



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x 1722 * fax 978-597-1722
jhollows@townsend.ma.us

Lance J. McNally, Chairman **Christopher Nocella, Vice Chairman** **Laura E. Shifrin, Clerk**
Kathleen Araujo, Member **Jerrilyn T. Bozicas, Associate**

Planning Board Meeting Agenda
Monday, October 19, 2015 at 7:00 p.m.
Townsend Memorial Hall, in Selectmen's Chambers
272 Main Street, Townsend, MA 01469

I. PRELIMINARIES:

- 1.1 Call the meeting to order
- 1.2 Roll call
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Add:
 - 2.1.1 Draft Questions for Public Forum
 - 3.6 Copy of Zoning Enforcement Officer's Letter to Manager of Pine Ridge Condos, 52 Fitchburg Rd. RE: Ground Mounted Solar Panels
 - 4.5 Tennessee Gas Pipeline: Date For Ferc 7(C) Certificate Application Filing
- 1.4 Acceptance of Minutes of 09/28/15

II. APPOINTMENTS:

- 2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Public Forum Preparation
 - 2.1.1 Draft Questions for Public Forum
 - 2.1.2 Public Forum Advertising Flyer

III. WORKSESSION:

- 3.1 Reminder: Special Election to Fill Vacancy on Board of Selectmen: Nov. 17, 2015, 8:00 p.m. to 8:00 p.m.
- 3.2 Schedule Meeting for Nov. 23rd for Public Hearing(s) on Road Acceptance
- 3.3 Draft Quarterly Report prepared by Planning Administrator
- 3.4 Creating Master Plan Workshop: 10/28/15, Littleton, 6:00 p.m. – Planning Administrator Planning to Attend
- 3.5 Authorize Payment of \$600.00 to Ducharme & Dillis for Consultant Work done at Trophy Ave.
- 3.6 Copy of Zoning Enforcement Officer's Letter to Manager of Pine Ridge Condos, 52 Fitchburg Rd. RE: Ground Mounted Solar Panels

IV. CORRESPONDENCE:

- 4.1 Unitil Annual Breakfast Invitation: 11/19/15, Great Wolf Lodge, 7:30 a.m.
- 4.2 MRPC Sponsored Brownfields Reuse Bus Tour, 10/23/15, 8:15 a.m.
- 4.3 Media Relations Policy Submitted by Board of Selectmen
- 4.4 Notices from Townsend / Other Towns
- 4.5 Tennessee Gas Pipeline: Date For Ferc 7(C) Certificate Application Filing

V. ADJOURNMENT:

- 5.1

Next Regular Meeting Date: Monday November 9, 2015, at 7:00 p.m.

1.4



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THE PLANNING BOARD

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Lance J. McNally, Chairman Christopher Nocella, Vice Chairman Laura E. Shifrin, Clerk
Kathleen Araujo, Member Jerrilyn T. Bozicas, Associate Member

DRAFT

Planning Board Meeting Minutes
Monday, September 28, 2015 7:00 p.m.
Townsend Memorial Hall, Selectmen's Chambers
272 Main Street, Townsend, MA 01469

I. PRELIMINARIES:

- 1.1 Call the meeting to order** – At 7:04 p.m., L. McNally called the meeting to order.
- 1.2 Roll call** - Present were Chairman Lance McNally, Clerk, Laura Shifrin, Associate Member Jerrilyn Bozicas and Planning Board Administrator Jeanne Hollows. Vice Chairman Chris Nocella and Member, Kathleen Araujo were absent. L. McNally designated J. Bozicas as a voting member of the Board for the purpose of achieving a quorum required to open the meeting. C. Nocella arrived at 7:15 p.m.
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Added:** *3.5 Sign one More Copy of Approved ANR Plan for #82-90 Bayberry Hill Rd.*
4.2 Notice of Public Scoping Meeting for Northeast Energy Direct Project/Tennessee Gas Pipeline
- 1.4 Acceptance of Minutes** – J. Bozicas motioned to approve the draft Minutes of 09/14/15. L. Shifrin seconded and all voted in favor.

