



Office of
THE PLANNING BOARD

272 Main Street
Townsend, Massachusetts 01469
978-597-1722 Planning@townsendma.gov

RECEIVED
FEB 24 2021
**TOWN OF TOWNSEND
TOWN CLERK**

Lance J. McNally, Chairman

Carol Hoffses, Member

Charles Sexton-Diranian, Clerk

Laura Shifrin, Vice Chair

Jerrilyn T. Bozicas, Member

Planning Board Meeting minutes

Monday, February 8, 2021, at 6:30 PM

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G.L. c. 30A, § 20†

All are invited to Attend - Materials and documents are available digitally upon request by
emailing bfaxon@townsendma.gov

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/88244154690?pwd=cINXTGQ2bmhxcjVRSnl2RUcybXhFUT09>

Meeting ID: 882 4415 4690 Passcode: 949731

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. At 6:35pm, Chairman Lance McNally called the meeting to order. Roll Call: Lance McNally (L.M), Chair, Laura Shifrin (L.S.), Vice Chair, Charles Sexton-Diranian (C.S.D), Clerk, Jerrilyn Bozicas (J.B), Carol Hoffses (C.H.).
- Others present: Elizabeth Faxon, Planning Board Administrator, Hartley Pleshaw, TCAM., Veronica Kell, Board of Selectmen, Kym Craven (left the meeting at 6:40 pm), Master Plan Committee, Emily Austin-Brun, Anne Gagnon, Stanley Dillis, Dillis & Roy, CDG, Inc. Adria Boynton, Weston & Sampson, Inc. Emy Hoff (joined @ 6:45 pm). David Vigeant (Water Superintendent) (joined @ 6:55 pm)

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

- 1.2 Chairman's additions or deletions. 3.11 Shared streets & spaces grant.
- 1.3 Approval of minutes January 25, 2021. J. B. made a motion to approve the minutes of 11-25-2021, C.S.D seconded the motion. A Roll call vote was taken as follows: YES – C.H., C.S.D, L.M, J.B, ABS – L.S. The motion carried.

2 APPOINTMENTS AND HEARINGS: votes may be taken.

- 2.1 **6:45 PM – public hearing continued – Age restricted residential development zoning bylaw amendment.** – Chairman McNally opened the public hearing on the Age-restricted residential development zoning bylaw amendment proposal. He noted that town counsel has offered to revise the proposal again to reinsert wording to render the “age” restriction obligatory and Chairman McNally was in favor of such. After discussion that the Board was in agreement and in favor of keeping the age-restriction as part of the bylaw. L.S. made a motion to ask town counsel to rewrite the bylaw proposal to include language that would keep the age-restriction as obligatory. C.S.D. seconded the motion, A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried. L.S. made a motion to continue the public hearing for the age-restricted residential development zoning bylaw amendment proposal to 02/22/2021 @ 6:45 pm. C. S. D. seconded the motion. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried.

2.2 **7:15 PM – public hearing – stormwater management permit.**

Applicant: Joseph Iodice, Debbie Iodice, & Diana Silva

Location: 59 West Meadow Road, Assessor's Map #5 Block #4 Lot(s) 1 & 0.

Project: Restoration of previously disturbed areas on the site - removal of trash and regrading. Proposed 50' long construction entrance.

Present: Lance, McNally, Laura Shifrin, Charles Sexton-Diranian, Carol Hoffses, Jerrilyn Bozicas, Stanley Dillis, Dillis & Roy, CDG., Inc., Dianne Silva, Anna Rogers, Stanley Dillis Dillis & Roy CDG. Inc. Patricia Huckery, Mass Wildlife, David Vigeant, Emily Austin-Brun, Adria Boynton, Anne Gagnon, MDFG, Sharon's iPad (James Deleo), Emy Hoff, Townsend Recreation.

Chairman McNally opened the public hearing as scheduled. Mr. Dillis stated that the Applicant has requested waivers from the drainage calculations and stormwater report and peer review. The property is located at 59 West Meadow Road, has a long history of being intensively used for a dumping ground, animal waste and unpermitted gravel removal operation. The current owners purchased the property for development. Approximately 3 years ago the building inspector put a cease and desist order on the operations for lack of permits and findings of unsafe steep slopes resulting from the earthwork. The Applicant's representative, Dillis & Roy, CDG., Inc. representative designed a Restoration plan and pursued Town permitting to restore the property and prepare it for sale to Mass Fish and Wildlife. Originally the areas of disturbance were going to be extensive ie, 109,000 cubic yards, but the scope

