



Office of  
**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 X1722 [planning@townsendma.gov](mailto:planning@townsendma.gov)

**RECEIVED**  
FEB 27 2024  
TOWN OF TOWNSEND  
TOWN CLERK

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**

February 12, 2024, 6:30 PM Selectmen's Chambers

272 Main Street, Townsend MA, **AND** via TCAM Inc. hosted Zoom for convenience

#### **I. Preliminaries:**

1.1 Call the meeting to order and roll call\*. Laura Shifrin (remote), Carol Hoffses (in person) Robert Therrien (in person), Mike Virostko (remote - left the meeting at 6:45pm).

1.2 Pledge of Allegiance. respectfully conducted with appreciation for our military and first responders.

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

1.4 Chair's Additions or Deletions. Chair appointed Michael Virostko, associate member to full voting motion.

1.5 Review/Approve meeting minutes for 01/08/2024 & 01/22/2024. C. Hoffses made a motion to approve the minutes of 01/08/2024 and 01/22/2024. R. Therrien seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, L. Shifrin ABS – M Virostko.

#### **II. Appointments:**

2.1 (6:40 pm) ANR – 27 Bayberry Hill Road – Steve Ballard from Haley Ward. 27 Bayberry Hill Road. a single ten-acre lot that is being divided into 3 separate lots. C. Hoffses made a motion to approve the ANR for 27 Bayberry Hill Road. R. Therrien seconded. A roll call vote was taken as follows: YES – C. Hoffses, R. Therrien, M. Virostko, L. Shifrin.

2.2 (6:50 pm) Energy Committee report – Ron Montgomery and Dr. Michael Brown. Both Ron Montgomery and Dr. Michael Brown were present in person. Chair Shifrin read an email received regarding the energy committee and their process of incorporating the Townsend energy committee's overarching energy goals into each section of the Townsend Master Plan. The process involves incorporating a guiding list of energy goals into each section of the Townsend Master Plan. Mr. Montgomery explained how the Townsend energy committee (TEC) formulated this process. He commented that the State green communities program goals were used as a guiding resource in the Energy Committees formulation of the goals and prioritizing decarbonization and electrification are the core elements of that program.



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The TEC-approved list of goals was drafted and approved by the Members, and Mr. Montgomery noted that there is still opportunity for additional contributions and improvements. The TEC-approved set of goals is the energy input into the Townsend Master Plan and as such the Planning Board will be responsible for the integration of the goals into the current document.

Mr. Montgomery elaborated about Townsend's participation in the MA Green communities' program. Since 2010, Townsend has developed a database of energy consumption by municipality-owned buildings which are tracked monthly.

Dr. Brown asked if the Board would accept the TEC-approved goals and would these goals become part of the 2022 Townsend Master Plan Update document. The Board members discussed the Townsend Energy Goals and how they would be integrated into all areas of the planning document and ultimately communicated to each citizen of the Town.

It was noted that the Land Use department staff will be reviewing the Master Plan during the month of February with an eye on implementation of all goals and guidance statements within the document. Incorporating the Energy committee goals at this point is very timely. C. Hoffses asked about what a non-utility electric source is. It was explained that the reference is to a solar installation or Hydro plant in the river. The Board reviewed and discussed goal #3 and the term "electrification".

Chair Shifrin said that the Board agrees to adopt these goals, there may be some more discussion on the wording of the goals, Land Use staff will be reviewing the planning documents and presenting the findings during a March Planning Board meeting with regards to how this will be incorporated, and implementation plans for the Master Plan.

### III. Work Session:

3.1 review/discuss proposed changes to Regulations §175-45 Stormwater regulations.  
In Town counsel's review bin.

3.2 review/discuss proposed changes to Regulations §§175-1-13. This was reviewed by  
Town counsel.

3.3 review/discuss proposed changes to Scenic Roads bylaw Ch. 106 – remove fees from  
bylaw. In Town counsel's review bin.



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3.4 review/discuss proposed changes to 145-86 Large scale ground mounted solar installations – remove fees from bylaw. In Town counsel's review bin.

3.5 review/discuss draft Planning Board fee schedule table - deferred to next meeting.

3.6 MBTA communities compliance mission – review/discuss draft new zoning proposal – Article IX (Special regulations) Section 145-54.2 – Multi-Family Overlay District (MFOD). In Town counsel's review bin.

The Board will hold a public hearing for the regulation's changes and the Multifamily overlay district zoning bylaw on April 1<sup>st</sup>, 2024. The warrant closes March 1<sup>st</sup>, 2024.

