

Board of Selectmen Meeting via Zoom

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TOWN OF TOWNSEND  
TOWN CLERK

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

Join Zoom Meeting

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Meeting ID: 815 4843 7233

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One tap mobile

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Preliminaries

Board of Selectmen meeting called to order at 6:00 p.m. with Joe Shank, Chaz Sexton-Diranian and Veronica Kell present.

Announced that meeting is being recorded, live on channel 9 and will be posted on YouTube afterwards.

Ratification of the MOU for Fire/EMS union, IAFF Contract Local 4926 added as item 4.5

There were no public comments.

Appointments

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Vincent DeSalvo as Grant Administrator contingent on a CORI check and pre-employment physical with a one-year probationary period. Vote was unanimous - all in favor by roll call vote.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Michael Crowley as Land Use Coordinator contingent on a CORI check and pre-employment physical with a one-year probationary period. Vote was unanimous - all in favor by roll call vote.

A recess was taken at 6:14 p.m. to confirm the type (on-call or per diem) of the next appointment. Meeting was re-convened at 6:15 p.m.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Sam Brigulio as an on-call Firefighter to the Townsend Fire-EMS Department for a term effective Dec 21, 2021, to June 30, 2022, contingent upon the passing of a CORI check and pre-employment physical, with a one-year probationary period. Vote was unanimous - all in favor by roll call vote.

Board of Selectmen Meeting Minutes  
12-21-2021 at 6:00 p.m.

Meeting Business: Town's CDBG Grant extension	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the BOS Chairman to sign the extension to the Town's 2018 CDBG Grant through June 30, 2022. Vote was unanimous - all in favor by roll call vote.
Bid award	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to award the bid for Reimagining Streets: RRFB & ADA Compliant Crosswalk Project at Main St and Spaulding Memorial School, part of the Shared Streets and Spaces grant, to K5 Corporation, Rockland, MA. Vote was unanimous - all in favor by roll call vote.
Entertainment licenses	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve, and sign out of session, all 2022 renewals for Entertainment licenses contingent upon receipt of required documentation and payment. Vote was unanimous - all in favor by roll call vote.
Covid-19 discussion	Due to the increase in percentage of positive Covid-19 tests in Townsend, the decision was made to keep the lighted signs up and to update the words to read the BOH advises mask wearing in all Indoor Public Spaces (or words to that effect). Chaz noted that there are two locations in town where vaccinations are available is McNabbs and Walgreens. There will also be other clinics. Contact the Board of Health for more information.
MOU for IAFF union contract	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve, and sign out of session, the MOU for the International Association of Fire Fighters Contract Local 4926. Terms are the same as were discussed at the previous meeting. Thanks to all who worked on the process of negotiating. Vote was unanimous - all in favor by roll call vote.
Work Session: Town Administrator Update and Report	TA report includes information on (see attached report): -Moody's Annual Report of Financial Health - AA3; satisfactory -Town Accountant Search - relax requirements -Health Insurance for FY23 - MIIA prelim discussions; Insurance Advisory Committee (IAC) employee reps meeting with NFP coming up -Budget letter - sent out to all departments and due back Jan 10 -Special Town Meeting - thanks to all who helped make this a success -Free Cash by DORcertified at\$1,075,155. \$915,297.54 remaining in free cash after STM. DOR set tax rate at \$17.61 down from \$18.33 last year (but taxes paid depend on assessment). -Facilities and TA met with DCR-Fire District who stores equipment at old Harbor station. Made 40 calls from there last year - discussed future plan contract and repairs. Also visited old Elm St Fire Station and Hart Library. Need to have a plan for these buildings going forward.  Discussion of plan for all town buildings and of the completion of the Town Master Plan. Joe and Ross will find copies of reports for all buildings from Spring 2021 review.

Board of Selectmen Meeting Minutes  
12-21-2021 at 6:00 p.m.

No liaison reports or Announcements.

Sign warrants

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign payroll and bills payable warrant out of session.

Ross Perry, Interim Town Administrator, listed the amounts for all warrants.

Vote was unanimous - all in favor by roll call vote.

Next Meeting

January 4, 2022 at 6 p.m.

