



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
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RECEIVED
 DEC 07 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair
 Julie Byars, Member

Planning Board Meeting minutes

Monday November 8, 2021, at 6:30 PM

VIRTUAL MEETING ONLY

VIA: ZOOM PER EXTENSION OF 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/87431609004?pwd=MUIWenhodVE2WkdGd2JyZlgzeDg0Zz09>

Meeting ID: 874 3160 9004 Passcode: 113265

**All are invited to Attend - Materials and documents are available in electronic
 format 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 6:31pm. Roll call: Present: Juile Byars (JB), Carol Hoffses (CH), Chairman Lance McNally. Clerk, Michael Virostko (MV) (joined at 6:40pm) Absent: Vice Chairman Laura Shifrin. Others present: Hartley Pleshaw, TCAM, Elizabeth Faxon Planning Board Admin., Charles Sexton-Diranian, Selectman and Board liaison. Kym Craven, Chair, Master Plan Committee (joined 7:20 pm)
- 1.2 Chairman's additions or deletions. none.
- 1.3 Approval of minutes October 18, 2021. CH made a motion to approve the minutes of October 18, 2021. JB seconded the motion. A roll call vote was taken as follows: AYE – JB, CH, LM. The motion carried.

2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.

† In accordance with actions related to an extension to the remote meeting provisions of the Governor's March 11, 2020, Executive Orders until April 1, 2022, this meeting will be held remotely.

- 2.1 **6:45 pm. Continue public hearing – invoke the rule of necessity - 5 Turnpike Road – Site Plan Review special permit** – proposed 58 50 new parking spaces and re-pavement of 117 existing parking spaces. Map 50 Block 57 Lot 0. RA3 Zoning District. **Applicant:** Michael Parretti, Trustee Country Estates Condominium Trust.

Stan Dillis, Dillis & Roy, Inc. present for the Applicant.

Chairman McNally reconvened the public hearing for 5 Turnpike Road. Stan Dillis stated that the Applicant has submitted a signed request to withdraw the application for 5 Turnpike Road without prejudice. The Applicant needs time to reconsider permitting required under the Stormwater Management bylaw and would prefer to withdraw and reapply rather than continue indefinitely. CH made a motion to accept the letter of request for 5 Turnpike Road Country Estates without prejudice. JB seconded the motion. A Roll call vote was taken as follows; AYE- CH, JB, LM, MV- ABS. The motion carried.

CH made a motion to close the public hearing for 5 Turnpike Road, Country Estates. JB seconded the motion. A roll call vote was taken as follows; AYE – JB, CH, LM.

- 2.2 ANR – 160, 180, 198 North End Road – Reconfigure 3 Lots to create 2 new lots and 3 new parcels. Parcel A to remedy a non-conforming lot Parcel B, C parcel swap to remedy setback issue. Property involves 3 landowners. 3 Lots will be reconfigured with the approval of this ANR, and they will be owner occupied. Lots 4 & 5 are what is left over from Grand View farm. Lot 5 will stay with the house and Lot 4 there will be a house built. A swap of parcel B and parcel C rectifies non-conforming lots. Chairman McNally asked if there are any outstanding taxes due and this could not be confirmed at the time of meeting. JB asked if parcel A will be added to Lot 3. yes. CH made a motion to accept the ANR Plan for North End Road as presented. JB seconded the motion. A roll call vote was taken as follows AYE – CH, JB, MV, LM. The motion carried. Board Members will sign out of the session.

3 **WORKSESSION: votes may be taken.**

- 3.1 Master Plan Committee Update & District Technical Local Assistance Grant status update. no update.
- 3.2 Review and discuss Townsend Master Plan 2021 Final DRAFT Version 5. This version has been reviewed by MRPC and distributed to Board Members. Chair asked Admin to schedule a worksession to provide comments. He expressed intent to finalize the Master Plan and the Planning Board will be working together with the Master Plan Committee as they make final revisions. Kym Craven joined the meeting and Chairman McNally thanked her for the updated Version of the Townsend Master Plan. Chairman McNally updated that Members of the Planning Board would select a chapter of the Master Plan to champion to the finish line by working with the Master Plan Committee to resolve any points of question. Kym commented that the Water chapter has seen substantial revision,

however other chapters will not have as many substantive changes. A Member of the Master Plan Committee will be in attendance for the worksession and review to address any questions possible in session. The final Townsend Master Plan document will be provided by Kym Craven to the Admin. with the high-resolution maps on a flash drive. Admin mentioned tentatively Monday night for the worksession and will follow up with the Planning Board Members out of session. The Board was asked if they would be able to meet at their next scheduled meeting on Friday morning at 8:30 am. Chairman McNally stated a preference for early evening time frame for meetings.

