

## **Minutes**

## HUBBARDSTON PLANNING BOARD Slade Building

Meeting called to order at 6:40pm by Vincent Ritchie, Chair Other members present: Thomas Bratko, Tom Robinson, Scott Leblanc, and Mark Dymek

The meeting minutes from January 4, 2017 were reviewed, and there was a motion to accept, with corrections.

**Motion: Scott Leblanc** 

Second: Tom Robinson

All in favor.

**Proposed Senior Center Site Plan Discussion** 

Brian Milisa, of Whitman & Bingham Assoc., and Tony DiLuzio, of Cardinal Construction, spoke regarding the site plan for the proposed senior center. They requested to be placed on the March 1, 2017 agenda, at which time they will submit the special permit application and the site plan. The public hearing will be scheduled at a later date. A consulting engineer with be retained by the Planning Board to review the project. The fee for the consultant will be paid by the Building Committee.

Correspondence was reviewed.

Tom Bratko made a motion to recess the Planning Board meeting, in order to convene the public hearing.

**Motion: Tom Bratko** 

Second: Tom Robinson

All in favor.

Tom Bratko made another motion in order to open the Public Hearing.

**Motion: Tom Bratko** 

Second: Tom Robinson

All in favor.

**7:00pm Public Hearing** was opened, regarding a special permit application submitted by Steve Lange for an indoor self-storage facility and office space at 12 Old Westminster Road, the property of the former Wachusett Lumber Co. Steve Lange, applicant, was not present. Chairman, Vin Ritchie read an email from him dated 1/31/17, stating that due to a family emergency, he would be out of town, so therefore he requests a continuation of the public hearing to April 5, 2017. He will bring the proposed site plan in at that time. There was no public comment session.

A motion was made to continue the public hearing until April 5, 2017, 7:00pm.

**Motion: Scott Leblanc** 

Second: Tom Robinson

All in favor.

7:25pm Public Hearing was opened, regarding a special permit application submitted by Michelle Murch, for a proposal to operate a retail store at 1 Main St., for the sale of artisan crafts, prepackaged food items, and locally produced wines. She indicated these products would be sold out of the first one-third of the first floor of the building. Some members of the Planning Board asked questions about parking and site lines of parking, and access signage. She did not have a sufficient site plan for the business proposal. Phil Churchill, one of owners of the property, indicated that a site plan was filed when they took over the building previously. Vincent Ritchie, Planning Board Chair, suggested that Ms. Murch bring in a copy of the previous site plan, and continue the public hearing on March 1, 2017.

A motion was made to continue the public hearing until March 1, 2017, 7:00pm.

**Motion: Mark Dymek** 

Second: Tom Bratko

All in favor.

A motion to close the Public Hearings, and reconvene the Planning Board meeting was presented.

**Motion: Scott Leblanc** 

Second: Tom Robinson

All in favor.

# **Housing Production Plan**

Dick Heaton led a discussion on the town's Housing Production Plan update, which was approved by the Planning Board on Sep. 7, 2016, and approved by the Selectboard on Oct. 17, 2016. The final approval from the DHCD (Dept. of Housing and Community Development) is pending a couple of minor corrections, regarding land area minimum. Dick Heaton will make the necessary adjustments, and the Planning Board will bring the newly-corrected, approved version back to the Selectboard, with a letter from the DHCD, for their final approval.

There was a motion to accept the Housing Production Plan with corrections.

**Motion: Tom Robinson** Second: Tom Bratko All in favor.

## **Master Plan Discussion**

Dick Heaton led a discussion of the master plan survey feedback. To date, 348 responses have been received, which is approximately 8% of the population. Tom Bratko suggested closing the survey on February 5th. He also stated that there is a system of checks and balances regarding the data entry. All surveys have been numbered and can be tracked. Dick Heaton suggests holding a public dissemination of survey material, along with a Chapter Authors Kick-off meeting, to discuss the results, once the survey is completed and compiled. He also offered to prepare a written summary of the survey data.

There was a motion to keep the Master Plan survey open until Feb. 5, 2017, midnight.

**Motion: Tom Robinson** Second: Mark Dymek All in favor.

#### **DLTA Grant**

There was a discussion of the District Local Technical Assistance grant funding application. This grant could be used to fund the Economic Development Plan for the town. Tom Bratko presented a draft of a letter to the Selectboard, in favor of this grant application.

A motion was made to accept the letter, and application for the DLTA grant, and present them to the Selectboard at a joint meeting on Feb. 6, 2017.

Motion: Tom Robinson Second: Scott Leblanc All in favor.

#### Reclamation Plan Letters to Gravel Pit Owners

The Planning Board sent certified letters to the gravel pit owners requesting their reclamation plans be submitted. under the current General ByLaws, Chapter XIX, Earth Removal. There are seven letters which were sent to the following pit owners; Fletcher Trust, Ragged Hill Inc. dba Graves Concrete, Kataisto, Steve Boucher, Pitcherville Sand & Gravel, Ronald Levesque (owner of Rietta Ranch), and the Hubbardston Conservation Commission (which accepted a donation of the former Sharron property on Geordie Lane). Tom Bratko gave a summarization of the replies that were received from the owners. Some responded that they would attend the March 1, 2017 Planning Board meeting to continue reclamation plan discussions. Tom Bratko will attempt to contact, by phone, those who have not, yet, responded.

9:35pm Motion to Adjourn was presented.

Approved, Vincent Ritchie. Chair

**Motion: Tom Robinson** Second: Scott Leblanc

All in favor.

3/1/17