



James N. Kreidler, Jr.  
Town Administrator

## OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, Chairman  
Veronica Kell, Vice-Chairman

### SELECTMEN'S MEETING MINUTES FOR JANUARY 19, 2021 AT 6:00 P.M.

*Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.*

*The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.*

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

- 1.1 The meeting was called order at 6:00P.M.  
Roll call vote taken showed 2 members present: Chairman, Wayne Miller (WM) and Vice-Chairman, Veronica Kell (VK)
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions. (none)  
Mr. Kreidler stated Chris Nocella, Chairman of the Board of Health was present to discuss updates on COVID
- 1.5 Public Comment Period.  
Mr. Nocella discussed the protocols for Memorial Hall (see attached). Mr. Nocella inquired as to why Town Hall was open. Mr. Kreidler explained the town installed a buzzer system allowing for residents to access the offices they need for assistance. Mr. Kreidler stated the town was trying to reach a balance to protect the employees while delivering the services to the public. Mr. Nocella checked other towns for their protocols. Mr. Kreidler relayed the Board of Health has jurisdiction for public health. Mr. Kreidler referred back to and reviewed the protocols that the Selectmen have voted into place. VK & WM stated they have not seen anyone in the halls further stating they do frequently go to town hall. WM relayed he was not a fan of having someone escort people into the building.

Joan Savoy inquired about the date of the special election not being on the front page of the website.

VK explained that some agencies do not currently have liaisons like TCAC and TAHT. WM stated the Board will be discussing liaison/responsibilities after the election.

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

- 2.1 Consideration of Appointment-Treasurer/Collector Candidate- Jared Aponte contingent upon successful contract negotiation, medical exam, and CORI check.



VK stated she just got the information she requested an hour ago. WM stated he would like to wait until there is a full Board prior to appointing. WM tabled the appointment until the next meeting.

- 2.2 VK moved to appoint Alice Struthers to the Historic District Commission as an alternate member effective January 19, 2021 to June 30, 2023. WM seconded. Unanimous vote.
- 2.3 VK moved to reappoint Alisa Struthers to the Historic District Commission for a term effective January 19, 2021 to June 30, 2023. WM seconded. Unanimous vote.
- 2.4 VK moved to reappoint Kenneth Diranian to the Historic District Commission for a term effective January 19, 2021 to June 30, 2023. WM seconded. Unanimous vote.
- 2.5 VK moved to reappoint Clare Kauppi to the Historic District Commission for a term effective January 19, 2021 to June 30, 2023. WM seconded. Unanimous vote.
- 2.6 VK moved to appoint Steve Sheldon as the Finance Committee Representative to the Town Properties Committee effective January 19, 2021 to June 30, 2021. WM seconded. Unanimous vote.

### **III. MEETING BUSINESS - VOTES MAY BE TAKEN:**

- 3.1 VK moved to declare Surplus a digital camera, Kodak easy share z700 with no value. WM seconded. Unanimous vote.
- 3.2 VK moved to declare Surplus furniture from the Library - value to be determined by the Chief Procurement Office and the Department Head. WM seconded. Unanimous vote.
- 3.3 VK moved to declare Surplus 5-6 cord of hardwood and 8-10 cord of pine (various lengths) with value to be determined. WM seconded. Unanimous vote.

VK inquired why there is no value. Mr. Kreidler explained the wood would go out for a sealed bid process. VK relayed people driving around and follow Unitil trucks for the wood.

- 3.4 Review/Approve an amendment to the Vardar Systems, Inc contract for the Water Department software component and authorize the Town Administrator to sign amendment.

Mr. Kreidler explained the Water Superintendent submitted with the approval of the Water Commissioners noting this is something the Auditors requested and it allows for a direct connection to the Treasurer's Office. VK stated she is looking for a better explanation of what the amendment entails. WM asked for a motion recognizing the software amendment is important to get it approved.

VK moved to approve an amendment to the Vardar Systems, Inc contract for the Water Department software component and authorized the Town Administrator to the amendment. WM seconded.



Discussion: VK inquired about the water billing and connections recognizing this is for a license to add the component to the current town software. VK asked if the amendment had been approved by the Water Commissioners. Mr. Kreidler relayed he did not attend a Commissioners meeting but has no reason to doubt the Water Superintendent. VK would like the Superintendent and/or the Water Commissioners to come speak to the amendment. Mr. Kreidler explained the process of approving a contract, relaying when a department submits to Mr. Kreidler as the Chief Procurement Office to review then it would go before the Board for approval. VK would like to table until a member of the Board of Water Commissioners is present.

VK moved that we take this contract up in our February 2<sup>nd</sup> meeting. WM seconded. Unanimous vote.

3.5 Review/Sign a support letter for the Department of Fish and Game, RE: Purchase of 95 acres off West Meadow Road.

The Board reviewed the support letter (see attached). Mr. Kreidler reviewed the letter from the Division of Fisheries with the Board (see attached).

VK moved that we sign a support letter for the Department of Fish and Game regarding the purchase of 95+/- acres off West Meadow Road on Assessors Map 5-1-4. WM seconded.

VK asked if the property is tied into the mandatory referral under 3.6. VK asked Ms. Gagnon from the Department of Fish and Game if the property should be permitted in the mandatory referral in 3.6 for the acquisition of the property. Mr. Kreidler relayed this was part of the deal with the Trust and Fish and Game is that they would be allowed once permitted that amount of material that is listed on the application under 3.6. that is under review with the ZBA. Mr. Kreidler reviewed the application with the Board as submitted on agenda item 3.6 (see attached). VK asked for Ms. Gagnon for an explanation. Ms. Gagnon explained the current owners are trying to clean up the property prior to purchase. Ms. Gagnon informed the Board there is endangered species so there are special conditions.

VK added to the motion that we will be signing out of session. WM seconded the amendment. Unanimous vote.

3.6 Mandatory Referral from the Planning Board, RE: 59 West Meadow Road

The Board reviewed referral. WM does not have any comments. Ms. Kell commented that she requests that is be done well and that if things are going to be done beyond our bylaw that there be a good reason to do it.

VK moved as stated above. WM seconded. Unanimous vote.

3.7 Review/Sign certificate of appreciation, RE: Retirement Deputy Chief John Elliott



Chief Boynton joined the meeting. Chief Boynton explained Deputy Chief Elliot was recognized at the Fire Department awards night. Deputy Chief Elliot is retiring after 34 years of service.

VK moved that we sign a certificate of appreciation out of session. WM seconded. The Board thanked Mr. Elliot for his years of service. Unanimous vote.

3.8 Discuss request to make Townsend a Purple Heart Community.

The Board reviewed the request as submitted (see attached). Mr. Kreidler informed the Board the request was sent off to Joe Mazzola, Veterans' Agent and he stated he would look into. Mr. Kreidler relayed he supported the request and hoped the Board would as well. WM stated he did support it.

VK stated she would like to hear from Mr. Mazzola and asked that it be tabled until the Board receives information from the Veterans' Agent.

3.9 Review/Discuss posting for the Agricultural Commission and the Open Space and Recreation Committee.

VK explained what the Open Space & Recreation Committee's charge would be, noting she reviewed how other communities update their plan and the membership of their Committees. VK reviewed the posting with the Board (see attached).

VK moved that we post for members of the Open Space & Recreation Committee as noted in the packet. WM seconded. Unanimous Vote

VK explained the Agricultural Commission members and charge are outlined in the bylaw and they are appointed by the Board of Selectmen. VK would like changes to the posting to include the responsibilities of the Commissioners and to review at the Feb 2<sup>nd</sup> meeting.

3.10 Evaluation Tool, RE: Department Heads

VK explained she wanted this agenda item to be relative to the Town Administrator and asked if this evaluation tool would apply to department heads. Mr. Kreidler explained the same tool and evaluation is currently being used for department heads.

VK shared the MMA power point with the recommendations as to how to evaluate the Town Administrator along with other department heads using Smart Goals (please see attached). VK expressed her preference that the rating tool be revised to specific goals met instead of general criteria. VK stated she would like the goals to be measurable in evaluating the employee. Mr. Kreidler asked if VK would like him to take the existing form and add in the criteria listed in section 6 as opposed to how the form is currently. VK would like to talk further before deciding what should be used for the employees but would like to further discuss how the Board would evaluate the Town Administrator with goals. VK would like to have a work session to determine what it is we would use for the employees and hear their feedback. VK clarified she would like a work session for





discussion of the employees and for the Town Administrator to use the smart goals for a discussion at the next Selectmen's meeting.

The Board agreed the goals would be set at a work session to be scheduled within the next few weeks.

**3.11 Discussion, RE: Health Insurance Joint Purchase Agreement**

Mr. Kreidler relayed the feedback received from the Union Representative. Mr. Kreidler is meeting with the unions tomorrow to finalize and will bring back to the Board. VK asked if it would be to late this year as the agreement needed to be signed by the end of January. Mr. Kreidler stated Mr. Pacos expressed concern but would consider if done by the February 2<sup>nd</sup> meeting without any guarantee.

**3.12 Discussion, RE: Covid testing and vaccine distribution.**

Chief Boynton explained the in-house testing program would allow for the paramedics to do testing (review attached plan). Mr. Kreidler just received the approved contract from Town Counsel if the Board wished to approve the program it would need a vote in the affirmative.

VK moved that we sign the contract with Pro EMS Solutions, Inc. to provide the testing services as defined in the contract and to sign out of session. WM seconded. VK asked Chief Boynton if the program could be extended to any of the employees. Chief Boynton relayed he would not be able to expand passed first responders with HIPAA regulations. Unanimous vote.

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

**4.1 Town Administrator updates and report.**

**4.1.1 FY22 Budget Update**

Mr. Kreidler relayed there are no new numbers at the State level to report. Mr. Kreidler reviewed the budget memorandum with the Board (see attached) which outlines the current situation with revenues and the potential impact.

VK concerned with timeline for the F22 budget and the Capital Plan. VK stated the Board should plan to meet every week in a work session with the Finance Committee in March.

VK moved that vacant positions that were funded but have not been filled and I won't go across the Board on this be zero-out you know positions that I guess I would prefer to keep the people that we have employed all the people and people that there were positions that were funded that are vacant right now so I would like to see an adjustment based on that there are positions that we zeroed last year specifically the Land Use Coordinator and the Grant Writer I would like to see that position reworked so that it is a single position a Land Use Coordinator together with a Grant Writer and that is does get funded at whatever is reasonable so that's what I'd like to see. WM seconded. Unanimous vote.



#### 4.1.3 Update, RE: DCR purchase

VK explained she received an email from Ms. Barry inquiring as to the status of the property Mr. Kreidler stated he received the email as well and there is some confusion as to the owner on record and the legal owner noting there's taxes owned. VK stated that the property is currently in tax title. Mr. Kreidler to work with Town Counsel and respond to Ms. Barry and discuss at the next Selectmen's meeting.

#### 4.2 Board of Selectmen announcements, updates, and reports.

WM reminded the audience of the Special Town Election this Saturday.

##### 4.2.1 Ms. Kell, RE: Grants Updates

VK informed the Board we decided to go forward with the winter streets and spaces grant and the abstract will be signage, parks that are accessible from the Common area, bike lanes, bike racks, parking, and crosswalks. We are going to target the February 26<sup>th</sup> deadline and focus on the reimagined streets category.

