



Town of Hubbardston

Planning Board Meeting Minutes

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

Date: Wednesday, October 2nd, 2019

Members Present: Alice Livdahl (Chair), Craig Boissoneau, Bill Homans, Francois Steiger, John DeMalia

Members Absent: Joshua DuBois (Associate Member)

Other Attendees: Carolyn Reed, Steve Ledoux, John Hume, Todd Miller, Lar Greene, William Murray, Gary Kangas, Nick Minekime, Jane Frederico, Ann Smith

NOTE: Due to a technical difficulty in the recording, the beginning of this Planning Board Meeting was not recorded. The first ten minutes of these meeting minutes are instead constructed from the notes of the Planning Board Chair.

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 – No resident wished to speak during this Public Comments period.
2. The Board decides to skip over approval of minutes to facilitate discussion with their waiting residents / representatives.
3. Action Items
 - a. 91 Williamsville Road Landscaping Update –
 - Nick Minekime and Lar Greene present new plans and discussion of the maintenance of current landscaping and plans/schedule for improving the berm and landscaping for 91 Williamsville Road along the scenic roadway (see Attachments #3 Current Status, #4 Plans for Improvement, and #5 Schedule).
 - The board agrees with the plans of True Green Solar and the board asks that the company keep the board (and the original complainant Scott LeBlanc) apprised of their status.

- It is also brought up that any construction on the berm may impact wetlands and True Green should contact the Conservation Commission prior to construction in the spring.
- True Green requests a report or letter from the Planning Board stating that True Green is now in compliance with the Special Permit.
- The board responds that they would like an email referencing the plans as part of their “plan.” True Green agrees.
- Bill Murray concludes that there is currently enough money in surety to support his oversight of the current plans and subsequent report.

(Time Stamp 21:35)

b. Habitat for Humanity – Carolyn Read and Steve Ledoux

- Ms. Read and Mr. Ledoux are invited to the table and provide a presentation document (see Attachment #6) in which they discuss past projects and the process by which the land is donated, the houses are created, and the housing applicants are selected.
- The Chair brings up that Hubbardston does not have city water and Ms. Read comments that septic and well are apart of their building plans when they create these houses.
- Francois Steiger asks if they also renovate houses, as there are homes in town that may be eligible for such renovation and reuse. Mr. Ledoux responds that Habitat does that type of renovation as well.
- Discussion is had of town-own lands that may be eligible and what the next steps would be to find out if the lots are even eligible.
- Francois Steiger asks where Hubbardston would be on the “priority list” if they initiated this project.
- Bill Murray mentions a program through the Worcester DA that works with the property owner / community to help to fix up abandoned properties.

(Time Stamp 46:30)

c. John Hume – Updates to Master Plan Chapter Draft

- A copy of the most recent draft of the Master Plan Historical / Cultural chapter is discussed / reviewed (see Attachment #7)
- Mr. Hume first lets the Planning Board know that they were awarded the EEOEA grant to complete further chapters of the Master Plan (and what will be required to finish those).
- Mr. Hume also tells the board that he has been in touch with the TA to apply (in December 2019) to apply to receive the DLTA grant again and that would nearly complete the Master Plan.
- Mr. Hume mentions that he has been in touch with Cathy Hansgate with regards to including a list of historical, prominent farms.
- Mr. Hume mentions a few street names and addresses which were possibly misrepresented in the chapter. It is mentioned that there may be a discrepancy in town / state designations / maps.
- Chair mentions plaques for historic buildings and Mr. Hume elaborates how it would be accomplished. Mr. Kangas mentions the price of the plaques

(approximately \$70 for a metal sign with gilded edges). Chair recognizes it is not a Planning Board matter but one for the Historical Commission or Historical Society to take up.

