



## NORTHBRIDGE PLANNING BOARD MINUTES

Tuesday, March 08, 2022



*Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted via remote means. Members of the public who wish to access the meeting may do so via ZOOM. No in-person attendance of members of the public will be permitted and public participation in any public hearing conducted during this meeting shall be remote means only.*

Recognizing the presence of a quorum, Chair Brian Massey (Yes) called the meeting to order at 8:00PM with Harry Berkowitz -Yes; Jim Berkowitz -Yes; and Abdul Kafal -Yes in attendance. Andrew Howden, Associate Member and R. Gary Bechtholdt II, Town Planner were also present. Rainer Forst, Planning Board member and Barbara A. Kinney, Planning/Conservation Administrative Assistant were not in attendance.

Attendees of the public included Robert Duff, PE (Guerriere & Halnon, Inc.) and Brian Fitzgerald for the Winston Woods subdivision definitive plan application.

### I. CITIZENS' FORUM

None

### II. FORM A'S

None

### III. WINSTON WOODS, DEFINITIVE SUBDIVISION -CONT. PUBLIC HEARING

Assessors Map 15A Parcel(s) 224-232 [Spring Street, extension of]  
Chapter 222 -Subdivision Rules & Regulations

Planning Board acknowledged receipt of additional correspondence dated March 01 & March 02, 2022 from Guerriere & Halnon, Inc.

G Bechtholdt provided an overview of status of review, noting the Planning Board at its meeting of February 22, 2022 reviewed with the Applicant/Engineer the following: 57 Spring Street; existing stonewall; drainage /stormwater management (subdivision); sidewalk; drainage basin(s); wetland resource area; screening; off-street parking; street name; streetlights; street trees; grass swale; construction sequencing; looping of water service (Pine Street); sewer improvements (Spring Street); roadway improvements (Spring Street); surety bond (offsite improvements); waivers; and Parcel A.

G Bechtholdt explained Planning, at the direction of the Planning Board prepared a series of draft conditions of approval to be reviewed at tonight's meeting (03/08/2022). G Bechtholdt indicated a draft was prepared and shared with the Planning Board, the Applicant/Engineer, and others in advance of this meeting. G Bechtholdt noted he received comments from the Director of Public Works (Jamie Luchini), the Board's Consultant (Jeff Walsh, PE) and the Applicant/Engineer (Robert Duff, PE). G Bechtholdt asked Applicant/Engineer if they had any additional comments or questions. R Duff reviewed draft conditions, suggest adding language to allow for tree clearing/cutting within the vicinity of the grass swale area

NORTHBRIDGE TOWN CLERK  
LINDA B. ZYMEN

RECEIVED  
22 APR 14 PM 2:14

(Planning Board agreed) and other conditions. G Bechtholdt explained because the Planning Board has not had an opportunity to review the most recent plan revisions prepared to address some of the outstanding issues noted previous, those provision prior to endorsement should remain (Planning Board agreed). Planning Board agreed to require easement language/description prior to street acceptance and confirmed the Board's consultant has already reviewed and witness soil testing (condition was removed).

Planning Board acknowledged receipt of correspondence received by the Director of Public Works (Jamie Luchini) dated March 07, 2022 concerning the need to install catch basins along both sides of Spring Street (existing portion). B Fitzgerald explained he was prepared to install catch basins along one side of Spring Street at part of the offsite improvements, however, was not aware of this additional requirement. B Fitzgerald noted concerns with additional costs of construction and sought options where additional catch basins would not be required. G Bechtholdt explained the Planning Board looks to the municipal departments for the expertise and greater understanding of existing conditions of the town's infrastructure; the Planning Board will make its decision based upon input received from the municipal departments. If the Department of Public Works recommends catch basins along both sides of Spring Street, then the Planning Board will incorporate that in its decision. G Bechtholdt noted, if the Department of Public Works ultimately decides to allow for change in this requirement, it may be done under the direction of the Department of Public Works, where a construction change (if so required) may be presented to the Planning Board. Planning Board agreed to keep the condition of approval requiring catch basins along both sides of Spring Street.

