



Office of
THE PLANNING BOARD

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Townsend, Massachusetts 01469
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RECEIVED
AUG 24 2021
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chairman

Julie Byars, Associate Member

Planning Board Meeting Minutes

Monday August 16, 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/88542709160?pwd=RXNIOUpNUVNtbWtISjJmYzNqN2JiUT09>

Meeting ID: 885 4270 9160 Passcode: 561717

1 **Preliminaries: votes may be taken.**

- 1.1 Call the meeting to order and roll call. Laura Shifrin, Vice Chair (acting Chair) called the meeting to order at 6:30 PM. present: Carol Hoffses, Member, Julie Byars, Associate Member, Michael Virostko, Clerk. absent: Lance McNally, Chair. others present: Elizabeth Faxon, Planning Board Admin., Selectman Charles Sexton-Diranian.
- 1.2 Chairman's additions or deletions. - 1. added the data update provided by MRPC for the Master Plan final draft V1. 2. L. Shifrin suggested a meeting be scheduled with the Master Plan Committee for Monday August 23, 2021, at 6:30 pm for a joint work session. 3. request a joint meeting of the Planning Board and the Townsend Housing Authority to introduce the consultant that is writing the Housing Production plan. Board Members may be able to attend a Thursday evening meeting with THA. L. Shifrin will follow up. 4. The bulletin Re: May 8, 2021, Annual Town Meeting

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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.

Attached Articles 18, 19, and 23 approved by the Attorney General was received from the office of the Town Clerk and is in the Correspondence folder.

- 1.3 Approval of minutes July 26, 2021, August 2, 2021. deferred to a future meeting.

2 Worksession: votes may be taken.

- 2.1 2021 Townsend Master Plan Update - The Board reviewed the Townsend Master Plan 2021 final DRAFT V1. Building commissioners' comments received prior to the meeting. The comments were read through, and consensus was noted. The building commissioners' comment on the accessory apartment bylaw was discussed. The comment was related to removal of the 5-year renewal of accessory apartments. This was decided upon to help with keeping track of the accessory apartments in Town. Changing this could affect the new affordable accessory apartments section of the amended ZBL. Part of the reason for the 5-year renewal was to give current special permit holders the option to have an affordable accessory apartment if they no longer had family living in the apartment. Removal of the 5-year special permit expiration date would be detrimental to the growth of the affordable units as was the goal of the 2019 amendment to 145-36. The Building Commissioner may have referenced the older version of the bylaw. Per the new bylaw the Planning Board strongly feels the 5-year renewal for the accessory apartment special permit should remain. "In regard to removing the word "special permit" from site plan review, I fully support this and feel it to be imperative. I do not agree that site plan review should be exclusively reserved for by right uses"- Eric Chartrand.
- 2.2 MRPC update - L. Shifrin. The most recent update received at the Montachusett Regional Planning Commission meeting included status reports of projects going on in Member Towns. There was also an update regarding the funding opportunities that the Commission is involved in and pursuing for the region and the Member Towns.
- 2.3 MJTC update – C. Hoffses updated that from here forward, attendees at the Montachusett Joint Transportation Commission meeting will need to pre-register on the MJTC website.
- 2.4 Safe Routes to School (SRTS) updates – C. Hoffses shared an update that there will be a meeting on August 25, 2021, she plans to attend.
- 2.5 Implementation phase - 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan - tabled to the next meeting.
- 2.6 MRPC Grants DLTA & UPWP program update. - J. Byars asked for acronyms to be defined. Planning Board Admin will be mindful of this. The UPWP program work going on in Townsend is the walkability and bike ability study and the Planning Board completed its review of the sidewalks and bike lanes and trails maps that were being updated by MRPC. Planning Board admin will review the most recent MRPC status

report from the last MRPC meeting for information on the current projects for Townsend.

3 Correspondence & Announcements: votes may be taken.

- 3.1 Notices from Townsend/other towns. Legal notices were read aloud from Townsend and other Towns.
- 3.2 Planning Board Member vacancy - Volunteer Response forms - J. Byars submitted a volunteer response form for the Full Member position, and it is on file. Her appointment recommendation is on the agenda for the 8/17/21 joint meeting of the Planning Board Meeting and the Board of Selectmen.
- 3.3 Letter from Beals and Thomas, Inc. to Townsend Planning Board re: Stormwater Management Permit Compliance Locke Brook Solar 22 West Meadow Road Townsend, MA - The Planning Board received a letter affirming that the Solar array at 22 West Meadow Road was built and is operating in compliance with the ongoing conditions of the Stormwater Management Permit. The occupancy certificate has been issued by the Building Department.
- 3.4 Building Commissioners determination letters - conveyed to the Board Members.
- 3.5 AECOM on behalf of Townsend Water Department *Environmental Notification Form Proposed well and pumping facilities Main Street well field Townsend, MA.* - the document was received by the Planning Board as part of the permitting process and is available for Board Members.

4 Adjourn: votes may be taken.

- 4.1 Next Planning Board meetings tentatively scheduled August **30, 2021**. L. Shifrin noted that now there is a work session to schedule on August 23, 2021, at 6:30 pm. Selectman Charles Sexton-Diranian commented that the Planning Board is doing a great job and he is happy to be part of the process. C. Hoffses made a motion to adjourn the meeting at 7:10 pm. M. Virostko seconded. A roll call vote was taken as follows: YES – J. Byars, C. Hoffses, M. Virostko, L. Shifrin. The motion carried.

Items on file:

- 1. Bulletin RE: May 8, 2021, Annual Town Meeting Attached Articles 18, 19, and 23 approved by the Attorney General. From the Office of the Town Clerk.
- 2. *Townsend Master Plan Update final DRAFT V1.* Building Commissioners' comments
- 3. *Townsend Master Plan Update final DRAFT V1.* data update MRPC.
- 4. AECOM on behalf of Townsend Water Department *Environmental Notification Form Proposed well and pumping facilities Main Street well field Townsend, MA*
- 5. Letter from Beals and Thomas, Inc. to Townsend Planning Board re: Stormwater Management Permit Compliance Locke Brook Solar 22 West Meadow Road Townsend, MA.
- 6. Volunteer Response forms - J. Byars
- 7. 2020 Townsend HMP-MVP Report

Respectfully Submitted, Elizabeth Faxon, Planning Board Admin.

Approved on: August 23, 2021

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

TCAM Inc. is inviting you to a scheduled Zoom meeting.

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