- Bill Homans makes a **MOTION** to “approve the plan as discussed with the understanding of the pieces that will be added by Mr. Hume once the information is made available.” John DeMalia **SECOND’S**. Gary Kangas comes to the table to discuss Hubbardston’s history and the local indigenous people who once occupied this area. **ALL IN FAVOR.**

(Time Stamp 1:13:19)

d. Sign Bylaw Suggestions – Todd Miller

- Mr. Miller starts by distributing a hand out “Principles of Smart Growth and New Urbanism” (see Attachment #8) and discusses how an updated sign bylaw would help the town achieve these ends and grow in positive ways in the near future
- The board reviews the draft provided (see Attachment #9) and what the sign bylaw is supposed to do
- Francois Steiger asks of the Chair if the goals of the Planning Board is to have a finished document ready to present for the 2020 Town Meeting. The Chair states that is the goal, to finish this bylaw (including approval by the Board of Selectmen and Public Hearing) prior to the warrant.
- General discussion of particular types of signs. Discussion of certain pieces that are being brought forward from the old sign bylaw and what is being updated.
- Discussion of division of sign bylaws by district (like the Zoning Bylaw).
- The Board is to read the bylaw and come to the next meeting with their comments (or send to the PB Admin).

(Time Stamp 1:37:41)

4. Old Business – moved forward

- a. Gravel Pits – Kataisto – Ann Amith and Jane Frederico present because their property was on the agenda. After discussion is it determined that there is no update and that their property will remain on the agenda until closed to ensure the Planning Board monitors the status (even if there is none). Some discussion of outstanding payment emails regarding an invoice to write the Decision for the Reclamation Project.

(Time Stamp 1:44:45)

5. Minutes Approval

- a. August 21, 2019 (Attachment #10) - Alice Livdahl states that there is a wording correction needed for the last paragraph of the first page, item 13a (the word “by” to the wording “other than”). Francois Steiger makes the **MOTION** to “accept the minutes with that amendment.” Bill Homans **SECOND’S**. **ALL IN FAVOR**
- b. September 4, 2019 (Attachment #11) – Francois Steiger makes the **MOTION** that the board “accept the minutes as drawn up and without any additional modifications.” Bill Homans **SECOND’S**. **ALL IN FAVOR**

4. (cont) Old Buiness

- b. Announcement – Scenic Road Public Hearing 16 - Oct for 21 Hale Road
- c. Correspondence - DLTA Grant Approved for x 4 Chapters of Master Plan – Chair states that this was already covered by Mr. Hume

- d. Chair suggests that the rest of “Old Business” and “Administrative Matters” be postponed to the next meeting (October 16th). Bill Homans makes a **MOTION** “to postpone those things.” Alice Livdahl **SECOND**’s.
- e. Francois Steiger mentions making sure that Capital Expenditures are on the agenda for the 16th for discussion in order to get it back to the CPC in time for their deadline.
(Time Stamp 1:50:00)

3. (cont) Action Items

- e. Benchmarking – Discussion of “homework assignment” and the formatting of the assignment. The board discusses having the Admin reformat the assignment for greater clarity / uniformity of responses.

MOTION to ADJOURN (8:25 pm): Bill Homans

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

Action Items:

- 1- The Board is to read the updated sign bylaw and come to the next meeting prepared to respond.

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

These minutes were approved by vote of the board on November 6, 2019.

Attachments:

- 1. Agenda
- 2. Attendance Sheet
- 3. 91 Williamsville Road Current Status – for the full PDF please contact the Planning Board Office
- 4. 91 Williamsville Road Plans for Improvement – for the full PDF please contact the Planning Board Office
- 5. 91 Williamsville Road Schedule for Improvement

6. Habitat for Humanity Presentation Document – for the full PDF please contact the Planning Board Office
7. Latest Draft of the Historical and Cultural Chapter of the Master Plan - – for the full PDF please contact the Planning Board Office
8. Principles of Smart Growth and New Urbanism – for the full PDF please contact the Planning Board Office
9. First Draft of the Proposed Updated Sign Bylaw

