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## NORTHBRIDGE PLANNING BOARD MINUTES

Tuesday, January 28, 2014

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

The following members of the public were in attendance: Brian Massey; Bruce Caissie; Marianna Guilbeault; Roland Guilbeault; Normand Gamache (Guerriere & Halnon, Inc); Jack Gillon (Gillon Associates); Jamie L. Roberti; Paul T. Hare; Robert Cherrier; Brian Cherrier; Cindy Key; and Eric Bazzett (Heritage Design Group).

### **I. CITIZEN FORUM**

Brian Massey of 192 Rebecca Road met with the Planning Board in regards to letter received from Community Planning & Development dated January 13, 2014 concerning stone wall along Rebecca Road (Camelot subdivision). Mr. Bechtholdt explained that Mr. Massey contacted the Planning office upon receipt of letter and wanted to review matter with the Planning Board prior to the February 11, 2014 meeting. Mr. Massey explained to the Planning Board that he constructed the wall and has nothing to do with Mr. Marinella, the developer or anything to do with the subdivision. Mr. Massey explained it was his understanding that the right-of-way was 10-feet off the road and was under the impression that if a homeowner builds, installs or places something within the right-of-way the homeowner would be responsible for maintaining it; the town would not be responsible (walls, sprinkler systems, mailboxes, etc). Mr. Massey indicated there is no sidewalk or a utility on his side of Rebecca Road, noting the gas line is approximately 1-foot off the roadway pavement; the stone wall is not impeding anything. Mr. Bechtholdt noted the right-of-way of Rebecca Road is 50-feet; suggesting there was some confusion early on when two (2) homes were built within the setback as the right-of-way was thought to be only 40-feet. Mr. Bechtholdt suggested because matter is currently under Citizens Forum the Board does not typically engage in formal dialogues however solicited the Chairman's initial thoughts or preference to handle situation, noting more formal discussion on February 11, 2014 as scheduled. Mr. Simas indicated he would like to get Mr. Marinella's perspective as it is his road and presumably would need to expend funds to revise the layout (resurvey the right-of-way). Mr. Massey reminded the Board that this has nothing to do with the developer; Mr. Simas agreed however the option to revise the right-way would require some action on the part of the developer. Mr. Simas noted being a pragmatist it is easy for the Board to say shift the right-of-way but that would require some cooperation from the developer. Mr. Massey indicated that he is willing to remove the stone wall if required however mentioned enforcement should be town-wide; suggesting there are countless other locations in town where stone walls, etc currently occupy right-of-ways. Mr. Massey noted he is not averse to relocating the wall but wants consistency with its enforcement (Board noted enforcement would be from the Department of Public Works). The Planning Board had offered two options described in the Planning letter: (1) remove the wall from the right-of-way or (2) work with the developer to revise the right-of-way (reduce the width of the roadway). Mr. Massey explained to the Board that a portion of (±3-feet) his stone wall is approximately 2-feet in the right-of-way. Mr. Massey will attend the February 11, 2014 meeting (discussion scheduled for 8:00 PM) at which time the Planning Board shall have more formal discussions in hopes of resolving matter. Mr. Massey thanked the Planning Board for their time.

**II. FORM A'S**

None

**III. 4 & 16 NORTH MAIN STREET –PUBLIC HEARING****§173-49.1 -Site Plan Review**

Mr. Simas read the public hearing notice: In accordance with the provisions of Massachusetts General Laws and the Town of Northbridge Zoning By-Law Chapter 173, the Northbridge Planning Board will hold a public hearing on Tuesday, January 28, 2014 at 7:05 PM in the Selectmen's Chambers of the Northbridge Town Hall, 7 Main Street Whitinsville, MA to consider the Site Plan Application of Arcade Properties, Inc. to construct a 2,200 square-foot building to be located at 4 & 16 North Main Street to include a convenience store, gas service station and donut shop. The subject property (±0.83 acres) identified as Assessor Map 6A Parcels 29 & 48 is located within the Business-Two Zoning District received a Special Permit [13-SP-2013] from the Zoning Board for same. Copy of the Site Plan Review Application, Traffic Impact Evaluation, Stormwater Report, Site Plan entitled "4 & 16 North Main Street" prepared by Guerriere & Halnon, Inc dated December 19, 2013 and other associated documents are on file with the Office of the Town Clerk (7 Main Street) and Planning office (14 Hill Street) Whitinsville, MA and may be reviewed during normal office hours. The purpose of the hearing is to provide an opportunity for public comment. Anyone wishing to be heard should attend said hearing at the time and place designated.

