



**ANNUAL TOWN REPORT 2023
TOWNSEND, MASSACHUSETTS**

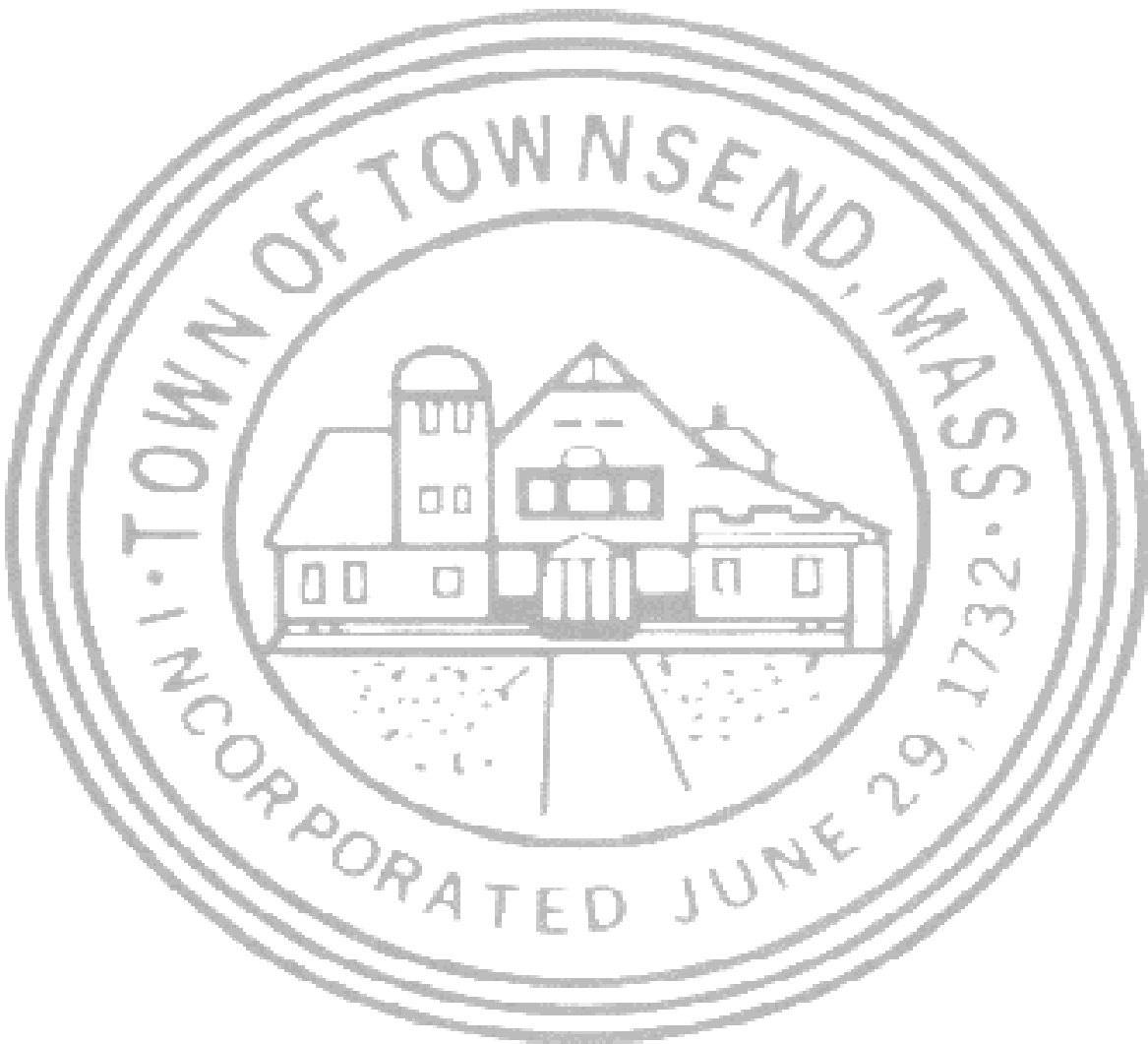


Featured are the winners of the
2023 My Community: We are Townsend - Coloring Contest

ANNUAL TOWN REPORT

2023

OFFICIALS – BOARDS -COMMITTEES – COMMISSIONS

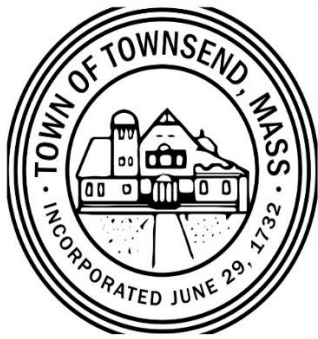


IN MEMORIAM 2023

Those who have passed this year and have served the
Town of Townsend.

Sadly missed:

Joe Mazzola
Mae Larson
Cheryl Simoneau
James L. Smith
Kathleen A. Rossbach
Catherine Thrasher
Mary West
Albert “Tubby” Boucher
Walter Bernhardt
Joan Landry
Joanne Blood
Mary Richard
Albert Stone



Cooperage, Townsend – Picture taken by Chaz Sexton-Diranian
Receipt of award for Townsend Community Service Programs
Band Concert – Board of Selectmen host of lawn party



**Groundbreaking Water Treatment Plant
Annual VFW Easter Egg Hunt**

GENERAL INFORMATION

Website: www.townsendma.gov

Townsend is situated in Middlesex County

Incorporated on 1732

Land Area: 21011.2 Acres/32.83 Miles

State Owned: 7114.02 Acres/11.12 Miles

Feet above sea level: 315

Town Seal

Town Flag

Population:

2023: 8587 (2023 Town Census)

2022: 8519 (2022 Town Census)

Registered Voters:

2023: 7050

2022: 6888



Schools:

North Middlesex Regional High School

Hawthorne Brook Middle School

Squannacook Elementary School

Spaulding Memorial School

Nashoba Valley Technical High School

Emergency Police, Fire and Ambulance:

General Calls Police: (978) 597-6214

Fire Burning Permits: 978-597-8150

TABLE OF CONTENTS

TOWN OF TOWNSEND APPOINTED OFFICIALS	9
TOWN OF TOWNSEND ELECTED OFFICIALS	16
TOWN ADMINISTRATOR	19
HUMAN RESOURCES	21
TOWN CLERK	22
BOARD OF REGISTRARS	23
ANNUAL TOWN ELECTION	24
SUPPLEMENTAL STM AND STM JAN 24, 2023	28
ANNUAL TOWN MEETING AND STM MAY 02, 2023	29
SPECIAL TOWN MEETING (STM) SEPTEMBER 26, 2023	93
SPECIAL TOWN MEETING (STM) NOVEMBER 14, 2023	100
BOARD OF ASSESSORS	106
FINANCE COMMITTEE	108
TAX COLLECTOR / TREASURER	109
POLICE DEPARTMENT	113
FIRE-EMS DEPARTMENT	117
EMERGENCY MANAGEMENT AGENCY	119
HIGHWAY DEPARTMENT	120
WATER DEPARTMENT	122
CEMETERY & PARKS DEPARTMENT	128
PLANNING BOARD	132
CONSERVATION COMMISSION	135
ZONING BOARD OF APPEALS	137
BOARD OF HEALTH	139
NASHOBA ASSOCIATED BOARDS OF HEALTH	141
BUILDING DEPARTMENT	147
TOWNSEND PUBLIC LIBRARY	150
RECREATION DEPARTMENT	155
WEST TOWNSEND READING ROOM	157
TOWNSEND MEETING HALL GALLERY COMMITTEE	158

TREE WARDEN	159
AMANDA DWIGHT ENTERTAINMENT FUND	160
KID'S KOUNTRY PLAYGROUND COMMITTEE	162
BAND CONCERT COORDINATOR	163
VETERANS' SERVICES OFFICER	164
COUNCIL ON AGING / TOWNSEND SENIOR CENTER	165
TOWNSEND CULTURAL COUNCIL	170
AMERICAN FLAG COMMITTEE	171
HISTORIC DISTRICT COMMISSION	172
TOWNSEND HOUSING AUTHORITY	173
TOWNSEND AFFORDABLE HOUSING TRUST	175
NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT (NMRSD)	176
NASHOBA VALLEY TECHNICAL HIGH SCHOOL (NVTHS)	190
TOWN ACCOUNTANT	196

**Town of Townsend
APPOINTED OFFICIALS**

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
300TH ANNIVERSARY COMMITTEE		
MEMBER	KYM CRAVEN	2032
MEMBER	KAREN CLEMENT	2032
MEMBER	LINDSAY MORAND	2032
AMERICAN FLAG COMMITTEE		
MEMBER	KIM GILBERTI	2026
MEMBER	KAREN CLEMENT	2026
MEMBER	NATALIE CALL	2024
MEMBER	TODD ARSENAULT	2025
AUDIT COMMITTEE		
MEMBER	THERESA A MORSE	2023
MEMBER	DONALD C. HAYES	2023
MEMBER	DAVID CHENELLE	2023
BOARD OF REGISTRARS		
CHAIR	MARY JANE O'HARA	2026
MEMBER	DANIEL SHINE	2025
ALTERNATE	SUSAN SHUFORD	2026
MEMBER EX-OFFICIO	KATHLEEN SPOFFORD	2026
BUILDING DEPARTMENT		
PLUMBING & GAS INSPECTOR	RICHARD M KAPENAS	2025
ALTERNATE ELECTRICAL INSPECTOR	PETER MARTIN	2025
ALTERNATE GAS/PLUMBING INSPECTOR	GARY WILLIAMS	2025
ALTERNATE	ROLAND BERNIER	2025
SEALER OF WEIGHTS AND MEASURES	ERIC AALTONEN	2025
ELECTICAL INSPECTOR	DANIEL CUSHION	2025
BYLAW REVIEW COMMITTEE		
MEMBER	VERONICA KELL	2024
VICE-CHAIR	ROBERT THERRIEN	2024
MEMBER	MAUREEN GALEVI	2024
MEMBER	GREGORY SMITH	2024
MEMBER	BETH FAXON	2024
MEMBER	NATALIE CALL	2024
MEMBER	MICHAEL BROWN	2024
CHAIR	WILLIAM CADOGAN	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
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CAPITAL PLANNING COMMITTEE

MEMBER	THERESA A MORSE	2026
MEMBER	CHRIS NOCELLA	2025
MEMBER	MARK HUSSEY	2025
MEMBER	JERRILYN BOZICAS	2024

CONSERVATION COMMISSION

CHAIR	JAMES GATES	2024
MEMBER	PATRICIA JEMIOLO	2025
CLERK	JAMES DEROIAN	2025
MEMBER	KEVIN SMITH	2026

CONSTABLE

CONSTABLE	MICHELLE DOLD	2025
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COUNCIL ON AGING

MEMBER	CAROL SWENOR	2025
MEMBER	JUDITH PLOUDRIER	2024
CHAIR	DONNA PINKERTON	2026
MEMBER	ANNE FORESMAN	2024
MEMBER	JOANN BRONKERMA	2024
VICE CHAIR	PATRICIA BAKER	2025
CLERK	MARY LOU VEST	2025

DEMOCRATIC TOWN COMMITTEE

MEMBER	NICHOLAS HERTER	2024
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ELECTION WORKERS

WARDEN	DARLENE COIT	2024
DEPUTY WARDEN	JERRILYN BOZICAS	2024
BALLOT BOX CLERK	PETER BUXTON	2024
	MARY JANE CHURCHVILLE	2024
BALLOT BOX CLERK	BRIAN COLBY	2024
INSPECTOR	LINDA DURETTE	2024
INSPECTORS	CHRISTINE EMANOUIL HAYES	2024
INSPECTOR	ANNE FORESMAN	2024
COUNTER	BRIAN FUNAIOLE	2024
INSPECTOR	DONNA MILLER	2024
BALLOT BOX	PAMELA HAMAN	2024
	DAVID CHENELLE	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
WARDEN	TERRY ZWICKER	2024
	BETTY MAE TENNEY	2024
	CAROL SWENOR	2024
INSPECTOR	DEBRA STOLL	2024
BALLOT BOX	SANDRA STEVENS	2024
INSPECTOR	SANDRA STARRETT	2024
INSPECTOR	LISA SCIACCA	2024
INSPECTOR	LINDSAY MORAND	2024
INSPECTOR	EINO KAUPPI	2024
	DONALD C. HAYES	2024
	CAROL HOFFSES	2024
INSPECTORS	PATRICIA JEMIOLO	2024
CLERK	DONNA PINKERTON	2024
INSPECTOR	CLARE KAUPPI	2024
	MARGARET (PEG) MAZZOLA	2024
WARDEN	SHARON LACASSE	2024
INSPECTOR	LYNN LEBLANC	2024
INSPECTOR	ELAINE MARTIN	2024

ENERGY COMMITTEE

MEMBER	KATHLEEN THOMPSON	2025
VICE-CHAIR	MICHAEL BROWN	2024
CHAIR	RON MONTGOMERY	2025

FINANCE COMMITTEE

MEMBER	JOSHUA LEVITT	2026
VICE-CHAIR	JERRILYN BOZICAS	2026
CLERK	ANDREA WOOD	2025
CHAIR	DONALD C. HAYES	2024
MEMBER	GENE DILDA	2025
MEMBER	MARK HUSSEY	2024
MEMBER	SAM GRANT	2024

FIRE/EMS

FF/PARAMEDIC	MITCH MARBARDY	2024
PARAMEDIC/FF	BRIAN HARKINS	2024
PARAMEDIC	ROBERT HAYES	2024
FIREFIGHTER	STEVE MONGELLI	2024
DEPUTY CHIEF	BRETT KING	2024
LIEUTENANT/FF/EMT-B	ERIC MODICA	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
LIEUTENANT/EMT-B	JONATHAN KINNEY	2024
FF/EMT A	JAMES KIRK	2024
LIEUTENANT/FF/EMT-B	KRISTOPHER KLEIN	2024
FF	ROBERTO MALDONADO	2024
FIREFIGHTER	SAMUEL BRIGUGLIO, JR.	2024
FIREFIGHTER	MICHAEL MARCHAND	2024
EMPLOYEE	DEREK MASKALENKO	2024
CAPTAIN/EMT-B	BRIAN MAYER	2024
FIREFIGHTER	MICHAEL MEADOWS	2024
FIREFIGHTER/PARAMEDIC	THOMAS HALL	2024
FF/PARAMEDIC	CLAY LANDRY	2024
EMPLOYEE	DESTINY DESCHENES	2024
FF/PARAMEDIC	JOHN TUOMI	2024
FIREFIGHTER	JONATHAN RYAN MOORE	2024
EMPLOYEE	SHAYNE ARAUJO	2024
EMPLOYEE	HANNAH BARBATI	2024
PER-DIEM	DREW BRASSARD	2024
LIEUTENANT/FF	RICHARD CARLSON	2024
CAPTAIN/EMT-B	JEFFREY CORMIER	2024
FF/PARAMEDIC	NICOLE CARTER	2024
FIREFIGHTER	MICHAEL DEROCHE	2024
OPERATIONS CAPTAIN/EMT	MICHAEL GRIMLEY	2024
ON-CALL DEPUTY CHIEF	WILLIAM ELLIOTT	2024
PHOTOGRAPHER	ERIC FELLOWS	2024
EMT-B	JESSICA FELLOWS	2024
FF/EMT-B	GREG GALEOTA	2024
FIREFIGHTER	SAM GALEOTA	2024
FF	AARON GILL	2024
FIREFIGHTER	RANDY S. GIRARD	2024
FIREFIGHTER	WANDA GOODWIN	2024
PARAMEDIC	CHRISTOPHER COTTER	2024
FIREFIGHTER	MICHAEL SODANO	2024
FF/PARAMEDIC	BENJAMIN NIEMIERA	2024
LIEUTENANT	DAVID STEVENS	2024
ON-CALL FF	JOSEF TOCCI	2024
FF/PARAMEDIC	BENJAMIN SIMMONS	2024
CHIEF	GARY SHEPHERD	2024
FIREFIGHTER	ANDREW SHEPHERD	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
EMPLOYEE	ANDREW SEAMANS	2024
FF/EMT	CHRISTOPHER REGAN	2024
FIREFIGHTER/PARAMEDIC	RONALD PETRUCCI	2024
LIEUTENANT/ EMT B	KEVIN PENA	2024
FIREFIGHTER	COLTON PELADEAU	2024
FIREFIGHTER	JAMES NORMINGTON	2024
PARAMEDIC	EVERETT OLSEN	2024
EMPLOYEE	GREGORY RICHARDSON	2024
FF/EMT-B	MICHAEL VIROSTKO	2024
HIGHWAY DEPARTMENT		
TREE WARDEN	DONALD MASSUCCO	2026
HISTORIC DISTRICT COMMISSION		
CLERK	MARY JANE CHURCHVILLE	2024
INTERIM CHAIR	EINO KAUPPI	2024
MEMBER	CLARE KAUPPI	2026
MEMBER	KENNETH DIRANIAN	2026
MEMBER	JERRILYN BOZICAS	2026
MEMBER	SUSAN GERKEN	2024
KEEPER OF THE LOCKUP		
KEEPER OF LOCKUP	JAMES SARTEL	2024
LICENSING AUTHORITY		
LICENSING AUTHORITY	CHRISTOPHER PEACH	2024
LICENSING AUTHORITY	JAMES SARTEL	2024
MEETING HALL GALLERY COMMITTEE		
MEMBER	RACHEL KING	2025
MEMBER	CHERYL ALDRICK	2024
MEMBER	DIANE BLANKENBURG	2024
MEMBER	KIMBERLY KING	2026
NASHOBA VALLEY TECH SCHOOL COM		
MEMBER	KAREN CHAPMAN	2024
MEMBER	SHELDON CHAPMAN	2026
OPEN SPACE AND RECREATION COMMITTEE		
MEMBER	JAMES GATES	2024
MEMBER	GEORGE SULLIVAN	2024
MEMBER	MARY JANE CHURCHVILLE	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
MEMBER	EMALINE M HOFF	2024
MEMBER	CAROL HOFFSES	2024
MEMBER	VERONICA KELL	2024
PATRIOT REGIONAL EMERGENCY COMMUNICATION CENTER		
MEMBER	JAMES SARTEL	2023
MEMBER	GARY SHEPHERD	2023
MEMBER	MICHAEL GRIMLEY	2023
PLANNING BOARD		
MEMBER	TONY LOPEZ	2024
ALTERNATE	MICHAEL VIROSTKO	2024
POLICE DEPARTMENT		
SERGEANT	JEFFREY J GILES	2024
OFFICER	RAFAEL HUERTAS	2024
ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR	MARY LETOURNEAU	2024
POLICE OFFICER	MICHAEL MARCHAND	2024
POLICE OFFICER	ERIC MODICA	2024
POLICE OFFICER	CHRISTOPHER LOW	2024
LICENSING AUTHORITY	JEFFREY J GILES	2024
POLICE OFFICER	MARK A FRANCIS	2024
EMPLOYEE	PETER ELDREDGE	2024
OFFICER	DYLAN DENNIS	2024
RESERVE OFFICER	AUSTIN COTE	2024
SARGEANT	GEORGE REIDY	2024
LIEUTENANT	CHRISTOPHER PEACH	2024
LICENSING AUTHORITY	GEORGE REIDY	2024
SERGEANT	DAVID PHILLIPS	2024
POLICE CHIEF	JAMES SARTEL	2024
OFFICER	CHRISTOPHER TUCKER	2024
EMPLOYEE	DYLAN SILVESTRI	2024
LICENSING AUTHORITY	DAVID PHILLIPS	2024
PARKING CLERK	KATHLEEN SPOFFORD	2026
RECREATION DEPARTMENT		
MEMBER	MATTHEW EVANS	2024
RECYCLING COMMITTEE		
MEMBER	SUSAN GERKEN	2025
MEMBER	SALLY KOIVU	2024

OFFICE/BOARD/COMMITTEE/COMMISSION	NAME	TERM EXPIRED
TOWN PROPERTIES COMMITTEE		
MEMBER	DONALD C. HAYES	2024
MEMBER	VICTORIA TIDMAN	2024
MEMBER	LAURA SHIFRIN	2024
MEMBER	JULIE BYARS	2024
MEMBER	KEVIN SMITH	2024
TOWNSEND CULTURAL COUNCIL		
MEMBER	NANCY FRENCH	2026
MEMBER	FRANCES LEVI	2026
MEMBER	LINDA DURETTE	2025
MEMBER	LAURA DOELL	2024
CHAIR	ALICE A STRUTHERS	2024
TOWNSEND HOUSING AUTHORITY		
MEMBER	COURTNEY BORELLI	2024
MEMBER	JOHN MORAN	2024
TOWNSEND HOUSING TRUST		
MEMBER	CYNTHIA BOUNDY	2024
MEMBER	VERONICA KELL	2025
MEMBER	BEVERLY NAPIOR	2024
MEMBER	CHARLES Q. SEXTON-DIRANIAN	2026
MEMBER	DAVID WERLIN	2025
TREASURER/TAX COLLECTOR'S OFFICE		
TREASURER TAX COLLECTOR	MELISSA DUNNET	2025
VETERAN'S AGENT		
VETERAN'S AGENT	NATALIE CALL	2026
WEST TOWNSEND READING ROOM		
CHAIRMAN	LOIS REARICK	2025
	EDUARDO LOPES	2025
	DARLENE HETHERMAN	2025
ZONING BOARD OF APPEALS		
VICE-CHAIR	DARLENE SODANO	2025
MEMBER	JOHN PAGE	2028
CLERK	VICTORIA JANICKI	2027
CHAIRMAN	WILLIAM CADOGAN	2026
ASSOCIATE MEMBER	ANTHONY BARBATI	2024

**Town of Townsend
ELECTED OFFICIALS**

AMANDA DWIGHT ENTERTAINMENT COMMITTEE	Term End
KAREN CLEMENT	4/28/2025
SUSAN GERKEN	4/22/2024
JOHN WALSH	4/26/2026
BOARD OF ASSESSORS	Term End
JULIE BYARS	4/26/2026
CAROL LECONTI	4/22/2024
LAURA SHIFRIN	4/28/2025
BOARD OF HEALTH	Term End
GAVIN BYARS	4/22/2024
JAMES LE'CUYER	4/27/2026
CHRIS NOCELLA	4/27/2025
BOARD OF SELECTMEN	Term End
THERESA A MORSE	4/28/2025
CHARLES Q. SEXTON-DIRANIAN	4/22/2024
JOSEPH SHANK	4/27/2026
BOARD OF WATER COMMISSIONERS	Term End
NATHAN MATTILA	4/22/2024
TODD MELANSON	4/25/2025
CEMETERY & PARKS	Term End
JOHN B. BARRETT	4/22/2024
BRIAN SANFORD	4/26/2025

DEMOCRATIC TOWN COMMITTEE	Term End
JOHN B. BARRETT	3/1/2024
PRISCILLA KIPP	3/1/2024
ROGER KIPP	3/1/2024
MARY JANE O'HARA	3/1/2024
BITA O'REILLY	3/1/2024
GENE RAUHALA	3/1/2024
LESLIE K. RAUHALA	3/1/2024
JOSEPH SHAINÉ	3/1/2024
CATHERINE THRASHER	3/1/2024
LIBRARY TRUSTEES	Term End
VALERIE GOODRICH	4/25/2025
EMILY HOLMES	4/25/2025
NICOLE LAVIOLETTE	4/27/2026
JUDITH LEWIN MAIDER	4/22/2024
SALINA THOMAS	4/27/2026
MODERATOR	Term End
JOHN B. BARRETT	4/22/2024
NMRSD SCHOOL COMMITTEE	Term End
JESSICA FUNAIOLE	4/22/2024
LISA MARTIN	4/27/2026
SUE ROBBINS	4/25/2025
RANDEE RUSCH	4/27/2026
PLANNING BOARD	Term End
CAROL HOFFSES	4/27/2026
ANDREW SHEPHERD	4/24/2028
LAURA SHIFRIN	4/25/2025
ROBERT THERRIEN	4/23/2024
RECREATION COMMISSION	Term End
RACHEL PALMER	4/25/2025
ELIZABETH SEARS	4/22/2024

REPUBLICAN TOWN COMMITTEE	Term End
THOMAS E. ALLEN	3/1/2024
ANTHONY BELLOLI	3/1/2024
RITA K. BELLOLI	3/1/2024
CAROL CABOT	3/1/2024
CLAIRE DEVINE	3/1/2024
JULIE M. GRANT	3/1/2024
SAM GRANT	3/1/2024
LINDA HATCH	3/5/2024
RAYNOLD S. JACKSON	3/5/2024
RICHARD SHUFORD	3/1/2024
NICHOLAS THALHEIMER	3/5/2024
BARBARA WHEELER	3/5/2024
BRUCE WILLIAMS	3/5/2024
TOWN CLERK OFFICE	Term End
KATHLEEN SPOFFORD	4/27/2026
TOWNSEND HOUSING AUTHORITY	Term End
NATALIE CALL	4/22/2024
TRUST FUND COMMISSION	Term End
KAREN CLEMENT	4/22/2024
JAMES NORMINGTON	4/28/2025
HARTLEY PLESHAW	4/27/2026
TRUSTEE OF SOLDIER'S MEMORIAL	Term End
BRIAN BORNEMAN	4/27/2026
JASON BORNEMAN	4/27/2026
JANE L. JACKSON	4/23/2024
WALTER MANN	4/28/2025
STEPHEN SPOFFORD	4/22/2024

TOWN ADMINISTRATOR

This report will cover my time serving as Townsend's Town Administrator, starting May 6, 2023, until this writing, April 8, 2024.

Since the passing of the approved budget for FY24, I worked with the Select Board to continue to integrate two new staff members, the Administrative Assistant to the Select Board, and the Human Resources Manager. These two positions have been critical to the ongoing operations of the Select Board offices.

Over the course of the year, we as a team have worked hard to appropriately staff Town Hall. We have replaced the Land Use Coordinator, and hired a full-time Assistant Accountant. We merged the Conservation Commission Agent and Cons Corn Administrative Assistant positions into a single position, making the position full-time. These existing and new positions will help the Town deal with the many issues facing Towns like Townsend and prepare it for the challenges of the future.

The following is a partial list of the tasks and projects addressed while working for Townsend.

Assisted the Select Board in renewing the contract with Fire Chief Gary Shepherd. Chief Shepherd has been working to both fill the ranks in the Fire Department and maintain a positive culture and team morale.

Drafted and executed, with the Select Board, a contract for the Water Superintendent, Dave Vigeant, who has overseen the construction of the Townsend Water Treatment Plant, which is required in Town because of the levels of PFAS in several Town wells. This project is expected to be completed in late 2024.

The Town had a busy year with respect to public procurement processes. We went out to bid for the renovation of three historic, unused Town buildings. We put out and successfully received bids for building assessment of Town facilities. We also had a successful bid process for the acquisition of a Facilities vehicle and two Highway vehicles. We had bids for work on the Mass Trails project, and on the ADA Transition Plan project for Town properties.

With the help of the Town Clerk, Moderator, Finance Committee, and Select Board we held two Special Town Meetings, one in September and one in November. With the extra effort by the Assistant Town Accountant and the Town Treasurer, The Mass Department of Revenue certified Free Cash at \$379,327 on November 14, 2023, which is earlier than in many years. The DOR set the FY 23 tax rate \$14.41 per \$1000, down from \$15.26 last year. Major thanks to the Assessors, Assistant Town Accountant and Assistant Treasurer Collector for their work on these major financial steps for the Town.

Contract negotiations were successful with the Police, Clerical, Supervisors, and Water/Highway Unions, resulting in consolidated union contracts for the first time in many years.

FY 25 Budget Guidance was sent to all departments covering cost-of-living increases from the approved union contracts, step increases and salary/wage increases. Considering the current inflation, these guidelines represent a conservative approach to the budget. The Finance Committee

and Select Board held a joint meeting on a Saturday to meet with all departments. At the conclusion of the meeting, it seemed that all of the budget line items were justified and needed to fund operations for essential services. The overall municipal budget (not including schools) as recommended results in a 6.0% increase over last year. Due to new growth in FY23, plus an increase in other non-tax revenues (including local aid) the Town could balance the municipal portion of the budget with this increase.

Unfortunately, both Nashoba Tech and NMRSD had increased enrollment and other budget increases that impacted the school portion of the Town's budget. The NMRSD budget calls for an increased assessment for Townsend of \$1,461,294 (over 11.8%), and Nashoba Tech's budget calls for an increase of \$287,138 (over 26.5%). As a result, the Town placed a Proposition 2 ½ override on a special town meeting in March of 2023, which passed. The ballot question to fund this override is on the annual town election on April 22, 2024. Passing the override will 'balance' the FY 25 school budget and provide some levy limit increase that will be needed in FY 25.

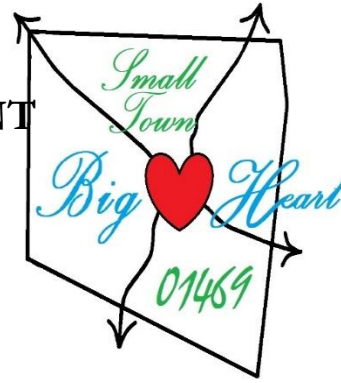
Townsend is well served by the professional staff and department heads. It continues to be a pleasure to work with them and to have the opportunity to serve the residents of Townsend. I appreciate the positive support and working relationship with the Select Board, Chaz Sexton-Diranian, Joseph Shank, and Theresa Morse.

Eric Slagle

Town Administrator

THE HUMAN RESOURCES DEPARTMENT

An arm of the Board of Selectmen's Office



Fiscal Year 2023

A Year To Remember...

For the most part during FY23, Department Heads successfully maintained their oversight of the *Candidate Selection Process* for their own respective departments, under the guidance and enforcement of Human Resources. While HR did not adopt any new technology during FY23, we continued to improve internal practices to streamline our onboarding and offboarding procedures. Discussions regarding Benefits Administration continued during FY23, and we have since secured part-time help to relieve the Treasury Department/Payroll of this burden.

Personnel-wise, FY23 was a year of continued transition, as much of our department staff prepared to embrace new management, the majority of which, we are proud to announce, resulted from well-deserved promotions within our own Town government.

External recruitment continued to be challenge for the Town as well as for some of our neighboring communities during FY23, as the rising cost of living, recruitment, and employee benefits outpaced our local municipal budgets to attract personnel, prompting the region to intermittently share human resources on occasion.

Forever cognizant of the wellness and morale of all municipal town employees, in conjunction with the constraints of our budget, we aim to utilize all available resources provided to us at low or no cost through HR associations, local networks, and/or benefit service providers. As a result, during FY23 we offered employees a plethora of training options, wellness challenges, and assistance programs. Notably, in May of 2023, we hosted a “*best attended*” Benefits Open Enrollment Fair through the assistance of the Massachusetts Interlocal Insurance Association, and we maintained our momentum in offering our employees and their families free on-site wellness programs along with several virtual platforms.

As always, we encourage diversity, equity, inclusion, professional training, and personal growth because happy employees are better employees, and better employees are better for you. *Together, we are stronger. Together, we are smarter. Together, we are Townsend.*



Callie J. Huff | Human Resources Manager

Office of the Board of Selectmen | townsendma.gov/human-resources

Town of Townsend | Town Hall, 272 Main St. | Townsend, MA 01469

t: 978.597.1700 x1744 | f: 978.597.1719 | e: chuff@townsendma.gov

TOWN CLERK

On April 24, 2023 we held the Annual Town Election. This year the only election that was held was the Annual Election on April 24, 2023. The Legislature passed legislation that requires early vote by mail for all elections. Applications for early vote by mail can be found at: <https://www.sec.state.ma.us>.

Four Town Meetings were held. In December, 2022 we were unable to obtain a quorum for the Special Town Meeting therefore it was held on January 24, 2023 and again no quorum was made; the meeting was adjourned to May 2, 2023. Our Annual and Special Town Meeting was held on May 2, 2023, in the Great Hall at Memorial Hall. The third Town Meeting was held on September 26, 2023, and the fourth on November 14, 2023. It is very important to attend the Town Meetings as this is where our tax dollars are spent, and each town meeting costs tax dollars so please consider attending these very important meetings to help decide where your tax dollars are spent.

The town census was mailed out to all households. Please return your Town census before April 15. If you are a voter, this ensures you will remain on the voting list. This year over 1400 notices were sent to those voters who did not return the census. When your census is not returned and you come to vote, you will have to take the time to prove you still are a resident in Townsend. The census counts the population which is used when applying for grants.

Information on licensing dogs is included on the back of the census form. Neutered/Spayed dog licenses cost \$8.00, unaltered is \$13.00. This is a reminder to license your dog before March 1 when the \$10.00 late fee goes into effect and before May 1 when the \$50.00 fine is enforced. If you have a kennel, please check the fees on our website www.townsendma.gov. You may pay for your dog license through our website. We need to have updated rabies information so please make sure your dog's information is up to date. All dogs licensed before February 1, are eligible for the #1 tag contest. The winner receives the #1 tag and a dog blanket. Last year's #1 dog tag winner was Cooper, the Dachshund.

Please contact our office for information regarding the Town. The Town Clerk's Office has vital records for residents who were living in Townsend when they were born and upon their death if within Massachusetts. Marriage records are also on record for those who filed their marriage intentions in Townsend. We also offer Notary services for the general public.

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

Vital Statistics for 2023:

Population: 8587 (2023 Town Census)	Births: 68
Registered Voters: 7050	Marriages: 34
Raffle Permits: 8	Deaths: 73
Dogs Licensed: 1234	

Lastly, I would like to thank our election workers, constables and all those involved in our elections this year as well as those who came out to vote and for the support you give us during the elections.

Respectfully submitted,
Kathleen M. Spofford, CMMC
Town Clerk

BOARD OF REGISTRARS

This year the Board was very saddened at the loss of Catherine Thrasher in June who had been a Registrar since 2008; she is greatly missed.

We have welcomed David Funaiole as a Registrar in December 2023. We also welcome Susan Shuford to serve as an Alternate Registrar. We look forward to working with David and Susan.

One Election was held this year which was the Annual Town Election in April. This year we had four Town Meetings, the first was a Special Town Meeting on January 24, 2023 but quorum was not met. There was the Annual Town Meeting on May 2, 2023, a Special Town Meeting on September 26, 2023 and another Special Town Meeting on November 14, 2023. We held five voter registration sessions.

Town census forms were sent the beginning of the year. In June over 1400 notices were sent to those voters who did not respond to the census. Those voters who did not respond were placed on the inactive voter list and had to show an ID at the elections as well as fill out a continuance of residency form. This takes time for the workers as well as the voters. When you receive your census form, please read it carefully and fill it out correctly. There is a column for “moved” and “deceased” (M and D) many people mistake this to mean “married” or “divorced”. For voters who have moved: We cannot remove you from the household unless we have a signature from the voter and a note telling us they have moved or four years have passed since you have voted. If you move, whether within town or out of town, you need to reregister to vote. You can register to vote on-line at: <https://www.sec.state.ma.us/ovr/>

Active Voters: 5671
Inactive Voters: 1420

Registered Democrats: 921
Registered Republicans: 943
Registered Libertarians: 34
Registered to a Designation: 67
Unenrolled in a Party: 5126

Please remember to vote. It is your right and it is a privilege that should be exercised by all voters.

Registrars for the Town of Townsend,
Mary Jane O’Hara
Catherine Thrasher (deceased)
Daniel Shine
David Funaiole (appt in December)
Susan Shuford, Alternate Registrar
Kathleen M. Spofford, Ex Officio

Annual Town Election Results				
Town of Townsend				
Townsend, Massachusetts				
Total Registered Voters: 6915	April 24, 2023			
Precinct	I	II	III	Total
Total Votes	351	339	378	1068
BOARD OF SELECTMEN 3-year				
Blanks	14	9	14	37
James E. Le'Cuyer	115	114	116	345
Joseph Z. Shank	221	214	242	677
Write-ins Scatterings	1	2	6	9
Total:	351	339	378	1068
AMANDA DWIGHT ENTERTAINMENT COMMITTEE 3-year				
Blanks	346	325	370	1041
John Walsh	0	4	4	8
Scatterings	5	10	4	19
Total:	351	339	378	1068
BOARD OF ASSESSORS 3-year				
Blanks	133	125	133	391
Julie Ann Byars	218	213	244	675
Scatterings	0	1	1	2
Total:	351	339	378	1068
BOARD OF HEALTH (3-year)				
Blanks	138	139	139	416
James Le'Cuyer	204	199	236	639
Write-ins scatterings	9	1	3	13
Total:	351	339	378	1068
CEMETERY AND PARKS 3-year				
Blanks	109	114	115	338
Albert "Tubby" N. Boucher	239	222	261	722
Write-ins scatterings	3	3	2	8
Total:	351	339	378	1068

BOARD OF LIBRARY TRUSTEES (3 year) Vote for 2				
Blanks	451	442	490	1383
Nicole K. Laviolette	236	225	263	724
Salina Thomas	13	7	2	22
Write-ins scatterings	2	4	1	7
Total:	702	678	756	2136
BOARD OF LIBRARY TRUSTEES (2 years)				
Blanks	110	111	119	340
Emily Elizabeth Holmes	236	227	258	721
Write-ins Scatterings	5	1	1	7
Total	351	339	378	1068
NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT SCHOOL COMMITTEE AT-LARGE VOTE FOR 3				
Blanks	263	262	333	858
Lisa Mildred Martin	101	88	93	282
Randee J. Rusch	152	143	169	464
Lisa B. Bloom	176	160	165	501
William D. Hackler	95	100	120	315
Jessica A. Kallin	76	84	100	260
Vanessa P. Larkin	92	66	73	231
Robert Teto	30	40	26	96
Francine Yencho	67	71	53	191
Write-ins Scatterings	1	3	2	6
Total:	1053	1017	1134	3204
PLANNING BOARD (5-year)				
Blanks	90	106	117	313
Andrew James Shepherd	259	231	255	745
Write-ins Scatterings	2	2	6	10
Total:	351	339	378	1068

PLANNING BOARD (4-year)				
Blanks	349	335	376	1060
				0
Write-ins Scatterings	2	4	2	8
Total:	351	339	378	1068
RECREATION COMMISSION (3 year) (Vote for two)				
Blanks	701	674	753	2128
Hartley Pleshaw		2		2
Write-ins Scatterings	1	2	3	6
Total:	702	678	756	2136
RECREATION COMMISSION (1-year)				
Blanks	349	335	376	1060
Hartley Pleshaw		2		2
Scatterings	2	2	2	6
Total:	351	339	378	1068
TOWN CLERK (3 year)				
Blanks	77	79	81	237
Kathleen M. Spofford	273	259	296	828
Write-in Scatterings	1	1	1	3
Total:	351	339	378	1068
TOWNSEND HOUSING AUTHORITY (5 year)				
Blanks	347	333	369	1049
John Moran	1	3	4	8
Write-in Scatterings	3	3	5	11
Total:	351	339	378	1068
TRUST FUND COMMISSIONER (3-year)				
Blanks	347	335	374	1056
Hartley Pleshaw	1	3	2	6
Write-in Scatterings	3	1	2	6
Total:	351	339	378	1068

TRUSTEES OF SOLDIERS MEMORIALS (VETERAN)				
Blanks	316	298	345	959
Brian Borneman	27	36	29	92
Write-in Scatterings	8	5	4	17
Total:	351	339	378	1068
TRUSTEES OF SOLDIERS MEMORIALS (NON-VETERAN)				
Blanks	318	301	348	967
Peter Buxton	8	2	0	10
Jason Borneman	23	33	27	83
Write-in Scatterings	2	3	3	8
Total:	351	339	378	1068
BOARD OF WATER COMMISSIONERS (3-year)				
Blanks	336	323	363	1022
Nathan Mattila	13	12	11	36
Write-in Scatterings	2	4	4	10
Total:	351	339	378	1068
BOARD OF WATER COMMISSIONERS (1-year)				
Blanks	348	331	373	1052
Nathan Mattila	2	3	2	7
Write-in Scatterings	1	5	3	9
Total:	351	339	378	1068
Question 2 1/2 Override				
Yes	52	42	73	167
No	282	277	292	850
blanks	17	20	13	50
Total:	351	339	378	1067

The Commonwealth of Massachusetts
Town of Townsend
SUPPLEMENTAL SPECIAL TOWN MEETING
January 24, 2023, 6:55 pm
SPECIAL TOWN MEETING
January 24, 2023, 7:00 pm

The Supplemental Special Town Meeting was set to begin at 6:55 pm and the Special Town Meeting adjourned from December 14, 2022 at 7:00 pm. While waiting for quorum, Brian Funaiole, Gene Rauhala, Emy Hoff and Matt Evans were sworn in as counters. Present were Moderator John Barrett, Town Clerk, Kathleen Spofford, Selectmen Veronica Kell, Charles Sexton-Diranian and Theresa Morse as well as Town Administrator Eric Slagle and Town Counsel Adam Costa. Finance Committee members Don Hayes and Jerrilyn Bozicas were present. Quorum was not met with only 56 voters present. Motion to adjourn the Supplemental and Special Town Meetings to January 24, 2023, at 7:00 pm was made and seconded. Vote was taken and the motion passed by majority vote. Both meetings were adjourned at 7:45 pm to reconvene on May 2, 2023 at 7:00 pm.

