

ANNUAL TOWN REPORT 2018



Special Thanks to Larry Richardson for the Town Report Cover

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

*Kathleen Araujo
Doris Collins
Bruce Goyette
Michael Keefe
Dorothy Manceau (Boston Post Cane Recipient)
Susan Vassallo*

*Warren McFague
Patricia Thomas-Jeanig
James Tumber
Arthur Vartanian*

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 2019

Tax Rate	\$19.33
Real Estate	\$917,421,288
Personal Property	\$24,219,880

Fiscal Year

2000

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

Population

2018	8590
1990	8,340
1920	1,575
1765	598

Registered Voters

2018	6567
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	6
Elected Officials	14

GENERAL GOVERNMENT

Board of Selectmen	18
Town Clerk	20
Annual Town Election - 04.23.18	21
Special Town Meeting - 05.01.18	23
Annual Town Meeting - 05.01.18	24
Operating Budget	31
State Primary Election - 09.04.18	55
State Election - 11.06.18	60
Special Town Meeting - 11.20.18	62
Board of Registrars	74

FINANCE DIVISION

Finance Committee	74
Board of Assessors	75
Town Accountant	77
Statement of Revenue	78
Undesignated Fund Balance	81
Balance Sheet Special Revenue	82
Capital Balance	84
Water Enterprise Operations	85
Trust Fund Combined Balance	87
Expendable Trust Funds	88

PUBLIC SAFETY

Police Department	89
Fire-EMS Department	92
TEMA	94

PUBLIC WORKS

Highway Department	95
Water Department	97
Cemetery & Parks Commission	102
Tree Warden	103

LAND USE

Planning Board	104
Conservation Commission	106
Board of Health	107
Townsend Housing Authority	109

CODE & SAFETY INSPECTORS

Building Department	111
Inspector of Wires	113
Sealer of Weights & Measures	113
Plumbing Inspector	114
Gas Inspector	114

CULTURE AND RECREATION

Townsend Public Library	115
Amanda Dwight Entertainment	117
West Townsend Reading Room	118
Band Concert Coordinator	118
Recreation Commission	120
Townsend Cultural Council	121

HUMAN SERVICES

Veterans' Agent	122
Council On Aging	123

AFFILIATED AGENCY

Nashoba Associated Board of Health	129
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EDUCATION

North Middlesex Regional School	
District/Superintendent	133
North Middlesex Regional High	139
Hawthorne Brook Middle School	141
Squannacook Early Childhood	143
Spaulding Memorial School	144
Nashoba Valley Technical School	146

**Town of Townsend
APPOINTED OFFICIALS**

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
300TH ANNIVERSARY COMMITTEE		
MEMBER	KAREN WAXMAN	2032
MEMBER	LINDSAY MORAND	2032
MEMBER	LINDA JOHANSEN	2032
MEMBER	CYNTHIA DONOVAN-SCHUSTER	2032
MEMBER	KYM CRAVEN	2032
MEMBER	KAREN CLEMENT	2032
AMERICAN FLAG COMMITTEE		
MEMBER	JANET COTE	2025
MEMBER	ALBERT "TUBBY" BOUCHER	2025
MEMBER	TODD ARSENAULT	2025
MEMBER	NATALIE CALL	2019
ANIMAL INSPECTOR		
ANIMAL INSPECTOR BARN BOOKS	JOHN A. KING	2019
BOARD OF REGISTRARS		
VICE-CHAIR	CATHERINE THRASHER	2021
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
TOWN ADMINISTRATOR	JAMES M. KREIDLER	2019
BUILDING DEPARTMENT		
ADA COORDINATOR	RICHARD HANKS	2019
SEALER OF WEIGHTS AND MEASURES	ERIC AALTONEN	2019
ALTERNATE GAS/PLUMBING INSPECTOR	GARY WILLIAMS	2019
ALTERNATE ELECTRICAL INSPECTOR	PETER MARTIN	2019
BUILDING COMMISSIONER	RICHARD HANKS	2019
PLUMBING & GAS INSPECTOR	RICHARD M KAPENAS	2019
ALTERNATE BUILDING INSPECTOR	BENTLEY HERGET	2019
ELECTICAL INSPECTOR	DANIEL CUSHION	2019
BURIAL AGENT		
BURIAL AGENT	KATHLEEN SPOFFORD	2020

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	CHARLOTTE MURPHY	2019
MEMBER	BETH MOCKLER	2020
MEMBER	JAMES HAMEL	2019
MEMBER	JOAN E. DAIGLE	2021
MEMBER	VALERIE ADAMS	2020
MEMBER	JANE L. JACKSON	2021

ENERGY COMMITTEE

MEMBER	RON MONTGOMERY	2019
VICE-CHAIR	KATHLEEN THOMPSON	2019
MEMBER	EDWARD HERMANN	2020
CHAIRMAN	BRENT CARNEY	2021
CHAIRMAN	MICHAEL BROWN	2021

FINANCE COMMITTEE

MEMBER	JOSEPH SCIACCA	2021
MEMBER	THADDEUS ROCHETTE	2019
CLERK	ANDREA WOOD	2019
VICE-CHAIR	JERRILYN BOZICAS	2019
MEMBER	SAM GRANT	2021
MEMBER	GENE DILDA	2019
CHAIR	DONNA PINKERTON	2021

FIRE/EMS

FIREFIGHTER	SAM GALEOTA	2019
EMT-B	STEPHEN GAY	2019
FIREFIGHTER	RANDY S. GIRARD	2019
FF/PARAMEDIC	CHRISTIAN GRANT	2019
OPERATIONS CAPTAIN/EMT	MICHAEL GRIMLEY	2019
FIREFIGHTER	MICHAEL MARCHAND	2019
FIREFIGHTER	CHRISTOPHER GROTTON	2019
	DAVID HARGRAVES	2019
FF/PARAMEDIC	ERIC MANNION	2019
PARAMEDIC	BRIAN HARKINS	2019
PARAMEDIC	JOHN MALLINSON	2019
ON-CALL	ROBERT HENDERSON	2019
FIREFIGHTER	DAVID HOFFMAN	2019
FIREFIGHTER	BRETT KING	2019
FF/EMT-B	JONATHAN KINNEY	2019
LIEUTENANT/FF/EMT-B	KRISTOPHER KLEIN	2019

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
FIREFIGHTER	BRENDON LAWRENCE	2019
FF/EMT-B	COREY LOPEZ	2019
FF/EMT-B	GREG GALEOTA	2019
LIEUTENANT/FF	RICHARD CARLSON	2019
PARAMEDIC	ROBERT HAYES	2019
PARAMEDIC/FF	SHAWN CARLIN	2019
FIREFIGHTER	DUANE CREIGHTON	2019
FF/EMT-B	DEREK MASKALENKO	2019
CHAPLAIN	SHAYNA APPEL	2019
EMPLOYEE	SHAYNE ARAUJO	2019
FF/EMT B	JEFFREY BEAL	2019
FF/EMT-B	KATHLEEN BEAL	2019
PARAMEDIC	JACQUELINE BECKER	2019
FF/PARAMEDIC	BRENTON BOURNE	2019
PARAMEDIC	MILES CHILDS	2019
RIGHT TO KNOW COORDINATOR	MARK BOYNTON	2019
EMT-B	JESSICA FELLOWS	2019
FF/PARAMEDIC	NICOLE CARTER	2019
CAPTAIN/EMT-B	JEFFREY CORMIER	2019
PARAMEDIC	CHRISTOPHER COTTER	2019
FF/PARAMEDIC	ANDREW DAVOLL	2019
FIREFIGHTER	ZACHERY A DEVINCENTIS	2019
DEPUTY CHIEF	JOHN ELLIOTT	2019
CAPTAIN	WILLIAM ELLIOTT	2019
PHOTOGRAPHER	ERIC FELLOWS	2019
FIRE CHIEF	MARK BOYNTON	2020
FIREFIGHTER	DAVID STEVENS	2019
MECHANIC	DAVID POWELL	2019
EMPLOYEE	PATRICK RING	2019
PARAMEDIC	JEFFREY RUPPLE	2019
FIREFIGHTER	ANDREW SHEPHERD	2019
FIREFIGHTER/EMT-B	DANIEL SILVA	2019
FIREFIGHTER	MICHAEL SODANO	2019
FIREFIGHTER/PARAMEDIC	RONALD PETRUCCI	2019
MECHANIC	THOMAS STEPNEY	2019
OPERATIONS CAPTAIN/PARAMEDIC	MARTIN SCOTT	2019
FIREFIGHTER	AUSTIN COTE	2019
PARAMEDIC	KAILA TEMPLE	2019

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
AGENT FOR THE LICENSING AUTHORITY	KIMBERLY MATTSON	2019
AGENT FOR THE LICENSING AUTHORITY	JOHN JOHNSON	2019
AGENT FOR THE LICENSING AUTHORITY	MARK GIANCOTTI	2019

MASTER PLAN COMMITTEE

CHAIR	KYM CRAVEN	2019
MEMBER	ANDREA WOOD	2019
MEMBER	KAREN CLEMENT	2019
CLERK	CYNTHIA DONOVAN-SCHUSTER	2019
MEMBER	DONALD C. HAYES	2019
MEMBER	TODD MELANSON	2019
MEMBER	WAYNE MILLER	2019
MEMBER	WILLIAM C. RIDEOUT	2019

MATRON

MATRON	JEAN NICHOLS	2019
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MEETING HALL GALLERY COMMITTEE

MEMBER	KIMBERLY KING	2019
MEMBER	DIANE BLANKENBURG	2020
MEMBER	ALICE A STRUTHERS	2020
MEMBER	ALISON THIEL	2019

MONTACHUSETTS JOINT TRANSPORTATION COMMITTEE

REPRESENTATIVE	JAMES SMITH	2019
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NASHOBA VALLEY TECH SCHOOL COM

MEMBER	KAREN CHAPMAN	2021
MEMBER	SHELDON CHAPMAN	2020

NORTH MIDDLESEX REGIONAL EMERGENCY PLANNING COMMITTEE

MEMBER	MARK BOYNTON	2020
MEMBER	ERIC AALTONEN	2020

PLANNING BOARD

MEMBER	JERRILYN BOZICAS	2019
MEMBER	CHARLES Q. SEXTON-DIRANIAN	2019

POLICE DEPARTMENT

POLICE OFFICER	JAMES LANDI	2019
KEEPER OF THE LOCK UP	RICHARD BAILEY	2019
RESERVE OFFICER	JOSEPH QUINN	2019

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
FF/PARAMEDIC	JOHN TUOMI	2019
FF/EMT-B	MICHAEL VIROTSKO	2019
FIREFIGHTER /EMT-B	MICHAEL WHITTIER	2019
FIREFIGHTER/EMT	CHRISTOPHER WILLIAMS	2019
FIREFIGHTER	AUSTIN MATTHES	2019
MECHANIC	NICHOLAS STEPNEY	2019
FIREFIGHTER	JONATHAN RYAN MOORE	2019
LIEUTENANT/FF/EMT-B	BRIAN MAYER	2019
PARAMEDIC	JOSHUA MCCRILLIS	2019
FIREFIGHTER	MICHAEL MEADOWS	2019
DEPUTY CHIEF	GARY SHEPHERD	2019
FIREFIGHTER	STEVE MONGELLI	2019
FF/PARAMEDIC	ANDREW PERRY	2019
PARAMEDIC	LAURA MOREAU	2019
EMT-B	JEAN NICHOLS	2019
OPERATION LT/EMT-A	BENJAMIN NIEMIERA	2019
FIREFIGHTER	JAMES NORMINGTON	2019
PARAMEDIC	EVERETT OLSON	2019
PARAMEDIC	SHAWN ORMISTON	2019
FF/EMT-B	KEVIN PENA	2019
CHAPLAIN	KEVIN PATTERSON	2019
FIREFIGHTER	COLTON PELADEAU	2019
FF/EMT-B	LEON NIEMIERA	2019
LIEUTENANT/FF/EMT-B	ERIC MODICA	2019

HIGHWAY DEPARTMENT

TREE WARDEN	DONALD MASSUCCO	2020
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HISTORIC DISTRICT COMMISSION

ALTERNATE MEMBER	MICHELLE BUSLER	2019
MEMBER	ROBERT THOMPSON	2021
MEMBER	ALISA STRUTHERS	2020
MEMBER	EINO KAUPPI	2021
MEMBER	CLARE KAUPPI	2019
MEMBER	SUSAN GERKEN	2021
ALTERNATE MEMBER	NILES BUSLER	2019
MEMBER	KENNETH DIRANIAN	2019

LICENSING AUTHORITY

MEMBER	RICHARD BAILEY	2019
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OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
RESERVE OFFICER	CHRISTOPHER VANVOORHIS	2019
SERGEANT	KIMBERLY MATTSON	2019
POLICE OFFICER	MICHAEL MARCHAND	2019
RESERVE OFFICER	JAMES P MARCHAND	2019
POLICE OFFICER	CHRISTOPHER LOW	2019
ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR	MARY LETOURNEAU	2019
POLICE OFFICER	DAVID PHILLIPS	2019
RESERVE OFFICER	THOMAS KALIL, JR.	2019
SERGEANT	JOHN JOHNSON	2019
OFFICER	CHEYENNE HARRINGTON	2019
POLICE OFFICER	JEFFREY J GILES	2019
LIEUTENANT	MARK GIANCOTTI	2019
POLICE OFFICER	MARK A FRANCIS	2019
RESERVE OFFICER	AUSTIN COTE	2019
RECORDS CLERK	KIMBERLY CLARK	2019
RESERVE OFFICER	TONY BRENNAN	2019
LICENSING AGENT	RICHARD BAILEY	2019
POLICE OFFICER	GEORGE REIDY	2019
POLICE CHIEF	RICHARD BAILEY	2019
DEPUTY CHIEF	JAMES SARTELLE	2019
PARKING CLERK	KATHLEEN SPOFFORD	2019
POLICE OFFICER	NICHOLAS W. THAYER	2019
POLICE OFFICER	THADDEUS ROCHETTE	2019

SPECIAL POLICE OFFICERS

POLICE OFFICER	BRADLEY MCNAMARA	2019
RESERVE OFFICER	JACOB LACHANCE	2019
OFFICER	KAYLA LEGER	2019
SERGEANT	ALAN LESSIEUR	2019
RESERVE OFFICER	DONALD LETARTE	2019
RESERVE OFFICER	ZACHERY LEVASSEUR	2019
SPECIAL OFFICER	MICHAEL LUIBIL	2019
LIEUTENANT	MICHAEL LUTH	2019
RESERVES-CHIEF	JAMES P. MARINO	2019
POLICE OFFICER	THOMAS MASKALENKO	2019
SERGEANT	JACK A HEBERT	2019
RESERVE OFFICER	JONATHAN MAY	2019
SARGEANT	THOMAS L. GAMMEL	2019
RESERVE OFFICER	LISA MELNICKI	2019

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
POLICE OFFICER	STEPHEN MULKERIN	2019
RESERVE POLICE OFFICER	PAUL NELSON	2019
SERGEANT	NICK PARKER	2019
POLICE OFFICER	DEREK PEPPE	2019
POLICE OFFICER	JOSHUA MATHIEU	2019
RESERVE OFFICER	ERIN CONSIDINE	2019
RESERVE-CHIEF	FRED ALDEN	2019
RESERVE OFFICER	STANLEY BARNEY	2019
RESERVE POLICE OFFICER	STEVEN BEZANSON	2019
POLICE OFFICER	JONATHAN BROCK	2019
POLICE OFFICER	STEVEN BURKE	2019
RESERVE OFFICER	BENJAMIN CAMPBELL	2019
RESERVE OFFICER	CORIN CAMPBELL	2019
POLICE OFFICER	JARED CARRUBBA	2019
POLICE OFFICER	BRUCE HASKINS	2019
SERGEANT	SEAN J. CONNERY	2019
SPECIAL OFFICER	MICHAEL PIETROFORTE	2019
RESERVE OFFICER	ROBERT DECOSTA	2019
RESERVE OFFICER	DYLAN DENIS	2019
POLICE OFFICER	DANIEL D'EON	2019
POLICE OFFICER	ROBERT DICONZA	2019
POLICE OFFICER	JOHN R. DILLON	2019
POLICE OFFICER	JEREMIAH FRIEND	2019
RESERVE OFFICER	ERIK SALO	2019
SERGEANT	WILLIAM GREATHEAD	2019
RESERVE OFFICER	GLANN CASWELL	2019
RESERVE OFFICER	JOHN WAGNER	2019
RESERVE POLICE OFFICER	DAVID QUERZE	2019
POLICE OFFICER	SEAN ZRATE	2019
POLICE OFFICER	FABRIZIO VESTRI	2019
POLICE OFFICER	BRIAN VAUTOUR	2019
POLICE OFFICER	JOSHUA TOCCI	2019
SERGEANT/DETECTIVE	JEFFREY THIBODEAU	2019
RESERVE OFFICER	CHAD STATELER	2019
RESERVE OFFICER	GAGE RUSSEL	2019
POLICE OFFICER	DANIEL ADAMS	2019

TEMA

MEMBER	JONATHAN KINNEY	2020
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OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	AMELIA GENTRY	2020
MEMBER	JOAN WALTON	2020
MEMBER	MARY LETOURNEAU	2020
MEMBER	BRIAN KENNEDY	2021
MEMBER	JANET JOHNSON	2020
MEMBER	KYM CRAVEN	2021
DIRECTOR	SHIRLEY COIT	2020
MEMBER	DONNA PINKERTON	2020
MEMBER	VICKY BRUNELLE	2020
MEMBER	AMY BRONKEMA	2020
MEMBER	BARBARA A. BOURDON	2021
MEMBER	DOLORES FARESE	2020

TOWNSEND CULTURAL COUNCIL

MEMBER	LYNN LEBLANC	2020
MEMBER	CHERYL SIMONEAU	2021
MEMBER	JANE L. JACKSON	2020
CHAIRMAN	LINDA DURETTE	2020
MEMBER	KAREN CLEMENT	2019
MEMBER	BARBARA A. BOURDON	2021
MEMBER	ALICE A STRUTHERS	2021

TOWNSEND HOUSING AUTHORITY

MEMBER	NATALIE CALL	2019
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VETERAN'S AGENT

EMPLOYEE	JOSEPH MAZZOLA	2021
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ZONING BOARD OF APPEALS

MEMBER	CRAIG STEVENS	2022
CHAIRMAN	WILLIAM CADOGAN	2021
MEMBER	DAVID CHENELLE	2023
ALTERNATE	DAVID FUNAIOLE	2019
ALTERNATE	VICTORIA JANICKI	2019
ALTERNATE	SEAN PEARSON	2019
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	4/27/2021
DEBORAHANNE MAYER	4/27/2020

BOARD OF ASSESSORS

	Term End
CAROL LECONTI	4/26/2021
JILL PETERSON	4/27/2020
LAURA SHIFRIN	4/22/2019

BOARD OF HEALTH

	Term End
MICHELE DOLD	4/22/2019
LINDA JOHANSEN	4/26/2021
JAMES LE'CUYER	4/27/2020

BOARD OF SELECTMEN

	Term End
CINDY KING	4/22/2019
SUE LISIO	4/27/2020
WAYNE MILLER	4/26/2021

CEMETARY & PARKS

	Term End
JOHN B. BARRETT	4/26/2021
ALBERT "TUBBY" BOUCHER	4/27/2020
RAYMOND SR. BOYES	4/22/2019

DEMOCRATIC TOWN COMMITTEE

	Term End
JOHN B. BARRETT	3/1/2020
KATHLEEN R. COWAN	3/1/2020
DAVID FUNAIOLE	3/1/2020
CINDY KING	3/1/2020
PRISCILLA KIPP	3/1/2020

ROGER KIPP	3/1/2020
MARY JANE O'HARA	3/1/2020
BITA O'REILLY	3/1/2020
GENE RAUHALA	3/1/2020
LESLIE K. RAUHALA	3/1/2020
JOSPEH SHAINÉ	3/1/2020
CATHERINE THRASHER	3/1/2020
JAMES H. TUCKER FUND	Term End
KENNETH GERKEN	5/7/2019
PAMELA HAMAN	5/7/2019
LISA LEWAND	5/7/2019
LIBRARY TRUSTEES	Term End
ALISON BIRD	4/22/2019
VALERIE GOODRICH	4/22/2019
JUDITH LEWIN MAIDER	4/26/2021
SUSAN MCNALLY	4/27/2020
ROBERT TEMPLETON	4/26/2021
MODERATOR	Term End
JOHN B. BARRETT	4/26/2021
NMRSD SCHOOL COMMITTEE	Term End
WILLIAM HACKLER	4/27/2020
MICHAEL MORGAN	4/27/2020
JOHN PAGE	4/26/2021
SUE ROBBINS	4/22/2019
RANDEE RUSCH	4/27/2020
PLANNING BOARD	Term End
VERONICA KELL	4/24/2023
LANCE MCNALLY	4/25/2022
LAURA SHIFRIN	4/26/2021

RECREATION	Term End
EMILY AUSTIN-BRUNS	4/27/2020
RICAHRD CORSINI	4/22/2019
ALICE KENNEDY	4/26/2021
CAROLYN SMART	4/26/2021
THOMAS WHITTIER	4/27/2020

REPUBLICAN TOWN COMMITTEE	Term End
THOAMS 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
RICAHRD 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
LAURA SHIFRIN	4/26/2021
CAROL TULE	4/24/2023

TRUST FUND COMMISSION

KAREN CLEMENT

HARTLEY PLESHAW

Term End

4/26/2021

4/27/2020

TRUSTEE OF SOLDIER'S MEMORIAL

PETER BUXTON

KEITH JACKSON

WALTER MANN

JOHN PAGE

STEPHEN SPOFFORD

Term End

4/22/2019

4/27/2020

4/22/2019

4/27/2020

4/26/2021

WATER DEPARTMENT

LANCE LEWAND

MICHAEL MACEACHERN

NATHAN MATTILA

Term End

4/22/2019

4/27/2020

4/26/2021



BOARD OF SELECTMEN

The composition of the Board of Selectmen at the beginning of 2018 was Chairman Cindy King, Vice Chairman Gordon Clark, and Clerk Sue Lisio. In April at the Annual Town Election, Wayne Miller was elected to the seat previously occupied by Gordon Clark, who chose not to run for reelection. After the election, Ms. Lisio, Ms. King, and Mr. Miller respectively assumed the roles of Chairman, Vice Chairman, and Clerk.

James M. Kreidler, Jr. served his third full year as Town Administrator in 2018.

The year saw a continuation of the work started with the Collins Institute for budget documentation and risk management all of which paid off with the first management report with no reported material weaknesses. This is a great accomplishment and the direct result of the hard work of Town Administrator Kreidler and the finance team consisting of Barbara Tierney, Treasurer/Collector and Lauri Plourde, Town Accountant and Vicki Tidman Principal Assessor.

The biggest and most exciting events of the year were the completion the West Townsend Fire Station and the North Middlesex Regional High School. Additionally, many significant efficiency energy upgrades were approved by the Energy Committee for Hawthorne Brook Middle School.

Another notable activity was the completion of the energy saving Street Lights LED upgrade project which would not have happened without the efforts of the Energy Committee.

The year 2018 brought us some sad news as well. It is with deep sense of sadness but with thanks that the Board of Selectmen mourned the passing of Kathleen Araujo, Warren McFague, Doris Collins, Patricia Thomas-Jeanig, Bruce Goyette, James Tumber, Michael Keefe, Arthur Vartanian, Dorothy Manceau (who was our Boston Post Cane Recipient) and Susan Vassallo.

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

We would be remiss if we did not take a moment to recognize the heart and soul of our organization. Volunteers are very important to our form of government. Without citizens willing to commit time and energy, all toward the betterment of their town, so much of what we do would come to a screeching halt. We are truly blessed in the fact that so many of our citizens love and serve their town.

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. We would love to have you join our team!

THE BOARD OF SELECTMEN:

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*

James M. Kreidler, Jr, *Town Administrator*

Carolyn Smart, *Executive Assistant to the Town Administrator*

TOWN CLERK

In the year of 2018 I welcomed Jessica Funairole as the Assistant Town Clerk. She is a bright asset to the Town Clerk's Office. This year we had three elections, the Annual Town Election, the State Primary and the General State Election with 10 days of early voting. All ran smoothly on the Town side, however, the 3rd Congressional District conducted a recount from the State primary and all went well at the recount for the Town of Townsend.

This year I attended the Massachusetts Town Clerk's Association Conference at Fort Devens and Plymouth as well as the Middlesex County Clerks Association meetings in Westford and Reading. I took classes on the 2020 Federal Census preparation, Vacancies on Boards and Committees, Amendments of Vital Records, Raffles and Notary Review, Early Voting 2018 and through the Lens of the Municipal Archivist. These classes are very informative and keeps the Clerk's office up to date as well as allowing us to network amongst the Clerks of Massachusetts. Credits earned at these classes will be used for recertification.

The town census was 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 Bella Laakso, a beautiful cocker spaniel.

The Town Clerk's Office has vital records for residents who were living in Townsend when they were born and upon their death. Marriage records are also on record for those who filed their marriage intentions in Townsend. If your family has lived in Townsend and you are doing your family genealogy, our office is a great place to start.

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 2018:

Population:	8590	Births:	82
Registered Voters:	6567	Marriages:	40
Raffle Permits:	8	Deaths:	65
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*

ANNUAL TOWN ELECTION - APRIL 23, 2018

Precinct	I	II	III	Total
Total Votes	472	445	443	1360

Board of Selectmen	I	II	III	Total
John F. Hussey	121	128	93	342
Wayne M. Miller	347	311	344	1002
Blanks	4	5	4	13
Write-ins	0	1	2	3
Total Votes	472	445	443	1360

Moderator	I	II	III	Total
John B. Barrett	395	363	363	1121
Blanks	74	78	76	228
Write-ins	3	4	4	11
Total Votes	472	445	443	1360

Amanda Dwight	I	II	III	Total
Susan R. Gerken	377	346	358	1081
Blanks	94	98	84	275
Write-ins	1	1	1	4
Total Votes	472	445	443	1360

Board of Assessors	I	II	III	Total
Carol A. LeConti	354	310	326	990
Blanks	116	113	115	364
Write-ins	2	2	2	6
Total Votes	472	445	443	1360

Board of Heath	I	II	III	Total
Linda J. Johansen	338	314	339	991
Blanks	118	106	87	311
Write-ins	16	25	17	58
Total Votes	472	445	443	1360

Cemetery/Parks	I	II	III	Total
John B. Barrett	363	335	338	1036
Blanks	87	81	78	246
Write-ins	22	29	27	78
Total Votes	472	445	443	1360

Library Trustees	I	II	III	Total
Judith Lewin Maider	311	290	299	900
Robert K. Templeton	278	268	264	810
Blanks	333	316	306	955
Write-ins	22	16	17	55
Total Votes	944	890	886	2720

NM School Committee	I	II	III	Total
John Page	144	128	136	408
Blanks	294	272	279	845
Write-ins	34	45	28	107
Total Votes	472	445	443	1360

Planning Board	I	II	III	Total
Veronica Kell	101	113	106	320
Blanks	330	295	311	936
Write-ins	41	37	26	104
Total Votes	472	445	443	1360

Recreation Commission (Vote for two)	I	II	III	Total
Alice Kennedy	332	294	318	944
Carolyn Smart (Write-In)	5	13	4	22
Write-ins	5	6	4	1
Blanks	602	577	560	1739

Total Votes	944	890	886	2720
Recreation Commission (2) Year	I	II	III	Total
Emily Austin-Bruns	336	288	326	950
Blanks	132	149	113	394
Write-ins	4	8	4	16
Total Votes	472	445	443	1360

Townsend Housing Authority (5 year)	I	II	III	Total
Carol Tule (Write-in)	10	92	89	191
Blanks	362	333	336	1031
Write-ins	100	20	18	138
Total Votes	472	445	443	1360

Trust Fund Commissioner (1-year)	I	II	III	Total
Alison Wright (Write-in)	10	10	7	27
Blanks	433	402	390	1225
Write-ins	29	33	46	108
Total Votes	472	445	443	1360

Trust Fund Commissioner (3-year)	I	II	III	Total
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Karen Clement	8	11	17	36
Blanks	443	407	390	1240
Write-ins	21	27	36	84
Total Votes	472	445	443	1360

Trustee of Soldiers Memorials (Veterans)	I	II	III	Total
Stephen S. Spofford	360	312	326	998
Blanks	104	122	103	329
Write-ins	8	11	14	33
Total Votes	472	445	443	1360

Trustees of Soldiers Memorials (Non-Veteran)	I	II	III	Total
John Page	235	216	223	674
Terri Ann Roy	169	164	140	473
Blanks	67	64	80	211
Write-ins	1	1	0	2
Total Votes	472	445	443	1360

Water Commissioners	I	II	III	Total
Nathan Mattila	355	319	329	1003
Blanks	110	123	108	341
Write-ins	7	3	6	16
Total Votes	472	445	443	1360

SPECIAL AND ANNUAL TOWN MEETING MINUTES

The Special and Annual Town Meetings were held on May 1, 2018. We had 164 voters and 16 visitors in attendance. Moderator, John Barrett, announced there was a quorum present. He introduced Shirley Coit, TEMA Director, who spoke about pet care during emergencies. The Moderator asked those in attendance to please stand for the Pledge of Allegiance which was led by Boy Scouts Christopher Bjornson, Justin Carter, and Alex Candow Troop 81.

The Moderator requested all visitors and non-voters to sit in the front rows. The practice has been to allow visitors to speak unless there is an objection from the floor, however, the Moderator reserves the right to allow the visitor to speak if he feels the visitor has pertinent information to the article on the floor.

