

Board of Selectmen Meeting
SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.
And VIA ZOOM for convenience

Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technical problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with interest in a specific agenda item should make plans for in-person attendance.

Join Zoom Meeting

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Preliminaries:

Board of Selectmen meeting called to order at 6:03 p.m. with Joe Shank attending remotely, Chaz Sexton-Diranian and Veronica Kell present.

Announced that meeting is being recorded, live on channel 9 and will be posted on YouTube afterwards.

Pledge of Allegiance recited.

Added to the agenda at 5.2.5 TA Search Committee

Public

Comment:

There was no public comment.

Minutes:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the minutes of 02/01/2022. Motion passed with all in favor via roll call vote.

Appointments of
Personnel:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Daniel J. Shine III to the Board of Registrars for a term beginning April 1, 2022, through March 31, 2025. Motion passed with all in favor via roll call vote.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Donald Hayes as the Finance Committee representative to the Audit Committee from now through December 2022.

Motion passed with all in favor via roll call vote.

	<p>Ross Perry stated there is a pending appointment for COA and two for Fire Dept that have come in. Veronica Kell will put these on the March 1 agenda for appointment.</p>
Meeting Business: District Local Technical Assistance Grants (DLTA)	<p>DLTA grants have been announced by MRPC, and the first round of applications is due on March 1, 2022.</p> <p>Mike Crowley, Land Use Coordinator, will provide a briefing at the March 1 meeting.</p> <p>Possible grants are for MBTA Communities support for the Planning Board, and assistance for the Townsend Affordable Housing Trust (TAHT) to consider the use of the six properties to be transferred from the Town to the TAHT.</p>
MEDD CEDS	<p>The Montachusett Economic Development District Comprehensive Economic Development Strategy (MEDD CEDS) is available for a 30-day review. The paragraph on Townsend was reviewed. Discussion to add the Hart Library, Old Center Fire Station, and Old Harbor Station, specifically as vacant buildings to be considered for renovation. Chaz Sexton-Diranian suggested adding 43D designated properties in the Downtown Commercial District.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to update the Townsend paragraph as discussed and provide it to MRPC for inclusion in the document.</p> <p>Motion passed with all in favor via roll call vote.</p>
Housing Production Plan (HPP)	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve the final draft of the Town of Townsend Housing Production Plan as submitted by the THA.</p> <p>Motion passed with all in favor via roll call vote.</p>
Townsend First Policy	<p>First draft of the policy was read after clarification that policy included promoting from within and that Town Counsel had reviewed the policy. Noted that labor counsel had written and reviewed the policy. Vote on the policy was already taken. Second reading will be 3/1/2022.</p>
Green Communities support contract with MRPC	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign the support contract with MRPC for the Green Communities grant.</p> <p>Motion passed with all in favor via roll call vote.</p>
Mandatory Referral from Planning Board for Campbell Farm sub-div plan	<p>There is a joint meeting with the Conservation Commission planned for Feb 24 at 8 p.m. to sign the Conservation Restriction for Campbell Farm as the CR has been deemed approved for local signatures by EOEEA. Laura Shiffrin will attend to notarize any signatures.</p> <p>No vote taken on referral notice that had been turned into the Planning Board.</p>
Leave of absence request	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the request for a leave of absence from the Townsend on-call Fire Dept to Andrew Shepherd effective immediately and returning to active duty on Nov 9, 2022.</p> <p>Motion passed with all in favor via roll call vote.</p>
Resignation of Fire Chief	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the resignation of Mark Boynton effective February 4, 2022.</p> <p>Motion passed with all in favor via roll call vote.</p>

Shared streets & spaces grant	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve going forward with a Shared Streets & Spaces grant application for sidewalks at the Harbor for Rail Trail connectivity.</p> <p>Motion passed with all in favor via roll call vote.</p> <p>Discussion: Grant is to be submitted by March 1. A community meeting will be held next week. Vinny DeSalvo is working with Squannacook Greenways on the grant.</p>
ARPA projects	<p>Info from ARPA consultant on Covid-19 sick time reimbursement not yet available. Interviews with the 3 Community Services Coordinator are being held next week. There is 1 Human Resources Manager applicant. Consulting firms may also be considered. Board of Water Commissioners has discussed work on Highland Street for a possible \$20K; no request has yet been made.</p> <p>Board of Health would like additional funding for the used needle/syringe kiosk. Apparently pharmacies are using the Town Hall kiosk for disposal of syringes. More information needed as to why and the amount.</p>
Budget, Capital, Warrant articles	<p>Meeting with BOS and Finance Committee on Sat, Feb 26, 2022, 9 am - 1 pm, for discussions with departments on Budget and Capital requests. Police, Fire, Communication Center, COA, Library, Recreation, BOS, MIS, Highway, etc, invited to present budgets. Level-funded budgets not required to attend.</p> <p>Budget voted is Selectmen's budget. Additional columns can be added to show dept budget & finance committee budget if differences.</p> <p>Capital requests are currently at \$860K+, and still in flux regarding funding sources. Currently there is an increase of 6.7% over Dec 2021 STM budget. School #'s and Insurance #'s (town and employee health) are pending. Budget includes a 3% increase for employees (2% step + 1% grid).</p> <p>Work is underway to determine what can be cut to avoid a Prop 2 1/2 override.</p>
Town Administrator Update and Report	<p>Many items have already been covered in the meeting.</p> <p>On March 1, appointment for COA for Sr Meals Associate and substitute Van Driver and from Fire Dept for 2 per diem firefighter/medics.</p> <p>Received resignation of Fire Chief.</p> <p>Request for BOS to meet on March 1 to discuss structure of Fire Department, i.e., full-time or part-time chief.</p>
Admin Ass't	<p>Carolyn Smart is no longer the Executive Admin Ass't to the Selectmen and TA.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to post the position of Administrative Assistant to the BOS and TA as soon as the job description is finalized.</p> <p>Motion passed with all in favor via roll call vote.</p> <p>Kate Kazanjian, current Highway Dept Admin will fill-in about 9 hrs per week starting next week, 2/23.</p> <p>Thank you to Mistie Demazure, who is returning to the Water Dept, for filling in for the past month.</p>

Police Dept Retro payments	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to pay retro payments to Kim Mattson - \$7932, and Paul Theodoulou - \$2770, as they were active employees in FY22 and until Nov 2021.</p> <p>Discussion: Ross Perry has discussed with the union and there is an agreement pending the BOS approval of these payments that no other retro payments will be requested for former (prior to FY22) employees. An MOU will be obtained for this agreement.</p> <p>Motion passed with all in favor via roll call vote.</p>
Union contract negotiating teams for FY23+	<p>Union negotiations need to begin for the contracts expiring in June 2022. Fire was extended a year, so no need for negotiations this year.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank that we assign the Town Administrator to get the negotiations started for AFSCME Clerical, Supervisors, Hwy/Water and Police for FY23.</p> <p>Chaz Sexton-Diranian will be on the team with Ross for Water/Hwy, Veronica Kell will be on the team with Ross for Clerical and Supervisors, and Joe will be on the team with Ross for Police.</p> <p>Motion passed with all in favor via roll call vote.</p>
Liaison Reports Elected Boards:	<p>Rec has requested space at the schools for the summer programs and is advertising for funding for the fitness court.</p>
Update on Town Administrator Search	<p>A meeting will be set up for the TA Search Committee. Resumes will be accepted through the end of February.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the resignation of Andrew Funk from the TA Search Committee.</p> <p>Motion passed with all in favor via roll call vote.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to name Laura Shifrin to the TA Search Committee.</p> <p>Motion passed with all in favor via roll call vote.</p>
Announcements:	<p>Earth Day and Historical Society Survey requests for web announcement. Webmaster will post once hired.</p>
Sign warrants	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign payroll and bills payable warrant out of session.</p> <p>Motion passed with all in favor.</p>
Next Meeting	<p>March 1, 2022, at 6 p.m. and February 24, at 8 p.m.</p>

Board of Selectmen Meeting Minutes

02-15-2022, 6 p.m.

Executive
Session

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to enter Executive Session pursuant to GL c. 30(a) s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel, and to enter Executive Session pursuant to GL c. 30(a) s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares, and not return to open session.
Motion passed with all in favor.

Adjournment

From Executive session at 8:10 p.m., motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to adjourn.
Motion passed with all in favor via roll call vote.

Recording of meeting found at:
<https://www.youtube.com/watch?v=guCNR03J2DM>



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

SELECTMEN'S MEETING AGENDA FOR FEBRUARY 15, 2022 AT 6:00 P.M.

SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.

And Via ZOOM for convenience

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I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Public Comment Period.
- 1.6 Review/Approve the meeting minutes for 2/1/2022.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

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

- 3.1 Appoint Members to the Board of Registrars, for a term of April 1, 2022, through March 31, 2025
- 3.2 Appoint Donald Hayes as Finance Committee representative to Audit Committee

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Discuss/vote to approve DLTA round one application (MBTA Communities and Affordable Housing Trust technical assistance in consideration of six properties for affordable housing development)



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

- 4.2 Discuss/vote to approve Townsend paragraph in the MEDD CEDS (Montachusett Economic Development District Comprehensive Economic Development Strategy and provide it to MRPC for inclusion in the document.
- 4.3 Discuss/vote to approve the Town of Townsend Housing Production Plan
- 4.4 Discuss/First Reading of Townsend First Policy
- 4.5 Vote to Sign MRPC Support Contract for Green Communities Grant
- 4.6 Discuss/Vote Mandatory referral from Planning Board for Campbell Farm OSPD – modification of sub div plan
- 4.7 Vote to accept Leave of Absence request from Andrew Shepherd
- 4.8 Vote to accept resignation of Mark Boynton
- 4.9 Discuss/vote to approve going forward with Shared Streets and Spaces grant application for sidewalk at Harbor for Rail Trail connectivity.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.0 ARPA projects discussion

5.1 Review FY23 Budget, Capital requests and warrant articles.

5.1.1 Town Administrator Updates and Reports.

5.2 Reports from Board liaisons.

5.2.1 General Government

5.2.2 Elected Boards

5.2.3 Public Safety

5.2.4 TA Search Committee

5.3 Announcements, Communications, etc.

5.4 Next meeting - March 1, 2022, 6 pm

5.5 Review and sign payroll and bills payable warrants.

VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

6.1 Executive Session pursuant to GL Ch. 30A s. 21 (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

6.2 Executive Session pursuant to GL Ch. 30A s. 21 (a) (3) to discuss strategy with respect to collective bargaining negotiations if an open meeting may have a detrimental effect on the bargaining position of the public body and the Chair so declares.

VII. ADJOURNMENT:

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Meeting ID: 894 0596 5241

Passcode: 873912

Find your local number: <https://us02web.zoom.us/j/kdFzQkc4G2>

Preliminaries:

Board of Selectmen meeting called to order at 6:12 p.m. with Joe Shank, Chaz Sexton-Diranian and Veronica Kell present.

Announced that meeting is being recorded, live on channel 9 and will be posted on YouTube afterwards.

Pledge of Allegiance recited.

No additions or deletions.

Public

Comment:

No comments from the public.

Minutes:

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the minutes of 1/18/2022. Motion passed with all in favor.

Appointments

and Hearings:

Joint meeting

with Planning

Board to vote on

UPWP grant due

on Feb 8

Planning Board meeting called to order by Laura Shifrin, vice-chair of Planning Board, at 6:17 pm. With Carol Hoffses, Julie Byars, Laura Shifrin, and Ian Ortiz present by roll call.

Beth Faxon, Planning Board admin, presented on Unified Planning Work Project (UPWP) to study traffic and pedestrian patterns around the Townsend Common focusing on the intersection of Rt 119 and Rt 13 at the traffic light, the intersection of Rt 13 and Highland St, and all pedestrian crossings around the Town Common. Application is due to MRPC by February 8.

Planning Board appointed Ian Ortiz as a full voting member for this meeting.
Planning Board motion to accept the UPWP project application letter was made by Carol Hoffses and seconded by Julie Byars.
Motion passed with Carol Hoffses, Julie Byars, Ian Ortiz and Laura Shifrin all in favor by roll call vote.

Board of Selectmen motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the UPWP project application as amended on Selectmen letterhead and with Selectmen signatures.

Planning board accepts motion amendment to have the letter placed on BOS letterhead and signed by all Selectmen.

Motion passed by BOS with all in favor.

Letter will be updated and given to Beth Faxon to send to MRPC.

Planning Board motion to adjourn joint meeting at 6:30 pm was made by Carol Hoffses and seconded by Julie Byars.

All in favor by roll call vote.

6:30 pm
Presentation
regarding CR on
Squannacook
Meadows

Michael Crowley, Townsend's Land Use Coordinator, presented background on Squannacook Meadows. Mike collected comments to answer questions from last meeting from TAYSA, NHESP, Conservation Commission, and the Public and presented this information along with deed and location information on the property. There is no proposal being explored that would eliminate recreational use at the site. TAYSA initiated the process through pre-consultation with NHESP a little over a year ago to discuss increased soccer capacity at Squannacook Meadows. They (TAYSA and NHESP) have been continuing the conversation including holding side walks and concluded that it would be possible to expand the soccer use and also protect the wildlife. A new permit would have to come from NHESP since this is an area of priority habitat.

There are two (2) options to go forward with leasing the Squannacook Meadows to TAYSA: One is to place a Conservation Restriction (CR) on the property and to write a Comprehensive Master Plan for the property. The second is a deed and fee transfer to the Conservation Commission. The Conservation Commission voted unanimously at their December 8 meeting to support the CR.

The Comprehensive Master Plan would outline areas reserved for soccer use and areas reserved for habitat. It would include the expansion of a third soccer field, additional parking, an additional building, location of dumpsters away from habitat sites, establishing management routines.

Two ways that BOS can proceed with the lease: Extend the existing lease which does not allow for field expansion, or authorize the CR and Comprehensive Master Plan which would meet the NHESP standards and the well regulations, but that allows for the expansion of the third field and is a long term document.

Paragraphs from Dave Paulsen of MA DFW and Emily Fine, habitat monitor were read into record.

TAYSA is interested in continuing the lease. It is possible to write the lease with the CMP and the town retains ability to pursue conservation restriction at any time during the lease.

	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to place a CR on the Squannacook Meadow property.</p> <p>Motion passed with Chaz Sexton-Diranian and Veronica Kell voting yes and Joe Shank voting no.</p>
Appointments of Personnel: Alternate Building Inspector	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to appoint Roland Bernier as Alternate Building Inspector for a term starting now and ending 6/30/2022.</p> <p>Motion passed with all in favor.</p>
Meeting Business: Review FY23 Budget, Capital Requests and Warrant articles	<p>Budget books including omnibus budget and Capital Plan were passed out.</p> <p>Revision is in upper left hand corner of omnibus budget. We give changes and The Finance Committee and Selectmen will meet on the same day, Saturday, 3/5. Board asks if date can be last Friday in February. Ross Perry will check with Moderator John Barrett.</p> <p>Ross Perry asked for the town to consider a Consent Calendar at ATM to vote a block of "standing" articles. This is something that the moderator brings forward at ATM and one person can request an article be left out of the calendar.</p> <p>Chaz Sexton-Diranian requested a place holder for the Housing Production Plan in case it needs a town meeting vote.</p>
Cybersecurity Awareness Grant Announcement and signing of the agreement,	<p>The award to the Town of the EOTSS Cybersecurity Awareness Grant was announced.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank for the Chair to sign the program agreement for the 2022 Municipal Cybersecurity Awareness Grant.</p> <p>Motion passed with all in favor.</p>
Conservation Commission fee structure	<p>Conservation Commission fee structure had not been changed since September 1, 2010.</p> <p>New fee structure was voted for adoption by the Conservation Commission.</p> <p>New Fee Structure will be effective February 2022.</p> <p>Ross Perry, Interim Town Administrator, will verify that no action beyond a BOS vote is required for these fees to be in effect.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to update the Conservation Commission fee structure.</p> <p>Motion passed with all in favor.</p>
Energy Aggregation	<p>The Energy Committee presented information to the Board of Selectmen last summer re: energy aggregation for Municipal Buildings. There is a possibility for residential aggregation as well.</p> <p>Ross Perry, Interim Town Administrator, explained that these are two different contracts. The Energy Committee had recommended that the town could try energy aggregation for municipal buildings first then go to residential aggregation. Board of Selectmen is to select the company (Energy has recommended two), and contact those companies for bidding. The question is who to do it since BOS office is short-staffed.</p>

No formal vote, but consensus of BOS is:
Yes to doing municipal building aggregation and exploring residential aggregation,
No to doing it at this time.
Wait for a full-time Town Administrator to be hired to look into it.

Ross explained what happened with the increase in Unitil electric bills - 3 factors: distribution charge (cost for wires, poles, etc), generation charge, how much energy people use. DPU raised significantly the distribution charge, twice a year companies can increase generation charge, and people use more electricity in December. The advantage of residential aggregation puts together in a block all residents in Town so more buying power for generation charge.

Energy Master Plan

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to accept the plan for the Energy Committee to create an Energy Master Plan Development Subcommittee.
Motion passed with all in favor.

MRPC Contract for Open Space and Recreation Plan update

MRPC has received a Planning Grant from EEA to help Townsend update the Open Space and Recreation Plan.

Re-post for members of the Open Space and Recreation Plan Committee

There are currently two appointed members on the Open Space and Recreation Plan subcommittee - Carol Hoffses, Planning Board representative, and Veronica Kell, Conservation Commission representative.

Needed are 1 rep from Historic District Commission, Water Commission, Recreation Commission, Board of Health, 3 Citizens at Large. Appointed annually by BOS.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to have the Chair of he BOS sign the contract with MRPC for the Open Space and Recreation Plan update.

Motion passed with all in favor.

Chair will sign and send a copy to MRPC and to Mike Crowley, Land Use Coordinator.
Consensus is to re-post the committee.

Cell Tower at 12 Dudley Rd

Ross Perry explained that the lease for the cell tower on town property at 12 Dudley Rd, between the senior Center and Squannacook Elementary School, is expiring in October 2022. It was signed in 2003 and is with Northeastern Land Services and Sprint PCS, now T-mobile. Town receives about \$29,000 per year for the tower. One carrier, but designed to carry 3 carriers.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to issue an RFP for renewal of the lease of the cell tower at 12 Dudley Rd.

Motion passed with all in favor.

Town Counsel will help write the RFP.

ARPA Projects: Additional Accounting hrs

Note that FEMA funds are available until April 1, 2022 not April 20, 2022.

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to use ARPA funds to increase the hours of the Accounting Assistant by 6 hours per week for the remainder of FY22 and for FY23 to do the record keeping required for the reporting of all ARPA projects.

	<p>Discussion: funds will be charged to the “consultant” line item. Motion passed with all in favor.</p>
Earmark for the Gazebo	<p>Ross Perry did the paperwork to accept the \$50,000 earmark from the state (thanks to Senator Cronin and state legislators) for the update to the gazebo on the Common. The funds will be managed by the Cemetery and Parks department.</p>
Covid sick time from ARPA funds	<p>It was noted that employee sick time funding for Covid-related illness and quarantine was charged to the CVRLF funding and sick time hours were not subtracted from the employees accrual. The question is does the town continue this practice with ARPA funding. Ross Perry will check if there is a state law about COVID sick time. This will come back under ARPA projects at the next meeting.</p>
Town Administrator Update and Report	<p>Veronica Kell will put MA HAF, the state Homeowner Assistance Fund, information on the website. CDBG Fuel Assistance has already been added to the website.</p> <p>Ross Perry, Interim Town Administrator, reported that:</p> <ul style="list-style-type: none">- Town's annual report has been contracted to Rebecca Burnham. BOS Annual Report needs to be completed by the chairman. In two weeks, this is needed. Chaz Sexton-Diranian will take a first pass. We will go back and forth editing. The report is for Calendar year 2021. This will need to be approved at a BOS meeting.- Ross took a representative from a document management company through the old library. Rep will give us a quote on which documents can be retained, disposed of, and digitized. Then we will figure out how to fund it.
Liaison Reports	<p>Elected Boards: Chaz Sexton-Diranian reported that the Recreation Department is working on the location for the summer recreation program for the children in Townsend.</p> <p>Appointed Boards: Veronica Kell reported that the N-S-N Wild and Scenic Community Grant application for a consultant for the riverbank at Adams Dam was submitted today; the Audit Committee sent out the RFP for auditing services for FY22, FY23, and FY24; the Housing Production Plan was reviewed and the plan with updates will be on the next BOS meeting agenda for a vote to accept; Capital Planning Committee meetings are scheduled for every week in February.</p>
Bills Payable Warrant	<p>Public Safety: Communication Center moving to Patriot is moving forward.</p> <p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to sign bills payable warrant out of session. Motion passed with all in favor.</p>
Next Meeting	<p>February 15, at 6 pm.</p>
ExecSession	<p>None</p>
Adjournment	<p>Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to adjourn at 8:33 pm. Motion passed with all in favor. Recording of meeting found at: https://www.youtube.com/watch?v=Zdk6EVkJXv0</p>

3.1.

