



**Office of  
THE PLANNING BOARD  
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**jhollows@townsend.ma.us**

**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, November 9, 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 7:10 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.

**1.3 Additions or Deletions to Agenda Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting – Added: 2.2.1 Quote for Peer Review & Request for Deposit to “53-G Account**

**3.3.1 Letter: Stan Dillis, Ducharme & Dillis RE: Plan Revisions to Nullify Condition B.**

**3.6 Draft “Thank you” letters to area Merchants for Public Forum Raffle Donations**

**1.4 Acceptance of Minutes of 10/19/15** – No Minutes, that meeting was cancelled.

**II. APPOINTMENTS:**

**2.1 7:10 p.m. Steve Joncas, Common Ground Development Corp., Request to Meet RE: Locke**

**Brook Run, Possible Modifications to Special Permit** – Steven Joncas, of Real Estate Development Consulting, along with Atty. Doug Deschenes met with the Board to discuss possible modifications to a 20-unit Open Space Multi-Family Development on West Meadow Road initially approved by Special Permit on 10/15/07, but not yet constructed due to market declines and extensions granted. S. Joncas stated his firm is a subsidiary of Community Teamwork, Inc. whose mission is to work with communities to advance their affordable housing goals. A Purchase and Sales Agreement has been signed granting a period of time for the prospective buyer to conduct due diligence with regard to existing permits and feasibility of modifications to the permit. A discussion ensued and included the following questions and comments:

- Would it make sense to build rentals rather than for-sale condos?
- If so, at least 25% would be designated as “affordable,” however all 20 rental units would count toward the Town’s “Affordable Housing Stock.”
- Donating one unit to Habitat for Humanity as originally conditioned could still be considered.
- 1,700 SF units were approved, however they would propose a reduction in size to 1,100 – 1,200 SF, reasoning that with two bedrooms and a den or office, residents would be tempted use the extra space as a third bedroom.
- No changes would be proposed to build four townhouses with five units in each building. Drainage, septic system and driveways would remain in the same locations as permitted.

- L. Shifrin advised that Turnpike Village, with 48 rental units, has a waiting list. A question came up as to whether they are included on the town's "affordable housing stock by deed restriction. J. Hollows stated she would inquire about the process.

- It was noted that several extensions to begin construction had been granted by both the Planning Board and the State "Permit Extension Act," bringing the expiration date to 10/15/17.

Board members expressed support for the modifications and a formal application for Permit Modification will be submitted.

## **2.2 7:30 p.m. Rick Lamarre: Request for Partial Release of Bond Funds, "Deer Run," Open**

**Space Preservation Development, Alyssa Drive, off Ash St.** – Rick Lamarre, developer of a 15-lot Open Space Preservation Development (OSPD) entitled "Deer Run" on Alyssa Drive off Ash St. met with the Planning Board and stated that he would like to hold off on his request to release funds pending receipt of "As-Built Plans he is expecting from Goldsmith, Prest and Ringwall Inc. (GPR). R. Lamarre submitted a check for \$400.00 to supplement the \$1,100.00+ being held in the project's "53-G Account to cover charges that will be incurred when the Board authorizes their consultant engineer to perform a site inspection prior to partial release of bond funds.

**2.2.1 Quote for Peer Review & Request for Deposit to "53-G Account** – The Board reviewed a quote received from Ducharme & Dillis, Civil Design Group, Inc., in the amount of \$1,500 to perform a site "As-Built" inspection of the Deer Run OSPD subdivision.

### **III. WORKSESSION:**

**3.1 Medical Marijuana Cultivation Resident's Inquiry-Moratorium Expired-Begin Draft Bylaws, Suggested by Town Administrator** – The Board reviewed e-mail correspondence advising that an inquiry had come in asking for confirmation that the Town's Medical Marijuana Moratorium had expired. It was noted that the call was forwarded to Building Commissioner, Rich Hanks, and Town Administrator, Andy Sheehan suggested that work begin on drafting zoning amendments to be ready for Annual Town Meeting vote in the spring. L. Shifrin stated she believes the Police Department has issued cards for use of Medical Marijuana. J. Hollows will inquire. Following discussion J. Hollows was asked to draft a comparison listing of Medical Marijuana bylaws that have been adopted in Pepperell and Lunenburg to assist the Board in creating amendments for the town.

**3.2 Board/Committee Handbook – Request for Input from Board of Selectmen** – The Board reviewed a draft "Board/Committee Handbook" and a request from the Board of Selectmen for input. A discussion ensued including:

- Questions as to whether non-citizens should be included in or excluding from serving on Town Boards and Committees.

- Can elected and appointed members of Boards and Committees be issued town e-mail addresses? This would be in response to the policy that designates all e-mails to be "public record" and requires their preservation.

The Board agreed to take the document home to read and bring any comments to be discussed at next meeting before responding to the Board of Selectmen.

**3.3 13 Elm St. Center Fire Station – Confirm Plan Modifications have changed Decision Condition B.** – The Board discussed Condition B. in the Special Permit Decision requiring that easement language and a maintenance agreement be provided to the town, and found that this

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Condition is no longer applicable given the revised location of the drainage system. As described and detailed in the revision, an underground Stormwater Management System is to be installed on Town-owned land, with a drainage pipe under the access driveway in the existing Right of Way.

It was noted that a Board vote had been taken at the last meeting on 10/26/15 to determine that the proposed changes would not be substantial in nature and would not require opening a public hearing. The Board endorsed a memo to Town Clerk to ratify that vote.

**3.3.1 Letter from Stan Dillis, Ducharme & Dillis RE: Plan Revisions to Nullify Condition B. –**

The Board reviewed a letter submitted by Stan Dillis, of Ducharme & Dillis to document that based on revised plans and calculations for the Center Fire Station submitted to the Board on 10/26/15, Condition B. in the Special Permit Decision requiring that easement language and a maintenance agreement be provided to the town, is no longer applicable for the underground recharge system.

**3.4 Tree/Stone Wall Filing from Conservation Commission –** The Board noted that an application under the Scenic Road Act was received from the Townsend Conservation Commission to remove ten trees and temporarily remove and restore two sections of stone walls within the Town’s “right of way” on a discontinued section of Old Meetinghouse Road, to provide safe access for timber harvesters. J. Hollows advised that a public hearing was scheduled for Monday, 12/14/15.

**3.5 MRPC Awarded EPA Brownfields Assessment & Grant –** The Board reviewed e-mail correspondence from the Mass Environmental Protection Agency with information on a Request for Proposals related to Brownfield Assessment Grants. L. Gabriliska, Conservation Agent, suggested looking into possibilities to assess the old town dump and also the site of an old carpet store on Rt. 119. L. Gabriliska offered to contact the office. The Board agreed to ask L. Gabriliska to proceed, as time allows.

**IV. CORRESPONDENCE:**

The following correspondence was received and noted by the Board.

**4.1 Notices from Townsend / Other Towns**

**V. ADJOURNMENT:**

**5.1** At 8:34 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.