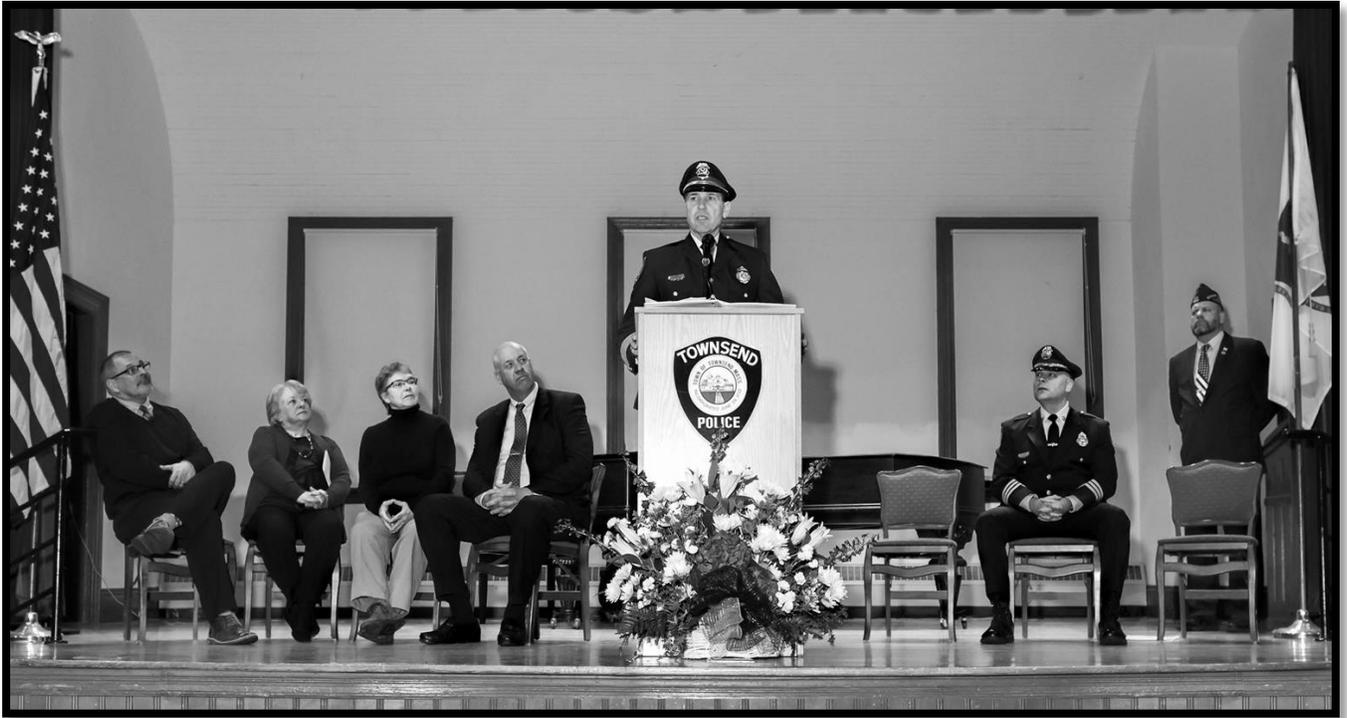
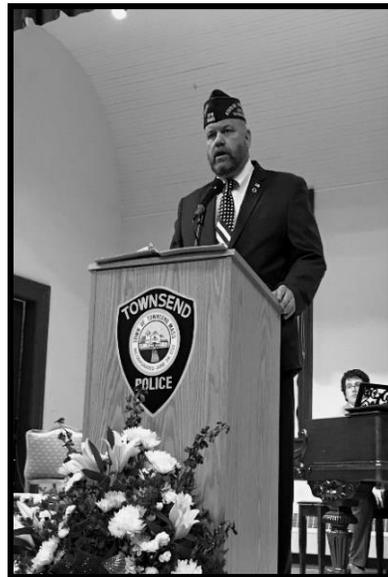
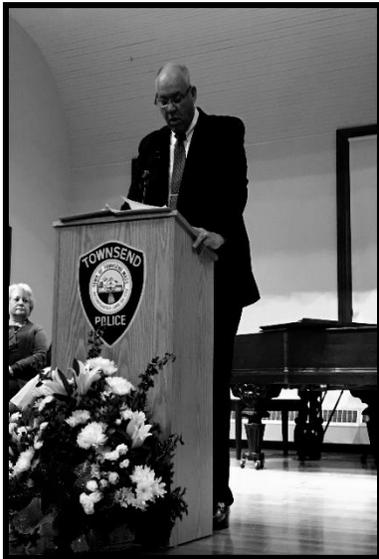


ANNUAL TOWN REPORT 2017





ANNUAL TOWN REPORT 2017



SQUANNACOOK RIVER CLEAN-UP

A BIG THANK YOU TO THE CLEAN-UP CREW AND SPECIAL THANKS TO THE MEMBERS OF THE CONSERVATION COMMISSION





IN MEMORY OF FRIENDS

By Chris Clish

*Some knew you quite well, some not at all,
But in Winter, Spring, Summer and Fall:
One thing is so clear, you were always here
Working for us through Town Hall*

*Your reasons were sure varied,
As sometimes Town Business is harried:
Yet deep in your hearts,
Resolved from the start...
You followed the vision you carried!*

*That vision we have realized,
For a prosperous Town we should strive:
In your memory
There will always be
Incentive for Townsend to thrive!*

*You gave without hesitation,
Effort, Time and Determination:
You made it so clear
While you were still here...
Our Town was well worth dedication!*

*You brought us to where we are now,
In your memory one thing we will vow:
That we will march on*

*Through the darkness and dawn...
So from heaven you'll smile and be proud!*



IN MEMORIAM

*Robert Amadon
Shirley Morton
Marcia Whitney MacMaster
Anthony Thomas Genova
Donald Brooks Keefe
John Michael Whittemore
Clarence H. Minor
James Laitala*

GENERAL INFORMATION

Website: www.townsend.ma.us

Townsend is situated in Middlesex County
 Incorporated in 1732

Town Seal:



Town Flag:



Land Area 32.83 Square Miles
 5420.4 Acres of State-Owned Land
 315 feet above Sea Level

Fiscal Year 2018

Tax Rate	\$20.26
Real Estate	\$776,910,535
Personal Property	\$24,170,730

Fiscal Year 2000

Tax Rate	\$17.26
Real Estate	\$453,209,925
Personal Property	\$9,379,000

Population

2017	8,757
1990	8,340
1920	1,575
1765	598

Registered Voters

2017	6,584
2001	5,478
1995	4,309
1990	4,475

Schools

North Middlesex Regional School District	to include Pepperell and Ashby
North Middlesex Regional High School	Grades 9-12, including all 3 Towns
Hawthorne Brook Middle School	Grades 6-8, including Ashby
Squannacook Elementary School	Grades 3-5
Spaulding Memorial School	Grades K-3
Nashoba Valley Technical High School	Grades 9-12 Westford, Massachusetts

Emergency calls Police, Fire and Ambulance

911

General Calls Police	978-597-6214
Fire Burning Permits	978-597-8150

TABLE OF CONTENTS

Appointed Officials
Elected Officials

GENERAL GOVERNMENT

Board of Selectmen
Town Clerk
Special Town Meeting - *March 28, 2017*
Annual Town Election - *April 24, 2017*
Special Town Meeting - *May 5, 2017*
Annual Town Meeting - *May 5, 2017*
Operating Budget
Special Town Election - *July 18, 2017*
State Primary Election - *November 7, 2017*
Special Town Meeting - *November 28, 2017*
State Election - *December 5, 2017*
Board of Registrars

FINANCE DIVISION

Board of Assessors
Capital Planning Committee
Treasurer
Collector of Taxes
Town Accountant
Statement of Revenue
Undesignated Fund Balance
Balance Sheet Special Revenue
Changes Fund Balance Special Revenue
Capital Balance
Water Enterprise Operations
Trust Fund Combined Balance
Expendable Trust Funds
Long Term Obligations

PUBLIC SAFETY

Police Department
Communications Center
Fire-EMS Department
TEMA

PUBLIC WORKS

Highway Department

Water Department
Cemetery & Parks Commission

LAND USE

Planning Board
Conservation Commission
Board of Health
Townsend Housing Authority

CODE & SAFETY INSPECTORS

Building Department
Inspector of Wires
Sealer of Weights & Measures
Plumbing Inspector
Gas Inspector

CULTURE AND RECREATION

Townsend Public Library
Amanda Dwight Entertainment
West Townsend Reading Room
Band Concert Coordinator
Recreation Commission
Townsend Meeting Hall Art Gallery
Committee
Cultural Council

HUMAN SERVICES

Veterans' Agent
Council On Aging

AFFILIATED AGENCIES

Lowell Regional Transit Authority
Nashoba Associated Board of Health

EDUCATION

North Middlesex Regional School
District/Superintendent
North Middlesex Regional High
Hawthorne Brook Middle School
Spaulding Memorial School
Nashoba Valley Technical School

**Town of Townsend
APPOINTED OFFICIALS**

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
BOARD OF REGISTRARS		
VICE-CHAIR	CATHERINE THRASHER	2018
MEMBER EX-OFFICIO	KATHLEEN SPOFFORD	2020
CHAIR	MARY JANE O'HARA	2020
MEMBER	CLAIRE DEVINE	2019
BOARD OF SELECTMEN		
CHIEF PROCUREMENT OFFICER	JAMES M. KREIDLER	2019
MUNICIPAL HEARINGS OFFICER	JAMES M. KREIDLER	2018
TOWN ADMINISTRATOR	JAMES M. KREIDLER	2019
BUILDING DEPARTMENT		
ELECTRICAL INSPECTOR	WILLIAM F. CHOATE	2018
SEALER OF WEIGHTS AND MEASURES	ERIC AALTONEN	2018
ALTERNATE BUILDING INSPECTOR	PETER NIALI	2018
ALTERNATE ELECTRICAL INSPECTOR	DANIEL CUSHION	2018
BUILDING COMMISSIONER	RICHARD HANKS	2018
ALTERNATE BUILDING INSPECTOR	BENTLEY HERGET	2018
PLUMBING & GAS INSPECTOR	RICHARD M KAPENAS	2018
ALTERNATE GAS/PLUMBING INSPECTOR	GARY WILLIAMS	2018
CAPITAL PLANNING COMMITTEE		
MEMBER	CINDY KING	2018
MEMBER	BRETT GIBSON	2018
MEMBER	LYNNE GARFOLA	2018
COMMUNICATION DEPARTMENT		
TELECOMMUNICATOR	ERIN CONSIDINE	2018
CONSERVATION COMMISSION		
MEMBER	CHRISTINE M. VITALE	2020
MEMBER	MICHAEL TURGEON	2019
MEMBER	JOHN HUSSEY	2018
MEMBER	KAREN HILL	2020
MEMBER	AMELIA GENTRY	2020
CHAIRMAN	JAMES DEROIAN	2018
CONSTABLE		
APPOINTED	NEIL MCGORTY	2020

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
CONSTABLE	MICHELLE DOLD	2019
CONSTABLE	LAWRENCE HARTNETT	2020
CONSTABLE	WILLIAM MARTIN	2018
CONSTABLE	JAMES HAMEL	2020
CONSTABLE	ROBERT NICKERSON	2019

COUNCIL ON AGING

MEMBER	JOAN E. DAIGLE	2018
MEMBER	JERRILYN BOZICAS	2018
MEMBER	ANNE FORESMAN	2020
MEMBER	JAMES HAMEL	2019
MEMBER	JANE L. JACKSON	2018
MEMBER	BETH MOCKLER	2020
MEMBER	CHARLOTTE MURPHY	2019
MEMBER	CHERYL SIMONEAU	2018
MEMBER	SANDRA STEVENS	2019
MEMBER	VALERIE ADAMS	2020

ELECTION WORKERS

DEPUTY CLERK	LOUISE THORPE	2018
INSPECTOR	MARY SZURLY	2018
DEPUTY WARDEN	CAROL WRIGHT	2018
WARDEN	PAULA WOODMAN	2018
INSPECTOR	BARBARA WHEELER	2018
INSPECTOR	JANET WESSON-SNAPP	2018
BALLOT BOX CLERK	CHERYL SIMONEAU	2018
INSPECTOR	SANDRA TUTTLE	2018
WARDEN	BETTY MAE TENNEY	2018
DEPUTY CLERK	JESSICA FUNAIOLE	2018
CLERK	HELEN KEZAR	2018
INSPECTOR	EINO KAUPPI	2018
INSPECTOR	CLARE KAUPPI	2018
INSPECTOR	SUSAN GERKEN	2018
INSPECTOR	JANET VESPER	2018
INSPECTOR	CAROL MANSFIELD-BUXTON	2018
BALLOT BOX CLERK/INSPECTOR	JOHN STONEFIELD	2018
INSPECTOR	ELAINE MARTIN	2018
DEPUTY WARDEN/CLERK	SHARON LACASSE	2018
INSPECTOR	HEIDI MUNROE	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	SUSAN A. FUNAIOLE	2018
INSPECTOR	ANNE FORESMAN	2018
BALLOT BOX CLERK	BRIAN COLBY	2018
INSPECTOR	DARLENE COIT	2018
INSPECTOR	KAREN CLEMENT	2018
INSPECTOR	JERRILYN BOZICAS	2018
CLERK	AVIS ROY	2018
INSPECTOR	DEBRA STOLL	2018
WARDEN	JANE STONEFIELD	2018
INSPECTOR	LINDSAY MORAND	2018

ENERGY COMMITTEE

MEMBER	EDWARD HERMANN	2020
CHAIRMAN	BRENT CARNEY	2018
CHAIRMAN	MICHAEL BROWN	2018
VICE-CHAIR	KATHLEEN THOMPSON	2019

FINANCE COMMITTEE

CLERK	ANDREA WOOD	2019
MEMBER	JOSEPH SCIACCA	2018
MEMBER	SCOTT DOREMUS	2020
MEMBER	GENE DILDA	2019
VICE-CHAIR	JERRILYN BOZICAS	2019
MEMBER	SAM GRANT	2018
CHAIR	DONNA PINKERTON	2018

FIRE STATION BUILDING COMMITTEE

MEMBER	MARK MERCURIO	2018
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FIRE/EMS

FIREFIGHTER	DAVID HOFFMAN	2018
PHOTOGRAPHER	ERIC FELLOWS	2018
EMT-B	JESSICA FELLOWS	2018
FF/EMT-B	GREG GALEOTA	2018
EMT-B	STEPHEN GAY	2018
FIREFIGHTER	RANDY S. GIRARD	2018
LIEUTENANT/FF/MEDIC	WANDA GOODWIN	2018
FF/PARAMEDIC	CHRISTIAN GRANT	2018
OPERATIONS CAPTAIN/EMT	MICHAEL GRIMLEY	2018
FIREFIGHTER	CHRISTOPHER GROTTON	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
PARAMEDIC	ROBERT HAYES	2018
FIREFIGHTER	ZACHERY A DEVINCENTIS	2018
FIREFIGHTER	BRETT KING	2018
FF/EMT-B	JONATHAN KINNEY	2018
LIEUTENANT/FF/EMT-B	KRISTOPHER KLEIN	2018
FF/EMT-B	COREY LOPEZ	2018
FF/PARAMEDIC	ERIC MANNION	2018
FF/EMT-B	DEREK MASKALENKO	2018
FIREFIGHTER	AUSTIN MATHES	2018
LIEUTENANT/FF/EMT-B	BRIAN MAYER	2018
PARAMEDIC	BRIAN HARKINS	2018
PARAMEDIC/FF	SHAWN CARLIN	2018
FF/PARAMEDIC	JAMISON MAYHEW	2018
FF/PARAMEDIC	BRENTON BOURNE	2018
CHAPLAIN	SHAYNA APPEL	2018
FF/EMT B	JEFFREY BEAL	2018
FF/EMT-B	KATHLEEN BEAL	2018
PARAMEDIC	JACQUELINE BECKER	2018
FIREFIGHTER	BRIAN BORNEMAN	2018
FIRE CHIEF	MARK BOYNTON	2020
DEPUTY CHIEF	JOHN ELLIOTT	2018
RIGHT TO KNOW COORDINATOR	MARK BOYNTON	2018
CAPTAIN	WILLIAM ELLIOTT	2018
LIEUTENANT/FF	RICHARD CARLSON	2018
FF/PARAMEDIC	NICOLE CARTER	2018
PARAMEDIC	MILES CHILDS	2018
CAPTAIN/EMT-B	JEFFREY CORMIER	2018
FIREFIGHTER	AUSTIN COTE	2018
EMT-B	ASHLEY COTTER	2018
FIREFIGHTER	DUANE CREIGHTON	2018
FF/PARAMEDIC	ANDREW DAVOLL	2018
FIREFIGHTER	MICHAEL P DOHERTY	2018
HAZARDOUS WASTE COORDINATOR	MARK BOYNTON	2018
FIREFIGHTER	MICHAEL WHITTIER	2018
FF/PARAMEDIC	RICHARD BENNETT	2018
PARAMEDIC	JOSHUA MCCRILLIS	2018
FIREFIGHTER/EMT	CHRISTOPHER WILLIAMS	2018
FF/EMT-B	MICHAEL VIROTSKO	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
FF/PARAMEDIC	KURTIS TRIEHY	2018
FIREFIGHTER	DAVID STEVENS	2018
FIREFIGHTER	MICHAEL SODANO	2018
LIEUTENANT PARAMEDIC	BENJAMIN SIMMONS	2018
FIREFIGHTER	DANIEL SILVA	2018
FIREFIGHTER	ANDREW SHEPHERD	2018
OPERATIONS CAPTAIN/PARAMEDIC	MARTIN SCOTT	2018
EMT/FIREFIGHTER	ROLAND SAUCIER	2018
PARAMEDIC	JEFFREY RUPPLE	2018
OPERATION LT/EMT-A	BENJAMIN NIEMIERA	2018
LIEUTENANT/FF/EMT-B	ERIC MODICA	2018
FIREFIGHTER	STEVE MONGELLI	2018
FIREFIGHTER	BRIAN METIVIER	2018
FF/PARAMEDIC	ANDREW PERRY	2018
EMT-B	JEAN NICHOLS	2018
FF/EMT-B	LEON NIEMIERA	2018
FIREFIGHTER	JAMES NORMINGTON	2018
PARAMEDIC	EVERETT OLSON	2018
CHAPLAIN	KEVIN PATTERSON	2018
FIREFIGHTER	COLTON PELADEAU	2018
FF/EMT-B	KEVIN PENA	2018
PARAMEDIC	LAURA MOREAU	2018

HIGHWAY DEPARTMENT

TREE WARDEN	DONALD MASSUCCO	2020
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HISTORIC DISTRICT COMMISSION

MEMBER	EINO KAUPPI	2018
ALTERNATE MEMBER	MICHELLE BUSLER	2019
MEMBER	ROBERT THOMPSON	2018
MEMBER	SUSAN GERKEN	2018
MEMBER	KENNETH DIRANIAN	2019
ALTERNATE MEMBER	NILES BUSLER	2019
MEMBER	CLARE KAUPPI	2019

LIBRARY TRUSTEES

MEMBER	JUDITH LEWIN MAIDER	2018
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LICENSING AUTHORITY

AGENT FOR THE LICENSING AUTHORITY	JOHN JOHNSON	2018
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OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	THADDEUS ROCHETTE	2018
POLICE OFFICER	GEORGE REIDY	2018
RESERVE OFFICER	JOSEPH QUINN	2018
POLICE OFFICER	MARK A FRANCIS	2018
RESERVE OFFICER	CHRISTOPHER VANVOORHIS	2018
EMPLOYEE	DAVID PHILLIPS	2018
SERGEANT	KIMBERLY MATTSON	2018
POLICE OFFICER	JAMES P MARCHAND	2018
POLICE OFFICER	JAMES LANDI	2018
POLICE OFFICER	THOMAS KALIL, JR.	2018
SERGEANT	JOHN JOHNSON	2018
POLICE OFFICER	JEFFREY J GILES	2018
LIEUTENANT	MARK GIANCOTTI	2018
RESERVE OFFICER	AUSTIN COTE	2018
POLICE CHIEF	RICHARD BAILEY	2020
LICENSING AGENT	RICHARD BAILEY	2018
KEEPER OF THE LOCK UP	RICHARD BAILEY	2018
POLICE OFFICER	MICHAEL MARCHAND	2018
RESERVE OFFICER	TONY BRENNAN	2018

SPECIAL POLICE OFFICERS

SPECIAL OFFICER	MICHAEL LUIBIL	2018
SERGEANT	WILLIAM GREATHEAD	2018
POLICE OFFICER	BRUCE HASKINS	2018
POLICE OFFICER	KEVIN T. HENEHAN	2018
SERGEANT	JACK A HERBERT	2018
RESERVE OFFICER	LACOB LACHANCE	2018
RESERVE OFFICER	MARK LAFFERTY	2018
POLICE OFFICER	MEAGAN LANDRY	2018
RESERVE OFFICER	DAVID LANGE	2018
OFFICER	CRAIG LAPRADE	2018
OFFICER	KAYLA LEGER	2018
SERGEANT	ALAN LESSIEUR	2018
SERGEANT	DERRICK J. GEMOS	2018
RESERVE OFFICER	ZACHERY LEVASSEUR	2018
SARGEANT	THOMAS L. GAMMEL	2018
LIEUTENANT	MICHAEL LUTH	2018
DETECTIVE	MICHAEL A. LYNN	2018
CHIEF	JAMES P. MARINO	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	JOSHUA MATHIEU	2018
RESERVE OFFICER	JONATHAN MAY	2018
RESERVE POLICE OFFICER	STEPHEN MCANDREW	2018
POLICE OFFICER	SHAWN MCCLUSKEY	2018
POLICE OFFICER	WILLIAM MCGUINNESS	2018
POLICE OFFICER	BRADLEY MCNAMARA	2018
DETECTIVE	RACHAEL E. MEAD	2018
RESERVE OFFICER	LISA MELNICKI	2018
RESERVE OFFICER	JOHN MERREALE, JR	2018
POLICE OFFICER	STEPHEN MULKERIN	2018
RESERVE OFFICER	DONALD LETARTE	2018
POLICE OFFICER	JARED CARRUBBA	2018
CHIEF	FRED ALDEN	2018
POLICE OFFICER	JOSEPH BARKER-SANTIAGO	2018
RESERVE OFFICER	STANLEY BARNEY	2018
POLICE OFFICER	NICHOLAS C. BELTZ	2018
LIEUTENANT	TODD BLAIN	2018
RESERVE OFFICER	BETHANY BONCZAR	2018
POLICE OFFICER	ROBERT L. BREAUULT	2018
POLICE OFFICER	PETER BRESLIN	2018
POLICE OFFICER	JONATHAN BROCK	2018
RESERVE OFFICER	IAN BROWN	2018
POLICE OFFICER	STEVEN BURKE	2018
POLICE OFFICER	EDWARD BUSHNOE	2018
SERGEANT	JASON M. GOODWIN	2018
POLICE OFFICER	GORDON C ANDOW	2018
RESERVE OFFICERS	MATTHEW O'SULLIVAN	2018
RESERVE OFFICER	GLANN CASWELL	2018
SERGEANT	PAUL R. CONNELL	2018
SERGEANT	SEAN J. CONNERY	2018
POLICE OFFICER	OMAR A. CONNOR	2018
POLICE OFFICER	TIMOTHY COOPER	2018
DEPUTY CHIEF	JAMES A CULLEN, III	2018
RESERVE OFFICER	DYLAN DENIS	2018
POLICE OFFICER	DANIEL D'EON	2018
POLICE OFFICER	ROBERT DICONZA	2018
POLICE OFFICER	JOHN R. DILLON	2018
RESERVE OFFICER	KYLE DODGE	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	JOSHUA MATHIEU	2018
RESERVE OFFICER	JONATHAN MAY	2018
RESERVE POLICE OFFICER	STEPHEN MCANDREW	2018
POLICE OFFICER	SHAWN MCCLUSKEY	2018
POLICE OFFICER	WILLIAM MCGUINNESS	2018
POLICE OFFICER	BRADLEY MCNAMARA	2018
DETECTIVE	RACHAEL E. MEAD	2018
RESERVE OFFICER	LISA MELNICKI	2018
RESERVE OFFICER	JOHN MERREALE, JR	2018
POLICE OFFICER	STEPHEN MULKERIN	2018
RESERVE OFFICER	DONALD LETARTE	2018
POLICE OFFICER	JARED CARRUBBA	2018
CHIEF	FRED ALDEN	2018
POLICE OFFICER	JOSEPH BARKER-SANTIAGO	2018
RESERVE OFFICER	STANLEY BARNEY	2018
POLICE OFFICER	NICHOLAS C. BELTZ	2018
LIEUTENANT	TODD BLAIN	2018
RESERVE OFFICER	BETHANY BONCZAR	2018
POLICE OFFICER	ROBERT L. BREAUULT	2018
POLICE OFFICER	PETER BRESLIN	2018
POLICE OFFICER	JONATHAN BROCK	2018
RESERVE OFFICER	IAN BROWN	2018
POLICE OFFICER	STEVEN BURKE	2018
POLICE OFFICER	EDWARD BUSHNOE	2018
SERGEANT	JASON M. GOODWIN	2018
POLICE OFFICER	GORDON CADOW	2018
RESERVE OFFICERS	MATTHEW O'SULLIVAN	2018
RESERVE OFFICER	GLANN CASWELL	2018
SERGEANT	PAUL R. CONNELL	2018
SERGEANT	SEAN J. CONNERY	2018
POLICE OFFICER	OMAR A. CONNOR	2018
POLICE OFFICER	TIMOTHY COOPER	2018
DEPUTY CHIEF	JAMES A CULLEN, III	2018
RESERVE OFFICER	DYLAN DENIS	2018
POLICE OFFICER	DANIEL D'EON	2018
POLICE OFFICER	ROBERT DICONZA	2018
POLICE OFFICER	JOHN R. DILLON	2018
RESERVE OFFICER	KYLE DODGE	2018

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	MATTHEW EULIANO	2018
POLICE OFFICER	JEREMIAH FRIEND	2018
RESERVE OFFICER	BENJAMIN CAMPBELL	2018
RESERVE OFFICER	RYAN STRIANESE	2018
RESERVE OFFICER	KATHLEEN NEWELL	2018
POLICE OFFICER	DEVEN O'BRIEN	2018
POLICE OFFICER	DANIEL ADAMS	2018
POLICE OFFICER	SEAN ZRATE	2018
DETECTIVE	CORY E. WAITE	2018
RESERVE OFFICER	JOHN WAGNER	2018
SERGEANT	PETER VIOLETTE	2018
POLICE OFFICER	FABRIZIO VESTRI	2018
POLICE OFFICER	BRIAN VAUTOUR	2018
POLICE OFFICER	JOSHUA TOCCI	2018
SERGEANT/DETECTIVE	JEFFREY THIBODEAU	2018
POLICE OFFICER	GREGORY W. STEWARD	2018
RESERVE OFFICER	CHAD STATELER	2018
SPECIAL POLICE OFFICER	RICHARD SMITH	2018
SPECIAL OFFICER	MICHAEL PIETROFORTE	2018
CHIEF	DONALD J PALMA	2018
POLICE OFFICER	PATRICK TIMMINS	2018
POLICE OFFICER	DEREK PEPPLE	2018
DETECTIVE	OLIVIA SIEKMAN	2018
RESERVE POLICE OFFICER	MICHAEL RATTE	2018
RESERVE OFFICER	ALAN RICE	2018
POLICE OFFICER	DALE P ROSE	2018
SERGEANT	SAMUEL SANTIAGO	2018
RESERVE POLICE OFFICER	VICTOR SAWYER	2018
CHIEF	DAVID J SCOTT	2018
SERGEANT	EDWARD P SHERIDAN	2018
RESERVE OFFICER	ERIK SALO	2018
SERGEANT	NICK PARKER	2018

TEMA

MEMBER	JOAN WALTON	2020
MEMBER	CARLA HITZENBUHLER	2018
MEMBER	PAULA HYDE	2018
MEMBER	EINO KAUPPI	2018
MEMBER	MARY LETOURNEAU	2020

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	SANDY MASSALSKI	2018
DEPUTY DIRECTOR	THOMAS WHITTIER	2018
MEMBER	CHAD ADAMS	2018
MEMBER	RICHARD HANKS	2018
MEMBER	ED SNAPP	2018
MEMBER	AMELIA GENTRY	2020
MEMBER	DONNA FENTON	2018
MEMBER	DOLORES FARESE	2020
MEMBER	MICHELLE DOLD	2018
DIRECTOR	SHIRLEY COIT	2020
MEMBER	GARY BUSLER	2018
MEMBER	VICKY BRUNELLE	2020
EMERGENCY RESPONSE COORDINATOR	MARK BOYNTON	2018
DEPUTY DIRECTOR	MICHAEL GRIMLEY	2018
MEMBER	AMY BRONKEMA	2020

TOWNSEND CULTURAL COUNCIL

MEMBER	KAREN CLEMENT	2019
MEMBER	LYNN LEBLANC	2020
CHAIRMAN	LINDA DURETTE	2020
MEMBER	JANE L. JACKSON	2020

TOWNSEND HOUSING AUTHORITY

TENANT MEMBER	BETTYANN COLEMAN	2020
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VETERAN'S AGENT

EMPLOYEE	JOSEPH MAZZOLA	2018
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ZONING BOARD OF APPEALS

MEMBER	CRAIG STEVENS	2018
CHAIRMAN	WILLIAM CADOGAN	2021
MEMBER	ANTHONY GENOVA	2018
MEMBER	VICTORIA JANICKI	2018
MEMBER	ROBERT REBHOLZ	2019
MEMBER	DARLENE SODANO	2020

Town of Townsend
ELECTED OFFICIALS

AMANDA DWIGHT ENTERTAINMENT COMMITTEE	Term End
KAREN CLEMENT	4/22/2019
SUSAN GERKEN	4/23/2018
DEBORAHANNE MAYER	4/27/2020

BOARD OF ASSESSORS	Term End
CAROL LECONTI	4/23/2018
JILL PETERSON	4/27/2020
LAURA SHIFRIN	4/22/2019

BOARD OF HEALTH	Term End
MICHELLE DOLD	4/22/2019
JAMES L'ECUYER	4/27/2020
NANCY RAPOZA	4/28/2018

BOARD OF SELECTMEN	Term End
GORDON N CLARK	4/23/2018
CINDY KING	4/22/2019
SUE LISIO	4/27/2020

CEMETERY & PARKS	Term End
JOHN B. BARRETT	4/23/2018
ALBERT "TUBBY" BOUCHER	4/27/2020
RAYMOND SR. BOYES	4/22/2019

DEMOCRATIC TOWN COMMITTEE	Term End
JOHN B. BARRETT	3/1/2020
DAVID FUNAIOLE	3/1/2020
CINDY KING	3/1/2020
PRISCILLA KIPP	3/1/2020
ROGER KIPP	3/1/2020
GENE RAUHALA	3/1/2020
LESLIE K. RAUHALA	3/1/2020

LIBRARY TRUSTEES

ALISON BIRD

VALERIE GOODRICH

KIMBERLY KING

SUSAN MCNALLY

KAREN WAXMAN

Term End

4/22/2019

4/22/2019

4/23/2018

4/27/2020

4/23/2018

MODERATOR

JOHN B. BARRETT

Term End

4/1/2018

NMRSD SCHOOL COMMITTEE

WILLIAM HACKLER

MICHAEL MORGAN

SUE ROBBINS

RANDEE RUSCH

ROBERT TEMPLETON

Term End

4/27/2020

4/27/2020

4/22/2019

4/27/2020

4/23/2018

PLANNING BOARD

KATHLEEN ARAUJO

EDWIN H HOWARD, II

LANCE MCNALLY

CHRIS NOCELLA

LAURA SHIFRIN

Term End

4/27/2020

4/23/2018

4/25/2022

4/29/2019

4/26/2021

RECREATION

RICHARD CORSINI

ALICE KENNEDY

KRISTINA MCHUGH

THOMAS WHITTIER

Term End

4/22/2019

4/23/2018

4/23/2018

4/27/2020

REPUBLICAN TOWN COMMITTEE	Term End
THOMAS E. ALLEN	3/1/2020
ANTHONY BELLOLI	3/1/2020
RITA K. BELLOLI	3/1/2020
ALBERT "TUBBY" BOUCHER	3/1/2020
CAROL CABOT	3/1/2020
STEVEN CLOUTIER	3/1/2020
CLAIRE DEVINE	3/1/2020
JULIE M. GRANT	3/1/2020
SAM GRANT	3/1/2020
RAYNOLD S. JACKSON	3/1/2020
BILL ROBERTS	3/1/2020
RICHARD SHUFORD	3/1/2020
NICHOLAS THALHEIMER	3/1/2020
BRUCE WILLIAMS	3/1/2020
TOWN CLERK OFFICE	Term End
KATHLEEN SPOFFORD	4/27/2020
TOWNSEND HOUSING AUTHORITY	Term End
SUSAN LEE CONGDON	4/29/2019
LAURA SHIFRIN	4/26/2021
KEVIN SMITH	4/28/2018
TRUST FUND COMMISSION	Term End
HARTLEY PLESHAW	4/27/2020
TRUSTEE OF SOLDIER'S MEMORIAL	Term End
PETER BUXTON	4/22/2019
KEITH JACKSON	4/27/2020
WALTER MANN	4/22/2019
STEPHEN SPOFFORD	4/30/2018
WATER DEPARTMENT	Term End
LANCE LEWAND	4/22/2019
MICHAEL MACEACHERN	4/27/2020
NATHAN MATTILA	4/30/2018

BOARD OF SELECTMEN

The year 2017 was an eventful one for your Board of Selectmen.