From: [Kathy Spofford](#)
To: [Ross Perry](#)
Cc: [Veronica Kell](#)
Subject: Appointment of Registrar
Date: Wednesday, January 26, 2022 3:32:20 PM
Attachments: [Dan Shine volunteer form.pdf](#)

Ross,

Please find attached a volunteer form for position of Board of Registrars which is appointed by the Board of Selectmen. The Republic Town Committee was contacted for candidates to fill the position but we have not received any candidates from them. We are specifically requesting a Republican as we currently have a Board of three, two democrat positions and my position as ex-officio. The former Registrar Claire Devine (republican) resigned on August 12, 2021. The term for this position would be April 1, 2022 through March 31, 2025. As the Republic Town Committee neglected to put forth a candidate, it is in the hands on the BOS to appoint someone to this position. This is the only volunteer form we have on file for this position.

Thank you,
Kathy

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

"There comes a time in your life, when you walk away from all the drama and people who create it. You surround yourself with people who make you laugh. Forget the bad, and focus on the good. Love the people who treat you right, pray for the ones who don't. Life is too short to be anything but happy. Falling down is a part of life, getting back up is living." – Anonymous

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

Thank you.

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



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Date received JAN 20 2027

VOLUNTEER RESPONSE FORM

TOWN OF TOWNSEND
TOWN CLERK

3.2

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

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

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

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

Name: Daniel J. Shine III

Phone 978 677-0872 email shined3@yahoo.com

Address: 90 North End Rd Townsend, MA 01469

Occupation:

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

Background/Experience

registered republican 30 years

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

1. Board of registrars

2. _____

3. _____

4.1

CALL FOR PROPOSALS
DISTRICT LOCAL TECHNICAL ASSISTANCE
(DLTA)
PROGRAM YEAR 15 ENDING DECEMBER 31, 2022



Montachusett Regional Planning Commission (MRPC)

464 Abbott Avenue, Leominster, MA 01453

January 24, 2022



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Overview

The District Local Technical Assistance (DLTA) Program enables the Montachusett Regional Planning Commission (MRPC) to provide technical assistance to its 22 communities¹ to:

- Encourage and enable municipalities to work together to achieve and/or enhance cost-effective delivery of municipal services; and
- To create and sustain ongoing collaboration and consultation on issues affecting municipalities. Eligible projects/ activities are listed on page 4.

The Commonwealth of Massachusetts's DLTA services complement the broad range of services available to the region from the MRPC. Existing planning services are delivered within the following disciplines:

- Regionalization of Municipal Services;
- Community and Economic Development;
- Conservation Planning;
- Water Resources;
- Statistical Analysis and Trends;
- Geographic Information Systems;
- Housing;
- Land Use/Zoning;
- Smart Growth; and
- Transportation

Contact information: Karen Chapman, Planning and Development Director at kchapman@mrpc.org or 978-345-7376, extension 320.

Program History

This is year 15 of this State-funded initiative. The Commonwealth of Massachusetts allocated funding to this statewide program in its FY22 budget. The program is being jointly administered by the Massachusetts Department of Housing and Community Development (DHCD) and the Executive Office of Administration and Finance (A&F). Funding for this program is being provided to all thirteen regional planning agencies and councils of government in Massachusetts serving all 351 communities in the Commonwealth. It is anticipated that the DHCD will execute a contract with the MRPC to deliver DLTA program services in accordance with the scope of work. The MRPC offers this program of services to its 22-member communities and Devens through this Call for Proposals process. Successful communities will be required to execute contracts for delivery of services upon award. This program does not provide cash awards to communities for planning services that can reasonably be provided by other funding sources.

Program Intent

The MRPC will work with member communities to direct funds to projects and activities that result in a measurable change in the municipalities receiving these services, whether in law, regulation, program management or practice. Below are examples of eligible activities according to the MA Department of Housing and Community Development (DHCD).

¹ The 22 communities located in the Montachusett Region are the three cities of Fitchburg, Gardner, and Leominster, and the 19 towns of Ashburnham, Ashby, Athol, Ayer, Clinton, Groton, Harvard, Hubbardston, Lancaster, Lunenburg, Petersham, Phillipston, Royalston, Shirley, Sterling, Templeton, Townsend, Westminster, and Winchendon. The planned business community of Devens is also within the Montachusett Region and may receive services in accordance with the State's Regional Planning Law (MGL Chapter 40B, Sections 1-8).

Eligible Projects/Activities include:

- **MBTA Communities:** Providing technical assistance to communities newly designated as MBTA Communities by Chapter 40A Section 3A. MRPC will prioritize applications from communities requesting assistance to comply with the new law. The Massachusetts communities required to comply are Ashburnham, Ashby, Ayer, Fitchburg, Groton, Harvard, Lancaster, Leominster, Lunenburg, Shirley, Sterling, Townsend, and Westminster.
- **Planning Ahead for Housing:** Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities or support municipalities complying with new HUD fair housing regulations, specifically related to the Housing Goal of 135,000 new units by 2025, that may include, but are not limited to:
 - The development of market, mixed-income and affordable multi-family housing in transit-oriented-development locations, employment centers, downtown locations and state endorsed Priority Development Areas (PDA's) within the RPA's jurisdiction, including any "Gateway municipality" (see MGL, c. 23A, s.3A);
 - The creation of as-of-right zoning districts such as those eligible under the MA DHCD's Compact Neighborhoods policy or the Chapter 40R/Smart Growth statute including starter homes;
 - Consideration of Transfer Development Rights zoning districts including areas that may qualify as sending and receiving areas.
 - Development of Workforce housing under the DHCD's Gateway Cities Housing Development Incentive Program (HDIP) or Urban Center Housing Tax Incentive Financing (TIF) Program.
 - The creation of prompt and predictable permitting through an Expedited Permitting Priority Development Site using Chapter 43D for Residential;
 - Identifying challenges and solutions in respect to infrastructure requirements that affect the ability to construct multi-family residential projects in as-of-right zoning districts and parcels;
 - Identifying multi-family residential projects subject to the Permit Extension Act (as amended), assessing impediments to such projects, and recommending steps that the Commonwealth and/or the applicable municipality could realistically take to enable those projects to go forward;
 - Regional or local analysis of affordable and market-rate housing needs, to include, for example, preparation of a *Housing Production Plan* pursuant to 760 CMR 56.00 et. seq., and similar undertakings that may guide the execution of a compact among communities for locating affordable and market-rate housing;
 - Assisting one or several municipalities who must comply with requirements under the new Fair Housing regulation issued by HUD; or
 - Assisting one or more community to analyze their qualifications to be designated as a Housing Choice Community (including improvements to existing reporting related to Building Permits to the US Census) and/or apply for Housing Choice capital grants.
- **Planning Ahead for Growth:** Planning and implementation activities that encourage and support economic development opportunities that may include, but are not limited to:
 - Identification, assessment, and mapping of Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) at the local and regional levels, including discussion of specific areas of multifamily housing growth.
 - Supporting prompt and predictable permitting through the Chapter 43D Expedited Permitting Program for Economic Development projects;
 - Encouraging communities to use the Economic Development Self-Assessment Tool (EDSAT) to assess economic development opportunities within communities and/or regions and to develop

implementation strategies based on EDSAT recommendations: Maximum DLTA assistance from MRPC for EDSAT is limited to \$500per community. Additional costs for this service would have to be assumed by the community.

- Identifying challenges and solutions in respect to infrastructure requirements that affect the ability to advance economic development activities;
 - At a city or town's request, identifying economic development projects subject to the Permit Extension Act (as amended), assessing impediments, and recommending steps that state and/or the applicable municipality could realistically take to enable those projects to go forward; and
 - Developing or updating components of municipal master plans and providing technical assistance that supports the implementation of strategies which are designed to advance well-planned growth and development policies and practices.
- **Supporting the Community Compact, including regionalization**
Supporting municipalities who are seeking to adopt state best practices under the Community Compact Cabinet program, including those who want to pursue projects of a regional nature. The regional planning agency should pursue a strategy intended to assist Compact Communities with implementation of their Community Compact best practice selection(s).

Regional planning agencies also shall work with Administration to generally support the CCC program and the state best practice priorities for municipalities as laid out in the Community Compact program. While first priority shall be Community Compact Program municipalities' best practices as stated on their Compact applications, regional planning agencies are encouraged to also consider requests from:

1. Compact Communities seeking to implement best practices not specifically included on their Compact applications, and
2. Non-Community Compact communities seeking to implement the state's best practices.

A list of the Community Compact best practices is attached to this call for proposals (See Attachment A).

- **Supporting the Housing Choice Initiative:**

The regional planning agency shall work with the Administration to generally support the Housing Choice Initiative (HCI) and those communities that are seeking assistance to achieve Designation under the HCI. The HCI will designate communities who have produced certain levels of housing and have best practices that allow for compact housing development. First priority shall be to support Designated Housing Choice Communities, regional planning agencies are encouraged to prioritize requests for communities seeking to achieve HC Designation. The activities under "Planning Ahead for Housing" qualify as best practices under the HCI.

NOTES: Funds cannot be used for routine administrative tasks of municipalities, including, but not limited to, grant application preparation, and cannot substitute DLTA funds for which other state resources are available.

It is anticipated that up to \$5,000 in DLTA funds will be used for MRPC Staff to attend meetings on topics which are eligible activities. A summary/report will result from MRPC Staff attendance at such meetings.

Evaluation Criteria

The following information listed below must be submitted with proposal.

1. A signed letter from the chief elected officials(s) stating that the Chief Elected Official (CEO) agrees to apply for MRPC DLTa planning services under this call for proposals and that the subject was discussed and decided upon in a public meeting. It must also be demonstrated which municipal entities will participate in the project and that each of these municipal entities is aware and is in agreement of the planning services being requested. The CEO(s) letter must be submitted with the proposal.
2. The amount of in-kind match from the community (i.e. employee X will work X hours equaling \$X) and which entity or employee will assist MRPC staff in ensuring the successful completion of the project.
3. Complete responses to the following two questions:
 - a. **What type of project is being proposed or considered? Include expected deliverables once the project is completed.**
 - b. **How does the project qualify according to the Eligible Projects/Activities listed on pages 4-6 of this Call for Proposals?**
4. Submission of a proposal that maximizes benefits to as many communities as possible.

Local applications for DLTa services will be reviewed according to the following criteria:

1. Submittal signed sign by the local chief elected official(s) and/or a local official working on behalf of the CEO;
2. More than one proposal may be submitted, however MRPC reserves the right to limit each community to one DLTa project, unless it is a regional proposal;
3. Other services, such as those for engineering or design, must be paid for by the community applying for and receiving DLTa planning services (local funds use to pay for additional services can be used as matching funds against the community's DLTa services request);
4. Projects that are eligible for non-DLTa funding will either receive a lesser priority than those that are not eligible for non-DLTa funding or may not be eligible under the DLTa program;
5. Although not required, any DLTa eligible local application providing cash and/or in-kind matches will be prioritized over those applications that do not provide cash and/or in-kind matches;
6. Proposals received by MRPC may be forwarded to MA Department of Housing and Community Development for final approval;
7. Requests for planning services that are eligible for other funding programs will not be favored. MRPC staff will provide grant writing technical assistance (i.e. how to apply for a planning grant) or services (MRPC will prepare the grant proposal, possibly for a fee) to the community/(ies) for grants such as those listed, below:
 - a. Planning Assistance Grants (PAGs) available from the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA);
 - b. Community Planning Grant (CPG) available from the Community One Stop for Growth Program;
 - c. Community Compact Program (CCP) grant from the MA DOR DLS;
 - d. Local Community Preservation Act Grant (CPA) and/or creation of a local CPA program; and/or,
 - e. Other, relevant planning grant programs.

When applying for DLTa planning services in Program Year 15, each community must prove that it has implemented at least some of the actions and recommendations of the MRPC in the past. For example, a community receiving services in Program Years one through 14 must provide evidence by town meeting, city council, or local board/commission vote that it adopted a local bylaw or implemented a local plan provided to it by the MRPC.

MRPC DLTA Application

All municipal applicants must submit a cover letter identifying and summarizing the request for DLTA services to the MRPC. In addition, items a. to d. under Evaluation Criteria on page 4 must be submitted for the proposal to be considered.

Submitting Proposals to the MRPC for Consideration

Communities interested in submitting proposals requesting DLTA program planning services from the MRPC must do so in accordance with the following:

1. Proposals submitted by communities must include requests for MRPC DLTA planning assistance within the Eligible Projects/Activities listed on pages 3 and 4 according to the aforementioned DHCD-MRPC Scope of Work for the DLTA program; and
2. Communities must respond no later than the submittal deadlines identified below (“Schedule and Deadlines”).

Submit all materials by email to kchapman@mrpc.org or mail to:

MRPC

Attn: Karen Chapman

464 Abbott Avenue

Leominster, MA 01453

Schedule and Deadlines

MRPC is required to provide a minimum of two solicitations of this call for proposals for DLTA project requests via U.S. Postal Service to its communities. Simultaneously, MRPC will email this call for proposals to the communities. Both mailings will take place as follows.

	Call for Proposals Issuance Dates	Proposals Due to MRPC Dates	Proposal Award Dates
Round #1	Tuesday, January 24, 2022	Midnight, Tuesday, March 1, 2022	Friday, March 4, 2022
Round #2	Friday, March 4, 2022	Midnight, Tuesday, April 5, 2022	Friday, April 8, 2022

Attachment A

Community Compact Best Practice Areas

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

1. Age and Dementia Friendly Best Practices

Age-friendly communities are livable for residents of all ages, inclusive of older adults and those living with dementia. Age-friendly communities strive to be equitable and accessible with walkable streets, housing and transportation options, access to services, and opportunities for residents to participate in community activities.

Best Practice: Convene leaders of municipal departments, businesses, local citizen groups, regional planning agencies, and private and non-profit organizations to align interests with a goal of creating an ongoing process of community assessment, action planning and implementation, and prioritize age and dementia-friendly efforts. Create process to support, acknowledge and reward local businesses and non-profit entities that work to become age and/or dementia friendly.

Best Practice: Utilize data for a baseline assessment and recommendations, including Massachusetts Healthy Aging Collaborative (MHAC) Community Profiles or World Health Organization (WHO) Checklist of Essential Features.

Best Practice: Conduct a comprehensive baseline assessment utilizing an indicators analysis and community survey. The assessment will inform action planning and implementation phases.

Best Practice: Conduct a baseline assessment of dementia friendly practices using National Alzheimer's and Dementia Resource Center dementia-capability tool or similar nationally recognized assessment tool or process.

Best Practice: Create maps from the research conducted through the baseline analysis, illustrating the geographic properties of the indicators. These indicators may include, but are not limited to: housing, mobility, food distribution, dementia-friendly services; indicators unique to the community.

Best Practice: Review municipal policies and regulations with a goal of promoting "aging in all policies."

Best Practice: Engage in a community-wide conversation about attitudes toward aging and dementia and language related to aging to raise public awareness that aging is an asset and that individuals living with dementia can make meaningful contributions to community life.

Best Practice: Create an online database with local information and resources of programs, services, discount programs and benefits for older adults and their caregivers.

Best Practice: Develop policies and services to improve elder economic security and help people age in community, such as: property tax deferral program, property tax work-off program, handy man programs, energy assistance, transportation for non-drivers, designation of age-friendly employers, etc.

2. Education Best Practices

Best Practice: Focus on college and career planning, in collaboration with regional workforce organizations (e.g., MassHire Career Centers), beginning in middle school and continuing through high school.

Best Practice: Implement collaborative arrangements among regional vocational technical schools, comprehensive high schools, and community colleges to maximize opportunities for high school students and adults to access specialized vocational education programs.

Best Practice: Create opportunities for municipal governments to collaborate with high schools and colleges to provide students with internship experiences aligned to their courses of study, especially in STEM-related departments (i.e., IT, engineering department, accounting, etc.).

Best Practice: Improve the alignment and integration of YouthWorks and Connecting Activities programs for local high school students pursuing summer jobs and paid internships.

Best Practice: Strengthen partnerships between public safety, social services, healthcare providers, and local public and private schools to establish systems and protocols for assessing and identifying children and

young adults who present risks to themselves or to others, in order to ensure effective and pro-active responses that can prevent violence and provide timely supports to individuals in need.

3. Energy and Environment Best Practices

Greenhouse Gas Reduction

Best Practice: Plan Ahead to mitigate climate change by establishing goals, creating an action plan, assigning responsibility, and tracking progress

Best Practice: Use Renewable Energy instead of fossil fuels by generating or purchasing clean power and by zoning for renewable power generation

Best Practice: Increase Energy Efficiency to reduce power consumption, fuel costs, and GHG emissions

Best Practice: Promote Zero or Low Carbon Transportation to reduce municipal transportation emissions & those from people living/working in the community

Best Practice: Encourage Sustainable Development to reduce, through higher density & mixed-use, the number distance of car trips & resulting GHG emissions

Best Practice: Protect and Manage Natural Resources to reduce carbon emissions from loss of natural land cover and to encourage carbon sequestration

Best Practice: Reduce Municipal Solid Waste and Increase Recycling in order to reduce GHG emissions associated with solid waste disposal

Climate Change Adaptation and Resilience

Best Practice: Complete a Climate Vulnerability Assessment and Adaptation Plan through the Municipal Vulnerability Preparedness (MVP) Program to assess local risks from climate change and identify potential actions to enhance community resiliency

Best Practice: Use Municipal Vulnerability Action Grant or Other Funding to Implement Adaptation Actions that utilize nature-based solutions & engage Environmental Justice communities.

Best Practice: Engage & Protect Vulnerable Populations in adaptation planning & action to decrease risk to those who are more susceptible to climate change effects

Best Practice: Mainstream Climate Resilience into Capital Planning & Budgeting to ensure investments decrease risk & enhance resilience to a changing climate

Best Practice: Integrate Climate Adaptation into Land Use and Environmental Regulation to minimize future risk & costs for new and redevelopment

Energy Efficiency and Renewable Energy

Best Practice: Become a Green Community pursuant to M.G.L. c. 25A §10 to realize the energy & environmental benefits

Best Practice: Construct Zero Energy Buildings (or communities) to eliminate GHG emissions, reduce cost, & enhance resiliency

Best Practice: Provide Electric Vehicle Infrastructure to facilitate the purchase & use of electric vehicles

Best Practice: Become a Solarize Mass or Solarize Mass Plus Community in order to help achieve renewable energy use & GHG reduction goals

Sustainable Development and Land Protection

Best Practice: Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition

Best Practice: Zone for Natural Resource Protection, Transfer of Development Rights, Traditional Neighborhood, or Transit Oriented Development

Best Practice: Invest in Land Conservation or Park Creation/Restoration via Community Preservation Act or other funds to protect land & provide outdoor recreation

Best Practice: Plant Trees or Adopt a Tree Retention Bylaw/Ordinance to preserve and enhance tree cover

Water Resource Management

Best Practice: Require Localized Flood Protection Best Practices, including Stormwater Management Measures to increase recharge, manage water movement, reduce pollution, and control flooding to protect lives, public safety, infrastructure, the environment, & critical assets.

Best Practice: Protect Public Water Sources to reduce potential threats to water quality and the public health of system customers; establish and maintain emergency connections with other municipal or regional systems.

Best Practice: Manage Water and Wastewater Assets for timely maintenance and rehabilitation, to lower energy use, and to reduce Infiltration and Inflow to minimize unintended storm and wastewater in the system

Best Practice: Implement Water Conservation Measures to ensure long-term water resource sustainability, enable growth, and avoid new source development.

Best Practice: Utilize Advanced Financing Tools such as an enterprise fund, stormwater utility, full cost pricing, or water bank for water/waste/storm water systems

Waste Management

Best Practice: Enhance Waste Ban Compliance so that recyclable and hazardous materials are diverted from the waste stream and reused or recycled

Best Practice: Develop Waste Contracts that are fiscally, environmentally, and otherwise beneficial to the community

Best Practice: Adopt Pay-As-You-Throw so that residents have an incentive to reduce trash disposal and save money

Best Practice: Increase the Recycling Rate through regulatory improvements, service expansion, and other mean to reduce waste and disposal costs

Best Practice: Enhance Education via Recycle Smart MA, the Recycling IQ Kit, etc. so residents throw away less, recycle more, & follow smart waste practices

Site Cleanup

Best Practice: Complete a Brownfields Inventory so that the community is aware of all abandoned & underutilized properties & can develop plan of action

Best Practice: Conduct Site Assessments to determine the nature and extent of contamination and develop a plan of action

Best Practice: Clean Sites to prevent further releases or the spreading of contaminants and to bring sites back into productive use

Best Practice: Facilitate Site Cleanup and Reuse to encourage assessment, cleanup, & reuse of privately held sites offer tax incentives or update regulation

Agriculture

Best Practice: Adopt a Right to Farm By-law/Ordinance to clearly indicate that agriculture is a local priority and to minimize abutter conflicts

Best Practice: Establish an Agricultural Commission to advocate for local farms, administer a right to farm bylaw, & otherwise represent agricultural interests

Best Practice: Support Sustainable Forestry to help the forest economy in rural areas, improve forest habitats, and assist in the conservation of forest land

Best Practice: Support Local Agriculture including Urban Agriculture, Aquaculture, Floriculture, & Horticulture, via marketing, food sourcing, & Farmers Markets to help local businesses and increase awareness of and access to fresh agricultural products

4. Financial Management Best Practices

Best Practice: Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Best Practice: Develop, document, and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs, and assumptions over a multi-year period.

Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed, and updated annually, and fits within a financing plan that reflects the community's ability to pay.

Best Practice: Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.

Best Practice: Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).

5. Housing and Economic Development Best Practices

Preparing for Success

Best Practice: Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.

Best Practice: Align Land Use Regulations, especially zoning, capital investments, and other municipal actions with Housing Development, Economic Development, Master, Land Use Priority or other plans for future growth. Promote development and reuse of previously developed sites.

Best Practice: Create and Distribute an Economic Development Guide/Manual to not only promote development goals and priorities, but also specifically and clearly outlines the community's policies and procedures related to zoning and permitting.

Best Practice: Create Opportunities for Engaging Diverse Stakeholders in economic development efforts, such as to assist with identification of priority development projects, improve local permitting processes, and proactively address obstacles to housing accessibility and affordability as well as job creation.

Best Practice: Create Cross-Sector Partnerships to help carry out community-driven responses to community-defined issues and opportunities for economic development.

Best Practice: Create a District Management Entity that engages public/private stakeholders to develop and support downtown revitalization efforts.

Best Practice: Adopt as-of-Right Zoning and/or Streamlined Permitting to promote development in priority districts.

Best Practice: Adopt Zoning for Mixed-Use Development, including Transit Oriented Development, where appropriate.

Best Practice: Adopt Chapter 40R Smart Growth zoning to facilitate the creation of dense residential or mixed-use smart growth zoning districts, including a high percentage of affordable housing units, to be located near transit stations, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.

Competitiveness

Best Practice: Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity.

Best Practice: Establish and Utilize Performance Data to evaluate the competitiveness of the community, conduct year to year comparisons, and measure performance against comparable communities.

Best Practice: Create a Public Dashboard to benchmark, monitor, and communicate to the public regarding various housing and economic development performance measures.

Housing

Best Practice: Create a Housing Production Plan (HPP) that accounts for changing demographics, including young families, changing workforce, and an aging population.

Best Practice: Amend Zoning By-Laws to allow for increased density and housing opportunities in a manner that is consistent with neighborhood character and supportive of aging in community.

Best Practice: Develop Sector Strategies and Plans in collaboration with various providers and stakeholders to address homelessness for specific high need population groups, such as homeless youth, veterans, older adults, and/or families.

Best Practice: Complete an Assessment of Fair Housing Report, including strategic goals in alignment with HUD's new rules to affirmatively further fair housing. Using HUD data, local data and knowledge, a significant community participation process, and the assessment tool provided by HUD, the community will prepare, complete, and submit its AFH to HUD.

Urban Renewal Planning

Best Practice: Determine need and appropriateness of establishing an Urban Renewal Entity in accordance with MGL chapter 121B. If prepared to proceed, develop action plan and timeline for the creation of the urban renewal entity.

Best Practice: Prepare an Urban Renewal Plan Application in accordance with MGL chapter 121B in partnership with the urban renewal entity.

6. Human Resources Best Practices

Best Practice: Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts.

Best Practice: Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized.

Best Practice: Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government.

Best Practice: Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

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Best Practice: Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.

Best Practice: Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.

Best Practice: Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.

7. Information Technology Best Practices

Best Practice: Perform a general IT assessment that results in a written evaluation and best practice recommendations. At a minimum, the assessment should include a review of hardware infrastructure, networking, backup, email and user account management.

Best Practice: Perform a cyber security assessment to identify human and technology risks within the environment, analyze and identify gaps in existing cyber security processes, assess vulnerability to external attack and identify steps to remediate identified issues.

Best Practice: Review technology organizational structure, spending and business goals across the community and develop a strategy to prioritize technology investments.

Best Practice: Design a regional shared IT services program to maximize technology resources across communities and/or school districts.

Best Practice: Develop IT resiliency, recovery and contingency plans that are aligned with community realities and position the community to effectively manage unforeseen events.

Best Practice: Develop a plan to improve digital communications with the public, including content structure on the website, practices around content creation and ownership and social media.

Best Practice: Evaluate open checkbook and/or open budget technologies that are easily consumed by the public, promote transparency, and allow data to be downloaded in a machine-readable format.

Best Practice: Identify a business process that is inefficient and not meeting the expectations of key stakeholders, perform an analysis, and develop a plan to better meet the needs of stakeholders and more effectively leverage technology.

Best Practice: Develop a document and/or records management strategy that results in operational efficiencies and improved responsiveness to the public.

Public Accessibility Best Practices

Best Practice: Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

Best Practice: Strive for the Universal Participation (UP) designation from the Mass Cultural Council by encouraging and supporting arts and cultural facilities and events in the community.

8. Public Health Best Practices

Best Practice: Community Coalitions are a way to become a Prevention Prepared Community. Utilize SAMHSA's Strategic Prevention Framework (SPF) Model as a comprehensive guide to plan, implement, and evaluate prevention practices and programs to address substance use and other community issues. There are multiple SPF strategies communities can implement, which can be reviewed with staff from the Bureau of Substance Addiction Services.

Best Practice: Assess where in the municipality overdoses occur and develop environmental solutions and improve monitoring of hotspots. Place signage in areas where overdoses occur (such as public bathrooms) to promote carrying naloxone and calling for help.

Best Practice: Equip all first responders with naloxone and appropriate medical supplies and ensure all first responder personnel are trained to recognize and respond to an overdose.

Best Practice: Use SAMHSA's Strategic Prevention Framework (SPF) to ensure a consistent data-driven planning process across the community focused on implementing culturally competent and sustainable strategies and interventions that will have a measurable effect on preventing and reducing opioid abuse and opioid overdoses.

Best Practice: Assess opportunities with other municipalities for shared public health services. Examples include infectious disease surveillance and follow-up, retail food establishment inspections, and recreational camp inspections.

Best Practice: Convene local and state health and enforcement officials to develop a standardized response protocol, by region, for animal hoarding. Establish a single point of contact for case responders to report concerns about an individual hoarder or their family. The contact will then seek follow-up by the appropriate service agency, including but not limited to the: Department of Mental Health, Department of Children and Families, Executive Office of Elder Affairs, Disabled Persons Protection Commission, and the Department of Veteran's Services.

Best Practice: Healthy Community Design focuses on changing policies and practices to create conditions for people to eat better and move more where they live, learn, work, and play. Conduct a Built Environment Regulatory Review (BERR), a point-in-time evaluation of existing municipal policies/plans/regulations. The review will provide a baseline from which to prioritize strategies to promote walking and biking. This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Conduct a Community Food Assessment (CFAs), an evaluation of the food system within a single neighborhood/municipality/region that defines needs and assets to improve access to healthy foods. The evaluation may lead to a Community Food Plan that identifies priority actions (i.e., addition of food retail into a town's economic development plan). This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Implement and enforce evidence-based tobacco control strategies at the point of sale to reduce youth initiation of tobacco use.

Best Practice: Climate Change Adaptability Planning. Data collection, strategy development and planning at the local level are critical to the overall preparedness and long-term resilience to the effects of climate change. Develop a report that identifies: the range of climate impacts, associated potential health outcomes, vulnerable populations, the additional burden of health outcomes due to Climate Change, and the most suitable health interventions. Use the CDC's BRACE framework to develop and implement a plan that introduces health system program changes.

Best Practice: Develop foodborne illness outbreak protocols and assess capacity to enforce regulations that evaluate food systems.

Best Practice: Identify risk areas for housing sanitation inspection and enforcement and assess capacity to enforce minimum housing standards.

Best Practice: Assess capacity to ensure all housing inspections include lead hazard identification and that lead inspections are conducted when requested by families with small children.

Best Practice: Local boards of health (LBOH) can take a leadership role to advance health equity by 1) building internal infrastructure, 2) working across government; 3) fostering community partnerships, and 4) championing transformative change. LBOH should adapt strategic practices to advance health equity in local health both internally within their departments and externally with communities and other government agencies. DPH Office of Local and Regional Health and Office of Health Equity staff are available to answer questions and connect LBOH with resources.

Best Practice: Implement the National CLAS Standards within local public health *to help advance and sustain culturally and linguistically appropriate services* by establishing a framework to serve the increasingly diverse communities.

Best Practice: Conduct assessments to ensure people with disabilities have access to facilities, goods, and services.

Best Practice: Disaggregate data by race/ethnicity, income status, sexual orientation/gender identity and expression, and other key demographic factors to identify and address health inequities.

9. Public Safety Best Practices

Best Practice: Conduct Active Shooter Preparedness and Response Training in collaboration with the Massachusetts State Police Tactical Operations (STOP) Team, onsite with local law enforcement.

Best Practice: Establish an Emergency Preparedness Plan in partnership with the Massachusetts Emergency Management Agency (MEMA) to develop and enhance a community's disaster and emergency response capabilities.

Best Practice: Establish Hazardous Material Response Protocols in conjunction with Regional Hazardous Materials Response Teams under the Department of Fire Services, to enable cities and towns to protect their citizens, the environment, and property during incidents involving a release or potential release of hazardous materials.

Best Practice: Hold In-service Training Programs for Municipal Police to better prepare local police officers and first responders for incidents involving domestic violence, mental health disorders, and substance abuse.

Best Practice: Convene an opioid task force, consisting of key stakeholders, to identify, implement, coordinate, and improve strategies around the prevention, intervention, treatment and recovery of substance use disorders.

Best Practice: Adopt Standardized Tools for Domestic Violence Cases by partnering law enforcement with local domestic violence organizations to adopt a best practice policy on training and implementation of standardized, evidence informed danger and strangulation tools. Municipalities are encouraged to apply individually or as a collective.

Best Practice: Establish a Triad program (a partnership of three organizations—law enforcement, older adults, and community groups). This group maintains an ongoing schedule of community education to combat fraud and elder abuse involving the Attorney General’s Office, Office of Consumer Affairs and Business Regulation, District Attorneys, and other state agencies, as appropriate.

Best Practice: Collaborate with the Executive Office of Public Safety and Security and Municipal Police Training Council in specialized training to establish best practices and methods for combatting hate crimes and supporting those of our citizens who have fallen victim to a hate crime.”

10. Regionalization/Shared Services Best Practices

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

11. Transportation / Public Works Best Practices

Citizen Safety

Best Practice: Develop a Safe and Mobile Older Drivers plan for the aging of the population by proactively addressing older driver issues, including education for older road users, infrastructure improvements, and transportation options.

Best Practice: Enhance citizen safety by establishing community-based programs to increase pedestrian, automobile and motorcycle safety. The community will demonstrate participation in the Commonwealth’s Office of Public Safety and Security’s trainings and conferences as well as the dissemination of public safety information to citizens.

Best Practice: Ensure Safe Infrastructure so as to provide a safer environment for all users and modes by implementing traffic engineering enhancements. The municipality will demonstrate regular and routine improvements on locally funded roads, such as cutting back vegetation at intersections where it is known to interfere with sight distance, clearing brush that obscures traffic signage, renewing or installing pavement markings, conducting nighttime surveys to check visibility and retro reflectivity, implementing traffic calming measures at known high crash locations.

Best Practice: Establish a sidewalk snow-and-ice removal program for locally owned sidewalks, with an emphasis on areas serving the most vulnerable users (childcare centers, schools, senior centers, libraries, hospitals, parks).

Active Transportation

Best Practice: Implement the Complete Streets Program by becoming certified through Mass DOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally funded roads.

Best Practice: Utilize Transit-Oriented Development (TOD) fundamentals to create zoning around transit centers that maximizes bike, pedestrian, and transit use and which allows for lower levels of required parking and mixed use to put needed amenities near population centers.

Best Practice: Develop a Safe Routes to School program that also includes student education on pedestrian safety.

Best Practice: Use the Mass DOT-issued Municipal Resources Guides for bicycling and walking to plan for and implement better facilities for bicyclists and pedestrians, with an emphasis on creating networks and connections among key destinations (job centers, retail centers, public transit, schools, major residential areas).

Best Practice: Collaborate with Regional Transit Authorities, local employers, and other institutions to support sustainable commuting by providing incentives for bicycling and walking and transit use; facilities to support safe travel without a private automobile; shuttles and other similar transportation services where appropriate.

Best Practice: Collaborate with Regional Transit Authorities to improve local transit outcomes by measuring and managing to outcomes for riders, including overall ridership, ridership among low-income and transit-dependent customers, met and un-met demand for transit service, and connections made to major activity centers.

Best Practice: Establish a program for piloting new forms of micro mobility (scooters, bike share, etc.), including collaborating with micro mobility providers, measuring performance and usage, developing lessons learned, surveying users, and assessing contributions to overall local mobility.

Training

Best Practice: Participate in the Bay State Roads, which provides on-going training and helps municipalities share ideas and information with other communities about state-of-the-art planning, design, and operational information for city and town public works managers.

Asset and Infrastructure Management

Best Practice: Inventory and Geo-Code all public works assets so that a database of every public works asset is created, geocoded and condition rated, which is used to inform capital planning, as well as emergency repair.

Best Practice: Develop a Pavement Condition Index that rates street condition for the municipality.

Best Practice: Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

Best Practice: Develop a Bridge / Culvert Preventative Maintenance plan to help prolong the life of these critical transportation assets.

12. Housing Choice Best Practices

Note: DLTA funds shall not be used for any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03 (b) (Chapter 40B).

Best Practices that support affordable housing are shown in *italics* below

1. Have at least one zoning district that allows multifamily by right (in addition to 40R districts) where there is capacity to add units and that allows for family housing that is not age restricted and does not restrict units with more than 2 bedrooms (or have a pattern of approving such developments over the last 5 years)
2. *Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonable precluded*
3. *Have an approved 40R Smart Growth or Starter Homes district. Please note, that if your community repealed its only 40R district, it no longer qualifies for this best practice.*
4. Have zoning that allows mixed use or cluster / Open Space Residential development by right that is not part of a 40R district (or have a pattern of approving such developments over the last 5 years)
5. Have zoning that allows for accessory dwelling units by right (or have a pattern of approving ADUs over the last 5 years)
6. *Designated local resources for housing such as established an Affordable Housing Trust, donated land, or spent substantial Community Preservation Act (CPA) funds for community housing over the last 5 years.*
7. Reduced parking requirement for multi-Family units within the last 5 years or require no more than 1 parking space per unit for multifamily units.
8. Provide evidence of education and training for a majority of members on a land use board (Planning Board, Board of Appeals, Select Board and/or City Council) from **Citizen Planner Training Collaborative**, Massachusetts Housing Partnership's **Housing Institute**, Community Development Partnership's **Lower Cape Housing Institute**, or Urban Land Institute's (ULI's) **Urban Plan Public Leadership Institute** over the last 5 years.
9. *Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year-round housing stock according to the DHCD subsidized housing inventory, where such 10% was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or condition overturned by the Housing Appeals Court (HAC).*
10. *Have increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not reached after local comprehensive permit(s) were denied or conditioned and had the denial or conditions overturned by HAC.*
11. Selected a housing best practice as part of a Community Compact
12. *Participate in the Housing Development Incentive Program (HDIP), have adopted an Urban Center Housing Tax Increment Financing district, approved District Improvement Financing (DIF) related to housing, have adopted an Urban Renewal Plan that includes a significant Housing element.*
13. *Have adopted local option property tax relief programs for income eligible seniors either as provided for by statute (MGL c. 59 section 5) or through a home rule petition; OR have adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where your community has committed in writing to using a portion of such revenues for affordable housing.*
14. *Have a CERTIFIED Housing Production Plan which means that you have an DHCD approved Housing Production Plan and have subsequently seen an increase of 0.5% or 1% in your year round housing units (see <https://www.mass.gov/service-details/chapter-40-b-housing-production-plan> for more information)*

www.mass.gov/housingchoice



January 25, 2022

Dear Local Officials:

As many of you may know, we experienced several staff transitions in 2021 in the Planning and Development Department. Our new teammates in the Planning and Development Department include:

- Jeffrey Legrose, Principal Planner
- Tyler Godin, Regional Planner
- Ryan Doherty, Economic Development Intern

Jeff, Tyler, and Ryan join Karen Chapman, Planning and Development Director, Jonathan Vos, Regional Planner, and part-time Senior Planners Jennifer Burney and Meagen Donoghue.

MRPC is fully committed to delivering high-quality planning services to its communities with all of its programs including the District Local Technical Assistance (DLTA) program.

We appreciate your patience and understanding while our new colleagues adjust to their new positions here at the MRPC.

Sincerely,

Glenn P. Eaton
Executive Director

Cc: Karen Chapman, Planning and Development Director

DLTA Call for Proposals

Montachusett RPC <mrpc@mrpc.org>

Tue 1/25/2022 10:26 AM

 2 attachments (10 MB)

DLTA Cover Letter GE HF 1-25-22.dotx; DLTA 15 Call for Proposals Final 1.24.22.doc;

Good morning all,

Please find attached MRPC's Call for Proposals for the District Local Technical Assistance Program (DLTA). The DLTA Program provides funds from the MA Department of Housing and Community Development (DHCD) for MRPC to provide free technical assistance to our member communities. The priorities for funding are **Planning Ahead for Housing, Planning Ahead for Growth, Community Compact Best Practices**, and **MBTA Communities** technical assistance. More detailed information can be found in the Call for Proposals. The deadline for the first round of proposals is March 1st, with the second round due by April 5th.

If you have questions regarding the DLTA Program or potential projects, please contact Karen Chapman, Planning & Development Director at kchapman@mrpc.org or 978.798.6168.

Thank you,

Karen Chapman, Planning & Development Director
Montachusett Regional Planning Commission (MRPC)
464 Abbott Avenue
Leominster, MA 01453
(978)798-6168 Office, (978)348-2490 FAX
www.mrpc.org

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

TOWN OF TOWNSEND
**HOUSING PRODUCTION
PLAN**

FY2022-2026

DRAFT VERSION FOR REVIEW

REVISED 2/1/22

****DRAFT DOCUMENT INTENDED FOR DISCUSSION PURPOSES ONLY****

PREPARED FOR:

Town of Townsend

272 Main Street

Townsend, MA 01469

PREPARED BY:

JM Goldson LLC

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ACKNOWLEDGMENTS

Thank you to all community members who gave their time and insights to this project:

Townsend Housing Authority

Jodie Deschenes, Staff
Courtney Borelli, Chair
Laura Shifrin, Vice Chair
Natalie Call, Clerk
Charles Sexton-Diranian, State Representative

Townsend Affordable Housing Trust

Joan Savoy, Chairman
Michael Virostko, Trustee
Gary Sheperd, Trustee
Cindy Boundy, Trustee
Veronica Kell, Trustee, BOS Representative

Beth Faxon, Townsend Planning Board and Zoning Board of Appeals Administrator
James Smith, Townsend Highway Superintendant
David Vigeant, Townsend Water Department Superintendant
Rick Metcalf, Nashoba Associated Boards of Health
Diane Hansen, Community Opportunities Group Inc.

With assistance by JM Goldson LLC

Jennifer M. Goldson, AICP, Founder and Managing Director
Barry Fradkin, Community Planning Analyst
Delaney Almond, Community Planning Analyst
Andrew Oliver, Community Planning Assistant

ACRONYMS

ACS	US Census Bureau's American Community Survey, Five-Year Estimates
ADA	Americans with Disabilities Act
AMI/AMFI	Areawide Median Family Income set by HUD (household of four)
AUL	Activity and Use Limitation designation, monitored by the DEP
ARPA	American Rescue Plan Act
CHAS	Comprehensive Housing Affordability Strategy
CPA	State of Massachusetts Community Preservation Act (MGL Chapter 44B)
CPC	Community Preservation Committee
CPI-U	U.S. Census Bureau's Consumer Price Index
CRA	U.S. Federal Community Reinvestment Act
DEP	Massachusetts Department of Environmental Protection
DHCD	Massachusetts Department of Housing and Community Development
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FY	Fiscal Year(s) (July 1-June 30)
HPP	Housing Production Plan
HUD	United States Department of Housing and Urban Development
LMI	Low/Moderate- Income (at or below 80 percent AMI)
MACRIS	Massachusetts Cultural Resources Information System
MAPC	Metropolitan Area Planning Council
MassDOT	Massachusetts Department of Transportation
MassGIS	Massachusetts Bureau of Geographic Information
MBTA	Massachusetts Bay Transportation Authority
MGL	Massachusetts General Laws
MLS	Multiple Listings Service (central real estate database)
MRPC	Montachusett Regional Planning Commission
MSA	Metropolitan Statistical Area
MWRA	Massachusetts Water Resources Authority
NHESP	Massachusetts Natural Heritage and Endangered Species Program
SHI	Massachusetts Subsidized Housing Inventory
YTD	Year to Date
40B	Comprehensive Permit, per MGL Chapter 40B, §20-23

KEY DEFINITIONS

This list of key definitions is intended to assist the reader and is not intended to replace applicable legal definitions of these terms. The following definitions are for key terms used throughout the document, many of which are based on definitions in statutes and regulations.

