



## Town of Hubbardston

### Planning Board Meeting Minutes

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

Date: Wednesday, February 5<sup>th</sup>, 2020

Members Present: Francois Steiger (Temporary Chair), Bill Homans, John DeMalia

Members Absent: Alice Livdahl (Chair), Craig Boissoneau, Josh DuBois (Associate Member)

Other Attendees: Christina Sutcliffe (Admin), John Hume, Jonathan Vos, Lauren Marino, Donna Warfield

**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. Francois Steiger declares a quorum present and then announces that a vote must be taken to nominate a temporary Chair, as Alice Livdahl, the Planning Board Chair is absent from this meeting. Bill Homans makes a **MOTION** "to nominate Francois to be Chair tonight." John DeMalia **SECOND'S**. Prior to a vote, Francois Steiger accepted the nomination. **ALL IN FAVOR.**
2. Francois Steiger Introduces the Board and states that the "Planning Board Meetings are broadcast live and digitally recorded"
3. Public Comments – Francois Steiger asks if there is anyone here for Public Comments and two people have signed in that they are:
  - a. Lauren Marino comes before the Hubbardston Planning Board to discuss her proposal for moving the Hubbardston Veterinary Clinic to the lot adjacent. She and Donna Warfield present that they have already filled out a Zoning Determination and feel it will go positively. They also state that they know they have to fill out a site plan and environmental impact, but wanted to ensure that the Planning Board had no "red flags" with their proceeding with this investment. Francois Steiger asks about whether the scope of the business will change – to which Ms. Marino replies that it will not. Bill

Homans asks about medical waste and Ms. Marino states that they have waste but it will be similarly handled in the new location. The board asks that the Admin mention to the missing board members about what was discussed.

4. Minutes Approval

- a. December 18, 2020 See “Planning Board Minutes December 18, 2019” in Planning Board Shared Drive. Bill Homans makes a **MOTION** to “accept the minutes as presented.” John DeMalia **SECOND’S. ALL IN FAVOR.**

5. Action Items

- a. 5 New Templeton Road – ANR – Postponed until March 4th
- b. Mr. Hume (MRPC) Presenting on Timeline for the Master Plan Chapters (DLTA and EEOEA Grants as well as Finalizing the Master Plan in 2020) - Mr. John Hume and Jonathan Vos discuss the Master Plan and what the time table will be for the Master Plan going forward. Mr. Hume also mentions that Hubbardston was awarded the EEOEA Grant. At this point, all chapters are funded except the Implementation Chapter. Mr. Hume presents which chapters he will be working on first, Transportation, and the schedule for the subsequent chapters.
- c. Proposed Budget Submission – The Planning Board discusses the \$14,000 quote for the Implementation chapter and how the board will wait to discuss with its Chair (and missing member) a proposal to present to the Board of Selectmen to split the cost of that final chapter and get the entire Master Plan completed.
- d. Annual Report DRAFT - See “Planning Board Annual Report 2019 Draft” in Shared Drive. This is a distilled report of what the Planning Board accomplished in 2019. In review, please discuss if you feel anything should be added. Francois Steiger decides that the board will review this document and vote on it at the February 19<sup>th</sup> meeting with all members present.
- e. Sign Bylaw DRAFT – The Admin relates that this document is complete except for some of the dimensions of signs which she needs the board to review prior to it being submitted to the Board of Selectmen. Francois Steiger states that the review of the tables will be a part of the February 19<sup>th</sup> agenda.

6. New Business

- a. Correspondence – Francois Steiger mentions a letter received by the Chair from Ms. Smith and states that the Chair replied to Ms. Smith’s letter.

7. Matters Not Reasonably Anticipated by Chair - There are none.

8. Old Business

(NOTE: Items are kept in “Old Business” if they are an open matter of discussion, even if there is no update).

a. Gravel Pits

- Usage Grant Proposal – The Admin reports there are no update, Admin checked with TA on Jan 13th
- Responses to Intention Letters - The Admin reports responses back from the letters sent by the board. Landmarking Associates responded and there has been communication back and forth with the Planning Board Office regarding their responsibilities post-solar field. In these discussions it has come to light

that the owner who signed the special permit (Nexamp) for that site is no longer the operator of the field.

