NORTHBRIDGE PLANNING BOARD

MEETING MINUTES

Tuesday, October 11, 2016

Recognizing the presence of a quorum Chairman Brian Massey called the meeting to order at 7:00PM with Pamela Ferrara, James Berkowitz, and Harry Berkowitz in attendance. With R. Gary Bechtholdt II, Town Planner and Cindy Key, Associate Member also present. Mark Key arrived at 7:15PM (prior to discussion on Camelot).

The following members of the public were in attendance: Joe Verzone (Strong Point Engineering Solutions, LLC); Joseph Marinella (J&F Marinella Development); Muneeruddin Ahmed (Mujeeb Construction Company, Inc.) & Jeff Howland, PE (JH Engineering Group, LLC).

I. CITIZENS FORUM

None

II. FORM A

None

III. CAMELOT SUBDIVISION –REVIEW/DISCUSSION

Status Report /Updated Construction Schedule
Date of Completion

The Planning Board met with Joseph Marinella (J&F Marinella Development) to review the status of the Camelot subdivision. Mr. Marinella provided the Board with an updated construction schedule for review.

Mr. Marinella explained to the Board that he intends (beginning in January 2017) to extend Rebecca Road out through to Hillcrest Road as required of the subdivision approval. Mr. Marinella indicated that he has 5 house lots remaining on Joseph Circle, with 4 out of the 5 under agreement.

Mr. Marinella reminded the Planning Board that back in 2013-14, the Planning Board at the time allowed him to continue with the construction of Joseph Circle and delay improvements connecting Rebecca Road with Hillcrest Road. Mr. Marinella explained this was done because of the sewer line connection (lift station) out onto Rumonoski Drive; it made sense to complete Joseph Circle before opening up more of the subdivision.

Mr. Marinella noted streetlights are scheduled to be installed by November 15, 2016, with street trees to be planted in stages between May 15th and June 15th 2017. Mr. Marinella mentioned that he had hoped to plant the trees sooner this year however did not get to it. Mr. Marinella also indicated that he plans to extend and install curbing and sidewalk in April 2017.

Jeff Howland PE (JH Engineering Group, LLC), the Planning Board's consulting engineer, reviewed and updated the Planning Board with his construction observation report(s) dated October 03, 2016 and October 05, 2016.

Mr. Howland noted back in July 2016, JH Engineering Group prepared a bond estimate (draft) for the remaining portion of Joseph Circle, as well as outstanding improvements associated with Rebecca Road and earlier stations along Joseph Circle.

Mr. Howland provided an overview of the construction estimates. Mr. Howland indicated that he will prepare an updated construction estimate for the phases under construction. The Planning Board reviewed the draft bond estimate provided previously (July 2016).

Mr. Bechtholdt explained it was his understanding that the Developer's engineer (Andrews Survey & Engineering, Inc.) is to provide JH Engineering Group with a letter verifying whether or not subdrains are required along Joseph Circle. Once received and confirmed by JH Engineering the Planning Board can waive such installation and the bond amount may be reduced accordingly. Mr. Bechtholdt and Mr. Howland explained to the Planning Board that the subdivision regulations require all developments to initially provide provisions for subdrains. In instances where site conditions do not warrant or require subdrains then the Developer may request installation be waived and not required.

Mr. Marinella explained that he is waiting for his site engineer to prepare the letter for the Board to waive installation of the subdrains along Joseph Circle. Mr. Howland, based on his observations, suggests a subdrain is likely not necessary. He is, however, awaiting receipt of a letter from the Developer's engineer with reasons why the subdrain is not required.

Planning Board noted receipt of email communication from Randy Swigor, General Manager Whitinsville Water Company, received October 05, 2016 noting hydrant at 175 Joseph Circle needs 6-inch extension; 39 Joseph Circle hydrant needs a 6-inch raised extension and painted; 72 Joseph Circle hydrant needs a 6-inch raised extension and gate box needs to be found and raised and 81 Joseph Circle hydrant needs a 6-inch raised extension and gate box needs to be raised even with the asphalt.

Mr. Marinella explained that he typically will not raise the hydrants until the curbing is in, that way he only raises them once. Mr. Howland indicated if that is the case then the hydrants may need to be raised about 1-inch.

Mr. Howland informed the Planning Board that there are a couple of sinkholes that need attention along Joseph Circle, adding there are portions of the binder on Joseph Circle and Rebecca Road that are beginning to fail. Mr. Howland explained that he typically adds a line item within the construction estimates for binder replacement but normally waits until the roadway binder has settled.

