



## **NORTHBRIDGE PLANNING BOARD MINUTES**

Tuesday, February 22, 2011



Janet Dolber, Chair called the meeting to order at 7:00 PM. Edward Palmer, Richard Griggs and Kevin Curtin were in attendance; Barbara Gaudette was absent. R. Gary Bechtholdt II, Town Planner was also present.

The following members of the public were also in attendance: Kenneth Konicki (Farnum Circle); Joyce Augustus (Farnum Circle); Stanley DeHaan (Linkside Court); Linda DeHaan (Linkside Court); and Randi Zanca (Rumonoski Drive).

### **I. CITIZENS FORUM**

None

### **II. ANR PLAN –REVIEW/DECISION**

None

### **OLD / NEW BUSINESS**

#### **Minutes –February 08, 2011**

Upon motion duly made (Palmer) and seconded (Curtin) the Planning Board voted (4-0) to APPROVE the meeting minutes of February 08, 2011.

#### **43D Expedited Permitting (Northbridge/Sutton Roadway Study) –Status/Review**

Mr. Bechtholdt provided the Planning Board members with (draft) Roadway Alternatives prepared by CMRPC –Central Mass Regional Planning Commission prepared for the public workshop held on February 16, 2011. Due to a family emergency Mr. Bechtholdt was not able to attend. Planning Board members mentioned they too were unable to attend this workshop. Mr. Bechtholdt noted he also provided the Planning Board with meeting notes from the public workshop February 16<sup>th</sup>) and kindly requested that the members of the Planning Board take the time to review all the roadway alternatives (1 – 5) as well as the comments made at the public workshop.

Mr. Palmer inquired if the majority of those in attendance were from Sutton. Mr. Bechtholdt explained it appeared so, noting he did briefly review the sign-in sheet prior to tonight's meeting. With that said Mr. Bechtholdt explained to the Board the importance of their review of the alternatives and to provide an opinion and recommendations; adding the purpose of the workshop was to gather comment on a series of roadway layout alternatives for the potential buildout of the properties located off Main Street, more specifically Lasell Road/Oakhurst Road through to Lackey Dam Road.

Mr. Bechtholdt explained to the Planning Board when reviewing they should be mindful that Main Street (via RT 146) is one of the key access points into Northbridge and its downtown; any potential lot buildout and roadway layout alternations should enhance this corridor and not be compromised as a result of.

The Planning Board agreed to review the meeting notes and the 5 (draft) Roadway Alternatives. This matter was tabled to the next meeting of the Planning Board scheduled for March 08, 2011.

Shining Rock Golf Community Streetlights –Construction Change (per DPW)

Mr. Bechtholdt explained to the Planning Board that a construction meeting was held last week on February 16, 2011 to review the overall status of the subdivision roadways in conjunction with anticipated street acceptance consideration at Town Meeting; participants included representatives from Norwood Bank, DPW Director, Sewer Superintendent, Whitinsville Water Company, Malley Engineering (the Planning Boards consulting engineer), as well as the banks contractor. Mr. Bechtholdt noted in addition to satisfying the legal document requirements, the x-county sewer line may need to be jetted and cleaned, as the Sewer Superintendent is not satisfied with response to his memorandums communicating that the line may need to be inspected before he is comfortable taking on its maintenance once the roadways are accepted by the town.

Mr. Bechtholdt read memo received from the Director of Public Works dated February 16, 2011 regarding the streetlights within the Shining Rock Golf Community; accordingly under the Board of Selectmen's Policy on Streetlights, streetlights are required at intersection, at curves and at cul-de-sacs. Applying this policy to Shining Rock, only one (1) streetlight would be required at the following locations: intersection of Shining Rock Drive and Fairway Drive; intersection of Fairway Drive and Sandtrap Court/Clubhouse Lane; intersection of Clubhouse Lane and Linkside Court; and Clubhouse Lane at the Upton town line. Multiple lights at any of these locations are not required and recommend the streetlight installation be limited to one light at each location.

