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## **NORTHBRIDGE PLANNING BOARD MINUTES**

Tuesday, August 27, 2013

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

The following members of the public were in attendance: Byron Andrews (Andrews Survey & Engineering) & Melanie Nydam (Impact Real Estate & Development).

### **I. CITIZEN FORUM**

None

### **II. FORM A'S**

#### **HIGHLAND STREET**

Form A –ANR Plan Review/Decision

Planning Board acknowledged receipt of request to withdraw ANR application for Highland Street.

*Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (3-0) to accept Applicant/Engineer request to withdraw ANR application for Highland Street.*

Reference is made to letter dated August 27, 2013 from Andrews Survey & Engineering, Inc on behalf of the owner/applicant to request withdrawal without prejudice. Reference is also made to ANR Checklist completed by the Planning office dated August 21, 2013 and email communication from Town Planner sent August 21, 2013 regarding ANR review.

#### **MOON HILL ROAD**

Form A –ANR Plan Review/Decision

Byron Andrews, of Andrews Survey & Engineering, Inc and Melanie Nydam of Impact Real Estate & Development, LLC reviewed with the Planning Board ANR plan for subject property located on Moon Hill Road. Mr. Andrews provided an overview of the intent of the plan, noting proposed lots (1&2) have adequate frontage and lot area per the zoning district. Mr. Andrews then reviewed with the Planning Board comments described in the ANR Checklist prepared by the Town Planner, noting the ANR plan has been revised addressing comments. Ms. Simas inquired about the proposed grading and drainage easements sited on the building lots; Mr. Andrews explained to the Board that the easements are reserved for future build-out of the remaining land; identified as Parcel A (non-building lot) on the ANR plan. Mr. Bechtholdt mentioned to the Planning Board that a preliminary subdivision plan had been filed some 5 to 6-years ago for the subject property. Mr. Murray inquired about the delineated wetland area and potential run-off from the upland resource area. Ms. Nydam provided the Planning Board with an overview of the existing hydrology of the site, noting consideration was given when as part of the

proposed lot layouts, with same to be considered as part of a future definitive subdivision filing with the town.

*Upon motion duly made (Dolber) and seconded (Murray) the Planning Board voted (3-0) to grant an ANR endorsement for Moon Hill Road; creating two (2) building lots and Parcel A (remaining land) as shown on the ANR plan.*

Reference is made to ANR Checklist prepared by the Town Planner dated August 21, 2013.

## **OLD/NEW BUSINESS**

### Approval of Meeting Minutes –July 23, 2013 & August 13, 2013 & August 13, 2013 (site visit)

*Upon motion duly made (Dolber) and seconded (Murray) the Planning Board voted (3-0) to ACCEPT the meeting minutes for July 23, 2013 and August 13, 2013.* The Planning Board tabled action relative to the August 13, 2013 site visit as Barbara Gaudette was not in attendance to vote.

### Open Space & Recreation Plan Update Committee –Tuesday, September 10, 2013 (6PM –Town Hall)

Mr. Bechtholdt indicated to the Planning Board that he was not sure if Lorrie Langille would be able to attend the September 10<sup>th</sup> meeting, Mr. Bechtholdt shall confirm with Ms. Langille, if not available the Open Space & Recreation Plan Update Committee meeting will be postponed to a later date.

### CMRPC Quarterly Meeting –Monday, September 12, 2013 (CMRPC office -Worcester)

Point of information –no discussion. Typo –Thursday, September 12, 2013

### 2013 Fall Annual Town Meeting –October 22, 2013 / 2013 FATM Warrant –Petition Article(s)

Mr. Bechtholdt informed the Planning Board that zoning petition article(s) for solar photovoltaic installation were received prior to the closing of the warrant and as such will be considered at the upcoming Fall Annual Town Meeting. Mr. Bechtholdt indicated, as mentioned at the last Planning Board meeting the article was prepared by Attorney Henry Lane modeled after an existing Town of Sutton zoning provision. Mr. Bechtholdt cautioned the Board regarding a drafting error which erroneously included reference to Sutton's zoning districts; noting Attorney Lane is aware of this oversight and wishes to proceed with the public hearing. Mr. Bechtholdt shared with the Board conceptual design for property located off Lasell Road (in Northbridge & Sutton). The Planning Board scheduled hearing date/time of September 17, 2013 at 7:05 PM. Mr. Bechtholdt will provide the Board with a copy of the petition article(s) in advance of the hearing date.

### Camelot Subdivision; Hillside Garden Estates & Green Meadow Estates –Status Report/Updates

Planning Board acknowledged receipt of copies of communications from the Town Planner to J&F Marinella Development (Camelot); Mr. Bechtholdt expressed concern when he informed the Board developer for Hillside Garden Estates has not returned recent phone calls of certified mailings; Mr. Bechtholdt provided the Board with a brief overview of the status of Green Meadow Estates (Green Meadow Court) located off Hill Street, suggesting the Board should look to contact the developer in preparing the necessary conveyance documents and completing remaining punchlist items (cleaning drainage basin, etc) in preparation for street acceptance next year.

Fairway Drive Construction Change Request –Vote

Mr. Bechtholdt advised the Planning Board that they need to formally vote on the construction change requests discussed and reviewed at the meetings of July 23, 2013 and August 13, 2013. Planning Board reviewed letter dated July 17, 2013 from Tunison Dias, Inc.

*Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (3-0) not to grant request to eliminate sidewalk along the remaining portion of Fairway Drive. Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (3-0) not to grant request to modify the vertical granite curbing along the remaining portion of Fairway Drive. Upon motion duly made (Dolber) and seconded (Murray) the Planning Board voted (3-0) not to grant request to eliminate remaining streetlight(s) to be installed at the intersection of Fairway Drive, Clubhouse Lane & Sandtrap Court. Upon motion duly made (Dolber) and seconded (Murray) the Planning Board voted (3-0) to consider and grant construction change to allow the required street trees to be planted outside the right-of-way of Fairway Drive as requested by the Applicant/Engineer.*

Reference is made to Planning Board meeting minutes of July 23, 2013 and August 13, 2013.

Farnum Circle –Status Report/Update

Mr. Bechtholdt asked the Planning Board if the wish to pursue additional modification of the Farnum Circle subdivision, in an effort to resolve issues/concerns discussed during the review of waivers granted earlier in the year (June 2013) as expressed by residents of the subdivision. Mr. Bechtholdt will formalize a list of additional waivers that may be considered by the Planning Board pursuant to MGL CH 41 SEC 81W.

Community Preservation Act –Discussion

Tabled –no discussion.

Planning Board Vacancy –Discussion

Mr. Bechtholdt indicated he was not aware of other Talent Bank Form submissions for the Planning Board vacancy other than that of Mark Key. Arrangements will be made for the Planning Board to discuss the vacancy at its meeting of September 10, 2013, at which time the Board may make a recommendation for appointment. Separate arrangements shall be made with the Board of Selectmen for consideration of same at their meeting of September 23, 2013.

Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: Draft agendas for the September 10, 2013 and September 17, 2013 Planning Board meetings, Email dated August 21, 2013 to Stephen O'Connell with a cc to Brett Simas and James Sheehan from Town Planner regarding the Moon Hill Road ANR plan; Checklist for ANR plan of 603 Highland Street; Checklist for ANR plan of Moon Hill Road; Draft minutes of the July 23, 2013 meeting; Draft minutes of the August 13, 2013 meeting; Draft minutes of the August 13, 2013 site walk to the Camelot subdivision; Letter from Tunison Dias dated July 17, 2013 to the Planning Board concerning Fairway Drive construction modification request; Plan of the section of Fairway Drive that show the condominiums; Letter dated August 15, 2013 to J & F Marinella from the Town Planner regarding Camelot subdivision; Letter dated June 14, 2013 to J & F Marinella from the Town Planner regarding the

Camelot subdivision; Letter dated August 14, 2013 to Town Clerk from Town Planner concerning Camelot subdivision revised phasing plan of Phase 1; Letter dated August 14, 2013 to Town Clerk from Town Planner regarding Camelot subdivision performance bond Phases 1A and 2A; Letter dated August 14, 2013 to Town Clerk from Town Planner regarding Camelot subdivision lot release Phase 1; Letter dated July 11, 2013 to John Barges from Town Planner concerning Hillside Garden Estates subdivision; Community Preservation Coalition documentation; Preserve Milton documentation; Committee for a Stronger Somerville documentation; How to Accept the Community Preservation Act documentation; Talent Bank Form for Mark Key; Letter dated August 19, 2013 to Town Planner from Heritage Design Group concerning Osterman Commerce Park site plan review comments; Email dated August 15, 2013 to Wendy Riordan with cc to George Murray, Brett Simas and Town Manager from Town Planner regarding Hemlock Street (street acceptance); Email dated August 21, 2013 to David Brossi with a cc to Robert Wood from Town Planner concerning Ashton Place; Email dated August 20, 2013 to Mark Kuras with a cc to Brett Simas from Town Planner regarding Hemlock Estates Pump Station; Email dated August 22, 2013 to Henry Lane from Town Planner regarding Solar Bylaw.

#### Other

Planning Board voted (3-0) to set Planning Board meeting date of Tuesday, September 17, 2013; at which time the Board shall open the public hearing for the (petition) zoning amendment articles (Solar Photovoltaic Installations). Mr. Bechtholdt informed the Planning Board that the appeal period for the Osterman Commerce Park Special Permit –Planned Business Development has concluded and as such the owner/applicant may record the special permit decision with the Worcester County Registry of Deeds. Mr. Bechtholdt indicated that he is still awaiting final review by the Board's consulting engineer (JH Engineering Group) regarding revisions made to the site development plan for Osterman Commerce Park; once verified arrangements shall be made for the Planning Board to endorse the plan. The Planning Board briefly reviewed email communication from the Sewer Superintendent regarding the Hemlock Pump Station; expressing concerns of potential lack of municipal oversight and regular inspections. Mr. Bechtholdt informed the Planning Board that he recently reviewed a draft report prepared by CDM Smith (consultant) for the town's Wastewater Systems 20-year Capital Improvement Plan; noting as part of his review he suggested a policy or procedure should be established for the review of planned sewer extensions and expansion of the system for residential developments proposing to utilize the municipal sewer system, to include capacity analysis, evaluation of existing line, etc. Board members suggested, a maintenance schedule for pump stations should also be considered.

#### Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, August 27, 2013 at or about 7:55 PM.

Respectfully submitted,

Approved by Planning Board –

R. Gary Bechtholdt II  
Town Planner

Cc: Town Clerk