In April, we welcomed former Selectman Sue Lisio to the Board. We'd like to thank former Selectman Carolyn Smart for her leadership, institutional knowledge and service and we wish her well in her future endeavors.

Budget-the budget process that we employed from January through to the town meeting in May was quite a departure from prior years. This new process represented best practices in municipal finance and included a true five year revenue and expense forecast, transparent data and a resulting budget funded for the first time in years without the use of any one time revenues such as "free cash" to achieve balance.

Annual Audit and Bond Rating- For the first time since at least 2011 we received a clean annual audit with no findings or material weaknesses for FY16. In recent years there had been any number of serious concerns noted by our outside auditors ranging from risk management and fraud vulnerabilities to cash reconciliations and water activities. As a direct result of the hard work from our Finance Team, to include our Town Administrator, Town Accountant, Treasurer, and Chief Assessor we have finally stabilized our financial house.

Police Department- Police matter in 2017 took nearly the entirety of our focus. While no one enjoys having to impose discipline, there are circumstances when it is a requirement if one is to fulfill the oath of office. The first six months of the year were marked by the acceptance of a resignation from a longtime Police Sergeant, the termination of a short time Police Chief, the suspension of a longtime Police Lieutenant and longtime Patrol Officer.

The upside in this can be seen in the hiring of Chief Rick Bailey and Deputy Chief Jay Sartell. Under their steady leadership we are seeing things turn for the better in our police department and by mid-year things in the Police Department were finally beginning to settle down. We see nothing but improvement for the department moving forward into 2018 and beyond.

Squannacook River- Selectman Clark and Selectman King along with the Police Chief Richard Bailey assisted in the effort to clean up the river. We are fortunate and grateful to have the Conservation Commission leading the way to making the river passable. We'd like to thank and recognize all the volunteers that helped with the project.

Emergency Generators- As a result of the tireless efforts of our Townsend Emergency Management Agency (TEMA) team, we finally received two emergency generators through a federal grant. We are very proud of the fact that the residents at Atwood Acres will now have the benefit of generator backup power in the case of emergencies. This will allow the residents at this location the opportunity to shelter in place should sheltering ever be required again in town. Additionally, the TEMA team secured a 100kw mobile generator for emergency use throughout town. These two projects are reflective of volunteers who just

refused to give up on a greatly needed project even when having previously been told that it could not be done.

The Board of Selectmen extends thanks to all elected and appointed officials, departments, and employees for their continued support and commitment to Town government. Their efforts are appreciated and do not go unnoticed.

We also like to make sure to thank our Town Administrator and Executive Assistant for their efforts on our behalf this year.

Volunteers are very important to our form of government. To those citizens interested in serving on a board, committee, or commission, we strongly urge you to contact our office or consult the Town website or Town Hall bulletin board for a list of vacancies and fill out a Volunteer Response Form, which is available at our office during regular hours or on the Town website.



Respectfully submitted by,

TOWNSEND BOARD OF SELECTMEN

Cindy King, Chair

Gordon Clark, Vice Chair

Sue Lisio, Clerk

TOWN CLERK

The year of 2017 was supposed to be a quiet easy year with one election and two town meetings. That changed when the NMRSD announced they needed an override for much needed repairs to three of the district schools, which would require an election in all three Towns that make up the district. Then our State Senator, Jennifer Flanagan, took on a new role as a member of the Cannabis Control Commission which required her to resign as our Senator. With her resignation came two more elections, a November Primary and a December State Election in which Dean Tran was elected as our new State Senator. As well as having the four elections, we also prepared for an Election on June 19, 2017, which was cancelled at the last minute. A Special Town Meeting was held on March 28, 2017. On May 2, 2017 we held the Annual Town Meeting and on November 28, 2017 we held a Special Town Meeting. Minutes from those meetings are part of this Annual Report.

The year started, as it does every year, with the town census being mailed out to all households. It is very important to return your Town census before April 15. If you are a voter, this insures you will remain on the voting list. Last year over 1100 notices were sent to those who did not return the census. When your census is not returned and you come to vote, you will have to take the time to prove you still are a resident in Townsend. The census counts the population which is used when applying for grants. On the back of the census form is information on licensing dogs. This is a reminder to license your dog before March 1 when the \$10.00 late fee goes into effect and before May 1 when the \$25.00 fine is enforced. All dogs licensed before February 1, are eligible for the #1 tag contest. The winner receives the #1 tag and a dog blanket. This year's winner was Oliver Urda, a Black Lab Mix.

Please check our website www.townsend.ma.us for information on upcoming events, elections, voter information, registering your dogs as well as other information about our town government.

Vital Statistics for 2017:

Population:	8757	Births:	82
Registered Voters:	6584	Marriages:	49
Raffle Permits:	8	Deaths:	61
Dogs:	1075		

I would like to welcome the residents of Townsend to come into our office or to call with any questions. The Town Clerk's Office strives to be the heart of Town Hall; to serve the residents and general public in a helpful and friendly manner.

Respectfully submitted by,
Kathleen M. Spofford, *Town Clerk*

SPECIAL TOWN MEETING MARCH 28, 2017

The Special Town Meeting was held on March 28, 2017 at Memorial Hall, 272 Main Street, Townsend at 7:00 pm. The Moderator called the meeting to order at 7:11 pm.

ARTICLE 1

I move that the Town vote to authorize revolving funds for certain town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for FY2017 beginning July 1, 2016 with the specified receipts credited to each fund, the purposes for which each fund may be spent, the amount annual expenditures shall not exceed, and the entity authorized to expend from the fund, as outlined in the following table.

Revolving Fund Fees from Spending Purposes FY17
Limit

Police Department
NMRSD School Resource Officer \$80,000

Conservation Forest Cutting Proceeds
To maintain Old Meeting House Park from land
purchased with Urban Self Help Funds \$20,000

Read By: Cindy King
Vote: Passed by Majority

ARTICLE 2

I move that the Town vote to transfer from free cash in the treasury the sum of \$24,000 to supplement the FY17 Unemployment budget line.

Read By: Gordon Clark
Vote: Yes: 239 No: 93

ARTICLE 3

I move that the Town vote to transfer from free cash in the treasury the sum of \$16,690.00 to supplement the FY17 Town Accountant budget line.

Read By: Carolyn Smart
Vote: Passed by Majority

ARTICLE 4

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,600.00 to supplement the FY17 Town Accountant's Audit budget line.

Read By: Cindy King
Vote: Passed by Majority

ARTICLE 5

I move that the Town vote to transfer from free cash in the treasury the sum of \$14,902.36 to compensate and make whole two town employees who suffered financial loss as a result of the Treasurer Collector (former) having erroneously handled their retirement withholdings.

Read By: Gordon Clark
Vote: Passed by Majority

ARTICLE 6

I move that the Town vote to transfer from free cash in the treasury the sum of \$18,500.00 to replenish the Finance Committee FY17 Reserve fund.

Read By: Carolyn Smart
Vote: Passed by Majority

ARTICLE 7

I move that the Town vote to postpone this article indefinitely.

Read By: Cindy King
Vote: Passed by Majority

ARTICLE 8

I move that the Town vote to take no action.

Read By: Cindy King
Vote: Passed by Majority

ARTICLE 9

I move that the Town vote transfer from free cash in the treasury the sum of \$200,000.00, to supplement the Capital Stabilization Fund.

Read By: Gordon Clark
Vote: Passed by Majority

ARTICLE 10

I move that the Town vote to take no action.

Read By: Gordon Clark
Vote: Passed by Majority

ARTICLE 11

I move that the Town vote to authorize the Board of Selectmen to accept the Assignment of Easement for the central fire station project as recorded in the Middlesex South Registry of Deeds in book 67781, page 335.

Read By: Carolyn Smart
Vote: Passed Unanimously

ARTICLE 12

I move that the Town vote to accept the following to replace the current bylaw [§145-88 Temporary moratorium on medical marijuana treatment centers/registered marijuana dispensaries](#).

§145-88 Medical Marijuana Bylaw

A. Purpose

The purpose of this bylaw is to establish specific zoning regulations for the placement, siting, design, placement, security, monitoring, modification, and removal of Registered Medical Marijuana Dispensaries (RMD) and the products produced or dispensed. These zoning regulations help to promote economic development and protect the property, history, and most importantly, the children of our community.

B. Applicability

The commercial cultivation, production, processing, assembly, packaging, selling (retail or wholesale), distribution or dispensing of marijuana for medical use is prohibited unless permitted as a Medical Marijuana Treatment Center under this Section. Nothing in this Bylaw shall be construed to supersede state laws governing the sale and distribution of

narcotic drugs. No Medical Marijuana Treatment Center or any Marijuana Cultivation use shall be established except in compliance with the provisions set forth in this Section.

C. Definitions

For the purpose of this Section the following definitions shall apply:

MARIJUANA: In addition to the definition provided under Massachusetts General Law Chapter 94C, for the purpose of this Section, the definition shall include marijuana, marihuana, cannabis, hashish, cannabis seeds, THC (tetrahydrocannabinol) and its derivatives and/or extracts, as well as any substances containing THC, whether in plant, including its flowers, oil, resin, solid, liquid, or aerosol form.

MEDICAL MARIJUANA TREATMENT CENTER: Also known as a Registered Marijuana Dispensary (RMD), means an establishment, lawfully permitted and licensed by the Massachusetts Department of Public Health under regulations duly promulgated by said Department of Public Health or any other applicable authority, that acquires, cultivates, processes, dispenses, transfers, transports, sells, or administers marijuana products, or any derivative thereof, including without limitation, food, tinctures, aerosols, resins, oils, ointments, or smokeables, to qualifying patients or their personal caregivers.

MARIJUANA CULTIVATION: The process of propagation, including germination, using soil, hydroponics, or other mediums for bringing a marijuana plant to growth and maturity for harvesting, sale, refining or use as an ingredient in further manufacturing or processing as it relates to a Medical Marijuana Treatment Center.

D. Location

(1)General. Any Medical Marijuana Treatment Center or Marijuana Cultivation activities permitted shall be located only in the Industrial Zoning District.

(2)Buffer Zone. No Medical Marijuana Treatment and Dispensing Facilities use or commercial Marijuana Cultivation activities shall be located within a five hundred (500) foot radius from:

(a) Any Residential District;

- (b) Any school, daycare center, or any facility where children congregate. A facility is not, however, limited to a building. A “facility where children congregate” includes, but is not limited to, facilities in which children gather for a particular purposes in a structured and scheduled manner, or which are dedicated to the use by children, such as playgrounds, youth service programs, day care centers, youth sports facilities, dance schools, and gymnastic schools;
- (c) Any public bike path;
- (d) Any other Medical Marijuana Treatment Center or Marijuana Cultivation site;
- (e) Any drug or alcohol rehabilitation facility;
- (f) Any correctional facility, half-way house or similar facility; or
- (g) Any establishment licensed under the provisions of General Law, Chapter 138, Section 12 (Licenses for on premise alcoholic beverages).

Item 1 will be measured from property line to property line. Items 2 - 6 will be measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed Medical Marijuana Treatment and Dispensing Facilities use or commercial Marijuana Cultivation. For example, a playground outside a school would be considered a facility where children congregate, so the line would be measured from the edge of the playground to the nearest point of the building that would house the potential Medical Marijuana Treatment and Dispensing Facilities use or commercial Marijuana Cultivation activities.

- (3) Cultivation. Cultivation is allowed in all Districts by right if applicant is eligible for protection under MGL c. 40A, § 3. Any cultivation is required within a building and will require a special permit. Cultivation of marijuana or marijuana based products shall not be considered an agricultural use.

- (4) Signage. Any permitted Medical Marijuana Treatment Center shall comply with the requirements of Article X of the Townsend Zoning Bylaw and shall be approved by the SPGA. The SPGA may impose restrictions such as text only, limited graphics, or no pictorial displays. No off site signage or advertising in any form shall be allowed.

- (5) Visibility. There shall be no visibility of activities, products or treatment occurring within or on the premises of a Medical Marijuana Treatment Center or Marijuana Cultivation site from the exterior of such facility or premises.

- (6) Manufacturing. A Special Permit for medical marijuana infused product manufacturing may be issued only in locations where Medical Marijuana Treatment and Dispensing Facilities and commercial Marijuana Cultivation activities are permitted. The Packaging and Labeling of medical marijuana infused products must conform to state laws. Edible infused products must not bear a reasonable resemblance to any product available for consumption as commercially available candy as defined by the Department of Public Health.

E. Permitting. A Medical Marijuana Treatment Center and/or Marijuana Cultivation shall not be established without obtaining a Special Permit. Any such Special Permit issued by the Special Permit Granting Authority shall comply with all relevant local and state laws.

- (1) Authority. The Planning Board shall serve as the Special Permit Granting Authority (SPGA). This authority shall ensure strict compliance with this Section.

F. Criteria.

- (1) It is recommended that a concept plan showing the proposed use shall be submitted to the SPGA for review and discussion prior to the filing for the special permit. In granting any special permit, the SPGA shall assure that the proposed use:
- (2) Will not be injurious or dangerous to the public health or unduly hazardous because of traffic congestion, danger of fire or explosion or other reasons.
- (3) Will not have a material adverse effect on the value of land and buildings in the neighborhood or on the amenities of the neighborhood.
- (4) Will be operated with reasonable regard for order and sightliness, if an open use.
- (5) Will not produce noise, vibration, smoke, dust, odor, heat or glare observable at the lot lines in amounts clearly detrimental to the normal use of adjacent property.

G. Documentation. The SPGA shall be provided with all decisions or approvals, denials or other substantive actions by DPH regarding the Medical Marijuana Treatment Center and/or Marijuana Cultivation and all submittals of information relating to such activities between the applicant or Medical Marijuana Treatment Center and/or Marijuana Cultivation and DPH.

H. Term. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership or legal control of the premises as a RMD. A special permit may be transferred only with the approval of the Special Permit Granting Authority in the form of an amendment to the special permit with all information required in this Section.

I. No Entitlement or Vested Rights to Permitting. No person shall be deemed to have any entitlement or vested rights to permitting under this Bylaw by virtue of having received any prior permit from the Town including, by way of example only, any zoning permit or any wholesale food manufacturer's license. In order to lawfully engage in the business of selling, cultivating, or manufacturing medical marijuana, or products containing marijuana, cannabis, or THC, in the Town on and after the date of passage of this Bylaw, any person must qualify for

and obtain a Special Permit in accordance with the requirements of this Section.

J. Compliance. The permitting of a Medical Marijuana Treatment Center and/or Marijuana Cultivation shall comply with all applicable local and state requirements. All applicants shall provide a Certificate of Registration from the Massachusetts Department of Public Health as a Registered Marijuana Dispensary (RMD).

K. Security. All building security and safety systems shall be approved by the Townsend Fire and Police Chiefs and submitted to the SPGA.

- (1) A Medical Marijuana Treatment Center and/or Marijuana Cultivation shall be open to inspection by the Fire Department, Police Department, Building Official and the Board of Health. Inspections may be schedule and unscheduled, with twenty-four (24) hours' notice of request for such inspection, to be made by the Town Department or Official. A property contact shall be available to such Town Department or Official twenty-four hours a day, seven days a week.

Read By: Lance McNally

Motion was made to move the question after considerable discussion. Motion was seconded.

Vote on motion to move the question: Passed by Majority

Vote on main motion, Article 12, passed by 2/3, declared by Moderator.

ARTICLE 13

I move that the Town vote to accept the following to replace §145-86 Ground-Mounted Solar Energy District.

§145-86 Large-Scale Ground-Mounted Solar Installations

A. Purpose

Recognizing the need to allow for alternative energy sources, in particular large-scale solar

installations, given that the zoning in Townsend is largely Residential, coupled with the need to preserve the rural and residential character of the Town of Townsend, the purpose of this bylaw is to promote the creation of new large-scale ground-mounted solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety, minimize impacts on scenic, natural and historic resources and to provide adequate financial assurance for the eventual decommissioning of such installations.

The provisions set forth in this section shall apply to the construction, operation, and/or repair of large-scale ground-mounted solar photovoltaic installations.

(1) Applicability. This section applies to large-scale ground-mounted solar photovoltaic installations proposed to be constructed after the effective date of this section. This section also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

B. Definitions

As-of-Right Siting: As-of-Right Siting shall mean that development may proceed without the need for a special permit, variance, amendment, waiver, or other discretionary approval. As-of-right development shall be subject to site plan review to determine conformance with local zoning ordinances or bylaws. Projects cannot be prohibited, but can be reasonably regulated through Planning Board Site Plan Review Special Permit §145-42.

Building Inspector: The inspector of buildings, building commissioner, or local inspector, or person or board designated by local ordinance or bylaw charged with the enforcement of the zoning ordinance.

Building Permit: A construction permit issued by an authorized building inspector; the building permit evidences that the project is consistent with the state and federal building codes as well as local zoning

bylaws, including those governing ground-mounted large-scale solar photovoltaic installations.

Photovoltaic System (also referred to as Photovoltaic Installation): An active solar energy system that converts solar energy directly into electricity.

Rated Nameplate Capacity: The maximum rated output of electric power production of the photovoltaic system in watts of Direct Current (DC).

Solar Access: The access of a solar energy system to direct sunlight.

Solar Collector: A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

Solar Energy: Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System: A device or structural design feature, a substantial purpose of which is to provide daylight for interior lighting or provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation, or water heating.

Solar Energy System, Active: A solar energy system whose primary purpose is to harvest energy by transforming solar energy into another form of energy or transferring heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar Energy System, Grid-Intertie: A photovoltaic system that is connected to an electric circuit served by an electric utility.

Solar Energy System, Ground-Mounted: An active solar energy System that is structurally mounted to the ground and is not roof-mounted.

Solar Energy System, Large-Scale: An Active Solar Energy system that occupies more than 40,000 square feet of surface area (equivalent to a rated nameplate capacity of about 250kW DC or

greater).

Solar Energy System, Off-Grid: A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility.

Solar Energy System, Passive: A solar energy system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

Solar Thermal System: An active solar energy system that uses collectors to convert the sun's rays into useful forms of energy for water heating, space heating, or space cooling.

Site Plan Review: Review by the Site Plan Review Authority, which is the Planning Board, to determine conformance with local zoning ordinances or bylaws specifically Site Plan Review Special Permit §145-42.

Site Plan Review Authority: For purposes of this bylaw, the Planning Board shall be the Site Plan Review Authority.

Special Permit: For the purpose of this bylaw the Planning Board shall be the Special Permit granting authority.

Wetlands: Refer to Townsend Wetland Bylaw §138, Townsend Wetlands Regulation 150, MGL c. 131 §40, 310 CMR 10.00, and EPA Section 1002 definitions found here: <https://www.epa.gov/wetlands/what-wetland>.

Zoning Enforcement Authority: The Zoning Enforcement Officer will be the Building Inspector.

C. General Requirements for all Large-scale Ground-Mounted Solar Power Generation Installations. The following requirements are common to all solar photovoltaic installations to be sited in designated locations:

(1) Compliance with Laws, Ordinances and Regulations

The construction and operation of all large-scale solar photovoltaic installations shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the State Building Code.

(2) Building Permit and Building Inspection

No large-scale ground-mounted solar photovoltaic installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

(3) Fees

The application for a permit for a large-scale ground-mounted solar photovoltaic installation shall be accompanied by a \$300 fee.

D. Large-scale Solar Siting. The Town of Townsend hereby enacts the following section to permit large-scale commercial solar installations to operate in both commercial and residential districts without the requirement of obtaining a special permit.

(1) Ground-mounted solar over 250 KW is permitted as of right according to Table A (Residential) and Table B (Commercial) if the following conditions are met:

- (a) The solar installation shall cover at most 30% of the lot.
- (b) The solar installation shall not cover more than 16 acres.
- (c) The solar installation shall be shielded from any town road or home as per site plan review in order to maintain the

- (d) character of the neighborhood and town.
The neighborhood and town view shall be preserved.
- (e) All requirements of section D.(inclusive).

If the above conditions (a) - (d) are not met, a special permit shall be obtained according to Table C.

Table A - Residential by Right

Residential Parcels over 10 Acres		
	Residential A	Residential B
Large-Scale Ground-mounted Solar	Site Plan Review (no solar installation shall exceed 16 acres or 30% of the total lot)	Site Plan Review (no solar installation shall exceed 16 acres or 30% of the total lot)

Table B - Commercial by Right

Commercial				
	Industrial	Outlying Commercial	Downtown Commercial	Neighborhood Commercial
Large-Scale Ground-mounted Solar	Site Plan Review (no solar installation shall exceed 16 acres or 30% of the total lot)	Site Plan Review(no solar installation shall exceed 16 acres or 30% of the total lot)	Not Allowed	Not Allowed

Table C - Residential Special Permit Site Plan Review

Residential Parcels Less than 10 Acres		
	Residential A	Residential B
Large-Scale Ground-mounted Solar	Special Permit and Site Plan Review (no solar installation shall exceed 16 acres or 30% of the total lot)	Special Permit and Site Plan Review (no solar installation shall exceed 16 acres or 30% of the total lot)

E. Site

F. Plan Review. Large-scale ground-mounted solar photovoltaic installations as noted in the table under use regulations shall undergo site plan review by the Site Plan Review Authority prior to construction, installation or modification as provided in this section.

(1) All plans and maps shall be prepared, stamped and signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts.

(2) Required Documents. Pursuant to the site plan review process, the project proponent shall provide the following documents:

(a) A site plan showing:

- [1] Property lines and physical features, including roads, for the project site;
- [2] Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures;
- [3] Blueprints or drawings of the solar energy system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system, any potential shading from nearby structures, the distance between the proposed solar collector and all property lines and existing on-site buildings and structures, and the tallest finished height of the solar collector;
- [4] One or three-line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all Massachusetts Electrical Code (527 CMR 12.00) compliant disconnects and overcurrent devices;
- [5] Zoning district designation for the parcel(s) of land comprising the project site (submission of a copy of a zoning map with the parcel(s) identified is suitable for this purpose).
- [6] Locations of:
 - a) active farmland and prime farmland soils,
 - b) prime forest,
 - c) wetlands,
 - d) permanently protected open space,
 - e) Priority Habitat Areas,
 - f) BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP),
 - g) "Priority Wildlife Habitat" mapped by the DEP,
 - h) floodplains or inundation areas for moderate or high hazard dams, and
 - i) local or National Historic Districts.

(b) A project contact sheet showing:

- [1] Name, address, and contact information for proposed system installer.
- [2] Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
- [3] The name, contact information and signature of any agents representing the project proponent.

(c) A project design plan showing

- [1] Proposed type of screening material to minimize the visual impact of the solar field.
- [2] Proposed type of fencing around the solar field.
- [3] Documentation of the major system components to be used, including the PV panels, mounting system, and inverter.

(d) GIS view shed analysis.

(e) Documentation of actual or prospective access and control of the project site.

(f) An Operation & Maintenance Plan (see also Section G).

(g) Proof of contract liability insurance during construction and prior to.

(h) A public outreach plan, including a project development timeline, which indicates how the project proponent will meet the required site plan review notification procedures and otherwise inform abutters and the community (reference abutters notification in Townsend Zoning Bylaw §145-42).

(i) Financial Surety Plan (see Section N).

F. Site Control. The project proponent shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar photovoltaic installation. Fencing shall be in keeping with the scenic character of the town and shall be provided to control access to a large-scale ground-mounted solar photovoltaic facility in order to prevent access to the facility. Fencing along the installation perimeter shall be provided to control access around the photovoltaic solar area with a vegetative buffer outside of the fencing. Fencing shall not include barbed or razor wire.

G. Operation & Maintenance Plan. The project proponent shall submit a plan for the operation and maintenance of the large-scale ground-mounted solar photovoltaic installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

H. Utility Notification. No large-scale ground - mounted solar photovoltaic installation shall be constructed until evidence has been given to the Site Plan Review Authority that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner or operator's intent to install an interconnected customer-owned generator system. The owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems shall be exempt from this requirement.

I. Dimension and Density Requirements

(1) Setbacks. For large - scale ground-mounted solar photovoltaic installations, front, side and rear setbacks shall be as follows:

(a) Front yard: The front yard depth shall not be less than 100 feet.

(b) Side yard: Each side yard shall have a depth at least 100 feet

(c) Rear yard: The rear yard depth shall be at least 100 feet

(d) Squannacook River: The solar array shall be 300 feet from the river.

(e) Other wetlands: The solar array shall be at least 100 feet.

(2) Appurtenant Structures. All appurtenant structures to large-scale ground-mounted solar photovoltaic installations shall be subject to reasonable regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building coverage requirements. All such appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures should be shaded from view by vegetation and/or joined or clustered to avoid adverse visual impacts.

J. Design Standards

(1) Lighting. Lighting of solar photovoltaic installations shall be consistent with local, state and federal law. Lighting of other parts of the installation, such as appurtenant structures, shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Lighting of the solar photovoltaic installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution. Lighting shall meet the standards of Townsend Zoning (Zoning Bylaw §§145-52 and 145-61 (Outdoor lighting)).

- (2) Signage. Signs for large-scale ground-mounted solar photovoltaic installations shall comply with Townsend Zoning sign bylaw. A sign consistent with Townsend's municipality's outdoor lighting and sign bylaw shall be required to identify the owner and provide a 24-hour emergency contact phone number.

Solar photovoltaic installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar photovoltaic installation.

- (3) Utility Connections. Reasonable efforts, as determined by the Site Plan Review Authority, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.
- (4) Noise. Noise generated by Large-Scale Ground-Mounted Solar Electric Installations and associated equipment and machinery shall conform to applicable state and local noise regulations, including the DEP's Division of Air Quality noise regulations, 310 CMR 7.10.

K. Safety and Environmental Standards

- (1) Emergency Services. The large-scale solar photovoltaic installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the local fire chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar photovoltaic installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation. The owner or operation shall provide a 24-hour contact number to the fire chief, police chief, and emergency management director.
- (2) Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be incidental to the construction, operation and maintenance of the large - scale ground-mounted solar photovoltaic installation or otherwise prescribed by applicable laws, regulations, and bylaws.

All clearing shall conform to Townsend General Bylaw §85 and Zoning Bylaw §145-41.

- (3) Stormwater Run Off. All storm water runoff shall be addressed to ensure compliance with Townsend General Bylaw 85.

Surfaces under solar collectors shall be of non-impervious surfaces.

- (4) Control of Vegetation. Herbicides shall not be used to control vegetation at the solar electric installation unless the area is a dual use then the agricultural definition of Townsend Bylaw §150-3 applies. Mowing, grazing or using geotextile materials underneath the solar array are possible alternatives.

L. Monitoring and Maintenance

- (1) Solar Photovoltaic Installation Conditions. The large - scale ground-mounted solar photovoltaic installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

- (2) Annual Report. The owner or operator of the installation shall submit an Annual Report which certifies compliance with the requirements of this bylaw and their approved site plan including control of vegetation, noise standards, and adequacy of road access. The Annual Report shall also provide information on the maintenance completed during the course of the year and the amount of electricity generated by the facility. The Annual Report shall be submitted to the Select Board, Planning Board, Fire Chief, Emergency Management Director, Building Inspector, Board of Health and Conservation Commission (if Wetlands Permit was issued) no later than 45 days after the end of the calendar year.
- (3) Modifications. All material modifications to a solar photovoltaic installation made after issuance of the required building permit shall require approval by the Site Plan Review Authority.

M. Abandonment or Decommissioning

- (1) Decommission / Removal Requirements. Any large- scale ground-mounted solar photovoltaic installation which has reached the end of its useful life or has been abandoned consistent with Section M (2) of this bylaw shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Site Plan Review Authority by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - (a) Physical removal of all large- scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
 - (b) Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - (c) Stabilization or re-vegetation of the site as necessary to minimize erosion. The Site Plan Review Authority may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.
- (2) Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the solar photovoltaic installation shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. If the owner or operator of the large-scale ground-mounted solar photovoltaic installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation to the extent authorized bylaw.

N. Financial Surety.

Proponents of large-scale ground-mounted solar photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the Town shall remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board, but in no event to exceed more than 125% of the cost of removal and compliance with the additional requirements set forth herein, as determined by the project proponent. Such surety will not be required for municipally or state-owned facilities. The project proponent shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation.

Read By: Veronica Kell

Motion was made to wave the reading of the article as it is identical to the article listed in the warrant packet. Motion was seconded.

Vote to wave the reading of the motion: Passed by Majority

Motion was made to move the question after discussion. Motion was seconded.

Vote on motion to move the question: Passed by Majority

Vote on main motion, Article 13, passed by 2/3, declared by Moderator.

The Moderator called on Selectman Cindy King who wished to raise a point of order for the next four articles. She stated that due to the facts, Mass General Laws and the Town Charter, the petition articles are personnel matters and could expose the town to liabilities by these employees and contractors by being discussed in Article 14, 15, 16, and 17. She respectfully asked that these articles not be discussed and be removed. The Moderator stated he understood Ms. King's point of order. He stated that this has been a very difficult situation that the town is found to be in. I have prepared what I felt would be best in anticipation of this type of point of order. One of the hallmarks of our democracy is that people have the right to redress grievances with their government. One of the best ways for people to do this on the local level is at Town Meeting. However, Town Meeting is limited when it comes to personnel matters. It is frequently better left to those boards and officers empowered to handle day to day affairs. To the extent that voters at Town Meeting disagree with how those affairs are conducted, the principle recourse is the ballot box. I have reviewed Town Meeting Time, the General laws and I have consulted with other moderators throughout the Commonwealth and municipal attorneys including but not limited to Town Counsel. I have reviewed several cases on this point and based on this research, I conclude that the four articles are in order. However, there is a great body of case law that makes proceeding with discussion on these matters rife with danger for potential litigation, not just for the Town but for individuals. As Ms. King pointed out, personnel issues are typically handled by the Board of Selectmen or the Board charged with oversight of that employee.

Let me first say I take no position on these articles. Do not conclude from this that I support or oppose these articles. The following four articles involve a recommendation or advisory on personnel matters. These articles are not advisory only. They are not binding on the Board of Selectmen. In our form of government, Town Meeting acts as a legislative body; the Board of Selectmen is the executive body. Town Meeting has no authority to compel the Selectmen to take action. Articles involving persons and personnel matters are very delicate things. There are privacy issues involved and some individuals may not be able to ask questions or defend their actions due to matters that were discussed in executive session. To the extent you have a comment or statement I am going to urge people not to engage in hearsay or speculation, to stick to the facts. These matters have already been discussed substantially at Selectmen's meetings and other forums. To avoid the risks of someone saying something inappropriate, I ask the comments to be limited to the facts and within your own knowledge. I prefer if people state whether they support the motion or not.

I have to remind everyone that this meeting is being broadcast live on our local cable channel and the meeting is therefore recorded. Again, you have to be circumspect with what you say. Since these matters have already been discussed and given the hour, I believe it is under my authority as moderator to limit the debate on these articles to 15 minutes each. I am going to ask if a motion is made and seconded that the proponent make a short statement and I will try to allow debate on this matter, however, I have to caution you to not get into personalities. It is a time-honored tradition at Town Meeting to not engage in personalities or any sort of inappropriate behavior or I will rule out of order. I ask you all to be courteous of each other, to wait to direct your questions or comments to me, the Chair, to wait until recognized and to wait for the microphone.

The Moderator closed with the quote from Abraham Lincoln's first inaugural address, "We are not enemies but friends. We must not be enemies. Though passions may have strained it must not break our bonds of affection. The mystic cords of memory stretching from every battlefield and patriot grave, to every living heart and heartstone all over this broad

land will yet swell the chorus of the union. When again touched, as they surely will by the better angels of our nature." So in confidence that people will do the best for the Town of Townsend that we love, I am asking if there is a motion on Article 14.

ARTICLE 14

I move that the Town will vote to advise the Board of Selectman to take affirmative action to reinstate Sergeant Randy Girard and be made whole by giving him his rank, time in grade, and compensation for any and all time lost.

Submitted by petition.
Read By: Leanne Jackson

After some discussion a motion was made to move the question and the motion was seconded.
Vote to move the question: Passed, declared 2/3 by moderator.

Vote on Article 14: Passed by Majority.

ARTICLE 15

I move that the Town will vote to advise the Board of Selectman to take affirmative action to reinstate Chief Robert M. Eaton, Jr. and be made whole by giving him his rank, time in grade, and compensation for any and all time lost.

ARTICLE 17

I move that the Town vote to advise the Board of Selectmen to take affirmative action terminating or otherwise removing the current Town Administrator from his position, including but not limited to seeking and accepting the Town Administrator's resignation or voting to terminate him.

Read By: Joseph Z. Shank

Vote to move the question:

Passed, declared 2/3 by Moderator.

Vote on Article 17: Passed by Majority.

Motion to dissolve the Meeting was made and seconded. The Meeting was dissolved at 9:23 p.m. March 28, 2017.

After discussion, motion to move to the question was made and seconded.

Submitted by petition.
Read By: David A. Funaiolo

After some discussion, motion was made to move the question and seconded.

Vote to move the question: Passed, declared 2/3 by moderator.

Vote on Article 15: Passed by Majority.

ARTICLE 16

I move that the Town vote to advise the Board of Selectman to take affirmative action terminating the appointment of, or otherwise removing the current Town Counsel, including but not limited to seeking and accepting resignation or voting to terminate the firm's appointment.

Submitted by petition.

Read By: David A. Funaiolo

After some discussion, motion was made to move the question and seconded

Vote to move the question: Passed, declared 2/3 by moderator.

