



## OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*

Veronica Kell, *Clerk*

James M. Kreidler, Jr.  
Town Administrator

### MINUTES

#### SELECTMEN'S MEETING AGENDA FOR OCTOBER 6, 2020 AT 6:00 P.M.

*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/87567826272?pwd=WG9OMHKZULMYBUVPCG5QCFEWN0R1QT09](https://us02web.zoom.us/j/87567826272?pwd=WG9OMHKZULMYBUVPCG5QCFEWN0R1QT09)

MEETING ID: 875 6782 6272

PASSCODE: 818187

ONE TAP MOBILE

+13017158592,,87567826272#,,,,,0#,,818187# US (GERMANTOWN)

+13126266799,,87567826272#,,,,,0#,,818187# US (CHICAGO)

#### DIAL BY YOUR LOCATION

+1 301 715 8592 US (GERMANTOWN)

+1 312 626 6799 US (CHICAGO)

+1 929 436 2866 US (NEW YORK)

+1 253 215 8782 US (TACOMA)

+1 346 248 7799 US (HOUSTON)

+1 669 900 6833 US (SAN JOSE)

MEETING ID: 875 6782 6272

PASSCODE: 818187

FIND YOUR LOCAL NUMBER: [HTTPS://US02WEB.ZOOM.US/U/KNA6MF5WP](https://us02web.zoom.us/j/87567826272?pwd=WG9OMHKZULMYBUVPCG5QCFEWN0R1QT09)

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

- 1.1 WM called the meeting to order and roll call.  
VK yes, WM yes.
- 1.2 WM called for the Pledge of Allegiance
- 1.3 WM Announced the meeting is being recorded.
- 1.3 Chairman's Additions or Deletions.

- VK referenced adding Mass Fish and Game interest in parcel of land as Item 4.7
- 1.4 Public Comment Period.  
Dave Henkels- Read public statement into the record re: Conservation Commission matters (copy attached)

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

- 2.1 6:05P.M. Town Clerk-  
Town Clerk Spofford spoke re: Discussion RE: Presidential Election Warrant. Sign the 2020 election warrant for November 3, 2020. Early voting begins October 17, 2020 through October 30, 2020 at Recreation building. Vote by mail applications available online. Last day to register is October 24, 2020.

VK moved WM second to sign the presidential warrant and to sign it out of session.

WM announced that DK has resigned. Discussion RE: Special town election to fill vacant seat on the Board of Selectmen resulting from the resignation of Don Klein.

JK read from Town Charter 3 f 2 if a failure to elect or a vacancy occurs with six months remaining in term the remaining selectman must call an election.

In this case DK's resignation was just outside of the 6 months.

VK asked to hear from KS and said she had read the charter and believed the Board had to call a special election.

WM stated he would like to have a Special election as soon as possible. January timeframe.

KS stated the cost to hold a special is \$6-7,000 and she does not have it budgeted. Mailing ballots is another \$1500 dollars. Once Board calls election she needs 64 days before the date of election.

WM asked KS and JK to come up with options for presentation at the next meeting. VK agreed.

- 2.2 6:15P.M. Town Accountant and Town Treasurer Collector- Discussion RE: revamping cash operations in town (recycling, permitting fees, etc.) to a single point of collection.

JK called on Anna Noyes the Collector and Lauri Plourde the Accountant to discuss this subject.

VK expressed interest in looking at consolidating areas where cash is handled. Why do we have cash operations. Can it be changed into a single point of contact or limit other departments from collecting cash.

AN stated that our small town demographic drives the interest in paying cash. She will review the possibilities and report back to Board.

JK advised that several functional areas that take cash are elected and the BoS does not have authority to impose a cashless system if they do not wish to do so.

- 2.3 6:30P.M. Townsend Housing Authority- Discussion RE: Affordable Housing Trust seats. Chaz Sexton-Diranian- Declaration of Trust calls for 5 member trustees with 4 at large town residents and one selectman. CSD put forward Joseph Shank, Gary Shepherd, Joan Savoy and Michael Virostko as the first 4. The BoS needs to select one of their own. WM volunteered and was voted to hold the position by VK moved WM second. Roll Call vote- VK yes, WM yes.

VK moved WM second to appoint the following to the Affordable Housing Trust-

Two Year Term- Gary Shepherd, Joan Savoy and Michael Virostko  
One Year- Joseph Shank and Wayne Miller

Roll call vote- VK yes, WM yes.

CSD- Discussed land at Dudley Road feasibility study under C.43D. CSD to provide form for Selectmen to sign. JK suggested that BoS vote to approve and sign out of session the C. 43D document. VK moved WM second to support the Housing Authority doing a feasibility study under C.43D. Roll call vote- VK yes, WM yes.

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

- 3.1 VK moved WM second reappointment of Renee Fossey and Cheryl Simoneau to the Abram French Fund for a term beginning 10-6-20 to 6-30-23. Roll Call vote- VK yes, WM yes.
- 3.2 VK moved, WM second to appoint the Town Administrator as the Municipal Approving Authority for the purpose of assuring compliance with COVID regulations for Recreation Department programming. Discussion from Emy Hoff, Recreation Director. EH described Remote Learning Enrichment Program. The municipal approving authority required to make certain that all the paperwork is in order.

