NORTHBRIDGE PLANNING BOARD
MINUTES
Tuesday, July 23, 2013

Brett Simas, Chair called the meeting to order at 7:00 PM; Barbara Gaudette, Janet Dolber and George Murray were in attendance. Cindy Key, Associate member and R. Gary Bechtholdt II, Town Planner were also present.

The following members of the public were in attendance: Mark Anderson (Heritage Design Group), Vincent Osterman, Eric Bazzett (Heritage Design Group); Jennifer DiStefano (PARE Corp); Shane Oates (Coneco Engineers); Stan Piecewicz; Barbara Piecewicz; Michal Minichiello; Milton Patnode Joe Marinella (J&F Marinella Dev); Jane Hallett; Robert Marseglia; Richard Cronin; Susanne Grady; Barbara Brochu; Joan Jeffers; Brian Clarke; & Steven Venincasa (Fairway Drive project).

There was no meeting/workshop of the Open Space & Recreation Plan Update Committee.

I. CITIZEN FORUM

None

II. FORM A'S

None

III. CARPENTER ESTATES -CONT. PUBLIC MEETING
Low Impact Development (Modification)

Mr. Bechtholdt noted receipt of letters dated July 15 and July 16, 2013 from Coneco Engineering; (revised) Operation & Maintenance Plan prepared by Coneco Engineering and Community Planning & Development memorandum dated July 22, 2013 regarding meeting with the Director of Public Works. Mr. Bechtholdt explained a meeting was held on July 08, 2013 with the Applicant/Engineer, Planning Board Chair and Director of Public Works to review and consider proposed Low Impact Development (LID) techniques for the stormwater management of the Carpenter Estates subdivision. Mr. Bechtholdt explained at the conclusion of this meeting the Director of Public Works consented to and offered his support of the proposed LIDs. In doing so however, the Director of Public Works expressed concern regarding potential long-term maintenance costs of the LIDs. In addition, the DPW Director recommended that the street trees be located outside of the right-of-way (on private property) and also suggested the required streetlights within the subdivision be waived in lieu of the developer installing individual light posts at the driveways of each house lot; a streetlight would still be required at the entrance on Carpenter Road.

Planning Board reviewed proposed construction change with Shane Oates, Project Manager/Engineer for Coneco Engineering and Stan Piecewicz, developer for the Carpenter Estates subdivision. Mr. Oates began by reviewing responses to JH Engineering report dated June 11, 2013; Mr. Bechtholdt indicated he spoke with Jeff Howland (JH Engineering Group) earlier in the day who informed that he has

reviewed the revised plan and the Coneco Engineering response letter and does not see issue with addressing remaining comments in a final revised plan set.

Planning Board reviewed proposed roadway layout, plan/profile and wetland crossing. Mr. Oates noted a fence will be installed along the sidewalk at the crossing (entrance). Mr. Oates also noted they are to provide the DPW with a budgetary breakdown on LID maintenance and briefly reviewed some basic maintenance requirements.

Mr. Simas inquired about inspections to ensure LIDs were constructed properly; Mr. Bechtholdt noted typically the developer is required to provide as-built plans along with a letter from an engineer certifying that the drainage system has been built as approved and working as designed. Mr. Oates added as part of an Order of Conditions issued by a Conservation Commission they will be required to provide an inspection by the town's engineer.

Mr. Oates reviewed with the Planning Board proposed locations of individual light posts (at the end of each driveway) and street trees (2 per lot) to be located outside the right-of-way as requested by the Director of Public Works.

Mr. Oates then reviewed with the Board the proposed sidewalk; noting everything from Carpenter Road through the crossing will be standard design: 24-foot wide roadway with 4-foot sidewalk and conventional drainage; after the wetland crossing will introduce the LID measures: reduce roadway pavement to 22-feet; with grass swales, rain gardens, etc; noting the sidewalk will extend around the cul-de-sac.

Mr. Murray asked if the size of the cul-de-sac could accommodate a fire truck (ladder truck). Mr. Oates confirmed roadway has been designed to satisfy turning movements for larger vehicles including fire apparatus; noting the interior island will be cape-cod berm.

Planning Board reviewed with engineer typical LID maintenance and input from other communities already utilizing these LID technique. Mr. Oates will provide the Board and DPW with information once formalized (how often, what needs to be done and at what cost).

Mr. Oates concluded his reviewing, noting proposal is scheduled to be reviewed by the Conservation Commission on Wednesday, July 24th and expects the Commission to issue an amended Order of Conditions.

Ms. Dolber asked about possible funds to be escrowed by the developer to assist the town in maintenance cost. Mr. Oates indicated that was not discussed from a development standpoint; but in talking with DPW they may look to contract outside work for stormwater maintenance (town-wide). Ms. Gaudette expressed concern if DPW does not perform necessary maintenance.

Mr. Bechtholdt suggested that the developer would be responsible for the maintenance until street acceptance, by then the town should (must) have a better handle on satisfying the town's stormwater permit, which requires maintenance of all stormwater facilities (outfalls, basins, structures, etc.); if not the town may be subject to fines from DEP –Department of Environmental Protection. Mr. Simas noted

opportunity for the town; a maturation-process for DPW to include maintenance cost in the business plan moving forward. The Planning Board may help support request for additional funds, may provide a sense of confidence in DPW getting the work done, understanding there is a gap today.

Mr. Piecewicz (developer) noted they will own and be responsible for the maintenance from the beginning for a period of 2 to 3 years; the town won't have any responsibility until acceptance, at which time the developer could turnover any information it has specific to the operation, maintenance and cost of the stormwater system. Mr. Simas agreed and noted prior to street acceptance the town (DPW) will need to make sure all the LID structures and other low impact development techniques have been cleaned and maintained over that period of time.

Mr. Simas agreed; timeframe will provide the town with a couple of years to get "its ducks in row" and make sure what we get is a working product. Mr. Bechtholdt noted to the Board they have a copy of the O&M plan (Operation and Maintenance plan); the Board wants to make sure the execution of the plan is followed and verified prior to street acceptance. Mr. Oates suggested would also be part of the Order of Conditions for Conservation Commission.

