Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Wednesday, May 1, 2019

Members Present: Thomas Robinson (Chair), Kendall Daly, Bill Homans, Alice Livdahl, Francois Steiger (Associate Member)

Members Absent: Craig Boissoneau

Other Attendees: Christina Sutcliffe (Admin), Ed Blanchard, Gary Kangas, John Hume (MRPC), Sean O'Donnell, John DeMalia, Debbi and Brian Lindsey, Cathy Hansgate

CALL TO ORDER (6:32 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. Bill Homans makes **MOTION**, regarding the chronology of the meeting, that the Planning Board "start off with the folks in the audience." Ken Daly **SECOND's**.
2. John Hume (MRPC) and Sean O'Donnell are called to the table by the Chair to present on the Master Plan.
    a. Mr. Hume proceeds to present on how the Master Plan could be accomplished (See Attachment #3). Mr. Hume continues into a discussion of how the DLTA Grant, which was awarded to Hubbardston for use on the Historical and Cultural Chapter of the Master Plan, will be utilized. Mr. Gary Kangas and Ms. Cathy Hansgate are invited to the table to join the discussion on behalf of the two Historical societies in town.
    b. Mr. O'Donnell discusses the EOEEA grant and how those monies may be utilized to provide for other chapters of the Master Plan. Included in this discussion is the idea that since Open Space and Housing Production already have documents, they could be easily converted to chapters by the EEOEA grant. Bill Homans makes a **MOTION** that we "identify Statement, Goals and Policies, a relatively small Housing conversion, a

relatively small Open Space and Recreation conversion, and then a major Services and Facilities, and a major Circulation as the identified chapters and components that we ask these gentlemen to apply for." Ken Daly **SECOND's. ALL IN FAVOR**
(Time Stamp 45:15)

c. DeMalia Photo Studio Update – The DeMalia's express that they are looking into buying the Archambeault's property and are looking into the laws regarding home business. Tom Robinson makes a **MOTION** to allow for a "90 day extension" before the DeMalia's present their progress to the board. Alice Livdahl **SECOND's. ALL IN FAVOR**
d. 95 Williamsville Road Rock Removal – Board discusses April 12th walk of site by Bill Murray and Ken Daly. Chair requests that Mr. Murray include with his report a sketch of what areas were walked.
e. 91 Williamsville Road – Board requests of Admin to see where Places Associates is on the report on that property.
f. Judy and Roger Archambeault – 245 Gardner Road – Discussed briefly in reference to the DeMalia's
(Time Stamp 59:26)
g. Gravel Pits – Kataisto / Marinelli – Discussion of letters sent by board.
    - Chair requests that Admin send another certified letter to the Kataisto's C/O Jane Frederico at Country Trails asking them to respond or appear before the board.
    - Chair requests Admin send another certified letter to the Marinelli's regarding invoices due and construction debris to provide information or appear before the board.
h. Scenic Road Integration Update – No discussion, Craig Boissoneau absent.
i. Noise Report Update – Kendall Daly presents noise ordinances from other MA towns (see Attachment #4). Discussion ensues. Bill Homans offers to assist in looking into local ordinances and how they are enforced.
j. Planning Board Accounts – Admin presents accounts and discusses the transfer of funds to properly re-order funds within the Planning Board's accounts. (See Attachment #5) Discussion ensues. Admin also states she will be writing a procedure so that funds are not accidentally miss-allocated again. Board requests further information prior to vote on transfer of funds.
(Time Stamp 1:37:00)
k. Commercial Development Guidelines – Chair informs board/public that they are up on the website.
l. Electronic Filing Project – Discussion of the board hiring a worker to provide a "prototype" of how the files could be done (for the town-wide model). Alice Livdahl suggests an alternative that instead of making a prototype – have someone research how other towns have accomplished their online files. Chair requests a report from the Admin of what the town is doing and if other towns have been queried. Francois Steiger suggests that the Board develop a list of requirements to submit to the town so that their needs are not overlooked in the town-wide project.
m. Affordable Housing

i. Production Plan – Discussed that this document has been submitted and received. The next step is awaiting approval.
ii. June 5th and 6th Massachusetts Housing Partnership "Housing Institute" – Discussed that Admin will attend.
iii. CPA and Community Housing Seminar May 10th – Discussed that Alice Livdahl will attend.