VK wanted information as this was her first-time hearing about the plan. WM said that he was previously aware of the program being worked on by EH. VK was interested in the specifics of the program which had not previously been discussed.

VK asked questions and EH provided timeline and program details.



VK asked JK if he was onboard with the requirements of being named the Approving Authority. JK said yes.

VK asked if there was Board of Health involvement. EH described where the Board of Health had previously approved the plan.

Roll call vote- VK yes, WM yes.

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

- 4.1 VK moved WM second to vote to allow town payroll and bills payable warrants to be approved with one Board of Selectmen member signature while the Board is down to only two members. Roll call- VK yes, WM yes.
- 4.2 Website discussion: timeline for page updates; funding availability; QSend vs. CivicPlus  
VK discussed potential for revamping the town website. WM suggested a work session and asked JK about procurement. JK said it would need to be procured under the law but that the bigger question was funding. VK referenced the annual MIS budget and JK provided an accounting of the budgeted line items demonstrating that it is all spoken for. VK referred to the possibility of using COVID funds for the redesign. Discussion re: setting up a work session for further discussion on the matter.
- 4.3 TCAM Update: funding and startup; assuming responsibility for the Zoom meetings  
VK said funding is a moot point as she saw the funds transfer last week. VK wants schedule for TCAM handling meetings. What will process be? TCAM should run the meetings, monitor the waiting room, and use its own Zoom account and the account should be able to handle webinars.  
  
JK advised that TCAM and he would be discussing all of those questions the very next day. There should be a timeline available for when TCAM will be taking over the ZOOM meeting scheduling and recording. And the process and procedures going forward for boards and committees.
- 4.4 South Row Rd property, RE: Planning Board recommendation.  
Discussion about offer of a donation of a landlocked parcel of land. JK had received a call from an attorney in August and the BOS recommended that boards be notified and respond as to their interest. JK advised that the Planning Board offered comment and it was enclosed but that there were no other comments received yet. VK said the Planning Board found that the 42 acre parcel is not Natural Heritage Endangered Species property but is a parcel of interest and thus not as critical as some Townsend pieces. It is 42 acres. Might be good to have re: solar or possible housing. Going to wait on Conservation comments. The Planning Board recommends via a unanimous roll call vote that the Town accept the property as it is a donation. This will need a vote by town meeting so could be on the next town meeting warrant.



- 4.5 Discussion/Vote Halloween-Trick or Treat  
Board set time for trick or treat as 6-8pm on the 31<sup>st</sup> with the proviso that everyone follow CDC guidelines.
- 4.6 Approve Road Opening Permit for Until for gas service upgrade, RE: Beech Street.  
VK moved WM seconded approval of road opening for gas service on Beech Street. Roll call vote: VK yes, WM yes.

4.7 [newly added] Commonwealth DCR asked BoS to read announcement that DCR considering securing an interest in 18 acres currently owned by Brian Michalczyk on Rt. 13 across and adjacent from to Townsend State Forest land.

VK read announcement (copy attached). WM asked to move considering the waiver at the next meeting.

**V. WORK SESSION – VOTES MAY BE TAKEN:**

- 5.1 Funding of human resources person and signing of all essential policies on an annual basis  
VK want to revisit human resource position at a future town meeting. WM agree with it but as an outsourced not staff position. VK amenable to looking at all things but leans away from outsourcing.

WM suggested a work session for this matter. VK noted that there are 3 work sessions to be scheduled: website update, job descriptions and wage matrix, and policies and procedures.

- 5.2 Covid-19 relief update  
JK detailed the town's round 1 COVID-19 CARES act grant funding (copy attached). A total of \$205,562.91 was expended and billed in Round 1. In Round 2 Townsend has roughly \$500,000 available to the town. Round 2 funds need to be expended by Dec 31, but could be a little beyond that.

CSD discussed the need to seek CARES funds for mortgage and rental assistance to be overseen by the Affordable Housing Trust and to be managed by an outside agency.

- 5.3 Board of Selectmen announcements, updates, and reports.  
WM- Bill Rideout from Rail Trail asked about having Nashoba Tech build a kiosk at the trailhead. VK agrees. JK advised that Bill and Carolyn Smart were in discussion with Nashoba last week.  
VK- Announced Library and Council on Aging schedules and programing changes are available on the website.  
VK applauded the Board of Water Commissioners for all their good work over the past year without a Superintendent.  
Q and A with a selectman is ongoing with the next one October 15, 2020 at 10:30 am. If interested, please contact Katie at the Senior Center to get Zoom link.

VK talked about about two suggestions made during the last Q&A: an onboarding policy for volunteers newly appointed to boards or committees in town. Another was to have a welcome to Townsend packet for new residents.

5.4 Clerk of the Board announcements for events.

Halloween was earlier discussed.

5.5 Reports from Board liaisons.

VK next agenda we should split up the liaison assignments that Don had.

