



Town of Hubbardston

Planning Board Meeting Minutes

Location: 7 Main Street, Slade Building, Hubbardston, MA 01452

Date: Wednesday, April 1, 2020

Members Present: Alice Livdahl (Chair), Francois Steiger, John DeMalia, Craig Boissoneau

Members Absent: Bill Homans, Josh DuBois (Associate Member)

Other Attendees: Christina Sutcliffe (Admin), John Hume

CALL TO ORDER (6:33 pm) "This meeting is being broadcast live and digitally recorded."

NOTE: Call to Order and Adjourn times are specific times of the meeting start and end times. Any times listed as "Time Stamp" within the minutes are those taken from the YouTube video of the meeting.

Orders of Business:

1. Public Comments - None
2. Action Items / New Business
 - a. Mr. Hume (MRPC) Master Plan Public Input Discussion and Updates – Mr. Hume addresses that COVID has not slowed down the work on the Facilities and Services Chapter. He also brings up options with regards to the Public Hearing – suggesting perhaps a public survey online or schedule a hearing in the Fall, because (perhaps) not many people would possibly come to a hearing at present, even online. There is discussion of looking into putting the survey into the tax bill. Admin also to look into town-wide mailing costs. Also, it is mentioned that the Planning Board has been awarded the DLTA grant for the Land Use Chapter. Though the TA signs the DLTA MOU (the contract between the MRPC and the Town of Hubbardston), the planning board reviews and Francois Steiger makes a **MOTION** that: After reviewing the Terms and Conditions between the Town of Hubbardston and the MRPC, the Planning Board makes moves to recommend that the BOS or TA sign the contract. John DeMalia **SECOND's**.
ALL IN FAVOR
(Time Stamp 17:15)
 - b. Whitney Friberg – Request for Inclusion on Agenda – Ms. Friberg did not attend this meeting.

- c. MVP Climate Change Grant Award – The Chair and Admin update the board on the purpose of the grant, the review of the Climate Preparedness of the town. The grant will fund a report that will take into account all aspects – infrastructure, open space, etc. of climate effect on the Town. The Admin asks for two volunteers to sit on the committee to discuss the aspects of the MVP Grant and provide input. Alice Livdahl and Craig Boissoneau volunteer.
 - d. Board of Selectmen Report Back from Meeting - Francois Steiger and Alice Livdahl attended the recent (3/25) Board of Selectmen Meeting and presented on the four items which the Planning Board voted they should relay. The board discusses the Board of Selectmen’s responses and what the Planning Board should do moving forward with regards to: Residency Requirement of Planning Board Associate Member; Earth Removal General Bylaw Amendment; Solar Bylaw Updates ; Master Plan Implementation Chapter. Following Planning Board discussion, Francois Steiger and Alice Livdahl agree to “look into” the comments by the Board of Selectmen and be prepared to answer those comments at the next Board of Selectmen meeting on the 13th. Admin to contact BOS to get them on agenda.
(Time Stamp 44.08)
 - e. Sign Bylaw DRAFT – Planning Board discusses points with regards to “projecting signs,” the “special permit,” and some “clerical issues.” The Board instructs the Admin to update. Admin directed to circulate the draft proposed to boards and inform them that a Public Hearing will be held when it is feasible.
(Time Stamp 1:11:00)
 - f. Tax Title Properties – CPA Funds – The board discusses the properties currently under consideration for Tax Title. The board discusses having the Chair meet with the TA regarding a possible “letter of agreement” between the Planning Board and the town to move forward with \$40,000 of the CPA funds allocated by the town being used for the purpose of processing tax title properties into affordable housing. The Planning Board discussed being involved in vetting the properties involved, though the logistics of the process will be being directed by the Tax Collector.
(Time Stamp 1:49:05)
3. Matters Not Reasonably Anticipated by Chair - None
4. Old Business:
- a. Solar
 - 91 Williamsville Road Landscaping – Board instructs the Admin to reach out to Bill Murray (the board’s agent) to reach out to the owners of 91 Williamsville Road with regards to timing for their project to move forward.
 - Discussion of annual report and the Admin states she will be sending that letter out shortly.
 - b. Affordable Housing – RFP Update – Discussion that this RFP is currently still with legal but is expected soon.
 - c. Marijuana – Update for Community Host Agreements - Discussion that the CHA’s were approved for retail sales.

- d. Bylaw Public Hearings? - The Board discusses Public Hearings and whether the Planning Board feels they want to wait or not on a physical hearing later. Board agrees to wait until there is more information available.
 - e. Updates from Members on Associated Boards – No updates.
8. Announcement of Next Planning Board Meeting – May 6th

MOTION to ADJOURN (8:27 pm): Francois Steiger

- **SECOND:** John DeMalia
- **ALL IN FAVOR**

Minutes Recorded by: Christina Sutcliffe (Planning Board Administrative Assistant)

These minutes were approved by vote of the board on XXXXXXXXXXXXXXXXXXXX

Attachments:

- 1. Agenda

NOTE: Attachments are digitally inserted representations of available files. For original documents, see Planning Board Office.

Attachment #1: Meeting Agenda

Date: Monday, March 30, 2020 - 10:24am

VIRTUAL MEETING INFORMATION

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hubbardston Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found at www.hubbardstonma.us. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the towns website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

VIRTUAL LOG-IN INFORMATION

You are invited to a Zoom webinar.

When: Apr 1, 2020 06:30 PM Eastern Time (US and Canada)

Topic: Planning Board 4.1.20

Please click the link below to join the webinar:

<https://zoom.us/j/730594171?pwd=ZHUzL3UwNHgyTWxGMDdldGlEbkxh2QT09>

Password: 797759

Or iPhone one-tap :

US: +19292056099,,730594171# or +13126266799,,730594171#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 312 626 6799 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782

Webinar ID: 730 594 171

International numbers available: <https://zoom.us/j/ahqfPyUZ2>

Planning Board meetings are broadcast live and digitally recorded

1. Call to Order
2. Public Comments
3. Minutes Approval
4. Action Items / New Business
 - a. Mr. Hume (MRPC) Master Plan Public Input Discussion and Updates
 - b. Whitney Friberg – Request for Inclusion on Agenda
 - c. MVP Climate Change Grant Awar
 - d. Board of Selectmen Report Back from Meeting
 - e. Sign Bylaw DRAFT
 - f. Operational Procedures DRAFT Review
 - g. Tax Title Properties – CPA Funds
5. Matters Not Reasonably Anticipated by Chair
6. Old Business:
7.
 - a. Gravel Pits
 - Usage Grant Proposal (sent 12/6)
 - Kataisto Reclamation
 - b. Solar
 - 91 Williamsville Road Landscaping
 - 147 Williamsville Road Project
 - c. Affordable Housing – RFP Update
 - d. Marijuana – Update for Community Host Agreements
 - e. Bylaw / Subdivision Updates
 - See Action Items Above
 - Public Hearings?
 - f. Master Plan
 - See Action Items Above
 - g. Updates from Members on Associated Boards
8. Administrative Matters
 - a. See Action Items
 - b. Updating Website
9. Announcement of Next Planning Board Meeting
10. Adjourn