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

Attachment #1: Meeting Agenda



Planning Board Agenda

Wednesday, October 2nd, 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. August 21, 2019
 - b. September 4, 2019
4. Action Items
 - a. 91 Williamsville Road Landscaping Update – Nick Minekime and Lar Greene
 - b. Habitat for Humanity – Carolyn Read
 - c. John Hume – Updates to Master Plan Chapter Draft
 - d. Sign Bylaw Suggestions – Todd Miller
 - e. Benchmarking Discussion
5. New Business
 - a. Announcement – Scenic Road Public Hearing 16 - Oct for 21 Hale Road
 - b. Correspondence
 - DLT Grant Approved for x 4 Chapters of Master Plan
6. Matters Not Reasonably Anticipated by Chair
7. Old Business
 - a. Correspondence
 - Bonvan – Cannabis Inquiry
 - b. 147 Williamsville Road – Bill Murray report – site walk
 - c. Gravel Pits
 - Town Pit
 - ~~Katahdin~~
 - General
8. Administrative Matters
 - a. Special Permits
 - b. Training
 - c. Chromebooks for Board
 - d. Planning Board Operational Procedures
 - e. Sign-Off on Warrant #7
9. Public Comments
10. Adjourn

Attachment #2: Attendance Sheet



Town of Hubbardston Planning Board Meeting

LOCATION State Building DATE 2-oct-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
Carolyn Reed	carolyn@namhabitat.org	
Steve Ledoux	ledoux.steve@gmail.com	
John Hume	jhume@mrpc.org	
Till Miller	tmiller@townofhubbardston.com	
LAR GREENE-INDA	LGREENE@INDA-INDA.C	
Wm Murren	www.murrenplaces.org OCT 14 2019, 2:14 PM for Plan Bo.	
Garry Kanga	2 Parson Rd	
Nick Munkine	nick@truegreencapital.com	
Jane Frederico	45 garden Rd	
Ann Smith	SMITH 927402@ANNAS.NET	

Attachment #3: 91 Williamsville Road Current Status – for full PDF please see Planning Board Office



Photo-Eastern side of the property line-erosion control was removed



Photo-Dead evergreen trees removed-Pine Trees installed

TGC HUBBARDSTON, LLC

Site Punchlist & Soil Photos

1

91 WILLIAMSVILLE ROAD
HUBBARDSTON, MA



Photo-Dead evergreen trees removed-Pine Trees installed



Saplings and Invasive species were removed along the detention basin

TGC HUBBARDSTON, LLC

Site Punchlist & Soil Photos

2

91 WILLIAMSVILLE ROAD
HUBBARDSTON, MA

Attachment #4: 91 Williamsville Road Plans for Improvement



Attachment #5: 91 Williamsville Road Schedule for Improvement

TGC Hubbardston LLC
91 Williamsville Road

Project Schedule:

- October 2, 2019-performed soil testing within the earthen berm
- October 2, 2019-present the updated landscape plan and present the project status
- October 2019-Interview landscape contractors
- November 2019- Select landscape contractor
- March 2020- Sign contract with landscape contractor
- April 2020-Issue Notice to Proceed with landscape contractor
- April-May-2020 rebuild earthen berm and install plant material*

*Depending spring conditions-schedule may need to be adjusted.

