



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*
Veronica Kell, *Vice-Chairman*

SELECTMEN'S MEETING MINUTES FOR NOVEMBER 2, 2020 AT 6:00 P.M.

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.

The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.

Join Zoom Meeting

<https://us02web.zoom.us/j/89984696321?pwd=TklrN1ZaZmUweGxiQnJlR0xiaklGdz09>

Meeting ID: 899 8469 6321

Passcode: 800864

One tap mobile

+13126266799,,89984696321#,,,,,0#,,800864# US (Chicago)

+19292056099,,89984696321#,,,,,0#,,800864# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 899 8469 6321

Passcode: 800864

Find your local number: <https://us02web.zoom.us/j/89984696321?pwd=TklrN1ZaZmUweGxiQnJlR0xiaklGdz09>

- I. PRELIMINARIES – VOTES MAY BE TAKEN:
 - 1.1 WM called the remote meeting to order at 6:00P.M.
Roll call vote showed 2 members present: Wayne Miller, Chairman (WM), and Veronica Kell, Vice-Chairman (VK).
 - 1.2 Pledge of Allegiance
 - 1.3 WM announce the meeting is being recorded.
 - 1.3 Chairman's Additions or Deletions. (none)
 - 1.4 Public Comment Period.

John Page inquired as to the clean-up at 97 Main Street as it is a 21E or Superfund site and needs cleanup. Joe Shank stated there is concern with the building and it did have a large gas leak. WM explained it will be addressed under the TA reports. Joan Savoy inquired as to computer hacking.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05P.M. Robert Templeton, School Liaison RE: Budget Schedule

Mr. Templeton introduced himself to VK & WM as the school liaison for Townsend. Mr. Templeton explained the draft FY22 budget for the school will be posted online (school website) on January 18th. Mr. Templeton announced the School Committee will be looking to schedule a joint meeting with the Selectmen and Finance Committee with all three communities on February 1, 2021 for a public hearing to review the budget with a March 15th budget adoption timeframe.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

3.1 Appoint David Vigeant as the Water Superintendent for the Townsend Water Department effective November 2, 2020 contingent upon the passing of medical exam and CORI check with a one-year probationary period.

VK moved to appoint David Vigeant as the Water Superintendent for the Townsend Water Department effective November 2, 2020 contingent upon the passing of a medical exam and CORI check with a one-year probationary period. WM amended contingent upon successful contract negotiations. WM seconded.

Mr. Melanson, Water Commissioner called their meeting to order. Todd Melanson, Vice-Chair and Mike MacEachern, Clerk present. Mr. Melanson explained the process used for the screening of the applicants, noting the screening committee consisted of himself, Jim Blanchard, and Lance Lewand. Mr. Melanson disclosed he worked with Mr. Vigeant and stepped aside when he was interviewed and considered.

Mr. MacEachern voiced concerned with the wage matrix and Supervisory Union. WM to save conversation for executive session. Mr. Melanson left the meeting until the executive session.

Unanimous vote.

3.2 VK moved to appoint Renee Serene to the Recreation Department as a Senior Counselor effective November 2, 2020 contingent upon the passing of a medical exam and CORI check with a one-year probationary period. WM seconded. Unanimous vote.

3.3 VK moved to appoint Bonnie Fitzpatrick as an Assistant Director to the Recreation Department effective November 2, 2020 contingent upon the passing of a medical exam and CORI check with a one-year probationary period. WM seconded. Unanimous vote.

3.4 VK moved to appoint Jeffrey Cormier as a full-time Firefighter/paramedic effective November 2, 2020 to June 30, 2021 contingent upon the passing of medical exam and CORI check with a one-year probationary period. WM seconded. VK inquired if Mr. Cormier was a paramedic. Mr. Kreidler to ask Chief Boynton and relay back to the Board. Unanimous vote.

3.5 Appoint Stephen Damato as a Constable in the town of Townsend for a term effective November 2, 2020 to June 30, 2022 contingent upon written approval and authorization by the Police Chief, Jay Sartell and the submittal of a Constable Bond to be filed with the Treasurer.

Mr. Kreidler asked to table until the next meeting.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 VK moved to accept a grant from Center for Tech and Civic Life in the amount of \$5,000.00 for the purpose of planning and operationalizing safe and secure election administration. WM seconded. Mr. Kreidler explained the purpose of the grant. Unanimous vote.

Chief Boynton sent a text to Mr. Kreidler to confirm that Mr. Cormier did complete his paramedic training.

- 4.2 Review changes/updates to policy #99-1, Gift Acceptance Policy & Procedures.
The Board tabled until the next work session.

- 4.3 VK moved to review and approve a road opening permit as submitted by the Highway Superintendent regarding 105 Fitchburg Road. WM seconded. Unanimous vote.

- 4.4 Review a referral for a variance from the Zoning Board of Appeals, RE: 50 Highland Street.

The Board reviewed the referral. VK voiced concern with the placement of the driveway as it relates to public safety voicing her interest in having the Zoning Board look at other alternatives.

VK moved that the Selectmen add a comment to the referral notice that states because this deals with public safety a fire hydrant that we (Board of Selectmen) respectfully request that ZBA ask the applicant to seriously consider another alternative. Wayne Miller seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report.

UPDATES:

- CvRF Round 2 funding requests
Mr. Kreidler reviewed the Town Administrator's report with the Board. (please see attached)
Mr. Kreidler outlined the timeline for the various projects in particular rental/mortgage assistance and website.
- Set date for the special election in January
Town Clerk, Kathleen Spofford recommends the election be held on January 23, 2021 with voting hours from 8:00A.M. to 5:00P.M. VK move to hold the election on Saturday January 23, 2021 at the meeting hall if it is possible to hold all three precincts otherwise at the great hall. WM seconded. Unanimous vote.
- Website update
JK reported that procurement is complete for CivicPlus to update the website at a cost of \$6000. The Contract is pending approval of CvRF Round 2 funds. JK will call the contact at the state to get verbal approval for funding of both rental/mortgage assistance and website design and will notify us if we can go forward.
- Recreation program in Great Hall

State approvals are in place for the RecKids program. It is set to begin on Nov 12, 2020 as noted in a text JK received from Emy Hoff. There are 20 full week slots, so there will be a total of 20 students enrolled in the program. If these enrollment numbers are incorrect, JK will notify the

BOS. WM asked if the Governor's order today has any affect on the program. JK stated that unless told by DESE, the RecKids program goes forward.

- TCAM/Zoom Procedures

Today's meeting is the first being hosted by TCAM. All boards have contact information for Jerry Racette for scheduling until there is an official TCAM domain name and email address.