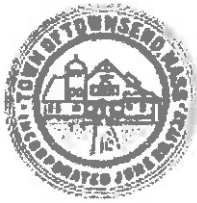
Adjournment

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to adjourn at 7:11 pm.  
Vote was unanimous - all in favor by roll call vote.

Recording of meeting found at:

<https://www.youtube.com/watch?v=o-BdQV0F0sw&list=PLOpCwUSpXeCa-inxdzK0jQMgEx3wCFBbE&index=2>





## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

### SELECTMEN'S MEETING AGENDA FOR DECEMBER 21, 2021 AT 6:00 P.M. VIA ZOOM ONLY

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81548437233?pwd=YnB6bVB0bzVGY1NBUktVVGtUTW5jdz09>

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Passcode: 708622

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#### I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 Call the meeting to order and roll call.

1.2 Pledge of Allegiance

1.3 Announce the meeting is being tape recorded.

1.4 Chairman's Additions or Deletions.

1.5 Public Comment Period.

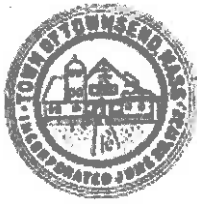
#### II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

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

3.1 Appoint Vincent DeSalvo as Grant Administrator contingent on a CORI check and pre-employment physical, with a one-year probationary period.

3.2 Appoint Michael Crowley as Land Use Coordinator contingent on a CORI check and preemployment physical, with a one-year probationary period.

3.3 Appoint Sam Brigulio as a per-diem Firefighter to the Townsend Fire-EMS Department for a term effective January 4, 2022, to June 30, 2022, contingent upon the passing of a CORI check and pre-employment physical, with a one-year probationary period.



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

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### IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Vote to approve the BOS Chairman to sign the extension through June 30, 2022, of the Town's 2018 CDBG grant.

4.2 Vote to award the bid for Reimagining Streets: RRFB & ADA Compliant Crosswalk Project at Main St and Spaulding School (part of the Shared Streets and Spaces grant) to K5 Corporation, Rockland, MA

4.3 Approve and sign outside of a meeting all 2022 renewals for Entertainment licenses contingent upon receipt of required documentation and payment.

4.4 Discuss Covid-19 protocols in the Town of Townsend public spaces, and Townsend Town Hall and municipal buildings.

### V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator Updates and Reports.

5.2 Reports from Board liaisons.

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements, Communications, etc.

5.4 Next meeting - January 4, 2022, at 6 p.m.

5.5 Review and sign payroll and bills payable warrants out of session.

### VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

### VII. ADJOURNMENT:

Townsend FY 18 CDBG Public Hearing with COG on 12/7/21 - questions answered in writing and supplied the BOS no later than 12/17/21

- 1) COG's contract with the Town is signed by Wayne Darragh on 06/03/19 and by the former TA on 06/11/19. Explain why COG is stating in their December 6, 2021 email to the BOS Chair (as well as at a May 4, 2021 zoomed BOS meeting) that "the grant has been managed by COG since the beginning of 2020." Provide documentation showing your contracted start date was indeed in January of 2020 and not in June of 2019. COG was unable to begin administration on this grant immediately due to staffing shortages. An amendment to the COG – Townsend grant was executed that started the monthly payments for program administration in January 2020.
- 2) COG was paid almost \$15,000.00 in November of 2019. Provide a detailed breakdown of what that payment was for. I have no record of such a payment. The first COG invoice for this contract was dated February 6, 2020. The Town check issued for that invoice was dated March 5, 2020.
- 3) If COG was having difficulty obtaining the list of Town residents interested in the CDBG Housing Rehabilitation and Fuel Assistance Programs generated at a publicly advertised Public Forum held by MRPC for a few hours at the library in February of 2018, why didn't you hold your own Public Forum instead of waiting for the MRPC list? It would have been unfair to ignore the waiting list compiled by MRPC.
- 4) Once MRPC was no longer allowed to be our Grant Manager, the Town posted RFPs for Grant Administrator twice on the State's site. Each ran for one month. One had an end date of 11/16/18 and one had an end date of 2/13/19. COG's response to the Town's RFP is dated 12/10/18, which is outside of both RFP periods. Explain. The procurement was conducted by the Town. I cannot explain the timing or details of the process.
- 5) On 02/26/19 the BOS voted to give permission to the then-Town Administrator to "execute a standard form contract with Community Opportunities Group for Grant Administration Services." Do you believe the contract you signed with the Town in June of 2019 to be a MA Standard Form Contract? The Department of Housing and Community Development has a standard contract for grant administration services. A grantee must submit a draft of a contract for grant management services to DHCD for review and approval before it is executed. DHCD approved the contract before it was executed.
- 6) On 08/29/19 the grant's Environmental Certifying Agent and former Conservation Agent signed an NOI for release of \$600,000.00 of CDBG funds called a "Request for Release of Funds." It reads that "on or about September 13, 2019 the Town of Townsend will