*Having no additional comment or questions from the Applicant/Engineer and Planning Board, B Massey, Chair sought comment from the public. Having none, the Planning Board upon motion duly made (H Berkowitz) and seconded (J Berkowitz) closed the public hearing; vote was unanimous.*

*Upon motion duly made (H Berkowitz) and seconded (A Kafal), the Planning Board voted (4-0) to approve with conditions the Winston Woods definitive subdivision, in accordance with Mass General Laws and Chapter 222 -Northbridge Subdivision Rules & Regulations for a residential subdivision development of nine (9) lots and Parcel A as shown on definitive subdivision plan entitled "WINSTON WOODS" prepared by Guerriere & Halnon, Inc. dated June 01, 2021 (& revised through March 08, 2022) for subject property at the end of Spring Street.*

Conditions of approval include the following: The Definitive Subdivision "Winston Woods" shall be built in accordance with the Subdivision Rules & Regulations of the Town of Northbridge, as amended (March 2016), except as may be stated otherwise in this Certificate of Approval. Subdivision roadway(s) shall conform to MassDOT standard specifications and as otherwise required by the DIRECTOR OF PUBLIC WORKS; All (proposed) building lots authorized by this Certificate of Approval are to be serviced by municipal water and connected to the public sewer system in accordance with State/Local regulations; Proposed building lots shall conform to all requirements of the Northbridge Zoning Bylaw including lot area, frontage, width, depth, and lot line front; reference is made to Town of Northbridge Zoning Bylaw Chapter 173 –Table of Area Regulations Section 173-19; No lots in this subdivision shall be further subdivided except in accordance with the Subdivision Control Law (Massachusetts General Laws) and the Town of Northbridge Subdivision Rules & Regulations; Parcel A, as shown on plan is intended to be considered for future comprehensive permit development, where up to eight (8) additional dwelling units may be permitted under MGL Chapter 40B, subject to review/approval by the Northbridge Zoning Board of Appeals (ZBA);

Winston Woods is a single-access subdivision consisting of an extension of Spring Street, having a 50-foot right-of-way, terminating in a cul-de-sac and Roadway B as shown on the definitive subdivision plan; In accordance with Northbridge Subdivision Rules & Regulations; street name for the Winston Woods subdivision shall be "Spring Street" (for both the extension of and Roadway B). As reviewed, determined, and approved by the Northbridge Chief of Police and Northbridge Fire Chief; all lots (dwelling units) serviced by this subdivision (Winston Woods) shall have a street address of Spring Street; Roadway B (layout) shall terminate as shown on the Definitive Subdivision plan and shall not be extended beyond the limits of the proposed right-of-way; future access to adjacent property shall be restricted and not permitted. Reference is made to waiver granted from Article IV Section 222-10 B (3) Street Projection as noted herein; Layout of Roadway B (Station 0 + 00 to Station 1 + 55) shall be constructed in accordance with Northbridge Subdivision Rules & Regulations and as otherwise noted herein. Access via Roadway B to abutting parcel shall be prohibited and not be permitted as noted herein; A snow storage easement area shall be delineated and reserved at the end of Roadway B for the benefit of the Town of Northbridge (Department of Public Works). Said easement area shall be shown on the definitive plan (recordable sheets) and conveyed to the Town of Northbridge (Department of Public Works) as part of formal street acceptance of Spring Street (extension of) and Roadway B; Approval of the Definitive Subdivision Plan (WINSTON WOODS) shall not be construed to be an acceptance or dedication of any public way shown on plan, nor serve as an official approval of any proposed building lots created thereon; Approval of the Definitive Subdivision Plan (WINSTON WOODS) shall not be construed to be an acceptance or transfer of responsibility of any drainage inlet(s) in the existing retaining wall at the end of Spring Street. The Town (Department of Public Works) shall not assume any responsibility, long-term maintenance, or liability, if any associated with this drainage system; Any alteration of the approved Definitive Subdivision plan shall require Planning Board approval; significant changes may require a modification as provided for in the Northbridge Subdivision Rules & Regulations Section 222-44 [Modifying, amending, or rescinding a definitive plan]. Minor changes deemed construction changes by the Planning Board shall be approved by the Board; Approval of the Definitive Subdivision shall be subject to conditions, if any set forth by the NORTHBRIDGE CONSERVATION COMMISSION. Reference to Order of Conditions issued by the Conservation Commission shall be included on the Definitive Plan (including date & Department of Environmental Protection File Number); As part of its review, the Planning Board determined the existing public way, Spring Street provided adequate access for the project (Winston Woods). Whereas the Applicant/Developer shall be required to perform offsite infrastructure improvements (Spring Street) as determined by the Department of Public Works (Highway/Sewer) and Whitinsville Water Company as noted herein; Owner/Applicant shall comply with all applicable laws, bylaws, rules, regulations, and codes; and shall obtain all the necessary permits and approvals for construction of Winston Woods, including but not limited to Building Department (building permit -stonewall reconstruction), Conservation Commission (NOI -Order of Condition), Northbridge Fire Department (blasting permit), Whitinsville Water Company, DPW -Sewer (sewer extension and upgrades), and Department of Public Works (Road Opening Permit); Owner/Applicant shall coordinate installation of sewer services (upgrades and extension of) with the DEPARTMENT OF PUBLIC WORKS -SEWER DIVISION (508-234-2154); materials to be used shall be sized and installed to the specifications of the Northbridge Sewer Division. Reference is also made to letter dated February 18, 2022 from Department of Public Works -Sewer Division; Sewer infrastructure of the subdivision project shall have no more than 5% slope; manholes shall be required to have inside drops; air testing and mandrill testing shall be required for all piping; vacuum testing of all manholes shall be required. Installation of sewer infrastructure shall be permitted, overseen/reviewed, and approved by the DEPARTMENT OF PUBLIC WORKS (SEWER DIVISION); Blasting, if so required for construction of the

