



Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Wednesday, July 10th, 2019

Members Present: Alice Livdahl (Chair), Craig Boissoneau, Kendall Daly, Bill Homans, Francois Steiger

Members Absent: N/A

Other Attendees: Ed Blanchard, Kathy Derzius, John Farnsworth

CALL TO ORDER (6:30 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
 - a. Ed Blanchard – Expresses appreciation for the Planning Board establishing a Public Comments Period. Speaks in favor of John DeMalia as an applicant for the open position of Associate Member of the Planning Board. Speaks in favor of Josh DuBois as an applicant for the open position of Planning Board member.
2. Minutes Approval
 - a. April 3rd, 2019 – Bill Homans makes a **MOTION** "to approve the April 3rd meeting minutes as presented." Craig Boissoneau **SECOND'S. ALL IN FAVOR.**
 - b. May 14th, 2019 – Bill Homans makes a **MOTION** "to approve the May 14th minutes that we were sent via email and are also here tonight." Craig Boissoneau **SECOND'S. ALL IN FAVOR.**
3. Action Items
 - a. ANR – Kathleen Derzius et al, 75 Old Princeton Road (See Attachment #3)
 - John Farnsworth (surveyor for Ms. Derzius) presents two plans.
 - Planning Board reviews the ANR checklist and ensures each requirement is met.
 - Planning Board discusses fee required for this ANR. Bill Homans makes a **MOTION** that the Planning Board "approve what was presented for the \$250 that has already been paid for this application." Francois Steiger **SECOND'S. ALL**

IN FAVOR. It is noted that the board will clarify the fee schedule at a later meeting.

- Board proceeds to sign plans.

(Time Stamp 35:50)

- b. Binding of Planning Board Minutes Cost – Bill Homans makes a **MOTION** that the Planning Board “increase the payment to \$837 from the Revolving Account to cover the cost of binding the minutes.” Francois Steiger **SECOND’S. ALL IN FAVOR**
- c. Board Vacancies – Process Determination. Board discusses process of Associate Member.
 - Bill Homans makes a **MOTION** that the Planning Board “close the applicant deadline for the Associate position on the 30th of July.” Francois **SECOND’S. ALL IN FAVOR.**
 - Board discusses questions to be asked of each applicant: “Tell us who you are.” “What do you feel are your qualifications?” “Why do you want to be on the Planning Board.”
 - Board discusses whether or not they will require an additional form or resume from applicants. The board decides not to require any further information (though it will accept additional documents if provided).
- d. Kataisto Discussion – The Kataisto’s not present. A check had been given to the Planning Board but no application has been submitted. Discussion ensues regarding what will be due in order to progress and have their Public Hearing on the 7th of August.

4. New Business

- a. Correspondence
 - Recording Issues – Response – Planning Board discussed their request to have the sound quality improved and the response that the system is recording the best it can.
 - Solar Inquiries – Follow Up – Email inquiry was sent to Places Associates regarding information on solar bylaws. Board inquired if Places knew where those fields were to be located and the response was that no additional information was provided by the querant.
 - Public Records Request – The Planning Board discussed / reviewed the Public Records Request that was completed prior to the meeting (see Attachment #4)
- b. New Planning Board Processes -
 - Discussion of new Zoning Determination Form used by the Building Department. Discussion of processes and inviting Roland Jean, the Zoning Commissioner, come before the Planning Board to get information about the processes of special permit and complaint referral.
 - Discussion of possible Administrative Rules and Regulations. Chair mentions Holliston’s example (to be provided at August 7th meeting). Planning Board also discusses expanding the Associate Member position ability to sit in the case of absence.

