



Office of
THE PLANNING BOARD
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 Townsend, Massachusetts 01469
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Rec'd Townsend Town Clerk
 21 DEC '21 PM 4:02

Lance J. McNally, Chairman

Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair

Julie Byars, Member

Planning Board Meeting minutes

Monday December 6, 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/89423723061?pwd=QTJUClYlcUFnTzI4S2tlOHBhNHBqZz09>

Meeting ID: 894 2372 3061 Passcode: 914176

**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. Laura Shifrin, Vice Chair, called the meeting to order at 6:30pm. Roll call Present: Carol Hoffses, Member, Julie Byars, Member, Laura Shifrin, Vice Chair, Michael Virostko, Member (joined at ?) Members Absent: Chair, Lance McNally, Michael Virostko, Member. Others present: Hartley Pleshaw, TCAM (Townsend Community Access Media), Elizabeth Faxon (Planning Board Admin.), Alisa Struthers, Historic District Commission, Miranda (unknow), Ian Ortiz Santiago (joined at 7:00pm)
- 1.2 Chairman's additions or deletions. Adding worksession agenda item 2.7 - 233 Main St. mandatory referral for the Zoning Board of Appeals.

2 WORKSESSION : votes may be taken.

- 2.1 Review and discuss Townsend Master Plan 2021 Final DRAFT Version 11. The Planning Board is waiting for receipt of the final Draft from the Master Plan Committee expected after the December 3, 2021, Master Plan Committee meeting. Admin. Attended the meeting and

† 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.

discussion was the last version would be available in a week. Friday December 3, 2021 was announced by the Master Plan Committee to be their final meeting.

- 2.2 Review §145-26 Residential District Bylaw DRAFT Amendment – Section 145-26 A (10) (a) Raising or keeping of fowl in residential districts. The Board reviewed a letter from the building commissioner requesting a change to the Bylaw dated 09-21-21. Although the Building commissioner's recommendation is to prohibit roosters in Townsend, other approaches to regulation of this issue were requested by the Board at a previous meeting. Chairman McNally researched regulations in other comparable towns in terms of the regulations governing ownership of roosters and found that some Towns will allow keeping of roosters that shall be contained in a soundproof building from 7pm to 7am. This regulation mitigates the excessive noise that is the source of the complaints received by the Building Commissioner and is intended to keep the peace in residential neighborhoods. The Board will continue to work to formulate a proposed amendment. CH (Carol Hoffses) expressed concern that on small lots the noise disturbance from roosters has a significant detrimental impact on the residents.
- 2.3 MASS DOT Safe Routes to School (S.R.T.S) update. Carol Hoffses. CH attended a networking call with the S.R.T.S District coordinator. She discovered that the Safe Routes to School program (S.R.T.S) offers a walkability assessment for enrolled members, to document the condition of the walking routes to the schools. The S.R.T.S representative will be contacting the Principal of Spaulding Elementary School and Hawthorne Brook Middle school to initiate said assessment. CH also sought and received information on the Townsend Police Department on the bike safety program which she forwarded to the S.R.T.S. Representative. It was discovered that Townsend does not receive credit in the S.R.T.S Program for this youth safety incentive program. Carol received a list of programs and notes that the programs are designed to be initiated from within the schools, i.e., walking clubs, walking school buses, etc. Carol will follow up with the S.R.T.S. assessment progress and provide further updates at a future meeting.
- 2.4 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Core Team Members and Staff. Admin updates that the Land Use department has onboarded experienced staff and is interviewing for the grant administrator position currently. The implementation of the Hazard Mitigation Plan is underway through researching grants and creating a website to inform the community and centralize the information and requirements under this Plan.
- 2.5 Montachusett Joint Transportation Committee update. Meeting is scheduled for December 8, 2021. MRPC (MONTACHUSETT REGIONAL PLANNING COMMISSION) Staff Members Brad Harris and George Snow presented the findings and recommendations at the Board of Selectmen meeting earlier today, to supplement the MRPC Final intersection analysis at Main St., Canal St. And West Elm St. The presentation has been forwarded to Planning Board Members. The Board of Selectmen is welcoming written comments from the public, and further discussion will be held on this study and the options the Town would like to pursue at a future meeting. Admin will keep the Board informed at future meetings.
- 2.6 Montachusett Regional Planning Commission update. The next MRPC meeting is December 9, 2021. LS updated that the number of communities requesting to participate in the Planning Commissions programs is rising substantially and the Planning Commission is in the process of hiring staff to meet the needs of its member communities. She updates that there are several grants available for municipalities.
- 2.7 Zoning Board of Appeals mandatory referral 233 Main Street. The application is for a Special permit for the construction of an addition to a non-conforming preexisting structure.

The Board reviewed the application materials and discussed the proposal. No comments or concerns were raised. CH made a motion to return the referral to the Zoning Board of Appeals for 233 Main St. application with no comment. JB seconded. A Roll call vote was taken as follows: YES – CH, JB, LS. The motion passed. 3-0.

- 3 **Correspondence : votes may be taken.** Admin. noted that the town clerk has provided information to the Board related to the Annual Town election. A list of important dates was provided by the Town Clerk as well as a status update of the open seats for the upcoming Annual Town election in April 2022. Board Members were advised to follow up with the Town Clerk for further assistance and information on the process. LS offered her assistance to candidates in working through the election process.
- 3.1 Notices from Townsend/other Towns. Admin read a summary of the Notices received and noted the scanned copies are on file.
- 3.2 Stormwater management permit updates. Campbell Farm SMP #2019-03. Application for extension of said permit is scheduled for the December 20, 2021, Planning Board meeting. 3 Wheeler Road has updated their file and 22 West Meadow Rd Certificate of Compliance is pending.

4 **Adjourn:**

- 4.1 Next Planning Board meeting scheduled for December 20, 2021 @ 6:30 pm. JB made a motion to adjourn the Planning Board meeting at 7:08pm. CH seconded. A roll call vote was taken as follows; YES – CH, JB, LS. The motion carried.

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

Items on file:

1. Townsend Master Plan 2021 Final DRAFT Version 11.
2. 233 Main Street application to the Zoning Board of Appeals.
3. Review §145-26 Residential District Bylaw DRAFT Amendment – Section 145-26 A (10) (a) Raising or keeping of fowl in residential districts.
4. 2020 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan.
5. MRPC Final intersection analysis at Main St., Canal St. And West Elm St.
6. Annual Town election information from Town Clerk.

*** = votes are expected to be taken.**

Respectfully submitted,

Elizabeth Faxon,

Planning Board Admin.

Approved on: December 20, 2021

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

Join Zoom Meeting

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