

**Call to Order:**

The meeting was called to order at 7:31 p.m. Present were Chairman Zach Bergeron, members Vincent Chiozzi (arrived at 7:37 p.m.), Jay Doherty, Joan Duff, Ann Knowles and Associate Member Austin Simko; also present was Lisa Schwarz, Senior Planner.

**Bond Reductions:**

Ms. Schwarz informed the Board that they had memos from Planner Jacki Byerley regarding Bond reductions.

**Newport Circle:**

On a motion by Mr. Doherty seconded by Ms. Knowles the Board approved the reduction of the Performance Guarantee to secure the proper construction and completion of the services and ways to \$41,200.00 as recommended by the Department of Municipal Services in a memo dated December 22, 2015. **Vote:** Unanimous (5-0).

**Ferry Crossing/Jillian Way:**

On a motion by Ms. Duff seconded by Ms. Knowles the Board approved the reduction of the Performance Guarantee to secure the proper construction and completion of the services and ways to \$84,000.00 as recommended by the Department of Municipal Services in a memo dated January 13, 2016. **Vote:** Unanimous (5-0).

**Minutes:**

Ms. Knowles offered the following changes to be made to the September 22, 2015 Minutes: On the second page, second paragraph, third sentence delete “surrounding the sight lines” and replace with “within the clear sight triangle.” In the same sentence delete “for the site lines.” On the second page, 5<sup>th</sup> paragraph, 3<sup>rd</sup> sentence change the word “sight” to “site”. The Board agreed with these changes.

On a motion by Ms. Knowles seconded by Mr. Doherty the Board moved to approve the minutes of September 8, 2015, September 22, 2015 as amended and October 22, 2015. **Vote:** Unanimous (6-0).

**1 Burt Road:**

Mr. Bergeron opened the continued public hearing for 1 Burt Road, Pfizer, a Special Permit for Major Non-Residential Project.

Ms. Schwarz reviewed the topics that had been previously discussed. She noted that DPW had seven items to be addressed by the applicant. She asked the applicant’s engineer, Curits Quitzau of VHB to address these 7 items. Mr. Quitzau reviewed the seven items and how they plan to resolve them. Ms. Schwarz noted that DPW has stated that their comments were minor and Mr. Quitzau added that he will be meeting with David Dargie in the coming week.

On a motion by Ms. Knowles seconded by Mr. Doherty the Board moved to close the public hearing for a special permit for major non-residential project for the Pfizer addition located at One Burt Road. **Vote:** Unanimous (6-0).

**1 Burt Road Deliberations:**

Mr. Bergeron opened the deliberations for 1 Burt Road, Pfizer, a Special Permit for Major Non-Residential Project.

Ms. Schwarz reviewed the draft conditions and noted that they were similar to a recent project that the Board had approved. She noted that Sheet C5 Utility Plan needs to have the date updated to "Revised 1/25/16."

Ms. Knowles stated that she would like to see a standard condition added to all approvals requiring street sweeping. Ms. Schwarz stated that she could add street sweeping to the end of condition number 12. Ms. Schwarz noted that in Condition No. 7, the date should be changed from 1988 to 1929. Ms. Knowles asked if a condition could be placed requiring all construction traffic to use Route 125. Mr. Chiozzi noted that it had been in a previous decision. Ms. Schwarz stated that she would add a Condition No. 16 Under "Throughout and During Construction" to state "All hauling and construction related vehicles shall access and exit the site via 125 and Ballardvale Street in Wilmington, MA." The conditions under "Prior to Occupancy" will now be renumbered to 17 and 18.

On a motion by Ms. Duff seconded by Mr. Doherty the Board moved to approve the Special Permit for Major Non-Residential Project with conditions as amended for One Burt Road.

**Vote:** Unanimous (6-0).

**Other Business:**

Ms. Schwarz updated the Board on the Council on Aging Forum that was held earlier in the evening on the proposed senior housing overlay. She stated that it was agreed that the allowable unitsquare footage would be reduced to 2,000 s.f. from the originally proposed 2,250 s.f. She added that those in attendance felt that the area of Town that was designated for this overlay seems appropriate.

**Adjournment:** The meeting was adjourned at 9:02 p.m.