



Office of
THE PLANNING BOARD
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RECEIVED
JUN 18 2020
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman

Laura Shifrin, Vice Chair

Veronica Kell, Clerk

Charles Sexton-Diranian, Member

Jerrilyn T. Bozicas, Member

Planning Board meeting minutes
Monday, March 9, 2020, 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. Chairman McNally called the meeting to order at 6:30 P.M.
- 1.2 Roll call. Veronica Kell, Laurie Shifrin (remotely), Charles Sexton-Diranian, Chairman Lance McNally, Jerrilyn Bozicas
- 1.3 Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting. Chairman McNally shared the news of Robert Rebholz passing and asked for a moment of silence in his memory.
- 1.4 Approval of minutes 02-10-2020, and 02-27-2020. Minutes were tabled to the next meeting.

2 WORKSESSION:

2.1 Municipal Vulnerability Preparedness Program planning program.

- MVP – HMP program overview
- Weston & Sampson introduction

Present: Steven Roy, Weston & Sampson. Mr. Roy introduced himself and talked about the role of Weston & Sampson working with the Town as our MVP provider. He provided an overview of the MVP planning grant that Townsend was awarded by the State. He discussed the timeline that will be followed for the grant. He highlighted key activities in the planning process, identifying strengths and vulnerabilities with respect to climate change and the update of the Hazard Mitigation Plan. He discussed the requirements that will take place, the criteria for Townsend to be designated as an MVP community, and the eligibility for Action grant funding once the planning phase is complete. The core team meeting will be on March 24, 2020. The project with help Townsend identify the critical facilities list, generate a map of critical facilities and identify strengths and vulnerabilities. Town's priority plan as to how we will respond to and prepare for natural hazards. The schedule includes the core team meeting, the community resilience building workshop, and the public listening session. At the completion of those tasks, the Town is eligible to apply for the MPV Action grant. Some of the grant projects that would be applicable would be PV arrays on emergency shelters, or municipal buildings, or covering parking lots. He explained that funding under the MVP program for projects is nature based solutions as well as public outreach and engagement. The cross over between the Hazard Mitigation plan and the Municipal vulnerability assessment plan was described and Townsend's plan will be a combined plan.

- 2.2 Draft 145-36 Accessory Apartment bylaw wording revision and 2020 Annual Town meeting warrant. Scheduling of public hearing needs to be complete. Wording has been updated. Chairman McNally recommended that the Planning Board, the ZBA and the BOH all are in support of this amendment. Comments were read from Rick Metcalf and David Chenelle in response to the proposed amendments. As well as Town counsel. Beth will distribute the response from town counsel. Public hearing date was discussed and will be scheduled at least two weeks before the warrant goes to print.
 - 2.3 FY20 District Local Technical Assistance (DLTA) request for services discussion. The Town has received an award letter from MRPC for both projects that were in the application, feasibility study for 43D expedited permitting, and the age-restricted housing study. The next steps will be meeting with MRPC to work on the scope and costing of each approved project. Beth noted that there is a Round #3 DLTA grant due on May 3rd, 2020. Discussions are underway with the Building department for an updated Zoning Map.
 - 2.4 Unified Planning Work Program (UPWP) project request update from MRPC. Townsend applied for this program with 4 project requests and MRPC reported they have selected the walkability and bikeability and wayfaring assessment for Townsend common, Harbor Mall, NMHS, area of Rt 119. Chairman McNally asked for a Planning board representative to attend a Board of Selectmen's meeting to give an update related to all of the grants and projects underway, let the community know. Charles Sexton-Diranian volunteered. Beth will summarize the grants and forward to Mr. Diranian for the BoS.
 - 2.5 Draft Age Restricted housing bylaw review. – C. Sexton Diranian is attending more workshops to better prepare for the final bylaw. V. Kell would like to work on this over the summer and bring forward at Fall Town meeting.
 - 2.6 Town of Townsend Equal Employment opportunity, discrimination, and sexual harassment policy. Members received copies of the policy and signed the form.
 - 2.7 Payment of Invoices - Hancock Associates, Inc. – Board members endorsed the invoice for payment. \$3505.50. C. Sexton-Diranian motioned to make a payment to Hancock for the invoiced amount. J. Bozicas seconded. Roll call vote: AYE – L. Shifrin, V. Kell, L. McNally, J. Bozicas, and C. Sexton-Diranian.
 - 2.8 MRPC update. - None
 - 2.9 MJTC update. – Next meeting is March 10, 2020.
 - 2.10 Master Plan Committee update. – Email from K. Craven was read aloud. Chairman McNally recommended communicating with our MVP provider to identify what parts of the Master Plan update would be overlapping with or provide information to the MVP planning grant and Hazard mitigation plan update and make another request to the Master Plan committee for documents.
- 3 **CORRESPONDENCE:**
- 3.1 Notices from Townsend/Other towns. – emailed to the Board members. Noted - Groton's proposal to amend to their accessory apartment bylaw.
 - 3.2 Referral Notice from Townsend Zoning Board of Appeals – 41 Brookline Street. Application is for a variance to a side lot line set back for location of a shed. The planning Board returned no comment. J. Bozicas motioned to respond to the ZBA referral with "no comment". C. Sexton-Diranian seconded. Roll call vote; AYE: Roll call vote: AYE – L. Shifrin, V. Kell, L. McNally, J. Bozicas, and C. Sexton-Diranian.
 - 3.3 Email from Conservation Agent re: Locke Brook solar proposed fence relocation. – V.Kell read aloud to the meeting. Summary is there is no impact with respect to conservation with the proposed fence relocation.
 - 3.4 Mass Audubon letter re: report – *Losing Ground: Nature's Value in a Changing Climate*. – *Mass Audubon update*. V. Kell read the summary of the document to the meeting. Chairman McNally asked for more copies of the document, to further provide information for interested parties involved in the MVP planning grant.
 - 3.5 Conferences and announcements.
 - C.P.T.C – 2020 Annual Citizen Planner Training Collaborative Conference - Saturday March 21, 2020 Holy Cross College, Worcester, MA. Beth announced that Board members registration fee will be paid. Offered help with registration.

C. Sexton-Diranian motioned to adjourn the meeting at 8:00 P.M. V. Kell seconded. Roll call vote: AYE: Roll call vote: AYE – L. Shifrin, V. Kell, L. McNally, J. Bozicas, and C. Sexton-Diranian. The Motion carried.

Respectfully submitted,

Elizabeth Faxon, Planning Board Administrator

Approved on: June 15, 2020

Items on file:

1. Report – Losing Ground: Nature’s Value in a Changing Climate. – Mass Audubon update
2. Email from Conservation Agent to Townsend Planning Board re: Locke Brook solar proposed fence relocation.
3. CPTC conference announcement.
4. Referral Notice from Townsend Zoning Board of Appeals – 41 Brookline Street
5. Email from K. Craven re: Master Plan Update.
6. Invoice from Hancock Associates re: Seaver Road Definitive subdivision approval and Stormwater permit application peer review services in the amount of \$3505.50
7. Town of Townsend Equal Employment opportunity, discrimination, and sexual harassment policy.
8. Email comments/response re: Amendment to accessory apartment bylaw from D. Chenelle, R. Metcalf, and Town Counsel.
9. MRPC award letter for two DLTA projects for Townsend.
10. Presentation handout from Steven Roy, Weston & Sampson re: MVP program and Townsend’s grant award.