Mr. Bechtholdt provided the Planning Board with a plan showing the approved streetlight locations within the subdivision development; detailing the intersections under consideration as well as remaining streetlights required to be installed. Mr. Bechtholdt also noted receipt of letter from Norwood Bank dated February 17, 2011 requesting a construction change to reduce the number of streetlights at the intersections as recommended by the Director of Public Works.

Linda DeHaan (Linkside Court) asked if any of the existing streetlights may be shut-off. Mr. Bechtholdt offered if the streetlights do not fall within the Selectmen's Streetlight Policy then those lights may likely be turned off upon acceptance of the roadway; there has been situations in the past where streetlights were installed and in operation for years and then turned-off as they did not meet the criteria of the policy; Rocky Road comes to mind as a recent example. Mr. Bechtholdt added the Director of Public Works reviewed the streetlight locations within Shining Rock Golf Community most recently at the construction meeting of February 16, 2011 and noted his memorandum suggests only the additional lighting at the intersection be eliminated. A streetlight still remains to be installed near the trailhead parking area, as well as another along Shining Rock Drive near Lot #23 and adjacent to the clubhouse entrance on Fairway Drive.

Mr. Palmer indicated that he reviewed this request and suggests; what if the homeowners association wants to pay for the streetlights, the lights should go up so they may have the option. Mr. Bechtholdt inquired about the Shining Rock Drive and Fairway Drive intersection noting this location may not be part of

the association. Stanley DeHaan (Linkside Court) added the additional streetlights at the intersection of Fairway Drive and Sandtrap Court/Clubhouse Lane also would not be included.

Mr. DeHaan (Linkside Court) inquired about the Streetlight Policy itself and indicated that one of the streetlights is no longer operational. Mr. Bechtholdt indicated that he would get a copy of the Selectmen's Streetlight Policy and reiterated the location standards as defined by the Director of Public Works in his memo; streetlights are required at intersection, at curves and at cul-de-sacs.

Mr. Griggs indicated that he was willing to go along with DPW's suggestions for the modification with the exception of the 4-way intersection of Fairway Drive and Sandtrap Court/Clubhouse Lane, noting this is a high-traffic area with the potential for a lot of vehicular and pedestrian movement and perhaps should have two (2) streetlights at this intersection. Ms. Dolber agreed this is a high traffic area and the Planning Board should look into this before making a determination.

Ms. DeHaan (Linkside Court) asked if the Planning Board was to require a second light at this intersection would it be turned off at a later date because the extra streetlight did not fall under the Streetlight Policy. Mr. Bechtholdt suggested if the Planning Board decides to eliminate certain streetlights are maintain others due to potential safety concerns this should be noted in their decision that way if a streetlight was to be turned-off there would be a record as to why the additional light was installed.

Mr. Palmer suggested that the Planning Board table this matter until the Board members have an opportunity to go out to Shining Rock Golf Community and observe. Mr. Bechtholdt indicated that he would include this on the March 08, 2011 Planning Board meeting along with the street acceptance discussion for the Spring Annual Town Meeting.

*Upon motion duly made (Palmer) and seconded (Curtin) the Planning Board voted (4-0) to TABLE this matter to March 08, 2011.*

#### Fairlawn Christian Reformed Church –Release of Review & Inspection fund

Mr. Bechtholdt noted receipt of letter dated February 09, 2011, from the Fairlawn Christian Reformed Church requesting the release of the Review & Inspection funds.

Mr. Bechtholdt reviewed with the Planning Board the planned expansion of the church property noting such improvements will be completed in multiple phases; the last being the expansion of the parking lot and new drainage system which may not commence for another 10 years depending on funding. Reference is made to Planning Board Certificate of Approval dated October 04, 2010 [Site Development Plan –Fairlawn Christian Reformed Church]. Mr. Bechtholdt indicated a balance of \$752.52 remained.

*Upon motion duly made (Palmer) and seconded (Curtin) the Planning Board voted (4-0) to RELEASE the Review & Inspection funds for Fairlawn Christian Reformed Church.*

Farnum Circle Subdivision –Status/Review

Joyce Augustus and Kenneth Konicki of 14 Farnum Circle reviewed with the Planning Board their letter dated February 01, 2011. Ms. Augustus mentioned that she has lived at 14 Farnum Circle for about 5-years, back when they originally purchased the property they prepared a punchlist of items to be completed by the builder as part of the Purchase and Sales agreement; these improvements included finishing the driveway and interior finish work, installing underground electrical and completed the roadway improvements to the cul-de-sac. Since this time we have attempted to contact the developer, Michael Lambert and his partner Chip Renaud to address these ongoing issues.