Areawide Median Income (AMI) – the median gross income for a person or family as calculated by the United States Department of Housing and Urban Development, based on the median income for the Metropolitan Statistical Area. For FY2021, the HUD area median family income (AMFI) for the Boston-Cambridge-Newton MA HUD Metro FMR Area was \$120,800.¹ AMI is also referred to in the document as median family income (AMFI).

Cost-Burdened Household – a household that spends 30 percent or more of their income on housing-related costs (such as rent or mortgage payments). Severely cost-burdened households spend 50 percent or more of their income on housing-related costs.

Household – all the people, related or unrelated, who occupy a housing unit. It can also include a person living alone in a housing unit or a group of unrelated people sharing a housing unit as partners or roommates. Family households consist of two or more individuals who are related by birth, marriage, or adoption, although they also may include other unrelated people. Nonfamily households consist of people who live alone or who share their residence with unrelated individuals.

Family Household – Family households consist of two or more individuals who are related by birth, marriage, or adoption, although they also may include other unrelated people.

Non-Family Households – Non-family households consist of individuals living alone and individuals living with roommates who are not related by birth, marriage, or adoption.

Income Thresholds – the U.S. Department of Housing and Urban Development (HUD) establishes income thresholds that apply to various housing assistance programs. These thresholds are updated annually and are categorized by household size. Townsend is part of the Boston-Cambridge-Quincy, MA-NH HUD Metro FMR Area.

Extremely Low-Income (ELI) – the FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to an individual or family whose annual gross income is the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline. The FY2021 ELI income limits for a household of one is \$28,200 and for a household of four is \$40,250.

Very Low-Income (VLI) – an individual or family whose annual gross income is at or below 50 percent AMI. The FY2021 VLI income limits for a household of one is \$47,000 and for a household of four is \$67,100.

Low/Moderate income (LMI) – an individual or family whose annual gross income at or below 80 percent of the area median income (AMI).² The FY2021 LMI income limits for a household of one is \$70,750 and for a household of four is \$101,050.

¹ U.S. Department of Housing and Urban Development, FY 2021 Income Limits Summary, <https://www.huduser.gov/portal/datasets/il/IL2021/2021summary.odn> (accessed August 2021).

² For purposes of MGL c.40B, moderate income is defined as up to 80 percent AMI.

Labor Force – all residents within a community over the age of 16 who are currently employed or *actively* seeking employment. It does not include students, retirees, discouraged workers (residents who are not actively seeking a job) or those who cannot work due to a disability.

Non-Family Households – Non-family households consist of individuals living alone and individuals living with roommates who are not related by birth, marriage, or adoption.

Open Space – land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and saltwater marshes and other wetlands, oceans, rivers, streams, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve, and/or land for recreational use.

DATA SOURCES

This plan utilizes data from the U.S. Census, American Community Survey Five-Year Estimates (ACS), Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy (CHAS), MassGIS, the Town of Townsend Assessors Office and Housing Authority, and The Warren Group (TWG), as well as projections from the University of Massachusetts at Amherst Donahue Institute (UMDI) and Metropolitan Area Planning Council (MAPC).

The U.S. Census counts every resident in the United States by asking ten questions, whereas the ACS provides estimates based on a sample of the population for more detailed information. It is important to be aware that there are margins of error (MOE) attached to the ACS estimates, because the estimates are based on samples and not on complete counts.

CHAPTER 1: INTRODUCTION

This Housing Production Plan (HPP) is a state-recognized planning tool that, under certain circumstances, permits municipalities to influence the location, type, and pace of affordable housing development. This HPP establishes a strategic plan for production of affordable and mixed-income housing that is based upon a comprehensive housing needs assessment and provides a detailed analysis of development constraints due to infrastructure capacity, environmental constraints, protected open space, and regulatory barriers and considerations.

This HPP has been prepared in accordance with the Massachusetts Department of Housing and Community Development (DHCD) requirements and describes how the Town of Townsend plans to create and preserve affordable and mixed-income housing as well as create more housing options in the community.

Under Massachusetts General Laws Chapter 40B Section 20-23 (C.40B), the Commonwealth's goal is for all Massachusetts municipalities is to have a minimum of 10 percent of year-round housing units affordable to low/moderate income households or affordable housing on at least 1.5 percent of total land area.

As of July 2021, Townsend had 145 subsidized units in the SHI, making up 4.3 percent of its total housing stock. The total number of units in Townsend, which is used as the denominator when calculating Townsend's SHI percentage, will change following the full release of the 2020 census data. When the denominator changes, the percentage of housing units on the SHI will likely drop unless more units are added. While DHCD's official determination of compliance with the 10 percent minimum is pending, the preliminary 2020 Decennial Census figures, released recently, indicate that Townsend will remain significantly below the minimum 10 percent threshold. The 2020 count of total housing units reported by the Census Bureau is 3,566, an increase of 181 units from the 2020 count of 3,385.

REPORT ORGANIZATION

This Housing Production Plan is organized in six chapters as follows:

- Chapter 1 provides an overview of the purpose of the plan, a community overview, description of the planning process, and summary of the Town's housing needs, goals, and strategies and may serve as an executive summary for this report.
- Chapter 2 describes the Town's five-year housing goals, strategies, and action plan as identified through the planning process associated with development of this plan.
- Chapter 3 provides a demographic profile of the community's residents.
- Chapter 4 provides an analysis of local housing conditions including housing supply, residential market indicators, and affordable housing characteristics.
- Chapter 5 describes the Town's development constraints and limitations including environmental constraints, infrastructure capacity, and regulatory barriers and considerations.
- Chapter 6 describes local and regional capacity and resources to create and preserve affordable and mixed-income housing in the community.

COMMUNITY OVERVIEW

As described in the 2013 Open Space and Recreation Plan (OSRP), Townsend is a small, quiet, suburban/rural bedroom community occupying 32.8 square miles of land and surface water in western Middlesex County on the New Hampshire border. It is bordered by Fitchburg, Ashby, Pepperell, Groton, Shirley, and Lunenburg. The town is 39.5 miles northwest of Boston and provides convenient access to surrounding business, cultural, recreational, and scenic opportunities.

What is now Townsend was originally part of an area called Wistequassuck by Native Americans. The land was first surveyed in 1676 and was granted to Major William Hawthorn of Salem. The dam on the Squannacook River at the site of Townsend Harbor was built in 1733, leading to the development of industry in the form of a grist mill and sawmill. The town was incorporated in 1732 as "Townshend", though the "h" was later dropped in protest when the grandson of its namesake, Charles Townshend, passed an unpopular tax on the colonies in 1767.

By the 19th century, the town's industries had migrated near to the current center of town and were dominated by the cooperage industry and accompanying lumberyards and sawmills. The railroad arrived in 1846, further enhancing the development of industry including cranberry production and poultry farms for the egg market. Both the cooperage and egg industries would last into the mid 20th century, by which time many of the original manufacturing and agricultural industries began to slow. The town has since evolved into a residential community with some services, retaining a rural and historical character, and celebrated its 275th anniversary in 2007. Townsend's proximity to increased business and technology growth along the Route 495 beltway has increased demand for housing in the town, particularly between 1970 and 1990, though there has only been a marginal increase in business activity in the town itself in recent decades.

Townsend has enjoyed higher income levels overall than the Fitchburg Standard Metropolitan Statistical Area, though lower incomes than Pepperell and Groton due to their proximity to the Route 495 corridor and economic histories. Townsend contains a large amount of open space, notably the Townsend State Forest in the northern part of town, Pearl Hill State Park in southwest Townsend, and the exemplary wildlife habitat and recreational opportunities along the Squannacook River.

Overall, the town's rural characteristics are important in the minds of its residents, who enjoy Townsend's peaceful nature, hilly and scenic landscapes, areas of open space, recreational opportunities, and connection with history.

SUMMARY OF HOUSING NEEDS

As described in detail in Chapters 3-5, Townsend's population numbers are relatively stable, and the town's population is aging, with a high percentage of older residents living alone. The town contains primarily single-family units, and there is a mismatch in the town between the number of bedrooms per unit and the number of people per household. Overall, Townsend experiences a very high demand for housing, particularly rentals. Housing prices have increased in recent years, though unlike many communities, Townsend residents earning the median household income would be able to purchase a house at the town's median sales price. However, about 20 percent of Townsend's low- and moderate-income households are cost burdened, spending more than 30 percent of their income on housing costs. Much of the town is contained within the Squannassit Area of Critical Environmental Concern as well as on the town's aquifer, presenting constraints to denser development due to the lack of a sewer system.

Key findings from the Demographic Analysis, Housing Conditions, and Development Constraints chapters are summarized below:

DEMOGRAPHIC ANALYSIS KEY FINDINGS (CHAPTER 3)

- Townsend's population is relatively stable, with very slight fluctuations since 2000 and a projected slight decline over the next several decades.
- Between 2010 and 2019 the town's population has aged, with an increase in residents 65 years and older of five percentage points and a 3-percentage point decrease in residents aged between zero and seventeen years.
- Overall, the town has seen an increase in all non-family households since 2010. Particularly notable is a 63 percent increase in householders over the age of 65 living alone, far outpacing the 15 percent increase in senior householders living alone statewide in the same period.
- Townsend's population is less racially/ethnically diverse than both Middlesex County and Massachusetts as a whole but has seen recent increases in Hispanic/Latino and mixed-race populations.
- According to the 2015-2019 ACS, 34 percent of Townsend residents aged 25 or older have earned a bachelor's degree or higher educational attainment. This is significantly lower than Middlesex County (55 percent) and the Commonwealth as a whole (44 percent).
- The gap between Townsend's median household income and the area AMI has been increasing since 2000 when adjusted for inflation, with a 13 percent increase in area AMI but a 3 percent decrease in Townsend's median household income during that period.
- Renters in Townsend earned less than half as much as homeowners on average by 2019 ACS estimates – the median income for homeowners in Townsend was \$101,014 compared with \$42,805 for renters.

HOUSING CONDITIONS ANALYSIS KEY FINDINGS (CHAPTER 4)

- The housing stock in Middlesex County and Massachusetts is about half single-family detached, compared to 85 percent in Townsend.
- In 2019, the town had an ownership vacancy rate of 1.6 percent and a zero percent rental vacancy rate (indicating virtually no rental properties available), down from the 2 percent ownership and 1.2 percent rental vacancy rates in 2010.
- Townsend's quantity of renter-occupied housing units has increased by about five percent since 2010, compared to a nine percent increase in owner-occupied housing units. This increases the imbalance of ownership vs. rental properties in the town, particularly when the low vacancy rates indicate a need for more rental housing.
- There is a mismatch between smaller household sizes and the available housing stock, with almost 60 percent of Townsend households comprised of one or two people compared with 23 percent of housing stock with one or two bedrooms.
- The 2020 Decennial Census figures, released recently, indicate that Townsend will remain significantly below the minimum 10 percent threshold of subsidized housing required by the state.
- About 89 percent of extremely low-income households (earning less than 30 percent of AMI) are cost-burdened in Townsend, and 80 percent of these households are severely cost-burdened, spending more than 50 percent of their income on housing costs.
- In Townsend, unlike many Massachusetts communities, there is not a substantial affordability gap for purchasing homes based on the town's median household income, putting home ownership within reach for the average resident of the town.

DEVELOPMENT CONSTRAINTS KEY FINDINGS (CHAPTER 5)

Environmental Constraints

- Townsend's landscape remains undeveloped in many hilly areas due to comparatively low development pressures and state land purchases, with most developed areas in the valleys.
- The irregular topography limits development potential on the steep slopes of the town's hills, with road construction, on-site sewage disposal, and sewer and water line installation all difficult on these slopes which can be upwards of 10 percent.
- The Wetlands Bylaw requires approval from the Conservation Commission for nearly all development projects outside of the Route 119 corridor.
- Thirty-three percent of developable land in Townsend is in the 100-year flood zone and an additional 30 percent is in the 500-year flood zone, an important consideration when choosing sites for development. Global climate change will only continue to exacerbate extreme weather events contributing to flooding, increasing the risk to Townsend in future decades.
- Around 70 percent of Townsend is contained within the Squannassit Area of Critical Environmental Concern (ACEC). The ACEC designation does not explicitly prevent development, but it does require the town to steward development within the area more carefully.

Infrastructure Capacity

- Townsend's drinking water is sourced from two aquifers which lie under approximately half of the town. Much of the rest of the town is relied upon to recharge these aquifers. About half of Townsend residents are served by the Townsend Water Department, and the remainder are reliant on privately owned wells. The Water Department's capacity is planned to increase with a new well and treatment plant in the coming years.
- Townsend's wastewater is disposed entirely by private septic systems, and there are no plans for municipal sewer service at this time.
- Automobile traffic has increased in recent decades due to commuters originating in the town and passing through. A relatively limited number of job opportunities in the area compel residents to often travel more than 20 miles to work.
- Advancements in wastewater technology have improved the outlook for denser development in the town but overall, the town has continued to rely on uniform, large lot zoning and stringent site controls to mitigate the risks associated with septic systems.

Regulatory Barriers and Considerations

- Despite regulations allowing for multifamily developments in residential zones, the required multifamily densities are so low as to be impractical for development.
- The requirement in the Affordable Accessory Apartment Program that accessory apartments be affordable may provide a barrier to their development due to the regulatory process, marketing requirements, and administrative responsibilities.
- The DCD and NCD Commercial Districts allow single-family homes by right and mixed-use buildings by special permit, as well as multifamily housing of one to six units on structures already existing on the lot by special permit.
- Under the Affordable Housing Conditional Density Bonus program, the Planning Board can issue a special permit requiring that a minimum of 30 percent of units in OSRP or OSMP developments be sold and maintained at affordable prices.

IMPLEMENTATION CAPACITY AND RESOURCES KEY FINDINGS (CHAPTER 6)

- A new Open Space Multifamily Development is planned at Locke Brook Estates. One unit will be designated as affordable and transferred to Habitat for Humanity.
- Although the Townsend Housing Authority does not own or manage any properties, the board is very active in town housing policy and initiatives, educating the public, seeking state and federal funding where possible, and assisting with Local Initiative Partnerships with Habitat for Humanity and other agencies.
- Townsend does not have Community Preservation Act funding, one potential local source for affordable housing development.
- Townsend has recently hired a land use coordinator, which will increase capacity for implementation of this plan and regulatory review in general.
- The Townsend Affordable Housing Trust appears to have limited long-term revenue streams, but has recently (as of January 2022) been allocated \$100,000 of the town's ARPA funds.

SUMMARY OF HPP GOALS

As explained in Chapter 2, this plan includes the following five goals:

1. Promote incremental housing production to meet the state's goals and preserve existing affordable units
2. Address changing local needs, including an aging population, with a greater variety of housing options as alternatives to conventional single-family houses
3. Minimize environmental impacts of new development by promoting new housing options in strategic locations and through reuse opportunities
4. Support older adult residents, veterans, and other vulnerable populations by promoting affordable, accessible housing and needed support services
5. Increase Townsend's capacity to implement housing initiatives through enhanced local and regional coordination and community outreach

SUMMARY OF HPP STRATEGIES

Achieving the community's five-year goals will require a variety of regulatory, programmatic, and policy strategies. The strategies, described in detail in Chapter 2, are intended to offer multiple ways that the community can work to achieve its goals. Many of these strategies are contingent on factors beyond the municipality's control, including market opportunities and funding availability. All strategies will require local approvals in accordance with all applicable laws and regulations. The strategies are organized in three categories and are in no particular order:

- Planning, Policies, and Zoning Strategies
- Local Initiatives and Programmatic Strategies
- Capacity, Education, and Coordination

PLANNING, POLICIES, AND ZONING STRATEGIES

The Town's authority to update zoning regulations can have powerful effects to encourage private responses to address local housing needs with minimal local expenditure. The following strategies incorporate recommendations for both local planning initiatives and zoning amendments.

1. Consider amendments to the accessory apartment provisions to remove affordability requirements and create a by-right option.

2. Work with the Board of Health to investigate alternative and innovative individual or shared wastewater treatment systems and potential regulatory changes, such as to create more flexibility per the Sub Surface Sewage Disposal Regulations in areas with minimal environmental constraints.
3. Consider amendments to zoning regulations to create more flexibility for new housing development in areas with minimal environmental constraints.
4. Adopt local guidelines for development applications for the Local Initiative Program.
5. Conduct a planning area study to investigate the possible creation of a 40R district in two villages and along the Route 119 Corridor.
6. Consider zoning amendments to allow for development of affordable housing on nonconforming lots.
7. Consider adopting an Inclusionary Zoning bylaw based on a study evaluating options and identifying best practices.
8. Study options for compliance with the new multifamily zoning requirement for MBTA communities.

LOCAL INITIATIVE AND PROGRAMMATIC STRATEGIES

Local initiative strategies refer to recommendations that the Town can undertake to foster the creation of more housing options, especially affordable housing. These initiatives are not regulatory in nature - they deal with allocation of Town resources including staff time, funding, and property:

9. Investigate the feasibility of promoting smaller developments on several parcels owned by the Townsend Affordable Housing Trust (TAHT).
10. Create a process to maintain an updated inventory of tax title properties and promote housing development on tax title land.
11. Investigate feasibility to develop Veteran's housing.
12. Continue to seek CDBG funds to preserve and maintain older existing housing stock through the local rehab program.

CAPACITY, EDUCATION, AND COORDINATION

The following strategies are recommendations for expanding the Town's capacity to implement housing initiatives, promote education, and to coordinate housing initiatives with other local or regional entities:

13. Produce educational information to promote ADUs as a housing option throughout the community.
14. Collaborate regionally with neighboring towns and the MRPC to provide information to promote community understanding of housing needs and opportunities and the regulatory framework of 40B.
15. Consider adopting the Community Preservation Act to provide funding for community preservation including eligible community housing initiatives.
16. Ensure continued funding for the reinstituted Land Use Coordinator position (which has been recently filled at full-time, 35 hours per week).
17. Create a regular, predictable funding source for the Affordable Housing Trust and a five-year action plan to enhance the Trust's effectiveness (CPA, IZ payments, and ARPA funds).
18. Develop and maintain relationships with local and regional developers to pursue collaborative initiatives for housing production.
19. Designate the Housing Authority as a local HPP oversight entity and perform annual review of status of HPP goals and strategies.

CHAPTER 2: HOUSING GOALS AND STRATEGIES

A Housing Production Plan can help communities shape the location and type of future housing development and address affordable housing needs. Townsend's housing goals and strategies go beyond meeting minimum requirements for producing housing units eligible for inclusion on the Subsidized Housing Inventory (SHI). This plan also emphasizes the need for a mix of housing options for a variety of housing preferences, including accessible housing and housing choices for seniors.

These goals and strategies are based on a comprehensive housing needs and development constraints analysis, other current local plans and policies, as well as the consultant's recommendations and best practices. The HPP's goals and strategies are intended to provide guidance for local housing policies and initiatives as well as a path for certification (a.k.a., safe harbor), but do not bind future actions or decisions of local officials or Town Meeting.

How could Townsend protect natural, rural, and historic assets of the community while still creating more housing options to address local housing needs?

This question is at the heart of this planning effort and the goals and strategies described here are intended to address these questions.

FIVE-YEAR GOALS

The goals of this plan are consistent with the Comprehensive Permit Regulations (760 CMR 56) as required by DHCD for Housing Production Plans:

- a) *a mix of types of housing, consistent with local and regional needs and feasible within the housing market in which they will be situated, including rental, homeownership, and other occupancy arrangements, if any, for families, individuals, persons with special needs, and the elderly.*
- b) *a numerical goal for annual housing production, pursuant to which there is an increase in the municipality's number of SHI Eligible Housing units by at least 0.50 percent of its total units (as determined in accordance with 760 CMR 56.03(3)(a)) during every calendar year included in the HPP, until the overall percentage exceeds the Statutory Minimum set forth in 760 CMR 56.03(3)(a).*

As explained in detail below, this plan includes the following five goals:

1. Promote incremental housing production to meet the state's goals and preserve existing affordable units.
2. Address changing local needs, including an aging population, with a greater variety of housing options as alternatives to conventional single-family houses.
3. Minimize environmental impacts of new development by promoting new housing options in strategic locations and through reuse opportunities
4. Support older adult residents, veterans, and other vulnerable populations by promoting affordable, accessible housing and needed support services
5. Increase Townsend's capacity to implement housing initiatives through enhanced local and regional coordination and community outreach.

1. PROMOTE INCREMENTAL HOUSING PRODUCTION TO MEET THE STATE'S GOALS AND PRESERVE EXISTING AFFORDABLE UNITS

Townsend will actively strive to create a minimum of 17 homes annually that count on the Subsidized Housing Inventory (SHI) towards the state's 10 percent goal per MGL c.40B. This minimum incremental rate of production would enable the Town to enter one-year periods of "safe harbor" with the certification of this

HPP and help the Town reach the 10 percent goal in about 11 years or less by creating at least 191 units that are eligible for listing on the SHI. The Town will also work to actively preserve and maintain the existing affordable housing stock.

