



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Wayne Miller, *Vice Chairman*
Joseph Shank, *Clerk*

SELECTMEN'S MEETING MINUTES FOR MARCH 16, 2021, AT 6:00 P.M.

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 VK called the virtual meeting to order at 6:03P.M.

Roll call voted showed 3 members present: Veronica Kell, Chairman (VK), Wayne Miller, Vice-Chairman (WM), and Joseph Shank (JS).

1.2 Pledge of Allegiance

1.3 VK announced the meeting is being recorded.

1.4 Chairman's Additions or Deletions. (none)

1.5 Public Comment Period.

Joan Savoy: Requested to speak on the December 15, 2020 meeting minutes approval.

Emily Bruns inquired if she could speak for Recreation without a quorum.

VK commented that would be fine.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:10pm- Joan Savoy, Chair- Townsend Affordable Housing Trust. Cares Act Update

Ms. Savoy updated the Board; relaying the Trust will be voting for Central Mass Housing alliance to reimburse them once they have dispersed funds to our town residents under the COVID Cares relief mortgage and rental assistance program. Ms. Savoy noted they helped several people commenting that assistance was provided and included rental stipends. Ms. Savoy further stated prior to the Town Accountant leaving, she received authorization from the Housing Department with the documentation submitted.

Ms. Savoy relayed she needs to report regularly and wanted to pass along the information to the Selectmen.

WM asked the Board to rescind his appointment and appoint a different Board member to be the representative. Mr. Kreidler suggested the Board appoint an interim Representative until the composition of the Trust can be reviewed. Kathleen Spofford, Town Clerk explained Mr. Miller must put his resignation in writing and send to the Office of the Town Clerk, then Selectman can accept.

JS: I make a motion to accept Wayne Miller's resignation from the Townsend Board of Housing Trust contingent upon appointing an interim member tonight. WM seconded. Unanimous vote.

JS: I make a motion to replace Wayne after his resignation tomorrow. VK stated she would go on until we have someone else. JS amended the vote: VK to the Townsend Housing Affordable Trust as an interim upon Wayne's resignation until we have another. WM Seconded. Unanimous vote.

2.2 6:15pm- John Barrett- temporary permission to enter and/cross over town hall parking lot.

Mr. Barrett commented he was speaking on behalf of Kevin & Denise Miller to request permission from the Board for a temporary right to cross through the parking lot so they can access the rear lot for the renovations of the former Pete's Barber Shop.

VK inquired if the applicant is planning to renovate the property regardless of whether the warrant article passes at town meeting. Mr. Barrett stated the applicant will be renovating regardless of the town meeting vote.

Mr. Barrett would like the Board to work with Town Counsel for a license and liability concerns. Mr. Kreidler and VK to work with the Town Counsel regarding reasonable operating hours once all permits are in hand.

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

3.1 Discuss/Vote appointment to the position of Nashoba Valley Vocational Technical High School Committee.

JS: I make a motion to appoint Karen Chapman to the Nashoba Valley Vocational Technical High School Committee. MW Seconded. Unanimous Vote.

3.2 Discuss/Vote appointment for OSRP committee- Veronica Kell

JS: I make a motion to appoint Veronica Kell to the OSRP Committee. WM seconded. Unanimous vote.

3.3 Discuss/Vote appointment of Jennifer Eaton to the position of Conservation Administrative Assistant contingent upon a CORI check, medical exam with a one-year probationary period.

JS: I make a motion to appoint Jennifer Eaton to the position of Conservation Administrative Assistant contingent upon a CORI check, medical exam with a one-year probationary period. WM Seconded. Unanimous vote.

- 3.4 Discuss/Vote appointments of Heidi Roy-Choquette and Andrew Gordon to the position of Per Diem Firefighter Paramedic contingent upon a CORI check, medical exam with a one-year probationary period.

JS: I make a motion to appoint Heidi Roy-Choquette and Andrew Gordon to the position of per-diem Firefighter Paramedic contingent upon a CORI check, medical exam with a one-year probationary period. WM seconded. Unanimous vote.

- 3.5 Discuss/Appoint a Municipal Hearings Officer

JS: I make a motion to appoint John Barrett as, the Municipal Hearings Officer. WM seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Planning Board and Zoning Board of Appeals Referral request –
12 Dudley Road Senior Center expansion project

The Board supports this project 100% and is looking forward to the Senior Center expansion project being completed.

- 4.2 Chapter 90 Project Request- Resurfacing Canal St- Mason St. Greenville Rd
(From Rt. 119 2.2 miles north)

JS: I make a motion to approve the resurfacing plan for Chapter 90 money for Canal Street, Mason Road, Greenville Road 2.2 miles North of Route 119. WM Seconded. Unanimous vote.

- 4.3 Senior Center Proposed Re-Opening Plan

Karin Canfield-Moore met with the Board to discuss the re-opening plan for the Senior Center.

JS: I make a motion that we reopen the Senior Center effective starting tomorrow, amended to the 1st of April 2021. WM seconded. Unanimous vote.

- 4.4 Senator Cronin State Budget Project Requests

JS: I make a motion that we do three sidewalk projects as we discussed one in the center of town second one to bring it from the center of town down to the South Street third. WM Seconded. Unanimous vote.

- 4.5 Grants-

- 4.5.1 Council on Aging Formula Grant Acceptance and Execution- \$16,944.00

JS: I make a motion to accept the Council on Aging formula grant acceptance and execute for \$16,944.00. WM Seconded. Unanimous vote.

4.5.2 DLTA Grant request for OSRP support
VK tabled to a future meeting.

4.5.3 Wild & Scenic River Community Grant

The Board reviewed the grant request to be submitted for April 1, 2021, noting it would need a notice of intent with the Conservation Commission and notice all permits have been applied for.

JS: A motion that we continue with the Wild & Scenic River Community Grant for Phase 1 of the Adams Dam area. WM Seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Budget presentations and meetings

5.1.1 COA/Senior Center

The Board reviewed the Council on Aging Budgets to include the Collins Center implementation, noting it also includes the 2% as discuss on Saturday.

Karin Canfield-Moore, Council on Aging Director explained the needs of the Senior Center, noting the numerous grants that have applied for. Ms. Canfield-Moore requested Ms. Petrossi be reclassified as the Assistant Director.

5.2.1.2 Recreation

Mr. Kreidler reviewed the Recreation Budget with the Board noted funding the Assistant Director position. Ms. Hoff, Recreation Director commented an Assistant Director is needed to run the Recreation programs.

5.2 Annual Town Meeting.

5.2.1 Preliminary warrant review

Mr. Kreidler reviewed the preliminary warrant with the Board.

5.2.2 Meeting logistics (when? where? how?)

Discussion regarding the location of town meeting ensued. Mr. Kreidler to contact sound and lighting companies.

5.3 Town Administrator updates and report.

5.3.1 FY22 Budget Update

~~Land use/Conservation Position Re-organization Discussion~~

VK tabled agenda items 5.3.1, 5.3.2, and 5.3.3 until March 27, 2021.

5.3.2 FY22 Adopted Capital Plan

5.3.3 Position Descriptions and/or Reclassification Review:

~~Library, COA/Senior Center, Water Dept and Cemetery and Parks~~

5.4 Board of Selectmen announcements, updates, and reports.
(None)

5.5 Reports from Board liaisons.
(None)

5.6 Review/Approve the meeting minutes:

12/15/20 & 12/22/20, 1/5/2021

Joan Savoy: Attended the December 15, 2021 and requested the draft minutes noting section she was interested in was not addressed in the minutes. Ms. Savoy explained WM cannot be heard on the video.

WM moved to accept the meeting minutes of December 22, 2020. VK seconded. Unanimous vote.

WM moved to accept the meeting minutes of January 5, 2021. VK seconded. Unanimous vote.

5.7 Next Meetings -

~~3/13 (budget), 3/27 (budget), 3/30 (work session)~~

The Board agreed to meet on March 23rd (budget) and cancel March 27, 2021.

5.8 JS moved to review and sign payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

JS: I make a motion we end our regular meeting and move into executive sessions. VK stated all 3 must be read and inquired if the Board would be returned into open session. The Board agreed to adjourn from executive. 1. executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. (AFSCME Council 93 Supervisors Union). 2. executive Session pursuant to GL c. 30A, s. 21(a)(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. 3. executive Session pursuant to GL c. 30A, s. 21(a)(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and we will not be returning back to the open session. WM seconded for all 3 executive sessions. Roll call vote VK (YES) WM (YES) JS (YES).

Respectfully Submitted By,


Carolyn Smart
Executive Assistant

Meeting Minutes for March 16, 2021 released on 8-17, 2021.

For a detailed discussion please click here: <https://youtu.be/dlhvZoLAkKE>



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's

Date: March 10, 2021

Respectfully request the Board of Selectmen approve the hiring of the following personnel to join our team subject to completing a CORI background check and per employment physical.

Andrew Gordon – 113 Townsend Street Pepperell MA – Per Diem Firefighter/Paramedic



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**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's

Date: March 3, 2021

Respectfully request the Board of Selectmen approve the hiring of the following personnel to join our team subject to completing a CORI background check and per employment physical.

Heidi Roy-Choquette – 98 Brierwood Drive Fitchburg MA – Per Diem Firefighter/Paramedic

John B. Barrett

ATTORNEY AT LAW

2.2

241 MAIN ST., STE 203, P.O. BOX 182
TOWNSEND, MASSACHUSETTS 01469-0182
PHONE (978) 597-3334 FAX (978) 597-6233

March 11, 2021

Veronica Kell, Chairman
Townsend Board of Selectmen
Memorial Hall
272 Main Street
Townsend, MA 01469

Dear Ms. Kell:

As you know, my clients Kevin and Denise Miller purchased the property at 270 Main Street (Pete's Barbershop) and have requested an article on the annual town meeting warrant for a permanent easement over the town hall parking lot in order to gain access to this property. In the meantime, my clients would like to begin renovations to the property which would require a temporary Right of Entry, or permission by the Board of Selectmen so that they could access their property from the Town Hall parking lot. Accordingly, I am writing on their behalf to request this permission.

It is anticipated that access would be needed for the next 3 months by electricians, carpenters, plumbers, etc., but also it is expected that a dumpster would need to be brought over and positioned on the Millers' property. Also, some equipment might be necessary to remove the brush and the trees, some of which actually are getting close to the roof of Memorial Hall and should be removed. The trees in question are entirely on the Millers' property and my clients understand from the Tree Warden, Mr. Massucco, there is no reason why they can't remove the trees which pose a nuisance. Of course, my clients would agree to sign any hold harmless or indemnification agreement which you or town counsel might require during the pendency of this work.

I am requesting that this matter be considered by the Board at its meeting on Tuesday, March 16th and given that I am scheduled to attend the meeting of the Committee to Appoint the Nashoba Valley Technical School Committee member for Townsend that night, I request the favor of this matter being scheduled sometime close to the Committee to Appoint's meeting time, to discuss this with you.

Thank you for your consideration in this matter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'John', with a large, stylized loop at the end.

John B. Barrett

JBB:rd

Cc: James Kreidler, Town Administrator
Client

Jim Kreidler

From: Veronica Kell
Sent: Wednesday, March 10, 2021 11:53 AM
To: Carolyn Smart
Cc: Jim Kreidler
Subject: Fw: Form submission from: Resident Request for Appointment to Volunteer Board or Committee

And, here's my volunteer response form.

Please add this to the 3/16 agenda under appointments for the Open Space and Recreation Committee, and include this volunteer response form in the packet.

Thanks.

From: Townsend MA via Townsend MA <cmsmailer@civicplus.com>
Sent: Wednesday, March 10, 2021 11:46 AM
To: Veronica Kell <vkell@townsendma.gov>
Subject: Form submission from: Resident Request for Appointment to Volunteer Board or Committee

Submitted on Wednesday, March 10, 2021 - 11:46am

Submitted by anonymous user: 2601:189:c47f:d410:49a:fb8a:64ab:23f6

Submitted values are:

Choose from the following: *Board of Selectmen

Name: Veronica Kell

Email: vkell@townsendma.gov

Street Address: 68 Meadow Rd

Mailing Address:

Home Phone: 978-597-5163

Work Phone:

Fax:

Are you a registered voter in the Town of Townsend? : Yes

Do you have conflicts with meeting times or group assignments? Yes

If you have previously served on any Boards or Committees in the Town of Townsend, please describe your experience:
 member - Board of Selectman, Planning Board, Conservation Commission

Are there other background experiences or skills that you feel would contribute to this appointment? Townsend
 Conservation Land Trust board member

Why are you interested in this appointment?

I am interested in being appointed as an at large member of the Open Space and Recreation Committee. It is not listed in the pulldown, so I put in Board of Selectman as the appointing authority.

1. to help update the Open Space and Recreation Plan that expired in March 2020

2. to consider establishing a property stewardship committee for open space held either in fee or CR by the Town of Townsend.

What are your goals for this Board or Committee?

same as the reasons I'm interested.

The results of this submission may be viewed at:

<https://www.townsendma.gov/node/170/submission/4681>



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Townsend MassDOT Highway District # 3

Proposed Work:

Construction _____ Resurfacing X Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No X
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No X
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No X
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No X
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No X
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No X
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes X No _____
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
If a county Hearing is required, it must be held prior to starting work Yes N/A No _____
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated?* Yes _____ No X
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes X No _____
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No X
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Highway or Conservation Officer's Title
Signatures Date	Signatures Date

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
This form should accompany the Project Request Form.

