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

Minutes
August 8, 2016 at 7:00 p.m.

I. PRELIMINARIES:

- 1.1 Call the meeting to order: LM called the meeting to order at 7:02PM
- 1.2 Roll call: Lance McNally (LM), Christopher Nocella (CN), Laura Shifrin (LS). Karen Chapman (KC), Planning Board Administrator, attended.
- 1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting:

II. APPOINTMENTS:

2.1 7:15PM Chantell Fleck, Planner from MRPC to discuss DLTA Grant project to review zoning bylaws with regard to housing.

- Accessory Apartments Bylaws
 - She used Groton's bylaw as a model as well as information from the State.
 - Attached accessory apartments are by right through the Building Inspector
 - Two family bylaw needs some direction, was the intention by right or by special permit?
 - Thoughts were that a two-family house still needed to meet the single family home zoning
 - Concerns were raised about water and sewer
- Assisted Living Facility Bylaw
 - Different towns use overlays and others by district
 - Best where assisted living turns into more care
 - Parking – some determine the number of spots needed by bed, or occupants.
 - Get comments from ZBA, Building Inspector, and BOH
- Backlot Bylaw
 - CG offered bylaws from other communities. PB members will return comments to KC who will compile them
- 55+ Developments
 - Insert into existing provisions
 - Either OSMD or AHCD bonus
 - Adding this to those regulations

III. WORKSESSION:

- 3.1 Update on Solar Bylaw Subcommittee
Kathy Araujo, as the chair of the Solar Bylaw Committee, provided an update. They have met three times, reviewed bylaws from other communities, looked at all lots in town over 20 acres. Most of these large pieces of land are residential. Discussed how to allow ground-mounted solar. Need to have Special Permit and Site Plan. Looking now at Model Bylaw. Need wording that will pass Attorney General and not be too restrictive.

- 3.2 Discuss and vote on Volunteers for Solar Bylaw Subcommittee.**
CN moves to appoint Sarah Chambers to the Solar Bylaw Committee and Justin Kennedy as alternative effective 8/8/2016 until committee is resolved. LS Seconded. All in Favor (AIF).
- 3.4 Discuss and vote to release remaining monies (\$20,530) being held under the Tri-Party Agreement between the Town of Townsend, HD Industrial Way and Enterprise Bank**
LS moved to release \$20,530 from the Tri-Party Agreement. CN Seconded. AIF.
- 3.5 Discuss hiring process and vote on Planning/Zoning Administrator job description.**
CN moved to approve the job description and posting. LS seconded. AIF.
- 3.6 Discuss and vote on MGL Ch. 268A disclosure form.**
Kym Craven present. Discussed disclosure. LS Moved to accept disclosure. CN Seconded. AIF.
- 3.7 Discuss Draft Marijuana Bylaw and process moving forward.**
Members will review.
- 3.8 Discuss and schedule meeting dates for remainder of 2016**
Sep 12, Sep 26, Oct 17, Nov 14, Nov 28, Dec 12

IV. CORRESPONDENCE:

- 4.1** Decision of ZBA re: 40-56 Fitchburg Road – Special Permit accessory structure: Noted
4.2 Notices from Townsend / Other Towns – Tabled.

V. ADJOURNMENT: CN moved to adjourn at 8:26PM. LS Seconded. AIF.

Next Regular Meeting Date: Monday, August 22, 2016, at 7:00 p.m.