



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

RECEIVED
 FEB 01 2022
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair
 Julie Byars, Member
 Ian Ortiz Santiago, Assoc. Member

Planning Board Meeting ¹ minutes

Monday December 20, 2021, at 6:30 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/89735615816?pwd=ZktoVFc0cmFxWjlyMklnRm91dERtZz09>

Meeting ID: 897 3561 5816 Passcode: 896070

All are invited to Attend - Materials and documents are available in electronic
 format upon request by emailing bfaxon@townsendma.gov.

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

- 1.1 Call the meeting to order and roll call. Laura Shifrin, acting Chair for this meeting, called the meeting to order at 6:31 pm. Present: Carol Hoffses (CH), Member, Julie Byars (JB), Member, Mike Virostko (MV), Clerk, Ian Ortiz Santiago (IS), Assoc. Member. Absent: Lance McNally, Chair. others present: Hartley Pleshaw, TCAM, Elizabeth Faxon, Planning Board Admin., Chaz Sexton-Diranian, Selectman and Planning Board liason.
- 1.2 Chairman's additions or deletions. Laura Shifrin appointed Ian Ortiz Santiago to full voting Member status for this meeting.
- 1.3 Approval of minutes December 2, 2021 & December 6, 2021. JB made a motion to accept the meeting minutes from December 2, 2021, and December 6, 2021. CH

† 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.

seconded the motion. A roll call vote was taken as follows; YES – CH, JB, MV, IS, LS. The motion carried 5-0.

2 APPOINTMENT AND HEARINGS: votes may be taken.

- 2.1 **6:45 pm** - Application for extension of Stormwater Management permit #2019-03 issued in conjunction with the Campbell Farm OSPD definitive subdivision North End Road. Applicant: Townsend Hill Realty Trust (THRT). Present: Dana Roberts representing Townsend Hill Realty Trust. Mr. Roberts explained that THRT is requesting an extension to the Stormwater Management permit issued in 2019. The project started later than expected due to challenges faced in 2020 and delays experienced when attempting to record the completed Conservation Restriction (CR). The project is currently underway, and they are proceeding with requesting the extension of the Stormwater Permit to cover the remainder of the subdivision construction work. Admin stated that the applicant has provided the Planning Board with all the information required under the current Permit and additionally any updates required on the project. Admin added that the extension would be for two years with all the same conditions as the original permit. Admin will provide a letter of authorization for the Board to sign. Mr. Roberts confirmed that this would be reasonable and further noted that the project is 70% complete. JB made a motion to extend the Stormwater management Permit #2019-03 to Townsend Hill Realty Trust for a period of two years. MV seconded the motion A roll call vote was taken as follows; YES – CH, JB, MV, IS, LS. The motion carried 5-0.
- 2.2 **7:15 pm** - ANR Plan and Application - 211 Mason Rd. & 213 Mason Rd. parcel swap. present: Robert Conover, David E. Ross, Assoc. Mr. Conover explained that this proposal is a parcel swap of two parcels of the same size between two neighbors to resolve issues with the location of existing fencing and driveway. The intent is to swap the land to accommodate these adjoining properties. CH made a motion to approve the ANR application and plan for 211 & 213 Mason Road. JB seconded the motion, A roll call vote was taken as follows; YES – CH, JB, MV, IS, LS. The motion carried 5-0.

3 WORKSESSION: votes may be taken.

- 3.1 Review and discuss Townsend Master Plan 2021 Final DRAFT Version 11. Chair asked if there is version 12. Admin noted that the Master Plan Committee has not submitted the complete final version of the document to the Planning Board. Admin is corresponding via email with Kym Craven, Master Plan Chair, requesting delivery of the final document on flash drive to the Town.
- 3.2 Review §145-26 Residential District Bylaw DRAFT Amendment – §145-26 A (10) (a) Raising or keeping of fowl in residential districts. Deferred to next meeting when Chairman McNally is present.
- 3.3 Safe Routes to School (S.R.T.S) update. - Carol Hoffses. Carol provided an activity checklist issued by the SRTS program. If the enrolled schools participate in any of the listed activities, they receive credit in the Program. Chaz Sexton-Diranian suggested sharing the checklist with the Recreation Department. School

children attend programming before and after school at the Recreation Center which is near the schools.

