

Holliston Planning Board Meeting Minutes of March 11, 2020

In Attendance: Chairman David Thorn, Karen Apuzzo-Langton, Warren Chamberlain, and Jason Santos. Josh Santoro was absent.

Call to Order: The Chairman called the regular meeting to order at 4:00 p.m. in the Lower Level Conference Room (#014) of the Town Hall, 703 Washington Street.

General Business:

Approval of Minutes

On a motion by Mr. Chamberlain, seconded by Mr. Santos, the minutes of March 5, 2020 were approved as drafted.

Approval Not Required Subdivision(s) – 21 School Street

On a motion by Mr. Chamberlain, seconded by Mr. Santos, the Board approved and endorsed a plan by Connorstone Engineering, Inc. entitled “Plan of Land of Spring & School Street in Holliston, MA” dated March 9, 2020.

Continued Site Plan Review/Stormwater and Land Disturbance Permit

CRG Integrated Real Estate Solutions, 555 Hopping Brook Road

Peter Bemis of Engineering Design Consultants, Inc., was present to discuss draft Certificates of Action for the two applications along with Fred Ferarro of CRG Integrated Real Estate Solutions. Members reviewed the drafts and offered several amendments.

Mr. Chamberlain made a motion to approve the Site Plan Review Certificate of Action with the General and Special Conditions as discussed. The motion was seconded by Mr. Santos with all in favor:

CONDITIONS OF APPROVAL

The Board’s decision to grant the Application for **Site Plan Review** is subject to the following conditions:

General Conditions

1. **The plan set shall be endorsed by the Planning Board and presented to the Inspector of Buildings with the application for building permit.** Unless amended with the approval of the Planning Board, the endorsed plan set shall be the plan of record and construction shall proceed in accordance with the improvements shown on said plan and this Certificate of Action.
2. No corrections, additions, substitutions, alterations or any changes shall be made in any plans, proposals, and supporting documents approved and endorsed by the Planning Board without the written approval of the Planning Board. Any requests for modifications shall be made in writing to the Planning Board for review and approval and shall include a description of the proposed modification, reasons the modification is necessary, and any supporting documentation.
3. Because of the scale and complexity of the project, installation of stormwater management features and general site development shall be subject to periodic monitoring and inspections by an agent of the Planning Board to be paid for by the applicant under the provisions of MGL, c.44, s.53G (593 Account) and the Board’s Rules and Regulations for Project Review Fees.

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4. All exterior lighting shall meet the performance standards of Site Plan Regulations Section 7.4.2(B) and shall be International Dark Sky Association compliant (See <http://www.darksky.org/fsa/>).
5. Prior to issuance of a Certificate of Occupancy from the Inspector of Buildings, the Applicant shall submit an as-built plan stamped by a professional engineer certifying that all site improvements are completed in accordance with the approved plan. The Applicant shall submit a statement certifying that all conditions of approval of this decision have been met.
6. Hours of construction activities* shall be as follows: Monday through Friday 7:00 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 4:00 p.m. with no work on Sundays or national holidays. Work on Saturdays shall be mindful of residential neighbors and shall not occur within 600 feet of the residential property lines. The applicant shall at all time use reasonable means to minimize inconvenience to residents in the general area. *Construction activities shall include but not be limited to: start-up of equipment or machinery; delivery of equipment, materials and supplies; removal of trees; grubbing; clearing; grading; filling; excavating; import or export of earth materials; installation of utilities (both on and off the site); and removal of stumps and debris. Hours of operation shall be enforced by the Holliston Building Inspector and Police Department.
7. Blasting, if any, shall be performed in accordance with the regulations of the Commonwealth of Massachusetts, 527 CMR. 13.00, and in accordance with the Holliston Fire Department.
8. The Applicant has proposed, and the Board hereby requires, that the following aspects of the site development shall be and shall remain forever private, and that the Town of Holliston shall not have, now or ever, any legal responsibility for operation, maintenance, repair or replacement of the stormwater management facilities associated with the site. Should the Town be required to provide removal of snow or ice for public safety access, the Applicant shall provide reimbursement.
9. The applicant shall not cause a nuisance to residents due to dust and/or noise. If, in the opinion of this Board, proposed measures do not sufficiently mitigate noise and dust migrating off the property in accordance with the standards of Section V-N of the Zoning By-Laws, the Board will notify the Applicant in writing and the Applicant shall supply a corrective action plan within fourteen (14) days for the Board's review and approval. The Inspector of Buildings may take additional measures as the Town's Zoning Enforcement Officer.

