



NORTHBRIDGE PLANNING BOARD
MINUTES
TUESDAY, MAY 23, 2023



Tuesday, May 23, 2023 represents the first meeting of the Planning Board following Town Elections (May 16, 2023), where (former) members Brian Massey and Rainer Forst did not seek re-election. Board members welcomed Rebecca Rushford and Michael Wilkes, congratulating them on their recent election to the Planning Board. G Bechtholdt noted the Town Clerk has confirmed both B Rushford and M Wilkes have been sworn in.

Planning Board Members in Attendance: Michael Baker, James Berkowitz, Abdul Kafal, Rebecca Rushford, and Michael Wilkes. Andrew Howden, Associate Member was absent with R Gary Bechtholdt, Town Planner also in attendance. Attendees of the Public: Mark Allen and Vincent Osterman

I. PLANNING BOARD RE-ORGANIZATION
Chair, Vice Chair & Clerk

G Bechtholdt instructed Planning Board members of the need to re-organize. *Upon separate nomination(s) duly made and seconded the Planning Board voted to re-organize as follows: Rebecca Rushford, Chair; James Berkowitz, Vice Chair; & Michael Wilkes, Clerk.*

II. CITIZENS FORUM

None.

G Bechtholdt explained Citizens Forum to the new Planning Board members (as noted in the packet/handout).

III. FORM A'S

None.

G Bechtholdt provided a brief overview of Form A -ANR applications to the new Planning Board members (Subdivision Approval-Not-Required).

IV. OSTERMAN COMMERCE PARK BUILDING #6 -PUBLIC MEETING

Site Plan Review §173-49.1 [Review of the Planning Board]
(600) Commerce Drive, Assessor Map 28 Parcel 81

G Bechtholdt noted meeting notification requirements had been satisfied.

Planning Board waived reading of the public meeting notice: *"In accordance with provisions of Massachusetts General Laws & Chapter 173 Section 173-49.1 [Site Plan Review by Planning Board] of the Northbridge Zoning Bylaw, the Northbridge Planning Board shall hold a public meeting Tuesday, May 23, 2023 at 7:05 PM Northbridge Memorial Town Hall, 7 Main Street, Whitinsville, MA 01588 to consider application of V.E. Properties IX, LLC (Whitinsville, MA) for Building #6, a proposed ±40,000 square-foot commercial/pharmaceutical facility, as part of Phase 3 Buildout -Osterman Commerce Park (Planned Business*

Development) for subject property identified as Assessors Map 28 Parcel 81 within the Industrial-One Zoning District of Northbridge. Copy of Site Plan Review Application dated April 11, 2023; Site Development Plan entitled "Site Design for Commercial/Pharmaceutical Building (Building 6 of Phase 3 Commerce Park)" prepared by Allen Engineering & Associates, Inc. dated April 05, 2023; Drainage Analysis prepared by Allen Engineering & Associates, Inc. dated April 11, 2023; and other supportive documents are on file with Town Clerk (7 Main Street) and Community Planning & Development (14 Hill Street) may be viewed during posted office hours or via the town's webpage at: <https://www.northbridgema.org/planning-board>. The purpose of the meeting notice is to provide an opportunity for public comment. Anyone wishing to be heard should attend said meeting at the time and place designated or submit comments directly to Community Planning & Development at planning@northbridgema.org in advance of date of meeting".

Mark Allen, PE (Allen Engineering & Associates, Inc.) on behalf of Owner/Applicant (Vincent Osterman) provided an overview of the pharmaceutical company and reviewed with the Planning Board the site development plan prepared for the 40,000 square-foot facility (including future 20,000 square-foot addition) to be located within Osterman Commerce Park, identified as Building #6 (600 Commerce Drive) as part of Phase 3 buildout of the approved Planned Business Development.

M Allen reviewed access and circulation around the building, parking areas, stormwater management, and site lighting. M Allen explained the status of filing with the Conservation Commission and the review comments received by Graves Engineering, Inc., the Planning Board's consulting engineer. G Bechtholdt explained a traffic report has been prepared (Vanasse & Associates, Inc.) for the site development (excerpts provided in packet/handout), noting the Board's consultant shall also review and provide comment.

