



Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Wednesday, November 20, 2019

Members Present: Alice Livdahl (Chair), Bill Homans, Francois Steiger, John DeMalia, Josh DuBois (Associate Member)

Members Absent: Craig Boissoneau

Other Attendees: Christina Sutcliffe (Admin), Todd Miller, Kristen Bonvan, Alan Crane, Boey Bertold, Damon Schmidt

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.

NOTE: These minutes were constructed from the Planning Board Admin's notes. The recording on this meeting was lost due to a server error.

Orders of Business:

1. Public Comments – None of the public elected to speak.
2. Minutes Approval
 - a. October 16th, 2019 – Chair mentions that the bullet that begins "Planning Board requests that the Campbells" be clarified to ensure that it denotes that the stones removed for the driveway are then relocated to the front rock wall. Bill Homans makes a **MOTION** to approve the minutes of October 16th as amended. John DeMalia **SECOND's. ALL IN FAVOR**
3. Action Items
 - a. Request for Agenda Inclusion Regarding Cannabis Cultivation - Mr. Schmidt
 - Mr. Schmidt is invited to the table and begins his presentation by discussing the two prospects he is pursuing for marijuana sales / cultivation in Hubbardston – 58 Gardner Road and the Kataisto pit

- Mr. Schmidt expresses that he would like a Community Outreach Hearing
 - Mr. Schmidt states that he wants to do solar and greenhouses (indoor) with a system that would provide no exterior smell
 - Francois Steiger asks about the amount of solar required to power cannabis. Discussion ensues
 - Discussion had on indoor versus outdoor cultivation
 - Discussion of commercial versus residential requirements according to Hubbardston bylaws
 - Francois Steiger asks about Mr. Schmidt's background and why he wants to set up in Hubbardston. Mr. Schmidt replies that he is trying to go to the max state-allowable square footage.
 - Mr. Schmidt reiterates that he would like a Community Outreach Hearing as soon as possible (there is only 6 months until the growing season starts)
 - Josh DuBois asks about Royalston operation and building plans. Mr. Schmidt states he can provide plans of what they intend in Hubbardston and the information regarding the tiered amount of money to the town per square foot.
 - Mr. Schmidt asks about peer review of plans and is informed that Places Associates will provide that during the special permit.
 - Bill Homans asks about security and Mr. Schmidt states he will provide to Planning Board as long as it stays confidential.
 - Chair asks about buffering of intended fence (razor wire) and possibly a berm.
 - Chair asks about a site visit of current facilities.
- b. Request for Agenda Inclusion Regarding Cannabis Cultivation - Ms. Bonvan – Provides presentation on non-medical marijuana growth in Hubbardston, but does not present when she is informed that the Moratorium on Non-Medical Marijuana in Hubbardston has expired.
- c. Review of Subdivision Rules and Regs – Bill Murray – Mr. Murray cancelled and asked to be rescheduled for January
- d. Review of Proposed Draft of Sign Bylaw - Todd Miller –
- Todd Miller suggests that the Cannabis Bylaw may need amendment and that Hubbardston may look to Amherst as an example.
 - Chair starts conversation of sign bylaw with comments about definitions, formatting, and LED signage
 - Todd Miller discusses LEW signage vs. scrolling electronic message center
 - Todd Miller states he would like the Board's vision of 68
 - Discussion of restricted times of all signs: 11pm – 5am commercial / town center; 7pm (or closing) – 7am (also discussion of illumination levels permitted)
 - Formatting discussion: change sections to "everything allowed in residential plus..." format currently found in zoning bylaws
 - Discussion had on the verbiage change between "general requirements" and "general standards"
 - Discussion of "ghost signs" – signs that lead no where (or are out of date)
 - Discussion of process of sign permits (needs to be clearer)
 - Discussion of permanent signs for permit from Planning Board

