

SOUTH HADLEY PLANNING BOARD REGULAR MEETING

MINUTES OF FEBRUARY 29, 2016

As Approved March 14, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair (arrived at 6:40 p.m.); Helen Fantini, Clerk; Joan Rosner, Member (arrived at 6:40 p.m.); Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the meeting into session at 6:34 p.m. Mr. Harris noted that a revised agenda is provided for tonight as he noted this afternoon that he had the public hearings in the wrong order.

1. Minutes

a. February 10, 2016 Planning Board meeting minutes

Mr. Harris referenced the draft minutes which he distributed. The Board members reviewed the draft minutes.

Motion - Ms. O'Brien moved and Ms. Fantini seconded the motion to approve the February 10, 2016 Planning Board Meeting minutes as submitted. The Board voted **Three (3)** out of **Three (3)** members present in favor of the motion.

2. Bills and Correspondence

Mr. Harris stated that there was not a list of correspondence to review and there were no bills ready for payment at this time.

Mr. Squire recessed the meeting for the public hearing at 6:45 p.m.

11. Development Update and Planner's Report

Mr. Harris reviewed the status of various developments and recent Planning Department activities:

a. Development Report

- One Canal Street (no change)
- Mountainbrook Street Acceptances (no change)
- Rivercrest Condominiums (Several foundations have been installed and one unit is framed)
- Ethan Circle (no change)

(Mr. Cavanaugh arrived at 6:40 p.m.)

(Ms. Rosner arrived at 6:40 p.m.)

- Mount Holyoke College Dining Hall development project (an application for Minor Site Plan Review and Stormwater Management Permit was received February 26, 2016 and is scheduled for the March 14, 2016 Planning Board meeting)

- Stonybrook Commercial Site (An application for Site Plan Review was received and has been scheduled for the March 14, 2016 Planning Board meeting) Mr. Harris stated that, given the background of the project – an extensive Site Plan Review occurred on a larger project on this site 10 years ago and the proposal addresses the issues at that time, he had suggested that Site Plan Review application fee could possibly be waived. However, that is up to the Board to decide. He commented that he had informed the applicant not to pay the application fee at the time of submittal and he would inquire of the Board whether or not the application fee should be waived.)

He inquired if the Board members agreed with waiving the new application fee. He stated the fee would be \$295.50. Board members discussed the recommendation. It was noted that the old plan was approved 10 years ago and no action was taken by the applicant to build based on the approved Site Plan.

Board members discussed the issue. Mr. Squire stated that he would support a lower fee if this were an amendment to an approved Site Plan. However, it is a new application. Other Board members indicated that they concurred with Mr. Squire's opinion. Therefore, Mr. Harris stated he would inform the applicant that they needed to pay the application fee as well as the fee for notification of abutters and the Town Reminder's charge for the legal ad.

b. Other Projects

- Mr. Harris stated he is participating in the effort to update the Town's Hazard Mitigation Plan – this plan will qualify the Town for FEMA grants.
- Mount Holyoke College Intern Opportunity (Mr. Harris stated a student intern from the Environmental Sciences department is to undertake some work for us. She will be working approximately 3 hours per week next semester – primarily on a GIS project related to creating shape files necessary to make the online zoning map complete.)
- Mr. Harris is continuing to work on the Permitting Guide and monitor the work on the General Code codification project.
- Trees and Plantings. Mr. Harris stated he provided Mike Lamontagne with Mr. Squire's comments and suggestions. In response, Mike Lamontagne recently submitted a revised list apparently recommended by the Tree Committee. He noted a copy of the list was emailed to each member and included in the packet for tonight's meeting. Mr. Squire stated that the revised list looks very good.
- Health Impact Assessment. He noted that, working with the PVPC he is starting to work on this project.
- South Hadley Falls Smart Growth District. The Town has received official notification that the State has granted final approval to the district. At this time, the Town is waiting for the grant funding contract which will allow us to file for the \$350,000 Incentive Payment. Therefore, he stated that the Board needs to adopt some Design Guidelines and Administrative procedures. He had planned to hold the hearings on those on March 14th. However, as indicated in the draft agendas in the Board's packets, the agenda is already very full and he is suggesting the hearings be held March 28th.

c. *Workshops/Training Opportunities*

- Mr. Harris stated that the CPTC Annual Conference is being held on March 19th at Holy Cross. Unfortunately, he stated he will not be able to attend.

