



Office of
THE PLANNING BOARD
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 Townsend, Massachusetts 01469
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RECEIVED
 FEB 01 2022
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair
 Julie Byars, Member
 Ian Ortiz Santiago, Assoc. Member

Planning Board Meeting minutes

Monday January 10, 2022, at 6:30 PM

VIRTUAL MEETING ONLY

VIA: ZOOM PER EXTENSION OF 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/84174921238?pwd=Z0Y1Vk1RUhN6UGtlbHJjU3kzNlJRUt09>

Meeting ID: 841 7492 1238 Passcode: 220139

**All are invited to Attend - Materials and documents are available in electronic
 format 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 (LM) called the meeting to order at 6:03pm. Members present Julie Byars (JB), Carol Hoffses (CH), Laura Shifrin (LS), Michael Virostko (MV). Ian Ortiz Santiago (6:35pm) Others present: Hartley Pleshaw, TCAM, Elizabeth Faxon, Planning Board

† In accordance with actions related to an extension to the remote meeting provisions of the Governor's March 11, 2020, Executive Orders until April 1, 2022, this meeting will be held remotely.

- Admin., Michael Crowley, Land Use Coordinator, Selectman and Planning Board liaison, Charles Sexton-Diranian,
- 1.2 Chairman's additions or deletions. Chairman McNally introduced and welcomed Michael Crowley, Townsend new Land Use Coordinator.
 - 1.3 Approval of minutes December 20, 2021. CH made a motion to approve the minutes of 12-20-21. JB seconded the motion. A roll call vote was taken as follows; YES – CH, JB, MV, LS, ABSTAIN – LM. The motion passed 4-0-1.

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

- 2.1 Final Townsend Master Plan 2021. Admin has made request to Chairman of Master Plan Committee Kym Craven for copy of the document in Word on flash drive. The Planning Board is waiting for a copy.
- 2.2 Review §145-26 Residential District Bylaw DRAFT Amendment – §145-26 A (10) (a) Raising or keeping of fowl in residential districts. – the Board reviewed a proposal made by the Building Commissioner. LM is not in favor of excluding roosters and recommends this be deleted from the proposal. The exclusion of roosters was originally proposed in response to noise complaints received by the building department. CH commented that she has experienced excessive noise disturbances walking in neighborhoods with small lot size where roosters are kept. JB agreed the noise is a concern and that the right to farm is a commercial activity and this is not the case in a neighborhood where lots are small. She suggested mandating a minimum lot size for the right to own a rooster, which perhaps a setback of the housing structure from the lot line. CSD noted that Town Counsel, in a previous conversation advised that the Town may restrict roosters, but not exclude. Mike Crowley commented on the sentence structure of the proposal under review that as written it appeared as though the count of the flock is allowing for 20 birds not including roosters. Chairman McNally will draft something for town counsel to review which includes the query regarding use for non-commercial purposes and for minimum acreage to keep a rooster.
- 2.3 Safe Routes to School (S.R.T.S) update. - Carol Hoffses. – CH updated that she had contacted Emily Hoff to discuss the list of activities provided by the SRTS Program and identify any activities that might have been accomplished or may be accomplished by the recreation department. Rachel O'Donnell, SRTS State rep. is in the process of corresponding with the principals of Hawthorne Brook and Spaulding School to initiate the assessment. Chairman McNally offered support in the way of outreach from the Planning Board to the Schools.
- 2.4 Draft Townsend Planning Board 2021 Annual report. – The draft Planning Board 2021 annual report is being developed. Admin will send a copy out to the Board to review. CH commented that she is on the Open Space Preservation Committee & the SRTS representative. These will be updated in the draft.
- 2.5 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff – no update.
- 2.6 Townsend Housing Production Plan review. – LS updated that the draft is nearly complete, and it is a high quality document and work. The 12-9-21 revision of the Draft has been distributed to the Planning Board Members for their review. The

next Townsend Housing Authority meeting is January 27, 2022, with the Planning Board and the consultant to review the Plan.

- 2.7 Walkability Report and Intersection Analysis Report. LM updated there was a joint meeting with the Board of Selectmen last Tuesday 1/4/2022. If Board Members could not attend the video recording is available at the Town of Townsend YouTube channel and on Channel 9. Future action on these studies will be informing the Land Use Coordinator and the grant administrator on the findings in these reports and coordination with MRPC and DOT to strategize our planning efforts. The Planning Board and the Board of Selectmen will be working collaboratively with Town Boards and Staff to integrate with other projects and goals and strategize a plan of action.

