

Board of Selectmen Meeting
SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.
And VIA ZOOM for convenience

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technical problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with interest in a specific agenda item should make plans for in-person attendance.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89405965241?pwd=RFICLOVkvmtCWlJuoEpFTTVvSmJyUT09>

Meeting ID: 894 0596 5241

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Preliminaries:

Board of Selectmen meeting called to order at 6:12 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.

Public

Comment:

Pledge of Allegiance recited.

No additions or deletions.

Minutes:

No comments from the public.

Appointments
and Hearings:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the minutes of 1/18/2022. Motion passed with all in favor.

Joint meeting

with Planning

Board to vote on

UPWP grant due

on Feb 8

Planning Board meeting called to order by Laura Shifrin, vice-chair of Planning Board, at 6:17 pm. With Carol Hoffses, Julie Byars, Laura Shifrin, and Ian Ortiz present by roll call.

Beth Faxon, Planning Board admin, presented on Unified Planning Work Project (UPWP) to study traffic and pedestrian patterns around the Townsend Common focusing on the intersection of Rt 119 and Rt 13 at the traffic light, the intersection of Rt 13 and Highland St, and all pedestrian crossings around the Town Common. Application is due to MRPC by February 8.

6:30 pm
Presentation
regarding CR on
Squannacook
Meadows

Planning Board appointed Ian Ortiz as a full voting member for this meeting.

Planning Board motion to accept the UPWP project application letter was made by Carol Hoffses and seconded by Julie Byars.

Motion passed with Carol Hoffses, Julie Byars, Ian Ortiz and Laura Shifrin all in favor by roll call vote.

Board of Selectmen motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the UPWP project application as amended on Selectmen letterhead and with Selectmen signatures.

Planning board accepts motion amendment to have the letter placed on BOS letterhead and signed by all Selectmen.

Motion passed by BOS with all in favor.

Letter will be updated and given to Beth Faxon to send to MRPC.

Planning Board motion to adjourn joint meeting at 6:30 pm was made by Carol Hoffses and seconded by Julie Byars.

All in favor by roll call vote.

Michael Crowley, Townsend's Land Use Coordinator, presented background on Squannacook Meadows. Mike collected comments to answer questions from last meeting from TAYSA, NHESP, Conservation Commission, and the Public and presented this information along with deed and location information on the property. There is no proposal being explored that would eliminate recreational use at the site. TAYSA initiated the process through pre-consultation with NHESP a little over a year ago to discuss increased soccer capacity at Squannacook Meadows. They (TAYSA and NHESP) have been continuing the conversation including holding side walks and concluded that it would be possible to expand the soccer use and also protect the wildlife. A new permit would have to come from NHESP since this is an area of priority habitat. There are two (2) options to go forward with leasing the Squannacook Meadows to TAYSA: One is to place a Conservation Restriction (CR) on the property and to write a Comprehensive Master Plan for the property. The second is a deed and fee transfer to the Conservation Commission. The Conservation Commission voted unanimously at their December 8 meeting to support the CR.

The Comprehensive Master Plan would outline areas reserved for soccer use and areas reserved for habitat. It would include the expansion of a third soccer field, additional parking, an additional building, location of dumpsters away from habitat sites, establishing management routines.

Two ways that BOS can proceed with the lease: Extend the existing lease which does not allow for field expansion, or authorize the CR and Comprehensive Master Plan which would meet the NHESP standards and the well regulations, but that allows for the expansion of the third field and is a long term document.

Paragraphs from Dave Paulsen of MA DFW and Emily Fine, habitat monitor were read into record.

TAYSA is interested in continuing the lease. It is possible to write the lease with the CMP and the town retains ability to pursue conservation restriction at any time during the lease.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to place a CR on the Squannacook Meadow property.

Motion passed with Chaz Sexton-Diranian and Veronica Kell voting yes and Joe Shank voting no.

Appointments of Personnel: Alternate Building Inspector	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Roland Bernier as Alternate Building Inspector for a term starting now and ending 6/30/2022. Motion passed with all in favor.
Meeting Business: Review FY23 Budget, Capital Requests and Warrant articles	Budget books including omnibus budget and Capital Plan were passed out. Revision is in upper left hand corner of omnibus budget. We give changes and The Finance Committee and Selectmen will meet on the same day, Saturday, 3/5. Board asks if date can be last Friday in February. Ross Perry will check with Moderator John Barrett. Ross Perry asked for the town to consider a Consent Calendar at ATM to vote a block of "standing" articles. This is something that the moderator brings forward at ATM and one person can request an article be left out of the calendar. Chaz Sexton-Diranian requested a place holder for the Housing Production Plan in case it needs a town meeting vote.
Cybersecurity Awareness Grant Announcement and signing of the agreement,	The award to the Town of the EOTSS Cybersecurity Awareness Grant was announced. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank for the Chair to sign the program agreement for the 2022 Municipal Cybersecurity Awareness Grant. Motion passed with all in favor.
Conservation Commission fee structure	Conservation Commission fee structure had not been changed since September 1, 2010. New fee structure was voted for adoption by the Conservation Commission. New Fee Structure will be effective February 2022. Ross Perry, Interim Town Administrator, will verify that no action beyond a BOS vote is required for these fees to be in effect. Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to update the Conservation Commission fee structure. Motion passed with all in favor.
Energy Aggregation	The Energy Committee presented information to the Board of Selectmen last summer re: energy aggregation for Municipal Buildings. There is a possibility for residential aggregation as well. Ross Perry, Interim Town Administrator, explained that these are two different contracts. The Energy Committee had recommended that the town could try energy aggregation for municipal buildings first then go to residential aggregation. Board of Selectmen is to select the company (Energy has recommended two), and contact those companies for bidding. The question is who to do it since BOS office is short-staffed.

Board of Selectmen Meeting Minutes

02-01-2022, 6 p.m.

No formal vote, but consensus of BOS is:
Yes to doing municipal building aggregation and exploring residential aggregation,
No to doing it at this time.
Wait for a full-time Town Administrator to be hired to look into it.

Ross explained what happened with the increase in Unitil electric bills - 3 factors: distribution charge (cost for wires, poles, etc), generation charge, how much energy people use. DPU raised significantly the distribution charge, twice a year companies can increase generation charge, and people use more electricity in December. The advantage of residential aggregation puts together in a block all residents in Town so more buying power for generation charge.

Energy Master Plan

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the plan for the Energy Committee to create an Energy Master Plan Development Subcommittee .
Motion passed with all in favor.

MRPC Contract for Open Space and Recreation Plan update

MRPC has received a Planning Grant from EEA to help Townsend update the Open Space and Recreation Plan.

Re-post for members of the Open Space and Recreation Plan Committee

There are currently two appointed members on the Open Space and Recreation Plan subcommittee - Carol Hoffses, Planning Board representative, and Veronica Kell, Conservation Commission representative.

Needed are 1 rep from Historic District Commission, Water Commission, Recreation Commission, Board of Health, 3 Citizens at Large. Appointed annually by BOS.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to have the Chair of he BOS sign the contract with MRPC for the Open Space and Recreation Plan update.
Motion passed with all in favor.

Chair will sign and send a copy to MRPC and to Mike Crowley, Land Use Coordinator.
Consensus is to re-post the committee.

Cell Tower at 12 Dudley Rd

Ross Perry explained that the lease for the cell tower on town property at 12 Dudley Rd, between the senior Center and Squannacook Elementary School, is expiring in October 2022. It was signed in 2003 and is with Northeastern Land Services and Sprint PCS, now T-mobile. Town receives about \$29,000 per year for the tower. One carrier, but designed to carry 3 carriers.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to issue an RFP for renewal of the lease of the cell tower at 12 Dudley Rd.

Motion passed with all in favor.

Town Counsel will help write the RFP.

ARPA Projects: Additional Accounting hrs:

Note that FEMA funds are available until April 1, 2022 not April 20, 2022.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to use ARPA funds to increase the hours of the Accounting Assistant by 6 hours per week for the remainder of FY22 and for FY23 to do the record keeping required for the reporting of all ARPA projects.

Discussion: funds will be charged to the "consultant" line item.

Motion passed with all in favor.

Board of Selectmen Meeting Minutes
02-01-2022, 6 p.m.

Earmark for the Gazebo	Ross Perry did the paperwork to accept the \$50,000 earmark from the state (thanks to Senator Cronin and state legislators) for the update to the gazebo on the Common. The funds will be managed by the Cemetery and Parks department.
Covid sick time from ARPA funds	<p>It was noted that employee sick time funding for Covid-related illness and quarantine was charged to the CVRLF funding and sick time hours were not subtracted from the employees accrual. The question is does the town continue this practice with ARPA funding. Ross Perry will check if there is a state law about COVID sick time. This will come back under ARPA projects at the next meeting.</p> <p>Veronica Kell will put MA HAF, the state Homeowner Assistance Fund, information on the website. CDBG Fuel Assistance has already been added to the website.</p>
Town Administrator Update and Report	<p>Ross Perry, Interim Town Administrator, reported that:</p> <ul style="list-style-type: none">-Town's annual report has been contracted to Rebecca Burnham. BOS Annual Report needs to be completed by the chairman. In two weeks, this is needed. Chaz Sexton-Diranian will take a first pass. We will go back and forth editing. The report is for Calendar year 2021. This will need to be approved at a BOS meeting.- Ross took a representative from a document management company through the old library. Rep will give us a quote on which documents can be retained, disposed of, and digitized. Then we will figure out how to fund it.
Liaison Reports	<p>Elected Boards: Chaz Sexton-Diranian reported that the Recreation Department is working on the location for the summer recreation program for the children in Townsend.</p> <p>Appointed Boards: Veronica Kell reported that the N-S-N Wild and Scenic Community Grant application for a consultant for the riverbank at Adams Dam was submitted today; the Audit Committee sent out the RFP for auditing services for FY22, FY23, and FY24; the Housing Production Plan was reviewed and the plan with updates will be on the next BOS meeting agenda for a vote to accept; Capital Planning Committee meetings are scheduled for every week in February.</p> <p>Public Safety: Communication Center moving to Patriot is moving forward.</p>
Bills Payable Warrant Next Meeting	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign bills payable warrant out of session. Motion passed with all in favor.</p> <p>February 15, at 6 pm.</p>
ExecSession	None
Adjournment	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to adjourn at 8:33 pm. Motion passed with all in favor.</p> <p>Recording of meeting found at: https://www.youtube.com/watch?v=Zdk6EVkJXv0</p>



OFFICE OF THE BOARD OF SELECTMEN

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

SELECTMEN'S MEETING AGENDA FOR FEBRUARY 01, 2022 AT 6:00 P.M.

SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.

And Via ZOOM for convenience

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TCAM - Hartley is inviting you to a scheduled Zoom meeting.

Topic: Board of Selectmen

Time: Jan 27, 2022 18:00 Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89405965241?pwd=RFICLOVhVmtCWlJhOEFTTVVvSmJyUT09>

Meeting ID: 894 0596 5241

Passcode: 873912

One tap mobile

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+19292056099,,89405965241#,,,,*873912# US (New York)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 894 0596 5241

Passcode: 873912

Find your local number: <https://us02web.zoom.us/j/kdFzQkc4G2>

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.
- 1.6 Review/Approve the meeting minutes for 1/18/2022.



OFFICE OF THE BOARD OF SELECTMEN

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

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 (6:10) Joint meeting with Planning Board to discuss/vote to approve UPWP grant application due 2/8
- 2.2 (6:30) Presentation by Mike Crowley on Squannacook Meadows and discuss/vote on path forward with this property to protect Priority Habitat and prospective town water supply

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

- 3.1 Appoint Roland Bernier as Alternate Building Inspector for a term ending 6/30/22

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review FY23 Budget, Capital requests and warrant articles.
- 4.2 Announce award of Cybersecurity Awareness Grant.
- 4.3 Review/Vote on updated Conservation Commission fee structure
- 4.4 Discuss/Vote on pursuing a contract for Energy Aggregation for Town Buildings.
- 4.5 Discuss/Vote on adopting the plan for developing an Energy Master Plan as put forward by the Energy Committee.
- 4.6 Vote to sign the contract with MRPC for the Open Space and Recreation Plan (OSRP) update.
- 4.6.1 Vote to reconsider the makeup of the Open Space and Recreation Plan Committee and re-post. There are currently two members on the committee.
- 4.7 Decide on issuing an RFP to renew a lease for a cell tower on town property at 12 Dudley Road.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.0 ARPA projects - additional hours for accounting reporting support for FY22; earmark acceptance; sick pay for Covid illness
- 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 2/15/2022 at 6 p.m.
- 5.5 Review and sign payroll and bills payable warrants.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

VII. ADJOURNMENT:

MEMORANDUM

2.1

Montachusett Regional Planning Commission
established 1968
Commonwealth of Massachusetts

TO: Mayor/ Board of Selectmen
Town Administrators/ Managers
Department of Public Works/ Highway Department
Planning Boards/ Departments

FROM: Sheri Bean, Principal Planner

DATE: 1/3/2022

RE: UPWP Project Solicitation

The Montachusett Regional Planning Commission (MRPC) is beginning the early stages of developing the upcoming FY 2023 Unified Planning Work Program (UPWP). The UPWP for the Montachusett Metropolitan Planning Organization (MPO) is a financial programming tool developed annually as part of the federally certified transportation and transit planning process. This document contains task descriptions of the transportation and transit planning program of the MPO, with associated budget information and funding sources for the current program year. The purpose of the UPWP is to ensure a comprehensive, cooperative, and continuing (3C) transportation planning process in the Leominster-Fitchburg Urbanized Area and the Montachusett Region. In addition, this document provides for the coordination of planning efforts between communities in the Montachusett Region.

We are seeking new tasks to be included in this document. If your community has a specific project need please let us know. Example tasks may include –

- Intersection studies
- Corridor analysis
- Walkability and/or bikeability studies
- Trail planning
- Crash analysis
- Pavement management system
- Freight/truck issues
- Transit related studies

If you have any questions, please contact Brad Harris or myself at 978-345-7376 x311 or x315, respectively, and we can discuss your thoughts and ideas. Please note that these studies are funded through our transportation planning contract with MassDOT and do not require the use of any local funds. In addition, some of the studies can be utilized as background information for a community to initiate a project with MassDOT leading to improvements in your community.

FFY 2023 UPWP Project/Task Solicitation Memo

Brad Harris <bharris@mrpc.org>

Mon 1/3/2022 11:58 AM

1 attachments (227 KB)

2023 UPWP Project Solicitation Memo 1 3 2022.pdf;

TO: Mayor/ Board of Selectmen
Town Administrators/ Managers
Department of Public Works/ Highway Department
Planning Boards/ Departments

FROM: Sheri Bean, Principal Planner

DATE: 1/3/2022

RE: UPWP Project Solicitation

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- Transit related studies

464 Abbott Avenue

Leominster, MA 01453

978.345.7376

fax 978.348.2490

email: mrpc@mrpc.org

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Sincerely,

Sheri Bean, Principal Planner
Montachusett Regional Planning Commission
464 Abbott Avenue
Leominster, MA 01453
Email: bharris@mrpc.org
Tel. (978) 345-7376 ext. 311
Fax (978) 348-2490

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

Email Coming upto speed on TAYSA/Squannacook Meadows area

Received 2/1/2022 2:40pm

From

Mike, here is a quick note for SM.

2.2

To Whom it May Concern,

The Squannacook Meadows fields are home to the Townsend Ashby Youth Soccer Association. We have held the lease since the early 2000's with great success.

Over the past several years, we have identified a need to expand the fields/facilities on the property. Our intentions are expand within an envelope identified by NHESP as "acceptable" over the course of several years.

TAYSA is requesting a minimum 10 year lease on the property (20 year preferred or optioned). A long lease would allow TAYSA to undertake the task of raising the funds in order to do the field expansion.

We look forward to the Select-Boards decision.

Best regards,

The TAYSA Executive Board



Conservation Commission

Town of Townsend

272 Main Street

Townsend, MA 01469

Phone: (978) 597-1700, ext. 1739

Email: conservation@townsendma.gov

January 24, 2022

Mr. Michael Crowley
Land Use Coordinator

RE: Letter of Support for Squannacook Meadows Conservation Restriction

Greetings Mr. Crowley:

The Townsend Conservation Commission unanimously voted at their December 8th meeting to support the Conservation Restriction on the Squannacook Meadows property. The Conservation Agent sent the opinion of the Conservation Commission to the Board of Selectmen on December 10th.

Matthew Matos
Conservation Administrative Assistant

Re: TAYSA Squannacook Meadows (06-20267)

It was good speaking with you this week. As requested, below is a summary of the pre-file consultations that the Division has had with the Townsend Ashby Youth Soccer Association (TAYSA).

The Squannacook Meadows is located within the mapped Priority and Estimated Habitat for multiple state-listed species, per the Massachusetts Natural Heritage Atlas (15th Edition). These species and their habitats are protected under the Massachusetts Endangered Species Act (MGL c.131A) and its implementing regulations (321 CMR 10.00; MESA) and the rare wildlife species section of the Massachusetts Wetlands Protection Act Regulations (310 CMR 10.37; WPA).

The MESA prohibits the Take of state-listed species, which includes actions that “in reference to animals, means to harass, harm, pursue, hunt, shoot, hound, kill, trap, capture, collect, process, disrupt the nesting, breeding, feeding or migratory activity or attempt to engage in any such conduct, or to assist such conduct... Disruption of nesting, breeding, feeding or migratory activity may result from, but is not limited to, the modification, degradation or destruction of habitat of state-listed wildlife species” (321 CMR 10.02).

The Division has been in productive consultations with TAYSA regarding the proposed expansion of the soccer complex (including additional fields, parking, and a shelter). Through the consultation process we have been working collaboratively towards a project configuration that meets the needs of TAYSA as well as MESA performance standards.

On March 29, 2021, TAYSA provided 3 revised conceptual plans for the proposed expansion. Alternative 1, Variations 2 and 3 are preferred because the additional fields, shelter, and parking are consolidated towards the upper fields, furthest away from the most ecologically sensitive areas. Based on the information provided and moving forward with a concept similar to Alternative 1, Variations 2 and 3, the Division anticipates that the project would likely result in a “Take” of State-Listed Species and require the issuance of a Conservation and Management Permit.

Projects resulting in a Take of state-listed species may only be permitted if they meet the performance standards for a Conservation and Management Permit (CMP; 321 CMR 10.23). In order for a project to qualify for a CMP, the applicant must demonstrate that the project has avoided, minimized and mitigated impacts to state-listed species consistent with the following performance standards: (a) adequately assess alternatives to both temporary and permanent impacts to the state-listed species, (b) demonstrate that an insignificant portion of the local population will be impacted, and (c) develop and agree to carry out a conservation and management plan that provides a long-term net benefit to the conservation of the state-listed species.

Based on our initial discussions, TYSA was interested in pursuing the proposed expansion and further exploring how to qualify for a CMP. Our discussions have focused on identifying a suitable "Net Benefit". The first step in the process is to always look first on or near the project site, and we believe that there is "Net Benefit" opportunity onsite. Specifically, the protection, restoration, and enhancement of suitable nesting/foraging habitat for state-listed turtle species. In order to achieve long-term "Net Benefit", permanent land protection under Article 97 is the most common tool. The two most common ways to achieve this are 1) a Conservation Restriction held by a qualified entity (ex. land trust, conservation commission or other conservation entity) or 2) a deed in fee transfer of the open space parcel to the Conservation Commission (acting through their Article 97 authority). The other element of the "Net Benefit" plan would be habitat management. This would include soil scarification and removing young pine and other pioneering species that are overtaking the suitable nesting habitat.

To summarize, the goal with this approach is to find a buildout scenario that balances the natural resources, existing open space value, and the interest in expanded recreational opportunities. The permitting approach described above only relates to the proposed expansion that is currently before the Division. This consultation does not impact the current status and use of the existing fields in any way.

Finally, a goal with this permitting approach is to account for the growing needs of TYSA as well as the natural resources onsite in a single master plan. This plan can serve as a roadmap for realizing current and future goals. As such, it would be appropriate for the lease agreement and any associated MOU to reflect the proposed project if pursued. Please let me know if you have any questions; I'd be happy to chat with you again.

