



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, October 26, 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 7:00 p.m., C. Nocella called the meeting to order.

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

1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Added: 3.8 EPA Brownfields Assessment & Grants and Revolving Loan Fund Announcement

1.4 Acceptance of Minutes – L. Shifrin motioned to approve the draft Minutes of 09/28/15. J. Bozicas seconded and all voted in favor.

II. APPOINTMENTS:

2.1 7:10 p.m. Chantell Fleck & John Hume, MRPC DLTA Services RE: Public Forum

Preparation - In preparation for a Public Forum planned for 11/05/15, Chantell Fleck, Principal Planner of the Montachusett Regional Planning Commission (MRPC) met with the Board and submitted a list of draft questions to present to forum participants. Following review of the list, a discussion ensued which included the following comments and questions:

- Townsend has two housing residences open to seniors aged 62+ with large waiting lists. Can residents be asked if they would like to see more housing for ages 55+?
- Can a comparison be made to existing housing bylaws in other towns similar to Townsend?
- Should apartments be allowed over commercial businesses?
- Can talking points be added to the questions?
- In response to questions, C. Fleck explained an “in-fill” bylaw would maintain existing lot frontage to allow a second residence either built onto an existing home, or by constructing another home using a lot line adjustment on the original lot, and be subject to dimensional standards and sometimes limited to certain districts. Another example that could be considered would be “back-lot” zoning that would allow another lot on the “back” of an existing lot, have no frontage of its own, but would have an access easement over a shared driveway. A Flag lot would have less frontage than required by zoning, with several adjacent lots using a shared driveway to access lots that would open out beyond “pole-shaped” entrances.

C. Fleck explained the purpose of the Forum is to put out feelers and discuss pros and cons for what kinds of changes the community might want to approve at Town Meeting. C. Nocella stated he would want to see the Board of Health, Zoning Board and other Town Boards represented at the Forum. C. Fleck stated MRPC will provide refreshments, poster boards, & markers for use by facilitators.

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L. McNally and L. Shifrin had agreed to solicit area business for donations of gifts to be given away at a raffle. A range of value on donations was decided to be between \$15.00 and \$25.00.

2.1.1 Draft Questions for Public Forum – Reviewed and incorporated into discussion above.

2.1.2 Public Forum Advertising Flyer/Door Raffle - Incorporated into discussion above.

2.2 7:45 p.m. Stan Dillis to Discuss Field Change at the Fire Station, 13 Elm St. – The Board reviewed a letter and revised Plans & Drainage Calculation submitted by Stan Dillis of Ducharme & Dillis Civil Design Group, Inc., for the Center Fire Station at 13 Elm Street. S. Dillis explained that a detention basin was initially approved by Special Permit in April, 2015 to be located on abutting property owned by David Sears however, the abutter reneged on the agreement, as they are now keeping animals in a corral in that area. Plans have been revised to locate the detention basin on town-owned land with a drainage pipe underground beneath the access “right of way.” He stated there will be no changes to the net runoff calculations previously approved by the Planning Board and the system will be fully compliant with Stormwater Management Regulations. He added that revised calculations show the same volume of run-off, with a design to be re-charged. J. Bozicas motioned that the Board determine that the plan revisions and drainage calculations will be a non-substantive design change to the Site Plan and would not requiring re-opening the public hearing. L. Shifrin seconded and all voted in favor.

III. WORKSESSION:

3.1 Reminder: Special Election to Fill Vacancy on Board of Selectmen: Nov. 17, 2015, 8:00 a.m. to 8:00 p.m. – Noted by the Board Members.

3.2 Nov. 23rd Meeting Scheduled for Public Hearing on Trophy Ave. Road Acceptance – Members agreed to set up a meeting on Nov. 23rd to hold a public hearing. L. Shifrin stated she will be away that week.

3.3 Planning & Land Use Quarterly Report - Board Members asked that this report be sent to them by e-mail.

3.4 Creating Master Plan Workshop: 10/28/15, Littleton, 6:00 p.m. – **Planning Administrator Planning to Attend** – J. Hollows stated she was considering attending this Workshop, but would not be able to do so. Members present did not express interest or availability to attend.

3.5 Authorize Payment of \$600.00 to Ducharme & Dillis for Consultant Work done at Trophy Ave. – Following review of a bill for services, L. Shifrin motioned to authorize payment of \$600.00 to Ducharme & Dillis for an engineering inspection done at Village at Patriot Common related to road acceptance of Trophy Avenue. J. Bozicas seconded and all voted in favor. The authorization was endorsed.

3.6 Copy of Zoning Enforcement Officer’s Letter to Manager of Pine Ridge Condos, 52 Fitchburg Rd. Ground Mounted Solar Panels – E-mail correspondence related to a proposal to install solar panels at the Pine Ridge Apartments was tabled until next meeting so that Chairman Lance McNally could participate in the review.

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3.7 Steve Joncas, Common Ground Development Corp., Request to Meet with Board RE: Locke Brook Run – Discuss Requirements – The Board reviewed an e-mail and approved an appointment for developer, Steve Joncas, to come discuss a preliminary plan to modify the Locke Brook Run Open Space Multi-Family Development.

3.8 EPA Brownfields Assessment & Grants and Revolving Loan Fund Announcement – Tabled to next meeting.

IV. CORRESPONDENCE:

The following correspondence was received and noted by the Board.

4.1 Unutil Annual Breakfast Invitation: 11/19/15, Great Wolf Lodge, 7:30 a.m.

4.2 MRPC Sponsored Brownfields Reuse Bus Tour, 10/23/15, 8:15 a.m.

4.3 Media Relations Policy Submitted by Board of Selectmen

4.4 Notices from Townsend / Other Towns

4.5 Tennessee Gas Pipeline: Date for Ferc 7(C) Certificate Application Filing

V. ADJOURNMENT:

5.1 At 8:25 p.m. J. Bozicas 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.