submit a request to the Commonwealth...for the purpose of Housing rehabilitation...proposed in its Massachusetts Community Block Grant for Fiscal Year 2018.” This NOI was not publicly advertised via a Legal Notice or announced at any Conservation or BOS meeting. Explain who should have placed the Legal Notice for the NOI in the newspaper and who should have made an announcement about it at a BOS meeting. A NOI does not have to be published in a legal notice. There is an option to post the notice on a Town’s official bulletin board. Townsend’s NOI was publicly posted in the Townsend Town Clerk’s office on August 29, 2019. The environmental clearance process for the Town’s FY 2018 grant was handled properly as demonstrated by the fact DHCD issued an environmental clearance letter dated October 31, 2019.

- 7) At the May 4, 2021 BOS meeting in which Wayne Darragh was present, he explained an \$11,000.00 line item. He said it was for MRPC’s filing of the CDBG application (they were paid \$6,000.00) and the rest was if “anyone needed a computer or a filing cabinet,” etc. Wouldn’t the Town be the owner of those computers and/or filing cabinets once the grant period ends? Provide receipts for the computers and filing cabinets. There have not been any computers or filing cabinets purchased by the program to date. This normally occurs when COG is provided dedicated office space by a client community which never occurred in Townsend.
- 8) The DHCD sent Townsend our FY18 CDBG contract on 10/1/18. In it, they spelled out many Grant Agreement Special Conditions. In her response to that letter, over a year later on 10/18/19 (and almost 4 ½ months after COG contracted with Townsend), the then-BOS Chair addressed some of those Special Conditions. NOTE: The Town received clearance of its Special Conditions which means this process was handled appropriately.

Page 1 of the DHCD’s conditions read, “The Contractor must revise and resubmit to the Department its Community Development Strategy indicating the Town’s approval of the Strategy and hold a public forum to discuss the priorities and the strategy.” The then-Chair said she was attaching the Town’s final Community Development Strategy (CDS) but it was only a DRAFT. Public Records Requests show no required CDS forums were held. Explain your involvement in the drafting of the CDS. Why was a final version never vetted and signed? If you have a final, signed version kindly supply it. The Townsend CDS was prepared by MRPC. COG played no part in the preparation of that document. In response to this special condition, COG reached out to MRPC for information on this matter but received no response from MRPC. The most current version of the CDS was submitted to DHCD which accepted it given the unusual situation related to MRPC’s suspension from grant management activities.

In the same letter the Chair said she was attaching the Town’s CDBG Citizen Participation Plan that included time frames and deadlines for Town residents under the



grievance procedure. Was COG involved in the drafting of it? Have you seen the CDBG Citizen Participation Plan and Grievance Procedures? Supply copies if you have them. Yes, COG prepared a revised Citizen Participation Plan on the Town's behalf. This plan was previously provided to Ms. Savoy.

In the revised Grant Management Plan (GMP) attached to that 10/18/19 response to the DHCD we read on page 1 that "From time to time, the *CD Director* will attend Selectmen's meetings to answer specific questions or to report on the progress being made." (The CD Director would be the Community Development Director and we don't have one. It would have been the Land Use Coordinator but records from the few months that we had one during the life of the CDBG shows no involvement from that quarter.) Prior to the THA/TAHT's involvement in December of 2020, and knowing that reporting to the Town and BOS was important and required, did COG ever offer to report to the BOS on the grant's status? Please provide documentation if you did so. The Townsend Management Plan established four positions (*CD Director, Program Manager, Housing Rehabilitation Specialist and Administrative Assistant/Bookkeeper*). All of these positions were to be filled on a contract basis. At no point was the Land Use Coordinator to play a part in grant administration. As described in our proposal for this assignment, the CD Director role is primarily filled by me. I have attended every meeting I have been asked to attend by the Town.

