



Office of  
**THE PLANNING BOARD**  
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**RECEIVED**  
JUN 25 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, June 10, 2019, at 6:30 PM  
Townsend Memorial Hall, Selectmen's Chambers  
272 Main Street, Townsend, MA 01469

**1 PRELIMINARIES:**

**1.1** Call the meeting to order: Chair McNally called the meeting to order at 6:30 p.m.

Present: Chairman Lance McNally, Vice Chairman Laura Shifrin (L.S.), Charles Sexton-Diranian (CSD). Others present: Elizabeth Faxon, Planning Board Administrator.

Absent: Clerk, Veronica Kell, Jerrilyn Bozicas.

**1.2** Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting. Added 3.6 MRPC update 3.7 DLTA grant update 3.3.1 Letter to Planning Board from Master Plan Committee.

**1.3** Approval of minutes 5/6/19, 5/20/19.

L. Shifrin made a motion to approve the minutes of May 6, 2019. C. Sexton-Diranian seconded. All in favor.

L. Shifrin made a motion to approve the minutes of May 20, 2019. C. Sexton-Diranian seconded. All in favor.

**HEARINGS AND APPOINTMENTS:**

**2 6:30 p.m. ANR**

**Applicant: Leahy Family Trust**

**Location: 44 Warren Road**

Present: Mr. Jeffrey Hannaford, Norse Design Services, Inc.

Chair McNally disclosed his affiliation with the abutters: the South Fitchburg hunting & fishing club.

L. Shifrin made a motion to accept the waiver for Section 175-11(1)(p). C. Sexton-Diranian seconded. All in favor. Noted the Scale of 1" = 100' to fit the entire lot on one sheet.

L. Shifrin made a motion to approve the ANR plan according to the Plan titled "Plan of Land 44 Warren Road Townsend, MA. Prepared for Massachusetts Dept. of Fish & Game Rev. June 10, 2019. CSD seconded. All in favor.

**7:00 p.m. Continued public hearing site plan review special permit and Stormwater management permit.**

**Applicant: WK Realty Trust**

**Location: 27 Scales Lane**

Present: Mr. Brett King, applicant. Mr. Stanley Dillis, Ducharme & Dillis, (7:20 p.m.)

Noted: The Planning Board site walk was held at 27 Scales Lane at 5:30 p.m. Present: Chairman McNally, Planning Board administrator, Elizabeth Faxon, engineer Stanley Dillis, and Mr. Brett King. The Board reviewed three proposals submitted by engineering consultants for the technical peer review.

C. Sexton-Diranian made a motion that the Planning board execute the work program with Graves Engineering for the purposes of the Stormwater technical peer review for 27 Scales Lane. L. Shifrin seconded. All in favor.

L. Shifrin made a motion to continue the public hearing of 27 Scales Lane to June 24<sup>th</sup> at 7:30 p.m. C. Sexton-Diranian seconded. All in favor.

### **2.1 7:30 p.m. Todd Melanson re: Municipal Vulnerability Preparedness Program**

Present: Mr. Todd Melanson

Mr. Melanson outlined benefits to the Town of Townsend by becoming a MVP certified community. If Townsend becomes an MVP certified community, it will hold prioritized status as a candidate to receive funds from the Environmental Bond bill. The 2018 MA environmental bond bill contained funding of over 500 Million dollars earmarked for the Municipal Vulnerability preparedness action grant. He noted that only two communities in the greater Townsend area have become certified under this program. MVP guiding principles are that it is community led, accessible, utilizes partnerships, and assesses members of the community who are vulnerable. A certified Town can receive planning grants ranging from \$15, 000 to \$100,000. He noted that in the absence of an economic development committee, the Townsend Planning Board is the most appropriate town Board to steer the effort. He provided the Board with a printed copy of Littleton MA Community resilience building workshop summary of findings June 2018, as an example of the process of certification and implementation. Mr. Melanson offered to help with the process and stated that collaboration amongst staff and Boards to create the project plans and move through the certification process. He highly recommended that the Town of Townsend avail ourselves of this funding source.

### **3 WORKSESSION:**

3.1 §145-36 Accessory Apartment bylaw update. C. Sexton-Diranian updated the Board that he is in the process of arranging a joint meeting between boards and staff to discuss further, and follow-up on, the Accessory Apartment bylaw approved at town meeting.

3.2 § 145-89 Recreational Marijuana establishment's bylaw and regulations update. MRPC is creating an overlay map for the Town of Townsend to delineate areas where recreational marijuana establishments will be permitted.