Wild & Scenic stewardship grant deadline is April 1<sup>st</sup> but you can submit as soon as February with focus on the Adams dam area.

On the TIP (Transportation Improvement Program) and Mass trails grant both VK and Beth Faxon are going to meet with M.R.P.C., VK explained the TIP process and how to get projects on the list to be funded. WM informed VK he worked on the Sterlite lights project and met with DOT. Sterlite will be moving forward and funding it themselves.

Mass trails has a very short deadline so they would be applying for the next grant cycle after the open space plan updated.

VK moved to go back to having two signatures on the warrant. WM seconded. Unanimous vote.

#### 4.3 Reports from Board liaisons. (none)

#### 4.4 VK moved to review and sign the payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

Mr. Kreidler relayed Chief Sartell has concerns about zeroing out the vacant positions as he is just finishing the recruitment for his vacant position and wanted to be sure his two position would not be on the list. VK asked the Chief to send over the status in the process to fill his vacancies for consideration by the Board.

#### V: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

VK moved to enter into executive Session pursuant to GL c. 30A, s. 21(a)(5) to investigate charges of criminal misconduct or to consider the filing of criminal complaints. WM seconded.

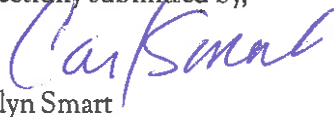
VK moved to enter executive session pursuant to GL c. 30A, s. 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a



detrimental effect on the bargaining or litigating position of the public body and the chair so declares re: All Unions. WM declared. VK amended that Board will not be returning into open session. Roll call vote: WM (YES) and VK (YES)

For a detailed discussion please see click here: <https://youtu.be/PtMObUnRn-g>

Respectfully submitted by,



Carolyn Smart

Executive Assistant to the Town Administrator

Meeting Minutes for January 19, 2021 released on \_\_\_\_\_, 2021.





## *Council on Aging*

### *Townsend Senior Center*

16 Dudley Road  
Townsend, Massachusetts 01469  
Karin Canfield Moore, Director

TEL: 978-597-1710  
FAX: 978-597-1720

#### REOPENING PLAN – TOWNSEND SENIOR CENTER

##### PHASE I:

Senior Center staff may return to the building in a limited capacity to perform work and provide basic services that can be offered without allowing the public access to the building.

Staff access to the building will be limited to three staff members in the building at a time as referenced in the schedule below:

<b>STAFF SCHEDULE</b> (effective July 1, 2020)						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL
KARIN	8-4 (from home)	8-4	8-1, 4-7	8-4	8-4	40
KATIE	OFF	9-4:30 (from home)	1-8:30	9-4:30	9-4:30	30
DONNA F	9-3:30	9-3:30	9-3:30	9-3:30	OFF	26
JANET	8:30-1:30	8:30-1:30	8:30-1:30	OFF	OFF	15
SUE	9-3	OFF	1:30-7	10-1:30 (from home)	OFF	15
DONNA H	VAN	VAN	VAN	VAN	9:30-4:30	35

Meals on Wheels deliveries will continue as for the past months to be updated by agreement between Montachusett Opportunity Council and Kitchen Manager.

Van service with all proper safety precautions in place will resume on a very limited basis as outlined below:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
IN TOWN	LUNENBURG, FITCHBURG, LEOMINSTER	IN TOWN	GROTON, AYER, PEPPERELL	NO SERVICE
ERRANDS, MEDICAL, SHOPPING	MEDICAL ONLY	ERRANDS, MEDICAL, SHOPPING	MEDICAL ONLY	

(Reservation required 48hrs in advance, call 978-597-1710)

Reopening Plan – Townsend Senior Center  
January 26, 2021January 26, 2021

Virtual programming with start in earnest in July. Please refer to our July newsletter for details.

The Townsend Senior Center will **NOT** be open to the public at this time. Only staff members and municipal employees will have access to the building.

### **Safety and Hygiene Protocols**

*In compliance with the Commonwealth's Mandatory Safety Standards and Safety Standards for Office Spaces:*

- **All employees shall remain at least six feet apart** to the greatest extent possible.
  - To the greatest extent possible, staff members should work in entirely different spaces within the Senior Center. The Director and Program Coordinator should be the only individuals in their offices unless meeting with an employee in private. In that case both shall wear masks. Only one staff member should be in the staff office area at a time. If this is unavoidable all staff shall wear masks and be in the area for as little time as possible.
  - Staff should arrange to eat lunch in their office or a designated alternate area. Care should be taken when using the staff microwave, coffee pot and refrigerator so there is only one individual in the area at a time and to wipe down surfaces after use.
  - Staff are encouraged to communicate via phone, intercom or other electronic means as much as possible, even when all parties conversing are in the building.
  - Staff meetings will be held in compliance with all safety standards.
- **Face coverings:** All employees shall wear face coverings or masks whenever social distancing is not possible, except where unsafe due to a medical condition or disability (in which case the individual is expected to socially distance to the maximum extent possible.)
  - Employees are strongly encouraged to wear face coverings whenever they are in the same space as other staff members, even if they are remaining more than six feet apart. Masks should comply with guidance from the Massachusetts Department of Health.
  - Kitchen staff are expected to wear face coverings.
- **Hand washing:**
  - Employees should wash hands or use hand sanitizer immediately upon entering the building and just before exiting the building.
  - Employees should wash hands before and after:
    - Eating
    - Handling any items coming into the building including mail and packages
    - Using shared materials and equipment
  - Employees should wash their hands after:
    - Blowing their nose, coughing or sneezing
    - Using the restroom
    - Putting on, removing, or touching face coverings or other PPE
  - Hand washing and/or sanitizing capabilities are available throughout the workplace and public areas.
- **Sanitizing surfaces:**



- The Facilities Department will continue to be responsible for daily cleaning and sanitizing of the Senior Center including sanitizing and disinfecting frequently touched and shared work areas.
  - Before and after using a shared workstation or phone, staff should clean the mouse, keyboard and surrounding desk area with disinfectant solution or sanitizing wipes.
  - To reduce the need for cleaning supplies, employees should refrain from using shared equipment to the greatest extent possible.
  - Staff should limit use of the photocopier and print as much work in one use as possible. Staff should use sanitizing wipes or disinfectant solution to clean the photocopier before and after use.
  - Daily at midday, employees will go throughout the facility using wipes or disinfectant solution to wipe down high-touch surfaces. Maintenance logs will be posted in communal areas to be filled out when the area has been cleaned.
  - Daily cleaning and sanitizing of the kitchen will be performed by kitchen staff at the end of their shift.
- **Employees displaying COVID-19-like symptoms should inform the Senior Center Director and should not report to work.**
  - Employees will self-conduct temperature checks with a temporal thermometer upon entering the building each day. If an employee's temperature is 100.4 or above, they should go home immediately and notify the Senior Center Director.
  - Employees who develop symptoms during the work day should inform the Director and should go home immediately.
  - The Senior Center will follow the Town's Isolation, Contact Tracing and Communications plan.
- **Signage will be posted throughout the building in highly visible areas.**
- **Everyone entering the building must log their arrival and departure through MySeniorCenter.**



# Townsend Library Reopening Draft (Phase 3) 9/9/20

The following is subject to change if deemed necessary for the safety and welfare of staff and the public.

## **1. Staff Service Hours Change (starting Sept 1)**

- a. Monday, Wednesday and Friday 10-5
- b. Tuesday and Thursday 10-7
- c. Saturday 10-2

## **2. TPL TO GO (curbside pick-up) will continue for as long as necessary.**

## **3. Programs continue online-only through Sept – December 2020**

Most events for this Fall and Winter will be held online. We have some passive outdoor events including our story walk. We will require social distancing and the guidelines outlined in section 5.

## **4. Outdoor check-out (weather permitting)**

We will set up a small selection of books outdoors. Library staff will have a laptop to check items out. Library staff will wear proper PPE and will require patrons to browse one patron/family at a time. Social distancing and masks will be required. We will have signage alerting patrons to the expectations. Hand sanitizer will be available for patrons and staff. Circulation area will be disinfected after each visit.

## **5. In-Library browsing:**

- a. Patrons will be met by a greeter who will let the patrons know what to expect and what rules to follow
- b. Masks are required by anyone entering the building
- c. Hand sanitizer use is required by anyone entering the building
- d. **By Appointment Only (30 minutes each)** anyone who wishes to enter the building must have an appointment. What will we offer? Computer use, fax, printing, copying, reference, browsing and reader's advisory.
- e. **Appointments** There will be 5 time slots per half hour (this will keep us below the 25% occupancy level)
- f. **Modifications to Ensure Spatial Distancing & Cleanliness:**
  - i. Remove excess furniture
  - ii. Set up computer workstations to be more than 6 feet apart
  - iii. Post signs about spatial distancing and masks
  - iv. Set up chairs, tables, at appropriate distances
  - v. Circulation Desks:

# Townsend Library Reopening Draft (Phase 3) 9/9/20

1. Plexiglas partition – only one side open
2. Floor tape mark off 6 feet from staff at desk

g. **Public Bathrooms.** No public bathroom use will be offered during appointments

h. **Cleaning.** All public and shared areas will be cleaned thoroughly throughout the day. High-touch areas will be regularly sanitized throughout the day. After a person has vacated an area or station, staff will wipe it down.

## 6. The Following Protections Must Be Observed Before Anyone Enters the Building:

- a. **Masks.** Masks must be worn by all who enter the building and on library grounds if not spatially distant. *Governor's Orders and enforceable by the Police.* Note: A few exceptions are allowed; see Facial Coverings Q&A from the state dated 5/17/20.
- b. **COVID-19-Symptom-free.** Have no sign of a fever, cough, or trouble breathing within the past 24 hours. STAY HOME if feeling sick. Also, to stay home and self-quarantine if close contact to a known or suspected COVID-19 case.
- c. **Sanitizer.** Will be available at every entrance and at all staff workstations. All staff are advised to wash their hands frequently for at least 20 seconds with soapy water.
- d. **Socially Distance.** Maintain a minimum distance of 6 feet from all other individuals.

## 7. Staff Training. Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- a. Social distancing, hand washing, proper use of face coverings
- b. Self-screening at home, including temperature or symptom checks
- c. Importance of not coming to work if ill

## 8. Best Practices:

- a. Avoid sharing use of office materials / equipment or disinfect equipment between use
- b. Limit movement throughout the facility and contact between staff as much as possible
- c. Stagger lunch schedules and break times

# Phase 1- Reopening TOWNSEND

June 5, 2020



## **TOWNSEND BOARD OF SELECTMEN**

Wayne Miller, Chairman

Don Klein, Vice Chairman

## **TOWNSEND BOARD OF HEALTH**

Chris Genoter, Chairman

Chris Nocella, Vice Chairman

Linda Johansen, Clerk

## **NASHOBA ASSOCIATED BOARDS OF HEALTH**

Rick Metcalf, District Sanitarian

Carla Hitzzenbuhler, Administrator

## **TOWN ADMINISTRATOR**

James M. Kreidler, Jr.

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# About ReOpen Townsend

The onset of COVID-19 was swift and unpredictable.