- Properties: South Row Rd and 97 Main Street

no update as Conservation Commission has not yet discussed.

- VK would like additional information regarding the process of tax taking and obligations for any hazard waste. Mr. Kreidler relayed the town can apply for funds to clean up any issues that may come up. Mr. Kreidler explained the history of the phase 1 & 2 of the 21 E study on the property. Mr. Kreidler informed the Board he was working with MRPC to fund the cost to conduct a 21 E study and if necessary, remediation.
- Schedule work sessions: Job Descriptions/Wage Matrix; Cash Operations

WM to email dates out to VK for work sessions.

- Audit Committee

VK would like language on the posting regarding the picking of an independent auditor. WM and VK agree with posting for Audit Committee with addition.

- License Agreement

Mr. Kreidler explained the permitting requirement and the process needed. Town Counsel drafted the license agreement. WM and VK would like to review before discussion.

5.2 Board of Selectmen announcements, updates, and reports.

Discussion/announcement of Governor Baker's orders to include closing hours for businesses. Town offices to be closed during the November 3rd election. VK moved to close town offices and only the people working will be people who run the election and voting and others to be working remotely if they can do that. WM seconded. Unanimous vote.

VK attended the energy committee meeting and they will be sending a Masterplan Committee make-up for discussion.

5.3 VK moved to review and sign outside of the meeting payroll and bills payable warrants. WM seconded. Unanimous vote.

VI: EXECUTIVE SESSION:

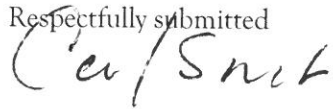
Pursuant to G.L. c. 30A s21(a)(3), executive session to discuss strategy with respects to collective bargaining where an open meeting may have a detrimental effect on the bargaining or litigating position of the Town, and the Chair of the Board so declares. RE: Supervisors Union. The Chair declared and to adjourn from executive session. WM seconded. Roll Call VK (YES) WM (YES)

The Water Commissioners made a motion to enter into executive session with the Board of Selectmen.

VII. ADJOURNMENT:

For detailed discussion, please click here: <https://youtu.be/GKbdNNBeR0k>

Respectfully submitted



Meeting Minutes for November 2, 2020 approved and released by the Board of Selectmen on
1/5, ~~2020~~ 2021

Carolyn Smart

From: Mistie Demazure <mdemazure@townsendwater.org>
Sent: Wednesday, October 28, 2020 8:24 PM
To: Carolyn Smart
Subject: RE: Addition to BOS meeting

Hi Carolyn,

The Board has voted to present David Vigeant as the candidate for Water Superintendent. All members of the Board plan on being present during the appointment as well as during the salary negotiations. Please forward the link to me so I can draft up an agenda to submit in the morning.

Thank you very much,
Mistie

From: Carolyn Smart <csmart@townsendma.gov>
Sent: Wednesday, October 28, 2020 11:55 AM
To: Mistie Demazure <mdemazure@townsendwater.org>
Subject: RE: Addition to BOS meeting

Do you know if the commissioners want to meet with the Selectmen or just put the appointment of the new Superintendent on the agenda?

From: Mistie Demazure <mdemazure@townsendwater.org>
Sent: Wednesday, October 28, 2020 11:15 AM
To: Carolyn Smart <csmart@townsendma.gov>
Subject: RE: Addition to BOS meeting

Great, I will get that over to you first thing tomorrow.

Thanks for the info!

From: Carolyn Smart <csmart@townsendma.gov>
Sent: Wednesday, October 28, 2020 11:10 AM
To: Mistie Demazure <mdemazure@townsendwater.org>
Subject: RE: Addition to BOS meeting

Hi Mistie,

The agenda will be posted tomorrow for next Monday. If you could send me the name tomorrow morning, I can put his appointment on for you.

From: Mistie Demazure <mdemazure@townsendwater.org>
Sent: Wednesday, October 28, 2020 10:35 AM
To: Carolyn Smart <csmart@townsendma.gov>
Subject: Addition to BOS meeting

Good morning Carolyn,

The Water Superintendent Screening Committee will be putting forth their candidate(s) at the BOWC meeting tonight. If the board chooses to move forward with someone, is there a way to get the final candidate on the agenda for hiring approval at next week's meeting.

Thank you very much,
Mistie



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

DATE: 10/21/2020
TO: Board of Selectmen
FROM: Emy Hoff, Director, Townsend Recreation Department
RE: **OFFICIAL NOTIFICATION OF HIRE**

This letter is to notify you that Townsend Recreation agreed to hire:

Renee Serene

as a Senior Counselor for Recreation at a pay rate of \$14.00/hr in accordance with the Recreation Commission Pay Guideline.

This letter is to notify you that Townsend Recreation agreed to hire:

Bonnie Fitzpatrick

as the Assistant Director for Recreation at a pay rate of \$18.00/hr in accordance with the Recreation Commission Pay Guideline.

If you should have any questions, as always please do not hesitate to contact this office.

Emy Hoff

cc: Department file



CENTER FOR
TECH AND
CIVIC LIFE

October 7, 2020

Townsend Town, Massachusetts

Town Administrator

272 Main Street

Townsend, MA 01469

Dear James Kreidler,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Townsend Town, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Townsend Town ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$5,000.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Townsend Town in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

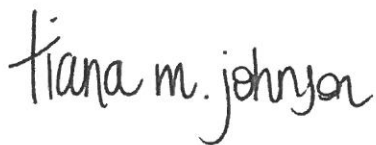
3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Town Clerk ("the Election Department") or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

A handwritten signature in black ink that reads "Tiana m. johnson". The signature is written in a cursive, lowercase style.

Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

GRANTEE

By: _____

Title: _____

Date: _____



CENTER FOR TECH & CIVIC LIFE
233 N. MICHIGAN AVE., SUITE 1800
CHICAGO, IL 60601
HELLO@TECHANDCIVICLIFE.ORG

**TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN STREET
TOWNSEND, MA 01469**

TO:	Planning Board	Police Chief
	Board of Health	Fire Chief
	Conservation Commission	Highway
	Board of Selectmen	Water Department
	Building Inspector	Assessors

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

APPLICANT: Roger Helou
LOCUS ADDRESS: 50 Highland Street
PARCEL ID: Assessor's Map 52, Block 94, Lot 0

Date of Hearing: November 18, 2020
Date of Referral: October 14, 2020

Petition: *(from legal notice)*

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a virtual public hearing on **Wednesday, November 18, 2020 at 7:15 p.m.** on the application of **Roger Helou, R & S Helou Realty LLC** for a Variance under Townsend Zoning Bylaw §145-36C(5) and 145-66 and/or an Appeal of the Building Commissioner's letter of September 15, 2020 under §145-64. The applicant is requesting a Variance to Townsend bylaw 145-24 C(2) and approval to construct a barrier to protect a fire hydrant located within 15' of the edge of the driveway.

