



NORTHBRIDGE PLANNING BOARD

MINUTES

Tuesday, October 14, 2014

George Murray, Chairman recognizing the presence of a quorum called the meeting to order at 7:00PM. Barbara Gaudette, Pamela Ferrara and Mark Key were in attendance. R. Gary Bechtholdt II, Town Planner was also present with Brian Massey and Cindy Key, Associate member absent. The following members of the public were in attendance: Joyce Augustus & Kenneth Konicki

I. CITIZENS FORUM

None

II. FORM A

None

III. FARNUM CIRCLE SUBDIVISION –REVIEW/DISCUSSION

Prepare Scope of Work for Third-Party Construction/Survey

Mr. Bechtholdt provided a brief overview noting at the last meeting of the Planning Board (September 23, 2014), the Board reviewed a draft scope of work identifying underground utilities, roadway, landscaping and surveying to be done, as well as, discussed generally to modify the landscape island to eliminate the full turn-around by incorporating and extending the landscape island through to Lots 1 & 2; blending the roadway directly to both existing driveways (reference made to Figure 1 & 2 of draft Scope of Work).

Mr. Bechtholdt continued, noting he and Mr. Murray met onsite with Joyce Augustus (14 Farnum Circle) on Monday, September 29, 2014 along with representatives from National Grid and then again the following Monday (October 06, 2014) with Joyce Augustus and Tricia Lambert (21 Farnum Circle) when National Grid shut-off the transformer to determine which house was being serviced by the underground service from Hill Street; Mr. Bechtholdt indicated that 14 Farnum Circle was being powered by the transformer box installed at the cul-de-sac and 21 Farnum Circle (the previously existing home prior to subdivision) was serviced via the overhead poles located on 14 Farnum Circle and then underground to the back property.

Mr. Bechtholdt noted Ms. Augustus had DIG-SAFE mark-out (on her property) the underground utilities, however showed discrepancies compared to what National Grid representatives had described previously; Mr. Murray reviewed with the Board his observations made concerning the location of underground utilities and conduit installed by the developer originally. Mr. Bechtholdt noted cable is overhead for 14 Farnum Circle from Hill Street to the poles on the property, suggesting that phone service (14 Farnum circle) may also be tied from Hill Street to the utility pole on the property and then underground to the house.

Mr. Bechtholdt suggested, if the Planning Board is still willing to consider the underground utilities as a priority then a new trench from the transformer box installed at the cul-de-sac will need to be provided for the underground utilities (electric, phone, cable) to run along the driveway of 21 Farnum Circle and would also need to disconnect the existing underground from the utility pole(s) on 14 Farnum Circle, as well as confirm and provide underground services for electric, phone, cable for 14 Farnum Circle.

The Board briefly reviewed scope of work specific to the underground utilities, after which Mr. Bechtholdt suggested if there are remaining funds in the bond the necessary roadway work (paving) could be done, noting the subdivision roadway is in rough shape and only getting worse.

Mr. Bechtholdt reviewed with the Planning Board the procurement process for bids, noting the town would likely need to solicit three (3) proposals; noting he has had some initial conversations with local developers to gain a better understanding of how to best approach this particular situation as it relates to addressing the underground utilities. Mr. Bechtholdt suggested the Planning Board direct him to finalize the scope of work; noting he would seek input and assistance from JH Engineering Group, LLC in preparing the scope which would also include site clean-up, etc.

Mr. Murray and other Board members agreed on the approach to be taken. Mr. Murray questioned if National Grid would assign a cost to remove the existing overhead pole(s); Ms. Augustus indicated that when she contacted NGrid several years ago they quoted a price of \$600 to \$700; Mr. Murray was concerned with additional costs; Mr. Bechtholdt noted this to could be included in the scope of work. Mr. Murray suggested the contractor should also be responsible in cleaning up the properties once the underground utilities are installed and not leave the site a mess; filled with debris such as large boulders and rocks. Ms. Augustus suggested she may be interested in utilizing some of the stones. Mr. Bechtholdt added that could be something that the homeowners may want to discuss to see if they have a need or desire to keep the boulders and remnant rocks, suggesting wording in the scope of work could include relocation or removal of rocks and boulders.