At this point the Moderator introduced himself and thanked the audience for their vote, the Town Clerk Kathleen Spofford, the Selectmen Sue Lisio and Wayne Miller, the Town Administrator James Kreidler and Town Counsel David Jenkins. He went on to introduce the Finance Committee members who were present: Jerilyn Bozicas, Donna Pinkerton, and Joseph Sciacca. Selectman Cindy King arrived after the introductions were made. Gene Rauhala was elected Deputy Moderator by the floor. The Moderator reviewed some of the rules followed at Town Meeting which is ruled by Town Meeting Time. If you want to speak, wait until you are recognized, raise your hand and the Moderator will call on you. After you have been called upon, wait for the microphone, then state your name and address. This is being recorded and shown to the people at home who have cable TV. Please direct all comments and questions to the chair. All motions must be in writing and brought to the Town Clerk. If a matter has been voted on tonight, to be reconsidered tonight would take a majority vote, but if the meeting goes into a second night, to be reconsidered would take a 9/10 vote. If a vote count is questioned by (7) seven people, the counters will be called otherwise the count is by the Moderator's determination and the counters may be called forward. You may make a point of

privilege if you cannot hear the speaker or there is something affecting your ability to hear what is going on. If there is a question of procedure, please rise and say "point of order, Mr. Moderator", you will be called on to make your point. In order to do this, you may interrupt the speaker. One other point is a motion to move the question. When this motion is made you must be recognized to speak, it cuts off all debate, it is not debatable, that motion must be voted on to proceed with the discussion or to end the discussion and vote on the motion on the floor. If someone makes a motion to move the question too early, the Moderator may rule out of order and allow the discussion to continue. The Moderator appointed counters, Hirk Fortin, John Stonefield, Cheryl Rideout and Veronica Kell and they were sworn in by the Town Clerk. The Moderator requested the reading of the warrant, which was done by the Town Clerk.

The Town Meeting was called to order at 7:02 p.m. The Moderator asked for a motion to adjourn the Annual Town Meeting and to go into the Special Town Meeting.

A motion was made to adjourn the Annual Town Meeting to go into the Special Town Meeting and when the Special Town Meeting dissolves to return to the Annual Town Meeting. The motion was seconded.

READ BY: Wayne Miller

VOTED: Passed Unanimously

SPECIAL TOWN MEETING

The Special Town Meeting was called to order at 7:13 p.m. The return of the warrant was read by the Town Clerk, Kathleen Spofford.

STM ARTICLE 1:

I move that the Town vote to take no action. (Article 1 read as follows: To see if the Town will vote to borrow or transfer from available funds in the treasure the sum of \$_____ for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.)

SUBMITTED BY: Board of Selectmen

READ BY: Wayne Miller

VOTED: Passed Unanimously

STM ARTICLE 2:

I move that the Town vote to transfer from free cash the sum of \$152,300.71 for the purpose of offsetting FY18 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D.

SUBMITTED BY: Board of Selectmen

READ BY: Sue Lisio

VOTED: Passed Unanimously

STM ARTICLE 3:

I move that the Town vote to transfer from Water Department Enterprise retained earnings the sum of \$18,000.00 for the purchase and implementation of new utility billing software for the water department and any other related expenses.

SUBMITTED BY: Board of Water Commissioners

READ BY: Nathan Mattila

VOTED: Passed by Majority

Motion to dissolve the Special Town Meeting was made and seconded.

Motion passed unanimously.

The Special Town Meeting was dissolved at 7:19 p.m.

ANNUAL TOWN MEETING

The Annual Town Meeting was reconvened at 7:19 p.m.

ATM ARTICLE 1:

I move that the Town vote 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.

SUBMITTED BY: Town Clerk

READ BY: Wayne Miller

VOTED: Passed Unanimously

ATM ARTICLE 2:

I move that the Town vote to hear reports of any Committees, Boards or Commissions.

SUBMITTED BY: Board of Selectmen

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 3:

I move that the Town vote to choose a committee of three (3) West Townsend residents 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.

SUBMITTED BY: Cemetery and Parks Commission

READ BY: Wayne Miller

Pam Haman nominated Ken Gerken, Pam Haman and Michael Marchand. Motion seconded. Point of order was made by the Town Clerk stating Michael Marchand is no longer a resident of West Townsend, he is now a resident of Townsend Center. Lisa Lewand volunteered and the nomination was changed to include Lisa Lewand.

VOTED: Passed Unanimously

ATM ARTICLE 4:

I move that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to: amend Chapter 104, §104-1(f) of the General Bylaws by inserting the following text:

9	Police	Police Chief	NMRSD Receipts	School Resource Officer
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement

And to vote to set the following expenditure limits for each revolving fund for fiscal year 2019:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling	Board of Health	Collection of recyclables	Operating costs associated with recycling	\$ 20,000.00
2	Recreation Programs	Recreation Commission	Recreation programs	Operating costs associated with programming	\$ 52,000.00
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$ 4,000.00
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$ 28,000.00
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for the fire alarm system	\$ 4,000.00
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals	\$ 1,000.00
7	Inspectional Services	Building Commissioner	Fees from North Middlesex Regional High School building project	Expenses for inspections re: the NMRHS building project	\$ 75,000.00
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$ 5,000.00
9	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$ 80,000.00
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$ 20,000.00
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$ 10,000.00

SUBMITTED BY: Board of Selectmen
 READ BY: Sue Lisio
 VOTED: Passed Unanimously

ATM ARTICLE 5:

I move that the Town vote to raise and appropriate and transfer from the following available funds in the treasury-

FUND:	PURPOSE:	AMOUNT:
Comcast Government Access	Operating Costs of the MIS Department	\$ 175,000.00
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplemental Funding to Operate the WTRR	\$ 2,900.00

Ambulance Receipts Reserved	Supplemental Funding to Operate the EMS	\$ 450,000.00
Recreation Receipts	Supplemental Funding to Operate Recreation	\$ 20,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$ 233,820.30

such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2019 for a budget totaling **\$22,317,465.00** as follows:

FUNCTIONAL SEGMENTS	
General Government-	\$1,559,881.00
Public Safety-	\$3,193,032.00
Education-	\$12,927,970.00
Streets and Highways-	\$718,930.00
Solid Waste-	\$669,284.00
Human Services	\$392,922.00
Culture and Recreation	\$386,817.00
Debt Service-	\$507,432.00
Insurances-	\$1,961,196.00

SUBMITTED BY: Board of Selectmen
 READ BY: Wayne Miller
 VOTED: Passed by Majority

ATM ARTICLE 6:

I move that the Town vote 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.

SUBMITTED BY: Board of Selectmen

READ BY: Sue Lisio

VOTED: Passed by Majority

ATM ARTICLE 7:

I move that the Town vote to appropriate the sum of \$985,129.00 from Water Enterprise revenues to operate the Water Department for fiscal year 2019, and in order to fund the cost of inter-municipal expenses that \$233,820.30 of this sum be appropriated in the general fund.

SUBMITTED BY: Board of Water Commissioner

READ BY: Nathan Mattila

VOTED: Passed Unanimously

ATM ARTICLE 8:

I move that the Town vote to approve the FY2018 Capital Plan and transfer from:

Capital Stabilization-

Police and Fire/EMS Communications Equipment	Radios and
	\$149,820.00

Highway Department Brush Plow	Mower/Sidewalk
	\$100,000.00

Ambulance Receipts-

Fire/EMS 3 rd Year Lease Payment	
	\$ 67,870.00

Water Enterprise Funds-

Generator 540 Main Street	
	\$ 30,000.00

Pump Station Bridge Replacement	
	\$ 40,099.52

SUBMITTED BY: Capital Planning Committee

READ BY: Cindy King

VOTED: Passed Unanimously

ATM ARTICLE 9:

I move that the Town vote to transfer from free cash the sum of \$25,180.00 for the purpose of funding equipment, upgrades, and repairs to the Town's public safety communications infrastructure system.

SUBMITTED BY: Board of Selectmen

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 10:

I move that the Town vote to appropriate by borrowing the sum of \$981,200.00 to pay costs of engineering, construction, and other related expenses to replace a section of water main on Main Street, between 512 Main Street and Wheeler Road and, that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c 44, §8(5) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Although any bonds or notes issued by the Town constitute general obligations of the Town and a pledge of its full faith and credit, debt service on the bonds or notes authorized by this vote shall be paid, in the first instance, from water enterprise fund revenues. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

SUBMITTED BY: Board of Water Commissioners

READ BY: Paul Rafuse

VOTED: Passed Unanimously

ATM ARTICLE 11:

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,000.00 to defray the charges and expenses for the planning and execution of the Town's 300th Anniversary Celebration to be held in the year 2032.

SUBMITTED BY: Karen Clement and the Board of Selectmen

READ BY: Wayne Miller

VOTED: Passed by Majority

ATM ARTICLE 12:

I move that the Town vote to transfer from free cash the sum of \$22,000.00 for the purpose of

funding the hiring of consultants to assist the Master Plan Committee (appointed under the Planning Board) with such areas as economic development, community meeting facilitation, research, survey analysis and other related topics as required and voted on by the Master Plan Committee.

SUBMITTED BY: Master Plan Committee

READ BY: Kym Craven

VOTED: Passed Unanimous

ATM ARTICLE 13:

I move that the Town vote to transfer from free cash the sum of \$4,000.00 for the purpose of funding the Assessors' FY19 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

SUBMITTED BY: Board of Assessors

READ BY: Cindy King

VOTED: Passed Unanimously

ATM ARTICLE 14:

I move that the Town vote to transfer from free cash the sum of \$1,500.00 for the purpose of funding a secure shredding contractor to dispose of documents and files that have exceeded their required retention.

SUBMITTED BY: Town Accountant

READ BY: Wayne Miller

VOTED: Passed Unanimously

ATM ARTICLE 15:

I move that the Town vote to transfer from free cash the sum of \$21,000.00 to the Conservation Land Fund.

SUBMITTED BY: Town Administrator

READ BY: Sue Lisio

VOTED: Passed by Majority

ATM ARTICLE 16:

I move that the Town vote to transfer all funds within the Cemetery Improvement Fund into the Sale of Lots Receipts Reserved Fund per the direction of the Massachusetts Department of Revenue, Bureau of Local Assessments.

SUBMITTED BY: Town Accountant

READ BY: Wayne Miller

VOTED: Passed Unanimously

ATM ARTICLE 17:

I move that the Town vote to transfer from overlay surplus the sum of \$30,000.00 for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

SUBMITTED BY: Board of Selectmen

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 18:

I move that the Town vote to authorize the Board of Water Commissioners to hire legal counsel.

SUBMITTED BY: Board of Water Commissioners

READ BY: Paul Rafuse

VOTED: Passed by Majority

ATM ARTICLE 19:

I move to take no action. (Article 19 read: I move that the Town vote to amend the General Bylaws to add a new Chapter (to be numbered sequentially by the Town Clerk):

PROHIBITED DRIVING AND PARKING BYLAW

Section 1.

For the purposes of preserving and protecting the historic, aesthetic and natural resources of the Town Common, the Board of Selectmen, or its designee, is hereby authorized to prohibit driving and/or parking of vehicles, of whatever nature, within the Town Common. The Board of Selectmen may adopt regulations consistent herewith to implement such prohibition. Said restrictions shall in no event restrict vehicles conducting official Town of Townsend business.

Section 2.

Upon the adoption of this prohibition, the Board of Selectmen, or its designee, shall cause the posting of suitable signs to give notice to the public of such prohibition on driving, parking or standing of vehicles. Such signs shall conform to any local sign regulations and shall be historically appropriate. The Board of Selectmen, or its designee, shall give notice of the intention to implement prohibition by publication for two

successive weeks in a newspaper of general circulation in the Town, final publication to be not less than seven days prior to implementation.

Section 3.

The Board of Selectmen, or its designee, is authorized to impose a fine for violation of regulations established for a restricted parking zone under the Town's Non-criminal Disposition authority.

Section 4.

In the event any provision of this bylaw or of any regulation adopted by the Board of Selectmen, or its designee, shall be held illegal or unenforceable, the remainder of this bylaw or regulation not held illegal or unenforceable shall remain in full force and effect.

SUBMITTED BY: Sue Lisio

READ BY: Sue Lisio

VOTED: Motion to take no action Passed by Majority

ATM ARTICLE 20:

I move that the Town vote to accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, together with its recommendation to seek Wild and Scenic River designation.

SUBMITTED BY: Nashua River Wild and Scenic River Study Committee

READ BY: Wayne Miller

VOTED: Passed by Majority

ATM ARTICLE 21:

I move that the Town vote to amend Chapter 6 Automatic Fire Alarm Systems General Bylaw of the Code of Townsend as follows:

Replace the word "master" with "radio" throughout the bylaw.

§ 6-2. Definitions.1

AUTOMATIC FIRE ALARM SYSTEM – Insert "or private monitoring service."

§ 6-2. Restrictions on Tape Dialers and similar automatic telephone devices.

Delete this section in its entirety.

§ 6-5. Alarm system malfunctions; fines –

Define allowable alarm malfunctions as "per calendar year."

Increase fourth offense fine from \$50 to \$250, increase fifth and subsequent fines to \$300.

Delete Paragraph "C" in its entirety

Delete Paragraph "D" in its entirety

SUBMITTED BY: Fire/EMS Chief, Mark Boynton

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 22:

I move that the Town vote to adopt Massachusetts General Law Chapter 60, section 23B to allow the Treasurer Collector to change the cost of a Municipal Lien Certificate (MCL) to the fee schedule set forth in said statute.

SUBMITTED BY: Treasurer/Tax Collector

READ BY: Wayne Miller

VOTED: Passed Unanimously

ATM ARTICLE 23:

I move that the Town vote to accept the twelfth paragraph of Massachusetts General Law Chapter 41, section 81U to allow the Planning Board to take and hold deposits to secure the performance of an obligation by an applicant for a license or permit.

SUBMITTED BY: Town Accountant

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 24:

I move that the Town vote to authorize the Board of Selectmen to issue a Request for Proposals (RFP) for the sale of the Squannacook Hook and Ladder Center Fire Station and the Harbor Fire Station for adaptive reuse.

SUBMITTED BY: Board of Selectmen

READ BY: Wayne Miller

I move to amend the current motion on Article 24 to include a citizen's committee of five (5) to review the RFP's, to include a preference for citizens that have a previous connection to the fire department.

READ BY: Kelly Kelly

VOTED: Motion did not pass

VOTE ON THE MAIN MOTION: Did not pass.
ATM ARTICLE 25:

I move that the Town vote to authorize the Tax Collector to hold a tax title auction on tax title properties held by the Town.

SUBMITTED BY: Tax Collector

READ BY: Sue Lisio

VOTED: Passed Unanimously

ATM ARTICLE 26:

I move that the Town vote to authorize the Conservation Commission to accept a certain parcel of land totaling 8.8 acres to be held for conservation purposes.

SUBMITTED BY: Conservation Commission

READ BY: Mike Turgeon

VOTED: Did not pass.

Fire Chief Boynton was recognized by the Moderator. He asked to review Article 8 because a piece of equipment he requested was not in the Capital article that was voted on. He believed the Capital Planning Committee approved a Paramedic Intercept Vehicle for \$66,380 but it is missing in the warrant and he wanted to correct the information if possible. The Moderator

explained that if it was not in the article or in the motion, it would have to be considered at another town meeting. Town Administrator asked if it could be reconsidered where the motion was to approve the Capital Plan and if that item was omitted by accident, could it be done then. The Moderator asked for a motion to reconsider.

I move to reconsider Article 8.

READ BY: Kelly Kelly

A point of order was called and a quorum was asked for. Counters came out and counted 68 voters in attendance. We did not meet the quorum required and therefore unable to reconsider article 8.

Motion to dissolve the meeting was seconded and passed unanimously.

The meeting was dissolved on May 1, 2018 at 10:32 p.m.

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



FY19 BUDGET WORKSHEETS

A. FY19 OMNIBUS BUDGET.....	34
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This is the version of the budget that is presented before the town meeting for review, consideration and vote. It is broken out into functional segments: General Government, Public Safety, Education, Streets and Highways, Solid Waste, Human Services, Culture and Recreation, Debt Service and Insurances. Each functional segment is further broken out to show which departments are included in that segment. Lastly, each department is broken out into salary and expense lines.

B. FY19 BUDGET.....	42
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This is the version that is expanded to show every line item, salary and expense, in every department.

C. FORECAST SUMMARY.....	57
D. REVENUE PROJECTIONS.....	58
E. EXPENSE PROJECTIONS.....	61
F. NEW GROWTH.....	63
G. BENEFITS.....	65
H. DEBT.....	66
I. DEBT DETAIL.....	67
K. ENTERPRISE REVENUE EXPENSE SHEET.....	69
L. HOUSE I.....	70

This is the Governor's proposed local aid budget. These numbers will likely change as the state budget process plays out.

DEPARTMENT	FY17 FINAL	FY18 REVISED	FY19 REQUEST	FY19 TA RECOMMEND	\$ VARIANCE	% VARIANCE	NOTES
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BOARD OF SELECTMEN							
PERSONNEL	\$ 163,683	\$ 167,685	\$ 198,002	\$ 198,002	\$ 30,317		Contractual Benefits, re-instituting part-time HR
EXPENSES	\$ 14,750	\$ 14,750	\$ 17,050	\$ 17,250	\$ 2,500		position, reclassify Exec. Asst. job per 2015 consultant
TOTAL BOARD OF SELECTMEN	\$ 178,433	\$ 182,435	\$ 215,052	\$ 215,252	\$ 32,817	18.0%	

FIN COM							
EXPENSES	\$ 30,000	\$ 35,750	\$ 35,750	\$ 35,750	\$ -		
TOTAL FIN COM	\$ 30,000	\$ 35,750	\$ 35,750	\$ 35,750	\$ -	0.0%	

ACCOUNTING							
PERSONNEL	\$ 87,195	\$ 70,673	\$ 79,850	\$ 79,850	\$ 9,177	13.0%	Increase from 37.5 hrs. to 40 hrs. per week
EXPENSES	\$ 29,900	\$ 26,900	\$ 32,000	\$ 32,000	\$ 5,100	19.0%	Post-probationary salary adjustment
TOTAL ACCOUNTING	\$ 117,095	\$ 97,573	\$ 111,850	\$ 111,850	\$ 14,277	14.6%	

ASSESSORS							
PERSONNEL	\$ 86,766	\$ 89,391	\$ 92,029	\$ 92,029	\$ 2,638	3.0%	
EXPENSES	\$ 13,085	\$ 13,425	\$ 19,500	\$ 19,500	\$ 6,075	45.3%	Budgeted for Revaluation Consulting
TOTAL ASSESSORS	\$ 99,851	\$ 102,816	\$ 111,529	\$ 111,529	\$ 8,713	8.5%	

TREASURER COLLECTOR							
PERSONNEL	\$ 134,294	\$ 143,289	\$ 150,822	\$ 150,822	\$ 7,533	5.3%	Increased staff time by 1 hr. in anticipation of water
EXPENSES	\$ 71,718	\$ 66,718	\$ 67,218	\$ 67,218	\$ 500	0.7%	billing per Auditor
TOTAL TREASURER COLLECTOR	\$ 206,012	\$ 210,007	\$ 218,040	\$ 218,040	\$ 8,033	3.8%	

LEGAL							
EXPENSES	\$ 38,500	\$ 43,500	\$ 45,000	\$ 45,000	\$ 1,500	3.4%	
TOTAL LEGAL	\$ 38,500	\$ 43,500	\$ 45,000	\$ 45,000	\$ 1,500	3.4%	

MANAGEMENT INFO							
PERSONNEL	\$ 37,500	\$ 155,210	\$ 146,620	\$ 157,850	\$ 2,640	1.7%	
EXPENSES	\$ 62,500	\$ 62,602	\$ 73,520	\$ 73,520	\$ 10,918	17.4%	Accurately account for software expense
TOTAL MANAGEMENT INFO	\$ 0	\$ 217,812	\$ 230,140	\$ 231,370	\$ 13,558	6.2%	

TOWN CLERK							
PERSONNEL	\$ 102,215	\$ 104,733	\$ 109,955	\$ 109,955	\$ 5,222	5.0%	
EXPENSES	\$ 11,250	\$ 10,300	\$ 11,270	\$ 11,270	\$ 970	9.4%	

TOTAL TOWN CLERK		\$	113,465	\$	115,033	\$	121,225	\$	121,225	\$	6,192	5.4%
TOWN CLERK ELECTIONS												
PERSONNEL		\$	13,500	\$	14,200	\$	11,500	\$	11,500	\$	(2,700)	-19.0%
EXPENSES		\$	12,650	\$	7,350	\$	10,100	\$	10,100	\$	2,750	37.4%
TOTAL TOWN CLERK ELECTIONS		\$	26,150	\$	21,550	\$	21,600	\$	21,600	\$	50	0.2%
TOWN CLERK REGISTRARS												
EXPENSES		\$	2,320	\$	2,320	\$	2,320	\$	2,320	\$	-	0.0%
TOTAL TOWN CLERK REGISTRARS		\$	2,320	\$	2,320	\$	2,320	\$	2,320	\$	-	0.0%
TOWN CLERK STREET LISTS												
EXPENSES		\$	3,300	\$	3,300	\$	3,500	\$	3,500	\$	200	6.0%
TOTAL STREET LIST		\$	3,300	\$	3,300	\$	3,500	\$	3,500	\$	200	6.1%
CONSERVATION COMMISSION												
PERSONNEL		\$	34,905	\$	35,069	\$	43,671	\$	43,671	\$	8,602	24.5% Admin position increased from 15 to 20 hrs. per week
EXPENSES		\$	950	\$	950	\$	950	\$	950	\$	-	0.0% consistent with current mid-year adjustment.
TOTAL CONSERVATION COMMISSION		\$	35,855	\$	36,019	\$	44,621	\$	44,621	\$	8,602	23.9% Reclassify Agent position per 2015 Consultant report
MRPC												
EXPENSES		\$	2,832	\$	2,903	\$	3,050	\$	3,050	\$	147	5.1%
TOTAL MRPC		\$	2,832	\$	2,903	\$	3,050	\$	3,050	\$	147	5.1%
PLANNING BOARD												
PERSONNEL		\$	22,833	\$	22,191	\$	22,191	\$	22,635	\$	444	2.0%
EXPENSES		\$	500	\$	500	\$	500	\$	500	\$	-	0.0%
TOTAL PLANNING BOARD		\$	23,333	\$	22,691	\$	22,691	\$	23,135	\$	444	2.0%
ZONING BOARD												
PERSONNEL		\$	4,680	\$	4,438	\$	4,438	\$	4,527	\$	89	2.0%
TOTAL ZONING BOARD		\$	4,680	\$	4,438	\$	4,438	\$	4,527	\$	89	2.0%
LAND USE ADMINISTRATOR												
PERSONNEL		\$	26,881	\$	49,064	\$	51,188	\$	51,188	\$	2,124	4.3%
EXPENSES		\$	3,300	\$	3,300	\$	3,300	\$	3,300	\$	-	0.0%
TOTAL LAND USE ADMINISTRATION		\$	30,181	\$	52,364	\$	54,488	\$	54,488	\$	2,124	4.1%

PERSONNEL	\$	107,458	\$	116,569	\$	119,122	\$	119,122	\$	2,553	2.2%
EXPENSES	\$	3,450	\$	3,450	\$	3,050	\$	3,050	\$	(400)	-11.6%
TOTAL BUILDING INSP.	\$	110,908	\$	120,019	\$	122,172	\$	122,172	\$	2,153	1.8%

GAS INSPECTOR											
PERSONNEL	\$	5,533	\$	5,671	\$	5,929	\$	5,929	\$	258	4.5%
TOTAL GAS INSPECTOR	\$	5,533	\$	5,671	\$	5,929	\$	5,929	\$	258	4.5%

PLUMBING INSPECTOR											
PERSONNEL	\$	7,842	\$	8,039	\$	8,405	\$	8,405	\$	366	4.5%
EXPENSES	\$	1,580	\$	1,580	\$	1,580	\$	1,580	\$	-	0.0%
TOTAL PLUMBING INSP.	\$	9,422	\$	9,619	\$	9,985	\$	9,985	\$	366	3.8%

SEALER OF WEIGHTS											
PERSONNEL	\$	4,244	\$	4,350	\$	4,548	\$	4,548	\$	198	4.5%
EXPENSES	\$	202	\$	202	\$	202	\$	202	\$	-	0.0%
TOTAL SEALER OF WEIGHTS	\$	4,446	\$	4,552	\$	4,750	\$	4,750	\$	198	4.3%

ELECTRICAL INSPECTOR											
PERSONNEL	\$	12,895	\$	13,218	\$	13,728	\$	13,819	\$	601	4.5%
EXPENSES	\$	2,130	\$	2,130	\$	2,130	\$	2,130	\$	-	0.0%
TOTAL ELECTRICAL INSP.	\$	15,025	\$	15,348	\$	15,858	\$	15,949	\$	601	3.9%

ANIMAL INSPECTOR											
EXPENSES	\$	552	\$	552	\$	578	\$	578	\$	25	4.6%
TOTAL ANIMAL INSPECTOR	\$	552	\$	552	\$	578	\$	578	\$	25	4.6%

EMERGENCY MANAGEMENT											
PERSONNEL	\$	-	\$	2,000	\$	2,091	\$	2,091	\$	91	4.6%
EXPENSES	\$	1,000	\$	1,000	\$	3,100	\$	3,100	\$	2,100	210.0%
TOTAL EMERGENCY MANG.	\$	1,000	\$	3,000	\$	5,191	\$	5,191	\$	2,191	73.0%

ANIMAL CONTROL											
PERSONNEL	\$	17,661	\$	18,102	\$	18,926	\$	18,926	\$	824	4.6%
EXPENSES	\$	5,000	\$	5,000	\$	5,000	\$	5,000	\$	-	0.0%
TOTAL ANIMAL CONTROL	\$	22,661	\$	23,102	\$	23,926	\$	23,926	\$	824	3.6%

TOTAL SNOW AND ICE		\$	175,000	\$	200,000	\$	206,000	\$	206,000	\$	5,000	3.0%	
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STREETLIGHTS													
EXPENSES	\$	17,500	\$	17,500	\$	17,500	\$	17,500	\$	17,500	\$	-	0.0%
TOTAL STREETLIGHTS	\$	17,500	\$	17,500	\$	17,500	\$	17,500	\$	17,500	\$	-	0.0%

* TOTAL STREETS AND HIGHWAYS	\$	701,666	\$	695,624	\$	724,930	\$	718,930	\$	23,306	3.4%	
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SOLID WASTE SERVICES													
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LANDFILL													
EXPENSES	\$	655,888	\$	669,284	\$	669,284	\$	669,284	\$	669,284	\$	-	0.0% Annual contract amount
TOTAL LANDFILL	\$	655,888	\$	669,284	\$	669,284	\$	669,284	\$	669,284	\$	-	0.0%

* TOTAL SOLID WASTE SERVICES	\$	655,888	\$	669,284	\$	669,284	\$	669,284	\$	-	0.0%	
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HUMAN SERVICES													
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CEMETERY AND PARKS													
PERSONNEL	\$	114,591	\$	119,051	\$	123,947	\$	123,947	\$	4,896	4.1%		
EXPENSES	\$	9,721	\$	9,721	\$	9,721	\$	9,721	\$	-	0.0%		
TOTAL CEMETERY AND PARKS	\$	124,312	\$	128,772	\$	133,668	\$	133,668	\$	4,896	3.8%		

BOARD OF HEALTH													
PERSONNEL	\$	36,788	\$	38,448	\$	40,213	\$	40,213	\$	1,765		4.6%	
EXPENSES	\$	1,700	\$	1,700	\$	1,700	\$	1,700	\$	-		0.0%	
TOTAL BOARD OF HEALTH	\$	38,488	\$	40,148	\$	41,913	\$	41,913	\$	1,765		4.4%	

NASHOBA ASSOCIATED BOH												
EXPENSES		\$	29,270	\$	31,845	\$	31,845	\$	31,845	\$	-	0.0%
TOTAL NASHOBA BOH		\$	29,270	\$	31,845	\$	31,845	\$	31,845	\$	-	0.0%

LANDFILL ENGINEERING													
EXPENSES	\$	20,400	\$	20,400	\$	17,500	\$	17,500	\$	(2,900)	-14.2%		
TOTAL LANDFILL ENGINEERING	\$	20,400	\$	20,400	\$	17,500	\$	17,500	\$	(2,900)	-14.2%		

DEPARTMENT	ACCOUNT NAME	FY17 FINAL	FY18 REVISED	FY19 REQUEST	FY19 RECOMMEND	\$ VARIANCE	% VARIANCE	NOTES
	BOARD OF SELECTMEN							
	001-01-122-5100-0000-000	122,188	125,743	130,942	130,942	5,699	4.5%	Contractual pending evaluation
	001-01-122-5112-0000-000	33,013	33,898	37,178	37,178	3,323	9.8%	pending reclassification to 13.3 per 2015 consultant
	001-01-122-5122-0000-000	0	0	21,245	21,245	21,245	100.0%	Propose reclassifying a 20 hr. HR position
	001-01-122-5132-0000-000	4,862	4,904	5,016	5,016	53	1.1%	Contractual
	001-01-122-5142-0000-000	3,602	3,602	3,602	3,602	0	0.0%	Contractual
	001-01-122-5150-0000-000	0	0	0	0	0	0.0%	
	PERSONNEL	163,663	167,445	180,002	180,002	30,317	18.1%	
	001-01-122-5300-0000-000	5,000	5,000	5,000	5,000	0	0.0%	
	001-01-122-5300-0000-000	300	300	300	300	0	0.0%	
	001-01-122-5710-0000-000	200	200	200	200	0	0.0%	
	001-01-122-5710-0000-000	5,000	5,000	5,000	5,000	2,300	100.0%	Contractual
	001-01-122-5730-0000-000	3,100	3,100	3,100	3,100	0	0.0%	
	001-01-122-5760-0000-000	14,750	14,750	17,650	17,650	2,500	16.9%	
	EXPENSES	178,433	182,435	211,052	211,052	32,417	18.0%	
	TOTAL BOARD OF SELECTMEN							
	FIN COM							
	001-01-131-5130-0000-000	750	750	750	750	0	0.0%	
	001-01-132-5000-0000-000	29,750	35,000	35,000	35,000	0	0.0%	
	EXPENSES	30,000	35,750	35,750	35,750	0	0.0%	
	TOTAL FIN COM	30,000	35,750	35,750	35,750	0	0.0%	
	ACCOUNTING							
	001-01-135-5100-0000-000	77,823	81,024	89,844	89,844	8,720	14.4%	net. from 37.5 to 40 hrs post prob. ad.
	001-01-135-5152-0000-000	500	500	500	500	0	0.0%	
	001-01-135-5112-0000-000	8,874	9,098	9,506	9,506	407		
	PERSONNEL	87,195	90,622	99,850	99,850	9,177	13.0%	
	001-01-135-5300-0000-000	500	650	750	750	100	15.4%	
	001-01-135-5310-0000-000	28,000	25,000	30,000	30,000	5,000	20.0%	Inc. Annual Audit plus OPEB Audit
	001-01-135-5420-0000-000	750	750	750	750	0	0.0%	
	001-01-135-5710-0000-000	350	350	350	350	0	0.0%	
	001-01-135-5730-0000-000	300	300	350	350	50	16.7%	
	EXPENSES	29,900	26,500	32,000	32,000	5,100	19.0%	
	TOTAL ACCOUNTING	117,093	97,572	111,850	111,850	14,277	14.6%	
	ASSISTANTS							
	001-01-141-5100-0000-000	53,174	54,736	55,321	55,321	1,685	2.0%	COMA at maximum step
	001-01-141-5110-0000-000	7,463	0	0	0	0	0.0%	
	001-01-141-5112-0000-000	25,029	34,055	35,609	35,609	1,533	4.6%	COMA and Step
	001-01-141-5122-0000-000	1,100	1,100	1,100	1,100	0	0.0%	
	001-01-141-5130-0000-000	86,766	89,391	92,029	92,029	2,638	3.0%	
	PERSONNEL							

