



Office of
THE PLANNING BOARD
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 APR 20 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Laura Shifrin, Vice Chair
 Charles Sexton-Diranian, Clerk

Planning Board Meeting minutes

Monday April 5, 2021 at 6:30 PM

VIRTUAL MEETING
 VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
 OF THE OPEN MEETING LAW, G.L. c. 30A, § 20†

PUBLIC ACCESS ZOOM MEETING LINK: [Join Zoom Meeting](https://us02web.zoom.us/j/82734421257?pwd=OCtYzB6Sm05cXA0d1RKeUNT52NKUT09)

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Meeting ID: 827 3442 1257 Passcode: 194873

All are invited to Attend - Materials and documents are available digitally upon request by emailing bfaxon@townsendma.gov.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chairman Lance McNally called the meeting to order at 6:31 PM. Board Members present: Lance McNally, Chairman, (L.M.) Laura Shifrin, Vice Chair, (L.S.) Charles Sexton-Diranian, (C.S.D) Clerk, Carol Hoffses (C.H.).

Others present: Elizabeth Faxon, Planning Board Administrator, Hartley Pleshaw, TCAM, Kym Craven, MPC (left @ 6:37pm), Karin Canfield Moore Senior Center Director (6:30pm – 7:25pm), Adria Boynton, Weston & Sampson (left @ 6:40 pm),

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

Gary Shepard (7:00pm – 7:25pm), Stan Dillis, Dillis & Roy CDG., Inc. (6:30pm – 7:30pm).

- 1.2 Chairman's additions or deletions. Add 3.9.1 Approval of the DLTA agreement between the Town and Montachusett Regional Planning Commission.
- 1.3 Approval of minutes March 22, 2021. L.S. made a motion to approve the minutes of March 22, 2021. C.H. seconded. A roll call vote was taken as follows: YES – L.S., C.S.D., C.H., ABS – L.M. The motion carried.

2 **PUBLIC HEARINGS AND APPOINTMENTS:** votes may be taken.

- 2.1 **6:45 p.m. continued Open Public Hearing** Scenic Roads bylaw proposal. The Board discussed the latest revision of the Scenic Roads bylaw. The updated version will be submitted to the Town Administrator for the warrant following the tonight's meeting. Chairman McNally noted that the Section of Code should be assigned. Administrator noted this will be added by the Town Clerk or the Town Administrator. He noted that only one individual should be the single enforcement officer for the bylaw and suggested that it be the Building Commissioner. If this is untenable to the Building commissioner, then the Planning Board would be the next choice. L.S. made a motion to obligate the building commissioner to be the enforcement authority for the scenic roads bylaw. C.S.D. seconded. A roll call vote was taken as follows: YES- C.H, C.S.D, L.S. L.M. The motion carried. C.S.D made a motion for the approval of the Planning Board to submit the Scenic Roads bylaw with the modification of Building Commissioner as enforcement officer to 2021 Town meeting. L. S. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried.
- 2.2 **7:00 p.m. Open Public Hearing** – regarding an application from Townsend Senior Center Expansion, LLC, for construction of a 2,246 SF addition to the Townsend Senior Center, associated sidewalks and bocci court. 12 Dudley Road Assessor's Map 28 Block 56 Lot 0. Present: Stan Dillis, Dillis & Roy CDG., Inc., Gary Shepard (7:00pm-7:25pm), Karin Canfield Moore (6:30pm-7:25pm).

Chairman McNally read the legal notice into the record. C.S.D read the referrals into the record. Water Department commented on the proposed path of the relocation of the sewer forecemains and that 90 degree turns are not accepted design practice. Building Commissioner had two comments one is the number of rest facilities onsite, approval of septic design and ability to operate adequately with the additional proposed infrastructure is needed by DEP and BOH. The BOH review commented that the proposed relocation of force main will require approval from the Townsend Board of Health. Additional comments were provided regarding the original septic system design and original DEP approval conditions of approval. MA DEP and BOH must be notified in any case of expansion or change of use. Calculations that were originally made will need to be changed to accommodate the increased flow. Chairman McNally stated that septic systems are in the purview of the Board of Health. Mr. Dillis noted that the Applicant is seeking an amendment to the variance granted by DEP, and an approval from the Board of Health for the proposed

