

**Sturbridge Planning Board  
Meeting Minutes  
Tuesday, March 22, 2022  
Center Office Building**

**Present:**

Charlie Blanchard  
Wally Hersee  
Dane LaBonte  
Sue Waters  
Jeff Adams  
Jeneé Lacy, Administrative Assistant



**Absent:**

Jean Bubon, Town Planner  
Michael Chisholm  
Christopher Bouchard

**Also Present:**

Jessica Pillsbury, Sturbridge Early Learning Academy  
Patricia Shevory, Sturbridge Early Learning Academy

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

**Approval of Minutes**

March 8, 2022

**Motion: To approve the minutes of March 8, 2022 as written.**

**By: S. Waters**

**2<sup>nd</sup>: J. Adams**

**Vote: All in Favor (5-0)**

**Waiver of Site Plan – 379 Main Street – Sturbridge Early Learning Academy**

J. Pillsbury and P. Shevory came before the Board. J. Pillsbury gave a background of opening a second location, she discussed hours, drop off, pickups, etc. P. Shevory discussed parking and J. Pillsbury discussed fencing the play area and dumpster enclosure.

C. Blanchard discussed the Town Planner update regarding the project and stated that J. Bubon recommended the project for approval.

D. LaBonte asked if the applicant would be putting up a fence across the property line at the open access to the adjacent parcel. J. Pillsbury stated that they would not be blocking the access to the adjacent lot. W. Hersee asked where there was access to the property. J. Pillsbury stated that there is access from Route 20 and from the adjacent lot. J. Pillsbury stated that there will be a fence around the playground and won't have children there until

it's fenced in, she needs to double check with the Police Chief about access to the parking lot from the playground. S. Waters asked if they were licensed yet for childcare. J. Pillsbury stated that they wouldn't be able to be licensed until they hire staff and the building is ready. C. Blanchard read the following conditions of approval:

- All construction and site improvements shall be in conformance with the plans submitted and approved by the Planning Board;
- All State and Local Zoning Bylaws, Building Codes, and Regulations must be adhered to;
- All other necessary permits must be obtained prior to the start of construction process;
- An emergency contact phone list with at least two names and numbers on it be supplied to the Sturbridge Police 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.

**Motion: To approve the Waiver of Site Plan for 379 Main Street, Sturbridge Early Learning Academy with conditions.**

**By: J. Adams**

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

**Vote: All in Favor (5-0)**

*Documents Reviewed:*

- *Application for Waiver of Site Plan Approval including project narrative;*
- *Plan entitled Plan of Land in Sturbridge Massachusetts prepared for Fleet Bank of Massachusetts. Prepared by Arthur F. Borden & Associates, Inc. 1681 Broadway, Raynham, Massachusetts 02767. Dated April 24, 1992;*
- *Sketches (undated, un-named) showing location of fenced playground area and dumpster location and floor plan;*
- *GIS Aerial Photo Map showing the subject property dated 2/15/2022;*
- *Information on the white vinyl fence proposed to be used for the dumpster enclosure and playground area;*
- *Chapter 34 Review (required by the Building & Fire Departments for change of use);*
- *Departmental memo from Mark Augello, DPW Operations Manager, dated 3/15/22;*
- *Departmental memo from Ken Lacey, Health Agent, dated 3/15/22;*
- *Departmental memo from the Fire Department, dated 3/15/22;*
- *Departmental memo from Rebecca Gendreau, Conservation Agent, dated 3/16/22;*
- *Town Planner Report from Jean Bubon, Town Planner, dated 3/16/22;*
- *Departmental memo from Earl Dessert, Chief of Police, dated 3/17/22.*

**Town Planner Update**

Since J. Bubon was absent from the meeting, C. Blanchard read the Town Planner Report as follows:

- Town Elections are April 11<sup>th</sup>;



- Next meeting dates are April 12<sup>th</sup> and April 26<sup>th</sup>, nothing has been filed yet;
- There is a new tenant for Dileo Gas building at 51 Technology Park called SLS, a vitamin co-packer, that will be renting the remainder of the space in the building.

### **Old/New Business**

None

### **Adjournment**

**Motion: To adjourn meeting.**

**By: D. LaBonte**

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

**Vote: All in Favor (5-0)**

**Meeting adjourned at 6:43 PM**

**Minutes prepared by: Jeneé Lacy**