



Office of the Kingston Planning Board

Kingston Town House
26 Evergreen Street
Kingston, Massachusetts 02364

Meeting Minutes of November 10, 2025

Approved December 8, 2025

Members:

Thomas Bouchard, Chair
David Gavigan, Vice Chair
Alexander Graham, Clerk
Robert Ketter, Member
Jonathan Barnett, Member
Vacant, Associate Member

CALL TO ORDER

Tom Bouchard called the meeting to order at 7:01 PM and held a roll call vote:

ROLL CALL

Thomas Bouchard-Chairman: Present
David Gavigan-Vice Chairman: Present
Alexander Graham-Clerk: Present
Robert Ketter: Present
Jonathan Barnett: Present

Staff Present:

Valerie Massard, Town Planner
Paula Green, Administrative Assistant

Summary

The meeting began with the approval of previous meeting minutes and a public hearing for Osprey Realty Trust's request to convert office space to residential use. The board approved the special permit with conditions, including ADA compliance and a dumpster pad. The board also discussed the Ring Road Solar Project's minor modifications, including additional fencing, and approved a decommissioning bond. Additionally, the board supported a letter of support for the Regional Rail Trail connectivity efforts.

AGENDA ITEMS:

Minutes:

Thomas Bouchard confirms the presence of a full board and suggests discussing the minutes, and credits the preparation of the minutes as well done.

August 25, 2025 minutes were approved as presented.

Motion: Alexander Graham

Second: David Gavigan

All in Favor:

Vote: 4-0-1 (Mr. Barnett abstaining)

September 8, 2025 and minutes were approved as presented.

Motion: Jonathan Barnett

Second: Alexander Graham

All in Favor:

Vote: 5-0

Public Hearing: Osprey Realty Trust

Thomas Bouchard announces the first hearing for 7:03 PM. Alexander Graham reads the public hearing notice for Osprey Realty Trust regarding a special permit to convert second-story office space to residential use in the Commercial Zoning district. Valerie Massard presents a staff report which the Applicant has had the opportunity to preview, detailing the conditions for approval, including no more than two residential dwelling units, ADA compliance, bylaw-compliant exterior lighting, and suggested trash collection after 8 AM.

Mark Guidboni, representing Osprey Realty Trust (the Applicant), explains the transitional property and its history, including the impact of COVID-19 on office space occupancy. Mr. Guidboni reviews the conditions required for approval, including a lock box for the commercial portion, which he may already have in place, ADA compliance, and willingness to install a dumpster pad, as there is a dumpster present on the property.

Thomas Bouchard and Mark Guidboni discuss the conditions for approval, including the dumpster pad and screening. Thomas Bouchard agrees on the need for a dumpster pad and on the existing plumbing system's compliance with current regulations. There is consensus that due to the isolated location of the property, and the private road, the timing of the dumpster and the need for screening are not necessarily important. Mr. Guidoboni confirms the site is surrounded by members of the immediate family.

Thomas Bouchard suggests a motion to close the hearing, moved by David Gavigan which is seconded by Jonathan Barnett and approved unanimously. Jonathan Barnett makes a motion to approve the special permit with conditions as noted, which is seconded by Robert Ketter and approved unanimously.

Thomas Bouchard thanks everyone for their participation and for introducing the next agenda item.

Housing Production Plan Update

Thomas Bouchard introduces Jason Derosier, Senior Planner for Housing and Public Engagement, from the Old Colony Planning Council, who is assisting with the housing production plan update [funded by a grant from the Executive Office of Energy and Environmental Affairs (EEA)]. Jason presents the findings from a public survey, including

demographics, housing conditions, and affordability challenges, and outlines the key themes emerging from the survey, including affordability challenges, aging in place, and the need for diverse housing types. Jason discusses the desired housing types and the need for smaller homes, accessible units, and adaptive reuse of existing buildings. Jason presents draft goals for the housing production plan, focusing on proactive planning, expanding housing options, and preserving current affordable housing.

Thomas Bouchard discuss the challenges of balancing affordable housing with maintaining the town's character. Jason Derosier suggests strategies for addressing these challenges, including the use of 40B or other zoning incentives and possibly converting larger single-family homes into two-family units. Thomas Bouchard and Jonathan Barnett express concerns about the impact of ADUs on the town's character and the need for owner-occupied units. Tom Bouchard emphasizes the importance of making ADUs financially feasible and quick to permit, and discusses the need for townhouses and condos as solutions for smaller lots and affordable housing.

Ring Road Solar Project Modification

Thomas Bouchard introduces the Ring Road Solar Project located at 126 and 131-137 Ring Road. This appointment involves minor modifications to the existing site plan to add fencing. Attorney Robb D'Ambruoso, representing the Applicant (DEI Solar) explains the need for additional fencing to meet town and Conservation Commission requirements. Iain Ward, cranberry growing consultant, supports the fencing to protect the crops from deer and improve food safety. Thomas Bouchard and Robb D'Ambruoso discuss the Agreement and the decommissioning bond and the need for final language approval.

Jonathan Barnett makes a motion to approve the revised site plan with the fencing modifications, which is seconded by Rober Ketter and approved 4-1 (Mr. Gavigan opposed).

Jonathan Barnett makes a motion to approve the decommissioning Agreement and bond language subject to Town Counsel's approval, which is seconded by Robert Ketter and approved unanimously.

Town Planner Reports and future plans:

Valerie Massard:

- provides an update on the Nava Landing Subdivision, noting that the drainage issues have been resolved and the road has been paved;
- announces the receipt of a grant for stormwater improvements at Rocky Nook through the Conservation Department;
- discusses the Hazard Mitigation Plan update, including the process, community outreach, and the importance of the plan for FEMA funding and insurance reduction;
- mentions the draft letter of support for the Regional Rail Trail connectivity efforts, which is approved unanimously; and
- concludes with an announcement about the potential for a roundabout at the Route 3A and 53 intersection having been added to the TIP, which is met with enthusiasm from the board.

Motion to adjourn made by David Gavigan, seconded by Alexander Graham and unanimously approved.

Meeting adjourned 8:20 PM

Materials Discussed/Reviewed at this meeting:

Application materials submitted for 6 Old Orchard Lane Special Permit:

- Site Plan entitled “As-built Plan of Land in Kingston, Massachusetts,” (1 page) prepared for Baymark L.L.C. by Webby Engineering, Inc. of Plympton, Massachusetts dated August 27, 2025 (the “Plan”);
- Architectural floor plans entitled “Baymark, 6 Old Orchard Lane, Kingston, Massachusetts,” (2 pages, including title page) prepared by GTH Designs, of Ashland, Massachusetts, not dated.
- Cover letter dated September 2, 2025 from Mark Guidoboni, for the Applicant (6 pages with attachments)
- staff report provided by the Town Planner prepared for the November 10th, 2025 Planning Board meeting dated October 7th, 2025; correspondence from the Wastewater Superintendent/Chief Operator states that capacity for the proposed two dwelling units and existing commercial office space is adequate; Board of Health comments that it has no objections; Fire Department requesting a lock box for the commercial portion of the building.

Application materials submitted for Ring Road Solar:

- plans dated September 24, 2025 entitled “Revised Fencing Layout” Figure 001 and Figure 002 (two sheets) and Staff memo dated 11-5-25.

Handout received from Jason Desrosier of OCPC; and

Draft Letter of Support for Regional Rail Trail Planning efforts