



NORTHBRIDGE PLANNING BOARD

MINUTES

Tuesday, November 18, 2014

The opening of the Planning Board meeting was delayed; recognizing the presence of a quorum Chairman George Murray called the meeting to order at 7:05PM with Mark Key, Brian Massey and Pamela Ferrara in attendance. R. Gary Bechtholdt II, Town Planner was also present. Cindy Key, Associate member and Barbara Gaudette were absent. Mr. Murray explained to the other Planning Board members that he spoke with Ms. Gaudette (called her to see if she planned to attend meeting) and indicated that Ms. Gaudette may or may not be able to attend future Planning Board meetings.

The following members of the public were in attendance: Stephen O'Connell (Andrews Survey & Engineering); Emanuel Pacheco (Geisser Engineering Corporation); Chip Rogers (WGM Fabricators); Bill Mello; Jim Gendron; Brian Clarke (Shining Rock Builders); Michael Roy; John Barges (Hillside Garden Estates, LLC); and Jeff Howland (JH Engineering Group, LLC)

I. CITIZENS FORUM

None

II. FORM A

1327 Providence Road –Stephen O'Connell of Andrews Survey & Engineering, Inc. on behalf of the Owner/Applicant (Michael & Erin Roy) reviewed with the Planning Board ANR plan entitled "Plan of Land 1327 Providence Road" dated October 15, 2014 and revised November 11, 2014; creating Lot 1 (on Providence Road) and Lot 2 (on Roy Street) as shown on the plan. The Planning Board reviewed with Mr. O'Connell ANR proceedings and the ANR Checklist prepared by the Community Planning & Development Office. Mr. Murray questioned potential curb-cut location and expressed concerns with drainage.

The Planning Board upon motion duly made (Massey) and seconded (Ferrara) voted 4-0 to grant ANR endorsement for Providence Road/Roy Street property.

III. HEMLOCK ESTATES –CONT. PUBLIC HEARING

Subdivision Modification –Smith & Gendron Street Improvements

Stephen O'Connell (Andrews Survey & Engineering Inc.), on behalf of the developer (J&F Marinella Dev) informed the Planning Board that they (Applicant/Engineer) have not had the opportunity to thoroughly review options regarding potential surface treatments to Smith Street and Gendron Street, following the October 2014 opening of the public hearing, nor have they had the occasions to review associated deeds abutting the roadways. Mr. Murray expressed his displeasure and wished the Applicant/Engineer would have advised the Planning office in advance of the meeting so abutters attending could have known and planned accordingly.

After discussing potential meeting dates, the Planning Board looked to continue the public hearing to Tuesday, December 16, 2014. James Gendron (abutter) indicated that he would not be able to attend the meeting; Mr. Bechtholdt suggested the Board would likely not be in a position to finalize any decision on December 16, understanding that the Planning Board tries to work with everyone when considering applications, could still receive the requested information on December 16, 2014 and continue its review to

its first meeting in January (2015) to afford additional opportunity for others (abutters, etc.) to review and provide comment.

Chairman Murray, recognizing a lack of quorum for the Planning Board to review/act, postponed the (continued) public hearing for Hemlock Estates -subdivision modification to Tuesday, December 16, 2014 at 7:05PM, noting Mr. Massy and Mr. Key were not in attendance when the Planning Board opened its hearing on Tuesday, October 21, 2104 and therefore cannot participate in the review.

IV. 369 DOUGLAS ROAD –CONT. PUBLIC MEETING

§173-49.1 -Site Plan Review

Emanuel Pacheco (Geisser Engineering Corp) and Chip Rogers (WGM Fabricators, LLC) met with the Planning Board for site plan review of 369 Douglas Road; Mr. Bechtholdt noted receipt of JH Engineering Group (Planning Board consultant) report dated November 07, 2014.

Chairman Murray informed the Applicant/Engineer that as a result of Barbara Gaudette's absence and the fact that Mr. Key and Mr. Massey were both not in attendance on October 21, 2014 when the Planning Board first opened the public meeting they may need to re-open the public meeting for the site plan review.

