



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
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RECEIVED
 MAY 18 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

Friday April 16, 2021 at 9:00 AM

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/86961008081?pwd=ZE5FaXhHWWN0aU5PWkRGaWtVQ2FwZz09>

Meeting ID: 869 6100 8081 Passcode: 413999

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. Chairman Lance McNally called the meeting to order at 9:00 AM present: Lance McNally (LM), Chairman, Laura Shifrin (LS), Vice Chair, Charles Sexton-Diranian (CSD), Clerk, Carol Hoffses (CH), Member. Others present: David Vigeant, Water Superintendent, Elizabeth Faxon, Planning Board administrator, Hartley Pleshaw, TCAM, Frank Getchell, Adria Boynton, Weston & Sampson
- 1.2 Chairman's additions or deletions. None.
- 1.3 Approval of minutes April 5, 2021. C.H. made motion to approve the minutes of April 5, 2021. C.S.D. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S, L.M. The motion carried.

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

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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

- 2.1 2021 Townsend Master Plan Update – Master Plan Committee. None.
- 2.2 Planning Board Decision approval – 12 Dudley Road Senior Center Expansion. C.S.D made a motion to approve the Planning Board Decision as written for the Senior Center Expansion 12 Dudley Road. C.H. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S, L.M. The motion carried. CSD asked about lettering he observed when he printed out the document and it was determined to be the word “Draft”.
- 2.3 Age-restricted development zoning bylaw amendment Report to Town Meeting. LS made a motion to accept “2021 Annual Town Meeting Townsend MA Planning Board Proposed Warrant Articles and Bylaws” as a report to Town Meeting for the warrant articles proposed by the Planning Board. C.S.D. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S, L.M. The motion carried. Admin will update with Scenic Roads bylaw proposal vote taken at this meeting and forward the report to Town Administrator as well as make copies for Town meeting attendees. The report will be uploaded to the Planning Board webpage and the Town website main news page. The Board Members commented that they would appreciate TCAM support of advertising a video of CSD reading the report on Channel 9 prior to Town meeting. C.S.D will produce this informational video for Town Meeting voters and share the video link to various parties for advertisement.
- 2.4 Scenic Roads bylaw Warrant Article and report to Town Meeting. CSD updated the meeting that he had conveyed to Board of Selectmen that the revised wording of the Scenic Roads bylaw Warrant article - enforcement section was approved at the 04-05-2021 Planning Board meeting and then after discussion with Town counsel Board Members reconsidered and asked the Administrator to revert this section to the original wording proposed by Town Counsel. L.S. made a motion to approve the wording of the final version of the Scenic Roads bylaw proposal Warrant Article with the enforcement section G. as follows: “This bylaw shall be administered by the Planning Board, the Building Inspector, the Tree Warden or others(s) as me be designated by the Planning Board from time-to-time” C.H. seconded. L.S. mentioned that she received a notice from Unutil about a town-wide project to remove branches that are potential problems in terms of falling on electricity infrastructure. A roll call vote was taken as follows: YES – C.H., C.S.D., L.S., L.M. The motion carried.

Chapter 43d Warrant Article and report to Town Meeting. C.S.D. included a report in the “2021 Annual Town Meeting Townsend MA Planning Board Proposed Warrant Articles and Bylaws” report to Town meeting. C.S.D. asked what the process would be to add a site to Townsend’s approved Priority Development Sites for the Town’s application to the State, specifically the Deluxe property. Administrator will report on this once information is gathered. C.S.D made a motion to accept the Chapter 43D warrant article and report included in the above referenced report. L.S. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D., L.S., L.M. The motion carried.

- 2.5 Safe Routes to School (SRTS) update. – Charles Sexton-Diranian – C.S.D. was delighted to report that after a meeting with the principals and vice principals of Hawthorne Brook and Spaulding Elementary school, Selectwoman Veroncia Kell and the SRTS State representative, both Townsend schools have agreed to enroll in the

Safe Routes to School State program. The preference of the Schools administrators is to commence program work in Fall of 2021 to allow time for the matters at present as they finish up the school year. Both Hawthorne Brook and Spaulding Schools will enroll in the SRTS Program immediately, establish longevity in the Program and prepare to start activities in Fall 2021. The application has been sent in and we will wait for confirmation of acceptance from the State representative. The Administrator will file the applications and confirmations upon receipt.