5.6 Review and sign payroll and bills payable warrants.

VK moved, WM seconded review and sign out of session bills payable and payroll.

Roll call vote- VK yes, WM yes.

VI: **EXECUTIVE SESSION – VOTES MAY BE TAKEN:**

6.1 VK moved, WM seconded go into Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Fire Chief; and

6.2 into executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Fire, Clerical, Supervisor and Police Unions, and that we will return to open session. Roll call vote- VK yes, WM yes.

Returned to open session- VK moved, WM seconded to ratify and execute the contract between the town and the fire chief out of session. Roll call vote- VK yes, WM yes.

VK Moved, WM seconded to adjourn at 8:19 pm. Roll call vote- VK yes, WM yes.

ADJOURNMENT:

*Voted to approve the meeting minutes for the meeting of October 6, 2020 by the Board of Selectmen this 23<sup>rd</sup> day of November, 2020.*

COMMONWEALTH OF MASSACHUSETTS

WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2020 STATE ELECTION

Middlesex SS.

To the Constables of the Town of Townsend.

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Precinct I, II, III

MEMORIAL HALL, 272 MAIN STREET, TOWNSEND, MA 01469

on **TUESDAY, THE THIRD DAY OF NOVEMBER, 2020**, from 7:00 A.M. TO 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

ELECTORS OF PRESIDENT AND VICE PRESIDENT ..... FOR THESE UNITED STATES  
SENATOR IN CONGRESS ..... FOR THIS COMMONWEALTH  
REPRESENTATIVE IN CONGRESS ..... THIRD DISTRICT  
COUNCILLOR ..... SEVENTH DISTRICT  
SENATOR IN GENERAL COURT ..... WORCESTER AND MIDDLESEX DISTRICT  
REPRESENTATIVE IN GENERAL COURT ..... FIRST MIDDLESEX DISTRICT  
REGISTER OF PROBATE ..... MIDDLESEX COUNTY

**QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

**SUMMARY**

This proposed law would require that motor vehicle owners and independent repair facilities be provided with expanded access to mechanical data related to vehicle maintenance and repair.

Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems — systems that collect and wirelessly transmit mechanical data to a remote server — with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing.

Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer.

The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's



mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority.

Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or \$10,000 per violation.

**A YES VOTE** would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

**A NO VOTE** would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data.

## **QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

### **SUMMARY**

This proposed law would implement a voting system known as "ranked-choice voting," in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member.

Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner.

Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected.

Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount.

The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

**A YES VOTE** would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

**A NO VOTE** would make no change in the laws governing voting and how votes are counted.

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, THE WEST READING ROOM, 264 DUDLEY ROAD in WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and the HARBOR FIRE STATION, 41 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET in said Townsend, AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE MEETING AS WITHIN DIRECTED

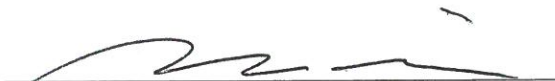
*Constable of TOWNSEND*

\_\_\_\_\_  
SIGNATURE

LOCATION	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____
WEST TOWNSEND READING ROOM	_____	_____	_____
HARBOR FIRE STATION	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____
HARBOR CHURCH	_____	_____	_____

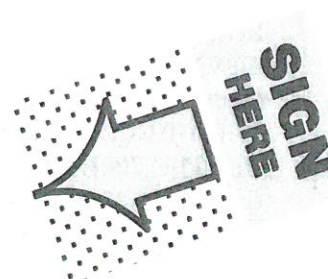
Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 6<sup>th</sup> day of October, 2020.

  
Wayne M. Miller, Chairman

\_\_\_\_\_  
Donald E. Klein, Vice Chairman

  
Veronica A. Kell, Clerk



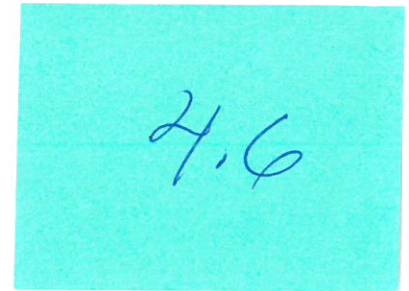
**Selectmen of Townsend**

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the CENTER, THE WEST READ ROOM, 264 DUDLEY ROAD in WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and the HARBOR FIRE STATION, 41 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET in said Townsend, SEVEN (7) days at least before the time of holding said election.

\_\_\_\_\_, 2020.  
Constable Signature (Month and Day)



**TOWN OF TOWNSEND**  
Highway Department  
177 Main Street  
Townsend, Massachusetts 01469  
Tel: (978) 597-1712  
Fax: (978) 597-0726



**ROAD OPENING PERMIT APPLICATION  
FOR EXCAVATION IN PUBLIC WAYS**

Date: 9/23/2020

Permit #: 06-17CA

**APPLICANT:** (Complete this section only if different than Contractor performing the work)

Name: Unitil / Fitchburg Gas and Electric

Address: 357 Electric Ave  
Lunenburg Ma 01462

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person (if different from name listed above)  
\_\_\_\_\_

