



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

RECEIVED
 AUG 24 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chairman
 Julie Byars, Associate Member

Planning Board Meeting Minutes Monday July 26, 2021, at 6:30 PM Remotely via TCAM hosted Zoom

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/87018524740?pwd=c1pKVjNtUnhqcnZlbkszem9rdnhrQT09> **Meeting ID:**

870 1852 4740 Passcode: 852003

1 **Preliminaries: votes may be taken.**

- 1.1 Call the meeting to order and roll call. Present: Laura Shifrin, Vice Chair, called the meeting to order at 6:30 PM. Carol Hoffses, Member, Julie Byars, Associate Member, Michael Virostko, Clerk (joined 6:35 pm) Absent: Lance McNally, Chairman. Announced that the meeting was being recorded.
Others present: Elizabeth Faxon, Planning Board Admin., Adria Boynton, Weston & Sampson, Andrea Wood, Master Plan Committee, Karen Chapman MRPC (left @ 7:15pm), Hillary King EEA, Selectman Chaz-Sexton Diranian (joined 6:45 pm)
- 1.2 Chairman's additions or deletions. Addition: Board review of sidewalks and bike trails maps received from MRPC. To discuss deferring to a future meeting agenda.
- 1.3 Approval of minutes July 12, 2021. C. Hoffses made a motion to approve the minutes of July 12, 2021, as written. J. Byars. seconded. Roll call vote: YES – C.H., J.B., L.S., M.V.
C.H. made a motion to appoint Julie Byars as a full voting member for the meeting of July 26, 2021, M.V. seconded. Roll call vote: YES – C.H., J.B., L.S., M.V.

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

- 2.1 2021 Master Plan Update – Master Plan Committee & Board Members - Draft chapter comments; Draft Master Plan Zoning Chapter, Draft Master Plan Economic Development Chapter, Draft Master Plan Housing Chapter. L. Shifrin noted that the **2021 Townsend Master Plan final draft v.1.** was received today just before the Board meeting and the Chairman is absent.
- 2.2 Reappointment of Master Plan Committee Members: Kym Craven, Karen Clement, Bill Rideout, Cynthia Donovan-Schuster, Don Hayes, Todd Melanson, Andrea Wood. Planning Board Admin confirmed the volunteer response forms have been

received. L.S. Noted that the Planning Board office has received the **2021 Townsend Master Plan final draft version 1** this afternoon. She suggested that the Planning Board meet Monday August 2, 2021, in work session to review the Master Plan and the reappointment of the Master Plan Committee as well as review the Townsend sidewalk and bike trails maps. C.H. made a motion that the Planning Board meet on Monday August 2, 2021 to review the **2021 Master Plan Draft version 1**, vote on the reappointment of the Master Plan Committee and review the bike trails and sidewalk maps. M.V. seconded. Roll call vote: YES – C.H., J.B., L.S., M.V. Planning Board admin. will distribute the document to Board Members in SharePoint folder. Given the discussion on the goal of presenting a 2021 Townsend Master Plan at the Fall Town Meeting, L. Shifrin. asked if the Admin. could ascertain whether or not the Master Plan Committee could be reappointed for less than a full term or, until September. L. Shifrin raised the discussion of whether one must be a Townsend resident to volunteer and heard that this is not a requirement per the Charter and bylaws. She then noted that if Town residency is not a requirement for eligibility, then the official posting created for the various volunteer positions in Town that are filed with the Town Clerk should indicate such. Selectman Chaz Sexton-Diranian offered to bring this topic to the Board of Selectmen for further discussion as to how this can be achieved.