CH90EPLFORM

STATE AID REIMBURSABLE PROGRAM – PRELIMINARY ESTIMATE

Canal St/Mason Rd/Greenville Rd

Cost Estimate for Milling and Resurfacing

11,616' x 28'/9 = 36,138.67 SY

Milling: 36,138.67 SY x \$2.03/SY = \$ 73,361.50

Resurfacing: 36,138.67 SY x 0.112 = 4,047.53 TNS

4,047.53 TNS x \$67.85 = \$ 274,624.91

Catch Basin Rebuild (9 X \$400.00) = \$ 3,600.00

Catch Basin adjust (9 X \$350.00) = \$ 3,150.00

4" Double Yellow Centerline (11,616 LF) @.16 = \$ 1,858.56

4" Single White Edge Line (23,232 LF) @.085 = \$ 1,974.72

TOTAL COST

\$358,569.69

James A Smith



Council on Aging

Townsend Senior Center

16 Dudley Road
Townsend, MA 01469
Karin Canfield Moore, Director

TEL: 978-597-1710
FAX: 978-597-1720

REOPENING PLAN – UPDATED 03/10/2021

With the state moving to transition to Step 1 of Phase IV on Monday, March 22nd, schools moving toward full-time in-person instruction, the downward trend in COVID-19 positivity, the increase in vaccine availability, and those who have been vaccinated the Townsend Senior Center would like to reopen in a limited capacity in April in much the same way we did in October of 2020.

Senior Center staff will continue to provide basic and outreach-focused service while also allowing the public access to the building for limited programs with very strict protocol in place:

- EVERY participant MUST call in to sign up for activities in advance.
- MASKS will continue to be required.
- All those entering the building will be asked screening questions and scan in for their program.
- There will be no loitering.
- One way entry and exit will be enforced.
- Programs will be conducted outdoors as weather permits.
- All programs will be set up with strict applicable social distancing in mind.
- Plexiglass partitions will be used as needed.
- No food will be allowed to be consumed within the building. All participants should bring their own water in an enclosed bottle.
- Staff will clean thoroughly before and after programs.
- Bathrooms will be sanitized after each program.

Meals on Wheels deliveries and MOC meal/Donna's Drive-In Diner will continue Mondays, Wednesdays, and Thursdays in a brown bag format.

Virtual programming will continue to expand for those utilizing these options. Please refer to the April newsletter for details.

The Director reserves the right to curtail programs at her discretion if deemed necessary.

Reopening Plan – Townsend Senior Center
March 10, 2021

Van service with all proper safety precautions will continue on a limited basis with a maximum of two passengers at time as outlined below:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MORNING	IN TOWN	LUNENBURG, FITCHBURG, LEOMINSTER	IN TOWN	GROTON, AYER, PEPPERELL	SHOPPING
AFTERNOON	ERRANDS, MEDICAL, SHOPPING	MEDICAL ONLY	ERRANDS, MEDICAL, SHOPPING	MEDICAL ONLY	SHOPPING

(Reservation required 48 hours in advance, call 978-597-1710)

All safety and hygiene protocols will remain in place.

Sincerely,

Karin Canfield Moore, Director
Townsend Senior Center/Council on Aging

**TOWN OF TOWNSEND
PLANNING BOARD
272 MAIN ST.
TOWNSEND, MA 01469
Planning@townsendma.gov**

Date: March 9, 2021

To:

Assessors Office
Board of Selectmen
Board of Health
Building Inspector
Conservation Commission
Fire Department

Highway Department
Police Department
Town Clerk
Townsend Energy Committee
Water Department
Zoning Board of Appeals

From:

Planning Board Office via Beth Faxon, X1722 bfaxon@townsendma.gov

REFERRAL NOTICE

This notice is given in accordance with MGL Chapter 40-A, Section 11 and the Town of Townsend Zoning By-laws, Section 145-42 **Site Plan Review Special Permit** and Section 145-65. Please review the attached application from **Townsend Senior Center Expansion, LLC for construction of an addition off the existing Senior Center with as associated concrete sidewalk and bocci court for the Town of Townsend**, and relay to the Planning Board any questions or concerns you may have. Comments should be provided within 35 days. Failure to make recommendations within 35 days shall be deemed lack of opposition.

PROJECT DESCRIPTION:

Senior Center addition, associated sidewalk and bocci court for Town of Townsend

APPLICANT:

Townsend Senior Center Expansion, LLC

LOCUS ADDRESS:

12 Dudley Road

PARCEL ID:

**Assessor's Map(s) 28 Block(s) 56 Lot(s) 0,
Zoned Residential RA3.**

DATE OF HEARING:

Monday April 12, 2021

TIME / PLACE OF HEARING:

remotely via TCAM hosted Zoom meeting

LEGAL AD:

Townsend Times 3/26/21 and 4/2/21

COMMENTS _____

NO COMMENT _____

SIGNED: _____

DATE: _____

STATE AID REIMBURSABLE PROGRAMS - PROJECT REQUEST

updated 12/17

*2 Original Signed Project Request Forms are to be submitted.

CONTRACT # 51002-32PROGRAM TYPE: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐Project Name: Canal St / Mason Rd / Greenville Rd

Primary Road: _____

Local Road: Canal St / Mason Rd / Greenville Rd

Bridge #: _____

City/Town: TownsendLocation(s) From Rt119 2.2 miles NorthLength: 11,616 feetWidth: 28 feet

PROJECT TYPE

Construction: ☐Resurfacing: ☒Engineering: ☐Equipment: ☐

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: 2"

Base Course: _____

Foundation: _____

Shoulders/Sidewalks: _____

SCOPE OF WORK:

Milling 1 1/2" and resurfacing 2" of Canal St, Mason Rd, Greenville Rd from Rt119 North 2.2 miles.

WORK TO BE DONE:

Force Account: ☐Advertised Contract: ☐

Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ 358,569.69

These funds will pay 100% of Local Road Project costs to the limit of this assignment

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:

Signed:

State Aid Engineer

Date

Road Classification Verified: _____

Approved for \$ _____ @ 100%

District Highway Director

Date

Signed:

James A. SmithSuperintendent
Highway Official's Title3-3-2021
DateLaura PlourdeTown Accountant
Accounting Official's Title3-3-21
Date

Date

Duly Authorized Municipal Officials

4.1

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

To: Planning Board
Board of Health
Conservation Commission
Board of Selectmen

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have via email to Beth Faxon bfaxon@townsendma.gov 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.

APPLICANT: Townsend Senior Center Expansion, LLC
LOCUS ADDRESS: 12 Dudley Road
PARCEL ID: Assessor's Map 28, Block 56, Lot 0

Date of Hearing: April 14 at 5:30 pm
Date of Referral: March 9, 2021

cc: Building Inspector
Police Chief
Fire Chief
Highway
Water Department
Assessors

Petition:

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Zoning Board of Appeals will hold a virtual public hearing on **Wednesday, April 14, 2021 at 5:30 p.m.** on the application of Townsend Senior Center Expansion, LLC for a Special Permit under §145-54 pursuant to §145-65. The applicant proposes to construct an addition to the existing Senior Center located at 12 Dudley Road with associated sidewalks and bocci court located at 12 Dudley Road (Assessor's Map 28, Block 56, Lot 0) and owned by the Town of Townsend. The public hearing will be held remotely, the link for the meeting is: <https://us02web.zoom.us/j/87475723753?pwd=K0FZVGhzVE9LNE1JWEVHY3E0MHpiZz09> or by dial in, 1 (929) 205 6099. The meeting ID is 874-7572-3753 and Passcode is 439356.

COMMENTS: _____

NO COMMENT _____

SIGNED: _____ **DATE:** _____



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x 1722

RECEIVED
FEB 25 2021

TOWN OF TOWNSEND
TOWN CLERK

Site Plan Review Special Permit

Page 1 of 3

(Under Sections 145-42 Site Plan Review Special Permit; 145-39 Open Space Preservation Development (OSPD); 145-47 Open Space Multi-family Development (OSMD); 145-51 Telecommunication and Cellular Towers, 145-53 Adult Use Establishments, 145-65 Special Permits, and 145-86 Ground-Mounted Solar Energy District of the Townsend Zoning Bylaws)

Date: 1/27/2021

Name of Project: Townsend Senior Center Expansion

Location of Project: 12 Dudley Road, Townsend MA 01469

1. Owner of record:

Name: Town of Townsend

Company: _____

Owner's Street Address: 12 Dudley Road

City/Town: Townsend

State: MA

Zip: 01469

Phone: Day 978-597-1700 Evening _____ Fax _____

2. Applicant's name and address (if same as owner, write "same")

Name: Townsend Senior Center Expansion, LLC

Company: _____

Owner's Street Address: 30 Scale's Lane

City/Town: Townsend

State: MA

Zip: 01469

Phone: Day _____ Evening _____ Fax _____

Applicant is: _____ Owner ☒ Agent/Attorney _____ Purchaser _____ Tenant _____
Other: (Explain) _____

If the applicant is not the owner, a Power of Attorney or similar document signed by all owners of the property must be included.

3. Characteristics of Property:

*Zoning District: RA **Number of Lots: 1

**Lot Area 8.01 ac **Frontage 311 Ft

*Map # 28 Block # 58 Lot # _____

*Recorded, South Middlesex Registry of Deeds: Book Number 11279 Page Number 402

*Information available from the Assessors Office **If there is more than one lot, please attach a list

Revised 07-22-13

4. Please either attach or write a brief description of the nature of this Special Permit for
Site Plan Review:

Site Plan Review application regarding the construction of an addition off the existing Senior Center with an associated concrete sidewalk and bocce court.

Fees:

Site Plan Review Special Permit or Non-Discretionary Site Plan Review for Solar/Wind Energy Installation:	\$ 350 Existing Construction
	\$1,200 New Construction
	\$ 200 Modification or Permit Extension
OSPD or OSMD	\$1,000
	\$ 600 if filed simultaneously with Definitive Subdivision
	\$ 300 & 50 per lot Modification or Permit Extension
Telecommunication Cell Tower:	\$ 750 New Construction
	\$ 300 Renewal of Cell Tower Special Permit
Adult use:	\$ 2,000

Please make checks payable to the Town of Townsend. Fees are for administrative costs.

Under MGL Chapter 40A and Chapter 44 §53G, the Planning Board may require a deposit payable to the Town of Townsend for the reasonable costs of a consultant/engineer's peer review or other outside consultant. Funds are held in an interest-bearing account, and unused balances are refundable upon written request at the completion of the project.

The Planning Board may also require the applicant to pay unusual administrative costs, such as copying.

The applicant shall pay the cost of recording any decision at the Registry of Deeds.

Please direct any questions to the Planning Board Assistant at 978-597-1700 x 1722. For zoning or building questions, please contact the Building Commissioner at 978-597-1709.

Agreement

- I/we hereby certify that the information on the first page is true and correct based on all the information available to me.
- I/we understand that the Planning Board may require additional information to process this application.
- Any errors in the information provided, or presented by me or my representatives may be cause for denial or revocation of a favorable decision.
- Any relief granted by the Planning Board must be limited to the request made in this application.
- I/we may be represented by counsel at my own expense.
- If this application is denied, it may not be brought before the Planning Board again for two years without prior approval from the Planning Board.
- I/we am/are responsible for all other applications, permits, and approvals that may be required by law.

For notarizing additional signatures, please photocopy this page as needed.

Date: _____

Owner(s): (1) VERONICA KELL (2) WAYNE MILLER
(Print Name) (Print Name)
Veronica Kell [Signature]
(Signature) (Signature)

(3) Joseph Z Shank
(Print Name)
Joseph Z Shank
(Signature)

Date: _____

Applicant(s): (1) _____ (2) _____
(Print Name) (Print Name)

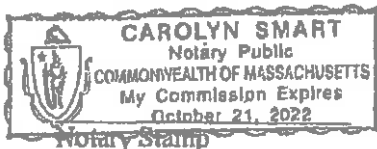
(Signature) (Signature)

NOTARY STATEMENT:

COMMONWEALTH OF MASSACHUSETTS Middlesex County

On this 26th day of February 2021, before me, the undersigned Notary Public, personally appeared, Veronica Kell, Wayne Miller, and Joseph Shank proved to me through satisfactory evidence of identification, which were their Massachusetts Driver's License, to be the person(s) whose name(s) is (are) signed on the preceding or attached document and acknowledged to me that he/she signed it voluntarily for its stated purpose, in my presence.

Carolyn Smart
Notary Public Signature



October 21, 2022
My Commission Expires

1/27/2021
4310

Townsend Planning Board
272 Main Street, 2nd Floor
Townsend, MA 01469

RE: Site Plan Review Special Permit
Townsend Senior Center, 12 Dudley Road, Townsend, Massachusetts

Dear Members of the Board:

On behalf of the Applicant, Dillis & Roy Civil Design Group, Inc. has prepared this letter in coordination with the filing of a Site Plan Review Special Permit filing at the Townsend Senior Center.

The proposed project includes constructing a 2,246 SF addition to the north eastern section of the senior center, a concrete sidewalk and a bocci court. The proposed addition will function as a multi-purpose meeting room.

This construction will require relocating ~150 FT of sewer forcemain around the proposed addition and relocating 3 parking spaces. Although 3 parking spaces will be removed for the addition, 3 additional spaces will be added to the parking lot as shown on the Site Plan. The proposed sidewalk will have a detectible warning strip off the existing driveway and has been designed in accordance with ADA standards to allow handicapped access. A total of 6 trees and 1 shrub will need to be removed for this project. Five of the trees are 8" in diameter and one has a 12" diameter.

To accommodate the additional impervious area, subsurface infiltration structures have been proposed for stormwater management. Cultec chambers, model R-330XLHD, will be installed under the proposed concrete sidewalk and have been sized to infiltrate runoff associated with a 100-year storm event. Gutters and downspouts will capture roof runoff which will be routed to the chambers via 6" roof leader. The area around the concrete sidewalk has been graded to a low point where a catch basin will collect and route runoff to the chambers.