We now have a once-in-a-generation opportunity to thoughtfully build toward a more equitable, resilient, and vibrant community. Based off of the recommendations from the Massachusetts Reopening Advisory Board created by Governor Baker, ReOpen Townsend will work together as a community to reopen Townsend, MA in a way that is safe and sustainable. Together, we will create a plan that is based in science and tailored to the needs of our community.

## This Reopen Townsend Plan:

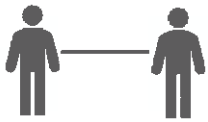
1. Proposes how to ReOpen Townsend recognizing its **values and priorities**
2. Recommends deployment of the **best approaches and innovations** for municipal offices and programs
3. Proposes mitigation guidelines by department to ensure a **safe and responsive process**

*All public health criteria included in this document are subject to change. As research and data on this novel coronavirus continue to develop, this plan can and will be updated to reflect the latest science and data.*

# Mandatory Safety Standards for All Municipal Departments

These standards will apply universally to all municipal departments and are designed to reduce the risk of COVID-19 transmission to employees and the public. Information released by [mass.gov](https://www.mass.gov/info-details/mandatory-safety-standards-for-workplaces) regarding Mandatory Safety Standards for Workplaces is summarized below.

## Social Distancing



- All persons, including employees, public, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- Establish protocols to ensure that employees can practice adequate social distancing
- Provide signage for safe social distancing
- Require face coverings/ masks for all employees when 6ft separation is not possible

## Hygiene Protocols



- Provide hand washing capabilities throughout the workplace
- Ensure frequent hand washing by employees and adequate supplies to do so
- Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

## Staffing and Operations



- Provide training for employees regarding the social distancing and hygiene protocols
- Employees who are displaying COVID19-like symptoms do not report to work
- Establish a plan for employees getting ill from Covid-19 at work, and a return-to-work plan

## Cleaning and Disinfecting



- Establish and maintain cleaning protocols specific to the business
- When an active employee is diagnosed with COVID19, cleaning and disinfecting must be performed
- Disinfection of all common surfaces must take place at intervals appropriate to said workplace



# Cleaning and Disinfecting Procedures

- Daily janitorial cleaning will be increased in the Town buildings with temporarily increased staffing and with added equipment (i.e. disinfecting foggers).
- In order to further prevent the spread of disease and to ensure cleaning is thoroughly done, we are asking individual departments to take on the disinfecting of **high-touch surfaces** in their department, including individual workspaces and commonly shared office spaces and equipment. We will be providing cleaning wipes and alcohol based sanitizing solution.
- High touch surfaces include, but are not limited to:

Tables	Handles
Doorknobs	Desks
Light switches	Phones
Countertops	Computers and keyboards

For office buildings see the CDC's guidelines on [Cleaning and Disinfecting Your Facility](#).

# Cleaning and Disinfecting Procedures

## How do I clean and disinfect?



**Put on disposable gloves.**

Throw them away when you're done.



**First, clean to remove dirt.**

Use soap and water to remove dirt and some germs.



**Next, disinfect to kill germs.**

Disinfectants need different times to work. Follow the directions on the label.



**Throw away gloves and wash your hands.**

Scrub hands for 20 seconds with soap and warm water.

## What should I use?



Products with EPA-approved emerging viral pathogen claims.



Products with at least 70% alcohol solutions.



Mix 4 teaspoons bleach with 1 quart of water.

## Protocols for When an Employee Tests Positive

If an employee is suspected or confirmed to have a COVID-19 infection, it is important to take immediate action:

- 1 Notify the Townsend Health Department:**
  - Rick Metcalf, District Sanitarian  
Nashoba Associated Boards of Health  
978.772.3335
- 2 Assist the Townsend Health Department in determining which employees may have been exposed to the virus and may need to take additional precautions.**
- 3 Clean and disinfect in accordance with the following current CDC guidance:**

In most cases, we will not need to shut down our building. If it has been less than 7 days since the sick employee has been in the building, close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the building, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the building.

# Protocols for When an Employee Tests Positive

Follow the CDC cleaning and disinfection recommendations:



Clean dirty surfaces with soap and water before disinfecting them.



To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2, the virus that causes COVID-19, and are appropriate for the surface.



Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.



You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

# Training for Employees

This section provides departments with training resources for Phase 1 of the Reopening Massachusetts plan. The resources align with the core strategies that are provided on the sector-specific checklists: social distancing; hygiene; staffing and operations; and cleaning and disinfecting. We encourage departments to use trusted governmental sources for employee training.



## Social Distancing

- [Increase social distance at work \(U.S. Department of Labor\)](#) (English)
- [El teletrabajo no es lo único para crear distancia física entre empleados](#) (Spanish)



## Hygiene

- See the information and handwashing video from the CDC at their web page titled "[How to Protect Yourself & Others](#)"



## Cleaning and Disinfecting

- [Cleaning](#) (US Department of Labor)
- [Getting Your Workplace Ready for COVID-19](#) (World Health Organization)
- [Cleaning and Disinfecting Your Facility](#) (U.S. Centers for Disease Control and Prevention)

# Re-entry Guidance Criteria



**The Town of Townsend will be re-entering “normalcy” through phases.**

- Each phase will last a minimum of three weeks and could last longer before moving to the next phase.
- Before entering each phase, the State and/or the immediate region must see a 14-day period of downward trajectory in the following public health metrics:
  - 1) Influenza-like illnesses or COVID-like syndromic cases reported
  - 2) Documented cases or positive tests as a percentage of total tests
  - 3) Hospitals treating all patients without crisis care
- The Board of Selectmen will determine and communicate when it is appropriate to move into any of the phases, likely following the State’s phase progression.
- No department should enter any phase inconsistent with town-wide directive.
- If public health metrics fall below thresholds, the Town may move back to a prior phase.
- All departments should adhere to State, Local, and CDC regulations, guidance, and sector-specific protocols throughout all phases.

***Specific phase protocol will be released as the State announces guidelines in each phase.***

## Phase 1: Overview

All Town Hall Departments should follow the Sector Specific Workplace Specific Safety Standards for Office Spaces to Address COVID-19.

Access to the town buildings is limited to department employees only. All public buildings will remain locked during this phase.

High risk individuals should work from home if possible and shall be provided priority consideration for workplace accommodations (i.e. alternative work schedule).

Closure of all meeting rooms to outside agencies, committees, and boards.

Suspension of all non-essential commercial and residential inspections. Inspections conducted without entering an occupancy can still take place.

# Phase 1: Self-Certifying

**All employees must Self-Certify prior to working.**

Each employee will self-certify to their supervisor that they have had **none** of the following prior to starting any work duties:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a severe or persistent cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

**Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by their local Board of Health.**



## Phase 1: Social Distancing

Each Department Head is responsible for ensuring **social distancing protocols**.

- ♦ Each office will have a restricted workforce presence to <25% maximum occupancy (normal occupancy as of March 1, 2020) at any given time. Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations (indicated by a \* in the chart below)

Town Hall Office Occupancy Limitations		
Department	Normal Capacity	25% Maximum Occupancy
Assessors	2	1
Building/Health *	3	1
Land Use	4	1
IT-Cable Access *	2	1
Executive Assistant	1	1
Accounting *	2	1
Selectmen-Administrator *	2	1
Recreation	4	1
Town Clerk *	2	1
Treasurer-Collector *	3	1
Veteran's Agent	1	1

## Phase 1: Social Distancing



Ensure separation of 6 feet or more between individual workspaces and employees



Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability. Face masks should be available to all employees. Wearing of own face covering or cloth mask is allowed.



Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows).



Limit meeting sizes, ensure 6 feet of social distancing; virtual trainings and meetings are encouraged when deemed appropriate.



Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing.



Meal preparation and eating of meals should be done individually, or separate from other employees, unless social distancing can be maintained.



Minimize the use of confined spaces (elevators, control rooms, etc.) to one person at a time; if two or more people are in a confined space at a time, all workers are required to wear a face mask

# Phase 1: Additional Guidance

## Hygiene

- Disinfecting of shared and public work areas will be performed after use and before the end of shift.
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g. telephones, fax machines)
- Encourage frequent handwashing; handwashing facilities will be available on site, with adequate supplies of soap and towels.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol prior to leaving a job site.
- Limit the handling of mail and packages to only a few members of the department.  
Disposable gloves (provided by the town) are required when handling or opening mail / packages.

## Staffing and Operations

- Department Heads will be responsible for ensuring that employees have adequate training to follow this policy (see training section).
- Workers must continue to telework if feasible when not scheduled to be in the building; external meetings should be remote to reduce density in the office.
- Department Heads should establish adjusted workplace hours and shifts for employees (if working in person, leverage working teams with different schedules or staggered arrival/departure) to minimize contact across workers and reduce congestion at entry points.
- Workers must stay home if they feel ill.
- Non-essential travel out of the region or by plane is prohibited without prior approval of the Town Administrator.

## Vehicle, Equipment, and Tool Use

- All vehicles must be disinfected before and after each use. Supervisor will make every effort to keep employees in the same vehicle for each week.
- All tools must be disinfected before and after each use. Supervisors will make every effort to keep the same tools and work assignment for each week.
- Employees are not authorized to use vehicles/equipment/tools not assigned by their supervisor.

# Phase 1: Senior Center and Library

## Senior Center

- The Townsend Senior Center should continue to follow Massachusetts DPH's [guidance for community day program settings](#).
- The Senior Center should remain closed to the public, and should continue remote activities or check-ins with seniors.
- The staff may return to work, as needed and must follow the 25% maximum occupancy guidelines above.

## Library

- The Library will remain closed to the public.
- The Library will continue operate curbside pickup and delivery only.
- The staff may return to work as needed and must follow the 25% maximum occupancy guidelines above.

## **Additional Phases**

### **Phase 2: Cautious**

- *Specific guidance to come*

### **Phase 3: Vigilant**

- *Specific guidance to come*

### **Phase 4: New Normal**

- *Specific guidance to come*

## Department-Specific Links

Click the following links for [department-specific information](#) and [municipal FAQs](#).



Building  
Department

[Building Inspections](#)



Health  
Department

[Information for Local Boards  
of Health](#)



Recreation  
Department

[Information for Beaches](#)  
[Information for Parks](#)

**TOWN OF TOWNSEND  
PLANNING BOARD  
272 MAIN ST.  
TOWNSEND, MA 01469  
978- 597-1722 \* [bfaxon@townsendma.gov](mailto:bfaxon@townsendma.gov)**

**Date:** January 13, 2021

**To:**

Board of Selectmen  
Board of Health  
Conservation Commission  
Zoning Board of Appeals

**From:** Planning Board Office

**MANDATORY REFERRAL NOTICE**

In accordance with MGL Chapter 40A, Townsend General Bylaw Chapter 85: NPDES Phase II Stormwater Management and Chapter 175: Article V Stormwater Regulations, the Planning Board will hold a public hearing on February 8, 2021 at 7:15 PM regarding an application received from Debbie Iodice, Joseph Iodice, and Dianne Silva proposing to excavate and relocate 110,000 sq.ft. of material on the property at 59 West Meadow Road as part of a site plan. The amount of material proposed to be removed is above the threshold for a Stormwater Management Permit.

Please review the attached application and relay any questions or concerns you have via email to [bfaxon@townsendma.gov](mailto:bfaxon@townsendma.gov) or additional comments on another sheet if necessary.

