

**SUFFIELD ZONING AND PLANNING COMMISSION  
MINUTES OF REGULAR MEETING  
NOVEMBER 17, 2008**

**Present:** Mr. Frank E. Bauchiero, Jr., Chairman  
Mr. Chester Kuras, Vice Chairman  
Mr. John Conley, Jr.  
Mr. Jeffrey Carboneau, Alternate  
Mr. Frank Ravenola  
Mr. Glen Vincent

**Absent:** Mr. John O'Malley, Secretary  
Mr. Mark Winne, Alternate  
Mr. Charles Sheehan, Alternate

**Also Present:** Mr. Bill Hawkins, Town Planner  
Mr. Jim Taylor, Zoning Enforcement Officer  
Mr. Gerry Turbet, Town Engineer  
Attorney Carl Landolina  
Mrs. Karen Doyon, Administrative Secretary

**I. ROLL CALL**

Chairman Bauchiero called the meeting to order at 7:05 p.m. and asked the Administrative Secretary to take a silent roll call; he recognized Mr. Hawkins, Mr. Taylor and Mr. Turbet as being present.

Mr. Hawkins asked for the floor to offer changes that need to be made to the agenda prior to reading the legal notice into the record, Chairman Bauchiero yielded the floor. Mr. Hawkins reported that File # 45-2008 was not advertised correctly (Map, Block & Lot numbers for each property being changed needed to be included in the Legal Notice); therefore it will be moved and re-advertised to December's regular meeting. Mr. Hawkins also said that a motion needs to be made to amend the agenda to add items under "New Business" and "Old Business", and the Commission needs to vote on File # 51-2008 (8-24 Report to purchase the Calvary Church property), prior to hearing File # 47-2008 (Special Permit to create a Municipal Senior Center).

In the absence of Secretary O'Malley, Vice Chairman Kuras read the legal notice into the record, with the exception of File # 45-2008. Vice Chairman Kuras made the motion to amend November's meeting agenda by adding under New Business; File # 50-2008, File # 51-2008, File # 52-2008, File # 19-03A, File # 21-03A, File # 339C, and under Old Business; File # 48-2008 and File # 49-2008, seconded by Mr. Conley. With no discussion the motion was approved, 6-0-0.

**II. PUBLIC HEARINGS**

**File # 44-2008: Request from Margaret Nocturne for a 2-lot Subdivision (Nocturne Subdivision), located at 1063/1071 Sheldon Street, Map 23, Block 25, Lot(s) # 8 & 9.** *Mr. Vincent recused himself from hearing and voting on this application because he is an abutter.) Chairman Bauchiero appointed Mr. Carboneau (alternate) to vote.* Representing the applicant was Engineer, Robert J. Arsenault of East Hartford, CT. Mr. Arsenault reported that the 2-lot subdivision is located off of Sheldon Street, directly across from the Suffield

High School. The subdivision consists of: 1063 Sheldon Street (Lot 1), which is approximately 25.7 acres with an existing home, and 1071 Sheldon Street (Lot 2), which has approximately 10.5 acres with an existing home. Mr. Arsenault described the reconfiguration as follows; the proposed new lot (being identified as Lot 2) is to be cut out of the 1063 Sheldon Street lot (with a proposed single family home), with the remainder to be identified as Lot 1. Mr. Arsenault reported that the wetlands were field evaluated by REMA, Ecological Services, LLC, with Conservation Commission approval in August, 2008. He reported all three lots are in the R-45 zone and meet or exceed the requirements for the R-45 zone; after which he briefly addressed the site development plan. He reported receipt of approval from North Central Health District dated, July 8, 2008 (not only for the proposed new home but, they re-evaluated and approved the existing homes septic systems at 1063 and 1071 as they sit in the field for future reserve areas). He reported that sight lines exceed AASHTO and the Department of Transportation requirements for the new driveway, with the exception of minor tree trimming at the end of the driveway which would be addressed. Mr. Arsenault requested waivers for: sidewalks, curbs and gutters, and also waiver for the Fee-in-lieu of open space. He reported receipt of all reports from staff, and had no problems with regards to their comments. With nothing further and with no questions from the Commission, Chairman Bauchiero asked Mr. Hawkins to read his report.

