



Office of
THE PLANNING BOARD
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RECEIVED
MAR 26 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, March 11, 2019, at 6:30 PM

Townsend Memorial Hall, in Selectmen's Chambers,
272 Main Street, Townsend, MA 01469

1 PRELIMINARIES:

- 1.1 Call the meeting to order – Laura Shifrin (Vice Chair) called the meeting to order at 6:32 p.m.
- 1.2 Roll call – Vice Chair, Laura Shifrin (LS), Clerk, Veronica Kell (VK), Charles Sexton-Diranian (CSD).
Jerrilyn Bozicas (6:55 p.m.)
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting: none noted.
- 1.4 Approval of Minutes, 2/11/19, 2/25/19

2/11/19 – recommended modifications sec. 2.2 strike “approves of” and replace with “is glad to see”, strike “confirmation” and add “hopes”

VK motioned to approve and release the minutes of 2/11/19 with recommended modifications, CSD seconded. All in Favor.

2/25/19 – 2.2 typo change “activates” to “activities” VK motioned to approve and release the minutes of 2/25/19 with correction, CSD seconded. All in Favor.

2 WORKSESSION:

- 2.1 Adult Use Recreational Marijuana zoning bylaw, moratorium, and, ballot questions. CSD stated that the Recreational Marijuana establishment zoning referendum ballot questions which were written by town counsel, were submitted to the Board of Selectmen. The Board of Selectmen approved the Ballot questions with a discussion regarding how the Planning Board might assist voters with understanding the Ballot questions prior to the Annual Town Election on April 22, 2019. The Planning Board decided to have both the accessory apartment bylaw amendment proposal public hearing (6:45 p.m.), followed by an informational session (7:30 p.m.) on Monday April 8, 2019. EF will reserve the Great Hall. VK will prepare a PowerPoint for the information session. VK will send out the PowerPoint to EF to distribute to the Board to review before the informational session. Print outs will be available as handouts at the informational meeting. EF will put just the summary of each ballot questions on one sheet of paper also. The Ballot questions will be posted on the website and print copies will be available in town hall.

- 2.2 Recreational Marijuana zoning bylaw 2019 ATM warrant articles. EF asked about the warrant articles and if they are based on the results of the town election. Because the warrant articles are for amendments to the Recreational zoning bylaw, a public hearing will be required before town meeting on May 7, 2019. EF will check with town counsel regarding.
- 2.3 Accessory Apartment bylaw proposed amendments & 2019 ATM warrant article -.an updated draft of the bylaw was distributed to the Board - VK noted a definition of floor area is needed, and it can be defined for preexisting outbuildings as the following: a detached structure that has been in existence for at least 10 years as proven by a past building permit. The final draft will require town counsel review, prior to the meeting on 4/26. The detached building will also be restricted to 800' accessory apartment. CSD will send the definition on floor area to LS and VK. EF shared the response from D. Chenelle, ZBA regarding the accessory apartment amendment proposal. Feedback from the Board of Health has been sought regarding any potential conflict of the proposed amendments with existing BOH regulations. EF noted that a referral form with the draft accessory apartment bylaw amendment will be distributed in a few days. The Board agreed that the floor area of the accessory apartment shall not exceed 800 sq. ft. or, 35% of the floor area of the principal residence - the lesser of the two.
- 2.4 Planning Board associate member vacancy. - There have been no response forms received.
- 2.5 Funding for completion of Penny Lane and Coppersmith Way. - EF noted that the funds needed to finish Penny Lane and Coppersmith way were put in the general fund years ago when the developer for the project. Now, that money will need to be sought at town meeting for the completion of the roads. EF noted that the town accountant recommended that the Planning board work with the highway department to submit an article requesting the funds to complete these roads at spring town meeting. Discussion ensued regarding the best directive and it was decided that EF will pursue working with the highway department to discuss bringing a warrant article to the town meeting.
- 2.6 DLTA grant application – See 2.7
- 2.7 Montachusett Regional Planning Commission representative update. - LS attended the recent meeting and reports that 13 applications were received for the DLTA grant. These must be reviewed for qualification, then they will be forwarded to the state for justification. The Townsend Planning Board submitted one DLTA grant application for services that will benefit both the Townsend Housing Authority and the Master Plan Committee, with understanding that administrative support is to be included by the town. At the MRPC meeting, the application that was submitted by the Planning Board was accepted. Confirmation should be forthcoming in the next few weeks. The next step in the process will be the meeting with the Board of Selectmen to explain the project needs and discuss the justification for the DLTA grant. A letter of support and or meeting minutes will be submitted to MRPC following. The following meeting for MRPC is April 4, 2019.

- 2.8 Master Plan Update. - Kym Craven, attending remotely at 7:15 p.m. The Master Plan committee is 8 members and requires 5 members to meet a quorum for voting. The committee will meet on 3/12/19, the Committee will vote on the survey questions and forward to MRPC for review and eventually implementation of the survey. Interviews with town hall staff will be scheduled in the next few weeks and will include some discussion of the current drafted survey questions. A good number of the Master Plan baseline chapters are completed. The economic development section has been formalized and questions have been developed for the outside consultant. This RFP will go out to bid through the MMA platform, and cycle back through the Board of Selectmen to approve the expenditure of MP funds. The final draft of the community meetings report was received by the Committee from MRPC. The goal is to have the draft Master Plan available by June 2019. Feedback and quality assurance of the current draft of the survey questions will be solicited from town employees, the Planning Board and, MRPC. A suggestion was made that individual survey question feedback from various sources can be sent to EF and she can help with collating and organizing responses.

3 CORRESPONDENCE:

- 3.1 Emails from Kym Craven re: correction request of approved January 2019 Planning Board meeting minutes. – The Board reviewed two emails received from Kym Craven requesting changes to the Master Plan update section 3.3 of the approved meeting minutes of January 14, 2019 and January 28, 2019. Noted The Planning board meeting minutes of January 14, 2019 and January 28, 2019 were voted on in a public meeting for approval and release.
CSD motioned to take no action regarding the approved minutes correction requests, JB seconded, All in Favor.
- 3.2 Notices from Townsend/Other Towns – VK read the notices from other towns and Board of Selectmen announcements.
- 3.3 Conferences and advertisements. – EF will attend the CPTC Annual conference on Saturday March 16, 2019.
CSD motioned to adjourn at 8:20 p.m., JB seconded. All in Favor.

Respectfully submitted,
Elizabeth Faxon, Planning Board administrator

Items on file

1. Draft accessory apartment bylaw amendment proposal document (written VK)
2. Edited accessory apartment bylaw amendment proposal document (D. Chenelle)
3. Posting for Planning board associate member vacancy
4. Email from Town accountant to EF re: funding for Coppersmith way and Penny Lane
5. Letter from M. Decoteau to Developer re: curing funds to complete the roadwork for Coppersmith Way and Penny Lane.
6. DLTA grant application
7. Emails (2) from Kym Craven re: request for correction to approved Planning Board meeting minutes of January 14, 2019 and January 28, 2019.

Approved on: March 25, 2019