COMMENTS: _____

NO COMMENT _____

SIGNED: _____ **DATE:** _____

Please return comments via email to Beth Faxon @ bfaxon@townsendma.gov



RECEIVED
TOWNSEND BOARD OF APPEALS
Office of the

ZONING BOARD OF APPEALS

272 Main Street

Townsend, Massachusetts 01469

Phone: (978)597-1700 x1723 Fax (978)597-1722

APPLICATION FORM

Application form as incorporated in Zoning Board of Appeals Rules and Regulations as adopted on May 26, 2010. Earlier revisions: 10/6/94, 10/5/95, 10/30/95; 4/10/97; 5/12/99, 3/1/01, 12/16/05, 6/13/07.

Name: ROGER HELOU, R&S HELOU REALTY LLC

Mailing Address: 670 EAST LEHIGH DR., DELTONA, FL 32738

Property Address: 50 HIGHLAND ST., TOWNSEND, MA 01469

Applicant's phone: 508-864-4677

Applicant is (circle one): Owner Agent/Attorney Purchaser Tenant

Property owner's name and mailing address (if not applicant): SAME AS ABOVE

Characteristics of Property:

Number of lots 1 Lot Area 3 ACRES Frontage 374.09' Zoning District RESIDENTIAL A3
(If more than one lot, please complete information for each lot individually)

Assessor's Office Map # 52 Block # 94 Lot # 0

Recorded at Middlesex Southern Registry of Deeds: Book: _____ Page: _____

1. Is the parcel in the Aquifer Protection District? NO
2. Is the parcel within 300 feet of the Squannacook River? NO
3. Is the parcel in an Historic District? NO
4. Are there any brooks, streams, swamps, bogs, lakes, ponds, or other wetlands on the lot or within 100 feet of the lot? YES
5. Will this request result in additional living space? NO
If yes, do you have Board of Health approval for a septic system to serve this space? _____
If you do not, please explain: _____

cont.

This Application is for:

_____ **Variance** of the Zoning Bylaws, Code of the Town of Townsend Section 145-66 and Section _____ - Fee \$300.00 (see additional information/requirements on the next page)

_____ **Special Permit for Earth Removal** under Section 145-46, Section 145-65 and Section 145-40 of the Zoning Bylaws, Code of the Town of Townsend.

Under 7000 cubic yards Fee \$300.00,

7001 cubic yards and over Fee \$750.00

Material to be removed: _____

☒ **Appeal** under Section 145-64 of the Zoning Bylaws, Code of the Town of Townsend.
Fee: \$300.00

_____ **Comprehensive permit** under M.G.L. Ch. 40B: Base fee: \$7,500 plus the following based on the number of units:

Number of Units	Cost per Unit
1-5	\$135.00
6-15	\$300.00
16-30	\$400.00
31 or more	\$450.00

_____ **Special Permit for multi-family housing** under Section 145-37 of the Zoning Bylaws, Code of the Town of Townsend. Fee * \$5,000.00 plus \$135.00/unit)

_____ **Special Permit** under Section 145-65 and Section _____ of the Zonings Bylaw, Code of the Town of Townsend. Fee \$300.00. (for any special permit section not listed above).

_____ **Renewal of Special Permit** under Section 145-65 and Section _____ of the Zonings Bylaw, Code of the Town of Townsend. Fee \$135.00

* **For more than one request checked above, pay the highest applicable fee**

Fees listed provide for the administrative costs of the Board, and do not include special costs such as consultants to review engineering plans or other expert opinions the Board may deem necessary. Under M.G.L. c. 40A and c. 44, §53G, the Board may require an applicant to pay the reasonable costs of outside consultants. The Board may also require an applicant to pay any unusual administrative costs, such as copying costs for large submissions of plans or drawings greater than 8.5" by 14". The applicant shall pay the cost of recording any decision at the Registry of Deeds. Application fees are non-refundable.

Further Variance information:

Revised September 1, 2010

If applying for a Variance, please answer the following questions:

Under state law (MGL Ch 40A, Section 10), the Board cannot issue a Variance unless the Board finds that the requirements in (c) through (f) below are met. The applicant is obligated to demonstrate these points to the Board. If you need advice on (c) through (f), you should consult an attorney. No Town official can advise you on your answers.

- (a) What type of variance are you requesting?*
- (b) What is the amount of the variance from the particular requirements of the Code of the Town of Townsend?*
- (c) What circumstances relating to the particular soil condition, shape, or topography of your land or structures cause you to need a variance?
- (d) What substantial hardship, financial or otherwise, owing to the particular circumstances in (c) above, would result if this application for a variance were denied?
- (e) The granting of this variance by the Zoning Board of Appeals would not be detrimental to the public good; and
- (f) The granting of this variance is not a substantial derogation from the particular bylaw or bylaws.

* The Building Department or the Zoning Board Administrator can assist you in filling out of this application for items (a) and (b).

ITEMS THAT MUST BE SUBMITTED WITH THE APPLICATION FORM:

1. Any correspondence from the Building Inspector concerning this request, including the written rejection letter which is being appealed pursuant to M.G.L. ch. 40A § 8 and the Zoning Bylaws, Code of the Town of Townsend § 145-64.
2. One-page summary of the proposal (for a Variance, see the above information).
3. A scaled plot plan that distinguishes existing structures from the proposed construction. Said plan must also show all setbacks (front, side, rear) and frontage measurements. All lot and structural dimensions, both existing and proposed, must be clearly delineated.
4. For an accessory apartment, include floor plans of the principal residence and the apartment, along with a report from the Board of Health in accordance with Section 145-36 D of the Zoning Bylaws, Code of the Town of Townsend.

INSTRUCTIONS FOR FILING APPLICATIONS:


Present the signed application with the items listed above to the Town Clerk, which will then certify the date of filing and give you a copy of the application as certified.

File the certified copy, along with 8 additional copies (for distribution to the ZBA members, Town Counsel, and Mandatory Referrals), and the fee with the Town Clerk. Hand delivery to the Town Clerk is recommended.

ALL APPLICANTS MUST READ, SIGN AND DATE THE FOLLOWING:

I certify that the information provided above is true and correct to the best of my knowledge; that I understand that the Board may require additional information to process or grant this application; that the Board may require me to pay additional consulting or other unusual costs; that errors in this information, or in the information I provide at the public hearing, may result in the denial of this application or the revocation of any favorable decision issued by the Board; that any relief granted by the Board shall be limited to the request made in this application; that I may be represented by counsel at my own expense; that if my application is denied it cannot be resubmitted for two years, following its denial, without prior approval of both the Zoning Board of Appeals and the Planning Board; and that I am responsible for all other applications, permits, approvals etc., that may be required by law.

