



Office of
THE PLANNING BOARD
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RECEIVED
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 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

August 8, 2022, 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

<https://us02web.zoom.us/j/84347957347?pwd=TSkT210WjlVtMkRKSghVZHR1V0Jxdz09>

Meeting ID: 843 4795 7347

Passcode: 695061

1 **PRELIMINARIES:** votes may be taken.

- 1.1 Call the meeting to order and roll call. Chair Laura Shifrin (in person) called the meeting to order at 6:32 pm. Members present: Carol Hoffses (in person), Robert Therrien (in person), Ian Ortiz Santiago (remote). Michael Virostko (remote). Others present: Beth Faxon, Planning Board admin., TCAM host Hartley Pleshaw, Michael Crowley (@7:30pm remotely)
- 1.2 Recital of The Pledge of Allegiance of the United States.
- 1.3 Announce meeting is being recorded.
- 1.4 Chairman's Additions/Deletions to Agenda unforeseen prior to 48 hours of this meeting. None.
- 1.5 Review Volunteer response forms received for Planning Board vacancy. None have been received
- 1.6 Approval of minutes June 27, 2022 & July 18, 2022. Robert Therrien made a motion to approve the minutes of June 27, 2022, and July 18, 2022. Carol Hoffses seconded. A roll call vote was taken as follows: YES – I. Ortiz, M. Virostko, C. Hoffses, R. Therrien, L. Shifrin. The motion carried. 5-0-0.

2 **WORKSESSION:** votes may be taken.

- 2.1 Discussion §145-54.1 Age-restricted development bylaw. Town counsel guidance – L. Shifrin. Chair Shifrin and Planning Board liaison Chaz Section-Diranian both met with Town Council during open office hours to discuss amendments that would substantially improve and clarify a few areas of the Bylaw. Town Council

has responded and has drafted proposed language for an amendment. The discussion will be on the next agenda.

- 2.2 Discuss and review of Planning Board fees and regulations per Town Administrator. Town Administrator has asked for all Boards and Commissions to review the fees within their purview to make sure they are commiserate with the fees charged for similar services in other Towns. If they find they are not, then the Board is asked to update the Towns fees accordingly. C. Hoffses provided the fees from Groton, but they were dated 2016. She will search again and provide the Planning Board with more fees schedules as she finds them. The Chair commented that if more information becomes available the Board can revisit this request at the next meeting. Some of the fees were discussed and Board Members asked questions about what fees are specifically used for. R. Therrien commented that because of some of our fee schedules, the Town may be less encouraging to new development projects. M. Virostko commented that because Townsend is on septic and not public sewer, this limitation affects the density of development in Town. The Board moved on to agenda item 3.1 and later returned to work on review of the Planning Board regulations. The Board began by reviewing the Planning Board regulations from the Code of the Town of Townsend Part IV Regulations Section 175 Planning Board. They proceeded to review Article I Introduction to the Consolidated Rules Sections 175-1 Title, 175-2 Purpose, 175-3 Amendments, 175-4 Definitions & Abbreviations, Art. II Subdivision control 175-5 Title, authority, appendices, 175-6 Purpose, 175-7 Amendments, 175-8 Definitions. The Board completed section 175-8 and will be continuing this review of the regulations at each meeting until completed.

3 **CORRESPONDENCE: votes may be taken.**

- 3.1 Montachusett Regional Planning Commission (MRPC) age-friendly Montachusett – technical assistance opportunity. The letter was read from MRPC to Municipal officials regarding the offering of technical assistance to communities that are interested in communities becoming an age friendly Community.
- The Planning Board enthusiastically supports the Town seeking this age-friendly designation and would like to see the Town's work in the area of age friendly accommodations recognized in this effort. The Chair asked the Admin. to convey Planning Board support of this program and initiative provided by MRPC, to the Board of Selectmen and keep the Board informed of future opportunities in which the Planning Board may support this age -friendly designation/ program. C. Hoffses made a motion to pursue the age friendly designation in this proposed program and to recommend such to the Board of Selectmen from the Planning Board. R. Therrien seconded the motion. A roll call vote was taken as follows: YES – I. Ortiz, M. Virostko, C. Hoffses, R. Therrien, L. Shifrin. The motion carried. 5-0-0.
- 3.2 Survey from MRPC regarding Federal Safe Streets and Roads for All (SS4A) grant program. The Board of Selectmen have responded to this survey. The Board reviewed the general purpose of the SS4A grant program administered by MRPC and expressed their support of the Towns participation in the SS4A program. The

