



Office of
THE PLANNING BOARD
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Jeffrey
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Chairman Nicholas E. Thalheimer, Vice Chairman Lance J. McNally, Clerk
Member Perry J. Tomasetti, Member Jerrilyn T. Bozicas, Associate Member

Planning Board Meeting Minutes
Monday, January 12, 2015 7:00 p.m.
Townsend Memorial Hall, Selectmen's Chambers
272 Main Street, Townsend, MA 01469

I. PRELIMINARIES:

1.1 Call the meeting to order – At 7:08 p.m. J. Peduzzi called the meeting to order.

1.2 Roll call - Present were Chairman Jeff Peduzzi, Vice Chairman, Nicholas Thalheimer, Clerk, Lance McNally, Member, Chris Nocella, Member, Perry Tomasetti, Associate Member, Jerrilyn Bozicas, and Planning Board Administrator, Jeanne Hollows.

1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting –

Add: 2.2.1 Signed Certificate Related to a Missed Meeting

2.2.2 Letter to Board from SMMA dated 12/31/14, and Site Security Plan

2.2.3 Copy of Letter to Greg Roy, Ducharme & Dillis RE: Plan Revisions

2.2.4 Revised Plans dated 12/31/14

2.2.5 Greg Roy, Ducharme & Dillis Review Letter of 01/07/15

1.4 Acceptance of Minutes – N. Thalheimer motioned to approve the Minutes of 12/15/14. L. McNally seconded and all voted in favor.

II. APPOINTMENTS:

2.1 7:30 p.m. Open Public Hearing – Rules-Regs Amends & Stormwater Mgmt. Compliance Forms
– At 7:32 p.m., J. Peduzzi opened the public hearing and introduced Board Members. L. McNally read a portion of the Legal Notice into the record and asked the Board to waive the reading of the entire notice due to its length. Board Members agreed. In order to allow the large number of proponents in attendance to participate in the public hearing for a new high school in a timely manner, N. Thalheimer motioned to continue the Rules and Regulations & Stormwater amendments hearing to Jan. 26, 2015 at 7:30 p.m. C. Nocella seconded and all voted in favor.

2.2 7:35 p.m. Re-Convvene Public Hearing, 19 Main St. High School Site Plan Review Special Permit
– At 7:38, J. Peduzzi reconvened the Public Hearing for the North Middlesex Regional School District's application to build a new high school. Board Members were introduced and J. Peduzzi designated Associate Member, Jerrilyn Bozicas as a voting member of the Board to act on a Special Permit, in the event of absence or inability to act on the part of any other member. In attendance were engineers and representatives from Symmes Maini & McKee Associates (SMMA), John Hart, the owner's project manager, several School Committee members, and Greg Roy of Ducharme & Dillis Civil Design Group, Peer Review Consultant Engineer for the town.

2.2.1 Signed Certificate Related to a Missed Meeting – The Board acknowledged receipt of a Missed Meeting Certificate signed and submitted by P. Tomasetti who was absent from the first session of the public hearing.

J. Peduzzi read additional Mandatory Referral comments that were submitted since the last session of the public hearing, which included:

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- On 12/17/14, R. Hanks, Building Commissioner/Zoning Enforcement Officer, submitted revised comments to state in part that there is a section of the building that far exceeds the height limit specified under the Land Space Requirements Table (145:A1) and added that the proposed fly loft area also exceeds the 35' maximum height allowed. In a second comment letter of 01/08/15 R. Hanks, clarified and asserted his previous determination that the proposed building heights and roof lines exceed maximum heights allowed in Zoning Bylaws. He added that the applicants would have to apply for relief from the Zoning Board of Appeals.

- Chief Erving Marshall of the Police Department stated he has had several meetings with the school, engineers, and State DPW to discuss modified curb cuts along Rt. 119, signage and lighting. He also reviewed parking and layout, camera locations, and other public safety related issues which have been incorporated into the plan. He added that fill to be hauled off the site had not been discussed.