Respectfully Submitted,
Kathleen M. Spofford, CMMC
Town Clerk

TOWN OF TOWNSEND
ANNUAL AND SPECIAL TOWN MEETING MINUTES
MAY 2, 2023

The Annual Town Meeting began at 7:02 pm. Quorum was met with 179 voters present and 19 visitors present. The Pledge of Allegiance was led by Boy Scouts Liam Congdon, Travis Massalski, Alex Massalski and Colin Synan. Moderator, John Barrett, introduced the Town Clerk, Kathleen Spofford, Board of Selectmen, Charles Sexton-Diranian, Theresa Morse, and Joseph Shank, Town Counsel, Adam Costa and Town Administrator, Eric Slagle. The Moderator then introduced the Finance Committee members, Don Hayes, Jerrilyn Bozicas and Andrea Wood, Town Treasurer, Melissa Dunnet. The Moderator instructed those present on the processes of Town Meeting according to Town Meeting Time and our own traditions. The Town Clerk then read the return of the Town Warrant for the Annual Town Meeting. Counters were chosen by the Moderator and sworn in by the Town Clerk: Brian Funaiolo, Vin Devulas, Darlene Sodano, Mike Sodano, Carol Hoffses and Rebecca Sturtevant. The moderator nominated Gene Rauhala as Deputy Moderator; vote was unanimous. Gene Rauhala was sworn in.

Motion was made to adjourn the Annual Town Meeting and open the Special Town Meeting. Return of the Warrant for the Special Town Meeting was read by the Town Clerk. The Annual Town Meeting was adjourned, and Special Town Meeting was opened at 7:09.

ARTICLE 1:

To see if the Town will vote to hear the reports of Boards, Committees or Commissions; or take any other action in relation thereto.

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

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Vote: Passed Unanimously

ARTICLE 2:

To see if the Town will vote to appropriate from the PEG Access Receipts Reserved Account **\$45,577.04**, funds equal to five percent (5%) of Comcast’s Gross Revenues for the fourth (4th) quarter of FY 2022 (April-June 2022) and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc.; or take any other action in relation thereto.

Motion: I move that the Town vote to appropriate from the PEG Access Receipts Reserved Account **\$45,577.04**. funds equal to 5% of Comcast’s gross revenues for the 4th quarter of FY2022 and authorize the Board of Selectmen and the Town Administrator to distribute said funds to Townsend Community Access Media, Inc.

Submitted by: Board of Selectmen

Read by: Joseph Z. Shank

Vote: Passed Unanimously

ARTICLE 3:

To see if the Town will vote to amend its vote under Article 15 of the May 3, 2022, Annual Town Meeting warrant, by changing the sum reallocated to the Capital Stabilization Account from “A7 ATM 5/8/21 Retroactive Salary Adjustments” from **\$21,775.52** to **\$11,071.97** and, in accordance therewith, by adjusting the total sum allocated under said Article 15 from **\$41,663.75** to **\$30,960.20**; or take any other action in relation thereto.

Motion: I move that the Town vote to amend Article 15 from the May 3, 2022 Annual Town Meeting Warrant by changing the sum allocated to the Capital Stabilization Account from Article 7 of the Annual Town Meeting, May 8, 2021 Retroactive Salary Adjustments from **\$21,775.52** to **\$11,071.97** and, in accordance therewith by adjusting the total sum allocated under said Article 15 from the **\$41,663.75** to **\$30,960.20**.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Voted: Passed Unanimously

ARTICLE 4:

To see if the Town will vote to reallocate **\$28,258**, the sum voted under Article 9 of the May 7, 2019, Annual Town Meeting warrant, from:

DEPT.	ITEM	FY20	FUNDING SOURCE
Recreation	Recreation Building Roof Replacement (274 Main St.)	\$28,258	Capital Stabilization Fund

to:

DEPT.	ITEM	FY23	FUNDING SOURCE
Recreation; Selectmen	Recreation Building Stairs/Town Hall Roof and Exterior Repairs/Maintenance	\$28,258	Capital Stabilization Fund

as approved by the Capital Planning Committee; or take any other action in relation thereto.

Motion: I move that the Town vote to reallocate the remaining **\$28,258.00** from the amount originally allocated under Article 9 of the May 7, 2019, Annual Town Meeting Warrant from Recreation Building Roof Replacement to Recreation Building Stairs/Town Hall Roof and Exterior Repairs/Maintenance.

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Voted: Passed Unanimously

ARTICLE 5:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$29,000** for the purpose of paying unbudgeted increases in the Town's General Insurance costs; or take any other action in relation thereto.

Motion: I move that the Town vote to appropriate from Free Cash or other available funds in the treasury the sum of **\$29,000.00** for the purpose of paying unbudgeted increases in the Town's General Insurance costs.

Submitted by: Board of Selectmen

Read by: Joseph Z. Shank

Voted: Passed Unanimously

ARTICLE 6:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$75,000.00**, for the purpose of paying unbudgeted increases in energy costs; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash the sum of **\$75,000.00** for the purpose of supplementing the FY23 Facilities Energy budget.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Voted: Passed Unanimously

ARTICLE 7:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$25,000.00** for the purpose of paying expenses for Accountant Services; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash the sum of **\$25,000.00** for the purpose of supplementing the FY23 Accounting budget.

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Voted: Passed Unanimously

ARTICLE 8:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$7,500.00** for the purpose of installing a new heating/AC unit in the Town Clerk's vault; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash the sum of **\$7,500.00** for the purpose of supplementing the FY23 Town Clerk budget for the purpose of installing a new heating/AC unit in the Clerk's office.

Submitted by: Board of Selectmen

Read by: Joseph Z. Shank

Voted: Passed Unanimously

ARTICLE 9:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$10,000.00** for the purpose of paying expenses for the repair of the COA/Library roof and insulation; or take any other action in relation thereto.

Motion: I move that the Town take no action.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Voted: Passed by majority vote

ARTICLE 10:

To see if the Town will vote to appropriate from free cash or other available funds in the treasury the sum of **\$11,000.00** for the purpose of paying one-time expenses and the first-year annual fee to revamp/update the Town website; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash the sum of **\$11,000.00** for the purpose of supplementing the FY23 Board of Selectmen budget for the purpose of paying one-time expenses and the first-year annual fee for a full revamp of the Town's website.

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Voted: Passed by majority vote

ARTICLE 11:

To see if the Town will vote to transfer from the Sales of Lots Cemetery Fund the sum of **\$15,000.00** for the purpose of ongoing upgrades, maintenance and repairs to the Cemeteries and any other related expenses; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from the Sale of Lots Cemetery Fund the sum of **\$15,000.00**.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Voted: Passed by majority vote

ARTICLE 12:

To see if the Town will vote to reallocate the **\$25,000.00**, the sum voted under Article 12 of the May 3, 2022 Annual Town Meeting warrant, from:

DEPT.	ITEM	FY23	FUNDING SOURCE
Water Dept.	HDPE Pipe Fusing Machine	\$25,000	Water Enterprise Retained Earnings

to:

DEPT.	ITEM	FY23	FUNDING SOURCE
Water Dept.	Dump Trailer	\$15,000	Water Enterprise Retained Earnings
Water Dept.	Ground Penetrating Radar Unit	\$10,000	Water Enterprise Retained Earnings

or take any other action in relation thereto.

Motion: I move that the Town vote to reallocate **\$25,000.00** originally allocated for an HDPE Pipe Fusing Machine under Article 12 of the May 3, 2022, Annual Town Meeting Warrant in the following manner: Dup Trailer - **\$15,000.00** and Ground Penetrating Radar Unit - **\$10,000.00**.

Submitted by: Board of Water Commissioners

Read by: Todd Melanson

Voted: Passed unanimously

ARTICLE 13:

To see if the Town will vote to reallocate **\$2,797.37**, a portion of the sum voted under Article 12 of the May 3, 2022, Annual Town Meeting warrant, from:

DEPT.	ITEM	FY23	FUNDING SOURCE
Water Dept.	36 inch Plotter Printer Scanner	\$2,797.37	Water Enterprise Retained Earnings

to:

DEPT.	ITEM	FY23	FUNDING SOURCE
Water Dept.	Ground Penetrating Radar Unit	\$2,797.37	Water Enterprise Retained Earnings

or take any other action in relation thereto.

Motion: I move that the Town vote to reallocate **\$2,797.37**, the remaining portion of the sum originally allocated for a 36" Plotter Printer Scanner under Article 12 of the May 3, 2022, Annual Town Meeting Warrant in the following manner: Ground Penetrating Radar Unit - **\$2,797.37**.

Submitted by: Board of Water Commissioners

Read by: Todd Melanson

Voted: Passed by majority vote

ARTICLE 14:

To see if the Town will vote to transfer from Water Enterprise retained earnings the sum of **\$5,000.00** for the purpose of paying the remaining purchase price for a ground penetrating radar; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer the sum of **\$5,000.00** from Water Enterprise retained earnings to the FY'20 Water Enterprise budget, for the purpose of paying the remaining amount for Ground Penetrating Radar Unit.

Submitted by: Board of Water Commissioners

Read by: Todd Melanson

Voted: Passed unanimously

ARTICLE 15:

To see if the Town will vote to transfer from Water Enterprise retained earnings the sum of **\$50,000.00** to repair and maintain the SCADA (Supervisory Control and Data Acquisition) System; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer the sum of **\$50,000.00** from Water Enterprise retained earnings to the FY'23 Water Enterprise budget, for the purpose of repairing and maintaining the Supervisory Control and Data Acquisition System (SCADA).

Submitted by: Board of Water Commissioners

Read by: Todd Melanson

Voted: Passed by majority vote

Point of order was called by the Town Administrator regarding article 14.

Motion was made to reconsider Article 14 as the Fiscal Year was entered incorrectly at FY'20 and should be FY'23. The motion was seconded. No debate was made.

Vote: Passed Unanimously.

ARTICLE 14 Reconsideration:

To see if the Town will vote to transfer from Water Enterprise retained earnings the sum of **\$5,000.00** for the purpose of paying the remaining purchase price for a ground penetrating radar; or take any other action in relation thereto.

Motion: I move that the Town vote to transfer the sum of **\$5,000.00** from Water Enterprise retained earnings to the FY'23 Water Enterprise budget, for the purpose of paying the remaining amount for the Ground Penetrating Radar Unit.

Submitted by: Board of Water Commissioners

Read by: Todd Melanson

Voted: Passed unanimously

ARTICLE 16:

To see if the Town will vote to transfer from Free Cash or other available funds in the treasury, the sum of **\$262,131.00** or any other sum for the purpose of offsetting FY22 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash the sum of **\$262,131.00** for the purpose of offsetting FY23 Snow and Ice Deficits.

Submitted by: Board of Selectmen

Read by: Joseph Shank

Voted: Passed by majority vote

ARTICLE 17:

To see if the Town will vote to amend its General Bylaws, Chapter 1, entitled “General Provisions,” Article II, entitled “Noncriminal Disposition of Violations,” Section 1-1, entitled “Fine schedule and enforcing officers,” by adding a new Subsection “N” thereto, as follows:

- “N. Public Lighting Bylaw
 - (1) Enforcing officer: Inspector of Buildings.
 - (2) Fine schedule:
 - (a) First offense: \$25.
 - (b) Second offense: \$50.
 - (c) Third offense: \$100.
 - (d) Fourth and each subsequent offense: \$200.”

or take any other action in relation thereto.

Motion: I move that the Town vote to amend its General Bylaws, Chapter 1, entitled “General Provisions,” Article II, entitled “Noncriminal Disposition of Violations,” Section 1-1, entitled “Fine schedule and enforcing officers,” by adding a new Subsection “N” thereto, as follows:

- “N. Public Lighting Bylaw
 - (1) Enforcing officer: Inspector of Buildings.
 - (2) Fine schedule:
 - (a) First offense: \$25.
 - (b) Second offense: \$50.
 - (c) Third offense: \$100.
 - (d) Fourth and each subsequent offense: \$200.”

Motion was made and seconded to move the question.

Vote: Passed by majority

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Vote on Article 17: Motion did not pass.

ARTICLE 18:

To see if the Town will vote to amend its Zoning Bylaw, being Chapter 145 of the Town Code, Article IX, entitled “Special Provisions,” Section 42, entitled “Site plan review special permit,” as follows:

- (i) by adding the words “and scenic roadways” to Subsection A, entitled “Purpose,” Item 2, after the word “neighborhood”;
 - (ii) by adding the words “and wellness” to Subsection A, entitled “Purpose,” Item (3), after the work “health”;
 - (iii) by striking the number “12” and replacing it with the number “24” in Subsection B, entitled “Applicability,” Item (1)(a);
 - (iv) by adding the words “appropriate Town departments, including but not limited to” in Subsection B, entitled “Applicability,” Item (1)(c), before the words “the Police Department”;
 - (v) by striking from Subsection B, entitled “Applicability,” Item (d) in its entirety;
 - (vi) by adding to Subsection C, entitled “Procedure,” Item (1), at the end thereof, the following sentence: “Refer to § 175-44 Stormwater Management, erosion and sedimentation control plan (the stormwater plan) to determine requirements, with strict adherence to Chapter 85 of the Townsend General Bylaws, NPDES Phase II Stormwater Management, and its associated regulations.”; and
 - (vii) by striking from Subsection C, entitled “Procedure,” Item (2) in its entirety;
- or take any other action in relation thereto.

Motion: I move that the Town vote to amend its Zoning Bylaw by amending Chapter 145, Article IX, Entitled “Special Provisions”, Section 42 entitled “Site plan review special permit,” as is further printed in the warrant.

Submitted by: Planning Board

Read by: Robert Therrien

Voted: Motion passed by 2/3 declared by Moderator

ARTICLE 19:

To see if the Town will vote to authorize the Board of Selectmen to enter into a new twenty (20) year LEASE AGREEMENT with the North Middlesex Regional School District for the Spaulding School located at 1 Whitcomb Street, Townsend, Massachusetts, to include the land upon which the Spaulding School is located, but not to include the parcel of land referred to as the Fessenden Field, all in conformance with the terms of the North Middlesex Regional School District Agreement; and on such other terms and conditions as the Board of Selectmen may deem appropriate; or take any action in relation thereto.

Motion: I move that the Town vote to authorize the Board of Selectmen to enter into a new twenty (20) year LEASE AGREEMENT with the North Middlesex Regional School District for the Spaulding School located at 1 Whitcomb Street, Townsend, Massachusetts, and the land upon which the Spaulding School is located, but not to include the parcel of land referred to as the Fessenden Field, all in conformance with the terms of the North Middlesex Regional School District Agreement.

Motion was made to move the question and seconded.

Vote to move the question: Passed by majority vote.

Submitted by: Board of Selectmen

Read by: Joseph Shank

Vote on Article 19: Passed by 2/3 declared by Moderator

ARTICLE 20:

To see if the Town will vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 97 Main Street, shown on Assessor's Map 34, Block 38, Lot 1, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith; or take any other action in relation thereto.

Motion: I move the Town vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 97 Main Street, shown on Assessor's Map 34, Block 38, Lot 1, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith.

Motion was made and seconded to move the question.

Vote to move the question: Passed by majority vote.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Vote on Article 20: Passed unanimously

Motion was made and seconded to dissolve the Special Town Meeting. The motion passed unanimously. The Special Town Meeting was dissolved at 8:34 p.m.

Motion was made and seconded to reopen the Annual Town Meeting. The motion passed unanimously. The Annual Town Meeting was reopened at 8:35 p.m.

ARTICLE 1:

To see if the Town will vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town; or take any other action in relation thereto.

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

Submitted by: Town Clerk

Read by: Charles Sexton-Diranian

Vote: Passed Unanimously

ARTICLE 2:

To see if the Town will vote to hear / accept reports of any Committees, Boards, Commissions, etc.; or take any other action in relation thereto.

Motion: I move that the Town vote to accept the reports of any Committees, Boards, Commissions, etc. as written in the Annual Town Report.

Submitted by: Town Clerk

Read by: Theresa More

Vote: Passed Unanimously

ARTICLE 3:

To see if the Town will vote, pursuant to the provisions of G.L. c. 44, § 53E½, and in accordance with Chapter 104 of the Town’s General Bylaws, to: authorize the following Fiscal Year 2024 spending limits for the following revolving funds:

	REVOLVING FUND	FY 24 SPENDING LIMITS
1	Recycling	\$ 20,000.00
2	Recreation Programs	\$ 52,000.00
3	Facilities Maintenance	\$ 4,000.00
4	Cemetery	\$ 28,000.00
5	Fire Alarm	\$ 4,000.00
6	Animal Care Program	\$ 1,000.00
8	Fire/EMS	\$ 5,000.00
9	Police	\$ 80,000.00
10	Conservation	\$ 20,000.00
11	Fire/EMS	\$ 10,000.00

or take any other action in relation thereto.

Motion: I move that Town vote, pursuant to the provisions of G.L. c. 44, § 53E½, and in accordance with Chapter 104 of the Town’s General Bylaws, to: authorize the following Fiscal Year 2024 spending limits for the following revolving funds:

	REVOLVING FUND	FY 24 SPENDING LIMITS
1	Recycling	\$ 20,000.00
2	Recreation Programs	\$ 52,000.00
3	Facilities Maintenance	\$ 4,000.00
4	Cemetery	\$ 28,000.00
5	Fire Alarm	\$ 4,000.00
6	Animal Care Program	\$ 1,000.00
8	Fire/EMS	\$ 5,000.00
9	Police	\$ 80,000.00
10	Conservation	\$ 20,000.00
11	Fire/EMS	\$ 10,000.00

Submitted by: Board of Selectmen

Read by: Joseph Shank

Vote: Passed unanimously

ARTICLE 4:

To see if the Town will vote, pursuant to the provisions of G.L. c. 44, § 53E½, to amend Chapter 104 of the Town’s General Bylaws by amending Section 1(F) thereof, entitled “Authorized revolving funds,” adding thereto the following revolving funds, and to assign the following Fiscal Year 2024 expenditure limits thereto:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Firearms Licensing	Police Department	Firearms Licensing Fees	Cover the costs of Firearms Licensing	\$ 6,000.00

2	Public Records Requests	Police Department	Police Dept. Public Records Fees	Cover the costs of producing electronic and/or video responses to public records requests	\$ 1,000.00
3	Detail Cruiser Fees	Police Department	Detail Vendor Fees	Cover wear and tear on cruisers above and beyond normal Police use	\$ 2,000.00

or take any other action in relation thereto.

Motion: I move that Town vote, pursuant to the provisions of G.L. c. 44, § 53E½, to amend Chapter 104 of the Town’s General Bylaws by amending Section 1(F) thereof, entitled “Authorized revolving funds,” adding thereto the following revolving funds, and to assign the following Fiscal Year 2024 expenditure limits thereto:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Firearms Licensing	Police Department	Firearms Licensing Fees	Cover the costs of Firearms Licensing	\$ 6,000.00
2	Public Records Requests	Police Department	Police Dept. Public Records Fees	Cover the costs of producing electronic and/or video responses to public records requests	\$ 1,000.00
3	Detail Cruiser Fees	Police Department	Detail Vendor Fees	Cover wear and tear on cruisers above and beyond normal Police use	\$ 2,000.00

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Vote: Passed Unanimously

ARTICLE 5:

To see if the Town will vote to raise and appropriate and transfer from available funds in the treasury*, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2024 pursuant to a detailed budget totaling \$27,188,649 or any other sum on line 787; or take any other action in relation thereto.

Transfer From:

<u>* FUND</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
Title 5 MWPAT	MWPAT Debt Repayment	\$ 12,594
W. Townsend Reading Room	Operate the WTRR	\$ 8,976
Ambulance Receipts Reserved	Operate EMS	\$500,000
Water Enterprise	Water Dept Overhead	\$385,855
Recreation Revolving Acct.	Asst. Recreation Director	\$ 10,000

FUNCTIONAL SEGMENTS			%
	FY 23	FY 24	Change
General Government-	\$ 1,681,288.00	\$ 1,887,286.00	12.3%
Public Safety-	\$ 3,536,076.00	\$ 3,850,740.00	8.9%
Education-	\$ 14,550,389.00	\$ 14,941,587.00	2.7%
Highways and Streets-	\$ 742,714.00	\$ 1,065,360.00	43.4%
Solid Waste-	\$ 748,052.00	\$ 770,053.00	2.9%
Human Services-	\$ 518,574.00	\$ 596,202.00	15.0%
Culture and Recreation-	\$ 488,490.00	\$ 527,190.00	7.9%
Debt Service-	\$ 369,674.00	\$ 456,115.00	23.4%
Insurances-	\$ 2,233,403.00	\$ 2,300,102.00	3.0%
Grand Total-	\$ 24,868,661	\$ 26,394,636.00	6.1%

Motion: I move the Town vote to raise and appropriate and transfer from available funds* in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2024 pursuant to a detailed budget totaling \$26,371,886.00, per line 787 on the Budget:

Transfer From:

<u>* FUND</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
Title 5 MWPAT	MWPAT Debt Repayment	\$ 12,594
W. Townsend Reading Room	Operate the WTRM	\$ 8,976
Ambulance Receipts Reserved	Operate EMS	\$600,000
Water Enterprise	Water Dept Overhead	\$386,855
Recreation Revolving Acc	Assistant Director	\$ 10,000

FUNCTIONAL SEGMENTS			%
	FY 23	FY 24	Change
General Government-	\$ 1,681,288.00	\$ 1,887,286.00	12.3%
Public Safety-	\$ 3,536,076.00	\$ 3,850,740.00	8.9%
Education-	\$ 14,550,389.00	\$ 14,918,837.00	2.7%
Highways and Streets-	\$ 742,714.00	\$ 1,065,360.00	43.4%
Solid Waste-	\$ 748,052.00	\$ 770,053.00	2.9%
Human Services-	\$ 518,574.00	\$ 596,202.00	15.0%
Culture and Recreation-	\$ 488,490.00	\$ 527,190.00	7.9%
Debt Service-	\$ 369,674.00	\$ 456,115.00	23.4%
Insurances-	\$ 2,233,403.00	\$ 2,300,102.00	3.0%
Grand Total-	\$ 24,868,661	\$ 26,371,886.00	6.1%

Omnibus Budget details in the Warrant

	ACCOUNT NAME	FY 23	FY24	Change
	4-03-2023 Version	TM Approved	BOS Budget	
	BOARD OF SELECTMEN			
1	BOS SALARY - TOWN ADMINISTRATOR (NU)	\$135,000	\$132,000	-\$3,000

2	BOS WAGES - EXECUTIVE ASSISTANT (NU)	\$47,424	\$49,321	\$1,897
3	BOS WAGES - OTHER (LONGEVITY and VAC BB)	\$0	\$0	\$0
4	BOS WAGES - OTHER (AUTO ALLOWANCE)	\$6,000	\$4,800	-\$1,200
5	BOS WAGES-WAGES SETTLEMENT	\$152,000	\$0	-\$152,000
6	BOS WAGES - TEMPORARY HELP	\$6,000	\$10,000	\$4,000
7	BOS WAGES-COMMUNITY SERVICES COORDINATOR	\$0	\$66,628	\$66,628
8	BOS WAGES-HUMAN RESOURCES MANAGER	\$0	\$49,971	\$49,971
9	BOS WAGES - GRANT ADMINISTRATOR	\$16,593	\$0	-\$16,593
10	BOS WAGES - WEBMASTER	\$6,180	\$6,427	\$247
11	PERSONNEL	\$369,197	\$319,147	-\$50,050
12				
13	BOS PROF SERVICES	\$2,000	\$5,500	\$3,500
14	BOS TOWN REPORTS - PROFESSIONAL SERVICES	\$2,500	\$3,500	\$1,000
15	BOS PROF SERVICES - LAND TRANSFER	\$0	\$5,000	\$5,000
16	BOS OFFICE SUPPLIES	\$1,200	\$1,200	\$0
17	BOS OTHER SUPPLIES	\$300	\$300	\$0
18	BOS TRAVEL/MILEAGE-IN STATE	\$200	\$200	\$0
19	BOS ED AND TRAINING- CONTRACTUAL and NEW LAW	\$2,000	\$2,000	\$0
20	BOS - MART PARK AND RIDE COST		\$25,000	\$25,000
21	BOS DUES & MEMBERSHIPS	\$5,000	\$5,000	\$0
22	BOS OTHER CHARGES	\$3,000	\$3,000	\$0
23	EXPENSES	\$16,200	\$50,700	\$34,500
24				

25	BOS BOARD OF SELECTMEN TOTAL	\$385,397	\$369,847	-\$15,550
26				
27				
28	FINANCE COMMITTEE			
29	FIN COM DUES & MEMBERSHIPS	\$750	\$750	\$0
30	FIN COM RESERVE FUND	\$40,000	\$50,000	\$10,000
31	EXPENSES	\$40,750	\$50,750	\$10,000
32				
33	FINANCE COMMITTEE TOTAL	\$40,750	\$50,750	\$10,000
34				
35				
36	ACCOUNTING			
37	ACCOUNTING SALARY - TWN ACCNT/DEP TWN ACCNT(NU)	\$80,000	\$50,600	-\$30,000
38	ACCOUNTING WAGES-OTHER- CERTIFICATION-LONG	\$1,000	\$1,000	\$0
39	ACCOUNTING WAGES-SUPPORT STAFF (U)	\$15,652	\$16,278	\$626
40	ACCOUNTING STIPEND LONGEVITY	\$500	\$500	\$0
41	PERSONNEL	\$97,152	\$68,378	-\$28,774
42				
43	ACCOUNTING PROF & TECH SERVICES	\$1,500	\$46,500	\$45,000
44	ACCOUNTING PROF & TECH SVS - AUDIT	\$24,000	\$24,000	\$0
45	ACCOUNTING OFFICE SUPPLIES	\$750	\$750	\$0
46	ACCOUNTING TRAVEL/MILEAGE IN- STATE	\$350	\$350	\$0
47	ACCOUNTING DUES & MEMBERSHIPS	\$150	\$150	\$0
48	ACCOUNTING TRAINING	0	\$2,500	\$2,500

49	EXPENSES	\$26,750	\$74,250	\$47,500
50				
51	ACCOUNTING TOTAL	\$123,902	\$142,628	\$18,726
52				
53				
54	BOARD OF ASSESSORS			
55	BOA SALARY-PRINCIPAL ASSESSOR (U)	\$61,894	\$64,370	\$2,476
56	BOA WAGES - OPER STAFF (NU)	\$0	\$0	\$0
57	BOA WAGES-SUPPORT STAFF (U)	\$39,386	\$40,961	\$1,575
58	BOA-WAGES- STAFF CLOTHING ALLOWANCE	\$1,200	\$1,200	\$0
59	BOA OTHER - STIPENDS LONGEVITY	\$1,800	\$1,800	\$0
60	PERSONNEL	\$104,280	\$108,331	\$4,051
61				
62	BOA REPAIR & MAINT EQUIPMENT	\$10,820	\$11,370	\$550
63	BOA PROF SERVICES- MRPC MAPPING	\$3,500	\$3,500	\$0
64	ONLINE PROPERTY RECORD CARD SETUP	\$550	\$600	\$50
65	PATRIOT CONSULTING FOR REVAL	\$0	\$5,000	\$5,000
66	BOA DATA VERIFICATION	\$0	\$0	\$0
67	BOA OFFICE SUPPLIES	\$800	\$800	\$0
68	BOA TRAVEL/MILEAGE-IN STATE	\$250	\$250	\$0
69	BOA DUES & MEMBERSHIPS	\$375	\$375	\$0
70	BOA TRAINING	\$0	\$600	\$600
71	EXPENSES	\$16,295	\$22,495	\$6,200
72				
73	BOARD OF ASSESSORS TOTAL	\$120,575	\$130,826	\$10,251
74				

75	TREASURER/ COLLECTOR			
76	TREASURER COLL. WAGES - TREAS/COLL (NU)	\$79,331	\$84,515	\$5,184
77	TREASURER/ COLL WAGES - OPER STAFF (U)	\$84,975	\$91,932	\$6,957
78	TREASURER/ COLL WAGES - LONGEVITY	\$800	\$1,300	\$500
79	PERSONNEL	\$165,106	\$177,747	\$12,641
80				
81	TAX COLL EQUIPMENT RENTAL	\$2,850	\$2,870	\$20
82	TAX COLL PROF & TECH SVS	\$28,800	\$28,800	\$0
83	TAX COLL PRINT/ADVERT/POSTAGE	\$21,500	\$28,335	\$6,835
84	TAX COLL OFFICE SUPPLIES	\$2,600	\$2,600	\$0
85	TAX COLL DUES & MEMBERSHIPS	\$340	\$680	\$340
86	TAX COLL TRAVEL / MILEAGE IN- STATE	\$600	\$1,300	\$700
87	TAX COLL REPLACEMENT EQUIPMENT	\$0	\$0	\$0
88	TAX COLL OTHER SERVICES	\$14,000	\$10,000	-\$4,000
89	EXPENSES	\$70,690	\$74,585	\$3,895
90				
91	TREASURER/ COLLECTOR TOTAL	\$235,796	\$252,332	\$16,536
92				
93				
94	LEGAL			
95	TOWN COUNSEL PROF LEGAL SERVICES	\$75,000	\$75,000	\$0
96	EXPENSES	\$75,000	\$75,000	\$0
97				
98	LEGAL TOTAL	\$75,000	\$75,000	\$0

99				
100				
101	MANAGEMENT INFORMATION			
102	MIS SALARY- DIRECTOR (NU)	\$0	\$0	\$0
103	MIS SALARY TECHNICIAN (NU)	\$3,000	\$3,120	\$120
104	PERSONNEL	\$3,000	\$3,120	\$120
105		\$0		\$0
106	MIS PROFESSIONAL AND PURCHASED SERVICES	\$72,700	\$135,000	\$62,300
107	MIS OTHER PURCHASED SERVICES	\$0	\$0	\$0
108	MIS REPLACEMENT EQUIPMENT- IT	\$18,000	\$25,000	\$7,000
109	MIS OTHER REPLACEMENT EQUIPMENT- PEG	\$0	\$0	\$0
110	MIS - COMMUNICATIONS	\$11,500	\$15,000	\$3,500
111	EXPENSES	\$102,200	\$175,000	\$72,800
112				
113	MANAGEMENT INFORMATION TOTAL	\$105,200	\$178,120	\$72,920
114				
115				
116	TOWN CLERK			
117	T CLERK SALARY-TOWN CLERK (NU)	\$73,270	\$76,201	\$2,931
118	T CLERK WAGES - OPER STAFF (U)	\$41,637	\$43,302	\$1,665
119	T CLERK OTHER STIPENDS - CERTIFICATION	\$1,000	\$1,000	\$0
120	T CLERK OTHER STIPENDS - LONGEVITY	\$900	\$1,400	\$500
121	PERSONNEL	\$116,807	\$121,903	\$5,096
122				

123	T CLERK REPAIR & MAINT EQUIPMENT	\$2,300	\$2,300	\$0
124	T CLERK PROF SERVICES	\$5,800	\$5,800	\$0
125	T CLERK OFFICE SUPPLIES	\$650	\$650	\$0
126	T CLERK POSTAGE	\$600	\$770	\$170
127	T CLERK CONFERENCE	\$1,000	\$1,000	\$0
128	T CLERK TRAVEL/MILAGE-IN STATE	\$200	\$200	\$0
129	T CLERK DUES & MEMBERSHIPS	\$550	\$550	\$0
130	EXPENSES	\$11,100	\$11,270	\$170
131				
132	TOWN CLERK TOTAL	\$127,907	\$133,173	\$5,266
133				
134				
135	ELECTIONS			
136	T CLERK E & R WAGES - OPER STAFF	\$11,000	\$8,000	-\$3,000
137	PERSONNEL	\$11,000	\$8,000	-\$3,000
138				
139	T CLERK E & R REPAIR & MAINT EQUIPMENT	\$1,300	\$1,300	\$0
140	T CLERK E & R PROF SERVICES	\$9,180	\$6,200	-\$2,980
141	T CLERK E & R ADVERTISING/PRINTING/POSTAGE	\$0	\$4,000	\$4,000
142	T CLERK E & R OTHER SUPPLIES	\$3,000	\$2,000	-\$1,000
143	T CLERK E & R TRAVEL/MILEAGE IN-STATE	\$75	\$50	-\$25
144	EXPENSES	\$13,555	\$13,550	-\$5
145				
146	ELECTIONS TOTAL	\$24,555	\$21,550	-\$3,005
147				
148				

149	REGISTRARS			
150	T CLERK REGISTRARS OTHER - STIPENDS	\$2,390	\$2,442	\$52
151	EXPENSES	\$2,390	\$2,442	\$52
152	REGISTRARS TOTAL	\$2,390	\$2,442	\$52
153				
154				
155	STREET LISTINGS			
156	T CLERK PROF SERVICES - STREET LISTINGS	\$4,488	\$5,000	\$512
157	EXPENSES	\$4,488	\$5,000	\$512
158	STREET LISTINGS TOTAL	\$4,488	\$5,000	\$512
159				
160				
161	CONSERVATION			
162	CON COM WAGES-CONSERV.AGENT (U)	\$20,500	\$44,606	\$24,106
163	CON COM WAGES-CONSERV SUPPORT (U)	\$20,554		-\$20,554
164	CLOTHING ALLOWANCE	\$1,200	\$600	-\$600
165	CON COM STIPEND - LONGEVITY	\$0	\$0	\$0
166	PERSONNEL	\$42,254	\$45,206	\$2,952
167	CON COM SUPPLIES/MATERIALS	\$0	\$500	\$500
168	CON COM PROF SERVICES	\$500	\$500	\$0
169	CON COM DUES & MEMBERSHIPS	\$500	\$500	\$0
170	CON COM TRAVEL / MILEAGE -IN STATE	\$250	\$250	\$0
171	EXPENSES	\$1,250	\$1,750	\$500
172				
173	CONSERVATION TOTAL	\$43,504	\$46,956	\$3,452

174				
175				
176	MRPC - DUES & MEMBERSHIPS			
177	MRPC - DUES & MEMBERSHIPS	\$3,227	\$3,250	\$23
178	EXPENSES	\$3,227	\$3,250	\$23
179				
180	MRPC - DUES & MEMBERSHIPS TOTAL	\$3,227	\$3,250	\$23
181				
182				
183	PLANNING BOARD			
184	PB WAGES-SUPPORT STAFF (U)	\$28,132	\$29,258	\$1,125
185	PB STIPENDS - LONGEVITY	\$0	\$500	\$500
186	PERSONNEL	\$28,132	\$29,758	\$1,625
187				
188	PB PROF SERVICES	\$1,500	\$1,500	\$0
189	PB COMMUNICATION & OFFICE SUPPLIES	\$150	\$150	\$0
190	PB TRAVEL/MILAGE-IN STATE	\$50	\$50	\$0
191	PB DUES & MEMBERSHIPS	\$100	\$100	\$0
192	EXPENSES	\$1,800	\$1,800	\$0
193				
194	PLANNING BOARD TOTAL	\$29,932	\$31,558	\$1,625
195				
196				
197	ZONING BOARD OF APPEALS			
198	ZBA WAGES - OPER STAFF (U)	\$5,626	\$5,851	\$225
199	PERSONNEL	\$5,626	\$5,851	\$225

200				
201	ZONING BOARD OF APPEALS TOTAL	\$5,626	\$5,851	\$225
202				
203				
204	LAND USE			
205	LAND USE WAGES-LU ADMINISTRATOR (U)	\$60,419	\$58,292	-\$2,127
206	LAND USE WAGES-HOUSING AND GRANT ADMINISTRATOR	\$0	\$15,824	\$15,824
207	LAND USE WAGES-LAND USE ADMINISTRATIVE ASST	\$3,363	\$3,498	\$135
208	LAND USE - OTHER STIPENDS - LONGEVITY	\$0	\$0	\$0
209	PERSONNEL	\$63,782	\$77,613	\$13,831
210				
211	LAND USE PROF & TECH SERVICES	\$2,300	\$1,800	-\$500
212	LAND USE OFFICE SUPPLIES	\$600	\$1,100	\$500
213	LAND USE TRAVEL/MILEAGE-IN STATE	\$50	\$50	\$0
214	LAND USE TRAINING		\$1,000	\$1,000
215	LAND USE DUES & MEMBERSHIPS	\$450	\$450	\$0
216	EXPENSES	\$3,400	\$4,400	\$1,000
217				
218	LAND USE TOTAL	\$67,182	\$82,013	\$14,831
219				
220				
221	FACILITIES			
222	FACILITIES WAGES - FAC MAINT COORD (U)	\$66,372	\$69,322	\$2,950
223	FACILITIES WAGES- FAC MAINT Custodian (NU)	\$20,353	\$21,167	\$814

224	FACILITIES WAGES - Administrative Assistant	\$1,880	\$10,000	\$8,120
225	FACILITIES WAGES - TEMP HELP (NU)	\$13,792	\$18,169	\$4,377
226	FACILITIES WAGES - PT CLEANER (NU) Covid	\$0	\$0	\$0
227	FACILITIES-CLOTHING	\$600	\$600	\$0
228	FACILITIES- AUTO ALLOWANCE	\$6,000	\$0	-\$6,000
229	FACILITIES STIPENDS - LONGEVITY	\$0	\$0	\$0
230	PERSONNEL	\$108,997	\$119,258	\$10,261
231				
232	FACILITIES ENERGY	\$76,500	\$125,000	\$48,500
233	FACILITIES UTILITY - Water	\$3,774	\$4,151	\$377
234	FACILITIES REPAIR & MAINTAIN - BUILDING	\$30,600	\$32,130	\$1,530
235	FACILITIES REPAIR & MAINTAIN - EQUIPMENT	\$4,080	\$4,692	\$612
236	FACILITIES PROFESSIONAL SERVICES	\$31,410	\$32,981	\$1,571
237	FACILITIES COMMUNICATIONS	\$17,238	\$18,098	\$860
238	FACILITIES BUILDING SUPPLIES	\$5,100	\$6,500	\$1,400
239	FACILITIES OTHER SERVICES	\$510	\$510	\$0
240	FACILITIES GROUNDSKEEPING SUPPLIES	\$6,630	\$8,670	\$2,040
241	FACILITIES-VEHICLE SUPPLIES	\$1,020	\$4,000	\$2,980
242	FACILITIES TRAVEL - IN STATE MILEAGE	\$0	\$0	\$0
243	EXPENSES	\$176,862	\$236,732	\$58,870
244				
245	FACILITIES TOTAL	\$285,859	\$355,990	\$70,131
246				
247				

248	*GENERAL GOVERNMENT TOTAL	\$1,681,290	\$1,887,286	\$205,997
249				
250	POLICE			
251	POLICE - SALARY -POLICE CHIEF (NU)	\$138,590	\$139,853	\$1,263
252	POLICE SALARY-ADMIN. LIEUTENANTS (U)	\$230,072	\$122,275	-\$107,797
253	POLICE - SALARY & WAGES-OPER STAFF (U)	\$650,000	\$822,630	\$172,630
254	POLICE - WAGES-SUPPORT STAFF (NU)	\$78,202	\$88,531	\$10,329
255	POLICE - WAGES-RESERVE OFFICERS (NU)	\$13,229	\$13,229	\$0
256	POLICE - WAGES - OTHER - TRAINING	\$30,000	\$30,000	\$0
257	POLICE - ADDITIONAL GROSS - OVERTIME	\$149,000	\$140,000	-\$9,000
258	POLICE - ADDITIONAL GROSS - HOLIDAY	\$32,000	\$37,822	\$5,822
259	POLICE - OTHER - STIPEND - LONGEVITY	\$4,000	\$6,000	\$2,000
260	POLICE - OTHER - STIPENDS CERT (QUINN)	\$70,400	\$71,321	\$921
261	POLICE - OTHER - UNIFORM ALLOWANCE	\$20,650	\$18,600	-\$2,050
262	PERSONNEL	\$1,416,143	\$1,490,261	\$74,119
263				
264	POLICE - ENERGY	\$24,750	\$28,000	\$3,250
265	POLICE - WATER	\$1,540	\$1,700	\$160
266	POLICE - REPAIR & MAINT BUILDING	\$17,340	\$19,000	\$1,660
267	POLICE - REPAIR & MAINT EQUIPMENT	\$55,000	\$55,000	\$0
268	POLICE - EQUIPMENT RENTAL	\$400	\$400	\$0
269	POLICE - PROFESSIONAL SERVICES	\$7,650	\$8,000	\$350
270	POLICE - COMMUNICATION	\$7,000	\$7,700	\$700

