



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
 978-597-1722 Planning@townsendma.gov

RECEIVED
 JUN 15 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Member

Planning Board Meeting minutes

Monday May 24, 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/89612244943?pwd=YVdjZjh0dIM3NDM3dEM1V1U2WnNDdz09>

Meeting ID: 896 1224 4943 Passcode: 022614

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. Present: Lance McNally (L.S.), Chair, Carol Hoffses (C.H.), Member, Laurie Shifrin (L.S.), Michael Virostko (M.V.), Member. Lance McNally called the meeting to order at 6:30 PM. Others present: Elizabeth (Beth) Faxon, Administrator, Julie Byars, Hartley Pleshaw, TCAM, Regan Andreola, Beals & Thomas, Stanley Dillis, Dillis & Roy, CDG. Inc.
- 1.2 Chairman's additions or deletions. None noted.
- 1.3 Approval of minutes May 10, 2021. C.H. made a motion to approve the minutes of May 10, 2021. M.V. seconded. Roll call vote: YES – C.H., M.V., L.S., L.M. The motion carried 4-0.
- 1.4 Reorganization of the Planning Board. L.S. made a motion to nominate Lance McNally as Chairman of the Planning Board. C.H. seconded. Roll call vote: YES –

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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

C.H., M.V., L.S., ABS - L.M. The motion carried 3-0-1. C.H. made a motion to nominate Laura Shifrin as Vice Chair of the Planning Board. M.V. seconded. Roll call vote: YES – C.H., M.V., L.M., ABS - L.S. The motion carried 3-0-1. L.S. made a motion to nominate Michael Virostko as the Clerk of the Planning Board. C.H. seconded. Roll call vote: YES – C.H., L.M., L.S. ABS – M.V. The motion carried 3-0-1.

2 WORKSESSION: votes may be taken.

- 2.1 2021 Townsend Master Plan Update – Master Plan Committee. Planning Board administrator read a letter from Kym Craven on behalf of the Master Plan Committee. K. Craven transmitted two draft chapters Circulation and Transportation and Historic and cultural resources to the Planning Board for their review and comment, return requested by June 7, 2021.
- 2.2 Recommend to the Board of Selectmen the appointment of Julie Byars as an Associate Planning Board Member for a term to begin on July 1, 2021, and expire on June 30, 2022. L.S. made a motion to recommend the appointment of Julie Byars to the Associate Position of the Planning Board. C.H. seconded. Roll Call vote: YES – C.H., L.M., L.S., M.V. The motion carried.
L.S. amended the motion to insert the effective date of July 1, 2021, through June 30, 2022. C.H. seconded. Roll call vote: YES – C.H., L.M., L.S., M.V. The amended motion carried.
- 2.3 Locke Brook Solar array site visit and progress update. – Regan Andreola, Beals & Thomas was present and updated the Board regarding the site visit today at 22 West Meadow Road to inspect the vegetative screen plantings per the approved landscaping Plan. She stated that some of the plants were not located, some of the evergreen trees have not survived, and some of the sizes of the shrubs were too small to be effective as screening to the viewshed. She recommended replacement of the dead evergreen trees and the addition of approximately 4 more evergreens to be added along West Meadow Road. She noted that all of the trees on the approved plan were accounted for. The Shrubs on the approved plan that were located in the field were too small, and many could not be located. Some shrubs were planted in an area where they would be taken over by other plants. Some of the recommendations she made were to have a landscape architect onsite during planting, flagging the plants so they can be identified, implementing a watering plan to increase plants survivability. A site walk summary of the site visit will be forthcoming to the Board.
- 2.4 Safe Routes to School (SRTS) update. Announcement of an online State Safe Routes to School Annual Awards ceremony was noted. Two Townsend schools; Hawthorne Brook Middle School and Spaulding Memorial Elementary School, will be recognized at the ceremony for enrolling this year. The event is online on June 2, 2021, at 10:00AM. All are welcome to register and attend.
- 2.5 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Board Members & Staff. Suggested was made for a work session to frame out the path to implementing the MVP-HMP Plan. MVP-HMP Plan implementation work session will be planned for the next Board meeting &

Board Members will be notified of some of the discussion points to cover in the implementation process prior to the meeting.

- 2.6 Townsend MVP program Core Team & MVP Action Grant – Board Members & Staff. The Application was submitted online and confirmed, 24+ letters of support were received along with many anecdotal stories and photographs were provided by the Community to help the grant reviews identify the character of the Town and the importance of the proposed climate resilient water supply assessment project. Awards will be announced in August.
- 2.7 Townsend Walkability & Bikeability Study & UPWP program update. The Town held a walking audit in conjunction with MRPC staff on Saturday May 1, 2021. The event was well attended, and a lot of information was collected, including photos and feedback from attendees, for the study process. MRPC is compiling data and working on the study process.
- 2.8 Warren Road Map 32, Block 2, Lot 0 Stormwater Permit compliance – Stan Dillis was present and noted that a meeting was held on site with the Administrator, Stan Dillis and Kevin Smith. He noted that the earth excavation has been completed under the earth removal permit and now the owners are preparing to develop the site with 3 residential homes. The site will be restored as the houses are built. A Stormwater management permit was issued with the earth excavation permit in 2017. He stated there will not be any changes in grade as the site is restored and developed for the residential houses. It was noted that the required monthly inspection reports (Form SM8) were not submitted during the project. The Planning Board received a letter from Mr. Dillis dated 05-24-21 attesting that no issues had occurred, and no stormwater runoff had been evident on Warren Road. He attested that he had been driving by periodically to check the site which has been stabilized for a few years. Chairman McNally recommended that the Planning Board create a formal process for closure of stormwater management permits issued. Primarily the requirement of a letter of completion from the construction manager or Applicant notifying the Stormwater authority of the imminent closure of the permit. Administrator will work on updating the permitting spreadsheet and create a permit expiration date calendar to monitor Board issued permits. It was noted that a letter was received by Stan Dillis stating the earth excavation work is complete to document compliance with the Stormwater management permit. Administrator will update the file and formally close the permit for the record. The Building Commissioners determination letter regarding Warren Road earth excavation permit was noted.
- 2.9 Montachusett Joint Transportation Committee update. Comment period is open for the Unified Planning Work Program (UPWP) and the Transportation Improvement Program (TIP). It is recommended that Board Members become familiar with the programs and types of opportunities available to the Town. Board Members have a review and comment period announcement memo and links to these documents for their review and comments.

