April may not be a realistic completion date.

Orr stated to Turner that her condition could be added to the motion.

Bolgen confirmed to Edmonds that she would make Turner's condition part of her original motion.

Callahan inquired as to whether or not the binder was done through the cul-de-sac.

Orr stated the binder was done “up to” the cul-de-sac while adding that the developer had requested to do some piece-meal paving and this idea was rejected by the city’s Engineering Department.

Callahan stated he would like to hear from the developer and/or his attorney to discuss the binder and how they plan to complete the project. Callahan, agreeing with Turners thoughts, added that if the final foundation is not in place this fall, it is highly doubtful the April timeline will be met.

Bolgen stated she was willing to withdraw her motion and table the matter to the next meeting to invite the developer and his attorney to attend to explain the situation to the satisfaction of the Board members who have reservations regarding an extension to April 1, 2020.

Ventresca stated he would like to keep an aggressive schedule and invite the developer to come to the December 10, 2019 Board meeting and make a determination at that time as to whether or not the Board should extend the completion date to April 1, 2020.

Bolgen, Edmonds, and Callahan discussed the remaining work to be done on the subdivision in reference to asphalt plants closing for the season and whether or not to extend the construction completion date at this meeting to April 2020 or to December 2019. Multiple members expressed their support for issuing a request to the developer and his attorney to attend the December Board meeting and explain their progress and offer their latest timeline for completion.

Bolgen amended her motion to allow the extension to December 16, 2019 with the request to the developer and his attorney to attend the Planning Board’s December 10, 2019 meeting with the intention of explaining their progress to date, reiterate what they’ve accomplished in this building season overall, and what they hope to accomplish in the next building season.

Doherty withdrew his second motion on Bolgen’s first motion; he then seconded the motion on Bolgen’s amended motion;

Motion carried 6-0-0.

BAKER WAY SUBDIVISION

Orr stated that in September of 2019 Mr. Baker received an extension of the construction completion date from September 11th to October 30th. At that time, he indicated that 90% of the house construction was complete but he still needed to install sidewalks, pour bituminous concrete for the remainder of the curbing, install the roadway top coat and submit a final As-Built plan for review by Engineering staff and acceptance by the Board. The delay in sidewalk installation was due to the unexpected retirement of the subcontractor. Orr stated the city’s Engineering Department believes an extension to January 24, 2020 is feasible to finish the outstanding work.

Motion by Callahan to extend the construction completion date for the Baker Way Subdivision from the current date of October 30, 2019 to January 24, 2020;

Seconded by Ventresca;

Motion carried 6-0-0.

DOWNS COURT SUBDIVISION

Orr stated he spoke with Mr. Cialdea last week and at that time he indicated the surveying work needed for the As-Built would be completed within two (2) weeks and the As-Built plan itself drafted shortly thereafter. The developer's written request is for a one-month extension from October 30, 2019 to November 30, 2019 so the project engineer may complete his certification by November 20, 2019. The request letter was referred to the Engineering Department for comment on the new timeline feasibility and given the nature of outstanding work is not construction-related, no issues were raised by staff as to granting the extension.

Bolgen requested clarification, and Orr confirmed, that there was nothing at all to be completed on the ground relative to subdivision construction

Motion by Callahan to extend the construction completion date to November 30, 2019;
Seconded by Doherty;
Motion carried 6-0-0.

Callahan inquired about the developer's request for a reduction in retainage that he read in his meeting packet. Orr responded there was a reference to a reduction, however, after speaking with the developer he received clarification that goal was to ask for a formal request for a release at the next meeting so that he can have the As-Built also finished at that time and make a comprehensive request to the Board.

APPROVAL OF MINUTES

Motion to approve the October 8, 2019 Planning Board Minutes, as submitted, made by Bolgen;
Seconded by Doherty;
Motion carried 6-0-0.

Motion to approve the October 22, 2019 Planning Board Minutes, as submitted, made by Doherty;
Seconded by Bolgen;
Motion carried 6-0-0.

PLANNING BOARD DIRECTOR UPDATE

The Board discussed the upcoming meeting on November 26, 2019 and all agreed they would cancel the meeting.

Orr advised the Board that the December 10th meeting will include the continued public hearing for 0 Village Street; an update and extension request for Russo Estates; expiring/expired construction completion dates for the Legacy Lane, Flagg Street and Carlson Way subdivisions; and a request to accept various documents associated with the 12 Buckman Street subdivision and to endorse the Mylar for that project.

ADJOURNMENT

Motion to adjourn the meeting made by Bolgen at 7:19 p.m.;
Seconded by Doherty;

Motion carried 6-0-0.

The meeting adjourned at 7:19 p.m.

Table of Documents Used and/or Referenced at Meeting

Planning Board Staff Report
Staff Report Attachment: Russo Estates developer's letter to request extension of construction completion date
Staff Report Attachment: Engineering Department email providing update on subdivisions requesting extensions of time
Staff Report Attachment: Baker Way's letter to request extension of construction completion date
Staff Report Attachment: Down's Court letter to request extension of construction completion date
Planning Department comment letter: Special Permit 215 Presidential Way
Planning Board meeting minutes: October 8, 2019 and October 24, 2019

Respectfully submitted,

Karen Smith

Karen Smith
Planner