

**Sturbridge Planning Board  
Meeting Minutes  
Tuesday, December 13, 2022  
Center Office Building**

**Present:**

Dane LaBonte  
Sue Waters  
Jeff Adams  
Charlie Blanchard  
Wally Hersee  
Michael Chisholm  
Brad Goodwin  
Jeneé Lacy, Administrative Assistant  
Jean Bubon, Town Planner

**Also Present:**

John Shevlin, PARE  
David Faist, CMG Engineering  
Shana Gare, McMahon Associates  
AJ Crane, AJ Crane Construction  
Joe Coan, JCLA  
Kim Van Gerven, 28 Camp Road/704 Main St.  
Angel Colon, 687 Main Street



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

C. Blanchard stated that Chris Bouchard had left the Planning Board and thanked him for his service to the Board. He also added that the new member of the Planning Board was Brad Goodwin and welcomed Brad.

**Approval of Minutes**

November 15, 2022

**Motion: To approve the minutes of November 15, 2022 as amended.**

**By: W. Hersee**

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

**Vote: 5-0-2 (M. Chisholm and B. Goodwin abstained)**

**ANR – 381 New Boston Road – Peter & Lynn Zukas**

J. Bubon stated that the applicant was proposing to divide the land at 381 New Boston Road into four lots and Parcel A, the four lots have frontage on New Boston Road and Lane Eight and Parcel A is being combined with land of Curtis and is so noted.

**Motion: To endorse the ANR for 381 New Boston Road, Peter & Lynn Zukas.**

**By: J. Adams**

**2<sup>nd</sup>: W. Hersee**

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

**ANR – 704 Main Street – Virgilus Van Gervan**

J. Bubon stated that the applicant was proposing to divide the land at 704 Main Street into Lots 2A and 2B. Lots 2B is noted that it is not a building lot and is being combined with land of Van Gervan. Lot 2A has frontage on Old Route 20 (704 Main).

**Motion: To endorse the ANR for 704 Main Street, Virgilus Van Gervan.**

**By: D. LaBonte**

**2<sup>nd</sup>: W. Hersee**

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

**ANR – 100 Breakneck Road – Old Green Acres, LLC**

J. Bubon stated that the applicant was proposing to divide land at 100 Breakneck road into three parcels.

**Motion: To endorse the ANR for 100 Breakneck Road, Old Green Acres, LLC**

**By: D. LaBonte**

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

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

**Public Hearing – Interstate Towing – 698 Main Street – Site Plan Review**

S. Waters read the legal notice that was posted in the Southbridge Evening News.

J. Bubon gave a background on the project, stating that the architectural and signage was approved by the Design Review Committee on November 15<sup>th</sup> and is currently in the permitting process with the Conservation Commission. J. Shevlin of PARE discussed his peer review of the project. D. Faist of CMG presented the site plan and discussed the wetland present on the property.

D. LaBonte asked if there was public water and asked what precautions were put in place with electronic vehicle storage. D. Faist stated that the water main was on the opposite side of the road and discussed the tie in and fire regulations regarding EV and pollution mitigation.

J. Shevlin discussed the stormwater review and water quality improvements.

S. Gare of McMahon Associates, discussed the traffic analysis.

A. Crane of AJ Crane Construction, discussed the building design plans and site lighting.

D. LaBonte asked about a door on the garage door side. A. Crane discussed egress and access to the yard.

J. Coan, of JCLA, discussed the landscaping plan.

B. Goodwin asked what the view of the building would look like from a street approach, if there is tree cover of the building.

J. Coan discussed the elevation of the property and that only half the building could be visible from the street but that there is tree cover.

C. Blanchard asked if any abutters wanted to speak.

Angel Colon, of 687 Main Street, stated that he was concerned with traffic, light pollution, and noise pollution.

D. LaBonte asked the applicant how tall the lights on site were and how they would be oriented. D. Faist discussed the lighting, that it would be dark sky compliant and titled down and there would be one light near the road to comply with Police requirements.

D. LaBonte asked about traffic counts. S. Gare discussed the estimated traffic counts for the road. J. Shevlin stated that the traffic engineers were using conservative numbers and that the increase in traffic would not be at a level to cause concerns.

D. LaBonte asked if there would be any pest mitigation put in place. D. Faist stated that pest mitigation could definitely be added to the conditions of approval.

**Motion: To close the public hearing.**

**By: S. Waters**

**2<sup>nd</sup>: W. Hersee**

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

J. Bubon stated that she believes the proposal meets the requirements set forth in the bylaw and recommended granting the Site Plan Approval requested with the following conditions:

1. All construction and site improvements shall be in conformance with the plans and specifications 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 neat and orderly condition through 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 coordinate with MassDOT to determine what signage or pavement markings will be allowed to delineate the area and deter vehicles from pulling off the road into the gravel area.
7. Police Details, as appropriate shall be arranged and paid for by the applicant if needed during construction.
8. An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police Dept. and Planning Dept. 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 pre-construction meeting noted in Condition #10.