Sincerely,

David Paulson

Senior Endangered Species Review Biologist

Massachusetts Division of Fisheries & Wildlife

1 Rabbit Hill Road, Westborough, MA 01581

Temporary Phone: (845)-262-0481 | e: david.paulson@state.ma.us

Michael Crowley

From: Jennifer Pettit <jennpettit1448@gmail.com>
Sent: Tuesday, February 1, 2022 1:25 PM
To: Michael Crowley
Subject: Squannacook Meadows

I hope that some misunderstandings will be corrected at the Board of Selectmen's meeting tonight (agenda item 2.2)

First I'd like to request that people stop referring to "turtles", "turtle nesting" and "turtle hatchlings" during any public discussion of this site, but refer to it as priority habitat.

Two other corrections should be made to the record. Squannacook Meadows open space was not a "donation" to the town. It was a permit requirement under the Open Space Preservation Development (OSPD) that was approved for the Cooperative Bank of Concord on July 19, 1989.

I do not believe that the Water Department was deeded anything other than the actual potential future well site on the far end of the open space.

As I understand that a conservation restriction would be beneficial to TAYSA and to the protection of our drinking water and wildlife, I hope they will speak up in support of it.

Thank you for your consideration of this matter,

Jennifer Pettit

81 Vinton Pond Road
West Townsend, MA 01474

January 24, 2022

Mr. Michael Crowley
Townsend Land Use Coordinator
Townsend Town Hall
272 Main Street
Townsend, MA 01469

Dear Mr. Crowley:

It has come to my attention that TAYSA has applied to the Board of Selectmen for a new lease and permission to build a third soccer field at Squannacook Meadows.

For the past fourteen years I have been one of several people who have dedicated tremendous efforts to supporting the health of endangered species populations at that site. I am licensed by MA Fisheries and Wildlife to do this work. I am also a retired teacher of environmental science and biology, and I am a former Conservation Commission chair. Therefore, I feel it is incumbent upon me to weigh in on the current TAYSA proposal.

I believe it is possible to meet the needs of all those who value Squannacook Meadows.

For children, having a place to play team sports such as soccer is essential. There are so many benefits to TAYSA: children get healthy physical exercise and they learn how to work with others on a team. They learn good sportsmanship. Soccer is an activity that the whole family can enjoy. It is wonderful to have that in a child's life, especially when we think of the hours upon hours of time spent in front of screens by today's children.

For endangered species that live at Squannacook Meadows, there is no alternative. The animals can't just move somewhere else. Globally we are in a period of mass extinction rivaling the time when dinosaurs became extinct. Today's extinctions are caused by five main factors: habitat destruction, habitat fragmentation, invasive species, over-harvesting, and climate change. Our local endangered species are dealing with most of those – the paved areas and the soccer fields have destroyed parts of their nesting habitat and have fragmented sections of the acreage (e.g. the area between the two current soccer fields). It is crucial that the particular species I am referring to are not publicized as those species are often poached (over-harvesting). Last year, in particular, we saw the harmful effects of climate change at the site. The early drought made nesting difficult, as the dry sand on the hills fell in when females tried to dig holes, and the flat nesting area became hard as concrete. The high summer temperatures coupled with continued drought threatened to kill most of the developing young in their nests. We had to regularly water the nests to keep the offspring alive. In addition to those challenges, there are tremendous threats of nest predation by skunks, coyotes, raccoons, ants and maggots. One of

Townsend's great gift is its natural beauty, and that includes the wide variety of wildlife species. The value of this site for the entire Commonwealth cannot be over-stated. This site is one of the most important nesting sites for these species in Massachusetts.

To meet the needs of people to have a place for soccer and, at the same time, protect the wildlife which we have been gifted and have the responsibility to care for, we need to come up with a wise, careful decision and plan.

It is my belief that the space between the two existing soccer fields is already environmentally degraded. It has been fragmented, broken apart from the rest of the wildlife habitat, and so its value for wildlife has decreased. I think that no additional harm to the endangered species would be done by building a third soccer field in that spot. To protect the endangered wildlife habitat, though, no additional development – paving, parking, buildings – should occur outside of that area. Additional parking should not go anywhere on currently unpaved areas located south of the current paving. No habitat disruption should be allowed beyond the second soccer field or in the direction of the river.

I think this solution will meet the needs of all. Also, I strongly recommend that experts from MA Fisheries and Wildlife and the Natural Heritage and Endangered Species Program be consulted to get their input and advice
Thank you.

Sincerely,

Emily Fine

From: [Eric Chartrand](#)
To: [Ross Perry](#)
Subject: RE: Alternate Building Inspector
Date: Tuesday, January 25, 2022 11:26:16 AM
Attachments: [Roland Bernier Resume for position of Alternate Building Inspec.pdf](#)

3.1

Good morning,

- Attached to this email is copy of Roland Bernier's resume. Based on Mr. Bernier's resume, he is qualified for the position, in my opinion he is overly qualified. He was the Building Commissioner for Littleton for 34 years; he is licensed as a sealer of weights and measures (for which we do not currently have an alternate) and holds an associates degree in Architecture.
- I believe he is an alternate for other communities, at least Harvard and Ayer.
- Previously Bentley Herget was the Interim Commissioner for Townsend before my arrival. I don't have direct knowledge of why he was not hired by Jim Kreidler. What MR. Herget told me was that he was offered the position at 89K, but he was never hired and eventually lost interest waiting for the position. Which may or may not be true, but that offer is questionable considering what I know about our budget at the time. According to what I was told by former Commissioner Hanks, he left over a dispute regarding compensation, and he was making a significant amount less than when he resigned. I question why would a commissioner who was making 78K would resign, and an offer was made to Mr. Herget for 89K, all things considered equal?

Mr. Herget recently has accepted a full-time position as the Building Commissioner for the Town of Pepperell after the Town of Boxboro voted not to reappoint him as their Building Commissioner. I don't know if he would be interested in the position at this time, but I do know that my Administrative Assistant Mrs. Leavitt has serious concerns with his ability and performance, having worked with him previously.

- Currently, I do not have any other candidates. Previously, I had asked Commissioner Burlingame of Lunenburg if he would be interested in the position (I am his Alternate), due to some personal problems he respectfully declined my offer. I believe I can have more than one alternate and I can interview for an additional alternate if the BOS wishes.
- I am the Alternate for Lunenburg, as such I am only able to work after my duties here are satisfied.

I would ask that the Board of Selectmen consider appointing Mr. Bernier as the Town's Alternate Building Commissioner if terms can be reached. His service has been exemplary, he is courteous and knowledgeable, he lives in Townsend on Warren Rd. He is comfortable with the duties that some Alternates wouldn't be, such as approving permits and if need, investigating zoning violations. I would only ask that we request his services as an alternate to the Weights and measures position. Our sealer is 86 years young, he has been a dedicated public servant for a very long time. If he chooses to retire tomorrow, I can't say it would be a surprise. When that time comes, I do not want

to be in a position where we do not have a sealer.

Respectfully,

Eric Chartrand CBO
Building Commissioner
Town of Townsend

From: Ross Perry <RPerry@townsendma.gov>
Sent: Wednesday, January 19, 2022 11:25 AM
To: Eric Chartrand <echartrand@townsendma.gov>
Cc: Janet Leavitt <jleavitt@townsendma.gov>
Subject: Alternate Building Inspector

Eric:

Prior to appointing the Alternate Building Inspector (ABI) the Board would like to know:

- Resume or qualifications for the proposed ABI.
- If this person works in other towns as BI, which ones?
- Previously, Bentley H. had applied for the full-time position. What happened to him or why isn't he considered as the ABI?
- Are there any other candidates for the ABI position?
- Are you the Alternate Building Inspector for other towns?

I've placed this appointment on their agenda for Feb 1, 2022

Thanks,



Ross Perry
Townsend Interim Town Administrator
978-597-1700 ext 1701
978-621-6662

ROLAND BERNIER

24 Warren Road
Townsend, MA 01469
Cell (508)-320-3001

RECEIVED
JAN 19 2022
BOARD OF SELECTMEN

January 19, 2022

272 Main Street, (Route 119)
Townsend, MA 01469

To Whom It May Concern;

Enclosed please find my resume for your review for the position of Alternate Building Commissioner, Town of Townsend. It is with special interest that I seek to utilize my skills in my retirement on an as-needed basis with your town.

I previously held the position of Building Commissioner / Zoning Officer for the Town of Littleton for 34 years during which time I established and maintained the first full time inspection service for the community. I am fully certified as an ICC Building Official and Massachusetts Building Commissioner / Inspector of Buildings, being both grandfathered under the provisions of state law and by voluntary written examination, and have since maintained said certification through continuing education as required by state law. I hold an Associate's Degree in Architectural Engineering and expanded on the degree with several engineering courses.

As Building Commissioner / Zoning Officer I performed all building plan review, field inspections and zoning enforcement. I supervised an inspection team of two part-time inspectors for plumbing, gas and electrical with appropriate alternate inspectors. In addition, I oversaw the operation of the Board of Health and Board of Appeals, and supervised the administrative assistants who jointly service the Board of Health, Board of Appeals, Conservation Commission and the Building Department. I was responsible for the development of an annual budget and maintenance of the fee schedules for all disciplines.

I am computer literate and adept at understanding and learning new software and hardware configurations. I personally developed a custom in-house permitting tracking program that had served the town for over 20 years, and implemented a new modern permit tracking program that will serve Littleton for many years to come.

Sincerely,

Roland Bernier

ROLAND BERNIER

24 Warren Road
Townsend, MA 01469
Cell (508)-320-3001

SUMMARY

Building Commissioner/Zoning Officer with 34 years experience as a department head responsible for enforcement of the Massachusetts Building Codes, Massachusetts General Laws, local zoning bylaws and supervisor to department staff. Possesses excellent organizational, communication and conflict resolution skills in dealing with the general public, contractors and town officials.

