



Office of  
**THE PLANNING BOARD**  
 272 Main Street  
 Townsend, Massachusetts 01469  
 978-597-1722 [Planning@townsendma.gov](mailto:Planning@townsendma.gov)

**RECEIVED**  
 JUL 14 2021  
 TOWN OF TOWNSEND  
 TOWN CLERK

Lance J. McNally, Chairman  
 Carol Hoffses, Member

Laura Shifrin, Vice Chairman  
 Michael Virostko, Clerk

## Planning Board Meeting Minutes

**Monday June 14, 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/88099555429?pwd=a3pMTExxMU52Y3YwS2VTZUtCRW9YUT09>

**Meeting ID: 880 9955 5429 Passcode: 587568**

**All are invited to Attend - Materials and documents are available digitally upon request by emailing [bfaxon@townsendma.gov](mailto: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 6:31 PM. Members present: Laura Shifrin (L.S.), Carol Hoffses (C.H.), Michael Virostko (M.V.) and Julie Byars (J.B.). Others present: Elizabeth Faxon, Dave Funaiolo, TCAM, Regan Andreola, Beals & Thomas, Inc. Chaz Sexton-Diranian (6:45 pm-7:00 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† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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. Addition 1.4 - discussion on the topic of future Board meeting format virtual or in person or hybrid.
- 1.3 Approval of minutes May 24, 2021. L.S. made a motion to approve the minutes of May 24<sup>th</sup>, 2021, as written. C.H. seconded. Roll call vote : YES – L.M., L.S., C.H., M.V. The motion carried.
- 1.4 Added: L.S. noted some of the benefits of meeting remotely including attending meetings when Members were out of Town, time & energy savings of not commuting, and increased opportunity for the public to participate. She would like more information on the options available to Boards to continue attending meetings remotely. Chairman McNally noted that today is the end of the Massachusetts State of Emergency and consequently the final day to meet remotely, unless the Governor extends COVID19 measures regarding open meetings. He noted that the Board of Selectmen are testing an electronic camera and voice detection device called an OWL to conduct hybrid meetings. Admin will research how many Members of the public body can attend future public meetings remotely and update the Board as information becomes available.

## 2 **Appointments and public hearings: votes may be taken.**

- 2.1 **7:00 pm** Locke Brook Solar Array - 22 West Meadow Road – compliance review: Formal Site Plan Approval and Stormwater management permit.

Present: Regan Andreola, Beals & Thomas Inc. on behalf of the Applicant Nexamp, Inc.

Ms. Andreola attended the Planning Board site walk on 5-24-2021 and returned the following week to meet with the project landscape contractor and developer and noted that the field where the vegetative screening plants were established was mowed by the property owner. Approximately half of the shrubs that were part of the vegetative screening approved planting plan, were mowed over. Ms. Andreola and the developer decided it would not be recommended to replace the shrubs that were mowed over to allow the property owner to continue to maintain this section of the property. Replanting the damaged shrubs was not recommended because they did not provide substantial benefit to the screening of the viewshed and would be subject to future damage by mowing. The addition of 3 additional serviceberry trees was recommended to fill the gaps that were identified in the existing tree line along West Meadow Road. A Total of 7 new trees were planted: 3 Serviceberry trees, one newly added Eastern Red Cedar and, 3 replacements for the deceased Eastern Red Cedars. Ms. Andeola stated that the trees have been planted with adequate spacing, under her direction at the site. She noted the species of Serviceberry selected will be more effective in the cumulative vegetative screen along West Meadow Road. She concludes this approach will provide more immediate screening and be more sustainable long term and not subject to impact by the property owner mowing. A watering contract is being developed between the landscape contractor and the developer under the advisory of Beals & Thomas, Inc. for the plantings to sustain the healthy conditions of the vegetative screening. C.H. affirmed that the additional

plants will provide adequate cover. M.V. noted that he is in favor of the revised plan, the additional plants, the choice of species, and is satisfied that the changes made will result in a more aesthetically pleasing visual effect.

