



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*
Veronica Kell, *Clerk*

MINUTES

SELECTMEN'S MEETING AGENDA FOR OCTOBER 20, 2020 AT 6:00 P.M.

Join Zoom Meeting

<https://us02web.zoom.us/j/83585483988?pwd=S083Y2EzSXpVWm1oQzhvVktlT1Rldz09>

Meeting ID: 835 8548 3988

Passcode: 275780

One tap mobile

+13017158592,,83585483988#,,,,,0#,,275780# US (Germantown)

+13126266799,,83585483988#,,,,,0#,,275780# 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: 835 8548 3988

Passcode: 275780

Find your local number: <https://us02web.zoom.us/j/kqR3ojx6c>

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.
- 1.3 Chairman's Additions or Deletions.
- 1.4 Public Comment Period.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. John Barrett, RE: Discussion 265 Main Street Agreement and Town Meeting warrant article. John Barrett presented idea of the Town providing an easement from the back of town hall parking lot to allow the owner of 270 Main St, the former Pete's Barber Shop, to have access to 4 parking spaces in the rear as well as access from the back to repair the foundation and do the renovations of the building. A draft plan was shared showing the layout for the proposed easement. (attached) Would need to go to town

meeting for the grant of an easement. Just looking to hear the Board's thoughts and hopefully support of the idea. WM supports it. VK suggested the need to talk to the planning board. VK wants to see the parking lot at the back of town hall shown on the plan to see if the town is giving up any spaces. JB said the plan would likely remove one space from the town but that the new owner would put a replacement space in. VK wants to at least see a detailed plan that includes the town's parking area and have the Planning Board do review. Question is would the BOS put this on the warrant and support it. VK would like to look at the property. What are the ramifications with respect to other town properties? WM says we don't have enough information for putting an article on the warrant at this time. JB says he will check in with the Planning Board.

- 2.2 6:20P.M. Anna Noyes, Treasurer, RE: Cash operations discussion/updates. Passed over this until after the next department head meeting. VK asked about the cash operations under elected boards. JK informed VK that notwithstanding a Board of Selectmen policy seeking to mandate a townwide cash policy that separately elected Boards do not need to agree to follow it. JK stated only if it was a town bylaw would all departments be required to follow.

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

- 3.1 VK moved, WM second Appoint Darlene Sodano to the Zoning Board of Appeals for a five-year term effective October 20, 2020 to June 30, 2025. Roll call vote- VK yes, WM yes.
- 3.2 VK moved, WM second Appoint Craig Stevens as an alternate member to the Zoning Board of Appeals for a one-year term effective October 20, 2020 to June 30, 2021. Roll call vote- VK yes, WM yes.
- 3.3 VK moved, WM second Appoint David Funairole as an alternate member to the Zoning Board of Appeals for a one-year term effective October 20, 2020 to June 30, 2021. Roll call vote- VK yes, WM yes.
- 3.4 Discussion, RE: Appointments for the Town Properties Committee
VK moved, WM second appoint *Julie Byars at large member. Roll call vote- VK yes, WM yes.
- 3.5 VK moved, WM second Appoint Susan Shuford as an Associate Registrar effective October 20, 2020 to March 31, 2021. Roll call vote- VK yes, WM yes.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 VK moved, WM second Review/Approve/Sign license to authorize the Townsend Lion's Club to sell Christmas Trees at the rear of the Townsend Common from November 27, 2020 to December 24, 2020. Roll call vote- VK yes, WM yes.
- 4.2 VK moved, WM second Approve/Sign a Road Opening Permit for a new gas service, RE: 136 Main Street Roll call vote- VK yes, WM yes.
- 4.3 VK moved, WM second Approve/Sign a Road Opening Permit to install a test station, RE: Emery Road and S. Row Road. Roll call vote- VK yes, WM yes.
- 4.4 Discussion, RE: Resuming open meetings for the public. WM no interest in moving to live meetings. Want to maintain the virtual meetings. VK stated that the meetings should be live if we are allowing daycare in the building, we should be able to have live meetings. WM referenced the need to clean after meetings in advance of the Recreation Remote

program sessions the next morning. VK what is our reopening plan? JK it is that we do not have in person meetings until further notice. Regional communities surrounding us are all still remote. WM asked JK to start thinking about a plan to transition into an open meeting protocol in the future. VK raised question about the prior vote of the Board to authorize the Administrator to execute documents on behalf of the Board with the approval of the chair. JK provided the history of the vote.

- 4.5 Discussion, RE: Community Cable Access Corporation, RE: Recording/videoing/posting board meetings and scheduling procedures. JK advised that TCAM had purchased a Business ZOOM account with up to 500 participants and 10 meeting dial-ins and the ability to hold webinars. Further stated that TCAM would be taking over the hosting and managing of our public meetings in the first week of November. VK asked if it can be done sooner as the ZBA and perhaps the Planning Board are on hold until TCAM is in control. VK asked if they could start sooner so public meetings can continue and JK offered that he has shared the message directly from the private non-profit TCAM. In the interim JK said boards can use his ZOOM account.
- 4.6 Discussion, RE: South Row Road Parcel- Conservation Commission has not yet met to address the interest in the South Row Road parcel donation. Will be on the next Conservation Commission meeting that is scheduled. VK asked if the owners were gifting the parcel and JK replied yes, for the tax write off of the assessed value.
- 4.7 Discussion, RE: DCR notice of potential land purchase- JK updated the Board that the parcel was not in Chapter 61 tax protection and therefore there was no need to follow that process for Chapter land in this matter. VK read DCR announcement/certification re: DCR's interest in parcel Map 29.2.0. for recreation and conservation and incorporation into the Townsend state forest. (see attached DCR request document). VK moved, WM seconded sending notice to DCR re: town's agreement to waive the 120 day timeline for DCR to purchase and read the 120 day waiver statement into the record. JK authorized to reply to DCR per this vote. (see attached DCR request document) Roll call vote- VK yes, WM yes.
- 4.8 Discussion, RE: FY21 State Budget priority requests - JK advised the Board that Senator Tran and Representative Harrington are seeking requests from the Town for budget priorities. The Board discussed a variety of projects. VK moved, WM seconded submitting the following as ranked project priorities: 1. previously submitted Shared Streets and Spaces Grant with the addition of crosswalks and signage at Rt. 13, 2. Master Plan update and 3. sidewalks. Roll call vote- VK yes, WM yes.
- 4.9 Discussion, RE: Energy Report- WM said the plan is well done and he is fine accepting it. VK stated that the document is more of a "how do we get to an energy master plan." Further stated that the Energy Committee's submittal called for the creation of a new committee called Energy Master Plan Committee. VK wants to know if the committee is appointed by the Board of Selectmen and wants it explicitly stated. The committee will dissolve after 2 years or once it presents at town meeting. Add a Water Department representative to the Committee. VK stated that it is her preference that all committee member reside in Townsend. VK called for a brief work session to discuss. VK moved, WM seconded authorize VK to work with Energy Committee to finalize the energy master plan development subcommittee and work group. Roll call vote- VK yes, WM yes