II. APPOINTMENTS:

- 2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Zoning Related to Housing** - Chantell Fleck and John Hume from the Montachusett Regional Planning Commission (MRPC) met with the Board to discuss setting up a Public Forum to solicit feedback from residents regarding how Townsends's Zoning Bylaws might be amended to provide more housing opportunities. C. Fleck distributed draft handouts of a proposed Advertising Flyer, an Agenda, and a Diagram Sheet showing a break-out of discussion groups, in preparation for the Forum. Co-Land Use Coordinator, Karen Chapman attended the meeting. A discussion ensued to include the following comments:
- Upon review of the Town's Housing Production Plan, C. Fleck was able to identify key trends related to housing needs that could be used to generate interest and participation, i.e., the Town's population is aging; there are not many options for housing; rents are rising and the stock of affordable housing is low. C. Fleck stated she would work on finalizing the advertising flyer.
 - K. Chapman will post the "Housing Production Plan" on the Town's website, which was recently approved by the Planning Board, the Board of Selectmen, and the Massachusetts Department of Housing and Community Development (DHCD).
 - The Board agreed to the proposed date, time & place for the Forum of Thursday, Nov. 5th from 6:00 to 8:00 p.m. in the Great Hall.
 - L. McNally asked Board Members if they would be willing to come to a consensus to state that, the Planning Board, who are all long-time residents, are in agreement that the Town is in need of more

Planning Board Minutes
September 28, 2015

affordable housing and also, that they have concerns about more development under the State's Chapter 40B coming into Town. He added that such a statement would bring more weight to approving amendments. All agreed.

- Included in packets for Board Members to take home for review was a copy of Townsend's current requirements for apartments and accessory apartments; a copy of Pepperell's Accessory Apartments Bylaw; and "Tips on Drafting Bylaws," a training publication from Mass Citizen Planner Training Collaborative (CPTC).
- C. Fleck asked for volunteers to serve as facilitators of each discussion group, hoping to achieve four groups, based on attendance. L. McNally, L. Shifrin, K. Chapman and J. Hollows volunteered. MRPC will provide large pads of paper for the discussion, and with information collected, they will prepare a report. MRPC will provide refreshments.
- L. McNally suggested businesses could be solicited to provide raffle items. L. Shifrin stated she could solicit area businesses for donations.
- C. Fleck will create 30 flyers for distribution at the Library, Senior Center, Town Hall and other places around town.
- K. Chapman & J. Hollows will provide a memo to Town Department Heads at an upcoming meeting.
- A notice will be distributed to all Town Boards.
- A flyer or memo will go to the Board of Selectmen with a request that the Forum be announced at their upcoming meetings, which are broadcast on Cable TV.
- The newspaper will be contacted to request a "Press Release" be published.
- The Flyer will be posted on the Town's Website
- C. Fleck and J. Hume will attend the next Planning Board meeting on Oct. 19th to finalize preparations for the Forum and train facilitators.

2.2 7:45 p.m. ANR Plan, 181 & 155 South Row Rd., Pasquale Fortunato/Kevin Miller, RAK

Realty Trust – Jason Goyette, of David Ross Associates, met with the Board to present a Plan to subdivide an eight-acre parcel with no frontage off from a 16-acre lot located at 181 South Row Road, in order to convey that parcel to and annex with an abutting lot on 155 South Row Rd. The Board reviewed the Plan, the Regulations, and addressed a letter requesting waivers as follows:

- C. Nocella motioned to waive the requirements in §175-10 D. (3) (a) & (b) for submitting Level III of the current version of the Mass GIS "Standard for Digital Plan Submission to Municipalities" and to allow the use of assumed data. L. Shifrin seconded and all voted in favor.
- L. Shifrin motioned to waive the requirement of §175-10 D. (10) to indicate the North American Vertical Datum of 1988 and at least one benchmark on the plan. C. Nocella seconded and all voted in favor.
- C. Nocella motioned to waive §175-11 C. (p) to show existing contours at five-foot intervals that might interfere with the use of the frontage for access. L. Shifrin seconded and all voted in favor.
- C. Nocella motioned to waive the requirements in §175-11 C. (2) to all the plan to be drawn on a scale of 1" = 80' rather than 1" = 40' in order to allow the entire plan to fit on one sheet. L. Shifrin seconded and all voted in favor.

C. Nocella motioned to endorse the plan as an "Approval Not Required" (ANR) Plan under Subdivision Control Law. L. Shifrin seconded, all voted in favor, and the plan was endorsed.

III. WORKSESSION:

3.1 Citizen Planner Training Collaborative: Fall Workshops – The Board received and noted the list and descriptions of Fall Workshops offered through the Citizen Planner Training Collaborative (CPTC).

