



OFFICE OF THE BOARD OF SELECTMEN

RECEIVED
APR 01 2022

Veronica Kell, Chairman
Joseph Shank, Vice Chairman
Chaz Sexton-Diranian, Clerk
Ross Perry, Interim Town Administrator

TOWN OF TOWNSEND
TOWN CLERK

SELECTMEN'S MEETING MINUTES FOR AUGUST 31, 2021, AT 6:00 P.M. SELECTMEN'S CHAMBER - MEMORIAL HALL - 272 MAIN ST., TOWNSEND, MA

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82488731268?pwd=anpNTlhTbXBhbTI2bkNWUkNCa0dEQOT09>

Meeting ID: 824 8873 1268

Passcode: 635901

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 Selectman Kell called the meeting to order at 6:00P.M.

Roll call vote showed 2 members present: *Chairman, Veronica Kell (VK) - Present, Clerk, Chaz Sexton-Diranian (CSD) - Present.*

Joseph Shank - absent.

Interim Town Administrator Ross Perry (RP)- Present.

1.2 Pledge of Allegiance

1.3 Announce the meeting is being tape recorded.

- There was a moment of silence in recognition of National Overdose Day

1.4 Chairman's Additions or Deletions (none)

1.5 Public Comment Period.

Appreciation was expressed for the Water & Police Department for the water main break clean-up.

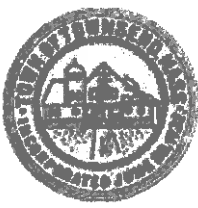
1.6 Review/Approve the meeting minutes for March 30th, April 13th, 22nd, 27th, June 02nd, July 09th, and August 17th.

VK tabled the minutes for April 13th and April 27th until the next meeting.

CSD moved to approve the minutes for March 30, 2021. VK seconded. Vote: VK - yes, CSD - yes.

CSD moved to approve the minutes for April 22, 2021. VK seconded. Unanimous vote in favor.

CSD would like the header for the minutes of June 2, 2021 to be changed. CSD to make the changes.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Joseph Shank, *Vice Chairman*

Chaz Sexton-Diranian, *Clerk*

Ross Perry, *Interim Town Administrator*

CSD moved to approve the minutes of June 2, 2021. VK seconded. Unanimous vote in favor.
CSD moved to approve the minutes for July 9, 2021. VK seconded. Unanimous vote in favor.

CSD moved to approve the minutes for August 17, 2021 with the change to the header. VK seconded. Unanimous vote in favor.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:15 Joint meeting with Audit Committee and Finance Committee to review FY20 Financial Statement and Management Letter.

Andrea Wood called the Finance Committee meeting to order at 6:14P.M.

- Present: Andrea Wood, Sue Lisio, Sam Grant, Don Hayes and Jerrilyn Bozicas

VK: inquired if Ms. Pinkerton would still be Finance Committee Representative on the Audit Committee. Andrea Wood remarked this will be discussed at the next Finance Committee meeting.

VK: opened the meeting of the Audit Committee at 6:21P.M.

Present: Veronica Kell, David Chenelle

VK read the Audit Committee Policy into the record (see attached).

VK stated the Committee met with the auditors and some of the topics discussed were:

- Using free cash for budgetary re-occurring expenses
- DLS best practice is for percent of general fund expenditures at about 16%, noting, that Townsend was at 12.08% with this year 7.25%
- Consider adopting a fund balance policy

Sue Lisio: the town might want to consider reducing the tax rate if there is free cash.

David Chenelle: Pepperell had several overrides and voiced concerns with reducing the tax rate.

The Boards reviewed the Management letter (see attached).

VK moved to adjourn the Finance Committee and Audit Committee meeting : Don Hayes, Sam Grant, David Chenelle, Jerrilyn Bozicas, Sue Lisio, and Andrea Wood. Unanimous vote.

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

3.1. Appoint a member of the Board of Selectmen to the Capital Planning Committee

- CSD moved to have the Chair represent the Capital Planning Committee. VK seconded.
Unanimous vote in favor.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*
Ross Perry, *Interim Town Administrator*

3.2 VK: appoint Lorraine Farmer as COA Kitchen Assistant effective August 31, 2021, with a 6-month probationary period pending successful completion of a CORI check and a pre-employment physical. CSD so moved. VK: seconded. Unanimous vote in favor.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Emergency Broadband Benefits Fund – vote to place information on website
- VK volunteered to put it on the website

CSD: moved that we put the emergency broadband benefits fund for comcast on the website. VK seconded. Unanimous vote in favor.

4.2 Decide pay rate for recycling personnel (see 5.1)

4.3 Decorum Policy – second reading (first reading, June 21)

CSD re-formatted the policy

CSD read the policy into the meeting (see attached).

CSD moved to accept the decorum policy. VK seconded. Unanimous vote in favor.

4.4 Electronic Sign Board Use Policy – second reading (first reading, August 17)

CSD re-formatted the policy to be consistent with other town policies. VK: only change would be Selectmen instead of Selectboard. CSD read the policy into the record.

CSD: moved to approve the Electronic Sign Board Policy as discussed. VK seconded.

Unanimous vote in favor.

4.5 Approve postings for vacancies for: Outreach Coordinator, Program Coordinator, Recycling Center

CSD: moved to approve the posting for the Outreach Coordinator and Program Coordinator position. VK seconded. Unanimous vote in favor.

4.6 Planning Board Mandatory Referral for 5 Turnpike Rd Parking Spaces – comment requested
Comments included

- Please clarify the number of parking spots. If it is a 50% increase given the spaces near the river, consider storm water management regulations. Additionally, please consider having plantings.

CSD: moved that we pass along the Selectmen's recommendations as discussed. VK seconded. Unanimous vote in favor.

4.7 Vote for RP to sign for Unitil rebates for Green Communities grant projects through RISE

CSD: moved to allow the Interim Town Administrator to sign the rebates for Green Communities grant projects through RISE. VK seconded. Unanimous vote in favor.

4.8 Vote to ratify the MOU with IAFF voted on November 17, 2020



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*
Ross Perry, *Interim Town Administrator*

CSD: moved to approve and ratify the MOU with IAFF voted on November 17, 2020. VK seconded. Unanimous vote in favor.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator Updates and Reports (please see attached report)

The Highway/Water Union employees have previously been credited with vacation time on July 1st. The Union is requesting a MOU, so the practice will continue until the contract negotiations are completed.

CSD: moved that we instruct the Town Administrator to sign the MOU for the Highway/Water Union. VK seconded. Unanimous vote in favor.

RP gave the Board a draft posting for the Treasurer/Collector position. VK: would like everyone on the Collins plan, suggesting it go up to the next step.

RP explained in the Personnel Policies it authorizes the Town Administrator to do the postings, asking the Board if they agree with that. VK: would like to see the posting and the salary recommended.

CSD: moved to allow the Town Administrator to post, when necessary, upon notifying the Board of Selectmen. VK seconded. Unanimous vote in favor.

CSD: moved that the Town Administrator post for the Treasurer/Tax Collector. VK seconded. Unanimous vote in favor.

VK: would like to review the DPW report done a few years back, to reassess the Recycling Center being under the Board of Health.

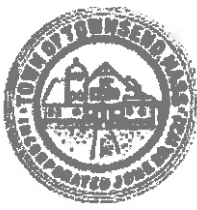
Chris Nocella, Board of Health Chairman explained the employee is paid from the Recycling Revolving Account and an employee from Cemetery/Parks would increase the amount needed to fund the position. Mr. Nocella commented the Board of Health is elected and has control over the revolving fund.

CSD: moved that we post for a job posting for the Recycling Center at the landfill for someone with a hoisting license at grade B step 10. VK seconded. CSD (NO) VK (YES) Motion does not carry. The vote to be brought back up when Mr. Shank is in attendance.

The Board reviewed the Scope of Services for the FY21 audit (see attached)

CSD: noted the services for the Auditors is within budget. CSD: moved to authorize RP to sign the contract with Melanson Heath for audit services for FY21. VK seconded. Unanimous vote.

5.2 Reports from Board liaisons.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*
Ross Perry, *Interim Town Administrator*

VK: General Government

- Thanked Katie Petrossi for her service.
- Attended the Council on Aging meeting and noted the COA will be making some adjustments with appointments.
- The removal of knotweed is not insured under the town's insurance.
- Joan Wotkowicz has offered to assist the town with the Japanese knotweed weed removal.

CSD: moved that we ask Joan and her husband to help us with the Japanese knotweed weed at the library. VK amended the motion; be allowed to continue with the proposal to control the knotweed. VK seconded. Unanimous vote in favor.

- Capital Strategies Solutions are reviewing the CARES Act finances and are working to reconcile the Covid 19 funds.

- review of job titles in the Collins Plan and current titles.
- the Board needs to determine if we are going with the recommended job titles by the Collins Institute and update them on the website.

CSD: Elected Boards

- Update on Greenville Bridge Road
- Planning Board continuing with the Masterplan Committee, commenting it's in the final stages of completion
- Highway Department is looking for a rate increase for their snowplow

Contractors

- Will be attending the Recreation Commission meeting on September 2, 2021
- Moving forward with the Class Action Lawsuit against PFAS
- In September a member from the Water Department, Board of Health, Zoning Board and Planning Board will be meeting.
- Library Department: Phone system and voicemail are working.
- Upgrades to the system last Friday with additional ongoing system issues with the phone systems in Town Hall that are currently being worked on.
- School newsletter is on their website.

5.2.1 Veronica – COA-organization (see 5.2 above)

5.2.2 Veronica – Conservation-Japanese Knotweed Removal re-visited (see 5.2 above)

5.3 Announcements, Communications, etc.

VK: Questions regarding the Band Stand Committee (see attached) and if it is a subcommittee of the Cemetery & Parks Commission. RP to speak with the Cemetery & Parks Superintendent.

VK: legal notices, resignations from a member of the Board of Registrars and Conservation Commission.

5.4 Next meeting will be September 21, 2021 at 6:00P.M



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*
Ross Perry, *Interim Town Administrator*

5.5 CSD moved to review and sign the bills payable warrants and to sign payroll and bills payable warrant out of session for the weeks of Sept 5th and Sept 12th. VK seconded. Unanimous vote in favor.

~~VI. EXECUTIVE SESSION — VOTES MAY BE TAKEN.~~

VII. ADJOURNMENT:

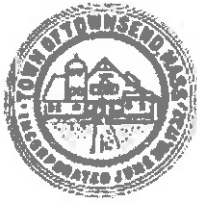
CSD moved to adjourn at 8:23P.M. VK seconded. Unanimous vote in favor.

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

Respectfully submitted by,

Carolyn Smart
Executive Assistant

Meeting Minutes for August 31, 2021 approved and released on _____, 2021.



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*
Ross Perry, *Interim Toan Administrator*

SELECTMEN'S MEETING AGENDA FOR AUGUST 31, 2021, AT 6:00 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82488731268?pwd=anpNT1hTbXBhbTI2bkNWUkNCa0dEQT09>

Meeting ID: 824 8873 1268

Passcode: 635901

One tap mobile

+13017158592,,82488731268#,,,,*635901# US (Washington DC)

+13126266799,,82488731268#,,,,*635901# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 824 8873 1268

Passcode: 635901

Find your local number: <https://us02web.zoom.us/j/kcYH4M6smc>

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 March 30, April 13, 22, & 27, June 02, July 09, August 17.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

2.1 **6:15** Joint meeting with Audit Committee and Finance Committee to review FY20 Financial Statement and Management Letter.

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

3.1. Appoint a member of the Board of Selectmen to the Capital Planning Committee

3.2 Appoint Lorraine Farmer as COA Kitchen Assistant effective August 31, 2021, with a 6-month probationary period pending successful completion of a CORI check and a pre-employment physical.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Emergency Broadband Benefits Fund – vote to place information on website

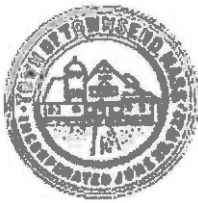
4.2 Decide pay rate for Recycling personnel

4.3 Decorum Policy – second reading (first reading, June 21)

4.4 Electric Sign Board Use Policy – second reading (first reading, August 17)

4.5 Approve postings for vacancies for: Outreach Coordinator, Program Coordinator, Recycling Center

4.6 Planning Board Mandatory Referral for 5 Turnpike Rd Parking Spaces – comment requested



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*

Joseph Shank, *Vice Chairman*

Chaz Sexton-Diranian, *Clerk*

Ross Perry, *Interim Town Administrator*

4.7 Vote for Ross to sign for Unifil rebates for Green Communities grant projects through RISE

4.8 Vote to ratify the MOU with IAFF voted on November 17, 2020

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

COA-organization

Conservation-Japanese Knotweed Removal re-visited

Capital Strategies Solutions Report

5.2.2 Elected Boards

5.2.3 Public Safety

5.3 Announcements, Communications, etc.

5.4 Next meeting - September 21, 2021

5.5 Review and sign bills payable warrants, and motion to sign payroll and bills payable warrant out of session for the weeks of Sept 5 and Sept 12.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

VII. ADJOURNMENT:



2.1

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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,

Town Administrator

Office (978) 597-1701

Fax (978) 597-1719

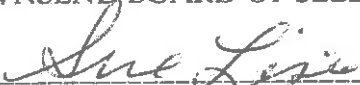
BOARD OF SELECTMEN

POLICY #04-2019 - AUDIT COMMITTEE


TOWN OF TOWNSEND AUDIT COMMITTEE

1. There shall be a three (3) member Audit Committee in the Town of Townsend, appointed by the Board of Selectmen annually in December
2. The Audit Committee shall be comprised of one (1) member of the Board of Selectmen one (1) member of the Finance Committee and one (1) registered voter in the town who has finance experience, preferably municipal finance experience.
3. Administrative support staff to the Audit Committee shall be provided by the Town Administrator and the Town Accountant.
4. The Audit Committee shall solicit, interview and recommend to the Board of Selectmen the firm of independent auditors that is to audit and report on the financial statements issued by the Town. The Audit Committee shall review the audit plan with the independent auditors upon completion of the audit, meet with the independent auditors to discuss the results of the audit, the management letter and the annual financial reports.
5. The Audit Committee shall transmit a copy of the completed annual audited financials and management letter report to the Board of Selectmen and the Finance Committee, and with the assistance from the auditing firm if so desired, shall present the results of the annual audited financials and management letter report to a jointly held public meeting of the Board of Selectmen and the Finance Committee.
6. Funding for the annual independent audit shall be budgeted in the Town Accountant's annual budget.

TOWNSEND BOARD OF SELECTMEN


Sue Lisio, Chairman


Wayne Miller, Vice-Chairman


Don Klein, Clerk

Filed with the Town Clerk: 9/9/19

VOTED: September 3, 2019

July 22, 2019

Mr. James M. Kreidler, Jr., Town Administrator
Town of Townsend
272 Main Street
Townsend, Massachusetts 01469

Additional Offices:
Nashua, NH
Manchester, NH
Greenfield, MA
Ellsworth, ME

Dear Mr. Kreidler:

You have requested that we audit the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Massachusetts as of June 30, 2019, 2020, and 2021 and for the years then ended, and the related notes to the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objectives of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements, including the management's discussion and analysis (MD&A) and various pension and other post-employment benefits (OPEB) schedules. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

The Objective of an Audit

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opin-

ions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

General Audit Procedures

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our procedures also include certain tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Internal Control Audit Procedures

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

Compliance with Laws and Regulations

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
 - ii. Additional information that we may request from management for the purpose of the audit.
 - iii. Unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the Town's auditor.
- e. For identifying and ensuring that the Town complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs.
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

- h. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Board of Selectmen of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs, or withdraw from the engagement.

