

**BEDFORD PLANNING BOARD  
MINUTES  
Town Hall – Selectmen’s Meeting Room  
October 18, 2011**

MEMBERS PRESENT: Lisa Mustapich, Chair; Jonathan Silver, Clerk; Janet Powers; Margot Fleischman; and Sandra Hackman

MEMBERS ABSENT: None

STAFF PRESENT: Glenn Garber, Planning Director; Cathy Silvestrone, Planning A.A.

STAFF ABSENT: None

OTHERS PRESENT: See Attached

**Lisa Mustapich, Chair, convened the meeting at 7:30 PM**

Emergency Evacuation Announcement read by Jonathan Silver, Clerk

*Note: All submittals are available for review in the Planning Office.*

**PLANNING SESSION:**

Comprehensive Plan Update (CP) Committee Discussions:

**1. Youth and Family Services (YFS)** –Sue Baldauf, YFS Director and Thomas Pinney, YFS Committee Chair, were before the Planning Board to discuss YFS issues and needs in conjunction with the update of the CP. Director Baldauf reviewed the following issues that need to be addressed:

- Changing demographics and transition of new residents has been a concern-- suggestion is to send out new resident packages sharing information regarding demographics.
- Limited transportation around town-- would like to see an expanded transportation system especially for those who do not own a car. The BLT, MBTA and bike path/ pedestrian paths are good resources for transportation, however these services are fairly limited and more needs to be done to expand them.
- Childcare--for people without transportation it’s very difficult to bring a child to care; suggestion is to create a program that provides service for people in the Elm Street and Bedford Village areas.
- Youth employment --is at an all-time low because there is not enough entry level jobs in town for teens; suggestion is to work with existing business owners and approach incoming business development to promote jobs for youths.
- Housing--subsidized and senior housing units in most instances are not located near services; recommendation is to provide housing of this type closer to the center of town where services are readily available. Ms. Baldauf also mentioned that YFS would like to have case management available for people receiving subsidized housing to reduce the strain on amount of time that YFS’s staff has been using; however funding is needed for this service.
- Youth Space—there is an inadequate amount of hangout space for middle and high school age youth; a suggestion is to promote and provide areas for teens to be able to meet.

Ms. Baldauf explained that currently some space is being utilized in the Town Center building for the “Corner”, a teen center for middle school age youth only, however, YFS would like to see the space, staff and hours of operation at the Corner expanded.

FYI--Director Baldauf also reported the following: 1) that a \$2,500 grant that was given to Bedford for being voted one of the 100 best communities for youth to live; 2) YFS is in partnership with the John Glenn Middle School in providing after school programs such as; Girl Talk, Babysitter Training, Wordsmiths, Shooting and Editing for TV etc.; 3) Bedford Youth Task Force was awarded a grant for Bedford in Motion to be launched; 4) Safe Routes to School has continued its efforts and Ms. Baldauf acknowledged that Margot Fleischman has played a role in this program, and helped promote the International Walk and Bike to School Day for Bedford.

### **COMMENTS:**

Margot Fleischman, referring to development such as the Blake Block, asked Ms. Baldauf what businesses could go in the Block that would be vibrant and beneficial for the community and especially teens.

Director Baldauf expressed that businesses similar to the former Country Store, Ken’s Deli, or perhaps a book café like other communities have would be desirable youth-friendly establishments.

Janet Powers mentioned having places such as Tia’s Tea, where a kid could express themselves through art projects, as another example of places kids like to go. Ms. Powers also pointed out that although the Corner is a great place for middle school students to hang out, by the time these students reach eighth grade, they no longer want to go there.

Margot Fleischman expressed that Bedford does have many resources already, but the town should look to utilize the Town Buildings more often during the off times for youth activities.

Janet Powers stated that more situations should be created where high school students can assist middle school students as a source to provide youth jobs.

Ms. Baldauf replied; currently there are some high school students that help staff the Corner after school.

Ms. Hackman suggested informing developers what’s needed in the community when they are before the Board with a project.

Janet Powers agreed with Ms. Hackman’s above statement; and then added that she was pleased YFS suggested expanding pedestrian pathways as part of their initial thoughts to update the CP.

2. **Energy Task Force (ETF)**—the following ETF members joined the Planning Board in a discussion about proposed energy goals for the CP update: Suzy Enos, Chair, Carrie Sarno, Abby Hafer, and Walter St. Onge, (Selectmen liaison to ETF). Chair Enos began the discussion explaining that ETF’s mission is to continue working with town leadership, and proactively try to identify strategies and potential funding partnerships in order to lower municipal and school energy expenditures and community greenhouse emissions. Ms. Enos

commented that ETF's has added another level to their mission, which is education and outreach to residents and businesses; and not just municipalities.