G Bechtholdt noted a Technical Review meeting was convened (April 26, 2023) with the Applicant/Engineer and municipal town departments, including the Building Inspector/Zoning Enforcement Officer; Conservation Agent; Police Chief; Fire Chief; Director of Public Works; Sewer Superintendent; Planning Board Consultant; as well as the General Manager of the Whitinsville Water Company. G Bechtholdt explained following the technical review meeting the various departments provide written comment noting concerns, if any. M Allen indicated their team has been in contact with the Whitinsville Water Company and shall address their concerns. Similarly, M Allen noted comments received by the Planning Board's Consultant have also been addressed and will update the site plan accordingly.

G Bechtholdt acknowledged the following correspondence received for the site plan review application: Community Planning & Development memorandum dated April 24, 2023; Planning Board Review Report Form dated/distributed April 19, 2023; Site Plan Review Checklist prepared April 24, 2023 (by Town Planner); Conservation Commission memorandum dated March 01, 2023; Inspector of Buildings letter dated May 18, 2023; Fire Chief letter dated May 17, 2023; and Graves Engineering, Inc. (Planning Board Consultant) review comments dated May 11, 2023.

Planning Board members offered general comments and questions concerning stormwater, circulation, landscaping, building use, number of employees, sign location, and site lighting (dark-sky provision). G Bechtholdt, in reviewing the traffic report and communicating with the Board's Consultant suggests the proposal may not trigger or require any offsite traffic mitigation.

R Rushford, Chair sought comment and input from the public; having none, the Board looked to conclude site plan review.

M Allen confirmed for G Bechtholdt that comment/concerns expressed by the water company would not alter or change the site development layout presented to the Planning Board. M Allen also acknowledged changes necessitated by the Conservation Commission have been incorporated in the site plan set presented to the Planning Board.

G Bechtholdt suggested if the Planning Board does not have any additional questions or comment from the public, the Board may consider acting (voting) on the site plan application. G Bechtholdt explained, the Planning Board typically looks to the Town Planner to prepare boilerplate conditions, where the Board may incorporate other conditions of approval specific to a project, such as visual screening (fencing, landscaping, etc.) or in some instances requirements to perform offsite improvements as part of project approval.

Planning Board reviewed draft conditions prepared for Building #6 Osterman Commerce Park. Prior to concluding its review, the Planning Board once again solicited comment from the public; having none, R Rushford, Chair sought a motion to approve the site development plan.

Upon motion duly made (J Berkowitz) and seconded (A Kafal) the Planning Board voted (5-0) to approve with conditions construction of a ±40,000 square foot, including 20,000 square foot future addition a commercial pharmaceutical facility within the Osterman Commerce Park, a Planned Business Development (Commerce Drive) located off Church Street. Conditions of approval include the following: Owner/Applicant shall comply with all applicable laws, bylaws, rules, regulations, codes and shall obtain all the necessary permits and approvals; including but not limited to blasting, water/sewer, street excavation, and/or access to public way (curb cut), if so required; Site Development Approval is subject to Planned Business Development Special Permit dated July 31, 2013 [01-SPP-2013] and Conditions of Approval noted therein; A copy of this CERTIFICATE OF APPROVAL, endorsed SITE DEVELOPMENT PLAN and CONSERVATION COMMISSION ORDERS OF CONDITIONS shall be maintained onsite during construction. The Planning Board and/or its designee shall be permitted to access the subject project for the duration of the project; Changes to the site development plan either prior to or during construction shall be administered through the Planning Board in accordance with Section 173-49.1 H of the Northbridge Zoning By-Laws. Any amendments to this Certificate of Approval shall require a written description of the proposed modifications submitted to the Planning Board for review/approval. A significant alteration deemed by the Planning Board shall require the filing of a new site plan review; Planning Board site plan approval shall be subject to conditions, if any imposed by the NORTHBRIDGE CONSERVATION COMMISSION; Planning Board site plan approval shall be subject to conditions, if any recommended by the NORTHBRIDGE FIRE DEPARTMENT; PRIOR TO ENDORSEMENT, the Site Development Plan shall be revised to the satisfaction of the Planning Board addressing the following: comments raised by Graves Engineering, Inc. in letter dated May 11, 2023 and conditions, if any required of the Conservation Commission; Erosion control measures to prevent siltation onto wetlands, neighboring properties and roadways during construction shall be implemented. The erosion control plan and documentation submitted shall be implemented and followed during construction. During construction, if these plans are found to be inadequate by the Planning Board or its designee, a new erosion control plan shall be submitted to the Board for review and approval. In the event that erosion and sedimentation problems arise during construction, the Planning Board may require that all work cease until measures necessary to ensure prevention are implemented; Applicant/Engineer (Site Contractor) shall coordinate installation of the