Mr. Squire recessed the meeting for the public hearing at 6:45 p.m.

3. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: South Hadley High School Athletic Fields Renovations. Proposed South Hadley High School Athletic Field Renovations. Property Location: 153 Newton Street and off Taylor Way and off Lincoln Avenue (Assessor's Map Number #17 - Parcel #15).

The Public Hearing was held. (See minutes of Public Hearing.)

The meeting reconvened at 7:15p.m.

4. DECISION: Stormwater Management Permit. South Hadley High School Field Renovations. Property Location: 153 Newton Street and off Taylor Way and off Lincoln Avenue (Assessor's Map Number #17 - Parcel #15).

Since the public hearing was not closed, no action was taken on this item.

8. Consider Release of Performance Guarantee for Adam & Eve Estates (Apple Road).

Mr. Harris explained that this is a nine-lot subdivision at the end of Lyman Terrace and provides the turnaround at the end of the road where none previously existed. The Planning Board approved plans for this subdivision in 2005 and endorsed the plans in 2006. Of the nine lots in the subdivision, all but one accesses the Apple Road portion. To date, nearly half the lots have had houses constructed on them.

He explained that the Planning Board has retained a letter of credit for the Performance Guarantee. This letter of credit has to be renewed by the developer at a cost to them; thus, they would like to have it released as soon as possible.

Mr. Harris reviewed the process for the applicant requesting a Release of Performance Guarantee and the requirements for satisfying the Subdivision Regulations conditions for such a release. These conditions include obtaining a sign off from the DPW, Water Department, and SHELD. While these departments have indicated that the draft "As-Built" plan is acceptable, the "sign off" for the Release involves verifying that everything under their jurisdiction was built in accordance with the applicable requirements.

Given the applicant's reasonable interest to have the Release granted as quickly as possible and the need to ensure that the requirements of the Release as set forth in the Subdivision Regulations are met, he suggested that the Board authorize him to release the Performance Guarantee upon receipt of the developer's complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations.

Board members discussed the recommendation and all indicated they had no objection.

Motion – Mr. Cavanaugh moved and Ms. Rosner seconded the motion to release the Performance Guarantee for Adam & Eve Estates upon the Town Planner’s receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

9. Consider Release of Performance Guarantee for Annafield Estates (Stewart Street Extension)

Mr. Harris explained that this is a six-lot subdivision lies at the end of Stewart Street and provides the turnaround at the end of the road where none previously existed. The Planning Board approved plans for this subdivision in 2005 and endorsed the plans in 2006. All six lots in the Stewart Street although three could access Baker Road as well. To date, all but two lots have had houses constructed on them.

He explained that the Town has retained a cash deposit as the Performance Guarantee. This deposit replaced a previous Letter of Credit in 2009. It has taken longer to complete this development than anticipated.

Mr. Harris reviewed the process for the applicant requesting a Release of Performance Guarantee and the requirements for satisfying the Subdivision Regulations conditions for such a release. These conditions include obtaining a sign off from the DPW, Water Department, and SHELD. While these departments have indicated that the draft “As-Built” plan is acceptable, the “sign off” for the Release involves verifying that everything under their jurisdiction was built in accordance with the applicable requirements.

Given the applicant’s reasonable interest to have the Release granted as quickly as possible and the need to ensure that the requirements of the Release as set forth in the Subdivision Regulations are met, he suggested that the Board authorize him to release the Performance Guarantee upon receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations.

Board members discussed the recommendation and all indicated they had no objection.

Motion – Mr. Cavanaugh moved and Ms. Rosner seconded the motion to release the Performance Guarantee for Adam & Eve Estates upon the Town Planner’s receipt of the developer’s complete submittal and sign off of the release by the DPW Superintendent, SHELD, and District #1 Water Superintendent as required in Section 5.06 of the Subdivision Regulations. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

12. Other New Business (topics which the Chair could not reasonably expect to be discussed/considered as of the date of this notice)

Mr. Harris made note that a Preliminary Draft of the March 14th meeting agenda was distributed to each member. The Board members discussed the agenda, especially in light of the continued hearings from tonight.

Ms. O'Brien indicated that she would not be able to attend April 25th. The Board members discussed whether or not to cancel. Mr. Harris suggested scheduling the meeting for May 2nd. All members indicated that would work with their schedules. Mr. Harris further suggested cancelling the May 9th meeting and just meeting on May 2nd and possibly May 23rd. All members indicated that they concurred – however, no decision was made on the May 23rd meeting date.

