

**Sturbridge Planning Board
Meeting Minutes
Tuesday, August 29, 2023
Center Office Building**

Present:

Dane LaBonte
Charlie Blanchard
Wally Hersee
Sue Waters
Taylor Stedman
David Bourbeau
Brad Goodwin (Virtual)
Jean Bubon, Town Planner
Jeneé Lacy, Administrative Assistant



Also Present:

Jacob Murray, Waterfield Design (Virtual)
Ned Collier, ICON Architecture (Virtual)
John Strzalka, 178 Main Street (Virtual)
Andy White, Waltham, MA
Gary Galonek, 164 Lake Road

Due to technical issues the start of the meeting was postponed. At 6:45 PM C. Blanchard called the meeting to order and read the agenda.

Approval of Minutes

June 27, 2023

Motion: To approve the minutes of June 27, 2023 as written.

By: W. Hersee

2nd: Dane LaBonte

Roll Call Vote: 7-0

D. LaBonte: Yes

W. Hersee: Yes

C. Blanchard: Yes

S. Waters: Yes

T. Stedman: Yes

D. Bourbeau: Yes

B. Goodwin: Yes

**Continuation of Public Hearing – Senior Center – 480 Main Street – Site Plan Review
& Special Permit**

J. Bubon gave an update to the Board about what had changed with the Senior Center project. J. Murray (Waterfield Design) shared the Site Plan with the Board and discussed the changes to the plan and the Stormwater management peer review.

J. Bubon discussed the Special Permit request for the Groundwater Protection District to allow impervious surface area in excess of 2,500 sq.ft. of the lot and/or 15% of the area (whichever is greater) for the property. She also stated that she believed the proposal met the requirements set forth in the bylaw and she 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. *All final public utility details shall be reviewed and approved by the DPW Director prior to the start of construction.*
5. *The site shall be kept in a neat and orderly condition throughout the construction process.*
6. *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.*
7. *Police Details, as appropriate shall be arranged 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 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 control 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, 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:*
13. *Spray disturbed areas with water on dry and windy days as needed;*
14. *Wash vehicles wheels before leaving the site as needed;*
15. *Periodically clean surrounding roadways near the entrance to the site;*
16. *An anti-tracking pad shall be installed and maintained throughout the construction process.*
17. *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.*

18. *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.*
19. *The Stormwater operations and maintenance plan and site records shall be stored on site (or with the DPW as may be appropriate) to ensure employees are familiar with the demands of the plan.*
20. *The landscape plan shall include the installation of 5 large caliper shade trees as required by the Community Preservation Committee. The landscaping plan shall be updated to include these shade trees and provided to the Planning Board prior to start of construction. 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.*
21. *An as-built must be provided for all site work including plantings when the work has been completed.*

Motion: To Close the Public Hearing.

By: S. Waters

2nd: W. Hersee

Roll Call Vote: 7-0

D. LaBonte: Yes

W. Hersee: Yes

C. Blanchard: Yes

S. Waters: Yes

T. Stedman: Yes

D. Bourbeau: Yes

B. Goodwin: Yes

Motion: To grant the Special Permit to allow impervious surface area in excess of 2,500 sq.ft. of the lot and/or 15% of the area (whichever is greater) for the property located at 480 Main Street.

By: W. Hersee

2nd: S. Waters

Roll Call Vote: 7-0

D. LaBonte: Yes

W. Hersee: Yes

C. Blanchard: Yes

S. Waters: Yes

T. Stedman: Yes

D. Bourbeau: Yes

B. Goodwin: Yes

Motion: To grant Site Plan Approval for The Senior Center at 480 Main Street with conditions.