Mr. Bechtholdt indicated that when Mr. Murray and Ms. Augustus all met onsite with Ms. Lambert she too seemed agreeable to this approach in addressing the underground services; suggesting at some point the Board should seek to obtain written agreements from the individual property owners (14 Farnum and 21 Farnum Circle) allowing a contractor or contractors onto their property to complete a defined scope of work before the town enters into a contract with a contractor.

Mr. Murray, noted the procurement process may take as much as 30-days and given the time of year questioned if a contractor would be able to finish the work before winter; expressed concerns of not being able to complete the scope of work all at once. Other Board members shared similar concerns as well as the Town Planner. Mr. Bechtholdt suggested as part of the solicitation the Board should include language specific to start of construction and date completion (w/in 45 to 60-days) so completion is not delayed; noting it would be his belief that contractors (those that may be interested in submitting bids) may currently be busy buttoning up their sites for winter and may or may not be willing or able to take on a new project such as this before winter; if that is the case would want to select someone that could tackle this project immediately in the spring and not do the work piece-meal. Mr. Murray agreed to establish a time frame to trench for the underground utilities and backfill (15 to 20-days) however questioned how quickly the local utilities (electric, phone, cable) would act is something this Board or a contractor would have little control over.

Mr. Bechtholdt suggested as part of the solicitation for bids the Board should look to schedule a mandatory site briefing for those planning to respond to the bid request that way they are familiar with the site conditions and scope of work. Mr. Murray offered to act as the clerk of works to help oversee the work; Mr. Bechtholdt indicated that he would contact JH Engineering Group in drafting the scope of work and would

look to have contractors provide bids for each of the three remaining construction items (Underground Utilities, Roadway & Landscaping); at which point the Board can gain an understanding of the actual cost to complete work and at the time may formally prioritize remaining work.

Upon motion duly made (Gaudette) and seconded (Key) the Board voted (4-0) to have the Town Planner prepare a scope of work for solicitation of bids for the third-party contract to complete the remaining improvements within the Farnum Circle subdivision.

Mr. Bechtholdt indicated that he would likely not have a proposal ready for the next schedule Planning Board meeting of October 21, 2014; and questioned if the Board want to have the work completed before this winter or not; Mr. Murray suggested holding-off until spring; Ms. Gaudette and Mr. Key agreed. Mr. Murray acknowledged the need to obtain owner permission and consent to access property and to mark-out in the field locations of existing underground utilities and location for new trenching; Ms. Augustus and Mr. Konicki (14 Farnum Circle) agreed to provide consent to access property for such purpose. Mr. Bechtholdt will look to prepare a document for both properties (14 Farnum and 21 Farnum Circle).

Mr. Murray suggested to have Tricia Lambert contact DIG-SAFE as well so they can mark-out the location of the existing underground utilities, suggesting the new trench (to be installed along the driveway) may be tied into the existing underground conduit installed via a terminal box that way her driveway does not need to be disturbed and perhaps save some money.

Ms. Augustus suggested to consider limiting access to the existing utility pole (on 14 Farnum Circle) via the previously disturbed areas on 21 Farnum Circle where the underground services were trenched from the pole to house (21 Farnum Circle); Board members agreed citing the need to protect the septic system installed within the front yard of 14 Farnum Circle; Mr. Bechtholdt indicated this may be incorporated in the bid docs as well as reviewed during a mandatory site briefing session.

Mr. Murray apologized that it has taken so long to get to the point; Ms. Augustus and Mr. Konicki understood and appreciated the Board's ongoing efforts to address their concerns. Mr. Bechtholdt was hopeful the matter specific to the underground utilities could be addressed soon however cautioned about the worsening condition of the subdivision roadway, stating once again once the bond funds are gone there will be no other opportunity for the Planning Board to improve the roadway (pavement) which will become the responsibility of the individual homeowners and not the town.

