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NOV 08 2022
TOWN OF TOWNSEND
TOWN CLERK

Mike Virostko, Vice Chair
Ian Ortiz Santiago, Member

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YES – R. Therrien, C. Hoffses, I. Ortiz Santiago, L. Shifrin. The motion carried. 4-0-0.

2 APPOINTMENTS: votes may be taken.

- 2.1 6:45pm ANR – 238 South Row Road. Stan Dillis, Dillis & Roy, CDG, Inc. presented the site plan. The original lot is 13 acres and is being divided to create another Lot. C. Hoffses made a motion to accept a scale of 1" equal to 50' on the submitted plan. R. Therrien seconded the motion. A roll call vote was taken as follows: YES – R. Therrien, C. Hoffses, I. Ortiz Santiago, L. Shifrin. The motion carried. 4-0-0. C. Hoffses made a motion to approve the ANR presented of 238 South R a scale of 1" equal to 50' on the submitted plan. R. Therrien seconded the motion. A roll call vote was taken as follows: YES – R. Therrien, C. Hoffses, I. Ortiz Santiago, L. Shifrin. The motion carried. 4-0-0.

3 WORKSESSION: votes may be taken.

- 3.1 Review Townsend Zoning Bylaw Section 145-42 Site Plan review. Board members read each section of the bylaw and made the following comments and changes.
- 3.2 Zoning amendment procedural update re: §145-54.1 Age-restricted development bylaw amendment. Admin will schedule the public hearing for October 24, 2022.
- 3.3 Discuss and review Planning Board fee schedules. Planning Board members Carol Hoffses and Robert Therrien will meet in worksession with Mike Crowley on September 26, 2022, at 6:30pm to go over any changes to the fee structure. Findings will be brought back to the Board at the next meeting.
- 3.4 General discussion: any zoning bylaw amendment proposal(s) for STM. The Board reviewed Section 145-42 Site Plan Review special permit and made minor changes to the bylaw. The Admin will prepare a draft bylaw amendment for future town meeting approval.
- 3.5 Planning Board regulations review. The Board will continue to go through Chapter 175 Planning Board regulations at each successive meeting.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Approved 2022 Townsend Master Plan Update release and announcements. The document has been uploaded to the Town website, a print copy has been certified by the Town Clerk and is on file in the town Clerks office, A .pdf copy has been transmitted to the Board of Selectmen, Montachusett Regional Planning Commission, and to the Master Plan Committee Members. Chair Shifrin commented that the Master Plan is available for planning purposes and qualifies the Town for grant opportunities. Chair Shifrin reiterated that the Planning Board will

- be revising and updating individual sections of the Master Plan annually and the Board will discuss the process at a future meeting.
- 4.2 Letter from Glenn Eaton, MRPC re: Community compact grant opportunities. Regional best practices and community best practices for regionalization. Decided to recommend the Board of Selectmen explore the regionalization and efficiency grant.
 - 4.3 Report submitted by Michael Crowley re: Annual report for Massachusetts Small MS4 general permit for the Town of Townsend. This is the annual report for the Town's stormwater management permit which incorporates the entire Town. Noted.
 - 4.4 Email from Helen Magliozzi re: Harbor Trace Water Treatment Plant. Email was received by multiple boards from concerned citizen regarding the proposed building project of the new PFAS water treatment plant. The project is in early stages and there are no plans available. The Town Administrator will be working with the Water Department and the Water Superintendent to hold a public information meeting on the project.
 - 4.5 MA Drought Flyer – Water Conservation Tips, and press release from EOEA. Provided by Jessica Consolvo, Conservation Agent.
 - 4.6 Stormwater Permit Inspection Reports/other related correspondence. Monitoring report for all active projects will be provided at the October 3rd meeting.
 - 4.7 Notices from Townsend/other Towns. Read aloud was the notice of public hearing by the Town of Pepperell regarding a proposed 40R Smart growth overlay district to inform Board members of this process going forward in an adjacent town. Admin will forward Pepperell's draft 40R Smart Growth overlay bylaw and associated documents available for the public to Board Members. R. Therrien shared some information about net zero design with the Board members.
 - 4.8 Safe Routes to School Program. - C. Hoffses. Townsend has a new SRTS coordinator that Carol will be reaching out to. It was noted that the previous coordinator was not able to schedule meetings with the principals of the two enrolled schools. She noted that this meeting must happen to be eligible for grants offered in this program. She then noted that all things considered, there may not be enough benefit to continue to pursue this endeavor. She plans to reach out to the new coordinator to discuss.
 - 4.9 Training opportunity - hazard mitigation planning skill share workshop – received from Karen Chapman, MRPC regarding this event run by FEMA.

5 ADJOURN: Votes may be taken.

- 5.1 Next scheduled Planning Board meeting is scheduled for Monday, September 26, 2022.

C. Hoffses made a motion to adjourn the meeting at 9:00pm. I. Ortiz seconded the motion. A roll call vote was taken as follows: YES – R. Therrien, C. Hoffses, I. Ortiz Santiago, L. Shifrin. The motion carried. 4-0-0

Respectfully submitted,

Beth Faxon, Planning Board Administrative Asst.

Approved on: November 7, 2022

Items on file:

1. Letter from Glenn Eaton, MRPC re: Community compact grant opportunities.
2. MA Drought Flyer.
3. Email from Helen Magliozzi re: Harbor Trace Water Treatment Plant.
4. Letter from Glenn Eaton, MRPC re: Community compact grant opportunities.
5. Report submitted by Michael Crowley re: Annual report for Massachusetts Small MS4 general permit for the Town of Townsend.
6. Approved 2022 Townsend Master Plan Update.
7. Training opportunity - hazard mitigation planning skill share workshop.
8. Draft markup tracked changes to Section 145-42 Site plan review special permit.