



Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Thursday, October 1, 2020

Members Present: Alice Livdahl (Chair), Francois Steiger, Bill Homans, Erica Dack (Associate Member)

Members Absent: John DeMalia

Other Attendees: Christina Sutcliffe (Admin), John Hume, William Murray (Places Associates), Dean Smith (Borrego), Diane Lanney, Ed Blanchard, John Farnsworth, John Hume, Jonathan Vos, Sue Roberts, Matt Martunas (Borrego)

CALL TO ORDER (6:45 pm)

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. Reading of the Virtual Meeting OML Notice (from the Agenda)
2. Declaration that "This meeting is being broadcast live and digitally recorded."
3. Public Comments
4. Minutes Approval
 - a. February 19, 2020 – Admin admits that it was March 4, and April 1st minutes that were complete. February 19th was approved at the August 6 meeting.
 - b. March 4, 2020 – Bill Homans makes a **MOTION** Approved with clerical and clarification instructions. Francois Steiger **SECONDS. ALL IN FAVOR**
 - c. April 1st, 2020 – To be review for approval on the 15th of October since it was not properly posted on the agenda.
5. Action Items
 - a. 147 Williamsville Road Report from Places Associates / Bill Murray – Alice Livdahl gives her insights into a site walk and her impressions of the installation, especially the batteries. There are discussions of the report that Mr. Murray provided (See Attached) Mr. Matunas addresses the points of the report, stating that a NEMA 4 enclosure and Knox Box are in process. Looking into providing directions for emergency response to

- shut off power in the even of an emergency. The Chair speaks to her third point that she needs to update the solar bylaws to provide for regulations for batteries as they relate to solar fields and any possible energy storage bylaws. William Murray mentions that they are required to provide an as-built plan, which Borrego is working on. Next Mr. Martunas addresses the pond and how they are looking to address the silt collection from the construction. William Murray brings up the bond, which is discussed regarding the increase in megawattage. Mr. Matunas discusses energizing the site and receiving permission to do so. The Planning Board discusses permitting Borrego to test their system without their certificate to generate. Bill Homans makes a **MOTION** to “allow the Borrego system to be turned on temporarily to test and only to test without their permit to generate.” Francois Steiger **SECOND’S. ALL IN FAVOR.**
- b. Ed Blanchard, Reid Roberts, Sue Roberts – Request for Planning Board Agenda Inclusion regarding 29 Comet Pond Rd. North – The Chair gives a background on the matter, based on the packet provided to the board. Ms. Sue Roberts then gives background on her property and her family. Mr. Blanchard is then invited to give his summary of the situation. He speaks about his packet (See Attached). In the chat on Zoom, the PB Admin lets members of the public attending know that she can email them the packet if they wish to follow along. The Chair requests clarification on the DCR using the road, which Mr. Blanchard states is still happening. The Chair requests a site visit to see the state of the road and it is granted by the Roberts. The Chair discusses the assessors map and her concern over lack of frontage – Mr. Blanchard answers that he can demonstrate where the road goes during the site visit. Mr. Blanchard explains that he is just looking for verification of the “way in existence” before they pay for a survey for an ANR. The Admin will poll everyone to determine a good date or dates for the site visit. Mr. Murray gives his opinion on the requirements for the determination.
 - c. ANR – Diane Lanney, Morgan Road, Map 3, Parcel 166 – The planning board reviews the plans through their 13-point checklist. They then report that they will meet to sign the document. Ms. Lanney asks that the second “n” in her name be crossed out because it is in error and the board and surveyor agree.
 - d. ANR – Dawn and Frances Notice, Old Westminster Road, Map 6, Parcels 154 and 155 – The applicant is not available at the meeting. The board requests that the admin email the applicant to determine if they can come to the meeting and answer their questions before they agree to sign the document. (NOTE: The applicant’s contact, Mr. Votrubas, had not responded by the end of the meeting and the Board requested that the Admin email him for clarification or attendance at the meeting on October the 15th).
 - e. Mr. Hume MRPC – Services and Facilities Recommendations – Mr. Hume presents the updates to the Facilities and Services chapter and asks that the board send all recommendations through the Admin to MRPC. Mr. Hume suggests getting together a review board in advance of the completion of the Master Plan. Mr. Hume proceeds to review the document he provided to the Board (Attached). The Chair requests that there be a list of the shared services and that the new radio tower be put into the plan as well. The Chair asks for information about online training and for examples of the permitting guidebook MRPC could create.