Provisions of Engagement Administration, Timing, and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Scott C. McIntire, CPA, is the engagement principal for the audit services specified in this letter. Those responsibilities include supervising the Town's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered monthly and are payable upon presentation. Our fee for the audits will be as follows:

<u>Fiscal</u> <u>Year</u>	<u>Amount</u>
2019	\$ 28,000
2020	28,500
2021	<u>28,500</u>
Total	<u>\$ 85,000</u>

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

Other Services

We will assist in compiling the financial statements, including note disclosures, and preparing the government-wide financial statements (by consolidating various funds into governmental activities, and recording all long-term assets, long-term liabilities, and net position classifications from information provided by the Town).

We will also assist in the compilation of the following information based on information gathered during the audit process:

- Management's Discussion and Analysis
- Capital asset/depreciation schedules
- Schedule of Expenditures of Federal Awards (SEFA)

With respect to any nonattest services we perform, the Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Other Matters

We understand that your employees will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- a. Our view about the qualitative aspects of the Town's significant accounting practices.
- b. Significant difficulties, if any, encountered during the audit.
- c. Uncorrected misstatements, other than those we believe are trivial, if any.
- d. Disagreements with management, if any.
- e. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- f. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- g. Representations we requested from management.
- h. Management's consultations with other accountants, if any.
- i. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Melanson Heath and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Melanson Heath's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott C. McIntire", with a stylized flourish at the end.

Scott C. McIntire, CPA
Principal

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of Townsend, Massachusetts by:

Name:  _____

Title: Town Administrator _____

Date: 8/7/19 _____



TOWN OF TOWNSEND, MASSACHUSETTS

**Annual Financial Statements
For the Year Ended June 30, 2020**

(With Independent Auditor's Report Thereon)

CONTENTS

	<u>Page</u>
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	3
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	13
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	16
Proprietary Funds:	
Statement of Net Position	17
Statement of Revenues, Expenses, and Changes in Fund Net Position	18
Statement of Cash Flows	19
Fiduciary Funds:	
Statement of Fiduciary Net Position	20
Statement of Changes in Fiduciary Net Position	21
Notes to Financial Statements	22

REQUIRED SUPPLEMENTARY INFORMATION:**Budget and Actual:**

Schedule of Revenues, Expenditures, and Other Financing Sources and Uses – Budget and Actual – General Fund	50
Notes to Required Supplementary Information for Budget	51

Pension:

Schedule of Proportionate Share of the Net Pension Liability	52
Schedule of Pension Contributions	53



INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Townsend, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Massachusetts, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

800.282.2440 | melansoncpas.com



entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Massachusetts as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, the Budgetary Comparison for the General Fund, and certain Pension schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Andover, Massachusetts
March 11, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Townsend, Massachusetts (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2020.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and deferred outflows of resources, and liabilities and deferred inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the Town's financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities include general government, public safety, education, public works, sanitation, health and human services, culture and recreation, interest on long-term debt, and intergovernmental expenses. The business-type activities include water operations.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.



TOWN OF TOWNSEND, MASSACHUSETTS

**Management Letter
For the Year Ended June 30, 2020**

CONTENTS

	<u>Page</u>
INTRODUCTORY LETTER	1
STATUS OF PRIOR YEAR RECOMMENDATIONS:	
1. Continue Improvements Over Monthly Reconciliations	3
2. Improve Timeliness of Cash Receipts Postings	3
INFORMATIONAL RECOMMENDATIONS:	
3. Prepare for Implementation of GASB Statement No. 84	4
4. Prepare for Implementation of GASB Statement No. 87	4



To the Board of Selectmen and Town Administrator
Town of Townsend, Massachusetts

In planning and performing our audit of the basic financial statements of the Town of Townsend, Massachusetts (the Town) as of and for the year ended June 30, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered the Town's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected, and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

During our audit, we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

Merrimack, New Hampshire
Andover, Massachusetts
Greenfield, Massachusetts
Ellsworth, Maine

800.282.2440 | melansoncpas.com



The Town's written responses to our comments and suggestions have not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the Town, and is not intended to be, and should not be, used by anyone other than these specified parties.

Andover, Massachusetts
March 11, 2021

STATUS OF PRIOR YEAR RECOMMENDATIONS:

1. Continue Improvements Over Monthly Reconciliations

Prior Year Issue:

In the prior year we recommended the Town continue to improve monthly reconciliations and devote resources to research and reconcile the Tax Title variance between the Treasurer/Tax Collector's records and the general ledger.

Current Year Status:

In the current year, the Tax Title variance still exists between the Treasurer/Tax Collector's records and the general ledger. We continue to recommend the Town improve monthly reconciliations and reconcile the tax title receivable to the general ledger.

Town's Response:

The position of Treasurer/Collector was vacant for most of December through February. Moving forward, our department will improve and streamline existing processes. This gives us the additional time to devote to the reconciliations of bank accounts and Tax Title receivable.

2. Improve Timeliness of Cash Receipts Postings

Prior Year Issue:

In the prior year we recommended the Treasurer's receipt information be reported to the Town Accountant by the third week of the subsequent month in order to facilitate a timelier reconciliation and accurate budgetary reporting.

Current Year Issue:

In the current year, we identified that there were still timeliness delays in the Treasurer's receipt information being reported to the Town Accountant. We continue to recommend the Town improve the timeliness of cash receipts postings in fiscal year 2021.

Town's Response:

The position of Treasurer/Collector was vacant for most of December through February. So far in March, our office has been playing catch-up with reconciliations. Once caught up, we expect cash receipts to be posted and reconciled by the third week of each subsequent month moving forward.

INFORMATIONAL RECOMMENDATIONS:

3. Prepare for Implementation of GASB Statement No. 84

The Governmental Accounting Standards Board (GASB) has issued Statement No. 84, *Fiduciary Activities*, which will apply to the Town in fiscal year 2021. Statement 84 changes the way certain Agency Funds are to be accounted for. Currently, Agency Funds have no measurement focus and are simply assets offset by corresponding liabilities. The changes establish a measurement focus on these activities and may require a change in how the Town accounts and reports these activities. Specifically, revenue and expenditure accounts may need to be added to the Town's general ledger in order to maintain the newly required measurement focus.

We recommend that the Town prepare to implement Statement 84. An Implementation Guide has been published to provide guidance for implementation of this Statement.

Town's Response:

The Town is aware of the new requirements of GASB Statement No. 84 and is taking the required steps to ensure that all new requirements will be implemented in a timely manner.

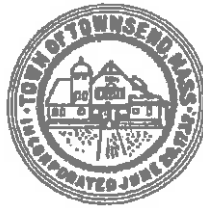
4. Prepare for Implementation of GASB Statement No. 87

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases*, which will apply to the Town in fiscal year 2022. Statement 87 changes the way certain leases are to be accounted for. The changes establish a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under Statement 87, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset to enhance the relevance and consistency of information about the Town's leasing activities.

We recommend that the Town prepare to implement Statement 87. An Implementation Guide has been published to provide guidance for implementation of this Statement.

Town's Response:

The Town is aware of the new requirements of GASB Statement No. 87 and is taking the required steps to ensure that all new requirements will be implemented in a timely manner.



3.2

Council on Aging

Townsend Senior Center

16 Dudley Road
Townsend, Massachusetts 01469

TEL: 978-597-1710
BUS: 978-597-1730

August 24, 2021

Ross Perry, Interim Town Administrator
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Mr. Perry,

At their meeting on August 24, 2021, the Council on Aging Board unanimously approved the appointment and hiring of Lorraine Farmer as per diem Kitchen Assistant for the Council on Aging. We request the Board of Selectmen approve and confirm her appointment.

Please let me know if there is any additional information you need in this matter.

Respectfully,


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

cc: Board of Selectmen
Council on Aging



Council on Aging ***Townsend Senior Center***

16 Dudley Road
Townsend, Massachusetts 01469

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

TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY KITCHEN ASSISTANT

The Town of Townsend has a vacancy for the position of Kitchen Assistant. The position is appointed by the Council on Aging and reports to the Kitchen Manager.

Position is 7+ hours/week at minimum wage.

Responsibilities: The Kitchen Assistant will perform basic kitchen duties assisting the Kitchen Manager with all aspects of preparing meals for delivery, pick up, and in-house consumption.

Must have basic knowledge of food preparation. High school diploma or equivalent required. Food service experience preferred. ServSafe certification a plus. Must be able to lift up to 30 pounds. Must be able to follow oral and written instructions.

Applications may be obtained through the website at www.townsend.ma.us, at the Townsend Senior Center, or by calling (978) 597-1710. Please send completed application to Karin Canfield Moore, Senior Center Director, 16 Dudley Road, Townsend, MA 01469 or by email kmoores@townsend.ma.us. Applications will be accepted until the position is filled. The Town of Townsend is an EEO/AA employer.

**COUNCIL ON AGING
COUNCIL OF AGING KITCHEN ASSISTANT**

DEFINITION

Position assists the Kitchen Manager with the management of all congregate meals and similar events at the Townsend Senior Center.

ESSENTIAL FUNCTIONS

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

- Assists the Kitchen Manager with meal preparation, service and clean up.
- Assists in preparing Meals on Wheels for delivery.
- May be required to deliver Meals on Wheels occasionally.
- Performs other duties as instructed by the Kitchen Manager, Council on Aging Director, or designee.

SUPERVISION RECEIVED

Under general direction of the Kitchen Manager and Council on Aging Director or designee.

SUPERVISION EXERCISED

May at times oversee meal site volunteers in the absence of the Kitchen Manager.

JUDGMENT AND COMPLEXITY

The work is well defined or has detailed rules, instructions, and procedures. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

NATURE AND PURPOSE OF CONTACTS

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

EDUCATION AND EXPERIENCE

High School diploma or equivalent experience is required, or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Basic knowledge of proper food handling and maintenance of sanitary conditions. Experience with the elder population is beneficial. Serve Safe is required.

WORK ENVIRONMENT

The majority of work is performed under typical kitchen and food service conditions. Operates kitchen appliances and equipment required in the preparation of hot and cold food.

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

Errors could result in delay of loss of service or food borne illness to attendees.

PHYSICAL, MOTOR, AND VISUAL SKILLS

- **Physical Skills**

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

- **Motor Skills**

Duties of the job may require motor skills for activities such as moving objects, using pots and pans, knives, frequent stirring, and other kitchen equipment.

- **Visual Skills**

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

TOWN OF TOWNSEND
EMPLOYMENT APPLICATION

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The TOWN OF TOWNSEND does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, ancestry or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: 08/12/2021

Name: Farmer Lorraine M
Last First Middle

Address: 93 Main Street Townsend, MA 01469
Number Street City State Zip Code

Mailing Address: Text
(if different) Number Street City State Zip Code

Telephone: 617 460 9266 Text Social Security No.: 029 48 8207

Position(s) desired: Kitchen help part time

Salary desired: \$15 hourly Text Date Available: 08/23/2021

GENERAL INFORMATION

BY WHOM OR WHAT SOURCE WERE YOU REFERRED TO US?

☒ SELF ☐ SCHOOL/ ☐ NEWSPAPER ☐ EMPLOYEE ☐
OTHER* COLLEGE OR OTHER PUBLICATION REFERRAL

NAME _____ NAME _____

* IF OTHER, EXPLAIN Walk in

If employed and you are under 18, can you furnish a work permit? ☐ NO ☐ YES

Have you filed an application here before? ☐ YES ☒ NO If Yes, give date _____

Have you ever been employed here before? ☐ YES ☒ NO If Yes, give date _____

Are you employed now? ☐ YES ☒ NO

May we contact your present employer? ☐ YES ☐ NO

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer:	Dates	Employed	Work Performed
Whitsons Culinary group	FROM: 2/22/2021	TO 06/14/2021	Cut, prepare, serve, and store food; log temperatures on equipment, log dates, and clean up.
Address: 64 Brookline street TOWNSEND MA 01469 Brooks Middle School	Hourly	Rate/Salary	
Job Title: Kitchen help	STARTING \$13.75	FINAL \$18.75	
Supervisor: Patricia Connell			
Reason for Leaving: Company sold out to rival			
Employer:	Dates	Employed	Work Performed
Lowell Police Department - Traffic division	FROM 06/2021	TO 02/2020	
Address: 50 Arcand Drive	Hourly	Rate/Salary	
Job Title: Traffic Supervisor / Crossing guard	STARTING \$13.	FINAL \$15	
Supervisor: Officer Scott Saive			
Reason for Leaving: Sold my house in Lowell to move to the county Townsend			
Employer:	Dates	Employed	Work Performed
Boston Casting / Self employed	FROM 1985	TO 2019	Modeling
Address: 164 Brainree street Alston MA	Hourly	Rate/Salary	
Job Title: Model, talent and/ or actor	STARTING	FINAL	
Supervisor: Hillary Missen			
Reason for Leaving: Retired Depends on the job			
Employer:	Dates	Employed	Work Performed
Text	FROM	TO	
Address:	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
Supervisor: Text			
Reason for Leaving:			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

May we contact your present employer?

() Immediately () After Acceptance of Employment () No - If no, give reason _____

Describe other training, certifications, licenses (CDL, etc.) or experience applicable to the job you are seeking.

In addition to the care worker listed I have spent years in a commercial kitchen at our church providing for 200 at a time for the nightly soup kitchen program

If applying for a clerical position, please answer the following questions.

Can you type? _____ WPM () Do you take shorthand? _____ WPM ()

Have you used a V.D.T.? _____ (Model _____)

EDUCATION

HIGH SCHOOL Lowell high school			Circle Last Completed Year 1 2 3 (4) .	
COMPLETE ADDRESS Kirk street Lowell MA				
DATES ATTENDED		FROM	TO	GRADUATED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
		1974	1976	
			MAJOR COURSE: Business	
COLLEGE			Circle Last Completed Year 1 2 3 4	
COMPLETE ADDRESS			MAJOR COURSE OF STUDY:	
DATES ATTENDED		FROM	TO	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO
DEGREE OR CERTIFICATE RECEIVED:				
OTHER SCHOOLS OR SPECIALIZED TRAINING			Circle Last Completed Year 1 2 3 4	
COMPLETE ADDRESS			MAJOR COURSE OF STUDY:	
DATES ATTENDED		FROM	TO	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO
DEGREE OR CERTIFICATE RECEIVED:				

SCHOLASTIC HONORS, SCHOLARSHIPS, ETC.

DO YOU INTEND TO CONTINUE YOUR EDUCATION? IF YES, GIVE DETAILS:

SEALED RECORD NOTICEHAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES ☒ NO

If yes, please explain:

You may omit any information or answer "no record" to the following question regarding: 1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or 2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years? ☐ YES ☒ NO

If yes, please explain.

REFERENCES:

GIVE BELOW THE NAME OF THREE PROFESSIONAL OR WORK - RELATED REFERENCES:

NAME	COMPANY	TITLE	YEARS ACQUAINTED
1. Patricia Connell	Whitsons Culinary group	Superior	
2. Dossy Peabody	Self employed	Acting coach	25 years
3. Officer Scott Sauve	Lowell Police Department	Supervisor	

AGREEMENT - Please Read Before Signing

NOTE: If you have any questions regarding the following statement, please ask the Personnel Representative before signing.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references and that employment is for no stated term and may be terminated by me or the Town at any time.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town against any liability which might result from requesting such information.