of work is significantly reduced and most of the site will be left in its existing state to align with best practices for protected species on the site. Natural Heritage has also been involved and opined on leaving certain disturbed areas as is as they are suitable for endangered species habitat. The restoration plan involves moving material in areas that are already disturbed. No additional earth will be removed from the site. No change in stormwater runoff conditions will result from the proposed plan. He attests that Natural Heritage approves of this plan, they have received an order of conditions from the conservation commission and the MA Fish and Wildlife approves of the proposal as they ultimate owner of the land. C.S.D. asked about timeline with respect to minimize the impact to the turtle habitat. Mr. Dillis noted that there is a timeline, and that the restoration plan will return the property to a more natural state with removal of trash and elimination of steep unsafe slopes. Mandatory referrals were read into the record. A letter from Dave Henkels, Conservation Agent, was read aloud in support of the waivers requested of drainage calculations, stormwater report, and peer review. James Deleo, abutter asked about where the work would occur and heard the earth restoration work, is in the area of the abandoned gravel pits. C.S.D. made a motion to waive the drainage calculations, stormwater report and peer review, L.S seconded. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried. C.S.D. made a motion to grant the stormwater management permit for 59 West Meadow Road Restoration Plan. Carol Hoffses seconded the motion. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried. L.S made a motion to close the public hearing. C.H. seconded the motion. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried. C.S.D. made a motion to authorize Chairman Lance McNally to sign the Decision and the Stormwater management permit on behalf of the Board Members out of session. J. B. seconded the motion. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried.

3 **WORKSESSION: votes may be taken.**

- 3.1 Townsend Master plan committee update. Kym Craven provided an update. Funding for the 2001 Master Plan update maps and consulting services have been requested to John Hume, MRPC, through Round #1 of the 2021 District Local Technical Assistance Request for Service Delivery program. The Committee is waiting on some information that was requested under the 2019 DLTA grant for the 2001 Master Plan Update. Committee Members are working on crosschecking sections of the draft and conducting peer reviews of each other's work. Chapters are being reviewed with consideration for correct and sufficient incorporation of the information gathered during the data collection phase. The next Committee meeting is on 2/17/2021, and the Committee will meet every couple weeks thereafter. The Committee continues to work on finalizing the economic development plan with the consultant. Chairman McNally noted that funds have been requested in the FY 22 proposed Planning Board budget for GIS mapping. K. Craven affirmed she would

- provide an updated 2001 Master Plan update project development schedule by the next Planning Board meeting.
- 3.2 2020 Planning Board chapter DRAFT Annual Report. –tabled to the next Planning Board meeting.
 - 3.3 Townsend HMP-MVP report Board of Selectmen approval process. Adria Boynton, Weston & Sampson, Inc. joined the Planning Board meeting to provide an update of the 2020 Townend HMP-MVP report. She noted that it has been approved by FEMA and MEMA pending adoption by the Townsend Board of Selectmen. The presentation included highlights from the overall planning process, culminating in this combination document of the Town's Hazard Mitigation Plan & Municipal Vulnerability Preparedness plan. The draft report was distributed to Board Members for their review. The MVP process including the Planning Grant and the Action grant was reviewed. The Town has received its MVP Designated Community status through this planning process and is now eligible to apply for the MVP Action grants for the implementation phase of the MVP Program. The Board Members had no questions or comments and approved the report for the next step of bringing it forward to request the adoption by the Board of Selectmen on 2/16/2021. Dave Vigeant, Water Superintendent, joined the meeting and asked if the Water Department could be of help with the MVP Action grant and shared some of the planning ideas and goals of the Water Department.
 - 3.4 Draft Scenic Roads Bylaw proposal. – Chairman McNally will write up a warrant article Scenic Roads bylaw proposal and distribute to Board Members prior to the next meeting to prepare for placement on the 2021 ATM Warrant.
 - 3.5 Townend Chapter 43D Application & Warrant status update. The authorizing signature request for the Dudley Road property and the warrant article will be on the agenda for the 2/16/2021 Board of Selectmen's' meeting. The nomination as a priority development site of 365 Main Street property was discussed. Information was introduced about potential hazardous contaminants on the site and a cleanup requirement. The Board will consider this further and the owner will be asked to authorize the nomination on the Towns Chapter 43D application. The Board has an appointment on the School Committee agenda on March 1st to request authorizing signature for the nomination of Squannacook elementary school on the Towns Chapter 43D application. L. Shifrin is looking for the contact information of the real estate agent and will follow up with the owner. The application is being drafted and the Administrator is waiting on response from town counsel before authorizing signatures are obtained. The warrant article has been submitted to the town Administrator and Board Members.
 - 3.6 Safe routes to school update. – Charles Sexton-Diranian updated that an essential meeting is scheduled with the principals of Hawthorne Brook School & Spaulding Memorial School, Susan Robbins from the NMRSD School committee, and Racheal, MA SRTS representative to discuss finalization of Townsends participation in the Program. All other required support for Townsend's participation in the Program have been obtained. An appointment has been requested at the 03/01/2021 NMRSD Committee meeting for similar discussion.
 - 3.7 Unified Planning Work Program (UPWP) Grant – Townsend Walkability & Bikeability study. The study area has been established and mapped. The area will

