



Office of the
PLANNING BOARD
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Lance J. McNally, Chairman Christopher Nocella, Vice Chairman Laura E. Shifrin, Clerk
Kathleen Araujo Edwin H. Howard, II Jerrilyn T. Bozicas, Associate Member

Minutes
October 17, 2016, 7:00PM
Selectmen's Chambers, Townsend Memorial Hall
272 Main Street, Townsend, MA

1. PRELIMINARIES

- 1.1. **Call the meeting to order** – At 7:00PM., Vice Chairman Christopher Nocella called the meeting to order.
- 1.2. **Roll call** - Present were: Vice Chairman Chris Nocella (CN), Member Kathy Araujo (KA), Member, Edwin Howard (EH), Planning Board Administrator Michele Decoteau, former Planning Board Administrator, Jeanne Hollows, and Town Administrator, Jim Kreidler. Clerk, Laura Shifrin (LS) joined the meeting at 7:07PM. Chairman, Lance McNally and Associate Member Jerrilyn Bozicas, were absent.
- 1.3. **Additions or Deletions** to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Add: 3.2 Authorizing Planning Board Administrator to take CPTC courses, 3.3 License renewals for Townsend, 3.4 Planning Administrator's Time

2. APPOINTMENTS

- 2.1. **7:15PM CN Continued Public Hearing – Special Permit Site Plan Review - 40-56 Fitchburg Road – Development of 750kW ground mounted solar array to serve condo units**

At 7:15PM CN continued the public hearing, Ziad Ramadan, property owner, provided an engineering report on the drainage to the proposed site. This answered the questions Board Members had; however, the Building Inspector, Rich Hanks, provided a written response that said the site size triggered a storm water permit.

KA made a motion to continue the public hearing on the Site Plan Review Special Permit and the Storm Water Permit to a date certain of December 12, 2016, at 7:30PM. EH seconded, All in Favor (AIF).

- 2.2. **Solar Bylaw Review Committee to present draft Solar Bylaw**

The Board thanked the Bylaw Review Committee for their hard work and dedication. Seven members of the Solar Bylaw Review Committee attended the meeting. KA, in her role as the chair of the Solar Bylaw Review Committee, provided a brief overview on the proposed Bylaw. The Planning Board will be the Special Permit Granting Authority similarly to cell towers. Only large ground-mounted arrays will be covered by this Bylaw. The proposed draft will replace the current Overlay District restrictions.

J. Kreidler, Town Administrator, stated he does not expect a Special Town Meeting to be scheduled until January or February because financials will not be closed out unless someone or a Board requests it.

Worksession: At the next Planning Board meeting this needs to be part of the working session to determine what the public education needs are, budget, and if the Planning Board will be the sponsoring entity for submitting to the Select Board for this to be a Town Meeting Warrant Article.

Notes: Before this is voted on at Town Meeting, the public needs to be educated. Look to other towns to see what information they shared. This should also go to town Counsel, have a public hearing in December.

Attorney, John Barrett attended the meeting and asked that the draft go to the Town Counsel for review.

The Board asked that the draft go to Rick Hanks, the Zoning Enforcement Officer, for review and comment before the next meeting.

2.3. Discussion regarding Locke Brook Road Subdivision with Don Black

If one were to choose to breathe life back in to this project, how would one go about it?

History: This Subdivision was approved in 2005 but never built. It was a Definitive Plan but had some open space in the plan as well. Lot size or frontage requirements have not changed since this was approved, but the surety bond might not be still in effect. Current amounts need to be checked. Mr. Black will come back with an estimate. Concerns were expressed around Title V and the Health Department.

EH moved that the Board affirm the subdivision subject to MGL-81U as it relates to surety. LS seconded, AIF.

2.4. Discussion regarding 37 Burgess Road with John Hussey

The history of building on this property was reviewed. The lot is currently used as a Christmas tree farm and has a barn but no house. The current owner, John Hussey, would like to preserve the option for his progeny to build and needs approval since there is no frontage. He included information from the Fire Chief with a map of what could be added to the end of the road to make it possible for fire trucks to turn around.

Town counsel offered a written opinion for the Board is not bound by prior decisions but they can rely on them as indication of past intentions.

LS recused herself. CN moved to continue the discussion on Nov 7, 2016, at 7:45 pm. KA seconded, AIF.

3. WORKSESSION

3.1. Discuss Response from Police Chief re: Draft Marijuana Bylaw

The Board wants the best Bylaw possible and wants further input from the Police Chief.

KA made a motion to ask the Board of Selectmen to withhold approvals of Marijuana dispensaries until the Planning Board finalizes the Bylaw. LS seconded, AIF.
Discussion will be continued, and the Police Chief will be invited, Nov. 7, 2016, at 8:00PM.

- 3.2. **Authorizing Planning Board Administrator to take CPTC courses.** CN made a motion to allow Michele Decoteau, Planning Board Administrator, to take two CPTC courses. KA seconded, AIF.
- 3.3. **Licenses** – Memo from the Board of Selectmen for renewing town business licenses. LS read the list. No action taken.
- 3.4. **Planning Administrator** – In response to a request that the Planning Administrator provide support for the Conservation Commission, this Board stated, at this point, our Administrator does not have time assist other Boards and should focus on Planning.

4. **CORRESPONDENCE**

4.1 **Letter from Veronica Kell re: Warren Road**

V. Kell provided a brief history of the property on Warren Road and asked if lot 194B was this set aside as a buildable lot in the transfer from Witches Brook Water District.

Discussion was continued to the next meeting pending research.

- 4.2 **CPTC Training Brochure** – Board reviewed course and approved two for the Planning Board Administrator to take.
- 4.3 **Notices from Townsend / Other Towns** – LS read the notices.

5. **ADJOURNMENT**

- 5.1 KA moved to adjourn at 9:55PM. EH seconded, AIF.

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.
(Transcribed from notes),

Respectfully Submitted by

Michele Decoteau

Planning Board Administrator