



Office of
THE PLANNING BOARD
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RECEIVED
FEB 16 2023

TOWN OF TOWNSEND
TOWN CLERK

Laura Shifrin, Chair
Carol Hoffses, Member

Robert Therrien, Clerk

Mike Virostko, Vice Chair
Ian Ortiz Santiago, Member

PLANNING BOARD MEETING MINUTES

January 9, 2023, at 6:30 PM

SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.

And remotely via TCAM hosted ZOOM for convenience.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Laura Shifrin called the meeting to order at 6:32pm. The roll call vote was taken as follows: present in person were Carol Hoffses (C.H.) & Robert Therrien (R.T.) (arrived 6:35pm), and remotely were Ian Ortiz Santiago (I.O.S.), Laura Shifrin (L. S.), and Michael Virostko (M.V.) Others present: in person Bryan Schulman, Elizabeth Faxon (Planning Board Admin.), Sallie Thurber, Naomi Durso.
- 1.2 Recital of The Pledge of Allegiance of the United States. Conducted with expressed appreciation by Chair Shifrin for all our veterans and especially Board Member Ian Ortiz Santiago for their service to our Country.
- 1.3 Announce meeting is being recorded. Noted.
- 1.4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. None.
- 1.5 Approval of minutes 12 DEC 2022. C.H. motioned to approve the minutes of December 12, 2022. R.T. seconded. A roll call vote was taken as follows: Yes – I.O.S., M.V., C.H., R.T., L.S. The motion carried 5-0-0.
- 1.6 Review Volunteer response forms received for Planning Board vacancy. None were available. Chair Shifrin announced that the Town is taking volunteer response forms for any individuals interested in joining the Board as an Associate Planning Board Member.

2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.

- 2.1 **7:00pm** ANR application – Bayberry Hill Road – 3 Lots. Gregory Wilson, surveyor representing WK Realty, was present. He described the intent of this ANR as to subdivide a 14-acre parcel on Bayberry Hill Road into 3 Lots. Lot 1 has 200' of frontage and 2 acres, Lot 2 has 242.78' of frontage and 6.57 acres, and Lot 3 has 200' of frontage with 5.33 acres. R. T. made a motion to approve the ANR Plan for 66 Bayberry Hill Road as submitted. C.H. seconded. A roll call vote was

taken as follows: Yes – M.V., C.H., R.T., L.S. ABS – I.O.S. The motion carried 4-0-1.

- 2.2 **7:30pm** public hearing – 25 Harbor Trace stormwater management permit application. Applicant, Townsend Water Department. an application received from Townsend Water Department, requesting a stormwater management permit for construction of a 10,500 Sq. Ft. water treatment plant, and water main improvements located at 25 Harbor Trace Rd. (Assessor's Maps 33, Block 79 Lot 18 and Map 33, Block 79 Lot 0) zoned RA3 and in the Aquifer Protection Overlay District. The Applicant is proposing 91,500 sq. ft of land disturbance with approx. 5,500 cubic yards of fill. The land disturbance proposed is above the threshold requiring a major stormwater management permit.

3 MEETING BUSINESS: votes may be taken.

- 3.1 227 Mason Road site plan review special permit application draft decision review. The Board reviewed the draft Planning Board Decision for 227 Mason Road site plan review special permit. R.T. made a motion to approve the Planning Board Decision for 227 Mason Road site plan review special permit with the removal of condition B in reference to signage. C. H. seconded. A roll call vote was taken as follows: Yes – I.O.S., M.V., C.H., R.T., L.S. The motion carried 5-0-0. R.T. made a motion that Laura Shifrin as Chair, sign this Decision. I.O.S. seconded. A roll call vote was taken as follows: Yes – I.O.S., M.V., C.H., R.T., L.S. The motion carried 5-0-0.
- 3.2 Stormwater management permit #SM2022-02 – 3 Wheeler Road. A new Stormwater management permit with an extension of 2 years and a modification of new ownership was granted by the Planning Board at their December 12, 2022, meeting. The Permit has been signed by the Planning Board, certified by the Town clerk, and transmitted to the new owner, Gary Shepherd for recording at the registry of Deeds.
- 3.3 Stormwater management permit #SM2022-01 – Campbell Farm subdivision. Stormwater management permit #SM 2019-03 was extended for 2 years in December 2021 and a Planning Board Decision was transmitted to the owner. Due to an administrative delay, the new stormwater management permit #SM2022-01 was recently generated and transmitted to the owner for recording at the registry of Deeds. The owner has a request pending with the Planning Board for a Certificate of Completion for the stormwater management as built infrastructure. The Board will be addressing the request at the January 23 meeting with the engineer in attendance.
- 3.4 2022 Planning Board Annual report. Chair Shifrin revised the draft report with additions and clarifications and the Board reviewed the revised document in session. A few suggestions were included at the end of the report for consideration by Board members to provide input. C.H. offered to add a sentence regarding the review of filing fees work and the regulations update work. R.T. spoke briefly on the MBTA community's ongoing work and noted that the topic is very large to include in this report. He is sending information in to share with Board members