The Town will strive to ensure that all affordable housing produced shall be in accordance with DHCD's Comprehensive Permit Guidelines and regulations including with long-term affordability restrictions.³

2. ADDRESS CHANGING LOCAL NEEDS, INCLUDING AN AGING POPULATION, WITH A GREATER VARIETY OF HOUSING OPTIONS AS ALTERNATIVES TO CONVENTIONAL SINGLE-FAMILY HOUSES

The Town needs a greater variety of housing options to meet local housing needs and to help promote a socio-economically diverse population. This includes housing for older adults, individuals with special needs, low/moderate-income (LMI) households, and smaller (one to two-person) households. The Town will continue to promote and encourage initiatives to create affordable housing to help meet local housing needs, especially smaller market-rate rental housing units such as studio, one-bedroom, and two-bedroom apartments, as well as rental housing affordable for households at or below 30 percent and 50 percent of the Area Median Income (AMI).

The Town will continue to promote a variety of housing options including affordable opportunities for older adults to downsize as well as accessible and service-enriched housing for individuals and families with special needs, again including older adults.

3. MINIMIZE ENVIRONMENTAL IMPACTS OF NEW DEVELOPMENT BY PROMOTING NEW HOUSING OPTIONS IN STRATEGIC LOCATIONS AND THROUGH REUSE OPPORTUNITIES

Townsend has significant environmental development constraints. About 89.6 percent of Townsend has environmental constraints including land important for drinking water protection, wetlands, flood zones, and habitat resource areas including the Squannassit Area of Critical Environmental Concern. Townsend's wastewater infrastructure relies on individual private septic systems and about half of properties have private wells for drinking water and half are served by Town wells.

Strategic areas for accommodating a variety of housing options are areas with minimal environmental constraints and those that provide redevelopment opportunities, particularly in Town Center, West Townsend, and along the Route 119 corridor.

Protection of open space, water resources, and habitat land is a critical need for long-term sustainability and resilience⁴. Areas for new residential development opportunities include minimally constrained land in the southeast central area of Townsend, south of Route 119, near Blood Road, Bayberry Hill Road, Clement Road, and Fitchburg Road, as shown in the map later in this chapter.

In addition, reuse of the existing building stock as opportunities arise to create affordable housing and other housing options including smaller market-rate rental units should be prioritized.

4. SUPPORT OLDER ADULT RESIDENTS, VETERANS, AND OTHER VULNERABLE POPULATIONS BY PROMOTING AFFORDABLE, ACCESSIBLE HOUSING AND NEEDED SUPPORT SERVICES

Assist older adult residents, veterans, and other vulnerable populations with housing costs including fuel/heating, taxes, transportation, rent, and home efficiency and accessibility improvements and expand assistance to provide more support, particularly as Townsend's older adult population grows. Leverage

³ As described in Section 9 on page VI-10 of the MGL c.40B Comprehensive Permit Guidelines, December 2014.

⁴ Per the US Environmental Protection Agency's definition, sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment. To pursue sustainability is to create and maintain the conditions under which humans and nature can exist in productive harmony to support present and future generations. Resilience means the ability to anticipate, prepare for, and adapt to changing conditions and withstand, respond to, and recover rapidly from disruptions.

state and other public/private programs to maximize such support and creation of affordable, accessible, and service-enriched housing options.

5. INCREASE TOWNSEND'S CAPACITY TO IMPLEMENT HOUSING INITIATIVES THROUGH ENHANCED LOCAL AND REGIONAL COORDINATION AND COMMUNITY OUTREACH

Townsend has demonstrated a great ability to produce housing and implement local initiatives with limited resources. However, increasing local capacity will benefit the town so it can successfully reach local housing goals. Additional and ongoing professional planning support, predictable revenue for the new Affordable Housing Trust, community outreach, and coordination among local entities will strengthen the town's ability to continue its strong track record.

GOALS AND STRATEGIES MATRIX

The strategies, which are described in greater detail on the following pages, are summarized in the matrix below that indicates which goal or goals each strategy could help Townsend to achieve.

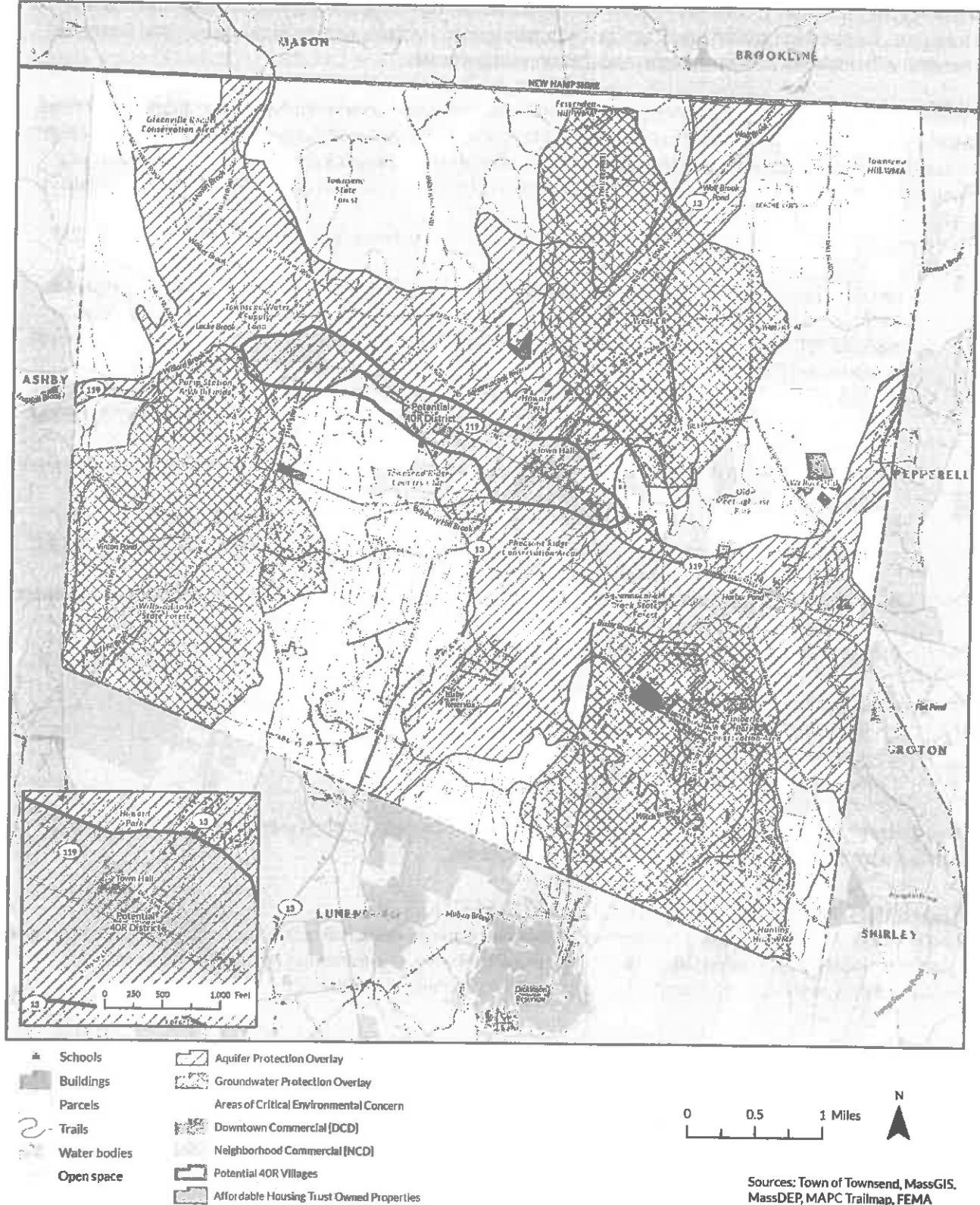
Type	#	Strategy	Production	Local Needs	Strategic Locations	Vulnerable Populations	Capacity
			G1	G2	G3	G4	G5
Planning, Policies, & Zoning	1	Consider amendments to the accessory apartment provisions to remove affordability requirements and create a by-right option.		X	X		
	2	Work with the Board of Health to investigate alternative and innovative individual or shared wastewater treatment systems and potential regulatory changes, such as to create more flexibility per the Sub Surface Sewage Disposal Regulations in areas with minimal environmental constraints.	X	X	X		
	3	Consider amendments to zoning regulations to create more flexibility for new housing development in areas with minimal environmental constraints.	X	X	X		
	4	Adopt local guidelines for development applications for the Local Initiative Program.		X		X	
	5	Conduct a planning area study to investigate the possible creation of a 40R district in two villages and along the Route 119 Corridor.	X	X	X		
	6	Consider zoning amendments to allow for development of affordable housing on nonconforming lots.	X	X	X		
	7	Consider adopting an Inclusionary Zoning bylaw based on a study evaluating options and identifying best practices.	X	X	X		
	8	Study options for compliance with the new multifamily zoning requirement for MBTA communities.	X		X		
Local Initiatives & Programmatic	9	Investigate the feasibility of promoting smaller developments on several parcels owned by the Townsend Affordable Housing Trust (TAHT).	X	X		X	
	10	Create a process to maintain an updated inventory of tax title properties and promote housing development on tax title land.	X	X	X		
	11	Investigate feasibility to develop Veteran's housing.				X	
	12	Continue to seek CDBG funds to preserve and maintain older existing housing stock through the local rehab program.		X		X	

Type	#	Strategy	Production	Local Needs	Strategic Locations	Vulnerable Populations	Capacity
			G1	G2	G3	G4	G5
Capacity, Education & Coordination	13	Produce educational information to promote ADUs as a housing option throughout the community.		X	X		
	14	Collaborate regionally with neighboring towns and the MRPC to provide information to promote community understanding of housing needs and opportunities and the regulatory framework of 40B.					X
	15	Consider adopting the Community Preservation Act to provide funding for community preservation including eligible community housing initiatives.					X
	16	Ensure continued funding for the reinstituted Land Use Coordinator position (which is budgeted as full-time, 35 hours per week).					X
	17	Create a regular, predictable funding source for the Affordable Housing Trust and a five-year action plan to enhance the Trust's effectiveness (CPA, IZ payments, and ARPA funds).					X
	18	Develop and maintain relationships with local and regional developers to pursue collaborative initiatives for housing production.					X
	19	Designate the Housing Authority as a local HPP oversight entity and perform annual review of status of HPP goals and strategies.					X

TOWN OF TOWNSEND - ZONING AND LOCAL INITIATIVE STRATEGIES

Prepared by JM Goldson LLC

J M GOLDSON



FIVE-YEAR STRATEGIES

Achieving the community's five-year goals will require a variety of regulatory, programmatic, and policy strategies. This section includes descriptions of local regulatory strategies, local initiatives, and strategies that deal with implementation capacity, education, and outreach.

The intent of these strategies is not to suggest that Townsend will implement all these strategies over five years, but to offer multiple ways that the community can work to achieve its goals. Many of these strategies are contingent on factors beyond the municipality's control, including market opportunities and funding availability. All strategies will require local approvals in accordance with all applicable laws and regulations.

This plan's strategies comply with the requirements of the Comprehensive Permit Regulations (760 CMR 56), which are summarized as follows:

The HPP shall address the matters set out in the Department's guidelines, including an explanation of the specific strategies by which the municipality will achieve its housing production goal, and a schedule for implementation of the goals and strategies for production of units, including all the following strategies, to the extent applicable:

- a) *the identification of zoning districts or geographic areas in which the municipality proposes to modify current regulations for the purposes of creating SHI Eligible Housing developments to meet its housing production goal.*
- b) *the identification of specific sites for which the municipality will encourage the filing of Comprehensive Permit applications.*
- c) *characteristics of proposed residential or mixed-use developments that would be preferred by the municipality (examples might include cluster developments, adaptive re-use, transit-oriented housing, mixed-use development, inclusionary housing, etc.).*
- d) *municipally owned parcels for which the municipality commits to issue requests for proposals to develop SHI Eligible Housing, and/or*
- e) *participation in regional collaborations addressing housing development.*

The strategies are organized in three categories and are not in order of priority:

- A. Planning, Policies, and Zoning Strategies
- B. Local Initiatives and Programmatic Strategies
- C. Capacity, Education, and Coordination

An action plan matrix is included at the end of this chapter that recommends sequencing of strategies over the five-year planning horizon and lists responsible entities.

PLANNING, POLICIES, AND ZONING STRATEGIES

The Town's authority to update zoning regulations can have powerful effects to encourage private responses to address local housing needs with minimal local expenditure. The following strategies incorporate recommendations for both local planning initiatives and zoning amendments.

1. Consider amendments to the accessory apartment provisions to remove affordability requirements and create a by-right option

An Accessory Dwelling Unit (ADU) is an apartment within or on the property with a single-family house. The property appears from the street to be a single-family, not a two-family house. As of the 2018 Pioneer Institute report, included in the list of more information below, about 37 of 100 cities and towns surrounding Boston allow ADUs and an additional 31 allow ADUs only under temporary circumstances.

Accessory apartments, either as an alteration to a single-family dwelling or conversion of a detached accessory building (garage, barn, or gate house) can help diversify a community's housing stock by providing smaller rental units for increasing numbers of smaller households. They are also typically more affordable and can provide income to cost burdened owners.

The Town allows accessory apartments in residential districts and encourages their use as affordable housing through amendments to the Bylaw in 1989-91 and again in 2019. Accessory apartments are allowed by special permit, provided the property owner lives in the primary residence. The maximum gross floor area is 800 sq. ft. or 35 percent of the combined floor area of the residence and unit.

The Town also has Affordable Accessory Apartment provisions that are intended to increase the supply of low- and moderate-income housing to be included on the SHI. These apartments must be approved through the state's Local Initiative Program and have a minimum 15-year affordability restriction. The apartment must be rented to income-qualified tenants selected through an open process. All new accessory apartments and all renewals of existing accessory apartment permits must now be constructed as part of the Affordable Accessory Apartment Program to ensure low- or moderate-income occupancy for at least 15 years, with fines imposed for violations.

However, the requirement in the Affordable Accessory Apartment Program that accessory apartments be affordable may provide a barrier to the creation of accessory apartments due to the regulatory process, marketing requirements, and administrative responsibilities. As a town whose zoning is primarily single-family, a progressive ADU bylaw could create opportunities for small-scale, incremental housing in town. As stated by AARP at its *All About Accessory Dwelling Units* website included as more information below:

**Housing Choice Legislation:
Lower Voting Threshold**

The Housing Choice legislation also lowers the voting threshold from a 2/3rds supermajority to a simple majority for key zoning amendments that are intended to promote housing production including by-right multifamily housing or mixed-use development in eligible locations; by-right accessory dwelling units, by-right open space residential development; Chapter 40R Smart growth zoning districts or starter home zoning districts; Transfer of Development Rights or natural resource protection bylaws (that do not reduce the overall number of housing units that can be built); and modifications to bulk, height, setback, and other dimensional requirements that would allow for additional housing units to be built.

There are also provisions for allowing some special permit uses to be adopted by majority vote including reducing parking ratio requirements if the reduction would produce more housing units.

For more information see the [Metropolitan Area Planning Council webpage "Housing Choice at a Glance."](#)

As small houses or apartments that exist on the same property lot as a single-family residence, ADUs play a major role in serving a national housing need. This traditional home type is re-emerging as an affordable and flexible housing option that meets the needs of older adults and young families alike.

Consider allowing more flexibility to create ADUs by removing the affordability requirement and allowing ADU's as of right within the principal dwelling or an existing detached structure on the same lot that meets the minimum lot area requirements. The revisions suggested above appear to qualify for a simple majority vote of Town Meeting per the recently enacted Housing Choice Legislation.

Also consider creating a special permit option for properties that do not meet the minimum lot area or other dimensional requirements.

More information:

- MAPC Living Little Report, 2018: <http://ma-medfield.civicplus.com/DocumentCenter/View/1687/Living-Little-Report-MAPC-2018-PDF>
- Pioneer Institute and Dain, Amy, *The State of Zoning for Accessory Dwelling Units*, White Paper No. 184, July 2018: <https://masmartgrowth.wpengine.com/wp-content/uploads/2019/01/ADU-MSGA-Pioneer-paper-2018.pdf>
- AARP, *All About Accessory Dwelling Units*: <https://www.aarp.org/livable-communities/housing/info-2019/accessory-dwelling-units-adus.html>

2. Work with the Board of Health to investigate alternative and innovative individual or shared wastewater treatment systems and potential regulatory changes, such as to create more flexibility per the Sub Surface Sewage Disposal Regulations in areas with minimal environmental constraints

Townsend's Sub Surface Sewage Disposal Regulations are relatively stringent but consistent with Massachusetts Title 5 requirements. The main issue dictated by Title 5 involves nitrogen loading from septic systems which contaminates drinking water. This is particularly problematic when a property is served both by a private well and a septic system, in which case Title 5 allows one bedroom per 10,000 square feet. Currently about half of Townsend's housing units are served by town water.

Per recent communication with the Nashoba Associated Boards of Health in December 2021, the most likely change that could be made in Townsend's regulations would be to eliminate the requirement that the septic system must be on the same property that it is serving. This is in place to avoid historically complex and costly situations where abutting property owners decide to share a septic system. However, the Townsend Board of Health has granted variances from this rule in the past for cluster developments, notably the Coppersmith Way development. Moving forward, the Board could consider easing that restriction for areas with minimal environmental constraints.

More information:

- A report prepared for the Massachusetts Housing Partnership by Joseph De. Peznola, PE – Hancock Associates, *Sewage Rules Create Gap in Housing Supply in Massachusetts*, 2015: https://www.mhp.net/writable/resources/documents/sewer_rules_housing_supply.pdf

3. Consider amendments to zoning regulations to create more flexibility for new housing development in areas with minimal environmental constraints

Study options and consider adopting an affordable housing overlay that could be applied to properties by special permit by the Planning Board on properties of a specified minimum size. Such an overlay would provide flexibility to waive underlying density and dimensional requirements (with minimum/maximum standards) for developments that create SHI-eligible units and could be applicable to lots of a certain specified minimum size and/or in certain zoning districts or locations with proximity to certain public amenities or other services, etc.

As part of this effort, work with an architect to create local, Townsend-specific design standards to ensure contextual architectural compatibility.

This type of overlay provisions could be like Dennis's local affordable housing bylaw that provides flexibility to waive dimensional and density requirements (within limits and design guidelines) in return for development of affordable housing.

More information:

Town of Dennis Zoning Bylaw, Section 69 4.9.1 “Provisions to Encourage the Development of Affordable Housing in Dennis”:

<https://www.town.dennis.ma.us/sites/g/files/vyhlf3016/f/uploads/zoningbylaw5-2-2017.pdf>

4. Adopt local guidelines for development applications for the Local Initiative Program

The Local Initiative Program (LIP) is a state housing program administered by the Department of Housing and Community Development (DHCD). The LIP program is intended to encourage communities to produce SHI-eligible housing as a locally sponsored Comprehensive Permit by providing state technical assistance from DHCD (rather than a financial subsidy). Through the LIP process, the Town works with proponents to facilitate the development of affordable housing that helps address Townsend's local housing needs.

Such local LIP guidelines could include project review procedures clarifying the role of the Townsend Housing Authority, Townsend Affordable Housing Trust, and Board of Selectmen. For example, in Medfield, the local affordable housing trust meets with developers very early in the process (prior to submitting a pre-application), asks for evidence of meetings with neighbors and town staff, then holds a public meeting to formally discuss a potential project application. The housing trust works with the developer to refine the proposal.

The local LIP guidelines could also include specific local project preferences to help meet defined local needs and design requirements (within reason). In Townsend, there is a need for affordable housing for extremely low and very low-income households – such a preference could be stated in the local guidelines.

More information:

- Medfield MAHT Action Plan 2018-2020, with Guidelines for LIP/MAHT Initiatives on page 8: <https://www.town.medfield.net/DocumentCenter/View/1653/MAHT-Action-Plan---Approved-04-03-18-PDF>

5. Conduct a planning area study to investigate the possible creation of a 40R district in two villages and along the Route 119 Corridor

A planning study of the Townsend Town Center and West Townsend areas along with the area of the Route 199 corridor that connects these two villages could help clarify the community's vision for the future of this area and could consider if the town wishes to adopt zoning mechanisms such as a Smart Growth Zoning Overlay District Act, Chapter 149 of the Acts of 2004, codified as M.G.L. c. 40R. A rough outline of the potential area is shown on the map earlier in this chapter.

The Smart Growth Zoning Overlay District Act was enacted to encourage communities to create dense residential or mixed-use Smart Growth Zoning Overlay Districts, including a high percentage of smaller affordable housing units, to be located near transit stations and, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.¹¹

Such 40R Smart Growth districts are often created in areas with historic resources and can promote the rehabilitation and reuse of historic and other existing buildings to support the creation of affordable and mixed-income housing. Townsend Town Center and West Townsend are both designated as Local Historic Districts. Note that 40R districts do not change or supersede the provisions of a local historic district or the historic district commission's authority per a local historic district.