Mr. Harris also noted that the schedule for submittal of warrant articles for the Annual Town Meeting was distributed to each member.

Mr. Harris suggested that the Board could discuss the Minor Site Plan Review for Berkshire Hills Music Academy.

6. MINOR SITE PLAN REVIEW: Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180).

Mr. Harris stated that, to his knowledge, there have not been any changes in the Site Plan for this project. Derek Noble, architect for the project, confirmed that they have not made any changes to the plan.

Mr. Harris noted that there were no issues raised at the last meeting regarding the Site Plan.

Mr. Squire recessed the meeting for the public hearing at 7:30 p.m.

5. PUBLIC HEARING - STORMWATER MANAGEMENT PERMIT: Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180).

The Public Hearing was held. (See minutes of Public Hearing.)

The meeting reconvened at 8:08p.m.

7. DECISIONS: Stormwater Management Permit and Minor Site Plan Review. Proposed Performance Center/Classroom/Office building for Berkshire Hills Music Academy. Property Location: 48 Woodbridge Street (Assessor's Map Number #52 - Parcel #180). Since the public hearing was not closed but there is the possibility of some changes to the Stormwater Management Plan which might impact the Site Plan, no action was taken on this item.

10. Consider request from James Falcone regarding zoning of 577 Granby Road.

Mr. Harris noted that James Falcone had submitted a letter addressed to each of the Board members. He indicated that assumes it is similar to the one he received which he had circulated to each member and has been given to them tonight.

Mr. Harris stated he had asked James Falcone to attend tonight’s meeting at 7:45. He had been informed that James Falcone would be here at 7:30. However, he is not present. The Board members waited till 8:00 p.m.

The board discussed the property location, zoning and the owner’s situation. Board members indicated that they sympathized with Mr. Falcone’s situation. However, the consensus of the Board was that they would not support changing the zoning to accommodate the use - particularly since there are other allowed uses of the property.

13. Adjournment

Motion – Ms. Fantini moved and Ms. Rosner seconded the motion to adjourn. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

The meeting was adjourned at 8:08 p.m.

Respectfully submitted,

AS APPROVED
Richard Harris, Recorder

Attachment A

List of Documents Reviewed in February 29, 2016 Planning Board Meeting

<u>Document</u>	<u>Record Location</u>
Planning Board Meeting Agenda and Background Information	Planning Board Agenda Packet Files
Zoning Bylaw	Planning Board Files
South Hadley Master Plan	Planning Board Files
Application submittal and plans and Comments regarding Berkshire Hills Music Academy Expansion	Planning Board Project Files
Application submittal and plans and Comments regarding High School Athletic Field Redevelopment	Planning Board Project Files

**SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT –
HIGH SCHOOL ATHLETIC FIELDS REDEVELOPMENT**

153 NEWTON STREET

BY SOUTH HADLEY RECREATION DEPARTMENT

MINUTES OF FEBRUARY 29, 2016

As Approved March 14, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the public hearing to order at 6:45 p.m. He reviewed the background of the subject, procedures/process, noted that the subject matter is limited to stormwater. Some changes are likely to result in the plans as the review progresses.

Helen Fantini read the notice of the Planning Board public hearing:

The South Hadley Planning Board, in accordance with the provisions of Article XVI, Section 1604 of the Town of South Hadley General Bylaws, will hold a public hearing on Monday, February 29, 2016 at 6:45 p.m. in Room 204 of the Town Hall to discuss the application of the Town of South Hadley Recreation Department; 116 Main Street; South Hadley, MA 01075 for a Stormwater Management Permit for the proposed High School Athletic Fields Renovation/Redevelopment project under Article XVI of the Town's General Bylaws. The subject property is located at 153 Newton Street and identified on Assessor's Map Number #17 as Parcel #15.

Plans and applications may be viewed at the office of the Planning Board during normal office hours (8:30 a.m. to 4:30 p.m.). Additionally, the plans and application are posted on the Planning Board's "Project Plans" page on the Town's website www.southhadley.ma.gov. Any person interested in, or wishing to be heard regarding, this application should appear at the time and place designated.

Published: Friday, February 12, 2016

Mr. Squire asked the applicant to present their proposal.