By: W. Hersee

2nd: S. Waters

Roll Call Vote: 7-0

D. LaBonte: Yes
W. Hersee: Yes
C. Blanchard: Yes
S. Waters: Yes
T. Stedman: Yes
D. Bourbeau: Yes
B. Goodwin: Yes

Documents Reviewed:

- *Site Plan & Special Permit Application;*
- *A plan entitled, "Sturbridge Senior Center – 480 Main Street, Sturbridge, MA 01518" prepared by ICON Architecture – 101 Summer Street, Boston, MA 02110 and Waterfield Design Group – 50 Cross Street, Winchester, MA 01890. Dated 3-31-23, revised 4-13-23;*
- *A plan entitled, "Boundary & Topographic Survey" by Bargmann Hendrie & Archetype, Inc. dated 2-13-20, revised 2-24-20;*
- *Architectural renderings prepared by ICON Architecture – 101 Summer Street, Boston, MA 02110, dated 3-17-23;*
- *PARE Corporation Peer Review Document "Re: Sturbridge Senior Center, Stormwater Engineering Review Services 480 Main Street Sturbridge, MA (Pare Project No.:23143.00)" Prepared by John P. Shevlin, P.E., dated 8-17-23;*
- *Waterfield Design Group Response Letter, "Re: Sturbridge Senior Center, Stormwater Engineering Review Services 480 Main Street Sturbridge, MA Response to Engineering Review Comments" Prepared by Jacob R. Murrary, PE, LEED AP, dated 8-28-23;*
- *A plan set entitled, "Sturbridge Senior Center 480 Main Street, Sturbridge, MA 01518 Town of Sturbridge" Prepared by ICON Architecture – 101 Summer St. Boston, MA 02110 & Waterfield Design Group – 50 Cross Street, Winchester, MA 01890, C-101 through C-111, dated 8-21-23, revised 8-29-23;*
- *Stormwater Report;*
- *Legal Notice;*
- *Abutters List;*
- *Departmental memos;*
- *Town Planner Report, dated 6-9-23, rev. 8-21-23;*

Town Planner Report

J. Bubon discussed the following:

- Derrico's Market has been sold – this will now be a Brazilian Market. She stated that she has emailed the new owner for information about his business and provided them with the information needed to obtain new sign permits.
- Noble Update:
 - The submission of the Interim design roadway plans to MassDOT for review occurred last week on 8/10/23. This submission seeks approval for opening the Noble site with a stop-controlled site driveway movement and adding a westbound left-turn lane from Charlton Road (Route 20) into the site.

- In the upcoming weeks, by 8/25, they will proceed to submit the 25% Design Drawings to MassDOT for their review. This submission will encompass the design and layout of the traffic control signal intended for the site driveway. Throughout this process, Solli Engineering has maintained close coordination with the engineering firm CMG, which is concurrently preparing their design drawings for the reconstruction of the Bank's driveway.
- Currently, they are at the 75/100% design stage for the Direct Connection to the water line. We anticipate MassDOT to provide any additional comments by 8/28/23.
- Next Meeting Dates:
 - September 12th – Nothing yet
 - September 26th – Continuation of 60 Main Street
 - October 10th – Solar Array – 200 Haynes Street, stated that she will not be at the meeting but will provide review reports in advance and that she is currently seeking quotes for Peer Review of the Stormwater Management System.
 - October 24th

J. Bubon passed out CMRPC population projections to the Board and discussed upcoming work on the Master Plan and Surveys.

Public Hearing – Dragonfly Ibis LLC (Pickleball) – 178 Main Street – Special Permit

S. Waters read the legal notice that was posted in the Southbridge Evening News. J. Strzalka, 178 Main Street, stated that a proposed Pickleball Facility would be occupying a vacant unit at 178 Main Street. The facility would have six to seven courts in addition to an ancillary pro-shop. He also discussed the request to modify the previously granted Special Permit for the reduction of off-street parking requirements.

J. Bubon discussed the proposal in more detail and stated that she believes the proposal meets the requirements set forth in the bylaw and she would recommend the Board grant the Special Permit and Site Plan Approval with the following conditions:

1. *All 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 a neat and orderly condition throughout the construction process.*
5. *Exterior construction shall only occur during the hours of 7:00 am to 7:00 pm Monday through Friday and 8:00 am 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. *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.*

Motion: To Close the Public Hearing.

