



Town of Duxbury Massachusetts

Planning Board

TOWN CLERK
2021 OCT -4 AM 8:38
DUXBURY, MASS.

Minutes 9/13/2021

The Planning Board met on September 13, 2021 at 6PM. This meeting was conducted remotely via zoom video call due to COVID-19.

Pursuant to Governor Baker's Chapter 20 of the Acts of 2021 dated June 16, 2021, An Act Relative to Extending Certain Covid-19 Measures Adopted During the State of Emergency regarding suspending certain provisions of the Open Meeting Law, G.L. c. 30A, §18, the Town of Duxbury's Board and/or Committee meetings will be conducted via remote participation to the greatest extent possible with members. Viewers can visit www.pactv.org/duxbury for information about Duxbury programming including streaming on Duxbury YouTube, to watch replays and Video on Demand. To watch replays of a meeting, visit www.pactv.org/duxbury or to watch online visit PACTV's Video on Demand at www.pactv.org/ondemand.

Every effort was made to ensure that the public could adequately access the proceedings to the best of our technical abilities and despite our best efforts due to lack of technical infrastructure, this meeting will be available on PACTV to view a video recording and a transcript or other comprehensive record of proceedings will be available as soon as possible after the meeting.

Public phone in-access was available during this meeting at 781-934-1100 x5475. Public email access was available during this meeting at duxburyplanningboard@gmail.com. The public was able to watch the zoom webinar by using the following login information:

Zoom Video Link:

<https://us02web.zoom.us/j/88933536369?pwd=L1JiRWRRZTB Rd3F2ZDJ0Mm56RTRhdz09>

Zoom Phone Number: 1-(301)-715-8592

Webinar ID: 889 3353 6369

Passcode: 657048

Present: Scott Casagrande, Chair; Brian Glennon, Vice Chair; Keith MacDonald, Clerk; Kristin Rappe; Jennifer Turcotte; and David Uitti.

Absent: George Wadsworth.

Staff: Valerie Massard, Planning Director; and Emily Hadley, Administrative Assistant.

Mr. Casagrande called the meeting to order at 6:00PM.

878 Tremont Street, Duxbury, MA 02332; Telephone: 781-934-1100 x 5476; www.town.duxbury.ma.us/planning

The mission of the Town of Duxbury is to deliver excellent services to the community in the most fiscally responsible and innovative manner while endeavoring to broaden our sense of community and preserve the unique character of our town.

Open Forum

Mr. Glennon told the Planning Board had to leave the meeting at 6:45PM.

Mr. Glennon said he is a representative on the Harrington Property Working Group and they last met on September 1st. He said they are planning to propose some of the property become a Local Historic District. He said the parcel is owned by the Town; it was bought using the Town's Right of First Refusal. He said they are proposing to sell the house on the property and there will potentially be a piece of the land available for affordable housing.

Mr. Casagrande gave an update on the Economic Advisory Committee as the Planning Board's new liaison. The Committee met for the first time in about a year on August 24th. He said the Committee's priority is Hall's Corner. He said they are going to try to put together a proposal to get the road redeveloped and get surveys done.

Mr. Casagrande said he and Mr. Glennon have been working with the Town Manager and the Human Resources Director to prepare the Planning Director job description. They are hoping to get the job posted next week. Mr. Glennon thanked Ms. Massard for coming up with much of the new job description. He said it is very detailed, which is important in trying to find the best applicants.

Ms. Massard said she met with the Town Manager and the Finance Director to plan next year's budget for the Planning Department. She said she also got the "okay" to apply for DLTA funding to update the Hazard Mitigation Plan.

Ms. Massard congratulated Ms. Hadley on working with the Town for two years.

Administrative Items

Mr. Uitti said he law firm represents clients from 160 Marshall Street and the Fine Road subdivision, so he will abstain from those votes.

Motion: Mr. Glennon made a motion to defer to the ZBA special permit applications for 449 Washington Street (Case #2021-27), 57 Gurnet Road (Case #2021-29), and 10 Mullins Avenue (Case #2021-31); approve Amory invoices #15672B and #15672C; and approve the minutes from August 16, 2021. Ms. Rappe provided a second.

Vote: Mr. Glennon – Aye; Ms. Turcotte – Aye; Ms. Rappe – Aye; Mr. Uitti – Aye; Mr. MacDonald – Aye; and Mr. Casagrande – Aye.

Motion: Mr. Glennon made a motion to defer the ZBA special permit application for 160 Marshall Street (Case #2021-28) and approve the covenant for the Fine Road subdivision. Ms. Rappe provided a second.

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Vote: Mr. Glennon – Aye; Ms. Turcotte – Aye; Ms. Rappe – Aye; Mr. MacDonald – Aye; Mr. Casagrande – Aye and Mr. Uitti – abstained.

Complete Streets Outreach Meeting

Ms. Massard welcomed Keri Pyke and Ashley Pierre-Louis from the consulting firm of Howard Stein Hudson.

Ms. Pyke gave a brief presentation explaining how the draft Complete Streets Prioritization Plan for Duxbury was created. Ms. Pyke also reminded the Board that roads that are owned by MassDOT are not eligible for funding currently, but they still encourage Towns to include these projects in their plans in case that changes.

