



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
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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, July 20, 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., Vice Chairman, Chris Nocella called the meeting to order.

1.2 Roll call - Present were, Vice Chairman Chris Nocella, Clerk Perry Tomasetti Member, Member Laura Shifrin, Associate Member Jerrilyn Bozicas and Planning Board Administrator Jeanne Hollows. Chairman Lance McNally was absent.

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

Add: 2.2.2 Response from Ed Kukkula, Highway Supt. RE: Trophy Ave. Inspection

3.5 FYI: Kinder Morgan to Proceed with Gas Pipeline

3.6 FYI: 2014 Municipal Separate Storm Sewer System (MS4) Draft Permit Info

3.7 ZBA Referral Notice RE: Letourneau's, 352 Main St.-Special Permit, Variance and/or Appeal to use Existing Kennel to House Stray Dogs

3.8 Legislature Vote: Public Records Requests-Will Result in Unfunded Mandates

2.2.3 Memo from Treasurer -Outstanding Taxes: Trophy Ave & Hog Hill Rd. Paid

3.9 Discuss Open Position on Planning Board

1.4 Acceptance of Minutes of 06/02/15 – at 6:00 PM, Joint Meeting with BOS 06/02/15 at 6:30 PM, and 6/22/15 Minutes - Tabled.

II. APPOINTMENTS:

2.1 7:10 p.m. Karen Chapman, Co-Land Use Coordinator: Housing Production Plan (as amended) Review/Vote to Approve – Karen Chapman, Co-Land Use Coordinator, attended the meeting and explained that a draft Housing Production was initially approved by the Planning Board and Board of Selectmen in October, 2014 and was sent to the Mass Department of Housing and Community Development. The State reviewed the draft and suggested some edits be made to the document. The plan was now coming back and includes those edits, and the Committee is requesting another review and approval from the Board and the Board of Selectmen.

2.1.1 Sign Letter to DHCD (Department of Housing & Community Development) if Final Housing Production Plan is Approved – Following the Board's review of edits made to the draft Housing Production Plan, P. Tomasetti motioned to approve the plan. L. Shifrin seconded and all voted in favor. A letter designating their approval was endorsed by Board members.

2.2 7:25 p.m. Peter DeCarolis – Request to Planning Board to Recommend Trophy Ave. Road Acceptance be Placed on Warrant – The Board reviewed a request from Peter DeCarolis, developer of an Open Space Preservation Development entitled, "Village at Patriot Common" on Trophy Ave., off Haynes Rd., asking the Board to recommend that the Board of Selectmen place an Article on

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the Warrant for Fall Town Meeting for the town to vote to accept Trophy Avenue as a public way. It was noted that Lot 7, an undeveloped lot within the subdivision, as well as other properties in town under the same Trust ownership were on a list from the Treasurer's Office showing over-due property taxes. An earlier Town Counsel opinion stated that a Trustee of a Trust is legally responsible to pay taxes due under its ownership and this developer is one of the Trustees. A memo was received from the Treasurer's office confirming that taxes had been paid in full earlier that day. A memo was also received from Ed Kukkula, Highway Supt. following his inspection outlining a couple of areas on Haynes Rd. near the access to Trophy Ave. that need to be re-paved as a result of deterioration after infrastructure for the development was installed. P. DeCarolis stated he had contacted E. Kukkula and had an appointment to meet with him for guidance in scheduling repairs. Following discussion, L. Shifrin motioned that the Planning Board recommend that the Article be placed on the Warrant, pending no outstanding issues with the Highway Department's road inspection, or unresolved issues with the Town. P. Tomasetti seconded and all voted in favor.

2.2.1 Outstanding Taxes on Trophy Ave. & Hog Hill Road, Copy of e-mail from Town

Counsel Regarding Overdue Taxes & General Zoning Bylaw Ch. 117 – Taxes were paid as outlined in WorkSession 2.2 above.

2.2.2 Response from Ed Kukkula, Highway Superintendent RE: Trophy Ave. Inspection

Received, as outlined in WorkSession 2.2 above.

2.2.3 Memo from Treasurer - Outstanding Taxes: Trophy Ave & Hog Hill Rd. Paid -

Received, as outlined in WorkSession 2.2 above.

III. WORKSESSION:

3.1 Schedule Meetings for Sept., Oct., Nov., Dec. – It was noted extra meetings may be needed to review draft Zoning Amendments & set up a Public Hearing in time for Fall Town Meeting. The Board scheduled the following meetings: **Sept. 14th & 28th; Oct 5th & 19th; Nov. 9th; & Dec. 14th**

3.2 Montachusett Regional Planning Commission (MRPC) Memo: Appoint Board Member to Represent Townsend on the Joint Transportation Committee for 07/01/15 – 06/30/16 – With no Board Members able to volunteer, K. Chapman, stated she would investigate how Townsend might benefit from having representation, and possibly attend a meeting.