(Time Stamp 59:08)

5. Old Business

- a. Correspondence

- Decision Sent to Leon Smith – Scenic Road – Provided to Planning Board to review.
- b. 91 Williamsville Road – Planning Board does not have a report yet for this property from Places Associates.
- c. 95 Williamsville Road – The Planning Board discusses setting a deadline on completion of the work. Bill Homans makes a **MOTION** that the Planning Board “send a letter to the 95 Williamsville Road parties (Mr. Weintzer, Mr. Guither) stipulates completion of the stonewall remediation project for October 31st and that Mr. Murray’s office needs to be contacted so he can report to the Planning Board by the November meeting of its completion.” Francois Steiger **SECOND’s. ALL IN FAVOR.**
- d. 147 Williamsville Road – Planning Board does not have follow up on the site walk date.
- e. Marinelli Invoices – Planning Board discusses all Earth Removal sites so that the Planning Board is in contact with them regarding their future plans – reclamation or re-permitting. Chair volunteers to draft a letter and suggests Admin get a list of current earth removal pits (active and inactive). No letter to be sent to Marinelli at this point.
- f. New Planning Board Attendance Sheet discussed with revised commenting procedures.
- g. Affordable Housing – CPA Funds – Chair reviews history of Hubbardston Affordable Housing from 2008 and proposes how the Planning Board could move it forward (Notes see Attachment #5). Discuss contacting Habitat for Humanity to come in and speak to the board.
- h. Fletcher / Graves Letter – Comment that a letter was sent to the Fletcher Trustees.
- i. Discussion of a possible nonconforming property and process of Zoning Determination.
- 6. Public Comments – No further Public Comments were made.

MOTION to ADJOURN (8:19 pm): Bill Homans

- **SECOND:** Craig Boissoneau
- **ALL IN FAVOR**

Action Items:

- 1- Chair to draft letter to be sent out to Hubbardston Earth Removal Pits
- 2- Admin to send a letter to Mr. Weintzer and Mr. Guinther ensuring that all remediation activities are complete by October 31st.
- 3- Admin to compile list of all earth removal pits in Hubbardston (active and inactive)

Minutes Recorded by: Christina Sutcliffe (Planning Board Administrative Assistant) – Not Present – Completed from Recording

These minutes were approved by vote of the board on August 7, 2019.

Attachments:

1. Agenda
2. Attendance Sheet
3. Kathleen Derzius (et al) ANR Application
4. Public Records Request
5. Affordable Housing Chair Notes

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

Attachment #1: Meeting Agenda



Planning Board Agenda

Wednesday, July 10th, 2019 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. April 3rd, 2019
 - b. May 14th, 2019
4. Action Items
 - a. ANR – Kathleen Derzius et al, Old Princeton Road
 - b. Board Vacancies – Process Determination
 - c. Binding of Planning Board Minutes Cost
 - d. Kataisto Discussion
5. New Business
 - a. Correspondence
 - Recording Issues – Response
 - Solar Inquiries – Follow Up
 - Public Records Request
 - b. New Planning Board Processes
6. Matters Not Reasonable Anticipated by Chair
7. Old Business
 - a. Correspondence
 - Decision Sent to Leon Smith – Scenic Road
 - b. 91 Williamsville Road
 - c. 95 Williamsville Road
 - d. 147 Williamsville Road
 - e. Marinelli Invoices
 - f. Affordable Housing – CPA Funds
 - g. Fletcher / Graves Letter
8. Public Comments
9. Adjourn

Topics Planned To Be Discussed (TBD) at Future Meetings

1. DeMalia Photo Studio (TBD Aug 2019)
2. Subdivision Rules and Regulations Update (TBD Sept 2019)

Attachment #2: Attendance Sheet



**Town of Hubbardston
Planning Board Meeting**

LOCATION Slade Building

DATE 10 - July - 2019

Sign In - Please Print

NOTE: If you wish or intend to speak during the initial "Public Comment" period of the meeting please mark the "Public Comments" column. Those who do not check this box may still address the Planning Board during this period, but they will be asked to wait until those below have spoken. Also, if the period of Public Comment runs longer than ten minutes, the Chair may ask petitioners to hold their comments until the "Public Comment" period designated at the end of the meeting.

