



Office of  
**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 X1722 [planning@townsendma.gov](mailto:planning@townsendma.gov)

**RECEIVED**  
JUN 13 2023  
TOWN OF TOWNSEND  
TOWN CLERK

Laura Shifrin, Chair (2025)  
Carol Hoffses, Member (2026)

Robert Therrien, Clerk (2024)

Mike Virostko, Vice Chair (2023)  
Ian Ortiz Santiago, Member (2023)

**Planning Board  
Joint meeting with**

**The Board of Selectmen**

**MEETING MINUTES**

April 18, 2023, 6:00 PM Selectmen's Chambers  
272 Main Street, Townsend MA also, via ZOOM for convenience

**I. PRELIMINARIES – VOTES MAY BE TAKEN:**

1.1 Call the meeting to order and roll call. Chair Laura Shifrin called the Planning Board meeting to order at 6:30pm. Members present were Carol Hoffses (in person), Robert Therrien (in person), Laura Shifrin (in person), Ian Ortiz Santiago (remote). Absent was Michael Virostko. Other present were Veronica Kell, Selectman, Charles Sexton Diranian, Selectman, Eric Slagle, Town Administrator, Joseph Shank, Elizabeth Faxon, Planning Board Administrator, Sabrina Moore, Board of Selectmen Administrator. Ron Koivu, Applicant, Peter Campobasso, Esq. representing Ron Koivu.

1.2 Pledge of Allegiance. Conducted.

1.3 Announce the meeting is being recorded. Noted.

1.4 Chairman's Additions or Deletions. None noted.

**II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:**

2.1 (6:30) Joint Meeting with Board of Selectmen re: Street Acceptances (Harbor Trace Rd. And Cooperage Way). Chair Shifrin read the legal notice of public hearing into the record. Peter Campobasso, Esq. presented the petition to have Harbor Trace Road and Cooperage Way laid out as public ways. Both roads are part of a subdivision which was approved in 2001. Construction was on hold for a few years. Mr. Campobasso, Esq. stated that both roads were built in accordance with the town's subdivision rules and regulations and in accordance with the subdivision plan that was approved and the special permit that was issued with the subdivision. Mr. Campobasso stated that recently the work has been completed and the as-built plans and the road acceptance plans were finalized, corrected, and submitted with the petition package. If the layout is accepted, the transfer from the trust to the Town can commence. He stated that all the requirements under the subdivision



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approval have been complied with and the roads are in sufficient condition to be turned over to the Town.

Chair Shifrin read mandatory referral comments from the Highway Superintendent, who recommended that the stormwater system be inspected in its entirety and cleaned of all debris by the owner. The owner verbally agreed to conduct this inspection and cleaning. The Building Commissioner also offered comments and photos of the roads and described the condition of the road as poor, and the cul-de-sac at the end of Harbor Trace is not planted according to the landscaping design approved in the original permitting. He noted that the monuments may not be located properly in the field according to the specifications in the regulations and in the Open Space Preservation development special permit. Print copies of the referral comments were given to the Applicant at the hearing. The water department comment was regarding the additional funding that is on the Warrant for the project. If the additional funding, which is partially for the repair of the roadway, fails then the project will not move forward. Mr. Slagle explained that to construct the new PFAS water treatment plant the road must be a town owned way, and is on the warrant for the May 2, 2023, town meeting for an acceptance vote. Mr. Slagle further stated that it appears as though the road is compliant with what was approved initially, but not compliant with the current regulations due to the age of the subdivision. Mr. Campobasso, Esq. commented that waivers were granted during the subdivision approval process which resulted in the as-built final that is before the Town. He also stated that he is certain that all concerns can be adequately addressed by a review of the original approval. R. Therrien made a motion to recommendation that the Town proceed to advance towards accepting the roads with the provision that certain portions of the work will have to be defined and reviewed and agreed upon based on the notes received and the applicant's attorneys review of the waivers that were granted. C. Hoffses seconded the motion. A roll call vote was taken as follows: YES – L. Shiffrin, I. Ortiz Santiago, R. Therrien, C. Hoffses. The motion carried. 4-0-0. C. Hoffses made a motion to close the public hearing at 7:38pm. I. Ortiz seconded. A roll call vote was taken as follows: YES – L. Shiffrin, I. Ortiz Santiago, R. Therrien, C. Hoffses. The motion carried. 4-0-0.

2.2 Planning Board administrative clarification of roll call vote taken on April 10, 2023, on the matter of site plan review special permit 22 Main St. Chair Shifrin read the following statement re: April 10, 2023, vote on 22 Main St. application – This agenda item is to correct an apparent clerical error in the April 10, 2023, vote of a member of the Planning Board on the 22 Main St Application. During a roll call on the vote to Grant the Site Plan Special Permit, Member Robert Therrien voted 'here'. At this time, we would request Member



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Therrien correct the apparent clerical error by indicating if he intended to vote Yes, No or Abstain on that roll call vote. Mr. Therrien responded that his intent was to vote "Yes."

### III. ADJOURNMENT:

C. Hoffses made a motion to adjourn the Planning Board meeting at 7:05pm. I. Ortiz seconded. A roll call vote was taken as follows: YES – L. Shiffrin, I. Ortiz Santiago, R. Therrien, C. Hoffses. The motion carried. 4-0-0.

Respectfully submitted, [OBJ]  
Elizabeth Faxon  
Planning Board administrator

Approved on: June 12, 2023

#### Items on file:

1. Referral comments re: acceptance of Harbor Trace Road and Cooperage Way as Town Roads. From Building Commissioner, Highway Department, Water Department, Conservation Commission.
2. Memorandum to Planning Board and Board of Selectmen from James Smith, Highway Superintendent dated 4/13/23 re: Acceptance of Harbor Trace and Cooperage Way.
3. Cooperage Way and Harbor Trace Road petition for layout as public way packet and plans.