Mr. Hawkins read from his report dated, November 10, 2008, addressed to the Zoning and Planning Commission, beginning with the site plan development and its exact location of the new lot being created. He reported receipt of approval letters received from NCHD dated 7/8/2008, and Conservation Commission dated 8/26/2008. Mr. Hawkins briefly reported on the following:

- 1. Existing Conditions;**
- 2. Proposed Conditions:**
  - Lot Configuration
  - Open Space
  - Utilities
  - Drainage
  - Waivers
- 3. Analysis:**
  - Lot Configuration
  - Open Space
  - Waivers
- 4. Considerations.**

There was a brief discussion between Mr. Hawkins and Vice Chairman Kuras with regards to the Fee-in-lieu of open space. With nothing further, Chairman Bauchiero asked Mr. Turbet to read his report.

Mr. Turbet read from his report dated, November 13, 2008, addressed to the Zoning and Planning Commission, beginning with the general description of existing lots and the reconfiguration of the proposed lot. Mr. Turbet reported that a preliminary meeting was held at the ZPC office on November 3, 2008 to discuss the review comments with the applicant's Engineer and Surveyor. Mr. Turbet briefly reported on the following:

- 1. Submittals;**
- 2. Field Inspection;**
- 3. Subdivision Plan;**
- 4. Driveways;**
- 5. Drainage;**
- 6. Water Supply and Sanitary Sewer;**
- 7. Waivers;**

## 8. Recommendations.

With nothing further and no questions from the Commission, Chairman Bauchiero opened up the floor to those in favor or opposed of the application. With none, the public hearing was closed.

Mr. Conley made the motion to go out of Public Hearing to hear File # 51-2008, seconded by Mr. Ravenola. With no discussion the motion was approved 6-0-0.

## III. NEW BUSINESS

**File # 51-2008: Request for 8-24 Report to purchase the Calvary Church property at 145 Bridge Street, Suffield; Map 44H, Block 47, Lot # 12.** Director of Economic Development, Patrick McMahon is working as a collaborator for the Town of Suffield for the acquisition of the Calvary Church property. Mr. McMahon said he is asking for a recommendation from the Zoning and Planning Commission (for the acquisition), so it can be brought to the Town Meeting. Mr. McMahon gave a brief description of the proposed location, and then he gave a brief history of the past and present Senior Center locations. He reported that the senior programs have expanded 10%, and exercise and dance programs have tripled over the past three years due to an increase in active adult housing in Suffield. Mr. McMahon pointed out some downfalls at the current site, some of which are; no commercial kitchen, lack of multiple bathroom facilities, and with one large room for activities, there are conflicts with multiple use programs at the same time. He pointed out briefly the current parking disadvantages, and the drawback of rent at the current site. Mr. McMahon said that the proposed layout in the new site offers: more space for multiple uses; a commercial kitchen; and because of its location being on the same side of the street as Park Place, Bramble Ridge, and the Senior Housing it makes for easier access for seniors. He reported that the town had conducted a structural and mechanical analysis for phase-one and two for replacing the windows (to energy efficient), replacing the HVAC and bringing the electrical up to code. The ADA issue he said included: a couple of steps which would be replaced with an internal ramp. He was excited about the possibilities of outdoor space for a couple of courtyards; and the possibility of a community garden. Mr. McMahon said the purchase price of the Calvary Church was \$675,000, but appraised at \$790,000; after negotiations the final total purchase price was set at \$675,000. He reported that renovation costs, plus design costs would be at about \$1.1 million, to bring the total project to \$1.82 million. He said that they have secured over \$1.4 million in grant sources leaving a gap of \$386,000. He said they have received approval from the Board of Finance to tap into the Fund Balance for the amount of \$386,000, but was told by the Board of Finance that there was a caveat on the Fund Balance that only goes *up to* the amount of \$386,000. Mr. McMahon said they would be submitting to the Hartford Foundation for Public Giving an application for an amount of \$200,000. Mr. McMahon reported that they will be inviting programs for investments in a, Capital Campaign, with naming rights to be offered for parts of the facility for deceased loved ones. He said it could be possible that there may be no local property tax ramifications for the acquisition of the Calvary Church. He reported that they have received approval from: the Board of Selectman, the Board of Finance, ACCE, Capital Expenditures, and Social Services Commission. This proposal he said will be going to a town meeting, December 2, 2008 for approval. He briefly discussed proposed design firms, and the project completion date for its doors to be opened. With nothing further, Chairman Bauchiero asked Mr. McMahon about the remediation on the past oil contamination, and the costs to remove asbestos at the Calvary Site, with Mr. McMahon responding. Chairman Bauchiero briefly outlined a letter written from the First Selectman. Chairman Bauchiero asked for a motion.

