



TOWN OF NORTHBRIDGE

PLANNING BOARD

7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

PHONE: (508) 234-2447

EMAIL: [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

AGENDA

TUESDAY, APRIL 23, 2024

NORTHBRIDGE MEMORIAL TOWN HALL

7 MAIN STREET

7:00 PM

I. CITIZENS FORUM

II. FORM A'S

III. 7:05 PM CAMELOT SUBDIVISION DEVELOPMENT -REVIEW/DISCUSSION  
Phases I-IV Status Updates (Rebecca Rd, Joseph Cr, Genivieve Dr & Grace St)

IV. 7:25 PM STONE HILL SENIOR LIVING DEVELOPMENT -REVIEW/DISCUSSION  
Status Update & Schedule of Completion

V. 7:35 PM (163-173) BORDER STREET -CONT. PUBLIC MEETING  
Site Plan Review of the Planning Board (§173-49.1)

VI. OLD/NEW BUSINESS

- a. Approval of Meeting Minutes -April 09, 2024
- b. Winston Woods – Request to Release Review & Inspection Account
- c. 2024 Spring Annual Town Meeting -Tuesday May 07, 2024
- d. Planning Office/Town Hall Annex -Move to New Fire Station (TBD)
- e. Post-Development Stormwater Management Bylaw -2024 SATM Warrant Article
- f. Northbridge 40R Smart Growth Zoning Overlay District -Status of EOHLC Review
- g. MBTA Communities (MGL Chapter 40A Section 3A) -Northbridge Compliance
- h. 2024 Open Space & Recreation Plan (draft) -Status & Recommendation
- i. Comprehensive Master Plan (MGL Chapter 41 Section 81D)
- j. Site Plan/Subdivision Developments -Status
- k. Planning Board Comments/Concerns
- l. Mail -Review
- m. Other

Please note this Planning Board Agenda may be subject to change.

Next meeting of the Northbridge Planning Board scheduled for May 14, 2024

[An audio/video recording of the meeting may be made to assist in the preparation of minutes; such recording will not be archived]

Meeting minutes shall serve as the official record of the Planning Board



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**PLANNING BOARD**  
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**AGENDA**  
**TUESDAY, MAY 14, 2024**

NORTHBRIDGE MEMORIAL TOWN HALL  
7 MAIN STREET  
7:00 PM

**DRAFT**

- I. CITIZENS FORUM**
- II. FORM A'S**
- III. 7:05 PM HEMLOCK ESTATES SUBDIVISION DEVELOPMENT -REVIEW/DISCUSSION**  
Hemlock Street & Fir Hill Lane -Developer Status Update & Schedule of Completion
- IV. 7:25 PM MOON HILL ESTATES SUBDIVISION DEVELOPMENT -REVIEW/DISCUSSION**  
Valerie Run, Amy Terrace & Monica Way -Developer Status Update & Schedule of Completion
- V. 7:35 PM**
- VI. OLD/NEW BUSINESS**
  - a. Approval of Meeting Minutes -April 23, 2024
  - b. Planning Office/Town Hall Annex -Move to New Fire Station
  - c. Northbridge 40R Smart Growth Zoning Overlay District -Status of EOHLC Review
  - d. MBTA Communities (MGL Chapter 40A Section 3A) -Northbridge Compliance
  - e. 2024-2031 Open Space & Recreation Plan (draft) -Status & Recommendation
  - f. Comprehensive Master Plan (MGL Chapter 41 Section 81D)
  - g. Site Plan/Subdivision Developments -Status
  - h. Planning Board Comments/Concerns
  - i. Mail -Review
  - j. Other

Please note this Planning Board Agenda may be subject to change.

**Next meeting of the Northbridge Planning Board scheduled for May 28, 2024**

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Meeting minutes shall serve as the official record of the Planning Board*



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**PLANNING BOARD**  
7 MAIN STREET  
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PHONE: (508) 234-2447

EMAIL: [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

**AGENDA**  
**TUESDAY, MAY 28, 2024**

NORTHBRIDGE MEMORIAL TOWN HALL  
7 MAIN STREET  
7:00 PM

**DRAFT**

- I. CITIZENS FORUM**
- II. FORM A'S**
- III. 7:05 PM LEONARDO ESTATES SUBDIVISION DEVELOPMENT -REVIEW/DISCUSSION**  
Windstone Drive -Status Update & Schedule of Completion
- IV. 7:25 PM**
- VI. OLD/NEW BUSINESS**
  - a. Approval of Meeting Minutes -April 09, 2024
  - b. 2024 Spring Annual Town Meeting -Tuesday May 07, 2024
  - c. Planning Office/Town Hall Annex -Move to New Fire Station (TBD)
  - d. Post-Development Stormwater Management Bylaw -2024 SATM Warrant Article
  - e. Northbridge 40R Smart Growth Zoning Overlay District -Status of EOHLC Review
  - f. MBTA Communities (MGL Chapter 40A Section 3A) -Northbridge Compliance
  - g. 2024 Open Space & Recreation Plan (draft) -Status & Recommendation
  - h. Comprehensive Master Plan (MGL Chapter 41 Section 81D)
  - i. Site Plan/Subdivision Developments -Status
  - j. Planning Board Comments/Concerns
  - k. Mail -Review
  - l. Other

Please note this Planning Board Agenda may be subject to change.  
**Next meeting of the Northbridge Planning Board scheduled for May 28, 2024**

*[An audio/video recording of the meeting may be made to assist in the preparation of minutes; such recording will not be archived]  
Meeting minutes shall serve as the official record of the Planning Board*

## **CITIZENS FORUM**

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*Citizens Forum is intended to provide the public with an opportunity to present concerns to the Planning Board. Citizens Forum is not meant to be a back-and-forth discussion. If the Planning Board feels a follow-up discussion is warranted arrangements may be made with the Owner/Applicant (Developer) to discuss concerns at the next available meeting -with the hopes of concluding a resolution.*

- The Chair shall solicit comments from those in attendance;
- Board members shall not participate in any discussion;
- Topics included on the agenda shall be reviewed/discussed as they appear on the agenda;
- Items not included on the agenda may be commented on during Citizens Forum.



## **Barbara Kinney**

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**From:** Duane Boucher <Duane@BoucherRealestate.com>  
**Sent:** Tuesday, April 16, 2024 12:51 PM  
**To:** Barbara Kinney  
**Subject:** Camelot Phase 4 and Stone Hill Condominiums

Hi Barbara,

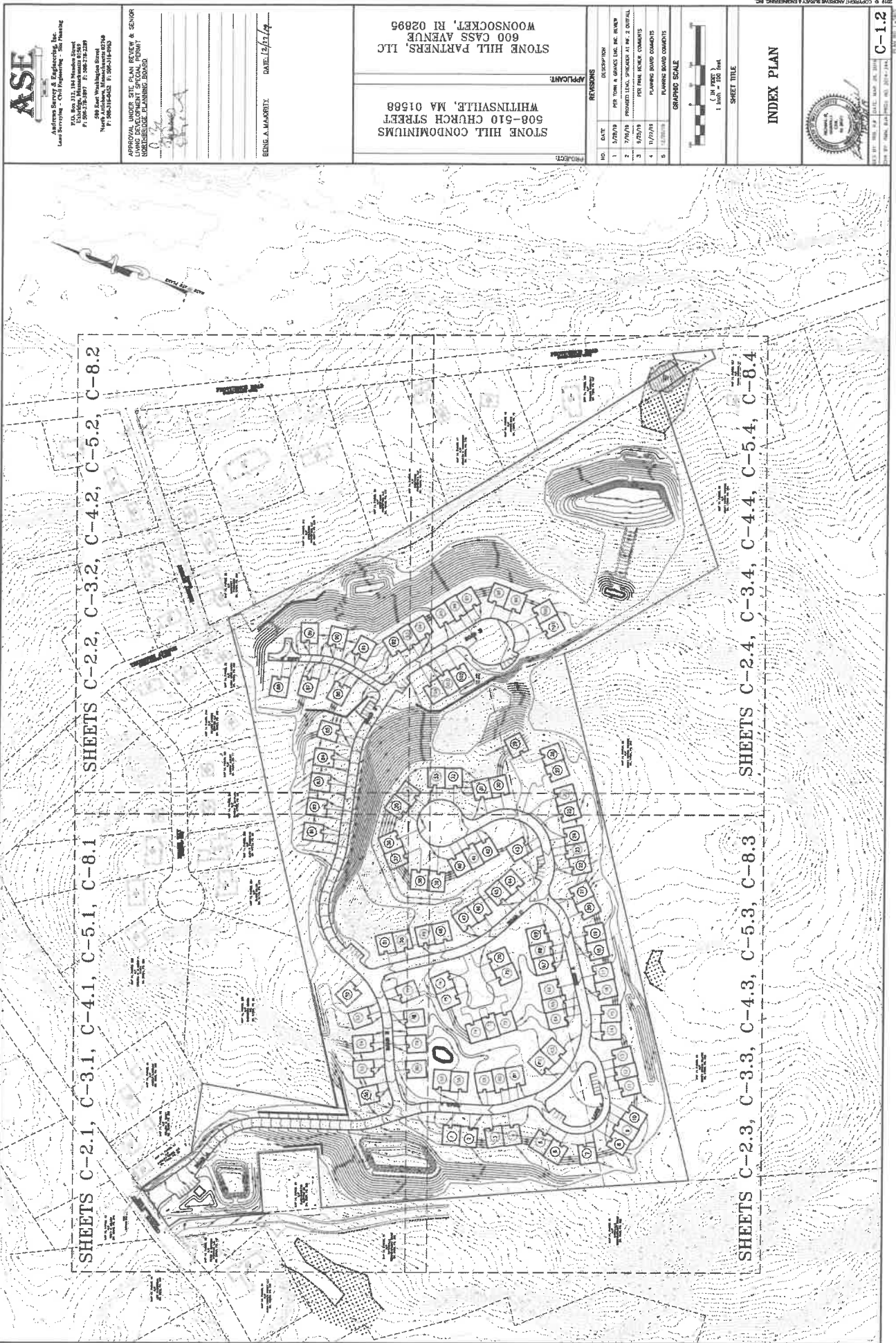
I received your letter and will plan to attend the Planning Board meeting on April 23<sup>rd</sup>. We reached out to Steve O'Connell to ask if he can attend to provide the status update, but due to his health he will be unable to. In the meantime, I'll get an update to provide, but may not be able to submit info much in advance, since I'm away this week and will be returning this weekend. We set up a staff meeting for Tuesday morning to review so I'll have info for Tuesday evening to provide though.

### **Duane Boucher**

#### **RE/MAX Premier Properties**

Principal Broker, REALTOR  
2017 RI REALTOR of the Year  
(401) 766-2200 ext 201 – office  
(401) 529-1663 – cell/text  
[Duane@BoucherRealEstate.com](mailto:Duane@BoucherRealEstate.com)





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| <b>ASE</b><br>Andrews Survey & Engineering, Inc.<br>Land Surveyors<br>100 N. 11th Street, Suite 200<br>Lincoln, Nebraska 68502<br>P: 402-441-1111 F: 402-441-1112<br>www.ase-engineering.com |          | <b>APPLICANT:</b><br>STONE HILL PARTNERS, LLC<br>600 CASS AVENUE<br>WOONSOCKET, RI 02896 |  |
| <b>REVISIONS:</b>  |          | <b>DATE:</b> 12/17/14  |  |
| NO.  | DATE     | DESCRIPTION  |  |
| 1  | 12/15/14 | FOR TOWN & GRASS LINE AND BOUNDARY   |  |
| 2  | 12/15/14 | PROPOSED LENS, SPACED AT 10' 2' DETAIL   |  |
| 3  | 12/15/14 | FOR FINAL REVIEW COMMENTS  |  |
| 4  | 12/15/14 | PLANNING BOARD COMMENTS  |  |
| 5  | 12/15/14 | PLANNING BOARD COMMENTS  |  |
| <b>GRAPHIC SCALE</b>   |          |  |  |
| 1" = 100'  |          |  |  |
| <b>SHEET TITLE</b>   |          |  |  |
| <b>INDEX PLAN</b>  |          |  |  |
|  |          | <b>C-1.2</b>   |  |



LOCUS MAP  
(N.E.S.)

**LEGEND**

W/F - HOW OF FORMALLY  
FIRE HYDRANT  
GAS VALVE  
CATCH BASIN  
OVERHEAD WIRE  
UTILITY POLE  
SLOPE (STONE BOUND GRILL HOLE  
IRON ROD FOUND  
WELL  
MAP BLOCK LOT UNIT  
EDGE OF PAVEMENT  
V.C.C. VERTICAL CURVE CURB  
BUILDING  
EXISTING CONTOUR  
PROPOSED CONTOUR  
WIDE LINE

OWNER/APPLICANT  
Gadoury Homes, LLC  
#6 Reservoir Avenue  
Mandana, MA 01590

**TITLE:**  
Site Plan  
of  
163-173 Border Street  
in  
Northbridge, Massachusetts

PREPARED BY:  
**ALLEN ENGINEERING & ASSOCIATES**  
Civil Engineers - Surveyors  
Land Development Consultants  
140 Hartford Avenue East  
Hopedale, MA 01747  
(508) 548-1122 Phone  
www.alleneng.com

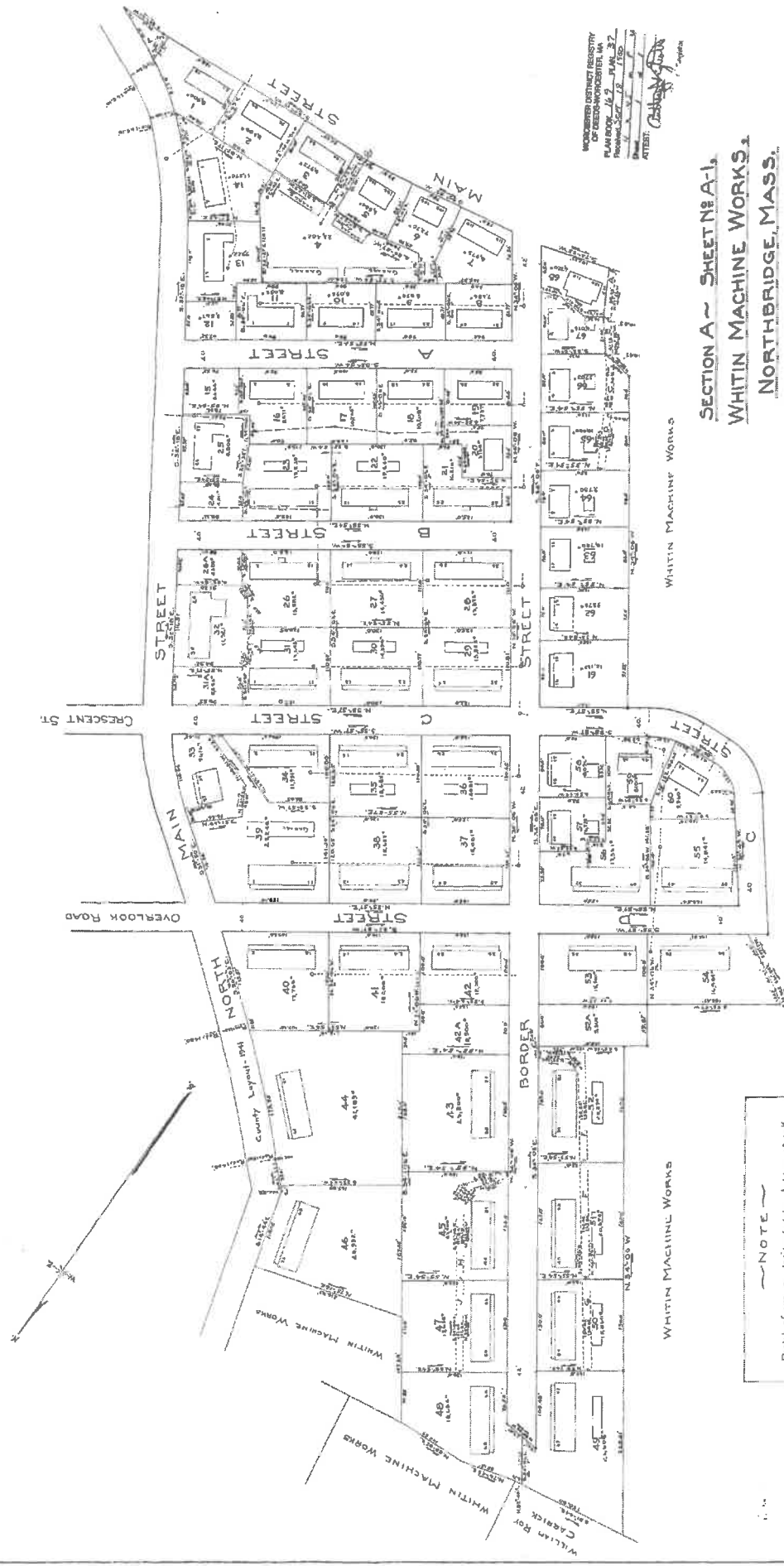
SCALE: 1" = 10 FEET

DATE: March 18, 2024

REVISIONS

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SECTION A - SHEET No. A-1,  
 WHITIN MACHINE WORKS,  
 NORTHBRIDGE, MASS.