We trust this meets your needs at this time. If you have any questions or require any additional information, please contact the undersigned.

Regards,
DILLIS & ROY
Civil Design Group, Inc.


Stan Dillis
President

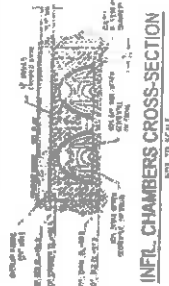
cc: Gary Shepherd, applicant

GENERAL NOTES:

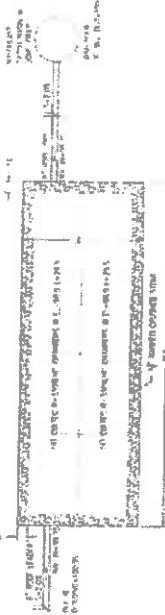
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PROJECT SPECIFICATIONS:

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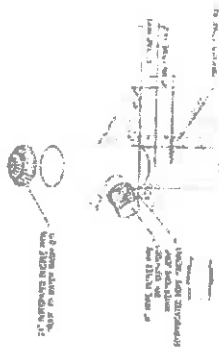
INFL. CHAMBERS CROSS-SECTION
NOT TO SCALE



INFLTRATION CHAMBERS DETAIL
NOT TO SCALE



ROOF DRAIN DETAIL
NOT TO SCALE



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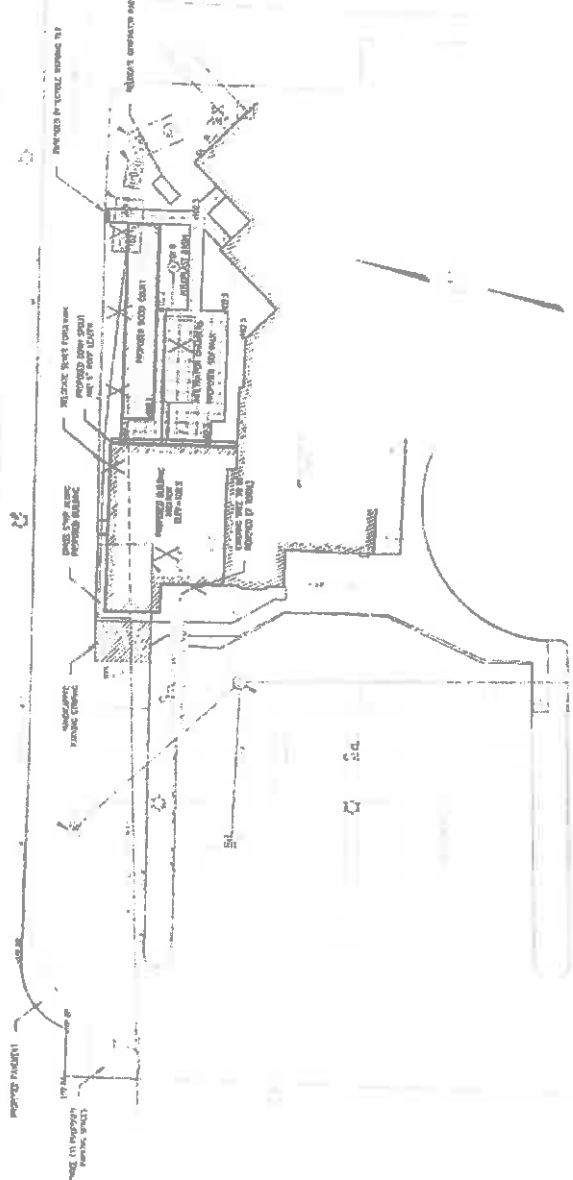


PHOTO AERIAL



LOCUS
TA 1-1-15-14

DESIGNED BY
DILLIS & ROY
CIVIL DESIGN GROUP
1000 WASHINGTON STREET
SUITE 200
BOSTON, MA 02108
TEL: 617.552.1234
WWW.DILLISANDROY.COM

OWNER
TOWN OF TOWNSEND
17 DUDLEY ROAD
TOWNSEND, MASSACHUSETTS
01469
PROJECT
DARY SHEPHERD
17 DUDLEY ROAD
TOWNSEND, MASSACHUSETTS
01469



SITE PLAN REVIEW SPECIAL PERMIT
TOWNSEND SENIOR CENTER
TOWNSEND, MASSACHUSETTS
01469
DATE
10/1/14
BY
DARY SHEPHERD
10/1/14

DATE	BY
10/1/14	DARY SHEPHERD

**AUTHORIZATION FORM
To REPRESENT PROPERTY OWNER(S)**

RECEIVED
FEB 25 2021

TOWN OF TOWNSEND
TOWN CLERK

DATE: JANUARY 25, 2021

TO: Town of Townsend

I/we, the undersigned owner(s) grant full permission to:

APPLICANT(S) / AUTHORIZED REPRESENTATIVE(S):

STANLEY DILLIS, DILLIS&ROY CIVIL DESIGN GROUP

Name (please print)
1 MAIN ST. SUITE 1
Street Address
LUNENBURG MA 01482
City State Zip
978 779 6091 /
Daytime Phone #(s) / Home Phone

Name (please print)

Street Address

City State Zip

Daytime Phone #(s) / Home Phone

to act as our agent and hereby authorize this representative to take any action, including but not limited to paying consulting fees, agreeing to conditions set by any applicable Board or Commission, signing agreements and/or extending deadlines. This agent has my/our full permission to submit applications, present plans, submit requirements and speak on my/our behalf with regard to:

PROPERTY LOCATED AT:

12 DUDLEY ROAD, Townsend, MA
Street Address

ASSESSOR'S PARCEL ID: _____ Map # 28 Block # 56 Lot # 0

OWNER (S):

TOWN OF TOWNSEND
Name (please print)
272 MAIN STREET
Street Address
TOWNSEND MA 01469
City State Zip
978 597 1700 /
Daytime Phone #(s) / Home Phone

Name (please print)

Street Address

City State Zip

Daytime Phone #(s) / Home Phone


Signature of Owner

Signature of Owner

DONATION AND LICENSE AGREEMENT

THIS AGREEMENT made the 21st day of February 2021, by and between the Town of Townsend, a Massachusetts municipal corporation with a usual place of business at 272 Main Street, Townsend, Massachusetts, acting by its Board of Selectmen (the "Town"), and Townsend Senior Center Expansion, LLC, with an address of 30 Scales Lane, Townsend, Massachusetts (the "Donor").

WHEREAS, Donor has offered to donate, at no cost to the Town, all labor, material, and equipment necessary to permit and construct a Senior Center Addition (the "Facility") to the town-owned Senior Center on Town-owned land, and to donate the Facility to the Town upon full completion of the construction thereof, and the Town is will to accept such donation from Donor.

The Town and Donor acknowledge and agree as follows:

1. **Site:** The donated Facility shall be constructed on Town-owned land known as and numbered 16 Dudley Road, Townsend Assessors' Map 27, Block 4, Lot 0 and further described as the Townsend Senior Center (the "Site). Once demolition/construction is set to begin, the Town will issue a written Notice to Proceed document to allow the Donor to enter upon the Site. The Town shall have no part in the designing, programming, or construction of the Facility. It is understood that no Town materials, supplies, services, tools, equipment and labor will be used in the demolition/construction of the Facility. Work performed will be undertaken in accordance with the requirements contained in **Exhibit A**.
 - a. **Design Plans and Inspection of Construction.** Consistent with building code requirements and related regulation, Donor has furnished to the Town one set of the Construction Documents for the Facility stamped by a Massachusetts licensed architect and will allow periodic inspections of the construction.
2. **Laws and Regulations.** During the performance of the work on Town-owned land, Donor, its contractor(s), and any person or entity acting on their behalf shall comply with all local, state and federal laws, codes, regulations and bylaws, including, but not limited to, such codes, laws and regulations regarding worker safety.
3. **Insurance.** Donor shall purchase and maintain such insurance as will protect the Town and Donor, and any persons and entities acting for or on behalf of Donor, from any and all claims that may arise from the work on the Site. In addition, the Donor shall require its contractor(s), and its contractor's subcontractors, to maintain such insurance.

The limits of liability for coverage required under this paragraph shall be the same as is standard for Town contractors. Minimum acceptable coverage is listed below:

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance
 Coverage for all employees in accordance with Massachusetts General Laws

4. Release of Claims and Indemnification. The Donor hereby agrees to release, indemnify, hold harmless and defend the Town from and against any and all claims, liability, damages, costs, and expenses, including attorneys' fees, arising, through no fault of the Town, out of the activities of the Donor or its agents (see Exhibit B). Upon Acceptance of the completed building by the Town of Townsend, the Town agrees to release the Donor from any and all further claims.

5. Donor Not Employee or Agent of Town. Donor acknowledges and agrees that it is not acting as an employee or agent of the Town with regard to the site preparation, construction, or any other activity undertaken in connection with this Facility, and that the Donor shall not be considered an employee or agent of the Town for any purpose whatsoever.

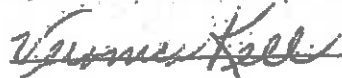
IN WITNESS WHEREOF, this Agreement has been executed as of the date first above written.

Town of Townsend


Townsend Senior Center Expansion, LLC

By Its Board of Selectmen

By Its Duly Authorized Representative



Signature



Printed Name



Title

Witness

EXHIBIT A

Hours of Work:

The CONTRACTOR agrees to perform all work specified in this agreement between the hours of 6:00am to 4:00pm Monday --Friday; 8:00am to 3:00pm Saturday.

The CONTRACTOR agrees to work in consultation with the Townsend Senior Center Director to take reasonable steps to minimize the impact of construction activities on the program and operations of the Townsend Senior Center.

Traffic Control (Dudley Road)

The CONTRACTOR shall meet with or contact the Townsend Police Department prior to construction to discuss traffic detail requirements and procedures required by the Chief of Police.

The CONTRACTOR shall be prepared to open the street immediately to all emergency vehicles should any emergency occur. The CONTRACTOR shall keep the Police and Fire/EMS Departments constantly aware of the status of street access, obstructions and closures during construction.

The CONTRACTOR shall be responsible for roadway cleanup such as sweeping the road way within the area of construction and to put in place the proper traffic signals and warning devices at the conclusion of construction each day.

The CONTRACTOR shall not park construction equipment or leave any material or supplies within a street right-of-way without authorization of the Townsend Police Department.

Release of Claims, Indemnity and Hold Harmless Agreement

The below named contractor ("Contractor"), for good and valuable consideration hereby acknowledged, does hereby agree to forever RELEASE the Town of Townsend, its employees, agents, officers, volunteers, or contractors (the "Releasees"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen, directly or indirectly, from known and unknown bodily injuries or property damage which the Contractor, its employees, agents, successors or assigns may sustain as a result of the activities to be undertaken by the Contractor in connection with the Facility, as defined in and pursuant to that certain Donation and License Agreement dated _____, 2021, between the Town and Townsend Senior Center Expansion, LLC (the "Donor").

Contractor also promises to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all claims, causes of action and proceedings of any description, including, but not limited to, claims for money, damages, costs, expenses and attorneys' fees, arising from bodily injuries or property damage sustained by Contractor, its employees, agents, officers, volunteers and contractors, by the Town, or by any other person or entity and caused, in whole or in part, directly or indirectly, from the activities of the Contractor, its employees, agents, and subcontractors in connection with the Facility.

Witness my hand and seal this ____ day of _____, 2021.

Name (Printed)

Contractor Name

Signature, duly authorized

Witness

THIS FORM MAY NOT BE ALTERED



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: Townsend Senior Center Expansion LLC

Mailing Address: 30 Scales Ln. Townsend

Property Address: 12 Dudley Road, Townsend MA 01469

Applicant's phone: 978-779-6091

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

Property owner's name and mailing address (if not applicant): Town of Townsend, 12 Dudley Road

Characteristics of Property:

Number of lots 1 Lot Area 8.01 ac Frontage 311 ft Zoning District Residential
(If more than one lot, please complete information for each lot individually)

Assessor's Office Map # 28 Block # 56 Lot # _____

Recorded at Middlesex Southern Registry of Deeds: Book: 11279 Page: 402

1. Is the parcel in the Aquifer Protection District? Yes
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? No
5. Will this request result in additional living space?
If yes, do you have Board of Health approval for a septic system to serve this space? Yes
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 154-54 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:

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:

SEE AUTHORIZATION FORM ATTACHED

Name

Date

1/27/2021
4310

Townsend Zoning Board of Appeals
272 Main Street, 2nd Floor
Townsend, MA 01469

RE: Groundwater Protection District Special Permit
Townsend Senior Center, 12 Dudley Road, Townsend, Massachusetts

Dear Members of the Board:

On behalf of the Applicant, Dillis & Roy Civil Design Group, Inc. has prepared this letter in coordination with the filing of a Site Plan Review Special Permit filing at the Townsend Senior Center.

The proposed project includes constructing a 2,246 SF addition to the north eastern section of the senior center, a concrete sidewalk and a bocci court. The proposed addition will function as a multi-purpose meeting room.

This construction will require relocating ~150 FT of sewer forcemain around the proposed addition and relocating 3 parking spaces. Although 3 parking spaces will be removed for the addition, 3 additional spaces will be added to the parking lot as shown on the Site Plan. The proposed sidewalk will have a detectible warning strip off the existing driveway and has been designed in accordance with ADA standards to allow handicapped access. A total of 6 trees and 1 shrub will need to be removed for this project. Five of the trees are 8" in diameter and one has a 12" diameter.

To accommodate the additional impervious area, subsurface infiltration structures have been proposed for stormwater management. Cultec chambers, model R-330XLHD, will be installed under the proposed concrete sidewalk and have been sized to infiltrate runoff associated with a 100-year storm event. Gutters and downspouts will capture roof runoff which will be routed to the chambers via 6" roof leader. The area around the concrete sidewalk has been graded to a low point where a catch basin will collect and route runoff to the chambers.