Signed:


Name
ROGER HELOU

Date

OCT 5, 2020



Office of the
Building Commissioner
Town of Townsend,
272 Main St
Townsend, Ma 01469
978-597-1700 ext 1709 978-597 8135 fax

September 15th, 2020

Cert# 7015 1520 0000 1765 7027

Roger Helou I/Co
R 7 S Helou Realty LLC
Deltona, Fl 32738

RE: Driveway permit for 50 Highland St Map 52, Block 94, Lot 0

Dear Mr. Helou,

You applied for a driveway permit at 50 Highland St (herein known as the "property") which has been reviewed by the Highway and Building Department. Upon inspection of the plans and property I have determined the proposed driveway will be within 15' of the driveways edge in violation of **Section 145-24 C (2)**. We discussed this matter onsite and you suggested moving the driveway to the left in order to obtain the required clearance needed. Unfortunately you determined that due to the sites topography the changes we discussed will not work without substantial modifications to the septic design possibly requiring engineering, a retaining wall and/or the removal of trees.

A building shall not be occupied unless it is in conformance with Article VI Land use Regulations of the zoning bylaws. You have agreed to block access to this driveway with large concrete blocks unless you can resolve this issue. Therefore occupancy can be granted in the meantime because you have another driveway to use.

In accordance with Article XI Appeals, Special Permits and Variances you have the right to appeal my interpretation of the zoning bylaws (Section 145-64). **You are also eligible to apply for a variance in accordance with Section 145-66** if circumstances relating to soil conditions, shape or topography affects you property but not the general zoning district, where literal enforcement of the bylaw would involve substantial hardship to you and desirable relief may be granted without substantial detriment to the public good without nullifying or substantially derogating from the intent or purpose of the bylaw.

Another option that you can investigate is hiring a contractor to move the fire hydrant. I have already discussed this option with the Fire Department and they have no issues with moving the hydrant. I would suggest speaking to the Water Department before making a decision. You may need approval from other departments or boards as well.

Whoever is aggravated by a zoning interpretation, order, requirement, direction or failure to act by the Building Commissioner may file a notice of appeal to be heard by the Zoning Board of Appeals within 30 days of the receipt of this letter. Applications for special permits can be found at the land use office or the office of the town clerk. If you have any questions or concerns regarding this determination or need any assistance please reach out to me or my office at your convenience.

To: Townsend Zoning Board of Appeals

From: Roger Helou (R & S Helou Realty LLC)

Date: Oct 2nd, 2020

Subject: 50 Highland Street. Variance to Section 145-24 C (2), Driveway withing 15 feet from a fire hydrant

We started building a house for my son on a property located at 50 Highland St that has been in my wife's family for generations. We got approval to proceed with the construction that included an in-law suite in the basement including a garage. My wife and I live in Florida, but we figure that we could visit the kids for 4 weeks in the summer-time and wanted to have a separate area so we do not infringe on them any more than we have to.

The initial design for the driveway would have had a flat area for us to access the lower garage, however, after David E. Ross Engineering finished designing the septic system, having a driveway that will connect us to the lower garage became an issue since it would have put the driveway on top of the leach field. We looked at multiple other options, with discussions with the Fire Chief, the Water Department, and the Building Inspector, from having another entrance that would be more than 15 feet from the hydrant, to relocating the existing hydrant, but all became either encroaching on the existing septic system, encroaching on the wetlands, or are extremely expensive (relocating the hydrant at about \$10,000). This leaves us without an access to the garage.

One option that we considered, but we need your opinion on, is to install cement blocks (2 ft x 2 ft x 4 ft weighing at about 4000 lbs each) at the edge of the driveway and parallel to the driveway, protecting the hydrant and ensuring that a vehicle entering or exiting the driveway will actually hit the cement block and not the hydrant.

Looking forward to your opinion.

Respectfully submitted

Roger Helou



50 Highland Street

Townsend, MA 01469

Cell: 508-864-4677

4.3

TOWN OF TOWNSEND
Highway Department
177 Main Street
Townsend, Massachusetts 01469
Tel: (978) 597-1712
Fax: (978) 597-0726

**ROAD OPENING PERMIT APPLICATION
FOR EXCAVATION IN PUBLIC WAYS**

Date: 10/13/2020

Permit # 11-2120

APPLICANT: (Complete this section only if different than Contractor performing the work)

Name: Unitil / Fitchburg Gas and Electric

Address: 357 Electric Ave
Lunenburg Ma 01462

Telephone # 378-353-3221 Fax # _____

Contact Person (if different from name listed above)
Kelli Moore Unitil Gas Prj Coordinator

CONTRACTOR:

Name: Unitil / Fitchburg Gas and Electric

Address: 357 Electric Ave
Lunenburg Ma 01462

Telephone # 978-353-3260 Fax # _____

Contact Person (if different from the name listed above): Mark Dimeco Jr Supervisor Gas Operations

Name of person performing the excavation (if different from name listed above)

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Mark Dimeco Jr

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

Expiration Date: _____

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: Fitchburg Rd

House Number: 105 to _____

Scope of Work:

New Gas Service Installation

Length of Cut: _____ Depth of Cut: _____

Start Date: 10/16/2020 Estimated Working Days: 1

NOTIFICATION DATES:

Dig Safe: 20204022853

Detail Officer Required: Yes _____ No _____

Highway Superintendent: James Smith

Date: 10-28-2020

Board of Selectmen: _____

Date: _____

Fee Received: \$100.00

Check #: 210101

NOTE: Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

PO Box 530 – 13 Elm St.
Townsend, MA 01469

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

To: Jim Kreidler, Town Administrator
From: Mark Boynton, Fire Chief *MRB*
Subject: New Hire to fill vacancy
Date: October 27, 2020

On October 19th full-time Lieutenant Ben Niemiera tendered his resignation and gave two weeks' notice.

Respectfully request the Board of Selectmen appoint the follow individual to fill a full-time vacancy created by the resignation of Ben Niemiera.

Jeffery Cormier 19 School Street, Townsend MA - Full-Time Firefighter/Paramedic.

Appointment is subject to successful completion of pre-employment physical and CORI background check as outlined in the conditional offer of employment.

Appointment is subject to a one year probationary period, successful completion of required certification listed in the job description within one year, the terms and conditions agreed to under the Career Firefighters of Townsend Local 4926 of the International Association of Firefighter contract.