AUGUST 10, 1920.

SCALE: 1 INCH = 60 FEET.

NOTE -  
 Right of ways designated by letters A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AJ, AK, AL, AM, AN, AO, AP, AQ, AR, AS, AT, AU, AV, AW, AX, AY, AZ, BA, BB, BC, BD, BE, BF, BG, BH, BI, BJ, BK, BL, BM, BN, BO, BP, BQ, BR, BS, BT, BU, BV, BW, BX, BY, BZ, CA, CB, CC, CD, CE, CF, CG, CH, CI, CJ, CK, CL, CM, CN, CO, CP, CQ, CR, CS, CT, CU, CV, CW, CX, CY, CZ, DA, DB, DC, DD, DE, DF, DG, DH, DI, DJ, DK, DL, DM, DN, DO, DP, DQ, DR, DS, DT, DU, DV, DW, DX, DY, DZ, EA, EB, EC, ED, EE, EF, EG, EH, EI, EJ, EK, EL, EM, EN, EO, EP, EQ, ER, ES, ET, EU, EV, EW, EX, EY, EZ, FA, FB, FC, FD, FE, FF, FG, FH, FI, FJ, FK, FL, FM, FN, FO, FP, FQ, FR, FS, FT, FU, FV, FW, FX, FY, FZ, GA, GB, GC, GD, GE, GF, GG, GH, GI, GJ, GK, GL, GM, GN, GO, GP, GQ, GR, GS, GT, GU, GV, GW, GX, GY, GZ, HA, HB, HC, HD, HE, HF, HG, HH, HI, HJ, HK, HL, HM, HN, HO, HP, HQ, HR, HS, HT, HU, HV, HW, HX, HY, HZ, IA, IB, IC, ID, IE, IF, IG, IH, II, IJ, IK, IL, IM, IN, IO, IP, IQ, IR, IS, IT, IU, IV, IW, IX, IY, IZ, JA, JB, JC, JD, JE, JF, JG, JH, JI, JJ, JK, JL, JM, JN, JO, JP, JQ, JR, JS, JT, JU, JV, JW, JX, JY, JZ, KA, KB, KC, KD, KE, KF, KG, KH, KI, KJ, KK, KL, KM, KN, KO, KP, KQ, KR, KS, KT, KU, KV, KW, KX, KY, KZ, LA, LB, LC, LD, LE, LF, LG, LH, LI, LJ, LK, LL, LM, LN, LO, LP, LQ, LR, LS, LT, LU, LV, LW, LX, LY, LZ, MA, MB, MC, MD, ME, MF, MG, MH, MI, MJ, MK, ML, MM, MN, MO, MP, MQ, MR, MS, MT, MU, MV, MW, MX, MY, MZ, NA, NB, NC, ND, NE, NF, NG, NH, NI, NJ, NK, NL, NM, NN, NO, NP, NQ, NR, NS, NT, NU, NV, NW, NX, NY, NZ, OA, OB, OC, OD, OE, OF, OG, OH, OI, OJ, OK, OL, OM, ON, OO, OP, OQ, OR, OS, OT, OU, OV, OW, OX, OY, OZ, PA, PB, PC, PD, PE, PF, PG, PH, PI, PJ, PK, PL, PM, PN, PO, PP, PQ, PR, PS, PT, PU, PV, PW, PX, PY, PZ, QA, QB, QC, QD, QE, QF, QG, QH, QI, QJ, QK, QL, QM, QN, QO, QP, QQ, QR, QS, QT, QU, QV, QW, QX, QY, QZ, RA, RB, RC, RD, RE, RF, RG, RH, RI, RJ, RK, RL, RM, RN, RO, RP, RQ, RR, RS, RT, RU, RV, RW, RX, RY, RZ, SA, SB, SC, SD, SE, SF, SG, SH, SI, SJ, SK, SL, SM, SN, SO, SP, SQ, SR, SS, ST, SU, SV, SW, SX, SY, SZ, TA, TB, TC, TD, TE, TF, TG, TH, TI, TJ, TK, TL, TM, TN, TO, TP, TQ, TR, TS, TT, TU, TV, TW, TX, TY, TZ, UA, UB, UC, UD, UE, UF, UG, UH, UI, UJ, UK, UL, UM, UN, UO, UP, UQ, UR, US, UT, UY, UZ, VA, VB, VC, VD, VE, VF, VG, VH, VI, VJ, VK, VL, VM, VN, VO, VP, VQ, VR, VS, VT, VU, VV, VW, VX, VY, VZ, WA, WB, WC, WD, WE, WF, WG, WH, WI, WJ, WK, WL, WM, WN, WO, WP, WQ, WR, WS, WT, WU, WV, WW, WX, WY, WZ, XA, XB, XC, XD, XE, XF, XG, XH, XI, XJ, XK, XL, XM, XN, XO, XP, XQ, XR, XS, XT, XU, XV, XW, XX, XY, XZ, YA, YB, YC, YD, YE, YF, YG, YH, YI, YJ, YK, YL, YM, YN, YO, YP, YQ, YR, YS, YT, YU, YV, YW, YX, YY, YZ, ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, ZK, ZL, ZM, ZN, ZO, ZP, ZQ, ZR, ZS, ZT, ZU, ZV, ZW, ZX, ZY, ZZ.

MASS REC. No. 3756.

REGISTERED INSTRUMENT REISTRY  
 OF RECORDS AND DEEDS  
 PLAN BOOK 162 - PAGE 37  
 RECORDED OCT. 18 1920  
 ATTEST: [Signature]  
 [Signature]

G. Bernard Blaisdell  
 Civil Engineer  
 Worcester, Mass.





TOWN OF NORTHBRIDGE, MASSACHUSETTS  
**COMMUNITY PLANNING & DEVELOPMENT**

R. Gary Bechtholdt II, Director  
7 Main Street Whitinsville, MA 01588  
gbechtholdt@northbridgemass.org  
Phone: (508) 234.2447

## MEMORANDUM

Date: April 08, 2024

TO: NORTHBRIDGE PLANNING BOARD  
Robert Knapik, PE Allen Engineering & Associates, Inc.

From: R. Gary Bechtholdt II, Director 

RE: **(163-173) BORDER STREET**  
Site Plan Review of the Planning Board

Application for Site Plan Review has been received from Gadoury Homes, LLC for proposed conversion of existing building from 6 to 12 residential-units for subject property identified as Assessor Map 6A, Parcel 83 (163-173 Border Street) within the Residential-Five (R-5) Zoning District in Northbridge. Site Plan application has been filed pursuant to Northbridge Zoning: Section 173-49.1 [Site plan review by Planning Board].

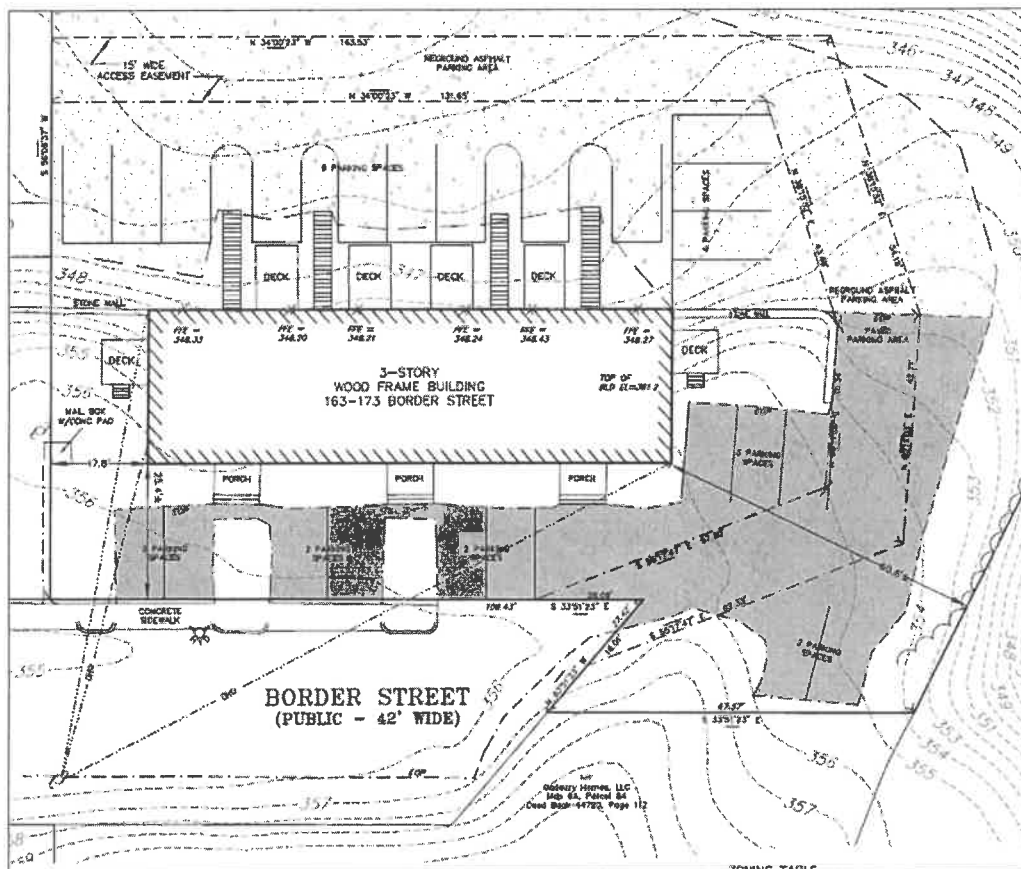
Prior to filing Site Plan Review, Owner/Applicant received Variance [12-V-2023] from the Zoning Board for relief from Zoning Table of Area Regulations [§173-19]; copy of which was included with application submittal to the Planning Board.

Below is aerial imagery of subject property [via Google Earth].



The purpose of Site Plan Review is to protect the health, safety, convenience, and general welfare of the inhabitants of Northbridge by providing for review of plans (uses and structures) which may have significant impacts on traffic, municipal and public services and utilities, environmental quality, community economics and community values in the town. Northbridge's Zoning Bylaw -Site Plan Review provisions [§173-49.1] are attached hereto.

Below is a screenshot of Site Plan (sheet 1 of 1) prepared by Allen Engineering & Associates dated March 18, 2024.



1. Please refer to Site Plan Review Checklist prepared by Community Planning & Development for initial comments.
2. As noted in the Checklist (& discussed during Tech Review), site plan proposal does not show or provide for any stormwater management (rear parking). A similar project (abutting property) was reviewed/approved by the Planning Board where Owner/Applicant provided onsite stormwater management. Planning recommends the Board require similar for this site plan application. *Applicant/Engineer shall provide additional information as it relates to rear parking drainage & required stormwater management.*
3. Exterior lighting shall be provided to the rear parking area. *Any illumination, including security lighting shall be arranged so as to avoid glare onto adjacent properties and limit amount of light trespass onto abutting properties.*

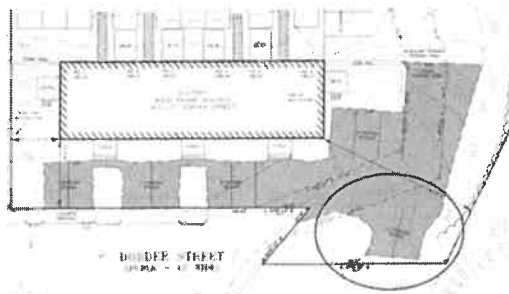
4. Landscaping -Applicant/Engineer shall confirm the two (2) existing trees along frontage of Border Street are to be maintained and not paved over for parking (-see photo below). *Location of existing trees shall be shown on plan. Removal of said plantings and/or paving of area may result in violation of Zoning (Planning Board site plan review/approval).*



5. Hydrant location shown on the Site Plan appears to be misrepresented, where hydrant does not currently block any parking or driveway access (-see photo below). *Plan shall be reviewed & revised accordingly.*



6. Site plan shows two (2) proposed parking spaces at end of Border Street that would appear to block existing access/egress of the housing development across roadway (164-174 Border Street) -see photo/imagery below. *Reference made to Fire Dept letter seeking plan revision, where emergency vehicle access would not be eliminated. Accordingly, plan shall be revised to relocate the two (2) proposed parking spaces.*



7. Applicant/Engineer shall review with Planning Board width of driveway access to rear parking area. *Plan shall be revised to show dimension (width) & means (signage/pavement markings) to prohibit parking that may block or restrict access to rear parking areas.*
8. Consideration shall be given to improving driveway access by removing rock/ledge outcrop located at the terminus of Border Street (-see photos below). Where removal (/cutting back) would increase driveway width. *Pursuant to Northbridge Zoning §173-27 D (5) [Off-street parking,] -a minimum width of 18-feet is required for 2-way traffic.*



9. As noted, the site plan submittal does not include any provisions for stormwater management (rear parking area). Planning Board shall determine & direct Applicant/Engineer accordingly, where similar development (abutting subject property) was required to install stormwater BMPs. *Additionally, the Planning Board shall determine if third-party engineering review is to be required for this application. Understanding Planning Board may not have required peer review for the abutting property site plan review.*
10. In accordance with §173-27 G [Exceptions] -the Planning Board may grant relief via a Special Permit from the requirements of Article VIII Off-Street Parking and Loading. *To do so a special permit application shall be filed with the Planning Board; Applicant/Engineer may seek zoning interpretation/determination from Building Inspector/ZEO, if so desired.*
11. Planning is in receipt of initial review comments from the following: Building Inspector, Northbridge Fire Chief, Conservation Agent, DPW Director, and Whitinsville Water Company (attached hereto). *Applicant/Engineer shall review & address comments as part of site plan review and issuance of any building permits.*

## RECOMMENDATION

12. In summary, Planning recommends Site Development Plan be revised to a.) include stormwater management controls for rear parking area; b.) relocation of the two (2) proposed parking spaces (blocking access/egress of 164-174 Border Street); c.) dimensions (length/width) of parking spaces along Border Street frontage; d.) width of driveway access (from Border Street to rear parking areas); e.) signage & pavement markings to prohibit parking restricting access to rear parking area; f.) show location of existing trees (2) along Border Street frontage, along with notation restricting their removal; g.) review/update location of fire hydrant on Border Street; h.) include exterior lighting (rear parking area); i.) reference Worcester Registry of Deeds recording of "15-foot Access Easement area" running through property; & j.) address comments received from WWC & municipal departments.