Vote on Article 16: Passed by Majority.

ANNUAL TOWN ELECTION - APRIL 24, 2017

Precinct	I	II	III	Total
Total Votes	589	567	559	1715

Board of Selectmen	I	II	III	Total
Sue Lisio	452	433	458	1343
Write-In Carolyn Smart	95	109	64	268
Blanks	39	20	30	89
Write-ins	3	5	7	15
Total Votes	589	567	559	1715

Amanda Dwight	I	II	III	Total
Deborahanne Mayer	9	4	1	14
Blanks	562	553	551	1666
Write-ins	18	10	7	35
Total Votes	589	567	559	1715

Board of Assessors	I	II	III	Total
Jill Peterson	6	17	6	29
Blanks	577	543	517	1637
Write-ins	6	7	36	49
Total Votes	589	567	559	1715

Board of Health	I	II	III	Total
James E. Le'Cuyer	399	391	375	1165
Blanks	186	167	180	533
Write-ins	4	9	4	17
Total Votes	589	567	559	1715

Cemetery/Parks	I	II	III	Total
Albert "Tubby" Boucher	420	426	392	1238
Blanks	161	133	161	455
Write-ins	8	8	6	22
Total Votes	589	567	559	1715

Library Trustees	I	II	III	Total
Susan McNally	446	444	436	1326
Blanks	142	114	121	377
Write-ins	1	9	2	12
Total Votes	589	567	559	1715

NM School Committee	I	II	III	Total
Randee J Rusch	361	363	339	1063
William Hackler	356	346	355	1057
Michael L. Morgan	344	336	339	1019
Blanks	706	647	640	1993
Write-ins	0	9	4	13
Total Votes	1767	1701	1677	5145

Planning Board (3) Year	I	II	III	Total
Kathleen C. Araujo	446	422	419	1287
Blanks	142	144	137	423
Write-ins	1	1	3	5
Total Votes	589	567	559	1715

Planning Board (5) Year	I	II	III	Total
Lance J. McNally	406	401	379	1186
Blanks	183	163	177	523
Write-ins	0	3	3	6
Total Votes	589	567	559	1715
Recreation Commission (3) Year (2) positions	I	II	III	Total
Tom Whittier	34	37	0	71
Blanks	1137	1081	1113	3331
Write-ins	7	16	5	28
Total Votes	1178	1134	1118	3430

Town Clerk (3) Year	I	II	III	Total
Kathleen M. Spofford	297	288	275	860
Nancy A. Rapoza	261	260	259	780
Blanks	30	18	24	72
Write-ins	1	1	1	3
Total Votes	589	567	559	1715

Trustees of Soldiers Memorials (Non-Veteran)	I	II	III	Total
Avis Roy	3	0	0	3
David Stevens	0	0	2	2
Blanks	577	558	552	1687
Write-ins	9	9	5	23
Total Votes	589	567	559	1715

Trustees of Soldiers Memorials Veteran	I	II	III	Total
Keith M. Jackson	432	425	402	1259
Blanks	155	141	155	451
Write-ins	2	1	2	5
Total Votes	589	567	559	1715

Trust Fund Commissioner (1) 2 year term	I	II	III	Total
Hartley Pleshaw	0	4	1	5
Blanks	585	562	553	1700
Write-ins	4	1	5	10
Total Votes	589	567	559	1715

Trust Fund Commissioner (1) 1 year term	I	II	III	Total
Hartley Pleshaw	0	4	1	5
Blanks	587	560	555	1702
Write-ins	2	3	4	9
Total Votes	589	567	559	1715

Trust Fund Commissioner (1) 3 year term	I	II	III	Total
Hartley Pleshaw	0	4	0	4
Blanks	587	560	555	1702
Write-ins	2	3	4	9
Total Votes	589	567	559	1715

Board of Water Commissioners	I	II	III	Total
Michael David MacEachern	316	312	285	913
Blanks	36	25	23	84
Write-ins	3	4	2	9
Total Votes	589	567	559	1715

SPECIAL AND ANNUAL TOWN MEETING MINUTES

May 2, 2017

The Special and Annual Town Meetings were held on May 2, 2017. We had 322 voters and 24 visitors attend. Moderator, John Barrett, announced there was a quorum present. The Town Meeting was called to order at 7:02 p.m.

I move that the town meeting proceed to the special town meeting.

Read By: Jane Jackson
Voted: Passed unanimously

The Special Town Meeting was called to order at 7:04 p.m.

ARTICLE 1

I move to transfer from free cash in the treasury the sum of \$2,700.00 for the purpose of paying longevity due to a retiring employee.

Read By: Jane Jackson
Voted: Passed Unanimously

ARTICLE 2

I move to transfer from available funds in the treasury the sum of \$2,000.00 for the purpose of paying the overlap for the program coordinator position at the Council on Aging Senior Center.

Read By: Jane Jackson
Voted: Passed Unanimously

ARTICLE 3

I move to transfer from free cash the sum of \$172,000.00 for the purpose of offsetting the FY17 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D.

Read By: Cindy King
Voted: Passed Unanimously

ARTICLE 4

I move to transfer \$262,265.32 from Special Revenue Access and Technical (Comcast) account to the Receipts Reserved PEG Access Account per instruction of the Department of Revenue.

Read By: Sue Lisio
Voted: Passed Unanimously

ARTICLE 5

I move that the town vote to amend Chapter 138 of the General Bylaws for the Town of Townsend to add the following language which appear in italics:

\$138-5

RULES AND REGULATIONS

The Conservation Commission may issue, after due notice and public hearing, rules and regulations to effectuate the purposes of this by-law. [1] However, failure by the Commission to issue such rules and regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this by-law.

Strict compliance with these rules and regulations may be waived when, in the judgment of the Commission, such action is in the public interest, and is consistent with the intent and purpose of the Bylaw. Any request for a Waiver must be submitted to the Commission in writing. The Waiver(s) shall be presented at the time of filing. The Applicant shall include in the writing a statement of why the waiver is requested; why the

requested waiver is in the public interest; and why the waiver is consistent with the intent and purpose of the Bylaw. For projects within the Squannassit Area of Critical Environmental Concern (ACEC), the minimum vegetated buffer of naturally occurring plant material may be waived only in the public interest.

[1] *Editor's Note: See CH. 150, Conservation Commission, Art. 1, Wetlands Regulations.*

§138-7

DEFINITIONS

(c) For projects within the Squannassit Area of Critical Environmental Concern (ACEC), on undisturbed 35 feet wide vegetated buffer of naturally occurring plant material along all wetlands and water bodies.

Read By: Veronica Kell
Voted: The motion did not carry.

The Special Town Meeting was dissolved and the Annual Election was reopened at 8:02 pm.

ARTICLE 1

I move to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town.

Read By: Gordon Clark
Voted: Counted vote: Ayes 121. No 114. Passed by majority.

ARTICLE 2

I move to hear reports of any Committees, Boards, Commissions, etc.

Read By: Cindy King
Voted: Passed Unanimously

ARTICLE 3

I move to choose Michael Marchand, Pamela Haman and Kenneth Gerken to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order.

Read By: Sue Lisio
Voted: Passed Unanimously

ARTICLE 4

I move that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to: (1) establish the following revolving funds for Fiscal Year 2018 and further to establish fiscal year spending limits as set forth below; and (2) amend the General By-laws by inserting a new by-law establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

Section 104 Revolving Funds.

- A. There are hereby established in the Town of Townsend pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds, from which the specified department head, board, committee, or officer may incur liabilities against and spend monies from without appropriation in accordance with the limitations set forth in this by-law.
- B. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
- C. No liability shall be incurred in excess of the available balance of the fund.

D. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting or any increase therein as may later be authorized by the Board of Selectmen and Finance Committee in accordance with G.L. c.44, §53E½.

E. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the General Fund.

F. Authorized Revolving Funds

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS
1	Recycling	Board of Health	Collection of recyclables	Operating costs associated with recycling
2	Recreation Programs	Recreation Commission	Recreation programs	Operating costs associated with programming
3	Facilities Maintenance	Town Administrator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for the fire alarm system
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals
7	Inspectional Services	Building Commissioner	Fees from North Middlesex Regional High School project	Expenses for inspections re: the NMRHS project
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services
9	Police	Police Chief	NMRSD Receipts	School Resource Officer
10	Conservation	ConsCom	Forest Cutting Parcels	Conservation Purposes

G. Procedures and Reports. Except as provided in General Laws Chapter 44, §53E½ and this by-law, all applicable state and local laws and regulations that govern the receipt, custody, expenditure and payment of town funds shall apply to the use of revolving funds established and authorized by this by-law.

And, further, to establish the following spending limit for such funds for Fiscal Year 2018:

1. Recycling = \$20,000
2. Recreation Programs = \$52,000
3. Facilities Maintenance = \$4,000
4. Cemetery = \$28,000
5. Fire Alarm = \$4,000
6. Animal Care Program = \$1,000
7. Inspectional Services = \$75,000
8. Fire /EMS = \$5,000
9. Police = \$80,000
10. Conservation = \$20,000

Read By: Cindy King

Voted: Passed by Majority

ARTICLE 5

I move to raise and appropriate and transfer from other available funds* in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2018 pursuant to a detailed budget totaling **\$21,212,817.09**.

*OTHER AVAILABLE FUNDS	
School Resource Officer Fund	80,000
Wetlands Protection Fund	5,721
WTRR Receipts Reserved	2,900
Ambulance Receipts Reserved	300,000
Cemetery Sale of Lots Receipts	5,000
Recreation Receipts Reserved	14,317
PEGG Access Receipts Reserved	125,000
Septic Title 5 Loan	27,538
TOTAL	560,476

Read By: Gordon Clark

Voted: Passed by majority

ARTICLE 6

I move to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section

108, as amended, and as appropriated in this warrant.

Read By: Sue Lisio

Voted: Passed Unanimously

ARTICLE 7

I move to appropriate the sum of \$936,684.00 to operate the Water Department for Fiscal Year 2018 and that \$703,359.00 of this sum come from Water Enterprise Fund revenues for direct departmental expenses and, in order to fund the cost of indirect inter-municipal expenses, that \$233,325.00 of this sum be appropriated in the general fund and funded from enterprise revenues, or take any other action in relation thereto.

Read By: Paul Rafuse

Voted: Passed Unanimously

ARTICLE 8

I move to approve the borrowing by the North Middlesex Regional School District (the "District") of \$210,000.00 a portion of the amount originally authorized to be borrowed to pay costs of the District's High School Project (the "Project"), which amount is no longer needed to complete the Project, to pay costs of designing and renovating an existing maintenance garage facility located on the site of the Project, including the payment of all costs incidental and related thereto. The costs of this additional Project element are the sole responsibility of the District and are not eligible for reimbursement from the MSBA.

Read By: Gordon Clark

Voted: Passed by Majority

ARTICLE 9

I move to approve the borrowing by the North Middlesex Regional School District (the "District") of \$1,800,000.00 a portion of the amount originally authorized to be borrowed to pay costs of the District's High School Project (the "Project"), which amount is no longer needed to complete the Project, to pay costs of designing and constructing a new artificial turf field to be located on the site of the Project, including the payment of all costs incidental and related thereto. The costs of this additional Project element are the sole responsibility of the District and are not eligible for reimbursement from the MSBA.

Read By: Cindy King

Voted: Passed by Majority

ARTICLE 10

Approval of Hawthorne Brook Middle School Project

I move that the Town will approve the \$4,109,125.00 borrowing authorized by the North Middlesex Regional School District, for the purpose of paying costs of a window, door, minor structural repairs and leaks and HVAC replacement project at Hawthorne Brook Middle School, located at 64 Brookline Road, Townsend, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-seven and eleven hundredths percent (57.11%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 1/2); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District

and the MSBA or take any other action relative thereto.

Read By: Susan Robbins
Voted: Passed by Majority

ARTICLE 11A

I move that the Town hereby approve the \$8,977,987.00 borrowing authorized by the North Middlesex Regional School District, for the purpose of paying costs of the Varnum Brook Elementary School roof, window and HVAC replacement project, located at 10 Hollis Street, Pepperell, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-seven and eleven hundredths percent (57.11%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Read By: Randee Rusch
Voted: Passed by Majority

ARTICLE 11B

I Move to see if the Town will approve the \$4,570,277.00 borrowing authorized by the North Middlesex Regional School District, for the purpose of paying costs of roofing, siding, HVAC and interior repairs at the Squannacook Early Childhood Center, located at 66 Brookline Road Townsend, Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-seven and eleven hundredths percent (57.11%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Read By: William Hackler
Voted: Passed by Majority

Motion to adjourn the Town Meeting to May 9, 2017 at 7:00 pm at Memorial Hall was made and seconded. The meeting was adjourned at 11:25 p.m.

Town Meeting was reconvened on May 9, 2017. The meeting was called to order at 7:00 pm by the Moderator with 210 voters and 12 visitors present.

ARTICLE 12

I move to pass over this article.
 (Article 12 read as follows: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$_____for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.)

Read By: Sue Lisio

ARTICLE 14

I move to implement the FY18 Capital plan as adopted by the Capital Planning Committee as follows:

-Transfer from capital stabilization:

• Cemetery and Parks Used Single Wheel 1 Ton Truck	\$15,000
• Highway Truck Mounted Ground Speed Spreader Control	\$46,000
• Highway Roadside Repairs	\$100,000
• Police Department Body Armor	\$25,000
• Police Department Exterior Paint and Repair Police Station	\$35,000
• Fire-EMS Replace Automatic External Defibrillators	\$23,950
TOTAL	\$1,240,000 (UP TO)

-To borrow:

• Fire EMS	Replace Tanker 1	\$490,000
• FIRE EMS	West Townsend Station Const. Supplemental	<u>\$750,000</u>

and to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow up to \$1,240,000 pursuant to the provision of G.L. c.44, §§7 or 8, or any other enabling authority, and issue bonds and notes therefor.

-To transfer from Ambulance Receipts Reserved for Appropriation:

• ALS Equipment Replacement	\$56,900
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-To transfer from Water Enterprise System Enhancement Account:

• Main Street Cleaning	\$50,000
• Update Water Masterplan	\$50,000
• Main Line Gate Valve Replacement	\$60,000
• Meadow Rd Main Replacement	<u>\$110,000</u>

\$270,000 TOTAL

Vote: Passed by majority to pass over this article.

ARTICLE 13

I move to pass over this article.
 (Article 13 read as follows: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.)

Read By: Gordon Clark

Voted: Passed unanimously to pass over this article.

Read By: Cindy King

Motion was made and seconded to divide this article into four (4) separate votes.

VOTE: Passed by Majority to divide the article into four (4) separate votes.

VOTE: Passed Unanimously to transfer from Capital Stabilization the sum of \$244,900 for various items listed above.

VOTE: Passed Unanimously to authorize to borrow for Fire/EMS a total up to \$1,240,000 to replace Tanker 1 and West Townsend Station Constructions Supplemental costs.

VOTE: Passed Unanimously to transfer \$56,900 from Ambulance receipts reserved for appropriation for ALS equipment replacement.

VOTE: Passed Unanimously to transfer from Water Enterprise System Enhancement Account the sum of \$270,000 for Main Street cleaning, update water masterplan, main line gate valve replacement and Meadow Rd main replacement.

ARTICLE 15

I move to transfer from free cash the sum of \$100,000.00 for the purpose of paying off debt.

READ BY: Sue Lisio

VOTED: Passed Unanimously

ARTICLE 16

I move to transfer from the Ambulance Receipts Reserved for Appropriation Account the sum of \$67,870.00 for the purpose paying the second installment for the completely outfitted and equipped ambulance for the Fire-EMS Department.

Read By: Gordon Clark

Voted: Passed Unanimously

of funding the complete restoration of the Fitchburg Road water storage tank and for all other costs incidental and related thereto.

ARTICLE 17

I move to transfer from free cash, the sum of \$175,000.00 for the purpose of funding equipment, upgrades, and repairs to the Town's public safety communications infrastructure system.

Read By: Cindy King

Voted: Passed by Majority

Read By: Nathan Mattila

Voted: Passed by Majority

ARTICLE 19

I move to pass over this article.

(Article 19 read as follows: To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$_____ for the purpose of funding road improvements, or take any other action in relation thereto.

ARTICLE 18

I move to transfer from Water Enterprise Retained Earnings, the sum of \$469,000.00 for the purpose

Read By: Sue Lisio
Vote: Passed by Majority

ARTICLE 20

I move that the Town vote to accept the provisions of Massachusetts General Laws Chapter 41, Section 69B, which would give the Board of Water Commissioners exclusive charge and control of the Water Department, subject to all lawful by-laws and to such instructions, rules and regulations as the Town may from time to time impose by its vote.

Read By: Nathan Mattila
Voted: Passed by Majority

ARTICLE 21

I move to accept the provisions of Massachusetts General Law Chapter 40, section 8J: Disability Commission; powers and duties; members; terms.

Read By: Cindy King
Voted: Passed by majority

ARTICLE 22

I move to replace §145-36 with the following bylaw:

§145-36 Accessory Apartments

A. Purpose.

For the purpose of (a) providing small additional dwelling units to be occupied without adding to the number of buildings in the Town, or substantially altering the appearance of the Town, (b) providing alternative housing options; and (c) enabling owners of single-family dwellings larger than required for their present needs to share space and the burdens of home ownership.

B. Procedures.

1. Accessory apartments may be allowed in the Residential A and B, Downtown Commercial, Neighborhood Commercial, Outlying Commercial Districts by-right the lot is more than two (2) acres.
2. Accessory apartments may be allowed in the Residential A and B, Downtown

Commercial, Neighborhood Commercial, Outlying Commercial Districts on lots less than two (2) acres by Special Permit §145-65.

3. All Accessory Apartments shall adhere to the following conditions:

- (a) A plot plan of the existing dwelling unit and proposed accessory apartment shall be submitted to the Building Inspector and the Board of Health, showing the location of the building on the lot, the proposed accessory apartment, location of any septic system and required parking.
- (b) The property in which the accessory apartment is located shall be owned under a single deed.
- (c) The owner of the premises must occupy one of the units, except for temporary absences.
- (d) Not more than one accessory apartment shall be established on a lot, and must be attached or within the primary dwelling.
- (e) The footprint of the structure in which the accessory apartment is to be located shall not be increased by more than 800 square feet and shall retain the appearance of a single-family structure. The primary dwelling and the accessory apartment shall each be an independent living unit, each containing a kitchen and bath and a minimum of one bedroom or bedroom living area. Any such increase in the footprint shall not exacerbate an existing nonconformity nor create a new nonconformity and should still meet the dimensional requirements of a single-family home.
- (f) Sufficient and appropriate area for at least one additional parking space shall be provided by the owner to serve the accessory apartment. Said parking space shall be constructed of materials consistent with the existing driveway and, to prevent on-street parking, shall have vehicular access to

- the driveway, all as set forth in §145-24.
- (g) No occupancy permit shall be granted without the accessory apartment conformance to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Townsend Board of Health.
 - (h) Any accessory apartments intended for occupancy by a person with a disability shall be subject to the provisions of MGL C. 40A, § 3.
4. Accessory apartments shall be permitted within existing out buildings with the following provisions met:
- (a) The lot is at least two (2) acres in size.
 - (b) The external appearance of the structure in which the accessory apartment is to be located shall not be significantly altered from the appearance the existing structure.
 - (c) The footprint of the structure in which the accessory apartment is to be located shall not be increased.
 - (d) The accessory unit shall not exceed 800 square feet. The primary dwelling and the accessory apartment shall each be an independent living unit, each containing a kitchen and bath and a minimum of one bedroom or bedroom living area.
 - (e) A plot plan of the existing dwelling unit and proposed accessory apartment shall be submitted to the Building Inspector and the Board of Health, showing the location of the building on the lot, the proposed accessory apartment, location of any septic system and required parking.
 - (f) The property in which the accessory apartment is located shall be owned under a single deed.
 - (g) The owner of the premises must occupy one of the units, except for temporary absences.
 - (h) Not more than one accessory apartment shall be established on a lot.
- (i) Sufficient and appropriate area for at least one additional parking space shall be provided by the owner to serve the accessory apartment. Said parking space shall be constructed of materials consistent with the existing driveway and, to prevent on-street parking, shall have vehicular access to the driveway, all as set forth in §145-24.
 - (j) No occupancy permit shall be granted without the accessory apartment conformance to the provisions of Title V of the State Sanitary Code, 310 CMR 15.00, and applicable regulations of the Townsend Board of Health.
 - (k) Any accessory apartments intended for occupancy by a person with a disability shall be subject to the provisions of MGL C. 40A, § 3.
5. Any Accessory Apartment, by right or by Special Permit, shall be required to certify every five (5) years that the original conditions are in effect.

Read By: Lance McNally

Voted: Standing count: 83 Yes and 58 No, motion does not carry 2/3 vote.

ARTICLE 23

I move to take no action on Article 23.

(Article 23 read as follows: To see if the Town will vote to amend §145-47 Open Space Multifamily Development Bylaw to include 55+ communities by adding the following underlined language to the bylaw, or take any other action in relation thereto:

D. Permitted uses.

(1) Detached single-family dwellings, as defined, including all accessory uses allowed appurtenant thereto;

(2) Two-family dwellings including all accessory uses allowed appurtenant thereto;

(3) Apartment/multifamily building with six or fewer units per structure;

(4) Uses permitted within the common open space as described in this section;

(5) Recreational facilities for OSMD purposes.

(6) 55+ Developments with six or fewer units per structure

And amend the table to include:

Table of Minimum Requirements

Zoning District RA, RB

Single-Family Dwellings

	With Town Water	Without Town Water
Minimum lot area	20,000 sq. ft.	48,000 sq. ft.
Minimum lot frontage	35 ft.	35 ft.

Two-Family Dwellings

	With Town Water	Without Town Water
Minimum lot area	30,000 sq. ft.	60,000 sq. ft.
Minimum lot frontage	35 ft.	35 ft.

Apartment/Multifamily Dwellings & 55+ Developments

	With Town Water	Without Town Water
Minimum lot area	48,000 sq. ft.	80,000 sq. ft.
Minimum lot frontage	35 ft.	35 ft.

Read By: Lance McNally

Voted: Passed Unanimously to take no action.

Sue Lisio made a motion to dissolve Town Meeting. The motion was seconded.

Voted: Passed by Majority

The Town Meeting was dissolved at 9:20 p.m.

TOTAL MANAGEMENT INFO	75,000.00	100,000.00	100,000.00	218,978.00	217,812.28	117,812.28	117.81%
TOWN CLERK							
PERSONNEL	99,759.00	99,759.00	102,215.05	102,215.00	104,732.88	2,517.83	2.46%
EXPENSES	12,150.00	11,250.00	11,250.00	10,300.00	10,300.00	-950.00	-8.44%
TOTAL TOWN CLERK	111,909.00	111,009.00	113,465.05	112,515.00	115,032.88	1,567.83	1.38%
TOWN CLERK ELECTIONS							
PERSONNEL	8,000.00	13,500.00	13,500.00	4,200.00	4,200.00	-9,300.00	-68.89%
EXPENSES	8,325.00	12,650.00	12,650.00	7,350.00	7,350.00	-5,300.00	-41.90%
TOTAL TOWN CLERK ELECTIONS	16,325.00	26,150.00	26,150.00	11,550.00	11,550.00	-14,600.00	-55.85%
TOWN CLERK REGISTRARS							
EXPENSES	2,320.00	2,320.00	2,320.00	2,320.00	2,320.00	0.00	0.00%
TOTAL TOWN CLERK REGISTRARS	2,320.00	2,320.00	2,320.00	2,320.00	2,320.00	0.00	0.00%
TOWN CLERK STREET LISTS							
EXPENSES	3,200.00	3,300.00	3,300.00	3,300.00	3,300.00	0.00	0.00%
TOTAL STREET LIST	3,200.00	3,300.00	3,300.00	3,300.00	3,300.00	0.00	0.00%
CONSERVATION COMMISSION							
PERSONNEL	39,775.00	40,075.00	34,905.69	34,214.49	35,069.85	164.16	0.47%
EXPENSES	950.00	950.00	950.00	950.00	950.00	0.00	0.00%
TOTAL CONSERVATION COMM	40,725.00	41,025.00	35,855.69	35,164.49	36,019.85	164.16	0.46%
MRPC							
EXPENSES	2,832.00	2,832.00	2,832.00	2,903.00	2,903.00	71.00	2.51%
TOTAL MRPC	2,832.00	2,832.00	2,832.00	2,903.00	2,903.00	71.00	2.51%
PLANNING BOARD							
PERSONNEL	23,433.00	23,433.00	22,833.00	21,649.95	22,191.20	-641.80	-2.81%
EXPENSES	500.00	500.00	500.00	500.00	500.00	0.00	0.00%
TOTAL PLANNING BOARD	23,933.00	23,933.00	23,333.00	22,149.95	22,691.20	-641.80	-2.75%
ZONING BOARD							

		PERSONNEL	6,394.00	4,680.00	4,680.00	4,329.99	4,438.24	-241.76	-5.17%
	TOTAL ZONING BOARD		6,394.00	4,680.00	4,680.00	4,329.99	4,438.24	-241.76	-5.17%
	LAND USE ADMINISTRATOR								
		PERSONNEL	26,344.00	26,344.00	26,881.13	30,400.36	49,064.12	22,182.99	82.52%
		EXPENSES	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	0.00	0.00%
	TOTAL LAND USE ADMINIST		29,644.00	29,644.00	30,181.13	33,700.36	52,364.12	22,182.99	73.50%
	FACILITIES MAINTENANCE								
		PERSONNEL	59,627.00	65,504.00	73,172.48	107,950.46	102,441.87	29,269.39	40.00%
		EXPENSES	182,225.00	167,725.00	167,725.00	167,725.00	141,900.00	-25,825.00	-15.40%
	TOTAL FACILITIES MAINT.		241,852.00	233,229.00	240,897.48	275,715.46	244,341.87	3,444.39	1.43%
	MEMORIAL HALL								
		EXPENSES	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00%
	TOTAL MEMORIAL HALL		15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00%
	WEST TOWNSEND READING ROOM								
		EXPENSES	2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	0.00	0.00%
	TOTAL WEST TOWN. READING		2,900.00	2,900.00	2,900.00	2,900.00	2,900.00	0.00	0.00%
	TOWN REPORT								
		EXPENSES	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
	TOTAL TOWN REPORT		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00%
	* TOTAL GENERAL GOVERNMENT		1,171,766.00	1,217,817.00	1,272,805.57	1,401,228.86	1,406,163.57	139,358.00	10.48%
	PUBLIC SAFETY								
	POLICE DEPARTMENT								
		PERSONNEL	1,331,828.00	1,348,687.85	1,311,612.85	1,531,598.36	1,399,048.32	87,435.47	6.67%
		EXPENSES	197,775.00	169,726.00	169,726.00	234,113.00	194,313.00	24,587.00	14.49%
	TOTAL POLICE		1,529,603.00	1,518,413.85	1,481,338.85	1,765,711.36	1,593,361.32	112,022.47	7.56%
	FIRE/EMS DEPARTMENT								
		PERSONNEL	742,576.00	759,916.00	791,208.00	841,440.00	841,440.00	50,232.00	6.35%

DEBT SERVICE										
DEBT AND INTEREST										
TOTAL DEBT AND INTEREST	551,602.00	513,961.14	513,961.14	484,108.00	484,108.00	484,108.00	-29,853.14	-5.81%	Debt detail less water debt	
* TOTAL DEBT SERVICE	551,602.00	513,961.14	513,961.14	484,108.00	484,108.00	-29,853.14	-5.81%			
RETIREMENT AND INSURANCES										
COUNTY RETIRE ASSESSMENT										
EXPENSES	717,517.00	690,007.00	690,007.00	764,434.00	764,434.00	74,427.00	10.79%			
TOTAL COUNTY RET.	717,517.00	690,007.00	690,007.00	764,434.00	764,434.00	74,427.00	10.79%			
UNEMPLOYMENT										
EXPENSES	15,000.00	15,000.00	15,000.00	25,000.00	25,000.00	10,000.00	66.67%			
TOTAL UNEMPLOYMENT	15,000.00	15,000.00	15,000.00	25,000.00	25,000.00	10,000.00	66.67%			
HEALTH INSURANCE										
EXPENSES	1,009,378.00	1,064,893.79	1,123,462.95	933,540.22	933,540.22	-189,922.73	-16.91%			
TOTAL HEALTH INSURANCE	1,009,378.00	1,064,893.79	1,123,462.95	933,540.22	933,540.22	-189,922.73	-16.91%			
LIFE INSURANCE										
EXPENSES	450.00	450.00	450.00	450.00	450.00	0.00	0.00%			
TOTAL LIFE INSURANCE	450.00	450.00	450.00	450.00	450.00	0.00	0.00%			
MEDICARE										
EXPENSES	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	3,000.00	5.77%			
TOTAL MEDICARE	52,000.00	52,000.00	52,000.00	52,000.00	52,000.00	3,000.00	5.77%			
GENERAL INSURANCE										
EXPENSES	210,000.00	210,000.00	227,000.00	237,215.00	237,215.00	10,215.00	4.50%			
TOTAL GENERAL INS.	210,000.00	210,000.00	227,000.00	237,215.00	237,215.00	10,215.00	4.50%			
* TOTAL RETIREMENT AND INSURANCES	2,004,345.00	2,082,350.79	2,107,919.95	2,012,659.22	2,015,659.22	-92,260.73	-4.38%			
* GRAND TOTAL	19,213,040.00	19,850,013.16	19,972,051.61	21,367,277.62	21,212,817.09	1,240,765.48	6.21%			

WATER ENTERPRISE BUDGET									
Account Name	FY16	FY17	FY17 REVISED	FY18 REQUEST	FY18 FINCOM RECOMMEND	\$ VARIANCE	% VARIANCE	NOTES	
WATER - SALARY - SUPERINTENDENT (U)	\$ 73,900.00	\$ 80,305.00	\$ 80,524.06	\$ 82,203.00	\$ 75,292.06	\$ (4,975.00)	6%	Per Union Contract	
WATER - WAGES OTHER STAFF (U)	\$ 146,713.00	\$ 152,463.00	\$ 151,859.36	\$ 156,276.00	\$ 156,276.00	\$ 4,436.64	3%	Per Union Contract	
WATER - WAGES-SUPPORT STAFF (U)	\$ 39,239.00	\$ 53,355.00	\$ 53,355.00	\$ 58,150.00	\$ 58,150.00	\$ 4,795.00	9%		
WATER - ADDITIONAL GROSS- OVERTIME	\$ 10,000.00	\$ 10,500.00	\$ 10,500.00	\$ 13,200.00	\$ 13,200.00	\$ 2,700.00	26%		
WATER - ADDITIONAL GROSS- REG & SPEC ON-CALL	\$ 13,874.00	\$ 10,725.00	\$ 10,725.00	\$ 9,600.00	\$ 9,600.00	\$ (1,125.00)	10%		
WATER - OTHER - STIPEND - LONGEVITY	\$ 3,300.00	\$ 3,900.00	\$ 3,900.00	\$ 4,100.00	\$ 4,100.00	\$ 200.00	5%		
WATER - OTHER - STIPENDS - BOARD OF COMM	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%		
WATER - OTHER - AUTO ALLOWANCE	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00		Per Union Contract	
WATER - OTHER - RETIREMENT BENEFIT	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%		
WATER - OTHER - CLOTHING ALLOWANCE	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00	\$ -	\$ -	\$ (3,800.00)	-100%		
PERSONNEL	\$ 295,549.00	\$ 317,051.00	\$ 316,646.42	\$ 331,532.00	\$ 324,278.06	\$ 8,231.64	3%		
WATER - ENERGY	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -	0%		
WATER - REPAIR & MAINT BUILDING	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%		
WATER - REPAIR & MAINT EQUIPMENT	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%		
WATER - REPAIR & MAINTAIN - SCADA SYSTEM	\$ 1.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%		
WATER - RENTALS	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%		
WATER - PROFESSIONAL SERVICES	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	0%		
WATER - PROF SVS - BACKFLOW SURVEY/TESTING	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ -	0%		
WATER - PROFESSIONAL LEGAL SERVICES	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -		Unallowable Expense	
WATER - COMMUNICATION	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ -	0%		
WATER - OTHER SERVICES	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ -	0%		
WATER - OFFICE SUPPLIES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%		
WATER - BUILDING SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%		
WATER - EQUIPMENT MAINT SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%		
WATER - GROUNDSKEEPING SUPPLIES	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%		
WATER - VEHICULAR SUPPLIES	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	0%		
WATER - PUBLIC WORKS SUPPLIES	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ -	0%		
WATER - PUBLIC WORKS SUPPLIES - CHEMICALS	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00	\$ -	0%		
WATER - OTHER SUPPLIES	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%		
WATER-CLOTHING ALLOWANCE	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	0%		
WATER - TRAVEL/MIILEAGE-IN STATE	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ -	0%		
WATER - OUT-OF-STATE TRAVEL	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%		
WATER - TOOLS & MATERIALS	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%		
WATER - OTHER CHARGES	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%		
WATER - ASSESSMENT D.P.P.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%		
WATER - NEW EQUIPMENT	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	0%		
WATER - IT DEBT SERVICE - MWMPAT - EAST SIDE PHASE I	\$ 34,349.00	\$ 35,043.00	\$ 35,043.00	\$ 35,751.00	\$ 35,751.00	\$ 708.00	2%		
WATER - IT DEBT SERVICE - MWMPAT - EAST SIDE PHASE II	\$ 48,933.00	\$ 51,001.00	\$ 51,001.00	\$ 50,929.26	\$ 50,929.26	\$ (71.74)	0%		
WATER - IT INTEREST - MWMPAT - EAST SIDE PHASE I	\$ 8,502.00	\$ 7,931.00	\$ 7,931.00	\$ 6,622.03	\$ 6,622.03	\$ (708.07)	10%		
WATER - IT INTEREST - MWMPAT - EAST SIDE PHASE II	\$ 13,536.00	\$ 13,915.00	\$ 13,915.00	\$ 10,654.19	\$ 10,654.19	\$ (3,260.81)	-23%		
EXPENSES	\$ 358,781.00	\$ 355,690.00	\$ 355,690.00	\$ 362,357.38	\$ 352,357.38	\$ (3,312.62)	-1%		
TOTAL WATER ENTERPRISE BUDGET	\$ 651,190.00	\$ 672,741.00	\$ 672,336.42	\$ 693,889.38	\$ 677,234.44	\$ 4,895.02	0.7%		

SPECIAL TOWN ELECTION - JULY 18, 2017

Precinct	I	II	III	Total
Total Votes	170	140	140	450

Ballot Question 1: Repair to Hawthorne Brook Middle School

	I	II	III	Total
YES	95	73	95	263
NO	75	66	45	186
Blanks	0	1	0	1
Total	170	140	140	450

Ballot Question 2: Repair to Squannacook Early Childhood Center

	I	II	III	Total
YES	95	74	92	260
NO	76	65	48	189
Blanks	0	1	0	1
Total	170	140	140	450

Ballot Question 3: Repair to Varnum Brook Elementary School

	I	II	III	Total
YES	92	73	91	256
NO	78	67	49	194
Blanks	0	0	0	0
Total	170	140	140	450

STATE PRIMARY - NOVEMBER 7, 2017

Precinct	I	II	III	Total
Total Votes	150	159	89	398

DEMOCRATIC PARTY

Senator In General Court	I	II	III	Total
Susan A. Chalifoux-Zephir	37	65	37	139
Michael P Kushmerek	51	46	48	145
Michael A. Mahan	20	22	16	58
Blanks	0	0	0	0
Write-ins	1	0	0	1
Total Votes	109	133	101	343

REPUBLICAN PARTY

Senator In General Court	I	II	III	Total
Dean A. Tran	84	77	67	228
Blanks	1	1	1	3
Write-ins	2	0	0	2
Total Votes	87	78	68	233

LIBERTARIAN PARTY

Senator in General Court	I	II	III	Total
Blanks	0	0	1	1
Write-ins	0	0	0	0
Total Votes	0	0	1	1

SPECIAL TOWN MEETING MINUTES

November 28, 2017

A Special Town Meeting was held on November 28, 2017. There were 116 voters and 1 visitor in attendance. Moderator, John Barrett, announced there was a quorum present. The meeting was called to order at 7:02 p.m.