subdivision development (and/or offsite improvements) shall be done in accordance with Massachusetts General Laws and Mass Regulations, under the direction of the NORTHBRIDGE FIRE DEPARTMENT. Pursuant to Section 65.9.15 [Pre-Blast Inspection Surveys], when blasting takes place within 250-feet of a property not owned or controlled by the project, a free survey must be offered to the property owner; All required utilities shall be placed underground at the time of initial construction; the Planning Board may permit transformers, switches, and other such equipment to be placed on the ground in locations screened from view with evergreen shrubbery; Clear-cutting of trees beyond the limit of clearing as shown on the (approved) Erosion Control Plan shall not be permitted. Prior to undertaking initial site clearing and commencement of construction (Winston Woods, the limit of clearing and limit of work must be suitably marked and inspected by the Planning Board's designee; acceptable field markings may include hay bales & silt fence, snow fence, or similar. All erosion mitigation measures are to be in place prior to initial phase construction; a construction entrance shall be installed prior to and maintained during construction; Drainage shall be designed to prevent impacts of downstream flooding. The stormwater system must comply with all applicable stormwater management regulations and the Applicant/Developer shall ensure that no adverse downstream impacts due to this project; As provided for in Subdivision Rules & Regulations §222-11 F [Storm drainage], subsoil drains along or near the edge of the travel way, in addition to the trunk line system shall be required; As required by the DEPARTMENT OF PUBLIC WORKS (Sewer Division, Highway Divisions & Whitinsville Water Company), Applicant/Developer shall improve and upgrade Spring Street. Such OFFSITE IMPROVEMENTS shall include looping water service (Pine Street), sewer service upgrades (Spring Street), drainage upgrades (Spring Street), and sidewalk and curb-to-curb roadway pavement improvements (Spring Street) from Cottage Street, through to the subdivision. Reference is made to Director of Public Works correspondence dated March 07, 2022; February 22, 2022 & December 10, 2021; Sewer Superintendent letter dated February 18, 2022; Highway Superintendent memorandum dated November 30, 2021; and Whitinsville Water Company letter dated July 14, 2021; As required by the Sewer Superintendent (letter dated February 18, 2022), Applicant/Developer shall perform the following offsite improvements (Spring Street): existing 6" VC Sewer pipe within Spring Street shall be replaced with a new 8" PVC Sewer pipe with new manholes from Cottage Street to the end of Spring Street. Installation/upgrades of sewer infrastructure within Spring Street shall be permitted, overseen/reviewed, and approved by the DEPARTMENT OF PUBLIC WORKS (SEWER DIVISION); No stormwater from the subdivision development (Winston Woods) shall be directed or discharge to the existing resource area (behind stonewall at end of Spring Street). Subdivision basin outflows and any uncaptured stormwater from subdivision roadway shall be tied-into a "new" drainage system to be installed by the Developer along Spring Street into the town's system on Cottage Street; Installation of a drainage system within Spring Street shall be done under the direction of the DIRECTOR OF PUBLIC WORKS and completed prior to commencement of construction within the Winston Woods subdivision development. Reference is made to Director of Public Works memorandum dated March 07, 2022; Sidewalk shall be installed along the southeasterly side of the subdivision roadway, as shown on the plan. Existing sidewalk (Spring Street) shall be extended to connect with new sidewalk (Winston Woods). Existing sidewalk along the westerly side of Spring Street shall terminate with a HC accessible ramp; Owner/Applicant shall coordinate installation of water services (looping and extension of) with the WHITINSVILLE WATER COMPANY (508-234-7358); materials to be used shall be sized and installed to the specifications of the Whitinsville Water Company. Reference is also made to letter dated July 14, 2021 from Whitinsville Water Company; The Owner/Applicant shall submit design plans stamped by a registered professional engineer that show the proposed modifications to the existing retaining wall at the north end of Spring Street and any additional walls to be connected to the existing retaining wall. The plans shall be reviewed and approved by the