Ms. Augustus sought clarification regarding the existing trench from Hill Street to transformer box at the cul-de-sac, questioning if the subdivision roadway would need to be dug up again to install additional conduit; Mr. Murray believed that all the necessary conduit from Hill Street was already installed by the developer and would not require additional trenching within the subdivision roadway.

Mr. Bechtholdt suggested as part of the mandatory site briefing session representatives from National Grid should also attend so they can provide access to the transformer box installed at the cul-de-sac; Mr. Murray agreed noting a work-order would need to be called in for someone to go out there.

Ms. Augustus asked about modifying the cul-de-sac (eliminating the turn-around); Mr. Bechtholdt suggested that element would be dependent upon what remaining funds are available if the Planning Board establishes

addressing the underground as a first priority, remaining funds if any may be utilized for modifying the cul-de-sac. Mr. Murray suggested to call-out finish landscaping and modifying the island as part of the initial solicitation for bids to see what type of cost may be associated to perform such work.

Ms. Augustus and Mr. Konicki thanked the Planning Board once again for all their effort and will be in touch with the Town Planner moving forward.

OLD / NEW BUSINESS

Approval of Minutes –August 12, 2014; August 26, 2014; September 16, 2014; & September 23, 2014

Upon motion duly made (Gaudette) and seconded (Key) the Planning Board voted (3-0-1 [Ferrara abstained]) voted to accept the meeting minutes of August 12, 2014 and August 26, 2014 as amended. Upon separate motion duly made (Gaudette) and seconded (Key) the Planning Board voted (4-0) to accept the meeting minutes of September 16, 2014 as amended. The Planning Board tabled its consideration of meeting minutes for September 23, 2014.

Open Space & Recreation Plan Update Committee Meeting –Tuesday, October 21, 2014 (6:00PM)

Point of information –no discussion.

2014 Fall Annual Town Meeting (FATM) –Tuesday, October 28, 2014 (7:00PM)

Point of information –no discussion.

2014 FATM Warrant Articles –Vote Recommendations

Planning Board received copy of the 2014 Fall Annual Town Meeting Warrant; Mr. Murray offered to read the motion (recommendation), as well as the Planning Board's report at the Town Meeting scheduled for Tuesday, October 28, 2014.

Rebecca Road Stone Wall (Right-of-Way) –Status/Update

Planning Board tabled this matter as Mr. Massey was not available to provide an update; Mr. Murray noted it was his understanding that the indemnification agreement was to be reviewed by the Director of Public Works and Town Counsel prior to recording.

Hemlock Estates Subdivision –Status/Update

Mr. Bechtholdt provided the members of the Planning Board copies of the votes taken during the September 23, 2014 meeting regarding construction changes, establishing the performance bond and lot release; Mr. Bechtholdt also provided the Board with a copy of letter dated September 24, 2014 to J&F Marinella Dev regarding next steps and proceedings for formal lot release, etc. Mr. Bechtholdt noted that it was his understanding that JH Engineering had received copies of the sieve analysis and tonnage slips for the recent roadway paving completed.

Hillside Garden Estates –Status/Update

Mr. Bechtholdt informed the Board that top course paving was completed last week; Mr. Bechtholdt noted he spoke briefly with Jeff Howland (JH Engineering Group, LLC) about some items of concerns that he needed to confirm with the developer and paving contractor; the Board awaits input for JH Engineering.

Green Meadow Court –Status/Update

Tabled –no discussion.

The Camelot -Status/Update

Mr. Bechtholdt once again advised the Planning Board that he has not heard from the J&F Marinella Dev (developer) regarding the overall status of remaining subdivision improvements.