Mr. Massey asked Mr. Howland to add the line item now (for all developments) so in the event, when/if a Developer walks the Town has all the necessary funds to complete the work if the bond is ever called in by the Planning Board. Mr. Marinella noted it's not unusual to have to lay a leveling course before final paving;

suggesting adding a value for binder replacement is unnecessary. The Planning Board would like to have the added value provided in the bond in the event it is needed (to protect the town). Mr. Howland agreed and will incorporate binder replacement costs in the construction estimates moving forward.

Mr. Howland reminded Mr. Marinella that he is still waiting to receive the sieve analysis and compaction testing for the remaining portion of Joseph Circle.

Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) the Planning Board voted (5-0) to waive the requirement of subdrains along Joseph Circle subject to the review and approval of same by the Planning Board's consulting engineer.

In taking such action the Developer's site engineer (Andrews Survey & Engineering, Inc.) shall provide the Board with a letter describing why subdrains along this section of roadway (Joseph Circle) are not necessary.

Mr. Marinella would like to see the bond reduced (±$20K) to account for the drainage pond constructed at the corner of Rebecca Road and Joseph Circle. Mr. Howland noted until the construction is certified and approved the bond amount will remain. Mr. Howland indicated that an As-built plan will need to be provided once the outlet pipes and inlet structures are installed.

Mr. Marinella suggested that he would coordinate with his engineer in getting the As-built plan prepared for the pond and would like to attend the next meeting for a reduction. Mr. Bechtholdt noted the next meeting is scheduled for November 01, 2016, if Mr. Marinella can provide the Planning Board with a letter requesting a bond reduction along with the necessary documentation (as-built plan, etc.) the Board may consider a bond reduction at that time.

Mr. Bechtholdt explained that JH Engineering would need to review and offer a recommendation to the Planning Board, so the remaining work and preparation of the as-builts would likely need to happen relatively soon for consideration at the November 01, 2016 meeting.

Mr. Massey asked Planning Board members if they had any questions as it relates to the construction of the subdivision. Having none; Mr. Massey asked Mr. Marinella about the installation of the telephone utilities within the subdivision.

Mr. Massey noted that it has come to his attention that some developers may have decided to no longer provide separate utility for phone services, opting instead to combine phone and cable with a local provider.

Mr. Marinella indicated that he started installing Verizon service (telephone utility) within the first phase of Camelot and may have installed an extra conduit, however stopped (somewhere around Joseph Circle) because the homeowners were not utilizing the telephone service. Mr. Marinella believed the phone company is now charging $1,000 dollars per connection and it was price prohibitive when Charter was providing their service line for free. Mr. Marinella offered if the Planning Board wants him to keep burying the conduit he will.

Harry Berkowitz felt the Developers should install the separate underground phone utility, even if it's an empty conduit. In case Verizon comes in with FiOS or another phone service is offered they will need a conduit. Mr. Marinella responded that he can add a pipe (conduit).

Mr. Massey explained that the subdivision regulations call for telephone specifically, cable specifically as well as other utilities. Developers that are not providing separate phone utility for the homeowners, whether they choose to use now or not, are not meeting the approval of the plans or the town's subdivision rules and regulations. A change to the plan requires approval from the Planning Board.

Mr. Massey raises this as he has heard other developments may have stopped providing separate telephone utility as well. Mr. Massey is concerned that by doing this (not providing separate utility for telephone) we are limiting our town's people to cable; not giving them the opportunity to negotiate between Verizon and cable especially if they (Verizon) go to FiOS.

Harry Berkowitz stated as Chairman of the Cable Advisory Committee, he would like to see the conduit put in all subdivisions simply because the town is constantly petitioning Verizon to bring in FiOS. If the town is not equipped (conduit) within the subdivisions to receive FiOS then many residents may not be able to receive this type of service.

Mr. Marinella indicated that fortunately for his situation, adding the separate underground conduit for telephone will not be a problem as telephone was installed up through to where the sidewalk currently ends on Rebecca Road. Mr. Marinella will add the telephone; not a problem. Mr. Marinella stated locations where the final pavement and curbing is in Verizon (telephone) is already installed.

Mr. Massey explained to the Board that there may be other situations in town where a developer has decided to no longer put in the telephone utility, without discussing it or seeking permission from the Planning Board. Mr. Massey indicated that he has heard from residents that are upset that they are stuck with Charter Communications for phone and cable and are unable to seek alternatives.

