

LYNNFIELD PLANNING BOARD MEETING – October 26, 2022

1. 7:01pm - Call to Order

Chair Brian Charville called the regular, monthly meeting to order at 7:04 pm and identified the Planning Board (PB) members in attendance, including himself, Vice Chair Kate Flaws, Clerk Edward Champy, and members Amy MacNulty and Page Wilkins. He announced that the meeting was being held virtually via ZOOM and that it was being recorded. He noted staff members in attendance; Director Emilie Cademartori and Administrative Assistant Jennifer Welter, and callers joining the meeting; Attorney Jay Kimball representing the Vallis Way project, and, David Deloury, Attorney Bob Lavoie, Christopher Ryder representing the Sagamore Place project, along with Sagamore Place homeowner Peter Prokopsis.

2. 7:06pm – Continued Public Hearing - 109 Lowell Street (Vallis Way) – Proposed Definitive Subdivision Plan

Chair Charville requested a motion to re-open the public hearing for Vallis Way; Ms. Wilkins motioned in favor and Mr. Champy seconded the motion; Roll Call: Chair Charville – Yes, Vice Chair Flaws – Yes, Clerk Edward Champy – Yes, member Ms. Wilkins – Yes, member Ms. MacNulty - Yes. The motion carried 5-0.

Atty. Jay Kimball requested a brief continuation of the public hearing to the November 2 Special Meeting. The geotechnical report was delayed in its delivery to Hayes Engineering, and then sent on for review by Bill Jones of Linden Engineering, the Board's peer review engineer. The report supports the existing proposed location of the retention area. Chair Charville asked Director Cademartori if there was ample time for Bill Jones to provide feedback to which she said that he has already released his preliminary review so that Hayes Engineering would have a week to respond. Chair Charville added that earlier in the day, an updated draft of the HOA agreement was received and shared by Attorney Kimball with Town Counsel Tom Mullen for his further review. All documents will be shared with board members, including: revised HOA, Lot 5 proposed restriction language, Bill Jones' report, the geotechnical review, and the revised plans (which will also show Parcel A).

Chair Charville asked if there were any comments from the audience; none replied.

Chair Charville requested a motion to continue the approval deadline for 109 Lowell Street (Vallis Way) through November 4, 2022; Mr. Champy motioned in favor and Ms. Wilkins seconded the motion. Roll Call: Chair Charville – Yes, Ms. Flaws – Yes, Mr. Champy – Yes, Ms. Wilkins – Yes, Ms. MacNulty - Yes. The motion carried 5-0.

Chair Charville requested a motion to continue the public hearing for 109 Lowell Street (Vallis Way) to Wednesday, November 2, 2022 at 7:00pm at the Maney Room at Town Hall. Ms. MacNulty motioned in favor and Mr. Champy seconded the motion. Roll Call: Chair Charville – Yes, Ms. Flaws – Yes, Mr. Champy – Yes, Ms. Wilkins – Yes, Ms. MacNulty - Yes. The motion carried 5-0.

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3. 7:17pm – Sagamore Place – Definitive Subdivision Expiration

Present on the call were Sagamore Place project representatives David Deloury, Christopher Ryder, Atty. Bob Lavoie and Sagamore Place homeowner Peter Prokopis.

Contractor David Deloury noted that final pavement and striping is delayed by rain until Friday, October 28. Final engineering as-builts will be done, which he noted “will be lined up immediately after finished paving”. Director Cademartori noted the few steps that must be done before the final paving. All else – including facility, drainage, landscaping, trees, etc. – is complete and once the as-built is in place, the clock for the one-year contingency can start. Mr. Champy asked if the contingency is measured in terms of four seasons or one calendar year. The peer reviewer will be on site on Friday, October 28, as well.

Mr. Champy asked if the curb was set for the crosswalk going across Main Street, to which Mr. DeLoury responded that everything had been done. Homeowner Peter Prokopis reported that communication with Mr. Deloury has not been good. He was particularly concerned about the construction activity at the Gandhi property at 2 Sagamore Place. Chair Charville indicated that the PB’s jurisdiction is limited to satisfying the Town’s requirements, and that completion of the Town’s / PB’s requirements appears to be taking place. Mr. Prokopis then asked how the Town would be protected in accepting the road in light of potential damage to the pavement. Mr. Champy suggested that the applicant reach out to the builder at 2 Sagamore, noting the completed project report and as-built, so as to put the builder on notice in the event that damage is done to the road surface. Mr. Deloury said that he would do this. Chair Charville added that if a bond reduction is requested it can be heard at a future PB meeting, and that the PB can weigh in again at the time of street acceptance. The Town would not accept, or defer acceptance of, the street until the Town is satisfied by the road’s condition.

Mr. Prokopis asked about the construction debris resulting from the 2 Sagamore Place site, to which Director Cademartori added that all uncontained soils need to be “buttoned up” for the winter, under the stormwater permit, and the Town will need to work with the builder for this permit compliance.

Atty. Lavoie suggested that timing be extended past October 31 to complete the work and produce the as-builts. Director Cademartori added that it may not be necessary since the road can be maintained as a private way even past expiration.