NOTE: While the Planning Board appreciates the attendance and interest of all public parties, they ask that those present do not offer comment except during the "Public Comment" period of the meeting (or unless the Board requests public opinion or the party has requested a space on the agenda). The board wants to complete all meetings in a timely manner.

Name	Address / Email	Public Comments
ED BLANCHARD	23 E CORNELL POND ROAD	YES
Kathy Derzius	68 Hendville	
SARAH FRANKS	HENDVILLE RD AND FRANKS RD	



FARNSWORTH ENGINEERING
ASSOCIATES, INC.
35 PINE HILL ROAD
LANCASTER, MA 01523

603-566-4317

Office of The Planning Board
7 Main Street, Unit #7
HUBBARDSTON MASSACHUSETTS 01452
TEL: (978) 928-1400 X208
FAX: (978) 928-3392

FORM A

APPLICATION FOR ENDORSEMENT OF PLAN
BELIEVED NOT TO REQUIRE APPROVAL
UNDER SUBDIVISION CONTROL LAW

To the Planning Board:

The undersigned, believing that the accompanying plan of property in the Town of Hubbardston does not constitute a subdivision within the meaning of the Subdivision Control Law, herewith submits said plan for a determination and endorsement that the Planning Board approval under the Subdivision Control Law is not required:

1. Name of Applicant: KATHLEEN DERZIUS ALWARD
Address of Applicant: AND LUKE ALWARD
Telephone Number: 75 OLD PRINCETON ROAD
503-860-3240
2. Owner of Record: KATHLEEN S. DERZIUS et al
Address of Owner of Record: 60 HEALING ROAD
HUBBARDSTON, MA
3. Location of Property: 77 OLD PRINCETON ROAD
BETWEEN 75 AND 79 OLD PRINCETON
4. Number of Lots: ONE
5. Name of Surveyor: JOHN A. FARNSWORTH
Address of Surveyor: 35 PINE HILL ROAD LANCASTER, MA 01523
Surveyor Telephone No.: 603-566-4317
6. Deed of Property Recorded in WORCESTER Registry,
Book 55280 Page 242 Assessor's Map 3114 Lot 63, 75 & 76
7. Applicant's Signature: Kathleen Alward
8. Owner's Signature: Kathleen S. Derzius

Pursuant to the provisions of M.G.L. Chapter 40, Section 57, certification that no debt is owed to the Town of Hubbardston by the applicant or the owner of record must be obtained from the Tax Collector before this form is submitted to the Planning Board.

No Debt is Owed ☒ Debt is Owed ☐

B. Shilbaret 11/8/19 11/3 MBW 75 Old Princeton Rd.
Signature of Tax Collector Date

Date Application received by the Planning Board: _____

Attachment #4: Public Records Request



Town of Hubbardston
7 MAIN STREET - Unit 12
HUBBARDSTON, MASSACHUSETTS 01452

REQUEST FOR PUBLIC RECORDS

Circle One: Request to examine records OR Request for copies of records

Specific Records Requested: (Include board/committee name and document dates if applicable)

1. Meeting minutes from May 14, 2019 Planning Board meeting.
2. Letter read by Tom Robinson at the June 4, 2019 Town Meeting, written by Alice Lisdahl, in regards to the Planning Board to not recommend Article 27.

Circle your preferred method of receipt: Email Disk/Flashdrive Paper copies (Fax/pickup/mail)
(Requests to examine records will be accommodated at a mutually agreeable time during normal business hours.)

