

NORTHBRIDGE PLANNING BOARD

MEETING MINUTES

Tuesday, June 13, 2017

Recognizing the presence of a quorum Chairman Brian Massey called the meeting to order at 7:00 PM with Mark Key, James Berkowitz, and Harry Berkowitz in attendance. R. Gary Bechtholdt II, Town Planner and Cindy Key, Associate Member were also present. Chairman Massey noted the Planning Board vacancy.

The following members of the public were in attendance: Normand Gamache; Steve Bisson; Hassan Yatim; Tarek Yatim; Khalit Yatim; Hassane Dembell; James Gingras; Thomas Denesowkz; Barbara Denesowkz; Joseph Leonardo; Michael Hassett; Joyce Augustus; & Kenneth Konicki.

I. PLANNING BOARD REORGANIZATION

Upon nomination(s) duly made and seconded the Planning Board voted (4-0) to reorganize as follows: Brian Massey, Chairman; James Berkowitz, Vice Chairman and Harry Berkowitz, Clerk.

II. CITIZENS FORUM

None

III. FORM A [ANR -81P plan] –Review/Decision

None

IV. 4 & 16 NORTH MAIN STREET -PUBLIC HEARING

§173-49.1 –Site plan review by Planning Board

Chairman Massey looked to open the public hearing; Town Planner indicated that the legal ad and notification requirements had been satisfied. Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board voted (4-0) to waive the reading of the public hearing notice. Upon separate motion duly made and seconded the Board opened the public hearing for 4 & 16 North Main Street.

In accordance with the provisions of Massachusetts General Laws & the Town of Northbridge Zoning By-Law Chapter 173, the Northbridge Planning Board will hold a public hearing on Tuesday, June 13, 2017 at 7:05 PM in the Selectmen's Chambers of the Northbridge Town Hall, 7 Main Street Whitinsville, MA 01588 to consider the Site Plan Application of HTK7 Whitinsville, LLC (Northborough, MA) to construct a 2,339 square-foot building to be located at 4 & 16 North Main Street to include a convenience store, gas station and donut shop with drive-thru. The subject property (±0.83 acres) identified as Assessor Map 6A Parcels 29 & 48 is located within the Business-Two Zoning District of the Town of Northbridge. Copy of the Site Plan Review Application (April 28, 2017), Stormwater Report (April 28, 2017), Site Development Plan entitled "4 & 16 NORTH MAIN STREET" (December 19, 2013 & revised April 18, 2017) prepared by Guerriere & Halnon, Inc. and other associated documents are on file with the Office of the Town Clerk (7 Main Street) and Community Planning

44 *Development (14 Hill Street) may be reviewed during normal office hours. The purpose of this notice is to*
45 *provide an opportunity for public comment. Anyone wishing to be heard should attend said meeting at the*
46 *time and place designated.*

47
48 While the Applicant/Engineer setup the presentation Chairman Massey explained to the public that the
49 Applicant/Engineer will begin by providing an overview of the site and the project, after which the Planning
50 Board will seek comment from abutters and the public. Mr. Massey suggested this will be the first of a
51 number of meetings to review the proposal.

52
53 Michael Hassett of Guerrier & Halnon, Inc. on behalf of the Owner/Applicant provided an overview of
54 existing site conditions and the surrounding locus area. Mr. Hassett described the project which is proposed
55 to include a gas service station, convenience store and Dunkin Donuts with drive-thru.

56
57 Mr. Hassett explained the project had received prior approvals from the town, however certain permits had
58 lapsed and need to be reapplied. Mr. Hassett indicated that the Conservation Commission's Order of
59 Conditions have been extended, noting any proposed changes will be reviewed by the Commission. Mr.
60 Hassett briefed the Planning Board on site circulation, stormwater management and planned offsite
61 improvements and internal site improvements as recommended by the Safety Committee.

62
63 Mr. Hassett reviewed overall site circulation, turning movements and existing roadway conditions with Harry
64 Berkowitz and the other members of the Planning Board. Normand Gamache of Guerriere & Halnon, Inc.
65 reminded the Board that the project had been previously approved, suggested they could modify the
66 entrance/exit to reinforce the right-turn only (exit) onto North Main Street by installing a raised island or
67 similar. Mr. Bechtholdt suggested although the plan had previously been approved, the Planning Board can
68 and should, as part of its current review re-evaluate traffic patterns, traffic impacts, parking, and any other
69 traffic related concerns. Mr. Bechtholdt identified traffic as being the main concern and focus of the
70 Planning Board's site plan review.