Signature: James Funnell

Date: 08/12/2021

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

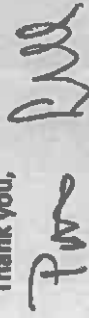
9/30/98

June 10, 2021

To Whom It May Concern,

I have had the pleasure of working with Lorraine Farmer for the past six months at the Hawthorne Brook Middle School in Townsend, MA. In this time, she has learned the duties of working in a school kitchen which includes prepping, serving, and cleaning. Lorraine is very helpful, friendly and has a can-do attitude. She is dependable, attentive, and overall a team player. I recommend Lorraine for future employment in this or a similar field.

Thank you,

A handwritten signature in dark ink, appearing to read 'Pat Connell', written in a cursive style.

Patricia Connell

(Kitchen Manager at Hawthorne Brook Middle School)

Application packet for Kitchen Assistant

Karin Moore <kmoore@townsendma.gov>

Thu 8/19/2021 12:10 PM

To: Bernadette Oinonen <bmdion@msn.com>

Cc: Veronica Kell <vkell@townsendma.gov>

 1 attachments (389 KB)

Kitchen Assistant application packet - Farmer.pdf;

Good afternoon,

Lorraine Farmer has applied for and been interviewed for the per diem Kitchen Assistant position. She is a vibrant and energetic woman with vast experience in serving others. She will be a welcome addition to the staff.

As a reminder, this position is paid for in full by the Formula Grant.

I am including her application packet for you to forward to your board members for their review before your next meeting in hopes that she will be recommended to the BOS for appointment/hire.

Please let me know if you have any questions or concerns.

Thank you,

"Life is not measured by the number of breaths we take, but by the moments that take our breath away"

- Unknown

Karin Canfield Moore, Director

Townsend Senior Center/Council on Aging

16 Dudley Road

Townsend, MA 01469

978-597-1710

This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-1710) and delete the copy you received. Thank you.

4.1

SUPPORT



> Internet

Ask Xfinity



Emergency Broadband Benefit (EBB) Program Enrollment Process

RELATED ARTICLES

Emergency Broadband Benefit
Program Error Message FAQs

The Emergency Broadband Benefit is a temporary Federal Government program designed to help low-income households connect to the Internet and stay connected during the COVID-19 pandemic. Current and new Internet customers with verified eligibility can receive a temporary monthly credit of up to \$50 per month (up to \$75 per month for eligible customers in Tribal lands) toward their Internet service and leased Internet equipment once they complete the full enrollment process. All Internet Essentials customers are eligible for the program but will still need to enroll before the credit can be applied.

Qualifying Internet customers can apply to enroll in the Emergency Broadband Benefit program. This program will grant a temporary monthly credit per household toward any post-paid tier of Internet service for the duration of the program. There is no confirmed end date to the program; however, the government will alert us when they expect it to end. Once an end date is established, we will notify customers at least 30 days in advance.

The Emergency Broadband Benefit can only be applied toward Internet service and leased Internet equipment. Comcast is not applying it towards prepaid Internet, Unlimited data, data overage charges, taxes and fees, or any non-Internet Xfinity products or equipment, including Xfinity Mobile and Xfinity Voice.

Currently, Comcast is not participating in the device subsidy portion of the Emergency Broadband Benefit program which includes subsidies for devices such as laptops, tablets and desktops.

How to Enroll in the Emergency Broadband Benefit Program

To enroll in the Emergency Broadband Benefit program, follow the steps in order as outlined below:

NEW CUSTOMERS

New Xfinity Internet Customers

1. New Xfinity Internet customers should check eligibility through the

National Verifier and, if eligible, sign up for Xfinity Internet services at xfinity.com.

2. If you're eligible as confirmed by the National Verifier and you've enrolled in Xfinity Internet services, you'll need to enroll in the Emergency Broadband Benefit program at xfinity.com/EBB using your Xfinity ID, and complete the consent and application process.
3. Make sure the information (name, address, etc.) submitted on your National Verifier form matches the information submitted on your Xfinity Emergency Broadband Benefit enrollment form.

New Internet Essentials Customers

1. New Internet Essentials customers should apply for Internet Essentials at www.internetessentials.com and activate service.
2. After activating your Internet Essentials service, you'll need to enroll in the Emergency Broadband Benefit program at xfinity.com/EBB using your Xfinity ID and complete the consent and application process.

EXISTING CUSTOMERS

Existing Xfinity Internet Customers

1. Existing Xfinity Internet customers will need to check eligibility through the National Verifier.
2. If you're eligible as confirmed by the National Verifier, you'll need to enroll in the Emergency Broadband Benefit program at xfinity.com/EBB using your Xfinity ID, and complete the consent and application process.
3. Make sure the information (name, address, etc.) submitted on your National Verifier form matches the information submitted on your Xfinity Emergency Broadband Benefit enrollment form.

Existing Internet Essentials Customers

1. Complete the enrollment from the xfinity.com/EBB website.
 - **Note:** Existing Internet Essentials customers do not need to check eligibility through the National Verifier.
2. Enroll in the Emergency Broadband Benefit program at xfinity.com/EBB using your Xfinity ID and complete the consent and application process.

Additional Questions?

Go to xfinity.com/EBB for more information and to view the list of frequently asked questions. Additional details on the Emergency Broadband Benefit

Program can be found at www.fcc.gov/broadbandbenefit.

Didn't find what you were looking for?



Ask Xfinity

Chat with Xfinity Assistant

Visit Our Help Communities

Facebook

Twitter

Forums

Reddit

Support Site Language: English | Español

I WANT TO

SHOP

ABOUT COMCAST



© 2021 COMCAST

Decorum and Order of the Board of Selectman

The presiding officer shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board. During Board meetings, Municipal Officers shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the presiding officer or the rules of the Board.

Every Board Member desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine comments to the question under debate and shall avoid all personalities and inflammatory language. A Board Member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member.

If a Board Member is called to order while speaking, the Board Member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the speaker shall be permitted to proceed. If ruled to be not in order, the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board.

All members of the Board shall accord the utmost courtesy with each other, to the Town; the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board. All members of the Board shall accord the utmost courtesy with each other, to Town Employees and to the public appearing before the Board and shall refrain at all times from all rude and derogatory remarks, reflections, or abusive comments.

Board Members shall confine questions as to the particular matters before the assembly and in debate shall confine remarks to the issues before the Board. Members shall be removed from the meeting for failure to comply with decisions of the presiding officer or for continued violations of the rules of the Board. If the presiding officer fails to act, any member may move to require the enforcement of the rules and the affirmative vote of a majority of the Board shall require the presiding officer to act.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Board. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Administrator also shall be responsible for the orderly conduct and decorum of all Town employees. Any staff member or employees desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the matter under discussion.

All remarks and questions addressed to the Board shall be addressed to the Board as a whole and not to any member thereof. No staff member other than the person with the floor, shall enter into any discussion either directly or indirect without the permission of the presiding officer.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer. If this presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the board or the Board of Municipal Officers through the Chair and not to any municipal Town Employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.



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

Veronica Kell, *Chairman*

Joseph Z. Shank, *Vice-Chairman*

Chaz Sexton-Diranian, *Clerk*

Ross Perry
Interim Town Administrator

Office: (987) 597-1701
Fax: (978) 597-1719

POLICY #X-2022

REPLACE POLICY: N/A

Purpose: The Board of Selectmen and Interim Town Administrator agree to establish a consistent process for all municipal Boards, Commissions, and Committees.

Policy: Meeting Decorum and Order for All Boards, Commissions, Authorities, and Committees.

The presiding officer shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board. During Board meetings, Municipal Officers shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the presiding officer or the rules of the Board.

Every Board Member desiring to speak shall address the Chair, and upon recognition by the presiding officer, shall confine comments to the question under debate and shall avoid all personalities and inflammatory language. A Board Member once recognized shall not be interrupted while speaking unless called to order by the presiding officer, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member.

If a Board Member is called to order while speaking, the Board Member shall cease speaking immediately until the question of order is determined. If ruled to be in order, the speaker shall be permitted to proceed. If ruled to be not in order, the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board.

All members of the Board shall accord the utmost courtesy with each other, to the Town; the speaker shall remain silent or shall alter remarks so as to comply with rules of the Board. All members of the Board shall accord the utmost courtesy with each other, to Town Employees and to the public appearing before the Board and shall refrain at all times from all rude and derogatory remarks, reflections, or abusive comments.

Board Members shall confine questions as to the particular matters before the assembly and in debate shall confine remarks to the issues before the Board. Members shall be removed from the

meeting for failure to comply with decisions of the presiding officer or for continued violations of the rules of the Board. If the presiding officer fails to act, any member may move to require the enforcement of the rules and the affirmative vote of a majority of the Board shall require the presiding officer to act.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Board. While the presiding officer shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Administrator also shall be responsible for the orderly conduct and decorum of all Town employees. Any staff member or employees desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the matter under discussion.

All remarks and questions addressed to the Board shall be addressed to the Board as a whole and not to any member thereof. No staff member other than the person with the floor, shall enter into any discussion either directly or indirect without the permission of the presiding officer.

Public members attending Board meetings also shall observe the same rules of propriety, decorum, and good conduct applicable to the members of the Board. Any person making personal impertinent and slanderous remarks, or who becomes boisterous while addressing the Board or those attending the Board meeting shall be removed from the room if so directed by the presiding officer. If this presiding officer should fail to act, any member of the Board may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Board shall require the presiding officer to act.

Any public member desiring to address the Board shall be recognized by the Chair, shall state name and address for the record, and shall limit remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the board or the Board of Municipal Officers through the Chair and not to any municipal Town Employee. No person other than members of the Board and the person having the floor shall enter into any discussion either directly or through a member of the Board without the permission of the presiding officer.

Sign Board Usage Policy

(Electronic trailer mounted sign)

- Town business only – not for private, corporate or religious functions
- Town business includes but is not limited to:
 - Traffic routing and road / building closures
 - Elections, Town Meetings, Public hearing notices
 - Water bans
 - Welcome home to military personnel
 - Town events
 - Fundraising events related to town functions such as Library, COA,
 - Health related issues
- Precedence will be given to emergencies, as determined by Public Safety officials. This could mean interrupting a previously approved sign posting. (Public Safety officials do not need approval to post messages related to an emergency.)
- Requests for postings should be submitted at least two weeks prior to the event, except in the case of emergency.
- Using the attached form, sign requests should be approved by the Select Board Chair.
- The Town agrees to loan the sign to other communities for use during an emergency.

Date policy approved by Select Board: _____



Townsend

MASSACHUSETTS

Request for use of the Town Electric Sign Board

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Reason: _____

Message to be displayed: (max 8 characters per line, including spaces, max 3 lines per screen, max 2 screens) (Shorter is better)

_____	_____
_____	_____
_____	_____

Requested dates: _____
Start End

Every effort will be made to honor the requested sign dates. However, emergency uses and scheduling of other requests may result in limits to the number of days for each message.

Submit the form to the Select Board office at the Town Hall or Selectboard@townsendma.gov

Official Use

Chair's decision: ☐ Approved ☐ Denied

Chair's signature: _____

Approved request sent to: _____ date: _____



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

Veronica Kell, *Chairman*

Joseph Z. Shank, *Vice-Chairman*

Chaz Sexton-Diranian, *Clerk*

Ross Perry
Interim Town Administrator

Office: (987) 597-1701
Fax: (978) 597-1719

POLICY #X-2021

REPLACE POLICY: N/A

Purpose: The Board of Selectmen and Interim Town Administrator agree to establish a consistent policy regarding the Electric Sign Board.

Policy: Sign Board Usage Policy (Electronic Trailer Mounted Sign)

The following is policy as directed by both the Interim Town Administrator and the Board of Selectmen:

- Sign Board is for Official Town Business only – not for private, corporate, or religious functions
- Town business includes but is not limited to:
 - Traffic Routing and road/business closures
 - Elections, Town Meetings, Public Hearing notices
 - Water bans
 - Welcome home to military personnel
 - Town wide events
 - Fundraising events related to town functions such as the Library, COA etc.
 - Health related information
- Precedence will be given to emergencies as determined by Public Safety officials. This could mean interrupting a previously approved sign posting. **NOTE:** Public Safety officials do not need approval to post messages related to any emergency
- Requests for positions should be submitted at least two weeks prior to event, except in cases of emergencies
- Using the attached form, sign requests should be approved by the Selectboard Chair
- The Town further agrees to loan the sign at the Highway Superintendent's discretion to other communities for use during an emergency

4.5

**Town of Townsend
Recycling Center
Yearly Average Rev/Exp**

August 5th 2021

	Rev	Exp
FY19	23,879.51	23,615.45
FY20	18,728.80	21,681.61
FY21	31,123.13	17,579.29
Total	73,731.44	62,876.35
Avg	24,577.15	20,958.78

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Allocated Trial Balance - General Ledger

Account Number	Allocated	Debits	Credits	Ending
203-520-1040-0000-027	28,124.04	31,123.13	21,167.30	39,079.87
203-520-2010-0000-027	-3,588.01	3,588.01	0.00	0.00
203-520-3560-0000-027	-25,536.03	0.00	0.00	-25,536.03
203-520-3910-0000-027	0.00	0.00	31,123.13	-31,123.13
203-520-3930-0000-027	0.00	17,579.29	0.00	17,579.29
5 Account(s) totaling:		52,290.43	52,290.43	0.00



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

James Le'Cuyer Vice-Chairman	Christopher Nocella, <i>Chairman</i>	Gavin Byars, Clerk
Office (978) 597-1713		Fax (978) 597-8135

The Town of Townsend seeks applicants to fill an immediate opening for a fractional position as a **Recycling Center Attendant II**. This is a Grade B Level 10 position with an hourly rate of \$17.20/hr. The individual will perform basic recycling duties such as directing residents to appropriate recycling areas, sorting misplaced recyclable items and collecting fees for drop-off items. Must have knowledge of recycling process. **Hoister license is required. Must have knowledge of a skid steer. Must be 18 years of age minimum.** Recycling Center hours are 1st and 3rd Saturdays, 7:00am-2:00pm and every Saturday from Patriot's Day to Memorial Day. Must be able to lift, carry, push and/or pull 50 pounds. Must be able to follow oral and written instructions and work in inclement weather.

Applications may be obtained from the website www.townsendma.gov and by calling the Board of Health Department at (978) 597-1713. Please send application to the Board of Health, 272 Main Street, Townsend, MA. 01469. The Town of Townsend is an EEO/AA employer. Position remains open until filled.



