



Office of
THE PLANNING BOARD
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Lance J. McNally, Chairman **Christopher Nocella, Vice Chairman** **Perry J. Tomasetti, Member**
Laura E. Shifrin, Member **Jerrilyn T. Bozicas, Associate Member**

Planning Board Meeting Minutes
Monday, June 22, 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 7:13 p.m. L. McNally called the meeting to order.

1.2 Roll call - Present were Chairman Lance McNally, Member Laura Shifrin, Associate Member Jerrilyn Bozicas and Planning Board Administrator Jeanne Hollows. Clerk Perry Tomasetti was absent. L. McNally designated J. Bozicas as a voting member of the Board in order to achieve a quorum of members present. At 7:24 p.m. Vice Chairman Chris Nocella arrived and replaced J. Bozicas as the third Board Member to meet quorum requirements.

1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Add:

- 3.4 MRPC Invitation to Interstate Pipeline Forum for Local Officials: 06/23/15 at 7 pm**
- 4.3 Memo from Andy Sheehan, Town Administrator RE: Request from Recreation Commission**
- 4.4 19 Main St., No. Middlesex Reg. High School, Plan Changes per Site Plan Decision**
- 4.5 Memo from Treasurer RE: List of Delinquent Taxes & General Bylaw Reminder to Deny Permits**
- 4.6 Nashua River Watershed Association Newsletter**

1.4 Acceptance of Minutes: J. Bozicas motioned to approve the Minutes of 06/02/15 – at 6:00 PM and also the Joint Meeting with BOS 06/02/15 at 6:30 PM. L. McNally seconded and all present voted in favor.

II. APPOINTMENTS:

None

III. WORKSESSION:

3.1 MRPC Memo: Appoint Board Member to Represent Townsend on the Montachusett

Regional Planning Commission for 07/01/15 – 06/30/16 – J. Bozicas motioned to appoint Laura Shifrin as the Town's Representative to the Montachusett Regional Planning Commission. L. McNally seconded and all voted in favor.

3.2 MRPC Memo: Appoint Board Member to Represent Townsend on the Joint Transportation

Committee for 07/01/15 – 06/30/16 – The Board reviewed a memo from the Montachusett Regional Planning Commission requesting that the Board appoint a member to represent Townsend on the Montachusett Joint Transportation Committee. A discussion ensued and it was noted that no one is currently filling that position and none of the members present were able to volunteer. L. McNally asked J. Hollows to bring the request back to the following meeting to give opportunity for members who were absent to respond.

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3.3 MRPC Brownfields 2015 Assessment Grant – The Board reviewed correspondence from John Hume, Planning & Development Director at the Montachusett Regional Planning Commission, discussing a State Brownfields Grant to fund assessments of sites that may contain hazardous substances and petroleum contamination & assist communities in planning steps for cleanup & re-development. Possible sites discussed were: the former “Hart Library” building at 276 Main St., where there are issues with mold, lead paint & asbestos; and the capped landfill, on town-owned land at 33 Greenville Rd., which was designated as one of the overlay districts for “by right” permitting of a ground-mounted solar energy facility, but lacks “phase-three” wiring along the road leading to the site, making such a project cost-prohibitive. Another possibility mentioned might be a former gas station that was abandoned on Main St. J. Humes advised that Site Nomination Forms would be available soon.

3.4 MRPC Invitation to Interstate Pipeline Forum for Local Officials: 06/23/15 at 7 pm – The Board reviewed an invitation to a forum to discuss a pending interstate pipeline expansion. L. Shifrin stated she would plan to attend.

IV. CORRESPONDENCE:

The following corresponded was received and noted by the Board.

4.1 FYI: Invoice from MRPC for FY16 (07/01/15-06/30/16)

4.2 Letter from Rich Hanks, Zoning Enforcement Officer RE: Outdoor Farmer’s Market, 15 Elm St. is allowed “by right.”

4.3 Memo from Andy Sheehan, Town Administrator RE: Request from Recreation Commission

– The Board reviewed copy of a draft amendment to the Personnel Policies and Procedures Manual proposed by the Recreation Commission related to including or excluding part time seasonal employees on the Classification Plan. Following discussion as to how the proposed change might affect employees working in other Departments, the Board voted unanimously to respond that they do not have enough information to make an informed decision on approving this language.

4.4 19 Main St., No. Middlesex Reg. High School, Plan Changes per Site Plan Decision – The Board reviewed communication from SMMA, design engineers & architects for the new high school, advising that conditions imposed in the Planning Board Site Plan Review Special Permit Decision have been incorporated into the plans, including bollards to protect an existing 275-gallon diesel fuel tank, and a snow storage plan, as requested by the Board. The revised plans containing this information were submitted on a CD which will be kept on file in the office.

The following corresponded was received and noted by the Board.

4.5 Memo from Treasurer RE: List of Delinquent Taxes & General Bylaw Reminder to Deny Permits

4.6 Nashua River Watershed Association Newsletter

4.7 Notices from Townsend / Other Towns

V. ADJOURNMENT:

5.1 At 8:20 p.m. C. Nocella motioned to adjourn the meeting. L. McNally seconded and all voted in favor.

(Transcribed from notes)
Respectfully Submitted by

Jeanne Hollows
Planning Board Administrator

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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.

3.3 MRPC Brownfields 2015 Assessment Grant – Attached

4.4 19 Main St., No. Middlesex Reg. High School, Plan Changes per Site Plan Decision – Attached