3.2 Request from Nashoba Tech for Community Project Ideas – The Board reviewed a letter from Nashoba Valley Technical School District inviting district towns to submit suggestions for community projects that will benefit the town as well as education of students. L. Shifrin mentioned the “West Townsend Reading Room” is in need of painting. J. Hollows advised there was a proposal to restore the exterior of the building with vinyl siding, however the Historical District Commission objected and they were looking at other options. Other questions included whether inside work is needed there, or if anything could be done with the old library building. K. Chapman advised the former library building has several issues including mold, asbestos, lead paint and is not ADA compliant. J. Hollows stated she would get an update on pending or possible work needed at the Reading Room.

3.3 Stan Dillis of Ducharme & Dillis Review Letter & Responses: Village at Patriot Common / Trophy Ave. – The Board reviewed a report from Stan Dillis of Ducharme & Dillis following his review of the “Street As-Built Plan” for Trophy Ave., the new subdivision road off Haynes Road to access the Open Space Preservation Development entitled, Village at Patriot Common. Items that need to be addressed by the owner and his engineer were outlined in the report.

3.4 Discuss if we need Meeting on Oct. 5th – Following a brief discussion, the Board agreed they did not have sufficient business for a previously scheduled meeting on Oct. 5th, and the meeting could be cancelled.

3.5 Sign one More Copy of Approved ANR Plan for 82-90 Bayberry Hill Rd. – An additional copy of an ANR Plan that was approved on 9/14/15 was signed by Board Members who were present at that meeting.

IV. CORRESPONDENCE:

The following correspondence was received and noted by the Board.

4.1 Notices from Townsend / Other Towns

4.2 Notice of Public Scoping Meeting for Northeast Energy Direct Project/Tennessee Gas Pipeline

V. ADJOURNMENT:

5.1 At 8:30 p.m. C. Nocella motioned to adjourn the meeting. L. Shifrin seconded and all voted in favor.

(Transcribed from notes)
Respectfully Submitted by

Jeanne Hollows
Planning Board Administrator

LIST OF PERTINENT DOCUMENTS / EXHIBITS per Agenda Item (Attached or Available as Noted) Any documents not attached herewith are available for review in the Planning / Land Use Office.

- 2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Zoning Related to Housing**
- 3.3 Stan Dillis of Ducharme & Dillis Review Letter & Responses: Village at Patriot Common / Trophy Ave.**
- 4.2 Notice of Public Scoping Meeting for Northeast Energy Direct Project/Tennessee Gas Pipeline**

2.1

Jeanne Hollows

From: Chantell Fleck <cfleck@mrpc.org>
Sent: Thursday, October 15, 2015 2:01 PM
To: Jeanne Hollows
Cc: Karen Chapman; John Hume; Brian Keating
Subject: Forum Draft Questions
Attachments: Townsend Housing Public Forum Questions.docx

Hi Jeanne,

Attached please find attached the draft questions for the forum to be discussed this Monday. I am going to work another document for the facilitators of each group at the forum for clarification and education purposes. I did not want to make the questions to long and complicated. I will have that completed for Monday. Have a nice weekend.

Chantell

Chantell Fleck
Principal Planner
Montachusett Regional Planning Commission
1428 R Water Street
Fitchburg MA, 01420
978 -345-7376 ext. 304



2.1.1

1. Would you be open to zoning changes that would promote more housing options (below) within the community? Please speak to the pros and cons of each housing development. Should such developments be allowed or should they be restricted?

- a. Accessory Apartments (with or without the family relative restriction)
- b. 55+ Developments
- c. Two-family homes
- d. Multi-family homes (3units or more)
- e. Condominiums (Detached, Attached)?
- d. Apartment Buildings
- e. Assisted Living Facilities
- f. Housing units above ground floor retail commercial space

2. Currently, Residential Districts are regulated to the size of 2 and 3acre lots. Considering the size of lots, should a reduction of lot sizes be allowed? And if so, would back lot or infill development be an amendable idea for the community?

2.1.2

Make a Difference in Your Community!

Townsend Public Forum: What Types of Housing would you like to see in your Community?

Did you know:

- Townsend's population is aging with housing options limited for folks who want to down size
- Currently, housing types available are limited to single family homes
- Zoning Bylaws limit Accessory Apartments

When:

Thursday, November 5, 2015 at 6:00 pm

Where:

Interested parties will meet at the

Great Hall

272 Main Street
Townsend, MA 01469

Who Should Attend:

Everyone with an interest in the future housing options in Town!
This includes Residents, Local and State Officials,
Business Owners, Accessory Apartment Landlords, and others.

