

**Sturbridge Planning Board
Meeting Minutes
Tuesday, July 14, 2020
Town Hall & Virtual**

Present:

Charlie Blanchard
Sue Waters
Dane LaBonte
Michael Chisholm
Jeff Adams
Russell Chamberland
Jean Bubon, Town Planner
Jeneé Lacy, Administrative Assistant

Absent:

Christopher Bouchard

Also Present:

Paula & Bill Brunell, 44 Camp Road
Brad Alsup, Pilot Travel Center
Alan Roscoe, Core States Engineering
John Shevlin, Pare Engineering

C. Blanchard called the meeting to order at 6:30pm and read the agenda and COVID notice.

Approval of Minutes

June 23, 2020

Motion: To approve the minutes from June 23, 2020 as written. By: R. Chamberland

2nd: J. Adams

Roll Call Vote: (5-0-1)

C. Blanchard – Yes

S. Waters – Yes

M. Chisholm - Abstained

J. Adams – Yes

D. LaBonte – Yes

R. Chamberland – Yes

ANR – 44 Camp Road – Paula & Bill Brunell

- The applicant has submitted a plan showing the consolidation of Lots 28A and 44 into one single lot.

J. Bubon described the ANR request to the Board and recommended the Board endorse the plan.

Motion: To endorse the ANR plan for 44 Camp Road for Paula & Bill Brunell. By: R. Chamberland

2nd: S. Waters

Roll Call Vote: All in Favor (6-0)

C. Blanchard – Yes

S. Waters – Yes

M. Chisholm – Yes

J. Adams – Yes

D. LaBonte – Yes

R. Chamberland – Yes

Documents Reviewed:

- *ANR Plan Content and Submittal Checklist – 44 Camp Road*
- *Site Plan titled “Plot Plan of Map 2313, Lots 28A & 44 Prepared for William Brunell”*
- *Form A – Application for Endorsement of Plan Believed Not to Require Subdivision Approval – 44 Camp Road*

Continuation – Site Plan Review Public Hearing – Pilot Travel Center – 400 Haynes Street

- Requesting a Site Plan Approval as required by Chapter 25 of the Sturbridge Zoning Bylaws, to raze and rebuild the existing Travel Center facility, which will include a single building, two fuel canopies, updated signage, additional fueling positions, and flow direction reversal to eliminate congestion.

J. Bubon discussed the updates regarding the Site Plan Review for Pilot Travel Center and recommended approval.

B. Alsup discussed the project and updates regarding:

- Conservation Committee meeting & conditions
- Changes since last Planning Board meeting
- Tree replanting & planting plan
- Working with MassDot & Sturbridge Police Department for “No Parking” signage on Rt. 15

J. Shevlin discussed the peer review side of the project.

The Board discussed the following:

- Driveways
- Addition of a striped triangle and stop bar in the parking area & a double yellow line on the entrance and exit lanes to the fueling and parking area

- Trees, planting plan, & landscaping

Motion: To close the Public Hearing for Pilot Travel Center Site Plan Review. By: R. Chamberland

2nd: S. Waters

Roll Call Vote: All in Favor (6-0)

C. Blanchard – Yes

S. Waters – Yes

M. Chisholm – Yes

J. Adams – Yes

D. LaBonte – Yes

R. Chamberland – Yes

J. Bubon read the conditions for Pilot Travel Center and added new conditions brought up by the Board.

Motion: To approve the Site Plan Review with the following conditions:

1. Other than modifications required by these conditions, all construction and improvements shall be in conformance with the plans submitted and approved by the Planning Board. The construction phasing shall comply with that proposed in the Project Narrative submitted by the applicant and referenced in this Decision. A copy of the approved Site Plan shall be on site at all times during construction.
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 may only be stored as shown on the plan submitted. If required, excess snow shall be removed from site during heavy snow events to prevent a loss of on-site parking.
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. All erosion and sedimentation controls shall be installed as shown on the plan and inspected prior to the start of demolition or site work.
10. No demolition of the existing structure and no site work shall occur until a demolition permit has been secured.
11. A pre-demolition meeting shall be held at least one week prior to the demolition. Present shall be the applicants contractors and other appropriate designees, the Town Planner, DPW Director, Police Chief, Fire Chief, Building Inspector or their designee. The purpose of the meeting shall be to discuss the demolition process, location of material disposal, dust control measures and appropriate traffic and safety control measures.
12. The following dust control measures shall be adhered to throughout the entire demolition/construction process:
 - a. Spray disturbed areas with water on dry and windy days as needed;
 - b. Wash vehicle wheels before leaving the site as needed;
 - c. Periodically clean surrounding roadways near the entrance to the site;
 - d. An anti-tracking pas shall be installed and maintained throughout the construction process.
13. Copies of the construction monitor reports shall be provided to the Planning Department on a monthly basis until completion of the project. Reports shall be provided by the Engineer of Record and shall detail work completed, any issues encountered and any deviations from approved plans.
14. During construction, an environmental professional working under the direction of a Licensed Site Professional (LSP) shall be on site to monitor the excavation work and removal of existing product piping and tanks. If any new reportable conditions are detected, the LSP shall follow appropriate procedures for reporting of conditions and for removal of excavated materials. All reports shall be provided to the Planning Department and the Fire Department.
15. All excavation and trenching will be in accordance with the State trenching regulation 520 CMR 14.00 Excavation and Trench Safety. The construction area shall be secured using temporary fencing as needed and as an additional safety measure, the contractor shall utilize temporary safety fence around the perimeter of the tank excavation.
16. The Stormwater operations and maintenance plan and site records shall be stored on site to ensure employees are familiar with the demands of the plan.