Mr. Berkowitz agreed with Mr. Massey that separate telephone utility is a requirement of the subdivision development; per the town's regulations.

Mr. Marinella explained to the Board what Verizon (telephone) used to supply the developers, whereas now the developers are required to supply all the equipment and materials, including the pipe (conduit), transformers, boxes, etc.. Verizon pulls the wires. Mr. Marinella noted Verizon charges a fee for new hook-ups and will not provide any connections until fees are paid in full.

The Planning Board shall issue a letter to all subdivision Developers stating that it is their position, in accordance with Section 222-12 [Utilities] of the Subdivision Rules & Regulations, that a separate utility (conduit) shall be placed underground at the time of initial construction within all phases of the subdivision development. Adherence to this mandatory improvement is not optional; a determination of the Planning Board shall be required for any deviation from the subdivision provision.

The Planning Board instructed Mr. Marinella to install the conduit, grade boxes and pedestals; the infrastructure should be in place within every development.

Mr. Marinella provided the Planning Board with a check in the amount of $65,000.00 to cover the bond amount previously established.

IV. HEMLOCK ESTATES –REVIEW/DISCUSSION

Status Report /Updated Construction Schedule
Date of Completion

Mr. Marinella (J&F Marinella Development) suggested he was not prepared to discuss Hemlock Estates this evening. No discussion -the Planning Board tabled Hemlock Estates and will review the status of the subdivision at its meeting of Tuesday, November 01, 2016. Mr. Marinella indicated that he will attend their next meeting.

V. CARPENTER ESTATES -REVIEW/DISCUSSION

Status Report /Updated Construction Schedule
Date of Completion

The Planning Board met with Muneer Ahmed (Mujeeb Construction Company, Inc.), reviewed letter dated October 06, 2016 and updated construction schedule. Planning Board acknowledged receipt of the following correspondence: Conservation Commission memorandum dated September 26, 2016; DPW Director Memorandum dated October 05, 2016 and JH Engineering Group reports dated September 27, 2016.

Mr. Ahmed explained to the Board that Lot 18 (model home), Lot 17 (framed) and Lot 3 (foundation) are currently under construction and will look to pull building permits for Lots 1, 6 & 11. They will be clearing lots 11, 10, & 9 with lots 1, 2 & 6 already cleared.

Mr. Bechtholdt asked Mr. Ahmed about the roadway's stormwater management (drainage) noting the subdivision is an LID –Low Impact Development project.

Mr. Ahmed explained that the driveway for Lot 18 was recently paved and they have shaped the vegetated swale; however have not installed any plantings as of yet. Mr. Bechtholdt noted there was not a lot of rain events this summer, however there was significant rainfall this weekend and was curious to hear how the development handled the storm. Mr. Ahmed suggested stormwater was not an issue, noting they have been monitoring locations at the wetland crossing.

Jeff Howland, JH Engineering Group, LLC agreed with Mr. Ahmed noting they have been responsive to erosion control concerns along the slopes which need to be addressed periodically. Mr. Howland suggested it was likely premature to install the LIDs at this point, wait until additional lots are developed. Mr. Howland agreed with having the swales shaped and readied to accept stormwater, but not vegetate them until the development is further along. Mr. Howland indicated that the Developer has done a good job maintaining erosion controls within the development.

Mr. Massey, in reference to Conservation Commission memorandum dated October 06, 2016, noted the Conservation agent would like see the silt fence and straw wattles removed across the stream channel. Mr. Howland acknowledged this position and explained that he typically defers to the Commission specifically to items under their jurisdiction.

Mr. Bechtholdt asked the Planning Board to review the sightlines exiting the subdivision, suggesting additional trimming and earthwork may be necessary to improve visibility; Mr. Ahmed will look into it and clear back vegetation.

Planning Board was pleased with the progress to date, noting the Building Inspector, Director and Public Works are satisfied with the retaining walls (wetland crossing at the entrance).

Mr. Bechtholdt informed the Planning Board that the performance bond (Lenders Agreement) held by the town (Planning Board) in the amount of $240,000.00 is valid through March 22, 2017 (date of completion).

Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) the Planning Board voted (5-0) to extend the date of completion for Carpenter Estates from March 22, 2017 to December 31, 2018.

Mr. Bechtholdt will look to formalize documents with the Developer. Mr. Bechtholdt explained to Mr. Ahmed if he wishes the Board to vote to reduce the performance bond or to change the form he can simply request that of the Planning Board at any time and arrangements will be made.

