

Meeting Minutes



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gravesengineering.com

Date: December 28, 2023

Project: Sutton Planning Board
15 Pleasant Valley Road

Project No.: 23530PVR-C

Location: 15 Pleasant Valley Road
Sutton, MA 01590

Meeting Date: December 12, 2023

Meeting Time: 2:00 p.m. - 2:45 p.m.

Subject: Pre-construction Meeting

Transmitted By:

- ☐ Mail
☐ Hand
☐ Fax
☒ Email
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Prepared by: Jeffrey M. Walsh

Attendees			
Name	Initials	Association	Copy to
Jeff Walsh	JW	Graves Engineering, Inc. (GEI)	<input checked="" type="checkbox"/>
John Couture	JC	Sutton Building Department	<input checked="" type="checkbox"/>
Jennifer Hager	JH	Sutton Planning Department	<input checked="" type="checkbox"/>
Matt Stencil	MS	Sutton Highway Department	<input checked="" type="checkbox"/>
Jeff Briggs	JB	Sutton Fire Department	<input checked="" type="checkbox"/>
Greg DiBona	GD	Bohler Engineering	<input checked="" type="checkbox"/>
Pete Doucet	PD	Torrington Properties	<input checked="" type="checkbox"/>
Rian Kearney	RK	Coastal Construction Corporation	<input checked="" type="checkbox"/>
Greg Holmes	GH	Coastal Construction Corporation	<input checked="" type="checkbox"/>
Jack Guilford	JG	Coastal Construction Corporation	<input checked="" type="checkbox"/>
Jake Carmody	JCa	Vanasse & Associates	<input checked="" type="checkbox"/>

We believe these minutes to be an accurate representation of the topics discussed at the meeting, if you find any discrepancies, please contact us immediately. We have attached the project directory provided by Coastal Construction Corporation.

Comments:

1. JW made a brief presentation of site work to be observed by GEI: (1) excavation to prepare for installing the subsurface stormwater infiltration system; (2) about half-way through construction of the subsurface infiltration system and (3) as-built plan/construction completeness review. GEI will also assist the Town of Sutton on an as-needed basis if issues arise. JW asked for a two-day notice for GEI site visits.
2. JH requires that all possible changes to the approved site plans need to be presented to her for review. JH will consult with JW as necessary. JH will advise the developer whether the requested changes are minor changes that can be approved by her office or if the developer needs to present the proposed changes to the Planning Board for approval.
3. JB – no questions at this time. He is attending the meeting due to a conflict in the Fire Chief's schedule.
4. JC asked how long it will be until use of the existing driveway from Route 146 will be discontinued in favor of access off Pleasant Valley Road. The developer's team responded that the Pleasant Valley Road entrance is being filled and is now usable, albeit the access point is not yet in accordance with the plans and filling will continue to so that the plan requirements/location are met. The Route 146 driveway has been closed.
5. MS asked about work along Pleasant Valley Road. Responses to MS's questions/comments:

- a) Off-site water and sewer are to be installed in the spring.
 - b) GD said trees don't have to be taken down for electric utility. Orange stakes or flagging were set out to mark tree trimming to be done.
 - c) The developer's team has been in touch with Wilkinson Water and Sutton Sewer Department about running off-site utilities. The Pleasant Valley Road road opening permit application has not been submitted yet.
 - d) In MassDOT's review of an access permit application, MassDOT applied larger edge-of-pavement radii at the entrance in their access permit approval to further restrict turning movements to right turns only. An island surrounded by vertical granite curb replaced a smaller mountable island.
 - e) The Rte. 146 water main ended at the southern end of the Galaxy site and the applicant decided to pursue connection to the water main in Boston Road.
6. JH read through the Site Plan Approval conditions:
- a) JW to check #1 – Compliance with GEI's May 4, 2023 site plan review letter.
 - b) JH asked for a copy of the latest plans with any changes (e.g., MassDOT-required access changes). A cover letter and updated plans are expected to be issued by GD by end of this week.
 - c) Sight lines need to be created and maintained for traffic exiting the new driveway off Pleasant Valley Road. Sight lines need to be maintained during construction as well as long-term. Obstructions such as soil stockpiles, construction equipment and construction materials are to not obstruct sight lines. The contractor will not be placing opaque fabric on the fence where sight lines could be obstructed. As earth filling proceeds, the temporary perimeter fence will be moved as needed.
7. Torrington Properties is doing the site construction and constructing the building core and shell. Convenient MD is doing the building fit out once Torrington's work is completed.
8. March/April 2024 is the desired finish date for the building shell. The finish date may end up being between the end of April to mid-May.
9. Applicant's Team (GD) will provide a list of their meeting attendees.
10. JW to prepare a draft of meeting minutes.
11. The following page has a list of Town contacts.