- 2.3 Montachusett Regional Planning Commission (MRPC) update - L. Shifrin. – noted the status reports received by MRPC and highlighted the projects underway for Townsend including the District Local Technical Assistance grants for the 2021 Townsend Master Plan Update. She explained to Board Members that the status updates are available for their information on current projects underway for Townsend. Karen Chapman noted that her understanding of the flow of **2021 Townsend Master Plan version 1** review would involve the Planning Board comments would be incorporated by the Master Plan committee and then MRPC would receive a copy for their review. She noted that since the Planning Board has not seen the document this is subject to change. L. Shifrin. reviewed information in the DLTA Memorandum of Understanding scope of services. K. Chapman stated that the maps for the Master Plan have been finalized and then noted that a few changes were requested and that some additional map work was done today. Karen Chapman will send over the water resources map to the Admin. Karen asked if any of the data needs to be updated on any of the chapters. L. Shifrin. had comments regarding data that will need updating. L. Shifrin received an email with statistics and data that she considered relevant for the housing and zoning sections of the 2021 Townsend Master Plan. Selectmen Chaz Sexton-Diranian commented that the data is from a previous DLTA grant which produced updated data to use for the Housing Production Plan. The data was pulled from Census and MA Census. He further noted that some of the data may be stale, if there is new Census data available, he is unaware. Karen Chapman stated that there is more recent housing data available since 2019. Chaz Sexton Diranian noted that new data is available borne out of recent work initiated by the Governor on developments regarding housing. Very new data is available for housing and zoning sections of the 2021 Townsend Master Plan. L. Shifrin noted that the Housing Authority reviewed the 2021 Townsend Master Plan housing section and concurred that updated data is needed for the 2021 Townsend Master Plan. Karen Chapman acknowledged that new data would be needed and MRPC is capable of providing these updates. She was hesitant to

commit to any firm fixed timeline with the understanding that there was new data to be researched and review of the draft plan has not yet begun. L. Shifrin added that the **2021 Townsend Master Plan final draft v.1.** was received today just before the Board meeting. The meeting next Monday will be a work session to review the document as a Planning Board. K. Chapman thought that the Master Plan Committee was planning on incorporating the Planning Board comments prior to MRPC review. It was acknowledged that MRPC has not been the reason for the delay in the timeline set forth in the scope of services, and that DLTA grants are active until 12/31/21. L. Shifrin noted that the Board would like to have the 2021 Townsend Master Plan presented at the Fall Special Town Meeting. Andrea Wood noted that the Open Space and Recreation and the Water section of the Master Plan final draft were still being worked on. Planning Board admin will note the missing sections and convey to the Master Plan Committee. A Word copy of the **2021 Townsend master Plan v1.** will be sent to Karen Chapman for a cursory review of what major elements should be included in the Townsend Master Plan and send this information to the Admin.

- 2.4 Safe Routes to School (SRTS) updates – C. Hoffses. No update.
- 2.5 Implementation phase - 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan – Board Members, Core team & Staff – MVP Regional Coordinator Hillary King. Hillary King provided information to the Board on best practices in implementation of our recently adopted Townsend 2020 HMP-MVP Plan. She noted the MVP program has been helping communities with the planning process and is further looking for ways to help communities move into the implementation and action phase. MVP staff are working on providing more educational opportunities and outreach for this purpose. The MVP project website has been updated and more resources have been provided for MVP designated communities including additional funding opportunities, toolkits and databases. Townsend will receive some resources selected for us to help the implementation such as guidance for updating local plans with MVP information and inserting climate resilience into the Townsend Master Planning effort and, Open Space and Recreation Plans. She commends Townsend for working closely with our regional planning agency on climate resiliency work. The MVP program is seeing collaboration on projects between organizations and communities at a watershed wide level and mentioned the Nashua River Watershed Association and Resilient Mystic River Watershed multi-community stormwater wetland master plan. She offered to meet with the Board and continue to help with finding funding opportunities to address a lot of the water resource issues brought forward in the MVP-HMP Plan. Chaz Sexton-Diranian commented that Townsend wants to be very proactive and continue to support the MVP program. Hillary noted that the various plans including the Municipal Vulnerability Plan, the FEMA Hazard Mitigation plan contain overlap and, as such, communities have federal partners and state partners and local drivers. She recommended following up with Massachusetts Emergency Management Agency (MEMA) for assistance with grants and information about implementing the Hazard Mitigation Plan. Townsend recently heard that the Townend resilient water supply assessment FY22 MVP Action grant was not funded, and this was briefly discussed. Hillary

