

## NORTHBRIDGE PLANNING BOARD

## MEETING MINUTES

Tuesday, January 23, 2018

Recognizing the presence of a quorum Chairman Brian Massey called the Planning Board meeting to order at 7:00 PM with Harry Berkowitz, James Berkowitz, and Abdul Kafal in attendance. R. Gary Bechtholdt II, Town Planner was also present. Two (2) Planning Board vacancies (Member & Associate Member).

The following members of the public were in attendance: Norman Gadoury and Joseph Leonardo.

## I. CITIZENS FORUM

None

## II. FORM A –REVIEW/DECISION

None

## III. LEONARDO ESTATES - REVIEW/DECISION

Performance Bond / Lot Release

Planning Board reviewed with Joseph Leonardo, Developer for the Leonardo Estates subdivision his letter dated December 17, 2017 requesting the establishment of a performance bond for the entirety of the subdivision and release of remaining lots. Planning Board noted receipt of JH Engineering Group (third-party consultant) report dated December 29, 2017 detailing punchlist items and construction estimates for remaining work, valued at \$450,138.75. Mr. Leonardo in letter dated January 11, 2018 and email correspondence received informed the Planning Board that certain punchlist items included in JH Engineering report have been completed. Mr. Bechtholdt advised the Board and Mr. Leonardo that he spoke with JH Engineering earlier in the day. The Consultant will review the additional information provided by the Developer and will update the construction bond estimate accordingly.

The Planning Board thanked and complemented Mr. Leonardo for providing such detailed information. Having no additional comments or questions the Board acted on the request(s).

*Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted (4-0) to establish a performance bond for Leonardo Estates at \$450,000.00 subject to further review and input by JH Engineering Group, the Board's consultant. The performance bond (surety) to be signed by the Planning Board will be for the amount recommended by JH Engineering Group, LLC.*

*Upon separate motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Board voted (4-0) to release lots 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, & 16 subject to the recording of the new performance bond.*

IV. 149-159 Border Street -REVIEW/DECISION

Certificate of Approval Extension

Planning Board met with Normand Gadoury, Owner of subject property concerning a request to extend the Certificate of Approval. Reference is made to letter dated January 09, 2018 received from Roderick A. St. Pierre on behalf client that has entered into a purchase and sales agreement with the owner.

*Upon motion duly made (H. Berkowitz) and seconded (A. Kafal) the Planning Board voted (4-0) to grant a one-year extension of its approval for 149-159 Border Street.*

OLD / NEW BUSINESS

Approval of Meeting Minutes

*The Planning Board upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) voted 4-0 to accept the meeting minutes of August 23, 2016. Upon motion duly made (H. Berkowitz) and seconded (J. Berkowitz) the Planning Board voted 4-0 to accept the meeting minutes of December 12, 2017. Upon motion duly made (H. Berkowitz) and seconded (A. Kafal) the Planning Board voted 4-0 to accept the meeting minutes of December 19, 2017.*

Special Town Meeting –Tuesday, February 06, 2018 (7:00PM)

Point of information -no discussion.

2018 Spring Annual Town Meeting-Warrant Closes Friday, March 02, 2018

Point of information -no discussion.

2018 Spring Annual Town Meeting – Tuesday, May 01, 2018

Point of information -no discussion.

2017 Planning Board Annual Report – Review

Planning Board received (draft) annual report and shall provide the Town Planner with any comments and suggestions. The Board thanked Mr. Bechtholdt for preparing the report.

2018 Special Town Meeting – Tuesday, February 06, 2018 (7:00PM)

Chairman Massey noted the date and time of the Special Town Meeting, inviting Planning Board members to attend. Mr. Bechtholdt advised that he would prepare the Board's report and recommendation in preparation for the zoning warrant article consideration.

Local Historic District Study Committee -Update

Mr. Bechtholdt informed the Planning Board that he will be meeting with Robert Laflamme later this week to review with him roles and responsibilities of the Local Historic District Study Committee (LHDSC). Harry Berkowitz offered to participate on the Committee if there was still a need for members. Mr. Berkowitz

84 felt strongly that the town should pursue this designation, suggesting doing so will help tourism in town  
85 and other economic benefits with the National Historic Park.

