



**Office of the Kingston Planning Board**  
Kingston Town House  
26 Evergreen Street  
Kingston, Massachusetts 02364

**Meeting Minutes of November 27, 2023**  
**Approved 3/11/24**

**Members:**

Thomas Bouchard, Chair  
David Gavigan, Vice Chair  
Alexander Graham, Member  
Robert Gosselin, Member  
Jonathan Barnett, Member  
Richard Kenney, Alternate Member

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**CALL TO ORDER**

Vice Chair David Gavigan called the meeting to order at 7:03 PM.

**ROLL CALL**

David Gavigan: Present  
Alexander Graham: Present  
Bob Gosselin: Present  
Jonathan Barnett: Present

Tom Bouchard and Richard Kenney were not present.

**Staff Present:**

Valerie Massard, Town Planner (Present via Zoom)  
Erin Benoit, Assistant Town Planner

**Vice Chairman** David Gavigan read the following announcement at the request of PAC TV:

As of Tuesday December 5, 2023, Comcast/Xfinity channels will be changing their channel numbers with the following:

- Comcast 13 will become Comcast 6
- Comcast 14 will become Comcast 8
- Comcast 15 will become Comcast 9
- Comcast 98 will become Comcast 26
- Comcast 1085 will become Comcast 1076
- Comcast 1084 will become Comcast 1075
- Comcast 1090 will become Comcast 1071

## **AGENDA:**

**Item 1.** At Mr. Gavigan's request, Ms. Massard addressed the agenda item to release funds. Valerie Massard states that in continued "housekeeping" efforts, she and the Assistant Town Planner, Erin Benoit are going through the list of funds held and moving to release the funds for projects that were either completed, withdrawn, or otherwise due for return. Ms. Massard requests that the Planning Board make one slate vote to release all of the funds (including any accrued interest) listed under Item 1. on the Agenda.

The Planning Board reviewed the list of account names. Mr. Gavigan asked for clarification regarding the O'Donnell accounts. Ms. Massard responded that they are finished in terms of site plan approval that they were granted for the solar array.

**Motion** to release the funds for all the projects listed on the agenda under Item 1. plus, any accrued interest.

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote 4-0-0

**Item 2.** Town Planner Valerie Massard explains the two accounts listed under this section are funds that are held as a performance guarantee. The first is Stone Meadow Farms which was never built. It was a plan that was conditioned that if they didn't do a solar array, then they would do a subdivision. The developer built the solar array instead and did not build the subdivision. The solar array is completed and the performance and guarantee funds can be released.

The second performance guarantee funds held are for Tree Farm Estates. That project has been completed. The developer passed away and Ms. Massard has been working with the heir to wrap things up. The Planning Board has had the as-built plans dropped off. Ms. Massard has reviewed them. Through the Planning Board Chairman, the heir agreed to do crack sealing (and to pay for it) so that the roads would be in good condition. There have been meetings with most of the residents of the subdivision and the Town Administrator, Ms. Massard, and Mr. Basler of Streets, Trees, and Parks, have explained to them that the roads are private and explained how they can work together with the heir, and her representative, in order to clarify their deeds in respect to the private ways. It is not something that the Town has control over. The roads are all built and functioning as required in the Subdivision approval. At this point it is time to release those funds and we will keep working with the residents as they are thinking about asking the Town to take over the roads as public. They have been given all the information they need to proceed, including the new, more detailed, Street Acceptance Policy that the Selectmen recently adopted.

Town Planner Valerie Massard asks the Board if they would vote on the two different accounts separately. And with Tree Farm Estates vote to accept the Street Acceptance Plans that Ms. Massard has approved.