Special Conditions - Use

10. Should the Inspector of Buildings find that the proposed use requires additional relief under Zoning By-Laws Section III - Use Regulations, further review by the Planning Board is required as is an amendment of the record plan set.
11. Outdoor storage of materials or equipment is only authorized by this permit in an areas totaling up to 25% of the gross floor area of the building (roughly 200,000 s.f.) with demonstrated compliance with provisions of Section III(G)(5) for screening.

Special Conditions - Screening

12. The Applicant has voluntarily offered to provide a contribution in the amount of \$3,000 for each of the 12 identified residential abutters to be used for screening at each homeowner's discretion. Proof of payment (or proof of offer of payment and rejection) is required prior to the issuance of any building permit.

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13. The Applicant has offered to provide survey bound installation along the southeast property line in increments no further than 400' apart.
14. Should the applicant seek additional relief from the Zoning Board of Appeals for building height, further review by the Building Inspector and Planning Board is required as is an amendment of the record site plan.
15. A Geotechnical/Structural Engineer peer review shall be procured by the Town. The peer review shall be paid for by the Applicant after review and approval of scope and fee. The Geotechnical/Structural Engineer shall review the design and installation of all site retaining walls and provide the review to the Planning Board and Building Inspector.

Special Conditions – Water Supply

16. Prior to the application for a building permit, a Water Impact Study shall be completed for the project as it is not possible for the Town to provide accurate data on the ability to meet water demand and the facility's impact to the Town's infrastructure. The Board may subject the study to peer review at the request of the DPW Director at the applicant's expense.
17. In order to improve water quality, water pressure and water turnover in the Hopping Brook Water Storage Tank as well as provide accuracy in design for the fire suppression system for the building, water main interconnection to the Holliston Woods (aka Washington Hills) main is required. The water main connection shall be completed within 120 days of this approval date, including delivery of water main as-built plans and third-party testing results.

Special Conditions - Traffic

18. The Applicant shall coordinate traffic control measures on Washington Street and Hopping Brook Road during construction with the Police Department and pay for any necessary traffic details.
19. Hopping Brook Road must be in binder course and surety must be adjusted or established for remaining work prior to issuance of a building permit. The Board acknowledges that the applicant does not own Hopping Brook Road and may not be directly responsible for this work although it has been represented that they will complete the work.
20. Traffic signal installation at the intersection of Hopping Brook Road and Washington Street (Rte. 16) shall be completed prior to the issuance of an occupancy permit and commencement of operation at the facility.
21. To ensure applicable MUTCD Warrant 1 criteria are met, and to facilitate Applicant discussion with MassDOT District 3 on feasibility of and support for signal control at Hopping Brook Road, supplemental/expanded counts shall be conducted under normal park operating conditions over a 12-hour period. The warrants analysis should consider only the left-turn exiting volumes for both existing and future/projected conditions for determining whether Warrant 1 Condition B volume criteria are met, under which scenario the mainline lanes are assumed at 1 in each direction and 1 lane (left-turn) on Hopping Brook Road (53 vehicle minimum threshold for 8 hours of a day). Trip estimates and associated capacity and signal warrant analysis shall be updated to reflect the ITE trip generation supplement based on LUC 156.
22. Left and right turning lanes shall be designated on Hopping Brook Road at Washington Street. The lengths shall be as determined by MassDOT. Permission of the Board of Selectmen is required with work to be completed prior to occupancy of the building.