Print Requester Name or Organization: Racanne Siegel

Requester Signature: Racanne Siegel Date: 06.26.2019

Phone: 617.549.5373 Email: racannesiegel@gmail.com

This request is made under Massachusetts Public Records Law (M.G.L. Chapter 66 §10) and the Federal Freedom of Information Act. Photocopies will be provided at \$.05 cents per page. When the request is for materials that are not susceptible to ordinary means of reproduction, such as photographs, plans or computer tapes and diskettes, the actual cost of reproduction and storage device may be assessed to the requester. A reasonable fee, using the hourly rate of the lowest paid employee within that department, for the time spent in reproduction of the responsive record may be assessed, as well as the actual cost of postage if applicable. If the cost is estimated to be more than \$10, the Records Access Officer (RAO) shall provide a written, good faith estimate of the applicable copying, search and segregation time fees to be incurred prior to complying with a public records request. *Disclaimer:* Fees assessed may change according to any changes to the Public Records Law and/or Public Records Access Regulations 950 C.M.R. 32:00.

Office Use Only:

Date received: _____ By: _____ Payment received: _____

Forwarded to (Dept Name): _____ Date: _____

Request: ☐ Approved: Conditions: _____

☐ Denied: _____

By: _____ Copy sent via (mail)(fax)(email)(in person)

Logged: _____

Attachment #5: Affordable Housing Chair Notes (2 pages)

|Affordable Housing – Where are we today July 10, 2019

History

Massachusetts legislature set a goal of having 10% of housing units in every city and town be affordable, defined as “subsidized housing inventory” (SHI) units. For Hubbardston the 10% would be 163 SHI housing units.

In 2010 Hubbardston had 53 of SHI units and today it has only 49. Of those, 39 are Elderly housing in the HUD funded Hubbardston House built in 1986. The other 10 are group homes regulated by the MA Dept. of Developmental Services.

So I believe there are NO subsidized housing units in town for regular low to moderate income families or for individuals.

2008 – the ZBA hired a consultant to create an Affordable Housing Plan, which was approved by MA Department of Housing and Community Development (DHCD) in 2010 and it was good for five years. It set a target of creating 39 Affordable Housing Units in 5 years (by 2015). Plan included: converting 8 existing housing units to affordable housing, creating 18 units by partnering with developers to include them in new developments, the town building 10 rental units and a duplex on tax title or town owned land.

None of these happened.

Hubbardston just got its second five year Affordable Housing Plan approved by DHCD which was supposed to span 2015 to 2020. It involved many hours by those serving on the Hubbardston Affordable Housing Committee and cost over \$16,000 in consultant fees to H&H Assoc. It contains wonderful information and proposed creating 9 affordable housing units by 2018. **None have been built.**

At the Annual Town Meeting in 2106 the Town voted:

To appropriate \$50,000.00 from the Community Preservation Housing Reserve to help establish an Affordable Housing Program under the auspices of the Planning Board to assist the Town in meeting the State goal of creating a minimum of 10% of the Town’s total housing units, for inclusion on the DHCD Subsidized Housing Inventory (SHI).

To date none of that money has been spent (and I believe no program was developed).

Every year the Community Housing Fund gets 10% of the CPA (Community Preservation) funds. This year the amount was \$6534.77.

The Planning Board is presently the Affordable Housing Committee.

I attending a full day CPA + Community Housing Training on May 10th, put on by MA Housing Partnership. Much assistance is available to municipalities on how to create

affordable SHI units. The target community can be families, veterans, individuals over 55 (in addition to elderly and developmentally disabled we presently serve).

I think it is time the Planning Board develops a plan to build at least ONE affordable housing unit, or better a duplex or three-plex. Working with the ~~Selectboard~~, ZBA, CPC, and citizens, we can realistically do this on town owned property with the CPA funds presently available, state matching funds and available financing.

I think a good starting point might be to invite the director of the Habitat for Humanity office in Leominster to come and speak to us.

Are you interested in extending an invitation?

MOTION

Also the Housing Production Plan is available through a link on the Planning Board website. It contains a list of all the town owned property in town. Would anyone on the board be interested in going through that list with me and identifying appropriate parcels?

A great variety of affordable housing approaches were discussed: Old mill conversions, motel conversions and summer rent subsidies on the Cape, new construction from duplexes to large complexes.