The Town meeting is scheduled for Tuesday May 7, 2024.

#### IV. Correspondence:

4.1 Administrative report. Applications/prefiling applications - 27 Scales Lane – SM permit #SM2019-03 request for certificate of completion. Letter was sent to owner summarizing appointment at 1-8-24 PB meeting. 249-251 Main St. Application for Use Permit c/o Building Department – Ami Shah was advised to submit a site plan review special permit to the Planning Board. The applicant requested a waiver from the requirement that site plans be prepared by a certified professional engineer. The board advised staff to relay to Ami that the Board would not be in favor of granting the waiver request. Interdepartmental approvals - building permit reviewed and approved 80 Main St. with comment: "The Planning Board respectfully requests an opportunity to review and provide comment on the proposed parking plan required for this project. 540 Main Street, 6 Warner Road, 94 Fitchburg Road with the comment "The Planning Board granted an age restricted development site plan review special permit and the Conservation Agent issued a minor stormwater management permit for this project. It is anticipated that the developer with adhere to the conditions set forth in both permits during construction and that these permits will be reviewed prior to issuance of certificate of occupancy." Site visits/compliance- 66 Bayberry Hill Road – SM permit 2023-3, no activity. 98-100 West Meadow Road – earth disturbing activity was identified, and a letter was sent to the owner – waiting for a response. 22 Main St. Best Friends veterinary clinic – letter was sent to owner following the appointment at 1-22-24 meeting. The special permit was extended to June 30, 2024. 22 West Meadow Road Locke Brook solar array – earth-disturbing activity and tree removal observed on the perimeter of the parcel. Supporting information was received and reviewed and is in a



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non-jurisdictional area. 25 Harbor Trace - Harbor Trace PFAS water treatment plant – SM Permit #SM2023-02. Current with monthly reports. Campbell Farm OSPD, waiting for reports. 3 Wheeler Road – SM Permit No. SM 2202-02, waiting for reports. 5 Turnpike Road – SM Permit No. #SM2023-01. The permit holder will be submitting weekly construction phase inspection reports given the short construction schedule for the basin. Waiting for reports. 108-110-112 West Meadow Road - owner has submitted a temporary stabilization plan, staff has reviewed and been on site. We are waiting on the owner to submit a major stormwater management permit application for all three parcels. Locke Brook solar array – 2023 annual report was received, and we are waiting for the stormwater management annual inspection checklist. Miscellaneous - Allison Wisseness the Grant and Housing administrator has resigned. We wish her all the best and thank her for her hard work. The position is currently posted. Received final concepts and technical report from intersection study of Rte. 119/Rt 13 from MRPC. More comments will be added so we should be receiving another revision. District Local Technical Assistance call for proposals – open and first round is due March 6, Land use is thinking: MBTA communities, grant assistance to implement 13/119 intersection changes, map-making/GIS services, OSRP final requirements, priority items to implement Master Plan. Unified Planning Work Program – project was submitted with letters of support on 2/7. The Annual Town Election will be held on April 22, 2024. MBTA communities update – An updated revision of the Draft MFOD bylaw is in your meeting packet. Waiting for town counsel to send a redlined version back to us. 2024 ATM Warrant is open and will close on March 1<sup>st</sup>. A Planning Board public hearing for MBTA communities multifamily zoning bylaw proposal is scheduled for Monday April 1, 2024. The proposed edits to Planning Board regulations will also be considered during that hearing. BOS new policies on Flags and employee spouses' health insurance. Master Plan implementation – during the month of February, staff plans to go over the Master Plan Update Focus Areas in the implementation section and the Planning Board should expect a list of focus areas they will either lead or collaborate on.

The notices from other Towns were read.

4.2 Announcements & Communications. The notices from other Towns were read. The selectboard policy on Flags was read.





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The next meetings are scheduled for 2/26/24, 3/11/24, and 3/25/24.

M.V. left the meeting at 6:45pm

C. Hoffses made a motion to adjourn the meeting at 8:05pm. R. Therrien seconded. All in favor.

Respectfully submitted, [OBJ]

Approved on: February 26, 2024

Beth Faxon

Planning Board Administrative Assistant

Items on file:

1. Townsend Energy Committee Townsend Energy Goals revised January 23, 2024.
2. Proposed changes to Planning Board regulations and zoning bylaw Sections noted in worksession.
3. ANR application and site plan for 27 Bayberry Hill Road.