STM ARTICLE 1

I move that the town vote to transfer from free cash in the treasury the sum of \$23,000 to replenish the FY18 Finance Committee Reserve Fund.

Read By: Sue Lisio

Motion passed by majority

STM ARTICLE 2

I move that the town vote to amend the vote on Article 5 of ATM 05/02/2017 by reducing the FY18 Police Department personnel budget and its corresponding funding source (School Resource Officer fund) by \$44,000.00.

Read By: Gordon Clark

Motion was made to amend Article 2:

I move to amend the motion on the floor to delete the words "reduce the FY'18 Police Department Personnel Budget by" and insert in their place the words "transfer from free cash in the treasury".

Read By: Heidi Messing

Vote: Amended motion did not pass.

VOTE on Main Motion: Passed by Majority (standing vote by counters: 70 votes in favor of the article, 30 votes not in favor of the article).

STM ARTICLE 3

I move that the town vote to transfer from free cash in the treasury the sum of \$13,015.34, to fund the following bills from a prior fiscal year:

VENDOR DEPT FY AMOUNT

1. Richard Cowell Tactical
Police 15 \$ 425.50
2. Comcast
Police 16 \$1945.23
3. Zoll Medical
Police 16 \$ 96.76
4. Zoll Medical
Police 16 \$ 186.15
5. Powerphone
Police 16 \$ 369.00
6. McGee Equine
Police/ACO 16 \$ 910.37
7. Axon
Police 16 \$ 69.37
8. Municipal Police Institute
Police 17 \$1080.00
9. Verizon
Police 15-17 \$3686.28
10. Virtual Town Hall
MIS 17 \$1667.00
11. P. Davis Emerg. Services
Facilities 17 \$2579.68

Read By: Cindy King

Vote: Motion passed by 9/10, counters counted 3 no votes and 35 yes votes.

STM ARTICLE 4

I move that the town vote to transfer from free cash in the treasury the sum of \$250,000, to supplement the Capital Stabilization Fund.

Read By: Sue Lisio

Vote: Passed by majority

STM ARTICLE 5

I move that the town vote to transfer from free cash in the treasury the sum of \$50,000, to fund the additional capital requests contained in the revised FY18 capital plan as follows:

- \$25,000-repair and or replacement, and any costs associated thereto, of certain audio visual

equipment in the Meeting Room between the Library and the Senior Center;

- \$25,000- design, engineering and replacement of the sidewalks in the town common

Read By: Gordon Clark
Vote: Passed Unanimously

STM ARTICLE 6

I move that the town vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below, amending the Town Charter to conform the makeup of the Housing Authority to state law; provided however that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition:

An Act Relative to the Charter of the Town of Townsend

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Subsection 3-15(a) of article 3 of the charter of the town of Townsend, which is on file in the office of the archivist of the commonwealth, as provided in section 12 of chapter 43B of the General Laws, is hereby amended by striking out the following words: -“four shall be elected for a five year term by the voters and one shall be appointed in the manner provided by the General Law”, and inserting in place thereof the following words: -“three members shall be elected for a five year term by the voters of the town and two members shall be elected or appointed in the manner provided by the General Laws.”

SECTION 2. This act shall take effect upon its passage.

Read By: Cindy King
Vote: Passed by majority

STM ARTICLE 7

I move that the town vote to amend the Town's General Bylaw 102 by adding a new §102.5, §102.6 and §102.7 as follows:

102.5 Unlawful disposal of waste -

A. Whoever places, throws, deposits or discharges or whoever causes to be placed, thrown, deposited or discharged any waste in a public way or upon any public property shall be punished by a fine of \$200 for each offense.

B. Waste in a Town of Townsend container: Whoever without Town authority disposes of waste by placing it in a dumpster, cart, barrel or other container owned, controlled or operated by the Town of Townsend shall be punishable by a fine of \$300.

C. Importation of Waste

1. Whoever brings, disposes, stores, or places any waste from any location not eligible for curbside collection to a household shall be punished by a fine of \$300. Each piece of waste shall constitute a separate offense.

2. Whoever brings, disposes, stores or places any waste including Construction and Demolition, CRTs and White Goods, from any location to another, within the Town, for the purpose of “centralizing”, dismantling, remanufacturing, disassembling, shall be punished by a fine of \$300.

D. Banned waste, Restricted Material: Unless otherwise specified under this chapter, whoever places for curbside collection any waste banned by state or federal law, rule or regulation, including but not limited to hazardous waste, hazardous materials, universal waste, sewage, ash, sludge, coal, cans containing paint or aerosol, mirrors, window glass, motorized equipment, motorized vehicles and parts, tires and rims, motor vehicle products, oils, machinery, stumps, all branches and limbs not defined as yard waste, electronics, construction and demolition materials, rocks, boulders, concrete footings,

asphalt, pavement, brick, concrete, metal and wood, sheetrock/plaster/lath, roofing, siding, insulation, chemicals, explosives and storage tanks, shall be punished by a fine of \$300. Each piece of waste shall constitute of a separate offense.

E. Waste in or adjacent to a privately controlled container: Whoever without the owner's authority disposes of waste by placing it in a dumpster, cart, barrel or other container owned, controlled or operated by a private party shall be punished by a fine of \$300.

F. Waste on Private Property: Whoever places, throws, deposits or discharges or whoever causes to be placed, thrown, deposited or discharged any waste on a private way or upon any private property shall be punished by a fine of \$300 for each offense.

102.6 Scavenging of curbside collection materials
It shall be a violation of this section if any person, other than authorized agents of the Town acting in the course of their employment or contract, collects or causes to be collected any waste so placed. Each and every such collection in violation hereof from one or more location shall constitute of separate and distinct offense. Any violation of this subsection shall be punishable by a fine of \$300.

102.7 Severability
The provisions of this chapter are severable and the invalidity of any section or provision of these Regulations, as determined by a Court of competent jurisdiction, shall not invalidate any other section or provision thereof.

Non-Criminal Disposition: Whoever violates any provision of this regulation may be penalized by the non-criminal method of disposition as provided in Massachusetts General Laws, Chapter 40, Section 21D or by filing a criminal complaint at the appropriate venue.

Separate Violations: Each day any violation exists shall be deemed to be a separate offense.

Enforcement: Enforcement of this regulation shall be by the Townsend Board of Health or its designated agent(s).

Any resident who desires to register a complaint pursuant to the regulation may do so by contacting the Townsend Board of Health or its designated agent(s) and the Board shall investigate.

Read By: James Le'Cuyer

There was a motion to amend the article:
I move to amend Article 7 by changing the word "with" to the word "without, change "locations hall" to "location shall" and to remove the word "of" in the last line of Section D.

Submitted By: Sue Lisio

Voted: Passed by majority

There was a motion to amend Article 7 by removing the entire Section 102.6.

Submitted By: Cindy King

Vote: Amendment did not pass.

A motion was made to commit Article 7 to the Board of Health for review.

Submitted By: Sue Lisio

Voted: Motion passed by majority

STM ARTICLE 8

I move that the town vote to amend the Town's Zoning Bylaw by adding a new §145-89

TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, that would provide as follows, and further to amend the Table of Contents to add Section 145-89 "Temporary Moratorium on Recreational Marijuana Establishments:"

§ 145-89 Temporary Moratorium on Recreational Marijuana

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession

and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016 by Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Townsend Zoning Bylaw.

The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Townsend Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. This temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments will allow sufficient time to address the effects of such structures and uses in

the Town and to enact bylaws in a consistent manner.

A. Definition

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

B. Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through December 31, 2018 or until a bylaw is earlier approved. During the moratorium period, the Planning Board, on behalf of the Town of Townsend, shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Read By: John King

Vote: Motion passed, declared 2/3 by the Moderator

Motion to dissolve the meeting, the motion was seconded.

Motion passed and meeting was dissolved at 8:53 p.m.

SPECIAL STATE ELECTION - DECEMBER 5, 2017

Senator In General Court	I	II	III	Total
Susan A. Chalifoux-Zephir	93	131	97	321
Dean A. Tran	156	123	132	411
Charlene R. DiCalogero	1	1	0	2
Claire M. Freda	14	5	7	26
Blanks	1	1	1	3
Write-ins	0	0	0	0
Total Votes	26	261	237	763

BOARD OF REGISTRARS

The census forms were sent out the first of the year. Voters who did not respond to the census were sent notices to confirm they are still Townsend residents. Those who did not respond to either mailing have been placed on the inactive voter list. Inactive voters who come to vote at any election, will have to affirm they are still a Townsend resident and will be allowed to vote. This takes valuable time at the elections and makes answering the census so important to voters. It is important to remember that whenever you move either within the town or out of town or out of state, you must re-register to vote. Without current information, you may not be on the voter's list and may not be able to vote.

This year we prepared for four elections and two town meetings. As a reminder to all citizens age 18 or older, you have the right to vote. If you are not a registered voter and would like to be you can register on-line at www.massvote.org or come into the Town Clerk's Office and fill out a voter registration form. Those who are age 16 and 17 can pre-register at the on-line site or in the Town Clerk's Office. Pre-registrations will be held in a queue until their 18th birthday at which time the voter registration will be processed and a notice will be sent to the voter.

Respectfully Submitted,

Claire Devine
Mary Jane O'Hara
Catherine Thrasher
Kathleen Spofford, ex-officio

BOARD OF ASSESSORS

The Board of Assessors and its staff are responsible for the valuation of all real estate and personal property subject to taxation. Assessed valuations are based on “full and fair cash value” as of January 1st preceding each fiscal year.

Our three member Board of Assessors consist of a chairman and two members. It is an elected Board with each member carrying a three-year term. This past April Laura Shifrin took over the chairman position. Carol LeConti and Jill Peterson fill the remaining two spots.

In order to maintain assessments at or near market value, the Board of Assessors regularly compare property valuations with the selling prices of properties that have sold in Townsend. Assessment-to-sales ratio statistics are analyzed to determine the median assessment level as well as assessment uniformity. We strive to maintain an accurate property database through our ongoing cyclical inspection program. Each parcel has a field card that contains information such as land size, building description, sales information, etc. These property record cards are available in our office and can now be accessed online through the town website.

We would like to thank the Town for its support of our office and the efforts we have made to insure that the tax revenues flow to the Town in a consistent and timely manner.

Respectfully submitted by,
Victoria Tidman, *Principal Assessor*

For the Members of the Board of Assessors and Staff

Laura Shifrin, *Chairman*
Carol LeConti, *Member*
Jill Peterson, *Member*

Jodie Deschenes - *Administrative Assessor*

Fiscal Year 2018 Assessments and Revenues by Major Property Class

Property Class	Levy Percent	Valuation by Class	Tax Rate	Tax Levy
Residential	90.1814	776,910,535	20.26	15,740,207.44
Commercial	3.8583	32,874,845	20.26	666,044.36
Industrial	2.1235	18,093,500	20.26	366,574.31
Personal Property	2.8368	24,170,730	20.26	489,698.99

Valuation and Tax History

Fiscal Year	Tax Rate	Valuation by Class	Accounts	Tax Levy	
Change (%)					
2017	19.67	823,792,625	3,978	16,204,000.93	4.565
2016	19.80	782,649,577	4,028	15,496,461.63	3.535
2015	19.11	783,223,186	4,039	14,967,395.09	3.063
2014	19.57	742,085,736	4,045	14,522,617.86	3.285
2013	18.26	770,021,972	4,046	14,060,601.21	2.064

New Growth Revenue

Fiscal Year	Added Valuation	Tax Rate	New Revenues	Change
2018	6,642,506	19.67	130,658.00	-18.39
2017	8,085,961	19.80	160,102.00	14.48
2016	7,318,200	19.11	139,851.00	29.44
2015	5,529,794	19.57	108,042.00	7.01
2014	5,529,446	18.26	100,968.00	44.80

CAPITAL PLANNING COMMITTEE

2017 brought many challenges to the Capital Planning Committee. The 2017 Annual Town Meeting funded the FY18 CIP (Capital Improvement Plan).

The Committee met every week and on occasion twice per week during the budgeting season to roll out the CIP for approval at the Annual Town Meeting. The most difficult challenge was a shortage of needed funds for capital expenditures. The Committee met with the Board of Selectmen on more than one occasion to ask for the appropriation needed to get the Town Departments their critically needed equipment and vehicles.

The approved CIP did not fund all the requested items; however, the Committee was pleased to get the departments some of the most urgently needed capital requests.

The Capital Planning Committee aspires to work proactively in conjunction with the Board of Selectmen and the Finance Committee to set forth a future plan to properly prepare for and finance the Town's critical needs for Capital expenditures.

FY 18 REVISED CAPITAL IMPROVEMENT PLAN

DEPARTMENT	DESCRIPTION OF CAPITAL REQUEST	Funding Capital Stabilization	Funding Other	TOTAL
CEMETERY & PARKS	Used Single Wheel one-ton truck w/ plow	15,000		15,000
HIGHWAY DEPT	Truck Mounted Ground Speed Spreader Control (Roadside Repairs)	46,000 100,000		46,000 100,000
POLICE DEPT	Body Armor	25,000		25,000
	Exterior Paint & Repair Police Station	35,000		35,000
	Police Vehicle (Operating Budget)		38,000	38,000
FIRE-EMS DEPT	Replace Automatic External Defibrillators	23,950		23,950
	A15 Equipment Replacement		56,900	56,900
	Replace Tanker 1		490,000	490,000
	West Townsend Fire Station Construction		750,000	750,000
WATER DEPARTMENT	Main Street Cleaning		50,000	50,000
	Update Water Masterplan		50,000	50,000
	Main Line Gate Valve Replacement		60,000	60,000
	Meadow Rd Main Replacement		110,000	110,000
REVISED CAPITAL PLAN NOVEMBER 28, 2017				
FACILITIES	Audio Visual Equipment Meeting Room		25,000	25,000
CEMETERY & PARKS	Sidewalk Replacement for Town Common		25,000	25,000
TOTAL ALL DEPARTMENTS		244,950	1,654,900	1,899,850

* OTHER FUNDING SOURCES

- \$56,900 Ambulance Receipts Reserved for Appropriation
- \$38,000 Raise & Appropriates from Tax Levy
- \$270,000 Water Department Enterprise Fund Retained Earnings
- \$1,240,000 Authorized to Borrow ("up to amount listed)
- \$50,000.00 Free Cash (Special Town Meeting 11.28.17)

The Capital Planning Committee would like to express their sincere appreciation for the cooperation and assistance from the Town's Department Heads. Townsend is truly fortunate to have professional, competent, hard-working, dedicated employees and it was a pleasure meeting and working with them all.

Respectfully submitted by,
 The Capital Planning Committee
 Carolyn Smart, *Chairman*
 Lindsay Morand, *Vice-Chair*
 Lynne Garafola, *Secretary*
 Mark Hussey, *Member*

TREASURER/TAX COLLECTOR

	Receipts	Disbursed	Notes	Balance
Beginning Balance 06.30.16				4,040,625
July 2016	1,809,886.26	2,158,752.93		7,402,645.97
August	2,932,688.83	3,364,146.74		6,971,188.06
September	723,950.48	915,181.75		6,779,956.79
October	2,230,150.74	1,028,442.94		7,981,664.59
November	2,557,756.09	3,174,720.51		7,364,700.17
December	1,047,706.05	2,198,021.38		6,214,384.84
January 2017	2,421,535.33	1,024,091.30		7,611,828.87
February	3,295,159.14	3,223,600.28		7,683,387.73
March	1,231,341.43	1,130,024.41		7,784,704.75
April	3,676,208.18	652,005.02		10,808,907.91
May	2,316,281.27	4,038,902.55		9,086,286.63
June	670,850.47	1,213,759.50		8,543,377.60
Balance Performance Bond	2,168,644.83			
Collective for Tax Title Accountants	143,989.36			

2017 Real Estate	15,361,835.39		
2016 Real Estate	146,883.21		
2015 Real Estate	56,286.71		
2014 Real Estate	41,428.06		
2013 Real Estate	48,975.23		
2017 Personal Property	466,103.44		
2016 Personal Property	1,425.00		
2015 Personal Property	75.10	Pilot	10,000.00
		Interest on Taxes	86,919.86
2017 Motor Vehicle	1,006,424.89	CML	8,175.00
2016 Motor Vehicle	232,359.84	Bank Interest	1,480.26
2015 Motor Vehicle	20,636.23	RMV Non-renewal	9,715.00
2014 Motor Vehicle	3,359.73	Bank Charges	100.00
2013 Motor Vehicle	2,214.41	Demand & Warrant	27,945.00
2012 Motor Vehicle	585.11	Title V	21,178.36
2011 Motor Vehicle	426.11	Water Lien	27,620.09
		TOTAL	17,580,672.40

Respectfully submitted by,
 Barbara Tierney, *Treasurer/Tax Collector*

TOWN ACCOUNTANT

TOWN OF TOWNSEND
COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS
JUNE 30, 2017

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	WATER ENTERPRISE	TRUST FUNDS	AGENCY FUND	LONG TERM OBLIGATIONS	GROUP TOTAL
ASSETS								
Cash, Petty Cash & Investments	\$ 2,303,112.42	\$ 3,309,821.49	\$ 566,392.15	\$ 1,550,936.11	\$ 581,459.18	\$ 245,017.27		\$ 8,556,738.62
Personal Property Tax Prior	11,525.85							11,525.85
Personal Property Tax Current	3,965.30							3,965.30
Real Estate Tax Prior	79,304.47							79,304.47
Real Estate Tax Current	298,523.32							298,523.32
Provisions for Abate & Exemptions	(83,050.22)							(83,050.22)
Tax Liens Receivable	694,719.31							694,719.31
Tax Possessions	98,477.53							98,477.53
Deferred Tax Receivable	33,096.06							33,096.06
Motor Vehicle Excise Tax Prior	72,948.82							72,948.82
Motor Vehicle Excise Tax Current	135,129.74							135,129.74
Dept. Accounts Rec. Ambulance		298,493.23						298,493.23
Water User Charges Receivable				101,576.82				101,576.82
Water Other Services Receivable				1,174.31				1,174.31
Water Backflow Test Charges Receivable				550.00				550.00
Water Liens Added to Taxes				2,875.10				2,875.10
Water Liens Added to Tax Title				759.10				759.10
Loans Receivable Title 5		147,450.37						147,450.37
Beitements Receivable Title 5		35.43						35.43
Due (To)/From Government Entity								-
Due (To)/From Other Funds								-
Prepaid Expenditures								-
Land								-
Buildings & Improvements								-
Accum Depr Buildings & Improv								-
Machinery, Equipment, Vehicles								-
Accum Depr Mach, Equip & Vehicles								-
Infrastructure								-
Accum Depr Infrastructure								-
Construction in Progress								-
Art & Historical Treasures							2,478,777.46	2,478,777.46
Amnt. Prov. For Landfill Monitoring Costs							244,880.00	244,880.00
Amnt. Prov. for Retirement of Obligations								-
TOTAL ASSETS	\$ 3,647,752.60	\$ 3,755,800.52	\$ 566,392.15	\$ 1,657,871.44	\$ 581,459.18	\$ 245,017.27	\$ 2,723,657.46	\$ 13,177,950.62
LIABILITIES & FUND EQUITY								
Warrants & Accounts Payable	\$ 400,439.13	\$ 33,717.20		\$ 29,275.22	\$ 65.91	\$ 2,270.94		\$ 465,768.40
Insurance Receipts Payable				8,115.88				8,115.88
Employee Withholdings Payable						24,332.84		24,332.84
Contract Retainer Payable								-
Water User Charges Paid in Advance								-
Deferred Revenue			0.08					0.08
Deferred Revenue Property Tax	310,268.72							310,268.72
Deferred Revenue Tax Liens	694,719.31							694,719.31
Deferred Revenue Tax Possession	98,477.53							98,477.53
Deferred Revenue Deferred Tax	33,096.06							33,096.06
Deferred Revenue Motor Vehicle	208,078.56							208,078.56
Deferred Revenue Dept. Receivable		298,493.23		106,855.33				405,428.56
Deferred Revenue Loans Rec		147,450.37						147,450.37
Deferred Revenue Beitements		35.43						35.43
Interest Payable		402.93						402.93
Performance Security Deposit Payable		3,600.00		3,210.36		218,413.49		225,223.85
Bonds Payable			889,000.00				2,343,037.68	3,232,037.68
Capital Leases Payable							135,739.78	135,739.78
Post Closure Landfill Obligations							244,880.00	244,880.00
TOTAL LIABILITIES	\$ 1,745,079.31	\$ 483,699.15	\$ 889,000.08	\$ 147,536.79	\$ 65.91	\$ 245,017.27	\$ 2,723,657.46	\$ 6,234,055.98
FUND EQUITY								
Reserve (Deficit) for Encumbrances	\$ 91,263.00			\$ 16,100.00				\$ 107,363.00
Reserve for Expenditures	200,000.00							200,000.00
Reserve for Continued Appropriations	753,699.00			869,252.99				1,622,951.99
Reserve for Petty Cash	250.00	1,000.00		250.00				1,500.00
Reserve for Snow & Ice Deficit								-
Reserve for Prepaid Expenses								-
Reserve for Bond Premium	1,750.71							1,750.71
Reserve for Special Purposes		3,271,101.36	(322,607.93)		360,193.11			3,308,686.54
Investment in General Fixed Assets								-
Undesignated Fund Balance	855,710.58			624,731.66	221,200.16			1,701,642.40
TOTAL FUND EQUITY	\$ 1,902,613.29	\$ 3,272,101.36	\$ (322,607.93)	\$ 1,510,334.65	\$ 581,393.27	\$ -	\$ -	\$ 6,943,894.64
TOTAL LIABILITIES & FUND EQUITY	\$ 3,647,752.60	\$ 3,755,800.52	\$ 566,392.17	\$ 1,657,871.44	\$ 581,459.18	\$ 245,017.27	\$ 2,723,657.46	\$ 13,177,950.66

TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
TAXES			
Personal Property Tax-Prior		2,050.98	2,050.98
Personal Property Tax-Curr.	474,860.35	466,103.44	(8,756.91)
Real Estate - Prior		248,363.91	248,363.91
Real Estate - Current	15,729,140.58	15,350,912.75	(378,227.83)
Payment In Lieu Of Taxes	10,000.00	10,000.00	-
Tax Liens Receivable		150,062.22	150,062.22
Motor Vehicle Excise-Prior		258,791.55	258,791.55
Motor Vehicle Excise-Curr.	1,126,300.00	1,006,424.89	(119,875.11)
Room Occupancy Tax			-
Local Meals Tax	90,000.00	105,760.38	15,760.38
Special Conveyance Tax			-
Payments After Abatements		933.03	933.03
TOTAL TAX REVENUE	17,430,300.93	17,599,403.15	169,102.22
INTEREST & PENALTIES			
Interest on Property Tax	110,000.00	72,750.33	(37,249.67)
Interest on Motor Vehicle		12,750.05	12,750.05
Interest on Tax Liens		66,299.20	66,299.20
Interest on Invest - Treasurer	10,000.00	9,635.57	(364.43)
Interest on Invest - Collector		1,016.69	1,016.69
TOTAL INTEREST REVENUE	120,000.00	162,451.84	42,451.84
TAX COLLECTOR FEES	20,057.00	26,467.32	6,410.32
RENTAL INCOME	32,332.00	34,300.72	1,968.72
LICENSES & PERMITS			
Entertainment	450.00	350.00	(100.00)
Common Victullar	500.00	650.00	150.00
Used Car	1,000.00	600.00	(400.00)
Alcoholic	12,000.00	12,510.00	510.00
Junk Dealer	400.00	100.00	(300.00)
Driveway Permits	2,000.00		(2,000.00)
Dog Licenses	6,000.00	6,688.00	688.00
Marriage Intentions	750.00	1,053.00	303.00
Raffle Permits	-	30.00	30.00
Gasoline Permits	-	70.00	70.00
Pistol Permits Class A/B License	4,500.00	4,550.00	50.00
FID Card Class C/D License	1,000.00	750.00	(250.00)
Oil & Wood Burner Permits	1,000.00	1,050.00	50.00
Fuel Storage Permits	2,000.00	1,823.00	(177.00)
Recovery Costs	6,000.00	10,493.72	4,493.72
Burning Permits	6,000.00	5,330.00	(670.00)
Blasting Permits	-		-
Tank Removal Permits	-	150.00	150.00

Sprinkler Permit	-	-	-
Septic & Well Permits	4,000.00	3,950.00	(50.00)
Tobacco Permits	300.00	350.00	50.00
Food Permits	100.00	147.00	47.00
Weights & Measurers	1,500.00	1,780.00	280.00
Building Permits	90,000.00	80,685.66	(9,314.34)
Gas & Oil Permits	10,000.00	6,270.00	(3,730.00)
Plumbing Permits	9,500.00	7,623.00	(1,877.00)
Electrical Permits	21,000.00	16,490.00	(4,510.00)
TOTAL LICENSE REVENUE	180,000.00	163,493.38	(16,506.62)
FINES			
Dog License Fines	500.00	230.00	(270.00)
Marajuana Citation Fines	500.00	940.00	440.00
Conservation Fines & Violations			-
Library Fines, Fees & Forfeits	2,000.00	2,519.17	519.17
Fire Prevention Fines Ch 148A			-
Court Fines and Restitution	12,000.00	11,460.00	(540.00)
Parking clerk fines		45.00	45.00
TOTAL FINES REVENUE	15,000.00	15,194.17	194.17
FEES AND CHARGES FOR SERVICES			
SELECTMEN			
Memorial Hall Rent			-
Cable TV Fees			-
Miscellaneous	2,000.00	1,881.95	(118.05)
ASSESSORS			
Miscellaneous	100.00	210.00	110.00
TOWN CLERK			
Dog License Fees	1,000.00	729.00	(271.00)
Street Listings	100.00	198.00	98.00
Vital Statistics	3,000.00	3,852.00	852.00
Business Certificates	700.00	680.00	(20.00)
Miscellaneous	200.00	996.10	796.10
	400.00		(400.00)
TAX COLLECTOR			
Municipal Liens Certificates	7,000.00	8,200.00	1,200.00
Registry of M V Fees	6,000.00	8,675.00	2,675.00
Advertising/Instrument Fee	200.00	178.72	(21.28)
Bill Fees	200.00	500.00	300.00
Miscellaneous			-
TREASURER			
Miscellaneous	5,200.00	17,358.16	12,158.16
Other			-
CONSERVATION COMMISSION			
Public Hearing Fees			-
Public Records Request			-

Wetland App Fee	5,500.00	8,822.55	3,322.55
PLANNING BOARD			-
ANR Filing Fee	2,500.00	2,475.00	(25.00)
Site Plan Review Fee	1,000.00	1,350.00	350.00
Acceptance of Ways Fee			-
Stormwater Mgmt Permit	600.00	900.00	300.00
Miscellaneous	300.00	740.00	440.00
Open Space Pres Devel Filing Fee			-
ZONING BOARD OF APPEALS			-
Variance Filing fees	500.00	600.00	100.00
Special Permit			-
Special Permit/Sec145-165 Filing Fee	1,000.00	1,800.00	800.00
BUILDING			-
Miscellaneous			-
POLICE DEPARTMENT			-
Accident Reports	500.00	685.50	185.50
Sp. Detail Surcharge	9,500.00	8,515.07	(984.93)
Miscellaneous	2,000.00	2,127.50	127.50
TREE WARDEN			-
PARKING CLERK			-
FIRE DEPARTMENT			-
Fire reports	50.00	75.00	25.00
Smoke Alarm	8,000.00	8,750.00	750.00
Alarm Applications	250.00	650.00	400.00
Other	200.00	160.00	(40.00)
HIGHWAY			-
Miscellaneous/Scrap			-
Miscellaneous	2,000.00	2,523.20	523.20
CEMETERY/PARKS			-
Miscellaneous		1,635.00	1,635.00
COUNCIL ON AGING			-
Miscellaneous			-
HEALTH & SANITATION			-
Other			-
Miscellaneous		20.00	20.00
LIBRARY			-
Other			-
Out of state fees	2,000.00	2,181.80	181.80
TOTAL FEE REVENUE	62,000.00	87,469.55	25,469.55

Misc Non-Recurring (sale of property) (insurance reimbursement) Sale of Inventory			
TOTAL MISC NON-RECURRING			
STATE RECEIPTS			
Add'l Polling Hours		2,994.00	2,994.00
Abate - Blind/Vets/Spouse/Elderly	52,971.00	45,946.50	(7,024.50)
Veteran Benefits	73,034.00	71,957.28	(1,076.72)
General Aid	1,263,653.00	1,263,654.00	1.00
State Owned Land	183,899.00	183,899.00	-
State Assessments	(70,434.00)	-70,434.00	-
Presidential Primary			
TOTAL STATE RECEIPTS	1,503,123.00	1,498,016.78	(5,106.22)
TOTAL REVENUE RECEIVED	19,362,812.93	19,586,796.91	223,983.98
		-19,586,796.91	
		0.00	
OTHER FINANCING SOURCE			
Bond Premiums	2,363.40	2,363.40	
ACCOUNTING - Intermunicipal Reimb			
INTERFUND TRANSFERS			
Government Access		160,000.00	
Receipts Reserved for Approp		446,692.00	
Stabilization			
Water Enterprise		153,398.80	
Capital Stabilization		277,730.00	
TOTAL INTERFUND TRANSFERS		1,037,820.80	
TOTAL RECEIPTS	19,365,176.33	20,626,981.11	\$ 1,261,804.78

TOWN OF TOWNSEND
RECONCILIATION OF UNDESIGNATED FUND BALANCE
JUNE 30, 2016

BEGINNING BALANCE 07/01/16	\$	960,740.24
INCREASES TO FUND BALANCE		
REVERSE PY F/B RESERVED FOR CONT APPROP		295,873.20
REVERSE PY F/B RESERVED FOR EXPENDITURES		383,119.00
REVERSE PY F/B RESERVED FOR ENCUMBRANCES		29,524.26
REVERSE PY F/B RESERVED FOR PREPAID EXP		
REVERSE PY F/B RESERVED FOR OVERLAY RELEASE		
REVENUE RECEIVED		19,586,796.94
REVENUE - BOND PREMIUMS		2,363.40
OTHER FINANCING SOURCES - TRANSFERS		1,137,820.80
DECREASES TO FUND BALANCE		
ESTABLISH F.B. RESERVE FOR EXPENDITURES - FREE CASH VOTES		(200,000.00)
ESTABLISH F.B. RESERVE FOR EXPENDITURES - REPURPOSED APPROP		
ESTABLISH F.B. RESERVE FOR EXPENDITURES - OVERLAY SURPLUS		
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.		(753,699.00)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES		(91,263.00)
ESTABLISH F.B. RESERVE FOR SNOW AND ICE DEFICIT/AMORTIZATION		
ESTABLISH F.B. RESERVE FOR REDUC OF SNOW/ICE DEFICIT		(1,672.82)
ESTABLISH F.B. RESERVE FOR PETTY CASH		
EXPENDITURES		(20,084,142.52)
SWOP PROGRAM		(9,750.00)
OTHER FINANCING USES		(400,000.00)
		(400,000.00)
ENDING BALANCE 06/30/16	\$	855,710.50
		=====