71
72 Mark Key inquired about the size (height) of the proposed project sign. Mr. Hassett reviewed the detail
73 provided in the plan set. Mr. Massey noted the Planning Board recently approved a project sign for Douglas
74 Road, requiring more of a monument-style sign that was not as tall, less than 18-feet in height. Board
75 members expressed a preference to modify the proposed free-standing sign for this application.

76
77 Mr. Key inquired about the square-footage dedicated to the Dunkin Donuts, etc. James Gingras, general
78 manager (Dunkin Donuts) briefly reviewed with the Board onsite operations. Having no additional comment
79 from the Planning Board, Chairman Massey sought input from the public.

80
81 Cindy Key asked about the number of total parking spaces, ten (10) and the number of gas station pumps,
82 eight (8). Mr. Gingras explained to the Board, depending on the day he would have approximately 5
83 employees. Tarek Yatim, general manager (gas station/convenience store) indicated he would have
84 approximately 3 to 4 employees depending on the time of day. Mr. Gingras suggested during the mornings
85 the site may have a total of seven (7) employees plus management and in the afternoons 2 and 2, for a total
86 of four (4) between the Dunkin Donuts and gas station/convenience store. Mr. Yatim indicated business

hours are planned for 5:00 AM to 11:00 PM. Mr. Berkowitz noted the Planning Board does not have the authority to restrict hours of operation; would be a general bylaw or something the Board of Selectmen could consider when they issue the business license.

James Berkowitz questioned if the number of parking spaces proposed would be sufficient. Mr. Hassett explained to the Board that the project meets the parking requirement per the Zoning Bylaw. Mr. Gingras explained based upon the age demographic of his employees, six (6) employees working does not necessarily mean six (6) vehicles parked. Mr. Gamache suggested customers may also park at the gas pumps.

Having no further comment from the public Chairman Massey sought additional input from the Board members and Town Planner. Mr. Bechtholdt advised the Board that JH Engineering Group, Inc. is to provide comments specific to site layout, drainage and other proposed improvement, suggesting the Planning Board may want to engage the services of a third-party traffic engineer to review the Traffic Impact Assessment submitted and review other traffic related matters. Mr. Gamache provided a general overview of what is included in the Traffic Impact Assessment; traffic counts, turning movements, and projected traffic volumes.

The Planning Board directed the Town Planner to prepare a scope of work and solicit price proposals for the hiring of a third-party traffic consultant. *Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board voted (4-0) to engage the services of the traffic consultant submitting the lowest qualified bid.*

Mr. Bechtholdt asked Mr. Gamache to briefly review with the Planning Board the drainage and any proposed changes to the site development plan. Mr. Gamache noted that the site drainage has not changed, adding the only item that has been changed is the width of Arcade Street and what was requested of the Safety Committee (sidewalk improvements).

Mr. Hassett reviewed landscaping and screening between the residential area. Mr. Gamache reviewed site circulation; delivery trucks, etc. Brian Massey inquired about proposed site lighting along the backside of the property.

Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (4-0) to continue the public hearing to Tuesday, July 25, 2017 at 7:05 PM.

OLD / NEW BUSINESS

Approval of Meeting Minutes –May 02, 2017; May 09, 2017 & May 23, 2017

Tabled -no action taken.

2017 Fall Annual Town Meeting (FATM) –Tuesday, October 24, 2017

Point of information –no discussion.

2nd Annual Business Breakfast -Wednesday, June 14, 2017 (8:00 AM -Town Hall)

Town Planner invited and encourage Planning Board members to attend the 2nd Annual Business Breakfast.

2017 Fall Annual Town Meeting (FATM) -Tuesday, October 24, 2017

Mr. Bechtholdt explained to the Planning Board that he included this on the agenda to get the Board to start thinking about potential articles for the Fall.

2017 FATM -Vote to Sponsor Warrant Article(s)

Planning Board considered the following: Street Acceptance -Wilson Street and Roosevelt Drive; Zoning Amendment -increase minimum lot size; Land Donation -the Hills at Whitinsville Open Space. Harry Berkowitz recommended the Planning Board move forward with the open space conveyance. *Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board voted (4-0) to sponsor land donation of the open space parcels within the Hills at Whitinsville subdivision.* Planning Board decided not to act on zoning amendments to increase minimum lot size at this time. The Board may look to host a public workshop prior to sponsoring zoning amendment article(s) to increase minimum lot area.

