



Office of  
**THE PLANNING BOARD**  
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**RECEIVED**  
JUN 17 2019  
TOWN OF TOWNSEND  
TOWN CLERK

Lance J. McNally, Chairman

Veronica Kell, Clerk

Charles Sexton-Diranian, Member

Laura Shifrin, Vice Chair

Jerrilyn T. Bozicas, Member

**Planning Board Meeting minutes**  
Monday, May 6, 2019, at 6:30 PM  
Selectmen's Chambers,  
272 Main Street, Townsend, MA 01469

## 1 Preliminaries:

- 1.1 Call the meeting to order. Chairman Lance McNally called the meeting to order at 6:37 p.m.

Present: Chairman Lance McNally, Vice Chair, Laura Shifrin, Clerk Veronica Kell, Charles Sexton-Diranian, and Jerrilyn Bozicas.

Others present: Elizabeth Faxon, Planning Board administrator

- 1.2 Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting. Add 2.5 discussion on the interpretation and clarification of the word "conveyance" of the required open space in the OSPD bylaw.

## 2 Worksession:

- 2.1 Reappointment of Townsend Master Plan Committee members; Kym Craven, Wayne Miller, Andrea Wood, Bill Rideout, Cynthia Donovan Schuster, Veronica Kell, Don Hayes, Karen Clement, and Todd Melanson for a term to expire on 4/27/2020.

Chair McNally expressed gratitude to Kym Craven, Chair of the Master Plan committee, for her diligent work with progressing the Master Plan update forward. He also stated he was approached by concerned citizens whom raised issues concerning the operating procedures of the Master Plan committee and, the indeterminate quality and benefit of the recently released master plan survey. Other Board members expressed similar experiences of being approached by concerned citizens. A concern was expressed regarding the approval process of the final draft of the Master Plan update as it effects the Town's ability to apply for grants. Procedural guidance was sought from town counsel confirming the empowerment of the Planning Board to designate the Master Plan committee chair and, designating such as a member of the Planning Board.

Chair McNally asked for tabling of the Master Plan Committee appointment until another meeting to allow Board members to consider options and provide

feedback. Jerrilyn Bozicas expressed her concern over exercising the option of appointing a Planning Board member as Chair of the Master Plan committee in consideration of potential disruptive effects to the Master Plan update work in progress and, committee members.

- 2.2 Planning Board discussion and approval of Annual Town Meeting 2019 warrant articles. Draft Accessory Apartment Planning Board report was discussed. Chairman moved to include 3.1 email from citizen, into this agenda discussion. Discussion ensued as to the pre-existing outbuildings and the adaptation in the proposed bylaw amendment. The ten year existence of the pre-existing outbuilding requirement in the proposal was reconsidered by the Board. Board members spoke in favor of reducing the time frame and also in favor of leaving it as is. Chair McNally suggested going forth with existing warrant article as is and consider an amendment at a future time if necessary. The Board decided to leave the article as written. The citizen's email was considered by the Board during discussion. C. Sexton-Diranian motioned to accept the Planning board report for Warrant Article #25 Accessory apartment bylaw amendments. LS seconded. All in favor. The motion carried. V. Kell motioned to recommend the accessory apartment bylaw proposed amendments as written in the Warrant article. L. Shifrin seconded. All in favor. The motion carried.

The Board discussed the eight Zoning Recreational Marijuana establishments warrant articles #26, #27, #28, #29, #30, #31, #32 & #33. The Planning Board report was discussed. The Planning Board does not take a position on the articles, but leaves the decision up to town meeting voters. The report was edited to more accurately reflect the neutral stance of the Planning Board and to add the words "per the ballot question results of April 22, 2019." L. Shifrin made a motion to accept the Planning Board report for recreational marijuana establishment prohibition warrant articles as amended. C. Sexton-Diranian seconded. All in favor.

Discussion ensued as to the possibility of a secret ballot at town meeting to allow voters to vote on the 8 zoning recreational marijuana establishment articles in anonymity.

- 2.3 Finalize Planning Board reports to Annual Town meeting 2019. Discussed and approved under agenda item 2.2.
- 2.4 Mandatory referral -- 48 Fitchburg Road (continued from 4/29/19) -- The Board reviewed and discussed the application materials for 48 Fitchburg road. E. Faxon updated the Board that additional abutters were identified and notified of the Zoning Board of Appeals public hearing on 4/17/19. Planning Board members reviewed the submittal and expressed concern with the proposed substantial increase in the footprint and the change in architectural design of the apartment building. The Board was in favor of retaining the character of the complex and rebuilding within the original footprint, avoiding a large increase and substantial change to the pre-existing, nonconforming structure and

adjacent area. L. Shifrin made a motion to return the referral with comments per discussion. V. Kell seconded. All in Favor. The motion carried.

- 2.5 The Board discussed the conveyance of the common open space under the §145-39 OSPD bylaw. The Board deliberated on whether or not the common open space was to be donated or sold by the applicant as a condition of the special permit. The Board noted the ambiguity of the wording of the bylaw and, will consider an amendment at future town meeting.

### **3 Correspondence:**

- 3.1 Email from citizen regarding accessory apartment bylaw. Discussed an email received in combination with agenda item 2.2. Noted that the correspondence was received after the posted public hearing on accessory apartments (4/8/19) and after the warrant article was printed in the ATM warrant book.

### **4 Adjournment:**

- 4.1 Next Planning Board meeting is scheduled for Monday May 20<sup>th</sup>, 2019. L. Shiffrin made a motion to adjourn at 8:15 p.m. C. Sexton-Diranian seconded. All in favor. The motion carried.

Respectfully submitted,  
Elizabeth Faxon  
Planning Board administrator

Items on file:

1. Draft Planning Board report for Article #25 Accessory apartment in residential district bylaw amendments proposal.
2. Draft Planning Board report for Zoning Recreational Marijuana establishments Articles #26, #27, #28, #29, #30, #31, #32, and #33.
3. Email from concerned citizen to the Townsend Planning Board re: Accessory Apartment input dated 4/29/19.
4. Email from town counsel to Planning Board Administrator re: Townsend Planning Board question appointment of Master Plan committee chair.

Approved on: June 10, 2019