Planning Board discussed including as part of its approval the following additional provisions: (1) prior to lot release the Applicant/Engineer shall provide a detailed schedule for maintenance of the LIDs and (2) prior to street acceptance consideration, the rain garden and associated LIDs within the Carpenter Estates subdivision shall be inspected and signed off by the town (DPW) and Planning Board consultant.

Mr. Oates suggested the design of each of the lots may be done in a way to encourage and promote individual property owners to help maintain the front of lots, which may include the culverts at the driveway; Board decided not to include as a condition of its approval, noting may be difficult to enforce.

Upon motion duly made (Gaudette) and seconded Dolber) the Planning Board voted (4-0) to consider and GRANT construction change to allow for Low Impact Development techniques for (a portion of) the stormwater management of the Carpenter Estates subdivision. Said approval is subject to review and approval of same by the Northbridge Conservation Commission and JH Engineering Group.

In making said determination the Planning Board consented to the following waivers: Section 222-27 Curbing; Section 222-10 D Street width & Section 222-11 B Catch basins. The subdivision development shall otherwise be built in accordance with the Subdivision Rules & Regulations of the Town of Northbridge; Certificate of Approval –Definitive Subdivision dated May 10, 2007 and Special Permit – Flexible Development dated December 11, 2006 [08-SPP-06] issued by the Northbridge Planning Board.

IV. SELF STORAGE UNITS –CONT. PUBLIC HEARING

§173-49.1 -Site Plan Review (546 Providence Road)

Mr. Bechtholdt informed the Planning Board that the Applicant/Engineer has requested a continuance from tonight's hearing to provide additional time for the preparation of revised plans.

Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (4-0) to continue the public hearing to Tuesday, August 13, 2013 at 7:05PM.

V. ST. CAMILLUS HEALTH CENTER –CONT. PUBLIC HEARING

§173-49.1 -Site Plan Review

Mr. Bechtholdt provided the Planning Board with the revised site development plan. Mark Anderson of Heritage Design Group reviewed with the Board reduced scope of work (no longer proposing additional parking to the rear of the building); proposal includes restriping some existing space along the front, adding a handicap space and introducing eight (8) new parking spaces with landscape screening. Mr. Anderson acknowledged receipt of JH Engineering report and noted proposal will be revised to address comment specific to treatment of impervious area (8 parking spaces); direct stormwater into a grass-swale area.

Ms. Gaudette inquired about proposed screening of the eight parking spaces; Mr. Anderson suggested the parking would be adequately screened; proposed screening will be increased from 4-feet to 5-feet.

Mr. Murray asked about the elevation of proposed parking areas in relation to existing driveway and how the stormwater will be directed into the grassed areas. Mr. Anderson reviewed with the Board site layout, drainage area and certain spot elevations; additional parking shall be constructed in manner directing stormwater directly into the grass area (not crossing over the existing driveway). Mr. Anderson noted they can accommodate that concern by adding a paved-swale area.

Mr. Bechtholdt requested that Mr. Anderson (in regards to JH Engineering comment concerning impervious, the need to provide appropriate BMPs) to provide a response letter specifically detailing how concern will be addressed; Mr. Anderson agreed.

Planning Board reviewed draft conditions of approval and closed the public hearing.

Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (4-0) to approve with conditions site development plan entitled "Parking Improvements" for St. Camillus Health Center" prepared by Heritage Design Group dated April 17, 2013 and revised through July 23, 2013 for the addition of eight (8) parking spaces; landscaping; restriping of existing parking area; and designation of one (1) additional handicap space (van accessible).

Conditions of approval include: Owner/Applicant shall comply with all applicable laws, bylaws, rules, regulations, and codes and obtain all the necessary permits and approvals; including but not limited to blasting, water/sewer, street excavation, and/or access to public-way (curb cut), if so required; any illumination, including security lighting shall be arranged so as to reflect away from abutting properties. Said lighting shall be directed in a manner to avoid glare onto adjacent properties and to limit the amount of light trespass onto the abutting properties; proposed eight (8) parking spaces shall be appropriately screened from abutting residential properties to the north; a pedestrian crosswalk access shall be provided for handicapped parking space; such access shall comply with applicable ADA standards and requirements; Construction of the additional parking space shall include appropriate BMPs to offset the increase in impervious area, such as a grass-swale, etc.; reference made to JH Engineering Group, LLC report dated July 22, 2013; a copy of this Certificate of Approval and endorsed Site Development Plan shall be maintained onsite during construction. The Planning Board and/or its designee shall be permitted to access the project site for the duration of the project; any alteration(s)

from this certificate of approval shall require a written description of the proposed modifications submitted to the Planning Board for review. A significant alteration deemed by the Planning Board shall require the filing of a new site plan review; changes to the site development plan either prior to or during construction shall be administered through the Planning Board in accordance with Section 173-49.1 H of the Northbridge Zoning By-Laws; prior to Planning Board endorsement the site development plan shall be revised to the satisfaction of the Planning Board in addressing the following: (a) planning Board signature block, (b) engineer Wet stamp & signature, (c) reference to this Planning Board Certificate of Approval, (d) reference to Zoning Board of Appeals Special Permit decision, and (e) comments raised by the Inspector of Buildings; outstanding invoices for services rendered by JH Engineering Group, LLC shall be satisfied prior to construction of the additional parking spaces. Remaining funds, if any shall be returned to the Applicant; prior to construction the Applicant/Engineer shall submit the following to the Planning Board: five (5) prints of the endorsed Site Development Plan, two (2) fifty-percent (50%) reduced prints and one (1) electronic copy. Failure to provide such information as described herein shall be considered a violation of zoning and subject to action by the Zoning Enforcement Officer pursuant to MGL and local bylaws; erosion control measures to prevent siltation onto wetlands, neighboring properties and roadways during construction shall be implemented. The erosion control plan and documentation submitted shall be implemented and followed during construction. During construction, if these plans are found to be inadequate by the Planning Board or its designee, a new erosion control plan shall be submitted to the Board for review and approval. In the event that erosion and sedimentation problems arise during construction, the Planning Board may require that all work cease until measures necessary to ensure prevention are implemented.

