

**STURBRIDGE PLANNING BOARD
MINUTES OF
TUESDAY, MAY 27, 2014**

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

Ms. Dumas noted all members were present except for Sandra Gibson-Quigley, Chair and Charles Blanchard

Present: Russell Chamberland
James Cunniff
Ms. Dumas
Heather Hart
Susan Waters

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

Absent: Charles Blanchard
Sandra Gibson-Quigley

Ms. Dumas opened the meeting and read the agenda.

APPROVAL OF MINUTES

The Board did not vote to approve the minutes of May 13, 2014, because there was not a quorum of who was present at the May 13th meeting.

ANR – COLER & COLANTONIO, INC. – CEDAR STREET

Materials presented:

Plan of Land in Sturbridge – prepared for Coler & Colantonio, Inc. – prepared by Sherman & Frydryk, LLC Land Surveying and Engineering – plan date 5/19/2014 – project #14032

Application for Endorsement of Plan Believed Not to Require Approval – Coler & Colantonio, Inc. – received 5/21/2014

Mr. Killeen of Coler & Colantonio stated that the plan show consolidation of two parcels into one with frontage along Cedar Street.

Ms. Bubon stated that the plan submitted by Coler & Colantonio shows the consolidation of two parcels on Cedar Street. Ms. Bubon recommended that the Board endorse the plan.

Motion: Made by Mr. Chamberland to endorse the plan.
2nd: Mr. Cunniff
Discussion: None
Vote: 5 – 0

Ms. Dumas signed the plan.

**WAIVER OF SITE PLAN APPROVAL – TOWN OF STURBRIDGE –
RECREATION DEPARTMENT – LITTLE BASEBALL FIELD – FOR AN
ADDITION TO THE EXISTING DUGOUT. THE PROPERTY IS LOCATED AT
NEW BOSTON ROAD EXT. (HIGHWAY BARN FIELD).**

Materials presented:

Waiver of Site Plan Approval Application – Sturbridge Recreation Committee – received 5/7/2014

Stribridge Little League – New Boston Road Ext. – prepared by Bertin Engineering – plan date 5/1/2014 – project #14-6014 – DWG #A1

Ms. Dumas acknowledged the following department memos:

- Lt. Marinelli, Fire Inspector
- Mr. Colburn, Conservation Agent
- Mr. Burlingame, Building Inspector
- Ms. Bubon, Town Planner
- Mr. Ford, Police Chief
- Ms. Rusiecki, BOH Agent
- Mr. Morse, DPW Director

Ms. Girouard, Recreation Director spoke. She stated that the proposal is to construct an addition to the existing dugout to be used for a press box/concession stand and storage. Ms. Girouard stated that the concession stand will offer for sale only packaged products and that there will be no cooking or preparing of food on site.

The Board had the following concerns and questions:

- Will the BOH and Building Inspector issues stall this project – Ms. Bubon stated these departments are looking at all options but it will not stall the process and the Board may grant this waiver with the condition that all permits are obtained
- What about the press box being handicapped accessibility – Ms. Girouard stated that the second phase of the press box will have a handicap lift

Ms. Bubon stated that Site Plan Approval can be waived in this instance because the proposed use will not substantially affect the existing drainage, vehicular and pedestrian circulation patterns or any of the standards or criteria provided for in Chapter 25 – Site Plan

Approval. However, the applicant will need to address the concerns raised by other departments before the building permit could be issued for this work. Ms. Bubon recommends that the Board waive site plan approval as requested by the applicant with the following conditions:

1. All State and Local Zoning Bylaws, Building Codes and other Regulations must be adhered to.
2. All other necessary permits and approvals must be obtained prior to the start of construction. If any required approvals are not obtained and the plans must be modified, the applicant shall present revised plans to the Board for review and approval.
3. If bathrooms and other sanitary facilities are required, the applicant shall submit a new application and plans showing the location of all new facilities and the infrastructure to serve the facilities to the Planning Board for approval.
4. Hand dug test pits are required to preview potential excavation conflicts with irrigation water lines and underground power. The test pits shall be coordinated with the DPW Director.
5. All disturbed areas shall be loamed and seeded after the construction of the additions.