Carrie Sarno and Suzy Enos reviewed ETF's goals as follows: 1) *Continue implementing the approved town energy policy. Achieve a 20% municipal energy reduction by 2014; and then review and update the policy.* Ms. Sarno shared that because Bedford is now designated as a Green Community, ETF has turned its focus to support the town-wide effort to achieve the 20% reduction as directed by the state. 2) *Consider Life Cycle costs in all purchasing or planning initiatives.* When reviewing Town or School projects ETF suggests adding Energy and Life Cycle components to the existing check list of items to consider. 3) *Provide support and motivation for green teams to modify building energy use and publish results.* ETF recommended visible tracking and communication of Town energy reduction progress to increase community awareness and to provide the community with a sense of responsibility by posting energy consumption information on-line and at the entrances to town properties.

4) *Improve public outreach by generating interest from residents to learn more about energy conservation measures.* ETF proposed sharing information /resources with the public on the town website, Bedford TV local programs, mailing hardcopies of information to residents (via the Bedford Byline), have a presence at Bedford Day, and share information at Annual Town Meeting. 5) *Influence 'option rich' population for those who are pulling permits to modify or build in Bedford.* ETF would like to establish a framework to support and educate town residents and hired builders who already plan to modify a local building by (at minimum) sharing an energy handout as part of the permitting package, have a presentation in the Code Enforcement department for people to review while waiting, continue to educate Code Enforcement staff on green building and energy saving knowledge and share basic public information on various energy-related initiatives (Stretch Code, Solar, and Green Communities projects). 6) *Produce municipal alternative energy in town.* ETF recommended demonstrating commitment to clean energy by generating electricity visibly in town from an alternative energy source. The town should explore options for clean energy generation and this electricity generation should be available to tour and be used for instructional purposes. 7) *Establish periodic reviews to generate 'out of the box' thinking in town departments, identifying fundamental changes that would result in energy use reduction.* ETF recommended investing in critical evaluation by annually reviewing each town department's energy use if they are low-energy use departments and more often for those departments that have a high-energy use. ETF added that part of the review would have the departments understand its energy use and use some standard techniques to resolve issues and/or create additional energy reducing techniques. 8) *Commit to investing in training and compliance resources to ensure town energy reduction goals are met.* ETF commented that it's necessary for town staff to have a basic understanding of the requirements of the energy code and how buildings operate. This can be achieved through training and educating town staff and officials. 9) *Reduce energy use and emissions by encouraging use of electric vehicles.* ETF would like recharging stations available around town in convenient areas where people most often park to promote the use of electronic vehicles.

## **COMMENTS**

Ms. Sarno commented that the use of municipal energy is easier to measure; however, businesses and residents are much harder. The Selectmen gave guidelines to ETF regarding what information to share, however, the Selectmen also noted that the town can't enforce these guidelines on businesses and residents, but they can educate them and share incentives to reduce energy.

Margot Fleischman commented that Richard Jones, Bedford's Facility Director is ahead of the curve with implementation of pushing the baseline of energy reduction.

Walter St. Onge, Selectman and liaison to ETF, mentioned that the proposed 20% reduction in municipal energy is a goal and not a requirement; and that the aspiration of Bedford's energy policy is one that other green communities want to follow.

Margot Fleischman, referring to ETF goal 3, asked if there examples of how people should behave within town buildings that could assist with energy reduction.

Jonathan Silver spoke about NSTAR's report that they send to households comparing energy consumption amongst neighbors; and then asked if documentation of changes that residents make to reduce energy could be publicly shared to encourage more residents to reduce energy.

Mr. St. Onge commented that sharing information with the public regarding how the town can minimize energy-use is a good start promoting to residents and businesses what they should think about in efforts to reduce energy, and in doing so, be part of what makes Bedford an attractive place to work and live.

Ms. Sarno pointed out that tracking energy savings and sharing this information publicly not only helps Bedford, but it helps at State level too.

Margot Fleishman spoke about raising the awareness of energy savings to residents in older existing homes.

Janet Powers talked about how Bedford joined other local communities in efforts to brand the Route 3 area as a great place to do businesses; and then asked if there could be an attraction to do something similar for energy reduction by promoting a town-wide branding in respects to energy savings so Bedford could remain on the forefront of this movement. Ms. Powers added that the town would need to be educated as a whole over and above educating individual residents.