The Townsend Planning Board is performing an analysis that could potentially improve and expand Housing options within the Town of Townsend. This event will focus on Townsend's Strengths, Weaknesses, Opportunities, and Threats (SWOT) in terms of housing. Participants will be directly involved in activities to identify key issues for the Planning Board to address.

Please join us in an interactive dialogue at the Great Hall at 6:00 pm. A lite dinner and refreshments will be provided. Come participate and be included for the door raffle!

We look forward to hearing from you!



3.1
FYI

Special Election

The Board of Selectmen has called a Special Election to fill a vacancy on the Board of Selectmen. The Special Election is scheduled for November 17, 2015 from 8AM-8PM. More information is available from the Town Clerk's Office.

3.2

PLANNING BOARD			
2015 SCHEDULED MEETING DATES:			
MONTH		DATE	DATE
JANUARY		12th	26th
FEBRUARY		9th	23rd
MARCH			23rd
APRIL		13th	27th
MAY		18th	
JUNE		22nd	
JULY		20th	
AUGUST		24th	
SEPTEMBER		14th	28th
OCTOBER			19th
NOVEMBER	5th (Public	9th	23rd (?)
	Forum)		
DECEMBER		14th	

3.2

Calendar for year 2015 (United States)

<p>January</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p> <p>4:○ 13:● 20:● 26:●</p>	<p>February</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>3:○ 11:● 18:● 25:●</p>	<p>March</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>5:○ 13:● 20:● 27:●</p>
<p>April</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p> <p>4:○ 11:● 18:● 25:●</p>	<p>May</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>3:○ 11:● 18:● 25:●</p>	<p>June</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30</p> <p>2:○ 9:● 16:● 24:●</p>
<p>July</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>1:○ 8:● 15:● 24:● 31:○</p>	<p>August</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p> <p>6:● 14:● 22:● 29:○</p>	<p>September</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p> <p>5:● 13:● 21:● 27:○</p>
<p>October</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p> <p>4:● 12:● 20:● 27:○</p>	<p>November</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p> <p>3:● 11:● 19:● 25:○</p>	<p>December</p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>3:● 11:● 18:● 25:○</p>

Holidays and Observances:

Jan 1 New Year's Day	May 25 Memorial Day	Nov 11 Veterans Day
Jan 19 Martin Luther King Day	Jun 21 Fathers' Day	Nov 26 Thanksgiving Day
Feb 14 Valentine's Day	Jul 3 'Independence Day' observed	Dec 24 Christmas Eve
Feb 16 Presidents' Day	Jul 4 Independence Day	Dec 25 Christmas Day
Apr 5 Easter Sunday	Sep 7 Labor Day	Dec 31 New Year's Eve
Apr 13 Thomas Jefferson's Birthday	Oct 12 Columbus Day (Most regions)	
May 10 Mothers' Day	Oct 31 Halloween	

Calendar generated on www.timeanddate.com/calendar

THE PLANNING BOARD:

- Reviewed and endorsed a final draft of Town's Housing Production Plan in response to the Mass Department of Housing and Community Development's request.
- Met with a developer seeking support from the Board to place an Article on the Fall Special Town Meeting Warrant to accept a subdivision road as a public way. Solicited input from Highway Department Superintendent, Fire Department, Water Superintendent, and Peer Review Consultant Engineer, in preparation for receiving a formal application for Street Acceptance of the road as a public way.
- Received a DLTA (District Local Technical Assistance) Grant for Services Award Letter from the Montachusett Regional Planning Commission (MRPC) for assistance in reviewing the Town's Zoning Bylaws in relation to improving housing opportunities.
- Met with Chantell Fleck, MRPC Principal Planner, John Hume, Planning & Development Director, to review the Scope of Services, provided through the DLTA Grant and plan for a public outreach Forum in order to solicit ideas from Town Officials, Boards, Departments, and Town residents related to how the Town's Zoning Bylaws are impacting housing options.
- Communicated with the Attorney General's Office looking for clarity on procedures.
- Reviewed two Mandatory Referral Notices from the Zoning Board of Appeals and provided responses.
- Reviewed a pending Legislative Bill related to Public Records Requests posted on the Mass Municipal Association (MMA) Website and provided feedback to State Representatives and Senators, with a copy to MMA.
- Bid farewell to Member / Clerk, Perry Tomasetti, who left his seat on the Board when he moved to a neighboring town
- Solicited and met with prospective new Planning Board members to fill vacancies. Held a joint meeting with the Board of Selectmen to vote on appointing town resident, Kathy Araujo, to the Planning Board for the balance of a year until the next Town Election. One position remains open.
- Held a Public Hearing and voted to grant the renewal of a Special Permit, for the continued operation of a wireless communication tower and equipment, at 12 Ball Road, for a period of five years until 08/24/2020.
- Reviewed communication from the Zoning Enforcement Officer (ZEO) advising a prospective business owner of requirements to open a new business in town. Also discussed with the ZEO a proposal to install a ground-mounted solar panel array within a residentially-zoned property, seeking clarity and applicability of the solar bylaw.
- Met with a business owner to review preliminary plans to redevelop 324 Main Street, formerly the Citgo Gas Station, which would include razing the existing building, and rebuilding a 4,000 sq. ft. convenience store with a drive through, and four self-serve gas pumps under a canopied island, supported by two 20,000-gallon underground tanks. The site is located in the Residential District (RA3), within the Aquifer Protection Overlay District. According to the Zoning Enforcement Officer, operating a gas station with two pumps and a convenience store in the same building is a "grandfathered" pre-existing, allowed use, however, any expansion would require a Site Plan Review Special Permit from the Planning Board and also a Special Permit from the Zoning Board.

