

## ***Townsend Planning board***

### ***Meeting Minutes***

***February 26, 2018***

Location: Townsend Town Hall, Selectmen's Chambers

Members present: Lance McNally (Chairman), Ed Howard (Vice-Chairman), Chris Nocella

Members absent: Kathy Araujo, Jerrilyn Bozicas, Associate Member

Attending remotely: Laura Shifrin (Clerk)

Others present: Beth Faxon (Planning board administrator)  
Alan Birrille (prospective associate PB member)

#### **1.0 PRELIMINARIES:**

- 1.1 Chairman McNally called the meeting to order at 6:31 p.m.
- 1.2 Roll call: Lance McNally, Ed Howard, Chris Nocella, Laura Shifrin (remotely) Announcement: meeting is being recorded
- 1.3 Added 3.2.1 Interview Alan Birrille as potential associate planning board member; 3.2.2 Recreational Marijuana update; 3.2.3 Warren Road site update
- 1.4 Motion made, seconded and unanimously voted to approve the January 29, 2018 meeting minutes (YES- C. Nocella, E. Howard, L. McNally, L. Shifrin)

Chairman McNally heard a question from Stan Dillis regarding a site walk for Campbell Farm and it was decided to arrange a site visit after the hearing posted for March 12, 2018.

#### **2.0 APPOINTMENTS:**

- 2.1 Upon a motion made by Chris Nocella, and seconded by Ed Howard it was:  
VOTED: to approve the Application for Endorsement of Plan Believed not to Require Approval (ANR) for 28 & 30 Mason Road The motion passed unanimously by roll call vote (YES: C. Nocella, E. Howard, L. McNally, L. Shifrin)

The board then moved to 3.2.3 Worksession, Warren Road C. Nocella asked Mr. Stan Dillis to convey his dissatisfaction with the recently noticed untidy condition of Warren road. Mr. Dillis agreed to convey this concern to the owner as soon as possible.

2.2 Master Plan Committee Chairwoman Craven appeared before the board and presented a comprehensive update on recent developments of the Master plan committee (MPC). Recent MPC achievements, goals and project elements were outlined in a table presented at the meeting. (Attachment to the minutes) She reported that Karin Canfield Moore has resigned her seat, and notes that there are now three vacancies on the MPC. Discussion ensued as to potential candidates and Chairman McNally asked about representation from any of the large industries in town. E Howard asked about representation from the North Middlesex Regional School system, specifically the High School. The MP committee was encouraged to approach school committee members for service, and consider teachers and students. The committee is making good progress in terms of organizing a list of elements for the document, which employs the appropriate people and resources in the drafting of each section. They maintain a contact list for all relevant stakeholders who may be involved with updating the sections of the MP document. The MP committee is analyzing surveys in preparation for deployment of a citizen survey. Chairman McNally suggested utilizing UMASS Lowell Business School for support with this task. L. Shifrin asked if the committee has looked at the 2008 Master plan that was drafted and never accepted by the Town. Ms. Craven affirmed that this plan is on the list of applicable documents and will be under review. Chairman McNally suggested K. Craven meet with J. Paduzzi, the former Planning board chairman when the document was drafted for a historical perspective. K. Craven reports the MPC is formulating a template for some sections of the document and will complete preliminary research using available people and resources. Discussion was had as to when and how professional services would be employed and funded during the MP document preparation process. V. Kell (MPC member) expressed concern that past MP committees may have underutilized professional expertise in the 2008 MP draft and speculated this may have been part of the reason for its failure to be accepted. Funding for the MP project was raised and Chairman McNally reported he has no knowledge of any money budgeted at this time. He asked the MP committee to create a list of requests for professional services, operating at a high level for quality standards and present this to the Planning board. K. Craven is aware of primary sources for some of the data that will be required such as the MRPC, and the MASS.gov website. She reports the MPC is considering employing an intern to assist in the data compiling and analysis phase. Chairman McNally suggested outreach to Karen Chapman, of MRPC. Discussion ensued as to the vision of the Master Plan process and implementation. Chairman McNally admitted that this was not the original path for the document. The Planning board was in the process of using a consultant in conjunction with the MPC for the process, however this was abandoned due to unmet expectations on the part of the consultant. Fortunately, the Town incurred no cost and the consultant remains on amicable terms, extending an offer to assist us where possible. K. Craven stated that they might tap this resource to help in certain aspects of the project. Chairman McNally confirmed that we are wise to hear, advise and support the dedication and qualifications of our present citizen committee and work with them to identify and employ the necessary expertise. K. Craven mentioned using facilitators for some meetings such as MRPC, an idea that was well received by the

