



Office of  
**THE PLANNING BOARD**  
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TOWN OF TOWNSEND  
TOWN CLERK

Lance J. McNally, Chairman

Laura Shifrin, Vice Chair

Veronica Kell, Clerk

Charles Sexton-Diranian, Member

Jerrilyn T. Bozicas, Member

**Planning Board Meeting Minutes**  
Thursday, February 27, 2020, at 6:30 PM  
Townsend Memorial Hall,  
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. Lance McNally, Chair, Laura Shifrin, Vice Chair, Charles Sexton-Diranian.  
Others present: Elizabeth Faxon, Planning Board administrator  
Hillary King (Remotely), MVP Program Central regional coordinator.
- 1.3 Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting. L. McNally updated those present that he spoke with Chief Sartell regarding a document scanning and indexing project in the planning stages, he expressed interest in involving the Land Use Department. He reported that there are a few candidates for the vacant Land Use Coordinator and Building Commissioner positions. He requested resumes as well as an opportunity to attend the interviews.
- 1.4 Approval of minutes 02-10-2020. Tabled to a future meeting.

**2 WORKSESSION:**

- 2.1 Municipal Vulnerability Preparedness Program planning grant review of proposals. Board members compared and contrasted proposals received from Massachusetts Executive office of Energy and Environmental Affairs Municipal Vulnerability Preparedness (MVP) program state certified vendors. After deliberations and consideration. C. Sexton-Diranian motioned the Town of Townsend pursue executing a contract with Weston & Sampson, Engineers Inc. for the MVP – HMP planning process. L. Shifrin seconded. All in Favor. The motion carried. Board Members stated that the second choice vendor for the MVP program is Tighe & Bond, Inc.  
Hillary King left the meeting at 6:40 P.M. (Remotely)
- 2.2 Draft 145-36 Accessory Apartment bylaw wording revision and warrant article.  
C. Sexton-Diranian moved to move forward with the proposed amendment to §145-36 Accessory apartment in residential district and submit this warrant article for the ATM 2020 Town meeting warrant. L. Shifrin seconded. All in Favor.
- 2.3 Review Work Program and authorize contract for technical peer review; 48 Fitchburg Road Stormwater Management Permit application.  
C. Sexton-Diranian motioned to approve executing a contract with Graves Engineering, Inc. for technical peer review of the Stormwater management permit application for 48 Fitchburg Road. L. Shifrin seconded. All in Favor. The Motion carried.

L. Shifrin motioned to adjourn at 7:00 P.M. C. Sexton-Diranian seconded. All in Favor. The Motion carried.

Respectfully submitted,

Elizabeth Faxon, Planning Board Administrator

Approved on: June 15, 2020

*Townsend Planning Board 02-27-2020 minutes*

**Items on file:**

1. Town of Townsend MVP Program Proposals from; Weston & Sampson, Engineers Inc., Tighe & Bond, Inc. Beals & Thomas Inc., Pare Corp., Montachusett Regional Planning Commission, and BETA Group, Inc.
2. Memo to Town Administrator, re: Warrant Article for 2020 Town meeting – proposed amendment to §145-36 Accessory Apartment in residential district.
3. Proposed draft amendment to §145-36 Accessory apartment in residential district.
4. Graves Engineering - Document: Work Program proposal for technical peer review of Stormwater Management permit application for the property located at 48 Fitchburg Road.