Jonathan Silver pointed out that there is only so much you can do through the municipalities to come to the 20% reduction in energy by 2014; and that the town needs to reach the residents and business to assist with energy reduction. Mr. Silver acknowledged that the stretch code will be instrumental in assisting residents and businesses with this effort.

Mr. St. Onge reiterated that the 20% energy reduction goals if only for municipality and that the town can't enforce this on the business and resident sector.

Margot Fleischman said there is a sophisticated notion to keep energy use in-check; and that we already have quality businesses in Bedford that agree with the importance of energy efficient buildings. Ms. Fleischman then shared that the affordable housing units that were recently built in town are good models of energy efficient units.

Janet Powers commented that there is synergy between the groups; and that it will be extremely helpful if the Code Enforcement Department promotes energy reduction practices to homeowners and developers during the process of pulling permits.

Sandra Hackman requested that ETF discuss the information they provided with the Chamber of Commerce.

Walter St. Onge said that ETF has begun dialog with the Chamber of Commerce regarding their ideas for energy reduction in businesses.

Planning Board members thanked ETF representatives and commented that ETF has done a great job providing the Board with a variety of ideas in an effort to assist with the CP update.

### **DEVELOPMENT SESSION**

#### 1. Update on incomplete subdivisions and potential development cases--

Planning Director Garber reviewed a Monitoring of Potential Development Cases and Zoning Article report with the Board as follows:

- Governor Winthrop Estates and Hayden Highlands (incomplete subdivision)—Mr. Garber reported that he plans to meet with DPW to discuss the completion of these subdivisions.
- Freedom Estates (incomplete subdivision)—Mr. Garber will arrange a meeting with DPW and neighbors to discuss incomplete work items.
- Bedford VA housing—Planning Director Garber informed the Board that action will not take place immediately as originally thought.
- FW Webb, 160 Middlesex Turnpike—Director Garber shared with the Board that FW Webb has proposed an addition to their site, as well as associated parking, to fulfill their current facility needs to have additional training on site.
- 54 Loomis Street—Director Garber shared that he met with the owner of the property and they articulated that they would like to convert the existing office/industrial use to 30 residential rental units.
- Travel Lodge, Great Road—Director Garber informed the Board that he met with the shopping center owner on October 5, 2011 and at this point nothing has been established for potential development; however, the shopping center owner said he wants to file a Zoning Board of Appeals special permit & wetlands notice by late November.

### **BUSINESS SESSION**

1. OTHER: The Planning Board discussed extending the proposal for Pino PRD development at 10 Green Street with access to Buehler Road during the November 2, 2011 meeting. The Board agreed to have Planning Staff ask the applicant to submit an extension to this special permit application.
2. MINUTES: October 4, 2011 Minutes

*MOTION: Margot Fleischman, second Janet Powers move to approve the October 4, 2011 Minutes with minor amendments.*

*VOTE: 4-0-0*

**DEVELOPMENT SESSION (continued)**

2. Carleton Willard Village (CWV)—Chair Mustapich reviewed the following submittals in conjunction with CWV's latest concept plan for a potential zoning change that will allow 10 new independent living units:

- Email dated October 14, 2011 from Doug Miller, P.E. at Goldsmith, Prest & Ringwall, Inc. regarding CWV's latest proposed plan.
- Concept Plan dated October, 2011 showing (Parcel A)—proposed to be deeded to the Town.
- Handout received during the meeting: CWV –Bedford Zoning Bylaw Section 10 Parking Analysis
- Memo dated November 23, 2010 from former Planning Director Joly re: Nursing Care Facility Zoning Bylaw Revision.
- Nursing Care Facility Parking Requirements (spreadsheet)—information provided by former Planning Director Joly comparing surrounding communities NCF parking requirements.
- Nursing Care Facility Age and Open Space Requirement (chart)—information provided by former Planning Director Joly comparing surrounding communities NCF Age and Open Space Requirements.
- Memo dated October 14, 2011 from Planning Director Garber sharing his comments in conjunction with CWV's latest proposal.

Douglas Miller, PE, reviewed CWV's latest proposal to their zoning concept. Mr. Miller explained that CWV would like to grant Parcel A (8.15 acres of wetlands--shown on CWV's latest plan) to the Conservation Commission, thus leaving CWV with a total of 58.99 acres. By granting this land to Conservation, Mr. Miller said that the 35% Conservation Restriction would now become 20.64 acres; 50% wetland and 50% upland at 10.32 acres each. Mr. Miller further explained that CWV would still need to increase density to either 9.0 or 9.5 residents per upland area, and increase the 33% to 55%-60% independent living residents depending on the density change. The idea is to reduce the amount of wetlands on site in order to eliminate the need to raise the percentage of wetlands allowed in common open space from 50% to 70%; a zoning change that Planning Board members shared concern because the change could potentially affect other sites in town.