- include the town common to NMRHS. MRPC planners are collecting data already available in house and planning field data collection activities for the Spring 2021.
- 3.8 Planning Board FY22 budget proposal. Chairman McNally gave an overview of the key items proposed in the Planning Board budget proposal, including funding for digitization of documents, and \$1500.00 for GIS mapping services (under Professional services), training for Board Members. Through the planning process, a meeting with Chief Sartell was held and funding for digitization of police records was discussed. He will put us in contact with the Land Use person in Hollis NH who has set up a successful interdepartmental electronic filing system for their records. Discussion ensued as to the digitation process and the focus for the effort would not be limited to just land use records but integration and access by all town boards and staff. Reaching out to Hollis, NH and other towns who have an electronic interdepartmental document control and application processes with tracking and report generation capabilities in place is a favorable next step. Utilizing their experience and references after using the system for a period of time.
- 3.9 DLTA RSD Application – Master Plan mapping and consulting services request. The request has been submitted under Round #1 and was on the MRPC agenda for approval on 02/04/2021. Planning Board administrator will follow up on notice of award.
- 3.10 Unified Planning Work Program solicitation memo from MRPC. The Board Members agreed to move forward with a new request in response to the 2021 UPWP Program solicitation for projects. The request is to add an area extending from the town common North to the library center, and public safety complex to the Townsend Walkability and bikeability study currently underway granted as part of the 2020 UPWP Program. A request letter has been drafted, will be reviewed and submitted to the Board of Selectmen for approval at the next available Board of Selectmen's meeting. C.S.D. made a motion to approve the Administrator to move forward with scheduling an appointment with the Board of Selectmen for approval of the request for a second study area for the Townsend Walkability and Bikeability study to be funded by the UPWP program. C. H. seconded. A roll call vote was taken as follows; YES – C.H., C.S.D., L.M., J.B., L.S. The motion carried.
- 3.11 Shared Streets and Spaces grant work. Adria Boynton, Weston & Sampson, shared an update on the planning phase of the MA DOT Shared Streets and spaces grant work past and ongoing. The emphasis of the grant program is to get people outside and socially distanced during COVID 19 pandemic and help small businesses during these challenging times. Townsend did apply for the summer MA DOT Shared Streets and spaces grant and it was not funded. The Town is preparing to submit in the current grant round under the same program namely the Winter Shared Streets and spaces program. The proposal includes wayfaring signage in the Town Common and key points of interest near the Town center for walking and biking, installation of bike lanes along key corridors connecting points of interest and schools, restriping crosswalks and making Jefts street a one-way from Town Hall to Rt. 13 and more. A map of the proposal was shown, and the grant team is in the process of working on stakeholder and public engagement for the proposal. This round the Town's proposal is more focused on quick build projects completed in a short timeframe to invite the community to utilize the outdoors. The Deadline for this application is

2/26/2021. Board Members support the effort and comment was made about the benefit to multiple grants and programs especially Safe Routes to School Program.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Notices from Townsend/other towns. Notice from the Board of Selectmen re: the ATM and STM Warrant last date to submit articles: 03/01/2021 and 04/02/2021 respectively.

5 SCHEDULE AND ADJOURN: votes may be taken. C.S.D made a motion to adjourn the meeting at 8:15 pm, J.B seconded the motion. A roll call vote was taken as follows; YES – C.H., C.S.D, L.M, J.B, L.S. The motion carried

- 5.1 Next Planning Board meeting scheduled on February 22, 2021.
Materials are available digitally upon request by emailing
bfaxon@townsendma.gov

Items on file:

- Municipal Vulnerability Preparedness & Hazard Mitigation Program PowerPoint presentation.
- Age restricted development zoning bylaw amendment proposal
- 2020 Townend HMP-MVP FEMA and MEMA approved report pending Board of Selectmen Adoption.
- Application for Stormwater management permit - 59 West Meadow road
- DLTA RSD Round #1 proposal letter to John Hume, MRPC Dated Feb 2, 2021.
- UPWP request draft letter for UPWP program 2021.
- District Local Technical Assistance Request for Service Delivery Application
- Email from Carolyn Smart to Boards and Committees dated 02/03/2021 Re: last day to submit articles for 2021 ATM and STM Warrant

Respectfully submitted,

Elizabeth Faxon, Planning Board Administrator

Approved on: February 22, 2021

Topic: TOWNSEND PLANNING BOARD

Time: Feb 8, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88244154690?pwd=cINXTGQ2bmhxcjVRSnl2RUcybXhFUT09>

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+13017158592,,88244154690#,,,,*949731# US (Washington D.C)

+13126266799,,88244154690#,,,,*949731# US (Chicago)

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+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

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