Mr. Ravenola made the motion to approve File # 51-2008 for a Section 8-24 Report on acquisition of the Calvary Church property, located at 145 Bridge Street, seconded by Mr. Conley. With no discussion the motion was approved 6-0-0.

Mr. Conley made the motion to go back into Public Hearings, seconded by Mr. Ravenola. The motion was approved 6-0-0.

#### IV. PUBLIC HEARINGS

**File # 47-2008: Request from the Town of Suffield for a Special Permit to create a Municipal Senior Center at 145 Bridge Street (Calvary Church), Map 44H, Block 47, Lot # 12.** Director of Economic Development, Patrick McMahon reported that the Town is seeking a special permit for a municipal use in an R-25 zone with plans showing no expansion of square footage for a new senior center. Mr. McMahan gave a brief description of the site development, he confirmed that the existing water and sewer utilities will be used, and described the possibility of bringing in propane gas (for kitchen use). He gave a brief overview of the active programs the senior center presently has, identifying Paula Pascoe as the Senior Center Director, and detailed what her involvement through the entire process. Mr. McMahan discussed the possibilities of different groups and/or organizations that could utilize the facility, stipulating that the seniors would have first choice. He reported that the site has limited sight-lighting, but any additional lighting will be according to the Zoning and Planning Regulations; he also said a sidewalk across the front of the lot is expected to be incorporated in the cost estimate. With nothing further, Chairman Bauchiero asked the Commission if they had any questions. Vice Chairman Kuras asked about the capacity of the meeting rooms after which there was a brief discussion. Chairman Bauchiero asked Mr. Hawkins to read his report.

Mr. Hawkins read from his report dated, November 13, 2008 addressed to the Zoning and Planning Commission. Mr. Hawkins said he reviewed all the documents included in the application, after which he briefly reported on the following:

1. **Existing Conditions;**
2. **Proposed Conditions;**
3. **Analysis:**
  - Parking
  - Utilities
  - Wetland Impact
4. **Considerations.**

With nothing further, Chairman Bauchiero asked Mr. Hawkins if he knew who paid for the environmental Phase I & II cleanup. Mr. Hawkins said the church paid for the cleanup. Chairman Bauchiero asked if sprinklers would be incorporated and Mr. McMahon said that because of the layout of the room a sprinkler system may not be needed, but, he said an estimated cost would be incorporated in the bid packages. With nothing further Mr. Turbet was asked to read his report.

Mr. Turbet read from his report dated, November 13, 2008, addressed to the Zoning and Planning Commission. Mr. Turbet gave brief description of the purpose for the special permit, after which he briefly reported on the following:

1. **Submittal Items Reviewed;**
2. **Site Access and Traffic Scheme;**
3. **Sidewalk Access;**
4. **Parking and Loading Areas;**
5. **Drainage;**
6. **Outdoor Lighting.**

With nothing further, and no questions from the Commission, Chairman Bauchiero asked Mr. Taylor if he had anything to add. With nothing, Chairman Bauchiero opened the floor up to the public to all those in favor of the application. With none, the Chair opened up the floor to those opposed of the application, with none, the public hearing was closed.

*Attorney Carl Landolina entered the meeting room.*

## V. NEW BUSINESS

**File # 50-2008: Request from Daniel Carnevale for 10-lot Subdivision called Vinrose Lane, located off Thompsonville Road, Map 75H, Block 45, Lot 121.** Mr. Conley made the motion to set the public hearing date for January 26, 2008, to hear File # 50-2008, request from Daniel Carnevale for a 10-lot subdivision called Vinrose Lane, located off Thompsonville Road, seconded by Mr. Ravenola; but after a brief discussion the *motion was amended* by Mr. Conley to re-set the public hearing date to hear File # 50-2008 at the December 15, 2008 regular meeting, seconded by Mr. Ravenola. With no further discussion the motion was approved, 6-0-0.

