



Office of  
**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
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APR 10 2018

TOWN OF TOWNSEND  
TOWN CLERK

Lance J. McNally, Chairman

Edwin H. Howard, II, Vice Chairman

Laura E. Shifrin, Clerk

Kathy Araujo, Member

Christopher Nocella, Member

Jerrilyn T. Bozicas, Associate Member

**Planning Board Meeting Minutes**

March, 26, 2018, at 6:30PM

Townsend Memorial Hall, in Selectmen's Chambers  
272 Main Street, Townsend, MA 01469

**1 PRELIMINARIES:**

1.1 Chairman Lance McNally called the meeting to order at 6:32 p.m.

1.2 Roll call; Chris Nocella, Laura Shifrin, Ed Howard, Lance McNally

Absent: member Kathy Araujo, associate member Jerrilyn Bozicas

1.3 No additions or deletions to today's Agenda

1.4 Upon a motion made by L. Shifrin, seconded by C. Nocella it was;

VOTED: To accept the Meeting Minutes from March 12, 2018 Planning board meeting as drafted - All in favor

The planning board continued to the following agenda items;

3.1 Library catch basin Update – a hand drawing of the “as-built” design was submitted by Gary Shepherd. R. Hanks indicated he would superimpose this on the library project plan.

3.2 The Mandatory referral form for 23 Shirley Road where the applicant is seeking a special permit for an Accessory Apartment was endorsed without comment. Chairman McNally recused himself from participation.

3.5 B. Faxon gave the administrators report. She attended the Citizen Planner Training Collaborative Annual conference on March 17, 2018. She attended the following workshops; Roles and Responsibilities of Planning boards and Zoning Board of Appeals and Introduction to the Zoning Act. She is registered for MRPC hosted presentation on March 28<sup>th</sup>, 2018, by the State Cannabis Control Commission and KP Law regarding Adult Use Marijuana as it relates to your community. Additionally, she is registered for the state Open Meeting Law training on April 17, 2018. The following scheduled meeting dates were read, with a reminder that attendance of planning board members will be necessary, including the Planning board meeting scheduled for April 9<sup>th</sup>, 2018 and May 7<sup>th</sup>, 2018. B. Faxon requested guidance from the planning board with regards to the process of the succession plan for the next Planning board member. The board has recommended no action at this time, information from the Town clerk will be available following the town election on Monday April 23rd, 2018. In response to L. Shifrin's inquiry about traffic count data, the planning board briefly discussed the status of our Town data. Chief Bailey does have some current traffic count data and, K. Craven, Master Plan chair, would

like to use an intern to help with data analysis. B. Faxon will follow up with the process of requesting new traffic count data from MRPC, in conjunction with K. Craven and Chief Bailey. Adult Use Marijuana regulation was briefly discussed and Chair McNally requested B. Faxon correspond with Chief Bailey to gather his public safety stipulations for the planning process of regulation of Adult Use marijuana. An application has been submitted with the Zoning Board of Appeals petitioning a special permit for 205 Main St. which the Planning board will consider in a Mandatory referral at the next meeting. A permit and procedural advisory letter regarding 205 Main St. from R. Hanks to the Applicant was made available to the Planning board.

**2.1 Appointment 6:50 p.m.** Chair K. Craven was present to update the planning board on progress made by the Master Plan committee. She reported the next meeting will be March 27, 2018. The Master planning committee has submitted an article for the town meeting warrant requesting \$30,000 to hire consultants to assist the Master Plan committee with such areas as economic development, community meeting facilitation, research, survey analysis, and other related topics as required and voted on by the Master Plan committee. K. Craven will present this at town meeting. Discussion ensued regarding the availability of money (approximately \$8,000) previously appropriated by the treasury for updating the Master Plan. It was stated that said money is still available for use in the development of the Master Plan. Chairman McNally asked K. Craven to confirm and continue research and provide the Planning board with more specific funding estimates at the April 9<sup>th</sup>, 2018 planning board meeting update. Chairman McNally asked for historical data on the cost of facilitating services by previous Master Plan committees. B. Faxon will research this in town annual reports. Chairman McNally will forward via email to K. Craven, all data collected on what other Towns have spent on Master Planning for reference.

