



Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Tuesday, January 28th, 2019

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

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

Other Attendees: Christina Sutcliffe (Admin), (See BOS Minutes for Sign-In Sheet), Board of Selectmen, Finance Committee

CALL TO ORDER (6:35 pm) "This meeting is being digitally recorded."

NOTE: This is a joint meeting between the Planning Board, Finance Committee and Board of Selectmen. The meeting was called to order by the Board of Selectmen. Please see Board of Selectmen's Agenda for other topics that may be covered after this Agenda was concluded.

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. Open Session, Announcements, and Appointments are covered by the Board of Selectmen (Not part of Joint Meeting)
2. Benchmarking Discussion between Planning Board, Finance Committee and Board of Selectmen
 - a. Dan Galante, Chair begins by ensuring that quorums were present from all three boards and that all three boards duly posted this meeting. Each board assures that they have quorums present and their meeting was duly posted.
 - b. Ryan McLane, TA, then introduces the topic of benchmarking and what was requested of the Finance Committee and Planning Board for their presentations tonight.
 - c. The Planning Board Admin, presents the methodology and the conclusions of the Planning Board's discussions on Benchmarking (see Attachment #3).

- d. The Finance Committee presents their methodology and conclusions of their discussions on Benchmarking (see Attachment #4).
- e. The Board of Selectmen begin discussion of the presented towns and how a final list may be determined, but determine that they will review the data and make no decision this evening.
- f. The Board of Selectmen ask the TA the next steps after the list is decided. The TA relates the information that would be used from surrounding towns to provide comparisons and informational models for Hubbardston's growth.

No MOTION to ADJOURN (but quorum left at 7:13 pm)

Action Items:

- 1- None – the Board of Selectmen will deliberate and contact the Planning Board if further information is required.

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

These minutes were approved by vote of the board on February 19, 2020.

Attachments:

- 1. Agenda
- 2. Planning Board Benchmarking Presentation Data
- 3. Finance Committee Benchmarking Presentation Data

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

Attachment #1: Meeting Agenda



Planning Board Agenda

Tuesday, January 28th, 2020 6:30 PM

Main Street, Hubbardston, Slade Building

Planning Board meetings are broadcast live and digitally recorded

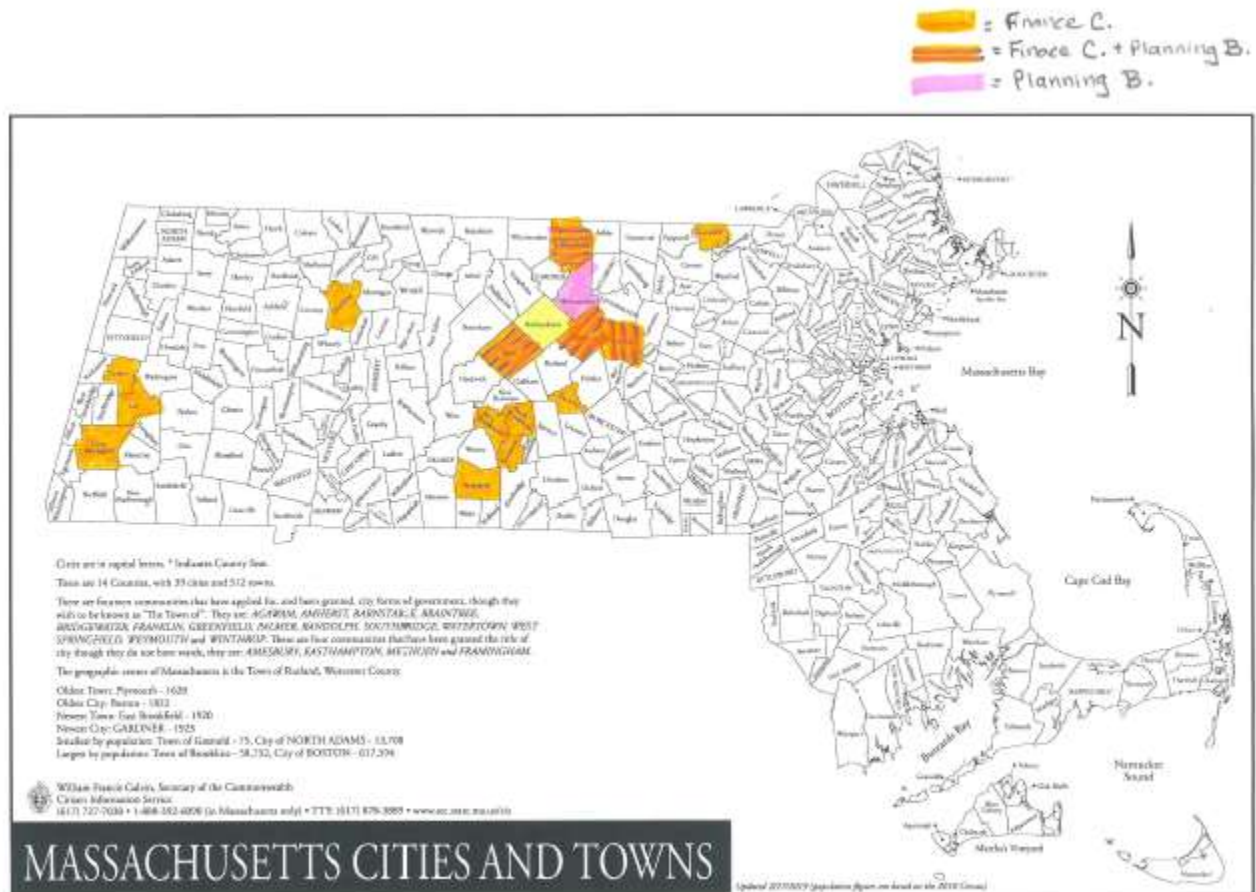
NOTE: This is a joint meeting between the Planning Board, Finance Committee and Board of Selectmen.

