

Selectmen's Meeting Minutes
November 2, 2021

	<p>The meeting was called to order at 6:00P.M. Roll Call: Chairman Veronica Kell - Present, Vice-Chairman Joseph Shank - Present, Clerk Chaz Sexton-Diranian - Present. Interim Town Administrator Perry - Present.</p>	<p>RECEIVED MAR 11 2022 TOWN OF TOWNSEND TOWN CLERK</p>
Minutes	<p>August 31, 2021 Meeting Minutes Comments:</p> <ul style="list-style-type: none">- Changed unanimous vote to unanimous vote in favor. <p>Selectman Sexton-Diranian moved to approve the meeting minutes for August 31, 2021 with changes. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman - Sexton-Diranian - yes.</p> <p>October 19, 2021 Meeting Minutes Comments:</p> <ul style="list-style-type: none">- Under TCAM changed to in the amount of \$195,462.10- Under TCAM changed from Articles of Amendment to Articles of Organization. <p>Selectman Sexton-Diranian moved that we approve the minutes for October 19, 2021. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.</p>	
Masterplan update	<p>The Planning Board will be meeting on November 8, 2021 and working with the Masterplan Committee to address how to accelerate the completion of the plan (see attached email)</p>	
Appointments	<p>Selectman Sexton-Diranian moved to appoint Fran Levi to the Townsend Cultural Council for a term to expire on June 30, 2023. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.</p> <p>Selectman Sexton-Diranian moved to appoint Laura A. Doell to the Townsend Cultural Council for a term to expire on June 30, 2024. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.</p>	
Joint Purchase Agreement	<p>Ken Lombardi, the Senior Director from NFP Corp., met with the Board to discuss the Joint Purchasing Agreement for Health Insurance.</p> <p>Selectman Kell inquired as to the services that NFP provides to the Town. Mr. Lombardi explained that NFP services include:</p> <ul style="list-style-type: none">- NFP provides analysis and advice regarding Townsend's Medical Insurance Program.- Analyzes Townsend's rating history.- Suggests cost containment measures to reduce Group Insurance costs.- Provides on-going technical assistance. <p>Interim Town Administrator Perry explained what the IAC role is in plan design and choice, commenting it is important to meet frequently to discuss the financial impacts to the employees and the Town with the different options that NFP is procuring.</p> <p>Interim Town Administrator Perry commented there is two issues to be addressed:</p> <ol style="list-style-type: none">1. To hire NFP as a Health Insurance Consultant2. To join the Joint Purchasing Agreement to help increase our purchasing power. <p>The Board agreed to consider joining the JPA as an option for next year after discussion with the IAC. There was agreement among the Board members that a Health Insurance Consultant is needed.</p>	

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Land Use Coordinator and Grant Writer job description

Selectman Sexton-Diranian moved that we hire National Financial Partners as a Consultant for our Health Insurance needs. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

The Board reviewed the updated Land Use Coordinator job description & job posting with the suggested changes as follows:

- Overall document organization library and maintaining of the Masterplan, Open Space & Recreation Plan, the MVP Plan, and the Housing Production Plan.
- First review of the Storm Water Management Permit application
- If Digitization of records and permitting does happen, the Land Use Coordinator would oversee the implementation.

Selectman Sexton-Diranian moved to approve the Land Use Coordinator job description with the bulleted changes as outlined. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved to post the job posting for the Land Use Coordinator as written with a link to job descriptions posted to the MMA, the website, the town bulletin Board and MACC. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Kell explained the Grant Administrator position was not part of the Collins Report, commenting she drafted a job description. Selectman Kell advised the Board she put the position of Grant Writer on the wage scale as a Grade F Step 1.

The Board reviewed the drafted job description and posting (see attached). Interim Town Administrator Perry commented he would like to see a requirement of quarterly reporting on the various grants applied for and received in the job description.

Selectman Sexton-Diranian moved to approve the Grant Administrator posting with the change at Grade F Step 1 for 15 hours per week. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved that we approve the Grant Administrator job posting and post on MMA, the town bulletin Board and town website. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

License Renewals Common Victualler

Selectman Kell read the list of license holders (please see attached)

Selectman Sexton-Diranian moved to approve and sign outside of a meeting all 2022 renewals for Common Victualler licenses contingent upon receipt of required documentation and payment. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

One-Day Liquor Licenses

Selectman Sexton-Diranian moved to approve and sign outside of a meeting a one-day special license for Natalie Call, V.F.W. Post #6538 for November 20, 2021, in conjunction with a Birthday Party with sale hours from 12:00P.M. to 4:00P.M. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved to approve and sign outside of a meeting a one-day special license for Natalie Call, V.F.W. Post #6538 for November 27, 2021, in conjunction with a Birthday Party with sale hours from 12:00P.M. to 6:00P.M. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Special Town Meeting Discussion

The Board reviewed the warrant for the Special Town Meeting (see attached).

Comments:

Article 1: Support

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Article 2: Interim Town Administrator Perry to have a funding source by the 16th
Article 3: Revisit at the Annual Town Meeting
Article 4: Support
Article 5: Support Common Victualler license
Article 6: Support
Article 7: Support
Article 8: Support
Article 9: Revisit at the Annual Town Meeting
Article 10: Leave in and take no action if needed
Article 11: Support

Conservation
Legal Ads

Selectman Kell read Joan Savoy, Conservation Commissioner request into the record (see attached)
The Board agreed to allow for choice and authorized the use of the Groton Heald with the notification published on the website as to where the legal ad is posted.