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23. Pavement markings including a double yellow centerline as well as white edge lines and 4 to 5 foot shoulders shall be established as determined by MassDOT. Permission of the Board of Selectmen is required for such with work to be completed prior to occupancy of the building.
24. Tenants shall institute and enforce a Traffic Management Plan excluding usage of South Street. The Board's approval of the plan is required prior to the issuance of an occupancy permit.
25. Improvements are necessary for the Upper Charles Trail crossing at Hopping Brook Road which should be shown on a plan to define features per current MUTCD standards (i.e. signage and advance warning treatment including markings of the trail crossing). Permission of the Board of Selectmen is required for installation of such improvements and mitigation shall be completed prior to start of construction.
26. Additionally, the Applicant has offered to donate four Rectangular Rapid Flash Beacon Pedestrian Crosswalk System units to serve Upper Charles Trail crossings at Hopping Brook Road and Church Street in advance of the construction to provide additional safety to Upper Charles Trail users. Permission of the Board of Selectmen is required.
27. The Proponent shall develop a comprehensive TDM program to encourage and facilitate alternative travel modes by facility employees including rideshare/carpool/vanpool opportunities, emergency ride home program, bicycle accommodations and other measures as may be available through membership in the MW495 Transportation Management Association (TMA). Consultations with the MWRTA to consider Hopping Brook Park Road as a potential service stop, including a commitment to provide appropriate accommodations such as a bus shelter is required. Applicant should document its coordination efforts and outcomes with specific locations for potential bus accommodations/shelter locations prior to occupancy of the building.
28. A parking analysis shall be conducted based on applicable ITE Parking Generation 5th Edition rates (both average and 85th percentile (peak) parking demands) and Town by-law requirements to reasonably ensure that sufficient employee/visitor parking is provided to support potential tenants(s). The Board's approval of such analysis is required prior to the issuance of a building permit.
29. A minimum of two Electric Vehicle (EV) charging stations shall be located within the Project Site at convenient and easily accessible locations to encourage EV use.
30. Americans with Disabilities Act (ADA) compliant wheelchair ramps and crossings should be identified on the site plan for likely pedestrian crossing internal to the project site.
31. Locations and number of bike racks should be identified to support and encourage bicycle use to and within the site, with provisions for clearly marked bicycle lanes and/or "sharrow" markings on site circulating lanes that lead to Hopping Brook Road which in turn connects to the Upper Charles Trail.

Mr. Chamberlain made a motion to approve the **Stormwater and Land Disturbance Permit** as conditioned. Mr. Santos seconded with all in favor:

Conditions of Approval

1. A minimum of fourteen days prior to the start of construction, a detailed construction sequence for identified Activities 1-6 shall be submitted to the Town Planner by the site contractor for review and approval by the Planning Board. The approved construction sequence shall be followed throughout the course of the construction and shall be altered only with prior review and written approval from the Planning Board.

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2. The approved construction sequence shall be distributed to the residential abutters located within 300' of the property at least seven days prior to construction start by Certified Mail Return Receipt Requested with evidence of mailing sent to the Planning Board. The notice shall include information on disposition of stone walls (i.e. stockpiling).
3. Prior to any land disturbance activities commencing on the site, the Applicant shall physically mark limits of no land disturbance on the site with tape, signs, or orange construction fence, so that workers can see the area to be protected. The physical markers shall remain in place until a Certificate of Occupancy has been issued.
4. A pre-construction meeting shall be scheduled through the Planning Board Office with Town staff and the Board's consulting engineer at least 48 hours prior to commencement of work. At the conference, a schedule of inspections shall be agreed upon by the applicant, the Board's agents and other municipal officials.
5. Because of the scale and complexity of the project, installation of stormwater management features and general site development shall be subject to periodic monitoring and inspections by an agent of the Planning Board to be paid for by the applicant under the provisions of MGL, c.44, s.53G (593 Account) and the Board's Rules and Regulations for Project Review Fees.
6. The Board or its agents may enter onto and view and inspect the property during regular business hours, without notice, to ensure compliance with the terms and conditions of this decision, subject to applicable safety regulations.
7. Emergency contact persons shall be clearly identified on the site and provided to public safety officials upon commencement of work.
8. Hours of construction activities* shall be as follows: Monday through Friday 7:00 a.m. to 6:00 p.m. and Saturday 8:00 a.m. to 4:00 p.m. with no work on Sundays or national holidays. Work on Saturdays shall be mindful of residential neighbors and shall not occur within 600 feet of the residential property lines. The applicant shall at all time use reasonable means to minimize inconvenience to residents in the general area. *Construction activities shall include but not be limited to: start-up of equipment or machinery; delivery of equipment, materials and supplies; removal of trees; grubbing; clearing; grading; filling; excavating; import or export of earth materials; installation of utilities (both on and off the site); and removal of stumps and debris. Hours of operation shall be enforced by the Holliston Building Inspector and Police Department.
9. Blasting, if any, shall be performed in accordance with the regulations of the Commonwealth of Massachusetts, 527 CMR. 13.00, and in accordance with the Holliston Fire Department.
10. The Applicant has proposed, and the Board hereby requires, that the following aspects of the site development shall be and shall remain forever private, and that the Town of Holliston shall not have, now or ever, any legal responsibility for operation, maintenance, repair or replacement of the stormwater management facilities associated with the site. Should the Town be required to provide removal of snow or ice for public safety access, the Applicant shall provide reimbursement.
11. The applicant shall not cause a nuisance to residents due to dust and/or noise. If, in the opinion of this Board, proposed measures do not sufficiently mitigate noise and dust migrating off the property in accordance with the standards of Section V-N of the Zoning By-Laws, the Board will notify the Applicant in writing and the Applicant shall supply a corrective action plan within fourteen (14) days for the Board's review and approval. The Inspector of Buildings may take additional measures as the Town's Zoning Enforcement Officer.

