

STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, MARCH 31, 2009

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

**Present:** Russell Chamberland  
Tom Creamer  
Jim Cunniff  
Penny Dumas  
Jennifer Morrison, Chair  
Sandra Gibson-Quigley  
Bruce Smith

**Also Present:** Jean Bubon, Town Planner  
Diane Trapasso, Administrative Assistant

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

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Creamer to accept the minutes of March 17, 2009  
**2<sup>nd</sup>:** Mr. Cunniff  
**Discussion:** None  
**Vote:** 6 – 0 – 1 (Mr. Chamberland)

**REVIEW AND DISCUSS DRAFT III RFQ – MASTER PLAN**

Ms. Bubon stated that she included all the edits from the previous meetings. She also stated that since she sent out the initials edits she has received feedback on some typos and has made those edits.

Ms. Bubon said she incorporated both Town Hall addresses because the Town is keeping 308 Main Street as the mailing address, and 371 Main Street as the physical address for dropping off information in person.

Some other changes were the following:

**PUBLIC PARTICIPATION PROCESS**

- The Board decided to use Focus Groups instead of Sub-Committees

- The Board decided to use surveys

## HOUSING

- Delete Task 2 – too costly and a relatively short term goal that may be done indirectly

## NATURAL, CULTURAL AND HISTORIC RESOURCES

- Add the paragraph, “The Natural Resources section of this plan shall examine the natural resources of the Town including landscape and topography, aquifers and water resources and the wetlands and vegetation.....
- The Board decided to make it clear to the Consultant to include OSV in the planning process

## ENERGY AND SUSTAINABILITY

- This was changed from Energy & Water

Add Bio Map to the documents to be reviewed page.

Ms. Bubon stated that she would like to have four finalists.

The Board decided to add to the invitation page that the proposers submit at least two Master Plans or a similar Community Plan. The submittal should be of a community similar in size to the Town of Sturbridge.

**Motion:** Made by Mr. Creamer to authorize Ms. Bubon to proceed with publishing the RFQ once the final review by Town Counsel has been completed

**2<sup>nd</sup>:** Ms. Dumas

**Discussion:** The Board agreed that as long as Kopelman & Paige didn't have any substantial changes to the element of the RFQ, Ms. Bubon could just send it out.

**Vote:** 7 – 0

**Motion:** Made by Ms. Dumas to designate Ms. Gibson-Quigley as Chair of the Steering Committee, although the appointment will need to be made by the Town Administrator when the Steering Committee is formed.

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

**Discussion:** None

**Vote:** 7 – 0

**Motion:** Made by Ms. Gibson-Quigley to designate Ms. Morrison as one additional member to assist with initial screening of RFQs.

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

**Discussion:** None

**Vote:** 7 – 0

Mr. Creamer thanked all the Board members and staff for all their work in getting this RFQ done.

**TOWN PLANNER UPDATE**

Official letter from CMRPC – Approved – Revitalization Plan

**NEXT MEETING**

April 14, 2009

On a motion made by Ms. Dumas and seconded by Mr. Smith, the Board unanimously voted to adjourn at 7:30 PM.