Office of the
BOARD OF SELECTMEN
272 Main Street

Townsend, Massachusetts 01469

Robert L. Rebholz, *Chairman*

Harvey J. Youngsma, *Vice-Chairman*

John F. Pelletier, *Clerk*

Beverly J. Sleeper

Town Administrator

Office (978) 597-1701

Fax (978) 597-1719

GIFT ACCEPTANCE POLICY & PROCEDURE

#99-1

**PROCEDURE FOR GIFT ACCEPTANCE OF FUNDS AND/OR TANGIBLE
PERSONAL PROPERTY:**

In accordance with Massachusetts General Laws Chapter 44, Section 53A, an officer or department of any town, may accept grants or gifts of funds from the federal government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof and in the case of any other grant or gift may expend such funds for the purposes of such grant or gift, ~~in towns with the approval of the Board of Selectmen. Notwithstanding the provisions of~~ In accordance with sections ~~fifty-three~~ 53 and 53A, any amounts so received by an officer or department of a town shall be deposited with the treasurer of such town and held as a separate account and may be expended as aforesaid by such officer or department receiving the grant or gift without further appropriation. If the express written terms of a grant agreement so stipulate, interest on the grant funds may remain with and become a part of the grant account and may be expended as part of the grant by such officer or department, subject to any approvals and reporting required under Section 53A if any as may be appropriate, receiving the grant without further appropriation. Otherwise all interest on gifts and grants shall become part of the general fund.

Consistent with General Laws Chapter 44, Section 53A½, all other General Laws, Rules and Regulations, the Board of Selectmen may accept gifts of tangible personal property from the federal government, a charitable foundation, private corporation, individual, or from the commonwealth or any political subdivision thereof, and may, in its sole discretion and authority, use said gifts, without specific appropriation thereof, for the purpose of such a gift or, if restrictions are attached to the gift, for such other purposes as it deems advisable. at their discretion in appropriate cases, in lieu of a fine, may accept services, labor or miscellaneous tangible personal property in dollar amounts equal to or greater value than amounts of the fine imposed under Non-criminal Violations by various boards of the Town of Townsend.

1. Donor must give written notice of intention to donate gift to the Town of Townsend and Department.
2. A voucher form must be filled out including the name of the donor, address and phone

Commented [BW1]: I am not aware of any statutory authority or guidance from DOR that would authorize/sanction the ability of Town to "forgive" a non-criminal disposition fine in this manner. Furthermore, it is unclear how the Board of Selectmen would have authority under G.L. c. 40, s 21D to settle a fine in this manner on behalf of the official who issued the fine. Although I am aware of other statutes that allow a reduction of certain municipal fees in exchange for the volunteering of services, see, e.g. G.L. c. 59, s 5N (The Valor Act), I believe such a program/policy would require statutory authority, a special act or, perhaps, a duly adopted bylaw enabling such a program.

number.

3. Signed statement that the gift does not violate the "Conflict of Interest Statute" M.G.L. 268A or any other General Law provisions.
4. Conflict of Interest disclosure must be filed with the Office of the Town Clerk.
5. Sign statement relative to any pending lawsuit involving the town in which the Donor is a Plaintiff or Defendant does not waive any rights of either party.

PROCEDURE FOR GIFT ACCEPTANCE OF LAND:

In accordance with Massachusetts General Laws Chapter 40, Section 14, the Selectmen of a town may accept a donation of land within the town not already appropriated to public use, for any municipal purpose for which the gift is not otherwise authorized or directed by statute. No Unless another specific process is established by statute for any particular gift of land, no land may be accepted as a gift until it is authorized by two-thirds (2/3) vote of the town. This policy is not intended to affect any gifts made or contemplated under G.L. c. 40, Section 8C or under any other statute which establishes another specific process.

Before the Selectmen will consider acceptance of any such gift, the following prerequisites must be satisfied unless, in its discretion, the Selectmen waive any particular requirement.

1. Written notice of real property gift to the Town of Townsend and/or Department. Identify land to be acquired through gift acceptance under G.L. c.30B, ss6 (not required for a gift or value under \$25,000.) Enter into a Donation Agreement conditioned upon a favorable Town Meeting vote. Agreement must include the name of the donor, address, phone number.
2. Signed statement that the gift does not violate the "Conflict of Interest Statute" M.G.L. 268A or any other General Law provisions.
3. Conflict of Interest disclosure must be filed with the Office of the Town Clerk.
4. Sign statement relative to any pending lawsuit involving the town in which the Donor is a Plaintiff or Defendant does not waive any rights of either party.
5. Gift is placed on the town meeting warrant for acceptance. A two-thirds (2/3) vote is required for acceptance.
6. Obtain "Disclosure of Beneficial Interest Statement" from ~~Sell~~HarSeller/Donor (G.L. c.7, ss40J) and file with the Division of Capital Planning and Operations (DCPO).
7. Obtain a full title examination for the property and a Certificate of Title from the Donor's Attorney.
8. Obtain a survey of the property and approval of the planning board if necessary under Chapter 41, Section 81P through 81U. Ensure that the property is properly zoned for the intended municipal use.
9. Obtain a G.L. c.21E site inspection of the property by a licensed site professional, if history or view indicates hazardous materials may be an issue.
10. Obtain Title V certification from the donor, if subsurface disposal is on-site. Perform any other testing or inspections necessary to determine whether the property is suitable for the intended municipal use.
11. Comply with relocation obligations under G.L. c.79A.
12. Request Donor to provide a draft deed for the property.
13. Obtain a municipal lien certificate from the tax collector (taxes must be paid to date of closing unless tax abatement is authorized by the DOR Commissioner).
14. Obtain documents necessary to clear title, e.g., discharge of mortgage or any other encumbrances of record that may constitute a cloud on title or unmarketable title. Consult with Town Counsel concerning checks necessary for acceptance.
15. An affidavit and warranty from the donor that there is no demand, claim or lawsuit pending or anticipated affecting the property.
- ~~16.~~ Appropriate board votes to accept property and sign acceptance form.
- ~~17.~~ Arrange for closing, final inspection, and title rundown. Record deed and release funds, if applicable.

Commented [BW2]: The intent of this language does is not clear. Perhaps it is not necessary and can be deleted since the Town is authorized to accept such land for any general municipal purpose.

Commented [BW3]: Certain acquisitions of land by gift can be accomplished without a super-majority vote of Town Meeting and, in some cases without a Town Meeting vote at all. See, e.g. G.L. c. 44, s 55C, G.L. c. 40, s 8C, G.L. c. 40, s 8D, G.L. c. 45, ss 3&4, G.L. c. 45, s 14, G.L. c. 40, s 39B, and G.L. c. 83, s 1.

