



Office of
THE PLANNING BOARD
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RECEIVED
 MAY 26 2021
 TOWN OF TOWNSEND
 TOWN CLERK

Lance J. McNally, Chairman
 Carol Hoffses, Member

Michael Virostko, Member

Planning Board Meeting minutes

Monday May 10, 2021 at 6:30 PM

VIRTUAL MEETING

VIA: ZOOM PER GOVERNOR'S ORDER SUSPENDING CERTAIN PROVISIONS
 OF THE OPEN MEETNIG LAW, G.L. c. 30A, § 20†

PUBLIC ACCESS ZOOM MEETING LINK: Join Zoom Meeting

<https://us02web.zoom.us/j/86133680893?pwd=K3JMR05BZ3NCZzNxaXJ1czlteUZ0Zz09>

Meeting ID: 861 3368 0893

Passcode: 024561

**All are invited to Attend - Materials and documents are available digitally upon
 request by emailing bfaxon@townsendma.gov.**

1 PRELIMINARIES: votes may be taken.

- 1.1 Call the meeting to order and roll call. Members of the Board present: Lance McNally (L.M.), Chairman, Carol Hoffses (C.H.), Member, Michael Virostko (M.V.), Member
 Others present: Charles Sexton-Diranian, Selectman, Bill Cadogan, ZBA Chairman, Julie Byars, Laurie Shifrin, Kym Craven, TCAM.
- 1.2 Chairman's additions or deletions. None.
- 1.3 Approval of minutes April 16, 2021. C.H. made a motion to approve the minutes of April 16, 2021. M.V seconded. All in favor.
- 1.4 Reorganization of the Planning Board. Deferred to a later date until the Planning Board had more Members seated.

† Per the Governor's Order, and during the State of Emergency now-in-effect or until sooner rescinded, public bodies are relieved from the requirement that they conduct their meetings in a public place that is open and physically accessible to the public; provided, however, that all public bodies shall ensure public access to deliberations through adequate, alternative means, which include (but are not limited to) telephone, internet or satellite enabled audio or video conferencing or other technology that enables the public to clearly follow the proceedings of the public body while they are occurring. The Order also allows remote participation by all members of a public body; and waives the requirements that a quorum and the chair be physically present at the meeting location.

2 **APPOINTMENTS:**

- 2.1 6:35 PM Introductions and, interviews with Laura Shifrin and Julie Byars with expressed interest in volunteering for Planning Board Member positions. Laurie Shifrin expressed interest in filling one of the two vacancies as a full Member of the Planning Board. Julie Byars expressed interest in serving as the Associate Planning Board Member. Chairman McNally indicated that only one Associate Member can be appointed at a time and that candidates must be appointed an associate Member prior to appointment as a Full Member. M.V. made a motion to appoint Laura Shifrin as an Associate Planning Board Member. C. H. seconded. A roll call vote was taken as follows: YES – C.H., M.V., L.M. M.V. made a motion to recommend that the Board of Selectman appoint Laura Shifrin to fill a vacancy as a full Planning Board Member. C.H. second. YES – C.H., M.V., L.M. The motion carried. Laurie Shifrin requested a virtual swearing with the Town Clerk once her appointment is confirmed. Chairman McNally then commented that Julie Byars will be appointed to the Associate Member of the Planning Board the next scheduled meeting.