We trust this meets your needs at this time. If you have any questions or require any additional information, please contact the undersigned.

Regards,
DILLIS & ROY
Civil Design Group, Inc.



Stan Dillis
President

cc: Gary Shepherd, applicant

GENERAL NOTES:

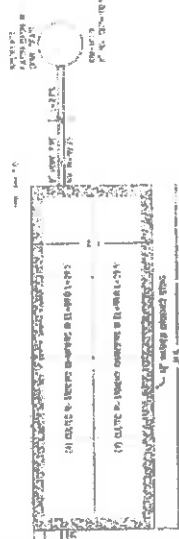
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PROJECT SPECIFICATIONS:

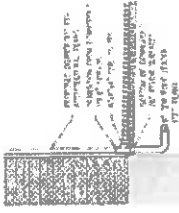
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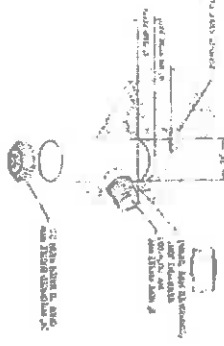
INFIL CHAMBERS CROSS-SECTION



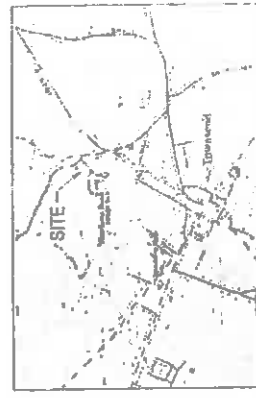
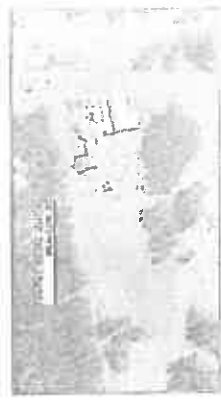
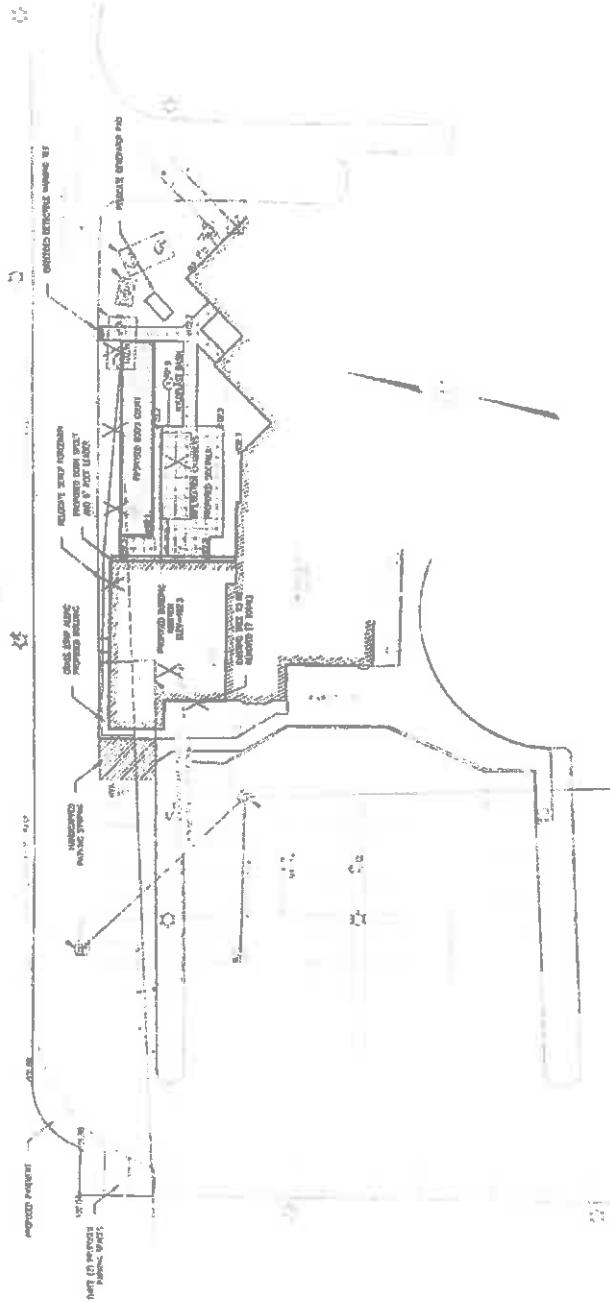
INFILTRATION CHAMBERS DETAIL



ROOF DRAIN DETAIL

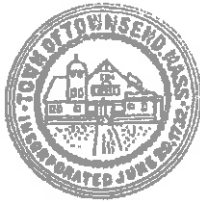


NYCLOPLAST DRAIN BASIN WITH DOME GRATE



SCALE: 1"=500'

<p>DILLIS & ROY CIVIL DESIGN GROUP</p> <p>1000 STATE STREET TOWNSEND, MASSACHUSETTS 01469</p> <p>TEL: (508) 846-1111 FAX: (508) 846-1112 WWW.DILLIS-ROY.COM</p>		<p>TOWN OF TOWNSEND BUILDING DEPARTMENT TOWNSEND, MASSACHUSETTS</p> <p>APPROVED: GARY STEPHANO TOWNSEND, MASSACHUSETTS</p>	<p>SCALE: 1"=500'</p> <p>DATE: 10/1/2010</p> <p>DESIGNER: J. ROY</p> <p>CHECKED BY: J. ROY</p> <p>APPROVED BY: J. ROY</p>	<p>SITE PLAN REVIEW SPECIAL PERMIT TOWNSEND SENIOR CENTER TOWNSEND, MASSACHUSETTS</p> <p>NO.: 1</p> <p>DATE: 10/1/2010</p> <p>DESIGNER: J. ROY</p> <p>CHECKED BY: J. ROY</p> <p>APPROVED BY: J. ROY</p>
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Office of the
Building Commissioner
 Town of Townsend,
 272 Main St
 Townsend, Ma 01469
 978-597-1700 ext 1709 978-597 8135 fax

September 14th, 2020

Gary Shepard I/Co
 Sterilite Townsend Community Building Fund, LLC
 30 Scales Ln
 Townsend, Ma 01469

RE: Proposed Addition to 12 Dudley Rd Map 28 Block 56, Lot 0

Dear Mr Shepard,

The Building Department received a building permit application regarding an addition to 12 Dudley Rd also known as the Townsend Senior Center and Library (herein known as "the property"). After a review of our records as well as the plans and the application we received I have come to the following determinations:

Finding of Facts

- The property is located in the Residential A (RA) District of Townsend (Townsend Zoning Bylaw Maps #1-12 adopted January 1989).
- The property is located in the Aquifer Protection Overlay District (Distribution of Aquifers map, Townsend, Mass., December 15th, 1984).
- The property is located in the Groundwater Protection Overlay District (Groundwater protection Overlay Map April 1998, Witches Brook Well November 2004, Harbor Trace Well, March 31st, 2006).
- Architectural plans were provided by Udelsman Associates.

Argument

Your proposed plan is to add approximately 2246 S.F. of assembly space, 1762 S.F. of sidewalk and a new bocci court to the property which will require the removal of 3 parking spaces. A Community building is allowed by right in the RA district (Section 145-26 (5)) but the property is also located in the Aquifer Overlay District (Section 145-40) and the Groundwater Protection District (Section 145-54). You did not provide enough information to ascertain if a special permit is required in the Aquifer District (any earth removal operation whereby earth or gravel is removed closer to the maximum high water table than four feet). However you will need a special permit to work in the Groundwater Protection District because your plan will create more than 2500 S.F. of impervious surface (Section 145-54 3(C)). Section 145-33 requires that off street parking shall be provided to service the net increase in parking demand created by additions. Your plan will decrease the amount of parking spaces currently on site. Any change in use or increase in intensity of use which under the parking schedule requires 5 or more parking spaces requires Site Plan Review from the Planning Board (Section 145-42 (B)).

Conclusion

The zoning requirements for this project have not been satisfied therefore we are unable to approve your permit at this time. In accordance with Section 145-73 *"The building inspector shall not issue any permit for occupancy or construction until all applicable laws, bylaws and regulations have been complied with"*.

If you have any questions or concerns regarding this determination please reach out to me at your convenience. This determination only pertains to the zoning bylaws and is not a review of your plans submitted. Plan review to ascertain compliance with the building code has not been completed at this time and is required.

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.

Respectfully,

Eric Chartrand CBO
Building Commissioner
Town of Townsend

**AUTHORIZATION FORM
To REPRESENT PROPERTY OWNER(S)**

RECEIVED
FEB 25 2021
TOWN OF TOWNSEND
TOWN CLERK

DATE: JANUARY 25, 2021

TO: Town of Townsend

I/we, the undersigned owner(s) grant full permission to:

APPLICANT(S) / AUTHORIZED REPRESENTATIVE(S):

<u>STANLEY DILLIS, DILLIS&ROY CIVIL DESIGN GROUP</u>			
Name (please print)		Name (please print)	
<u>1 MAIN ST, SUITE 1</u>		<u></u>	
Street Address		Street Address	
<u>LUNENBURG</u>	<u>MA</u>	<u>01462</u>	
City	State	Zip	
<u>978 778 6091</u>	<u>/</u>	<u></u>	<u></u>
Daytime Phone #(s)	Home Phone	Daytime Phone #(s)	Home Phone

to act as our agent and hereby authorize this representative to take any action, including but not limited to paying consulting fees, agreeing to conditions set by any applicable Board or Commission, signing agreements and/or extending deadlines. This agent has my/our full permission to submit applications, present plans, submit requirements and speak on my/our behalf with regard to:

PROPERTY LOCATED AT:

12 DUDLEY ROAD, Townsend, MA
Street Address

ASSESSOR'S PARCEL ID: Map # 28 Block # 60 Lot # 0

OWNER (S):

<u>TOWN OF TOWNSEND</u>		<u></u>	
Name (please print)		Name (please print)	
<u>272 MAIN STREET</u>		<u></u>	
Street Address		Street Address	
<u>TOWNSEND</u>	<u>MA</u>	<u>01469</u>	
City	State	Zip	
<u>978 697 1700</u>	<u>/</u>	<u></u>	<u></u>
Daytime Phone #(s)	Home Phone	Daytime Phone #(s)	Home Phone


Signature of Owner

Signature of Owner

Jim Kreidler

From: Templeton, Susan (SEN) <Susan.Templeton@masenate.gov>
Sent: Thursday, March 4, 2021 12:41 PM
To: Jim Kreidler
Subject: From the Office of Senator Cronin

Dear TA Kreidler,

With the upcoming FY22 budget process in full swing, Senator Cronin requested that I reach out to you with regards to the state budget process and unmet needs in your town.

Can you please provide our office with a list of one-time spending needs, in order of priority, which could potentially be obtained through the state budget process by next Friday, 3/12/21? If possible, please highlight potential line item(s), requested account and title, description and rationale for request, and amount.

The Commonwealth faces historic budget uncertainty as the Legislature begins the budget process and our Office cannot make commitments on earmarks; however, the Senator will work diligently with the House delegation to identify opportunities to fund one-time spending needs over the coming months.

On behalf of Senator Cronin, we look forward to working with you on this ongoing process. Please reach out to me directly with any questions or concerns.

Susan

Susan C. Templeton
District Director
Office of State Senator John J. Cronin
Worcester Middlesex District
The State House
Room 504
Boston, MA 02133-1054
Boston: 617-722-1230
Cell: 978-660-6511
Email: susan.templeton@masenate.gov

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: TOWN OF TOWNSEND (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: EXECUTIVE OFFICE OF ELDER AFFAIRS MMARS Department Code:	
Legal Address: (W-9, W-4): 272 MAIN ST TOWNSEND, MA 01469-1510		Business Mailing Address: 1 ASHBURTON PL BOSTON, MA 02108	
Contract Manager: KARIN C. MOORE	Phone: 978-597-1710	Billing Address (if different):	
E-Mail: coa@townsend.ma.us	Fax:	Contract Manager: STACEY ANNE O'CONNELL	Phone: 617-222-7419
Contractor Vendor Code: VC6000192009		E-Mail: STACEY.O'CONNELL@MASS.GOV	Fax: 617-727-9368
Vendor Code Address ID (e.g. "AD001"): AD_001. (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): FY21COATOWNSEND00000	
		RFR/Procurement or Other ID Number: BD-21-1040-1040C-1040L-57550	
<u>X</u> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (Includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<u> </u> CONTRACT AMENDMENT Enter Current Contract End Date <i>Prior</i> to Amendment: <u> </u> , 20 <u> </u> . Enter Amendment Amount: \$ <u> </u> . (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input type="checkbox"/> Commonwealth Terms and Conditions <input checked="" type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended. <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>16,944.00.</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: This contract is to distribute a formula grant award to the Councils on Aging of the municipalities of the Commonwealth, as appropriated in the Chapter 227 of the Acts of 2020. The award amount is determined by a census-based allocation of available grant funding. The performance period for this award is 7/1/20-6/30/21. The municipality certifies that the funds will be used for COA activities, and will complete a final fiscal report accounting for how these grant funds were applied. All approved obligations incurred prior to the effective date of this agreement (for which payment obligations have been triggered) and are intended to be part of this agreement, are to be funded from the total amount awarded under this agreement. This contract, once executed by both parties, will be treated as the sole invoice for the maximum obligation of this contract. COAs are responsible for returning this executed contract by no later than June 30, 2021.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of <u> </u> , 20 <u> </u> , a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <u>JULY 1, 2020</u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>JUNE 30, 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:	
X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: _____	
Print Title: _____		Print Title: _____	

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May 2004



CONTRACTOR LEGAL NAME : Town of Townsend
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192009

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
James Kreidler	Town Administrator
Karin Canfield Moore	COA Director
James Hamel	COA Board Chairperson

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Date.

