

**Sturbridge Planning Board  
Meeting Minutes  
Tuesday, September 8, 2020  
Town Hall & Virtual**

**Present:**

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

**Also Present:**

Joe Levesque – Levesque Geomatics, Inc.  
Chris Bailey – New England Cold Storage  
Brady Panis – Arco Design  
John Shevlin – Pare Engineering  
Bernie Guen – Vanasse & Associates, Inc.  
Andy Baum – Summit Engineering  
Lenny Jalbert – Jalbert Engineering  
Jeff Bridges – Town Administrator

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

**Approval of Minutes**

August 11, 2020

**Motion: To approve the minutes from August 11, 2020 as amended. By: R. Chamberland**

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

**Roll Call Vote: (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**D. LaBonte – Yes**

**R. Chamberland – Yes**



**C. Bouchard – Yes**

**ANR – 251 Podunk Road – Christine Silverberg**

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

R. Chamberland inquired about using Podunk Road as frontage for one of the lots.

J. Bubon stated that the Board of Selectmen would have to grant approval since Podunk road is impassable.

**Motion: To endorse the ANR plan for 251 Podunk Road for Christine Silverberg. By: S. Waters**

**2<sup>nd</sup>: C. Bouchard**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**D. LaBonte – Yes**

**R. Chamberland – Yes**

**C. Bouchard – Yes**

*Documents Reviewed:*

- *ANR Plan Content and Submittal Checklist – 251 Podunk Road;*
- *A plan entitled "Plan of Land of Map 335, Lot 251 Prepared for Christine Silverberg 251 Podunk Road Town of Sturbridge Worcester County Commonwealth of Massachusetts" Plan date February 3, 2020. Plan prepared by Levesque Geomatics Inc. – 43 Glendale Road, Sturbridge, MA 01518;*
- *Form A – Application for Endorsement of Plan Believed Not to Require Subdivision Approval – 251 Podunk Road*

**Site Plan Review & Special Permit Public Hearing – New England Cold Storage – 6 Picker Road**

C. Blanchard opened the public hearing.

S. Waters read the legal ad for the public hearing that was posting in the Southbridge Evening News.

Chris Bailey presented the project to the Board and discussed the special permit request for the height of the proposed building.

Brady Panis discussed the culvert going over wetlands on the property and discussed the building specs, and photometrics.

Andy Baum discussed stormwater management and landscaping.



R. Chamberland stated that the span between the guardrail posts on the bridge rendering seemed too wide.

C. Bailey stated that the actual bridge will have appropriate post spacing.

C. Blanchard inquired about species of plantings and A. Baum gave an over view of the plants chosen for the property.

C. Bailey discussed traffic management and Bernie Guan did an overview of the traffic study.

John Shevlin – discussed the peer review.

C. Bouchard brought up that there was a traffic concern when Dileo Gas was building their property and asked if there was any traffic concerns with the addition of this location on Picker Road.

The applicants discussed traffic management.

C. Bailey discussed solar for the facility.

R. Chamberland asked about storage areas for empty pallets.

C. Bailey stated he did not see an accumulation of pallets being any issue and B. Panis discussed pallet storage.

R. Chamberland asked about emergency generators.

C. Bailey stated they would have a contract with National Grid similar to what grocery stores do.

R. Chamberland asked how many employees would be working at the facility.

C. Bailey stated that they were going to start with 18 employees and then add another 18 after a year for another shift.

C. Blanchard asked about shipment appointments and possible truck backups.

C. Bailey discussed their appointment process.

There were no comments from the public in regards to the application.

J. Bubon read the conditions:

1. All construction and improvements shall be in conformance with the plans submitted and approved by the Planning Board. The construction sequencing shall comply with Sheet 4 of 24 of the plan submitted. 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 7:00 a.m. to 5:00 p.m. 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 stored within the excess parking spaces within the paved parking lot.
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 site work.
10. A pre-construction meeting shall be held at least one week prior to the start of work. 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 construction process, appropriate traffic and safety control measures during construction, stockpile of materials, and inspection of erosion controls.
11. The following dust control measures shall be adhered to throughout the entire 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 pad shall be installed and maintained throughout the construction process.
12. 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.
13. 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.



14. 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.
15. 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.
16. A knox box must be installed per the requirements of the Fire Department.
17. An as-built must be provided for all site work including plantings when the work has been completed.

B. Panis discussed construction work on Saturdays and inquired about the times work could be done.

The Board discussed that 7am to 5pm on Saturdays would be appropriate.