Mr. Miller reviewed the handout labeled as; Carleton Willard Village – Bedford Zoning Bylaw Section 10 Parking Analysis. Mr. Miller shared that there are some inconsistencies with definitions in the bylaw; and then pointed out that congregate living parking should be eliminated from the bylaw because Carleton Willard has assisted and skilled care; and not congregate care.

Planning Director Garber shared information that he included in his October 14 memo regarding the inconsistencies in Section 10-Nursing Care Facilities of Bedford's Zoning Bylaws. Director Garber explained that the term Congregate Living is used, but not Assisted Living; yet the definition used in Bedford's bylaws for Congregate living is similar to typical definitions others use for Assisted Living. Mr. Garber further reviewed parking requirements associated with Skilled Nursing Care and cautioned changing section 10.3.8.1 of the zoning bylaws until a clearer distinction in definition is made between Congregate and Assisted, or modified the bylaw to incorporate the more customary term, Assisted Living.

Margot Fleischman said she agrees with CWV's idea to donate 8.15 acres of wetlands to the Town to reduce the amount of wetlands on CWV's site; and restated that she has no issue with increasing density. However, Ms.

Fleischman did ask what restrictions could be placed on couples residing in the independent living units, for example, limit one car per unit.

Janet Powers stated she is in favor of CWV's newest proposal; and mentioned that it may be time to amend our NCF section of our zoning bylaws prior to the Planning Board sponsoring this proposal.

Chair Mustapich observed that early in the mornings CWV's driveway is lined with cars; and then asked if there is adequate parking on site. Ms. Mustapich said she didn't want to discriminate against couples who live in the independent units by restricting them to one car if there is adequate parking.

Margot Fleischman said when she suggested this restriction, she was concerned with the amount of traffic brought to the area more than the number of allowed parking spaces; and that it's appropriate to review traffic when proposing to increase density to ensure there will be a balance between residents of CWV, abutting neighbors and others who travel in that area. Ms. Fleischman suggested that CWV provide a traffic mitigation plan in preparation of any potential traffic issues.

Doug Miller stated that he doesn't believe the addition of 10 units will create traffic issues.

Jonathan Silver asked if Mr. Miller could provide information showing the ratio of cars to people currently on site and then estimate how those numbers would change with the new proposal.

Margot Fleischman asked if the Board should consider moving forward with a zoning bylaw change.

Director Garber stated that the Board could get by with the current CWV proposal without changing the zoning bylaw just yet, but it would be more desirable if the zoning bylaws were amended. Director Garber then asked the applicant, what the immediate goal is.

Mr. Miller replied; CWV's goal is to have a total of 246 independent living units even if it means reducing the overall total number of allowed residents on site.

Margot Fleishman suggested considering revisiting in the future the issue to deal with the definitions in the NCF Section of the Zoning Bylaws to make the bylaws consistent, as housekeeping articles.

Chair Mustapich stated she is concerned with the Planning Board coming before Town Meeting twice to amend the NCF section of the Zoning Bylaw; and then commented if the NCF section of the Zoning Bylaw needs amending then it should be done right the first time.

Attorney Swaim stated that it's not unusual to amend zoning bylaws regularly and not uncommon to have applicants assist with drafting provisions for zoning boards.

**OTHER:**

1. **FYI:** Margot Fleischman reported that she attended Mass DOT's Moving Together-2011 conference, an annual conference that brings together bike and pedestrian advocates with state and municipal officials to discuss transportation issues in Mass. This year the focus was on Advancing Healthy Transportation with Green DOT, which is Mass DOT's comprehensive sustainability policy.

2. **FYI:** Planning Director Garber reported that the Housing data and Population and Transportation Land-Use Mapping in conjunction with the update of the Comprehensive Plan has continued to move along well.

3. **Blake Block Shade Trees:** A discussion arose among board members in regard to a regulatory overlap between the Planning Board (and possibly other boards) and the DPW, in the latter's role as Tree Warden regulating public shade trees. Blake Block was cited by board members as a recent example of an unsatisfactory resolution to the selection of street trees. Sections of local laws and regulations were cited in regard to joint and independent powers. Board members agreed to pursue this matter further, in an attempt to get the parties together, clarify division of authority, and move toward a more cooperative arrangement.

**ADJOURNMENT:**

*MOTION: Margot Fleischman, second Jonathan Silver move to adjourn the meeting.*

*VOTE: 5-0-0*

*TIME: 10:35pm*