Mr. Murray opined, with the understanding that the application (site plan review) does not require a formal public hearing and is for a by-right use suggested the Applicant/Engineer re-present the scope of work proposed and re-review the site development plan for consideration. Mr. Murray noted the abutter(s) who attended the first meeting had only clarification type questions and did not have specific concerns relative to the proposed. Planning Board re-opened its public meeting specific to 369 Douglas Road.

Mr. Pacheco and Mr. Rogers, in reference to site plan entitled "proposed addition WGM Fabricators, LLC 369 Douglas Road" dated October 09, 2014 reviewed with the Planning Board the existing site conditions, planned building expansion (±8,800 square-foot addition), additional roadway curb cut (second driveway), site circulation, parking, existing and proposed lighting, etc. Chip Rogers then provided a general overview of day-to-day operations.

Mr. Bechtholdt noted receipt of correspondence received by the Planning Office, including JH Engineering Group report dated November 07, 2014 and Geisser Engineering Corp. response letters. Jeff Howland (JH Engineering Group, LLC), the Planning Board's consulting engineering reviewed his report dated November 07, 2014, a copy of which was provided to the Applicant/Engineer and Board prior to. Mr. Howland indicated that he met with Mr. Pacheco, noting it appears all comments will be able to be addressed via additional comment or revisions to the site plan.

Mr. Murray inquired about a drainage easement (agreement) with the abutting property; condition of approval shall be added indicating prior to endorsement easement agreement shall be satisfied. The Board reviewed with the Applicant/Engineer draft conditions of approval prepared by the Community Planning & Development Office. Having no additional comments from the Applicant/Engineer and/or the general public in attendance the Planning Board concluded its review.

Upon motion duly made (Ferrara) and seconded (Key) the Planning Board voted (4-0) to APPROVE WITH CONDITIONS the site plan review for a 369 Douglas Road.

Site plan development approval is specific to planned $\pm 8,800$ square-foot addition, second driveway and other associated site improvements for 369 Douglas Road. 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; 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 approval shall be subject to conditions, if any imposed by the Northbridge Conservation Commission; Planning Board approval shall be subject to, if any recommendations of the Northbridge Safety Committee; Prior to Planning Board endorsement, the Site Development Plan shall be revised to address to the satisfaction of the Planning Board the following: Include reference to Planning Board Certificate of Approval, Include reference to Conservation Commission Order of Conditions, Include Planning Board signature block with date of endorsement, Revisions to address review/report(s) by JH Engineering Group, LLC, and receipt of (recorded copy) Easement Agreement with abutting property owner; A copy of this Certificate of Approval and the endorsed Site Development Plan shall be maintained onsite during construction. The Planning Board and/or its designee(s) shall be permitted to access the subject property for the duration of the project; To enhance and promote favorable sight distances the proposed free-standing sign shall be setback from Douglas Road a minimum of 20-feet (equal to or greater than the front setback permitted within the industrial zone). Additionally, signage (“trucks entering/exiting”) shall be installed at both driveway locations; siting of such signage shall not prohibit or interfere with sight distances along Douglas Road; any illumination, including security lighting shall be arranged so as to reflect away from abutting properties. Exterior lighting shall be directed in a manner to avoid glare onto adjacent properties to limit the amount of light trespass; Erosion control measures to prevent siltation into wetlands, neighboring properties and roadways during construction shall be implemented. The erosion control plan and documentation submitted shall be implemented and followed throughout 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; The scope of work (site development approval) shall be limited to the areas of disturbance shown on the Site Development Plan reviewed by the Planning Board; subsequent encroachment along the rear of the property shall require the Owner/Applicant to notify the Building Inspector/Zoning Enforcement Officer to determine whether or not expansion requires further review/approval of the Planning Board (& Conservation Commission); Landscaping/screening shall be maintained pursuant to Section 173-27 F of the Town of Northbridge Zoning Bylaw. Site development shall retain appropriate screening (landscaping/fencing) to offer a visual buffer of the subject property and abutting residential properties; The site contactor shall work with the Whitinsville Water Company and the Department of Public WORKS to ensure that the water & sewer services are installed and inspected properly; reference made to Whitinsville Water Company letter dated October 08, 2014 (attached hereto); Prior to the issuance of Building Permit, the Applicant/Engineer shall submit the following to the Planning Board: five (5) full-size prints of the endorsed Site Development Plan, two (2) reduced prints and one (1) electronic copy;