4718. Send copy of recorded deed to appropriate Board and request abatement of taxes from assessors. Send original recorded deed to the Town Clerk.

4819. Obtain title insurance, if applicable.

DISCLOSURE and ACKNOWLEDGMENT
RELATIVE to GIFT ACCEPTANCE

1. I _____, of _____,

_____ Massachusetts, hereby disclose to the Town of Townsend, Massachusetts by
and through its Board of Selectmen that:

Please check one of the following options (A or B). If B is check, fill in all blank lines.

- A. _____ Neither I, nor any member of my direct family, am a Plaintiff or Defendant in any lawsuit or other legal action in which the Town or any of its employees, agents, officers or boards is a party.
- B. _____ I, or a member of my direct family, am a Plaintiff / Defendant (circle one) in the following pending litigation:

Name of Case _____

V.

Docket Number _____

Court _____

Name of Plaintiff/Defendant if a family member _____

3. I have offered to make a gift to the Town of Townsend, as follows:

with an estimated dollar value of \$ _____.

4. I understand, acknowledge and agree that should the Board of Selectmen of the Town of Townsend accept this gift, that neither I (nor my family member if applicable) nor the Town (its agents, employees, officers or boards) waive or relinquish any rights, arising out of the pending litigation by virtue of the gift and acceptance thereof.
5. I further understand, acknowledge and agree that this gift, if accepted, is a gratuity to the Town of Townsend, given strictly for public purposes and out of my desire to contribute to the public good. Neither I, nor any of my family members, have been offered any consideration, or inducement for this gift, and this gift is free of

TOWN OF TOWNSEND

undue influence, political motives or any other improper, adverse or pecuniary interest.

6. I further understand that this Disclosure Statement constitutes a public record.

Signed under the pains and penalties of perjury this _____ day of _____ in the year.

Signature of Donor

Signature of Donor

Report of the Town Administrator

November 2, 2020

1. Personnel Updates-

- a. Audit Committee - It is recommended that we advertise for vacancies on the Audit Committee. Enclosed you will find last year's advertisement as a point of reference.

Board Action Requested- Shall I post the notice?

- b. Department Head Meeting- I am enclosing a copy of the agenda from the Department Head Meeting held last Tuesday for your information.

Board Action Requested- None.

2. Financial Updates-

- a. CvRF Round 2 funding requests- There is a copy of the Town's CvRF Round Two application enclosed for your review and discussion.

Board Action Requested- None.

3. Project Updates-

- a. License Agreement- I will provide an update at the meeting based upon the then most currently available information.

Board Action Requested- None.

- b. Remote Learning Program- The state approvals have been issued for the previously discussed and detailed Recreation Commission's Remote Learning Program. The program is set to begin on November __, 2020 and will be held in the Great Hall.

Board Action Requested- None.

- c. Website Updates- The procurement is complete for a vendor to upgrade our town website. CivicPlus in the amount of \$6,000.00. Contract award is pending approval of the Round Two funding request under the CvRF (see 2a above).

Board Action Requested- None.

4. Miscellaneous Updates-

- a. Selectman Election- Per Town Clerk Kathy Spofford: After review of the Selectmen's Meeting from Tuesday evening, October 20, 2020, I have gone over our election schedule and all the required dates regarding this Special Election. I am suggesting we hold the election on Saturday, January 23, 2020 from 8:00 am to 5:00 pm. This will have the lowest impact on the holiday season yet is still within the time frame set by the Board of Selectmen. I have been in discussion with our Building Commissioner, Eric Chartrand, and he is going to go over the square footage at the Townsend Meeting Hall to see if that would be a viable option for holding the election. The schools are not an option in this day of COVID. They are trying to keep people who are not required to be in the building out to help prevent COVID from entering the building and I believe when we held elections at

Hawthorne Brook there were only two precincts that could fit and we have three precincts. In 2016, I was told I would not be allowed to hold any elections in the "new high school". If the election is moved to another location, other than Memorial Hall, according to MGL Chapter 54, Section 24 *"the Selectmen in any town shall cause printed descriptions of such polling place to be posted in such public places in such precinct as they determine and shall give notice by mail to each residence of one or more registered voters herein."* If the Townsend Meeting Hall is determined not to be an option, that will bring us back to Memorial Hall. Having a Saturday election would have the least amount of impact on the Recreation Program being held in the Great Hall.

As for early voting as mentioned at the Selectmen's Meeting, there is no law that covers this for a local election. Early voting is only for General Elections and according to the Acts of 2020, which end on December 31, 2020.

Board Action Requested- Set the official date please.

- b. South Row Rd. Potential Donation Parcel- There is no update to be offered as the Conservation Commission has not yet met to consider the matter since my previous update.

Board Action Requested- None.

- c. 97 Main Street- This is a parcel of land with a commercial building on it that sat in tax title with taxes having not been paid since 2001. As of last year, the town foreclosed on the property with an overdue balance of taxes and fees totaling \$129,168.74 (see enclosed Tax Collector's Printout). As of March of this year the town has officially taken ownership of the property. The building has been rekeyed and secured and the brush surrounding the perimeter, including vines that were growing through the window into the interior of the spaces, have been cleared by the facilities and Highway staff.

As the property was a former gasoline filling station and garage there is a significant history re: MGL c. 21E to include having had a phase one and two environmental assessment completed and groundwater monitoring wells installed and monitored.

We are undertaking efforts with MRPC and/or MassDevelopment to assess and then address lingering issues utilizing their brownfields remediation programs.

The objective is to bring the property back to an active and productive use in one of the following ways post remediation: 1. Town Meeting authorization to bid the property out for either sale or lease for a private reuse to either a tax paying for profit entity (e.g. a local business) or to a non-tax paying non-profit entity (e.g. TCAM) , or 2. convert the property to a municipal use (e.g. Facilities Department).

Board Action Requested- Discussion if you wish.

- d. TCAM/Zoom Procedures- TCAM has officially taken over the ZOOM hosting and recording of all municipal meetings effective with this one tonight. They are scheduled to host several more meetings this week.

Boards or Committees wishing to have TCAM host their meeting need only email TCAM with such a request providing the Board of Committee Name, the date, time and location. TCAM will then generate a ZOOM link and email it back to the Board of Committee

making the request for them to use in their public agenda notice. Until TCAM finalizes a domain name requests can go to jerryracette@aol.com.

Board Action Requested- None.

- e. Schedule work sessions: We need to schedule work sessions for the following: Job Descriptions/Wage Matrix.

Board Action Requested- May we coordinate schedules please?.

- f. Cash Operations- Anna Noyes, the Treasurer Collector is compiling the responses from each office after a robust discussion was had at the department head meeting. I expect her written report to be available for you at your next meeting.

