

PLANNING BOARD MINUTES

Wednesday, May 13, 2020 at 7:00 p.m.

Remote Public Meeting

Members Present: Erik Neyland (Chair), Danielle Spicer, Mark Sprague, Michael Gorr, Peter Driscoll, and James Barr (Associate)

Also Present: Erica Uriarte (Town Planner)

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this public meeting of the Town of Bolton Planning Board was conducted via remote participation. No in-person attendance of members of the public were permitted, but the public can access this meeting while in progress using **Zoom Video Communications, Inc. (Zoom)**. Members of the public attending this meeting virtually were allowed to make comments if they wish to do so, during the portion of the hearing designated for public comment, by telephone, cell phone or personal computer using Zoom.

Directions to connect to the public meeting were provided on the agenda.

PUBLIC HEARINGS

None.

BUSINESS

7:00 p.m. *St. Francis Xavier Church, 800 Main Street*

- In accordance with Section 250-23.F.(2) of the Code of the Town of Bolton, Planning Board reviewed and generated comments to be sent to the Board of Selectmen regarding Site Plan Approval of the driveway expansion/improvement project at the St. Francis Xavier Catholic Church at 800 Main Street in Bolton's Residential Zoning District identified on Assessor's Map 3.C as Parcel 72 and Map 4.C Parcel 5.1.
- Dan Gaffney was in attendance as a representative of the church.
- The Planning Board reviewed the following documents:
 - Site Plans entitled "Proposed Site Plan, St. Francis Xavier, 800 Main Street, Bolton, MA" prepared by Ducharme & Dillis Civil Design Group, Inc. dated April 3, 2020, Sheets C1, C1.1, C1.2, C2, C2.1, C3, and C4.
 - Stormwater Report prepared for St. Francis Xavier Church, 800 Main Street, Bolton, MA 01740 by Ducharme & Dillis Civil Design Group, Inc. dated April 13, 2020.

- It was noted that religious uses are an exempt use in accordance with the Dover Amendment under Chapter 40A Section 3 of Mass. General Law. The Applicant is subject to reasonable regulation only.
- The proposed project improves parking and the overall traffic flow of the site.
- The Applicant should verify which of the existing bollards are to be removed from the project site. Currently there are bollards placed at each of the three (2) curb cut openings onto the project site.
- The Board recommends eliminating the middle curb cut to reduce traffic confusion as vehicles are entering and existing the site. It is recommended that the pavement be removed and replaced with grass.
- If the middle curb cut is to remain, it is recommended that the existing bollards remain in place.
- The Board recommends adding signage at the western most curb cut opening (past the rectory building) to indicate that the curb cut opening is an exit only. It is recommended that an “EXIT ONLY” and “DO NOT ENTER” sign be added.
- The Board recommends minimizing the width of the driveway entrance at the western most curb cut (past the rectory building) to be consistent with a one-way driveway and reduce impervious area.
- The Board recommends the Applicant verify the dimensions of the angled parking and one-way driveway along the front of the church in accordance with Bolton’s Driveways and Parking Bylaw, Section 250-17 of the Code. The angle of the parking, dimensions for the parking and driveway width should be added to the Site Plans.
- The Board recommends the Applicant verify whether or not a guardrail is required along the steep slopes of the parking lot expansion area, specifically, at the pavement edge along Route 117 and the pavement edge along the southeasterly turn around. There appears to be a 6 ft. drop in these areas.
- The Applicant proposes five (5) light fixtures within the expanded parking lot area. The Board recommends a lighting schedule be submitted showing the times of day when the lights will be turned on and off.
- The Board notes that a Typical Light Pole Detail is shown on the Site Plans. The Applicant should verify that the light poles are the indirect, shielded type in accordance with Section 250-23.G.(10) of the Code.
- The Board recommends the Applicant show or verify the location of snow removal storage.
- The Site Plans indicate details for trees and shrubs. It is recommended that the Site Plans be updated to show the location of said trees/shrubs as well as provided a planting schedule. The Board recommends providing landscaping to the maximum extent practicable to enhance the appearance of the parking lot and reduce heat island effect caused by paved surfaces.
- Stormwater runoff generated from the proposed parking lot expansion area (sub-watershed areas A.2 and A.3) will be collected by deep sump hooded catch basins and

conveyed to an underground infiltration system beneath the parking lot. An overflow (pipe outlet to a low spot) is recommended.

- The Stormwater Report indicates that post-development stormwater runoff flow rates are less than the pre-development flow rates for the 2-year, 10-year and 100-year 24-hour storm events.
- The Applicant indicates HSG C soils on site. However, a Rawls Rate of 1.02 inches per hour (HSG B soils) is used as the exfiltration rate in the HydroCAD calculations. The Applicant should update the HydroCAD accordingly.
- There is a two (2) ft. separation (minimum requirement) provided from the bottom of the proposed underground infiltration system to the estimated seasonal high groundwater table. The Applicant should provide a mounding analysis to verify that groundwater will not impact the design of the system.
- The existing parking lot area will be resurfaced. Existing stormwater runoff generated from this area will remain as is under existing conditions.
- It is recommended that the Applicant confirm the functionality of the two (2) existing catch basins and where the runoff collected from these basins discharge. Are these basins drywells or do they discharge runoff elsewhere?
- If these catch basins discharge runoff to bordering vegetated wetlands, extra care should be provided during construction to ensure sediment and other debris does not discharge into the wetland system through these basins. The proposed filter fabric and straw bales to be used during construction should be checked routinely as well as after each storm event.
- The post-development watershed plan should be updated as needed once the discharge point of the catch basins is determined.
- The Board favors the parking lot expansion/improvement project at St. Francis Xavier Church as it will improve existing conditions and enhance the safety of the patrons traveling back and forth from the parking lot to the church. The Board recommends approving the Site Plans with the above comments addressed.

ADMINISTRATION

- Approval of meeting minutes.
 - **Danielle Spicer motioned to approve meeting minutes from April 8, 2020. 2nd by Michael Gorr. All in favor 5/0/0.**
- Appoint Abby Ayotte and Megan Irvin to the Master Plan Steering Committee as non-voting members.
 - **Danielle Spicer motioned to appoint Abby Ayotte and Megan Irvin to the Master Plan Steering Committee as non-voting members. 2nd by Mark Sprague. All in favor 5/0/0.**

Approved at May 27, 2020 meeting via Zoom participation by

JB, MG, EN, DS, MS (*EU*)

Danielle Spicer motioned to adjourn the meeting at 8:30 pm. 2nd by **Mark Sprague**. All in favor 5/0/0.