Mr. Bechtholdt indicated the notification requirements have been satisfied. Upon motion duly made and seconded the Planning Board voted (4-0) to open the public hearing.

Normand Gamache of Guerriere & Halnon, Inc on behalf of the Applicant, Robert Cherrier & Brian Cherrier (Arcade Properties Inc, 4 North Main Street) introduced Ronald Guilbeault (16 North Main Street), traffic engineer (Jack Gillon, Gillon Associates) and Jamie Roberti (attorney) in attendance. Mr. Gamache reviewed site plan entitled "4 & 16 North Main Street" dated December 19, 2013; noting original approval (February 2013) was for a gas station, small convenience store and automotive repair shop; the site plan application currently before the Planning Board includes the same proposed gas station and convenience store with a Dunkin Donuts now proposed (no auto service station). Mr. Gamache suggested the site layout remains essentially the same noting interior circulation (vehicle traffic) has been modified to accommodate a drive-thru for the proposed Dunkin Donuts. Mr. Gamache explained shortly after the original site approval the owners (Arcade Properties, Inc) had discussions with the abutting property owner, Ronald Guilbeault (barber shop) regarding the potential purchase of his property. Once property came into play provided the Cherriers with some additional options for the site; including discussions with Dunkin Donuts.

Mr. Gamache explained the subject property now consists of ±36,000 square-feet (originally 31,000 SF); the addition of the Guilbeault property allows for parking spaces to be sited on the southwesterly side of the proposed building; the building would be approximately 2,200 square-feet (may be increased by another 20 SF).

Mr. Gamache reviewed with the Planning Board site entrances, noting curb cuts as approved previously will be used: one entrance off Main Street; one exit/entrance off North Main Street & three entrances off of Arcade Street. As provided for in the original review of the Planning Board and Safety Committee there were restriction put on these access points; exit onto North Main will be limited to right-turn only, access from Main Street will be limited to entrance only (to accommodate gasoline deliveries); the third driveway access on Arcade Street (rear of building) will be entrance only; used primarily for employee parking, loading area and refuse removal.

Mr. Gamache explained to the Planning Board understands queuing of cars at the proposed drive-thru will be the focus of concern in reviewing the site plan application. Mr. Gamache explained based upon the recommendation of Jack Gillon, Traffic Engineer (Gillon Associates) capacity of 9 vehicles (with overflow) would be required for queuing of vehicles for this site (Dunkin Donuts drive-thru), base upon traffic standards for the proposed Dunkin Donuts. Mr. Gamache indicated he feels the plan has been designed to adequately address queuing concerns, noting he met with the Safety Committee on two separate occasions; the second time designating additional queuing within the site for overflow stacking (3 additional vehicles); a total queuing of 12 vehicles. A “do not block the box” designation is proposed for the middle entrance/exit on Arcade Street, as well as signage and other traffic indicators to help ensure vehicles are able to move in and out of the site safely.

Mr. Gamache briefly reviewed with the Planning Board site drainage and stormwater management for the property, referencing sheet 5 of 6 of the plan set. Mr. Gamache indicated the application would also be reviewed by the Conservation Commission for approval. Mr. Gamache stated JH Engineering Group has not raised any concerns relative to the proposed drainage or stormwater management system. Mr. Bechtholdt noted JH Engineer is providing peer review for both the Planning Board and Conservation Commission. Mr. Gamache reviewed roadway drainage within the proximity of the site (North Main Street, Main Street and Arcade Street) noting planned improvements with development of site.

Mr. Gamache indicated the DPW Director asked that the proposed grass-strip between the proposed sidewalk & Arcade Street be eliminated, as DPW cannot maintain the grass. Mr. Gamache also noted a stop-sign and speed-bump is proposed after the pick-up window to alert drivers of the pedestrian crossing area.

