



NORTHBRIDGE PLANNING BOARD

MINUTES

Tuesday, December 16, 2014

Recognizing the presence of a quorum Chairman George Murray called the meeting to order at 7:00PM with Brian Massey, Barbara Gaudette, and Pamela Ferrara in attendance. R. Gary Bechtholdt II, Town Planner was also present; with Cindy Key, Associate member and Mark Key absent.

The following members of the public were in attendance: Stephen O'Connell, Andrews Survey & Engineering, Inc.

I. CITIZENS FORUM

None

II. FORM A

2094 Quaker Street –Town Planner informed the Planning Board receipt of request to table application; Mr. Bechtholdt informed the Board that the Form A application was not filed with the Town Clerk and as such the 21-day decision period has not commenced. Mr. Bechtholdt explained that it was his understanding that the Owner/Applicant has filed a Special Permit/Variance with the Zoning Board and perhaps awaiting a determination from the ZBA before proceeding with an ANR plan. Mr. Bechtholdt will look to discuss the status of the application with the Applicant/Engineer.

Upon motion duly made (Gaudette) and seconded (Massey) the Planning Board voted (4-0) to table its review at the request of the Applicant/Engineer.

500 Benson Road – Town Planner informed the Planning Board receipt of request to table application. Mr. Bechtholdt explained to the Board that the ANR plan prepared showed a deficiency in one of the proposed new lots and as such the Applicant/Engineer is considering options to revise plan and/or solicit relief from the Zoning Board. Mr. Bechtholdt informed the Board that the Form A application was not filed with the Town Clerk and as such the 21-day decision period has not commenced. Mr. Bechtholdt will look to discuss the status of the application with the Applicant/Engineer.

Upon motion duly made (Gaudette) and seconded (Ferrara) the Planning Board voted (4-0) to table its review at the request of the Applicant/Engineer.

III. HEMLOCK ESTATES –CONT. PUBLIC HEARING

Subdivision Modification –Smith & Gendron Street Improvements

Mr. Bechtholdt informed the Planning Board receipt of letter requesting continuance from the Applicant/Engineer.

Upon motion duly made (Ferrara) and seconded (Gaudette) voted (4-0) to continue without discussion the public hearing at the request of the Applicant/Engineer to Tuesday, January 13, 2015 (7:05PM –Town Hall).

Reference is made to letter dated December 16, 2014 from Applicant/Engineer concerning request to continue.

IV. HEMLOCK ESTATES -REVIEW/DECISION

Construction Change –Sidewalk to Sutton Street

Stephen O'Connell (Andrews Survey & Engineering, Inc.) on behalf of the Applicant, J&F Marinella Development reviewed with the Planning Board request to modify offsite sidewalk improvements required of the subdivision. Mr. O'Connell explained that he reviewed the Sutton Street Reconstruction Plans with the Director of Public Works and confirmed for the Board that sidewalk is planned to extend along the southerly side of Sutton Street opposite Gendron Street intersection. Mr. O'Connell suggested and requested on behalf of the Applicant that the sidewalk on Gendron Street terminate at its current location (short of the intersection).

Mr. O'Connell confirmed for Mr. Murray that the utility pole located in proximity to the sidewalk will be relocated as part of the Sutton Street roadway improvements. Board members agreed that the current location of the sidewalk (short of Sutton Street approx. 10-12 feet) provided a better location for its terminus rather than empty directly onto Sutton Street. Mr. O'Connell confirmed for Mr. Massey that the DPW Director was agreeable to this design.

Upon motion duly made (Ferrara) and seconded (Massey) the Planning Board voted (4-0) to consider and allow construction change to terminate the sidewalk along Gendron Street at its current location and not to extend the sidewalk to Sutton Street. Reference is made to Planning Board letter dated September 24, 2014 and Andrews Survey & Engineering, Inc. letter dated September 12, 2014 regarding change.