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

Office (978) 597-1713

Fax (978) 597-8135

RECYCLING CENTER ATTENDANT II
BOARD OF HEALTH DEPARTMENT

PRIMARY PURPOSE

The Recycling Attendant II assists residents at the Town of Townsend Recycling Center. Work schedule is Saturdays.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Greets resident recyclers, helping and direction to appropriate recycling areas.
- Assists newcomers, elderly or challenged citizens in utilizing the drop-off center.
- Keeps walkways free of ice, snow and/or debris; maintains facility in orderly and safe condition.
- Ensures correct recyclables are being deposited into appropriately marked containers; moves wrongly placed items into correct bins. Assures that residents using the compost and scrap metal areas do not leave trash, bags, wood, plastic, vinyl, etc. behind.
- Ensures that fees are collected, receipts are given, and fees recorded for all drop-off items. (Appliances, tires, scrap, CRT's, CFC's, etc.)
- Assists in preparing the weekly Treasurers report, with breakdown of the number of items dropped off and fees collected associated with such items.
- Monitor's disposal of non-recyclable trash informs residents that some large items, excessive quantities or inappropriate (shingles, wallboard, etc.) should be brought back home by the resident for other disposal options.
- Operates as needed the skid steer (hoisting license required)
- Assists in coverage when other Attendant II's take vacations, sick days, etc.
- Answers incoming calls when necessary and assists callers with their questions. Responds to inquiries in accordance with Recycling Center policies; refers customers to Board of Health Administrator as needed.
- Immediately report any accidents and/or injuries (work-related and/or customer injuries, property, or vehicle damage, etc.) to the Board of Health Administrative Assistant.
- Records and signs for hours worked on a daily/weekly basis on a timesheet log provided.
- Assists with minor maintenance tasks as required at the landfill.

SUPERVISION

Reports directly to the Board of Health Administrator. Follows oral and written instructions in accordance with established policies and procedures of the Recycling Center. Works independently, with general direction by the Board of Health Administrative Assistant.

WORK ENVIRONMENT

- Majority of the work is performed outside. May be exposed to extreme weather conditions (due to seasonal changes), unpleasant levels of noise, fumes, dust, odors, and other elements.
- The employee has ongoing contact with the public and vendors to provide information and assistance in person and by telephone.
- Errors could result in delay or loss of services, monetary loss, or legal repercussions, and could affect public confidence.
- Safety articles must be worn where appropriate, i.e., gloves and /or safety glasses.
- Must wear appropriate attire for changing weather conditions, work boots, gloves, hats, rain gear, etc.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Must be at least 18 years of age and possess a valid driver's license. Must have a hoisting license. Must have a minimum of a high school diploma, two years of recycling experience, or an equivalent combination of education and experience. Experience operating a skid steer helpful and preferred.

KNOWLEDGE, ABILITY AND SKILL

Must be able to communicate effectively both orally and in writing. Must be able to meet and deal with the public in a friendly, professional, and helpful manner. Must be able to work independently and use good judgement.

PHYSICAL REQUIREMENTS

Duties may require walking, standing, climbing, bending, kneeling, reaching; ability to push, pull, carry, and lift to 50lbs. Manual dexterity required to sort, carry, and lift recyclable items to and from bins; ability to enter, operate and exit various types of motor vehicles used at the Recycling Center. Visual requirements include the ability to read documents and to distinguish glass colors.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Applicant – sign for Job Description *

Date



TOWNSEND BOARD OF HEALTH
272 Main Street
Townsend, Massachusetts 01469

Christopher Nocella, Chairman
Office (978) 597-1713

Gavin Byars, Clerk

James Le'Cuyer, Vice-Chairman
Fax (978) 597-8135

The Town of Townsend seeks applicants to fill an immediate opening for a fractional position as a **Recycling Center Attendant I**. This is a Grade A Step 1 position with an hourly rate of \$13.00/hr. The individual will perform basic recycling duties such as directing residents to appropriate recycling areas, sorting misplaced recyclable items and collecting fees for drop-off items. Must have knowledge of recycling process and be 16 years of age minimum. Recycling Center hours are 1st and 3rd Saturdays, 7:00am-2:00pm and every Saturday from Patriot's Day through Memorial Day. Must be able to lift, carry, push and/or pull 50 pounds. Must be able to follow oral and written instructions and work in inclement weather.

Applications may be obtained from the website www.townsendma.gov and by calling (978) 597-1713. Please send application to the Board of Health, 272 Main Street, Townsend, MA. 01469. Attn: Recycling Center Opening. The Town of Townsend is an EEO/AA employer. The position remains open until filled.



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

Office (978) 597-1713

Fax (978) 597-8135

RECYCLING CENTER ATTENDANT I
BOARD OF HEALTH DEPARTMENT

PRIMARY PURPOSE

The Recycling Attendant I assist residents at the Town of Townsend Recycling Center. Work is fractional - up to 8 hours every two weeks and every Saturday 7am – 2pm between Patriots Day and Memorial Day.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Greets resident recyclers, helping and direction to appropriate recycling areas.
- Assists newcomers, elderly or challenged citizens in utilizing the drop-off center.
- Keeps walkways free of ice, snow and/or debris; assists in maintenance of the facility in orderly and safe condition.
- Ensures correct recyclables are being deposited into appropriately marked containers; moves wrongly placed items into correct bins. Assures that residents using the compost and scrap metal areas do not leave trash, bags, wood, plastic, vinyl, etc. behind.
- Ensures that fees are collected, receipts are given, and fees recorded for all drop-off items. (Appliances, tires, scrap, CRT's, CFC's, etc.)
- Responds to inquires in accordance with Recycling Center policies; refers questions to Attendant II's as needed.
- Immediately reports any accidents and/or injuries (work-related and/or customer injuries, property, or vehicle damage, to the Board of Health Administrative Assistant)
- Records and signs for hours worked on a daily/weekly basis on timesheet log provided.
- Assists in coverage when Attendant II's take vacation or need sick time off.
- Assists with minor maintenance tasks as required at the landfill.

SUPERVISION

Reports directly to the Board of Health Administrative Assistant. Follows oral and written instructions in accordance with established policies and procedures of the Recycling Center.

WORK ENVIRONMENT

- Majority of the work is performed outside. May be exposed to extreme weather conditions (due to seasonal changes), unpleasant levels of noise, fumes, dust, odors, and other elements.
- The employee has ongoing contact with the public and vendors to provide information and assistance in person and by telephone.
- Errors could result in delay or loss of services, monetary loss, or legal repercussions, and could affect public confidence.
- Safety articles must be worn where appropriate, i.e., gloves and/or safety glasses. (During baling, glass breaking, etc.)
- Must wear appropriate attire for changing weather conditions, work boots, gloves, hats, rain gear, etc.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Must be at least 16 years of age with a valid work permit. Must have a minimum of eighth grade education. Valid license and recycling experience a plus.

KNOWLEDGE, ABILITY AND SKILL

Must be able to follow written and oral instructions. Must be able to meet and deal with the public in a friendly, professional, and helpful manner. Must be able to work in a moderately independent manner.

PHYSICAL REQUIREMENTS

Duties may require walking, standing, climbing, bending, kneeling, reaching; ability to push, pull, carry, and lift to 50 pounds. Manual dexterity required to sort, carry, and lift recyclable items to and from bins. Visual requirements include the ability to read documents and to distinguish glass colors.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Applicant – sign for Job Description

Date

“REDUCE, REUSE, RECYCLE.”



AUG 24 2021

TOWN OF TOWNSEND
TOWN CLERK

Council on Aging *Townsend Senior Center*

16 Dudley Road
Townsend, Massachusetts 01469

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

TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY OUTREACH COORDINATOR

The Town of Townsend has a vacancy for the position of Outreach Coordinator. The position is appointed by the Council on Aging and reports to the Director.

This is a benefited union position for 35 hours/week at \$18.60/hour.

Responsibilities: The Outreach Coordinator is responsible for performing varied administrative, technical, and professional functions related to coordinating and implementing a variety of social services for elders, their families, and caregivers. These include, but are not limited to, case management, fuel assistance, housing, insurance assistance, and general information. Assists with filling out paperwork and applications for a variety of programs. Position also maintains client files, statistics, and works with other social service agencies and town departments. Assists the COA Director with grant writing and other duties as directed.

Must be comfortable working with the senior population, have good telephone and organizational skills, possess patience, and be an excellent listener. Bachelor's degree in Gerontology, Human Services, or Social Work or a related field and one to two years of relevant experience or equivalent required. Certification in SHINE counseling preferred.

Applications may be obtained through the website at www.townsend.ma.us, at the Townsend Senior Center, or by calling (978) 597-1710. Please send completed application to Karin Canfield Moore, Senior Center Director, 16 Dudley Road, Townsend, MA 01469 or by email kmoore@townsend.ma.us. Applications will be accepted until the position is filled. The Town of Townsend is an EEO/AA employer.

COUNCIL ON AGING OUTREACH COORDINATOR

DEFINITION

Position provides social services and assistance to Townsend seniors and their caregivers and may coordinate the work of volunteers.

ESSENTIAL FUNCTIONS

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

- Coordinates, conducts, and documents outreach efforts to assist seniors and their families.
- Conducts confidential assessments of seniors' needs and the needs of caregivers.
- Responds to referrals from Senior Center programs and other sources such as family members, neighbors, other Town departments, community organizations and health organizations.
- Provides protective follow up case management and advocacy on behalf of seniors and their caregivers to assist them in receiving needed services.
- Acquires ongoing knowledge in age-appropriate evidence-based practices and is capable of implementing them.
- Performs the necessary confidential administrative work related to the program such as maintaining client records, membership list, referrals made and prepare required reports incorporating necessary information.
- Assists senior clients in applying for fuel and food assistance programs.
- Coordinates with a variety of agencies providing services to seniors through various programs.
- Assists with planning of special event outreach programs, including holiday events.
- Coordinates the distribution of medical equipment to seniors.
- Assists with coordinating volunteers when needed.
- May be required to visit seniors off site.
- Keeps an updated list of resources.
- Performs other related job duties as necessary.

SUPERVISION RECEIVED

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

JUDGMENT

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

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

Bachelor's degree in Gerontology, Human Services or Social Work or related field and one to two years of relevant experience, or any equivalent combination of education and experience. Must possess a valid Massachusetts driver's license.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: In-depth knowledge of the human aging process and aging services networks. In-depth knowledge of federal, state and local senior services and benefit programs, including but not limited to Medicare, Medicaid, fuel assistance, SNAP benefits, Social Security, transportation, housing, legal services, financial planning, adult day health programs, nursing homes and aging services providers. Demonstrated knowledge of relevant federal, state and local laws, rules and regulations impacting the senior population.

Abilities: Ability to perform case-by-case assessments with a calm and reassuring demeanor. Ability to withstand loss and manage grief. Ability to manage and supervise employees effectively. Ability to communicate effectively both orally and in writing. Ability to maintain good public relations and effective collaborative working relationships with Town departments,

department heads, fellow employees, officials and the general public. Ability to meet deadlines. Ability to work independently and exercise independent judgment.

Skills: Critical thinking and analytical skills. Proven interpersonal skills, customer service skills and problem resolution skills. Must possess organizational skills and be detail orientated.

WORK ENVIRONMENT

Working conditions involve occasional exposure to elements found in the field, such as work sites, walking property to inspect, construction sites, etc. The employee may be required to work beyond normal business hours.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

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

Motor Skills

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

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



Council on Aging *Townsend Senior Center*

16 Dudley Road
Townsend, Massachusetts 01469

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

TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY PROGRAM COORDINATOR

The Town of Townsend has a vacancy for the position of Program Coordinator. The position is appointed by the Council on Aging and reports to the Director.

This is a non-benefited union position for 19 hours/week at \$18.60/hour.

Responsibilities: The Program Coordinator is responsible for performing varied administrative, technical, and professional functions related to coordinating and implementing a variety of programs for our patrons. These include every aspect of creation, management and facilitation of fitness classes, arts and crafts, educational programs, games, trips, and special events. Is responsible for the planning, editing, and submitting the monthly newsletter. Position also maintains program and client files and statistics. Assists the COA Director with grant writing and other duties as directed.

Must be an innovative self-starter who is comfortable working with the senior population, have good telephone and organizational skills, possess patience, and be an excellent listener. High school diploma or equivalent and two to three years of relevant experience or equivalent required. Strong computer skills and comprehensive experience with social media are a must. Experience with virtual programming a plus.

Applications may be obtained through the website at www.townsend.ma.us, at the Townsend Senior Center, or by calling (978) 597-1710. Please send completed application to Karin Canfield Moore, Senior Center Director, 16 Dudley Road, Townsend, MA 01469 or by email kmoore@townsend.ma.us. Applications will be accepted until the position is filled. The Town of Townsend is an EEO/AA employer.

**COUNCIL ON AGING
COUNCIL ON AGING PROGRAM COORDINATOR**

DEFINITION

The purpose of this position is to plan, develop, and administer Senior Center activities and provide assistance to the public; performs other related work as required.

ESSENTIAL FUNCTIONS

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

- Plan programs and activities to meet the diverse needs of senior citizens; finds and secures speakers/instructors for programs and classes; manages facility scheduling to accommodate programs.
- Teaches a variety of classes. Shops for supplies as needed within a budget.
- Maintains records of activities and participation; receives payments, accounts for receipts, reconciles balances. Evaluates program effectiveness. Generates program statistics as needed.
- Interacts with seniors to assess interests and desires for existing and future programs, events, and classes. Provides assistance and information to senior citizens and public.
- Creates monthly newsletter in Microsoft Publisher.
- Maintains senior center calendar via print materials, MySeniorCenter (participation), Eventkeeper (room use in collaboration with the library), and Town of Townsend website.
- Is able to provide technical support for programs requiring information technology such as virtual programs, programs using audio visual equipment, Zoom and the like.
- Set up and take down equipment necessary for programs, cleans facility after all programs in preparation for next functions.
- Solicits outside support for Senior Center programs via building collaborations/sponsorships with community agencies, as well as grant writing.

SUPERVISION RECEIVED

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

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and, in some cases, may require additional interpretation. Judgment is needed

to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

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

EDUCATION AND EXPERIENCE

High School diploma or equivalent, and 2 to 3 years of experience is required; or any equivalent combination of education, training and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Must be certified in CPR, First Aid, AED, and ServSafe

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

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

Motor Skills

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

Visual Skills

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

RE: Package for BOH General Revolving Fund and Job Descriptions Meeting 8/9/21 12:10pm

Carla Walter <cwalter@townsendma.gov>

Thu 8/5/2021 10:08 AM

To: Veronica Kell <vkell@townsendma.gov>

Cc: chris nocella <chris.nocella.cn61@gmail.com>

Good morning,

I'm going to answer your questions in RED.

Only the Chairman and myself will be at the meeting so there is no need to post a joint meeting.

From: Veronica Kell <vkell@townsendma.gov>

Sent: Thursday, August 5, 2021 12:39 AM

To: Carla Walter <cwalter@townsendma.gov>

Subject: Re: Package for BOH General Revolving Fund and Job Descriptions Meeting 8/9/21 12:10pm

And, a few more (so I'm putting some of them together here - so pretty much ignore the prior email):

How much is in your revolving account - total for FY22 total and currently? \$39,080.

What do you anticipate spending for wages in FY22 for each of the recycling attendants?

We don't have a breakdown for each attendant. If the pay scale is accepted we anticipate spending approximately \$7,100.

And

What did you spend on wages in FY21 for each of the recycling attendants? \$6,100.

How much do you anticipate spending on expenses, and what are these expenses, for the recycling center in FY22? \$20,000

Electronics disposal, CFC disposal, Battery/Bulb disposal, Tire disposal, Propane disposal, Miscellaneous supplies for Garage and Yard, Payroll, Pest management, Gasoline, Safety equipment, etc.

What are the receipts so far in FY22, and how does this compare to the receipts at this point in FY21? So far FY22 we have paid to have electronics emptied \$1,185, wages \$194.48, and receipts were \$1,120.00. July receipts are not posted for overflow bags yet.