redesign of the septic system permit. The Applicant has the last two years of water meter readings data of the existing building and reports they are about half of the design capacity of the existing septic system. He contends that the existing system will not be impacted by the proposed addition. The only revision to the site plan will be the reshaping the proposed path of the relocated forcemain which will be subject to BOH review and permit. Mr. Shepard stated that he is aware that meeting and project approval delays at the State and local level are common during the pandemic and would be amenable to conditioning the approval and also stated that any activity of proceeding with construction is done at the risk of the Applicant. He prefers the septic design be a condition and not a contingency of approval. Mr. Dillis commented that in his opinion a stormwater management permit application is not needed because the proposed infiltration basin will be installed 4' below grade and backfilled to restore existing grade. The grade of the driveway will not be altered, and the building is at the same grade as the existing building. He noted that the Building Commissioner did not include a stormwater permit requirement in the determination letter nor the mandatory referral comment. Chairman McNally noted that applicability of the project for a stormwater management permit application would be determined by a technical peer review process. Mr. Dillis questioned whether a technical peer review is necessary for the proposal. Discussion over the technical peer review ensued and Board Members made statements that were not in favor of peer review. Mr. Dillis then explained that the building addition is relatively small, 2200 ft. 3 Parking spaces adjacent to the existing building will be removed and replaced on the opposite side of the parking lot. There is no net increase in pavement or parking area. The stormwater infrastructure, or infiltration chamber has been designed to mitigate the roof runoff from the addition, and keep it isolated from the rest of the site. The infiltration chamber is under the sidewalk, which he states is ideal because it will not be disturbed. He stated that the bocci court will be a permeable surface. He stated that the proposal is a minimal project compared to the library senior center complex in its entirety. The stormwater drainage system was peer reviewed originally and has been operating adequately. Mr. Dillis added that a couple of trees will be removed, and the addition will not change the overall site visually due to matching architecture. The addition will include a meeting hall with outdoor recreation space created for the people that use the senior center. Discussion ensued as to the contingency of planning Board approval on Board of Health approval and Board Members concluded that the occupancy permit will not be issued unless all regulations, laws and bylaws are met and a contingency is not necessary in this case. C.S.D made a motion to approve the application for 12 Dudley Road. C.H. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried. The special permit was granted. L.S made a motion to allow the Chairman to sign the Decision on behalf of the Board Members C.S.D seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried.

3 WORKSESSION: votes may be taken.

- 3.1 2021 Townsend Master Plan Update – Master Plan Committee. K. Craven joined the meeting and updated that Karen Chapman, MPRC planner attended the last MPC meeting to discuss the 2021 Master Plan Update in terms of mapping. She created a list of maps from the discussion that MRPC will be generating for the Town under the DLTA RSD agreement and estimated the deliverable date would be in July 2021. Master Plan Committee Members work will proceed in tandem with writing and formation of maps by MRPC staff. MRPC staff will conduct review of the chapters as they become available, and the maps will be inserted as they are available from MRPC. The Water chapter will be revised and updated with the new information received from the Water Systems Master Plan, specifically the 5 year plan. The next MPC meeting will be 4/8/21 after which reviewed chapters will be released to the Planning Board. The Committee is expecting to provide an almost completed document by June and to incorporate the maps expected to be delivered in July. Further outreach has been made to FXM associates regarding the Economic Development report edits requested by the Master Plan Committee. The Committee is waiting to receive an updated draft of the Townsend Economic Development Plan from FXM. The next MPC meetings are 4/8/21 & 4/21/21. The Committee is satisfied that the DLTA RSD awarded work program will provide the essential assistance needed to the Master Plan Committee and that no further assistance is requested at this time.
- 3.2 Planning Board site visit & inspection report – 22 West Meadow Road Locke Brook solar array. C.S.D, C.H. and E. Faxon visited 22 West meadow road solar array to inspect the condition of the vegetative screening. An inspection report was distributed to Board Members and to Jennifer Dukett, Nexamp following the site visit. During the site visit the group found a significant number of plants were missing and deceased. Correspondence is ongoing between the Administrator and project manager Jennifer Dukett of Nexamp to ensure the vegetative screening is adequately restored per the approved site plan and, the required report is submitted to the Planning Board per the conditions of the Decision. Chairman McNally asked for a timeline to complete the process. Once the information is gathered, it will be discussed at a future meeting.
- 3.3 Age-restricted development zoning bylaw amendment Report to Town Meeting. C.S.D will draft the Planning Board report to Town Meeting for this Warrant article.
- 3.4 Townend draft Interagency Permitting Application - Chapter 43D. – MRPC. MRPC representative was expected to join the meeting for questions and answers and was not present.
- 3.5 Chapter 43D Warrant Article vote and report to Town Meeting. C.S.D. drafted a Planning Board report to Town meeting for the Chapter 43D warrant article which was distributed to Board Members. C.S.D asked if the 66 Brookline Street Squannacook Elementary school should be included in the Warrant article. Discussion ensued and Board Members agreed that the Squannacook elementary school parcel would be left in the Warrant article in the expectation that the NMRSD school committee would be amenable to working with the Town to include the School as a PDS nomination in the future based on correspondence received from the Superintendent. It was noted that the Warrant article with the four nominated