EXPERIENCE

9/85 – PRESENT

ALTERNATE BUILDING COMMISSIONER / ZONING OFFICER FOR THE TOWNS OF HARVARD, DEVENS AND (TOWNSEND 2020 -2021 only)

9/85 – 9/19

TOWN OF LITTLETON BUILDING COMMISSIONER, ZONING OFFICER, SPECIAL POLICE OFFICER, SEALER OF WEIGHTS AND MEASURES

- Enforcement and interpretation of the Massachusetts State Building Code, State Statutes, local ordinances and bylaws
- Developed and administered first full time Inspection Department
- Developed and administered Sealer of Weights and Measure program
- Developed in-house permit tracking software program
- Researched and authored various zoning and general bylaw amendments

2/83 – 9/85

PROJECT MANAGER – TRIANGLE CONSTRUCTION CO. & CRESTA CONSTRUCTION CO.

- Estimating, bid preparation and project management

3/82 – 12/82

JOURNEYMAN CARPENTER, LOCAL UNION 218

- Custom form-work Davis Square Subway System project, Somerville, MA

10/80 – 1/82

CO-OWNED UNICORN CONSTRUCTION COMPANY, MIDDLETON MASSACHUSETTS

- Design-build new homes and additions

CERTIFICATIONS

5/95

INTERNATIONAL CODE COUNSEL CERTIFICATION PROGRAM

ICC Certified Building Official by written examination

9/93

COMMONWEALTH OF MASSACHUSETTS INSPECTOR OF BUILDINGS / BUILDING COMMISSIONER

Continuing education as required by the Commonwealth of Massachusetts for Inspector of Buildings / Building Commissioner pursuant to Chapter 143 §3 of the Massachusetts General Laws

12/86

INSTITUTE OF WEIGHTS AND MEASURES

Handbook 44 Scale Code, sponsored by the Institute for Weights and Measures in cooperation with the Commonwealth of Massachusetts Division of Standards, certified as a sealer of Weights and Measures in the Commonwealth of Massachusetts

CONTRACTOR SUPERVISOR LICENSE

Contractor Supervisor License pursuant to current code 780 CMR, 110.R5

EDUCATION

6/81

NORTHEASTERN UNIVERSITY

Civil Engineering courses. Member of the American Society of Civil Engineers, Student Chapter

6/78

WENTWORTH INSTITUTE OF TECHNOLOGY

Associates Degree in Architectural Engineering

Signature requested on "2022 Municipal Cybersecurity Awareness Grant Program Agreement"

Ethan Shim <adobesign@adobesign.com>

Thu 1/20/2022 11:24 AM

To: Veronica Kell <vkell@townsendma.gov>

4.2

Adobe Sign

Ethan Shim requests your signature on
**2022 Municipal Cybersecurity Awareness Grant
Program Agreement**

Review and sign

Congratulations,

We are pleased to inform you that following review of applications for the Municipal Cybersecurity Awareness Grant Program (MCAGP), Your organization has been selected to participate in the program.

Formal notification of the 2022 MCAGP grant awards will be made during a public event in the coming days. In the meantime, we are excited to kick off this year's program so that your employees can begin accessing these important cybersecurity training materials.

As you know, cybersecurity is a growing threat to communities across the Commonwealth, and we are excited to partner with you to improve your cybersecurity posture.

This program will make end-user cybersecurity training, assessment, and simulation tools, which will be administered by EOTSS and ProofPoint (cybersecurity vendor), available to employees. As specified in the program application, participation will require:

- Confirmation of executive-level commitment to the program.
- Identification of a point of contact who will work directly with EOTSS

and ProofPoint to successfully deploy the program.

- Commitment to ongoing efforts to educate employees throughout this one-year program, including review of reports to identify and encourage employees who have not participated in the training.
- Acceptance of standardized curriculum and scheduling to support a multi-jurisdiction effort.
- Approval for EOTSS and/or ProofPoint to send simulated phishing emails to staff in an effort to better understand cybersecurity posture and educate employees on how to identify phishing attempts.
- Approval for EOTSS to leverage data collected through the program to support efforts to better understand the cybersecurity posture of local government in the Commonwealth.

Your contact for this program will be Nick Gonzales, he will work with you to successfully deploy the program.

Again, we look forward to partnering with you on this critically important initiative to improve cybersecurity posture across the Commonwealth.

Sincerely,

Curtis M. Wood
Secretary

ETHAN SHIM
Ethan.Shim@mass.gov

After you sign **2022 Municipal Cybersecurity Awareness Grant Program Agreement**, all parties will receive a final PDF copy by email.

By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

© 2022 Adobe. All rights reserved.

APPENDIX A
TOWNSEND GENERAL WETLANDS BYLAW RULES and REGULATIONS
Fee Schedule
(Effective September 1, 2010)

4.3

Fees are payable to the Town of Townsend at the time of filing and are non-refundable.

Municipal projects are exempt from fees.

There is a 25% surcharge on applications within an ACEC and/or Riverfront area.

* Maximum of \$1000.00 (change to \$1300.00) per applicability

<u>Category</u> Application	Existing Single Family House or Farm	Proposed	One New Single Family House or New Farms	Proposed	Multi/ single Family Houses	Proposed	Commer- cial, Industrial and Multi- Unit	Proposed
Request for Determination of Applicability	\$25	\$50	\$1 per ft. of de- lineation & \$100.00 max	\$1.50 per ft. and \$250.00 max	\$2 per ft. of de- lineation * (1000)	\$2.50 per ft. of de- lineation * (1300)	\$2 per ft. of de- lineation * (1000)	\$2.50 per ft. of de- lineation * (1300)
Abbreviated Notice of Resource Area Delineation	\$1 per ft. of de- lineation & \$50 max	\$1.25 per ft. of de- lineation & \$125 max	\$1 per ft. of de- lineation & \$250 max	\$1.25 per ft. of de- lineation & \$350 max	\$2 per ft. of de- lineation * (1000)	\$2.50 per ft. of de- lineation * (1300)	\$2.00 per ft. of de- lineation * (1000)	\$2.50 per ft. of de- lineation * (1300)
Notice of Intent or Abbreviated NOI	\$50	\$100	\$100 plus \$1 per ft of new de- linea- tion * (1000)	\$150 plus \$1.25 per ft of new de- linea- tion * (1300)	\$100 per lot in Buffer Zone plus \$2 per ft of new delinea- tion	\$150 per lot in Buffer Zone plus \$2.25 per ft of new delinea- tion	\$250 per lot in Buffer Zone plus \$2 per ft of new delinea- tion	\$300 per lot in Buffer Zone plus \$2.25 per ft of new delinea- tion
Request for Phasing of Project - Filing per Phase	N/A	N/A	N/A	N/A	\$250	\$300	\$250	\$300

Submission of Revision (for very minor modification to OOC)	\$25	\$30	\$25	\$30	\$25	\$40	\$25	\$40
Request for Amended or Extensions of Order of Conditions	\$25	\$50	\$25	\$60	\$100	\$150	\$100	\$150
Request for signed duplicate of DOA, OOC or COC	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25
Photocopies	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page
Research time of Conservation Staff	\$20	\$30	\$20	\$30	\$20	\$30	\$20	\$30
Request for Certificates of Compliance: <u>During time of OOC</u>	Free	Free	Free	Free	\$250	\$350	\$250	\$350
<u>After expiration of OOC</u>	\$50	\$100 per ea. year beyond recording date	\$50	\$100 per ea. year beyond recording date	\$500	\$125 per ea. year beyond recording date	\$500	\$125 per ea. year beyond recording date
Request for Emergency Certificate	\$25	\$35	\$50	\$65	\$200	\$250	\$200	\$250

APPENDIX A
TOWNSEND GENERAL WETLANDS BYLAW RULES and REGULATIONS
Fee Schedule
(Effective February 1st, 2022)

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There is a 25% surcharge on applications within an ACEC and/or Riverfront area.

* Maximum of \$1300.00 per applicability

<u>Application</u>	<u>Existing Single Family House or Farm</u>	<u>One New Single Family House or New Farms</u>	<u>Multi-single Family Houses</u>	<u>Commercial, Industrial and Multi-unit</u>
Request for Determination of Applicability	\$50.00	\$1.50 per ft. of delineation \$250.00 maximum	\$2.50 per ft. of delineation \$1,300.00 maximum	\$2.50 per ft. of delineation \$1,300.00 maximum
Abbreviated Notice of Resource Area Delineation	\$1.25 per ft. of delineation \$125.00 maximum	\$1.25 per ft. of delineation \$350.00 maximum	\$2.50 per ft. of delineation \$1,300.00 maximum	\$2.50 per ft. of delineation \$1,300.00 maximum
Notice of Intent or Abbreviated NOI	\$100.00	\$150.00 Plus \$1.25 per ft of new delineation \$1,300.00 maximum	\$150.00 per lot in Buffer Zone Plus \$2.25 per ft. of new delineation \$1,300.00 maximum	\$300.00 per lot in Buffer Zone Plus \$2.25 per ft of new delineation \$1,300.00 maximum
Request for Phasing of Project Filing per Phase	N/A	N/A	\$300.00	\$300.00

Submission of Revision (for very minor modification to OOC)	\$30.00	\$30.00	\$40.00	\$40.00
Request for Amended or Extensions of Order of Conditions	\$50.00	\$60.00	\$150.00	\$150.00
Request for signed duplicate of DOA, OOC, or COC	\$25.00	\$25.00	\$25.00	\$25.00
Photocopies	\$.25 per page	\$.25 per page	\$.25 per page	\$.25 per page
Research time of Conservation Staff	\$30.00	\$30.00	\$30.00	\$30.00
Request for Certificates of Compliance: <u>During time of OOC</u>	Free	Free	\$350.00	\$350.00
<u>After expiration of OOC</u>	\$100.00 per each year beyond recording date	\$100.00 per each year beyond recording date	\$125.00 per each year beyond recording date	\$125.00 per each year beyond recording date
Request for Emergency Certificate	\$35.00	\$65.00	\$250.00	\$250.00
Request for Agent Consultation	\$25.00	\$25.00	\$25.00	\$25.00

4.4 & 4.5

RE: BOS Agenda items 4.4 and 4.5 on Tuesday 2/1

ron.montgomery2016@gmail.com <ron.montgomery2016@gmail.com>

Mon 1/31/2022 11:06 PM

To: Veronica Kell <vkell@townsendma.gov>

1} BOS to pick company. We just identified the couple that actually responded to our inquiry about aggregation of municipal / town properties vs just residential.

