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Town of North Reading
Massachusetts

TOWN CLERK'S OFFICE
NORTH READING, MASS.

Community Planning

MINUTES

Tuesday, July 19, 2022

Mr. Christopher B. Hayden, Chairperson called the Tuesday, July 19, 2022 meeting of the Community Planning Commission to order at 7:33p.m. in Room 14 of the North Reading Town Hall, 235 North Street, North Reading, MA.

MEMBERS

PRESENT:

Christopher B. Hayden, Chairperson
David Rudloff, Vice Chairperson
Jeremiah Johnston
Warren Pearce

STAFF

PRESENT:

Danielle McKnight, AICP
Town Planner/Community Planning Administrator
Debra Savarese, Administrative Assistant

Mr. Hayden informed all present that the meeting is being recorded.

Wastewater Planning Project Consultant update and CPC discussion

Mrs. McKnight stated that two representatives from Kleinfelder are attending this meeting to give an overview of the study that they've been working on.

Cecelia Carmon of Kleinfelder stated that they have been asked to do an analysis of potential growth once wastewater sewer comes to North Reading.

Adria Fichter, Project Engineer of Kleinfelder presented a PowerPoint. (See attached)

Mr. Pearce asked when they do the historical water use, are they are looking at the winter months use, in order to eliminate the irrigation part of it. This will give a more realistic idea of what the real use is on a daily basis.

Cecelia Carmon stated that they looked at five years of data to specifically flush out peaks and have a realistic assessment of the consumption.

Mr. Rudloff stated that it is still going to be weighted.

Mr. Pearce stated that it's definitely going to be weighted, especially on how many people have big lawns in that neighborhood. His suggestion would be that if they are going to use five years of data, take the actual use during the winter months because there's a far better example of what they're actually using and what's going back into this sewer system.

Mr. Rudloff stated that with the way that the betterment is enacted with someone that just installed a brand new septic system because they had to and there is no option for sewer. Is there a structure/recommendation for that?

Cecelia Carmon stated that she will defer that question to Mr. Parisi, but from a standard practice everybody gets to set the betterment. The town may elect to do department payments, or set up different ways of collecting. But everybody that abuts gets an assessment.

Joe Parisi, Director of the North Reading DPW stated that is correct. Everybody that is fronting it will have access to the sewer and will get a betterment. But, if this project goes forward then they can look at other options if that is a specific situation for a few parcels.

Mr. Rudloff stated that if it's eminent that the system's either going to expire, or there's something to do with the Board of Health then there needs to be some type of town coordinated temporary measure that they could recommend.

Mr. Pearce stated that what some towns have done if there's a Title V problem where a system has technical failure, but could continue to operate if there was a special dispensation given to them, so they could continue to operate that system until the sewer was in.

Mr. Hayden stated that they are getting too far afield here. They're trying to do an analysis of the system for everybody that's going to be in the system, at the beginning, once that's done for a betterment cost and then the town goes back to see the individual person's issue.

Cecelia Carmon continued the PowerPoint.

Mrs. McKnight stated that there are going to be a couple of discussions with the CPC regarding this, but right now they would like to get some input on the CPC's vision for how the Main Street corridor should look, what has been provided as a starting point and the Master plan that was completed in 2020, and what the CPC would hope the type of development that would proceed in the town, especially the industry during this project.

Mr. Rudloff stated that he believes the CPC is in support of the study that recommends mixed use on Main Street and the sewer makes it the perfect storm. The zoning analysis along Main Street or in the diagram that showed the coverage area mentioned 79% residential, what is the opportunity of mixed use within all of these districts.

Mrs. McKnight stated that one of the ideas is to try to get a sense of how development would be prioritized and the kind of development that they would most like to see with the sewer as the catalyst. There are some options for what kind of development they want to target through this sewer project because it could enable quite a lot of development, or less. What level of development is appropriate and what's the right mix that they should be aiming for.

Mr. Rudloff stated that at the beginning portion of Concord Street is mostly residential and being realistic he doesn't recommend that this be all mixed use, but Main Street is wide open.

Mr. Pearce stated that there is already a substantial demand for a sewer system from some of the existing businesses.

Mr. Hayden stated that he could see change on the upper part of Concord Street where there are big lots and still a couple of trucking companies there.

Mr. Rudloff asked what the timing is for the report.