6. New Business

a. Correspondence –

- Reply from Tiny Toes Regarding Container Screening – Discussion of screening by artwork. Francois Steiger asks for a more definitive timeline and detailed plan for the artwork. The board also stipulates that they would like a response by November 4th.
- Correspondence from Other Towns Planning Boards – No discussion.
- Update from Marinelli's regarding Affordable Housing / Senior Housing project – The Chair updates the board that the Marinelli's are unwilling to hold off on possibly making other plans regarding their land for the timeline to study the land and moving forward. The Chair suggests the possibility of holding off or of moving forward with a report that would just analyze the town land for senior housing. Bill Homans makes a **MOTION** "for the Planning Board Chair to query the Town Administrator regarding scaling down the study to only analyze the Town Land for use as a senior housing." Francois Steiger **SECOND's. ALL IN FAVOR.**

7. Matters Not Reasonably Anticipated by Chair - None

8. Old Business

- a. Solar – Francois Steiger asks for the number of solar facilities that have submitted annual reports. The Admin report back that 3 of 4 have reported back.
- b. Gravel
 - Kataisto Reclamation – No Updates
- c. Affordable Housing
 - CPA Funds / Tax Title – No Updates – Chair asks for update on the 5 lots.
- d. Master Plan – Alice to ask TA about forming the Review Board of other committee members too – not just the scope of the Planning Board.
- e. Bylaw Updates – 2021 Warrant Update – Chair reports that the Selectboard passed the General Bylaw amendment making the Associate Member a member of the town.

9. Administrative Matters – Admin mentions that the Capital Budget proposal is due in three weeks and the board needs to consider this for discussion at the next meeting.

10. Public Comments – No Public still in attendance.

11. Announcement of Next Meeting – October 15th, Public Hearing 6:45 pm

MOTION to ADJOURN (8:56 pm): Bill Homans

- **SECOND:** Francois Steiger
- **ALL IN FAVOR**

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

These minutes were approved by vote of the board on XXXXXXXXXXXXXXXXXXXX

Attachments:

- Agenda
- William Murray's Report from 147 Williamsville Road walk through
- Ed Blanchard's Report on Roberts' property on Comet Pond (page 1 of 29 – for the remainder of this document, please see the Planning Board Office)
- Facilities and Services Draft from MRPC

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

Attachment: Meeting Agenda (2 pages)

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=ZHUzL3UwNHgyTWxGMDdldGlEbkh2QT09>

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

Attachment: William Murray's report from the 147 Williamsville Road walk through

Christina Sutcliffe

From: William Murray <wmmurray@placesassociates.com> on behalf of William Murray
Sent: Friday, September 18, 2020 9:55 AM
To: Matt Martunas; Dean Smith
Cc: plan@hubbardstonma.us; Alice Livdahl; William Murray
Subject: 147 Williamsville Road

Matt,

Thank you for hosting the walk through with the police/fire and others. I think that went well. My take on some of the action items is:

1. You will put a NEMA 4 (waterproof) enclosure near to the gate with instructions and directions (site map) for emergency responders. You will also have a Knox Box at the gate area which will hold keys to access the site.
2. You will get additional clarification regard turning off power prior to Fire/Police/EMS responding to an issue at the site, this is in particular reference to an incident responding to the battery array. As you may recall your battery specialist stated that "auxiliary power" (power from the street) needs to stay on for an issue involving the battery and cutting that power is not advised. All other "issues" cutting the interconnect at the street is advised upon entering the solar field.
3. You will assist the Planning Board in developing a set of specifications and references so that any other solar facility that proposes a battery system will meet the standards that you have set with this one.
4. You are currently working on an as-built plan and other aspects of the close-out for the site.

As discussed in the field, I have reviewed the status of the pond with my engineers. As I noticed the bottom of the pond is holding stagnant, algae-rich water. Ponds are required to drain within 72 hours after a storm (rainfall event). We have not had a rainfall event in Hubbardston in quite a while and certainly not within 72 hours of the site visit. My lead engineer suspects that products of erosion have been allowed to accumulate in the basin and have "sealed" the bottom of the basin, preventing infiltration. Regardless of the cause, stagnant water is not supposed to be there and you need to fix the basin.

Bond: The Bond in the permit that has been established is based on \$ 60,000/MW, which is \$ 425,220 total. That is for 7.1 MW. Your staff noted that you have a capacity of 7.3 MW which equates to a required bond of \$ 438,000 or an additional \$ 12,780 for the decommissioning bond.

Decommissioning Plan: The permit requires that you prepare an updated decommissioning plan as part of the close out of the project. Please be sure to include the removal of the battery array and its appurtenances as part of that plan.

I will discuss with the Planning Board the "energization" for testing. In the past, the Board has understood that you need to energize components of the system to do calibration, QA/QC, etc... That has not been considered generating. Nonetheless, I will follow up with the Board to obtain clarification of that point.