- 4.10 Discussion, RE: Organization of the Board- WM moved, VK seconded Move VK to Vice Chair. VK offered to take chair if WM wanted to relinquish. WM happy to continue. Roll call vote- VK yes, WM yes.

Board split Don Klein's liaison assignments between them. They split his list between Water and Planning with WM having the top half of the list. (see attached)

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

- Posting Bulletin Board- JK asked VK what her interest in this matter was. VK stated that the Board had a lot of old postings and she feels that the Board should be accurate. VK asked if the bulletin board of the website was the official posting location? JK advised that the Board vote of record is that the bulletin board is the primary official posting site but that the website is official but secondary. JK stated that the Board was under the purview of the Town Clerk and that he would share VK's concerns with her.

- Housing Trust, RE: rental and mortgage assistant report- JK spoke about the interest of the Affordable Housing Trust in seeking COVID grant funds to provide rental or mortgage assistance for Townsend residents that have had their housing negatively impacted by COVID-19. The request is for \$40,000 and stated if they needed more than the \$40,000 that we could go back with a request for additional funds. JK next addressed the mechanics of such a program, specifically which outside organization would the Trustees partner with to administer the grant funds. JK advised pursuing the grant funding and the management relationship concurrently to be able to hit the ground running once the funds are approved.

Laurie Shifrin, Housing Authority member, advised that the Housing Authority is meeting this coming Thursday with the Trustees. She invited JK and the Town Accountant to attend to discuss the grant and the process going forward.

- ADA grant application-JK spoke about the process by which grants have been sought in town that he inherited when he got here in 2015. Specifically, departments would coordinate at the staff level to apply for grants. If a submittal is successful, the award is announced at the Board of Selectmen meetings. JK stated that he understood that VK may wish to do it differently.

VK said she would prefer to be advised about what grant opportunities are available prior to applications being submitted and further to have the opportunity to read the application prior to it being filed. VK gave the example of Old Meetinghouse Park having not been referenced in the ADA grant just submitted. Had she read the application prior to it being submitted she would have added that park. VK stated that if a grant like this one, to write the town's ADA plan, is available that the Selectmen should be made aware of it and be allowed the opportunity to read it prior to submission.

JK said that in his experience and in fact here in town that it is unusual for a Selectman to be involved at that level "of the weeds" to which VK replied that she isn't interested in writing the grant only that she know in advance that a grant is available to "the town" so that "we the town" can consider applying for it.

JK stated that in his experience that such involvement is a slippery slope in that by Charter the Board of Selectmen is supposed to be a policy setting body and is expressly not to be involved in the day to day. But you are the Board of Selectmen and if you vote to take that position we will march to it. But I have an obligation to say that such a position is unusual and that it does open the door and is a slippery slope.

VK suggested that the Board could set a policy detailing this matter. JK advised that the Board cannot by policy obviate the requirements of the Charter. WM stated that we can take this up when we discuss policies and procedure

JK advised that the FY21 budget was passed at town meeting using the FY20 local aid numbers and not the higher numbers originally submitted by the Governor. JK advised that this was good given the fact that the Governor had just released his revised FY21 budget and he used the FY20 local aid numbers and not his originally higher numbers.

- Special Town Election updates- JK read from his report (copy attached). JK stated that he was not aware of the pleasure of the Board but looked forward to hearing it.

Resident John Page interjected stating that there needs to be a January date and that there is no reason for this matter to go on until April.

VK stated that she thinks it important to have the election in January. If either she or WM come down with COVID we would have a non-functioning Board.

VK moved that we hold an election either January 19th, January 25th, or January 26th. No second.

WM said that he has experience with a two-person board three times. It is difficult. He is of the similar position and believes a January date is best as it is important to have a full board at all times.

VK stated that we here in Townsend have voted at other locations in the past. She referenced Hawthorne Brook and there are other locations beyond the great hall.

VK moved, WM seconded we hold a special election to fill the vacant Selectmen seat between January 19 and January 26, 2021 dates inclusive. Roll call vote: VK yes, WM yes.

JK advised that this election is an unbudgeted expenditure and that he will be asked from where the funds are to come. The finance committee has a reserve fund for unforeseen expenses so that would be an option. WM and VK explore all options to fund.

5.2 Board of Selectmen announcements, updates, and reports.

- meeting schedule November & December

November 2 and 17, 2020 and December will be the first and third Tuesday of December.

VK discussed the results of the Work Session on Website. Voted to expend \$6,000 with CivicPlus to update our website. COVID grant funds to pay. JK to do procurement for the service.

VK asked if Trick or Treat guidelines will be posted on the website. WM asked that a link to the CDC moderate guidelines be posted on the town website. VK provided liaison update from her meeting with the Council on Aging. She read into the record a copy of the letter sent to Sterilite Corporation on behalf of the Board of Selectmen from November of 2019. (copy attached)

VK addressed the Audit Committee needing to be filled in December. She also asked about the DPW committee and asked if there is something that they need to do to reactivate them.

JK advised that the Board of Selectmen already acted to disappoint the DPW committee. Next discussion was regarding the Agricultural Commission. JK advised that it is a standing committee. VK stated that some of the listed members no longer live in town.