**File # 52-2008: Request from 222 Mountain Road, LLC for Special Permit to build a Commercial Office Building, located at 228 Mountain Road, Map 24H, Block 30, Lot(s) # 129, 130, 131.** Mr. Conley made the motion to set the public hearing date for December 15, 2008, to hear File # 52-2008, request from 222 Mountain Road, LLC for special permit to build a commercial office building, located at 228 Mountain Road, seconded by Mr. Ravenola. With no discussion the motion was approved, 6-0-0.

**File # 19-03A: Request from Carol & Tom Matthews for Special Permit Renewal for Bed & Breakfast, located at 827 North Street, Suffield, Map 40, Block 29, Lot # 3.**

**File # 21-03A: Request from Bob & Lorraine Erickson for Special Permit Renewal for Bed & Breakfast, located at 13 Bridge Street, Suffield, Map 44H, Block 47, Lot # 1.**

**File # 339C: Request from Harold, Trudy & Steven Wissell for Special Permit Renewal for a Commercial Horse Farm, located at 1360 Hill Street, Suffield, Map 27, Block 28, Lot 55.** *These files were voted on concurrently.* Mr. Conley made the motion to set the public hearing date for December 15, 2008, to hear File 19-03A, File # 21-03A and File # 339C, seconded by Mr. Ravenola. With no discussion the motion was approved 6-0-0.

## VI. EXECUTIVE SESSION

Mr. Conley made the motion to go into Executive Session to discuss litigation for Grace Alampi Properties, LLC and TDN Properties, seconded by Mr. Ravenola. The motion was approved 6-0-0.

Mr. Ravenola made the motion to come out of Executive Session with no votes taken, seconded by Mr. Conley. The motion was approved 6-0-0.

## VII. OLD BUSINESS

**File # 48-2008: Request for 8-24 Report from Briarwood Homes, Inc., to accept roads and bond reduction to the 10% Maintenance level at the Silver Creek Crossing Subdivision.** Chairman Bauchiero asked Mr. Turbet to read his report.

Mr. Turbet read from his report dated, November 13, 2008, addressed to the Zoning and Planning Commission. Mr. Turbet first addressed the street acceptance of Clay Creek Crossing, Cedar Crest Lane and Windbrook Drive of the Silver Creek Crossing Subdivision, stating that all work was done under Town inspection and the roads meet all requirements for Town road. Mr. Turbet recommended the approval of street acceptance. In the response to the developer's request for a bond reduction, Mr. Turbet recommended that the performance bond,

which is at the 1/3 level of \$333,000, be reduced to a maintenance level of \$100,000, which he said can remain up to a year after acceptance at a Town Meeting. With nothing further and no questions from the Commission, Chairman Bauchiero asked the Commission for a motion. Vice Chairman Kuras made the motion to approve the 8-24 Report, to accept roads and the bond reduction to the 10% maintenance level at the Silver Creek Crossing Subdivision, seconded by Mr. Conley. With no discussion the motion was approved 6-0-0.

**File # 49-2008: Request for 8-24 Report to accept Stratton Farms Road and Edgewood Drive as Town roads, located within the Stratton Farms Subdivision (Re: File # 20-04) per the request of GLN Construction Management, Inc.** Mr. Turbet read from his report dated, November 13, 2008, addressed to the Zoning and Planning Commission. Mr. Turbet reported that final paving was completed by September 2007, and all work was done under Town inspection and the roads meet all requirements for Town roads. He reported that the Town holds a 10 % maintenance bond of \$117,000, which was set at the Commission's 11/17/07 meeting, which he said, can remain up to a year after acceptance at the Town Meeting. In response to a concern from the Chairman, Mr. Turbet reported that he is keeping his eyes on the tree growth. Mr. Turbet recommended the approval for the 8-24 Report. With nothing further, and no questions from the Commission, Chairman Bauchiero asked for a motion.

