



## Town of Reading Meeting Minutes

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### Board - Committee - Commission - Council:

#### Community Planning and Development Commission

Date: 2023-06-12 Time: 7:30 PM  
Building: Town Hall Location: Hybrid Meeting – Zoom and Select Board Meeting Room  
Address: 16 Lowell Street Session: Open Session  
Purpose: Hybrid Meeting Version: Final

Attendees: Members: Heather Clish, Chair; Pamela Adrian; John Weston, Vice Chair, Mark Wetzel; Tony D'Arezzo

**Members - Not Present:** None

**Others Present:**

Community Development Director Andrew MacNichol

**Remote Participants:** Senior Planner Mary Benedetto, Craig Barnes, Giovanni Fodera, Jo, Susan Coram

**Minutes Respectfully Submitted By:** Mary Benedetto

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### Topics of Discussion:

#### **MEETING HELD IN THE SELECT BOARD ROOM AND REMOTELY VIA ZOOM**

Ms. Clish called the meeting to order at 7:33 PM.

Mr. MacNichol gave an overview of the hybrid meeting set up and procedures.

#### **Continued Public Hearing, Preliminary Subdivision Application 45 Beacon Street, Angelo Salamone**

Ms. Clish read the request to continue to the next available hearing.

***Mr. Weston made a motion to accept the request for continuance per the email dated June 1, 2023 and move it to the next meeting date on Monday July 10, 2023 and extend the 45-day period to act to Thursday July 13, 2023. Ms. Adrian seconded the motion. The motion was approved 5-0-0.***

#### **Continued Public Hearing, Major Modification of Subdivision Application Grandview Road Extension, Michael Salamone**

There was a discussion amongst Commission members about whether or not to extend the 130-day period in addition to this continuance. Giovanni Fodera was in attendance and agreed that it was fine to extend the 130-day period as necessary and related to the extension.

***Mr. Wetzel made a motion to accept the request for continuance per the email dated June 5, 2023 and move it to the next meeting date on Monday July 10, 2023 and also grant a 45-day extension to the public hearing process. Mr. Weston seconded the motion. The motion was approved 5-0-0.***



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Mr. MacNichol asked if the Commission would take the next item out of order as it pertained to the same project and the Commission agreed.

### **Grandview Road, Definitive Subdivision Extension of Time Request –**

Mr. MacNichol gave a brief summary of the background of why the applicant was requesting an extension and explained that the original application was approved over two years ago.

Mr. D'Arezzo asked for clarification for how the major modification process interacts with extension and Mr. MacNichol clarified that the Major modification will require endorsement by the Commission and that endorsement will restart the 2-year clock, but that because the approval of the modification and plan endorsement won't take place before the original 2-year window expires the applicant still needed to request this extension.

***Mr. Wetzel made a motion to extend the time for the Definitive Subdivision Application by 365 days from July 12, 2023 to July 12, 2024. Ms. Adrian seconded the motion and it was approved 5-0-0.***

### **Continued Public Hearing, 40R Plan Review 25 Haven Street, 25 Haven Street LLC**

Mr. D'Arezzo asked if going forward the applicant would extend their request by more than one month and Mr. MacNichol agreed that would be preferable. Mr. Wetzel asked for some background on the project and Mr. MacNichol and the Commission members discussed the original application and its status under 40R since the application pre-dated Mr. Wetzel's time as a member.

***Mr. Wetzel made a motion to accept the request for continuance dated May 30, 2023 and move it to the next meeting date on Monday July 10, 2023 and extend the 120-day period until August 2023. Ms. Adrian seconded the motion and it was approved 5-0-0.***

### **Other Business**

**Certificate of Completion Lenetta Lane (Form O and Form M)** – Mr. MacNichol clarified that staff had already received Form M to reduce the bond amount and he only finally just received the Form O for the Bond reduction request and such isn't ready to vote on it. He would like to act on Form M, not Form O at this meeting. He explained that the remaining bond amount was still the full original amount and the application on Form M is requesting a reduction to \$0.

Mr. Wetzel asked if in these cases the Town Engineering department will provide them with a letter advising the Commission. Mr. MacNichol clarified they don't usually write a memo if Engineering agrees, but if Engineering disagrees with the proposed amount they will write a memo detailing the discrepancies.

Mr. D'Arezzo asked if the applicant had provided the O&Ms and Mr. MacNichol said they had provided as-builts, the tree inspector looked at the trees, all other requirements, and engineering signed off.