Based on its finding the Planning Board waived the Development Impact Assessment; Section 173-49.1 E (2) of the Northbridge Zoning By-Laws. As provided for in Section 173-49.1 E (3) of the Northbridge Zoning By-Law the Planning Board may waive any requirements if it believes that the requirement is not necessary based upon the size and scope of the project.

VI. MARSTON HEIGHTS -DISCUSSION

Condo Lot #2 –The Hills @ Whitinsville

Mr. Simas welcomed residents of Marston Heights and mentioned Joseph Marinella (J&F Marinella Dev) was also in attendance. Mr. Murray recued himself, noting he had worked for the developer, J&F Marinella Dev. as a consultant and as such did not participate in the discussion. Mr. Murray adjourned from the table and left the meeting room during the discussion.

Mr. Bechtholdt provided Board members with a copy of the construction schedule prepared by Mr. Marinella.

Mr. Simas explained the purpose of the discussion was to follow-up from the last meeting to review progress at Marston Height. Mr. Simas noted that he drove through the development earlier in the week; noting work is getting done however there is still work to be done. Mr. Simas recognizes there are punchlist items and things need to get done; adding at the last meeting the Planning Board talked about recourse the Board has to motivate the developer to complete the work; the tool the Board has is the ability to send a notification to the Building Inspector (/Zoning Enforcement Officer) to cite zoning

violation to the developer; perhaps a drastic means to an end, however something he is open to utilizing in the correct manner and time.

Mr. Simas would like to bring outstanding issues to closure (been lingering for longtime) and is less interested in the details and nuances with dates of certain items and more interested in setting a drop-dead date that we call all agree to; and say if this work is not done 100% to the Board's satisfaction by date X then the Board would send a letter to the Building Inspector to start the zoning violation process.

Mr. Simas noted that he is open to a dialogue as to what specific date; Mr. Simas is okay if it's September 31st so we can get the trees in for the fall or if it's October 31st; if not Board will pursue zoning violation enforcement. Mr. Simas stated he was confident that Mr. Marinella will function and operate in good faith to complete the work.

Ms. Dolber mentioned that she too visited the development and spoke with R&R who is managing the site maintenance; feels things are getting done (however maybe not a fast as we hoped). Ms. Dolber agreed with Mr. Simas on setting a date of October 31st which allowed everything to be completed, including the trees.

Ms. Gaudette noted she sensed more items need to be address than what appears on the construction schedule prepared by the developer; items such as those specific to the individual units. Ms. Gaudette asked if problems associated with units have been addressed.

Mr. Simas opened the discussion to residents in the audience.

Jane Hallett expressed concerns with sequence of grading the back of her unit and seeding of the lawn area. Susanne Grady expressed concerns with the quality of workmanship regarding what needs to be done before hydro-seeding; Barbara Brochu expressed concern of having no irrigation; others noted concern of lack of topcoat on driveways and runoff concerns. Joseph Marinella reviewed construction sequencing and expressed a willingness to work with the residents, noting if they have a concern he would look into it.

Bob Marseglia sees a sincere effort on the part of Joe Marinella (a breath of fresh air to see Joe up there every day); a lot thing may still need to be done but feels really encouraged. Deck staining had been an issue and is being taken care of. Dick Cronin asked if Joe Marinella received a copy of the punchlist items prepared about a year ago from the residents; Mr. Marinella was not sure if he got a specific list but noted he has received a number of calls from residents and has addressed concerns. Planning Board noted receipt of the list. Mr. Cronin asked if areas that were seeded earlier could be reseeded; Mr. Marinella noted he would look into it. Mr. Cronin thanked the Planning Board for their help in advancing the progress of the development.

The Planning Board set a date of September 10, 2013 to review the progress of the development, at which time the Board may then set a drop-dead date to complete work. Mr. Simas explained to the residents if they wish to come in beforehand they may do so during Citizens Forum, beginning at every Planning Board meeting.

Planning Board continued discussion to Tuesday, September 10, 2013 (7:05PM). Mr. Murray returned to the meeting room and participated in the remaining Planning Board agenda items.

VII. OSTERMAN COMMERCE PARK -CONT. PUBLIC HEARING

Special Permit -Planned Business Development
Site Plan Review -Phase 1 (& Phase 2)

Mr. Simas noted there are two (2) applications before the Board; Planned Business Development Special Permit and Site Plan Review. Mark Anderson of Heritage Design Group introduced Vincent Osterman (Applicant); Eric Bazzett (Engineering); and Jennifer DiStefano (Traffic Engineering –PARE Corp).

Planning Board reviewed with the Applicant/Engineer draft conditions of approval for the Planned Business Development Special Permit and the draft conditions of approval for the Site Plan review.

Mr. Bechtholdt mentioned, as part of the special permit decision the Board needs to make findings as part of its consideration and decision. The Board reviewed findings, criteria, project descriptions, etc. Mr. Bechtholdt noted despite efforts to receive a written correspondence from the Director of Public no report was provided to the Planning Board. Mr. Simas and Mr. Murray expressed concerns and want the record to show (meeting minutes) that the Department of Public Works did not provide a formal summary of the DPW Director's input on this particular development, however the Planning Board will need to proceed without.

Mr. Bechtholdt noted the site plan review is specific to Phase 1 & Phase 2 (phase 1 –building A & B and phase 2 -wetland crossing). A site plan application for Phase 3 & 4 will need to be received and review by the Planning Board at a later date.

Mr. Simas solicited input from the Planning Board members concerning any remaining issues.