Cecelia Carmon stated that the analysis is on its way. They have a workshop with the Select Board, and additional participants on the August 5th to present their findings both from part 1 and part 2, and there is a meeting on August 8th to reconvene with the Select Board to either get some specific feedback, or to get approval from their results and then move on to the final report. They want to be sure that they have buy-in from the board in terms of their methodologies and they need the board to vote, or make determinations of how they're splitting the project cost

between what's general fund and what's betterment. Once they have feedback on those they can finalize their numbers and issue the draft report for comments.

Mr. Johnston left the meeting.

Mr. Gilleberto, Town Administrator stated that they are ready to brief the Select Board in a workshop style meeting and then have a more traditional presentation in a hybrid type meeting at their regular Select Board meeting on August 8th. He thinks the thinking would be taking the report in its form, whether it's in its final, or what they think close to final form to the other boards and committees, chief among them is the CPC. So, they expect to be coming back to the CPC sometime in August with more detailed findings and with some level of proposal or recommendation. In terms of the financing for the project, as well as what they're projecting for development and how they're projecting it. He expects there may be some evolution of what that model looks like as they go through this process, getting more feedback and ultimately once they get to a spot where they're looking towards the town meeting, having a public workshop style discussions where the public come in and ask their questions freely. Much the way they did with the secondary school building project. So, the CPC was unique in that because of the sort of vision and growth aspect of it. It's really a planning item and Mr. Parisi had written it with Mrs. McKnight's help and they were hoping to get this feedback.

Mr. Hayden stated that the CPC is quite ready for the level that they need to participate, but they would rather participate more. He asked if the CPC could attend the Select Board workshop.

Mr. Gilleberto stated that the workshop will be a public meeting, but the intent is really to sort of educate the board members to the work that's taken place, ahead of the presentation that would be televised. There will be additional opportunity for feedback.

Mr. Parisi stated that there is additional time to really look at the other uses along Main Street and Concord Street, and determine what they think is best. This is a study, not something that we're going to be in a position to set betterments. This is generating some projections and they're also trying to generate some thoughts, as well. Such as, what is the best type of development with this proposed sewer. So, we'll have more meetings with the board and we'll hopefully have some good decisions made as we go along.

Cecelia Carmon stated that this is a big picture study just to make that the sewer is a good financial investment for the town, but they're are not looking at each particular parcel and looking at what it could become. She is looking to get some feedback from the board. It's a careful balance of not just unfettered growth because the town at the moment is restricted by how much water can be used from Andover which is 3 million gallons a day, and then how much water can be disposed of when the sewer is in place which is a half a million gallon agreement with GLSD. When they go over Part 2 and see the recommendations from FXM in terms of how much they project in terms of commercial, industrial and residential growth they will look at those recommendations and then find a projection in terms of wastewater flows, and then they will see if it's more or less than the allotted 500,000 gallons a day and if it's more what do we

do? Do we create sewer district and delineate who's allowed. Does the CPC have an opinion in terms of developing more commercial, or mixed use, or single family parcels become multi-family parcels? What type of growth is the CPC looking for the town?

Mr. Parisi stated that there's decisions to be made on the limitations that we have for both water and wastewater.

Minutes

Mr. Rudloff moved, seconded by Mr. Pearce and voted 3-0: (Mr. Carroll and Mr. Johnston absent)

that the Community Planning Commission vote to accept the minutes dated June 21, 2022 as written.

Accessory Dwelling Unit Bylaw - discussion

Mr. Pearce stated that the revised bylaw is basically the same that they have talked about before. He asked if the bylaw was shown to the building inspector. Whatever they do with this, Mr. Noel is the person who will be enforcing this bylaw.

Mrs. McKnight stated that Mr. Noel has seen that version before, but she will discuss the newest version with him.

Mr. Pearce stated that he hopes this bylaw will encourage people to do things properly. Such as, pulling the proper permits.

Mrs. Gonzalez of the Select Board asked what the difference is between an in-law apartment and an ADU.

Mr. Pearce stated that the difference is that the ADU is allowed to be separate from the other building.

Mrs. Gonzalez asked what the point of changing the bylaw is.

Mr. Hayden stated that there is no bylaw in place right now for an ADU.

Mrs. Gonzalez asked what the point is of being detached from the other building.

Mr. Hayden stated that a detached ends up becoming more of a rented apartment.

Mr. Rudloff stated that he is most concerned with the detached units.

Mrs. McKnight asked if the CPC wanted to target this for the October Town Meeting.