Mr. Bechtholdt mentioned to the Planning Board that he met briefly with Ms. Augustus last Friday and reviewed the process and procedures involved in calling in a subdivision bond. Ms. Augustus explained that she has reviewed the file and understands that the developer is responsible for completing the roadway and in talking with Mr. Lambert in the past he too is aware of his responsibilities and has noted the Planning Board is holding a bond to complete the work. The electrical has never been installed underground, in talking with National Grid they explained that we would need to hire someone ourselves to do that work. In addition to the incomplete subdivision, the developer has not plowed the circle; only a straight path from Hill Street to his abutting house lot and driveway. For the past 5-years we paid for someone and incurred the expenses to plow our driveway from Hill Street. Mr. Konicki noted that the school bus uses the cul-de-sac to turn around on Hill Street and there have been instances where the school bus got stuck in the snow resulting in another bus coming to transport the students and causing delay for use leaving our home. Ms. Augustus also mentioned that the landscaping within the island of the cul-de-sac has not been maintained resulting in large overgrown brushes.

Ms. Dolber noted that the Planning Board does not have jurisdiction over the individual lots and specific improvements to the house but does have oversight on the subdivision roadway and its associated improvements such as the curbing, landscaped island and electrical service from Hill Street. Ms. Augustus reviewed with the Town Planner and Board members the plot plan prepared for her property which misrepresents the location of the existing electric/telephone/cable line(s) from Hill Street to the house. Ms. Augustus explained there are two large utility poles on the property providing service to her home, which according to the developer was to be underground.

Mr. Bechtholdt mentioned that he would look to contact the developer, Michael Lambert regarding the remaining improvements to Farnum Circle and suggested that the Planning Board table this matter to a future Planning Board meeting. Mr. Bechtholdt will also contact the Department of Public Works and the Planning Board's consulting engineer to perform a site inspection once the snow melts (presently 3 to 4 foot high snow banks along cul-de-sac).

Joyce Augustus and Kenneth Konicki thanked the Planning Board for their time and efforts in resolving these outstanding issues. Mr. Bechtholdt will contact Joyce Augustus and Kenneth Konicki to update them on the status of review.

Church Street (proposed zone change) –Review

Mr. Bechtholdt advised the Planning Board that he sent a letter to Eileen Poulin of 704 Church Street, the owner of the other property considered for zone change from Residential to Business. Mr. Bechtholdt indicated that he has not heard from Ms. Poulin regarding this matter and noted that she will also receive a copy of the public hearing notices (scheduled for March 08, 2011).

Spring Annual Town Meeting –May 03, 2011

Date of the Spring Annual Town Meeting

2011 SATM Warrant –Close Friday, March 18, 2011

Date of the closing of the warrant for the Spring Annual Town Meeting noted above. Mr. Bechtholdt noted March 08, 2011 is the last scheduled meeting of the Planning Board, any additional warrant articles will need to be considered at that time for inclusion on the 2011 Spring Annual Town Meeting.

Planning Board Article(s) –Discussion/Vote to Sponsor

Mr. Bechtholdt provided the Planning Board with a copy of memorandum to the Board of Selectmen concerning the three (3) zoning articles sponsored by the Planning Board and the potential for additional articles such as zone change within the Shining Rock Golf Community from Industrial to Residential. Mr. Bechtholdt also explained the memo also requested if the Board of Selectmen want the Planning Board to consider increasing the residential lot area requirements, as suggested by one of the Selectman to discuss this further and advise the Planning Board accordingly. Mr. Bechtholdt noted that although his memorandum is dated February 11, 2011 it was not received until after the Board of Selectmen meeting of February 14, 2011; it is Mr. Bechtholdt understanding that this matter may be discussed during the next scheduled Selectmen meeting of February 28, 2011.