Prior to the issuance of occupancy, all conditions of approval noted herein and improvements described and shown on the Site Development Plan shall be satisfied. The Applicant/Engineer shall provide the Inspector of Buildings and the Planning Board with written certification 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; 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-Law. 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. A Review & Inspection account specific to the site development shall be 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.

Based on its finding the Planning Board determined that the Development Impact Assessment was not required for the scope of work presented to the Planning Board for this site plan review. As provided for in Section 173-49.1 E (3) of the Northbridge Zoning By-Law the Planning Board may waive any requirements if it believes that the requirement is not necessary based upon the size and scope of the project.

Mr. Bechtholdt explained to the Applicant/Engineer next steps, noting before he can sign-off on the building permit application the site development plan prepared for Planning Board endorsement must be received. The Planning Board thanked the Applicant/Engineer and wished them well.

V. HILLSIDE GARDEN ESTATES -REVIEW/DECISION

Construction Schedule, Performance Bond & Lot Release

John Barges, developer of Hillside Garden Estates met with the Planning Board to review status of subdivision development and construction estimate prepared by JH Engineering Group (Planning Board consultant) for the purpose of bond reduction. Mr. Howland explained to the Planning Board that he conducted a site visit (subdivision inspection) in preparation for updating the cost estimates for remaining work; Mr. Howland indicated that the top coat paving was recently completed and the sidewalk had been repaired; Mr. Bechtholdt noted the streetlights still need to be installed (awaiting coordination from the Department of Public Works). Mr. Barges also noted he needs to have the cross-trench addressed as a result of the gas company (done without the consent of Mr. Barges).

Planning Board reviewed earlier report prepared by JH Engineering Group, observation report dated October 28, 2014, Mr. Barges indicated the driveway aprons and sidewalk locations (gaps) have been addressed and also informed the Board that he cleaned the sub-basin located at the front of Lot #10. Mr. Murray inquired about cleaning and maintaining the large detention basin area (remove excess vegetation and expose the drainage manhole and cleanout buried by the abutter); Mr. Barges will address prior to road acceptance consideration. Mr. Howland noted pond maintenance (detention basin) is typically included as part of the bond estimate and will be carried through until street acceptance.

Mr. Howland indicated there are only a few items included in the updated bond estimate (in addition to surveying, monumentation and roadway as-built/layout plan); he will include a value of \$2500 for top course maintenance for the trench; \$3000 for street lights and another \$2500 for detention pond maintenance.

Mr. Bechtholdt asked Mr. Howland to provide comment specific to the top course pavement and the elevation of the granite curbing which varies considerably. Mr. Howland explained to the Board that the variety in elevation (curbing) does not appear to be structural, noting the granite curbing has not settled. The difference in reveal is likely a result of pavement thickness (top course), Mr. Howland indicated he reviewed this potential concern with the Town Planner previously. Mr. Howland noted he is in receipt of the weigh slips and does not have a concern with the top course, noting it looks better now than it did when first rolled.

Planning Board reviewed current bond value of \$61,000.00, from JH Engineering report dated January 2014, prior to street trees, etc. Mr. Bechtholdt explained that Mr. Barges installed different planting in the island cul-de-sac after talking with homeowners to see what they would like to see and would be willing to help maintain, understanding that it would be unlikely that DPW would maintain the landscaping. Mr. Murray and other Planning Board members were agreeable to this change and appreciated that Mr. Barges took the time to talk with and coordinate with the homeowners.

