



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X1722 planning@townsendma.gov

RECEIVED
OCT 31 2023
TOWN OF TOWNSEND
TOWN CLERK

Laura Shifrin, Chair (2025)

Carol Hoffses, Vice Chair (2026)

Robert Therrien, Member (2024)

Andrew Shepherd, Clerk (2028)

Tony Lopez, Member (2024)

Michael Virostko, Associate Member (2024)

PLANNING BOARD'S MEETING MINUTES

October 2, 2023, 6:30 PM Selectmen's Chambers

272 Main Street, Townsend MA, **AND** via ZOOM for convenience

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technical problems interrupt the virtual broadcast, unless otherwise required to by law. Members of the public with an interest in a specific agenda item should make plans for in-person attendance.

Zoom link provided by: TCAM Inc.

I. PRELIMINARIES:

1.1 Call the meeting to order and roll call. Chair Laura Shifrin called the meeting to order at 6:38 pm. Roll call vote: Members present in person: Andrew Shepherd, Robert Therrien, Carol Hoffses (arrived 6:40pm), Members attending remotely: Laura Shifrin, Tony Lopez.

Others present: Beth Faxon, in person, Naomi Durso, representing Dr. Sallie Thurber, DVM.

At 6:45pm Vice Chair Carol Hoffses was asked to take over as Chair of the meeting.

1.2 Pledge of Allegiance. Conducted with thanks to veterans and those who are currently in service and first responders.

1.3 Chairman's Additions or Deletions. None.

1.4 Approval of minutes 08-28-23. R. Therrien made a motion to accept the minutes as prepared. A. Shepherd seconded. Roll call vote: AYE: R. Therrien, A. Shepherd, T. Lopez, L. Shifrin. The motion carried 4-0-0.

II. PUBLIC HEARINGS

2.1 Townsend MBTA communities' compliance mission update. Jonathan Vos, MRPC presented a map with three Overlay districts that were down selected in a working group planning meeting with Town staff, officials and Chair of the Planning Board. The 3 potential overlay districts will be presented to the public in an information session in the Fall Special Town meeting. Two of the districts are located on Fitchburg Road and one is located on Old City Road. A map was presented and is on the website for public information. Connectivity to Lunenburg sewer was considered as well as topography, soil, aquifer protection, and smaller parcel sizes. The future actual buildability in these districts is more conceivable. MRPC has also provided a draft of the Townsend Multi-Family Overlay District (MFOD) bylaw.



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2.2 Continuation of public hearing – 66 Bayberry Hill Road major stormwater management permit. Applicant: WK Realty Trust, Brett King, Trustee. Jeffrey Walsh, Graves Engineering, Inc.

Present: Ryan Proctor, Dillis & Roy Inc., Brett King, Applicant.

The public hearing was reopened at 7:02pm. Ryan Proctor presented the revised site plan and revised drainage report and cover letter to the Planning Board addressing the findings of the peer review engineer. He noted that a response letter was issued by the peer review engineer confirming that all the findings were adequately addressed by the Applicant. The Board reviewed the materials and discussed the project. Jeffrey Walsh, Graves Engineering Inc. then spoke offering his comments on the project. He conducted the peer review and noted his satisfaction with the revisions as provided by Dillis & Roy, CDG. Inc., which were documented in his final peer review letter. He summed up that he is very satisfied with the revisions, and he had no concerns with what's been put before the Board by the Applicant and engineer. The Board reviewed a draft decision of approval for 66 Bayberry Hill Road in the meeting. The Applicant expressed concern regarding the proposed condition in the draft decision with respect to the requirement of the recording of the stormwater management easement prior to construction. Board member Andrew Shepherd then recused himself from voting on the application. R. Therrien made a motion to issue a major stormwater management permit to WK Realty trust, Brett King, Trustee, for 66 Bayberry Hill Road for a period of two years with the condition the applicant shall provide a fully executed and recorded easement agreement prior to the receiving the certificate of completion and with the plan has been submitted for the stormwater management system provided this date. T. Lopez seconded. A roll call vote was taken as follows: AYE- R. Therrien, T. Lopez, C. Hoffses, L. Shifrin. ABSTAIN- A. Shepherd. The motion carried 4-0-1.

III. WORK SESSION:

3.1 Planning Board Administrative updates and reports. Applications under review, 66 Bayberry Hill Road, 6 interdepartmental approvals, site visits and compliance, 22 Main Street updated construction schedule has been received. The applicants engineer updated the Board that MADOT is in favor of the revised entrance. Naomi Durso was present, and discussion ensued with Ms. Durso regarding the deadline for completion of the site work. Ms. Durso updated that the MADOT permit was in fact very close to completion. T. Lopez suggested extending the construction period to the end of November 2023. A. Shepherd then announced that he will be abstaining from the vote on this matter due to a conflict of interest. L. Shifrin made a motion to



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amend the date to the end of November 2023. R. Therrien seconded the motion. A roll call vote was taken as follows: YES – C. Hoffses, R. Therrien, C. Hoffses, L. Shifrin. Abstained – A. Shepherd. The motion carried 4-0-1. Admin will draft a letter recording the vote taken and forward a copy to the Applicant. 27 Scales Lane stormwater management permit. we are waiting for a response from the permit holder with regards to outstanding issues that occurred during the installation of the stormwater management system and currently with mitigation measures that are to address erosion and sedimentation observed on the site. Staff have been working with the permit holder asking them to provide an “as built”, a drawing of the stormwater management system and an explanation of the operation and maintenance of the stormwater system as it deviates from the approved plan. 25 Harbor Trace SM permit and Campbell Farm OSPD stormwater permits are in compliance. 3-Wheeler Road is in arrears one month of monthly inspection reports and a site visit is coming up in the next few weeks. Online webinars regarding the Open Meeting Law training were noted and information provided to register.

3.2 Discussion of Planning Board fee schedule. The Planning Board fee schedule was noted and extraction of the fees from the Bylaws work is underway. Editing the bylaw and the proposed amendment will be presented to the Board in the next few weeks, the public hearing will be set as soon as the date for Fall Special Town meeting is set.

3.3 Discussion of Planning Board regulations. not discussed.

Announcements/Communications. R. Therrien noted that he is on the Bylaw review committee, and as such will be working on revisions to the bylaw and collecting input from staff to understand what is working and what could be changed. Statewide municipal partnerships conference was noted and the public hearing for the energy aggregation plan.

3.4 Townsend MBTA communities' compliance mission update. This was discussed under 2.1

III. ADJOURNMENT:

3.1 Next Planning Board meetings are scheduled for 10-04-23, 10-16-23. R. Therrien made a motion to adjourn the meeting at 7:56pm. T. Lopez seconded the motion. A roll call vote was taken as follows: YES – C. Hoffses, R. Therrien, A. Shepherd, T. Lopez, L. Shifrin. The motion carried 5-0-0.

Respectfully submitted, [Signature]
Beth Faxon
Planning Board Administrative Assistant

Approved on: October 30, 2023



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Items on file:

1. Draft Townsend Multi-Family Overlay District (MFOD) bylaw.
2. MBTA communities' revised potential overlay district map.
3. Draft Planning Board decision for 66 Bayberry Hill Road.
4. Revised plan, drainage report and response letter 66 Bayberry Hill Road
5. Stormwater review letter from peer review engineer, Jeffrey Walsh, Graves Engineering.
6. Revised construction schedule from Shepherd's sales and service regarding 22 Main Street site plan review special permit.