- Held a Public Hearing to review a proposal to occupy and renovate two units in an existing building within the Harbor Village Mall at 18 Main Street, for a total use of 10,600 sq. ft., in order to open and operate a fitness facility. The Board voted to grant a Site Plan Review Special Permit.
- Reviewed a memo from the Mass Municipal Association's website announcing a change in regulations required by FEMA related to Flood Insurance purchase mandates. Homeowners are now only required to purchase flood insurance on the remaining value of their mortgage rather than on the full replacement value of their homes.
- Reviewed and endorsed three "Approval Not Required" (ANR) Plans where lots were subdivided to create parcels that were conveyed to abutters, resulting in the enlargement of one lot and the creation of two new building lots.
- Reviewed information to keep abreast of latest developments related to a proposed interstate gas pipeline expansion.
- Participated in the exploration of options to present to Nashoba Valley Technical School District for community projects that will benefit the town as well as the education of students.
- Responded to inquiries from individuals, residents, engineers, developers, prospective residents or business owners, or real estate agents, by phone and e-mail, or by appointment or "walk-in" contacts, to assist with questions related to lots or parcels, allowed uses, guidance in the application process, or to request Agenda time.
- Conducted Research in response to inquiries from Board Members, other Town Departments or Town Residents.
- Updated Code of the Town of Townsend Book and Board Member's Notebooks with pages reflecting Bylaw or Regulation amendments, as approved by Town Meeting & the Attorney General's Office.
- Managed deposits and payment of bills related to Subdivision "53-G" accounts, with checks submitted to Town Treasurer, & copies to Town Accountant.
- Handled tracking and ordering of department supplies, and maintained a comprehensive online database for case histories.

3.4

Creating Master Plans

Local officials will learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section D. The session will identify sections of a master/comprehensive plan and specific steps by which the plan will be carried out. MIIA credit

- Course #2. Creating Master Plans, 10/14/2015, 6:00 pm at MAPC, North Reading Town Hall, Selectman's Conference Room, 235 North Street, North Reading. Sponsor; Metropolitan Area Planning Council
- Course #11. Creating Master Plans, 10/28/15, 6:00 pm at Littleton Police Headquarters, Community Room, 500 Great Road, Littleton. Sponsor; Metropolitan Area Planning Council

Register

?

CPTC 2015 Fall Workshop Registration

Fall Workshops – Fee \$30 per workshop

•

Total\$0.00

• Name * First Last

• Mailing Address *

• Address 2

• Town/City *

• State *

MA

• Zip Code *

• Email *

• Phone Number ### – ### – ####

• City, Town or Organization Represented

• Board or Position

• Payment \$30.00 per Workshop *

I will pay with a credit/debit card I will send a check to CPTC c/o Urban Harbors Institute UMass Boston, 100 Morrissey Blvd., Boston, MA 02125

The fee for each CPTC Fall Workshop is \$30.00. You may pay now with a credit card or send a check. If you choose to pay with a credit card you will be redirected to PayPal's secure payment site when you click the submit button. A PayPal account is not required.