TOWN OF TOWNSEND
 COMBINED BALANCE SHEET FOR SPECIAL REVENUE FUNDS
 JULY 1, 2016 - JUNE 30, 2017

	Federal Grants	State Grants	Receipts Reserved	Revolving	Other	Stabilization	Total
Cash	\$ 40,246.33	\$ 129,607.87	\$ 1,376,020.84	\$ 298,278.58	\$ 100,160.34	\$ 1,365,507.53	\$ 3,309,821.49
Due (to)/from Other Funds							
Department Receivable - Ambulance			298,493.23				298,493.23
Loans Receivable - Title V			147,450.37				147,450.37
Betterments Receivable - Title V			35.43				35.43
Total Assets	\$ 40,246.33	\$ 129,607.87	\$ 1,821,999.87	\$ 298,278.58	\$ 100,160.34	\$ 1,365,507.53	\$ 3,755,800.52
Warrants & Accounts Payable	\$ 3,123.70	\$ 10,587.28	\$ -	\$ 8,880.84	\$ 11,125.37	\$ -	\$ 33,717.20
Deferred Revenue - Dept Receivable			298,493.23				298,493.23
Deferred Revenue - Loans Receivable			147,450.37				147,450.37
Deferred Revenue - Betterments Receivable			35.43				35.43
Other Liabilities	402.93				3,600.00		4,002.93
Total Liabilities	\$ 3,526.63	\$ 10,587.28	\$ 445,979.03	\$ 8,880.84	\$ 14,725.37	\$ -	\$ 483,699.15
Fund Balance:							
Reserved for Special Purposes	\$ 36,719.70	\$ 119,020.59	\$ 841,991.84	\$ 238,080.74	\$ 85,434.97	\$ 1,365,507.53	\$ 2,686,755.37
Reserved for Petty Cash			1,000.00				1,000.00
Reserved for Expenditures Undesignated			535,329.00	50,317.00			585,646.00
Total Fund Balance	\$ 36,719.70	\$ 119,020.59	\$ 1,377,320.84	\$ 289,397.74	\$ 85,434.97	\$ 1,365,507.53	\$ 3,273,401.37
Total Liabilities and Fund Balance	\$ 40,246.33	\$ 129,607.87	\$ 1,823,299.87	\$ 298,278.58	\$ 100,160.34	\$ 1,365,507.53	\$ 3,757,100.53

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2015 - JUNE 30, 2016

<u>CODE</u>		<u>BEGINNING</u> <u>BALANCE</u>	<u>RECEIPTS</u>	<u>TRANSFERS</u> <u>INTRA-FUND</u>	<u>TRANSFERS</u> <u>INTER-FUND</u>	<u>EXPENDED</u> <u>PAYROLL</u>	<u>EXPENDED</u> <u>OTHER</u>	<u>ENDING</u> <u>BALANCE</u>
FOCD	BOS - CDBG Program Inc Fund Townsend	80,224.57	637.72				(215.00)	80,647.29
FOCD	BOS - CDBG Program Inc Fund Ashby	18.31	0.27					18.58
FOEM	TEMA Emergency Planning Grant	121.10					(2,908.70)	(2,787.60)
FOEM	HWYMEMA Feb 2015 Blizzard Grant	(36,197.65)	36,197.65					-
FOEM	MEMA Generator	-					(46,725.00)	(46,725.00)
FOOFO	FAC - ARRA Energy Efficiency Grant	52.42						52.42
FOPS	PD - Law Enforcement Grant	-	775.00					775.00
FGPS	PD - Body Armor Matching Federal Grant	(1,320.00)						(1,320.00)
FGPS	PD - Governor's Highway Safety Grant	41.60						41.60
FOPS	PD-Cops in School Fed Grant	6,017.40						6,017.40
FOPS	F/EMS - DHS Assistance Grant	-						-
FOPS	F/EMS - Volunteer Fire Assistance Grant	0.01						0.01
OGSD	CEM/PKS - Buriel Ground Donation	621.00						621.00
OGSD	CEM/PKS - Bandstand Fund	2,378.62						2,378.62
OGSD	CEM/PKS - Playground Donations	10,585.95	2,658.21				(4,106.78)	9,137.38
OGSD	CEM/PKS - American Flag Committee	4,099.17					(116.88)	3,982.29
OGSD	CEM/PKS - Town Common Maint Donation	27.42	50.00				(74.91)	2.51
OGSD	BOH - Composting Bins Donations	92.75						92.75
OGSD	COA - Elder Affairs Gifts & Donations	4,342.14	570.00				(150.34)	4,761.80
OGSD	COA - Line Dancing Donations	5.00						5.00
OGSD	COA - Arts & Crafts Donations - F Araujo	879.29	100.00				(506.44)	472.85
OGSD	LIB - Collection Augmentation Donation	53.08						53.08
OGSD	LIB - Extended Operating Hours Donation	377.44	5,000.00			(4,519.16)		858.28
OGSD	LIB - Compact Disk Antitrust Settlement Gift	0.88						0.88
OGSD	LIB - Memorial Gifts	327.55	560.00					887.55
OGSD	LIB - Carolyn Kenney Gift	488.41						488.41
OGSD	REC - Gifts & Fundraising for Building	14,211.96	1,050.00				(1,209.77)	14,052.19
OGSD	VETS - Memorial Marker Gifts	604.71						604.71
OGSD	MISC - Sam Thorpe Prints	14,255.49	75.00					14,330.49
OSCD	BOS - Capital Donations	1,485.00						1,485.00
OSCD	WTRR Gifts and Donations	1,401.18						1,401.18
OSCD	PD - Donations & Gifts	3,582.14	8,987.72				(3,918.52)	8,651.34
OSCD	PD - Donations - DARE	2,938.80						2,938.80
OSCD	PD - Donations - Quimby Invest Fund	332.42						332.42
OSCD	PD - Comm Found Alliance Against Drugs	3,840.08						3,840.08
OSCD	F/EMS - Gifts & Donations	993.29	11,708.29				(11,103.35)	1,598.23
OSPD	BOS - Cablevision Access Account	262,265.32			(262,265.32)			-
OSPD	BOS - Audio Visual Equipment	17,180.47						17,180.47
OSRF	CON COM - Cy Realty Escrow	2,489.50	37.08					2,526.58
OSRF	PB - 53G Escrow - Pappas DBA Tabivi LLC	290.81	22.97					313.78
OSRF	PB - 53G Escrow - Patriot Comm Def OSPD	27.37	15.12					42.49
OSRF	PB - 53G Escrow - Locke Brook Run	169.97	2.54					172.51
OSRF	PB - 53G Escrow - Deer Run	15.03	16.62					31.65
OSRF	PB - 53G Escrow - Ball Road Tower	20,492.04	305.16					20,797.20
OSRF	PB - 53G Escrow - Sprint Tower	1,855.91	27.66					1,883.57
OSRF	PB - 53G Escrow - Waterhouse Devel	2,214.76	32.99					2,247.75
OSRF	PB - 53G Escrow - Harbor Trac	3,696.52	92.50					3,789.02

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2015 - JUNE 30, 2016

<u>CODE</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>TRANSFERS INTRA-FUND</u>	<u>TRANSFERS INTER-FUND</u>	<u>EXPENDED PAYROLL</u>	<u>EXPENDED OTHER</u>	<u>ENDING BALANCE</u>
OSRF	PB - 530 Escrow - BK&BK LLC	1.37	-	-	-	-	1.37
OSRF	PB - 530 Escrow - NMRS New School	22.37	0.33	-	-	-	22.70
OSRF	ZBA - 53G Escrow - Towns Elder Housing	456.59	6.80	-	-	-	463.39
OSRF	ZBA - 53G Escrow - Turnpike Village	95.86	1.43	-	-	-	97.29
OSRF	PD - Special Detail Revolving	(14,374.21)	100,940.18	-	-	(176,170.91)	(89,604.94)
OSrf	F/EMS - Cardio Machine	-	13,923.00	-	-	-	13,923.00
OSRF	TEMA - C.E.R.T. Mini Grant	479.20	-	-	-	-	479.20
OSRF	LIB - Come Play Wii CMRLS Mini Grant	35.15	-	-	-	-	35.15
OSRF	LIB - Target Early Childhood Reading Grant	103.57	-	-	-	-	103.57
OSRF	LIB - Rollstone Bank Childrens Grant	119.04	-	-	-	-	119.04
OSRF	LIB - E Books	54.71	-	-	-	-	54.71
OSRF	MISC - Insurance Reimbursements <20,000	20,543.49	54,677.42	-	-	(37,442.28)	37,778.63
OST5	BOH - Septic Title V Res for Approp	188,952.28	26,049.38	(27,538.00)	-	-	187,463.66
RRAB	F/EMS - Amb Receipts Resvd for Approp	237,422.18	524,355.80	(367,870.00)	(56,900.00)	-	337,007.98
RROR	WTRR Receipts Reserved	9,019.90	4,580.00	(2,900.00)	-	-	10,699.90
RRSL	CEM/PKS - Sale of Lot Fund	1,965.00	7,100.00	(5,000.00)	-	-	4,065.00
RRWP	CON COM - Wetland Protect NOI	14,028.12	1,592.50	(5,721.00)	(380.00)	(1,627.36)	7,892.26
RRBOS	Sale of Real Property	-	21,000.00	-	-	-	21,000.00
RRBOS	PEG ACCESS/CABLE Receipts Resvd	-	136,597.72	(125,000.00)	262,265.32	-	273,863.04
RVB	BLD - Building Inspectional Revolving	25,501.73	75,000.00	-	(28,352.86)	(1,271.26)	70,877.61
RVBH	BOH - Solid Waste Revolving	20,548.48	17,953.94	-	(4,738.60)	(12,059.07)	21,704.75
RVCM	CEM/PKS - Cemetery Revolving Fund	37,171.18	15,065.00	-	(4,169.45)	(10,937.33)	37,129.40
RVFAM	F/EMS - Fire Alarm Maintenance Revolving	10,276.45	3,697.50	-	(440.00)	(90.61)	13,443.34
RVFCE	F/EMS - Fire Community Events Revolving	280.00	2,300.00	-	(2,300.00)	-	280.00
RVMH	FAC - Meeting Hall Complex Revolving	4,918.62	635.00	-	-	(568.69)	4,984.93
RVRC	REC - Revolving Fund	65,667.28	49,584.50	(14,317.00)	(17,406.15)	(13,024.46)	70,504.17
RVOC	Conservation-Old Meeting House Park Rev	-	19,132.72	-	-	-	19,132.72
RVP	Police School Resource Officer	-	36,023.82	(36,000.00)	-	-	23.82
SOBOS	FIVE YEAR FORCASTING GRANT	-	35,000.00	-	-	(35,000.00)	-
SOBOS	NETWORK ASSESSMENT GRANT	-	5,000.00	-	-	-	5,000.00
SOCCOA	COA - Elder Affairs Formula Grant	-	14,120.00	-	(7,332.62)	(6,881.38)	(94.00)
SOCCOA	COA - Elder Affairs LRTA Grant	2,236.30	35,034.01	-	(33,713.10)	(6,302.59)	(2,745.38)
SOCCR	TCC - Arts Lottery Council	3,829.19	4,829.28	-	-	(4,443.15)	4,215.32
SOCCR	PARKS Blood Monument Grant	-	-	-	-	-	-
SOCC	CON COM - Toxic Use Reduction Grant	666.48	-	-	-	-	666.48
SOCCG	DEV - Green Communities Grant	-	50,692.50	-	(768.96)	-	49,923.54
SOLE	LIB - State Incentive Grant	10,032.11	14,825.87	-	-	(16,365.78)	8,492.20
SOLE	LIB - Public Library Match Fundraising Grant	277.99	-	-	-	-	277.99
SOOSG	BOH - ER Preparedness Coalition Grant	772.41	-	-	-	-	772.41
SOOSG	BOH - SMRP Small Scale Recycle Grant	-	-	-	-	-	-
SOOSG	BOH - SMRP Small Scale Rec/grant 2016	2,923.96	4,350.00	-	-	(12,954.52)	(5,680.56)
SOOSG	BOH - SMR Recycle Enforce Coordinator Gt	408.99	-	-	(262.50)	(97.37)	49.12
OSMW	BOH - Septic Title V Repair Grant	12,594.76	-	-	-	-	12,594.76
SOPS	PD - Local Law Enforcement Grant	85.05	-	-	-	-	85.05
SOPS	PD - Community Policing Grant	4,588.03	-	-	-	-	4,588.03
SOPS	PD - EPS Police Earmark Grant	(3,235.62)	50,000.00	-	-	(19,099.19)	27,665.19
SOPS	F/EMS - Right to Know Law	154.36	-	-	-	-	154.36
SOPS	F/EMS S.A.F.E. FY17	-	-	-	-	-	-
SOPS	F/EMS S.A.F.E. Grant Seniors FY17	-	2,596.00	-	-	(874.86)	1,721.14
SOPS	F/EMS - S.A.F.E. Grant FY17	-	3,951.00	-	(2,080.23)	(1,815.08)	55.69
SOPS	F/EMS - S.A.F.E. Grant	2,813.50	-	-	-	-	2,813.50
SOPS	F/EMS - S.A.F.E. Grant - Seniors	7,218.00	-	-	-	(1,400.00)	5,818.00
SOPS	COMM CTR - PSAP Grant Training FY17	0.00	-	-	-	-	0.00
SOPS	COMM CTR - PSAP Grant Training FY13	-	-	-	-	-	-
SOPS	COMM CTR - PSAP Grant Sup & Inc	0.00	8,827.00	-	-	-	8,827.00
SOPS	COMM CTR - PSAP FY14 Leadership Grt	-	-	-	-	-	-
SOPS	COMM CTR - PSAP FY14 Training/Equip Gt	(18,793.14)	-	-	-	-	(18,793.14)
SOPS	COMM CTR-PSAP FY16 Grant Training/Equip	(10,435.01)	15,699.91	-	-	-	5,264.90
SOPS	COMM CTR-PSAP FY16 Grant sup&inc	(6,754.13)	12,868.13	-	-	-	6,114.00
SOPW	HWY - State Machinery Fund	634.99	-	-	-	-	634.99
SCTC	PRES ELECTION GRANT	-	600.00	-	-	-	600.00

TOWN OF TOWNSEND

**CHANGES IN FUND BALANCE FOR SPECIAL REVENUE FUNDS
JULY 1, 2015 - JUNE 30, 2016**

<u>CODE</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>TRANSFERS INTRA-FUND</u>	<u>TRANSFERS INTER-FUND</u>	<u>EXPENDED PAYROLL</u>	<u>EXPENDED OTHER</u>	<u>ENDING BALANCE</u>
Fund Balance Res. For Petty Cash	1,000.00						1,000.00
Fund Balance Res. For Expenditures	549,792.00		585,646.00	(549,792.00)			585,646.00
Total Fund Balances	\$ 1,611,677.81	\$ 1,437,533.24	1,300.00	(606,692.00)	\$ (282,634.54)	\$ (253,290.67)	1,907,893.84
STABILIZATION FUNDS:							
Stabilization Fund	\$ 1,221,247.85	\$ 20,097.25					\$ 1,241,345.10
Fund Balance Res. For Expenditures	\$ -						\$ -
Stabilization Fund - Capital	165,868.16	3,244.27	200,000.00	(244,950.00)			\$ 124,162.43
Fund Balance Res. For Expenditures	132,780.00			(132,780.00)			\$ -
Total Stabilization Funds Balance	\$ 1,519,896.01		200,000.00	(377,730.00)	\$ -	\$ -	\$ 1,365,507.53
							\$ 3,273,401.37

**TOWN OF TOWNSEND
BALANCE SHEET - CAPITAL PROJECTS
JUNE 30, 2017**

	Genova Land Purchase	Recycle Ctr Upgrade	Capital Road Improv	Capital Budget Items	Capital Purchase Legion	Highway Improv Ch 90	Fire W. Townsend fire Station	Water Ent Capital Fitchburg Rd. Water Tank Res	TOTALS
ASSETS									
Cash		\$83,435.58		\$ 80,759.21	\$ 22,900.00	\$ (35,720.92)	\$ 65,737.28	\$ 349,281.00	\$566,392.15
Due From the Commonwealth	0.08								\$0.08
TOTAL ASSETS	\$ 0.08	\$ 83,435.58	\$ -	\$ 80,759.21	\$ 22,900.00	\$ (35,720.92)	\$ 65,737.28	\$ 349,281.00	\$566,392.23
LIABILITIES									
Warrants Payable									\$0.00
Bond Anticipation Note Payable				530,000.00	159,000.00		200,000.00		\$889,000.00
Deferred Revenue	0.08								\$0.08
TOTAL LIABILITIES	0.08			530,000.00	159,000.00		200,000.00		\$889,000.08
FUND BALANCES									
Undesignated Fund Balance									\$0.00
Reserve for Encumbrances	(0.08)	83,435.58		(449,240.79)	(136,100.00)	(35,720.92)	(134,262.72)	349,281.00	(\$322,607.93)
TOTAL FUND BALANCES	(0.08)	83,435.58		(449,240.79)	(136,100.00)	(35,720.92)	(134,262.72)	349,281.00	(\$322,607.93)
TOTAL LIABILITIES AND FUND BALANCES	\$ -	\$ 83,435.58	\$ -	\$ 80,759.21	\$ 22,900.00	\$ (35,720.92)	\$ 65,737.28	\$ 349,281.00	\$566,392.15
									\$0.00

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
RECONCILIATION OF UNRESERVED RETAINED EARNINGS
JUNE 30, 2017

BEGINNING BALANCE 07/01/15	\$	646,482.48
INCREASES TO RETAINED EARNINGS		
REVERSE PY R/E RESERVED FOR ENCUMBRANCES		1,155.00
REVERSE PY R/E RESERVED FOR CONT APPROP		957,745.07
REVERSE PY R/E RESERVED FOR EXPENDITURES		115,000.00
REVERSE PY R/E RESERVED FOR PETTY CASH		250.00
REVENUE RECEIVED		1,169,856.36
REVENUE RECEIVED - MISC RECEIPTS		-
OTHER FINANCING SOURCES - EARNINGS ON INVEST		3,364.60
DECREASES TO RETAINED EARNINGS		
ESTABLISH RESERVE FOR CONTINUED APPROP.		(869,252.99)
ESTABLISH RESERVE FOR ENCUMBRANCES		(16,100.00)
ESTABLISH RESERVE FOR EXPENDITURES		
ESTABLISH RESERVE FOR PETTY CASH		(250.00)
EXPENDITURES		(757,755.46)
OTHER FINANCING USES - REIMB TO GENERAL FUND		(625,763.40)
ENDING BALANCE 06/30/16	\$	624,731.66
		=====

**TOWN OF TOWNSEND
TRUST FUNDS COMBINED BALANCE SHEET
JUNE 30, 2017**

ASSETS	NON EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	TOTAL
Cash, Restricted	\$ 360,193.11	\$0.00	\$360,193.11
Cash, Unrestricted	-	221,266.07	221,266.07
Due From Other Funds	-	-	-
TOTAL ASSETS	360,193.11	221,266.07	581,459.18
=====			
LIABILITIES			
Warrants Payable	-	65.91	65.91
TOTAL LIABILITIES	-	65.91	65.91
FUND BALANCES			
Amanda E Dwight Poor Fund	-	84,827.99	84,827.99
Albert J Atwood Worthy Fund	16,000.71	7,045.85	23,046.56
Abram S French Welfare Fund	10,000.00	4,216.71	14,216.71
Susan Wilson Worthy Fund	634.00	3,925.45	4,559.45
Charles A Sloan Memorial Fund	7,507.50	413.48	7,920.98
Maria L Lane School Fund	1,500.00	7.78	1,507.78
Spaulding Alumni Fund	1,500.00	3,265.21	4,765.21
Francis E Boucher Memorial Fund	600.00	1,331.38	1,931.38
Amanda E Dwight Library Fund	-	20,180.81	20,180.81
Stephen Coffey Library Fund	500.00	322.82	822.82
Charles Emery Library Fund	500.00	540.04	1,040.04
Lorraine Peterson Library Fund	368.00	559.37	927.37
Mary Worcester Library Fund	5,000.00	3,011.14	8,011.14
Townsend Grange Library Fund	100.00	159.72	259.72
Walter & Beuhla Murray Fund	500.00	653.67	1,153.67
Frances Rafferty Library Fund	4,500.00	345.03	4,845.03
H.A.R.T. Library Donations	-	1,005.23	1,005.23
Hale Memorial Library Trust	917.00	82.20	999.20
Amanda E Dwight Entertainment Fund	-	4,176.42	4,176.42
M E Homer W.T. Reading Room	10,000.00	11,135.15	21,135.15
W Townsend Reading Room Grange	200.00	42.47	242.47
John Birney Blood Monument Fund	5,055.85	2,863.70	7,919.55
Memorial Common	1,400.00	77.48	1,477.48
Charles & Gertrude Packard Parks	5,000.00	524.61	5,524.61
Bandstand Fund	3,026.50	1,028.30	4,054.80
Amanda E Dwight Cemetery Fund	-	8,684.01	8,684.01
Cemetery Perpetual Care	270,052.61	17,668.23	287,720.84
Maude Hyde Gates Cemetery Fund	500.00	403.37	903.37
Joel Giles Cemetery Fund	2,200.00	1,264.54	3,464.54
James N Tucker Cemetery Fund	500.00	51.32	551.32
Combined Floral Funds	6,725.00	1,261.56	7,986.56
M C MacEarchern Memorial Fund	-	4,314.84	4,314.84
Conservation Fund	-	38,112.86	38,112.86
Memorial Hall Preservation	-	1,986.60	1,986.60
Town Common Holiday Lighting	-	1,116.78	1,116.78
TOTAL FUND BALANCES	354,787.17	226,606.12	581,393.29
TOTAL LIABILITIES AND FUND BALANCES	\$354,787.17	\$226,672.03	\$581,459.20
=====			

TOWN OF TOWNSEND
 CHANGES IN FUND BALANCE FOR EXPENDABLE TRUST FUNDS
 JULY 1, 2016 - JUNE 30, 2017

NAME	BALANCE JULY 1, 2016	INVESTMENT INCOME	OTHER RECEIPTS	EXPENDED OTHER	EXPENDED PAYROLL	BALANCE JUNE 30, 2017
Amanda E Dwight Entertainment Fund	3,333.27	2,093.15		(1,250.00)	-	4,176.42
Conservation Fund	32,626.95	485.91	5,000.00		-	38,112.86
Memorial Hall Preservation	1,957.44	29.16			-	1,986.60
W. Townsend Reading Rm Grange	38.90	3.57			-	42.47
M E Homer W.T. Reading Rm	10,807.91	327.24			-	11,135.15
Amanda Dwight Cemetery Fund	7,193.19	1,490.82			-	8,684.01
Joel Giles Cemetery Fund	1,213.72	50.82			-	1,264.54
Maude Hyde Gates Cemetery Fund	390.15	13.22			-	403.37
Combined Floral Funds	1,236.97	322.59		(298.00)	-	1,261.56
Cemetery Perpetual Care	15,531.89	3,973.39		(7,242.99)	-	12,262.29
James N Tucker Cemetery Fund	43.25	8.07			-	51.32
Stephen Coffey Library Fund	310.74	12.08			-	322.82
Amanda E Dwight Library Fund	16,971.43	3,209.38			-	20,180.81
Charles Emery Library Fund	524.80	15.24			-	540.04
Townsend Grange Library Fund	155.91	3.81			-	159.72
Hale Memorial Library Trust	67.55	14.65			-	82.20
H.A.R.T. Library Donations	691.24	809.21	1,593.78	(2,089.02)	-	1,005.21
Lorraine Peterson Library Fund	545.77	13.60			-	559.37
Mary Worcester Library Fund	2,886.40	124.74			-	3,011.14
Walter & Beulah Murray Library	636.71	16.96			-	653.67
Frances Rafferty Library Fund	262.43	82.60			-	345.03
Banstand Fund	968.52	59.78			-	1,028.30
John Birney Blood Monument Fund	2,741.70	122.00			-	2,863.70
Town Common Holiday Lights	1,361.38	31.82		(276.42)	-	1,116.78
Memorial Common	46.94	30.54			-	77.48
Charles & Gertrude Packard Parks	577.86	83.08		(136.33)	-	524.61
M C MacEarchern Memorial Fund	4,251.53	63.31			-	4,314.84
Albert J Atwood Worthy Fund	9,144.13	406.72		(2,505.00)	-	7,045.85
Susan Wilson Worthy Fund	3,858.53	66.92			-	3,925.45
Abram S French Welfare Fund	4,051.47	165.24			-	4,216.71
Charles A Sloan Memorial Fund	297.23	116.25			-	413.48
Maria L Lane School Fund	478.32	29.46		(500.00)	-	7.78
Francis E Boucher Mem. Fund	1,303.02	28.36			-	1,331.38
Spaulding Alumni Fund	3,195.30	69.91			-	3,265.21
Amanda E Dwight Worthy Fund	\$ 81,379.97	\$ 3,448.02			\$ -	\$ 84,827.99
Total Fund Balances	\$ 211,082.52	\$ 17,821.62	\$ 6,593.78	\$ (14,297.76)	\$ -	\$ 221,200.16

TOWN OF TOWNSEND
STATEMENT OF LONG TERM OBLIGATIONS
JUNE 30, 2016

		BONDS PAYABLE	Capital Leases Payable
GENERAL OBLIGATION BOND - REFUNDED			
Memorial Hall/ Conservation Land/ Water/Fire Truck			
Original Loan: \$2,882,000.00			
Dated June 15, 1999			
New Funding: \$765,000.00			
Declining Principal			
Due 12/15/1999 - 12/15/2017	BALANCE:	\$	210,000.00
GENERAL OBLIGATION BOND			
Harbor Fire Station/6 & 13 Elm/Landfill Capping			
Original Loan: \$3,374,000.00			
Dated June 15, 2004			
Declining Principal			
Due 12/15/2004 - 06/15/2024	BALANCE:		1,045,000.00
WATER POLLUTION ABATEMENT TRUST			
Title V Homeowner Loan Program			
Original Loan: \$196,061.00			
Dated February 1, 1999			
Declining Principal			
Due 08/01/2002 - 08/01/2019	BALANCE:		32,349.00
WATER POLLUTION ABATEMENT TRUST			
Title V Homeowner Loan Program - Grant II			
Original Loan: \$138,182.00			
Dated February 1, 2004			
Declining Principal			
Due 08/01/2004 - 08/01/2022	BALANCE:		43,718.00
WATER POLLUTION ABATEMENT TRUST			
Title V Homeowner Loan Program - Grant III			
Original Loan: \$190,499.50			
Dated December 14, 2007			
Declining Principal			
Due 07/15/2008 - 07/15/2027	BALANCE		104,774.50
WATER POLLUTION ABATEMENT TRUST			
Water Ent - East Side Improvement - Phase I			
Original Loan: \$695,639.00			
Dated November 16, 2005			
Declining Principal			
Due 07/15/2006 - 07/15/2025	BALANCE:		349,022.00
WATER POLLUTION ABATEMENT TRUST			
Water Ent - East Side Improvement - Phase II			
Original Loan: \$1,035,361.00			
Dated December 14, 2006			
Declining Principal			
Due 07/15/2007 - 07/15/2026	BALANCE:		558,173.73
CAPITAL LEASES PAYABLE			
Community Leasing Partners			
2016 Dodge D4500			
Original Financing \$196,072.78 for 3 years			
Declining Principal			
Due 03/15/2017 - 03/15/2019	BALANCE:	\$	135,739.78
		\$	2,343,037.23
		\$	135,739.78

POLICE DEPARTMENT

Dear Residents and Business Owners of the Town of Townsend:

I am pleased to offer this report to the residents and business owners in the Town of Townsend. In April 2017, I was honored to be selected as the interim chief of the department and even more so in October 2017, when the Board of Selectman put their faith in me to lead the department on a permanent basis. A significant task I undertook was the selection of a deputy chief. From a strong field of candidates, that included seven sitting chiefs, Chief James “Jay” Sartell of the Hollis New Hampshire Police Department was selected as deputy chief. Hollis is very similar to Townsend and having worked with Deputy Chief Sartell, I knew he would be a great fit for our town. His wealth of expertise in police technology and modern police practices will be an asset to Townsend for years to come. I look forward to working with him to improve the policies, practices, and operating standards of the department.

The past year has been one of challenges, change and rebuilding at the Townsend Police Department. Unfortunately, there were some events that made the headlines and created distractions for the department. Absences due to injuries have also impact the department – since February 2017, at least one member of the department has been on injury leave. When absences occur, it can burden staff in a small department as officers need to fill shifts on overtime. The members of the Townsend Police Department willingly stepped up to make sure the safety of the Town was assured at all time.



In August 2017, Amy Wolfgang formerly a dispatcher in the Townsend Police Communications Center, assumed the role of administrative assistant after Samantha Morris moved on to the Hollis Police Department.

A significant change which affected department operations was the switch to regional dispatch. In late 2016, the town made the decision to move to regional dispatch. Correspondence shows that communications and radio systems were a concern for both police and fire for a number of years. The Massachusetts E911 office has been promoting regionalization and providing incentives for a number of years. Faced with inconsistent radio coverage, aging equipment, and lack of appropriate staffing levels to meet current best practices joining a regional center was deemed to be the best solution. The switchover

began in early 2017 and will be finalized in 2018. As with any change there have been some growing pains during the conversion. Both myself, Deputy Sartell, and Fire Chief Boynton, along town IT staff members Bob O’Keefe and Bassem Award have been meeting consistently with the staff of the Nashoba Valley Regional Emergency Communication Center, attending operational committee meetings, and meeting with vendors to ensure the best possible communications services to the town.

When the Communication Center moved, there was a loss of personnel at the front desk. In December 2017, former Sergeant Cheryl Stevenson, who was working on a per diem basis, was selected to continue to fill shifts on a regular basis to greet the public and offer assistance to community members coming to the police station. This position will also be utilized for data entry as well as a variety of records management duties.

After an analysis of coverage, supervisory needs, and service delivery, the shift for the lieutenant's position was changed from Monday - Friday day shift, to Tuesday - Saturday early night shift. This allows community members to make appointments during the evening hours and increases supervision at nights and on weekends when typically, incidents occur that benefit from having supervisors on duty.



A review of past practices showed that several software programs that had been purchased were not being utilized, policies and procedures were out of date, accounting practices needed updating, training and equipment databases needed to be established, the vehicle fleet needed to be adjusted, Tasers needed updating, grants were not being applied for, coding of calls required updating and standardization, filing and organization needed attention, data collection needed to be standardized and activity monitored, and grants applied for. Many of these efforts have been addressed, are under review, or the changes underway. I expect department modernization will be the primary focus of the department for the next several years.

Bullet proof vests were purchased through a grant and a second wave of grant supported vests will be purchased in 2018. Traffic Safety grants were applied for and grants received to increase safety on our roadways. These grants allow for special traffic enforcement strategies to be implemented throughout the year.

The school year started with a threat of violence which was quickly addressed. To ensure a safe opening day, the department enlisted the support of the Northeast Massachusetts Law Enforcement Council (NEMLEC). Having membership in NEMLEC allows the department to access equipment and resources that would otherwise be unattainable in a small community.



To address the Opioid Epidemic the department collaborated with the Community Outreach Initiative Network, COIN, a 10-community initiative to support a grant for recovery coaches. Sergeant Mattson has been attending meetings with me to ensure that we are use all possible

resources for diversion and referrals. The department is also a member of the Police Assisted Addiction and Recovery Initiative (PAARI) which provides Narcan free of charge to police departments, educational programming for officers and community members, and resources to support communities. We have also been actively supporting the efforts of NM Cares as it seeks to educate our community of substance use and mental health disorders. In November, Officer Jeffrey Giles spearheaded “No Shave November” and the community graciously donated funds for NM Cares.

The department also joined the One Mind campaign promoted by the International Association of Chiefs of Police and in 2018 will be providing training to increase the capacity of the department to provide services to the community.

The department participated in a National Drug Take Back Day and safely disposed of over 4,800 prescription medications. While the department has a “drug” box in the lobby year-round, participating in the national events focuses attention on the need to ensure unused and unwanted medications do not fall into the wrong hands.



For the first time ever, the department participated in National Night Out, this event held in August is a way for police departments to connect with their communities, allow businesses, town departments, and non-profits to showcase their offering and services, and provide an evening filled with games and activities for community members. Without the support of the community, this event would not have been possible.



Throughout the year I have made it a personal commitment to attend as many community events and meetings as possible. I believe in a holistic approach to policing and ensuring that all community members have access to and feel comfortable with police officers. To that end, department members have attended band concerts, family days, the town picnic, and festivals, recreation and sports



programs, high school presentations, community reader day, Halloween activities, library events, VFW gatherings, the Memorial Day parade and Veterans Day ceremony, senior activities, church dinners, opioid educational events, tenant association meetings, and

town board and committee meetings. The department hosted a Child Passenger Safety Check-up event, assisted by Nicole Carter of the fire department, Officer Rochette led bike safety talks for the recreation department, Office Jimmy Marchand stopped in often at the library, and the department once again was honored to host the senior picnic.

At the end of the year the station received a much-needed paint job. Thank you to the town for supporting this expenditure and to Mark Mercurio, assisted by Brian Mayer who coordinated the painting of the building (and kept it maintained throughout the year).