On page 2 of the Grant Management Plan that was in that letter, it states "The *Program Manager* (that would be COG) will manage day-to-day operation of the Community Development Program including, among other things "marketing and outreach" as well as quarterly and other reports required by DHCD and the Board of Selectmen." Additionally, on page 9 of the Massachusetts Community Development Block Grant Program Housing Rehabilitation Guide it states that "Marketing and citizen participation involves responsibility for *selling* the program in the community, soliciting program applicants, and ensuring that local citizens are involved in the ongoing evaluation of program implementation." Explain the marketing, community outreach and "selling" of the CDBG to Townsend residents COG has completed since signing the contract with the Town on June 3, 2019. Of particular note is the marketing and outreach to Town residents per the Fuel Assistance program (such as forums, meetings, advertising, flyers you prepared and distributed, etc.). Explain how COG insured that the "quarterly and other reports required by the BOS" made it to the BOS. The Town had an existing waiting list for the housing rehabilitation program that greatly exceeded the 15 unit goal of the program. It did not seem wise to solicit additional demand that could not be met by the program so no additional outreach was conducted for the housing rehabilitation program. Quarterly reports have not been submitted to the BOS on a regular basis.

- 9) After a formal monitoring of documents supplied by COG, on 11/03/21 the DHCD found non-compliance with the Grant contract for the Townsend Home Heating Fuel Assistance Program. COG was allowed an 18-month implementation period and filed 3 extensions. Town offices were closed due to Covid-19 on March 18, 2020. That's 9 months from the time of initial contracting to Town offices closing for 3.5 months. From the time of Town offices reopening in late June of 2020 to today is an additional 18 months, or 27 months of Town Hall being open while COG was contracted (plus 3.5 months when employees were paid to work remotely from home). That's a total of 3 heating seasons. Explain why COG paid itself \$1,800.00 in 2020 for Fuel Assistance administration when to-date no monies have been distributed to Town residents for Fuel Assistance. Explain why Fuel Assistance was never advertised to Town residents or presented at a BOS meeting prior to THA/THAT involvement in December of 2020. COG billed for its initial payments for administration of the fuel assistance program. COG had prepared program materials and been working the phones to coordinate the program with MOC which COG had been told was the LIHEAP administrator for Townsend. COG planned to coordinate program outreach with MOC which, as I have acknowledged on numerous occasions, never happened.
- 10) The DHCD requires COG to document housing rehabilitations with before, during and post-completion photos with the final quarterly report. Provide us what you have thus far. No. There are hundreds of these photos in the case files for the housing rehabilitation program. If a town representative would like to review them, a time to go through them with Diane Hansen can be coordinated.
- 11) As per Housing Rehabilitation, the DHCD required COG to consult regularly with Weatherization Assistance Programs for energy efficiency evaluations. Provide documentation of such. Such consultation is project specific and, to date, we have not found an opportunity to coordinate on a project with the local WAP.
- 12) The Massachusetts Community Development Block Grant Program Housing Rehabilitation Guide states in Section 7, **Emergencies**, that "up to 20% of program funds may be used for emergency repairs (eg., leaking roof failed heating system, failed septic system, etc.) that are out of sequence from written application procedures used by the local program." Explain how COG marketed/advertised to Town residents that Emergency Repair Funds were available to them. No specific marketing was done regarding this matter.
- 13) Page 11 of the DHCD contract with the Town requires that signage be posted at Housing Rehabilitation sites stating that the work is being completed under HUD, the Department of Housing and Community Development and the MA Community Block

Grant. Provide photographs of said signage as posted at home rehabilitations.

I believe this question relates to the following paragraph in the grant agreement:

***"Signage in Construction Projects***

*The Contractor acknowledges that local awareness of grant programs is essential to the success of the program and that identification of specific projects is important in enhancing local awareness. In order to identify the project which is the subject of this contract, the Contractor shall erect a temporary sign and, if applicable, permanent signs, which acknowledge the funding source as follows: The U.S. Department of Housing and Urban Development and the Department of Housing and Community Development, Massachusetts CDBG Program."*

This requirement refers to public construction projects such as infrastructure projects and public facility projects. DHCD has no intention of embarrassing property owners by announcing to the world they are receiving assistance through the housing rehabilitation program.



