



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

RECEIVED
 OCT 14 2021
**TOWN OF TOWNSEND
 TOWN CLERK**

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chairman
 Julie Byars, Member

Planning Board Meeting minutes
REMOTE PARTICIPATION ONLY- All are invited to Attend
Monday August 23, 2021, at 6:30 PM
 VIRTUAL MEETING

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

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/84690304431?pwd=dDhyQXlZeTU2OEZNMm13YXp0WSStVU>

T09

Meeting ID: 846 9030 4431 Passcode: 874900

1 Preliminaries: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally called the meeting to order at 6:32 pm. Roll call was taken, and Members present were as follows: Julie Byars (J.B.), Vice Chair, Laurie Shifrin (L.S.), Carol Hoffses, (C.H.) Clerk, Mike Virostko (M.V.), Chairman, Lance McNally (L.M.) Others present: Elizabeth Faxon, Planning Board Admin, Kym Craven, Master Plan Committee Chair, Selectman Charles Sexton-Diranian (arrived 7:00pm) Hartley Pleshaw, TCAM
- 1.2 Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting. Add: 2.3 discussion on the Townsend sign bylaw.
- 1.3 Approval of minutes. L.S. made a motion to approve the 7-26-21 minutes as presented via email. C.H. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried.
L.S. made a motion to approve the 08-02-21 minutes. C.H. seconded. Roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried.
L.S. made a motion to approve the 08-06-21 minutes with the change in formatting between 2.1 and 2.2 and the capitalization of the word "maps". C.H. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried. Discussion ensued and Chairman McNally proposed changing the planned joint meeting between the Planning Board, Zoning Board of Appeals and the Master Plan Committee to a joint meeting with just the Planning

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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

Board and the Master Plan Committee. L.S. made a motion to set up a joint meeting with the Master Plan Committee. C. H. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried. Comment was made about the formatting between 2.1 and 2.2 and a capitalization of the word "maps".

L.S. made a motion to approve the 08-16-21 minutes as presented via email. C.H. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., ABSTAIN - L.M. The motion carried.

2 **Worksession: votes may be taken.**

- 2.1 Review document: *Townsend Master Plan Update 2021 Final Draft version 1*. Kym Craven joined the meeting to provide a Townsend Master Plan 2021 update. She shared that the Planning Board Members comments were reviewed at the 8-20-21 Master Plan Committee meeting. They will reengineer the Zoning section to incorporate the AG approved new Zoning Bylaws, and state laws. MRPC returned updated housing data. Comments were received from the Building Commissioner. Tables will be updated with refreshed data and formatted. The Water section and the Open space and Recreation sections will be added in and contained in the updated draft coming soon. The Pepperell Master Plan was mentioned, and Chairman McNally mentioned what was appealing is the organization of the document as well as following in compliance with the State criteria for a Master Plan. L. Shifrin added that the implementation phase and the Master Plan maintenance of the Pepperell Master Plan was also appealing. The Master Plan Committee has discussed yearly updates as part of the implementation phase for Final Master Plan. L. Shifrin noted that the Committee was very receptive to all the comments that were made and that the Committee voted to include information up to August 1, 2021. The committee also voted to include the codified bylaws as the last piece in the document. Kym noted that some of the items included in the appendix would be the survey, the listening sessions, information contained in the MVP Report, the bylaws, any studies referenced. K Craven noted that there is a disclaimer that any actions within in the Master Plan that effect Bylaws or taxes can be done without going to town meeting. The next MPC meeting is on 9/1/2021. K. Craven noted that after the 9/1/21 meeting, the open space and recreation section and the water section, MRPC comments, and Planning Board edits incorporated will be returned in a few days back to the Planning Board for review. The next scheduled MPC meeting is 9/8/21 at 8:30 am. Chairman McNally stated it would be best to wait until the Planning Board received the updated version with the additional sections noted. Chairman McNally would like a Planning Board worksession meeting scheduled upon receipt of the updated Master Plan draft to review as a Board. K. Craven offered to have the Master Plan Committee present the Final Master Plan at a public hearing for the Planning Board.
- 2.2 Planning Board appointment of a representative to the Capital Planning Committee for a one-year term ending June 30, 2022. L.S. made a motion to appoint Michael Virostko as the Planning Board representative to the Townsend Capital Planning

RECEIVED
OCT 14 2021

TOWN OF TOWNSEND
TOWN CLERK

Committee. J.B. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried.

- 2.3 Chairman McNally noted that he was contacted regarding a sign including profanity posted at an apartment building on West Elm Street. Chairman McNally would like to ask Board Members about proceeding with issuing a letter to the property owner with prior discussion with Town Counsel. He suggesting review existing bylaws as to how these situations are addressed now and how they can be addressed going forward. C. Sexton-Diranian commented that Town Council is meeting with the Building Department on this issue tomorrow. He also noted that the Police Department has been contacted. L.S. made a motion to allow Town Counsel to move forward with investigating signage bylaws for possible modification to strengthen the Towns ability to take action in future situations and potentially drafting a letter if it is appropriate to the individual who is displaying the obscenity on the sign . C.H. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried.

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

- 3.1 Chairman McNally noted that there were no appointments scheduled for the August 30, 2021, Planning Board meeting and suggested the Planning Board meet at the next scheduled meeting on 9/13/21. Administrator will set up the worksession out of for the Planning Board to review the Townsend Master Plan 2021 final draft V2 once it is received by the Planning Board office. C. H. made a motion to adjourn at 7:25 pm J.B. seconded. A roll call vote was taken as follows; YES - C.H., J.B., M.V., L.S., L.M. The motion carried.

Items on file:

1. *Townsend Master Plan Update 2021 Final Draft version 1.*
Respectfully submitted,

Elizabeth Faxon, Planning Board Admin.

Approved on: September 27, 2021

Join Zoom Meeting

<https://us02web.zoom.us/j/84690304431?pwd=dDhyQXlZeTU2OEZNMml3YXp0WStVUT09>

Meeting ID: 846 9030 4431

Passcode: 874900

One tap mobile

+13017158592,,84690304431#,,,,*874900# US (Washington DC)

+13126266799,,84690304431#,,,,*874900# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose) Meeting ID: 846 9030 4431 Passcode: 874900

Find your local number: <https://us02web.zoom.us/j/kcvw9sfVQM>

RECEIVED
TOWN OF TOWNSHIP
TOWN CLERK