



Office of
The Zoning Board of Appeals
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RECEIVED
MAR 21 2024
TOWN OF TOWNSEND
TOWN CLERK

William Cadogan, Chairman (2026)

John Page, Member (2028)

Darlene Sodano, Vice Chair (2025)

Vicky Janicki, Member (2027)

Anthony Barbati, Associate Member (2024)

David Funaiole, Member (2024)

Vacancy One, Associate Member (2024)

Vacancy Two, Associate Member (2024)

ZONING BOARD OF APPEALS

Meeting minutes

Wednesday, August 9, 2023, at 7:00 pm

remote access ONLY via TCAM hosted Zoom.

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. Board member present (all remote) were John Page, Vicky Janicki, David Funaiole, Darlene Sodano, and Bill Cadogan, Others present: Beth Faxon, Jessica Consolvo, Alisa Struthers, Veronica Kell, Cindy Boundy.
- 1.2 Chairman's additions or deletions. None.
- 1.3 Introduce new Board members. John Page was present and welcomed by the Board.

2 APPOINTMENTS: votes may be taken.

- 2.1 **7:05 Townsend MBTA communities compliance mission update.** Jessica Consolvo, Townsend Land Use Coordinator. Jessica presented an introduction to the new "MBTA Communities" Law that requires Townsend to have at least one district where dense multifamily housing is permitted by right. She noted that Townsend is categorized as an adjacent small Town and as such must adopt/codify a new by right multi-family bylaw zoning district by December 2025. The Town has received technical assistance via a District Local Technical Assistance Grant and has partnered with MRPC to bring Townsend into compliance with the applicable regulations and law. Thus far, through a working group consisting of Town staff and MRPC, potentially feasible districts are being identified, analyzed, and mapped. The most recent potential overlay districts map was reviewed, and the methodology of the selection process was explained.

It was announced that more detailed and ongoing updates are available at each scheduled Planning Board meeting.

- 2.2 **7:20 Presentation:** Community Preservation Act (CPA). Cindy Boundy and Veronica Kell, Townsend Affordable Housing Trust. Both Veronica Kell and Cindy Boundy came to talk about the Community preservation Act that was not approved at the most recent Town meeting. Cindy noted that CPA, a State program, began in 2000 and about 3.15 Billion dollars has been distributed to eligible municipalities in Massachusetts. There are 195 CPA communities in Mass including Pepperell, Shirley, Groton, Lancaster, Ayer, and other local municipalities. An information sheet was distributed to the board members. Veronica Kell noted that as members of the Affordable Housing Trust and to build workforce housing or support development of affordable housing in the Town, funding sources must be obtained. The Housing Trust seeks to garner support from the residents to adopt CPA at the next opportunity and to benefit from the opportunities it can bring in the efforts to create affordable housing in Townsend.

3 BUSINESS: votes may be taken.

- 3.1 Reorganization of the Board. Darlene Sodano moved that Bill Cadogan be the Chair of the ZBA. Vicky Janicki seconded the motion. A Roll call vote was taken as follows: YES – D. Sodano, V. Janicki, J. Page, D. Funaiole. ABS – B. Cadogan. The motion carried 4-0-1. V. Janicki moved Darlene Sodano to be the Vice Chair of the ZBA. B. Cadogan seconded the motion. A Roll call vote was taken as follows: YES – D. Sodano, V. Janicki, J. Page, D. Funaiole, B. Cadogan. The motion carried 5-0-0. Vicky Janicki nominated David Funaoile as clerk, Mr. Funaiole respectfully declined. Darlene Sodano moved that Vicky Janicki be the Clerk of the ZBA. D. Funaoile seconded, A Roll call vote was taken as follows: YES – D. Sodano, V. Janicki, J. Page, D. Funaiole, B. Cadogan. The motion carried 5-0-0.
- 3.2 Approval of meeting minutes May 31, 2023. D. Funaiole moved to accept the minutes as presented. V. Janicki seconded. A Roll call vote was taken as follows: YES – D. Sodano, V. Janicki, D. Funaiole, B. Cadogan. ABS – J. Page. The motion carried 4-0-1.

4 CORRESPONDENCE & ANNOUNCEMENTS: votes may be taken.

- 4.1 **Administrators report.** An update of administrative approvals of building permits was provided, an announcement regarding the Planning Board hearing scheduled for 94 Fitchburg Road age restricted development was provided. The 22 Main Street Zoning Board of Appeals decision has been recorded. 5 Ryan Road special permit for affordable accessory apartment - the permit holder has been unable to rent the unit due to delays enrolling into the required Local Initiative program (LIP) State program. The owner of 139 Highland St. came in to renew the accessory apartment special permit and found after staff research and Town

counsel determination that the special permit is good in perpetuity and a renewal is not necessary. Jessica Consolvo is the new Land Use Coordinator and Matt Matos is the new Conservation Agent and Administrator. An offer has been extended to a new hire for a Grant and Housing Administrator. Charles Sexton Diranian is appointed as the new Selectboard- ZBA Liaison and there are two vacant associate ZBA positions to be filled.

- 4.2 Townsend Bylaw review committee. The committee is being formed by the Selectboard per the Charter section 7.0. Committee members are being sought now.

- 4.1 ADJOURN: votes may be taken D. Sodano moved to adjourn the meeting at 8:10pm. D. Funaoile seconded. A roll call vote was taken as follows: YES – D. Sodano, V. Janicki, J. Page, D. Funairole, B. Cadogan. The motion carried 5-0-0.

Respectfully submitted,

Approved on: November 1, 2023

Beth Faxon

Zoning Board of Appeals

Administrative Assistant