BOS negotiates contracts. Since I joined this committee it has been my impression that we serve in an advisory capacity....no authority to make commitments on behalf of the BOS.

2) Great.

Thank you for sharing communications regarding Grant Projects progress. A positive image of some progress is emerging from the fog. The next TEC Virtual meeting is March 2nd, 7:30. Wondering if we could get an update ahead of that meeting?

From: Veronica Kell <vkell@townsendma.gov>

Sent: Monday, January 31, 2022 8:55 PM

To: ron.montgomery2016@gmail.com

Subject: BOS Agenda items 4.4 and 4.5 on Tuesday 2/1

Ron,

Just wanted to let you know that the BOS has the discussion of Energy Aggregation and the Energy Master Plan on tomorrow night's agenda.

A couple questions:

1. the motion on aggregation will be to go forward with one of the companies to see what they can provide to the town for the municipal buildings. Do you want the BOS to pick the company, or should the energy committee do that? Who (energy or BOS) negotiates the contract? (I know the BOS must sign)
 2. the motion on the master plan will be to accept (or not) the plan as submitted.
- Does this do it?

Veronica

Veronica Kell, Chairman
Townsend Board of Selectmen

BOS Agenda items 4.4 and 4.5 on Tuesday 2/1

Veronica Kell <vkell@townsendma.gov>

Mon 1/31/2022 8:55 PM

To: ron.montgomery2016@gmail.com <ron.montgomery2016@gmail.com>

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A couple questions:

- 1. the motion on aggregation will be to go forward with one of the companies to see what they can provide to the town for the municipal buildings. Do you want the BOS to pick the company, or should the energy committee do that? Who (energy or BOS) negotiates the contract? (I know the BOS must sign)**
- 2. the motion on the master plan will be to accept (or not) the plan as submitted.**

Does this do it?

Veronica

**Veronica Kell, Chairman
Townsend Board of Selectmen**



TEC

TOWNSEND ENERGY COMMITTEE

272 Main Street

Townsend, Massachusetts, MA 01469

Brent R Carney, Chairman; Michael Brown, Ph.D., Vice-Chairman; Kathy Thompson;
Edward Hermann; Ron Montgomery

Dear Board of Selectmen:

The Townsend Energy Committee recommends that Townsend engaged the below service providers to obtain information about potential savings and advantages to Municipal Energy Aggregation and consider pursuing competitive Energy Aggregation contract electric rates as an alternative to standard electric rates for all our public buildings. Municipal Electric Aggregation is also available for Town governments to organize on behalf of residential customers but at this time we are suggesting that the Town look to save money and/or anchor the rate part of costs for periods of time that may aid planning.

The Committee has had exposure to two firms that specialize in Commercial, Industrial and Government Property. We hope the Town will contact these and other brokers to learn next steps and get quotes.

Freedom Energy Logistics (FEL), Auburn, NH.:

The committee had a virtual meeting with Steve Jorgensen, representative in February 2021. FEL is a licensed Massachusetts energy broker that may help with Electric and Natural Gas rates.

Learn more about FEL: <https://felpower.com/>

Contact: Steve Jorgensen, 603-790-8785, steve.jorgensen@FELpower.com

Constellation Energy (Separate Commercial / Muni Div)

A pair of Committee Members attended a seminar where we learned the benefits of aggregation. Constellation is endorsed by the Massachusetts Municipal Association. About 90 Mass Cities and Towns use their services.

Learn more about MMA's "Munenergy Program":

<https://associations.constellation.com/mma/>

Contact: Charlotte Diogo, 508-208-4387, charlotte.diogo@constellation.com

Sincerely,


Brent R Carney

Energy Committee Chair, on behalf of the Townsend Energy Committee



Presented to:
Energy Committee
Town of Townsend, MA

February 2021

Presented by:
Steve Jorgensen
Freedom Energy Logistics

FREEDOM 
energy logistics

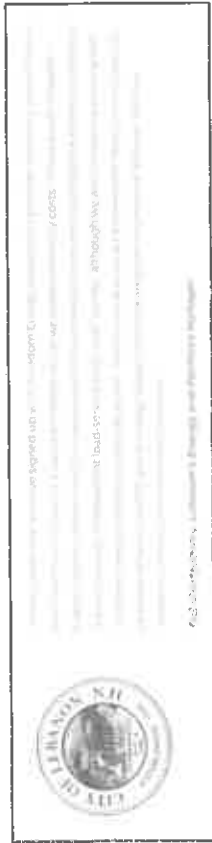
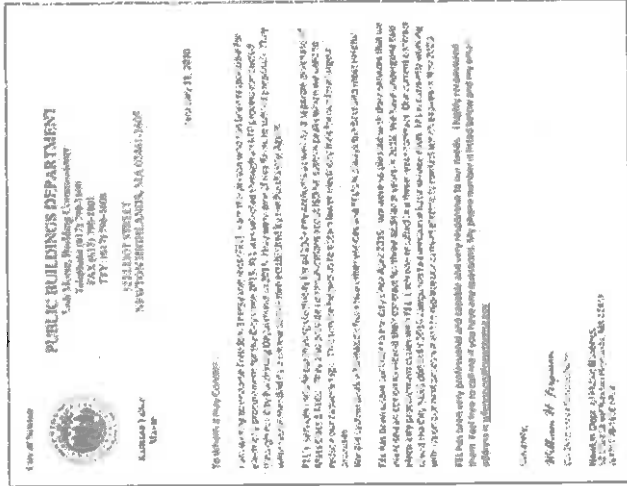
2020 Freedom Energy Logistics

Freedom Energy Logistics

'Our Mission is to be our clients' go-to Energy Advisor providing the most effective energy supply management and renewable solutions in support of their unique business goals and sustainability objectives.'

As your Energy Advisor, our team:

- > Takes the time to understand your energy goals and objectives
- > Advocates for you and works to continually add value
- > Offers a comprehensive portfolio of energy management solutions that are custom tailored to support your unique energy requirements, bottom-line objectives, risk tolerance, and sustainability goals
- > Focuses on delivering client service and excellence for your long-term satisfaction



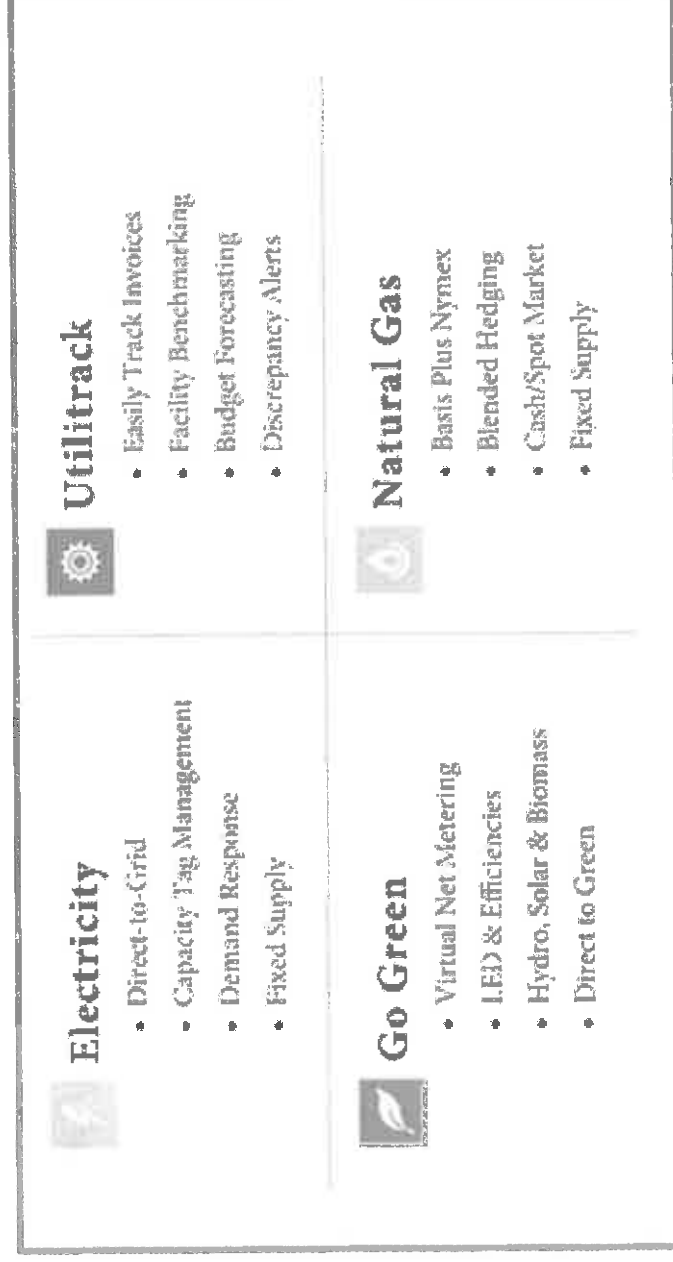
Understanding Townsend's Goals and Energy Future

- What is your current energy procurement strategy?
 - Utility supply?
 - Cost stability?
- Which benchmarks do you use to measure success?
 - Usage? Annual cost?
 - Cost vs utility? Cost vs budget?
- Do you have sustainability goals or other planned energy initiatives?
 - Carbon footprint? Green initiatives? Solar?
 - EV Fleet/Charge Points?

As your Energy Advisor, Freedom assists you through the process.

Freedom Energy Logistics – Service Offerings

- Freedom offers a wide-range of energy solutions to best-suit our clients' requirements.
- Depending on the Town's energy objectives, we will strategize with you to provide the most effective solution to achieve your energy goals.



Choose a Solution that Supports Townsend's Energy Goals



A fixed price electricity solution enables you to lock-in a set rate for your supply. Your monthly bill varies based on consumption, but the rate you pay remains fixed.

Benefits:

- Provides budget certainty, price stability and predictability of your operational costs
- Protects you from energy-market price volatility
- Supports a Town's low risk tolerance for budget flexibility
- Offers contract terms typically from 12 to 48 months

This is a popular solution for Cities and Towns across MA based on their goals.



Freedom Energy Logistics

Our team adds value as we work with you. We ...