5.3 VK moved, WM second Review and sign payroll and bills payable warrants out of session. Roll call vote- VK yes, WM yes.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

VK stated that she would let WM make the motion.

WM moved, VK seconded for discussion. Enter into executive session pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease or value of real property if the Chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body, RE: Senior Center/Library Complex

VK asked what are we negotiating?

WM stated that we could address that in executive session.

VK stated that she wants any discussion about the Senior Center Library complex discussed in open session.

WM then withdrew his motion and asked for a motion to adjourn.

VK then stated that she would like to see what are we purchasing, exchanging, leasing.

WM asked that VK ask those questions of JK out of session.

VK stated that because we have discussed this now in open session I would like to forward the emails to you WM of discussions that she has had with JK.

WM stated that VK cannot do that.

VK next stated that she would like on the next agenda to have what I asked to have on this agenda and that is the licensing agreement for the gift that the Board of Selectmen have accepted.

WM stated that he will review that with JK and counsel.

- VII. ADJOURNMENT: VK moved, WM second to adjourn at 8:07 pm. Roll call vote- VK yes, WM yes.

<https://www.youtube.com/watch?v=qA4S05KSE80>

Voted to approve the meeting minutes for the meeting of October 20th 2020 by the Board of Selectmen this 23rd day of November, 2020.

**TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469**

NOTICE OF APPROVAL OF LICENSE

This is to certify that: **FRANK FARESE**

On behalf of the Lion's Club in Townsend, MA

IS HEREBY GRANTED A LICENSE

**For selling Christmas Trees at the rear of the Townsend Common from
November 27, 2020 to December 24, 2020.**

The license is granted in conformity with the Statues and ordinances
relating thereto, and expires 12/24/20 unless sooner suspended or revoked.

Date: 10/20/20

**THE LOCAL LICENSING
AUTHORITY**

Theronica Kell



Date received

3.4

VOLUNTEER RESPONSE FOR

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: Julie Byars

Phone (508) 581-0113 email juliebbyars@kw.com

Address: 9 Gilchrist Road, Townsend

Occupation: Attorney / Realtor

Amount of time available
(per week/per month): 4 hrs per month

Background/Experience
Served on the Town Properties
Committee last year (2019)

PLEASE LIST YOUR PREFERENCE FOR CONSIDERATION OF
APPOINTMENT TO A BOARD/COMMITTEE HERE.

1. Town Properties
2. _____
3. _____

TOWN OF TOWNSEND

REQUEST FOR RE/APPOINTMENT TO
BOARD, COMMITTEE OR COMMISSION

3.1 - 3.3

☐ Name: Craig Stevens
First, Middle Initial and Last Name/If registered voter, then as registered.

☐ Address, including P.O. Box Number (if applicable), Town, Zip Code:

200 Turnpike Road

Townsend, MA 01469

☐ Telephone Number: 978-300-5111

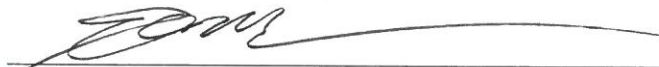
☐ Position: Zoning Board of Appeals, Alternate member

☐ Term Expiration Date: June 30, 2021

☐ Current Term Expiration: June 30, 2020 *

☐ Note if filling unexpired term of a former member: _____

☐ Signature of Board, Committee or Commission Chair or designee:



*During MA COVID-19 State of Emergency declared on March 10, 2020

Please return this form to:

Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469

TOWN OF TOWNSEND

REQUEST FOR RE/APPOINTMENT TO
BOARD, COMMITTEE OR COMMISSION

- ☐ Name: David Funairole
First, Middle Initial and Last Name/If registered voter, then as registered.
- ☐ Address, including P.O. Box Number (if applicable), Town, Zip Code:
183 Main Street
Townsend, MA 01469
- ☐ Telephone Number: 978-597-0129
- ☐ Position: Zoning Board of Appeals Alternate member
- ☐ Term Expiration Date: June 30, 2021
- ☐ Current Term Expiration: June 30, 2020 *
- ☐ Note if filling unexpired term of a former member: _____
- ☐ Signature of Board, Committee or Commission Chair or designee:



*During MA COVID-19 State of Emergency declared on March 10, 2020.

Please return this form to:

Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469

TOWN OF TOWNSEND

REQUEST FOR RE/APPOINTMENT TO
BOARD, COMMITTEE OR COMMISSION

- ☐ Name: Darlene Sodano
First, Middle Initial and Last Name/If registered voter, then as registered.
- ☐ Address, including P.O. Box Number (if applicable), Town, Zip Code:
5 Oak Street
Townsend, MA. 01469
- ☐ Telephone Number: 978-423-6630
- ☐ Position: Zoning Board of Appeals Full member
- ☐ Term Expiration Date: June 30, 2025
- ☐ Current Term Expiration: June 30, 2020*
- ☐ Note if filling unexpired term of a former member: _____
- ☐ Signature of Board, Committee or Commission Chair or designee:


*During MA COVID-19 State of Emergency declared on March 10, 2020

Please return this form to:

Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469



THE Zoning Board of Appeals
272 Main Street
Townsend, Massachusetts 01469
978-597-1722 * ZBA@townsendma.gov

William Cadogan, Chairman Darlene Sodano, Vice Chairman David Chenelle, Clerk
Sean Pearson, Member Victoria Janicki, Member David Funaiole, Alt. Craig Stevens, Alt.

Date: October 15, 2020

To: Board of Selectmen

From: Zoning Board of Appeals


Beth Faxon, Zoning Board of Appeals Administrator

Subject: Zoning Board of Appeals Member and Alternate Member's Positions

cc: Kathy Spofford, Town Clerk
 Darlene Sodano, Member
 Craig Stevens, Alternate Member
 David Funaiole, Alternate Member

At their meeting of October 7, 2020, the Board voted unanimously to re-appoint **Craig Stevens** and **David Funaiole** as an Alternate Members of the Zoning Board of Appeals for a one-year term, through June 30, 2021.

At their meeting of October 7, 2020, the Board voted unanimously to re-appoint **Darlene Sodano** as a Member of the Zoning Board of Appeals for a five-year term, through June 30, 2025.