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**Mr. D'Arezzo made a motion to endorse Form M for Lenetta Lane, bringing the value of the retained monies down to \$0. Ms. Adrian seconded the motion and it was approved 5-0-0.**

### **Howard St Bond Reduction Request (Form M) –**

Mr. MacNichol indicated that it was originally a \$290,000 bond, the developer has completed a degree of work on the roadway including curbing, loaming and seeding, and have requested a total down to \$166,014.75. The engineering department went out and felt the items being requested have been substantially completed. Mr. Wetzel joked that he inspects this road a few times a week when he walks. He stated that he had mentioned to staff that he was disappointed that sidewalks weren't required on the street, although the rest of the requirements are fairly complete.

**Mr. D'Arezzo made a motion to endorse Form M for Howard St (Joy Lane), reducing the bond amount by \$123,985.25, bringing the value of the retained monies down to \$166,014.75. Mr. Wetzel seconded the motion and it was approved 5-0-0.**

### **MBTA Communities Update –**

Mr. MacNichol informed the Commission that the initial survey has been launched, the website is up, and the first public event happened at Friends & Family Day that weekend. He showed the Commission the MBTA Communities webpage and talked them through the current steps staff is working on, including a submitted grant application for additional technical support.

Mr. Wetzel asked if staff can track hits on the website and staff indicated that it is believed to be possible for the current website. Mr. Wetzel also suggested that they did evening walking tours in a targeted neighborhood and that might be a good way to connect with residents.

Mr. Weston wanted to note that he had also seen the website glitch where it doesn't scroll correctly on the FAQ webpage. Mr. Weston mentioned the Mass Housing video link because it uses Reading as an example of a walkable area, which isn't great when the Town is out of compliance with MBTA Communities.

Ms. Clish asked about spelling out the "EOHLC" given that no one knows who it is and staff agreed they would clarify that on the webpage.

Mr. D'Arezzo asked about using real-life examples on the survey and it was stated that staff specifically chose not to, because test survey takers were distracted by the materials, parking, landscaping, instead of focusing on the form.

Mr. Weston asked to remove the definition of triplex as a triple-decker, even if the triple-decker photo is still continued to be used and staff agreed.

### **Reorganization Thoughts –**

Mr. MacNichol indicated he wanted the Commission members to start thinking about who would be the new Chair and Vice-Chair, as they will need to vote in July. Ms. Adrian was also stepping down after 4 years as a member of the Commission, her last meeting was this June meeting.



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The Commission discussed new candidates that are currently being interviewed for roles on the CPDC and that there are candidates in the running and new member or members should be imminent. The Commission discussed the continuation of hybrid meetings and that they are welcome to continue attending in person or virtually. Ms. Clish discussed doing formal nominations next time with Mr. Weston likely stepping up to Chair and possible new members who could be Vice Chair.

**Ms. Clish offered to give an update on the Symonds Way Exploratory Committee (SWEC).** The Committee is looking at uses for land that is down by the Burbank Arena. Ms. Clish explained what all had transpired on the Committee over the last month, that the Chair of SWEC went back to the Select Board and asked to explore the entire surrounding area, not just the tiny sliver of land that was originally being explored. Mr. Wetzel asked about the timeline of the project and Ms. Clish said perhaps by the end of the year.

Mr. Wetzel asked about the Master Plan that had been discussed at the prior meeting and an example he had sent staff and Mr. MacNichol and Ms. Clish stated they presented to the Select Board and that they didn't walk away with any specific charge regarding the Master Plan from that presentation. Ms. Clish stated that they had stressed to the Select Board that the MBTA Communities is the current focus for this year. Mr. Weston stated that the charge from Town Meeting was to suggest an amount of money and time frame for the Master Plan, so that CPDC should discuss it again in the future, but that it is open ended really until the spring budget process.

### **Meeting Minutes**

***The Commission reviewed the minutes for May 15, 2023, and made changes. Mr. D'Arezzo made a motion to approve the minutes of 5/15/23 as amended. Mr. Wetzel seconded the motion and it was approved 5-0-0.***

### **Adjournment**

***Ms. Clish made a motion to adjourn at 8:32 PM. Ms. Adrian seconded and it was approved 5-0-0.***

Documents Reviewed at the Meeting:

- Preliminary Subdivision Application, 45 Beacon St
  - Request to Continue hearing, dated 6/1/23
- Major Modification of Subdivision Application, Grandview Rd
  - Request to Continue hearing, dated 6/5/23
- 40R Plan Review, 25 Haven Street
  - Request to Continue hearing, dated 5/30/23
- Grandview Rd Extension Request, dated 6/7/23
- Howard St (Joy Lane) Bond Reduction Request Form M
- Lenetta Lane Form M
- Draft Minutes 5/15/23