By: D. LaBonte

2nd: W. Hersee
Roll Call Vote: 7-0
D. LaBonte: Yes
W. Hersee: Yes
C. Blanchard: Yes
S. Waters: Yes
T. Stedman: Yes
D. Bourbeau: Yes
B. Goodwin: Yes

Motion: To grant the Special Permit and Site Plan Approval requested with conditions.

By: D. LaBonte
2nd: W. Hersee
Roll Call Vote: 7-0
D. LaBonte: Yes
W. Hersee: Yes
C. Blanchard: Yes
S. Waters: Yes
T. Stedman: Yes
D. Bourbeau: Yes
B. Goodwin: Yes

Documents Reviewed:

- *Site Plan & Special Permit Application;*
- *Abutters List;*
- *Legal Notice;*
- *A plan entitled, "Schematic Floor Plan – Interior Fit Up for Sturbridge Pickleball", prepared by Architecture PC, 24 Airport Road, Schenectady, NY 12302;*
- *Correspondence from Kimley-Horn – 404 Wyman Street, Suite 385, Waltham, MA 02451 – RE: 178 Main Street – Sturbridge Plaza, Revised Parking Analysis Table – Pickelball dated July 12, 2023;*
- *Departmental memos;*
- *Town Planner Report.*

Town Planner Report Continued

J. Bubon continued discussing the update to the Master Plan and asked the Board to think of possible survey questions.

Old/New Business

S. Waters – Asked about Gido's and Condessa's. J. Bubon stated that Gido's is set to open early September and Condessa is hoping for the end of September but it could be longer.

D. Bourbeau – Asked what the timeline was for Noble to be at 100%. J. Bubon stated that the MassDOT process will take a while but they are looking for early spring. D. Bourbeau asked if they could open before the signal was installed. J. Bubon stated that the gas station can but the Discovery Center can't until the signal is up.

Public Hearing – Ashley Steppic – 60 Main Street – Site Plan Review

S. Waters read the legal notice that was posted in the Southbridge Evening News. J. Bubon stated that the plan has changed since receiving approval from the Conservation Commission and she recommends that the Board continue the Public Hearing without testimony until September 26, 2023 at 6:35 pm.

Motion: To continue the Public Hearing for 60 Main Street to September 26, 2023 at 6:35 pm.

By: S. Waters

2nd: W. Hersee

Roll Call Vote: 7-0

D. LaBonte: Yes

W. Hersee: Yes

C. Blanchard: Yes

S. Waters: Yes

T. Stedman: Yes

D. Bourbeau: Yes

B. Goodwin: Yes

Documents Reviewed:

- *Site Plan Application;*
- *Abutters List;*
- *Legal Notice;*
- *A letter entitled "Re: Ashley Steppic, ZBA and Planning Board Hearings 60 Main Street, Sturbridge, MA" prepared by Michael V. Caplette (Attorney at Law P.O. Box 504 Fiskdale, MA 01518) dated August 14, 2023;*
- *A plan entitled, "Proposed Site Plan Prepared for Ashley Steppic 60 Main Street, Sturbridge, MA" prepared by Jalbert Engineering, Inc. (54 Main Street, Sturbridge, MA 01566) dated, 4/25/23 rev. 3: 7/20/23, DWG #: 23012.*

Old/New Business Continued

C. Blanchard talked about the recent WooSox game in which J. Lacy sang the National Anthem.

Adjournment

Motion: To adjourn meeting.

By: D. LaBonte

2nd: W. Hersee

Vote: All in Favor (7-0)

Roll Call Vote: 7-0

D. LaBonte: Yes

W. Hersee: Yes

C. Blanchard: Yes

S. Waters: Yes

T. Stedman: Yes

D. Bourbeau: Yes

B. Goodwin: Yes

Meeting adjourned at 7:20 PM

Minutes prepared by: Jeneé Lacy