



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

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Clerk

Laura Shifrin, Vice Chair
 Julie Byars, Member
 Ian Ortiz Santiago, Assoc. Member

PLANNING BOARD MEETING minutes

Monday March 28, 2022, at 6:30 PM

VIRTUAL MEETING ONLY

All are invited to attend

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/87436718260?pwd=RldXZjB0cGwrdGNDMUlpRkRTUnp5dz09>

Meeting ID: 874 3671 8260

Passcode: 753364

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: Members present: Carol Hoffses, Laura Shifrin, Vice Chair, Lance McNally, Chair, Julie Byars, Michael Virostko, Clerk, Ian Ortiz Santiago (arrived 6:35 PM.)
 Others present: Elizabeth Faxon, Planning Board Admin., Michael Crowley, LUC, Charles Sexton-Diranian Planning Board liaison, Hartley Pleshaw, TCAM. Member of the public, Cindy King.
- 1.2 Chairman's additions or deletions. 4.5 Add - Massachusetts Bay Transit Authority (MBTA) response from Montachusett Regional Planning Commission (MRPC). 4.6 - Add Townsend FY 2023 Unified Planning Work Program (UPWP) response to proposal letter under correspondence 4.6. 3.5 - Delete Town election.
- 1.3 Approval of minutes March 14, 2022. Carol Hoffses made a motion to accept the minutes of 3-14-2022. Julie Byars seconded. A roll call vote was taken as follows:

[†] 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.

YES – Julie Byars, Laurie Shifrin, Michael Virostko, Lance McNally. ABS – Carol Hoffses. The motion carried 4-0-1.

2 APPOINTMENTS AND HEARINGS: votes may be taken.

- 2.1 **6:45pm Townsend First Policy & updates.** Board of Selectmen Policy #01-2022 – Liaison and Selectman Charles Sexton-Diranian. – Charles Sexton-Diranian shared that this policy was borne out of Board of Selectmen discussion over the source of vendors bidding on proposals to the Town. The intent is to give precedence to a local business if two competing businesses are responding to an RFP and bidding on a project. Town counsel is in favor of the policy as it stays within the confines of the law and procurement laws. This policy went through the process of public comment and legal review and was accepted by the Board of Selectmen on March 1, 2022. A discussion was had regarding the contracts that the Planning Board engages the Town in and typically they are consultants for peer review or expert services. The question was asked if the Planning Board has any local business that this policy could apply to. The Planning Board will certainly be mindful of the new policy and implement it if the opportunity arises.

3 WORKSESSION: votes may be taken.

- 3.1 final work session Townsend Master Plan Update. – Chairman McNally asked Board Members to select a section of the Master Plan Update provided by the Master Plan committee to review individually. Laurie Shifrin volunteered to review the Housing section. Admin will set up a working folder in SharePoint for Members to download sections of the Master Plan in Word, edit and upload sections upon completion of their review. Admin will review transportation and natural resources sections. Discussion ensued as to incorporating sections of the recently approved 2022 Townsend Housing Production Plan into the Master Plan update. No objection was made to this suggestion and the liaison will check with the consultant who provided this Town funded Plan under a contract. Laura Shifrin will discuss this with the Chair of the Townsend Housing Authority about this question. Laura Shifrin recommends that a majority of the 2022 approved Townsend Housing Production Plan be incorporated into this Master Plan Update. Board members will work with the Admin. to select sections and correspond about the review.
- 3.2 MBTA Communities. Townsend is designated by the State as a MBTA adjacent community. Michael Crowley is the designated point of contact for Townsend and is attending to first compliance requirements for Townsend. He supplied an update to the Board that Townsend received notification in response to the District Local Technical Assistance (DLTA) request and the Town has been awarded funding by Montachusett Regional Planning Commission. The topic of the work will be to study the feasibility of high-density development on communities that have no public sewage and specifically Townsend's compliance with the new State mandate. The

DLTA agreements and scope of work between the Town and MRPC are being drafted and prepared for endorsement.