Mr. Massey expressed concern with the curbing; Mr. Bechtholdt noted the Planning Board typically establishes the bond amounts subject to DPW. Mr. Bechtholdt explained that the Director of Public Works will have an opportunity to review Mr. Howland's punchlist of remaining work (construction estimates) and may identify this as a concern as well.

Mr. Bechtholdt suggested the performance bond currently held by the Planning Board is worthy of a reduction and recommends reducing the bond subject to DPW review of same to an amount to be established by JH Engineering Group, LLC.

Upon motion duly made (Ferrara) and seconded (Key) the Planning Board voted (4-0) to REDUCE the amount of the performance bond held for Hillside Garden Estates (Deane Way) from \$61,000.00 to an amount to be calculated by JH Engineering Group, LLC (Planning Board Consulting Engineer), SUBJECT TO review and consent of same by the Department of Public Works. In taking such action the Planning Board also extended the date of completion through to November 30, 2015.

Mr. Barges noted that he would look to revise the existing Lenders Agreement (Form K) and also indicated that he provided the contact information to DPW regarding sand and snow plowing for Deane Way. The Planning Board thanked Mr. Barges for attending.

VI. SHINING ROCK GOLF COMMUNITY -REVIEW/DECISION

Construction Schedule, Performance Bond & Lot Release

Planning Board reviewed correspondence received by Shining Rock Builders (October 23, 2014); request for bond reduction (Fairway Drive). Mr. Howland of JH Engineering Group, LLC (Planning Board consulting engineer) reviewed with the Board his construction estimate report dated November 12, 2014 and observation report dated October 28, 2014 for Fairway Drive and separate report dated same for Shining Rock Drive (remaining portion). Mr. Howland explained to the Board that he conducted a site visit (subdivision inspection) on November 11, 2014; recommending the Board reduce the bond from \$68,988.50 to \$32,044.75, noting the main items to be addressed are the top course paving and remaining sidewalk

installation. Mr. Key asked about the gate to be located prior to the cart path, temporary gate to be installed to prohibit vehicles from accessing the golf cart path.

Mr. Bechtholdt indicated that a bond reduction was in order and had provided the Department of Public Works (DPW Director and Highway Superintendent) with a copy of JH Engineering's report (construction punchlist) in advance of the meeting for review and comment; same forwarded to the Whitinsville Water Company.

Upon motion duly made (Ferrara) and seconded (Massey) the Planning Board voted (4-0) to REDUCE the amount of the performance bond held for Shining Rock Golf Community (Fairway Drive) from \$68,988.50 to \$32,044.75 as calculated by JH Engineering Group, LLC (Planning Board Consulting Engineer). In taking such action the Planning Board extended the date of completion through to December 31, 2015.

Mr. Bechtholdt noted the remaining portion of Shining Rock Drive is a separate surety bond held by deposit of money; Mr. Bechtholdt will provide the developer with the updated Form K for Fairway Drive for signature and recording at the Registry of Deeds (Worcester).

VII. CAMELOT -REVIEW/DECISION

Construction Schedule, Performance Bond & Lot Release

Mr. Bechtholdt asked Stephen O'Connell (Andrews Survey & Engineering, Inc.) if he could start off by providing the Planning Board with an update on when the modified (revised) Phasing Plan would be received, something he noted has been an outstanding issue for the past year. Mr. O'Connell, reviewed with the Board the revised phasing, noting roadway, station numbers, etc. which had previously been approved by the Planning Board.

Mr. Bechtholdt explained that the Planning Board approved three (3) sub-phases for Phase I: Phase 1A, 1B & 1C, where Phase 1C would be the remainder of Joseph Circle; Phase 2 will be the remainder of Rebecca Road through to Hillcrest Road within the Hills at Whitinsville (abutting subdivision); Phase 3 & Phase 4 remain unchanged. Mr. Murray asked when the Board can expect to have the phasing plan as approved (revised); Mr. O'Connell indicated they will be provided prints and electronic-version to the Planning office.