on this topic for future work and discussion on how to assist the Town in achieving compliance with this State mandate.

- 3.5 FY 24 Planning Board budget worksheet. The budget presented was a level funded budget prepared by the previous Land Use Coordinator. The Planning Board had no comments.
- 3.6 Planning Board regulations review. Chair Shifrin deferred to the February 13, 2023, meeting.
- 3.7 Discuss DLTA opportunities and timeline. The deadline for project proposals is February 7, 2023, and the second is March 7, 2023. Chair Shifrin commented that typically one DLTA is provided per MRPC member community however many departments need assistance for various projects. Chair noted that the Town needs assistance with multiuse zoning bylaws. The Board agreed that technical assistance is needed for compliance with MBTA state mandate. R.T agreed to draft an application for the DLTA Grant program with goals and objectives that Townsend needs to obtain required compliance with the MBTA community's mandate. Liaison Chaz Sexton Diranian noted that this grant opportunity was discussed in a recent BOS meeting, and he advocated for MBTA compliance projects and Municipal Vulnerability Preparedness (MVP) program projects. He noted that more than one project for the Town may be approved for technical assistance under this grant program. One project under consideration is sidewalks for the Harbor project and the second would likely be MBTA communities with multiple boards working collaboratively. He further commented that regional projects are favorable to the RPA and suggested Shirley, Ayer & Harvard and possibly Groton for Towns who may be interested in working with Townsend on the MBTA community's category. Robert will prepare a letter and the admin will transmit it to the Board of Selectmen for discussion at their January 17th, 2023, meeting.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Stormwater Management Permit project updates. Inspection reports/other related correspondence. The Board reviewed a request for authorization to represent the Board a.k.a. stormwater authority on stormwater management permit compliance including site inspections, enforcement of conditions, and associated actions relative to existing permits. The Board felt that would be appropriate but asked for the Land Use Staff positions to be on the authorization form instead of the names of the individuals in those positions.
- 4.2 Notices from Townsend/other Towns.
- 4.3 Update Safe Routes to School – Carol Hoffses noted that she has been notified of a “walk to school” event and has forwarded it to Emy Hoff for her consideration. The Town will get credit for participating in this event if it is feasible.
- 4.4 MJTC (Montachusett Joint Transportation Commission) meeting January 11, 2023. Noted.

5 ADJOURN: Votes may be taken.

- 5.1 Next scheduled Planning Board meetings are scheduled for January 23, 2023, February 13, 2023, February 27, 2023, and March 13, 2023.

Respectfully submitted, Beth Faxon, Planning Board Admin.

Approved on: February 13, 2023

1. ANR application Bayberry Hill Road
2. Application for Stormwater management permit 25 Harbor Trace PFAS Water treatment plant.
3. Stormwater management permit #SM2022-02 – 3 Wheeler Road
4. 227 Mason Road site plan review special permit application draft decision.
5. Stormwater management permit #SM2022-01. Campbell Farm OSPD
6. 2022 Planning Board Annual report.
7. Request for authorization to represent the Board a.k.a. stormwater authority on stormwater management permit compliance including site inspections, enforcement of conditions, and associated actions relative to existing permits.
8. FY 24 Planning Board budget worksheet.
9. District Local Technical Assistance (DLTA) call for proposals.