



Office of
THE PLANNING BOARD
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RECEIVED
 APR 04 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 MEETING minutes

Meeting Date: Monday, March 27, 2023

Time: 6:30 PM

Location: Selectman's Chambers

272 Main St, Townsend, MA.

And remotely via TCAM hosted ZOOM.

All are invited to attend.

Join Zoom Meeting link:

Topic: Townsend Planning Board

Time: Mar 27, 2023, 18:30 Eastern Time (US and Canada)

<https://us02web.zoom.us/j/88000567598?pwd=Q0pFM0R0ZVVqemRjcDZIMXF0V3pXUT09>

Meeting ID: 880 0056 7598

Passcode: 113355

1 PRELIMINARIES: votes may be taken.

- 1..1 Call the meeting to order and roll call. Chair Laura Shifrin called the meeting to order at 6:38pm. A Roll call was taken with the following Board members present; Laura Shifrin (in person), Carol Hoffses (in person), and Ian Ortiz (remote). Members absent were Robert Therrien and Michael Virostko. Others present were Beth Faxon (in person) and Hartley Pleshaw (remote host)
- 1..2 Recital of The Pledge of Allegiance of the United States. Conducted with expressed appreciation of our veterans in service and off duty.
- 1..3 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. None.
- 1..4 Review Volunteer response forms received for Planning Board vacancy. None were received.
- 1..5 Review/Approve the meeting minutes from 2-13-23, and 2-27-23. C. Hoffses made a motion to approve the minutes of 2-13-2023. I. Ortiz seconded. A Roll call vote was taken as follows: YES – C. Hoffses, I. Ortiz, L. Shifrin. The motion carried. C. Hoffses

made a motion to approve the minutes of 2-27-2023. I. Ortiz seconded. A Roll call vote was taken as follows: YES – C. Hoffses, I. Ortiz, L. Shifrin. The motion carried.

2 MEETING BUSINESS: votes may be taken.

- 2..1 Planning Board regulations review. Deferred to the next Board meeting with preference given to presence of the full Board for discussion.
- 2..2 Townsend Zoning Bylaw Section 145-54.1 Age Restricted bylaw discussion. Deferred to the next Board meeting with preference given to the presence of a full Board for discussion.
- 2..3 Proposed bylaw modifications drafted by the Housing Authority discussion. The board will review the residential cluster development section to discuss at the next meeting.
- 2..4 2022 Townsend Master Plan modification to approved plan, to clarify how to locate the Housing Production Plan attachment in the appendix. The Board discussed updating the Master Plan with more current information from the approved Housing production plan. C. Hoffses will work on integration of the economic growth section of the 2022 Housing Production Plan to update the economic development chapter of the 2022 Master Plan. The Board will discuss again at the April 10, 2023 meeting.

3 CORRESPONDENCE: votes may be taken.

- 3..1 Montachusett Regional Transit Authority (MART) Approval for the Town of Townsend to join the transit authority and transportation planning updates. The Transportation task force has been working on a draft bus route for MART with routes transporting riders between Townsend Town Hall lot and Fitchburg intermodal transportation center. The Board of Selectmen will be discussing at their meeting on March 28, 2023.
- 3..2 Stormwater Management Permit project updates. Inspection reports/other related correspondence. The Site plan review Decision, Stormwater management permit Decision, and the stormwater management permit for 5 Turnpike Road was posted with the Town Clerk and transmitted to Town Boards and Staff. A monthly inspection checklist was received from 3 Wheeler Road earth excavation permit project. An email was sent to the permit holder of Campbell Farm OSPD subdivision notifying them that issuance of a Certificate of Completion is deferred until all land disturbing activities are complete. This Board decision was transmitted to the permit holder and on file.
- 3..3 Notices from the office of the Board of Selectman.
- 3..3.1 Reorganization of the Board of Selectmen. Chaz Sexton Diranian is now the Chair, Veronica Kell is the Vice Chair and Theresa Morse is the Clerk.
- 3..3.2 Annual Town Meeting May 2, 2023. Warrant to close April 4, 2023. Noted.
- 3..4 Notices from Townsend/other Towns. The board received copies of proposed bylaw modifications by the Town of Groton regarding accessory apartments and reviewed the Notices from other Towns.
- 3..5 Update Safe Routes to School – Carol Hoffses. None.
- 3..6 Citizen Planner Training Collaborative (CPTC) Annual Conference follow up. Deferred to the next meeting when Robert Therrien can participate. Admin will collect all conference presentations available and collate them in a resource folder for future review and discussion.

3..7 Notice from the office of the Town Clerk. Annual Town Election to be held on Monday, April 24, 2023, from 7:00 am to 8:00 pm. Noted.

3..8 Review response letter to request for Stormwater management permit #2022-01 certificate of completion. Addressed under 3.2 Stormwater Management permit project updates.

3..9 MART duplicate on agenda, stricken.

4 Conferences and courses

4..1 Citizen Planner Training Collaborative (CPTC) Annual Conference follow up. Robert Therrien & Beth Faxon. duplicate agenda item discussed partly under 3.6.

4..2 Stormwater Regulations, Erosion and Sediment Control course UMASS transportation center. Beth Faxon shared the presentation and the course materials and encouraged everyone to review.

5 ADJOURN: Votes may be taken.

5..1 Next scheduled Planning Board hybrid meetings are scheduled for April 3, 2023, and April 10, 2023.

C. Hoffses made a motion to adjourn the meeting at 7:18pm. I. Ortiz seconded. A roll call vote was taken as follows; YES – C. Hoffses, I. Ortiz, L. Shifrin. The motion carried.

Items on file:

1. Response email to permittee for Campbell Farm OSPD stormwater management permit request for Certificate of compliance.
2. Montachusett Regional Transit Authority (MART) Approval for the Town of Townsend to join the transit authority letter.

Respectfully submitted,

Elizabeth Faxon

Planning Board Admin.

Approved on: April 3, 2023

