

# TOWN OF BELMONT

## PLANNING BOARD

### MEETING MINUTES

November 16, 2021

Remote via Zoom

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TOWN CLERK  
BELMONT, MA

DATE: December 9, 2021  
TIME: 3:21 PM

Present: Matt Lowrie, Vice Chair; Thayer Donham; Karl Haglund; Ed Starzec; Renee Guo

Absent: Steve Pinkerton, Chair

Staff: Robert Hummel, Senior Planner, Community Development

#### **1. Meeting Called to Order at 7:00 PM**

Mr. Lowrie called the meeting to order and introduced Planning Board members. He reviewed a summary of the items that were on the agenda. The meeting was held remotely via video conference webinar.

#### **2. Continued Cases:**

- a. **CASE NO. 21-16, Design and Site Plan Review**  
**774A, 778, 782, & 790 Pleasant Street (LBII) – Empire Management Corporation, Brian Lafferty, President**

Mr. Lowrie noted that they had received the updated plans. There were no new comments from the Board members.

There were no comments from the applicant or from the public.

Mr. Lowrie noted that the service exit port “do not enter sign” and stop sign would not need a separate approval.

Mr. Hummel shared a list of four conditions for the Board to review. The Board discussed the conditions and suggested a few minor edits.

- b. **MOTION to approve Design and Site Plan as amended with conditions was made by Mr. Lowrie and seconded by Mr. Starzec. Motion passed. Vote was unanimous.**

**Roll Call-**  
**YES VOTES:**  
**Ms. Guo**  
**Mr. Haglund**  
**Ms. Donham**  
**Mr. Lowrie**

**Mr. Starzec**

**c. CASE NO. 21-08, Design and Site Plan Review  
115 Mill Street (McLean Overlay District 3) – Northland Residential Corporation,  
Mr. John C. Dawley, President and CEO**

Mr. Lowrie noted that the governance and construction documents would be discussed. He explained that there was a HDCD issue about the Housing for Older People Act (HOPA) regarding age restricted housing and the number of occupants that are allowed in the age restricted units. This may end up impacting the governance documents and they would discuss this in the future. Mr. Dawley noted that the HDCD was inconsistent with the process, and he would work with his attorneys on this matter.

Mr. Dawley gave a high-level overview of the governance documents beginning with the **Long term Maintenance and Governance – Declaration of Reciprocal Easements and Agreements (REA)** for the entire McLean property. Mr. Dawley described the following regarding the REA-

- It governs the entire McLean District (all six parcels).
- It includes the vehicular, pedestrian and emergency access throughout the McLean district, it tells who can go and how they can go there.
- This document describes the shared use of utilities water, gas, electric, telecom, etc.
- Maintenance operations are described in this document.
- Public Liability Insurance Policy is included in the document.
- There is a prescription for the allocation of maintenance and common charges to do all the things among the various parcels.
- He reviewed the list of maintenance related items for the Olmsted Drive corridor. Includes roadway, sidewalk, road shoulder, crosswalk, streetlights and various utilities.
- He noted that this will also include maintenance of irrigation, drainage facilities, traffic devices, maintenance of signage, cracks in the road, traffic monitoring devices per the TMMA, etc.
- He noted that he will clean things up at the entrance and it should be included by the Board as a condition.
- This document is amendable. The shared utility section will need to be amended for the sewer. He would like this to be completed before the close of this permitting process. The Town Council may like to review this.

Mr. Dawley reviewed the **Zone 3 – Declarations of Covenants and Easements and Subdistrict A – Condominium Documents**. He noted the following-

- This document deals with the relationship between the zones and it will be a recorded document.
- Recording of the master deed and the declaration of trust would be a governance document of the condominium and its components. He reviewed the order and details for

recording the documents.

- Mr. Dawley noted that the Town may have Special Council review and sign off on the documents. He would get the documents to Mr. Hummel by the end of the day on Friday. Mr. Hummel and Mr. Pinkerton will check in with Town Council to see if they want to review these documents.

Next, he reviewed the **Construction Management Plan-**

- The document includes access details. The gates will remain open once construction begins, tree protection work, fenced off development zone details, work hours and neighborhood coordination.
- Land management committee has asked for construction management along the property boundaries to prohibit trash and construction creep to spill over into open space lands.
- There will be preconstruction activities with DPW, Belmont Fire Department, Belmont Police Department, Planning Department, Building Department, direct abutters, Belmont Light, McLean Hospital and the Land Management committee.
- Primary access via Olmsted Drive to the site would be addressed.
- Contractor parking would be within the site and maybe a temporary easement would be needed for allocation by McLean Hospital
- He asked for feedback from the Board members, there were no comments, but Ms. Donham mentioned that she would reread the CMP.

Mr. Lowrie asked to have a copy of the REA document posted to the website and to have it easily identified on the website.

Mr. Newberg, called into the meeting. He wanted to compliment Mr. Dawley on a very clear presentation. He asked about trying to find the documents and wanted to find the April 16 landscaping plan. Mr. Hummel would help him to find it by posting a table of contents to the website. Mr. Newberg asked about the sewer in Zone 2 and he would like clarification and to participate in anything that Zone 2 will be responsible for in terms of cost sharing. Mr. Dawley noted that there would be no changes as it relates to Zone 2 and no economic obligations for the sewer in Zone 2. Mr. Lowrie noted that there could be a hired professional by the residents to review the sewer plans for Zone 2. And the Town will have its own peer reviewers to review the sewer plans.

Mr. Eckert commented that the conversation regarding the sewer changes must go for approval by the interested parties. The REA will also need to be approved by all the participants. The process of the Construction Management Plan should include the parking of workers, tree preservation, where will they smoke, where to park on Saturdays, where will the cement trucks que, the site to be fenced off as per the Land Management Committee and where will the workers eat lunch. The earlier Freedom Commons Zone 3 had an approved Construction Management Plan and some of it is relevant and could be copied, this could be used as framework. These documents are on file at the Town. Ms. Donham said she would look at them. Mr. Eckert would like to have a framework of the CCIA (Construction Coordination document)

before construction begins. Mr. Dawley noted that he agreed that the present CMP could use improvement and he would have a more thorough document including tree preservation.

Mr. Lowrie noted that the sewer plans would be reviewed by the Town peer reviewer.

**MOTION to continue to December 7, 2021 was made by Mr. Lowrie and seconded by Mr. Starzec. Motion passed. Vote was unanimous.**

**3. Review and Approve Draft Planning Board Meeting Minutes for November 2, 2021.**

Postponed until next meeting.

**4. Updates on Cases and Planning Board Projects, and Committee Reports**

Postponed until next meeting.

**5. Adjourn 8:36 PM**

The Planning Board's next scheduled meeting will be held on December 7, 2021.