**Motion** to release the funds held in Escrow for Stone Meadow Farms Subdivision plus any accrued interest.

Motion: Alexander Graham

Second: Bob Gosselin

All in Favor

Vote: 4-0-0

**Motion** to accept the as-built plans for Tree Farm Estates

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote: 4-0-0

**Motion** to release the funds held in Escrow for Tree Farm Estates plus any accrued interest.

Motion: Jonathan Barnett

Second: Alexander Graham

All in Favor

Vote 4-0-0

## **DISCUSSIONS:**

A replacement is needed for Joanne Cullen's position as Planning Board Representative on the Community Preservation Committee. Mr. Vice Chairman asks if anyone would like to volunteer. Alexander Graham asked what the position entailed. Mr. Vice Chairman explained that the group meets infrequently to review applications that come in for community preservation funds. Since there are fewer funds available, Mr. Gavigan couldn't speak to the frequency of meetings currently. He asked Valerie Massard if she had any insight into the number of projects. She said she believes that starting in September they issue the RFP and then they get their bids in in October, and they start talking with people. Mr. Gavigan adds that each group gets to come in and present their case as to why they should get the money and the board votes on whether they support it. If it is supported, then it goes on the warrant.

Alexander Graham said that he would be happy to be the Planning Board's designee.

**Motion** to nominate Alexander Graham to the Community Preservation Committee

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote: 3-0-1 (Alexander did not vote for himself, and so abstained)

## **TOWN PLANNER REPORT:**

Valerie Massard announced the positive news that the Planning Department received a grant for technical assistance to work with VHB, out of Watertown, to help with the planning and implementation of MBTA Zoning, from the Mass Housing Partnership.

The Planning Department is looking to go out to bid soon to work on the ADU (Accessory Dwelling Unit) Bylaw with a consultant that's going to assist us in setting up meetings and provide recommendations for Kingston.

Mr. Gavigan updated the Planning Board that the MBTA Task Force (of which he is a member) met with a representative for the new owners of the mall, a representative from VHB and the Town Planner. Work will begin when we receive a final signature on the scope from the MHP. The goal is to have everything ready for Fall Town Meeting to get the approval to make the changes necessary to comply with MBTA Zoning.

Assistant Town Planner, Erin Benoit congratulated Valerie Massard, Paul Basler, and everyone that worked diligently on the Complete Street's project of Tura's Corner on Rte. 106 and Rte. 27. The project, now completed, is a huge improvement to one of Kingston's busiest intersections. The Planning Board extended their thanks and congratulations.

### **NEW/OLD BUSINESS:**

Vice Chairman David Gavigan asked where we stood with Mr. Spencer and Dunkin Donuts on Main Street. Mr. Spencer has not completed the punch list of items that are listed as conditions in his permit i.e., architectural changes to the side of the building facing the street as well as plantings. Ms. Massard has spoken to our Building Inspector, Jason Silva to follow up with Mr. Spencer as Mr. Spencer has not been responsive to the Planning Staff that have contacted him about not meeting conditions of the special permit. Ms. Massard suggests that the Planning Board draft a letter to the Building Inspector; Jason Silva, to take a closer look and follow up with enforcement if necessary.

**Motion** to write a letter from the Planning Board to have Jason Silva follow-up with the developer.

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote 4-0-0

### **MEETING MINUTES**

**Motion** to approve the Minutes for June 12, 2023

Motion: Jonathan Barnett

Second: Bob Gosselin

All in Favor

Vote 3-0-1

Mr. Graham abstained.

**Motion** to approve the Minutes for August 21, 2023

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote 3-0-1

Mr. Graham abstained.

**Motion** to approve the Minutes for Special Meeting August 30, 2023

Motion: Jonathan Barnett

Second: Bob Gosselin

All in Favor

Vote 3-0-1

Mr. Graham abstained.

**Motion** to approve the Minutes for September 11, 2023

Motion: Bob Gosselin

Second: Jonathan Barnett

All in Favor

Vote 3-0-1

Mr. Graham abstained.

**Motion** to approve the Minutes for October 16, 2023

Motion: Alex Graham

Second: Bob Gosselin

All in Favor

Vote 3-0-1

Mr. Barnett abstained.

**NEXT MEETING** will be Monday, December 11, 2023

**Motion** to adjourn.

Motion: Jonathan Barnett

Second: Bob Gosselin

All in Favor

Vote 4-0-0

**Materials Discussed/Reviewed at this meeting:**

- Agenda for Planning Board Meeting November 27, 2023
- List of Escrow and Performance Guarantee accounts (22 accounts total)
- June 12, 2023 Minutes
- August 21, 2023 Minutes
- August 30, 2023 (Special Meeting) Minutes
- September 11, 2023 Minutes
- October 16, 2023 Minutes