**2.2 Appointment 7:00 p.m.** Mr. Brian Keating, MRPC representative was present to provide an overview of the Community Development Block Grant (CDBG) process and discuss with the planning board ways in which MRPC could work with the Town of Townsend Planning board to submit a successful application in 2019. He presented an information packet to the Board and explained some basic information about what the CDBG is and how it can benefit the town of Townsend. Mr. Keating requests a regularly scheduled appointment with the Planning board to work with the town in preparing a successful CDBG application for January 2019 submittal. He stressed that community input and outreach is most important in the CDBG grant application process. Community input would be sought through forums and surveys facilitated by MRPC. Board members asked questions during the presentation. The frequency of town surveys required to be able to proceed with the CDBG was asked. Mr. Keating responded that a well-designed, effective survey could be used for the grant application process for 2 to 3 years. Discussion as to how to this might coincide with the Master Plan committee task list of data collection for their mission. MRPC does have funds to cover Mr. Keating's time. L. Shifrin asked about the potential of grant applicable projects such as having a feasibility study of town owned land for development of veterans housing. Mr. Keating affirmed that would be a possible use of funds, along with other housing rehabilitation and public health and safety projects prioritizing assistance to low and moderate income citizens. Other public health and safety projects could include sidewalk improvement on streets where 51% of the people are in the low to moderate income range. Chief Bailey added that we have a Complete Streets committee in

town which could be a great resource to collaborate with for town data and planning. Upon a motion by L. Shifrin, seconded by C. Nocella it was;

VOTED: to invite MRPC to come to Townsend Planning board meetings and, work with them to apply for the January 2019 Community Development Building Grant. All in Favor

**2.3 Appointment 7:40 p.m.** Veronica Kell, President of the Board of Directors of the Townsend Conservation Land Trust (CLTC) presented to the Planning board. She provided a brief history of the non-profit corporation that was created as a result of the Master Plan process that included the adoption of an Open Space Preservation Development zoning bylaw. She provided a fact sheet and a Reference map; Town of Townsend Open Space and Recreation Plan Map 12: Open Space & Chapter Lands to support her presentation. She began by reading aloud the Mission statement of the purposes of the Trust in summary; promoting for the public the conservation of the natural resources of the town, promoting scientific study of and to education the public regarding local natural resources, to acquire property deemed appropriate to carry out some of the above purposes, and to use all currently owned properties exclusively for the conservational, educational, and scientific purposes for which TCLT was formed. Some current projects and land holdings were discussed including the Pheasant Ridge Trail Park and Howard M. Stein Memorial Park, and planning of the Mikko and John Aho Nature Trail. TCLT owns and manages a total of 180 acres of Townsend. When asked what advantages are there to donating land to the TCLT versus the Town? Answer is that you have to be a resident to be on the board of TCLT and the donator has clear understanding and confidence as to the use of the donated land based on the purposes and mission created by the TCLT. They have an operating budget of \$11,000 with forest cutting being the main source of revenue. They are active in management of current land parcels which V. Kell highlighted for the Board members on the Map. V. Kell would like the Planning board to be aware of the purpose and work being done by TCLT so that when Open Space Preservation Development permits are under review or, others interested in land donation come forward, the board can share this option in the planning and guidance process. V. Kell will follow up with providing a TCLT general guideline document for landowners interested in donating land.

The Planning board then moved on to the following agenda items;

3.4 Adult Use Marijuana update. E. Howard noted that he had marked up a bylaw and sent it to the Planning board office. B. Faxon will distribute to Planning board members to review at the next meeting.

4.1 Notices to Townsend/Other towns. The reading aloud of the notices was moved to the next planning board meeting April 9, 2018. All notices are on file in the Land Use office.

5.0 Upon a motion by C. Nocella, seconded by E. Howard, it was;

VOTED: to adjourn the meeting at 8:13 p.m.

Respectfully submitted

Beth Faxon, Planning Board Administrator

Exhibits on file in the Land Use office:

1. Community Development Block Grant 101 presentation by Montachusett Regional Planning Commission, March 14, 2018.
2. Townsend Conservation Land Trust Fact sheet
3. Town of Townsend Open Space and Recreation Plan Map 12: Open Space & Chapter Lands, June 2012

Approved: April 9, 2018