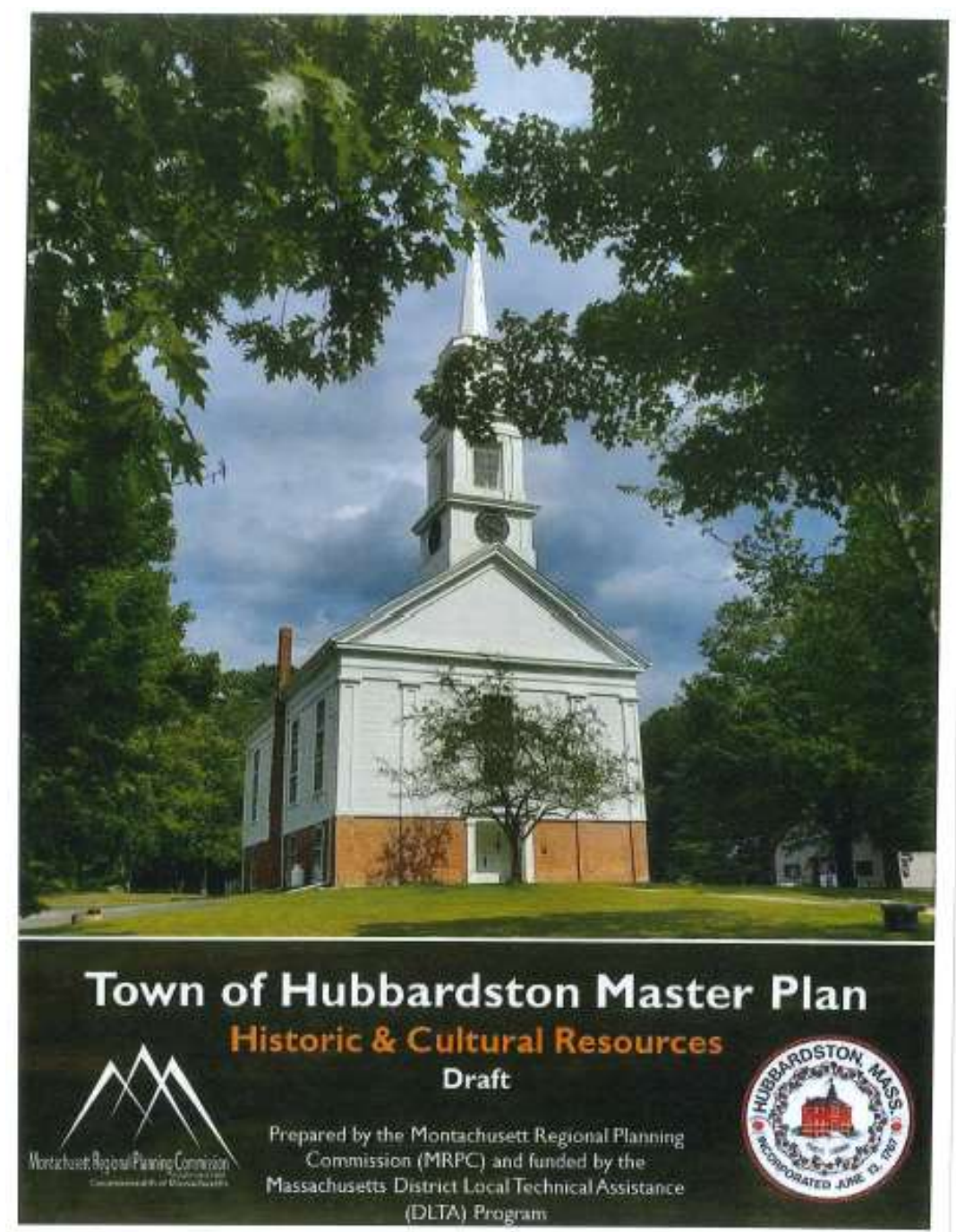


Habitat for Humanity NCM Program Overview

October 2, 2019

10/4/2019

What will *you* build?



Principles of Smart Growth and New Urbanism

1. Walkability

- Pedestrian friendly street design (buildings close to street; porches, windows & doors; tree-lined streets; on street parking; hidden parking lots; garages in rear lane; narrow, slow speed streets)
- Pedestrian streets free of cars in special cases

2. Connectivity

- Interconnected street grid network disperses traffic & eases walking
- High quality pedestrian network and public realm makes walking pleasurable

3. Mixed-Use & Diversity

- A mix of shops, offices, apartments, and homes on site. Mixed-use within neighborhoods, within blocks, and within buildings
- Diversity of people - of all ages, income levels, cultures, and races.

4. Mixed Housing

- A range of types, sizes and prices in closer proximity

5. Quality Architecture & Urban Design

- Emphasis on beauty, aesthetics, human comfort, and creating a sense of place;
- Special placement of civic uses and sites within community. Human scale architecture & beautiful surroundings nourish the human spirit.

6. Traditional Neighborhood Structure

- Discernible center and edge
- Public space at center
- Importance of quality public realm; public open space designed for active public use
- Contains a range of uses and densities within 10-minute walk
- Transect planning: Highest densities at town center progressively less dense towards the edge. The transect is an analytical system that conceptualizes mutually reinforcing elements, creating a series of specific natural habitats and/or urban lifestyle settings. The Transect integrates environmental methodology for habitat assessment with zoning methodology for community design. The professional boundary between the natural and man-made disappears, enabling environmentalists to assess the design of the human habitat and the urbanists to support the viability of

TOWN OF HUBBARDSTON

SIGN BYLAW DRAFT



September 13, 2019

With Amendments Ongoing Before Adoption