Mr. Bechtholdt stated to Mr. O'Connell and asked that he inform J&F Marinella Development of the same that he will not support or recommend any further revisions to the Phasing Plan, noting the remainder of Rebecca Road is to be completed as part of Phase 2 and no other roadways or portions thereof should be requested to be included as part of any subsequent re-phasing for this project.

Mr. Bechtholdt then asked Mr. O'Connell to review with the Planning Board the paving operations undertaken (binder) within Phase 1B; Mr. O'Connell explained to the Board that Jim Shuris (DPW Director) met onsite with J&F Marinella Development and allowed for paving, noting Mr. Shuris observed the site conditions and weather during the paving installation throughout the day.

Mr. Howland indicated that he is prepared to provide the Planning Board with his construction estimates once he confirms (onsite and with J&F Marinella Development) where exactly the recent paving was completed to (station number). Mr. Howland explained to the Board that he has the numbers and

calculations, however needs to confirm the linear feet (station numbers) before issuing a report. Mr. Bechtholdt asked Mr. Howland if he could provide a ballpark figure at this point; Mr. Howland estimated the amount to be approximately \$481,000 (total).

Mr. Bechtholdt explained that the Planning Board is currently holding a performance bond in the amount of \$310,000; in order for subsequent lots to be released from the Covenant an additional sum of approximately \$170,000 will need to be satisfied by J&F Marinella for bonding; Mr. Howland indicated that he has shared this approximate number with J&F Marinella Development.

Upon motion duly made (Massey) and seconded (Ferrara) the Planning Board voted (4-0) to ESTABLISH a performance guaranty for Phase 1A & Phase 1B -Camelot (as revised) from ±\$310,000.00 (Performance Secured by Deposit of Money –Form G) to an amount to be determined by JH Engineering Group, LLC (Planning Board Consulting Engineer), SUBJECT TO review and consent of same by the Department of Public Works. In taking such action the Planning Board extended the date of completion to November 30, 2015.

Upon separate motion duly made (Massey) and seconded (Ferrara) the Planning Board voted (4-0) to GRANT LOT RELEASE for Lot(s) 27, 28, 29, 30, 31, 37, 38, 39, & 40 as shown on approved definitive subdivision plan recorded in the Worcester Registry of Deeds BK 886/PL 81 (Camelot), SUBJECT TO securing the obligated performance guaranty for Phase 1A and Phase 1B (/as noted above).

Mr. Murray explained to Mr. O’Connell that the lot release (Form P) will not be provided to J&F Marinella Development for recording until such time that the performance bond is adequately secured with the town and the Planning office is in receipt of the required administrative fees.

Mr. Bechtholdt asked the Planning Board if they would like a communication for the file from the Director of Public Works regarding his authorization to allow J&F Marinella Development to pave after the date of November 15th Mr. Murray and other Board members [-reference made to Town of Northbridge Subdivision Rules & Regulations Section 222-25 A (9) Roadways].

OLD / NEW BUSINESS

Approval of Minutes –October 14, 2014 & October 21, 2014

Upon motion duly made (Ferrara) and seconded (Key) the Planning Board voted 3-0 to APPROVE the meeting minutes of October 12, 2014 as amended. The Planning Board TABLED its action concerning Planning Board meeting minutes for October 21, 2014 due to lack of a voting quorum.

Tuesday, December 23, 2014 Planning Board Meeting –Vote to Cancel

Upon motion duly made (Massey) and seconded (Ferrara) the Planning Board voted 4-0 to CANCEL its meeting of Tuesday, December 23, 2014.

(2015 Technical Assistance Grant) Mass Downtown Initiative–Whitin Machine Works

Mr. Bechtholdt reviewed with the Planning Board application to be submitted to the Department of Housing & Community Development (DHCD) as part of its Mass Downtown Initiative Program; Mr. Bechtholdt indicated similar to last year would look to prepare an Economic Development Strategy specific to the Whitin Machine Works (and other similarly zoned properties) to perform a land use and zoning code assessment.

The Planning Board agreed to offer its support in applying for same this year and authorized Mr. Murray (Chairman) to provide a letter of support on the Board's behalf.

