

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, JUNE 28, 2011**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM. the following members were present:

Present: Charles Blanchard
Russell Chamberland
James Cunniff
Penny Dumas
Brian McSweeney
Sandra Gibson-Quigley, Chair

Also Present: Jean Bubon, Town Planner

RESIGNATION – JENNIFER V. MORRISON

Ms. Gibson-Quigley acknowledged with regret the resignation of Jennifer Morrison from the Planning Board. She stated that her knowledge and enthusiasm for her role on the Board will be greatly missed.

APPROVAL OF MINUTES

Motion: Made by Mr. Cunniff to accept the minutes of June 14, 2010 with corrections noted.
2nd: Ms. Dumas
Discussion: None
Vote: 4 - 0 – 1 (Mr. Chamberland)

**REQUEST FOR WAIVER OF SITE PLAN – ENRICO’S BRICK OVEN
PIZZERIA AND PUB – 500 MAIN STREET**

Materials Reviewed:

Application for Waiver of Site Plan received June 13, 2011

A plan entitled “Enrico’s Brick Oven Pizzeria Proposed Renovation/Expansion – 500 Main Street, Fiskdale, MA 01518”. Plans prepared by Arsenault Interiors, LLC – 4 Williams Drive, Spencer, MA 01562

A document entitled “Enrico’s Brick Oven Pizzeria & Pub Proposed Expansion Parking Allocation dated May 19, 2011”. Prepared by Arsenault Interiors, LLC 4 Williams Drive, Spencer, MA 01562

Memorandum from Gregory H. Morse, DPW Director dated June 24, 2011

Correspondence from Wayne Orłowski and Melissa Baker regarding water flow – dated June 23, 2011

Additional Correspondence from Orłowski and Melissa Baker regarding water flow – dated June 23, 2011

Memorandum from David Lindberg, Zoning Enforcement Officer – dated June 15, 2011

Email Correspondence from Alyssa Rusiecki, Public Health Agent – dated June 22, 2011

Memorandum from Jean M. Bubon, AICP, Town Planner dated June 24, 2011

Ms. Gibson-Quigley read the above noted correspondence.

Mr. Orłowski and Ms. Arsenault were present on behalf of the applicant. Melissa Baker, owner of the property was also present to answer questions.

Mr. Orłowski stated that the proposal was to utilize the former Sturbridge Candy location containing 1350 square feet. The expanded area would allow additional kitchen equipment and a pizza oven to be installed to help streamline the operation and reduce customer waiting time. Fifteen additional seats would be added with ten of those located at the bar. No changes to the façade, the parking lot, or signage were proposed as part of this request.

The Board had the following questions and concerns:

- Location of the grease trap (must be approved by DPW and Board of Health)
- Can pothole be repaired (owner is working with MassDOT on this issue)

Ms. Dumas asked if the adopted Commercial Tourist District plan would be helpful when reviewing applications such as this. Ms. Bubon indicated it would provide good opportunities to speak to property owners about making improvements in front of their property as shown on the plan.

Motion: Made by Mr. McSweeney to grant waiver of site plan requested with the conditions as recommended by Mr. Morse in his memorandum dated June 24, 2011.

2nd: Mr. Chamberland

Discussion: None

Vote: 5 – 0

GREEN COMMUNITIES FINAL ACTION PLAN

Katie Resnick of the Horsley Witten Group presented the Green Communities Action Plan to the Board and reviewed each criteria and the status of each. The plan presents a summary of the tasks and timeline for completion for each. The Town must develop the energy reduction plan using FY2011 as the baseline (Criteria 3), finalize the Fuel Efficient Vehicle Policy (Criteria 4), and adopt the Stretch Code (Criteria 5) prior to filing for Green Communities status. The Town has met Criteria 1 – As of Right Siting of renewable or alternative energy generating facilities, renewable or alternative energy manufacturing facilities, or renewal or alternative energy research and development facilities and Criteria 2 – Expedited Permitting. Renewable and alternative energy manufacturing facilities are allowed by right within the Town's Chapter 43D Priority Development Sites within the Industrial Park and General Industrial Park Districts.