Board Action Requested- None.



PUBLIC NOTICE OF VACANCY

September 5, 2019

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following vacancy is posted:

THREE (3) MEMBERS:

- ONE (1) REPRESENTATIVE FROM THE BOARD OF SELECTMEN
- ONE (1) REPRESENTATIVE FROM THE FINANCE COMMITTEE
- ONE (1) MEMBER AT LARGE WITH PREFERRED MUNICIPAL FINANCE EXPERIENCE

A newly formed Audit Committee that will operate under the general direction of the Board of Selectmen and its purpose is to review financial statements and management letters and make recommendations for improvement.

If interested, please forward a Volunteer Application form to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469.

Department Head Meeting
October 27, 2020
10:00A.M. Virtual Meeting

1. Guests: None
2. Town Administrator Updates:
 - COVID 19. New Positive cases and Red Designation
 - Cash Operations Discussion (Anna)
 - Reminder: training on December 8, 2020 at 10:30AM with Labor Counsel
 - o Personnel Best Practices
 - o Personnel Policy Update
 - Website Discussion
 - Onboarding Commissions/Committees/ Boards
 - Welcome to Townsend Greeting Packet (Assessors)

3. Individual Department Head Updates (if any):

Beth Faxon: TCAM progress in terms of moderating public board meetings

Next Meeting date: November 10, 2020

CARES Act Coronavirus Relief Fund - Municipal Program Round 2 Application Form

Overview:

The Commonwealth of Massachusetts has made up to \$502 million available to municipalities to address the unexpected costs associated with COVID-19 from the federal Coronavirus Relief Fund. Municipalities may apply to receive funds through the Coronavirus Relief Fund - Municipal Program (CVRF-MP).

Municipality Key Data - Populate Fields Highlighted:

Municipality	Townsend	DOR Code	299
Contact First Name:	Jim	County	Middlesex
Contact Last Name:	Kreidler	Population	9,547
Contact E-mail Address:	jkreidler@townsendma.gov		
Contact Phone Number:	978-597-1701		
Application Date:	10/28/2020		
Total Eligible Amount:		841,737	
Round 1 Payment:		260,474	
Remaining Eligible Amount:		581,263	

Submission Steps:

1. Populate municipality key data fields above, including contact and municipal information ([Start Here](#))
2. If cashflow was received in Round 1, reallocate those funds to eligible uses as specified in Attachment A ([Cashflow Allocation](#))
3. Identify and populate Round 2 requests by Attachment A eligible uses ([Application Form](#))
4. If making other requests in Round 2, populate details ([Other Request - Round 2](#))

Notes: If additional information needed on remaining eligible amount, review [Summary](#). If additional information needed on Round 1 other requests, review [Other Request - Round 1](#).

Upload Notes:

Save this template with the following file name:

[Townsend.Round2.xlsx](#)

If the municipality submits multiple application forms, A&F will always use the most recently submitted data. If a municipality needs to amend the application, please resubmit. Note that once A&F reviews an application, no further amendments will be accepted.

Municipality Notes:

If applicable, provide updated contact information or other relevant information:

--

Application Form Version:

9/30/2020

CARES Act Coronavirus Relief Fund - Municipal Program Cashflow Allocation

In Round 1 you drew down \$0 dollars in cashflow. Please define how you are planning to allocate these dollars to eligible uses. Allocation is complete when 'Amount Remaining to Allocate' (cell D48) is 0.

Round 1 Cashflow

Core municipal services in a declared state of emergency:

First responder direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive
Quarantine/isolation costs for first responders who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members
Temporary staff to backfill sick or quarantined municipal employees
Staff for compliance and reporting associated with this funding
Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops)
Hiring and training, including training for employees and contractors hired for COVID-19 response
PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public
Sanitation and refuse collection
Food inspection
Cleaning/disinfection of public buildings
Social distancing measures in public buildings (plexiglass barriers, stanchions, small building modifications)
School distance learning: Planning and development, including IT costs
School distance learning: Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location
School distance learning: Food for families that rely on food through the school system
Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs
Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs
Legal fees
Unemployment claims
Election expenses

Subtotal, Core municipal services in a declared state of emergency

Expanded public health mission:

Boards of health staffing needs - to the extent not addressed with public health funding
Use of public spaces/buildings as field hospitals
Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19
Food banks/food pantries - need to be tied to COVID-19
Travel expenses - for distribution of resources
Transporting residents to COVID-19 medical and testing appointments
Signage and communication including translation services
Educational materials related to COVID-19
Testing for COVID-19

Subtotal, Expanded public health mission

Services and supports to residents in their homes:

Grocery and/or meals delivery - modeled on COA activities
Wellness check-ins with vulnerable elders
Short-term rental or mortgage support
Prescription drug delivery

Subtotal, Services and supports to residents in their homes

Other Requests

Amount Remaining to Allocate (please ensure this is 0)

0

CARES Act Coronavirus Relief Fund - Municipal Program Round 2 Application Form

	Assumed FEMA Eligible?	Round 1		Round 2	
		Total Cost	CARF Amount	Cashflow Allocation	Round 2 Total CARF Request
Core municipal services in a declared state of emergency:					
First responder direct staffing costs - overtime, additional hires, and/or backfilling staff who test positive	Yes	61,513	15,378	0	0
Quarantine/isolation costs for first responders, who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members	Yes	2,900	775	0	0
Temporary visit to backfill sick or quarantined municipal employees	Yes	11,988	2,997	0	0
Staff for compliance and reporting associated with this funding	Yes	1,607	402	0	0
Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops)	No	89,399	89,399	0	0
Hiring and training, including training for employees and contractors hired for COVID-19 response	Yes	5,000	1,250	0	40,000
PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public	Yes	33,935	8,484	0	2,500
Sanitation and refuse collection	No	0	0	0	0
Food inspection	No	0	0	0	0
Cleaning/disinfection of public buildings	Yes	41,180	10,295	0	3,750
Social Distancing measures in public buildings (plexiglass barriers, stanchions, small building modifications)	Yes	0	0	0	0
School distance learning: Planning and development, including IT costs	No	0	0	0	0
School distance learning: Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location	No	0	0	0	0
School distance learning: Food for families that rely on food through the school system	No	0	0	0	0
Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs	Yes	0	0	0	0
Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs	No	0	0	0	0
Legal fees	No	0	0	0	0
Unemployment claims	No	0	0	0	0
Election expenses	No	0	0	0	0
Subtotal, Core municipal services in a declared state of emergency	No	247,532	128,930	0	54,750
Expanded public health mission:					
Boards of health staffing needs - to the extent not addressed with public health funding	Yes	0	0	0	0
Use of public space/buildings as field hospitals	Yes	0	0	0	0
Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19	No	10,000	10,000	0	0
Food banks/food pantries: need to be tied to COVID-19	Yes	271	68	0	0
Transporting residents to COVID-19 medical and testing appointments	Yes	0	0	0	0
Signage and communication including translation services	Yes	4,500	1,125	0	0
Educational materials related to COVID-19	Yes	2,500	625	0	0
Testing for COVID-19	Yes	0	0	0	0
Subtotal, Expanded public health mission	Yes	12,271	11,818	0	0
Services and supports to residents in their homes:					
Grocery and/or meals delivery - modeled on COA activities	Yes	2,370	593	0	0
Wellness check-ins with vulnerable elders	No	0	0	0	0
Short-term rental or mortgage support	No	0	0	0	0
Prescription drug delivery	No	0	0	0	0
Subtotal, Services and supports to residents in their homes	No	2,370	593	0	0
Other Requests					
Total Calculated in "Other Requests" worksheet: Identified Other Requests	No	119,134	119,134	0	161,828
Total Calculated in "Other Requests" worksheet: Cashflow	No	0	0	0	40,000
Total Request	No	386,297	250,474	0	236,578