181 Planning Board and Northbridge Department of Public Works prior to definitive plan endorsement; The  
182 drainage inlet(s) in the existing retaining wall at the end of Spring Street (located on the Applicant's  
183 property) have been prone to blockage by forest litter. Video evidence was submitted that showed water  
184 impounded to nearly the top of the retaining wall. The Applicant shall prepare a plan for approval by the  
185 Planning Board and Department of Public Works that provides a device(s) that allows for reduced  
186 susceptibility to blockage compared to the inlet(s) in their current condition and allows for easier  
187 maintenance of the inlets compared to current conditions. Upon approval by the Planning Board and  
188 Department of Public Works, the Applicant shall construct the inlet device(s) PRIOR TO THE ISSUANCE OF  
189 LOT RELEASE. The Applicant is responsible for any permitting of these devices required by the  
190 Conservation Commission; Prior to and in perpetuity after construction of the drainage inlet device(s)  
191 required herein, the Applicant (or Property Successor) shall be responsible to maintain clear and  
192 unobstructed drainage inlets in the retaining wall at the end of Spring Street. THE TOWN (DEPARTMENT OF  
193 PUBLIC WORKS) ASSUMES NO RESPONSIBILITY FOR THESE STRUCTURES OR MAINTENANCE THEREOF;  
194 Applicant/Developer shall plant twelve (12) Eastern Arborvitaes, a minimum of ten (10) feet in height along  
195 the downslope of Basin #1 to provide a visual screening for existing property along Spring Street (48-50  
196 Spring Street and 38-40 Spring Street); Applicant/Developer shall install a 6-foot-high commercial-grade  
197 white-vinyl privacy fencing along the southerly side of Lot 9, setback at right-of-way and extending along  
198 the entire length to rear of property of 48-50 Spring Street. Prior to installation, a substitute to said privacy  
199 fencing may be considered and approval be the Planning Board, if so desired by the abutting property  
200 owner (48-50 Spring Street); On-street parking shall be prohibited along Spring Street (extension of) within  
201 the Winston Woods subdivision development. Five (5) off-street parking spaces shall be constructed within  
202 and beyond the limits of the subdivision right-of-way (as shown on plan). The Town (Department of Public  
203 Works) assumes no liability and responsibility for maintenance of said off-street parking areas; No parking  
204 signs shall be installed along the subdivision roadway. The "No Parking" signs shall be installed by the  
205 Applicant/Developer as directed by the DIRECTOR OF PUBLIC WORKS; As may be required by the local  
206 Postmaster (WHITINSVILLE POST OFFICE), a community mailbox may be provided; said location and  
207 specifications to be determined by the Post Office prior to installation. Access to and maintenance of  
208 community mailboxes shall be the responsible of the property/homeowner(s) and not that of the Town of  
209 Northbridge; Driveway aprons shall be installed at all access points to the drainage basin area(s). Stabilized  
210 gavel access drives shall be provided to all drainage basins, as may be required by the DEPARTMENT OF  
211 PUBLIC WORKS; The Applicant/Developer shall construct a drainage swale along the rear of Lot(s) 3, 4, & 5  
212 and Parcel A, as shown on the definitive subdivision plan to capture overland flow from the northeast of  
213 the subject property. A Deed Restriction shall be placed on these lots noting that the swale is to remain, be  
214 maintained, and not to be filled or obstructed. PRIOR TO ISSUANCE OF LOT RELEASE, the drainage swale  
215 shall be fully constructed and operational (as designed) with copy of (sample) Deed Restriction provided to  
216 the Planning Board for review and approval. Said Deed Restriction shall be recorded with the Registry of  
217 Deeds PRIOR TO THE ISSUANCE OF BUILDING PERMIT; A Deed Restriction shall be placed on Lot 1 that the  
218 drainage inlet structure it to remain, be maintained, and not filled or obstructed. Said Deed Restriction  
219 shall be recorded with the Registry of Deeds PRIOR TO THE ISSUANCE OF BUILDING PERMIT; Streetlights  
220 shall be installed within the subdivision at locations pursuant to the town's Street Light Policy (Board of  
221 Selectmen). Lighting fixtures shall be approved by the Department of Public Works and installed and  
222 operational prior to ISSUANCE OF LOT RELEASE; Landscaping trees and shrubs shall be selected from the  
223 Town of Northbridge recommend street tree list or an approved substitute. Landscape plan shall be  
224 revised to reference species/variety, caliper, quantity, and note installation methods; Street trees, a  
225 minimum of two (2) per lot, shall be planted along the limits of the subdivision road right-of-way (roadway