- 3.3 Review §145-26 Residential District Bylaw DRAFT Amendment – Section 145-26 A (10) (a) Raising or keeping of fowl in residential districts. – The redlined suggestions received from the Building Commissioner were reviewed. JB pointed out a grammatical correction in the last sentence where “roosters” appears in subsection (a). LM noted that he is not clear on why roosters are excluded in the draft markup. JB commented she is not in favor of excluding roosters. CH commented the way she reads it property owners may keep a flock of 20 fowl, but roosters are not permitted. She noted that on smaller lots (~.5 acre) there are roosters kept now and it can be very disruptive to the peace and quiet. She is not in favor of keeping roosters on small lots in residential neighborhoods. LM asked why the Building Commissioner suggested excluding roosters and heard that previous correspondence from the building department noted several noise complaints received by residents regarding roosters in residential neighborhoods. Additionally, it was noted that keeping fowl on small residential lots may result in rodent problems if careful management is not followed. MV commented that he is hesitant to support bringing forth an amendment to the bylaw that regulates the keeping of roosters to attempt to rectify noise complaints and would encourage the Board to explore other approaches. LM will discuss further with the Building Commissioner to clarify the “banning of roosters” suggestion and to understand the extent of the noise complaints received and the mitigation actions taken. If the Board moves forward with the suggestion, MV would like some justification to provide for the voters.
- 3.4 Safe Routes to School (S.R.T.S) update. Carol Hoffses. There is a meeting this week with representatives from the program. Next meeting there will be an update.
- 3.5 Zoning Board of Appeals referrals: 8 Jefts Street – Board Members discussed the petition and reviewed the materials. JB asked if the applicant is asking to continue use of the property as it was previously used through an appeal of the Building Commissioners Decision and, if the finding is not favorable, then ask for a special permit to allow the requested use. This understanding was confirmed. Brief discussion followed by the following vote: JB made a motion to support the Building Commissioners findings. CH seconded the motion. Roll call vote was taken as follows: AYE – CH, JB, MV, LM. The motion carried. & 233 Main St. - will be reviewed at the next scheduled meeting.
- 3.6 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff. Land Use office is working on a website like Ashby’s MVP site. Project ideas related to implementation

actions of the MVP-HMP Plan were added to the list of American Rescue Plan Act (ARPA) of 2021 proposed Town projects being compiled by the Board of Selectmen.

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

- 4.1 Interview – candidate for Planning Board Associate Member – Ian Ortiz Santiago
Ian has lived in Town for a few years. He is interested in learning about how the Planning Board works and believes his experience will be helpful as he has served in the military for many years and has participated on several boards and committees in his position. His planning skills are essentially military strategy, and he would like to transfer his skills, expertise and experience to help the Town. He currently is a counterintelligence officer and human analyst working as a contractor for the Army branch of the U.S. military. The candidate to fill the Associate Member vacancy will be voted on by the Planning Board at their next meeting, and, subsequently finalized at the next available meeting of the Board of Selectmen.
- 4.2 Notices from Townsend/other Towns. Admin. read the notices received.
- 4.3 Final MRPC Intersection Study Canal, West Elm & rt 119. Board of Selectmen meeting tentatively scheduled for Dec. 6th, 2021, to discuss and review findings. Admin updated the Board that the meeting to discuss the Study is a morning meeting on the Monday Board of Selectmen worksession meeting Dec. 6, more details to be provided. CH asked how the Town will use this study. Admin noted that it will be discussed in the December meeting. MV asked if the Town will have any input to what will happen at the intersection because it is a state highway. He also asked about the intersection of 13 and 119 and if the State would have jurisdiction over any design changes. Admin will follow up after the meeting.
- 4.4 Final MRPC Townsend Walkability Report. Admin will check to find out when the Report is on the Board of Selectmen's agenda and convey it to the Planning Board.
- 4.5 Townsend Board of Health public hearing notice 3 Wheeler Rd. Public hearing was held last week. It was to approve the site location for a slaughterhouse at 3 Wheeler Road. The Board of Health approved the site location with conditions. The Planning Board did not meet prior to the public hearing so there were no comments provided by the Planning Board on the matter.
- 4.6 Email from G. Shepard re: request for electronic copy of petition of Shepard Farm please and thank you dated October 21, 2021. Chairman McNally recapped that correspondence was received from Gary Shepard with regards to the 3 Wheeler Road slaughterhouse project and commented that it was a misunderstanding, the matter has been discussed and, is complete.
- 4.7 Stormwater management permit updates. Admin. updated there are three active major Stormwater management permits overseen by the Stormwater Authority (SWA) a.k.a. Planning Board. They are Campbell Farm OSPD - permittee has filed application for renewal and is working with SWA on compliance and providing information required for the permit, 3 Wheeler Road – permittee has been working to update the files and provide any information required as part of

the permit, and 22 West Meadow Road – permittee is working with SWA on certificate of compliance.

- 5 **ADJOURN: votes may be taken.** JB made a motion to adjourn at 7:35 pm. CH seconded. A roll call vote was taken as follows: AYE – CH, JB, MV, LM. The motion carried.

- 5.1 Next Planning Board meeting scheduled for November 22, 2021 @ 6:30 pm.
Noted.

Materials are available electronically upon request via email to:
bfaxon@townsendma.gov

Respectfully submitted,
Elizabeth Faxon, Planning Board Administrator

Approved on: December 2, 2021

Items on file:

1. Volunteer response form Ian Ortiz Santiago
2. Final MRPC Intersection Study Canal, West Elm & rt 119
3. Townsend Board of Health public hearing notice 3 Wheeler Rd
4. Email from G. Shepard re: request for electronic copy of petition of Shepard Farm please and thank you dated October 21, 2021.
5. Stormwater management permit updates
6. Final MRPC Townsend Walkability Report
7. Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan
8. Zoning Board of Appeals applications 8 Jefts Street and 233 Main Street
9. §145-26 Residential District Bylaw DRAFT Amendment – Section 145-26 A (10)
(a) Raising or keeping of fowl in residential districts. Building commissioner proposal.
10. Review and discuss Townsend Master Plan 2021 Final DRAFT Version 5
11. Letter of Request to withdraw application without prejudice - 5 Turnpike Road, Country Estates.

Respectfully submitted,
Elizabeth Faxon, Planning Board Administrator

Approved on: December 2, 2021