Mandatory
Referral

The Board reviewed the Mandatory Referral for a Special Permit for 8 Jests Street (see attached)
Selectman Shank recused himself noting he will not be participating in any conversations or vote regarding the referral.

Hiring Policy
Discussion

Selectman Sexton-Diranian stated the Building Commissioner made the decision on the property, further stating the Selectmen should support the Building Commissioner. Selectman Kell agreed with Selectman Sexton-Diranian.

Selectman Shank would like to draft a policy to hire from within. Selectman Shank commented he does not like to see people coming in from out of town.

Selectman Shank commented he would like to draft a policy to include hiring vendors in town as well. The Board agreed a Townsend First Policy should be explored.

Updates from the
Interim Town
Administrator
Perry (see
attached report)

Interim Town Administrator Perry to work with Labor Counsel to develop a policy for new hires.

- Discussion of the set-up for the Town Meeting. The Board agreed the motions should be on a projector.
- Reminder of the Accountant and Treasurer vacancies
- Fire Chief still out on medical leave
- Union negotiations are almost complete

Interim Town Administrator Perry explained the R.F.P. process for the cell tower. Interim Town Administrator Perry commented to the Board he did have the Town Hall Water tested and it was reported the water did test high in sodium and iron.

Interim Town Administrator Perry inquired if the Board would consider closing to the public on Friday afternoons.

Interim Town Administrator Perry suggested a motion to close Town Hall on Friday at noon. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman, Sexton-Diranian - yes.

Interim Town Administrator Perry updated the Board on the current COVID infections in Townsend, commenting the Board of Health agreed with removing the mask mandate for anyone vaccinated.

Selectman Sexton-Diranian moved to remove the mask mandate in Town Hall if vaccinated. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Updates
Selectman Kell

Selectman Kell commented the first meeting of December will be to discuss the study for Canal Street. Any questions the Board may have should be sent to Beth Faxon, Planning Board Administrator.

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Selectman Kell commented the TAYSA lease needs to be looked at to decide what route the Board would like to go in regard to a Conservation Restriction.

Selectman Kell met with the Finance Committee to discuss the ARPA funds.

Selectman Kell gave the Board an overview of the grants worked on and considered.

Next meeting will be November 8, 2021

Selectman Sexton-Diranian moved to sign the bill payable and payroll warrant out of session. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved that we enter into Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares RE: Eaton v. Townsend, Girard v. Townsend, Merrill v. Townsend, Clark v. Townsend and not return to open session. Selectman Shank seconded. Roll call vote: Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Video footage of the November 2, 2021 meeting: <https://youtu.be/TCERfSuFkvY>

Materials: agenda, minutes, warrant, licenses, email, referral, Interim Town Administrator Report, request Conservation, Planning Board email, license holders



OFFICE OF THE BOARD OF SELECTMEN

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

SELECTMEN'S MEETING AGENDA FOR NOVEMBER 02, 2021 AT 6:00 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/83111158906?pwd=ZTZ1TjU5VHg0QkdvQUpDNlpl5WENMdz09>

Meeting ID: 831 1115 8906

Passcode: 165638

One tap mobile

+19292056099,,83111158906#,,,,*165638# US (New York)

+13017158592,,83111158906#,,,,*165638# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 831 1115 8906

Passcode: 165638

Find your local number: <https://us02web.zoom.us/u/kcLvUOcye>

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 8/31/2021, 10/19/2021.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 Report from Planning Board regarding Master Plan.

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

- 3.1 Appoint Fran Levi to the Townsend Cultural Council for a term to expire June 30, 2023.
- 3.2 Appoint Laura A. Doell to the Townsend Cultural Council for a term to expire June 30, 2024.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1. Discussion of NFP and Insurance agreement with Templeton and Dunstable
- 4.2 Review/Approve Land Use Coordinator and Grant Administrator job posting
- 4.3 Approve and sign outside of a meeting all 2022 renewals for Common Victualler licenses contingent upon receipt of required documentation and payment.
- 4.4 Review/Approve/Sign outside of a meeting a one-day special license for Natalie Call, V.F.W. Post #6538 for November 20, 2021, in conjunction with a Birthday Party with sale hours from 12:00P.M. to



OFFICE OF THE BOARD OF SELECTMEN

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

4:00P.M.

4.5 Review/Approve/Sign outside of a meeting a one-day special license for Natalie Call, V.F.W. Post #6538 for November 27, 2021, in conjunction with a Birthday Party with sale hours from 12:00P.M. to 6:00P.M.

4.6 Review and maybe vote to approve warrant articles

4.7 Discuss/vote on Conservation Commission request regarding newspaper for placement of notices.

4.8 Review/Comment Special Permit Referral, RE: 8 Jefts Street

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Townsend First policy regarding purchases and hiring

5.2 Town Administrator Updates and Reports.

5.3 Reports from Board liaisons.

5.3.1 General Government

- MRPC/UPWP Intersection Study - Rt 119/Canal St/West Elm (for review in Work Session, Dec 6, tentatively)

5.3.2 Elected Boards

5.3.3 Public Safety

5.4 Announcements, Communications, etc.

5.5 Next meeting - Nov 8 (9am), Nov 16 (6 pm)

5.6 Review and sign payroll and bills payable warrants.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares RE: Eaton v. Townsend, Girard v. Townsend, Merrill v. Townsend, Clark v. Townsend.