Round 1

Total, Round 1 Identified Other Requests

CARES Act Coronavirus Relief Fund - Municipal Program Other Requests (Round 2)

Round 2

Request Description	Good/Service benefit provided between		Unbudgeted as of 3/27/2020?	Eligible? (Preliminary Determination)	Amount
	Necessary due to COVID?	3/1/2020 and 12/30/2020?			
pony	NO	YES	YES	NO	0.00
AV system for Great Hall (previously approved)	yes	yes	yes	YES	50,000.00
Library/Senior Center IT Infrastructure upgrade (previously approved)	yes	yes	yes	YES	46,000.00
Website upgrade Town/Police	yes	yes	yes	YES	10,500.00
Distribution/dispersing Site Security equipment(see attached for explanation)	yes	yes	yes	YES	22,183.00
Police Training and Interviewing equipment (see attached for explanation)	yes	yes	yes	YES	24,150.00
Fire Department condensation pumps (see attached for explanation)	yes	yes	yes	YES	4,995.00
Professional ultrasonic cleaner for firearms	yes	yes	yes	YES	1,500.00
Remote learning enrichment program (tables/barriers needed)	yes	yes	yes	YES	2,500.00

Total, Round 2 Requests

161,828.00

CARES Act Coronavirus Relief Fund - Municipal Program Summary

Municipality: Townsend

Total Eligible Amount

841,737

Spending Summary

Round 1

Core municipal services in a declared state of emergency

128,930

Expanded public health mission

11,818

Services and supports to residents in their homes

593

Other Requests

119,134

Round 1 Cashflow Request

0

Subtotal, Round 1 Submission

260,474

Round 2

Core municipal services in a declared state of emergency

54,750

Expanded public health mission

0

Services and supports to residents in their homes

40,000

Other Requests

161,828

Subtotal, Round 2 Submission

256,578

Total, Round 2 Submission Adjusted for Cashflow Request

256,578

Total Request from CVRF-MP

517,052

Remaining CVRF Amount

324,685

Summary: Townsend has a remaining amount to allocate of \$324,685

History Summary As Of 10/29/2020

Account: 34-38-1

Levy: 2001

Parcel: 34-38-1

Record Owner: GLOVER RAYMOND E. JR

Location: 97 MAIN STREET

Balance: \$0.00

Legal Fees	2017	11/30/2016	\$87.00	\$87.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2016	12/5/2016	\$3,600.95	\$5,480.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2017	9/20/2017	\$3,490.40	\$4,870.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2018	1/31/2018	\$27.20	\$27.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2018	2/28/2018	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2018	6/27/2018	\$80.00	\$80.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2019	5/31/2019	\$440.00	\$440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2019	6/30/2019	\$40.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2018	7/18/2019	\$3,987.01	\$4,399.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2020	8/31/2019	\$252.20	\$252.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2019	9/12/2019	\$3,648.84	\$3,936.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2020	10/31/2019	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2020	11/30/2019	\$262.28	\$262.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2020	12/31/2019	\$310.60	\$310.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2020	1/31/2020	\$290.60	\$290.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total			\$57,644.55	\$129,168.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Transactions	Name	EffectiveDate	PostDate	Batch	Total	Tax	Fees	Interest	Comments
Payment		1/31/2020	1/31/2020	-1 LC ref	\$49.53	\$0.00	\$49.53	\$0.00	Case #16 TL 001444
Foreclosure		3/10/2020	3/10/2020	Jan Feb	\$129,119.21	\$54,818.19	\$2,776.83	\$71,524.19	
Grand Total					\$129,168.74	\$54,818.19	\$2,826.36	71,524.19	

History Summary As Of 10/29/2020

Account: 34-38-1

Levy: 2001

Parcel: 34-38-1

Record Owner: GLOVER RAYMOND E. JR

Location: 97 MAIN STREET

Balance: \$0.00

Debits		Levy		Date of Cert.		Billed	Credits	Remainder	Interest	TotalDue	PerDiem
Name											
Tax Title Transfer	2001	6/27/2003		\$1,491.28	\$5,479.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Record Instrument	2003	6/27/2003		\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Prep Instrument	2003	6/27/2003		\$5.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2002	6/30/2003		\$2,355.50	\$8,651.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2003	6/30/2003		\$1,887.31	\$6,932.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2004	6/30/2004		\$1,918.31	\$6,738.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2005	6/30/2005		\$2,005.80	\$6,724.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2005	6/30/2005		\$273.61	\$917.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2006	6/30/2006		\$2,403.33	\$7,673.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2007	6/30/2007		\$2,458.30	\$7,455.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2008	6/30/2008		\$2,644.61	\$7,595.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2009	6/30/2009		\$2,746.16	\$7,448.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2010	6/23/2010		\$3,001.71	\$7,670.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2011	6/30/2011		\$3,098.39	\$7,412.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2012	6/30/2012		\$3,275.92	\$7,311.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2013	6/28/2013		\$3,440.41	\$7,130.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2014	5/31/2015		\$3,828.13	\$6,756.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tax Title Certification	2015	5/31/2015		\$3,262.22	\$5,757.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2016	9/30/2015		\$119.24	\$119.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2016	3/31/2016		\$81.74	\$81.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2017	7/31/2016		\$162.00	\$162.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2017	8/31/2016		\$112.50	\$112.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2017	9/30/2016		\$88.50	\$88.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Record Instrument	2017	9/30/2016		\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	2017	10/31/2016		\$37.50	\$37.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