layout); not within the grass-strip. The tree species (native) shall be selected from the Northbridge “Best Development Practices Guidebook” based upon site conditions and suitability. All street trees shall be canopy trees and when installed shall be at least ten (10) feet in height and three (3) inches caliper; Applicant/Developer shall coordinate offsite infrastructure work with the DIRECTOR OF PUBLIC WORKS for a Road Opening Permit pursuant to the town’s Road Opening Permit Rules & Regulations. A separate performance bond/surety shall be required for offsite improvements. Such performance bond/surety shall be established with the Town (DEPARTMENT OF PUBLIC WORKS) in an amount as may be determined by the DIRECTOR OF PUBLIC WORKS based on project work scope; Administrative fees for Lot release, Definitive modification, Bond reduction/release, and Street acceptance shall be provided pursuant to Section 222-40 C [Submission Fees] of the Northbridge Subdivision Rules & Regulations, as amended February 25, 2003; and Pursuant to Section 222-9 I [Plan endorsement] of the Northbridge Subdivision Rules & Regulations, if no appeal has been filed, the Applicant/Engineer shall submit the approved Definitive Subdivision Plan for Planning Board endorsement no later than six (6) months following the date of filing of this Certificate of Approval. If an appeal has been filed, the plan shall be submitted within six (6) months from the resolution of the appeal.

## OLD/NEW BUSINESS

### Approval of Meeting Minutes -February 22, 2022

*Upon motion duly made/seconded Planning Board voted (4-0) to approve meeting minutes.*

### 9-Hole Par 3 Golf Course -Vote to Engage Services PB Consultant (Graves Engineering, Inc.

*Upon motion duly made/seconded Planning Board voted (4-0) to engage the services of Graves Engineering, Inc. to perform site plan review (engineering review) on its behalf.*

### Northbridge Fire Station (Modification) -Vote to Engage Services PB Consultant (Graves Engineering, Inc.

*Upon motion duly made/seconded Planning Board voted (4-0) to engage the services of Graves Engineering, Inc. to perform site plan review (engineering review) on its behalf.*

### Stone Hill Development -Construction Change (Roadway Entrance)

Tabled -no discussion.

### Northbridge Subdivision Rules & Regulations Amendments/Updates

Tabled -no discussion.

### 2022 Spring Annual Town Meeting -Tuesday, May 03, 2022

Point of information -no discussion.

### 2022 SATM -Planning Board Warrant Articles (TBD)

Planning Board indicated they have no warrant articles (zoning amendments) for the 2022 Spring Annual Town Meeting.

### Site Plan/Subdivision Development -Status/Updates

Tabled -no discussion.

MGL CH 41 SEC 81U -Proceedings/Hemlock Estates

Tabled -no discussion (placeholder).

Green Meadow Court -Status/Update

Tabled -no discussion (placeholder).

Planning Board Concerns

None

Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: PB Agenda (March 08 2022); PB Draft Agenda (March 22 2022); Guerriere & Halnon, Inc. letter(s) dated March 01 & March 02, 2022; DRAFT Conditions of Approval (Winston Woods) prepared by Town Planner; Definitive Subdivision Plan (revised through March 02 2022); Scope of Services (Housing Production Plan) prepared by Pioneer Valley Planning Commission; Mass.gov updated guidance on holding (remote/virtual) meetings pursuant to the Acts Extending Certain COVID-19 Measures; Town of Sutton Planning Board site modification approval (65 Gilmore Drive); Town of Sutton Planning Board special permit (356 Manchaug Road); Town of Sutton Planning Board public hearing notice (435 Boston Road); Town of Sutton Planning Board public hearing notice (61 Duval Road); Town of Upton Planning Board special permit (71 Hopkinton Road); Town of Douglas Planning Board public hearing notice (105 & 123 Gilboa Street); Town of Douglas Planning Board public hearing notice (100 Davis Street); Town of Upton Planning Board hearing notice (64 Prospect Street); and Northbridge Planning Board 2022 Meeting Calendar

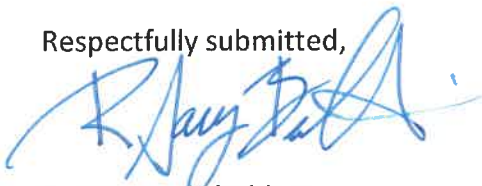
Other

None

**ADJOURNMENT**

Having no additional business, the Planning Board adjourned its meeting of March 08, 2022 at or about 8:45 PM.

Respectfully submitted,



R. Gary Bechtholdt II  
Town Planner

Approved by the Planning Board:*April 12, 2022*

Cc: Town Clerk /File