Chair Charville requested a motion to extend the completion deadline for Sagamore Place subdivision through November 30, 2022. Ms. Flaws motioned in favor and Ms. Wilkins seconded the motion. Roll Call: Chair Charville – Yes, Ms. Flaws – Yes, Mr. Champy – Yes, Ms. Wilkins – Yes, Ms. MacNulty - Yes. The motion carried 5-0.

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4. 7:36pm – Community Vision Plan – Review scope of Services.

Chair Charville reported that staff had received a broader proposed scope of services from consultant MAPC and requested feedback from PB members, regarding process, overall concept and whether the project should be driven more by the PB or by an advisory committee. Chair Charville suggested that the PB had capacity and bandwidth to lead the project for the Town, together with PB staff. Ms. MacNulty agreed, adding the difficulty in engaging community members and volunteers, although they would be welcomed participants at all times.

Ms. MacNulty would like to see if MAPC has examples from other communities' master plans that they have worked on, and if that would help Lynnfield define the process of identifying priorities, particularly with respect to engaging the community. She pointed to *A Healthy Lynnfield* as a role model of how to successfully engage a community.

Director Cademartori suggested researching examples from MAPC technical assistance program, and from Community Compact. She added that there is a good amount of capital projects that are in play now, and that perhaps they would look a little different if a master plan document had been in place several years ago as those projects arose. With this master plan project, the goal is for the residents to provide their priorities of Town projects and initiatives going forward.

Ms. MacNulty expressed concern about a possible "credibility" issue, if the community is asked about projects and plans for things that they have already prioritized in the previous master plan work, and maybe feel that their priorities were not put into place, or that their voices had not been heard. Ms. Wilkins echoed this sentiment and noted that any survey or engagement would begin with a review of the status of the projects since that time and those happening today. Mr. Champy noted that, going forward, planning and project prioritization will be honed with any discussion of scope and cost.

Ms. Flaws noted that the master plan would be a positive vehicle to drive future plans, such as in 30 years should the Sagamore Golf Course be up for sale. Director Cademartori added that staff frequently receives calls when parcels come up for sale, noting the Boston Sports Club example, the 60,000 sq. ft. still available at MarketStreet, and the Goodwin Circle parcel. However, now there is no document to drive decisions for the highest and best uses for these properties. Ms. MacNulty added the Camp Curtis Guild property. She reiterated the importance of community engagement and the need to see how MAPC will help facilitate this.

Director Cademartori said that a second staff phone call with MAPC will occur prior to a planned kick-off meeting, planned to occur between Thanksgiving and Christmas. She added that Tuesday, November 1 at 5:30 pm, the Citizens Planning Training Collaborative is offering a workshop regarding master plans and offered to register any interested PB members.

8:02pm – Ms. MacNulty left the meeting.

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5. 8:05pm - Approval of Minutes

Director Cademartori reported that the minutes to be approved were actually the regular PB meeting minutes from August 31 and September 28. The October 19 minutes were from the Special Meeting and the draft was not quite ready. There were no comments/corrections for the August 31, 2022, meeting minutes. Ms. Wilkins noted an error on page 2 of the September 28, 2022 minutes.

Chair Charville requested a motion to accept the August 31, 2022 minutes as presented, and the September 28, 2022 minutes as corrected. Mr. Champy motioned in favor and Ms. Flaws seconded the motion. Roll Call: Chair Charville – Yes, Ms. Flaws – Yes, Mr. Champy – Yes, Ms. Wilkins – Yes. The motion carried 4-0.

6. 8:07pm - Administrative Matters/Discussion of Topics for next meeting

Director Cademartori is hoping to have a summary regarding the Scenic Road Bylaw published on the website. She added that a similar summary would be posted regarding the “Alternate Commissioners” warrant article.

She expressed concern about how much information staff should be publishing about the two Sagamore Golf zoning articles. The property owners have produced nothing to date. Ms. Flaws asked if the petitioner had been asked for any materials. Mr. Champy said that advocacy should be the responsibility of the landowner/petitioner, even if the petitioner is now the Select Board. Director Cademartori asked if board members were hearing comments/questions about the project, to which there has appeared to be little feedback from residents. She asked board members to send her any questions that arise so that the Select Board or Planning Board can be prepared with answers at Town Meeting. Ms. Wilkins added that if the petitioner needs any assistance from the PB they should be asking for it. Director Cademartori noted that preparation for Town Meeting is the priority for business for next meeting. She also asked who would speak on behalf of the Scenic Road Bylaw. Ms. Wilkins volunteered and said that she would prepare remarks. Chair Charville offered himself as back-up.

Director Cademartori said that she would forward the slide deck for the fire and police facility project to all PB members. Site plan review would be expected sometime in the future. Some discussion ensued as to the status of the elementary school additions project.

8:27pm– Adjournment

Chair Charville requested a motion to adjourn. Mr. Champy motioned in favor and Ms. Flaws seconded the motion. Roll Call: Chair Charville – Yes, Ms. Flaws – Yes, Mr. Champy – Yes, Ms. Wilkins – Yes. The motion carried 4-0.

Respectfully submitted,
Jennifer Welter