The police department is just one component of town government. We would not be successful without the support and guidance from other town departments and boards such as finance, the Treasurer, school department, the Town Clerk and the Town Administrator's office. Your assistance is greatly appreciated. Community members, like Joy Niemiera who donated tourniquets to the department, Owen who brought us donuts for "one of his three good deeds", and those that brought wreaths, pies, coffee, and visited us during year are a source of support and so are you. We value everyone who is doing their job to keep Townsend safe.

In addition to community outreach we are actively monitoring calls for services and other related data.

The charts and tables on the following pages show police calls for service, arrests, and motor vehicle stops from FY14 - FY18, along will calls for certain categories. You might notice the significant differences year

over year. There have been a number of changes made coding "calls for service" made after April 2017 that affected the numbers. We are currently in the process of converting our records management system. The project is expected to be completed in 2018 at which time we will determine if a true baseline can be set. In order to compensate for the changeover, department personnel are continually reviewing data to improve deployment and to provide the best service possible to the community.



Chart 1: Calls for Service FY14-FY18

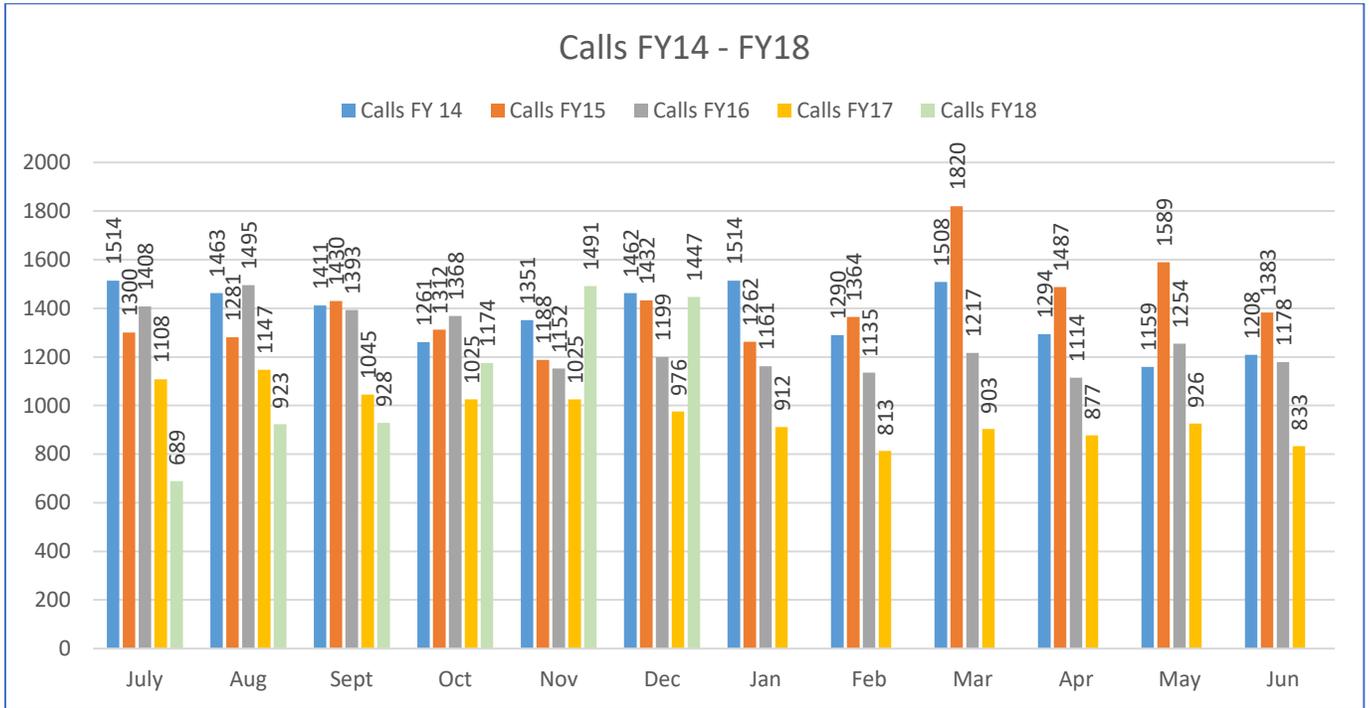


Chart 2: Arrest FY14-Dec 18

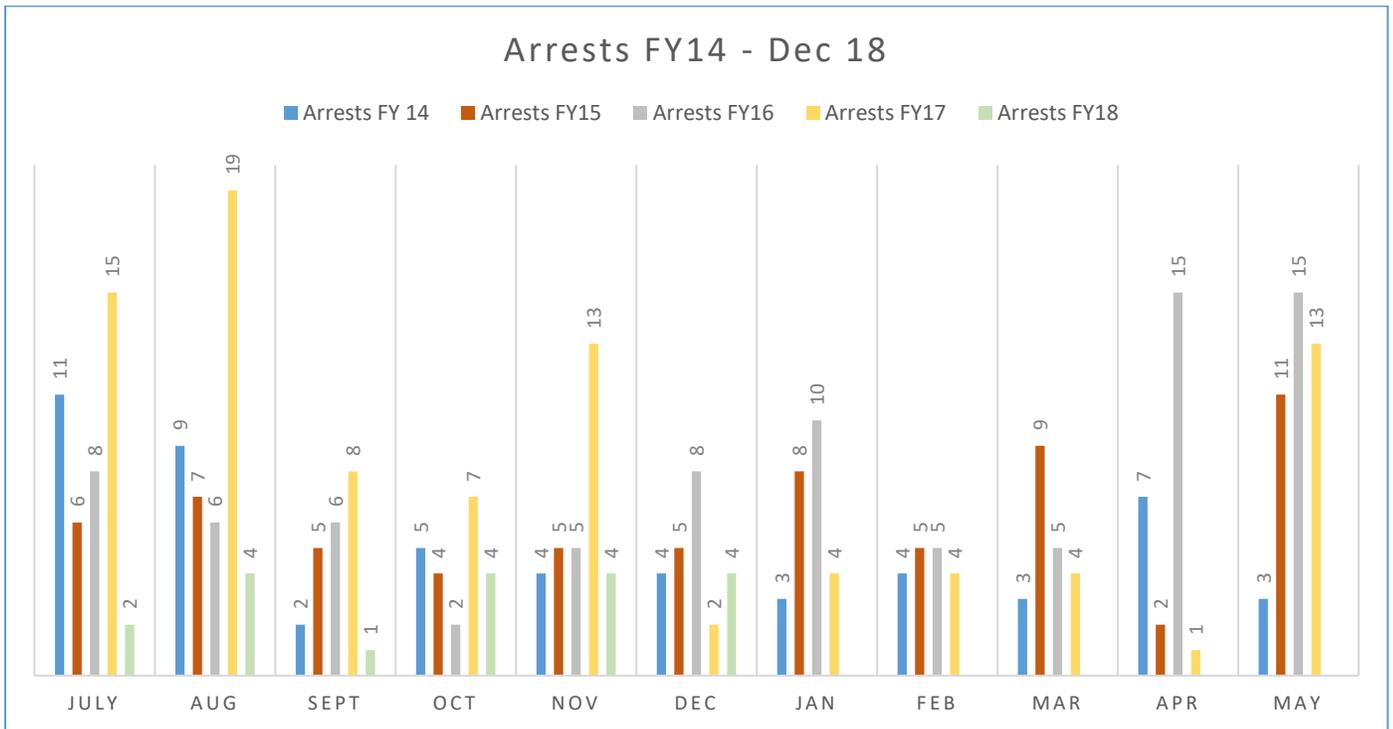


Chart 3: Motor Vehicle Stops FY14-Dec 2018

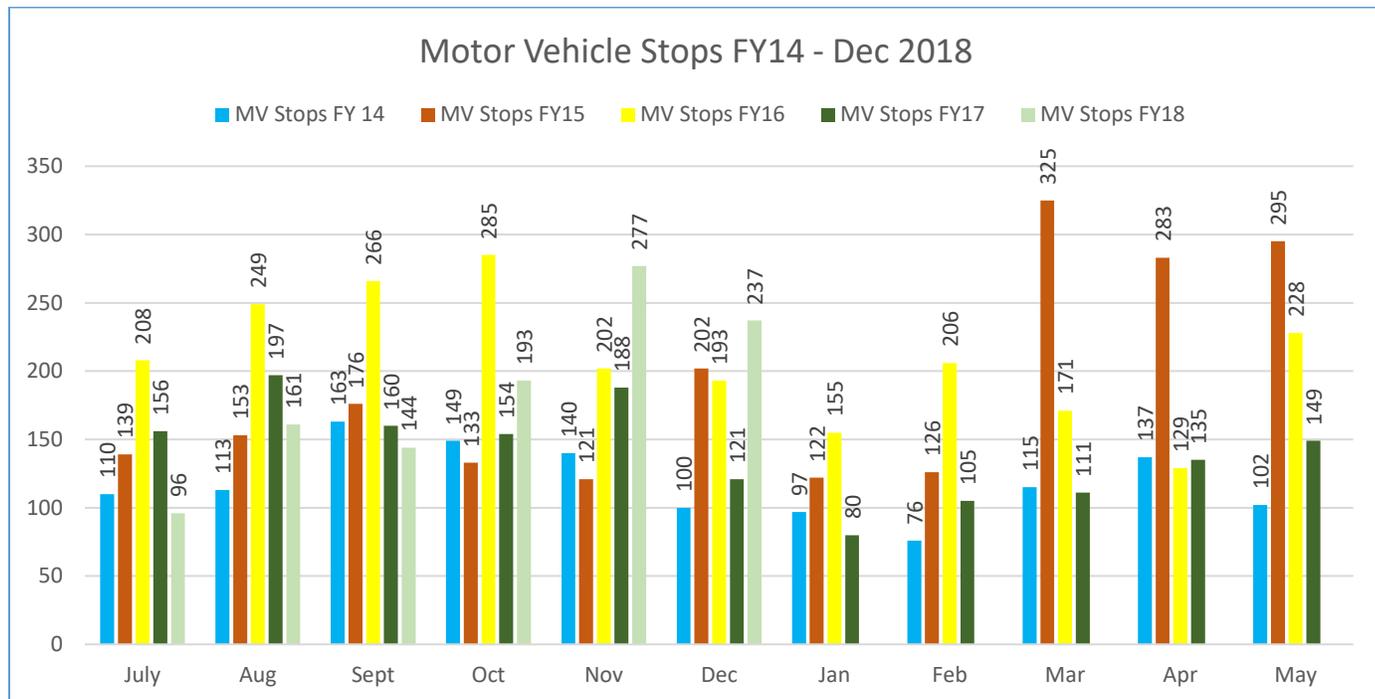


Table 1: Calls by Type

Call Type	FY14	FY15	FY16	FY17
209A	12	10	10	9
Alarm (Burglar)	258	239	190	228
Ambulance Call	626	677	628	672
Assist Another Agency	217	301	308	113
Breaking and Entering	37	24	13	23
Breaking and Entering Motor Vehicle	22	34	7	24
Domestic	132	57	82	67
Mental Health	23	22	33	11
MV Complaint	333	373	440	259
MV Injury Crash	46	44	46	60
MV Non-Injury Crash	170	170	138	148
Total of listed call types	1,876	1,951	1,895	1,614

Table 2: Officer Initiated Activity

Activity Type	FY14	FY15	FY16	FY17
Area Check	2,248	2,339	2,489	0
Community Policing				377
Building Check	3,346	2,662	1,097	4,095
Foot Patrol	1,936	1,586	1,416	5
Motor Vehicle Stops	1,480	2,423	2,564	1,901
Radar	1,732	1,790	1,611	854
Total of listed activity types	10,742	10,800	9,177	7,232

Respectfully Submitted:



Richard B. Bailey
Townsend Police Department

FIRE-EMS DEPARTMENT

Townsend Fire Department celebrated its 142nd birthday on December 13th of 2017. For 129 years the historic fire stations of Townsend remained unchanged. In 2004 the Harbor Station was replaced under the Direction of Chief Jack Collins with land donated by the Shepherd family. We were fortunate to build a new state of the art central station in 2015 thanks to a generous donation by Al Stone and Sterilite Corporation funding the building with Gary Shepard donating the furnishings and funding an easement for additional land. In November of 2017 we broke ground in West Townsend to replace the last of the original three fire stations strategically located in each of the town's villages. The modern day station is designed to last another century and scheduled to be completed by the summer of 2018.

Although it took between 129 and 142 years for the building to change the equipment, strategies, tactics, training and technology have evolved significantly over the years. With call volumes at a record high it is time for the staffing strategy to evolve to meet the needs of the community today and into the future. Our personnel are well trained and equipped with some of the best equipment money can buy. Over the last 100 years we have seen the fire protection and EMS response strategy evolve across the country. Starting with the first fire department in the country founded by Benjamin Franklin the traditional model depended on volunteers to respond to answer emergency calls. These were the days when department members lived and worked within the community. Employers allowed individuals to leave work to answer the occasional emergency calls and routinely compensated them for this time serving and protecting the community. These were the days when annual call volume was in the hundreds not the thousands. Nights and weekends were free time spent with family and friends.

Today all us struggle to find the time in our busy lives to fit in all the commitments we have for work and family. For these reason fire departments have seen a significant decline in volunteers over the last 30 years. Most no longer work in the town they live in, very few employers will allow employees to leave work to respond to fire calls several times a week and even less compensate their personnel for this time. Most people do not have the time to attend the hundreds of hours that are now required for training and meetings that occur on nights and weekends. In an effort to prolong the volunteer staffing model as long as possible most department across the country now compensate personnel in some form or fashion. The unpaid "volunteer" firefighter evolved into the "paid-on-call" firefighter.

Although the compensation helps with the financial burdens of loss wages rarely is it sufficient to compete with other commitments in people's lives. As a result Townsend, like most Fire-EMS Department is struggling to recruit and maintain members.

The next step departments traditionally have taken to address lack of personnel during the work week is to hire full-time personnel to staff the station during the day when call volumes are high. Townsend did this many years ago when Fire and EMS were separate departments. Standalone EMS Departments that only provide ambulance service and are not part of a Fire Department the first step in answering the staffing problem has been hiring part-time personnel often referred to as per diem personnel. These personnel staff the ambulance and provide immediate response. Some only staff during the day while many staff 24/7. In 2007 Townsend Fire and EMS were combined into one department under the direction of the Fire Chief.

A natural fit and a step many towns make to be more efficient. During that transition many times the per diem positions transition to full-time positions cross trained in firefighting and EMS to increase quality, efficiency and reliability of service.

It is very difficult to find part time people willing to work nights, weekends and holidays. Eight full-time personnel can provide reliable 24/7 staffing of two personnel on duty at all times. Per diem services need 25-30 personnel to provide the same staffing. More personnel working less hours with less incentive inevitably results in a less reliability and lower quality of service. Simply stated full-time staff typically have a higher level of dedication than part-time personnel that are supplementing there income.

When Townsend merged Fire and EMS the two department came together under one department head but the staffing strategy and organizations essentially remained the same. Fire continued to staff full-time personnel during the day and rely on paid-on-call members nights and weekends. EMS continued to be staffed with per diem personnel.

Over the past several years steps have been taken to complete the merge of these two services. In 2016 a Full-time Captain was hired certified as a firefighter and a paramedic to manage the EMS operations. Per diem and paid-on-call Personnel that are trained in both fire and ems are now allowed to cross staff and respond to the first call for service whether it be a fire or a medical emergency.

Our fire staffing is strong with full-time cross trained personnel covering the days when paid-on-call personnel are unavailable due to work commitments. Nights and weekends we continue to rely on paid-on-call personnel and experience delays as they respond from home. On the EMS side we are struggling to staff two paramedics 24/7, continued dependence on per diem personnel is failing. In 2017 234 hours were short staffed with only one paramedic on duty. Two 251 hours we were unable to find a per diem paramedic to cover the shift and dropped from advanced life support (ALS) to basic life support (BLS) level of service.

In 2018 Fire-EMS will be presenting a strategic plan to complete the merge of the two departments to effectively and reliably provide immediate response to all calls for service. This will be done by transitioning from relying on a combination of paid-on-call, per diem and full-time staff for initial response to a modern staffing strategy of full-time personnel. This would provide immediately response to all call for service supplemented by paid-on-call and per diem staff. Although the cost will increase slightly the reliability and quality will increase significantly.

Respectfully submitted by,
Mark R. Boynton, *Fire-EMS Chief*

TOWNSEND EMERGENCY MANAGEMENT AGENCY

“Prepare Plan Protect Preserve”

Plan, Prepare, Protect, Preserve. This is the mission of the Townsend Emergency Management Agency. Fortunately, we have not had any severe disasters this year. However, that does not mean that we can let down our guard and lessen our readiness. Plan and Prepare is fifty percent of our mission and we have worked very hard this year to do this. We have attended programs in town including Earth Day, National Night Out, and Touch-A-Truck to allow residents to become familiar with our preparedness capabilities. We also made our new handbook available to residents.

Progress has been very slow on our renovations to the garage. Hopefully we will complete this project soon. However, we were able to complete the generator Grant and we have installed a much needed generator at Atwood Acres and we now have a heavy duty portable generator available for use during emergencies.

I continue to attend local, regional and state meetings and conferences and work with representatives of these groups. I am also working on making training sessions available for TEMA members. This will initially be expensive but will result in a well trained, emergency ready team. Deputy Directors Tom Whittier and Mike Grimley work with me and provide help and support which is greatly appreciated.

However, for our town to be truly ready, you must do your part! PLEASE have "go bags" ready for your family including your pets. Whether you are asked to "shelter in place" or to evacuate immediately having these ready will be essential. I am available if you or any group would like help in your preparations.

Respectfully submitted by,
Shirley Coit, *Emergency Management Director*



HIGHWAY DEPARTMENT

The Highway Department is responsible for the maintenance and repair of the Town's infrastructure. The work includes: sidewalk maintenance, pothole repair, street sign installation and replacement, brush trimming, catch basin repairs and cleaning, street sweeping, roadway patching, culvert replacement and winter operations. This workload is completed by one superintendent and three Heavy Equipment Operators.

Major roadway repairs, paving and sidewalk replacement are completed using MassDOT's Chapter 90 program.

Street Sweeping/Catch Basin Cleaning: The Highway Department performs a comprehensive town wide street sweeping operation annually (164 lane miles). This minimizes the entry of sand into the drainage system and helps keep environmental impacts to a minimum. The removal of sand and debris from the town's catch basins (750) remains important. We attempt to clean all catch basins in a three year cycle with the priority being Timberlee Park and Pine Tree Haven.

Roadway Asphalt Repairs and Overlays:

- Mason Road: milled and resurfaced at a cost of \$109,315.87
- Proctor Road: milled and resurfaced at a cost of \$145,496.53

As always, pothole patching continued throughout the year. Approximately 305 tons of asphalt was placed throughout the year for pothole repairs and minor overlays.

Waste Oil Collection: 346 gallons of waste oil were collected from January through December of 2017. Waste oil is only collected on the first Saturday of every other month. If a holiday falls on the Friday before the first Saturday or during that weekend, then waste oil will be collected on the second Saturday of that month. Please check the town's web site for dates and times.

Construction Goals for 2018: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to pave Bayberry Hill Road and Meetinghouse Hill Road (off Highland Street) as well as Clement Road.

Winter Operations: During the winter of FY17 the Highway Department was called out to salt and/or plow 27 times. Of those 27, twelve were events that required plowing. Snow and ice operations were completed by Highway staff, Cemetery personnel and hired contractors. Sidewalks are cleared only after the roads are cleared and safe.

Sand is available to town residents at the highway garage located at 177 Main Street at the rear left corner of the lot. The sand is mixed with salt which keeps the sand from freezing solid.

My continued thanks go out to my staff, Keith Letourneau, Matt Brady and Ron Eggleston , Heavy Equipment Operators, and Wayne Thomas, Fleet Maintenance Mechanic for all the hard work they perform throughout the year.

Respectfully submitted by,
James Smith, *Highway Superintendent*

WATER DEPARTMENT

The Water Department is pleased to submit its annual report for the year 2017. This year we pumped a total of 195,969,599 gallons of water that supplied approximately 6,500 customers. Also, 11,043 gallons of Sodium Hydroxide was used to treat the water pumped from all well sites in order to maintain a neutral P.H. for the purpose of corrosion control.

Recorded Pumpage For 2017

Annual Statistical Data	Main St. Pumping Station	Cross St. Pumping Station	Harbor Trace Pumping Station	Witch's Brook Well # 1	Witch's Brook Well # 2	Source Totals
Total Days Pumped - January	5	0	22	0	27	31
Total Days Pumped - February	0	0	22	0	21	28
Total Days Pumped - March	0	0	28	0	27	31
Total Days Pumped - April	6	0	27	0	28	30
Total Days Pumped - May	24	0	26	0	16	31
Total Days Pumped - June	20	0	29	0	18	30
Total Days Pumped - July	9	0	30	7	16	31
Total Days Pumped - August	5	0	30	27	10	31
Total Days Pumped - September	3	0	30	21	10	30
Total Days Pumped - October	1	0	29	20	15	31
Total Days Pumped - November	2	0	27	22	11	30
Total Days Pumped - December	3	0	31	14	23	31

Total Pumpage (MG) - January	0.903	0	4.836	0	6.696	12.435
Total Pumpage (MG) - February	0	0	6.501	0	4.395	10.896
Total Pumpage (MG) - March	0	0	7.963	0	4.898	12.861
Total Pumpage (MG) - April	1.035	0	6.560	0	6.019	13.615
Total Pumpage (MG) - May	5.901	0	8.236	0	2.614	16.751
Total Pumpage (MG) - June	6.093	0	9.840	0	5.405	21.338
Total Pumpage (MG) - July	2.753	0	12.575	2.273	5.345	22.946
Total Pumpage (MG) - August	0.669	0	10.130	7.038	3.051	20.888
Total Pumpage (MG) - September	0.124	0	8.845	6.881	3.441	19.291
Total Pumpage (MG) - October	0.021	0	7.686	5.152	4.079	16.937
Total Pumpage (MG) - November	0.017	0	7.153	3.791	2.739	13.700
Total Pumpage (MG) - December	0.080	0	7.776	2.415	4.040	14.311

Total Pumping Days	78	0	331	111	222	
Total Pumpage (MGY)	17.597	0	98.101	27.400	52.722	195.970
Average Daily Pumpage (MGD)	0.048	0	0.269	0.075	0.144	0.537
Maximum Daily Pumpage (MGD)	0.500	0	0.657	0.565	0.778	1.140

MGY= Million Gallons per Year MGD=Million Gallons per Day. Pumped amounts are in million gallons, i.e. 4.060 = 4,060,000 gallons

PROJECTS/IMPROVEMENTS

- *Main St. Pump Station:* The original 50 HP split case pump was replaced with a new verticle inline pump. In addition retrofitting of existing piping was required, a new check valve installed and two new 6" gate valves were installed.
- *Water Main Cleaning:* Customers in the West Townsend area had been periodically experiencing "rusty" discoloration to their water primarily on Main St. between Pearl Brook Rd. and Wheeler Rd. A fairly new concept in main cleaning called "ice pigging" was looked into and observed in Pepperell with good results. This method has proven to be less costly and customers service has been restored quicker. This method was attempted on the section mentioned above and on New Fitchburg Rd. Unfortunately, we did not have the results we were hoping for with customers still experiencing discolored water. We performed additional flushing in an attempt to resolve the situation but, with only temporary results. We negotiated a second round of cleaning in the fall at no cost with the same company but, again with only minimal improvement. We are looking into securing funding to replace the main in 2018.

Rehabilitation of The Fitchburg Rd. Storage Tank: Invitation For Bids went out for the total rehabilitation of the Fitchburg Rd. storage tank and was awarded to Atlas Painting and Sheeting Co. out of New York. At a total cost of \$469,000. The project was completed in June 2017.

- *Witch's Brook Well 1:* Electrical repairs and improvements were completed by LaFleur Electric such as; installing new 480 volt electric service including conductors, main circuit breaker metering, grounding, surge protection system, new step down lighting transformer and 120/208 volt panel, new variable frequency drive (VFD) and new feeder branch circuit wiring and the well was put back online at improved output.
- *West Meadow Rd. Booster Station:* The Main Control panel was replaced. This essentially controls the operation of the pumps, which pump runs according to demand and to maintain a certain pressure.
- *System Mapping:* We have been working on getting our system maps and service tie cards on electronic format. This year we took advantage of a state wide mapping inventory project grant offered through the Massachusetts Department of Environmental Protection (MassDEP). Fortunately, our engineering firm of Tighe and Bond was working with the MassDEP on this project and developed a GIS database and overview map of the distribution system. From there we can add maps to the database and expand on this by incorporating a multitude of information to be readily accessible.

REGULATORY

Again in 2017 we continued to meet the constant changes in state and federal regulations to provide our customers with safe healthy drinking water.

- *Outside Water Use Restrictions:* This is one regulation that takes effect annually and, has become mandated by the state, Massachusetts Department of Environmental Protection (MassDEP). The purpose of this regulation is to protect, preserve, and maintain public health, safety, welfare and the

environment whenever it is necessary to enforce a state of Water Supply Emergency by ensuring there is an adequate supply of water for drinking and fire protection and to protect the quantity and quality of water in local aquatic habitats such as lakes, rivers, ponds, streams and, wetlands. Water restrictions go into effect on May 1st and end September 30th. Odd numbered addresses can water on odd numbered days, even numbered addresses on even numbered days. **ABSOLUTELY NO OUTDOOR WATER USE EVERY DAY ALL ADDRESSES BETWEEN THE HOURS OF 9:00 AM – 5:00 PM.**

GENERAL MAINTENANCE

Maintenance of the distribution system consists of approximately 50 miles of water main, 2,000 service connections, serving a population of approximately 6,500 residents, 356 hydrants, 5 pumping stations with treatment for corrosion control, 2 storage tanks, a Booster Station and an office/garage.

- Water main flushing was conducted in the spring and in the fall to maintain and improve water quality. Flushing mains is done by a process called uni-directional flushing. Uni-directional flushing is done by starting at our storage tanks and isolating sections of main by shutting off designated valves then using one or more hydrants that section is flushed at a rate that creates a “scouring” effect to clean the inner walls of the main. This process is repeated to the end of the system.
- As one of approximately 60 members of the Northeast Merrimack Valley Consortium we attend meetings between February and May to discuss any concerns with water treatment chemicals and solicit and award bids as a group to get the best price for a wide range of treatment chemicals.
- As part of our ongoing Cross Connection Control Program, annual and semi-annual testing was performed on all commercial, industrial and municipal backflow prevention devices. These devices are designed to prevent any non-potable substance from contacting and contaminating the public water supply. Regular testing and proper maintenance of these devices is essential in protecting public health.
- 8 new water services were installed. Leaks were repaired as found, hydrants were repaired and replaced as needed. Meter valves and, meters were replaced as needed.
- Water Department personnel repaired, raised/lowered, replaced or, straightened main line gate boxes as needed.
- As a member of Dig Safe, we are electronically notified prior to any excavation performed within the distribution system. This allows Water Department personnel to locate and mark all water lines in the area of excavation before work begins preventing any damage to the system. Water Department personnel responded to and marked out 336 dig safe requests.
- We constantly monitor the protection area around our sources to prevent contamination of the ground water that influences our wells.
- Water Department personnel work diligently to clear snow away from hydrants for easier quicker access. Unfortunately, at times due to the size and frequency of the storms it could be several days to a couple of weeks before we can get to ALL the hydrants. Business owners and residents are

encouraged to keep hydrants in front of or, close to their home or business cleared out. We appreciate your assistance and please be safe. Always wear bright colored clothing when working close to a roadway.

WATER QUALITY

- All State and Federal required water quality testing for over 100 regulated and unregulated contaminants was performed. Samples taken for analysis include Nitrate, Nitrite, Perchlorate, Secondary Contaminants, Synthetic Organic Compounds (SOC's), Volatile Organic Compounds (VOC's), Inorganic Compounds (IOC's), Sodium, Radium, Lead & Copper and monthly Bacteriological Analysis. We are happy to report that water quality for the residents and businesses of Townsend continues to meet or exceed all state and federal standards.



EDUCATION

- As required by the Massachusetts Department of Environmental Protection (MassDEP) seminars and classes were attended by operations personnel and the Superintendent to further education in the water industry and to stay current with changing regulations, new technology, new products and, to accrue mandated total contact hours (TCH'S) in order to retain state and federal required operator's licenses in the areas of distribution and treatment. Water Department's are strictly monitored by the state and subject to random audits to assure that employees possess the required licenses and total contact hours (TCH's).

DID YOU KNOW?

- The total cost to operate your Water Department comes strictly from "water receipts" (customers paying their bills). No amount of property tax revenue is used to operate the Water Department.
- If you were to break your bill down to cost/gallon, you would find that you pay less than 1 cent/gallon of water used. This amount covers costs such as but, not limited to, operation and maintenance of equipment to pump water from the groundwater source to your tap, labor costs, the maintenance of 50 miles of water mains and 356 hydrants, constant water quality monitoring and testing for over 100 contaminants to assure the water is safe for consumption and, that a licensed professional is on call 24/7, 365 days/year to respond to any emergency.

CONCLUSION

- As Superintendent, I would like to take this opportunity to recognize and thank the employees of the Water Department, Mike MacEachern, Jim Blanchard and, Brenda Boudreau for their dedication and hard work. It takes a combined effort to continue to provide a quality of service that our customers deserve and to maintain and provide safe high quality drinking water to the residents and businesses of Townsend. I would also like to take this opportunity to announce the retirement

of Jim Blanchard and thank him for his 12 years of dedicated service to the Water Department. Jim retired in December and although saddened to lose Jim, we sincerely wish him well in his future endeavors.

- Maintenance and operating reports of the Water Department are available at the office at 540 Main Street, West Townsend. The office is open Monday through Friday from 9:00 a.m. to 3:00 p.m., and the hours of operation are from 7:00 a.m. to 3:30 p.m. Monday through Friday. The Board of Water Commissioners meets the second Monday of each month at 5:30 p.m. Please feel free to attend and participate in these meetings.

Respectfully Submitted By:

BOARD OF WATER COMMISSIONERS

Nathan Mattila

Lance Lewand

Michael MacEachern

Paul Rafuse, *Superintendent*



CEMETERY & PARKS COMMISSION

Once again, 2017 proved to be a busy and productive year for the Cemeteries and Parks Department.

The department provided continuous landscaping upkeep to the town's three cemeteries as well as the two Commons and the Reading Room. The department no longer has the responsibility to maintain the Town's municipal buildings inclusive of the Library/Senior Center, Town hall and Center Fire Station. This allowed the Cemetery/Parks Dept. to spend more time in the Cemeteries to improve the conditions of the grounds and the stones. Extensive tree work was carried out in Hillside Cemetery in order to maintain safety and the aesthetics of the area. Restoration continued on the Town Common including the repainting of the fence as well as the repair of walkways. We performed 39 interments in this past year in two of our three cemeteries.

Construction of the Riverside Cemetery expansion was finished inclusive of a new 30 foot flag pole. The area was seeded and fertilized preparing it for completion. The expansion was then measured and ground marked for the first two new rows up front near Dudley Rd. The road edges were then cut straight and the depressed areas were filled in with additional road material.

We were able to spend more time in Howard Park maintaining the trails so the town's people could continue to enjoy hiking and fishing along the river. The Town Common, once again, hosted the annual summer band concerts and a number of fairs/activities.

The department would like to thank the Townsend Businessmen's Association for purchasing the Christmas



lights on the Common and also to thank the TEO for taking on the task of decorating the Common and the Gazebo. We would also like to thank the Townsend Highway Dept. for the use of their equipment so that we could effectively plow and maintain the Municipal building parking lots and assist with plowing of the roads as needed. And also a special Thank you to Mary-Jane O'Hara for fulfilling the needs of the Town to locate Veterans graves and create maps to find them in a timely manner and also so that none are missed when flags are placed on Memorial Day.

The Commissioners of the Cemetery and Parks Department would like to thank Superintendent Roger Rapoza and his crew for all their hard work this past year.

Respectfully submitted by,
CEMETERY & PARKS COMMISSIONERS
Raymond Boyes
Albert (Tubby) Boucher
John Barrett

PLANNING BOARD

The Planning Board faced many challenges in the year 2017. We lost a very valuable employee in Karen Chapman (who left to work for MRPC). We will forever be grateful for the contributions she made to the Town of Townsend as part of our Land Use Department. We all wish her the very best as she moves on to the “next chapter” in her career and life. Michele Decoteau served as the Planning and Zoning Administrator Assistant until the fall of this year. We also want to thank Michele for all of her contributions and wish her well in her future endeavors.

The following is a bullet report of the issues the Planning Board addressed:

First Quarter

73 Turnpike Road - ANR - added one lot

181 South Row Road - ANR - moved lot lines with no new lots created

Meadow Road - ANR - one lot split into three lots

16 Seaver Road - ANR - one lot split into two lots with frontage on Seaver Road and now Gilchrist Road

171 North End Road - ANR - one lot split into two lots with the larger lot being sold to the Department of Massachusetts Fish and Game

460 Main Street - Site Review Special Permit and Stormwater Management Permit

460 Main Street - Stormwater Permit #2017-2 completed

Developed Bylaws on Ground-mounted Solar arrays (sent to Special Town Meeting & passed) we had a very good group of residents, Chaired by Kathy Araujo, that made this bylaw possible.