**APPLICANT/PROPONENT**      Debbie Iodice, Joseph Iodice

**LOCUS ADDRESS:**              59 West Meadow Road

**PARCEL ID:**                      Assessor's Map 5, Block 4, Lot(s) 1 & 2  
Zoned Residential A3 and B2 District, partially in Aquifer  
Overlay protection district

**DATE OF HEARING:**              7:15PM Monday, February 8, 2021

**TIME / PLACE OF HEARING:**      Remotely via Zoom

**LEGAL AD:**                          The Groton Herald Jan. 22<sup>nd</sup> and Jan 29, 2021

**COMMENTS**

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**NO COMMENT** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_





January 4, 2021

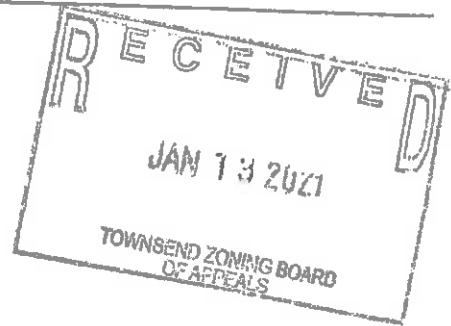
Revised 1/11/21

JN 6003

Townsend Zoning Board of Appeals

Townsend, MA 01469

Via e-mail



**RE: 59 West Meadow Rd. Iodice property**

Dear Board Members,

The applicants have applied for an earth excavation permit.

In the past the site has been used as a farm and dumping ground and more recently as a gravel pit. The applicants propose to clean up the trash, stabilize excavated areas and allow wetlands to re-vegetate naturally. The property, except for a recently created ANR lot, will ultimately be sold to Mass Fisheries and Wildlife. The site contains approximately 94.6 acres. Approximately 3 acres of the site is disturbed and will be reclaimed. Unsafe slopes will be regraded, one pile of sorted stone will be removed off-site from area A. The remaining piles of materials will be re-distributed or left in place. Approximately 150' of the existing access which is currently on Lot 1 will be relocated so it is entirely on the property to be acquired by the Commonwealth.

The site is partly in the Aquifer Protection Overlay District and partly in both RA & RB zone. The site is further mapped as endangered species habitat under the Mass Endangered Species Program. The program allows work to take place before April 15<sup>th</sup> without special conditions.

We look forward to discussing the project further at the hearing.

A handwritten signature in cursive script, appearing to read "Stanley R. Dillis".

Very truly yours,  
Stanley R. Dillis P.L.S.

**DILLIS & ROY**  
CIVIL DESIGN GROUP, INC.

A rectangular stamp with the word "RECEIVED" in large, outlined letters at the top. Below it, the date "JAN 13 2021" is stamped.

TOWN OF TOWNSEND  
TOWN CLERK



Office of the  
**ZONING BOARD OF APPEALS**  
272 Main Street  
Townsend, Massachusetts 01469  
Phone: (978)597-1700 x1723 Fax (978)597-1722

**RECEIVED**  
JAN 12 2021

TOWN OF TOWNSEND  
TOWN CLERK

### APPLICATION FORM

Application form as incorporated in Zoning Board of Appeals Rules and Regulations as adopted on May 26, 2010. Earlier revisions: 10/6/94, 10/5/95, 10/30/95, 4/10/97, 5/12/99, 3/1/01, 12/16/05, 6/13/07.

Name: Debbie Iodice, Joseph Iodice, Dianne Silva

Mailing Address: 387 Lakeside Dr, West Centerville, MA 02882

Property Address: 60 West Meadow Rd

Applicant's phone: c/o odg 978 770 8081 Anna Rogers 978 648 3829

Applicant is (circle one): Owner Agent/Attorney Purchaser Tenant

Property owner's name and mailing address (if not applicant): Same

#### Characteristics of Property:

Number of lots 1 Lot Area 94.8 Acres Frontage 1485' Zoning District RA & RB  
(if more than one lot, please complete information for each lot individually)

Assessor's Office Map # 5 Block # 4 Lot # 0140

Recorded at Middlesex Southern Registry of Deeds: Book: 87159 Page: 163

1. Is the parcel in the Aquifer Protection District? PARTLY
2. Is the parcel within 300 feet of the Squannacook River? NO
3. Is the parcel in an Historic District? NO
4. Are there any brooks, streams, swamps, bogs, lakes, ponds, or other wetlands on the lot or within 100 feet of the lot? YES
5. Will this request result in additional living space?  
If yes, do you have Board of Health approval for a septic system to serve this space? NO  
If you do not, please explain:

conf..

Attn: Mr. James M. Kreidler, Jr., Town Administrator  
272 Main Street, Townsend, MA, 01469

December 4<sup>th</sup>, 2020

RE: Town Treasurer / Tax Collector

Good Evening,

I am excited to submit my resume in consideration of the Town Treasurer / Tax Collector position posted on the MMA website. I bring to the table over five years of progressively challenging municipal government experience including treasury, tax collection, payroll as well as experience with various Municipal Financial softwares. As an employee my strengths include leadership, critical thinking and problem solving.

As the Assistant Treasurer in Tyngsborough, I have had experience with all aspects of the treasury and tax collection functions including borrowing, tax title and submittal of year end items. I have strong skills in reconciliations and data analyzation. In addition, I am a quick learner and will have no issues adjusting to the Maynard way of doing things. I am able to both lead and be a team player. My goal is to have a lifelong career as a Treasurer / Tax Collector and it would be an honor to serve the Town of Townsend.

I am looking forward to continuing my education with the Massachusetts Collectors and Treasurers Association. It is my goal to become certified as soon as possible. I make up for many years of experience with resourcefulness and networking. This opportunity would truly be a dream come true.

Thank you very much and I look forward to hearing back from you.

Sincerely,

Jared R. Aponte



**Jared R. Aponte**  
**76 Cottage Street**  
**Leominster, MA 01453**

**jaredraponte@gmail.com**  
**(978) 697-5629**

### **Education**

*Western Governors University* – 2010-2013 – Studied Business  
*Ayer High School* – Graduated in 2010 with Honors

### **Work Experience**

#### ***Town of Tyngsborough – Tyngsborough, MA***

*December 2019 – Present*

Assistant Treasurer: Process in house bi-weekly payroll including earnings, deductions, benefits, levies and taxes. Prepare payroll warrants and deduction warrants for all payroll vendors. Receive cash, check and ACH turnovers from all departments. Monitor bank accounts regularly providing summaries to appropriate departments regarding incoming payments. Maintain excel cashbook and enter receipts into Softright. Reconciliation of liability accounts and all bank accounts. Process quarterly 941 reports and year end W2's. Assist with the tax title process including mailings and processing payments received. Supervise part-time administrative and temporary staff as assigned. Provide other treasury and tax collection support as needed.

#### ***Tyler Technologies – NC, SC, GA, TN, KY***

*January 2019 – October 2019*

Implementation Consultant (Munis Payroll and Human Resources Software): Worked with colleagues and managers to implement and proactively manage software. Understand clients' business processes and configure applications based on business needs and accepted best practices. Familiarized with various payroll and human resources laws and regulations. Provide implementation support to new clients by leading customers through the implementation process, communicating with those involved to ensure that implementation is completed and any issues are resolved. Trained users in system set up, administration and database maintenance. Identified and reported any software gaps to development team. Created user documentation when required. Successfully migrated clients from old payroll software to Munis software.

#### ***City of Gardner – Gardner, MA***

*March 2017 – June 2018*

Assistant Treasurer / Tax Collector: Performing and handling of all the payroll related functions and duties of the City Treasurer's office, including using the in-house computerized payroll system of Munis; processing of all payroll, payroll deductions, related benefits and reporting for over 600 weekly and bi-weekly City and School employees; as well as maintain/develop payroll related spreadsheets and reports. Prepare and distribute accounts payable checks. Assist in the receiving of treasurer turnovers and preparing bank deposits. Assist in the collection and posting of real estate, personal property, excise, water and sewer taxes. Assist in Tax Title process. Monthly reconciliation of bank accounts and check registers. Perform telephone duty. Responsible for handling all other duties and responsibilities that may be required to maintain the efficiency of the Treasurer/Collector's Department.

#### ***Town of Harvard – Harvard, MA***

*January 2015 – March 2017*

Assistant Town Clerk / Assistant to the Finance Department: Created certified copies of birth, death and marriage certificates. Posted agendas for all departments. Assisted in town meetings and elections. Collected and processed Town Census reports and dog licenses. Sales of transfer station, beach and other stickers. Greeted and assisted town residents with various needs. Created and mailed Municipal Lien Certificates. Collected real estate, excise and personal property taxes. Created turn-overs for cash and checks to the Town Treasurer. Processed warrants and prepared account payable checks.

Assistant Assessor: Maintained all records and day to day work of the Assessing Department including chapter land liens, 3ABCs, statutory exemptions, real estate and motor vehicle abatements. Prepared property record cards using Vision software. Created agendas, attended all Board of Assessors meetings and took minutes of the meeting. Set new tax year using Munis software for actual and preliminary billing.



## Carolyn Smart

---

**From:** Alisa Struthers <alisa\_55@verizon.net>  
**Sent:** Monday, January 4, 2021 6:40 PM  
**To:** Carolyn Smart  
**Subject:** HDC re appointments

Hi Carolyn

The Historic District Commission needs 3 year re appointments for

Alisa Struthers

Kenneth Diranian

Clare Kaupi

Can you add to Kens name on the website his credentials after his name ? It would read Kenneth Diranian AIA.

Kathy S.. tried but it wouldn't let her add it and asked me to ask you if you can .

He's our architect and signs with these creds. Thank you very much.

I miss seeing you..

Happy New Year

Alisa Struthers





## Carolyn Smart

---

**From:** Andrea Wood <andrea\_wood1@verizon.net>  
**Sent:** Tuesday, January 12, 2021 9:55 AM  
**To:** Jim Kreidler; Kathy Spofford  
**Cc:** Carolyn Smart; Laura Shifrin, TownsendCenterRealty.com  
**Subject:** Properties Committee

Hello,

The Finance Committee has voted to have Steve Sheldon as their representative to the Properties Committee.