## **Townsend Supplemental Fuel Assistance Program**

### **Revised Implementation Plan and Timeline:**

The Town of Townsend acknowledges the Townsend Supplemental Fuel Assistance Program (TSFAP) cannot be successfully implemented by the current grant deadline date of December 31, 2021. The Town will submit an extension request to DHCD seeking to extend its FY2018 grant to June 30, 2022 in order to make this program available to Townsend residents through the end of the current federal heating season on April 30, 2022.

The Town proposes to direct mail every home in Townsend information on the program. In addition, the Town will take out display ads in a local newspaper announcing the availability of this assistance. The information provided will explain the eligibility requirements of the TSFAP including the need to apply for assistance from the Low Income Home Energy Assistance Program (LIHEAP) administered by the New England Farm Workers Council (NEFWC). Applicants will only be eligible for TSFAP assistance if they have exhausted their LIHEAP benefits or if they are denied LIHEAP assistance but meet the income eligibility requirements of the TSFAP. This targeted marketing effort will take place from December 2021 to February 2022.

The goal of the program is to assist 35 households ( $\$750/\text{household} \times 35 \text{ households} = \$26,250$ ) before the federally defined heating season ends on April 30, 2022. Applications for assistance will be accepted immediately but it is unlikely the Town will make payments on an applicant's behalf before February. There are several reasons for this assumption: (1) it is unlikely those eligible for LIHEAP assistance will have used all their federal benefits before February, (2) those applicants not currently receiving LIHEAP assistance will have to go through that application process, (3) those who do not income qualify for the LIHEAP program will have to go through an income qualification process for TSFAP and (4) only heating bills dated after the date an applicant is approved for assistance will be processed for payment. However, if an applicant can be qualified in a timelier manner, they will receive assistance as soon as it is determined they are eligible for TSFAP assistance.

The ability to successfully implement the TSFAP is wholly dependent on the demand for this assistance. However, the Town and its grant management consultant are confident the program can be successfully implemented if sufficient demand exists.









### Budget and Program Revision Form

<b>Community/Grantee:</b> Town of Townsend	<b>Original Award:</b> \$800,000.00
<b>Program Name/Year:</b> FY2018 CDF <b>Grant #:</b> CDF-G-2018-Townsend-00840	<b>Revision #:</b> P-number (program revision) B-number (budget revision) E-number (extensions) #4
<b>Contract End Date:</b> 12/31/2021	<b>Date Revision Submitted:</b> / /

**This request is for the following change(s).** Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
	<b>Budget Amendment to increase the grant award to \$</b>	
	<b>Budget Revision for:</b>	
	• Change in administrative dollars	
	• Transfer of funds from construction to non-construction or vice versa	
	• Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000	
X	<b>Program Extension (to increase period of availability of funds/period of performance) to 06/30/2022</b>	
	• This extension will extend period of performance beyond the end of the term of the current grant agreement	
	<b>Program Revision for:</b>	
	• Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served.	
	• Changes in key personnel	
	• For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award	
	• Other, specify	

**This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that a revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.**

	Veronica Kell, Chairperson Townsend Board of Selectmen
<b>Authorized Signature for Grantee:</b>	<b>Date</b> 12/09/2021 <b>Print Name &amp; Title:</b>
<b>Program Rep. initial and date:</b>	<b>Program manager signature and date:</b>
This request # _____ is _____ approved as requested _____ approved with the modifications shown on the _____ denied following pages numbered _____	
<b>Authorized signature for Mass. CDBG</b>	Sandra L. Hawes, Associate Director, DCS Print name, title, and date



# INVITATION FOR BID - REQUEST FOR PROPOSAL

Reimagined Streets  
SIGN-IN SHEET

NAME	COMPANY NAME	ADDRESS	TOWN/CITY	STATE	ZIP	PHONE
1. Central Mass Signall LLC		41 LAWRENCE ST	NORTH BORDEN	MA	01532	508-317-7286
2.	- signed tax compliance & non-collusion statement					
3.	- liability insurance certificate					
4.	- 3 copies bid bond					
5.	- \$55,651					
6 K5 CORPORATION		9 ROCKVIEW WAY	ROCKLAND	MA	02370	781-982-9229
7.	- list of references					
8.	- signed tax compliance & non-collusion statement					
9.	- bid bond					
9.	- liability insurance certificate					
10.	- 3 copies					
10.	- \$39,900					
11.						
12.						