July 2020 \$2331.00_in revenue. \$1,312.00 of that revenue is from overflow bags.

I hope that answers your questions.

Best,
Carla

From: Veronica Kell <vkell@townsendma.gov>

Sent: Thursday, August 5, 2021 12:22 AM

To: Carla Walter <cwalter@townsendma.gov>

Subject: Re: Package for BOH General Revolving Fund and Job Descriptions Meeting 8/9/21 12:10pm

Also, are you posting as a joint meeting with us?

Questions:

How much is in your revolving account now, i.e., for FY22 total and now since we are a month+ into FY22?

What do you anticipate spending for wages in FY22 for each of the recycling attendants?

How much do you anticipate spending on expenses for the recycling center in FY22?

Do you expect to receive the average in receipts for FY22? (this would, I expect, inform what would be transferred into your revolving account for FY23, and therefore wouldn't really be relevant for FY22 spending).

Thanks,
Veronica

From: Veronica Kell <vkell@townsendma.gov>

Sent: Thursday, August 5, 2021 12:02 AM

To: Carla Walter <cwalter@townsendma.gov>

Subject: Re: Package for BOH General Revolving Fund and Job Descriptions Meeting 8/9/21 12:10pm

Thanks, Carla. Veronica

From: Carla Walter <cwalter@townsendma.gov>

Sent: Wednesday, August 4, 2021 9:40 AM

To: Veronica Kell <vkell@townsendma.gov>; Joe Shank <jshank@townsendma.gov>; Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>

Cc: chris nocella <chris.nocella.cn61@gmail.com>; Gavin Byars <black_chrome@msn.com>; stuffycoyote@msn.com <stuffycoyote@msn.com>

Subject: Package for BOH General Revolving Fund and Job Descriptions Meeting 8/9/21 12:10pm

Good morning Folks,

Attached you will find the background information requested for the topic of the Recycling Center and employee wages and descriptions. Please let me know if you have any questions. Remember to reply ONLY TO ME.

Thank you for your continued support.

Best,
Carla

From: Scanner Scanner <scanner@townsendma.gov>

Sent: Wednesday, August 4, 2021 10:53 AM

To: Carla Walter <cwalter@townsendma.gov>

Subject: Message from KM_224e

7.6

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

RECEIVED

AUG 23 2021

Date: August 19, 2021

BOARD OF SELECTMEN

To:

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

Highway Department
Police Department
Town Clerk
Water Department
Zoning Board of Appeals

From:

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

REFERRAL NOTICE

In accordance with MGL Chapter 40A, Townsend Zoning Bylaw §145-42 Site Plan Review Special Permit and §145-65 Special Permits, and Art. 8, §145-33 the Planning Board will hold a virtual public hearing on **Monday, September 13, 2021 at 6:45 pm** to review an application received from Michael Parretti proposing to construct 13,493 sq. ft. of new parking spaces in 6 parking areas interspersed throughout Country Estates Condominium Complex at 5 Turnpike Road (Assessor's Map 50, Block 57 Lot 0) in the RA3 Zoning District. The public hearing will be held remotely via Zoom and the link is <https://us02web.zoom.us/j/81461648163?pwd=akVDOitGaU53OURUNFZsdm80eigwUT09>
Meeting ID: 814 6164 8163 Passcode: 398046

PROJECT DESCRIPTION:

Proposed 58 New Parking spaces and repave 117 existing parking spaces.

APPLICANT:

Michael Parretti

LOCUS ADDRESS:

5 Turnpike Road

PARCEL ID:

**Assessor's Map(s) 50 Block(s) 57 Lot(s) 0,
Zoned Residential RA3.**

DATE OF HEARING:

Monday Sept.13, 2021 @ 6:45 pm.

TIME / PLACE OF HEARING:

remotely via TCAM hosted Zoom meeting

LEGAL AD:

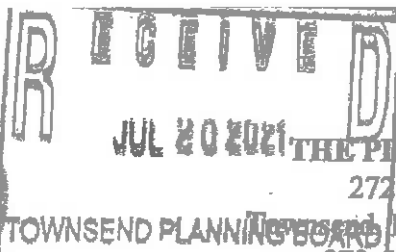
Groton Herald August 20 & August 27, 2021

COMMENTS

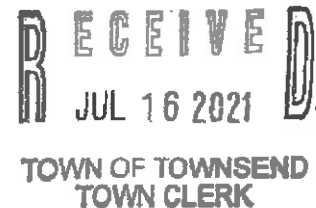
NO COMMENT

SIGNED:

DATE:



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



Site Plan Review Special Permit

Page 1 of 3

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

Date: 07-16-2021

Name of Project: Repairing of Current Pavement w/ Additional Parking

Location of Project: 5 Turnpike Rd, Townsend, MA 01469

1. Owner of record:

Name: Common Area: Country Estates Condo Trust

Company: Same

Owner's Street Address: 5 Turnpike Rd

City/Town: Townsend State: MA Zip: 01469

Phone: Day 978 502-6800 Evening N/A Fax N/A

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

Name: Michael Parretti, Trustee fishman2@gmail.com

Company: COUNTRY ESTATES CONDO TRUST

Owner's Street Address: 5 Turnpike Rd Unit 235

City/Town: Townsend State: MA Zip: 01469

Phone: Day 508-826-9000 Evening N/A Fax N/A

Applicant is: Town Center Realty Owner Agent/Attorney Purchaser Tenant

Other: (Explain) Trustee

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

3. Characteristics of Property:

*Zoning District: Residential **Number of Lots: 3 Parcels 1 Lot per

**Lot Area 11.5 Acres **Frontage 150 ±

*Map # 50 Block # 57 Lot # 0

master deed
Legal Description
Attached

*Recorded, South Middlesex Registry of Deeds: Book Number 16175 Page Number 382

Recorded Plan Attached

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

Project Name: Country Estates Condo Trust
Repairing of lots + Driveway Adding Parking
Spaces

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

Repairing of Existing parking lot. Adding more than 5
Additional parking Spaces but will not exceed 40,000 sq ft
So no storm water issue. Current paving is 17,000 sq ft.

Fees:

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

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

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

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

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

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

Agreement

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

Project Name:

COUNTRY ESTATES Condo Trust
Repairing of Lots + Driveway
Adding PARKING Spaces

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

Date: _____

Owner(s): (1) _____

(Print Name)

(Signature)

(2) _____

(Print Name)

(Signature)

Date: 7-15-21

Applicant(s): (1) _____

(Print Name)

(Signature)

(2) _____

(Print Name)

(Signature)

NOTARY STATEMENT:

COMMONWEALTH OF MASSACHUSETTS

Middlesex South County

On this 16th day of July, 2021, before me, the undersigned Notary Public, personally appeared Michael Parretti-Crete, and proved to me through satisfactory evidence of identification, which were License, to be the person(s) whose name(s) is (are) signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, in my presence.


Laura A. Shifrin
 Notary Public Signature
09-19-2025

My Commission Expires

August 19, 2021

Townsend Planning Board
272 Main St.
Townsend, MA 01469

RE: Country Estates Condominium

Dear Board Members

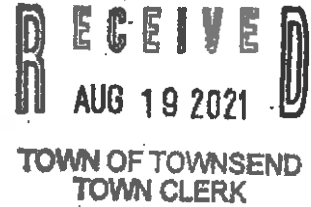
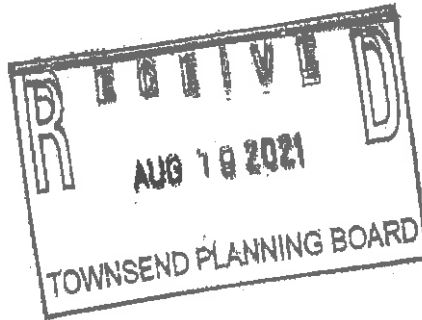
On behalf of the applicant we respectfully request a waiver from Townsend By-law section 145-33 C. (6) "Parking lot plantings" The proposed parking additions are in areas where there are only 2 trees. One tree along the Squannacook Terrace side will be preserved, one tree near Turnpike Rd. will be necessary to remove. Given that there a no significant tree existing in the parking areas now we believe it is appropriate to request this waiver.

Thank you for your consideration

Very truly yours



Stanley R. Dillis P.L.S.



[illegible]

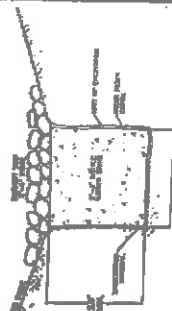
**2000-2001 SPACES 117
AWARDED SPACE**



our country estates.

NOT TO BE USED FOR

STONE RECHARGE/INFILTRATION SWALE



1997-1998

W. A. V. ACHTER

TURNPIKE ROAD

ACKNOWLEDGMENTS

1992

除 除

Abstract

44720172004 3/63

DEW

1

Estados Unidos

BQUANTACOOK **TERRACE**

11



DILLIS & ROY
CIVIL DESIGN GROUP

1 Major Street, Suite 2
 Lexington, MA 01864
 617/552-1100
 FAX 617/552-1101
 WWW.DIGITAL.COM

COUNTRY DEFENSE CONCENTRATION
& UNITED STATES
TECHNICAL SERVICES

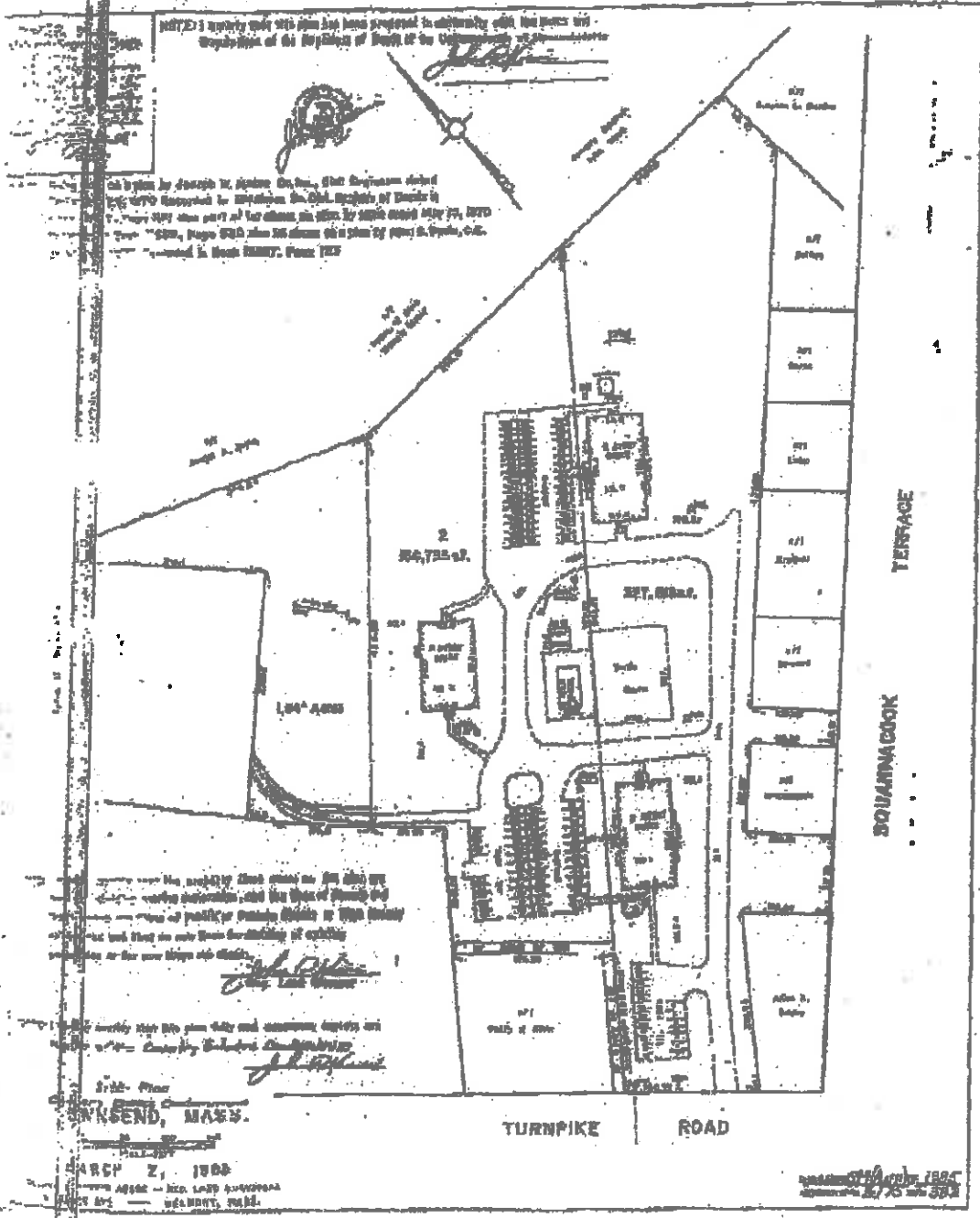
2000



PARKING SITE PLAN
8 TURNPIKE ROAD
TOWNSEND, MASSACHUSETTS

LAB. EQUIPMENT	
LAB. SUPPLIES	
LAB. WAREHOUSE	
LAB. OFFICE	
LAB. CLEANING	
LAB. MAINTENANCE	
LAB. SECURITY	
LAB. INSURANCE	
LAB. TAXES	
LAB. OTHER	

1	1
---	---



Land in Townsend, Mass. for Mass. Enterprises; Scale 1" = 40', dated September 24, 1970, by Joseph H. Moore Co., Inc., Civil Engineers, Bedford, Massachusetts, recorded with Middlesex South District Registry of Deeds as Plan No. 1220 of 1970, Book 11928, Page 261, said land being more particularly bounded and described according to said plan as follows:

Beginning at the southeasterly corner thereof and at the northeasterly corner of land now or formerly of Philip W. Oliver and at other land of the mortgagor herein; thence

1. North 36° 36' 00" West, by said Oliver land, one hundred seventy-six and 10/100 (176.10) feet to a bound at the northwesterly corner of said Oliver land and at a parcel marked "Lot 1 Area 25,420 s.f." on said last mentioned plan; thence
2. North 47° 35' 09" East, by said last mentioned land one hundred thirty-nine and 35/100 (139.55) feet to point; thence
3. Northwesterly by said last mentioned land, eighty-five and 07/100 (85.07) feet to a bound at land now or formerly of Truman Williams, said bound being located North 47° 35' 09" East of and 100.84 feet distant from a bound in the northeasterly side of Turnpike Road and at the most northwesterly corner of the said premises marked Lot 1; thence
4. North 47° 34' 21" East, by said Williams land, four hundred thirty-eight and 03/100 (438.03) feet to a corner bound with a well hole at an angle at land now or formerly of the Commonwealth of Massachusetts, formerly Elmer; thence
5. South 80° 23' 23" East, by said land of the Commonwealth, two hundred ninety-six and 12/100 (296.12) feet to a stone bound at other land of the mortgagor herein; thence
6. South 45° 17' 00" West, by said mortgagor's land, being the first parcel herein described, seven hundred eighty-two and 12/100 (702.12) feet to the point of beginning.

Containing 156,735 square feet more or less or 3.60 acres more or less, according to said last mentioned plan.

PARCEL 1: A certain parcel of land located southeasterly of off Turnpike Road in Townsend, Middlesex County, Massachusetts and being shown as that parcel of land described "All Properties, 1.54 plus or minus acres" as shown on a Plan of Land entitled "Plan of Property for All Properties, Townsend, Massachusetts," dated July, 1977, by Allen G. Davis, Civil Engineer, Fitchburg, Massachusetts, which plan is duly recorded in Middlesex South District Registry of Deeds as Plan No. 127 of 1978 recorded in Book 13397 at Page 123.