Working on affordable housing; 55+ communities (sent to Annual Town Meeting—Tabled)

Accessory Apartments (sent to Annual Town Meeting—to be tweaked)

Developed Medical Marijuana Bylaw (sent to Special Town Meeting & passed). Planning and Zoning Administrative Assistant, Michele Decoteau, attended the Citizen Planner Training Collaborative Spring Conference and earned a Level I certificate

Began Master Planning Process.

Second Quarter

0 Warren Road - one parcel turned into a lot and a parcel of open space

168 Haynes Road - one lot turned into two. The larger lot will be sold to Department of Massachusetts fish and game.

Granted a Stormwater Permit and Site Plan Special Permit for 40-56 Fitchburg Road for a 750 MW solar array at Pine Ridge Condominiums.

Granted a Stormwater Permit to Kevin Smith, Warren Road

Granted a Scenic Roads Act Permit to Beauchemin Builders to move a stone wall and remove a tree to build a common driveway at 73 Meadow Road

Developed Bylaw on Accessory Apartments (failed to pass at Annual Town Meeting)

Board is working to prepare a bylaw that will encourage Accessory Apartments as affordable housing.

Third Quarter

Granted a permit extension for Locke Brook Run - a 20-unit Open Space Multifamily Development

A special permit for the modification of the Open Space Preservation Development (OSPD) and Definitive Plan “Village at Patriot Common” was submitted to the Planning Board

Fourth Quarter

Master Planning committee formed and actively working on updating the Master Plan. Recreational Marijuana By-Law remains on our agenda as mandatory for 2018
Accessory Apartment bylaw remains on our agenda mandatory for 2018
Seeking to fill the Planning and Zoning Administrative position; which was not filled in this Quarter.

The Planning Board's responsibilities include the review and approval of Subdivisions and Site Plan projects requiring Special Permits; Approval Not Required (ANR) Plans for subdividing lots. And applications submitted under the Scenic Roads Act. The Board holds public hearings for zoning bylaw amendments and submits recommendations to Town Meeting relative to these proposals; serves as the Stormwater Authority to oversee the Stormwater Management Bylaw, and is in charge of updating the Town's Master Plan. Agendas are posted on the bulletin Board outside Town Hall, and on the Town Web site (www.townsend.ma.us). Meetings are open to the public and we welcome the participation of all interested residents.

Respectfully submitted by:

Lance J. McNally, *Chairman*

Edwin H. Howard, II, *Vice-Chair*

Laura E. Shifrin, *Clerk*

Christopher Nocella

Kathy Araujo

Jerrilyn T. Bozicas, *Associate Member*

CONSERVATION COMMISSION

There are many wonderful resources that we are fortunate to have in Townsend. This past summer, the Commission, with the help of many volunteers, conducted the Squannacook River Clean-up. The Clean-up was scheduled for five days and with tremendous support from the community, it was completed in only two. The Commission is grateful for the support received from the citizens in Townsend by donating their time, money and resources. We hope to move forward with this project again in 2018.

The board has gone through some changes over the year. Jennifer Pettit, who had served for over two decades, left the board. Jennifer devoted countless hours in effort to protect Townsend's resources. The board is grateful for her service to the community.

Veronica Kell, who also serves on the Townsend Conservation Land Trust, left the board as well. Veronica was very knowledgeable in the area of land preservation. She served on the board for three years and brought passion and insight.

The Commission has welcomed a few new board members this year. Christine Vitale, who previously served, has returned and we have welcomed Karen Hill, James LeCuyer and Amelia Gentry to the board. Chairman, Michael Turgeon, Vice-Chairman, James Deroian and John Hussey are still active members, making the board complete for the first time in years. Conservation Commission has seen a busy year issuing 21 Determinations and 11 Order of Conditions. The Commission met for twenty three meetings and held sixty six public hearings.

The role of a Commissioner requires balancing the homeowner's desire to alter property and the maintaining the integrity of the Wetland Protection Act and the Townsend Wetland Bylaw. Commissioners use fair judgement and base their determinations by assessing proposed impact to the wetland against the significance of the project.

The role of the Conservation Commission includes, but is not limited to, issuance and reviewing of permits and enforcement. The Conservation Commission renders decisions based upon the laws that have been adapted to aid in protecting the environment. These decisions can be difficult to make as they pertain to the property rights of the individual and the protections of Townsend's many natural resources. When considering any disturbance or site development near a stream, lake or wetland, property owners are encouraged to contact the Conservation Commission so that a determination can be made of whether or not prior approval will be needed. As complaints and inquiries are received, the Commission strives to educate individuals of the law and effects to the resources while aiding them through compliance.

The Conservation Commission currently meets on the 2nd and 4th Wednesday of each month at 7:30pm. The public is always invited to attend. We are located on the second floor of Memorial Hall. You can also call 978-597-1700 extension 1739.

Respectfully submitted by,
The Conservation Commission

BOARD OF HEALTH

The Board of Health maintained their status from 2016. James Le'Cuyer serving as the Chairman of the Board. Michelle Dold serves as Vice-Chairman and Nancy Rapoza Clerk to the Board.

Meetings are still held the second and fourth Mondays of the month at 6:00 p.m. in the Town Hall. Agendas are always posted in the Board of Health Office several days in advance, at the kiosk outside the Town Hall and on their web site.

They renewed their agreement with the Leominster Tobacco Alliance which has been instrumental at helping the Board of Health change the minimum age of tobacco to 21 years of age and limit many type of flavored cigars and electronic cigarettes.

The Board secured \$81,000 in program income funds from previous grants that were paid back to the town in the last ten years. With this funding and their work on determining which homes did not have potable water or working septic systems; they were able to fund two failed septic systems and one non-potable water. This was a three year project to complete.

They also renewed the landfill's groundwater discharge permit and met with DEP and Westin & Sampson to start discussing closing the lagoons at the landfill permanently. A water flow meter will be installing in 2018 to determine if this is feasible.

For 2016 the town collected 842 tons of paper, glass, cans and plastic and 2257 tons of trash which is 2 tons less of recycling and 107 tons less of trash. These are great figures congratulations to the residents of Townsend on reducing their trash tonnage!

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm still. From April 15th to May 20th it is open every Saturday for spring cleaning. They are also open the Saturdays of Columbus Day, Thanksgiving Day and New Years weekends. You may drop off furniture, mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books and clothing and clean wood. The Recycling Center also has a swap shop where you can take gently used things for free and pick up other items that are still useable.

Some items have fees to cover off-site disposal costs at the Center and restrictions. These fees and the schedule are available at:

<http://www.townsend.ma.us/towngov/landuse/recycling/center.pdf>

Yard composters and kitchen scrap buckets are for sale there and at Apple Meadow Hardware.

The Board of Health reviewed and approved 19 new construction septic permits; 27 upgrades for existing homes, 1 renewal, 3 increases in bedroom count, the new Fire Station and an upgrade to Duncan Donuts and Pizza Pizzazz. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

A note of caution to all homeowners, when or if you plan on selling your home, please be sure to get a Title V inspection. Title V reports are valid for 2 years from the report date. A Title V report can be extended for an additional 3rd year if you provide annual pumping receipts for each of the three years. If you are not using a local Title 5 Inspector, please be sure to remind your inspector Townsend regulations require you to pump your septic tank **“at the time of inspection”**.

Also, residents remember if you have a well, a water quality test plus radon and arsenic is necessary. Water quality tests are valid for 3 years.

Don't let surprises ruin your sale or put off your closing date.

If you have any questions or concerns please call your Board of Health office at (978) 597-1713. Our office hours are Monday 9am-4pm, Tuesday 9-4pm and 6pm-8pm, Wednesday - Friday 9am-12noon. Should we be unavailable and you have a health emergency, please call Nashoba Associated Boards of Health at 978-772-3335.

Respectfully submitted by,
Townsend Board of Health Members:
James Le'Cuyer, *Chairman*
Michelle Dold, *Vice-Chairman*
Nancy Rapoza, *Clerk*

TOWNSEND HOUSING AUTHORITY

A bit of history about who we are: the THA was organized in 1984 and operates under 760 CMR 4.00 and its amendments and certain related definitions. One of the purposes of the THA is to facilitate the Town of Townsend's goal to reach an equitable number of affordable housing units pursuant to state mandates. Toward this goal, the THA is researching the best use of the town's developable resources and seeking state and federal funding where possible. With several projects already being built thus far, as of December 2014, the Town's affordable housing inventory is currently 150 units or 4.5%. The state requires each town in Massachusetts to have at least 10% of their total housing units to be affordable to moderate and low-income households. Therefore, the THA is looking to increase our affordable housing units to remain congruent with Townsend's Housing Production Plan approved by the Department of Housing and Community Development in 2015.

The Town of Townsend owns land that was deeded to the Town "to assist the needy" formally known as the Atwood Farm. This land was subsequently utilized and developed into a major project, currently in its third phase, that the THA has been working on since its inception. Phase one of this endeavor was a 50 Unit facility for residents age 62 and older or disabled named Atwood Acres built with 40B funding and is currently run by a management company. The second phase, Townsend Woods, consists of 36 units solely for senior housing located behind the previously built facility also built with 40B funding and run by the same management company.

At this present time, we are earmarking an approximate 2-3-acre parcel of land that would be the 3rd phase our 11 + acres parcel of Town owned land. Our current vision is to develop a multi-unit main building designed for aging in place, low-income housing for veterans that would also provide space for connected services. We are also looking at combining this facility with cluster townhouse type units earmarked for families of Veterans who need low-income housing and services. We are also looking to partner with several state and federal agencies to address other necessary services like transportation to medical resources and on-site invisible injury assistance.

Accessory Apartment Bylaw is something the THA wholeheartedly supports and encourages town voters to pass in 2018.

2017 was a definite challenge for the THA. We lost any type of staff assistance when Karen Chapman resigned to move to a new chapter in her life with MRPC. We wish her all the best with her future endeavors. Her contributions to the advancement of our affordable housing count and assistance has been irreplaceable.

On the plus side we are finally a full board of elected and appointed officials. State Representative Chaz Sexton-Diranian was appointed by the State and sworn into office in October and by December the position of Appointed Tenant Resident was sworn in as BetteAnn Coleman took her place on our board. In addition to the 2 appointed positions, we are made up of 3 elected officials; Laura E Shifrin as Chair, Susan Congdon as Clerk and Kevin Smith as general member.

Our Agendas and minutes are posted on our town website and updated solely by our members currently without an appointed Town staff member. Also, our meetings have been regularly videotaped and posted on the Town's channel on YouTube by the Town's IT personnel. We expect, encourage and look forward to Town resident participation at all our future meetings.

Respectfully submitted by,
Townsend Housing Authority

BUILDING DEPARTMENT

The Building Department has enjoyed another busy and eventful year. The new North Middlesex Regional High School has opened. The old building is being remediated and razed. I wish to thank all our Inspectors who continue to keep the safety and best interests of the Town and all who will enjoy that building in the forefront. Thanks and congratulations to everyone who worked so diligently on this project! Best wishes to the staff and students as they begin to enjoy their new environment.

The Building Department interprets and enforces the Building Codes for the safety of the public. A building permit is required to make this process effective. Submittal of an application and building plans for review and approval provide the Commissioner an opportunity to check Code compliance previous to the start of any project. All work is subject to inspection. Please bear in mind that the 9th Edition of the International Building Code became effective on January 1, 2018.

Commonly overlooked items that require building permits are siding, roofing, pools and hot tubs, decks, and replacement windows. If you have projects or repairs planned, or have any questions please contact the Building Department. We will be pleased to assist you with your permit process.

Some of the other activities in our department this year included monthly staff meetings with members of the Land Use Department and Conservation and hosting Energy Education for local contractors, inspectors and other Building Officials. I have attended Building Officials of Western Massachusetts Annual Zoning Seminar, numerous BOWM and Federation meetings, Continuing Education classes and New England Building Officials Seminar to keep abreast of any Code changes. We have also done some research on the on-line permitting programs available. The Building Department also handles zoning and ADA compliance issues and enforcement.

The following is a yearly report of activities of the Building Department for 2017.

Respectfully submitted by,
Richard D. Hanks, *Building Commissioner*

<u>Building Report 2017</u>	<u>Number of Permits</u>
Single Family Dwellings	19
Multi Family Dwellings	0
Remodeling and Additions	38
Accessory Buildings	8
Swimming Pool and Hot Tubs	11
Commercial and Industrial Buildings	2
Commercial and Industrial Renovations	7
Solid Fuel Appliances	22
Demolition	11
Siding, Roofing, Replacement Windows	102
Decks and Porches	27
Signs	8
Business Permits	25
Weatherization	38
Solar Installations	48
Safety Inspections	24
HVAC/Sheet Metal	17
Repairs	21
Finish Basement	4
Other	3

<u>Collected for 2017</u>	<u>Permits Issued</u>	<u>Fees Collected</u>
Building Permits	400	\$87,424
Safety Inspections	24	\$3,958
Sheet Metal/HVAC	17	\$850
Collected for the Plumbing Inspector	148	\$9,475
Collected for the Gas Inspector	182	\$8,664
Collected for the Wiring Inspector	226	\$23,328
Collected for the Sealer of Wghts. & Msrs.	80	\$1,800
Total Collected by the Building Department		\$131,541

INSPECTOR OF WIRES

I hereby submit my annual report for the year ending December 31, 2017. A total of 226 electrical wiring permit applications were processed.

Permits issued: 226 Fees collected: \$23328

All electrical work done must be in accordance with Massachusetts Electrical Code. Rough and Final inspections are on Tuesdays and Thursdays. Please be sure to call your inspections in! The Wiring Inspector may be contacted by leaving a message at (978)597-1700 x1727.

Permits applications may be obtained in the Building Department, Townsend Memorial Hall or on the Town's website. I wish to thank Dan Cushion, the Alternate Inspector of Wires for his professionalism and continued help.

Respectfully submitted by:
William Choate, *Inspector of Wires*

SEALER OF WEIGHTS & MEASURES

The sealer of weights and measures, tests and enforces standards for the weighing and measuring devices used in the sale of fuel, food and other goods in accordance with Massachusetts Law. I have done many inspections for accurate measurement at various businesses this year.

Anyone requiring a new or replacement scale or pump must have them officially checked and sealed before they are used. Appointments may be made by calling the Townsend Building Department at (978)597-1709 or my direct line (978)597-8855.

Eighty inspections for accuracy were performed during 2017.

Items inspected:	25 Scales	Fees received: \$1800
	1 Apothecary Scales	
	1 Platform Scales	
	1 Three Ton Scale	
	52 Gas Pumps	

Respectfully submitted by,
Eric Aaltonen, *Sealer of Weights and Measures*

PLUMBING INSPECTOR

I hereby submit my annual report for the year ending December 31, 2017. There were 148 plumbing permits processed. These permits were issued for new homes, renovations and commercial buildings.

All installation of plumbing must follow the State Uniform Code, Chapter 142 of the Massachusetts General Laws and Titles of Environmental Code. The Plumbing Code is founded upon certain principles of environmental sanitation and safety through proper design, acceptable and adequate installation and maintenance. Construction may vary, but basic sanitary and safety principles are desirable and necessary to protect the health of the public.

Permits are required for installation of hot water tanks, solar heat, and any domestic water connection, including back flow preventers, septic tanks and lawn sprinklers. Plumbers are responsible to call for inspection of their work!

All plumbing must be done by a Massachusetts licensed plumber and is subject to inspection. Permits may be obtained at the Building Department in Town Hall or on the Town's website.

Permits issued: 148

Fees Received: \$9475

Respectfully submitted by,
Richard Kapenas, *Plumbing Inspector*

GAS INSPECTOR

I hereby submit my annual report for the year ending December 31, 2017. There were 182 gas permits issued for various projects including new homes, renovations, commercial buildings and heating appliances.

All installation of gas, both natural and liquid propane must follow the State Uniform Code under Chapter 142 of the Massachusetts General Laws and Titles of the Environmental Code. Basic safety principles are desirable and necessary to protect the public in all forms of construction.

Permits are required for the installation of any new or replacement gas appliance including water heaters, dryers, fireplace logs, cook stoves, and heating boilers. All work must be done by a Massachusetts licensed plumber or Massachusetts licensed gas fitter and are subject to inspection. Permits may be obtained at the Building Department in Townsend Town Hall. Remember your job is not complete without inspection. Please call (978) 597 8125 for inspections.

I recommend the purchase and installation of a Carbon Monoxide Detector and the regular maintenance of your heating system.

Permits issued: 182

Fees Received: \$8664

Respectfully submitted by,
Richard Kapenas, *Gas Inspector*

The Plumbing & Gas Inspector would like to thank the people of Townsend for their support in helping him to give better service.

TOWNSEND PUBLIC LIBRARY

It is the mission of the Townsend Public Library to provide the public with access to quality collections, technology, and programs for information, lifelong learning, literature and entertainment. The Town of Townsend is fortunate to have a beautiful and spacious building and many dedicated staff members and volunteers to help make this mission a reality.

2017 Highlights:

- In 2017, library patrons checked out 115,118 physical items. They borrowed 6,776 digital items (this includes e-books, audio books and streamed videos).
- We provided 361 programs with 7,725 people attending.
- Our door counter tells us that we had over 120,000 visits to the library in 2017.
- After school visits from HBMS totaled 3,342 for the year (January - December 2017).
- The state financial report and the state ARIS (Annual Report Information Survey) report were both completed and sent to the Massachusetts Board of Library Commissioners. We met all of our requirements to remain certified for FY19.
- The Friends of the Library received donations from local businesses and citizens to fund 15 weeks of Sunday hours. We were open Sundays from 1-5 pm, January 2017 - April 2017.
- The friends of the library rose over \$10,000 with the many fundraisers they held throughout the year. Fundraisers include; Book Sales, Plant Sale, Truck-a-palooza, Panic at the Pond and the Holiday Fair.
- In May 2017, the TPL Endowment granted \$36,100 for the 2017/2018 grant cycle. This money brought us new collections, databases, museum passes, computers and programming.
- Our second annual winter reading program was called "Read Across Europe." We encouraged people to read books about Europe and books written by European authors. We also offered programs and prizes to compliment the theme. This program was supported by the TPL Endowment.
- Our summer reading program ran June - August 2017. We offered adult, teen and children's summer reading programs. We had over 595 participants registered for our online program.
- In August we welcomed Allison Thiel as our new young adult librarian. She has revitalized our teen room with programming and new after school activities.
- This summer we hosted our third annual comic book fan festival. Once again, it was very successful with over 300 people in attendance! This year we featured artists, games, and a costume contest. We had over 15 teen and adult volunteers helping with food, games and activities.
- Volunteer appreciation 2017 was very successful. We currently have over 30 volunteers. These people enriched the library with their time, energy and talents, and gave over 1,000 volunteer hours. Our volunteer coordinator is Eileen Barnacoat.
- We held our 9th annual Halloween Boo. This is a preschool event, with crafts, games and safe trick-or-treating throughout the building. The Senior Center staff and volunteers enthusiastically participated. We had over 20 volunteers helping with this event and over 300 attendees.
- We hosted our 8th annual Festival of Trees. This year we had 65 trees all beautifully decorated to represent picture books. They were decorated by townspeople, other town departments and local groups and schools. This is a community event that involved about 100 people and numerous volunteer hours. This festive tradition is a popular holiday destination for patrons and their families.

- In December 2017 the Townsend Library was the main collection point for the Santa Project. We were happy to provide them space to store, sort and distribute the gifts for families in need.

Library Trustees: (January 2017- April 2017)

Cheryl Cloutier - Chairperson
Alison Bird - Vice Chair
Kimberly King
Karen Waxman
Valerie Goodrich

Library Trustees: (May 2017 - December 2017)

Alison Bird - Chairperson
Valerie Goodrich - Vice Chair
Kimberly King
Karen Waxman
Susan McNally

Library Staff

Stacy Schuttler - Director
Molly Benevides - Children's Librarian
Karen Savage - Children's Room Senior Library Technician
Catherine Hill - Senior Library Technician
Alison Thiel - Young Adult Library Technician
Lori Stevenson- Library Technician
Theresa Sawyer- Library Technician
Laureen Cutrona- Library Technician
Meg Genoter -Library Technician
Elise Johnson -Library Technician

AMANDA E. DWIGHT ENTERTAINMENT FUND COMMITTEE

Thanks to a generous benefactress years ago, we were able to partially or totally fund the following events during 2017. The recipients were; Townsend Library-Book Talk by Ted Reinstein and Boston Jazz Voices, Townsend Earth Day on Common-DJ, Project Graduation-Hypnotist and Friend's of the Townsend Seniors-Piano Music for William E. May dinner.

Respectfully submitted by,

Karen Clement
Deborahanne Mayer
Susan Gerken.

WEST TOWNSEND READING ROOM

It was an eventful year for the Reading Room Committee.

We extend many thanks to the clubs who have aided us in the many ongoing projects. We are looking for individuals willing to help in the area of gardening, cleaning, carpentry and masonry.

We especially thank those groups and individuals who have rented the Reading Room and did their best in keeping the building clean and available for the next rental group.



Respectfully submitted by,
The West Reading Room Committee

BAND CONCERT COORDINATOR



The Townsend Military Band plays concerts on the Common between 7:30 and 9:30 p.m. on Thursday evenings during the summer months. I request that money be appropriated each year for nine concerts, but the number actually played depends on the weather.

Local organizations sponsor lawn parties in conjunction with these concerts. It is my responsibility to assign dates on a rotating basis. The following groups held lawn parties during the 2017 season:

Townsend Scout groups
Townsend Congregational Church
Townsend Community Couples Club
Townsend VFW Post #6538 and its Auxiliary
NMRHS Giving Tree
Kids Kountry Playground

Townsend Ashby Youth Baseball
Softball Organization
Friends of the Townsend Seniors and
Friends of the Townsend Library
Townsend Fire/EMS Relief Association

Respectfully submitted by,
Betty Mae Tenney, *Band Concert Coordinator*

RECREATION COMMISSION

Townsend Recreation has had a wonderful year with incredible growth and engagement with the community.

The Recreation Commission has done a fantastic job this year of supporting Townsend Recreation and seeking growth opportunities. Many thanks to Alice Kennedy, Board Chair for her steady hand in guiding and advocating for Townsend Recreation. Krissy McHugh, Rick Corsini and Tom Whittier, our Commission members, deserve a heart-felt thanks for the attention and commitment they have put in through this year.

2016 ended with us looking to our future and the potential opportunities, alongside the challenges, for a greater impact on our community. As we moved into 2017, we kept our focus on building a strong foundation to continue providing to the town with recreation, inspiration and education courses and programs.

With the official occupancy of The Rec Center at the beginning of 2017, we entered a new and exciting stage in the history of Townsend Recreation! Never before has Recreation had a “home” and the addition of the Rec Center allows for an office, have storage and multi-use functioned space. This new chapter in Recreation has alleviated many of the challenges we have faced concerning classroom/ storage space, consistency of classes and productivity.

Our class offerings included crafts/diy, health & fitness, STEAM, entertainment, music, and community events. We continue to take a hard look at what is successful and what is not, where genuine interests lie and what we are able to accomplish with our limited financial resources. Having the Rec Center open has also given us the opportunity to reach out to local small businesses and hobbyists to offer ongoing programs to the community and to start planning programs that were just not feasible prior to having a location for Recreation. We will continue to rely on partnering with other town and district entities for larger space needs.

We are always working on our outreach and impact in the community. Towards those goals we post Recreation happenings to 10 Facebook sites & event sites along with the Town website. We also send press releases to the papers, put up posters and distribute flyers throughout the District Schools. We will continue to look for new ways to spread the word about our incredible programs and plan on creating a Community Event Bulletin Board at the Rec Center.

Some 2017 Highlights:

Our Summer Rec program was a huge success this year despite high labor costs. We retain our commitment to providing the absolute best we can for our participants and that effort included 13 staff members, numerous volunteers, school district staff and 111 children looking for a fun and safe summer experience. We were able to give 12 locals jobs for the 6 week program, averaging just over 20 hrs/wk and add an Extended Day Program (at The Rec Center). Summer Rec was the highlight for the 111 children that joined us at Spaulding Memorial School (our 1st year utilizing this school) with a daily avg of 50 participants. This rate change showed major growth for us, from 24 Full Day to 39 Full day registrations and lowest attendance of 40 vs 29 in 2016, highest attendance of 65 vs 50 in 2016! We were given use of the Gym, Cafeteria, playground/ field and 2 classrooms. We provided socialization, play/games and learning during this 6 week program. We added a couple of biweekly “classes” to the standard Arts & Crafts and Sports programs. “The Science Lab”, “Gardening” and “Drama club” were all offered this summer. We took advantage of the

beautiful weather again this summer and spent a lot of it going on walking fieldtrips around town. We went to the Common multiple times, most notably for a Town Scavenger hunt .This year's gardening was so fun for the kids, largely due to the generosity of many local gardening enthusiasts/ businesses that donated supplies. Those donations of plants, fertilizer and soil made it possible to plant and tend a flower and vegetable garden .Thank you to Kids Kountry Playground for partnering with us on the playground land plot! We also utilized our classroom space for "Rock performance Camp' led by Brandon Durham. The class was kind enough to put on a concert for our kids, this has been the third year and has become a much anticipated event! Rock Camp has grown also, and is being offered as "Rock Band" year round at The Rec Center! A huge thank you needs to go out to our staff and parent and community supporters for all of their giving to this incredible program. A special thank you to the staff of Spaulding Memorial School, their professionalism, flexibility and generosity were instrumental in the success of the program!

The Circus came back to town this year as well! Kelly Miller Circus provided fun family entertainment to Townsend and our surrounding communities over a 2 day period in July. We had many challenges for location and logistics this year due to the shortage of available public land and are so very grateful to Gary Shepherd and Cherry Hill Ice Cream Too, Dee Bus Service, our many Recreation volunteers and Town of Townsend staff for their hard work in providing all the support and hard work necessary to make this biennial event a success.

Our last, but not least, major happening at Townsend Recreation for 2017 was the addition of our fully licensed RecKids DayKamp. After an overwhelming amount of requests from parents for a school year program that mirrored our Extended Day Summer Rec program, we worked diligently to create something to meet their needs and add value to their children's days. Our camp is committed to serve the needs of parents and children by providing a quality recreation program which offers a rich blend of fun activities at The Rec Center. Providing the ideal environment and a unique opportunity for children to socialize, relax, play & grow. We are open Mondays-Fridays throughout the school year (Sept- June) and provide 3 options for Campers- Late Day: 2;45pm-6pm, Half Day: 11;45am-6pm and Full Day: 8am-6pm.Registration for camp is open year round, so families can enroll their children at any time. Camp days are purchased in a "Pass" format, and can be purchased in any combination of passes and as many as needed. School Vacation weeks are offered as a standalone camp week. This camp complies with the regulations of the Massachusetts Public Health and is licensed by the Townsend Board of Health.

2018 looks to be another exciting year for Townsend Recreation as we look forward to building up the program offerings at The Rec Center, and finding new opportunities for the community to get involved in our quality classes/events/programs. Thank you all for your support and encouragement!

Respectfully submitted by:
Emy Hoff, *Recreation Director*

TOWNSEND MEETING HALL ART GALLERY COMMITTEE

The TMH Gallery Committee consists of five volunteers, each with a staggered 1-3 year term, and appointed by the Board of Selectmen. The Gallery Committee sponsors art shows, exhibits, historical displays, silent auctions, talks, and artist receptions that take place in the Meeting Hall of the Library/Senior Center complex. Often the Townsend Public Library and Senior Center cooperate to expand the variety of artwork presented.



The Gallery Committee welcomes the public to attend monthly meetings, and is open to new ideas and suggestions.

Gallery 2017 Event Schedule

December 2016 - January	Lauren Ceike & Frances Herman Art Exhibit
February	Deborah Evans Hogan Art Exhibit - Corridor Gallery
February	Senior Center Art Exhibit - Main Gallery
March	TPL Photography Group Art Show - Corridor Gallery
March	HBMS Student Art Show
April	<i>Half of month empty</i>
April - early June	"Wood & Wool" Call-for-Art
June - early July	"Rooms" Call-for-Art
August - October	"9 Pieces" by Allison Thiel
September - October	"Doll Stories II: Call-for-Art
November	"Decorate Your World" Silent Auction
	Proceeds donated to American Red Cross = \$435
December - January 2018	"Favorites" Invitational Art Show

October 2017
Gift to TMH Gallery
Gallery Committee accepted a large NMRHS student painting "Gazebo on Townsend Common," which is currently hung in the TMH Corridor Gallery.

In addition, the Board of Library Trustees accepted a 2nd large NMRHS painting by Jim Willard, former NM art teacher, which is currently hung in a study room.

Gallery Committee

Alice Struthers, *Chairman*
Diane Blankenberg, *Secretary*
Kimberly King, *Treasurer*
Karen Provost
Allison Thiel

CULTURAL COMMISSION

Did you know Townsend has a Local Cultural Council? The Massachusetts Cultural Council Program distributes public funds to local and regional cultural councils. There are currently 329 local and regional councils across the Commonwealth! These local councils are then able to grant those funds to applicants from the arts, humanities and interpretive science projects within their communities. The amount of money allocated to each Local Cultural Council is determined by using one of the state's local aid formula established by the legislature which is based on population, property values, etc.



In FY17, the Townsend Cultural Council was allocated \$4,800.00 to distribute to applicants who submit their appropriate paperwork by October 15, 2016. After all grant submissions were reviewed by your Council members, the following Artists/Organizations received partial funding:

Spaulding Memorial School PTO: Origamido, Bubbleology/Science Isn't Always Pretty, Tales from African Tradition, 3 Screen Productions/Human Values, "STEAM"-Science, Tech, Engineering, Art, Math Program
Townsend Public Library: Lollipops for Breakfast Puppet Show, Hampstead Stage Co., "The Secret Garden", Boston Jazz Voices, Animal Adventures, Comic Book Art Lecture and Workshop Series
Townsend Historical Society: Ryan D. Hayward-Rogersville: Industry and Innovation at Pearl Hill
North Middlesex HS Parent Group: Project Graduation-Disc Jockey/Photo Booth and Caricature Artist
Squannacook Early Childhood Center: Animal Adventures
Hawthorne Brook Middle School/ PTO: Dennis Cormier-Hands on History/The American Revolution, "STEAM"-Science, Tech, Engineering, Art, Math Program, "Right to Liberty" Storyteller for 8th grade, "Bfit Show" for 5th and 6th graders, Myth Masters-Greek Play,
Townsend Senior Center: Judith Lindstedt-Tribute to Marion Rice Tradition/Dance Film
Townsend Council on Aging: David Bates-New England Folk Tales and Songs, Tommy Rull-Musical Journey Through the Years
Discovery Museums: EBT \$1. Admission Program
Indian Hill Music Inc.: Bach Lunch Concert Series
North Middlesex Regional High School Choral Department: Choral Tour to New York City
Peter Fitzpatrick Elementary School-LEAP: Pumpnickel Puppets
Pied Potter Hamelin: Pied Potter Hamelin's Magical Potter's Wheel
Kirk Whipple: Duo Pianists, Composers and Educators Whipple and Mora

The current Townsend Cultural Council Members are: Karen Clement, Linda Durette, Jane Jackson and Alice Struthers. We thank prior members Katie Barrett and Lynne Leblanc for their service. Your Townsend Local Council will continue to play an important role in ensuring that cultural opportunities are made accessible to all segments of the Townsend community in 2018.

VETERANS' AGENT

I am appointed by the Board of Selectman, but or town must, by law, have a representative community and administering the appropriate submits a budget which must be approved by Service Officer salary and the remainder is used are reimbursed by the State through the



the position is mandated by the State. Each city responsible for assisting the Veterans of that funds. Each year the Veterans' Service Officer the Town. Part of the budget is allocated for the for the funding of Veterans' claims. The claims Department of Veterans' services in Boston.

Veterans' Service Officer holds office hours in the Town Hall on Tuesday at 1: 00 P.M. until 4:00 P.M. Veterans' Service Officer can be contacted at 978-597-1700 Ext 1729.

Many Veterans and their families are unaware of the benefits available to them. Benefits include financial assistance for food, heat, medical expenses, and aid for educational expenses. Assistance is available to the unemployed and disabled Veterans.

Legal claims are referred to the Boston Veterans' Service office.

Each case is service with the utmost discretion. Individual cases are confidential and not open to the public.

Respectfully submitted by,
Joseph J. Mazzola, *Veterans' Service Officer*



COUNCIL ON AGING

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

Hours: 9-3 Monday through Friday, 9-8 on Wednesdays

Why would you want to go to the Senior Center? That's for old people!

Not us! Seenagers – that's what we are!

What is a Seenager? "I am a Seenager (senior teenager). I have everything I wanted as a teenager, only 50 years later. I don't have to go to school or work. I get an allowance every month. I have my own pad. I don't have a curfew. I have a driver's license and my own car. The people I hang out with are not scared of getting pregnant. And they do not use drugs. And I don't have acne. Life is great!" – Source unknown

The Townsend Senior Center is a busy, energetic and exciting in 2017. We served 550 active patrons and welcomed 110 new members. That's nearly doubled from last year! Our attendance increased by 30% and program participation was up 27% from 2016. We saw some significant changes in staffing and programming geared to meet the needs of younger seniors while still conforming to our base. Linda Salisbury retired after working here for 18 years. She continues to teach her very popular watercolor classes. Katie Petrossi joined the team to take up the reigns as Program Coordinator. She is bringing a fresh perspective to the calendar and we look forward to what new programs, events and trips she comes up with every month.



We had the honor of presenting the Boston Post Cane to Dot Manceau on May 16th.