Chapter 40R provides financial incentives for communities to establish Smart Growth Overlay Zoning Districts allowing a minimum of 20 units per acre for multifamily houses, 12 units per acre for two- and three-family houses, and 8 units per acre for single-family houses. In addition, Chapter 40R provides bonus payments for units constructed as a result of the greater density afforded in the districts.

To determine the appropriateness of creating either a Smart Growth zoning overlay district in these areas, undertake a planning study that considers potential opportunities and constraints for development and redevelopment including identification of historic resources, such as those within the local historic districts.

More information:

- DHCD's website "Chapter 40R": <https://www.mass.gov/service-details/chapter-40r>

6. Consider zoning amendments to allow for development of affordable housing on nonconforming lots

While smart-growth locations with good access to services are beneficial for multi-family and affordable/mixed-income housing, there are also benefits of scattering more affordable housing options, especially affordable single-family units, in single-family neighborhoods of Townsend.

One strategy to encourage scattered-site affordable homes is to allow single-family development on nonconforming lots, contingent on meeting all board of health requirements for on-site septic and connection to public water. Through updated zoning, the Town can allow affordable deed-restricted single-family homes on smaller or odd-shaped vacant lots that are compatible with the existing single-family neighborhoods but otherwise undevelopable. Target areas of town that would have the least environmental impacts.

7. Consider adopting an Inclusionary Zoning bylaw based on a study evaluating options and identifying best practices

Inclusionary Zoning (IZ) ties the development of market-rate housing with affordable housing units to help increase a community's supply of affordable units. This type of zoning policy can help a community maintain or increase its percentage of housing units that are eligible for the SHI. According to the MAPC Inclusionary Zoning and Payment in Lieu of Units Analysis, there are over 300 communities in the state that have enacted IZ provisions. As stated in the MAPC Analysis:

Effective IZ is tailored to local market conditions and can set standards that do not overburden new development or negatively impact the pace of development, while also resulting in meaningful increases in affordable units.

Consider options for Inclusionary Zoning (IZ) for Townsend that would require that residential developments above a certain number of units or size include a minimum percentage of affordable units or an in-lieu payment to the Townsend Affordable Housing Trust.

As an example, the Town of Lincoln's IZ provisions require affordable housing units for any development or division of land that results in the creation of six or more dwelling units per the following schedule.

PCL XL error

Error:

Operator:

Position:

IllegalOperatorSequence

LineRelPath

631480

Townsend First Policy

Within the confines of the law, and all other factors being equal, the Town of Townsend shall seek to employ Town residents before considering other candidates for open positions. The Town shall likewise make all reasonable efforts to procure goods and services from Townsend-based vendors in the construction, maintenance and operation of all construction projects paid for solely with Town funds, or for supply contracts that are not subject to the requirement that preference be given to the lowest responsible bidder.

To qualify as a local vendor, the bidder must certify at the time of bid the following:

- (a) it has fixed facilities with employees located within the Town limits;
- (b) it has a Town business street address (Post Office box or residential address shall not suffice to establish a local presence);
- (c) all sales tax returns for the goods purchased must be reported to the State through a business within the geographic boundaries of the Town; and
- (d) it has a Town business license.

Further, for any development agreements or Host Community Agreements (contract negotiated between a municipality and a marijuana establishment that includes all terms necessary for the marijuana establishment to operate in the municipality), the Agreement shall contain the following clause:

Local Vendors and Hiring. To the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, CONTRACTOR shall make best efforts in a legal and non-discriminatory manner to give priority to Town businesses, suppliers, contractors, builders and vendors located in the Town in the provision of goods and services called for in the construction, maintenance and continued operation of the Facility and to hire Town residents for jobs in and related to the Facility. Such efforts shall include actively soliciting bids from Town vendors through local advertisements and direct contact, to the greatest extent possible, advertising any job expansion or hiring of new employees first to Town residents. CONTRACTOR shall give Town residents an employment preference to the fullest extent allowed by law. Such preference shall be conspicuously referenced in all employment advertisements and literature issued by CONTRACTOR. CONTRACTOR also agrees to make best efforts to utilize women-owned and minority-owned vendors within the Town and the region. Thirty days after opening, and annually thereafter, if requested CONTRACTOR shall provide to the Town a hiring report. Said report shall include the full and part-time employment levels for the Facility as of the beginning of each month during the reporting period and the

proportion of Town residents in each category of employment. CONTRACTOR shall furnish the Town with such further information and documentation as the Town may reasonably request to support and document compliance with this Agreement.

DRAFT



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

POLICY #01-2022

REPLACE POLICY: N/A

Purpose: The Board of Selectmen and Interim Town Administrator agree to establish a consistent process for all municipal Boards, Commissions, and Committees.

Policy: Townsend First Policy for All Boards, Commissions, Authorities, and Committees.

Townsend First Policy

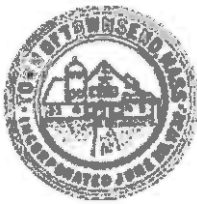
Within the confines of the law, and all other factors being equal, the Town of Townsend shall seek to employ Town residents before considering other candidates for open positions. The Town shall likewise make all reasonable efforts to procure goods and services from Townsend-based vendors in the construction, maintenance and operation of all construction projects paid for solely with Town funds, or for supply contracts that are not subject to the requirement that preference be given to the lowest responsible bidder.

To qualify as a local vendor, the bidder must certify at the time of bid the following:

- a. it has fixed facilities with employees located within the Town limits;
- b. it has a Town business street address (Post Office box or residential address shall not suffice to establish a local presence);
- c. all sales tax returns for the goods purchased must be reported to the State through a business within the geographic boundaries of the Town; and
- d. it has a Town business license.

Further, for any development agreements or Host Community Agreements (contract negotiated between a municipality and a marijuana establishment that includes all terms necessary for the marijuana establishment to operate in the municipality), the Agreement shall contain the following clause:

Local Vendors and Hiring. To the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, CONTRACTOR shall make best efforts in a legal and non-discriminatory manner to give priority to Town businesses, suppliers, contractors, builders and vendors located in the Town in the provision of goods and services called for in the construction, maintenance and continued operation of the Facility and to hire Town residents for jobs in and related to the Facility. Such efforts shall include actively soliciting bids from Town vendors through local advertisements and direct contact, to the greatest extent possible, advertising any job expansion or hiring of new employees first to Town residents. CONTRACTOR shall give Town residents an employment preference to the fullest extent allowed by law. Such preference shall be conspicuously referenced in all employment advertisements and literature issued by CONTRACTOR. CONTRACTOR also agrees to make best efforts to utilize women-owned and minority-owned vendors within the Town and the



OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Joseph Shank, *Vice Chairman*
Chaz Sexton-Diranian, *Clerk*

region. Thirty days after opening, and annually thereafter, if requested CONTRACTOR shall provide to the Town a hiring report. Said report shall include the full and part-time employment levels for the Facility as of the beginning of each month during the reporting period and the proportion of Town residents in each category of employment. CONTRACTOR shall furnish the Town with such further information and documentation as the Town may reasonably request to support and document compliance with this Agreement.

4.5

**AGREEMENT
BY AND BETWEEN THE
TOWN OF TOWNSEND
AND THE
MONTACHUSETT REGIONAL PLANNING COMMISSION**

THIS AGREEMENT was made as of June 29, 2021, by and between the Town of Townsend, 272 Main Street, Townsend, MA 01469 (hereinafter "COMMUNITY"), and the MONTACHUSETT REGIONAL PLANNING COMMISSION, 464 Abbott Avenue, Leominster, MA 01453 (hereinafter "CONSULTANT").

WITNESSETH THAT:

WHEREAS the COMMUNITY requires assistance from a professional CONSULTANT to enable the COMMUNITY to fulfill its mission to maintain Green Communities status. This includes, but is not limited to, completing two (2) Annual Reports, and completing two (2) Competitive Grant applications and submitting to the MA Department of Energy Resources (DOER), according to the Scope of Services in ATTACHMENT A; and

WHEREAS the CONSULTANT accepts the responsibility of completing all tasks summarized in the above paragraph and detailed within ATTACHMENT A; and is willing to complete all, feasible tasks within the TIME OF PERFORMANCE as identified in Section 6; and will accept the level of compensation identified in Section 7 COMPENSATION, BUDGET, AND INVOICING METHOD.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT:** The COMMUNITY hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.
2. **SCOPE OF SERVICES:** The CONSULTANT shall complete all, feasible tasks in accordance with ATTACHMENT A.
3. **ELIGIBLE ACTIVITIES:** Eligible activities under this Agreement shall be consistent with the MA Department of Energy Resources Regional Energy Program Assistance contract with the MRPC.
4. **RESPONSIBILITY OF COMMUNITY:** The COMMUNITY shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services described in ATTACHMENT A.
5. **SUBCONTRACTS:** No subcontracts may be awarded by the CONSULTANT to any other party the purpose of which is to fulfill in whole or in part the services required of the CONSULTANT under this Agreement, without prior written approval of the COMMUNITY.



- 6. TIME OF PERFORMANCE:** The services of the CONSULTANT shall commence upon full execution of this contract and shall be undertaken and completed in sequence to ensure expeditious completion by May 31, 2023.
- 7. COMPENSATION, BUDGET, AND INVOICING METHOD:** See ATTACHMENT B
- 8. GENERAL PROVISIONS:**
- a. ACCESS TO RECORDS: The COMMUNITY and the CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the COMMUNITY and the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement to each other and to the funding agency, MA Department of Energy Resources.
 - b. TERMINATION: The COMMUNITY may terminate this Agreement with the other party, for cause, upon sixty (60) days written notice to the CONSULTANT, if the CONSULTANT fails to carry out the obligations described in this Agreement. The CONSULTANT may terminate this Agreement with upon sixty (60) days written notice to the COMMUNITY, if the COMMUNITY fails to carry out the obligations described in this Agreement. In case of termination, all finished and unfinished documents shall become the property of the COMMUNITY. In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according the "COMPENSATION, BUDGET AND INVOICING METHOD," ATTACHMENT B.
 - c. AMENDMENTS: This Agreement may be amended provided such amendment is in writing by both signatories hereto.
 - d. DISCRIMINATION: The COMMUNITY and CONSULTANT shall comply with applicable federal and state antidiscrimination laws, including but not limited to the Federal Equal Employment (EEO) Laws; the American with Disabilities Act, 42 USC §12101, et seq/, the Rehabilitation Act, 29 U.S.C. §794; 29 U.S.C. §701; 29 U.S.C. §623; 42 U.S.C. c. 45; (Federal Fair Housing Act); M.G.L. c. 151B (Unlawful Discrimination); M.G.L. c. 151E (Business Discrimination); the Public Accommodations Law M.G.L. c. 272, §92A; M.G.L. c. 282 §§98 and 98A, Massachusetts Constitution Article CXIV and M.G.L. c. 93 & 103; 47 U.S.C. §255 (Telecommunications Act); M.G.L. c. 149, §105D, M.G.L. c. 151C, M.G.L. c. 272, §§92A, 98, & 98A and M.G.L. c. 111, §199A and Massachusetts Disability-Based Non-Discrimination Standards For Executive Branch Entities, and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent.
 - e. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the COMMUNITY harmless from and against all claims, demands, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT'S breach of this Agreement or the negligence or misconduct of the CONSULTANT, or the CONSULTANT'S agents or employees.
 - f. LICENSES: The COMMUNITY and CONSULTANT shall obtain and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of this Agreement, as required by federal, state, and/or local laws or regulations.

- g. **COPYRIGHT:** No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of the **COMMUNITY**.
- 9. **SEVERABILITY:** If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

This contract will be considered invalid if the attached CERTIFICATE OF TAX COMPLIANCE and
CERTIFICATE OF NON-COLLUSION are not fully executed and dated by the CONSULTANT.

IN WITNESS THEREOF, the COMMUNITY and the CONSULTANT have executed this Agreement
under the seal in duplicate as of the date above written.

Approvals and Signatures

BY:	BY:
	
Veronica Kell, Chair Board of Selectmen Town of Townsend	Glenn P. Eaton, Executive Director Montachusett Regional Planning Commission
Authorized Signatory	Authorized Signatory
	
Date	Date

The following Certificate of Tax Compliance must be completed by the CONSULTANT and submitted as part of this contract.

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A, the signatory for **MONTACHUSETT REGIONAL PLANNING COMMISSION** certifies under the pains and penalties of perjury that the said CONSULTANT has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

CONSULTANT:

By: 
(Signature of authorized representative)


Executive Director
(Title)

6/29/2021 (date)

The following Certificate of Non-Collusion must be completed by the CONSULTANT and submitted as part of this contract.

The undersigned certifies under the pains and penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

CERTIFICATE OF NON-COLLUSION


Signature

6/29/2021
Date

Glenn P. Eaton, Executive Director
Printed Name of Person Signing Proposal

Montachusett Regional Planning Commission
Name of Business

**Attachment A
Scope of Services**

The COMMUNITY requires the assistance from a professional CONSULTANT to enable the COMMUNITY to fulfill its mission to maintain Green Communities status.

The tasks defined in this Scope of Services shall commence upon award of Regional Energy Program Assistance funds to MRPC and be completed by May 31, 2023.

Product: Green Communities Tasks	Timeline for Task Completion
Task #1: 2021 Annual Report completion and submission, includes working with community to ensure MEI accuracy and completing Criteria updates.	October 2021
Task #2: Complete Competitive Grant application and submit to DOER, includes working with Energy Committee and vendor to prioritize ECMs.	April 2022
Task #3: 2022 Annual Report completion and submission, includes working with community to ensure MEI accuracy and completing Criteria updates.	October 2022
Task #4: Complete Competitive Grant application and submit to DOER, includes working with Energy Committee and vendor to prioritize ECMs.	April 2023

Deliverables:

Completed Annual Reports and Competitive Grant Applications submitted to MA DOER in 2021 and 2022.

Town Point of Contact: Brent Carney, Energy Committee Chair, brcarney1015@gmail.com

MRPC Point of Contact: Karen Chapman, Senior Planner, kchapman@mrpc.org

**ATTACHMENT B
COMPENSATION, BUDGET, AND INVOICING METHOD**

COMPENSATION

Option 1 for Federal or State Grant-Funded Projects

This is an award of services from the MRPC to the COMMUNITY. This is not a cash award to the COMMUNITY.

BUDGET

See Table B, below for amounts of funding and funding sources.

The total US Dollar value of this contract for services between the COMMUNITY and the CONSULTANT is \$6,000.

TABLE B

LINE ITEM	AMOUNT
MA DOER Regional Energy Program Assistance Grant	\$6,000
TOTAL	\$6,000

INVOICING METHOD

Unless otherwise noted below, invoices **will** be submitted to the COMMUNITY monthly commencing within thirty (30) days of the full execution of this Agreement through the date that all services are delivered to the COMMUNITY.

Option 1 for Federal or State Grant-Funded Projects

The CONSULTANT will NOT invoice the COMMUNITY for the delivery of services under this MA DOER Regional Energy Program Assistance Grant unless the COMMUNITY has opted to compensate the CONSULTANT for additional services with monies other than those provided for in the funding source's program.

4.6

**TOWN OF TOWNSEND
PLANNING BOARD
272 MAIN ST.
TOWNSEND, MA 01469
bfaxon@townsendma.gov**

Date: January 19, 2022

To:

Assessors Office
Board of Selectmen
Board of Health
Building Commissioner
Conservation Commission
Fire Department

Highway Department
Land Use Coordinator
Town Clerk
Police Department
Zoning Board of Appeals

From:

Planning Board Office via Beth Faxon, X1722 bfaxon@townsendma.gov

REFERRAL NOTICE (From legal notice)

In accordance with MGL Chapter 40-A and the Townsend Planning Board Rules and Regulations, Article II Subdivision control, §§175-13 Definitive subdivisions, Townsend General Bylaw and Planning Board Rules and Regulations, the Planning Board will hold a remote public hearing on **Monday, February 14, 2022 at 6:45 p.m.**, on an application by Townsend Hill Realty Trust requesting a modification and/or waiver to a condition contained in the Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Road dated December 9, 2019.

Identified as VI. B. 4. which states, "the applicant shall provide proof of recording of a conservation restriction on Parcel C prior to receiving occupancy permits". (Book 75754 Page 260). The project is currently under construction and is a 6-lot Definitive Subdivision/Open Space Preservation Development, located off North End Road, Assessor's Map 46, Block(s) 2 & 3, Lot(s) 0, 2, 6, 7, 8, 9. Interested parties may join the remote only public hearing at the following link: Join Zoom Meeting <https://us02web.zoom.us/j/88952982886?pwd=UndYdik1UFp6WGZFUU45NCtRMFFNdz09> Meeting ID: 889 5298 2886 Passcode: 490225 One tap mobile +19292056099

PROJECT DESCRIPTION:

request for modification/waiver to condition VI. B. 4. of Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Rd dated December 9, 2019.
Townsend Hill realty Trust

APPLICANT:

LOCUS ADDRESS:

187 & 199 North End Road

PARCEL ID:

Assessor's Map 46, Block(s) 2 & 3, Lot(s) 0, 2, 6, 7, 8, 9

DATE OF HEARING:

Monday Feb 14, 2021 @ 6:45 pm.

TIME / PLACE OF HEARING:

remotely via TCAM hosted Zoom meeting

LEGAL AD:

Groton Herald January 28 & February 4, 2022

COMMENTS As the CR for Campbell Farm is now "approved for local signatures", once the Grantor and Grantee have signed, this may be put on the BOS agenda.

We anticipate this to be the March 1, 2022 agenda (the next available).
Consequently, no modification to the P.B. Decision is necessary.
NO COMMENT
SIGNED: Veronica Kell, individually
(for ratification/discussion/vote by BOS on 2/15/2022)
DATE: 2/14/2022



Office of
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x 1722

4-6
RECEIVED
JAN 12 2022

TOWN OF TOWNSEND
TOWN CLERK

Page 1 of 3

Site Plan Review Special Permit

(Under Sections 145-42 Site Plan Review Special Permit; 145-39 Open Space Preservation Development (OSPD); 145-47 Open Space Multi-family Development (OSMD); 145-51 Telecommunication and Cellular Towers, 145-53 Adult Use Establishments, 145-65 Special Permits, and 145-86 Ground-Mounted Solar Energy District of the Townsend Zoning Bylaws)

Date: 1/12/22

Name of Project: Definitive Subdivision Campbell Farm Open Space Preservation Development North End
Location of Project: 157 + 199 North End Road, Townsend, MA 01469

1. Owner of record:

Name: Thomas Talcott, Dana Roberts, Michael Hoffman, Scott Blain, Trustees of the Townsend Hill
~~Company:~~ Realty Trust. Thomas Talcott and Lisa Talcott owners of 199 North End Road.
Owner's Street Address: 199 North End Road
City/Town: Townsend State: MA Zip: 01469

Phone: Day 978-835-9114 Evening 978-835-9114 Fax N/A

2. Applicant's name and address (if same as owner, write "same")

Name: SAME
Company: _____
Owner's Street Address: _____
City/Town: _____ State: _____ Zip: _____
Phone: Day _____ Evening _____ Fax _____

Applicant is: ☒ Owner _____ Agent/Attorney _____ Purchaser _____ Tenant _____
Other: (Explain) _____

If the applicant is not the owner, a Power of Attorney or similar document signed by all owners of the property must be included.

3. Characteristics of Property:

*Zoning District: RB2 **Number of Lots: 6
**Lot Area See List **Frontage See List
*Map # _____ Block # _____ Lot # _____
*Recorded, South Middlesex Registry of Deeds: Book Number _____ Page Number _____

*Information available from the Assessors Office **If there is more than one lot, please attach a list

4. Please either attach or write a brief description of the nature of this Special Permit for

Site Plan Review:

See Attached**Fees:**

Site Plan Review Special Permit or Non-Discretionary Site Plan Review for Solar/Wind Energy Installation:	\$ 350 Existing Construction \$1,200 New Construction \$ 200 Modification or Permit Extension
OSPD or OSMD	\$1,000 \$ 600 if filed simultaneously with Definitive Subdivision \$ 300 & 50 per lot Modification or Permit Extension
Telecommunication Cell Tower:	\$ 750 New Construction \$ 300 Renewal of Cell Tower Special Permit
Adult use:	\$ 2,000

Please make checks payable to the Town of Townsend. Fees are for administrative costs.

Under MGL Chapter 40A and Chapter 44 §53G, the Planning Board may require a deposit payable to the Town of Townsend for the reasonable costs of a consultant/engineer's peer review or other outside consultant. Funds are held in an interest-bearing account, and unused balances are refundable upon written request at the completion of the project.

The Planning Board may also require the applicant to pay unusual administrative costs, such as copying.

The applicant shall pay the cost of recording any decision at the Registry of Deeds.

Please direct any questions to the Planning Board Assistant at 978-597-1700 x 1722. For zoning or building questions, please contact the Building Commissioner at 978-597-1709.