Signature

Title: Town Administrator

Telephone: 978-597-1701

Fax: 978-597-1719

Email: jkreidler@townsendma.gov

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May 2004



CONTRACTOR LEGAL NAME: Town of Townsend
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192009

PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): James Kreidler

Title: Town Administrator

X _____

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

Townsend Public Library
LIBRARY SENIOR TECHNICIAN

DEFINITION

The Library Senior Technician Position is responsible for assisting patrons at the main circulation desk, processing, cataloging and creating records for new materials, implementing and assisting with adult providing programming, and providing administrative and reference support.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assistings patrons at the circulation desk in person, by email, and telephone ~~at the circulation desk.~~
- Processes, and catalogs and creates records for library materials ~~collections (books, video games, magazines, board games etc., dolls etc.) including museum passes. At times must create original records for items that are completely new and have no other representation in our library system.~~
- Creates, coordinates and implements adult programming.
- Researches and applies for cultural council and other small grants.
- Creates displays, posters, PR, social media, and other supplemental materials
- Troubleshoots computers and other library technological equipment.
- Learns new technology for use in the department.
- Maintains appearance of the library by organizing and, shelving, and assisting with interlibrary loans.
- Provides reference services associated with interlibrary loans ~~to patrons (mostly children and parents).~~
- Provides reference and readers' advisory services.
- Creates newsletters and performs other ~~Assists with administrative functions including typing, mailing, faxing, photocopying, editing the online calendar, and ordering supplies.~~

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work ~~that is usually of the same kind and levels as is done by the group led.~~ The employee provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

Bachelor's degree, 2-3 years of experience; or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Previous experience in a library is preferred.

WORK ENVIRONMENT

The work is performed in a typical office environment during assigned library hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as books, files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require frequent application of motor skills for activities such as book covering, shelving, are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

~~Townsend Public Library~~**LIBRARY**
LIBRARY SENIOR TECHNICIAN- CHILDRENS

DEFINITION

~~The Library Senior Technician in the children's section~~Position is responsible for assisting patrons at the children's circulation desk, processing new materials, providing administrative support along with creating and coordinating and providing PR and programming and events for children, parents, and families and educators.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assisting patrons at the circulation desk ~~in person~~, by email, and telephone.
- ~~Creates, coordinates and implements~~Helping create and execute developmentally appropriate ~~programs~~programming and activities for children, parents and families (including summer reading), and running at least 2 story times per week. Adds events to on-line event calendar.
- Researches and coordinates with supplemental performers and educators who provide activities and events for children, parents and families.
- Researches and applies for cultural council and other small grants.
- Processes, ing and catalogs and creates records for children's collections. (books, video games, magazines board games etc., dolls etc.)
- Creates~~ing~~ displays, posters, PR, social media, and other supplemental materials.
- Troubleshoots~~ing~~ of computers and other library equipment.
- Learns new technology for use in the department.
- Maintaining children's room appearance by shelving books and organizing toys and other materials used by patrons. Shelves books.
- Provides~~ing~~ reference services to patrons (mostly children and parents). Providing and readers' advisory services. Preparing reserve collections for school projects.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work ~~that is usually of the same kind and levels as~~

is done by the group led. The employee provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

Bachelor's Degree and 2-3 years of experience; or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Experience working with children is preferred.

WORK ENVIRONMENT

The work is performed in a typical office environment during assigned library hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as books, files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require frequent application of motor skills for activities such as creating science and craft projects for programs, creating window displays, book covering, shelving, are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Townsend Public Library
LIBRARY
LIBRARIAN-YOUNG ADULT

DEFINITION

The Young Adult Librarian Position is responsible for providing programming, technology, collections and a safe space for youth and teens.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assisting patrons at the YA circulation desk, by email, and telephone.
- Greets middle schoolers and provides adult supervision in the teen room after school and during school vacations.
- Covers the circulation desk in the main library or children's library from time to time.
- ~~● Maintains, cataloging and processing the young adult collections. (books, video games, magazines board games etc.)~~
- Creates, coordinates and execute-implements developmentally appropriate programming for children, preteens, and teens, families and adults including summer reading program. This position also provides some all ages and adult programming as well
- ~~● Greets middle schoolers and provides adult supervision in the teen room after school~~
- Researches and applies for cultural council and other small grants.
- ~~● Greets middle schoolers and provides adult supervision in the teen room after school~~
- ~~● Maintaining and processing collections (books, video games, magazines board games etc.)~~
- Attend weekly programming meetings, monthly staff meetings and school improvement meetings as well as other supplemental and regional meetings/workshops
- ~~● Creates displays, posters, PR, social media, and other supplemental materials.~~
- Troubleshoots of computers and other library equipment.
- Learns new technology for use in the department.
- Maintains appearance of the YA library by organizing and shelving
- ~~● Circulation desk and assisting patrons in person, by email, and telephone.~~
- ~~● Create posters, PR and other supplemental materials.~~
- Provides reference and readers advisory services
- ~~● Covers main desk or children's circ. desk from time to time.~~

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. ~~Requires understanding, interpreting and applying federal, state and local regulations.~~

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. ~~Relationships are constantly with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance.~~

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's Degree, 3-5 years experience; or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Experience working with teens and young adults is preferred.

WORK ENVIRONMENT

The work is performed in a typical office environment during assigned library hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as books, files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require frequent application of motor skills for activities such as creating science and craft

~~projects for programs, creating window displays, book covering, shelving, are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.~~

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

Townsend Public Library~~LIBRARY~~

LIBRARY TECHNICIAN

DEFINITION

~~The Library Technician~~Position is responsible for ~~direct library services including circulation and assisting patrons at the main circulation desk, interlibrary loan services, processing library materials, duties along with general office work, and program preparation, processing materials, creating displays and PR.~~

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- ~~Assisting patrons at the circulation desk in person, by email and; telephone, and at the circulation desk.~~
- ~~Provides services associated with interlibrary loans.~~
- ~~General processing of library materials. Assess condition of library materials that may need to be replaced. Makes recommendations to appropriate staff. Processing collections. This includes covering, taping and stickering and entering them into the online catalog.~~
~~Assessing condition of materials that may need to be replaced. Makes recommendations to director and other appropriate staff.~~
- ~~On occasion will run a program, but more often will provide supplementary help and preparation for programs.~~
- ~~Creating newsletter, displays, and posters, PR, and provides social media, and other supplemental materials. content~~
- ~~Troubleshooting of computers and other library equipment.~~
- ~~Learns new technology for use in the department.~~
- ~~Maintaining appearance of the main library by organizing and shelving. Shelves books and organizes various areas of the library to make sure the order is kept.~~
- ~~Provides reference and readers advisory services. Greeting courier who delivers the interlibrary loans and checks the interlibrary loans in. Fills ILL requests.~~
- ~~Assisting with programing and large events. Will run an occasional program but more often will provide supplementary materials for programs. (ex: develops games for events or makes tickets and/or "giftwraps" prizes for summer and winter reading)~~

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are primarily with co-workers, vendors and the public, involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

EDUCATION AND EXPERIENCE

~~Bachelor's degree~~ Associates or Master's license, 2-3 years' experience; or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Previous experience in a library ~~working with children~~ is preferred.

WORK ENVIRONMENT

The work is performed in a typical office environment during assigned library hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as books, files, boxes of papers, office supplies, and office equipment weighing up to 30-50 pounds.

Motor Skills

~~Duties require frequent application of motor skills for activities such as book covering, shelving, are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, and using office equipment, including but not limited to printers, telephones, personal computers, handheld technology, and other office equipment.~~

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

NON-EXEMPT
HIGHWAY/WATER UNION

WATER DEPARTMENT
~~ADMINISTRATIVE ASSISTANT~~Office Manager/ Water Technician-WATER

DEFINITION

Under general supervision, manages, organizes, and evaluates the Water Departments business operations and office staff; performs responsible secretarial, administrative, and general office work to ensure the proper functioning of the office; performs or supervises accounts receivable, accounts payable, and payroll; responds to customer complaints and concerns. Performs additional work as required.

~~Responsible skilled administrative and clerical support work in the Water Department for the efficient and effective operation of the Water Department. Related work as required.~~

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ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties may include, but are not necessarily limited to:

- Performs or supervises all office work regarding customer accounts including billing, processing payments, applications for service, final notices to discontinued customers, computer system updating, inquiries and complaints, etc.
- Performs or supervises bookkeeping work related to processing of accounts receivables invoicing, accounts payable, and payroll including reviewing for accuracy, calculating monthly journal entries, balancing to general ledger, and filing of required reports to State and Federal government.
- Performs confidential administrative tasks for the Water Superintendent when requested; keeps the Water Superintendent fully informed regarding all office activities and issues.
- Supervises, schedules, plans, monitors, and evaluates work of clerical staff responsible for accounting, customer services, and billing; recommends corrective actions, as necessary.
- Plans, prepares, reviews, and monitors operational budgets for office supplies and expenses, benefit insurance, employee retirement, and payroll taxes.
- Prepares, creates, and files reports such as capital expenditures, statistics, capital projects, payroll distribution, and monthly water sample reports.
- Carries out related banking functions such as deposits, transfers, and record keeping.
- Processes general ledger: inputs into computer, calculates monthly journal entries, performs trial balance, creates income statements.
- Organizes and maintains office filing system including general, financial, personnel, and payroll files.
- Prepares financial and other reports as directed by the Water Superintendent; prepares final reports drafted by the Water Superintendent and other staff members.
- Provides administrative services to the Water Department by performing a variety of administrative, technical, fiscal, and clerical responsibilities.
- Acts as staff liaison to Board of Water Commissioners; attends meetings and provides necessary administrative support.
- Prepares agendas and materials for all regular and special meetings (or hearings) of the

NON-EXEMPT
HIGHWAY/WATER UNION

Board;

- Attends and participates in all meetings of the Board; performs all necessary follow-up for decisions or inquiries made in those meetings and between those meetings;
- Oversees the issuance of various decisions, determinations, and permits under the jurisdiction of the Boards. Maintains public records and prepares reports as required.
- Provides extensive customer service in person, over the telephone and via e-mail; Interacts frequently with members of the public, vendors, Town departments and state and outside agencies.
- Enters new services and new water meters; Schedules and performs water meter reading using various systems; processes final water readings; issues payment demands and files liens, as necessary;
- Coordinate with private vendor to process the mailing of water bills; download and record payments to customer accounts; Apply abatements and/or refunds to water accounts; balance water receivables with Accounting office.
- Prepares and processes departmental payroll and payables; receives and processes applications; deposits fees with the Treasurer.
- Maintains department records and documentation, updates department records, electronic and paper files;
- Responds to complaints and prepares reports of investigations and related material for possible Board or legal action; provides educational information to the general public;

SUPERVISION RECEIVED

Under the general direction of the Water Superintendent, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting, and applying federal, state, and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

NON-EXEMPT
HIGHWAY/WATER UNION

CONFIDENTIALITY

Employee has unlimited access to confidential information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma or equivalent, Associates Degree preferred, and three to five years of related experience required, or any equivalent combination of education, training, certification, and experience. Motor Vehicle Operator's License. Pass the D1/T1 Water Operator Class within 1 year and obtain a D1 License. Take and pass a course in procurement within 1 year.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of municipal and municipal utility finance and budgeting. Working knowledge of the Code of the Town of Townsend. Knowledge of related federal, state, and local laws, rules and regulations Knowledge of software commonly utilized by municipalities for billing, word processing, financial analysis, and presentations. Working knowledge of GIS mapping applications. Familiarity of office procedures and equipment. Working knowledge of Public Records, Open Meeting, Public Procurement, and Public Ethics laws.

Abilities: Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports, and media. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the public. Ability to be diplomatic, professional, and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work independently and prioritize tasks. Ability to provide excellent customer service. Ability to keep accurate and detailed records; ability to use computers; ability to interact with the public in a professional and courteous manner; ability to handle multiple tasks in an effective manner.

Skills: Excellent organizational skills. Strong customer service skills. Strong research skills. Proficient in the use of computers and software applications for data management, word processing, mapping, and presentations. Detail orientated.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills


Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

NON-EXEMPT
HIGHWAY/WATER UNION

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

DRAFT

POSITION RATING SUMMARY SHEET				
	Position Title:			
	OFFICE MANAGER-WATER TECH			
	Factors	Rating	Points	
1	Supervision Received	3	20	
2	Supervision Exercised	2	10	
3	Accountability	3	20	
4	Judgment	3	50	
5	Complexity	3	15	
6	Nature and Purpose of Contacts	3	50	
7	Confidentiality	2	20	
8	Education	2	40	
9	Experience	3	50	
10	Work Environment	1	10	
11	Physical Demands	1	10	
12	Motor and Vision Skills	1	10	
13	Occupational Risks	1	5	
			310	TOTAL POINTS
			E	GRADE PLACEMENT
	Evaluator Signature			
	Evaluator Name and Position	James M. Kreidler, Town Administrator		
	Date of Evaluation	3/9/2021		

NON-EXEMPT
ADMINISTRATIVE HIGHWAY/WATER UNION

WATER DEPARTMENT
DEPARTMENT ASSISTANT WATER ACCOUNTS MANAGER/WATER
TECHNICIAN

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DEFINITION

Responsible skilled administrative and clerical support services for the Water Department to ensure the efficient and effective operation of the department. Head of Accounts Receivable and Payable as well as HR for the Water Departments.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Reporting financial information and managing accounting staff.
- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing change.
- Meets accounting financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and preparing special reports.
- Maintains accounting controls by establishing a chart of accounts and defining accounting policies and procedures.
- Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Maintains financial security by establishing internal controls.
- Avoids legal challenges by understanding current and proposed legislation, enforcing accounting regulations, and recommending new procedures.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Provides administrative services to the Water Department by performing a variety of administrative, technical, fiscal, and clerical responsibilities;
- Assists-Leads in the preparation and administration of water billing; schedules final meter readings, prepares the lien list for transmittal to the Assessor's Office; Processes notices and payment plans for delinquent accounts; reconciles accounts receivable with the Town Accountant on a monthly basis monthly.
- Provides extensive customer service in person, over the telephone and via e-mail;
- Interacts frequently with members of the public, vendors, and Town departments.
- Handles phone and email inquiries from ratepayers, members of the public, and businesses; Processes in-coming and outgoing mail.

