



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

RECEIVED
JAN 29 2020
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, January 6, 2020, at 6:30 PM
Townsend Memorial Hall, Meeting Room 2
272 Main Street, Townsend, MA 01469

1 PRELIMINARIES:

- 1.1 Call the meeting to order. Chairman Lance McNally called the meeting to order at 6:32 P.M.
- 1.2 Roll call: Jerrilyn Bozicas (JB), Chair, Lance McNally (LM), Clerk, Veronica Kell (VK), Charles Sexton-Diranian (CSD)
Absent (with notice): Laurie E. Shifrin.
- 1.3 Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting – add 3.8 Land Use Coordinator and 3.9 Master Plan Committee.
- 1.4 Approval of minutes 12/09/19. – Discussion changes sec. 2.4 add “was discontinued in date? And abandoned in 1973 by the town of Townsend”. Strike “The applicant owns the right of way” on page 3 of 4. Add; VK asked the applicant if he was aware at the time of purchase of the property, that he had 35 feet of Frontage. He confirmed. Add that a 20 unit subdivision is in construction on west meadow road and that a 5 lot subdivision was approved on North End Road. VK motioned to accept the minutes as modified. JB seconded. All in Favor. The motion carried.

Others present: Town Counsel, Adam Costa joined the meeting at 7:00 P.M., and left the meeting at 8:50 P.M.
Planning Board administrator, Elizabeth Faxon

2

- 2.1 **6:45 P.M. ANR 21 & 23 Shirley Road** – Chairman McNally recused himself from the ANR discussion and vote. VK presided. Mr. John Araujo was present. Mr. Araujo explained that the ANR is a 1 for 1 land swap of two parcels that are the identical size of 5,309 sq. ft. This parcel swap will create 400’ frontage for Lot 1. The fee was recalculated and the applicant was advised that an additional \$300 is due in addition to the \$75 fee initially collected. JB motioned to waive the scale requirement of 1’=40”. CSD seconded. All in Favor. The motion carried. CSD motioned to approve the ANR for 21 & 23 Shirley Road. JB seconded. All in Favor. The motion carried.
- 2.2 **7:00 P.M. Continuation of a public hearing for site plan review and special permit for 29 Main St.**

Applicant: Sallie Thurber
Location: 29 Main Street

Project: The applicant is seeking site plan review and a special permit for proposed alterations to a single family residence and property including, driveway reconfiguration, and addition of parking spaces for the purpose of operating a combined veterinary hospital and residence in a residential district. – Present: Stanley Dillis, Ducharme & Dillis CDG. Inc.

Dr. Sallie Thurber.

Chairman McNally read the Fire Department referral into the record. Mr. Dillis presented the project. MR. Dillis explained that the driveway has been reconfigured and 5 parking spaces will be created, one being an ADA parking space and access ramp. A second exit onto Main Street was added. There will be no change in existing topography. A Massachusetts highway curb cut application has been filed, approval is expected. If not approved, a single curb cut will be utilized. A dumpster pad has been added behind the building. JB motioned to approve the site plan, and,

issue a special permit to Dr. Sallie Thurber for 29 Main Street. The project will be constructed according to plan. CSD seconded. All in Favor. The motion carried.

2.3 7:30 P.M. Continuation of Public hearing on an application for approval of a 3-lot definitive subdivision and Stormwater permit.

Applicant: Danny Gardner, Mass Ave. Land Development, LLC
Location: Seaver Road - Assessor's Map 23, Lot 4

Present: Mr. Danny Gardner, applicant
Paul Grasewicz, P.E., GRAZ engineering

Chairman McNally reconvened the public hearing. Chairman McNally read the Fire Department referral into the record, and a copy was given to the applicant. A letter in opposition to the project, from John Massidda, was read into the record by Mr. Richard Cohen, an abutter, in his absence. Chairman McNally read a letter received in the Planning Board office on 1-06-19 from abutter Sherrill Burgess in opposition to the project. VK read an email in opposition to the project, received in the Planning Board office on 1-06-2020 aloud from John Massidda into the record. Chairman McNally acknowledged additional materials submitted by the applicant after the 12-09-19 public hearing which consisted of a quit claim deed and a land court case confirming the applicant's ownership of the property and the Right of Way. The applicant also submitted a letter from the Lunenburg Building department which explained how Mr. Richard Cohen 50 Seaver Road, was granted a building permit by granting him a variance. The Board scheduled the site walk for Saturday January 18, 2020 at 10:00 A.M.