*The Planning Board upon motion duly made (Gaudette) and seconded (Dolber) voted 4-0 to table discussion for the purpose of continuing the public hearing for Leonardo Estates. Following vote to continue public hearing for Leonardo Estates; the Planning Board upon motion duly made (Murray) and seconded (Dolber) voted 4-0 to reconvene its site plan review for 4 & 16 North Main Street.*

Mr. Murray asked about the proposed retaining wall; Mr. Gamache explained that a privacy-fence would be installed along the top of the wall separating the property from the adjacent residential district. Mr. Gamache reviewed locations of proposed catchbasins.

Mr. Bechtholdt noted for the record receipt of the following correspondence: Community Planning & Development memorandum dated January 07, 2014; site plan review checklist prepared by Community Planning & Development; memorandum dated January 27, 2014 from Conservation Commission concerning initial review; letter from the Building Inspector dated January 27, 2014; communication

from Board of Health dated January 27, 2014; and report from JH Engineering Group dated January 24, 2014. Mr. Bechtholdt asked Normand Gamache to provide written responses addressing the comments received from the municipal departments in addition to revising the plan.

Mr. Bechtholdt noted it was his understanding that a resident attending the Conservation Commission meeting questioned if the subject property was located within the town's Aquifer Protection District; Mr. Gamache explained as part of his initial discussions; very early stages of permitting the site (prior to submitting an application), he met with the Building Inspector and reviewed with him the Aquifer Protection District map and determined that the site is not located within the aquifer. Mr. Bechtholdt asked if the Building Inspector is able to provide a letter; Mr. Gamache stated he could ask the Building Inspector, noting again as part of his initial reviews with the Building Inspector the aquifer was reviewed prior to submittal.

Mr. Bechtholdt asked, as a result of incorporating the abutting barber shop property was there any thought given to shift the proposed site driveway away from the Main Street intersection; suggesting there may be opportunity to move driveway to improve overall circulation in and around the site. Mr. Gamache suggested they did look at altering driveway on North Main Street, however resulted in losing some of the required parking spaces (10 spaces provided –not including 8 spots at the gas pumps) also noted parking spaces had to be reassigned on the site as a result of providing the necessary queuing of vehicles for the drive-thru.

Mr. Bechtholdt suggested the Board should review the queuing proposed for the drive-thru, noting in JH Engineering's report there was a question regarding the methodology used to determine the number for vehicle stacking (queuing).

Mr. Simas explained he did not want to get into too much of the design aspect of the site however noted one of the challenges for the property was being so close to the Main Street intersection, adding it may be worth thinking about shifting the driveway on North Main Street to create better sightlines and clearance; seems to be an option noting the parking has the appearance to be awkward getting in and out as currently laid out; rethinking the North Main Street access may help open things up a bit to improve circulation. Mr. Gamache expressed a willingness to take a second look at the North Main Street driveway and parking configuration.

Jack Gillon, traffic engineer (Gillon Associates) reviewed with the Planning Board methodology used (average daily traffic; arrival times; Dunkin Donuts serving time (55.2 seconds); distribution Bell Curve; etc) to determine traffic and length of queue for the proposed drive-thru and gas service station, noting the 9 car queue provided addresses the 95<sup>th</sup> percentile of the standard ITE (Institute of Traffic Engineers). Mr. Simas asked how one gauges the queue length between the order box and the pick-up window; difference between 9 cars at the order window versus 9 cars at the pick-up window.

Mr. Gillon explained length of queue should be long enough for orders to be processed (proposed for 5 to 6 cars back). Mr. Gillon stated based upon his experience and observations he has a high level of confidence in the queue provided for this site and knows it will work. Mr. Gillon noted he has prepared a response letter for JH Engineering Group which will be provided with the other correspondence from Guerriere & Halnon, Inc.

Mr. Bechtholdt asked if any thought was given to eliminate the proposed (middle) curb-cut on Arcade Street to provide for additional queuing; stressing the need to minimize the potential for impacts to the public way where cars might disrupt/block traffic on Arcade Street waiting to enter the site drive-thru (eliminating the middle drive would provide for 2 to 3 additional cars in the queue. Mr. Gamache indicated consideration was given; Mr. Gillon indicated there will not be a demand for a fifteen (15) car queue at this location. Mr. Gamache added one of the reasons they have not eliminated the driveway was to provide options for vehicles existing the site.