**CONTRACTOR:**

Name: Unitil

Address: 357 Electric Ave  
Lunenburg Ma 01462

Telephone # 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above): Mark Dimeco Jr Supervisor Gas Operations

Name of person performing the excavation (if different from name listed above)  
\_\_\_\_\_

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Mark Dimeco Jr

Massachusetts Hoisting Equipment License Information;

License Number: \_\_\_\_\_

Grade: 2A

Expiration Date: \_\_\_\_\_

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

**DETAILS OF EXCAVATION**

Exact Location of Excavation – Street: Beech St

House Number: 7 to \_\_\_\_\_

Scope of Work:

Gas Service Upgrade

Length of Cut: \_\_\_\_\_ Depth of Cut: \_\_\_\_\_

Start Date: 9/24/2020 Estimated Working Days: \_\_\_\_\_

**NOTIFICATION DATES:**

Dig Safe: 20203908775

Detail Officer Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Highway Superintendent: James O Smith

Date: 9-23-20

Board of Selectmen: Veronica Kell

Date: 10/6/20

Fee Received: 106 - Check #: \_\_\_\_\_

**NOTE:** Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.

Townsend, MA

Date received i

RE

2.3

VOLUNTER RESPONSE FORM

BOARD OF SELECTMEN

Name: Joan M. Savoy

Phone: (617)833-3937      Email: savoyjoan@gmail.com

Address: 35 Adams Road, Townsend, MA 01469

Occupation: Artist (self-employed)

Amount of time available: Unlimited

Background/Experience: Please send attached cover letter and CV

Interest: Housing Authority





## Kathy Spofford

---

**From:** Joan Savoy <savoyjoan@gmail.com>  
**Sent:** Thursday, September 17, 2020 10:57 AM  
**To:** Kathy Spofford; csexton.tha@gmail.com  
**Subject:** Volunteer Response Form/application to Townsend Housing Authority  
**Attachments:** Volunteer Response Form.docx; Cover letter and CV for Housing Authority 9-20.docx

Good morning Kathy and Chaz,

Attached please find my Volunteer Response Form and application to the Townsend Housing Authority. I would be honored to serve.

Thank you and

Best,  
Joan Savoy





September 16, 2020

To: Chaz Sexton-Dirarian and the Townsend Housing Authority

Since about the age of 12, housing and social equity have been of particular interest to me.

In July of 1967 my father silently drove me through downtown Newark's Central Ward, after the uprising brought on by the beating of a Black cab driver for a minor traffic infraction. We drove past looted, burnt out and smoldering stores and houses. We saw distressed and crying people on the streets. I returned home that day saddened, confused, and wondering how or why someone would burn down their own neighborhood? I now know the answer to that question, but witnessing that aftermath left an indelible impression on my young mind.

I am volunteering to join the Townsend Housing Authority as I strongly believe that everyone deserves a "clean, well-lighted place," no matter their status in life. I'd like to help bring appealing, affordable living environments that meet the needs of diverse populations to Townsend. Everyone deserves the peace a mindfully constructed and arranged home can bring.

I know that Townsend's population is aging and that we need to serve that population. I know that if we want to remain viable as a community to we need to invite in and serve those who cannot afford large single-family homes. I know we need to let folks know what the Board can offer them.

I've led an interesting and varied life. Below is a sampling of what some of my experiences have taught me, and therefore why I believe I can be of service to the Housing Authority.

- I have owned, renovated and rented in Jamaica Plain and Martha's Vineyard, among other places. In Jamaica Plain I witnessed gentrification firsthand and grasped how many dwellings can become "one sale away from unaffordable." On Martha's Vineyard I witnessed the rural nature of the island dissipate as it became a tourist and second-home haven.
- I have designed and built a home for myself. I have renovated many others. I have extensively landscaped several properties, including my Townsend home. We are currently putting a ground floor "old age" addition on our house and I am the architect/designer for the project. My experience with architectural, interior and landscape design, as well as a knowledge of art and art history, lends me a familiarity with most phases of the building experience, from materials to interior decoration.
- I have been a guest in the homes of many of my former Boston HS students. Some lived in Section 8 apartments and some lived in their own homes, many of which were multi-family. These invitations led me to neighborhoods I wouldn't normally experience in the course of a day, so I have been fortunate to see how many types of people live.
- Due to my work experience in the financial business I understand sales and marketing, investments and know how to read and negotiate contracts. My 5 years of volunteer experience with the Burlington, VT Small Business Administration taught me how to analyze business plans and business owners, as well as work on a volunteer board. My volunteer experience at an Alzheimer's facility taught me to appreciate elders and those in physical need. My work experience teaching Special Education in high-poverty Boston high schools (think: earning a Master's, daily teaching, weekly teacher training, and writing extensive curriculum) taught me to appreciate those who do not share my cultural and socio-economic advantages, as well as how



to work hard and smart. As I was privileged to get to know folks struggling with mental, emotional and physical disabilities, my eyes were opened to other ways of living and being. I also learned about Social Circles from my disadvantaged students (which is relevant to seniors, too). My experience as the owner of a food manufacturing business with many large corporate clients and product in most major U.S. supermarket chains taught me about food product design, the manufacturing process, being an employer, more negotiation, more contracts and more sales and marketing!