OLD / NEW BUSINESS

Approval of Meeting Minutes –Tuesday, October 21, 2014 & November 18, 2014

Upon motion duly made and seconded the Board voted (3-0-1 [Massey abstained]) as amended. The Planning Board tabled action regarding November 18, 2014.

2015 MDI Grant Application –Whitin Machine Works (Economics of Downtown)

Mr. Bechtholdt provided the Board with a copy of grant application submitted to EOHEd –Executive Office of Housing & Economic Development; noting if the town received grant would look to the Planning Board to assist on this initiative. Chairman Murray praised the Town Planner for submitting a good application.

CMRPC District Local Technical Assistance Program (2015) –Call for Applications

Mr. Bechtholdt informed the Planning Board that CMRPC is once again soliciting communities for Technical Assistance for 2015; Mr. Bechtholdt noted the town participated the last round where CMRPC prepared the 2040 Providence Road Reuse Study.

Pine Knoll, Senior Living Development –Special Permit (pending application)

Pending application –no discussion.

Camelot –Construction Change (sub-drains) & Phasing Plan (Performance Bond)

Stephen O'Connell (Andrews Survey & Engineering, Inc.) on behalf of the Applicant, J&F Marinella Development reviewed with the Planning Board request for construction change to eliminate sub-drains along portion of Joseph Circle as described in letter dated December 05, 2014 from Andrews Survey &

Engineering, Inc. Mr. Bechtholdt informed the Planning Board that the Board's consulting Engineer, JH Engineering Group, LLC has reviewed and has consented to same.

Upon motion duly made (Ferrara) and seconded (Massey) the Planning Board voted (4-0) to consider and grant construction change to eliminate sub-drains along Joseph Circle.

Mr. O'Connell then reviewed with the Planning Board a revised project phasing of the subdivision development. Mr. Murray confirmed with the Town Planner that the Board's consulting engineering has reviewed and agreeable to same.

Upon motion duly made (Gaudette) and seconded (Ferrara) the Planning Board voted (4-0) to revise the Camelot subdivision phasing plan as follows: Phase 1A: Rebecca Road (Station 0 +00 to Station 16+01); Phase 1B -Rebecca Road (Station 16+01 to Station 19 + 00) & Joseph Circle (Station 0 + 00 to Station 5 + 00); Phase 1C -Joseph Circle (Station 5 + 00 to Station 10 + 00); Phase 1D -Joseph Circle (Station 10 + 00 to End); Phase 2 -Rebecca Road (Station 19 + 00 to Hillcrest Road); Phase 3 -Genevieve Drive (Station 0 + 00 to End); & Phase 4 -Grace Street (Station 0 + 00 to End), as shown and depicted on (revised) "Phasing Plan" prepared by Andrews Survey & Engineering, Inc. dated November 24, 2013 & revised through December 12, 2014.

Mr. O'Connell then reviewed with the Planning Board the necessary performance guaranty for Phase 1A and the revised Phase 1B. Mr. Murray confirmed with the Town Planner construction estimates as recommended by the consulting engineer, JH Engineering Group, LLC.

Upon motion duly made (Ferrara) and seconded (Massey) the Planning Board voted (4-0) to establish a performance guaranty for Phase 1A & 1B (as revised) for the Camelot subdivision in the amount of \$331,861.25 as determined by JH Engineering Group, LLC report dated December 08, 2014 (Phase 1A) and December 15, 2014 (Phase 1B).

Mr. O'Connell then reviewed with the Planning Board request to release Lot 27 & Lot 40 within Phase 1B (Joseph Circle).

Upon motion duly made (Massey) and seconded (Gaudette) the Planning Board voted (4-0) to release lots 27 & 40 as requested.

Mr. Bechtholdt explained that he will retain the signed Form P (Lot Release) for lots 27 & 40 until such time the developer secures the necessary performance guaranty (additional sum of \$20,491.11 required).

Rebecca Road Stone Wall (Indemnification Agreement) –Status/Update

Mr. Bechtholdt noted receipt of email from Town Counsel regarding changes to draft indemnification agreement; Mr. Bechtholdt will provide same to Attorney Wickstrom and Brian Massey, homeowner.

