



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
 978-597-1722 Planning@townsendma.gov

RECEIVED
 AUG 05 2021
TOWN OF TOWNSEND
TOWN CLERK

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chairman

~~Clerk~~ Julie Byars, Associate Member

Planning Board Meeting minutes

REMOTE PARTICIPATION ONLY

Monday July 12, 2021, 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/83021732739?pwd=V1QzdWhLbTJMMem9hVnJpUTVrR1phZz09>

Meeting ID: 830 2173 2739 Passcode: 595909

All are invited to Attend - Materials and documents are available digitally upon 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 6:32 pm. Board Members Present: Lance McNally, Carol Hoffses, Julie Byars (Assoc. Member), Laura Shifrin, Michael Virostko. Others present: Elizabeth

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public;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.

Faxon, Planning Board administrator, Hartley Pleshaw, TCAM, Selectman Chaz Sexton-Diranian

- 1.2 Chairman's additions or deletions. None
- 1.3 Approval of minutes June 14, 2021. L.S. made a motion to approve the minutes of 06-14-21 as drafted. C.H. Seconded. A roll call vote was taken as follows: YES – J.B., C.H., L.S., M.V. L.M.

2 **Worksession: votes may be taken.**

- 2.1 2021 Master Plan Update – Master Plan Committee. Administrator read the status update provided. The chapters conveyed to the Planning Board members from the Master Plan Chair just prior to this meeting are Housing, Zoning and Economic Development. L.S. commented she had concerns with old data incorporated in the housing draft chapter. She asked who authored the chapter. Next meeting is on July 16, 2021.
- 2.2 Appointment/reappointment of a Planning Board representative to the Montachusett Regional Planning Commission. M.V. made a motion to appoint Laura Shifrin as the Planning Board representative to the MRPC. C.H. seconded. A roll call vote was taken as follows: YES – C.H., L.M., L.S. J.B. M.V. The motion carried.
- 2.3 Letter of Support Request – MRPC for RAISE planning assistance grant application. Admin prepared a draft letter of support and read the letter. The project is for a regional climate change resiliency plan. L.S. made a motion for Chairman Lance McNally to sign the Letter of support on behalf of the Planning Board members. C.H. seconded. A roll call vote was taken as follows: YES – L.S., M.V., C.H., J.B., L.M. The motion carried.
- 2.4 Chapter 43D application PDS sites. – Admin updated that the State has changed the submittal process for the PDS municipal applications part of the community one stop for growth grant program which is a single submittal portal and a collaborative review process of community and economic development grant programs that make targeted investments based on development continuum. The application is being reworked into the new format. A few signatures are needed and final town counsel review. Target submittal will be August 2021.
- 2.5 Safe Routes to School (SRTS) update. – C. Hoffses has met with Rachel O'Donnell, Mass rep. from the SRTS Program and they will meet again in August.
- 2.6 MVP Program 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan-implementation. – Board Members, Core team & Staff – Board

Members will review the document and continue to the next meeting. Admin will resend the MVP-HMP Plan to Board Members again.

- 2.7 Townsend Walkability & Bikeability Study & UPWP program update. To be continued to the next meeting. MRPC reports that intersection studies are underway, and Canal St./Rt. 119 in Townsend will be included this summer.

3 **Correspondence & Announcements:** votes may be taken.

- 3.1 Notices from Townsend/other towns. – M. Virostko read a summary of the notices received by the Planning Board office.
- 3.2 Planning Board Member vacancy - Volunteer Response forms - one full Board member position remains open.
- 3.3 Letter from MA Audubon & MA DCR to Planning Board w/ print copy of *Forest Carbon Market Solutions: A guide for MA municipalities* (also online at www.massaudubon.org/climateforestry). – Admin. has circulated a copy to other related Boards and Committees.
- 3.4 Email & Letter from NEXAMP to Planning Board re: Locke Brook Solar Array- 22 West Meadow Road Stormwater Management Permit #SW2019-1 Nexamp Project Number 03390. Dated 06-22-2021. – Admin did visit the site to verify the plantings are done according to the revised planting plan.
- 3.5 Memo from: Kathleen Spofford, Town Clerk re: Posting requirements of meetings by Boards and Committees. Dated 05-21-2021. Noted. Planning Board Members were

in agreement that they would like to conduct public meetings via TCAM hosted Zoom meetings until a time when the Board has further discussion.

- 3.6 Town Counsel advisory re: The Commonwealth extends COVID19 measures regarding open meetings. Noted.
- 3.7 Building Commissioners determination letters. Noted and on file for Board members.

- 4 **Adjourn: votes may be taken.** C.H. made a motion to adjourn the meeting at 7:10 pm. L.S. seconded. A roll call vote was taken as follows: YES - – L.S., M.V., C.H., J.B., L.M.

4.1 Next Planning Board meetings tentatively scheduled on **July 26, 2021.**

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

Respectfully submitted,

Elizabeth Faxon

Planning Board Admin.

Approved on: July 26, 2021

Items on file:

1. Letter from MA Audubon & MA DCR to Planning Board w/ print copy of *Forest Carbon Market Solutions: A guide for MA municipalities* (also online at www.massaudubon.org/climateforestry).
2. Email & Letter from NEXAMP to Planning Board re: Locke Brook Solar Array- 22 West Meadow Road Stormwater Management Permit #SW2019-1 Nexamp Project Number 03390. Dated 06-22-2021
3. Memo from: Kathleen Spofford, Town Clerk re: Posting requirements of meetings by Boards and Committees. Dated 05-21-2021
4. Town Counsel advisory re: The Commonwealth extends COVID19 measures regarding open meetings.
5. 2021 Townsend Master Plan Update draft chapters: Housing, Zoning and Economic Development.
6. Letter of Support to MRPC for RAISE grant application.
7. 2020 Townsend MVP-HMP report.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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248 7799 US (Houston) +1 669 900 6833 US (San Jose) Meeting ID: 830 2173 2739 Passcode: 595909

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