3.3 Reappointment of Townsend Master Plan Committee members; Kym Craven, Wayne Miller, Andrea Wood, Bill Rideout, Cynthia Donovan Schuster, Veronica

Kell, Don Hayes, Karen Clement, and Todd Melanson for a term to expire on 4/27/2020.

L. Shifrin made a motion to appoint Todd Melanson to the Master Plan Committee, C. Sexton-Diranian seconded. All in favor.

L.S. made a motion to appoint Don Hayes to the Master Plan Committee, CDS seconded. All in favor.

L.S. made a motion to appoint Karen Clement to the Master Plan Committee, CDS seconded. All in favor.

Chairman McNally reserved the appointment of Wayne Miller until a later time.

L.S. made a motion to appoint Kym Craven, Andrea Wood, Bill Rideout, Cynthia Donovan Schuster to the Master Plan Committee, CSD seconded. All in favor.

3.3.1 Letter received from Master Plan Committee to the Planning Board re: Master Plan Progress. Board members read the letter. The letter contained information about the survey process and results. MRPC was contracted for survey support and the Committee was pleased with the excellent response to the survey, as well as the demographic distribution of survey respondents. Don Hayes and Karen Clement, MPC Committee members, were present to answer questions from the Board members. Board members noted they have not received a copy of the survey questions. There was expressed concern regarding the accessibility of the survey to all citizens noting that it was exclusively online access.

#### 3.4 Appointment of Townsend Master Plan Committee Chair.

Chairman McNally stated he asked Veronica Kell if she would accept a nomination to the position of Chairman of the Master Plan Committee. She affirmed remotely that she would accept.

L.S. made a motion to nominate Veronica Kell as Chairman of the Master Plan Committee. CSD seconded. All in favor.

#### 3.5 Bylaw amendments discussion. §145-26 A 10 a. Residential districts accessory use

Previously a resident has come to the Planning Board with a request to change the wording of the zoning bylaw § 145-26 A 10 (a) "The raising or keeping of a small flock of fowl not to exceed 20." and require poultry flock owners to contain their poultry on their own property and off of public ways. Discussion ensued as to the roles of the various departments in a proposed amendment to §145-26, or to adding a new regulatory bylaw. The town Boards discussed for collaboration were the Board of Health, Zoning Board of Appeals, Planning Board and Building department. The Board requests a proposed amendment from the Building department working collectively with the Board of Health to address the local regulation of poultry keeping in Townsend.

3.6 MRPC Update and Grant L. Shifrin shared information discussed at the recent MRPC meeting. Specifically, the Local Economic Development Projects Survey which is seeking local officials to identify local and/or regional economic development planning and implementation projects that 1. The Town would like to see come to fruition and 2. Will be included in the 2019-2024 Montachusett Region Comprehensive Economic Development Strategy document. 3. With inclusion in the CEDS document will allow

access for economic development planning or implementation grants from the EDA (Federal Economic Development Administration (EDA)).

The deadline for this submittal is June 30, 2019. Land use department staff will work with MRPC, and the Town administrator to identify and nominate a project for the MRCEDS document. L. Shifrin announced that she was elected to the executive board of the MRP Commission. She noted that The DLTA grant scope of services was revised to include the Housing Authority community outreach sessions.

3.7 The DLTA grant scope of services has been revised by MRPC to include the information and questions specified by the Master Plan Committee and the community meetings work for the Townsend Housing Authority.

**4 CORRESPONDENCE:**

Notices from Townsend/Other towns. Notices were scanned and emailed to Board members. Memo from Board of Selectmen re: Town charter requirements was read.

**5 ADJOURNMENT AND NEXT MEETING:** Next meeting is June 24<sup>th</sup>, 2019. CSD made a motion to adjourn at 8:20 p.m. LS. Seconded. All in favor.

Respectfully submitted,  
Elizabeth Faxon,  
Planning Board administrator

Items on file:

1. Public sign in sheet
2. Proposals for peer review services
3. Letter to Townsend Planning Board from Master Plan Committee re: Master Plan progress.
4. Letter to town counsel from MA Office of the Attorney General re: Extension of 90-day review period of Art. 29 Townsend Special Town meeting December 20, 2018 Case # 9298.
5. Email from Charles Sexton-Diranian to undisclosed recipients re: Accessory Apartment Bylaw follow-up.
6. Memorandum from Sean O'Donnell, regional planner to Montachusett region communities re: Local economic development projects survey.
7. Memorandum from Carolyn Smart, Executive Assistant to the Town administrator to: all appointed/elected officials re: Town Charter requirements.

**Approved on: June 24, 2019**