



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x 1722

R E C E I V E D
JUN 21 2018
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman
Christopher Nocella, Member

Laura Shifrin, Vice Chairwoman

Veronica Kell, Clerk
Jerrilyn T. Bozicas, Associate Member

Planning Board Meeting Minutes
Monday, May 21, 2018, at 6:30PM
Townsend Memorial Hall, in Selectmen's Chambers
272 Main Street, Townsend, MA 01469

1.0 Preliminaries:

1.1 Chairman McNally called the meeting to order 6:33pm. Upon a motion made by L. Shifrin, seconded by C. Nocella it was;

VOTED: to appoint Jerrilyn Bozicas to full member status for this meeting. All in favor.

1.2 Roll Call: Chris Nocella, Jerrilyn Bozicas, Veronica Kell, Laura Shifrin, Lance McNally

1.3 Review the Regional Trails map to review the points of interest for MRPC update. No action taken.

3.1. Montachusett Joint Transportation Committee – request for a volunteer appointment of planning board member. No action taken on the appointment request.

2.0 APPOINTMENTS

2.1 6:40pm Master Plan committee update

Kym Craven reports there are a series of planning meetings between the MPC and the MRPC to prepare for the facilitated community input meetings and various other town citizen input meetings. Meeting dates are; May 30th 11:30-1pm at the senior center and 6:30 – 8:30pm at the Library, Saturday June 2nd, 9:30-11:30 at Town Hall, June 7th at 10:00 am MRPC at North Middlesex Regional High School, and June 7th 6:30-8:30, at town hall. On June 14th, the MPC will be meeting with MRPC to debrief all the community input meetings. A joint meeting is being planned for the Planning board and the MPC. The MPC established a Town website presence; www.townsend.ma.us/master-plan-committee. Additionally there is another website www.townsendmasterplan.com for the MPC. The MPC established the following email for the purposes of the study; "ideas@townsendmasterplan.com" Bill Rideout produced a one-minute informational video announcing the community input meetings. MPC issued a press release to the Nashoba Valley Voice announcing the community input meetings. Membership of the MPC was discussed and V. Kell stated her status as an ex-officio member of the MPC. Her

attendance will count for the meeting quorums. She will vote with the Planning Board. K. Craven would like to have a few more members on the MPC.

2.2 7:00 PM - 187 North end rd. continued public hearing.

Chair McNally reconvenes the public hearing on 187 North End Road

Present: Stan Dillis

Mike Hoffman

Scott Blain

Tom Talcott

Dana Roberts

Mr. Dillis submitted a revised set of plans dated 5/15/18 (Exhibit #1) to the 187 N. End Road OSPD application. The revised conventional plan (C2.0) includes a redesigned roadway and 13 buildable lots. The OSPD layout plan (C3.0) includes construction of 4 new lots for single family homes and a redesigned driveway ending in a cul-d-sac. Mr. Dillis submitted a document with written statements in response to the requirements of the OSPD bylaw 149-39. (Exhibit #2). Mr. Dillis read responses from Exhibit #2 aloud for review of the revised plans and answered questions. In response to 149-39 (a) the applicants are proposing to create 4 new lots for single family homes, where there could be 13 via the conventional plan and, creating 74 acres of open space. C. Nocella asked if the open space will be open to the public and he heard that the open space will be held in a private trust retained by Townsend Hill Realty Trust and it will not be developed. The open space will be used for recreational purposes. Approximately 80% of the development will be open space. The soil data is shown on the plans, Ducharme & Dillis engineering, Inc. has done some field testing as well. Mr. Dillis submitted soil test data as Exhibit #3 including maps and data sheet. L. Shifrin asked about allowable activities on the open space wetlands, specifically the use of motorized vehicles. V. Kell explained that on private lands you can drive MV's with the owner's permission. Mr. Dillis proceeded with the 145-39 (e) asserting that the project is well beyond the requirement of 10 contiguous acres. Mr. Dillis contended the revised plans are in compliance under the OSPD bylaw illustrating a minimum 120' of frontage and 48,000 sq. ft. lot size required on the lots without town water.

The revised OSPD plan includes a private driveway ending in a turn around cul-d-sac designed to accommodate maneuverability of emergency vehicles. The road will be paved and 20' in width, with a 40' Right of Way. There will be no impact to traffic and they have provided access for emergency vehicles.

Mr. Dillis asked the Planning board to grant a waiver for the Stormwater drainage report and drainage design, and erosion control program required as part of the OSPD bylaw stating that these requirements will be mandatory in the definitive building process. The applicant requested these waivers with the stipulation that these will be provided in the definitive site plan review phase. V. Kell expressed concern over the high water table on the site. Mr. Dillis responded that the expense of hydrology calculations is cost prohibitive at this stage, and will be a requirement of the definitive subdivision process. C. Nocella asked about the roadway and heard it will be a paved private road, applicant will need to seek some

waivers under the definitive subdivision regulations. Mr. Dillis stated that the site will be preserved and natural features will be undisturbed per the requirement in the bylaw. Chairman McNally asked about the financial viability data of the conventional layout plan required in the regulations. Mr. Dillis expressed the opinion that this information may not be useful in this project review due to the nature of the minimal number of proposed single family home lots in the OSPD layout. Chairman McNally stated that a peer review will be sought on drainage calculations as a minimum. Chairman McNally asked about the required Granite monuments required in the bylaw. Mr. Dillis stated that there would be 7 monuments, costing approximately \$2,100.00 this money is due upon issuing the special permit. Mr. Dillis estimated 10% of the OS are wetlands which meets the criteria of no more than 50% of the common open space shall contain wetlands regulation. This exact calculation will be provided to the Planning board. He continued that the data collected for the back lot wetlands are from MASSGIS and the front near the development are flagged in the field.