The above-described parcels are conveyed subject to and together with the benefit of restrictions, easements, reservations and agreements of record, if any, insofar as the same are now in force and applicable.

Parcel 2 of the premises is subject to a right and easement for passage and repassage on foot and by vehicle as indicated in Book 11928, Page 261 of said registry.

The property address of the above-described real estate is Turnpike Road, Townsend, Massachusetts.

Meaning and intending to describe and convey the same premises conveyed to the within mortgagors by deed of even date of George W. Pappas, Lucie I. Allard (formerly Lucie I. McKay) and Charles R. McKay, recorded prior hereto in said registry.

PARCEL 1: A certain parcel of land with the buildings thereon, situated in Townsend, Middlesex County, Massachusetts, bounded and described as follows:

Beginning at an iron pipe bound on the northerly side of Turnpike Road in said Townsend at the southwesterly corner of the granted premises at land, formerly of one Truell, but now or formerly of Oliver; thence

1. North $45^{\circ} 37' 00''$ East, by said Oliver land and by the second parcel herein described, nine hundred forty-two and $19/100$ (942.49) feet to a stone bound at land, formerly of Hildreth, and later of Hille L. Wood; thence

2. South $80^{\circ} 20' 00''$ East, by and along said Wood land, two hundred fifty and $70/100$ (252.70) feet to an iron pipe bound at land, now or formerly of Graydon L. Barstow; thence

3. South $56^{\circ} 26' 00''$ West, by and along said Barstow land, one hundred fifteen and $19/100$ (115.39) feet; thence

4. South $31^{\circ} 46' 00''$ West, by land along lands now or formerly of Collins, Caron and Lallo, three hundred sixty and $50/100$ (360.50) feet to an iron pipe bound; thence

5. South $36^{\circ} 14' 00''$ East, by Lallo land, one hundred (100) feet to an iron pipe bound on the westerly side of Squannacook Terrace; thence

6. Southwesterly by Squannacook Terrace, forty (40) feet to an iron pipe bound; thence

7. North $36^{\circ} 14' 00''$ West, by land, now or formerly of Brodeur, one hundred (100) feet; thence

8. South $53^{\circ} 46' 00''$ West, by lands, now or formerly of Brodeur and Shepard, two hundred (200) feet; thence

9. South $36^{\circ} 14' 00''$ East, by said Shepard land, one hundred (100) feet to the westerly side of Squannacook Terrace; thence

10. Southwesterly by Squannacook Terrace, forty (40) feet; thence

11. North $36^{\circ} 14' 00''$ West, by land, now or formerly of McCorquodale, one hundred (100) feet; thence

12. South $53^{\circ} 46' 00''$ West, by said McCorquodale land, one hundred (100) feet; thence

13. South $36^{\circ} 14' 00''$ East, by said McCorquodale land, one hundred (100) feet to the westerly side of Squannacook Terrace; thence

14. Southwesterly by said Squannacook Terrace, eighty-seven and $35/100$ (87.35) feet to a corner of land of Alice N. Bagley; thence by said Bagley land

15. North $36^{\circ} 14' 00''$ West, one hundred (100) feet to a corner; thence

16. South $46^{\circ} 36' 32''$ West, two hundred one and $44/100$ (201.44) feet to an iron pipe bound on the northerly side of Turnpike Road; thence turning and running

17. Northwesterly by and along the northerly side of Turnpike Road, one hundred fifty-six and $33/100$ (156.33) feet to the point of beginning.

Containing 731, 185 square feet or 5.31 acres, more or less. Excepting therefrom that portion thereof conveyed to Raoul P. Brodeur, et ux, by deed recorded with said records in Book 14551, Page 255.

The above-described premises are shown on a plan of land in Townsend, Massachusetts by Joseph W. Moore Co., Inc., Civil Engineers, dated May 15, 1970, recorded with Middlesex South District Registry of Deeds as Plan No. 315 of 1970, in Book 11839, Page 330; see also plan dated September 24, 1970, recorded as Plan No. 1228 of 1970, in Book 11928, Page 261.

PARCEL 2: A certain parcel of land in the central part of said Townsend situated off Turnpike Road, so called, containing 7.60 acres of land more or less, shown as Lot 2 on a Plan of

PARKING SPACE	CONDO NO.	PARKING SPACE	CONDO NO.
21	139	77	232
22	138	78	234
23	137	79	212
24	136	80	211
25	114	81	210
26	110	82	236
		83	238
28	125	84	312
29	123	85	239
30	112	86	219
31	334	93&87	230
32	135	88	229
33&34	129	89	228
35	128	90	227
36	130	91	226
37	131	92	224
38	132	94	237
39	133	95	222
40	134	96	220
41	119	97&98	221
42	118	99	217
43&44	111	100	315
45&46	331		
47&59	336		
		103	325
49	113	104	323
50	117		
51	116	106	320
52	124	107	321
53	126	108	324
54	127	109	326
55	128	110	327
56	121	111	317
		112	316
60	337	113	322
61	335	114	310
62	333		313
63	332		
64	330		
65	122		
66	216		
67	215		
68	233		
69	235		
70	213		
71	223		
72	231		
73	225		
75	214		
76	218		



Town of Townsend
Fiscal Year 2022 Preliminary Real Estate

REMITTANCE COUPON
PLEASE RETURN WITH
8/2/2021 PAYMENT

Account: 2894
 Location: TURNPIKE RD
 Owner: COUNTRY ESTATES CONDO ASSN
 Owner2:

Parcel ID: 50-57-0
 Land Area: 0 Acres
 Deed Date: //
 Book/Page: /

Total Charges: \$69.66
 Credits: \$0.00

TOTAL DUE BY: 8/2/2021 \$69.66



1577 *****AUTO**5-DIGIT 01720
 COUNTRY ESTATES CONDO ASSN
 P.O. BOX 459
 TOWNSEND MA 01469-0459



01 22 047041 0000006966 080221 0000006966



Town of Townsend
Fiscal Year 2022 Preliminary Real Estate

REMITTANCE COUPON
PLEASE RETURN WITH
11/1/2021 PAYMENT

Account: 2894
 Location: TURNPIKE RD
 Owner: COUNTRY ESTATES CONDO ASSN
 Owner2:

Parcel ID: 50-57-0
 Land Area: 0 Acres
 Deed Date: //
 Book/Page: /

Total Charges: \$69.65
 Credits: \$0.00

TOTAL DUE BY: 11/1/2021 \$69.65



1577 *****AUTO**5-DIGIT 01720
 COUNTRY ESTATES CONDO ASSN
 P.O. BOX 459
 TOWNSEND MA 01469-0459



01 22 047041 0000006965 110121 0000006965

Town of Townsend
Fiscal Year 2022 Preliminary Real Estate

TAXPAYER COPY

Account: 2894
 Owner: COUNTRY ESTATES CONDO ASSN
 Owner2:

Location: TURNPIKE RD
 Parcel ID: 50-57-0
 Area: 0 Acres
 Deed Date: //
 Book/Page: /

		PRELIMINARY ASSESSMENT		\$139.31
		Due	8/2/2021	11/1/2021
Assessed as of 1/1/2021	Tax		\$69.66	\$69.65
	SpAs		\$0.00	\$0.00
	Int		\$0.00	\$0.00
	Ab/Ex		\$0.00	\$0.00
	Cred		\$0.00	\$0.00
	Int Cr		\$0.00	\$0.00
	Total:		\$69.66	\$69.65
Tax			\$139.31	
Preliminary Assessment			\$139.31	

INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS RECEIVED.

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-654-5695

shattuckpave@gmail.com | shattuckpaving.com



RECIPIENT:

Country Estates Condominiums

5 Turnpike Road #239

Townsend, MA 01469

SERVICE ADDRESS:

5 Turnpike Road #239

Townsend, MA 01469

Quote #13912

Sent on

07/09/2021

Total

\$84,161.36

*This is the Addition
@ 12,000 Sqft*

PRODUCT SERVICE	DESCRIPTION	QTY.	TOTAL
Parking Lot Excavation	Excavate area of building 1 visitor parking lot for new spaces to a depth of 12 inches and dispose of the materials off site (area 1,125 SF).	1125	\$5,760.00*
	Supply and install 12 inches of processed gravel in parking lot area (area 1,125 SF).		
	Fine grade and compact parking lot area (area 1,125 SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in parking lot area (area 1,125 SF).		
	Linestripe parking lot to maximize parking spaces.		
Parking Lot Excavation	Excavate area of building 1-2 parking lot for new spaces to a depth of 12 inches and dispose of the materials off site (area 4,170 SF). Note: includes disposal of 1 stump	4170	\$21,350.40*
	Supply and install 12 inches of processed gravel in parking lot area (area 4,170 SF).		
	Fine grade and compact parking lot area (area 4,170 SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in parking lot area (area 4,170 SF).		
	Linestripe parking lot to maximize parking spaces.		

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-654-5695

shattuckpave@gmail.com | shattuckpaving.com



PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Parking Lot Excavation	Excavate area of building 2-3 parking lot for new spaces to a depth of 12 inches and dispose of the materials off site (area 1,656 SF).	1656	\$8,478.72*
	Supply and install 12 inches of processed gravel in parking lot area (area 1,656 SF).		
	Fine grade and compact parking lot area (area 1,656 SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in parking lot area (area 1,656 SF).		
	Linestripe parking lot to maximize parking spaces.		
Parking Lot Excavation	Excavate area of building 2 parking lot for new spaces to a depth of 12 inches and dispose of the materials off site (area 2,700 SF).	2700	\$23,490.00*
	Supply and install 24 inches of processed gravel in parking lot area (area 2,700 SF).		
	Fine grade and compact parking lot area (area 2,700 SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in parking lot area (area 2,700 SF).		
	Linestripe parking lot to maximize parking spaces.		
Parking Lot Excavation	Excavate area of building 2 parking lot for new spaces to a depth of 12 inches and dispose of the materials off site (area 3,040 SF).	3040	\$20,976.00*
	Supply and install 18 inches of processed gravel in parking lot area (area 3,040 SF).		
	Fine grade and compact parking lot area (area 3,040SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in parking lot area (area 3,040 SF).		
	Linestripe parking lot to maximize parking spaces.		
Parking Lot Excavation	Excavate area of Pool Building Access area to a depth of 12 inches and dispose of the materials off site (area 802 SF).	802	\$4,106.24*
	Supply and install 12 inches of processed gravel in pool driveway area (area 802 SF).		
	Fine grade and compact area (area 802 SF).		
	Supply and install a bituminous asphalt binder course at 2 inches and wearing course at 1 inch compacted in area (area 802 SF).		

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-654-5695

shattuckpave@gmail.com / shattuckpaving.com



Total

\$84,161.36

* Non-taxable

This quote is valid for the next 15 days, after which values may be subject to change. We do require a 50% deposit for all paving jobs prior to the services being rendered. We do accept Visa, MasterCard and Discover. A 3.5% fee is charged for all credit card purchases. 20% of the deposit is retained for jobs canceled within 21 days of the schedule date. A finance charge of 2.5% per month will be charged on all accounts over 30 days past due. Also, legal fees will be added if it is necessary to submit the account to an attorney for collection. Customers will be charged for police detail fees if this service is required. Customers are also responsible for applying for a New Hampshire DOT driveway permit if they reside on a state road. Any deviations from above specifications will become an extra charge over and above the estimate. Loam and landscaping to be completed by property owner unless agreed upon in contract. M Shattuck Paving is not responsible for any damage done to anything underground that is not marked by Dig Safe including but not limited to piping, wiring, drainage & irrigation systems when excavating. M Shattuck Paving is not responsible for Surface Areas with less than 2% pitch, or for any sub-base gravel that others have prepared. The pitch and the structural foundation are not warranted on overlay installations. M Shattuck Paving will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s). By accepting this proposal above named understands that if payment is not rendered to M Shattuck Paving within a 30 day grace period, a mechanics and or payment lien will be attached to above project.

Signature: _____

Date: _____

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-654-5695

shattuckpave@gmail.com | shattuckpaving.com



RECIPIENT:

Country Estates Condominiums

5 Turnpike Road #239

Townsend, MA 01469

Quote #13913

Sent on

07/09/2021

Total

\$125,125.00

SERVICE ADDRESS:

5 Turnpike Road #239

Townsend, MA 01469

*This is the Repaving of current lots
And Roadway*

PRODUCT SERVICE	DESCRIPTION	QTY.	TOTAL
Parking Lot Overlay	Edge mill transition joints and speed bumps in roadway area Sweep and apply a coat of emulsion to the pavement surface. Adjust structures to grade with riser rings as needed (5 Units). Supply and install a bituminous asphalt shim course as needed to pavement surface. Supply and install a bituminous asphalt wearing course at 1.5 inches compacted in parking lot area (area 34,710 SF). Supply and install a bituminous asphalt wearing course for speed bumps in roadway area (6 speed bumps). Linestripe speed bumps and hatched area of roadway	1	\$52,100.00*
Parking Lot Overlay	Edge mill transition joints in building 1 visitor lot Sweep and apply a coat of emulsion to the pavement surface. Supply and install a bituminous asphalt shim course as needed to pavement surface. Supply and install a bituminous asphalt wearing course at 1.5 inches compacted in parking lot area (area 8,518 SF). Linestripe parking lot to maximize parking spaces.	1	\$15,900.00*

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-854-5895

shattuckpave@gmail.com | shattuckpaving.com



PRODUCT / SERVICE	DESCRIPTION	QTY.	TOTAL
Parking Lot Overlay	Edge mill transition joints in building 1-2 parking lot. Sweep and apply a coat of emulsion to the pavement surface. Supply and install a bituminous asphalt shim course as needed to pavement surface. Supply and install a bituminous asphalt wearing course at 1.5 inches compacted in parking lot area (area 17,828 SF). Linestripe parking lot to maximize parking spaces	1	\$29,975.00*
Parking Lot Overlay.	Edge mill transition joints in building 2-3 parking lot. Sweep and apply a coat of emulsion to the pavement surface. Supply and install a bituminous asphalt shim course as needed to pavement surface. Supply and install a bituminous asphalt wearing course at 1.5 inches compacted in parking lot area (area 16,150 SF). Linestripe parking lot to maximize parking spaces	1	\$27,150.00*

Total

\$125,125.00

* Non-taxable

This quote is valid for the next 15 days, after which values may be subject to change. We do require a 50% deposit for all paving jobs prior to the services being rendered. We do accept Visa, MasterCard and Discover. A 3.5% fee is charged for all credit card purchases. 20% of the deposit is retained for jobs canceled within 21 days of the schedule date. A finance charge of 2.5% per month will be charged on all accounts over 30 days past due. Also, legal fees will be added if it is necessary to submit the account to an attorney for collection. Customers will be charged for police detail fees if this service is required. Customers are also responsible for applying for a New Hampshire DOT driveway permit if they reside on a state road. Any deviations from above specifications will become an extra charge over and above the estimate. Loam and landscaping to be completed by property owner unless

Shattuck Paving

188 Elm Street, Suite 3

Milford, NH 03055

603-654-5695

shattuckpave@gmail.com | shattuckpaving.com



Notes Continued...

agreed upon in contract. M Shattuck Paving is not responsible for any damage done to anything underground that is not marked by Dig Safe including but not limited to piping, wiring, drainage & irrigation systems when excavating. M Shattuck Paving is not responsible for Surface Areas with less than 2% pitch, or for any sub-base gravel that others have prepared. The pitch and the structural foundation are not warranted on overlay installments. M Shattuck Paving will not be responsible for cold weather paving, frozen gravels and/or final appearance of paved area(s). By accepting this proposal above named understands that if payment is not rendered to M Shattuck Paving within a 30 day grace period, a mechanics and or payment lien will be attached to above project.