- > Continually monitor the market
- > Understand the difference between Municipal and C&I loads/budgets and manage accordingly
- > Know the importance of vetting contracts in advance of a bid date
- > Avoid language that allows termination damages when routine load shifting occurs each year
- > Deliver competitive, transparent bidding based on vetted, fundamentally equivalent contracts and rounds of Indicative pricing
- > Provide Post contract support:
 - > Monitoring enrollments
 - > Assisting with drops, adds, and contract amendments during the term
 - > Advocating for you in event of a billing dispute
- > Proactively manage your account



Representative Freedom Energy Clients

City of Newton, MA
City of Scarborough, ME
City of Lebanon, NH
Town of Merrimack, NH
Town of Wrentham, MA
Herb Chambers
Callaway Golf
General Dynamics
Retail Association of MA Aggregation
Convenient MD

FREEDOM
energy logistics

Next Steps ...

- Submit your Energy Bills
- Provide Authorizations
- Schedule Time for our Next Meeting



Freedom Energy Logistics

RECOGNIZED for EXCELLENCE



- > NH BUSINESS REVIEW
Business Excellence Award
2019 Business and Professional Services
2016 Consumer Services



- > INC. 5000
Named two consecutive years to America's
Fastest-growing Private Companies 2018, 2017

- > STAY WORK PLAY

2018 Coolest Company for Young Professionals

- > BUSINESS NH MAGAZINE

Named two consecutive years to Fastest Growing
Family-Owned Businesses in New Hampshire 2018, 2017

- > SMALL BUSINESS VENDOR
OF THE YEAR

2016 General Dynamics | Bath Iron Works



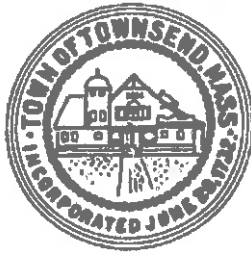
Contact:

Steve Jorgensen

steve.jorgensen@felpower.com

603-625-2244





TEC
TOWNSEND ENERGY COMMITTEE

272 Main Street
Townsend, Massachusetts, MA 01469

Brent R Carney, Chairman; Michael Brown, Ph.D., Vice-Chairman; Kathy Thompson;
Edward Hermann; Ron Montgomery

4.5

Townsend Energy Committee Plan To Create an Energy Master Plan(s) for Townsend, MA

Goal: To create comprehensive guidance and regulations for the Town of Townsend and its residents with respect to energy usage, development, production and distribution for the municipality, schools, residents and businesses.

Townend Energy Committee - Energy Master Plan Development Subcommittee Composition:

A Townsend Energy Committee: Energy Master Plan Development Subcommittee (a subcommittee of the Townsend Energy Committee), comprised of 1 voting member from each: Energy Committee, Planning Board, BOS, Conservation Commission, Water Department, and Town Administrator Designee, who will represent all Town Departments. The Energy Master Plan Committee will dissolve after a period of three years, or after approval of the plan at Town Meeting, whichever comes first. **Additional Criteria:**

1. The Planning Board and Conservation Commission shall also recommend the appointment of one additional person to the Energy Master Plan Development Subcommittee who is not on their board, but who will represent their interests. The Energy Committee shall have a second member on the Energy Master Plan Development Subcommittee.
2. In total, the Energy Master Plan Development Subcommittee will consist of 9 Members. These 9 members will be:
 - 1) 2 members of the Townsend Energy Committee (1 serving as subcommittee Chair)
 - 2) 1 member of the Townsend Planning Board
 - 3) 1 member from the Board of Selectmen
 - 4) 1 member from the Conservation Commission
 - 5) 1 Town Administrator designee who will represent all Town Departments
 - 6) 1 member of Water Department
 - 7) 1 non-board member representing the interests of the Planning Board
 - 8) 1 non-board member representing the interests of the Recreation Committee
3. The Townsend Energy Committee will be the appointing authority for all subcommittee members.

4. One of the Energy Committee representatives to the Energy Master Plan Development Subcommittee shall serve as the subcommittee Chair.
5. The Town Administrator designee must be a town employee.
6. All subcommittee members must be residents of Townsend, with the exception of the town employee.

Suggested Energy Master Plan Process* (Final plan(s) and process to be determined by subcommittee members):

1. Review of all existing town by-laws, Master Plans, rules, etc., that have any relationship to current or possible future components of an Energy Master Plan (*we believe the outcome of this process could be a new master plan, addition to existing master plan, a series of new by-laws, or a combination of these*).
2. Identification and collection of testimony from experts in the energy sector
3. Public Hearing #1
4. Workshops to draft new Energy Master Plan or new by-laws
5. Collect input on draft from experts
6. Collect input on draft from all Town Department Heads
7. Workshop to revise Plan or new by-laws
8. Public Hearing #2
9. 2nd workshop to revise plan(s) further
10. Energy Committee: Energy Master Plan Development Subcommittee finalizes and approves plan
11. **Plan or by-laws presented to the full Energy Committee for Approval
12. Workshop to revise and approve updated Plan (if needed)
13. **Full plan or by-laws presented to BOS for Approval
14. Workshop to revise and approve updated Plan (if needed)
15. Plan submitted for vote at Town Meeting

*This process is exclusive of meetings required for administrative purposes, including meetings to set schedules and a timeline for the full process.

**The plan should be resubmitted to the full Energy Committee and BOS as many times as necessary for the plan to be approved prior to submitting the plan for vote at Town Meeting.

Townsend Open Space & Recreation Plan (OSRP) Update Project - MRPC Contract

Jeffrey Legros <jlegros@mrpc.org>

Thu 1/20/2022 2:37 PM

To: Michael Crowley <mcrowley@townsendma.gov>

Cc: Veronica Kell <vkell@townsendma.gov>; Vincent DeSalvo <vdesalvo@townsendma.gov>; Karen Chapman <kchapman@mrpc.org>

Hi Mike,

As a follow-up to our phone conversation yesterday, I am sending along a contract for authorization by Veronica Kell (or the appropriate authorized designee in Townsend). Please review the information, have the contract signed, and return an original copy to our office at:

Montachusett Regional Planning Commission
Attn: Karen Chapman
464 Abbott Ave.
Leominster, MA 01453

Once the contract is fully executed by Glenn Eaton, our Executive Director, a copy will be returned to you. At that time, we can set up a follow-up conversation to discuss the next steps.

I will follow up with some additional info related to the project in a separate email.

Thank you,
Jeff

Jeffrey Legros, Principal Planner
Montachusett Regional Planning Commission
464 Abbott Avenue
Leominster, MA 01453
Phone: 978.798.6177
Fax: 978.348.2490
Email: jlegros@mrpc.org

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

**AGREEMENT
BY AND BETWEEN THE
TOWN OF TOWNSEND
AND THE
MONTACHUSETT REGIONAL PLANNING COMMISSION**

THIS AGREEMENT was made as of the **19TH Day of January, 2022**, by and between the **Town of Townsend, 272 Main Street, Townsend, MA 01469** (hereinafter "**COMMUNITY**"), and the **MONTACHUSETT REGIONAL PLANNING COMMISSION, 464 Abbott Avenue, Leominster, MA 01453** (hereinafter "**CONSULTANT**").

WITNESSETH THAT:

WHEREAS the COMMUNITY requires assistance from a professional CONSULTANT to enable the COMMUNITY to fulfill its mission of **updating a currently expired Open Space & Recreation Plan (OSRP)**. This includes, but is not limited to: **1. Meeting with Open Space Committee and/or other local officials, 2. Development of a public survey to collect and summarize public input, 3. Update relevant sections of the Townsend OSRP and provide draft copy to the Community for review, 4. Update required OSRP maps and provide draft copies for review and provide presentation & final copies of the maps and OSRP to the Community** according to the Scope of Services in ATTACHMENT A; and

WHEREAS the CONSULTANT accepts the responsibility of completing all tasks summarized in the above paragraph and detailed within ATTACHMENT A; and is willing to complete all, feasible tasks within the TIME OF PERFORMANCE as identified in Section 6; and will accept the level of compensation identified in Section 7 COMPENSATION, BUDGET, AND INVOICING METHOD.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

- 1. ENGAGEMENT OF CONSULTANT:** The COMMUNITY hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.
- 2. SCOPE OF SERVICES:** The CONSULTANT shall complete all, feasible tasks in accordance with ATTACHMENT A.
- 3. ELIGIBLE ACTIVITIES:** Eligible activities under this Agreement shall be consistent with the **Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, FY22 Planning Assistance Grant** contract with the MRPC.
- 4. RESPONSIBILITY OF COMMUNITY:** The COMMUNITY shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services described in ATTACHMENT A.
- 5. SUBCONTRACTS:** No subcontracts may be awarded by the CONSULTANT to any other party the purpose of which is to fulfill in whole or in part the services required of the

CONSULTANT under this Agreement, without prior written approval of the COMMUNITY.

6. **TIME OF PERFORMANCE:** The services of the CONSULTANT shall commence upon full execution of this contract and shall be undertaken and completed in sequence to ensure expeditious completion by June 30, 2023.
7. **COMPENSATION, BUDGET, AND INVOICING METHOD:** See ATTACHMENT B
8. **GENERAL PROVISIONS:**
 - a. ACCESS TO RECORDS: The COMMUNITY and the CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the COMMUNITY and the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement to each other and to the funding agency, Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs.
 - b. TERMINATION: The COMMUNITY may terminate this Agreement with the other party, for cause, upon sixty (60) days written notice to the CONSULTANT, if the CONSULTANT fails to carry out the obligations described in this Agreement. The CONSULTANT may terminate this Agreement with upon sixty (60) days written notice to the COMMUNITY, if the COMMUNITY fails to carry out the obligations described in this Agreement. In case of termination, all finished and unfinished documents shall become the property of the COMMUNITY. In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according the "COMPENSATION, BUDGET AND INVOICING METHOD," ATTACHMENT B.
 - c. AMENDMENTS: This Agreement may be amended provided such amendment is in writing by both signatories hereto.
 - d. DISCRIMINATION: The COMMUNITY and CONSULTANT shall comply with applicable federal and state antidiscrimination laws, including but not limited to the Federal Equal Employment (EEO) Laws; the American with Disabilities Act, 42 USC §12101, et seq/, the Rehabilitation Act, 29 U.S.C. §794; 29 U.S.C. §701; 29 U.S.C. §623; 42 U.S.C. c. 45; (Federal Fair Housing Act); M.G.L. c. 151B (Unlawful Discrimination); M.G.L. c. 151E (Business Discrimination); the Public Accommodations Law M.G.L. c. 272, §92A; M.G.L. c. 282 §§98 and 98A, Massachusetts Constitution Article CXIV and M.G.L. c. 93 & 103; 47 U.S.C. §255 (Telecommunications Act); M.G.L. c. 149, §105D, M.G.L. c. 151C, M.G.L. c. 272, §§92A, 98, & 98A and M.G.L. c. 111, §199A and Massachusetts Disability-Based Non-Discrimination Standards For Executive Branch Entities, and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent.
 - e. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the COMMUNITY harmless from and against all claims, demands, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT'S breach of this Agreement or the negligence or misconduct of the CONSULTANT, or the CONSULTANT'S agents or employees.

