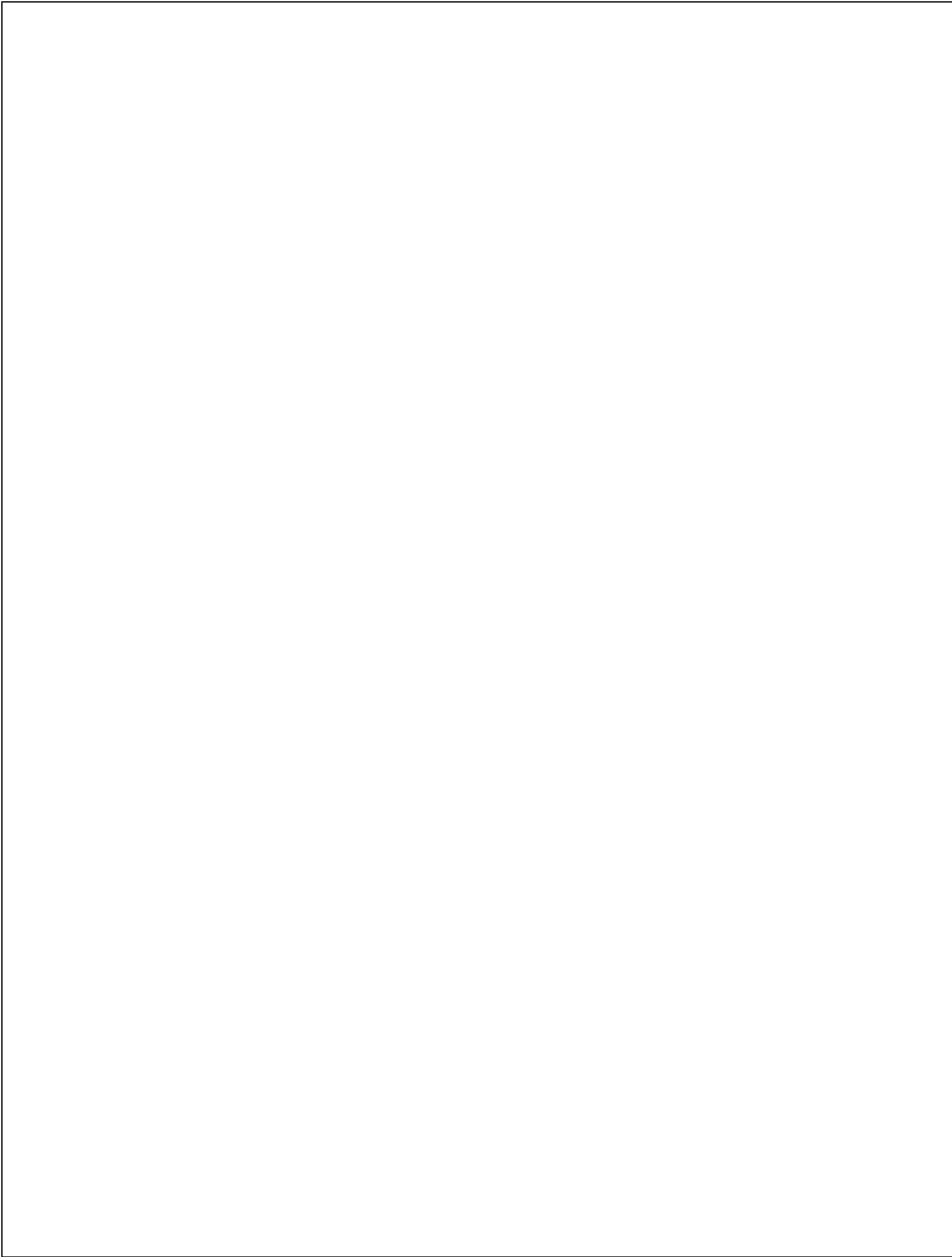


ANNUAL REPORT 2019-2020



OF THE
OFFICIALS - BOARDS - COMMITTEES - COMMISSIONS



IN MEMORY OF FRIENDS

By Chris Clish

*Some knew you quite well, some not at all,
But in Winter, Spring, Summer and Fall:
One thing is so clear, you were always here
Working for us through Town Hall*

*Your reasons were sure varied,
As sometimes Town Business is harried:
Yet deep in your hearts,
Resolved from the start...
You followed the vision you carried!*

*That vision we have realized,
For a prosperous Town we should strive:
In your memory
There will always be
Incentive for Townsend to thrive!*

*You gave without hesitation,
Effort, Time and Determination:*

*You made it so clear
While you were still here...
Our Town was well worth dedication!*

*You brought us to where we are now,
In your memory one thing we will vow:
That we will march on*

*Through the darkness and dawn...
So from heaven you'll smile and be proud!*



IN MEMORIAM 2019-2020

2019

John W. Johnson
Bill Roberts
Kristine Vaz
Floyd Truitt
Robert Tumber
Daniel J. Murphy
Christine Vitale
Edwin West
Leonard Smith, Jr.
Steve Meehan
Charles Rizzo

2020

Kathleen Cowan
Frances Rafferty
Robert Rebholz
Catherine Wilson
Mary Jane Kruger
William Conaway
Irene Johnson
Yvonne M. St. Hilaire
Lucille Thonis
John T. Stonefield
Susan Lee Congdon
Robert Carlo

GENERAL INFORMATION

Website: www.townsendma.gov

Townsend is situated in Middlesex County

Incorporated in 1732

Town Seal:



Town Flag:



Land Area 32.83 Square Miles

5420.4 Acres of State-Owned Land

315 feet above Sea Level

Fiscal Year 2020

Tax Rate	\$19.52
Real Estate	\$945,607,915.00
Personal Property	\$23,631,680.00

Fiscal Year 2021

Tax Rate	\$19.33
Real Estate	\$1,042,200,273
Personal Property	\$24,895,00.00

Population

2020	8,835
1990	8,340
1920	1,575
1765	598

Registered Voters

2020	6,753
2001	5,478
1995	4,309
1990	4,475

Schools

North Middlesex Regional High School
Hawthorne Brook Middle School
Varnum Brook Elementary School
Nissitissit Middle School
Ashby Elementary School
Squannacook Elementary School
Spaulding Memorial School
Nashoba Valley Technical High School

Emergency calls Police, Fire and Ambulance

General Calls Police	978-597-6214
Fire Burning Permits	978-597-8150

911

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Appointed Officials
Elected Officials

GENERAL GOVERNMENT

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Special/Annual Town Meeting - 2019
Board of Registrars

FINANCE DIVISION

Board of Assessors
Finance Committee
Treasurer/Collector

PUBLIC SAFETY

Police Department
Fire-EMS Department
TEMA

PUBLIC WORKS

Highway Department
Cemetery & Parks Commission
Tree Warden

LAND USE

Planning Board
Conservation Commission
Zoning Board
Board of Health
Nashoba Board of Health

CODE & SAFETY INSPECTORS

Building Department
Inspector of Wires
Sealer of Weights & Measures
Plumbing Inspector
Gas Inspector

CULTURE AND RECREATION

Townsend Public Library
West Townsend Reading Room
Band Concert Coordinator
Recreation Commission
Townsend Meeting Hall Gallery
Committee
Amanda Dwight Entertainment Fund

HUMAN SERVICES

Veterans' Agent
Council on Aging

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**Town of Townsend
APPOINTED OFFICIALS**

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
300TH ANNIVERSARY COMMITTEE		
MEMBER	KAREN WAXMAN	2032
MEMBER	LINDSAY MORAND	2032
MEMBER	LINDA JOHANSEN	2032
MEMBER	CYNTHIA DONOVAN-SCHUSTER	2032
MEMBER	KYM CRAVEN	2032
MEMBER	KAREN CLEMENT	2032
AMERICAN FLAG COMMITTEE		
MEMBER	TODD ARSENAULT	2025
MEMBER	ALBERT "TUBBY" BOUCHER	2025
ANIMAL INSPECTOR		
ANIMAL INSPECTOR BARN BOOKS	JOHN A. KING	2021
BOARD OF REGISTRARS		
MEMBER	CLAIRE DEVINE	2022
CHAIR	MARY JANE O'HARA	2023
VICE-CHAIR	CATHERINE THRASHER	2021
BOARD OF SELECTMEN		
MUNICIPAL HEARINGS OFFICER	JAMES M. KREIDLER	2022
TOWN ADMINISTRATOR	JAMES M. KREIDLER	2022
CHIEF PROCUREMENT OFFICER	JAMES M. KREIDLER	2022
BUILDING DEPARTMENT		
ALTERNATE	ROLAND BERNIER	2021
PLUMBING & GAS INSPECTOR	RICHARD M KAPENAS	2022
SEALER OF WEIGHTS AND MEASURES	ERIC AALTONEN	2022
ALTERNATE ELECTRICAL INSPECTOR	PETER MARTIN	2022
ELECTICAL INSPECTOR	DANIEL CUSHION	2022
ALTERNATE GAS/PLUMBING INSPECTOR	GARY WILLIAMS	2022
BURIAL AGENT		
BURIAL AGENT	KATHLEEN SPOFFORD	2021
CAPITAL PLANNING COMMITTEE		
MEMBER	CHRIS NOCELLA	2022
MEMBER	MARK HUSSEY	2021
MEMBER	LYNNE GARAFOLA	2021

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
CHARTER REVIEW COMMITTEE		
MEMBER-MODERATOR	JANE L. JACKSON	2021
MEMBER-MODERATOR	JOHN PAGE	2021
MEMBER-MODERATOR	NANCY RAPOZA	2021
CONSERVATION COMMISSION		
MEMBER	DALTON A HERRICK-WAGMAN	2022
MEMBER	JAMES LE'CUYER	2022
MEMBER	ANNE LE'CUYER	2023
MEMBER	KAREN HILL	2023
MEMBER	JENNIFER EATON	2023
CHAIRMAN	JAMES DEROIAN	2021
MEMBER	JOHN HUSSEY	2021
CONSTABLE		
CONSTABLE	JAMES HAMEL	2021
CONSTABLE	LAWRENCE HARTNETT	2023
CONSTABLE	MICHELLE DOLD	2022
CONSTABLE	WILLIAM MARTIN	2021
COUNCIL ON AGING		
MEMBER	JAMES HAMEL	2022
MEMBER	SANDRA STEVENS	2022
MEMBER	CHERYL SIMONEAU	2021
MEMBER	JUDITH POUDRIER	2023
MEMBER	CHARLOTTE MURPHY	2022
MEMBER	JANE L. JACKSON	2021
ELECTION WORKERS		
INSPECTOR	LINDSAY MORAND	2021
INSPECTOR	STEPHEN SPOFFORD	2021
BALLOT BOX	SANDRA STEVENS	2021
CLERK	JULIA STOCKWELL	2021
INSPECTOR	DEBRA STOLL	2021
INSPECTOR	JANET WESSON-SNAPP	2021
WARDEN	JANE STONEFIELD	2021
WARDEN	BETTY MAE TENNEY	2021
DEPUTY CLERK	LOUISE THORPE	2021
INSPECTOR	SANDRA TUTTLE	2021
BALLOT BOX CLERK	CHERYL SIMONEAU	2021

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
INSPECTOR	LYNN LEBLANC	2021
INSPECTOR	CLARE KAUPPI	2021
INSPECTOR	ELAINE MARTIN	2021
WARDEN	SHARON LACASSE	2021
INSPECTOR	MARYANN HENSON	2021
INSPECTORS	CAROL HOFFSES	2021
INSPECTOR	ABIGAIL JOHNSON	2021
BALLOT BOX	PAMELA HAMAN	2021
INSPECTOR	EINO KAUPPI	2021
INSPECTOR	DONNA MILLER	2021
CLERK	HELEN KEZAR	2021
INSPECTOR	JANET VESPER	2021
INSPECTOR	KAREN CLEMENT	2021
INSPECTOR	RHONDA GALLANT	2021
INSPECTOR	JOSEPH GALLANT	2021
COUNTER	BRIAN FUNAIOLE	2021
INSPECTOR	ANNE FORESMAN	2021
INSPECTORS	CHRISTINE EMANOUIL HAYES	2021
INSPECTOR	LINDA DURETTE	2021
INSPECTOR	KATHRYN DOWE	2021
INSPECTOR	PATRICIA DELONG	2021
INSPECTORS	LYNNE CONNORS	2021
INSPECTOR	DARLENE COIT	2021
INSPECTOR	SUSAN GERKEN	2021
BALLOT BOX CLERK	PETER BUXTON	2021
INSPECTOR	BARBARA WHEELER	2021
INSPECTOR	JERRILYN BOZICAS	2021
	JOYCE BOYES	2021
INSPECTOR	MARIE BARNABY	2021
INSPECTOR	DONNA PINKERTON	2021
APPOINTED	LISA SCIACCA	2021
DOOR SECURITY	EVAN SHINE	2021
INSPECTOR	CHARLOTTE BROWN	2021
BALLOT BOX CLERK	BRIAN COLBY	2021

ENERGY COMMITTEE

MEMBER	RON MONTGOMERY	2022
VICE-CHAIR	KATHLEEN THOMPSON	2022
CHAIRMAN	MICHAEL BROWN	2021

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	EDWARD HERMANN	2023
CHAIRMAN	BRENT CARNEY	2021

FINANCE COMMITTEE

CHAIR	DONNA PINKERTON	2021
MEMBER	SAM GRANT	2021
MEMBER	STEPHEN J SHELTON	2023
CLERK	ANDREA WOOD	2022
VICE-CHAIR	JERRILYN BOZICAS	2023
MEMBER	GENE DILDA	2022

FIRE/EMS

FF/PARAMEDIC	NICOLE CARTER	2021
FIREFIGHTER/PARAMEDIC	THOMAS HALL	2021
EMT-B	JESSICA FELLOWS	2021
ON-CALL DEPUTY CHIEF	WILLIAM ELLIOTT	2021
MEMBER	JOHN ELLIOTT	2021
EMPLOYEE	DESTINY DESCHENES	2021
FIREFIGHTER	DUANE CREIGHTON	2021
FIREFIGHTER/PARAMEDIC	RONALD PETRUCCI	2021
CAPTAIN/EMT-B	JEFFREY CORMIER	2021
OPERATION LT/EMT-A	BENJAMIN NIEMIERA	2021
LIEUTENANT/FF	RICHARD CARLSON	2021
EMPLOYEE	DREW BRASSARD	2021
FIRE CHIEF	MARK BOYNTON	2021
FF/PARAMEDIC	BRENTON BOURNE	2021
FF/EMT B	JEFFREY BEAL	2021
EMPLOYEE	SHAYNE ARAUJO	2021
PARAMEDIC	CHRISTOPHER COTTER	2021
OPERATIONS CAPTAIN/PARAMEDIC	MARTIN SCOTT	2021
OPERATONS CAPTAIN/EMT	MICHAEL GRIMLEY	2021

HIGHWAY DEPARTMENT

TREE WARDEN	DONALD MASSUCCO	2023
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HISTORIC DISTRICT COMMISSION

MEMBER	SUSAN GERKEN	2021
MEMBER	EINO KAUPPI	2021
MEMBER	ROBERT THOMPSON	2021

KEEPER OF THE LOCKUP

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
KEEPER OF LOCKUP	JAMES SARTELL	2021
LICENSING AUTHORITY		
AGENT FOR THE LICENSING AUTHORITY	KIMBERLY MATTSON	2021
AGENT FOR THE LICENSING AUTHORITY	MARK GIANCOTTI	2021
LICENSING AUTHORITY	JAMES SARTELL	2021
MASTER PLAN COMMITTEE		
MEMBER	ANDREA WOOD	2021
MEMBER	KAREN CLEMENT	2021
MEMBER	WILLIAM C. RIDEOUT	2021
CHAIR	KYM CRAVEN	2021
CLERK	CYNTHIA DONOVAN-SCHUSTER	2021
MEMBER	DONALD C. HAYES	2021
MEMBER	TODD MELANSON	2021
MEETING HALL GALLERY COMMITTEE		
MEMBER	KIMBERLY KING	2023
MEMBER	KAREN PROVOST	2022
NASHOBA VALLEY TECH SCHOOL COM		
MEMBER	KAREN CHAPMAN	2021
NMRSD SCHOOL COMMITTEE		
MEMBER	ROBERT TEMPLETON	2021
PLANNING BOARD		
MEMBER	CAROL HOFFSES	2021
POLICE DEPARTMENT		
POLICE OFFICER	JAMES LANDI	2021
SERGEANT	KIMBERLY MATTSON	2021
RESERVE OFFICER	TONY BRENNAN	2021
RESERVE OFFICER	AUSTIN COTE	2021
POLICE OFFICER	MARK A FRANCIS	2021
LIEUTENANT	MARK GIANCOTTI	2021
POLICE OFFICER	JEFFREY J GILES	2021
RESERVE OFFICER	THOMAS KALIL, JR.	2021
ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR	MARY LETOURNEAU	2021
POLICE OFFICER	CHRISTOPHER LOW	2021
POLICE OFFICER	MICHAEL MARCHAND	2021
POLICE OFFICER	ERIC MODICA	2021

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	DAVID PHILLIPS	2021
POLICE OFFICER	GEORGE REIDY	2021
POLICE CHIEF	JAMES SARTELL	2021
PARKING CLERK	KATHLEEN SPOFFORD	2021
EMPLOYEE	PAUL THEOULOU	2021
OFFICER	CHRISTOPHER TUCKER	2021
RESERVE OFFICER	CHRISTOPHER VANVOORHIS	2021
RESERVE OFFICER	JAMES P MARCHAND	2021

RECYCLING COMMITTEE

MEMBER	IRENE CONGDON	2021
MEMBER	SUSAN GERKEN	2022

TEMA

MEMBER	KYM CRAVEN	2021
MEMBER	ED SNAPP	2022
MEMBER	GARY BUSLER	2022
MEMBER	PAUL UPHAM	2022
MEMBER	BARBARA A. BOURDON	2021
MEMBER	JOY NIEMIERA	2022
MEMBER	THOMAS MOORE	2022
MEMBER	PAM MASSUCCO	2022
MEMBER	SANDY MASSALSKI	2022
MEMBER	MARY LETOURNEAU	2022
MEMBER	AMY LEONARDO	2022
MEMBER	BRIAN KENNEDY	2022
MEMBER	JANET JOHNSON	2023
MEMBER	CARLA HITZENBUHLER	2023
MEMBER	DONNA FENTON	2022
MEMBER	DOLORES M. FARESE	2023
MEMBER	MICHELLE DOLD	2022
DIRECTOR	SHIRLEY COIT	2023
MEMBER	VICKY BRUNELLE	2023
MEMBER	STEPHANIE KENNEDY	2022
DEPUTY DIRECTOR	THOMAS WHITTIER	2022

TOWN PROPERTIES COMMITTEE

MEMBER	VICTORIA TIDMAN	2021
MEMBER	JULIE BYARS	2021
MEMBER	LAURA SHIFRIN	2021

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
TOWNSEND CULTURAL COUNCIL		
MEMBER	ALICE A STRUTHERS	2021
MEMBER	CHERYL SIMONEAU	2021
MEMBER	JANE L. JACKSON	2021
MEMBER	BARBARA A. BOURDON	2021
CHAIRMAN	LINDA DURETTE	2021
VETERAN'S AGENT		
EMPLOYEE	JOSEPH MAZZOLA	2021
ZONING BOARD OF APPEALS		
CHAIRMAN	WILLIAM CADOGAN	2021
MEMBER	DAVID CHENELLE	2023
ALTERNATE	DAVID FUNAIOLE	2021
ALTERNATE	SEAN PEARSON	2024
MEMBER	DARLENE SODANO	2025
MEMBER	CRAIG STEVENS	2021

**Town of Townsend
ELECTED OFFICIALS**

AMANDA DWIGHT ENTERTAINMENT COMMITTEE	Term End
KAREN CLEMENT	4/25/2022
SUSAN GERKEN	4/27/2021
DEBORAHANNE MAYER	4/24/2023

BOARD OF ASSESSORS	Term End
JULIE BYARS	4/24/2023
CAROL LECONTI	4/26/2021
LAURA SHIFRIN	4/25/2022

BOARD OF HEALTH	Term End
LINDA JOHANSEN	4/26/2021
JAMES LE'CUYER	4/24/2023
CHRIS NOCELLA	4/25/2022

BOARD OF SELECTMEN	Term End
VERCONICA KELL	4/24/2023
DONALD KLEIN	4/25/2022
WAYNE MILLER	4/26/2021

BOARD OF WATER COMMISSIONERS	Term End
MICHAEL MACEACHERN	4/24/2023
NATHAN MATTILA	4/26/2021
TODD MELANSON	4/25/2022

CEMETERY & PARKS	Term End
JOHN B. BARRETT	4/26/2021
ALBERT "TUBBY" BOUCHER	4/24/2023
RAYMOND SR. BOYES	4/25/2022

LIBRARY TRUSTEES	Term End
AARON CORN	4/25/2022
VALERIE GOODRICH	4/25/2022
JUDITH LEWIN MAIDER	4/26/2021
SUSAN MCNALLY	4/24/2023
ROBERT TEMPLETON	4/26/2021

MODERATOR	Term End
JOHN B. BARRETT	4/26/2021
NMRSD SCHOOL COMMITTEE	Term End
SUE ROBBINS	4/25/2022
RANDEE RUSCH	4/24/2023
PLANNING BOARD	Term End
JERRILYN BOZICAS	4/28/2025
VERCONICA KELL	4/24/2023
LANCE MCNALLY	4/25/2022
CHARLES Q. SEXTON-DIRANIAN	4/22/2024
LAURA SHIFRIN	4/26/2021
RECREATION	Term End
EMILY AUSTIN-BRUNS	4/24/2023
MATTHEW EVANS	6/24/2023
ALICE KENNEDY	4/26/2021
RACHEL PALMER	4/25/2022
CAROLYN SMART	4/26/2021
TOWN CLERK OFFICE	Term End
KATHLEEN SPOFFORD	4/24/2023
TOWNSEND HOUSING AUTHORITY	Term End
COURTNEY BORELLI	4/24/2023
NATALIE CALL	4/22/2024
LAURA SHIFRIN	4/26/2021
TRUST FUND COMMISSION	Term End
ALBERT "TUBBY" BOUCHER	4/25/2022
KAREN CLEMENT	4/26/2021
HARTLEY PLESHAW	4/24/2023

TRUSTEE OF SOLDIER'S MEMORIAL

PETER BUXTON

KEITH JACKSON

WALTER MANN

JOHN PAGE

STEPHEN SPOFFORD

Term End

4/24/2023

4/24/2023

4/25/2022

4/28/2021

4/26/2021

TOWN CLERK - 2019

In the year of 2019 we have two Elections, both were Town Elections. The first was in April, which is our Annual Town Election. The second election was in June for a debt exclusion to fix roads according to the Road Pavement Plan.

This year we attended the Massachusetts Town Clerk's Association Conference at Fort Devens and Springfield as well as the Middlesex County Clerks Association meetings in Westford. I took classes on the 2020 Federal Census preparation, upcoming Presidential Elections, Updates Vital Records. These classes are very informative and keeps the Clerk's office up to date as well as allowing us to network amongst the Clerks of Massachusetts. Credits earned at these classes will be used for recertification.

The town census was mailed out to all households. It is very important to return your Town census before April 15. If you are a voter, this insures you will remain on the voting list. Last year over 1100 notices were sent to those who did not return the census. When your census is not returned and you come to vote, you will have to take the time to prove you still are a resident in Townsend. The census counts the population which is used when applying for grants. On the back of the census form is information on licensing dogs. This is a reminder to license your dog before March 1 when the \$10.00 late fee goes into effect and before May 1 when the \$25.00 fine is enforced. All dogs licensed before February 1, are eligible for the #1 tag contest. The winner receives the #1 tag and a dog blanket. This year's winner was Puggles Wilson, a cute little puggle.

The Town Clerk's Office has vital records for residents who were living in Townsend when they were born and upon their death. Marriage records are also on record for those who filed their marriage intentions in Townsend. If your family has lived in Townsend and you are doing your family genealogy, our office is a great place to start.

Please check our website www.townsendma.gov for information on upcoming events, elections, voter information, registering your dogs as well as other information about our town government.

Vital Statistics for 2019:

Population: 8616	Births: 70
Registered Voters: 6592	Marriages: 30
Raffle Permits: 6	Deaths: 67
Dogs: 1346	

I would like to welcome the residents of Townsend to come into our office or to call with any questions. The Town Clerk's Office strives to be the heart of Town Hall; to serve the residents and general public in a helpful and friendly manner.

Respectfully submitted,
Kathleen M. Spofford, Town Clerk

TOWN CLERK – 2020

The year 2020 will be a memorable year for all of us. This year is one we are unlikely to forget. In March, Town Hall closed to the public due to the COVID-19 pandemic. All business was done remotely or by appointment and everything slowed to a crawl. In May, we opened again with an intercom system was installed to allow a limited number of people into the building. Public meetings were held on the Zoom format open to the public by calling into the Zoom platform. We were fortunate this happened after the Presidential Primary in March, however, the pandemic caused our Annual Town Election to be postponed from April 27, 2020 until June 29, 2020. We had two more elections, the State Primary in September and the Presidential Election in November. All Elections were a challenge as we had to make sure everyone was wearing a mask and keeping socially distant. Early voting by mail was instituted by the State Elections Division and an extended Early Vote in Person period was voted into the Acts of 2020. We had over 1400 early voters for the State Primary and over 3800 early voters for the Presidential Election. This kept our office busy for weeks. The results of all the elections are included in this Annual Report. Thank you to the Recreation Commission for allowing us to use their Recreation Building for Early Voting.

Two Town Meetings were held, the first was a Special Town Meeting held on January 21, 2020 and the Annual Town Meeting was held on July 25, 2020 postponed from May 5, 2020. Minutes of both meetings are included in this Annual Report.

The town census was mailed out to all households. This is not the same as the 2020 Federal Census. It is very important to return your Town census before April 15. If you are a voter, this ensures you will remain on the voting list. Last year over 1100 notices were sent to those who did not return the census. When your census is not returned and you come to vote, you will have to take the time to prove you still are a resident in Townsend. The census counts the population which is used when applying for grants. Information on licensing dogs is included on the back of the census form. This is a reminder to license your dog before March 1 when the \$10.00 late fee goes into effect and before May 1 when the \$25.00 fine is enforced. You may pay for your dog license through our website. We need to have update rabies information so please call our office to make sure your dog's information is up to date. All dogs licensed before February 1, are eligible for the #1 tag contest. The winner receives the #1 tag and a dog blanket.

Please contact our office for information regarding the Town. The Town Clerk's Office has vital records for residents who were living in Townsend when they were born and upon their death. Marriage records are also on record for those who filed their marriage intentions in Townsend. We also offer Notary services for the general public.

Please check our website www.townsendma.gov for information on upcoming events, elections, voter information, registering your dogs as well as other information about our town government.

Vital Statistics for 2020:

Population: 8786

Births: 75

Registered Voters: 6968

Marriages: 33

Raffle Permits: 4

Deaths: 82

Dogs: 1065

Lastly, I would like to thank our election workers, constables and all those involved in our elections this year. It was a much more arduous process than usual but we did it thanks to all of you.

Respectfully submitted,
Kathleen M. Spofford, Town Clerk

BOARD OF REGISTRARS -2019

Town census forms were sent out the beginning of the year. In June over 1100 notices were sent to those voters who did not respond to the census. Those voters who did not respond were placed on the inactive voter list and had to show an ID at the elections as well as fill out a continuance of residency form. This takes time for the workers as well as the voters. When you receive your census form, please read it carefully and fill it out correctly. There is a column for “moved” and “deceased” (M and D) many people mistake this to mean “married” or “divorced”. For voters who have moved: We cannot remove you from the household unless we have a signature from the voter and a note telling us they have moved, or four years have passed since you have voted. If you move, whether within town or out of town, you need to reregister to vote.

Active Voters: 5173

Inactive Voters: 1377

Please remember to vote, it is your right and a privilege.

Registrars for the Town of Townsend,
Clare Devine
Mary Jane O’Hara
Catherine Thrasher
Kathleen M. Spofford, Ex Officio
Susan Shuford, Alternate

BOARD OF REGISTRARS - 2020

Four elections and two town meetings were held this year. We held six voter registration sessions. Early vote by mail was voted into place by the Massachusetts State Legislature. We processed 3553 early vote by mail ballots and had 2,195 early voters in person in total for the four elections in 2020.

