



Office of
THE PLANNING BOARD
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RECEIVED
 MAR 30 2023
 TOWN OF TOWNSEND
 TOWN CLERK

Laura Shifrin, Chair (2025)

Carol Hoffses, Member (2023)

Robert Therrien, Clerk (2024)

Mike Virostko, Vice Chair (2026)

Ian Ortiz Santiago, Member (2023)

PLANNING BOARD MEETING minutes

Monday, February 13, 2023, at 6:30 PM

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

And remotely via TCAM hosted ZOOM for convenience.

All are invited to attend.

Join Zoom Meeting link:

1 PRELIMINARIES: votes may be taken.

- 1..1 Call the meeting to order and roll call. Laurie Shifrin (remote) called to order at 6:30pm. Board members present: Carol Hoffses (in person), Laurie Shifrin (remote), Robert Therrien (in person), Mike Virostko (remote). Board members absent: Ian Ortiz Santiago. Others present: Beth Faxon, Planning Board Admin. (in person), Dave Vigeant, Water Superintendent (in person), Jeffery Walsh (remote left at 7:40pm), Alf Berry (remote), Phil Colemata (remote), Jessica Funairole (remote) Stan Dillis, Dillis & Roy (remote), Tim Grace Tighe & Bond (remote), Haley Rivers T & B (remote) Mary Danielson Tighe & Bond (in person),
- 1..2 Recital of The Pledge of Allegiance of the United States. The Chair led the meeting in the pledge of Allegiance and expressed appreciation for the service of our veterans and our Board Member Ian Ortiz.
- 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 09 JAN 2023. Motion made by C. Hoffses to approve the January 9, 2023, minutes. Seconded by R. Therrien. A roll call vote was taken: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.
- 1..6 Review Volunteer response forms received for Planning Board vacancy. None received.

2 PUBLIC HEARINGS & APPOINTMENTS: votes may be taken.

2..1 6:45pm:

* continue public hearing – 22 Main Street site plan review special permit application. Applicant, Sallie Thurber. Proposal is for alterations to structure, driveway configuration, and addition of parking spaces at 22 Main St. (Map 41,

Block 6, Lot 0), Zoned OCD, to operate a veterinary hospital. Chair Shifrin reconvened the public hearing. Present: Stan Dillis, Dillis & Roy, CDG, Inc. Jeff Walsh, Graves Engineering, Inc., Alf Berry, Jessica Funaoile, Tim Grace Tighe & Bond, Haley Rivers, Tighe & Bond, Phil Colemata, Mary Danielson, Tighe & Bond, David Vigeant, Water Department. Stan Dillis presented a preliminary site plan for 22 Main St. His firm is working on coming up with a layout to meet the requirements of 145-42 site plan review special permit and parking. The lot is approximately 100 feet wide, and the building is centrally situated between these lot lines. The Applicant proposes to construct a one-way driveway encircling the building with ingress egress through the same curb cut to Rt. 119. There is a proposal for a handicap parking spot in the front of the building with a ramp, along with 7 parking spots located behind the building. A covered dumpster is in the back. A simulation was conducted by the engineer, and it was determined that the circular drive would not accommodate a waste management truck to pass while vehicles were parked in the parking spaces. He stated that the trash removal service would need to be scheduled for after business hours for access to the dumpster. The preliminary plan is nearly complete except for Stormwater management which is still in design phase. Board Member Therrien asked about the width of the ingress/egress which is 18 feet. The Applicant contends that because they are using existing driveway entrance, they do not expect the need to apply to MassDOT. The Applicant stated that 18 feet of driveway width is sufficient for 2 vehicles to pass by each other in the entrance/exit. Mr. Therrien reminded that this is a change of use from a residential single-family home to a commercial use with an associated increase in vehicular traffic. The Applicant stated there is no other way to access the site and that they would check with MassDOT. R. Therrien expressed concern over the proximity and potential confusion of vehicle operators entering and exiting the adjacent business Patriot Pizza combined with customers entering and exiting as proposed at 22 Main Street. The expectation for traffic flow at the veterinary clinic was stated as 3 employees and one or two patients at a time to attend medical appointments. C. Hoffses made a motion to continue the public hearing on the application of 22 Main Street to February 27, 2023, at 6:45pm. R. Therrien seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

***Continue 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. Present: Stan Dillis, Dillis & Roy, CDG, Inc. Jeff Walsh, Graves Engineering, Inc., Alf Berry, Jessica Funaoile, Tim Grace Tighe & Bond, Haley Rivers, Tighe & Bond, Phil Colemata, Mary Danielson, Tighe & Bond, David Vigeant, Water Department, David Growceck GPS. Chair Shifrin reconvened the public hearing. Mary Danielson commented that this is a continuation of the first public hearing to discuss the peer review and revisions to the Stormwater management permit application materials that were made according to recommendations set forth

therein. The peer review process was complete with a peer review report by the Town's consultant, a response was issued by the Applicant with associated revisions, this was reviewed again by the Town's consultant and approved as fully addressed by the Applicant. A mandatory referral comment was received by the Fire Department and read into the record. "The fire department would like to see the driveway width increased from 15 feet to approximately 18 feet as called out in the plans." Signed by Captain M. Grimley. David Vigeant responded to this comment by stating that he has discussed this finding with both the Fire Department and the Engineer, and the driveway will be widened by a few feet as required. Mr. Vigeant stated this required road widening will be a revision of the plans prior to going out to bid.