271	POLICE - OTHER SERVICES	\$1,200	\$1,200	\$0
272	POLICE - OTHER SERVICES- PRISONERS	\$500	\$500	\$0
273	POLICE - OFFICE SUPPLIES	\$4,500	\$4,500	\$0
274	POLICE - VEHICULAR SUPPLIES	\$29,058	\$35,750	\$6,692
275	POLICE - OTHER SUPPLIES	\$2,500	\$2,500	\$0
276	POLICE - TRAVEL/MILEAGE-IN STATE	\$250	\$250	\$0
277	POLICE - DUES & MEMBERSHIPS	\$18,000	\$18,000	\$0
278	POLICE - OTHER CHARGES - TRAINING	\$23,460	\$25,000	\$1,540
279	POLICE - NEW EQUIPMENT	\$70,000	\$75,000	\$5,000
280	POLICE - REPLACE EQUIPMENT	\$0	\$0	\$0
281	EXPENSES	\$263,148	\$282,500	\$19,352
282				
283	POLICE TOTAL	\$1,679,291	\$1,772,761	\$93,471
284				
285				
286	FIRE/ EMS			
287	FIRE/EMS - SALARY-FIRE CHIEF/EMS DIR (NU)	\$62,400	\$64,896	\$2,496
288	FIRE/EMS - WAGES - Fire prevention Capt. (U)	\$85,980	\$88,559	\$2,579
289	FIRE/EMS - WAGES - OPER STAFF LIEUT. (U)	\$0	\$91,400	\$91,400
290	FIRE/EMS - WAGES-OP EMS COORD. CAPT. (U)	\$114,500	\$227,000	\$112,500
291	FIRE/EMS - WAGES-FF PARAMEDICS. (U)	\$288,350	\$348,545	\$60,195
292	FIRE/EMS- WAGES OPERATION STAFF (NU) Per Diem	\$263,500	\$135,000	-\$128,500
293	FIRE/EMS - WAGES - MECHANIC (NU)	\$0		\$0
294	FIRE/EMS - WAGES - ON CALL FIRE (NU)	\$115,000	\$100,000	-\$15,000

295	FIRE/EMS - WAGES-ON CALL BLS EMT (NU)	\$25,000	\$25,000	\$0
296	FIRE/EMS - ADDITIONAL GROSS - OT OP	\$100,000	\$80,000	-\$20,000
297	FIRE/EMS - ADDITIONAL GROSS-OT CALL EMT	\$1,000	\$0	-\$1,000
298	FIRE/EMS - ADDITIONAL GROSS - OT ON-CALL FF	\$2,100	\$0	-\$2,100
299	FIRE/EMS - ADDITIONAL GROSS-OT EMS OPER	\$8,500	\$0	-\$8,500
300	FIRE/EMS - OTHER - LONGEVITY	\$6,000	\$6,000	\$0
301	FIRE/EMS - OTHER - STIPENDS - EMT STANDBY	\$0	\$0	\$0
302	FIRE/EMS - OTHER - CERT AND TRAINING	\$6,000	\$10,000	\$4,000
303	FIRE/EMS - OTHER - STIPENDS - ON CALL EMS	\$13,250	\$13,250	\$0
304	FIRE/EMS - OTHER - STIPENDS - VACATION BB	\$4,904	\$0	-\$4,904
305	FIRE/EMS - OTHER - UNIFORM ALLOWANCE	\$0	\$0	\$0
306	FIRE/EMS - OTHER - VACATION REPLACEMENT	\$9,450	\$18,250	\$8,800
307	PERSONNEL	\$1,105,934	\$1,207,900	\$101,966
308				
309				
310	FIRE/EMS - ENERGY	\$38,000	\$38,000	\$0
311	FIRE/EMS - WATER	\$1,250	\$1,250	\$0
312	FIRE/EMS - REPAIR & MAINT BUILDING	\$14,280	\$14,280	\$0
313	FIRE/EMS - REPAIR & MAINT EQUIPMENT	\$22,440	\$22,440	\$0

314	FIRE/EMS - REP & MAINT EMS EQUIP VEHICLE	\$11,000	\$11,000	\$0
315	FIRE/EMS - PROF SERVICES	\$6,776	\$6,776	\$0
316	FIRE/EMS - PROF & TECH - EMS BILLING	\$18,000	\$18,000	\$0
317	FIRE/EMS - PROF & TECH SVCS - TRAINING	\$17,000	\$17,000	\$0
318	FIRE/EMS - COMMUNICATION	\$10,000	\$10,000	\$0
319	FIRE/EMS - OTHER SERVICES	\$500	\$500	\$0
320	FIRE/EMS - OTHER PURCH SERVICES - EMS	\$6,000	\$6,000	\$0
321	FIRE/EMS - HAZARDOUS WASTE COLLECTION	\$3,457	\$4,457	\$1,000
322	FIRE/EMS - OFFICE SUPPLIES	\$1,734	\$1,734	\$0
323	FIRE/EMS - BUILDING SUPPLIES	\$816	\$816	\$0
324	FIRE/EMS - EQUIPMENT MAINT SUPPLIES	\$500	\$500	\$0
325	FIRE/EMS - CUSTODIAL SUPPLIES	\$2,142	\$2,142	\$0
326	FIRE/EMS - VEHICULAR SUPPLIES	\$20,400	\$20,400	\$0
327	FIRE/EMS - MEDICAL SUPPLIES	\$25,000	\$25,000	\$0
328	FIRE/EMS - OTHER SUPPLIES	\$3,000	\$3,289	\$289
329	FIRE/EMS - TRAVEL, MILEAGE IN STATE	\$0	\$0	\$0
330	FIRE/EMS - DUES & MEMBERSHIPS	\$1,000	\$1,250	\$250
331	FIRE/EMS - DUES & MEMBERSHIPS EMS	\$2,300	\$2,300	\$0
332	FIRE/EMS - OTHER CHARGES	\$0	\$0	\$0
333	FIRE/EMS - NEW EQUIPMENT	\$15,000	\$15,000	\$0
334	FIRE/EMS- COMPUTER/MDT	\$0	\$0	\$0
335	FIRE/EMS – REPLACE EQUIPMENT	\$15,000	\$15,000	\$0
336	FIRE/EMS – OTHER SUPPLIES – TRAINING/UNIF.	\$0	\$0	\$0

337	FIRE/EMS - EMS PATIENT CARE REPORTING		\$32,461	\$32,461
338	UNIFORM ALLOWANCE-FIRE	\$8,950	\$8,950	\$0
339	UNIFORM ALLOWANCE-EMS	\$3,500	\$3,500	\$0
340	UNIFORM ALLOWANCE-ON CALL	\$4,500	\$4,500	\$0
341	UNIFORM ALLOWANCE-CHIEF	\$0		\$0
342	EXPENSES	\$252,545	\$286,545	\$34,000
343				
344	FIRE/ EMS TOTAL	\$1,358,479	\$1,494,445	\$135,966
345				
346	EMERGENCY MANAGEMENT			
347	TEMA- DIRECTOR SALARY (NU)	\$2,197	\$2,285	\$88
348	PERSONNEL	\$2,197	\$2,285	\$88
349				
350	TEMA - REPAIR & MAINT - EQUIPMENT	\$705	\$705	\$0
351	TEMA - OFFICE SUPPLIES	\$111	\$111	\$0
352	TEMA- COMMUNICATIONS	\$1,020	\$1,020	\$0
353	TEMA - OTHER TRAVEL AND TRAINING	\$1,500	\$1,500	\$0
354	EXPENSES	\$3,336	\$3,336	\$0
355				
356	EMERGENCY MANAGEMENT TOTAL	\$5,533	\$5,621	\$88
357				
358	COMMUNICATIONS			
359	COMM CTR - SALARY - DIRECTOR (NU)	\$0	\$0	\$0
360	COMM CTR - WAGES - OPER STAFF (U)	\$0	\$0	\$0
361	COMM CTR - WAGES - TEMP HELP (NU)	\$0	\$0	\$0
362	COMM CTR - ADDITIONAL GROSS - OVERTIME	\$0	\$0	\$0

363	COMM CTR - OTHER - STIPENDS - LONGEVITY	\$0	\$0	\$0
364	COMM CTR - OTHER - STIPENDS	\$0	\$0	\$0
365	COMM CTR - OTHER - UNIFORM ALLOWANCE	\$0	\$0	\$0
366	PERSONNEL	\$0	\$0	\$0
367				
368	COMM CTR - REPAIR & MAINT EQUIPMENT	\$20,000	\$20,000	\$0
369	COMM CTR - PROF & TECH SERVICES	\$30,000	\$30,000	\$0
370	COMM CTR- COMMUNICATION	\$24,000	\$26,200	\$2,200
371	COMM CTR - OTHER SERVICES	\$208,000	\$278,500	\$70,500
372	COMM CTR - OFFICE SUPPLIES	\$0	\$0	\$0
373	COMM CTR - OTHER SUPPLIES	\$0	\$0	\$0
374	COMM CTR - TRAVEL MILEAGE - IN STATE	\$0	\$0	\$0
375	EXPENSES	\$282,000	\$354,700	\$72,700
376				
377	COMMUNICATIONS TOTAL	\$282,000	\$354,700	\$72,700
378				
379				
380	BUILDING DEPARTMENT			
381	BLDG INSP -SALARY -BLDG COMMISSIONER (U)	\$71,834	\$74,708	\$2,873
382	BLDG INSP - STIPEND - OPER (ALT BLDG INSP)	\$1,020	\$1,062	\$41
383	BLDG INSP – WAGES-SUPPORT STAFF (U)	\$38,034	\$39,555	\$1,521
384	BLDG INSP – OTHER – STIPEND – LONGEVITY	\$1,300	\$1,300	\$0

385	BLDG INSP – OTHER – STIPEND – VEHICLE	\$6,000	\$6,000	\$0
386	BLDG INSP – OTHER – STIPEND CERTIFICATION	\$0	\$0	\$0
387	BLDG INSP – OTHER – UNIFORM ALLOWANCE	\$600	\$600	\$0
388	PERSONNEL	\$118,788	\$123,224	\$4,436
389				
390	BLDG INSP – PROFESSIONAL SERVICES	\$1,020	\$4,170	\$3,150
391	BLDG INSP – COMMUNICATIONS	\$765	\$788	\$23
392	BLDG INSP – OFFICE SUPPLIES	\$600	\$618	\$18
393	BLDG INSP – OTHER- CODE BOOKS	\$204	\$641	\$437
394	BLDG INSP – TRAINING		\$1,000	\$1,000
395	BLDG INSP – DUES & MEMBERSHIPS	\$165	\$170	\$5
396	EXPENSES	\$2,754	\$7,387	\$4,633
397				
398	BUILDING DEPARTMENT TOTAL	\$121,542	\$130,611	\$9,069
399				
400				
401	GAS INSPECTOR			
402	GAS INSP – OTHER WAGES – OPER (ALT INSP)	\$120	\$124	\$4
403	GAS INSP – STIPEND – GAS INSPECTOR (NU)	\$6,109	\$6,353	\$244
404	PERSONNEL	\$6,229	\$6,477	\$248
405				
406	GAS INSPECTOR TOTAL	\$6,229	\$6,477	\$248
407				
408				

409	PLUMBING INSPECTOR			
410	PLUMB INSP – OTHER WAGES – OPER (ALT INSP)	\$120	\$124	\$4
411	PLUMB INSP – STIPEND – PLUMBING INSP (NU)	\$8,710	\$9,058	\$348
412	PERSONNEL	\$8,830	\$9,182	\$352
413				
414	PLUMB INSP – PROFESSIONAL & TECHNICAL	\$460	\$460	\$0
415	PLUMB INSP – OTHER SUPPLIES	\$255	\$255	\$0
416	PLUMB INSP – TRAVEL MILEAGE IN-STATE	\$1,200	\$1,200	\$0
417	EXPENSES	\$1,915	\$1,915	\$0
418				
419	PLUMBING INSPECTOR TOTAL	\$10,745	\$11,097	\$352
420				
421				
422	SEALER OF WEIGHTS AND MEASURES			
423	S OF W&M – OTHER – STIPEND	\$4,778	\$4,969	\$191
424	PERSONNEL	\$4,778	\$4,969	\$191
425				
426	S OF W&M – OFFICE SUPPLIES	\$51	\$53	\$2
427	S OF W&M – OTHER SUPPLIES	\$102	\$105	\$3
428	S OF W&M – TRAVEL MILEAGE IN-STATE	\$52	\$55	\$3
429	EXPENSES	\$205	\$213	\$8
430				
431	SEALER OF WEIGHTS AND MEASURES TOTAL	\$4,983	\$5,182	\$199

432				
433				
434	ELECTRICAL INSPECTOR			
435	ELEC INSP – WAGES -OTHER –(ALT INSPECTOR)	\$193	\$199	\$6
436	ELEC INSP – OTHER – STIPEND (NU)	\$14,518	\$15,099	\$581
437	PERSONNEL	\$14,711	\$15,298	\$587
438				
439	ELEC INSP – PROFESSIONAL & TECHNICAL	\$1,175	\$1,210	\$35
440	ELEC INSP – OTHER SUPPLIES and COMMUNICATION	\$1,050	\$1,082	\$32
441	ELEC INSP – TRAVEL MILEAGE IN-STATE	\$1,200	\$1,236	\$36
442	EXPENSES	\$3,425	\$3,528	\$103
443				
444	ELECTRICAL INSPECTOR TOTAL	\$18,136	\$18,826	\$690
445				
446				
447	ANIMAL INSPECTOR			
448	ANIMAL INSPECTOR – PROF. SERVICES	\$607	\$1,200	\$593
449	EXPENSES	\$607	\$1,200	\$593
450				
451	ANIMAL INSPECTOR TOTAL	\$607	\$1,200	\$593
452				
453				
454	ANIMAL CONTROL			
455	ACO – OTHER – STIPEND (NU)	\$19,982	\$20,781	\$799
456	PERSONNEL	\$19,982	\$20,781	\$799

457				
458	ACO – PROFESSIONAL SERVICE	\$5,000	\$5,000	\$0
459	EXPENSES	\$5,000	\$5,000	\$0
460				
461	ANIMAL CONTROL TOTAL	\$24,982	\$25,781	\$799
462				
463				
464	TREE WARDEN			
465	TREE WARDEN – OTHER – STIPEND (NU)	\$12,013	\$12,494	\$481
466	PERSONNEL	\$12,013	\$12,494	\$481
467				
468	TREE WARDEN – EQUIPMENT RENTAL	\$9,374	\$9,374	\$0
469	TREE WARDEN – OTHER PURCHASED SERVICE	\$1,200	\$1,200	\$0
470	TREE WARDEN – TRAVEL MILEAGE – IN STATE	\$300	\$300	\$0
471	TREE WARDEN – DUES AND MEMBERSHIPS	\$450	\$450	\$0
472	EXPENSES	\$11,324	\$11,324	\$0
473				
474	TREE WARDEN TOTAL	\$23,337	\$23,818	\$481
475				
476				
477	BURIAL AGENT			
478	BURIAL AGENT – OTHER – STIPEND	\$145	\$151	\$6
479	PERSONNEL	\$145	\$151	\$6
480				
481	BURIAL AGENT TOTAL	\$145	\$151	\$6

482				
483				
484	PARKING CLERK			
485	PARKING CLERK – OTHER – STIPEND	\$67	\$70	\$3
486	PERSONNEL	\$67	\$70	\$3
487				
488	PARKING CLERK TOTAL	\$67	\$70	\$3
489				
490	*PUBLIC SAFETY TOTAL	\$3,536,076	\$3,850,740	\$314,664
491				
492	SCHOOLS			
493	N.M.R.S.D. ASSESSMENT	\$12,043,227	\$12,335,477	\$315,000
494	N.M.R.S.D.DEBT	\$1,401,680	\$1,420,384	\$18,704
495	N.V.T.H.S. ASSESSMENT	\$1,023,583	\$1,083,832	\$60,249
496	N.V.T.H.S. DEBT	\$81,899	\$79,144	-\$2,755
497	EXPENSES	\$14,550,389	\$14,918,837	\$391,198
498				
499	*EDUCATION TOTAL	\$14,550,389	\$14,918,837	\$391,198
500				
501	HIGHWAY			
502	HIGHWAY – SALARY-HIGHWAY SUPT. (U)	\$79,312	\$82,484	\$3,172
503	HIGHWAY – WAGES-OPER STAFF (U)	\$265,949	\$326,748	\$60,799
504	HIGHWAY-OVERTIME	\$10,070	\$10,473	\$403
505	HIGHWAY -WAGES-TEMP HELP (NU)	\$0	\$3,750	\$3,750
506	HIGHWAY – WAGES-SUPPORT STAFF	\$14,420	\$19,726	\$5,306
507	HIGHWAY – OTHER STIPEND – LONGEVITY	\$6,600	\$6,900	\$300

508	HIGHWAY – OTHER STIPEND – CERTIFICATION	\$3,605	\$4,634	\$1,029
509	HIGHWAY – OTHER – UNIFORM ALLOWANCE	\$7,200	\$7,200	\$0
510	PERSONNEL	\$387,156	\$461,915	\$74,759
511				
512	HIGHWAY – ENERGY	\$18,000	\$21,600	\$3,600
513	HIGHWAY – WATER	\$495	\$545	\$50
514	HIGHWAY – REPAIR & MAINT BUILDING	\$2,040	\$2,244	\$204
515	HIGHWAY – REPAIR & MAINT EQUIPMENT	\$16,830	\$20,196	\$3,366
516	HIGHWAY – EQUIPMENT RENTAL	\$1,530	\$1,607	\$77
517	HIGHWAY – PROFESSIONAL SERVICES	\$3,570	\$3,927	\$357
518	HIGHWAY – COMMUNICATION	\$3,927	\$4,124	\$197
519	HIGHWAY – OTHER SERVICES	\$1,500	\$1,575	\$75
520	HIGHWAY – OFFICE SUPPLIES	\$1,020	\$1,071	\$51
521	HIGHWAY – BUILDING SUPPLIES	\$2,040	\$2,142	\$102
522	HIGHWAY – VEHICULAR SUPPLIES	\$33,000	\$36,300	\$3,300
523	HIGHWAY – PUBLIC WORKS SUPPLIES	\$33,660	\$40,392	\$6,732
524	HIGHWAY – OTHER SUPPLIES	\$3,060	\$3,213	\$153
525	HIGHWAY – DUES & MEMBERSHIPS	\$306	\$322	\$16
526	HIGHWAY – NEW EQUIPMENT	\$2,040	\$2,142	\$102
527	HIGHWAY – REPLACE EQUIPMENT	\$1,530	\$1,607	\$77
528	HIGHWAY- LINE PAINTING	\$0	\$0	\$0
529	HIGHWAY- PAVEMENT MANAGEMENT	\$0	\$201,474	\$201,474
530	EXPENSES	\$124,548	\$344,481	\$219,933
531				
532	HIGHWAY TOTAL	\$511,704	\$806,396	\$294,692

533				
534	SNOW AND ICE			
535	HWY - SNOW & ICE - WAGES - TEMPORARY HELP	\$5,000	\$5,000	\$0
536	HIGHWAY-WINTER OPERATIONS STIPEND	\$7,000	\$7,000	\$0
537	HWY - SNOW & ICE - WAGES - OVERTIME	\$26,500	\$26,500	\$0
538	PERSONNEL	\$38,500	\$38,500	\$0
539				
540	HWY - SNOW & ICE - EQUIP. REPAIR AND MAINT	\$27,540	\$27,540	\$0
541	HWY - SNOW & ICE - EQUIPMENT RENTAL	\$38,000	\$38,000	\$0
542	HWY - SNOW & ICE - VEHICULAR SUPPLIES	\$39,780	\$39,780	\$0
543	HWY - SNOW & ICE - SALT	\$70,380	\$95,380	\$25,000
544	HWY - SNOW & ICE -SAND	\$0	\$0	\$0
545	HWY - SNOW & ICE - REPLACE EQUIPMENT	\$2,040	\$2,040	\$0
546	EXPENSES	\$177,740	\$202,740	\$25,000
547				
548	SNOW AND ICE TOTAL	\$216,240	\$241,240	\$25,000
549				
550	STREET LIGHTS			
551	HIGHWAY - ENERGY - STREET LIGHTS	\$14,770	\$17,724	\$2,954
552	EXPENSES	\$14,770	\$17,724	\$2,954
553				
554	STREET LIGHTS TOTAL	\$14,770	\$17,724	\$2,954
555				

556	*HIGHWAY AND STREETS TOTAL	\$742,714	\$1,065,360	\$322,646
557				
558	SOLID WASTE			
559	LANDFILL - ENERGY	\$3,060	\$3,060	\$0
560	LANDFILL - REPAIR & MAINT LANDFILL BUILDING	\$3,050	\$3,050	\$0
561	LANDFILL - PROFESSIONAL SERVICES	\$8,350	\$8,350	\$0
562	LANDFILL - COMMUNICATIONS	\$204	\$204	\$0
563	SOLID WASTE - CURBSIDE PICKUP & TRANS.	\$733,388	\$755,389	\$22,001
564	PROF SVS - NORTH CENT REG SOLID WASTE	\$0	\$0	\$0
565				
566	EXPENSES	\$748,052	\$770,053	\$22,001
567				
568	SOLID WASTE TOTAL	\$748,052	\$770,053	\$22,001
569				
570	*SOLID WASTE TOTAL	\$748,052	\$770,053	\$22,001
571				
572	CEMETERY AND PARKS			
573	CEM/PARKS - WAGES- SUPERINTENDENT (U)	\$66,649	\$69,322	\$2,673
574	CEM/PARKS - WAGES - OPER FOREMAN (NU)	\$38,831	\$40,384	\$1,553
575	CEM/PARKS - WAGES - SUPPORT STAFF (NU) Admin	\$9,744	\$10,134	\$390
576	CEM/PARKS – WAGES – TEMP HELP (NU)	\$28,897	\$30,053	\$1,156
577	CEM/PARKS – OTHER – STIPEND – LONGEVITY	\$1,400	\$1,700	\$300
578	CEM/PARKS – OTHER – STIPEND			

579	CEM/PARKS – OTHER – UNIFORM ALLOWANCE	\$600	\$600	\$0
580	PERSONNEL	\$146,121	\$152,193	\$6,072
581				
582	CEM/PARKS – ENERGY	\$3,525	\$4,227	\$702
583	CEM/PARKS – WATER	\$300	\$300	\$0
584	CEM/PARKS – REPAIR & MAINTAIN BUILDING	\$500	\$500	\$0
585	CEM/PARKS – REPAIR & MAINT EQUIPMENT	\$1,000	\$1,000	\$0
586	CEM/PARKS – EQUIPMENT RENTAL	\$1,500	\$1,500	\$0
587	CEM/PARKS – COMMUNICATION (Tel, Internet, Post etc.	\$2,520	\$2,520	\$0
588	CEM/PARKS – OFFICE SUPPLIES	\$46	\$46	\$0
589	CEM/PARKS – BUILDING MAINT SUPPLIES	\$100	\$100	\$0
590	CEM/PARKS -GROUNDSKEEPING SUPPLIES	\$3,110	\$3,110	\$0
591	CEM/PARKS – VEHICULAR SUPPLIES	\$2,500	\$2,500	\$0
592	CEM & PARKS – NEW EQUIPMENT, Misc supplies	\$500	\$500	\$0
593	OTHER PURCHASED SERVICES	\$100	\$100	\$0
594	EXPENSES	\$15,701	\$16,403	\$702
595				
596	CEMETERY AND PARKS TOTAL	\$161,822	\$168,596	\$6,774
597				
598	HOUSING AUTHORITY			
599	THA – WAGES-SUPPORT STAFF (U)	\$4,330	\$4,505	\$175
600	PERSONNEL	\$4,330	\$4,505	\$175
601				

602	THA – PROF SERVICES	\$0	\$0	\$0
603	THA- TRAINING	\$1,000	\$1,000	\$0
604	THA – OFFICE AND GENERAL SUPPLIES	\$1,400	\$1,400	\$0
605	THA- TRAVEL/MILEAGE IN-STATE	\$100	\$100	\$0
606	EXPENSES	\$2,500	\$2,500	\$0
607				
608	HOUSING AUTHORITY TOTAL	\$6,830	\$7,005	\$175
609				
610	HOUSING TRUST			
611	THA – WAGES-SUPPORT STAFF (U)		\$4,505	\$4,505
612	PERSONNEL	\$0	\$4,505	\$4,505
613				
614	THA – PROF SERVICES		\$41,500	\$41,500
615	THA- TRAINING		\$1,000	\$1,000
616	THA – OFFICE AND GENERAL SUPPLIES		\$500	\$500
617	THA- TRAVEL/MILEAGE IN-STATE		\$100	\$100
618	EXPENSES	\$0	\$43,100	\$43,100
619				
620	HOUSING TRUST TOTAL	\$0	\$47,605	\$47,605
621				
622	BOARD OF HEALTH			
623	BOH – WAGES-SUPPORT STAFF (U)	\$44,800	\$46,592	\$1,792
624	BOH – OTHER – STIPEND – LONGEVITY	\$800	\$1,100	\$300
625	PERSONNEL	\$45,600	\$47,692	\$2,092
626				
627	BOH – PROF SERVICES	\$306	\$306	\$0
628	BOH – COMMUNICATION	\$77	\$77	\$1
629	BOH – OFFICE SUPPLIES	\$357	\$357	\$0

630	BOH – TRAVEL/MILEAGE IN-STATE	\$275	\$585	\$310
631	BOH – ILLEGALLY DUMPED ITEMS	\$0	\$3,000	\$3,000
632	BOH – DUES & MEMBERSHIPS	\$400	\$408	\$8
633	EXPENSES	\$1,415	\$4,733	\$3,319
634				
635	BOARD OF HEALTH TOTAL	\$47,014	\$52,425	\$5,410
636				
637	NASHOBA BOARD OF HEALTH			
638	NASHOBA ASSOC BOH – NURSING CONTRACT	\$13,050	\$13,703	\$652
639	NASHOBA ASSOC BOH – MONITOR ASSESSMENT	\$28,473	\$29,897	\$1,424
640	EXPENSES	\$41,523	\$43,599	\$2,076
641				
642	NASHOBA BOARD OF HEALTH TOTAL	\$41,523	\$43,599	\$2,076
643				
644	LANDFILL ENGINEERING			
645	LANDFILL ENGINEERING -PROF SERVICES	\$19,000	\$19,000	\$0
646	EXPENSES	\$19,000	\$19,000	\$0
647				
648	LANDFILL ENGINEERING TOTAL	\$19,000	\$19,000	\$0
649				
650	COUNCIL ON AGING			
651	COA -WAGES – DIRECTOR (U)	\$66,371	\$69,322	\$2,951
652	COA – WAGES – OPER STAFF (U)	\$73,867	\$95,660	\$21,794
653	COMMUNITY OUTREACH COORDINATOR	\$10,000	\$0	-\$10,000

654	COA - WAGES - LONGEVITY	\$1,000	\$1,400	\$400
655	PERSONNEL	\$151,238	\$166,382	\$15,144
656				
657	COA - REPAIR & MAINT EQUIPMENT	\$2,193	\$2,237	\$44
658	COA - EQUIPMENT PURCHASE	\$0	\$0	\$0
659	COA - PROFESSIONAL SERVICES	\$3,060	\$3,121	\$61
660	COA - COMMUNICATIONS	\$1,632	\$1,665	\$33
661	COA - OFFICE SUPPLIES	\$1,020	\$1,040	\$20
662	COA - OTHER SUPPLIES	\$1,556	\$1,587	\$31
663	COA - DUES & MEMBERSHIPS	\$510	\$520	\$10
664	EXPENSES	\$9,971	\$10,170	\$199
665				
666	COUNCIL ON AGING TOTAL	\$161,209	\$176,552	\$15,344
667				
668	VETERANS AGENT			
669	VETERANS AGENT - OTHER -STIPEND (NU)	\$6,075	\$6,318	\$243
670	PERSONNEL	\$6,075	\$6,318	\$243
671				
672	VETERANS AGENT - OFFICE SUPPLIES	\$102	\$102	\$0
673	VET BENEFITS - OTHER SERVICES	\$75,000	\$75,000	\$0
674	EXPENSES	\$75,102	\$75,102	\$0
675				
676	VETERANS AGENT TOTAL	\$81,177	\$81,420	\$243
677				
678	*HUMAN SERVICES TOTAL	\$518,575	\$596,203	\$77,627
679				
680	LIBRARY			

681	LIBRARY - WAGES-LIBRARY DIRECTOR (NU)	\$87,547	\$90,173	\$2,626
682	LIBRARY - WAGES-ASST LIBRARY DIRECTOR (NU)	\$49,317	\$55,557	\$6,240
683	LIBRARY - WAGES - LIBRARY TECHS (NU)	\$179,529	\$187,063	\$7,534
684	LIBRARY - OTHER - STIPEND - LONGEVITY	\$4,200	\$3,600	-\$600
685	PERSONNEL	\$320,593	\$336,393	\$15,800
686				
687	LIBRARY - REPAIR & MAINTAIN - EQUIPMENT	\$0	\$1,000	\$1,000
688	LIBRARY - COMMUNICATION	\$0	\$0	\$0
689	LIBRARY - OTHER PURCHASED SERVICES	\$20,922	\$25,654	\$4,732
690	LIBRARY - OFFICE SUPPLIES	\$1,500	\$1,500	\$0
691	LIBRARY - CUSTODIAL SUPPLIES	\$0	\$0	\$0
692	LIBRARY - OTHER SUPPLIES - BOOKS DVD CD	\$62,229	\$64,384	\$2,155
693	LIBRARY - DUES & MEMBERSHIPS	\$250	\$250	\$0
694	LIBRARY - OTHER CHARGES-MILEAGE	\$0	\$0	\$0
695	EXPENSES	\$84,901	\$92,788	\$7,887
696				
697	LIBRARY TOTAL	\$405,494	\$429,181	\$23,687
698				
699	RECREATION			
700	RECREATION DEPT HEAD (U)	\$53,303	\$55,435	\$2,133
701	RECREATION SUPPORT STAFF (NU)(Assistant Dir)	\$5,425	\$16,805	\$11,380
702	RECREATION CLOTHING	\$600	\$600	\$0
703	RECREATION LONGEVITY	\$600	\$800	\$200

704	PERSONNEL	\$59,928	\$75,640	\$15,861
705				
706	RECREATION- MISC. SUPPLIES AND SERVICES	\$2,500	\$2,500	\$0
707	EXPENSES	\$2,500	\$2,500	\$0
708				
709	RECREATION TOTAL	\$62,428	\$76,140	\$13,713
710				
711	MEMORIAL DAY AND BAND CONCERTS			
712	MEMORIAL DAY - PROFESSIONAL SERVICES	\$1,545	\$1,545	\$0
713	MEMORIAL DAY - BAND SERVICES	\$3,100	\$3,500	\$400
714	MEMORIAL DAY - OTHER SUPPLIES	\$1,224	\$1,224	\$0
715	BAND CONCERTS - BAND SERVICES	\$12,900	\$13,700	\$800
716	BAND CONCERTS - OTHER SUPPLIES	\$300	\$400	\$100
717	EXPENSES	\$19,069	\$20,369	\$1,300
718				
719	MEMORIAL DAY AND BAND CONCERTS TOTAL	\$19,069	\$20,369	\$1,300
720				
721	FLAG COMMITTEE			
722	FLAG COMMITTEE EXPENSES	\$1,500	\$1,500	\$0
723	EXPENSES	\$1,500	\$1,500	\$0
724				\$0
725	FLAG COMMITTEE TOTAL	\$1,500	\$1,500	\$0
726				
727	*CULTURE AND RECREATION TOTAL	\$488,490	\$527,190	\$38,700

728				
729	DEBT			
730	LONG TERM DEBT- PRINCIPAL EXEMPT	\$90,000	\$90,000	\$0
731	EXPENSES	\$90,000	\$90,000	\$0
732		\$0		
733	LONG TERM DEBT- PRINCIPAL NON EXEMPT	\$181,924	\$276,525	\$94,601
734	EXPENSES	\$181,924	\$276,525	\$94,601
735				
736	LONG TERM DEBT- INTEREST EXEMPT	\$9,000	\$4,500	-\$4,500
737	EXPENSES	\$9,000	\$4,500	-\$4,500
738				
739	LONG TERM DEBT- INTEREST NON EXEMPT	\$78,750	\$75,090	-\$3,660
740	EXPENSES	\$78,750	\$75,090	-\$3,660
741				
742	INTEREST ON SHORT TERM LOANS . ISSUANCE	\$10,000	\$10,000	\$0
743	EXPENSES	\$10,000	\$10,000	\$0
744				
745	DEBT TOTAL	\$369,674	\$456,115	\$86,441
746				
747	*DEBT TOTAL	\$369,674	\$456,115	\$86,441
748				
749	RETIREMENT			
750	COUNTY RETIREMENT SYSTEM	\$991,340	\$891,023	-\$100,317
751	EXPENSES	\$991,340	\$891,023	-\$100,317
752				
753	RETIREMENT TOTAL	\$991,340	\$891,023	-\$100,317

754				
755	UNEMPLOYMENT INSURANCE			
756	UNEMPLOYMENT COMPENSATION	\$15,900	\$15,900	\$0
757	EXPENSES	\$15,900	\$15,900	\$0
758				
759	UNEMPLOYMENT TOTAL	\$15,900	\$15,900	\$0
760				
761	HEALTH INSURANCE			
762	HEALTH INSURANCE TOWN SHARE	\$840,689	\$984,247	\$143,558
763	EXPENSES	\$840,689	\$984,247	\$143,558
764				
765	HEALTH INSURANCE TOTAL	\$840,689	\$984,247	\$143,558
766				
767	LIFE INSURANCE			
768	LIFE INSURANCE TOWN SHARE	\$450	\$464	\$14
769	EXPENSES	\$450	\$464	\$14
770				
771	LIFE INSURANCE TOTAL	\$450	\$464	\$14
772				
773	MEDICARE			
774	MEDICARE TOWN SHARE	\$73,253	\$77,468	\$4,215
775	EXPENSES	\$73,253	\$77,468	\$4,215
776				
777	MEDICARE TOTAL	\$73,253	\$77,468	\$4,215
778				
779	GENERAL INSURANCE			
780	GENERAL PROP LIABILITY & VEHICLE INS. & WORKERS COMP	\$311,771	\$331,000	\$19,229

781	EXPENSES	\$311,771	\$331,000	\$19,229
782				
783	GENERAL INSURANCE TOTAL	\$311,771	\$331,000	\$19,229
784				
785	*INSURANCES TOTAL	\$2,233,403	\$2,300,102	\$66,699
786				
787		\$24,868,662	26,371,886	\$1,525,974

General Government total was voted and approved.

Public Safety total was voted and approved.

Motion was made by Charles Sexton-Diranian to change the total of the school budget to \$14,918,837.00. Motion was seconded and passed by majority vote. (Change is to the NMRSD assessment line adjusting the total down to \$12,335,447.00.)

Highways and Streets total was voted and approved.

Solid Waste total was voted and approved.

Human Services total was voted and approved.

Culture and Recreation total was voted and approved.

Debt total was voted and approved.

Insurance total was voted and approved.

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Vote on total budget: Passed unanimously

ARTICLE 6:

To see if the Town will vote to raise and appropriate a sum of money to fund a portion of Townsend's annual assessment for the FY 2024 North Middlesex Regional School District budget as adopted by the North Middlesex Regional School Committee; provided, however, that the vote taken hereunder shall be expressly contingent upon approval by the voters at an election of a so-called Proposition 2½

override allowing the Town to raise the funds appropriated hereunder outside the limits established by G.L. c. 59, s. 21C.; or take any other action in relation thereto.

Motion: I move to pass over Article 6 for an override.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Vote: Passed Unanimously

ARTICLE 7:

To see if the Town will vote to transfer from Free Cash a sum of money necessary to balance the budget for Fiscal Year 2024; or take any other action in relation thereto.

Motion: I move to take no action.

Submitted by: Board of Selectmen

Read by: Joseph Shank

Vote: Passed Unanimously

ARTICLE 8:

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant; or take any other action in relation thereto.

Motion: I move the Town vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant.

Submitted by: Board of Selectmen

Read by: Charles Sexton-Diranian

Vote: Passed Unanimously

ARTICLE 9:

To see if the Town will vote to appropriate the sum of **\$1,955,089.88** or any other sum from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2024, and in order to fund

the cost of inter-municipal expenses that **\$385,855.00** or any other sum of this sum be appropriated in the general fund; or take any other action in relation thereto.

Motion: I move that the Town vote to appropriate the sum of **\$1,955,089.88** from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year 2024, and to fund the cost of inter-municipal expenses that **\$386,855.00** of this sum be appropriated in the general fund.

Submitted by: Board of Water Commissioners

Read by: Theresa Morse

Vote: Passed Unanimously

ARTICLE 10:

To see if the Town will vote to raise and appropriate, borrow, or transfer from available funds a sum of money, not to exceed Six Million One Hundred Thousand dollars (\$6,100,000) to pay the costs of various water system improvements, including, but not limited to, (i) the construction of a PFAS water treatment plant at the Harbor Trace well site, and (ii) the construction of new water mains connecting to the Harbor Trace well site, along with the paving of Harbor Trace Rd., and the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Water Commissioners, is hereby authorized to borrow said amount under and pursuant to M.G.L. c. 44, §§ 7 and 8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. All, or any portion, of this borrowing may be obtained through the Massachusetts Clean Water Trust (the "Trust"). The Board of Water Commissioners, the Treasurer and any other appropriate official of the Town are authorized to execute and deliver any and all agreements and other documents that may be required by the Trust, or by the Commonwealth of Massachusetts' Department of Environmental Protection in connection with any financing to be obtained through the Trust. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any action in relation thereto.

Motion: I move that the Town will vote to borrow a sum of money, not to exceed Six Million One Hundred Thousand dollars (\$6,100,000) to pay the costs of various water system improvements, including, but not limited to, (i) the construction of a PFAS water treatment plant at the Harbor Trace well site, and (ii) the construction of new water mains connecting to the Harbor Trace well site, along with the paving of Harbor Trace Rd., and the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Water Commissioners, is hereby authorized to borrow said money under and pursuant to M.G.L. c. 44, §§ 7 and 8, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. All, or any portion, of this borrowing may be obtained through the Massachusetts Clean Water Trust (the “Trust”). The Board of Water Commissioners, the Treasurer and any other appropriate official of the Town are authorized to execute and deliver any and all agreements and other documents that may be required by the Trust, or by the Commonwealth of Massachusetts’ Department of Environmental Protection in connection with any financing to be obtained through the Trust. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

A motion was made by Joseph Shank to amend the motion as written above. The motion was seconded and unanimously passed.

Submitted by: Board of Water Commissioners

Read by: Joseph Shank

Vote: Passed by 2/3 vote, declared by Moderator

ARTICLE 11:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$1,332,465** or any other sum for the purpose of funding the FY24 Capital Plan as voted by the Capital Planning Committee as detailed below; or take any other action in relation thereto.

Item #	Department	Description	FY 24 Cost	Funding Source
1	Fire-EMS	Replace Ambulance 1	\$ 350,000	Borrow (Amb. Receipts)
2		Replace Engine 3	\$ 839,965	Borrow (Amb. Receipts)
3	Highway	F350 Pickup Truck w/ Plow	\$ 75,000	Borrow
4		Culvert Inspection Camera	\$ 15,000	Borrow

5		10 Ft. Wing Plow	\$10,000	Borrow
6	Facilities	Crew-cab Full Sized pickup Truck	\$ 40,000	Borrow
7		Flammable Storage Cabinets	\$ 2,500	Borrow
		Total	\$1,332,465	

Motion: I move that the Town will vote to borrow the sum of **\$1,332,465.00** or any other sum_for the purpose of funding the FY24 Capital Plan as voted by the Capital Planning Committee as detailed below; or take any other action in relation thereto.