Mr. Ahmed explained to the Planning Board that he has the conduit installed within the subdivision for telephone, however has not heard from Verizon to pull the wires.

The Planning Board thanked Mr. Ahmed and Mr. Howland for attending the meeting.

OLD/NEW BUSINESS

Approval of Meeting Minutes –July 28, August 23 & 30; & September 13 & 20, 2016

Upon motion duly made (P. Ferrara) and seconded (H. Berkowitz) the Planning Board voted (4-0) to accept the meeting minutes of August 30, 2016 as amended. Upon motion duly made (H. Berkowitz) and seconded (P. Ferrara) the Planning Board voted (4-0) to accept the meeting minutes of September 20, 2016 as amended. The Planning Board tabled action for July 28, 2016; August 23, 2016 and September 13, 2016.

2016 Fall Annual Town Meeting –Tuesday, October 25, 2016 (7:00PM)

Point of information –no discussion.

October 18, 2016 Planning Board Meeting –Vote to Cancel Meeting

Upon motion duly made (P. Ferrara) and seconded (J. Berkowitz) the Planning Board voted (4-0) to cancel its meeting originally scheduled for Tuesday, October 18, 2016. The next meeting of the Planning Board is November 01, 2016.

Planning Board Reports & Recommendations –Review/Discussion

Planning Board members briefly reviewed warrant articles for the 2016 Fall Annual Town Meeting: Article 9 [Master Plan Update]; Article 10 [Heritage Zoning District] and Article 11 [Shining Rock Drive Street Acceptance]. Mark Key will present Article 9; Brian Massey will present Article 10 and Pamela Ferrara will present Article 11 at Town Meeting.

1279 Providence Road (Project Signage) –Construction Change

Tabled –no discussion.

Shining Rock Golf Community (Phase III) –Vote to Release Bond

Tabled –no discussion.

Subdivision/Site Developments –Updates

See discussion items above.

Planning Board Concerns –Discussion

James Berkowitz noted he attended the last CMRPC meeting.

Mail –Review

In addition to the mail listed (attached) the Planning Board noted receipt of the following communications: Planning Board Agenda for October 11, 2016 meeting; Letter dated September 14, 2016 to J & F Marinella Development Corp. with a cc: to Planning Board, Applicant/Engineer, Building Inspector, Whitinsville Water Company, JH Engineering Group, Conservation Commission, DPW – Highway, DPW – Sewer, DPW Director from Town Planner regarding Camelot Subdivision on Status Report/Updated Construction Schedule; Memo dated September 16, 2016 to Planning Board from DPW Sewer Superintendent regarding the Camelot Subdivision; Memo dated September 26, 2016 to Town Planner from Conservation Agent regarding the Camelot; Memo dated October 5, 2016 to Town Planner from DPW Director concerning the Camelot, Carpenter Estates, Hemlock Estates and Leonardo Estates; Email dated October 5, 2016 to Town Planner from Whitinsville Water Company concerning department reports for the Camelot, no issues with Carpenter Estates and Hemlock Estates is still under review; Email dated October 5, 2016 to Attorney Doug Resnick's Office from Town Planner regarding Joseph Circle; Memo dated September 26, 2016 to Town Planner from DPW Highway Superintendent regarding The Camelot (Joseph Circle); Letter dated September 14, 2016 to J & F Marinella Development with a cc: to Planning Board, Applicant/Engineer, Building Inspector, Whitinsville Water Company, JH Engineering Group, Conservation Commission, DPW Highway, DPW Sewer, DPW Director from Town Planner regarding Hemlock Estates status report/updated construction schedule; Memo dated September 16, 2016 to Planning Board from DPW Sewer Superintendent concerning Hemlock Estates; Memo dated October 4, 2016 to Town Planner from Conservation Agent regarding Hemlock Estates; Letter dated September 23, 2016 to Town Planner with a cc: to Conservation Commission, DPW Director, DPW Sewer Superintendent and Andrews Engineering from JH Engineering concerning Hemlock Estates Construction Observation Report; Gendron Street Improvement Plan; Letter dated September 14, 2016 to Mujeeb Construction Company with a cc: to Planning Board, Applicant/Engineer, Building Inspector, Whitinsville Water Company, JH Engineering Group, Conservation Commission, DPW Highway, DPW Director from Town Planner concerning Carpenter Estates Status Report/Updated Construction Schedule; Letter