- Workshops 11. Creating Master Plans, 10/28/15, 6:00 pm at Littleton Police Headquarters, Community Room, 500 Great Road, Littleton

3.5

**TOWN OF TOWNSEND
PLANNING BOARD
FY 2015-2016 SCHEDULE OF DEPARTMENTAL BILLS PAYABLE
WARRANT FOR PAYMENT**

To: Town Accountant:

The following-named bill(s) to the Planning Board **53G Account** for **Village at Patriot Common Open Space Preservation Development, Trophy Ave., off Haynes Road**, amounting to the aggregate sum of **Six Hundred dollars and no cents (\$600.00)** has been approved by the Planning Board for the Board of Selectmen. Please place it on a warrant for payment. Thank you.

cc: Deborah J. Kristoff, Town Treasurer

Date: October 19, 2015

Name	Invoice # / Date of Service	Amount
Ducharme & Dillis Civil Design Group, Inc. P. O. Box 428 Bolton, MA 01740		
Peer Review Fee: Site Inspection for Road Acceptance	#7191 / 09/18/15	\$ 600.00
TOTAL DUE		\$ 600.00

Planning Board Members

Lance J. McNally, Chairman

Christopher Nocella, Vice Chairman

Laura E. Shifrin, Clerk

Kathleen Araujo, Member

Jerrilyn T. Bozicas, Associate Member

SIGN ON ORIG.

P.O. Box 428, Bolton, MA 01740
 Phone: 978-779-6091, Fax: 978-779-0260

Invoice

BILL TO
Townsend Planning Board 272 Main Street Townsend, MA 01469 Attn: Ms. Jeanne Hollows

DATE	INVOICE #
10/5/2015	7191

PROJECT NAME: Site Inspections

PROJECT ADDRESS: Village at Patriot Common
 Townsend, MA

TERMS	DUE DATE	DATES OF SERVICE	PROJECT	PROJECT MANAGER:
Net 15	10/20/2015	8/31/15 - 9/4/15	4548	SRD

DESCRIPTION	AMOUNT
Engineering and Surveying Services: Site Inspection and Comment Letter	600.00

Total \$600.00



We accept Visa and Mastercard!

Please reference project and invoice number on payment. Terms are Net 15. A finance charge of 1-1/2 % per month (annual percentage rate of 18%) will be added to all overdue balances.

3.6



BUILDING DEPARTMENT
272 Main Street
Townsend, Massachusetts 01469

Richard D. Hanks C.B.O
Building Commissioner

Zoning Enforcement Officer
Office (978) 597-1709

ADA Coordinator
Fax (978) 597-8135

April 21, 2015

Mohamad Ramadan
Noor Construction LLC
85 Newton Street
Northborough, MA 01532

Re: Solar Panels at Pine Ridge

Hi Ziad,

I tried to send you an email but it got returned so I am sending you this letter. I have a question on your proposed ground mount solar panels. I would like you to explain to me how the residents of Pine Ridge will get their electrical power from your proposed solar system. Do you include electricity as part of the rent? Or will the tenant be buying energy from the system? Or is there another method that you intend to use/do?

Please let me know when you get a chance.

Regards,

Richard D. Hanks,
RDH

C.c. Board of Selectmen
Street File 52 Fitchburg Road
Binder

Rich Hanks

From: ziad ramadan <mziadr@msn.com>
Sent: Sunday, April 26, 2015 11:54 AM
To: rhanks@townsend.ma.us
Subject: Pine Ridge Solar system

Hello Richard,

This is in response to your letter dated April,21,2015 with regard to the solar project for townsend.

The power that will be generated by the solar system will be 3-phase power as per the requirement for UNITIL.

Currently All existing buildings only support 1-phase power, so feeding power directly to building is not viable without massive changes.

UNITIL said that they would like us to feed the 3-phase power directly to them, and they will institute a Neighborhood Plan that allocates the power to the various meters in the complex.

Based on my understanding of how the Neighborhood plans works, is that I tell them how much power to allocate to each meter and they will reduce their customer bill by that amount. Once I get town approval, than UNITIL want to me to give them \$25,000 to do a detailed study and design of their interface.

Now from our perspective, as you know Pine Ridge estates is a condominium complex made up of 120 units. Pine Ridge Investors Group is an LLC corporation that owns 101 of these units of which I am the manager of it. As such, I am also the manager of the condo association as a result of representing the majority of owners. The number of Electrical meters on site include 120 meters one for each unit and an additional 5 meters one for each building that are under the condo association name.