VII. ADJOURNMENT:



2.1

Veronica Kell <vakdlc@gmail.com>

Master Plan report

Lance McNally <ljmcnally@comcast.net>
To: Veronica Kell <vakdlc@gmail.com>
Cc: Beth Faxon <bfaxon@townsend.ma.us>

Tue, Nov 2, 2021 at 8:59 AM

Hi Ronnie,

As Chair of the Townsend Planning Board I realize the importance in getting closure on the Master Plan Report as it is critical to potential funding and grant opportunities. I'm planning on addressing on how to accelerate completion of the Master Plan Report at our next Planning Board Meeting (Nov. 8th) working in collaboration with the Master Plan Committee.

Best,

Lance

Carolyn Smart

III

From: Ross Perry
Sent: Monday, October 25, 2021 1:50 PM
To: Carolyn Smart
Subject: FW: Townsend Cultural Council appointees

-----Original Message-----

From: Kathy Spofford <kspofford@townsendma.gov>
Sent: Monday, October 25, 2021 9:36 AM
To: Veronica Kell <vkell@townsendma.gov>; Ross Perry <RPerry@townsendma.gov>
Subject: FW: Townsend Cultural Council appointees

Please see the below e-mail from the Cultural Council.

-----Original Message-----

From: Alice Struthers <harborgal88@gmail.com>
Sent: Sunday, October 24, 2021 10:33 AM
To: Clerk <clerk@townsendma.gov>
Subject: Townsend Cultural Council appointees

Thank you. A

• Townsend Cultural Council

October 25, 2021

To: Townsend Board of Selectmen

Please appoint to this committee the following, each for a term of two years:

Laura A. Doell, 66 Meadow Road, Townsend

Fran Levi, 176 Haynes Road, Townsend

These women were recommended in a motion unanimously approved by the Council in a posted meeting held October 22, 2021.

Alice A. Struthers

VOLUNTEER RESPONSE FORM



3.1
RECEIVED
JUN 04 2021

TOWN OF TOWNSEND
TOWN CLERK

RECEIVED
JUN 17 2021

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: Iran Levi Telephone No. (978) 877 2858
Work No. () Cell No. () e-mail arachel246@yahoo.com
Address: 176 Haynes Road
Occupation: handwerker
Amount of time available (per week/per month): this is flexible and depends on time of year
Background/Experience craftsman artist and appraiser of public art
and art education

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	300th Anniversary Committee	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertainment	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
	*Library Trustees	*Trust Fund Commissioners
	American Flag Committee	*Democratic Town Committee
General Government	Other	Human Services
*Board of Selectmen		*Board of Health
Finance Committee		Council On Aging
*Moderator		*Trustees of Soldiers' Memorials
*Assessors		Abram S. French Fund Committee
Town Properties Committee	School Committee Rep	
Constables	Nashoba Valley Tech High School	Housing
Capital Planning Committee	North Middlesex Regional High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee		

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nominations papers. Please see the Town Clerk for further information.

VOLUNTEER RESPONSE FORM



OCT 01 2021

BOARD OF SELECTMEN

RECEIVED
SEP 30 2021

TOWN OF TOWNSEND
TOWN CLERK

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: Laura A. Doell Telephone No. (978) 257-3249
Work No. () Texts are fine. Cell No. (978) 257-3249 e-mail ladoella@gmail.com
Address: 606 Meadow Rd.

Occupation: Teacher Site Co-ordinator for AES Extended Day

Amount of time available (per week/per month): 6-8 hrs. per month

Background/Experience Public school teacher 41+ years. Teach weaving at Sr. Ctr. Have taught various Art classes over many decades. Weaver, knitter, some sketching & watercolor.

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	300th Anniversary Committee	Board of Registrars
*Planning Board	Cultural Council <u>1</u>	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
(Historic District Commission) <u>2</u>	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
	*Library Trustees	*Trust Fund Commissioners
	American Flag Committee	*Democratic Town Committee
	Other	Human Services
General Government		*Board of Health
*Board of Selectmen		Council On Aging
Finance Committee		*Trustees of Soldiers' Memorials
*Moderator		Abram S. French Fund Committee
*Assessors		
Town Properties Committee	School Committee Rep	
Constables	Nashoba Valley Tech High School	Housing
Capital Planning Committee	North Middlesex Regional High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee		

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nominations papers. Please see the Town Clerk for further information.

4.2

Town of Townsend
Employment Opportunity
Grant Administrator

The Town of Townsend seeks qualified applicants for the position of Grant Administrator. The position is part-time, 15 hours per week with a flexible schedule.

Responsibilities:

The Grant Administrator oversees, coordinates, and is responsible for the reporting and management of grants received by the municipality. The Grant Administrator supports Boards, Committees, Departments and/or the Town Administrator through administrative oversight of grant funding.

Qualifications:

Bachelor's Degree in Business or Human Services, or related field, and one to two years of relevant grant writing and administration experience preferred. Proficiency in math, demonstrated ability to write clearly and persuasively, and excellent computer skills including word processing, database and spreadsheet (Excel) competence are required.

A valid Massachusetts Driver's License is required.

Salary:

The salary is \$30.98/hour. This is a Union position subject to collective bargaining agreements.

Please forward a letter of interest with resume and completed application to Ross Perry, Interim Town Administrator, 272 Main Street, Townsend, MA 01469, or via email to selectmen@townsendma.gov.