Beyond that, highlights of the year included:

- Senior Art Show in the Meeting Hall
- Indoor Mini Golf
- Hope Community Chorus concerts
- Boston Jazz Voices (twice!)
- Opioid Crisis Program with District Attorney Marian Ryan
- Pinewood Derby
- May Day celebration
- Tribute to Marian Rice
- Beatles for Sale Concert
- Police Department Picnic



- Lobster Roll luncheon
- National Night Out
- Fall Fling
- Oktoberfest
- Halloween Party



- Veteran's Breakfast
- Crafting for the Community (Linus Project and Operation Delta Dog)
- Mark Lynch Thanksgiving Dinner



- Holiday Craft Fair
- Christmas Party.



Following Hurricane Harvey, the Senior Center partnered with TEO and sent supplies to Houston in support of relief efforts. Shortly thereafter, we said goodbye to our old wheels and got a new twelve-passenger bus from the Lowell Regional Transit Authority.



In addition to our regular schedule, the RoadRunner took patrons on a lot of fun trips!

- Chunky's Cinema
- The Cozy Tea Cart
- Boston Flower Show
- Animal Adventures
- Devens Museum
- Peabody Essex Museum
- Codman Estate Car Show
- Fuller Gardens
- Cabaret Lulu
- Fulchino Winery
- Lowell National Park



- Fabric Place
- Christmas Tree Shop
- Connecticut River Valley Train/Boat trip
- Christmas Light Tour

Continuing education and staff trainings included:

- Monthly Regional Director's Meetings
- Basic Elder Behavioral Health Training,
- Nashoba Boards of Health planning session
- MCOA/MMAHSC Joint Annual Meeting,
- Annual MCOA Conference



There's not enough room to list all the volunteers who serve as receptionists and greeters, assist in meal preparation, set up and take down tables and chairs, lead classes, and so much more. Without them the Senior Center would not function as efficiently as it does. We thank everyone so very much for their time and commitment. We appreciate you beyond words!

In April we recognized the effort they put into keeping this place running like a well-oiled machine. Our annual appreciation luncheon had a Red Sox theme to on behalf of our volunteer of the year, Paul Neveau!



We offer a wide variety of fitness, arts and crafts, and informational classes. Of note would be:

- Needlefelting
 - Landscapes
 - Cupcakes
 - Nuno scarves
 - Gnomes
- Painting
 - Reverse Glass
 - Watercolor
 - Acrylics
 - Colored pencil
- Zentangle
- Card making
 - Valentine's
 - Spring/Easter
 - Thanksgiving
 - Christmas/Holiday
- Jewelry classes
 - Faux resin pendants
 - Wire wrapped jewelry
 - Kimuhimo necklaces
 - Peace rosaries

- Fly tying
- Soap making
- Fairy gardens
- Pottery
- Paper crafting
- Calligraphy
- Bookmaking

- Batik
- Flower arranging
- Woodburning
- Quilting and more quilting



We are very grateful to the Friends of the Townsend Seniors for their support and consistently assisting us in a variety of ways as needed. In 2017 they contributed almost \$6,000 toward bus trips, furnishings, technology, programs, meals and staff support.

At their dinner in October, the Friends of the Townsend Seniors recognized the years of enthusiastic volunteerism Alice Struthers has given to the seniors and indeed entire Townsend community by honoring her with the William E. May Endowment Award. Congratulations Alice!

Thank you for everything you have done and continue to do for us all.

Anyone who is a senior, has a family member who is a senior, or who plans on being a senior someday is encouraged to join the Friends of the Townsend Seniors. Membership requests can be obtained at/or mailed to:

Townsend Senior Center
 16 Dudley Road
 Townsend, MA 01469-1019

This year we bid farewell to some friends very near and dear to us; Joe Bolduc, Richard Sullivan, Helen Harvey, Marion Cote, Marcia MacMaster, Ann Lammi, Don Keefe, Melinda Ryder, Terry Russell, John Whittemore and Judy Debreceni. They will be missed but will bring smiles to our faces as we remember them.

Finally, I would like to thank the amazing staff. We are truly a team and are the reason *this* is where people WANT to be!

Respectfully submitted,

Karin Canfield Moore, Director

“Growing old is mandatory. Growing up is optional”

Council on Aging Board members: Jane Jackson, Valerie Adams, Beth Mockler, Jerrilyn Bozicas, Anne Foresman, James Hamel, Charlotte Murphy, Cheryl Simoneau, and Sandy Stevens.



2017 at a glance:

Month	Patrons	Programs	Volunteers	Volunteer hours	RoadRunner trips
January	218	890	39	118	166
February	217	768	36	246	134
March	247	1151	36	461	243
April	257	1072	37	310	182
May	261	1237	34	348	218
June	254	1253	29	444	194
July	230	1090	33	288	218
August	243	1288	33	364	262
September	285	1362	32	392	236
October	306	1417	31	350	315
November	339	1431	34	459	286
December	271	1123	34	336	264

+30%

+26.6% -7.9%

-4.1%

LOWELL REGIONAL TRANSIT AUTHORITY

The Lowell Regional Transit Authority (L.R.T.A.) is one of fifteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. The LRTA serves an area with over 300,000 populus.

The LRTA currently provides Road Runner van service to eleven communities in the region. The LRTA provides curb-to-curb transportation service in Townsend and surrounding towns on a 48 hour advance reservation basis. Townsend residents aged 60 years and older or those who are disabled may avail themselves of the RoadRunner program. All vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated: shopping, medical appointments, Senior Center events, social and recreational activities. The fare schedule is \$1.25 one-way within Townsend and \$1.75 one-way to the surrounding communities. Residents of Atwood Acres and Townsend Woods can take the RoadRunner to the Senior Center for .25¢ each way.

The ridership in fiscal Year 2017 was 2,718 trips. In October 2017, the LRTA provided a brand new 12 passenger van. New vehicles are acquired through the commonwealth's Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

The year 2017 continues to show strong support for RoadRunner services. The LRTA feels that Townsend is doing an excellent job under the leadership of Karin Canfield Moore and Donna Howard. So we feel confident that our partnership will only improve in the upcoming years.

SUMMARY OF LRTA SERVICES TO TOWNSEND

ROAD RUNNER:

Type of service:	Dial-A-Ride and prescheduled	
Service Area:	Townsend, Groton, Fitchburg, Lunenburg, Leominster, Ayer.	
Eligible Riders:	Elderly over 60 years of age and any person with a disability	
Trip Purposes:	All purposes accommodated; medical, shopping, recreational, social.	
Availability:	Monday	8:30 a.m. – 3:00 p.m. (Townsend; errands, medical, social)
	Tuesday	8:30 a.m. – 3:00 p.m. (Fitchburg/Leominster; medical, errands if possible)
	Wednesday	8:30 a.m. – 8:00 p.m. (Townsend; errands, medical, social)
	Thursday	8:30 a.m. – 3:00 p.m. (Pepperell, Groton, Ayer; medical, errands if possible)
	Friday	8:30 a.m. – 3:00 p.m. (Lunenburg, Fitchburg; shopping or special trips)
Fare: (one way)	\$ 1.25	Local (within Townsend)
	\$ 1.75	Leominster, Fitchburg, Groton, Pepperell, Ayer, Lunenburg
	25¢	Atwood Acres/Townsend Woods Residents to the Senior Center
Reservations	48 hours in advance.	
Vehicles	One 12 Passenger van with wheelchair lift.	

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health in meeting the challenges of environmental addition to the day to day public health work the following services.



continues to serve the local Board of Health and public health needs in **Townsend**. In we conduct for **Townsend**, we also provide

- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Townsend Board of Health up-to date on matters of emergency preparedness planning.
- Nashoba assisted the Board with provided a community seasonal flu clinic at the library.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Townsend's Board of Health. Included in the day to day work of Nashoba in 2017 were the following:

- Through membership in the Association Townsend benefited from the services of Nashoba staff including: Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists
- Collaborated with Montachusett Home Care concerning elders at risk and other safety issues.
- Reviewed 119 Title 5 state mandated private Septic System Inspections for Townsend Board of Health. Received, reviewed, and filed these state mandated (but unfunded) Title 5 inspections. Corresponded with inspectors regarding deficiencies; referred deficient inspections to Townsend Board of Health for enforcement action.

By the Townsend Board of Health's continued participation in the **Association** you can shape your future local public health programs and share in the benefits of quality service, under local control, at a reasonable cost!

TOWN OF TOWNSEND

Environmental Health Department

Environmental Information Responses

Townsend Office (days).....139

The Nashoba sanitarian is generally scheduled to be available for the on Tuesday and Thursday afternoons at the Townsend Board of Health Office. Other meetings occur informally. This does not reflect the daily calls handled by the three Nashoba secretaries during daily business hours.

Food Service Licenses/Inspections..... 35

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing.

Licenses are inspection on an at risk method of inspection. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

Pool/Camp Inspections.....6

Camps are inspected at least annually at opening for compliance with State Sanitary Code, Chapter IV, 105CMR430.00. Semi-public pools are licensed and inspected annually before they open.

Housing & Nuisance Investigations.....46

Nashoba, as agent for the local Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Septic System Test Applications.....30

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

Septic System Lot Tests.....105

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

Septic System Plan Applications.....33

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews75

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

Septic System Permit Applications (new lots)..... 24

Septic System Permit Applications (upgrades).....16

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections.....77

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

Septic System Consultations.....27

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

Well Permits.....16

Water Quality/Well Consultations.....91

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

Rabies Clinics - Animals Immunized.....20

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

Nashoba Nursing Service & Hospice

Home Health

Nursing Visits.....1940

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

Home Health Aide Visits254

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

Rehabilitative Therapy Visit.....1926

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

Medical Social Service Visits12

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Hospice Spiritual Care/Volunteer Visits.....23

Nashoba's Clergy and volunteers provide patients with emotional/spiritual support and guidance.

Community Health Nursing

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings and education to all, especially the underserved and at-risk populations.
- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individual and the community at large (mandated by the Massachusetts Department of Public Health).
- We make well-being visits to assess needs, coordinate appropriate care and services and provide case management as needed (health promotion).
- We provide public health education.
- We address psych-social issues that may impact general health and safety (i.e. hoarding).
- We are available to collaborate with all municipal staff to address public health nursing questions, work closely with Councils on Aging to assist elders in the communities and are available for consultation with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is a summary of the activities of the Community Health Nursing program.

Nashoba conducted 18 clinics/outreach events and those offered your citizens: blood pressure screening, annual sugar and eye screenings, flu shots and an opportunity to consult with the nurse to address questions.

Our staff conducted 21 number of health promotion/well-being check in your communities.

We administered 100 flu shots through our annual clinics.

Nashoba reviewed, investigated and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible it is vital to protect the public from the spread of disease.

Investigated.....	67
Confirmed.....	31

Communicable Disease Number of Cases

- Anaplasmosis..... 11
- Campylobacter..... 2
- Hepatitis C..... 3

- Influenza 13
- Pertussis 1
- Salmonella 1

Dental Health Department

Examination, Cleaning & Fluoride - Grades K, 2 & 4

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....	259
Students Participating.....	158
Referred to Dentist.....	20

Instruction - Grades K, 1 & 5

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

Number of Programs	8
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NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT



Randee Rusch, Chair, At-Large Member
William Hackler, Vice Chair, At-Large Member
Anne Adams, Member, Pepperell
Jonna Clermont, Member, Pepperell
Lisa Martin, Member, Pepperell
Crystal Messamore, Member, Ashby
Michael Morgan, At-Large Member
Susan Robbins, Member, Townsend
Robert Templeton, Member, Townsend

Joan Landers - Superintendent of Schools

Student Representatives to the School Committee
2016-2017 School Year
Hadley Beauregard
Paige Zacharakis

Report of School Committee Chairperson

At the North Middlesex School Committee's reorganizational meeting on May 1, 2017, Randee Rusch was appointed Chair, and William Hacker was appointed Vice-Chair of the committee.

Report of the Superintendent of Schools Students

The Superintendent of Schools presented the Superintendent's Award of Excellence to seniors, Gavin Donohue and Rachel Record. This award is presented to the highest ranking students and is presented at the Senior Awards Ceremony in May.

Volunteerism and Donations

North Middlesex Regional School District is a community of volunteers. The school committee and administration are grateful to all the individuals and groups who have made contributions to programs throughout the district. The committee is also thankful to those who have donated thousands of hours to help deliver educational services to the students of North Middlesex.

Personnel

The North Middlesex Regional School District saw four of its staff retire over the last year: Eileen Smith-Mayo, Patricia Thomas-Jeanig, Joan Burnham, and Joanna Cannava.

These staff members have left their positive mark on education in Ashby, Pepperell, and Townsend through their dedication to the students of the North Middlesex Regional School District.

School District Budget

Highlights of the Fiscal 2017 Budget:

- The district's FY 2017 operating budget consisted of \$48.6 million in current year appropriations. There were no additional votes to increase or decrease the operating budget during the year. The

district actual to budget ended with a positive 1.04% remaining in expenditures. The two largest contributors to the positive budget were from heating fuel and other teaching services/instructional support lines.

- Revenues came in higher than budget with an additional \$115,500 from Chapter 70 and \$178,777 from charter school reimbursement. The district also received an increase in the Chapter 71 transportation funding. Miscellaneous revenue and Medicaid reimbursements were also higher than anticipated.
- School Committee approved budget transfers were done through the year to cover additional costs from payments to out of district schools and assessments. The transfers covered additional costs in Special Education transportation including McKinney Vento Homeless transportation and the tuition to out of district schools. School choice and charter assessments were higher than originally budgeted. Overall transfers to these lines came to \$520,309 for FY2017.

Capital Costs

The district continued working on capital projects, which included:

- Paving at Varnum Brook Elementary School with the assistance of the Town of Pepperell
- Abatement of the Hawthorne Brook Middle School boiler in preparation for replacement of the boiler through the award of the Townsend Green Communities grant
- Unanticipated repairs included: a cracked boiler at Squannacook Early Childhood Center, burner control replacement at Nissitissit Middle School, utility body repairs on the F350 Dump truck, and repairs to the septic system at Spaulding Memorial School
- Update to GE wireless security power supply system at Squannacook Early Childhood Center
- Radio master boxes were installed in all Townsend schools
- Green community projects in Pepperell included weatherization at Varnum Brook Elementary School and Nissitissit Middle School and lighting upgrades
- Fencing upgrades at the Varnum Brook Elementary School fields
- Expansion of the Internet bandwidth and purchases of Chromebooks needed for students and staff
- The district received approval from all three towns in May 2017 to proceed with three Massachusetts School Board Authority Accelerated Repair program projects. Atlantic Construction was assigned as the Owner's Project Manager for the projects; Habeeb Associates was assigned by the Massachusetts School Board Authority as the designer. The projects will move into design and bidding phase:
 - Squannacook Early Childhood Center- roof
 - Hawthorne Brook Middle School- windows and doors
 - Varnum Brook Elementary School - roof and windows

The newly constructed North Middlesex Regional High School opened in August 2017. The capital project expenditures through June 30, 2017 were just over \$60 million. The district continues to work with the Owner's Project Manager, Heery International, architect Symmes Maini & McKee Associates and the General Contractor, CTA Construction as the project moves into Phase II. More information on the project can be found on the project website www.nmhsproject.com.

Debt Service:

- The district continues to borrow using short-term notes for the Ashby Elementary School window and roof project, and the Hawthorne Brook Septic Project. In 2017, a 25-year bond of \$25,000,000 was issued in February 2017 for the North Middlesex Regional High School Project. The true interest cost on this bond was 3.376%. The district continues to use short-term borrowing to fund the construction project on an ongoing basis.

The General Fund expenditures for the school year were as follows:

Personnel Services	\$26,242,123
Contractual Services	\$2,667,220
Supplies, Other	\$1,376,141
Utilities	\$1,441,213
Insurance & Retirement	\$7,921,662
Out of District Placement & Transportation	\$6,986,124
Debt Service	\$1,064,936
Total	\$47,699,419

2017 Federal and State Grants

140 Title IIA: Improving Educator Quality	\$75,433
240 IDEA Special Education Allocation	\$833,037
262 SPED Early Education Allocation	\$36,881
274 SPED Program Improvement	\$26,913
298 EEC SPED Program Improvement	\$2,250
305 Title I	\$297,752
Total (FY17 grant awards)	\$1,272,266

North Middlesex Regional High School Building Committee

The district would like to extend its sincere thanks to the members of the NMRHS Building Committee for their commitment to the children of North Middlesex. The committee is comprised of members from each town, administration, teachers and town officials.

Robert Templeton, Chair, Townsend
 Gary Shepherd, Vice Chair, Townsend
 Susan Robbins, Alternate School Committee Representative (Townsend)
 Nancy Haines, Business Manager
 Isaac Taylor, Principal, NMRHS
 Oscar Hills, Director of Buildings & Grounds
 Jeremy Hamond, Director of Technology
 Joan Landers, Superintendent
 James Landry, Teacher, NMRHS
 Sue Lisio, Townsend
 Nancy Milligan, Assistant Superintendent
 Stephen Themelis, Town Official, Pepperell
 Heide Messing, Member, Townsend
 David Amari, Member, Ashby
 Craig Hansen, Member, Pepperell
 Ronald Scaltreto, Member, Townsend

Special Education

The Special Education Department of the North Middlesex Regional School District coordinates the services that the district provides to students who require specialized instruction and/or support. These services may include:

- Specially Designed Instruction (Special Education)
- Guidance and Psychological Services
- Nursing Services
- Specialized Transportation
- Related Services (speech, occupational and physical therapies, interpreting, mobility training, etc.)
- Education/coordination for students who are homeless or in foster care
- 504 Plans for individuals with disabilities where accommodations are required in order for them to access their education

The NMRSD Special Education Department continues to provide a variety of high-quality inclusive programs for students with disabilities across the district. In August, the district presented training to several special education teachers in the area of reading instruction for students with disabilities. This training, presented by Leslie University, also provided for follow-up sessions with teachers throughout the school year. The district also hosted training by the National Association for Suicide Prevention with the primary audience being our school adjustment counselors, psychologists, and guidance counselors.

Throughout the school year, district behavior analysts presented training to paraprofessionals on aspects of behavior, positive behavioral interventions and strategies for working with students.

The North Middlesex Regional School District continues to provide outstanding support to its students with disabilities across the district.

As Special Education Director, I would like to recognize and thank all of the teachers, paraprofessionals, administrators, related service providers and various support staff who create a warm and welcoming environment for our families and students on a daily basis. I am proud to work with them.

Respectfully submitted,

Brad Brooks, *Director of Special Education*

Curriculum and Professional Development

Over the past year, teachers and staff have worked diligently on our articulated curriculum maps and common experiences for students. The work has been grounded in our Strategic Improvement Plan (SIP) and its mission “to provide a comprehensive educational experience focused on students becoming contributing members of society.”

Through the strategic initiatives, the district focused on the following areas related to curriculum:

Develop and implement an engaging, rigorous curriculum aligned with state standards.

All content area teachers engaged in time with colleagues to discuss the current curriculum and learning experiences for students. Time was dedicated to all content areas to meet across the district to refine and

update the desired outcomes for students in relation to state and federal standards. Teachers will continue to align and implement common assessments and update the curriculum based on data collected around student progress.

Strengthen our instructional practices that promote purposeful student engagement in learning.

The district employed a process to collect baseline information regarding specific strategies that hold the most leverage for student engagement and learning. The subcommittee continues to look at opportunities to maximize online resources, staff meetings, and other professional development to support the use of effective student engagement strategies across all grade levels and content areas.

Provide a school climate that supports the social and emotional well-being of students and staff.

Students today are faced with pressures and challenges that are unique to their generation. Educating each student goes beyond the academic side of a child and must incorporate the social and emotional well-being of a student. Research demonstrates that a child that is not available emotionally within a classroom will not access the cognitive demands of the teaching. Therefore, in order to reach all students and bring them to their fullest potential, the North Middlesex Regional School District, and other districts around the nation, need to be fully aware how to support a culture and climate of acceptance. The district is currently reviewing many resources and programs to help support this vital initiative in our district.

Support academic growth by leveraging technology and digital resources to ensure our students are immersed in rich, authentic, relevant learning experiences that utilize *21st Century* skills.

The district recognized that there are many interpretations of *21st century* skills. Yet, the research is clear that there are four components that are at the heart of these words: collaboration and teamwork, creativity, critical thinking, and problem solving. Technology and digital resources are vehicles within the district that help accomplish these goals. The goal of the district is to provide students with experiences that help prepare students for college and future careers. Integrating technology and digital resources allow students to engage with topics, concepts, and ideas in novel ways. The district continues to explore the use of technology and digital resources annually with new technologies emerging daily.

Respectfully submitted by,

Nancy Milligan, *Assistant Superintendent*

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

North Middlesex Regional High School served students in grades nine through twelve and had 795 students enrolled for the 2016-2017 school year. We are dedicated to providing all of our students with a challenging, tailored learning experience that will prepare them to complete college and be successful in a career.

Our primary focus this year was to prepare for the move into the new building, which has been very exciting for students and staff. In addition to getting ready to move from the old building to our new home, we have stepped up our work on curriculum design to ensure that when we move in, we will have a common curriculum for all of our classes. Teachers have been planning a curriculum that takes advantage of the technology and learning spaces at our new facility. We have also been working hard on our school improvement goals, which are closely tied to year one of our three-year district improvement plans. This year, in particular, we are focusing on creating common assessments for all subjects, so that students will have the same tests/projects regardless of their teacher.

I am delighted to report that the New England Association of Schools and Colleges (NEASC) has voted to remove NM from probation status! NEASC provides support for institutional self-reflection and continuous school improvement. This milestone serves as an exciting achievement, and a testament to the hard work of everyone involved with the building project, and the faculty for all of their dedication to the advancement of teaching and learning. We continue to make excellent progress in addressing the recommendations of the NEASC visiting committee. Our most important project has been mapping our curriculum in a common format, and much of our professional development time has been dedicated to this process. This process will ensure that all students will have access to a common curriculum and be graded against common assessment rubrics.

The School Committee approved changes to the *Program of Studies* this year. I am very excited about our course options, which offers our students even more choices. (For example, a few of our new course selections included Gothic Literature, Digital Film Production, TV Studio Production, Media Literacy, Exercise for Stress Management, and Nutrition and Exercise Science.) We changed our physical education curriculum to provide students in each grade with low, moderate, and high impact options. We also made changes to our elective offerings.

The North Middlesex Regional High School Guidance Department assisted 203 students graduating in June 2017. Students reached post-secondary goals in various forms; 89% went on to two or four-year colleges/universities, 6% joined the workforce, and 2% went to trade school, prep school or joined the armed forces (with 3% undecided). Two Hundred Twelve (212) students took 343 Advanced Placement exams in eleven (11) subject areas. Fifty-eight point five (58.5%) percent (124 out of 343 exams) of the students received a grade of three (3) or better, which earns college credits from the colleges/universities they plan to attend.

NM is an extremely busy and active place. Hardly a day goes by when the school is not filled with students, staff, volunteers, and parents from well before dawn to well after dusk. There truly is something for everyone at our school. We have a wide and varied range of service learning opportunities, clubs, and societies. I am continually amazed at how well our students balance their many interests and commitments. Many of our students are three-sport athletes or involved in multiple activities including paid work, and manage to maintain their attendance and grades.

The staff and students are very excited about our new building! This project will have untold benefits for student learning and success. Next year, we will further adjust our program of studies so that we can make full use of our new facilities and resources, particularly in the arts and sciences.

Respectfully submitted by,
Isaac Taylor, *Principal*

HAWTHRONE BROOK MIDDLE SCHOOL

Hawthorne Brook Middle School is an institution committed to educational excellence, and a community committed to supporting one another. We are dedicated to using our resources to provide the best educational experience possible for our students, and we continually look for ways to improve our school.

All of our faculty and students are organized into smaller learning communities called teams. By having these smaller groups, students and staff have more opportunities to create a supportive environment and shared learning experiences. Each team follows a common schedule, which provides the teachers with the flexibility to modify and adjust student schedules to best meet the needs of the team. We are very excited this year to expand our *looping* structure to all students. For several years, students in grades 7 and 8 would stay on the same team with the same teachers for both years. We will now be doing that with teams in grades 5 and 6. This configuration will provide an enhanced structure for teachers to differentiate and target instruction to the specific needs of their students over the course of two years. Our model allows us to create a strong web of support to enhance student success.

The staff at Hawthorne Brook have participated in professional development opportunities offered in the district and throughout the area. HB teachers will continue to review and revise curriculum in every subject and systematically map what is taught and when it is taught. This curriculum mapping is an ongoing process that begins with the documentation process and continues with yearly revisions. In addition to the curriculum work, the staff is focused on exploring best practices for improving student engagement in the learning process. One of the classroom goals is for the students to take an active role in the learning, understanding, and sharing of the important ideas and knowledge in our society. We also made a commitment this year to more systematically collect and analyze data on student academic and social growth.

We continue to work to foster a positive, supportive climate at Hawthorne Brook Middle School. Our focus is on developing individual character and respect within a culture where we all take responsibility for each other, our community, and ourselves. The safety of our students continues to be our first priority. The administration meets regularly with law enforcement and safety personnel to review and modify procedures and protocols. We have a culture where everyone in the HB community is responsible and empowered to report safety concerns.

We are very proud of our students and witness numerous acts of kindness and generosity throughout Hawthorne Brook on a daily basis. Our students are kind and supportive of their peers. They maintain a high level of energy and enthusiasm and exhibit their talents and determination in the classroom, during athletic competitions, and on the stage. HB students are a constant source of pride for the staff, parents/guardians, and the entire community.

Thank you to the PTO for their continued support and for providing items and programs that otherwise would not be possible. In addition to their fundraising efforts, parents have volunteered their time and talents whenever needed.

Communication is an essential component of a successful middle school. Feel free to contact the school with questions, comments, or concerns. We can be reached via email at HBadmin@nmrsd.org or through our website at <http://hbms.nmrsd.org>.

Respectfully submitted by,
Stephen Coughlan, *Principal*



Spaulding Memorial School An Early Childhood Education Center

It is an honor to have completed my ninth year as principal of Spaulding Memorial School and have this opportunity to present the citizens of Townsend with the annual report. Spaulding Memorial is in its eighth year of the reconfiguration to a kindergarten to fourth grade elementary school, and we can truly say that we enjoy a great culture among the grade level students and staff. I feel privileged to be able to work with the talented staff of Spaulding Memorial School; they have a desire to continue to grow in the profession and a strong dedication to children that is evident every day.

Spaulding Memorial School serves approximately 425 students in kindergarten, first, second, third and fourth grade. We are very excited to have our class sizes in the range of 20-24 students, depending on the grade level. The educational program offered by the faculty at Spaulding Memorial is a highly effective elementary program that encourages each child to develop his/her individual talents and abilities in a caring, nurturing, and inclusive learning environment.

The curriculum at Spaulding focuses on the Massachusetts and Common Core Curriculum Frameworks for all subject areas. The majority of our English Language Arts blocks incorporate both a Reader's Workshop model, an individualized reading program to our literacy block based on the principles of guided reading and a Writer's Workshop model, an individualized writing program. We also used Foundations, a multisensory and systematic phonics, spelling, and handwriting program in kindergarten through second grade this past year and will be rolling it out in third grade for the 2017-2018 school year. The math program utilizes a curriculum resource called enVision which is based on the Common Core principles of conceptual understanding, problem-solving and computation. Teachers this past year have begun to pilot the newly created district curriculum maps to ensure the timeline and standards are well aligned for our students. Our science curriculum emphasizes a hands-on approach, which fosters observations, inquiry, and understanding and is in the process of being aligned to the new Massachusetts Science standards adopted in 2016. The Social Studies curriculum emphasizes the understanding of family, community, and country through the integration of literature. To educate the whole child, social skills are taught through the use of a program called Six Pillars of Social Competency which focuses on citizenship, responsibility, fairness, caring, trustworthiness and respect. The third and fourth grade utilize an anti-bullying program called Steps to Respect. We have also increased our social skill development in our students through the use of Collaborative Problem Solving and Social Thinking. This past year we added a Buddy Bench to our playground through a generous donation from the Joseph Middlemiss Big Heart Foundation. The children have the opportunity to extend the curriculum in computer, library, music, art and physical education classes. During the school year the children's artwork, musical talent, and cultures are showcased at family events. The Townsend Fire Department has worked with students using the extremely successful SAFE program for our children. The

core program is also supplemented by many cultural assemblies sponsored by our Parent Teacher Organization. These programs enrich, spark interests in children and support the school improvement goal of offering students more opportunities to participate and share in cultural events.

We are extremely fortunate to have a supportive parent group that meets regularly and organizes family events and fundraisers. This past year we had a new playground structure and swings installed through the hard work of the school council, a school-wide student fundraiser, generous donations from community businesses and parent volunteers. We also worked with the Townsend Ecumenical Outreach program to pilot a weekend food backpack program to support some of our students and families and look forward to continuing this program into next year. Our student council also added a community outreach event in which the students in the school made Valentine's Day cards for veterans in the hospital and for local seniors living at Atwood Acres. The students delivered Valentine's Day cards to the seniors and presented a short program of poems and songs; we are looking forward to making this an annual outreach event.

Respectfully submitted by,
Becky Janda, *Principal*

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

100 Littleton Road, Westford, MA 01886

(978) 692-4711 www.nashobatech.net



Nashoba Valley Technical High School is a regional technical high school established in 1969 to serve students grades 9–12 and also provides post-graduate programs for those between the ages of 18 and 25 years old in all career areas on a space available basis. Nashoba has earned an impressive reputation for producing community leaders as well as providing a vast amount of community projects for our district towns. With an enrollment of approximately 760-plus students from eight communities, Nashoba Valley Technical High School offers career preparation in 20 technical programs.

Administration

Dr. Denise P. Pigeon	Superintendent
Mr. Matthew Ricard	Principal
Mr. Jeremy Slotnick	Assistant Principal
Ms. Jeanne Savoie	Business Manager
Dr. Carol Heidenrich	Director of Technology
Ms. Gabriella White	Director of Curriculum
Ms. Michelle Valhouli	Director of Special Education
Ms. Kyla Callahan	Coordinator of Guidance and Admissions
Ms. Wendy Hood	Coordinator of Special Education and Team Chair
Mr. Paul Jussaume	Coordinator of Technical Programs and Cooperative Education
Mr. Ryan Wood	Dean of Students

Accreditation: New England Association of Schools and Colleges.

The Learning Schedule: Three 12-week trimesters consisting of eight 45-minute periods set in a four block schedule, five days per week. The school schedule alternates one week of academic classes with a week in a career-technical area for grades 9 through 12.

The Year in Review

The core mission of a vocational-technical school is to impart to its students knowledge and skills that will be valuable for securing and having success in future employment. In order to achieve this goal, Nashoba Valley Technical High School must constantly look to the future in order to determine the necessary skills that will

be valued in an economy yet to come. In the 45 years that have passed since Nashoba Valley Technical High School opened its doors in September 1969, in-demand skills have changed along with career pathways and technology. Nashoba Tech's history is one of near-constant adaptation; not just to keep pace with a rapidly-changing world but to anticipate those changes and keep learning relevant. These changes have come about both in the technical programs that Nashoba offers and in the facilities and equipment of the building.

This past year Nashoba Valley Technical High School has focused on updating program areas, maintaining a state of the art facility that is in line with industry standards. Automotive Technology, Automotive Collision and Repair, and Engineering Academy have received new equipment and updates to their areas.

Vocational-Technical Programs (Secondary & Post Graduate)

Auto Collision Repair & Refinishing		Electronics/Robotics
Automotive Technology		Engineering Technology
Banking, Marketing & Retail	Engineering Academy	Bio-Manufacturing
Carpentry/Cabinet Making	Health Assisting	
Cosmetology	Hotel Restaurant Management	
Culinary Arts	Machine Tool Technology	
Dental Assisting	Plumbing/Heating	
Design & Visual Communications	Programming & Web Development	
Early Childhood Education	TV & Media Production/Theatre Arts	
Electrical Technology	Veterinary Assisting	

Special Academic Programs

Advanced Placement, Honors and College Preparatory courses are available in all core subjects. Foreign language, music, theatre art and additional elective courses are offered for all four years to all interested students.

Dual Enrollment

The Dual Enrollment program is a state sponsored program that allows eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the State and the School District. Juniors who are eligible and recommended by teachers/administration may elect to enter the Dual Enrollment Program and take courses their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, U Mass Lowell or Fitchburg State University on a full time basis, while still enrolled at NVTHS as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from

Nashoba and one or two years of college credit. Many Nashoba students in recent years have graduated with an Associates degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and University of Massachusetts, among others.

Community Service Projects

Nashoba is unique in its approach to community service and its relationship to its district towns. Students and their instructors travel to various sites within our district to work on community service projects that have been approved and selected for their benefit to the community and the learning of our students. The students perform all necessary work for the district towns to complete their requested project. The Community Service Program educates students in a real world setting and allows the towns the benefit of observing Nashoba students at work, creating a lasting tribute to their efforts and having a major project completed without over expending limited town resources for capital improvement.

Student Activities

Nashoba sponsors an extensive program in intra-scholastic sports including varsity teams in 16 current high school sports, with equal opportunities for both male and female students. Next year we hope to add tennis and crew as new team sports. Other extracurricular activities include Student Council, National Honor Society, Music Honor Society, Yearbook, Kick Off Mentors, Students Against Destructive Decisions (SADD), Skills USA, Student Leadership, Peer Mediation, Chorus, Drama, and many special interest clubs. **No user fees** are imposed on any sport, school sponsored club, or activity.

Continuing & Community Education

Nashoba Tech's Continuing Community Education Program offers many late afternoon and evening classes to our community, such as Electrical, Advanced Manufacturing, and Driver's Education. Additional information can be found on the NVTHS website.