- f. **LICENSES:** The COMMUNITY and CONSULTANT shall obtain and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of this Agreement, as required by federal, state, and/or local laws or regulations.
- g. **COPYRIGHT:** No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of the COMMUNITY.

9. **SEVERABILITY:** If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

This contract will be considered invalid if the attached CERTIFICATE OF TAX COMPLIANCE and CERTIFICATE OF NON-COLLUSION are not fully executed and dated by the CONSULTANT.

IN WITNESS THEREOF, the COMMUNITY and the CONSULTANT have executed this Agreement under the seal in duplicate as of the date above written.

Approvals and Signatures

BY:	BY:
Veronica Kell, Chair, Board of Selectmen TOWN OF TOWNSEND Authorized Signatory	Glenn P. Eaton, Executive Director MONTACHUSETT REGIONAL PLANNING COMMISSION Authorized Signatory
_____ Date	_____ Date

The following Certificate of Tax Compliance must be completed by the CONSULTANT and submitted as part of this contract.

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A, the signatory for **MONTACHUSETT REGIONAL PLANNING COMMISSION** certifies under the pains and penalties of perjury that the said CONSULTANT has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

CONSULTANT:

By: _____
(signature of authorized representative)
Glenn P. Eaton

Executive Director
(Title)

_____ (date)

The following Certificate of Non-Collusion must be completed by the CONSULTANT and submitted as part of this contract.

The undersigned certifies under the pains and penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

CERTIFICATE OF NON-COLLUSION

Signature

Date

Glenn P. Eaton, Executive Director
Printed Name of Person Signing Proposal

Montachusett Regional Planning Commission
Name of Business

Attachment A Scope of Services

The COMMUNITY requires the assistance from a professional CONSULTANT to enable the COMMUNITY to fulfill its mission to update an expired Open Space & Recreation Plan.

The tasks defined in this Scope of Services shall commence upon execution of this Agreement and be completed by June 30, 2023.

Product: Updated Open Space & Recreation Plan (OSRP)	Proposed Timeline for Task Completion
Task #1: <u>Meet with Open Space Committee</u> and/or other local officials to discuss timeline, public survey, and other tasks.	January – February 2022
Task #2: <u>Develop public survey</u> and provide links to local officials to release to the public. <u>Tabulate and summarize results</u> of survey to incorporate into Plan.	March – Mid-April 2022
Task #3: <u>Update the OSRP</u> and provide draft to Townsend OSRP Committee for review. Make necessary edits and <u>provide draft updates of relevant sections</u> .	June 2022
Town/Public Review & Comment Period	July – August 2022
Task #4: <u>Update required maps</u> for the OSRP, specifically Regional Context Map, Environmental Justice Map, Zoning Map (data provided by city), Trails Map, Soils and Geologic Features Map, Unique Features Map, Water Resources Map, Open Space Inventory Map, Action Plan Map. <u>Provide draft maps to city officials for review</u> . <u>Make any necessary revisions to plan & maps as requested</u> .	Sept. – November 2022
Provide Final Drafts to Open Space Committee for Submission to DCS	December 2022
Make any final revisions to Plan or Maps per DCS Review	January – April 2023
Meetings:	
Meeting #1: <u>Kick-off Meeting</u> to convene Committee, review Scope of Services, define goals, and identify needed information.	February 2022
Meeting #2: Present <u>Draft OSRP update</u> and survey results with Open Space Committee and Town Officials.	June 2022
Meeting #3: Present <u>Final OSRP update</u> to Open Space Committee.	December 2022

Deliverables: Open Space & Recreation Plan (OSRP) Update and Associated Maps

Town Point of Contact: Mike Crowley, Land Use Coordinator, mcrowley@townsendma.gov; 978-597-1723.

MRPC Point of Contact: Jeff Legros, Principal Planner, jlegros@mrpc.org; Phone: 978-345-6177.

**ATTACHMENT B
COMPENSATION, BUDGET, AND INVOICING METHOD**

COMPENSATION

Option for Federal or State Grant-Funded Projects:

This is an award of services from the MRPC to the COMMUNITY. This is not a cash award to the COMMUNITY.

BUDGET

See Table B, below for amounts of funding and funding sources.

The total US Dollar value of this contract for services between the COMMUNITY and the CONSULTANT is Twenty-eight thousand dollars (\$28,000.00).

TABLE B

LINE ITEM	AMOUNT
Mass EOEA FY22 Planning Assistance Grant	\$28,000.00
COMMUNITY Funds	N/A
TOTAL	\$28,000.00

INVOICING METHOD

Unless otherwise noted below, invoices will be submitted to the COMMUNITY monthly commencing within thirty (30) days of the full execution of this Agreement through the date that all services are delivered to the COMMUNITY.

Option for Federal or State Grant-Funded Projects:

The CONSULTANT will not invoice the COMMUNITY for the delivery of services under this Commonwealth of Massachusetts, Executive Office of Energy and Environmental Affairs, FY22 Planning Assistance Grant service unless the COMMUNITY has opted to compensate the CONSULTANT for additional services with monies other than those provided for in the funding source's program.

ARPA Funding

Theresa Walsh <twalsh@townsendma.gov>

Thu 1/20/2022 8:12 AM

To: Ross Perry <RPerry@townsendma.gov>

Cc: Lee O'Brien <lobrien@townsendma.gov>; Jennifer Thompson <jennifer@capita
Veronica Kell <vkell@townsendma.gov>

Hi Ross:

As we move forward with all the ARPA spending approvals it will be incumbent upon this office to process, photocopy, and track additional invoices that will be generated from all these approved projects. Currently, my Assistant Lee O'Brien is only budgeted for 10 hours per week. I would like to increase her hours from 10 hours to 16 hours per week. Can we use ARPA funds for this?

Thanks,

Terry

Theresa Walsh
Interim Town Accountant
272 Main St
Townsend MA 01469
978-597-1700 ex 1705
twalsh@townsendma.gov

5.0

State ARPA Earmark for Gazebo

Jennifer Thompson <jennifer@capital-strategic-solutions.com>

Thu 1/20/2022 8:51 AM

To: Ross Perry <RPerry@townsendma.gov>

Cc: Veronica Kell <vkell@townsendma.gov>; Theresa Walsh <twalsh@townsendma.gov>

1 attachments (20 KB)

FY22 ARPA Spending Bill Contact Collection Form.docx;

Good Morning Ross

Attached is the form that needs to be sent into the State for the Town to receive the Earmark for the Gazebo. It asks for the Earmark Language and Appropriation # in the bill. That information is:

provided further, that not less than \$50,000 shall be expended for the renovation of the town common gazebo in the town of Townsend #1599-2058

Once completed, it should be emailed to Daniel Shark at A&F: daniel.shark@mass.gov

If you have any questions, just let me know

Jen

Jennifer L. Thompson
Chief Development Officer



CAPITAL
STRATEGIC
SOLUTIONS

Building Trust Through Open Dialogue and Transparency
Capital-Strategic-Solutions.com | Tel. 508-690-0046 Ext. 702

FY22 ARPA Spending Bill Earmark Contact Collection Form

Please complete and return to the administering agency.

Earmark language and location (appropriation#) in bill:

Organization Name:

FEIN:

State vendor code (N/A if not yet set up):

Contact Name:

Phone:

Email:

Mailing address:

Upon receipt of this form, the administering agency will reach out to the provided contact to initiate earmark paperwork.

TOWN OF TOWNSEND
ARPA PROJECT SETUPS

ARPA Projects Voted By The Selectboard (Ready to be Setup in Vadar)

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount	Possible Expense Lines Needed
ARPA-01	Human Resources Manager	Negative Economic Impacts	2.14 Rehiring Public Sector Staff	\$280,000	Wages
ARPA-02	Community Wellness Coordinator	Public Health	1.9 Public Health Staff	\$280,000	Wages
ARPA-03	Wellness Programming	Public Health	1.1 Mental Health Services	\$470,000	Consultant Services
ARPA-04	Online Permitting Tools	Revenue Replacement	6.1 Provision of Government Services	\$60,000	Services
ARPA-05	ARPA Reporting	Administrative Expenses	7.1 Administrative Expenses	\$100,000	Consultant Services
ARPA-06	Affordable Housing Trust	Community Services	3.1 Affordable Housing	\$100,000	Payment to Non-Profit
ARPA-07	Harbor Sidewalk/Bike Trail	Revenue Replacement	6.1 Provision of Government Services	\$50,000	Contracted Services
ARPA-08	Townsend Ecumenical Outreach Walk in Fridge	Negative Economic Impacts	2.1 Household Assistance - Food Programs	\$12,000	Payment to Non-Profit
ARPA-09	Broadband/Wifi Town Hall, Great Hall & Town Common	Revenue Replacement	6.1 Provision of Government Services	\$100,000	Contracted Services
ARPA-10	Water Treatment Plant Engineering	Infrastructure	5.1 Drinking Water: Treatment	\$130,000	Engineering/Design
ARPA-11	Generators at Cross Street & Main Street Water Wells	Infrastructure	5.13 Drinking Water: Source	\$220,000	Water Equipment
ARPA-12	Stormwater Management	Infrastructure	5.6 Clean Water: Stormwater	\$52,000	Consultant Services
ARPA-13	Election Expenses	Revenue Replacement	1.4 Prevention in Congregate Settings	\$18,300	Equipment
ARPA-14	Vinton Pond Comcast Buildout	Public Health	6.1 Provision of Government Services	\$95,000	Contracted Services
ARPA-15	Other Covid Related Expenses	Public Health	1.3 Covid-19 Contact Tracing	\$100,000	Other Covid Expenses