- Admin. will send communication of this support to the Board of Selectmen and keep the Board informed of any further actions to support this opportunity.
- 3.3 Climate leaders request for information – MRPC. This correspondence was received from MRPC with regards to a grant received by green communities to help designated communities to achieve their clean energy and climate goals. The Board Members received a copy of the email from Karen Chapman with associated information on the request.
 - 3.4 Email from Eric Slagle, Town Administrator. Board members received a copy of the email from the Town Administrator and will review this individually. The request for review of Planning Board fees was included in this correspondence.
 - 3.5 **Table of principal use regulations** provided by Land Use Coordinator. Board members will review the table of principal use regulations on their own and will send any comments or questions to Michael Crowley directly preferably before the next Planning Board meeting.
 - 3.6 Stormwater Permit Inspection Reports/other related correspondence. No reports were received for this time period.
 - 3.7 **A Homeowner's Guide to Wetlands** resource document provided by Land Use Coordinator. C. Hoffses commented that she thought that the document was very well done.
 - 3.8 Stormwater Permit Inspection Reports/other related correspondence. Duplicate agenda item noted.
 - 3.9 Notices from Townsend/other Towns. Board members received a copy of the correspondences and will review individually. Chair Shifrin then commented on the BOS policy # 1-2021 meeting decorum. The question of stating personal addresses in a public Board meeting was discussed. Board members were not in favor of this practice. C. Hoffses commented with stating personal addresses as a citizen speaker at a public hearing or Town meeting seems acceptable. Chair Shifrin will go through the policy and share her comments with Board members before the next meeting.
 - 3.10 Safe Routes to School Program. - C. Hoffses. Ongoing - the State representative is still working on scheduling meetings with the principals of the Townsend Schools enrolled in the SRTS program. She updated that the SRTS program supported bike rodeo hosted by the Townsend Recreation Department, held in July was a success.

4 **EXECUTIVE SESSION:** Votes may be taken.

Executive Session pursuant to GL c. 30A s21 (a) (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (Lorden Revocable Trust, Michael Lorden Trustee)

5 **ADJOURN:** Votes may be taken.

R. Therrien made a motion to adjourn the open session meeting at 7:56 pm for the purpose of executive session pursuant to GL c. 30A s21 (a) (3) to discuss

strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares (Lorden Revocable Trust, Michael Lorden Trustee not to return to open session after executive session. C. Hoffses seconded the motion A roll call vote was taken as follows: YES – I. Ortiz, M. Virostko, C. Hoffses, R. Therrien, L. Shifrin. The motion carried. 5-0-0.

- 5.1 Next scheduled Planning Board meeting is scheduled for August 22, 2022. Executive Session minutes to be provided under a separate record.

Respectfully Submitted,

Approved on: September 12, 2022

Beth Faxon

Items on file:

1. Letter from Glenn Eaton, Executive Director, MRPC re: age-friendly community designation technical assistance opportunity. Dated July 26, 2022.
2. Email from Karen Chapman re: climate leaders request for information. dated July 27, 2022
3. Board of Selectmen's policy #1-2021 meeting decorum.
4. Email from Eric Slagle dated July 20, 2022, re: items for review – please forward to Boards and Commissions.
5. Letter from Brad Harris, MRPC dated July 18, 2022, re: SSRA program and community survey.
6. Draft Table of Principal Use regulations.
7. Planning Board Decisions transmittals 24 Old City Road, & 256 Main St.
8. A homeowner's guide to wetlands.