

MINUTES
MARLBOROUGH PLANNING BOARD
MARLBOROUGH, MA 01752

1A

Call to Order

April 8, 2024

The Meeting of the Marlborough Planning Board was called to order at 7:00 pm in Memorial Hall, 3rd Floor City Hall, 140 Main Street, Marlborough, MA. Members present: Sean Fay, Barbara Fenby, James Fortin, Patrick Hughes, and George LaVenture. Meeting support provided by City Engineer, Thomas DiPersio. Members Absent: Dillon LaForce and Chris Russ.

1. Draft Meeting Minutes

A. March 11, 2024

On a motion by Mr. LaVenture, seconded by Mr. Hughes, the Board voted to accept and file the March 11, 2024, meeting minutes with a minor edit to section 4.ii. Yea: Fay, Fortin, Hughes, and LaVenture. Nay: 0. Motion carried. 4-0. Abstained: Fenby.

2. Chair's Business

A. CPTC Annual Conference

i. E-Materials (Electronic Packet Only)

Mr. Hughes updated the Board on how the conference went and went over the topics that were discussed:

- Planning Board
- Zoning Board
- Special Permits and Variances
- Affordable Housing

He discussed future legislation that is going to require Planning, Zoning and Conservation Boards/ Commissions to attend annual trainings and how over the next couple of years the Board will need to consider funding a training program. He suggested having CPTC provide the general training and proposed the idea of volunteering a space to conduct the training and sharing the cost with other local communities.

He explained another hot topic that was heavily debated was bond guarantees, particularly around the future value of the cost of projects and should they become the City/Town's responsibility. He explained how the Board has discussed bond guarantees in length, but hasn't discussed future costs explained how other local communities have adopted a formula (for example 1.3X the current costs).

B. Planning Board Email

Mr. Fay updated the Board that he had a discussion with Mark Gibbs on the necessities of the Board members getting a City email address. Mr. Gibbs agreed he would start the process of getting the licenses and that it would take a few weeks. Once they are set up the members will get a primer on how the members are supposed use it, and on what communications are supposed to go there and emphasized the importance of using this email for City Planning Board related matters only.

The administrator asked for clarification on public interactions with these email addresses. Mr. Fay explained he would ask for guidance with Mr. Gibbs and the City Solicitor, Jason Grossfield. City Council President, Mr. Ossing explained how City Council's website page is set up and discussed the difficulties they have had in the past.

Mr. Fay explained if an email is sent to the entire Board, it is very important that none of the members hit reply all for accidental deliberation and emphasized the importance of marking sure the Administrator is cc'd on all communications with people of the public. The Board discussed coming up with policies and procedure and Mr. Fay explained once the process proceeded with the IT Department, he would reach out to the Legal Department for guidance.

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Mr. Hughes suggested having an automatic replay with some sort of disclosure saying something along the lines of “you have contacted a Board member directly, they may or may not be able to replay please contact their Administrator ... etc”.

3. Approval Not Required (None)

4. Public Hearings (None)

5. Subdivision Progress Reports

A. Farooq Ansari – Water’s Edge & Sterling Woods

i. City Engineer Disclosure

Mr. LaVenture read the March 11, 2024, correspondence into the record.

On a motion by Dr. Fenby, seconded by Mr. LaVenture, the Board voted to accept and file the correspondence.

Yea: Fay, Fenby, Fortin, Hughes, and LaVenture. Nay: 0. Motion carried. 5-0.

Mr. Fay asked Mr. DiPersio, Do you have permission from you appointing authority to act/participate on the matter? Mr. DiPersio said, yes.

Mr. DiPersio explained he met with Mr. Ansari and that the Administrator was able to locate the acceptance plans. He notified Mr. Ansari that he would need to provide the City with the deeds. Mr. Ansari explained his daughter is an Attorney and that she can assist in drafting them. Mr. DiPersio explained he plans to circle back with Mr. Ansari, and told him once the documents were provided, the Board would still need to decide if they wanted to recommend the roadways for acceptance. He reminded Mr. Ansari about the detention basins and maintenance/pavement conditions as mentioned in his March 7, 2024, correspondence. Mr. Ansari didn’t support the idea of doing additional work on the roadways, but agreed he would cross that bridge when he comes to it based on the Board’s recommendation.

Mr. Fay explained from his perspective, if Mr. Ansari is not willing to do the work, then the City has to do it. He confirmed the next step is to get the deeds and refer them to the Legal Department. Mr. DiPersio said yes and explained he doesn’t think its going to be an easy task because at least one of the easements will need rights from a homeowner. Mr. DiPersio agreed to stay in touch with Mr. Ansari.

Mr. DiPersio updated the Board the 689 Pleasant Street subdivision and explained he got a call from abutter Christina Devona; she was concerned but she explained she spoke with the contractor and that he was very nice and accommodating. The contractor brought in more fill and are currently working on the next steps for the entrance road. He explained there were no issues with the recent heavy rain.

6. Preliminary/Open Space/Limited Development Subdivision (None)

7. Definitive Subdivision (None)

8. Signs (None)

9. Correspondence (None)

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10. Unfinished Business

A. Working Group – No updates

Mr. Fay discussed staying on top of the financial team regarding the bond issues and comparing them to the list of unaccepted subdivisions. Mr. LaVenture updated the Board and explained he emailed David Williams last month and Mr. Williams had explained he wasn't ready to speak with the board yet and that there are a few people he wanted to speak with first and that he had reached out to the Engineering Division. Mr. LaVenture explained he had reached out to Mr. Williams earlier today proposing he attend a Working Group meeting and that Working Group plans to meet next week. He explained he would give Mr. Williams a call if he doesn't hear back from him soon.

Mr. DiPersio explained the Administrator located the list of subdivisions/bonds. Mr. Fay suggested providing this list to Mr. Williams.

Mr. LaVenture explained he did stop by the Finance Office and spoke with someone who indicated they do have a filing system specifically for bond materials.

Mr. Fay requested an item for Bond Status to be added under unfished business for future agendas.

11. Calendar Updates (None)

12. Public Notices of other Cities & Towns

- A. Framingham
- B. Sudbury

On a motion by Dr. Fenby, second by Mr. LaVenture, the Board voted to accepted and file the public notices under item 12. Yea: Fay, Fenby, Fortin, Hughes, and LaVenture. Nay: 0. Motion carried. 5-0.

On a motion by Mr. Hughes, seconded by Mr. LaVenture, the Board voted to adjourn the meeting. Yea: Fay, Fenby, Fortin, Hughes, and LaVenture. Nay: 0. Motion carried. 5-0.

Respectfully submitted,



George LaVenture/Clerk

/kmm