

**STURBRIDGE PLANNING BOARD  
MINUTES OF  
TUESDAY, JUNE 26, 2018  
CENTER OFFICE BUILDING**

Mr. Blanchard called the regular meeting of the Planning Board to order at 6:30 PM.

Mr. Blanchard noted the members present and welcomed the two new members, Michael Chisholm and Frank McNeil to the Board:

**Present:** Charles Blanchard  
Russell Chamberland  
James Cunniff  
Heather Hart  
Susan Waters  
Michael Chisholm  
Frank McNeil

**Also Present:** Rebekah DeCoursey, Administrative Assistant

Mr. Blanchard opened the meeting read the agenda.

**APPROVAL OF MINUTES**

**Motion:** Made by Mr. Chamberland to approve the draft minutes of June 12, 2018, as amended.

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

**Discussion:** None

**Vote:** 4 – 0 – 2 (Mr. Chisholm, Mr. McNeil)

**REORGANIZATION OF THE BOARD**

On a nomination by Ms. Hart and 2<sup>nd</sup> by Ms. Waters, Mr. Blanchard was appointed Chair on a vote 7-0.

On a nomination by Ms. Hart and 2<sup>nd</sup> by Mr. Chamberland, Ms. Waters was appointed Clerk on a vote 7-0.

On a nomination by Ms. Waters and 2<sup>nd</sup> by Mr. Cunniff, Mr. Chisholm was appointed CMRPC Representative Alternate on a vote 7-0.

There were no nominations for CMRPC Representative. Nominations will be revisited at the next meeting.

**WAIVER OF SITE PLAN REVIEW – 440 MAIN STREET – STURBRIDGE  
EARLY LEARNING ACADEMY. APPLICANT IS REQUESTING WAIVER OF  
SITE PLAN REVIEW FOR REDEVELOPMENT OF THE SITE INTO A FULL  
SERVICE CHILDCARE CENTER.**

Materials presented:

Application for Waiver of Site Plan dated June 7, 2018

A three page narrative with the heading “Sturbridge Early Learning Academy”, undated

A hand drawn floor plan labeled Shevory – 440 Main Street – Floor Plan (two pages)

A plan entitled “Proposed Educational Day Care Facility – 440 Main Street, Sturbridge, MA 01518”. Plan prepared by Bertin Engineering – 39 Street, Southbridge, MA 01566. Plan date 6/7/2018

Additional Information Reviewed:

- A memorandum from Lt. John C. Marinelli, Fire Inspector
- A memorandum from Nelson Burlingame, Building Commissioner
- An email from Chief of Police, Thomas Ford

Patricia Shevory and Jessica Garneau presented their application to the Board. Their application is proposing the reuse of the building at 440 Main Street (the former Sweet Kiwi building) to bring Sturbridge Early Learning Academy to the Town of Sturbridge. Research shows there is a need for more child care in town. The facility will be a full day, Monday through Friday, child care center serving children infant through school-aged between the hours of 6:45 and 5:30. They are looking to be licensed through the state for 78 children. Ms. Shevory explained she has owned two child care centers in the past, and still owns one of them. Ms. Garneau has worked with Ms. Shevory and will be the administrator at the new facilitator.

The Board has the following questions, comment or concerns:

- Regarding the memo from the Chief of Police – the applicants have spoken with Chief Ford about the possibility of on-site training for an emergency preparedness plan.
- Mr. Burlingame has walked through the facility with the applicants to discuss their construction plans.
- The Fire Inspector will need to do a final walk through before the facility can receive their license from the state. The building has been well equipped with emergency lighting, sprinklers, and fire safety measures in place.
- Regarding the parking lot, was it considered by the applicants to have it one-way with an exit and an entrance? Ms. Shevory stated she felt that both entrances were side enough for two cars, but they will watch the traffic patterns and would consider a one-way alternative if it turns out to be necessary.