Since this position requires a "dual appointment" by the Zoning Board of Appeals and the Board of Selectmen, the Board would like to recommend that the Board of Selectmen also vote to re-appoint Craig Stevens and David Funaiole as Alternate Members, and Darlene Sodano as a Full member of the Zoning Board of Appeals.

Thank you.

Attachments:

Request for reappointment forms, Darlene Sodano, David Funaiole, and Craig Stevens.

4.9

Carolyn Smart

From: Brent Carney <brcarney1015@gmail.com>
Sent: Monday, October 5, 2020 11:33 AM
To: Jim Kreidler
Cc: Carolyn Smart; Michael Brown; Kathy Thompson; Ed Hermann; Ron Montgomery
Subject: Energy Plan

Hi Jim,

As requested by the BOS, the Energy Committee has put together (and voted unanimously to send to you) the below outline for the creation of new energy policy for Townsend.

As indicated during the BOS meeting, this plan is similar to what we recommended a number of years ago. A few things to note. We believe in order for any energy policy to be practical and impactful, it needs buy-in from both the town's administration and the town's elected/volunteer boards. We really view this as a critical piece. If you don't have the buy-in, even a great plan may not be implemented in a way we hope this will. This is especially true around a potentially politically sensitive subject like energy policy. Secondly, we felt it was important to gather information from outside experts as part of the process. Lastly, we want to give the public a number of opportunities to give feedback so we have included at least two public hearings in the process.

We look forward to your feedback.
-Brent

Energy Plan(s) for Townsend MA

Townend Energy Committee: Energy Master Plan Development Subcommittee Composition:

1. Create a Townend Energy Committee: Energy Master Plan Development Subcommittee, comprised of 1 voting member from each: Energy Committee, Planning Board, BOS, Conservation Commission, and Town Administrator Designee who will represent all Town Departments. The Energy Master Plan Committee will dissolve after a period of two years, or after approval of plan by at Town Meeting, whichever comes first.
2. Ex Officio Members of the Energy Committee: Energy Master Plan Development Subcommittee will include two addition Energy Committee Members, and one additional member each from the other town committees represented on the subcommittee, plus one additional Town Representative with expertise in Planning and/or Energy Planning/Policy. Ex Officio Members will serve as alternates should their corresponding counterparts on the full Committee not be in attendance for a meeting.
3. The Energy Committee Representative to the Energy Master Plan Committee shall serve as Chair of the Energy Committee: Energy Master Plan Development Subcommittee.

Energy Master Plan Process*:

1. Review of all existing town by-laws, Master Plans, rules, etc., that have any relationship to current or possible future components of an Energy Master Plan (*we believe the outcome of this process could be a new master plan, or a series of new by-laws*).
2. Identification and collection of testimony from experts in the energy sector

3. Public Hearing #1
4. Workshops to draft new Energy Master Plan or new by-laws
5. Collect input on draft from experts
6. Collect input on draft from all Town Department Heads
7. Workshop to revise Plan or new by-laws
8. Public Hearing #2
9. 2nd workshop to revise plan(s) further
10. Energy Committee: Energy Master Plan Development Subcommittee finalizes and approves plan
11. **Plan or by-laws presented to the full Energy Committee for Approval
12. Workshop to revise and approve updated Plan (if needed)
13. **Full plan or by-laws presented to BOS for Approval
14. Workshop to revise and approve updated Plan (if needed)
15. Plan submitted for vote at Town Meeting

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

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

General Government - Veronica Kell		
Town Accountant	Lauri Plourde	aplourde@townsend.ma.us
Treasurer/Collector	Anna Noyes	anoyes@townsend.ma.us
Conversation Agent/Commission	David Henkles	dhenkles@townsend.ma.us
West Townsend Reading Room	Lois Rearick	lrrearick@comcast.net
Land Use/Zoning Board	Beth Faxon	bfaxon@townsend.ma.us
Memorial Day/Band Concert	Betty Mae Tenney	
Amanda Dwight Entertainment		
Abraham French Fund	Renee Fossey	rsfossey@yahoo.com
Council on Aging/Senior Center	Karin Moore	kmoore@townsend.ma.us
Veterans' Agent	Joe Mazzola	jmazzola@townsend.ma.us
MRPC		
MBTA		
Energy Committee	Brent Carney	brcarney1015@gmail.com
Masterplan Committee		
Capital Planning	Don Klein	
Finance Committee	Andrea Wood	andrea_wood1@verizon.net
Historic Commission		
Library Trustees (September 1, 2020)	Stacy Schuttler	
Townsend Housing Authority (September 1, 2020)	Jodi Deschenes	
Public Works and Elected Boards/Commissions/Officials - Don Klein		
Recreation Commission	Emy Hoff	ehtownrec@yahoo.com
Town Clerk/Registrars	Kathleen Spofford	kspofford@townsend.ma.us
Highway Department	Jim Smith	jsmith@townsend.ma.us
Tree Warden	Don Massucco	(978) 602-7597
Cemetery & Parks Department	Roger Rapoza	cemetery@townsend.ma.us
Facilities Maintenance/Memorial Hall	Rob Beauchamp	mmercurio@townsendpd.org
Water Department		
Planning Board	Beth Faxon	bfaxon@townsend.ma.us
Board of Health	Carla Walter	boardofhealth@townsend.ma.us
Solid Waste/Landfill	Carla Walter	boardofhealth@townsend.ma.us
Library Trustees	Stacy Schuttler	sschuttler@cwmar.org
Townsend Housing Authority	Jodi Deschenes	jdeschenes@townsendma.gov
Trust Fund Commissioners		
Trustees of Soldiers Memorials		
Nashoba Tech		
North Middlesex		
Assessors	Vicki Tidman	vtidman@townsendma.gov
Public Safety - Wayne Miller		
Police/Communications Department	Jay Sartell	jsartell@townsendpd.org
Fire-EMS Department	Mark Boynton	mboynton@townsendpd.org
Inspectional Services/Building Commissioner	Eric Chartrand	echartrand@townsendma.gov

Animal Control Officer	Mary Letourneau	aco.at@verizon.net
Inspector of Animals	John King	johnkimking@verizon.net
Emergency Management (TEMA)	Shirley Coit	mamacoit@aol.com
IT/MIS		
Parking Clerk	Kathleen Spofford	kspofford@townsend.ma.us
Burial Agent	Kathleen Spofford	kspofford@townsend.ma.us

SECTION 3.1- PLANNING REQUEST

Grant Scope

If awarded, funds from this request would be utilized to update the community of Townsend's Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. Such an update would include a review of any facilities, public parking areas, parks, open spaces, programs, and services under the Town's management with the goal of identifying improvements that would expand access to these facilities and activities.