Mr. Murray inquired about the status of MassDOT review regarding traffic; Mr. Anderson indicated they have not received a response letter from MassDOT however did provide the Planning office with a copy of their letter sent to the state stating all comments have been addressed. Mr. Anderson noted one issues was specific to greenhouse gas which he feels has been addressed. Ms. DiStefano explained to the Board other outstanding issues included trip generation and crash-rate data information; which has also been addressed in PARE Corps response letter to the state. Ms. DiStefano explained that they have gone through MassDOT's letter and all issues have been addressed, noting no changes necessary based upon the comments received as they did not result in any significant level of service. Ms. DiStefano explained once the Final EIR is submitted by the applicant the state (MassDOT) will issue its approvals. Mr. Anderson indicated they would be ready to submit the Final EIR within the next few weeks

Mr. Anderson briefed the Planning Board on the process of filing the EIR and its meetings with MassDOT; noting for a year and half have gone back and forth on jurisdictional issues. The Worcester Office – District 3 says there is no jurisdiction for Mass Highway as we do not about a state highway; the Worcester Office -District 3 has issued letters stating have no jurisdiction on this project; while the Boston office seems to have a different opinion and this has been bantering back and forth for 18-months. Mr. Anderson indicated they have accommodated Boston even though the Worcester Office

said we don't have to. Mr. Anderson explained to the Board that they do not need state approval; MassDOT has provided comment on the permit but we do not need a separate permit from Mass Highway for this project; the only one state permit is for the wetland crossing from DEP, not from MassDOT or anyone else.

Mr. Anderson continued noting conversations with MassDOT District 3, offered to do a left-turn lane on Providence Road, MassDOT said cannot because there is not enough room to accommodate dedicated lane. Mr. Anderson noted (MassDOT) had agreed to a left-turn lane back in the 1990's (as part of a proposed industrial park) however no longer would permit one as the design standards have changed. Mr. Bechtholdt suggested the state recognizes the need for roadway improvements at the Plummers Corner however due to the geometry and limits of the right-of-way Mass Highway may not have the authority necessary to direct you to do a taking needed to accomplish the improvements; would be up to the town to pursue a taking with consent of Mass Highway to improve the intersection; Mr. Anderson agreed and stated what they could do is propose the dynamic-maximum green to see if it works.

Mr. Simas expressed concern of pending local approval being out of sync with MassDOT; Mr. Anderson noted that MassDOT has already given its blessing for Phase 1 & 2, noting there are no impacts. Mr. Anderson suggested a willing to perform additional traffic mitigation as part of Phase 3 & 4. Mr. Osterman explained to the Planning Board that MassDOT (/Mass Highway) did not have any issues with Phase 1 & 2. Ms. DiStefano noted although traffic report included trip generation and traffic data for phases 1-4; majority of MassDOT concerns were with Phase 3 & 4. Mr. Anderson added, explaining that Mass Highway had already provided its consent to Phase 1 & 2; traffic concerns and potential mitigation will need to be reviewed separately as part of Phase 3 & 4; and unless proposed uses for Phase 3 & 4 change significantly the MEPA process has been concluded, if so will need to file a notice of project change. Planning Board will revisit traffic and MassDOT concerns as part of the Phase 3 and Phase 4 site plan reviews.

The Planning Board reviewed (draft) special permit decision: findings; criteria; project description; and conditions with the applicant and residents in attendance. Mr. Anderson briefed the Board regarding the water and sewer service and discussions had with the DPW Director and the Whitinsville Water Company. Mr. Simas and Mr. Murray noted that the DPW Director indicated that Quaker Street and Church Street Extension will be included on the state's next TIP –Traffic Improvement Program, however explained this does not guarantee funding or when work will be done; just included on a list. Mr. Murray noted Sutton Street was on the TIP for years. Mr. Murray suggested offsite traffic mitigation for Phase 3 & 4 should include consideration of additional traffic engineering, design plans for signalization of the Quaker Street intersection, and potential intersection improvements. Mr. Anderson and Mr. Osterman acknowledged and agreed as part of the permitting for Phase 3 & 4 would provide updated traffic data; and depending where the town is in regards to the TIP specific to the Quaker Street intersection willing to do design plans, etc. to help facilitate improvements. Mr. Anderson explained when ready to do Phase 3 & 4 will have more traffic data available. Mr. Bechtholdt noted the Board will need to review the traffic reports for Phase 3 & Phase 4 as part of the site plan review to determine the types of offsite traffic mitigation necessary; noting the Board does not want to compromise traffic as a result of Phase 3 & 4 lot development and will need to be reviewed and considered. Mr. Anderson then reviewed proposed signage, privacy fencing, landscape buffer, and streetlights for Osterman Commerce Park.

The Planning Board then reviewed (draft) conditions of approval and waivers for the site plan Phase 1 and Phase 2 lot development) with the applicant and residents in attendance.

Before closing the public hearing Mr. Simas sought input and comments from residents in attendance. Resident asked if any consideration was given to alert drivers on Church Street Extension of the Commerce Park driveway. Planning Board added condition of approval requiring the applicant to work with the Department of Public Works and Safety Committee regarding the installation of roadway signage on Church Street alerting drivers of the site driveway (advance warning sign).

Joan Jeffers sought clarification on the location of the proposed buildings in relation to where she lives on Plummer Park. Mr. Anderson, in referencing the site plan reviewed with Ms. Jeffers Phase 1 construction.

After seeking additional input from the public and having none; the Planning Board upon motion duly made (Murray) and seconded (Dobler) voted 4-0 to close the public hearing.

The Planning Board issued Special Permit (with conditions) for Planned Business Development to be known as "Osterman Commerce Park"; Barbara Gaudette made the motion with George Murray seconding; vote was unanimous (4-0) with Barbara Gaudette; George Murray; Janet Dobler; & Brett Simas all voting in the affirmative (roll-call vote).