Mr. Pearce stated that they need to get Gerry's approval and then they should go to the Select Board to get their approval.

Mr. Hayden doesn't think that they will be ready for the October Town Meeting. They should go for the June or October 2023 Town Meeting; the CPC members agreed on this.

Economic Development Committee – Appoint CPC member

This appointment will take place at the next CPC meeting.

Zoning Board of Appeals

Mrs. McKnight stated that there are no current applications, but she would like to discuss a couple of applications that were on the ZBA's last meeting because the CPC didn't have a meeting prior to that. Mr. Noel expressed some concern for the following properties and wanted some input from the CPC. There is still time to give input because they have been continued.

142 & 144 Main Street – Were looked at together by the CPC when we did the Site Plan Review. 142 Main Street which is the gas station has been sold and the access on the right is not going to stay open because the new owner has made it clear that he is not going to give access to the mobile homes. Mr. Noel told them that they would need to come to the CPC to modify the Site Plan. The fence that is shown on the site plan has also been altered and when the gas station was sold the fenced in lot was not part of the sale and still belongs to the prior owner and is connected with the mobile home lot.

The consensus of the CPC is to have the owner come into discuss the changes.

110 Main Street – Reading Lumber

The owner of Reading Lumber is appealing a "Cease and Desist" that was issued by the building inspector for issues relating to storage that was not in the places that the approved plan shows. They are also keeping heavy vehicles which is a use issue.

Mr. Pearce stated that he spoke to Mr. Noel and Mrs. McKnight about this and his contention is that the storage of materials that the CPC dictated to them is not being followed. There has been no allowance for the heavy vehicles on the left side of the site and there is construction equipment on the left side of the property that is not supposed to be there. The property on the left is a separate lot and it has been used for storage for a long time and may have some level of previous permission for storage.

Mrs. McKnight stated that she and Mr. Noel are going to be going out on the site with Reading Lumber's attorney.

Planning Administrator Updates**Housing Services office**

Mrs. McKnight stated that it has been discussed and also worked into the budget that the Housing Services office is changing to a consultant only model. Anser Advisory had been the successful agency to respond to the RFP and they were awarded the contract. They had their first meeting today and they seemed really capable and really knowledgeable.

Martin's Landing

Mrs. McKnight stated that the application for approval for the eight new affordable units at Martin's Landing has been prepared by Pulte. They've given it to the CPC and it's going to be moving on to the Select Board for their next meeting, for signatures. Once it reaches that point the entire application goes to DHCD and they will either tell us we need changes and it may have to come back for a signature or they might accept it as it is and then we will be able to get those units counted on the inventory.

Remote meetings

Mrs. McKnight stated that the ability to hold remote public meetings has been extended through March 2023.

25 Maple Road

Mrs. McKnight stated that 25 Maple Road may be coming in for CPC to review. It's similar to when 20 Maple Road was reviewed. It started off as a determination of access and became a subdivision application because it was on a recorded subdivision. So, the CPC will probably be asked to look at that soon. Town Counsel is already involved because Mr. Noel and she already know that there are issues with access and zoning that needs to be looked at.

Town Engineer

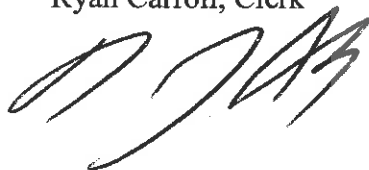
John Klipfel will be leaving the position of town engineer for another position in his hometown.

Rte. 28 Corridor Study

Mrs. McKnight stated that she was given a draft of the corridor study that they've been working together on for Rte. 28. She did want the town engineer to review it in case there were any changes to be made before they discussed it at a meeting. But, now with him wrapping things up over the next few weeks he may not have a lot of time to devote to it, so she'll just put it on an agenda and they can talk about it.