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NON-EXEMPT
ADMINISTRATIVE-HIGHWAY/WATER UNION

- ~~Assists and/or P~~Processes departmental payroll and accounts payable in a timely manner; posts to accounts payable and reconciles monthly with the Town Accountant.
- Processes work orders for action by operations personnel.
- Performs clerical tasks including but not limited to typing, filing, copying, and scanning;
- Maintains accurate records, ~~files~~files, and correspondence;

Attends and participates in all meetings of the Board; performs all necessary follow-up for decisions or inquiries made in those meetings and between those meetings.

SUPERVISION RECEIVED

Under general direction of the ~~Water Superintendent~~Office ManagerManager, employee plans and prioritizes ~~the majority of~~most of the work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, ~~deadlines~~deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

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JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed to locate, ~~select~~select, and apply the most pertinent practice, procedure, ~~regulation~~regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and one to three years of related experience required, or any equivalent combination of education, training, ~~certification~~certification, and experience. Motor Vehicle Operator's License. Take and pass the D1/T1 Drinking Water Introduction Course within 1 year. Take and pass the Procurement Course within 1 year.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of office practices and procedures. Thorough knowledge of departmental policies and practices regarding utility billing and payroll. Basic understanding of the Water Department operations. Working knowledge of public ethics, records, ~~procurement~~procurement, and open meeting laws.

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NON-EXEMPT
ADMINISTRATIVE-HIGHWAY/WATER UNION

Abilities: Ability to communicate orally and in writing departmental policies, rules, and application procedures to the public. Ability to type, file, maintain records, and prepare reports. Ability to perform math. Ability to keep accurate and detailed records; ability to use computers; ability to interact with the public in a professional and courteous manner; ability to handle multiple tasks in an effective manner.

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Skills: Skill in using a computer keyboard, typing, ~~creating~~creating, and using word processing and spreadsheet applications.

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WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, ~~walking~~walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

**CEMETERY & PARKS
SUPERINTENDENT CEMETERY & PARKS**

DEFINITION

Responsible supervisory, administrative, and technical work operating and maintaining municipal cemeteries and parks; planning new construction and capital improvements; and all other related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develops and implements the departmental capital and operating budgets. Directs expenditures and monitors spending. Recommends fees to the Commission. Supervises the collection and accounting for user fees. Maintain records of and makes required financial reports on all gifts, appropriations, grants, user fees, and revolving funds.
- Advocates for programs and services before the Commission. Advises the Commission on policy and operational matters. Attend all Commission meetings; and prepare agendas with necessary supporting information.
- Assesses the performance of the Park and Cemetery Department in relation to established goals. Reports said assessments to the Commission and the Town Administrator.
- Maintains cooperative relationships with local, state, and federal agencies, non-profit organizations, businesses, clergy, media, and other groups. Respond to inquiries.
- Prepare purchase orders; verifies all invoices, and payment schedules; and solicits bids, proposals and quotes from vendors.
- Coordinates the daily work of the park and cemetery crews through the Foreman; schedules both long and short-term projects for completion. Monitors the performance of the foremen and crews. Takes appropriate steps to correct poor performance.
- Ensures compliance with all applicable policy, but not limited to, work site safety and environmental laws and regulations.
- Work involves direct day-to-day supervision over a group of employees, responsible for developing work methods, assigning work, solving work problems, reviewing the work of subordinates, and maintaining work schedules.
- Prepares reports concerning the activities of the department. Scheduled and emergency overtime may be necessary due to emergency and routine work and acceptance of overtime is expected.
- Interacts with the public, grieving families, and funeral directors with sensitivity. Assists customers with selection of burial lots, oversees funerals, and keeps records of lots and grave sites.
- Receives payments from funeral directors and other customers. Remits payments to the Treasurer Collector. Processes commitments billing.
- Participates, as needed, in digging graves, mowing lawns, raking, shoveling, and other physical maintenance operations.

- Submits recommendations for more efficient and economical operations

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator and the policy direction of the Cemetery and Parks Commission, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Superintendent, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; recommends resolutions to employee complaints and disciplinary actions to the Town Administrator. Has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

High School Diploma, and ~~three to five~~ to seven years of public construction or maintenance related experience; One to three years of experience at Foreman level or above; or any equivalent combination of education, training, and experience.

Special Requirements

Valid Massachusetts Class B Commercial Driver's License (CDL)

Valid Massachusetts Hydraulic Hoisting License, with restrictions 2A and 2B

OSHA 10 Certification

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of park and cemetery construction, operation and maintenance methods, materials and techniques; park and cemetery financing and administration. Working knowledge of personnel administration, municipal budgeting, record-keeping, purchasing procedures, procurement laws, public records laws, the open meeting law, and ethics laws.

Abilities: Ability to plan, assign and supervise the work of groups of employees engaged in a variety of park and cemetery construction and maintenance operations. Ability to supervise workers operating light, heavy, and special motor equipment. Ability to operate light, heavy, and special motor equipment safely. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective and harmonious working relationships with employees, city officials and departments, state agencies, the public, consultants, vendors and contractors. Ability to interact with employees and the public tactfully and effectively and maintain positive public relations. Ability to interact tactfully and sympathetically with people in emotionally stressful situations. Ability to prepare and administer budgets and prepare financial reports. Ability to communicate with and appropriately interact with department clients of all ages.

Skills: Excellent management and leadership skills. Excellent organizational skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. *Proficiency in software* applications commonly in use by municipalities for word processing, spreadsheets, database, presentations, and mapping.

WORK ENVIRONMENT

The majority of work is performed in an office setting and includes work under typical shop conditions or outdoor work. Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect projects and general conditions.

Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Work requires moderate intermittent physical strength and effort daily, such as lifting heavy objects, carrying the object(s) and stacking them or moving them. In addition, pulling, pushing, standing or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

LAND USE LAND USE COORDINATOR

DEFINITION

Responsible supervisory, administrative, and technical work in coordinating the land use support staff and the work of various land use related boards and committees; and related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises department staff, prepares departmental budget.-
- Responsible for budget administration.
- Directs and motivates staff to provide high quality service to the town, other departments, and each other. Ensure effective and courteous service is provided to constituents, applicants, landowners, and residents.
- Promotes the best interests of the town through the establishment, revision, and pursuit of strategies, bylaws, plans, programs, and outreach that addresses the town's needs and interests in affordable housing, land use, community and economic development, and conservation.
- Researches and develops zoning amendments, new by-laws, regulations, policies, practices, and fees in response to Planning Board and/or Select Board initiatives.
- Oversees the professional support provided by the Department to the Conservation Commission, ensure coordination of land use and wetland protection laws on applications before the Planning Board and Conservation Commission; Oversees projects receiving approval of the Planning Board and ensure proper oversight of projects receiving approval of the Conservation Commission, ensures the projects are complying with all permit restrictions and requirements, and applicable local by-laws.
- Manages the Town's National Pollution Discharge and Elimination System (NPDES) storm water permit from the EPA.
- Coordinates and streamlines the municipal permitting and approval process, municipal inspections and enforcement actions.
- Coordinates and schedules meetings with various department heads, municipal staff, appointed committees, and members of the general public to share information, delegate tasks, review progress, and facilitate successful completion of projected goals.
- Monitor national, state and municipal community development trends and interpret such trends; recommend priorities and projects for physical, environmental and economic development; maintain and updates planning data including land use maps, overlays, and statistical information.
- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.

- Performs similar or related work as required, directed or as situation dictates

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The Coordinator, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; recommends resolutions to employee complaints and disciplinary actions to the Town Administrator. Has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT AND COMPLEXITY

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Land Use Planning, Public Administration, Environmental Science, Regional Planning or related field and three to five years of relevant experience, or any equivalent combination of education, training, certification and experience. A valid Massachusetts Driver's License is required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Comprehensive knowledge of the current principles and practices of planning, zoning, and of related state and local land use legislation, procedures, codes, and standards. Working knowledge of computers with AutoCAD and GIS experience preferred. Thorough knowledge of the Massachusetts Wetlands Protection Act and regulations promulgated pursuant to the Act. Good working knowledge of and proficiency in the use of office automation, planning materials, tools, and other resources. Working knowledge of state and local wetland protection practices. Working knowledge of personnel management, municipal budgeting, record-keeping, purchasing procedures, procurement laws, public records laws, the open meeting law, and ethics laws.

Abilities: Ability to communicate effectively both orally and in writing; understand and explain various types of correspondence, reports and media; maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public; conduct business in a diplomatic, professional and courteous manner, especially in contentious or confrontational situations; meet deadlines and work independently; multi-task and prioritize tasks; provide excellent customer service. Ability to interpret complex engineering drawings and to read and interpret plans, laws, and regulations.

Skills: Excellent organizational skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and public relations skills. Strong public speaking and presentation skills. Proficiency in software applications commonly in use by municipalities for word processing, spreadsheets, database, presentations, and mapping. Strong grant-writing, analytical, written and oral communication skills.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

**LAND USE
CONSERVATION AGENT**

DEFINITION

Professional staff work assisting and advising the Conservation Commission in interpreting and enforcing the Massachusetts Wetlands Protection Act and related local regulations; and all other related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Reviews applications and makes recommendations to the Commission relative to Orders of Condition, Determinations of Applicability, and other wetland related matters.
- On behalf of the Commission inspects work sites; In accordance with Commission votes, issues enforcement orders and determines compliance.
- Ensures that applicants comply with deadlines and other requirements of the Wetlands Protection Act.
- Provides extensive customer service in person, over the telephone and via e-mail;
- Interacts frequently with applicants, members of the public, businesses, and Town departments.
- Provides information and technical assistance to the general public and other departments; for example, Public Works and Inspectional Services on conservation issues and regulations, and open space.
- Assists in reviewing comprehensive permit and other applications to Boards and Committees with regard to wetland impacts.
- Provides information to the public and other municipal departments and agencies regarding the location of wetland resource areas, their functions, and their regulations.
- Performs similar or related work as required or as situation dictates.

SUPERVISION RECEIVED

Under administrative direction of the Town Administrator, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance.

EDUCATION AND EXPERIENCE

Associate degree in environmental science, Geology, Hydrology, Botany or a closely related field; and, and 3 to 5 years of closely related experience; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge: Extensive knowledge of the Massachusetts Wetlands Protection Act and related local, state and federal laws and regulations including, but not limited to, MEPA, NPDES, and Sections 401 and 404 of the Clean Water Act. General knowledge of the Open Meeting Law, Public Records Act and procurement policy.

Abilities: Ability to deal tactfully and appropriately with peers, employees of the town, public officials, business and civic leaders, applicants, abutters, and the public. Ability to act under pressure, assertively and ethically, to resolve compliance issues. Ability to read and understand technical data and site plans. Ability to read, comprehend, and interpret rules, by-laws, and regulations; ability to read, comprehend and consistently apply the Wetlands Protection Act, case law, and related local, state and federal laws and regulations; ability to act under pressure, assertively and ethically, to resolve conflict; Ability to manage and complete projects independently and as a member of a team; ability to analyze divergent problems and formulate solutions and recommendations; Ability to effectively communicate verbally and in writing; ability to work evenings as needed to attend meetings, hearings, and public presentations.

Skills: Strong written and oral communication skills. Ability to identify and delineate wetland resource areas per local, state, and federal regulations. Skilled in the application of software commonly in use by the town for word processing, spreadsheets, presentations and mapping. Proficiency with GIS and in interpretation of aerial photography.

WORK ENVIRONMENT

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil,

dirt or grease. Includes work under typical shop conditions or outdoor work. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Administrative work is performed in an office setting requiring sitting, standing, walking. When in the field, may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

Motor Skills

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

**LAND USE
ADMINISTRATIVE ASSISTANT CONSERVATION**

DEFINITION

Responsible skilled administrative and clerical support work in the Land Use Department for the efficient and effective operation of the Conservation Commission. Related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Provides administrative services to the Conservation Commission by performing a variety of administrative, technical, fiscal and clerical responsibilities;
- Acts as staff liaison to Conservation Commission; attends meetings and provides necessary administrative support;
- Prepares agendas and materials for all regular and special meetings (or hearings) of the Conservation Commission;
- Attends and participates in all meetings of the Commission; performs all necessary follow-up for decisions or inquiries made in those meetings and between those meetings;
- Oversees the issuance of various orders, determinations, and permits under the jurisdiction of the Commission. Maintains public records and prepares reports as required.
- Prepares and processes departmental payroll and payables; receives and processes applications; deposits fees with the Treasurer.
- Responds to complaints and prepares reports of investigations and related material for possible Commission or legal action; provides educational information to the general public;
- Researches and prepares applications for grant funding; drafts proposed by-laws and regulations.

SUPERVISION RECEIVED

Under the general direction of the Land Use Coordinator, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee must be able to explain departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has access to sensitive information in the performance of their duties.

