



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X1722 planning@townsendma.gov

Rec'd Townsend Town Clerk
28 NOV '23 PM 12:10

Laura Shifrin, Chair (2025)

Carol Hoffses, Vice Chair (2026)

Robert Therrien, Member (2024)

Andrew Shepherd, Clerk (2028)

Tony Lopez, Member (2024)

Michael Virostko, Associate Member (2024)

PLANNING BOARD'S MEETING MINUTES

November 13, 2023, 6:30 PM Selectmen's Chambers

272 Main Street, Townsend MA, **AND** via ZOOM for convenience

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technical problems interrupt the virtual broadcast, unless otherwise required to by law. Members of the public with an interest in a specific agenda item should make plans for in-person attendance.

Zoom link provided by: TCAM Inc.

I. PRELIMINARIES:

1.1 Call the meeting to order and roll call*. Laura Shifrin called the meeting to order at 6:31pm. Members present in person were Robert Therrien, Carol Hoffses, Andrew Shepherd, Laura Shifrin (remote). Tony Lopez was absent. Others present: Beth Faxon, Planning Board Admin. (in person), Jessica Consovo (remote) and TCAM.

1.2 Pledge of Allegiance. Conducted with appreciation.

1.3 Announce the meeting is being recorded and uploaded to Town of Townsend YouTube channel. Chair Shifrin announced.

1.4 Chair's Additions or Deletions. See 1.6. Chair Shifrin added an appointment.

1.5 Review/Approve the meeting minutes for 10-30-23. A. Shepherd made a motion to approve the minutes of 10-30-23. C. Hoffses seconded. A roll call vote was taken as follows: YES – C. Hoffses, R. Therrien, A. Shepherd, L. Shifrin. The motion passed unanimously.

1.6 Chair Shifrin invited Brett King, WK Realty Trust to join the Board at 6:45 pm in reference to the Stormwater management permit issued for 27 Scales Lane and in response to the permittees request for Certificate of Completion.

6:45pm Brett King, WK Realty Trust was present in person. Member Andrew Shepherd, who previously stated a conflict of interest on the matter, left the meeting room at 6:45pm. Jessica Consovo, Land Use Coordinator was present online.

Mr. King addressed the Board regarding the 27 Scales Lane Stormwater management permit request for certificate of completion and discussion ensued regarding the



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discrepancies between the approved plan of record and the as built plans submitted with the request for certificate of completion. Some of the Stormwater management permit requirements that were missing or altered from the as-built plans, field inspection report, and construction phase reporting were discussed and clarified. Mr. King noted that a roof gutter collection system, a storm sceptor/deep sump catch basin and a floor drain to a holding tight tank were added in during construction, as well as not installing an outfall structure at Basin #2. He stated that the driveway was washed out during construction, and these modifications were made because of the current conditions. He acknowledged the erosion occurring along the uphill side of Basin #1 located nearest to Scales Lane public way.

Mr. Therrien noticed that basin #1 shape is dissimilar to the approved plan and that the pipe carrying stormwater into basin #1 was also modified by additional length. Mr. King explained that was to replace the proposed swale and move the runoff directly to Basin #1. He stated he had observed overflow from this Basin in extreme rain events. Mr. King was agreeable to engaging his engineer to prepare a revised as-built plan also called an existing condition drawing that would include the location of the deep sump catch basin, the volume of the basins as built, providing some calculations on the capacity of the basins, and a greater narrative of the modifications made to the approved plan and discussed in this session.

Jessica Consolvo commented that in addition to what was discussed she noted Basin #2 has what appears to be 3:1 slope and suggested further narrative be provided to the Board on the modification of this basin. She also noted that the Town is not in receipt of the required 24 monthly construction inspection reports and post construction annual inspection reports and recommended that written justification be provided when Mr. King submits the new information. Mr. King commented that he would go back to his records to see if he had these missing reports on file. Discussion ensued regarding the required annual inspection report that is to be submitted to the Town. It was noted that there is a standard form in the stormwater application packet for permit holders to complete. The purpose of the annual inspection checklist is to ensure that the stormwater management infrastructure is maintained and operated properly, and the built stormwater management system is not contributing pollution from stormwater runoff in public ways. The request for certificate of completion for Stormwater



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management permit No. SM2019-02, 27 Scales Lane, will be discussed further at the December 18th, 2023, Planning Board meeting.

Mr. King then asked a few questions about his recently issued major stormwater management permit for his residential development project at 66 Bayberry Hill Road. He wanted to understand the reasons the Town contracts a peer review engineer for their review, and he wanted to learn more about the easement that he is going to grant to the Town pursuant to the Stormwater management bylaw. He heard the reason for the landowner granting an easement to the Town may be that if the system fails, and there are citizens of the community that are impacted by that, the Town must have the right to access and make corrections and recover its expenses through assessing whomever is responsible for the operation and maintenance of the stormwater management system.

Brett King and Jessica Consolvo both left the meeting at 7:35pm. Member Andrew Shepherd rejoined the meeting at 7:35pm. Chaz Sexton Diranian, Chair, Board of Selectmen and Planning Board liaison joined the meeting at 7:35pm.