1. Call to Order
2. Action Items
 1. Benchmarking Discussion between Planning Board, Finance Committee and Board of Selectmen
3. Adjourn

Attachment #2: Planning Board Benchmarking Presentation Data (2 Pages)**Town of Hubbardston Planning Board Benchmarking:**

- On September 4th, 2019, at a duly posted meeting of the Planning Board, the Board was asked by the Town Administrator to consider which towns should be included in the Town of Hubbardston's Benchmarking data (a set of towns which the Town of Hubbardston would be compared against to facilitate positive growth). The Board was informed that the Finance Committee and Board of Selectmen would be included in the final benchmarking discussion once each board/committee had accumulated their data.
- On October 16th, 2019, at a duly posted meeting of the Planning Board, the Board discussed the criteria by which they would select their benchmarking towns. The Board decided to select attributes by which they would rate a select group of surrounding towns. The attributes were chosen on the basis of "what makes a town great." The attributes chosen were: Amenities and Arts; Business Opportunities, Municipal Services, Open Space, Schools, Town Center, Workforce Housing.
- The Planning Board then decided that they would have their Admin draw up a chart and each member would, independently, rate each town on the list of the seven attributes on a scale of 1-5 (A ranking of "1" being least attractive or towns that the Board Member would not like Hubbardston to be like. A ranking of "5" being most attractive or towns that the Board Member would like Hubbardston to be like). That list was sent to each member and then returned to the Admin for data compilation.
- Based on that accumulated data, the Planning Board has selected their five towns (shown highlighted below) for inclusion in the Town of Hubbardston benchmarking discussion.

TOWN	RANK
Ashburnham	3.864
Athol	2.280
Barre	3.990
Fitchburg	2.700
Gardner	2.964
Holden	3.590
Hubbardston	2.905
North Brookfield	3.667
Paxton	3.580
Petersham	3.376
Phillipston	2.722
Princeton	3.776
Rutland	3.390
Sterling	3.781
Templeton	3.357
West Brookfield	3.583
Westminster	3.933



Methodology:

- Population range MUST be between 2,500 and 8,000
 - Hubbardston \approx 4,500
 - So \approx 50% - 200% of Hubbardston's current population
- Average Single Family Tax Bill
- Income Per Capita
- EQV Per Capita
- Land Area
- Population Density
- Tax Levy
- Total Budget
- Residential Tax Rate

Scoring System

- 78 towns met initial population criteria
- Calculation of Z score for each town in each criteria
 - Value represents the number of standard deviations from the mean in each criterion
- Score was scaled to Hubbardston
 - Subtracted Hubbardston's scores from all other towns' scores
 - Establishes the total number of standard deviations a given town is from Hubbardston for a given criterion
- Score was then assigned its absolute value
 - "Distance" from Hubbardston is more relevant than in which direction
- Scores were then added across all criteria for each town
 - Hubbardston = 0
 - Range up to score of ~24 (Chatham, Dover, Edgartown)

Benchmark Towns

Town	Z Score Rank	Summed Z Score
Brimfield	1	1.73
Barre	3	2.53
Deerfield	7	3.39
Princeton	8	3.44
North Brookfield	10	3.66
West Brookfield	18	3.31
Ashburnham	20	5.65
Brookfield	21	5.14
Lee	23	5.95
Dunstable	25	6.12
Paxton	28	6.3
Lenox	39	8.01
Great Barrington	40	8.25
Sterling	44	8.94

From 10 total criteria