Employment application and detailed job description are available at www.townsendma.gov.

Applications will be accepted until a suitable candidate is found.

The Town of Townsend is an AA/EOE.

Town Administrator Grant Administrator

DEFINITION

Oversees, coordinates, and is responsible for the management of grants received by the municipality. Supports Boards, Committees, and Departments through administrative oversight.

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.

- Works in collaboration with Boards, Committees, Departments and/or the Town Administrator in writing grants.
- Compiles necessary data for grants.
- Collaborates with the Town Accountant and Treasurer on grant income and grant expense amounts.
- Gathers data and statistics required by funding sources.
- Assists in monitoring measurable outcomes as required by funding sources
- Coordinates with Boards, Committees, Departments, and/or the Town Administrator regarding funding efforts.
- Prepares required grant reports
- Oversees monthly data entry, delegating data entry as necessary for completion of grant reports
- Seeks additional funding sources (grant, federal, non-profit, foundation) to support, expand, and develop programming in alignment with the vision of the Town
- Manages program files and records
- In cooperation with the Town Accountant and Treasurer, manages the system for tracking grant expenditures and receivables.
- Oversees accounts and tracks all receipts and records for grant funding.
- Reviews and approves all grant related payment requests, bills, invoices, and statements.
- Reviews all monthly financial reports, makes corrections to grant related income and revenue as needed, and communicates all changes to the Town Accountant and the appropriate Boards, Committees, and Departments.
- Cultivates and sustains relationships with possible funders through the community, state, and federal government to ensure access to important information and emerging opportunities.

SUPERVISION RECEIVED

Under the administrative direction of the Town Administrator, the employee works with the current grants and assumes direct accountability for grant reporting; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the oversight of grants received by the town and coordinates with others as necessary.

SUPERVISION EXERCISED

The Grant Administrator, as a regular and continuing part of the job, is accountable for the successful reporting and accounting for all grants received by the Town of Townsend. The employee gives advice and instruction on all grant requirements to the Boards, Committees, Departments and/or the Town Administrator. The employee recommends potential grant submissions to Boards, Committees, Departments, and/or the Town Administrator.

JUDGMENT AND COMPLEXITY

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

NATURE AND PURPOSE

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

CONFIDENTIALITY

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

EDUCATION AND EXPERIENCE

Bachelor's Degree in Business or Human Services, or related field, and one to two years of relevant grant writing and administration experience preferred. A valid Massachusetts Driver's License is required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

Proficiency in math; excellent computer skills including word processing, database and spreadsheet (Excel) competence.

Abilities:

Strong interpersonal communications skills; demonstrated ability to write clearly and persuasively; ability to manage multiple tasks, details, and deadlines; ability to pay close attention to detail and accuracy; ability to relate to other staff, foster teamwork and maintain effective collaborative working relationships with Town departments, department heads, board and committee members, fellow employees, officials and the general public.

Skills:

Excellent organizational skills; ability to organize multiple tasks; excellent customer service and public relations skills.

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

The work involves sitting, standing, and walking. Must be able to work at a computer monitor for long periods of time.

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.

**Town of Townsend
Employment Opportunity
Land Use Coordinator**

The Town of Townsend seeks qualified applicants for the position of Land Use Coordinator. The position is full-time, 35 hours per week with a flexible schedule to include evening meetings.

Responsibilities:

The Land Use Coordinator is responsible for supervisory, administrative, and technical work in coordinating the land use support staff and the work of various land use related boards and committees; responsible for the Land Use Department budget; promotes the best interests of the town through the establishment, revision, and pursuit of strategies, bylaws, plans, programs, and outreach that addresses the town's needs and interests in affordable housing, land use, community and economic development, and conservation; and related work.

Qualifications:

Bachelor's Degree in Land Use Planning, Public Administration, Environmental Science, Regional Planning or related field and three to five years of relevant experience, or any equivalent combination of education, training, certification and experience. Must possess strong public relations and interpersonal skills, computer skills with GIS/GPS knowledge preferred, and excellent written and verbal communication skills. A valid Massachusetts Driver's License is required.

Salary:

The salary is \$56,600 (\$30.98/hour) with benefits. This is a Union position subject to collective bargaining agreements.

Please forward a letter of interest with resume and completed application to Ross Perry, Interim Town Administrator, 272 Main Street, Townsend, MA 01469, or via email to selectmen@townsendma.gov.

Employment application and detailed job description are available at www.townsendma.gov.

Applications will be accepted until a suitable candidate is found.

The Town of Townsend is an AA/EOE.

**LAND USE
LAND USE COORDINATOR**

DEFINITION

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

ESSENTIAL FUNCTIONS

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

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

economic development; maintain and updates planning data including land use maps, overlays, and statistical information.

- Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation and plans, projecting trends, monitoring socioeconomic data, etc.
- Performs similar or related work as required, directed or as situation dictates

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

JUDGMENT AND COMPLEXITY

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

NATURE AND PURPOSE OF CONTACTS

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

CONFIDENTIALITY

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

EDUCATION AND EXPERIENCE

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

KNOWLEDGE, ABILITY, AND SKILLS

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

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

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

WORK ENVIRONMENT

The work is performed in a typical office environment.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

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

Motor Skills

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

Visual Skills

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

COMMON VICTUALLER

Mr. Nicholas E. Koutsoufis
Sophia's Pizzeria
220 Main Street
Townsend, MA 01469

Ms. Kirsten Pacaro
Cliff's Café & Catering
266 Main Street
Townsend, MA 01469

Global Montello Group Corp
800 South St., Ste 500
Waltham MA 02451
permits@globalp.com
(Mr. Mike's)

Mr. Chung Wai Yu
Season's Palace #3, Inc.
d/b/a Yee's Village
P.O. Box 925
Townsend, MA 01469

Mr. Paul Panagiotes
The Ice Cream Factory
7 Elm Street
P.O. Box 587
Townsend, MA 01469

McDonald's Restaurants
20 Main St
Townsend, Ma 01469

Townsend Pizza, Inc
237 Main Street
Townsend, MA 01469

McNabb's Pharmacy, Inc.
233 Main Street
P.O. Box 496
Townsend, MA 01469

Mr. Ashraf Soliman
Pizza Pizzaz (#27)
26 Main Street
Townsend, MA 01469

Mr. Mike Far Liang
The Gourmet House
d/b/a Panda Wok
18 Main Street
Townsend, MA 01469

Mr. Robert W. Dickhaut
Cooperage, Inc. d/b/a
The Townsend House
P.O. Box 285
Townsend, MA 01469

Townsend Rod & Gun Club
46 Emery Road/P.O. Box 289
Townsend, MA 01469

Ms. Judy Knapp
Hannaford Bros Inc
145 Pleasant Hill Road
Scarborough ME 04074

Michelle Wagner
Energy North Stores, Inc.
d/b/a Haffners
197 Main Street
Townsend, MA 01469

Mr. Albert S. Marinao, Jr.
Bailey's Bar & Grille LLC
18 Main Street
Townsend, MA 01469

Ms. Nancy J. Pappas
Patriot Pizza
24 Main Street
Townsend, MA 01469

Mr. Kenneth Saucier
South Fitchburg Hunting & Fishing Club
60 Warren Road
P. O. Box 687
Townsend, MA 01469

Mr. Mohamed Eldardir
Apricot Donuts Inc
d/b/a Gourmet Donuts
210 Main Street
Townsend, Ma 01469

Mr. Glen Shepherd
Cherry Hill Ice Cream Too
53 Main Street
Townsend, MA 01469

Derek Fors
Townsend Country Club, Corp
40 Scales Lane
Townsend, MA 01469

Mr. Ronald Kirwood
Grovercare, Inc.
27 Main Street
Townsend, MA 01469

Mr. Steve Catalano
Courtney's Donuts, LLC
d/b/a Dunkin Donuts
188 Ayer Road
Harvard MA 01454-1101

Mr. Frank J. Catalano
F.J. Catalano Enterprises
d/b/a Dunkin Donuts
188 Ayer Road
Harvard MA 01451-1101

V.F. W. Post #6538
P.O. Box 207
Townsend, MA 01469

Yum to Go
dba Bouillon Bistro
53 Main Street
Townsend, MA 01469

4.6

**The Commonwealth of Massachusetts
SPECIAL TOWN MEETING**

11/4/21 8:30

MIDDLESEX SS.

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

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Townsend memorial Town Hall, Great Hall, Townsend, MA for the Special Town Meeting on **December 14, 2021, at 7:00 PM**, then and there to act on the following articles:

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

ARTICLE 1

To see if the Town will vote to raise and appropriate, or transfer from available funds in the treasury the sum of **\$5165.20**, or any other sum for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.

- **\$1565.20** to Impact Fire for sprinkler system repair
- **\$3600.00** to CM Geeks for installation of new PC's

SUBMITTED BY: Board of Selectmen

Read by: Chaz Sexton-Diranian

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

**CURRENT FISCAL YEAR FINANCIAL ARTICLES
(MAJORITY VOTE)**

ARTICLE 2

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury, the sum of **\$150,724.46** or any other sum for the purpose of offsetting changes to the FY 22 budget that weren't known last May or take any other action in relation thereto. (See FY 22 Omnibus Budget Adjustment at the end of the warrant)

SUBMITTED BY: Board of Selectmen

READ BY: Veronica Kell

ARTICLE 3

To see if the Town will vote to appropriate from the Water Enterprise Free Cash the sum of \$14,917.22 to reimburse the Stabilization fund.

SUBMITTED BY: David Vigeant

READ BY:

DESCRIPTION: When the retroactive pay for Water Dept Union Employees was approved at the May 8, 2021 Town Meeting (Article 7), these funds should have been appropriated from the Water Enterprise Free Cash. This merely reimburses the Stabilization funds for costs associated with Enterprise Fund employees

ARTICLE 4

To see if the Town will vote to reallocate \$70,000, the amount approved at the May 8, 2021, ATM (Article 8 Main St at South St Upgrade) to fund the Greeley Road Upgrade or take any action relative thereto.

SUBMITTED BY: David Vigeant
READ BY:

ARTICLE 5

To see if the Town will vote to appropriate from Water Enterprise Free Cash the sum of \$130,000 for the purpose of funding the completion of the Main St Well Project or take any action relative thereto.

SUBMITTED BY: David Vigeant
READ BY:

ARTICLE 6

To see if the Town will vote to appropriate from Water Enterprise Free Cash the sum of \$20,000 for the purpose of well cleaning at Witches Brook Well 2 or take any action relative thereto.

