



Office of
The Zoning Board of Appeals
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X 1722 ZBA@townsendma.gov

RECEIVED
JUN 14 2023
TOWN OF TOWNSEND
TOWN CLERK

William Cadogan, Chair (2026)
Vicky Janicki, Member (2027)

David Chenelle, Clerk (2023)
Vacancy, Member (2024)

Darlene Sodano, Vice Chair (2025)
David Funairole, Member (2023)

ZONING BOARD OF APPEALS

MEETING MINUTES

Wednesday, April 12, 2023 at 7:00 pm

remote access ONLY
via Zoom

Topic: Zoning Board of Appeals
Time: Apr 12, 2023, 07:00 PM Eastern Time (US and Canada)

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Chair Bill Cadogan called the meeting to order at 7:00pm. Members present were Darlene Sodano, Vicky Janicki, Bill Cadogan, and Associate member David Funairole. Absent was David Chenelle. Chair Cadogan appointed David Funairole to full member status for the meeting.
- 1.2 Chairman's additions or deletions. Delete 2.1 duplicate. Others present were Beth Faxon, ZBA Admin., Hartley Pleshaw TCAM.
- 1.3 Approval of Zoning Board of Appeals meeting minutes 03-01-2023 and 03-22-2023. D. Sodano commented that the minutes of March 1, 2023, contained some content that was factual and some that was summarized from the individuals who spoke. D. Sodano asked for a clarification of who made the statement on page 2 of the draft 3-1-23 minutes "applicants constructed a 25 by 50-foot extension turnaround of the roadway which was inspected by the highway superintendent who certified it in a memorandum dated August 9 that the requirements were met." The speaker was identified as Mr. Silverstein and the change was made to the draft minutes immediately in the shared document. The 3-22-23 draft minutes were discussed. Admin added the word "none" next to 1.2 additions or deletions. D. Funairole made a motion to approve the Board accepting the 3-1-2023 and the 3-22-2023 draft minutes as written. D. Sodano seconded. A roll call vote was

taken as follows: YES - D. Sodano, V. Janicki, D. Funaiole, B. Cadogan. The motion carried 4-0-0.

2 BUSINESS: votes may be taken.

- 2.1 Approval of Zoning Board of Appeals meeting minutes 03-01-2023 and 03-22-2023. Duplicate. This item was stricken.
- 2.2 Planning Board mandatory referral – Application for proposed road acceptance Harbor Trace Road and Cooperage Way. The developer applied to the Town to accept both roads. Harbor Trace Road will be disturbed during the Water treatment plant and water line infrastructure installation. It is in the best interest of the Town to accept the road as a precursor to construction of the PFAS Water treatment plant which will be located at the end of Harbor Trace Road. D. Sodano asked about the status or conditions of the roadways. B. Cadogan said the roads must be approved by the highway superintendent before recommending the Town meeting accept them. Admin stated that the Highway Superintendent has submitted his inspection report and referral comments and is in favor of accepting both roads. B. Cadogan requested a report from the highway superintendent with details of the road base and topcoat asphalt conditions at present. Admin will ask for further details on the existing conditions.

3 CORRESPONDENCE: votes may be taken.

- 3.1 Letter of resignation from full Zoning Board of Appeals member position received from Sean Pearson. Noted.
- 3.2 Volunteer response form received from David Funaiole. Accepted with enthusiasm. His appointment is scheduled for April 18, 2023, at the Board of Selectmen's meeting.
- 3.3 Zoning Board of Appeals full member vacancy posting. Noted and was posted for the required 10-day period. After Mr. Funaiole's appointment, the Board will then have 3 associate member vacancies. Sean Pearson expressed interest in the associate membership position.
- 3.4 Townsend joins the MART (Montachusett Regional Transit Authority) transit authority - official approval letter from Montachusett Regional Transit Authority (MART) to Board of Selectmen. Multiple bus routes are proposed between Townsend and Fitchburg intermodal station, running twice round trip daily. This discussion will be on the Board of Selectmen's agenda on April 18, 2023, and before the votes at ATM on May 2, 2023. The Board expressed appreciation for this effort and supports public transportation to the rail station.
- 3.5 Annual Town Election Monday, April 24, 2023, and Annual Town meeting Tuesday, May 2, 2023. Mr. Cadogan commented on the sizable number of candidates for School committee.
- 3.6 ZBA (Zoning Board of Appeals) response to Building Commissioners letter dated March 6, 2023 – re: conveyance of land as a condition of the Definitive subdivision Plan for Coppersmith Way. Not discussed.
Admin noted that an application was received for a variance at the property on 22 Main Street. The Board requested mandatory referrals for the public hearing. The

hearing will be scheduled for May 17, 2023, at 7:00pm. Admin also noted that notice was received from Town Counsel regarding the extension of the allowance for the Board to meet remotely.

D. Funaiole made a motion to adjourn at 7:30pm. V. Janicki seconded. A roll call vote was taken as follows: YES - D. Sodano, V. Janicki, D. Funaiole, B. Cadogan. The motion carried 4-0-0.

Respectfully submitted,
Elizabeth Faxon

Zoning Board of Appeals Administrator

Approved on: May 31, 2023

Items on file:

1. Building Commissioners letter re: of land as a condition of the Definitive subdivision Plan for Coppersmith Way
2. Zoning Board of Appeals full member vacancy posting.