This document describes the scope of services that the Montachusett Regional Planning Commission (hereafter called the "MRPC") will provide to the Town of Townsend (hereafter called the "Town"). MRPC may engage subconsultant(s) as needed to perform work within the defined scope (hereafter called the "Subconsultant"). MRPC will manage and communicate with Subconsultant(s) directly to streamline project work and outcomes. MRPC reserves the right, per our Subconsultant Agreement, to redirect work as needed within the approved MRPC/Subconsultant team throughout the project to ensure the delivery of services in a timely and budget conscious manner.

A project timeline is included below which outlines anticipated progress with work commencing in January 2021 and drawing to a close on June 30, 2021.

1. — Project Management:

1.1 The MRPC will maintain project records and communications for the duration of the project.

1.2 The MRPC will perform regular budget and schedule monitoring.

1.3 The MRPC will prepare monthly invoices and brief progress reports.

1.4 Schedule. The MRPC will provide its services as expeditiously as practicable and work with the Town to complete the project by June 30, 2021.

1.4.1 MRPC will deliver per the timeline provided, unless project tasks are modified or delayed by the Town.

2. — Project Kick-off Meeting:

2.1 MRPC will meet with Town department heads and officials to introduce the proposed project tasks and schedule. The cost estimating process will be discussed with and approved by the Town. The MRPC will coordinate with Town staff to identify and obtain all necessary documents and materials to support the self-evaluation process.

3. — Self-Evaluation

3.1 Review Public Parking Areas and Parks/Open Spaces:

Key parking areas will be identified and reviewed to determine the number of accessible parking spaces, the compliance of those spaces, the access aisles serving them, and their connection to a sidewalk system or other accessible routes. For the Town's seven parks and recreation areas, the MRPC will review general accessibility throughout the parks, including but not limited to a review of the parking areas, the number of accessible parking spaces, the compliance of the spaces, the access aisles serving them, and their

connection to a sidewalk system or other accessible routes. On-street parking or the absence of on-street parking compliance will also be reviewed.

These parks include:

- The Town Common,
- Spaulding Memorial Common and Kids Kountry Playground,
- Howard Park,
- Craven Field,
- Riverside Cemetery,
- Old Cemetery,
- and Hillside Cemetery.

A report will be produced identifying the compliance status of each parking area and park/open space with regards to both federal and state standards and include the following:

- Copies of completed ADA Checklists,
- The number of accessible parking spaces vs. total parking,
- Recommended actions to resolve non-compliance issues for each park feature or parking facility,
- A prioritized list of improvements based on Town input,
- Conceptual budget estimates for each recommendation,
- And a photolog summary for each access issue identified.

3.2 Review Public Facilities:

The MRPC will perform Self-Evaluations at 12 buildings owned by the Town and identify the compliance status of each facility with regards to both federal and state standards.

These buildings include:

- Memorial Hall,
- Town Hall Annex,
- the Cemetery and Parks Commission Building,
- Townsend Public Library,
- Townsend Senior Center,
- the Water Department Office Building,
- the Highway Department Garage and Offices,
- the Recycling Center,
- Townsend Police Station,
- West Townsend Reading Room,
- Townsend Fire and EMS Central Station,
- and Hart Free Library.

A report will then be produced which includes the following:

- Copies of completed ADA Checklists,
- A listing of facilities that are in compliance and not in compliance with current ADA requirements,
- Recommended actions to resolve non-compliance issues for each facility,

- A prioritized list of improvements based on Town input,
- Conceptual budget estimates for each recommended action,
- And a photolog for each facility.

3.3 Review Public Rights-of-Way (PROW)

Public rights of way (PROW) should be identified on a self-evaluation and transition plan, including sidewalks, curb cuts, pedestrian signals, etc. This Scope of Services does not include these elements, with the exception of public access to facilities and parks. The MRPC's Transportation Department is able to undertake those tasks under a separate contract with funding available from MassDOT. The MRPC has created a data collection "app" for communities to utilize in evaluating all PROW assets and will provide technical assistance to Townsend as needed.

4. — Transition Plan Development

4.1 Draft Self Evaluation and Transition Plan

The MRPC's staff will coordinate with their Town counterparts to update the Transition Plan, including prioritization of non-compliance issues, identification of responsible parties, and creation of a timeline for addressing these issues.

4.2 Facilitate Public Workshop

The Department of Justice requires that public entities that are developing an ADA Transition Plan ensure the process includes "appropriate consultation with individuals with disabilities". The MRPC will facilitate a public workshop for the Town to review the Draft Self-Evaluation and Transition Plan. They will prepare outreach materials, conduct the workshop, and prepare a brief summary of the workshop which identifies any action items it produced. The Town will be responsible for promoting the workshop and encouraging attendance amongst members of the local disability community.

5 — Documentation

5.1 Summary of Findings and Recommendations.

The MRPC will prepare a summary report of findings and recommendations that will serve as a resource guide for Town staff and aid in the development of the Transition Plan draft.

5.2 Draft Self-Evaluation and Transition Plan.

The MRPC will prepare the Self-Evaluation and Transition Plan for the Town. This plan will include:

- An executive summary which will describe the project purpose, process, and most significant findings;
- All completed ADA Checklists for each entity evaluated;

- A prioritized schedule with cost estimates for the removal of barriers that cannot be resolved through relocation of services, the provision of auxiliary aids, or equivalent facilitation;
- Suggested compliance language, verbiage, or code revisions for any recommended updates to policies, practices, and procedures- as reviewed within the scope defined; and
- A copy of any prior Self-Evaluations or Transition Plans.