R. Therrien made a motion to grant a major stormwater management permit for 25 Harbor Trace with the condition subject to an 18' wide driveway and the associated plans C. Hoffses seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0. C. Hoffses made a motion to close the public hearing for 25 Harbor Trace Road. R. Therrien seconded. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

2..2 7:15pm:

public hearing – 5 Turnpike Road. On application received from Country Estates Condominium Trust, Anestis Pavlidis, Trustee, requesting a site plan review special permit and a stormwater management permit for repaving an existing parking area and modifications to create 35 parking spaces at 5 Turnpike Rd (Assessor's Map 50, Block 57 Lot 0). Chair Shifrin opened the public hearing for 5 Turnpike Road at 7:16pm. Present: Jeffrey Walsh, Graves Engineering, Inc., Stan Dillis, Dillis & Roy CDG., Inc., Phil Colemata, Jessica Funaiolo. Chair Shifrin opened the public hearing by reading the public notice. Chair Shifrin announced that she and Board Member Michael Virostko are both owners of one or more units in the Country Estates Condominium complex. This information was disclosed and is on file with the Town Clerk. She further invoked the "rule of necessity" since the Planning Board would not have an adequate number of voting members without the participation of Laura Shifrin and Michael Virostko. Mr. Dillis, representing the Applicant stated that this proposal is an improved revision of a paving project that was previously brought before the Board in 2021. The proposal includes a stormwater management system to manage existing and any increased stormwater runoff, creation of 35 new parking spaces as well as a redesign of the driveway to a one-way drive. The new parking spaces are proposed around the pool in a slant orientation. To mitigate runoff generated from the site historically and with the newly proposed design, an infiltration basin has been designed. The stormwater management system design and complete stormwater management permit application peer review process was conducted with a peer review report issued by the Town's consultant, Jeffrey Walsh, a response was issued by the Applicant with associated revisions. This response by the Applicant was again reviewed by the Town's consultant and all issues were given final approval by the Town's engineer in his follow up review letter dated February 9, 2023. The mandatory referral comments were read into the record by Mr. Therrien. "Sumps and catch basins must be maintained so as not to create a nuisance" signed by Rick Metcalf Board of Health. The Applicant explained that there is an Operations and Maintenance plan created for the stormwater management

system which becomes part of the record and is the responsibility of the property owner in perpetuity.

R. Therrien made a motion to grant a special permit for site plan review and the application and filings for 5 Turnpike road. C. Hoffses seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

C. Hoffses made a motion to grant a major stormwater management permit for 5 Turnpike Road for a period of two years. R. Therrien seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

C. Hoffses made a motion to close the public hearing for 5 Turnpike road site plan review special permit and stormwater management permit at 7:39pm. R. Therrien seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

2..3 8:00pm:

- ANR – 96 Fitchburg Road – creating one lot and two parcels. Dave Growceck with GPR, Inc. presented the ANR plan for endorsement. This ANR plan was reviewed by the Building Commissioner, the Assessor, and the Planning Board Administrator and found to have met the applicable requirements and criteria. C. Hoffses made a motion to endorse the ANR plan submitted for 96 Fitchburg Road creating one Lot and two parcels. R. Therrien seconded the motion. A roll call vote was taken as follows: YES- C. Hoffses, M. Virostko, L. Shifrin. ABSTAIN: R. Therrien. The motion passed 3-0-1.

- ANR – 112 West Meadow Road – creating 3 lots in the RB Zoning district. Alf Berry presented the ANR plan for endorsement. This ANR plan was reviewed by the Building Commissioner, the Assessor, and the Planning Board Administrator and found to have met the applicable requirements and criteria. R. Therrien made a motion to endorse the ANR plan for 112 West Meadow Road creating 3 Lots. C. Hoffses seconded the motion. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

3 **MEETING BUSINESS: votes may be taken.**

3..1 Appoint a Planning Board member as a representative to the Capital Planning Committee. C. Hoffses made a motion to appoint Robert Therrien as the Planning Board representative to the Capital Planning committee. M. Virostko seconded. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