Signature: _____ Date: _____

Red Area-Building 23
Parking Lot-16, 193 SF
Edge Mill Transitions
Shim Parking Lot
Overlay with 1.5 inches
Linestripes

Yellow Area-Road
Asph-24,710 SF
Edge Mill Transitions
Mill out Speed Bumps
Install Riser dings in
Structures
Shim Roadway
Overlay Roadway with
1.5 inches
Install Speed Bumps
Linestripes

Orange Area-Building
1-2-17,280 SF
Edge Mill Transitions
Shim Parking Lot
Overlay with 1.5 inches
Linestripes

Pink Area-Building 1
Visitor Parking-8,518
SF
Edge Mill Transitions
Shim Parking Lot
Overlay with 1.5 inches
Linestripes

5700 Maple Rd

Yellow Area-Building 2:
Rear Parking
Area-2,700 SF-Remove
12 in sub base-install
24 in gravel because of
slope-install 3 in
asphalt

Blue Area- Main Hut
Parking/Additional
3,040 SF-Remove 12 in
sub base install 18 in
gravel because of the
slope-install 3 in asphalt

Red Area-Building 2-3
Lot-1,656 SF-Remove
12 in sub base install
12 in gravel and 3 in
asphalt

Green Area-Pool
Building Driveway-802
SF Remove 12 in sub
base-install 12 in
gravel and 3 in asphalt

Orange Area Building
1-2 Additional Parking
Areas-4,170 SF-
Remove -12 in sub-
base-including 1
stump-install 12 in
gravel and 3 in asphalt

Pink Area Building 1
Visitor Lot-1,125 SF-
Remove 12 in sub
base-install 12 in
gravel and 3 in asphalt

6 Turning Rd

**MEMORANDUM OF AGREEMENT
BETWEEN THE
TOWN OF TOWNSEND
AND THE
INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 4926**

November 17, 2020

Now come the Town of Townsend (the "Town") and the IAFF Local 4926 who agree to this MOU between Local 4926 and the Town of Townsend:

ARTICLE IX - SENIORITY

Section 1.

For members hired prior to July 1, 2020 seniority will be defined as continuous years of service in the Townsend Fire Department from the date of original employment. For members hired after July 1, 2020 seniority will be defined from the member's fulltime hire date.

Section 2.

In case it is necessary to reduce the force, the least senior firefighter in the rank will be laid off first.

Section 3.

Seniority will be the basis for temporary upgrading to the next highest rank.

Section 4.

A seniority list will be posted on the bulletin board.

Section 5.

Seniority shall not be broken by vacation time, sick time, injury time sustained while on or off duty, unlawful suspension from duty, or if a bargaining unit member is drafted in military service or called up into the reserves or National Guard.

Section 6.

If a vacancy exists in a position within the bargaining unit and the Selectmen intend to fill such vacancy, the only factors in determining which (if any) employee will be promoted are the requirements of the position, performance, qualifications, seniority, oral review board, written examination, personnel records and job experience.

Section 7.

Notwithstanding the provisions of the Family and Medical Leave Act (FMLA), an employee who takes FMLA leave to which he or she is entitled shall accrue seniority for all purposes during the period of such leave.

For the Town of Townsend
Board of Selectmen

Wayne Miller, Chair

Veronica Kell, Clerk

For the Union
IAFF L-4926



Martin Scott, President



Drew Brassard, Vice President



Thomas Hall, Secretary/Treasurer



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

Ross Perry
 Interim Town Administrator

Town Administrator Update 8/31/21

Personnel:

- Past practice, including this year, the Town has credited Highway Dept employees with their annual vacation allotment on the first day of each fiscal year. The union asked that we sign an MOU officially allowing this practice to continue for this year only. Future years will be addressed during formal contract negotiations. With the union, I prepared an MOU that includes a stipulation that if an employee uses all their credited vacation, before it would have accrued and then leaves employment with the Town, any deficit will be deducted from their last paycheck. I'd appreciate your OK for me to sign this MOU
- The Town's Treasurer-Collector, Jared Aponte has accepted a fantastic job opportunity from another town and will be leaving Townsend on Sept 24th. He will be greatly missed.

I have a job posting available for your review. The salary range is listed from the starting point to a little above midpoint of grade F (step 1 – 9) This represents a little below the average minimum salary as determined by the Collins Center report.

After reading the Town's Personnel Policy, I noticed the Town Administrator is normally authorized to submit job postings. I'd you're your Ok to follow this policy for future postings and thus expedite the hiring process.

- The Recycling Center has an opening for a Landfill Attendant with a Hoisting License. Because this is an added qualification, the Board of Health would like to pay this new person at Grade B Step 10 for \$17.10 per

hour. This request was made a previous meeting. Since then, I have reviewed the pay scale and wages of other employees and feel this rate is appropriate. With your OK, we'd will post this position accordingly.

Audit:

- The Town's current auditor, Melanson has submitted a contract to cover their services for the next audit covering FY 21 for \$28,500. This is the same amount they charged last year and the same amount in the current budget. With the Board's OK, I'll sign this contract.

Respectfully submitted:

Ross Perry
Interim Town Administrator



BOARD OF SELECTMEN'S OFFICE

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

Ross Perry
Interim Town Administrator

TOWN OF TOWNSEND EMPLOYMENT OPPORTUNITY

Treasurer-Collector

The Town of Townsend has a vacancy for the position of Treasurer-Collector. The position is appointed by and takes policy direction from the Board of Selectmen and under day to day administrative direction of the Town Administrator.

Position is contractual upon successful completion of negotiations.

Responsibilities: Perform administrative and technical work involving the collection of taxes and receivables; receipt, custody, disbursement, and borrowing of funds, and for the preparation of related reports; cash management procedures, monitoring receipts, and maintaining internal financial controls including reconciliations of all Town funds, receivables, trust funds, and grants; performs certain personnel management processes related to retirement, payroll, and benefits; and similar duties as assigned. Must be certified by the Massachusetts Collectors and Treasurers Association or obtain certification within three (3) years of appointment.

Qualifications: Bachelor's degree in business administration, accounting, finance, or a related field; three (3) years of progressively responsible Massachusetts municipal experience in accounting or financial management; or any equivalent combination of education and experience. Previous experience as a Treasure-Collector in Massachusetts preferred.

Must be able to work closely with the Town Administrator, other finance officers, employees, and appointed and elected officials.

Salary range is \$64,440 to \$75,000

The position is open the 4th week in September. Interim Treasurer-Collector opportunities may be available.

Applications shall be submitted to Ross Perry, Interim Town Administrator, 272 Main Street, Townsend, MA 01469 or by email rperry@townsendma.gov.

Applications will be accepted until Friday September 24, 2021. Townsend is an EOE/AA.



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

Ross Perry
Interim Town Administrator

**TOWN OF TOWNSEND
EMPLOYMENT OPPORTUNITY**

Treasurer-Collector

The Town of Townsend has a vacancy for the position of Treasurer-Collector. The position is appointed by and takes policy direction from the Board of Selectmen and under day to day administrative direction of the Town Administrator.

Position is contractual upon successful completion of negotiations.

Responsibilities: Perform administrative and technical work involving the collection of taxes and receivables; receipt, custody, disbursement, and borrowing of funds, and for the preparation of related reports; cash management procedures, monitoring receipts, and maintaining internal financial controls including reconciliations of all Town funds, receivables, trust funds, and grants; performs certain personnel management processes related to retirement, payroll, and benefits; and similar duties as assigned. Must be certified by the Massachusetts Collectors and Treasurers Association or obtain certification within three (3) years of appointment.

Qualifications: Bachelor's degree in business administration, accounting, finance, or a related field; three (3) years of progressively responsible Massachusetts municipal experience in accounting or financial management; or any equivalent combination of education and experience. Previous experience as a Treasurer-Collector in Massachusetts preferred.

Must be able to work closely with the Town Administrator, other finance officers, employees, and appointed and elected officials.

Salary range is \$64,440 to \$75,000

The position is open the 4th week in September. Interim Treasurer-Collector opportunities may be available.

Applications shall be submitted to Ross Perry, Interim Town Administrator, 272 Main Street, Townsend, MA 01469 or by email rperry@townsendma.gov.

Applications will be accepted until Friday September 24, 2021. Townsend is an EOE/AA.

Council on Aging

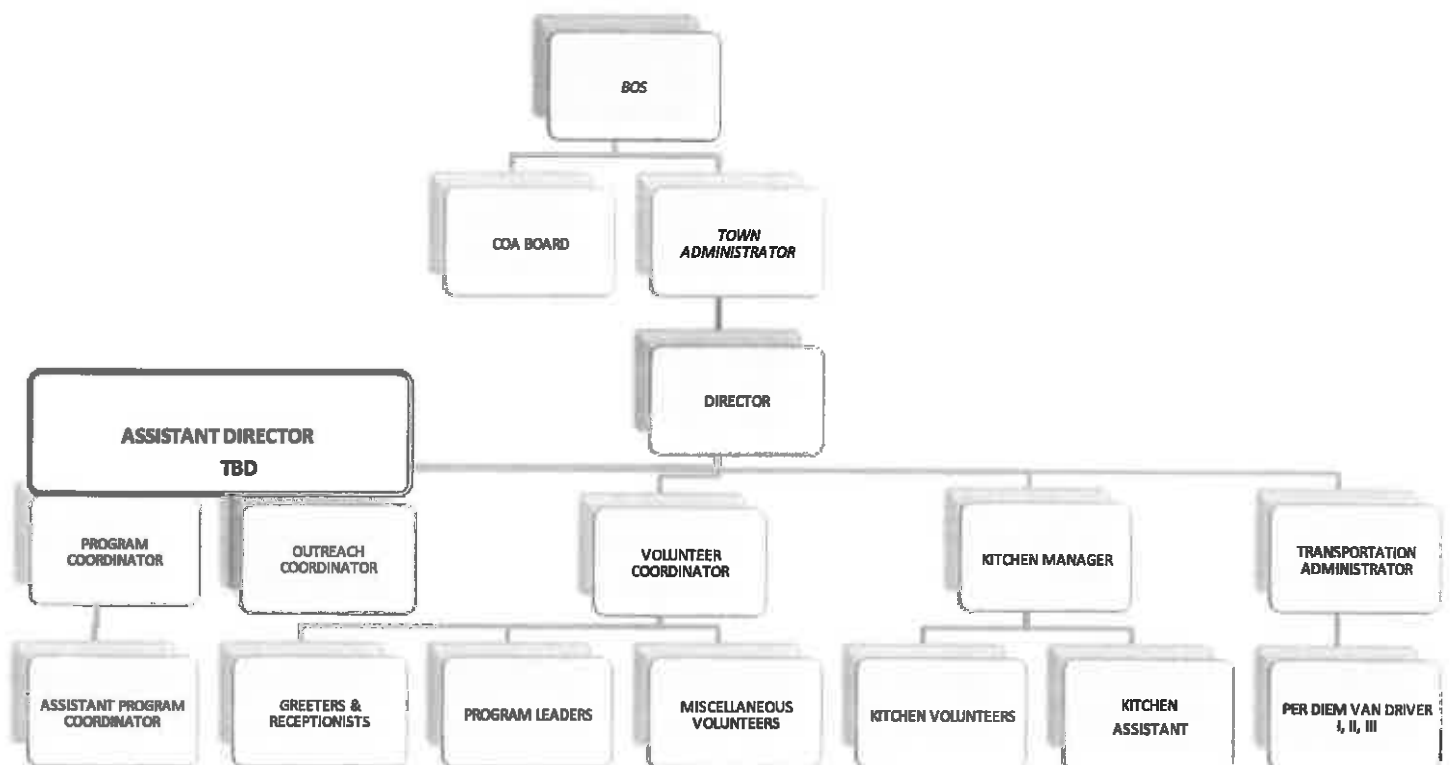
5.2.1
General Govt

Contact Information: Karin Canfield Moore, 978-597-1710 Location: 16 Dudley Road, Townsend, MA 01469

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

Department Description: The purpose of the Council on Aging is to identify the total needs of the community's elderly population. Educate the community and enlist support and participation of all citizens about these needs. Design, promote or implement services to fill these needs, or to coordinate existing services in the community. Promote and support any other programs which are designed to assist elderly programs in the community. Enlist and develop capable volunteers and professional leadership for the purpose stated above.

As illustrated, the Senior Center's operations are run by the Director who reports to the Town Administrator and is governed by a nine-member municipally appointed COA Board. Board members are appointed to overlapping three-year terms. The Director supervises the employees of the Senior Center. These are slated to include the Assistant Director, (To Be Determined), Program Coordinator, Outreach Coordinator, Volunteer Coordinator, Kitchen Manager, and Transportation Administrator. The Assistant Director will fill in for the Director as needed. The Program Coordinator oversees the Assistant Program Coordinator. Pre-COVID, the Volunteer Coordinator directed 40-60 volunteers. The Transportation Administrator oversees three per diem van drivers and works one day a week in an administrative capacity.



FY21 Accomplishments (7/01/20 – 1/31/21)

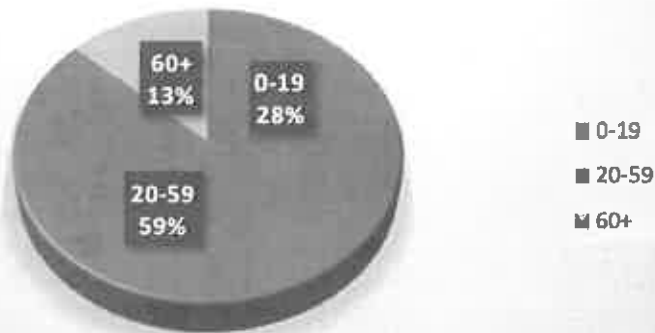
- Since closing our doors to patrons on March 16, 2020, due to COVID-19, the beginning of FY'21 saw us continuing to focus on outreach phone calls, creating and implementing drive-thru and virtual programming, providing drive-thru homemade meals, delivering Meals on Wheels, assisting the local food pantry with deliveries to senior housing, and providing reassurance to our patrons.
- Even with our limited offerings we registered 49 new members, and 424 of our members participated 3,619 times in 1021 programs. This is particularly noteworthy to recognize that in this timeframe the vast majority of programs were either meal-based or virtual programs.
- Continue to meet weekly and monthly with regional directors, MCOA (Massachusetts Councils on Aging) and the EOE (Executive Office of Elder Affairs) to constantly navigate the changing waters of the pandemic.
- Provide transportation to medical appointments, for shopping, and other necessities.
- Work with the Nashoba Board of Health and other entities to enable our residents to obtain their COVID-19 vaccines.

