



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1722 planningboard@townsend.ma.us

RECEIVED
DEC 10 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, November 4, 2019, at 6:30 PM
Townsend Memorial Hall, 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 6:34 P.M. Present: Chairman, Lance McNally, Clerk, Veronica Kell, and Charles Sexton-Diranian. Absent: Vice Chairman, Laura Shifrin, 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 3.6 complaint 112 West Meadow rd.
- 1.3 Approval of minutes 10/21/19 – Discussion: Add to section 3.4 “in other towns in the MRPC District” to sentence on walkability study, add to section 3.7 “administer” Change to section 2.1 strike “the inclusion of the adjacent property” and add “a lot in the OSPD”. Veronica Kell moved to accept the draft minutes of 10/21/19 with the specified changes. Charles Sexton-Diranian seconded. All in Favor. The motion carried.

2 HEARINGS AND APPOINTMENTS:

2.1 7:00 P.M. Continued public hearing OSPD Definitive subdivision application and Stormwater permit.

Applicant: Townsend Hill Realty Trust
Location: 187 & 199 North end Road
Project: The applicants are seeking definitive subdivision approval and requesting a Stormwater management permit for construction of a 6 Lot Open Space Preservation Development, cul de sac, and Stormwater management system at the properties located at **187 & 199 North End Road.**

Present: Mr. Stanley Dillis, Ducharme & Dillis, CDG, Inc.

Mr. Dillis presented revision 10-25-19 of the Campbell Farm Definitive subdivision Open Space preservation development North End Road. He discussed the revisions made in response to the peer review letter dated 10-21-19 and discussions that occurred at the public hearing on 10-21-19. He noted that the distance between Infiltration Basin #2 and the private well located on the abutter's property 179 North End Road, is 173.2', well beyond the 100' DEP regulations. He added that the location of the mailbox was moved further from North End Road and a turn-out was created for ease of access. A paved apron was added at entranceway off of North End road.

The Highway superintendent reviewed the revised plans and offered the following comment "The only concern I see with the driveway is the drainage culvert at the beginning of the driveway on the plan is showing a 12" culvert pipe and it would need to be an 18" corrugated plastic pipe. I would also recommend a stone apron during construction to minimize any debris from entering the roadway".

Mr. Dillis stated that the applicant will improve the pond at 6 Ball road with a hydrant and any other necessary structures to be used in lieu of the required fire cistern for emergency water supply for the fire department. He reports the Fire Chief finds the fire pond proposal acceptable with a designed plan and the following conditions; an easement is granted to the Town for access onto the property at 6 Ball Road to utilize the pond in perpetuity, the Conservation Commission reviews the proposal and, pond plan has been designed to have sufficient capacity considering factors such as ice, providing emergency water supply for the Fire Department. Fire Chief Boynton offered the following comment in an email dated 10-22-19 to Stan Dillis "Consider this email confirmation that a fire pond on the corner of Ball Road will be an acceptable alternative with sufficient access that is properly maintained for fire apparatus along with the conditions stated below." The email was forwarded to the Planning Board and read into the record. The Board will consider voting on the waiver with the conditions stated at the next meeting. The draft Decision for approval of the definitive subdivision and the Stormwater permit will be prepared for the Board prior to the 11-25-19 meeting.

Veronica Kell notes a condition to be included in the 187 and 199 North End Rd definitive subdivision approval Decision is that, "since 199 North End Rd is an existing ANR lot in the Campbell Farm definitive subdivision, a search of 199 North End Rd in the Middlesex South Registry of Deeds links 199 North End Rd to the Campbell Farm OSPD definitive subdivision." Charles Sexton-Diranian moved to continue the public hearing of 187 & 199 North End Road to November 25, 2019 at 6:45 P.M. Veronica Kell seconded. All in favor. The motion carried.