EDUCATION AND EXPERIENCE

High school diploma or equivalent, Associates Degree preferred, and three to five years of related experience required, or any equivalent combination of education, training, certification and experience. Motor Vehicle Operator's License.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: General knowledge of state and local wetlands regulations. Knowledge of related federal, state and local laws, rules and regulations. Working knowledge of software applications generally utilized by municipalities. Familiarity of office procedures and equipment. Working knowledge of Public Records, Open Meeting, and Public Ethics laws.

Abilities: Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports and media. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public. Ability to be diplomatic, professional and courteous when dealing with others, especially in contentious or confrontational situations. Ability to meet deadlines. Ability to work independently and prioritize tasks. Ability to provide excellent customer service. Ability to keep accurate and detailed records; ability to use computers; ability to interact with the public in a professional and courteous manner; ability to handle multiple tasks in an effective manner.

Skills: Excellent organizational skills. Strong customer service skills. Strong research and grant management skills. Proficient in the use of computers and software applications for data

management, word processing, mapping, and presentations. Detail orientated.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.

POSITION RATING SUMMARY SHEET				
	Position Title:			
	SUPERINTENDENT- CEMETERY AND PARKS			
	Factors	Rating	Points	
1	Supervision Received	4	30	
2	Supervision Exercised	2	40	
3	Accountability	4	30	
4	Judgment	3	50	
5	Complexity	3	15	
6	Nature and Purpose of Contacts	4	75	
7	Confidentiality	1	10	
8	Education	1	20	
9	Experience	4	70	
10	Work Environment	2	25	
11	Physical Demands	3	40	
12	Motor and Vision Skills	2	20	
13	Occupational Risks	2	15	
			440	TOTAL POINTS
			F	GRADE PLACEMENT
	Evaluator Signature			
	Evaluator Name and Position	James M. Kreidler, Town Administrator		
	Date of Evaluation	3/9/2021		

POSITION RATING SUMMARY SHEET				
	Position Title:			
	Library Technician- Library			
	Factors	Rating	Points	
1	Supervision Received	3	20	
2	Supervision Exercised	1	20	
3	Accountability	2	10	
4	Judgment	2	20	
5	Complexity	2	10	
6	Nature and Purpose of Contacts	2	25	
7	Confidentiality	0	0	
8	Education	3	60	
9	Experience	2	30	
10	Work Environment	1	10	
11	Physical Demands	1	10	
12	Motor and Vision Skills	1	10	
13	Occupational Risks	1	5	
			230	TOTAL POINTS
			C	GRADE PLACEMENT
	Evaluator Signature			
	Evaluator Name and Position	James M. Kreidler, Town Administrator		
	Date of Evaluation	3/9/2021		

POSITION RATING SUMMARY SHEET				
	Position Title:			
	OFFICE MANAGER-WATER TECH			
	Factors	Rating	Points	
1	Supervision Received	3	20	
2	Supervision Exercised	2	10	
3	Accountability	3	20	
4	Judgment	3	50	
5	Complexity	3	15	
6	Nature and Purpose of Contacts	3	50	
7	Confidentiality	2	20	
8	Education	2	40	
9	Experience	3	50	
10	Work Environment	1	10	
11	Physical Demands	1	10	
12	Motor and Vision Skills	1	10	
13	Occupational Risks	1	5	
			310	TOTAL POINTS
			E	GRADE PLACEMENT
	Evaluator Signature			
	Evaluator Name and Position	James M. Kreidler, Town Administrator		
	Date of Evaluation	3/9/2021		

POSITION RATING SUMMARY SHEET				
	Position Title:			
	ACCOUNTS MANAGER-WATER TECH			
	Factors	Rating	Points	
1	Supervision Received	3	20	
2	Supervision Exercised	0	0	
3	Accountability	2	20	
4	Judgment	2	20	
5	Complexity	2	10	
6	Nature and Purpose of Contacts	3	50	
7	Confidentiality	1	10	
8	Education	2	40	
9	Experience	2	30	
10	Work Environment	1	10	
11	Physical Demands	1	10	
12	Motor and Vision Skills	1	10	
13	Occupational Risks	1	5	
			235	TOTAL POINTS
			D	GRADE PLACEMENT
	Evaluator Signature			
	Evaluator Name and Position	James M. Kreidler, Town Administrator		
	Date of Evaluation	3/9/2021		

The Commonwealth of Massachusetts
SPECIAL TOWN MEETING

MIDDLESEX SS.

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on May 4, 2021, at 7:00 PM, then and there to act on the following articles:

PRIOR FISCAL YEAR FINANCIAL ARTICLE
(9/10th Vote)

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.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This article is required to pay any bills from a prior fiscal year.

CURRENT FISCAL YEAR FINANCIAL ARTICLES
(MAJORITY VOTE)

ARTICLE 2

To see if the Town will vote to transfer from available funds in the treasury, the sum of \$_____ for the purpose of offsetting FY21 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the Center, WEST TOWNSEND FIRE STATION, 460 MAIN STREET in West Townsend, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET in said Town, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this _____ day of April, in the year TWO THOUSAND TWENTY-ONE.

SELECTMEN OF TOWNSEND

Veronica Kell, Chairman

Wayne Miller, Vice Chairman

Joe Shank, Clerk

A true copy. ATTEST:

CONSTABLE

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND READING ROOM, 264 DUDLEY ROAD IN WEST TOWNSEND, POLICE STATION, 70 BROOKLINE ROAD, HARBOR FIRE STATION, 41 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of TOWNSEND

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
HARBOR FIRE STATION	_____	_____	_____	_____
WEST TOWNSEND READING	_____	_____	_____	_____
POLICE STATION	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____

THE COMMONWEALTH OF MASSACHUSETTS ANNUAL TOWN MEETING

MIDDLESEX SS.

To the Constables of the Town of Townsend in the County of Middlesex,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Annual Town Meeting on **May 4, 2021, at 7:00 PM**, then and there to act on the following articles:

APPOINTMENTS AND REPORTS (MAJORITY VOTE)

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.

SUBMITTED BY: Town Clerk

ARTICLE 2

To see if the Town will vote to hear reports of any Committees, Boards, Commissions, etc., or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will 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, gravestones, and monuments in good order, or take any other action in relation thereto.

SUBMITTED BY: Cemetery and Parks Commission

USUAL AND CUSTOMARY REVOLVING FUND ARTICLE (MAJORITY VOTE)

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 2022 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	Board of Health	Collection of recyclables	Operating costs associated with recycling	\$ 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 the 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	Inspectional Services	Building Commissioner	Fees from North Middlesex Regional High School project	Expenses for inspections re: the NMRHS project	\$ 75,000.00
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$ 5,000.00
9	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$ 80,000.00
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$ 20,000.00
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$ 10,000.00

SUBMITTED BY: Board of Selectmen

DESCRIPTION: Revolving funds provide departments with flexibility to expend and replenish funds throughout the course of the year for tightly defined purposes as detailed in the chart above.

FY22 OPERATING BUDGET (MAJORITY VOTE)

ARTICLE 5

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 2022 pursuant to a detailed budget totaling **\$22,317,465.00**, or take any other action in relation thereto.

***FUND:**

Title 5 MWPAT
West Townsend Reading Room
Ambulance Receipts Reserved
Water Enterprise Fund

PURPOSE:

Supplement to MWPAT Debt Repayment
Supplemental Funding to Operate the WTRR
Supplemental Funding to Operate the EMS
Supplemental Funding to Cover Water Overhead

AMOUNT:

\$ 27,538.00
\$ 2,900.00
\$430,000.00
\$301,120.03

SUBMITTED BY: Board of Selectmen

DESCRIPTION:

This is the usual and customary Town budget for next fiscal year, FY22, which begins on July 1, 2021. As has been customary you will be voting by the total for each of the following functional segments:

FUNCTIONAL SEGMENTS	
General Government-	
Public Safety-	
Education-	
Streets and Highways-	
Solid Waste-	
Human Services	
Culture and Recreation	
Debt Service-	
Insurances-	
and	
Grand Total-	

The totals for each functional segment, as shown in the chart above, also appear with asterisks in budget shown below.

NOTE: A more detailed line item budget is available for informational purpose in your Town Meeting Informational packet.

ARTICLE

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.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This article is legally required to set the Town Clerk's budgeted salary.

FY22 WATER ENTERPRISE DEPARTMENT BUDGET (MAJORITY VOTE)

ARTICLE

To see if the Town will vote to appropriate the sum of \$1,391,280.08 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2022, and in order to fund the cost of inter-municipal expenses that \$301,120.03 of this sum be appropriated in the general fund; or take any other action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is the article to fund annual operating budget for the Water Department including inter-municipal expenses carried in the General Fund budget.

ARTICLE

To see if the Town will vote to transfer from the Water Enterprise Excess and Deficiency funds the sum of \$100,000 to pay down a Bond Anticipation Note (BAN) for the Main Street water main replacement project, or take any action in relation thereto.

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is the article

To see if the Town vote to close out and transfer the remaining balances of the following accounts to the Main Street Well Replacement and Upgrades project.

a)061.500.5803-19	Approx.	\$18,000
b)061.500.5902-18		\$18,000
c)061.500.5804-16	Approx.	\$1,000
d)061.500.5895-21	Approx.	\$15,000
e)061.500.5809-17	Approx.	\$50,000
f)061.400.5805	Approx.	\$10,000
g)061.400.5012	Approx.	\$20,000

SUBMITTED BY: Board of Water Commissioners

DESCRIPTION: This is the article

**CAPITAL FINANCIAL ARTICLES
(MAJORITY OR TWO-THIRDS VOTE)**

ARTICLE THIS IS DRAFT STILL

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum or sums of _____ for the purpose of funding the FY22 Capital Plan as voted by the Capital Planning Committee as detailed below; or take any other action in relation thereto.

DEPT.	ITEM	FY22	FUNDING SOURCE
FIRE-EMS	Ambulance 2 (2nd payment on 3yr lease)	\$103,160.00	Ambulance Receipts Reserved Account
FIRE-EMS	Replace 2000 feet of 4" Supply Hose	\$ 10,000.00	Capital Stabilization
POLICE	Vehicle Leases	\$ 65,000.00	Tax Levy (Police operating budget)
HIGHWAY	New Cat Loader 930M	\$ 170,000.00	Borrowing- \$12,500/yr. @ 20 yrs.
HIGHWAY	F550 4x4 1 ton dump truck with plow	\$ 80,000.00	Capital Stabilization
WATER	Main St. at South St. Upgrade	\$ 70,000.00	Water Enterprise Excess and Deficiency
WATER	Main St. Well Development	\$ 350,000.00	Water Enterprise Excess and Deficiency
WATER	Transit Van and Equipment	\$ 70,000.00	Water Enterprise Excess and Deficiency
CEMETERY	Columbarium	\$ 15,000.00	Cemetery-Sale of Lots Fund
		\$933,160.00	All Fund Sources

SUBMITTED BY: Capital Planning Committee

DESCRIPTION: This is the annual article submitted by the Capital Planning Committee. It lists all the capital projects or items being proposed for FY22 and further lists the funding source for each project or item.

**GENERAL FINANCIAL ARTICLES
(MAJORITY VOTE)**

ARTICLE

Pavement Management Plan- Free Cash and Excise Tax

ARTICLE

Housing Authority-Housing Production Plan

ARTICLE

To see if the Town will vote to appropriate from the PEG Access Receipts Reserved Account funds equal to five percent (5%) of Comcast's Gross Annual Revenues in Townsend, subject to receipt and availability, and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc. on a quarterly basis for the purpose of annual funding of the production and broadcast of Public, Educational, and Government (PEG) access television on terms

contained in a certain Grant Agreement between the Town of Townsend, MA and Townsend Community Access Media, Inc., effective September 15, 2020, and take any other action in relation thereto.

SUBMITTED BY: TCAM and Board of Selectmen

DESCRIPTION: This Article will appropriate and permit expenditure of current Comcast cable revenue sharing funds in the PEG Access Receipts Reserved Account for the purpose of continued funding of the production and broadcast of Public, Educational, and Government (PEG) access television by the non-profit cable access corporation TCAM (Townsend Community Access Media, Inc.) pursuant to the Grant Agreement Between the Town of Townsend, MA and Townsend Community Access Media, Inc. signed by both parties on September 15, 2020, which provides:

Page 5, Section 8 – ANNUAL FUNDING FOR PEG ACCESS

(1) The Town Comcast Renewal License in effect provides that the Board of Selectmen, as Issuing Authority, or Town will receive five percent (5%) of Comcast's Gross Annual Revenues each year from Comcast for PEG Access Funding. That funding, in the event of payment by Comcast and receipt by the Town, will be distributed as follows:

In order to fulfill its obligations pursuant to Section 6 supra, TCAM shall receive funding through the Board of Selectmen for annual support for PEG Access purposes equal to five percent (5%) of Comcast's Gross Annual Revenues in Townsend subject to receipt and availability of such funding in accordance with applicable law and this Agreement;

(2) The payments to TCAM from the Board of Selectmen specified in Paragraph (1) above shall be made on a quarterly basis within thirty (30) days of the Board of Selectmen's receiving a written request from TCAM for such funding and subject to the funds being received by the Town from the cable licensee and said funds being available in accordance with this agreement and applicable law.

ARTICLE

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury 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; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This is an article to provide funding the Town's 300th Anniversary Celebration.

ARTICLE

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 funding the Assessors' FY22 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.

SUBMITTED BY: Board of Assessors

DESCRIPTION: This is an article to fund the Assessors' FY22 504 Valuations, Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue.

ARTICLE

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.

SUBMITTED BY: Board of Selectmen

DESCRIPTION: This would fund the third of three installment payments due to former Police Chief Richard Bailey per the negotiated Installment Payment Agreement he executed with the Board of Selectmen.

