

Office of the  
**BOARD OF SELECTMEN**  
272 Main Street  
Townsend, Massachusetts 01469

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,  
*Town Administrator*

Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING AGENDA**  
**JULY 31, 2012 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 Call the meeting to order and roll call
- 1.2 Notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions
- 1.4 Meeting Minutes: June 19, 2012, July 3, 2012, July 17, 2012, and July 24, 2012.

**II APPOINTMENTS /HEARINGS**

- 2.1 7:05 Energy Committee: Christopher Campion, Sue Dejnia, and Sandra Brown to discuss Townsend's designation as a Green Community and grant award of \$156,825. Votes may be taken.
- 2.2 7:30 Highway Superintendent Ed Kukkula to discuss the process for granting and enforcing permits to cross, alter or construct; and to discuss upcoming activities and projects by the Highway Department. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Award contract for Fire-EMS Headquarters feasibility study. Votes will be taken.
- 3.2 Approval of Meeting Hall Gallery Committee policy amendment to change terms from one-year terms to staggered terms and to appoint the following to the terms noted. Votes may be taken:  
July 1, 2012 - June 30, 2015: Alice Struthers and Kim King  
July 1, 2012 - June 30, 2014: Joan Wotkowicz and Marilyn Brown  
July 1, 2012 - June 30, 2013: Tracy Taylor.
- 3.3 Special Town Meeting and Special Election for North Middlesex Regional School District FY13 budget. Votes may be taken.
- 3.4 Designate the Board of Library Trustees as special municipal employees pursuant to MGL c. 268A. Votes may be taken.
- 3.5 Chapter 90 Project Request: Highway Superintendent Ed Kukkula requests the Board sign the Chapter 90 project request forms. Votes may be taken.
- 3.6 Personnel Policies & Procedures: discussion. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appointment of Election Workers for a term from September 1, 2012 to August 31, 2013. Votes may be taken.

- 4.2 Appointment of Marcia MacMaster and Kim King to the Meeting Hall Committee for a term from July 1, 2012 to June 30, 2013. Votes may be taken.
- 4.3 Appointment of Cable Television Advisory Committee: Appoint the following for terms from July 31, 2012 to December 31, 2012. Votes may be taken.
- |                |                   |             |
|----------------|-------------------|-------------|
| Jerry Racette  | Kathleen Spofford | Stan Dillis |
| Steve Cloutier | John D'Angelillo  |             |
- 4.4 Appointment of Alternate Sealer of Weights and Measures: Appoint Steve Cullinane as Alternate Sealer of Weights and Measures for a term from July 31, 2012 to June 30, 2013. Votes may be taken.
- 4.5 Approve the hiring of a truck driver in the Highway Department. Votes may be taken.
- 4.6 Approve the hiring of a fleet mechanic in the Highway Department. Votes may be taken.
- 4.7 Townsend Emergency Management Agency appointments: Appoint the following individuals to the positions and terms indicated:
- TEMA Director: Shirley Coit, for a term from July 1, 2012 to June 30, 2015
  - TEMA Deputy Directors: Michael Grimley and Tom Whittier, for terms from July 1, 2012 to June 30, 2015
  - Townsend representatives to North Middlesex Area Planning Committee:
    - Shirley Coit, for a term from July 1, 2012 to June 30, 2015
    - Don Klein, for a term from July 1, 2012 to June 30, 2013
    - Karen Chapman, alternate member, for a term from July 1, 2012 to June 30, 2015

V **WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports
- 5.2 Town Administrator Updates/Reports
- 5.3 Review/Sign Payroll Warrant
- 5.4 Review/Sign Bills Payable Warrant

**Executive Session:** to discuss strategy with respect to collective bargaining negotiations with the Telecommunications and Highway unions where open session may have a detrimental effect on the Town's bargaining position.



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1.4

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*Town Administrator*

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**SELECTMEN'S MEETING MINUTES**  
**JUNE 19, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:01. The roll call showed chairman Nicholas Thalheimer (NT), vice chairman Sue Lisio (SL), and clerk Robert Plamondon (RP).
- 1.2 NT gave notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions: NT stated that item 3.7 is deleted from the agenda.
- 1.4 Review/Approve Meeting Minutes: June 5, 2012; June 7, 2012.  
RP moved to approve the minutes of June 5, 2012 as written. SL seconded. Unanimous.  
RP moved to approve the minutes of June 7, 2012 as written. SL seconded. Unanimous.