Peter Spanos, engineer with Gale Associates, was present to represent the applicant. Using a copy of the plans, he reviewed the site and location of the project. He noted that the field is planned to accommodate a variety of sports. He asked Andy Rogers,

Recreation Director, if he would explain why they are doing this project. Mr. Harris stated that the Board's review is confined to whether the Stormwater Management Plan as proposed conforms to the Towns' Stormwater Management Bylaw – he could not see how the reasons for the project would relate to the criteria for the Board's review.

Peter Spanos, project engineer, described how a turf field functions relative to drainage compared to an artificial field. He noted that a turf field has a 2% grade to allow sheet flow of stormwater runoff. However, stormwater permeates vertically on an artificial field as being proposed. He described the technique for construction of the proposed field and its drainage system and the overall drainage pattern.

Mr. Cavanaugh noted that two plan sheets depicted different drainage patterns. Peter Spanos, project engineer, responded that they changed the flow to mirror the existing drainage pattern.

Mr. Squire inquired about the pre- and post-runoff conditions. Peter Spanos, project engineer, stated that the post-development condition is better and explained how it is better.

Mr. Squire commented about the manholes and that they could be a potential safety hazard. Peter Spanos, project engineer stated that they may be able to bury the manholes under stone.

Mr. Harris inquired about the existing track. Peter Spanos, project engineer, responded that it will be effectively eliminated.

Mr. Harris commented that the Fuss & O'Neill review of the plans and report noted one point which would not meet the Town's Stormwater Management Bylaw – the ground water separation. Peter Spanos, project engineer, stated that they have not had time to make a formal response to the review but will do so within the next day or two. As to the ground water issue, Peter Spanos, project engineer, added that they conducted test pits under the supervision of the Director of Public Health last Thursday. Those pits show that there will be at least 5 feet of separation. While there is one problem area, it is outside of the field area.

Mr. Squire asked if the public members had any questions.

Joanne Brown, inquired as to the safety of an asphalt track. Peter Spanos, project engineer stated that the track is being removed. There will not be an asphalt track as part of this project.

Joanne Brown, asked why the track is being removed. Andy Rogers, Recreation Director, responded that there is not a need for the track. The high school program uses the Mount Holyoke College facility.

Joann Brown, queried as to the plan for runoff and if they had studies as to the pollution associated with the runoff from artificial turf. Peter Spanos, project engineer, stated that there are at least 50 studies which show no adverse impact of the turf field. This field will be an environmental betterment because it will not have the fertilizer loading chemicals and there will be no silt runoff as is the case with the existing field.

Ms. O'Brien questioned about the paved path – asphalt or stone dust. Peter Spanos, project engineer stated it would be asphalt.

Mr. Squire asked if there were further questions. Mr. Harris suggested continuing the public hearing until March 14, 2016 at 8:00 p.m. for the purpose of allowing the applicant to respond to the Town's Engineer Review and resolving the final issues.

Motion - Mr. Cavanaugh moved and Ms. O'Brien seconded the motion to continue the Planning Board public hearing to Monday March 14, 2016 at 8:00 p.m. for the purpose of allowing the applicant to respond to the Town's Engineer Review and resolving the final issues. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being no further public comment, Mr. Squire stated that the hearing will be continued. With concurrence from the other members, Mr. Squire recessed the hearing at 7:15 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

SOUTH HADLEY PLANNING BOARD PUBLIC HEARING
ON APPLICATION FOR STORMWATER MANAGEMENT PERMIT –
BERKSHIRE HILLS MUSIC ACADEMY EXPANSION

48 WOODBRIDGE STREET

BY BERKSHIRE HILLS MUSIC ACADEMY

MINUTES OF FEBRUARY 29, 2016

As Approved March 14, 2016

Present: Jeff Squire, Chair; Mark Cavanaugh, Vice-Chair; Helen Fantini, Clerk; Joan Rosner, Member; Melissa O'Brien, Member; Dan Dodge, Associate Member; and Richard Harris, Town Planner

Mr. Squire called the public hearing to order at 7:30 p.m. He reviewed the background of the subject, procedures/process, noted that the subject matter is limited to stormwater.

Helen Fantini read the notice of the Planning Board public hearing:

The South Hadley Planning Board, in accordance with the provisions of Article XVI, Section 1604 of the Town of South Hadley General Bylaws, will hold a public hearing on Monday, February 29, 2016 at 7:30 p.m. in Room 204 of the Town Hall to discuss the application of Berkshire Hills Music Academy; 48 Woodbridge Street; South Hadley, MA 01075 for a Stormwater Management Permit for the proposed Berkshire Hills Music Academy expansion project under Article XVI of the Town's General Bylaws. The subject property is located at 48 Woodbridge Street and identified on Assessor's Map Number #52 as Parcel #180.