water service(s) with the Whitinsville Water Company (508-234-7358) and installation of sewer service(s) with the Department of Public Works –Sewer Division (508-234-2154); Prior to the issuance of a CERTIFICATE OF OCCUPANCY, Applicant/Engineer shall provide the DEPARTMENT OF PUBLIC WORKS; WHITINSVILLE WATER COMPANY; and BUILDING DEPARTMENT with certified As-built plans; specific to water, sewer and other related infrastructure; Any illumination, including security lighting shall be arranged so as to reflect away from abutting properties. Said lighting shall be directed in a manner to avoid glare onto adjacent properties and to limit the amount of light trespass onto abutting properties; Prior to the ISSUANCE OF BUILDING PERMIT, the Applicant/Engineer shall submit the following to the Planning Board: three (3) prints of the endorsed Site Development Plan, two (2) reduced prints and one (1) electronic copy; Prior to the ISSUANCE OF A CERTIFICATE OF OCCUPANCY, the Applicant/Engineer shall provide the Planning Board with written certification/verification that drainage system has been constructed as approved and working as designed. Said documentation shall be in the form of a letter signed/stamped by a Professional Engineer certifying and demonstrating that the drainage system has been constructed as approved and working as designed. A copy of same shall be provided to the Building Inspector and the Conservation Commission; Prior to the ISSUANCE OF A CERTIFICATE OF OCCUPANCY, all conditions of approval noted herein, and improvements described in the site development plans shall be satisfied. Applicant/Engineer shall provide the PLANNING BOARD and INSPECTOR OF BUILDINGS with a letter describing the status of site improvements; A Review & Inspection account specific to the site development has been established. The Owner/Applicant shall be responsible for satisfying payment of the Planning Board's engineering. Outstanding invoices, if any for services rendered shall be satisfied prior to the ISSUANCE OF BUILDING PERMIT. Remaining funds, if any, shall be returned to the Owner/Applicant upon project completion; and Pursuant to Section 173-49.1 I (2) of the Northbridge Zoning Bylaw this site plan approval shall lapse in one (1) year, if a substantial use thereof has not commenced, except to good cause, which shall not include such time required to pursue or await the determination of an appeal.

M Allen and V Osterman thanked the Planning Board members and exited the meeting.

OLD/NEW BUSINESS

Approval of Meeting Minutes -April 25, 2023

Upon motion duly made (M Baker) and seconded (J Berkowitz) the Planning Board vote (3-0-2 [R Rushford & M Wilkes abstained]) approved the meeting minutes of April 25, 2023.

Cash Surety Deposits/Review & Inspection -Vote to Closeout Inactive Project Account(s)

G Bechtholdt explained to the Board, Planning is now in receipt from the Town Accountant a comprehensive listing of Planning Board accounts (review & inspection accounts and cash performance surety) for projects that are currently ongoing and projects that are complete or no longer active. G Bechtholdt suggested the Board vote to close-out the inactive account and return the remaining balance(s), if any back to the Owner/Applicant/Engineer. Upon motion duly made (J Berkowitz) and seconded (M Baker) the Planning Board voted (5-0) to close-out inactive accounts.

Planning Board Signatures (official record of) -Worcester Registry of Deeds

Planning Board members provided their official signature(s) for the Worcester County Registry of Deeds; whereby signatures are kept on file for purposes of formal recording of Planning Board documents, including Special Permit decisions, definitive subdivision plans and ANR plans.

Chapter 20 of the Acts of 2023 -Open Meeting Law (Remote/Virtual Means)

G Bechtholdt briefed the Planning Board on Governor Healey extension of temporary provisions through to March 31, 2025, allowing public bodies (Planning Boards, etc.) to continue to hold meetings remotely. G Bechtholdt explained the previous Planning Board opted to hold meetings remotely in support of one of its members who preferred to remote meetings due to health and safety concerns. Recognizing the composition of the Planning Board has changed, and after some discussion the Board indicated a preference to meet in-person at this time, understanding if circumstances change, they had the option to return to remote/virtual means.