**Motion: To close the public hearing for New England Cold Storage. By: R. Chamberland  
2<sup>nd</sup>: M. Chisholm**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**D. LaBonte – Yes**

**R. Chamberland – Yes**

**C. Bouchard – Yes**

**Motion: To approve the building height Special Permit for New England Cold Storage.**

**By: J. Adams**

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

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**D. LaBonte – Yes**

**R. Chamberland – Yes**

**C. Bouchard – Yes**

**Motion: To approve the Site Plan for New England Cold Storage with conditions. By: S. Waters**

**2<sup>nd</sup>: C. Bouchard**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**



**M. Chisholm – Yes**  
**J. Adams – Yes**  
**D. LaBonte – Yes**  
**R. Chamberland – Yes**  
**C. Bouchard – Yes**

*Documents Reviewed:*

- Cover letter dated July 27, 2020;
- Application for Special Permit and Site Plan Approval dated July 13, 2020 and received on July 20, 2020;
- Filing Fee;
- Special Permit Fee;
- Site Plan Approval Checklist;
- Copy of the Deed for the property;
- A document prepared by Summit Engineering & Survey, Inc dated July 17, 2020 which is a summary of plan revisions and/or responses to the review letter prepared by CMG Engineering Services, Inc. dated June 24, 2020;
- A document prepared by Arco Design/Build to the Conservation Commission dated July 20, 2020 Re: Responses to Wetland Peer Review for 6 Picker Road, NOI provided by EcoTec, Inc on July 13, 2020;
- A Transportation Impact Assessment – Proposed Cold Storage Warehouse – 6 Picker Road, Sturbridge, Massachusetts dated July 1, 2020. Report prepared by Mr. Jeffrey S. Dirk, P.E., PTOE, FITE Partner – Vanasse & Associates, Inc. – 35 New England Business Center Drive, Suite 140, Andover, MA 01810-1066;
- A plan entitled “Definitive Site Plan at 6 Picker Road, Sturbridge, MA - 6 Picker Road, Sturbridge, MA.” Plan date May 12, 2020, revised through 7/17/2020 and contains 24 Sheets. Plans are prepared by Summit Engineering & Survey – 710 Main Street, North Oxford, MA 01537;
- A document entitled “Site Plan – 6 Picker Road, Sturbridge, Massachusetts – Prepared for New England Cold Storage, LLC – Prepared by Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts”. Date – May 11, 2020, Revised July 17, 2020, Revised August 25, 2020;
- A plan entitled “Watershed Conditions Plan at 6 Picker Road, Sturbridge, MA prepared for Arco, Inc.”, prepared by Summit Engineering & Survey, Inc. – 710 Main Street, North Oxford, MA 01537. Plan dated May 11, 2020 – 2 sheets.
- A document entitled “Hydraulic/Hydrologic Calculations – Site Plan – 6 Picker Road, Sturbridge, Massachusetts – Prepared by: Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts. Date – May 11, 2020.
- Peer Review Report dated June 24, 2020 from David T. Faist, PE, Principal Engineer – Engineering Services CMG Engineering Services – 67 Hall Road, Sturbridge, MA 01566;
- Email from Brady Panis, Project Manager – Arco Design/Build, Inc. – 380 Interstate North Pkwy, Suite 210, Atlanta GA 30339 to Jean M. Bubon and David Faist dated June 24, 2020 regarding questions on Peer Review Notes;
- Email from David Faist, PE Principal Engineer – Engineering Services CMG Engineering Services – 67 Hall Road, Sturbridge, MA 01566 to Brady Panis and Jean M. Bubon with response to



questions from email dated June 24, 2020 and referenced above including an example MassDOT Catch Basin with Gutter inlet that shows correct configuration;