Should you have any questions please let me know.

Thanks & take care.

Cc: Bldg. Insp/ZEO  
/File



# NORTHBRIDGE PLANNING BOARD

## CHECKLIST FOR SITE PLAN REVIEW



**PROJECT:** (163-173) BORDER STREET

**PREPARED BY COMMUNITY PLANNING & DEVELOPMENT:** 04.09.2024

| GENERAL SUBMISSION REQUIREMENTS  | YES                                 | NO | N/A                                 | COMMENTS                           |
|--|-------------------------------------|----|-------------------------------------|------------------------------------|
| 1. Eleven (11) prints of the site plan.  | <input checked="" type="checkbox"/> |    |                                     |                                    |
| 2. A properly executed Site Plan Review Application Form   | <input checked="" type="checkbox"/> |    |                                     |                                    |
| 3. Required Fees: \$250 filing fee + \$10 per parking space.                                       | <input checked="" type="checkbox"/> |    |                                     | \$490.00 provided (no R&I deposit) |
| 4. Written consent of Property Owner to the filing of plan if Applicant is not the property owner. |                                     |    | <input checked="" type="checkbox"/> | Norman R Gadoury Owner/Applicant   |
| 5. File w/Town Clerk [DATE]  | <input checked="" type="checkbox"/> |    |                                     | Decision to be filed w/Town Clerk  |

| PLAN PREPARATION AND CONTENTS   | YES                                 | NO                                  | NA                                  | COMMENTS   |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--|
| 1. Prepared by Registered Engineer, Architect or Landscape Architect and Professional Seal & Signature.   | <input checked="" type="checkbox"/> |                                     |                                     | W Robert Knapik, PE # 41316<br>ALLEN ENGINEERING & ASSOCIATES  |
| 2. Plan dimensions are 24" by 36" at scale of 1" equals 20'   | <input checked="" type="checkbox"/> |                                     |                                     |  |
| 3. Name of project, boundaries & locus maps showing site location, date, North arrow & scale of the plan.   | <input checked="" type="checkbox"/> |                                     |                                     |  |
| 4. Names/addresses of Owner of Record, Developer & seal of the Engineer, Architect or Landscape Architect.  | <input checked="" type="checkbox"/> |                                     |                                     |  |
| 5. Names/addresses of all Owners of record of abutting parcels and those w/in 300 feet of property line.  | <input checked="" type="checkbox"/> |                                     |                                     | -see certified Abutters List   |
| 6. All existing lot lines, easements, and rights-of-way, abutting land uses and the location and use of structures within 300 feet of the site. All minimum dimensional requirements in the underlying district and setback requirements shown on the plan. | <input checked="" type="checkbox"/> |                                     |                                     |  |
| 7. Locations & uses of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, and showing all exterior entrances and all anticipated future additions and alterations.               |                                     |                                     | <input checked="" type="checkbox"/> | Rehabilitation/conversion of existing residential building (from 6 to 12-units) & additional parking spaces  |
| 8. Location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls, & fences. Location, type & screening details for all waste disposal containers shall also be shown.  |                                     | <input checked="" type="checkbox"/> |                                     | Dimension (length/width) of parking spaces & access aisle along Border Street & adjacent to building (northerly side) shall be noted on plan; location of waste disposal containers shall be sited on plan |

# NORTHBRIDGE PLANNING BOARD

## CHECKLIST FOR SITE PLAN REVIEW



**PROJECT:** (163-173) BORDER STREET

**PREPARED BY COMMUNITY PLANNING & DEVELOPMENT:** 04.09.2024

| PLAN PREPARATION AND CONTENTS   | YES | NO                                  | NA                                  | COMMENTS  |
|---|-----|-------------------------------------|-------------------------------------|---|
| 9. Location, height, intensity, & bulb type of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties   |     | <input checked="" type="checkbox"/> |                                     | Exterior lightning (wall-packs) or similar ornamental fixture(s) shall be provided for front/rear parking areas   |
| 10. Location, height, size, materials, and design of all proposed signage.  |     |                                     | <input checked="" type="checkbox"/> | Owner/Applicant shall coordinate street numbering unit identification w/Building, Police, Fire  |
| 11. Location of all present/proposed utility systems, including: sewage/septic system; water supply system; telephone, cable & electrical systems; and storm drainage system, including existing/proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes & drainage swales. |     | <input checked="" type="checkbox"/> |                                     | Location of "new" utility hook-ups (gas/water/sewer/etc.) shall be shown on plan; stormwater BMPS for rear parking area shall be provided   |
| 12. Plans to prevent pollution of surface/ground water, erosion of soil, both during/after construction, excessive runoff, excessive raising or lowering of the water table & flooding of other properties.   |     | <input checked="" type="checkbox"/> |                                     | Test pits for proposed infiltration trench (BMP) shall be required; O&M Plan shall be filed for during/after construction   |
| 13. Existing/proposed topo at 2' contour interval. If any portion of parcel w/in 100-year floodplain, area to be shown, & base flood elevations given. Indicate area w/in proposed site & w/in 50' of proposed site where ground removal/filling is required & give approx. volume (CY)                   |     |                                     | <input checked="" type="checkbox"/> | Bldg. Insp letter (04/05/2024) indicated subject property outside 100-Year Flood Plan   |
| 14. Landscape plan showing existing natural land features, trees, & water sources & all proposed changes to these features, including size/type of plant material. Water sources (ponds, lakes, brooks, streams, wetlands, floodplains & drainage retention areas).                                       |     | <input checked="" type="checkbox"/> |                                     | Plan shall locate the 2 existing trees along Border Street, noting area shall not be altered/paved for additional parking; similar project required planting of 10 American Arborvitae (rear of property) |
| 15. Traffic flow patterns w/in site, entrance/exits, loading/unloading, curb cuts & w/in 100 feet of the site.  |     |                                     | <input checked="" type="checkbox"/> |   |
| 16. Elevation plans (1/4-inch equals one foot) for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s), showing design features, indicating type & color of materials to be used.   |     |                                     | <input checked="" type="checkbox"/> | Rehabilitation/conversion of existing residential building (from 6 to 12-units)   |
| 17. Information on the location, size and type of parking, loading, storage, and service areas; based on § 173-27.  |     | <input checked="" type="checkbox"/> |                                     | Planning Board shall review location of proposed parking area(s)  |
| 18. For large developments (exceeding 10,000 SF -gfa) or requiring more than 25 parking spaces or for smaller developments located in high density areas, Development Impact Assessment. [§173-49.1 E (2)p]   |     |                                     | <input checked="" type="checkbox"/> | At the Planning Board discretion, a Development Impact Assessment report may be required -for this application may be N/A   |

## Chapter 173. Zoning

### Article X. Administration and Enforcement

#### § 173-49.1. Site plan review by Planning Board.

[Added 9-11-1990 STM, Art. 21]

- A. Purpose. The purpose of this section is to protect the health, safety, convenience and general welfare of the inhabitants of the Town of Northbridge by providing for a review of plans for uses and structures which may have significant impacts on traffic, municipal and public services and utilities, environmental quality, community economics and community values in the town.
- B. Applicability.
- (1) The site plan review and approval provisions of this section shall apply to the following types of structures and uses (excluding subdivisions for detached single-family dwellings):
    - (a) Any new structure or group of structures under the same ownership on the same lot or contiguous lots with at least 6,000 square feet of gross floor area or requiring the provision of 10 or more parking spaces under § 173-27, Off-Street parking, loading and landscaping standards.
    - (b) Any improvements, alteration or change in use which either results in an increase of 6,000 square feet of gross floor area or requires an addition of 10 or more parking spaces to the amount required by § 173-27 prior to such improvement, alteration or change in use.
    - (c) Any new structure, group of structures, improvement, alteration or change in use, as defined above, which either results in the increase of 4,000 square feet of gross floor area or requires the provision of seven or more parking spaces, when any portion of the lot or parcel of land on which said structure or use is located lies within 200 feet of a residential district.
  - (2) The calculation of increase in floor area shall be based on the aggregate of all new structures, improvements, alterations or enlargements calculated from the date of enactment of this section.
- C. Basic requirements.
- (1) No building permit can be issued for the proposed development unless an application for site plan review has been prepared in accordance with the requirements of this section and unless such application has been approved by the Planning Board.
  - (2) No occupancy permits shall be granted by the Building Inspector until the Planning Board has given its approval that the development and any associated off-site improvements conform to the approved application for site plan review and approval, including any conditions imposed by the Planning Board.
  - (3) A temporary occupancy permit may be granted with the approval of the Planning Board subject to conditions for completion of work (which shall include a requirement for surety, in an amount and form to be determined by the Planning Board), imposed by the Planning Board.
- D. Application and review procedure.
- (1) Submission of the plan. The applicant shall file with the Planning Board at a regularly scheduled meeting: the completed application form, the filing fee and 11 copies each of the site plan documents specified in this Subsection D. The Planning Board Chairman shall acknowledge receipt of these plans by endorsing them with his/her signature and the date of receipt. A copy of the site plan shall be given by the applicant to the Town Clerk to be kept on file.
  - (2) Reasonable fees. The required fee shall be included with the submittal. The Board shall also require a deposit of money sufficient to cover any additional expenses connected with the public hearing and review of the plans. The Planning Board is authorized to retain a registered professional engineer, architect or landscape architect, or other professional consultants to advise the Board on any or all aspects of the site plan. The cost of this advice shall be borne by the applicant.

(3) Review by other boards.

- (a) After reviewing the submittal for completeness and determining that it is not incomplete, the Planning Board shall transmit to the Conservation Commission, Board of Health, Building Inspector, Road Commissioners, Safety Committee and other boards as deemed necessary one copy each of the site plan documents. The boards have up to 21 days for as-of-right developments and 45 days for special-permit developments to submit recommendations, in writing, to the Planning Board concerning:

- [1] The adequacy of the data and procedures used by the applicant to determine the impacts of the proposed development.

- [2] The effects of the projected impacts of the proposed development.

- [3] The recommended conditions or remedial measures to accommodate or mitigate the expected impacts of the proposed development.

- (b) Failure of an agency to report within the allotted time shall be interpreted as nonopposition to the submitted plans.

- (c) For the proposals not requiring a special permit, the Planning Board shall deliver its decision, in writing, to the Building Inspector within 30 days after determining that the application is complete, to allow the issuance of a building permit. For proposals also requiring special permits, the Planning Board shall hold a public hearing within 65 days of the receipt of the application and shall take final action within 90 days from the time of hearing, as provided in MGL C. 40A, §§ 9 and 11.

(4) Final action. The Planning Board's final action, rendered in writing, shall consist of either:

- (a) Approval of the site plan based upon a determination that the proposed plan will constitute a suitable development and is in compliance with the standards set forth in this section;

- (b) Disapproval of the site plan based upon a determination that the proposed project does not meet the standards for review set forth in this section; or

- (c) Approval of the site plan, subject to any conditions, modifications and restrictions as required by the Board which will ensure that the project meets the standards for review.

E. Submission requirements.

- (1) A site plan shall be prepared by a registered professional engineer, architect or landscape architect at a scale of one inch equals 20 feet, on standard twenty-four by thirty-six-inch sheets, with narrative information on eight-and-one-half by eleven-inch sheets.

(2) A site plan shall include all of the data, details and supporting information as follows:

- (a) The name of the project, boundaries and locus maps showing the site's location in town, date, North arrow and scale of the plan.

- (b) Names and addresses of the owner of record, the developer and the seal of the engineer, architect or landscape architect.

- (c) Names and addresses of all owners of record of abutting parcels and those within 300 feet of the property line.

- (d) All existing lot lines, easements and rights-of-way (including area in acres or square feet), abutting land uses and the location and use of structures within 300 feet of the site. All minimum dimensional requirements in the underlying district and setback requirements shown on the plan.

- (e) The locations and uses of all existing and proposed buildings and structures within the development, including all dimensions of height and floor area, and showing all exterior entrances and all anticipated future additions and alterations.

- (f) The location of all present and proposed public and private ways, parking areas, driveways, sidewalks, ramps, curbs, fences, paths, landscaping, walls and fences. Location, type and screening details for all waste disposal containers shall also be shown.

- (g) The location, height, intensity, and bulb type (e.g. fluorescent, sodium incandescent) of all external lighting fixtures. The direction of illumination and methods to eliminate glare onto adjoining properties must also be shown.

- (h) The location, height, size, materials and design of all proposed signage.

- (i) The location of all present and proposed utility systems, including: sewage or septic system; water supply system; telephone, cable and electrical systems; and storm drainage system, including existing and proposed drain lines, culverts, catch basins, headwalls, endwalls, hydrants, manholes and drainage swales. The Planning Board may also request soil logs, percolation tests and storm runoff calculations for large or environmentally sensitive development.
- (j) Plans to prevent pollution of surface or ground water, erosion of soil, both during and after construction, excessive runoff, excessive raising or lowering of the water table and flooding of other properties, as applicable.
- (k) Existing and proposed topography at a two-foot contour interval. All elevations shall refer to the nearest United States Geodetic Bench Mark. If any portion of the parcel is within the one-hundred-year floodplain, the area will be shown and base flood elevations given. Indicate areas within the proposed site and within 50 feet of the proposed site where ground removal or filling is required and give its approximate volume in cubic yards.
- (l) A landscape plan showing existing natural land features, trees, forest cover and water sources and all proposed changes to these features, including size and type of plant material. Water sources will include ponds, lakes, brooks, streams, wetlands, floodplains and drainage retention areas.
- (m) Traffic flow patterns within the site, entrances and exits, loading and unloading areas, curb cuts on site and within 100 feet of the site.
- (n) Elevation plans at a scale of 1/4 inch equals one foot for all exterior facades of the proposed structure(s) and/or existing facades, plus addition(s), showing design features and indicating the type and color of materials to be used.
- (o) Information on the location, size and type of parking, loading, storage, and service areas; parking calculations based on the requirements of § 173-27, Off-street parking, loading and landscaping standards.
- (p) For large developments, those exceeding 10,000 square feet of gross floor area or requiring more than 25 parking spaces, or for smaller developments located in high density areas, the Planning Board may require a development impact assessment which shall include the following:

[1] Traffic impact assessment.

[a] Purpose. The assessment will document existing traffic conditions in the vicinity of the proposed project, describe the volume and effect of projected traffic generated by the proposed project and identify measures proposed to mitigate any adverse impacts on traffic.

[b] Format and scope.

- [i] Existing traffic conditions; average daily and peak hour volumes, average and peak speeds, sight distance, accident data and levels of service (LOS) of intersections and streets likely to be affected by the proposed development. Generally, such data shall be presented for all streets and intersections adjacent to or within 1,000 feet of the project boundaries.
- [ii] The projected number of motor vehicle trips to enter or leave the site, estimated for daily and peak hour traffic levels.
- [iii] The projected traffic flow pattern, including vehicular movements at all major intersections likely to be affected by the proposed use of the site.
- [iv] The impact of this traffic upon existing abutting public and private ways in relation to existing road capacities.
- [v] Traffic assessment data shall be no more than 12 months as of the date of the application.
- [vi] The maximum value of off-site exactions is 6% of the development costs. All off-site improvements required as a condition of site plan approval must be necessitated by the proposed project.

