

STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, MARCH 3, 2009

On a roll call made by Ms. Gibson-Quigley, the following members were present:

**Present:**

Russell Chamberland  
Penny Dumas  
Jennifer Morrison, Chair  
Sandra Gibson-Quigley  
Bruce Smith

**Also Present:**

Jean Bubon, Town Planner  
Diane Trapasso, Administrative Assistant

**Absent:**

Tom Creamer  
Jim Cunniff

Ms. Morrison called the regular meeting of the Planning Board to order at 6:30 PM.

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Chamberland to accept the minutes of February 10, 2009

**2<sup>nd</sup>:** Mr. Smith

**Discussion:** None

**Vote:** 4 – 0 - 1

**DISCUSSION – NEXT STEPS – MASTER PLAN PREPARATION**

Ms. Bubon provided an overview of the Master Planning Process to provide the Board with some brief information on the Legal Basis for Master Planning, our Master Plan and its relationship to the Land Use partnership Act, the Proposal Process, and the Steering Committee.

Ms. Bubon stated that the legal basis for Master Planning comes from Chapter 41, Section 81D of the Massachusetts General Laws. According to this Section, the plan shall “provide a basis for decision making regarding the long-term physical development of the municipality.

Ms. Bubon stated that the Planning Board is charged with the creation of this Master Plan to include the following elements:

- Goals & Policies
  - Members of the community
- Land Use
- Housing
  - Housing Plan information
- Economic Development
- Natural & Cultural Resources
- Open Space & Recreation
- Services & Facilities
  - Use existing studies
    - School Building Committee
    - Wastewater Treatment
    - Well # 4
- Circulation
- Implementation
  - Key section

RELATIONSHIP TO CERTIFIED LAND USE PLAN AS PROPOSED BY LUPA  
(LAND USE PARTNERSHIP ACT – DRAFT 2008)

Ms. Bubon stated that this plan shall be submitted to the Regional Planning Board Agency for certification and the plan must be certified or rejected within ninety days. A plan shall be certified if it is complete. A complete plan is one that contains the elements of a traditional master plan as noted and is consistent with the Commonwealth’s Land Use Objectives (economic development, housing, open space protection, water management and energy management). Water management in this case means that all development that disturbs more than one acre of land, including as of right development, must utilize LID techniques.

It is extremely important to remember that this Act may or may not become a reality in its present form. However, it is important to raise this issue now so that we may be sure that we are preparing a Master Plan that contains all of the information we require and desire as a community, as well as a plan that gives consideration to inclusion of components that meet the State Sustainable Development Principles. The State has placed, and Ms. Bubon believes will continue to place, great emphasis on water conservation and clean energy. It is her opinion that we should try to incorporate these elements in some fashion into this plan if the budget allows.

CONSULTANTS

Ms. Bubon stated that the consultant that we hire will enable the Master Plan Steering Committee to focus on goals, objectives and policies and can help to keep the project on track. A community may use a Request for Proposals (RFP) process or Request for Qualifications (RFQ) process. Normally when a community request an RFP the consultant provides what they would propose as a Scope of Services for the price they are proposing. With the RFQ process a consultant provides a narrative of its qualifications to the Board for consideration and a rating process is employed that rates each respondent based upon a set

of pre-selected characteristics the Board thinks is important to the Master Planning Process. Only after a consultant is selected is the proposal price revealed. If the community does not have adequate funds for the consultant's proposed price, negotiations can take place to develop a Scope of Services for the funds available.

Ms. Bubon and the Board are more comfortable with the RFQ.

#### THE MASTER PLAN STEERING COMMITTEE

Ms. Bubon stated that the Planning Board is charged with the creation of a Master Plan (MGL Chapter 41, Section 81), however the Planning Board cannot possibly undertake a project of this magnitude by itself. Therefore, a Master Plan Steering Committee is normally established to work through the Master Planning Process. The Steering Committee should be comprised of citizens that represent a broad range of viewpoints.

Ms. Bubon recommends that a Planning Board member be Chair of the Steering Committee.

#### NEXT STEPS

Ms. Bubon stated that if the Board is in agreement with the proposed process, she would draft an RFQ for the Board to review at the next Planning Board meeting. That same evening, she will have some suggestions for the make-up of the Steering Committee.

The Board is in agreement with the whole process and is anxious to get started.

**Motion:** Made by Ms. Quigley–Gibson for Ms. Bubon to draft an RFQ for the Board to review at the next meeting.

**2<sup>nd</sup>:** Mr. Smith

**Discussion:** None

**Vote:** 5 – 0

Mr. Chamberland wanted to thank Ms. Bubon for all the work she did in preparing all the material for the Master Plan Preparation, with only a week to prepare. The vote was only taken on February 24<sup>th</sup>.

#### **DISCUSSION – DRAFT 43D APPLICATION**

Ms. Bubon stated that she still needs to have a map and narrative for each site. Ms. Bubon also stated that she met with Ms. Radzviech of Mass. Development earlier in the day. Ms. Radzviech stated that that State is nearly out of money for the Grants and that the Town should get their application in as soon as possible because decisions will be made on a first-come, first-served basis.

Ms. Bubon stated that her grant activities are now limited to the following Planning consulting services to :

- Help revise existing Rules & Regulations for Boards & Departments impacted by the adoption of 43D to insure consistency with filing requirements.
- Prepare an application package that will include all applicable forms & documents needed for a proposed development project, as well as a checklist to guide applicants regarding to necessary submittals.
- Develop easy to understand, consistent design guidelines for the community in an effort to better facilitate & streamline the permitting & development process. All Commercial & Industrial projects are subject to the Design Review process on the Town of Sturbridge.
- Prepare wetland delineation & conceptual build-out plan for 198 Charlton Road.

Ms. Bubon stated that she is working on getting a quote for the Design guidelines for the community.

**Motion:** Made by Ms. Dumas to accept the grant activities to facilitate expedited local permitting allowing Ms. Bubon to accept quotes for the funding.

**2<sup>nd</sup>:** Ms.Gibson-Quigley

**Discussion:** None

**Vote:** 5 – 0

### **TOWN PLANNER UPDATE**

Correspondence – Kopelman & Paige – Re: Green Communities Act

Correspondence – The Last Green Valley – Annual Walktober 2009 Event

Commercial Tourist District Revitalization Plan – Selected

Update CDC Meeting – February 20, 2009

Help communities – 1<sup>st</sup> time homebuyers – small business loans

As-Builts Submitted – The Sanctuary

Street lighting & trees still remain to be installed

Upcoming Projects – 588 Main Street & 179 Main Street

Update Pilot Travel Center

CPTC – Annual Conference – Saturday, March 21, 2009

### **NEXT MEETING**

March 17, 2009

**Motion:** Made by Ms. Quigley-Gibson to enter into executive session under Mass General Law Chapter 39, Section 23B, to discuss strategy with respect to collective bargaining or litigation and not to reconvene in open session.

**2<sup>nd</sup>:** Mr. Chamberland

**Discussion:** None

**Vote:** Mr. Smith – yes  
Ms. Quigley-Gibson – yes  
Ms. Morrison – yes  
Ms. Dumas – yes  
Mr. Chamberland – yes

Adjourned at 8:12 PM.