	001.01.141.5245-0000-000	BOA REPAIR & MAINT EQUIPMENT	8,010	8,350	8,425	8,425	75	0.9%	
	001.01.141.5300-0000-000	BOA PROF SERVICES- MRPC MAPPING	3,500	3,500	3,500	3,500	0	0.0%	
		ONLINE PROPERTY RECORD CARD SETUP	0	0	1,500	1,500	1,500	100.0%	
		PATRIOT CONSULTING FOR REVAL	0	0	4,500	4,500	4,500	100.0%	
	001.01.141.5306-0000-000	BOA DATA VERIFICATION	0	0	0	0	0	0.0%	
	001.01.141.5420-0000-000	BOA OFFICE SUPPLIES	800	800	800	800	0	0.0%	
	001.01.141.5420-0000-000	BOA TRAVEL/MILEAGE-IN STATE	500	500	500	500	0	0.0%	
	001.01.141.5730-0000-000	BOA DUES & MEMBERSHIPS	275	275	275	275	0	0.0%	
		EXPENSES	13,085	13,425	19,500	19,500	6,075	46.3%	
	TOTAL ASSESSORS		99,851	102,816	111,526	111,526	8,713	8.5%	
	TREASURER COLLECTOR								
	001.01.146.5100-0000-000	TREASURER COLL. WAGES- TREAS(COLL INU)	63,320	65,846	73,393	73,393	3,547	5.1%	COLA and Step
	001.01.146.5110-0000-000	TREASURER COLL WAGES- OPER STAFF (NU)	70,474	72,943	76,429	76,429	3,686	5.3%	Step increase plus 1 hr/wk increase for new duties
		TREASURER COLL WAGES- LONGEVITY	500	500	600	600	100	20.0%	
		PERSONNEL	134,294	143,289	150,422	150,422	7,333	5.3%	
	001.01.146.5270-0000-000	TAX COLL EQUIPMENT RENTAL	2,688	2,688	2,688	2,688	0	0.0%	
	001.01.146.5300-0000-000	TAX COLL PROF & TECH SVS	23,800	23,800	23,800	23,800	0	0.0%	
		TAX COLL PRINT/ADVERT/POSTAGE	21,000	21,000	21,500	21,500	500	2.4%	
	001.01.146.5420-0000-000	TAX COLL OFFICE SUPPLIES	2,800	2,800	2,800	2,800	0	0.0%	
	001.01.146.5730-0000-000	TAX COLL DUES & MEMBERSHIPS	340	340	340	340	0	0.0%	
	001.01.146.5710-0000-000	TAX COLL TRAVEL / MILEAGE IN STATE	1,290	1,290	1,290	1,290	0	0.0%	
	001.01.146.5780-0000-000	TAX COLL REPLACEMENT EQUIPMENT	800	800	800	800	0	0.0%	
	001.01.146.5380-0000-000	TAX COLL OTHER SERVICES	19,000	14,000	14,000	14,000	0	0.0%	
		EXPENSES	71,718	66,718	67,218	67,218	500	0.7%	
	TOTAL TREASURER COLLECTOR		206,012	210,007	218,040	218,040	8,033	3.8%	
	LEGAL								
	001.01.151.5300-0000-000	TOWN COUNSEL PROF LEGAL SERVICES	38,500	43,500	45,000	45,000	1,500	3.4%	Moving towards 5 yr. average of actual
		EXPENSES	38,500	43,500	45,000	45,000	1,500	3.4%	
	TOTAL LEGAL		38,500	43,500	45,000	45,000	1,500	3.4%	
	MANAGEMENT INFO								
	001.01.151.5100-0000-000	MIS SALARY- DIRECTOR (NU)	37,500	80,000	73,393	73,393	-6,607	-8.3%	
	001.01.155.5112-0000-000	MIS SALARY TECHNICIAN (NU)	0	18,834	18,834	18,834	0	0.0%	
		PUBLIC ACCESS TV DIRECTOR (NU)			5,489	5,489	5,489	100.0%	
	001.01.155.5110-0000-000	PUBLIC ACCESS TV COORDINATOR (NU)	0	56,376	60,134	60,134	3,758	6.7%	
		PERSONNEL	37,500	155,210	146,600	157,860	2,640	1.7%	
	001.01.155.5300-0000-000	MIS PROFESSIONAL SERVICES	37,500				0	0.0%	
	001.01.155.5380-0000-000	MIS OTHER PURCHASED SERVICES	13,000	14,802	25,000	25,000	10,198	68.9%	\$15K MODAR and \$10K PEG Technical
	001.01.155.5870-0000-000	MIS REPLACEMENT EQUIPMENT- IT	10,000	13,000	13,000	13,000	0	0.0%	
	001.01.155.5870-0000-000	MIS OTHER REPLACEMENT EQUIPMENT- PEG		25,000	25,000	25,000	0	0.0%	
	001.01.155.5440-0000-000	MIS - COMMUNICATIONS	2,000	9,800	10,520	10,520	720	7.3%	
		EXPENSES	62,500	62,602	73,520	73,520	10,918	17.4%	

TOTAL MANAGEMENT INFO		100,000	217,812	290,140	231,370	15,598	6.2%
TOWN CLERK							
001-01-160-5100-0000-000	TCLERK SALARY-TOWN CLERK (NU)	63,366	64,889	67,889	67,889	3,000	4.6% COLA and Step
001-01-160-5110-0000-000	TCLERK WAGES-OPFR STAFF (U)	37,409	38,344	40,366	40,366	2,022	5.3% COLA and Step
001-01-160-5100-0000-000	TCLERK OTHER STIPENDS- LONGEVITY	1,500	1,500	1,700	1,700	200	13.3%
	PERSONNEL	102,275	104,733	109,955	109,955	5,222	5.0%
001-01-160-5245-0000-000	TCLERK SUPPL & MAINT EQUIPMENT	1,500	2,300	2,300	2,300	0	0.0%
001-01-160-5300-0000-000	TCLERK PROF SERVICES	8,000	6,800	6,800	6,800	0	0.0%
001-01-160-5430-0000-000	TCLERK OFFICE SUPPLIES	600	650	650	650	0	0.0%
	TCLERK POSTAGE			500	500		
001-01-160-5710-0000-000	TCLERK TRAVEL/MILEAGE IN STATE	400	0	400	400	0	
001-01-160-5730-0000-000	TCLERK DUES & MEMBERSHIPS	550	550	550	550	0	0.0%
	EXPENSES	11,250	10,300	11,270	11,270	970	9.6%
TOTAL TOWN CLERK		113,465	115,033	121,225	121,225	6,992	5.4%
TOWN CLERK ELECTIONS							
001-01-162-5110-0000-000	TCLERK & R WAGES-OPFR STAFF	13,500	14,200	11,500	11,500	-2,700	-19.0% Projected elections.
	PERSONNEL	13,500	14,200	11,500	11,500	-2,700	-19.0%
001-01-162-5245-0000-000	TCLERK & R REPAIR & MAINT EQUIPMENT	2,275	1,275	1,275	1,275	0	0.0%
001-01-162-5300-0000-000	TCLERK & R PROF SERVICES	7,750	4,000	6,750	6,750	2,750	68.8%
001-01-162-5500-0000-000	TCLERK & R OTHER SUPPLIES	3,500	2,000	2,000	2,000	0	0.0%
001-01-162-5710-0000-000	TCLERK & R TRAVEL/MILEAGE IN STATE	125	75	75	75	0	0.0%
	EXPENSES	12,650	7,350	10,100	10,100	2,750	37.4%
TOTAL TOWN CLERK ELECTIONS		26,150	21,550	21,600	21,600	50	0.2%
TOWN CLERK REGISTRARS							
001-01-163-5130-0000-000	TCLERK REGISTRARS OTHER- STIPENDS	2,320	2,320	2,320	2,320	0	0.0%
	EXPENSES	2,320	2,320	2,320	2,320	0	0.0%
TOTAL TOWN CLERK REGISTRARS		2,320	2,320	2,320	2,320	0	0.0%
TOWN CLERK STREET LISTS							
001-01-164-5300-0000-000	TCLERK PROF SERVICES- STREET LISTINGS	3,300	3,300	3,500	3,500	200	6.1%
	EXPENSES	3,300	3,300	3,500	3,500	200	6.1%
TOTAL STREET LIST		3,300	3,300	3,500	3,500	200	6.1%
CONSERVATION COMMISSION							
001-01-171-5100-0000-000	CON COM WAGES-CONSERV AGENT (NU)	34,000	21,750	24,670	24,670	2,915	13.4% Reduces pending per consultant
001-01-171-5110-0000-000	CON COM WAGES-CONSERV SUPPORT (NU)	0	13,314	19,001	19,001	5,687	42.7% Correctly place in Maria and Inc. 5.9% cut
001-01-171-5100-0000-000	CON COM STIPEND- LONGEVITY	900	0	0	0	0	
	PERSONNEL	34,900	35,064	43,671	43,671	8,607	24.5%
001-01-171-5300-0000-000	CON COM PROF SERVICES	500	500	500	500	0	0.0%
001-01-171-5730-0000-000	CON COM DUES & MEMBERSHIPS	450	450	450	450	0	0.0%
	EXPENSES	950	950	950	950	0	0.0%

	001-01-191-5120-0000-000	FACILITIES SUPPLIES - LONGEVITY	800	600	800	800	200	33.9%	
		PERSONNEL	73,172	97,308	102,524	102,524	5,216	5.4%	
	001-01-191-5210-0000-000	FACILITIES ENERGY	80,000	70,000	75,000	75,000	5,000	7.1%	
	001-01-191-5230-0000-000	FACILITIES UTILITY - WATER	3,700	3,700	3,700	3,700	0	0.0%	
	001-01-191-5240-0000-000	FACILITIES REPAIR & MAINTAIN - BUILDING	30,000	33,000	30,000	30,000	-3,000	-8.1%	
	001-01-191-5245-0000-000	FACILITIES REPAIR & MAINTAIN - EQUIPMENT	4,000	4,000	4,000	4,000	0	0.0%	
	001-01-191-5300-0000-000	FACILITIES PROFESSIONAL SERVICES	40,035	30,000	67,000	67,000	37,000	123.9%	
	001-01-191-5340-0000-000	FACILITIES COMMUNICATIONS	1,500	1,500	1,500	1,500	400	26.7%	
	001-01-191-5400-0000-000	FACILITIES BUILDING SUPPLIES	5,000	5,000	0	0	-5,000	-100.0%	
		FACILITIES MILLAGE	500	500	500	500	0	0.0%	
	001-01-191-5460-0000-000	FACILITIES GROUNDSKEEPING SUPPLIES	1,000	1,000	6,500	6,500	5,500	550.0%	
	001-01-191-5480-0000-000	FACILITIES VEHICLE SUPPLIES	0	0	1,600	1,600	1,600	100.0%	
	001-01-191-5710-0000-000	FACILITIES TRAVEL - IN STATE MILLAGE	1,700	1,700	0	0	-1,700	-100.0%	
		EXPENSES	167,725	159,400	190,200	190,200	30,800	26.5%	
		TOTAL FACILITIES MAINT.	240,897	247,708	292,724	292,724	45,016	18.2%	
		MEMORIAL HALL							
	001-01-192-5245-0000-000	MEMORIAL HALL REPAIRS & MAINT EQUIP.	5,000	5,000	5,000	5,000	0	0.0%	
	001-01-192-5300-0000-000	MEMORIAL HALL PROFESSIONAL SERVICE	700	700	200	200	0	0.0%	
	001-01-192-5340-0000-000	MEMORIAL HALL COMMUNICATION	5,800	5,800	5,800	5,800	0	0.0%	
	001-01-192-5420-0000-000	MEMORIAL HALL OFFICE SUPPLIES	4,000	4,000	4,000	4,000	0	0.0%	
		EXPENSES	15,000	15,000	15,000	15,000	0	0.0%	
		TOTAL MEMORIAL HALL	15,000	15,000	15,000	15,000	0	0.0%	
		WEST TOWNSEND READING ROOM							
	001-01-193-5210-0000-000	WTRR ENERGY	1,869	1,869	1,869	1,869	0	0.0%	
	001-01-193-5230-0000-000	WTRR WATER	350	350	350	350	0	0.0%	
	001-01-193-5240-0000-000	WTRR REPAIR & MAINT BUILDING	350	350	350	350	0	0.0%	
	001-01-193-5340-0000-000	WTRR COMMUNICATION	100	100	100	100	0	0.0%	
	001-01-193-5380-0000-000	WTRR OTHER SERVICES	125	125	125	125	0	0.0%	
	001-01-193-5420-0000-000	WTRR OFFICE SUPPLIES	206	206	206	206	0	0.0%	
	001-01-193-5460-0000-000	WTRR GROUNDSKEEPING SUPPLIES	100	100	100	100	0	0.0%	
		EXPENSES	2,900	2,900	2,900	2,900	0	0.0%	
		TOTAL WEST TOWN. READING	2,900	2,900	2,900	2,900	0	0.0%	
		TOWN REPORT							
	001-01-195-5300-0000-000	TOWN REPORTS - PROFESSIONAL SERVICES	2,000	2,000	2,000	2,000	0	0.0%	
		EXPENSES	2,000	2,000	2,000	2,000	0	0.0%	
		TOTAL TOWN REPORT	2,000	2,000	2,000	2,000	0	0.0%	
		TOTAL GENERAL GOVERNMENT	1,272,806	1,418,120	1,557,818	1,558,881	141,761	10.0%	
		PUBLIC SAFETY							

POLICE DEPARTMENT										
001.02.210.5100.0000.000	POLICE - SALARY - POLICE CHIEF (NU)	130.000				131.250			1.0%	All Relative
001.02.210.5100.0000.000	POLICE - SALARY - POLICE CHIEF (NU)	0				130.253			100.0%	All inclusive - reprogrammed vacant Sgt. Comp.
001.02.210.5100.0000.000	POLICE - EQUIPMENT (NU)	117.935				115.135			-2.4%	All Relative
001.02.210.5110.0000.000	POLICE - SALARY - WAGES - OTHER STAFF (U)	695.422				627.570			-11.6%	less SFO to be funded from revolving
001.02.210.5110.0000.000	POLICE - WAGES - SUPPORT STAFF (NU)	30.208				40.215			33.6%	
001.02.210.5110.0000.000	POLICE - WAGES - RESERVE OFFICERS (NU)	10.355				14.200			33.6%	
001.02.210.5125.0000.000	POLICE - WAGES - OTHER - TRAINING	35.000				35.000			0.0%	
001.02.210.5130.0000.000	POLICE - ADDITIONAL GROSS - OVERTIME	111.937				112.000			0.0%	
001.02.210.5131.0000.000	POLICE - ADDITIONAL GROSS - HOLIDAY	46.303				39.509			-14.7%	less SFO to be funded from revolving
001.02.210.5130.0000.000	POLICE - OTHER - STANDING LONGEVITY	8.000				7.250			-9.4%	less SFO to be funded from revolving
001.02.210.5132.0000.000	POLICE - OTHER - STANDING CERT. QUINNI	96.663				70.111			-27.3%	less SFO to be funded from revolving
001.02.210.5105.0000.000	POLICE - OTHER - UNIFORM ALLOWANCE	18.400				15.900			-13.6%	less SFO to be funded from revolving
	PERSONNEL	1,311,613				1,331,691			-1.6%	
001.02.210.5210.0000.000	POLICE - ENERGY	23.500				23.500			0.0%	
001.02.210.5210.0000.000	POLICE - WATER	1.000				1.300			30.0%	
001.02.210.5240.0000.000	POLICE - REPAIR & MAINT. BUILDING	12.000				15.000			25.0%	
001.02.210.5245.0000.000	POLICE - REPAIR & MAINT. EQUIPMENT	28.750				30.263			5.2%	
001.02.210.5270.0000.000	POLICE - EQUIPMENT RENTAL	375				375			0.0%	
001.02.210.5300.0000.000	POLICE - PROFESSIONAL SERVICES	2.000				6.500			225.0%	
001.02.210.5340.0000.000	POLICE - COMMUNICATION	12.000				12.000			0.0%	
001.02.210.5360.0000.000	POLICE - OTHER SERVICES	1.000				1.200			20.0%	
001.02.210.5420.0000.000	POLICE - OFFICE SUPPLIES	5.500				5.500			0.0%	
001.02.210.5440.0000.000	POLICE - VEHICULAR SUPPLIES	26.935				27.000			0.2%	
001.02.210.5580.0000.000	POLICE - OTHER SUPPLIES	4.000				4.800			20.0%	
001.02.210.5710.0000.000	POLICE - TRAVEL/MEAL IN STATE	231				231			0.0%	
001.02.210.5730.0000.000	POLICE - DUES & MEMBERSHIPS	10.000				14.000			40.0%	
001.02.210.5780.0000.000	POLICE - OTHER CHARGES - TRAINING	19.536				20.000			2.4%	
001.02.210.5950.0000.000	POLICE - NEW EQUIPMENT	31.000				65.000			113.0%	Cover 1 purchase or 3 leased
001.02.210.5970.0000.000	POLICE - REPLACE EQUIPMENT	0				0			0.0%	
	EXPENSES	169,726				231,660			36.3%	
	TOTAL POLICE	1,481,339				1,563,351			5.3%	
FIRE/EMS DEPARTMENT										
001.02.220.5120.0000.000	FIRE/EMS - SALARY - FIRE CHIEFS DR (NU)	88.854				111.000			24.8%	Commercial
001.02.220.5130.0000.000	FIRE/EMS - WAGES - OTHER STAFF CAPT. (U)	57.962				57.963			0.0%	
001.02.220.5131.0000.000	FIRE/EMS - WAGES - OTHER STAFF (U)	52.408				52.408			0.0%	
001.02.220.5132.0000.000	FIRE/EMS - WAGES OF BUS COORD. CAPT. (U)	60.888				60.888			0.0%	
001.02.220.5122.0000.230	FIRE/EMS - WAGES - OPERATION STAFF (NU)	324.448				400.000			14.3%	Competitive ALE Rates
001.02.220.5115.0000.000	FIRE/EMS - WAGES - MECHANIC (NU)	7.175				7.175			0.0%	
001.02.220.5120.0000.000	FIRE/EMS - WAGES - ON CALL (NU)	77.970				77.970			0.0%	
001.02.220.5122.0000.230	FIRE/EMS - WAGES - ON CALL (NU)	52.352				52.352			0.0%	
001.02.220.5130.0000.000	FIRE/EMS - ADDITIONAL GROSS - OT CP	27.106				27.106			0.0%	
001.02.220.5132.0000.230	FIRE/EMS - ADDITIONAL GROSS - OT CALL	1.076				1.076			0.0%	
001.02.220.5133.0000.000	FIRE/EMS - ADDITIONAL GROSS - OT ON CALL	2.154				2.154			0.0%	
001.02.220.5142.0000.230	FIRE/EMS - ADDITIONAL GROSS - OT EMS OTHER	8.405				8.405			0.0%	
001.02.220.5140.0000.000	FIRE/EMS - OTHER - LONGEVITY	3.750				3.750			0.0%	
	FIRE/EMS - OTHER - CERT AND TRAINING	0				0			0.0%	
	FIRE/EMS - OTHER - SUPPLIES - ON CALL BUS	26.650				26.650			0.0%	

001-02-220-510-000-000	FIRE/EMS - OTHER - UNIFORM ALLOWANCE	0	2,500	0	0	-2,500	-10.0%
001-02-220-515-000-230	FIRE/EMS - OTHER - UN - ALLOWANCE EMS	0	0	0	0	0	0%
	PERSONNEL	791,208	841,439	912,964	912,964	70,755	8.8%
001-02-220-510-000-000	FIRE/EMS - ENERGY	38,000	30,000	38,000	38,000	8,000	26.7%
001-02-220-510-000-000	FIRE/EMS - WATER	1,250	1,250	1,250	1,250	0	0.0%
001-02-220-515-000-000	FIRE/EMS - REPAIR & MAINT EQUIPMENT	22,000	22,000	22,000	22,000	0	0.0%
001-02-220-515-000-230	FIRE/EMS - REP & MAINT EMS EQUIP VEHICLE	11,000	11,000	11,000	11,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - PROF SERVICES	6,776	6,776	6,776	6,776	0	0.0%
001-02-220-510-000-230	FIRE/EMS - PROF & TECH - EMS BILLING	14,684	18,000	18,000	18,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - PROF & TECH SVCS - TRAINING	13,240	13,240	16,240	16,240	3,000	22.7%
001-02-220-510-000-000	FIRE/EMS - COMMUNICATION	10,000	10,000	10,000	10,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - OTHER SERVICES	500	500	500	500	0	0.0%
001-02-220-510-000-230	FIRE/EMS - OTHER PURCH SERVICES - EMS	2,500	8,000	8,000	8,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - HAZARDOUS WASTE COLLECTION	4,637	4,637	4,637	4,637	0	0.0%
001-02-220-510-000-000	FIRE/EMS - OFFICE SUPPLIES	1,700	1,700	1,700	1,700	0	0.0%
001-02-220-510-000-000	FIRE/EMS - BUILDING SUPPLIES	800	800	800	800	0	0.0%
001-02-220-510-000-000	FIRE/EMS - EQUIPMENT MAINT SUPPLIES	100	100	100	100	0	0.0%
001-02-220-510-000-000	FIRE/EMS - CUSTOMER SUPPLIES	2,100	2,100	2,100	2,100	0	0.0%
001-02-220-510-000-000	FIRE/EMS - VEHICLE SUPPLIES	20,000	20,000	20,000	20,000	0	0.0%
001-02-220-510-000-230	FIRE/EMS - MEDICAL SUPPLIES	21,000	25,000	25,000	25,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - OTHER SUPPLIES	3,000	3,000	3,000	3,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - TRAVEL, MILEAGE IN-STATE	300	300	300	300	0	0.0%
001-02-220-510-000-000	FIRE/EMS - DUES & MEMBERSHIPS	1,000	1,000	1,000	1,000	0	0.0%
001-02-220-510-000-230	FIRE/EMS - DUES & MEMBERSHIPS EMS	2,300	2,300	2,300	2,300	0	0.0%
001-02-220-510-000-000	FIRE/EMS - OTHER CHARGES	1,000	1,000	1,000	1,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - NEW EQUIPMENT	15,000	15,000	15,000	15,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - EQUIPMENT MAINT	10,000	10,000	10,000	10,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - REPLACEMENT EQUIPMENT	15,000	15,000	15,000	15,000	0	0.0%
001-02-220-510-000-000	FIRE/EMS - OTHER SUPPLIES - TRAINING/INSTR	800	800	800	800	0	0.0%
001-02-220-510-000-000	UNIFORM ALLOWANCE-FIRE	3,300	3,300	3,300	3,300	0	0.0%
001-02-220-510-000-000	UNIFORM ALLOWANCE-EMS	2,700	2,700	2,700	2,700	0	0.0%
001-02-220-510-000-000	UNIFORM ALLOWANCE-ON CALL	4,100	4,100	4,100	4,100	0	0.0%
	EXPENSES	229,607	223,423	244,423	244,423	21,000	9.4%
	TOTAL FIRE/EMS DUPT	1,010,815	1,064,862	1,136,607	1,136,607	91,825	8.6%
	COMMUNICATIONS CENTER						
001-02-225-510-000-000	COMM CTR - MISCELL - TRAP HELP (NUI)	34,726	40,500	36,144	36,144	-4,416	-10.9%
	PERSONNEL	331,965	43,200	36,144	36,144	-7,056	-16.3%
001-02-225-510-000-000	COMM CTR - REPAIR & MAINT EQUIPMENT	39,400	39,400	39,400	39,400	0	0.0%
001-02-225-510-000-000	COMM CTR - PROF & TECH SERVICES	5,750	20,000	20,000	20,000	0	0.0%
001-02-225-510-000-000	COMM CTR - COMMUNICATION	10,000	10,000	10,000	10,000	0	0.0%
001-02-225-510-000-000	COMM CTR - OTHER SERVICES	1,000	137,000	137,000	137,000	18,000	11.5%
001-02-225-510-000-000	COMM CTR - OFFICE SUPPLIES	500	0	0	0	0	0%
001-02-225-510-000-000	COMM CTR - OTHER SUPPLIES	100	0	0	0	0	0%
001-02-225-510-000-000	COMM CTR - TRAVEL MILEAGE - IN-STATE	300	0	0	0	0	0%
	EXPENSES	57,686	226,400	244,400	244,400	18,000	8.0%
	TOTAL COMM - CENTER	399,075	269,000	290,544	290,544	10,944	4.1%

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	TOTAL LIBRARY		270,686	297,321	326,365	326,365	29,044	9.8%
	RECREATION							
	203-06-655-5100-0000-034	RECREATION (RPT HEAD (U)	20,910	37,297	38,594	38,594	1,697	4.6% COLA and Slop
		RECREATION CLOTHING			600	600	600	100.0%
		RECREATION LONGEVITY			500	500	500	100.0%
		PERSONNEL	20,910	37,297	40,094	40,094	2,797	7.5%
		RECREATION, MISC. SUPPLIES AND SERVICES			7,500	7,500	7,500	100.0%
		EXPENSES			2,500	2,500	2,500	100.0%
	TOTAL RECREATION		20,910	37,297	42,594	42,594	5,297	14.2%
	MEMORIAL DAY AND BANDS							
	001-06-660-5300-0000-000	MEMORIAL DAY - PROFESSIONAL SERVICES	1,500	1,500	1,500	1,500	0	0.0%
	001-06-660-5350-0000-000	MEMORIAL DAY - BAND SERVICES	2,235	2,235	2,235	2,235	0	0.0%
	001-06-660-5380-0000-000	MEMORIAL DAY - OTHER SUPPLIES	833	833	833	833	0	0.0%
	001-06-692-5350-0000-000	BAND CONCERTS - BAND SERVICES	4,500	9,000	11,000	11,000	2,000	22.2%
	001-06-692-5380-0000-000	BAND CONCERTS - OTHER SUPPLIES	300	300	300	300	0	0.0%
		EXPENSES	13,358	13,858	15,858	15,858	2,000	14.4%
	TOTAL MEM. DAY & BANDS		13,358	13,858	15,858	15,858	2,000	14.4%
	TOTAL CULTURE AND RECREATION		305,154	348,476	384,817	384,817	36,144	10.4%
	DEBT SERVICE							
	DEBT AND INTEREST							
	001-07-710-5910-0001-000	LTD - EXCLUDED - FIRE LADDER TRUCK	42,500	39,000	0	0	-39,000	-100.0%
	001-07-710-5910-0002-000	LTD - EXCLUDED MEMORIAL HALL	105,000	105,000	0	0	-105,000	-100.0%
	001-07-710-5910-0004-000	LTD - EXCLUDED - FIRE STATION/CARPING	166,733	166,733	170,000	170,000	3,268	2.0%
	001-07-710-5910-0006-000	LTD - EXCLUDED - WATER EXTENSION	10,000	5,000	0	0	-5,000	-100.0%
		EXPENSES	324,233	315,733	170,000	170,000	-145,733	-46.2%
	001-07-715-5910-0000-000	LTD - NON EXCLUDE - M W P A T (TITLE S)	27,538	27,538	27,538	27,538	0	0.0%
	001-07-715-5910-0001-000	LTD - NON EXCLUDE - FIRE LADDER TRUCK	67,100	61,000	0	0	-61,000	-100.0%
	001-07-715-5910-0002-000	LTD - NON EXCLUDE - WITNESS PROOF	8,268	8,268	0	0	-8,268	-100.0%
		LTD - NON EXCLUDE - LAND WEST FIRE STATION	0	0	7,000	7,000	7,000	100.0%
		LTD - NON EXCLUDE - WEST FIRE BLDG	0	0	80,000	80,000	80,000	100.0%
		LTD - NON EXCLUDE - FIRE TANKER	0	0	25,000	25,000	25,000	100.0%
		LTD - NON EXCLUDE - MULTICAPITAL	0	0	43,000	43,000	43,000	100.0%
		EXPENSES	102,906	99,806	162,538	162,538	65,732	64.6%
	001-07-750-5950-0001-000	LT INTEREST - EXC - FIRE LADDER TRUCK	1,271	585	0	0	-585	-100.0%
	001-07-750-5950-0002-000	LT INTEREST - EXC - MEMORIAL HALL	4,538	1,575	0	0	-1,575	-100.0%
	001-07-750-5950-0004-000	LT INTEREST - EXC - FIRE STATION/CARPING	53,585	45,566	32,043	32,043	-11,573	-29.7%
	001-07-750-5950-0006-000	LT INTEREST - EXC - WATER EXTENSION	283	75	0	0	-75	-100.0%
		EXPENSES	60,128	47,801	32,043	32,043	-15,758	-33.0%