17. If after investigation, it is determined that the storm drain pipe on the west side of the driveway will contribute to site drainage, the Stormwater Management System shall be modified accordingly and plans and calculations provided to the Planning Department for further review. The applicant shall be responsible for payment of any Peer Review Fees required to complete this review. Any modifications to the system shall be reflected on the As-Built Plans.
18. Tree Protection Details as shown on Sheet TD-2 shall be complied with and all protection measures shall be installed prior to the start of site work. If despite best efforts to protect existing trees as shown on the plans approved, trees noted for preservation do not survive, the applicant shall plant replacement trees. The caliper and species and plan shall be provided to the Planning Department for review and consultation with the Tree Warden prior to installation.
19. Sheet TD-2 must be updated and provided to the Planning Department. The Table on Sheet TD-2 must be updated to include species of trees 100-107. The Tree Protection Fence shall be shown on all trees marked to remain. The tree preservation table and list must be rectified so that they are consistent with the number and type of trees being preserved and trees being removed.
20. The Cover Sheet: Sheet Index shall be revised to add sheet S3.0 Typical details.
21. Sheets C9.0, C9.1, C9.2 shall be revised outfall callout to overflow callout.
22. The applicant shall provide the Planning Department with copies of the notifications to be sent to customers alerting them of any closures to eliminate as much traffic as possible during the shutdown.
23. Plans for maintenance of traffic flow during construction shall be provided to the Planning Department for review and approval by the Chief of Police or his designee prior to start of construction.
24. Stockpile areas shall be monitored regularly during construction to be sure suitable erosion controls are in place and drainage inlets are protected throughout the project.
25. Maintenance is required for all plantings as proposed. The plantings shall be reviewed annually by the owner/applicant and any plant materials requiring replacement shall occur.
26. An as-built must be provided for all site work including plantings when the work has been completed.
27. As discussed at the Planning Board meeting, the applicant shall add a striped triangle and stop bar in the parking area shown on Sheet C3.1, also a double yellow line shall be added to the plan on the entrance and exit lanes to the fueling and parking area.

28. The applicant shall work with the Police Department for the installation of "No Parking" signs along Rt. 15.

By: R. Chamberland

2nd: M. Chisholm

Roll Call Vote: All in Favor (6-0)

C. Blanchard – Yes

S. Waters – Yes

M. Chisholm – Yes

J. Adams – Yes

D. LaBonte – Yes

R. Chamberland – Yes

Documents Reviewed:

- *Site Plan Review Application.;*
- *Filing Fee;*
- *Peer Review Fee;*
- *A plan entitled "Site Plan for Pilot Travel Centers – 400 Haynes Street – Book 35851, Page 0275, Town of Sturbridge, Worcester County, Massachusetts." Plan date March 17, 2020. Plan prepared by Core States – 9 Galen Street, Suite 117, Watertown, Ma 02472;*
- *A memorandum entitled "Traffic Assessment" prepared by McMahon Associates dated April 3, 2020;*
- *Stormwater Management Submittal and supporting documentation for general stormwater design and sound engineering practices in accordance with the MassDEP Stormwater Management Standards and the Town of Sturbridge Planning Board Stormwater Management Regulations, revised date 9/12/17. Prepared by Core States – 9 Galen Street, Suite 117, Watertown, Ma 02472;*
- *Color renderings of the proposed site (undated/untitled);*
- *Elevation plans prepared for Pilot Travel Center – 400 Route 15 (Haynes Street), Sturbridge, Ma 01566 – Sheet A6, A6.1, prepared by Pilot Design Department;*
- *Plumbing Plan prepared for Pilot Travel Center – 400 Route 15 (Haynes Street), Sturbridge, Ma 01566 – Sheet P1, prepared by Pilot Design Department;*
- *Site Signage Plan prepared for Pilot Travel Center – 400 Route 15 (Haynes Street), Sturbridge, Ma 01566 – Sheet SS1, SS2, SS3, prepared by Pilot Design Department;*
- *Electrical Plan prepared for Pilot Travel Center – 400 Route 15 (Haynes Street), Sturbridge, MA 01566 – Sheets ES1.1A – ES1.1B. Plan prepared by Page Engineers & Consultants, 923 Main Street, North Wilkesboro, NC 28659.*
- *Comments from Lt. John C. Marinelli, Fire Inspector dated May 18, 2020;*
- *Comments from Mark Augello, DPW dated May 7, 2020;*
- *Email from the Interim Chief of Police, Earl Dessert dated May 7, 2020;*
- *Comments from Rebecca Gendreau, Conservation Agent dated May 14, 2020.*
- *Peer Review Report from Pare Corporation dated June 4, 2020;*
- *Peer Review Report from Pare Corporation dated June 9, 2020;*