Town census forms were sent out the beginning of the year. In June over 1100 notices were sent to those voters who did not respond to the census. Those voters who did not respond were placed on the inactive voter list and had to show an ID at the elections as well as fill out a continuance of residency form. This takes time for the workers as well as the voters. When you receive your census form, please read it carefully and fill it out correctly. There is a column for “moved” and “deceased” (M and D) many people mistake this to mean “married” or “divorced”. For voters who have moved: We cannot remove you from the household unless we have a signature from the voter and a note telling us they have moved, or four years have passed since you have voted. If you move, whether within town or out of town, you need to reregister to vote. You can find the voter registration link on our website on the Town Clerk’s Page

Active Voters: 6330

Inactive Voters: 651

Registered Democrats: 1005

Registered Green-Rainbow: 6

Registered Libertarian: 46

Registered Republicans: 1084

Registered to a Designation: 68

Unenrolled in a Party: 4772

Please remember to vote, it is your right and a privilege.

Registrars for the Town of Townsend,

Clare Devine

Mary Jane O’Hara

Catherine Thrasher

Kathleen M. Spofford, Ex Officio

Susan Shuford, Alternate

ANNUAL TOWN ELECTION - APRIL 22, 2019

Precinct	I	II	III	Total
Total Votes	364	324	270	958

Amanda E. Dwight Entertainment Committee 3-year	I	II	III	Total
Karen Clement	10	7	2	19
Blanks	285	247	214	746
Write-ins	69	70	54	193
Total Votes	364	324	270	958

Board of Assessors 3-years	I	II	III	Total
Laurie Shifrin	35	39	23	97
Blanks	303	264	325	802
Write-ins	26	21	12	59
Total	364	324	270	958

Board of Health 3-year	I	II	III	Total
Michelle Dold	8	9	2	19
Chris Nocella	45	56	41	142
Blanks	301	251	214	766
Write-Ins	10	8	13	31
Total	364	324	270	958

Board of Selectmen	I	II	III	Total
Donald E. Klein	288	258	213	759
Blanks	62	52	45	159
Write-ins	14	14	12	40
Total Votes	364	324	270	958

Cemetery & Parks	I	II	III	Total
Raymond Boyes Sr.	282	252	207	741
Blanks	81	71	61	213
Write-ins	1	1	2	4
Total	364	324	270	958

Board of Library Trustees 3-year	I	II	III	Total
Valerie E. Goodrich	258	231	198	687
Alison Bird	280	242	204	726
Blanks	189	175	138	502
Write-ins	1	0	0	1
Total Votes	728	648	540	1916

Planning Board 5 year	I	II	III	Total
Charles Q. Sexron-Diranian	248	220	188	656
Blanks	108	99	81	288
Write-ins	8	5	1	14
Total Votes	364	324	270	958

North Middlesex School Committee	I	II	III	Total
Susan Robbins	277	234	206	717
Blanks	82	88	62	232
Write-ins	5	2	2	9
Total Votes	364	324	270	958

Recreation Commission	I	II	III	Total
Karen Clement	2	2	0	4
Write-ins	14	14	10	38
Blanks	348	308	260	916
Total Votes:	364	324	270	958
Write-ins	4	8	4	16
Total Votes	472	445	443	1360

Planning Board 1 year	I	II	III	Total
Jerrilyn Bozicas	43	44	27	114
Blanks	304	263	229	796
Write-ins	17	17	14	48
Total Votes	364	324	270	958

Townsend Housing Authority 5 year	I	II	III	Total
Natalie M. Call	253	219	197	669
Blanks	99	90	71	260
Write-ins	12	15	2	29
Total Votes	364	324	270	958

Townsend Housing Authority 4 year	I	II	III	Total
Kevin Smith	29	29	22	80
Blanks	319	277	237	833
Write-ins	16	18	11	45
Total Votes	364	324	270	958

Trustees of Soldiers Memorials (Non-Veteran) 3 year	I	II	III	Total
Peter Buxton	37	30	16	83
Blanks	320	283	249	852
Write-ins	7	11	5	23
Total Votes	364	324	270	958

Trust Fund Commissioner (3-year)	I	II	III	Total
Albert "Tubby" Commission 1 year	0	6	0	6
Blanks	352	307	263	922
Write-ins	21	27	36	84
Total Votes	364	324	270	958

Water Commissioners	I	II	III	Total
Todd Melanson	264	240	201	705
Blanks	95	77	66	238
Write-ins	5	7	3	15
Total Votes	364	324	270	958

Trustee of Soldiers Memorials (Veterans) 3 year	I	II	III	Total
Walter F. Mann, Jr., 3 year	265	240	207	712
Blanks	90	72	59	221
Write-ins	9	12	4	25
Total Votes	364	324	270	958

Question 1	I	II	III	Total
YES	0	6	0	6
NO	352	307	263	922
BLANKS	21	27	36	84
Total Votes	364	324	270	958

Question 2	I	II	III	Total
YES	192	180	161	533

NO	166	137	98	401
BLANKS	6	7	11	24
Total Votes	364	324	270	958

BLANKS	17	10	6	33
Total Votes	364	324	270	958

Question 3	I	II	III	Total
YES	203	184	168	555
NO	154	134	93	381
BLANKS	21	27	36	84
Total Votes	364	324	270	958
Question 4	I	II	III	Total
YES	181	181	160	522
NO	166	133	104	403
BLANKS	17	10	6	33
Total Votes	364	324	270	958
Question 5	I	II	III	Total
YES	182	172	157	511
NO	165	142	107	414

Question 6	I	II	III	Total
YES	194	181	168	543
NO	352	307	263	922
BLANKS	21	27	36	84
Total Votes	364	324	270	958

Question 7	I	II	III	Total
YES	205	199	185	589
NO	143	115	78	589
BLANKS	16	10	7	33
Total Votes	364	324	270	958

SPECIAL TOWN ELECTION JUNE 18, 2019

Debt Exclusion Roads	I	II	III	Total
YES	135	70	83	288
NO	107	98	90	295
Blanks				0
Total Votes	242	168	173	583

ANNUAL TOWN ELECTION 2020

Precinct	I	II	III	Total
Total Votes	285	297	242	824
BOARD OF SELECTMEN 3-year				
Blanks	2	1	1	4
Kevin A. Keefe	142	134	116	392
Veronica A. Kell	140	162	122	424
Write-ins Scatterings	1	0	3	4
Total:	285	297	242	824
AMANDA DWIGHT ENTERTAINMENT COMMITTEE 3-year				
Blanks	273	283	237	793

Deborahanne Mayer (write-in)	6	7	2	15
Write-ins Scatterings	6	7	3	16
Total:	285	297	242	824
BOARD OF ASSESSORS 3-year				
Blanks	80	87	71	238
Julie Ann Byars	205	209	170	584
Write-ins	0	1	1	2
Total:	285	297	242	824
CEMETERY AND PARKS 3-year				
Blanks	75	84	75	234
Albert "Tubby" N. Boucher	207	208	165	580
Write-ins scatterings	3	5	2	10
Total:	285	297	242	824
BOARD OF HEALTH 3-year				
Blanks	268	283	236	787
James Le'Cuyer (write-in)	9	4	4	17
Write-ins scatterings	8	10	2	20
Total:	285	297	242	824
BOARD OF LIBRARY TRUSTEES (2 YEARS)				
Blanks	273	270	235	778
Aaron Corn (write-in)	9	14	4	27
Write-ins scatterings	3	13	3	19
Total:	285	297	242	824

BOARD OF LIBRARY TRUSTEES (3 YEARS)				
Blanks	63	68	52	183
Susan N. McNally	221	226	187	634
Write-ins Scatterings	1	3	3	7
Total	285	297	242	824
NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE AT-LARGE VOTE FOR 3				
Blanks	479	495	395	1369
Randee J. Rusch	194	200	167	561
Lisa M. Martin	158	167	143	468
Mike Morgan (write-in)	21	20	17	58
Write-ins Scatterings	3	9	4	16
Total:	855	891	726	2472
PLANNING BOARD (5-year)				
Blanks	262	270	226	758
Jerrilyn Bozicas (write-in)	16	20	12	48
Write-ins Scatterings	7	7	4	18
Total:	285	297	242	824
RECREATION COMMISSION (2 year) (Vote for one)				
Blanks	83	93	62	238
Rachel Ann Palmer	202	204	179	585
Write-ins Scatterings	0	0	1	1
Total:	285	297	242	824

RECREATION COMMISSION (3-year) (vote for two)				
Blanks	208	220	161	589
Emily V. Austin-Bruns	174	187	174	535
Matthew Aaron Evans	188	186	148	522
Write-ins	0	1	1	2
Total:	570	594	484	1648
TOWN CLERK				
Blanks	37	50	36	123
Kathleen M. Spofford	247	245	204	696
Write-in Scatterings	1	2	2	5
Total:	285	297	242	824
TOWNSEND HOUSING AUTHORITY				
Blanks	81	88	74	243
Courtney Borelli	204	208	167	579
Write-in Scatterings	0	1	1	2
Total:	285	297	242	824
TRUST FUND COMMISSIONER (3-year)				
Blanks	273	286	240	799
Hartley Pleshaw (write-in)	0	7	1	8
Write-in Scatterings	12	4	1	17
Total:	285	297	242	824
TRUSTEES OF SOLDIERS MEMORIALS (NON-VETERAN)				

Blanks	272	287	240	799
Peter Buxton (write-in)	9	3	0	12
Write-in Scatterings	4	7	2	13
Total:	285	297	242	824
TRUSTEES OF SOLDIERS MEMORIALS (VETERAN)				
Blanks	64	66	57	187
Keith M. Jackson	220	231	184	635
Write-in Scatterings	1	0	1	2
Total:	285	297	242	824
BOARD OF WATER COMMISSIONERS (3-year)				
Blanks	64	68	65	197
Michael David MacEachern	217	223	175	615
Write-in Scatterings	4	6	2	12
Total:	285	297	242	824

STATE PRIMARY ELECTION SEPTEMBER 1, 2020

DEMOCRAT

Precinct	I	II	III	Total
Total Democratic Votes	441	465	474	1380

Senator in Congress				
Edward J. Markey	221	252	226	699
Joseph P. Kennedy	219	210	246	675
Write-ins	0	0	0	0
Blanks	1	3	2	6
Total:	441	465	474	1380

Representative in Congress				
Lori Loureiro Trahan	385	401	428	1214
Write-ins	3	0	1	4
Blanks	53	64	45	162
Total:	441	465	474	1380

Councillor				
Paul M. Depalo	239	218	270	727
Padraic Rafferty	130	166	139	435
Write-ins	0	1	0	1
Blanks	72	80	65	217
Total:	441	465	474	1380

Senator in General Court				
John J. Cronin	374	384	413	1171
Write-ins	0	1	0	1
Blanks	67	80	61	208
Total:	441	465	474	1380

Representative in General Court				
Deborah L. Busser	374	390	416	1180
	0	0	0	0
Write-ins	0	1	0	1
Blanks	67	74	58	199
Total:	441	465	474	1380

Register of Probate				
Tara E. DeCristofaro	366	377	400	1143
	0	0	0	0
Write-ins	1	0	0	1
Blanks	74	88	74	236
Total:	441	465	474	1380

Republican Party

Precinct	I	II	III	Total
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Total Registered Voters	2246	2200	2291	6737
Total Republican Votes	218	180	204	602

Senator in Congress				
Shiva Ayyadurai	80	59	53	192
Kevin J. O'Connor	130	116	147	393
Joseph P. Kennedy	0	0	1	1
Write-ins	0	0	1	
Blanks	8	5	2	15
Total:	218	180	204	602

Representative in Congress				
	0	0	0	0
Write-ins	8	2	3	13
Blanks	210	178	201	589
Total:	218	180	204	602

Councillor				
Write-ins	0	4	1	5
	0	0	0	0
	0	0	0	0
Blanks	218	176	203	597
Total:	218	180	204	602

Senator in General Court				
Dean Tran	205	170	184	559
Write-ins	0	0	0	0
Blanks	13	10	20	43
Total:	218	180	204	602

Representative in General Court				
Sheila C. Harrington	200	161	176	537
Write-ins	0	1	0	1
	0	0	0	0
Blanks	18	18	28	64
Total:	218	180	204	602

Register of Probate

Write-ins	5	4	3	12
	0	0	0	0
Blanks	213	176	201	590
Total:	218	180	204	602

**Green-Rainbow
Party**

Precinct	I	II	III	Total
Total Green-Rainbow Votes	0	1	2	3

Senator in Congress				
Write-ins	0	1	2	3
Blanks	0	0	0	0
Total:	0	1	2	3

Representative in Congress				
Write-ins	0	1	2	3
	0	0	0	0
Blanks	0	0	0	0
Total:	0	1	2	3

Councillor				
Write-ins	0	0	1	1
	0	0	0	0
Blanks	0	1	1	2
Total:	0	1	2	3

Senator in General Court				
Write-ins	0	0	1	1
	0	0	0	0
Blanks	0	1	1	2
Total:	0	1	2	3

Representative in General Court				
Write-ins	0	0	1	1
	0	0	0	0
Blank	0	1	1	2
Total:	0	1	2	3

Register of Probate				
Write-ins	0	0	1	1
	0	0	0	0
Blank	0	1	1	2
Total:	0	1	2	3

Libertarian

Precinct	I	II	III	Total
Total United Independent Party Votes	0	2	1	3

Senator in Congress				
Edward Markey	0	1	1	2
Write-ins	0	0	0	0
Blanks	0	1	0	1
Total:	0	2	1	3

Representative in Congress				
Write-ins	0	1	0	1
Lori Loureiro Trahan	0	0	1	1
Blanks	0	1	0	1
Total:	0	2	1	3

Councillor				
Write-ins	0	0	0	0
Paul M. DePalo	0	0	1	1
Blanks	0	2	0	2
Total:	0	2	1	3

Senator in General Court				
Write-ins	0	1	1	2
	0	0	0	0
Blanks	0	1	0	1
Total:	0	2	1	3

Representative in General Court				
Write-ins	0	1	1	2
	0	0	0	0

Blanks	0	1	0	1
Total:	0	2	1	3

Register of Probate				
Write-ins	0	0	1	1
	0	0	0	0
Blanks	0	2	0	2
Total:	0	2	1	3

PRESIDENTIAL ELECTION NOVEMBER 3, 2020

Registered Voters:
6962

Precinct	I	Provisional	II	Provisional	III	Provisional	Total
Total Votes	1813		1801	1	1881		5496

ELECTORS OF PRESIDENT AND VICE PRESIDENT

Biden and Harris	854		890		943		2687
Hawkins and Walker	12		8		6		26
Jorgensen and Cohen	32		35		41		108
Trump and Pence	894		851		875		2620
Carroll and Patel (Independent)							0
Cella and Cella (Independent)							0
Descoteaux and Adams (Twelve Visions Party)							0
Simons and Roze (Independent)							0
Well and Wells (Independent)							0
Scatterings	12		16		7		35
Blanks	9		1		9		19
Write-ins							0
	1813	0	1801	0	1881	0	5495

SENATOR IN
CONGRESS

Edward J. Markey	853		884		923		2660
Kevin O'Connor	857		847		890		2594
Shiva Ayyadurai	50		28		18		96
Scatterings	12				3		15
Blanks	41		37		47		125
Write-ins	0		5				5
Total:	1813	0	1801	0	1881	0	5495

REPRESENTATIVE
IN CONGRESS

Lori Loureiro Trahan	1176		1183		1299		3658
Shiva Ayyadurai	4		5		0		
Scatterings	21		11		30		62
Blanks	612		602		552		1766
Write-ins	0						0
Total:	1813	0	1801	0	1881	0	5495

COUNCILLOR

Paul M. DePalo	1143		1144		1256		3543
Scatterings	22		26		18		66
Blanks	648		631		607		1886
Write-ins	0						0
Total:	1813	0	1801	0	1881	0	5495

SENATOR IN
GENERAL COURT

Dean A. Tran	1001		985		996		2982
John J. Cronin	742		747		814		2303
Scatterings	3		3		0		6
Blanks	67		66		71		204
Write-ins	0		0		0		0
Total:	1813	0	1801	0	1881	0	5495

REPRESENTATIVE
IN GENERAL
COURT

Sheila C. Harrington	1019		994		1003		3016
Deborah L. Busser	724		748		798		2270
Scatterings	0		4		1		5
Blanks	70		55		79		204
Write-ins	0		0		0		0
Total:	1813	0	1801	0	1881	0	5495

REGISTER OF
PROBATE

Tara E. DeCristofaro	1040		1039		1147		3226
Scatterings	18		29		20		67
Blanks	755		733		714		2202
Write-ins			0		0		0
Total:	1813	0	1801	0	1881	0	5495

QUESTION 1

Blanks	66		61		41		168
Yes	1252		1255		1353		3860
No	495		485		487		1467
Total:	1813	0	1801	0	1881	0	5495

QUESTION 2

Blanks	78		80		56		214
Yes	526		564		568		1658
No	1209		1157		1257		3623
Total:	1813	0	1801		1881		5495

TOWN OF TOWNSEND SPECIAL/ANNUAL TOWN MEETING

MAY 7, 2019 at 7:00

Before the meeting began Shirley Coit spoke about being prepared for emergencies and spoke of the apartment fire and the need to have a go bag ready. She thanked all the town people for helping with the emergency and gave a special thanks to Kym Craven who helped to organize services provided for the victims of the fire.

The meeting was called to order by the Moderator, John Barrett, at 7:04 p.m. There were 250 voters present and 20 visitors. The moderator went over all the rules of the Town Meeting which is based on Town Meeting Time. Robert Rebholz was appointed as the Deputy moderator and sworn in by the Town Clerk. The Town Clerk also swore in the counters for the meeting: John Stonefield, David Schuttler, David Funairole, and Stephen Baldwin.

The pledge of Allegiance was led by Adam Waite and Stephen Boggess of Townsend Boy Scout Troup 81.

Introduced by the Moderator: Finance Committee members: Lynn Pinkerton, Jerrilyn Bozicas, Sam Grant, Joseph Sciacca, Gene Dilda and Andrea Wood. Town Clerk: Kathleen

Spofford. Board of Selectmen: Sue Lisio and Wayne Miller. Town Counsel: Adam Costa, Town Administrator: Jim Kreidler.

Motion was made and seconded to adjourn the Annual Town Meeting and open the Special Town Meeting. Passed by majority.

ARTICLE 1

I move that the Town vote to transfer from free cash the sum of \$120,000.00 for the purpose of offsetting FY19 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D.

READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 2

I move that the Town vote to transfer from free cash the sum of \$50,000.00 for the purpose of supplementing FY19 Legal Budget.

READ BY: Sue Lisio
VOTED: Passed by Majority

ARTICLE 3

I move that the Town vote to transfer from free cash the sum of \$9,500.00 to perform line painting on public ways for public safety purposes.

ANNUAL TOWN MEETING

ARTICLE 1

I move that the Town vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town.

READ BY: Sue Lisio
VOTED: Passed by Majority

ARTICLE 2

I move that the Town vote to hear reports of any Committees, Boards, Commissions, etc.

READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 4

I move that the Town vote to transfer from free cash the sum of \$9,500.00 for the purpose of purchasing office equipment and furnishings for the Council on Aging.

READ BY: Sue Lisio
VOTED: Passed Unanimously

ARTICLE 5

I move that the Town vote to transfer from free cash the sum of \$10,000.00 for the purpose of woody debris from the recycling center.

READ BY: Wayne Miller
VOTED: Passed Unanimously

Motion was made and seconded to dissolve the Special Town Meeting and return to the Annual Town Meeting. Motion passed unanimously. The Special Town Meeting was dissolved at 7:26 p.m.

READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 3

I move that the Town vote to choose a committee of three (3) West Townsend residents to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order.

READ BY: Sue Lisio

Motion was amended to nominate Ken Gerken, Lisa Lewand and Pam Haman.

VOTED: Amended motion Passed Unanimously

ARTICLE 4

I move that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to: (1) establish the following revolving funds for Fiscal Year 2020 specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, fiscal year spending limits such bylaw to provide as follows:

	FUND	AUTHORITY TO SPEND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling	Board of Health	Collection of Recyclables	Operating costs associated with recycling	\$20,000
2	Recreation Programs	Recreation Commission	Recreation Programs	Operating and capital costs associated with recreation programs	\$85,000
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$4,000
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$28,000
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and Capital costs- fire alarm system	\$4,000
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animal	For injured or abandoned animals	\$1,000
7	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$5,000
8	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$80,000
9	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$20,000
10	Fire/EMS	Fire/EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$10,000

READ BY: Wayne Miller

VOTED: Passed by Majority

ARTICLE 5

I move that the Town vote to raise and appropriate and transfer from available funds* in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2020 pursuant to a detailed budget totaling \$23,275,121.00, or take any other action in relation thereto.

*FUND:	PURPOSE:	AMOUNT:
Comcast Government Access	Operating and Capital-Cable Access Program	\$ 175,000.00
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplemental Funding to Operate the WTRR	\$ 2,900.00
Ambulance Receipts Reserved	Supplemental Funding to Operate the EMS	\$ 475,000.00
Recreation Receipts	Supplemental Funding to Operate Recreation	\$ 40,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$ 280,935.20

FUNCTIONAL SEGMENTS	
*General Government-	1,686,600
*Public Safety-	3,387,593
*Education-	13,401,926
*Streets and Highways-	746,365
*Solid Waste-	701,400
*Human Services	445,222
*Culture and Recreation	430,609
*Debt Service-	483,438
*Insurances-	1,991,967
and	
*Grand Total-	23,275,121

Motion to amend line item 703, Library Director Salary, to decrease by \$4813 to a total of \$68097.

READ BY: Valerie Goodrich

VOTED: Amendment Passed by Majority.

Amended Budget:

FUNCTIONAL SEGMENTS	
*General Government-	1,686,600
*Public Safety-	3,387,593
*Education-	13,401,926
*Streets and Highways-	746,365
*Solid Waste-	701,400
*Human Services	445,222
*Culture and Recreation	425,796
*Debt Service-	483,438
*Insurances-	1,991,855

and	
*Grand Total-	23,270,195

READ BY: Sue Lisio

VOTED: Passed by Majority

ARTICLE 6

I move that the Town vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant.

READ BY: Wayne Miller

VOTED: Passed Unanimously

ARTICLE 7

I move that the Town vote to appropriate the sum of \$1,087,583 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2020, and in order to fund the cost of inter-municipal expenses that \$280,935.20 of this sum be appropriated in the general fund.

READ BY: Todd Melanson

Motion was made to amend inter-municipal expenses to: \$233,829.30.

READ BY: Todd Melanson

VOTED ON AMENDMENT: Motion did not Pass.

VOTED ON ORIGINAL MOTION: Passed by Majority.

ARTICLE 8:

There was an error in numbering of article and there was no Article 8.

ARTICLE 9

I move that the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum or sums of \$690,000.00 for the purpose of funding the FY20 Capital Plan as voted by the Capital Planning Committee as detailed below.

DEPARTMENT	PROJECT/EQUIPMENT TITLE	COST 'FY20	<u>DESCRIPTION OF ANTICIPATED FUNDING</u>
Recreation	Recreation Building Roof Replacement (274 Main)	50,000	Capital Stabilization Fund
Highway	Roadway Paving/Maintenance	250,000	Free Cash
Highway	Roadway Paving/Maintenance	50,000	Excise Tax Revenue
Police	Year 2-Marked Cruisers Vehicle Lease(s)	60,000	Operating Budget (Tax Levy)
Police	HVAC Upgrade/Replacement	25,000	Capital Stabilization Fund
Police	Replace Lobby Door/Key Control Upgrade	30,000	Capital Stabilization Fund
Fire-Police	Joint Fire/Police Radio Upgrade/Replacement	175,000	Capital Stabilization Fund
Water Department	1 Ton Dump Truck w/plow	50,000	Water Dept. Retained Earnings
	Total, All Department	690,000	

READ BY: Sue Lisio

VOTED: Passed by Majority

ARTICLE 10

I move that the Town vote to enact a General Bylaw entitled "Pavement Management Plan" as follows-

Pavement Management Plan

SECTION 1: There shall be in the Town of Townsend a Pavement Management Plan (PMP) that shall be as follows:

SECTION 2: Each fiscal year the Board of Selectmen, the Finance Committee and the Town Administrator shall submit to Town Meeting a proposal to fund the annual PMP.

SECTION 3: Beginning in fiscal year 2020, the funding shall include:

All pavement funding received from the Commonwealth under Chapter 90, or any successor program, \$250,000 from free cash, and

\$ 50,000 from Local Receipts (Excise Tax revenue

SECTION 4: In each fiscal year thereafter, the funding shall include:

All pavement funding received from the Commonwealth under Chapter 90, or any successor program,

\$250,000 from free cash, and

The prior year's amount of funding from Excise Tax revenue increased by \$50,000 each year until such time as the total from Excise Tax revenue equals \$250,000 per year.

SECTION 5: All funding in the PMP shall be utilized for the purpose of maintaining and repairing the town's roadway infrastructure.

SECTION 6: Except in the case of emergency requirements, as determined by the Highway Superintendent, the priority listing of road projects shall be detailed in a Capital Pavement Management Plan (CPMP) developed by an independent Pavement Management consultant with said plan to be updated every five (5) years.

SECTION 7: PMP funds may be carried from one year to the next.

READ BY: Wayne Miller

Motion was made to amend and add Section 8: "Subject to the availability of funds."

READ BY: Lynn Pinkerton

VOTED: Passed by Majority

ARTICLE 11

I move that the Town vote to raise and appropriate from Local Receipts (e.g. Automobile Excise Tax Funds), the sum of \$50,000.00, to further supplement the Town's FY20 allocation of Ch. 90 paying funds from the Commonwealth in the amount of \$415,176.00 and the sum of \$250,000.00 as previously voted as a part of the FY20 Capital Plan, all to fund the Town's FY20 Pavement Management Plan (PMP).

READ BY: Sue Lisio

VOTED: Passed by Majority

ARTICLE 12

I move that the Town vote to borrow the sum of \$5,100,000.00 to fund a Town-wide Pavement Management Plan (PMP) and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to Chapter 44, Section 7(3) of the General Law, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, given that no amounts shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to repay any borrowing hereunder from the limitations on total property taxes imposed by Chapter 59, Section 21C of the General Laws (Debt Exclusion).

READ BY: Wayne Miller

VOTED: Passed by 2/3 vote, declared by Moderator

ARTICLE 13

I move that the Town vote to borrow the sum of \$200,000.00 for the purpose of funding the redesign, reconstruction and all other associated costs related to the Greenville Road Bridge (at Walker Brook) replacement.

READ BY: Sue Lisio

VOTED: Passed Unanimously

ARTICLE 14

I move that the Town hereby approves the Three Million, Seven Hundred Four Thousand, Six Hundred and Sixteen Dollars (\$3,704,616) borrowing authorized by the Nashoba Valley Technical High School District, for the purpose of paying costs of the Replacement of Roofs, Windows, and Doors at Nashoba Valley Technical High School, 100 Littleton Road, Westford, MA 01886, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of

supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-five percent (55%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

READ BY: Karen Chapman
VOTED: Passed Unanimously

ARTICLE 15

I move that the Town vote to transfer from Water Enterprise Funds- retained earnings, the sum of \$100,000.00 to pay down a Bond Anticipation Note (BAN) for the Main Street Water main replacement project.

READ BY: Todd Melanson
VOTED: Passed Unanimously

ARTICLE 16

I move that the Town vote to transfer from Cemetery receipts- Sale of Lots, the sum of \$9,500.00 for the purpose of purchasing cemetery equipment.

READ BY: Sue Lisio
VOTED: Passed by Majority

ARTICLE 17

I move that the Town vote to authorize the Board of Assessors to negotiate and enter into a

Payment in Lieu of Taxes (PILOT) Agreement between Locke Brook Solar, LLC, a Delaware limited liability company, or its assign, and the Town of Townsend for Personal Property tax purposes related to a 1.4MW ground mounted solar array to be located at 22 West Meadow Road, Townsend, MA.

READ BY: Wayne Miller
VOTED: Passed by Majority

ARTICLE 18

I move that the Town vote to transfer from free cash the sum of \$35,000.00 for the purpose of funding a feasibility study to create affordable housing on Dudley Road.

READ BY: Chaz Sexton-Diranian
VOTED: Passed by Majority

ARTICLE 19

I move that the Town vote to transfer from free cash the sum of \$5,000.00 to defray the charges and expenses for the planning and execution of the Town's 300th Anniversary Celebration to be held in the year 2032.

