

STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, APRIL 14, 2009

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

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

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

**Absent:** Tom Creamer

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

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Cunniff to accept the minutes of March 31,  
2009  
**2<sup>nd</sup>:** Mr. Chamberland  
**Discussion:** None  
**Vote:** 6 – 0

**METRO PCS CROWN CHARLTON ROAD – 174 CHARLTON ROAD  
REQUEST FOR A WAIVER OF SITE PLAN-THE APPLICANT PROPOSES A  
MODIFICATION TO AN EXISTING WIRELESS COMMUNICATIONS  
FACILITY.**

Mr. Kreiger spoke on behalf of the applicant. He stated that the applicant proposes a modification to an existing wireless communications facility. All proposed modifications are within the existing fenced compound. Minimal disturbance of soils are required to place a concrete slab for equipment placement. These modifications will not impact grading, elevations and the like.

Mr. Coupet, Radio Frequency Engineer, explained the need to locate a wireless communications facility in Sturbridge.

Ms. Bubon stated that the application had been distributed to the appropriate staff persons who reviewed the application and no site plan concerns have been noted.

**Motion:** Made by Ms. Gibson-Quigley to grant the waiver of Site Plan Review to METRO PCS Crown Charlton Road at 174 Charlton Road for the proposed modification to an existing wireless communication facility.

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

**Discussion:** None

**Vote:** 6 – 0

### **TOWN PLANNER UPDATE**

- Application filed for Gas Station, Convenience Store, Service Station, Car Wash at 173 Main Street
- Reminder that the Town Hall offices are moving – offices close at noon on Thursday, April 16<sup>th</sup> and re-open Tuesday, April 22<sup>nd</sup> at 371 Main Street. Planning Department will be located in room 38
- Annual Town Meeting – April 27, 2009
- 43D Application has been officially accepted as complete – State interview is May 13<sup>th</sup> @ 10:00 AM
- Reminder – Earth Day Cleanup is this Saturday
- Walkable Communities – tentative date is May 9<sup>th</sup> – Mr. Smith will confirm time and date

**REQUEST FOR SITE PLAN APPROVAL. THE TOWN OF STURBRIDGE IS REQUESTING SITE PLAN APPROVAL TO ALLOW THE RENOVATION OF THE EXISTING BUILDING AND THE CONSTRUCTION OF AN ADDITION TO THE EXISTING BUILDING TO ALLOW FOR A NEW ENTRANCE FOR ACCESSIBILITY PURPOSES AND RELATED SITE IMPROVEMENTS. THE PROPERTY LOCATION IS THE CENTER OFFICE BUILDING AT 301 MAIN STREET.**

**REQUEST FOR SITE PLAN APPROVAL. THE TOWN OF STURBRIDGE IS REQUESTING SITE PLAN APPROVAL TO ALLOW THE RENOVATION OF THE EXISTING BUILDING AND THE CONSTRUCTION OF AN ADDITION TO THE EXISTING BUILDING TO ALLOW FOR A NEW ENTRANCE FOR ACCESSIBILITY PURPOSES AND RELATED SITE IMPROVEMENTS. THE PROPERTY LOCATION IS THE TOWN HALL AT 308 MAIN STREET.**

Ms. Gibson-Quigley read the legal notice for both applications.

Ms. Morrison welcomed the Design Review Committee.

Mr. O'Brien of J. Stewart Roberts Assoc. spoke on behalf of the applicant. The proposal is to expand the existing Town Hall to create new entrances for accessibility purposes, the

elevator and stair towers. The building will be renovated and the parking lot will be re-configured.

He also explained the proposal is to expand the existing Center Office Building to create new entrances for accessibility purposes, an elevator and stair tower. The building will also be renovated for use as municipal offices. The parking lot will be reconfigured and the existing garage will be demolished.

Mr. Murray of Places Site Consultants, Inc. stated that for Town Hall the proposed lot configuration and improvements would reduce traffic hazard and nuisances. A new, planted island will be installed and will provide better delineation of the parking lot and will help to separate the street line from the parking lot. Signage will be installed to delineate the handicap parking spaces as required and signage will be installed at the rear of the upper lot directing people to the parking area in the rear. Accessible walkways will be installed around the building and the rear entrance will be fully accessible.

He also stated that for the Center office Building, all spaces will be delineated by markings and curb stops and lighting will be installed. A designated handicap space will be installed nearest the new entry to the building.

The Board had questions and concerns about the following:

- Sidewalks
- Drainage
- Exterior lighting
- Parking during construction
- Snow storage

All questions were answered and the Board was satisfied.

Ms. Dumas noted that during all joint CPC and Selectman meetings, regarding use of CPA funds, the CPC requested and was assured that architecture features used for renovation will mimic the historic feel that the buildings now displays. Ms. Dumas noted that during those meetings, the one area that had not been discussed was the second staircase and she questioned the finishes of this staircase. Mr. O'Brien noted that this second staircase is for emergency exit only and will be finished to meet code and will not reflect the historic nature of the building.

Ms. Ahern who is the landscape architect described the plantings as simple and native plants, and easy to maintain.

Mr. Malloy stated that there will be a fence around the building during construction and the project manager will meet with the Police Chief concerning traffic.

Mr. Bardsley of 267 Main Street and a member of the Federated Church was concerned with the property lines and felt the Church owns the land that the Town Hall is expanding on and the parking lot.

Mr. Malloy stated that after nine months of title searches and review of Town official records, Town Counsel stated that the Town owns the land. The Church has an easement, “right of way passage”.

Rev. Jackson, pastor of the Federated Church, had concerns about reserved handicap parking during construction and access to the back parking lot.

Mr. Thompson of 364 New Boston Road wanted to know if the slanted parking on Maple Street was staying.

**Motion:** Made by Ms. Dumas to close the Public Hearing for both the Town Hall project and Center Office Building project.

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Ms. Gibson-Quigley to approve all the requested waivers listed in the applications for the Town Hall project.

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Mr. Smith to approve all the requested waivers listed in the application for the Center Office Building Project.

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Mr. Cunniff to grant Site Plan Approval to the Town of Sturbridge for the Town Hall project at 308 Main Street with seven conditions

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Ms. Gibson-Quigley to grant Site Plan Approval to the Town of Sturbridge for the Center Office Building at 301 Main Street with seven conditions.

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

**Discussion:** None

**Vote:** 6 – 0

## **TOWN PLANNER UPDATE**

Master Plan RFQ – revisions made – will be advertised

## **OLD BUSINESS/NEW BUSINESS**

Ms. Gibson-Quigley gave an update on the School Building project. She stated that there is a property line discrepancy. The project is still going forward with new plans, which will work out better.

Mr. Blanchard stated that the report Ms. Bubon had done for him showing potential growth in the Town provided relevant information for the Committee's presentation to the MSBA regarding their enrollment determination. He thanked Ms. Bubon for that study and all her work getting the information.

### **NEXT MEETING**

May 5, 2009

On a motion made by Mr. Cunniff and seconded by Mr. Chamberland, the Board unanimously voted to adjourn at 8:45 PM.