ARPA Projects Allocated But On Hold

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount	Need Cost
	Outdoor Space Behind Town Hall	Revenue Replacement	6.1 Provision of Government Services	\$50,000	
	Greenville Road Bridge Improvements	Revenue Replacement	6.1 Provision of Government Services		

Fund From FEMA Until 4/30/22, Then Re-examine for Possible ARPA Funding

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount	
	Cleaning/Disinfecting Public Buildings	Public Health	1.4 Prevention in Congregate Settings	\$75,000	FEMA Until 4/30/22
	Meals for Seniors	Negative Economic Impacts	2.1 Household Assistance - Food Programs	\$145,250	FEMA Until 4/30/22

\$2,337,550

TOTAL FUNDING ALLOCATED



TOWN OF TOWNSEND
ARPA PROJECT SETUPS

as of 6/18

ARPA Projects Voted By The Selectboard (Ready to be Setup in Vadar)

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount
ARPA-01	Human Resources Manager	Negative Economic Impacts	2.14 Rehiring Public Sector Staff	\$280,000
ARPA-02	Community Wellness Coordinator	Public Health	1.9 Public Health Staff	\$280,000
ARPA-03	Wellness Programming	Public Health	1.1 Mental Health Services	\$470,000
ARPA-04	Online Permitting Tools	Revenue Replacement	6.1 Provision of Government Services	\$60,000
ARPA-05	ARPA Reporting	Administrative Expenses	7.1 Administrative Expenses	\$100,000
ARPA-06	Affordable Housing Trust	Community Services	3.1 Affordable Housing	\$100,000
ARPA-07	Harbor Sidewalk/Bike Trail	Revenue Replacement	6.1 Provision of Government Services	\$50,000
ARPA-08	Townsend Ecumenical Outreach Walk In Fridge	Negative Economic Impacts	2.1 Household Assistance - Food Programs	\$12,000
ARPA-09	Broadband/Wifi Town Hall, Great Hall & Town Common	Revenue Replacement	6.1 Provision of Government Services	\$100,000
ARPA-10	Water Treatment Plant Engineering	Infrastructure	5.1 Drinking Water: Treatment	\$130,000
ARPA-11	Generators at Cross Street & Main Street Water Wells	Infrastructure	5.13 Drinking Water: Source	\$220,000
ARPA-12	Stormwater Management	Infrastructure	5.6 Clean Water: Stormwater	\$52,000

ARPA Projects That Need To Be Voted by Selectboard

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount	Need Cost
	Election Expenses	Public Health	1.4 Prevention in Congregate Settings	\$18,300	
	Outdoor Space Behind Town Hall	Revenue Replacement	6.1 Provision of Government Services	\$50,000	
	Vinton Pond Comcast Bulldout	Revenue Replacement	6.1 Provision of Government Services	\$95,000	
	Greenville Road Bridge Improvements	Revenue Replacement	6.1 Provision of Government Services		

ARPA Projects With New Information/Considerations

Project ID	Project Name	Project Expenditure Group	Project Expenditure Category	Amount	
	Cleaning/Disinfecting Public Buildings	Public Health	1.4 Prevention in Congregate Settings	\$75,000	FEMA Until 4/30/22
	Contact Tracing	Public Health	1.3 Covid-19 Contact Tracing	\$100,000	Possible Funding from State
	Meals for Seniors	Negative Economic Impacts	2.1 Household Assistance - Food Programs	\$145,250	FEMA Until 4/30/22
	Mortgage/Rental/Eviction Support	Negative Economic Impacts	2.1 Rent, Mortgage & Utility Aid	\$60,000	Mass HAF/State ARPA

TOTAL FUNDING ALLOCATED

\$2,397,550



January 15, 2022

Ms. Veronica Kell
Chair, Selectboard
272 Main Street
Townsend, MA 01772

RE: State ARPA Funding

Dear Ms. Kell:

Capital Strategic Solutions (CSS) has reviewed the current State ARPA funding programs in an effort to highlight funding opportunities that may be beneficial for the Town of Townsend. On December 13, 2021, Governor Baker signed a \$4 billion COVID-19 pandemic recovery bill which provides much needed funding in many areas. While some of this funding is specifically earmarked for state agencies and other individual cities and towns, there are programs that might be of particular interest to Townsend.

Housing, Workforce and Economic Development

The Massachusetts Act for Immediate Covid-19 Recovery Needs includes \$600 million for housing initiatives and includes programs for homeownership/mortgage assistance, the Commonwealth Builders Program, workforce training, improvements to public housing and support for municipal efforts to address affordable housing and economic development. These funds will be distributed by the: Massachusetts Housing Finance Agency, Massachusetts Housing Partnership, and the Community Economic Assistance Corporation. Many of these programs will be limited to communities that were considered to be disproportionately impacted by the pandemic or will be targeted to specific low-income populations. However, there are some programs and services in this area that may be beneficial to the citizens of Townsend.

Most of the agencies that are tasked with directing and overseeing this portion of the pandemic funding bill have not yet released details on the specific programs or application processes for municipalities. Capital Strategic Solutions will continue to monitor information being disseminated by these particular state agencies and will notify Townsend officials if any particular programs or funding opportunities in this area would be beneficial for the community to pursue.

There is one particular program under this section of the legislation that is currently available and may be of particular interest to the Town of Townsend. The Massachusetts Homeowner Assistance Fund (MASS HAF) is available for homeowners who are behind on their mortgage payments because of the Covid-19 pandemic. This funding is intended to prevent foreclosures and displacements of homeowners and can assist with paying overdue mortgage payments, property taxes, insurance and homeowner fees. While there is an income eligibility requirement for this program, it is based on the area median income which provides a higher threshold in communities like Townsend. For example, a homeowner with 4 household members would be eligible if their total annual income is less than \$201,300. A homeowner that lives alone would be eligible for the program if



their total annual income is less than \$140,950. Mass HAF has an excellent online tool that can be quickly used by residents to determine eligibility. If this program is of interest to the community, CSS would recommend providing a link and summary information on the Town's website and can provide any sort of assistance needed.

Public Health

Funding available through State ARPA includes over \$200 million for local and regional Boards of Health. These funds will be disseminated and distributed by the Department of Public Health. While no formal instructions have yet to be issued on how municipalities can obtain this funding, the legislation directs this portion of the bill to include:

- Expansion and enhancement of shared public health services between municipalities
- Establishment of unified health data systems
- Hardware, software and training for Health Departments
- Online permitting and inspection tools for local Health Departments
- Essential health services provided by local Boards of Health

CSS will continue to monitor information and communications from the Department of Public Health so that the Town of Townsend will be able to maximize any available funding in this category. This legislation also includes funding to enhance and expand access to mental and behavioral health services statewide.

Open Space, Parks and Trails

Another category of spending under this comprehensive package provides funding for open space and to clean, enhance, improve and modernize public parks and trail facilities. While the majority of this funding will be directed specifically to urban areas and communities considered to have been disproportionately impacted by the pandemic, we believe Townsend may be eligible for some portions of this funding. These programs will eventually be managed and directed by the Executive Office of Energy & Environmental Affairs and through the Mass Trails Program and we will continue to monitor their communications for eligibility specifics.

Environmental Infrastructure

\$100 million under this legislation is dedicated to environmental infrastructure investments which will be available through the Municipal Vulnerability Preparedness (MVP) Program. If the Town of Townsend is enrolled in the MVP Program, the Community will be eligible for action grants to address environmental infrastructure issues. It is anticipated that the next round of grant funding under the MVP program will open in the Spring and CSS is available to assist the Town as needed with the grant application.

Other Potential Categories

There are a few other general categories in this legislation that relate to Infrastructure Improvements through SRF Funding, HVAC improvements in public schools, broadband and internet access through the Broadband Innovation Fund and Cybersecurity improvements for cities and towns. Although no specific guidelines or funding access instructions have been issued yet by the state agencies responsible for this funding, we will continue to monitor their individual websites and communication channels and will update the Town of Townsend as funding and eligibility become available.



Earmarks

As you are likely aware, the Townsend also received funding for an earmark in this legislation. The Town will receive \$50,000 for renovation of the Gazebo at the Town Common. If not already in process, the Town should complete the earmark form for this funding via the state website. CSS is available to help with facilitating this paperwork on behalf of the Town, as needed.

The information provided in this correspondence remains fluid as the state and all of the individual agencies work to release information and guidelines on accessing these funds. We will continue to monitor all of the funding available through this legislation and will update the Town of Townsend with continuing updates. Please let me know if you have any questions.

Sincerely,

Jennifer Thompson

Jennifer Thompson

Project Manager/Chief Development Officer

Capital Strategic Solutions

List of potential ATM warrant articles, received as of 2/1/22

1. define the 35' "no disturb" buffer (so there's no question)
2. adopt the Community Preservation Act and to set up a committee (to help to fund affordable housing, open space, historic preservation.
3. To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$8,000 for the purpose of funding the Assessors' FY23 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments,
4. I move that the Town vote to amend the following fees in General ByLaw Article 11, Section 37-2, Fee Schedule as follows:
 - For furnishing a certificate of birth: \$7 10.
 - For furnishing a certificate of death: \$7 10.
 - For furnishing a certificate of marriage: \$7 10.
 - For copying any manuscript or record pertaining to a birth, marriage, or death: \$7
5. This is the \$15K left in that old ATM article that could be re-purposed for something else MIS-y (that we no longer need for the Vinton Pond buildout):
6. \$15,091.92 left in a warrant article (A25ATM5/3/16 Cable & Peg Access), transfer to MIS
7. Pay old Unutil bills
8. Accept three parcels from Land Trust:
 - a. Rt 13 N land with Welcome to Townsend sign
 - b. Pheasant Ridge Rd entrance to development'
 - c. Barker Hill Rd
9. add a fee to the tax bill to cover the town's stormwater management obligations

