



Office of  
**THE PLANNING BOARD**

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Rec'd Townsend Town Clerk  
21 DEC '21 PM4:02

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair

Julie Byars, Member

**Planning Board Meeting minutes**  
**Thursday December 2, 2021, at 5:30 PM**  
**VIRTUAL MEETING ONLY**

VIA: ZOOM PER EXTENSION OF 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/87622663516?pwd=VnFpeTQycWhueU5wZWZRWDNtckpXUT09>

**Meeting ID: 876 2266 3516**

**Passcode: 867044**

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

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally (LM) called the meeting to order at 5:30pm. Roll call: Members present: Lance McNally, Chair, Carol Hoffses (CH), Member Julie Byars (JB), Member, Laurie Shifrin (LS), Vice Chair, Michael Virostko (MV), Member. Others present: Hartley Pleshaw, TCAM., Elizabeth Faxon, Planning Board Admin. Don Hayes, & Kym Craven (arrived at 5:50 pm) Master Plan Committee.
- 1.2 Chairman's additions or deletions. None noted. Noted that all items on the agenda may not be discussed and may be put on a future meeting agenda.
- 1.3 Approval of minutes November 8, 2021 & November 18, 2021\* CH made a motion to approve the minutes of 11-8-2021. JB seconded. A roll call vote was taken as follows: YES – CH, JB, MV, LM, LS. The motion carried 5-0. CH made a motion to approve the minutes of 11-18-2021. JB second. A roll call vote was taken as follows: YES – CH, JB, MV, LM, LS. The motion carried 5-0.

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

- 2.1 Review and discuss Townsend Master Plan 2021 Final DRAFT Version 11. The Board discussed and reviewed the Townsend Master Plan Final DRAFT November 2021 Version 11 beginning at the Open Space and Recreation section at Map #10.

† In accordance with actions related to an extension to the remote meeting provisions of the Governor's March 11, 2020, Executive Orders until April 1, 2022, this meeting will be held remotely.

The Board Members reviewed the version live. LM asked if comments were provided for the Open Space and Recreation section and heard no but confirmed that the section has been sent to selectwoman Veronica Kell. Economic Development comment: concern with the MPC recommendation of Air BNB's and VRBO's in Townsend because of its impact on undermining the inventory of affordable housing as well as complaints from residents having a hotel next to their home. Transportation and Circulation section. Noted that Townsend has an approved prioritization Plan under the Complete Streets program, and this should be removed from the recommendations section. Asked to check the source on the statements about Transportation Improvement Programs (TIP) programs in Townsend. Housing section. The MPC was asked if the Committee include the age restricted development bylaw which allows higher density and was done to increase affordable housing opportunity for the aging population. Admin will send the recently codified age restricted development bylaw in Word to the committee. Discussion was had over the supporting evidence for statements made over the level of restrictiveness of the development process and the arduousness of the permitting process. DH stated supporting data was provided through anecdotal evidence from listening sessions conducted by the consultant contracted to draft the Economic Development section. LM commented that if the people of the Town want relaxed zoning than a comparison study or example of what other Towns have in place is an approach to highlight that need. LS opined that the permitting process is too lengthy and, further that the state and federal government recognize that municipal zoning is too restrictive. She noted that being similar to other Towns would not be a solution to a restrictive zoning problem. She acknowledged that development in Townsend is further restricted by the lack of a municipal sewerage system and treatment and the Board of Health regulations are the biggest limiting factor to Townsend becoming over developed. MV mentioned if the verbiage were to be changed, he suggested adding alignment of zoning with the national & state recommendations. JB noted that the Economic Development consultant cited specific examples of where Townsend is limiting in zoning, for example the parking restrictions. LS commented that optimizing the process of applying for permits in terms of what the expectation is of the Applicant as well as in terms of timelines, requirements, and design review would be best laid out earlier in the process rather than later. The wording of the paragraph which states, "the bylaw restricted the renovation to structures that have been in place for 10 or more years." LM noted that this restriction is for external structures only. LM asked for clearer representation of the facts of the Accessory apartment bylaw amended in 2019. Zoning Section question was asked about the recommendation of the Open Space Preservation Development and Accessory Apartment bylaw as of right. Evidence and support from the community was sought on these recommendations. LM expressed concern that the will of the people may not be adequately expressed through documented surveys. KC noted that surveys and interviews conducted by the Economic development consultant were provided as documentation. Discussion ensued as to the process of by right zoning. The section was included as an attempt to align with the state zoning process and would need further consideration. Admin. noted the Bylaw that requires the town to review the Towns