SUBMITTED BY: David Vigeant
READ BY:

ARTICLE 7

To see if the Town will vote to appropriate from Water Enterprise Free Cash the sum of \$75,000 for the purpose of funding the planning of the Harbor Trace PFAS Water Treatment Facility or take any action relative thereto.

SUBMITTED BY: David Vigeant
READ BY:

ARTICLE 8

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$50,000, or other amounts for the purpose of repairing the Library/Senior Complex Roof or take any other action in relation thereto.

SUBMITTED BY: Rob Beauchamp
READ BY: Joe Shank

Will not adversely affect the neighborhood;

(2)

Will not be a nuisance; or

(3)

The keeping of such vehicles will not be in conjunction with a use that is:

(a)

Otherwise not permissible in the zoning district; or

(b)

Is permissible by a special permit from the Zoning Board of Appeals but no permit has been granted.

{Note: the permit that the BOS allows the Building Dept to issue and the process within the Building Department for issuing the permit must be defined}

C.

All permits granted shall limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land, and shall be limited to a reasonable length of time to be determined by the Board of Selectmen.

D.

The provision of Subsections A through F, inclusive, of this section, shall not apply to motor vehicles designed and used for farming purposes, nor to persons or entities in the lawful exercise of licenses granted under MGL c. 140, §§ 58 and 59.

E.

All complaints, including anonymous complaints, shall be delivered, in writing, to the Building Department and shall specify the property address and the location within the property of the alleged unregistered motor vehicles. On the receipt of a complaint, the Building Department shall notify the Board of Selectmen and the Police Department of the alleged violation. The enforcement officer, as specified in Article II, shall investigate the complaint and generate a report with findings and any actions taken, and shall notify the complainant (if not anonymous) in writing of the outcome of the investigation. ~~The Police Chief, or his designee, shall enforce this section. No other Town official shall have the authority to enforce the section. No other Town official shall investigate any potential violations. Upon a written complaint to the Board of Selectmen, the Police Chief, or his designee, shall perform a site inspection and investigation and shall report his findings to the Board of Selectmen in writing. The report shall contain the the property address on which the vehicle(s) is located. If the report finds that the vehicle(s) is in a violation of this section, the Board of Selectmen shall send a certified letter to the owner of the land, on which said vehicle(s) is parked, and the property owner will have 30 days to remove said vehicle(s). Whoever violates any provisions of this section of the Townsend General Bylaws shall be liable for a penalty of \$100 per day for each day of violation. Violations will be calculated from the date of the certified mailing. No penalty will be assessed if the vehicle(s) is removed within 30 days and there are no subsequent violations on the same property.~~

F

GENERAL BUSINESS, GENERAL BYLAWS AND ADOPTIONS
(MAJORITY VOTE)

ARTICLE 9

To see if the Town will vote to accept Massachusetts General Law Chapter 41 Section 19K, to allow the Town Clerk who has completed the necessary courses of study and training, and has been awarded a certificate by the Massachusetts Town Clerks' Association as a Certified Massachusetts Municipal Clerk, to receive as compensation from such town, in addition to the regular annual compensation paid by such town for services in such office, an amount equal to 10 per cent of such regular annual compensation, but not more than \$1,000 per year.

SUBMITTED BY: Kathleen Spofford
READ BY: Chaz Sexton-Diranian

ARTICLE 10

To see if the Town will vote to amend the General Bylaws relative to unregistered motor vehicles or take any other action in relation thereto.

Update Article II Non-Criminal Disposition of Violations
Section D Unregistered Motor Vehicles Bylaw:

- (1)** Enforcing Officers
 - (a) Building Inspector
 - (b) Townsend Police
- (2)** Fine schedules:
 - (a) First offense: written warning.
 - (b) Second offense: \$100 per day.

Remove Section 14 Unregistered Motor Vehicles from Chapter 112.

Add Chapter 128 Unregistered Motor Vehicles.

A.
No person or entity shall keep or permit to be kept on any premises within the Town of Townsend more than one unregistered motor vehicle assembled or disassembled unless said vehicles are stored within an enclosed building. The one unregistered motor vehicle shall be no closer than 15 feet to a public way, and no closer to the property line of another than the allowable distance for a structure in the applicable zoning district.

B.
For good cause shown, the Board of Selectmen may approve the issuance of ~~issue~~ a permit by the Building Department to keep more than one unregistered motor vehicle on any premises not within an enclosed building, after a duly called public hearing to which all abutters to the premises have received a notice if it finds that such keeping:

(1)

If the investigation finds that there is a violation of this bylaw, the enforcement officer with notification to the Board of Selectmen and the Police Department, shall send a certified letter to the owner of the land on which said vehicle(s) is parked, specifying the amount of time, though no less than 14 days, to remedy the situation.

If the owner of the property fails to address the violation in the time prescribed in the citation, the enforcement officer with notification to the Board of Selectmen and the Police Department, shall send a second certified letter to the owner of the land on which said vehicle(s) is parked, specifying the commencement of the applicable fines as noted in Article II and specifying the amount of time for the owner of the property to both remedy the situation and pay the accumulating fine.

If the owner of the property again fails to address the fine and the violation, civil action shall be brought against the owner by the town.

