



# Town of Ashland

MASSACHUSETTS

## Planning Board Meeting Minutes

Board of Selectmen Meeting Room  
Town Hall, 101 Main Street, Ashland Massachusetts 01721

January 9, 2020 – approved at Feb. 13, 2020 meeting

1 ***Call to Order***

2 Preston Crow, Chair called the meeting to order at 7:15 pm. Joe Rubertone, Member; and  
3 Tricia Kendall, Member were present. Peter Matchak, Town Planner was also present.

4  
5 Mr. Crow mentioned that the meeting is being recorded and broadcast by WACA TV. Mr. Crow  
6 reviewed the meeting agenda.

7  
8 **Public Hearing – 81 West Union Street Phase II Site Review**

9  
10 Mr. Crow reopened the hearing continued from the December 12, 2019 meeting. Mr. Matchak  
11 reported that the applicant did not submit an application for Special Permit in time for tonight's  
12 hearing, therefore the public hearing for the Phase II Site Plan will be held on January 23, 2020  
13 and at that time a public hearing will be opened for the two required Special Permits.

14  
15 Mr. Crow asked for comments from the public.

16  
17 Mark Dassoni asked, and Mr. Crow responded that the letter received from the applicant is dated  
18 December 30, 2019.

19  
20 Mr. Rubertone made a motion to accept the extension for the filing deadline on 81 W. Union St.  
21 until March 15, 2020. The motion was seconded by Ms. Kendall with a vote of 3-0-0.

22  
23 Ms. Kendall made a motion to continue the 81 W. Union St. public hearing until January 23,  
24 2020 at 7:15 pm. The motion was seconded by Mr. Rubertone with a vote of 3-0-0.

25  
26 **Approval Not Required (ANR):**

27 **1 East Union Street, 12-16 Union Street**

28 Jennifer Ball, Assistant Town Manager, provided an overview of the 1 East St. ANR plan that  
29 was approved by Town Meeting to convey the 3.82-acre parcel of land from Mr. Fafard to the  
30 Town of Ashland for the public safety building.

31  
32 Mr. Matchak indicated that the ANR plan is recommended, as it was drafted by town  
33 engineers and reviewed by Town Counsel and various town departments.

34

35 Ms. Kendall made a motion to endorse the 1 East Union St. ANR plan. The motion was  
36 seconded by Mr. Rubertone with a vote of 3-0-0.

37

38 **24 Sudbury Road**

39 Ms. Ball explained that the 24 Sudbury Road ANR plan is part of the River Walk Project and  
40 approved by Town Meeting. The plan is to obtain a 3 ft. easement on private property to  
41 allow for the contiguous walkway, and the town will convey 1,000 sq. ft of non-buildable  
42 town land to the property owner. The intent is for the property owner to install screening.

43

44 Mr. Crow confirmed that with this transaction the lot will remain in compliance.

45

46 Ms. Kendall asked, and Ms. Ball responded that the town will be responsible for the  
47 easement's maintenance.

48

49 Ms. Kendall made a motion to endorse the 24 Sudbury Road ANR plan. The motion was  
50 seconded by Mr. Rubertone with a vote of 3-0-0.

51

52 **Lot Release – Hillside Estates Lot #1, 2 and 10**

53 The developer Steve Hickey and representative of Hillside Ashland LLC appeared and  
54 explained the last three lots need to be released for sale. He explained that a bond estimate  
55 was determined by the town's consultant and the applicant has provided a bond in that  
56 amount. He also indicated that Town Counsel and Peter Matchak have approved the cost  
57 estimate, contingency and inflation.

58

59 Mr. Crow asked, and the applicant confirmed that bound markers will be placed at the lot  
60 corners.

61

62 Mr. Rubertone asked if the construction list was the basis of the cost estimate and the  
63 approved plan. Mr. Matchak confirmed.

64

65 Mr. Rubertone made a motion to accept the bond in the amount of \$285,102 for remaining  
66 work on Hillside Estate. The motion was seconded by Ms. Kendall with a vote of 3-0-0.

67

68 Ms. Kendall made a motion to release the remaining three Hillside Estate Lots #1, 2 and 10.  
69 The motion was seconded by Mr. Rubertone with a vote of 3-0-0.

70

71 **Administrative Matters: future meetings, public hearings**

72 Mr. Matchak stated that 81 W. Union St. will be continued to January 23<sup>rd</sup> at 7:15 pm, and  
73 Town Counsel (3<sup>rd</sup> Partner) will be present.

74

75 **Report from Board Members and Town Planner.**

76 **Peter Matchak**

77 Mr. Matchak reported that Ms. Snellings received an ADA Compliance Grant from the State  
78 and they will begin an ADA Accessibility Plan which will open potential funding

79 opportunities. They are also planning to submit a grant application to update the Ashland  
80 Affordable Housing Construction Plan.

81

82 Mr. Matchak reported that the Robert Hill Way 40B project, approved by a Zoning Board of  
83 Appeals Comprehensive Permit, is under construction.

84

85 Mr. Matchak also mentioned the Planning Office Construction Meeting that is attended by  
86 several town departments to discuss in progress construction projects.

87

88 Mr. Matchak reported the 40B project on the Rail Transit District development agreement is  
89 still under review with the Select Board and the Town Manager. He also mentioned that the  
90 solar array project is in its final stages.

91

92 **Tricia Kendall**

93 Ms. Kendall attended the Affordable Housing Trust Meeting where there was a discussion  
94 concerning Inclusionary Affordable Housing. Mr. Matchak indicated the Planning Office has  
95 applied for a technical assistant grant program to develop an Inclusionary Bylaw.

96

97 **Preston Crow**

98 Mr. Crow reported that he heard the Public Safety Building is moving forward and the Site  
99 Plan will likely come before the board in the summer.

100

101 **Review and Approval of Minutes**

102 Approval of November 14, 2019 and December 12, 2019 was postponed allowing additional  
103 review and updates suggested by the board.

104

105 ***Adjournment***

106 Ms. Kendall made a motion to adjourn the meeting at 8:27 pm. The motion was seconded by  
107 Mr. Rubertone with a vote of 3-0-0.

108

109 **Documents List**

- 110 1. Continuance Request for 81 West Union Phase II public hearing
- 111 2. 1 East Union, 12-16 Union ANR Plan
- 112 3. 24 Sudbury Road ANR Plan
- 113 4. Draft Minutes from November 14, 2019 Planning Board Meeting
- 114 5. Draft Minutes from December 12, 2019 Planning Board Meeting

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