Agreement

- I/we hereby certify that the information on the first page is true and correct based on all the information available to me.
- I/we understand that the Planning Board may require additional information to process this application.
- Any errors in the information provided, or presented by me or my representatives may be cause for denial or revocation of a favorable decision.
- Any relief granted by the Planning Board must be limited to the request made in this application.
- I/we may be represented by counsel at my own expense.
- If this application is denied, it may not be brought before the Planning Board again for two years without prior approval from the Planning Board.
- I/we am/are responsible for all other applications, permits, and approvals that may be required by law.

AMPBELL 44km*For notarizing additional signatures, please photocopy this page as needed.*Date: 1/12/22

Owner(s): (1) DANA ROBERTS
 (Print Name)
[Signature]
 (Signature)

(2) Thomas Talbot
 (Print Name)
[Signature]
 (Signature)

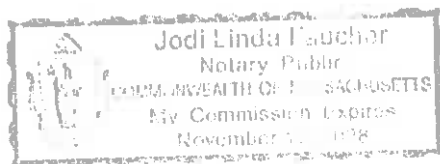
Date: 11/1/22

Applicant(s): (1) DANA ROBERTS
 (Print Name)
[Signature]
 (Signature)

(2) Thomas Talbot
 (Print Name)
[Signature]
 (Signature)

NOTARY STATEMENT:**COMMONWEALTH OF MASSACHUSETTS**Middlesex County

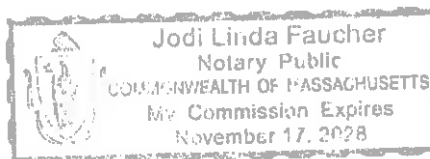
On this 11 day of January, 2022, before me, the undersigned Notary Public, personally appeared _____, and proved to me through satisfactory evidence of identification, which were _____, to be the person(s) whose name(s) is (are) signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, in my presence.



Notary Stamp

Jodi Linda Faucher
 Notary Public Signature

Nov. 17 2028
 My Commission Expires



Characteristics of Property

Address	Parcel ID	Lot size	Frontage	Zoning	Bk/Pg
Lot 1	46 3 0	2.11 acres	200'	RB2	70150/331
Lot 2	46 3 9	2.49 acres	120'	RB2	70150/331
Lot 3	46 3 8	2.14 acres	120'	RB2	70150/331
Lot 4	46 3 7	2.42 acres	120'	RB2	70150/331
Lot 5	46 3 6	1.61 acres	176'	RB2	77632/376
Lot 6	46 2 2	4.67 acres	200'	RB2	30623/562

Description of request

A waiver from the condition contained in the Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Road dated December 9, 2019. Identified as VI. B. 4. which states, "the applicant shall provide proof of recording of a conservation restriction on Parcel C prior to receiving occupancy permits". (Book 75754 P: 260).

Shortly after the beginning of the pandemic we were informed that we would need to abandon our CR that was in process and start again because all CR's that were in process at that time were required to file a new submission. At that time we submitted our new CR and worked with the EEA reviewer to complete the process. On December 2, 2020 our CR was approved to be accepted by the sitting Conservation Commission. Our CR was submitted back to the EEA reviewer and was returned to us for final comment and approval by the town on February 11, 2021. At that time I was told by both David Henkels and James Kreidler that our CR was being reviewed by town counsel and was being submitted to the selectmen's office for sign off. In April 2021 because we believed we were in a position to have our CR submitted and be recorded and we sold lots 1, 2 and 5 to other parties. On July 28, 2021 I was placed on the ConComm agenda expecting our final approval but our application was contested by a newly appointed member and a selectperson. On September 8, 2021 it was determined that the CR I submitted was the correct CR and I was told they would do everything they could to expedite our application. After a review of our CR there were 4 non material changes made and I was told that the Planning Board wanted to review our CR prior to resubmission. On October 27, 2021 the CR was then sent back to the EEA reviewer who assured us that the CR was with EEA counsel and expected the final to be sent back to the town for sign offs by the following Friday. He resigned his position at that time with the EEA. We are hopeful that the CR will be back with the town for final signoffs shortly.

Because of the delays involved there are homes being built that will need occupancy permits to be issued. We acted in good faith when we sold the lots of land understanding that our CR was going to be completed shortly. Because of delays as outlined above the purchasers of lots 1, 2, and 5 will be significantly impacted if occupancy certificates will not be issued. We do understand that occupancy certificates will not be issued for lot 3 and 4 which are where Dana Roberts and Scott Blains residences will be built.

Respectfully,

Dana Roberts

**Declaration of Trust Establishing
Townsend Hill Realty Trust**

Trustee(s):

Scott R. Blain of Townsend, MA
Michael R. Hoffman of Townsend, MA
Dana J. Roberts of Townsend, MA
Thomas J. Talcott of Townsend, MA

The above named Trustee(s), hereby declare that Ten (10) Dollars is held in trust hereunder and any and all additional property and interest in property, real and personal, that may be acquired hereunder (the "Trust Estate") shall be held in trust, solely as nominee, for the sole benefit of the individuals or entities listed in the Schedule of Beneficiaries in the proportions stated in said Schedule, which Schedule has this day been executed by the Beneficiaries and filed with the Trustees with receipt acknowledged by at least one Trustee (hereafter, as it may be amended, "Schedule of Beneficiaries").

SECTION ONE

Name and Purpose

1.1 This Trust shall be known as the **Townsend Hill Realty Trust** Nominee Trust and is intended to be a nominee trust, so-called, for federal and state income tax purposes and to hold the record legal title to the Trust Estate and perform such functions as are necessarily incidental thereto.

SECTION TWO

Trustees

2.1 In the event that there are two Trustees, ANY ONE TRUSTEE may execute any and all instruments and certificates necessary to carry out the provisions of the Trust. In the event there are more than two Trustees, ANY TWO TRUSTEES, except as otherwise provided in Paragraph 7.2, may execute such instruments and certificates necessary to carry out the provisions of the Trust.

2.2 No Trustee shall be required to furnish bond. No Trustee hereunder shall be liable for any action taken at the direction of the Beneficiaries, nor for any error of judgment nor for any loss arising out of any act or omission in the execution of the Trust so long as acting in good faith, but shall be responsible only for his or her own willful breach of trust. No license of court shall be requisite to the validity of any transaction entered into by the Trustees. No purchaser, transferee, pledgee, mortgagee or other lender shall be under any liability to see to the application of the purchase money or of any money or property loaned or delivered to any Trustee or to see that the terms and conditions of this Trust have been complied with. Every agreement, lease, deed, mortgage, note or other instrument or document executed or action taken by the person or persons appearing from the records of the Registry of Deeds to be Trustees, as required by paragraph 2.1, shall be conclusive evidence in favor of every person relying thereon or claiming thereunder that at the time of the delivery thereof or of the taking

of such action this Trust was in full force and effect, that the execution and delivery thereof or taking of such action was duly authorized, empowered and directed by the Beneficiaries.

2.3 Any person dealing with the Trust Estate or the Trustees may always rely without further inquiry on a certificate signed by the person or persons appearing from the records of the Registry of Deeds to be Trustees, as required by Paragraph 2.1, as to who are the Trustees or the Beneficiaries hereunder or as to the authority of the Trustees to act or as to the existence or nonexistence of any fact or facts which constitute conditions precedent to action by the Trustees or which are in any other manner germane to the affairs of the Trust. Execution, delivery or recording of such certificate shall not be a condition precedent to the validity of any transaction of the Trust.

SECTION THREE *Beneficiaries*

3.1 The term "Beneficiaries" shall mean the persons and entities listed as Beneficiaries in the Schedule of Beneficiaries and in such revised Schedules of Beneficiaries, from time to time hereafter executed and delivered as provided above and the respective interests of the Beneficiaries shall be as therein stated.

3.2 Decisions made and actions taken hereunder (including without limitation, amendment of this Trust; appointment and removal of Trustees; directions and notices to Trustees; and, execution of documents) shall be made or taken, as the case may be, by all of the Beneficiaries. Notwithstanding the terms of this Section 3.2, the Trustees are hereby directed to act, by all the Beneficiaries, on an ongoing basis, in conformance with a certain Joint Ownership Agreement signed this date by and amongst the Beneficiaries, as that agreement may be amended from time to time; and will execute documents and take any and all other actions as may be required by said Joint Ownership Agreement without the necessity of obtaining additional consent by all of the Beneficiaries at the time of such action.

3.3 Any Trustee may without impropriety become a Beneficiary hereunder and exercise all rights of a Beneficiary with the same effect as though he or she or it were not a Trustee. The parties hereunder recognize that if a sole Trustee and a sole Beneficiary are one and the same person, legal and equitable title hereunder shall merge as a matter of law.

SECTION FOUR *Powers of Trustees*

4.1 The Trustees shall hold the principal of this Trust and receive the income there from for the benefit of the Beneficiaries, and shall pay over the principal and income pursuant to the direction of all of the Beneficiaries and without such direction shall pay the income to the Beneficiaries in proportion to their respective interests.

4.2 Except as hereinafter provided in case of the termination of this Trust, the Trustees shall have no power to deal in or with the Trust Estate except as directed by all of the Beneficiaries. When, as, if and to the extent specifically directed by all of the Beneficiaries, the Trustees shall have the following powers:

4.2.1 to buy, sell, convey, assign, mortgage or otherwise dispose of all or any part of the Trust Estate and as landlord or tenant execute and deliver leases and subleases;

4.2.2 to execute and deliver notes for borrowing for the Beneficiaries;

4.2.3 to grant easements or acquire rights or easements and enter into agreements and arrangements with respect to the Trust Estate;

4.2.4 to endorse and deposit checks in an account for the benefit of the Beneficiaries;

4.2.5 but the Trustees shall have no authority to maintain bank accounts in the name of the Trust or Trustees but they may maintain bank accounts in the name of the Beneficiaries. In the event of a violation of this subparagraph, the Trustees shall indemnify and save harmless the Beneficiaries from any liability resulting there from, including taxes and accounting expenses.

Any and all instruments executed pursuant to such direction may create obligations extending over any periods of time, including periods extending beyond the date of any possible termination of the Trust. A direction to the Trustees by the Beneficiaries may be by a Durable Power of Attorney.

4.3 Notwithstanding any provisions contained herein, no Trustee shall be required to take any action which will, in the opinion of such Trustee, involve the Trustee in any personal liability unless first satisfactorily indemnified.

4.4 Any persons extending credit to, contracting with or having any claim against the Trustees shall look only to the funds and property of this Trust for payment of any contract, or claim, or for the payment of any debt, damage, judgment, or decree, or for any money that may otherwise become due or payable to them from the Trustees, so that neither the Trustees nor the Beneficiaries shall be personally liable therefore. If any Trustee shall at any time for any reason (other than for willful breach of trust) be held to be under any personal liability as such Trustee, then such Trustee shall be held harmless and indemnified by the Beneficiaries, jointly and severally, against all loss, costs, damage, or expense by reason of such liability.

SECTION FIVE

Termination

5.1 This Trust may be terminated at any time by notice in writing from any Beneficiary, provided that such termination shall be effective only when a certificate thereof signed by the Trustees, shall be recorded with the Registry of Deeds. Notwithstanding any other provision of this Declaration of Trust, this Trust shall terminate in any event ninety (90) years from the date hereof, if not earlier terminated by action of a Beneficiary.

5.2 In the case of any termination of the Trust, the Trustees shall transfer and convey the specific assets constituting the Trust Estate, subject to any leases, mortgages, contracts or other encumbrances on the Trust Estate, to the Beneficiaries as tenants in common in proportion to their respective interests hereunder, or as otherwise directed by all of the Beneficiaries, provided, however, the Trustees may retain such portion thereof as is in their opinion necessary to discharge any expense or liability, determined or contingent, of the Trust.

SECTION SIX

Amendments

6.1 This Declaration of Trust may be amended from time to time by an instrument in writing signed by all of the Beneficiaries and delivered to the Trustees, provided in each case that the amendment shall not become effective until the instrument of amendment or a certificate setting forth the terms of such amendment, signed by the Trustees, is recorded with the Registry of Deeds.

SECTION SEVEN

Resignation and Successor Trustee

7.1 Any Trustee hereunder may resign at any time by an instrument in writing signed and acknowledged by such Trustee and delivered to all remaining Trustees and to each Beneficiary. Such resignation shall take effect on the later of the date specified therein or the date of the recording of such instrument with the Registry of Deeds.

7.2 Succeeding or additional Trustees may be appointed or any Trustee may be removed by an instrument or instruments in writing signed by all of the Beneficiaries, provided in each case that a certificate signed by any Trustee naming the Trustee or Trustees appointed or removed and, in the case of an appointment, the acceptance in writing by the Trustee or Trustees appointed, shall be recorded in the Registry of Deeds. Upon the recording of such instrument, the legal title to the Trust Estate shall, without the necessity of any conveyance, be vested in said succeeding or additional Trustee or Trustees, with all the rights, powers, authority and privileges as if named as an original Trustee hereunder.

7.3 In the event that there is no Trustee, either through the death or resignation of a sole Trustee without prior appointment of a successor Trustee or for any other cause, a person

purporting to be a successor Trustee hereunder may record in the Registry of Deeds an affidavit, under pains and penalties of perjury, stating that he or she has been appointed by all of the Beneficiaries a successor Trustee. Such affidavit when recorded together with an attorney's certificate under M.G.L. c. 183, § 5B, stating that such attorney has knowledge of the affairs of the Trust and that the person signing the affidavit has been appointed a Trustee by all of the Beneficiaries, shall have the same force and effect as if the certificate of a Trustee or Trustees required or permitted hereunder had been recorded and persons dealing with the Trust or Trust Estate may always rely without further inquiry upon such an affidavit as so executed and recorded as to the matters stated herein.

SECTION EIGHT
Governing Law


- 8.1 This Declaration of Trust shall be construed in accordance with the laws of the Commonwealth of Massachusetts

SECTION NINE
Registry of Deeds

- 9.1 The term "Registry of Deeds" shall mean the Registry of Deeds or Registry District of the Land Court for the district in the Commonwealth of Massachusetts in which the real estate which is the subject of this Trust is located, and in which this Declaration of Trust is recorded or registered.



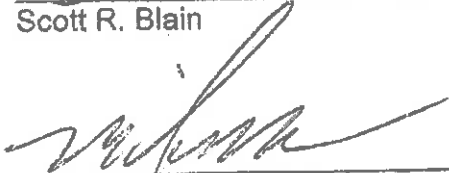
Witness




Scott R. Blain



Witness



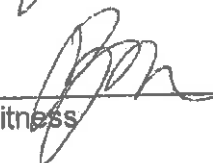
Michael R. Hoffman



Witness



Dana J. Roberts



Witness



Thomas J. Talcott

COMMONWEALTH OF MASSACHUSETTS

On this 30th day of October, before me, the undersigned notary public, personally appeared Scott R. Blain, and proved to me through satisfactory evidence of identification, namely Driver's license, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.


Notary Public

My Commission Expires: 6-19-20



ROBERT J. MEYERS
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires on
June 19, 2020

COMMONWEALTH OF MASSACHUSETTS

On this 30th day of October, before me, the undersigned notary public, personally appeared Michael R. Hoffman, and proved to me through satisfactory evidence of identification, namely Driver's license, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.


Notary Public

My Commission Expires:



ROBERT J. MEYERS
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires on
June 19, 2020

COMMONWEALTH OF MASSACHUSETTS

On this 30th day of October, before me, the undersigned notary public, personally appeared Dana J. Roberts, and proved to me through satisfactory evidence of identification, namely Driver's license, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.


Notary Public

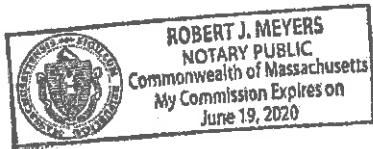
My Commission Expires: 6-19-20



ROBERT J. MEYERS
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires on
June 19, 2020

COMMONWEALTH OF MASSACHUSETTS

On this 30th day of October, before me, the undersigned notary public, personally appeared Thomas J. Talbot, and proved to me through satisfactory evidence of identification, namely Driver's License, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.





Notary Public

My Commission Expires: 6-19-20

**Schedule of Beneficiaries
Townsend Hill Realty Trust**

(Not to be recorded)

The undersigned hereby certify that the undersigned are the Beneficiaries of the **Townsend Hill Realty Trust** established under Declaration of Trust dated October 30, 2017, and each Beneficiary named below holds a 25% interest in the Trust

Scott R. Blain of Townsend, MA
Michael R. Hoffman of Townsend, MA
Dana J. Roberts of Townsend, MA
Thomas J. Talcott of Townsend, MA

pursuant to written Joint Ownership Agreement dated October 30, 2017.

The terms of said Trust are hereby approved and the undersigned Beneficiary agrees with the Trustees of said Trust: (a) to be bound by said Trust; and, (b) to save the Trustees harmless from any personal liability for any action taken at the direction of the Beneficiaries, or for any error of judgment, or for any loss arising out of any act or omission in the execution of the Trust so long as the Trustees act in good faith; and, (c) that the Trustees may withhold from any distribution, transfer or conveyance such amounts as they from time to time reasonably deem necessary to protect themselves from such liability; and (d) that each Trustee shall be responsible only for such Trustee's own willful breach of trust; and, (e) to reimburse the Trustees for any expenses incurred in the performance of their duties.

Witness



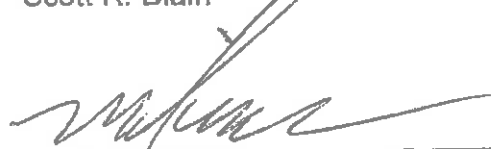
Scott R. Blain



Witness



Michael R. Hoffman



Witness



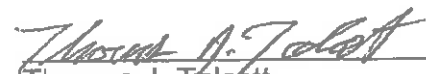
Dana J. Roberts



Witness



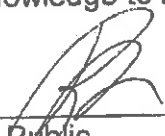
Thomas J. Talcott

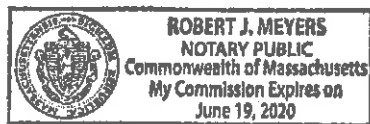


I, the undersigned, hereby certify that I am one of the Trustees under said Declaration of Trust and that the attached Schedule of Beneficiaries has been filed with me this 30th day of October, 2017


Name: Dana J. Roberts

On this 30th day of October, before me, the undersigned notary public, personally appeared Dana J. Roberts, and proved to me through satisfactory evidence of identification, namely D, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.


Notary Public
My Commission Expires:



JOINT OWNERSHIP AGREEMENT

This Agreement is entered into on October 30, 2017, by and among the following parties (hereinafter 'Owner' or 'Owners') (collectively as the Parties):

Scott R. Blain of 5 Williams Street, Pepperell, MA 01463

Michael R. Hoffman of 221 North End Road, Townsend, MA 01469

Dana J. Roberts of 86 Mason Street, West Townsend, MA 01474

Thomas J. Talcott of 199 North End Road, Townsend, MA 01469

RECITALS

1. Owners are all of the Beneficiaries and all of the Trustees of the Townsend Hill Realty Trust, a Massachusetts nominee trust of even date ("Trust").
2. The Trust intends to acquire a parcel of land together with a single family home located thereon having an address of 187 North End Road, Townsend, Massachusetts more particularly described in a deed John H. Coffey and Laurel Abbott-Coffey dated December 20, 1990 and recorded with the Worcester District Registry of Deeds in Book 20934, Page 19 (hereinafter referred to as the Property).
3. Owners intend to purchase the property for \$300,000.00 without secured financing, each owner equally contributing to the purchase price and all costs of acquisition and documentation.
4. Owners intend to subdivide the Property in compliance with all applicable laws with the common goal of i) resell one lot containing the existing home and distributing to themselves, free of trust, the subdivided building lots as expeditiously as reasonably possible and ii) maximizing the net gain to the Owners.

PROJECT DESCRIPTION

5. The Owners agree to subdivide so as to achieve one lot for the existing home located on the Property, four additional building lots and one unbuildable open space parcel together with a fully constructed and legally compliant Subdivision Road (the "Subdivision"). A concept plan of the Subdivision is attached hereto as Exhibit A. The concept plan is a preliminary design. The Owners hereby

agree to reasonable modifications thereto that do not materially diminish the market value of the Subdivision, or any of the Lots, or materially delay the final completion and conveyance of the Subdivision. Other modifications require the unanimous consent of the Owners.

6. Owners understand that access to one of the lots will be through adjacent land currently owned or controlled by one of the Owners, which Owner agrees to cooperate in the establishment of the necessary access and the documentation and licensing required to permit that lot to be sold as a single family house lot.
7. The Owners do not intend to jointly construct homes on the Property. The Owners intend only to sell the existing home and convey the vacant permitted lots in the Subdivision. Title to the fee in the Subdivision Road will be owned in common by the owners of the 4 vacant subdivision lots, unless and until the Town of Townsend agrees to accept it as a public way. Title to the Open Space depicted upon Exhibit A shall remain in the Trust until such time as the Owners agree to convey it.

