



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
 978-597-1722 Planning@townsendma.gov

RECEIVED
 MAR 23 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman

Carol Hoffses, Member

Charles Sexton-Diranian, Clerk

Laura Shifrin, Vice Chair

Jerrilyn T. Bozicas, Member

**Planning Board Meeting minutes
 Monday March 8, 2021 at 6:30 PM**

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
 OF THE OPEN MEETNIG LAW, G.L. c. 30A, § 20†

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/83699374505?pwd=Ylk3RzI5WU9iZE0vT3RSc3MyaGp1Zz09>

Meeting ID: 836 9937 4505 Passcode: 843046

**All are invited to Attend - Materials and documents are available digitally upon
 request by emailing bfacon@townsendma.gov**

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Laura Shifrin Called the meeting to order at 6:30 pm. Members present: Carol Hoffses (C.H.), Charles Sexton-Diranian (C.S.D), Laura Shifrin (L.S.) Absent: Lance McNally, Jerrilyn Bozicas
 Others present: TCAM, Hartley Pleshaw, J. Byars, Kym Craven (6:32 – 6:52 pm)
- 1.2 Chairman's additions or deletions. None.
- 1.3 Approval of minutes February 22, 2021. C.H. made a motion to approve the minutes of 2-22-2021. C.S.D seconded. Roll call vote: YES – CH, CSD, LS. The motion carried.

2 WORKSESSION: votes may be taken.

- 2.1 Master Plan Committee update. Kym Craven present. Members are in the process of reviewing the draft chapters. K.C remarks that a draft "Water" chapter was shared with the Planning Board for review, and the MPC Members await feedback. the MPC will meet next on 3/25/21. K.C. offered to send the Planning Board another chapter for review. K.C. commented on some missing information from the 2019 DLTA RSD and asked about coordination of the recently awarded DLTA RSD for

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

- the MPC maps and editing services. She requested that the Planning Board Admin and she discuss mapping requests under the grant with MRPC staff. C. Sexton-Diranian asked for information to help the Town complete the contract agreement written for the award. He asked what types of maps the MPC will want to include in the Master Plan. K.C. mentions they will need maps on water, the zoning district overlays, maps on details of the Towns zoning district overlays. She notes that the MPC does not know what the map library is available to them currently. When asked what chapters maps will be needed for K.C. responded that specific maps have not yet been gathered into a list yet, however, the following general maps would probably be sought; water, zoning, aquifer overlay districts, call outs on specific zones. Both the recently adopted MVP-HMP and more dated Open space recreation plan maps were mentioned for map library resources. Master Plan Committee Members will continue to work on identifying specific maps to request under the DLTA RSD 2021.
- 2.2 Revise Site Plan Review Special Permit Application. – The Planning Board site plan review special permit application revisions discussed by the Board were to add to the header “Section 145-88 medical marijuana bylaw, 145-87 wind power facilities, and 145-90 recreational marijuana establishment”. L. Shifrin noted that the application should be revised to reflect the zoning bylaw changes approved at town meeting for which the Planning Board is the SPGA. The fee for a site plan review special permit under §145-88 and §145-90 is \$2000 under the category of Adult Use in the current application. The Board was in agreement and the admin will make the changes after a consult with Town counsel.
- 2.3 Age-restricted development zoning bylaw amendment proposal. – the warrant article was submitted to the Town Administrator. Town Counsel has reviewed the bylaw proposal. The public hearing was closed on 2/22/21. C. Sexton-Diranian confirmed that the Board of Selectmen have received this article for the Town meeting warrant. The Board will need to prepare the report for Town meeting. Admin will keep this as on the agenda. Chairman McNally was asked (in his absence) to work on this.
- 2.4 Scenic Roads Bylaw proposal. – The draft Scenic roads bylaw proposal has been submitted to the Town Administrator for the Annual Town meeting. The tree warden has been given a copy to review and town counsel has a copy under his review. The Board is waiting for town counsel’s review. The Admin noted this is a regular bylaw and as such it does not have to go through the statutory process as a zoning bylaw requires. The Board can hold a courtesy public hearing and considered dates of 3/22/21 and 4/12/21. The town election date is scheduled for 4/26/21 and ATM is scheduled for 5/4/21. L. Shifrin confirmed that the Board was in agreement to have a public hearing on 3/22/21 at 7:00 PM. C.S.D. made a motion to hold a public hearing for the scenic roads bylaw proposal on Monday 3/22/21 at 7:00 PM. C.H. seconded. Roll call vote was taken as follows: YES – C.H., L.S., C.S.D. The motion carried.
- 2.5 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – The Document is now final and has been sent to EEA and FEMA and MEMA in final form with the adoption documentation. Implementation is the next phase. The implementation will remain on the agenda and if Board members are inclined to discuss it at the next meeting and ask questions. The implementation phase is part of the document. Board Members were asked to review this section of the Plan and Admin will send out pertinent sections of the document that are specific