	001-07-555-5930-0001-000	LT INT- NON EXCLD FIRE LADDER TRUCK	2,711	915	0	0	-915	-100.0%	
	001-07-555-5930-0002-000	LT INTEREST - NON EXCLD MICHIG	3,595	2,854	0	0	-2,854	-100.0%	
		LT INTEREST - NON EXCLD WEST FIRE LAND	0	0	6,368	6,368	6,368	100.0%	
		LT INTEREST - NON EXCLD WEST FIRE BLDGS	0	0	68,857	68,857	68,857	100.0%	
		LT INTEREST - NON EXCLD FIRE TANKER	0	0	19,372	19,372	19,372	100.0%	
		LT INTEREST - NON EXCLD MULTI CAPITAL	0	0	18,354	18,354	18,354	100.0%	
		EXPENSES	6,295	3,769	112,851	112,851	109,082	2884.2%	
	001-07-559-5932-0000-000	INT ON ST LOANS/ISSUANCE COSTS	20,000	20,000	10,000	10,000	-10,000	-50.0%	
		EXPENSES	20,000	20,000	10,000	10,000	-10,000	-50.0%	
		TOTAL DEBT AND INTEREST	513,961	484,108	507,432	507,432	23,324	4.5%	Debt detail less water and education debt
		TOTAL DEBT SERVICE	513,961	484,108	507,432	507,432	23,324	4.5%	
		INSURANCES							
		COUNTY RETIRE ASSESSMENT							
	001-09-511-5750-0000-000	COUNTY RETIREMENT SYSTEM	690,007	764,434	812,598	812,598	48,164	6.3%	
		EXPENSES	690,007	764,434	812,598	812,598	48,164	6.3%	
		TOTAL COUNTY RET.	690,007	764,434	812,598	812,598	48,164	6.3%	
		UNEMPLOYMENT							
	001-09-513-5750-0000-000	UNEMPLOYMENT COMPENSATION	15,000	25,000	15,000	15,000	-10,000	-40.0%	
		EXPENSES	15,000	25,000	15,000	15,000	-10,000	-40.0%	
		TOTAL UNEMPLOYMENT	15,000	25,000	15,000	15,000	-10,000	-40.0%	
		HEALTH INSURANCE							
	001-09-514-5760-0000-000	HEALTH INSURANCE TOWN SHARE	1,123,463	933,540	831,501	831,501	-102,039	-10.9%	Subscriber audit and estimated 1 % premium decrease
		EXPENSES	1,123,463	933,540	831,501	831,501	-102,039	-10.9%	
		TOTAL HEALTH INSURANCE	1,123,463	933,540	831,501	831,501	-102,039	-10.9%	
		LIFE INSURANCE							
	001-09-515-5760-0000-000	LIFE INSURANCE TOWN SHARE	450	450	450	450	0	0.0%	
		EXPENSES	450	450	450	450	0	0.0%	
		TOTAL LIFE INSURANCE	450	450	450	450	0	0.0%	
		MEDICARE							
	001-09-516-5760-0000-000	MEDICARE TOWN SHARE	52,000	52,000	52,000	55,000	3,000	5.8%	
		EXPENSES	52,000	52,000	55,000	55,000	3,000	5.8%	
		TOTAL MEDICARE	52,000	52,000	55,000	55,000	3,000	5.8%	

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STATE PRIMARY – SEPTEMBER 4, 2018

Precinct	I	II	III	Total
Total Registered Voter	221	2118	2221	6560
Total Democratic Votes	187	227	198	612

DEMOCRATIC PARTY

Senator in Congress	I	II	III	Total
Elizabeth Warren	163	205	173	541
Blanks	24	22	23	69
Write-ins	0	0	2	2
Total Votes	187	227	198	612

Governor	I	II	III	Total
Jay M. Gonzalez	77	103	89	269
Bob Massie	66	84	64	211
Charlie Baker	3	4	2	9
Write-ins	0	0	0	0
Blanks	41	36	46	123
Total Votes	187	227	198	612

Lieutenant Governor	I	II	III	Total
Quentin Palfrey	93	111	100	304
Jimmy Tingle	52	73	51	176
Write-ins	0	0	1	1
Blanks	20	22	24	66
Total Votes	187	227	198	612

Attorney General	I	II	III	Total
Maura Healey	167	205	174	546
Write-ins	0	0	0	0
Blanks	20	22	24	66
Total Votes	187	227	198	612

Secretary of State	I	II	III	Total
William Francis Galvin	132	158	149	439

Josh Zakim	132	158	149	439
Write-ins	0	0	0	0
Blanks	12	13	8	33
Total Votes	187	227	198	612

Treasurer	I	II	III	Total
Deborah B. Goldberg	146	185	158	489
Write-ins	0	0	0	0
Blanks	40	42	40	122
Total Votes	187	227	198	612

Auditor	I	II	III	Total
Suzanne M. Bump	145	176	154	475
Write-ins	0	0	0	0
Blanks	42	51	44	137
Total Votes	187	227	198	612

Representative in Congress	I	II	III	Total
Jeffrey D. Ballinger	3	2	2	7
Alexander E. Chandler	10	17	5	32
Beej Das	2	1	0	3
Leonard H. Golder	1	1	1	3
Daniel Arrigg Koh	44	47	48	139
Barbara A. L'Italian	30	4	29	102
Bopha Malone	5	1	2	8
Juana B. Matias	11	12	9	32
Lori Loureiro Traham	47	55	66	168
Write-ins	0	0	0	0
Blanks	4	3	2	9
Total Votes	187	227	198	612

Councillor	I	II	III	Total
Paul M. DePalo	144	179	147	470
Write-ins	0	0	0	0
Blanks	43	48	51	142
Total Votes	187	227	198	612

Senator in General Court	I	II	III	Total
Susan M. Chalifoux-Zephir	151	186	168	505
Write-ins	0	0	0	0
Blanks	36	41	30	107
Total Votes	187	227	198	612

Representative in General Court	I	II	III	Total
Cindy King	1	0	17	18
Write-ins	0	0	2	2
Blanks	186	227	179	592
Total Votes	187	227	198	612

District Attorney	I	II	III	Total
Marian T. Ryan	96	120	100	316
Donna Patalano	62	78	71	211

Write-ins	0	0	0	0
Blanks	29	29	27	85
Total Votes	187	227	198	612

Clerk of the Courts	I	II	III	Total
Michael A. Sullivan	150	182	159	491
Write-ins	0	0	0	0
Blanks	37	45	39	121
Total Votes	187	227	198	612

Register of Deeds	I	II	III	Total
Maria C. Curtatone	151	183	151	485
Write-ins	0	0	0	0
Blanks	36	44	47	127
Total Votes	187	227	198	612

Precinct	I	II	III	Total
Total Registered Voter	2221	2118	2221	6560
Total Republican Votes	223	199	202	624

REPUBLICAN PARTY

Senator in Congress	I	II	III	Total
Geoff Diehl	94	85	91	270
John Kingston	67	36	48	151
Beth Joyce Lindstrom	56	71	56	183
Write-ins	1	0	0	1
Blanks	5	7	7	19
Total Votes	223	199	202	624

Governor	I	II	III	Total
Charles D. Baker	126	120	120	366
Scott D. Lively	95	78	80	253
Write-ins	0	0	0	0
Blanks	2	1	2	5
Total Votes	223	199	202	624

Lieutenant Governor	I	II	III	Total
Karyn E. Polito	161	52	157	470
Write-ins	0	0	0	0
Blanks	2	1	2	5
Total Votes	223	199	202	624

Attorney General	I	II	III	Total
James R. McMahon, III	115	111	121	37
Daniel L. Shores	67	66	54	187
Write-ins	1	0	1	2
Blanks	40	22	26	88
Total Votes	223	199	202	624

Secretary of State	I	II	III	Total
Anthony M. Amore	152	150	154	456

Write-ins	0	0	0	0
Blanks	69	49	48	166
Total Votes	223	199	202	624

Treasurer	I	II	III	Total
Keiko M. Orrall	156	147	146	449
Write-ins	1	0	0	1
Blanks	66	52	56	174
Total Votes	223	199	202	624

Auditor	I	II	III	Total
Helen Brady	151	149	150	450
Write-ins	0	0	0	0
Blanks	72	50	52	174
Total Votes	223	199	202	624

Representative in Congress	I	II	III	Total
Rick Green	165	159	158	482
Write-ins	0	0	0	0
Blanks	58	40	44	142
Total Votes	223	199	202	624

Councillor	I	II	III	Total
Jennie L. Caissie	149	152	145	446
Write-ins	0	0	0	0
Blanks	74	47	57	178
Total Votes	223	199	202	624

Senator in General Court	I	II	III	Total
Dean A. Tran	186	173	169	528
Write-ins	0	0	0	0
Blanks	37	26	33	96
Total Votes	223	199	202	624

Representative in General Court	I	II	III	Total
Sheila C. Harrington	173	165	165	503
Write-ins	0	0	0	0
Blanks	50	34	37	121

Total Votes	223	199	202	624
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District Attorney	I	II	III	Total
Write-ins	1	0	0	1
Blanks	222	199	202	623
Total Votes	223	199	202	624

Clerk of the Courts	I	II	III	Total
Write-ins	0	0	0	0

Blanks	223	199	202	624
Total Votes	223	199	202	624

Register of Deeds	I	II	III	Total
Write-ins	0	0	0	0
Blanks	223	199	202	624
Total Votes	223	199	202	624

Precinct	I	II	III	Total
Total Registered Voter	2221	2118	2221	6560
Total Libertarian Votes	1	1	1	3

LIBERTARIAN PARTY

Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Governor	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Lieutenant Governor	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Attorney General	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Secretary of State	I	II	III	Total
Write-ins	0	1	0	1
Blanks	1	0	1	2
Total Votes	1	1	1	3

Treasurer	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Auditor	I	II	III	Total
Daniel Fishman	1	1	1	3
Write-ins	0	0	0	0

Blanks	0	0	0	0
Total Votes	1	1	1	3

Representative in Congress	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Councillor	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Senator in General Court	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Representative in General Court	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

District Attorney	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Clerk of the Courts	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

Register of Deeds	I	II	III	Total
Write-ins	0	0	0	0
Blanks	1	1	1	3
Total Votes	1	1	1	3

STATE ELECTION NOVEMBER 6, 2018

Precinct	I	II	III	Total
Total Votes	1335	1342	1360	4037

Senator in Congress	I	II	III	Total
Elizabeth Warren	514	571	586	1671
Geoff Diehl	754	705	71	2170
Shiva Ayyadurai	52	44	53	149
Write-ins	0	0	0	0
Blanks	15	22	10	47
Total Votes	1335	1342	1360	4037

Governor/LT Governor	I	II	III	Total
Baker/Polito	1054	1039	1069	3162
Gonzalez/Palfrey	225	253	240	718
Write-ins	0	9	0	9
Blanks	56	41	51	148
Total Votes	1335	1342	1360	4037

Attorney General	I	II	III	Total
Maura Healey	1054	1039	1069	3162
James R. McMahon, III	644	617	598	1859
Write-ins	0	0	0	0
Blanks	33	32	28	93
Total Votes	1335	1342	1360	4037

Secretary of State	I	II	III	Total
William Galvin	705	739	807	2251
Anthony M. Amore	559	522	491	1572
Write-ins	0	0	0	0
Blanks	43	42	30	115
Total Votes	1335	1342	1360	4037

Treasurer	I	II	III	Total
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Deborah Goldberg	627	673	720	2020
Keiko M. Orrall	606	573	537	1716
Jamie M. Guerin	39	37	48	124
Write-ins	0	0	0	0
Blanks	63	59	55	177
Total Votes	1335	1342	1360	4037

Auditor	I	II	III	Total
Suzanne M. Bump	529	578	615	1722
Helen Brady	652	611	604	1867
Daniel Fishman	68	52	66	186
Edward J. Stamas	24	32	23	79
Write-ins	0	0	0	0
Blanks	62	69	52	183
Total Votes	1335	1342	1360	4037

Representative In Congress	I	II	III	Total
Rick Green	709	654	646	2009
Lori Trahan	550	612	643	1805
Michael P. Mullen	48	43	51	142
Write-ins	0	0	0	0
Blanks	28	33	20	81
Total Votes	1335	1342	1360	4037

Councillor	I	II	III	Total
Jennie Caissie	781	748	741	2270
Paul M. DePalo	479	537	555	1561
Write-ins	0	0	0	0
Blanks	75	67	64	206
Total Votes	1335	1342	1360	4037

Senator In General Court	I	II	III	Total
Dean A. Tran	842	779	799	2420
Susan Chalifoux-Zephir	450	512	531	1493

Write-ins	0	0	0	0
Blanks	43	51	30	124
Total Votes	1335	1342	1360	4037

Senator in General Court	I	II	III	Total
Sheila C. Harrington	1034	1047	1072	3153
Write-ins	0	0	0	0
Blanks	301	295	288	884
Total Votes	1335	1342	1360	4037

District Attorney	I	II	III	Total
Marian T. Ryan	872	891	922	2685
Write-ins	0	0	0	0
Blanks	463	451	438	1352
Total Votes	1335	1342	1360	4037

Clerk of Courts	I	II	III	Total
Michael Sullivan	859	863	913	2635
Write-ins	0	0	0	0
Blanks	476	479	447	1402
Total Votes	1335	1342	1360	4037

Register of Deeds	I	II	III	Total
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Maria C. Curtatone	873	867	918	2658
Write-ins	0	0	0	0
Blanks	462	475	442	1379
Total Votes	1335	1342	1360	4037

Question 1	I	II	III	Total
YES	307	334	315	956
NO	1000	977	1013	2990
Blanks	307	334	315	956
Total Votes	1335	1342	1360	4037

Question 2	I	II	III	Total
YES	805	825	868	2498
NO	493	467	453	1413
Blanks	37	50	39	126
Total Votes	1335	1342	1360	4037

Question 3	I	II	III	Total
YES	725	748	727	2200
NO	575	567	607	1749
Blanks	35	27	26	88
Total Votes	1335	1342	1360	4037

SPECIAL TOWN MEETING MINUTES

December 20, 2018. 7:00 p.m.

The Special Town Meeting was held on December 20, 2018. The meeting was called to order at 7:03 p.m. There were 123 voters and 7 visitors in attendance. Moderator, John Barrett, announced there was a quorum present. The Moderator asked those in attendance to please stand for the Pledge of Allegiance which was led Jerrilyn Bozicas of the Finance Committee.

The Moderator requested all visitors and non-voters other than Department heads to sit in the front row. The practice has been to allow visitors to speak unless there is an objections from the floor, however, the moderator reserves the right to allow the visitor to speak if he feels the visitor has pertinent information to the article on the floor. Counters Todd Arnsenault, John Stonefield, John Page, Sheila Brown, and Gene Rauhala were sworn in.

At this point the Moderator, John Barrett, introduced himself, the Town Clerk Kathleen Spofford, the Selectmen, Cindy King, Chairman Sue Lisio and Wayne Miller, the Town Administrator, James Kreidler, and Town Counsel Adam Costa. He went on to introduce the Finance Committee members who were present: Sam Grant, Gene Dilda, Jerilyn Bozicas, and Lynn Pinkerton. (Joseph Sciacca, Andrea Wood and Thaddeus Rochette arrived after the introductions were made.)

The Moderator reviewed some of the rules followed at Town Meeting. Town Meeting is held according to Town Meeting Time. All motions must be written and signed and given to the town clerk. Any motion voted on tonight that comes up for reconsideration may do so with a majority vote; if the meeting goes to a second night, reconsideration of an article voted on tonight could only be reconsidered with a 9/10 vote. If a vote count is questioned by (7) seven people, the counters will be called otherwise the count is by the moderator's determination and he may call the counters forward.. If you want to speak, wait until

you are recognized, raise your hand and the moderator will call on you. After you have been called upon, wait for the microphone, then state your name and address. Please direct all comments and questions to the chair. If there is a question of procedure, please rise and say "point of order, Mr. Moderator", you will be called on to make your point. In order to do this you, may interrupt the speaker. Point of privilege is to point out things like you can't hear or you are having an issue being able to participate. One other point is a motion to move the question with a 2/3 vote and you must be recognized to make that motion. When this motion is made, it cuts off all debate, it is not debatable, that motion must be voted on to proceed with the discussion or to end the discussion and vote on the motion on the floor.

The Moderator requested the reading of the warrant, which was done by the Town Clerk.

Motion was made to take Articles 29 and 30 out of order and advance them to be addressed first and second respectively. The reason being that these Articles are time sensitive and if they are not addressed tonight, it could leave the Town in the position of having neither a moratorium nor a by-law that would allow Town control over issues surrounding recreational marijuana. This is not to diminish the other Articles that also need the attention of Town Meeting.

Read by: John Page

Voted: Passed by majority vote.

STM ARTICLE 29:

Planning Board statement regarding Article 29 and Article 30 was read by Chaz Sexton-Diranian. *I move that the Town vote to amend the Town's Zoning Bylaw by adding Section 145-89 to extend the temporary moratorium on recreational marijuana establishments as follows.*

TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS,

§145-89

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 June 28, 2019 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 Recreation Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Read by: Chaz Sexton-Diranian

Motion to amend Article 29 by removing "or until a bylaw is earlier approved" was made so the bylaw would read as follows:

TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS, §145-89

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 June 28, 2019. 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 Recreation Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Read by: Kelly Kelly, signed by Chaz Sexton-Diranian

Vote to amend the bylaw passed by majority.

Vote on the amended bylaw passed by 2/3 vote, 76 ayes and 27 no.

STM ARTICLE 30:

I move that the Town vote to amend the Town’s Zoning Bylaw by adding a new Article XVIII, Section 145-90, entitled “Recreational Marijuana Establishment Zoning,” as printed in the warrant, but with the underlined amendments shown on the handout provided tonight which include clarification of the definition of “Cannabis Control Commission,” a definition for “Host Community Agreement” and certain

modifications to the special permit approval criteria; and, further, to add the new Section 145-90 to the Zoning Bylaw’s Table of Contents.

ARTICLE XVIII

Recreational Marijuana Establishment Zoning Proposal

§ 145-90

A. A Recreational Marijuana Establishment is considered an entity or location licensed by the State of Massachusetts and defined pursuant to M.G.L. c. 94G and 935 C.M.R. 500 and under strict conditions in accordance with applicable laws.

Definitions

Cannabis Control Commission (CCC), the Massachusetts Cannabis Control Commission established by M.G.L. c. 10, § 76, or its designee.

Host Community Agreement, defined in M.G.L. Chapter 94G, Section 3(d).

Marijuana Cultivator, an entity licensed by the State of Massachusetts to cultivate, process and package marijuana, to deliver marijuana to Marijuana Establishments and to transfer marijuana to other Marijuana Establishments, but not to consumers.

Marijuana Establishment, a Marijuana Cultivator, Marijuana Testing Facility, Marijuana Product Manufacturer, Marijuana Retailer, any other type of licensed marijuana-related business, or any combination thereof at a single location.

Marijuana Product Manufacturer, an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to Marijuana Establishments and to transfer marijuana and marijuana products to other Marijuana Establishments, but not to consumers.

Marijuana Products, products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana

and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

Marijuana Testing Facility, an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

Marijuana Research Facility, an entity licensed to cultivate, purchase or otherwise acquire marijuana for the purpose of conducting research regarding marijuana products.

Marijuana Retailer, an entity licensed to purchase and deliver marijuana and marijuana products from Marijuana Establishments and to

deliver, sell or otherwise transfer marijuana and marijuana products to Marijuana Establishments and to consumers.

Marijuana Transportation or Distribution Facility, an entity with a fixed location that delivers marijuana and marijuana products to marijuana establishments and transfers marijuana and marijuana products to other marijuana establishments, but not to consumers. This shall include the temporary storage of marijuana products on premises associated with transportation and distribution.

	RA	RB	NCD	DCD	OCD	ID
Marijuana Establishments any other type of licensed marijuana-related business						
Marijuana cultivator	N	N	N	N	N	SP
Marijuana product manufacturer	N	N	N	N	N	SP
Marijuana retailer	N	N	N	SP	SP	SP
Marijuana testing or research facility	N	N	N	SP	SP	SP
Marijuana transportation or distribution facility	N	N	N	N	N	SP
Any other type of licensed marijuana-related business	N	N	N	N	N	SP
On-site consumption of marijuana at licensed marijuana establishment	N	N	N	N	N	N

Schedule of Use Regulations

Marijuana Establishments

A. Purpose

- (1) To provide for the placement of Marijuana Establishments in appropriate places and under conditions in accordance with the provisions of M.G.L. c. 94G.
- (2) To minimize the adverse impacts of Marijuana Establishments on residential neighborhoods, schools, and other places where children commonly congregate.
- (3) To regulate the siting, design, placement, security, safety, monitoring,

and modification of Marijuana Establishments.

B. Location

- (1) Marijuana Establishments will only be located in the following Zoning Districts: Downtown Commercial, Outlying Commercial and Industrial.

C. Applicability

- (1) No Marijuana Establishment shall be established except in compliance with the provisions of Article XVIII.
- (2) Where not expressly defined in section 145 -90, all terms used herein shall be as defined in M.G.L. c. 94G and 935 CMR 500 *et seq.*

- (3) If any provision of this section, or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this section are severable.

D. Special Permit Approval Criteria.

- (1) All Marijuana Establishments shall be contained within a building or structure.
- (2) The hours of operation of Marijuana Establishments shall be set by the Special Permit Granting Authority, which shall be the Planning Board.
- (3) Marijuana Establishments shall not be located within a five hundred (500') foot radius from:
 - a) Any Residential District;
 - b) Any school pre-k through 12,
 - c) Any daycare center, or any facility where children commonly congregate. A facility is not, however, limited to a building. A "facility where children commonly 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;
 - d) Any other Marijuana Establishment;
 - 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).

Distances calculated pursuant to section C.(3)(a) –(b) will be measured from property line to property line. Distances calculated pursuant to sections C.(3)(c) – (g) will be measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed Marijuana Establishment. 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 Marijuana Establishment.

- (4) The onsite consumption of marijuana at all Marijuana Establishments is prohibited in the Town of Townsend.
- (5) Consistent with M.G.L. c. 94G, § 3(b)(2), the maximum number of Marijuana Establishments in the Town of Townsend shall be limited as follows:
 - a) Shall not prohibit one or more types of Marijuana Establishment
 - b) The number of Marijuana Retailers shall not exceed twenty (20%) percent of liquor licenses issued pursuant to M.G.L. c. 138, § 15 for retail sale of alcohol not consumed on the premises in the Town of Townsend. Said number to be rounded up to the next whole number.

- c) The number of non-retail Marijuana Establishments shall be limited to 1 (one).
- (6) No smoking or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment. No burning of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment with the exception of product testing performed at a Marijuana Testing Facility or Marijuana Research Facility.
- (7) No Marijuana Establishment shall be located inside a building containing residential units, including transient housing such as motels and dormitories.
- (8) Marijuana Establishments shall be located within a permanent building and may not be located in a trailer, cargo container, motor vehicle or other similar nonpermanent enclosure.
- (9) Marijuana Establishments shall not have drive-through service.
- (10) No outside storage of marijuana, related supplies or promotional materials is permitted.
- (11) No delivery service of marijuana products for personal purposes are permitted from any marijuana establishment.
- (12) All Marijuana Establishments shall be ventilated in such a manner that
 - a) if pesticides, insecticides, or other chemicals or products are used in cultivation or processing, they must be vented and dispersed into the

outside atmosphere so as not to be detectible at any adjoining use or property.

- b) no odor from marijuana can be detected by a person with a normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property.

E. Special Permit Conditions

- (1) In addition to compliance with M.G.L. c. 94G and 935 CMR 500 *et seq.*, the Special Permit Granting Authority may impose reasonable conditions to improve site design, traffic flow, and public safety, and to preserve water quality, significant environmental resources and community character of surrounding area including, without limitation, the following:

- a. Minimization of the impacts of increased noise and traffic.
- b. Imposition of security precautions to protect personnel, consumers, residents and property.
- c. Deterring the presence of unauthorized or ineligible persons at, or near the Marijuana Establishment.
- d. Imposition of measures to prevent diversion of marijuana and Marijuana Products.
- e. Conditions

- related to the design and construction of the facility to improve safety, security and conformance with community character.
 - f. Conditions relating to energy efficiency and conservation.
- (2) A Marijuana Establishment shall only be allowed by special permit from the Planning Board, the Special Permit Granting Authority, in accordance with MGL c. 40A, § 9 and section 216-32.1 (Special Permits) of this chapter.
- (3) No special permit for any Marijuana Establishment shall be issued without major site plan approval having been obtained from the Planning Board pursuant to § 145-42, Site Plan review, of this chapter. In addition to the standards set forth therein, the site plan must meet all dimensional, parking, landscaping, and signage requirements within this chapter.
- (4) A special permit for a Marijuana Establishment shall be limited to one or more of the following uses that shall be prescribed by the special permit granting authority:
 - a) Marijuana Cultivator
 - b) Craft Marijuana Cooperative
 - c) Marijuana Product Manufacturer
 - d) Marijuana Research Facility
 - e) Marijuana Testing Facility
 - f) Marijuana Transportation or Distribution Facility
 - g) Marijuana Retailer
- (5) In addition to the application requirements set forth above, a special permit application for a Marijuana Establishment shall include the following:
 - a) The name and address of owner(s) of the establishment;
 - b) Copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts Cannabis Control Commission and any of its other agencies for the establishment; provided that approval may be conditioned upon receipt of a final license from the CCC;
 - c) Evidence of the applicant's right to use the site of the establishment for the establishment, such as a purchase and sale agreement, deed, owner's authorization, or lease;
 - d) A letter from the Town of Townsend Police Chief, or designee, acknowledging review and approval of the Marijuana Establishment security plan.
 - e) All application requirements for Major Site Plan Review as specified in Section 145-57 - 145-61 of this Chapter unless certain non-applicable requirements are waived by the Planning Board.
- (6) The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:
 - a) Hours of operation.
 - b) Compliance with Host Community Agreement.
 - c) The submission of a copy of the license from the CCC

- with the SPGA and the Building Commissioner prior to commencement of operation.
- (7) The issuance of a special permit shall lapse two years from the date of the issue if not acted upon.
 - (8) Mandatory findings. The special permit granting authority shall not issue a special permit for a Marijuana Establishment unless it finds that:
 - a) The facility is designed to minimize any adverse impacts on abutters and other parties in interest, as defined in MGL c. 40A, § 11.
 - b) The applicant demonstrates to the satisfaction of the special permit granting authority that it will meet all the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will comply with all applicable state laws and regulations; and
 - c) The applicant has satisfied all of the conditions and requirements set forth herein.
 - (9) A special permit granted under this section shall have a term limited to the duration of the applicant's ownership or lease of the premises as a Marijuana Establishment. 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 by the special permit granting authority.

F. Abandonment or discontinuance of use.

- (1) A special permit shall lapse if a final license has not been issued by the CCC pursuant to CMR 500.103 within one year of issuance. The Planning Board may grant an extension if the applicant demonstrates that, despite diligent effort, circumstances beyond their control have prevented the issuance of a final license and further demonstrates to the satisfaction of the Planning Board that issuance of a Final License is forthcoming .
- (2) A Marijuana Establishment shall be required to remove all material, plants, products, equipment and other paraphernalia within six months of ceasing operations. All security measures and precautions, and all components of the Marijuana Establishment security plan, shall be observed until removal is completed.

There was no objection to foregoing the reading of the article and to have the reading of the motion which was given as a handout at the Town Meeting.

Chaz Sexton Diranian read a report of the Planning Board.

Motion was made to take no action on Article 30. Vote to take no action and to postpone indefinitely: The motion did not carry.

Motion to move the question passed by majority.

Vote on Article 30: Passed by 2/3 vote, declared by Moderator.

STM ARTICLE 1:

I move that the Town vote to take no action on this article. (Article 1 read: 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 paying prior fiscal year bills; or take any other action in relation thereto.)

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 2:

I move that the Town vote to transfer from free cash in the treasury, the sum of \$7,500.00 for the purpose of funding the costs associated with placing the American Flags along Main Street during holiday celebrations.

Read by: Cindy King

Voted: Passed by majority.

STM ARTICLE 3:

I move that the Town vote to transfer from free cash in the treasury the sum of \$35,000.00 to supplement the Legal Expense Account.

Read by: Wayne Miller

Voted: Passed by majority.

STM ARTICLE 4:

I move that the Town vote to transfer from free cash in the treasury the sum of \$50,000.00 to pay one-time retroactive wage settlements for police, fire and non-public safety unionized Town employees.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 5:

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,500.00 to supplement the Audit Services Expense Account.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 6:

I move that the Town vote to transfer from free cash in the treasury the sum of \$3,900.00 to supplement the Facilities Expense Account for the purpose of repairing or replacing a

relay/electronic start to the elevator for Town Hall.

Read by: Wayne Miller

Voted: Passed by majority.

STM ARTICLE 7:

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,000.00 to supplement the Facilities Expense Account for the purpose of replacing a water pump related to the heating system for Town Hall.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 8:

I move that the Town vote to transfer from free cash in the treasury the sum of \$7,500.00 for the purpose of funding an update to the Roadway Pavement Management Plan.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 9:

I move that the Town vote to transfer from free cash in the treasury the sum of \$1,500.00 for the Town's share of the Regional Animal Control shelter.

Read by: Wayne Miller

Voted: Passed by majority

STM ARTICLE 10:

I move that the Town vote to transfer from free cash in the treasury the sum of \$2,100.00 for the purpose of replacing/repairing the rifle strap on the John Birney Blood Monument.

Read by: Pam Haman

Voted: Passed by majority.

STM ARTICLE 11:

I move that the Town vote to amend the FY18 Capital Plan by authorizing the Highway Superintendent to use the \$46,000.00 approved for Truck Mounted Ground Speed Spreader Controls towards the purchase of a Roadside Mower; as approved by the Capital Planning Committee.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 12:

I move that the Town vote to amend the FY 19 Capital Plan and transfer \$66,360.00 from ambulance receipts in the treasury for the purpose of replacing Medic 1 for the Townsend Fire-EMS Department as approved by the Capital Planning Committee.

Read by: Cindy King

Voted: Passed unanimously.

STM ARTICLE 13:

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,000.00 for the purpose of repairing or replacing a portion of the roof at 274 Main Street; also known as the "Rec Center."

Read by: Wayne Miller

Voted: Passed by majority.

STM ARTICLE 14:

I move that the Town vote to transfer from free cash in the treasury the sum of \$5,000.00 for the purpose of administrative, professional and/or technical costs associated with the periodic review of and amendments to the Charter.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 15:

I move that the Town vote to transfer from free cash in the treasury the sum of \$9,954.77 for the purpose of restoring the Reserve Fund.

Read by: Donna Lynn Pinkerton

Voted: Passed by majority.

STM ARTICLE 16:

I move that the Town vote to transfer from free cash in the treasury the sum of \$15,000 for the purpose of supplementing the FY19 police department operating budget appropriation for the lease of four (4) police cruisers, and to authorize the Town to enter into three year lease agreements for that purpose.

Read by: Cindy King

Voted: Passed by majority.

STM ARTICLE 17:

I move that the Town vote to transfer within the Water Enterprise Fund the sum of \$30,000.00 from free cash to the Professional Services Expense Account.

Read by: Paul Rafuse

Voted: Passed by majority.

STM ARTICLE 18:

I move that the Town vote to transfer within the Water Enterprise Fund, the sum of \$115,000.00 from free cash to the Meadow Road Main Replacement Capital Improvement Plan project.

Read by: Paul Rafuse

Voted: Passed unanimously.