(Time Stamp 1:50:44)

n. Updating Hubbardston Subdivision Rules and Regulations – Discussed that Bill Murray volunteered to assist with this.
o. 147 Williamsville Road – Discussed that rain has impeded implementation of Stage construction.
p. Joint Benchmarking Meeting – May 13th – Discussed joint meeting on May 13th.
q. Associated Committees – Admin mentions that after the election the board will have to vote on which member will sit on these associated committees (which are required to have a member of the Planning Board on them). Discussion of what participants of other committees owe the board in terms of reporting.

3. New Business:
   a. Approval of Minutes
      - January 24, 2019 – Alice Livdahl made a **MOTION** to approve minutes. Bill Homans **SECOND'S.** Three in **FAVOR**, one abstains (Ken Daly absent from meeting). **MOTION CARRIES**.
      - February 7, 2019 – Alice Livdahl made a **MOTION** to approve minutes. Ken Daly **SECOND's. ALL IN FAVOR**.
   b. Discussion of Master Plan and Survey Monkey survey from 2017 which enlisted public opinion. Admin to look into the raw data of the survey.
   c. Announcement of Public Hearing for Warrant Article 31 – May 14th
   d. Correspondence – Mention made of a letter from Sharon Begley which was copied to the Board (see Attachment #6).
      (Time Stamp 2:10:35)
   e. Binding Old Minutes – PB Expense – Admin mentions that the documents have been assembled to bind all the Planning Board minutes and bring them up to date for permanent storage with the Town Clerk. The cost would be $580 from the Planning Board revolving account. Tom Robinson makes a **MOTION** to "do that." Alice Livdahl **SECOND's. ALL IN FAVOR**.
   f. Admin brings up that Ed Blanchard left a voicemail that was not received (due to an incorrect voicemail prompt) indicating that he would like to speak before the board tonight. Admin to check with Town Secretary about correcting voicemail prompt. Ed Blanchard states that he will wait until the Public Hearing on May 14th to speak.

MOTION to **ADJOURN** (8:45 pm): Bill Homans

- **SECOND**: Alice Livdahl
- **ALL IN FAVOR**

Action Items:

1- Admin to query Bill Murray for report as well as a sketch of which areas he walked of 95 Williamsville Road property.
2- Admin to query Bill Murray for report on 91 Williamsville Road property.
3- Admin to send certified letters to Kataisto and Marinelli owners requesting information or appearances before the Planning Board.
4- Bill Homans to assist Ken Daly in looking into local noise ordinances.
5- Admin to send additional information regarding Account Transfers to Planning Board for review.
6- Admin to look into the location of the raw data used for the 2017 Survey Monkey report.
7- Admin to query Town Secretary about updating the voicemail prompt to reflect the Planning Board's correct extension.

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

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

Attachments:

1. Agenda
2. Attendance Sheet
3. John Hume's Master Plan Presentation (Page 1 only. Due to document length, complete document not included, see Planning Board office)
4. Planning Board Accounts Spreadsheet
5. Ken Daly's Noise Ordinance Notes (Page 1 only. Due to document length, complete document not included, see Planning Board office)
6. Sharon Begley's letter

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

Attachment #1: Meeting Agenda

Planning Board Agenda

Wednesday, May 1, 2019 6:30 PM
Main Street, Hubbardston, Slade Building

Planning Board meetings are broadcast live and digitally recorded

- Call to Order
- Old Business
  - 95 Williamsville Road Rock Removal
  - 91 Williamsville Road
  - ~~ANR – Kathleen Derzius et al, Old Princeton Road~~
  - DeMalia Photo Studio Update
  - Judy and Roger Archambeault – 245 Gardner Road
  - Gravel Pits – Kataisto / Marinelli
  - Scenic Road Integration Update
  - Noise Report Update
  - Master Plan Updates
    - Master Plan Input Form
    - Historic and Cultural Chapter – DLTA Grant – John Hume
    - EOEEA Grant
  - Planning Board Accounts
  - Commercial Development Guidelines
  - Electronic Filing Project
  - Affordable Housing
    - Production Plan
    - CPA Project Application Extension
    - June 5th and 6th Massachusetts Housing Partnership "Housing Institute"
  - Updating Hubbardston Subdivision Rules and Regulations – "clean up" list
  - 147 Williamsville Road
  - Joint Benchmarking Meeting – May 13th
  - Associated Committees
    - Capital Improvement Planning Committee
    - Economic Development Board
    - Community Preservation Committee
- New Business:
  - Approval of Minutes
    - January 24, 2019
    - February 7, 2019
  - Announcement of Public Hearing for Warrant Articles 31 – May 14th
  - Correspondence
  - Binding Old Minutes – PB Expense
- Matters Not Reasonably Anticipated by Chair
- Adjourn