- to implementation. L. S. noted that the plan is in effect upon approval. As facilitator, the Planning Board could hold an education session for all of the departments that are responsible. Departments involved, responsibilities of the departments, and then they can make a timeline. The idea of an implementation committee was suggested with the understanding that this might be difficult until we get more volunteers involved. The onus for completing the action items is on the departments and staff. A reporting system may be established in terms of a semi annual report or annual report. C.S.D. mentioned the Core team and the stakeholders that were involved, can we hold a worksession meeting of the Planning Board at a time when other departments can be available to ask questions. First an education session and in lead into the expectation and worksession.
- 2.6 Townsend MVP program Core Team & MVP Action Grant – Admin sent an email to request reconvening of the MVP core team and is waiting on responses. Admin has submitted the Letter of Intent for the MPV Action grant & the Town’s interest in resubmitting an improved climate change impact water supply assessment study application. C.S.D noted involvement from the Water Department will be very important. Admin. will reach out to David V. Water superintendent to ask for assistance and try to arrange a meeting with A. Boynton from Weston & Sampson to align goals of the Town on the MVP Action grant. When the MVP meeting date is available, Admin will let Board members know.
- 2.7 Townend draft Interagency Permitting Application - Chapter 43D. CSD noted two meetings: School committee meeting & Board of Selectmen. CSD thought that the School committee knew that the Squannacook Elementary school was included in the Chapter 43D feasibility study. The meeting was for informational and no vote was taken by the School committee to allow the Squannacook elementary school to be included as a Priority Development Site on Townsend’s Interagency permitting board – Chapter 43D application. The Planning Board would return at a later school committee meeting to discuss this part further. CSD asked the admin if the Board can get on a future school committee agenda to discuss the nomination of the Squannacook school as a PDS. The Board of Selectmen were given a similar presentation and have granted approval of the Dudley Road property to be included as a PDS in the Application. L. S. commented on a possible land swap with the conservation non-buildable land to buildable land.
- 2.8 Safe Routes to School (SRTS) update. – Charles Sexton-Diranian. V. Kell, CSD and Rachel met with two principals in Townsend and the program was very well received. They are very interested in be a part of the program. If partnering were to happen this year it may only be one or two events, due to the COVID 19 induced delays and reconfiguring of their schedules. The two principals will be meeting with the superintendent and will reconvene again in April with the SRTS team to give feedback and set a course forward.
- 2.9 Townsend Walkability & Bikeability Study & UPWP program update. – Sheri Bean MRPC Planner has asked for confirmation of the current sidewalks in Townsend. She has also been given the information gathered by the Shared Streets and spaces grant team. A response has been received to Townsend’s request under this year’s UPWP solicitation. The study area for the current walkability study will remain the same from the Town common to the Harbor Mall, however, MRPC plans to address the request in a new mobility and access planning task within the FY 22 UPWP

program. There will be upcoming hearings related to the FY22 UPWP Plan that is being drafted, and comments can be submitted during the 20-day review period in April 2021. Admin will keep this on the agenda under worksession.

3 **CORRESPONDENCE: votes may be taken.**

- 3.1 Jerrilyn Bozicas – letter of resignation to the Planning Board. – C.H. made a motion to regretfully accept Jerrilyn Bosicaz’s letter of resignation as elected Member of the Townsend Planning Board. C.S.D seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. The motion carried. The Board expressed their appreciation for her service and noted she will be missed.
- 3.2 Review Town of Townsend 2021 DOER competitive grant projects – energy efficiency projects and prioritize the top 10-12 for Townsend Green Communities grant application submission. – Veronica Kell, Selectwoman. – the Board reviewed the list of proposed energy efficiency projects provided by the Townsend energy committee. After discussion and deliberation, the following vote was taken; C. Sexton-Diranian made a motion “to report back to the Selectmen that the Planning Board recommends submitting for the maximum amount of funding available to the Town under the Green Communities grant, and to prioritize all of the Town owned buildings first, followed by adding any school projects that can be done with the remaining funds”. C. Hoffses seconded. A roll call vote was taken as follows YES – C. Sexton-Diranian, C. Hoffses, L. Shiffrin. Board members expressed appreciation for the referral and were provided the details of the TEC meeting planned on 3/10/2021.
- 3.3 letter to Director Susan Phillips from FEMA Region 1 RE: official letter of Approval of Townsend Hazard Mitigation Plan and Municipal Vulnerability preparedness plan. Dated 2/25/2021. – Noted. Admin noted the plan is complete, being publicized on the website, and distributed to the community and public.
- 3.4 Certificate of Adoption signed by the Townsend Board of Selectmen Re: 2020 Townsend HMP-MVP Plan. – Noted.
- 3.5 Notices from Townsend/other towns. - Fitchburg Public hearing on their zoning ordinance comprehensive review has been continued to 3/16/21 @ 7:00 PM.

4 **SCHEDULE AND ADJOURN: votes may be taken.**

C.H. made a motion to adjourn at 8:07 PM. CSD seconded. A roll call vote was taken as follows: YES – C.H., CSD, L.S. The motion carried.

- 4.1 Next Planning Board meeting scheduled on March 22nd, 2021.

**Materials are available digitally upon request by emailing
bfaxon@townsendma.gov**

Items on file:

1. 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan
2. Site Plan Review Special Permit Application- mark up.
3. Townsend MVP program Core Team & MVP FY21 Action Grant application.
4. Townend draft Interagency Permitting Application.
5. Jerrilyn Bozicas – letter of resignation to the Planning Board.

6. 2021 Townsend municipal buildings Energy Audit Reports and Energy Efficiency projects excel spreadsheets.
7. Letter to Director Susan Phillips from FEMA Region 1 RE: official letter of Approval of Townsend Hazard Mitigation Plan and Municipal Vulnerability preparedness plan.
8. Certificate of Adoption signed by the Townsend Board of Selectmen Re: 2020 Townsend HMP-MVP Plan.
9. Chapter 43D PowerPoint presentation for Board of Selectmen and NMRSD School committee.

Respectfully Submitted,
Elizabeth Faxon
Planning Board Administrator

Approved on: March 22, 2021

Topic: TOWNSEND PLANNING BOARD

Time: Mar 8, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83699374505?pwd=Ylk3RzI5WU9iZE0vT3RSc3MyaGp1Zz09>

Meeting ID: 836 9937 4505

Passcode: 843046