



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

Lance J. McNally, Chairman
Veronica Kell, Member

Charles Sexton-Diranian, Clerk
Carol Hoffses, Associate Member

Laura Shifrin, Vice Chair
Jerrilyn T. Bozicas, Member

Planning Board Meeting minutes

Monday, September 14, 2020, at 6:30 PM

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETNIG LAW, G.L. c. 30A, § 20†

PUBLIC ACCESS ZOOM MEETING LINK: [Join Zoom Meeting](#)

<https://us02web.zoom.us/j/4370746322?pwd=S1FoUUUVW0tuZWVDSHZkM2lkUFNHUT09>

Meeting ID: 437 074 6322 Passcode: 9inAZk

Materials are available digitally on request by emailing bfaxon@townsendma.gov

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally called the meeting to order at 6:33 P.M. present: Charles Sexton-Diranian, Clerk, Jerrilyn Bozicas, Lance McNally, Chairman Veronica Kell (left the meeting at 6:40 P.M.), Carol Hoffses, Laura Shifrin, Vice Chair (6:40 P.M.)
Others present: Elizabeth Faxon, Planning Board administrator.
John Hume, MRPC
Kayla Kress, MRPC
Kym Craven (left meeting at 6:55)
Andrea Wood (joined the meeting via telephone at 7:10 P.M)
- 1.2 Chairman's additions or deletions. Chairman McNally deleted appointments 2.1 ANR for Warren Road and 2.2 ANR for North end road. Additions: 3.0 Veronica Kell has submitted her letter of resignation and Chairman McNally thanked her for her years of service to the Townsend Planning board. Other Board members extended thanks and appreciation for her service to the Town. V. Kell commented that the Selectmen liaison for the Planning Board is Don Klein. J. Bozicas made a motion to appoint Carol Hoffses to full member to fill the vacancy created by Veronica Kell. C. Sexton-Diranian seconded. A roll call vote was taken as follows: C. Sexton-Diranian – aye, J. Bozicas – aye, L. McNally – aye. The motion carried.

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

2 APPOINTMENTS AND HEARINGS: votes may be taken.

- 2.1** 6:45 PM - ANR – Warren Road – Applicant(s): Kenneth Tulley & Kevin Smith. - Deleted from 09-14-2020 agenda.
- 2.2** 7:00 PM – ANR 198 North End Road – Applicant Kevin Smith. - Deleted from 09-14-2020 agenda.

3 WORKSESSION: votes may be taken.

- 3.1** Planning Board discussion/appointment of representative to Montachusett Joint Transportation Committee. The Planning Board administrator expressed interest in representing the Planning Board on the Montachusett Joint Transportation Committee. L. Shifrin made a motion to appoint Elizabeth (Beth) Faxon as the Planning Board representative to the Montachusett Joint Transportation Committee. C. Sexton-Diranian seconded. Roll call vote was taken as follows: C. Sexton-Diranian – aye, J. Bozicas – aye, L. Shifrin – aye, L. McNally – aye, C. Hoffses – aye. The motion carried.
- 3.2** Approval of minutes 08-24-2020. – Add the last name “Stevens” C. Sexton Diranian made a motion to approve the minutes of 08-24-2020. J. Bozicas seconded. A roll call vote was taken as follows: C. Sexton-Diranian-aye, L. Shifrin – aye, J. Bozicas – aye, L. McNally – aye, C. Hoffses – aye. The motion carried.
- 3.3** Scenic Roads Regulations discussion. - The Board is awaiting the specific wording of the amendment made to 145-24 C (10) in 2014. L. McNally noted that Groton did not have any specific regulation on where stone walls are located that require a permit. It was inclusive of all stone walls along scenic roads. L. McNally proposes that Townsend change the bylaw wording to include all stone walls that are parallel to a scenic road as jurisdictional. C. Sexton-Diranian is in agreement. L. McNally would propose that a sample amendment be drafted to present at the next town meeting. He also stated this would be done after the wording of the 2014 amendments were identified. The Planning Board administrator will provide the amendments.
- 3.4** DLTA MRPC age restricted housing development bylaw grant support action items. MRPC has been looking at similar communities with age restricted bylaws and asked for a sense from Board members as to what model they are interested in working off as a template. The Town of Lincoln was mentioned as having a good bylaw and MRPC would like to confirm with the Board that this is a good one to use as a building block for Townsend’s bylaw. The Board will review the Town of Lincoln bylaw and provide comment once received from MRPC.
- 3.5** DLTA MRPC Townend Chapter 43D feasibility grant support action items. MRPC has begun the mapping process for the Ch 43D priority development sites (PDS) in Townsend as part of the grant. A few sites have been transmitted by town staff to MRPC for consideration as a PDS. The criteria for eligibility to be a designated PDS were reviewed with Board members and discussion ensued as to additional potential sites in Townsend. L. Shifrin mentioned a potential property owned by Keating on Turnpike Road currently for sale, 3.5 acres in the industrial zone. Board members suggested adding Squannacook middle school to the list of potential PDS sites. Chairman McNally mentioned The Settle shop on Main Street in West Townsend and Shepherds repair shop on Main St. in Townsend Harbor including the structure across the street. MRPC will create a matrix for evaluation of the suggested sites with respect to the criteria for the State. The Board can then decide which sites they would like to prioritize for the application.
- 3.6** Safe routes to school update. – C. Sexton-Diranian will get the information from Veronica Kell and present it to the Board at the next meeting.
- 3.7** Reappointments discussion Townsend Master Plan committee. Taken out of order per Chairman McNally. Present: Kym Craven. Chairman McNally commented that a meeting did occur with members of the Master Plan committee, the Planning Board, and town counsel. The meeting was held to discuss how the Planning Board and the Master Plan Committee can work collaboratively on the master plan update project. Chairman McNally commented that the Board aspires to increased involvement with the Master Plan committee in the process of finalizing the Master Plan update. K. Craven provided Board members with a project schedule for completing the Master plan update which indicated an estimate of 6 months to completion. Chairman McNally noted that the Master plan committee as agreed to bring any areas where assistance is needed to the Board’s attention and, will have a committee representative attending Planning Board meetings to provide regular Master Plan update progress. The Master Plan committee will also provide drafts of Master Plan Update chapters for the Board to review as they become available. K. Craven expressed appreciation for the planning