[2] Environmental impact assessment.

[a] Purpose. To describe the impacts of the proposed project with respect to on-site and off-site environmental quality.

[b] Format and scope:

- [i] Description and evaluation of potential quality of air, surface water and groundwater adjacent to or directly affected by the proposed development; on-site or off-site flooding, erosion and/or sedimentation resulting from alterations to the project site, including grading changes and increases in impervious areas; on-site or off-site hazards, radiological emissions or other hazardous materials; adverse impacts on temperature and wind conditions on the site and adjacent properties; impacts on solar access of adjacent properties; and off-site noise or light impacts.
- [ii] Evaluation of the adequacy of existing or proposed systems and services for water supply and disposal of liquid and solid wastes.
- [iii] Description of proposed measures for mitigation of any potential adverse impacts identified above.

[3] Fiscal impact assessment; format and scope.

- [a] Projections of cost arising from increased demands on public services and infrastructure.
- [b] Projections of the impacts from increased tax revenue, employment (construction and permanent), and value of the public infrastructure to be provided.
- [c] Projections of the impacts of the proposed development on the values of adjoining properties.
- [d] Five-year projections of increased Town revenues and costs resulting from the proposed development.

[4] Community impact assessment; format and scope:

- [a] Evaluation of the relation of the proposed new or altered structure to the surrounding community in terms of character and intensity of the use (e.g., scale, materials, colors, setbacks, roof and cornice lines and other major design elements); and the location and configuration of proposed structures, parking areas and open space with respect to neighboring properties.
- [b] Identification of impacts on significant historical properties, districts or areas or archaeological resources (if any) in the vicinity of the proposed development.
- [c] Evaluation of the proposed project's consistency of compatibility with existing local and regional plans.

(q) A copy of all permits, approvals, variances and applications applied for and obtained for the project and property, including an application for utility connection permits.

(3) The Planning Board may waive any of the requirements listed above if it believes that said requirement is not necessary based upon the size and scope of the project.

F. Standards for review. The Planning Board shall review the site plan and supporting materials, taking into consideration the reasonable fulfillment of the objectives listed below. Detailed design guidelines and performance standards shall be adopted to guide decisions with respect to these objectives and to help ensure consistency in the review of all applications.

- (1) Legal. Conformance with the provisions of the bylaws of the town, the General Laws of Massachusetts and all applicable rules and regulations of local, state and federal agencies.
- (2) Traffic. Convenience and safety of both vehicular and pedestrian movement within the site and in relationship to adjoining ways and properties.
- (3) Parking. Provisions for the off-street loading and unloading of vehicles, incidental to the normal operation of the establishment; adequate parking; adequate lighting; and internal traffic control.
- (4) Town services. Reasonable demands placed on Town services and infrastructure.
- (5) Pollution control. Adequacy of methods for sewage and refuse disposal and the protection from pollution of both surface waters and groundwater. This includes minimizing soil erosion both during and after construction.
- (6) Nuisance. Protection of abutting properties and Town amenities from any undue disturbance caused by excessive or unreasonable noise, smoke, vapors, fumes, dust, odors, glare, stormwater runoff, etc.



- (7) Existing vegetation. Minimizing the area over which existing vegetation is to be removed. Where tree removal is necessary, special attention shall be given to the planting of replacement trees.
- (8) Amenities. The applicant's efforts to integrate the proposed development into the existing landscape through design features, such as vegetative buffers, roadside planting and the retention of open space and agricultural land.
- (9) Town character. The setback areas and location of parking, architectural compatibility, signage and landscaping of the development and how these features harmonize with the surrounding townscape and the natural landscape.

G. Conditions, limitations and safeguards. In granting approval of an application, the Planning Board may impose conditions, limitations and safeguards which shall be in writing and shall be a part of such approval. Such conditions may include, among other matters and subjects:

- (1) Controls on the location and type of access to the site.
- (2) Controls on the number of vehicles that arrive or depart during the morning and/or evening peak hours (including controls on the maximum number of vehicles which may use the off-street parking during said periods).
- (3) Requirements for off-site improvements to improve the capacity and safety of roads, intersections, pedestrianways, water, sewer, drainage and other public facilities which are likely to be affected by the proposed development.
- (4) Requirements of donation and/or dedication of land for right-of-way to provide for future roadway and/or intersection widenings or improvements.
- (5) Requirements for securing the performance of all work, including proposed off-site improvements, by either of the following methods:
  - (a) A performance bond, a deposit of money, negotiable securities or pass book in an amount determined by the Planning Board to be sufficient to cover the cost of all or any part of the improvements required as conditions of approval; or
  - (b) A covenant running with the land, executed and duly recorded by the owner of record, whereby the required improvements shall be completed before the property may be conveyed by other than a mortgage deed.
- (6) Conditions to minimize off-street impacts on traffic and environmental quality during construction.
- (7) In granting site plan approval, the Planning Board may require reduction in scale of the proposed development, including reductions in floor area or lot coverage.

H. Modification of approved site plans.

- (1) In the event a modification is made to an approved site plan, the applicant shall submit to the Planning Board a written description of the proposed modifications and 11 copies of the revised plan. All but minor modifications shall be subject to the same review and hearing procedures as was the original filing.
- (2) For minor and insignificant modifications, the Planning Board shall determine that an additional public hearing is not warranted. This determination shall be made only after the written request and 11 copies of the plan showing the modifications have been submitted to and reviewed by the Planning Board. Within 21 days of receipt of written request and plans, a copy of the determination and revised plans shall be filed with the Town Clerk and the Building Inspector. Failure to act within the specified time period shall be deemed as approval.

I. Enforcement.

- (1) The Planning Board may require the posting of a bond or other similar performance guaranty to ensure compliance with the plan and stated conditions of approval. It may suspend any permit or license when work is not performed as required.
- (2) Any approval issued under this section shall lapse within one year if a substantial use thereof has not commenced, except to good cause. The time required to pursue and await determination of a judicial appeal pursuant to MGL C. 40A shall not be included within the one-year time limit.  
[Amended 5-9-1995 ATM, Art. 38]
- (3) The Planning Board may periodically amend or add rules and regulations relating to the procedures and administration of this section, by majority vote of the Board, after conducting a public hearing to

receive comments on any proposed revisions. Such hearing shall be advertised twice in a newspaper of general local circulation, at least 14 days prior to the hearing date.

## Chapter 173. Zoning

### Article VIII. Off-Street Parking and Loading

#### § 173-26. Provision for parking and loading required.

In any district, if any structure is constructed, enlarged or extended and any use of land is established or any existing use is changed, parking and loading spaces shall be provided in accordance with the following tables. An existing structure which is enlarged or an existing use which is extended shall be required to provide parking and loading spaces in accordance with the following tables for the expanded area or use unless the increase in units or measurements amounts to less than 25%, whether such increase occurs at one time or in successive stages.

#### § 173-27. Off-street parking, loading and landscaping standards.

[Amended 6-20-1989 ATM, Art. 11]

- A. General standards. Parking or loading spaces existing and being maintained in any district in connection with any existing use on the effective date of this section shall hereafter remain so long as said use remains, unless an equivalent number of parking or loading spaces are constructed elsewhere conforming to the requirements of the following tables, provided that this regulation shall not require the maintenance of more parking and loading spaces than is required under the following provisions; provided further that § 173-27C through 173-27F shall not apply to retail and service uses in buildings constructed prior to November 7, 1967, and authorized additions thereto, if such buildings are located in a zoning district in which retail and service uses are permitted by right or by special permit.  
[Amended 1-14-2014 STM, Art. 2]

- B. Definitions. As used herein, the following words and phrases shall have and include the following respective meanings:

**DRIVEWAY**

An area on a lot, in addition to parking and maneuvering spaces and aisles, which is designed or used to provide for passage of motor vehicles to and from a street or way.

**MANEUVERING AISLE**

A maneuvering space which serves two or more parking spaces, such as the area between two rows of parking spaces.

**MANEUVERING SPACE**

An open space in a parking area which is used or required for maneuvering a motor vehicle into a parking space but not used for the parking or storage of motor vehicles.

**PARKING AREA**

An open space either used or required for parking of five or more motor vehicles, including necessary maneuvering space, but not including parking on a lot for the passenger car of residents and guests of a one-family dwelling on said lot.

**PARKING SPACE**

An open space exclusive of maneuvering area and driveway for the parking of one motor vehicle.

- C. Off-street and/or loading requirements. In any district, if any structure is constructed, enlarged and/or extended and any use of land established or any existing use changed after the effective date of this section, parking and loading spaces shall be provided in accordance with the following tables. An existing structure which is enlarged or an existing structure which is extended after the effective date of these regulations shall be required to provide parking and loading spaces, and landscaping in accordance with the following tables for the entire structure or use unless the increase in units or measurements amounts to less than 25% of the existing structure, whether such increase occurs at one time or in successive stages.

**Table of Off-Street Parking Standards**  
[Amended 5-3-2016 ATM, Art. 29]

| <b>Use</b>   | <b>Number of Parking Spaces</b> |
|--|---------------------------------|
| <b>Residential</b>                                       |                                 |
| Single-family, two-family and multifamily dwelling units | 2 per dwelling unit             |
| <b>Community facilities</b>                              |                                 |
| Churches/religious establishments                        | 1 per 300 square feet of nfs*   |
| Places of public assembly                                | 1 per 300 square feet of nfs    |
| Schools  | 1 per 300 square feet of nfs    |
| <b>Commercial uses</b>                                   |                                 |
| Professional/general office                              | 1 per 250 square feet of nfs    |
| General retail   | 1 per 225 square feet of nfs    |
| Banks/financial institutions                             | 1 per 225 square feet of nfs    |
| Restaurants  | 1 per 100 square feet of nfs    |
| Theaters   | 1 per 275 square feet of nfs    |
| Home occupations   | 1 per 200 square feet of nfs    |
| Bowling alley  | 2 per lane                      |
| <b>Industrial and institutional</b>                      |                                 |
| Wholesale industrial                                     | 1 per 1,000 square feet of nfs  |
| Manufacturing  | 1 per 750 square feet of nfs    |
| Hospital   | 1 per 3 beds                    |
| Convalescent or nursing home                             | 1 per 3 beds                    |
| Medical offices  | 1 per 250 square feet of nfs    |
| Contractor's yard  | 1 per 750 square feet of nfs    |

\*For the purposes of this section of the Northbridge Zoning Bylaws, net floor space (nfs) shall be the actual occupied area, not including unoccupied areas or thickness of walls.

**Table of Off-Street Loading Standards**

| <b>Use</b>  | <b>Number of Loading Spaces</b>  |
|---|--|
| Business, industrial, community facility (school, church, town building, recreation, etc.) or public utility establishments | 1 per 7,500 square feet of nfs and an additional space per each additional 15,000 square feet of nfs |

**D. General parking and loading requirements.**

- (1) The off-street permanently provided parking spaces required for the uses listed in the above table shall be on the same lots as the use they are intended to serve or, when practical difficulties prevent their establishment upon the same lot, they shall be established no further than 300 feet from the premises to which they are appurtenant. The required parking spaces shall not be located on the other side of a public street, unless a safe and sufficient road crossing exists or will be provided.
- (2) The loading spaces required for the uses listed in the above table shall in all cases be on the same lot as the use they are intended to serve. In no case shall the required loading spaces be part of the area used to satisfy the parking requirements of this section.
- (3) The minimum dimensions of parking spaces and maneuvering aisles shall be in accordance with the following table:

**Minimum Parking Space and Aisle Dimensions for Parking Areas**

| <b>Angle of Parking</b> | <b>Width of Parking Space</b> | <b>Depth of Parking Space</b> | <b>Width of Maneuvering Aisle</b> |
|-------------------------|-------------------------------|-------------------------------|-----------------------------------|
| <b>(degrees)</b>        | <b>(feet)</b>                 | <b>(feet)</b>                 | <b>(feet)</b>                     |
| 61 to 90                | 9.0                           | 18                            | 24                                |
| 46 to 60                | 9.0                           | 18                            | 18                                |
| 45                      | 9.0                           | 18                            | 15                                |
| Parallel                | 8.0                           | 22                            | 12                                |

- (4) The number of driveways shall be limited to two per street line. Driveways shall be located so as to minimize conflict with traffic on public streets.
- (5) The width of a driveway for one-way traffic shall be not less than 15 feet as measured at its narrowest point. The width of a driveway for two-way use shall be a minimum of 18 feet as measured at its narrowest point and a maximum of 24 feet.
- (6) Driveways shall be arranged for the free flow of vehicles at all times; and the maneuvering spaces and aisles shall be so designed that all vehicles may exit from and enter onto a public street by being driven in a forward direction.
- (7) All parking areas shall be so arranged and designed that the only means of access and egress to and from such area is by driveway meeting the requirements of this section.
- (8) All portions of all parking spaces and maneuvering aisles shall be set back a minimum of five feet from any wall of any building. Each off-street parking space shall be designed so that any motor vehicle may proceed to and from said space without requiring the moving of any other vehicle.
- (9) Loading spaces shall be at least 600 square feet in area for the first 7,500 square feet of net floor space and 500 square feet for each additional 15,000 square feet of net floor space.
- (10) Parking and loading areas shall be graded, surfaced with a durable, all-season nondusting material, drained and suitably maintained to the extent necessary to avoid the nuisance of dust, erosion or any water flow onto streets or adjoining property.
- (11) The applicant may be required to provide curbing, wheel stops or other devices to prevent motor vehicles from being parked or driven into the required setback area or the landscaped area.
- (12) A sufficient number of handicapped spaces shall be conveniently provided on site in accordance with local regulations and requirements.
- (13) Applicants using these regulations to design parking, loading and landscaping areas are encouraged to locate parking areas in the rear and on the sides of the primary use structure wherever possible.

E. <sup>[1]</sup> Residential driveway requirements. For the purpose of promoting the safety of the residents of the town, an application for a building permit for a residential structure shall include a plan, at a scale of one inch equals 20 feet, showing the driveway serving the premises, and showing existing and proposed topography at ten-foot or three-meter contour intervals. All driveways shall be constructed in a manner ensuring reasonable and safe access from the street serving the premises to the building site of the residential structure on the premises, for all vehicles, including, but not limited to, emergency, fire and police vehicles. The Building Inspector shall not issue a building permit for the principal structure on the premises unless all of the following conditions have been met:  
[Added 1-23-1996 STM, Art. 16]

- (1) Except in access strips of less than 50 feet in width to rear lots, no driveway shall be located within 10 feet of any side or rear lot line except by special permit by the Planning Board after a determination that said driveway will provide safe and reasonable access for all vehicles.
- (2) The grade of each driveway shall not exceed 15% unless the Planning Board shall grant a special permit after a determination that said driveway will provide safe and reasonable access for a vehicles.
- (3) Driveways shall be surfaced with a durable, all-season nondusting material, drained and suitably maintained to the extent necessary to avoid any nuisance by reason of dust, erosion or water flow onto streets or adjoining property.
- (4) Common driveways serving not more than three lots may be allowed on special permit by the Planning Board, after consideration of the criteria set forth in § 173-47 herein. A common driveway must satisfy all of the following conditions:
  - (a) The center line intersection with the street center line shall not be less than 45°;
  - (b) A minimum width of 15 feet shall be maintained over its entire length;
  - (c) The common driveway shall be paved;
  - (d) The driveway shall be located entirely within the boundaries of the lots being served thereby;
  - (e) Proposed documents shall be submitted to the Planning Board demonstrating that, through easements, restrictive covenants or other appropriate legal devices, the maintenance, repair, snow removal and liability for the common driveway shall remain perpetually the responsibility of the private parties or their successors-in-interest.