Conditions of Approval include: Special Permit decision is authorized in conjunction with the Site Development Plan entitled "Osterman Commerce Park –Planned Business Development" referenced herein and as approved by the Northbridge Planning Board in Certificate of Approval (Site Plan Review – Phase 1 & 2) dated July 31, 2013; The Planned Business Development shall be completed in phases as described and referenced herein. Project development shall commence with Phase 1 & Phase 2 shown on the approved Site Development Plan. "BUILDING A" shall consist of a ±24,000 SF Medical office building and "BUILDING B" a ±12,000 SF Office building. Site development (individual buildings) of subsequent phases (3 & 4) may be development at the discretion of the Applicant; however roadway (private drive), associated infrastructure and utilities must be completed in compliance with the approved phasing of the project, and as noted herein; Uses authorized by this Special Permit decision shall be serviced by public water and sanitary sewer; Designated uses proposed in Concept Plan 1 and Concept Plan 2, as described herein and as shown on the Site Development Plan are to be considered approved/authorized by the Planning Board (Special Permit Granting Authority) as part of this Special Permit -Planned Business Development decision; Prior to the ISSUANCE OF BUILDING PERMIT(S), the Applicant shall file and the Planning Board shall review site development plan(s) for Phase 3 & Phase 4 pursuant to Section 173-49.1 of the Town of Northbridge Zoning Bylaws; Changes/modification(s) to the project shall be administered through the Planning Board in accordance with the Northbridge Zoning By-Laws; substantial changes in use or project layout and/or scope may result in a new application submittal; The ±4,600 LF roadway servicing "Osterman Commerce Park" as shown on the Site Development Plan shall remain private and not subject to street acceptance consideration. The maintenance, repair, snow removal, liability, etc. of the roadway (private drive) shall remain the responsibility of private parties and/or their successors of interest and shall not be the responsibility of the Town of Northbridge. The roadway (private drive) shall not be considered or qualify as legal frontage for any lots and/or parcels serviced; Roadway (private drive), site layout, and other associated

improvements shall be constructed in conjunction with the Planned Business Development Special Permit and the Site Development Certificate of Approval(s) issued by the Northbridge Planning Board for the subject property; The roadway (private drive) shall be named "Commerce Drive". Individual buildings serviced by the private drive shall have a street address of Commerce Drive. A street sign depicting the street name along with the words private drive, or similar shall be installed at the site entrance as directed by the DIRECTOR OF PUBLIC WORKS; Owner/Applicant shall work with the DEPARTMENT OF PUBLIC WORKS to improve sightline distances at the intersection of Church Street Extension and Quaker Street; improvements may include relocating existing directional signage, clearing certain vegetation, etc. within the vicinity of the intersection; Owner/Applicant shall install sidewalk along Church Street Extension from the site entrance easterly to the Blackstone River & Canal Heritage State Park. Construction shall be done under the direction of the DIRECTOR OF PUBLIC WORKS. Such work shall be completed prior to the ISSUANCE OF OCCUPANCY PERMIT for "Building A"; To help encourage and promote optimal sightline distances for vehicles exiting the site, the Owner/Applicant shall be responsible for maintaining vegetative growth along Church Street Extension (within ROW -west of site roadway). Such maintenance shall be done on a biannual basis or as directed by the DEPARTMENT OF PUBLIC WORKS. If so required, a sight easement plan shall be established; Owner/Applicant shall work with the NORTHBRIDGE BOARD OF SELECTMEN, DIRECTOR OF PUBLIC WORKS AND MASS HIGHWAY in coordinating the implementation of a dynamic-maximum green signalization at Plummers Corner (Route 122). If determined to be a viable option, the introduction of dynamic-maximum green for north-bound travel on Providence Road (during the AM peak hour) shall include the introduction of dynamic-maximum green for west-bound travel on Church Street Extension (during the PM peak hour); Owner/Applicant shall provide the Planning Board with copies of the (final) Environmental Impact Report (EIR) and appropriate sign-offs from MassDOT -Department of Transportation prior to and as part of the Phase 3 and Phase 4 site development plan review(s). Additional off-site traffic mitigation measures may not be required as part of the Phase 1 & Phase 2 Osterman Commerce Park build-out; however future consideration shall be given and may be required as part of the Phase 3 and Phase 4 site development plan review/approval. Potential traffic mitigation may include, but not limited to, additional traffic engineering, signalization design plans for Quaker Street intersection, intersection improvements at Church Street Extension/Quaker Street (installation of signalization); creation of left-turn lane on Church Street Extension to the site entrance; and extending sidewalk (westerly) along Church Street Extension; A monument-type sign depicting the name "Osterman Commerce Park" and its tenants shall be permitted at the entrance of Commerce Drive. Said signage shall be situated in a manner not to obstruct visibility (sightlines) onto Church Street Extension. The sign shall be externally lit setback a minimum of 10-feet from the right-of-way of Church Street Extension. Individual signage for each tenant may also be permitted within the Osterman Commerce Park; Landscape buffer of existing trees shall be enhanced by the introduction of additional trees and plantings and installation of a 6 to 8 foot high privacy fencing along Commerce Drive (westerly side); to offer a visual buffer for the Plummer Park neighborhood; Streetlights along Commerce Drive shall be pedestrian-scale and include appropriate shield cut-offs to minimize light trespass beyond subject property; Design, construction and maintenance practices relating to the site phase development (1 -4) shall incorporate and satisfy the design standards prescribed in the Town of Northbridge Best Development Practices Guidebook (December 2009), as it relates to land preservation and restoration of natural resources, landscape design, stormwater management and erosion & sediment controls; Applicant/Engineer shall provide the DEPARTMENT OF PUBLIC WORKS; WHITINSVILLE WATER COMPANY; BUILDING DEPARTMENT; and PLANNING BOARD with copies of the certified As-built plans

for each phase of the project (water, sewer, etc.); An easement, as agreed to by the DEPARTMENT OF PUBLIC WORKS and the WHITINSVILLE WATER COMPANY shall be established granting perpetual right to the Town of Northbridge and its designee ability to install, construct, reconstruct, repair, replace, add to, maintain and operate the underground water service system, reference is made to Water Service System Easement and Whitinsville Water Company letter dated July 19, 2013; An easement, as agreed to by the DEPARTMENT OF PUBLIC WORKS shall be established granting perpetual right to the Town of Northbridge and its designee ability to install, construct, reconstruct, repair, replace, add to, maintain and operate the municipal underground sewer service system, reference is made to Sewer Service System Easement; Installation of the sewer and water infrastructure shall be done under the direction of the DEPARTMENT OF PUBLIC WORKS –SEWER DIVISION and the WHITINSVILLE WATER COMPANY; and Copy of Special Permit –Planned Business Development (to be recorded at the Worcester County Registry of Deeds) shall be provided to the PLANNING BOARD and BUILDING DEPARTMENT.