SUBMITTED BY: Building Commissioner
READ BY: Veronica Kell

December 2021 Adjustments to FY 22 Omnibus Budget

11/4/2021 8:00

LINE #	ACCOUNT NAME	FY22 Original	FY22 Adjustment	Change
1	BOS SALARY - TOWN ADMINISTRATOR (NU)	\$ 133,560.00	\$ 244,560.00	\$ 111,000.00
2	BOS WAGES-WAGES SETTLEMENT	\$ 18,750.00	\$ 25,916.00	\$ 7,166.00
3	ACCOUNTING SALARY - TOWN ACCNT. (NU)	\$ 72,550.00	\$ 77,775.00	\$ 5,225.00
4	ACCOUNTING WAGES-SUPPORT STAFF (U)	\$ 10,101.00	\$ 10,304.00	\$ 203.00
5	TREASURER COLL. WAGES - TREAS/COLL (NU)	\$ 60,198.00	\$ 64,438.00	\$ 4,240.00
6	TREASURER/ COLL WAGES - OPER STAFF (U)	\$ 84,913.00	\$ 82,500.00	\$ (2,413.00)
7	TOWN COUNSEL PROF LEGAL SERVICES	\$ 63,000.00	\$ 80,000.00	\$ 17,000.00
8	CON COM WAGES-CONSERV.AGENT (U)	\$ 17,956.00	\$ 19,903.00	\$ 1,947.00
9	CON COM WAGES-CONSERV SUPPORT (U)	\$ 20,925.00	\$ 19,955.02	\$ (969.98)
10	PB WAGES-SUPPORT STAFF (U)	\$ 32,776.00	\$ 27,313.00	\$ (5,463.00)
11	ZBA WAGES - OPER STAFF (U)	\$ 5,442.00	\$ 5,462.00	\$ 20.00
12	FACILITIES WAGES - FAC MAINT COORD (U)	\$ 67,038.00	\$ 64,438.00	\$ (2,600.00)
13	FACILITIES WAGES - TEMP HELP (NU)	\$ 7,656.00	\$ 13,390.00	\$ 5,734.00
14	FACILITIES WAGES - PT CLEANER (NU)	\$ 17,297.00	\$ 17,645.00	\$ 348.00
15	FACILITIES COMMUNICATIONS	\$ 11,900.00	\$ 16,900.00	\$ 5,000.00
16	POLICE - SALARY - POLICE CHIEF (NU)	\$ 131,250.00	\$ 134,534.00	\$ 3,284.00
17	FIRE/EMS - SALARY-FIRE CHIEF/EMS DIR (NU)	\$ 128,500.00	\$ 158,113.00	\$ 29,613.00
18	BLDG INSP -SALARY -BLDG COMMISSIONER (U)	\$ 72,550.00	\$ 69,742.00	\$ (2,808.00)
19	BLDG INSP - WAGES-SUPPORT STAFF (U)	\$ 36,206.00	\$ 36,926.00	\$ 720.00
20	N.M.R.S.D. ASSESSMENT	\$ 11,759,157.00	\$ 11,709,894.00	\$ (49,263.00)

LINE #	ACCOUNT NAME	FY22 Original	FY22 Adjustment	Change
21	HIGHWAY - WAGES-OPER STAFF (U)	\$ 254,903.00	\$ 262,315.44	\$ 7,412.44
22	CEM/PARKS - WAGES-SUPERINTENDENT (U)	\$ 67,038.00	\$ 64,438.00	\$ (2,600.00)
23	CEM/PARKS - WAGES - OPER FOREMAN (NU)	\$ 36,966.00	\$ 37,700.00	\$ 734.00
24	THA - WAGES-SUPPORT STAFF (U)	\$ 5,254.00	\$ 4,203.00	\$ (1,051.00)
25	BOH - WAGES-SUPPORT STAFF (U)	\$ 42,916.00	\$ 43,495.00	\$ 579.00
26	COA -WAGES - DIRECTOR (U)	\$ 67,038.00	\$ 64,438.00	\$ (2,600.00)
27	LIBRARY - WAGES - LIBRARY TECHS (NU)	\$ 217,694.00	\$ 222,072.00	\$ 4,378.00
28	RECREATION DEPT HEAD (U)	\$ 41,626.00	\$ 42,461.00	\$ 835.00
29	BAND CONCERTS - BAND SERVICES	\$ 12,400.00	\$ 12,900.00	\$ 500.00
30	GENERAL PROP LIABILITY & VEHICLE INS.	\$ 295,717.00	\$ 310,271.00	\$ 14,554.00

Total
\$ 150,724.46
Adjustment

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

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

Given under our hands this {date}, in the year TWO THOUSAND TWENTY-ONE.

SELECTMEN OF TOWNSEND

Veronica Kell, Chairman

Joe Shank, Vice Chairman

Chaz Sexton-Diranian, Clerk

A true copy. ATTEST:

CONSTABLE

MIDDLESEX, SS.

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

Constable of TOWNSEND

SIGNATURE

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

4.7

Legal Ads

Joan Savoy <savoyjoan@gmail.com>

Thu 10/21/2021 4:31 PM

To: **Selectmen** <Selectmen@townsendma.gov>

Cc: Jessica Consolvo <jConsolvo@townsendma.gov>; Jennifer Eaton <jenifer.eaton@icloud.com>

Hello BOS,

Thanks to Jessica's assistance, we have just discovered that the cost to run a short Legal Ad in the Sentinel & Enterprise (much less expensive than the Lowell Sun) is...drum roll... \$550.00 for 5 days! Jessica also learned that the Groton Herald charges about half that.

We also discovered that, unlike past ConsComm procedure, it is legally required that an RDA applicant pay to place a Legal Ad for at least one day in the newspaper, 5 days prior to their meeting. NOI notices have to run longer, of course.