Plans and applications may be viewed at the office of the Planning Board during normal office hours (8:30 a.m. to 4:30 p.m.). Additionally, the plans and application are posted on the Planning Board's "Project Plans" page on the Town's website www.southhadley.ma.gov. Any person interested in, or wishing to be heard regarding, this application should appear at the time and place designated.

Published: Friday, February 12, 2016

Mr. Squire asked the applicant to present their proposal.

Chris Tait, project engineer with Doucet & Associates, introduced Derek Noble, project architect with Steffian Bradley Architects and Michelle Theroux Director of Berkshire Hills Music Academy.

Chris Tait, project engineer noted that they only received the review by Fuss & O’Neill late Friday; therefore, they have not had an opportunity to review the letter. Mr. Harris noted that it was forwarded within a minute of his receipt of the email.

Chris Tait, project engineer described the drainage plan using a copy of the plan submitted with the application. He noted that the drainage design seeks to capture the runoff currently going to the neighbors. He noted on the plans the elements of the design which are intended to intercept the existing drainage flows and slow down the runoff. In describing the drainage plan, he noted that the system will capture the roof runoff and pipe it to the swale to the west.

Chris Tait, project engineer stated that they are meeting with the Director of Public Health this Thursday to undertake three new test pits in the locations of the proposed swales and level spreader. Due to the presence of shallow ledge in a portion of the property, they no longer anticipate being able to infiltrate runoff in the basin. Therefore, he believes it will be necessary to change the design to incorporate a rain garden. He noted the area most likely where the rain garden will be incorporated. Thus, the swale will likely only have one outlet in the revised plan. However, they still plan to mitigate peak flow to the north (towards the neighbors).

Chris Tait, project engineer, made reference to item #18 in the Fuss & O’Neill Letter of Review which read

18. Per Section 16-6 (H), runoff from parking lots shall be treated by oil and water separators or other controls to remove oil and sediment. Please provide documentation showing the provide BMPs will met this criteria.

He noted that the “country-style” drainage system being proposed and questioned whether the swale, level spreader, etc. would satisfy the requirement – particularly since they are not depositing into a wetland. Mr. Squire opined that it would seem to fit under “other controls”. Other members indicated that they would concur with Mr. Squire’s opinion. Mr. Harris stated he will communicate that to the engineer at Fuss & O’Neill, Inc.

Mr. Harris inquired as to when Doucet will have a response to Fuss & O’Neill, Inc. Chris Tait, project engineer, suggested that they will respond by Monday – March 7th. Mr. Harris indicated that he will inform Fuss & O’Neill, Inc. that we will need their response by March 11th to give the applicant time to prepare for the March 14th meeting.

Joanne Brown, inquired about the capacity of the auditorium (400 persons?) and the proposed parking. Derek Noble, project architect, responded that the capacity is 200 persons. Chris Tait, project engineer, described how they meet the parking needs.

Joann Brown, expressed concern about the use of the grass area for parking – being muddy, etc. Chris Tait, project engineer, responded that they only have approximately 6

events a year in which the “overflow parking” area has to be used. The Berkshire Hills Music Academy currently uses the grass area for overflow parking without any problems.

Mr. Cavanaugh asked about the construction process to be used. Chris Tait outlined the procedures and techniques they will use.

Mr. Squire asked if there were further questions. There being none, he questioned as to what date and time the hearing should be continued. Members discussed several possible dates. Mr. Harris suggested March 14, 2016 8:15 p.m. for the purpose of allowing the applicant to respond to the Town’s Engineer Review, complete the test pits, make revisions to the plan, and resolving the final issues.

Motion - Ms. Rosner moved and Ms. O’Brien seconded the motion to continue the Planning Board public hearing to Monday March 14, 2016 at 8:15 p.m. for the purpose of allowing the applicant to respond to the Town’s Engineer Review, complete the test pits, make revisions to the plan, and resolving the final issues. The Board voted **Five (5)** out of **Five (5)** members present in favor of the motion.

There being no further public comment, Mr. Squire stated that the hearing will be continued. With concurrence from the other members, Mr. Squire recessed the hearing at 8:08 p.m.

Respectfully submitted,

AS APPROVED

Richard Harris, Recorder

AS APPROVED