Andrea Wood



This email has been checked for viruses by Avast antivirus software.  
<https://www.avast.com/antivirus>



## **Carolyn Smart**

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**From:** Eric Chartrand  
**Sent:** Monday, January 11, 2021 1:28 PM  
**To:** Carolyn Smart  
**Subject:** Surplus digital camera

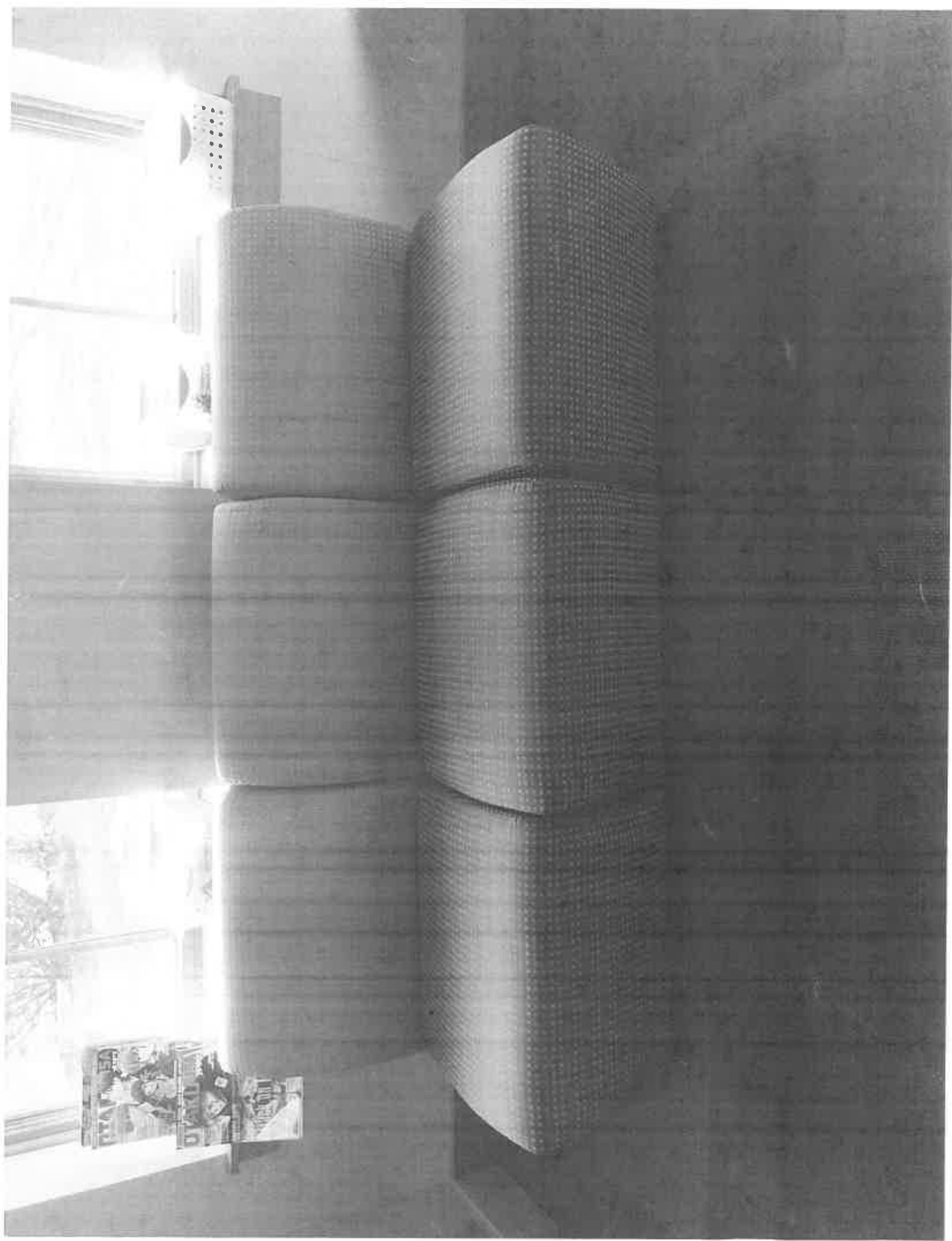
Good Afternoon,

I have a surplus digital camera that is no longer of use to my department. "Kodak easy share z700". Please let me know how to proceed as we no longer have a need for this equipment.

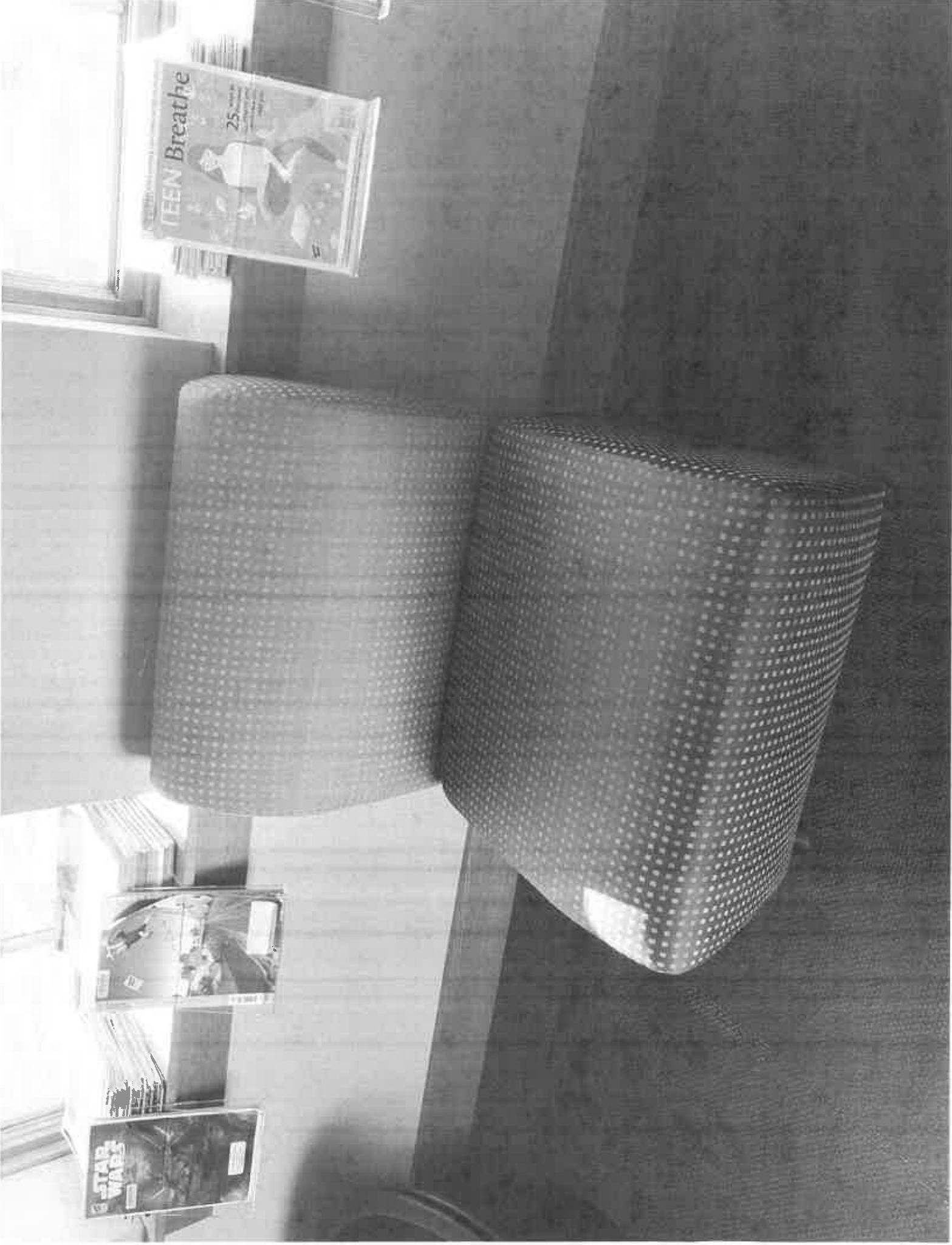
Respectfully,

Eric Chartrand CBO  
Building Commissioner  
Town of Townsend





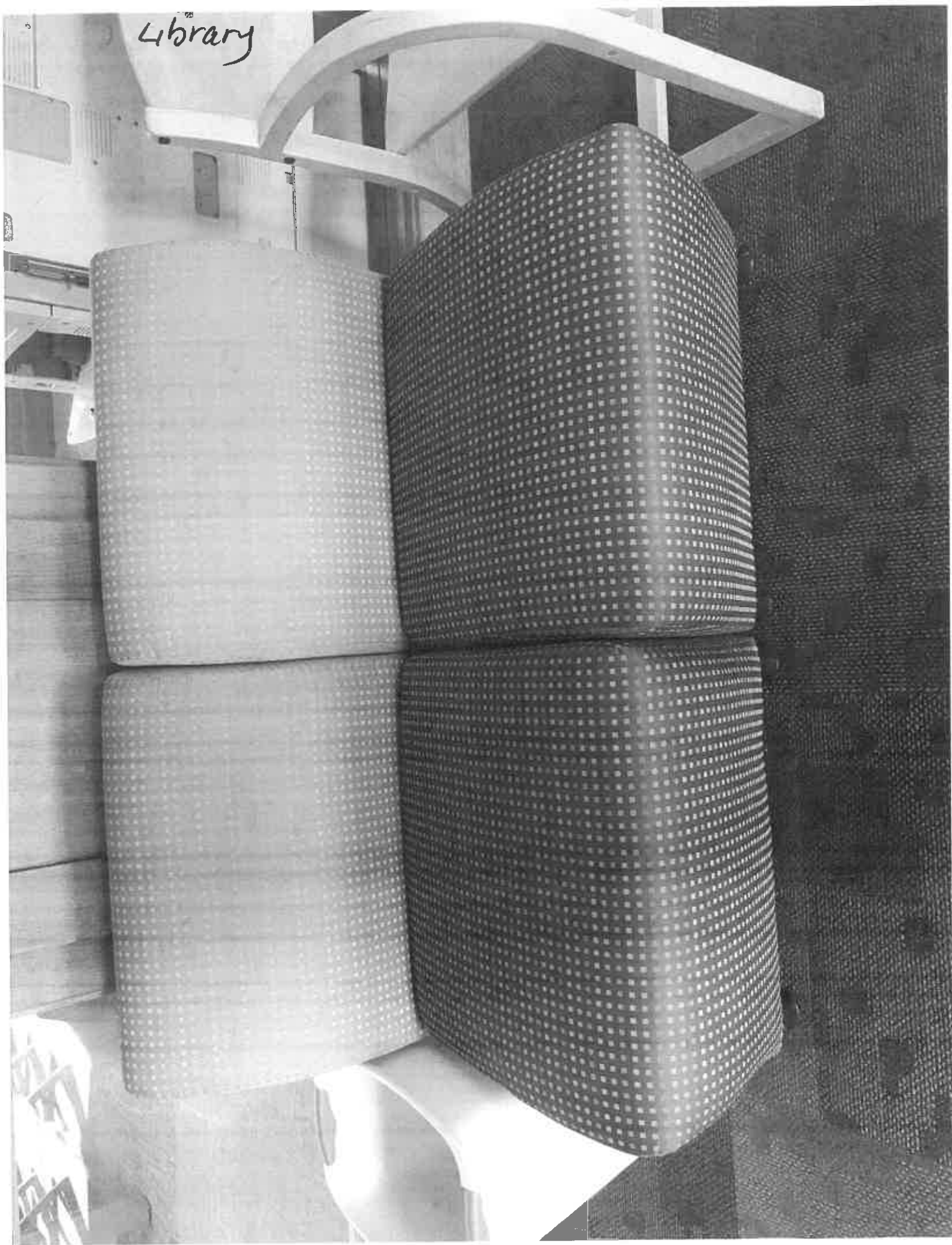








Library







## TOWNSEND HIGHWAY DEPARTMENT

177 Main Street, Townsend, MA

(978) 597-1712 jsmith@townsendma.gov

James A. Smith  
Acting Highway Superintendent



### MEMORANDUM

DATE: January 14, 2021  
TO: Board Of selectmen  
FROM: James Smith, Highway Superintendent  
RE: Surplus material

Good morning:

The Highway department would like to declare the following as surplus. All values and quantities are estimated.