- J. Peduzzi stated that when no specific details are provided to the Planning Board from the Police Chief or Fire Chief inside the Public Hearing, the Board has no record of what was discussed, for instance, in the way of alarms, sprinkling systems, etc. S. Lisio stated that she is the Public Safety Representative for the Board of Selectmen and had attended a meeting with the Police Chief Marshal, the Communications Center, Water Superintendent, Fire Chief, and representatives from SMMA. She added that all issues to assure compliance with requirements for public safety were addressed and Chief Marshall approved of the plans. S. Lisio stated that Minutes were taken at the meetings she attended. E. Prestileo stated a copy would be provided to the Planning Board, and there were also notes already submitted related to meetings that have been held with these officials in attendance.

- Paul Rafuse, Water Superintendent, submitted comments regarding the water supply on Main St., which was determined to be fed through a six inch unlined cast iron main, which does not meet current standards for public water distribution. He noted however that two separate flow tests have determined that there is an adequate supply of water pressure and flow to supply the new school for domestic and fire protection use. P. Rafuse added that the school is also supplied from a 12 inch main on Proctor Rd. which ties into the main that loops around the school. A 240 ft. supply line that feeds one hydrant at the main entrance was under consideration for elimination as it creates a dead end; however in consultation with the Fire Chief he explained that the location of that hydrant was logistically an advantage for fire fighters for quick access and flow. It was determined that the design should be modified to keep water flowing in a northeasterly direction connecting to the new 8 inch main looping around the school, which would eliminate the dead end and maintain the loop. His comments were provided to Erin Prestileo of SMMA who met with him and the Fire Chief.

- The Zoning Board of Appeals responded, "We don't like the 10-Year Storm Drainage Calculations – Should be 100 Year Storm.

2.2.2 Letter to Board from SMMA dated 12/31/14, and Site Security Plan – The Board reviewed a letter from SMMA dated 12/31/14, along with an informational brochure from BPE (Burt Process Equipment) containing a description of their pH Neutralization System, colored maps showing proposed traffic circulation around the school during Phase I and Phase II, labeled "Figure 6" & "Figure 7", floor plans labeled "Figure 13" and "Figure 14", and an overall "Site Security Plan" (ES111), a "First Floor Security Plan" (EY101), and a "Second Floor Security Plan" (EY102). The letter with attachments was submitted to provide more detailed information about

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various aspects of the project per the Board's request at the opening of the public hearing on 12/15/14. The letter outlined information related to handling of chemicals in the science labs and for use in grounds keeping, custodial use, and vehicle maintenance and storage. Additional narrative was provided related to proposed traffic patterns, during Phases I & II, and a description of proposed security measures.

E. Prestileo gave a Power Point presentation showing security cameras that will be controlled from inside the school, with monitors also at the Police Station and inside police cruisers. A description of security measures included:

- All front doors will unlock at the same time and will auto lock after the first bell.
- Video intercom will be utilized before unlocking the front door for late arrivals, and provide access into a foyer which again will only open following review by video, monitor & authorization.
- All cameras will have pan, tilt, and zoom capability.

A discussion related to chemical handling included the following:

- No floor drains are proposed for labs.
- All sinks will drain individually into an acid neutralization system which will reduce acidity to acceptable State Standards. Discharges will go to a 200 gallon treatment tank to be discarded as neutralized waste.
- Dedicated storage rooms adjacent to labs will hold chemicals in lockable cabinets.
- The school is transitioning to environmentally safe chemicals which are purchased in dry format to be diluted as needed.
- To maintain grounds, no sand or salt will be stored on site, existing procedure of storage at the Highway Department Garage will continue.
- Narration stated that the school has implemented a green environmentally friendly cleaning and chemical management policy.
- In response to questions regarding storage of dump trucks, pick-up trucks and other equipment, it was noted that if there were any "bid savings" a new maintenance building would be constructed off Proctor; and if not, the existing garage would continue to be used.
- J. Peduzzi stated his biggest concern is the proposed 275 gallon diesel fuel tank. Discussion included:
 - A containment tank will be in place in the event of accidental spill.
 - The Board will include a condition that bollards be placed around the tank to insure adequate protection based on the site location being in the Aquifer Protection Overlay District, and will ask the Fire Chief to require the number of bollards sufficient to protect the tank from accidental impact.
 - It was noted that the Zoning Board of Appeal has jurisdiction over issuing a Special Permit for the fuel tank to be located in the aquifer. K. Chapman, Zoning Board Assistant/Co-Land Use Coordinator who was present at the meeting, stated that an application was currently under review by the Zoning Board. Town resident and School Committee Member, Heide Messing, stated a written Emergency Plan should be in place.
 - The owner's project manager, will monitor the site for compliance to conditions. J. Peduzzi stated the Planning Board would add a condition to their Decision that a list of all task managers and their chain of command, with all contact information be provided to the Land Use Coordinators for each Phase of construction.
 - Based on a request from C. Nocella, the Board stated they will add conditions to require the Site Contractor to maintain the integrity of town roads around the project. A condition will also require the contractor to be responsible to contain all work site debris, erosion and mud and

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implement proper washing stations to prevent tracking onto Rt. 119 or any other surrounding town road.

- G. Roy stated it would be appropriate for the contractor to specify the number and scope of trucks, their proposed routes, identify who they are, and detail the proposed methodology of removal of demo debris. He stated in his comment letter that the Planning Board may want to require the contractor to file a plan with the Police and Fire Department to approve designated hauling routes, schedules for hauling materials, required police details/flag personnel, etc.

E. Prestileo stated that along with a separate entrance for buses, described as a two-way 24 ft. wide access off Proctor Rd., and another for parents/students off Main St., contractors will share a separate designated access, with a construction fence around the work site. Other details included a description of pedestrian access around the building.

J. Peduzzi stated he would like to see warnings on the member town's web sites regarding increase delays on Rt. 119 during the construction phases, with details of where buses will go. Lorraine Finnegan of SMMA stated they are working with the Police Department to prepare and distribute flyers at the end of the school year and again at the beginning.

Other questions and concerns related to parking and traffic brought out the following:

- The Proctor Rd. entrance will be open for sporting events.
- The owners of the shopping mall across the street are looking to expand which will also impact traffic.

- J. Hart of SMMA stated a "left turn only" lane will be created on Main St. heading from West to East, to access the site. E. Prestileo stated the Traffic Study that was done shows the end result will be an improvement over existing traffic circulation.

2.2.3 Copy of Letter to Greg Roy, Ducharme & Dillis RE: Plan Revisions – SMMA submitted a copy of a letter to Peer Review Consultant Engineer, Greg Roy dated 12/31/14 outlining their responses to his comments.

2.2.4 Revised Plans dated 12/31/14 & Hydrological Calculations – SMMA submitted a revised plan set along with Hydrology Calculations.

2.2.5 Greg Roy, Ducharme & Dillis Review Letter of 01/07/15 – The Board reviewed a letter from Greg Roy of Ducharme & Dillis providing comments following his review of the revised plans, calculations and additional information submitted by SMMA. Comments included:

- SMMA indicates that the bus parking spaces and emergency access drive could be used for overflow parking during peak events. The fire and police departments should comment as to their opinion on use of the emergency access road for overflow parking. Discussion brought out that a gate will be used to control parking for events and a field near the Proctor Rd, entrance will accommodate some parking. Rob Templeton, School Committee Member, stated that the bus parking area is large and can be used for overflow parking and will also have accessible pathways to the ball fields.

- G. Roy expressed concern that the methods employed to calculate groundwater may be under-estimating the elevation of groundwater, given that wetland elevations suggest a higher seasonal groundwater elevation. J. Hart stated that most borings were done in the area where the building will be constructed and the area is made up of well-drained, sandy soils. It was determined that SMMA will have a Geotechnical engineer clarify the center elevations of the area.