2.6 ~~Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. — Board Members & Staff~~

- 2.7 Townsend MVP program Core Team & MVP Action Grant – The Town is proposing a climate resilient water supply assessment project for the MVP Action grant RFR. The study will address both drought and flooding on both the public and private water supply. Some grant language would be helpful to explain the Town's need for financial assistance to push forward it's climate adaptation priorities. The yearly progress report is also an important part of the application and activities that have been going on to help describe the work being done to advance our priorities. Administrator will look into April vacation walks with the recreation Dept. and financial status statements from the Board of Selectmen. Citizens have been asked to provide any photos or stories of flooding events and drought impacts on their water supply as residents of Townsend. Historical snowfall records, stream gauge data, USGS monitoring well data, reduced precipitation data will be part of the review. The Townsend Cleanup was noted for inclusion to the updates of yearly progress report. Earth Day event was noted and will be going on this year socially distanced. D. Vigeant noted that a drilling project has been funded to increase the capacity of the Main Street well because of the 2020 drought. He also noted that Arsenic was detected in residential wells on South Row Rd, the Water Department is working on extending the public water infrastructure to include this area of Town and abandon the use of those wells as drinking water supply. A water tank and water lines are planned for Lunenburg Road to proactively mitigate the impact of climate change and ensure a resilient water supply for residents in this area of Town. The financial need for future water supply is being focused on with a consideration to climate change and we are working on illustrating this in Townsend's MVP Action grant application to the State to communicate awareness of how pro-active Townsend is. L.S. suggested that we include local business in the project to benefit of the Town and the local business community. Many essential letters of support have been received and more are pending. The administrator will follow up with the Council on Aging, the Townsend Housing Authority, Townsend business association. C.S.D. will follow up with some of the non-profits that partner with the Town to help with mortgage and rental assistance and fuel assistance working with the Townsend Housing Authority and the Affordable Housing Trust. Ms. Boynton commended the recent grant work of the Town and asked about any lessons learned and tools that would be helpful in building the MVP Action grant. C.S.D. commented that a major goal is to get Town Boards, Committees, Staff and Community collaborating and working together and is impressed with the positive strides made recently. He is very interested in opening up the conversation to All in any town project to ensure we have an all hands on deck approach and utilize all of the expertise and experience we have available. He will make a goal of keeping the Board of Selectmen informed as to what Boards and Committees are working on and mentioned that SharePoint is

the common cloud based e-filing system used by Townsend. He added that it will be key to include the departments, Boards and Committees in conversations about climate change which Ms. Boynton affirmed requires an interdisciplinary approach. Administrator suggested another meeting to continue the conversation work on the MVP Action Grant and it was tentatively scheduled for Thursday, April 22nd. C.S.D. made a motion to approve the letter of support from the Planning Board to Kara Runsten for the climate resilient water supply assessment project MVP Action grant application. L. S. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D., L.S., L.M. The motion carried. C.S.D. made a motion to authorize the Planning Board Chair to sign the letter of support on behalf of the Planning Board Members. L.S. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D., L.S., L.M. The motion carried.

2.8 ~~Townsend Walkability & Bikeability Study & UPWP program update.~~

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

3.1 Notices from Townsend/other towns. CSD read the notice.

4 **SCHEDULE AND ADJOURN: votes may be taken.** – L.S. made a motion to adjourn at 10:08 AM. C.H. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D., L.S., L.M. The motion carried.

4.1 Next Planning Board meetings tentatively scheduled on **May 10th, and May 24th, 2021.**

Materials are available digitally upon request by emailing
bfaxon@townsendma.gov

Respectfully submitted,
Elizabeth Faxon, Planning Board Administrator

Approved on: May 10th, 2021

Items on file:

1. Draft Decision – 12 Dudley Road Senior Center Expansion site plan review special permit.
2. 2021 Annual Town Meeting Townsend MA Planning Board Proposed Warrant Articles and Bylaws. 11 pages. Draft.
3. MVP Action grant FY 22 RFR
4. 2021 Townsend MVP Action grant – climate resilient water supply assessment proposal
5. Draft MVP Action grant letter of support from the Townsend Planning Board
6. Townsend's MVP Action grant Letters of support from BOH, ZBA, Conservation Commission.
7. 2020 Townsend Municipal Vulnerability Preparedness -Hazard Mitigation Plan Final Report.

TCAM Inc. is inviting you to a scheduled Zoom meeting. Join Zoom Meeting

<https://us02web.zoom.us/j/86961008081?pwd=ZE5FaXhHWWN0aU5PWkRGaWtVQ2FwZz09> Meeting ID: 869 6100 8081

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