Upon separate motion duly made (Murray) and seconded (Dolber) the Planning Board voted (4-0) to APPROVE WITH CONDITIONS, the site development plan for the construction of Phase 1 & 2 Osterman Commerce Park, a Planned Business Development.

Site plan approval is specific to a ±24,000 square-foot Medical office building (Building A), a ±12,000 square-foot Office building (Building B) and other associated site improvements.

Conditions of Approval include: Owner/Applicant shall comply with all applicable laws, bylaws, rules, regulations, codes and shall obtain all the necessary permits and approvals; including but not limited to blasting, water/sewer, street excavation, and/or access to public-way (curb cut), if so required; Site Development Approval is subject to Planned Business Development Special Permit dated July 31, 2013 [01-SPP-2013] and conditions of approval noted therein; A copy of this Certificate of Approval, endorsed Site Development Plan and Conservation Commission Orders of Conditions shall be maintained onsite during construction. The Planning Board and/or its designee shall be permitted to access the subject project for the duration of the project; Changes to the site development plan either prior to or during construction shall be administered through the Planning Board in accordance with Section 173-49.1 H of the Northbridge Zoning By-Laws. Any amendments to this Certificate of Approval shall require a written description of the proposed modifications submitted to the Planning Board for review/approval. A significant alteration deemed by the Planning Board shall require the filing of a new site plan review; Planning Board approval shall be subject to conditions, if any imposed by the Northbridge Conservation Commission; Planning Board approval shall be subject to conditions, if any recommended by the Northbridge Safety Committee; Prior to Planning Board endorsement, the site development plan shall be revised to the satisfaction of the Planning Board addressing the following: (1) Reference to Planning Board Certificate of Approval (Site Development Approval); (2) Reference to Planning Board Special Permit (Planned Business Development -PBD); (3) Reference to Worcester Registry of Deeds recording of Special Permit; (4) Reference to Conservation Commission Order of Conditions; (5) Comments noted in JH Engineering Group, LLC reports, and as referenced herein; (6) Phasing of Planned Business Development shall be included on Layout Plan; (7) Label Medical office building “Building A” and Office building “Building B”; and (8) Landscape Plan shall be revised to include landscaping for Building B; Applicant/Engineer shall work with the Department of Public Works and the Northbridge Safety Committee regarding the installation of roadway signage (Church Street Extension), altering drivers of the site driveway; Erosion control measures to prevent siltation onto wetlands, neighboring properties

and roadways during construction shall be implemented. The erosion control plan and documentation submitted shall be implemented and followed during construction. During construction, if these plans are found to be inadequate by the Planning Board or its designee, a new erosion control plan shall be submitted to the Board for review and approval. In the event that erosion and sedimentation problems arise during construction, the Planning Board may require that all work cease until measures necessary to ensure prevention are implemented; The site contactor shall work with the Whitinsville Water Company and the Department of Public Works to ensure that the water and sewer service lines are installed properly. Prior to the issuance of a certificate of occupancy, the Applicant/Engineer shall provide the Department of Public Works; Whitinsville Water Company; Building department; and Planning Board with copies of certified As-built plans for Phase 1 & 2; specific to water, sewer and other infrastructure; Landscaping/screening shall be provided pursuant to Section 173-27 F of the Town of Northbridge Zoning Bylaw. Site development shall provide appropriate screening (landscaping/fencing) to offer a visual buffer of the subject property and abutting residential properties; Any illumination, including security lighting shall be arranged so as to reflect away from abutting properties. Said lighting shall be directed in a manner to avoid glare onto adjacent properties and to limit the amount of light trespass onto abutting properties; A Review & Inspection account specific to the site development has been established. The Owner/Applicant shall be responsible for satisfying payment of the Planning Board's engineering. Outstanding invoices, if any for services rendered shall be satisfied prior to the issuance of building permit. Remaining funds, if any shall be returned to the Owner/Applicant; Prior to the issuance of Building Permit, the Applicant/Engineer shall submit the following to the Planning Board: five (5) prints of the endorsed Site Development Plan, two (2) reduced prints and one (1) electronic copy; Prior to the issuance of occupancy Permit for Building A, the Owner/Applicant shall file an Approval Not Required (ANR) plan with the Planning Board pursuant to MGL CH 41 SEC 81P; specific to the abutting Osterman Propane property (maintenance garage); Prior to the issuance of a Certificate of occupancy, the Applicant/Engineer shall provide the Planning Board written certification/verification that drainage system has been constructed as approved and working as designed. Said documentation shall be in the form of a letter signed/stamped by a Professional Engineer certifying and demonstrating that the drainage system has been constructed as approved and working as designed. Copy of same shall be provided to the Building Inspector and the Conservation Commission; Prior to the issuance of a Certificate of Occupancy, all conditions of approval noted herein and improvements described in the site development plans shall be satisfied. Applicant/Engineer shall provide the Planning Board and Inspector of Buildings with a letter describing status of site improvements; In order to secure the completion of the required landscaping as shown on the approved site development plan, the Owner/Applicant may post a performance bond in an amount to be reasonably determined by the Planning Board and Owner/Applicant. Such bond shall be posted with the Town Treasurer and shall be released upon certification by the Planning Board that all required landscaping improvements associated with this Certificate of Approval have been satisfied; and Pursuant to Section 173-49.1 I (2) of the Northbridge Zoning Bylaw this site plan approval shall lapse in one (1) year, if a substantial use thereof has not commenced, except to good cause, which shall not include such time required to pursue or await the determination of an appeal.