Planning Board (The Board). K. Craven agrees that once the community solidifies what the needs are, it will be published properly, they will conduct a transparent, clear plan for what those services are and why they will be engaged. The MPC will continue with open and timely communication with the Board. The question of funding resurfaced and Chairman McNally called for an action item to be created for the purpose of confirming and informing K. Craven of the closure date for warrant articles for Spring Town meeting. It was added that, if time permits, the MPC could bring forth a budget to the Board, and draft a warrant article requesting funds for the Master Plan.

### 3.0 WORKSESSION

3.1 Chairman McNally summarized the history of Library Catch Basin project, which began with an unauthorized installation of a catch basin, located at the Townsend Library. Gary Shepard will submit an "as-built" plan to the Board and the Building Commissioner for review. The catch basin documentation is required and must be on file. B. Faxon will follow up with Mr. Shepard.

3.2. 2017 Annual report – L. Shifrin drafted an annual report for the Planning board, which will be reviewed, voted on, and submitted as part of the Annual Town report. Chairman McNally read aloud through the entire draft annual report to all present. The following edits were made with discussion:

- Rewording of the text in the annual report on affordable housing accessory apartments bylaw. Continuation of this effort to pass the bylaw would be the continuing work of the board, and she would like the bylaw to be clarified for the public and re-discussed at the next annual town meeting.
- Rewording of the section in regards to "we received a request to modify the OSPD Clarify "Recreational vs. Medical Marijuana" E. Howard feels this is ambiguous in the document.

Upon a motion made by Ed Howard, seconded by Chris Nocella it was

VOTED: to accept the proposed changes to the draft 2017 Annual report

Roll call vote: (YES: L. McNally, E. Howard, C. Nocella, L. Shifrin)

3.2.2. Recreational Marijuana E. Howard update; the plan is to gather information from surrounding towns to help develop an approach and strategy for the Town of Townsend. B. Faxon reports that the Town of Groton has shared a copy of their Draft Recreational Marijuana bylaw with us. Chairman McNally suggested that B. Faxon and E. Howard work together on this, and potentially meet with the Chief of police. B Faxon stated that the Town of Grafton has already passed their bylaw, and it is posted on the website. B. Faxon will share what she has discovered thus far with E. Howard, who will continue to research and provide more information for the Board at the next meeting.

3.3 work session 7 Trophy Ave.

Chairman McNally drafted a decision for the Special Permit of the 7 Trophy Ave. project, and reminded the planning Board of the timeline for this process. He is also

recommending a Town counsel review of the decision document. Tonight, he proposes that the board review and discuss the draft decision and understand how the Board would like to proceed.

Chairman McNally then read aloud the draft decision to all present. He explained that areas in red on the document are to be completed by B. Faxon. The following changes were discussed;

- “Second meeting; Legal opinion decision Chairman McNally will ask to remove– delete #4 sought legal decision. Plan to remove that from the decision”

- 11/27 public hearing summaries – at this time Chairman McNally reminded those present in the audience that this is a Worksession, and the open hearing has been closed. He continued that the Board could receive no questions or comments during the Worksession.

- “Exhibit #26, quotation marks after opined – catch basin review.”