II. MEETING BUSINESS:

2.1 Special Town meeting - MBTA communities law zoning plan process presentation. Chair Shifrin noted that Jonathan Vos, MRPC will be making the presentation to the Special Town meeting. A survey will be opened to the public and a public forum will follow the results received.

2.2 Announcements/Communications – Bylaw review committee update – Robert Therrien. R. Therrien noted that the departments in Town were surveyed to submit bylaws that they work with regularly and have found possible changes to streamline permitting processes and improve overall efficiency. A list of items has been generated and is being collated by the Bylaw review committee. R. Therrien mentioned a few bylaws that he is interested in, the enforcement of the zoning bylaw, the keeping of fowl in residential districts, the accessory apartment bylaw, the lighting bylaw, the extensions, and alterations bylaw/special permit (improve on the expiration date criteria). The next meeting of the Bylaw review committee is scheduled for 12-11-23.

III. WORK SESSION:

3.1 Planning Board Administrative updates and reports. Pending applications include: 27 Scales Lane – SM permit #SM2019-03 request for certificate of completion.



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Campbell Farm Open space preservation development. 108 West Meadow Road – application for a Scenic roads approval. Site visits and permit monitoring include: 66 Bayberry Hill Road – major stormwater management permit 2023-03. Letter sent to owner of 98-100 West Meadow Road – action required for earth moving activities: developer review for potential stormwater management and scenic roads. 22 Main St. Best Friends veterinary clinic, 22 West Meadow Road Locke Brook solar array, 25 Harbor Trace - Harbor Trace PFAS water treatment plant – SM Permit #SM2023-02, Campbell Way - Campbell Farm OSPD definitive subdivision SM2022-01 extension application, 3 Wheeler Road – SM Permit No. SM 2022-02, 94 Fitchburg Road Site plan special permit. Miscellaneous Citizen Planner Training Collaborative – 2023 Fall workshops have been announced. First Western MA CPTC Conference for Planning & ZBA Members, professional planners Sat. 12/2, 8:30am – 12:30 pm. Townsend Fare Free MART service (Montachusett Area Regional Transit) shuttle bus service has a revised schedule. The changes are noted on the Town website.

3.2 Discussion of Planning Board fee schedule. A Draft Fee schedule table is available for the Board to review and approve. This will be on the next meeting agenda.

3.3 Discussion of Planning Board regulations. Scenic Roads bylaw and large-scale Ground mounted solar bylaw will be reviewed by Board members prior to the next meeting for discussion. The plan is to remove the fees from these two bylaws and move them to the table of fee schedule. The discussion ensued to the Scenic Roads bylaw penalties fee and removing that also.

3.4 Discussion of Townsend 2022 Master Plan Update implementation. Chaz Sexton Diranian, Chair, Board of Selectmen and Planning Board liaison joined the meeting at 7:35pm. Chair Shifrin commented that in her opinion, the Planning Board is not the facilitator of the implementation of the recently updated Master Plan. Her understanding is that the Town Administrator would be the facilitator of the Master Plan including communications with Departments to ensure that they are following the recommendations of the Master Plan. The Town administrator would be responsible for making sure all Town departments understand their roles and responsibilities, and that they have a process whereby they are following the master plan. In his Liaison report, Mr. Sexton-Diranian commented that he will bring forward the implementation table from the most recent Master Plan Update to the Selectboard and the Town Administrator for further actions in terms of maintaining and implementation of the Master Plan. He stated he would like to ensure that all the Departments are aware of



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the current plan and review it and provide their feedback. It was unclear whether the Town Administrator or the Selectboard would be the organizer for this effort. Chair Shifrin suggested a once a year look at progress on the Plan like the Town annual report. Perhaps reference the master plan in the annual Town report. She also mentioned that warrant articles brought by Town Departments could have a reference to the Master plan. Mr. Sexton-Diranian added that bringing these suggestions and ideas into an organized implementation project would aid the next Master Plan Committee once seated. Mr. Sexton-Diranian left the meeting at 7:55pm.

IV. ADJOURNMENT:

4.1 Next Planning Board meetings are scheduled for 11-27-23, 12-04-23 & 12-18-23. The Board decided to cancel the December 4th meeting. C. Hoffses made a motion to adjourn the meeting at 8:07pm. A. Shepherd seconded. A roll call vote was taken as follows: YES – C. Hoffses, R. Therrien, A. Shepherd, L. Shifrin. The motion passed unanimously.

A recording of this meeting can be viewed on the Townsend YouTube channel at the following link:

https://youtu.be/1etc4446Sml?si=hLyH2wsEoH7_cFRR

Respectfully submitted,

Beth Faxon

Planning Board Administrative Asst.

Approved on: November 27, 2023

Document list:

1. Approved site plan 27 Scales Lane, sheet C4.0 Grading & Drainage Plan. Final revision 6/28/19 prepared by Ducharme & Dillis, CDG, Inc. for WK Realty Trust.
2. As built plan 27 Scales Lane, Townsend MA Sheet 1. Dated 7/6/2023. Prepared by Dillis & Roy, CDG, Inc. Stanley Dillis PLS. for WK Realty Trust.

*Votes may be taken at any time during the meeting. The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of topics that will have been discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.