Finally, while I realize that Borrego has a relatively good track record and the site is in good shape. The Planning Board in the past has learned the hard way that if permission to generate is given before the site and all aspects of the project are complete getting the final items done becomes dramatically difficult. We cannot and should not treat Borrego any differently than we have treated other solar projects. It will be my recommendation to the Planning Board that a Certificate to Generate not be issued until you are 100% done. Which includes planting and soil stabilization. Please remember that this is their decision, not mine. You can petition them and they may not adhere to my recommendation.

Bill M.

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1. Mass. Law for approving ANR Lots.
2. Hubbardston adoption of Subdivision Control 11/12/1959
3. Chronological Timeframe of Deeds on North Comet Pond road.
 - A. Eight pages of deeds and a map
4. 1946 USGS Map
5. 1956 US department of Interior Map
 - A. 1956 Map Legend
6. Current assessors Map
7. 1995 Fletcher, Tilton, & Whipple Opinion Letter
8. Fire Apparatus Turnaround Letter
9. Pictures of Current Road Conditions and Turn Around
10. Key Points regarding North Comet Pond Road
11. Possible Questions and Answers
12. Robert's Board Request
13. December 2015 Prior letter with Kopelman and Paige Opinion (5 pages)

DRAFT SERVICES AND FACILITIES: GOALS, OBJECTIVES AND RECOMMENDATIONS

GOAL:

- Provide excellent, cost effective, accessible facilities, services, and programs reflecting values respectful of our ages and diversity, which, through collaboration, contribute to a high quality safe, civil, healthy, and sustainable community.

OBJECTIVES:

- Deliver high quality education from pre-school through grade 12.
- Provide high quality facilities, services, and programs that serve the needs of all the people of Hubbardston.
- Maintain and enhance Town infrastructure and facilities.
- Anticipate, plan and budget for any large projects in response to any projected growing demand on Town services.
- Promote environmentally sound practices in services and facilities.
- Continue to deliver high quality public safety services.

RECOMMENDATIONS:

1. Regionalization of Services and Consolidation. Hubbardston should continue to explore regionalization opportunities with neighboring towns that have the potential to reduce operating costs. One resource that could further any effort made by the Town is MRPC's District Local Technical Assistance (DLTA) Program.

The DLTA program, funded by the Commonwealth of Massachusetts, enables MRPC staff to provide technical assistance at no cost to its 22 communities to encourage municipalities to work together to achieve and/or enhance cost-effective service delivery. Over the past twelve years, MRPC received funding from the Commonwealth in late fall/early winter. Shortly thereafter, MRPC forwarded a Request for Service Delivery to member communities. For previous years, examples of eligible projects categorized as municipal partnerships included but were not limited to:

- Shared services (e.g., regional lockup, regional 911 centers, other public safety and emergency response responsibilities, information technology/data management, school district/regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities/programs);

- Collective purchasing (if such purchasing cannot be otherwise accomplished using statewide contracts or can be achieved regionally for less than the state contract price, or items proposed for purchase that are specific to municipal and/or school district agreements); and
- Cost saving measures that benefit more than one municipality.

It should be noted that DLTA funding from the Commonwealth of Massachusetts is not guaranteed each year, and applications must be discussed in a public meeting and signed by the Chair of the Board of Selectmen.

Responsible Municipal Entity: Town Administrator/ Board of Selectmen.

2. Re-examine the 2009 Massachusetts Department of Revenue (DOR) Financial Management Review. In October 2009, a Financial Management Review for the Town of Hubbardston was completed by the Massachusetts Department of Revenue (DOR), Division of Local Services/Technical Assistance Section. The Board of Selectmen made the request in order to identify areas where town operations and performance could be improved. The report consists of recommendations based on site visits by a Division of Local Services (DLS) team from the Technical Assistancess Section, Bureau of Accounts, and Bureau of Local Assessment. DOR interviewed and received information from the selectmen, members of the finance and capital planning committees, the town administrator, town accountant, town collector, town clerk, treasurer and assessors. In reviewing the town's financial management practices, DOR focused on: (1) town government structure in the context of the duties and responsibilities of financial officers; (2) the town's budget, warrant and capital planning processes; (3) the degree of coordination and communication that exists between and among boards, officials and staff involved in the financial management function; and (4) the general efficiency of financial operations measured by the town's success in maximizing resources and minimizing costs. The Town should review this document to see if there are any recommendations that are still relevant that could be implemented to improve municipal finances.

Responsible Municipal Entity: Town Administrator/ Board of Selectmen.