Ideally, if Unitil can provide the condo association with a report of actual usage for each unit than the condo association can bill units owners accordingly. If not than a fixed amount of power would be allocated to each unit and the condo fees would be increased to reflect the fixed amount of allocated power and then any overage would be paid by the unit owner directly to UNITIL thru there billing process.

Pine Ridge Investors group that owns the 101 units will pay the additional condo fees for the power to the condo association and in return will add a cost item to its tenants to reflect the value of the power provided.

Now in terms of ownership, the system is expected to cost \$2.25 Million, neither the condo association, nor the Pine Ridge investors group are in a position to come up with these funds.

Noor Construction LLC, a corporation that is wholly owned by me, will build and own the system and provide the power at a discounted rate to the condo association, similar to most residential solar systems being installed today.

I hope I have clarified your question, Please feel free to contact me for any additional information. Again my email is mziadr@msn.com

Thanks,
ziad

4.1

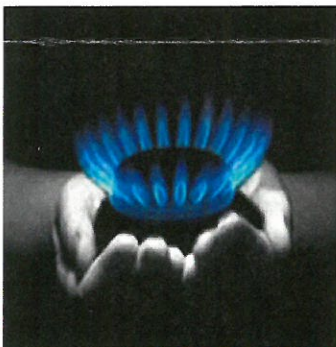


You're invited!

**Unitil's MA Service Territory
Gas Emergency Response & Preparedness
Annual Breakfast Meeting**

November 19th, 2015
Great Wolf Lodge, 150 Great Wolf Drive, Fitchburg, MA

Details



Who: ■ State of MA and Unitil MA gas service territory Police, Fire, Emergency Management, Municipal and Elected Officials

What: ■ Unitil's 2015 Gas Emergency Response & Preparedness Meeting

When: ■ Thursday, November 19th, 2015

Where: ■ Great Wolfe Lodge, 150 Great Wolfe Lodge Dr. Fitchburg, MA 01420 (Exit 28 off Route 2)

Time: ■ 8:00 AM to 10:00 AM. Please arrive by 7:30 for registration. Buffet will be served at 7:45 AM with the meeting starting promptly at 8:00 AM.

Featuring: ■ Important updates on Unitil's gas system initiatives and reliability, emergency plans and procedures, and safety.

RSVP: ■ Please RSVP to Ms. Kumiko Shortill, Sr. Admin Asst. by Nov. 13th

● shortillk@unitil.com or (603) 773-6474

We look forward to seeing you!

Richard Francazio

Director, Business Continuity & Compliance
Unitil Corporation

4.2

Montachusett Region Brownfields Reuse Bus Tour Friday, October 23, 2015 8:15 a.m.



On behalf of:

Montachusett Region Comprehensive Economic Development
Strategy Committee (MRCEDS)
Montachusett Economic Development District (MEDD)
and
Montachusett Brownfields Group (MBG)

Montachusett Regional Planning Commission (MRPC) invites you to join us for a field trip visiting Gardner, Fitchburg and other local sites as they relate to the successful reuse of brownfields in the region. Bus departs at 8:15 a.m. from MRPC, 1427R Water Street, Fitchburg, MA



Former Brownfield site: Solar Field, Lancaster, MA

Brief presentations will be given by local officials on the re-use sites.

TRC, an environmental professional firm hired by MRPC will be joining us to answer questions and opportunities for your community in regards to MRPC's recent \$400,000 EPA Brownfields Site Assessment Grant.

The trip will conclude returning to the MRPC, 1427R Water Street, Fitchburg no later than 12:15 pm.

Space is limited so RSVP soon to John Hume at jhume@mrpc.org or (978)345-7376 x302.

CC: City & Town Clerks: Please post this notice pursuant to the Open Meeting Law.

4.3



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Gordon Clark, *Chairman*

Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Office (978) 597-1701
Fax (978) 597-1719

POLICY #2-2015
BOARD OF SELECTMEN

MEDIA RELATIONS POLICY

GOAL:

The Town of Townsend seeks to inform its residents, businesses and visitors by engaging in a pro-active communications program. This program recognizes that one of the most effective and quickest ways to communicate Town policies and activities to citizens is by working in partnership with the news media.