86  
87 Open Space & Recreation Plan -Update

88 Mr. Bechtholdt noted that he and the Conservation Agent will be meeting later in the week to review the  
89 draft Open Space & Recreation Plan will, over the next several months prepare an initial submission to the  
90 State for review and comment.

91  
92 Local Housing Production Plan -Update

93 No discussion.

94  
95 Subdivision/Site Developments

96 Planning Board acknowledged receipt of letter dated January 03, 2018 from the Inspector of Buildings  
97 concerning Lot 21 Fir Hill Lane. Planning Board also noted receipt of (copy) letter sent to J&F Marinella  
98 Development dated December 20, 2018 concerning issuance of building permit and the need to provide  
99 Planning with updated construction schedules, etc. before the Planning office is authorized to sign-off on  
100 building permit application for Lot 21 (Hemlock Estates). The Planning Board noted the fire hydrant had  
101 been raised at the cul-de-sac of Fir Hill Lane. The Board also noted receipt of construction schedules for  
102 Hemlock Estates and Camelot subdivision developments. The Planning Board expressed their displeasure  
103 and concern with the information provided by the Developer. In doing so the Board did not authorize the  
104 Town Planner to sign-off on a Building Permit application at this time. The Board instructed the Town  
105 Planner to contact the Developer (J&F Marinella Dev) and advise him to provide a comprehensive  
106 construction schedule for Hemlock Estates, noting the schedule should include all punchlist items identified  
107 in the latest JH Engineering Group report. The Board also noted that the scheduling for Gendron Street  
108 improvements did not satisfy the requirement for formal lot release of Lot 21. The Board noted that  
109 occupancy cannot be issued until the lot is formally released from the Covenant. The Board indicated that  
110 the construction schedule for the Camelot subdivision should be consistent with the 30, 60, 90, & 120-day  
111 milestones discussed previously and should also include all punchlist items included in JH Engineering's  
112 report. The Board expressed frustration with the Developer's lack of progress and continually pushing back  
113 completion dates. J&F Marinella is to provide the Planning Board with a letter from National Grid  
114 confirming that installation date of the streetlights within Camelot and Hemlock Estates. The Planning  
115 Board will look to have the Developer attend an upcoming meeting to discuss both subdivision  
116 developments in the near future. The Board indicated that they may exercise its rights under Mass General  
117 Laws and start the processing of calling in the performance bond for Hemlock Estates and Camelot. The  
118 Town Planner shall be authorized to sign-off on the Building Permit application for Lot 21 once the  
119 Developer provides the requested construction schedules and status reports (i.e. status of sewer pump  
120 station, etc.). Mr. Bechtholdt advised the Board that reminded the Department of Public Works to forward  
121 correspondence between the town and National Grid concerning streetlight installation within active  
122 subdivisions. Mr. Bechtholdt informed the Board that he contacted the Fire Chief, at the request of the  
123 Planning Board Chairman to have the Fire Department to review installation of hydrants within active  
124 subdivision and to report to the Planning Board of any concerns. Planning Board acknowledged receipt of  
125 Property Owner Consent and Liability Release Agreement for 21 Farnum Circle; the Board is awaiting

receipt of same for 14 Farnum Circle as it relates to the installation of the underground services within the subdivision.

#### Planning Board Vacancy

Mr. Bechtholdt advised the Planning Board that the two (2) vacancies have been posted on the web as well as on the local cable channel. Mr. Bechtholdt noted that he is not aware of anyone expressing interest.

#### Earth Removal - PB Vacancy

Mr. Bechtholdt explained to the Planning Board with the resignation of Mark Key there is now a vacancy on the Earth Removal Board. Harry Berkowitz offered to fill this vacancy, noting he served as the first Chairman of Earth Removal Board a number of years ago.

#### Planning Board Concerns

None noted at this time.