L. Shifrin confirmed there are no wetlands in the area they are proposing to build and there are no impervious surfaces planned for the open space portion of the project.

The 74+- acres of open space will be owned by Townsend Hill Realty Trust. V.Kell asks for clarification of Townsend Hill Realty Trust as an entity, how they are organized, and what will happen to the development in perpetuity. She cited other OSPD developments in Townsend whereby the open space is owned proportionately by the owners of the lots and they pay the property taxes. The applicant responds that the Townsend Hill Realty Trust is recorded at the registry of Deeds. The applicant states that they have not planned any pathway for the succession of home and landowners. The board asked for a more specific plan and explanation about how the open space will be kept as open space in perpetuity. Chairman McNally recommended continuing the public hearing with more information defining the nature of the Townsend Hill Realty trust and the process by which the open space will be guaranteed to be protected in perpetuity. Mr. Dillis stated that the applicant will draft a maintenance plan for the Open Space as part of the submittal. C. Nocella confirmed that the applicant will apply for the scenic roads act where applicable on this project so that stone walls and trees will be protected. He also confirmed with Mr. Dillis that no building will be taking place prior to the required definitive subdivision review and permitting process.

Chairman McNally reviewed various regulatory requirements which the applicant must consider documenting as a waiver to provide to the Planning board at the continuance of this public hearing; the provision of formal drainage calculations, sedimentation and control measures, and financial analysis data. He added, upon granting of the OSPD Special permit, the applicant will be required to submit \$2100.00 for the required granite markers. The Board will request Mandatory referrals of the revised OSPD plans dated 5/15/18 by the Police Chief, Fire Chief and, Highway superintendent.

Chairman McNally read the Mandatory referrals into the record. Conservation Commission mandatory referral comment was noted as was the fact that the conservation agent was not present at the site walk on May 11, 2018. Mr. Dillis agreed to arrange a site walk with the conservation agent. The Board of Heath referral was missing. B. Faxon planned to check on the status of that referral prior the next hearing.

Upon a motion made by C. Nocella, seconded by V. Kell it was;

VOTED: To continue the public hearing of 187 North End Road to Wednesday June 13th at 7:00 pm. All in favor.

3.2 Mandatory referrals

Accessory Apartment at 101 Warren Road. The board received an updated complete application from the applicant. L. Shifrin had more questions about the layout of the accessory apartment including the succession of rental, moderate income rate determination and floor plan. Discussion ensued as to the process of successive rental of an accessory apartment after a blood relative no longer is the occupant. Chairman McNally read the bylaw that the accessory apartment must be rented to a moderate income family after the blood relative moves out, and it must remain in the moderate income rental status or reverted back to the original condition.

V. Kell requested that the accessory apartment at 101 Warren Road count towards the affordable housing inventory. Chairman McNally added the comment to the Mandatory referral, included a statement in support of the renewal, and endorsed.

3.3 upcoming projects;

250 Main St.-

A public hearing was posted and advertised for 250 Main St. Anderson funeral Home on Monday June 18th, 2018. The proposed project involves the expansion of the existing chapel to the westerly side of the building. The Zoning Board of Appeals will review the project on June 6th, 2018.

317 Townsend Hill Rd- Scenic Roads act. B. Faxon asked for procedural guidance. Chairman McNally advised that there will be a public hearing and that the tree warden Don Massucco will also review and attend the next suitable public hearing date.

3.4 Accessory Apartment bylaw - no report.

3.5 Recreational Marijuana - Chairman McNally stated he will work on drafting the bylaw prior to the next meeting. B. Faxon has collected a number of draft bylaws that have been shared from abutting towns to assist in the drafting of Townsends' Adult Use Recreational Marijuana bylaw.

3.6. Administrators report - The board endorsed the Wild and Scenic letter of support for the stewardship plan.

4.1 Notices from other towns: V. Kell read the correspondences aloud to the board.

1.4 Approval of the draft meeting minutes of May 7, 2018. V. Kell noted a correction of the section in the 187 North End Road public hearing where the open space is referred to as "Ch. 91" status instead of "Ch 61". B. Faxon noted the changes. She also noted a few spelling errors including "whether".

Upon a motion by C. Nocella, seconded by J. Bozicas it was;

VOTED: to accept the draft meeting minutes of May 7th, 2018 with the minor changes. All in favor.

The next two meetings scheduled for Wednesday June 13th and Monday June 18th, 2018.

Upon a motion by C. Nocella, seconded by J. Bozicas it was;

VOTED: to adjourn the meeting at 8:30 pm. All in favor.

Respectfully Submitted,

Beth Faxon

Planning Board Administrator

Documents on file in the Land Use office:

1. Meeting sign in sheet
2. Exhibit #1 revised plans of Campbell Farm OSPD special permit application dated 5/15/18.
3. Exhibit #2 Document of responses to the requirements of the OSPD bylaw by Stan Dillis
4. Exhibit #3 Soils data sheet and soil maps
5. Wild and Scenic letter of support for the Stewardship Plan
6. Montachusett Joint Transportation Committee Appointment 2018-2019 form
7. Montachusett Region Trail Guide 2014

Approved: June 13, 2018