Planning Board Members Conflict of Interest Law -Explanation of MGL (Mass.gov)

G Bechtholdt provided Board members with a printout from the state's webpage (Mass.gov), information about how the conflict-of-interest law applies to Planning Board members. It was noted each member participates in the Ethic Training Seminars as required.

Housing Production Plan Public Forum -Scheduling of Meeting (TBD)

The Planning Board set the date for the Housing Production Plan Public Forum for Tuesday, June 27, 2023 at 7:00 PM. The Public Forum will be in-person at the Town Hall. G Bechtholdt will coordinate with Lori Tanner, Consultant (Pioneer Valley Planning Commission) and post information on the town's website.

Comprehensive Master Plan -MGL Chapter 41 Section 81D

Planning Board will look to initiate an update to the town's Master Plan once the Open Space & Recreation Plan and Housing Production Plan are completed. The Board will look to hire a consultant to help facilitate and prepare this important document. G Bechtholdt noted funds have been secured to engage the services of a professional planning consultant with experience in preparing Massachusetts comprehensive plans. It is anticipated the Planning Board will appoint a Master Plan Committee (resident volunteers) for this project which may extend 12 to 18-months for completion.

2023-2030 Open Space & Recreation Plan -Status

G Bechtholdt informed the Board that the Open Space & Recreation Plan (update) is nearing completion and will be presented to the public in the upcoming months; where the Planning Board and other boards/committees and departments will have an opportunity to review and provide comment. The Plan will also be forwarded to the State (Department of Conservation Resources) for review and comment.

Castle Hill Farm Property Acquisition -Status

G Bechtholdt informed the Planning Board the Deed for the Castle Hill Farm property was recorded transferring ownership of the 97-acres to the Town of Northbridge. The Conservation Commission will manage the property on behalf of the town for passive recreation (trails).

Site Plan/Subdivision Developments -Updates

G Bechtholdt identified for the Planning Board the active subdivisions and residential developments: Camelot, Hemlock Estates, Leonardo Estates, Mike's Way, Moon Hill Estates, and Stone Hill, Senior Living Development. G Bechtholdt advised the Board that the Definitive Subdivision Plan for Winston Woods has yet to be readied for Planning Board endorsement; noting the DPW Director, Conservation Agent and Planning Board Consulting Engineer have reviewed multiple plan sets, however after more than one year the plans have not been updated consistent with the Planning Board's original approval (March 10, 2022 -date of

approval). G Bechtholdt informed the Board that arrangements have been made to review the most recent plan set; once the definitive plan has been revised per the conditions of approval, the Planning Board will be asked to endorse the plan. G Bechtholdt suggested, Planning Board members who did not participate in the review/approval of the Winston Woods Definitive Subdivision may still endorse the plan set as an administrative act of the Planning Board. G Bechtholdt indicated he would provide the Board with a listing of all the residential developments along with a map showing general locations. G Bechtholdt encouraged Board members to visit the subdivisions periodically in preparation for discussions at future meetings and invited them to meet with him anytime to review and familiarize themselves with projects and state/local regulations.

Mumford Riverwalk Boardwalk -Update

G Bechtholdt mentioned the RFP/Q (request for price proposal/qualifications) will be advertised on or about June 01, 2023 for construction of the elevated boardwalk.

Rockdale Pocket Park -Update

G Bechtholdt stated the Conservation Commission is currently reviewing the Notice of Intent for the planned pocket park at the site of the former Rockdale Youth Center. G Bechtholdt anticipates the Commission will conclude its review at their next scheduled meeting in June; after which the RFP/Q (request for price proposal/qualifications) will be prepared and advertised.

Planning Board Concerns

None noted at this time.