Economic Development Strategic Plan -Status/Update

Mr. Bechtholdt informed the Planning Board that the DRAFT Economic Development Strategic Plan should have been submitted 3-weeks ago, however was received today. Mr. Bechtholdt indicated that the final report needs to be completed by the end of the month and asked Board members if they could review the draft this week and provide comments back as soon as possible.

Local Historic District Study Committee -Status/Update

Mr. Bechtholdt informed the Planning Board that he has not heard from Ken Warchol and is currently unsure of the status of this initiative.

Open Space & Recreation Plan Update –Status/Update

Mr. Bechtholdt informed the Board that he met with the Consultant earlier. Mr. Bechtholdt would like to prepare a draft for submission to the State for initial review and comments. Mr. Bechtholdt noted since the last meeting held with the Committee and Town Manager participation has diminished significantly.

Local Housing Production Plan –Status/Update

Held -no discussion.

Leonardo Estates –Construction Update/Developer

Joseph Leonardo, Developer reviewed with the Planning Board his letter (Terreno Realty, LLC) dated June 13, 2017. Mr. Leonardo explained to the Board that the Sewer Superintendent (DPW -Sewer Division) has reviewed, approved and signed-off on the entire sewer extension project (Benson, Highland & Windstone Drive), noting except for some sewer line inverts that will be installed at the end of cul-de-sac for individual house lots. Mr. Bechtholdt stressed the importance of having streetlights operational prior to operational. Mr. Bechtholdt inquired about the status of providing additional screening to the abutter on Highland Street. Mr. Leonardo will work with National Grid and the Department of Public Works on installing two of the four streetlights within the subdivision. Mr. Bechtholdt informed Mr. Leonardo that the town is looking to convert all of its existing streetlights to LEDs, asking him to install LED fixtures now so they do not need to be changed over later; Mr. Leonardo agreed. Planning Board members thanked Mr. Leonardo for his thorough and comprehensive update. Mr. Leonardo encourage Board members to visit the subdivision anytime.

Hemlock Estates –Construction Update/Developer

Mr. Bechtholdt informed the Planning Board that J&F Marinella Development was to attend the meeting to review the overall status of the subdivision development, similar to what Joseph Leonardo prepared for Leonardo Estates. Planning Board acknowledged receipt of updated construction schedule for Hemlock Estates, dated February 13, 2017, updated March 02, 2017 and received May 15, 2017. Mr. Bechtholdt noted that it appears the previous construction schedule provided to the Board was simply updated by extending estimated completion dates for Hemlock Estates.

Camelot Subdivision –Construction Update/Developer

Mr. Bechtholdt informed the Planning Board that J&F Marinella Development was also to attend the meeting relative to the status of the Camelot development. Mr. Bechtholdt suggested the Planning Board invite J&F Marinella Development (Joseph Marinella) to its meeting of Tuesday, June 27, 2017 to review the Camelot subdivision and consider options to initiate the process to call in the bond. Mr. Bechtholdt explained to the Board calling in a performance bond is a process, covered under MGL; the Board will need to prepare an updated construction punchlist after which the Developer will have a certain number of days to address or show progress to complete the subdivision improvements. Mr. Bechtholdt informed the Board if at the end of that process the Board has option to pull the bond; getting to a point for this subdivision where the Planning Board should at least consider it. Harry Berkowitz and others agreed. Mr. Bechtholdt asked the Board if they want to extend an invite to residents as well, noting he has been in contact with some residents. Mark Key identified three possible outcomes: (1) message clearly received and the Developer acts to complete improvements; (2) message received and the Developer acts short-term to address only a few items or (3) Planning Board decides to call-in the performance bond based upon the Developers response. Mr. Key confirmed that outcome 3 would not be dissimilar to Farnum Circle where the Planning Board was required to define a scope of work, solicit third-part bids and oversee the completion of the subdivision; Harry Berkowitz agreed. Mr. Bechtholdt noted it would be similar to Farnum Circle as far as the process, however suggested it may be a little easier as the remaining work will be identified in a punchlist and shown on the subdivision plans approved by the Planning Board. Mr. Bechtholdt suggested that Planning Board establish milestones for J&F Marinella Development (30, 60, 90, & 120-days). Mr. Key noted he was in favor of the Planning Board moving in the direction of establishing milestones and if not satisfied calling in the performance bond. Harry Berkowitz voiced his support, noting the performance bond held by the town (Planning Board) is cash which makes it a lot easier than if it was a Lender's Agreement or Tri-Party Agreement when you deal with banks and other lenders. Mr. Bechtholdt suggested the Board look to review a prioritization list with J&F Marinella Development at the meeting of June 27, 2017. Chairman Massey noted he lives on Rebecca Road and will abstain from voting. *Upon motion duly made (H. Berkowitz) and seconded (M. Key) the Planning Board voted (3-0-1[Massey abstained]) to have J&F Marinella Development attend the meeting of June 27, 2017 for the purpose of reviewing punchlist items and consider actions relative to calling in the performance bond.* The Planning Board directed the Town Planner to contact the Developer.