5.3 Final Self-Evaluation and Transition Plan

Following review of the Draft Plan by the Town and relevant community participants, the MRPC will incorporate all relevant comments and prepare the Final Plan for presentation. The MRPC will provide two (2) reproducible hard copies and electronic copies in Word and Adobe PDF formats to the Town.

6 — Timeline (spanning 6 months)

January 2021	Review prior Self Evaluation/Transition Plan.
January 2021	Project Kickoff Meeting with Town department heads and officials to determine areas of self-evaluation- including programs, services, and buildings. Determine the Town's point(s) of contact.
Feb.-Apr. 2021	Perform the Self-Evaluation for programs, services and buildings.
April 2021	Hold a public workshop.
April/May 2021	Provide a completed Draft Self-Evaluation Report. Meet with Town department heads and officials to review and discuss the Self-Evaluation results and Transition Plan items, including solutions and funding for any deficiencies identified.
May/June 2021	Provide a Draft Transition Plan for review.
June 2021	Provide the Final Self Evaluation and Transition Plan.

7 — Budget

Professional Services to Perform Self-Evaluations, Hold Public Workshops, Develop a Final Report, and Attend Meetings (includes potential subconsultant)	\$30,000
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Renovation and Construction History

The most recent survey of the accessibility of the Town's buildings and facilities was likely conducted between 2002 and 2003, when their current accessibility plan was drafted. This document focused on obstacles to mobility and centered its attention upon buildings

regularly utilized by the public. It should be noted that the Town's educational facilities were excluded, as these fell under the jurisdiction of a regional school district.

Key among the buildings reviewed was Memorial Hall, which serves as the community's seat of government. Built in 1894, it had recently undergone a full restoration- which "included full accessibility modifications"- at the time of the above mentioned plan's publication. A new facility housing the Town's senior center and library was also built in 2010. This complex replaces the small, strip mall storefront the community previously utilized as their senior center and replaces the Hart Free Library, built in 1928- addressing several issues the 2003 report identified in these respective facilities. A new Highway Department Garage facility was constructed in 2008 and a ramp was also built to the West Townsend Reading Room's entrance in 2014, replacing a previous ramp which had fallen into disrepair.

Despite these gains, challenges persist. Despite the existence of a handicap accessible ramp, the Cemetery and Parks Building dates to 1900 and needs to be brought to code. Meanwhile, the Police Department hopes to install an ADA compliant front door in the near future. The Town's parks and open spaces will also need to be reviewed in an effort to grade their compliance. Given the number and age of these properties, it is likely that further opportunities for improvement will be identified once a more thorough review is conducted in line with the above scope of work.

Applicant History

As stated above, Townsend's most recent accessibility plan dates to 2003 when the community published a comprehensive self-evaluation and transition plan. This plan was drafted in an effort to bring the Town into compliance with ADA regulations and funded through the state's Community Development Block Grant, with further support from the Townsend Friends of the Library. It was conducted by James Mazik, AICP- with assistance from the MRPC- and involved a thorough review of Town owned buildings, a survey of department heads, and an evaluation of all municipal operations and programs.

The Townsend Accessibility Plan produced a number of recommendations intended to improve mobility and access for people with disabilities. Physical barriers to public facilities and services were identified, catalogued, and prioritized based upon the degree to which they might obstruct an individual's ability to participate in civic life. These items were then coupled with cost estimates for their removal. The Plan also included draft policy language which- once implemented- brought the Town's operations further in line with state and federal guidelines regarding accessibility and outreach to impacted segments of the community.

Since then, efforts to improve the community's accessibility have continued unabated. As noted earlier, the newly developed Senior Center and Townsend Library represent significant improvements compared to their predecessors. Municipal staff have also investigated opportunities to expand access to the Town's parks and trails. Perhaps most significant was a vote by Town Meeting to enact MGL Ch. 40, Sec. 8J, and establish a Disability Commission in 2017. The Town is in the process of populating this Commission,

which will be tasked with advising the Board of Selectmen, department heads, and the ADA Coordinator on steps the community could take to better serve residents with disabilities.

Additional Planning Information

None.

SECTION 3.2- IMPACT INFORMATION

Census Data

Townsend, Massachusetts, is a growing community of 9,506 as of the US Census' 2019 estimates. Of that population, 15% are over the age of 65 and 7.3% of those under that age suffer from a disability. The latter of these figures deserves particular attention, as it outstrips Middlesex County's rate of 5.7%, suggesting a greater need for services amongst Townsend's disabled community.

Supporting this conclusion is the Town's concentration of veterans (6%) and uninsured individuals (4.9%). These figures not only eclipse those from the surrounding County but the state as a whole. This is significant as both populations produce a disproportionate share of disabled individuals. According to research by the US Census Bureau, "About 30 percent of all veterans and 14.2 percent of all nonveterans had any type of disability"¹. While this was due in part to the elevated age of the veteran population, further investigation demonstrated that rates of disability were significantly higher amongst veterans regardless of age bracket.

The high concentration of uninsured individuals represents a particularly daunting challenge, as these individuals are more likely to develop disabilities and less likely to have them diagnosed or reported. Given the steep cost of medical services in the absence of insurance- and the fact that a lack of insurance suggests an individual or household is unemployed or underemployed- this population is far less likely to receive the type of care which prevents chronic issues. Moreover, without a diagnosis, these issues are likely to go unreported. This not only suggests that rates of disability within Townsend may be underreported, but that a lack of insurance and preventative care might be an underlying cause and will remain such until addressed.

¹ (Holder)- <https://www.census.gov/content/dam/Census/library/working-papers/2016/demo/Holder-2016-01.pdf>
p. 4.

Geography	US Census QuickFacts: Population Estimates, July 1, 2019		
	With a Disability, Under Age 65 Years, 2014-2018	Veterans, 2014- 2018	Persons without Health Insurance, Under Age 65 Years
Town of Townsend	7.30%	6.01%	4.90%
Middlesex County	5.70%	3.71%	2.80%
Commonwealth of Massachusetts	7.90%	4.58%	3.50%

While a breakdown of specific disabilities is not available from recent estimates, information can be drawn from the 2010 Census itself. That year, the percentage of individuals between 18 and 64 with a disability stood at 5.6%.

