



Office of
THE PLANNING BOARD

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RECEIVED
APR 07 2021
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman
Carol Hoffses, Member

Laura Shifrin, Vice Chair
Charles Sexton-Diranian, Clerk

Planning Board Meeting Minutes

Monday March 22, 2021 at 6:30 PM

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETNIG LAW, G.L. c. 30A, § 20[†] **PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom**
Meeting

<https://us02web.zoom.us/j/88594120433?pwd=U1dJZXNFM25xK3FNb1pwVDYwcGNiUT>

09 Meeting ID: 885 9412 0433 Passcode: 663073 All are invited to Attend - Materials
and documents are available digitally upon request by emailing bfaxon@townsendma.gov.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. – Vice Chair Laura Shifrin called the meeting to order at 6:33 pm. Roll call Planning Board Members Present: Charles Sexton-Diranian, Carol Hoffses, Laura Shifrin Absent: Chairman Lance McNally Others present: Elizabeth Faxon, Planning Board Administrator, Hartley Pleshaw, TCAM, David Vigeant (6:30 – 7:00pm), Townsend Water Superintendent, Don Massucco (6:30 – 7:30pm), Townsend Tree Warden, Karen Chapman, MRPC (6:30 – 7:00 pm).
- 1.2 Chairman's additions or deletions. – none
- 1.3 Approval of minutes March 8, 2021. – C.H. made a motion to approve the minutes of March 8, 2021, C.S.D. seconded. Roll call vote as follows: YES – C.H. C.S.D. L.S. The motion carried.

2 PUBLIC HEARINGS AND APPOINTMENTS: votes may be taken.

- 2.1 7:00 p.m. Open Public Hearing – Scenic Roads Regular bylaw proposal. The Board presented a Scenic roads bylaw proposal reviewed by Town counsel. C. Sexton-Diranian is satisfied with the document as revised. C. Hoffses approved of the document as written. Mr. Don Massucco asked why the bylaw was needed. He also

[†] Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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.

asked why the position of tree warden was omitted. The bylaw is needed to enforce penalties when one relocates, destroys or degrades stone walls and trees in the public right of way of a scenic road as defined in the bylaw. The wording was eliminated by Town counsel and no reasoning was found in his comments. Mr. Massucco commented after reading Ch. 87 State public shade tree law that nothing prohibits cutting or removal of any tree which endangers persons traveling on a highway which he stated is the physical part of his job, ie, removal of dead or hazardous trees. He wants to know if this scenic bylaw proposal will have any impact on or impairs his authority to conduct his usual business. He would like to ensure that there is no conflict between the bylaw proposal and the State law. Administrator will set up a meeting during office hours to discuss Mr. Massucco's questions with Town counsel. C. Hoffses made a motion to continue the public hearing on the Scenic roads act bylaw proposal to April 5th at 6:45 PM. C. S. D. seconded. Roll call vote was taken as follows; YES – C.H., C.S.D., L.S. The motion carried.

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

- 3.1 2021 Townsend Master Plan Update – Master Plan Committee – Master Plan Committee Member absent. K. Chapman present DLTA RSD award agreement was discussed. K. Chapman put together a timeline and scope of services for the agreement and would like to inform the Master Plan Committee Members that there is a large library of maps that can be prepared for the Master Plan Update. MRPC would like a short list as soon as possible to begin their scheduling. She also stated that MRPC cannot expedite or shorten the endpoint of the agreement which is typically Dec. 31st, 2021 unless they receive a list of maps they will be asked to produce. C. S.D will attend the scheduled MPC meeting on 3/25/2021 to update the Committee on the status of the map resources available, discuss map requests of the MPC, as well as the next steps in executing the agreement between the Town of Townsend and MRPC under the DLTA RSD award. K. Chapman will revise the agreement with wording to indicate a deliverable date dependent upon timely receipt of adequate information about what maps are needed. C.S.D noted the importance of the Master Plan Update incorporating and referencing other Town planning documents published and adopted such as the Housing Development plan, MVP-HMP Plan, Water system Master Plan, Open Space and Recreation Plan, Energy Reduction Plan, etc. C. S. D. made the following comments regarding the Master Plan update. The question was asked about the status of the payment of the Economic Development Plan consultant contract. A draft Economic Development report has been delivered. C. Hoffses commented that she read the report and found it to be a very good report. C. H. made a motion for C. Sexton-Diranian to represent the Planning Board to the Selectmen regarding payment FXM associates for producing the Townsend Economic Development Plan. C.S.D seconded. Roll call vote was taken as follows: YES – C.H., C.S.D, L.S. The motion carried.
- 3.2 2021 Townsend Master Plan Update Water Chapter review – Board Members, Mr. David Vigeant, Water superintendent was present. Board Members received a draft document of the Water section of the Master Plan update from K. Craven, Chair of the Master Plan Committee per their request. L.S. commented that the Master Plan

update water section should include the Water superintendent's identified plan for the public Water System in the Town. The Water Superintendent produced a Townsend Water systems Master Plan document updated in February 2021 for the Planning Board and Admin will share this document with the Master Plan Committee Members. C.S.D. commented on the draft water chapter that is a good base and that the Water Superintendent should be reviewing the document. C.S.D. noted that the chapters being produced for the Master Plan update by the Master Plan Committee have to tie into the Water systems Master Plan document and other published planning documents. L.S. commented that she would like the Water Superintendents input on the water chapter received from the Master Plan committee. C.S.D made a motion to request of the MPC that the document be sent to the Water Superintendent for his review with comments delivered to the MPC. C.H. seconded. A roll call vote was taken as follows; YES – C.H., C.S.D, L.S. L. Shifrin expressed appreciation to Mr. Vigeant for the Water Systems Master Plan report and for updating the Board on the Water system plan for the Town.