- Kataisto Reclamation – It is noted that there is no update.

b. Solar

- 91 Williamsville Road Landscaping – It is noted that there is no update.
- 147 Williamsville Road Project – It is noted that there is no update.

c. Affordable Housing – It is discussed that the lot 217 on Ragged Hill Rd has been dubbed by an engineer as “appearing buildable.” This lot is the agreed upon one by the Board of Selectmen and the next step will be for the Board of Selectmen to put out an RFP (request for proposal). While the Planning Board had communications with Habitat for Humanity, the town does have to put out a request for any interested party.

d. Bylaw / Subdivision Updates

- Letter to Board of Selectmen – Earth Removal - The Planning Board Admin (at the direction of the Chair) drafted a letter to the Board of Selectmen regarding the Earth Removal bylaw and possibly proposed changes. The Admin explains why the Planning Board has to go through the Board of Selectmen – because the Earth Removal Bylaw is in the General Bylaws and can only be amended by the BOS. The Admin notes that if the BOS approves the General Bylaw change, the Planning Board would also be responsible for updating the Earth Removal Rules and Regulations which also contain the 500 cubic yard exemption. Bill Homans makes the **MOTION** to “send the letter to the Board of Selectmen.” John DeMalia **SECOND’S. ALL IN FAVOR.**
- Warrant Articles Proposed – The Admin has currently drafted the following list of warrant articles at the direction of the board: #1 Sign Bylaw, #2 Removal of Moratorium Bylaw and requests “further direction” as to what she should work on next with regards to the remainder of her 100 hours (36 hours used to date (not including this meeting)). The board agrees to have the Admin start gathering information on Benchmarking town data on Marijuana bylaws.

9. Administrative Matters

- a. CTPC Saturday Training Availability – The Planning Board Admin asks the board for availability so she can schedule training. Discussion is had of when who is available and they are hoping to shoot for February 29<sup>th</sup>. Admin also mentions a March 14<sup>th</sup> conference in Marlborough on Affordable Housing if her board is interested / available.
- b. Signature on Warrant #14 and #15 Vendor Payments – The board reviews and signs the documents.
- c. Admin mentions she is almost done with the Operational Procedures manual for the Planning Board and should have it done within the next month.
- d. Admin mentions solar acreage information in town and a study she discovered that Bill Murray did for solar on public land in 2015 and directs the board to review it.

10. There are no members of the public here for Public Comments.

11. Announcement of Next Planning Board Meeting – February 19, 2020 and then March 4, 2020

MOTION to ADJOURN (7:52 pm): Bill Homans

- **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 June 25<sup>th</sup>, 2020

Attachments:

1. Agenda

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

## Attachment #1: Meeting Agenda



### **Planning Board Agenda**

**Wednesday, February 5, 2020 6:30 PM**  
**Main Street, Hubbardston, Slade Building**

**Planning Board meetings are broadcast live and digitally recorded**

1. Call to Order
2. Public Comments
3. Minutes Approval
  - a. December 18, 2020
4. Action Items
  - a. S New Templeton Road – ANR – Postponed until March 4th
  - b. Mr. Hume (MRPC) Presenting on Timeline for the Master Plan Chapters (DLTA and EEOEA Grants as well as Finalizing the Master Plan in 2020)
  - c. Proposed Budget Submission – Implementation Chapter of the Master Plan
  - d. Annual Report DRAFT
  - e. Sign Bylaw DRAFT
5. New Business
  - a. Correspondence
6. Matters Not Reasonably Anticipated by Chair
7. Old Business

**(NOTE: Items are kept in "Old Business" if they are an open matter of discussion, even if there is no update).**

  - a. Gravel Pits
    - Usage Grant Proposal (sent 12/6)
    - Responses to Intention Letters
    - Kataisto Reclamation
  - b. Solar
    - 91 Williamsville Road Landscaping
    - 147 Williamsville Road Project
  - c. Affordable Housing
  - d. Bylaw / Subdivision Updates
    - Sign Bylaw DRAFT – see Action Item E
    - Letter to Board of Selectmen – Earth Removal
    - Warrant Articles Proposed
    - Subdivision Fee Updates and Fee Schedule Updates
    - Public Hearing date for Proposed Bylaw Amendments
    - Further Direction – Solar and Marijuana
  - e. Master Plan
8. Administrative Matters
  - a. CTFC Saturday Training Availability (Feb)
  - b. Signature on Warrant #14 and #15 Vendor Payments
9. Public Comments
10. Announcement of Next Planning Board Meeting
11. Adjourn