#### Mail –Review

In addition to the mail listed (attached) the Planning Board noted receipt of the following communications: Planning Board agenda for January 23, 2018; Draft agendas for February 13, 2018 and March 13, 2018; Letter dated December 17, 2018 to Planning Board from Terreno Realty, LLC regarding Leonardo Estates Phase II Lot Releases and Performance Bond Request; Letter dated December 29, 2017 to Town Planner from JH Engineering regarding Leonardo Estates Engineer's Construction Estimate; Email dated January 11, 2018 to Town Planner from Joseph Leonardo regarding Leonardo Estates Bond Estimate; Letter dated January 11, 2018 to Planning Board from Terreno Realty, LLC regarding Leonardo Estates Performance Bond Estimate; Leonardo Estates picture of HDPW Subdrain; Construction Observation Report dated December 23, 2015 from Andrews Engineering regarding Leonardo Estates; Construction Observation Report dated January 06, 2016 from Andrews Engineering regarding Leonardo Estates; Letter dated January 09, 2018 to Planning Board from St. Pierre and St. Pierre concerning 149-159 Border Street Certificate of Approval; Email dated January 09, 2018 to Building Inspector from Town Planner concerning 149-159 Border Street Extension Request; Draft Minutes of August 23, 2016; Draft Minutes of January 10, 2017; Draft Minutes of December 12, 2017; Draft Minutes of December 19, 2017; Memo dated January 09, 2018 to All Departments, Committees, Boards & Commissions and Town Moderator from Executive Assistant to the Town Manager regarding Spring Annual Town Meeting; Memo dated January 08, 2018 to All Departments, Boards/Committees/Commissions from Executive Assistant to the Town Manager regarding Warrant Article Submission Procedure with a sample Memo; Spring Annual Town Meeting & FY19 Budget Staff Calendar; Memo dated January 03, 2018 to All Departments, Committees, Boards and Commissions from Town Manager's Office concerning the annual report (2017); Planning Board 2017 Draft Annual Report; Warrant for Special Town Meeting February 06, 2018; Letter dated December 27, 2017 to Planning Board from William Davis regarding the proposed zoning amendment for a Community Shared Solar Overlay District; Letter dated January 03, 2018 to Joe Marinella from Building Inspector concerning 269 Fir Hill Lane; Letter dated December 20, 2017 to Building Inspector from Planning Board regarding Lot 21 Fir Hill Lane (Hemlock Estates); picture of a fire hydrant; Fir Hill Lane Construction Schedule from Joe Marinella; Email dated January 03, 2018 to developers from Town Planner concerning snow plowing and

sanding; Email dated January 03, 2018 to developers from Town Planner regarding subdivision street lights; Email dated January 16, 2018 to Fire Chief from Town Planner concerning subdivision fire hydrants; Email dated January 02, 2018 to Town Planner from Mark Key regarding his resignation; Property/Land Owner Consent & Liability Release Agreement for Farnum Circle; Community Planning & Development Weekly Report for December 18–22, 2017; Community Planning & Development Weekly Report for January 08 12 and January 15–19, 2018; Commonwealth of Massachusetts Notice of Public Hearing for 935 CMR 500.000, Adult Use of Marijuana; Newspaper Article posted on January 11, 2018 entitled “Officials discuss solutions to housing shortage in Central Massachusetts.” 2018 Planning Board Meeting Schedule.

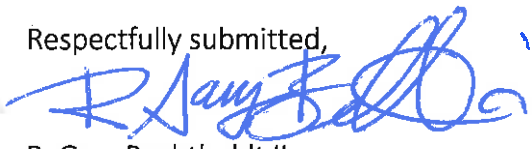
Other

Mr. Bechtholdt informed the Planning Board of the upcoming public hearings of the Cannabis Control Commission and the release of draft regulations, along with a guidance document for municipalities regarding Recreational Marijuana Establishments. Planning Board noted receipt of Planning office weekly reports for December 18, 2018, January 01, 2018, January 08, 2018, & January 15, 2018. Town Planner provided the Board with copy of news article from the Worcester Telegram & Gazette entitled “Officials discuss solutions to housing shortage in Central Mass” by Cyrus Moulton published on January 11, 2018.

Adjournment

Having no additional business, the Planning Board adjourned its meeting of Tuesday, January 23, 2018 at about 7:10 PM.

Respectfully submitted,

  
R. Gary Bechtholdt II  
Northbridge Town Planner

Approved by the Planning Board – 02/13/2018

Cc: Town Clerk