Adjournment at 9:15PM

Respectfully submitted,
Ryan Carroll, Clerk





Town of North Reading Municipal Wastewater System Financial Assessment Study

Presentation to the
Community Planning Commission

July 19, 2022



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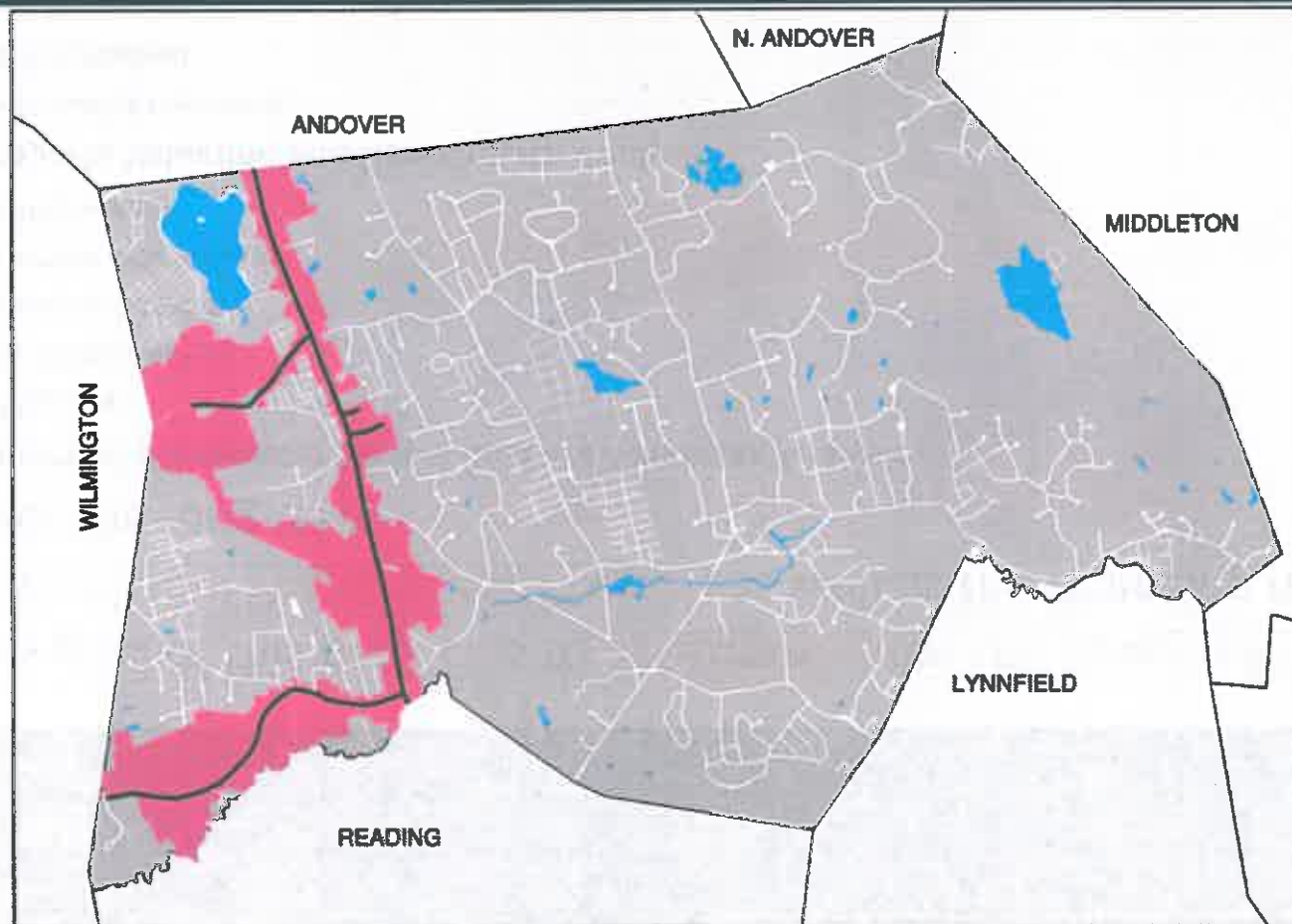
Agenda

- Background
- Project Area & Definitions
- Part I: Municipal Wastewater System Cost and Financing Analysis
- Part II: Property Valuation and New Growth Analysis
- Final Steps