Item #	Department	Description	FY 24 Cost	Funding Source
1	Fire-EMS	Replace Ambulance 1	\$ 350,000	Borrow (Amb. Receipts)
2		Replace Engine 3	\$ 839,965	Borrow (Amb. Receipts)
3	Highway	F350 Pickup Truck w/ Plow	\$ 75,000	Borrow
4		Culvert Inspection Camera	\$ 15,000	Borrow
5		10 Ft. Wing Plow	\$10,000	Borrow
6	Facilities	Crew-cab Full Sized pickup Truck	\$ 40,000	Borrow
7		Flammable Storage Cabinets	\$ 2,500	Borrow
		Total	\$1,332,465	

Submitted by: Capital Planning Committee

Read: Theresa Morse

Vote: Passed Unanimously

ARTICLE 12

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$101,588** or any other sum_for the purpose of funding the FY 24 lease for the ambulance; or take any action in relation thereto.

Motion: I move that the Town vote to transfer from available funds in the Ambulance Receipts Reserved account the sum of **\$101,588** for the purpose of funding the FY'24 lease for the ambulance.

Submitted by: Board of Selectmen

Read by: Theresa Morse

Vote: Passed Unanimously

ARTICLE 13:

To see if the Town will vote to appropriate from the PEG Access Receipts Reserved Account the sum of \$134,268.10, funds equal to five percent (5%) of Comcast’s Gross Annual Revenues in Townsend for the 1st, 2nd and 3rd Quarters of FY23, subject to receipt and availability, and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc. on a quarterly basis for the purpose of annual funding of the production and broadcast of Public, Educational, and Government (PEG) access television on terms contained in a certain Grant Agreement between the Town of Townsend, MA and Townsend Community Access Media, Inc., effective September 15, 2020; or take any other action in relation thereto.

Motion: I move the Town vote to appropriate from the PEG Access Receipts Reserved Account funds \$134,268.10 equal to five percent (5%) of Comcast’s Gross Annual Revenues in Townsend, subject to receipt and availability, and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc. on a quarterly basis for the purpose of annual funding of the production and broadcast of Public, Educational, and Government (PEG) access television on terms contained in a certain Grant Agreement between the Town of Townsend, MA and Townsend Community Access Media, Inc., effective September 15, 2020.

Submitted by: TCAM and the Board of Selectmen

Read by: Joseph Shank

Vote: Passed Unanimously

ARTICLE 14:

To see if the Town will vote to raise and appropriate, borrow or transfer from Free Cash or other available funds in the treasury the sum of \$5,000.00 or any other sum to defray the charges and expenses for the planning and execution of the Town’s 300th Anniversary Celebration to be held in the year 2032; or take any other action in relation thereto.

Motion: I move the Town vote to transfer from Free Cash the sum of \$5,000.00 to defray the charges and expenses for the planning and execution of the Town’s 300th Anniversary Celebration to be held in the year 2032.

Submitted by Board of Selectmen

Read by: Charles Sexton-Diranian

Vote: Passed Unanimously

ARTICLE 15:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$8,000** or any other sum for the purpose of funding the Assessors' FY24 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments; or take any other action in relation thereto.

Motion: I move the town vote to transfer from Free Cash the sum of **\$8,000** for the purpose of funding the Assessors' FY24 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments

Submitted by Board of Assessors

Read by: Theresa Morse

Vote: Passed Unanimously

ARTICLE 16:

To see if the Town will vote to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation, or take any other action relative thereto.

Motion: I move that the Town vote to grant the Board of Selectmen authority to research, develop and participate in a contract, or contracts, to aggregate the electricity load of the residents and businesses in the Town and for other related services, independently, or in joint action with other municipalities, retaining the right of individual residents and businesses to opt-out of the aggregation.

Motion was made to move the question. The motion passed.

Submitted by Board of Selectmen

Read by: Joseph Shank

Vote: Passed Unanimously

ARTICLE 17:

To see if the Town will vote to amend Chapter 124 of the Town’s General Bylaws, entitled “Town Meeting,” Sections 124-7, entitled “Quorum,” and 124-8, entitled “Submission of articles for warrant,” as follows, with deletions stricken-through and additions in bold:

124-7 - “The number of voters necessary to constitute a quorum at Town Meeting, except such parts as are devoted exclusively to the election of Town officers, shall be ~~75~~ **50**, provided that a number less than a quorum may from time to time adjourn the same.”

124-8 - “No subject shall be inserted in the warrant for the Annual Town Meeting unless the requests therefor are made in the manner and form required by the General Laws, as amended, and unless the said requests are submitted to the Selectmen on or before the first day of ~~March~~ **April** next prior to the date of the Annual Town Meeting.

or take any other action in relation thereto.

Motion: I move the Town vote to amend Chapter 124 of the Town’s General Bylaws, entitled “Town Meeting,” Sections 124-7, entitled “Quorum,” and 124-8, entitled “Submission of articles for warrant,” as follows, with deletions stricken-through and additions in bold:

124-7 - “The number of voters necessary to constitute a quorum at Town Meeting, except such parts as are devoted exclusively to the election of Town officers, shall be ~~75~~ **50**, provided that a number less than a quorum may from time to time adjourn the same.”

124-8 - “No subject shall be inserted in the warrant for the Annual Town Meeting unless the requests therefor are made in the manner and form required by the General Laws, as amended, and unless the said requests are submitted to the Selectmen on or before the first day of ~~March~~ **April** next prior to the date of the Annual Town Meeting.

or take any other action in relation thereto.

Seven people requested there be a counted vote on this motion.

Submitted by Board of Selectmen

Read by: Charles Sexton-Diranian

Vote: Yes: 28. No: 71. The motion did not pass.

ARTICLE 18:

To see if the Town will vote to accept the Community Preservation Act, G.L. c.44B, §§3-7, and establish a property tax surcharge of 2%, to be effective July 1, 2023, for the three general purposes of the CPA, open space and recreation land, historical preservation and creation and support of community housing, and adopt the following two statutory exemptions:

- 1. Property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town would be exempt from the surcharge upon filing an annual application.
- 2. The first \$100,000 of taxable value of residential real estate would be exempt (automatically applied). and, further noting that, as required by law, adoption of the act and imposition of the surcharge may occur only if the voters of the Town also approve adoption of the CPA in the form voted by this meeting; or take any other action relative thereto.

Motion: I move Town vote to accept the Community Preservation Act, G.L. c.44B, §§3-7, and establish a property tax surcharge of 2%, to be effective July 1, 2024, for the three general purposes of the CPA, open space and recreation land, historical preservation, and creation and support of community housing, and adopt the following two statutory exemptions:

- 1. Property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town would be exempt from the surcharge upon filing an annual application.
- 2. The first \$100,000 of taxable value of residential real estate would be exempt (automatically applied). and, further noting that, as required by law, adoption of the act and imposition of the surcharge may occur only if the voters of the Town also approve adoption of the CPA in the form voted by this meeting.

Submitted by Board of Selectmen

Read by: Theresa Morse

Vote: The Motion did not pass.

ARTICLE 19:

To see if the Town will vote to further implement the provisions of Massachusetts General Laws Chapter 44, Section 55C, by amending the Town’s General Bylaws to add the following as a new Chapter 140; or take any other action in relation thereto.

Town of Townsend General Bylaws

Chapter 140 – Townsend Affordable Housing Trust

Section 1, Municipal Affordable Housing Trust

There shall be in the Town of Townsend an Affordable Housing Trust created pursuant to the authority set forth in Massachusetts General Laws c. 44, Section 55C as accepted by the Town at the Special Town Meeting held on January 21, 2020, Article 16.

Section 2, Name of the Trust

The Trust shall be called the “Town of Townsend Affordable Housing Trust”. A Certificate of Trust shall be recorded with the Middlesex South District Registry of Deeds and the Middlesex South Registry District of the Land Court.

Section 3, Purpose

The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Townsend for the benefit of low- and moderate-income households, earning up to 125% of area median income (AMI) as defined by the United States Department of Housing and Urban Development.

Section 4, Tenure of the Trustees

There shall be a Board of Trustees consisting of five (5) Trustees appointed by the Board of Selectmen. At least one of the Trustees shall be a member of the Townsend Board of Selectmen, who shall serve as the representative of the Board of Selectmen. Only persons who are residents of Townsend shall be eligible to hold the office of Trustee. The Trustees shall serve for a term not to exceed two years and may be re-appointed at the direction of the Board of Selectmen.

Any Trustee may resign by written instrument signed and acknowledged by such Trustee and duly filed with the Town Clerk and recorded with the Middlesex South Registry of Deeds and filed with the Middlesex South Registry District of the Land Court. If a Trustee shall die, resign or for any reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Board of Selectmen to fill such a vacancy, provided that in each case, the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk and recorded with the Middlesex South Registry District of the Land Court. If any Trustee is absent from four (4) consecutive regularly scheduled meetings of the trust, except in the case of illness, this position shall be deemed vacant and shall be filled by a new appointment as set forth above.

No such appointment shall be required so long as there are five (5) Trustees in office. Upon appointment of any succeeding Trustee and the filing of such appointment the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees.

Of the original Trustees, three shall hold office until two years from initial appointment and two shall hold office until one year from initial appointment.

Section 5, Meetings of the Trustees

The Trustees shall meet at least quarterly at such time and place as the Trustees shall determine. A written notice stating the place, hour, and agenda of each meeting of the Trust shall be posted at Townsend Town Hall at least two (2) days before the date of such meeting. A quorum of the Board of Trustees shall be the majority of the number authorized Trustees. Notice of any meetings of the

Trust shall be filed with the Town Clerk and posted in accordance with the Open Meeting Law, G.L. Chapter 30A, sections 18-25.

The Trustees shall annually elect one (1) Trustee to serve as Chairperson. The Chairperson may establish sub-committees and/or ad hoc task related committees to carry out the purposes of the Trust. Chairpersons of the sub-committees may be selected by the members of the sub-committees.

Section 6, Powers of Trustees

The Trustees shall have the following powers, which shall be carried out in accordance with and in furtherance of the provisions of G.L. Chapter 44, section 55C (Municipal Affordable Housing Trust Fund):

- 1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise, or transfer from any person, firm, corporation or other public entity or organization including money, grants of funds or other property tendered to the Trust in connection with the provisions of any by-law or any General Law or Special Act of the Commonwealth or any other source including money from G.L. Chapter 448 (Community Preservation);
- 2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;
- 3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into any undertaking relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- 4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- 5) to employ advisors and agents, including but not limited to accountants, appraisers and lawyers as the Trustees deem necessary;
- 6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- 7) to apportion receipts and charges between income and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- 8) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;
- 9) to carry property for accounting purposes other than acquisition date values;
- 10) to borrow money on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral, up to eighty percent (80%) of the Trust's assets;
- 11) to borrow money on such terms and conditions and from such sources as the board deems advisable, and to mortgage and pledge trust assets as collateral; however, the Trust borrowing shall not exceed \$15,000,000 at any one time without Town Meeting approval;

- 12) to make distributions or divisions of principal in kind;
- 13) to compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, section 55C, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- 14) to manage or improve real property; and to abandon any property which the Trustees determine not worth retaining;
- 15) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
- 16) to extend the time for payment of any obligation to the Trust.

The power and duties enumerated above are intended to encompass all powers and duties of the Trustees. Any action, power or duty not enumerated above shall require prior approval of the Board of Selectmen.

Section 7, Funds Paid to the Trust

Notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with any zoning by-law, exaction fee, or private contribution shall be paid directly into the Trust and need not be appropriated or accepted or approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Trustees within one year of the date of the date they were appropriated into the trust, remain Trust property.

Section 8, Acts of Trustees

A majority of the Trustees may exercise any or all of the powers of the Trustees hereunder and may execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. The Trustees may, by instrument executed by all the Trustees, delegate to any attorney, agent or employee such other powers and duties as they deem advisable, including power to execute, acknowledge or deliver instruments as fully as the Trustees might themselves and to sign and endorse checks for the account of the Trustees or the Trust. The Trustees shall not delegate the authority to amend or terminate the Trust and no such delegation shall be effective.

No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate. No one dealing with the Trustees need inquire concerning the validity of anything the Trustees purport to do or see to the application of anything paid to or upon order of the Trustees. No Trustee shall be liable for the acts, negligence or defaults of any other Trustee or employee, agent or representative of the Trustees selected with reasonable care, nor for errors in judgement, nor mistakes of law or fact made in good faith nor in reliance in good faith on advice of counsel nor for other acts or omissions in good faith.

Section 9, General Financial Operations

The Town of Townsend Treasurer shall be the custodian of the Trust's funds and shall maintain separate bank accounts for said funds.

He or she shall invest the funds in the manner authorized by G.L. Chapter 44, section 55 (Public Funds on Deposit; Limitations; Investments,) section 55A, (Liability of Depositor for Losses Due to Bankruptcy), and section 558 (Investment of Public Funds).

Any income or proceeds received from the investment of funds shall be credited to and become part of the Trust.

Expenditures by the Trust shall be processed in accordance with the Town's payment warrant procedures but shall be controlled by the provisions of G.L. Chapter 44, section 55C. Any funds provided to the Trust under the annual budget, and any approved budget revisions will be recorded by the Town Accountant. The Trust's financial records shall be maintained by the Town Accountant in a manner consistent with other trust fund documentation.

The Treasurer shall issue checks after approval of the warrant containing the applicable expenditure amount.

In accordance with G.L. Chapter 44, section 55C (Municipal Affordable Housing Trust Fund), the books and records of the Trust shall be audited annually in conjunction with the Town's annual audit by an independent auditor in accordance with accepted accounting practices. The results of the audit shall be provided to the Trustees and the Board of Selectmen/Town Administrator.

Section 10, Liability

Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town of Townsend. The Trust is a public employer and the Trustees are public employees for the purposes of G.L. Chapter 258 (Claims and Indemnity Procedure for the Commonwealth, its Municipalities, Counties, and Districts and the Officers and Employees Thereof). The Trust shall be deemed a municipal agency and the Trustees special municipal employees, subject to approval of the Board of Selectmen, for the purposes of G.L. Chapter 268A (Conduct of Public Officials and Employees).

Section 11, Taxes

Pursuant to G.L. Chapter 44, section 55C, the Trust is exempt from G.L. Chapters 59 (Assessment of Local Taxes) and 62 (Taxation of Incomes), and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth of Massachusetts or any subdivision thereof.

Section 12, Governmental Body and Board of the Town of Townsend

The Trust is a governmental body for purposes of Sections 18-25 of G.L. Chapter 30A.

The Trust is a board of the Town of Townsend for the purposes of G.L. Chapter 30B and Section 15A of G.L. Chapter 40; but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments, and public instrumentalities of the Town shall be exempt from Chapter 30B.

Section 13, Duration of the Trust

This Trust shall be of infinite duration. However, it may be terminated by a majority vote of the Townsend Town Meeting in accordance with G.L. Chapter 4, section 48, provided that an instrument of termination, together with a certified copy of the Town Meeting vote, are duly recorded with the Middlesex South Registry of Deeds and the Middlesex South Registry District of the Land Court.

Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town of Townsend and held by the Board of Selectmen for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Board of Selectmen, sell all or any portion of the Trust property and distribute to net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

Section 14, Amendments

The Declaration of Trust may be amended from time to time, except as to those provisions specifically required under G.L. Chapter 44, section 5C, by an instrument in writing signed by all of the Trustees and approved in a meeting of the Trustees called for that purpose, and approved by the Board of Selectmen, provided that in each case, a certificate of amendment has been recorded with the Middlesex South District Registry of Deeds and the Middlesex South Registry District of the Land Court.

Section 15, Record to be Conclusive, Certificate as to Facts

Every contract, deed, mortgage, lease and other instrument executed by a majority of the Trustees as it appears from instruments or certificates recorded with the Middlesex South Registry of Deeds and the Middlesex South Registry District of the Land Court to be Trustees hereunder shall be conclusive evidence in favor of any person relaying thereon or claiming thereunder, that at the time of the delivery thereof this Trust was in full force and effect and that the execution and delivery of such instrument was duly authorized by the Trustees except that delegations of authority pursuant to Article 7 (Acts of Trustees) hereof and instruments of amendment pursuant to Article 13 (Amendments) and an instrument of termination pursuant to Article 12 (Duration of Trust) hereof shall be conclusive only if it appears that the delegations, amendments or termination have been executed by all of the Trustees.

Section 16, Titles

The titles to the various Articles herein are for convenience only and are not to be considered part of said Articles nor shall they affect the meaning or the language of any such Article.

Motion: I move the Town vote to amend its General Bylaws, by adding a new chapter, Chapter 140, entitled “Townsend Affordable Housing Trust,” as printed in the warrant.

Submitted by: Board of Selectmen

Read by: Joseph Shank

Vote: Motion passed by majority vote

ARTICLE 20: Citizens' Petition

To see if the Town will vote to accept as a public way a certain portion of the roadway known as Harbor Trace Road and Cooperage Way, all as which shown on a definitive Subdivision Plan #803 of 2003 recorded at Middlesex South Registry of Deeds at Book 40549 and Page 330, which plan is entitled "Harbor Trace Open Space Preservation Development, Definitive Subdivision, Plan of Lots," prepared by Goldsmith, Prest & Ringwall, Inc., dated November 21, 2001, prepared for Northwoods Realty Trust., and on file with the Town Clerk;; and, further, to authorize the Select Board to acquire, by gift, purchase and/or eminent domain, the fee to and/or easements in said Harbor Trace Road and Cooperage Way and any appurtenant construction, utility, drainage and/or other temporary and/or permanent easements related thereto, said acquisitions having been determined to be necessary for the health, safety and/or welfare of the inhabitants of Townsend, and to be used for all purposes for which public ways are used in the Town of Townsend and any drainage, utility and/or other easements related thereto or for other associated municipal purposes; or to take any other action relative thereto.

Motion: I move the Town vote to accept as a public way a certain portion of the roadway known as Harbor Trace Road and Cooperage Way and further to authorize the Board of Selectmen to acquire any necessary interests in said Harbor Trace Road and Cooperage Way as further described in the warrant.

Submitted by: Petition

Read by: Chaz Sexton-Diranian

Vote: Passed by majority vote

Motion was made to dissolve the Town Meeting, the motion was seconded. The meeting was dissolved at 11:24 p.m.

Respectfully Submitted,

Kathleen M. Spofford, CMMC

Town Clerk

The Commonwealth of Massachusetts
SPECIAL TOWN MEETING MINUTES
SEPTEMBER 26, 2023

The Special Town Meeting was called to order at 7:06 p.m. Moderator John Barrett introduced Town Clerk, Kathleen Spofford, Selectmen Theresa Morse, Chaz Sexton-Diranian, Joseph Shank, Town Counsel, Adam Costa, Town Administrator, Eric Slagle and Finance Committee members Sam Grant, Don Hayes and Jerrilyn Bozicas, and Town Treasurer Melissa Dunnet. The Moderator appointed counters: Bill Cadogan, Elaine Shank, Todd Melanson, and John Page all of whom were sworn in by the Town Clerk. Rules of the town meeting according to Town Meeting Time were reviewed. The reading of the Warrant was read by the Town Clerk.

ARTICLE 1:

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease, power purchase, and/or any energy storage agreement with Solect Energy Development, LLC for solar energy projects located in the Town, through the program created by Power Options, a non-profit corporation providing solutions to municipalities and other non-profit to reduce the cost, carbon and complexity of energy, or take any other action in relation thereto.

MOTION: I move that the Town vote to authorize the Board of Selectmen to enter into a lease, power purchase, and/or any energy storage agreement with Solect Energy Development, LLC for a solar energy project located at the Police Department, 70 Brookline Rd., through the program created by Power Options.

SUBMITTED BY: Board of Selectmen

READ BY: Chaz Sexton-Diranian

VOTE: Passed by majority

ARTICLE 2:

To see if the Town will vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 44 Fitchburg Road, Unit 405, a/k/a 1-5 Fitchburg Road, shown on Assessor's Map 34, Block 38, Lot 1, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as

the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all action(s) deemed by it to be necessary or prudent in connection therewith; or take any other action in relation thereto.

MOTION: I move the Town vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 44 Fitchburg Road, Unit 405, a/k/a 1-5 Fitchburg Road, shown on Assessor's Map 34, Block 38, Lot 1, or in any portion or portions thereof, together with any interest(s) appurtenant thereto on such terms and conditions as the Board deems to be in the best interest or interests of the Town and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith.

SUBMITTED BY: Board of Selectmen

READ BY: Joseph Shank

VOTE: Passed unanimously

ARTICLE 3:

To see if the Town will vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 106 Haynes Road, shown on Assessor's Map 43, Block 7, Lot 0, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all action(s) deemed by it to be necessary or prudent in connection therewith; or take any other action in relation thereto.

MOTION: I move the Town vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 106 Haynes Road, shown on Assessor's Map 43, Block 7, Lot 0, or in any portion or portions thereof, together with any interest (s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith.

SUBMITTED BY: Board of Selectmen

READ BY: Theresa Morse

VOTE: Passed unanimously

ARTICLE 4:

To see if the Town will vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 540 Main Street, shown on Assessor's Map 3, Block 10, Lot 0, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all action(s) deemed by it to be necessary or prudent in connection therewith; or take any other action in relation thereto.

MOTION: I move the Town vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 540 Main Street, shown on Assessor's Map 3, Block 10, Lot 0, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith.

SUBMITTED BY: Board of Selectmen

READ BY: Charles Sexton-Diranian

VOTE: Passed unanimously

ARTICLE 5:

To see if the Town will vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 182 Warren Road, shown on Assessor's Map 31, Block 36, Lot 0, or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all action(s) deemed by it to be necessary or prudent in connection therewith; or take any other action in relation thereto.

MOTION: I move the Town vote to authorize the Board of Selectmen to convey a fee simple or lesser interest in the land and/or building(s) thereon known as and numbered 182 Warren Road, shown on Assessor's Map 31, Block 36, Lot 0 or in any portion or portions thereof, together with any interest(s) appurtenant thereto, on such terms and conditions as the Board deems to be in the best interest or interests of the Town, and to execute any and all agreements and documents to effectuate said conveyance, and to authorize the Board to take any and all legal action necessary in connection therewith.

SUBMITTED BY: Board of Selectmen

READ BY: Joseph Shank

VOTE: Passed unanimously

ARTICLE 6:

To see if the Town will vote to amend its General Bylaws, Chapter 124, entitled “Town Meeting,” Section 124-6, entitled “Service of the warrant,” by adding a new sentence at the end of said Section, as follows:

Should any of the above locations be unavailable for posting for any reason, the Board of Selectmen shall designate an alternate posting location within the same voting precinct.

or take any other action in relation thereto.

MOTION: I move that the Town vote to amend its General Bylaws, Chapter 124, entitled “Town Meeting,” Section 124-6, entitled “Service of the warrant,” by adding a new sentence at the end of said Section, as follows:

“Should any of the above locations be unavailable for posting for any reason, the Board of Selectmen shall designate an alternate posting locations within the same voting precinct.”

SUBMITTED BY: Board of Selectmen

READ BY: Theresa Morse

VOTE: Passed unanimously

ARTICLE 7:

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation, as set forth below, to change the Board of Health from an elected board to a board appointed by the Board of Selectmen; provided, however, that the General Court may make any clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, it being authorized hereunder to do so, which are within the scope of the general public objectives of the petition; or take any other action relative thereto.

An Act Relative to the Board of Health in the Town of Townsend

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

Section 1. Notwithstanding section 1 of chapter 41 of the General Laws or any other general or special law, rule, or regulation, to the contrary, there shall be a Board of Health in the Town of Townsend. The Board of Health shall have all the powers and duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on Boards of Health. The Board of Health shall consist of three members appointed for a three-year term each, arranged so that one term expires each year. The Board of Health shall be appointed and may be removed, after opportunity for a hearing, by the Board of Selectmen for the Town. The Board of Selectmen may establish conditions of said appointments, including but not limited to discipline, removal, dismissal, and reappointment.

Section 2. Upon effective date of this act, the elected offices of the Board of Health shall be abolished, and the term of the incumbents of such offices terminated.

Section 3. This act shall supersede conflicting provision(s) of the Town Charter.

Section 4. No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected offices. The offices of the Board of Health shall, in all respects, be the lawful successor of the offices so abolished. All records, property, and equipment of the offices of the elected Board of Health shall be assigned to the offices of the appointed Board of Health.

Section 5. This act shall take effect on passage.

MOTION: Motion was made to waive the reading of the act. Motion to waive the reading of the act passed unanimously.

MOTION: I move that the Town vote to authorize the Board of Selectmen to petition the General Court for special legislation, as set forth below, to change the Board of Health from an elected board to a board appointed by the Board of Selectmen; provided, however, that the General Court may make any clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, it being authorized hereunder to do so, which are within the scope of the general public objectives of the petition; or take any other action relative thereto.

An Act Relative to the Board of Health in the Town of Townsend.

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

Section 1: Notwithstanding Section 1 of Chapter 41 of the General Laws or any other general or special law, rule, or regulation to the contrary, there shall be a Board of Health in the Town of Townsend. The Board of Health shall have all the powers and duties and be subject to the liabilities and penalties now or hereafter conferred and imposed by law on Boards of Health. The Board of Health shall consist of the members appointed for a three-year term each, arranged so that one term expires each year. The Board of Health shall be appointed and may be removed, after opportunity for a hearing, by the Board of Selectmen for the Town. The Board of Selectmen may establish conditions of said appointments, including but not limited to discipline, removal, dismissal, and reappointment.

Section 2: Upon effective date of this act, the elected offices of the Board of Health shall be abolished, and the term of the incumbents of such offices terminated.

Section 3: This act shall supersede conflicting provision(s) of the Town Charter.

Section 4: No contracts or liabilities in force on the effective date of this act shall be affected by the abolition of the elected offices. The offices of the Board of Health shall, in all respects, be the lawful successor of the offices so abolished. All records, property, and equipment of the offices of the elected Board of Health shall be assigned to the offices of the appointed Board of Health.

Section 5: This act shall take effect on passage.

SUBMITTED BY: Board of Selectmen

READ BY: Charles Section-Diranian

VOTE: The motion on Article 7 did not pass

ARTICLE 8:

To see if the Town will vote to change the Board of Health from an elected board to a board appointed by the Board of Selectmen, subject to acceptance by the voters at the annual Town election, said Board of Health to consist of three members appointed for a three-year term each, arranged so that one term expires each year, provided that any incumbent serving at the time of any such acceptance by the voters shall continue to hold his or her office and to perform the duties thereof until the expiration of the term for which he or she was elected or until he or she otherwise vacates the office, the foregoing in accordance with Massachusetts General Laws, Chapter 41, Sections 1 and 1B, or take any other action relative thereto.

MOTION: I move that the Town vote to change the Board of Health from an elected board to a board appointed by the Board of Selectmen, subject to acceptance by the voters at the annual Town election, said Board of Health to consist of three members appointed for a three-year term each, arranged so that one term expires each year, provided that any incumbent serving at the time of any such acceptance by the voters shall continue to hold his or her office and to perform the duties thereof until the expiration of the term for which he or she was elected or until he or she otherwise vacates the office, the foregoing in accordance with Massachusetts General Laws, Chapter 41, Sections 1 and 1B, or take any other action relative thereto.

Motion was made to move the question. The motion to move the question passed unanimously.

SUBMITTED BY: Board of Selectmen

READ BY: Joseph Z. Shank

VOTE: The motion on Article 8 did not pass

Motion was made to dissolve the Special Town Meeting. The motion passed unanimously.

Respectfully Submitted,

Kathleen M. Spofford, CMMC

Town Clerk

The Commonwealth of Massachusetts
SPECIAL TOWN MEETING MINUTES
NOVEMBER 14, 2023

While waiting for the quorum to be met, Moderator, John Barrett, allowed the reading and presentation of Article 5, which is an informational article and presentation and no vote required. The presentation ended when the quorum was reached. The Special Town Meeting was called to order at 7:49 p.m. The quorum was made with 80 voters present. The Moderator introduced Town Clerk, Kathleen Spofford, Selectmen Dr. Theresa Morse, Chaz Sexton-Diranian, Joseph Shank, Town Counsel, Jane Friedman, Town Administrator, Eric Slagle and Finance Committee members Don Hayes and Jerrilyn Bozicas, and Town Treasurer Melissa Dunnet. The Moderator appointed counters: Rebecca Sturtevant, Brian Funaiole, Susan Shuford and Vin Divulas who were sworn in by the Town Clerk. Rules of the town meeting according to Town Meeting Time were reviewed. The reading of the Warrant was read by the Town Clerk.

PRIOR FISCAL YEAR ARTICLE

(9/10ths VOTE)

ARTICLE 1:

To see if the Town will vote to transfer from Free Cash or other available funds in the treasury the sum of **\$13,332.47** or any other sum for the purpose of paying prior fiscal year bills for various vendors or take any other action in relation thereto.

Motion: I move that the Town vote to transfer from Free Cash or other available funds in the treasury the sum of **\$13,332.47** or any other sum for the purpose of pain prior fiscal year bills for various vendors.

SUBMITTED BY: Board of Selectmen

READ BY: Charles Sexton-Diranian

VOTED: Passed unanimously

**CURRENT FISCAL YEAR FINANCIAL ARTICLES
(MAJORITY VOTE)**

ARTICLE 2:

To see if the Town will vote to amend its vote under Article 5 of the May 2, 2023 Annual Town Meeting to remove the sum of **\$349,760.00** in ARPA funding from the approved budget and to amend certain line items within said budget as follows:

Amend	Account Name	From	To
Line 7	Community Svcs Coordinator	\$ 66,628	\$ 10,000
Line 8	Human Resources Manager	\$ 49,971	\$ 10,000
Line 162	Con Com Wages – Cons Agent	\$ 44,606	\$ 39,050
Line 253	Police – Salary & Wages – Op Staff	\$822,630	\$792,630
Line 290	Fire/EMS – Wages – Ops Capt	\$227,000	\$187,000
Line 291	Fire/EMS – Wages – FF Para	\$348,545	\$303,445
Line 326	Fire/EMS – Vehicle Supplies	\$20,400	\$5,400
Line 327	Fire/EMS – Medical Supplies	\$25,000	\$5,000
Line 529	Highway – Pavement Mgmt	\$201,474	\$146,913
Line 611	Housing Trust – Wages – Sup. Stf.	\$4,505	\$0
Line 614	Housing Trust – Prof Svcs	\$41,500	\$0
Line 615	Housing Trust – Training	\$1,000	\$0
Line 616	Housing Trust – Office and Gen Sup	\$500	\$0
Line 617	Housing Trust – Travel/Mileage	\$100	\$0
Line 683	Library – Wages – Library Techs	\$187,063	\$191,724
Line 787:	Total Budget	\$26,371,886	\$26,022,126

FUNCTIONAL SEGMENTS			%
	FY 23	FY 24	Change
General Government-	\$ 1,681,288.00	\$ 1,785,131.00	6.2%
Public Safety-	\$ 3,536,076.00	\$ 3,700,640.00	4.7%
Education-	\$ 14,550,389.00	\$ 14,918,837.00	2.5%
Highways and Streets-	\$ 742,714.00	\$ 1,010,799.00	36.1%
Solid Waste-	\$ 748,052.00	\$ 770,053.00	2.9%
Human Services-	\$ 518,574.00	\$ 548,597.00	5.8%
Culture and Recreation-	\$ 488,490.00	\$ 531,851.00	8.9%
Debt Service-	\$ 369,674.00	\$ 456,115.00	23.4%
Insurances-	\$ 2,233,403.00	\$ 2,300,102.00	3.0%
Grand Total-	\$ 24,868,661	\$ 26,022,126	4.6%

or take any other action in relation thereto.

Motion: I move the Town vote to amend its vote under Article 5 of the May 2, 2023 Annual Town Meeting to remove the sum of **\$349,760.00** in ARPA funding from the approved budget and to amend certain line items within said budget as follows:

Amend	Account Name	From	To
Line 7	Community Svcs Coordinator	\$ 66,628	\$ 10,000
Line 8	Human Resources Manager	\$ 49,971	\$ 10,000
Line 162	Con Com Wages – Cons Agent	\$ 44,606	\$ 39,050
Line 253	Police – Salary & Wages – Op Staff	\$822,630	\$792,630
Line 290	Fire/EMS – Wages – Ops Capt	\$227,000	\$187,000
Line 291	Fire/EMS – Wages – FF Para	\$348,545	\$303,445

Line 326	Fire/EMS – Vehicle Supplies	\$ 20,400	\$ 5,400
Line 327	Fire/EMS – Medical Supplies	\$ 25,000	\$ 5,000
Line 529	Highway – Pavement Mgmt	\$ 201,474	\$ 146,913
Line 611	Housing Trust – Wages – Sup. Stf.	\$ 4,505	\$ 0
Line 614	Housing Trust – Prof Svcs	\$ 41,500	\$ 0
Line 615	Housing Trust – Training	\$ 1,000	\$ 0
Line 616	Housing Trust – Office and Gen Sup	\$ 500	\$ 0
Line 617	Housing Trust – Travel/Mileage	\$ 100	\$ 0
Line 683	Library – Wages – Library Techs	\$ 187,063	\$ 191,724
Line 787:	Total Budget	\$26,371,886	\$26,022,126

FUNCTIONAL SEGMENTS			%
	FY 23	FY 24	Change
General Government-	\$ 1,681,288.00	\$ 1,785,131.00	6.2%
Public Safety-	\$ 3,536,076.00	\$ 3,700,640.00	4.7%
Education-	\$ 14,550,389.00	\$ 14,918,837.00	2.5%
Highways and Streets-	\$ 742,714.00	\$ 1,010,799.00	36.1%
Solid Waste-	\$ 748,052.00	\$ 770,053.00	2.9%
Human Services-	\$ 518,574.00	\$ 548,597.00	5.8%
Culture and Recreation-	\$ 488,490.00	\$ 531,851.00	8.9%
Debt Service-	\$ 369,674.00	\$ 456,115.00	23.4%
Insurances-	\$ 2,233,403.00	\$ 2,300,102.00	3.0%
Grand Total-	\$ 24,868,661	\$ 26,022,126	4.6%

SUBMITTED BY: Board of Selectmen

READ BY: Joseph Shank

VOTED: Passed by majority

ARTICLE 3:

To see if the Town will vote to appropriate the sum of **\$431,000** or any other sum from State Revolving Fund loan proceeds for capital expenditures for Fiscal Year 2024 for the following items:

1. Safety railing and cable system for the Highland Tank - **\$11,000**;
2. Purchase of Gate Exerciser/Vacuum Trailer and equipment - **\$100,000**;
3. Purchase F350 Utility Truck and equipment - **\$100,000**;
4. Purchase Cat 440 Backhoe – **\$170,000**;
5. Planning and engineering for proposed Lunenburg Rd. Water Tank - **\$50,000**;

or take any other action in relation thereto.

Motion: I move the Town vote to appropriate the sum of **\$431,000.00** or any other sum from the State Revolving Fund Load proceeds for capital expenditures for Fiscal Year 2024 for the following items:

1. Safety railing and cable system for the Highland Tank - **\$11,000**;
2. Purchase of Gate Exerciser/Vacuum Trailer and equipment - **\$100,000**;
3. Purchase F350 Utility Truck and equipment - **\$100,000**;
4. Purchase Cat 440 Backhoe – **\$170,000**;
5. Planning and engineering for proposed Lunenburg Rd. Water Tank - **\$50,000**;

SUBMITTED BY: Board of Selectmen

READ BY: Dr. Theresa Morse

VOTED: Passed by majority

ARTICLE 4:

To see if the Town will vote to appropriate from the PEG Access Receipts Reserved Account the sum of **\$44,695.59**, funds equal to five percent (5%) of Comcast's Gross Annual Revenues in Townsend for the 4th Quarter of FY23, subject to receipt and availability, and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc. on a quarterly basis for the purpose of annual funding of the production and

broadcast of Public, Educational, and Government (PEG) access television on terms contained in a certain Grant Agreement between the Town of Townsend, MA and Townsend Community Access Media, Inc., effective September 15, 2020; or take any other action in relation thereto.

Motion: I move that the Town vote to appropriate from the PEG Access Receipts Reserved Account the sum of **\$44,695.59**, funds equal to five percent (5%) of Comcast's Gross Annual Revenues in Townsend for the 4th Quarter of FY'23, subject to receipt and availability, and authorize the Board of Selectmen and Town Administrator to expend and distribute said funds to Townsend Community Access Media, Inc. on a quarterly basis for the purpose of annual funding of the production and broadcast of Public Educational, and Government (PEG) access television on terms contained in a certain Grant Agreement between the Town of Townsend, MA and Townsend Community Access Media, Inc., effective September 15, 2020.

SUBMITTED BY: Board of Selectmen

READ BY: Charles Sexton-Diranian

VOTED: Passed unanimously

ARTICLE 5:

To see if the Town will vote to hear a presentation to Special Town Meeting voters on the MBTA Communities Law zoning plan process or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

NO VOTE TAKEN

A motion was made and seconded to dissolve the Special Town Meeting. The motion passed unanimously. The meeting was dissolved at 8:04 p.m.

Respectfully submitted,

Kathleen M. Spofford, Town Clerk

BOARD OF ASSESSORS

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

Our three- member Board of Assessors consist of a Chairman and two members. It is an elected Board with each member carrying a three-year term. This past April Carol LeConti took over the Chairman position. Laura Shifrin moved into the vice chair position. Julie Byars fills the remaining member position.

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

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

Respectfully,

Victoria Tidman, Principal Assessor

For the Members of the Board of Assessors and Staff

Carol LeConti, Chairman

Laura Shifrin, Vice-Chair

Julie Byars, Member

Jodie Deschenes - Administrative Assessor

Fiscal Year 2024 Assessments and Revenues by Major Property Class

Property Class Tax Levy	Levy Percent	Valuation by Class	Tax	Rate
Residential	92.4253	1,348,392,465	14.41	19,430,335.42
Commercial	2.8810	42,031,149	14.41	605,668.86
Industrial	1.5526	22,650,700	14.41	326,396.59
Personal Property	3.1411	45,826,060	14.41	660,353.52

Valuation and Tax History

Fiscal Year Change (%)	Tax Rate	Valuation by Class	Accounts	Tax Levy
2024 3.461	14.41	1,458,900,374	3,929	21,022,754.39
2023 1.799	15.26	1,331,552,264	3,956	20,319,487.54
2022 2.047	17.61	1,133,463,343	3,960	19,960,289.47
2021 3.384	18.33	1,067,095,383	3,966	19,559,858.37
2020 3.943	19.52	969,239,595	3,975	18,919,556.89

New Growth Revenue

Fiscal Year	Added Valuation	Tax Rate	New Revenues	Change
2024	8,534,515	15.26	130,237.00	-35.41
2023	11,449,415	17.61	201,624.00	63.54
2022	6,725,961	18.33	123,287.00	-17.59
2021	7,663,864	19.52	149,599.00	- .06
2020	7,743,987	19.33	149,692.00	-18.85

FINANCE COMMITTEE

I would like to recognize the support and documentation provided by Eric Slagle, Department Heads the Select Board and other Department Boards was required to get to the final budget prepared.

The FY'24 was prepared and presented at annual Town Meeting with all positions and expenses fully in view. The plan to show full operating budget for Townsend. The budget included approximately \$350K of wages and expense items that are funded by ARPA Funds. The ARPA funds added into the revenue totals to show the balanced budget presented and passed Town Meeting. Later in the year, during review by the Town Accountant, it was determined that ARPA Funds, non-recurring revenue, should not be included in the budget as passed. The result was a warrant article e fall Special Town Meeting, there was a Warrant Article passed that removed these amounts from the budget as recommended.

As future budgets are prepared, the wages and expenses will be added into the Operating Budget until the lines supported by ARPA Funds are shown and supported by recurring revenue sources. This is a multi-year process and should be completed by the FY'27 budget.

Like most budgets, the Townsend budget is being stressed by higher inflation and costs associated with most aspects of operating costs associated with running the town's business. The town is working between multiple boards to address reducing operating costs where and when available.