Mr. Grasewicz, representing the applicant, submitted additional waiver requests to the Board. Chairman McNally opened a discussion regarding the waiver request §175-13 (D) (2) listed in the list of waivers submitted with the initial definitive subdivision application package. Discussion ensued as to the funds required of the applicant that must be deposited in a 53G account for the purpose of initiating technical peer review of the project. Town counsel informed those present of the difference between the funds collected for the application fee and the 53 G account funds required under Townsend bylaw§ 175-26 Employment of outside consultants. The Board agreed to take no action on the waiver request. The Board agreed that the applicant is required to deposit funds in the Town of Townsend treasury to establish a 53 G account for the purpose of financing the Town to use outside consultants to conduct a technical peer review of the proposed project. Mr. Grasewicz stated that the applicant realizes that he is responsible to pay for the technical peer review. The Board members compared, contrasted and deliberated on three cost estimates received by the Planning Board office for technical peer review services to review the Seaver Rd definitive subdivision approval application and Stormwater permit application from qualified engineering firms. The methodology deployed by the administrator for the request for cost estimates was described to Board members. The following vote was taken: VK motioned to accept the Hancock Engineering associates proposal for technical review engineering consulting services for review of the Seaver Road definitive subdivision and Stormwater permit applications. CSD Seconded. All in favor. The motion carried.

Chairman McNally asked the applicant to provide \$4,000.00 to the Town treasurer for the purpose of funding the selected outside consultant Hancock Engineering. Chairman McNally explained that the peer review would start once the funds are cleared with the treasurer and moved into the 53 G account. The applicant was asked to grant a written extension of statutory deadline to the Planning Board to act on the Seaver Road definitive subdivision approval application to the end of March 2020. The applicant confirmed he will both deposit the requested funds and provide the extension letter. V. Kell asked for confirmation that the project is a definitive subdivision approval application. Mr. Grasewicz replied yes. Chairman McNally clarified that the Planning Board must take action on the definitive subdivision approval application by 135 days of receipt of the application, or, by February 26, 2020. The applicant agreed to grant an extension of statutory deadline to the Planning Board to the end of March 2020. Chairman McNally noted that the applicant agreed to deposit the funds to initiate the project technical peer review and, ideally the results of the peer review findings letter would be available at the next Planning Board meeting on January 27, 2020.

VK motioned to continue the public hearing for Seaver Road definitive subdivision approval application and Stormwater permit application to January 27, 2020 at 7:00 P.M. CSD seconded. All in Favor. The motion carried.

3 .WORKSESSION:

3.1 MRPC Housing Forum Report. The report has been approved by the Townsend Housing authority (THA) and has been given to the Master Plan Committee. The report will be used by the MPC to write the housing chapter for the Master Plan and will populate the Housing Production Plan (HPP) update effort underway by the THA. CSD reports that once the 2020 HPP update is completed, it will come to the Planning board for presentation.

3.2 Montachusett Joint Transportation Committee (MJTC) update – VK reported there is a meeting on 1/8/2020. She noted that information is available regarding the Transportation Improvement Program (TIP) and MJTC and MRPC are soliciting input for the 2021-2025 TIP program document. She reiterated that Townsend highway department personnel would benefit from attending the MJTC meetings. She would like to establish the communication between the highway department and the Planning Board and the MJTC. VK expressed that it might be beneficial if a select board member could attend MJTC as well. She requested clarification of communication amongst the highway department, Planning Board and town departments regarding MJTC agenda items.

3.3 Municipal Vulnerability Preparedness Program planning draft grant application update. The Townsend MVP planning grant application has been submitted to the State along with an addendum including two additional letters of support. It is currently under review and we are awaiting notification.

3.4 §145-36 Accessory Apartment bylaw wording and implementation discussion - revise Board of Health report memorandum/form. – tabled until after the BOH meeting in February. EAF will ask for an early BOH agenda appointment for this discussion. VK and CSD will attend.

3.5 Age restricted housing zoning bylaw discussion – provide an assessment of locations in Townsend that would be supportive of age restricted housing units. It was suggested that this task can be part of the DLTA Request for service delivery grant application. EAF will request an appointment on the BOS agenda for presentation of the application and letter of support.

3.6 Reappoint Natalie Call as the Planning Board representative to the Capital Planning Committee for a term ending June 30, 2019 – LM motioned that we appoint a member of the Planning Board to serve on the capital planning committee. CSD seconded. All in Favor. The motion carried. JB motioned to nominate Veronica Kell to represent the Planning Board on the Capital Planning Committee. CSD seconded. All in Favor. The motion carried. EAF will attend the MJTC meeting on Wednesday 1/8/2020 so that VK can attend the Capital Planning committee meeting.