dated October 6, 2016 to Town Planner from Mujeeb Construction regarding the Status Report for Carpenter Estates which includes construction schedule; Memo dated September 26, 2016 to Town Planner from Conservation Agent regarding Carpenter Estates; Letter dated September 27, 2016 to Town Planner with a cc: to Conservation Commission, DPW Sewer Superintendent, DPW Director, DPW Highway Superintendent, Whitinsville Water Company, and Fire Chief from JH Engineering concerning Carpenter Estates Construction Observation Report; Memo dated September 16, 2016 to Planning Board from DPW Sewer Superintendent regarding Leonardo Estates; Draft minutes of August 30, 2016; Draft minutes of September 20, 2016; Warrant for FATM (October 25, 2016); Email dated October 3, 2016 to Knapik Law Office with a cc: to Building Inspector from Town Planner concerning Signage/Site Plan Review Application for 1279 Providence Road and Milford Federal Bank; Memo dated October 4, 2016 to Town Planner from Exec. Asst. to the Town Manager regarding the Vote to lay out the remaining portion of Shining Rock Drive; Email dated October 5, 2016 to Strong Point Engineering and Norwood Bank with a cc: to DPW Director, DPW Highway Superintendent, Planning Board Chair, Planning Administrative Assistant and Town Manager from Town Planner concerning Shining Rock Drive (Layout vote/acceptance) streetlight and catch basin; Letter dated September 27, 2016 to Whom It May Concern from Treasurer/Collector regarding Shining Rock Drive; Email dated October 5, 2016 to Town Planner from Presidential Farms, Inc. regarding Presidential Farms Status/Update; Email dated October 6, 2016 to Town Planner, Strong Point Engineering, and Norwood Bank with a cc: to DPW Highway Superintendent, Planning Board Chair, Planning Administrative Assistant and Town Manager from DPW Director regarding Shining Rock Drive (layout/acceptance) streetlight and catch basin; Memo dated September 28, 2016 to Town Planner from DPW Director regarding Presidential Farms 565 Roosevelt Drive street light base elevation; Email dated September 29, 2016 to Disability Commission with a cc: to Planning Board Chair from Town Planner regarding Presidential Farms walking trail/bike path; Email dated September 30, 2016 to Town Planner with a cc: to Planning Board Chair Planning Administrative Assistant and JH Engineering from Presidential Farms, Inc. concerning Telephone Utility; Email dated October 4, 2016 to Town Planner from Housing and Planning Consultant regarding HPP Sections 7 and 8; List of developments with number of units, status and remaining buildout; 2016 Planning Board Meeting Schedule

Other

Planning Board met with Joe Verzone of Strong Point Engineering Solutions, LLC, the engineering firm overseeing the construction of the remaining portion of Shining Rock Drive. Mr. Bechtholdt noted a question was raised at the Selectmen's meeting about the size/style of the light fixtures installed. Mr. Bechtholdt explained that he spoke with the Department of Public Works; DPW is satisfied with the three (3) streetlights installed, noting the lights are supplied by National Grid. Mr. Bechtholdt explained these fixtures are slightly different than the light posts installed in the earlier phases of the subdivision; National Grid no longer offers the older style. Mr. Bechtholdt noted bolt caps will need to be placed on the lighting fixtures and the catch basins are to be cleaned prior to formal acceptance. Mr. Verzone indicated that the catch basins are scheduled to be vacuumed next week. The Board indicated that they were pleased with the completion of the project. Planning Board noted receipt of letter dated October 11, 2016 from Strong Point Engineering regarding responses to peer review comments. Mr. Massey thanked Mr. Verzone for attending the meeting. Mr. Bechtholdt informed the Planning Board that the Board of Selectmen voted to layout the remaining portion of Shining Rock Drive at their meeting of October 10, 2016. Mr. Bechtholdt informed the Board that he once again reached out to the Chairman of the Disability Commission to remind him that the

Planning Board was still looking for a recommendation from the Commission concerning the walking trials and bike path within the Presidential Farms subdivision. Planning Board received draft copies of the Housing Production Plan for review and comment. Planning Board briefly discussed the status of establishing a local historic district within Whitinsville. Cindy Key noted she attended the Local Historic District Study Committee, as well as a workshop hosted by MA Historical Commission in Worcester. Mr. Bechtholdt asked the Planning Board if they would like to host a public forum to assist the Local Historic District Study Committee on this initiative. Board members agreed to host a workshop on November 15, 2016 to help the study committee and engage the public.

Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, October 11, 2016 at or about 8:45PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II
Northbridge Town Planner

Cc: Town Clerk