POLICY STATEMENT:

Only the Board of Selectmen acting by and through the Chair is authorized to provide an official statement on behalf of the Town of Townsend in relation to any significant incident or issue. This does not pertain to those matters that fall within the jurisdiction of elected officials of the Town. Department Heads must receive confirmation from the Chairman of the Board of Selectmen through the Town Administrator before making any public statement on behalf of the Town. Confirmation to discuss one issue or incident does not imply that the Department Head may discuss on behalf of the Towns other current or future issues that may arise, without further confirmation.

POINTS FOR CONSIDERATION:

Comments to the media regarding a police or fire investigation shall be directed to the Police or Fire Chief or their designee.

If a member of the media is requesting statement of the Towns position from an employee, then that employee must politely direct the media representative to the designated Department Head. Where special circumstances exist, employees should be aware that all comments regarding those circumstances is to be referred to the Department Head or Chairman of the Board of Selectmen. Under no circumstances are employees permitted to comment as an official position of the Town.

If you become aware of any newsworthy events or activities that may be developing in your area of responsibility, you should promptly inform the Office of the Board of Selectmen.

The Town recognizes that individuals have the right to make public comment and publicly debate political and social issues. However, employees must make it clear that other than in the course of Town business or when giving evidence in court, they are neither making an official comment nor representing an official position of the Town.

SENSITIVE OR CONTROVERSIAL SITUATIONS:

All television, radio, newspaper or other media inquiries regarding sensitive or controversial issues should always be referred immediately to the Office of the Board of Selectmen. The Town Administrator will notify the Board of Selectmen before any media response is provided. The Town Administrator will coordinate a response including designating a spokesperson (if needed).

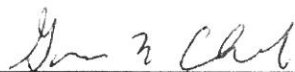
MEMBERS OF BOARDS AND COMMITTEES:

The Chairperson of an appointed Town Board or Committee, shall be the primary interface to provide all information to the public on behalf of the Board or Committee (i.e. represent the Board or Committee in stating Board or Committee Positions). Each Board or Committee member shall recognize that it is the responsibility of the Board or Committee Chairperson to speak for and on behalf of the Board or Committee. Any Board or Committee member may speak on behalf of the Board or Committee on a specific subject as long as he/she receives permission from the Board or Committee Chairperson. That being said, each Board or Committee member has the right to speak for/on his/her own behalf as long as s/he clearly identifies that is the case in any communications that are intended to be released to the public.

PUBLIC SAFETY ISSUES:

Because the Police and Fire Departments operate 24/7 and their work generates a high volume of media calls, those departments have designated sworn personnel as media spokespersons and follow specific guidelines when releasing information. Any media calls to other Town staff regarding a Police or Fire issue should be referred immediately to the Police Department or Fire Department, as appropriate. All information released to the media by the Police and Fire Departments should be provided immediately to the Office of the Board of Selectmen; and, when appropriate, the Chairman of the Board of Selectmen should be contacted at the time of major incidents

ADOPTED BY THE BOARD OF SELECTMEN ON 10/13, 2015



Gordon Clark, Chairman



Carolyn Smart, Vice-Chair

From: NEDINFO <NEDINFO@kindermorgan.com>
Sent: Thursday, October 15, 2015 11:22 AM
To: NEDINFO
Subject: TENNESSEE GAS PIPELINE ANNOUNCES DATE FOR FERC 7(C) CERTIFICATE APPLICATION FILING

TENNESSEE GAS PIPELINE ANNOUNCES DATE FOR FERC 7(C) CERTIFICATE APPLICATION FILING

Tennessee Gas Pipeline Company, L.L.C. (TGP), a Kinder Morgan company, announced that it will file the Northeast Energy Direct (NED) FERC 7(c) certificate application on Nov. 20, 2015. Increased interest on the NED Supply portion of the project warrants a request to certificate 1.2 billion cubic feet per day (Bcf/d) of capacity, an increase from 1.0 Bcf/d as submitted in earlier pre-filing documents. Additionally, TGP will incorporate several modifications to the route on both the mainline and several delivery laterals resulting from continued dialogue with local community stakeholders. The anticipated in-service date for the NED project remains the same, Nov. 1, 2018.

Kinder Morgan, Inc. (NYSE: KMI) is the largest energy infrastructure company in North America. It owns an interest in or operates approximately 84,000 miles of pipelines and 165 terminals. The company's pipelines transport natural gas, gasoline, crude oil, CO₂ and other products, and its terminals store petroleum products and chemicals, and handle bulk materials like coal and petroleum coke. Kinder Morgan is the largest midstream and third largest energy company in North America with an enterprise value of approximately \$110 billion. For more information please visit www.kindermorgan.com.