Mail –Review

In addition to the mail listed (see attached) the Planning Board noted receipt of the following communications: Planning Board agenda for the October 14, 2014 meeting; Draft Agenda for the October 21, 2014 meeting; Scope of Work for Farnum Circle dated September 23, 2014; Memo dated July 31, 2014 to the Planning Board from Town Planner regarding Farnum Circle Scope of Work – Completing Remaining Punchlist Items; Warrant for Fall Annual Town Meeting on October 28, 2014; Letter dated September 24, 2014 to J & F Marinella from Town Planner concerning Hemlock Estates; Letter dated September 25, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Performance Bond; Letter dated September 25, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Phase II and III – Lot Release; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction Change – Elimination of Grass Strip; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction Change – Sidewalk to Sutton Street; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction Change Water Line Loop; Construction Schedule received September 23, 2014 from Andrews Engineering for Hemlock Estates Water Main Connection; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction change – Smith & Gendron Streets Improvements; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction Change – Elimination of Emergency Access Road; Letter dated September 24, 2014 to Town Clerk from Town Planner concerning Hemlock Estates Construction Change – Monetary Contribution (Donation); Letter dated September 12, 2014 to Planning Board from Andrews Engineering concerning Construction Changes and Lot Release for Hemlock Estates; Water Main Connection and Profile from Hemlock Estates Plan dated September 12, 2104; Email dated September 26, 2014 to Hillside Garden Estates, LLC from Town Planner regarding Hillside Garden Estates paving of Deane Way; Email dated September 18, 2014 to Town Planner from Presidential Farms developer regarding update to schedule for Phases 3 and 4 roads; Email dated September 24, 2014 to DPW Highway from Town Planner regarding streetlight installations in subdivisions; Letter dated September 25, 2014 to Zoning Board of Appeals Chairman from Town Planner regarding Pine Knoll Senior Living Development (Hemlock and Spruce Streets) Variance Request; Letter dated September 16, 2014 to Community Planning & Development from First American Title Insurance Company regarding the status of acceptance of Tracey Drive as a public road; and the Planning Board Schedule of 2014 meeting dates.

Other

The Town Planner distributed copies of the site plan review application for 369 Douglas Road; Mr. Bechtholdt informed the Board that it was his understanding that Mr. Massey would not be available for the October 14, 2014 meeting; Mr. Key indicated that he too will likely not be able to attend the meeting of October 21, 2014, Mr. Bechtholdt advised the Board that they have 2 application scheduled for October 21, 2014 Planning Board meeting which requires a quorum of the Board to be present, the Board will address concerns of lack of quorum if needed at the meeting of October 21, 2014; Mr. Bechtholdt advised the Board that he and the Chairman met with the DPW Director and the Highway Superintendent about coordinating

the installation of new streetlights within subdivision between the town (DPW) and National Grid; Mr. Bechtholdt provide the Board with copy of letter to the Zoning Board regarding application to waive affordable unit requirements specific to Pine Knoll, Mr. Bechtholdt suggested if the Zoning Board does grant such variance the Owner/Applicant would then need to petition the Planning Board to modify its Special Permit for Senior Living Development, Mr. Murray indicated if that happens he would recuse himself and not participate in the discussions as he lives within Pine Knoll; Mr. Bechtholdt informed the Board of receipt of letter from Title Company regarding status of Tracey Drive, accepted at Town Meeting (1978) however may not have been formally recorded, Mr. Bechtholdt and Board members expressed concerns regarding the status of roadway, Mr. Bechtholdt had been communicating with the Town Clerk to help determine status; Mr. Bechtholdt, in an effort to close the loop specific to Lot #10 Deane Way asked the Building Inspector/Zoning Enforcement Officer to provide a determination specific to Section 173-18.2 [Erosion control] and explained to the Board that the Building Inspector determined that the lot development (Lot #10) did not trigger or require a special permit filing pursuant to this local zoning provisions as suggested by Laura Hanny (96 Thurston Avenue) discussed during the Planning Board meeting of September 16, 2014; Mr. Bechtholdt also explained to the Planning Board that the Building Inspector may look to revise his application process to require the developer/builder to provide confirmation as to whether or not this provision [Erosion control] is triggered before the issuance of a building permit for new lot developments (noting some lots within Phase III –Hemlock may or may not require an additional special permit filing); *the Planning Board upon motion duly made (Key) and seconded (Ferrara) voted (4-0) to reschedule its meeting of November 25, 2014 to Tuesday, November 18, 2014.*

ADJOURNMENT

Having no additional business the Planning Board adjourned its meeting of Tuesday, October 14, 2014 at or about 7:45 PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II
Town Planner

Cc: Town Clerk