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12. The Applicant shall coordinate traffic control measures on Washington Street and Hopping Brook Road during construction with the Police Department and pay for any necessary traffic details.
13. A copy of the signed Stormwater Pollution Prevention Plan shall be provided to the Board prior to construction.
14. All required SWPPP Stormwater Construction Site Inspection Reports shall be submitted to the Town Planner within 7 days of each inspection.
15. An adequate stockpile of erosion control materials shall be on site at all times for emergency or routine replacement and shall include materials to repair or replace silt fences, hay bales, stone filters, berms or any other devices planned for use during construction.
16. Appropriate erosion and sediment control measures shall be installed prior to soil disturbance. Measures shall be taken to control erosion within the project area. Sediment in runoff water shall be trapped and retained within the project area. Wetland areas and surface waters shall be protected from sediment.
17. Sediment shall be removed once the volume reaches $\frac{1}{4}$ to $\frac{1}{2}$ the height of a hay bale. Sediment shall be removed from silt fence prior to reaching the load-bearing capacity of the silt fence which may be lower than $\frac{1}{4}$ to $\frac{1}{2}$ the height.
18. Sediment from sediment traps or sedimentation ponds shall be removed when design capacity has been reduced by 50 percent.
19. Soil stockpiles must be stabilized or covered at the end of each workday. Stockpile side slopes shall not be greater than 2:1. All stockpiles shall be surrounded by sediment controls.
20. Disturbed areas remaining idle for more than 14 days shall be stabilized with seeding, wood chips, bark mulch, tarpaulins, or any other approved methods.
21. For active construction areas such as borrow or stockpile areas, roadway improvements and areas within 500 feet of a building under construction, a perimeter sediment control system shall be installed and maintained to contain soil.
22. A tracking pad or other approved stabilization method shall be constructed at all entrance/exit points of the site to reduce the amount of soil carried onto roadways and off the site.
23. Permanent seeding shall be undertaken in the Spring from March through May, and in late Summer and early Fall from August to October 15. During the peak summer months and in the Fall after October 15 when seeding is found to be impractical, appropriate temporary stabilization shall be applied. Permanent seeding may be undertaken during the Summer if plans provide for adequate mulching and watering.
24. All slopes steeper than 3:1, as well as perimeter dikes, sediment basins or traps, and embankments must, upon completion, be immediately stabilized with sod, seed and anchored straw mulch, or other approved stabilization measures. Areas outside of the perimeter sediment control system must not be disturbed.
25. Temporary sediment trapping devices must not be removed until permanent stabilization is established in all contributory drainage areas.
26. All temporary erosion and sediment control measures shall be removed after final site stabilization. Disturbed soil areas resulting from the removal of temporary measures shall be permanently stabilized within 30 days of removal.
27. Work activities must be completed in accordance with the Town Bylaw requirements for each earth removal, use of construction equipment and construction waste or debris.

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Adjournment - The meeting was adjourned at 5:25 p.m. on a motion made and duly seconded. The next meeting was scheduled for March 26, 2020 at 7:00 p.m.

Respectfully submitted,

Karen L. Sherman, Town Planner