Finally my husband, Bill Cadogan, is Chair of the Townsend Zoning Board. Last year, when the owner of Pine Ridge Apartments asked to rebuild his destroyed building complex on Route 13, I suggested to Bill that a caveat to his doing be a stipulation that landscaping be included not only for the new project, but for the existing structures as well. Back to that "clean, well-lighted" place any and all people deserve. In my book that place also offers a glimpse of green.

Thank you for this opportunity and your consideration. It would be an honor to serve our community by working with the Housing Authority Board.

Kindly advise if you require additional information.

Sincerely and

Best,

Joan Savoy



Joan Savoy, M.Ed.  
35 Adams Road  
Townsend, MA 01469  
ph: (617) 833-3937  
email: savoyjoan@gmail.com

## Business and Professional Resumé

### Selected Business Experience

#### 1994 – December 2019

Sole Proprietor, Vermont Country Maple Mixes, Inc., Charlotte, VT

-Wholesale maple syrup and maple sugar sales to the corporate market as well as manufacture of organic maple-based baking mixes to retail stores (Sold the corporation 12/2019)

#### 1977 – 2003

Sole Proprietor, Savoy Associates North, Jamaica Plain, Massachusetts

-Brokerage, as well as independent wholesale and retail investment (mutual fund) and pension sales.

Specializing in annuities, investments and insurance

*-Responsible for broker recruiting and management, marketing, sales, client and broker communications, computer illustrations, financial models and correspondence*

*-I possessed several security dealers' licenses*

### Selected Teaching Experience

#### September 2008 – June 2014

Full-time Special Education English Language Arts, History, Life Skills, and Wilson Reading Teacher, Grades 10-12, Madison Park Technical Vocational High School, Roxbury, MA (Boston Public Schools)

-Teaching regular SpEd students and some Lab Cluster students with social/emotional/behavioral and/or cognitive challenges

#### October 2005 – June 2008

Full-time SpEd ELA teacher, The English High School, Jamaica Plain, MA (Boston Public Schools)

-Grades 10-11

#### August 2003 - January 2005

Full-time SpEd Teacher, The Home for Little Wanderers/Knight Children's Center, Jamaica Plain, MA

-Taught a modified 5th and 6th grade SpEd class of residential students who experienced social/emotional/behavioral challenges

-Supervised the classroom assistant teacher and behavior counselors

-Taught all subjects, math through ELA

*-I implemented and taught the school's first yoga program.*

#### 1997

Instructor of Marketing, State of Vermont, Northeast Employment Training Organization, South Burlington, Vermont

-Designed and taught the marketing segment of a comprehensive business program to start-up business owners via statewide interactive television

-Taught to an actual classroom plus 5 or 6 other locations via interactive television

*-As my adult students were in the planning stages of starting their own businesses and had little*





*"working-for-themselves" business experience, I drew upon just about everything I had learned during my career as a small business owner. We studied: corporate culture, marketing tools, advertising, demographics, market surveying, product placement, creating value and good will, establishing rapport, competition, business failures and successes, client communications, brand development, consumer psychology, design and packaging, and transportation*  
*-While working for the State I also guest-lectured at the New England Culinary Institute and read and critiqued student business plans*

#### **1986-1991**

Adjunct Professor, Saint Michael's College, Colchester, Vermont

-Taught one or two classes per semester in Art History or Studio Art

*-I also taught art in the Saint Michael's Elderhostel Program (to retired senior citizens) for several summers*

#### **Selected Education**

**Collaborative for Educational Services/Fitchburg State University, 09/2012 – 01/05/13**

Graduate courses for becoming a MA Reading Specialist. I do possess that license.

#### **2011 - 2006**

Various graduate courses in English, history, writing, reading and pedagogy

**Wilson Reading Academy, Oxford, MA and Endicott College, Beverly, MA, 2006**

*Wilson Overview Workshop and Language training (Steps 1-3 & 4-6) including 6 graduate credits in the Wilson Reading System, Endicott College*

**Cambridge College, Cambridge, Massachusetts, January 2004 to January 2006**

Masters of Education, Special Education /Students with Moderate Disabilities (5-12)

**The University of Vermont, Burlington, Vermont, 1976-1977**

BA 1977, Double Major in English and Studio Art with a History minor

**Skidmore College, Saratoga Springs, New York, 1973-1975**

Concentration in Studio Art and History

#### **Community Service**

Girl Scout Leader; Little League Coach; Fresh Air Fund Host, 5 years; Fresh Air Fund Placement Interviewer, 9 years; Alzheimer's Facility Volunteer with Therapy Dog, 2 years; Juvenile Detention Center Tutor, 2 years; Vermont Job Start Board Member, 5 years (Burlington, VT)

#### **Profile**

-Dynamic, creative and organized with a healthy sense of humor

-Responsible and conscientious; hard-working

-Right Brain/Left Brain - Varied and extensive business and teaching experience; award-winning business and art endeavors





Date received \_\_\_\_\_

Rec'd Townsend Town Cl  
1 OCT '20 AM 11:36

RECEIVED

## VOLUNTEER RESPONSE FORM OCT 01 2020

BOARD OF SELECTMEN

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: Gary Shepheard

Phone (978) 265-8472 email shepcoinc@aol.com

(home) 90 old meetinghouse hill Rd Townsend MA 01469.