STABILIZATION ARTICLES (TWO-THIRDS VOTE)

GENERAL BUSINESS, GENERAL BYLAWS AND ADOPTIONS (MAJORITY VOTE)

ARTICLE

Town Clerk-Increase Dog License Fees

ARTICLE

To see if the Town will vote to accept Massachusetts General law Chapter 64N section 3- Marijuana Tax Acceptance which reads as follows:

A city or town that accepts this section in the manner provided in section 4 of chapter 4 may impose a local sales tax upon sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the city or town to anyone other than a marijuana establishment at a rate not greater than 3 per cent of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products. The marijuana retailer shall pay the local sales tax imposed under this section to the commissioner at the same time and in the same manner as the sales tax due to the commonwealth.

All sums received by the commissioner under this section shall, at least quarterly, be distributed, credited and paid by the treasurer and receiver-general upon certification of the commissioner to each city or town that has accepted this section in proportion to the amount of the sums received in that city or town. Any city or town seeking to dispute the commissioner's calculation of its distribution under this subsection shall notify the commissioner, in writing, not later than 1 year from the date the tax was distributed by the commissioner to the city or town.

This section shall take effect in a city or town on the first day of the calendar quarter following 30 days after its acceptance by the city or town or on the first day of a later calendar quarter that the city or town may designate.

SUBMITTED BY: Board of Selectmen (?)

DESCRIPTION: This would fund the third of three installment payments due to former Police Chief Richard Bailey per the negotiated Installment Payment Agreement he executed with the Board of Selectmen.

ARTICLE

NMRSD Establish a Stabilization Fund

**ZONING BYLAWS AND ADOPTIONS
(TWO-THIRDS VOTE)**

ARTICLE

MGL Ch. 43D

ARTICLE

Age Restricted Housing Bylaw

ARTICLE

Scenic Road Bylaw

**SPECIAL LEGISLATION ARTICLES
(MAJORITY VOTE)**

ARTICLE

Charter Review Report

**REAL PROPERTY ARTICLES
(TWO THIRDS VOTE)**

ARTICLE

South Row Road parcel

ARTICLE

Main St/Town Hall Easement

**CITIZEN PETITION ARTICLES
(MAJORITY or 2/3 VOTE)**

ARTICLE

Forensic Audit

And you are directed to serve this Warrant, by posting up attested copies thereof at **MEMORIAL HALL, 272 MAIN STREET** at the Center, **WEST TOWNSEND FIRE STATION, 460 MAIN STREET** in West Townsend, **POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET**, and **HARBOR CHURCH, 80 MAIN STREET** in said Town, at least **SEVEN (7)** days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this ____th day of April in the year **Two Thousand Twenty-One**.

SELECTMEN OF TOWNSEND

Veronica Kell, Chairman

Wayne Miller, Vice Chairman

Joe Shank, Clerk

A true copy. ATTEST:

CONSTABLE

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable TOWNSEND

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL				
WEST TOWNSEND FIRE STATION				
NORTH MIDDLESEX REGIONAL HIGH SCHOOL				
POLICE/COMMUNICATIONS CENTER				
HARBOR CHURCH				



**GUIDANCE FOR TOWN MEETINGS TO ADDRESS
COVID-19
As of November 23, 2020**

Purpose

These sector specific COVID-19 safety recommendations for Town Meetings are issued to provide municipalities with instructions to help protect against the spread of COVID-19 as in-person meetings resume.

These standards are advisory only and are not exclusive or exhaustive. The public health data for disease prevention upon which these guidelines are based can and does change frequently.

General Standards

These standards apply to all town meetings.

Town officials should communicate to residents that if they are feeling sick, are exhibiting any of the following symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell), or have potentially been exposed to someone with confirmed or suspected COVID-19, then they should not attend town meeting in person. A potential exposure means having household contact or having close contact (within 6 feet) with an individual with confirmed or suspected COVID-19 for prolonged periods of time (over 15 minutes) while the person is symptomatic or 48 hours before symptoms developed.

Persons who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home.

Town officials are encouraged, to the extent feasible, to hold meetings virtually or outdoors and to ensure that attendees are spaced at least 6 feet apart. If outdoor meetings are not feasible, towns are advised to abide by the following policies in conducting town meeting.

I. Attendance

- Hosting town meeting by remote participation and reduction of quorum as allowed by Chapter 92 of the Acts of 2020, is strongly encouraged including:
- Voting to set the number of voters necessary to constitute a quorum at any town meeting held during the Governor's March 10, 2020 declaration of a state of emergency at a number that is less than the number that would otherwise be required by law, town by-law or town charter; provided, however, that the number of voters necessary to constitute a quorum shall not be less than 10 per cent of the number that would otherwise be required;
- Remote participation, including, but not limited to, by means of a video or telephone conferencing platform, if the moderator in a town having a representative town meeting determines that it is not possible to safely assemble the town meeting members and interested members of the public in a common location while complying with any applicable state or local orders; and,

- Voting to hold town meeting outside the geographic limits of the town if the select board or board of selectmen determines that it is not possible to adequately conduct town meeting in a location within the town in a manner that ensures health and safety.
- Attendees of town meeting should sign in as they would normally do. Town staff should ensure that they have the correct contact information for attendees, to permit contact tracing if required.

II. Social Distancing

Seating

- Seating should be arranged to permit attendees to sit at least 6 feet apart. Members of the same immediate household may be allowed to sit together and less than 6 feet apart
- If there is fixed seating, rows should be blocked off and kept empty to allow for sufficient distancing between rows
- Town officials are encouraged to place tape or other visual distancing markings on seating to delineate 6 ft separations and to post signage indicating the maximum number of persons permitted per row
- Promote ventilation for enclosed spaces where possible. For example, open windows and doors to allow airflow
- Lines at microphones for questions or comments should be taped to keep people six feet apart. Microphones should be disinfected after each speaker

Entering and Exiting

- Town meetings are advised to take steps to encourage orderly entering and exiting of meetings in a manner that encourages social distancing. For example:
 - Signage or floor markings should be posted to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the meetings
 - If a line forms outside of the meeting, those waiting should be directed to maintain social distancing. Tape or other markings on the ground outside of the meeting should be placed to encourage attendees to maintain social distancing of at least 6 feet
 - Staff should direct people in high traffic areas to help maintain social distancing
 - Town officials or other staff should direct successive, row-by-row exiting

III. Face Coverings

- All residents over the age of 5 and staff must wear face coverings or masks in accordance with COVID-19 Order No. 31 and the Department of Public Health's Guidance while inside and while entering and exiting locations of town meeting or otherwise participating in in-person meetings, except where a person is unable to wear a face covering or mask because of a medical or disabling condition
- A person who declines to wear a face covering or mask because of a medical or disabling condition shall not be required to produce documentation verifying the condition
- Individuals addressing town meeting may remove his or her face covering while doing so, provided that he or she is able to maintain a distance of at least 6 feet from other persons present.
- Installation of protective, plexi-glass or other transparent barriers are recommended for podiums and other points of address
- Towns are strongly advised not to arrange for or permit communal gathering pre or post

meeting (e.g., coffee or other food services)

IV. Cleaning and Disinfecting and Hygiene Protocols

- Locations of meetings shall be cleaned and disinfected before and after each meeting, including disinfection of heavy transit areas and high-touch surfaces (e.g., doorknobs, bathrooms, microphones, shared instruments)
- Markings should be placed outside of bathrooms to adhere to the 6 ft distance between each attendee
- If town meeting officials learn that an individual with COVID-19 attended a meeting or otherwise entered the building, the town should conduct a deep cleaning and disinfecting of any areas visited by the infected individual consistent with the Centers for Disease Control guidance: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Town meeting officials should ensure that officials and residents have access to handwashing facilities, including soap and running water, and allow workers sufficient break time to wash hands, as necessary. They are also encouraged to make alcohol-based hand sanitizers with at least 60% alcohol available, if possible
- Town Warrants and other paper that is distributed at a meeting should be done so in a manner to ensure social distancing and not be shared between attendees Towns that use electronic voting machines should disinfect the machine between each use

V. Notification of Positive Case

- Town meeting officials should work with the board of health in the event that anyone is exposed to COVID-19 at the meeting. Meeting attendees may need to be identified and contacted by the board of health or Contact Tracing Collaborative.

TO: Board of Selectmen
 FR: Capital Planning Committee
 DT: 3-11-21
 RE: Adopted FY22 Capital Plan

DEPT.	ITEM	FY22	FUNDING SOURCE
FIRE-EMS	Ambulance 2 (2nd payment on 3yr lease)	\$103,160.00	Ambulance Receipts Reserved Account
FIRE-EMS	Replace 2000 feet of 4" Supply Hose	\$ 10,000.00	Capital Stabilization
POLICE	Vehicle Leases	\$ 65,000.00	Tax Levy (Police operating budget)
HIGHWAY	New Cat Loader 930M	\$ 170,000.00	Borrowing- \$12,500/yr. @ 20 yrs.*
HIGHWAY	F550 4x4 1 ton dump truck with plow	\$ 80,000.00	Capital Stabilization
WATER	Main St. at South St. Upgrade	\$ 70,000.00	Water Enterprise Excess and Deficiency
WATER	Main St. Well Development	\$ 350,000.00	Water Enterprise Excess and Deficiency
WATER	Transit Van and Equipment	\$ 70,000.00	Water Enterprise Excess and Deficiency
CEMETERY	Columbarium	\$ 15,000.00	Cemetery-Sale of Lots Fund
		\$933,160.00	All Fund Sources

*Said sum to be borrowed to be offset by any funds that may be brought to bear.

2. Define the things that need to be done (start with Roger's list of 6; think about canoe or kayak access and anything else in the future)

Using Roger's January list, Thoughts on Adams Dam, the step'phases of the project discussed are:

Phase 1 (April 1, 2021): Prevent vehicular traffic along the river to stop sediment going into the river. Provide a safer means for pedestrian access from Jefts St parking to the area along the river below Adams Dam.

1. *Gate at the Dam to prevent further erosion from vehicular traffic. (picture #6) Estimate attached to 3/10 agenda.*
2. *Boulders to prevent a vehicle from going over the banking in the parking area. (picture #6). Estimate in*
3. *Creating a safer walking path from Jefts St parking leading to the walk along the river.*

Phase 2 & Phase 3 (2022 & 2023): Rebuild or eliminate the steps that go down to the water by the trestle and install some type of erosion control. (picture #7, #8, #9)

4. *Request funding for a consultant to advise the Conservation Commission and grant team on what to do to restore & stabilize the river bank at the old steps below the trestle. (Note that Squannacook Greenways holds the lease for the rail trail from Rt 13 to Worcester Rd including the trestle.)*
5. *Complete the work to stabilize the riverbank as recommended by the consultant.*

Phase 4 and beyond:

6. *Provide carry-in canoe/kayak access from Jefts St to the put-in below Adams Dam.*
 7. *Regrade and repair road going into Adams Dam. (picture #2)*
 8. *Restore or rebuild dam for water and erosion maintenance. (picture #1, #3, #4, #5)*
- Next meeting and task assignments (:>)*

Our application for this round will cover Phase 1 above.

Tasks:

Site walk (see next meeting below) – all

Read the rfp and the grant application at wildandscenicnashuarivers.org - all

Create a google doc for the grant application – Veronica

Next meeting: Friday morning, 3/12, 9 am, site walk. Meet at Jefts St parking.

Written by Veronica Kell, 3/11

**Veronica Kell
Board of Selectmen**

Jim Kreidler

From: Veronica Kell
Sent: Thursday, March 11, 2021 2:12 PM
To: Emy Hoff; Roger Rapoza; Jennifer Eaton; bill.cadogan@gmail.com; Jim Kreidler
Subject: Wild&Scenic Grant - Minutes of 3/10/2021 meeting

Minutes from 3/10 Wild & Scenic River Grant meeting

Attendees:

Roger Raposa (Superintendent, Cemetery and Parks),
 Drew Funk (Foreman, Cemetery and Parks),
 Bill Cadogan (Zoning Board of Appeals)
 Jennifer Eaton (Conservation Commission)
 Veronica Kell (Board of Selectmen)

Report on discussion with Lucy Wallace:

VK contacted Lucy Wallace, President of NRWA, lbwallace34@aol.com, to discuss the appropriateness of the grant application. LW is planning to visit the Adams Dam area as she was not familiar with it. She felt this project was definitely inline with protecting the river resource by stopping sediment into the river. She felt that this was a long term project and that we might want to consider defining phases because of the overall cost and the limit on the grant awards (\$5K). She also said that we can ask for the cost of a consultant in the grant, and that we definitely wanted to meet with the Conservation Commission for planning.

1. Discuss the Adams Dam area as a whole (these 12 pictures – attached to 3/10 agenda).

Roger provided these photos back in January. There are also pictures that Jen Eaton had taken.

Pictures:

- #1-Downstream view of Adams dam and trestle.*
- #2-View of road from beach area after dam looking towards upper parking area.*
- #3-Side view of Adams dam.*
- #4-Banking of dam nearest road.*
- #5-Side view and down river of Adams dam.*
- #6-Upper parking area with drawings of proposed gate for road (left) and proposed guardrail for parking area (right).*
- #7-Bottom of banking view with remains on old stairs and erosion.*
- #8-Another view from the bottom of deteriorating stairs and erosion.*
- #9-Right side of banking with stair remains also erosion.*
- #10-Barriers and chain link fence blocking off old trestle bridge. (parking lot side)*
- #11-Another view of fencing and barriers used to block trestle which is still accessible from around the fence.*
- #12-Other end of fencing and barriers with another easy access point onto trestle. (parking lot side)*

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Written by Veronica Kell, 3/11