codified zoning on a multiyear cycle similar to the Charter review process. Asked if this could be included as a recommendation. Implementation table was reviewed, and acronyms were asked to be spelled out at least once. The 2020 Townsend Municipal Vulnerability Preparedness – Hazard Mitigation Plan is the title of the document that was used to provide Table 7-1 and again in the Climate Adaptation Recommendations section. Proper credit through citation was requested. Also request to add the fact that Townsend is a designated municipal vulnerability community. This is a designation by the MA Executive office of Environmental Affairs. The implementation item that states, “develop a map of recreational areas and natural resources and state supported improvement.” the MPC was asked to check with the Montachusett Regional Planning Commission to confirm this is not already in existence. The Item “develop a map of recreational...” the suggestion was made that the responsible parties might be recreation commission, Board of Selectmen and Town Properties Committee. Minor changes were suggested to the implementation table in terms of typos and suggestions for responsible Boards and Committees. Chairman McNally thanked the Master Plan Committee for all their efforts in drafting the Townsend Master Plan update. KC responded with appreciation and comment that it was a joint effort with recognition to MRPC, The Planning Board and all others who helped collaborate the effort. One more correction was made in the Water section regarding the Harbor Trace well.

- 2.2 Review §145-26 Residential District Bylaw DRAFT Amendment – Section 145-26 A (10) (a) Raising or keeping of fowl in residential districts. – deferred to next meeting.
- 2.3 Safe Routes to School (S.R.T.S) update. – deferred to next meeting.
- 2.4 Zoning Board of Appeals referral 233 Main St.\* - deferred to next meeting.
- 2.5 Conservation Commission referral request – Campbell Farm OSPD Subdivision – 6 Ball Road – fire pond. Board members reviewed a letter from Dillis and Roy engineer representative of Townsend Hill Realty trust re: a proposal for installation of the dry hydrant and the plan provided. Admin. noted that a public hearing is scheduled by the Conservation Commission for this proposed amendment to the Order of Conditions. MV made a motion that the Planning Board’s is in favor of the proposal, however approval is needed by the fire department. JB seconded. A roll call vote was taken as follows: YES – CH, JB, MV, LM, LS. The motion carried 5-0. Admin will forward link for remote access to the public hearing upon availability for the Board.
- 2.6 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff – deferred to next meeting.
- 2.7 Discussion of appointment to fill a Planning Board associate vacancy considering two volunteer response forms received: Robert Therrien and Ian Ortiz Santiago. \* Board members publicly announced their votes for the two candidates that submitted volunteer response forms for the vacant associate member position as follows: CH voted for Ian, JB voted for Ian, LS voted for Ian, MV voted for Robert, and LM voted for Robert. The final tally was Ian – 3 votes and Robert 2

votes. Ian Ortiz Santiago is scheduled to be appointed by the Board of Selectmen on December 7, 2021, to the Associate Member position.

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

- 3.1 Notices from Townsend/other Towns. – deferred to next meeting.
- 3.2 Board of Selectmen review meetings scheduled for MRPC reports received, intersection study on December 6, 2021, and walkability report on January 4, 2022. Deferred to next meeting.
- 3.3 Stormwater management permit updates. Deferred to next meeting.
- 3.4 Annual Town Election update. – Deferred to next meeting.

4 **ADJOURN: votes may be taken.** At the end of the work session agenda item 2.1. Chairman McNally suggested resuming the unaddressed agenda items be discussed at the next meeting. CH made a motion to adjourn the meeting at 7:10pm. JB seconded. Roll call vote was taken as follows: YES – CH, JB, LS, LM, MV. The motion carried. 5-0

- 4.1 Next Planning Board meeting scheduled for December 6, 2021 @ 6:30pm.

Items on file:

- 1. Mandatory referral from Conservation Commission – 6 Ball Road fire pond – application for amendment to Order of Conditions.
- 2. Townsend Master Plan Final Draft Version 11.

Respectfully Submitted,

Elizabeth Faxon, Planning Board Admin.

**Approved on:** December 20, 2021

TCAM - Hartley is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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