- 3.3 HMP-MVP implementation. No update currently.
- 3.4 Safe Routes to School (S.R.T.S). No update currently.
- 3.5 ~~Town Election – April 25, 2022. Discuss post-election Planning Board Membership and positions of Chairman and Vice Chairman.~~
- 3.6 Annual Town Meeting warrant information & question session - Wednesday April 20, 2022, 7:00pm in the Great Hall. Confirm Planning Board Member attending. Carol Hoffses volunteered to attend this meeting on behalf of the Planning Board to answer questions from the public on the Warrant articles submitted by the Planning Board.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Notices from Townsend/other Towns. Michael Virostko, Clerk read the public notices.
- 4.2 Stormwater Permit Inspection Reports/other related correspondence. - 22 West Meadow Road Locke Brook Solar array site visit is pending schedule confirmation for an inspection to issue a certificate of compliance.
- 4.3 Townsend a new stormwater management webpage. Michael Crowley has developed and uploaded a Stormwater management public outreach and information webpage linked on the Land Use Department webpage. This development supports Townsend's compliance with the MS4 Stormwater Management Permit. Michael updated the Board about good informational videos on the webpage including proper disposal of dog waste and an overview of Stormwater by the Think Blue organization. He noted the webpage is designed for homeowners and the public to raise awareness of the impact of unmanaged Stormwater runoff and offer information about ways to take care of their property that can help prevent stormwater pollution and soil erosion.
- 4.4 Harbor Trace Road acceptance follow-up/status. – The Planning Board has no action needed at this time. The Board of Selectmen did not accept the application as being complete.
- 4.5 Massachusetts Bay Transit Authority (MBTA) response from Montachusett Regional Planning Commission (MRPC) under correspondence. – MRPC drafted formal comments on the draft compliance guidelines for the multi-family districts under Sec. 3A of the Zoning Act dated 12-15-21. Board Members were encouraged to read the MRPC comment letter and give comments individually as a choice, prior to 3-31-22. Board members may give individual comments directly to the State.
- 4.6 Townsend FY 2023 Unified Planning Work Program response letter under correspondence. – notification letter was received to develop a traffic analysis study for the intersection at rt 13/ rt119 in the draft UPWP FY2023 Plan. The draft plan will be approved by the Montachusett Joint Transportation Commission (MJTC) and a public comment period will ensue, followed by approval by the Metropolitan Planning Organization.

5 EDUCATION & CONFRENCES: votes may be taken.

- 5.1 CPTC (Citizen Planner Training Collaborative) Webinar Series 2022 Multifamily Zoning Requirements for MBTA Communities Monday, 3/21/2022, 6:00 pm (video recording TBD) Noted. Michael Crowley and Carol Hoffses attended. Carol Hoffses mentioned that 15 units per acre seems excessive but did find the online seminar

informative. Michael Crowley felt they did a decent job of making sure of addressing specific needs of Towns and being more engaging and listening to concerns from municipalities.

- 5.2 MCPPO (Massachusetts Certified Public Purchasing Official) Program training online seminar May 21, 2022, 9am-12pm. Boards and Commissions: Know Your Responsibilities. [MCPPO Schedule and Class Information | Mass.gov](#) Admin. has attended this in the past. Note: that reimbursement of class costs (\$15) will be supplied to Planning Board members taking part.

6 **NEXT MEETINGS:**

- 6.1 Next Planning Board meetings scheduled for April 11, 2022. Annual Town Election is April 25, 2022, and Annual Tow Meeting is Tuesday, May 3, 2022.
- 6.2 Discuss procedures for incomplete applications. M. Crowley noted that applications often arrive in the Land Use office incomplete and asked for Board members feedback to aid the administrative processing in these situations. Chairman McNally commented that he prefers a process where the Land Use department can reject the application unless it is received in complete form. He further noted that the Regulations speak to the onset of the statutory timeline when the Applicant brings the Application to a Board meeting or sends via certified mail. He commented that when the application is given first to the Town Clerk, it should not be stamped in, but reviewed by Land Use staff and rejected if incomplete. If an application is delivered in person, Land Use staff should review the application for completeness, then put a copy on file with the Town Clerk and continue with processing the application administratively. J. Byars asked about supplying pre-filing checklists for the applicants. Admin notes that there are some guidance documents currently in use, however, some major development applications require an understanding of the regulations, and a review of the regulations are necessary prior to submittal. Staff can work on clarifying this in text on the Planning Board "Permit Applications" webpage. Chairman McNally suggested drafting checklists to guide Applicants as they undertake completing the application forms as to what is needed and the timeline. He noted the importance of the applicant including waivers and exemptions from the Zoning bylaw and or regulations they are requesting for their project proposal. This can be an ongoing effort, beginning with each new application upon receipt. M. Crowley is in favor of this approach and commented that this time and effort will be well spent as it will help us as we move into e-permitting over the next few months. The staff agrees that supplying personal service to the applicants in a pre-filing free form support conversation is extremely helpful to the process. M. Crowley will follow up with Town counsel to be sure that prior to any changes in procedure we are still compliant with State and Local laws. The suggestion was made to borrow checklists from other Towns. M. Crowley suggested that as staff begins drafting permit checklists, he will synthesize what other similar Towns have been doing and he plans to provide the Planning Board with updates.

Julie Byars made a motion to adjourn at 7:36PM. Michael Virostko seconded. A roll call vote was taken as follows: YES – Julie Byars, Laurie Shifrin, Michael Virostko, Lance McNally, Carol Hoffses. The motion carried 5-0-0.

Items on file:

1. Townsend FY 2023 Unified Planning Work Program response letter to proposal.
2. Townsend stormwater management webpage.
3. Comment letter from MRPC response to the draft MBTA communities' compliance guidelines.
4. Townsend First Policy.

Respectfully submitted,

Approved on: May 9, 2022

Elizabeth Faxon,

Planning Board Administrator

TCAM (Townsend Community Access Media) - Hartley is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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