Based on its findings the Planning Board waived the Development Impact Assessment; Section 173-49.1 E (2) of the Northbridge Zoning By-Laws. In making said determination the Board accepted and considered information included in the Applicant's Environmental Impact Report (EIR) filed with the state and the Traffic Impact Report submitted with the site development application

OLD/NEW BUSINESS

Approval of Meeting Minutes –July 09, 2013
Upon motion duly made (Gaudette) and seconded (Murray) the Planning Board voted (4-0) to ACCEPT the meeting minutes as amended for July 09, 2013. Correction (add) Marston Heights/Discussion: "Mr. Murray returned to the meeting room and participated in others Planning Board agenda items."

2013 Fall Annual Town Meeting –October 22, 2013
Point of information –no discussion

2013 FATM Warrant Closes -August 23, 2013 (Noon)
Point of information –no discussion

Planning Board Warrant Article(s) –Discussion
Mr. Bechtholdt noted he has not received any communication from developers regarding potential street acceptance articles. Suggesting unless the Planning Board proposes a zoning amendment article or one is received by petition; Town Meeting may be low key as far as the Planning Board may be concerned. Additional discussion/consideration will be included on the August 13, 2013 Planning Board agenda.

Planning Board Vacancy –Discussion
Mr. Bechtholdt explained upon receiving Mr. Palmer's resignation letter he did forward same to the Town Clerk and Town Manager; Mr. Bechtholdt will ask the Town Manager to make an announcement at the next Board of Selectmen's meeting (August 12, 2013). The Planning Board directed the Town Planner to post the vacancy online and local cable as they would like to fill position as soon as possible (September 2013). Mr. Bechtholdt noted the Planning office is in receipt of a letter from Mark Key of Clubhouse Drive expressing an interest in filling the Planning Board vacancy. Mr. Key will provide the Board of Selectmen with a Talent Bank Form, to be filled by joint-appointment of the Planning Board and Board of Selectmen. Mr. Simas suggested at its next meeting the Planning Board may look to provide its recommendation for the joint-appointment (August 13, 2013).

CMRPC –Planning Board Delegate(s)
Mr. Bechtholdt noted receipt of communication from CMRPC (regional planning agency) soliciting appointments for Planning Board delegate and alternate for the FY14 Central Massachusetts Regional Planning Commission. Mr. Simas and Mr. Murray both expressed an interest in participating representing the Town of Northbridge in this capacity. *Upon motion duly made and seconded the Planning Board voted (4-0) to appoint George Murray (delegate #1) and Brett Simas (delegate #2) as the Northbridge Planning Board Delegates to the Central Massachusetts Regional Planning Commission (CMRPC) for FY14.*

Fairway Drive –Construction Change
The Planning Board met with Steven Venincasa, developer of remaining portion of Fairway Drive; to include the 14-townhouse units approved by the Planning Board. Mr. Bechtholdt explained to the Board that he along with the DPW Director met with Mr. Venincasa earlier to review planned roadway and utility construction for Fairway Drive in the Shining Rock Golf Community. Mr. Bechtholdt noted during

this pre-construction meeting the DPW Director suggested a number of construction modifications which would require approval from the Planning Board: (1) eliminating sidewalks, (2) allowing sloped-granite curbing rather than vertical granite, (3) removal of streetlights at intersection, & (4) relocating required street trees; reference is made to Tunison Dias, Inc letter dated July 17, 2013 regarding construction modification requests.

Mr. Simas and Planning Board members expressed concern with the DPW Director's position and desire to not accept another public road and have all roadways remain private, where maintenance responsibility would be deferred to the homeowners and not by the town (DPW). Ms. Dobler and Ms. Gaudette felt this approach was unrealistic. Mr. Simas suggested the Planning Board needs to sit down with the DPW Director and try to get on the same page as it relates to delivering a consistent message, approach and philosophy when it comes to managing developments between the Planning Board and the Director of Public Works. Mr. Simas continued noting, an unfortunate byproduct of not having a consistent, clear unified strategy, developers get whipsawed because they may talk with the DPW Director and react and do one thing and then come to the Planning Board and told another; not something for us (the town) operating in the most effective manner possible.

Mr. Simas explained to Mr. Venincasa this something we need to work on; with that said street trees on the homeowners side of the sidewalk makes a lot of sense; something this Board has permitted in the past, however thinks sidewalks and granite curbing is necessary for consistency within the development.

The Board reviewed request regarding sidewalk, where the DPW Director supports eliminating the sidewalk provided the developer provide a monetary contribution to a sidewalk fund for improvements elsewhere in town. Mr. Venincasa suggested residents don't typically use sidewalks; they walk along the edge of pavement in the road. Mr. Bechtholdt reminded the Board and Mr. Venincasa that this portion of Fairway Drive will eventually connect to a subdivision development in Upton (at some point in time) and will become a through street not a dead-end. Ms. Gaudette felt sidewalks are important and should be provided on every street. Cindy Key, resident of Shining Rock Golf Community explained to the Board that she would use the sidewalk and implored the Board not to waive sidewalk.

The Planning Board reviewed request to modify vertical granite curbing with sloped-granite. The Board noted the entirety of the Shining Rock Golf Community has vertical granite curbing; remaining portion of Fairway Drive should remain consistent. The Planning Board apologized to Mr. Venincasa, knowing he likely would not have proposed modifications if he had not talked with the DPW Director.