- *Email from John Shevlin to Alan Roscoe dated June 12, 2020 regarding Geotechnical Investigation prepared by Costa Consulting Engineers, dated 4/7/2020;*
- *Core State Group response to review comments dated June 12, 2020;*
- *A spreadsheet containing Incident Reports for the subject property;*
- *A document entitled "Construction Period Pollution Prevention Plan" prepared by Core States Group (Undated);*
- *A document entitled "Long Term Pollution Prevention Plan " prepared by Core States Group (Undated);*
- *A document entitled "Spill Prevention, Control and Countermeasure Plan and Best Management Practices for Stormwater Prepared for Pilot Flying J – Pilot Travel Centers LLC No. 222 – 400 Haynes Street, Sturbridge prepared by Dynamis, Inc. – P.O. Box 50636, Knoxville, TN 37950. June 2020;*
- *Planting Plans Sheets L-1, L-2, L-3 revised through July 1, 2020;*
- *Tree Disposition Plan Sheets TD-1, TD-2 revised through July 1, 2020;*
- *Updated Hydrology Model submitted July 1, 2020;*
- *Peer Review Report from John Shevlin, Pare Corporation dated July 1, 2020;*
- *Email from Rebecca Gendreau to Brad Alsup and Alan Roscoe dated July 6, 2020 asking for clarification on fire line, fence and Stormwater system*
- *Email from Brad Alsup dated July 6, 2020 to Rebecca Gendreau and Alan Roscoe discussing Maintenance of Fire Line;*
- *Form 11 – Soil Suitability Assessment for On-Site Sewage Disposal dated July 6, 2020, submitted via email July 7, 2020;*
- *Email from Brad Alsup dated Friday, July 10, 2020 – email contains a link to revised documents;*
- *A document entitled "Stormwater Management Standard 3. Recharge Statement" Document is undated and was submitted via email from Brad Alsup dated July 10, 2020. Document contains two pages;*
- *A plan entitled "Site Plan for Pilot Travel Centers – 400 Haynes Street – Book 35851, Page 0275, Town of Sturbridge, Worcester County, Massachusetts." Plan date March 17, 2020. Plan prepared by Core States – 9 Galen Street, Suite 117, Watertown, Ma 02472. Revision dates May 27, 2020, June 12, 2020, June 24, 2020 and July 9, 2020;*
- *Peer Review Report from Pare Corporation dated July 13, 2020;*
- *Email from Brad Alsup dated July 14, 2020 responding to items in the Peer Review Report from Pare Corporation dated July 13, 2020;*
- *Email from Alan Roscoe to DEP dated July 14, 2020 with requested documents and information;*
- *Email from Alan Roscoe dated July 14, 2020 providing an update from MassDOT on the approval for the project;*
- *Email from Alan Roscoe to Jean M. Bubon dated July 14, 2020 in response to a question about the MassDOT Permit;*
- *MassDOT Commercial Curb Cut Permit # 3-2020-0263 granted July 14, 2020.*

Town Planner Update

- Next meeting – August 11
 - Presentation for a potential 55+ development
 - Pilot sign special permit public hearing
 - Equestrian Park – Informal presentation
- Pilot Travel Quarterly Report

Old Business

The Board discussed:

- Location of the Equestrian Park and possible point of access
- Status of the approved Marijuana dispensaries

New Business

None

Adjournment

Motion: To adjourn meeting. By: S. Waters

2nd: R. Chamberland

Roll Call Vote: All in Favor (6-0)

C. Blanchard – Yes

S. Waters – Yes

M. Chisholm – Yes

D. LaBonte – Yes

J. Adams – Yes

R. Chamberland – Yes

Meeting adjourned at 7:22PM

Minutes prepared by: Jeneé Lacy

Town Planner
For Clerk of the Board: Juan M. Bunker

Date signed: 8/19/2020