It is our belief that RDAs are submitted to ConsComm by courteous, honest folks who want to keep things above-board. If we start placing RDA Legal Notices, as required, a prohibitive fee schedule may well put folks off and impede their willingness to file RDAs at all. Plus, why make folks pay so much for Legal Notices, period? The Sentinel & Enterprise costs are, frankly, outrageous.

We propose that, going forward, the Town adopt the Groton Herald as their official Legal Notice site. This information can be clearly placed on the Town's webpage so that folks won't (again) tell ConsComm that only a Nashoba Publishing paper can be used.

Please advise. ConsComm votes for the Groton Herald!

Thanks and

Best,

Joan Savoy, Conservation Commissioner

4.8

**TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN ST.
TOWNSEND, MA 01469
bfaxon@townsendma.gov**

Date: October 25, 2021

To

Board of Selectmen
Board of Health

Conservation Commission
Planning Board

From:

Zoning Board of Appeals office via Beth Faxon, X1722 bfaxon@townsendma.gov

REFERRAL NOTICE

Notice is hereby given that the Townsend Zoning Board of Appeals will hold a public hearing on Wednesday, November 17, 2021, at 5:45 p.m. via remote public meeting on the application of J. Smart Contracting, LLC for the property located at **8 Jefts Street (Map 51, Block 38, Lot 0)** for an **Appeal** of the Building Commissioner's decision dated August 26, 2021, under §145-64 appealing the finding which states the Applicant is in violation of section 145-27 for a use that is not permitted in the Downtown Commercial District or a **Special Permit** under §145-65F & §145-18 of the Zoning Bylaw, seeking a positive finding under M.G.L. Chapter 40A Section 6 for a change of use of a legal pre-existing nonconforming use.. Zoom link: <https://us02web.zoom.us/j/85647100436?pwd=N3lpbEJKcmEvRm1ZU1d4Q2R1TjBudz09>
Meeting ID: 856 4710 0436 Passcode: 209841 One tap mobile +13126266799,,

PROJECT DESCRIPTION:

Seeking a special permit under Section 145-18 Extensions and Alterations and a positive finding under M.G.L. 40A Sec. 6 for a change of use of a legal pre-existing nonconforming use.

APPLICANT:

J. Smart Contracting, LLC

LOCUS ADDRESS:

8 Jefts Street

PARCEL ID:

Assessor's Map 51 Block 38 Lot 0,

ZONING DISTRICT:

Downtown Commercial District (DCD)

DATE / TIME OF HEARING:

Wednesday, Nov. 17, 2021 @ 5:45 pm.

PLACE OF HEARING:

remotely via TCAM hosted Zoom meeting

LEGAL AD:

published in the Groton Herald October 29, 2021 & November 5, 2021

COMMENTS _____

NO COMMENT _____

SIGNED: _____

DATE: _____



5.2

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

Ross Perry
Interim Town Administrator

Town Administrator Update 11/2/21

Personnel:

- Still open to applications for the Town Accountant and Treasurer – Collector positions.
- Fire Chief is still out on Medical Leave until 12/1/21.
- Contract negotiations with the Fire Union and Police Retro pay discussions union are progressing.
- The other union contract negotiations are complete. The next step is to update the individual contracts and include the numerous MOU's negotiated over the years.

Special Town Meeting:

- Draft warrant is available tonight for the BoS to decide on which articles to include.
- Final wording and budget numbers are expected shortly.
- 11/16 it will go to Town Counsel for review
- 11/16 Finance Committee meeting to review and vote support on articles e
- 11/22 the Board will be asked to sign the warrant
- 11/23 it will be sent to the printer
- 11/23 Constables for posting
- Tbd, Moderator's pre-meeting
- 12/1 Write motions and send to town Counsel for review
- 12/13 Prepare motion books and set up meeting room
- 12/14 7:00 Special Town Meeting. Number of attendees? Length of meeting
- 12/15 breathe

Next week:

- I will be here Monday and Tuesday

Respectfully submitted:

Ross Perry
Interim Town Administrator

5.3.1
Available on
request



MONTACHUSETT REGIONAL INTERSECTION ANALYSIS

Main Street (Route 119) at Canal
Street/West Elm Street
Townsend, MA

September 2021

Prepared in cooperation with the Massachusetts Department of Transportation and the U.S. Department of Transportation. The views and opinions of the Montachusett Regional Planning Commission expressed herein do not necessarily state or reflect those of the Massachusetts Department of Transportation or the U.S. Department of Transportation.

The Montachusett MPO and the MRPC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The Montachusett MPO operates without regard to race, color, national origin, English Proficiency, ancestry, creed, income, gender, age and/or disability. Any person who believes him/herself or any specific class of persons, to be subject to discrimination prohibited by Title VI may by him/herself or by representative file a written complaint with the MRPC or the MMPO. Complaints are to be filed no later than 180 days from the date of the alleged discrimination. Please contact Glenn Eaton at 978-345-7376 ext. 310 for more information.



MONTACHUSETT REGIONAL INTERSECTION ANALYSIS

**Main Street (Route 119) at Canal Street/West Elm Street
Townsend, MA**

**Prepared by the
Montachusett Regional Planning Commission (MRPC)
for the
Montachusett Metropolitan Planning Organization (MMPO)**

FFY 2021 Program Year

September 2021

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