The Planning Board briefly reviewed diagram prepared by the Planning office showing the current Zoning Districts within the Shining Rock Golf Community (Industrial & Residential) and a brief summary on suggested zone change. Planning Board members agreed it made sense to amend the zoning, however wanted the full-complement of the Board before voting to sponsor. The Planning Board will consider sponsoring zoning article at its next scheduled meeting of March 08, 2011.

Mr. Bechtholdt updated the Planning Board on the review of street acceptance for Shining Rock Golf Community and Delwyn Barnes Drive, noting both projects still require additional documentation be provided to Town Counsel for review. Mr. Bechtholdt suggested unless Town Counsel determines that all legal descriptions and conveyance documents are in order prior to the March 08, 2011 Planning Board meeting the roadways shall not be considered for acceptance at the 2011 Spring Annual Town Meeting.

Housing Production Plan Public Workshop –Tuesday, April 12, 2011

Consider holding workshop in the Planning office at the Aldrich School Town Hall –Annex (14 Hill Street) with a start time of 6:00 PM.

Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: Roadway Study -draft Layout Alternatives prepared by CMRPC; meeting notes prepared by CMRPC regarding roadway study public workshop (February 16, 2011); email communication from Town Planner (February 16, 2011) concerning roadway study public workshop; Norwood Bank letter dated February 17, 2011 regarding streetlights within Shining Rock Golf Community; Director of Public Works memo dated February 16, 2011 regarding Shining Rock Golf Community Streetlights; diagram(s) prepared by Town Planner illustrating streetlight locations within Shining Rock Golf Community; letter dated February 09, 2011, from the Fairlawn Christian Reformed Church requesting the release of the Review & Inspection funds; letter dated February 01, 2011 from Joyce Augustus and Kenneth Konicki of 14 Farnum Circle regarding Farnum Circle; diagram/aerial showing Farnum Circle properties and current bond amount; lot plan for 14 Farnum Circle provided by Joyce Augustus and Kenneth Konicki; copy of Planning letter dated February 07, 2011 to Eileen Poulin of 704 Church Street regarding proposed zone change; diagram prepared by Town Planner detailing subject properties regarding proposed zone change on Church Street; copy of Planning Memorandum dated February 11, 2011 to Board of Selectmen regarding potential zoning articles (increase residential lot size & zone change to Shining Rock Golf Community properties); diagram(s) prepared by the Town Planner illustrating current zoning designations within Shining Rock Golf Community properties and Assessor Plat information (AP 26 –Aug 2010); Norwood bank letter dated February 17, 2011 regarding driveways along Clubhouse Lane within the Shining Rock Golf Community; Street Acceptance Checklist (Sec 222-9 N Subdivision Rules & Regulations); Community Planning & Development memorandum dated February 22, 2011 concerning potential Subdivision Rules & Regulations modifications; 2010 Annual Report of the John H. Chafee Blackstone River Valley National Heritage Corridor Commission and the National Parks Service; memorandum from the Office of the Town Manager dated February 18, 2011 concerning the appointment of Sharon Susienka as Acting Town Manager for the period of February 22, 2011 and February 23, 2011; and copy of Professional Services Agreement with Guerriere & Halnon, Inc for survey/engineering services –Douglas/Northbridge/Sutton (Regional 43D Expedited Permitting initiative).

Other

Randi Zanca (Rumonoski Drive) attended meeting as an observer; Ms. Zanca noted that she had attended a previous meeting on December 14, 2010 specific to the Wind Turbine discussions. Mr. Bechtholdt thanked Ms. Zanca for her continued interest, noted receipt of her email communication received February 10, 2011 and asked if she was interested in sitting on the Green Committee, as there still may be a couple of vacancies in talking with Richard Sasseville, Chair of the Green Committee. Ms. Zanca mentioned that she may not have the time necessary to be a member. Mr. Palmer and Mr. Bechtholdt commented that it does not appear that the Green Committee meets very often and if still interested may want to contact Mr. Sasseville.