[1] *Editor's Note: Former Subsections E and F were redesignated as Subsections F and G 1-23-1996 STM, Art. 16.*

F. Landscaping requirements. All nonresidential parking lots shall be effectively landscaped to reduce the visual impact of glare, headlights and parking lot lights from the public right-of-way and from adjoining properties. In addition, parking

lots shall be adequately shaded to reduce the amount of reflected heat.  
[Amended 1-23-1996 STM, Art. 10]

- (1) Landscaping adjacent to street right-of-way. A landscaped area shall be provided between parking areas and any adjacent public street, sidewalk or right-of-way as follows:
  - (a) A landscaped area at least 15 feet wide.
  - (b) Sufficient trees arranged so that a vegetated buffer is effectively provided from the public street.
  - (c) A masonry wall, solid fence, earth berm or hedge maintained at least 30 inches in height may be required in the landscaped area.
- (2) Landscaping adjacent to contiguous properties. Landscaping shall be provided between parking areas and contiguous properties as follows:
  - (a) A landscaped area at least 10 feet wide.
  - (b) A masonry wall, solid fence, earth berm, hedge or combination thereof at least five feet high may be required if abutting property is a residential use. When contiguous properties are located within a business or industrial district, only a naturally vegetated or landscaped buffer shall be required to the rear and sides of the lots when not abutting a public right-of-way.
- (3) Landscaping in interior areas. Landscaping areas shall be provided for interior parking areas so as to provide visual and climactic relief from broad expanses of pavement and to channelize and define logical areas for pedestrian and vehicle circulation.
  - (a) Interior parking areas shall be deemed to be all parking areas.
  - (b) At least 5% of the gross area of the interior parking area shall be landscaped. These landscaped areas shall include trees sufficient to provide shading of parking areas.
  - (c) Interior landscaped areas shall be dispersed so as to define aisles and limit unbroken rows of parking to a maximum of 100 feet. Landscaping between rows of parking shall be at least eight feet in width.
- (4) Trees required by the provisions of this section shall be at least two inches in diameter measured at one foot above ground level and a height of five feet at the time of planting; and shall be of a species characterized by rapid growth and by suitability and hardiness for location in a parking lot. To the extent practical, existing trees shall be retained and used to satisfy the provisions of this section.
- (5) No landscaping, tree, fence, wall or similar screening shall be maintained in the vicinity of any corner, street, intersection or accessway intersecting a public right-of-way that is determined to be an obstruction to visibility.

G. **Exceptions.** For the purposes of this section, the Planning Board may grant relief via a special permit from the requirements of this section either upon appeal or upon written request of the applicant, where, after a public hearing thereon, one or more of the following situations occur: it shall find that literal enforcement would cause a substantial hardship; or that literal compliance is impractical because of the size, width or grade of the lot or the use to which it is to be put or because a lesser area would, except in unusual circumstances, accommodate the motor vehicles of all persons using the building at any time; or less stringent requirements would carry out the other purposes of this section; or because of factors peculiar to the lot or building involved not generally affecting the zoning district in which it is located.

## § 173-28. Area, construction and lighting standards.

All parking or loading areas containing over five spaces, including automobile service and drive-in establishments, shall be either contained within structures or subject to the following:

- A. The area shall be effectively screened on each side which adjoins or faces the side or rear lot line of a lot situated in any R District. The screening shall consist of a solid fence or wall not less than three feet nor more than six feet in height or shrubbery planted not less than three feet apart on center, at least two feet from the lot line, and all maintained in good condition. The screening required by this subsection shall be set back from each street the same as if it were a main building wall.
- B. The area and access driveways thereto shall be surfaced with a durable and dustless material and shall be graded and drained so as to dispose of all surface water accumulation.
- C. A substantial bumper of masonry, steel or heavy timber or concrete or macadam curb stop shall be placed at the edge of surfaced areas, except driveways, in order to protect abutting structures, properties and sidewalks.
- D. Any fixture used to illuminate any area shall be so arranged as to direct the light away from the street and away from the adjoining premises used for residential purposes.



## Gary Bechtholdt

---

**From:** Brian Fitzgerald <fitzyscarwash1@yahoo.com>  
**Sent:** Wednesday, April 17, 2024 11:06 AM  
**To:** Gary Bechtholdt  
**Subject:** Returned Ispn. / Review funds

Hello Gary

I'm following up on your email yesterday with this written request for the return of my remaining funds in the reviews account for Winston woods.

As you know the property has been sold and the new owner will be in touch shortly to introduce himself and establish an account under the proper entity.

Please forward a check payable to:

Brian Fitzgerald

68 Grafton Rd.

Upton, Ma. 01568

Thank you  
Brian Fitzgerald



**TOWN OF NORTHBRIDGE  
COMMUNITY PLANNING &  
DEVELOPMENT OFFICE**

7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Telephone (508) 234-2447  
Email: [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

**MEMORANDUM**

TO: Planning Board

FROM: Barbara Kinney, Administrative Assistant *Bak*

DATE: April 19, 2024

RE: Winston Woods Review & Inspection Account

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Brian Fitzgerald (People's Development) has requested that the Planning Board release the funds in the Review and Inspection Account for Winston Woods (85010000-256288).

I have confirmed with Accounting that the balance in the account is \$3,088.80. The Planning Office has no outstanding invoices to be processed and Graves Engineering confirmed that they have no outstanding invoices for Winston Woods.

A new Review and Inspection Account for Winston Woods will need to be established by the new owner of this project.

Should you require additional information concerning this matter, please contact the Planning Office.



TOWN OF NORTHBRIDGE  
**PLANNING BOARD**  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

(508) 234-2447

[planning@northbridgemass.org](mailto:planning@northbridgemass.org)

April 10, 2024

Linda Zywiec, Town Clerk  
Northbridge Memorial Town Hall, 7 Main Street  
Whitinsville, MA 01588

COPIES

RE: 2024 SPRING ANNUAL TOWN MEETING  
Warrant Article #22 -Stormwater Management Bylaw

Dear Mrs. Zywiec:

Please be advised, at its meeting of Tuesday, April 09, 2024 the Planning Board, upon motion duly made and seconded voted (4-0) to RECOMMEND Article #22 of the 2024 Spring Annual Town Meeting: AMENDING the Northbridge Stormwater Management Bylaw as to be described in the motion offered at Town Meeting.

The Planning Board shall offer its Report & Recommendation at Town Meeting and shall look to the Director of Public Works and others for more detailed explanation, if so required at Town Meeting.

Should you have any questions please contact the Planning office.

Sincerely,<sup>1</sup>

R. Gary Bechtholdt II, Director  
Community Planning & Development

Cc: Town Manager/BOS

Planning Board

Director of Public Works

/File

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
WARRANT FOR SPRING ANNUAL TOWN MEETING  
TRANSACTION OF TOWN BUSINESS  
TUESDAY, MAY 7, 2024 - 7:00 P.M.**

COPY

WORCESTER, ss:

To any Constable of the Town of Northbridge in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Northbridge, qualified to vote in Town elections and Town affairs, to meet in the Northbridge High School on Linwood Avenue, in Whitinsville, in said Northbridge, Massachusetts, on Tuesday, May 7, 2024 at 7:00 o'clock P.M., then and there to act on the following articles:

**ARTICLE 1: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills; or take any other action relative thereto.

**ARTICLE 2: (Board of Selectmen)**

To see if the Town will vote to amend the votes taken under Article 3 of the 2023 Spring Session of the Annual Town Meeting (May 2, 2023), and under Article 2 of the 2023 Fall Session of the Annual Town Meeting (October 24, 2023), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

**ARTICLE 3: (Finance Committee)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Pine Grove Cemetery Fund such sums of money, not to exceed **\$54,532,426** to defray the necessary and usual expenses of the several departments of the Town for FY 2025, beginning July 1, 2024 and ending June 30, 2025; or take any other action relative thereto.

**ARTICLE 4: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund a sum of money to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2025; or take any other action relative thereto.

**ARTICLE 5: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund a sum of money to operate the Water Enterprise Operation of the Department of Public Works for FY 2025; or take any other action relative thereto.

**ARTICLE 6: (Board of Selectmen)**

To see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or notes of the Town therefor in anticipation of the receipt of said State Aid; or take any other action relative thereto.

**ARTICLE 7: (Board of Selectmen)**

To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2025, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

**ARTICLE 8: (Board of Selectmen)**

To see if the Town will vote to set the FY 2025 spending limits for the Town's revolving funds under section 5-113 of the Northbridge Code as follows:

| Program or Purpose         | FY 2025 Spending Limit |
|----------------------------|------------------------|
| Playgrounds and Recreation | \$20,000               |
| Food Health and Safety     | \$25,000               |
| Compost Site               | \$10,000               |

or take any other action relative thereto.

**ARTICLE 9: (Community Preservation Committee)**

To see if the Town will vote to appropriate or reserve for future appropriation from the Community Preservation Fund annual revenues, the amounts of money recommended by the Northbridge Community Preservation Committee for community preservation projects and other expenses for the Fiscal Year 2025, with each item to be considered a separate appropriation; or take any other action relative thereto.

**ARTICLE 10: (Community Preservation Committee)**

To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund reserves to the Northbridge Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act, including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney fees, and other professional services, recording fees,

printing and all other necessary and proper expenses for the Fiscal Year 2025; or take any other action relative thereto.

**ARTICLE 11: (Community Preservation Committee)**

To see if the Town will vote to appropriate from the Community Preservation Fund revenues the following sums of money for the following projects recommended by the Community Preservation Committee:

\$50,000 from the Historic Resources Reserve for an architectural and structural assessment of the Fletcher Homestead;

\$13,500 from the Historic Resources Reserve for replacement of the boiler at the Fletcher Homestead;

or take any other action relative thereto.

**ARTICLE 12: (Community Preservation Committee)**

To see if the Town will vote to appropriate from the Community Preservation Fund revenues the following sums of money for debt service payments for the Castle Hill Farm acquisition, as recommended by the Community Preservation Committee:

\$126,436 from the Community Preservation Unreserved Fund for fiscal year 2024 debt service;

\$131,200 from the Community Preservation Unreserved Fund for fiscal year 2025 debt service;

or take any other action relative thereto.

**ARTICLE 13: (Board of Selectmen)**

To see if the Town will vote to transfer the sum of \$55,000 from the unexpended balances of the Pine Grove Cemetery Accounts XXXXXX for the following cemetery maintenance projects: \$10,000 for tree and stump removal; \$20,000 to make cemetery road improvements; and \$25,000 for lawn tractors; said sum to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

**ARTICLE 14: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$499,990.90, which includes \$378,547 from the Retained Earnings Account of the Sewer Enterprise Fund, and \$121,452.90 from the unexpended balances of the following sewer capital accounts:

| <u>Account #</u> | <u>Project</u>           | <u>Amount</u>       |
|------------------|--------------------------|---------------------|
| 60003050-530000  | Siphon #2                | \$ 783.37           |
| 60000404-589004  | Whitinsville Interceptor | \$2,881.47          |
| 60001011-589004  | D&C Repairs              | \$ 349.63           |
| 60001513-589101  | Sutton Street Sewer      | \$69,612.90         |
| 60001322-585342  | Bldg. Weatherization     | \$ 146.70           |
| 60001520-589004  | WWTP Facility Upgrade    | \$44,227.00         |
| 60003050-530000  | Inspection Camera        | \$ 3,451.83         |
| <b>TOTAL</b>     |                          | <b>\$121,452.90</b> |

to be expended under the direction of the Director of Public Works for the following purposes: the sum of \$149,999.90 for funding work recommended as a result of the Town's Comprehensive Wastewater Management Plan (CWMP) and infiltration & inflow reports for the multi-year program to make physical improvements to the Town's sewer collection system, including the sealing/replacement of leaking manhole structures and relining/replacement of deficient/cracked/broken sewer lines; and the sum of \$350,000 to complete the SCADA system upgrades; or take any other action relative thereto.

**ARTICLE 15: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$104,946 from the Retained Earnings Account of the Water Enterprise Fund, for the purpose of replacing nine (9) fire hydrants at the cost of \$60,000 and for the purpose of replacing the Church Avenue water main at the cost of \$44,946; to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

**ARTICLE 16: (Board of Selectmen)**

To see if the Town will vote to fund the capital projects shown below by appropriating and transferring the total sum of \$1,411,100 from the undesignated fund balance (free cash);

| <u>Project Title</u>                            | <u>Department</u> | <u>Amount</u> |
|---|-------------------|---------------|
| Real Property Valuation                         | Assessors         | \$ 5,000      |
| Perimeter Fencing at Plummers Place             | Council on Aging  | \$ 40,000     |
| Green Communities Match                         | Town Planner/DPW  | \$ 25,000     |
| Leaf Vacuum                                     | Public Works      | \$ 60,000     |
| Trackless Sidewalk Tracker                      | Public Works      | \$225,000     |
| Sidewalk Maintenance                            | Public Works      | \$ 25,000     |
| Pavement Maintenance                            | Public Works      | \$200,000     |
| Repaving of Riverdale Cemetery Roads            | Public Works      | \$ 19,000     |
| Quaker Street Guardrail Replacement             | Public Works      | \$ 9,000      |
| Town Hall Parking Lot Reclamation (Add'l Funds) | Public Works      | \$ 20,000     |
| School Street Guardrail Replacement             | Public Works      | \$ 15,000     |
| Environmental Study Sutton St/Gendron           | Public Works      | \$ 50,000     |
| Upton Street – Engineering & Repairs            | Public Works      | \$ 75,000     |
| Repaving of Church Ave                          | Public Works      | \$100,000     |
| Purchase New Ambulance                          | Fire Department   | \$450,000     |
| Repair Library Walkway                          | Library           | \$ 25,000     |

|   |                       |                    |
|---|-----------------------|--------------------|
| Skatepark Upgrades                          | Playground/Recreation | \$ 32,500          |
| Purchase 23 Department Tasers               | Police Department     | \$ 5,600           |
| UST Removal (Additional Funds)              | Police Department     | \$ 10,000          |
| Town Hall – Selectmen’s Room – AV Equipment | Facilities            | \$ 20,000          |
| <b>TOTAL:</b>                               |                       | <b>\$1,411,100</b> |

or take any other action relative thereto.

**ARTICLE 17: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the following unexpended sums from appropriations of prior years for the purposes set forth below:

| <u>Account #</u> | <u>Project</u>           | <u>Amount</u>       |
|------------------|--------------------------|---------------------|
| 01022319-585343  | NES Reuse Study          | \$11,486.97         |
| 01022319-585353  | Field Mower              | \$15,420.06         |
| 01022319-585009  | Hot Box Trailer          | \$ 419.00           |
| 01022023-585373  | Park Christmas Trees     | \$17,052.80         |
| 01022023-585374  | WWTP Brush Removal       | \$ 1,300.00         |
| 01022023-585376  | Linwood Guardrail        | \$ 4,263.75         |
| 01022217-585012  | Replace FD Air Bottles   | \$13,060.00         |
| 01022319-585355  | FD UST Removal           | \$ 750.00           |
| 01022023-585358  | Library Gas Conversion   | \$27,118.00         |
| 01021915-585313  | PD Sidewalk Repairs      | \$12,470.00         |
| 01021915-585314  | Town Hall Sign Board     | \$ 5,656.76         |
| 01021915-585315  | Town Manager Vehicle     | \$ 4,232.73         |
| 01022318-585833  | Replace Intercoms/Clocks | \$11,589.72         |
| 01022318-585334  | Upgrade Network Switches | \$25,815.00         |
| 01022318-585004  | Replace Cafeteria Tables | \$11,847.49         |
| 01022023-585391  | Ride-on Floor Scrubber   | \$ 5,867.00         |
| 01022023-585393  | Middle School Clocks     | \$ 225.00           |
| <b>TOTAL</b>     |                          | <b>\$168,574.28</b> |

\$100,000 to be expended under the direction of the Chief of Police to purchase 23 Police Department Tasers, and \$68,574.28 to be expended jointly by the Fire Chief, Police Chief, and Director of Public Works to replace the Police Department gas pump; or take any other action relative thereto.