STM ARTICLE 19:

I move that the Town vote to transfer from free cash in the treasury the sum of \$10,000.00 for the purpose of supplementing the Professional Services line item in the FY19 Treasurer Collector budget to cover the cost of the required professional services of a municipal finance consultant during the absence of the Treasurer Collector.

Read by: Wayne Miller

Voted: Passed by majority.

STM ARTICLE 20:

I move that the Town vote to transfer from free cash in the treasury the sum of \$100,000.00 for the purpose of funding Information Technology and telephone system upgrades for the Town Hall, the Library, the Council on Aging, the Highway Department, the Water Department and the Cemetery and Parks Department.

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 21:

I move that the Town vote to transfer from free cash in the treasury the sum of \$10,000 for the purpose of funding HVAC and lighting repairs and/or upgrades in the Library, the Meeting Hall and/or the Council on Aging building(s).

Read by: Cindy King
Voted: Passed by majority.

STM ARTICLE 22:

I move that the Town vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of West Meadow Road Bridge No. T-07-013," revised through November 8, 2018, prepared by DTC, as said plans may be amended, said plans on file with the Town Clerk, for passage thereupon, both pedestrian and vehicular, also including, but not limited to: the construction, alteration, maintenance, improvement, repair and/or replacement of the West Meadow Road bridge; drainage, grading, clearing and slope work; erosion control; relocation of utility poles and guy wires; loaming and seeding; and landscaping; and, further, I move that the Town vote to transfer from free cash a sum of \$5,000 for these purposes and any expenses related thereto; and, still further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein, as and upon such terms and conditions as the Board of Selectmen may deem appropriate.

Read by: Wayne Miller
Voted: Passed by 2/3 vote declared by Moderator.

STM ARTICLE 23:

I move that the Town vote to: (i) authorize the Board of Selectmen to convey, sell or otherwise dispose of that certain parcel of Town-owned land known as "Atwood Acres," Parcel 2-B, situated off Dudley Road, consisting of 11 acres of land, more or less, and more fully described in a deed recorded with the Middlesex (South) District Registry of Deeds at Book 593, Page 2646, on such terms and conditions, subject to such restrictions and limitations and for such consideration as the Selectmen may deem necessary or appropriate, said property to be used for the development of

low- to moderate-income housing for veterans, said transfer to be in accordance with all local, state and federal laws, as may be applicable; and (ii) further authorize the Board of Selectmen to undertake all such action(s) as may be required to effect the foregoing conveyance, including but not limited to the filing and prosecution of a petition for declaratory judgment in a court of competent jurisdiction relative to future use(s) of the property and/or the petitioning of the General Court of the Commonwealth under applicable law for special legislation accomplishing the same.

Read by: Chaz Sexton-Diranian
Motion was made by Keith Jackson to lay on the table indefinite, to take no action.
Vote to lay on the table: Passed by 2/3 vote, declared by Moderator.

STM ARTICLE 24:

I move that the Town vote to transfer from free cash in the treasury, the sum of \$50,000.00 for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

Read by: Sue Lisio
Voted: Passed by majority.

STM ARTICLE 25:

I move that the Town vote to transfer from free cash in the treasury, the sum of \$200,000.00 for the purpose of supplementing the capital stabilization fund, as allowed under MGL Chapter 40, Section 5B.

Ready by: Cindy King
Voted: Passed by majority.

STM ARTICLE 26:

I move that the Town vote to amend the Town's General Bylaw, Chapter 112-14, entitled "Unregistered Motor Vehicles," Subsection (e), as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:
E. The Board of Selectmen Police Chief, or his designee, shall enforce this section. No other Town official shall have the authority to enforce the section. No other Town official shall investigate any potential violations. Upon a

written complaint to the Board of Selectmen ~~a designated member of the Board~~ the Police Chief, or his designee, shall perform a site inspection and investigation and shall report his findings to the Board of Selectmen in writing. The report shall contain the vehicle(s) identification number(s) and the property address on which the vehicle(s) is located. If the report finds that the vehicle(s) is in a violation of this section, the Board of Selectmen shall send a certified letter to the owner of the land, on which said vehicle(s) is parked, and the property owner will have 30 days to remove said vehicle(s). Whoever violates any provisions of this section of the Townsend General Bylaws shall be liable for a penalty of \$100 per day for each day of violation. Violations will be calculated from the date of the certified mailing. No penalty will be assessed if the vehicle(s) is removed within 30 days and there are no subsequent violations on the same property.

Read by: Wayne Miller

Amendment was made to remove "the vehicle(s) identification number(s) and".

Motion was made to move the question.

Vote to move the question on the amendment:

Passed by majority.

Vote on the Amendment: Passed by majority

Motion was made to move the question.

Vote to move the question: Passed by majority.

Vote on the amended article: Passed by majority.

STM ARTICLE 27:

I move that the Town vote to amend the Town's General Bylaw, Chapter 127, entitled "Town Properties Committee," as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:

§ 127-1 Basic charge.

The Board of Selectmen shall annually appoint a seven-member committee to be known as the Town Properties Committee (TPC) charged with ~~assisting~~ advising the Board of Selectmen with maintenance, acquisition and sales of all Town-owned properties.

§ 127-2 Membership and appointment.

[Amended 5-4-1999 ATM by Art. 25]

The seven-member Town Properties Committee (TPC) shall be appointed by the Board of

Selectmen. The Board of Selectmen shall first appoint the five members as follows: one member of the Planning Board, one member of the Finance Committee, one member of the Board of Assessors, one member of the Conservation Commission and one member of the Highway Department. If a member of any board, committee, commission or department declines an appointment, then the Board of Selectmen may substitute a member from the public-at-large. In making such substitution, the Board shall consider the recommendation of the respective board, committee, commission or department declining the appointment. The remaining two members shall appointed from the public-at-large. All members of the TPC shall be annually appointed or reappointed ~~at the Board of Selectmen's first scheduled meeting in March, on or before the last week of June.~~

Read by: Sue Lisio

Voted: Passed by majority.

STM ARTICLE 28:

I move that the Town vote to amend the Town's General Bylaw, Chapter 124, entitled "Town Meeting," Subsection 6, as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:

Notice of all Town Meetings shall be given by posting an attested copy of the warrant thereof at Memorial Hall at the Center, 272 Main Street, the Police/~~Communication Center~~ Station, 70 Brookline Road, ~~North Middlesex Regional High School, 19 Main Street~~ Harbor Fire Station, 47 Main Street, West Townsend Fire Station, 460 Main Street West Townsend Reading Room, 264 Dudley Road and Harbor Church 80 Main Street, in said Townsend, seven days at least before the time of holding the said meeting. Note: MGL c.39 §10 specifies Special Town Meetings require 14 days before for posting of the warrant.

Read by: Cindy King

Voted: Passed unanimously.

Motion to dissolve the Town Meeting was made and seconded. The meeting was dissolved at 10:08 p.m.

BOARD OF REGISTRARS

Census forms were sent out the beginning of the year. In June over 1100 notices were sent to those voters who did not respond to the census. Those voters who did not respond were placed on the inactive voter list and had to show an ID at the elections as well as fill out a continuance of residency form. This takes time for the workers as well as the voters. When you receive your census form, please read it carefully and fill it out correctly. There is a column for “moved” and “deceased” (M and D) many people mistake this to mean “married” or “divorced”.

This year we were involved with a recount in the 3rd Middlesex Congressional Race for the Democratic Primary Election. It was a great learning experience and all went well here in Townsend.

Please remember to vote, it is your right and a privilege.

Registrars for the Town of Townsend,
Clare Devine
Mary Jane O’Hara
Catherine Thrasher
Kathleen M. Spofford, Ex Officio

FINANCE COMMITTEE

The year started with two open positions. In November the one position was taken by Scott Doremus, and in Jan by Joe Sciacca. However, Scott resigned in June leaving us with one open position for the new fiscal year. Thank you Scott for your contribution to the committee. For the current members thank you for all your hard work and commitment to the committee.

The Finance Committee has requested an increase in the budget. Due to the fact. That for the last two years at the Special Town Meeting a request was made to replenish the Reserve Fund. A \$5,000 a year request over the next three years, would bring the Reserve Fund to a total of \$50,000.

During the year and especially during budget time a lot of work and understanding of how town government works, with myriad rules and regulations is demanded of the committee. The committee is the overseer of the town finances and looks out for the town's best interest.

Respectfully submitted by,
The Finance Committee

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,
Victoria Tidman, Principal Assessor

For the Members of the Board of Assessors and Staff
Laura Shifrin, Chairman
Carol LeConti, Vice-Chair
Jill Peterson, Member

Jodie Deschenes - Administrative Assessor

Fiscal Year 2019 Assessments and Revenues by Major Property Class

Property Class	Levy Percent	Valuation by Class	Tax Rate	Tax Levy
Residential	91.6256	862,784,540	19.33	16,677,625.16
Commercial	3.7320	35,141,848	19.33	679,291.92
Industrial	2.0703	19,494,900	19.33	376,836.42
Personal Property	2.5721	24,219,880	19.33	468,170.28

Valuation and Tax History

Fiscal Year Change (%)	Tax Rate	Valuation by Class	Accounts	Tax Levy	
2018	20.26	852,049,610	3,987	17,262,525.10	6.532
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

New Growth Revenue

Fiscal Year	Added Valuation	Tax Rate	New Revenues	Change
2019	9,104,550	20.26	184,459.00	41.18
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

TOWN ACCOUNTANT

TOWN OF TOWNSEND COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 2018

	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	WATER ENTERPRISE	TRUST FUNDS	AGENCY FUND	LONG TERM OBLIGATIONS	GROUP TOTAL
ASSETS								
Cash, Petty Cash & Investments	\$ 2,030,236.34	\$ 4,052,139.28	\$ 1,080,915.73	\$ 1,770,388.34	\$ 600,158.53	\$ 246,005.54	\$ -	\$ 9,759,843.74
Personal Property Tax Prior	(579.43)							(579.43)
Personal Property Tax Current	8,804.64							8,804.64
Real Estate Tax Prior	296,530.77							296,530.77
Real Estate Tax Current	18,938.11							18,938.11
Provisions for Abate & Exemptions	(41,701.68)							(41,701.68)
Tax Liens Receivable	684,060.73							684,060.73
Tax Possessions	154,323.83							154,323.83
Deferred Tax Receivable	517.71							517.71
Motor Vehicle Excise Tax Prior	79,947.66							79,947.66
Motor Vehicle Excise Tax Current	149,350.06							149,350.06
Water User Charges Receivable		252,979.17						252,979.17
Water User Charges Receivable				84,894.29				84,894.29
Water Other Services Receivable				2,311.32				2,311.32
Water Backflow Test Charges Receivable				559.66				559.66
Water Lien Added to Taxes				11,051.35				11,051.35
Water Liens Added to Tax Title				1,590.90				1,590.90
Loans Receivable Title 5		134,656.73						134,656.73
Beitments Receivable Title 5		35.44						35.44
Due (To)/From Government Entity								-
Due (To)/From Other Funds								-
Prepaid Expenditures								-
Land								-
Buildings & Improvements								-
Accum Dep Buildings & Improv								-
Machinery, Equipment, Vehicles								-
Accum Dep Mach, Equip & Vehicles								-
Infrastructure								-
Accum Dep Infrastructure								-
Construction in Progress								-
Art & Historical Treasures								-
Art, Prov. For Landfill Monitoring Costs							228,073.00	228,073.00
Art, Prov. for Retirement of Obligations							4,736,889.31	4,736,889.31
TOTAL ASSETS	\$ 3,380,398.96	\$ 4,439,810.60	\$ 1,080,915.73	\$ 1,870,795.86	\$ 600,158.53	\$ 246,005.54	\$ 4,964,762.31	\$ 16,562,847.53
LIABILITIES & FUND EQUITY								
Warrants & Accounts Payable								\$ 498,446.91
Insurance Receipts Payable								8,237.74
Employee Withholdings Payable								27,242.05
Contract Retainer Payable						27,242.05		-
Water User Charges Paid in Advance		252,979.17	0.08					252,979.25
Deferred Revenue Property Tax	281,992.41							281,992.41
Deferred Revenue Tax Liens	684,060.73							684,060.73
Deferred Revenue Tax Possession	154,323.83							154,323.83
Deferred Revenue Deferred Tax	517.71							517.71
Deferred Revenue Motor Vehicle	229,267.94							229,267.94
Deferred Revenue Dept. Receivable		134,656.73		100,407.52				100,407.52
Deferred Revenue Loans Rac		35.44						35.44
Deferred Revenue Betterments		402.93						402.93
Interest Payable								225,573.85
Performance Security Deposit Payable						218,763.49		4,688,819.42
Bonds Payable				3,210.36				67,669.89
Capital Lease Payable								228,073.00
Post Closure Landfill Obligations								-
TOTAL LIABILITIES	\$ 1,658,837.95	\$ 404,993.78	\$ 153,530.13	\$ 133,777.63	\$ 1,000.00	\$ 246,005.54	\$ 4,964,762.31	\$ 7,562,907.34
FUND EQUITY								
Reserve (Deficit) for Encumbrances								\$ 51,408.11
Reserve for Expenditures	48,833.11			2,575.00				1,141,907.52
Reserve for Continued Appropriations	78,080.00	983,128.00		70,099.52				1,119,845.42
Reserve for Petty Cash	340,433.13			779,412.29				1,500.00
Reserve for Snow & Ice Deficit	250.00	1,000.00		250.00				-
Reserve for Prepaid Expenses								858.15
Reserve for Bond Premium	858.15		907,385.60					1,273,779.06
Reserve for Special Purposes								5,410,641.92
Investment in General Fixed Assets	1,252,506.62	3,040,888.81		864,681.42				8,999,940.18
Undesignated Fund Balance	1,721,561.01	4,034,816.81	\$ 907,385.60	1,737,018.23	\$ 599,158.53	\$ -		16,562,847.55
TOTAL FUND EQUITY	\$ 1,721,561.01	\$ 4,034,816.81	\$ 907,385.60	\$ 1,737,018.23	\$ 599,158.53	\$ -		\$ 16,562,847.55
TOTAL LIABILITIES & FUND EQUITY	\$ 3,380,398.96	\$ 4,439,810.60	\$ 1,080,915.75	\$ 1,870,795.86	\$ 600,158.53	\$ 246,005.54	\$ 4,964,762.31	\$ 16,562,847.55

**TOWN OF TOWNSEND
STATEMENT OF REVENUE, BUDGET VS ACTUAL
FISCAL YEAR JULY 1, 2017 - JUN 30, 2018**

	BUDGET	ACTUAL	FAVORABLE (UNFAVORABLE)
TAXES			
Personal Property Tax-Prior		-8,283.81	
Personal Property Tax-Curr.		482,278.68	
Real Estate - Prior		188,341.83	
Real Estate - Current	17,272,739.00	16,393,347.98	(879,391.02)
Payment In Lieu Of Taxes	10,000.00	10,000.00	-
Tax Liens Receivable		257,367.85	
Motor Vehicle Excise-Prior		250,165.72	
Motor Vehicle Excise-Curr.	1,200,000.00	1,017,202.81	(182,797.19)
Room Occupancy Tax		-	
Local Meals Tax	100,000.00	107,554.85	7,554.85
Special Conveyance Tax		-	
Payments After Abatements		1,388.84	
TOTAL TAX REVENUE	18,582,739.00	18,699,364.75	116,625.75
INTEREST & PENALTIES			
Interest on Property Tax	140,000.00	47,763.52	34,702.60
Interest on Motor Vehicle		10,484.26	
Interest on Tax Liens		116,454.82	
Interest on Invest - Treasurer	10,000.00	15,152.45	5,152.45
Interest on Invest - Collector		11,605.75	
TOTAL INTEREST REVENUE	150,000.00	201,460.80	51,460.80
TAX COLLECTOR FEES	20,057.00	24,395.46	4,338.46
RENTAL INCOME	32,332.00	35,329.77	2,997.77
LICENSES & PERMITS			
Entertainment		450.00	
Common Victullar		600.00	
Used Car		800.00	
Alcoholic		12,075.00	
Junk Dealer			
Driveway Permits		75.00	
Dog Licenses		7,610.00	
Marriage Intentions		873.00	
Raffle Permits		50.00	
Gasoline Permits		130.00	
Pistol Permits Class A/B License		4,475.00	
FID Card ClassC/D License			
Oil & Wood Burner Permits		600.00	
Fuel Storage Permits		1,850.00	
Recovery Costs			
Burning Permits		5,800.00	
Blasting Permits			
Tank Removal Permits		150.00	
Sprinkler Permit			
Septic & Well Permits		3,575.00	
Tobacco Permits		400.00	
Food Permits		195.00	
Weights & Measurers		1,495.00	
Building Permits		107,371.00	
Gas & Oil Permits		8,540.00	
Plumbing Permits		9,858.00	
Electrical Permits		29,893.00	
TOTAL LICENSE REVENUE	185,000.00	196,865.00	11,865.00
FINES			
Dog License Fines		600.00	
Marajuana Citation Fines		570.00	
Conservation Fines & Violations			
Library Fines, Fees & Forfeits		2,190.18	
Fire Prevention Fines Ch 148A			

Court Fines and Restitution	17,066.14		
Parking clerk fines	355.00		
TOTAL FINES REVENUE	17,500.00	20,781.32	3,281.32
FEES AND CHARGES FOR SERVICES			-
SELECTMEN			-
Memorial Hall Rent		150.00	
Cable TV Fees			
Miscellaneous		2,924.98	
ASSESSORS			
Miscellaneous		122.00	
TOWN CLERK			
Dog License Fees		950.00	
Street Listings		176.00	
Vital Statistics		4,676.00	
Business Certificates		975.00	
Miscellaneous		313.56	
TAX COLLECTOR			
Municipal Liens Certificates		6,650.00	
Registry of M V Fees		8,880.00	
Advertising/Instrument Fee		61.88	
Bill Fees		650.00	
Miscellaneous		73.98	
TREASURER			
Miscellaneous		7,201.79	
Other			
CONSERVATION COMMISSION			
Public Hearing Fees			
Public Records Request			
Wetland App Fee		1,231.41	
PLANNING BOARD			
ANR Filing Fee		360.00	
Site Plan Review Fee		350.00	
Acceptance of Ways Fee			
Stormwater Mgmt Permit			
Miscellaneous		540.00	
Open Space Pres Devel Filing Fee		1,000.00	
scenic road act filling fee		150.00	
ZONING BOARD OF APPEALS			
Variance Filing fees		600.00	
Special Permit			
Special Permit/Sec145-165 Filing Fee		900.00	
BUILDING			
Miscellaneous		17.00	
POLICE DEPARTMENT			
Accident Reports			
Sp. Detail Surcharge		18,913.79	
Miscellaneous		9,384.12	
TREE WARDEN			
PARKING CLERK			
FIRE DEPARTMENT			
Fire reports		5.00	
Smoke Alarm		6,650.00	
Alarm Applications		250.00	
Recover costs		3,975.00	
Misc		266.99	
HIGHWAY			
Miscellaneous/Scrap			
Miscellaneous		3,115.00	

CEMETERY/PARKS			
Miscellaneous			
COUNCIL ON AGING			
Miscellaneous			
HEALTH & SANITATION			
Other			
Miscellaneous		66.15	
LIBRARY			
Other			
Out of state fees		2,740.00	
TOTAL FEE REVENUE	70,000.00	84,319.65	14,319.65
Misc Non-Recurring		30,599.20	
Affordable Housing		9,800.00	
TOTAL MISC NON-RECURRING	-	40,399.20	
STATE RECEIPTS			
Add'l Polling Hours	15,028.00	2,994.00	(12,034.00)
Abate - Blind/Vets/Spouse/Elderly	13,560.00	100,974.00	87,414.00
Veteran Benefits	44,688.00	44,668.00	(20.00)
General Aid	1,312,935.00	1,312,935.00	-
State Owned Land	183,899.00	184,101.00	202.00
State Assessments	(71,798.00)	-71,798.00	-
Presidential Primary			-
TOTAL STATE RECEIPTS	1,483,284.00	1,573,874.00	90,590.00
TOTAL REVENUE RECEIVED	20,540,912.00	20,876,789.95	335,877.95
		-20,876,789.95	
OTHER FINANCING SOURCE			
Bond Premiums		892.56	
INTERFUND TRANSFERS			
Government Access			
Receipts Reserved for Approp	467,459.00	534,029.00	
SRO	36,000.00	36,000.00	
RECREATION	14,317.00	14,317.00	
Stabilization			
Water Enterprise	233,717.00	193,297.00	
Capital Stabilization			
TOTAL INTERFUND TRANSFERS	751,493.00	777,643.00	
TOTAL RECEIPTS	21,292,405.00	21,654,432.95	\$ 362,027.95

**TOWN OF TOWNSEND
RECONCILIATION OF UNDESIGNATED FUND BALANCE
JUNE 30, 2018**

BEGINNING BALANCE 07/01/17	\$ 855,710.50
INCREASES TO FUND BALANCE	
REVERSE PY F/B RESERVED FOR CONT APPROP	753,699.00
REVERSE PY F/B RESERVED FOR EXPENDITURES	200,000.00
REVERSE PY F/B RESERVED FOR ENCUMBRANCES	91,263.00
REVERSE PY F/B RESERVED FOR PETTY CASH	250.00
REVERSE PY F/B RESERVED FOR OVERLAY RELEASE	
REVENUE RECEIVED	20,876,789.95
REVENUE - BOND PREMIUMS	892.56
OTHER FINANCING SOURCES - TRANSFERS	777,642.77
DECREASES TO FUND BALANCE	
ESTABLISH F.B. RESERVE FOR EXPENDITURES - FREE CASH VOTES	(78,680.00)
ESTABLISH F.B. RESERVE FOR EXPENDITURES - REPURPOSED APPROP	
ESTABLISH F.B. RESERVE FOR EXPENDITURES - OVERLAY SURPLUS	
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.	(340,433.13)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES	(56,324.30)
ESTABLISH F.B. RESERVE FOR SNOW AND ICE DEFICIT/AMORTIZATION	
ESTABLISH F.B. RESERVE FOR REDUC OF SNOW/ICE DEFICIT	
ESTABLISH F.B. RESERVE FOR PETTY CASH	(250.00)
EXPENDITURES	(21,399,633.67)
SWOP PROGRAM	(9,500.00)
OTHER FINANCING USES	(426,411.33)
ENDING BALANCE 06/30/18	\$ 1,245,015.35 =====

TOWN OF TOWNSEND
COMBINED BALANCE SHEET FOR SPECIAL REVENUE FUNDS
JULY 1, 2017 - JUNE 30, 2018

	Federal Grants	State Grants	Receipts Reserved	Revolving	Other	Stabilization	Total
Cash	\$ 125,650.95	\$ 149,976.87	\$ 1,571,489.44	\$ 272,799.26	\$ 255,709.24	\$ 1,676,513.50	\$ 4,052,139.26
Due (to)/from Other Funds							-
Department Receivable - Ambulance			252,979.17				252,979.17
Loans Receivable - Title V			134,656.73				134,656.73
Betterments Receivable - Title V			35.44				35.44
Total Assets	\$ 125,650.95	\$ 149,976.87	\$ 1,959,160.78	\$ 272,799.26	\$ 255,709.24	\$ 1,676,513.50	\$ 4,439,810.60
Warrants & Accounts Payable	\$ -	\$ 2,139.32	\$ 21.26	\$ 6,896.26	\$ 4,282.68	\$ -	\$ 13,319.52
Deferred Revenue - Dept Receivable			252,979.17				252,979.17
Deferred Revenue - Loans Receivable			134,656.73				134,656.73
Deferred Revenue - Betterments Receivable			35.44				35.44
Other Liabilities	402.93				3,600.00		4,002.93
Total Liabilities	\$ 402.93	\$ 2,139.32	\$ 387,692.60	\$ 6,896.26	\$ 7,882.68	\$ -	\$ 404,993.79
Fund Balance:							
Reserved for Special Purposes	\$ 125,248.02	\$ 147,837.55	\$ 848,160.18	\$ 244,903.00	\$ 247,846.56	\$ 1,426,693.50	\$ 3,040,688.81
Reserved for Petty Cash				1,000.00			1,000.00
Reserved for Expenditures			723,308.00	20,000.00		249,820.00	993,128.00
Undesignated							-
Total Fund Balance	\$ 125,248.02	\$ 147,837.55	\$ 1,571,468.18	\$ 265,903.00	\$ 247,846.56	\$ 1,676,513.50	\$ 4,034,816.81
Total Liabilities and Fund Balance	\$ 125,650.95	\$ 149,976.87	\$ 1,959,160.78	\$ 272,799.26	\$ 255,709.24	\$ 1,676,513.50	\$ 4,439,810.60

**TOWN OF TOWNSEND
RECONCILIATION OF UNDESIGNATED FUND BALANCE
JUNE 30, 2018**

BEGINNING BALANCE 07/01/17	\$ 855,710.50
INCREASES TO FUND BALANCE	
REVERSE PY F/B RESERVED FOR CONT APPROP	753,699.00
REVERSE PY F/B RESERVED FOR EXPENDITURES	200,000.00
REVERSE PY F/B RESERVED FOR ENCUMBRANCES	91,263.00
REVERSE PY F/B RESERVED FOR PETTY CASH	250.00
REVERSE PY F/B RESERVED FOR OVERLAY RELEASE	
REVENUE RECEIVED	20,876,789.95
REVENUE - BOND PREMIUMS	892.56
OTHER FINANCING SOURCES - TRANSFERS	777,642.77
DECREASES TO FUND BALANCE	
ESTABLISH F.B. RESERVE FOR EXPENDITURES - FREE CASH VOTES	(78,680.00)
ESTABLISH F.B. RESERVE FOR EXPENDITURES - REPURPOSED APPROP	
ESTABLISH F.B. RESERVE FOR EXPENDITURES - OVERLAY SURPLUS	
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.	(340,433.13)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES	(56,324.30)
ESTABLISH F.B. RESERVE FOR SNOW AND ICE DEFICIT/AMORTIZATION	
ESTABLISH F.B. RESERVE FOR REDUC OF SNOW/ICE DEFICIT	
ESTABLISH F.B. RESERVE FOR PETTY CASH	(250.00)
EXPENDITURES	(21,399,633.67)
SWOP PROGRAM	(9,500.00)
OTHER FINANCING USES	(426,411.33)
ENDING BALANCE 06/30/18	\$ 1,245,015.35 =====

ASSETS

LIABILITIES

TOTAL LIABILITIESUndesignated Fund Balance
Reserve for Encumbrances**TOTAL LIABILITIES AND FUND BALANCES**

**TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
JULY 1, 2017 - JUNE 30, 2018**

Retained Earnings Unreserved, beginning		\$ 624,731.66
Retained Earnings Reserved for Special Purposes, beginning		
Retained Earnings Reserved for Encumbrances, beginning		16,100.00
Retained Earnings Reserved for Petty Cash, beginning		250.00
Retained Earnings Reserved for Expenditures, beginning		
Retained Earnings Reserved for Continued Appropriations, beginning		869,252.99

		1,510,334.65
<u>Revenues:</u>		
Water User Charges	\$ 977,685.89	
Other Service Charges	28,596.51	
Connection Fees	4,000.00	
Interest & Demands	30,418.15	
Water Liens	31,170.71	
Other Miscellaneous	368.55	
Back Flow Prevention	8,940.34	

		1,081,180.15
Solar Power Credits	621.49	621.49

		2,592,136.29
<u>Expenditures:</u>		
Salary and Wages	(234,776.07)	
Expenses	(213,397.14)	
Debt Service	(103,957.38)	
Capital Expenditures	(109,690.70)	

		(661,821.29)
<u>Other Financing Sources/(Uses):</u>		
Transfers to capital project funds		-
Intermunicipal Agreement - Earnings on Investment		2,557.08
Intermunicipal Agreement - Reimbursement to General Fund		(195,853.85)

		\$ 1,737,018.23
		=====
Retained Earnings Unreserved, ending		\$ 866,681.42
Retained Earnings Reserved for Special Purposes, ending		
Retained Earnings Reserved for Encumbrances, ending		2,575.00
Retained Earnings Reserved for Petty Cash, ending		250.00
Retained Earnings Reserved for Expenditures, ending		88,099.52
Retained Earnings Reserved for Continued Appropriations, ending		779,412.29
Total Fund Equity June 30, 2017		\$ 1,737,018.23
		=====

**TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
RECONCILIATION OF UNRESERVED RETAINED EARNINGS
JUNE 30, 2018**

BEGINNING BALANCE 07/01/15	\$ 624,731.66
INCREASES TO RETAINED EARNINGS	
REVERSE PY R/E RESERVED FOR ENCUMBRANCES	16,100.00
REVERSE PY R/E RESERVED FOR CONT APPROP	869,252.99
REVERSE PY R/E RESERVED FOR EXPENDITURES	
REVERSE PY R/E RESERVED FOR PETTY CASH	250.00
REVENUE RECEIVED	1,081,801.64
REVENUE RECEIVED - MISC RECEIPTS	
OTHER FINANCING SOURCES - EARNINGS ON INVEST	2,557.08
DECREASES TO RETAINED EARNINGS	
ESTABLISH RESERVE FOR CONTINUED APPROP.	(779,412.29)
ESTABLISH RESERVE FOR ENCUMBRANCES	(2,575.00)
ESTABLISH RESERVE FOR EXPENDITURES	(88,099.52)
ESTABLISH RESERVE FOR PETTY CASH	(250.00)
EXPENDITURES	(661,821.29)
OTHER FINANCING USES - REIMB TO GENERAL FUND	(195,853.85)
ENDING BALANCE 06/30/16	\$ 866,681.42 =====

