



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

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MAR 19 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)

Vacancy, Member (2024)

Vacancy One, Associate Member (2024)

Vacancy Two, Associate Member (2024)

ZONING BOARD OF APPEALS

MEETING MINUTES

Wednesday, November 1, 2023, at 7:00 pm

Remote access ONLY via TCAM hosted Zoom

All are welcome to attend.

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. John Page motioned to open the meeting at 7:05pm. Anthony Barbati seconded the motion. Acting as Chair, Vicki Janicki declared that Anthony Barbati will be a full member for this meeting. Members present were John Page, Vicky Janicki, and Anthony Barbati (associate member). Members absent were Bill Cadogan and Darlene Sodano.
- 1.2 Chairman's additions or deletions. None.

2 APPOINTMENTS: votes may be taken.

- 2.1 7:05 pm Jessica Consolvo - New FEMA proposed Flood Hazard Maps & MBTA communities multi-family zoning overlay district update. Due to technical difficulties, Jessica Consolvo was unable to attend the meeting.

3 BUSINESS: votes may be taken.

- 3.1 Approval of meeting minutes August 9, 2023. J. Page moved to approve the meeting minutes of August 9, 2023. V. Janicki seconded. A roll call vote was

taken as follows: YES- J. Page, V. Janicki, A. Barbati. The Chair declared the minutes approved. The motion carried.

- 3.2 Discussion of Fees. The Board reviewed the current fees on the current ZBA application and decided to leave the fees as is.
- 3.3 Zoning Board of Appeals bylaws discussion. – The Board reviewed § 145-63 Zoning Board of Appeals. The following change was suggested to 145-63 A. “The Board shall adopt rules ~~not inconsistent~~ consistent with the provisions of this bylaw, the Town Charter, and the applicable laws and regulations of the Commonwealth of Massachusetts for the conduct of its business and, shall file said rules shall be filed with the Town Clerk, and shall make said rules available to the public. A. Barbati asked about the font of the text in the Code. The suggestions will be processed administratively and brought back to the Board for approval.

4 CORRESPONDENCE & ANNOUNCEMENTS: votes may be taken.

- 4.1 Administrators report. A ZBA public hearing is scheduled for Dec. 6th at 7:10pm. 22 Main Street project completion timeline was extended by the Planning Board and site work is underway. The earth excavation special permit for 3 Wheeler Road has expired and we are awaiting a new application. Letters have been mailed to permit holders of expired accessory apartment special permits notifying that they are required to file for a renewal. The Citizen Planner Training Collaborative 2023 workshops are available to Board members. MBTA communities compliance work recently included work to down select 3 overlay districts for multifamily zoning from the 10 originally studied. A draft multifamily overlay district bylaw has been submitted to the Town and is being reviewed. A presentation is planned for the Special Town meeting, followed by the opening of a public survey with later a public information session to discuss survey results returned. Allison Weissensee is the new Grant and housing administrator, and she works in the Land Use office. David Funaiole has tendered his resignation as a full member of the Zoning Board of Appeals. The Board needs to fill one full member and two associate member vacancies which are posted.
- 4.2 Townsend Special Town meeting November 14, 2023. Noted.
- 4.3 bylaw review committee discussion. Staff will compile a folder of Word versions of all bylaws in the Code where the Zoning board of Appeals is the Special Permit granting authority. The folder will be shared with Board members for their review and comment of the sections of bylaw.

5 ADJOURN: votes may be taken

J. Page moved to adjourn the meeting at 7:35pm. A. Barbati seconded. A roll call vote was taken as follows: YES – J. Page, A. Barbati, V. Janicki.

Respectfully submitted, [08]

Approved on: January 30, 2024

Beth Faxon

Zoning Board of Appeals Administrative Assistant