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- A snow storage plan that was provided showed bio-retention areas to be used for snow storage. G. Roy stated, "The Massachusetts Stormwater Management guidelines for Bio-retention areas specifically states that these BMP's should not be used for snow storage, as use of these areas for snow storage will eliminate their capacity to store and treat runoff during a rainfall event in the late winter/early spring when snow banks from a winter's worth of plowing are still present." He added that accumulated snow may prohibit runoff from either reaching the basin all together, or from reaching the out structures, and result in ponding on pavements. A discussion ensued. G. Roy stated winter bio swales do typically have emergency overflow structures set above ground elevation to provide treatment of snow melt. In response to question of having the least environmental impact, G. Roy stated the goal is to have all melt running through the Stormwater System.

Another concern discussed was whether snowplow drivers will know where to put snow. S. Lisio stated the District does its own plowing and instructions can be provided. J. Peduzzi stated a snow removal plan needs to be included

Tony Genova, Zoning Board Member, who attended the meeting, expressed concerns regarding rates of runoff, debris accumulating in the bio swales inhibiting flows. E. Prestileo responded that an Operation and Maintenance Plan was submitted. T. Genova also asked why only a 10-Year Stormwater Plan was provided rather than 100-year Stormwater Plan. G. Roy stated that the Plan meets Massachusetts Stormwater Standards, which does not require a 100-Year Stormwater Plan.

It was agreed the Planning Board will include conditions to require that a written snow removal plan be provided, and also included in the school design, to identify snow storage areas, and to detail how cleaning of drainage structures is to be enforced.

- G. Roy brought out in his comment #49 that "a lingering concern that the septic system may not be capable of infiltrating the runoff due to the presence of a bio mat or other source of degradation," and suggested that, "at a minimum, the system should be inspected (i.e. excavation and inspection of the stone in the leaching area) prior to connection of the system during the final phases of construction." He added, "the design team may want to prepare an alternative replacement infiltration system to include in the bid documents in the event that the existing leaching area is found to be incapable of handling the proposed stormwater flows."

J. Peduzzi summarized his concerns to be addressed including:

- Protection in the Aquifer related to the storage of diesel fuel
- Correction of the dead end connection from one hydrant to create a loop of water circulation
- Plan from contractors for street maintenance
- Contact information for all managers involved in the daily activities during Phase I and Phase

II

- Copies of Minutes from meetings held with other town officials to be included in the material submitted to the Planning Board.
- Feedback from a Geotechnical Engineer regarding groundwater elevations.
- Restricted roads for construction trucks, buses, parents & students.
- Notification to abutting towns through their Boards of Selectmen or web sites regarding construction-related activity and traffic.
- A snow removal plan to be part of the school design

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- Enforcement of the Operation and Maintenance Plan
- Documentation of the “left turn only” lane
- Two pedestrian crossings.

At 10:45 p.m., with no further concerns from Board Members, N. Thalheimer motioned to continue the hearing to 01/26/15 at 7:35 p.m. L. McNally seconded and all voted in favor.

III. WORKSESSION:

3.1 Discuss Setting up Additional Meetings in Jan. & Feb. (if needed); Schedule March & April -

Following discussion, the Board scheduled the following meetings: Jan. 26th, (Feb. 9th- previously scheduled); Feb 23rd, March 23rd, April 13th and 27th.

3.2 Letter from Heidi Messing - Request to Board: Sponsor Zoning Bylaw Amendment RE:

Reduced Size Parking Spaces – The Board reviewed a request from town resident, Heidi Messing asking them to sponsor a Zoning Bylaw amendment to decrease the required size of parking spaces in town from 200 sq. ft. to 162 sq. ft. Following discussion, the Board asked J. Hollows to respond to Ms. Messing to ask if she could provide justification, statistics, or any other supporting evidence for the request. They explained that if they were to "champion" such a bylaw amendment, they would have to defend the proposal at Town Meeting, by answering questions and responding to challenges. An outline of the process for a private citizen to submit a petition for a bylaw change would also be provided, as requested.