**TOWN OF TOWNSEND
TRUST FUNDS COMBINED BALANCE SHEET
JUNE 30, 2018**

ASSETS	NON EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	TOTAL
Cash, Restricted	\$ 366,393.46	\$0.00	\$366,393.46
Cash, Unrestricted	-	233,765.07	233,765.07
Due From Other Funds	-	-	-
TOTAL ASSETS	366,393.46	233,765.07	600,158.53
=====			
LIABILITIES			
Warrants Payable	-	1,000.00	1,000.00
TOTAL LIABILITIES	-	1,000.00	1,000.00
=====			
FUND BALANCES			
Amanda E Dwight Poor Fund	-	88,748.81	88,748.81
Albert J Atwood Worthy Fund	16,000.71	3,766.88	19,767.59
Abram S French Welfare Fund	10,000.00	4,478.20	14,478.20
Susan Wilson Worthy Fund	634.00	4,015.97	4,649.97
Charles A Sloan Memorial Fund	7,507.50	570.76	8,078.26
Maria L Lane School Fund	1,500.00	45.12	1,545.12
Spaulding Alumni Fund	1,500.00	3,359.81	4,859.81
Francis E Boucher Memorial Fund	600.00	1,369.76	1,969.76
Amanda E Dwight Library Fund	-	23,719.76	23,719.76
Stephen Coffey Library Fund	500.00	339.15	839.15
Charles Emery Library Fund	500.00	560.69	1,060.69
Lorraine Peterson Library Fund	368.00	577.77	945.77
Mary Worcester Library Fund	5,000.00	2,199.49	7,199.49
Townsend Grange Library Fund	100.00	164.87	264.87
Walter & Beuhla Murray Fund	500.00	676.58	1,176.58
Frances Rafferty Library Fund	4,500.00	441.60	4,941.60
H.A.R.T. Library Donations	-	1,087.91	1,087.91
Hale Memorial Library Trust	917.00	102.06	1,019.06
Amanda E Dwight Entertainment Fund	-	4,422.18	4,422.18
M E Homer W.T. Reading Room	10,000.00	11,555.36	21,555.36
W Townsend Reading Room Grange	200.00	47.28	247.28
John Birney Blood Monument Fund	5,055.85	3,021.12	8,076.97
Memorial Common	1,400.00	107.11	1,507.11
Charles & Gertrude Packard Parks	5,000.00	636.30	5,636.30
Bandstand Fund	3,026.50	1,108.84	4,135.34
Amanda E Dwight Cemetery Fund	-	9,723.96	9,723.96
Cemetery Perpetual Care	281,658.90	16,713.13	298,372.03
Maude Hyde Gates Cemetery Fund	500.00	381.29	881.29
Joel Giles Cemetery Fund	2,200.00	1,333.30	3,533.30
James N Tucker Cemetery Fund	500.00	62.27	562.27
Combined Floral Funds	6,725.00	1,159.24	7,884.24
M C MacEarchern Memorial Fund	-	4,400.52	4,400.52
Conservation Fund	-	38,795.53	38,795.53
Memorial Hall Preservation	-	2,026.05	2,026.05
Town Common Holiday Lighting	-	1,046.40	1,046.40
TOTAL FUND BALANCES	366,393.46	232,765.07	599,158.53
=====			
TOTAL LIABILITIES AND FUND BALANCES	\$366,393.46	\$233,765.07	\$600,158.53
=====			

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR EXPENDABLE TRUST FUNDS
JULY 1, 2017 - JUNE 30, 2018

NAME	BALANCE JULY 1, 2017	INVESTMENT INCOME	OTHER RECEIPTS	EXPENDED OTHER	EXPENDED PAYROLL	BALANCE JUNE 30, 2018
Amanda E Dwight Entertainment Fund	4,176.42	2,245.76		(2,000.00)	-	4,422.18
Conservation Fund	38,112.86	682.67			-	38,795.53
Memorial Hall Preservation	1,986.60	39.45			-	2,026.05
W. Townsend Reading Rm Grange	42.47	4.81			-	47.28
M E Homer W.T. Reading Rm	11,135.15	420.21			-	11,555.36
Amanda Dwight Cemetery Fund	8,684.01	1,617.95		(578.00)	-	9,723.96
Joel Giles Cemetery Fund	1,264.54	68.76			-	1,333.30
Maude Hyde Gates Cemetery Fund	403.37	17.92		(40.00)	-	381.29
Combined Floral Funds	1,261.56	160.18		(262.50)	-	1,159.24
Cemetery Perpetual Care	12,262.29	5,349.84		(899.00)	-	16,713.13
James N Tucker Cemetery Fund	51.32	10.95			-	62.27
Stephen Coffey Library Fund	322.82	16.33			-	339.15
Amanda E Dwight Library Fund	20,180.81	3,538.95			-	23,719.76
Charles Emery Library Fund	540.04	20.65			-	560.69
Townsend Grange Library Fund	159.72	5.15			-	164.87
Hale Memorial Library Trust	82.20	19.86			-	102.06
H.A.R.T. Library Donations	1,005.21	631.06	2,179.00	(2,727.36)	-	1,087.91
Lorraine Peterson Library Fund	559.37	18.40			-	577.77
Mary Worcester Library Fund	3,011.14	159.29		(970.94)	-	2,199.49
Walter & Beulah Murray Library	653.67	22.91			-	676.58
Frances Rafferty Library Fund	345.03	96.57			-	441.60
Banstand Fund	1,028.30	80.54				1,108.84
John Birney Blood Monument Fund	2,863.70	157.42			-	3,021.12
Town Common Holiday Lights	1,116.78	26.64		(97.02)	-	1,046.40
Memorial Common	77.48	29.63				107.11
Charles & Gertrude Packard Parks	524.61	111.69			-	636.30
M C MacEarchern Memorial Fund	4,314.84	85.68			-	4,400.52
Albert J Atwood Worthy Fund	7,045.85	463.94		(3,742.91)	-	3,766.88
Susan Wilson Worthy Fund	3,925.45	90.52			-	4,015.97
Abram S French Welfare Fund	4,216.71	261.49			-	4,478.20
Charles A Sloan Memorial Fund	413.48	157.28			-	570.76
Maria L Lane School Fund	7.78	37.34			-	45.12
Francis E Boucher Mem. Fund	1,331.38	38.38			-	1,369.76
Spaulding Alumni Fund	3,265.21	94.60			-	3,359.81
Amanda E Dwight Worthy Fund	\$ 84,827.99	\$ 3,920.82			\$ -	\$ 88,748.81
Total Fund Balances	\$ 221,200.16	\$ 20,703.64	\$ 2,179.00	\$ (11,317.73)	\$ -	\$ 232,765.07

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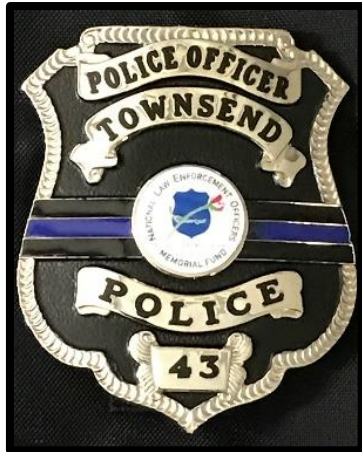
\$ 22,882.64

POLICE DEPARTMENT

Dear Community Members and Business Owners of the Town of Townsend:

I am pleased to offer this report which summarizes some of the activities of the Townsend Police Department to the residents and business owners in the Town of Townsend. The members of the Townsend Police Department continue to strive to provide the best service possible in order to keep our community safe.

In 2018 we saw some change to the department in terms of staffing. Sgt. John Johnson retired after serving the Town of Townsend for nearly 40 years. Sergeant Johnson began his service in Townsend in 1978 as a member of the Civil Defense Team. He became a part time police officer in 1978, an EMT in 1981, a full time police officer in 1985, and he finished his career as a sergeant. Committed to our town, Sgt. Johnson, seen here with Officer James Marchand and Officer Mark Francis, was always quick to volunteer for the annual Senior Cookout.



Cheryl Stevenson, a long time officer, stayed on with the department for most of the year helping with administrative duties, and then officially retired from public service. Officer Nicholas Thayer accepted a position of his hometown, and joined the Chelmsford Police Department. Officer James Landi, who left the Townsend Police Department for a brief time, reapplied and was rehired for a position with the department. Officer Christopher Low was hired, entered the police academy, and graduated in late December. Officer Mark Francis completed SRO training and was appointed as the SRO.

The department completed the changeover of its computer aided dispatch (CAD) and records management systems (RMS). While there was a tremendous amount of work associated with the process, the switchover provided the department with an upgraded radio system as well capabilities in terms of data management. Meetings continue on a monthly basis with the Nashoba Valley Regional Emergency Communication Center for both operational and fiscal matters.



Investment in the infrastructure of the department has been a priority with several efforts completed to improve efficiencies and safety of the department.

A new strategy that is fiscally prudent and efficient was implemented for the purchasing of police cruisers. In the future routine investment will be made to lease cruisers in order to keep the fleet

current will be made. Improvements to the radio system continue to ensure officer have clear



communication when responding to calls for service. The department again sought bullet proof vests through a grant which helps to ensure officer safety while at the same time assists with fiscal management of the department operations. Traffic Safety grants

received provided additional enforcement and officer presence to increase safety in our town.

In addition, speed monitoring equipment was purchased through this grant that will allow the department to measure speed and vehicle traffic. Also included in the grant were cones with



pedestrian safety signage that can be used during events at the common to enhance pedestrian safety. A grant for child safety seats was again receive to assist families in need of car seats. Providing instruction on the proper use of child safety seats is a collaborative effort between community volunteers and Nicole Carter from the Townsend Fire / EMS Department. It is these types of interdepartmental collaborative efforts that helps make Townsend the best community it can be.



In May, our department held a memorial service in honor of National Police Week. Reverend Kevin Patterson and Father Jeremy St. Martin led the department and community members in prayer and remembrance.

In our continued efforts to address opioid use the department continues its membership in the Community Outreach Initiative Network (COIN) a 10-community initiative to support a grant for recovery coaches. Sergeant Mattson and I attend meetings to ensure that we are use all possible resources for diversion and referrals. Further, I was able to introduce a resource for assistance through the U.S. Department of Justice – Office of Community Orientated Policing Services and its collaborative partnership with the International Association of Chiefs of Police to provide Crisis Intervention Training and related services to the region. The Pepperell Police Department, led by Chief David Scott, as with other related grants, will be the lead agency for the effort. The partnership

between our collective communities is important to providing services in the region.

The department continues its membership in the Police Assisted Addiction and Recovery Initiative (PAARI) Initiative which provides Narcan free of charge to police departments, educational programming for officers and community members, and resources to support communities.

This year we were pleased that NM Cares chose Townsend as the location for its annual road race. I am proud to support the families that continue to help educate our community about substance use disorders and promote dialogue to stop the stigma of addiction.

The department continues to participate in a National Drug Take Back Day and safely disposed of over 6,000 prescription medications in 2018. Despite having a “drug” box in the lobby year-round, participating in the national event focuses attention on the need to ensure unused and unwanted medications do not fall into the wrong hands.



The department held its second annual National Night Out in August. This past year the event was held at the high school as – due to the overwhelming response in the first year – the event outgrew the library and senior center space. This year a group of community members helped with the effort and nearly doubled the number of participants from the first year. Despite the thunder storm that occurred in the middle of the event, the evening which filled with games and activities for community members of all ages was a great success.

The annual Senior Picnic was another highlight event of the year. With support from local business, the department was again able to host a memorable event. Without the support of the business or the organization by Sgt. Kim Mattson, Cheryl Stevenson, and Amy Wolfgang this event would not be possible.

I continue to make it my personal commitment to attend as many community events and meetings as possible. Whether it be band concerts, the town picnic, festivals, recreation and sports programs, community dinners, high school presentations, community reader day, Halloween activities, library events, VFW gatherings, the Memorial Day parade, the Veterans Day ceremony, senior activities, educational events, tenant association meetings, community reader day, or town board and committee meetings I believe it is important for all community members to have access to their chief.



The department continues to be appreciative of Mark Mercurio, assisted by Brian Mayer and on many occasions, Eino Kauppi, who with a minimal budget keep our aging building in the best shape possible and are always on hand to hang bunting, wreathes, and tend to other details.

The department is equally appreciative of the support and collaboration of the many town departments, boards, and committees that are willing to support the police department to keep our community safe.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Richard B. Bailey".

Richard B. Bailey, Chief
Townsend Police Department

TOWNSEND FIRE-EMS DEPARTMENT

Townsend Fire-EMS experienced considerable progress and change over the course of 2018. Construction of the West Townsend Fire Station was completed with a dedication and grand opening held on December 15. The station which is situated partially on the site of the former girls school that later served at the Veteran of Foreign Wars building and partially on the old fire station lot was dedicated to the men and woman that have served our country in foreign wars.

The project was under budget with a final cost of \$1,746,000. The savings despite several changes increasing the overall cost was due to several donations. Gary Shepherd of Shepco Inc. donated demolition of the old station assisted by King Construction Corporation who assisted with removal of the debris. Shepco also donated a granite stone wall along the New Fitchburg Rd side of the property along with landscaping of the entire site. The Paul King family donated the pink granite from the Townsend Rusk quarry for the wall.

These donations not only enhanced the final outcome and appearance of the station it allowed the Fire Station Committee to make adjustments to the site plan raising the height of the station 14 inches above the original height to make it proud the too the road, improving the appearance and avoiding future drainage issues. The final touch on the project was a flag pole and monuments to recognize the historic sites of the former girl's school and original fire station site. A sincere thank you to the Fire Station Committee for their hard work over the past 7 years. Chairman/Captain William Elliot, Firefighter Brett King, Firefighter James Normington, Facilities Manager Mark Mercurio.

In the fall of 2018 we took delivery of a new HME Ahrens Fox combination pumper tanker purchased from Lakes Region Fire Apparatus located in Tamworth NH. The \$490,000 purchase replaced 30+ year old tanker and a reserve engine. The piece of equipment will serve a dual purpose with the primary role serving as a tanker to supply 2,600 gallons of water to fire scenes. The truck also meets the requirement of being a class a pumper and will fill a secondary role of being a reserve engine.

Thanks to a grant from Nashoba Valley Community Health Fund for \$14,000 Lieutenant/EMT Advanced Ben Niemiera attended the yearlong paramedic certification class. Ben started his training in January completing the program in less than a year obtaining his national registry and state paramedic license in December of 2018. Two of the four full-time staff are now certified firefighter/paramedics.

We were also fortunate to receive another Federal Emergency Management (FEMA) Fire Act Grant totaling \$54,334 to send four additional people to paramedic school. A competitive process was conducted selecting Captain Jeff Cormier, Firefighter/EMT's Jonathan Kinney, Eric Modica and Michael Whitter to attend this program in 2019

The timing of these grants and upcoming grant opportunities fit perfectly into the strategic plan submitted to the Board of Selectmen in October of 2018. In Summary the comprehensive thirty

four page plan identifies staffing shortages and challenges Fire-EMS has been facing for many years. To address the shortages and challenges phase one of the plan recommends hiring three full-time staff to provide 24/7 staffing to reduce our reliance on part time paramedics and paid-on-call firefighters.

Sending Lieutenant Niemiera to paramedic school was one of several steps we have taken over the past several years to facilitate this transition. Sending four additional personnel to paramedic school at no cost to the town will position us to hire additional qualified person. The 2020 Fire-EMS budget request included hiring of three additional full-time Firefighter/Paramedics to transition to having one full-time person on duty 24/7 supplemented by one part-time giving us two personnel on duty 24/7. This request actually reduces the Fire-EMS budget by eliminating four part-time positions and replacing them with three full-time positions. However the cost of benefits for these personnel will increase the overall town budget.

Several Fire-EMS, Police and Dispatch personnel were recognized during 2018 for heroic efforts saving lives of the citizens we serve. A teenager was saved when several of our paramedic recognized he was having a cerebral bleed. Arrangements were made to fly the teenager to Boston Children's hospital for immediate brain surgery. Due to the quick recognition, rapid transport to Boston he survived with no ill effects of the incident.

Within a few weeks of each other two of our citizens survived cardiac arrest. A 58 year old male was revived with no ill effect thanks to the efforts of his son providing early CPR as instructed by the 911 dispatcher. Two police officer arrived on scene and providing early defibulation followed by the arrival of Fire-EMS who revived the individual during transport to the hospital. Two weeks later a 64 year old female experienced sudden cardiac arrest, Fire-EMS personnel quickly arrive on scene, administered CPR and revived the woman with no ill effects.

Four building were saved from potentially devastating fires during 2018. Fire-EMS personnel quickly extinguished a bedroom fire on Proctor Rd, a kitchen fire on Depot Street in a restaurant, a kitchen fire on Sagittarius Lane and a partition fire in a basement on Lunenburg Road. Each of these incidents a rapid response and extinguishment saved the building from total destruction.

Respectfully

Mark R. Boynton
Fire-EMS Chief

TOWNSEND EMERGENCY MANAGEMENT AGENCY

"Prepare Plan Protect Preserve"

Although we had no major emergencies this year, we were still very busy. Our emphasis has been on Planning and Preparing, our first two missions. Examples of our training programs included courses on Psychological First Aid, Pet Tech Training, Make a Plan training, Shelter Orientation, an Emergency Dispensing Drill, and the annual UNITIL drill. Seven of our members also participated in an all day Animal Shelter training session.

We also participated in townwide programs such as Earth Day, National Night Out, Truck-a-Palouza and the Volunteer Fair. I continue to attend local, regional and statewide meetings and training sessions and to work with representatives of these groups.



Deputy Directors Tom Whittier and Mike Grimley continue to work with me and provide additional help and support.

However, if we are to be successful and prepared as a town we must have help from all of our town's residents. PLEASE have your "go bags" ready for both your human family and your pets. Whether you are asked to "shelter in place" or to evacuate immediately having these ready will be essential.

Please feel free to request help if you are uncertain about how to create your "go bags".

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, three Heavy Equipment Operators, one truck driver, one mechanic and one office assistant.

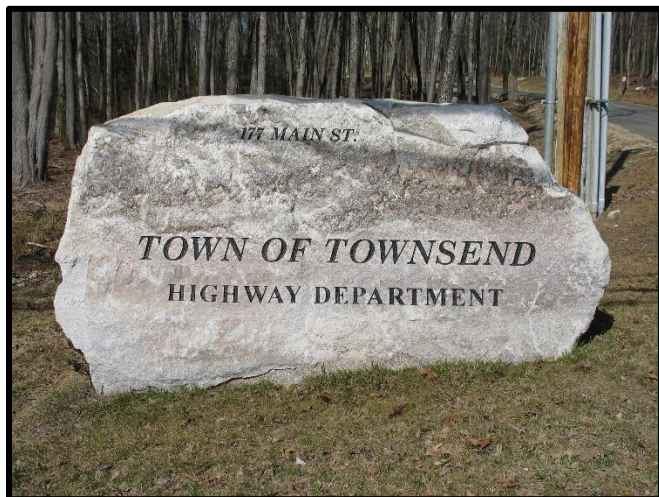
Major roadway repairs, paving and sidewalk replacement are completed using MassDOT's Chapter 90 program.

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:

- Townsend Hill Rd: Overlay ½ mile asphalt at a cost of \$103,824.85
- Old Meeting House Hill Rd: Reclaim and resurface at a cost of \$80,426.06
- South Row Rd: Reclaim and resurface ½ mile at a cost of \$157,673.48
- Old Turnpike Rd: Reclaim and resurface at a cost of \$218,132.92

As always, pothole patching continued throughout the year. Approximately 328 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 2018. 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 2019: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to reclaim and resurface Bayberry Hill Road as well as Clement Road.

Winter Operations: During the winter of 2018 the Highway Department was called out to salt and/or plow 26 times. Of those 26, 9 were events that required plowing. Snow and ice operations

were completed by Highway staff, 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, Ron Eggleston , Heavy Equipment Operators, John Clark, truck driver, Wayne Thomas, Fleet Maintenance Mechanic and Leigh Reddin, office assistant 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 2018. This year we pumped a total of 204,867,141 gallons of water that supplied approximately 6,500 customers. Also, 16,957 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 2018

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	30	23	10	31
Total Days Pumped - February	5	0	25	17	13	28
Total Days Pumped - March	1	0	24	20	12	31
Total Days Pumped - April	1	0	29	25	8	30
Total Days Pumped - May	2	0	31	21	17	31
Total Days Pumped - June	21	0	30	22	22	30
Total Days Pumped - July	30	0	29	21	13	31
Total Days Pumped - August	29	0	29	21	13	31
Total Days Pumped - September	27	0	29	20	13	30
Total Days Pumped - October	26	0	27	16	13	31
Total Days Pumped - November	27	0	21	11	5	28
Total Days Pumped - December	22	0	23	11	12	31

Total Pumpage (MG)	60.359	00	57.540	04.355	11.762	114.016
Total Pumpage (MG)	60.357	0	46.402	3.179	12.983	112.920
Total Pumpage (MG)	40.004	0	56.160	3.261	33.676	113.100
Total Pumpage (MG)	30.007	0	66.918	4.655	31.315	112.895
Total Pumpage (MG)	10.100	0	99.404	5.434	44.438	219.375
Total Pumpage (MG)	54.277	0	79.181	6.589	55.927	125.973
Total Pumpage (MG)	66.484	0	77.956	6.466	44.945	225.851
Total Pumpage (MG)	95.226	0	56.697	3.652	33.655	219.229
Total Pumpage (MG)	85.292	0	68.252	3.615	62.553	219.712
Total Pumpage (MG)	63.562	0	6.030	2.250	12.189	114.031
Total Pumpage (MG)	54.727	0	55.737	1.532	21.641	113.637
Total Pumpage (MG)	34.825	0	76.376	1.323	11.605	114.129

Total Pumping Days	3196	30	3326	228	1154	
Total Pumpage (MGY)	735.218	10	86.651	46.310	336.689	204.867
Average Daily Pumpage (MGD)	0.096	0	0.237	0.127	0.101	0.561
Maximum Daily Pumpage	0.384	80	0.652	0.600	0.681	1.389

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

2018 proved to be a very challenging year for the Water Department. The results of the Town's Executive Administrative Office prohibiting the Water Department to implement its staffing plan over the last several years despite receiving Town Meeting approval to do so came to fruition in 2018. Having licensed Water

Operators on staff to work at a public water supply is not only essential it is state and federally required. The number of licenses required depend on the size of the system and required treatment. In our case three (3) licenses are required, 2 in distribution, and 1 in treatment. In most cases job candidates do not have any of the required licenses therefore, time is needed to acquire these licenses. Depending on availability of classes, training, and arranging to take the tests, acquiring the licenses needed can take as much as 2 years. Knowing employees were approaching retirement our staffing plan which, we had funded was set up to eliminate any gaps in licensed staff or a reduction in staff. Unfortunately, we were prevented from implementing our staffing plan.

Within an 11 month period the Water Department lost two licensed Water operators with a combined 33 years of experience. One as anticipated to retirement and the other to a neighboring Town performing the same job for considerably more money. This put the Water Department in the alarming position of not only a depleted staff to perform work but, a severe lack of LICENSED staff to perform work and be able to take on call duty, jeopardizing the Water Department's ability to provide the level of service our customers are accustomed to and provide safe healthy drinking water and respond to emergencies.

Unfortunately, because of the Town's Executive Administrative office failure to recognize this and continually ignore Mass General Law (MGL), and the vote of the people we've had to proceed with our lawsuit against the Town to allow us to operate in accordance with our legislative acts and MGL and allow the Board of Water Commissioners to perform the duties THE PEOPLE ELECTED THEM TO DO and that is to have exclusive charge and control of the Water Department allowing it's licensed staff to properly operate and maintain the distribution system in accordance with state and federal regulations .

PROJECTS/IMPROVEMENTS

Main St. Pump Station

- Driveway Bridge Replacement:
Work was performed to replace the bridge in front of the pump station on the driveway. Much of the year was concentrated on environmental permitting ordering and design of the bridge.
- Treatment chemical lines and fittings were replaced on the bulk tank fill lines and feed lines.

High School Replacement

- A significant amount of time was spent on inspecting water service and water main installation. Redesign was required of the location of a section of main from the original plans through the parking lot. Original design of the finish grade had the main only 2 feet deep making it susceptible to freezing. We required the main be replaced and installed at an acceptable depth.

Water Main Replacement/Relocation

- Meadow Road:
Planning and design began to replace approximately 1,000 feet of 12" ductile iron water main with 12" HDPE pipe. We have had to annually repair leaks in a 60 – 80 foot section of this main. Because it runs through a wetland we have opted to take the opportunity to replace the entire section through the wetland with fused High Density Polyethylene (HDPE) pipe virtually eliminating any potential for leaks.
- Main Street West Townsend Main Replacement:
This project involves the replacement of approximately 3,000 feet of 8 inch unlined cast iron water main installed in 1934 with 12 inch High Density Polyethylene (HDPE) pipe. Planning and design began early in 2018 with the intention of completing before winter. However, having to wait until

the Annual Town Meeting for the approval to secure funding then, acquire permitting from MassDOT for road access put the project at risk for completion before winter. Also, putting a project like this out to bid that late in the construction season would significantly increase the cost. Therefore, we planned to have the design, permitting complete so a bid can be awarded for a spring start of construction.

- Locke Brook Bridge – West Meadow Road:
MassDOT has scheduled the replacement of the Locke Brook Bridge on West Meadow Road (second bridge from Rt. 119). As part of the scope of work we are requesting that the existing 12 inch ductile iron main that currently goes under the brook be relocated to a utility bay underneath the bridge and be replaced with a 12 inch High Density Polyethylene (HDPE) pipe. This would improve longevity of the pipe, make it easier to access to repair if need be and eliminate any disturbance to the environment.

System Mapping

- We continue to work towards having all maps, tie-cards, coordinates to service curbbboxes, main line gate boxes, and hydrants, and more on a GIS mapping system. This would allow for easy access to this information when on the road. The system can be used to store data, note repairs/improvements, and generate work orders for planned maintenance.

REGULATORY

- Again in 2018 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.
- 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.
- 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 make sure all hydrants are accessible to Fire Department personnel as quickly as possible during the winter. 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, Brenda Boudreau, and Terry Walsh for their dedication and hard work. I would also, like to thank newly hired employees Roger Rapoza Jr. who was hired in April and Kevin Keefe who was hired in November. Unfortunately Mr. Rapoza left after us after a few months. 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.
- 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 Tuesday of each month at 5:00 p.m. Please feel free to attend and participate in these meetings.

Respectfully Submitted By:
Paul L. Rafuse, *Water Superintendent*

BOARD OF WATER COMMISSIONERS
Lance Lewand, *Chairman*
Michael MacEachern, *Vice-Chairman*
Nathan Mattila, *Clerk*

CEMETERY & PARKS DEPARTMENT



2018 was quite a year for the Cemetery and Parks Department.

We were able to secure funding for a new Veterans Memorial which has been placed on Memorial Common in front of the Flag Pole. A special thank you to Senator Dean Tran, his office staff, and the Department of Veterans Services for the grant to be able to move such a special project forward.

We are also currently working on securing the funding from the state to replace the Common Sidewalks. Also a big Thank you to Senator Dean Tran, his office staff and Governor Baker for playing a major role in trying to help us move this project forward.

The department provided continuous landscaping and upkeep to the town's three cemeteries as well as the two Commons and the Reading Room. Extensive tree work was carried out in Hillside Cemetery and Riverside Cemetery in order to maintain safety and the aesthetics of the area. We also provided interment services to 38 families and started selling lots at our new Riverside Cemetery expansion. We were also able to do an extensive rehabilitation of the property at the upper end of Memorial Common by the Spaulding School so we all can enjoy its visual aspects.

At Kids Country Playground, 100 yards of playground mulch was spread by our staff in order to provide a safe play area for those children who enjoy being there so much. A big Thank you to Cynthia Schuster for all of her efforts for fund raising to keep this program and Play Ground going.

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 and TEO again for taking on the task of decorating the Common and the Gazebo for the holiday season.

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:
Raymond Boyes
Albert (Tubby) Boucher
John Barrett

TREE WARDEN

The Tree Warden is responsible for the maintenance of shade trees along the rights of way of all town streets excluding Route 119.

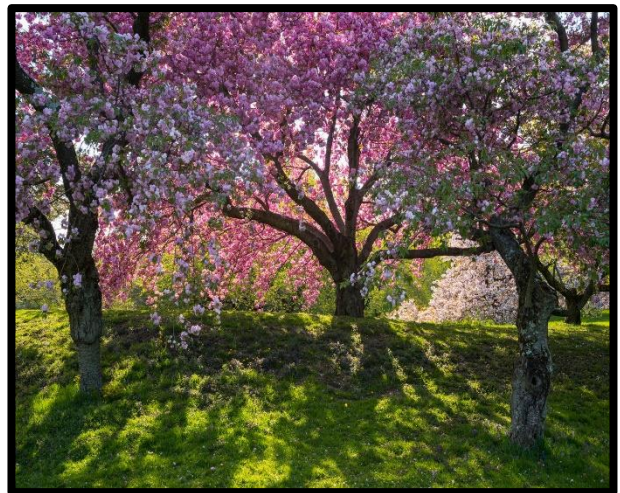
I conduct regular surveys to identify trees that “obstruct, endangers, hinders or incommode” persons traveling upon our roads. I then prioritize the tree's condition and contract a tree service for the removal of the tree in a timely manner.

This past year I attended the Tree Warden's Annual Meeting in Sturbridge Ma. and gained knowledge and support from workshops and seminars on a variety of topics. Few topics included helpful ways to recognize potential hazardous trees and also ways to identify pests and pathogens.

Unitil completed an aggressive maintenance program with the intent to reduce future power outages while reducing annual maintenance costs. Unitil also provided the town with several species of trees that were planted in different locations. I provided several of these trees to the Cemetery and Parks for their use around the Common and near our cemeteries.

The Utilities, DCR and Tree Warden Association also presented a workshop this past year, that I attended, on managing roadside tree mortality.

Respectfully submitted by,
Don Massucco, *Tree Warden*



PLANNING BOARD

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 new zoning bylaw proposals and/or 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 Memorial Hall, 272 Main Street, Townsend, MA and on the Townsend Town website (www.townsend.ma.us). Meetings are open to the public.

Among the arrivals and departures of Board members this year, none was felt more than the loss of Kathleen Araujo. The Planning Board are grateful for the opportunity to have had the guidance of the Town's past Land Use Coordinator, Kathleen (Kathy) C. Araujo as a member of our board. Kathy passed away on April 3, 2018. We feel very blessed that we were able to benefit from her vast knowledge in the areas of state law in regards to all application processes brought before the board. Kathy chaired our first ever Solar by Law Committee which produced the bylaw that the Town approved. Kathy is sorely missed.

The Board saw departures from two other members; Edward Howard, II and, Christopher Nocella. The board thanks them for their invaluable volunteer service and contributions to the work of the Board. Veronica Kell was elected to the Board, Jerrilyn Bozicas and Charles Sexton-Diranian were appointed to full members of the Board joining Lance McNally (Chair) and Laura Shifrin (Vice-Chair). The Board welcomed Elizabeth Faxon to the team as Planning and Zoning Administrator in February 2018.

