



Office of
THE PLANNING BOARD
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MAY 01 2019
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman

Veronica Kell, Clerk

Charles Sexton-Diranian, Member

Laura Shifrin, Vice Chair

Jerrilyn T. Bozicas, Member

Planning Board Meeting minutes

Monday, March 25, 2019, at 6:30 PM

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

1 PRELIMINARIES:

- 1.1 Call the meeting to order – Chairman Lance McNally called the meeting to order at 6:32 p.m.
- 1.2 Roll call – Chairman Lance McNally (LM), Vice Chair Laura Shifrin (LS), Charles Sexton-Diranian (CSD), Clerk Veronica Kell (VK). Jerrilyn Bozicas (7:00 p.m.)
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting: - none
- 1.4 Approval of Minutes, 3/11/19 – Section 1.3 strike “the ballot questions on” insert “information”. LS motioned to approve and release the minutes of 3/11/19 with the recommended change. CSD seconded. LM abstained. Yes – VK, CSD, LS. The motion carried.

2 WORKSESSION:

- 2.1 Adult Use Recreational Marijuana Annual Town Election ballot questions. VK prepared a PowerPoint for the information session on April 8, 2019. The Board reviewed the material and suggested the addition of slide informing of the 2-step process required to prohibit any type of recreational marijuana retail establishment in all districts of Townsend. LM will prepare a background to present at the information session. Another placeholder slide will be inserted for “background”. Town council will review the slides during their office hours next day. The projector will be set up in the Great Hall and EF will contact the highway department to ask about set up of the message board for public announcement.
- 2.2 §145-89A Recreational Marijuana (RMJ) zoning bylaw amendments & 2019 ATM warrant articles. EF prepared the legal notice of public hearing for proposed amendments to the Recreational marijuana bylaw and read it aloud to the Board. The public hearing is scheduled for Monday April 29, 2019. Town counsel will attend. EF will work with town counsel on review of the legal ad prior to publication.
- 2.3 §145-36 Accessory Apartment bylaw proposed amendments & 2019 ATM warrant article. – VK recapped changes that were made to the draft of 3-12-19 and prior to town counsel review. The definition of floor area and “finished area” was reviewed and was formulated based on a comparison with other towns. (7:00) JB joined the meeting. LM recommends reviewing previous consenting viewpoints and preparing for questions on town meeting floor. VK, CSD and EF will meet with town counsel to hear results of town counsel review of the draft accessory apartment document on 3/26/19. Some of the areas discussed include; enforcement, tracking, pre-existing outbuildings, compliance with code of Board of Health and Building codes. Noted

that the building codes, setbacks, etc. for occupied outbuildings are different than those of un-occupied outbuildings. VK will explore this further.

- 2.4 Mandatory referral – 31 Adams Road ZBA Administrative Appeal. – EF read the legal notice to the Board to introduce the subject of the Appeal of the Zoning Enforcement officer's decision. The Board decided to promote a resolution at the neighborhood level. With this comment CSD motioned to accept the referral with the comments. VK seconded. All in favor.
- 2.5 Master Plan. – VK stated she has not received a schedule or timeline for action items formalized in the completion of the Master Plan update. She mentioned she missed a meeting and looks forward to receiving a draft copy of the Master Plan survey questions. The Committee will be due for re-appointment after the town election. Reappointment will take place at the next possible Planning Board meeting following the election. CSD noted that by the absence of a firm schedule, and time line for the Master Plan action items and project schedule, other Boards and Committees can be effected. Grant eligibility is often dependent on the status of the Townsend Master Plan and we are working with a 2001 Master Plan. LS noted that the Townsend Housing plan needs a survey in 2019 and a public forum as part of the approval in 2020. LS confirmed that as chapters of the Master Plan are completed, they can be approved, referenced and utilized for other plans and grants as necessary. LM will follow up with the Chair of the Master Plan Committee.
- 2.6 District Local Technical Assistance (DLTA) grant. – CSD and EF attended the Board of Selectmen's meeting on March 19, 2019 to present the project proposed for the DLTA program grant. This was a formality and a requirement to complete the grant application. The Chair of the Master Plan Committee wrote a grant justification memo which was presented to the Select Board at the meeting. The Selectmen voted unanimously to issue a letter of support for this collaborative effort to update the Master Plan and Housing initiatives. EF will follow up with letter of support and forwarding to MRPC to complete the application submittal for Round #1 of the DLTA

grant. The Planning board has been advised the grant application has been accepted and is pending approval at the state level.

- 2.7 Montachusett Regional Planning Commission. – LS will not be available to attend the next meeting on March 28, 2019. CSD can attend. LS suggested the Planning Board consider additional alternates be named for MRPC.

3 CORRESPONDENCE:

- 3.1 Notices from Townsend/Other Towns. – VK read the notices aloud.
 3.2 Conferences and advertisements. – EF attended the Citizen Planner training Collaborative annual conference. Workshops included regional planning agency, housing and local regulatory recreational marijuana experience in Salem MA.
 3.3 Use of Legal counsel policy #1-2019. – The policy was distributed to the Board and EF will monitor appointments and requests.

4 ADJOURNMENT:

- 4.1 Schedule and adjourn. Next meeting April 8, 2019. - JB motioned to adjourn at 7:57 p.m., VK seconded. All in favor.

Respectfully submitted,
 Elizabeth Faxon
 Planning Board administrator

Items on file:

1. Memo to Board of Selectmen and MRPC from Kym Craven
2. Use of Legal counsel policy #1-2019
3. Accessory Apartment in residential district draft bylaw
4. 31 Adams Road – Application for Appeal of the Zoning Enforcement officer's decision.
5. Legal ad recreational marijuana establishment warrant articles public hearing
6. PowerPoint presentation print out for ballot question information session April 8, 2019

Approved on: April 29, 2019