This year the Finance Committee attained full membership as a new member, Josh Levett, was appointed to the committee. This marks the first time in several years that the committee has a full membership. The remainder of the Finance Committee should be recognized for their knowledge guidance, service and effort supporting the budget, warrant articles and other required financial oversight during the past year. The members include Sam Grant, Andrea Wood, Jerrilyn Bozicas Mark Hussey and Gene Dilda. I thank them for their hours of work inside and outside meeting times.

Sincerely,

Don Hayes, Finance Committee Chair

The Finance Committee:

Jerrilyn Bozicas, Andrea Wood, Sam Grant, Gene Dilda, Mark Hussey, Josh Levett and Don Hayes.

TAX COLLECTOR/TREASURER

Melissa Ann L. Dunnet, Treasurer/Collector

Phone: (978) 597-1702 **E-Mail:** treasurer@townsendma.gov or tax@townsendma.gov

Hours: Mon-Wed-Thurs 9:00-4:00, Tues 9:00-6:00, Fri 9:00-4:00



Mission Statement: To uphold the legal requirements mandated by Massachusetts State Laws and Town Bylaws and safeguard the treasury of the Town of Townsend, while providing the highest level of service possible to our residents.

Department Description: The Treasurer and Tax Collector Office serves as custodian for all Town monies as well as Cash Management, Debt Management, and Investment Management. This includes Billing/Collection of Town Revenues, Disbursement of Town Expenses, Tax Delinquencies/Tax Title Processing, and Payroll & Employee Benefit Administration.

The Treasurer is responsible for the Tax Title collection process. The Treasurer performs these functions using best practices, a financial advisor, a tax title attorney, and an investment firm, along with participation in the Massachusetts Collectors & Treasurers Association (MCTA), and maintenance or attainment of Licensure in order to keep updated on pertinent and applicable changes in laws and procedures.

The Tax Collector is responsible for managing and directing tax collection procedures, to include Real Estate, Personal Property, Motor Vehicle Excise, Betterment, Title V, and Water Liens. This position also uses best practices, is a member of MCTA, and adheres to maintenance or attainment of Licensure.

Personnel Summary Table

<i>Position Title</i>	<i>FY21 FTEs</i>	<i>FY22 FTEs</i>	<i>FY23 FTEs</i>	<i>Explanation of Changes</i>
Treasurer/Collector	1.00	1.00	1.00	
Assistant Treasurer/Collector	1.00	1.00	1.00	
Payroll/Office Clerk	1.00	1.00	1.00	

(RECEIPTS AND DEBT)

FISCAL YEAR 23 RECEIPTS (7/1/2022-6/30/2023)																									
TYPE	TAXES	LIENS	INTEREST	FEES	TOTALS																				
MOTOR VEHICLE	\$1,086,572	\$0	\$1,235	\$13,790	\$1,101,597																				
REAL ESTATE	\$19,400,168	\$52,571	\$23,181	\$5,067	\$19,480,987																				
PERSONAL PROPERTY	\$616,114	\$0	\$542	\$223	\$616,879																				
TAX TITLE	\$72,784	\$0	\$36,084	\$3,624	\$112,492																				
TOTALS	\$21,175,638	\$52,571	\$61,042	\$22,704	\$21,311,955																				
CATEGORY	MOTOR VEHICLE	REAL ESTATE	PERSONAL PROPERTY	TAX TITLE	TOTALS																				
TAXES	\$1,086,572	\$19,400,168	\$616,114	\$72,784	\$21,175,638																				
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<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>FY21 RECEIPTS BY TYPE</p> <table border="1" style="margin: 0 auto; font-size: small;"> <caption>FY21 RECEIPTS BY TYPE</caption> <thead> <tr><th>Type</th><th>Percentage</th></tr> </thead> <tbody> <tr><td>Taxes</td><td>99%</td></tr> <tr><td>Fees</td><td>1.25%</td></tr> <tr><td>Interest</td><td>0.11%</td></tr> <tr><td>Liens</td><td>0.00%</td></tr> </tbody> </table> </div> <div style="text-align: center;"> <p>FY21 RECEIPTS BY CATEGORY</p> <table border="1" style="margin: 0 auto; font-size: small;"> <caption>FY21 RECEIPTS BY CATEGORY</caption> <thead> <tr><th>Category</th><th>Percentage</th></tr> </thead> <tbody> <tr><td>Real Estate</td><td>91.62%</td></tr> <tr><td>Motor Vehicle</td><td>5.13%</td></tr> <tr><td>Personal Property</td><td>2.91%</td></tr> <tr><td>Tax Title</td><td>0.34%</td></tr> </tbody> </table> </div> </div>						Type	Percentage	Taxes	99%	Fees	1.25%	Interest	0.11%	Liens	0.00%	Category	Percentage	Real Estate	91.62%	Motor Vehicle	5.13%	Personal Property	2.91%	Tax Title	0.34%
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DEBT																									
Long Term Debt Inside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2023																				
Buildings	\$1,399,000.00		\$89,000.00	\$1,310,000.00	\$49,450.00																				
Departmental Equipment	\$390,000.00	\$969,000.00	\$25,000.00	\$1,334,000.00	\$13,815.00																				
Other Inside	\$386,000.00	\$175,000.00	\$51,000.00	\$510,000.00	\$15,485.00																				
SUB - TOTAL Inside	\$2,175,000.00	\$1,144,000.00	\$165,000.00	\$3,154,000.00	\$78,750.00																				
Long Term Debt Outside the Debt Limit	Outstanding July 1, 2022	+ New Debt Issued	- Retirements	= Outstanding June 30, 2023	Interest Paid in FY2021																				
Solid Waste	\$180,000.00		\$90,000.00	\$90,000.00	\$9,000.00																				
Water	\$455,928.00	\$996,000.00	\$95,796.00	\$1,356,132.00	\$8,160.00																				
Other Outside	\$64,548.00		\$16,924.00	\$47,624.00	\$185.00																				
SUB - TOTAL Outside	\$700,476.00	\$996,000.00	\$202,720.00	\$1,493,756.00	\$17,345.00																				
TOTAL Long Term Debt	\$2,875,476.00	\$2,140,000.00	\$367,720.00	\$4,647,756.00	\$96,095.00																				
<i>Respectfully submitted by:</i>	<i>Melissa Ann L. Dunnet, Treasurer/Collector</i>																								

(TRUST FUNDS/STABILIZATION FUNDS)

TRUST/STABILIZATION FUNDS					
Type & Name	Beginning Market Value 7/1/2022	Ending Market Value 6/30/2023	Type & Name	Beginning Market Value 7/1/2022	Ending Market Value 6/30/2023
<u>Arts & Culture Trusts</u>					
Amanda Dwight Concert	\$61,766.45	\$73,770.78	<u>Miscellaneous Trusts</u>		
Arts & Lottery Council	\$6,540.92	\$6,580.62	MC Maceachern	\$4,590.93	\$4,618.79
<u>Cemetery Trusts</u>					
Amanda Dwight Cemetery	\$38,459.24	\$52,748.27	Boucher Francis	\$2,148.58	\$2,161.61
Joel Giles	\$3,854.19	\$3,877.58	Maria Lane	\$1,685.43	\$1,695.67
Maude Hyde	\$963.08	\$968.93	Charles Sloan Memorial	\$8,811.94	\$8,865.43
Townsend Floral	\$8,097.08	\$8,146.25	Spaulding Alumni	\$5,301.23	\$5,333.40
<u>Perpetual Care</u>					
James Tucker	\$613.39	\$617.11	Ball Road Tower	\$23,117.17	\$23,257.48
<u>Charitable Trusts</u>					
AJ Atwood Bequest	\$21,562.81	\$21,693.70	Sprint (Dudley Rd)	\$2,095.34	\$2,108.07
Amanda Dwight Poor	\$71,131.86	\$177,337.79	CY Realty	\$2,810.79	\$2,827.85
<u>Performance Security Deposit</u>					
Abrahams S. French	\$15,626.20	\$15,721.05	Harbor Trace Rd	\$23,121.39	\$23,261.73
Susan Wilson Emery	(\$175.93)	(\$175.93)	<u>53Gs</u>		
<u>Community Development</u>					
Hall Preservation	\$2,210.09	\$2,223.50	Deer Run	\$52.95	\$53.28
<u>Conservation Trusts</u>					
Conservation Fund	\$63,662.75	\$64,049.17	Waterhous Dev	\$2,500.60	\$2,515.78
Grange Acct	\$269.79	\$271.43	Harbot Tract	\$4,297.30	\$4,323.40
ME Homer	\$23,512.84	\$23,655.56	Patriot DECA	\$135.33	\$136.16
<u>Library Trusts</u>					
			Pappas	\$369.17	\$371.41

Stephen Coffey	\$915.30	\$920.86	Elder Housing	\$515.49	\$518.62
Amanda Dwight Books	\$97,833.38	\$129,818.73	NMRSD New School	\$25.31	\$25.47
Charles Emery	\$1,157.05	\$1,164.07	BK & BK LLC	\$20.51	\$20.63
Grange	\$288.97	\$290.73	<u>Other Funds</u>		
Hale Memorial	\$1,111.57	\$1,118.32	CDBG ASHBY	\$19.71	\$19.83
Hart	\$621.38	\$625.14	Compact Disc	\$0.89	\$0.89
Peterson Lorraine	\$1,031.66	\$1,037.93	<u>Stabilization Funds</u>		
Worcester Mary	\$7,896.79	\$7,944.72	Stabilization	\$1,219,904.09	\$1,227,308.68
WH Murray Mem	\$1,283.44	\$1,291.23	Capital Stabilization	\$281,905.06	\$283,616.11
Rafferty Frances	\$5,390.36	\$5,423.08			
<u>Parks Trusts</u>			Total:	\$2,365,897.07	\$2,543,109.40
JB Blood Monument	\$6,195.47	\$6,233.07			
Bandstand	\$4,428.31	\$4,455.19	Difference:		\$177,212.33
Common Holiday Light	\$1,145.75	\$1,152.71			
Memorial Common	\$1,643.93	\$1,653.90			
Packard Funds	\$6,148.16	\$6,185.49			
<i>Respectfully submitted by: Melissa Ann L. Dunnet, Treasurer/Collector</i>					

POLICE DEPARTMENT

The Townsend Police Department shall be committed in the preservation of peace and protection of life and property. Members of the Townsend Police Department must pledge a dedicated responsibility to the Law Enforcement Profession, further requiring that each member be attentive in the delivery of quality services. We further recognize our responsibility to maintain order while affording dignity and respect to every individual. Our objective will be to develop partnerships within the community in an effort to improve the overall quality of life for all that reside, work, or visit the Town of Townsend.

On behalf of the Townsend Police Department, it is my privilege to present the Department's 2023 Annual Report.

I am pleased report another successful year of professional service provided to the citizens of Townsend. We continue to adjust and shape our police department in response to fiscal limitations, state mandates, and heightened service demands. Tackling the challenges of staffing shortages has been a focal point—a struggle not unique to our agency but a widespread trend impacting law enforcement agencies across the nation.



Calls for service involving substance misuse and mental health challenges remain a significant focus for our department, demanding our continued engagement. We are committed to ensuring the best possible outcomes for these intricate and potentially dangerous situations. In line with this commitment, our department successfully fulfilled the requirements of the International Association of Chiefs of Police's (IACP) "One Mind Campaign" pledge.

Initiated by the IACP in 2016, the One Mind Campaign is a proactive effort by law enforcement leaders to address their response to individuals affected by mental health conditions. This global campaign, developed by a panel of law enforcement and mental health experts, has seen participation from over 600 law enforcement agencies worldwide.

Achieving the objectives outlined in the One Mind Campaign Pledge represents a significant achievement within our long-term community policing strategy. This strategy involves leveraging the collective resources of the community to address challenges comprehensively.

To fulfill the One Mind Pledge, the department established sustainable partnerships with various social service agencies and mental health programs. Key initiatives included incorporating a mental health clinician within the department, formulating and implementing a policy guiding officers' interactions with individuals affected by mental health conditions, and ensuring that all officers received Mental Health First Aid training. Additionally, a substantial portion of the department completed the more intensive Crisis Intervention Team (CIT) or equivalent crisis response training.

Through our collaboration with COIN (Northwest Middlesex Community Outreach Initiative), a clinician holds regular office hours at the station and accompanies officers to calls with a mental health component. This approach aims to provide services when needed, prioritizing alternatives to arrest or involuntary commitment. COIN also facilitates referrals to other agencies for issues related to domestic violence, substance misuse, and other social service concerns. We also partnered with Restoration Recovery Center, Inc., and Family Continuity—both private, non-profit social service agencies dedicated to mental health and substance use recovery.

After an extensive 3+ years of study and meticulous planning, the department, in collaboration with fire-ems, successfully executed the transition of communications from Nashoba Valley Regional Dispatch District to Patriot Regional Emergency Communications Center (Patriot RECC) in 2023. All departmental phone calls, both emergency and non-emergency, are now efficiently handled at Patriot and promptly directed or dispatched to the relevant staff. The magnitude of this transition and the substantial effort invested in it cannot be overstated. Upgrading, relocating, or reprogramming phone lines, two-way radio transmitters, repeaters, cameras, dispatch/records software, and various other technologies were integral to this process. In an effort to reduce costs, Patriot RECC is in active negotiations to add the towns of Groton and Dunstable to its service community. While the heavy lifting of this transition is done for Townsend's emergency services, we are focused on addressing any logistical issues that arise as a result of this controlled growth.

The Massachusetts Peace Officer Standards and Training Commission (POST) has continued to promulgate hiring and background standards, a complaint intake procedure, and a certification process for veteran officers. At the time of this report, officers in our department with a last name beginning with A through P have been certified. The remaining officers are slated to be certified in July 2024. POST has refined its complaint intake procedures and the department has adjusted/amended our processes to incorporate this in our approach to discipline cases/complaints against personnel.

Despite more than 17,000 calls for service, we received no complaints against the department or its personnel in 2023 and there were no internal investigations conducted by the department. An overview of the department's complaint/commendation process can be found at our website. Complaints and commendations can be submitted there or forms to do so can be picked up at the police station and/or Town Clerk's Office.



We are currently engaged in a comprehensive review of our policies as part of our "self-assessment" phase of state level accreditation through the Massachusetts Police Accreditation Commission. The department secured a grant of \$106,000 from the United States Department of Justice in late 2023 to aid in achieving accreditation/certification. The process of accreditation requires that departments develop a comprehensive and uniform set of written directives that promote the use of "best practices" in meeting their mission. Policies and procedures provide a solid foundation for making evidence-based decisions, limiting liability and risk exposure. Accreditation will strengthen our commitment to accountability and excellence within the organization and bring us in compliance with the aforementioned criminal justice reform. We will continue to engage in this process with the hopes of completing our assessment in 2025.

The department continues to take advantage of state and federal grants. In addition to the aforementioned accreditation grant of \$106,000, we received funding for ballistic vests, our body-worn camera program (funded via a \$34,000 grant from the Edward J. Byrne Memorial Justice Assistance Grant Program commenced in May 2022), and the department continues to partner with Med-Project. Med-Project provides the department with a kiosk for unwanted and expired medication and disposes of these drugs with no cost to the department. The police department will continue to seek opportunities for funding to enhance our abilities and reduce costs through increased quality control and oversight.

On the personnel front, the department maintained full staffing for only a few months in the past year, highlighting the aforementioned persistent challenges of attracting and retaining qualified police officers. At the time of this report, we have two of our 15 sworn positions open with a hiring process completed providing us with several qualified applicants. These potential hires will now move to the background stage of the hiring process. Officers Jeffrey Giles and David Phillips were promoted to Sergeant in April and longtime Reserve Officer Austin Cote retired effective January 1, 2024. Officer Cote was first hired as a reserve in 1989 and served the town in a combination of full and reserve capacity for over 30 years.



The Townsend Police Department offers a diverse range of community policing initiatives aimed at involving the community and enhancing the delivery of effective police services. We engaged in a number of fundraising/awareness campaigns in 2023 as well. In honor of Breast Cancer Awareness



month, the department partnered with P!nk Revolution to raise funds for Chemo Care Packages for cancer patients. The department also raised funds for autism awareness partnering with the Doug Flutie Jr. Foundation with specially designed patches being sold in exchange for a donation to the foundation. In July, officers staffed a bicycle safety rodeo sponsored by Townsend Recreation and put on several Coffee with a Cop events in the fall. In November, the department engaged in a campaign to raise funds for Operation Delta Dog as part of our No Shave November activities. Officers were allowed to grow beards in exchange for a donation to the organization which provides service dogs to veterans. In December,

Officers engaged in “bell ringing” at the Harbor Mall soliciting donations for the Salvation Army and attended a number of Toys for Tots events collecting toys for disadvantaged children. Please keep an eye on our social media pages and website should you wish to be involved in any of these endeavors.

Our entire department remains committed to doing our best to maintain the high quality of life enjoyed in the Town of Townsend. I ask for your continued support as we move forward, and thank you for the opportunity to serve as your Chief of Police.

Respectfully submitted,

James P. Sartell, Chief of Police



Gary Shepherd
Chief of Department

FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

Gary Shepherd 13 Elm Street PO Box 530

Chief of Department Townsend, MA 01469

Headquarters: 978-597-8150 Fax: 978-300-5786

January 7, 2024

The Annual Report of the Townsend Fire-EMS Department

2023 was another record year for calls to our Department between calls within the Town of Townsend and to assist our mutual aid partners. Our total calls for the year were 1,671. This is reasonably close to the 1,659 that we had in 2022. We are comfortable at this call volume however, we are still playing catch up with some of the residual demands of the pandemic when pre-pandemic total calls were a high of 968. This year we have seen a number of changes as we have stabilized the 4 groups on a rotating shift basis where we have maintained 2 full-time

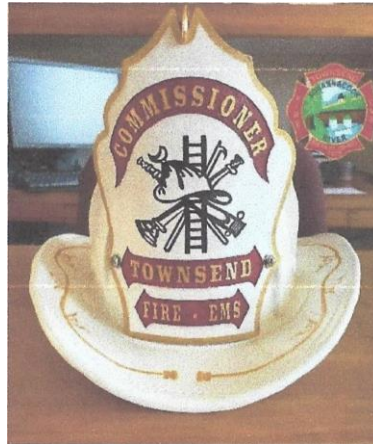
Firefighter-EMT/Paramedics and 1 per-diem Medic. Our goal is to maintain a minimum of 2 Medics and 1 Firefighter-EMT around the clock. The demand being such that it has been we feel that to adequately service the demands we currently face we need to have 4 people around the clock.

The Officers and staff have been looking for grants and other support to provide this level of service without dramatically impacting the Town budget. The ambulance reserve receipt account, which is the revenue from the ambulance calls paid by medical insurance and state contributions is necessary and helpful to provide this level of care. I feel the staff and training required on all our personnel maintain a readiness level for what we anticipate based on the history of the past 4 years. Currently we have 61 active members within the Department, of which we can comfortably count on somewhere in the mid-thirties of personnel to participate in emergency responses if needed.

Fire prevention is another critical path within our Department to be sure that all buildings are maintained with fire and life safety requirements as outlined in the Massachusetts Building Code and the NFPA Codes. We feel that our activity within this arena of our Department demonstrates our success in managing destructive incidents by preplanning and training.

As Chief of Department, I feel confident and comfortable that we are reasonably prepared to manage any incident that we are faced with. We are currently enjoying a collaborative

relationship with Patriot Communications supporting the dispatch of all Townsend, Pepperell, and Ashby Emergency Services. I would like to thank the entire Town and the Administration for their support of our department so that we may contribute to a quality of life that brings comfort and assurance to the entire community. I am most grateful to every member of the Townsend Fire-EMS Department for their commitment to preserve and protect all life safety in the Town. I am also saddened to report that our only Fire Commissioner and major supporter, Mr. Albert Stone died December 12, 2023, at the age of 95.



The Townsend Fire-EMS are always here if the need arises and the community is welcome to stop, ask questions or tour any of our facilities at any time provided we are not consumed by another emergency.

Yours in Service,

Gary Shepherd
Chief of Department

EMERGENCY MANAGEMENT AGENCY

No report submitted.

HIGHWAY DEPARTMENT

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

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

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

Roadway Asphalt Repairs and Overlays:

- Shirley Rd, Mill 3,000 FT and Resurface 853.59 TN of asphalt at accost of \$89,324.30 (Wrap Fund)
- Barker Hill Rd, Mill 9,359.4 FT and Resurface 3,858.37 TN of asphalt at a cost of \$340,557.47 (Chap90)
- Laurel Woods Dr, Reclaim 6,500 FT and Resurface 3,508.69 TN of asphalt, Repaired and adjusted 44 catch basins at a cost of \$338,591.59

As always, pothole patching continued throughout the year.

Approximately 411.35 tons of asphalt was placed throughout the year for pothole repairs and minor overlays.

Waste Oil Collection: 234 gallons of waste oil were collected from January through December of 2021. Waste oil is only collected on the first Saturday of every other month. If a holiday falls on the Friday before the first Saturday or during that weekend, then waste oil will be collected on the second Saturday of that month. Please check the town's web site for dates and times.

Construction Goals for 2022: Based on the amount of Chapter 90 funding received from the Massachusetts Department of Transportation the Highway Department goals are to Resurface: Blood Rd, parts of South Harbor Rd, Finish New Fitchburg Rd.

Winter Operations: During the winter of 2023, the Highway Department was called out to salt and/or plow 27 times. Of those 27, 13 were events that required plowing. Snow and Ice operations were completed by Highway staff and hired contractors. Sidewalks are cleared only after the roads are cleared and safe.

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

Driveway Permits: There were Eight accepted driveway permits from January through December 2023 totaling \$320,00 in permitting fees.

Road opening Permits: There were Eight accepted Road Opening Permits from January through December 2021 totaling \$800.00 in permitting fees.

My continued thanks go out to my staff, Danielle Mountain /Administrative Assistant, Keith Letourneau/Foreman, Paul Naumann/Heavy Equipment Operator, , Wayne Thomas/ Fleet Maintenance Mechanic for all the hard work they perform throughout the year.

James Smith – Highway Superintendent

WATER DEPARTMENT



The Water Department is pleased to submit its annual report for the year 2023. This year we pumped a total of 156,024,000 gallons of water that supplied approximately 6,500 customers. Also, 12,675.6 gallons of Sodium Hydroxide was used to treat the water pumped from all well sites in order to maintain a neutral P.H. for the purpose of corrosion control.

Recorded Pumpage For 2023

Annual Statistical Data	Main St. Pumping Station	Cross St. Pumping Station	Harbor Trace Pumping Station	Witch's Brook Well # 1	Witch's Brook Well # 2	Source Totals
Total Days Pumped -	29	31	1	15	16	31
Total Days Pumped -	28	28	1	23	5	28
Total Days Pumped - March	29	28	1	28	5	31
Total Days Pumped - April	30	30	1	29	2	30
Total Days Pumped - May	31	31	1	30	24	31
Total Days Pumped - June	28	29	0	27	21	29
Total Days Pumped - July	31	31	0	19	21	31
Total Days Pumped -	31	31	0	20	16	31
Total Days Pumped -	30	30	0	19	12	30
Total Days Pumped -	31	31	0	27	8	31
Total Days Pumped -	30	30	0	13	18	30
Total Days Pumped -	31	31	0	16	15	31

Total Pumpage (MG) -	7.397	2.955	0.004	0.987	1.088	12.431
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Total Pumpage (MG) -	6.291	2.395	0.003	1.581		10.627
Total Pumpage (MG) -	6.751	2.497	0.003	2.129	0.567	11.948
Total Pumpage (MG) - April	7.105		0.008	2.079	0.062	11.985
Total Pumpage (MG) - May	8.127		0.003	3.720	1.499	16.488
Total Pumpage (MG) - June	7.328	2.938	0	2.859	1.392	14.518
Total Pumpage (MG) - July	7.286	2.624	0	2.360	1.993	14.264
Total Pumpage (MG) -	7.682	2.897	0	2.304	1.918	14.801
Total Pumpage (MG) -	6.789	2.949	0	2.527	1.470	13.734
Total Pumpage (MG) -	6.045	2.510	0	3.929	0.515	12.999
Total Pumpage (MG) -	5.549	2.024	0	1.434	2.012	11.118
Total Pumpage (MG) -	5.237	2.013	0	1.932	1.929	11.110

Total Pumping Days	359	361	5	266	163	364
Total Pumpage (MGY)	81.586	31.774	0.021	27.842	14.802	156.02
Average Daily Pumpage		0.087	0.000	0.076	0.041	0.427
Maximum Daily Pumpage	0.492	0.283	0.008	0.227	0.55	0.916
Maximum Week Pumpage	2.368	0.993	0.008	1.398	0.638	4.989

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

PROJECTS/IMPROVEMENTS

Main St. Pump Station upgrades

Fixed slate roof on the well building, removed old vacuum pump tank, new roof and siding installed on utility building, new service and fuse box for utility building, electric upgrades for the Main St Building.

Main Street upgrades this coming year: New generator being installed, SCADA upgrades, and chemical feed upgrades.

Witches Brook Well One

New watermain has been installed to the Harbor Trace Treatment Plant and Paving of the driveway.

Upcoming Improvements: SCADA upgrades, new generator installed, electric upgrades, new motor and pump improvements.

Witches Brook Well Two

New watermain has been installed to the Harbor Trace Treatment Plant and Paving of the driveway.

Upcoming Improvements: SCADA upgrades, new generator installed, electric upgrades, new motor and pump improvements.

Cross St Well

New Pavement was installed, and site improvement have been made.
Upcoming improvement: SCADA upgrades, chemical feed improvements, and additional pavement.

Harbor Trace Well

Harbor Trace well continues to be offline.
Upcoming improvements: Connection to the water treatment plant, new motor and pumps.

West Meadow Booster Pump

Upcoming improvements: SCADA upgrades, paving of driveway, and painting of building.

Highland Tank

Upcoming improvements: SCADA upgrades, new personnel protection cable installed, and hatch railing installation.

Fitchburg Tank

New pavement installed.
Upcoming improvements: SCADA upgrades additional paving.

Harbor Trace Treatment Plant

The new treatment plant is 40% complete.
Upcoming Improvements: Building to be completed by the end of the year.

Smart Meter Program

The water department has completed installation of 38 percent of the meters in town. The smart meters can detect leaks in your homes.

Lunenburg Road Tank

Upcoming Improvements: Planning for the new Lunenburg Road Tank has begun.

REGULATORY

- PFAS monitoring is continuing with Harbor Trace well down.
Other wells results:

Main St Well	0.0
Cross St Well	2.7
Witches Brook Well 1	6.1
Witches Brook Well 2	20.0

Outside Water Use Restrictions

- This is one regulation that takes effect annually and has become mandated by the state, Massachusetts Department of Environmental Protection (MassDEP). The purpose of this regulation is to protect, preserve, and maintain public health, safety, welfare, and the environment whenever it is necessary to enforce a state of Water Supply Emergency by ensuring there is an adequate supply of water for drinking and fire protection and to protect the quantity and quality of water in local aquatic habitats such as lakes, rivers, ponds, streams and, wetlands. Water restrictions go into effect on May 1st and end September 30th. **ABSOLUTELY NO OUTDOOR WATER USE EVERY DAY FOR ALL CUSTOMERS, BETWEEN THE HOURS OF 9:00 AM – 5:00 PM.**



GENERAL MAINTENANCE

Maintenance of the distribution system consists of approximately 53 miles of water main, 2,088 service connections, serving a population of approximately 6,500 residents, 386 hydrants, 5 pumping stations with treatment for corrosion control, 2 storage tanks, a Booster Station and an office/garage.

- Water main flushing was conducted in the spring and in the fall to maintain and improve water quality. Flushing mains is done by a process called uni-directional flushing. Uni-directional flushing is done by starting at our storage tanks and isolating sections of main by shutting off designated valves then using one or more hydrants that section is flushed at a rate that creates a “scouring” effect to clean the inner walls of the main. This process is repeated to the end of the system.
- As part of our ongoing Cross Connection Control Program, annual and semi-annual testing was performed on all commercial, industrial, and municipal backflow prevention devices. These devices are designed to prevent any non-potable substance from contacting and contaminating the public water supply. Regular testing and proper maintenance of these devices is essential in protecting public health.
- 5 new water services were installed Leaks were repaired as found, hydrants were repaired and replaced as needed. Meter valves and meters were replaced as needed.
- As a member of Dig Safe, we are electronically notified prior to any excavation performed within the distribution system. This allows Water Department personnel to locate and mark

all water lines in the area of excavation before work begins, preventing any damage to the system.

- We constantly monitor the protection area around our sources to prevent contamination of the groundwater that influences our wells.
- Personnel repainted all town hydrants. Why different color tops? The colors come from the NFPA (National Fire Protection Association) codes.

Blue Tops	above average
Green tops	Average
Orange Tops	below average
Red top	not good for fire fighting
All Black	out of service or not to be used.

WATER QUALITY

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



EDUCATION

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

DID YOU KNOW?

- The total cost to operate your Water Department comes strictly from “water receipts” (customers paying their bills). No amount of property tax revenue is used to operate the Water Department.
- Your water bill covers costs such as but, not limited to, operation and maintenance of equipment to pump water from the groundwater source to your tap, labor costs, the maintenance of 52 miles of water mains and 386 hydrants, constant water quality monitoring and testing for over 100 contaminants to assure the water is safe for consumption and, that a licensed professional is on call 24/7, 365 days/year to respond to any emergency.

CONCLUSION

- The Board of Water Commissioners would like to take this opportunity to recognize and thank the employees of the Water Department: David Vigeant-Water Superintendent, Brenda Boudreau, Jessica Worthley, Kevin Keefe, Ryan LaPierre, Alec Gaetz, Mark Mullins and Brian Funaiole for their hard work and dedication. It takes a combined effort to continue to provide a quality of service that our customers deserve and to maintain and provide safe, high quality drinking water to the residents and businesses of Townsend.
- Maintenance and operating reports of the Water Department are available at the office at 540 Main Street, West Townsend. The office is open Monday through Friday from 9:00 a.m. to 3:00 p.m., and the hours of operation are from 7:00 a.m. to 3:30 p.m., Monday through Friday. The Board of Water Commissioners meets the second Monday of each month at 7:00 p.m. Please feel free to attend and participate in these meetings.

Respectfully Submitted By:

BOARD OF WATER COMMISSIONERS

Townsend Water Department Vacant
Clerk

Nathan Mattila
Vice Chairman

Todd Melanson
Chairman

CEMETERY & PARKS DEPARTMENT

In Memoriam

The Cemetery and Parks Department would like to start this annual report by recognizing and honoring our friend and colleague, Albert “Tubby” Boucher, one of our longest serving commissioners, who sadly passed away this past year. Tubby served on the Cemetery and Parks Commission for over 40 years. We are grateful for all the time, help and counsel Tubby provided to the department and the town over the years. Tubby, you will be greatly missed by all, especially the staff and commissioners of the Cemetery and Parks Department.

Introduction

2023 was an interesting and fruitful year. Although no new grants were filed, existing Grants and continued collaboration with other departments allowed us to tie up some tasks in the town, like the Bandstand. We also had the privilege of helping form a new Playground Committee and started work on a new cremation park.

Grants

The Department fully utilized a \$50,000 Grant for the restoration of the Town Common Bandstand. Renovations were completed in time for the first band concert of 2023. New benches and picnic tables were installed on the town common, also using grant funds from 2022. New location signage was installed thanks to 2022 grant funds at the library, Jefts St. parking lot and head of the rail trail.

The department and commissioners would like to publicly thank all our vendors and the generous donations we received to complete our work on the gazebo.

The department and its commissioners would like to make the town aware that a newspaper article was drafted by the Cemetery and Parks Department and published by the Lowell Sun. The article thanked our contractors and donators for their support in completing the gazebo project.

Projects

During 2023, we saw the town turn over 18 acres of land on Highland St. (behind the old Lorden Oil building) designated for a cremation park. The Cemetery Department is going to make walking paths and install benches at the new cremation site. Currently, the road and turnaround have been cleared. This project will continue to be worked on over the next couple of years.

The Cemetery department continues work on the waterline at Hillside Cemetery. This project should be complete by Spring of 2024.

We also installed new steps and a flagpole at the recreation center.

Cemetery and Parks Maintenance

Maintenance of our regular properties (cemetery, parks, and town) continued and kept us busier than ever.

Misc. Reports

We have a new Playground Committee who were appointed by the town Selectman in collaboration with the cemetery and park commissioners. The Playground Committee is working very hard to get funds for handicap-accessible equipment at the playground.

The Playground Committee's first step for 2023 in raising money for the playground was the band concert, and the second step was hosting a fair in the fall on the common with vendors and food trucks. We wish the Playground Committee the best of luck in their future endeavors.

The Cemetery and Parks department would like to say we always enjoy working with organizations in the town who host and contribute to these kinds of events.

The Cemetery and Parks department would also like to say that we enjoy our continued working relationship with the other departments in Town. A big thank you to the Highway Department for your continued collaboration with us.

Thank You

The department and commissioners would like to give a special thank you to Robert Therrien. Robert spearheaded the engineering portion of the project. He spent much of his personal time working on drafting architectural blueprints for the gazebo. Again, thank you, Robert; without your efforts we wouldn't have been so successful with the restoration.

The department and commissioners would like to thank the Town of Townsend Selectman for cooking on behalf of the Playground Committee, at one of our band concerts, to raise funds for the playground.

The department and commissioners would like to thank the Townsend Businessmen's Association and TEO for their continued efforts in decorating the common for the holiday season.

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

Respectfully submitted:

John Barrett

Brian Sanford



Raymond Boyce

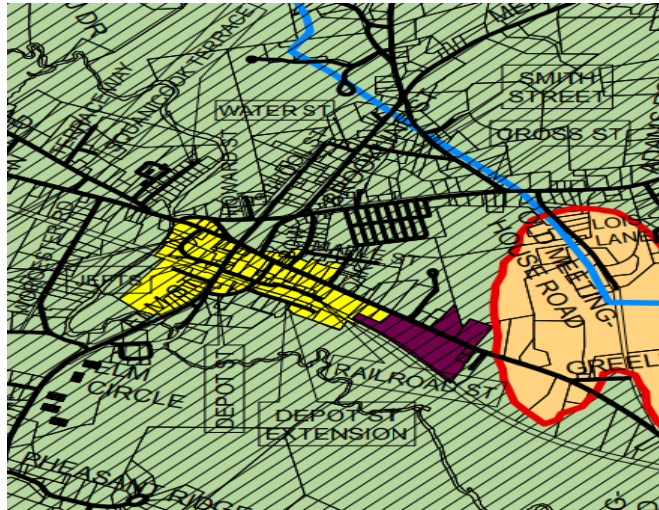
Albert "Tubby" Boucher

John Barrett



*Cemetery & Parks ongoing cremation park project
Before (top left), During (top right), Current (bottom)*

PLANNING BOARD



Townsend Planning Board Annual Report 2023

Chairman: Laura E Shifrin

Vice Chair: Carol Hoffses

Clerk: Andrew Shepherd

General Member: Robert Therrien

General Member: Tony Lopez

Associate Member: Michael Virostko

The Planning Board's responsibilities include the review and approval of Subdivisions and Site Plan land development projects requiring Special Permits; Approval Not Required (ANR) Plans for subdividing lots, applications submitted under the Scenic Roads Act and the Stormwater Management Bylaw. The board holds public hearings for new zoning bylaw proposals, zoning bylaw amendments and changes to Planning Board rules and regulations. The Planning Board is also the Stormwater Authority to oversee the Stormwater Management Bylaw which includes monitoring of existing permits and reviewing new Stormwater Permit applications. The Board, working in conjunction with all departments of Town government oversees the maintenance and implementation of Townsend's Master Plan Update, the Municipal Vulnerability Preparedness & Hazard Mitigation Plan, and transportation planning reports on an annual basis, making changes as needed.

The Board did make changes in organization this year. Laura Shifrin continues her leadership as Planning Board Chair and is also Chair of the Montachusett Regional Planning Commission Executive Committee, Vice Chair of the Townsend Housing Authority, Vice Chair of the Town's Assessors Board and Chair of the Town Properties Committee.

New Planning Board member, Andrew Shepherd serves as the Clerk and also serves the Town on the Fire-EMS Department; continuing member Carol Hoffses is Vice Chair, Chair of the Open

Space and Recreation Committee, and is the Safe Routes to School liaison. In addition to dedicated service on the Planning Board continuing member Robert Therrien is also the Vice Chair of the recently convened Bylaw Review Committee. Michael Virostko serves as an associate member of the Board and also serves the Town on the Fire-EMS Department while Tony Lopez, a member, assisted the Board by filling a vacancy for a brief period. The Board is fortunate to have Selectmen, Charles Sexton-Diranian to support the Planning Board as the Board of Selectmen liaison. The Board is grateful for the hard work, commitment, and dedication of these individuals.

Beth Faxon continues to provide support as the Planning Board Administrative Assistant by managing agenda business and serving as liaison to the public, applicants, their attorneys and representatives, engineering firms, developers, stormwater consultants, & Town Counsel. She continued in the role of Planning Board Representative to the Montachusett Joint Transportation Committee (MJTC) to fill a void that current members cannot fill. Beth's dedication and knowledge has again proven a great asset to the Town in providing the Planning Board with outstanding support. Beth's attention to detail and ability to work with the public and other entities effectively provided the Planning Board with confidence that all matters before the Board are handled professionally and efficiently. The role that Beth performs is far reaching and having a new Land Use Coordinator this year made things a lot easier. Dynamic and effective changes were made in the Land Use Department as we welcomed new expert staff to work more efficiently on all land use permitting projects. Her flexibility, knowledge, and ability to shift gears between administering both the Zoning Board of Appeals and Planning Boards was instrumental in allowing both to remain up to date in its board business.

The Board held hybrid meetings twice a month during 2023. In support of the welcomed return to normalcy and the changing circumstances presented to the Board with the pandemic and changes in town policy, the Board was able to efficiently conduct business in 26 full, in person and televised Board meetings. The Board would like to thank Townsend Community Access Media employees David Funaiolo and Hartley Pleshaw for hosting each Board meeting with a high level of security and efficiency. Planning Board meeting recordings are uploaded to the Townsend YouTube channel after each meeting for the public to review. All Planning Board business is currently up-to-date and any in-process items for 2023 have been completed and decisions and Approval Not Required (ANR) plan endorsements have been issued and signed by the full board when necessary.

There were several permitting applications brought before the Planning Board during the year. The board in its role as Stormwater Authority for major stormwater management permits, monitored ongoing conditions of Stormwater Management permits for projects at 22 West Meadow Road solar installation, 3 Wheeler Road earth excavation, and North End Road Campbell Farm OSPD residential. Three new stormwater management permits were issued, one for a new PFAS Water Treatment Plant overseen by Townsend Water Department, another for a resurfacing project at 5 Turnpike Road and, finally, a residential development project at 66 Bayberry Hill Rd. Two Site Plan Review/Special Permits were approved and issued for a veterinary hospital facility at 22 Main Street and an age restricted residential development at 94 Fitchburg Road. The Board approved a project retroactively under the Scenic Roads act on West Meadow Road and approved a road acceptance plan for Harbor Trace Road, and Cooperage Road. The Board endorsed four Approval Not Required (ANR) Plans.

The Planning Board continued review and revision of Chapter 175 Planning Board rules and regulations throughout 2023 in meeting worksession. Where applicable, the Planning Board

application fees were prepared for removal from the text of the Bylaws and regulations and tabulated in a Planning Board fee schedule which will be added as an Appendix to the Code of the Town of Townsend. The Board made steady progress in their work to update, clarify, and increase efficiency for public use.

The Board has also been supportive of Town staff and Montachusett Regional Planning Commission (MRPC) representatives to work with residents and other boards for the preparation and implementation of the MBTA Communities Zoning Act mandate. Adoption of a zoning overlay district and zoning bylaw language is anticipated to happen in late 2024.

The Planning Board continues to work closely with Town counsel, the Building Department, Zoning Board of Appeals, Board of Health, Highway Department, Conservation Commission, Historic District Commission, Board of Assessors, Townsend Housing Authority, Town Clerk, and public safety officials to gather perspective and comment on applications under review and gather input to develop and amend bylaws. We are dedicated to a collaborative effort with all town efforts and strive for a better community through planning and implementation.

Respectfully submitted,
Planning Board Members

CONSERVATION COMMISSION

The role of the Conservation Commission is to enforce the Wetlands Protection Act, the Townsend Wetlands Bylaw, and the Squannacook & Nissitissit Act. The Commission works diligently to preserve Townsend's wetlands and ensure that its natural resources are protected. However, the Commission also balances this with an understanding that applicants can have legitimate reasons for needing to conduct work in these wetlands. Commissioners use fair and impartial judgement to come to their determinations, by assessing proposed impact to the wetlands against the significance of the project. The Commission strives to work as efficiently and effectively as possible, so that the permitting process is not a deterrent to those seeking guidance.