The Planning Board supports a dedicated group of Master Plan Committee members who are progressing through the long-anticipated update of the Master Plan. The Master Plan Committee enlisted the expertise of the Montachusett Regional Planning Commission (MRPC) to facilitate five community input meetings to gather perspectives and visions from the people of Townsend. The Committee currently is writing chapters of the Master Plan Update, and anticipates deployment of a town-wide survey in March 2019. A final draft of the Master Plan Update document is anticipated to be available by June 2019.

In addition to the Master Plan Committee, the Planning Board assisted other Town departments via responding to requests from the Board of Selectmen to comment on Chapter 61 land transitions and committee appointments, and in formulating a strategy for local regulation of Adult Use Recreational Marijuana. The Planning Board worked closely with Town Counsel, the Building Department, Zoning Board of Appeals, Board of Health, Highway Department, Conservation Commission, Historical Commission, Board of Assessors, Townsend Housing Authority, Town Clerk, and public safety officials to gather perspective and comment on applications under review and gather input to develop and amend bylaws.



This past year the Planning Board heard four Site Plan Review/Special Permits with two associated site walks, 6 ANR plans to subdivide lots and one Stormwater Permit. The Board held a public hearing on a proposed

amendment to the Accessory Apartment in a Residential District bylaw and two public hearings to gather input and guidance from the residents on their perspective of local regulation of Adult Use Recreational Marijuana.

The Planning Board recommended appointment of two representatives to serve on town committees; Kelly Kelly to the Charter Review Committee and, Natalie Call to the Capital Planning Committee.

In addition to their responsibilities as members of the Planning Board, Laura Shifrin served on the Montachusett Regional Planning Commission and Town Properties Committee and as Planning Board representative. Veronica Kell served on the Master Plan Committee as an ex-officio member.

Adult Use Recreational Marijuana regulatory process

At all Board meetings, and through many behind the scene efforts, The Board worked diligently with citizens, town staff, town counsel, other towns and the State using best practices in a process of proposing a framework for regulating Recreational marijuana establishments in the Town. The Board recommended two warrant articles at the Special Town Meeting December 20, 2018. Mr. Charles Sexton-Diranian represented the Planning Board on Special Town Meeting floor to move the following Articles:

STM Warrant Article #29 - §145-89 Temporary Moratorium on Recreational Marijuana Establishments - request for extension through June 29, 2019.

STM Warrant Article #30 - §145-90 Recreational Marijuana Establishment Zoning Proposal.

The voters passed both Warrant articles and awaits final approval from the Attorney General. The Board continues to work through the Adult Use regulatory process utilizing staff, resources and perspective of the citizens of Townsend.

Accessory Apartment in a residential District proposed amendment process

The Board worked with other town departments throughout the year to formulate amendments to the Accessory Apartment bylaw and optimize the permitting process. Work continues with discussions amongst the Planning Board, Townsend Housing Authority, Zoning Board of Appeals the public bodies within which work together formally in the permitting process. The amended bylaw proposal is anticipated to be before the Town at the 2019 Annual Town meeting.

Respectfully submitted by,
Lance McNally, *Chairman*
Laura Shifrin, *Vice-Chairman*
Veronica Kell, *Clerk*
Jerrilyn Bozicas, *Member*
Charles Sexton-Diranian, *Member*

CONSERVATION COMMISSION

The role of the Conservation Commission is to enforce the Wetland Protection Act and the Townsend Wetland Bylaw. The Commission has worked hard to ensure that all members of the community have received the same impartial treatment in the permitting process. The Commission strives to work effectively and efficiently, ensuring that the process is not a deterrent to those seeking guidance.

In 2018 the Conservation Commission held 21 Public Meetings, issued 22 permits and conducted numerous site visits. The Commission reviews all septic system installation permits, site plan reviews, sub division applications and ANR plans. The Commission had full intentions of continuing the Squannacook River Cleanup, but was met with delays at the State level, and therefore, unable to move forward with the next phase. We will continue to work closely with various agencies in hopes of obtaining the requested permits so that we can maintain the beauty and integrity of the river that we all love.



The Commission is anxious to begin new projects in 2019, enhancing our natural recourses and creating environments that will be utilized and enjoyed by both the community and wildlife. If there is something that you would like to see within your community, please share any ideas and thoughts that you have with the Commission or staff. We are also working towards updating the Townsend Wetland regulations.

The Commission is currently fully staffed. The seven member board consist of Chairman, Michael Turgeon, Vice-Chairman, John Hussey, Clerk, Christine Vitale, James Deroian, James Le Cuyer, Karen Hill and Anne Le Cuyer. The Commission would also like to thank Amelia Gentry for her service to the board. Amelia showed great dedication to the town and its resources. The Town is fortunate to have such dedicated members who volunteer their time, attend many meetings, trainings and site visits.

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 Clerk Nancy Rapoza did not seek re-election after a three year term to the Board. The Board wished Nancy well wishes for her future plans. James Le'Cuyer is still serving as the Chairman of the Board; Michelle Dold took over the role of Clerk and new member Linda Johansen is now Vice-Chairman 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 48 hours in advance, at the kiosk outside the Town Hall and on their web site.

The Board finalized and secured two upgrades for failed septic systems and remediated a non-potable well through their program income grant.

They also entered into a contract with Waste Zero for the purple overflow bags for excess trash. The pilot program worked so well that the Town now has funds to have these bags available at both Townsend and Lunenburg Hannaford Supermarkets, Mr. Mike's Mobile Station, McNabb Pharmacy and the Town Hall Board of Health office. Trash and recycling are only picked up from Tuesday – Friday in Townsend so any Monday holiday does not affect the trash schedule!

The Board along with the Department of Environmental Protection and Westin & Sampson secured a one (1) year extension for the groundwater permit. They are working diligently to close the lagoons at the Landfill in 2020.

For 2018 the town collected 890 tons of paper, glass, cans and plastic and 2138 tons of trash which is 48 tons less of recycling and 19 tons less of trash than 2017. These are great figures congratulations to the residents of Townsend on reducing their trash tonnage. In 2008 your tonnage was 3122 tons of trash and 749 tons of recycling!

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm. From April 15th to May 20th it is open every Saturday for spring cleaning. It is also open the Saturdays of Columbus Day, Thanksgiving Day and New Year's Day. 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. 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>

The Recycling Center also has a swap shop where you can pick up gently used things for free and drop off items that are still useable. Please see the Swap Shop Guidelines at the Recycling Center website at www.townsend.ma.us

Yard composters and kitchen scrap buckets are for sale there as well as Town Hall Board of Health office.

The Board of Health reviewed and approved 16 new construction septic permits; 32 upgrades for existing homes, 1 renewal, 4 increases in bedroom count, 1 upgrade to an in-law apartment system and one two (2) family. 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 Real Estate Agents and 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”**.

Residents who have a private 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*

Linda Johansen, *Vice-Chairman*

Michelle Dold, *Clerk*

TOWNSEND HOUSING AUTHORITY

Mission: "To promote, maintain and provide housing opportunities for income groups who could not otherwise afford to live here."

The Townsend Housing Authority (THA) was organized in 1984 and currently operates under 760 CMR 4.00: General Administration of Local Housing Authorities. 760 CMR 28.00, 32.00, and 33.00 as previously promulgated, which were rescinded on that date. Amendments to 760 CMR 4.12 through 4.16, and certain related definitions were effective on September 9, 2005. The THA is a five-person board which is made up of three elected positions, one appointed tenant position, and one State appointed position. Our mission is "To promote, maintain, and provide housing opportunities for income groups who could not otherwise afford to live here."

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 affordable housing mandates. The THA continues to research the best use of the town's developable resources and seeks any and all state and federal funding where possible to reach these goals. The Subsidized Housing Inventory (SHI) is used to measure a community's stock of low- or moderate-income housing for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law. While housing developed under Chapter 40B is eligible for inclusion in the inventory, many other types of housing also qualify to count toward a community's affordable housing stock. With several projected projects thus far, as of September 14, 2017, Townsend's affordable housing inventory was 160 units or 4.8%. This figure was adjusted in 2018 to reflect the loss of 2 units being changed from low/moderate income housing to full market value because of no eligible buyers. 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.

In the first and second quarter of 2018, there was little activity for the THA because of an on-going Open Meeting Law (OML) complaints filed by Cindy King against the THA for alleged inappropriate committee formation and tampering with posted documents. The authority remained inactive until the Attorney General made the determination that there was never an occurrence of an OML violation and the matter was resolved with the AG in the second quarter of the year. Also, at this time General Member Kevin Smith's term had expired, and he did not seek for reelection, therefore there was a vacancy on the board going into election. The open ballot was held, and write-in candidate Carol Tule was elected and accepted. Unfortunately, at that same time Susan Congdon submitted her resignation as Clerk and Carol was quickly placed in that open position leaving a General Member vacancy. A formal vacancy was posted with the Town Clerk and advertising for this open position sparked interest from several Veterans of the town knowing we are working on a Veteran's project. With four interested volunteers, the THA held an open interview to fill the vacancy which resulted in accepting Natalie Call for the open position. It was at this juncture with a full attending board, the THA could finally move forward with the Veteran's project.

In the second and third quarter, the main focus on the THA was to reach out to as many Veteran's agencies as we could to gain information on what non-profit agencies were interested in working with the THA for our next project. Veteran's Inc., Veteran's Count, Soldier On, and Leeds Inc. were asked to come talk to the THA along with several other agencies. All were asked to an open meeting to present what they could do for the town's affordable housing interests. At this present time, the THA is continuing to earmark a parcel of land that would constitute the 3rd phase our 11 + acres parcel of Town owned land located on Dudley Road. Our present 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 on a short-term basis. Throughout this past year we have welcomed several non-profits and Veteran's agencies to Townsend to interview for consideration of this major project. Current focus is extracting the available land in Land Court to allow the Board of Selectman to make decisions with the THA for a possible partnership with an approved non-profit for affordable housing and to formally conduct a feasibility study.

In the fourth quarter, the THA voted to place a Warrant Article (Article 23) in the Special Town Meeting (STM) that was initially to be held on December 13, 2018. This Article 23 in definition was to extract the remaining parcel of land in court to allow the Board of Selectman to make decisions with the THA for a possible partnership with an approved non-profit company for moderate to low income housing and to formally conduct a feasibility study. Because of several major administrative errors, the STM had changed actual meeting dates several times before finally being held on December 20, 2018 where Article 23 could be addressed by the town. Several townspeople voiced their concern about the focus of the THA in targeting Veteran's as a probable population for the THA's next project. After several requests for the THA to withdraw their motion to approve Article 23, a motion from the floor to table Article 23 was made, seconded and approved by the town to table. Several questions were raised by individuals in this meeting and the THA will plan to address this feedback in upcoming public meetings. Therefore, Article 23 remains on the table until the THA, working with Town Counsel, moves to bring this article forward again.

There has also been a focus throughout the year regarding our current low-income housing facilities. The THA has been looking at ways to reduce the current wait list for our two other low-income housing buildings located on that same parcel while reviewing other options like Habitat for Humanity future projects and establishing an Affordable Accessory Apartment Program. The THA is also working with the Planning and Zoning Boards to earmark specific bylaw changes that could enhance the towns current bylaws. With everything the THA is involved with, it is imperative for all town boards to freely communicate and work with one another in order to meet our affordable housing goals outlined in our Housing Production Plan and the goals of Townsend's Master Plan. The THA will continue to be dedicated to advance our affordable housing plans into 2019 where we will be commencing to write our new housing and master plans for the future. This will allow for Townsend to continue to strive for affordable housing options that will meet the wants and needs of our community.

Respectfully submitted by,
THE TOWNSEND HOUSING AUTHORITY

Laura Shifrin, Chairman
Natalie Call, Member
Carol Tule, Clerk
BetteAnn Coleman, Tenant Member
Chaz Sexton-Diranian, State Representative

BUILDING DEPARTMENT

The Building Department has enjoyed another busy and eventful year. The new Harbor Fire station has opened. The old building has been 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 the buildings within the Town forefront. Congratulations to the Fire Services on their new building.

I would like to take this opportunity to wish William "Bill" Choate, Townsend's 2nd ever Wiring Inspector, the best in his future endeavors. Bill has decided to move on. Bill has served your community for the past 14 years. Bill always keep public safety first and foremost.

I also want to welcome aboard Dan Cushion as our new Wiring Inspector. Dan has been working for us for the past 5 years as the alternate Inspector. Dan also helped perform plan review and inspectional services on the new North Middlesex Regional High School.

Another new member of our team is Peter Martin. Peter will be stepping into the role as Alternate Wiring Inspector. Peter will fill in for Dan when he is not available.

Thank you Richie Kapenas for your continuous service as the Town's Plumbing and Gas Inspector and for all that you do to keep the occupants of the Town safe.

A very warm and special Thank You to Janet Leavitt. Janet is that pleasant smiling face that greets our customers daily. Janet keeps the department in order, and it's a tall order. Thank you, Thank you.

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 2018

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

<u>Building Report 2018</u>	<u>Number of Permits</u>
Single Family Dwellings	12
Multi Family Dwellings	0
Remodeling and Additions	43
Accessory Buildings	16
Swimming Pool and Hot Tubs	11
Commercial and Industrial Buildings	1
Commercial and Industrial Renovations	9
Solid Fuel Appliances	20
Demolition	4
Siding, Roofing, Replacement Windows	95
Decks and Porches	17
Signs	6
Business Permits	30
Weatherization	50
Solar Installations	25
Safety Inspections	19
HVAC/Sheet Metal	6
Other	28

<u>Collected for 2018</u>	<u>Permits Issued</u>	<u>Fees Collected</u>
Building Permits	376	\$122,498.00
Safety Inspections	19	\$2,056.00
Sheet Metal/HVAC	6	\$200.00
Collected for the Plumbing Inspector	129	\$8,581.00
Collected for the Gas Inspector	161	\$7,852.00
Collected for the Wiring Inspector	220	\$37,398.00
Collected for the Sealer of Wghts. & Msrs.	64	\$1,534.00
Total Collected by the Building Department		\$179,919.00

INSPECTOR OF WIRES

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 2018. Items inspected: 64 Pumps and Scales
Fees received: \$1535

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

PLUMBING INSPECTOR

I hereby submit my annual report for the year ending December 31, 2018. 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: 129 Fees Received: \$8,581

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: 161 Fees Received: \$7852

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.

2018 Highlights:

- In 2018, library patrons checked out 113,657 physical items. They borrowed 7,039 digital items (this includes e-books, audio books and streamed videos).
- We provided 617 programs with 10,907 people attending.
- Our door counter tells us that we had over 58,000 visits to the library in 2018.
- Our library gives patrons access to over 25 museum and sports discount passes. Our community took advantage and checked them out 919 times in 2018!
- 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 13 weeks of Sunday hours. We were open Sundays from 1-5 pm, January 2018 - March 2018.
- The friends of the library raised 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 2018, the TPL Endowment granted \$40,000 for the 2018/2019 grant cycle. This money brought us new board game and book collections, American Girl dolls, databases, museum passes, laptops, new DVD shelving and programming.
- Our third annual winter reading program was called "Read across Asia." We encouraged people to read books about Asia and books written by Asian authors. We also offered programs and prizes to compliment the theme. This program was supported by the TPL Endowment.
- Our summer reading program "Libraries Rock" ran June - August 2018. We offered adult, teen and children's summer reading programs. We featured musical performances and shows to complement our program offerings.
- In summer 2018, we also hosted our fourth annual comic book fan festival. Once again, it was very successful with over 300 people in attendance! This year we featured the "Townsend Ghostbusters" along with many artists, performers, games and prizes. Fun was had by all.
- Our teen librarian, Allison Thiel, created new and innovative teen programming such as her "Youth Arts Collaborative" program. "YAC" met after school, focusing on a combination of art, nature, history and guest speakers.
- We still have a successful volunteer program. The adult volunteer coordinator is Eileen Barnacoat. We currently have over 25 volunteers. These people enriched the library with their time, energy and talents, and in 2018 they gave about 900 volunteer hours. We have also developed a teen volunteer program. Additionally, our teen and children's librarians started a "teen volunteer" program. In 2018, they have over 15 volunteers, who completed 754 volunteer hours.

- We held our 10th 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 400 attendees.
- We hosted our 9th annual Festival of Trees. Once again, 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 2018 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 2018 – April 2018)

Alison Bird - *Chairperson*

Valerie Goodrich - *Vice Chair*

Kimberly King

Susan McNally

Judith Maider

Library Trustees: (May 2018 – December 2018)

Valerie Goodrich - *Chairperson*

Alison Bird - *Vice Chair*

Susan McNally

Judith Maider

Robert Templeton

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 Librarian*

Lori Stevenson- *Library Technician*

Theresa Sawyer- *Library Technician*

Laureen Cutrona - *Library Technician*

Elise Johnson - *Library Technician*

Jeanne Urda - *Library Technician*

Meg Genoter - *Per-Diem Library Technician*

AMANDA E. DWIGHT ENTERTAINMENT FUND COMMITTEE

Who is Amanda E. Dwight?

Amanda Elizabeth Fessenden was born to Walter and Harriet Fessenden on February 14, 1848. She lived in



Townsend, MA until marrying a widower, Methodist preacher, William Eastman Dwight on May 29, 1878. (His first wife passed away young. Their only child died on the day of birth and she passed three days later in 1875.) They lived various places in Massachusetts, based on his assignment and eventually settled in Melrose, MA. He began ill health in 1884, with Amanda taking care of him until his death on 3/1/1905, due to a stroke of paralysis. He is buried in the Woodlawn Cemetery in Everett, MA.

Amanda E. Dwight originally signed her will on 8/25/1911. She recorded a donation of \$85,000 to the town. She died of right hemiplegia on 10/27/1925, and is buried in the

Fessenden family plot in the Hillside Cemetery in Townsend, MA. Although the couple had no children, the will was contested, by what I assume to be other family members, and the town ended up with a 60% (\$51,000) compromise, which was accepted at town meeting on March 1, 1926. She also donated a crayon portrait of her father. Her father founded Walter Fessenden and Son in 1859, a leading manufacturing firm in the manufacture of barrels and cooper's stock of all kinds. She also donated a hall clock to the Townsend Public Library. The portrait is displayed in the library's Trustees Room and the clock continues to chime in the main library.

Four out of the five established accounts can still be drawn from to this day, but only on the interest which the accounts accrue. The suitable building and site for library fund (\$15,000) no longer exists. It was used, along with funding from Charles B. Hart, to build the Hart Library on Main St. in 1929. The other Town of Townsend Amanda E. Dwight accounts are as follows; Library Fund (\$12,000) for the purchase of books and maintenance of library, Cemetery Fund (\$6,000) for care and maintenance of cemeteries, Poor Fund (\$9,000) to poor, and Entertainment Fund (\$9,000) for concerts, lectures and entertainment.

The Entertainment Fund is pleased to have supported the following during 2018; Hypnotist for the NMRHS Project Graduation, DJ for Earth Day Celebration on the Townsend Common, two lectures by Aaron Krerowicz, The Ukulele Scramble, Beatles for Sale (Beatles tribute band) presented by the Townsend Public Library, a DJ for a Variety Show to raise funds for the John M. Whittemore Memorial Picnic and for the band (3 Times Fast) playing for the John Whittemore Memorial Town Picnic.

Deborahanne Mayer, Susan Gerken and Karen Clement are the current committee members.

Application forms can be obtained via e-mail to clem6six@verizon.net or from the Amanda Dwight mailbox in Town Hall.

Respectfully submitted by,
Karen Clement, *Member*

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 ten 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 2018 season:

Townsend Scout groups
Townsend Congregational Church
Townsend Community Couples Club
NMRHS Giving Tree
Townsend United Methodist Church
Kids Kountry Playground

Townsend Ashby Youth Baseball & Softball Organization
Friends of the Townsend Seniors & Friends of the Townsend Library.
Townsend Fire-EMS Relief Association
Townsend VFW Post #6538 and its Auxiliary

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. Emily Bruns, 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.

2017 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 2018, 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 occupancy of The Rec Center, we have spent this year in an exciting stage of growth and exploration for Townsend Recreation! Never before has Recreation had the freedom that a home base provides, to explore and cultivate a wealth of different activities for the community to try out and enjoy. This new chapter in Recreation has led to some incredible programs and new class offering that weren't possible prior to having a building.

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 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 2018 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 14 staff members, numerous volunteers, school district staff and 125 children looking for a fun and safe summer experience. We were able to give 13 locals jobs for the 6 week program, with an added AM and PM Extended Day Program (at The Rec Center). Summer Rec was the highlight for the children that joined us at Spaulding Memorial School with a daily avg of 57 participants! This rate change showed major growth for us, from 39 Full Day to



51 Full day registrations and lowest attendance of 46 vs 40 in 2017, highest attendance of 72 vs 65 in 2017! 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 “Music 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 .Our kids ...and staff!... had a ton of fun exploring STEM in our Mad Scientists lab and the talent of a few of our staff led to some incredible music groupings. 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!

We also revamped our Reckids program to better meet the requests of our community. The Townsend Reckids program is a sole purpose (child fun) program sponsored by Townsend Recreation and designed to serve primary play interests and needs of the participants. The Townsend Reckids program is located and supervised at the Townsend Recreation Center at 274 Main St. Townsend MA 01469. Providing a fun and relaxed environment and a unique opportunity for children to socialize, relax, play & grow. We are open mondays-fridays throughout the school year (Aug end- June) and provide 3 options for our families- Late Day: 2:45pm-6pm, Half Day: 11:45am-6pm and Full Day: 8am-6pm. Registration is open year round, so families can register and send their children at any time without the restrictions of time contract commitments. Our Reckids play at everything from seasonal crafts to tag or flying kites in the field, face painting to engineering with popsicle sticks and straws.



Adult programming also took a jump up this year with yoga, photography, cake decorating and box making. We’re planning to add more adult programs and infrastructure as we review surveys and trends for adult value!

2019 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 CULTURAL COUNCIL

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 FY18, the Townsend Cultural Council was allocated \$4,800.00 to distribute to applicants who submit their appropriate paperwork by October 15, 2017. After all grant submissions were reviewed by your Council members, the following Artists/Organizations received partial funding:

Spaulding Memorial School PTO: Origamido, Wild About Weather, The Art of Inspiration, "STEAM"-Science, Tech, Engineering, Art, Math Program and, Nora Dooley Story Telling and Writing

Townsend Public Library: Tall Tales: Stories and Songs from Old New England, Music of the Whales, Indian cooking with Sandhya's Kitchen, Live Music and Silent Film, Yo-Yo People North Middlesex HS Parent Group: Project Graduation-Disc Jockey/Photo Booth and Caricature Artist

Squannacook Early Childhood Center: Animal Adventures, Steve Blunt, Musician Hawthorne Brook Middle School/ PTO: "STEAM"-Science, Tech, Engineering, Art, Math Program, Myth Masters-Greek Play, Animal Adventures, Music Technology, Math Magical, Denis Cormier/Hands on History-The American Revolution and, Nora Dooley Story Telling and Writing Townsend Council on Aging: Judith Lindstedt-Circus Lives On! John Root-Songbirds of the Northeast.

Townsend Senior Center: Dawn Kelley-Music is Love-Music, Magic and Comedy

Discovery Museums: EBT \$1. Admission Program

Indian Hill Music Inc.: Bach Lunch Concert Series

Nashoba Valley Chorale-"Thus We Sing: Songs of Spring, Love, and (Some) Mayhem

Peter Fitzpatrick Elementary School-LEAP: Pumpernickel Puppets

Fitchburg Art Museum: 83rd Regional Exhibit of Art & Craft

Dunstable Theater: Jon Swift, Barefoot in the Park

The current Townsend Cultural Council Members are: Barbara Bourdon, Karen Clement, Linda Durette, Jane Jackson, Cheryl Simoneau and Alice Struthers. 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 2019.

VETERANS' AGENT



Veterans' Services Officers are veterans who are appointed officials by the mayor in cities and the boards of selectmen in towns. They work under the direction of the Massachusetts Commissioner of Veterans' Services. One Veterans' Service Officer may serve as a District Officer for two or more contiguous communities. The Veterans' Service Officer's job is to counsel, advise, and assist local veterans and their dependents in whatever way he can. Duties encompass but are not limited to dispensing state-sponsored veteran's benefits and assisting veterans and their dependents or survivors in obtaining federal benefits or entitlements for which they be eligible. Disburses monetary and medical benefits and acts as the veterans' burial agent for his municipality or district and arranges for proper interment of deceased veterans. The Veterans' Service Officer provides assistance in the areas of housing, employment, medical and educational needs, and alcohol/drug rehabilitation. The Veterans' Services Officer also coordinates with local hospital, nursing homes and eldercare facilities to insure that veterans of widows are receiving proper treatment and all entitlements. The Veterans' Services Officer is expected to be an active participant with local, state, and federal human services agencies to ensure that maximum effort is place on veteran-related problems and needs.

The Veterans Service Officer holds office hour in the Town Hall on Tuesday at 1: PM, until 4: PM: Veterans Service Officer can be contacted at 978-597-1700 ext 1729. Also, appointments can be made for the connivance of the applicant applying for veteran's benefits.

Each case is service with utmost discretion. Individual cases are confidential and not open to the public. Approximately 100 Veteran are assisted each year in Townsend. We have expended \$42,885.44 in Chapter 115, benefits.

Goals for 2019

Contact Iraq & Afghanistan veterans and provide the necessary information on benefits.

Continue to use all available means to disseminate veteran's information 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

Live your life and forget your age -Norman Vincent Peale

The Townsend Senior Center is a vibrant, energetic and exciting place! In 2018 we served 530 active patrons and welcomed 63 new members. The average age of our patrons is 74.5.

See, we aren't a bunch of old fogeys! Our attendance and program participation continue to increase. With over 60 patrons a day walking through our doors it seems at times we are bursting at the seams! A few notable milestones:

- Catherine Wilson was honored as the recipient of the Boston Post Cane
- Awarded Community Foundation Grant for staff training
- New newsletter publisher with color format
- Upgraded audio/visual equipment
- Co-presenters at the Community Foundation breakfast

Katie Petrossi, our Program Coordinator, continues to bring a fresh perspective to the calendar and we look forward to what new programs, events and trips she comes up with every month.

One of the programs I am most proud of is our Caregivers Roundtable. This group meets the second Wednesday evening each month and supports caregivers and their families while providing education on strategies and techniques for caring for their loved one. Some of the topics covered in 2018 were:

- Coping During the Holidays
- Effective Communication
- How to Spend your Nest Egg
- Managing Family Dynamics
- Peaceful Passage at Home
- Recognizing Stress
- Understanding Dementia Behaviors

"There is a fountain of youth: it is your mind, your talents, the creativity you bring to your life and the lives of people you love. When you learn to tap this source, you will truly have defeated age ~ Sophia Loren"

Some additional offerings for health, mind and body were:

- Chorus
- Cornhole
- Dance 2 Swing
- Dental clinic
- Diabetes wellness
- Flu clinic
- Functional yoga
- Gentle yoga
- Guided meditation & healing
- Hairdresser
- Health clinic
- Hearing clinic
- Joint health yoga
- Manicures and pedicures
- Massage
- Matter of Balance
- Music therapy
- Native American flute
- Pickle ball
- Ping Pong
- Qi Gong
- Reflexology
- Tai Chi
- T.O.P.S.
- Vision clinic
- Water aerobics
- Wig boutique
- Women's conversation



Social Events:

- Sports Parties
- Valentine's Dinner Dance
- PJ Party
- Afternoon Tea
- Galloping Gourmets
- Maypole Dancing
- Lobster Fest
- A Taste of Summer
- Breakfast Buffet

- Coffee with a Cop
- Loss of the Bigtop
- Monster Mash Lunch
- Holiday Makeovers

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

- Brimfield Fair
- Christmas on Broadway
- Galloping Gourmets
- Gate Escape Room
- Georgia O'Keefe Exhibit
- Kimballs
- Miraposa Quilt Museum
- Movie Night at O'Neils
- Museum of Russian Icons
- NE Fabric & Décor
- Peabody Essex Museum
- Sunset Drum Circle
- Turkey Train
- Winnepesaukee Playhouse
- Worcester Art Museum



Educational opportunities provided:

- | | |
|--|--|
| <ul style="list-style-type: none"> • ABCs of Hepatitis • Adult Day Programs • Balance Talk & Assessment • Beating the Winter Blues • Breathe Easy • Conversation on Death & Dying • Dealing with the House • Diabetes Wellness • DNA Testing • Eating Healthy During the Holidays • Emergency Preparedness • Estate Planning • Fire Safety • Golden Years Health • Heart Healthy Ways to Wellness | <ul style="list-style-type: none"> • I Don't Cook Anymore • Identity Theft & Fraud • Introduction to Genealogy • License Information • Make a Plan • Medicare Fraud Prevention • Preparing for Medicare • Shingle Mingle • Songbirds of New England • Tic Talk • Travel Talk and Tips • Vision Tools • Walking the Tightrope of Widowhood • What is a Public Health Nurse? • What is Assisted Living? |
|--|--|

Community Partners:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Bridges by Epoch • Hannaford • Ledgewood Bay | <ul style="list-style-type: none"> • Lions club • McNabb Pharmacy • Nashoba Board of Health |
|--|--|

- Rivercourt
- Stewarts Florist
- The Gables

Additional highlights included:

- Indoor Mini Golf
- Hope Community Chorus concerts
- Beatles for Sale Concert
- Police Department Picnic
- Lobster Roll luncheon
- National Night Out
- Halloween Party
- Mark Lynch Thanksgiving Dinner
- Holiday Craft Fair
- Christmas Party



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

- Needlefelting
 - Flowers
 - Landscapes
 - Cupcakes
 - Pet portraits
 - Tree ornaments
- Painting
 - Reverse Glass
 - Watercolor
 - Acrylic pour
 - Colored pencil
 - T shirts
- Jewelry classes
 - Silk knotted necklaces
 - Wire wrapped jewelry
 - Kimuhimo necklaces
 - Snap on necklaces
 - Paper bead jewelry
 - Celtic bracelets
 - Crocheted necklaces
 - Wine glass charms
- Fly tying
- Kusadoma flowers
- Silk dyed eggs
- Hand sewing
- Card making
- Flower crowns
- Sun catchers
- Tree of life
- Flower arranging



- Woodburning
- Weaving
- Rug hooking
- Knitting and more knitting
- Quilting and more quilting

Staff continuing education and trainings:

- Monthly Regional Director's Meetings
- Grandfamily Leader Certificate
- Chronic Disease Self-Management Program training
- 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 and delivery, 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. Your numbers went down this year while the hours you volunteered increased. 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 bamboo theme. Why bamboo? It respects its elders. Young branches on the top will not grow at the same angle as the older branches in order to allow sunlight for their elders. When young shoots emerge from the roots, they are under the shade of the older bamboo branches. Such a spirit reflects the young respecting the old as well as the old respecting the young. A special congratulations to Volunteer of the Year, Sandy Stevens! She exemplifies the spirit of volunteerism.