READ BY: Wayne Miller
VOTED: Passed by Majority

ARTICLE 20

I move that the Town vote to transfer from Overlay Surplus funds the sum of \$20,000.00 for the purpose of funding the Assessors' Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

READ BY: Sue Lisio
VOTED: Passed by Majority

ARTICLE 21

I move that the Town vote to transfer from free cash the sum of \$3,600.00 for the purpose of providing emergency management related equipment for Townsend Emergency Management Agency (TEMA).

READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 22

I move that the Town vote to transfer from free cash, the sum of **\$105,000** for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

READ BY: Sue Lisio
VOTED: Passed unanimously

ARTICLE 23

I move that the Town vote to delete current General Bylaw:

§ 90-1 Adoption of non-contractual personnel policies and procedures.

Any non-contractual personnel policy and/or procedure of the Town as affirmatively voted and signed off by the majority of elected boards and commissions shall be applicable to all non-contractual Town employees.

and replace it with the following:

§ 90-1 Adoption and application of personnel policies and procedures.

Personnel policies and/or procedures of the Town, as may be adopted by the Board of Selectmen from time to time with a review and approval of a majority of those elected Boards and Commissions with paid personnel, shall be applicable to all Town employees, except where a particular topic is specifically referenced in a union or personal services contract, in which case the union or personal services contract term(s) shall prevail, or take any other action in relation thereto.

READ BY: Wayne Miller
VOTED: Passed by Majority

ARTICLE 24

I move that the Town vote to repeal Chapter 102, Recycling, in its entirety, or take any other action relative thereto.

READ BY: Linda Johansen
VOTED: Motion did not Pass.

ARTICLE 25

I move that the Town vote to amend § 145 of the Town's Zoning Bylaw as follows: Add to: § 145-5 Word Usage and Definitions

- A. Accessory Apartment: A distinct portion of a single-family dwelling or a unit in an accessory structure on a single-family lot, having its own kitchen, sleeping, and bathroom facilities, and subordinate in size to the principal part of the dwelling or structure.
- B. Affordable Accessory Apartment: An Accessory Apartment that is affordable to low- and moderate-income households as defined by the Massachusetts Department of Housing and Community Development (DHCD) and that meets DHCD requirements for accessory apartments under the Local Initiative Program (LIP) and for inclusion in Townsend's Subsidized Housing Inventory (SHI).
- C. Floor Area: The sum of the finished area of above grade floors or portions of floors in a single family residence, excluding finished areas with ceiling heights less than seven (7) feet and unfinished areas of attached or detached garages with access (doors, driveways) for motor vehicles. As used in these bylaws, the term "finished area" shall mean the heated enclosed area within a single family residence that is suitable for year-round use, embodying walls, floors, and ceilings that are similar to the rest of the area within the single family residence.
- D. Pre-existing outbuilding: A building detached from a single family residence, e.g. garage, barn, that has been in existence for at least ten years [at the

time of permit application] as evidenced by a deed from the MA Registry of Deeds or a building permit issued by the Town of Townsend

showing that the building was completed ten years prior.

Accessory apartments in residential district. [Added 1-17-1989 STM by Art. 38]

- A. Purpose. Recognizing the need to provide alternative affordable housing for family members and affordable housing for the town, the following regulations are established for accessory apartments in a residential district. It is expressly understood that this section does not provide for "two-family" or "duplex" type housing. **(Added 12-4-1990 STM by Art. 9)**
- B. An owner or owners of a single-family dwelling or of a single-family dwelling with a pre-existing out-building on the same lot in an RA or RB District may apply to the Board of Appeals for a special permit for the construction and occupancy of an accessory dwelling unit, hereinafter "accessory apartment" in such single-family dwelling or pre-existing out building. In no case shall there be more than one accessory apartment ~~in any single-family dwelling~~ established on a lot.
- C. In accordance with the provisions of Article **XI** of this bylaw, and after due consideration of the report and recommendation of the Board of Health (see Subsection D), the Board of Appeals may grant a special permit as follows: **[Amended 12-4-1990 STM by Arts. 10 and 11; 4-27-1991 STM by Art. 7]**

1. Procedures

(a) The applicant shall obtain and submit to the Board of Appeals a written report of the Board of Health, certifying that the conditions of 145-36.D have been met.

(b) The Board of Appeals shall hold a public hearing on the application, in accordance with the procedures specified in MGL Chapter 40A and 145-65.

(c) The Board of Appeals shall give due consideration to the mandatory referral report of the Planning Board and where its decision differs from the recommendation of the Planning Board, shall state the reasons therefor in writing.

2. Requirements for an Accessory Apartment

(a) i) The accessory apartment in a single-family dwelling is accessory to the principal residence. The floor area of the apartment shall be the lesser of: (1) 800 square feet or (2) 35% of the floor area of the principal residence and the apartment combined. The residence shall retain the appearance of a single-family structure. not exceed 35% of the floor area of the principal residence and the apartment combined, and It shall be further required that the owner of the property shall occupy either the apartment or the principal residence as his/her primary residence either the apartment or the principal residence is occupied by the

owner of the lot on which the apartment is to be located, except for bona fide temporary absences.

ii) The accessory apartment in a pre-existing outbuilding shall not exceed 800 square feet, shall not cause the external appearance of the structure in which the accessory apartment is located to be significantly altered from the appearance of the existing structure and shall not increase the footprint of the structure in which the accessory apartment is located. It shall be further required that the owner of the property shall occupy either the apartment or the principal residence as his/her primary residence, except for bona fide temporary absences.

(b) Adequate provision has been made for the disposal of sewage, waste and drainage of such accessory apartment in accordance with the requirements of the Board of Health.

(c) Adequate provision has been made for ingress and egress to the outside from such accessory apartment.

(d) The construction and occupancy of the accessory apartment will not be detrimental to the neighborhood in which the lot is located.

(e) The lot on which the accessory apartment and principal residence are located contains at least three quarters of an acre ~~one acre~~.

(f) Adequate provisions have been made for off-street parking of motor vehicles in such a fashion as is consistent with the character of a single-family residence.

(g) There is no other apartment on the lot on which the accessory apartment is to be located.

(h) Any accessory apartment intended for occupancy by a person with a disability shall be subject to the provisions of MGL C. 40A. § 3.

- D. In order to ensure compliance with Subsection C.1(a) ~~Subsection B(2)~~ above, the applicant shall obtain and submit to the Board of Appeals prior to the hearing a written report of the Board of Health certifying that the conditions of Subsection C.2(b) ~~Subsection B(2)~~ have been met. ~~The Board of Health may supplement its report within five days after the hearing.~~

E. Affordable Accessory Apartment Program

The intent of this section of the bylaw is to document the availability of low to moderately priced housing that qualifies for inclusion on the Town's Subsidized Housing Inventory, thus allowing for access to a variety of housing to meet the needs of low- and moderate-income families, town employees, the young and the elderly.

The Affordable Accessory Apartment Program is a public/private partnership to maintain local control over housing development and to increase the town's supply of low- and moderate-income housing.

The Board of Appeals may approve a Special Permit for an Affordable Accessory Apartment, according to the same procedures as in Subsection C(1), above. An Affordable Accessory Apartment shall meet the requirements set forth in Subsection C(2) above, with the following conditions:

- (1) The Affordable Accessory Apartment shall be approved by the Local Initiative Program (LIP) and comply with LIP requirements, including but not limited to those contained within the Comprehensive Permit Guidelines: M.G.L. Chapter 40B Comprehensive Permit Projects - Subsidized Housing Inventory, in effect on the date of application for a Special Permit and as may be amended from time to time thereafter;
- (2) Before the Affordable Accessory Apartment may be occupied, the owner(s) of the property shall execute a Regulatory Agreement and Declaration of Restrictive Covenants for Affordable Accessory Apartment Rental ("Regulatory Agreement"), enforceable by DHCD and the Town, or other form of affordable housing restriction as may then be in effect under the Local Initiative Program. The Regulatory Agreement shall be recorded with the Middlesex South Registry of Deeds;

(a) The Regulatory Agreement shall have a minimum term of 15 years;

- (1) The Agreement shall terminate upon sale of the property, which, for purposes of this subsection, shall not include:

- (i) A mortgage deed to secure repayment of a loan; or
- (ii) An inter-spousal transfer for nominal consideration where the transferor retains at least a fifty-percent ownership interest in the property; or
- (iii) A transfer to a trust for minimal consideration where the owner holds at least a fifty-percent beneficial interest in the property.

(2) An owner may voluntarily terminate the Regulatory Agreement prior to its expiration with 60 days' notice, in accordance with the restrictions in such agreement. The owner shall notify the Town and DHCD and record a notice of cancellation of the Special Permit at the Registry of Deeds. The termination of the Regulatory Agreement shall not take effect until the expiration of the current lease between the owner and the tenant occupying the Affordable Accessory Apartment.

- (b) Upon termination of the Agreement, additional restrictions shall apply regarding repayment to the Town of any funds received from the Town pursuant to a grant or loan agreement.

- (c) An Affordable Accessory Apartment may not be rented to an owner's family member (currently defined in DHCD regulations and guidelines as a parent, grandparent, son, daughter, uncle, aunt, niece, nephew, or sibling);
- (d) The Affordable Accessory Apartment shall be subject to DHCD regulatory requirements, including requirements relative to pricing, tenant income eligibility, affirmative fair housing marketing and tenant selection plan, and maintenance. In particular, the Affordable Accessory Apartment shall be rented to income-qualified tenants selected through an open process established in accordance with the affirmative fair housing marketing plan, and the monthly rent shall not exceed the maximum affordable rent for a household of the appropriate size, as prescribed in the LIP affordable accessory apartment program guidelines and other applicable state regulations and requirements.

F. Any owner or owners of a single-family dwelling or a single-family dwelling with a pre-existing out-building in RA and RB Districts seeking a new or a renewal of an accessory apartment permit shall agree to abide by the terms of the Affordable Accessory Apartment Program defined in Subsection E above ~~a local housing agency or partnership program~~ to ensure moderate income occupancy of the apartment thus created for a period of fifteen ~~not less than five~~ years. The local housing agency or partnership shall permit deferral of the program if the homeowner wishes to accommodate initially a family member or members. For the purpose of this section, family member shall be defined as one of the blood, step or adopted relatives of the homeowner or spouse as follows: mother, father, sister, brother, son, daughter, uncle, aunt, grandmother, grandfather and/or their spouses. Should the family member "vacate" the accessory apartment, the agreement with the local housing agency or partnership shall ~~may~~ be voided, providing the accessory apartment is discontinued and the dwelling reverts back to compliance with § 145-26A(1). Otherwise, an application shall be made under the Affordable Accessory Apartment Program defined in Subsection E above. Any apartment proposed hereunder shall comply with all applicable provisions of this § 145-36. ~~Any permit granted pursuant to this section shall be of five years' duration revocable upon sale of the property unless the buyer, by written notice to the Board of Appeals, agrees to the local housing agency or partnership program for the balance of the term~~ Fines may be imposed by the town for violation of this clause. [Amended 12-4-1990 STM by Art. 12]

READ BY: Veronica Kell

VOTED: Passed by 2/3 vote declared by Moderator.

ARTICLE 26

I move that the Town vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(A) as follows:

§ 145-89A

A. Recreational Marijuana Cultivators as defined in M.G.L. c. 94G, 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting "Marijuana cultivator" therefrom; or take any other action in relation thereto.

I move that the Town vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(A) as follows:

READ BY: Lance McNally

VOTED: Motion did not pass by 2/3. Count:
Yes: 59 No: 68

ARTICLE 27

I move that the Town vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(B) as follows:

§ 145-89A

B. Recreational Marijuana Product Manufacturers as defined in M.G.L. c. 94G, 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;
and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting "Marijuana product manufacturer" therefrom.

READ BY: Lance McNally

VOTED: Motion did not pass by 2/3 vote, declared by Moderator.

ARTICLE 28

I move that the Town vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(C) as follows:

§ 145-89A

C. Recreational Marijuana Retailers as defined in M.G.L. c. 94G, 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting "Marijuana retailer" therefrom.

READ BY: Lance McNally

VOTED: Motion did not pass by 2/3 vote, declared by Moderator.

Motion was made to adjourn the meeting to Thursday, May 9, 2019 at 7:00 p.m.

READ BY: Joseph Shank

VOTED: Motion did not pass. Count: Yes: 61
No: 62

Request for quorum was made by Todd Melanson.

Counters counted the remaining members which were 85, quorum is 75. Moderator declared a quorum was present.

ARTICLE 29

Motion was made and seconded that the Town take no action.

Article 29 read as follows:

To see if the Town will vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(D) as follows:

§ 145-89A

D. Recreational Marijuana Testing Facilities as defined in M.G.L. c. 94G, 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting "Marijuana testing... facility" therefrom (so that the use only includes "Marijuana... research facility).

VOTED: Passed to take no action on Article 29.

ARTICLE 30

Motion was made and seconded that the Town take no action.

Article 20 read as follows:

To see if the Town will vote: (i) to amend the Town's Zoning Bylaw by adding a new § 145-89A(E) as follows:

§ 145-89A

E. Recreational Marijuana Research Facilities as defined in 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting "Marijuana... research facility" therefrom (so that the use only

includes “Marijuana testing... facility” unless heretofore prohibited).

VOTED: Passed to take no action on Article 30.

ARTICLE 31

Motion was made and seconded to take no action.

Article 31 read as follows:

To see if the Town will vote: (i) to amend the Town’s Zoning Bylaw by adding a new § 145-89A(F) as follows:

§ 145-89A

F. Recreational Marijuana Transportation or Distribution Facilities as defined in 935 C.M.R. 500, and § 145-89 of this Bylaw shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule of Use Regulations, by deleting “Marijuana transportation or distribution facility” therefrom.

VOTED: Passed to take no action on article 31.

ARTICLE 32

Motion was made and seconded to take no action.

Article 32 read as follows:

To see if the Town will vote: (i) to amend the Town’s Zoning Bylaw by adding a new § 145-89A(G) as follows:

§ 145-89A

G. Other types of licensed recreational marijuana-related facilities, not expressly defined as a Marijuana Cultivator, Marijuana Product Manufacturer, Marijuana Retailer, Marijuana Testing Facility, Marijuana Research Facility, Marijuana Transportation Facility, or Marijuana Distribution Facility, shall be prohibited in all districts of the Town of Townsend;

and (ii) further, to amend the Town of Townsend Zoning Bylaw, § 145-90, Subsection A, Schedule

of Use Regulations, by deleting “Any other type of licensed marijuana-related business” therefrom.

VOTED: Passed to take no action on Article 32.

ARTICLE 33

Motion was made to take no action.

Article 33 read as follows:

To see if the Town will vote to amend the Town’s Zoning Bylaw, § 145-90, entitled “Recreational Marijuana Establishment Zoning,” under the Subsection further entitled “Marijuana Establishments,” as follows, with additions to the Bylaw underlined and deletions from the Bylaw stricken-through:

Marijuana Establishments

A. Purpose

- (1) To provide for the placement of Marijuana Establishments, excluding those Marijuana Establishments prohibited by § 145-89A, in appropriate places and under conditions in accordance with the provisions of M.G.L. c. 94G.
- (2) To minimize the adverse impacts of Marijuana Establishments on residential neighborhoods, schools, and other places where children commonly congregate.
- (3) To regulate the siting, design, placement, security, safety, monitoring, and modification of Marijuana Establishments.

B. Location

- (1) Marijuana Establishments, excluding those Marijuana Establishments prohibited by § 145-89A, will only be located in the following Zoning Districts: Downtown Commercial, Outlying Commercial and Industrial.

C. **Applicability**

- (1) No Marijuana Establishment shall be established except in compliance with the provisions of Article XVIII.
- (2) Where not expressly defined in section 145-89, all terms used herein shall be as defined in M.G.L. c. 94G and 935 CMR 500 *et seq.*
- (3) If any provision of this section, or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this section are severable.

D. **Special Permit Approval Criteria**

- (1) All Marijuana Establishments shall be contained within a building or structure.
- (2) The hours of operation of Marijuana Establishments shall be set by the Special Permit Granting Authority, which shall be the Planning Board.
- (3) Marijuana Establishments shall not be located within a five hundred (500') foot radius from:
 - a) Any Residential District;
 - b) Any school pre-k through 12,
 - c) Any daycare center, or any facility where children commonly congregate. A facility is not, however, limited to a building. A "facility where children commonly congregate" includes, but is not limited to facilities in which children gather for a particular purposes in a structured and scheduled manner, or which are dedicated

- to the use by children, such as playgrounds, youth service programs, day care centers, youth sports facilities, dance schools, and gymnastic schools;
- d) Any other Marijuana Establishment;
 - e) Any drug or alcohol rehabilitation facility;
 - f) Any correctional facility, half-way house or similar facility; or
 - g) Any establishment licensed under the provisions of General Law, Chapter 138, Section 12 (Licenses for on premise alcoholic beverages).

Distances calculated pursuant to section C.(3)(a) –(b) will be measured from property line to property line. Distances calculated pursuant to sections C.(3)(c) – (f) will be measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed Marijuana Establishment. For example, a playground outside a school would be considered a facility where children congregate, so the line would be measured from the edge of the playground to the nearest point of the building that would house the potential Marijuana Establishment.

- (4) The onsite consumption of marijuana at all Marijuana Establishments is prohibited in the Town of Townsend.
- (5) Consistent with M.G.L. c. 94G, § 3(b)(2), the maximum number of Marijuana Establishments in the Town of Townsend shall be limited as follows:
 - a) Shall not prohibit one or more types of Those Marijuana Establishments identified in § 145-89A shall be prohibited.
 - b) The Unless prohibited by § 145-89A, the

- number of Marijuana Retailers shall not exceed twenty (20%) percent of liquor licenses issued pursuant to M.G.L. c. 138, § 15 for retail sale of alcohol not consumed on the premises in the Town of Townsend. Said number to be rounded up to the next whole number.
- c) The number of non-retail Marijuana Establishments shall be limited to 1 (one) unless all such Marijuana Establishments are prohibited by § 145-89A.
- (6) No smoking or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment. No burning of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment with the exception of product testing performed at a Marijuana Testing Facility or Marijuana Research Facility.
- (7) No Marijuana Establishment shall be located inside a building containing residential units, including transient housing such as motels and dormitories.
- (8) Marijuana Establishments shall be located within a permanent building and may not be located in a trailer, cargo container, motor vehicle or other similar nonpermanent enclosure.
- (9) Marijuana Establishments shall not have drive-through service.
- (10) No outside storage of marijuana, related supplies or promotional materials is permitted.
- (11) All Marijuana Establishments shall be ventilated in such a manner that
- a) if pesticides, insecticides, or other chemicals or products are used in cultivation or processing, they must be vented and dispersed into the outside atmosphere so as not to be detectible at any adjoining use or property.
 - b) no odor from marijuana can be detected by a person with a normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property.
- E. **Special Permit Conditions**
- (1) In addition to compliance with M.G.L. c. 94G and 935 CMR 500 *et seq.*, the Special Permit Granting Authority may impose reasonable conditions to improve site design, traffic flow, and public safety, and to preserve water quality, significant environmental resources and community character of surrounding area including, without limitation, the following:
- a) Minimization of the impacts of increased noise and traffic.
 - b) Imposition of security precautions to protect personnel, consumers, residents and property.
 - c) Deterring the presence of unauthorized or ineligible

- persons at, or near the Marijuana Establishment.
- d) Imposition of measures to prevent diversion of marijuana and Marijuana Products.
 - e) Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.
 - f) Conditions relating to energy efficiency and conservation.
- (2) A Marijuana Establishment shall only be allowed by special permit from the Planning Board, the Special Permit Granting Authority, in accordance with MGL c. 40A, § 9 and section 216-32.1 (Special Permits) of this chapter.
 - (3) No special permit for any Marijuana Establishment shall be issued without major site plan approval having been obtained from the Planning Board pursuant to § 145-42, Site Plan review, of this chapter. In addition to the standards set forth therein, the site plan must meet all dimensional, parking, landscaping, and signage requirements within this chapter.
 - (4) A Unless prohibited by § 145-89A, a special permit for a Marijuana Establishment shall be limited to one or more of the following uses that shall be prescribed by the special permit granting authority:
 - a) Marijuana Cultivator
 - b) Craft Marijuana Cooperative
 - c) Marijuana Product Manufacturer
 - d) Marijuana Research Facility
 - e) Marijuana Testing Facility
 - f) Marijuana Transportation or Distribution Facility
 - g) Marijuana Retailer.
- (5) In addition to the application requirements set forth above, a special permit application for a Marijuana Establishment shall include the following:
 - a) The name and address of owner(s) of the establishment;
 - b) Copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts Cannabis Control Commission and any of its other agencies for the establishment; provided that approval may be conditioned upon receipt of a final license from the CCC;
 - c) Evidence of the applicant's right to use the site of the establishment for the establishment, such as a purchase and sale agreement, deed, owner's authorization, or lease;
 - d) A letter from the Town of Townsend Police Chief, or designee, acknowledging review and approval of the Marijuana Establishment security plan.
 - e) All application requirements for Major Site Plan Review as specified in Section 145-57 - 145-61 of this Chapter unless certain non-applicable requirements are waived by the Planning Board.
 - (6) The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:
 - a) Hours of operation.
 - b) Compliance with Host Community Agreement.

- c) The submission of a copy of the license from the CCC with the SPGA and the Building Commissioner prior to commencement of operation.
- (7) The issuance of a special permit shall lapse two years from the date of the issue if not acted upon.
- (8) Mandatory findings. The special permit granting authority shall not issue a special permit for a Marijuana Establishment unless it finds that:
 - a) The facility is designed to minimize any adverse impacts on abutters and other parties in interest, as defined in MGL c. 40A, § 11.
 - b) The applicant demonstrates to the satisfaction of the special permit granting authority that it will meet all the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will comply with all applicable state laws and regulations; and
 - c) The applicant has satisfied all of the conditions and requirements set forth herein.
- (6) A special permit granted under this section shall have a term limited to the duration of the applicant's ownership or lease of the premises as a Marijuana Establishment. A special permit may be transferred only with the approval of the special permit granting authority in the form of an amendment to the special permit with all information required by the special permit granting authority.

F. Abandonment or Discontinuance of Use

- (1) A special permit shall lapse if a final license has not been issued by the CCC pursuant to CMR 500.103 within one year of issuance. The Planning Board may grant an extension if the applicant demonstrates that, despite diligent effort, circumstances beyond their control have prevented the issuance of a final license and further demonstrates to the satisfaction of the Planning Board that issuance of a Final License is forthcoming.
- (2) A Marijuana Establishment shall be required to remove all material, plants, products, equipment and other paraphernalia within six months of ceasing operations. All security measures and precautions, and all components of the Marijuana Establishment security plan, shall be observed until removal is completed;

or take any other action in relation thereto.

SUBMITTED BY: Planning Board
DESCRIPTION: This would amend Section 145-90 of the Town's Zoning Bylaw, adopted at the December 20, 2018 Special Town Meeting and which regulates recreational marijuana establishments, by excluding from its provisions any type of marijuana establishment that is otherwise prohibited through the passage of any or all of Articles 25 through 31, above, and by accompanying ballot vote(s).

VOTED: Motion Passed to take no action.

ARTICLE 34

I move that the Town vote to authorize the Board of Selectmen and the Town Administrator to

petition the General Court for special legislation in the form set forth below; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen and the Town Administrator approve amendments to the bill before enactment by the General Court, and that the Board of Selectmen and the Town Administrator are authorized to approve amendments which shall be within the scope of the general public objectives of the petition.

AN ACT AUTHORIZING THE TOWN OF TOWNSEND TO CONTINUE THE EMPLOYMENT OF RICHARD BAILEY AS POLICE CHIEF.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the authority of the same, as follows:

SECTION 1. Notwithstanding the provisions of any general or special law to the contrary, Richard Bailey, chief of the police department of the town of Townsend, may continue in such position, or lesser position in the Townsend police department, until and including June 30, 2025; provided, however, that said Richard Bailey is mentally and physically capable of performing the duties of such position. If requested said Richard Bailey shall, at his own expense, be examined by an impartial physician designated by said town to determine such capacity. No further deductions shall be made from the regular compensation of said employee under the provisions of Chapter 32 of the General Laws for service subsequent to February 28, 2010 and upon retirement said employee shall receive a superannuation retirement allowance equal to that which he would have been entitled had he retired on said date.

SECTION 2. This act shall take effect upon its passage.

SUBMITTED BY: Selectmen

READ BY: Kathleen Spofford

VOTED: Passed by Majority

ARTICLE 35

Motion was made and seconded to take no action.

Article 35 read as follows:

To see if the Town will vote to amend Article 3 Section 3-8, Water Commissioners of the Town Charter to correspond with pervious Town Meetings on September 16, 1933, May 9, 2017, and on May 1, 2018 to read:

Section 3-8, Water Commissioners

(a) Composition and Term of Office

A Board of Water Commissioners consisting of three members elected for a three year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

- (1) Defined by special agreement voted on September 16, 1933, pursuant to Chapter 391 of the Acts of 1920.
- (2) Defined by the powers and authority set forth in M.G.L. c. 41, Section 69B, accepted by the Town by vote at the Town Meeting on May 9, 2017.
- (3) In addition to the powers annunciated in Chapter 381 of the Acts 1920, and those conferred upon the Water Commissioners by M.G.L. c. 41 Section 69B, and not withstanding language within other provisions of the Town Charter to the contrary, the Water Commissioners shall be the sole governing body having full charge and control of the operation and management of the Water Department, including the authority to hire a Water Superintendent and all necessary staff to properly operate the Water Department, negotiate and enter into collective bargaining agreements with Water Department personnel as necessary and appropriate, employ attorneys, agents and servants, hire outside consultants and contractors to facilitate the operation of the Water

Department, and enter into, execute, and approve contracts for the purchase of supplies, materials, and all other matters necessary, including construction contracts, to operate the Water Department.

READ BY: Todd Melanson

VOTED: Passed to take no action

ARTICLE 36

Article was ruled out of order by the Moderator.

Article 36 read as follows:

Move to amend the Town Charter by deleting the existing language of Article 3, section 3-1 (g) and replacing it with the following, upon the approval of the General Court of Massachusetts:

SECTION 1. Any person who holds an elected office in the Town of Townsend and who has held that office for four months and has more than six months remaining in the term of such office on the date of filing of the affidavit, referred to in section two, may be recalled from office by the registered voters of said town.

SECTION 2. One hundred and twenty-five or more registered voters from each precinct of the town of Townsend for a total of at least four hundred registered voters or ten percent, whichever is greater, as certified by the registrar of voters as of the date of submission of petition to the town clerk may file with the town clerk of said town an affidavit containing the name of the officer whose recall is sought and a statement that said voters, having no confidence in the officer(s) so named, seek to remove them from their elected position. No specific grounds are required by the affidavit, merely the statement of no confidence and the desire of the voters to no longer have the officer serve in their elected capacity.

The town clerk shall deliver to the said voters petition blanks demanding said recall, printed

forms of which the clerk shall keep available. Said blanks may be completed by writing or typewriting; they shall be addressed to the board of selectmen; they shall contain the names of the persons who filed the affidavit and the statement of no confidence in the officer and; they shall demand the election of a successor to the office; and they shall be dated and signed by the town clerk. A copy of the petition shall be kept on file in the office of the town clerk in a record book maintained for that purpose. The recall petitions shall be returned and filed in the office of the town clerk within twenty-one days following the date that the petitions were issued, signed by at least ten percent of the total number of registered voters duly recorded on the registration list of the town clerk as of the preceding town election. The town clerk shall within twenty-five hours following such filing submit said petitions to the registrars of voters who shall, within seven days certify, thereon the number of signatures which are the names of registered voters of the town, and certify the total number of registered voters in the town as of the date filing the petition with the town clerk. The registrar shall determine whether a sufficient number of registered voters have signed the petition.

SECTION 3. If the petition shall be certified by the registrars of voters to be sufficient, the town clerk shall forthwith submit the same to the board of selectmen. Upon its receipt of the certified petition, the board of selectmen shall within forty-eight hours give written notice of said petition and certificate to the person whose recall is sought. If said officer(s) does not resign his/her office within five days following delivery of the said notice, the board of selectmen shall order an election to be held not less than sixty or no more than ninety days after the date the registrars' certificate of the sufficiency of the petition. If, however, another town election is to occur within one hundred days after the date of the certificate, the board of selectmen shall hold the recall election on the date of said other town election. If a vacancy occurs in the office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section, but only the ballots for candidates need be counted.

SECTION 4. An officer whose recall is sought may be a candidate to succeed himself/herself at the recall election. The nomination of candidates, the publication of the warrant for the recall election, and the conduct of the same shall all be in accordance with the provisions of laws relating to elections, unless otherwise provided in this act.