Address:

(mail) 55 main st Townsend MA 01469.

Occupation:

Self employed

Amount of time available  
(per week/per month):

limited

Background/Experience

none

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. housing trust fund
2. \_\_\_\_\_
3. \_\_\_\_\_







Date received \_\_\_\_\_  
Rec'd Townsend Town C  
16 SEP '20 AM 9:4

# VOLUNTEER RESPONSE FORM RECEIVED

SEP 18 2020

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: Joseph Shank

Phone (978) 502-0783 email joe@harborautobody.com

Address: 77 Turner Rd. Townsend, Ma. 01469

Occupation: Self Employed

Amount of time available  
(per week/per month): as needed

Background/Experience Business owner 45 years

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. AFFORDABLE Housing Trust Fund
2. \_\_\_\_\_
3. \_\_\_\_\_





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

3.2

DATE: September 23, 2020

TO: Board of Selectmen

FROM: Emy Hoff, Director, Townsend Recreation Department

RE: Request to establish a Municipal Approving Authority

- On August 28, 2020 Governor Baker issued Covid 19 Executive Order 49. This order provides 3 ways for communities to support expanded access to childcare and supervision in response to the increased need from families with children enrolled in hybrid and remote learning.
- On September 8, 2020, The Remote Learning Enrichment policy was released detailing the requirements for opening a youth program during school hours via EEC exemption.
- The role of a “Municipal Approving Authority” is outlined but no clear guidance as to who is given. The MAA offers final approval of a program application through an attestation and letter, verifies all requirements, and provides ongoing oversight of policy minimum requirements. Understanding the scope and needs of coordinating multiple agencies, offices, sites and personnel needed to open a Remote Learning Enrichment Program is of paramount importance.
- Townsend Recreation is requesting that the Townsend Board of Selectman, using their authority as our municipality “CEO”, vote to designate the Town Administrator as the Municipal Approving Authority.

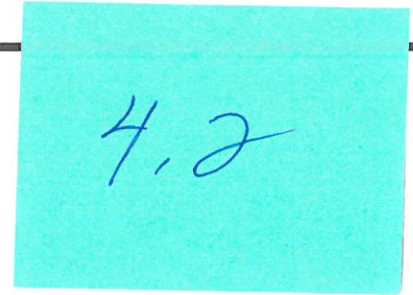
If you should have any questions, as always please do not hesitate to contact this office.

cc: Department file



## Jim Kreidler

**From:** Jim Kreidler  
**Sent:** Tuesday, September 29, 2020 1:22 PM  
**To:** Veronica Kell  
**Subject:** FW: Redesign for Townsend MA



FYI. See below info from Qsend.

Jim

James M. Kreidler, Jr.  
Town Administrator  
Townsend, MA 01469



[www.townsend.ma.us](http://www.townsend.ma.us)

Please note that my email address has changed to [jkreidler@townsendma.gov](mailto:jkreidler@townsendma.gov), and my [jkreidler@townsend.ma.us](mailto:jkreidler@townsend.ma.us) address will no longer receive mail after October 2020. Please be sure to make changes to your contact/address book before then so that we will not lose contact. Thank you.

If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law.

This message (including any attachments) may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL Chapter 4, Section 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law, MGL Chapter 66.

**From:** Mirna Falkner <[mirna.falkner@qscend.com](mailto:mirna.falkner@qscend.com)>  
**Sent:** Tuesday, September 29, 2020 12:51 PM  
**To:** Jim Kreidler <[jkreidler@townsendma.gov](mailto:jkreidler@townsendma.gov)>  
**Subject:** Redesign for Townsend MA

Hi Jim,  
It was a pleasure speaking with you today. :)



We discussed Lunenburg as the inspiration for this 2020 redesign and what that quote might look like.

I can provide a tight cost range (leave some wiggle room for modifications) for the build and migration cost.

Though I can go off an estimate, obtaining an accurate page count will ensure you are paying for live pages and not broken links or old content.

### **Website Redesign Cost Estimate Range:**

- Consultation, Design & Development: \$9,900-\$15,000\* one-time
- Migration of pages/content: \$1,700 (200 pages)-\$15,810\* one-time
- Training: \$800 (WebEx) with Academy access year-1 (online videos, etc.) one-time
- Hosting, Maintenance & Support: \$4,500/yr

### **Other Example Website Designs:**

(further inspiration; you are not limited to what you see below)

- Branford
- Bridgeport
- Canton

Please let me know if you have further questions about the website or would like to move forward with the project.

All the best,

**Mirna L. Falkner**

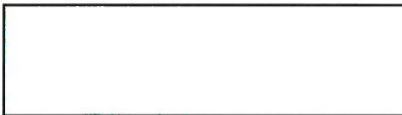
Front-End Developer & Accounts Executive

QScend Technologies, Inc.

