

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, MAY 30, 2017**

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

Ms. Gibson-Quigley noted the members present:

**Present:** Russell Chamberland  
James Cunniff  
Heather Hart  
Sandra Gibson-Quigley, Chair  
Susan Waters, Clerk

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

**Absent:** Charles Blanchard  
Penny Dumas

Ms. Gibson-Quigley opened the meeting and read the agenda.

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Chamberland to approve the draft minutes of May 2, 2017  
**2<sup>nd</sup>:** Ms. Waters  
**Discussion:** None  
**Vote:** 5 – 0

**PUBLIC HEARING – CENTER OF HOPE IS REQUESTING SITE PLAN APPROVAL TO EXPAND THE PARKING LOT TO SERVE THE DAY HABILITATION FACILITY AND TO RENOVATE THE GARAGE INTO A FARMER’S MARKET. THE PROPERTY IS LOCATED AT 23 & 27 MAIN STREET.**

**Materials presented:**

Application for Site Plan Approval – Center of Hope– received 4/27/2017

Site Plan Modification – 23 & 27 Main Street – Center of Hope, Inc. – prepared by McClure Engineering, Inc. – plan date 4/27/2017 – project #287-1562H

Alexander S. Prokos, A.I.A Architect – Center of Hope – Garage Renovation – plan date 4/26/2017 - # AP3494-A1

Ms. Waters read the legal notice.

Ms. Gibson-Quigley acknowledged the following department memos:

- Ms. Bubon, Town Planner
- Mr. Colburn, Conservation Agent
- Mr. Burlingame, Building Commissioner
- Lt. Marinelli, Fire Inspector
- Mr. Ford, Police Chief
- Mr. T. Chamberland, Tree Warden
- Ms. Terry, Interim BOH Agent

Mr. Rice of McClure Engineering spoke on behalf of the applicant. Mr. Rice stated that parcel 23 has a single family residence and an existing commercial building being converted to an adult day habilitation facility. This project expands the parking area to accommodate the use, provide a drainage collection system and stormwater treatment. Pedestrian access from Main Street sidewalk to facilities buildings is being added.

The expanded parking is in the interior of the property, not visible from the street or abutting properties. The drainage improvements reduce the rate of stormwater runoff and improve the quality of the runoff.

The garage will be renovated into a farmer's market; parking to be expanded and a pedestrian access provided from Main Street to the property's building and parking areas; a green house is proposed and an outside garden area.

The drive access to the existing garage from Main Street is to be removed and landscape provided; a new parking area is proposed behind the proposed farmer's market and is in the interior of the site shielded from view from Main Street and abutting properties.

Mr. Coan, Landscape Architect stated that the landscape in in three parts. There will be a streetscape system, screening added on the northwest of the site, and large street trees to the parking lot. We will have a three year plan and address the existing trees during construction.

The Board had the following questions, concerns and comments:

- Will the pool be coming out – Mr. Rice stated that the pool will be back filled and the greenhouse will be built over it
- Snow storage – Mr. Rice stated that the snow storage will be around the perimeter of the property
- Will trees be removed – Mr. Coan stated that trees have been removed – new trees will be added around the perimeter of the property – will save the apple tree
- What will the hours be of the Farmer's Market – Mr. Howard stated that has not been decided yet
- What will be growing in the garden area and how big – Mr. Howard stated they are still working on a plan
- Will meet with BOH about the building of the Farmer's market

Ms. Bubon stated that she recommends approval since they meet the criteria for Site Plan Approval.

**Motion:** Made by Mr. Chamberland to close the Public Hearing for Center of Hope for Site Plan Approval for the property located at 23 & 27 Main Street.

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

**Discussion:** None

**Vote:** 5 – 0

**Motion:** Made by Ms. Waters to approve Site Plan to Center of Hope for the expansion of the parking lot to serve the day habilitation facility and to renovate the garage into a farmer's market for the property located at 23 & 27 Main Street, according to the plans with the following fifteen conditions:

1. All construction and site improvements shall be in conformance with the plans submitted and approved by the Planning Board.
2. All State and Local Zoning Bylaws, Building Codes and Regulations must be adhered to.
3. All other necessary permits must be obtained prior to the start of construction.
4. The site shall be kept in a neat and orderly condition throughout the construction process.
5. Exterior construction shall only occur during the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to Noon on Saturday. No exterior construction shall occur on Sundays or the following holidays – New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
6. The applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
7. Snow storage shall not be permitted within any of the delineated parking areas or traveled ways and may only be stored as shown on the plan submitted.
8. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. and Planning Department to be used by the dispatchers, in case of an off hour emergency, prior to the start of the project. The list must be updated whenever necessary for the duration of the project.
9. A tree protection plan shall be developed and the appropriate tree protection notations shall be added to the final plan and shall be approved by the Tree Warden.
10. A three year maintenance plan for all plantings shall be developed and submitted to the Tree Warden for review and approval prior to occupancy.
11. Installation of mulch shall be in accordance with the Fire Code.
12. At least 48 hours notice shall be given the Tree Warden and Town Planner before plant material is installed for a site visit to go over proper planting and locations, suitable soil materials, etc.
13. All plan revisions required by these conditions shall be provided to the Planning Department and Tree Warden for review and approval prior to issuance of a building permit and prior to the start of any site work.
14. North side sidewalk shall provide a direct connection to the parking lot with a pedestrian connection way to be added in the parking lot.

15. Two as-builts must be provided for all site work including plantings when the work has been completed.

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

**Discussion:** None

**Vote:** 5 – 0

## **SCOTT HOWE – TO DISCUSS DECOMMISSIONING BOND REQUIREMENTS FOR THE OSV SOLAR PROJECT**

### **Materials presented:**

Email from Scott Howe – dated 5/4/2017

Letter from Green Street Solar Power – Re: Photovoltaic electricity generating project located on the premises of Old Sturbridge, Inc. (the “Project”) as developed by Solect Energy Development LLC (the “Developer”)

Mr. Howe of Solect Energy stated that he is requesting that the Board consider an alternate bonding proposal for the solar array at Old Sturbridge Village. The bonding costs are quite high and some towns have allowed the deposit of cash over time to cover the cost of decommissioning.

Mr. Kerner of Green Street Solar Power stated bonds have to be renewed every year and can be very pricey, they would rather pay the Town. Green Street Solar Power and OSV propose placing \$3,000.00 per year for the duration of the life of the project into an interest-bearing account for purposes of having funds available for decommissioning the project.

Ms. Bubon stated that she agrees with them. The Town of Palmer adopted a policy, having the solar companies paying the Town. The Town deposits the money into an escrow account and that way the money is always there.

The Board had the following questions, concerns and comments:

- Should the account be joint – Mr. Kerner stated doesn’t matter – Ms. Bubon stated that the Board votes to release the money
- What is the process of decommissioning the solar array – Mr. Howe stated that all is removed and salvaged
- When it’s time for decommissioning, how is the money released – Ms. Bubon stated that they can request a release of funds and then the Board votes to release the amount of funds
- Is \$3,000.00 a year enough – Ms. Bubon stated that the amount is fine

**Motion:** Made by Mr. Cunniff to accept the cash amount of \$3,000.00 to open an interest-bearing account by the Town and review the amount of the deposit every six years.

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

**Discussion:** None

**Vote:** 5 - 0

## **DRC REQUEST TO MEET WITH BOARD TO DISCUSS OUTDOOR DISPLAY OF MERCHANDISE IN THE HISTORIC COMMERCIAL DISTRICT**

Mr. Castendyk of DRC spoke. He stated that the DRC would like to alter the bylaws to say that display of merchandise not be allowed in the Historic Commercial District. The DRC feels that the character of this district should be preserved.

The Board had the following concerns, questions and comments:

- Right now there is only one shop in the HCD that displays their merchandise outside – Mr. Castendyk stated yes but they are afraid it could lead to more
- Enforcement is the issue – How do you enforce – Ms. Bubon stated that the ZEO is only part-time and is limited on what he can do
- The bylaws were amended not to have outside displays in the setback
- Some businesses use outside display to lure people into their business
- Explore eliminating outside merchandise displays – Would have to get businesses involved and what they think – making harder for business
- Look into the senior work-out program to help the ZEO – senior worker could write up a report of violations and give to the ZEO and he could follow-up
- Would like Ms. Bubon to write a letter to the Town Administrator from the Planning Board and DRC to look into senior volunteers to make reports to the ZEO

## **TOWN PLANNER UPDATE**

Annual Town Meeting – June 5, 2017 – if needed second night would be June 12, 2017

## **OLD/NEW BUSINESS**

None

## **NEXT MEETING**

June 13, 2017

On a motion made by Mr. Cunniff and seconded by Ms. Hart, and voted 5 - 0, the meeting adjourned at 8:15 PM.