Subdivision Rules & Regulations –Modification of Provisions (draft)

Town Planner noted receipt of the memorandum from the Fire Chief regarding request to remove the provision within the Subdivision Rules & Regulations requiring developers to install Fire Alarm Callbox as the Fire Department no longer utilizes this type of system. Mr. Bechtholdt explained that amendments to the Subdivision Rules & Regulations did not require Town Meeting action however does require a public hearing,

suggesting if the Board decides to call a public hearing to eliminate the fire alarm callboxes they should also consider other possible amendments to provisions of the regulations at the same time. Planning Board reviewed memorandum prepared by the Town Planner dated December 04, 2014 listing proposed modifications. The Board will look to schedule the necessary public hearing in the spring of 2015, after the Spring Annual Town Meeting (May 2015).

2040 Providence Road Reuse Study –Status/Update (CMRPC Report)

Place holder for review of draft study –the Planning Board will look to host a follow-up public workshop.

Carpenter Estates (Transfer of Ownership) –Release of R&I Account

Planning Board acknowledged transfer of ownership; Board voted to release the balance held for the Carpenter Estates review & inspection account as a result of the transfer in ownership of the subdivision development; Mr. Bechtholdt noted that the new owner will need to satisfy depositing funds into a new review & inspection moving forward. Mr. Bechtholdt noted pre-construction meeting scheduled with the new owner for Monday, December 22, 2014.

Subdivision/Site Developments –Status/Update(s)

Tabled -see discussion below.

Unaccepted Subdivision Roadways –Status/Update

The Planning Board received memorandum dated December 05, 2015 from the Town Planner listing unaccepted public ways (subdivision roadways) and roadways within active (approved subdivision developments), along with a copy of the Street Acceptance Checklist.

Green Meadow Court –Status/Update

Tabled –no discussion.

Farnum Circle –Status/Update

Tabled –no discussion.

2015 Planning Board Calendar

Planning Board received copy of the 2015 Planning Board meeting calendar.

Conflict of Interest Training

Planning Board acknowledged receipt of Conflict of Interest training and requirements; Barbara Kinney, Administrative Assistant will confirm with the Town Clerk to verify the status of each Planning Board member.

Mail –Review

In addition to the mail listed (-see attached) the Planning Board noted receipt of the following communications: Planning Board agenda for December 16, 2014; Letter dated December 10, 2014 to Planning Board from Guerriere & Halnon regarding Quaker Street ANR plan request for delay to second meeting in January; Email dated December 9, 2014 to Guerriere & Halnon and cc to Planning Board Chair from Town Planner regarding 2094 Quaker St ANR Checklist; 2094 Quaker Street ANR Checklist; Email dated December 9, 2014 to Town Assessor with cc to Guerriere & Halnon and Planning Board Chair from Town