3. Establish a Master Plan Implementation Committee. The Town should establish a Master Plan Implementation Committee whose job it is to make sure that the Plan's recommendations get implemented when the plan is completed in Winter 2021. It may be that Hubbardston's Planning Board or a sub-committee thereof would be willing to take on this task although many communities form implementation committees that are separate and distinct from the board or committee that prepared the Plan. If this is the case, the Planning Board could assist in forming the Master Plan Implementation Committee, which in turn would meet with the Town's other municipal entities that have Master Plan implementation responsibilities and work with them to keep implementation on track. It is suggested that the Committee also brief the Board of Selectmen on the Plan's progress either quarterly or twice a year.

Responsible Municipal Entity: Town Administrator and Planning Board in consultation with the Board of Selectmen

4. Continue Efforts to Coordinate Town and Community Services to the Benefit of Hubbardston's Residents. Hubbardston has used resources to promote two-way communication between citizens and town government, including its website and Facebook. Such an initiative involves all municipal departments in an effort to share important information with citizens such as: upcoming board meetings, Town Meeting information including

budget proposals and warrant articles, departmental hours of operation and contact information, availability of municipal facilities for public use, tax information, bylaws and regulations, municipal initiatives, community events and opportunities for citizen participation (volunteer opportunities, board vacancies, etc.).

The Town should also create opportunities for citizens to provide feedback to municipal officials by occasionally polling them on their preferences. In addition to the town website and Facebook, this attempt to create two-way communication between citizens and town government could also include a combination of tools, including: periodic newsletters, voluntary e-mail notifications, announcements at public meetings and events, signage in prominent public places, annual Town Meeting mailer, opinion surveys (both paper and digital), open houses, public forums and other opportunities for two-way communication not yet considered. The responsible municipal entities include the Board of Selectmen in conjunction with all of Hubbardston's municipal departments and boards/commissions/committees.

Responsible Municipal Entity: Board of Selectmen in conjunction with all of Hubbardston's municipal departments and boards/commissions/committees.

5. Continue to Pursue Grant Opportunities under the MA Green Communities Program. Hubbardston has been designated as a Green Community under the State's Green Communities Program. As part of this effort, the Town prepared an Energy Reduction Plan and is eligible to apply for MA Green Communities Program grants of up to \$250,000 covering the action items contained in the plan. Applications are due on an annual basis. Moreover, Hubbardston should form an Energy Committee to implement the grant and look for other opportunities for energy efficiency

Responsible Municipal Entity: The Town Administrator and a newly formed Energy Committee working with other Town departments.

6. Training and Materials for New Board/Committee/Commission Members. Each Board, Committee and Commission in Hubbardston's Town Government should prepare a handbook that details their policies and procedures for new members and then offer a board-sponsored training session to bring new members up to speed. Further, each entity should identify training opportunities for its new members. The Citizen Planner Training Collaborative (CPTC) offers annual training for new and returning Planning Board and Zoning Board members, while the Massachusetts Municipal Association also offers a wide variety of training opportunities for new Selectmen and other municipal officials. The Massachusetts Association of Conservation Commissions also offers training for new Conservation Commission members.

Having a policy/procedure guidebook and offering training opportunities will help the Town achieve some continuity for its various boards/committees/commissions. New members will have a better understanding of their roles and responsibilities if they know the policies and procedures in place and take advantage of relevant training opportunities. Additionally, the Town should provide an orientation session for all newly appointed board and committee members, using the existing Board and Committee handbook as a guide.

Responsible Municipal Entity: All citizen-staffed boards, committees and commissions.

Responsible Municipal Entity: Town Administrator in conjunction with the Board of Selectmen.

7. Expand the Town's Information Technology by being Aware of and Utilizing MR Mapper. The Montachusett Regional Planning Commission (MRPC) markets a mapping and data service known as MRMapper which can be customized to fit the needs of any municipal department. Its applications are limited only by what data exists or could exist digitally. MRMapper can allow users to access, view, query, edit, export and share data related to the Montachusett Region and a community or area of interest, allowing users to print maps as well as standardize and streamline processing techniques and workflow scenarios in order to focus on specific tasks to efficiently solve recurring problems, evaluate common issues, update information and produce reports. The Town should be aware of and utilize MRMapper and contact MRPC with any questions or to request a training session.

Responsible Municipal Entity: Town Administrator.

8. Develop a Permitting Guidebook. A Guidebook would summarize for businesses, developers, residents, and the general public the permitting process necessary to complete any particular development project in Hubbardston. The Permitting Guidebook should include concise information and sources of additional information such as contacts, regulations and forms. The Guidebook should be available in hardcopy format as well as through the Town website and should include simplified permitting flowcharts and checklists to help applicants with understand the complex development and permitting process. The Some towns were awarded MRPC staff time under MRPC's District Local Technical Assistance (DLTA) program funded by the Commonwealth of Massachusetts to put together a Guidebook at no cost to the community.

Responsible Municipal Entity: Town Administrator/ Board of Selectmen.