meeting and expressed confidence in the path forward for production of the Master Plan update final document. The next Master Plan Committee meeting has been scheduled Sept. 29, 2020. The planning Board administrator will assist with Zoom meeting set up details and posting the MPC agenda. C. Sexton-Diranian added that the Master Plan committee representatives at the recent meeting agreed to post committee meeting agendas and approved meeting minutes online. The reappointment of the committee members was tabled to the next Planning Board meeting. The Planning Board administrator will post member vacancies for the Master Plan committee. L. Shifrin confirmed based on the timeline provided, that the Master Plan update would be finalized in approximately 6 months. K. Craven replied yes however more will be known once the committee meets next. (K. Craven left the meeting at 6:55 P.M.).

- 3.8 Bills payable warrant – Graves Engineering, Inc. peer review services. Chairman McNally asked that the payment to the towns peer review engineer Graves Engineering be withheld until the Applicant replenished the 53G account. The warrant was not approved.

4 **CORRESPONDENCE: votes may be taken.**

- 4.1 Notices from Townsend/other Towns. – C. Sexton-Diranian read the legal notices received from other towns. Groton is proposing an amendment to their accessory apartments bylaw to include outbuildings.
-Email received from Bill Rideout – L. McNally commented on an email received from Bill Rideout regarding a proposal of Squannacook greenways Inc. to construct a pedestrian/cyclist/equestrian bridge from Timberly Park to Old meeting house road over the Squannacook river. The bridge will be constructed near where the old bridge was constructed. This is provided courtesy of a donation and a presentation to the Board of Selectmen will be scheduled soon.

5 **SCHEDULE AND ADJOURN: votes may be taken.**

- 5.1 Next Planning Board meeting is scheduled for Monday September 28, 2020. L. Shifrin will be joining the meeting at 7:30 PM. J. Bozicas made a motion to adjourn. L. Shifrin seconded. Roll call vote as follows: C. Sexton-Diranian seconded. Roll call vote was taken as follows: C. Sexton-Diranian – aye., J. Bozicas – aye, L. Shifrin – aye, L. McNally – aye, C. Hoffses – aye. The motion carried.

Respectfully submitted,

Elizabeth Faxon

Planning Board administrator

Approved on: November 16, 2020

Items on file:

1. Email from Veronica Kell announcing her resignation from the Planning Board.
2. Schedule and timeline provided as an estimate for completion of the Townsend Master Plan update.
3. Email from Bill Rideout re: Old Meetinghouse Road pedestrian bridge
4. Bills payable warrant Graves Engineering peer review 48 Fitchburg Road.

Materials are available digitally on request by emailing bfaxon@townsendma.gov

Townsend Planning Board is inviting you to a scheduled Zoom meeting.

Topic: Townsend Planning Board public meeting

Time: Sep 14, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/4370746322?pwd=S1FoUUUVWa0tuZWVDSHZkM2lkUFNHUT09>

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