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

- 3.1 Notices from Townsend/other Towns. – Admin noted that a copy of the Decision for the Retirement community in Pepperell was provided to Board Members as requested in the previous meeting.
- 3.2 FY 23 Budget and Capital guidance. The budget has been submitted and has been distributed to Board Members. Chairman McNally asked if a request for funds was made for modernization and automating the process of the office records and documentation control. Mike Crowley understands and is in full support of this effort and it's benefits to the Town and the community. CSD confirmed that this effort has full BOS support. Digitization of records is priority and standardizing permitting and notifications amongst the departments. CSD noted the goal is to look at the cyber infrastructure and the money to be allocated for increasing the capacity of services offered to the public over said infrastructure. CSD recommended that Planning Board Admin. collaborate with Land Use Coordinator to work on the Department budget to discuss funding for this project.
- 3.3 State Housing Choice zoning reform pursuant to Chapter 358 of the Acts of 2020 and the new section 3A of M.G.L. Chapter 40A. Discussion of Townsend Planning Board role and action items. – specifies MBTA communities need to designate one district where multi-family housing is permitted as of right. There should be no age restrictions and multifamily units are suitable for families with a density of 15 units per acre. Townsend is to put a bylaw in place and if the Town does not it is not eligible for any housing choice initiative funding any local capital project funds, or the MA infrastructure program. The Town must file a confirmation form with the State to indicate the Town's intention to comply with the new regulation. LS made a motion that the Planning Board move forward with the mandates in the new State Housing Choice zoning reform section 3A of M.G.L. Ch. 40A. JB seconded. A roll call vote was taken as follows; YES – CH, JB, LS, MV, LM. The motion passed 5-0. LS noted that because Townsend does not have public sewerage, this may not result in increased housing growth, but having the bylaw codified will allow for the Town to remain eligible for the grants. LS made a motion to move forward with the States initial requirement of completing and submitting the MBTA community information form indicating that the Town is following the mandate to create a multifamily zoning district as

outlined in the new legislation and that the Land Use Coordinator sign. JB seconded. A roll call vote was taken as follows; YES – CH, JB, LS, MV, LM. The motion passed 5-0. Mike Crowley stated he would complete the required MBTA community information form prior to May 2, 2022. Discussion ensued as to when the Planning Board would bring the bylaw forward to Town Meeting. ATM 2022 was favored. Chairman McNally would like to be involved in a collaborative effort with other MBTA communities in the region. LS agreed and reiterated that Townsend does not have public sewerage which will affect how Townsend's zoning bylaw is written and is a significant difference with other MBTA communities in the region undergoing the same process. Chairman McNally requested that we calculate the amount of money that would be lost in renege housing choice initiative & other funding should the Town not comply with this State mandate. This figure would be presented to the Town when the multifamily zoning bylaw which will significantly increase the density is proposed at Town Meeting to support this work. CSD summarized that at this stage, the focus is filling out the required form and updating the State that the Planning Board has this on the agenda and are collaborating with other boards and committees to study feasibility. Chairman McNally reiterated the importance of a successful bylaw to avoid any loss of funding. CSD asked about the potential for District Local Technical Assistance funds and might this be a good subject for this year's application. Admin. updated that Karen Chapman will be attending the next Planning Board meeting to give presentations on both the DLTA and the Multifamily zoning district in MBTA communities. Agreement was had that this event will be a good starting point.

3.4 Admin. report - Stormwater management permit updates. No update.

4 ADJOURN: votes may be taken.

- 4.1 Next Planning Board meetings scheduled for January 24, 2022 @ 6:30 pm & jointly with Townsend Housing Authority on January 27, 2022 @ 7:00 pm. – CH made a motion to adjourn at 7:30pm. LS seconded. A roll call vote was taken as follows; YES – CH, JB, LS, MV, LM. The motion passed 5-0.

Respectfully submitted,

Approved on: January 24, 2022

Elizabeth Faxon, Planning Board Admin.

Items on file:

1. §145-26 Residential District Bylaw DRAFT Amendment
2. Townsend Walkability Report 2021 and Intersection Analysis Report – West Elm, rt. 119, and Canal St.
3. Townsend Master Plan Final draft rev. 11
4. Townsend Housing Production Plan Draft 12-9-21.
5. Notification from Commonwealth of Massachusetts Exec. Office of Housing and Economic Development RE: requirement for MBTA Communities dated Dec 15, 2021.

State Housing Choice zoning reform pursuant to Chapter 358 of the Acts of 2020 and the new section 3A of M.G.L. Chapter 40A.

6. DRAFT compliance guidelines for multi-family districts under Sec. 3A of the Zoning Act.
7. FY 23 Planning Board Budget and Capital guidance.
8. Town of Pepperell ZBA Decision – 4 Mason Street, Clarks retirement park for 8 Variances.

TCAM - Hartley is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84174921238?pwd=Z0Y1Vk1RUhN6UGt1bHJjU3kzNlJRUT09>

Meeting ID: 841 7492 1238

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One tap mobile

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