SECTION 5. The incumbent shall continue to perform the duties of his/her office until the recall election. If he/she is not recalled in the election he/she shall continue in office for the remainder of his/her unexpired term, subject to recall as before, except that he/she cannot be recalled thereby until at least six months after the election at which his/her recall was submitted to the voters. If the officer is recalled in the election, he/she shall be deemed removed upon the qualification of his/her successor who shall hold office during the unexpired term. If the successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

SECTION 6. Ballots used at a recall election shall contain the following propositions in the order indicated:

For the recall of (name of officer); and
Against the recall of (name of officer).

Adjacent to each proposition, there shall be a place to mark a vote. After the propositions shall appear the word "Candidates" followed by the names of candidates arranged alphabetically by surname.

If a majority of the votes cast upon the question of recall is in the affirmative, and provided that at least twenty-five percent of the total number of registered voters as of the date of the most recent town election have participated in such recall election, the officer shall be deemed to have been recalled.

The ballots for candidates shall then be counted, and the candidate receiving the highest number of votes shall be declared elected. If a majority of the vote on the question is in the negative, the

ballots for candidates need not be counted except as provided in section three above.

SECTION 7. This act shall take effect upon its passage.

VOTED: No vote taken

ARTICLE 37

I move that the Town vote to amend the Town Bylaws by adding a Bylaw for the reduction of plastic bags as follows:

Section I. Purpose and Intent

The production and use of thin-film single-use plastic checkout bags have significant impacts on the environment, including, but not limited to: contributing to the potential death of marine animals through ingestion and entanglement; contributing to pollution of the land environment; creating a burden to solid waste collection and recycling facilities; clogging storm drainage systems; and requiring the use of millions of barrels of crude oil nationally for their manufacture. The purpose of this bylaw is to eliminate the usage of thin-film single-use plastic bags by all retail and grocery stores in the Town of Townsend, by August 1, 2019.

Section 2. Definitions

2.1 *Checkout bag*: A carryout bag provided by a store to a consumer at the point of sale.

Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

2.2 *Grocery Store*: A retail establishment where more than fifty percent (50%) of the gross floor area is devoted to the sale of food products for home preparation and consumption, which typically also offers home care and personal care products.

2.3 *Retail Store*: An establishment that offers the sale and display of merchandise within a building.

2.1 *Reusable checkout bag*: A bag, with handles, that is specifically designed for multiple use and

is made of thick plastic, cloth, fabric or other durable materials.

2.2 *Thin-film single-use plastic bags*: Typically with plastic handles, these are bags with a thickness of 2.5 mils or less and are intended for single-use transport of purchased products.

Section 3. Use Regulations

3.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail or grocery store within the Town of Townsend.

3.2 Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are strongly encouraged to make reusable checkout bags available for sale to customers at a reasonable price.

3.3 Thin-filmed plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, are still permissible.

Section 4. Enforcement Process

Enforcement of this bylaw shall be the responsibility of the Town Administrator or

his/her designee. The Town Administrator shall determine the inspection process to be followed, incorporating the process into other town duties as appropriate. Any retail or grocery store distributing plastic grocery bags in violation of this bylaw shall be subject to a non-criminal disposition fine as specified in Appendix A of the Regulations for Enforcement of Town Bylaws under M.G.L.

Chapter 40, 21D and the Bylaw for Non-Criminal Disposition of Violations. Any such fines shall be paid to the Town of Townsend.

And to amend Appendix A of the Non-Criminal Disposition Bylaw by adding the following:

Bylaw	Fine Schedule	Fine Allowed	Enforcement Agency
Plastic Bag Reduction Bylaw	1 st Offense	Warning	Town Administrator or Designee
	2 nd Offense	\$25.00	
	3 rd Offense	\$50.00	

READ BY: Andrew Shepherd

VOTED: Passed by Majority

Motion was made and seconded to dissolve the Town Meeting.

VOTED: Passed Unanimously.

Meeting Adjourned at: 12:43 a.m.

SPECIAL TOWN MEETING

January 21, 2020

Shirley Coit was introduced to present information about protecting your animals during the winter months.

The meeting was called to order at 7:02 pm. Quorum of 121 registered voters were present as well as 4 visitors. Moderator Gene Rauhala addressed those present and proceeded to instruct town meeting floor on the rules of the Town meeting according to Town Meeting Time. The reading of the warrant was read by Kathleen Spofford, Town Clerk. Those present were Selectmen Wayne Miller and Donald Klein, Town Administrator James Kreidler and Town Council Adam Costa. Finance Committee members present were Lynn Pinkerton, Sam Grant, Jerrilyn Bozicas and Stephen Sheldon arrived after the meeting was in session.

ARTICLE 1:

I move that the Town vote to hear the reports of Boards, Committees or Commissions.

SUBMITTED BY: Board of Selectmen

MOVED BY: Selectman Miller

VOTED: Passed Unanimously

Russell Jobe addressed the audience for the Trustees of the Soldiers Memorials to notify the citizens of the Town that the Wall of Tears will be coming to Townsend in August 2020.

ARTICLE 2:

I move that the Town vote to transfer from free cash in the treasury the sum of \$3,500.00 for the purpose of paying prior fiscal year bills.

SUBMITTED BY: Board of Selectmen

MOVED BY Selectman Klein

VOTED: Passed unanimously

ARTICLE 3:

I move that the Town vote to transfer from available funds in the treasury the sum of \$9,000.00 for the purpose of supplementing the FY20 Personnel Services, Library Director and Techs or take any other action in relation thereto.

SUBMITTED BY: The Library Board of Trustees

MOVED BY: Library Trustee, Valerie Goodrich

VOTED: Passed by Majority

ARTICLE 4:

I move that the Town vote to transfer from free cash in the treasury the sum of \$55,000.00, said sum to be the first of three equal and annual payments due to fund the installment payment agreement between the Town and Police Chief Richard Bailey.

SUBMITTED BY: Board of Selectmen

MOVED BY: Selectman Miller

Motion was made to move the question: Vote was taken. Moderator was unable to determine the outcome. Five counters were sworn in: Dave Schuttler, James Goodrich, Richard Shuford, Gary Shepherd and Todd Melanson.

Results of the vote to move the question: Yes: 102. No: 3

VOTE ON ARTICLE 4: Unable to determine by voice vote. Counters called. Results on the vote for Article 4: Yes: 67 No: 56

ARTICLE 5:

I move that the Town vote to transfer \$32,000.00 from FY20 Budget, IT Department, MIS Director Salary, voted at the May 7, 2019 Annual Town Meeting to FY20 MIS expense to enable the Board of Selectmen to enter into a contract for IT services.

SUBMITTED BY: Board of Selectmen

MOVED BY: Selectman Klein

Voted: Passed by majority.

ARTICLE 6:

I move that the Town vote to amend the FY15 Capital Plan-Article 23 Annual Town Meeting held on May 6, 2014, by changing the scope from "town hall" to "town facilities" as approved by

the Capital Planning Committee.
SUBMITTED BY: Board of Selectmen
MOVED BY: Selectman Klein
Voted: Passed by majority.

ARTICLE 7:

I move that the Town vote to amend the FY20 Capital Plan by voting to repurpose Article 9 Annual Town Meeting held on May 7, 2019 from "Water Department 1 Ton Dump Truck w/Plow" to a "Water Department Utility Truck w/Plow"; as approved by the Capital Planning Committee.

SUBMITTED BY: Board of Water Commissioners
MOVED BY: Selectman Klein
VOTED: Passed Unanimously

ARTICLE 8:

I move that the Town vote to transfer from free cash in the treasury the sum of \$200,000.00 to fund the Capital Stabilization Account for FY21.

SUBMITTED BY: Board of Selectmen
MOVED BY: Selectman Klein
VOTED: Passed by majority

ARTICLE 9:

I move that the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$6,700.00 for the purpose of restoring the plaques in the front of Memorial Hall.

SUBMITTED BY: Trustees of Soldiers Memorials
MOVED BY: Selectmen Miller

Amendment was made as follows:

I move that the Town vote to transfer from free cash the sum of \$6700 for the purpose of restoring the plaques in front of Memorial Hall.

MOVED BY: Selectman Miller
VOTED: Passed unanimously

ARTICLE 10:

I move that the Town vote to transfer from Water Special Articles Emergency Repairs Fund the sum of \$20,000.00 to increase the funding

previously voted as Article 10 Special Town Meeting May 1, 2018 West End Main Street water main replacement, to cover additional expenses not anticipated.

SUBMITTED BY: Board of Water Commissioners
MOVED BY: Board of Water Commissioner, Todd Melanson
VOTED: Passed Unanimously

ARTICLE 11:

I move that the Town vote to transfer from Article 14 Annual Town Meeting May 2, 2017 Main St Cleaning the sum of \$50,000.00 to Article 10 Special Town Meeting May 1, 2018 West End Main Street to cover additional expenses not anticipated.

SUBMITTED BY: Board of Water Commissioners
MOVED BY: Board of Water Commissioner, Todd Melanson
VOTED: Passed Unanimously

ARTICLE 12:

I move that the Town vote to transfer the sum of \$57,000.00 from Water Enterprise free cash to the FY20 Water Enterprise budget, to supplement the same.

SUBMITTED BY: Board of Water Commissioners
MOVED BY: Board of Water Commissioner, Todd Melanson
VOTED: Passed Unanimously

ARTICLE 13:

I move that the Town vote to take no action on this article. (This article was for a \$5,100,000 debt exclusion to fund a Town-wide Pavement Management Plan.)

SUBMITTED BY: Board of Selectmen
MOVED BY: Selectman Miller
VOTED: Passed Unanimously

ARTICLE 14:

I move that the Town vote to take no action on

this article. (This article was to authorize the Board of Selectmen to petition the General Court for the enactment of special legislation repealing and replacing the Townsend Home Rule Charter so-called, adopted at the Town Election in 1999 and filed in the Office of the Archivist of the Commonwealth as provided in Section 12 of Chapter 43B of the General Laws, as amended by Chapter 4 of the Acts of 2014.)

SUBMITTED BY: Charter Committee

MOVED BY: Selectman Miller

VOTED: Passed Unanimously

ARTICLE 15:

I move that the Town vote to authorize the Board of Selectmen to (i) enter into one or more net metering credit purchase agreements with the owner(s) of solar photovoltaic facilities for periods of up to 20 years, and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer such net metering credit purchase agreements, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deem to be in the best interests of the Town.

SUBMITTED BY: Board of Selectmen

MOVED BY: Selectman Miller

Amendment was made by Veronica Kell: I move that the Town vote to authorize the Board of Selectmen to (i) enter into one or more net metering credit purchase agreements with the owner(s) of solar photovoltaic facilities for periods of up to 20 years, and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer such net metering credit purchase agreements, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deem to be in the best interests of the Town

contingent upon the approval of all documents and agreements by the Town residents at the Annual Town Meeting in the spring of 2020.

MOVED BY: Veronica Kell

MOTION WAS MADE TO MOVE THE QUESTION: Motion did not carry.

VOTE ON THE AMENDMENT: Passed by majority

ARTICLE 16:

I move that the town vote to accept Massachusetts General Laws, Chapter 44, Section 55C, and establish a trust to be known as the Townsend Affordable Housing Trust Fund. The purpose of the trust is to provide for creation and preservation of affordable housing in Townsend for the benefit of low and moderate income households and for the funding of community housing.

SUBMITTED BY: Townsend Housing Authority

MOVED BY: Housing Authority Chairman, Chaz Sexton-Diranian

VOTED: Passed unanimously

ARTICLE 17:

I move that the Town vote to accept Massachusetts General Laws, Chapter 64N, §3, and impose a local sales tax upon the sale or transfer of recreational marijuana by a marijuana retailer operating within the Town at a rate of three (3%) percent of the gross receipts of the vendor from the sale or transfer of recreational marijuana and marijuana products.

SUBMITTED BY: Land Use Department

MOVED BY: Selectman Miller

MOTION TO TAKE NO ACTION BY: Chaz Sexton-Diranian

VOTE to take no action: Passed by majority

ARTICLE 18:

I move that the Town vote to repeal Chapter 102 of the General Bylaws, entitled "Recycling," in its entirety, and substitute the following new Chapter 102, entitled "Recycling Committee," therefore.

Chapter 102: Recycling Committee

102.1 Administration.

The Recycling Committee by-law shall be administered and supervised by the Townsend Board of Health.

102.2 Recycling Committee Established.

The Recycling Committee (hereafter known as

the "Committee"), heretofore established, shall continue in existence to act as advocates for and/or educators of recycling in Townsend.

102.3 Duties and Responsibilities.

The Committee shall serve as facilitator for encouraging the pursuit of recycling in Townsend; shall provide alternative solutions which can contribute to addressing the disposal problems affecting Townsend; and assist the Board of Health with public education concerning recycling and composting, and public events.

102.4 Composition.

The Committee shall consist of three Townsend residents recommended by the Board of Health for appointment by the Board of Selectmen. The term of members will be three years.

Whenever a vacancy occurs in said Committee, said vacancy shall be filled by the appointment of a successor, recommended by the Board of Health and appointed by the Board of Selectmen, to fill out the unexpired term of the person whose office has been vacated.

102.5 Financial Responsibility.

The Committee may raise funds to offset the cost of education and disposal of recyclables in Townsend. Funds may be deposited in a revolving account, if so established pursuant to G.L. c. 44, §53E ½, administered by the Board of Health, and expended for such programs and activities as may be so authorized.

The Committee will submit expenditure requests to the Board of Health for consideration, and if approved, drawn from the aforesaid revolving account without further appropriation.

102.6 Reports.

The Committee shall report on its projects on an annual basis within the Town's Annual report, or take any action in relation thereto.

SUBMITTED BY: Board of Health

MOVED BY: Clerk of the Board of Health,
Linda Johansen

VOTED: Passed Unanimously

ARTICLE 19:

I move that the Town vote to accept G.L. c. 40, § 22D, authorizing the adoption, amendment, alteration or repeal of rules and regulations whereby the chief officer of the Police

Department or his or her designee may remove certain vehicles obstructing handicapped ramps, occupying parking spaces designated for the disabled or handicapped, etc.

SUBMITTED BY: Police Department

MOVED BY: Selectman Klein

VOTED: Passed unanimously

ARTICLE 20:

I move that the Town vote to amend its General Bylaws by adding a new Chapter 113, entitled "Parking," thereto, as follows.

Chapter 113 Parking.

§113-1 Authority.

This bylaw is hereby adopted pursuant to G.L. c. 40 §§22 and 22A.

§113-2 Definitions.

EMERGENCY VEHICLES

Vehicles of the Fire Department, vehicles of the Police Department, ambulances and emergency vehicles of federal, state, and municipal departments or public service corporations when the latter are responding to an emergency in relation to the Police or Fire Departments.

PARKING

The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or obedience to an officer or traffic signs or signals, or while making emergency repairs, or if disabled while arrangements are being made to move such vehicle.

PERSON

Any individual, firm, partnership, association, corporation, or other entity.

VEHICLE

Every device in, upon, or by which any person or property is or may be transported or drawn upon a street or highway including

bicycles when the provisions of this bylaw are applicable to them, except other devices moved by human power or used exclusively upon stationary rails or tracks.

§113-3 RULES AND REGULATIONS.

Pursuant to G.L. c. 40 §22, the Board of Selectmen shall make rules and regulations in furtherance of this bylaw.

§113-4 Unofficial signs prohibited.

It shall be unlawful for any person to place or maintain or display upon or in view of any street any unofficial sign, signal, or marking which purports to be or is an imitation of or resembles an official traffic sign, signal, marking, or device, or which attempts to direct the movement of traffic, or which hides from view any official sign or signal. The Chief of Police is hereby empowered to remove every such prohibited sign, signal, or marking or cause it to be removed, without notice.

§113-5 Obstruction of handicapped spaces and ramps.

No person shall park a motor vehicle in any area designated and posted for use by the handicapped or disabled veterans without handicap vehicle registration plates or a visible handicap placard issued by the Registrar of Motor Vehicles, nor shall any person park in such a manner as to obstruct a curb ramp designated for use by handicapped persons as a means of egress to a street or public way.

§113-6 Fire Hydrants and fire lanes.

- A. It shall be unlawful to leave any motor vehicle unattended within the limits of any private way furnishing means of access for fire apparatus to any building.
- B. No person shall park any vehicle or leave unattended any vehicle within 10 feet of any fire hydrant.

§113-7 Exemptions.

- A. The provisions of this bylaw shall not apply to authorized emergency vehicles as defined in this bylaw while the driver of such vehicle is operating the same in an emergency in the necessary performance of public duties. This exemption shall not, however, protect the driver of such vehicle from the consequences of a reckless disregard for the safety of others.
- B. No penalty shall be imposed upon any disabled veteran or handicapped person whose vehicle bears the distinctive number plate, or displays the special parking identification plate, authorized by G.L. c. 90 §2, or bears the official identification of a handicapped person issued by any other state, or any Canadian Province, for parking such vehicle on any way for a longer period of time than permitted by this bylaw or by any rule or regulation adopted pursuant to this bylaw.

§113-8 Violations and penalties.

- A. The penalty for any violation of this bylaw shall be \$50.00 for each offense; provided, however, that any vehicle violating §113-5 of this bylaw shall be fined \$100.00 for each offense. Each day a violation exists or continues shall constitute a separate offense.
- B. Any vehicle parked in the following areas in violation of this bylaw may be towed at the request of a police officer and at the owner's expense according to the provisions of G.L. c. 40, §22D, or G.L. c. 266, §120 D, whichever is applicable:
 - (1) in an area designated and posted for use by the

- handicapped or disabled veterans;
- (2) in front of a curb ramp designated for use by the handicapped;
- (3) in an area posted and marked as a fire lane; or
- (4) in front of a fire hydrant;

or take any other action in relation thereto.

SUBMITTED BY: Police Department

MOVED BY: Selectman Miller

VOTED: Passed Unanimously

Townsend, Massachusetts to include the parcel of land referred to as the Fessenden Field and the land upon which the Spaulding School is located, all in conformance with the terms of the North Middlesex Regional School District Agreement.

SUBMITTED BY: Board of Selectmen

MOVED BY: Selectman Klein

VOTED: Passed by majority

Motion was made to dissolve the Town Meeting made by Wayne Miller and seconded by Donald Klein. Town Meeting was dissolved at 9:18 p.m.

ARTICLE 21:

I move that the Town vote to authorize the Board of Selectmen to enter into a new twenty (20) year LEASE AGREEMENT with the North Middlesex Regional School District for the Spaulding School located at 1 Whitcomb Street,

ANNUAL AND SPECIAL TOWN MEETING

July 25, 2020, 9:00A.M

(Town Meeting was postponed from May 5, 2020, accordingly, to Chapter 53 of Acts of 2020)

The Town Meeting began at 9:07 am. Quorum was met with 91 voters present and there were 13 visitors present. Moderator, John Barrett, introduced the Town Clerk, Kathleen Spofford, Town Administrator, James Kreidler, Board of Selectmen, Wayne Miller, Donald Klein and Veronica Kell and Town Counsel, Adam Costa. The Moderator then introduced the Finance Committee, Donna Lynn Pinkerton, Andrea Wood, Jerrilyn Bozicas and Steve Sheldon. The meeting was opened with the Pledge of Allegiance lead by Boy Scout Troop 10, Liam Congdon, Rowan Congdon and Colin Synan. The Moderator instructed those present on the processes of Town Meeting according to Town Meeting Time and our own traditions. The Town Clerk then read the return of the Town Warrant for the Annual Town Meeting. The moderator nominated Gene Rauhala as Deputy Moderator; vote was unanimous.

Motion was made to adjourn the Annual Town Meeting and open the Special Town Meeting. Return of the Warrant for the Special Town Meeting was read by the Town Clerk. The Special Town Meeting began at 9:15.

ARTICLE 1

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.

Motion was made to take no action.

SUBMITTED BY: Board of Selectmen
MOTION READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 2

To see if the Town will vote to transfer from free cash, the sum of \$126,331.00 for the purpose of offsetting FY19 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

Moved that the Town vote to transfer from stabilization, the sum of \$126,331.00 for the purpose of offsetting FY20 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44. Section 31D.

SUBMITTED BY: Board of Selectmen
MOTION READ BY: Donald Klein
VOTED: Passed Unanimously

ARTICLE 3

To see if the Town will vote to close out the Building Inspectional Revolving Fund, in the sum of \$56,575.69, or take any other action in relation thereto. (This revolving fund is no longer required as the high school project is closed out.)

Moved that the Town vote to close out the Building Inspectional Revolving Fund, in the sum of \$56,575.69.

SUBMITTED BY: Town Accountant
MOTION READ BY: Veronica Kell
VOTED: Passed Unanimously

ARTICLE 4

To see if the Town will vote to transfer from Water Enterprise Retained Earnings the sum of \$2,000.00 for match to a Massachusetts Municipal Vulnerability Planning Assistance Action Grant to assess climate impacts on the Towns wells, or take any other action in relation thereto.

Moved that the Town vote to transfer from Water Enterprise Retained Earnings the sum of \$2,000.00 for a match to a Massachusetts Municipal Vulnerability Planning Assistance Action Grant to assess climate impacts on the Town's wells.

SUBMITTED BY: Water Commissioners
READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 5

To see if the Town will vote to raise and appropriate and/or transfer and appropriate and/or borrow and appropriate a sum of one hundred thirty two thousand nine hundred and thirty nine dollars and fifty two cents, (**\$132,939.52**) for a Climate Resilient Water Supply Assessment contingent on the award of grant funding to reimburse 75% of the cost. The Town will apply for a State of Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) Municipal Vulnerability Preparedness (MVP) Action Grant to reimburse 75% of this appropriation. The Town will provide an in-kind match in the amount of **\$34,249.24**, or 25% of total cost, or take any action in relation thereto.

Motion was made to move that the Town vote to borrow and appropriate a sum of one hundred thirty two thousand nine hundred and thirty nine dollars and fifty two cents, (\$132,939.52) for a Climate Resilient Water Supply Assessment contingent on the award of grant funding to reimburse 75% of the cost. The Town will apply for a State of Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) Municipal Vulnerability Preparedness (MVP) Action Grant to reimburse 75% of this appropriation. The Town will provide an in-kind match in the amount of \$34,249.24, or 25% of total cost.

SUBMITTED BY: Board of Selectmen
READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 6

To see if the Town will vote to appropriate the sum of **\$450,000.00** from the PEG Access Receipts Reserved account for the purpose of funding the production and broadcast of Public, Educational and Government (PEG) access television, said funds to be distributed under the authority and direction of the Board of Selectmen as it deems appropriate and pursuant to an agreement between the Town and its designee PEG access corporation, Townsend Community Access and Media, Inc., or take any action in relation thereto.

Moved that the Town vote to appropriate the sum of **\$425,000.00** from the PEG Access Receipts Reserved Account for the purpose of funding the production and broadcast of Public, Educational and Government (PEG) access television, said funds to be distributed under the authority and direction of the Board of

Selectmen as it deems appropriate and pursuant to an agreement between the Town and its designee PEG access corporation, Townsend Community Access and Media, Ins.

SUBMITTED BY: Board of Selectmen
READ BY: Donald Klein
VOTED: Passed Unanimously

Motion was made to dissolve the Special Town Meeting.

VOTED: Passed Unanimously

The Special Town Meeting was dissolved at 9:25 am.
The Annual Town Meeting reconvened at 9:25 a.m.

ARTICLE 1

To see if the Town will vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town, or take any other action in relation thereto.

Moved that the Town vote to authorize the Board of Selectmen to appoint all Town Officer unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town.

SUBMITTED BY: Board of Selectmen
READ BY: Veronica Kell
VOTED: Passed by Majority

ARTICLE 2

To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to:
(1) establish the following revolving funds for Fiscal Year 2021 specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, fiscal year spending limits such bylaw to provide as follows:

Moved that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to:
(1) establish the following revolving funds for Fiscal Year 2021 specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, fiscal year spending limits such bylaw to provide as follows:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling and Solid Waste	Board of Health	Collection of recyclables and solid waste	Operating costs associated with recycling and solid waste	\$20,000.00
2	Recreation Programs	Recreation Commission	Recreation Programs	Operating costs associated with programming	\$52,000.00
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$4,000.00
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$28,000.00
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for fire alarm system	\$4,000.00
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals	\$1,000.00
7	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$5,000.00
8	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$80,000.00

9	Conservation	Conservation Commission	Forest cutting proceeds	Conservation purposes	\$20,000.00
10	Fire/EMS	Fire/EMS Chief	Hazardous Materials Supplies reimbursement	Hazardous Materials Supplies replacements	\$10,000.00

SUBMITTED BY: Board of Selectmen
 READ BY: Wayne Miller
 VOTED: Passed Unanimously

ARTICLE 3

To see if the Town will vote to raise and appropriate and transfer from available funds* in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2021 pursuant to a detailed budget totaling \$23,665,776.00, or action in relation thereto.

*FUND:	PURPOSE:	AMOUNT:
	:	
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplement to operate WTRR	\$ 2,900.00
Ambulance Receipts Reserved	Supplemental to operate EMS	\$475,000.00
Recreation Receipts	Supplemental Funding to Operate	\$ 30,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$ 262,181.80

DESCRIPTION:

This is the usual and customary Town budget for next fiscal year, FY21, which began on July 1, 2020. As has been customary you will be voting by the total for each of the following functional segments:

*General Government-	\$ 1,433,980.00
*Public Safety-	\$ 3,336,494.00
*Education-	\$ 13,985,684.00
*Streets and Highways-	\$ 731,217.00
*Solid Waste-	\$ 729,900.00
*Human Services-	\$ 465,638.00
*Culture and Recreation-	\$ 446,211.00
*Debt Service-	\$ 462,605.00
*Insurances-	\$ 2,074,047.00
and	
*Grand Total-	\$ 23,665,766.00

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Moved that the Town vote to raise and appropriate and transfer from available funds in the treasury as follows:

*FUND:	PURPOSE:	AMOUNT:
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplemental Funding to Operate the WTRR	\$ 2,900.00
Ambulance Receipts Reserved	Supplemental Funding to Operate the EMS	\$ 475,000.00
Recreation Receipts	Supplemental Funding to Operate Recreation	\$ 30,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$262,181.80
PEG Access Fund	Supplemental Funding to Cover Cable Access	\$ 25,000.00

such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2021 pursuant to a detailed budget as follows:

*General Government-	\$ 1,433,980.00
*Public Safety-	\$ 3,336,494.00
*Education-	\$ 13,985,684.00
*Streets and Highways-	\$ 731,217.00
*Solid Waste-	\$ 729,900.00
*Human Services-	\$ 465,638.00
*Culture and Recreation-	\$ 446,211.00
*Debt Service-	\$ 462,605.00
*Insurances-	\$ 2,074,047.00
and	
*Grand Total-	\$ 23,665,766.00

SUBMITTED BY: Board of Selectmen
READ BY: Donald Klein
VOTED: Passed Unanimously

ARTICLE 4

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant, or take any other action in relation thereto.

Moved that the Town vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended and as appropriated in this warrant.

SUBMITTED BY: Board of Selectmen
READ BY: Veronica Kell
VOTED: Passed Unanimously

FY21 WATER ENTERPRISE DEPARTMENT BUDGET
(MAJORITY VOTE)

ARTICLE 5

To see if the Town will vote to appropriate the sum of \$1,229,338.59 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2021, and in order to fund the cost of inter-municipal expenses that \$262,180.72 of this sum be appropriated in the general fund; or take any other action in relation thereto.

Moved that the Town vote to appropriate the sum of \$1,229,338.59 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2021, and in order to fund the cost of inter-municipal expenses that \$262,180.72 of this sum be appropriated in the general fund.

SUBMITTED BY: Board of Water Commissioners
READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 6

To see if the town will vote to transfer from the Water Enterprise Fund Retained Earnings the sum of \$100,000.00 to pay down a Bond Anticipation Note (BAN) for the Main Street Water Main Replacement Project, or take any other action in relation thereto.

Moved that the Town vote to transfer from the Water Enterprise Fund Retained Earnings the sum of \$100,000.00 to pay down a Bond Anticipation Note (BAN) for the Main Street Water Main Replacement Project.

SUBMITTED BY: Board of Water Commissioners
READ BY: Wayne Miller
VOTED: Passed Unanimously

ARTICLE 7

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum or sums as detailed on the following chart for the purpose of funding the FY'21 Capital Plan as voted by the Capital Planning Committee as detailed below; or take any other action in relation thereto.

