



Office of  
**THE PLANNING BOARD**  
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**RECEIVED**  
SEP 12 2017  
TOWN OF TOWNSEND  
TOWN CLERK

Lance J. McNally, Chairman  
Kathy Araujo, Member

Edwin H. Howard, II, Vice Chairman  
Christopher Nocella, Member

Laura E. Shifrin, Clerk  
Jerrilyn T. Bozicas, Associate Member

### **Planning Board Meeting Minutes**

August 14, 2017, at 6:30PM  
Townsend Memorial Hall, in Selectmen's Chambers  
272 Main Street, Townsend, MA 01469

#### **1 PRELIMINARIES:**

- 1.1 Call the meeting to order: Lance McNally called the meeting to order at 6:30PM
- 1.2 Roll call: Lance McNally, Ed Howard, Kathy Araujo, Chris Nocella, and Jerrilyn Bozicas.  
L. McNally read the memo appointing Jerrilyn Bozicas as an alternate to the Planning Board.  
C. Nocella moved to approve Jerrilyn Bozicas as an alternate to the Planning Board. E. Howard seconded. All in Favor (AIF).
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting: None
- 1.4 Approval of Minutes from June 5, 2017 and July 24, 2017  
C. Nocella moved to approve the minutes of the June 5, 2017, meeting as written. E. Howard seconded. AiF.  
K. Araujo moved to table the minutes from the July 24, 2017, meeting. She has some question. C. Nocella seconded. AiF of tabling in the minutes.

#### **2 APPOINTMENTS:**

- 2.1 Appointment -- John Mullen, UMass -- discuss working together on the Master Plan.  
L. McNally reviewed the history of the last two Master Plans. A revision of the master plan should happen every ten years.  
J. Mullen shared some of the changes he noticed in the town since he had helped with the 2001 Master Plan. Implementation of the recommendations from the next Master Plan are important. We need to consider how to market the plan to the community. Getting a diverse group of people involved -- J. Mullen had some suggestions such as offering meetings at different times and locations or in neighborhoods around churches or schools.  
What is the process? The Planning Board is directing and how many volunteers have come forward? [4-5 volunteers]  
How can we get a lot of community input on the plan?
  - Inserts in Tax bills
  - Infomercial on Public Access
  - Schools
  - Mass Mailing
  - Social media -- possibly with a FaceBook Ad

Fliers at schools, churches, Senior Center, Jormac, BoS meetings

Action Item: Contact the MassPlanners Listserv for ideas from other communities.

Action Item: Take down the un-approved 2008 plan

How can businesses be involved in the process and how can we encourage more to come into Townsend? Lions and Rotary might be a help.

Action Item from J. Mullen: work to create an elevator speech about why the master plan is important.

We need to tell him the depth of help we'd want from him. Dr. Mullen plus two students is \$10,000 per student per semester. Dr. Mullen is free but his expenses would need to be covered. They could run the citizen participation portion and market research including what to put in the ads, infomercials, mailings, etc.

We need to assess what resources we currently have such as MRPC who can help with parts of the plan as well.

### **3 WORKSESSION:**

3.1 Mandatory Referrals - None

3.2 Administrator's Report

Burgess Road -- John Hussey has met his obligations to the Planning Board. Now we need to ask if we want to un-discontinue the road and if so, how do we make that happen.

Recreational Marijuana -- are we running out of time for our moratorium? What is the deadline?

### **4 CORRESPONDENCE:**

4.1 Notices from Townsend / Other Towns: Noted

### **5 ADJOURNMENT**

Site walk on Thursday 8.17.17 at 6:30 PM

C. Nocella made a motion to adjourn the meeting. E. Howard seconded. AiF.

~Next meeting August 28, 2017~

Respectfully submitted from notes,  
Michele Decoteau, Planning Board Administrator