Planner regarding 2094 Quaker Street ANR Plan and owner of record; Assessor Map 27; Email dated December 9, 2014 to Town Planner from Town Assessor regarding 2094 Quaker Street ANR plan and owner of record; Assessor's field card for 2094 Quaker Street; Email dated December 9, 2014 to Andrews Engineering from Town Planner concerning 500 Benson Road ANR Plan and possible postponement of the ANR review; 500 Benson Road ANR Checklist; Letter dated October 22, 2014 to Town Clerk from Town Planner regarding Hemlock Estates Subdivision Modification of Smith & Gendron Streets Improvements; Letter dated September 24, 2014 to Town Clerk from Town Planner regarding Hemlock Estates Construction Change of the Sidewalk to Sutton Street; Draft Minutes of October 21, 2014; Memo dated December 4, 2014 to Town Manager from Town Planner concerning the 2015 Downtown Technical Assistance grant application for Whitin Machine Works; 2015 Downtown Technical Assistance Application Cover Sheet for Whitin Machine Works; 2015 Downtown Technical Assistance – MA Downtown Initiative Program for Whitin Machine Works; Letter dated December 3, 2014 to Dept. of Housing & Community Development from Town Manager concerning 2015 Downtown Technical Assistance Town of Northbridge - MA Downtown Initiative Program letter of support; Letter dated December 2, 2014 to Dept. of Housing & Community Development from Planning Board Chair concerning the 2015 Downtown Technical Assistance Town of Northbridge MA Downtown Initiative Program letter of support; Letter dated December 2, 2014 to Executive Office of Housing & Economic Development from Blackstone Valley Chamber of Commerce concerning MA Downtown Initiative Program Technical Assistance Grant letter of support; Email dated December 2, 2014 to Town Planner from WRT Management concerning the Technical Assistance Grant support of application; Memo dated December 2, 2014 to CMRPC Delegates and Other Local Municipal Officials from CMRPC regarding District Local Technical Assistance to CMRPC Municipalities; CMRPC District Local Technical Assistance 2015 Application; Letter dated December 5, 2014 to Planning Board from Andrews Engineering concerning Roadway Sub drains of Joseph Circle within the Camelot Subdivision; Memo dated December 8, 2014 to Town Planner from JH Engineering concerning The Camelot sub drains; Hold Harmless and Indemnification Agreement for 192 Rebecca Road; Email dated November 20, 2014 to Town Planner and Town Counsel from DPW Director concerning the Hold Harmless Agreement; Memo dated December 4, 2014 to Planning Board from Town Planner regarding Subdivision Rules & Regulations proposed modifications; 2040 Providence Road Reuse Study; Email dated December 2, 2014 to Planning Administrative Assistant, C & S Realty Trust and Planning Board Chair from Town Planner concerning Carpenter Estates Change of Ownership: Funds Refunded; Subdivision Status / Update Document; Site Plan Development Status / Update Document; Memo dated December 5, 2014 to Planning Board from Town Planner regarding Subdivision Roadways; Street Acceptance Checklist; 2015 Planning Board Meeting Dates; Memo dated December 2, 2014 to Town Planner from Planning Administrative Assistant concerning Conflict of Interest Training; Memo dated December 1, 2014 to Municipal Employees from Town Clerk concerning Conflict of Interest Law Education and Training Requirements under the Ethics Reform Bill; Economic Development Incentive Program Information Session; Telegram Article "Bill advances to put Blackstone Valley sites in National Park System;" Letter dated May 6, 2013 to Town Clerk from Town Planner regarding Presidential Farms Phase IV; The Camelot Phasing Plan; Open Space & Recreation Plan Update Committee Meeting Agenda for December 16, 2014.

Other

Planning Board acknowledged receipt of copy of Planning Board letter dated May 06, 2013 to the Town Clerk regarding the Board's decision to allow the developer of Presidential Farms to commence construction of Phase IV and postpone the required improvements to parcels A & D. Mr. Bechtholdt advised the Board that in talking with the engineer and Building Inspector concerning the easement for 369 Douglas Road an

agreement will be in place between both parties but because it will be a temporary easement they will not record it. Mr. Bechtholdt advised the Board that he is still awaiting input from the DPW Director regarding street light installation. Mr. Bechtholdt shared with the Board article from the Worcester Telegram & Gazette by Susan Spencer (12.04.2104) entitled “Bill Advances to put Blackstone Valley Sites in National Park System.” The Planning Board endorsed the approved Site Development Plan for 369 Douglas Road (WGM Fabricators, LLC); the updated performance bond for Hemlock Estates; the updated bond for the Camelot subdivision; the lot release form for Hillside Garden Estates; the updated performance bond for Shining Rock Golf Community (Fairway Drive); a bond reduction for Presidential Farms; the Covenant for Leonardo Estates, and endorsed the approved Definitive Subdivision Plan for Leonardo Estates.

ADJOURNMENT

Having no additional business the Planning Board adjourned its meeting of Tuesday, December 16, 2014 at or about 8:15 PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II
Town Planner

Cc: Town Clerk