Department	Project/Equipment Title	Cost FY'21	Anticipated Funding Source
Cemetery/Parks	4500 Dodge Dump Truck 2WD	\$ 40,000.00	Free Cash
		\$ 10,000.00	Cemetery Accounts
Fire/EMS	ALS Equipment Replacement (Cardiac Monitor, EZIO, PEDI, etc.)	\$ 63,450.00	Ambulance Reserve Receipt Account
Fire/EMS	Replace Ambulance 2 (1 st payment on 3yr lease)	\$ 103,160.00	Ambulance Reserve Receipt Account
Fire/EMS	Replace Forestry 1 (1995) Third Request	\$ 140,500.00	Capital Stabilization Fund
		\$ 75,104.00	Capital Exclusion
Fire/EMS	Replace Squad (2007- Replace 12 year-old) refurbish Cab & Chassis of 1995 truck	\$ 5,000.00	Capital Stabilization Fund
	Joint Fire/Police Radio Upgrade/Replacement Microwave Link	\$ 110,000.00	Capital Stabilization Fund

Fire/Police	Pepperell RECC/Tower Project	\$ 65,000.00	Capital Stabilization Fund
Highway	New Cat 930M Loader (1 st payment on 5-yr lease)	\$ 39,404.00	Capital Stabilization Fund
Police	Vehicle Leases/police cruisers (3 rd payment)	\$ 59,655.00	Operating Budget (Tax Levy)
Water	Water Main Replacement Main Street Well to West Elm	\$1,200,000.00	Water Department Retained Earnings
Water	Witches Brook Station	\$ 75,000.00	Water Dept. Retained Earning
	Total All Projects & Equipment	\$1,986,273.00	

Moved that the Town vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum or sums as detailed on the following chart for the purpose of funding the FY'21 Capital Plan as voted by the Capital Planning Committee as detailed below:

Department	Project/Equipment Title	Cost FY'21	Anticipated Funding Source
Cemetery/Parks	4500 Dodge Dump Truck 2WD	\$ 40,000.00	Free Cash
		\$ 10,000.00	Cemetery Accounts
	ALS Equipment Replacement (Cardiac		

Fire/EMS	Monitor, EZIO, PEDI, etc.)	\$ 63,450.00	Ambulance Reserve Receipt Account
Fire/EMS	Replace Ambulance 2 (1 st payment on 3yr lease)	\$103,160.00	Ambulance Reserve Receipt Account
Fire/Police	Joint Fire/Police Radio Upgrade/Replacement Microwave Link Pepperell RECC/Tower Project	\$110,000.00	Capital Stabilization Fund
		\$ 65,000.00	Capital Stabilization Fund
Fire/Police	Replace Squad (2007- Replace 12 year-old) refurbish Cab & Chassis of 1995 Truck	\$ 5,000.00	Capital Stabilization Fund
Police	Vehicle Leases/police cruisers (3 rd payment)	\$ 59,655.00	Operating Budget (Tax Levy)
Water	Witches Brook Station	\$ 75,000.00	Water Dept. Retained Earning
	Total All Projects & Equipment	\$531,265.00	

SUBMITTED BY: Capital Planning Committee
 READ BY: Donald Klein
 VOTED: Passed Unanimously

ARTICLE 8

To see if the Town will vote to authorize the Board of Selectmen to (i) enter into one or more net metering credit purchase agreements with the owner(s) of solar photovoltaic facilities for periods of up to 20 years, and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer such net metering credit purchase agreements, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deem to be in the best interests of the Town, or take any other action in relation thereto.

Moved that the Town vote to authorize the Board of Selectmen to (i) enter into one or more net metering credit purchase agreements with the owner(s) of solar photovoltaic facilities for periods of up to 20 years, and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer such net metering credit purchase agreements, all of which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deem to be in the best interests of the Town.

SUBMITTED BY: Board of Selectmen

READ BY: Wayne Miller

DESCRIPTION: This vote is not approving a contract it is merely authorizing the Board of Selectmen to be able to if the members wish to do so. This article would allow the Board of Selectmen to enter into an agreement that would result in the town saving no less than 15% off of its electricity bills for all town buildings. This would authorize the Board of Selectmen to enter into an agreement to purchase credits equal to one kilowatt hour each that are generated by the new solar farm that was built off of West Meadow Road. Each credit would offset a kilowatt hour of power consumption on the town's bills and would be sold to the town at a discounted rate set at no less than 15% lower than the cost of the power being offset.

Moderator disclosed that he has represented the owner of the company, Nexamp, in which the Town may or may not enter into contract with. Deputy Moderator was called to continue on this article.

Motion was made by Chaz Sexton-Diranian to take no action on this article at this time.

VOTE TO TAKE NO ACTION: Passed by Majority

ARTICLE 9

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$27,500.00 for the purpose of funding the Assessors' FY21 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

Moved that the Town vote to transfer from Free Cash the sum of \$27,500.00 for the purpose of funding the Assessor's FY'21 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

SUBMITTED BY: Board of Assessors

READ BY: Veronica Kell

VOTED: Passed Unanimously

ARTICLE 10

To see if the town will vote to transfer from free cash the sum of \$55,000.00 to fund the second of three installments of the *Installment Payment Agreement* executed by the Board of Selectmen and former Police Chief Richard Bailey, or take any other action in relation thereto.

Moved that the Town vote to transfer from free cash the sum of \$55,000.00 to fund the second of three installments of the *Installment Payment Agreement* executed by the Board of Selectmen and former Police Chief Richard Bailey.

SUBMITTED BY: Board of Selectmen
READ BY: Wayne Miller
VOTED: Passed by Majority

Motion to dissolve the Town Meeting at 11:00 a.m.

READ BY: Wayne Miller
VOTE: Passed Unanimously

BOARD OF ASSESSORS - 2020

The Board of Assessors and its staff are responsible for the valuation of all real estate and personal property subject to taxation. Assessed valuations are based on “full and fair cash value” as of January 1st preceding each fiscal year.

Our three member Board of Assessors consist of a chairman and two members. It is an elected Board with each member carrying a three-year term. This past April Laura Shifrin took over the chairman position. Carol LeConti moved into the vice chair position. Julie Byars fills the remaining member position.

In order to maintain assessments at or near market value, the Board of Assessors regularly compare property valuations with the selling prices of properties that have sold in Townsend. Assessment-to-sales ratio statistics are analyzed to determine the median assessment level as well as assessment uniformity. We strive to maintain an accurate property database through our ongoing cyclical inspection program. Each parcel has a field card that contains information such as land size, building description, sales information, etc. These property record cards are available in our office and can now be accessed online through the town website.

We would like to thank the Town for its support of our office and the efforts we have made to insure that the tax revenues flow to the Town in a consistent and timely manner.

Respectfully,
Victoria Tidman, Principal Assessor

For the Members of the Board of Assessors and Staff

Laura Shifrin, Chairman
Carol LeConti, Vice-Chair
Julie Byars, Member
Jodie Deschenes - Administrative Assessor

Fiscal Year 2020 Assessments and Revenues by Major Property Class

Property Class	Levy Percent	Valuation by Class	Tax Rate	Tax Levy
Residential	91.8546	890,291,670	19.52	17,378,493.40
Commercial	3.7052	35,911,845	19.52	700,999.21
Industrial	2.0020	19,404,400	19.52	378,773.89
Personal Property	2.4382	23,631,680	19.52	461,290.39

Valuation and Tax History

Fiscal Year Change (%)	Tax Rate	Valuation by Class	Accounts	Tax Levy	
2020	19.52	969,239,595	3,975	18,919,556.89	3.943
2019	19.33	941,641,168	3,991	18,201,923.78	5.442
2018	20.26	852,049,610	3,987	17,262,525.10	6.532
2017	19.67	823,792,625	3,978	16,204,000.93	4.565
2016	19.80	782,649,577	4,028	15,496,461.63	3.535

New Growth Revenue

Fiscal Year	Added Valuation	Tax Rate	New Revenues	Change
2020	7,743,987	19.33	149,692.00	-18.85
2019	9,104,550	20.26	184,459.00	41.18
2018	6,642,506	19.67	130,658.00	-18.39
2017	8,085,961	19.80	160,102.00	14.48
2016	7,318,200	19.11	139,851.00	29.44

FINANCE COMMITTEE - 2019

The year started with two open positions. In November the one position was taken by Scott Doremus, and in Jan by Joe Sciacca. However, Scott resigned in June leaving us with one open position for the new fiscal year. Thank you Scott for your contribution to the committee. For the current members thank you for all your hard work and commitment to the committee.

The Finance Committee has requested an increase in the budget. Due to the fact. That for the last two years at the Special Town Meeting a request was made to replenish the Reserve Fund. A \$5,000 a year request over the next three years, would bring the Reserve Fund to a total of \$50,000.

During the year and especially during budget time a lot of work and understanding of how town government works, with myriad rules and regulations is demanded of the committee. The committee is the overseer of the town finances and looks out for the town's best interest.

TAX COLLECTOR/TREASURER 2019

MONTH	RECEIPTS	DISBURSED	BALANCE
BEGINNING BALANCE 6/30/18			\$ 9,756,447.94
July-18	\$ 2,937,576.50	\$ 2,480,681.52	\$ 10,213,342.92
August-18	\$ 3,180,965.92	\$ 4,597,963.00	\$ 8,796,345.84
September-18	\$ 841,547.48	\$ 899,827.25	\$ 8,738,066.07
October-18	\$ 2,457,640.61	\$ 949,774.42	\$ 10,245,932.26
November-18	\$ 2,541,596.56	\$ 4,067,767.41	\$ 8,719,761.41
December-18	\$ 391,401.25	\$ 844,278.40	\$ 8,266,884.26
January-19	\$ 4,905,593.39	\$ 1,361,367.36	\$ 11,811,110.29
February-19	\$ 977,591.55	\$ 4,123,918.62	\$ 8,664,783.22
March-19	\$ 1,231,004.99	\$ 1,262,903.74	\$ 8,632,884.47
April-19	\$ 4,429,653.07	\$ 815,193.35	\$ 12,247,344.19
May-19	\$ 2,265,246.91	\$ 4,671,261.13	\$ 9,841,329.97
June-19	\$ 771,819.38	\$ 922,464.00	\$ 9,690,685.35
BALANCE PERFORMANCE BONDS			\$ 2,333,982.41
TAX TITLE COLLECTED			\$ 119,016.87

FY 19 COLLECTOR	PAYMENTS	JUNE 30, 2019 BALANCE
2019 Real Estate	\$ 17,290,229.38	\$ 348,837.00
2018 Real Estate	\$ 148,901.87	\$ 148,012.00
2017 Real Estate	\$ 4,401.87	\$ 8,689.00
2019 Personal Property	\$ 465,180.54	\$ 4,816.29
2018 Personal Property	\$ 3,166.40	\$ (3,809.66)
2017 Personal Property	\$ 204.41	\$ 3,482.37
2016 Personal Property	\$ 25.04	\$ 523.21
2019 Motor Vehicle	\$ 1,044,311.19	\$ 148,180.00
2018 Motor Vehicle	\$ 250,003.96	\$ 41,687.00
2017 Motor Vehicle	\$ 17,044.43	\$ 12,855.00
2016 Motor Vehicle	\$ 5,291.12	\$ 8,553.00
Payments in Lieu of Tax	\$ 10,000.00	
Title V Liens (amortized)	\$ 17,004.33	
Water Liens	\$ 16,102.04	
Interest on Taxes	\$ 52,011.79	
Municipal Lien Certificates	\$ 11,175.00	
Demand Fees	\$ 9,585.00	
Warrant Fees	\$ 10,004.00	
RMV Non-renewal	\$ 8,645.00	
NSF & Bank Charges	\$ 75.00	
Advertising Fees	\$ -	
Total	\$ 19,366,647.46	

Respectfully submitted by, Anna Noyes, *Treasurer/Tax Collector*

POLICE DEPARTMENT 2020

The Townsend Police Department shall protection of life and property. Members pledge a dedicated responsibility to the requiring that each member be attentive recognize our responsibility to maintain every individual. Our objective will be community in an effort to improve the or visit the Town of Townsend.



be committed in the preservation of peace and of the Townsend Police Department must Law Enforcement Profession, further in the delivery of quality services. We further order while affording dignity and respect to to develop partnerships within the overall quality of life for all that reside, work,

On behalf of the Townsend Police Department, it is my privilege to present the Department's 2020 Annual Report.

It is difficult to adequately describe the challenges of 2020 to the law enforcement profession. In addition to the difficulties posed by the global COVID-19 pandemic, citizens in towns and cities throughout the country have lost faith in their police departments due to a seemingly endless stream of controversial interactions with citizens. This has led to challenges to police legitimacy and an erosion of public support for the police from all walks of life. While we have not experienced the loss of public support many departments have, we understand that we must police in a manner consistent with the values of the community if we are to build on the level of support we have long enjoyed. To that end, the Townsend Police Department continues to work tirelessly to build and maintain trust within our community. We work with community groups, organizations, and leaders to build trust, legitimacy, and partnerships. Our on-going training, whether in de-escalation, defensive tactics, use of force decision making, or implicit bias is aimed at providing our officers the tools to protect you, the public, and themselves, in a competent and professional manner. We will continue our efforts to assess and critique our policies, training and procedures to ensure that they remain consistent with industry standards and community values.

We have embraced many of the recommendations made by President Obama's Task Force on 21st Century Policing which published its Final Report in May 2015. This task force was commissioned by the President in light of events that have strained relations and threaten police legitimacy. The final report of the task force advances six main topic areas or "pillars" that provide a foundation of sound policing practices that promote effective crime reduction while building public trust and strengthening community relations. Incorporating recommendations from the report into our policies and protocols has been the focus of my work on the

Community Policing Committee for the International Chiefs of Police Association. In furtherance of this effort, the department plans to formally re-enter the “self-assessment” phase of accreditation this year through the Massachusetts Police Accreditation Commission.

Achieving accreditation/certification requires departments to develop a comprehensive and uniform set of written directives that promote the use of "best practices" in meeting their mission. These policies and procedures provide a solid foundation for making evidence-based decisions, limiting liability and risk exposure. Accreditation will strengthen our commitment to accountability and excellence within the organization and bring us in compliance with recently passed criminal justice reform. We are in the process of developing a timeline for this project and will do what we can to control costs by seeking alternative funding sources.



The department continues to take advantage of state and federal grants. In 2020, we received grants for traffic direction and control equipment, a civilian alert system (CodeRED), police bicycles, computers, and a radar message board. We also received funding for a fingerprint scanner, scheduling software, and were awarded the Edward Byrne Memorial Justice Grant to purchase body worn cameras for our patrol staff. In addition, the department began partnering with Med-Project. Med-Project provides the department with a kiosk for unwanted and expired medication and disposes of these drugs with no cost to the department. These grants amount to over \$100,000 in financial assistance or approximately 6% of the department's operating budget. The police department will continue to seek opportunities for funding to enhance our abilities and reduce costs through increased quality control and oversight.

Despite more than 15,000 calls for service, the department received only 8 complaints against the department or its personnel in 2020. None of these complaints were sustained. These were the only internal investigations conducted by the department in 2020 (there were 6 in 2019). An overview of the department's complaint/commendation process can be found at our website. Complaints and commendations can be submitted there or forms to do so can be picked up at the police station and/or Town Clerk's Office.



On the personnel front, I was appointed Police Chief in January (interim with permanent appointment made in April) to replace Chief Richard Bailey who retired effective January 1st. The department also welcomed two new patrol officers: Officer Christopher Tucker and Officer Paul Theodoulou. These officers come to us with prior experience. Officer Tucker was hired in January after serving as a police officer with the Shirley Police Department. Officer Theodoulou was hired in September after serving for the Fitchburg Police Department for 5 years. Marcie Furlong was also hired in September to serve as the department's Administrative Assistant. Ms. Furlong has extensive experience in communications/dispatch having served with the Massachusetts State Police, Boxborough Police, and Tyngsborough Police Departments. A number of veteran officers were recognized for their efforts in 2020 as well. Lt. Mark Giancotti was recognized for 25 years of service to the Town of

Townsend and officers Jeffrey Giles and Michael Marchand were presented Life Saving Awards. In October, officers Giles and Marchand responded to a motor vehicle accident and encountered the motorist in full cardiac arrest. The quality and timely care provided by these officers saved the person's life and are a representation of the fine work done by the men and women of the Townsend Police Department on a daily basis.

Currently, the Townsend Police Department has a vibrant array of community policing programs designed to engage the citizenry in order to improve the delivery of efficient police services. You can find information about our programs, social media accounts, and about the community notification system the department employs to convey emergency and non-emergency information to residents on our website (townsendpd.org).

Our entire department remains committed to doing our best to maintain the high quality of life enjoyed in the Town of Townsend. I ask for your continued support as we move forward and thank you for the opportunity to serve as your Chief of Police.

Respectfully submitted,

James P. Sartell, Chief of Police

TOWNSEND FIRE-EMS DEPARTMENT 2019

The calendar year of 2019 started off with a 3 alarm fire in January in the middle of the night at 95 Turner Road. This was a brutally cold morning following a snow storm with a temperature of -11 degrees. Crews did an outstanding job containing the fire to one end of a very large home. This was a very expensive fire on the Martin Luther King Jr. holiday compounded by equipment breakdowns. During the fire Engine 1 generator failed and had to be replaced. The day after the fire Engine 3 pump was found leaking and had to be rebuilt.

This was followed by a 4 alarm fire in February at Pine Ridge Estates. This was a challenging fire in a wood frame garden style apartment complex built fifty years ago before sprinklers were required and with open voids spaces between the walls allowing fire to travel quickly. Security camera footage discovered after the fire showed the fire had been burning in-between the walls on all three floors before it broke out and activated the alarm system. Thankfully the fire occurred in the early evening hours while several residents were not home and all were awake. The alarm system activated and everyone was able to escape the fire. Townsend Firefighters assisted by seven surrounding towns battled the fire through the night before it was brought under control. The building was a total loss, no injuries were reported and forty eight people were left homeless. That night and several days following the fire several town and state agencies came together to provide food, clothing, shelter and relocate these individuals. It was very impressive community effort.

We are thankful for the support of the Selectmen, Town Administrator and the Citizens for supporting an increase in staffing for the Fire-EMS Department 2019. Three new full-time positions were added to the budget to replace per diem (part-time) personnel. These new positions and one existing full-time position were placed on a traditional shift rotation enabling us to have one full-time person on duty 24 hours a day 7 days a week for the first time in the Fire-EMS department history. As planned and anticipated this has reduced the number of hours we have been short staffed and should nearly eliminate us from dropping from advanced life support (paramedic) level to a basic life support level of care.

Over the last year we switched our cellular phone and wireless devices over from Verizon to FirstNet emergency responder network. After 9/11 the Federal Government decided the nation needed a wireless network dedicated to emergency responders at a discounted rate to eliminate delays and loss in service during emergencies. FirstNet was created, put out to bid and awarded to AT&T to

manage. Now 18 years later, the first of many phases has been completed. FirstNet service is available and we are one of the first in the country to switch over.

For Townsend Fire-EMS this means all department phones and wireless devices have a special black SIM card. This card allows our devices to operate on a separate emergency responder cellular network. When the first respond network is not available it will work on the public cellular network and always has priority over all other traffic. Calls and data are unrestricted, never throttled and we have access to an app store for emergency responder apps. All department members once vetted by FirstNet or approved by the Chief are eligible to subscribe to FirstNet for personal phones at the same discounted rates.

Fire-EMS is dependent on 2-way radios to receive emergency calls and communicate during emergency. Our interested in switching to FirstNet was to expand our 2-way radio coverage by being one of the first to implement push to talk over cellular to radio technology. Equipment was installed to integrate cellular technology into our radio system. Utilizing an app on our phones we can now transmit and receive on our dispatch radio channel from our phones. In the past radio communications was limited to in an around town. Now we can communicate on our radio system anyplace we have a cellular signal. Currently all full-time personnel, several of the department's officers, both ambulances and the paramedic truck have these capabilities.

We have been fortunate to receive a number of grants over the past year. Thanks to \$54,334 in FEMA Fire Act Grant funds three personnel attended paramedic training and the majority of the department EMT's attended tactical emergency casualty care training. \$6,500 was received from Massachusetts Department of Fire Services to conduct student awareness fire education (S.A.F.E) and senior awareness fire education along with \$2,638.80 to replace firefighting gloves and \$5,000 to purchase a firefighter protective clothing washer extractor for the Harbor Fire Station. Both are an attempt by the state to reduce exposure to cancer causing agents in the fire service. By participating in the Massachusetts Certified Public Expenditure program will be receiving an estimated \$44,000 in additional revenue for treatment and transportation of patient with Medicare or Medicaid insurance.

Staffing continues to be a challenge for the department which is currently comprised of seven full-time personnel, twenty seven per diem (part-time) paramedics, forty paid-on-call Firefighter and three volunteers. When we advertised the three new full-time positions we received eight applications.

Only four of the applications met the minimum qualifications, one dropped out of the process and one was eliminated leaving us with two which were hired. The remaining position was reposted, we received one qualified applicant which we hired. Since that time one of the original hires that had no fire experience has resigned and we are struggling to find a qualified candidate to fill this position. We believe this is attributed to a shortage of paramedics in the northeast, low wage rates and that we do not provide healthcare at retirement.

The paid-on-call Firefighter side is also struggling much like the rest of the nation is. Our last applicant was one year ago. Paid-on-call Firefighters are similar to volunteers. They work regular jobs outside the Fire-EMS service, attend regular training, meetings and respond to calls from home or work when available. The difference between volunteers and paid-on-call is they get paid when they show up. Meeting minimum training and participation requirements with limited time to contribute makes it difficult and is the primary reason volunteers and paid-on-call membership continues to dwindle in Townsend and across the country.

In May I will have completed six years as Fire-EMS Chief with the Town. It has been an honor and a pleasure to serve the community. It has been a privilege to work alongside the brave men and woman of Townsend Fire-EMS. Although staffing maybe a challenge at times, we are fortunate to have some of the best in the state working for us here in Townsend. I look forward to serving with them in the years to come.

Respectfully submitted,
Mark R. Boynton, Fire-EMS Chief

TOWNSEND FIRE-EMS DEPARTMENT 2020

2020 was a challenging year for the Fire-EMS Department due to the global COVID-19 pandemic. Adjustments to the way we operate were made early in the year and sometimes on a daily basis. These adjustments ensured that we had adequate staffing, that personnel were properly protected from exposure, and that we appropriately rationed protective equipment supplies. Staffing was increased on medical calls to address the additional time required to put on protective gear and to disinfect equipment and ambulances after each emergency response. Personnel attended weekly statewide conference calls to stay informed of the rapidly changing situation and to make adjustments based on state and federal guidelines.



The pandemic also had a significant financial, operational and psychological impact on the Fire-EMS department. The number of per diem personnel available to staff shifts dropped due to concerns of increased exposure. Some area departments restricted full-time staff from working part-time for other departments further reducing our available staff. We also had part-time members stop working or take a leave of absence to reduce their exposure. Adding to these challenges, was the fact that many of our members had to quarantine after contracting or being exposed to COVID-19 themselves. As a result, full-time members filled in the gaps in the schedule working an unusually high level of overtime hours which significantly impacted the budget.

The psychological impact cannot be measured, truly known or understood. Hundreds of patients with COVID-19 have been transported by Townsend Fire-EMS ambulance personnel. Being on the front lines though this pandemic has taken its toll on us all. Fear of contracting COVID-19 or worse, unknowingly infecting a vulnerable family member, has weighed heavily on every member's mind. Thankfully, Townsend Fire-EMS members made it through 2020 without any tragedies. At the time of this writing all Fire-EMS members have been vaccinated providing some comfort, however, operationally the department will never return to the way it once was.

Staffing: Townsend Fire-EMS department provides fire, advanced life support emergency medical, and rescue service. This is accomplished with seven career members, twelve per diem paramedics, forty one paid-on-call staff and two volunteer personnel. Two Firefighter/Paramedics are on duty nights and weekends and five personnel, including the Chief, work during the week. The additional staff on week days ensure rapid response to calls and allow us to conduct fire inspections and to perform administrative duties. The majority of our personnel are paid-on-call and respond from home or work to assist on-duty personnel or answer additional calls when on-duty personnel are already on a call.

In 2020 paid-on-call member Jeff Cormier was hired full-time. Jeff was one of three members that took advantage of a FEMA Fire Act Grant awarded to Townsend. This grant provided funding for three Townsend personnel to attend the two-year paramedic training program. Jeff graduated from paramedic's school and became a nationally certified paramedic in 2020.

Emergency Incidents: 2020 was a busy year for Townsend Fire-EMS with a total of 1,294 calls for service including two multiple alarm fires in December. The historic St. John Evangelist Church Rectory building at the head of the town square was lost to fire on December 21st in a 4-alarm fire. The following night the Dew More Farm on Turnpike Street lost its maintenance building in a 3-alarm fire.



Fires and Alarms - 127

Hazardous materials response and hazardous conditions - 34

Service calls - 165

Medical Calls and Rescues - 968

Inspections / Permitting Services: In addition to emergency calls, the Fire-EMS department also conducts fire and life safety inspections that are required by the Massachusetts Fire Prevention Codes. In 2020, we provided 534 permits and conducted 225 inspections. These include burn permits and inspections for; smoke and CO detectors, oil burners and propane tanks, licensed alcohol sales locations, commercial buildings, and apartment complexes.

Community involvement: It is important to us, as a department, to be a part of our community. However, due to the COVID-19 pandemic our opportunities were limited in 2020. Annual events such as the Memorial Day parade and the Christmas tree lighting were canceled, while kid SAFE and Senior SAFE programs were suspended for the year.

Training: Training is another focus for us here at the Fire-EMS Department. Adjustments were made to safely continue training and to meet state guidelines during the COVID-19 pandemic. We transitioned to online training as much as possible. When hands-on, face-to-face training was required in order to maintain skills, we conducted training by each company at their respective stations. These training sessions were limited to ten people or fewer and everyone followed social distance protocols.



Notable Training and Accomplishments in 2020: Lieutenant Jonathan Kinney, Firefighter Jeffery Cormier, and Firefighter Robert Henderson completed Paramedic training. Firefighters Sam Galeota and Shane Ajaujo completed Emergency Medical Technician Basic training.

Other notable events in 2020: Although every call we respond to is important and every member is commended for their service which contributes to the success of the organization, it's especially noteworthy to recognize when our actions save lives. In 2020 lifesaving awards were given to Fighter/Paramedics Andrew Perry, Jeff Cormier, Brian Harkins, and Firefighter/EMT Jonathan Kinney for their efforts saving a man in late October after he suffered a cardiac arrest on Rt. 13 half a mile from the central station. Thanks to early CPR started by Police Officers Michael Marchand and Jeff Giles, quickly followed by advanced cardiac care by Fire-EMS personnel, the male patient was treated, transported and resuscitated with no long term effects. The gentleman stopped by the station to thank those who responded a week later. A few days after that in early November, Lieutenant/Paramedic Ben Simmons, Firefighter/Paramedic Jeff Cormier, Firefighter/Paramedic Thomas Hall and Firefighter/EMT Greg Galeota saved the life of a man having a heart attack. They quickly diagnosed and treated this fatal condition and transported the male patient to Southern NH Hospital before he went into cardiac arrest. These individuals also received lifesaving awards.

Firefighter/EMT Sam Galeota was recognized in 2020 for his achievements and received the Firefighter of the year award. Firefighter/Paramedic Robert Henderson was recognized for the second year in a row as the EMT of the year.

Firefighter John Elliot, former Deputy Fire Chief retired from the department after serving 35 years. Paramedic Nicole Carter retired after serving seventeen years. Brett King was promoted to the rank of Paid-On-Call Captain.

We would like to thank the Town Administrator, the Board of Selectmen, other Town Departments and Board, and the citizens of Townsend for their dedication and support of our operations.

Respectfully submitted,

Mark R. Boynton – *Fire-EMS Chief*

On Behalf of the Members of the Townsend Fire-EMS Department.

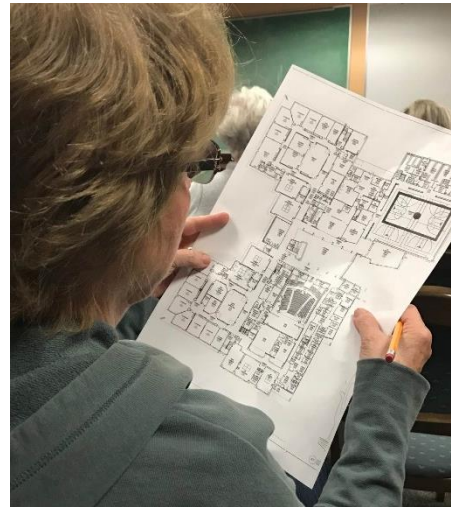
TOWNSEND EMERGENCY MANAGEMENT AGENCY 2019

“Prepare Plan Protect Preserve”

This year our team volunteered well over 1,000 hours in our effort to plan, prepare, protect and preserve our community.