Mail -Review

In addition to the mail list attached, the Planning Board noted receipt of the following communications: Planning Board Agenda dated May 23, 2023; Draft Planning Board Agenda dated June 13, 2023; Memo dated July 22, 2005 to ZBA from Town Clerk regarding Committee Re-Organization and Filing of Minutes; Citizens Forum Document; Notice of Public Meeting for Building #6, Osterman Commerce Park; Application dated April 11, 2023 for VE Properties IX, LLC (Building #6, Osterman Commerce Park); Letter dated April 11, 2023 to Planning Board from Allen Engineering regarding Osterman Commerce Park Building 6, Phase 3; Site Design Plan for Commercial/Pharmaceutical Building at Building 6 of Phase 3 Osterman Commerce Park dated April 05, 2023; Transportation Impact Assessment for Osterman Commerce Park dated May 2023; Memo dated April 24, 2023 to Planning Board from Town Planner regarding Osterman Commerce Park Building 6 Site Plan Review; Town of Northbridge Chapter 173 Zoning Regulations; Review Report Form dated April 19, 2023 to Various Departments from Town Planner regarding Osterman Commerce Park Building 6 Site Plan Review -Eyepoint Pharmaceuticals; Checklist for Site Plan Review dated April 24, 2023 for Building #6 Osterman Commerce Park; Memo dated March 1, 2023 to Conservation Commissioners, Allen Engineering and VE Properties IX, LLC from Conservation Agent regarding the Notice of Intent for Building #6, 600 Commerce Drive; Letter dated May 18, 2023 to Town Planner from Building Inspector regarding 600 Commerce Drive -Proposed Manufacturing Facility; Letter dated May 17, 2023 to Planning Board from Fire Chief regarding Building #6 Osterman Commerce Park; Letter dated May 11, 2023 to Planning Board from Graves Engineering regarding Osterman Commerce Park Building 6 (Phase 3); Draft Planning Board meeting minutes of April 25, 2023; Planning Board Members -Explanation of the Conflict of Interest Law; Planning Board – Resource Documents information; (draft) Housing Production Plan Public Forum on June 27, 2023 flyer; Email dated May 03, 2023 to Guerriere & Halnon, Inc. from Town Planner concerning Winston Woods

stone wall assessment; Letter dated March 24, 2023 to People's Development from SFC Engineering concerning (Winston Woods) Stone Wall Evaluation Spring Street; Letter dated May 02, 2023 to People's Development from SFC Engineering concerning Stone Wall Evaluation Spring Street (Winston Woods); Memo dated May 17, 2023 to Planning Board and Turning Point Engineering from Town Planner regarding Camelot -Grace Street (Phase IV) Construction Changes; Letter dated November 23, 2023 to Town Clerk from Town Planner regarding Camelot -Grace Street Construction Change(s); Letter dated May 12, 2023 to Planning Board from Turning Point Engineering regarding Minor Subdivision Modification "The Camelot" Subdivision - Grace Street; The Camelot plans dated January 25, 2021; Letter dated May 10, 2023 to Planning Board from Graves Engineering concerning Winston Woods Definitive Subdivision Plan Review; Planning for Housing Production Program Flyer; Letter dated May 01, 2023 to Municipal Vulnerability Preparedness Program Manager from Town Planner concerning FY24 MVP Action Grant Application; 2023 Planning Board Meeting schedule.

Other

G Bechtholdt informed the Planning Board that currently there were no agenda items for the June 13, 2023 meeting, suggesting rather than cancel the meeting, use that time to review the Northbridge's Zoning Bylaw, Subdivision Rules & Regulations, state/local provisions, and ongoing town initiatives. Planning Board members agreed, indicating it would be a good opportunity to review and familiarize themselves with the role and responsibilities of the Planning Board.

ADJOURNMENT

Having no additional business, the Planning Board adjourned its meeting of Tuesday, May 23, 2023 at or about 8:45 PM.

Respectfully submitted,

Approved by the Planning Board: 06/13/2023

R. Gary Bechtholdt II
Town Planner

Cc: Town Clerk /File

May 23, 2023

Planning Board

FROM	DATE	SUBJECT

Douglas

- Public Hearing Notice – Application of 392 NE Main Street LLC for a Site Plan Review to demolish an existing building and garage and build one (1) new structure with a full basement, ground floor retail space and two (2) apartments on the second floor and parking to accommodate at 392 NE Main Street.

Grafton

- Public Hearing Notice – Application of Silver Spruce Grafton, LLC (applicant) and 44 Old Upton Road, LLC (owner) for Site Plan Approval for parking expansion and associated work at 44 Old Upton Road.

Uxbridge

- Public Hearing Notice – Application of Gray Wolf Development LLC to modify the Meadow Brook Knoll subdivision by extending Freedom Way +/-285 feet, reconfigure Lots 6-15, and reconfigure detention basin A for the creation of 2 additional lots.