Number and Percent with a Disability for Townsend (2010 Census)						
Geography	All Ages			18 to 64 Years Old		
	Total Pop.	With a disability		Total	With a disability	
		Number	Percent		Number	Percent
Townsend	9,183	690	7.51%	5,950	333	5.60%

Of these, 1.53% suffered from hearing difficulties, 1.04% struggled with vision, and 1.14% faced challenges with self-care, all higher rates than Middlesex County as a whole.

Geography	18 to 64 Years Old (2010 Census)						
	Total	With a hearing difficulty		With a vision difficulty		With a self-care difficulty	
		Number	Percent	Number	Percent	Number	Percent
Townsend	5,950	91	1.53%	62	1.04%	68	1.14%
Middlesex County	1,002,111	12,888	1.29%	9,522	0.95%	10,936	1.09%

That year, this age group also consisted of significant shares of individuals with cognitive difficulties (1.33%), ambulatory challenges (2.08%), and limitations on their ability to live independently (1.53%). Assuming they remain comparable to this day- which is likely- these figures represent a significant portion of Townsend's populace and demonstrate a clear demand for services within the community.

SECTION 3.3- OTHER INFORMATION

Applicant Team

Glenn Eaton
Executive Director
Montachusett Regional Planning Commission
(978) 345-7376, ext. 310
geaton@mrpc.org
464 Abbott Avenue
Leominster, MA 01453

John Hume
Planning and Development Director
Montachusett Regional Planning Commission
(978) 345-7376, ext. 302
jhume@mrpc.org
464 Abbott Avenue
Leominster, MA 01453

Christopher McDermott
Economic Development Manager
Montachusett Regional Planning Commission
(978) 345-7376, ext. 304
cmcdermott@mrpc.org
464 Abbott Avenue
Leominster, MA 01453

Jonathan Vos
Regional Planner
Montachusett Regional Planning Commission
(978) 345-7376, ext. 309
jvos@mrpc.org
464 Abbott Avenue
Leominster, MA 01453

Carolyn Smart
Executive Assistant to the Town Administrator
Town of Townsend
csmart@townsendma.gov
(978) 597-1700, ext. 1719
272 Main Street
Townsend, MA 01469

Architectural Board History

In 2010, the Town requested a variance from the Board in order to replace the wooden ramp to the West Townsend Reading Room with an aluminum one that had recently been donated for the purpose. This request was made as the proposed ramp's width failed to comply with AAB sections 24.3 and 24.4.5. This request was granted and a new ramp was installed by Nashoba Valley Technical Students between 2014 and 2015.

State and Federal Agency History

The Town's most significant collaboration with state and federal agencies relative to the ADA was the Townsend Accessibility Plan. As noted in the Applicant History segment of Section 3.1, the production of this document was financed with an award from the Massachusetts Department of Housing and Community Development's (DHCD) CDBG fund.

Carolyn Smart

From: Christopher McDermott <cmcdermott@mrpc.org>
Sent: Monday, October 5, 2020 5:12 PM
To: Carolyn Smart
Subject: RE: ADA Grant Application pt 1

Thanks Carolyn,

I appreciate the help!

Best,
Chris

Christopher McDermott
Economic Development Manager
Montachusett Regional Planning Commission
464 Abbott Avenue
Leominster, MA 01453
Phone: 978.798.6169
Fax: 978.348.2490
Email: cmcdermott@mrpc.org

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

From: Carolyn Smart <csmart@townsendma.gov>
Sent: Monday, October 5, 2020 2:51 PM
To: Christopher McDermott <cmcdermott@mrpc.org>
Subject: RE: ADA Grant Application pt 1

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Chris,

Both projects were gifted to the town in 2009. The highway garage was built prior to the Senior Center/Library. The new Highway Garage facility, construction of which was completed in 2008, and 45 acres, which were both deeded to the Town with no conditions in 2009.

We do have a personnel policy regarding reasonable accommodations/disability, harassment & discrimination (attached)

And we have a ADA grievance policy, here's the link:

https://www.townsend.ma.us/system/files/uploads/ada_grievance_policy.pdf

From: Christopher McDermott <cmcdermott@mrpc.org>
Sent: Monday, October 5, 2020 1:30 PM
To: Carolyn Smart <csmart@townsendma.gov>; John Hume <jhume@mrpc.org>
Subject: RE: ADA Grant Application pt 1

Hi Carolyn,

Thank you for all your help to date. I just had a few more questions before we prepare to submit this request:

- Would you be able to let me know when the Senior Center/Library Complex was opened? From what I've seen online, it looks like sometime around 2010.
- It looks like the Library/Senior Center was built where the Highway Department's offices once stood. Were they given a new building? Or were they relocated to Memorial Hall or some other preexisting structure?
- Is there a public notice or statement that Town uses to inform people it does not discriminate on the basis of disability? If so- could you send me a copy? The Personnel Policies and Procedures you sent me regarding the ADA Coordinator would seem to fit the discrimination if you don't have anything specific.

I appreciate the help!

All the Best,
Chris

Christopher McDermott
Economic Development Manager
Montachusett Regional Planning Commission
464 Abbott Avenue
Leominster, MA 01453
Phone: 978.798.6169
Fax: 978.348.2490
Email: cmcdermott@mrpc.org

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

From: Carolyn Smart <csmart@townsendma.gov>
Sent: Tuesday, September 29, 2020 12:29 PM
To: Christopher McDermott <cmcdermott@mrpc.org>; John Hume <jhume@mrpc.org>
Subject: FW: ADA Grant Application pt 1

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It kicked back, so I will send in another email

From: Carolyn Smart
Sent: Tuesday, September 29, 2020 12:26 PM
To: 'Christopher McDermott' <cmcdermott@mrpc.org>
Subject: ADA Grant Application pt 1

Hi Christopher,

Sorry it took so long, just trying to track the information down.