5-6 cord of Hardwood. Various log lengths.	No Value
8-10 cord of Pine. Various log lengths.	No Value

Throughout the year the Highway Department collects fallen trees and limbs from the edges of the roads due to storm events. We then pile the storm debris at the Highway Department. My hopes are to once a year have the debris removed to make room for future storm debris and help keep the yard organized and clean.

Please contact me if you have any further questions or concerns.



AMENDMENT

3.4  
as of January 12, 2021 by and between VADAR® Systems, Inc of  
ADAR®") and the Municipality of Townsend, MA ("Municipality").

WITNESSETH:

WHEREAS, the parties hereto entered into a certain Agreement for the term of July 1,  
2019 to June 30, 2022 ("Agreement") for financial software ("Software"); and

WHEREAS, the parties hereto desire to amend the Agreement in certain respects;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants  
contained herein, the parties hereto hereby amend the Agreement as follows:

1. During the remaining term of the Agreement, VADAR® shall provide  
Municipality with licenses of the Software according to the terms set forth in  
Exhibit, "Attachment C," attached hereto.
2. This Amendment is hereby incorporated, in full, within the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment in  
duplication originals of the date first written above.

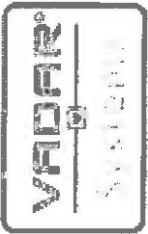
MUNICIPALITY

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

VADAR® SYSTEMS, INC.

By: FANH, CEO 1/12/21  
Title: CEO  
Date: January 12, 2021





EST. 1996

VADAR® Systems, Inc.

Financial Software Proposal for Townsend, MA

Date: 1/12/2021

One Time Set Up Charges:

	<u>Year 1</u>
File Set-Up Utility Master Application	\$ 5,990.00
Meter Reading Import Conversion to Cubic Feet	\$ 2,490.00
Data migration Utility	\$ 2,990.00
Software Installation & Implementation Utility	\$ 1,990.00
User Training Utility (3 live sessions - virtual or onsite TBD)	\$ 2,370.00
<u>Subtotal One Time Charges:</u>	\$ 15,830.00

Software Licenses & Support Charges:

Utility Billing & Collection - Water Billing & Collection

Annual Software & Support Subtotals:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
	\$ 7,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00
<u>Annual TOTAL Cost before Discount:</u>	\$ 7,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00	\$ 2,990.00

Current Client Discount:

\$ (2,796.50)

VADAR Cloud - 4 Cloud Users:

	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
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Total Cost - Traditional Acquisition

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
	\$ 23,023.50	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00	\$ 4,990.00
<u>6 Year Total</u>						\$ 47,973.50

Total Cost - 6 Year Payment Plan (0%):

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58	\$ 7,995.58
<u>Selected Payment Option</u>						\$ 47,973.50

Additional Notes:

Above pricing is reflective of a three (3) year contract; support costs will be held firm for six (6) years (one renewal cycle)

Above pricing includes the following "go live" training: 3 live sessions either virtual or onsite - TBD; additional on-site training is \$790 per day minimum one day billed

Above pricing includes the following data migration services for utility: balance carry forward data, last read data and clerical information only; no historical transactions conversion included; additional data migration services provided on a project basis

Above licensing costs for Utility are for VADAR's standard offering only; specialized processes or out of scope requirements may incur additional costs

The VADAR Utility application is not a work order/scheduling/inventory application; work service fees can be billed and collected, however

No manual data entry included

Approved custom Programming or approved special programming/data migration services quoted on a project basis

This proposal valid through March 31, 2021

Attachment C

Utility Suite - Standard Offering

All meter readings will be Imported and billed at cubic feet only





This Application is for:

\_\_\_\_\_ Variance of the Zoning Bylaws, Code of the Town of Townsend Section 145-66 and Section \_\_\_\_\_ - Fee \$300.00 (see additional information/requirements on the next page)

☒ Special Permit for Earth Removal under Section 145-46, Section 145-65 and Section 145-40 of the Zoning Bylaws, Code of the Town of Townsend.

Under 7000 cubic yards Fee \$300.00,

7001 cubic yards and over Fee \$750.00

Material to be removed: Less than 7000cy

\_\_\_\_\_ Appeal under Section 145-64 of the Zoning Bylaws, Code of the Town of Townsend.  
Fee: \$300.00

\_\_\_\_\_ Comprehensive permit under M.G.L. Ch. 40B: Base fee: \$7,500 plus the following based on the number of units:

Number of Units	Cost per Unit
1-5	\$135.00
6-15	\$300.00
16-30	\$400.00
31 or more	\$450.00

\_\_\_\_\_ Special Permit for multi-family housing under Section 145-37 of the Zoning Bylaws, Code of the Town of Townsend. Fee \* \$5,000.00 plus \$135.00/unit

☒ Special Permit under Section 145-65 and Section A \_\_\_\_\_ of the Zoning Bylaw, Code of the Town of Townsend. Fee \$300.00. (for any special permit section not listed above).

\_\_\_\_\_ Renewal of Special Permit under Section 145-65 and Section \_\_\_\_\_ of the Zoning Bylaw, Code of the Town of Townsend. Fee \$135.00

\* For more than one request checked above, pay the highest applicable fee

Fees listed provide for the administrative costs of the Board, and do not include special costs such as consultants to review engineering plans or other expert opinions the Board may deem necessary. Under M.G.L. c. 40A and c. 44, §53G, the Board may require an applicant to pay the reasonable costs of outside consultants. The Board may also require an applicant to pay any unusual administrative costs, such as copying costs for large submissions of plans or drawings greater than 8.5" by 14". The applicant shall pay the cost of recording any decision at the Registry of Deeds. Application fees are non-refundable.

Further Variance Information:

Revised September 1, 2010

If applying for a Variance, please answer the following questions:

Under state law (MGL Ch 40A, Section 10), the Board cannot issue a Variance unless the Board finds that the requirements in (a) through (f) below are met. The applicant is obligated to demonstrate these points to the Board. If you need advice on (c) through (f), you should consult an attorney. No Town official can advise you on your answers.

- (a) What type of variance are you requesting?\*
- (b) What is the amount of the variance from the particular requirements of the Code of the Town of Townsend?\*
- (c) What circumstances relating to the particular soil condition, shape, or topography of your land or structures cause you to need a variance?
- (d) What substantial hardship, financial or otherwise, owing to the particular circumstances in (c) above, would result if this application for a variance were denied?
- (e) The granting of this variance by the Zoning Board of Appeals would not be detrimental to the public good; and
- (f) The granting of this variance is not a substantial derogation from the particular bylaw or bylaws.

\* The Building Department or the Zoning Board Administrator can assist you in filling out of this application for items (a) and (b).

#### ITEMS THAT MUST BE SUBMITTED WITH THE APPLICATION FORM:

1. Any correspondence from the Building Inspector concerning this request, including the written rejection letter which is being appealed pursuant to M.G.L. ch. 40A § 8 and the Zoning Bylaws, Code of the Town of Townsend § 145-64.
2. One-page summary of the proposal (for a Variance, see the above information).
3. A scaled plot plan that distinguishes existing structures from the proposed construction. Said plan must also show all setbacks (front, side, rear) and frontage measurements. All lot and structural dimensions, both existing and proposed, must be clearly delineated.
4. For an accessory apartment, include floor plans of the principal residence and the apartment, along with a report from the Board of Health in accordance with Section 145.36 D of the Zoning Bylaws, Code of the Town of Townsend.

**INSTRUCTIONS FOR FILING APPLICATIONS:**

Present the signed application with the items listed above to the Town Clerk, which will then certify the date of filing and give you a copy of the application as certified.

File the certified copy, along with 8 additional copies (for distribution to the ZBA members, Town Counsel, and Mandatory Referrals), and the fee with the Town Clerk. Hand delivery to the Town Clerk is recommended.

**ALL APPLICANTS MUST READ, SIGN AND DATE THE FOLLOWING:**

I certify that the information provided above is true and correct to the best of my knowledge; that I understand that the Board may require additional information to process or grant this application; that the Board may require me to pay additional consulting or other unusual costs; that errors in this information, or in the information I provide at the public hearing, may result in the denial of this application or the revocation of any favorable decision issued by the Board; that any relief granted by the Board shall be limited to the request made in this application; that I may be represented by counsel at my own expense; that if my application is denied it cannot be resubmitted for two years, following its denial, without prior approval of both the Zoning Board of Appeals and the Planning Board; and that I am responsible for all other applications, permits, approvals etc., that may be required by law.

Signed:

Name

Date

**AUTHORIZATION FORM**  
**To REPRESENT PROPERTY OWNER(S)**

Page 1/2

DATE: \_\_\_\_\_

TO: Town of Townsend

I/We, the undersigned owner(s) grant full permission to:

**APPLICANT(S) / AUTHORIZED REPRESENTATIVE(S)**

Stan Dillis  
 Name (please print)  
Duckworth & Dillis LLC  
 Street Address  
Route 119 MA 01740  
 City State Zip  
978-779-1091 978-779-0240  
 Daytime Phone # (s) Home Phone Fax

Anna E. Rogers  
 Name (please print)  
557 Lakeside Dr. W  
 Street Address  
Centerville, MA 02630  
 City State Zip  
978-241-8829 508-744-7225  
 Daytime Phone # (s) Home Phone / Fax  
Cell (anytime)

to act as our agent and hereby authorize this representative to take any action, including but not limited to paying consulting fees, agreeing to conditions set by any applicable Board or Commission, signing agreements and/or extending deadlines. This agent has my/our full permission to submit applications, present plans, submit requirements and speak on my/our behalf with regard to:

**PROPERTY LOCATED AT:**

59 West Meadow Rd. Townsend, MA  
 Street Address

**ASSESSOR'S PARCEL ID:**

Map # 5 Block # 4 Lot # 110

**OWNER (S):**

Joseph F. Iodice  
 Name (please print)  
399 Hurricane Hill Rd  
 Street Address  
Mason NH 03048  
 City State Zip  
603-213-1465  
 Daytime Phone # (s) Home Phone

Dianne M. Silva  
 Name (please print)  
494 Hillcrest Ave  
 Street Address  
Okemos, MI 48864  
 City State Zip  
517-888-3236  
 Daytime Phone # (s) Home Phone

[Signature]  
 Signature of Owner

[Signature]  
 Signature of Owner

**AUTHORIZATION FORM  
To REPRESENT PROPERTY OWNER(S)**  
Page 2/2

DATE: 9-2-2020

TO: Town of Townsend

I/we, the undersigned owner(s) grant full permission to:

APPLICANT(S) / AUTHORIZED REPRESENTATIVE(S):

Stran Dillis  
Name (please print)  
Ducharme & Dillis LLC  
Street Address  
Bolton, MA 01740  
City State Zip  
978-579-6091  
Daytime Phone # (s) / Home Phone

Arina E. Rogers  
Name (please print)  
357 Lakeside Dr. W  
Street Address  
Centerville, MA 02632  
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978-846-3529 / 508-744-7225  
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Street Address

ASSESSOR'S PARCEL ID:

Map # 5 Block # 4 Lot # 110

OWNER (S):

<u>Debbie L. Jodice</u> Name (please print) <u>70445 11th St.</u> Street Address <u>Florida Springs, LA 70430</u> City State Zip <u>985-246-9070</u> Daytime Phone # (s) / Home Phone	<u>Debbie L. Jodice</u> Name (please print) <u>70445 11th St.</u> Street Address <u>Florida Springs, LA 70430</u> City State Zip <u>985-246-9070</u> Daytime Phone # (s) / Home Phone
--	--

Signature of Owner

Signature of Owner

Town of Townsend

**Board of Assessors**

272 Main Street Townsend, MA 01469  
(978) 597-1706

**Certified List of Abutters**

This is to certify that at the time of the last assessment for taxation made by the Town of Townsend, the names and addresses of the abutters to the above parcel of land are listed.