3rd Quarter Reporting Community Planning & Development –Review

Planning Board noted receipt of third quarter report from the Planning office –no discussion.

(DHCD) An Overview of the Subdivision Control Law –Review

Mr. Bechtholdt provided Planning Board members with a copy of guidance document entitled "An Overview of the Subdivision Control Law" prepared by the Department of Housing & Community Development. Information purposes only –no discussion.

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

Mr. Massey explained that he has provided a copy of the Hold Harmless & Indemnification Agreement to the Director of Public Works, noting Mr. Shuris did not have any concerns with the language prepared by his Attorney, Thomas Wickstrom. A copy of the same will be forwarded to Town Counsel for review and approval, after which the document is to be recorded.

Leonardo Estates Definitive Plan/Covenant –Endorsement

Mr. Bechtholdt explained to the Board that the definitive plans readied for Planning Board endorsement have been provided to JH Engineering Group, once reviewed by Mr. Howland and the Covenant is signed (and recorded) the Planning Board will be asked to sign the Mylars (for recording at the Registry of Deeds). Stephen O'Connell, Andrews Survey & Engineering provided Mr. Bechtholdt with the plan set and will await Mr. Howland's review and execution of the Covenant before inviting the Planning Board members in to sign the plan set. *Upon motion duly made (Ferrara) and seconded (Massey) the Planning Board voted (4-0) to ENDORSE the definitive subdivision plan for Leonardo Estates subject to recording of the Covenant and review of the plan by the Board's consulting engineer (JH Engineering Group, LLC).*

Presidential Farms (Phase III) –Bond Reduction

Planning Board reviewed with Jeff Howland (JH Engineering Group, LLC) his recent observations and reports for Presidential Farms; Mr. Bechtholdt indicated based upon recent activity and completion of certain improvements a bond reduction is in order at this time as well as an extension. After additional discussion regarding the drainage ponds, etc. Mr. Howland concurred with the Town Planner agreeing that a bond reduction at this time is warranted. *Upon motion duly made (Massey) and seconded (Key) the Planning Board voted (4-0) to reduce the amount of the performance bond held for Presidential Farms (Phase III & Phase IV) from \$343,177.25 to an amount to be calculated by JH Engineering Group, LLC (Planning Board Consulting Engineer), SUBJECT TO review and consent of same by the Department of Public Works. In taking such action the Planning Board extended the date of completion to December 31, 2016.*

Green Meadow Court –Status/Update

Tabled –no discussion.

Farnum Circle –Status/Update

Tabled –no discussion; Town Planner mentioned he would review with the Board's consulting engineering (JH Engineering Group) the remaining punchlist items to put together a scope of work and solicit bids from contractors in the spring.

2015 Planning Board Calendar

Upon motion duly made and seconded the Planning Board voted (4-0) to establish the meeting schedule for the 2015 calendar year as follows:

2015		
Tuesday, January 13, 2015	Tuesday, May 12, 2015	Tuesday, September 08, 2015
Tuesday, January 27, 2015	Tuesday, May 26, 2015	Tuesday, September 22, 2015
Tuesday, February 10, 2015	Tuesday, June 09, 2015	Tuesday, October 13, 2015
Tuesday, February 24, 2015	Tuesday, June 23, 2015	Tuesday, October 20, 2015
Tuesday, March 10, 2015	Tuesday, July 14, 2015	Tuesday, November 10, 2015
Tuesday, March 24, 2015	Tuesday, July 28, 2015	Tuesday, November 24, 2015
Tuesday, April 14, 2015	Tuesday, August 11, 2015	Tuesday, December 08, 2015
Tuesday, April 28, 2015	Tuesday, August 25, 2015	Tuesday, December 22, 2015

Unless otherwise noted, the Planning Board shall meet the second and fourth Tuesday of each month beginning at 7:00PM in the Board of Selectmen Chambers of the Northbridge Memorial Town Hall (7 Main Street, Whitinsville, MA).