Vice Chairman Kuras made the motion to approve the 8-24 Report for street acceptance of Stratton Farms Road and Edgewood Drive of the Stratton Farms Subdivision, seconded by Mr. Conley. With no discussion the motion was approved, 6-0-0.

**File # 44-2008: Request from Margaret Nocturne for a 2-lot Subdivision (Nocturne Subdivision), located at 1063/1071 Sheldon Street, Map 23, Block 25, Lot(s) # 8 & 9.** *Mr. Vincent recused himself from voting. Mr. Carboneau was the alternate vote.* With nothing further to discuss, Chairman Bauchiero asked for a motion. Mr. Ravenola made the motion to approve File # 44-2008 request from Margaret Nocturne for a 2-lot Subdivision (Nocturne Subdivision), located at 1063/1071 Sheldon Street, Map 23, Block 25, Lot(s) # 8 & 9 with the following conditions:

1. **Lower branches on the row of pines in front of house number 1063 shall be trimmed to maintain adequate sight distance from the proposed lot (Lot 2) driveway;**
2. **The first 20 feet of the driveway apron for the Lot 2 driveway shall be paved to satisfy the requirement of Section III.1.g.;**
3. **The addition of five (5) foot driveway radii for the Lot 2 driveway to be satisfied and added to plans;**
4. **Approved subdivisions plans will not be signed until all IP's delineating the lot corners are set;**
5. **Provide a written waiver request for streetlights, and 100 scale versus 40 scale for subdivision plan per administrative procedures;**

**In addition, the Commission voted to approve the request for waivers of sidewalks, curbs and gutters, streetlights, and 100 scale on subdivision plan versus 40 scale. The Commission voted to accept a Fee-in lieu of open space in the amount of \$3,000.00 for lot number two (2) to be paid at the time of property sale or transfer. Subdivision Standard Approval conditions #1-7, 9 and 11 apply.**

Seconded by Mr. Conley. With no discussion the motion was approved, 5-0-0.

**File # 47-2008: Request from the Town of Suffield for a Special Permit to create a Municipal Senior Center at 145 Bridge Street (Calvary Church), Map 44H, Block 47, Lot # 12.** With nothing further to discuss, Chairman Bauchiero asked for a motion. Mr. Ravenola made the motion to approve File # 47-2008, request from

the Town of Suffield for a Special Permit to create a Municipal Senior Center at 145 Bridge Street (Calvary Church), Map 44H, Block 47, Lot # 12 with the following conditions:

- 1. Sidewalk to extend across the front of the property;**
- 2. Submittals of exterior lighting shall be made to show conformance to Zoning Regulation, Section III.M. – Outdoor Lighting;**

seconded by Mr. Vincent. With no discussion the motion was approved, 6-0-0.

#### **VIII. REPORTS**

**Chairman** – None

**Town Planner** – Plan of Conservation

There was a brief discussion on the amount of people that should be active on the Steering Committee for the Plan of Conservation, after which it was determined that there should at least be 7-9 active people. With nothing further, Mr. Hawkins asked that Chairman Bauchiero ask for a motion to approve the 2009 Meeting Schedule for Zoning and Planning's regular meetings. Chairman Bauchiero asked for a motion. Mr. Conley made the motion to approve the 2009 Regular Meeting Schedule for Zoning and Planning with a condition to change Chairman Bauchiero's title on the schedule, seconded by Mr. Ravenola. With no discussion the motion was approved 6-0-0.

#### **IX. MINUTES** – October 20, 2008, Regular Meeting Minutes

Vice Chairman Kuras made the motion to approve the October 20, 2008, Regular Meeting Minutes, seconded by Mr. Ravenola. With no discussion the motion was approved 6-0-0.

#### **X. CORRESPONDENCE** - None

#### **XI. ADJOURNMENT**

Mr. Carboneau made the motion to adjourn at 8:50 p.m., seconded by Mr. Conley. Motion was approved, 6-0-0.

Respectfully Submitted,

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John O'Malley, Secretary

cc: Assessor, Building Official, Conservation Commission, Economic Development Director, Selectmen, Town Clerk, Town Engineer, Zoning Enforcement Officer, Commission Counsel, File