The Planning Board reviewed request to eliminate the remaining streetlight(s) approved for the intersection of Fairway Drive, Clubhouse Lane and Sandtrap Court. Mr. Bechtholdt noted a similar request was made before and not supported by the Board at that time. Cindy Key suggested to the Board that they not waive the streetlight; Ms. Gaudette agreed noting location is at a very busy intersection in the development. Mr. Simas and Ms. Dobler indicated they are open to consider eliminating the light, however would like to see location during the night to see if another streetlight is necessary at the location. Ms. Key reviewed the history of the project development specific to the lights, given the activity up there and amount of traffic the Board has consistently required all four lights at the intersection. Planning Board agreed to table until the next meeting.

The Planning Board reviewed request to plant required street trees outside the right-of-way; Mr. Simas and Ms. Dobler agreed with request. Mr. Venincasa explained to the Board they do a really good job on our finish landscaping and don't want to put trees to interfere with sidewalks, driveways, utilities, etc.

The Planning Board agreed to table the modification requests until its August 13, 2013 meeting, at which time they will formalize a vote for all four (4) requests.

Camelot Subdivision –Status Report (Phase I & II)

Mr. Bechtholdt reminded Planning Board members that a site visit was scheduled for last month however due to weather the Board did not visit the subdivision development. Ms. Gaudette suggested the Board should schedule another site visit; Mr. Bechtholdt indicated that he spoke with Joseph Marinella (developer) earlier who hinted that he may look to amend the phasing plan; in anticipation of such request the Board should conduct a site walk. The Planning Board scheduled a site visit for Tuesday, August 13, 2013 at 6:00PM and will look to review requests concerning the Camelot subdivision later in the evening during the Planning Board meeting scheduled for the same.

Linwood Mill Lofts –Crosswalk/Linwood Ave

Mr. Bechtholdt advised the Planning Board that Tom Reed, on behalf of EA Fish Development met with the Safety Committee to review proposed pedestrian crosswalk locations along Linwood Avenue; the Safety Committee favored the crosswalk proposed at the site driveway however did not support the second location near the current terminus of the Mumford Riverwalk, due to sightline concerns (curve in the roadway). EA Fish Development is to review requirements and standards with the Department of Public Works and get provide additional information to the Committee. Board members recalled earlier discussions with the developer about the possibility of installing sidewalk along the mill side of Linwood Avenue. Ms. Gaudette suggested creating a path along the roadway connecting the Mumford Riverwalk directly to the mill. Mr. Murray reviewed with the Board concerns of installing a crosswalk, noting it must comply with state/federal requirements and must connect to another paved sidewalk. Mr. Simas expressed a concern on the applicant not satisfying the requirement (condition of special permit); Mr. Bechtholdt suggested if the Board became concerned they could talk with EA Fish Development and set a deadline as to when it must be addressed, if not may look to zoning violation similar to the Marston Heights discussions.

OSRP Update –Schedule Meeting Date

No discussion

Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: Letter dated July 16, 2013 from Coneco Engineers to Town Planner regarding Carpenter Estates Modification to Previously Approved Subdivision Endorsement of Plans; Letter dated July 15, 2013 from Coneco Engineers to Town Planner regarding Carpenter Estates Definitive Flexible Development Plans Minor Modifications to Previously Approved Plans; Operation and Maintenance Plan for Carpenter Estates; Memo dated July 18, 2013 to James Shuris and Rob Van Meter from Town Planner concerning Carpenter Estates Modification (Low Impact Development); Draft Certificate of Approval to Doreen Cedrone for Site Plan Review of 546 Providence Road / Self-Storage Units; Draft Certificate of Approval to Doreen Cedrone for Site Plan Review of St. Camillus Health Center; Marston Heights Condominiums Schedule of Work to be Completed; Letter dated July 15, 2013 to Town Planner from

Heritage Design Group regarding Site Plan Review Comments for Osterman Commerce Park; Letter dated July 3, 2013 to Town Planner from Heritage Design Group concerning Site Plan Review Comments for Osterman Commerce Park; Draft Minutes of July 9, 2013; Letter to Town Planner from Mark Key concerning interest in Planning Board Vacancy; Memo and form dated July 1, 2013 to Planning Board Chair from CMRPC regarding the Appointment of Delegates and Alternates to the CMRPC FY14; Letter dated July 17, 2013 to Planning Board from Tunison Dias regarding Fairway Drive Construction Modification Request; Plan of Fairway Drive; Pictures of Linwood Mill and Linwood Avenue for location of crosswalk; Memo dated July 10, 2013 to Doreen Cedrone from Town Planner concerning Shining Rock Golf Community Certificate of Approval / Special Permit Modification (Amended); Letter dated July 11, 2013 to John Barges from Town Planner regarding Hillside Garden Estates Subdivision; Email dated July 15, 2013 to Planning Board, Brenda Ouillette and David Brossi from Town Planner regarding Ashton Place Site Visit; Planning Board meeting dates.

Other

Planning Board scheduled site walk for Ashton Place -Monday, August 12, 2013 at 6PM; Mr. Simas indicated that he was not sure if he could make it but would do his best to attend. Mr. Bechtholdt reviewed with the Planning Board communication received from the Disability Commission concerning Linwood Mill Loft apartments complaint from residents concerning tenants reserving handicapped parking spaces, the need to install a handicapped accessible door, etc; Mr. Bechtholdt informed the Board that he reviewed same with the Building Inspector (upon receipt) who was going to review and follow-up. Planning Board acknowledged receipt of reporting from JH Engineering Group concerning the Camelot -Rebecca Road/Joseph Circle binder; Mr. Simas noted that he drove through the subdivisions and observed the recently paved sections. Mr. Bechtholdt informed the Board receipt of an anonymous letter from "Town of Northbridge residents" concerning Carpenter Estates subdivision (status of permits federal/state/local permits); Mr. Bechtholdt will provide a copy of same; the Planning Board did not take action relative to this anonymous letter other than forwarding copy to the applicant and dismissed it.

Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, July 23, 2013 at or about 9:55 PM.

Respectfully submitted,

Approved by Planning Board – _____

R. Gary Bechtholdt II
Town Planner

Cc: Town Clerk