Mail –Review

In addition to the mail listed (-see attached) the Planning Board noted receipt of the following communications: Agenda for November 18, 2014 meeting; Form A Application for Michael & Erin Roy at 1327 Providence Road; Plan of Land to be divided on Providence Road / Roy Street; Planning Board Checklist for 1327 Providence Road; Letter dated October 22, 2014 to Town Clerk from Town Planner regarding Hemlock Estates Subdivision Modification – Smith & Gendron Street Improvements; J & F Marinella Construction Schedule for Hemlock Estates; Overall Layout Plan for Hemlock Estates; Letter dated October 28, 2014 to Town Planner from JH Engineering concerning Hemlock Estates Construction Observation Report; Letter dated November 7, 2014 to Town Planner from JH Engineering regarding 369 Douglas Road Site Plan Peer Review; Letter dated October 15, 2014 to Town Planner from JH Engineering regarding 369 Douglas Road Site Plan Peer Review; Geisser Engineering Plans of 369 Douglas Road; Draft Certificate of Approval for 369 Douglas Road; Email dated October 30, 2014 to Town Planner from DPW Sewer Superintendent regarding 369 Douglas Road Site Plan Review; Email dated October 30, 2014 to Town Planner from DPW Highway Superintendent concerning 369 Douglas Road Site Plan Review; Letter dated October 21, 2014 to Town Planner from Hillside Garden Estates, LLC concerning Hillside Garden Estates Road Bond Reduction; Letter dated October 28, 2014 to Town Planner from JH Engineering concerning Hillside Garden Estates Construction Observation Report; Performance Secured By Lenders Agreement dated August 18, 2014 for Hillside Garden Estates; Shining Rock Builders Bond Reduction Request received on Oct 23, 2014 for Fairway Drive; JH Engineering Site Development Construction Budget for Shining Rock Fairway Drive dated November 24, 2013; Letter dated October 28, 2014 to Town Planner from JH Engineering regarding Shining Rock Fairway Drive Construction Observation Report; Letter dated October 28, 2014 to Town Planner from JH Engineering regarding Shining Rock Golf Community Shining Rock Drive Construction Observation Report; Letter dated December 16, 2013 to Town Clerk from Town Planner regarding Shining Rock Fairway Drive Performance Guaranty and Lot Release; Performance Secured by Lenders Agreement dated December

27, 2013 for Shining Rock Golf Community Definitive Subdivision & Site Development Plan; Email dated October 27, 2014 to Andrews Engineering and J & F Marinella with a cc to JH Engineering, Planning Board Chair and Planning Administrative Assistant concerning the Camelot request for a bond estimate from JH Engineering and the Planning Board's need for an up-to-date construction schedule, revised Phasing Plan and a letter describing specifically what you may be seeking of the Planning Board; Email dated October 22, 2014 to Town Planner from JH Engineering concerning The Camelot and J& F Marinella request for a bond estimate for Phase 2A by extending Joseph Circle to include Lot 31; Letter dated October 29, 2014 to Town Planner from JH Engineering regarding the Camelot construction observation report; Form G Performance Secured by Deposit of Money dated July 17, 2012 for the Camelot; Draft Planning Board minutes of October 14, 2014; Draft Planning Board minutes of October 21, 2014; Memo dated October 29, 2014 to Town Manager from Town Planner concerning Mass Downtown Initiative 2015 Technical Assistance Grant – Economics of Downtown; 2015 Downtown Technical Assistance Application Cover Sheet; Department of Housing & Community Development Mass Downtown Initiative FY2015 Technical Assistance Program; Memo dated October 14, 2014 to Town Manager from Town Planner regarding Quarterly Report (July – September 2014); Department of Housing & Community Development Procedural Requirements of the Subdivision Control Law; Memo dated October 30, 2014 to Planning Board from Town Planner regarding Carpenter Estates Pending Request of Shifting Roadway; Letter dated June 11, 2014 to Town Clerk from Town Planner concerning Rebecca Road Stone Wall Subdivision Right-of-way; Plan Endorsement, Provision of Performance Guaranty and Recording of the Plan pages of the Subdivision Rules and Regulations with regards to Leonardo Estates; Draft Form F Covenant for Leonardo Estates; Email dated November 6, 2014 to Town Planner from Presidential Farms, Inc. regarding Presidential Farms Form K Lenders Agreement; Email dated November 3, 2014 to Town Planner from Presidential Farms, Inc. regarding Presidential Farms Form K Lenders Agreement; Form K Performance Secured by Lenders Agreement page 1 dated August 12, 2014 for Presidential Farms for Phases III and IV; Form G Performance Secured by Deposit of Money dated October 1, 2007 for Presidential Farms for Phase II; Draft 2015 Planning Board meeting schedule; Document from National Grid regarding Street Lighting in New Subdivisions; Email dated November 5, 2014 to Presidential Farms, Inc. with a cc to DPW Director, DPW Highway Superintendent; Planning Board Chair regarding Phase IV Presidential Farms National Grid Street Lighting; FCC's wireless 'collocation' rules preempt local authority article; 2014 Revised Planning Board meeting dates; Open Space & Recreation Plan Update Committee Meeting Agenda.

