



**Town of Walpole**  
Commonwealth of Massachusetts  
Office of Community & Economic Development

**JAMES A. JOHNSON**  
*Town Administrator*

**Patrick Deschenes**  
*Community & Economic  
Development Director*

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**Memo**

**To:** Louis Petrozzi, Project Applicant

**From:** Patrick Deschenes, Director of Community & Economic Development

**CC:** Jim Crowley, Building Commissioner  
Carl Balduf, Town Engineer  
Zoning Board of Appeals

**Date:** 10/3/2023

**Subject:** Preconstruction Status - Union Square Village 40B Development (The Residence at Burns Avenue)

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The following materials were submitted for review in relation to preconstruction requirements associated with the approved May 15, 2023 Comprehensive Permit for the project known as Union Square Village (also known as The Residence at Burns Avenue). **Staff comments are in bold.**

- Amended Site Development Subdivision Plan, A Comprehensive Permit M.G.L.c.40B “Union Square Village”, Walpole, Massachusetts, by GLM Engineering Consultants, Inc., 19 Exchange Street, Holliston, MA 01746, dated April 21, 2020 and revised through September 14, 2023
  - **The Final Plans shall identify the ownership of all parcels or easements utilized within and abutting the project site. The locations labeled as “Burns Ave. Private Way” should identify the ownership as specified within Condition A.13.d.**
  - **Please label the length and width of each unit’s driveway.**
  - **The proposed mailbox for the development shall be moved from its current location, to a suitable location completely within the project site. The current proposed location shown on Sheet 4 is not suitable and conflicts with Condition J.6. Please address and move the mailbox to be completely within the project site.**
  - **The proposed construction entrance is not in conformance with Sheet 7 Erosion Control.**
  
- A binder labeled “Pre-Construction Documents” containing the following:

- A letter dated September 25, 2023 from the project Applicant to the ZBA Chair addressing the submitted documentation needed to begin construction activates on site.
- A copy of the approved May 15, 2023 Comprehensive Permit that has been recorded with the Norfolk County Registry of Deeds - **Meets compliance with Condition A.13.a**
- A Landscaping Plan labeled “Restoration and Tree & Shrub Planning Details”, by Cosmos Associates Landscape Architects & Site Planners, 5 Longview Street, Natick, MA 01760, dated November 23, 2020 and revised through September 5, 2023 - **Meets compliance with Condition A.13.c**
- Final Engineering Drawings & Plans. This is noted as not included, but a revised plan has been submitted (See above). It should be stated that Condition A.13.d states the following: *The Final Plans shall be submitted to the Board at least thirty (30) days prior to the anticipated date of commencement of **building construction or submission of an application for building permits**, whichever is earlier (the "Final Site Plan Submission Date")*. As such, this revised plan set shall not be yet be deemed the Final Plans as their submission aligns with the applicant’s intent to conduct site work and not building construction/seek building permits.
- Condition C.1.a – Submission of \$5,000 to be used for outside technical and legal review. **(This requirement has not yet been submitted and is therefore not in compliance with required conditions to conduct and construction or site development actives)**
- NPDES Construction Permit submitted to the EPA and a Stormwater Pollution Prevention Plan (SWPPP). **I acknowledge the receipt of these materials as a requirement to Condition C.1.b, however evidence indicates that the prior EPA NOI is still valid needs to be submitted along with a signed and executed SWPPP. Further review will be necessary by either in-house staff or outside expertise (see condition C.1.a)**
- A copy of the DEP Superseding Order of Conditions recorded with the Norfolk County Registry of Deeds - **Meets compliance with Condition C.1.c**
- A letter signed and stamped by a Massachusetts registered Professional Engineer (Robert Truax) stating the determined cuts and fill volume needed for the site. The letter states that the proposed project will not have a surplus of material and

that the material to be removed will only be the deleterious debris on site (**Meets compliance with Condition C.1.d**)