Office: 203-757-6000 | 888-878-3006

Email: [mirna.falkner@qscend.com](mailto:mirna.falkner@qscend.com) | [webdesign@qscend.com](mailto:webdesign@qscend.com)

Website: [www.QScend.com](http://www.QScend.com)



Here's the access to the help center videos if you need them in the future.  
CivicCMS Help Center - <https://www.civiccms.help/municipal-help-center>

Redesign Cost: \$6,000

**Mass Design Examples:**

<https://www.townofberkleyma.com/>

<https://www.townofmedway.org/>

<https://www.stoughton.org/>

<https://www.walpole-ma.gov/>

**Other Design Examples:**

<https://www.clintonnj.gov/>

<https://www.longbeachin.org/>

<https://www.winthropmaine.org/>

<https://www.eagaraz.gov/>

<https://gallatincomt.virtualltownhall.net/>

<https://www.townofseverance.org/>

<https://www.torringtonct.org/>

**Other samples:**

<https://www.lunenburgma.gov/> - (Qscend)

<https://westfordma.gov/> - (civics plus)



**From:** GovOffice <no-reply@govoffice.com>  
**Sent:** Thursday, October 1, 2020 12:06 PM  
**To:** Jim Kreidler  
**Subject:** CARES Funding for Your Website Redesign

Use CARES Act Funds for Your Website Upgrade

[View this email in your browser.](#)



## Using CARES Act Funds for Your Website Upgrade

If your local government website needs an upgrade or redesign, now may be the time to act. Your website upgrade may qualify for CARES fund reimbursement, as an effective website provides critical online information and services to adapt to COVID-19.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act established the \$150 billion Coronavirus Relief Fund to offset the impact of the COVID-19 outbreak on state and local governments. Many states are distributing a portion of CARES funds to local governments to reimburse for COVID-related expenditures, and funds must be utilized this year.

---

GovOffice specializes in creating local government websites that engage and inform citizens, provide online services and ePayments, empower your staff to work remotely, and reduce foot-traffic in your office. In addition, our websites:

- Improve accessibility for disabled citizens in compliance with ADA/Section 508
- Feature Responsive Web Designs to improve accessibility and make information and services available to citizens on all devices - desktop, tablet and mobile
- Enable employees to manage online services and information safely and remotely from anywhere

If your community is interested in transforming your online presence to meet the growing needs and expectations of your citizens, contact us to explore our fast to implement, cost-efficient options.





4.4

Sexton-Diranian – aye, L. Shifrin – aye, V. Kell – aye, J. Bozicas – aye, L. McNally – aye. The motion carried 5-0.

- 3.8** Discussion of potential land donation to the Town. The Board discussed a parcel of land that has been offered as a donation to the town. The board expressed interest in further deed research of the parcel. V. Kell commented that she has done some research on the abutting properties looking for access to the parcel potentially via a right of way. She noted there are a lot of wetlands in the area. She commented that a deed research is a reasonable next step. She is in favor of acquiring the parcel but would like to carefully consider the use including development options and if not, then a Conservation Restriction should be placed on the parcel. C. Sexton-Diranian made a motion that the Planning Board recommends that the Town accept the parcel of land. J. Bozicas seconded. A Roll call vote was taken as follows: C. Sexton Diranian- aye, L. Shifrin- aye, J. Bozicas- aye, V. Kell- aye, L. McNally- aye. The motion carried.

**4 CORRESPONDENCE: votes may be taken.**

- 4.1** Notices from Townsend/other Towns- Pepperell Planning Board will hold a public hearing for a retail recreational marijuana site plan review on August 31<sup>st</sup>, 2020. Ashby will hold a public hearing for cultivation of marijuana 08-25-2020 Town of Lunenburg is holding a public hearing under the Scenic roads act for cutting of shade trees on 08-24-2020 Planning Board administrator will follow up with the Lunenburg public hearing on the scenic roads act.
- 4.2** Reappointments discussion Townsend Master Plan committee. – Chairman McNally commented that correspondence is ongoing between town counsel and Master Plan committee members to schedule a meeting. Board members raised concerns and questions about the economic development study, the status of the Master Plan update project, the availability of the materials that have been drafted as part of this project. Chairman McNally asked the Board to allow another timespan to arrange the meeting in the spirit of resolution and to bring the Master Plan update project forward to completion in an acceptable manner. V. Kell made a motion that if there is no meeting held between the Master Plan Committee and the Planning Board by September 4, 2020, that the Planning Board move forward with obtaining the documents related to the Master Plan update and assess what needs to be done and go forward with appointments thereafter. C. Sexton-Diranian seconded. A Roll call vote was taken as follows: C. Sexton Diranian- aye, L. Shifrin- aye, J. Bozicas- no, V. Kell- aye, L. McNally- aye. The motion carried. 4-1. Chairman McNally will communicate the vote of the Board with town counsel.