In 2023 we accepted a resignation from Joan Savoy, Linda Mack, and Colby Streeter, and Anne LeCuyer's term ended without reappointment. Matt Matos had to resign as Conservation Agent in September 2023. The commission is grateful for their many hours of service to the community and wishes them all the best in their future endeavors. The board would also like to welcome the new Conservation Agent, Autumn Buck, as of December 2023.

It has been a busy year for the Commission, who has met 22 times. They have approved 6 NOIs, 11 RDAs, 8 COCs, 1 OOC extension, and issued multiple enforcement orders and violation inquiries. This is in addition to approving numerous building permits and septic designs. Currently, the board manages and protects 24 different parcels of Conservation-owned land, approximately 450 acres. The board is working on finalizing an official map and inventory of these properties.

Several projects were started this year. Conservation staff visited many of the Commission's properties to ensure that they are being kept in accordance with town regulations. The Commission is working towards securing community grants for the upcoming year that would help to improve trails and signage on conservation land. Educating the public remains a priority of the Commission yet a challenge, who continue to create new educational materials and consistently improve and update their website. Work is also being done on the Townsend Wetland regulations, so that the rules are clearer and more easily understood.

The Commission currently consists of Chair James Gates, James Deroian, Kevin Smith, and Patricia Jemiolo. Townsend is fortunate to have members who have shown such extraordinary dedication to the town and its resources by volunteering their spare time on meetings, site visits, trainings, and miscellaneous clerical work. There are currently three open spots on the board, the Commission urges those with knowledge and experience with environmental issues to apply. Your application will be kept on file until there is an open spot and you could help to play a critical role in protecting Townsend and its resources for future generations.

The Conservation Commission currently meets on the 2nd and 4th Wednesday of every month at 7:00pm in the BOS chambers and over Zoom. The public is always invited to attend. The BOS chambers and the Land Use office, where you can find Conservation staff, are both located on the second floor of Town Hall, 272 Main Street. Conservation office hours are currently Monday-Thursday 9a-4p. You can also reach us over the phone (978-597-1700, extension 1733) or by email (conservation@townsendma.gov). Please visit our page on the town website for more information.

Respectfully submitted by,

The Conservation Commission

ZONING BOARD OF APPEALS

The Zoning Board of Appeals meets as needed on Wednesday nights for public hearings on applications for Variances from the Townsend Zoning Bylaws, special permits for various uses, Comprehensive Permits pursuant to M.G.L. Chapter 40 B, and appeals of decisions made by the Building Commissioner, who is also the Zoning Enforcement Officer. The Zoning Bylaws and application forms can be found on the Town's website, www.townsendma.gov, under the Zoning Board of Appeals in the Boards & Committees drop down menu. Agendas are posted on the Bulletin Board outside Town Hall, and on the Main Town Calendar found on the Town website. Meetings are open to the public, and all are welcome to attend.

Seated members in continuing dedicated service include William Cadogan (Chair), Darlene Sodano (Vice-Chair), Victoria Janicki (Clerk), John Page, general member, and Anthony Barbati, associate member. The Board is accepting applications to fill two associate member vacancies. The Board thanks resigned members David Chenelle and David Funaiolo for their years of dedication, sharing their expertise and their willingness to serve their Town for many years.

Beth Faxon continues to provide support as the Zoning Board of Appeals Administrative Assistant by managing agenda business and serving as liaison to the public, applicants, their attorneys and representatives, engineering firms, developers, contractors, and Town Counsel. Beth performs research on land use issues, in response to phone calls and visitors' inquiries, often in conjunction with other Department staff, while also functioning in her role as Planning Board Administrative Assistant. Beth's dedication and knowledge is a proven asset to the Town in providing the Zoning Board of Appeals with essential support. Her attention to detail and ability to work with the public and other entities effectively provides the Zoning Board of Appeals with confidence that all matters before the Board are handled professionally and efficiently.

Administrative Appeal, Variance and Special Permit Public Hearings were held to review applications and plans for 7 applications/ petitions, 5 were for special permits or renewal of special permits, one for informal pre-filing project review and one for an Administrative Appeal. The State of Emergency emplaced for COVID19 pandemic was lifted a few years ago, but variants continue to emerge. With the option to continue remote public meetings granted by the State, the Board conducted business in televised remote only format hosted by Townsend community access media (TCAM) throughout 2023. All Zoning Board of Appeals business is currently up-to-date and any in-process items for 2023 have been completed and decisions have been drafted, approved, and signed by the full board when necessary.

As part of the special permit review process, the Board solicits input from town Boards and Departments and, in some cases, consults a peer review engineer, to achieve a coordinated, comprehensive review. In addition to the Board Members roles and responsibilities, Members contribute input and comment on Planning Board applications, zoning amendment proposals, and other Land Use programs and planning efforts upon request. Board members may also attend training sessions and professional development sessions to remain current on the changing State and municipal laws, rules, and regulations.

ZBA meetings are open to the public and interested parties are welcome to attend. Agendas are posted on the bulletin board outside Town Hall, 272 Main Street, Townsend, MA, and on the Townsend town website www.townsendma.gov.

Submitted by

William Cadogan

Chairman

BOARD OF HEALTH

The Board of Health consists of Christopher Nocella as Chairman, Gavin Byars as Vice-Chairman and James Le'Cuyer as Clerk.

Meetings are currently being held on the 2nd and 4th Mondays at 6:00pm. Agendas are always posted 48 hours in advance at the kiosk outside Town Hall and on the web site.

The Board was awarded their annual DEP grant for \$9,000.00. This is commonly used for educational outreach and disposal of wood and rigid plastic at the Recycling Center.

Did you know that mattress bags are available at the Board of Health office, Tax Collector and Town Clerk's office for \$5.00 each? Don't forget Tough Stuff Recycling will pick up your mattress at your residence for \$60. Information is available on our website. Overflow trash bags are also available in these locations as well as McNabb Pharmacy and Hannaford Supermarket in Townsend for \$3.50 each. Compost Bins are available for an unbelievable \$25 each and kitchen scrap buckets are only \$5.00 at the Recycling Center. We also have a sharps needle container at the Town Hall for \$5.00 disposal fee. Appointments are necessary.

For 2022 the town collected 745 tons of paper, glass, cans, and plastic and 2052 tons of trash which is 166 tons less of recycling and 321 less tons more trash than 2022. Our trash hauler G.W. Shaw & Son reports that residents continue to dispose of their metal in recycling at the curb. Although metal is recyclable, it is not curbside material and should be brought to the Recycling Center. Other items that contaminate your trash are plastic bags. Please bring those back to your local grocery store. Styrofoam and napkins are also not recyclable and belong in your trash. If your recycling is contaminated, it goes into your trash container.

2024 Holiday Schedule:

July 4th is Thursday. Thursday schedule will be Friday and Friday will be Saturday.

November 21st is a Thursday. Thursday schedule will be Friday and Friday will be Saturday.

December 25th is a Wednesday. Wednesday schedule will be Thursday; Thursday on Friday and Friday on Saturday.

Remember the trash and recycling schedule for Townsend is Tuesday – Friday.

Monday holidays do not affect your schedule!

Don't let the work you do separating your recycling go to waste, know what you can and can't recycle. A great list to help guide is: <https://www.recyclesmart.org>

The Recycling Center is open the 1st and 3rd Saturday from 7am-2pm. You may drop off furniture, recyclable mattresses/box springs, scrap metal, appliances, tires, batteries, computers, misc. electronics, T.V's, monitors, fluorescent bulbs, books, clothing, and clean wood. Some items have fees to cover off-site disposal costs at the Center and restrictions. These fees and the schedule are available at: <http://www.townsendma.gov/towngov/landuse/recycling/center.pdf>

The Recycling Center continues to see a large increase in the amount of recycling. Sean Pearson, Paul Walter, and Nik Vogel continue to serve as Attendants. Don't forget spring cleaning starts March 30th so the Center is open every Saturday to May 18, 2024.

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

The Board of Health reviewed and approved 7 new construction septic permits, 42 upgrades, 1 3-unit age-restricted condominium complex, a commercial turkey processing plant and a new town water treatment plant. For a more detailed listing of all the Board of Health regulates, please review the Nashoba Board of Health report.

A note of caution to all Real Estate Agents and homeowners, when or if you plan to sell your home, please be sure to get a Title V inspection. Title V reports are valid for 2 years from the report date. A Title V report can be extended for an additional 3rd year if you provide annual pumping receipts for each of the three years. Residents who have a private well, a water quality test plus radon and arsenic is necessary. Water quality tests are valid for 3 years. Do not let surprises ruin your sale or put off your closing date.

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

Respectfully submitted by,

Townsend Board of Health Members:

Christopher Nocella, Chairman

Gavin Byars, Vice-Chairman

James Le'Cuyer, Clerk

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the Town of Townsend and the Townsend Board of Health in meeting the challenges of environmental and public health needs in your community. The Nashoba Associated Boards of Health is a regional health district whose members, including the Town of Havard and the Townsend Board of Health, are members. The health District is governed by the elected Board of Health members from member communities and meet quarterly to conduct the District business.

- Our public health nursing staff returned to pre-pandemic activities while working with our Public Health Educator to provide public health education programs to our communities.
- It is with great sadness that we needed to close the Nashoba Nursing Service and Hospice, our VNA, primarily due to the difficulty obtaining and retaining nursing staff; the service ended in June.
- As a recipient of a Public Health Excellence Grant, we have brought on staff to increase our presence in food service establishments and provide improved communication, and public health education to the Nashoba District. We have been able to bring on another Health Agent to improve our service to the communities.

We look forward to continuing our work with **Townsend's Board of Health** to meet the public health, environmental and nursing needs of your community.

Environmental Health Department

The Nashoba Sanitarian serving your community is always available at our Ayer office and has regular hours in the Townsend Town Hall to serve Townsend residents and work with Town Hall staff.

Food Service Licensing and Inspections:

44

This office licenses, inspects, responds to complaints and conducts follow up on concerns in licensed operations. Some of the inspection done this year were in response to COVID complaints.

Recreational Permitting and Inspections:

2

This office licenses, inspects and responds to complaints regarding recreational camps for children, bathing beaching and public and semi-public pools. We sample water at bathing beaches weekly, providing the results to community partners, to ensure swimming only occurs at those public and semi-public beaches which meet State regulations.

This office inspects dwelling units for compliance with the State Sanitary Code upon compliant and prior to occupancy. We issue orders to take corrective actions, reinspect, and initiate legal action if necessary. Similarly, complaints from residents concerning unsanitary conditions or pollution are investigated.

Title 5 related work – On-site Sewage Disposal

We received 25 applications for soil testing (testing necessary for the design of a sewage disposal systems) and witnessed 113 tests performed (perc tests and soil evaluation holes).

We received 31 applications for sewage disposal systems and reviewed 91 plans for new and replacement systems.

Our office prepared 31 sewage disposal system permits for the Board's review and approval: 8 for new construction and 23 for the replacement of failed systems.

We conducted 129 inspections during the construction of sewage disposal systems.

We reviewed 46 Title 5 inspection reports and we were available to provide consultation to your residents on matters relating to sewage disposal systems.

Private Well related services

Private wells are regulated by local regulation and we issued 7 well permits for new and replacement private water supply wells.

We reviewed water quality and quantity reports and interpreted the results for your residents.

Rabies Clinics

Clinics were held in a handful of communities in cooperation with local veterinarians; clinics were open to the residents of all member communities.

Nashoba Nursing Service & Hospice

It was with great sadness that we closed the Nashoba Nursing Service and Hospice at the end of June 2023, what follows is a record of the activities in your community performed by the Nashoba Nursing Service and Hospice through the end of June.

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

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

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

Nursing Visits: 495

Home Health Aide Visits: 35

Rehabilitative Therapy Visits: 403

Community Health Nursing

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

The Nashoba nursing team reviewed, investigated and reported on all mandated communicable and infectious diseases (including COVID-19) while working closely with the Massachusetts Department of Public Health's (MDPH) epidemiology team. Though this daily reporting and investigation work is not always visible, it is vital to protect the public from the spread of disease and includes:

- Working with MDPH and local boards of health to identify and manage clusters of disease/exposures in the District.
- Working with school nurses and childcare providers in the District to provide information, offer advice and support.
- Working with the Health Agents in our member communities to assist individuals in unsafe living situations, our goal is to improve their living conditions.

Communicable Disease Number of Cases investigated:

Anaplasmosis	1
Babesiosis	2
Campylobacter	1
Enterovirus	1
Giardia	1
Hepatitis C	1
Influenza	27
Salmonella	1
SARS-CoV-2 (COVID-19)	118

The Nashoba nursing staff provided monitoring and guidance to **167** travelers and residents throughout the District testing positive for TB infection (not contagious) this calendar year, and have also been managing **3** active TB cases in the District since Spring/Summer 2023 (monitoring continues to date). The towns in the Nashoba District fall into a **LOW RISK TB** category (as defined by MDPH).

In addition to the mandated disease surveillance and reporting, our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, dog bites etc.) in a variety of ways including:

- Monthly well adult clinics have been & continue to be offered throughout the District. Nashoba nursing staff conducted **134** total clinics this year, including **11** clinics in Townsend. Clinics provide the opportunity for residents to meet with the nurse for blood pressure checks, blood sugar screening, general health counselling, resource information and referrals as needed. District wide flu clinics are held in the fall.

- Nashoba conducted seasonal flu clinics in each community to make vaccinations available to everyone, including homebound residents. We administered **1564** flu shots to community members, including **61** Townsend residents.
- The nurses are available for & have made home visits to make general assessments, assist with coordinating care and services, provide support/teaching and make referrals to other local community resources. We made **15** home visits.
- Nashoba has offered community outreach and educational programs covering topics such as disease prevention, chronic disease management, emergency preparedness, mental health awareness, and overall wellness. We provided the following program: Children’s Story Hour at the Library and the Nashoba staff provided Grief Support groups after the closing of Nashoba Nursing Service and Hospice.
- Nashoba staff attend and regularly participate in collaborative meetings, trainings, and conferences to keep current with the latest developments in local public health.
- Nashoba staff facilitated several meetings with key stakeholder groups to promote partnership, encourage strong regional communication, and foster working relationships. This has helped to identify common goals and guide future public health initiatives and outreach.

Community Health- Communications and Public Health Education Summary 2023

The Public Health Educator/Communications Specialist (PHE/CS) role has evolved since its inception in Sept 2021 to best support the needs of the District and the work of the Nashoba Associated Boards of Health’s (NABH) Public Health Nursing and Environmental Health departments. In the past year, the PHE/CS has been communicating timely and relevant public health information to towns and stakeholders, providing educational opportunities across the District with a social determinants of health (SDOH) lens, advocating for improved resource access and health equity in the region, and partnering with a variety of community-based organizations. This work has included:

- Developing educational programs and presentations both independently and collaboratively with the PH nursing team- Public Health 101, Brain Health & Stroke Prevention, etc.
- Serving an overseeing administrative role during annual flu clinics.
- Providing education and advocacy related to treatment and de-stigmatization of substance use disorder, mental health.
- Providing public and written testimony to advocate for public health-related resources in the region.
- Maintaining up-to-date distribution lists, communicating within the district via channels such as quarterly newsletters, regular email updates, etc. pertaining to public health news, information and events such as flu and rabies clinics. Continuing to identify ways to diversify communication methods to reach as many community members as possible.
- Building and maintaining relationships with a broad range of stakeholders through meetings and attending community events to represent NABH.
- Serving as a resource for community members with public health related questions across a broad range of topics.

- Attending trainings with an emphasis on health equity and public health service regionalization. MDPH has prioritized these areas because research has shown they have the biggest impact on health outcomes for the broadest range of people.
- Attended “Grantmakers” training and oriented to grant application process.
- Became certified in Mental Health First Aid for Adults.
- PHE/CS has utilized an SDOH lens to identify health inequities that most impact the NABH region to focus efforts and collaborate with community partners to lessen these gaps.
- Developing educational and communications materials for district and individual towns by request including print, electronic, presentation, and TV/news media materials.
- Maintaining and improving NABH website to keep info relevant and accessible.
- Maintaining and expanding upon a robust, in-depth Resources page on the website.
- Organizing events to facilitate the exchange of information such as networking events for Council on Aging and Outreach Workers and local Boards of Health and learning events including a district-wide Mental Health Learning Collaborative.
- Maintaining agency social media to reach people in district with current, relevant and seasonal public health information.

BUILDING DEPARTMENT

As we review 2023, I would like to thank all our current inspectors for their service and dedication to the Town of Townsend. We are very fortunate to have inspectors, Dan Cushion, Wiring Inspector, Richie Kapenas, Plumbing and Gas Inspector, Eric Aaltonen, Sealer of Weights and Measures, Roland Bernier Alternate Building Inspector. We welcome Dana Barnes as our Interim Building Commissioner. Dana brings with him a wealth of knowledge; I am thankful for his service and experience.

We are transitioning to online permitting. Permits may be filed online at www.townsendma.gov, if you have projects or repairs planned, or have any questions please contact the Building Department. We will be pleased to assist you with your permit application and inspection process.

The Building Department interprets and enforces the Building Codes. The Department works with the Conservation, Planning, Zoning, Historic District Commission, Board of Health, and other boards to facilitate well planned projects. Submittal of an application and building plans for review and approval provide the Commissioner an opportunity to check Zoning and Building Code compliance. **An *approved* building permit is required *before* the start of any project.** Multiple inspections are required for most projects. ***All work is subject to inspection.***

The following is a summary of the Building Department permitting activities for 2023.

Respectfully submitted,

Janet Leavitt, Building Department Assistant

Total Building and Occupancy Permits Issued:

Collected for 2023	Permits Issued	Fees Collected
Building Permits	455	\$110,872.10
Sheet Metal/HVAC	26	\$1,510.00
Collected for the Plumbing Inspector	131	\$10573.00
Collected for the Gas Inspector	155	\$9293.00
Collected for the Wiring Inspector	361	\$39620.00
Sealer of Weights & Measures		\$11420
Occupancy Permits	262	\$00
Total fees for Building Department:	1390	\$183,288.10

PLUMBING INSPECTOR

I hereby submit my annual report for the year ending December 31, 2023. There were 131 plumbing permits processed. Permits were issued for new homes, renovations, and commercial buildings.

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

Permits obtained by a licensed plumber are *required* for installation of *any* domestic water connection, including back flow preventers, septic tanks, and lawn sprinklers. A Massachusetts licensed plumber must perform all plumbing work. All work is subject to inspection. Plumbers must call for inspection of their work! Permit applications are available at the Building Department or on the Town's website.

Permits issued: 131 Fees Received: \$10573.00

Respectfully submitted,

Richard Kapenas
Plumbing Inspector

GAS INSPECTOR

I hereby submit my annual report for the year ending December 31, 2023. There were 155 gas permits issued for various projects including new homes.

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

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

The purchase and installation of a Carbon Monoxide Detector and the regular maintenance of your heating system by a licensed professional is key to help ensure the safety of your home.

Permits issued: 155 Fees Received: \$9293.00

Respectfully submitted,

Richard Kapenas
Gas Inspector

INSPECTOR OF WIRES

I hereby submit my annual report for the year ending December 31, 2023. Our department processed a total of 376 electrical wiring permit applications.

All electrical work done must be in accordance with Massachusetts Electrical Code to ensure public safety. A Massachusetts licensed electrician must do the electrical work. Inspections are done on Mondays and Wednesdays after 3P.M. Please be sure to call your inspections in! Contact the Wiring Inspector by leaving a message at (978)597-1700 x1727.

Permits applications are available in the Building Department, Townsend Memorial Hall or on the Town's website. Permits may be filed electronically through our website www.townsendma.gov or returned via mail, dropped in the drop box or in person.

Permits issued: 361 Fees Collected: \$39620.00

Respectfully submitted,

Dan Cushion
Inspector of Wires

SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures evaluates and enforces standards for the weighing and measuring devices used in the sale of fuel, food, and other goods in accordance with Massachusetts Law.

Anyone requiring a new or replacement scale or pump must have them officially checked and sealed before they are used. Appointments are available by calling my direct line (978)597-8855 or the Building Department at (978) 597-1709. Inspection is necessary to ensure accurate measurement for consumers.

Eight inspections for accuracy were performed during 2023.

Items inspected: Scales and Gas Pumps Fees received: \$1420.00

Respectfully submitted,

Eric Aaltonen
Sealer of Weights and Measures

TOWNSEND PUBLIC LIBRARY

OUR MISSION

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

Library Statistics (January 1, 2023 – December 31, 2023)

*Statistics supplied by C/W Mars, Overdrive, and Tix Keeper

117,413 physical items were checked out in 2023.

14,667 ebooks/audio books were borrowed from Overdrive (Libby).

Holdings: 72,392 items available for check-out.

\$1,510,346.64 is the total value of the library's collection.

There were 838 Museum passes requested.

Library News

The state financial report and the state ARIS (Annual Report Information Survey) report were both completed and sent to the Massachusetts Board of Library Commissioners. We met all of our requirements to remain certified for FY24.

The library Trustees and staff worked together to create a long range strategic plan. We polled library patrons and staff to see what library services they would like to see in the future. We spent time creating a plan that will enable us to apply for grants and to have goals to work towards as we serve the people of Townsend. The plan was completed and submitted to the town in January of 2024.

In Spring of 2023 the library transitioned IT services to CWMARS Desktop Support. This saved the town time and money and created better service to our patrons. We also added 11 more Hotspots for checkout. We now have 21 for patron and staff use.

This year we added a very popular program for families; the Puzzle Race. 10 Teams of (up to) 4 people compete to finish a 500 piece puzzle in less than an hour. Every month, this program fills up.

Additionally, we have added a popular puzzle table where patrons can come in and work on puzzles. The patrons completed over 35 puzzles in 2023!

Staffing:

In February 2023, Jessica Brothers received a grant from MLS (The Massachusetts Library System) to take a course in sign language.

In March of 2023, Madison Lessard was hired as a Library Technician. She works evenings and weekends at the main circulation desk.

In July, our Children's Librarian, Molly Benevides took on a new role as Assistant Director. In November 2023, Jeanne Urda left the library staff to pursue a new position as the program coordinator at the Townsend Senior Center.

TPL Endowment

In July 2023, the TPL Endowment granted \$39,000 for the 2023/2024 grant cycle. This money brought us new collections including additions to our "Library of Things" collections. We added a pressure washer, ukuleles, home improvement tools, a variety of outdoor games and so much more!! They continue to support our Summer and Winter Reading programs, museum passes, databases, technology, programming and collections.

Friends of the Library

In 2023 Leslie Rauhala joined the Friends group as President. The Vice President is Karen Clement, the Secretary is Ann Donovan, and the Treasurer is Chris Boisse. They are a very active group. They run many fundraisers to support the library.

In the spring, the group made over \$3,500 at the Mother's Day Weekend Plant Sale.

The Friends were also able to hold two book sales run by Nancy French and a few other volunteers. They made over \$3,500 total.

In September, the Friends held the annual Truck-a-palooza event and had over 650 visitors and brought in \$1,609.55 from crafters/vendors and toy sale. Townsend Highway, Police, Fire, and Parks & Cemeteries, as well as the Massachusetts State Police and other state agencies participated to show off their vehicles.

For the second year in a row, the annual Haunted Trail had over 1,000 people in attendance and made an astounding \$11,433 (split with the Townsend VFW-Auxiliary). This year they added spooky vendors, performances and multiple food trucks.

The 2023 Holiday Fair made over \$8,000. The fair featured crafters, Santa, a children's only shopping area, a cookie sale, and more!

Winter/Spring Events

Our eighth annual winter reading program "Time to Read" offered our patrons chances to complete reading challenges and activities for chances to win prizes. Nearly 500 winter reading challenge packets were given out to children, teens, and adults.

In the Spring, we hosted gardening and craft programs. We also hatched baby chicks and watched caterpillars grow into butterflies.

Summer

The 2023 Summer Reading theme was “Find Your Voice”. Over 700 people of all ages participated in reading challenges.

During the summer, we offered over 125 programs for children, teens, and adults. Total attendance for all summer events was 2883 people.

We hosted a "Young Authors Workshop Series" Children wrote and illustrated books that we added to our permanent library collection.

Fall/Winter Events

In the fall, we hosted our popular Halloween Boo trick-or-treating at the library and Senior Center, and had our third annual outdoor pumpkin carving party.

Winter 2023 featured our famous Festival of Trees. The Festival featured over 70 trees beautifully decorated by patrons and community groups to compliment favorite books.

The TPL staff are grateful to all the volunteers who lend their time and creativity to all of our events.

We are grateful for our volunteers who shelve books and help with program prep.

We are grateful to all of the committee members who volunteer time and energy to the TPL Endowment and the Friends of the Library.

We are thankful for the time and energy that our library trustees devote to making TPL an amazing place to be.

We have a hard working, fun library staff. They are the heart of the organization and they have gone above and beyond to make our library all it can be.

Library Trustees

Library Trustees: (January 2023 – April 2023)

Valerie Goodrich - Chairperson

Aaron Corn - Vice Chairperson

Judith Mairder - Secretary

Susan McNally

Emily Holmes

Library Trustees: (April 2023 – December 2023)

Valerie Goodrich - Co-Chairperson

Emily Holmes - Co-Chairperson

Judith Marder - Secretary

Nicole Laviolette

Salina Thomas

2023 Library Staff

Stacy Schuttler - Director

Molly Benevides - Assistant Director

Catherine Hill - Senior Library Technician

Bradley Sherwood - Youth Services Librarian

Karen Savage - Children's Room Senior Library Technician

Jessica Brothers - Children's Room Senior Library Technician

Laureen Cutrona - Library Technician

Jeanne Urda - Library Technician

Lori Stevenson - Library Technician

Madison Lessard - Library Technician

Haley Quinn - Library Technician

Meg Genoter - Per-Diem Library Technician



RECREATION DEPARTMENT

Calendar Year 2023

Townsend Recreation has had a very busy year with new collaborations and fantastic opportunities to share our programming with the community.

The Recreation Commission has done a fantastic job this year of supporting Townsend Recreation. Many thanks to Rachel Palmer, Liz Sears, Matt Evans and Beth Serene, our Commission members. They deserve a heart-felt thanks for the time, attention, and commitment they have put in through this year.

2022 ended with the first solid year of consistency out of COVID. With us looking to our future for potential opportunities, alongside the challenges, for a greater impact on our community we steadily worked to implement some of our goals towards a greater, further reaching recreation department. As we moved into 2023, we kept our focus on building a strong foundation to continue providing the town with recreation, inspiration and education courses, programs and events.

Our Reckids AM & PM school year programs continue to be a community favorite, alongside our “regulars” we brought new kiddos and families into the Rec fold with 23 kids participating. Our February and April Break Full Day programs were 2 weeks of fun and excited kids this year and although we dropped participants from last year, feedback was that many of our usual families were FINALLY taking vacations. We saw this in the numbers for all of our Vacation programs. We are so grateful to the staff at St. John’s Catholic Church for allowing us the use of their Hall. As we anticipate regrowing our numbers and expansion of programming, space continues to be a huge challenge for us. Sadly, we have to really limit what we can offer and convenience for our community due to our lack of a Community Recreation Center sized appropriately.

Rec started the year out with our Ski Club in January, utilizing the new format separate from the schools, instead welcoming all families with children 3rd grade and older. What a huge success with 62 participants! It’s great to see so many families enjoying being outside and enjoying themselves during these cold months! A huge thank you to Rachel Palmer, Rec Commissioner and our parent volunteers for doing such a great job with organizing and caring for the Ski Club.

We sprung into spring with our 3rd annual Egg Your Yard event. Staff and High School group volunteers bring candy and toy filled eggs to registrants homes and hide them in the yard. A true egg hunt experience for the families! This year made as big an impact on our communities as our first year. All told our “Easter Bunnies” hid well over 1000 eggs!

ARPA funding, building our Healthy Youth Environments initiative, contributed hugely to our programs and events this year. We held a SafeSitter Babysitting classes. We also had a “Carnival” at Summer Rec, had a Trick BMX and Motivational Program come in for community open show and talk. We hosted 2 Water Play open houses on the Townsend Common featuring Water games and inflatables. We hosted a Youth & Families event in the Great Hall featuring everything from Eating the Rainbow to Girl Scouts and TAYSA.

In partnership with Successfully Social New England, “Minds over Matter” Social Group was ongoing through the beginning of the year. Free to children 5-7th grade this group was created to provide a safe environment and supportive group of peers to learn interaction and self-awareness tools as well as practice social behaviors to ease anxiety as they adjust to a post- Covid world. This group is ongoing and holds a 4-6 week session per season.

2023 was a smaller Summer Rec program than we’ve seen for a while. With the advent of a program in Pepperell with a permanent building and external resources we can’t accommodate, we saw a loss in some participants. We also received feedback again of delayed vacations being taken and youth camps reopening for full programs after Covid. While it was the usual challenge to secure space, Summer Recreation was held at Spaulding Memorial School for 5 weeks with a move to HBMS for the final week. Utilizing the gym, cafeteria and a classroom at Spaulding and the gym at HBMS we provided an incredible summer of arts, crafts, fitness, games and fun experiences for everyone. Our Tennis/ Pickleball clinic, taught by Greg Reardon under Planet Tennis US, was held the 1st week of August with 11 kids participating.

Townsend Recreation continued to work in collaboration with town & private entities to finish up the projects from a \$185k grant, secured in 2021, from the MA Winter Shared Streets and Spaces Group. This project moved us closer to our goal of greater outdoor recreation facilitation and movement for the community. By providing wayfinding signage, bike lanes, repair stations and racks, improved crosswalks and traffic slow down features we all get one step closer to a more walkable, bikeable community with a more visible outdoor recreation presence. Additional path length was also added to the Squannacook River Rail trail through Squannacook Greenways Committee. This again underscores the overall town vision for health and wellness being a priority and provides additional resources for a run & cycling clubs.

The Recreation Director served as Vice Chair for the Open Space and Recreation Committee in creating a new plan for the town. The completion and adoption of this plan opens up state funding for projects concerned with our town open spaces and recreation growth. This is VERY exciting as Rec is highly focused on procuring a Recreation/Community Center and building outdoor activity programs to benefit our community and fiscal growth.

As we moved into 2024, we strive to continue programming for our communities’ adults and children focusing on value added subjects and an end goal of expanding outdoor recreation use. We are always working on our outreach and impact in the community and looking for new ways to engage. We will continue to plan and solicit ideas and feedback from the community and municipality for ideas for quality classes, events and programs. Thank you all for your support and encouragement!

WEST TOWNSEND READING ROOM



In 1937 Martha E. Homer bequeathed to the Town of Townsend the property currently known as the West Townsend Reading Room.

The West Townsend Reading Room is located 264 Dudley Road Townsend, MA and is available to Townsend residents and groups to rent.

This charming and modest property can accommodate a capacity of up to 37. Houses a full kitchen and rest room facilities. Freshly painted, hardwood floors, period style décor, tables and chairs are available.

Many have enjoyed the ability to host events here. Birthday parties, information training, family gatherings and Worship groups are just some of the uses this year.

We would like to thank board members Lois Rearick, Eduardo Lopes, Darlene Hetherman and our Facilities Department for the support in keeping the West Townsend Reading Room maintained and available to Townsend.

TOWNSEND MEETING HALL GALLERY COMMITTEE

The TMH Gallery Committee consists of five members, with staggered 1, 2, & 3 year appointments made by the Townsend Board of Selectman. Duties include organizing, managing, and presenting art shows and silent auctions. As a small committee we work closely with each other and divide up the work load.

We have been enjoying a variety of exhibits recently including a quilt show, fiber art exhibit, and modern art show. We continue to be amazed by the quality of creativity we have in our community.

Local artists are always welcome to apply for gallery exhibit space in either the Corridor Gallery or the Main Gallery, or both. The Gallery Policy and Application may be found on the Townsend Public Library's website, townsendlibrary.org, under "Our Building & Art Gallery".

Current members:

Kimberly King, Chairman
Diane Blankenberg, Secretary
Rachel King, Treasurer
Cheryl Aldrich
Lorraine Farmer

Address:
12 Dudley Rd.
Townsend, MA 01469

Email: Meetinghallgallery@gmail.com

TREE WARDEN

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

I conduct regular surveys identifying trees that “obstruct, endanger, hinder or incommode” persons traveling upon our roads. I then prioritize the tree’s condition and then contact a tree service company for the removal of the designated trees in a timely manner.

Unitil continued their maintenance program this past year with the intent to reduce future power outages, while reducing annual maintenance costs. I review the list of trees submitted by Unitil, as hazardous trees and approve / disapprove their removal.

No shade tree hearings were required by the Planning Board and/ or Tree Warden this past year.

Respectfully submitted,

Don Massucco

Townsend Tree Warden

AMANDA DWIGHT ENTERTAINMENT FUND

The Amanda Dwight Entertainment Fund Committee is pleased to announce that we were able to fund/partially fund 30 programs/shows during 2023. The prior two years were slow with requests due to COVID, so we had heavier revenue available for 2023. Thanks to the generous donation of Amanda Dwight in 1926, we are able to fund these presentations via the interest earned on this account. We financially supported; the Town of Townsend Recycling Committee-Earth Day DJ and Animal Adventures, North Middlesex Regional High School Project Graduation-hypnotist, Townsend Senior Center-Senior Prom Band, Town of Townsend Kid's Kountry Playground Committee-DJ for Fall FoodFest, Townsend Public Library-Lessons from the Garden: Using Native Plans Successfully, The Growth of Trees: A Journey Through Time, Eyes on Owls, Pop Up Art (2), Family Trivia, Yo-Yo Workshop, Delvena Theater-A Tea Cup, A Crumpet, and a Gas Mask and Jeff Rapsis/Silent Film Music. and the Townsend Historical Society-American Innovator; Abraham Prescott and his Famous Instruments and a musical performance during their annual meeting. Out of the 30 helped, we were happy to support 17 VFW music nights, which included karaoke, singers/guitarists and bands, as the VFW continue to regain momentum following financial issues.

Sadly Carlene Whittemore moved away from Townsend, leaving a board member vacancy. We would like to thank her for her time with us! However, we are happy to report that Jack Walsh has taken her place.

Karen Clement, Susan Gerken, Jack Walsh



Lou DiMartino and Tim Rollo perform at the VFW-photo by Michele Wornham



Animal Adventures at Earth Day-photo by Karen Clement



Yo-Yo Workshop-photo taken from Townsend Public Library facebook site

KID'S KOUNTRY PLAYGROUND COMMITTEE

We are happy to announce that the Town of Townsend now has an official three member Kid's Kountry Playground Committee. Since the current playground was installed in 2000, a citizen volunteer has been responsible for fundraising; to add any additional equipment, repair existing structures, obtain sand for the sandbox and mulch for the landing zones, as well as paying for the water and depending on the fiscal year paying for the port-a-potty on site. The playground is overseen by the Town of Townsend's Cemetery and Parks Department, which maintains the upkeep and mows the grass.

Being a town committee, fundraising events on town land are now covered by the town insurance and official advertising can now be done via the town. The town can apply for building/park grants, as the committee explores the future needs of the playground. Most playgrounds are now good for up to 20 years. We are beyond that time limit. Most of our equipment is faded, a bit rusty, but still usable or has been repaired. However, in the near future the structures will need to be replaced. Plans are to have an all inclusive playground built which will cost upwards of \$300,000.

Fundraising efforts in 2023 included a Town Wide Yard Sale. People paid a set fee to be put on the map, which was sold at the common the morning of the sale. The committee was granted one of the summer Thursday night band concert lawn parties. Thankfully, Roger Rapoza, Cemetery and Parks Superintendent, and his employees volunteered to work the grill area! Our first annual Fall Food Fest on the common, included food trucks, pie by the slice, games and pumpkin painting, as well as crafters and vendors. A special area, with set up and supplies donated by our Townsend Ecumenical Outreach (TEO) folks, was a create your own scarecrow, and was a sold out hit!

MEMBERS: AMY HARRINGTON, AMY PERRY, KIRSTEN BIRON



BAND CONCERT COORDINATOR

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

Local organizations sponsor lawn parties in conjunction with these concerts. It is my responsibility to assign dates on a rotating basis. The following groups held lawn parties during the 2023 season:

Townsend Community Couples Club

Christ Church of Townsend

Townsend Congregational Church

Townsend VFW Post No. 6538 and its Auxiliary

Townsend Fire/EMS Relief Association

New Beginnings United Methodist Church

Friends of the Townsend Library

Kids Kountry Playground

Townsend Christmas Eve Santa Program fundraiser

Respectfully submitted by,

Betty Mae Tenney, Band Concert Coordinator

VETERANS' SERVICES OFFICER

Contact Information:

Office Hours Tuesday 9 am to 4 pm and appointments anytime.

Address 272 Main St, Townsend, Ma 01469

Phone Number 978-597-1700 X1729

The number of veterans requesting chapter 115 services for 2023 decreased from last year. In support of veterans and their families, Townsend and the Department of Veterans' Services agree to support veterans until such time they are able to get assistance long term from other sources. Currently our planned budget to assist veterans remained the same from last year budget. We are committed and continue to help veterans and their families both in need of financial help as well as federal assistance.

Assist Veterans with their benefits and guide them through the process. Interacting with our Community of Veterans and their families at the Townsend Senior Center.

Unfortunately, there were several veterans that died in 2023 including Joe Mazzola and the impact to our community and our lives is great. Our thoughts go out to the families of those veterans.

Veteran Services was instrumental this year in getting Compensation Benefits to eight veterans to increase their benefits. We also assisted five veterans and family members with pension benefits and applications into the VA healthcare program.

Natalie Call became the Veteran Service Officer in February 2023. She is a retired US Army/Army Reserve Veteran with over 20 years total time in service. Her unit was deployed to Iraq in 2003 for Operation Iraqi Freedom II. She belongs to several town committees and our VFW, DAV and American Legion. Attends all training with the Massachusetts Veterans Service Officer Association.

Respectfully submitted,

Natalie M. Call
Veterans' Service Officer

COUNCIL ON AGING/TOWNSEND SENIOR CENTER



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

Hours: 9-4 Monday, Tuesday, Thursday, 9-8 on Wednesday & 9-3 on Friday

The Townsend Senior Center continues to be a welcoming place with lots of activity.

In 2023, we averaged 77 seniors a day coming to the center to enjoy a meal or participate in an activity or social event.

- TRIPS
 - Groton Hill Music Hall- 4 free concerts for senior citizens
 - Galloping Gourmet-monthly trips to restaurants
 - Currier Museum of Art in Manchester, NH
 - Trip to see the murals of Fitchburg and Lunch
 - Bolton Fair at Lancaster
 - Hampton Beach Seafood Festival
 - Lake Winnepesaukee Playhouse and Hart's Turkey Farm for 56 seniors

- SPECIAL EVENTS
 - Senior Prom- "Through the Decades"
 - Follow the Cannon: A Reading of Clara Barton's Civil War Letters
 - Thanksgiving Dinner for over 100 seniors
 - Christmas Party for 90 seniors
 - Library and Senior Center Mini Golf Weekend- 255 people played!
 - AARP Tax Aide- 104 Taxpayers had their returns filed
 - Delvena Theater-The Amazing Life of Mrs. Laura Henderson
 - William E. May dinner honored Lindsay Morand

- MUSIC
 - Celebrating the Season: Songs & Stories for Valentine's Day with Davis Bates
 - Nissitissit String Quartet
 - Dan Kirouac

- Hope Community Chorus Concert
- The Sunshine Boys-Bill May & Bob Pope
- Nashoba Valley Concert Band
- Jumpin' Juba- Roots Rock & Roll
- Jeff Rapsis-Silent Film Music
- Matt York- Holiday Songs and Stories

A big thank you to the **Friends of the Townsend Seniors** for your support and making so many programs possible! We couldn't do it without you!

Thank you for the support of our Community Partners:

- *Community Foundation of North Central Massachusetts*
- *Greater Lowell Community Foundation*
- *Hannaford of Townsend*
- *Townsend VFW*
- *Townsend Lions club*
- *Nashoba Board of Health*

Finally, we had a lot of staff transition this year.

Karin Canfield Moore, Director retired on October 31, 2023 and moved to New Mexico!