- A Construction Management Plan, prepared by Union Square Development, LLC., 2 Wathin Circle, Norwood, MA 02062, dated September 25, 2023 - **I would conclude that overall the submission meets compliance with Condition C.1.e, however I have the following comments**
  - **The preparer of the Construction Management Plan should be identified and their qualifications also identified**
  - **Dust Control Measures addressed on pages 10-11**
  - **Fill delivery schedule appears to be addressed on page 6 under section 2.4.4. – Can the applicant confirm? It is not entirely clear within the plan.**
  - **Stockpiling areas addressed on page 8 as well as Sheet 7 of submitted site plan**
  - **Site access and egress should be obtained from Brook Lane off Union Street. The current plan under section 3.3 states from Burns Avenue off of Pleasant Street. I would consider this in conflict with Condition E.22.**
  - **Material Safety Data Sheet does not appear to be included. Can the applicant confirm this?**
  - **Health and Safety plan appears to be addressed on pages 12-13 as well as its own plan labeled “Waste Material and suspicious removal plan” dated September 25, 2023.**
  - **24-Hour contact person is not identified within plan. I would revise to make clear who this person is - During preconstruction meeting applicant indicated that they were this person however this should be clearly stated**
  - **Construction Schedule is addressed on pages 5-7. A construction sequence & schedule plan has also been submitted as its own document.**
  - **Site-Specific Safety Plan has also been submitted as its own document, dated September 25, 2023 – I will defer to Building Dept. if this is adequate**
  - **Section 2.2 on page 5 discusses off-site improvements. I would revise to make clear that the applicant must also follow Conditions F.3, F.7, and F11 which include repaving the entire length of Brook Lane to town standards and safety measures such as appropriate signage and crosswalk markings.**

- A letter from the applicant to the Building Commissioner, dated September 25, 2023, requesting a preconstruction meeting – **Meeting held on October 3, 2023 which meets compliance with Condition E.1**
- A document titled “Site Development Estimated Construction Materials and Quantities”, dated September 25, 2023 – **This submission would meet compliance with Condition E.23.b for a listing of quantities of materials – However, the estimated delivery schedule as required under Condition E.23.a is only somewhat covered within the Construction Management Plan and is not entirely clear. Can the applicant confirm?**
- A Dust Mitigation Plan, dated September 25, 2023 - **Meets compliance with Condition E.24, however I will defer to the Building Department as to whether the submission is satisfactory.**
- A Trucking Route Plan, dated September 25, 2023 – **Meets compliance with Condition E.28, however this plan should be cleared first with the Police Department before commencing site work.**

**Additional Comments Prior to Commencing Site Work**

- **The Applicant shall comply with Condition E.16 which states the following:**  
*“No building areas shall be left in an open, unstabilized condition longer than sixty (60) days. Temporary stabilization shall be accomplished by hay bales, hay coverings or matting. Final stabilization shall be accomplished by paving or loaming and seeding exposed areas. All 2:1 slope areas shall be permanently stabilized with rip rap or vegetated cover.”*
- **The Applicant shall comply with Condition E.20 which states the following:**  
*“The Applicant is responsible for the sweeping, removal of snow and sanding of the roadways and driveways providing access to residents of the Project, as well as emergency vehicles.”*
- **The Applicant shall comply with Condition E.21 which states the following:**  
*“The Applicant shall maintain all portions of any public road, whether state or local roads, used for access to the Property by construction vehicles, free from soil, mud or debris deposited due to such use during the duration of construction.”*
- **The Applicant shall comply with Condition E.22 which states the following:**  
*“All construction vehicles shall be parked on the Property. No construction equipment can be staged on Burns Avenue, Brook Lane, or any other public way. Temporary signage shall be utilized stating “No Construction Access to Burns Avenue” or similar*

*language at the end of the proposed cul-de-sac and at the entrance from Pleasant Street to Burns Avenue.”*

**This temporary signage shall be established prior to site work.**

- **The Applicant shall comply with Condition E.25 which states the following:**

*“Construction security fencing shall be utilized at least until the first occupancy permit is issued to ensure the safety and security of the site for the benefit of the surrounding neighborhood and the Applicant. Six (6) foot tall chain-link fencing shall be utilized with access gate at the entrance of the site. Walpole Fire Department shall have a Knox box placed accessible at the entrance to the gate during the construction process. A security contractor shall be utilized to open and close the site daily and confirm/mandate the hours of operation for the site personnel.”*

**Security fencing shall be established to an extent approved by both the Building Department and Emergency Services/Fire Department. This matter should be addressed prior to site work and installation of the security fence.**

- **The Applicant shall comply with Condition E.26 which states the following:**

*“A proper trackpad shall be created and maintained at the entrance to the site, off of Brook Lane, to wash and diminish the tracking of any debris from the site onto Brook Lane. The construction team shall sweep Brook Lane every day at the completion of work. This shall continue until the final layer of pavement is installed on Brook Lane.”*

**The applicant has indicated that the home at 7 Brook Lane is to remain during initial site work planned for this fall and winter. I have concerns about the location and access to this trackpad. This matter should be discussed and determined with the Building Department before commencing site work and be no means be considered as approved.**

- **The Applicant shall comply with Condition E.27 which states the following:**

*“All construction equipment must be off-loaded on the construction site by means of the stabilized construction entrance at Brook Lane. No equipment or material shall be off-loaded on either Brook Lane or Burns Avenue themselves.”*