**SCHEDULE and ADJOURN:** votes may be taken. **V. Kell made a motion to adjourn at 8:02 pm. C. Sexton-Diranian seconded.** A Roll call vote was taken as follows: C. Sexton Diranian- aye, L. Shifrin- aye, J. Bozicas- no, V. Kell- aye, L. McNally- aye. The motion carried. 4-1.  
**Next Townsend Planning Board meeting September 14, 2020.**

Respectfully submitted, Elizabeth Faxon Planning Board administrator

Approved on September 14, 2020

**Items on file:**

1. Draft decision Seaver Road definitive subdivision approval application and stormwater permit application.
2. Letter to Townsend Planning Board from Hancock Associates, Towns peer review engineer RE: definitive subdivision plan review, Seaver Road extension comments letter.
3. Seaver Road definitive subdivision approval application and stormwater permit applications, plans, and exhibits.
4. Townsend shared streets and spaces grant application.

Topic: Townsend Planning Board Meeting

Time: Aug 24, 2020 06:30 PM Eastern Time (US and Canada)



03.11.2020

## Memo

RECEIVED

MAR 20 2020

**To**

Wayne Miller Chair:  
Board of Selectman

BOARD OF SELECTMEN

**Comments:**

**From**

Sheldon Chapman  
Nashoba Valley  
Technical School District  
School Committee  
Townsend  
Representative

Mr. Chairman,

I wish to be reconsidered for reappointment to the Nashoba Valley Technical School District Committee. This appointment is for a three-year term commencing April 1, 2020 – March 31, 2023.

**Re**

Nashoba Valley  
Technical School District  
School Committee  
Appointment

Tel 978-302-8265

302 Main St.  
Townsend, Ma.  
01469

[Nashobatech.net](http://Nashobatech.net)  
[schapman@nashobatech.net](mailto:schapman@nashobatech.net)



## Carolyn Smart

---

**From:** Kathy Spofford  
**Sent:** Sunday, September 20, 2020 7:40 PM  
**To:** Carolyn Smart  
**Subject:** Abram French Fund

I am updating the appointed positions and I think the Abram French Fund members, Cheryl Simoneau and Renee Fossey need to be reappointed. I have their term expired in 2017, do you have anything more recent?

Thanks,  
Kathy

Kathleen M. Spofford, CMMC  
Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469  
978-597-1704  
FAX: 978-597-8135  
Notary Public  
Commissioner to Qualify  
Justice of the Peace

Please note that my email address has changed to [kspofford@townsendma.gov](mailto:kspofford@townsendma.gov), and my [kspofford@townsend.ma.us](mailto:kspofford@townsend.ma.us) address will no longer receive mail after October 2020. Please be sure to make changes to your contact/address book before then so that we will not lose contact. Thank you.

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL c. 4, s. 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law. MGL c. 66.





## Carolyn Smart

---

**From:** Jim Kreidler  
**Sent:** Wednesday, September 30, 2020 3:40 PM  
**To:** Carolyn Smart  
**Subject:** FW: Agenda items for Oct 6

FYI

James M. Kreidler, Jr.  
Town Administrator  
Townsend, MA 01469



[www.townsend.ma.us](http://www.townsend.ma.us)

Please note that my email address has changed to [jkreidler@townsendma.gov](mailto:jkreidler@townsendma.gov), and my [jkreidler@townsend.ma.us](mailto:jkreidler@townsend.ma.us) address will no longer receive mail after October 2020. Please be sure to make changes to your contact/address book before then so that we will not lose contact. Thank you.

If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law.

This message (including any attachments) may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL Chapter 4, Section 7(26). Consequently, email is subject to the disclosure, retention and maintenance provisions as required by law, MGL Chapter 66.

**From:** Veronica Kell <[vkell@townsendma.gov](mailto:vkell@townsendma.gov)>  
**Sent:** Wednesday, September 30, 2020 3:38 PM  
**To:** Jim Kreidler <[jkreidler@townsendma.gov](mailto:jkreidler@townsendma.gov)>; Wayne Miller <[wmillerbos@gmail.com](mailto:wmillerbos@gmail.com)>; Wayne Miller <[wmiller@townsendma.gov](mailto:wmiller@townsendma.gov)>; [vkellbos@gmail.com](mailto:vkellbos@gmail.com)  
**Subject:** Agenda items for Oct 6

### Appointments of Officials/Personnel:

- Town Properties - if any activity
- Housing Trust - discussion: has this been finalized and signed? are we ready for Trustees?

#### Meeting Business:

- Website discussion: timeline for current page updates; funding available; QSend vs. CivicPlus
- TCAM funding and startup; Zoom
- South Row Rd property - mandatory referral responses

#### Work Session:

- Discussion of revamping cash operations in town (recycling, permitting fees, etc) to a single point of collection (treasurer/collector)
- Discussion/review of job descriptions and matrix
- Personnel policies and procedures: link vs. hardcopy; funding of human resources person + morale, etc.; signing of all essential policies on an annual basis
- Covid-19 relief (any update?)
- Status of Senior Center expansion gift
- Status of

#### General questions -

When does the Finance Committee get appointed/start looking at things?

What is the status of the Energy Committee and the BOS request to look at Town Energy Plan possibilities?

Veronica Kell

Board of Selectmen