- 3.4 Zoning Board of Appeals referral 478 Main St.* - CH asked if the applicant is seeking approval for a non-conforming use in the residential district. Admin. confirmed that the Historic District Commission had received a referral on this application. Board Members agreed that the referral would be returned to the ZBA with no comment.
- 3.5 Final MRPC Townsend Walkability Report. The Board of Selectmen will be having a discussion on the final report at their meeting on January 4, 2022. Brad Harris, Director of Transportation at MRPC will be presenting and answering questions. Admin will distribute the meeting agenda and login information and post as a joint Planning Board and Board of Selectmen.
- 3.6 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff. Admin reported no activity and announced that the Land Use Department is welcoming two individuals who will fill the vacant positions of the Land Use Coordinator and the Grant Administrator, they will be involved in the implementation of the Town's MVP-HMP plan implementation.

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

- 4.1 Notices from Townsend/other Towns. - Admin read the notices aloud. LS asked for a copy of the Decision for the retirement park variances. Admin will provide this for the Board.
- 4.2 Memo re: Annual Town Report 2021 – LS will work on the Draft Planning Board annual report with the Admin.
- 4.3 Townsend Open Space and Recreation Plan Update grant award notification. - announcement Townsend's Open Space and Recreation Plan will be updated under a grant received by MRPC. The kickoff meeting will be held in January and new Members to the Open Space & Recreation Committee are being sought to assist. Carol Hoffses is currently a member.
- 4.4 Draft 2022 Planning Board bimonthly meeting calendar. - Admin presented a draft Board meeting schedule. Board meetings will continue remotely unless the Governor rescinds the current allowances for remote meetings under the Acts of 2020. Noted the draft calendar required an update for a joint meeting with the Townsend Housing Authority on January 27, 2022.
- 4.5 Stormwater management permit updates. Renewal of Campbell Farm OSPD Special permit 2019-03 for two years.
- 4.6 Memo: re: Development of the Montachusett FFY 2023-2027 Transportation Improvement Program (TIP). Noted.
- 4.7 Memo: Official Notification of Appointment - Ian Ortiz Santiago. Noted. LS. asked for the Annual Election to be on future agendas.
- 4.8 Planning Board invitation to meet jointly with the Townsend Housing Authority, Townsend Affordable Housing Trust, & Board of Selectmen to review the Housing Production Plan with consultant, Jenn Goldson. Tentatively January 6, 2022.

Prior to adjourning the meeting, Chaz Sexton-Diranian spoke about the Housing Production Plan which is almost finalized and will be brought forth to the State. He asked that the Planning Board support the efforts and initiatives put forward in this new

updated Housing Production plan. The Planning Board will be asked to assist with zoning bylaw changes. Input and feedback is being sought from the Planning Board as the Housing Production Plan is finalized and the next Townsend Housing Authority meeting where this will be discussed is January 27, 2022. Mr. Diranian commented that what has been formulated in this Housing Production plan update should be in the Townsend Master Plan. Initiatives and findings of both planning documents should match and align so that when funding is sought, the Town will be consistent in goals and plans. He offered to meet with each Board Member individually to answer questions or clarify affordable housing or housing in general in the Town. LS recommended that Board Members watch the recording of the Townsend Housing Authority meeting on December 16, 2021. In closing, she mentioned the notice received from the State regarding the MBTA communities and developing a district where higher density housing will be allowed by right. Mr. Diranian noted that information related to this new law in terms of mapping and data collection has been done and is in the Housing Production Plan.

5 ADJOURN: votes may be taken.

- 5.1 Next Planning Board meeting tentatively scheduled for January 10, 2022 @ 6:30 pm. CH made a motion to adjourn the meeting at 7:19 pm. JB seconded the motion. A roll call vote was taken as follows; YES – CH, JB, MV, IS, LS. The motion carried 5-0.

Respectfully submitted,

Elizabeth Faxon

Planning Board Admin.

Approved on: January 10, 2022

Items on file:

1. Application for extension of Stormwater Management permit #2019-03 issued in conjunction with the Campbell Farm OSPD definitive subdivision North End Road. Applicant: Townsend Hill Realty Trust (THRT)
2. ANR Plan and Application - 211 Mason Rd. & 213 Mason Rd
3. Memo re: Annual Town Report 2021
4. Draft 2022 Planning Board bimonthly meeting calendar
5. Memo: re: Development of the Montachusett FFY 2023-2027 Transportation Improvement Program (TIP)
6. Zoning Board of Appeals referral 478 Main St
7. Memo: Official Notification of Appointment
8. Draft Townsend Housing Authority Production Plan