- Mr. Chamberland mentioned that they should contact Wendy McRoy with the bus company regarding dropping students off at the location. The applicants stated they will do so. They also clarified that while eventually they could have up to 78 children at the facility, in the beginning they will have just a few and that number will increase over time. They won't start with 78 students.
- The recreational yard requires 75 sq. ft. per child, but part of this is gravel. The applicants explained that the gravel will be covered with wood chips and used for play structures. It will be inspected by the state to be sure there is appropriate depth. There will only be 20 children outside at a time.
- How large is the facility? 3,600 sq. ft. More than enough for the 35 sq. ft. required per child.
- How many staff will there be? At maximum, there will be 10 teachers and Ms. Garneau as director. Staff will be parking in the spaces closer to the river to keep children drop off further away from the river.
- Drop off will be staggered in the morning between 6:45-9:00, so not all 78 children would be dropped at once, and many of them will be siblings so there are not 78 families dropping off every morning. The children will be walked into the facility by the parents and dropped off directly with the teacher in the classroom. Every child will be with a parent or guardian upon drop off and pick up each day.
- All play areas will be fenced in.
- When children are dropped off by bus, a teacher will meet them at the bus door. Their name will be checked off a list. There will be separate staff for school aged children, and additional staff will be added as necessary.
- The applicants are aware of the flooding problem with the river out back. They are also aware that the beaver problem has been addressed and water levels are being monitored. They are also aware that the DOT is going to replace the culvert in the next year, which will also help with the high water level.
- The rear play area went before conservation on June 21<sup>st</sup> and was approved.

Mr. Blanchard referred to a memorandum from Jean Bubon, Town Planner, recommending the Board approve the Waiver of Site Plan because the proposed changes to the property will not substantially affect existing drainage, vehicular and pedestrian circulation patterns or any of the standards or criteria provided for in Chapter 25 – Site Plan Approval and shown on the Site Plan.

**Motion:** Made by Mr. Chamberland to approve the Waiver of Site Plan 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 then plans must be modified, the applicant shall present revised plans to the Board for review and approval.

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

**Discussion:** None

**Vote:** 7 – 0

## **BABA SUSHI PARKING**

Mark Borenstein from Seder and Chandler Attorneys at Law represented his client, 453 Main Street LLC and XM Corporation D/B/A Baba Sushi Sturbridge. In March, Mr. Borenstein was before the Board to discuss the parking arrangements that Baba Sushi had with Stageloft Theater. Baba Sushi terminated their parking lease agreement with Stageloft because the business found they did not need the additional parking, but at that time did not come before the Board for approval. Since the beginning of the year, Baba Sushi has been taking regular counts of parked cars at the business during peak hours and the maximum number of cars in the lot was 21 (not including the Flea Market week).

As expected, the business saw increased numbers during the Flea Market. They are currently in contract with the Southbridge Sheetmetal to use the parking lot for valet parking as needed, particularly during Flea Market weeks. This new lease agreement is still being drafted and was not ready for tonight's meeting. When Baba Sushi's parking lot is full and doesn't have valet available, they will put a "Lot Full" sign out to avoid traffic congestion. The Board felt the sign was a very good choice for the business to avoid additional problems.

Mr. Blanchard referred to a memorandum from Jean Bubon, Town Planner, stating that she had no concerns with the request from Mr. Borenstein requesting the determination from the Board that Baba Sushi has demonstrated that parking on site is sufficient to accommodate the peak parking demands and that a lease agreement with Stageloft is not necessary.

**Motion:** Made by Ms. Hart to approve the termination of parking lease agreement between Baba Sushi and Stageloft Theater.

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

**Discussion:** None

**Vote:** 7 – 0

## **TOWN PLANNER UPDATE**

- ✓ Pilot Travel has issued their Quarterly Report. There appear to be no problems. The Board noted when the redevelopment of the Mobile Station commences and concludes it may bring to light some larger issues with truck parking.
- ✓ A reminder to the Board of their site visit to Pine Lake RV Resort.
- ✓ Next meeting dates: July 17<sup>th</sup> and August 14<sup>th</sup>.

## **OLD/NEW BUSINESS**

None.

On a motion made by Mr. Chamberland and seconded by Mr. Cunniff, and voted 7 - 0, the meeting adjourned at 7:00 PM.