3..2 Stormwater management permit #2022-01 – Campbell Farm subdivision. request for Certificate of Completion. Discussion ensued with Stan Dillis, representing the Applicant. Mr. Dillis updated the Board that the private way is complete, and the owners would like to the Planning Board to issue the Certificate of completion for Stormwater management permit #2022-01 although there are two lots that remain under construction. Mr. Dillis opined that keeping the stormwater permit active for years while a developer may delay construction of a house in the subdivision, may not be favorable in the case where there is a bond, and the developer would be interested in a release. Mr. Dillis added the two houses in the subdivision will most likely be complete soon. The Board

agreed that until the construction of the houses is complete, they will not grant a certificate of completion. The Building commissioner opined in an email to the Planning Board admin that he believed that all land disturbing activities should be complete prior to the issuance of the Stormwater management permit certificate of completion. It was noted that construction is in process and the project activity remains subject to the conditions and terms of the Stormwater management permit SM2022-01. The Planning Board was in agreement to withhold a Certificate of Completion until the construction activity is complete.

- 3..3 ZBA Mandatory Referral – 5 Ryan Road accessory Apartment. The Planning Board approves of the permitting of an accessory apartment at 5 Ryan Road. R. Therrien made a motion to make the following referral comment to the ZBA: “The Planning Board approves of the permitting of an accessory apartment at 5 Ryan Road” C. Hoffses seconded. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.
- 3..4 Planning Board regulations review. Deferred to the next Planning Board meeting.
- 3..5 DLTA update. The Board of Selectmen approved and applied to the Montachusett Regional Planning Commission for District Local Technical Assistance on the topic of MBTA communities Compliance. Mr. Therrien drafted a letter on the topic which was referenced in the application as was previous scopes of work generated to assist the Town with this State mandate.
- 3..6 §145-54.1 Age Restricted bylaw discussion. Deferred to the next meeting.
- 3..7 2024 Unified Planning work program project solicitation. The Board reviewed the call for project proposals letter received from the Montachusett regional planning commission and agreed to have the Administrator inquire with the town Administrator to understand more about what the Board of Selectmen are considering for this year’s project proposal.

4 CORRESPONDENCE: votes may be taken.

- 4..1 Proposed bylaw modifications provided by the Housing Authority. A Joint meeting is scheduled for February 27, 2023, at 7:15pm. Board members were asked to review The proposed bylaw modifications document provided by the Housing Authority prior to the meeting.
- 4..2 Stormwater Management Permit project updates. Inspection reports/other related correspondence. Campbell Farm OSPD and 3 Wheeler Road SW permits were both renewed and recorded. 3 Wheeler road is submitting inspection reports.
- 4..3 Notices from Townsend/other Towns. The most recent notices were read. Others were on file with the meeting packet.
- 4..4 Update Safe Routes to School – Carol Hoffses noted a winter walk event was planned in February, however participation was too low to hold. She noted that the Town Recreation Department is no longer able to distribute event flyers in the schools and will

be looking for another way to keep communication flowing for future Safe Routes to School events.

- 4..5 Citizen Planner Training Collaborative (CPTC) Annual Conference & trainings. The Annual conference is scheduled for Saturday, March 18, 2023, at Holy Cross in Worcester. All Board members are invited to attend.
- 4..6 2023 MA Freight Plan flyer. A survey has been circulating to assist data gathering for multimodal transportation regional planning.
- 4..7 Transportation Open Forum flyer. Was acknowledged.
- 4..8 Draft Limited English Proficiency (LEP) Access Plan for the Metropolitan Planning Org. (MPO). Was noted and the Board was updated that a comment period is open and will close on 2/14/23.
- 4..9 Brownfields Roundtable announcement. Was received from MRPC and Planning Board members are invited.

5 ADJOURN: Votes may be taken.

- 5..1 Next scheduled Planning Board hybrid meetings are scheduled for February 27, 2023, March 13, 2023, and April 10, 2023.

C. Hoffses made a motion to adjourn @ 8:38 pm, R. Therrien seconded. A roll call vote was taken as follows: YES- R. Therrien, C. Hoffses, M. Virostko, L. Shifrin. The motion passed 4-0-0.

Items on file:

- 1. DLTA Townsend application subject: MBTA Communities Compliance.
- 2. Letter from Mr. Robert Therrien outlining the need for technical planning assistance for the Town to comply with the requirements of MBTA compliance.
- 3. Peer review letters re: 25 Harbor Trace.
- 4. Peer review letters re: 5 Turnpike Road.
- 5. Mandatory referral comment from Townsend Fire Department.
- 6. Draft Zoning Bylaw modifications document by The Townsend Housing Authority.
- 7. Video recording of this meeting is available on the Town of Townsend YouTube Channel.

Respectfully submitted,

Elizabeth Faxon

Planning Board Admin. Assistant

Approved on: March 27, 2023