**ARTICLE 18: (School Committee and Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$325,286 from the Town Building-Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for Town-owned buildings and facilities maintenance purposes in Fiscal Year 2025 as follows: \$7,000 for Middle School Auditorium Lift; \$22,000 for Middle School Loading Dock Lift Replacement; \$200,000 for Middle School Bathroom Renovations; \$43,286 for Middle School and High School Wireless Access Points Upgrade; \$8,000 to replace the Town Hall Ground Floor Exterior ADA Door; \$33,000 to replace the Town Hall Ground Floor Interior ADA Door; and \$12,000 for the Library Exterior ADA Door; or take any other action relative thereto.

**ARTICLE 19: (Board of Selectmen)**

To see if the Town will vote to apply for, accept, and expend Massachusetts Public Library Construction Program (“MPLCP”) grant funds, and vote to appropriate or take from the undesignated fund balance (free cash) the sum of \$150,000.00, or any other sum, said sum to be expended by the Town for library assessment, planning, feasibility and/or design if the MPLCP grant is approved; or take any other action relative thereto.

**ARTICLE 20: (Board of Selectmen)**

To see if the Town will vote to transfer the custody, care and control of the former Rockdale Fire Substation property, located at 2305 Providence Road and shown as parcel 177 on Assessors’ Map 22A, from the Board of Selectmen to the Board of Selectmen for the purpose of disposition, whether by sale, lease – in whole or in part – or otherwise; and to authorize the Board of Selectmen to take any and all action necessary to accomplish such disposition; or take any other action relative thereto.

**ARTICLE 21: (Board of Selectmen)**

To see if the Town will vote to transfer the custody, care and control of the former Northbridge Elementary School property, located at 30 Cross Street and shown as parcel 160 on Assessors’ Map 14A, from the Board of Selectmen to the Board of Selectmen for the purpose of disposition, whether by sale, lease – in whole or in part – or otherwise; and to authorize the Board of Selectmen to take any and all action necessary to accomplish such disposition; or take any other action relative thereto.

**ARTICLE 22: (Planning Board)**

To see if the Town will vote to amend the Code of the Town of Northbridge (Bylaws) by adopting a Stormwater Management Bylaw, in the form on file in the office of the Town Clerk, in order to comply with requirements of the U.S. Environmental Protection Agency; or take any other action relative thereto.

**ARTICLE 23: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer from the undesignated fund balance (free cash), the sum of \$1,000,000 for response action activities associated with the Quaker Street Landfill, including but not limited to testing of water supply wells, in order to comply with the Immediate Response Action Plan submitted to the Massachusetts Department of Environmental Protection; or take any other action relative thereto.



**ARTICLE 24: (Bylaw Review Committee)**

To see if the Town will vote to approve amendments to the Code of Northbridge (Bylaws), including grammatical and stylistic changes, and substantive revisions, in accordance with the final report of the Bylaw Review Committee appointed in 2021 pursuant to Section 8-9(b) of the Home Rule Charter, said report being on file with the Town Clerk; or take any other action relative thereto.

**ARTICLE 25: (Town Manager)**

To see if the Town will vote to approve the \$10,000,000.00 borrowing authorized by the Blackstone Valley Vocational Regional School District ("District") School Committee on February 15, 2024, and amended by its actions of March 14, 2024, for the purpose of paying costs of roof reconstruction and the replacement to energy efficient rooftop HVAC units at the Blackstone Valley Regional Vocational Technical High School, located at 65 Pleasant Street, Upton, MA, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Blackstone Valley Regional Vocational School Committee; with the understanding that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities, and that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) the MSBA-determined percentage of eligible, approved Project costs, or (2) the total maximum grant amount determined by the MSBA; and provided that the Town's approval of the borrowing shall be contingent upon the District's ability to secure grant approval from the MSBA; and provided further, however, that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA, or take any other action relative thereto.

**ARTICLE 26: (Finance Committee)**

To see if the Town will vote to create an Opioid Settlement Revenue Fund, and to transfer to said Fund, from the undesignated fund balance (free cash), a sum of money representing the amount the Town has received from opioid litigation settlements; or take any other action relative thereto.

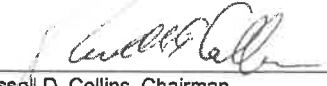
**ARTICLE 27: (Finance Committee)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to the General Stabilization Fund; or take any other action relative thereto.

And you are directed to serve this warrant by posting attested copies thereof at the Whitinsville Post Office and the Town Hall Annex, in Whitinsville, all in Precinct 1; the NCTV Cable Studio and the Northbridge Post Office, in Northbridge, all in Precinct 2; the Town Clerk's Office and 1Quickstop, in Whitinsville, all in Precinct 3; and the Veterans Hall (875 Hill Street), in Whitinsville, in Precinct 4; and Shaw's, in Whitinsville, in Precinct 5; twenty-eight (28) days at least before the time and place of meeting aforesaid.

WHEREOF FAIL NOT, and make due return of the warrant, with your doings thereon, to the Town Clerk at the time and place of said meeting. GIVEN under our hands this 25<sup>th</sup> day of March in the year Two Thousand Twenty-Four.

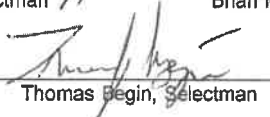
**SELECTMEN OF NORTHBRIDGE**

  
\_\_\_\_\_  
Russell D. Collins, Chairman

  
\_\_\_\_\_  
Thomas J. Melia, Vice Chairman

  
\_\_\_\_\_  
Charles Ampagoomian Jr., Selectman


  
\_\_\_\_\_  
Brian M. Paulhus, Selectman

  
\_\_\_\_\_  
Thomas Begin, Selectman

WORCESTER, SS Northbridge

Date: 4/8/24

By virtue of this warrant I have this day notified the inhabitants of the Town of Northbridge qualified to vote in town elections and town affairs to meet at the time and place and for the purpose stated in said warrant by posting attested copies thereof as within directed.

  
\_\_\_\_\_  
Constable, Town of Northbridge

## SECTION 8 - GOALS & OBJECTIVES

The goals and objectives of the 2024-2031 Northbridge Open Space & Recreation Plan were created as a result of public outreach, assessment of resident needs, input from Conservation Commission, The Playground & Recreation Commission, municipal departments and other boards and committees, as well as analysis and review of the 2002 Plan.

An overarching thread found throughout this Open Space and Recreation Plan is placed on preserving and protecting our open spaces, waterways, and recreational areas that are reflections of the Town's heritage. The Open Space and Recreation Plan identifies six focus areas, which are supported by goals and objectives. Each of these six goals is developed with input from the community and derived from previous sections of this plan.

The ability to attain our mission is greatly dependent upon the incorporation of the 2024-2031 Open Space Recreational Plan into other town planning documents such as a comprehensive Master Plan, the establishment of an oversight committee responsible for monitoring the progress of each goal, and collaboration with municipal boards and committees. This plan puts forth goals and objectives that can be realized through the effort of all stakeholders. The ability to implement the goals will require commitment from stakeholders to work together. It is based on the assumption that our town officials will prepare and present a financial and resource model that will meet the short and long-term goals.

### **Goal #1: Protect & enhance the Town of Northbridge water resources and public water supply.**

- **Objectives:**
  - 1.1 Assess the current status of water resources and public water supply in Northbridge
  - 1.2 Improve the water quality in Northbridge
  - 1.3 Identify/establish funding to implement Goal 1

### **Goal #2: Protect and acquire lands for open space, wildlife and natural habitats.**

- **Objectives:**
  - 2.1 Assess the current status of open space in Northbridge utilizing OSRP Sections 4 and 5
  - 2.2 Protect open space
  - 2.3 Acquire open space
  - 2.4 Identify/establish funding to implement Goal 2

### **Goal #3: Expand & improve active and passive recreation facilities.**

- **Objectives:**
  - 3.1 Provide clean, safe and accessible recreational facilities for all residents
  - 3.2 Maintain and enhance the trail system
  - 3.3 Maintain and enhance the use of waterways for recreation
  - 3.4 Develop a plan, including funding for the improvement and expansion of recreational facilities

### **Goal #4: Promote stewardship of town-owned open space and conservation lands.**

- **Objectives:**
  - 4.1 Coordinate OSRP goals with Conservation Commission

### **Goal #5: Engage the community in protecting, preserving, and enhancing open space and recreation.**

- **Objectives:**
  - 5.1 Actively engage in community outreach

**Goal #6: Develop plans for improved coordination among town departments, committees and local organizations working towards common goals for open space, recreation, and related projects.**

- **Objectives:**
  - 6.1 Enhance communication and collaboration

## SECTION 9 - SEVEN YEAR ACTION PLAN

The Seven-Year Action Plan details the actions that should be taken during the period from 2024 through 2031 to successfully advance and realize the Goals and Objectives of Northbridge's Open Space & Recreation Plan. These action items include specific recommendations and strategies to further demonstrate the goals and objectives formulated in **Section 8 - Goals & Objectives**.

The designation of responsible parties (boards/committees/departments/etc.) is essential to ensuring a successful implementation of the Open Space & Recreation Plan. With that, an Implementation Committee shall be established as the first official act upon adoption of this Plan. The Implementation Committee shall champion and facilitate recommended responsibilities, follow-up with responsible parties, and keep the Town informed of progress in accomplishing the goals of the Plan.

Northbridge has undertaken a number of initiatives since adoption of the 2002 Open Space & Recreation Plan, including: the establishment of the Whitinsville Downtown Crossroads Historic District (goal 1-d); local adoption of the Community Preservation Act (goal 2-a); and acquisition and preservation of Castle Hill Farm property (goal 1-c). The 2023-2030 Open Space & Recreation Plan looks to build upon these accomplishments and others.

The Seven-Year Action Plan lists a wide range of actions; some of these actions may already be underway, planned, or new initiatives. The tables prepared on the succeeding pages identify specific actions to be taken. Each action item is organized by Goals and Objectives (the objectives are generally listed in order of priority), responsible parties, timeline, and potential funding source(s). Acronyms for responsible parties are as follows:

|   |   |
|---|---|
| BCC -Blackstone River & Canal Commission            | NDC -Disability Commission                |
| BOH -(Northbridge) Board of Health                  | NPS -National Park Service                |
| BOS -Board of Selectmen                             | OSIC -Open Space Implementation Committee |
| ConCom -Conservation Commission                     | PB -Planning Board                        |
| CPC -Community Preservation Committee               | PR -Playground & Recreation Commission    |
| DCR -Department of Conservation & Recreation        | PS -Public Schools                        |
| DPW -Department of Public Works                     | TM -Town Meeting (Vote)                   |
| HC -Historic Commission                             | USACE -US Army Corps of Engineers         |
| MassDOT -Massachusetts Department of Transportation | WWC -Whitinsville Water Company           |

The Seven-Year Action Plan is intended to guide actions across multiple boards, committees, and others in Town. The Plan does not belong to or place responsibility on any one party. The Goals and Actions are associated with a responsible party. Given the nature of the goals, the responsibility may be spread across multiple parties. It is hoped that each responsible party will use the Plan to guide future decisions and actions.

The Action Plan is arranged sequentially beginning with the first goal and the associated objectives and actions to facilitate the achievement of the goal. For each action, a timeframe for when the proposed action may be taken is also listed. Short-term recommendations fall within the 2023-25 timeframe, mid-term recommendations within 2026-28, and long-term recommendations fall within the 2029-30 timeframe. Recommendations that are ongoing are marked as such.

Acronyms for potential funding sources listed in the Seven-Year Action Plan are as follows:

|   |                                       |
|---|---------------------------------------|
| Town -Municipal Funds                         | CPA -Community Preservation Act Funds |
| LAND -Local Acquisition for Natural Diversity | LWCF -Land & Water Conservation Fund  |
| RTP -Recreational Trails Program              | TBD -To Be Determined                 |

| Goal #1: Protect and enhance the Town of Northbridge's water resources and public water supply.   |                      |                |                          |
|---|----------------------|----------------|--------------------------|
| Objective/Actions   | Responsible Parties  | Timeframe      | Potential Funding Source |
| <b>Objective 1.1 Assess the current status of water resources and public water supply</b>   |                      |                |                          |
| Action 1.1.1 Inventory and certified vernal pools, particularly on town-owned land and land threatened by future development.   | ConCom               | Short-term     |                          |
| Action 1.1.2 Establish a committee to oversee efforts to improve water quality in nutrient-sensitive lakes and ponds.   | ConCom BOS           | Short-term     |                          |
| <b>Objective 1.2 Improve the quality of our water resources</b>   |                      |                |                          |
| Action 1.2.1 Adopt and implement a Stormwater Management and Erosion and Sedimentation Control bylaw to regulate activities and development exempt from Conservation and Planning review. The bylaw could be administered by Conservation or Planning departments and promote the use of Low Impact Development/Green Infrastructure controls that treat nutrients. | ConCom PB<br>BOS DPW | Mid-term       |                          |
| Action 1.2.2 Continue to support regional efforts to improve and maintain the quality of the Blackstone River and its watershed to maximize its use.  | ConCom               | On-going       |                          |
| Action 1.2.3 Collaborate with the Whitinsville Water Company.   | ConCom BOS           | On-going       |                          |
| <b>Objective 1.3 Establish funding to implement Goal 1</b>  |                      |                |                          |
| Action 1.3.1 Secure funding to periodically control or eradicate dense stands of invasive plants in public spaces and along roadways.   | ConCom DPW           | Short/Mid-term | Town TBD                 |
| Action 1.3.2 Secure funding to periodically control or eradicate invasive aquatic plants along waterways, lakes, and ponds.   | ConCom DPW           | On-going       | Town TBD                 |
| Action 1.3.3 Secure funding for a town-wide nutrient loading assessment of sources contributing to the degradation of Northbridge's water bodies to identify and prioritize quality. These include stormwater management, stormwater regulations, public education, and extending municipal sewer service.  | ConCom DPW           | Mid/Long-term  | Town TBD                 |
| Action 1.3.4 Identify the interconnected network of conservation lands within Northbridge and adjacent communities.   | ConCom               | Short-term     |                          |