Mr. Gamache reviewed with the Board turning movements for the drive-thru, noting signage is proposed to direct vehicles. Mr. Bechtholdt mentioned that during the initial Safety Committee meeting the Police Chief had asked for a contingency plan concerning the drive-thru and queuing of vehicles and asked Mr. Gamache to review what the contingency plan was. Mr. Gamache clarified the designation of the overflow aisle and “do not block the box” were in part the contingency plan to address concerns, noting the initial plan did not provide for overflow stacking of vehicles.

Mr. Bechtholdt questioned what recourse the Planning Board would have if they approved the plan as presented and there was a situation where the public way was blocked due to car(s) waiting to enter the site drive-thru; could the Board include as a condition of its approval a provision where traffic is impacted on the public way (Arcade Street) the curb-cut (middle driveway) be removed. Mr. Bechtholdt expressed concern where potentially the Board should have required more staking on site for queuing; does not want to be in a situation similar to the Dunkin Donuts on Providence Road where queuing is a problem; left trying to figure out ways to correct after the fact.

Mr. Simas asked Planning Board members if they had any other questions at this time and then sought comments and input from the public; having none the Board looked to continue its review. *Upon motion duly made (Murray) and seconded (Gaudette) the Planning Board voted (4-0) to continue the site plan review for 4 & 16 North Main Street to Tuesday, February 11, 2014 at 7:35PM.*

Mr. Gamache informed the Planning Board that the Conservation Commission has scheduled a site walk for Saturday February 8<sup>th</sup>. Mr. Bechtholdt will check on the time and will post site visit if members are interested in attending.

#### **IV. LEONARDO ESTATES –CONT. PUBLIC HEARING**

§222-9 Definitive Subdivision (603 Highland Street)

Mr. Simas informed members of the public (abutters) that the Planning Board received from the Applicant/Engineer a request to continue the public hearing. *Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (4-0) to CONTINUE (without discussion) the public hearing for Leonardo Estates to Tuesday, February 11, 2014 at 7:05PM.*

Reference made to letter dated January 28, 2014 from Andrews Survey & Engineering, Inc requesting continuance.

**V. OSTERMAN COMMERCE PARK –REVIEW/DECISION****Medical Facility –Site Plan Modification (Phase I)**

The Planning Board reviewed with Eric Bazzett of Heritage Design Group proposed site plan modification for Phase I –Osterman Commerce Park; Mr. Bazzett reviewed letter dated January 16, 2014 from Heritage Design Group and layout plan (revised January 14, 2014) for the approved medical office building within Phase I of Osterman Commerce Park. Mr. Bechtholdt explained as a result of the need to provide patient drop-off/pick-up areas (per Department of Public Health) the site layout has been modified to accommodate two (2) patient drop-off locations; resulting in a new site entrance along the private drive and reconfiguration of parking along the front of the building. Mr. Bazzett indicated parking was reduced however still meets/exceeds the local requirements for parking spaces.

Mr. Bechtholdt explained to the Planning Board that he and the Building Inspector reviewed the proposed; recommending the Board consider revision (as a minor modification) pursuant to Section 173-49.1 H (2) of the Zoning Bylaw and as provided for in the Planning Board site development decision for Osterman Commerce Park (Phase I & II). Mr. Bechtholdt indicated that JH Engineering Group, the Board's consulting engineering has also reviewed same; noting comments/concerns raised have since been addressed by the Applicant/Engineer.

*Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (4-0) to GRANT site plan modification pursuant to Section 173-49.1 H (2) to accommodate two (2) patient drop-off locations as presented.*

Planning Board endorsed the approved site plan (modification) at the end of its meeting. Reference is made to Community Planning & Development memorandum dated January 16, 2014 and JH Engineering Group report(s) dated January 20, 2014 & January 24, 2014 and site development plan entitled "Osterman Commerce Park –Planned Business Park" prepared by Heritage Design Group, dated May 17, 2013 (& revised January 21, 2014).