Posted by the Chairman of the Planning Board
Updated on 25-April-2019

Attachment #2: Attendance Sheet

Town of Hubbardston
Planning Board Meeting

LOCATION Slade Building **DATE** 1-May-2019

Sign In - Please Print

Name	Address	Email
ED BLANCHARD	23 E. COMET POND ROAD	
Gary Kenyon	2 Parson RD.	
John Hume	MRPC	jhume@mrpc.org
Sean O'Donnell	MRPC	sodonnell@mrpc.org
John DeMd.	243 Gardner Rd	jdemd@gmd.com
Debbi + Brian Lindsey	31 Bemis Rd	debbi lindsey@yahoo
Cathy Hansgate	143 Williamsville Rd	

Attachment #3: John Hume's Master Plan Presentation (Page 1 only.)

The Community Master Planning Process: A Practical Overview and MRPC DLTA Award to assist with the Historic and Cultural Resources Chapter

A Presentation for the Town of **Hubbardston**, Massachusetts

Presented by the Montachusett Regional Planning Commission (MRPC)
464 Abbott Ave.
Leominster, MA
www.mrpc.org

Presenter: John Hume, Planning and Development Director

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Attachment #4: Accounts Overview Spreadsheet

Account Number	Account Type	Funds Associated With	Current Balance	Proposed Balance
001-175-5110-0000	Planning Board Clerk Wage	Funding Planning Board Clerk	$5,689.20	No Change
001-175-5700-0000	Planning Board Expense	Monies to be Spent on items not covered by 53 E ½ account	$669.66	No Change
001-175-5700-0001	Montachusett Reg Plan Dist	Payment of dues to MRPC	$4.39	No Change
001-175-5300-002	Professional Land Planning / Master Plan	Monies allocated by the town for this purpose	$1,500.00	No Change
200-122-5380-0000	Affordable Housing Gift	Affordable Housing – last withdrawal made in March 2017	$0.00	$0.00
232-175-5380-0000	Standard Revolving Account – 53 E 1/2	From General Bylaws (page 8) "Expenses related to Site Plan Review, Special permit, Subdivision Applications and Zoning Bylaw & Subdivision Regulations revisions, Training, Consultants, and Administrative support."	$2,297.94	$12,090.89
235-000-5380-0000	Standard Revolving Account – 53 E 1/2	Same as 232	$13,881.69	$0.00
234-175-5380-0000	Consultant Funded Project Account – 53G	Funds given by outstanding projects to fund consultants who oversee those projects for the Planning Board	$11,243.28	$4,500.00
237-175-5380-0000	Consultant Funded Project Account – 53G	Same as 234	$1,167.98	$12,000.00
916-175-5780-0000	Escrow Account	Borrego	$106,471.73	No Change
918-175-5780-0000	Escrow Account	Hubbardston Solar	$2,352.10	No Change
919-175-5780-0000	Escrow Account	KS Solar	$1,467.81	No Change
920-175-5780-0000	Escrow Account	Seaboard Solar	$50,544.55	No Change
942-175-5780-0000	Escrow Account	Borrego Williamsville	$426,902.77	No Change

Attachment #5: Ken Daly's Noise Ordinance Notes (Page 1 only.)

October 17, 2018

STM NOVEMBER 13, 2018, ARTICLE 9: NOISE CONTROL BYLAW

LUNENBURG

NOISE CONTROL BY LAW

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Attachment #6: Sharon Begley's letter

April 18, 2019

Hubbardston Board of Selectmen
7 Main Street, Suite #3
Hubbardston, Ma. 01452

RECEIVED
APR 18 2019
By Christina S

Subject: 3rd Szoc Streeter Road Layout Plan

Selectmen,

The Planning Board has waived to accept Streeter Road as is (substandard). Because of the cost to the Town and the direct affect it will have to our property we are not in agreement with them. We do not want our private property to become public.

According to the 3rd Szoc layout plan (backdated to November 30, 2018) the traveled way has not been moved over resulting in no buffer zone for drainage, snowplowing, road grading, utilities, etc....

The Residents of the road and the Towns maintenance of the way has caused damage to our property, due to such.

Our lawyer has advised us to notify you that if this way is accepted and becomes public, we intend to bring a land damage action. We are confident that when we present our evidence to the court of the many instances of trespass to our property (especially when the Town hired Asplundh, whom entered into our private property and cut down 55 of our trees) they will find in our favor.

Sincerely,

Sharon Begley Edward Ternosky

Sharon Begley, Edward Ternosky

Cc: Hubbardston Planning Board