3.3 Authorize Payment: \$375.00 to Ducharme & Dillis for Work Done at 366-368 Main St., Bus

Depot – Following review of a bill received, N. Thalheimer motioned to authorize payment of \$375.00 from a “53-G” Account to Ducharme & Dillis Civil Engineering for “peer review services” completed on a Site Plan Review Special Permit application to re-develop a bus depot located on 366-368 Main St. C. Nocella seconded and all voted in favor.

3.4 MRPC Survey RE: Should New Street Designs Require Paths for Walking/Biking – The Board

received a copy of a survey submitted by Brad Harris, Transportation Project Director at Montachusett Regional Planning Commission, asking for feedback from the Board to see if they would consider expanding opportunities for walking and biking by requiring that such accommodating features be included in the construction design phase of new subdivision streets, so called “complete streets.” It was noted that individual members would take the survey home to complete.

3.5 MRPC Notification: District Local Technical Assistance (DLTA) Request for Proposals – The

Board reviewed a notification outlining guidelines for proposed projects that would be eligible to participate in the application process for the next two rounds of funding through the State-funded District Local Technical Assistance Program, with due dates of Jan. 23rd and May 22nd. No action was taken.

3.6 Ethics Training Notification: List of Completed/Outstanding Certificates – The Board received

a notice from Town Clerk’s Office to remind all employees, Boards and Committees of their obligation to participate in the State-Mandated Ethics Training once every two years. J. Hollows provided a list of individual Board Members with their dates of completion to track compliance.

3.7 Creating Master Plans CPTC Handout: Karen Chapman Attended Workshop on 12/18/14 K. Chapman attended the meeting and asked the Board to table the discussion related to a Workshop she attended, given the late hour following a public hearing session.

3.8 Tennessee Gas Pipeline-AECOM Letter & Maps: Proposed Construction through Massachusetts & Notice of Planned Open Houses for January & February – The Board reviewed a letter & area maps from AECOM requesting detailed information regarding the location of sensitive areas in town, such as protected State lands, surface waters used for drinking or swimming, subdivisions or proposed subdivisions, etc., that might be with .25 or .50 miles from a proposed gas pipeline expansion. A discussion ensued. J. Peduzzi stated he could send a response to J. Hollows to forward to AECOM.

3.9 Letter-Zoning Enforcement Officer RE: Site Plan Required for Taxi Business at 277 Main St. – The Board reviewed a copy of a letter from Rich Hanks, Zoning Enforcement Officer to an applicant who submitted a “Use Permit Application” to operate a taxi business at 277 Main St., outlining requirements that would include a Site Plan Review Special Permit with the Planning Board.

3.10 Stormwater Authority’s Review/Approval Requested for Distribution of Educational Pamphlet – The Board reviewed and approved a draft pamphlet entitled, “Pet and Animal Waste Management” prepared by Karen Chapman, Co-Land Use Coordinator, as part of a Stormwater Best Management Practices educational requirement.

3.11 Memo - Town Administrator: Sign Acknowledgment of Receipt of Sexual Harassment Policy – Board Members received and each signed an “Acknowledgement of Receipt of Sexual Harassment Policy.”

3.12 E-mail Forwarded from Town Resident RE: Kinder Morgan’s Request for Information – Tabled to next meeting.

3.13 Planning Administrator’s Vacation Days: February 27 - March 16, 2015 – Notice of vacation days to be used by J. Hollows was noted and approved.

IV. CORRESPONDENCE:

The following items were tabled to next meeting due to the late hour.

4.1 FY16 Budget & Annual Town Meeting Notice

4.2 Unitil Annual Municipal Meeting Brochure & CD / Gas Pipeline Info

4.3 Notices from Townsend/Other Towns

V. ADJOURNMENT:

5.1 At 11:10 p.m. C. Nocella motioned to adjourn the meeting. N. Thalheimer seconded and all voted in favor.

(Transcribed from notes)
Respectfully Submitted by

Jeanne Hollows

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Planning Board Administrator

LIST OF PERTINENT DOCUMENTS/EXHIBITS per Agenda Item (Attached or Available as Noted)

Any documents not attached herewith are available for review in the Planning / Land Use Office.