3.7 Montachusett Regional Planning Commission (MRPC) update – EAF attended the MRPC meeting on 1/2/2020. Two announcements include the formation of a cyber security working group and grant funding for state registered historic properties. The MA historical commission grant information will be forwarded to the Historic commission representative Alisa Suthers and the Town properties committee liaison. The cyber security working group information will be forwarded to James Kreidler, Town Administrator.

3.8 Land Use Coordinator – Chairman McNally will contact the Town Administrator regarding. Board members expressed interest in being involved in the hiring process.

3.9 Master Plan Committee (MPC) – EAF reported sending an email to the Master Plan Committee requesting an update. While waiting for a response, EAF sent another email asking for the date of the next MPC meeting. We are still waiting for a response from the MPC. VK noted that she has requested the survey analysis, and the economic development documents. EAF will forward the final survey analysis provided by MRPC, to the Board members via email. Chairman McNally requested EAF reach out to the Economic consultant to ask for information generated thus far.

4 CORRESPONDENCE:

4.1 Notices from Townsend/Other towns. – VK read aloud a community meeting for a proposed adult use recreational marijuana dispensary in the Town of Pepperell scheduled for 01/06/2020.

4.2 MRPC memorandum: Unified Planning Work Program Project Solicitation from MRPC - EAF updated the Board on the UPWP program project solicitation. Discussion ensued as to some project ideas and the following were mentioned; a trail guide, walk/bike-ability study and the potential connectivity to the rail trail via bike lane, along with access from West Townsend to the rail trail. EAF will attend the MJTC meeting and learn more about the logistics and deadline of Townsend submitting a project under the UPWP program. If a project is selected under this program, the results of the study can be eligible for further funding at the State level. Chairman McNally noted that Parks and Recreation Committee may be interested in this walk/bike-ability study UPWP application. VK noted that trails and signage are important. More discussion will follow in upcoming worksession.

4.3 District Local Technical Assistance (DLTA) Request for Services Delivery from MRPC. - The latest request for services delivery (RSD) under the DLTA has been released from MRPC. The Deadline for Round #1 is 3/3/2020. Board of Selectmen approval is required. The Planning Board discussed the following for this round of technical services requests; VK suggested a request for MRPC to determine siting for age restricted housing units and use of vacant commercial buildings. Revitalization of the downtown area and development of age restricted housing aligning with the State recommendations was mentioned. M.G.L 43 D was discussed and, CSD offered an

update of the work done to date on adoption thereof. CSD stated that the Housing production plan be part of the RSD under the DLTA. He noted that the facts and figures were delivered under last year's DLTA request and now we are in the final stages of the 2020 update. He recommended working with other town committee's on the RSD noting that MRPC prefers applications with multiple municipal end users of the technical information. He suggested the historic commission, and town properties and other committees that will be involved with revitalization and housing. The Board agreed that it would be beneficial to dedicate occasional Planning Board meetings to worksession to address zoning bylaws, grant opportunities, studies, etc. Chairman McNally suggested a meeting in February 2020 for worksession for planning discussions.

CSD motioned to adjourn the meeting at 9:25 P.M. JB seconded. All in Favor. The motion carried.

5 ADJOURNMENT AND NEXT MEETING: Next meeting January 27, 2020.

Respectfully submitted,

Elizabeth Faxon, Planning Board administrator

Approved on: January 27, 2020

Items on file:

1. Letter from Mr. John Massidda to the Townsend Planning Board re: additional comments regarding the Seaver Road subdivision plan, Map 23, Lot 4. Dated 12-30-19.
2. Email from Mr. John Massidda to Beth Faxon re: Seaver Rd development comments, Part 2, addendum dated 01-06-2020.
3. Email from Sherrill Burgess to Townsend Planning Board members via bfaxon@townsend.ma.us re: Planning Board meeting, Seaver Road parcel. Dated 01-06-2020.
4. Letter to Townsend Planning Board from Paul F. Grasewicz, P.E. re: Mass Ave Land Development, LLC; Seaver Road Extension Additional Waiver Requests. Dated 01-06-2020.
5. District Local Technical Assistance (DLTA) Request for Services (RSD) solicitation document.
6. Memo From: MRPC to Interested parties re: Development of the Montachusett FFY 2021-2025 Transportation Improvement Program (TIP) dated 11-25-19.
7. Memo From: MRPC to Delegates of MRPC re: Availability of MA preservation funds (MPPF) from the Office of the MA Secretary of State and the MA Historical Commission. Dated 01-02-2020.
8. Memo from Sheri Bean, Principal Planner to Townsend Planning Board re: UPWP Project solicitation. Dated 11-25-19.
9. Memo from MRPC to Townsend Planning Board re: creation of a cyber security working group, first meeting and availability of cyber security planning funding from MassCyberCenter at MassTech Collaborative. Dated 01-08-2020.