In February, TEMA managed the town emergency shelter in response to a large-scale fire that displaced numerous families and pets. We worked closely with many of our town’s organizations providing food for the victims and support staff for the 7 days the shelter was in operation. During this event, we also worked with MEMA and various other social service agencies to provide needed benefits. In July, when temperatures reached unsafe levels for an extended period, TEMA opened a multi-day cooling center at the town meeting room. In October, we provided traffic control assistance in support of Greg’s Run and ensured runners were not impeded by vehicles on their route.

Throughout the year, TEMA members continued enhancing their skills and logged over 120 training hours. Our members participated in educational opportunities that included National Stop the Bleed, ServSafe, Active Shooter Response, Unil Electrical Safety and Gas Emergency Preparedness, FEMA Agro-Terrorism and CMDART Large Animal Rescue. We then combined training and safety in working together with the Board of Health on the continuing development of the new Emergency Dispensing System (EDS) that would provide needed vaccinations and medication to town residents in the event of an unforeseen pandemic.



TEMA members also participated in several community events including Earth Day, National Night Out and Truck-a-palooza where they met residents and shared with them the importance of planning and preparing in their own environments.

I regularly participate in local, regional and statewide meetings and trainings and continue to work with the representatives of these groups to ensure our town stays informed and is prepared.

None of the activities listed above would have been possible without the help of my two deputies – Tom Whittier and Brian Kennedy and the dedicated group of volunteers that meet regularly and respond with enthusiasm whenever they are called. My thanks to all of them. We can feel confident that we are working hard to fulfill our mission to Plan, Prepare, Protect and Preserve our wonderful town.

Respectfully submitted,

Shirley Coit, *Emergency Management Director*



HIGHWAY DEPARTMENT 2019

James Smith – Highway Superintendent

The Highway Department is responsible for the maintenance and repair of the Town's infrastructure. The work includes: sidewalk maintenance, pothole repair, street sign installation and replacement, brush trimming, catch basin repairs and cleaning, street sweeping, roadway patching, culvert replacement and winter operations. This workload is completed by one superintendent, three Heavy Equipment Operators, one truck driver, one laborer, one mechanic and one office assistant.

Major roadway repairs, paving and sidewalk replacement are completed using MassDOT's Chapter 90 program.

Street Sweeping/Catch Basin Cleaning: The Highway Department performs a comprehensive town wide street sweeping operation annually (164 lane miles). This minimizes the entry of sand into the drainage system and helps keep environmental impacts to a minimum. The removal of sand and debris from the town's catch basins (750) remains important. We attempt to clean all catch basins in a three year cycle with the priority being Timberlee Park and Pine Tree Haven.

Roadway Asphalt Repairs and Overlays:

- Clement Rd: Mill and resurface at a cost of \$190,450.44 (chapt 90)
- Old City Rd: Shim and resurface at a cost of \$141,200.10 (chapt90)
- Bayberry Hill Rd: Mill and resurface at a cost of \$416,600.14 (chapt90)
- Cross St: Overlay at a cost of \$23,781.17 (roadway paving, Article 9)
- Bayberry Dead end: Overlay at a cost of 12,702.04 (roadway paving, Article 9)
- Wyman Rd: Shim and overlay at a cost of \$27,021.04 (roadway paving, article 9)
- New Fitchburg Rd: Mill and overlay for 1 ½ miles at a cost of \$223,788.04 (roadway paving, Article 9)

As always, pothole patching continued throughout the year. Approximately 375.28 tons of asphalt was placed throughout the year for pothole repairs and minor overlays.

Waste Oil Collection: 379 gallons of waste oil were collected from January through December of 2019. Waste oil is only collected on the first Saturday of every other month. If a holiday falls on the Friday before the first Saturday or during that weekend, then waste oil will be collected on the second Saturday of that month. Please check the town's web site for dates and times.

Construction Goals for 2020: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to finish Milling and Resurfacing New Fitchburg Rd, and Mill and resurface Greenville Rd.

Winter Operations: During the winter of 2019 the Highway Department was called out to salt and/or plow 31 times. Of those 31, 10 were events that required plowing. Snow and ice operations were completed by Highway staff, and hired contractors. Sidewalks are cleared only after the roads are cleared and safe.

Sand is available to town residents at the highway garage located at 177 Main Street at the rear left corner of the lot. The sand is mixed with salt which keeps the sand from freezing solid.

My continued thanks go out to my staff, Keith Letourneau, Matt Brady, Ron Eggleston , Heavy Equipment Operators, John Clark, truck driver, Zachary Leonardo, laborer, Wayne Thomas, Fleet Maintenance Mechanic and Leigh Reddin, office assistant for all the hard work they perform throughout the year.

HIGHWAY DEPARTMENT 2020

The Highway Department is responsible for the maintenance and repair of the Town's infrastructure. The work includes: sidewalk maintenance, pothole repair, street sign installation and replacement, brush trimming, catch basin repairs and cleaning, street sweeping, roadway patching, culvert replacement and winter operations. This workload is completed by one superintendent, one foreman, two Heavy Equipment Operators, one truck driver, one laborer and one mechanic.

Major roadway repairs, paving and sidewalk replacement are completed using MassDOT's Chapter 90 program.

Street Sweeping/Catch Basin Cleaning: The Highway Department performs a comprehensive town wide street sweeping operation annually (164 lane miles). This minimizes the entry of sand and debris into the drainage system and helps keep environmental impacts to a minimum. The removal of sand and debris from the town's catch basins (750) remains important. We attempt to clean all catch basins in a three year cycle with the priority being Timberlee Park and Pine Tree Haven.

Roadway Asphalt Repairs and Overlays:

- There were no major road repairs (Resurfacing/Overlays) in the year 2020. The uncertainty of Chapter 90 funding associated with the Covid-19 pandemic made it difficult to prepare and complete such projects.
- \$709,524.82 of Chapter 90 funding remains in Townsends chapter 90 contract.

As always, pothole patching continued throughout the year. Approximately 313.44 tons of asphalt was placed throughout the year for pothole repairs and minor overlays.

Waste Oil Collection: 242 gallons of waste oil were collected from January through December of 2020. Waste oil is only collected on the first Saturday of every other month. If a holiday falls on the Friday before the first Saturday or during that weekend, then waste oil will be collected on the second Saturday of that month. Please check the town's web site for dates and times.

Construction Goals for 2021: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to Mill and Resurface Highland St and Mill and resurface Canal St, Mason Rd and Greenville Rd

Winter Operations: During the winter of 2020, the Highway Department was called out to salt and/or plow 23 times. Of those 23, 8 were events that required plowing. Snow and ice operations were completed by Highway staff, and hired contractors. Sidewalks are cleared only after the roads are cleared and safe.

Sand is available to town residents at the highway garage located at 177 Main Street at the rear left corner of the lot. The sand is mixed with salt which keeps the sand from freezing solid.

My continued thanks go out to my staff, Keith Letourneau/Foreman, Matt Brady, Ron Eggleston/Heavy Equipment Operators, Zachary Leonardo/ laborer, Wayne Thomas/ Fleet Mai

CEMETERY & PARKS COMMISSION 2019-2020

2019/2020 were quite busy for the Cemetery and Parks Department.

We were able to finish a new Veterans Memorial which has been placed on Memorial Common in front of the Flagpole, due to the efforts of an eagle scout and a grant that was secured by State Senator Dean Tran, his office staff, and the Department of Veterans Services. Thank you to all of those involved. A ribbon cutting ceremony was held in two places, one at the monument and the other in the Selectmen's Chambers due to inclement weather.

We also secured funding from the state to replace the Common Sidewalks. Once all contracts were approved and signed, the project then went out to bid and we secured a company to do the project. Knowing the spring of 2021 could prove to be a busy time once again for the common, we tried to do the sidewalks before weather set in. The project will be completed as soon as weather permits. Once again thank you to Senator Tran, his office staff, and Governor Baker for helping us keep our Historic Common up to date. The Department would also like to extend a Thank you to our Town Administrator Jim Kreidler for his help and guidance on these projects.

Along with mowing our three cemeteries and line trimming we have now started our own tree pruning with a used bucket truck. Three trees have been planted on the Town Common and two were planted at Memorial Common to start replacing the aged ones that had to be removed. Also, at Hillside Cemetery and Riverside Cemetery tree replacement has been taking place and will continue throughout the next few years.

Having to shut down Kids Kountry Playground due to the corona virus outbreak was not an easy decision for the Cemetery/Parks Commissioners to make but it was done to help keep everyone safe. Looking forward to the time that we can reopen safely so families can start enjoying the grounds again. Our new volunteer playground director has been right out straight to keep the donation account going to help satisfy the needs of the property. Please help with fund raising and any other volunteer help that they need. It belongs to the residents to enjoy.

We were able to spend more time in Howard Park maintaining the trails so the town's people could continue to enjoy hiking and fishing along the river. The Town Common, once again, in 2019 hosted the annual summer band concerts and a number of fairs/activities. Unfortunately, the common laid quite dormant during the 2020 Fair season.

The department would like to thank the Townsend Businessmen's Association and TEO again for taking on the task of decorating the Common and the Gazebo for the holiday season.

The Commissioners of the Cemetery and Parks Department would like to thank Superintendent Roger Rapoza and his crew for all their hard work this past year.

Respectfully submitted,

Raymond Boyes

Albert (Tubby) Boucher

John Barrett

TREE WARDEN 2019-2020

The weather presented many challenges in the tree care industry. Tree Wardens dealt with a snowy, harsh winter and spring and then had to deal with the early October snow storm. A bitter reminder of New England's changeable weather. All of which had an impact in caring for the town trees. The Highway Department admirably followed a program to remove street debris; unfortunately the removal of the hangers was not as successful. Any remaining storm damage over the right of way will be addressed in conjunction with hazardous tree removal. Unitil has assured me that any branches over the wires will be removed. Any concerns over storm damage, especially on less traveled roads, should be directed to Unitil at (603) 379-3833 or the Tree Warden at (978) 597-2551.

It is always my intention to address storm damage and tree removals without exceeding my budget. I have been successful in going so, and hopefully the weather cooperates.

Respectfully submitted by,
Don Massucco, *Tree Warden*



PLANNING BOARD - 2019



Chairman: Lance McNally
Vice Chair: Laura Shifrin
Clerk: Veronica Kell
General Member: Jerrilyn Bozicas
General Member: Charles Sexton-Diranian

The Planning Board's responsibilities include the review and approval of Subdivisions and Site Plan projects requiring Special Permits; Approval Not Required (ANR) Plans for subdividing lots, and applications submitted under the Scenic Roads Act. The Board holds public hearings for new zoning bylaw proposals and/or zoning bylaw amendments and submits recommendations to Town Meeting relative to these proposals, serves as the Stormwater Authority to oversee the Stormwater Management Bylaw, and is in charge of updating the Town's Master Plan. Agendas are posted on the bulletin board outside Memorial Hall, 272 Main Street, Townsend, MA and on the Townsend Town calendar on the website (www.townsend.ma.us). Meetings are open to the public.

In addition to their responsibilities as members of the Planning Board, Laura Shifrin continues dedicated service as the Planning Board representative on the executive board of the Montachusett Regional Planning Commission, and Town Properties Committee. Veronica Kell serves as Planning Board representative on the Montachusett Joint Transportation Committee and the Capital Planning Committee. In addition to his role as Planning Board member, Charles Sexton-Diranian also serves as Chair of the Townsend Housing Authority. The Planning Board seeks a motivated resident to serve as an associate member to fill a vacancy.

The Planning Board continued to support Townsend resident Kelly Kelly as the Planning Board's representative to the Charter Review Committee.

Elizabeth Faxon continues to provide support as the Planning Board Administrator by managing agenda business and serving as liaison to applicants, their attorneys and representatives, engineering firms, developers, contractors, Town Counsel, and the general public. Beth performs research on land use issues; in response to phone calls and visitors' inquiries, often in conjunction with other Department Staff, while also functioning in her role as Zoning Board of Appeals administrator. Beth's dedication and knowledge is a proven asset to the Town in providing the Planning Board with outstanding support. Her attention to detail and ability to work with the public and other entities effectively provides the Planning Board with the confidence that all matters before the Board are handled professionally and efficiently.

Public Hearings were held to review applications and plans for an Open Space Preservation Development Definitive subdivision approval with associated special permit and Stormwater permit and Scenic Road approval located at 187 & 199 North End Road. Public Hearings were held to review four Site Plan Review/Special Permits and Board members attended two site walks. Seven ANR plans to subdivide lots were reviewed and approved by Board members in public hearings and three Stormwater Permits were issued with associated projects. As part of the Definitive subdivision approval, Site Plan review, and Stormwater permitting processes, the Board solicits input from all town Boards and Departments and, in most cases consults a peer review engineer, in order to achieve a coordinated, comprehensive review. Public Hearings and site walks were held to review the application and plans for the development of a 1-MW AC ground-mounted solar photovoltaic energy system on West Meadow Road. The Locke Brook solar array is the first Large-scale Solar siting approved under the recently amended Large-scale ground-mounted installation bylaw.

Public hearings were held to review a draft amendment to the Accessory Apartment in a residential district bylaw subsequently approved at Town Meeting. A public information session was held to educate voters in preparation for the Town Election 2019 Ballot question referendum related to what type of marijuana establishment the Town would like to allow in the zoning bylaw. Before Town Meeting, a public hearing was held to review warrant articles specifically drafted to let voters decide what types of recreational marijuana establishments they would support or eliminate in Townsend under the Recreational Marijuana establishment zoning bylaw.

The Board embarked on the process of elevating Townsend to becoming a Municipal Vulnerability Prepared (MVP) Designated Community by working with citizens, Town boards and committees, and local organizations to apply for a FY 2020 Planning Grant through the Massachusetts Executive Office of Energy and Environmental affairs. If awarded, the Town will engage in a community resiliency planning process during which the Town will examine its vulnerability and strengths and identify priority actions to build resilience as the climate changes and well as leverage the regional plan to create a Hazard Mitigation Plan for Townsend.

The Planning Board supports the Master Plan Committee members who are progressing through the long-anticipated update of the Master Plan. The Planning Board was awarded technical assistance from the Montachusett Regional Planning Commission (MRPC) under the District Local Technical Assistance (DLTA) program through which the expertise of technical planners was enlisted to provide housing data and statistics for the purpose of updating the Housing Production Plan and informing the Master Plan Update. The Master Plan Committee has engaged the consulting firm FXM Associates to work on the Economic Development chapter of the Master Plan. The Master Plan Update document is expected to be in the final stages by the calendar year 2020. The Master Plan Committee supported the Planning Board with their Municipal Vulnerability Preparedness Planning Grant application.

The Planning Board assisted other Town departments via responding to requests from the Board of Selectmen to comment on Chapter 61 land transitions, committee appointments, and formulating a strategy for local regulation of Adult Use Recreational Marijuana. The Planning Board worked closely with Town Counsel, the Building Department, Zoning Board of Appeals, Board of Health, Highway Department, Conservation Commission, Historical Commission, Board of Assessors,

Townsend Housing Authority, Town Clerk, and public safety officials to gather perspective and comment on applications under review as well as to gather input to develop and amend bylaws.

Respectfully submitted,

THE PLANNING BOARD

Planning Board Administrator, Elizabeth Faxon

PLANNING BOARD - 2020

Chairman: Lance McNally

Vice Chair: Laura Shifrin

Clerk: Chaz Sexton-Diranian

General Member: Jerrilyn Bozicas

General Member: Veronica Kell

Associate Member: Carol Hoffses



2020 was a very challenging year which caused disruption in almost all town business because of the COVID-19 pandemic, yet the Planning Board has shown remarkable resilience by adapting several new procedures to accommodate Townsend's residents requests for the many functions this board acts upon. These major responsibilities include the review and approval of Subdivisions and Site Plan projects requiring Special Permits; Approval Not Required (ANR) Plans for subdividing lots, and applications submitted under the Scenic Roads Act. The board was even able to hold several important public hearings for new zoning bylaw proposals and zoning bylaw amendments and currently will be able to submit recommendations to the upcoming Town Meeting relative to these proposals. The Planning Board is also the Stormwater Authority to oversee the Stormwater Management Bylaw which did see applications this year and has always been in charge of overseeing the updating of the Townsend Master Plan. These and several other functions were delayed at the beginning of the year because of the extenuating circumstances of the pandemic but were rectified by early to mid-June of 2020 to allow the board to get back on a regular meeting schedule.

The Members of the Planning Board have also showed great resilience in adapting to many major changes in administrative adjustments by adapting to a new IT system and getting educated in "live virtual meeting protocols" and "cloud drive" information sharing. The Board did have some changes

in organization this year, yet Lance McNally still remains in the steering seat as Chairman of the Planning Board. Laura Shifrin continues with her dedicated service as the Vice Chair along with Planning Board representative on the Montachusett Regional Planning Commission, Chair of the Townsend Housing Authority, Vice Chair of the Town's Assessors office, and Chair of the Town Properties Committee. The Board was sad to see Veronica Kell step down from her position as Clerk of the board. She was also the Planning Board representative to the Montachusett Joint Transportation Committee, the Capital Planning Committee and many other valuable roles that will surely miss her insightful contributions.

Planning board member, Charles Sexton-Diranian then stepped into the vacant role of Clerk to add to his duties of State Representative to the Townsend Housing Authority among many other town functions he assists with. Member Jerrilyn Bozicas continues her faithful service as General Member to add to her other town duties as a valued member of the Finance Committee and always present in any town election as a volunteer. These changes created a vacancy for a General Member which allowed the board to unanimously vote Carol Hoffses to fill this void and allowing a vacancy with an Associate Member which is still needing to be filled. The Planning Board still is in search of an interested and motivated resident to serve as an Associate Member to fill this vacancy.

Elizabeth Faxon continues to provide support as the Planning Board Administrator by managing agenda business and serving as liaison to applicants, their attorneys and representatives, engineering firms, developers, contractors, Town Counsel, and the general public. She was also appointed as the Planning Board Representative to the Montachusett Joint Transportation Committee (MJTC) to fill a void that current members cannot fill. Beth's dedication and knowledge has again proven a great asset to the Town in providing the Planning Board with outstanding support. Because of the many changes in policy this year, Beth's attention to detail and ability to work with the public and other entities effectively provided the Planning Board with the confidence that all matters before the Board are handled professionally and efficiently. The role that Beth performs is far reaching and not having a Land Use Coordinator made things most difficult for her. But, her flexibility, knowledge, and ability to shift gears between administering both the Zoning and Planning Boards was instrumental in allowing both to remain up-to-date in its board business, and allowed for each to resume to somewhat normal activity for the remainder of 2020.

The Board started off the year with setting meeting dates and arranging members schedules only to be redirected to virtual board meetings after the February 27, 2020 meeting. Despite the extenuating and difficult circumstances presented to the Board with the pandemic and changes in town policy, the board was able to regroup and conduct business in sixteen (16) full, televised board meetings with four (4) in person meetings that were held before the closing of Town Hall to the public. The Planning Board's Administrator worked remotely from March 9th until August of 2020 and still continues to operate in a hybrid/remote office environment for safety reasons. All Planning Board business is currently up-to-date and any in-process items for 2020 have been completed and decisions have been written and signed by the full board when necessary.

There were several permitting applications brought before the Planning Board during the year. The board issued two Stormwater Management Permits, 48 Fitchburg Road and 3 Wheeler Road with a third for 59 West Meadow Road that was still in process at the end of the year. Renewals for Cell

Tower Site Plan Review/Special Permits for two cell towers in town were approved virtually for the locations at 12 Ball Road and 60 Warren Road respectively. There was a definitive Subdivision Approval decision for a Seaver Road extension and lot approval which the board denied by a vote of four yes to one no. Two site Plan Review/Special Permits were approved and issued, one for 29 Main Street, Veterinary Hospital, and the other for the Depot Street parking area designated for Squannacook Rail Trail parking. Two amendments for the Campbell Farm Definitive Subdivision Approval and its associated Open Space Preservation Development Special Permit and approval for a project change of relocating a fence and alteration to a detention basin to allow for continuation of agriculture use of a parcel for the Locke Brook Solar Array on West Meadow Road. And finally, the board approved five Approval Not Required (ANR) applications for Shirley Street, South Row/Emery Road, Warren Road, 198 North End Road, and West Meadow Road. Some of the above meetings were in-person but most were virtually.

The Planning Board continues to be heavily invested in its ongoing grant work which has continued to pay large dividends for the important planning and implementing efforts of the town. The Planning Board applied for and was granted the ability to establish a CORE team for, and participated in, the Municipal Vulnerability Preparedness Program (MVP). It was because of this grant; Townsend became a Massachusetts Designated Municipal Vulnerability Preparedness Community for its completion of the Community Resilience building process. Townsend's Board of Selectman then adopted both the 2020 Townsend Hazard Mitigation Plan Update and the Municipal Vulnerability Preparedness Plan which was approved by FEMA & MEMA and now opens up the ability for Townsend to apply for more improvement grants. The Planning Board then submitted an MVP Action Grant in June of 2020 to perform a Water Supply Assessment Study which was not awarded; however, this action item is in the boards 2021 action planning to resubmit.

Townsend also applied and received a grant to perform a walkability and bikeability study which is currently in process and is dovetailing with several other projects with several other boards and committees. The Planning Board is also heavily invested in getting the schools to adopt the Safe Routes to School program endorsed by the State which will have events for walkability and bikeability education and awareness for the youth of Townsend. To round out the granting work the board has been involved in, the Montachusett Regional Planning Committee (MRPC) has awarded Townsend with two very important planning grants dealing with the State's continued housing issues. The board was awarded with the District Local Technical Assistance (DLTA) grants which will allow for Townsend to write and adopt zoning proposals for an age-restricted development bylaw and participation in the State's Chapter 43D local expedited permitting program. Both grants work is continuing into 2021.

Most importantly, the Planning Board has been very vested in making sure the Town's most important planning effort, the Master Plan Update, continues to move forward. Because of the issues associated with the pandemic, not much progress was made with the Master Plan Committee. The Planning Board reappointed past members guided the committee forward and reestablished motivation to continue with the update. Valuable progress on this document has now been made and a completed plan is expected by mid-2021.

The Planning Board continues to work closely with Town counsel, the Building Department, Zoning Board of Appeals, Board of Health, Highway Department, Conservation Commission, Historic District Commission, Board of Assessors, Townsend Housing Authority, Town Clerk, and public safety officials to gather perspective and comment on applications under review and gather input to develop and amend bylaws. We are dedicated to a collaborative effort with all town efforts and strive for a better community through planning and implementation.

Respectfully submitted,
Chaz Sexton-Diranian, Clerk

CONSERVATION COMMISSION - 2019

In 2019, the Conservation Commission held 20 meetings to evaluate a variety of proposed projects, in and around wetland resource areas. The Commission held 12 Notice of Intent hearings, 11 Request for Determinations of Applicability meetings, and 2 Abbreviated Notice of Resource Area Delineation hearings. The Commission issued several Extensions to Orders of Conditions, 2 Emergency Certifications, 1 Enforcement Order and resolved numerous tree removal issues. Additionally, 11 projects were closed out through the issuance of Certificates of Compliance. The Commission has also worked with landowners to protect several acres of private land using Conservation Restrictions.

The Commission is developing mailers to assist residents working near wetlands, in order to educate and reduce potential enforcement actions. We encourage residents to call us with any questions that pertain to wetlands, streams and rivers, and wildlife.

Working with state agencies, the Commission provided an Order of Conditions to Squannacook Greenways in order for them to proceed with the Squannacook Rail Trail. The trail is 2.8 miles long and the work has been sequenced for the next three years.

The Commission is currently staffed by a six member board, including Mike Turgeon, Chairman, John Hussey, Vice Chairman, Jim Derorian, Karen Hill, Jim Le Cuyer, and Ann Le Cuyer. During the year the Commission lost Christine Vitale. Christine provided a vocal and impassioned dedication to her work on the Commission. Christine asked poignant and interesting questions, undaunted by the complexity of the project at hand.

Land Use Coordinator Lyndsy Butler left her position having worked in Planning and Conservation for 4 years. Her contributions and her desire to assist the community and fellow staff members will be missed. Leigh Reddin was hired recently as the Conservation Administrator. Leigh provides a strong background in technology and customer service. Dave Henkels is the Conservation Agent.

The Conservation Commission meets on the 2nd and 4th Wednesday of each month at 7:00 pm. The public is encouraged to attend. We are located on the 2nd floor in Memorial Hall. To reach us, call 978-597-1700 extension 1739.

Respectfully submitted,
The Conservation Commission

ZONING BOARD OF APPEALS - 2019

The Zoning Board of Appeals meets as needed on Wednesday nights for public hearings on applications for Variances from the Townsend Zoning Bylaws, special permits for various uses, Comprehensive Permits pursuant to M.G.L. Chapter 40 B, and appeals of decisions made by the Building Commissioner, who is also the Zoning Enforcement Officer. The Zoning Bylaws and application forms can be found on the Town's website (www.townsend.ma.us) under the Zoning Board of Appeals in the Boards & Committees drop down menu. Agendas are posted on the Bulletin Board outside Town Hall, and on the Town calendar found on the Town website. Meetings are open to the public and all are welcome to attend.

The 2019 Zoning Board of Appeals seated members in continuing dedicated service include; William Cadogan (Chair), Darlene Sodano (Vice-Chair), David Chenelle (Clerk), Rob Rebholz, Victoria Janicki, Craig Stevens (Associate), Sean Pearson (Associate) and David Funaiole (Associate). Victoria Janicki was appointed as a full member serving a term until 2022, and Craig Stevens was appointed to Associate member. David Chenelle, in addition to his other responsibilities, continues to provide support to the Zoning Board of Appeals administrator and staff. We thank all the current and past Board members for their dedication and expertise and, willingness to participate in their Town.

Elizabeth Faxon continues to provide support as the Zoning Board of Appeals administrator by managing agenda business and serving as liaison to applicants, their attorneys and representatives, engineering firms, developers, contractors, Town Counsel, and the general public. Beth performs research on land use issues, in response to phone calls and visitors' inquires, often in conjunction with other Department Staff, while also functioning in her role as Planning Board administrator. Beth's dedication and knowledge is a proven asset to the Town in providing the Zoning Board of Appeals with outstanding support. Her attention to detail and ability to work with the public and other entities effectively provides the Zoning Board of Appeals with the confidence that all matters before the Board are handled professionally and efficiently.

Administrative Appeal, Variance and, Special Permit Public Hearings were held to review applications and plans for five petitions. A permit and variance was granted to the owner of apartment Building #1 Pine Ridge Estates, which was destroyed by fire, to allow for construction of a new apartment building compliant with new building codes and substantial improvements to the surrounding site. The owner of the property on 29 Main Street, was granted a Permit to redevelop an existing single family home into a combined veterinary hospital and residence. The Board found these proposals to be over-all improvement to the sites. A permit was granted for an accessory apartment to be created as a remodeling within an existing residence at 15 Pheasant Ridge Road, under the Accessory Apartment in residential zone bylaw, which was amended at Annual Town Meeting 2019. As part of the special permit review process, the Board solicits input from town Boards and Departments and, in some cases consults a peer review engineer, in order to achieve a coordinated, comprehensive review.

ZBA meetings are open to the public and interested parties are welcome to attend. Agendas are posted on the bulletin board outside Memorial Hall, 272 Main Street, Townsend, MA, and on the Townsend town website (www.townsend.ma.us).

Respectfully submitted,
William Cadogan, Chairman

ZONING BOARD OF APPEALS - 2020

In Memory of Mr. Robert Rebholz fondly remembered by All who knew him.

The Zoning Board of Appeals meets as needed on Wednesday nights for public hearings on applications for Variances from the Townsend Zoning Bylaws, special permits for various uses, Comprehensive Permits pursuant to M.G.L. Chapter 40 B, and appeals of decisions made by the Building Commissioner, who is also the Zoning Enforcement Officer. The Zoning Bylaws and application forms can be found on the Town's website, www.townsendma.gov. under the Zoning Board of Appeals in the Boards & Committees drop down menu. Agendas are posted on the

Bulletin Board outside Town Hall, and on the Main Town Calendar found on the Town website. Meetings are open to the public and all are welcome to attend.