Farnum Circle -Scope of Work (Procure for Services)

Planning Board met with Joyce Augustus and Kenneth Konicki (14 Farnum Circle) to discuss the status of Farnum Circle, formalize scheduling and finalize scope of work for Request for Services to complete underground utilities. Harry Berkowitz noted that the work will require prevailing wage, which will increase

the overall cost for the project. Brain Massey agreed, suggesting there is no way of getting around it. The Town Planner will request Prevailing Wage Rates, to be included in the Request for Services. Joyce Augustus expressed concerns with increasing the cost. Mr. Bechtholdt mentioned Contractors who typically bid on municipal projects are aware of the prevailing wage rate laws. *Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (4-0) to solicit services for (1) utility trenching and (2) underground installation (electric/telephone/cable) from electrical transformer to 14 Farnum Circle and along driveway of 21 Farnum Circle to location existing underground services.* The following add alternates shall also be included in the request for services (a) removal of asphalt pavement (portion of) within cul-de-sac; (b) asphalt pavement installation within cul-de-sac (extending driveway) & (c) placement of screened loam and hydro-seed (grass) within location of asphalt removal. Mr. Bechtholdt noted a pre-bid conference for prospective bidder will be held on site with representatives from National Grid. Mr. Bechtholdt explained based upon the availability of National Grid he will set and schedule when the site visit will be held and when bids will be due. Mr. Bechtholdt felt July 11, 2017 may be too soon and may need to extend out to the end of July or early August 2017.

Subdivision/Site Developments –Update(s)

Town Planner and Planning Board members commented on how nice the Northbridge self-storage facility on Douglas Road is looking. Mr. Bechtholdt mentioned the fencing along Douglas Road and the grass growing in, noting there are still some additional landscaping that still needs to be done; including around the sign, as well as the need to install the screening at the AC units, as mentioned by Mark Key and Brian Massey. Planning Board directed the Town Planner to contact the Building Inspector about remaining site improvements (landscaping/screening) and the need to receive letter from Project Engineer certifying that the drainage is in and is working as designed. Planning Board members mentioned how pleased they were with the project; Mr. Bechtholdt agreed.

Planning Board Concerns –Discussion

Planning Board members inquired about the vacancy; Mr. Bechtholdt will check with the Town Manager's Office to see if anyone submitted Talent Bank Forms for Planning Board.

Mail –Review

In addition to the mail listed (attached) the Planning Board noted receipt of the following communications: Planning Board Agenda for June 13, 2017 meeting; Public Hearing Notice for 4 & 16 North Main Street; Review Report Form dated May 11, 2017 for 4 & 16 North Main Street; Site Plan for 4 & 16 North Main Street with a latest revision date of 04/28/17; Letter dated June 6, 2017 to Town Planner from Whitinsville Water Company regarding 4 & 16 North Main Street Plan Review; Invitation Flyer to the 2nd Annual Business Breakfast (Northbridge Economic Development initiative); Street Acceptance Consideration (2017 FATM) of Wilson Street and Roosevelt Drive (portion of) within the Presidential Farms Subdivision; Section 173.19 Table of Area Regulations; Northbridge MA Zoning Map of January 2014 with certain zoning districts called out; Preliminary Plans February 2003 –March 2017 Worksheets; Email dated March 1, 2017 to Town Planner from Heritage Design Group regarding the Hills at Whitinsville Open Space; General Laws, Section 77C; Memo dated February 24, 2017 to Planning Board from Heritage Design Group regarding the Hills at Whitinsville Open Space; Plans of the Hills at Whitinsville showing the Open Space Parcels; Letter dated May 25 2017 to Terreno Realty from Planning Administrative Assistant concerning Leonardo Estates Status