She said that Howard Stein Hudson and the Town held several public forums to receive public input on what is needed in the Town.

She said they identified thirty-four projects from Town staff and public input. These projects fit into three categories: pedestrian mobility/ADA accessibility, bicycle mobility, and traffic calming.

Ms. Pyke said after any questions or comments are addressed, the plan will be taken to the Selectboard for approval and then the Town can apply for Tier-3 construction funding.

Mr. Casagrande said a major issue in Town is the lack of sidewalks. He said the Town's major issue is getting all the engineering done, since they cannot get funding for it. Ms. Pyke said sometimes Towns are able to build sidewalks without having detailed surveys depending on the layout of the road. Mr. Casagrande said they could likely do that for streets that the Town has layouts for. Mr. Casagrande said they will need to go to Town Meeting to raise engineering funds.

Ms. Massard thanked Ms. Pyke and her staff for gathering public input, she said it was great to work with them on this project.

Ms. Pyke said they worked with Town Staff to come up with the Top 10 priority projects for the Town.

Mr. Glennon asked Ms. Pyke if in her experience other Towns have had any issues when they want to implement the plan after its approval, and whether Duxbury should anticipate any such issues. Ms. Pyke said the State awards Tier 3 funding twice a year. She said many Towns start construction with the easier, less expensive projects, such as speed-monitoring signs. She said Howard Stein Hudson can also help the Town with applying for Tier-3 funding.

Ms. Pyke said the Towns are encouraged to propose multiple projects in one Tier-3 funding application, to maximize the \$400,000 limit. Towns cannot apply for funding again until all previously-disbursed award money has been spent. The Town has to pay out of pocket for the

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projects initially, but the State will get reimbursed after they are completed. Ms. Massard said reimbursement is generally pretty quick, and takes a few weeks for the Town to receive it.

Ms. Rappe said she was impressed by Howard Stein Hudson's presentation. She asked Ms. Pyke if she knew of any outside sources for design funding. Ms. Pyke said she will get back to Ms. Rappe with more information about that after the meeting. Ms. Rappe asked Ms. Pyke if she has seen any non-profit, public/private partnerships to fund this work. Ms. Pyke said she has not seen that.

Tom Nee, chair of the Sidewalk and Bike Path Committee, thanked Howard Stein Hudson and the Planning Board for the presentation. He said Dan Coughlin from the Committee is also in attendance. Mr. Nee said there is a private 501C called Duxbury Town Path Council that has raised about \$30,000 for constructing sidewalks on Washington Street. He said Elaine Philbrick runs this non-profit. Mr. Nee said Selectman Fernando Guitart advised the Committee that they should put an article on the Annual Town Meeting warrant to fund the design cost for the sidewalk. He said they will need to spend some money to get estimates of the construction costs.

Ms. Massard said there are a lot of open-ended questions about the Washington Street sidewalks that have been previously discussed with the representatives of the non-profit. She said they first need to find the road layout and discuss the sidewalk with the property owners. Ms. Massard said that Mr. Guitart suggested asking the property owners along Washington Street if they support the plan. Mr. Nee said he can send out a form letter to gauge support among homeowners in the section of Washington Street where they would like to build sidewalks. Ms. Massard said that sidewalks on Washington Street will not be a priority for funding since the Town does not have a street layout and they will likely have to talk about widenings and takings. Mr. Casagrande said not having the street layout is a problem, but they can focus on constructing sidewalks where they do have street layouts, such as Chestnut and Alden Streets.

Ms. Pyke said if the Town has the width that is needed in the Right of Way, the Town could do an easement instead of a full taking for the sidewalk. Mr. Casagrande said they have looked at the possibility of an easement and some residents do not want the responsibility of having the sidewalk in front of their house. Ms. Turcotte said engineering costs would be about 15% of the construction costs. Mr. Casagrande said the Town worked with an engineer who gave them estimates for engineering costs.

Ms. Pyke said from the comments she has received; it seems like the draft plan does not need to be edited. She said the next step is to coordinate getting the Selectboard's approval for the plan. Mr. Casagrande said it would be better to have this be as soon as possible since the Special Town Meeting is coming up.

Mr. Casagrande thanked Ms. Pyke and Howard Stein Hudson for their work, and said he understands that they can help with Tier-3 funding in the future.

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ADJOURNMENT

Motion: Mr. MacDonald made a motion to adjourn at 6:57PM. Ms. Rappe provided a second.

Vote: Ms. Turcotte – Aye; Ms. Rappe – Aye; Mr. Uitti – Aye; Mr. MacDonald – Aye; and Mr. Casagrande – Aye.

Materials reviewed at the meeting:

- September 13, 2021 Agenda
- ZBA Case #2021-27: 449 Washington Street
- ZBA Case #2021-28: 160 Marshall Street
- ZBA Case #2021-29: 57 Gurnet Road
- ZBA Case #2021-31: 10 Mullins Avenue
- Amory Engineers Invoice #15672B for Fine Road
- Amory Engineers Invoice #15672C for Dogwood Drive
- Draft Minutes August 16, 2021
- Fine Road Subdivision Draft Covenant
- Draft Complete Streets Prioritization Plan – July 2021