4.2





5.1

**BOARD OF SELECTMEN**  
272 Main Street, Townsend, MA  
(978) 597-1701 selectmen@townsendma.gov

Ross Perry  
Interim Town Administrator

### Town Administrator Update 12-21-21

#### **Finance:**

- Moody's Investors Service submitted their "Annual Comment on Townsend".
  - "Credit position is healthy"
  - "Aa3 bond rating"
  - "Satisfactory financial position"
  - "Town's fund balance as percentage of operating revenue (12.4%) is well below other Moddy's rated cities nationwide. {But} Mass local governments tend to have financial ratios lower than US medians."
- Still looking for a Town Accountant. To increase the 'pool' of potential candidates, we may relax some of the requirements. For the near term, Terry will continue as Interim Accountant and could be available to help train a new less experienced Accountant.
- Health Insurance
  - Rates for next year will be released 1/22/22 at MMA Annual meeting
  - Increases in the range of 8-10% may occur.
  - I've re-activated the IAC, consisting of employee representatives. We will meet tomorrow with the Town's health insurance consultant to talk about issuing an RFP and potential plan benefit changes to lower the increases.
- The FY 23 Budget Guidance letter was sent to all Departments, Committees, and Boards.
- Thank you to everyone, including the voters for supporting the STM and approving the FY 22 budget addendum last week. This will enable municipal operations to continue as planned last May. This was truly a team effort.
- The Mass Department of Revenue, certified Free Cash at \$1,075,155 three days before the STM. After the STM there is still \$915,297.54 remaining as Free Cash.

- Yesterday, the DOR set the FY 22 tax rate \$17.61 per \$1000, down from \$18.33 last year. Major thanks to Terry, Vicki, and Rebecca for their work on these major financial steps for the Town.

**Town Property:**

- Yesterday Facilities Manager Rob Beauchamp and I inspected the old Harbor Fire Station and with DCR and Fire District Forest Wardens. They anticipate staying there through the winter and feel its an important location as they dispatched the fire engine stored there to over 40 calls last year. I asked them for 5-year plan and copies of the engineering survey done on needed repairs. When we know their plans, determine the Town's plan for the site, and have an estimate on the required repairs, we can develop the appropriate plan.
- We also checked out the old Elm Street Fire Station. It is currently the storage location a lot of misc. equipment and an antique fire pumper. A long-term plan should be developed for this historically significant building.
- Rob showed me the old library next to Town Hall. If you overlook the hundreds of boxes of old town records, and layers of peeling paint and dust, this is great old building. A major undertaking is needed to properly dispose or store the volumes of town records. Then "a long-term plan should be developed for this historically significant building."

Respectfully submitted:

Ross Perry  
Interim Town Administrator



OFFICE OF THE BOARD OF SELECTMEN

272 Main Street, Townsend, MA

(978) 597-1700- [rperry@townsendma.gov](mailto:rperry@townsendma.gov)

Ross Perry  
Interim Town Administrator

January 4, 2022

Mr. Albert Stone  
12 Farmers Row  
Groton, MA 01450

Dear Mr. Stone:

The Town of Townsend acknowledges that the sum of \$1,288,095.50 has been spent in 2021 on our behalf at our 12 Dudley Road property in Townsend, MA. In general, and as more particularly described below, this amount was spent primarily for the expansion of the Senior Center.

The cumulative amount of money spent in 2021, which you state has been paid primarily to contractors Goguen Construction and Shepco, Inc., produced the following specific results:

- Select demo
- Added approximately 2,400 square feet to existing building
- Mechanical upgrades to facilitate expansion
- Underground excavation of footings, floors, and utilities
- Vertical construction
  - Matching the existing rooflines
  - Matching the finished aesthetics

In accordance with Internal Revenue Service rules and regulations, we are required to notify you that we did not furnish you with any goods or services as a result of your contributions.

We appreciate your generosity.

Sincerely,

---

Town Administrator  
Interim Town of Townsend