Update; Letter dated May 25, 2017 to J&F Marinella Development from Planning Administrative Assistant concerning the Camelot and Hemlock Estates Overall Status of each; Email dated June 07, 2017 to WWTP Superintendent, DPW Director, Whitinsville Water Company and Planning Board Chair with a cc: to JH Engineering, Planning Administrative Assistant, J&F Marinella, Andrews Survey & Engineering and Fire Chief from Town Planner regarding the Camelot water/sewer; Email dated June 07, 2017 to JH Engineering, Town Planner, WWTP Superintendent, Whitinsville Water Company and Planning Administrative Assistant with a cc: to Planning Board Chair, J&F Marinella, Fire Chief & JH Engineering regarding Camelot water/sewer; Email dated 6/07/2017 to Town Planner from Whitinsville Water Company regarding Out of Order Hydrants; Document dated 05/31/2017 from Whitinsville Water Co. listing the Currently Out of Service Hydrants in Northbridge and Whitinsville; Document dated February 13 2017 and updated March 02, 2017 from Andrews Engineering with a cc: to Town Manager/BOS, Planning Board, T. Lambert and J. Augustus regarding the Overall Construction Schedule for Hemlock Estates; Draft document dated June 2017 concerning Request for Services (Construction) Price Proposals for Farnum Circle; Document dated June 01, 2015 Prepared by Town Planner regarding the Pre-Bod Conference/Site Visit Meeting Note of May 27, 2015 for Farnum Circle; Proposed New Farnum Circle (Lane) map updated 5/23/2017; Email dated June 08, 2017 to Planning Board Member Mark Key with a cc: to Planning Board Chair from the Town Planner concerning the Screening Fence at the Storage Facility; Letter dated February 16, 2017 to Town Clerk with a cc: to Applicant/Engineer, Building Inspector, and Conservation Commission from Town Planner regarding Self-Storage Complex/Douglas & Castle Hill Road Modification to Approved Site Plan; Letter dated June 24, 2016 to Town Clerk with a cc: to Town Manager, Board of Selectmen, Building Inspector, JH Engineering, Conservation Commission, Planning Board, DPW Director, Fire Chief, Board of Health, DPW Sewer Division, Applicant/ Engineer, Police Chief, Building Department and Whitinsville Water Company from Planning Board regarding the Certificate of Approval Site Plan Review for the Self-Storage Complex/Douglas Road; Letter dated September 06, 2017 to Town Clerk with a cc: to Owner/Applicant/Engineer, Conservation Commission, Building Inspector, Historical Commission and the Tree Warden/DPW from Planning Board concerning Certificate of Permit –Scenic Roadway (Castle Hill Road) Public Shade Trees Trimming/Removal; Northbridge Self-Storage Landscape Plan; Letter dated March 29, 2017 to Building Inspector with a cc: to Town Clerk from Town Planner concerning 25 Castle Hill Road Signage (Northbridge Self-Storage) Variance Application; Letter dated May 23, 2017 to Town Accountant with a cc: to Town Manager/BOS and Treasurer from Planning Board Chairman regarding the encumbrance of funds (\$35,000) for the Master Plan Update; Worcester Telegram & Gazette article dated June 05, 2017 entitled “Worcester Board of Health adopts regulations for medical marijuana site” and the 2017 Planning Board Meeting Schedule.

Other

Planning Board noted receipt of Public Hearing notice from Town of Grafton Planning Board for a Registered Marijuana Dispensary (Millennium Drive) and hearing notice from Town of Sutton Planning Board for a 2 MW ground-mounted solar generating facility (Purgatory Road -Sutton/Northbridge). Planning Board questioned access to the site and expressed concerns of clear-cutting, proposed access via frontage within Northbridge, zoning (residential) and the overall status of the subject property (potentially landlocked). The Planning Board directed the Town Planner to write a letter to Sutton Planning Board expressing concerns, noting they do not recommend or support the project at this time. The Town Planner informed the Planning Board that he and the Inspector of Buildings will be meeting with a gentleman interested in locating an indoor motocross facility in town; Mr. Bechtholdt provide copy of the business plan proposed for Breault

MotorSports. Harry Berkowitz suggested the former Potpourri building would be an ideal location, noting the high ceiling heights and large open areas. Mr. Bechtholdt will update the Planning Board at its next scheduled meeting.

Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, June 13, 2017 at or about 9:00 PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II
Northbridge Town Planner

Cc: Town Clerk