The 2020 Zoning Board of Appeals said farewell to Mr. Robert Rebholz, a Zoning Board of Appeals Member who volunteered many years of dedicated service to his community. Seated members in continuing dedicated service include: William Cadogan (Chair), Darlene Sodano (Vice-Chair), David Chenelle (Clerk), Victoria Janicki, Sean Pearson, Craig Stevens (Associate), and David Funaiolo (Associate). David Chenelle, in addition to his other responsibilities, continues to provide support to the Zoning Board of Appeals administrator and staff. We thank all the current and past Board members for their dedication and expertise and, willingness to serve their Town.

Elizabeth Faxon continues to provide support as the Zoning Board of Appeals Administrator by managing agenda business and serving as liaison to applicants, their attorneys and representatives, engineering firms, developers, contractors, Town counsel, and the general public. Beth performs research on land use issues, in response to phone calls and visitors inquires, often in conjunction with other Department staff, while also functioning in her role as Planning Board Administrator. Beth's dedication and knowledge is a proven asset to the Town in providing the Zoning Board of Appeals with essential support. Her attention to detail and ability to work with the public and other entities effectively provides the Zoning Board of Appeals with the confidence that all matters before the Board are handled professionally and efficiently.

Administrative Appeal, Variance and Special Permit Public Hearings were held to review applications and plans for three petitions. The Board started off the year with setting meeting dates and arranging members schedules only to be redirected to virtual board meetings after the March 11th, 2020 meeting. Despite the extenuating and difficult circumstances presented to the Board with the pandemic and changes in town policy, the board was able to regroup and conduct business in televised board meetings and a few in person meetings that were held before the closing of Town Hall to the public. The Board's Administrator worked remotely from March 9th until August of 2020 and still continues to operate in a hybrid/remote office environment for safety reasons. All Zoning Board of Appeals business is currently up-to-date and any in-process items for 2020 have been completed and decisions have been written and signed by the full board when necessary.

As part of the special permit review process, the Board solicits input from town Boards and Departments and, in some cases consults a peer review engineer, in order to achieve a coordinated,

comprehensive review. In addition to the Board Members roles and responsibilities, Members contribute input and comment to zoning amendment proposals, and to municipal programs. This year Board Members participated in the Municipal Vulnerability Preparedness Program and contributed valuable input to the Towns 2020 Municipal Vulnerability Preparedness Plan and Hazard Mitigation Plan which was approved by FEMA and MEMA and adopted by the Townsend Board of Selectmen.

ZBA meetings are open to the public and interested parties are welcome to attend. Agendas are posted on the bulletin board outside Memorial Hall, 272 Main Street, Townsend, MA, and on the Townsend town website www.townsendma.gov.

Respectfully submitted,

William Cadogan, Chairman

BOARD OF HEALTH - 2019

Mr. James Le'Cuyer, the Board of Health Chairman announced his resignation after 17 years of service. Linda Johansen remains on the Board and Christopher Genoter was appointed to serve out Jim's Le'Cuyer's role. Christopher Nocella was elected to serve a three (3) year term.

Meetings are still held the second and fourth Mondays of the month at 6:00 p.m. in the Town Hall. Agendas are always posted in the Board of Health Office 48 hours in advance, at the kiosk outside the Town Hall and on their web site.

The Board was recognized by the Central Mass Municipal Recycling Council for earning 17 points for Recycling Dividends which awarded the Board of Health with \$10,200 for recycling assistance. Townsend is the highest member of Central Mass Recycling Council following closely in front of Groton. The Board of Health also won a \$20,000 recycling assistance grant for the North Middlesex School district to help assist with purchasing new dishwashers at the Hawthorne Brook Middle School and Varnum Brook Elementary School. They also spent a great deal of time updated their local regulations. Title 5 regulations were revised and a Recycling Committee bylaw was updated. They started to look into the fee structure at the Recycling Center, initiated Hauler regulations and started to work on a Littering regulation.

For 2019 the town collected 809 tons of paper, glass, cans and plastic and 2170 more tons of trash which is 81 tons less of recycling and 37 tons more trash than 2017.

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm. From March 21st, 2020 to May 23th it is open **every Saturday** for spring cleaning. It is also open the Saturdays of Columbus Day, Thanksgiving Day and New Year's Day. You may drop off furniture, mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books and clothing and clean wood. Some items have fees to cover off-site disposal costs at the Center and restrictions. These fees and the schedule are available at:

<http://www.townsend.ma.us/towngov/landuse/recycling/center.pdf>

The Recycling Center also has a swap shop where you can pick up gently used things for free and drop off items that are still useable. Please see the Swap Shop Guidelines at the Recycling Center website at www.townsend.ma.us. Yard composters and kitchen scrap buckets are for sale there. Compost bins are only \$25.00 and kitchen scrap buckets are \$5.00.

The Board of Health reviewed and approved 9 new construction septic permits and 39 upgrades for existing homes. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

A note of caution to all Real Estate Agents and homeowners, when or if you plan on selling your home, please be sure to get a Title V inspection. Title V reports are valid for 2 years from the report date. A Title V report can be extended for an additional 3rd year if you provide annual pumping receipts for each of the three years.

Residents who have a private well, a water quality test plus radon and arsenic is necessary. Water quality tests are valid for 3 years.

Don't let surprises ruin your sale or put off your closing date.

If you have any questions or concerns please call your Board of Health office at (978) 597-1713. Our office hours are Monday 9am-4pm, Tuesday 9-4pm and 6pm-8pm, Wednesday - Friday 9am-12noon. Should we be unavailable and you have a health emergency, please call Nashoba Associated Boards of Health at 978-772-3335.

Respectfully submitted,
Townsend Board of Health Members:
Christopher Genoter, Chairman
Christopher Nocella, Vice-Chairman
Linda Johansen, Clerk

BOARD OF HEALTH - 2020

Ms. Linda Johansen announced her resignation after two (2) years of service. Christopher Nocella was appointed as Chairman and Gavin Byars was appointed to serve out Linda's term as Clerk to the Board. James Le'Cuyer rejoined the Board and is Vice-Chairman.

Meetings are currently being held via conference call on the 2nd and 4th Monday's at 4pm. Agendas are always posted 48 hours in advance at the kiosk outside the Town Hall and on the web site.

The CO-VID pandemic took the highest priority for the Board of Health in 2020. The town struggled with gatherings during the holidays and worked to keep the residents feeling safe during such a trying time. The everchanging information on the disease and the State's response to the pandemic was hard to follow and the Board worked with the Nashoba Board of Health to identify and manage clusters of disease/exposures in Townsend. We continued to work on the Emergency Dispensing Site (EDS) to ensure it would be ready when a vaccine would be found for CO-VID.

The Board also received a new DEP grant for School Assistance which provided \$20,000 for new dishwashers in the North Middlesex School District. They also received an additional \$10,200 for educational outreach and disposal of wood and rigid plastic at the Recycling Center.

For 2020 the town collected 873 tons of paper, glass, cans, and plastic and 2344 more tons of trash which is 64 tons more of recycling and 174 tons more trash than 2019. This increase was due to families staying home during the pandemic.

The Recycling Center also saw very large increases in disposal of materials. They increased fees by \$5.00 for all items to help alleviate the increasing tonnage. Fees were last updated January 2011. Yard composters and kitchen scrap buckets are for sale here. Compost bins are only \$25.00 and kitchen scrap buckets are \$5.00.

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm. From April 17th, 2021 to May 29th, it is open **every Saturday** for spring cleaning. It is also open the Saturdays of Columbus Day, Thanksgiving Day, and New Year's Day. You may drop off furniture, mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books and clothing and clean wood. Some items have fees to cover off-site disposal costs at the Center and restrictions. These fees and the schedule are available at:

<http://www.townsendma.gov/towngov/landuse/recycling/center.pdf>

The Recycling Center also has a swap shop where you can pick up gently used things for free and drop off items that are still useable. Please see the Swap Shop Guidelines at the Recycling Center

website www.townsendma.gov. Currently, the swap shop remains closed due to the CO-VID 19 pandemic.

The Board of Health reviewed and approved 6 new construction septic permits and 35 upgrades for existing homes. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

A note of caution to all Real Estate Agents and homeowners, when or if you plan on selling your home, please be sure to get a Title V inspection. Title V reports are valid for 2 years from the report date. A Title V report can be extended for an additional 3rd year if you provide annual pumping receipts for each of the three years. Residents who have a private well, a water quality test plus radon and arsenic is necessary. Water quality tests are valid for 3 years.

Do not let surprises ruin your sale or put off your closing date.

If you have any questions or concerns, please call your Board of Health office at (978) 597-1713. Our office hours are Monday 9am-4pm, Tuesday 9-4pm and 6pm-8pm by appointment and Wednesday – Friday 9am-12noon. Should we be unavailable, and you have a health emergency, please call Nashoba Associated Boards of Health at 978-772-3335.

Respectfully submitted,
Townsend Board of Health Members:
Christopher Nocella, Chairman
James Le'Cuyer, Vice-Chairman
Gavin Byars, Clerk



Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Townsend. In addition to the day to day public health work we conduct for Townsend, we also provide the following services.

- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Townsend Board of Health up-to date on matters of emergency preparedness planning.
- Nashoba assisted the Board with provided a community seasonal flu clinic at the library..

We look forward to continuing our work with Townsend's Board of Health. Included in the day to day work of Nashoba in 2019 were the following:

- Through membership in the Association Townsend benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Collaborated with Montachusett Home Care concerning elders at risk and other safety issues.
- Reviewed 93 Title 5 state mandated private Septic System Inspections for Townsend Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Townsend Board of Health for enforcement action.

By the Townsend Board of Health's continued participation in the Association you can shape your future local public health programs and share in the benefits of quality service, under local control, at a reasonable cost!

TOWN OF TOWNSEND

Environmental Health Department

Environmental Information Responses

Townsend Office (days).....	109
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The Nashoba sanitarian is generally scheduled to be available for the on Tuesday and Thursday afternoons at the Townsend Board of Health Office. Other meetings occur informally. *This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.*

Food Service Licenses/Inspections.....	26
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Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing.

Licenses are inspection on an at risk method of inspection. Where deficiencies are found, a re inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Pool/Camp Inspections.....	6
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Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Semi-public pools are licensed and inspected annually before they open.

Housing & Nuisance Investigations.....	25
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Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....	23
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Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests.....	76
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Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications.....	29
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Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews31

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications (new lots)..... 8

Septic System Permit Applications (upgrades).....16

Applicants’ approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....79

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....43

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....10

Water Quality/Well Consultations.....134

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized.....33

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

Home Health

Nursing Visits 2161

Nashoba’s Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician’s orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits236

Nashoba’s Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visit 1169

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Medical Social Service Visits 26

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Hospice Spiritual Care/Volunteer Visits.....46

Nashoba’s Clergy and volunteers provide patients with emotional/spiritual support and guidance.

Community Health
Nursing

Nashoba’s Community Health Nursing program provides an essential public health service to it member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice. Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).
- We make will-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.

- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 15 clinics/outreach events and those offered your citizens: blood pressure screening, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 17 number of health promotion/well-being check in your communities.

We administered 184 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated.....	137
Confirmed	93

Communicable Disease Number of Cases

• Anaplasmosis.....	3
• Babesiosis.....	4
• Campylobacter.....	1
• Hepatitis A.....	1
• Hepatitis C.....	3
• Influenza	77
• Legionella.....	2
• Pertussis	1
• Salmonella	1

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible..... 261

Students Participating..... 164

Referred to Dentist..... 26

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs8

NASHOBA ASSOCIATED



BOARDS OF HEALTH 2020

Nashoba Associated Boards of Health continues to serve the Townsend Board of Health in meeting the challenges of environmental and public health needs in your community. Shortly after the beginning of the year the Board was tasked with responding to the emerging COVID-19 pandemic and as your Health Agent our staff adjusted to provide the needed responses as listed below.

- Informed, educated and stayed current with the information from the Department of Public Health to assist residents, schools and businesses.
- We inspected businesses for compliance, upon complaint, in accordance with the ever- changing guidance from the Governor, Department of Labor Standards and Executive Office of Environmental Affairs and provided interpretation and education to improve compliance.
- We provided guidance to our existing licensed businesses to help them operate safely during the pandemic.
- We added additional public health nursing staff to help with contact tracing and outreach.
- Our VNA continued their home health activities throughout the pandemic adjusting to the requirements imposed by COVID-19

We look forward to continuing our work with the **Townsend Board of Health** to meet the public health,

environmental and nursing needs of your community as the pandemic continues, including assistance with the roll out of the COVID-19 vaccine.

Included in highlights of 2020 are the following:

Environmental Health Department

The Nashoba Sanitarian is available in the Townsend office and as Town Hall have re-opened we have returned to office hours as needed.

Food Service Licensing and Inspections 36

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Many of the inspection done this year were in response to COVID complaints; also affecting inspections: some businesses were closed or closed part of the year (schools).

Recreational Permitting and Inspections 2

This offices licenses, inspects and responds to complaints for recreational camps for children, bathing beaching and public and semi-pools. We provide for the sampling of bathing beaches on a weekly basis. Many camps didn't open and most town beach did not open due to the required operating COVID-19 standards.

Housing & Nuisance Investigation 12

This office inspects dwellings for compliance with the State Sanitary Code, upon compliant and prior to occupancy. We issue orders to corrective actions, reinspect and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work – On-site Sewage Disposal

Application for soil testing (testing necessary for the design of a sewage disposal system)	28
Tests performed (perc tests and soil evaluation holed witnessed)	84
Applications for sewage disposal plans filed	30
Sewage disposal system plans reviewed	56
Sewage disposal system permits issued	25
New construction	5
Existing construction	20
Sewage disposal system inspections	43

Sewage disposal system consultations	19
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Private Well related services

Well permit issued	6
Water Quality/ Well Construction	34

(Private wells are regulated by local regulations: construction plans are review, well sampled and results reviewed interpreted)

Rabies Clinics – Animals Immunized (Due to COVID-19, clinics were not held in 2020)

Nashoba Nursing Service & Hospice

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management and referral to other services as needed.

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

<u>Nursing Visits</u>	2042
<u>Home Health Aid Visit</u>	172
<u>Rehabilitative Therapy Visit</u>	829
Community Health Nursing	

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a

variety of ways. This year was very different due to COVID-19. This office provided the following services for District.

- We conducted contact tracing for our member communities and managed the contact tracing efforts of the Contact Tracing Collaborative.
- We served as a resource for individuals and businesses interpreting the everchanging information on the disease and the State's response to the pandemic.
- We instructed individuals who tested positive and those who were close contact on the processes of Isolation and Quarantine, providing release letters for those who completed each process.
- We worked with the State laboratory to identify and manage clusters of disease/exposures in the District.
- We facilitated the State's involvement in clusters at long term care facilities.
- We worked with the school nurses in the District to provided information, offer advice and supporting contact tracing in the schools.
- We are available to collaborate with all municipal staff, including Councils on Aging to address questions on COVID-19, exposures and actions which may be necessary to address these exposures.
- Conducted flu clinics in each community to address the State's requirement for school age children and make vaccinations available to everyone.
 - We administered 186 flu shots through our annual clinics.
- We started planning to hold COVID-19 vaccine clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Communicable Disease Number of Cases:

Babesiosis.....	1
Group A streptococcus	1
Human Granulocytic Anaplasmosis.....	2
Influenza.....	110
Lyme Disease.....	16
Salmonellosis.....	1
SARS CoV-2 (COVID-19).....	207

Dental Health Department

Due the challenges presented by COVID-19 the Dental Program was suspended in March.

BUILDING DEPARTMENT 2019

The Building Department has had an eventful year. Some say change is a wonderful thing, in this case it is with a heavy heart that we have bid farewell to Richard Hanks, our wonderful and well respected Building Commissioner. Richard served the town of Townsend for over twenty two years. In his tenure as Commissioner, Richard issued over 8000 permits, oversaw all building department functions, assisted other departments and mentored many of us. He was always willing to lend a hand to employee, contractor and resident alike. His kindness, knowledge and ability to defuse difficult situations is sorely missed. Townsend has lost an important resource, a most competent Certified Building Official and a wonderful friend. We thank Rich for his dedicated service, and wish him all the best in his new endeavor!

Currently our Alternate Inspector, Bentley Herget is serving as Interim Building Commissioner and Roland Bernier has been appointed as our Alternate Inspector. Thank you to both Bentley and Roland for their assistance.

The Building Department interprets and enforces the Building Codes for the safety of the public. The Department works in concert with the Board of Health, Conservation and other boards to ensure a successful project. Submittal of an application and building plans for review and approval provide the Commissioner an opportunity to check Code compliance previous to the start of any project. A building permit is required to make this process effective. All work is subject to inspection. Please bear in mind that the 9th Edition of the International Building Code became effective on January 1, 2018.

Commonly overlooked items that require building permits are siding, roofing, pools and hot tubs, decks, repairs, and replacement windows. If you have projects or repairs planned, or have any questions please contact the Building Department. We will be pleased to assist you with your permit application and inspection process.

The Building Department also handles Zoning and ADA compliance issues and enforcement and fields multiple questions from residents and contractors.

The following is a report of activities of the Building Department for 2019.

Respectfully submitted,

Janet Leavitt, *Building Department Assistant*

Building Report 2019

	Number of Permits
Single Family Dwellings	13
Multi Family Dwellings	0
Remodeling and Additions	33
Accessory Buildings	13
Swimming Pool and Hot Tubs	7
Commercial and Industrial Buildings	3
Commercial and Industrial Renovations	4
Solid Fuel Appliances	20
Demolition	8
Siding, Roofing, Replacement Windows	91
Decks and Porches	25
Signs	3
Business Permits	18
Weatherization	65
Solar Installations	43
Safety Inspections	12
HVAC/Sheet Metal	14
Repairs	13
Finish Basement	2
Other	9

Collected for 2019

	Permits Issued	Fees
Collected Building Permits	370	\$91,956
Safety Inspections	12	\$960
Sheet Metal/HVAC	14	\$727
Collected for the Plumbing Inspector	122	\$9689
Collected for the Gas Inspector	141	\$8355
Collected for the Wiring Inspector	221	\$53905
Collected for the Sealer of Wgths. & Msrs.	83	\$1875

Total Collected by the Building Department**\$167,467.00**

PLUMBING INSPECTOR - 2019

I hereby submit my annual report for the year ending December 31, 2019. There were 122 plumbing permits processed. These permits were issued for new homes, renovations and commercial buildings.

All installation of plumbing must follow the State Uniform Code, Chapter 142 of the Massachusetts General Laws and Titles of Environmental Code. The Plumbing Code is founded upon certain principles of environmental sanitation and safety through proper design, acceptable and adequate installation and maintenance. Construction may vary, but basic sanitary and safety principles are desirable and necessary to protect the health of the public. Permits are required for installation of hot water tanks, solar heat, and any domestic water connection, including back flow preventers, septic tanks and lawn sprinklers. Plumbers must call for inspection of their work!

All plumbing must be done by a Massachusetts licensed plumber and is subject to inspection. Permits may be obtained at the Building Department in Town Hall or on the Town's website.

Permits issued: 122

Fees Received: \$9689

Respectfully submitted,
Richard Kapenas, *Plumbing Inspector*

GAS INSPECTOR - 2019

I hereby submit my annual report for the year ending December 31, 2019. There were 141 gas permits issued for various projects including new homes, renovations, commercial buildings and heating appliances. All installation of gas, both natural and liquid propane must follow the State Uniform Code under Chapter 142 of the Massachusetts General Laws and Titles of the Environmental Code. Basic safety principles are desirable and necessary to protect the public in all forms of construction.

Permits are required for the installation of any new or replacement gas appliance including water heaters, dryers, fireplace logs, cook stoves, and heating boilers. All work must be done by a Massachusetts licensed plumber or Massachusetts licensed gas fitter and are subject to inspection. Permits may be obtained at the Building Department in Townsend Town Hall. Remember your job is not complete without inspection. Please call (978) 597 8125 for inspections. I recommend the purchase and installation of a Carbon Monoxide Detector and the regular maintenance of your heating system.

Permits issued: 141

Fees Received: \$8355

Respectfully submitted,
Richard Kapenas, *Gas Inspector*

INSPECTOR OF WIRES - 2019

I hereby submit my annual report for the year ending December 31, 2019. A total of 226 electrical wiring permit applications were processed.

Permits issued: 221 **Fees Collected: \$53905.00**

All electrical work done must be in accordance with Massachusetts Electrical Code. Rough and Final inspections are on Mondays and Wednesdays.

Please be sure to call your inspections in! The Wiring Inspector may be contacted by leaving a message at (978)597-1700 x1727.

Permits applications may be obtained in the Building Department, Townsend Memorial Hall or on the Town's website.

Respectfully submitted,
Dan Cushion, *Inspector of Wires*

SEALER OF WEIGHTS AND MEASURES 2019

The sealer of weights and measures, tests and enforces standards for the weighing and measuring devices used in the sale of fuel, food and other goods in accordance with Massachusetts Law. I have done many inspections for accurate measurement at various businesses this year.

Anyone requiring a new or replacement scale or pump must have them officially checked and sealed before they are used. Appointments may be made by calling the Townsend Building Department at (978)597-1709 or my direct line (978)597-8855.

Eighty three inspections for accuracy were performed during 2019.

Items inspected: 32 Scales **Fees received: \$1875**
 51 Gas Pumps

Respectfully submitted,
Eric Aaltonen, *Sealer of Weights and Measures*

TOWNSEND PUBLIC LIBRARY 2019



On October 31, 2019, our library and senior center complex observed its 10th anniversary. We celebrated on November 4, 2019 with live music, refreshments and children's activities. We are eternally grateful to Sterilite for gifting this special building to our town. It has been used by numerous individuals, families, groups and organizations over the past 10 years. We are a community center and gathering space as well as a traditional library.

2019 Highlights:

- In 2019, library patrons checked out 120,914 physical items. Our highest circulation to date! They borrowed 9,306 digital items (this includes e-books, audio books and streamed videos).
- We provided approx. 717 programs with 10,500 people attending.
- Our library gives patrons access to over 25 museum and sports discount passes. Our community took advantage and checked them out 961 times in 2019!
- The state financial report and the state ARIS (Annual Report Information Survey) report were both completed and sent to the Massachusetts Board of Library Commissioners. We met all of our requirements to remain certified for FY20.
- The Friends of the Library received donations from local businesses and citizens to fund 16 weeks of Sunday hours. We were open Sundays from 1-5 pm, January 2019 – April 2019.
- The Friends of the Library raised over \$15,000 with the many fundraisers they held throughout the year. Fundraisers include; Book Sales, Plant Sale, Truck-a-palooza, the Cupcake Festival, the Haunted Trail and the Holiday Fair.
- In May 2019, the TPL Endowment granted \$41,000 for the 2019/2020 grant cycle. This money brought us new collections, databases, museum passes, computers, café tables and many programs.
- Winter Reading is supported by the grant from the TPL Endowment. Our fourth annual winter reading program was called “Read across Africa.” We encouraged people to read books about Africa and books written by African authors. We also offered programs and prizes to compliment the theme. We hosted an African dance troop called Akwaaba Ensemble with over 125 people in attendance.

- Our summer reading program “A Universe of Stories” ran June – August 2019. We offered adult, teen and children’s summer reading programs. We featured an aerialist performance, science programming and a variety of other events to compliment the theme.

- In summer 2019, we also hosted our fifth annual Comic-Con Fan Festival. Once again, it was very successful with over 350 people in attendance! This year we featured a musical group “High Adventure”



- along with many artists, balloon twisters, nitro ice-cream, performers, games and prizes. Fun was had by all.
- Our teen librarian, Allison Thiel, left us in August of 2019 to attend graduate school. We hired Elise Johnson as the new youth services and teen librarian in September of 2019.
- Middle schoolers continued to visit us after school throughout 2019. New passive programming such as a crafting table, board gaming and video game events were successful additions this school year.
- We still have a successful volunteer program. The adult volunteer coordinator is Eileen Barnacoat. She has been our coordinator for over 10 years. We currently have over 25 adult volunteers. These people enriched the library with their time, energy and talents, and in 2019 they gave about 800 volunteer hours. Our teen volunteer program has branched out to include after school tutoring for middle schoolers.
- We held our 11th annual Halloween Boo. This is a preschool event, with crafts, games and safe trick-or-treating throughout the building. The Senior Center staff and volunteers enthusiastically participated. We had over 20 volunteers helping with this event and over 400 attendees.
- We hosted our 10th annual Festival of Trees. This year, we had our largest tree count ever. We had 67 trees all beautifully decorated to represent books. They were decorated by townspeople, other town departments and local groups and schools. This is a community event that involved about 100 people and numerous volunteer hours. This festive tradition is a popular holiday destination for patrons and their families.
- In 2019 the Townsend Library continued as the main collection point for the Santa Project. We collaborated with 119 Connections and the T.E.O. We provided space to store, sort and distribute the gifts for families in need.

OUR MISSION

It is the mission of the Townsend Public Library to provide the public with access to quality collections, technology, and programs for information, lifelong learning, literature and entertainment. The Town of Townsend is fortunate to have a beautiful and spacious building and many dedicated staff members and volunteers to help make this mission a reality.

Library Trustees: (January 2019 – April 2019)

Valerie Goodrich - Chairperson

Alison Bird - Vice Chair

Robert Templeton

Susan McNally

Judith Maider

Library Trustees: (May 2019 – December 2019)

Valerie Goodrich - Chairperson

Robert Templeton- Vice Chair

Alison Bird

Susan McNally

Judith Maider

Library Staff

Stacy Schuttler - Director

Molly Benevides - Children's Librarian

Karen Savage - Children's Room Senior Library Technician

Catherine Hill - Senior Library Technician

Allison Thiel - Young Adult Librarian (January – August 2019)

Elise Johnson - Library Technician (January 2019 – August 2019) Young Adult Librarian (September 2019-December 2019)

Lori Stevenson - Library Technician

Laureen Cutrona - Library Technician

Jeanne Urda - Library Technician

Haley Quinn - Library Technician (Hired November 2019)

Meg Genoter - Per-Diem Library Technician

TOWNSEND PUBLIC LIBRARY 2020

2020 was a challenging year that forced people to adapt to new ways of living and working. This was true for the Townsend Public Library staff and for all of our patrons. At the start of 2020, we were busy helping patrons and running dozens of in-person library programs. It looked like it would be another year filled with activity and fun events. On March 13, 2020, it all came to a screeching halt. The library temporarily closed to the public in accordance with the COVID-19 safety measures the Governor enacted and we were presented with the challenging task of reimagining what a library looks like during a global pandemic. Luckily, we have a dedicated and creative staff of librarians and volunteers who stepped up to the challenge. The library continued to innovate and pave the way in the state, acknowledging that materials of the library are an essential service for local patrons, and using the state guidelines to safely shift to offer a robust curbside pickup service to the residents of Townsend. We were also lucky to have continued support from the TPL Endowment and volunteers from the Friends of the Library group.

- The state financial report and the state ARIS (Annual Report Information Survey) report were both completed and sent to the Massachusetts Board of Library Commissioners. We met all of our requirements to remain certified for FY21.
- Our fifth annual winter reading program was “Winter Bingo”. It was very successful with over 200 participants.
- The Friends of the Library received donations from local businesses and citizens to fund Sunday hours. We were open Sundays from 1-5 pm, December 29, 2019 – March 8, 2020.
- In March we hired a new library tech, Jessica Brothers.
- Due to COVID-19 the library was closed to the public from March 13 – May 18, 2020. When we reopened, we focused on curbside pick-up, e-books and e-audio, online resources, homeschool resources and virtual programming.
- In May 2020, the TPL Endowment granted \$42,000 for the 2020/2021 grant cycle. This money brought us new collections, both virtual and print, including a language learning database, online craft classes, Scholastic educational databases, and funding for many virtual programs.
- May is typically when the Friends of the Library hold their yearly plant sale at the library, but it would be a bit different this year. Terry Duggan, volunteer for the Friends of the Library, raised over \$1,000 at a plant sale held in her yard. She created an entirely COVID-19-safe experience for gardeners to drop off and purchase donated plants. The Friends were also able to hold an outdoor book sale. It was run by volunteers including Nancy French and Chris Boisse. They also raised over \$1,000.
- We were still able to run a modified version of our summer reading program “Imagine Your Story”. It ran June – August 2020. We encouraged people to complete reading challenges. We printed packets that could be picked-up curbside or they could download the packets to print at home. We had over 320 participants.
- During the summer, we offered a variety of virtual children’s programs, including Story and Craft with Miss Jessie, Move and Groove Storytime with Miss Jessie. Science Time and Art Science with Miss Karen, and crafts with Miss Elise. Miss Molly arranged introduction to homeschool classes and helped develop resources for homeschoolers. We also offered

many virtual speakers and classes for teens and adults. We added new virtual book discussion groups and a virtual movie club.