3 **WORKSESSION: votes may be taken.**

- 3.1 2021 Townsend Master Plan Update – Master Plan Committee. K. Craven there is a meeting this Friday 5/14/21 at 8:30 AM. She noted the Planning Board will receive 2 Draft chapters; 1. Transportation and Circulation and 2. Historic and Cultural Resources. The maps provided by MRPC have been previewed by the Committee. The Committee has been waiting on an update from FXM on the status of changes they requested be completed the economic development report. Draft Master Plan Update Chapters/sections will be sent to Planning Board when complete and then to MRPC for review. Chairman McNally noted that if the Planning Board is reviewing chapters with other Boards, Staff or Committees, it would be beneficial for a Master Plan Committee representative be present. Chairman McNally requested that the chapter be sent to the Administrator with a note to have the Board Members provide feedback by a date certain. K. Craven noted that Word track changes is preferred for commenting on the draft chapters. Chairman McNally noted it is preferable if a Member of the Planning Board attend the Master Plan Committee meetings.
- 3.2 Safe Routes to School (SRTS) update. Selectman C. Sexton-Diranian noted that Administrator is in the process of compiling a Safe Routes to School Program SharePoint folder. Both Hawthorne Brook and Spaulding have signed agreements to participate in the Program. Selectman C. Sexton-Diranian would like to hand off the project to the next Board Member formally at the next opportunity.
- 3.3 Townsend Municipal Vulnerability Preparedness & Hazard Mitigation Plan implementation. – Board Members & Staff. Action items and completed tasks were incorporated into Townsend's Climate resilient Water supply Assessment MVP Action grant.
- 3.4 Townsend MVP program Core Team & MVP Action Grant – Townsend's Climate Resilient Water Supply Assessment MVP Action grant application was submitted on May 6, 2021. Selectman C. Sexton-Diranian noted the great level of community support in terms of Letters of Support and match contributions. Townsends MVP Action grant is a much more robust and well delineated version of last year's grant application with an emphasis on how this project will benefit vulnerable populations and the environment. The grant team worked diligently to connect with schools,

- TEMA, Council on Aging, Housing Authority, community youth organizations, and many more Town Committees, Boards and Staff. The awards will be
- 3.5 Townsend Walkability & Bikeability Study & UPWP program update. Selectman C. Sexton-Diranian noted that this activity was part of the grant as was the strength of the Town in a movement of working more collaboratively and coordinating efforts with Town government and the community. The Walking audit of Townsend event was held on May 1st, 2021. Sheri Bean MRPC and Administrator coordinated the event, and it was well attended. A lot of good information was gathered from the community.

4 CORRESPONDENCE: votes may be taken.

- 4.1 Letter of Resignation – Charles Q. Sexton-Diranian. - Chairman McNally congratulated Selectman C. Sexton-Diranian on his election and regrettably accepts his resignation. He added that Selectman C. Sexton-Diranian is the new Planning Board liaison. Chairman McNally thanked him for his work, input, and advisory during his term on the Planning Board.
- 4.2 Volunteer Response forms received from Laura E. Shifrin, Julie Byars, and Sue Lisio. Noted. Sue Lisio indicated her preference for finance ahead of Planning.
- 4.3 From: Town Administrator - Code of Conduct for Town Boards & Committees Free webinar – May 12, 2021 11:30 – 1:00 PM. Noted and announced along with information on where to register.
- 4.4 From: Town Administrator - Community Compact Connector Grant Announcements. – noted. Administrator will share the document at the next meeting.
- 4.5 Draft Priority Habitat Map of rare species available for public comment, May 3, 2021 through July 3, 2021. – Board will review for the next meeting.
- 4.6 Notices from Townsend/other towns. – Chairman McNally read the notices received from abutting towns.
- 4.7 Administrators report. Deferred to a later meeting.
- 4.8 Selectman C. Sexton-Diranian congratulated Mr. Virostko on his election to the Planning Board and offered his assistance with regards to any questions he may have regarding his service on the Board. He thanked Laurie Shifrin and noted that many projects they have collaborated efforts on as Planning Board Members, he is glad to see that she has committed to continuing her service on the Planning Board. He added a smile and encouraging words for Carol Hoffses as she continues her term on the Board.

- 5 **SCHEDULE AND ADJOURN:** votes may be taken. C.H made a motion to adjourn the meeting at 7:15 PM. M.V. seconded. A roll call vote was taken as follows; YES – C.H., M.V., L.M. The motion carried.

- 5.1 Next Planning Board meetings tentatively scheduled on **May 24th, 2021.**

Respectfully submitted,

Elizabeth Faxon

Planning Board administrator

Approved on: May 24, 2021

Items on file:

1. Letter of Resignation – Charles Q. Sexton-Diranian.
2. Volunteer Response forms received from Laura E. Shifrin, Julie Byars, and Sue Lisio
3. Announcement: Code of Conduct for Town Boards & Committees Free webinar – May 12, 2021 11:30 – 1:00 PM.
4. Community Compact Connector Grant Announcements
5. Draft Priority Habitat Map of rare species available for public comment
6. Administrators report
7. Townsends Climate Resilient Water Supply Assessment MVP Action grant application.
8. 2020 Townsend MVP-HMP Plan.
9. Event flyer – Walk Townsend!

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

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