



Office of
THE PLANNING BOARD
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Jeffrey
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Chairman Nicholas E. Thalheimer, Vice Chairman Lance J. McNally, Clerk
Member Perry J. Tomasetti, Member Jerrilyn T. Bozicas, Associate Member

Planning Board Meeting Minutes
Monday, April 13, 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. J. Peduzzi called the meeting to order.
- 1.2 **Roll call** - Present were Chairman Jeff Peduzzi, Vice Chairman Nicholas Thalheimer, Clerk Lance McNally, Member Chris Nocella, Member Perry Tomasetti, and Planning Board Administrator Jeanne Hollows. Associate Member Jerrilyn Bozicas was absent.
- 1.3 **Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting** – None
- 1.4 **Acceptance of Minutes** – N. Thalheimer motioned to approve the Minutes of 03/23/15 as amended. C. Nocella seconded and all present voted in favor.

II. APPOINTMENTS:

None

III. WORKSESSION:

- 3.1 **Fire Station Site Plan, 13 Elm St., Letter from Fire Chief Boynton RE: Hazardous/Toxic Waste Handling** – The Board reviewed a letter submitted by Fire Chief Mark Boynton stating that there will be no use or storage of any toxic or hazardous material greater than those associated with household use, and any small quantities are to be stored in a flammable liquids cabinet, as required by fire code. The letter also stated that although vehicles are serviced on site, the groundwater will be protected by floor drains that will be connected to an oil-water separator in a holding tank, and all hazardous materials will be disposed of immediately after service. The Board was satisfied with the proposed handling of toxic and hazardous waste materials.
- 3.2 **Fire Station Site Plan, 13 Elm St., Site Lighting Plan & Fixture Cut Sheets** – The Board reviewed a “Site Lighting Photometric Plan” including “fixture cut sheets” submitted by S & K (Sinatra-Kudryk) & Associates. The Board had no issues with the proposed lighting plans as submitted.
- 3.3 **Fire Station Site Plan, Mandatory Referral Summary Including Omitted ZBA Comment** – The Board reviewed a summary sheet of comments received from other Town Boards and Departments which included an additional comment received from the Zoning Board of Appeals that was missing from the sheet at the last meeting.
- 3.4 **Fire Station Site Plan, 13 Elm St., Draft Decision** – The Board reviewed a draft Site Plan Review Special Permit Decision for a new fire station to be constructed at the location of an existing station on 13 Elm Street and made minor edits. Gary Shepherd, representing applicant Riverbank Development, LLC, Fire Chief Mark Boynton, and Stan Dillis of Ducharme & Dillis attended the meeting. J. Peduzzi asked G. Shepherd if the requested easement language and maintenance agreement had been provided to allow the

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town to access the property via a privately owned driveway. G. Shepherd stated he was still working out details related to an updated access easement, drainage easement, and associated detention basin with David Sears, owner of the driveway and the Farmer's Exchange, a co-op warehouse and grain store located to the rear. He stated he would provide documents to the Town as soon as they finalized by an attorney. A discussion ensued. Board members spoke in favor of making submission of the easement language and maintenance agreement a condition of the Decision's approval, in order to protect the Town's rights to access the site. G. Shepherd submitted a copy of a 1984 plan showing the current easement. S. Dillis provided some pages of a recorded deed and a 12/04/95 ANR Plan showing an existing Right of Way, and stated he would send the full copy to the Planning Office the next morning.

S. Dillis also stated that the architectural firm was working on a revised plan that will show the location of a storage locker within the building, as requested by the Board during the public hearing.

With no further issues, N. Thalheimer motioned to approve the Site Plan Review Special Permit, as amended and conditioned. C. Nocella seconded and a roll call vote was taken as follows: P. Tomasetti – aye; L. McNally – aye; C. Nocella – aye; N. Thalheimer – aye; and J. Peduzzi – aye. With unanimous approval, the Decision was endorsed by the Board.

At 7:55 p.m., N. Thalheimer left the Selectmen's Chambers.

3.5 Schedule Meetings for May, June, July, Aug – The Board discussed dates for future meetings and agreed to schedule the following meetings: **May 18th, June 22nd, July 20th, Aug 24th.**

3.6 Memo from Town Administrator requesting Completion of Employee Performance Appraisal – The Board reviewed a memo from Andy Sheehan, Town Administrator, stating that the Board of Selectmen had established a goal of evaluating every employee on a yearly basis. A Performance Appraisal Form was attached to evaluate the Planning Administrator's, work performance with a requested response date of 05/15/15. P. Tomasetti motioned to have J. Peduzzi fill out the form. L. McNally seconded and all voted in favor.

3.7 District Local Technical Assistance (DLTA) – MRPC Invitation for State Grant Proposal – The Board received and reviewed a District Local Technical Assistance Request for Service Deliver notice, with no action taken.

IV. CORRESPONDENCE:

The following items were received and reviewed without comment:

4.1 Land Use Coordinator's 2014 Annual Report

4.2 Land Use Department 2015 Quarterly Report

4.3 Mass DOT: Complete Streets Program Article

4.4 Nashua River Watershed Assoc. (NRWA) 2014 Annual Report (sent electronically 4/3/15)

4.5 Sustainable Living Conference 04/16/15, Devens Common Center, 8:00 am – 4:30 pm

4.6 Notices from Townsend/Other Towns

V. ADJOURNMENT:

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

(Transcribed from notes)

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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.