This list of abutters is obtained from our assessment records and has not been verified by a title search at the Registry of Deeds. This abutters list is valid for 6 months from the date of issue.

Board of Assessors



Jodie Deschene  
Administrative Assessors

Town of Townsend

Board of Assessors

272 Main Street Townsend, MA 01469  
(978) 597-1706

Certified List of Abutters

12/23/2020

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59 WEST MEADOW ROAD PARCEL ID 5-4-0 2 1

300-foot abutters, which is the subject of appeal and/or petition.

This Certified List of Abutter is requested by: DILLIS & ROY

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Town of Townsend

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Town of Townsend

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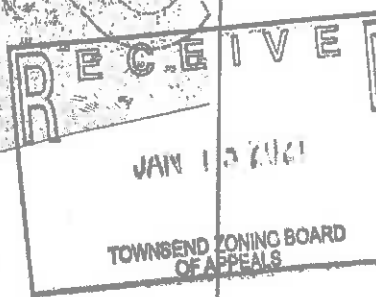
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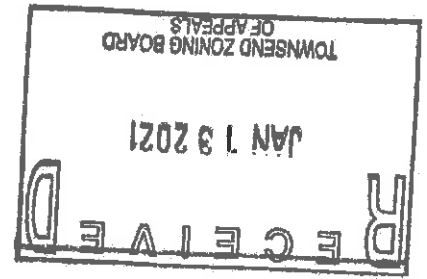
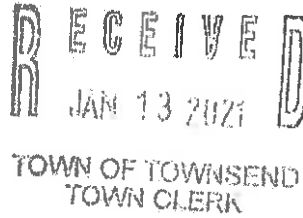
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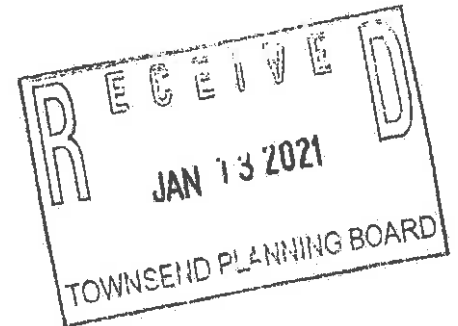




# OPERATION & MAINTENANCE MANUAL

59 West Meadow Rd

TOWNSEND, MASSACHUSETTS



**Prepared For:** DEBBIE IODICE, JOSEPH IODICE, DIANNE SILVA  
357 LAKESIDE DR. WEST CENTERVILLE, MA

**Prepared By:** DILLIS AND ROY CIVIL DESIGN GROUP, INC.  
1 MAIN STREET SUITE 1  
LUNENBURG, MA

December 29, 2020  
Revised 1/11/21

6003



issued and therefore it is null and void. This does not imply that a violation did not occur but simply the parties responsible were not cited properly and due process was not adhered to therefore the order is unenforceable. The order of enforcement from the Conservation Commission includes a stop work order but only for activity in the buffer zone and resource areas. The Order of Conditions from the Division of Fisheries and Wildlife was never recorded and needs to be recorded at the Registry of Deeds.

To achieve what was proposed by your engineer Ducharme & Dillis, and the Conservation Commission and the Division of Fisheries and Wildlife orders and conditions it is my determination that a special permit is required. Section 145-46 of the town bylaws require a special permit from the Zoning Board of Appeals in order to excavate any amount over 20 cubic yards of soil, rock, sod, loam, peat, humus, clay, sand, earth, gravel or other materials from any land within Townsend. The order from the Division of Fisheries and Wildlife explain what shall be done to the site to make it as reasonably whole again but it does not provide a way of achieving it. The role of a special permit is to authorize specified uses after weighing the benefit or the detriment of a proposal. When granting a special permit the Town is authorized to set reasonable restrictions to authorize special uses. In this case the days and hours of operation addressed and some basic guidelines can be requested to ensure that the operation will not cause a nuisance to the abutters; no burning of trash, prohibiting the use of the property as a transfer station, daily maintenance of the roadway, ect. For the applicant this provides a legal means of achieving their goals as well as the opportunity to request approval for additional privileges such as the sale of some of the remaining stockpiles of loam brought onto the property by the previous owners for agriculture and gravel that was previously processed as a way to generate much needed revenue in order to achieve their goals. I am not implying that the Zoning Board of Appeals will approve your request that is for the board to decide.

No mining was being conducted during the last inspection, nevertheless let this letter be written notification to any party, owner, trustee, subcontractor or agent of this property that they are hereby ordered to immediately cease and desist any excavations at the property without approval by way of a special permit in accordance with Section 145-46 of Townsend Bylaws. You are also hereby notified that the burning trash, the use of the property as a transfer station, or any other action exclusively prohibited by the town code or bylaw is strictly prohibited unless permission has been granted in writing by the committee, department, board or selectperson or persons responsible for such approval.

I have had several conversations with residents, town employees and board members, Fish and Wildlife employees and members of the Iodice family Trust. Most notably former trustee Anne Rodgers who is acting as an agent of the trust. She informed me that they have plans to sell this property by subdividing ANR plots and anything that remains is to be sold to the Division of Fish and Wildlife. These deals are sensitive and complex, some requiring deadlines to be met in order for them to move forward. If these plans reach fruition any zoning and property violations will be remedied or transferred to the new owners of the land. If the owners are heard by the board it will give all town departments a chance to weigh in on these plans as they may have implications from various departments, boards or committees and coincide with the restoration of the land, its sale or future use.

In closing let me take this opportunity to acknowledge Joe's efforts to clean the property. No one I have spoken to disputes that the site was left in deplorable condition by its previous owners and that it's been cleaned up substantially. These efforts have not gone unnoticed.

Applications for special permits can be found at the land use office or the office of the town clerk. If you have any questions or concerns regarding this order or need any assistance please reach out to me or my office at your convenience.

Whoever is aggravated by a zoning interpretation, order, requirement, direction or failure to act by the Building Commissioner may file a notice of appeal to be heard by the Zoning Board of Appeals within 30 days of the receipt of this letter.

Respectfully,



Office of the  
*Building Commissioner*  
Town of Townsend,  
272 Main St  
Townsend, Ma 01469  
978-597-1700 ext 1709 978-597 8135 fax

September 8th, 2020

Cert# 7015 1520 0000 1765 7003

Alfred Iodice Irrevocable Family Trust  
Debbie Iodice  
70245 11th St  
Abita Springs, LA 70420

**RE: Allegations of zoning violations at 59 West Meadow Rd Map 5, Block 4, Lot 0**

To whom it may concern,

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Eric Chartrand CBO  
Building Commissioner  
Town of Townsend

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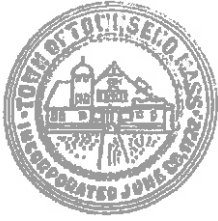
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Respectfully,





*Office of the*  
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*Town of Townsend,*  
*272 Main St*  
*Townsend, Ma 01469*  
*978-597-1700 ext 1709 978-597 8135 fax*

September 8th, 2020

Cert# 7015 1520 0000 1765 7010

Alfred Iodice Irrevocable Family Trust  
Joseph Iodice  
399 Hurricane Hill Rd  
Mason, NH 03048

**RE: Allegations of zoning violations at 59 West Meadow Rd Map 5, Block 4, Lot 0**

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### 3.0 Operation & Maintenance Task Checklist

Below is a checklist of all the items mentioned in the Operation & Maintenance Manual that will facilitate the longevity and functionality of the systems:

O&M Task		Monthly	Quarterly	Spring	Fall	Yearly	As required
<b>1.</b>	<b>Sediment Control</b>						
	<i>Inspection</i>	x					
	<i>Remove Sediment/Debris</i>						x
<b>2.</b>	<b>Entrance</b>						
	<i>Inspection</i>	x					
	<i>Cleaning and replacement of stone</i>						x
<b>3.</b>	<b>Wetland restoration</b>						
	<i>Inspection per Con Com approvals</i>		x				
	<i>Debris / leaf removal</i>			x	x		
	<i>Replace dead vegetation</i>					x	x

Any damage or obstructions found in the systems mentioned above should be repaired immediately.

## **1.0 Project Narrative**

### **1.1 Project Type**

The Applicant is proposing restoration and clean-up of previously disturbed areas

### **1.2 Site Description**

The subject site is approximately 95 acres that was used agriculturally and subsequently as a gravel pit.

### **1.3 Proposed Project**

The intent is to remove the debris from the site, restore slopes to a minimum of 2:1 and mitigate / restore any disturbed wetlands. The site will then be purchased by Mass Fisheries and Wildlife

### **1.4 Mitigation Measures**

Throughout the restoration at the site work will only be allowed in previously disturbed areas. Trash removal disposal shall be documented to ensure all protocols for proper disposal are followed.

## **2.0 Operation & Maintenance Tasks**

The following activities should be performed routinely to allow for erosion control.

### **2.1 Sediment Control (Pre/During Construction)**

The work will take place in disturbed areas. Any runoff shall be contained in those areas. Significant amounts of sediment shall be contained and disposed of in an approved manner. A rip rap construction entrance of at least 50' in length shall be installed at the relocated entrance at West Meadow Rd.

### **2.2 Disturbed Surfaces (During Construction)**

Areas that have been completed or that will not be worked-on for more than 14 days should be stabilized with permanent vegetative cover as soon as possible but not more than 14 days after the last construction activity. Surfaces that are disturbed by ongoing construction activities or erosion processes shall be stabilized as soon as possible. Existing disturbed areas shall be left in a natural state after re-grading.

## **TABLE OF CONTENTS:**

### **1.0 Project Narrative**

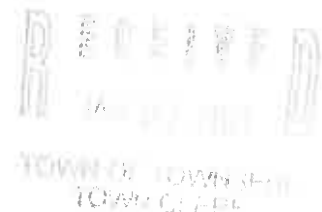
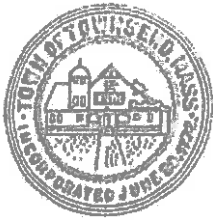
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### **2.0 Operation & Maintenance Tasks**

- 2.1 Sediment Control Barrier*
- 2.2 Driveway*
- 2.3 Rain Garden*
- 2.4 Rip Rap*

### **3.0 Operation & Maintenance Task Checklist**

Eric Chartrand CBO  
Building Commissioner  
Town of Townsend



Office of the  
*Building Commissioner*  
Town of Townsend,  
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978-597-1700 ext 1709 978-597 8135 fax

September 8th, 2020

Alfred Iodice Irrevocable Family Trust  
Anne Rodgers  
357 Lakeside Dr  
West Centerville, MA 02632

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To achieve what was proposed by your engineer Ducharme & Dillis, and the Conservation Commission and the Division of Fisheries and Wildlife orders and conditions it is my determination that a special permit is required. Section 145-46 of the town bylaws require a special permit from the Zoning Board of Appeals in order to excavate any amount over 20 cubic yards of soil, rock, sod, loam, peat, humus, clay, sand, earth, gravel or other materials from any land within Townsend. The order from the Division of Fisheries and Wildlife explain what shall be done to the site to make it as reasonably whole again but it does not provide a way of achieving it. The role of a special permit is to authorize specified uses after weighing the benefit or the detriment of a proposal. When granting a special permit the Town is authorized to set reasonable restrictions to authorize special uses. In this case the days and hours of operation addressed and some basic guidelines can be requested to ensure that the operation will not cause a nuisance to the abutters; no burning of trash, prohibiting the use of the property as a transfer station, daily maintenance of the roadway, ect. For the applicant this provides a legal means of achieving their goals as well as the opportunity to request approval for additional privileges such as the sale of some of the remaining stockpiles of loam brought onto the property by the previous owners for agriculture and gravel that was previously processed as a way to generate much needed revenue in order to achieve their goals. I am not implying that the Zoning Board of Appeals will approve your request that is for the board to decide.