- Elise Johnson became Director
- Greg Smith became Assistant Director
- Jeanne Urda, *New* Program Coordinator/ Outreach
- Gail Gray, *New* Cook
- Janet Cote, Assistant Program Coordinator
- Lorraine Farmer, Senior Meals Associate
- Donna Fenton, Kitchen Manager & Volunteer Coordinator
- Donna Howard, Transportation Administrator
- Peter Buxton, Steve Bourdon, Lorainne Farmer and John Corwin, Per Diem Van Drivers

The Council on Aging Board members: Lynne Pinkerton, Anne Foresman, Patricia Baker, JoAnn Bronkema, Judith Poudrier, Carol Swenor and MaryLou Vest

Thank you to the staff and volunteers for all their hard work- we are quite a team!

Respectfully submitted,

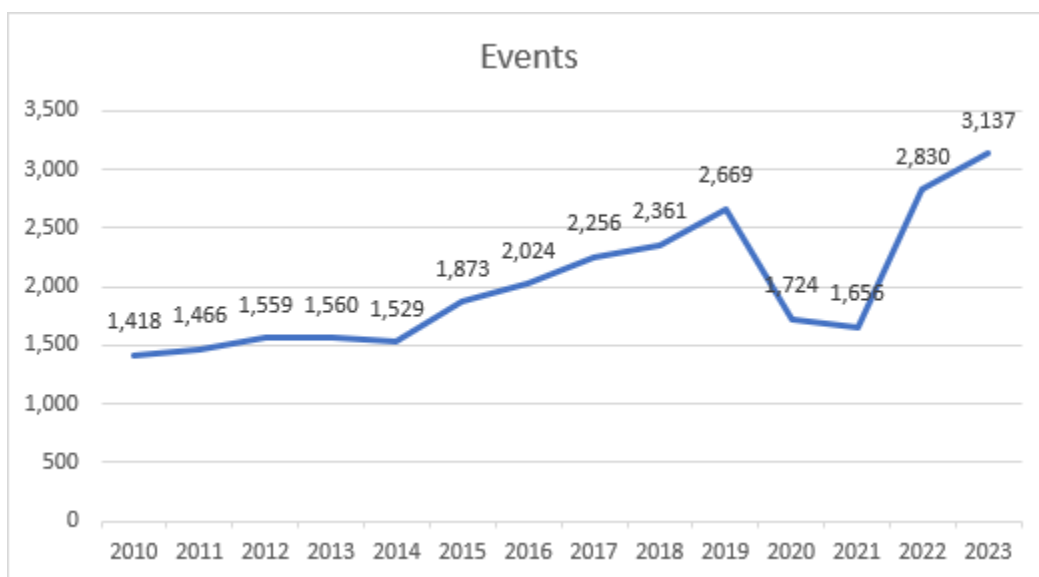
Elise Johnson, Director

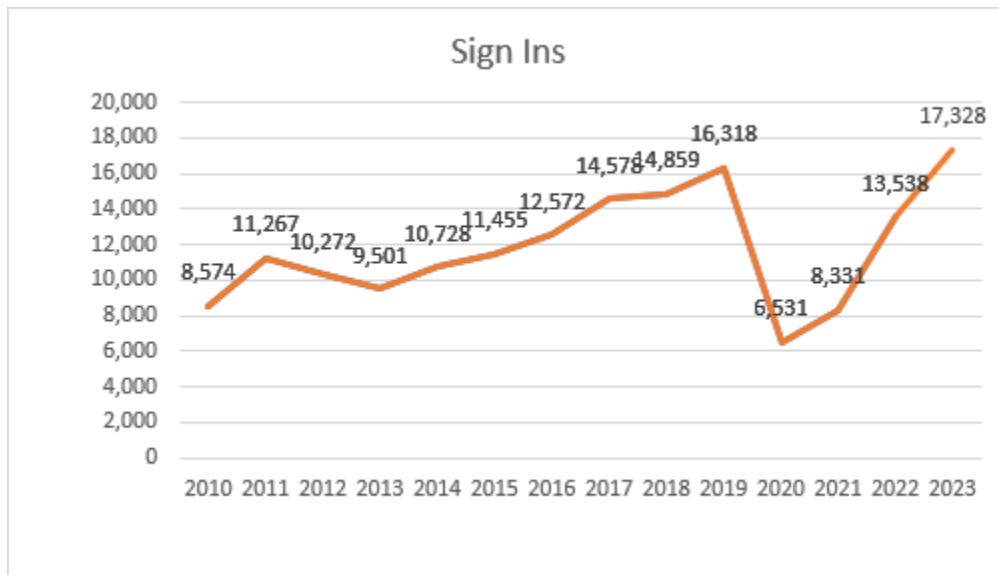
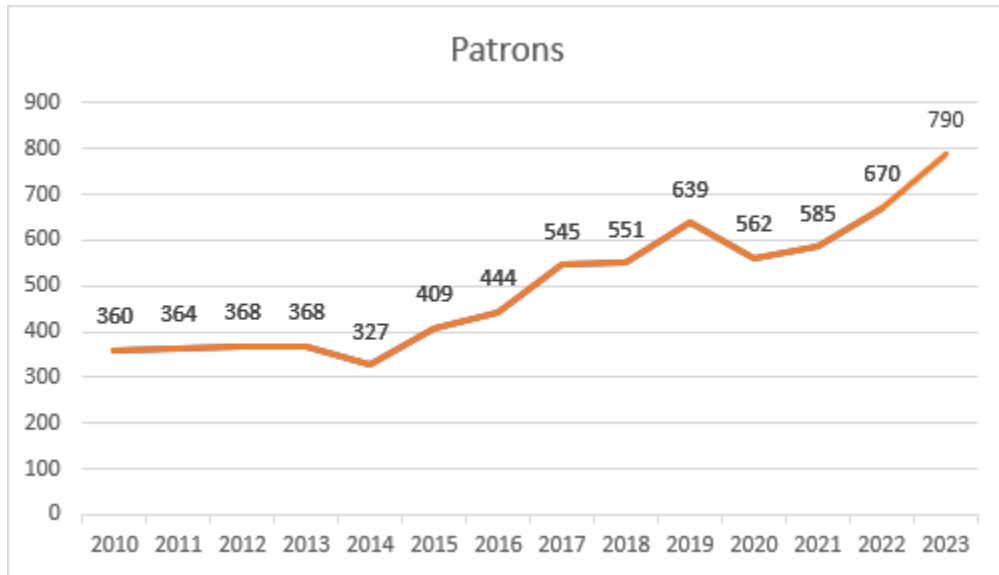
Statistics

Our volunteers worked 3,764 hours.

At minimum wage, their contribution would have cost about \$56,463.

Thank you!





Our hardworking staff and volunteers bringing joy to the seniors
for St. Patrick's Day and Christmas!



TOWNSEND CULTURAL COUNCIL

The Townsend Cultural Council, an arm of the Mass Cultural Council, is committed to supporting diverse and inspiring programs for its residents in the arts, sciences and humanities, providing cultural enrichment for all ages in their everyday lives. A committee of five is appointed to terms of one, two or three years.

An award is made to Townsend from the state budget each year (\$9140 for 2023). By mid-January each year, decisions must be made on how much to award to those who apply for funding. For 2023, 32 grants were made.

Respectfully submitted,

Laura Doell

Linda Durette

Nancy French

Fran Levi

Alice Avery Struthers, Chair

AMERICAN FLAG COMMITTEE

The Town of Townsend American Flag Committee is happy to report that the Townsend Highway Department continues to be responsible for raising and lowering our telephone pole flags along Main St., from 182 Main St. to the intersection of Main St. and Turnpike Rd., for Holidays during the year. The committee continues to be responsible for the ordering and the integrity of the flags.

We are happy to report that Ann Valacer joined our committee this year.

Sadly, the founding member of this committee, Albert "Tubby" Boucher, passed away in November. Being a lifetime volunteer, his devotion and love of our town will be missed.

Todd Arsenault, Natalie Call, Karen Clement, Ann Valacer.

HISTORIC DISTRICT COMMISSION

No report submitted.

TOWNSEND HOUSING AUTHORITY

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

The THA in conjunction with the Department of Housing and Community Development (DHCD) continues to research the best use of the town’s developable resources and seeks any and all state and federal funding where possible to reach these goals. The board reorganized in May, Laura Shifrin acted as Chairman and Natalie Call as Clerk, Chaz Sexton-Diranian remained on as the State Representative to the THA the Vice Chair was open along with the tenant seat. In July Courtney Borelli and Jack Moran were appointed to the board, Laura Shifrin after many dedicated years of service resigned. The board reorganized again in August. Natalie Call became Chairman, Courtney Borelli became Vice Chair, Jack Moran became Clerk and Chaz Sexton-Diranian continued as the State Representative. Jodie Deschenes acted as Administrator to the authority from January to September. An open Tenant Seat remained open throughout the year with no volunteers coming forward.

The board continued to assess and work on the goals and strategies that came out of the Housing Production Plan approved in 2022. One of the goals set out in the HPP was to fund a position in the Land Use office to assist the THA and Townsend Affordable Housing Trust (TAHT). A job description was written and posted in July. The position was filled by Allison Weissensee in September. Allison took over the duties of Jodie Deschenes as administrator and remained in this position the rest of the year.

In 2022 the board drafted bylaw changes for the single family, multifamily and cluster development zoning bylaws. In 2023 these bylaws were sent to the Zoning board for comments. The THA and the planning board met in February to review the suggested changes. The draft was also sent out of the building commissioner and the board of health for comments. A bylaw committee for the town was formed in the fall, and the THA sent the draft bylaw changes to that board for review, work which will continue into 2024.

During 2023 the board took steps to ensure collaboration with the TAHT continued. In March both boards met together with Town Council, Adam Costa to review the roles of the Housing Authority and the Housing Trust. The guidebook for municipal housing trusts, which explains the affordable house trust statute and what it allows for was reviewed. As discussed in the meeting the TAHT would be responsible for the funds and development of properties, which the THA would then later manage. How to fund the trust was discussed as well during this meeting, which continued to be a topic throughout the year. The Community Preservation Act (CPA) came up several times in 2023 as a predictable funding source for the Trust. This effort has been picked up by another group in town. THA will continue to support CPA in 2024. How to manage properties that were developed continued to be a topic of discussion throughout the year, this included reaching out of other local

housing authorities to discuss their approach. The THA and TAHT met jointly again in November and scheduled quarterly joint meetings moving into 2024.

In 2024 the THA will continue to work on the items discussed previously as well as additional items from the HPP to include a process for sharing information on tax title properties, CBDG grant funding for housing rehab and fuel assistance as well as establishing relationships with state and local entities to assist with the future management of properties.

The THA continues with their efforts emphasizing that it is imperative for all town boards to freely communicate and work with one another in order to meet our affordable housing goals. The THA will continue to be dedicated to advancing our affordable housing efforts into 2024 with the targeted goals from the HPP and focusing on Townsend's master plans for the future. This will allow for our community to continue to strive for affordable housing options that will meet the wants and needs of our community and remain in compliance with state and local requirements.



Chairman: Natalie Call (2024)

Vice Chairman: Courtney Borelli (2024)

Clerk: Jack Moran (2024) *State Representative:* Chaz Sexton-Diranian (2027) *Tenant Seat:* Vacancy (2024)

TOWNSEND AFFORDABLE HOUSING TRUST

The Townsend Affordable Housing Trust (TAHT) was formed as a result of Town Meeting vote in January 2020. In October 2020, bylaws for the trust were filed at the Middlesex South Registry of Deeds and initial trustees were appointed. At the Annual Town Meeting in May 2023, a town bylaw for the trust was approved.

The purpose of TAHT is to provide for the preservation and creation of affordable housing in the Town of Townsend for the benefit of low and moderate income households, earning up to 125% of area median income (AMI) as defined by the United States Department of Housing and Urban Development. TAHT works in conjunction with THA to create and fund affordable housing in Townsend.

The Board of Trustees consists of five (5) Trustees appointed by the Board of Selectmen. At least one of the Trustees shall be a member of the Townsend Board of Selectmen, who shall serve as the representative of the Board of Selectmen. Only persons who are residents of Townsend shall be eligible to hold the office of Trustee. The Trustees shall serve for a term not to exceed two years and may be re-appointed at the direction of the Board of Selectmen.

In FY 2023, the Town received a DLTA (District Local Technical Assistance) grant that allowed TAHT to work with Montachusett Regional Planning Commission (MRPC) to create a Five-year Action Plan that was accepted by the trustees in the Spring of 2023. This action plan, available on the TAHT page of the Town's website, details the possible uses and constraints for the six properties deeded to TAHT in FY2022.

The action plan also describes a budget for the \$100,000 of ARPA funds that must be expended by December of 2026. TAHT submitted a budget for FY2024 that was approved at the May 2023 Annual Town Meeting. We welcomed Allison Weissensee as our Administrator. TAHT continues to work towards financially supporting the creation of affordable housing and the ability to maintain as affordable, housing that is so designated.

In FY2023, the trustees attended trainings, both online and in-person, hosted by the Massachusetts Housing Partnership to learn the process of creating affordable housing in Massachusetts. In January 2024, the TAHT entered into an agreement with Mass Housing Partnership (MHP) to receive development assistance. TAHT looks forward during FY2024 to having a development in progress on one of the six properties owned by the trust.

Sincerely, TAHT Trustees.

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT (NMRSD)



Craig Hansen, Chair, Pepperell
June McNeil, Vice-Chair, Ashby
David Carney, Member, Pepperell
Jessica Funairole, Member, Townsend
Susan Robbins, Member, Townsend

Thomas Casey, Member, Pepperell
Lisa Martin, Member, At-Large
Ranee Rusch, Member, At-Large
Lisa Bloom, Member, At-Large

Brad Morgan – Superintendent of Schools

Report of School Committee Chairperson

The North Middlesex Regional School District School Committee is an elected board of nine members consisting of three representatives from Pepperell, two from Townsend, one from Ashby, and three at-large representatives. Each member serves for three-year terms.

The committee is charged with setting educational goals, reviewing and approving the district budget, monitoring expenditures throughout the year, reviewing and setting district policies, and hiring and evaluating the superintendent. Our full committee meets approximately 18 times per year, with subcommittees and liaisons established to support our work. All of our meetings are open to the public and we encourage community members to attend.

At the start of 2023, the committee was in regular discussions with the administration and town representatives regarding FY24 budget development. Our annual series of budget summits wrapped in February, providing town and district leadership the opportunity to have an open dialog regarding the financial health of each town and which investments into our community's education the towns can support fiscally. Each town is represented by a Selectboard member, Finance Committee member, and Town Administrator. The primary goal of these sessions is to provide background on the budget early in the process so questions and concerns can be more effectively addressed ahead of budget season and annual town meeting votes. Preliminary as well as approved budget details are available at: <https://www.nmrtd.org/Page/686>.

On March 6, 2023, our committee held its annual public hearing on the budget. Recognizing significant fiscal concerns, the school committee, district administration, and town officials continued their discussions to find a workable solution. On April 21, 2023, the committee approved the school district's proposed budget of \$63.4M for the 2023-24 school year, reflecting an almost 3.8% increase over the previous year. This was followed by passage of the FY23 budget at town meetings in all three member towns - thank you!

The committee congratulates Lisa Martin and Randee Rusch on their re-election to the school committee, as well as welcomes Lisa Bloom as a new member. At the committee's annual organizational meeting on May 1, Craig Hansen was re-elected Chair and June McNeil was re-elected Vice-Chair of the committee.

Each year, the committee appoints subcommittees to further carry on the work of the committee. They meet regularly and make recommendations back to the full committee. Most of the committee's work happens in subcommittee.

For the 2023-24 school year, the following subcommittees were appointed:

- **Ashby Elementary School Building:** June McNeil, School Committee (chair); Lisa Martin, Alternate School Committee; Brad Morgan, Superintendent; Nancy Haines, Business Manager (non-voting); Jeremy Hamond, Director of Technology (non-voting); Dave Amari, Facilities Director; Dan Johnson, Alternate Facilities; Anne Cromwell-Gapp, AES Principal; Karen Walsh, AES Staff Member (non-voting); David Nadeau, Ashby Selectman; Scott Hobart, Citizen Representative; Dawn Roy, Citizen Representative; Walter Hansen, Alternate Citizen Representative
- **Finance:** Lisa Martin (chair), Randee Rusch, Thomas Casey, Susan Robbins, William Hackler (citizen)
- **Negotiation & Personnel:** David Carney (co-chair), Lisa Martin (co-chair), Lisa Bloom
- **Policy:** Randee Rusch (chair), Lisa Martin, Lisa Bloom
- **Warrant Signatories:** Lisa Martin, David Carney
- **Communications:** Thomas Casey (chair), Jessica Funaiole, Lisa Bloom

The committee also appointed liaisons to engage with various departments and officials, in the following areas:

- **Safety:** Randee Rusch
- **Technology and Facilities:** Lisa Martin
- **Selectboards:** June McNeil (Ashby), David Carney (Pepperell), Jessica Funaiole (Townsend)

Committee liaisons provide a School Committee member's perspective in relevant discussions and bring relevant issues raised by these groups to the School Committee or Superintendent. More information about our subcommittees and liaisons are available online at:

<https://www.nmrsl.org/Page/684>.

Members of the committee had the pleasure of participating in various activities celebrating the successes of the Class of 2023, from band and choral concerts to awards night to Project Graduation. The perseverance shown by the students of our community has been inspiring and having the opportunity to see their smiling faces at graduation was truly moving. Congratulations, Class of '23!

The committee maintains an Annual Pacing Guide which provides a high-level view of topics the committee intends to discuss throughout the year, a set of Meeting Norms to outline how we conduct ourselves during meetings, and Operating Protocols to demonstrate a commitment to enhancing teamwork.

Additional details about the committee, including meeting notices, agendas, and more, are available online at: <https://www.nmrtd.org/domain/309>. The committee values input from the community and encourages anyone with questions or feedback to contact the committee at NMSSchoolCommittee@nmrtd.org. This is the best way to make your voice heard!

As we close out 2023, budget planning for the 2024-25 school year is already underway. With all the challenges we faced with this year's budget, we expect the 2024-25 budget season to be extremely difficult. Our series of budget summits with representatives from our member towns started this past summer and will continue until the budget is approved. I cannot stress enough the importance of citizens playing an active role in the budget planning process to ensure the needs of our students and taxpayers can be best met.

Thank you to all the teachers, staff, students, and committee members who continue to strive for excellence and maintain an exceptional level of education for our children. Your efforts continue to be noticed and appreciated.

Lastly, a heartfelt thank you to the parents/guardians and community members of Ashby, Pepperell, and Townsend. Your ongoing support of our school district is very much appreciated.

Respectfully Submitted,

Craig Hansen
Chair, NMRSD School Committee

Report of the Superintendent of Schools

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

The Strategic Plan of the North Middlesex Regional School District provides a road map for our work, with goals and strategies tied to our mission and vision. During the 2022-2023 school year, a committee was formed to update both NMRSD's Vision and Mission. The updated statements are as follows:

New Vision Statement:

We are NM: A safe, inclusive, student-centered community of persevering and empowered learners.

New Mission Statement:

At NM, we are committed to creating a diverse learning environment where students are provided a meaningful education through academic, social, and emotional learning experiences. Together with parents, caregivers, and the community, students are encouraged to ignite and embrace their individual potential to find success within NM and beyond.

As we are now in the fifth and final year of our 5-Year Strategic Plan, we will continue to address our three (3) objectives:

1. **Consistent & Rigorous Curriculum:** Implement a rigorous and relevant curriculum while strengthening instructional practices that promote purposeful student engagement in learning.
2. **Meeting the Needs of All Students:** Develop and expand educational experiences to ensure all students are provided with high-quality learning opportunities for academic, social, and emotional needs.
3. **Culture & Community:** Create various opportunities to foster a cohesive district-wide climate, culture, and sense of community that benefits all stakeholders.

Additionally, as we have updated our Vision and Mission, we will collaborate with our stakeholders to develop:

1. updated Core Values to align with our Vision and Mission Statements;
2. a *Portrait of a Learner*, which will reflect the attributes graduates from NMRSD will possess; and
3. a new 5-Year Strategic Plan to outline our objectives for the next several years.

As was the case in the past three years, the NMRSD continues to progress through our initiatives within our strategic plan, which include initiatives that focus on student learning and social-emotional well-being, community, equity, anti-racism, and social justice issues.

Volunteerism and Donations

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

Personnel

The North Middlesex Regional School District saw 20 staff members retire over the last year: Beth Baldarelli, Sandra Biecheler, Debra Bryce, Deborah Cappucci, Karen Carlson Mariano, Katherine Chase, John Cochran, Heidi Delaney, Susan Hamel, Tara Hanley, Oscar Hills, Sandra Jamieson, Laura Lafontaine, Paul Leonard, Arthur O'Connor, Judith Philip, Sharon Sheehan, Ruth Silva, Andrea White and Virginia Woodward.

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

School District Budget

Highlights of the Fiscal 2023 Budget:

- The district's FY2023 operating budget consisted of \$61.12 million in current-year appropriations. There were no additional votes to increase or decrease the operating budget during the year. The district closed the year with 2.55% remaining in expenditures.
- Revenues came in at \$579,182 higher than budgeted. Highlights include increases from the following lines:
 - Chapter 71 transportation \$116,097 higher
 - Medicaid reimbursement \$205,737 higher
 - Investment Income \$206,986
- The School Committee approved several budget transfers throughout the year to move additional funding to special education tuition and transportation. The transfer was covered with available funding in Insurance lines.

Capital Costs

Completed capital projects in FY2023 include:

- Ashby Elementary School - removal of subsurface oil tank
- Spaulding Memorial School - classroom/flooring updates
- Varnum Brook Elementary School - Fencing updates
- Hawthorne Brook Middle School - Stair and railing painting
- Nissitissit Middle School - Bathroom partition and interior painting
- Nissitissit Middle School - Sidewalk repairs
- Nissitissit Middle School - Commercial tractor lease
- Hawthorne Brook Middle School - Stage curtain replacement
- North Middlesex Regional High School - IT Interior/Exterior Cameras
- North Middlesex Regional High School - Batting Cage
- North Middlesex Regional High School - Fencing

Debt Service:

- The district continues to borrow using short-term notes for the Hawthorne Brook/Squannacook Septic project, the accelerated repair projects, and the final costs for the High School Construction project. The district continues to maintain its Aa3 general obligation bond rating.

Short-term bond (BANs) anticipation notes issued in FY2023:

- Hawthorne Brook Septic Project \$101,868
- Accelerated Repair Feasibility Study Varnum Brook Elementary and Hawthorne Brook Middle School \$161,689
- Hawthorne Brook Middle School \$2,561,587, Varnum Brook Elementary School \$5,371,952, Squannacook Early Childhood Construction \$2,544,358, North Middlesex Regional High School \$8,892,852

The long-term debt outstanding as of 6/30/2023:

- Nissitissit Middle School Construction Refunding \$465,000
- North Middlesex Regional High School Construction \$28,950,000

The General Fund expenditures for the year ending 6/30/23 were as follows:

Personnel Services	\$31,287,098
Contractual Services	\$ 1,562,226
Transportation, Regular ed	\$ 1,833,431
Supplies, Other	\$ 2,358,493
Utilities	\$ 1,385,312
Insurance & Retirement	\$ 9,323,250
Out of District Tuition & Transportation & Assess.	\$ 5,974,839
Transfer to Other Post Employment Trust	\$ 150,000
Transfer to Capital Projects	\$ 400,000
Debt Service	\$ 3,950,158
Total	\$59,573,452

2023 Federal and State Grants Awarded

Federal Grants:	
140 Title IIA: Improving Educator Quality	\$ 73,674
240 IDEA Special Education Allocation	\$ 908,069
262 SPED Early Education Allocation	\$ 38,116
305 Title I	\$ 416,507
309 Title IV (part A)	\$ 23,320
585 Investigating history Pilot	\$ 5,340
125 Math Acceleration Academy (not implemented)	\$ 81,900
151 Integrating SEL into Academic Learning	\$ 10,000
215 Genocide Education Grant	\$ 7,000
719 Accelerating Literacy Learning	\$ 37,900
State Grants:	
DESE ELL Teacher Grant	\$ 79,446
School Health Services DPH	\$ 40,000

Other Grants	
Project Lead the Way	\$ 60,000
Total (FY23 federal & state grant awards)	\$1,781,272

Respectfully submitted,

Brad Morgan
 Superintendent of Schools

Special Education Special Education and Student Services

The NMRSD Special Education/Student Services Department is pleased to present the annual report for the 2023-2024 school year. This report provides an overview of the department's achievements, challenges, and ongoing initiatives supporting students with diverse learning needs.

The special education/student services department oversees the programming the district provides to students in a variety of areas including:

- Special education and related services (Occupational, Speech and Physical Therapy, Adaptive Physical Education, etc.)
- Services for students who receive accommodations under a 504 plan
- Special education transportation
- Nursing services
- Psychological and counseling services

The district’s mission is to provide high-quality, individualized education and support services to students with special needs, fostering their academic, social, and emotional growth. We envision an inclusive educational community where every student can thrive.

Coming out of the pandemic, the district has seen an increase in students who require significant support to access programming in all of our schools. Our amazing special education staff have risen to the occasion and met the increase in requests for special education, evaluations, team meetings, and the increased complexity with the support our students require to be successful. All of our substantially separate special education programs are running at full capacity, and thankfully for the most part, the district has been able to retain all of the staff needed to run these programs.

The Special Education Department offers a range of programs catering to diverse learning needs, including individualized programs for students with autism, cognitive impairments, therapeutic/emotional disabilities, and specific learning disabilities (including dyslexia) as well as a wide range of supports for students who are included for all or a majority of their day. Each program is designed to provide students with the necessary support to achieve their academic and personal goals.

Over the past year, the department has experienced an increase in special education enrollment, reflecting the growing demand for inclusive education. This trend emphasizes our commitment to accommodating the diverse needs of our student population.

To enhance the skills of our educators, the department conducted professional development sessions for teachers, paraprofessionals, and related services staff (OT, PT, Speech, Counselors, etc.) covering topics such as developing social skills, positive behaviors, and interpersonal relationships, accommodating diverse learning styles, trauma-informed care and supports for students who may be experiencing significant social/emotional issues. These initiatives aimed to empower our staff with the tools and knowledge necessary for effective special education instruction.

Daily, I am reminded and thankful for the professionalism and dedication that our special education and student services staff provide to our students and families. I appreciate all that they do as well as the support provided by families in our communities.

Respectfully submitted,

Brad Brooks
Director of Student Support Services

Curriculum and Instruction

The curriculum and instruction department focuses on ensuring every student receives a guaranteed and viable curriculum experience that supports the district's strategic mission. The North Middlesex Regional School District's mission sets out "to provide a comprehensive educational experience focused on students becoming contributing members of society."

Over the course of the year, students, teachers, families, and the community continue to work hard to support the diverse needs of students. We are focused on the continued implementation of programs that meet state and federal qualifications as high-quality instructional materials. Under the direction of the school superintendent and working collaboratively with the building administration, we sought and received over \$175,000 in competitive grants through the Massachusetts Department of Elementary and Secondary Education (DESE) to support educators in implementing new/updated curricula, enhance staff capacity to utilize high-quality instructional practices, and to provide acceleration support to students to address some of the missed learning opportunities as a result of the pandemic.

Our District Strategic Plan (located on our website) continues to address the three strategic objectives set out for our students, which include:

- Implement a rigorous and relevant curriculum while strengthening instructional practices that promote purposeful student engagement in learning.
- Develop and expand educational experiences to ensure that all students are provided with high-quality learning opportunities.
- Create a variety of opportunities to foster a district-wide climate, culture, and sense of community that benefits all stakeholders.

Within the office for curriculum, we have been working hard to ensure that students are exposed to curriculum materials and resources that are in alignment with current research and the most effective practices. We are in the third year of full implementation of a new reading curriculum for our elementary and middle school students, Expeditionary Learning (EL). This program is based on current research about the science of reading which places a greater emphasis on building vocabulary and knowledge for reading success over rote drill and skill development. Additionally, we are in the second year of implementation of a new kindergarten - grade eight math curriculum called Illustrative Math (IM). This program also represents shifts in instruction and learning based on research. Both programs are rated by EdReports (an independent nonprofit that reviews K-12 instructional materials) and CURATE (a panel of Massachusetts teachers that are working with DESE to identify and rate evidence on the quality and alignment of specific curricular materials). Both IM and EL received top ratings from EdReports at all grade levels for focus and coherence, rigor and mathematical practices, alignment, and usability. Both programs received equally high ratings from the CURATE review for standards alignment and classroom application. Any time a district implements a new program, there is always a learning curve for teachers, students, and even families. We appreciate the continued support of families as teachers implement these programs.

I am thankful for the dedication and commitment of all school staff for their daily efforts to enrich the learning of our students and support our families.

Respectfully submitted,

Gary Burboa-Reese, Ed.D.
Assistant Superintendent of Schools

Squannacook Early Childhood Center

The NMRSD SECC preschool programming focuses on each child's emotional, social, physical, and cognitive development. In addition to our integrated preschool, we also house our +STEPS (Positive Social Thinking Executive Planning Strategies) Program and LEAP classroom (Learning Enrichment Autism Program). Programs consist of 6 total classrooms providing services to a wide range of students including those with developmental delays, autism spectrum disorder, and a variety of other disabilities. Each classroom is staffed with a Massachusetts Certified Special Education Teacher and one to two paraprofessionals per classroom. The programming focuses on each child's emotional, social, physical, and cognitive development. In addition to our integrated preschool, we also house our +STEPS (Positive Social Thinking Executive Planning Strategies) Program and LEAP classroom (Learning Enrichment Autism Program).

As was the case last year, the number of children being referred to the program for special education evaluations has continued to increase. Many of these children are referred to the district's preschool program from their pediatrician, Early Intervention services or through a parent/guardian referral. I am pleased to announce that the preschool evaluation staff (school psychologist, speech, occupational and physical therapists and classroom teachers) have done a tremendous job with this significant

increase in requests for evaluations and we have seen a larger than typical number of children become eligible for the program and subsequently begin. I am proud of the preschool staff and the warm and welcoming environment they create for all of the children enrolled in our preschool program.

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

Respectfully Submitted,

Brad Brooks
Director of Student Support Services

Spaulding Memorial School

2023 has been another year of learning and growing at Spaulding Memorial, and we are proud of all our students have accomplished. This year, we welcomed a new Assistant Principal, Stephanie Thompson joined our administrative team. Mrs. Thompson has been in the district for over 15 years and was most recently a 4th-grade teacher here at SMS. Along with Mrs. Thompson, we welcomed two new staff members as well, Mrs. Pstragowski in grade 4, and Ms. Huber in grade 1, who joined Mrs. Walsh, Miss Sirbak, and Mrs. Galeota as paraprofessionals. We are also excited to have Mrs. Hall and Mrs. Robbins as part of our lunch/recess team. Unfortunately, we did lose our Librarian position due to budget restructuring; however, we were grateful that Mrs. McCutcheon was able to return as a third-grade teacher. We are fortunate to have such a wonderful team of dedicated staff, as teamwork continues to be our theme this year, as we have a shared commitment to creating a learning environment where our students feel safe, supported, and loved.

This message “Teamwork” stems from our motto of “Better Together”, as our students pointed out “working as a team helps us be successful” We are mindful to model this and use this idea in our daily practice here at Spaulding as we encourage our students to tackle challenges, work together, and look out for each other. Our curriculum lends itself to this as well, in our EL Literacy program, Illustrative Math, and the introduction of PLTW as part of our Science program. The students are working hard on meeting the expectations, and the teachers are working incredibly hard to ensure students have a meaningful learning experience and are mindful to incorporate opportunities for students to interact with each other, play, and have fun while learning.

While we meet students where they are academically and socially, we are grateful to have been able to secure three Interventionists this year. While this year, the focus is on grades K-2, we are able to create a schedule that gives all students the opportunity to receive the academic support they may need, along with opportunities for enrichment for those students who are ready for a challenge. We have used this model for several years and it has proven to be very effective in helping our students make the progress they need to meet the learning expectations. Similarly, we are so excited to have been able to retain three counselors on our team again this year. We quickly noticed the impact having an additional counselor has had here at Spaulding. Over the past several years, we have seen an increase in the social/emotional needs of students. By having an additional counselor, we are better able to support the growing needs of our students through small group counseling and individual counseling. We also are able to continue group lessons on various topics that teachers and

parents have expressed a need for. In addition, we continue to make efforts to encourage all of our students to be mindful of others, make good choices, and to be kind through our Pillars of Character and Patriot Award. For those new to us, the Patriot Award is given to students demonstrating Spaulding Memorial's core values: Respect, Responsibility, Caring, Fairness, Trustworthiness, and Citizenship. Students can earn a Patriot Card from a staff member when they demonstrate going above and beyond one of these core values. Each quarter, we recognize students who have earned a Patriot Card, and one student at each grade level is randomly selected to be presented with the Patriot Award. With this initiative, we hope to create and further support a positive learning environment and the overall well-being of our students.

Our community has always been supportive and generous, and we continue to look for ways to give back and encourage our students to do so as well. With this in mind, we try to find ways to bring the community and our school together. In addition to the Start with Hello campaign, which helps students get to know each other, we also had our 15th annual Turkey Trot, which includes a food drive for the local TEO. Our school community made one of the largest donations of non-perishable items we have seen in years! Our Kindergarten students made placemats for the Senior Center. This was followed by our Pajama Drive, which provides warm pajamas to families in our local community. Again, we were so impressed with the generosity and thoughtfulness of our school and families. We are hopeful to continue supporting our community in many ways, such as Valentine's cards for Veterans and Seniors, and many more. We are excited that we have been able to open our doors to families and volunteers as well. Our chorus, band, and grade-level concerts were such a success this year, and we loved seeing how proud our students were to show their parents/caregivers their hard work.

Our staff and we are grateful for the continued support of the local community and look forward to what the new year brings!

Respectfully submitted,

Kate Guziejka
Principal, Spaulding Memorial School

Stephanie Thompson
Assistant Principal, Spaulding Memorial School

Hawthorne Brook Middle School

What an exciting year Hawthorne Brook Middle School has had! We ended 2023 with 451 enrolled students. With a change in administration, we have continued with the theme “you belong here.”

The theme of belonging permeates all the Hawthorne Brook Middle School does. This year has seen a transition from a monthly homeroom advisory program to a 3x/week advisory program of small groups of students. Administrators and several teachers completed advisory training (based on the Responsive Classroom model) this summer, and have spent many hours of professional development time turn keying best practices to staff. Advisory ensures that all students have the opportunity to form a close relationship with a caring adult, as feelings of belonging and safety are a prerequisite for learning.

Students at Hawthorne Brook experience a rigorous program of studies. Teachers are continually refining their practices to best meet the needs of our students. Teachers use the EL curriculum as their foundation for language arts instruction. Math teachers are in their second year of learning the Illustrative Math program, the results of which are promising. Teachers note that students are becoming better mathematical thinkers and problem solvers across all grades. Grades 5 and 6 social studies teachers have begun utilizing the DESE-created Investigating History program (which seventh grade began one year earlier), while grade 8 students complete a civics course and a civics action project.

The importance of science is highlighted in multiple ways throughout HBMS. Daily science classes are hands-on and interactive experiences. Science, technology, engineering, and mathematics (STEM) continue to be a popular course offering. Students in STEM also participate in *Project Lead the Way* learning skills that are vital to 21st century education. HBMS also hosted a STEAM-day (science, technology, engineering, arts, and mathematics), bringing in a variety of presentations and activities for the student body. All students also participated in i2 STEM week

Other arts offerings include band, choir, music class, theater (for grades 5 & 6), and visual arts. The HBMS band and choir have grown significantly over the past year. More than one-quarter of the student body participates in band; more than one-fifth of the student body participates in choir. Songs performed by the choir and band in the lobby greet students on the last day of school before winter break.

Physical and mental health are taught regularly through our physical education classes and health classes. Students who wish to participate in sports have the opportunity to partake in cross country, field hockey, basketball (both intramural basketball and inter-district basketball), and track and field.

Other popular extracurricular offerings include the Robotics Club, the Math Club, the School Store, the ASL (American Sign Language) Club, the Yearbook, and the Student Council. Our Student Council works hard to give back to the community, completing a very successful food drive for TEO. Student Council also coordinates several spirit weeks and puts on an ice cream social for our fifth-grade student body.

While our eighth-grade students traveled to Washington D.C. in the spring as their traditional capstone to their eighth-grade civics class, Hawthorne Brook also had the opportunity to pilot an overnight program for sixth-grade students. More than half the sixth-grade class traveled to Kieve Wavus in Nobleboro, Maine this past fall for three days. Students participated in a variety of activities, including leadership and team-building challenges. Students learned firsthand the power of togetherness and belonging. Feedback from the sixth-grade program was overwhelmingly positive.

Hawthorne Brook is grateful for continued support from both the community as a whole and our outstanding Parent Teacher Organization. We recognize that “you belong here” is not limited only to students and staff, but also extends to the community as a whole. We are honored to play a role in the education of the community’s students, but we recognize that it truly takes a village.

We invite you to follow our weekly newsletter, posted on our [school website](#) and our social media pages every Friday afternoon for more information. We at HBMS wish you and your families a safe and healthy 2024. Thank you for your continued support.

Respectfully submitted,

Chantele Olmstead
Principal, Hawthorne Brook Middle School

Jason White
Assistant Principal, Hawthorne Brook Middle School

North Middlesex Regional High School

It is truly an honor for me to have another opportunity to share with you all that is going on here at North Middlesex Regional High School. As we wrap up the first semester, we are entering the new calendar year with excitement and positivity about the second half of the year. We continue to work hard to communicate with our stakeholders and look for new ways to increase our community partnerships across all three towns. Our dedicated staff, working closely with administration and student leaders, continue to foster a positive, welcoming learning environment where all students can be successful.

Our overall student enrollment continues to fluctuate each year, and we currently have a student population of 745 students. We are again working with our middle school administrators to ensure that our students in grades 5-8 know what to expect - and look forward to - upon enrolling at NMRHS. Just this past week we had an amazing showcase of creative talent from our band and choral students. These gifted young people played to a huge crowd in our performing arts center and, just after the holiday break, they will be heading to perform for students at both middle schools. Having our high school students visit the middle schools continues to be a means of showcasing how impressive our student performers are and, in the process, showing our future Patriots just one of the many activities that they could be involved in once matriculating to the high school. Additionally, we will once again be sending members of our engineering department to visit the middle schools later this winter to demonstrate the continued evolution of our course offerings in this field, including an expansion of computer science classes we are offering as well as introduce our new gaming class.

This past fall, we were fortunate to see performances from our band and choral groups, a very well-attended play, a number of guest speakers, and a successful fall sports season that saw several of our varsity teams qualify for postseason competition, and our football team boasts its best record (8-3) in over a decade. A few weeks ago, about a dozen members of our National History Honor Society (Rho Kappa) were able to collaborate with the Townsend Historical Society when they turned back the clock by dressing in era-appropriate clothing at the Reed Homestead Holiday Open House. We are hoping that this event was just the beginning of a new relationship we hope to cultivate with the amazing volunteers at the THS.

As a staff, we have taken on the task of trying to develop a shared philosophy on what we feel are the most essential skills our students should be leaving NM with. The "Portrait of a Graduate" is not a new concept in middle and high schools, but it's the first time that we have engaged in

meaningful dialogue and professional development around what we view that portrait or vision to be. It's an exciting process, and it has led to numerous productive, professional discussions with our entire staff. We plan to work together to come up with a shared vision of what skills our graduates should possess and then develop ways in which we are able to measure and assess these skills as they move through high school. These efforts will undoubtedly be helpful to all stakeholders who help contribute to the success of our students, and the process in which we finalize our vision will be invaluable - especially with our next NEASC accreditation right around the corner.

We continue to celebrate the energy and enthusiasm of our staff and students. We are confident that NMRHS is a place where all school community members continue to feel welcome, valued, and appreciated.

Warmest regards,

Tim McMahon
Principal, North Middlesex Regional High School

Laurie Smith
Assistant Principal, North Middlesex Regional High School

Ryan DeMar
Assistant Principal, North Middlesex Regional High School

NASHOBA VALLEY TECHNICAL HIGH SCHOOL (NVTHS)

100 Littleton Road, Westford, MA 01886 (978) 692-4711 www.nashobatech.net

Mission Statement

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

Townsend

NVTHS

School Committee
Members



Serving the towns of Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, Westford

Dr. Denise Pigeon
Superintendent
Manager

Mr. Jeremy Slotnick
Principal

Ms. Michelle Shepard
Business

Accreditation: New England Association of Schools and Colleges.