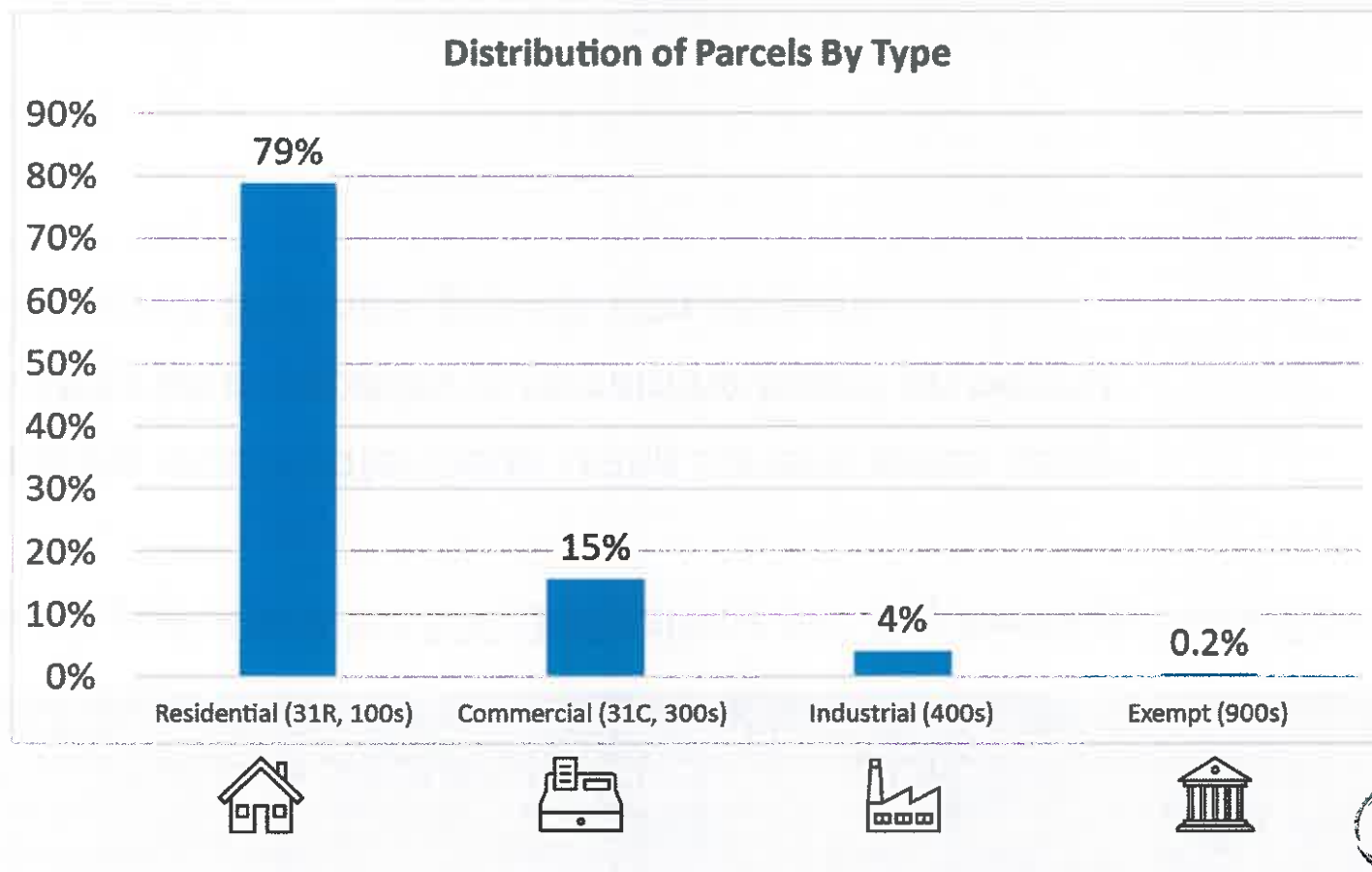
Background

- The primary goal of this project is to determine how the Town will pay for the Proposed Municipal Wastewater Project, as well as the financing mechanisms to be used over the long term.
 - **Part I: Municipal Wastewater System Cost and Financing Analysis**
 - GIS Mapping
 - Water Usage Analysis
 - Wastewater Capacity
 - Betterment Assessment
 - Debt Repayment
 - **Part II: Property Valuation and New Growth Analysis**
 - New Growth Assessment
 - Build-Out Analysis
 - Zoning Recommendations
 - Survey
 - **Final Steps**

Project Area



Distribution of Parcels By Current Zoning



Water and Wastewater Capacity Analysis

The Town is permitted for 500,000 gallons per day Average Daily Flow to GLSD

- Estimating *wastewater* flows using current *water* usage
- Evaluating what capacity is remaining based on permit
- This does not take new growth into account

KLF refer to Capacity Analysis completed by Wright Pierce dated 1/6/22



Betterments: Definitions and Regulations

- A **Betterment** is a special property tax that is permitted where property within a limited and determinable area receives a special benefit or advantage from the construction of a public improvement. *M.G.L. Ch. 80 §1.*