No mining was being conducted during the last inspection, nevertheless let this letter be written notification to any party, owner, trustee, subcontractor or agent of this property that they are hereby ordered to immediately cease and desist any excavations at the property without approval by way of a special permit in accordance with Section 145-46 of Townsend Bylaws. You are also hereby notified that the burning trash, the use of the property as a transfer station, or any other action exclusively prohibited by the town code or bylaw is strictly prohibited unless permission has been granted in writing by the committee, department, board or selectperson or persons responsible for such approval.

I have had several conversations with residents, town employees and board members, Fish and Wildlife employees and members of the Iodice family Trust. Most notably former trustee Anne Rodgers who is acting as an agent of the trust. She informed me that they have plans to sell this property by subdividing ANR plots and anything that remains is to be sold to the Division of Fish and Wildlife. These deals are sensitive and complex, some requiring deadlines to be met in order for them to move forward. If these plans reach fruition any zoning and property violations will be remedied or transferred to the new owners of the land. If the owners are heard by the board it will give all town departments a chance to weigh in on these plans as they may have implications from various departments, boards or committees and coincide with the restoration of the land, its sale or future use.

In closing let me take this opportunity to acknowledge Joe's efforts to clean the property. No one I have spoken to disputes that the site was left in deplorable condition by its previous owners and that it's been cleaned up substantially. These efforts have not gone unnoticed.

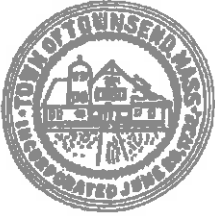
Applications for special permits can be found at the land use office or the office of the town clerk. If you have any questions or concerns regarding this order or need any assistance please reach out to me or my office at your convenience.

Whoever is aggravated by a zoning interpretation, order, requirement, direction or failure to act by the Building Commissioner may file a notice of appeal to be heard by the Zoning Board of Appeals within 30 days of the receipt of this letter.

Respectfully,

Eric Chartrand CBO  
Building Commissioner  
Town of Townsend





Office of the  
*Building Commissioner*  
Town of Townsend,  
272 Main St  
Townsend, Ma 01469  
978-597-1700 ext 1709 978-597 8135 fax

September 8th, 2020

Cert# 7015 1520 0000 1765 6990

Alfred Iodice Irrevocable Family Trust  
Diane Silva  
12958 Ontonagan  
Dewitt, MI 48820

**RE: Allegations of a zoning violation at 59 West Meadow Rd Map 5, Block 4, Lot 0**

To whom it may concern,

The Townsend Building Department has been receiving complaints about zoning violations and 59 West Meadow Rd (herein known as "the property"). Mr. Iodice graciously invited me out to view the property on August 24th, 2020 and after that inspection and a review of the property file I have come to the following determinations:

**Statement of the Facts**

- A deed was granted from Anne E. Rodgers transferring ownership to Dianne M. Silva, Joseph F. Iodice and Debbie L. Iodice on April 28th, 2016
- A stop work order was issued to the previous Trustee Anne E Rodgers on November 14th, 2017 citing a violation of Section 145-46 of the towns bylaws.
- On March 06, 2018 an email was received from Anne E. Rodgers to inform the Town that ownership had been transferred.
- On May 10th, 2018 a letter was sent from Commissioner Hanks to Joseph Iodice to record a meeting between Dave Henkels of the Conservation Commission Joe and himself outlining an order of conditions that would need to be addressed.
- On August 23rd an enforcement order and a Notice of Intent was sent from the Conservation Commission to Joe Iodice.
- On February 27th, 2019 a legal notice that a conservation commission hearing was scheduled regarding the restoration of the wetlands and the grades at the property.
- On January 7th, 2020 an Order of Conditions was issued by the Division of Fisheries and Wildlife to restore the property in accordance with the plans from Ducharme & Dillis.

**Argument**

During my inspection Joe stated that both P.J. Keating Co. and Graves Concrete had mined the property previously. The stop work order from Commissioner Hanks that was issued to the former trustee of the property and not to the trust. The chain of the title shows that Anne Rodgers was no longer the sole trustee of the trust at the time it was

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Applications for special permits can be found at the land use office or the office of the town clerk. If you have any questions or concerns regarding this order or need any assistance please reach out to me or my office at your convenience.

Whoever is aggravated by a zoning interpretation, order, requirement, direction or failure to act by the Building Commissioner may file a notice of appeal to be heard by the Zoning Board of Appeals within 30 days of the receipt of this letter.

Respectfully,

Eric Chartrand CBO  
Building Commissioner  
Town of Townsend



## Beth Faxon

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**From:** Beth Faxon  
**Sent:** Thursday, January 14, 2021 1:30 PM  
**To:** Carolyn Smart; Carla Walter; David Henkels  
**Cc:** Beth Faxon  
**Subject:** Mandatory Referral Zoning Board of Appeals - 59 West Meadow Road  
**Attachments:** ZBA 59 WEST MEADOW RD MANDATORY REFERRAL.doc; 59 WEST MEADOW ROAD APPLICATION JAN142021 ZBA.pdf

Tracking:	Recipient	Delivery
	Carolyn Smart	Delivered: 1/14/2021 1:30 PM
	Carla Walter	Delivered: 1/14/2021 1:31 PM
	David Henkels	Delivered: 1/14/2021 1:31 PM
	Beth Faxon	Delivered: 1/14/2021 1:30 PM

Good afternoon,

Please find a fillable Word doc for referral comments and, the associated application for the Boards and Commissions review. Full size print project site plans are available in the Land Use office, please stop by to receive a copy. This is one of two application being processed for this project. You will receive a mandatory referral from the Planning Board for the Stormwater management permit application shortly.

Respectfully,

Beth Faxon  
Planning Board and Zoning Board of Appeals Administrator, Town of Townsend  
[bfaxon@townsendma.gov](mailto:bfaxon@townsendma.gov)  
Please see our website for updates & information [www.townsend.ma.us](http://www.townsend.ma.us)  
272 Main St, Townsend, MA 01469  
978-597-1722

Please note that my email address has changed to [bfaxon@townsendma.gov](mailto:bfaxon@townsendma.gov),  
and my [bfaxon@townsend.ma.us](mailto:bfaxon@townsend.ma.us) address will no longer receive mail after October 2020.

Please be sure to make changes to your contact/address book before then so that we will not lose contact. Thank you.

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

In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics, unless it falls under one of the statutory exemptions to the Public Records Law. G.L.c. 4, sec.7(26). Consequently, email is subject to the disclosure, retention, and maintenance provisions as required by law. G.L.c. 66





Office of  
**ZONING BOARD OF APPEALS**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 x1722; ZBA@townsendma.gov

LEGAL NOTICE

Rec'd Townsend Town Clerk  
13 JAN '21 PM3:59

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, February 10, 2021, at 5:30p.m.** at Memorial Hall, 272 Main St., on the application of **Joseph Iodice, Dianne Silva, and Debbie Iodice** for a **Special Permit** under Zoning Bylaw Sections, 145-46, 145-65, and 145-40. The applicant is requesting a special permit for Earth Excavation for property located partly in the Aquifer Protection overlay District at 59 West Meadow Road; Assessor's map 5, Block 4, Lot(s) 0 & 1, zoned partly RA3 & RB2 Zone

In accordance with the Governor's order suspending certain provisions of the Open Meeting Law, G. L. c. 30A, Section 20, all public meetings are being conducted remotely. You may attend the virtual public hearing on Zoom at:  
<https://us02web.zoom.us/j/88560780205?pwd=QWR4WIRDbENsYlUzUzF0R0VWcFdrQT09>

Meeting ID: 885 6078 0205 Passcode: 754990 or by calling 1-929-205-6099 and entering the following: Meeting ID: 885 6078 0205 Passcode: 754990

Materials are available digitally on request by emailing [bfaixon@townsendma.gov](mailto:bfaixon@townsendma.gov). Interested parties are encouraged to attend.

Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Copies of this application are available digitally upon request to [bfaixon@townsendma.gov](mailto:bfaixon@townsendma.gov) and for review in the offices of the Town Clerk and Land Use Office during business hours.

William Cadogan  
Chairman, Zoning Board of Appeals

**Publish in the Groton Herald: Jan 22 & Jan 29, 2021**





3.7

## Carolyn Smart

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**From:** Mark Boynton <mboynton@townsendfire-ems.org>  
**Sent:** Monday, January 4, 2021 8:51 AM  
**To:** Kathy Spofford; Carolyn Smart; Jim Kreidler; Wayne Miller; Wayne Miller  
**Subject:** Fwd: retirement letter  
**Attachments:** To Chief Boynton.docx

See attached letter of retirement. John was recognized two years ago when he stepped down from Deputy Fire Chief. He was given a brass bugle for retiring from Deputy Chief. John served two more years as a firefighter and will be recognized tomorrow night at our annual award (via Zoom) for 34 years of service and given a retirement plaque.

It has been a few years since someone with this many years has retired. The BOS may want to consider recognizing John for his years of service to the town.

Respectfully

Chief  
Boynton

----- Forwarded message -----

**From:** John Elliott <[engine2capt.holdit@yahoo.com](mailto:engine2capt.holdit@yahoo.com)>  
**Date:** Fri, Jan 1, 2021 at 1:17 PM  
**Subject:** retirement letter  
**To:** Mark Boynton <[mboynton@townsendfire-ems.org](mailto:mboynton@townsendfire-ems.org)>

Good afternoon and happy new year Chief, attached is the letter of retirement. It has been a pleasure to serve under you as your Deputy and Firefighter.



To Chief Boynton, and Townsend Board of Selectmen

I have come to the decision to retire from the Townsend Fire-Ems Department effective January 5<sup>th</sup> 2021 after 34 plus years. It has been a true pleasure and Honor to serve the town of Townsend and the citizens living here and traveling through the town. It has also been a great honor to work with other members of the department over the years along with seven different chiefs or acting chiefs. This decision doesn't come easily or lightly as I have worked my way up through the ranks to Deputy chief. I originally started thinking about retirement back while serving under Chief Klein and stepped down to the rank of Firefighter after serving as deputy for a few years under Chief Boynton to allow for the promotion of others to higher rank to get some experience while allowing myself to still do what I enjoyed doing for a little longer.

Thank you

FF. John Elliott Engine Co.2