Attachment 1: Project Directory Provided by Coastal Construction

**TOWN OF SUTTON
DEVELOPMENT CONTACT LIST 2023**

CONTACT NAME	TITLE	DEPT./COMPANY	PHONE	EMAIL
Jen Hager	Community Development Director	Planning	O: 508-865-8729	j.hager@town.sutton.ma.us
Jeff Walsh, P.E.	Principal	Graves Engineering	O: 508-856-0321	jwalsh@gravesengineering.com
John Couture	Building Commissioner	Building	O: 508-865-8723	j.couture@town.sutton.ma.us
Matt Belsito	Fire Chief	Fire	O: 508-865-8737	m.belsito@town.sutton.ma.us
Robin Dresser	Deputy Chief	Fire	O: 508-865-8737	r.dresser@town.sutton.ma.us
Denis Towle	Police Chief	Police	O: 508-865-8747	d.towle@town.sutton.ma.us
Matt Stencil	Highway Superintendent	Highway	O: 508-865-8743	m.stencil@town.sutton.ma.us
Don Obuchowski	Sewer Superintendent	Sewer	O: 508-234-1207	d.obuchowski@town.sutton.ma.us
Shelley	Secretary & Treasurer	Wilkinsonville Water	O: 508-865-0060	wilkswater@verizon.net
Brandon Faneuf, MSC	President	Ecosystems Solutions	O: 401-741-3263	bfaneuf@ecosystem-solutions.com



CMD Sutton Shell - 15 Pleasant Valley Road
Project Directory



First Name	Last Name	Company	Project Role	Address	City	State	Zip	Business Phone	Mobile Phone	Fax Number	Email
Matthew	Belsito	Town of Sutton	Fire Chief	4 Uxbridge Road	Sutton	Massachusetts	01590	(508) 865-8737			mbelsito@town.sutton.ma.us
Jake	Carmody	Vanasse & Associates	Traffic Engineer					(978) 474-8800	(781) 244-3401		jcarmody@rdva.com
Kevin	Correia	Kevin Correia Architecture	Architect	52 Nashua Street #30	Milford	New Hampshire	03055	(603) 255-3075	(603) 674-4229		kcorreia@kcarchs.com
John	Couture	Town of Sutton	Building Commissioner	4 Uxbridge Road	Sutton	Massachusetts	01590	(508) 865-8721			jcouture@town.sutton.ma.us
Greg	Dibona	Bohler Engineering	Civil Engineer	352 Turnpike Road	Southborough	Massachusetts	01772	(508) 480-9900	(908) 358-8750		gdibona@bohlereng.com
Pete	Doucet	Torrington Properties	Owner	11 Elkins Street #420	Boston	Massachusetts	02127		(781) 316-6641		pd@torprops.com
Jack	Guilford	Coastal Construction Corporation - HQ	Site Superintendent	17 Railroad Avenue	Duxbury	Massachusetts	02332	(781) 934-5767	(774) 283-1905	(781) 934-5856	jguilford@coastalconstructioncorp.com
Jennifer	Hager	Town of Sutton	Planning Director	4 Uxbridge Road	Sutton	Massachusetts	01590	(508) 865-8729			
Matt	Halvatzes	Convenient MD	Tenant	111 New Hampshire Avenue	Portsmouth	New Hampshire	03801	(603) 394-2085	(603) 235-0042		mhalvatzes@convenientmd.com
Greg	Holmes	Coastal Construction Corporation - HQ	Project Manager	17 Railroad Avenue	Duxbury	Massachusetts	02332	(781) 934-5767	(781) 361-2204	(781) 934-5856	gholmes@coastalconstructioncorp.com
Rian	Kearney	Coastal Construction Corporation - HQ	Estimator	17 Railroad Avenue	Duxbury	Massachusetts	02332	(781) 934-5767	(339) 832-7057	(781) 934-5856	rkearney@coastalconstructioncorp.com
Matt	Stencel	Town of Sutton	Highway Superintendent	4 Uxbridge Road	Sutton	Massachusetts	01590	(508) 865-8743			mstencel@town.sutton.ma.us
Peter	Varrasso	Anchor Excavating Corp.	Site Contractor	16 Industrial Way	Hanover	Massachusetts	02339	(781) 871-9216	(781) 760-1912	(781) 871-9270	pvarrasso@comcast.net
Jeffrey	Walsh	Graves Engineering, Inc.	Town Engineer	100 Grove St	Worcester	Massachusetts	01605	(508) 856-0321 x109		(508) 856-0357	jwalsh@gravesengineering.com