All parcels abutting the proposed sewer main will be assessed a betterment

Betterments: Definitions and Regulations

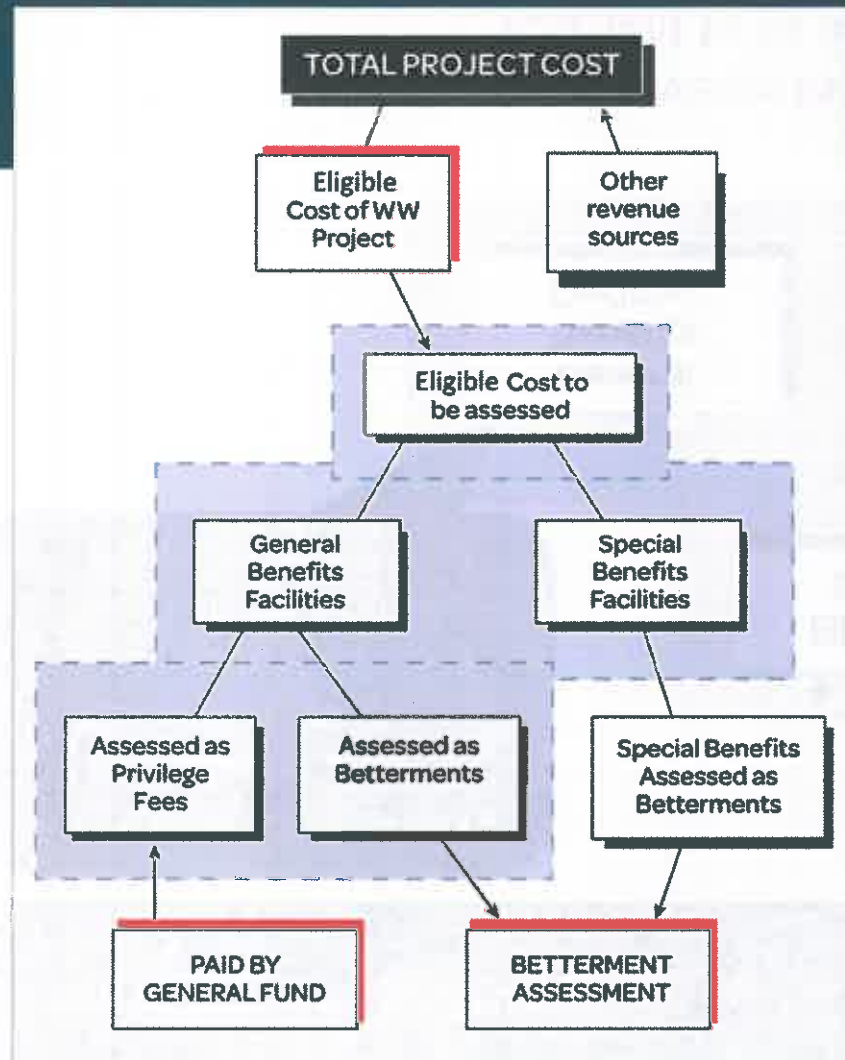
Sewer Special Assessments: Cities and towns may assess all or a portion of the costs of sewer system plant and facilities (*M.G.L. Ch. 83 §15*). Costs may include:

- **General Benefit Facilities**, such as pumping stations, trunk sewers and force mains, and
- **Special Benefit Facilities**, such as mains serving adjacent properties.