- “Change ‘he’ to ‘the’”

C. Nocella asked about maintenance of the catch basin, and noted that Chairman McNally did not put down a condition denying a commercial horse farm. The Board discussed this Condition and decided it would be a reasonable and appropriate addition to the Decision.

E. Howard noted that factually, everything stated in the Draft Decision was as he recollected it.

C. Nocella commented that he would like to see the condition of restricting the property from operating a commercial horse farm or other commercial use because it is in a residentially zoned area. He stated that he is not comfortable voting on this draft decision without a full planning board.

Discussion ensued as to the status of the absent Board members and associate members. The addition of Kathy’s name was requested on the draft decision. It was decided to work on updating the changes discussed and reconvene in a public posted meeting on Monday March 5<sup>th</sup> to continue the process. Chairman McNally is allowing more time to review and for absent members to read the document before the Board votes on the Decision.

The Planning board then moved on to consider the appointment of Mr. Alan Birrille as an associate member of the Planning board.

#### 3.2.1. Alan Birrille

Mr. Birrille, a 40 year resident of the Town, introduced himself and shared his background as well as his credentials with the Planning Board. He is interested in serving the Town in a role as Associate Planning board member in addition to his other roles on the American Flag committee and his service in the private sector.

Upon a motion made by E. Howard, and seconded by L. Shifrin it was;

VOTED: To appoint Alan Birrille as an associate member to the planning board pending approval by the Board of Selectmen the motion passed unanimously as a roll call vote: (YES: L. Shifrin, C. Nocella, E. Howard, L. McNally)

#### 4.0 CORRESPONDENCE:

E. Howard read summaries of the notices from other towns. They are on file in the Planning board office.

Upon a motion made by C. Nocella, and seconded by E. Howard it was;

VOTED: to adjourn the meeting at 7:55p.m. The motion passed unanimously by roll call vote: (YES: C. Nocella, E. Howard, L. McNally, L. Shifrin)

Documents attached:

1. Public sign-in sheet
2. Master Planning – Update to Planning Board – February 26, 2018

Documents on file in the Office of the Planning Board:

1. Draft decision 7 Trophy Ave. (dated 2-26-18)
2. Draft annual 2017 Planning board Report
3. Application for 28 & 30 Mason Road ANR

Respectfully submitted,

Beth Faxon

Planning and Zoning Administrator

Master Planning - Update to Planning Board – February 26, 2018

Task	Project Leader and Team Members / Updates	Due Date / Status Updates
Stakeholder list. This list consists of appointed and elected town officials, community organizations, businesses, external entities (such as Nashua River Watershed, Montachusett Regional Planning Commission etc.), non-profit entities, etc.	All members contributed to the list. Cynthia Donovan Schuster and Kym Craven will finalize.	Stakeholder list is complete and the final groupings will be prepared for the next meeting.
Master Plan Components list. This list includes all the Master Plan components and their definitions. This is an overview document that can be part of the Executive Summary of the final plan as well as summary information that can be provided to meeting participants.	All members reviewed the list and the definitions.	Complete at this time.
2001 Master Plan and Contact List. This is a template of the most recent accepted plan which will be updated for use in evaluating what was accomplished and what still needs to be addressed.	Town Hall staff assisted with created	Contact list is complete. Assignments for information collection and interviews needs to be developed.
Survey development (on paper prior to putting into survey tool)	All members had the opportunity to review two example surveys and provide feedback to Don Hayes.	Feedback to Don Hayes complete as of 2/26. Next steps for final development and testing to be discussed at 2/26 meeting.
Question development for community meetings.	The group had the opportunity to review questions from a neighboring town to determine which questions were applicable to Townsend and which ones to change or delete, and what questions to add. Bill Rideout is handling the collection of the information.	Feedback to Bill Rideout complete as of 2/26. Next steps for finalizing questions and setting community input meetings to be discussed at 2/26 meeting.



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