

Final

**STERLING PLANNING BOARD  
MEETING MINUTES**

**February 12, 2014**

– Rm. 202 Butterick Bldg.

**Present:** Kenneth Williams– Chairman, Clerk  
Charles Hajdu – Vice-Chairman  
Ron Pichierri – ANR Agent  
John Santoro - Member  
Lucinda Oates – Administrative Assistant

**Absent:** Michael Radzicki – MRPC Rep.

Chairman Williams calls the meeting to order at 7:00 PM.

**ANR's.**

Jamie Rheault, Whitman & Bingham Associates, submitted an ANR plan on behalf of the Senior Center Building Committee. Ken Williams commented that the purpose for doing the ANR is not for conveyance; it is still in the ownership of the Town of Sterling.

Sterling Town Administer will need to sign the application ownership (on behalf of the town of Sterling), and an Agent for Applicant will also need to be provided. It was also noted that the signature on the Form A, for Whitman & Bingham was not legible.

**Motion: Ron Pichierri**

**Second: John Santoro**

Motion made to waive standard ANR processing fee for the Senior Council on Aging per the application that has been submitted tonight. There was no further discussion, three to zero in favor, motion carried.

**Motion: John Santoro**

**Second: Ron Pichierri**

Motion made to authorize Ron Pichierri to endorse ANR Plan, Map 137, Lot 11, 20 Boutelle Road, submitted by Jamie Rheault, Whitman & Bingham Associates, LLC, 510 Mechanic Street, Leominster, MA 01453. Job Plan #5-G-162, with no revisions, review fee was waived. Form A is incomplete, signature is needed from Town Administer on the behalf of the Town of Sterling, and also completed Agent for Applicant from the Council on Aging is provided. Seven copies of the plan and one mylar were received. There was no further discussion, three to zero in favor, motion carried.

Planning Board endorsement of the Senior Center Building Committee ANR will be held until the completed Agent for Applicant form and signature of Town Administer, on the behalf of the Town of Sterling on Form A, is received. Approval date will be February 12, 2014, once the completed forms are provided. Jamie Rheault took back the Form A and will

## Final

resubmit a completed Form A with signatures (Town Administrator, Whitman & Bingham, legible signature) in addition to the completed Agent for Applicant Form..

### **MINUTES APPROVED**

**Motion: Ron Pichierri**

**Second: John Santoro**

Motion to approve January 29, 2014 minutes as corrected, there was no further discussion, three to zero in favor, motion carried.

### **ADMINISTRATIVE ASSISTANT REPORT**

Citizen Planner Training Collaborative (CPTC) seminar will be held March 15<sup>th</sup> at Holy Cross College, in Worcester. Further information will be available online once the class scheduled is available. John Santoro asked that he receive an email with the updated information once it is available.

Lucinda attended the Open Meeting Session presented by Town Counsel Kopelmann & Paige on Monday, February 10. Gregg Corbo address the question of whether a board member can participate in the decision making process if he/she has missed a session of a **public hearing**. The general rule is that only members present at all sessions of a **public hearing** on a particular matter are eligible to vote on that matter.

Site plan review does not require a public hearing. The vote would require a majority of those present at the meeting to make a decision. With a five member board, three members would be needed to complete a quorum of the board. The three members present at a site plan review would require two of three members to vote in favor of a plan to be approved (Town of Sterling Protective Bylaw Procedures 6.4.3.1).

Mike Radzicki does not plan to renew his term with the Planning Board.

February 6<sup>th</sup>, Human Resources held a meeting with Town of Sterling Boards to discuss the Proposed Classification Plan Characteristic Chart. Due to busy schedules no member of the Planning Board was able to attend. Don Jacobs, Human Resource Administrator came to the Planning Board office on Monday and explained in detail the Classification Plan. It was explained that there would no longer be step increases and that employees would be compensated under a new plan to be introduced at a later date. Each job description will be broken down into Grade Level steps and will include minimum requirements within each Grade Level.

An additional meeting on March 6<sup>th</sup> at 7:00 pm in the Selectmen's Meeting Room has been scheduled for the Proposed Classification Plan. Once finalized the new Classification and Compensation Plans will be introduced at the Annual Town Meeting.

## **Senior Center Building Committee**

Jamie Rheault, Whitman & Bingham Associates has been working with the Council on Aging for quite some time. Site Plans and drainage calculation were provided to the Planning Board. Previously, an ANR was presented and his firm has also designed the septic system for the center.

The site plan overview was presented by Mark Piermarini. The proposed site is approximately three areas, with a proposed building of 6,450 feet with a possible future addition of 1300 feet. Main access will be off Muddy Pond Road, with a building capacity of 150 people. Sixty parking spaces are shown on the plan, with eight handicap and fifty-two regular parking spaces.

The facility will use town water and electric will come off of Boutelle Road; all electric lines will be underground. There will be a filtration system for water run-off and 100% of the water will be recharged on site.

A meeting with Conservation Commission is scheduled for March 4, 2014. A copy of the Notice of Intent with DCR dated May 7, 2012, was missing and Ken Williams asked that a copy of the notice be provided to the board.

A copy of the site plan will be provided to the school department by the applicant, and their comments and concerns will be brought to the next Planning Board meeting. Written comments are needed from the public school as part of the submission to the Planning Board.