| Goal #2: Protect and acquire lands for open spaces, wildlife, and natural habitats.  |                     |            |                          |
|--|---------------------|------------|--------------------------|
| Objective/Actions  | Responsible Parties | Timeframe  | Potential Funding Source |
| <b>Objective 2.1 Assess the current status of open spaces in Northbridge utilizing OSRP Sections 4 and 5</b>   |                     |            |                          |
| Action 2.1.1 Develop an inventory of private and vacant land to guide the future acquisition of land for conservation and resource protection.                                     | ConCom              | Short-term |                          |
| Action 2.1.2 Collaborate with the Northbridge Community Preservation Committee to identify and prioritize land acquisition for open space protection and recreation opportunities. | ConCom PR HC<br>BOS | On-going   | CPA                      |
| <b>Objective 2.2 Protect open spaces</b>   |                     |            |                          |
| Action 2.2.1 Work toward permanently protecting town-owned open space and priority habitat areas that are not presently protected.   | ConCom              | Mid-term   |                          |
| Action 2.2.2 Protect environmentally sensitive areas through acquisition or conversation restrictions.   | ConCom BOS          | Mid-term   | CPA LAND LWCF            |
| Action 2.2.3 Develop an educational program to inform landowners about land preservation techniques.   | ConCom              | Short-term |                          |
| <b>Objective 2.3 Acquire open spaces</b>   |                     |            |                          |
| Action 2.3.1 Acquire conservation easements from the privately owned property to provide access between town-owned open space.   | ConCom BOS          | On-going   | Town TBD                 |
| Action 2.3.2 Prioritize land acquisitions to protect ecologically sensitive lands and establish a wildlife corridor.   | ConCom              | Short-term |                          |
| <b>Objective 2.4 Establish funding to implement Goal 2</b>   |                     |            |                          |
| Action 2.4.1 Establish and fund a revolving account that would allow for the prompt acquisition of Chapter 61 land and other parcels worth protecting.                             | ConCom BOS          | Short-term |                          |
| Action 2.4.2 Secure funding through Annual Town Meeting budget appropriations to fund goals of the OSRP.   | ConCom PR<br>BOS    | On-going   | Town                     |

| Goal #3: Expand & improve active and passive recreation facilities.  |                         |                |                           |
|--|-------------------------|----------------|---------------------------|
| Objective/Actions  | Responsible Parties     | Timeframe      | Potential Funding Source  |
| <b>Objective 3.1 Provide clean, safe and accessible recreational facilities for all residents</b>  |                         |                |                           |
| Action 3.1.1 Review current conditions of all town recreational spaces and develop a needs list for improvements   | PR NDC DPW              | Short-term     |                           |
| Action 3.1.2 Provide funding within the annual budget to maintain all recreational facilities and open space land.   | PR DPW                  | On-going       | Town                      |
| Action 3.1.3 Provide access and parking for town open space areas suitable for passive recreation.   | ConCom DPW<br>BOS PB PR | On-going       |                           |
| Action 3.1.4 Rehabilitate and improve existing playgrounds and ballfields.   | PR DPW                  | On-going       | Town TBD                  |
| Action 3.1.5 Ensure all town-wide recreational facilities comply with ADA accessibility regulations.   | NDC DPW PR              | On-going       | Town TBD                  |
| <b>Objective 3.2 Maintain and enhance the trail system</b>   |                         |                |                           |
| Action 3.2.1 Support the completion of the Blackstone River Valley Bikeway/Greenway initiative, a 48-mile multimodal trail connecting Worcester, MA, to Providence, RI (including approx. 5 miles in Northbridge). | BCC BOS DCR<br>MassDOT  | Long-term      | TBD                       |
| Action 3.2.2 Layout and formalize a town-wide hiking trail system with connectivity to regional trail networks.  | BCC ConCom              | Mid-term       |                           |
| Action 3.2.3 Seek funding for routine trail maintenance.   | ConCom                  | Short-term     | Town TBD                  |
| Action 3.2.4 Coordinate with DCR to repair trails within the Blackstone River and Canal Heritage State Park  | DCR ConCom              | Short-term     |                           |
| <b>Objective 3.3 Maintain and enhance the use of waterways for recreation</b>  |                         |                |                           |
| Action 3.3.1 Provide clean and accessible waterways for recreational activities for all residents, including Environmental Justice neighborhoods.  | ConCom DPW<br>PR WWC    | Mid/Long-term  |                           |
| Action 3.3.2. Clean up waterways to provide a swimming area and opportunities for kayaking, paddle boarding, canoeing, etc.  | BCC ConCom<br>DPW       | Mid/Long-term  | Town TBD                  |
| <b>Objective 3.4 Establish funding for the expansion of the current recreational facilities</b>  |                         |                |                           |
| Action 3.4.1 Create town parks with walking trails, open fields, play structures, picnic areas.  | BOS ConCom<br>DPW PB PR | Mid/Long-term  | Town CPA LAND LWCF<br>TBD |
| Action 3.4.2 Establish funding for the expansion of existing facilities.   | PR DPW                  | On-going       | Town CPA TBD              |
| Action 3.4.3 Study feasibility of restoring footbridge that once traversed Mumford River to link the Riverwalk and Fletcher Street Conservation Area.  | ConCom DPW              | Short/Mid-term | Town TBD                  |
| Action 3.4.4 Establish funding for a new playground.   | BOS CPC DPW<br>PR       | Mid/Long-term  | CPA Town                  |

| Goal #4: Promote stewardship of town-owned open space and conservation facilities.   |                     |            |                          |
|--|---------------------|------------|--------------------------|
| Objective/Actions  | Responsible Parties | Timeframe  | Potential Funding Source |
| <b>Objective 4.1 Coordinate OSRP Goals with the Conservation Commission</b>  |                     |            |                          |
| Action 4.1.1 Further support/expand the Land/Trail Stewardship Committee to assist the Conservation Commission with maintaining, improving, and developing town open space and trails. | ConCom              | Short-term |                          |
| Action 4.1.2 Consider formalizing and implementing an "Adopt a Street" cleanup initiative to clean up litter periodically.   | ConCom DPW          | Short-term |                          |
| Action 4.1.3 Support fundraising efforts for the already established Conservation Fund, which provides funds for Conservation Commission stewardship activities.                       | ConCom CPC          | On-going   | Town CPA TBD             |
| Action 4.1.4 Proactively monitor and audit existing conservation lands to prevent encroachment and ensure adherence to Conservation restrictions.                                      | ConCom              | On-going   |                          |



**Goal #5: Engage the community in protecting, preserving, and enhancing open space and recreation.**

| Objective/Actions   | Responsible Parties | Timeframe | Potential Funding Source |
|---|---------------------|-----------|--------------------------|
| <b>Objective 5.1 Actively engage in community outreach</b>  |                     |           |                          |
| Action 5.1.1 Promote town-wide environmental events.  | BOS ConCom          | On-going  |                          |
| Action 5.1.2 Provide information and education about public open spaces and recreation opportunities utilizing available media and communication platforms such as directories, brochures, websites, social media, maps, and signage. | ConCom PR PS        | On-going  |                          |
| Action 5.1.3 Encourage schools to utilize town-wide accessible open spaces for educational purposes.  | ConCom PS           | On-going  |                          |

**Goal #6: Develop plans for improved coordination among town departments, committees, and local organizations working toward common goals for open space, recreation, and related projects.**

| Objective/Actions   | Responsible Parties | Timeframe      | Potential Funding Source |
|---|---------------------|----------------|--------------------------|
| <b>Objective 6.1 Enhance communication and collaboration.</b>   |                     |                |                          |
| Action 6.1.1 Establish a committee to work on community outreach and communications to keep residents informed and up to date about town resources, events, and activities. | OSIC                | Short-term     |                          |
| Action 6.1.2 Expand use of GIS platform.  | ConCom PB           | Short/Mid-term | Town                     |
| Action 6.1.3 Establish an implementation committee to monitor and facilitate the process of meeting the goals of the Open Space and Recreation Plan.                        | ConCom PR (OSIC)    | Short-term     |                          |
| Action 6.1.4 Ensure that the Open Space and Recreation Plan are incorporated into developing the Master Plan.   | ConCom OSIC PB      | Short/Mid-term |                          |
| Action 6.1.5 Review current Zoning and Planning bylaws to identify alignment with the Open Space and Recreation Plan.   | ConCom PB           | Short/Mid-term |                          |

**Part I**

## ADMINISTRATION OF THE GOVERNMENT

**Title VII**

## CITIES, TOWNS AND DISTRICTS

**Chapter 41**

## OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

**Section 81D**

## MASTER PLAN; ECONOMIC DEVELOPMENT SUPPLEMENT

Section 81D. A planning board established in any city or town under section eighty-one A shall make a master plan of such city or town or such part or parts thereof as said board may deem advisable and from time to time may extend or perfect such plan.

Such plan shall be a statement, through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality. The comprehensive plan shall be internally consistent in its policies, forecasts and standards, and shall include the following elements:

(1) Goals and policies statement which identifies the goals and policies of the municipality for its future growth and development. Each community shall conduct an interactive public process, to determine community values, goals and to identify patterns of development that will be consistent with these goals.

(2) Land use plan element which identifies present land use and designates the proposed distribution, location and inter-relationship of public and private land uses. This element shall relate the proposed standards of population density and building intensity to the capacity of land available or planned facilities and services. A land use plan map illustrating the land use policies of the municipality shall be included.

(3) Housing element which identifies and analyzes existing and forecasted housing needs and objectives including programs for the preservation, improvement and development of housing. This element shall identify policies and strategies to provide a balance of local housing opportunities for all citizens.

(4) Economic development element which identifies policies and strategies for the expansion or stabilization of the local economic base and the promotion of employment opportunities.

(5) Natural and cultural resources element which provides an inventory of the significant natural, cultural and historic resource areas of the municipality, and policies and strategies for the protection and management of such areas.

(6) Open space and recreation element which provides an inventory of recreational and resources and open space areas of the municipality, and policies and strategies for the management and protection of such resources and areas.

(7) Services and facilities element which identifies and analyzes existing and forecasted needs for facilities and services used by the public.

(8) Circulation element which provides an inventory of existing and proposed circulation and transportation systems.

(9) Implementation program element which defines and schedules the specific municipal actions necessary to achieve the objectives of each element of the master or study plan. Scheduled expansion or replacement of public facilities or circulation system components and the anticipated costs and revenues associated with accomplishment of such activities shall be detailed in this element. This element shall specify the process by which the municipality's regulatory structures shall be amended so as to be consistent with the master plan.

*[ Third undesignated paragraph effective until May 30, 2023. For text effective May 30, 2023, see below.]*

Such plan shall be made, and may be added to or changed from time to time, by a majority vote of such planning board and shall be public record. The planning board shall, upon completion of any plan or report, or any change or amendment to a plan or report produced under this section, furnish a copy of such plan or report or amendment thereto, to the department of housing and community development.

*[ Third undesignated paragraph as amended by 2023, 7, Sec. 198 effective May 30, 2023. See 2023, 7, Sec. 298. For text effective until May 30, 2023, see above.]*

Such plan shall be made, and may be added to or changed from time to time, by a majority vote of such planning board and shall be public record. The planning board shall, upon completion of any plan or report, or any change or amendment to a plan or report produced under this section, furnish a copy of such plan or report or amendment thereto, to the executive office of housing and livable communities.

A city or town which has an established master or study plan under section eighty-one A and applies for a state grant from the commonwealth shall prepare and keep on file within such city or town an economic development supplement; provided, however, that such city or town shall not be required to prepare such supplement if such city or town has a supplement on file. Such supplement shall be at least one page in length and shall contain the goals of the city or town with respect to industrial or commercial development, affordable housing, and preservation of parks and open space.

## Community Planning & Development -Weekly Report April 15-19 2024

- **FY2020 Community Development Block Grant (CDBG)** -finalizing FY2020 CDBG program close-out w/COG & organizing town files.
- **Municipal Vulnerability Preparedness Program (MVP)** -Consultant (Fuss & O'Neil) to submit on behalf of Town next round of MVP Action Grant funding application for Main Street & Carpenter Road Causeways (design/permitting); Planning expressed preference to seek funding for permitting/construction (Main Street Causeway) however Consultant encouraged other approach.
- **Green Communities Program** -submitted Quarterly Report to DOER; conducted site visit 4/16 (Nbridge High School) to review status of unit ventilator demand control installs.
- **MBTA Communities (MGL Ch 40A Sec 3A -Multifamily Zoning)** -State (EOHLC) to make formal decision on Northbridge's existing zoning (R5 Zoning District/multifamily by-right); town is considered to be in compliance at this time.
- **Mumford Riverwalk Boardwalk (ARPA funds & monetary donation)** -General Contractor coordinating w/Subcontractor on construction-start (TBD); project completion date end of Summer remains unchanged; project budget includes 2 funding sources (ARPA & Stone Hill Dev donation) totaling \$750K; no ARPA funds expended at this time (sum of \$550K in ARPA funds committed).
- **Rockdale Pocket Park (ARPA funds & monetary donation)** -bid responses due 4/19; project budget includes 2 funding sources (ARPA & Stone Hill Dev donation) totaling \$115K; no ARPA funds expended at this time (sum of \$65K in ARPA funds committed).
- **Historic Whitinsville Walking Tour Brochure (ARPA Funded Project)** -in communicating w/C Johnson, NHC updated map/brochure finalized; once deliverables received Planning may process invoice for payment; remaining balance (\$1700±) of unused ARPA funds where Town shall reprogram to other initiative(s).
- **Subdivision/Site Development Status** -Planning Board Consultant (Graves Engineering, Inc.) & Conservation Agent (D Pickart) continue to oversee subdivision & site developments; Developers of Camelot subdivision & Stone Hill development invited to attend PB meeting of 4/23 to review overall status & schedule of completion; Developer/Owner of Winston Woods (Spring Street) sold property/project to an unknown buyer.
- **(Northbridge) 40R Smart Growth Overlay Zoning District** -Planning submitted draft 40R provisions to B Reyelt (EOHLC) on 2/01 & has not received any communication since 2/02 despite multiple attempts for update/status (from B Reyelt & others); Planning (Planning Board) spent bulk of last year preparing town's first Housing Production Plan, identifying 40R as a local strategy to address affordable housing needs; EOHLC approved Northbridge's HPP in November 2023; Planning has been working w/property owner(s) on designating a 40R District (proposed for Providence Road); Property Owner/Planning Board growing frustration w/State (EOHLC) nonresponse (+60-days), where 40R needs to be approved by State prior to local adoption; timeline was originally set for 2024 SATM consideration; Planning will continue to follow-up w/EOHLC (next week) & may seek assistance from local State Representatives.

- **Community Preservation Committee** -next meeting scheduled for Monday May 06, 2024 (6PM -via ZOOM); CPC to offer its Report/Recommendation on the 4 CPA Warrant Articles (2024 SATM).
- **Economic Development Committee (EDC)** -next meeting scheduled for Monday May 13, 2024 (6:30PM -via ZOOM); EDC members to offer suggestions on short & long-term goals; EDC has one (1) vacancy.
- **Planning Board** -next meeting scheduled for Tuesday April 23, 2024 (7PM -Town Hall); Planning Board to start publicizing & seek interest from residents to serve on Master Plan Committee (MGL Chapter 41 Section 81D).
- **Community Planning & Development** -Planning continues to follow-up on general inquiries, application submittals & requests from residents, developers, & public; preparation for move to new offices will ramp-up in coming weeks.

## **Part I**

### **ADMINISTRATION OF THE GOVERNMENT**

## **Title VII**

### **CITIES, TOWNS AND DISTRICTS**

## **Chapter 41**

### **OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**

## **Section 81U**

### **APPROVAL, MODIFICATION OR DISAPPROVAL OF PLAN BY BOARD; PREREQUISITES FOR DECISION**

Section 81U. When a definitive plan of a subdivision is submitted to the planning board, as provided in section eighty-one O, a copy thereof shall also be filed with the board of health or board or officer having like powers and duties. Such health board or officer shall, within forty-five days after the plan is so filed, report to the planning board in writing, approval or disapproval of said plan, and, in the event of disapproval, shall make specific findings as to which, if any, areas shown on such plan cannot be used for building sites without injury to the public health, and include such specific findings and the reasons therefor in such report, and where possible, shall make recommendations for the adjustments thereof. Failure of such board or officer to report shall be deemed approval by such board or officer. Such health board or officer shall send a copy of such report, if any, to the person who submitted said plan. When the definitive plan shows that no public or community sewer is to be installed to serve any lot thereon, approval by a board of health or officer shall not be treated as, nor deemed to be approval of a permit for the construction and use on any lot of an individual sewage system; and approval of a definitive plan for a subdivision by a board of health or officer shall not be treated as, nor deemed to be, an application for a permit to construct or use an individual sewage system on any lot contained therein.