- Throughout the spring and summer, we made modifications to our furniture and overall layout so that we could safely allow patrons into the library to browse. By following guidelines and recommendations from the state and town, we safely allowed patrons into the library to browse by appointment. We also continued to offer curbside pick-up.
- In the fall, Miss Karen and Miss Jessie started a virtual ABC Storytime that promotes early literacy. Each week they explore a new letter of the alphabet.

OUR MISSION

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Robert Templeton- Vice Chair
Susan McNally
Judith Maider
Aaron Corn

Library Staff

Stacy Schuttler - Director
Molly Benevides - Children's Librarian
Karen Savage - Children's Room Senior Library Technician
Jessica Brothers - Children's Room Senior Library Technician
Catherine Hill - Senior Library Technician
Elise Johnson - Youth Services Librarian
Lori Stevenson - Library Technician
Laureen Cutrona - Library Technician
Jeanne Urda - Library Technician
Haley Quinn - Library Technician
Meg Genoter - Per-Diem Library Technician

WEST TOWNSEND READING ROOM 2019-2020

It was an eventful year for the Reading Room Committee. We gratefully thank the Cemetery and Parks Department and Facilities Supervisor for their assistance in maintaining the Reading Room.

We extend many thanks to the clubs who have aided us in the many ongoing projects. We are looking for individuals willing to help in the area of gardening, cleaning, carpentry, and masonry.

We especially thank those groups and individuals who have rented the Reading Room and did their best in keeping the building clean and available for the next rental group.



BAND CONCERT COORDINATOR 2019

The Townsend Military Band plays concerts on the Common between 7:30 and 9:30 p.m. on Thursday evenings during the summer months. I request that money be appropriated each year for ten concerts, but the number actually played depends on the weather.

Local organizations sponsor lawn parties in conjunction with these concerts. It is my responsibility to assign dates on a rotating basis. The following groups held lawn parties during the 2019 season:

Townsend Scout groups
VFW Post No. 6538 and its Auxiliary
Townsend Ecumenical Outreach
Townsend Ashby Youth Baseball
Softball Organization
Congregational Church
Christmas Townsend Fire/EMS Relief Association

Townsend Community Couples Club
NMRHS Giving Tree
Eve Santa Claus Program
Friends of the Townsend Seniors and
Friends of the Townsend Library
Townsend Supporters of the town-wide

Respectfully submitted by,
Betty Mae Tenney, Band Concert Coordinator

TOWNSEND MEETING HALL GALLERY COMMITTEE 2018-19

Logo design by former committee member **Joan Wotkowicz**

The Gallery Committee, appointed by the Board of Selectmen, consists of five volunteers, who serve for staggered 1-3 year terms.



Alice Struthers with Roy & Nancy Shepherd looking at construction photos by Lee Duckett, the Gallery's first exhibit in 2009.

When the new library/senior center complex was under construction, a group was formed to catalog the artwork in the Hart Free Library. Repair and restoration work was done to several pieces before the collection was moved to the new building. This group followed the artwork and started organizing exhibits in the Meeting Hall where a hanging system had been installed. Originally called "The Art Force," the group was officially named the Townsend Meeting Hall Gallery Committee. The Senior Center, Meeting Hall & Library complex officially opened their doors on October 31, 2009. Making 2019 the committee's 10-year anniversary. In those 10 years the Gallery Committee has presented over 100 exhibits in the gallery space of the Meeting Hall. 2019 Started off with a brand new emailed quarterly Gallery Newsletter.

2018 Calendar of Events

Dec. 2017- January	"Favorites" Invitational Call-for-Art Show - Main Gallery
Dec. 2017- January	Senior Center Wood Burning Class Exhibit - Corridor Gallery
April	HBMS Student Art Exhibit
May	Frank Wyman Art Exhibit
June - July	Library Youth Arts Collaborative Exhibit
August - September	"Yellow & Gold" Call-for-Art

October - November	"Townsend's Red & Blue" Historical Exhibit
Dec. - January 2019	"Fiber Fun" Call-for-Art - Main Gallery
Dec. - January 2019	Textile Art Show by Zoe Schuttler - Corridor Gallery

2019 Calendar Events

Dec. 2019 - January	Fiber Art Call-for-Art - Main Gallery
Dec. 2019 - January	Textile Art Show by Zoe Schuttler - Corridor Gallery
February	"Follow Your Heart" Call-for-Art
March	HBMS Student Art Show
April	"Blind Art" by Betty Eldridge
May - June	"Abstract Views" by Rita Travila
July	None
August	Carol Brigham Photography Exhibit
Sept.- October	Elsa Williams Exhibit & Silent Auction
October -	"Townsend Through Time" Exhibit
December	10 years & 100+ Exhibit Banners
	Photo display of events held by the TP Library & Townsend Senior Center over the last 10 years

Gallery Committee Members

Alice Struthers - Chairman
Diane Blankenburg - Secretary
Kimberly King - Treasurer
Karen Provost
Allison Thiel

AMANDA DWIGHT ENTERTAINMENT FUND END OF YEAR REPORT 2019

The Amanda Dwight Entertainment Fund is pleased to have supported the following during 2019;



David Hall Magician/Hypnotist for the NMRHS Project Graduation organized by the NMRHS Parent Group, Key Performance Entertainment DJ for the Earth Day Celebration on the Townsend Common run by the Recycling Committee, Ambient LED Hooping by the Firefly Caravan LLC during the Haunted Trail sponsored by the Friends of the Townsend Public Library and the VFW Auxiliary, Mount Washington Observatory; Tales From the Home of the World's Worst Weather, Akwaaba Ensemble (West African

Drumming and Dance), Vintage Vocal Quartet, and Holiday Music, Past and Present with Pianist Deborah Wyndham presented by the Townsend Public Library, and for the band (3 Times Fast) playing for the John Whittemore Memorial Town Picnic.

Deborahanne Mayer, Susan Gerken and Karen Clement are the current committee members.

Application forms can be obtained via e-mail to clem6six@verizon.net or from the Amanda Dwight mailbox in Town Hall.



VETERANS' AGENT 2019-2020

I am appointed by the Board of Selectman, but or town must, by law, have a representative community and administering the appropriate submits a budget which must be approved by Service Officer salary and the remainder is used are reimbursed by the State through the



the position is mandated by the State. Each city responsible for assisting the Veterans of that funds. Each year the Veterans' Service Officer the Town. Part of the budget is allocated for the for the funding of Veterans' claims. The claims Department of Veterans' services in Boston.

Veterans' Service Officer holds office hours in the Town Hall on Tuesday at 1: 00 P.M. until 4:00 P.M. Veterans' Service Officer can be contacted at 978-597-1700 Ext 1729.

Many Veterans and their families are unaware of the benefits available to them. Benefits include financial assistance for food, heat, medical expenses, and aid for educational expenses. Assistance is available to the unemployed and disabled Veterans.

Legal claims are referred to the Boston Veterans' Service office.

Each case is service with the utmost discretion. Individual cases are confidential and not open to the public. Approximately 200 Veterans are assisted each year in Townsend. Townsend veterans' received \$37,804 in Chapter 115 benefits for FY 2011.

Respectfully submitted by,
Joseph J. Mazzola, *Veterans' Service Officer*

COUNCIL ON AGING - 2019

TOWNSEND SENIOR CENTER/ COUNCIL ON AGING

ANNUAL REPORT 2019

Celebrating the **10th Anniversary** in our new facility!



2009- 2019

Mission Statement: *The Townsend Council on Aging is committed to the continued growth and wellbeing of our senior citizens by providing programs, education, information and referral services with a goal of helping seniors achieve the best quality of life possible.*

Hours: 9-3 Monday through Friday, 9-8 on Wednesdays

The Townsend Senior Center is a vibrant, energetic and exciting place! In 2019 we served 959 active patrons, an increase of 72.5% from the prior year! Of those, 111 were new members. The average age of our patrons is 75.

Our attendance and program participation continue to increase. With an average of 67 patrons a day walking through our doors it seems at times we are bursting at the seams! Well it seems that hasn't gone unnoticed. In November the Board of Selectmen voted to approve moving forward with the option of an addition to the senior center as a gift from the original benefactor. This will help us offer more programs and activities specifically designed to keep people active and vibrant as they move into their third stage of life.

A few notable milestones:

- Put into practice the education we received from the grant awarded by the Community Foundation of North Central Massachusetts for staff training. These included:
 - Chronic Disease Self-Management classes
 - Grandparents Raising Grandchildren
 - Senior Nutrition Specialist
- Staff workspace reorganization. Thank you to the people of Townsend for approving the funds to make this happen! Our work space is much more usable and productive.
- The donation of a beautiful shuffleboard table!

Katie Petrossi, our Program Coordinator, continues to bring a fresh perspective to the calendar. We look forward to what new programs, events and trips she comes up with every month.

This year we offered a variety of options for people to get out and about. We'd like to recognize the support we receive from the Lowell Regional Transit Authority (LRTA) to enable us to offer daily transportation for our patrons for medical appointments, errands, and special day trips. As news of these trips circulated, we received an anonymous endowment through the Community Foundation of North Central Massachusetts specifically earmarked to offer more great trips. Your generosity is appreciated!



Some of the places we visited in 2019 were:

- American Heritage Museum
- Boston Public Library Architecture Tour
- Brattleboro, VT: Maple Syrup, Distillery and Glass Blowing
- Cape Ann Whale Watch
- Fall Foliage Rides
- Fleetwood Mac Tribute Concert
- Good Harbor Beach
- Hampton Beach Seafood Festival
- Lowell Spinners Game
- Mass Audubon: Dance of the American Woodcock
- Men Only! Shave and a Haircut
- Nashua River Guided Paddling Trip



Other Social Events:



- Afternoon Tea
- Bach's Lunch
- Book Club
- Day of Beauty
- Galloping Gourmets
- Hot Chocolate Extravaganza
- Jam Session
- Lobster Fest
- Movie Night at O'Neils
- Nashoba Tech Lunch
- Pastries on the Patio
- Sock Hop

Games:

- Bingo
- Canasta
- Cribbage
- Mahjong
- Rummikub
- Scrabble
- Shuffleboard
- Trivia & Jeopardy
- Wii Bowling



“We don’t grow older, we grow riper.” – Pablo Picasso

Some offerings for health, mind and body were:

- Body, Mind & Spirit Group
- Chair Exercise
- Chorus
- Dementia Nurse Consultation
- Diabetes wellness
- Ergonomics of Movement
- Flu clinic
- Gentle yoga
- Group trip to Planet Fitness
- Hairdresser
- Healthy Living Group
- Hearing Clinic
- Healing Conversations
- Holiday Makeup Tips
- Joint health yoga
- Laughter Yoga
- Line Dancing
- Manicures and pedicures
- Massage
- Matter of Balance
- Men’s Strength
- Pickleball
- Qi Gong
- Reflexology
- Silver Sneakers
- Stretch & Tone
- Tai Chi
- Therapy Dog Visit
- Thrive Workshop
- T.O.P.S.
- Well Adult Clinic
- Winter Walking
- Women’s Conversation
- Women’s Meditation



Educational opportunities provided:

- Brain Health Workshop
- Cannabis Basics
- Cause and Effect of Back Pain
- Chronic Disease Self-Management
- Decluttering Help
- Diabetes 101
- Estate Planning Seminar
- Genealogy
- Grandparents Raising Grandchildren
- Growing Herb Gardens
- Happy Feet
- Introduction to Public Health
- Majesty and Mystery of Crop Circles
- Medicare Basics
- Native American Flute
- Nutrition and Microbiomes
- Pizza and Proxy
- Reed Homestead Documentary
- SHINE Medicare Counseling
- Smartphone Help
- Spring Cleaning
- Stamp Collecting

- Stroke, Blood Pressure and Diet
- TED Talks:
 - The Science of Happiness
 - Life's Third Act
 - Laughter
 - The Power of Vulnerability
 - Embracing Change
 - Moving Forward with Grief
 - Clutter to Clarity
- Every Piece of Art!!!
- How to Disagree
- The Power of Positive Thinking
- Tick Talk
- Travel Talk and Tips
- Understanding Medicare
- Virtual Dementia Tour
- Winter Safety

Additional highlights included:

- Hope Community Chorus concerts
- NMRHS Senior Appreciation Breakfast & Concert
- Police Department Picnic
- Lobster Roll luncheon
- Mother's Day Lunch
- National Night Out
- Halloween Party
- Mark Lynch Thanksgiving Dinner 20th Anniversary
- Holiday Craft Fair
- Christmas Party



We could not offer as much as we do without the support of our Community Partners:

- *Bridges by Epoch*
- *Hannaford*
- *Hawthorne Brook Middle School*
- *Ledgewood Bay*
- *Lions club*
- *McNabb Pharmacy*
- *Nashoba Board of Health*
- *RiverCourt*
- *Stewarts Florist*
- *The Gables*

One offering we are noted for is our variety of arts and crafts:

- Needlefelting
 - Baby Chick Soaps
 - Leprechauns
 - Morning Glories
 - UFO - unfinished felted objects
 - Flower Pins
 - Hats
 - Landscapes
- Jewelry classes
 - Angels
 - Paper bead jewelry
 - Polymer Clay Beads
 - Kimuhimo necklaces
- Wire wrapped heart pendant
- Painting
 - Color Wheel
 - Fairy Notecards
 - Faux Stained Glass
 - Marbled Glass Ornaments
 - Mini Acrylic Sunflowers
 - Reverse Glass
 - Watercolor



- Card making
- Fly tying
- Mosaic Basics
- Origami Flowers
- Paper pieced pillow
- Scrapbooking
- Topiary arranging
- Wood carving
- Weaving
- Knitting and more knitting



- Quilting and more quilting

"If wrinkles must be written upon our brows, let them not be written upon the heart. The spirit should never grow old." – James A. Garfield

We had the opportunity this year to give back more than usual. Our quilters and knitters provided quilts, blankets, hats, gloves etc. to families affected by an apartment fire here in town and one in Fitchburg as well. We also collected funds to provide small appliances for them. This was in addition to the many other charity organizations we assist yearly.

There's not enough room to list all the volunteers who serve as receptionists and greeters, assist in meal



preparation and delivery, set up and take down tables and chairs, lead classes, and so much more.

Without them the Senior Center would not function as efficiently as numbers went year while the volunteered



them the Center would not function as efficiently as numbers went year while the volunteered



We thank everyone so very much for their time and commitment. We appreciate you beyond words!

In April we recognized the effort they put into keeping this place running like a well-oiled machine. At our annual appreciation luncheon we celebrated our Meals on Wheels drivers. Three days a week these volunteers deliver hot and cold meals to residents who need them. Oftentimes they provide not only a good meal, but camaraderie and some measure of comfort to people who need it most. Our heartfelt thanks for all you do!

This year we bid farewell to some friends very near and dear to us:

John and Heidi Johnson, Benji Newton, Dick Perra, Simone Holohan, Dan Murphy, Bob Tumber, Linda Stevenson, Nancy Fox, Suzanne Olson, Terry Klug, Joe Simoneau, Floyd Truitt, Robert Aspell, Ed West, Steve Meehan, Anne Frey, Betty Useforge, Loretta Perillo, John Jemiolo, Maribeth Conrad, and Nancy Coughlin.

They will be missed but we will smile as we remember them.

As always, the support we get from the Friends of the Townsend Seniors is immeasurable. In 2019 they contributed toward bus trips, programs, entertainment, meals and more.

- Akwaaba African Dance & Drum Ensemble
- Beatles for Sale
- Book Talk and Signing with Ted Reinstein
- Golden Oldies Concert & Patio Party
- Holiday Music Past & Present
- Indian Hill Big Band
- Indoor Mini Golf
- Mabel and Jerry Comedy Show
- Silent Film: Nosferatu



At their dinner in October, the Friends of the Townsend Seniors recognized the Townsend Ecumenical Outreach (TEO) for their 35 year commitment to the Town of Townsend by honoring the entire organization with the William E. May Endowment Award.

Anyone who is a senior, has a family member who is a senior, or who plans on being a senior someday is encouraged to join the Friends of the Townsend Seniors. Membership requests can be obtained at/or mailed to:

Friends of the Townsend Seniors
PO Box 972
Townsend, MA 01469

Finally, I would like to thank my staff:

- Katie Petrossi, Program Coordinator
- Donna Fenton, Kitchen Manager and Volunteer Coordinator
- Janet Cote, Outreach Coordinator
- Sue Dejaniak, Assistant Program Coordinator
- Donna Howard, Transportation Administrator
- Peter Buxton, Jerry Copeland, and Steve Bourdon and Dick Lee, Per Diem Van Drivers

And also the Council on Aging Board members: *Valerie Adams, Kathy Considine, Joan Daigle, Anne Foresman, James Hamel, Jane Jackson, Beth Mockler, Charlotte Murphy, Cheryl Simoneau, Sandy Stevens, and Alan Ventura.*

We are truly a team and the reason *this* is where people WANT to be!

Respectfully submitted,
Karin Canfield Moore, Director

“Growing old is mandatory. Growing up is optional”

COUNCIL ON AGING - 2020



Mission Statement: *The Townsend Council on Aging is committed to the continued growth and wellbeing of our senior citizens by providing programs, education, information, and referral services with a goal of helping seniors achieve the best quality of life possible.*

Hours: 9-3 Monday through Friday, 9-8 on Wednesdays

FY'20 saw the Townsend Senior Center go from riding the crest of a wave...
to the ultimate wipeout.

The Townsend Senior Center continued to be a vibrant, energetic, and exciting place! Despite the advent of a pandemic, in 2020 we served 994 active patrons.

Our attendance and program participation averaged 66 patrons a day walking through our doors. It seemed at times we were bursting at the seams! That was until March 16th when everything changed for everybody.



Pre-COVID milestones:

- JANUARY
 - Living with Bears
 - Diabetes Prevention and Glucose Testing
 - Introduction to Reiki
 - Dealing with the Winter Blues
 - Iceland Experience
 - Downton Abbey Movie & Tea Party



- Understanding New Food Labels
- FEBRUARY
 - AARP Tax Preparation
 - Glass Pendants
 - Men Only Flower Arranging
 - Weaving Celtic Hearts
 - Valentine Decorative Vase
 - Power of Positivity
 - Love Notes
 - Fly Tying
 - Trivia
 - Bus Trip: Lars Anderson Auto Museum
 - Traveling Tooth Fairy
- MARCH
 - Indoor Mini Golf
 - Shamrock Craft
 - Census Information
 - St. Patrick's Day Feast (our last event before closing due to COVID-19)



COVID-19: CLOSED FOR PROGRAMS MARCH 16, 2020

- Gave staff calling lists for 2300+ residents
- With a generous grant from the Greater Lowell Community Foundation, we helped Townsend Ecumenical Outreach pack and deliver 50-60 bags of groceries each week
- Implemented drive-thru dining program in July
- Recruited new Meals on Wheels Drivers
- Provided grocery shopping services for those who needed it
- Sewed and donated masks
- Focused on outreach calls and assistance
- Received a grant from the Community Foundation of North Central Massachusetts for technology access and virtual programming:
 - Purchased 8 Chromebooks to lend and provided training
 - Created our own YouTube channel



- Worked with the local cable channel for programming
- Adjusted many programs for a Zoom format

Even with our limited offerings we registered 44 new members, and 421 of our members participated 3,388 times in 1,162 programs. This is particularly noteworthy to recognize that in this timeframe the vast majority of programs were either meal-based or virtual programs.

In order to keep up-to-date, the Director met weekly and monthly with other regional directors, MCOA (Massachusetts Councils on Aging), and the Massachusetts EOEA (Executive Office of Elder Affairs) to constantly navigate the changing waters of the pandemic.



We hunkered down in April with the hope May and June would find us offering limited programming again, but that was not to be. We focused on reaching out and helping those who needed it most.

In July we launched our virtual programming via various venues:

- Zoom
 - Qi Gong
 - Silver Sneakers
 - Flute Lessons
 - Chair Yoga
 - Yoga for Pain
 - Watercolor
 - Genealogy
 - Q&A with the Director
 - Preparing for Medicare
 - Needlefelting
 - Afternoon Tea Party
- Cable
 - Chair exercise
 - Bingo
- YouTube
 - Gentle Yoga
 - Yoga Needra

“If wrinkles must be written upon our brows, let them not be written upon the heart. The spirit should never grow old.” – James A. Garfield

Chromebooks were loaned out and staff continued to teach patrons how to best utilize the technology options available to them.

We also opened Donna's Drive-in Diner for Thursday lunches. They have been well attended every Thursday since with an average of 50 diners. This gave us our first opportunity to see and visit with all the familiar faces we had been missing so much!

With the assistance of a grant from the Community Foundation of North Central Massachusetts, the Friends of the Townsend Seniors bought an event tent which we began to utilize for programs in August.

Thank you to the Facilities, Highway, and Cemetery and Parks Department for setting it up!

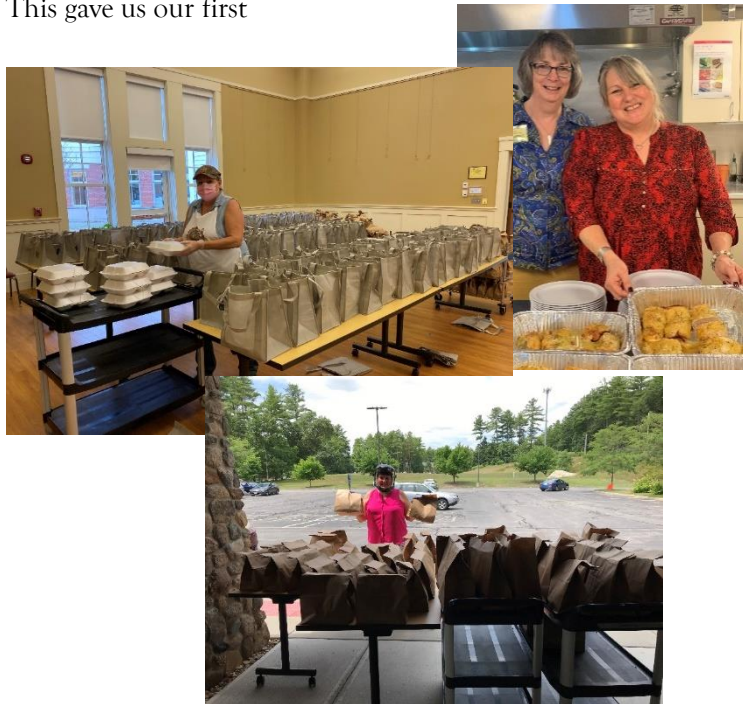
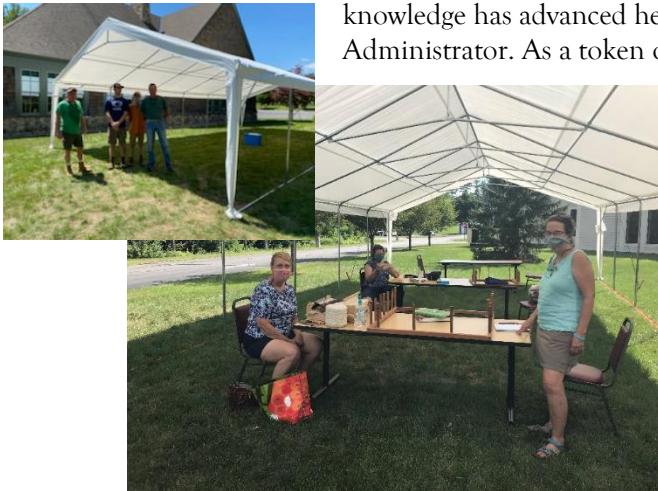
Programs under the tent included:

- Weaving circle
- Qi Gong
- Trivia
- Women's Conversation

Pickleball at Hawthorne Brook Middle School was also a hit!

Even though programs were held outdoors, it felt like a milestone for us!

Speaking of milestones, Donna Howard celebrated her 20th anniversary with the Townsend Council on Aging. She has proven not only to be a well-loved and conscientious van driver, but her wealth of knowledge has advanced her to her current role as Transportation Administrator. As a token of our appreciation, the Friends of the Townsend Seniors gifted her a new iPad. Congratulations Donna!



*"Growing old is mandatory.
Growing up is optional"*

Programming continued to expand in September with Hairdresser, and Manicures/Pedicures/Reflexology appointments. Bingo, Quazy Quilters, and Selectman's Q&A were added to the Zoom offerings.

We also resumed Roadrunner Van service for medical appointments.

October saw us move indoors under very strict protocol enforcement. The knitters were thrilled to be back! Trivia, Weaving, Meditation, Bingo, Chair Exercise, Women's Conversation, Massage, Senior Fitness, Hearing Clinic, SHINE, and indoor dining could be held indoors. We even hosted our annual flu shot clinic with Nashoba Board of Health!



The staff may have had too much fun with the Halloween drive thru...

November saw much the same programming as October, but I am proud to say not even the dreaded COVID could stop Mark Lynch from hosting his annual Thanksgiving Dinner in November! We had 165 participants either drive thru or have full dinners delivered to their homes. Thank you to all the volunteers who helped make this

happen yet again!

Unfortunately, with cases on the rise again, we had to close our doors again mid-December. Though this was a difficult decision, the safety of our patrons and staff are most important. We expanded our outreach efforts to help those who were experiencing social isolation, especially bad as winter approaches. Some things we did to help promote resiliency was to add phone programs, have a cookie swap and host a drive thru prime rib dinner, gift exchange and Christmas party.

We wrapped the year up by offering a New Year's Eve Party-In-A-Bag.





“We don’t grow older, we grow riper.”

– Pablo Picasso

We couldn’t offer as much as we do without the support of our Community Partners:

- Townsend Ecumenical Outreach
- Hannaford
- 873 Cafe
- Townsend VFW
- Lions club
- McNabb Pharmacy
- Nashoba Board of Health
- RiverCourt Residences
- Stewarts Florist
- The Gables

We obviously saw a large reduction in our volunteers during 2020 but would like to recognize those who stepped up to help when we needed it. Tracy and Jack Taylor, Randee and Sam Rusch, the Schuttler family for their help with Meals on Wheels deliveries. These volunteers delivered hot and cold meals to residents who needed them throughout the pandemic. Oftentimes they provide not only a good meal, but camaraderie and some measure of comfort to people who need it most. Our heartfelt thanks for all you do!

This year we bid farewell to some friends very near and dear to us:

Bob Simms, Kathleen Cowan, Bonnie Mirzmohamadi, Peg Matthews, Hedwig Lord, Lucy Girard, Frances Rafferty, Bob McMaster, Robert Reholz, Anna Perry, Dennis Murphy, Catherine Wilson, Mary Jane Kruger, Susan Duden, Bill Conaway, Barry Uphold, Lee Larson, Irene Johnson, Virginia Sullivan, Susan Congdon, Yvonne St. Hilaire, John Araujo, Dot Wuoti, Marcel Falardeau, Natalie Davulis, Herman Wuoti, John Stonefield, Anne Koch, Viola Whittemore, Barbara Morse, David Sawyer, Priscilla Smith, Barbara Thaxter, Marjorie Briguglio, Naoma Pajari, Joseph Potvin, and Paul King.



They will be missed but we will smile as we remember them.

As always, the support we get from the Friends of the Townsend Seniors is immeasurable. Though fundraising was not in the cards this year, you were there when we needed you.

Finally, I would like to thank my staff:

- Katie Petrossi, Program Coordinator
- Donna Fenton, Kitchen Manager and Volunteer Coordinator
- Janet Cote, Outreach Coordinator
- Sue Dejaniak, Assistant Program Coordinator
- Donna Howard, Transportation Administrator
- Peter Buxton, Steve Bourdon and Dick Lee, Per Diem Van Drivers

And the Council on Aging Board members: *Valerie Adams, Kathy Considine, Anne Foresman, James Hamel, Jane Jackson, Judith Poudrier, Charlotte Murphy, Cheryl Simoneau, Sandy Stevens, and Alan Ventura.*

We are truly a team and the reason *this* is where people will once again WANT to be!

Respectfully submitted,
Karin Canfield Moore, Director

CALENDAR YEAR 2020 program highlights:

- March-June we helped the local food bank deliver up to 60 bags of groceries per week to senior living facilities.
- Patrons served 968
- Outreach 3670 phone calls
- Food deliveries for 59 people 548 bags
- 415 people took 2152 rides on the van.
- Programs: 64 patrons attended 167 health screening events (pre-COVID), 51 patrons attended 100 health education programs, 82 /766 recreation, 380/4,567 socialization,