**II APPOINTMENTS & HEARINGS**

- 2.1 Water Department: Paul Rafuse, Water Superintendent, requests approval of a change order in the amount of \$7,330.25 to the contract for the tank mixing system, contractor Winston Builders Corporation.  
Mr. Sheehan explained that the change orders are related to the installation of the tank mixing system at Highland Street. RP moved to approve the change order. SL seconded. Unanimous.
- 2.2 Karen Clement requests that the Board of Selectmen amend the personnel policy requiring pre-placement medical examinations.  
Ms. Clement stated she was speaking as a resident and not in her capacity as Recreation Director. She asked that a special section be added to the Personnel Rules for the Recreation Department. SL said this presents a good opportunity for the Board to begin reviewing the Personnel Policies & Procedures Manual. Mr. Sheehan informed the Board that he has discussed this issue with Labor Counsel. Counsel advises requiring pre-employment physicals for employees, including seasonal Recreation staff. It is not a legal requirement, but serves to identify potential problem employees and provides protection to the Town. RP moved to take no action on Ms. Clements' request to amend the Personnel Rules. SL seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 GIS Planning Assistance: Vicki Tidman, Principal Assessor, requests that the Board of Selectmen authorize MRPC to devote four (4) hours of GIS Planning Assistance to be used to update Assessors maps.  
Mr. Sheehan explained that this is an annual request to MRPC. RP moved to approve the request to MRPC for 4 hours of GIS assistance. SL seconded. Unanimous.
- 3.2 Request for Transfer of Appropriations: The Board of Health requests a transfer of \$154.00 to account 520-5112 Salary & Wages from 520-5340 Communication.  
RP moved to approve the transfer of appropriations for the Board of Health. SL seconded. Unanimous.

- 3.3 Vacation reimbursement: Request of Town Administrator Andrew J. Sheehan for reimbursement of 10 days of unused vacation.  
Mr. Sheehan explained that due to the vacancy in the Executive Assistant's position he has been unable to use all his vacation. He requested reimbursement for two weeks of unused time. RP moved to approve the reimbursement of two weeks unused vacation. SL seconded. Unanimous.
- 3.4 FY13 Wage Rates: Request that the Board of Selectmen approve a step increase for non-union employees upon satisfactory performance evaluation.  
Mr. Sheehan explained that this is a housekeeping item to formally vote step increases for eligible employees. RP moved to approve a step increase for non-union employees upon satisfactory performance evaluation. SL seconded. Unanimous.
- 3.5 Vehicle Policy: Approval of updated vehicle policy.  
Mr. Sheehan reminded the Board that in November 2011 it adopted a policy requiring the use of fuel efficient vehicles related to the Town's Green Communities application. The Department of Energy Resources has asked that an updated version of the policy be adopted. RP moved to approve the updated vehicle policy. SL seconded. Unanimous.
- 3.6 Hart Free Library: Update on request for proposals.  
Mr. Sheehan reported that his office has issued a request for proposals for the lease of the Hart Library. Proposals are due on July 16. SL asked that the RFP be posted on the website.
- 3.7 Request for funding from the Abram S. French Fund Committee in the amount of \$916.67.  
RP moved to approve funding in the amount of \$916.67. SL seconded. Unanimous.

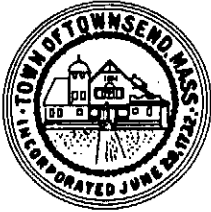
#### IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appointment of Meeting Hall Coordinator.  
Mr. Sheehan reported that a selection committee consisting of Kim King, Linda Salisbury, Stacy Schuttler and himself reviewed resumes for Meeting Hall Coordinator. The selection committee unanimously recommended Melissa Hermann for the position. RP moved to hire Melissa Hermann as Meeting Hall Coordinator, effective June 19, 2012. SL seconded. Unanimous.
- 4.2 Appointment of Executive Assistant to the Town Administrator.  
Mr. Sheehan reported that a selection committee consisting of Vicki Tidman, Kim Fales and himself reviewed resumes, interviewed five candidates, and narrowed the field to two candidates. He then interviewed the finalists and checked references. He recommends Karin Canfield for the position. RP moved to hire Karin Canfield as Executive Assistant to the Town Administrator, effective June 19, 2012. SL seconded. Unanimous.
- 4.3 Annual Appointments for FY2013.  
RP moved to appoint the named individuals to the positions and terms noted on the appointment list. SL seconded. Unanimous.