C.H. made a motion to approve the revised updated vegetative screening landscaping plan received by Beals & Thomas, Inc. M.V. seconded. Roll call vote was taken: YES – L.S., C.H., M.V., L.M. The Motion carried.

### **3 Worksession: votes may be taken.**

- 3.1 2021 Master Plan Update – Master Plan Committee. Chairman McNally asked if Board Members had reviewed and commented on the chapters received from the Master Plan Committee and Admin. confirmed that C.H. had returned comments. Board Members were asked to review and submit comments. The next Master Plan Committee meeting is scheduled for 06-22-2021.
- 3.2 Appointment of a Planning Board representative to the Montachusett Joint Transportation Committee term to begin on July 1, 2021 and terminate on June 30, 2022. L.S. nominated Beth Faxon to be the Planning Board representative to the Montachusett Joint Transportation Committee. C.H. seconded. Roll call vote: YES – L.S., C.H., M.V., L.M. The motion carried.
- 3.3 Chapter 43D application PDS sites update. The priority development site applications are in draft at this time.
- 3.4 Safe Routes to School (SRTS) update. Admin. will ask Chaz Sexton-Diranian to join the next Board meeting to give an update and speak to the role of the next Planning Board representative.
- 3.5 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Board Members & Staff Admin has gathered sections of the plan that relate to implementation phase. Admin. is requesting a worksession with Board Members to create a project management outline for this process. C.H. noted that she had gone over the materials and is looking to locate the “community outreach section” in Chapter 8 referenced in Table 6 of the document. Admin will research the location of the “community outreach section”.
- 3.6 Townsend Walkability & Bikeability Study & UPWP program update. – no update at this time.

### **4 Correspondence & Announcements: votes may be taken.**

- 4.1 Notices from Townsend/other towns. – Admin. read the notices received from Townsend and abutting Towns.
- 4.2 Online webinar 7-28-21 TIME: 4-7 PM - MCPPO Boards and Commissions: Know Your Responsibilities | Mass.gov - noted and information was distributed to Board Members.
- 4.3 Volunteer Response forms received - Sue Lisio – looking to be appointed to the Finance Committee and will follow up with the Planning Board once seated. Admin

updates that there one position remains open on the Planning Board, and it is posted and advertised.

- 4.4 Annual Town Report 2019-2020 – noted. Document is available in print.
- 4.5 Annual Street Listing Town of Townsend Massachusetts 2021. Board of Registrars.  
– noted and available for reference in the Land Use office.

5 **Adjourn: votes may be taken.** L.S. made a motion to adjourn at 7:11 PM. C.H. seconded. Roll call vote: YES – L.S., C.H., M.V., L.M. The motion carried.

5.1 Next Planning Board meetings tentatively scheduled on **June 28, 2021.**

**Materials are available digitally upon request by emailing**

**bfaxon@townsendma.gov**

**Approved on: July 12, 2021**

**Respectfully submitted,**

**Elizabeth Faxon, Planning Board Administrator**

Items on file:

1. Site visit report RE: RE: Locke Brook Solar Array – 22 West Meadow Road Baseline Landscape Documentation Townsend Massachusetts B + T Project No. 2958.08 dated 06-01-2021.
2. Letter to Townsend Planning Board from Beals & Thomas, Inc. RE: Locke Brook Solar Array – 22 West Meadow Road Baseline Landscape Documentation Townsend Massachusetts B + T Project No. 2958.08 dated 06-10-2021.
3. Statement From Nexamp RE: Senior Construction Superintendent for Nexamp attesting to final construction details of the approved Detention basin. Dated 06-08-21.
4. Draft Master Plan Update Transportation and Circulation Chapter.
5. Draft Master Plan Update Cultural and Historic Resources Chapter.

Join Zoom Meeting

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