Priority Development Sites is a starting point and not a final commitment for the property owners to have to take any action. C.S.D made a motion to approve submitting the Chapter 43D warrant article and report to ATM 2021. L.S. Seconded. C.S.D. amended the motion to include 66 Brookline Street Map 27 Block 4 Lot 0 in the list of PDS property nominations. L.S. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried.

- 3.6 Safe Routes to School (SRTS) update. – Charles Sexton-Diranian – noted there is a meeting April 8, 2021 and a follow up report will be provided at the next Planning Board meeting.
- 3.7 Townsend MVP & HMP Plan implementation. – Board Members & Staff – Administrator has sent chapter eight of the HMP-MVP plan and Table 7-1 Priority Hazard Mitigation and climate adaptation actions to Board Members as a framework in which to work the implementation part of the Plan. Board Members will review these documents for discussion at upcoming meetings.
- 3.8 Townsend MVP program Core Team & MVP Action Grant – Core team & staff – Administrator noted that the RFR has been released and work has begun on a punch list of action items to submit the Climate resilient water supply assessment project in this MVP action grant round. A grant workshop was approved for the next Board meeting and admin will invite the Core Team and other stakeholders together to organize for the submittal before the May 7th Application deadline.
- 3.9 Townsend Walkability & Bikeability Study status report. - UPWP program update. No update at this meeting.
- 3.9.1 DLTA agreement between the Town of Townsend and MRPC – The Board reviewed the document. C.H. asked about the start date of March 30th in the agreement and heard that the meetings have already begun with the MRPC representative Karen Chapman and the Master Plan Committee according to the scope of services and no dates will need to be changed in the agreement. C.S.D made a motion to execute the DLTA agreement between the Town of Townsend and the MRPC. C.H. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Notices from Townsend/other towns. C.S.D. read the summary of notices from other Towns.
- 4.2 C.S.D. commented that in his research he noticed the Board had previously voted, in the January 2020 timeframe, to propose a wording amendment to the Accessory Apartment bylaw and asked how the Board would like to address this action item. Once the information is gathered, it will be discussed at a future meeting.

5 SCHEDULE AND ADJOURN: votes may be taken. L.S. made a motion to adjourn at 7:45PM. C.S.D. seconded. A roll call vote was taken as follows: YES – C.H., C.S.D, L.S. L.M. The motion carried.

- 5.1 Next Planning Board meeting scheduled on **April 12, 2021.**

Respectfully submitted,
Elizabeth Faxon, Planning Board Administrator

Approved on: April 12, 2021

Items on file:

1. Application Site Plan Review Special Permit – 12 Dudley Road – Senior Center expansion
2. Mandatory referrals – 12 Dudley Rd. – Senior Center expansion
3. Agreement between the town of Townsend and Montachusett Regional Planning Commission FY21 DLTARSD award – to provide editing and mapping services for the 2021 Townsend Master Plan update.
4. MVP Action grant application FY21 - climate resilient water supply assessment project.
5. Townsend MVP-HMP Plan Section 6.0, Table 7-1, Chapter 8 Plan adoption and maintenance.
6. Planning Board report to Town meeting for the Chapter 43D warrant
7. Inspection report – 22 West Meadow Road Locke Brook solar array – Planning Board site visit.
8. Townsend Water Systems Master Plan
9. Master Plan Committee Draft Water Section.

Materials are available digitally upon request by emailing
bfaxon@townsendma.gov

Join Zoom Meeting

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