

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, July 12, 2011**

Ms. Gibson-Quigley called the regular meeting of the Planning Board to order at 6:30 PM. On a roll call by Ms. Dumas the following members were present:

**Present:** Charles Blanchard  
Russell Chamberland  
James Cunniff  
Penny Dumas  
Ginger Peabody  
Sandra Gibson-Quigley, Chair

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

**Absent:** Brian McSweeney

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Chamberland to accept the minutes of June 28, 2011.  
**2<sup>nd</sup>:** Mr. Cunniff  
**Discussion:** None  
**Vote:** 5 - 0 - 1 (Ms. Peabody)

**DISCUSS DISBANDING OF MASTER PLAN STEERING COMMITTEE**

Ms. Gibson-Quigley stated that the role of the Master Plan Steering Committee has been fulfilled. Since the Planning Board adopted the Master Plan at its meeting held on June 14, 2011, there is no longer a need for this Committee. Ms. Gibson-Quigley stated that the Planning Board should send a letter to Mr. Suhoski asking him to disband the Committee since their work is done. Also to send a letter of appreciation to all members of the Master Plan Steering Committee and all Focus Group members.

**Motion:** Made by Mr. Blanchard to send a letter from the Planning Board to Mr. Suhoski asking that he disband the Master Plan Steering Committee since their role is complete.  
**2<sup>nd</sup>:** Ms. Peabody  
**Discussion:** Ms. Dumas stated that since we still do not the final version of the Master Plan from VHB, should the Committee still be in place. Ms. Gibson-Quigley stated that the MPSC voted to forward the Plan to the Planning Board, their task is finished.  
**Vote:** 6 - 0

## **DISCUSS CHARGE AND APPLICATION PROCESS FOR MASTER PLAN IMPLEMENTATION**

Ms. Gibson-Quigley stated that at the June 28, 2011, the Board decided that a mix of Planning Board members and Master Plan Steering Committee members would be the most appropriate make-up for the Implementation Committee. Ms. Bubon has drafted a Charge for this committee for the Board to review.

Ms. Gibson-Quigley stated that if the Board is satisfied with this Charge, the openings need to be posted. Ms. Bubon should also send an email notification to all members of the Master Plan Steering Committee.

The Board discussed the charge of the MPIC:

- **OVERVIEW** – A concern and question were raised regarding the ability of a majority of the Planning Board to add to or change the Master Plan with or without more public input. Response: as stated in MGL Chapter 41, Section 81D – the Planning Board is charged and shall adopt, add to or change the plan by majority vote of the Board. Further discussion noted that any major change in the Master Plan should involve public input; any proposed bylaw changes, that may or may not be a change from the Master Plan recommendations, would require public hearing..
- **ESTABLISHMENT** – few changes – Steering should be Implementation in the first paragraph and (B) should be Three members who served on the MPSC

**Motion:** Made by Ms. Dumas to approve the Charge as corrected.  
**2<sup>nd</sup>:** Mr. Blanchard  
**Discussion:** None  
**Vote:** 6 – 0

The Board had some corrections on the application for the MPIC. Should state were you a member of the MPSC and delete how many hours you can contribute.

**Motion:** Made by Ms. Dumas to reconsider the vote because of change in language in the Charge.  
**2<sup>nd</sup>:** Mr. Blanchard  
**Discussion:** None  
**Vote:** 6 – 0

**Motion:** Made by Ms. Dumas to approve the Charge as amended.  
**2<sup>nd</sup>:** Mr. Blanchard  
**Discussion:** None  
**Vote:** 6 – 0

Ms. Bubon stated that the Planning Board will select the applicants, and then forward the list to the Town Administrator for approval.

Mr. Blanchard questioned the new procedure that was voted at the Annual Town Meeting about appointments.

Ms. Bubon stated that we will follow the same procedure as we did for the appointments to the MPSC.

**Motion:** Made by Mr. Cunniff to accept and adopt the application for the MPIC and post the application as amended.

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

**Discussion:** None

**Vote:** 6 - 0

### **FINALIZE ROLE OF WORKING GROUPS (SIGN BYLAW, HISTORIC COMMERCIAL DISTRICT, ZONING BYLAW DIAGNOSTIC REVIEW)**

**Motion:** Made by Ms. Dumas to adopt the Sign Bylaw Sub-Committee Guidelines as amended.

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Mr. Blanchard to adopt the Historic Commercial District Bylaw and Delineation Sub-Committee Guidelines.

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

**Discussion:** None

**Vote:** 6 – 0

**Motion:** Made by Mr. Cunniff to adopt the Zoning Diagnostic Guidelines.

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

**Discussion:** None

**Vote:** 6 – 0

Ms. Peabody stated that she would like to volunteer for the Sign Bylaw Review and if she can be of any help on the Zoning Bylaw Diagnostic Review.

### **OLD BUSINESS/NEW BUSINESS**

Ms. Peabody asked if there was any update on the rumble strip on Route 20. Mr. Suhoski has written to Mass Highway but has not reported a response.

Mr. Chamberland asked whether the Building Inspector is pursuing an article for the Warrant at a Special Town Meeting regarding the Stretch Code. Ms. Bubon stated that she has spoken with Mr. Lindberg regarding this, noting that the Building Inspector should sponsor the article.

Ms. Bubon stated that Mr. Lindberg is still working on setting up a workshop on the Stretch Code with the Center for Eco Technology.

### **NEXT MEETING**

August 9, 2011

The Board broke up into their work sessions.

On a motion made by Russell Chamberland, seconded by James Cunniff and voted 6-0 the meeting adjourned at 7:30 PM and the Board went to their work sessions.