



Office of
THE PLANNING BOARD
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RECEIVED
 MAR 29 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 March 14, 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/81885495139?pwd=ZmRUcVdLS1pPcHdHamxuZzRTYy9WZz09> Meeting ID: 818 8549 5139 Passcode: 901900

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally (L.M.) called the meeting to order at 6:30pm. Present: Laura Shifrin (L.S.), Julie Byars (J.B.), Michael Virostko (M.V.), Lance McNally (L.M.). Associate Member Ian Ortiz Santiago (I.O.S). Chairman McNally appointed Ian Ortiz Santiago as a voting member for this meeting. Absent: Carol Hoffses, Member.
 others present: Charles Sexton-Diranian, Liaison, Beth Faxon, Planning Board Admin. Michael Crowley, Land Use Coordinator, Hartley Pleshaw, TCAM.
- 1.2 Chairman's additions or deletions. None
- 1.3 Approval of minutes February 28, 2022. discussion: remove line space between worksession 1.1 and 1.2. remove "which is also in the MVP plan" L. S. made a motion to approve the minutes with the discussed changes. M. V. Seconded. A roll call vote was taken as follows: YES – J.B., L.S., M.V., I.O.S., L.M. The motion passed unanimously.

2 APPOINTMENTS AND HEARINGS: votes may be taken.

- 2.1 **6:45 pm. Public hearing – Site Plan Review special permit.** Applicant: Anthony Sabatino, ASC Enterprises, Inc., regarding a "Change in Use" proposal to redesign the property at 32 Main St., Assessor's Map 33, Block 60, Lot 0, zoned OCD (Outlying Commercial District), to open and operate a Food Truck Park

[†] 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.

providing food services accompanied by mobile food trucks for take-out and sit-down picnic style park. Present: Abutter Neil Busler.

Chairman McNally opened the public hearing for 32 Main Street and read the legal notice. L.M. made a motion to continue the public hearing for 32 Main Street to April 11, 2022, at 7:45pm to allow time for the applicant to provide a complete application. I.O.S. seconded the motion. A roll call vote was taken as follows: YES – J.B., L.S., M.V., I.O.S., L.M. The motion passed unanimously.

- 2.2 **7:30 pm. MBTA Communities presentation** by Mike Crowley, Land Use Coordinator. - Mike Crowley presented information to the Board on the State Law pertaining to MBTA communities entitled an Act enabling partnerships for future growth and the draft compliance guidelines. Townsend, being categorized as a MBTA adjacent community shall have a zoning district of reasonable size in which multi-family housing is permitted as a right provided however that such multifamily housing shall be without age restrictions and shall be suitable for families with children. Townsend's multifamily zoning district must be 50 acres. Multi-family residences are considered buildings with 3 or more residential units, or two or more buildings in the same lot with more than one residential dwelling. Townsends by right zoning bylaw also must provide for a density requirement of 15 units per acre. The 50-acre zoning district does not have to be one parcel, but must have at least 25 contiguous acres, and no part of the area may be less than 5 contiguous acres. Discussion ensued as to the neighboring communities that do not have public sewage systems and how multi-family housing development will be very difficult to implement. Discussion ensued as to the public comment period on the draft compliance regulations. LS commented that MRPC will be submitting a comment letter to the State which will include concerns of member Towns. The presentation ended with the consequences of non-compliance. Mike Crowley will be submitting the initial compliance form to the State indicating Townsend's status with the initial requirements of this new law.

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

- 3.1 ZBA (Zoning Board of Appeals) Mandatory referral – 169 Wallace Hill Road – application for accessory apartment. L.M made a motion to return the comment “The Planning Board is in support of an accessory apartment at 169 Wallace Hill Road.” J.B. seconded the motion. A roll call vote was taken as follows: YES – J.B., L.S., M.V., I.O.S., L.M. The motion passed unanimously.
- 3.2 Final approval process for the Townsend Master Plan 2021. Chairman McNally tabled to the next meeting.
- 3.3 Safe Routes to School (S.R.T.S) update. - Carol Hoffses. Tabled to the next meeting.
- 3.4 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation work stream. – Core Team Members and Staff. Core team needs

to be reconfigured and reconvened. Workstream for approved MVP-HMP plan implementation must be compiled.

- 3.5 FY23 Municipal Vulnerability Preparedness Action grant round. RFR released 3/14/22. Applications due 5/8/22. Further discussion is needed with Land Use Coordinator and Grant administrator.

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

- 4.1 Notices from Townsend/other Towns. M.V. read the notices aloud.
- 4.2 District Local Technical Assistance application. The application has been approved and signed by the Board of Selectmen and submitted to Montachusett Regional Planning Agency. The category is MBTA communities, and the request is for technical assistance a feasibility study for the type of housing required under the new State law applicable to MBTA communities.
- 4.3 THRT Conservation Restriction executed and recorded. Noted.
- 4.4 Building Commissioners recommendation for e-permitting solution. Board of Selectmen's decision. The Building Commission submitted a letter with an analysis and comparison of various e-permitting solutions for the Town. The Board of Selectmen has selected, and the Town will begin implementation over the summer of 2022.
- 4.5 Stormwater Permit Inspection Reports. Two Inspection reports have been received from the two active Stormwater management permits under construction. A revised Operation and Maintenance Plan from the Campbell Farm Open Space Preservation development was received in the Planning Board office. A Stormwater management certificate of compliance inspection is being scheduled for 22 West Meadow Road solar installation.

5 **EDUCATION & CONFRENCES: votes may be taken.**

- 5.1 Revised Guide for Public Boards and Commissions. Commonwealth of MA, Office of the Inspector General. Associated video: [How to be an Effective Public Board and Commission Member - YouTube](#)
- 5.2 MBTA Communities Slide Deck - 2/17 webinar - MA Executive Office of Housing and Economic Development

6 **NEXT MEETING:**

- 6.1 Next Planning Board meetings scheduled for March 28, 2022 & April 4, 2022. Annual Town Meeting Tuesday, May 3, 2022. - The April 4th meeting will be held to review any potential changes to the Warrant articles and is on hold for a potential public hearing for an acceptance of a public roadway. M.V made a motion to adjourn the meeting at 7:30pm, L.S. seconded. A roll call vote was taken as follows: YES – J.B., L.S., M.V., I.O.S., L.M. The motion passed unanimously.

Items on file:

1. Planning Board application and preliminary site plan 32 Main Street.
2. Presentation materials "MBTA communities"
3. Townsend 2020 MVP-HMP Plan.

This meeting is published on the Town of Townsend YouTube Channel at the following link:
[2022-03-14 Planning Board](#)

Respectfully submitted,
Beth Faxon, Planning Board admin.

Approved on: March 28, 2022