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, Conservation Agent, 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 applicant shall notify the Planning Department office forty-eight hours prior to the start of construction.
12. 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.
13. 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. 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.
15. 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.
16. 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.
17. An as-built must be provided for all site work including planting when the work has been completed.
18. Integrated pest management practices shall be implemented and documentation of such shall be provided to the Planning Department.

**Motion: To Approve the Site Plan Review for Interstate Towing located at 698 Main Street with conditions.**

**By: D. LaBonte**

**2<sup>nd</sup>: W. Hersee**

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

*Documents Reviewed:*

- *CMG Project narrative and summary letter and sewerage flow calculation estimate letter dated October 11, 2022;*
- *Completed Site Plan Application and Checklist dated October 11, 2022;*
- *Certified abutters List;*

- *Ground sign and base details;*
- *Site Plan entitled "Proposed Interstate Towing Facility #698 Main Street, Sturbridge, MA 01518 prepared for Wrecker, LLC – 1660 Westover Road, Chicopee, MA 01020. Plan prepared by CMG – 67 Hall Road, Sturbridge, MA. Plan date 10/11/2022 (revision date 11/30/2022).*
- *Stormwater Management Submittal prepared by CMG – 67 Hall Road, Sturbridge, MA. Plan dated 10/11/2022;*
- *"Traffic Assessment – Interstate Towing – Proposed Development – 698 Main Street, Sturbridge", MA prepared by McMahon – 94 North Elm Street, Suite 210, Westfield, MA 01085 dated August 11, 2022;*
- *Memorandum from John P. Shevlin, P.E. Pare Corporation dated November 6, 2022 and revised November 8, 2022 Re: Engineering Review Services Interstate Towing Site Plan Approval & Notice of Intent Application 698 Main Street, Sturbridge, Massachusetts (Pare Project No. 22193.00);*
- *Memorandum from McMahon Associates dated November 15, 2022 Re: Traffic Assessment – response to Peer Review Comments Interstate Towing Proposed Development – 698 Main Street, Sturbridge, MA;*
- *Memorandum from CMG Environmental Services dated November 30, 2022 Re: Pare 11/8/2022 Peer Review Comment/CMG Response Letter Proposed Interstate Towing Facility – Site Plan Approval & NOI Application #698 Main Street, Sturbridge, MA CMG ID 2022-035;*
- *Memorandum from CMG Environmental Services dated November 30, 2022 Re: Town Staff Comment/CMG Response Letter – Interstate Towing # 698 Main Street (Route 20) Sturbridge, MA CMG ID 2022-035;*
- *Memorandum from John P. Shevlin, P.E., Pare Corporation dated December 4, 2022 Re: Engineering Review Services Interstate Towing – Site Plan Approval & Notice of Intent Application – Revised Submission – 698 Main Street, Sturbridge, Massachusetts (Pare Project No.: 22193.00);*
- *Email dated December 5, 2022 from Dave Faist, PE, CMG in response to initial comments from Jean M. Bubon sent via email dated November 2, 2022;*
- *Email string dated December 6, 2022 between Dave Faist, PE, CMG and Heather Blakeley, DPW Director re: Catch Basins and manholes;*
- *Site Plan entitled "Proposed Interstate Towing Facility #698 Main Street, Sturbridge, MA 01518 prepared for Wrecker, LLC – 1660 Westover Road, Chicopee, MA 01020. Plan prepared by CMG – 67 Hall Road, Sturbridge, MA. Plan date 10/11/2022 (revision dates 11/30/2022 and 12/5/2022);*
- *Memorandum from CMG Environmental Services dated December 6, 2022 Re: Peer Review Comment/CMG Response Letter #2 – Proposed Interstate Towing Facility – Site Plan Approval & NOI Application #698 Main Street, Sturbridge, MA CMG ID 2022-035;*
- *Staff Comments were received from:*
  - *Rebecca Gendreau, Conservation Agent dated October 20, 2022*
  - *Mark Augello, DPW Operations Manager dated October 18, 2022*
  - *Lt. Jennifer Ashe, Fire Inspector dated October 25, 2022*
  - *Town Planner Initial Comments dated November 2, 2022*
  - *Chief of Police, Earl Dessert dated October 20, 2022*

- *Nelson Burlingame, Building Inspector dated December 1, 2022*

**Discuss/Authorize LPA Hours with CMRPC to be used to cover support for the Planning Department during January and February as needed.**

J. Bubon discussed that she would be going out on medical leave and that there are hours that the Town has earned through CMRPC that can be used to have some coverage as needed. She also stated that the Town Planners from Sutton and Wilbraham have offered to help out if needed.

**Motion: To authorize LPA Hours with CMRPC.**

**By: D. LaBonte**

**2<sup>nd</sup>: W. Hersee**

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

**Town Planner Update**

J. Bubon discussed the following:

- FEMA maps process needs to be started so that the Town doesn't lose flood insurance, still waiting on the final maps. Discussed the process.
- CMRPC Planning Board Rep. asked if J. Adams still wanted to be the representative from the Planning Board. J. Adams stated that he did.

**Old/New Business** - None

**Adjournment**

**Motion: To adjourn meeting.**

**By: W. Hersee**

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

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

Meeting adjourned at 7:15 PM.

Minutes prepared by: Jeneé Lacy