FY22 Goals

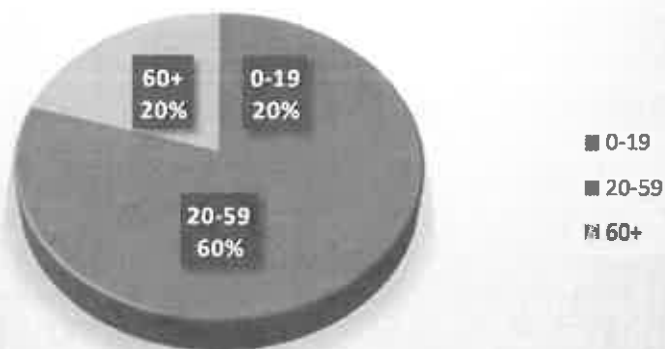
- Provide more critical service options through the reorganization of staffing to focus on what we have found imperative during COVID-19; primarily providing the most thorough outreach options available.
- We look forward to the beginning of construction on the gifted addition to the building and determining the best utilization of that additional space.
- Apply for additional grants to improve the lifestyle and assist with the needs of the seniors.
- Continue to explore transportation options for those in need.
- As we are able, we will continue to expand program options as we anticipate that participation will equal or exceed pre-COVID numbers.
- Get back to where we were before the pandemic hit.

Personnel Summary Table <i>Position Title</i>	<i>FY20 FTEs</i> <i>Actual</i>	<i>FY21 FTEs</i> <i>Actual</i>	<i>FY22</i> <i>FTEs</i> <i>Dept.</i> <i>Req.</i>	<i>Explanation of Changes</i>
Director	1	1	1	
Assistant Director				<i>(open position, no additional FTE)</i>
<i>Outreach Coordinator</i>	.5	.5	1	<i>(Posted position)</i>
Program Coordinator	1	1	.6	<i>(Posted position)</i>
Assistant Program Coordinator	.5	.5	.5	
Kitchen Manager	.4	.5	.8	
<i>These paid by Formula Grant</i>				
Per Diem Kitchen Assistant			.4	
Volunteer Coordinator	.4	.4	.5	
<i>The following are paid by LRTA</i>				
Transportation Administrator	1	1	1	
Per Diem Van Driver 1, 2, and 3				
Total FTEs	4.53	4.53	5.9	

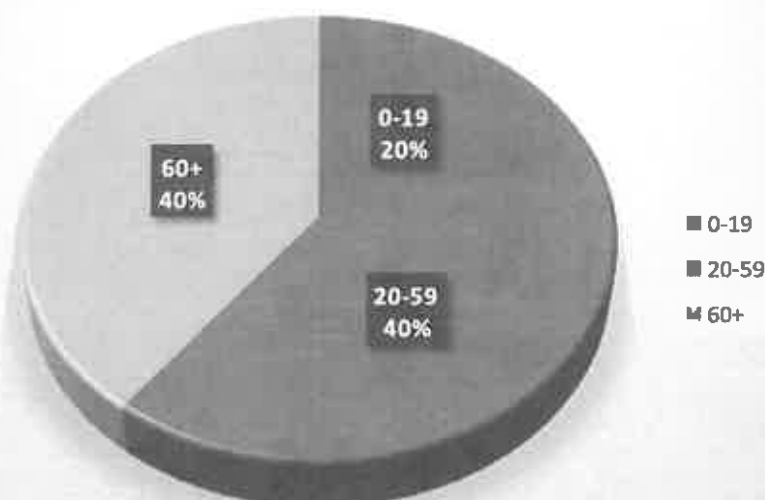
Townsend Population 2010 (Federal Census)



Townsend Population 2015 (actual)



Townsend Population 2035



Townsend demographics 2010 - 2035

According to the 2010 Federal Census, 28% of the population was under 20 years old while 59% was between 20 and 59 and only 13% was 60 or over.

By 2015, the 0-19 age group went down 8%, the 20-59 age group went up a mere 1%, and the senior population increased 7%!

It is estimated* that by 2035, the 60+ population in Townsend will equal that of adults with each accounting for 40% of the population, with children holding steady at 20%.

As a community, we need to be prepared for this shift by providing the services, health and housing options needed to ensure vibrant and productive lives for all our residents!

5.2.2

Joan Wotkowicz <joan@sebringdesign.com>

Sun 8/22/2021 2:13 PM

• To: Veronica Kell <vkell@townsendma.gov>

Hi Ronnie,

Have you had a chance to work on a few words of support for our Community Foundation grant application? It's due on Friday, but I'd like to wrap it up by Wednesday if possible.

On another subject, Japanese Knotweed, what would you think about my husband and I tackling the patch near the Senior Center? I've been reading about a technique being used by Westfield River Wild & Scenic volunteers that does not involve chemicals. Instead, they cut it down around three times a year for several years until the rhizomes finally fail. We can't try this on the rail trail because we don't have enough time, but if Paul and I get it started at the Senior Center, we might be able to hand it off to the landscapers who can mow it every time they do the lawn. If it seems to work, maybe Roger and staff can try to do the same at the Jefts Street lot.

I would need to know who to ask permission from. Select Board? Town facilities manager? Caryn? Stacy?

Thanks,

Joan

CARES Reconciliation

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

Mon 8/30/2021 7:31 AM

To: Theresa Walsh <twalsh@townsendma.gov>

Cc: Veronica Kell <vkell@townsendma.gov>; Ross Perry <RPerry@townsendma.gov>; Nichol Figueiredo <Nichol@capital-strategic-solutions.com>

📎 2 attachments (25 KB)

FY21 Reconciliation Submission 2 and town ledger 082821 jlt.xlsx; FY21 Reconciliation Submission 3 and town ledger 082821 jlt.xlsx;

Good Morning Theresa:

First, I wanted to pass along my cell phone in case any of you need to get ahold of me. Working remotely it's usually easier to get me live on my cell instead of the office phone. My cell is ~~508-233-1111~~. Also, as I mentioned in an earlier email, if there is anything I can do to help with getting the invoices for Submission #5 which is due at the end of this week, just let me know. In the meantime, I will get the submission ready with all the data I have and will plug in the information from the invoices once you have them. Just one question, who would you like the contact to be on the submission to A&F?

Secondly, I spent the last few days comparing what is in the Town Accounting Report that you sent me for FY21 against Submission #2 and Submission #3. I compared the first half of the fiscal year since that was what was in Submissions 2&3. I found a number of items that were included on the CARES submissions, but they weren't on the Town report that you sent. Do you think they were charged somewhere else in the General Ledger? Or that Vadar didn't pull all of the Covid expenses correctly in that report? I attached a list of the discrepancies. I also found some that are on the Town report, but were not in the CARES submittals. We should try and figure out why these don't match and if possible reconcile it in our Submission 5.

Finally, could you send me a Town Accounting report for FY20 so that I can do a reconciliation between that and Submission #1?

Thanks

Jen

Liaison Report 08/31/2021

5.2 Elected
Boards

08/23/2021 – 10:00 Board of Health

- 1.) All BOH meetings will now be recorded for YouTube going forward
- 2.) COVID-19 Updates on town website – Citizens are looking for stats for the town and more direction from the BOH
- 3.) Septic Regulations Update – Scheduling a work session in September - Water Department wants to have a joint meeting with BOH regarding the Pfos/Pfas issues and future impacts coming from any septic regulation changes

08/31/2021 – Library Director

- 1.) Phone system installation has been very successful – all phones are working and have voice mail
- 2.) We continue to work through IT issues with printers and public workstations
- 3.) IT continues to be difficult
- 4.) Meeting with the Library Trustee's on September 8th @ 7:00PM

08/21/2021 – Water Department Meeting

- 1.) Moving forward on the Class Action Suit regarding Pfas/Pfos
- 2.) Report regarding Main Street Well
- 3.) Next Water meeting will be September joint with the BOH

08/12/2021 – 9:00 – Recreation Department

- 1.) Looking for space for Summer 2022 – Need ideas
- 2.) Next meeting is September 2nd with full board

08/24/2021 – Highway Department Memo

- 1.) Rate increase for plow contractors - Put on Sept Agenda
- 2.) Greenville Street bridge project

08/23/2021 – Planning Board

- 1.) Reviewed Townsend's Master Plan – Getting feedback from planning to MPC

5.3

RECEIVED
TOWNSEND BANDSTAND PRESERVATION COMMITTEE
AUG 26 2021

BOARD OF SELECTMEN

61 Main St.
Townsend, Ma. 01469
August 12, 2021

Townsend Board of Selectmen
272 Main St.
Townsend, Ma. 01469

Dear Board of Selectmen,

The Townsend Bandstand Preservation Committee wishes to inform the Board of Selectmen that a private citizens committee has been formed with the permission of the Cemetery and Parks Commission. Our mission is to preserve Townsend's iconic bandstand to its original beauty.

Our goal is to draw from multiple generations in town their sentiments and memories of bygone days and promise a bandstand for future posterity. To this end, a major fundraising campaign shall be initiated.

Sincerely,

Jerrilyn Boycas

cc: Kathleen Spofford, Townsend town Clerk
Carolyn Smart, Administrative Assistant

Jerrilyn Boycas,
Chair
Tel: 978-877-7782

Clare Kauppi,
V.Chair
Tel: 978-449-1415

Kathy Clark,
Treasurer

Chris Hayes,
Asst.Treas.

Alisa Struthers,
Secretary

At Large Members:
Matthew Kauppi
Kym Craven
William Martin



Office of the Town Clerk
Town of Townsend
272 Main Street
Townsend, MA 01469

RECEIVED

AUG 17 2021

BOARD OF SELECTMEN

Kathleen M. Spofford
Town Clerk
Jessica Funaiolo
Assistant Town Clerk

Office: (978) 597-1704
Fax: (978) 597-8135

Resignation Notice

DATE: August 12, 2021

TO: Board of Registrars
Ross Perry, Town Administrator
Board of Selectmen

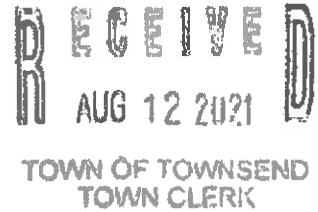
FROM: Kathleen M. Spofford, Town Clerk Kathleen M. Spofford

Claire Devine submitted her resignation as the Republican member of the Townsend Board of Registrars on August 12, 2021, effective immediately. Attached is a copy of her resignation letter.

Chapter 41, Section 109 "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation.

DATE: August, 12, 2021

TO: Katheen M. Spofford, Town Clerk



Kathy,

I regret to inform you that I am resigning as a Registrar for the Town of Townsend effective immediately. I have enjoyed being involved in the election process and coming in to work in your office with you and Jessica. It has been a pleasure.

Thank you,

A handwritten signature in cursive script that reads "Claire Devine".

Claire Devine

August 9, 2021

Karin Canfield-Moore, Director
Townsend Senior Center
16 Dudley Rd
Townsend, MA 01469

Ross Perry, Interim Town Administrator
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Karin & Ross,

Please accept this letter as notice that I will be resigning as Assistant Director and Program Coordinator of the Senior Center, effective September 7, 2021. I have accepted the position of Senior Center Director for the Town of Ayer.

Townsend is a wonderful community and it's been a pleasure to serve Townsend's seniors. Our Senior Center is a real treasure – not just because we have a lovely building; the breadth of programming & services for seniors in all stages of the aging process is unparalleled. It's no mystery why we have such high utilization rates and are sought out by seniors from surrounding communities. What we've created is the ideal mix of services and relationships. The whole town should feel proud of the way the Senior Center engages, supports, and cares for its seniors.

I am so grateful for my time working for Karin Canfield-Moore. She says it was her gut instinct to bring me onto the team almost five years ago, but it's her ongoing support and advocacy for the employees, seniors, and the Senior Center that has kept us growing & serving all these years, especially during the pandemic. Karin's compassionate and approachable leadership style creates an atmosphere where employees feel empowered and appreciated.

As I step away, I would encourage the Town of Townsend to continue their support of its seniors and Senior Center employees by moving forward with the implementation of equitable pay practices and consider joining the large list of towns that offer retiree health benefits. While my decision to leave was based primarily on professional progression, the lack of these offerings in Townsend and the resultant turnover across several positions during my tenure here were both considerations in my decision-making process.

Thank you for the opportunity grow professionally and to serve the seniors of Townsend. Please let me know if I can assist in the search for and training of my replacement.

Sincerely,

Katie Petrossi, Ph.D.

CC: Council on Aging Board, Board of Selectmen



Office of
ZONING BOARD OF APPEALS
272 Main Street
Townsend, Massachusetts 01469
ZBA@townsend.ma.us
978-597-1722

RECEIVED

AUG 25 2021

24 AUG 21 11:58

RECEIVED
AUG 24 2021

TOWN OF TOWNSEND
TOWN CLERK

LEGAL NOTICE

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a remote access virtual public hearing on **Wednesday, September 29, 2021, at 6:15 p.m.** on the application of **Paul & Laurie Martin** for a **Special Permit** and/or appeal of the Building Commissioners determination under Zoning Bylaw §§145-18, 145-64 and 145-65. The applicants are proposing to construct a deck addition within 1.1 ft. of the side yard lot line on the easterly side of a pre-existing non-conforming residential structure at 203 Main Street (Assessor's Map 26, Block 23, Lot 0). Public remote only access to the meeting is via the following Zoom link:

<https://us02web.zoom.us/j/84184663407?pwd=WFNpOFZLWEROUWNEaHJwTm9WNkVmQT09>

Meeting ID: 841 8466 3407 and Passcode:996868. Dial in access 1-301-715-8592

Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the virtual hearing in person or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board of Appeals Office during business hours or, by emailing a request for a digital copy to bfaxon@townsendma.gov.

William Cadogan
Chairman, Zoning Board of Appeals

Published in The Groton Herald on: September 10, 2021, and September 17, 2021

cc: Applicant
Assessors
Board of Health
Board of Selectmen
Building Commissioner
Conservation Commission
Fire Department
Highway Department
Historic District Commission
Housing Authority
Planning Board
Police Department
Street file
Town Clerk
Water Department



Office of
ZONING BOARD OF APPEALS
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722; ZBA@townsendma.gov

RECEIVED

AUG 24 2021

Town of Townsend Town Clerk
24 AUG '21 12:11:38

RECEIVED
AUG 24 2021

TOWN OF TOWNSEND
TOWN CLERK

LEGAL NOTICE

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a remote access virtual public hearing on **Wednesday, September 29, 2021, at 5:45pm**, on the application of **Hannaford Bros. Co., LLC**, under Zoning Bylaw §§145-57, 145-64 and 145-66. The applicant is requesting a Variance from the commercial and industrial district Signs Bylaw and/or an Appeal of the Building Commissioner's determination to allow for a total of three (3) signs affixed to the Hannaford Building where one (1) sign is permitted. The property is located at 18 Main Street (Assessor's Map 41, Block 4, Lot 0) in the Outlying Commercial District. The link to join the Zoom meeting is <https://us02web.zoom.us/j/84184663407?pwd=WFNpOFZlWEROUWNEaHJwTm9WNkVmQT09> Meeting ID: 841 8466 3407 and Passcode: 996868. Dial in access 1-301-715-8592. Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the virtual hearing, or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board of Appeals during business hours or, by emailing a request for a digital copy to bfaxon@townsendma.gov.

William Cadogan
Chairman, Zoning Board of Appeals

The Groton Herald September 10, 2021, and September 17, 2021.

cc: Applicant
Assessors
Board of Health
Board of Selectmen
Building Commissioner
Conservation Commission
Fire Department
Highway Department
Historic District Commission
Housing Authority
Planning Board
Police Department
Street file
Town Clerk
Water Department