The town does have a Building Commissioner/ADA Coordinator. The Town did adopt the MGL and has formed the commission, however there's no current members. It's been posted for 3 years and no one has submitted a volunteer response form.

A variance was sought for the West Townsend Reading Room in 2010 (attached) The ramp materials were purchased in 14-15, Nashoba Valley Technical High School built and installed the ramp

There's been talk of making our trails ADA accessible.

Our Police Chief, Jay Sartell is look to install a handicap/ADA front door to the Police Station. (his email is jsartell@townsendpg.org)

Our Cemetery & Parks building needs to be brought up the ADA standards. They have meetings there and folks who lost their loved ones.

Cemetery/Parks Superintendent, Roger Rapoza would be able to let you know the needs of the building. (rrapoza@townsendma.gov)

We have not had an accessibility transition plan done since 2004, the ADA Coordinator nor this office have one from 2011.

The Building Commissioner has been the ADA Coordinator before 1999. Not sure how I would find the vote. It is outlined in our Personnel Policies & Procedures. (see below wording in the policies)

I'm attaching the agreement between the Town & MRPC, the certified vote from Town Meeting and the last accessibility transition plan (that the ADA Coordinator or the Selectmen's office has)

I will be sending in 2-3 emails due to the pdfs being too large.

A.D.A. COORDINATOR

Town of Townsend does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Town of Townsend does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional Information regarding the ADA may be forwarded to Town of Townsend's designated ADA Compliance Coordinator.

Name: Eric Chartland

Title: Building Commissioner/ADA Coordinator

Office Address: 272 Main Street Townsend, MA 01469

Phone Number: (978) 597-1709

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Townsend are invited to make their needs and preferences known to the ADA Compliance Coordinator.

From: Christopher McDermott <cmcdermott@mrpc.org>
Sent: Tuesday, September 29, 2020 11:27 AM
To: John Hume <jhume@mrpc.org>; Carolyn Smart <csmart@townsendma.gov>
Subject: RE: ADA Grant Application

Hi Carolyn,

I hope all's well. I just wanted to follow upon the message below and ask if you'd be able to share or direct me to any of the information listed. I appreciate your help and look forward to working with you on this grant application.

All the Best,
Chris

From: Christopher McDermott
Sent: Friday, September 25, 2020 10:34 AM
To: John Hume <jhume@mrpc.org>; Carolyn Smart <csmart@townsendma.gov>
Subject: RE: ADA Grant Application

Hi Carolyn,

I'll be working with John to prepare this grant application. Once everything's signed and you have a minute, would you be able to help me with some information. Specifically- the application asks if:

- The Town has an appointed ADA Commissioner;
- The Town has or plans to launch a Commission on Disabilities;
- If any work has recently been done to make any of the Town's building stock more accessible;
 - I heard a ramp into the West Townsend Reading Room had recently been installed- do you know when that was?
- And if there was anything else that would strengthen the request?
 - This section's intentionally open ended but I think anything along the lines of ongoing projects, planned projects, grassroots efforts, etc. would fit.

The application also requests some back up documentation. I think I've gotten what I can off the website but could you provide or direct me to:

- A certified copy of the BoS vote establishing the ADA Commissioner- if applicable;
- A list of Town buildings/any relevant history about their construction or renovation- especially in regards to accessibility;
- The Town's most recent ADA Self Evaluation- I saw one was included in the 2013 OSRP (Appendix F) but couldn't find it online;
- The Town's ADA Transition Plan- I saw a passing reference online to one being conducted in 2008 but couldn't find a copy of it and am uncertain if it was ever completed.

I appreciate your help in this and look forward to working with you! If there's anything you need from me, please don't hesitate to reach out.

All the Best,
Chris

Christopher McDermott
Economic Development Manager
Montachusett Regional Planning Commission
464 Abbott Avenue
Leominster, MA 01453
Phone: 978.798.6169
Fax: 978.348.2490

From: John Hume <jhume@mrpc.org>
Sent: Friday, September 25, 2020 7:13 AM
To: Carolyn Smart <csmart@townsendma.gov>
Cc: Christopher McDermott <cmcdermott@mrpc.org>
Subject: ADA Grant Application

Hi Carolyn:

Attached is the contract to assist Townsend to put together the ADA grant application due October 9th no later than 5 p.m. If it looks okay, please have Jim sign page 4, scan, and forward back to me so that I can have Glenn Eaton sign it.

Thanks!

John Hume

Planning and Development Director

Montachusett Regional Planning Commission

(978) 345-7376 Ext. 302

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

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: 10/5/2020

Permit #: 9-21-20

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 # 978-833-0020 Fax # _____

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

CONTRACTOR:

Name: Unitil / Fitchburg Gas and Electric

Address: _____

Telephone # _____ Fax # _____

Contact Person (if different from the name listed above): _____

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: In the street at Emery Rd and S Row Rd
House Number: _____ to _____

Scope of Work: Install Test Station and Anode Bed

Length of Cut: _____ Depth of Cut: _____

Start Date: 10/22/2020 Estimated Working Days: 1

NOTIFICATION DATES:

Dig Safe: 20204102639

Detail Officer Required: Yes _____ No _____

Highway Superintendent: James O Smith Date: 10-5-2020

Board of Selectmen: Veronica Kell

Date: 10/20/20

Fee Received: _____ Check #: _____

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

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: 10/1/2020

Permit # 10-210A

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 # 978-833-0020 Fax # _____

Contact Person (if different from name listed above)

Mark Dimeco Jr Supervisor Gas Operations

CONTRACTOR:

Name: _____

Address: _____

Telephone # _____ Fax # _____

Contact Person (if different from the name listed above): _____

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)

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

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: 136 Main St

House Number: _____ to _____

Scope of Work:

Gas Service Upgrade

Length of Cut: 6x4 Depth of Cut: _____

Start Date: 10/6/2020 Estimated Working Days: 1

NOTIFICATION DATES:

Dig Safe: 20204009940

Detail Officer Required: Yes _____ No _____

Highway Superintendent: James D. Smith

Date: 10-14-2020

Board of Selectmen: Veronica Kell

Date: 10/20/20

Fee Received: \$100.00 Check #: 210006

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