



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

**Planning Board Meeting Minutes
Monday, September 28, 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., L. McNally called the meeting to order.

1.2 Roll call - Present were Chairman Lance McNally, Clerk, Laura Shifrin, Associate Member Jerrilyn Bozicas and Planning Board Administrator Jeanne Hollows. Vice Chairman Chris Nocella and Member, Kathleen Araujo were absent. L. McNally designated J. Bozicas as a voting member of the Board for the purpose of achieving a quorum required to open the meeting. C. Nocella arrived at 7:15 p.m.

1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Added: *3.5 Sign one More Copy of Approved ANR Plan for #82-90 Bayberry Hill Rd.*

4.2 Notice of Public Scoping Meeting for Northeast Energy Direct Project/Tennessee Gas Pipeline

1.4 Acceptance of Minutes – J. Bozicas motioned to approve the draft Minutes of 09/14/15. L. Shifrin seconded and all voted in favor.

II. APPOINTMENTS:

2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Zoning Related to Housing - Chantell Fleck and John Hume from the Montachusett Regional Planning Commission (MRPC) met with the Board to discuss setting up a Public Forum to solicit feedback from residents regarding how Townsends's Zoning Bylaws might be amended to provide more housing opportunities. C. Fleck distributed draft handouts of a proposed Advertising Flyer, an Agenda, and a Diagram Sheet showing a break-out of discussion groups, in preparation for the Forum. Co-Land Use Coordinator, Karen Chapman attended the meeting. A discussion ensued to include the following comments:

- Upon review of the Town's Housing Production Plan, C. Fleck was able to identify key trends related to housing needs that could be used to generate interest and participation, i.e., the Town's population is aging; there are not many options for housing; rents are rising and the stock of affordable housing is low. C. Fleck stated she would work on finalizing the advertising flyer.
- K. Chapman will post the "Housing Production Plan" on the Town's website, which was recently approved by the Planning Board, the Board of Selectmen, and the Massachusetts Department of Housing and Community Development (DHCD).
- The Board agreed to the proposed date, time & place for the Forum of Thursday, Nov. 5th from 6:00 to 8:00 p.m. in the Great Hall.
- L. McNally asked Board Members if they would be willing to come to a consensus to state that, the Planning Board, who are all long-time residents, are in agreement that the Town is in need of more

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affordable housing and also, that they have concerns about more development under the State's Chapter 40B coming into Town. He added that such a statement would bring more weight to approving amendments. All agreed.

- Included in packets for Board Members to take home for review was a copy of Townsend's current requirements for apartments and accessory apartments; a copy of Pepperell's Accessory Apartments Bylaw; and "Tips on Drafting Bylaws," a training publication from Mass Citizen Planner Training Collaborative (CPTC).
- C. Fleck asked for volunteers to serve as facilitators of each discussion group, hoping to achieve four groups, based on attendance. L. McNally, L. Shifrin, K. Chapman and J. Hollows volunteered. MRPC will provide large pads of paper for the discussion, and with information collected, they will prepare a report. MRPC will provide refreshments.
- L. McNally suggested businesses could be solicited to provide raffle items. L. Shifrin stated she could solicit area businesses for donations.
- C. Fleck will create 30 flyers for distribution at the Library, Senior Center, Town Hall and other places around town.
- K. Chapman & J. Hollows will provide a memo to Town Department Heads at an upcoming meeting.
- A notice will be distributed to all Town Boards.
- A flyer or memo will go to the Board of Selectmen with a request that the Forum be announced at their upcoming meetings, which are broadcast on Cable TV.
- The newspaper will be contacted to request a "Press Release" be published.
- The Flyer will be posted on the Town's Website
- C. Fleck and J. Hume will attend the next Planning Board meeting on Oct. 19th to finalize preparations for the Forum and train facilitators.

2.2 7:45 p.m. ANR Plan, 181 & 155 South Row Rd., Pasquale Fortunato/Kevin Miller, RAK

Realty Trust – Jason Goyette, of David Ross Associates, met with the Board to present a Plan to subdivide an eight-acre parcel with no frontage off from a 16-acre lot located at 181 South Row Road, in order to convey that parcel to and annex with an abutting lot on 155 South Row Rd. The Board reviewed the Plan, the Regulations, and addressed a letter requesting waivers as follows:

- C. Nocella motioned to waive the requirements in §175-10 D. (3) (a) & (b) for submitting Level III of the current version of the Mass GIS "Standard for Digital Plan Submission to Municipalities" and to allow the use of assumed data. L. Shifrin seconded and all voted in favor.
- L. Shifrin motioned to waive the requirement of §175-10 D. (10) to indicate the North American Vertical Datum of 1988 and at least one benchmark on the plan. C. Nocella seconded and all voted in favor.
- C. Nocella motioned to waive §175-11 C. (p) to show existing contours at five-foot intervals that might interfere with the use of the frontage for access. L. Shifrin seconded and all voted in favor.
- C. Nocella motioned to waive the requirements in §175-11 C. (2) to all the plan to be drawn on a scale of 1" = 80' rather than 1" = 40' in order to allow the entire plan to fit on one sheet. L. Shifrin seconded and all voted in favor.

C. Nocella motioned to endorse the plan as an "Approval Not Required" (ANR) Plan under Subdivision Control Law. L. Shifrin seconded, all voted in favor, and the plan was endorsed.

III. WORKSESSION:

3.1 Citizen Planner Training Collaborative: Fall Workshops – The Board received and noted the list and descriptions of Fall Workshops offered through the Citizen Planner Training Collaborative (CPTC).

3.2 Request from Nashoba Tech for Community Project Ideas – The Board reviewed a letter from Nashoba Valley Technical School District inviting district towns to submit suggestions for community projects that will benefit the town as well as education of students. L. Shifrin mentioned the “West Townsend Reading Room” is in need of painting. J. Hollows advised there was a proposal to restore the exterior of the building with vinyl siding, however the Historical District Commission objected and they were looking at other options. Other questions included whether inside work is needed there, or if anything could be done with the old library building. K. Chapman advised the former library building has several issues including mold, asbestos, lead paint and is not ADA compliant. J. Hollows stated she would get an update on pending or possible work needed at the Reading Room.

3.3 Stan Dillis of Ducharme & Dillis Review Letter & Responses: Village at Patriot Common / Trophy Ave. – The Board reviewed a report from Stan Dillis of Ducharme & Dillis following his review of the “Street As-Built Plan” for Trophy Ave., the new subdivision road off Haynes Road to access the Open Space Preservation Development entitled, Village at Patriot Common. Items that need to be addressed by the owner and his engineer were outlined in the report.

3.4 Discuss if we need Meeting on Oct. 5th – Following a brief discussion, the Board agreed they did not have sufficient business for a previously scheduled meeting on Oct. 5th, and the meeting could be cancelled.

3.5 Sign one More Copy of Approved ANR Plan for 82-90 Bayberry Hill Rd. – An additional copy of an ANR Plan that was approved on 9/14/15 was signed by Board Members who were present at that meeting.

IV. CORRESPONDENCE:

The following correspondence was received and noted by the Board.

4.1 Notices from Townsend / Other Towns

4.2 Notice of Public Scoping Meeting for Northeast Energy Direct Project/Tennessee Gas Pipeline

V. ADJOURNMENT:

5.1 At 8:30 p.m. C. Nocella motioned to adjourn the meeting. L. Shifrin 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.

- 2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Zoning Related to Housing**
- 3.3 Stan Dillis of Ducharme & Dillis Review Letter & Responses: Village at Patriot Common / Trophy Ave.**
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