Mr. Bechtholdt advised the Planning Board that he did not received a letter or email communication from Bill Mancini of Clubhouse Lane regarding his concerns expressed at the last meeting of February 08, 2011 in regards to the Clubhouse Lane driveways. Mr. Bechtholdt did however mention this to Norwood Bank Corporation during the construction meeting of February 16, 2011. Accordingly the bank, in letter dated February 17, 2011 indicated that the driveways which were disturbed during the replacement of sidewalk

where repaired and any damage to the driveways may be the result of a combination of poor sub-grade materials (when originally installed) and the use of heavy equipment/machinery to remove snow from the individual driveways. Mr. Bechtholdt suggested the Planning Board to take this information under advisement and the Board may revisit as part of its discussions relative to consideration of street acceptance scheduled for March 08, 2011.

Mr. Bechtholdt provided the Planning Board with a copy of the street acceptance checklist he prepared, detailing the required submission pursuant to Section 222-9 N of the Subdivision Rules & Regulations, noting that these provisions describe the 90-day advance submittal Barbara Gaudette spoke of at the last meeting.

Mr. Bechtholdt provided the Planning Board with a memorandum dated February 22, 2011, suggesting that the Planning Board look to amend its Subdivision Rules & Regulations by incorporating certain provisions and other requirements consistently included as conditions of approval of definitive subdivisions. Such provisions may include the following: Submission of digitized copy of the plan on CD in a CAD-14 or comparable format of the approved development (entire plan set); Requirement to provide off-street parking provisions (to be cited near/adjacent to school bus stop(s); Increase pavement width at main entrance to accommodate vehicular parking; Add provisions for method of planting street trees -trenching, soli type/condition/etc; Incorporate Best Development Practices Guidebook into the Subdivision Regulations; Incorporate by reference the Subdivision Inspection sign-off checklist; Increase minimum width from 4-foot to 5-foot grass strips; Amend Table I –Street Design Standards to require sidewalks on minor streets (i.e. streets that terminate with a cul-de-sac); Amend Table II –Standards for Cul-de-sac to allow sloped-granite curbing and reduce landscaped island (thereby increase pavement width around island); and Add provisions for the placement of community mailboxes. The Planning Board agreed with suggested changes and will review same at its meeting of March 22, 2011. Mr. Bechtholdt added changes to the Subdivision Rules & Regulations require a public hearing similar to zoning amendment articles but do not require Town Meeting action.

Mr. Bechtholdt mentioned that he recently helped an 8<sup>th</sup> grade student on a school math project; the student is comparing population data (1990–2010) with the number of new residential building permits issued during a given calendar year. Mr. Bechtholdt noted as part of this exercise he updated the building permit data to include totals for 2009 and 2010, as well as, population data for same provided by the Town Clerk. Mr. Bechtholdt continued, noting that according to Town Clerk's records the town's population peaked in 2000 (14,161); since this time however the population appears to have decreased significantly (2010 population data indicates 13,722), a reduction of 439 residents. Mr. Griggs expressed his surprise in the numbers provided; Mr. Bechtholdt agreed however suggested if anyone would know the population data in town would likely be the Town Clerk. Mr. Bechtholdt added that the 2010 Census Data should be available soon and it may be interesting to see what those statistics show for Northbridge. Mr. Bechtholdt indicated, as part of this effort he also contacted the Assessors office to provided total number of residential units from 1990 to 2010, once received he will share this information with the Planning Board. Lastly, Mr. Bechtholdt stated he would be curious to see what the student population was during this same time period, suggesting perhaps Northbridge has a large surplus in its housing stock and if there is more or less school-aged kids in the school system. Mr. Curtin mentioned that he may have information regarding school population and would provide copy of same at the next meeting.

Mr. Bechtholdt updated the Planning Board on one of the remaining 43D Expedited Permitting initiatives, specifically the regional effort with Sutton and Douglas. Accordingly, after procurement proceedings the towns have contracted with Guerriere & Halnon, Inc for professional services to prepare subdivision plan along the westerly side of RT 146 located off Main Street (Northbridge) / Whitin Road (Sutton) and Lackey Dam Road (Douglas).

Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, February 22, 2011 at 8:15 PM.

Respectfully submitted,

R. Gary Bechtholdt II  
Town Planner

Cc: Town Clerk