Ms. Resnick stated that the Town should start gathering the required documentation for its Designation Application including a letter from Legal Counsel regarding Criteria 1 and 2. She stated that currently, Designated Green Communities are eligible for up to \$10 million dollars in grant funding. The first round of funding last year was a Formula Based Funding Round, and the second round was competitive. Currently there is no match required for these grant funds and the funds can be used on a variety of energy conservation measures.

PROJECT DISCUSSION

Ms. Bubon presented a memo to the Board dated June 24, 2011 (on file with the Planning Department) outlining several items that needed to be worked on in the coming months. These items included:

1. Review and re-write of the Sign Bylaw;
2. Review and potential re-write of the Parking Standards;
3. Continue implementation of the Commercial Tourist District Revitalization Study;
4. Decide the make-up of, and then form a Master Plan Implementation Committee (MPIC);
5. Conduct a Zoning Bylaw diagnostic based upon the recommendations of the Master Plan; and
6. Begin work on the Historic Commercial District (bounds and language).

Each of the items above was discussed briefly and the following work groups were created:

Sign Bylaw Work Group – Charlie Blanchard, Brian McSweeney, and Russell Chamberland with assistance by Ms. Bubon

Historic Commercial District Work Group – Penny Dumas, James Cunniff, Charlie Blanchard with assistance by Ms. Bubon

Zoning Diagnostic – Sandra Gibson Quigley will assist Ms. Bubon on this task

CT District – Parking and Pocket Parks – Penny Dumas will work with Angeline Ellison and Priscilla Gimas with assistance by Ms. Bubon and Mr. Suhoski as required

CT District – River Access – Sandra Gibson-Quigley will work with other members of the Board of Selectmen with assistance by Ms. Bubon and Mr. Suhoski as required

Once a new Planning Board member is appointed, the projects will be reviewed and the new member can choose which projects they have an interest in.

Ms. Bubon suggested reducing the meeting schedule to allow members time to work on these projects; any applications would be scheduled as soon as they are submitted. Board members agreed to this. Ms. Gibson-Quigley stated that she would like to develop a charge for each sub-group so that it is clear they are to report back to the full Board periodically and that the full Board would be required to discuss any proposed changes that are recommended.

A charge will be developed for the Master Plan Implementation Committee with the proposed make-up being 2 Planning Board members and 3 Master Plan Steering Committee members serving five-year terms. The Charge will be established so that the initial terms are staggered. Ms. Bubon will prepare this for the July 12th meeting.

RE-ORGANIZATION OF THE BOARD

The Board re-organized in the following manner:

Charles Blanchard nominated Sandra Gibson-Quigley for Chair; this was seconded by Russell Chamberland and voted 6-0 to support.

Sandra Gibson-Quigley nominated Penny Dumas for Vice Chair/Clerk; this was seconded by Brian McSweeney and voted 5-0-1 (P. Dumas abstained) to support.

Brian McSweeney nominated Charlie Blanchard to be the CMRPC Representative; this was seconded by Penny Dumas and voted 6-0 to support.

Russell Chamberland nominated James Cunniff to be the Board's representative on the Betterment Committee; this was seconded by Sandra Gibson-Quigley and voted 5-0-1 (j. Cunniff abstained) to support.

GREEN COMMUNITIES ACTION PLAN

Penny Dumas made a motion to submit the Green Communities Action Plan to the Board of Selectmen for adoption. This was seconded by Russell Chamberland and voted 6-0 to support.

The Fuel Efficient Vehicle Policy will also be forwarded to the Board of Selectmen for adoption.

FINAL DRAFT MASTER PLAN

Ms. Bubon received the Final Draft of the Master Plan late this afternoon. Ms. Gibson-Quigley, Mr. Blanchard and Ms. Dumas will each proof read one third of the plan and present any edits to Ms. Bubon. Ms. Bubon will review the edit notes and make sure all edits have been entered into the final draft prior to printing.

NEXT MEETING

July 12, 2011

OLD BUSINESS/NEW BUSINESS

None

On a motion made by Russell Chamberland, seconded by James Cunniff and voted 6-0 the meeting adjourned at 8:15 p.m.