**OLD/NEW BUSINESS**Approval of Meeting Minutes –January 07, 2014

*Upon motion duly made (Murray) and seconded (Dolber) the Planning Board voted (5-0) to ACCEPT the minutes of January 07, 2014.*

2014 Spring Annual Town Meeting –May 06, 2014

Mr. Bechtholdt informed the Planning Board that the Selectmen have set the 2014 Spring Annual Town Meeting for Tuesday, May 06, 2014 with the closing of the warrant scheduled for Friday, March 07, 2014.

Hillside Garden Estates -Performance Bond

Mr. Bechtholdt informed the Planning Board that the developer (John Barges) requested a bond reduction for Hillside Garden Estates, noting subdivision construction review/inspection was original performed by Cullinan Engineering which is now done by JH Engineering Group. In reference to JH Engineering Groups report dated January 24, 2014 Mr. Bechtholdt indicated some punchlist items

included (cost estimates) have been modified by the Planning Board and will need to be reviewed. Mr. Bechtholdt advised the Board that a bond reduction as requested by the developer is not warranted at this time. That said Mr. Bechtholdt mentioned the cost estimate prepared by JH Engineer will be reduced however still does not warrant an overall reduction at this time.

*Upon motion duly made (Murray) and seconded (Dolber) voted 4-0 NOT TO GRANT a performance bond reduction as provided for and detailed in JH Engineering Group report dated January 24, 2014.*

Reference is made to letter dated December 18, 2013 from John M. Barges, developer (Hillside Garden Estates LLC) requesting reduction. Arrangements shall be made for the developer to review with the Planning Board remaining punchlist items.

#### Camelot –Amend/Revise Project Phasing (Phase I)/Issuance of Building Permits

Mr. Bechtholdt informed the Planning Board that the developer (J&F Marinella Dev) for the Camelot subdivision requests the Board allow the issuance of building permits for Lots 29, 30 & 31 (currently not included in Phase 1 as revised); Mr. Bechtholdt provided the Board with a plan supplied by Mr. Marinella showing location of the house lots, noting the roadway for this portion of the subdivision is not constructed (however developer had indicated would be paved shortly after April 15<sup>th</sup>). Mr. Bechtholdt explained that Mr. Marinella seeks Planning Board approval similar to action taken by the Board for house lots 26, 42, 57 & 58, earlier last year; he would like the ability to pull building permits now with the understanding issuance of occupancy would be restricted (prohibit sale) until such time the road is prepared to binder, sufficient performance surety held with town and lots formally released. Mr. Bechtholdt reminded the Board that he was not in favor of the decision to allow for lot development previously for lots 26, 42, 57 & 58 and expressed concern. The Board has modified Phase I in the past and if they are to allow requested lot development the Board should also vote to amend the project phasing as certain conditions of approval would be required prior to Phase 2 development (includes looping Rebecca Road to Hillcrest Road and relocating existing abutting driveways). Mr. Simas suggested the idea to include Joseph Circle as part of Phase 1; eliminate the Board from having to go through this exercise each time. Mr. Simas, from his perspective is comfortable with allowing Mr. Marinella complete Joseph Circle as part of the first phase, noting he has the sewer in, the majority of the road is in including infrastructure; originally concerned about exceeding 18-houses on a cul-de-sac but that has more to do with development and not the phasing of the project. Mr. Simas is comfortable with building out Joseph Circle prior to completing the loop, suggesting he is asking for three (3) more now and will likely ask for three (3) more later as he get closer to the spring. Ms. Gaudette asked if he is selling the homes; Mr. Simas indicated the houses are selling; Ms. Dolber suggested the market is strong and picking up in demand. Mr. Bechtholdt reminded the Board that they are holding a ±\$310,000 cash bond at this time however does not like adding lots to the phases; in order for the new lots to be released additional funds will need to be secured once the roadway is brought to binder. Mr. Simas inquired about what the cost would be for completing the loop to Hillcrest Road; Mr. Bechtholdt will check with JH Engineering for a ballpark figure. Mr. Bechtholdt noted remaining portion of Rebecca Road requires a wetland crossing and includes a significant stretch of roadway where there are no houses to be sold. Mr. Simas opined that he does not think the developer will walk away from Phase 3 & Phase 4; has been moving forward in a slow market now that things are picking up unlikely to abandon project now; Ms. Dolber and Ms. Gaudette agreed. Mr. Murray did not participate in discussions.