3.3 MRPC Response: DLTA Grant Award Letter – Review Zoning Bylaws Related to Housing – The Board reviewed a letter from MRPC awarding the Town of Townsend a District Local Technical Assistance (DLTA) Grant for services to assist the town in reviewing zoning bylaws related to multi-family housing.

3.4 Planning Administrator: Vacation Days Notice – The Board noted & approved of planned vacation time to be taken by J. Hollows.

3.5 FYI: Kinder Morgan to Proceed with Gas Pipeline – The Board reviewed a notice from Kinder Morgan, Inc. advising that they have approved proceeding with Tennessee Gas Pipeline's Northeast Energy Direct Project. No action was taken.

3.6 FYI: 2014 Municipal Separate Storm Sewer System (MS4) Draft Permit Fact Sheet – The Board reviewed a "Fact Sheet" summarizing key features of its 2014 Municipal Separate Storm Sewer System (MS4) Draft Permit which advised that the U.S. Environmental Protection Agency is in the

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process of reviewing 1,753 pages of comments including those from 67 municipalities and expects to issue the final permit before year end. No action was taken.

3.7 ZBA Referral Notice RE: Letourneau's, 352 Main St.-Special Permit, Variance and/or

Appeal to use Existing Kennel to House Stray Dogs – Members reviewed an application for a Special Permit, Variance and/or Appeal submitted by Mary & Keith Letourneau in response to a complaint filed by a resident related to the temporary sheltering of dogs in a shed located at the residential home of dog officer (Mary Letourneau) within the Outlying Commercial District. Following discussion, L. Shifrin motioned to respond with “no comment.” P. Tomasetti seconded and all voted in favor.

3.8 Legislature Vote: Public Records Requests-Will Result in Unfunded Mandates – The Board reviewed a notice from the Mass Municipal Association (MMA) outlining proposed changes to be voted on by Massachusetts Legislatures, drafted as Bill H. 2772, related to requests for public records. Following discussion, it was motioned and seconded to ask J. Hollows to send an e-mail to several State Representatives and/or Senators to say, that the Townsend Planning Board wishes to express their alarm and dismay regarding these proposed requirements. They are deeply concerned about the impact this legislation will have on all communities, but in particular, those towns with a smaller workforce, or volunteer staff, and they want to urge the State Legislatures to reconsider the possible benefit versus the burden this would cause to cities and towns. J. Hollows was asked to send a copy to the MMA.

3.9 Discuss Open Position on Planning Board – Resident Kathleen Araujo attended the meeting. A discussion ensued regarding her interest in submitting a Volunteer Response Form to fill an opening on the Board until the next Annual Election. It was motioned, seconded and approved to send a memo to the Board of Selectmen asking them to schedule a Joint Meeting between the Planning Board and the Select Board to appoint Kathleen Araujo to the Planning Board, pending receipt of a Volunteer Response Form.

IV. CORRESPONDENCE:

The following corresponded was received and noted by the Board.

4.1 News Release: Gas Pipeline Expansion Study from Beacon Hill Institute-Suffolk University

4.2 Federal Energy Regulatory Commission Notice of Intent to Prepare Environmental Impact Statement for “Northeast Energy Direct Project”

4.3 Letter from BOS Appointing J. Bozicas to Planning Board as Associate for 7/1/15-6/30/16 Term

4.4 Notices from Townsend / Other Towns

V. ADJOURNMENT:

5.1 At 9:25 p.m. L. Shifrin motioned to adjourn the meeting. P. Tomasetti seconded and all voted in favor.

(Transcribed from notes)
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.

- 2.2 7:25 p.m. Peter DeCarolis – Request to Planning Board to Recommend Trophy Ave. Road Acceptance be placed on Warrant**
- 2.2.1 Outstanding Taxes on Trophy Ave. & Hog Hill Road, Copy of e-mail from Town Counsel Regarding Overdue Taxes & General Zoning Bylaw Ch. 117**
- 2.2.2 Response from Ed Kukkula, Highway Superintendent RE: Trophy Ave. Inspection**
- 2.2.3 Memo from Treasurer -Outstanding Taxes: Trophy Ave & Hog Hill Rd. Paid**
- 3.3 MRPC Response: DLTA Grant Award Letter – Review Zoning Bylaws Related to Housing**
- 3.5 FYI: Kinder Morgan to Proceed with Gas Pipeline**
- 3.6 FYI: 2014 Municipal Separate Storm Sewer System (MS4) Draft Permit Fact Sheet**
- 3.8 Legislature Vote: Public Records Requests-Will Result in Unfunded Mandates**