There was discussion concerning the entrances and exits from the proposed site. Rheault said that he had personally met with various board, (police, fire, DPW) and they are in agreement with the concept of the site plan. Rheault said that the various boards supported the plan with an emergency exit sign being posted at the Boutelle entrance.

Ron Pichierri suggested that a second egress should be shown on the site plan allowing left turn only for the exit.

Charles Hajdu came into the meeting at 7:50 PM.

Scott Miller (Haley & Ward) was given site plans and drainage calculations for the proposed Site Plan Review for the Senior Center Building located on Boutelle Road.

### **Motion: Ron Pichierri**

### **Second: John Santoro**

Motion made to continue proposed Senior Center Building Committee Site Plan review meeting to February 26, 2014, at 7:30 PM, there was an understanding if additional time is needed then it would continue after another site plan, already scheduled for 8:00 PM, there was no further discussion, four to zero in favor, motion carried.

**140 Pratts Junction Road, Map 50, Parcel 1 & 17**  
**Proposed Site plan Review**  
**Continued from December 11, 2013**

Paul Grasewicz provided the corrected ANR plan which had been approved from the December 11, 2013 with the correction of “tax map” to “assessors map”, the ANR plan will be endorsed at the end of the meeting.

The entrance has changed since the last meeting with the Planning Board. Storm water treatment has also changed since the last meeting, the site has upgraded to a storm water bio-treatment system, which will be maintained by the owner with a maintenance schedule submitted to the Conservation Commission every six months. Conservation Commission will follow thru on this condition.

At this time, all mail will be delivered to the applicant’s mail address, 153 Clinton Road, Sterling. The board requested something in writing stating that all mail will be delivered to the Clinton Road address, in addition Joe Spinnilli should check with the Sterling Post Master concerning mail delivery. The Planning Board would like to see this issue resolved before the final approval.

The Planning Board requested that a written response be provided at the next meeting concerning mail delivery; emergency response for fire, ambulance, and police; and numbering of the various buildings and units.

**Motion: Ron Pichierri**

**Second: Charles Hajdu**

Motion made to continue Proposed Site Plan for 140 Pratts Junction Road, until March 12, 2014, at 7:30 PM, there was no further discussion, four to zero, motion carried.

**DISCUSSIONS/REPORTS/FYI**

The following letter was read into record:

*February 3, 2014*

*C.D. Corrinne Builders, INC.*

*12 Matthew Lane*

*Sterling, Massachusetts, 01564*

*RE: Outstanding Invoice*

*Dear Mr. Corrinne,*

Final

*At the regularly scheduled Planning Board meeting of January 29, 2014, your review fee account for Chad Lane was discussed. The end result of that board discussion was that action on your part was necessary on or before our next meeting of February 12, 2014.*

*Either the full payment of the outstanding invoice generated from a Haley & Ward review of your subdivision located at Chad Lane, invoice dated November 17, 2010, in the amount of \$3,518.76 (copy of invoice included) or your attendance at the February 12 meeting to discuss and resolve issue..*

*If you fail to remit the \$3,518.76 review fee,(check made out to the Town of Sterling), or attend the February 12<sup>th</sup> meeting, the Planning Board will then take action to rescind your subdivision's prior approval, with conditions, dated July 13, 2005.*

*Sincerely,*

*Kenneth I. H. Williams*

*Chairman Sterling Planning Board*

*CC: Haley & Ward, 63 Great Road, Suite 200, Maynard, MA. 01754*

Carl Corrinne was provided with an account sheet showing his deposits and invoices and ending balance. At this time, his balance is \$172.02, with a \$3,518.76 outstanding invoice for a site visit review fee completed by Haley & Ward.

After discussion, it was decided that Carl Corrinne, Ron Pichierri and Scott Miller (Haley & Ward) will meet on February 19, 2014, at 4:00 pm at Corrinne's Worcester Road address to discuss the outstanding invoice.

Carl Corrinne will attend the March 12, 2014 meeting at 7:15 pm to further discussion his outstanding invoice with the Planning Board.

**ZBA**

Application has been filed with the Sterling Board of Appeals by Sterling Real Estate Development, Inc. for a Special Permit for the purpose of the proposed construction of a new multi-family dwelling development, which will contain 21 buildings on property owned by the corporation and situated on the Southerly side of Redstone Hill Road known as number 43 Redstone Hill Road, Sterling, shown in Assessor's Map Plan Book #91 Lot # 53 and zoned Neighborhood Residential. A hearing will be held for this application on Tuesday, March 11, 2014 at 6:35 pm in the Butterick Building.

Final

**CHAIRMAN'S REPORT**

There is no further chairman's report.

**MAIL**

Miscellaneous mail was reviewed.

**NOTICES FROM OTHER TOWNS**

Notices from other Towns were made available for review and will be passed on to the Zoning Board of Appeals.

**INVOICES**

The board members approved Lucinda's payroll.

**MOTION TO ADJOURN**

**Motion: Ron Pichierri**

**Second: John Santoro**

Motion made to close meeting, there was no further discussion, four to zero in favor, meeting adjourned at 9:00 PM.

**The next regularly scheduled Planning Board Meeting is February 26, 2014 at 7:00 PM.**

**APPROVED BY:**

---

---

---

---

---