*Upon motion duly made (Gaudette) and seconded (Dolber) the Planning Board voted 3-0-1 [Murray abstained] to AUTHORIZE the issuance of building permits for subdivision lots 29, 30 & 31 (Joseph Circle) restricting the issuance of occupancy until such time the developer posts the necessary performance bond and the lots are formally released.*

*Upon motion duly made (Dolber) and seconded (Gaudette) voted 3-0-1 [Murray abstained] to REVISE the Camelot subdivision phasing plan (Phase 1) to include (the entirety of) Joseph Circle (from Sta. 3+50 to Sta. 13+43). Phase 1 as revised shall include Rebecca Road (Sta. 0+01 to Sta. 19+00) and Joseph Circle (Sta. 0+00 to Sta. 13+43).*

#### Linwood Mill (Pedestrian Crosswalks) –Status/Update

Mr. Bechtholdt and Mr. Murray mentioned at the Safety Committee meeting held January 15, 2014 the DPW Director explained he dropped the ball and has guaranteed the pedestrian crosswalk and the connection to the Mumford Riverwalk will be completed by next spring; Board members were cautiously optimistic, noting construction connecting Riverwalk will likely require filing with the Conservation Commission.

#### Medical Marijuana Model Bylaw (Draft) –Discussion

Mr. Bechtholdt reminded the Board arrangements may be made for the Planning Board to review potential zoning provisions for medical marijuana at its meeting of February 25, 2014; will be meeting with the Board of Selectmen on February 10, 2014. Mr. Bechtholdt also noted the Planning Board will need to consider sponsoring a zoning article for the 2014 Spring Annual Town Meeting. Mr. Bechtholdt informed the Planning Board since local adoption of the moratorium he has met with the Board of Health Administrator, Police Chief, Town Manager and Building Inspector on drafting a zoning bylaw for Northbridge. Mr. Bechtholdt indicated the group has identified the Industrial–Two Zoning District to be the most appropriate zone for this type of use which may include dispensary and/or cultivation; Mr. Bechtholdt continued suggesting the use would be authorized by Special Permit (not by-right) and allowed within certain locations of the industrial zone precluding siting within a potentially vacant or underutilized mill, as the Police Chief prefers not to promote this type of use within Northbridge.

#### Open Space & Recreation Plan Update –Online Survey

Mr. Bechtholdt advised the Board that he included (on the town's webpage) a link for the Open Space & Recreation Plan Update Survey online and PDF for residents to complete: Board members were anxious to learn the results; next scheduled Committee meeting scheduled for February 11, 2014.

#### Farnum Circle (MGL CH 41 SEC 81W)

Tabled –the Board would like to move forward with possible modifications in hopes of completing project by the Fall. Mr. Bechtholdt will prepare communication in preparation to modify the subdivision as discussed previously.

#### Green Meadow Court –Status

Tabled –the Board would like to review outstanding issues during the spring in time for the developer to ready the roadway for street acceptance in the Fall. Mr. Bechtholdt provided a brief overview of the project and recent litigation that caused delay in completing the work a number of years ago.



Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: (draft) Planning Board agenda(s) for February 11 2014 and February 25, 2014; Public Hearing Notice for 4 & 16 North Main Street; Site Plans for 4 & 16 North Main Street dated December 19, 2013; Review Report Form dated January 6, 2014 to Town Manager / BOS, BOH, NCC, Building Inspector, Fire (Safety Committee), Police, DPW Highway & Sewer, WWC and PB Consulting Engineer from Town Planner regarding 4 & 16 North Main Street; Memo dated January 7, 2014 to Planning Board & Guerriere & Halnon, Inc. from Town Planner regarding 4 & 16 North Main Street Site Plan Review; Site Plan Review Checklist dated January 7, 2014 for 4 & 16 North Main Street; Letter dated January 8, 2014 to Town Clerk from Town Planner regarding 4 & 16 North Main Street Engineering Consulting Services; Letter dated January 14, 2014 to Town Clerk from Town Planner concerning Leonardo Estates Definitive Subdivision waiver requests; Letter dated December 9, 2013 to Planning Board from Andrews Survey & Engineering concerning Leonardo Estates Definitive Subdivision Request for Waivers from Subdivision Regulations; Email dated January 15, 2014 to Town Planner from DPW Sewer Superintendent concerning Leonardo Estates; Email dated January 8, 2014 to Planning Board & Andrews Survey & Engineering from Town Planner regarding Sewer Connections; Letter dated January 13, 2014 to Town Planner from Building Inspector regarding Leonardo Estates Definitive Subdivision; Letter dated January 16, 2014 to Town Planner from Heritage Design Group concerning Osterman Commerce Park Request for Site Plan Minor Modification; Site Plan of Osterman Commerce Park with revised date of January 14, 2014; Memo dated January 16, 2014 to Planning Board & Heritage Design Group from Town Planner concerning Osterman Commerce Park Modification of Approved Site Plan; Letter dated January 20, 2014 to Town Planner from JH Engineering concerning Osterman Commerce Park Site Plan Modification Peer Review; Draft Minutes of the January 7, 2014 Planning Board meeting; Email communication dated January 9, 2014 to Planning Board from Town Planner concerning the Camelot (Update); Memo dated January 9, 2104 to Planning Board and J&F Marinella from Town Planner regarding the Camelot Phase I Performance Bond Recalculated; Letter dated January 6, 2014 to Town Planner from JH Engineering regarding Phase 1A of the Camelot Engineer's Construction Estimate; Email dated January 7, 2104 to JH Engineering, J & F Marinella, Planning Admin. Assistant, Planning Chair, DPW Sewer Superintendent and DPW Director from Town Planner regarding Camelot Sewer Pump Station; Letter dated January 13, 2014 to J & F Marinella from Town Planner concerning Rebecca Road stone wall within ROW; Minutes of August 13, 2013 concerning Camelot site visit; 2014 Survey – Open Space & Recreation Plan Update Notice; Email dated January 16, 2104 to Town Planner from Shannon Scalabrin regarding Hemlock Estates streetlights; Memo dated January 13, 2014 to Town Manager / BOS from Town Planner regarding Quarterly report for Planning Office from October to December 2013; Letter dated January 15, 2014 to Board of Selectmen regarding Safety Committee recommendations; 2014 Planning Board meeting schedule.

Other

Mr. Bechtholdt reviewed with the Planning Board concern raised by resident within the Hemlock Estates subdivision concerning streetlights; noting he spoke with the developer (J&F Marinella) who is working with National Grid to install remaining lights within the occupied areas. Mr. Bechtholdt questioned what the developer is doing to ready the project for light installation; the Board was curious to see who Mr. Marinella is talking to at National Grid; Mr. Bechtholdt will also solicit input regarding the process from other developers. Board received a copy of the October-December 2013 Quarterly Report of the Community Planning & Development Office; Mr. Bechtholdt briefly reviewed with the Board potential

DLAT projects (District Local Technical Assistance) with CMRPC suggesting the town may want to continue with economic development initiatives for the 43D site on Main Street and Route 146, as well as Lasell Road; lack of infrastructure (sewer) within the locus area. Board briefly discussed status of a separate initiative with DHCD specific to the Shops on Main Street; Mr. Simas suggested looking at ways to increase foot traffic downtown by potentially introducing residential within the mill, may help improve struggling businesses and promote new businesses downtown; make it more of a destination; Ms. Gaudette expressed desire to extend the Mumford Riverwalk and creating a linear park where the DPW facility currently is located. Mr. Simas admittedly noted there are a lot of moving parts but as a Planning Board should have those types of discussions. Mr. Bechtholdt provided the Planning Board with a copy of the town's Sexual Harassment Policy; members noted receipt by signing a copy to be provided to the Town Manager's Office.

### Adjournment

Having no additional business the Planning Board adjourned its meeting of Tuesday, January 28, 2014 at or about 8:50 PM.

Respectfully submitted,

Approved by Planning Board –

R. Gary Bechtholdt II  
Town Planner

Cc: Town Clerk