Betterment Cost Determination

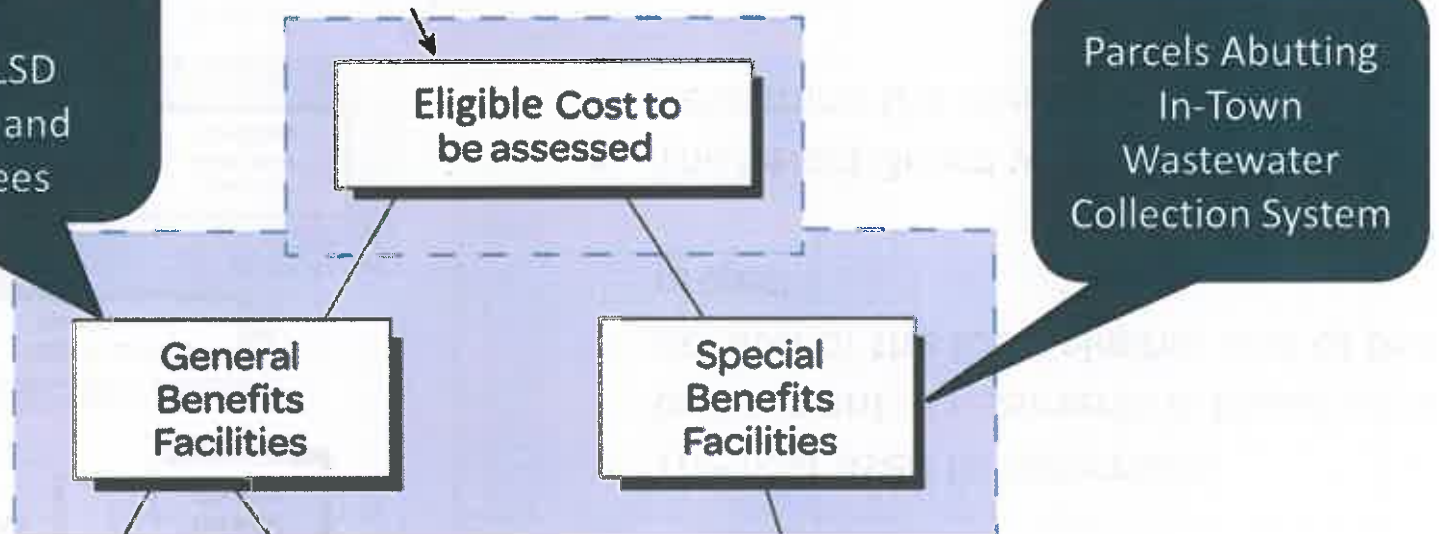
- The cost used to determine betterment assessments is based on a portion of the total eligible cost of the project.
- The Select Board will vote to determine the division of costs.



Funding Breakdown

*All residents benefit from:

1. Wastewater Conveyance & Connection to GLSD
2. Land Acquisition and Administrative Fees

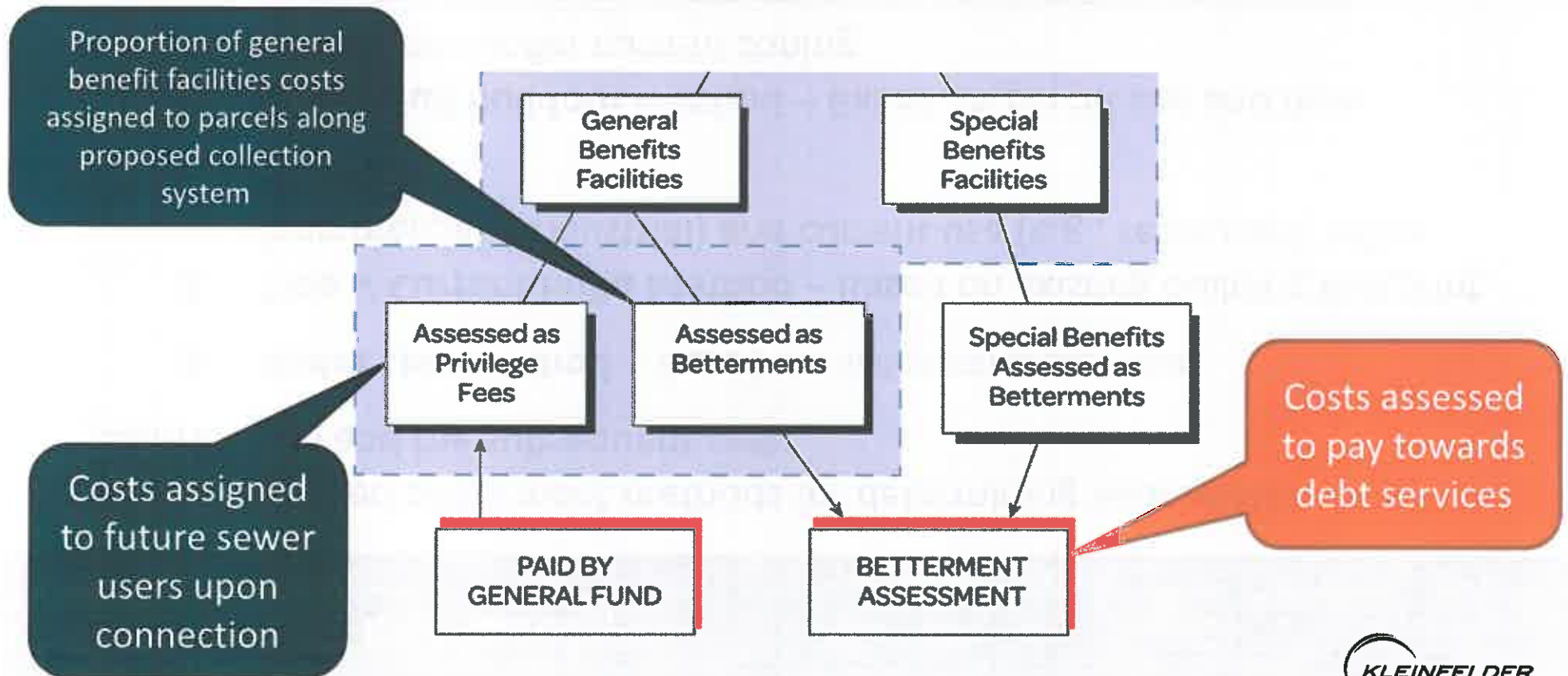


Parcels Abutting In-Town Wastewater Collection System

Recent revision to the Sewer Bylaw allows for cost split to be determined by board vote.

Funding Breakdown

**Based on an estimated Total Project Cost of \$115,705,00. The final cost allocations will be determined by the Select Board after final construction costs are known. Values have been rounded up.*



Betterment Methodology

Evaluating three betterment methods for determining wastewater contribution and the subsequent cost:

1. **Water Use Method** – Based on historical water use
2. **Title V Current Build Method** – Based on existing building footprint (commercial / industrial) and current use (e.g., restaurant, office space)
3. **Title V Full Buildout Method** – Based on parcel size and flow projections under current zoning

$$\text{Cost (\$) Per Sewer Unit} = \frac{\text{Total Betterment Assessment Cost}}{\text{Total Number of Sewer Units}}$$

Debt Repayment

- Analysis on a 30-year General Fund Annual Service Obligation
 - Debt service payment schedule
 - Currently evaluating worst case
 - No grants or other available funding
 - Does include estimate from Betterment Assessment
 - Final will include:
 - Comparison with Net Property New Growth Projections
 - Analysis on additional potential revenue sources
 - Return on Investment

Part II – Property Valuation and New Growth

FXM Associates Scope of Work

- New Growth Assessment (Commercial/Industrial and Residential)
- Buildout Analysis
 - Zoning Recommendations
- Survey of Business and Property Owners

Part II – Property Valuation and New Growth

FXM Associates Scope of Work:

- Survey
 - Electronic survey of business and property owners to understand how sewer may impact them

*Try to understand: **How might sewer impact current business and property owners in North Reading and gauge interest***

- ‘The highest and best use of my property is limited without the availability of a Municipal Wastewater System.’
- ‘How strongly do you agree or disagree that you have a competitive disadvantage in relation to commercial/industrial areas in North Reading and other communities with water and sewer service?’



Final Deliverables

Final Report

- Finalize Betterment Assessment based on Town Input
- Calculate Return on Investment comparing New Growth Projections and Debt Service
- Assess water and wastewater demand based on projected new growth:
 - Town's current Inter-Municipal Water Supply Agreement with Andover
 - Maximum daily water demand: 3 MGD
 - Town's Municipal Wastewater System Capacity
 - Annual Average: 500,000 gallons/day

Study Outcomes

Part I: Municipal Wastewater System Cost and Financing

GIS Maps of Proposed Sewer Area and Expansion Area

Water Usage Analysis including evaluation of IMA

Updated Wastewater Capacity Analysis including projected New Growth

Betterment Assessment with selected method including \$/sewer unit

Debt Repayment Analysis including ROI

Part II: Property Valuation and New Growth Analysis

Assessment on New Growth

Potential Commercial and Industrial Property Value Increases and Net New Tax Revenues

Potential Residential Property Value Increases and Net New Tax Revenues

Buildout Analysis with Projected net new growth (# dwelling units and SF of commercial/industrial growth)

Zoning Recommendations

Survey Results



Discussion

- Potential for new development within the Proposed Sewer Area
- Understanding CPC priorities for the remaining water and wastewater capacity
- Vision for mixed-use redevelopment
 - Main Street Corridor