- A document to Brady Panis – Arco Design Build, Inc. – 380 Interstate North Parkway, Suite 210, Atlanta, GA 30339 Re: Plan Revision Summary – New England Cold Plan Set – 6 Picker Road, Sturbridge, MA from Andrew Baum, PE Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts. Document date July 31, 2020.
- A document entitled “Hydraulic/Hydrologic Calculations – Site Plan – 6 Picker Road, Sturbridge, Massachusetts – Prepared by: Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts. Date – May 11, 2020, Revised July 17, 2020, Revised July 30, 2020, Revised August 25, 2020,
- Response to Stormwater Management System Peer Review Comments dated August 5, 2020 - Prepared by: Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts.
- Peer Review Report from John P. Shevlin, P.E. – Pare Corporation – 8 Blackstone Valley Place, Lincoln, RI 02865 dated August 6, 2020;
- A document entitled “Site Plan – 6 Picker Road, Sturbridge, Massachusetts – Prepared for New England Cold Storage, LLC – Prepared by Summit Engineering & Survey, Inc. – 710 Main Street, Oxford, Massachusetts”. Date – May 11, 2020, Revised July 17, 2020, Revised July 30, 2020, Revised August 5, 2020; August 17, 2020.
- Email Peer Review Comments dated August 4, 2020 from David T. Faist, PE, Principal Engineer – Engineering Services CMG Engineering Services – 67 Hall Road, Sturbridge, MA 01566;
- Peer Review Report dated August 17, 2020 based on the 7/17/20 and 7/30/20 submissions from David T. Faist, PE, Principal Engineer – Engineering Services CMG Engineering Services – 67 Hall Road, Sturbridge, MA 01566;
- Email from Brady Panis, Project Manager – Arco Design/Build, Inc. – 380 Interstate North Pkwy, Suite 210, Atlanta GA 30339 to Rebecca Gendreau CC: Jean M. Bubon and Andy Baum, requesting clarification on why the responses to comments received on 8/5/2020 and responded to on 8/6/2020 were not addressed in the review report;
- Correspondence to Jean M. Bubon, AICP – Town Planner – Town of Sturbridge – Center Office Building – 301 Main Street – First Floor, Sturbridge, MA 01566 from Vanasse & Associates inc Transportation Engineers & Planners 35 New England Business Center Drive, Suite 140, Andover, MA 01810 Re: Response to Traffic Engineering Review – Proposed Cold Storage Warehouse – 6 Picker Road, Sturbridge, Massachusetts. Document date August 18, 2020;
- Email correspondence between Jeff Bridges, Town Administrator and Arthur Frost, District 3, Project Development Engineer, MassDOT Highway Division;
- Correspondence from Brady Panis, Project Manager – Arco Design/Build, Inc. – 380 Interstate North Pkwy, Suite 210, Atlanta GA 30339 to Jean M. Bubon containing a Photometrics plan and cut sheets for the proposed wall packs and a summary of the proposed photometrics dated August 26, 2020;
- Final Peer Review Report dated August 27, 2020 based on the 7/17/20 and 7/30/20 submissions from David T. Faist, PE, Principal Engineer – Engineering Services CMG Engineering Services – 67 Hall Road, Sturbridge, MA 01566;
- Final Peer Review Report from John P. Shevlin, P.E. – Pare Corporation – 8 Blackstone Valley Place, Lincoln, RI 02865 dated August 27, 2020.

### **Waiver of Site Plan – Sail Energy – 59 Technology Park Road**

J. Bubon gave an overview of the project to the Board.

Lenny Jalbert gave a presentation in regards to project details.



**Motion: To Approve the Waiver of Site Plan for Sail Energy at 59 Technology Park Road. By: R. Chamberland**

**2<sup>nd</sup>: M. Chisholm**

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**J. Adams – Yes**

**D. LaBonte – Yes**

**R. Chamberland – Yes**

**C. Bouchard – Yes**

*Documents Reviewed:*

- *Application for Waiver of Site Plan Review;*
- *Plan entitled "Pioneer Oil Site Plan, Sturbridge, MA" Plan date 11/17/03 by Jalbert Engineering, Inc. – 54 Main Street, Sturbridge, MA 01566-1244;*
- *Plan entitled "Proposed Site Plan – Sail Energy, LLC – 59 Technology Park Road, Sturbridge, Massachusetts." Plan date 6/16/20 by Jalbert Engineering, Inc. – 54 Main Street, Sturbridge, MA 01566-1244;*
- *Traffic Impact Assessment prepared by Jeffrey S. Dirk, P.E., PTOE, FITE – Vanasse & Associates, Inc. – 35 New England Business Center Drive – Suite 140, Andover, MA 01810-1066 dated July 22, 2020;*
- *Certificate of taxes paid;*
- *List of abutters.*

**Codification Project Update**

J. Bubon discussed the Codification Project including the following:

- Retaining of historical information
- Revising Mobile Home Retirement Community
- Revising the Accessory Dwelling unit permit 2 year renewal
- Revising Special Permit to be valid for 3 years instead of 1 year.

J. Bubon stated that she will continue to work on the edits and is hoping to have it wrapped up by the first Planning Board meeting in October.

**Town Planner Update**

J. Bubon discussed the following:

- Next Meeting – September 22, 2020
- Update regarding the Housing Plan – will need to be accepted by the Planning Board
- Update on Petro Gas Bike Rack – The location has been moved and the as-builts for the project will be coming soon.
- Correspondence from George & Davis regarding the Horse Park – Bob George looking for any input the Planning Board has regarding the future Host Community



Agreement.

C. Blanchard asked if the Board of Selectmen were going to discuss Boards and Committees meeting in person again.

J. Bridges discussed the process of potentially meeting in person for Board meetings.

**Old Business**

None

**New Business**

None

**Adjournment**

**Motion: To adjourn meeting. By: S. Waters**

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

**Roll Call Vote: All in Favor (7-0)**

**C. Blanchard – Yes**

**S. Waters – Yes**

**M. Chisholm – Yes**

**D. LaBonte – Yes**

**J. Adams – Yes**

**R. Chamberland – Yes**

**C. Bouchard – Yes**

**Meeting adjourned at 8:30 PM**

**Minutes prepared by: Jeneé Lacy**

on behalf of  
Clerk of the Board: Jean M. Bubon

Date signed: 10/14/2020