3 CORRESPONDENCE: votes may be taken.

- 3.1 Planning Board report to 2021 Townsend ATM re: age-restricted development zoning bylaw amendment. Was submitted to ATM to the moderator in reference to the age-restricted development bylaw.
- 3.2 Volunteer Response forms received from Laura E. Shifrin, Julie Byars, and Sue Lisio.
- 3.3 Townsend Climate Resilient Water Supply Assessment MVP Action Grant Application & EEA receipt confirmation.
- 3.4 Building Commissioner determination letter Re: Address Assignment, Common Driveway, Earth Removal, Conservation and Building permits on Warren Road Map 32, Block 2, Lot 0. Dated May 17, 2021.
- 3.5 Letter to Planning Board Administrator from David J. Plunkett dated May 4, 2021, re: Seaver Road (Map-23 Lot-4) Townsend MA. Administrator read the letter aloud to those present. Administrator will provide property book and page & Decision to Julie Byars. Administrator will confer with Town Counsel in regard to the letter.
- 3.6 Draft Priority Habitat Map of rare species available for public comment, May 3, 2021, through July 3, 2021. C. Hoffses reviewed the materials and the map and using her own property, attempted to ascertain what the comment period was specifically on. Julie Byars mentioned that a search by Town will produce a list of special in your Town that are either endangered, threatened, or species of concern. Board Members will comment individually on their own.
- 3.7 Notices from Townsend/other towns. C. Hoffses & Administrator read aloud the Notices received by the Planning Board office.

4 SCHEDULE AND ADJOURN: votes may be taken. L.S. made a motion to adjourn the meeting at 7:16 PM. C. H. seconded. A roll call vote was taken as follows: YES – L.S., C.H., M.V. L.M. The motion carried.

- 4.1 Next Planning Board meetings tentatively scheduled on **June 14 & June 28 , 2021.**

Items on file:

- 1. Building Commissioners determination letter dated 05-13-21 Re: Address Assignment, Common Driveway, Earth Removal, Conservation and Building Permits on Warren Rd. Map 32, Block 2, Lot 0.
- 2. Memo To: Board of Selectmen for Annual Town Meeting May 8, 2021. From: Planning Board via Elizabeth Faxon, Planning Board Administrator. Subj: Proposed Bylaw Amendment Amending article IX, entitled “special provisions” by adding a new Section 145-54A, entitled “Age restricted Development”.
- 3. Volunteer response forms: Sue Lisio, Julie Byars, and Laura Shifrin.
- 4. Letter to: Beth Faxon from: David J. Plunkett re: Seaver Road (Map-23 Lot -4) Townsend MA
- 5. Letter to: Planning Board from: MA Division of Fisheries & Wildlife re: Draft priority Habitat Map of rare species available for public comment, May 3, 2021, through July 3, 2021.
- 6. Letter dated 05-19-21 from Stanley Dillis, P.L.S. Dillis & Roy, CDG, Inc. to Townsend Planning Board. Re: Warren Road. Map 32 Block 2 Lot 0. Earth removal operations.
- 7. Letter to: Townsend Planning Board from Stanley Dillis, P.L.S. Dillis & Roy, CDG, Inc re: Warren Rd. Map 32 Block 2 Lot 0 site inspections for Stormwater management permit.

8. Memo to: Interested Parties from Glenn Eaton, Executive Director MRPC. RE: Draft FFY 2022-2026 Transportation Improvement Program (TIP) and Draft FFY 2022 Unified Planning Work Program (UPWP) dated: 4-23-21.
9. Flyer: massDOT FY22 Capital Investment Plan (CIP) What are your transportation priorities?
10. Announcement: New Round of Shared Streets and spaces grant program.
11. Announcement: U.S. Department of Transportation Announces More than \$10 Million funding opportunity for Transit Planning to address climate change and equity in communities nationwide. Dated 4-21-21.
12. 2020 Townsend MVP-HMP Plan.
13. Townsend Climate resilient water supply assessment MVP Action grant application.
14. Invitation Safe Routes to School Awards ceremony.
15. Stormwater Management permit - Warren Road Map 32 Block 2 Lot 0
16. Formal Site Plan Review and Stormwater Management permit – 22 West Meadow Road Map 4 Block 0 Lot 15.

Respectfully submitted,
Elizabeth Faxon
Planning Board Administrator

Approved on: June 14, 2021

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