- Residential signs – would the permitting process require notification of abutters?
 - No permit for temporary signs? Then all need an installation date on them.
 - Discussion of Building Depts. Vs. Planning Board Sign Permits
 - Decision to put Todd Miller on Dec. 4th agenda for further discussion
4. New Business
- a. Correspondence
 - Mass Historical Commission – Rural Glen Cemetery consideration – Sent to Board of Selectmen, no discussion
 - Town Notices – no discussion
5. Matters Not Reasonably Anticipated by Chair - None
6. Old Business
- a. Correspondence
 - John Hume Informed of PB Vote Regarding Updated Historical Chapter
 - Letter Sent to Town Administrator regarding Benchmarking – request for Joint meeting with Finance Committee and Board of Selectmen
 - b. Gravel Pits
 - Landmark LLC - Correspondence
 - Mark Dymek – Correspondence
 - Marinelli / Falline – Possible Pit Tour November 23rd – Correspondence
 - General: Discussion of sending an update letter after 60 days. December 4th meeting – have a list of those who have responded and those who haven't.
 - Fletcher – ZEO Looking Into – Correspondence. Francois Steiger mentions having the board look at the bylaw especially the 500 cubic feet limit for review and "tightening."
 - Katiasto – No New Information
 - c. Affordable Housing – Update from Chair on Ragged Hill lots – Chair discusses that at Board of Selectmen meeting it was voted to allow one lot (220) for affordable housing. Board to reach out to Habitat for Humanity to get the lot screened.
 - d. Legal Opinion of Associate Member – Continued Discussion
 - Discussion of whether the Associate Member can vote and sit in during absence at regular meeting with current verbiage of bylaws
 - Discussion of whether or not the Associate Member can be updated to be a resident
 - Discussion of updating bylaw to state "until next election" with regards to Associate Member
 - Francois Steiger makes a **MOTION** for the Admin to prepare and present a letter that asks KP Law how the Planning Board can allow their Planning Board Associate Member to sit in and vote in the case of absence. Also, to include in the letter whether it is legal to update the general bylaw to require that the Associate Member be a resident.
 - Alice Livdahl makes a FRIENDLY AMMENDMENT to also include the request that KP Law provide the verbiage to include in the bylaw the concept that the Associate Member be permitted, even in cases where they can not vote, to participate in board discussion.

▪ Bill Homans **SECOND's. ALL IN FAVOR**

- e. 147 Williamsville Road – No New Information
- 7. Administrative Matters
 - a. Special Permits Outstanding List – Admin informs the board that this is still being compiled.
 - b. Training for PB Members – The Board decides to inquire about timing for training in Zoning Overlay Districts, possibly in January / February time frame.
 - c. Chromebooks for Board – Admin updates board the Chromebooks have been ordered.
- 8. Public Comments - None
- 9. Announcement of Next Meeting – December 4th

MOTION to ADJOURN (9:04 pm): Bill Homans

- **SECOND:** John DeMalia
- **ALL IN FAVOR**

Action Items:

- 1- Board to reach out to Habitat for Humanity to screen lot 220 for Affordable Housing
- 2- Admin to draft letter to TA for legal questions regarding Associate Member
- 3- Admin to contact CTPC about Zoning Overlay District Training for PB Board.
- 4- Planning Board to look into Earth Removal bylaw updates regarding “500 cubic feet”

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

These minutes were approved by vote of the board on December 4, 2019.

Attachments:

- 1. Agenda
- 2. Attendance Sheet

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

Attachment #1: Meeting Agenda

Planning Board Agenda November 20, 2019

Date:

Wednesday, November 20, 2019 - 6:30pm

Slade Building

Related Event:

Planning Board Meeting

Planning Board meetings are broadcast live and digitally recorded

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 - b. Request for Agenda Inclusion Regarding Cannabis Cultivation - Ms. Bonvan
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 - Mass Historical Commission – Rural Glen Cemetery consideration
 - Town Notices
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 - John Hume Informed of PB Vote Regarding Updated Historical Chapter
 - Letter Sent to Town Administrator regarding Benchmarking
 - (See Also Gravel Pits)
 - b. Gravel Pits
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 - c. Affordable Housing – Update from Chair on Ragged Hill lots
 - d. Legal Opinion of Associate Member – Continued Discussion
 - e. 147 Williamsville Road – No New Information
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 - a. Special Permits Outstanding List
 - b. Training for PB Members
 - c. Chromebooks for Board - Update
9. Public Comments
10. Announcement of Next Meeting – December 4th
11. Adjourn

Source URL: <https://www.hubbardstonma.us/planning-board/agenda/planning-board-agenda-november-20-2019>

Attachment #2: Attendance Sheet



Town of Hubbardston
Planning Board Meeting

LOCATION Slade

DATE 20-NOV-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
<i>[Signature]</i>	<i>tim@townofhubbardston.com</i>	
Kristen Bonvan	<i>kristenclawson@live.com</i>	
Alan Crane		
BOB BERTOLD	<i>bobbertold@gmail.com</i>	
Debra Schmidt		