This year we bid farewell to some friends very near and dear to us:

Lenny Smith, Dick Koivu, Don Jones, Phil Morand, Rose Baro, Ethel Davis, Jerry Flavell, Ruth May, Gladys Andrew, Bruce Goyette, Pat Fiola, Dot Manceau, Jackie Castagnetti and Art Vartanian.

They will be missed but will bring smiles to our faces as we remember them.

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 2018 they contributed toward bus trips, programs, meals and other support. At their dinner in October, the Friends of the Townsend Seniors recognized Betty Mae Tenney for her genuine interest and commitment to the Town of Townsend

by honoring her with the William E. May Endowment Award. Betty Mae has touched our lives through many VFW programs and as manager of the Townsend Military Band. Congratulations to Betty Mae Tenney for your extraordinary service!

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

Finally, I would like to congratulate and welcome the following staff members:

- Donna Howard promoted to Transportation Administrator
- Steve Bourdon and Dick Lee new per diem van drivers
- Sue Dejaniak new Assistant Program Coordinator

We are truly a team and the reason *this* is where people WANT to be!

Respectfully submitted by,
Karin Canfield Moore, *Director*

“Growing old is mandatory. Growing up is optional”

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



“You are as young as your faith, as old as your doubt; as young as your self-confidence, as old as your fear; as young as your hope, as old as your despair - Douglas MacArthur”

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 2018 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 **140** 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).....131

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..... 33

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.....2

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.....38

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.....37

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.....158

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.....36

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 Reviews107

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)..... 19

Septic System Permit Applications (upgrades).....39

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

Septic System Construction Inspections.....107

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.....38

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

Well Permits.....3

Water Quality/Well Consultations.....292

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.....19

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 Visits2064

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 Visits489

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

Rehabilitative Therapy Visit.....834

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 Visits24

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

Hospice Spiritual Care/Volunteer Visits.....19

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 it 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 will-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 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.....	126
Confirmed.....	98

Communicable Disease Number of Cases

• Anaplasmosis.....	5
• Babesiosis.....	1
• Campylobacter.....	1
• Cryptosporidiosis.....	1
• Group B Strep.....	1
• Hepatitis C.....	3
• Influenza	81
• Legionella.....	1
• Norovirus.....	3
• Salmonella	1

Dental Health Department

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

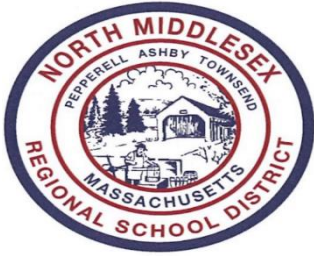
Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Students Eligible.....	260
Students Participating.....	147
Referred to Dentist.....	24

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
David Carney, Member, Pepperell
Crystal Messamore, Member, Ashby
Susan Robbins, Member, Townsend
Craig Hansen, Member, Pepperell

William Hackler, Vice Chair, At-Large Member
Lisa Martin, Member, Pepperell
Michael Morgan, At-Large Member
John Page, Member, Townsend

Brad Morgan – Superintendent of Schools

Student Representatives to the School Committee
2017-2018 School Year
Hadley Beauregard
Paige Zacharakis
Jacy Kretas

Report of School Committee Chairperson

At the North Middlesex School Committee's reorganizational meeting on May 7, 2018, Randee Rusch was appointed Chair, and William Hacker was appointed Vice-Chair of the committee. The district would like to extend thanks and appreciation for Jonna Clermont, Anne Adams, and Robert Templeton for their years of tenure and commitment to the students of North Middlesex. The district congratulates Craig Hansen, David Carney, and John Page for being elected to the school committee.

Report of the Superintendent of Schools

The mission of the North Middlesex Regional School District is *"To provide a comprehensive educational experience focused on students becoming contributing members of society."*

Each year, it is the Superintendent's job to advance that mission with a budget that puts in place people, programs, and buildings; that supports energized instruction and engaged learning; that pushes innovation in all aspects of the school experience; remain aligned with our core values; and provide sufficient resources to ensure compliance of all federal, state, and locally mandated educational programs and requirements.

The Strategic Plan of the North Middlesex Regional School District provides a road map for our work, with goals and strategies tied to our mission. In addition, we measure the success of our work against five (5) Core Values:

1. The well-being of our students is at the heart of what we do.
2. Learning is a lifelong process for both students and staff.
3. A safe and supportive school climate is essential to student success.

4. All members of the North Middlesex community have the capacity to grow and develop their character.
5. We respect diversity in all forms.

Aligning with this mission and vision, our primary budgetary goal is to provide students with the highest quality administrative and instructional staff, curriculum and assessment tools, and an environment conducive to each student reaching their potential. Strategic planning and a transparent budget process drives the prioritization of these goals with student outcomes at the forefront of what we do.

As 2018 ends, we reflect on some of the accomplishments, traction, and long term planning and strategies we have worked toward over the course of this school year. We continue our efforts to build positive relationships and trust with other Town Departments as we continue to join efforts in long term facilities planning, grounds improvement and upkeep, and school safety and security measures.

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 eleven of its staff retire over the last year: Francis Fernandes, Karen Turgeon, Jody Dupuis, Joanne Davolio, Jeanne Wholey, Stephen Coughlan, Catherine O'Dell, Melanie Danker-Bittner, Donna Hoffman, Jeffrey Maider, and Kim McCarthy.

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 2018 Budget:

- The district's FY 2018 operating budget consisted of \$52 million in current year appropriations. There were no additional votes to increase or decrease the operating budget during the year. The district reported actual to budget with 1.75% remaining in expenditures.
- Revenues came in \$677,686 higher than budgeted. Several one-time receipts included a refund of surplus E&D from the Valley Collaborative of \$346,684 and the close-out of before and after school revolving fund. State aid came in higher than projected by \$71,923. The district received \$525,019 in school choice funds and an additional \$80,000 from Medicaid Reimbursements.
- School Committee approved several budget transfers through the year to cover additional costs for the technology staff, custodial staff and contracted services for the superintendent search. In addition, a final budget transfer was approved for legal services, and to cover the purchase of the IP Phone system to all district buildings.

Capital Costs

Completed capital projects in FY2018 included:

- Continued classroom and flooring upgrades at Hawthorne Brook Middle School
- Painting of interior areas of the Nissitissit Middle School
- Technology upgrades continuing with a 5-year replacement cycle for Chromebook and desktop computers
- Paving upgrades at the HBMS and SECC garage and catch basin area
- Exterior painting at Spaulding Memorial School
- Upgrade of the preschool playground at Squannacook Early Childhood Center
- Continued work on the three Accelerated Repair Projects included the issuance of bid packages and awarded contracts for the following projects:
 - Squannacook Roof and Interior Repairs – Vanguard Construction
 - Hawthorne Brook and Varnum Brook Windows and Doors – Lockheed Construction
 - Varnum Brook Roof, Misc. Repairs and HVAC – E. Amanti & Sons, Inc.

Work began in the summer of 2018 and completion is expected by December 2018.

- The Phase II portion of the North Middlesex Regional High School project is ongoing with athletic upgrades, paving and the facilities building. The three towns approved the upgrade of the garage building for \$210,000. Ongoing work is expected through spring 2019. 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 Hawthorne Brook/Squannacook Septic project as well as the ongoing Accelerated Repair Projects and the final costs of the High School Construction project. The following bond anticipation notes were issued in FY2018:
 - Hawthorne Brook Septic Project \$533,371
 - Accelerated Repair Feasibility Study Varnum Brook Elementary and Hawthorne Brook Middle School \$200,000
 - Hawthorne Brook Middle School, Varnum Brook Elementary School and Squannacook Early Childhood Construction \$8,000,000, North Middlesex Regional High School \$10,000,000.

The long-term debt outstanding as of 6/30/18:

- Nissitissit Middle school construction refunding \$1,740,000

- North Middlesex Regional High School construction \$36,420,000
- North Middlesex Regional High School Feasibility \$380,000

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

Personnel Services	\$27,387,981
Contractual Services	\$2,809,284
Supplies, Other	\$1,725,102
Utilities	\$1,381,123
Insurance & Retirement	\$7,909,134
Out of District Placement & Transportation	\$6,947,599
Debt Service	\$2,478,293
Total	\$50,638,515

2018 Federal and State Grants Received

140 Title IIA: Improving Educator Quality	\$64,756
240 IDEA Special Education Allocation	\$827,702
262 SPED Early Education Allocation	\$35,445
274 SPED Program Improvement	\$0
298 EEC SPED Program Improvement	\$0
305 Title I	\$157,088
309 Title IV (part A)	\$7,625
Total (FY18 grant awards)	\$1,092,616

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 North Middlesex Regional School District Special Education Department continues to provide a wide variety of programming options for students with disabilities across the district. This programming includes providing support for students in inclusion settings (with their peers) and also programming options for students with more significant needs (students with autism, intellectual impairment, language based learning and/or emotional disabilities). The goal of all of our special education programming is to provide these supports in the least restrictive environment and, in most cases, within their 'home' school. Brad Brooks is the Director of Special Education for the district. The department, with the assistance of Assistant Director of Special Education, John Judge, and administrative assistant, Tracy Bitondo, works very closely with special education teachers, therapists, psychologists, guidance and related support staff and building administrators to provide this programming for our students.

As the district completed several accelerated repair projects (Varnum Brook, Squannacook and Hawthorne Brook) over the summer, three of our special education programs moved to begin the year. These moves included:

- The Gateway Program (vocational/life and transitional readiness program for students age 18-22) moved from the Peter Fitzpatrick School to Varnum Brook
- Our integrated preschool moved from Varnum Brook to the recently remodeled space at Squannacook
- The LEAP (Learning Enrichment Autism Program) moved from the Peter Fitzpatrick School to Squannacook

Additionally, the special education department moved (along with all of central office) to the Squannacook building.

As we have done in past years, district special education paraprofessionals participated in a series of trainings related to providing supports for our students (during scheduled district professional development days).

Our district mental health team (school counselors, psychologists, behavior analysts) participated in a series of trainings designed to support our students needing therapeutic supports and intervention. These trainings included topics such as suicidal ideations and interventions, assisting students with trauma and homeless/foster care services for students.

NMRSD continues to provide OUTSTANDING support to its students with disabilities across the district. This is evidenced by the wide range of students we support throughout the year. This is further evidenced by the fact the district returned 5 students from out of district (private school) placements at the start of and during this school year.

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 Instruction

The focus of the curriculum and instruction department is to ensure every student receives a guaranteed and viable curriculum experience that supports the strategic mission of the district. The mission of the North Middlesex Regional School District sets out “(t)o provide a comprehensive educational experience focused on students becoming contributing members of society.”

During the 2018 year, the district focused on the following strategic initiatives from our strategic plan.

Provide appropriate PD in order to build staff capacity in efforts to address the social-emotional needs of students and families and Develop and implement district-wide practices for supporting students’ social/emotional needs and behavioral health.

The social-emotional committee created surveys, met with key stakeholders within the district and in the community, and vetted a number of national resources to create a plan for the students and staff at North Middlesex. Following recommendations from the Department of Elementary and Secondary Education and the Collaborative for Academic, Social and Emotional Learning (CASEL), the district has committed to working with the Southeastern Regional Educational Service Center (SERESC) to provide two years of targeted professional development around the five key areas of social and emotional regulation. These include self-awareness, self-management, social awareness, relationship skills, and responsible decision making. The research states that supporting these five areas lead to students who are better prepared for both school and life challenges. Our hope is that by supporting the affective side of our students, we will enable them to become resilient, resourceful students in all aspects of their lives.

Create a hybrid of curriculum opportunities with higher level learning so that students will be able to expand their knowledge in specific areas and explore post-high school education.

The high school administration has been working diligently to expand the opportunities for students in a number of areas including updating and expanding internship and externship programs, implementing curriculum tied to post-secondary credits and concepts (such as Project Lead The Way), and engaging students in unique instructional practices that allow students to take more ownership of their learning, such as flipped classrooms.

Enhance accessibility of instructional technology and devices for teachers and students.

The North Middlesex Regional School District acknowledges that technology plays an integral part in our students lives today and will in the future. NMRSD, therefore, has been working on a multi-year plan to enhance our infrastructure, hardware, and software options to help students and teachers maximize learning experiences. Although we know the most important aspect of a student’s learning is the relationship with their teacher and that cannot be replaced, we also acknowledge how the use of instructional technology can enhance learning. It continues to be a priority in the district to be the most effective and efficient with the use of technology to support our learners.

Respectfully submitted by,
Nancy Milligan, *Assistant Superintendent of Schools*

NORTH MIDDLESEX REGIONAL HIGH SCHOOL

North Middlesex Regional High School serves students in grades nine through twelve and had 793 students enrolled for the 2017-2018 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.

This year was the new building, which has with exciting, art learning move has expand the existing well as new courses programs.

introduced production



our first in building, provided us state of the spaces. The enabled us to scope of our courses, as introducing and

This year we TV/Media classes, which

have been heavily subscribed by students. We have continued to expand our engineering program, and have introduced three computer programming classes into the program of studies for the 2018-2019 school year. We have continued to make significant strides towards meeting our school improvement goals, including mapping curriculum in common formats, and developing common interim assessments for all classes. Our ultimate goal is to ensure that all classes are standards-based, that there is consistency between teachers of the same courses and that there is alignment between progressive courses so that student learning prepares them for the next level of study.

In the fall, the New England Association of Schools and Colleges (NEASC) voted to remove NM from probation status! NEASC provides support for institutional self-reflection and continuous school improvement. In May, we submitted our five-year NEASC review and were able to demonstrate that had addressed the 2013 recommendations. One of the last outstanding recommendations to address was to adopt a common format for reporting grades to students and their families. This year teachers began regularly reporting grades on Aspen, our online student information system so that students and families are able to track student progress and attainment. We also moved to a more consistent grading system for midterms and finals (ten percent of the grade for midterms and ten percent for finals). This ensures that there is increased clarity over grading for students and families.

The new facility greatly enhanced our music and arts programs. This year we had two major musical productions, *Godspell* and *The Hunchback of Notre Dame*, which won awards for the following:

- Best Overall Production
- Best Actor
- Best Actress

- Best Supporting Actress
- Two for Best Featured Actor
- Best Featured Actress
- Best Chorus
- Best Orchestra
- Best Production Number
- Best Dance Ensemble
- Best Stage Crew
- Best Costumes
- Visual Excellence
- Best Technical Excellence
- Not-Your-Average-Chorus Member

Due to the flexibility of our commons area, we were able to move the NM art show back to the school (it was previously held at the Townsend library, and the senior sports banquet was also moved back to NM). The chorus and band have benefited tremendously from the new facilities. This year the Women's Treble Choir won a gold medal, the Chamber Choir won silver, the Concert Choir won silver, the Wind Symphony won gold, the Concert Band won silver, the Marching Band won two gold medals and took second place and Best Overall Music NESBA Season Championships Division II, the Jazz Band won two gold medals, Winter percussion took second Place at the Concert Percussion Scholastic AA NESBA Winter Championships, and the Winter Color Guard won first place at the Scholastic Regional AA NESBA Winter Championships

The faculty continues to work on raising the bar so that all of our students are able to learn and grow.

Respectfully submitted by,
Isaac Taylor, *Principal*

HAWTHORNE BROOK MIDDLE SCHOOL

At the mid point of the school year, Hawthorne Brook Middle School is nearing the completion of our accelerated repair project. Students, staff and our families are very pleased with the new windows, doors and other improvements throughout the building. Hawthorne Brook is a community that is proud of its culture and school campus.

At Hawthorne Brook, 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. This year, we expanded to a *looping* structure to all students. This meant that students in grades 7 and 8 would stay on the same team with the same teachers for both years. We are now doing that with teams in grades 5 and 6. This configuration provides a 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.

Some of the highlights of our year thus far include:

HBMS Drama successfully sold out all 4 performances of our fall musical, *The Wizard of Oz* and the program continues to grow each year with over 80 students involved (16% of the student body). We are about to start our spring play, a 40-minute cutting of Shakespeare's *A Midsummer Night's Dream* for entry to the Massachusetts Educational Theater Guild's (METG) Middle School Festival in April, where we've earned a Gold medal the last 2 years and 10 awards for Excellence in Performance.

HBMS has formed a Select Chorus for the 2018-2019 school year, and is preparing to perform at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Festival in April.

The Bear-I-Tones, HBMS's a cappella group, is in its 5th year. Because of the high involvement of HBMS students in MICCA and METG Festivals, the Bear-I-Tones will have changed their rehearsal schedule from once a week for the entire year to three days a week after festival season.

HBMS has formed a CLASP after school enrichment program for the 2018-2019 school year. Session 1 featured 5 programs and over 50 students in Coding, Crafting, LEGO, Harry Potter, Baking and Cooking.

CrossFit Kids before school program: A Wellness teacher paid for 2 courses to become certified and granted a CrossFit Kids affiliate. We offer a free CrossFit Kids fitness program in the morning and we will be doing a fitness unit during the year. We use budget money for fitness equipment. Wellness teachers donate their time for this program.

Wake-up and Work-out before school program: This is also a free program of games and sports that is offered in the morning before school. Studies show that physical activity improves learning, concentration and behavior. Budget money is used for equipment for this program and regular class equipment that is needed for the year. Huge program that attracts about 60 kids. Wellness teachers donate their time for this program.

Yoga before school program: Free program for students before school to encourage stress reduction and relaxation. Wellness teachers volunteer their time for this program.

Robotics Club. Started by a student who is now at the high school. The robotics club is continuing to grow and develop. The student still comes back and volunteers. We now have more community involvement through the club. Monetary donations and scholarships have made it independent of the school budget.

In our band program this year, 140 students involved in the program grades 5-8. Band students performed at a senior center luncheon before Christmas vacation. Additionally, twelve students were accepted into the Massachusetts Central Districts Festival, with several receiving the top score on their instrument and notably, several students received Silver Medals at the MICCA festival for concert band and wind ensemble.

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.

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,
Brad Brooks, *Interim Principal*
Sandra Shepherd-Gay, *Assistant Principal*

SQUANNACOOK EARLY CHILDHOOD CENTER

Our district preschool, Squannacook Early Childhood Center (SECC), has recently moved to our new location, 66 Brookline Street, Townsend, Ma. The NMRSD district preschool serves Ashby, Townsend, and Pepperell. A new preschool playground was just installed this past fall for our students to enjoy. We continue to offer a variety of different programming options for children ages 3-5. Our enrollment includes both peer role models and special education students. We follow the district school calendar established by the NMRSD School Committee.

Currently SECC has five classrooms. In addition to our integrated preschool we also house our +STEPS (Social Thinking Executive Planning Strategies) program, and LEAP (Learning Enrichment Autism Program). In addition to our staff, we have a school nurse, secretary, and a preschool coordinator. SECC offers an array of programming opportunities to meet the individual needs of all children. Each of our classrooms promotes a child's emotional, social, physical and cognitive development.

The preschool program is an integrated model that follows the Massachusetts Curriculum Standards, which emphasizes a range of developmentally appropriate, open-ended, hands-on activities. We use Lively Letters, which is a multiple sensory reading program as well as the social curriculum, We Thinkers, a multiple sensory social emotional learning program. We are also embarking on a new reading app through our partnership with Footsteps2Brilliance. Footsteps2brilliance allows students to access games and ebooks through a free app we use within the classroom, as well provide families a home access piece. Students participate daily in choice time, circle time, structured learning activities, snack time, music, story time, movement and social skill development. The child's daily program often includes expressive activities such as art, music and dramatic play. Children also have numerous opportunities to work on independent decision making, group cooperation, conflict resolution, social skill development, as well as classroom responsibility. Children are instructed in activities that develop fine motor, gross motor and communication skills. Each child is unique and develops at a different rate. Children are treated with respect and are encouraged to learn about their world through exploration and discovery. SECC provides a safe and accepting environment where preschoolers have fun, while being encouraged to learn the cooperation/socialization skills necessary for beginning their school career.

Each classroom is taught by a certified special education teacher and has a minimum of one paraprofessional. The teacher to student ratio is 7:1. The special education program at SECC has a team that consists of special education teachers, a speech/language pathologist, an occupational therapist, a physical therapist and a BCBA (Board Certified Behavior Analyst). A unique feature of our program is the integration of therapists into our daily schedule. At the end of a student's preschool experience, our teachers work with the kindergarten staff at each of the district's elementary schools to ensure a smooth transition for student success in kindergarten.

Thank you for the opportunity to share our accomplishments with the NMRSD community.

Respectfully Submitted by Preschool Coordinator,
Mrs. Anne Cromwell-Gapp, M.Ed., C.A.G.S. in Ed. Leadership



Spaulding Memorial School An Early Childhood Education Center

It is an honor to have completed my eleventh 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 tenth year as 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 435 students in kindergarten, first, second, third and fourth grade. We are very excited to have our class sizes in the range of 20-23 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 based on Lucy Caulkins Units of Study. We also use Foundations, a multisensory and systematic phonics, spelling, and handwriting program in kindergarten through third grade. This year we have piloted Expeditionary Learning with an emphasis on close reading in some of our classrooms. In math our main resource is a curriculum called enVision which is based on the Common Core principles of conceptual understanding, problem solving and computation and this past year is our third year of using 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. All grades have piloted many of the new units and experiments in their classrooms with great success. 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 using a program based on Six Pillars of Social Competency that focuses on citizenship, responsibility, fairness, caring, trustworthiness and respect. We also have an anti-bullying program in our third and fourth grade called Steps to Respect. We have continued to increase and embed students' social emotional learning through the use of strategies such as Growth Mindset, Mindfulness, Collaborative Problem Solving, Zones of Regulation, Size of the Problem and Social Thinking. Each classroom receives weekly or bi-weekly lessons co-taught by one of the counselors and the classroom teacher to ensure social emotional

learning is embedded in the curriculum for all students. In addition, children have an 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 core curriculum 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. We also work in partnership with the Townsend Ecumenical Outreach program to implement our weekend food backpack program to support some of our students and families. Our student council continues important community outreach events such as homemade Valentine's Day cards for veterans in the hospital and for local seniors living at Atwood Acres. The student council delivers the Valentine's Day cards to the seniors and presents a short program of poems and songs. In addition, we have collected canned and boxed food for the Townsend Ecumenical Outreach in November and pajamas for children in December.

I am pleased to be a part of the Spaulding Memorial School, the North Middlesex Regional School District and Townsend. The children, parents, members of the community, town officials, staff at Spaulding Memorial School, the North Middlesex Regional School District Committee, Superintendent Morgan and the central office staff provide an excellent environment in which children can learn and reach their potential.

Respectfully submitted by,
Miss Becky Janda, *Principal*

Additional information about Spaulding Memorial School can be found on our website at www.sms.nmrtd.org

NASHOBA VALLEY TECHNICAL SCHOOL DISTRICT

100 Littleton Road, Westford, MA 01886

(978) 692-4711 www.nashobatech.net



The Nashoba Valley Technical School District was founded in 1965 by the towns of Chelmsford, Groton, Littleton and Westford to provide career and technical education to students of this area. By 1979, the Nashoba Valley Technical School District expanded to incorporate the three additional towns of Shirley, Pepperell, and Townsend. In 2012, the District grew once more with the addition of Ayer.

The Mission of Nashoba Valley Technical High School is to provide the highest quality academic and technical education possible to prepare our students for college and career paths leading to success in an ever-changing technological world. The school strives to promote citizenship through a safe and inclusive atmosphere encouraging a diverse population of students to become positive and productive members of the community.

Nashoba Valley Technical School District Committee Membership 2017-2018

Town Representatives

Al Buckley, Pepperell (Chairman)
Ronald Deschenes, Westford (Vice-Chairman)
Donald Ayer, Chelmsford (Secretary)
Ted Januskiewicz, Ayer
Christine Logan, Ayer alternate
Maria Karafelis, Chelmsford
Lawrence MacDonald, Chelmsford
Richard DeFreitas, Chelmsford alternate
Robert Flynn, Groton
Patricia Madigan, Groton alternate
Charlie Ellis, Littleton
Carl Melberg, Littleton alternate

Sandra Proctor, Pepperell
Michael Tang, Pepperell
Michael Morgan, Pepperell alternate
Brian Fulmer, Shirley
Tanya Clark, Shirley alternate
Karen Chapman, Townsend
Sheldon Chapman, Townsend
Emanuel Manolopoulos, Westford
Warren Adam, Westford alternate

Student Representatives

Zelie Sears, Pepperell, TV & Media/Theatre
Shantel Suero, Pepperell, Marketing

Respectfully submitted by,
Dr. Denise P. Pigeon, *Superintendent*

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

100 Littleton Road, Westford, MA 01886

(978) 692-4711 www.nashobatech.net

Nashoba Valley Technical High School serves students grades 9–12 and also provides post-graduate programs for recent high school graduates in all career areas on a space available basis. Nashoba also offers a Continuing and Community Education Program with late afternoon and evening classes such as Electrical Code, Advanced Manufacturing, and Driver's Education.

Enrollment Trends:

Nashoba's school enrollment in October of 2017 was 716 students, 95 from the Town of Townsend.

Nashoba Valley Technical School District Enrollment Trends



Town	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Oct. 2017
Ayer	49	57	56	48	48
Chelmsford	173	185	184	191	198
Groton	39	39	36	39	35
Littleton	38	33	34	30	34
Pepperell	140	159	152	153	136
Shirley	69	85	72	58	54
Townsend	104	94	103	107	95
Westford	55	52	49	49	56
Total District	667	704	686	675	656
School Choice	68	63	65	69	60
Total	735	767	751	744	716

Nashoba Valley Technical High School Administration 2017-2018

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
Mr. Paul Jussaume	Director of Vocational Operations and Facilities
Ms. Kyla Callahan	Coordinator of Guidance and Admissions
Ms. Wendy Hood	Coordinator of Special Education and Team Chair
Mr. Ryan Wood	Dean of Students

Workforce Skills Capital Grant Recipients:

In February of 2017, the Nashoba Valley Technical School District received a second competitive Workforce Skills Capital grant in the amount of \$500,000. Through this grant opportunity we expanded our Engineering Academy into an innovative training environment with a specific focus on collaborative robots (collabots) for students in the Engineering Academy and Robotics & Automation program. New equipment provided the capacity for students to become certified in the Manufacturing Skills Standards Council production technician program as well as Fanuc's collaborative robot system (mass.gov).



In October of 2017 Students and staff welcomed Governor Charlie Baker, Secretary Peyser, and Secretary Acosta for a tour of our school and our special guests participated in the ceremonial ribbon cutting of our expanded and innovative Engineering Academy.

This grant follows the Workforce Skills Capital grant Nashoba Valley Technical School District received in the spring of 2016, also in the amount of \$500,000. We are very proud to receive this grant two years in a row. This competitive grant was awarded by the Baker-Polito Administration. Through this opportunity, Nashoba Valley Technical High School purchased equipment to add to our existing

inventory. This increased our physical capacity to train students to operate both CNC and manual machinery making them highly marketable in the field and adding future skilled workers to the pipeline.

Academic and Technical Programming Updates:

During the 2017-2018 school year, Nashoba Valley Technical High School continued to focus on updating program areas and maintaining a state of the art facility that is in line with industry standards. Engineering Academy and Veterinary Assisting received new equipment and updates to their areas. During the school year, the following Chapter 74 state approved technical programs were offered to enrolled students.

Auto Collision Repair & Refinishing		Electronics/Robotics
Automotive Technology		
Banking, Marketing & Retail	Engineering Academy	Engineering Technology
		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	

During the school year, numerous academic and special programs were also offered to enrolled students. This included courses at the Advanced Placement, Honors and College Preparatory level in all core subjects. Foreign language, music, theatre arts and additional elective courses were also offered for all interested students. We continued to actively participate in the state sponsored college Dual Enrollment program that allowed eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. In addition, college courses are offered on campus, known as concurrent college enrollment. Many Nashoba students in recent years have graduated with an Associate Degree from a college and their high school diploma simultaneously.

How are Nashoba's students performing on school accountability measures?

Nashoba Valley Technical High School has maintained Level 1 status, the highest possible, on the Massachusetts' Framework for District Accountability five-level accountability rating scale by continuing to meet gap narrowing goals on state assessment measures.

<i>Other Accountability Measures *</i>	<i>Nashoba Valley Technical High School</i>	<i>State Average</i>
<i>2017 Attendance Rate</i>	<i>95.9%</i>	<i>93.2%</i>
<i>2017 4-Year Graduation Rates</i>	<i>99.5%</i>	<i>87.5%</i>
<i>2017 MassCore - Completing a Rigorous Course of Study</i>	<i>100%</i>	<i>80.9%</i>

*Information taken from the 2016 School Report Card is available on the Department of Elementary and Secondary Education website at www.doe.mass.edu.

How are Nashoba Students performing on vocational technical accountability measures? Vocational Technical High Schools are required to conduct an annual graduate follow up study to determine positive placement rates. Perkins positive placement includes participation one year after graduation in employment, postsecondary education, or the military.

<i>Perkins Positive Placement Follow Up Study Results</i>	<i>Nashoba Valley Technical High School</i>
<i>2016 Graduates of Nashoba Valley Technical High School</i>	<i>99.3%</i>
<i>2015 Graduates of Nashoba Valley Technical High School</i>	<i>97.53%</i>
<i>2014 Graduates of Nashoba Valley Technical High School</i>	<i>97.40%</i>

Community Service Project Updates:

Our students have continued to be active in community service projects as a part of their technical program experience. 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. Students have participated in local Habitat for Humanity house building projects, renovations to town owned facilities, shed and kiosk building and other helpful community projects.

Extracurricular and Athletic Program Updates:

Nashoba continued to provide an extensive program in intra-scholastic sports including varsity teams in 16 high school sports, with equal opportunities for both male and female students. Other extracurricular activities included Student Council, National Honor Society, Music Honor Society, Yearbook, Student Mentors, Students Against Destructive Decisions, Skills USA, DECA, Chorus, Drama, and many special interest clubs. During the year extensive fundraising by athletic teams and student clubs enabled the district to continue the policy of no use

Respectfully submitted by,
Mr. Matthew Ricard, *Principal*



Date received _____

VOLUNTEER RESPONSE FORM

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

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

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

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

Name: _____

Phone () _____ email _____

Address: _____

Occupation: _____

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

Background/Experience

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

1. _____
2. _____
3. _____

Updated: 7/22/13