3 WORKSESSION:

- 3.1** Draft Limited English Proficiency (LEP) Access Plan comment period comment period. - Administrator will draft a comment letter to submit during the open comment period. The Board agreed that the data appears flawed and that it shows a significant Hmong population in Townsend, however there is no supporting evidence. The data appears to be flawed and does not reflect the actual population in Townsend.
- 3.2** MRPC update – Lyndsy Butler, Land Use Coordinator will attend the upcoming meeting on November 7, 2019.
- 3.3** Montachusett Joint Transportation Committee update – Draft LEP Proficiency Access Plan was discussed. Veronica Kell was concerned that the data as set forth in the Document would remain as is, regardless of submitting comments, and that the inaccuracy would affect future planning decisions. The Board agreed to submit a comment during the open comment period.
- 3.4** Municipal Vulnerability Preparedness planning Grant application update – The request for letters of support are coming in. We have received letters from Townsend Fire and EMS, Townsend Planning Board, Lyndsy Butler, Land Use Coordinator and grant point of contact person, Nashua River Watershed Association, Townsend Conservation Land Trust, Squannacook Greenways, Inc. and a citizen group. The Draft MVP grant application is in progress and expected by 11-15-19. We are waiting for the Board of Selectmen to provide a letter of support. We also expect to receive letters from the Townsend Conservation Commission and, the Townsend Highway Department.
- 3.5** §145-36 Accessory Apartment bylaw implementation discussion. The Board of Health memo was discussed as it applies to the permitting process. The Board agreed that it

would be reviewed for consistency with the amended accessory apartment in a residential district bylaw

- 3.6 Veronica Kell asked about the monitoring of the OSMD on West Meadow road with respect to the conditions in the Decision. Noted the Town Building Commissioner and Zoning Enforcement officer position is vacant. The Planning Board administrator will send a letter in response to the tree clearing complaint and Land Use staff will monitor the development with respect to the Decision.

4 CORRESPONDENCE:

- 4.1 Notices from Townsend/Other towns. Open Space and Recreation committee vacancy notice was read aloud.

Charles Sexton-Diranian moved to appoint Veronica Kell as the Planning Board representative to the Open Space and Recreation Committee. Veronica Kell seconded. All in Favor. The motion carried.

Charles Sexton-Diranian moved to adjourn the meeting at 8:38 P.M., Veronica Kell seconded. All in Favor. The motion carried.

Respectfully submitted,
Elizabeth Faxon
Planning Board Administrator

Approved on: December 9, 2019

Items on file:

1. Draft Letter of Support for the MVP grant from the Townsend Planning Board.
2. Campbell Farm definitive subdivision OSPD North End Road site plans revised on 10-25-19.
3. Email from Jim Smith Highway Department to Lyndsy Butler subject review of revised plans for Campbell Farm definitive subdivision. Dated 11-04-19
4. Email from Stan Dillis to Beth Faxon re: Fire Chiefs approval of fire pond proposal pending design and conditions. Dated 10-22-19
5. Letter to Townsend Planning Board from Graves Engineering Inc. Re: follow up to previous peer review letters dated 09-21-19 & 10-21-19. Dated 11-04-19.
6. Open Space and Recreation committee vacancy announcement.
7. Draft LEP Proficiency Access Plan.



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Rec'd Townsend Town Clerk
31 OCT '19 AM 11:22

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Planning Board Meeting Agenda

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3 WORKSESSION:

- 3.1 Draft Limited English Proficiency (LEP) Access Plan comment period comment period.
- 3.2 MRPC update - Laurie
- 3.3 Montachusett Joint Transportation Committee update - Veronica
- 3.4 Municipal Vulnerability Preparedness planning Grant application update - Beth.
- 3.5 §145-36 Accessory Apartment bylaw implementation discussion.

4 CORRESPONDENCE:

- 4.1 Notices from Townsend/Other towns.
- 4.2 Conferences and advertisements.

5 ADJOURNMENT AND NEXT MEETING: Next meeting November 25, 2019.

The listing of topics that the Chair reasonably anticipates will be discussed at the meeting is not intended as a guarantee of topics that will have been discussed. Not all topics listed may in fact be discussed, and other topics not listed may also be brought up for discussion to the extent permitted by law.