Motion: Made by Mr. Chamberland to grant Waiver of Site Plan Approval to the Town of Sturbridge – Recreation Department – Little League Field – for the addition to the existing dugout for the property located at New Boston Road Ext. with the five conditions listed above.

2nd: Ms. Waters

Discussion: None

Vote: 5 – 0

TOWN PLANNER UPDATE

CMRPC is hosting a forum on regional growth and presentation opportunities on Wednesday, June 18, 2014 at 7:00 PM. The meeting notice is in the packets.

The DLTA meeting scheduled with Eric Smith and Ms. Bubon has been postponed until May 28, 2014

Ms. Bubon has reviewed the outstanding projects and has done the following:

- 179 Main Street (Former Roms) - Notified the applicant and Bertin Engineering that Ms. Bubon needs to meet with them on site to review status of the site improvements, review any areas of non-compliance with the plan (if any) and set a timeframe for completion of any outstanding items. Additionally, as-builts must be provided.
- Sent a notice to TJ O'Briens reminding the owner that the parking lot needed to be striped as per the approval for the ice cream shop. The striping was completed on May 20, 2014.
- Sent a reminder the Matt Rousseau – 49 Main Street that a final inspection is required by the Planning Department and that the as-builts must be

submitted. They now have a temporary occupancy permit and will contact Ms. Bubon once final site improvements have been completed.

- Sent a request to the ZEO to review signage at 173 Main Street (Sturbridge Gas). At a recent meeting of the DRC it was noted that there were several non-compliant signs on the premises.
- Sent a letter to Mark Manthorne, Sturbridge Auto – 277 Main Street requesting a time frame for completion of the stone façade work and the submittal of as-builts plans.
- Sent a letter to the Scottish Inn reminding them that the handicap parking spaces must be delineated as per the Waiver of Site Plan granted and the as-builts must be provided.

Pilot Travel – Ms. Bubon conducted a final inspection at Pilot Travel with the DPW Director and the Tree Warden on May 20, 2014. During this site visit they found the work to be substantially complete, but they did note several areas that must be completed and/or corrected. They also noted trucks parking in the newly widened driveway defeating the purpose of the expansion. Ms. Bubon sent a memorandum to Pilot outlining the areas of concern and requesting that they erect additional no parking signage.

Street Acceptance – Tannery Road & Turner Lane – All documents have been signed by all parties and sent to Kopelman & Paige for recording.

MAPD – Ms. Bubon will be out of the office to attend the Mass Association of Planning Director's Conference on June 4 & 5, 2014.

New England Power Company DBA National Grid – Reconductoring Project VHB has filed a NOI for reconductoring and replacement of the existing electric transmission structures in Sturbridge. A copy of the NOI is available for review in the Planning office if anyone has an interest.

OLD/NEW BUSINESS

The Board had the following:

- Mr. Chamberland - Cumberlands Farms – had a temporary occupancy permit – are they all up to date – Ms. Bubon stated that Cumberland Farms has made all their corrections and had their grand opening – there is an issue with parking with the Jeffrey Roberts Salon that will need to be watched
- Mr. Cuniff - Avellinos – the addition looks very nice and looks like it was always there
- Ms. Hart - New England Truck Stop – have garage type doors on the hotel – look like storage units – Ms. Bubon stated that she will ask Mr. Burlingame to look into this matter
- Ms. Dumas would like Ms. Bubon to give them a summary of the proposed bylaws that are on the Town Warrant so they will be able to speak to support them – Ms. Bubon stated that she will email them what she emails the Ms. Gibson-Quigley, the Chair

- Mr. Cunniff stated that they must enforce at Town meeting that the medical marijuana bylaw was required by the state.
- Ms. Dumas would like the ZBA to have copies of the Village Gateway District bylaw and the intent of the bylaw because of the New Boston project coming before the ZBA

NEXT MEETING

June 2, 2014, Annual Town Meeting

June 10, 2014 at Center Office Building

On a motion made by Mr. Cunniff, seconded by Mr. Chamberland, and voted 5 – 0, the meeting adjourned at 7:05 PM.