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

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

Accreditation: New England Association of Schools and Colleges.

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

The Year in Review: The core mission of a vocational-technical school is to offer practical training for skills-based careers, and impart to its students knowledge and skills that will be valuable for securing and having success in future employment. To achieve this goal, Nashoba Valley Technical High School must constantly look to the future to determine the necessary skills that will be valued in an economy yet to come. Since Nashoba Valley Technical High School opened its doors in September 1969, in-demand skills have changed along with career pathways and technology. Nashoba Tech’s history is one of near-constant adaptation; not just to keep pace with a rapidly changing world but to anticipate those changes and keep learning relevant. These changes have come about both in the technical programs that Nashoba offers and in the facilities and equipment of the building. Nashoba Valley Technical High School’s enrollment continues to grow with the need for skilled labor for in-demand trades.

Workforce Skills Capital Grant Projects: Since 2016, Nashoba Valley Technical High School has been the honored recipient of \$8,575,000 in competitive state grant funds from the Workforce Skills Capital Program. This has allowed us to continue to provide the most advanced technical education possible to our students, meeting the standards set by industry partners. The following programs have been renovated and received updated equipment as a result of these funds: Advanced Manufacturing, Engineering/Robotics, Health and Dental Assisting, Culinary/Hospitality, Cosmetology, Electrical/Veterinary Science, and Programming and Web Development.

FY	Program	Amount	Plan
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2016	Advanced Manufacturing	\$500,000	Program Renovation and Equipment Update
2017	Engineering/Robotics	\$500,000	Program Renovation and Equipment Update
2019	Health/Dental	\$500,000	Program Renovation and Equipment Update
2020	Culinary/Hospitality	\$125,000	Equipment Replacement
2022	Plumbing	\$250,000	Program Renovation and Equipment Update
2023	Cosmetology	\$500,000	Salon Renovation and Equipment Update
2024	Electrical/Veterinary Science	\$2,500,000	Program Renovation and Equipment Update - will also allow us to expand the physical space of both programs, building to address student enrollment trends
2024/2025	Engineering/Robotics / Programming and Web/ Advanced Manufacturing	\$3,750,000	Building Addition and Equipment Update - will allow us to create a “Manufacturing Production Center” addressing the growing needs of the manufacturing industry, a primary employer in our area.

Technical Program Enrollment: The NVTHS District following our mission continues to offer cost-effective high quality Chapter 74 technical education programs to its member district towns of Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford. Below is an overview of student enrollment trends by technical program.

Technical Program Enrollment (All Students)	% of Students
<u>Construction & Transportation Cluster</u> Automotive Collision Repair, Automotive Technology, Carpentry, Electrical Technology, and Plumbing Technology	41%
<u>Health and Services Cluster</u>	31%

Cosmetology, Culinary Arts, Hospitality Management, Marketing, Early Childhood Education, Health Assisting, Dental Assisting, and Veterinary Assisting	
<u>Arts and Technology Cluster</u>	
Programming and Web Development, Television and Media Production, Design and Visual Communications, Advanced Manufacturing, Engineering Technology, Robotics, and Biotechnology	28%

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

Dual Enrollment: The Dual Enrollment program is a state sponsored program that allows eligible NVTHS students the opportunity to enroll in courses at a local college while they are still in high school. The Dual Enrollment Program is available to any junior or senior who meets the criteria adopted by both the State and the School District. Juniors who are eligible and recommended by teachers/ administration may elect to enter the Dual Enrollment Program and take courses during their junior and senior years at a two- or four-year public college or private institutions in Massachusetts or New Hampshire. The program allows a student to attend Middlesex Community College, Mt. Wachusett Community College, U Mass Lowell, or Fitchburg State University on a full-time basis, while still enrolled at NVTHS as a high school student. Credit for the courses applies to both the high school and college transcripts. Upon completion, students receive their high school diploma from Nashoba and one or two years of college credit. Many Nashoba students in recent years have graduated with an associate’s degree from a college and their high school diploma at the same time. Also, individual study programs for talented students are directed to their area of excellence. Many of our students are accepted at such distinguished institutions as MIT, Ithaca College, Emerson College, Boston University, and the University of Massachusetts, among others.

Early College: In January 2019, Nashoba became the first vocational school to be awarded the Early College designation from the Department of Elementary and Secondary Education. Students can apply to participate in the Early College at Nashoba program beginning in their junior year. This program allows students to remain at Nashoba Valley Technical High School, enroll in “concurrent” enrollment classes at NVTHS, and earn credit at both Nashoba and Middlesex Community College. Students would be expected to complete a minimum of 12 or more credits between their junior and senior year. These credits are offered at no cost to the student or their families. Additionally, beginning with the class of 2022, students will enter the program with one credit earned for Career Exploration. This course is taken by all students in grade 9 when they participate in their required Freshmen Exploratory of all Nashoba’s technical programs. In future years, all students will earn one credit apiece for a First Year Seminar and a Service Learning course, both of which are currently in development. Early College at Nashoba students have all the resources of Middlesex Community College available to them. They become college students with access to libraries, technology centers, and support services available at the college. Nashoba’s teachers work with a mentor from Middlesex to design the course and to help students get the most benefit from this unique experience.

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

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

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



TOWN ACCOUNTANT

Combined Balance Sheet - All Fund Types and Account Groups
as of June 30, 2023
(Unaudited)

	Governmental Fund Types			Proprietary Fund Types		Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Enterprise	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
ASSETS								
Cash and cash equivalents	1,136,336.16	4,152,080.47	834,951.13	405,246.63		2,587,470.25		9,116,084.64
Investments								0.00
Receivables:								
Personal property taxes	24,539.91							24,539.91
Real estate taxes	426,732.55							426,732.55
Allowance for abatements and exemptions	(234,538.12)							(234,538.12)
Tax liens	344,484.42							344,484.42
Deferred taxes	2,195.27							2,195.27
Motor vehicle excise	277,670.55							277,670.55
Other excises								0.00
User fees				157,845.21				157,845.21
Utility liens added to taxes				10,295.75				10,295.75
Departmental		553,818.41		89.86				553,908.27
Special assessments								0.00
Due from other governments								0.00
Other receivables	24,079.37	36,969.93						61,049.30
Foreclosures/Possessions	502,003.38							502,003.38
Prepays								0.00
Due to/from other funds								0.00
Working deposit								0.00
Inventory								0.00
Fixed assets, net of accumulated depreciation								0.00
Amounts to be provided - payment of bonds							4,647,756.10	4,647,756.10
Amounts to be provided - vacation/sick leave								0.00
Total Assets	2,503,503.49	4,742,868.81	834,951.13	573,477.45	0.00	2,587,470.25	4,647,756.10	15,890,027.23

LIABILITIES AND FUND EQUITY									
Liabilities:									
Warrants payable									0.00
Accounts payable									0.00
Accrued payroll									0.00
Withholdings									0.00
Accrued claims payable									0.00
Due to/from other funds									0.00
Due to other governments									0.00
Other liabilities			(5,409.24)		8,237.74				2,828.50
Deferred revenue:									
Real and personal property taxes	216,734.34								216,734.34
Tax liens	344,484.42								344,484.42
Deferred taxes	2,195.27								2,195.27
Foreclosures/Possessions	502,003.38								502,003.38
Motor vehicle excise	277,670.55								277,670.55
Other excises									0.00
User fees					157,845.21				157,845.21
Utility liens added to taxes					10,295.75				10,295.75
Departmental		553,818.41			89.86				553,908.27
Special assessments									0.00
Due from other governments									0.00
Other receivables	24,079.37	36,969.93			3,210.36				64,259.66
Deposits receivable									0.00
Prepaid taxes/fees									0.00
Tailings	10,181.72								10,181.72
IBNR									0.00
Agency Funds						268,833.41			268,833.41
Notes payable									0.00
Bonds payable							4,647,756.10		4,647,756.10
Vacation and sick leave liability									0.00
Total Liabilities	1,377,349.05	585,379.10	0.00	179,678.92	0.00	268,833.41	4,647,756.10	7,058,996.58	

Fund Equity:									
Reserved for encumbrances	60,868.18			9,731.85					70,600.03
Reserved for expenditures	13,000.00			0.00					13,000.00
Reserved for continuing appropriations	373,642.29			2,000.00					375,642.29
Reserved for petty cash	250.00			250.00					500.00
Reserved for appropriation deficit									0.00
Reserved for snow and ice deficit									0.00
Reserved for COVID-19 deficit									0.00
Reserved for debt service									0.00
Reserved for premiums	586.90								586.90
Reserved for working deposit									0.00
Undesignated fund balance	677,807.07	4,157,489.71	834,951.13	381,816.68		2,318,636.84			8,370,701.43
Unreserved retained earnings									0.00
Investment in capital assets									0.00
Total Fund Equity	1,126,154.44	4,157,489.71	834,951.13	393,798.53	0.00	2,318,636.84	0.00		8,831,030.65
Total Liabilities and Fund Equity	2,503,503.49	4,742,868.81	834,951.13	573,477.45	0.00	2,587,470.25	4,647,756.10		15,890,027.23
PROOF BALANCE SHEET IS IN BALANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
PROOF FUND BALANCE DETAIL									
AGREES TO THE BALANCE SHEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
PROOF RECEIVABLES DETAIL									
AGREES TO THE BALANCE SHEET		0.00	0.00	0.00	0.00	0.00	0.00		
(revised 05/04/2023)									

TOWN OF TOWNSEND RECONCILIATION OF UNDESIGNATED FUND BALANCE June 30, 2023			
BEGINNING BALANCE 07/01/22			823,966
INCREASES TO FUND BALANCE			
REVERSE PY F/B RESERVED FOR CONT APPROP			185,839
REVERSE PY F/B RESERVED FOR EXPENDITURES			584,450
REVERSE PY F/B RESERVED FOR ENCUMBRANCES			0
REVERSE PY F/B RESERVED FOR PETTY CASH			0
REVERSE PY F/B RESERVED FOR OVERLAY RELEASE			0
REVENUE RECEIVED			24,911,558
REVENUE - BOND PREMIUMS			
OTHER FINANCING SOURCES - TRANSFERS			331,577
DECREASES TO FUND BALANCE			
ESTABLISH F.B. RESERVE FOR EXPENDITURES - FREE CASH VOTES			(13,000)
ESTABLISH F.B. RESERVE FOR EXPENDITURES - REPURPOSED APPROP			0
ESTABLISH F.B. RESERVE FOR EXPENDITURES - OVERLAY SURPLUS			0
ESTABLISH F.B. RESERVE FOR CONTINUED APPROP.			(373,642)
ESTABLISH F.B. RESERVE FOR ENCUMBRANCES			(60,868)
ESTABLISH F.B. RESERVE FOR SNOW AND ICE DEFICIT/AMORTIZATION			
ESTABLISH F.B. RESERVE FOR REDUC OF SNOW/ICE DEFICIT			0
ESTABLISH F.B. RESERVE FOR PETTY CASH			0
EXPENDITURES			(25,701,001)
SWOP PROGRAM			
OTHER FINANCING USES			(11,072)
ENDING BALANCE 06/30/23			677,807

TOWN OF TOWNSEND							
COMBINED BALANCE SHEET FOR SPECIAL REVENUE FUNDS							
JULY 1, 2022- JUNE 30, 2023							
	Federal Grants	State Grants	Receipts Reserved	Revolving	Other	Stabilization	Total
Cash	2,145,430.20	174,094.91	1,371,691.77	244,441.27	216,422.32	1,376,802.21	5,528,882.68
Due (to)/from Other Funds							0.00
Department Receivable - Ambulance			553,818.41				553,818.41
Loans Receivable - Title V			42,338.63				42,338.63
Betterments Receivable - Title V			(5,368.70)				(5,368.70)
Total Assests	2,145,430.20	174,094.91	1,962,480.11	244,441.27	216,422.32	1,376,802.21	6,119,671.02
Warrants & Accounts Payable	0.00	0.00	0.00	0.00	9,412.17	0.00	9,412.17
Deferred Revenue - Dept Receivable			(42,338.63)			0.00	(42,338.63)
Deferred Revenue - Loans Receivable			(553,818.41)			0.00	(553,818.41)
Deferred Revenue - Betterments Receivable			5,368.70			0.00	5,368.70
Other Liabilities					(3,600.00)	0.00	(3,600.00)
Total Liabilities	0.00	0.00	(590,788.34)	0.00	5,812.17	0.00	(584,976.17)
Fund Balance:							
Reserved for Special Purposes	(2,145,430.20)	(174,094.91)	(1,371,691.77)	(243,441.27)	(222,234.49)	(1,376,802.21)	(5,533,694.85)
Reserved for Petty Cash				(1,000.00)			(1,000.00)
Reserved for Expenditures			0.00				0.00
Undesignated	0.00	0.00	0.00	0.00	0.00		0.00
Total Fund Balance	(2,145,430.20)	(174,094.91)	(1,371,691.77)	(244,441.27)	(222,234.49)	(1,376,802.21)	(5,534,694.85)
Total Liabilities and Fund Balance	(2,145,430.20)	(174,094.91)	(1,962,480.11)	(244,441.27)	(216,422.32)	(1,376,802.21)	(6,119,671.02)
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE

	BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED All	ENDING BALANCE
BOS - CDBG Program Inc Fund Townsend	57,475.18						57,475.18
BOS - CDBG Program Inc Fund Ashby	20.37	0.33				0.00	20.70
BOS-CDBG	(167,100.48)	168,445.00				(42,735.00)	(41,390.48)
FAC - ARRA Energy Efficiency Grant	52.42					(52.42)	(0.00)
PD - Law Enforcement Trust	2,579.34						2,579.34
PD - Govenor's Highway Safety Grant	2,657.76						2,657.76
PD-Cops in School Fed Grant	6,017.40					(6,017.40)	0.00
PD - Body Armor Matching Federal Grant	(519.50)	3,619.50				(3,100.00)	0.00
F/EMS - Volunteer Fire Assistance Grant	0.01					(0.01)	0.00
FEMA FIRE ACT Grant	38.98					(38.98)	0.00
MEMA Emergency Planning Grant	1,874.00	2,734.90				(2,154.48)	2,454.42
FEMA COVID-19	(94,833.10)					(10,715.29)	(105,548.39)
COVID CARES CvRF	(175,239.29)	262,218.67				(560.00)	86,419.38
ARPA-CLRF	1,262,605.29	1,420,704.17				(601,761.28)	2,081,548.18
FEMA Public Assistance Prog-COVID19	58,811.18						58,811.18
PRES ELECTION GRANT	6,584.96	8,077.62				(3,510.42)	11,152.16
CON COM - Toxic Use Reduction Grant	666.48						666.48
DEV - Green Communities Grant	(0.00)						(0.00)
Green Communities Grant	16,194.40	243,022.10				(286,685.20)	(27,468.70)
PD - Community Policing Grant	481.42					(481.42)	(0.00)
PD - Local Law Enforcement Grant	85.05						85.05
PD- EPS Police Earmark Grant	33,962.33						33,962.33
F/EMS - Right to Know Law	154.36						154.36
Fire Washer/Extractor grant	(61.20)					61.20	0.00
FIRE /EMS AED Grant	2,500.00					(2,500.00)	0.00
F/EMS - S.A.F.E. Grant - Seniors 2014	2,813.50	2,077.00				(2,813.50)	2,077.00
F/EMS - S.A.F.E. Grant - Seniors 2015	5,818.00					(1,309.11)	4,508.89
F/EMS - S.A.F.E. Grant - Seniors 2018	(6.00)					6.00	0.00
S.A.F.E. GRANT 2019	2,358.01					(1,797.00)	561.01
S.A.F.E. GRANT Student/Senior 2019	(121.42)					121.42	0.00
F/EMS - S.A.F.E. Grant 2020	12,555.66	3,781.00				(522.80)	15,813.86
Fire - DFS Equipment Grant	0.00	13,457.00				(26,658.35)	(13,201.35)
COMM CTR - PSAP FY14 Training/Equip Gt	(0.14)					0.14	0.00
COMM CTR-PSAPFY16 Grant sup&inc	1,662.48					(1,662.48)	0.00
COMM CTR-PSAP FY16 Grant Training/Equip	2,314.28					(2,314.28)	0.00
COMM CTR - PSAP Grant Sup & Inc	8,827.00					(8,827.00)	0.00
HWY - State Machinery Fund	634.99						634.99

CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE

	BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED All	ENDING BALANCE
HWY - Complete Streets Grant	(0.01)					0.01	0.00
HWY WRAP - Winter Recovery Grant	0.00	284,786.20				(284,348.61)	437.59
Sidewalks Earmark grant	218.39						218.39
BOH - ER Preparedness Coalition Grant	772.41						772.41
BOH - Septic Title V Repair Grant	12,594.76						12,594.76
BOH-SMRP Small Scale Rec/grant 2016	8,091.50	5,854.68				(8,712.66)	5,233.52
BOH -SMR Recycle Enforce Coordinator Gt	49.12					(49.12)	0.00
BOH - RDP MassDep Grant	0.00	10,800.00					10,800.00
COA - Elder Affairs Formula Grant	589.20	32,604.00				(9,940.54)	23,252.66
COA - Elder Affairs LRTA Grant	16,829.31	86,791.65				(59,278.61)	44,342.35
COA- GLCFG	253.60						253.60
COA- Staff Education Grant	500.00						500.00
COA - Earmark Grant	17,580.91					(14,258.00)	3,322.91
LIB - State Incentive Grant	21,262.76	25,516.18				(19,935.94)	26,843.00
LIB - Public Library Match Fundraising Grant	277.99						277.99
REC - Almost Adulting Grant	0.00	6,750.00				(4,470.86)	2,279.14
Shared Streets Grant	101,537.34					(76,410.55)	25,126.79
Gazebo Renovation Grant	0.00	32,713.08				(50,515.98)	(17,802.90)
TCC - Arts Lottery Council	7,737.09	9,304.53				(10,345.00)	6,696.62
Conservation-Old Meeting House Park Rev	21,060.86						21,060.86
FAC - Meeting Hall Complex Revolving	4,831.14	340.00				(215.82)	4,955.32
Police-School Resource Officer	(4,456.24)	120,000.00				(79,932.48)	35,611.28
Police - Detail Cruiser Fees	0.00	50.00					50.00
F/EMS - Fire Alarm Maintenance Revolving	17,936.43	0.00				(602.00)	17,334.43
F/EMS- Fire Community Events Revolving	2,905.00	1,769.83				(1,775.83)	2,899.00
Inspectional Services Revolving	829.84					0.00	829.84
CEM/PKS - Cemetery Revolving Fund	45,189.41	25,795.00				(28,183.49)	42,800.92
BOH - Solid Waste Revolving	56,713.86	34,420.55				(31,529.99)	59,604.42
REC - Revolving Fund	77,214.57	80,666.40				(98,585.77)	59,295.20
PEG ACCESS/CABLE Receipts Resvd	374,663.60	178,963.69		(372,250.14)			181,377.15
Sale of Real Property	21,000.00						21,000.00
CON COM - Wetland Protect NOI	11,667.40	622.50					12,289.90
WTRR Receipts Reserved	22,039.90	6,725.00		(5,800.00)			22,964.90
F/EMS - Amb Receipts Resvd for Approp	1,304,254.63	658,554.05		(1,033,160.00)			929,648.68
CEM/PKS - Sale of Lots Fund	54,740.61	6,200.00		(15,000.00)			45,940.61
BOH - Septic Title V Res for Approp	194,190.47	8,573.06		(44,293.00)			158,470.53

CHANGES IN FUND BALANCE - ALL SPECIAL REVENUE

	BEGINNING BALANCE	RECEIPTS	TRANSFERS INTRA-FUND	TRANSFERS INTER-FUND	EXPENDED PAYROLL	EXPENDED All	ENDING BALANCE
Unrestricted Misc Special Revenue	0.00	9,956.02					9,956.02
FIN- Capital Premium-Bond Proceeds	140,500.16						140,500.16
BOS - Capital Donations	926.91						926.91
Elections COVID grant	130.99						130.99
CON COM - Cy Realty Escrow	2,782.93	44.92					2,827.85
CON- Squannacook River Clean-up Donation	1,015.60					(876.50)	139.10
CON Com - Squannacook River Comm Grant	0.00	1,500.00				(1,500.00)	0.00
Seaver Rd - Peer Review	1,089.50						1,089.50
PB - 53G Escrow - Harbor Tract	4,254.72	2,568.68				(1,485.50)	5,337.90
PB - 53G Escrow - Ball Road Tower	22,888.06	369.42					23,257.48
PB - 53G Escrow - Sprint Tower	2,074.59	33.48					2,108.07
PB - 53G Escrow - Deer Run	52.41	0.87					53.28
PB - 53G Escrow - Waterhouse Devel	2,475.79	39.99					2,515.78
PB - 53G Escrow - Patriot Comm Def OSPD	134.00	2.16					136.16
PB - 53G Escrow - Locke Brook Run	190.04	3.09					193.13
PB - 53G Escrow - Pappas DBA Tabivi LLC	365.52	5.89					371.41
PB - 53G Escrow - BK&BK LLC	20.31	0.32					20.63
PB - 53G Escrow - NMRS New School	25.05	0.42					25.47
PB - 53G Escrow - 5 Turnpike Rd	0.00	3,081.00				(3,081.00)	0.00
Locke Brook Solar Project-peer review	18,000.00						18,000.00
ZBA - 53G Escrow - Turnpike Village	107.09	1.73					108.82
ZBA - 53G Escrow - Towns Elder Housing	510.36	8.26					518.62
WTRR Gifts and Donations	1,401.18						1,401.18
MISC - Sam Thorpe Prints	4,235.72						4,235.72
PD -Special Detail Revolving	(47,807.08)	151,485.00				(166,742.02)	(63,064.10)
PD - Donations - DARE	2,369.15					(425.85)	1,943.30
PD - Donations & Gifts	7,925.22	70.00				(1,313.42)	6,681.80
PD - Donations - Quimby Invest Fund	332.42						332.42
PD - Comm Found-Alliance Against Drugs	3,840.08						3,840.08
F/EMS - Gifts & Donations	2,508.23						2,508.23
F/EMS - Community Foundation Grants	5.00	9,990.00				(9,990.00)	5.00
TEMA - C.E.R.T. Mini Grant	479.20						479.20
BOH - Composting Bins Donations	92.75						92.75
Earth Day	1,790.31	5.00				(1,474.42)	320.89
CEM/PKS - Buriel Ground Donation	621.00						621.00

General Stabilization	1,207,813.33	34,412.57						1,242,225.90
Capital Stabilization	99,111.12	35,465.19						134,576.31
Housing Trust	0.00	24.61						24.61
COA - Elder Affairs Gifts & Donations	8,691.86	6,350.00				(341.96)		14,699.90
COA - Line Dancing Donations	5.00	0.00				0.00		5.00
COA - Arts & Crafts Donations - F.Araujo	249.16							249.16
COA- Edeltraut Mauter Mem. -Donation	5,631.73	350.00						5,981.73
COA - Kitchen Mgr	0.00	532.82				(532.82)		0.00
COA - Comm Foundation	0.00	0.00				(19.04)		(19.04)
VETS - Memorial Marker Gifts	604.71							604.71
VET - COLA Increase	3,081.00							3,081.00
LIB - Memorial Gifts	1,478.64	125.00						1,603.64
LIB - Carolyn Kenney Gift	488.41							488.41
LIB - Compact Disk Antitrust Settlement Gift	0.90							0.90
LIB - Collection Augmentation Donation	53.08							53.08
LIB - Target Early Childhood Reading Grant	103.57							103.57
LIB - Extended Operating Hours Donation	2,830.81	3,054.00				(3,754.56)		2,130.25
LIB - Come Play Wii CMRLS Mini Grant	35.15							35.15
LIB - Rollstone Bank Childrens Grant	119.04							119.04
LIB - Gifts-Childrens Books	1,000.00	943.82				(1,887.64)		56.18
LIB - E-Books	54.71							54.71
LIB - Computer Equip Grant	0.00	9,056.74				(9,056.74)		0.00
CEM/PKS- John Whittemore Mer. Donation	769.56							769.56
CEM/PKS - American Flag Committee	775.31					(120.00)		655.31
CEM/PKS - Bandstand Fund	2,009.62							2,009.62
CEM/PKS - Playground Donations	9,451.20	2,047.04				(2,145.04)		9,353.20
CEM/PKS - Town Common Maint Donation	568.61	200.00				(83.04)		685.57
CEM/PKS - Wild/Scenic	730.81	5,268.89				(5,999.70)		0.00
CEM/PKS - Wild/Scenic 2022	2,266.50					(2,266.50)		0.00
REC - Gifts & Fundraising for Building	10,671.58							10,671.58
REC - Gift/Fundraising	1,202.90							1,202.90
Total Fund Balances	1,306,924.45	4,022,934.62	0.00	(1,470,503.14)	0.00	(1,998,214.65)		5,534,291.92

TOWN OF TOWNSEND
BALANCE SHEET - CAPITAL PROJECTS
JUNE 30, 2023

	Genova Land Purchase	Recycle Ctr Upgrade	Greenville Rd. Bridge Project	Capital Budget Items	Capital Purchase Legion	Highway Imprv Ch 90	Fire W. Townsend fire Station	Water Ent Capital Various Water Main Project	Fire Tanker/Pumper Truck
ASSETS									
Cash	0.00	45,990.82	25,732.80	1,013,692.00	22,900.00	(276,793.69)	3,087.20	(203,452.31)	342.00
Due From the Commonwealth	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00	0.00
TOTAL ASSETS	0.00	45,990.82	25,732.80	1,013,692.00	22,900.00	(276,793.69)	3,087.20	(203,452.31)	342.00
LIABILITIES									
Warrants Payable									
Bond Anticipation Note Payable					0.00				
Deferred Revenue	0.00	0.00	0.00	-	-	0.00	0.00	0.00	0.00
TOTAL LIABILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND BALANCES									
Undesignated Fund Balance	0.00		25,732.80	1,013,692.00	22,900.00	(276,793.69)	3,087.20	(203,452.31)	
Reserve for Encumbrances	0.00	45,990.82	0.00	0.00	0.00	0.00	0.00	0.00	342.00
TOTAL FUND BALANCES	0.00	45,990.82	25,732.80	1,013,692.00	22,900.00	(276,793.69)	3,087.20	(203,452.31)	342.00
TOTAL LIABILITIES AND FUND BALANCES									
	0.00	45,990.82	25,732.80	1,013,692.00	22,900.00	(276,793.69)	3,087.20	(203,452.31)	342.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
RECONCILIATION OF UNRESERVED RETAINED EARNINGS
June 30, 2023

BEGINNING BALANCE 07/01/22			\$	331,846.73
INCREASES TO RETAINED EARNINGS				
REVERSE PY R/E RESERVED FOR ENCUMBRANCES				5,551.01
REVERSE PY R/E RESERVED FOR CONT APPROP				12,619.74
REVERSE PY R/E RESERVED FOR EXPENDITURES				650,000.00
REVERSE PY R/E RESERVED FOR PETTY CASH				250.00
REVENUE RECEIVED				3,054,777.43
REVENUE RECEIVED - MISC RECEIPTS				-
OTHER FINANCING SOURCES - EARNINGS ON INVEST				-
DECREASES TO RETAINED EARNINGS				
ESTABLISH RESERVE FOR ENCUMBRANCES				(9,731.85)
ESTABLISH RESERVE FOR CONTINUED APPROP.				(2,000.00)
ESTABLISH RESERVE FOR EXPENDITURES				-
ESTABLISH RESERVE FOR PETTY CASH				(250.00)
EXPENDITURES				(3,078,060.25)
OTHER FINANCING USES - REIMB TO GENERAL FUND				(571,204.28)
ENDING BALANCE 06/30/23			\$	393,798.53
				381,816.68

TOWN OF TOWNSEND
WATER ENTERPRISE FUND - OPERATIONS
JULY 1, 2022 - JUNE 30, 2023

Retained Earnings Unreserved, beginning					331,847
Retained Earnings Reserved for Special Purposes, beginning					
Retained Earnings Reserved for Encumbrances, beginning					5,551
Retained Earnings Reserved for Petty Cash, beginning					250
Retained Earnings Reserved for Expenditures, beginning					650,000
Retained Earnings Reserved for Continued Appropriations					12,620
					1,000,267
Revenues:					
Water User Charges			1,791,981		
Other Service Charges			44,404		
Connection Fees			3,180		
Interest & Demands			23,918		
Water Liens			47,611		
Other Miscellaneous			32,052		
Back Flow Prevention			14,975		
					1,958,121
Solar Power Credits			1,657		1,657
Bond Proceeds					1,095,000
				Total Revenue	3,054,777
Expenditures:					
Salary and Wages			(442,364)		
Expenses			(652,482)		
Debt Service			(123,981)		
Capital Expenditures			(1,859,233)		
					(3,078,060)

Other Financing Sources/(Uses):				
	Transfers to capital project funds			(300,204)
	Intermunicipal Agreement - Earnings on Investment			
	Intermunicipal Agreement - Reimbursement to General Fund			(271,000)
			Total Expenses	(3,649,265)
			Total Change in Unreserved	(594,487)
	Retained Earnings Unreserved, ending			393,798
	Retained Earnings Reserved for Special Purposes, ending			
	Retained Earnings Reserved for Encumbrances, ending			(9,732)
	Retained Earnings Reserved for Petty Cash, ending			(250)
	Retained Earnings Reserved for Expenditures, ending			0
	Retained Earnings Reserved for Continued Appropriations, ending			(2,000)
	Total Fund Equity June 30, 2023			381,817

**TOWN OF TOWNSEND
TRUST FUNDS COMBINED BALANCE SHEET
JUNE 30, 2023**

ASSETS	NON EXPENDABLE TRUSTS	EXPENDABLE TRUSTS	TOTAL
Cash, Restricted	471,302.74	0.00	471,302.74
Cash, Unrestricted	0.00	470,531.89	470,531.89
Due From Other Funds	0.00	0.00	0.00
TOTAL ASSETS	471,302.74	470,531.89	941,834.63

LIABILITIES			
Warrants Payable	0.00	0.00	0.00
TOTAL LIABILITIES	0.00	0.00	0.00

FUND BALANCES			
Amanda E Dwight Entertainment Fund	15,000.00	8,583.86	23,583.86
Conservation Fund		63,662.75	63,662.75
Memorial Hall Preservation		2,609.92	2,609.92
W Townsend Reading Room Grange	200.00	71.43	271.43
M E Homer W.T. Reading Room	10,000.00	13,655.56	23,655.56
Amanda E Dwight Cemetery Fund	10,000.00	6,966.46	16,966.46
Joel Giles Cemetery Fund	2,200.00	1,677.58	3,877.58
Maude Hyde Gates Cemetery Fund	500.00	333.21	833.21
Cemetery Perpetual Care	257,950.75	72,343.87	330,294.62
Combined Floral Funds	6,725.00	486.25	7,211.25
James N Tucker Cemetery Fund	500.00	117.11	617.11
Stephen Coffey Library Fund	500.00	420.86	920.86
Amanda E Dwight Library Fund	20,000.00	23,030.38	43,030.38
Charles Emery Library Fund	500.00	664.07	1,164.07
Townsend Grange Library Fund	100.00	190.73	290.73
Hale Memorial Library Trust	917.00	201.32	1,118.32
H.A.R.T. Library Donations		1,601.31	1,601.31
Lorraine Peterson Library Fund	368.00	669.93	1,037.93
Mary Worcester Library Fund	5,000.00	237.73	5,237.73
Walter & Beuhla Murray Fund	500.00	791.23	1,291.23

Frances Rafferty Library Fund	4,500.00	923.08	5,423.08
Bandstand Fund	3,026.50	601.88	3,628.38
John Birney Blood Monument Fund	5,055.85	1,177.22	6,233.07
Town Common Holiday Lighting		950.84	950.84
Memorial Common	1,400.00	253.90	1,653.90
Charles & Gertrude Packard Parks	5,000.00	1,185.49	6,185.49
M C MacEarchern Memorial Fund		4,618.79	4,618.79
Albert J Atwood Worthy Fund	16,000.71	5,692.99	21,693.70
Susan Wilson Worthy Fund	634.00	22.74	656.74
Abram S French Welfare Fund	10,000.00	3,769.45	13,769.45
Charles A Sloan Memorial Fund	7,507.50	1,357.93	8,865.43
Maria L Lane School Fund	1,500.00	195.67	1,695.67
Francis E Boucher Memorial Fund	600.00	1,561.61	2,161.61
Spaulding Alumni Fund	1,500.00	3,833.40	5,333.40
Amanda E Dwight Poor Fund	15,000.00	314,688.77	329,688.77
TOTAL FUND BALANCES	402,685.31	539,149.32	941,834.63
TOTAL LIABILITIES AND			
FUND BALANCES	402,685.31	539,149.32	941,834.63

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR NON-EXPENDABLE TRUST FUNDS
JULY 1, 2022- JUNE 30, 2023

FUND NAME	BALANCE JULY 1, 2022	OTHER RECEIPTS	BALANCE JUNE 30, 2023
Private Purpose Trust Funds			
Albert J Atwood Worthy Fund	16,000.71		16,000.71
A Dwight Worthy Fund	15,000.00		15,000.00
Amanda E Dwight Entertainment Fund	15,000.00		15,000.00
Amanda E Dwight Cemetery Fund	10,000.00		10,000.00
Amanda E Dwight Library Fund	20,000.00		20,000.00
Abram S French Welfare Fund	10,000.00		10,000.00
Susan Wilson Worthy Fund	634.00		634.00
Charles A Sloan Memorial Fund	7,507.50		7,507.50
Maria L Lane School Fund	1,500.00		1,500.00
Spaulding Alumni Fund	1,500.00		1,500.00
Francis E Boucher Memorial Fund	600.00		600.00
Subtotal Private Purpose Funds	97,742.21	0.00	97,742.21
Permanent Trust Funds			
Steven Coffey Library Fund	500.00		500.00
Charles Emery Library Fund	500.00		500.00
Lorraine Peterson Library Fund	368.00		368.00
Mary Worcester Library Fund	5,000.00		5,000.00
Townsend Grange Library Fund	100.00		100.00
Walter & Beuhla Murray Fund	500.00		500.00
Frances Rafferty Library Fund	4,500.00		4,500.00
Hale Memorial Library Trust	917.00		917.00
M E Homer W.T. Reading Room	10,000.00		10,000.00
W Townsend Reading Room Grange	200.00		200.00
John Birney Blood Monument Fund	5,055.85		5,055.85
Memorial Common	1,400.00		1,400.00
Charles & Gertrude Packard Parks	5,000.00		5,000.00
Bandstand Fund	3,026.50		3,026.50

Cemetery Perpetual Care	257,950.75		257,950.75
Maude Hyde Gates Cemetery Fund	500.00		500.00
Joel Giles Cemetery Fund	2,200.00		2,200.00
James N Tucker Cemetery Fund	500.00		500.00
Combined Floral Funds	6,725.00		6,725.00
Subtotal Permanent Funds	304,943.10	0.00	304,943.10
TOTAL FUND BALANCES	402,685.31	0.00	402,685.31

TOWN OF TOWNSEND
CHANGES IN FUND BALANCE FOR EXPENDABLE TRUST FUNDS
JULY 1, 2022 - JUNE 30, 2023

NAME	BALANCE JULY 1, 2022	INVESTMENT INCOME	OTHER RECEIPTS	EXPENDED OTHER	EXPENDED PAYROLL	BALANCE JUNE 30, 2023
Amanda E Dwight Entertainment Fund	6,061.27	6,457.59		(3,935.00)		8,583.86
Conservation Fund	63,031.80	630.95				63,662.75
Memorial Hall Preservation	2,188.17	421.75				2,609.92
W. Townsend Reading Rm Grange	67.11	4.32				71.43
M E Homer W.T. Reading Rm	13,279.81	375.75				13,655.56
Amanda Dwight Cemetery Fund	3,985.70	4,434.62		(1,453.86)		6,966.46
Joel Giles Cemetery Fund	1,615.97	61.61				1,677.58
Maude Hyde Gates Cemetery Fund	373.53	15.40		(55.72)		333.21
Combined Floral Funds	620.87	129.38		(264.00)		486.25
Cemetery Perpetual Care	65,118.81	12,975.52		(5,750.46)		72,343.87
James N Tucker Cemetery Fund	107.31	9.80				117.11
Stephen Coffey Library Fund	406.25	14.61				420.86
Amanda E Dwight Library Fund	17,773.45	10,219.23		(4,962.30)		23,030.38
Charles Emery Library Fund	645.57	18.50				664.07
Townsend Grange Library Fund	186.11	4.62				190.73
Hale Memorial Library Trust	183.56	17.76				201.32
H.A.R.T. Library Donations	1,516.82	2,003.94		(1,919.45)		1,601.31
Lorraine Peterson Library Fund	653.45	16.48				669.93
Mary Worcester Library Fund	2,818.53	126.19		(2,706.99)		237.73
Walter & Beulah Murray Library	770.72	20.51				791.23
Frances Rafferty Library Fund	836.92	86.16				923.08
Banstand Fund	829.93	70.76		(298.81)		601.88
John Birney Blood Monument Fund	1,078.23	98.99				1,177.22
Town Common Holiday Lights	932.50	18.34				950.84
Memorial Common	227.64	26.26				253.90
Charles & Gertrude Packard Parks	1,087.19	98.30				1,185.49
M C MacEarchern Memorial Fund	4,545.43	73.36				4,618.79
Albert J Atwood Worthy Fund	5,348.40	344.59				5,692.99
Susan Wilson Worthy Fund	22.74					22.74
Abram S French Welfare Fund	3,519.71	249.74				3,769.45
Charles A Sloan Memorial Fund	1,217.09	140.84				1,357.93
Maria L Lane School Fund	168.69	26.98				195.67

Francis E Boucher Mem. Fund	1,527.27	34.34				1,561.61
Spaulding Alumni Fund	3,748.68	84.72				3,833.40
Amanda E Dwight Worthy Fund	312,641.41	7,085.36		(5,038.00)		314,688.77
Total Fund Balances	519,136.64	46,397.27	0.00	(26,384.59)	0.00	539,149.32

Town of Townsend Debt

	Date of Issue	Description	Issue Amount	Retired	Balance
1	11/16/2005	CWT Water Mains DW-04-16 (Self-Supporting)	695,639	572,253	123,386
2	12/18/2007	CWT Septic System Betterment T5-97-1171-2B (Exempt)	190,499	142,875	47,624
3	12/9/2008	CWT Water Mains DW-04-16A REFUNDING (Self-Supporting)	930,929	694,184	236,746
4	11/30/2017	GOB Municipal Purpose	430,000	215,000	215,000
5	11/30/2017	GOB Land Acquisition - Fire	159,000	39,000	120,000
6	11/30/2017	GOB Building Construction - Fire	1,746,000	436,000	1,310,000
7	11/30/2017	GOB Departmental Equipment - Fire	490,000	125,000	365,000
8	11/30/2017	GOB Landfill Area - Closing-out REFUNDING (Exempt)	375,000	315,000	60,000
9	11/30/2017	GOB Landfill Area - Closing-out REFUNDING (Exempt)	190,000	160,000	30,000
10	4/27/2023	GOB Water Main	537,000	0	537,000
11	4/27/2023	GOB Design WTP	309,000	0	309,000
12	4/27/2023	GOB Design Water Lines	150,000	0	150,000
13	4/27/2023	GOB Bridge Replacement	175,000	0	175,000
14	4/27/2023	GOB Fire Engine	679,000	0	679,000
15	4/27/2023	GOB Fire Vehicle	72,000	0	72,000
15	4/27/2023	GOB Highway Truck	218,000	0	218,000
Totals			7,347,067	2,699,312	4,647,756

Local Receipts		
	FY23 Estimated	FY23 Actuals
Motor Vehicle	1,025,000	1,379,876
Meals Tax	110,000	143,703
Rooms Tax	0	135
Penalties & Interest on Taxes	55,000	110,687
Payments in Lieu of Taxes (PILOTs)	10,000	10,000
Fees	0	
Rentals	25,000	39,980
Other Departmental Revenue	95,000	154,081
Building Permits	85,000	103,541
Licenses and Permits	85,000	95,145
Fines & Forfeits	5,000	9,046
Investment Income	2,000	35,973
Misc-Non Recurring	0	1,277
	1,497,000	2,083,443