King mentioned that a meeting has been scheduled with a representative from the water resources sector of the MVP Program for discussion and the Board will be invited to attend. She concluded by noting the great work Townsend is doing in the MVP program and commends the perseverance of the stakeholders. Adria Boynton commented that it was great to hear the recommendations for implementation for the HMP-MVP Plan and next steps looking towards the next round of FY23 MVP Action grant funding. Adria Boynton commented that it was great to hear the recommendations for implementation for the HMP-MVP Plan and next steps looking towards the next round of FY23 MVP Action grant funding.

- 2.6 MRPC Grants DLT & UPWP program update. – tabled to the next meeting on Monday August 2nd work session

3 Correspondence & Announcements: votes may be taken.

- 3.1 Notices from Townsend/other towns. Notices were read aloud.
- 3.2 Planning Board Member vacancy - Volunteer Response forms – no further volunteer forms have been received. L.S. asked if the Board can recommend the Board of Selectmen appointment of Julie Byars to fill the vacant full member position on the Planning Board. Admin will have this vote as an item on the 8/2/2021 Board meeting agenda. Julie Byars expressed her support.
- 3.3 Letter from Stanley Dillis, Dillis & Roy CDG, Inc. to Townsend Planning Board re: West Meadow Rd. Townsend, MA Stormwater Management Permit SM2021-01. Planning Admin reviewed the project for new Members and explained that this letter was an affidavit that the work on the site was in compliance with the Stormwater Management permit issued.
- 3.4 Municipal Vulnerability Preparedness (MVP) Action Grant Application FY22 Notification. Email from Kara Runsten, Program Manager MVP Program to Beth Faxon re: FY22 MVP Notification. Notice was officially received that The Townsend climate resilient water supply assessment FY22 MVP Action grant application was not funded. The Water Superintendent and Water Department has been notified as they have been very supportive throughout the grant writing process and offered match funding. Planning Board admin will notify everyone who sent in a letter of support.

4 Adjourn: votes may be taken.

- 4.1 Next Planning Board meeting is Monday August 2, 2021, at 6:30 pm. M. Virostko made a motion to adjourn the meeting at 7:28 pm. C. Hoffses seconded. Roll call vote: YES – C.H., J.B., L.S., M.V

Respectfully submitted, Elizabeth Faxon approved on: August 23, 2021

Items on file:

1. Memorandum of Agreement Townsend and MRPC re: District Local Technical Assistance, Townsend Master Plan technical services.
2. Townsend climate resilient water supply assessment FY22 MVP Action grant application.
3. 2021 Townsend Master Plan final draft v1.
4. Townsend sidewalks map
5. Townsend bike trails map
6. 2020 Townsend HMP-MVP Plan
7. Master Plan Committee reappointment volunteer response forms.
8. Letter from Stanley Dillis, Dillis & Roy CDG, Inc. to Townsend Planning Board re: West Meadow Rd. Townsend, MA Stormwater Management Permit SM2021-01
9. Municipal Vulnerability Preparedness (MVP) Action Grant Application FY22 Notification. Email from Kara Runsten, Program Manager MVP Program to Beth Faxon re: FY22 MVP Notification

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87018524740?pwd=c1pKVjNtUnhqcnZlbkszem9rdnhrQT09>

Meeting ID: 870 1852 4740

Passcode: 852003

One tap mobile

+19292056099,,87018524740#,,,,*852003# US (New York) +13017158592,,87018524740#,,,,*852003#

US (Washington DC) Dial by your location +1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US

(Houston) Meeting ID: 870 1852 4740

Passcode: 852003

Find your local number: <https://us02web.zoom.us/j/87018524740?pwd=c1pKVjNtUnhqcnZlbkszem9rdnhrQT09>