After the hearing required by section eighty-one T and after the report of said health board or officer or lapse of forty-five days without such report, the planning board shall approve, or, if such plan does not comply with the subdivision control law or the rules and regulations of the planning board or the recommendations of the health board or officer, shall modify and approve or shall disapprove such plan. In the event of disapproval, the planning board shall state in detail wherein the plan does not conform to the rules and regulations of the planning board or the recommendations of the health board or officer and shall revoke its disapproval and approve a plan which, as amended conforms to such rules and regulations or recommendations. The planning board shall file a certificate of its action with the city or town clerk, a copy of which shall be recorded by him in a book kept for the purpose, and shall send notice of such action by registered mail, postage prepaid, to the applicant at his address stated on the application.

If the report of the board of health or board or officer having like powers and duties shall so require, the approval by the planning board shall be on condition that no building or structure shall be built or placed upon the areas designated without consent by such board of health or officer. In the event approval by the board of health or board or officer having like powers and duties is by failure to make a report, the planning board shall note on the plan that health approval is by failure to report.

In the case of a nonresidential subdivision where a preliminary plan has been duly submitted and acted upon or where forty-five days has elapsed since submission of the said preliminary plan, and then a definitive plan is submitted, the failure of a planning board either to take final action or to file with the city or town clerk a certificate of such action regarding the definitive plan submitted by an applicant within ninety days after such submission, or such further time as may be agreed upon at the written request of the applicant, shall be deemed to be an approval thereof. Notice of such extension of time shall be filed forthwith by the planning board with the city or town clerk.

In the case of a subdivision showing lots in a residential zone, where a preliminary plan has been acted upon by the planning board or where at least forty-five days has elapsed since submission of the preliminary plan, an applicant may file a definitive plan. The failure of a planning board either to take final action or to file with the city or town clerk a certificate of such action on the definitive plan within ninety days after such submission, or such further time as may be agreed upon at the written request of the applicant, shall be deemed to be an approval thereof. Notice of such extension of time shall be filed forthwith by the planning board with the city or town clerk.

In the case of a subdivision showing lots in a residential zone, where no preliminary plan has been submitted and acted upon or where forty-five days has not elapsed since submission of such preliminary plan, and a definitive plan is submitted, the failure of a planning board either to take final action or to file with the city or town clerk a certificate of such action regarding the definitive plan submitted by an applicant within one hundred thirty-five days after such submission, or such further time as may be agreed upon at the written request of the applicant, shall be deemed to be an approval thereof. Notice of such extension of time shall be filed forthwith by the planning board with the city or town clerk.

Before endorsement of its approval of a plan, a planning board shall require that the construction of ways and the installation of municipal services be secured by one, or in part by one and in part by another, of the methods described in the following clauses (1), (2), (3) and (4) which method or combination of methods may be selected and from time to time varied by the applicant:

(1) By a proper bond, sufficient in the opinion of the planning board to secure performance of the construction of ways and the installation of municipal services required for lots in the subdivision shown on the plan, and the planning board may require that the applicant specify the time within which such construction shall be completed.

(2) By a deposit of money or negotiable securities, sufficient in the opinion of the planning board to secure performance of the construction of ways and the installation of municipal services required for lots in the subdivision shown on the plan, and the planning board may require that the applicant specify the time within which such construction shall be completed.

(3) By a covenant, executed and duly recorded by the owner of record, running with the land, whereby such ways and services shall be provided to serve any lot before such lot may be built upon or conveyed, other than by mortgage deed; provided, that a mortgagee who acquires title to the mortgaged premises by foreclosure or otherwise and any succeeding owner of such premises or part thereof may sell any such lot, subject to that portion of the covenant which provides that no lot shall be built upon until such ways and services have been provided to serve such lot; and provided, further, that nothing herein shall be deemed to prohibit a conveyance by a single deed, subject to such covenant, of either the entire parcel of land shown on the subdivision plan or of all lots not previously released by the planning board. A deed of any part of the subdivision in violation hereof shall be voidable by the grantee prior to the release of the covenant but not later than three years from the date of such deed.

(4) By delivery to the planning board of an agreement executed after the recording of a first mortgage covering the premises shown on the plan or a portion thereof given as security for advances to be made to the applicant by the lender, which agreement shall be executed by the applicant and the lender and shall provide for the retention by the lender of funds sufficient in the opinion of the planning board and otherwise due the applicant, to secure the construction of ways and the installation of municipal services. Said agreement shall also provide for a schedule of disbursements which may be made to the applicant upon completion of various stages of the work, and shall further provide that in the event the work is not completed within the time set forth by the applicant, any funds remaining undisbursed shall be available for completion.

Any covenant given under the preceding paragraph and any condition required by the health board or officer shall be either inscribed on the plan or contained in a separate document, referred to on the plan.

The penal sum of any such bond held under clause (1) or any deposit held under clause (2) or any amount of funds retained pursuant to an agreement under clause (4) shall bear a direct and reasonable relationship to the expected cost including the effects of inflation, necessary to complete the subject work. Such amount or amounts shall from time to time be reduced so that the amount bonded, deposited or retained continues to reflect the actual expected cost of work remaining to be completed.

Upon the completion of the construction of ways and the installation of municipal services in accordance with the rules and regulations of the planning board, security for the performance of which was given by bond, deposit or covenant, or upon the performance of any covenant with respect to any lot, the applicant shall send by registered mail to the city or town clerk and the planning board a written statement that the said construction or installation in connection with which such bond, deposit or covenant has been given has been completed in accordance with said rules and regulations, such statement to contain the address of the applicant. If the planning board determines that said construction or installation has been completed, it shall release the interest of the town in such bond and return the bond or the deposit to the person who furnished the same, or release the covenant by appropriate instrument, duly acknowledged, which may be recorded. If the board determines that said construction or installation has not been completed, it shall specify in a notice sent by registered mail to the applicant and to the clerk of the city or town the details wherein said construction or installation fails to comply with its rules and regulations and upon failure so to do within forty-five days after the receipt by said clerk of said statement all obligations under the bond shall cease and terminate by operation of law, any deposit shall be returned and any such covenant shall become void. In the event that said forty-five day period expires without such specification, or without the release and return of the bond or return of the deposit or release of the covenant as aforesaid, the said clerk shall issue a certificate to such effect, duly acknowledged, which may be recorded.

Any such bond may be enforced and any such deposit may be applied by the planning board for the benefit of such city or town, as provided in section eighty-one Y, upon failure of the performance for which any such bond or deposit was given to the extent of the reasonable cost to such city or town of completing such construction and installation.

In any town which accepts the provisions of this paragraph, the proceeds of any such bond or deposit shall be made available to the town for expenditure to meet the cost and expenses of the municipality in completing the work as specified in the approved plan. If such proceeds do not exceed one hundred thousand dollars, the expenditure may be made without specific appropriation under section fifty-three of chapter forty-four; provided, however, that such expenditure is approved by the board of selectmen. The provisions of this paragraph shall not apply to cities or to towns having town councils.

Before approval of a plan by a planning board, said board shall also in proper cases require the plan to show a park or parks suitably located for playground or recreation purposes or for providing light and air and not unreasonable in area in relation to the area of the land being subdivided and the prospective uses of such land, and if so determined said board shall by appropriate endorsement on the plan require that no building may be erected on such park or parks for a period of not more than three years without its approval.





THE EXECUTIVE OFFICE OF HOUSING AND LIVABLE COMMUNITIES (EOHLC) WILL HOST REGIONAL LISTENING SESSIONS ACROSS THE STATE TO ENGAGE STAKEHOLDERS AND SOLICIT FEEDBACK AS EOHLC DEVELOPS THE HEALEY-DRISCOLL ADMINISTRATION'S FIRST FIVE-YEAR STRATEGIC STATEWIDE HOUSING PLAN.



## 2024 STATEWIDE HOUSING PLAN LISTENING SESSIONS

|                      |  |                            |  |
|----------------------|--|----------------------------|--|
| THURSDAY<br>APRIL 11 | NORTH SHORE COMMUNITY COLLEGE (LYNN)         | 1:00 P.M. -<br>3:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/BczyahTjAW">https://forms.office.com/g/BczyahTjAW</a> |
| TUESDAY<br>APRIL 23  | SPRINGFIELD TECHNICAL COMMUNITY COLLEGE      | 9:00 A.M. -<br>11:00 A.M.  | REGISTRATION:<br><a href="https://forms.office.com/g/qpb8xRJ7iN">https://forms.office.com/g/qpb8xRJ7iN</a> |
| TUESDAY<br>APRIL 30  | UMASS DARTMOUTH                              | 11:00 A.M. -<br>1:00 P.M.  | REGISTRATION:<br><a href="https://forms.office.com/g/9kxx4xxfUc">https://forms.office.com/g/9kxx4xxfUc</a> |
| FRIDAY<br>MAY 3      | MASSASOIT COMMUNITY COLLEGE (BROCKTON)       | 2:00 P.M. -<br>4:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/01PLRzQ4bQ">https://forms.office.com/g/01PLRzQ4bQ</a> |
| THURSDAY<br>MAY 9    | UMASS BOSTON                                 | 10:00 A.M. -<br>12:00 P.M. | REGISTRATION:<br><a href="https://forms.office.com/g/Q3p6R0knZ6">https://forms.office.com/g/Q3p6R0knZ6</a> |
| WEDNESDAY<br>MAY 15  | BERKSHIRE COMMUNITY COLLEGE (PITTSFIELD)     | 2:00 P.M. -<br>4:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/bPHf7gTf4Z">https://forms.office.com/g/bPHf7gTf4Z</a> |
| THURSDAY<br>MAY 16   | GREENFIELD COMMUNITY COLLEGE                 | 2:00 P.M. -<br>4:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/1hXEVkuRrC">https://forms.office.com/g/1hXEVkuRrC</a> |
| MONDAY<br>MAY 20     | VIRTUAL (ZOOM)                               | 5:30 P.M. -<br>7:30 P.M.   | REGISTRATION:<br><a href="https://bit.ly/43QBLty">https://bit.ly/43QBLty</a>                               |
| TUESDAY<br>MAY 21    | BLACKSTONE VISITOR CENTER (WORCESTER)        | 10:00 A.M. -<br>12:00 P.M. | REGISTRATION:<br><a href="https://forms.office.com/g/Y25JGvziE8">https://forms.office.com/g/Y25JGvziE8</a> |
| THURSDAY<br>MAY 23   | UNITED TEEN EQUALITY CENTER (UTEC- LOWELL)   | 1:00 P.M. -<br>3:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/EKkqAbHejp">https://forms.office.com/g/EKkqAbHejp</a> |
| WEDNESDAY<br>MAY 29  | VIRTUAL (ZOOM)                               | 5:30 P.M. -<br>7:30 P.M.   | REGISTRATION:<br><a href="https://bit.ly/4aqrWVH">https://bit.ly/4aqrWVH</a>                               |
| FRIDAY<br>MAY 31     | FRAMINGHAM STATE UNIVERSITY                  | 1:00 P.M. -<br>3:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/LdwNqWHSiG">https://forms.office.com/g/LdwNqWHSiG</a> |
| MONDAY<br>JUNE 3     | CAPE COD COMMUNITY COLLEGE (WEST BARNSTABLE) | 10:00 A.M. -<br>12:00 P.M. | REGISTRATION:<br><a href="https://forms.office.com/g/cccQGTPKWa">https://forms.office.com/g/cccQGTPKWa</a> |
| TUESDAY<br>JUNE 4    | OAK BLUFFS LIBRARY                           | 1:00 P.M. -<br>3:00 P.M.   | REGISTRATION:<br><a href="https://forms.office.com/g/LEtPKJ0BAb">https://forms.office.com/g/LEtPKJ0BAb</a> |

[EOHLCStatewidePlan@mass.gov](mailto:EOHLCStatewidePlan@mass.gov)

[mass.gov/info-details/housing-advisory-council-commission-on-unlocking-housing-production](https://mass.gov/info-details/housing-advisory-council-commission-on-unlocking-housing-production)



May 13

## Accessory Dwelling Unit (ADU) Bylaw Webinar Workshop

CMRPC is excited to announce an upcoming regional webinar focused on Accessory Dwelling Units (ADUs).

This workshop aims to empower municipal officials and the wider public with technical assistance, practical implementation strategies, and bylaw review.

CMRPC's work emphasizes the importance of addressing the stigma surrounding affordable housing, recognizing challenges such as lack of awareness and policy barriers. Through targeted technical assistance and documentation of lessons learned, we aim to dispel misconceptions and engage the public in meaningful discussions.



Virtual location

You will receive a confirmation email with a URL.



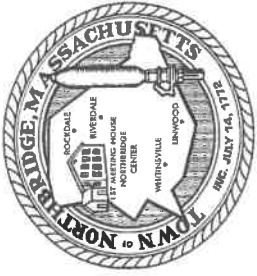
May 13, 2024 02:00pm - May 13, 2024 03:00pm

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TOWN OF NORTHBRIDGE  
**PLANNING BOARD**  
Aldrich School –Town Hall Annex  
14 Hill Street, Whitinsville, MA 01588  
Telephone: (508) 234-2447 [planning@northbridgemass.org](mailto:planning@northbridgemass.org)

## NORTHBRIDGE PLANNING BOARD

Please find below meeting dates of the Northbridge Planning Board for the calendar year of 2024:

|                            | 2024   |  |
|----------------------------|--|--|
|                            | <i>Spring Annual Town Meeting (May 07, 2024)</i> | <i>Primary Election (September TBD)</i>            |
| Tuesday, January 09, 2024  | Tuesday, May 14, 2024                            | Tuesday, September 10, 2024                        |
| Tuesday, January 23, 2024  | Tuesday, May 28, 2024                            | Tuesday, September 24, 2024                        |
|                            | <i>Town Elections (May 21, 2024)</i>             |  |
| Tuesday, February 13, 2024 | Tuesday, June 11, 2024                           | Tuesday, October 08, 2024                          |
| Tuesday, February 27, 2024 | Tuesday, June 25, 2024                           | <del>Tuesday, October 22, 2024</del>               |
|                            |  | <i>Fall Annual Town Meeting (October 22, 2024)</i> |
| Tuesday, March 12, 2024    | Tuesday, July 09, 2024                           | Tuesday, November 12, 2024                         |
| Tuesday, March 26, 2024    | Tuesday, July 23, 2024                           | Tuesday, November 26, 2024                         |
|                            |  | <i>State Election (November 05, 2024)</i>          |
| Tuesday, April 09, 2024    | Tuesday, August 13, 2024                         | Tuesday, December 10, 2024                         |
| Tuesday, April 23, 2024    | Tuesday, August 27, 2024                         | <del>Tuesday, December 24, 2024</del>              |
|                            |  | December 24, 2024 Christmas Eve                    |

Unless otherwise noted, the Planning Board typically meets the second & fourth Tuesday of each month. The Planning Board will meet in the Northbridge Memorial Town Hall (7 Main Street, Whitinsville, MA) Board of Selectmen's Room - beginning at 7:00 PM. Meeting dates may be subject to change.

*Pursuant to Mass General Laws, notice of meetings must be posted with the Office of the Town Clerk 48 hours prior to the meeting. All meetings are open to the public.*

[An audio recording of the meetings may be made to assist in the preparation of minutes; such recordings will not be archived]  
Meeting minutes shall serve as the official record of the Planning Board