FINANCING

8. The Owners intend to obtain financing after acquisition of the Property sufficient to complete the Subdivision, said financing to be secured by a mortgage on the Property (the "Mortgage"). The mortgagor of the Mortgage will be the Trustees of the Trust. The makers and or guarantors of the note secured thereby will be the Owners and also the Trustees if so required by the mortgagee.
9. The proceeds of the Mortgage shall be used solely to establish the Subdivision and related improvements to the Property including, but not limited to, licensing, permitting, engineering, survey work, construction, legal costs, interest reserves for mortgage payments, documentation and recording costs and any other reasonable expenses related to the Subdivision and to the conveyance of its lots.

PEMITTING

10. The Owners and Trustees agree to cooperate and join in any legal documentation required for the development and conveyance of the Subdivision, including but not limited to municipal requests for subdivision or wetlands approvals; planning board covenants, brokerage agreements and purchase and sale agreements.

DIVISION OF PROCEEDS – DISTRIBUTION OF LOTS

11. Lot 1 on Exhibit A is improved by an existing structure. As soon as it is reasonably feasible, Lot 1 will be sold with the net proceeds to be first applied to costs of sale and thereafter applied to Mortgage principal, interest or costs in amounts required by the mortgagee, or in such greater amounts agreed to by the

Owners, with the balance, if any, to the Trustees for the purpose of establishing the Subdivision. Lot 1 will be conveyed without any right in and to the Subdivision road.

12. Upon completion of the Subdivision, the Trustees shall obtain a Mortgage payoff of the amounts due under the terms of the note and Mortgage and each Owner shall be responsible to pay, within 30 days, 25% of the payoff amount together with 25% of any additional amounts that become due during this 30 day period (the "Payoff").
13. Upon satisfaction of the Mortgage, the Trustees shall distribute Lots 2, 3, 4, and 5, one to each owner, or that Owner's nominee, free of trust, as follows:
 - a. Lot ^{T60 either 1 or 3} shall be conveyed to Scott R. Blain of 5 Williams Street, Pepperell, MA 01463
 - b. Lot 4 shall be conveyed to Michael R. Hoffman of 221 North End Road, Townsend, MA 01469
 - c. Lot ^{either 1 or 3} ~~T60~~ shall be conveyed to Dana J. Roberts of 86 Mason Street, West Townsend, MA 01474
 - d. Lot 2 shall be conveyed to Thomas J. Talcott of 199 North End Road, Townsend, MA 01469
14. It is the intent of the Owners that each Owner will be the sole owner of one lot shortly after the completion of the Subdivision.
15. In the event that one or more Owners are unable to pay their proportional share of the Payoff within 30 days, the Trustees shall pay over to the mortgagee so much of the Payoff that was timely delivered to them.
16. Any Owner having made such timely payment shall have no further responsibility for additional payments due under the terms of the note and Mortgage.
17. Any Owner or Owners failing to make such timely payment shall be responsible for any additional amounts due in excess of the Payoff and shall indemnify and hold harmless the Owners having made such timely payment from all amounts, costs, interest, expenses and claims related to the note and Mortgage.
18. In the event that any Owner fails to make such timely payment, the Trustees shall endeavor to obtain partial releases of the Mortgage for the Lots of the Owners having made such timely payment.

CONSIDERATION

For and in consideration of the sum of Ten (\$10.00) Dollars, paid to each other, hereby mutually acknowledged, and in further consideration of their mutual promises contained herein, the Parties agree to the provisions that follow:

- A. The recitals above are incorporated herein and are part of this agreement.
- B. Owners jointly or individually may make any payment due on the Mortgage and note which Trustee fails to pay when due. The amounts of any such payments by any such Owner shall be tabulated and will form that Owners' Credit Account. That Owners shall thereafter have i) a claim against the Trust, and ii) a lien against the Trust's interest in the Property, for the total of each of the Owners' Credit Account.
- C. Other than as set forth herein, the Parties intend that they share the ownership of the Property, and any and all benefits, liabilities and tax consequences flowing therefrom or thereto. Deductions and credits related to federal and state income tax, stemming from the payment of interest, taxes or other expenses of the Premises shall be shared equally.
- D. The Owners agree that they hold their respective interests in and to the Trust and the Property in common without rights of survivorship.

TERMINATION

The Owners agree that any of the undersigned may terminate this joint ownership arrangement with three (3) months' notice to the other. If any Owner pursuant to any such notice wishes to sell the Premises, the remaining Owners shall cooperate and assist in such sale which will be scheduled at the earliest possible date after the expiration of the three (3) month period.

In the event that any of the undersigned decides to sell, the Parties shall determine a reasonable selling price and will agree on other reasonable terms and conditions for the sale (hereinafter the Sales Terms) within 45 days of the date of the notice of termination.

In the event that the Parties cannot agree on the Sales Terms within such time, the Parties agree that the Sales Terms shall be decided by mediation in the following manner:

- A. The parties shall agree upon a mediator to mediate the Sales Terms.
- B. Should the Parties be unable to agree upon a mediator each of them will appoint one person and the individuals chosen will then together appoint a fifth person who will serve as a mediator between the Parties; said mediator must have a working knowledge of values in the Townsend area and be a professional assessor of residential properties.
- C. The Parties agree that they will cooperate with the selected mediator in any and all attempts to reach a fair determination of the Sales Terms;
- D. The Parties agree that if they cannot resolve any disagreements after duly cooperating with the mediator, then the mediator's decision with respect to the areas of dispute will be final. The mediator will be held to the standard of conduct expected of any fiduciary.

Subject to the terms above-mentioned, the Parties agree that the net proceeds of the sale described above shall be divided according to their respective interests, giving each party credit for amounts in the Owners' Account Credit. Net proceeds shall equal the gross amount received less cost of sale, payment of joint liabilities and any customary and usual adjustments.

RIGHT OF FIRST REFUSAL

Upon notice of termination, should any of the remaining Owners wish to purchase terminating party's interest in the Premise, such Owners will have a right of refusal (the "First Right of Refusal") to purchase all of the Premises in accord with the Sales Terms.

Any notice of intent to exercise of the Right of Refusal must be in writing to the terminating party within 30 days after the Sales Terms have been established. In the event that any of the remaining Owners exercises their Right of Refusal, such remaining Owners shall purchase the Premises in accord with the Sales Terms and the closing shall be on the thirtieth (30th) day (or the first business day thereafter if the 30th day falls upon a Saturday, Sunday or holiday) at 10:00 a.m. at the Worcester District Registry of Deeds after giving notice to exercise the First Right of Refusal.

Notices required or permitted hereunder shall be deemed given when delivered in hand or deposited with the United States Postal Service first class postage prepaid, certified, addressed to the parties as set forth above or to such other address provided by written notice from either party to the other from time to time.

FURTHER ASSURANCES

Without any additional consideration each Party shall promptly, at the request of the other, execute, acknowledge and deliver from time to time whatever additional instruments may be required in order to accomplish the intent of the agreement, including, but not limited to, deeds or other documents usually executed by joint owners residing in the Commonwealth of Massachusetts which are necessary or convenient to transfer or encumber real property. This Agreement has been provided to the Trustees of the Trust and the Trustees agree to be bound by its terms.

BENEFIT AND BURDEN

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, administrators and personal representatives. The Parties intend that any tax consequences of this agreement shall be proportionally reported on each of the Owner's individual tax returns as personal income and/or loss.

INTERGRATION

This Agreement sets forth the entire Agreement between the parties with regard to the subject matter hereof. All agreements, covenants, representations and warranties, express and implied, oral and written, of the parties with regard to the subject matter hereof are contained herein. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by either party to the other with respect to the subject matter of this agreement. All prior and contemporaneous conversations, negotiations, possible and alleged agreements and representations, covenants and warranties with respect to the subject matter hereof are waived and merged herein and superseded hereby. This is an integrated agreement.

GOVERNING LAW

This Agreement shall be governed by, construed and enforced in accordance with the internal laws of the Commonwealth of Massachusetts, applied to contracts made in Massachusetts by Massachusetts domiciliaries to be wholly performed in Massachusetts.

SEVERABILITY

In the event any of the provisions of this Agreement are deemed to be invalid or unenforceable, the same shall be deemed severable from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder of this Agreement. If such Provision shall be deemed invalid due to its scope or breadth, such Provisions shall be deemed valid to the extent of the scope or breadth permitted by law.

CAPTIONS

Paragraph titles or captions contained herein are inserted as a matter of convenience and for reference and in no way define, limit, extend or describe the scope of the Agreement or any provisions hereof.

INTERPRETATION

No provision in this Agreement is to be interpreted for or against any party because that party or the party's legal representative drafted the provision.

SIGNATURES APPEAR ON NEXT PAGE

[Signature]
Witness

Scott R. Blain
Scott R. Blain

[Signature]
Witness

[Signature]
Michael R. Hoffman

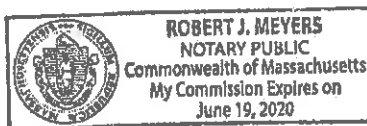
[Signature]
Witness

[Signature]
Dana J. Roberts

[Signature]
Witness

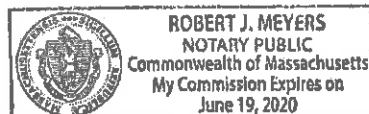
[Signature]
Thomas J. Talcott

On this 30th day of October, before me, the undersigned notary public, personally appeared Scott R. Blain, and proved to me through satisfactory evidence of identification, namely Driver's license, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.



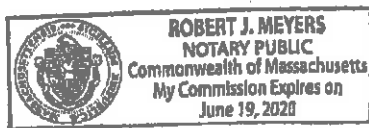
[Signature]
Notary Public
My Commission Expires: 6-19-20

On this 30th day of October, before me, the undersigned notary public, personally appeared Michael R. Hoffman, and proved to me through satisfactory evidence of identification, namely Driver's license, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.



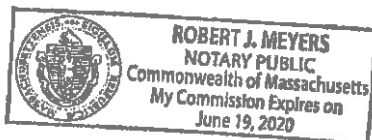
[Signature]
Notary Public
My Commission Expires: 6-19-20

On this 30th day of October, before me, the undersigned notary public, personally appeared Dawn S. Roberts, and proved to me through satisfactory evidence of identification, namely Divers Henry, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.



[Signature]
Notary Public
My Commission Expires: 6-19-20

On this 30th day of October, before me, the undersigned notary public, personally appeared Thomas S. Teleott, and proved to me through satisfactory evidence of identification, namely Divers Henry, to be the person whose name is signed on the preceding document, and acknowledge to me that he signed it voluntarily for its stated purpose.



[Signature]
Notary Public
My Commission Expires: 6-19-20

Middlesex South Registry of Deeds
Electronically Recorded Document

This is the first page of the document - Do not remove

Recording Information

Document Number	: 18068
Document Type	: TRNOT
Recorded Date	: January 26, 2021
Recorded Time	: 02:04:18 PM
Recorded Book and Page	: 76789 / 340
Number of Pages(including cover sheet)	: 4
Receipt Number	: 2595041
Recording Fee	: \$105.00

Middlesex South Registry of Deeds
Maria C. Curtatone, Register
208 Cambridge Street
Cambridge, MA 02141
617-679-6300
www.middlesexsouthregistry.com

**CERTIFICATE OF TRUSTEES
M.G.L. CHAPTER 184, SECTION 35**

TOWNSEND HILL REALTY TRUST

We, Scott R. Blain, Michael R. Hoffman, Dana J. Roberts and Thomas J. Talcott certify that:

1. We are all of the current Trustees of the Townsend Hill Realty Trust, under Declaration of Trust dated October 30, 2017.
2. The Trust is in full force and effect and has not been revoked, terminated or amended.
3. Any person dealing with the Trust Estate or the Trustees may always rely without further inquiry on a certificate signed by the person or persons appearing from the records at the Registry of Deeds to be Trustees.
4. We are empowered by the terms of the Trust to sell or otherwise dispose of all or any part of the Trust estate when directed by all the beneficiaries.
5. There are no facts which constitute conditions precedent to acts by the Trustees or which are in any other manner germane to the affairs of the Trust.

Executed as a sealed instrument this 22 day of January, 2021


SCOTT R. BLAIN


MICHAEL R. HOFFMAN

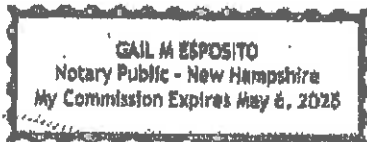

DANA J. ROBERTS


THOMAS J. TALCOTT

COMMONWEALTH OF MASSACHUSETTS

County of Hillsborough, ss.

On this 22 day of January, 2021, before me, the undersigned notary public, personally appeared Dana J. Roberts, proved to me through satisfactory evidence of identification which was MADL to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed in voluntarily for its stated purpose.

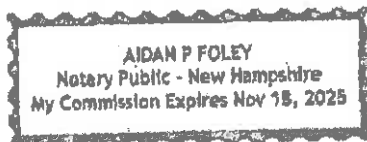


[Signature]
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

County of Hillsborough, ss.

On this 21 day of January, 2021, before me, the undersigned notary public, personally appeared Thomas J. Talcott, proved to me through satisfactory evidence of identification which was Massachusetts DL to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed in voluntarily for its stated purpose.



[Signature]
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

County of Hillsborough, ss.

On this 21 day of January, 2021, before me, the undersigned notary public, personally appeared Scott R. Blain, proved to me through satisfactory evidence of identification which was Massachusetts DL to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed in voluntarily for its stated purpose.



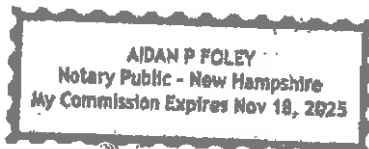
A. Foley

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

County of Hillsborough, ss.

On this 21 day of January, 2021, before me, the undersigned notary public, personally appeared Michael R. Hoffman, proved to me through satisfactory evidence of identification which was Massachusetts DL to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed in voluntarily for its stated purpose.



A. Foley

Notary Public
My Commission Expires:



OFFICE OF
THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 X 1722 * bfaxon@townsendma.gov

LEGAL NOTICE

In accordance with MGL Chapter 40-A and the Townsend Planning Board Rules and Regulations, Article II Subdivision control, §§175-13 Definitive subdivisions, Townsend General Bylaw and Planning Board Rules and Regulations, the Planning Board will hold a remote public hearing on **Monday, February 14, 2022 at 6:45 p.m., on an application by Townsend Hill Realty Trust** requesting a modification and/or waiver to a condition contained in the Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Road dated December 9, 2019.

Identified as VI. B. 4. which states, "the applicant shall provide proof of recording of a conservation restriction on Parcel C prior to receiving occupancy permits". (Book 75754 Page 260). The project is currently under construction and is a 6-lot Definitive Subdivision/Open Space Preservation Development, located off North End Road, Assessor's Map 46, Block(s) 2 & 3, Lot(s) 0, 2, 6, 7, 8, 9. Interested parties may join the remote only public hearing at the following link: Join Zoom Meeting <https://us02web.zoom.us/j/88952982886?pwd=UndYdk1UFp6WGZFVU45NCtRMFFNdz09>
Meeting ID: 889 5298 2886 Passcode: 490225 One tap mobile +19292056099

The applications are available for review at the Land Use and the Town Clerk's office, at 272 Main Street. Digital copies available upon request to: bfaxon@townsendma.gov. Interested parties are encouraged to attend.

Sincerely,
Lance McNally, Chairman

Publish in the Groton Herald on: January 28, 2022, and February 4, 2022.

cc: Abutters, Abutting Towns, Applicant, Assessors Office, Board of Selectmen, Board of Health, Building Commissioner, Conservation Commission, Fire Department, Highway Department, Land Use Coordinator, Police Department, Town Clerk, Water Department, Zoning Board of Appeals

**TOWN OF TOWNSEND
PLANNING BOARD
272 MAIN ST.
TOWNSEND, MA 01469
bfaxon@townsendma.gov**

Date: January 19, 2022

To:

Assessors Office
Board of Selectmen
Board of Health
Building Commissioner
Conservation Commission
Fire Department

Highway Department
Land Use Coordinator
Town Clerk
Police Department
Zoning Board of Appeals

From:

Planning Board Office via Beth Faxon, X1722 bfaxon@townsendma.gov

REFERRAL NOTICE (From legal notice)

In accordance with MGL Chapter 40-A and the Townsend Planning Board Rules and Regulations, Article II Subdivision control, §§175-13 Definitive subdivisions, Townsend General Bylaw and Planning Board Rules and Regulations, the Planning Board will hold a remote public hearing on **Monday, February 14, 2022 at 6:45 p.m.**, on an application by Townsend Hill Realty Trust requesting a modification and/or waiver to a condition contained in the Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Road dated December 9, 2019.

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PROJECT DESCRIPTION:

request for modification/waiver to condition VI. B. 4. of Planning Board "Decision" application for approval of definitive plan "Campbell Farm" 187 & 199 North End Rd dated December 9, 2019.

APPLICANT:

Townsend Hill realty Trust

LOCUS ADDRESS:

187 & 199 North End Road

PARCEL ID:

Assessor's Map 46, Block(s) 2 & 3, Lot(s) 0, 2, 6, 7, 8, 9

DATE OF HEARING:

Monday Feb 14, 2021 @ 6:45 pm.

TIME / PLACE OF HEARING:

remotely via TCAM hosted Zoom meeting

LEGAL AD:

Groton Herald January 28 & February 4, 2022

COMMENTS

NO COMMENT _____

SIGNED: _____

DATE: _____

4.7

Townsend Select Board
Ross Perry, Town Administrator
272 Main St.
Townsend, MA 01469

Gary Shepherd, Chief of Department
Townsend Fire Department
13 Elm St.
Townsend, MA 01469

February 7th, 2022

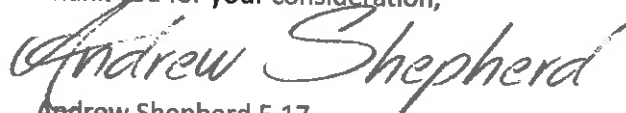
Subject: Request for a Leave of Absence from the Townsend Fire Department

I would like to request a leave of absence as a Paid Call Fire Fighter from the Townsend Fire Department. I have declared my candidacy to run for the Massachusetts House of Representatives, 1st Middlesex district. Due to fundraising restrictions on public employees, I am submitting my request for a leave of absence to allow myself to campaign more competitively and effectively to represent our community. Under M.G.L. Chapter 55, Section 13 state employees are prohibited "from directly or indirectly soliciting or receiving any contributions or anything of value for any political purpose."

If permissible by the board, I would like to request a leave of absence effectively immediately and return to service following the outcome of the primary election if applicable (date has not been released by the Secretary of State), or regardless of the general elections outcome (11/8/2022) returning to active duty on November 9th, 2022.

As much as I enjoy my time in public safety, I feel this may be my best course of action.

Thank you for your consideration,



Andrew Shepherd F-17

Fire Fighter

Townsend Fire Fighter

Repshep22@gmail.com



OFFICE OF THE BOARD OF SELECTMEN
272 Main Street, Townsend, MA
(978) 597-1700- rperry@townsendma.gov

Ross Perry
Interim Town Administrator

February 16, 2022

To Whom it may concern

Re: Leave of Absence Request by Andrew Shepherd

At the Townsend Select Board's duly posted February 15th, 2022 meeting, per agenda item 4.7, the Board voted unanimously to accept the Leave of Absence request as submitted by Andrew Martin.

Ross Perry
Interim Town Administrator

Earth Day 2022

53

clem6six@verizon.net <clem6six@verizon.net>

Tue 2/8/2022 5:06 PM

To: Veronica Kell <vkell@townsendma.gov>; dfunaiole@townsendcam.org <dfunaiole@townsendcam.org>

1 attachments (264 KB)

Earth Day 2022_00_00.jpg;

Hi,

Can the following be put on the town site and cable?

Thanks.

Karen Clement

THINK GLOBAL.
<<< ACT LOCAL. >>>

TOWNSEND EARTH DAY EVENT

*North Middlesex Regional High School Parking Lots

19 Main St. (Rt. 119)

Townsend, MA 01469

April 23, 2022 from 10 A.M.-3 P.M.

Rain date-April 24, 2022 from 10 A.M.-3 P.M.

Vendors/Crafters (\$30 for space)-contact
Susan Clement, susanclement49@yahoo.com,
for application

Non Profits (0 for space)/Volunteer Acts-contact
Karen Clement, clem6six@verizon.net

***No longer at the common. New venue allows**
more space for the event!

Townsend Historical Society Community Survey

clem6six@verizon.net <clem6six@verizon.net>

Wed 2/9/2022 8:59 PM

To: Veronica Kell <vkell@townsendma.gov>; dfunaiole@townsendcam.org <dfunaiole@townsendcam.org>

 1 attachments (310 KB)

FB_IMG_1575775269177.jpg;

Is it possible to have this placed on the town site and cable too?

Karen Clement

I have been asked to share this short survey.

Please take the time to review and submit it on Survey Monkey.

It will be sure to help the Townsend Historical Society as they move forward!

Karen Clement

<https://www.surveymonkey.com/r/THSPublicSurvey>