- 3.3 Age-restricted development zoning bylaw amendment Report to Town Meeting. Additional comments were solicited and received from the Building commissioner and the Board of Health agent on the final revision of the age restricted development bylaw zoning amendment proposal. The proposal is sound with respect to zoning and septic system review. Building Commissioner, BOH Agent and Town Counsel Comments are provided in the Board Members shared folder.
- 3.4 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Board Members & Staff ongoing key sections of the 2020 Townsend MVP – HMP Plan have been extracted for charting the implementation phase and made available for Board Members to review. Continued to the next meeting.
- 3.5 Townsend MVP program Core Team & MVP Action Grant. Letter of Intent has been submitted (EOI) Meeting with the MVP Regional coordinator Hillary King is scheduled, and Core Team has been invited.
- 3.6 Townend draft Interagency Permitting Application - Chapter 43D. – Draft PDS application is in progress. L. Shifrin asked if the Squannacook elementary school will be removed from the Town's application as a potential Priority Development site (PDS). Administrator updates that the PDS Ch 43D application can go into the State at any time. The Warrant article is time sensitive. L.S. asked if Squannacook elementary school was removed could another PDS candidate be inserted? Because no other technical data is available at this time, this may not be feasible. Administrator will request MRPC representative attend the next meeting for questions. C. Sexton-Diranian commented that the Board received correspondence from the NMRSD that they are not in favor of including the Squannacook school as a PDS site until an ongoing feasibility study was complete. He suggested meeting with the consultant doing the feasibility study to explain more about why including the school in the Townsend Chapter 43D PDS program would be advantageous to all

parties. He is in favor of exploring options to move forward and work with the NMRSD School committee.

- 3.7 Chapter 43D Warrant Article Report to Town Meeting. – C.S.D. will draft
- 3.8 Safe Routes to School (SRTS) update. – Charles Sexton-Diranian. The next meeting is April 8th with the school Principals and Assistant Principals and have an decision of how they would like to proceed at that point.
- 3.9 Townsend Walkability & Bikeability Study & UPWP program update. No action items for the Planning Board at this time. We are waiting for next MRPC to let us know next steps and they are processing and collecting data.

4 CORRESPONDENCE: votes may be taken.

- 4.1 MVP Regional Coordinator online Meeting: Townsend MVP Action grant application. March 24, 2021 at 10:00AM. Noted and Board Member received invitations.
- 4.2 MRPC DLTA RSD – Round #3 Announcement and call for requests. Noted and emphasis is on COVID relief and recovery activities related to economic development projects for this round. C.S.D. attended an MMA webinar regarding housing choice. He noted the Governors recent changes to legislation related to housing growth and development. Best practices for compact housing development is one of the priority categories included in this DLTA RSD grant round which relates to recent discussions and a presentation to the Planning Board about smart development small scale/pocket neighborhoods. The Board discussed hammerhead lots and the current housing development allowed by zoning and frontage. Jonathan Lane in West Townsend was referenced. L.S. noted that to help ease the housing shortage, the State is encouraging changing the zoning bylaws to allow for more housing on smaller lots. C.S.D. would like to see the Town have a more concrete plan for compact housing developments. He noted we need to be educated on the State legislation and align Townsend zoning bylaws in the planning process.
- 4.3 Notices from Townsend/other towns. – read by C.S.D.

5 SCHEDULE AND ADJOURN: votes may be taken.

- 5.1 Next Planning Board meeting scheduled on **April 5, 2021** online via Zoom at 6:30 pm. C.H. made a motion to adjourn at 8:35 pm. C.S.D. seconded. Roll call vote was taken as follows: YES – C.H., C.S.D., L.S. The motion carried.

Respectfully submitted,

Elizabeth Faxon, Planning Board Administrator

Approved on: April 5, 2021

Items on file:

- 1. Scenic Roads bylaw proposal.
- 2. DLTA Agreement between the Town of Townsend and Montachusett Regional Planning Commission. Dated March 22, 2021
- 3. Email from Brad Morgan, Superintendent of Schools, NMRSD to Jim Kreidler, Townsend Town Administrator. Dated March 10, 2021 RE: SECC
- 4. DLTA Request for Service Delivery Round #3 Announcement Packet.

5. Draft water section/chapter – Master Plan Committee
6. Townsend Water Systems Master Plan – updated February 2021.
7. Email from Eric Chartrand to Beth Faxon re: zoning bylaw changes review dated 3-18-2021
8. Email from Town counsel to Beth Faxon & Eric Chartrand re: zoning bylaw changes to review dated 3-18-2021.
9. EOI – Letter of intent for Townsend to submit an MVP Action grant.
10. 2020 Townsend MVP – HMP Plan

Materials are available digitally upon request by emailing

bfaxon@townsendma.govTCAM Inc. is inviting you to a scheduled Zoom meeting.

Topic: TOWNSEND PLANNING BOARD

Time: Mar 22, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88594120433?pwd=U1dJZXNFM25xK3FNb1pwVDYwcGNiUT09>

Meeting ID: 885 9412 0433

Passcode: 663073 One tap mobile +13126266799,88594120433#,*663073# US (Chicago)+19292056099,88594120433#,*663073# US (New York) Dial by your location+1 312 626 6799 US (Chicago)+1 929 205 6099 US (New York)+1 301 715 8592 US (Washington D.C)+1 346 248 7799 US (Houston)+1 669 900 6833 US (San Jose)+1 253 215 8782 US (Tacoma)Meeting ID: 885 9412 0433 Passcode: 663073

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