Other

Jeff Howland (JH Engineering Group, LLC) explained to the Planning Board that he conducted a site inspection (observation report) for Shining Rock Drive (remaining portion of) noting the drainage pond looks good, however a section of the sidewalk was damaged during home construction and will need to be repaired prior to street acceptance considerations. The Town Planner indicated to the Planning Board that it was his understanding that the developer (J&F Marinella Development) of the Hemlock Estates subdivision is looking to sell the balance of the remaining lots (w/in Phase 3) and as such is looking to the Board to revise the surety form; upon motion duly made and seconded the Planning Board voted (4-0) to revise the *performance guaranty from a Performance Secured by Lenders Agreement [Form K] to a Performance Secured by Deposit of Money [Form G] for the remaining work and improvements required of the Hemlock Estates subdivision: Phase I, II & III (Hemlock Street & Fir Hill Lane) and including Hemlock Street [Station 0+00 to 14+75]. Said amount shall remain \$255,213.75 as determined by JH Engineering Group, LLC the Planning Board's consulting engineer.* In taking such action the Planning Board also voted (4-0) to release the surety currently held (Performance Secured by Lenders Agreement), however will withhold formal

release until such time the obligated funds are deposited with the Treasurer of Northbridge. Board noted receipt of letter from National Grid dated November 07, 2014 regarding streetlights in new subdivisions; Mr. Bechtholdt and Chairman Murray explained that they met with the DPW Director and Highway Superintendent to review process and procedures for approval and installation of streetlights, noting the developers are to coordinate directly with DPW who shall contact National Grid accordingly. Mr. Murray explained that he wanted to meet with the DPW Director so there would be no misunderstanding in the future as to why installations of lights were delayed, citing an instance where the developer of Hillside Garden Estates is still waiting for DPW to coordinate things with National Grid (frustrating). Mr. Murray asked the Town Planner when the Board would consider amending the Subdivision Rules & Regulations to eliminate the fire alarm call-box requirement as a result of the Fire Department no longer using this type of system; Mr. Bechtholdt informed the Board that rather than holding a public hearing for one specific amendment the Board should discuss and consider other potential amendments to the Subdivision Rules & Regulations, noting amendments to the subdivision regulations do not require Town Meeting action but does require a public hearing; the Planning Board will review and consider other potential amendments at its next meeting, after which arrangement shall be made for a public hearing for February/March 2015. The Town Planner informed the Board that he provided CMRPC (regional planning agency) with a spreadsheet detailing recent subdivision developments (location, number of units, etc.) as well as non-residential projects (location, type, square-footage, etc.) a copy of same was offered to the Planning Board members.

ADJOURNMENT

Having no additional business the Planning Board adjourned its meeting of Tuesday, November 18, 2014 at or about 9:40 PM.

Respectfully submitted,

Approved by the Planning Board –

R. Gary Bechtholdt II
Town Planner

Cc: Town Clerk