#### V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports  
RP announced vacancies on the Housing Authority Board and said there would be a joint appointment made on July 3. He also announced Capital Planning Committee vacancies with appointments to be made by the Board of Selectmen and Planning Board. Interested candidates should submit a volunteer response form.
- 5.2 Town Administrator Updates/Reports  
Mr. Sheehan reported a land acquisition by the Division of Fisheries & Wildlife on S. Row Rd. Mr. Sheehan reported consistent utilization of the Devens Household Hazardous Waste Center and said numbers continue to increase.  
He reminded viewers of the proposition 2½ override election on June 21.
- 5.3 Review/Sign Payroll Warrant. RP moved to sign warrants. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant. RP moved to sign warrants. SL seconded. Unanimous.

7:51PM The meeting was adjourned.



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**SELECTMEN'S MEETING MINUTES**  
**JULY 3, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:01. The roll call showed chairman Nicholas Thalheimer (NT), vice chairman Sue Lisio (SL), and clerk Robert Plamondon (RP) present.
- 1.2 NT gave notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions: NT stated that items 3.6, 4.4, and 4.5 were additions to the agenda.
- 3.1 Devens Regional Household Hazardous Products Collection Program: Vote to approve the amendment to the intermunicipal agreement to allow the Town of Shirley to join Devens HHW.  
Mr. Sheehan reminded the Board that the Town of Shirley had recently joined the Devens HHW facility. He presented an amendment to the regional agreement for the Board to sign. RP moved to sign the amendment approving the addition of the Town of Shirley. SL seconded. Unanimous.
- 3.2 Request for Transfer of Appropriations: The Police Department requests approval to transfer \$10,000 from salaries and wages 210-5110 to the following accounts.
- \$2,500 to energy 210-5210
  - \$2,500 to communications 210-5340
  - \$5,000 to professional services 210-5300.
- RP moved to approve the transfers for the Police Department. SL seconded. Unanimous.

**II APPOINTMENTS & HEARINGS**

- 2.1 7:05: Housing Authority appointment.  
The Board met in joint session with the Housing Authority Board to make appointments to fill up to two vacancies. In addition to the three members of the Board of Selectmen Laurie Shifrin of the Housing Authority Board was present. Ms. Shifrin stated that Kathy Araujo and Kevin Smith have submitted volunteer response forms and want to serve on the Housing Authority. She said there are no recommendations yet for a State-appointed candidate.  
RP moved to appoint Kathy Araujo to the Housing Authority Board for a term to expire at the next annual town election. SL seconded. 4-0: NT aye, SL aye, RP aye, Laurie Shifrin aye.  
RP moved to appoint Kevin Smith to the Housing Authority Board for a term to expire at the next annual town election. SL seconded. 4-0: NT aye, SL aye, RP aye, Laurie Shifrin aye.

**III MEETING BUSINESS**

- 3.3 Request for Transfer of Appropriations: The Highway Department requests approval to transfer \$5,000 from overtime 421-5130 to equipment repair 422-5295.  
RP moved to approve the transfer for the Highway Department. SL seconded. Unanimous.

- 3.4 Mandatory referral from the Zoning Board of Appeals regarding a special permit for Sherman V. Allen at 324 Main Street to continue a pre-existing non-conforming use as a full service gas station in the aquifer protection district.  
RP moved to provide no comment. SL seconded. Unanimous.
- 3.5 North Middlesex Regional School District FY13 budget update.  
Mr. Sheehan gave an update on the North Middlesex Regional School District FY13 budget. The School Committee will be meeting over the next couple of weeks to come up with a new budget. They are required by law to certify a new budget to the member towns by July 20. At that point it will be determined whether a Special Town Meeting and Special Election for an override will be required. Once the School Committee informs the towns of their budget the towns have 45 days to take final action, including any required town meeting or special election. If there is still no approved budget in place at that time, the process repeats until a budget is approved. If an approved budget is not in place by December 1, the Commissioner of Education will unilaterally impose a budget. Mr. Sheehan said the School Committee is meeting on 7/16, 7/19, and 7/20.
- 3.6 Request for Transfer of Appropriations: The Fire Department requests approval to transfer \$4,330.29 from Wages - On-Call Firefighters 220-5120-000 to Repair & Maintenance - EMS Equipment & Vehicles 220-5245-230.  
RP moved to approve the transfer for the Fire-EMS Department. SL seconded. Unanimous.

#### IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appointment of Student Officer: As recommended by Police Chief Erving Marshall, appoint James Landi as Student Officer for the period July 16, 2012 to November 30, 2012.  
RP moved to approve the appointment of James Landi as Student Officer. SL Seconded. Unanimous.
- 4.2 Appointment of Special Police Officers. As recommended by Police Chief Erving Marshall, appoint Special Officers from the Lunenburg Police Department for the period July 1, 2012 to June 30, 2013.  
RP moved to approve the appointment of Special Officers from the Town of Lunenburg as described in the memo from Police Chief Marshall. SL Seconded. Unanimous.
- 4.3 Reappointment of Neil James McGorty as a constable from July 1, 2012 to June 30, 2015.  
RP moved to appoint Neil James McGorty as a constable. SL Seconded. Unanimous.
- 4.4 Reappoint Mary Small to the Conservation Commission for a term from July 1, 2012 to June 30, 2015.  
RP moved to appoint Mary Small to the Conservation Commission. SL Seconded. Unanimous.
- 4.5 Appoint Roger Rapoza, Jr. to the Conservation Commission for a term from July 1, 2012 to June 30, 2015.  
RP moved to appoint Roger Rapoza, Jr. to the Conservation Commission. SL Seconded. Unanimous.

#### V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports  
RP asked that the permitting process and oversight for permits to cross, alter, or construct within a public way be reviewed. He is especially concerned about requiring a final inspection. He asked that Highway Superintendent Ed Kukkula attend an upcoming meeting to discuss. Mr. Sheehan will arrange it.  
SL asked that a discussion of updating the Personnel Policies & Procedures Manual be added to the next agenda. She said she would like to begin discussing the process for reviewing and revising them.
- 5.2 Town Administrator Updates/Reports  
Mr. Sheehan informed everyone that trash collection will not occur on July 4<sup>th</sup> and the schedule will be pushed back a day for the rest of the week.
- 5.3 Review/Sign Payroll Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.

7:40PM The meeting was adjourned.



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**SELECTMEN'S MEETING MINUTES**  
**JULY 17, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00.
- 1.2 The roll call showed chairman Nicholas Thalheimer (NT), vice chairman Sue Lisio (SL), and clerk Robert Plamondon (RP) present.
- 1.3 NT gave notice that the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions: NT stated that item 2.2 was deleted from the agenda and item 3.7 was an addition to the agenda.
  
- 3.1 Request from Town Clerk Susan Funaiole to send a letter to the Secretary of State authorizing the use of paper ballots in special elections.  
Mr. Sheehan told the Board that this would apply specifically to special elections in the Summer or Fall. It would not apply to anything normally scheduled. RP moved to send a letter to the Secretary of State regarding the use of paper ballots in special elections. SL seconded. Unanimous.
- 3.2 Sign Warrant for 2012 State Primary Election.  
Mr. Sheehan announced that the Primary Election will be held September 6, 2012. RP moved to sign the Warrant for 2012 State Primary Election. SL seconded. Unanimous.

**II APPOINTMENTS & HEARINGS**

- 2.1 7:05: Cable Television Public Hearing to take public input on whether Comcast is in compliance with its current license and determine the Town's future cable related needs; and determine whether to issue a cable license to Comcast.  
NT opened the Hearing. A sign-in form was circulated.  
Atty. Bill Hewig from Kopelman & Paige summarized the cable franchise renewal process. Numerous citizens commented that the area of Vinton Pond Road/Bayberry Hill Road is not served by Comcast. They are forced to rely on dial-up internet service, which is slow and impedes productivity in school and work. Atty. Hewig pointed out that the franchise agreement only covers cable television services; high speed internet is an additional service that is offered but is outside the scope of this hearing. The residents asked that the Board do what they can to make Comcast fill in the gaps in their service area. Atty. Hewig stated that a Cable Advisory Committee is often useful in working through the issues with the cable provider. The Board encouraged attendees to become involved in the process by filling out a volunteer response form to serve on the committee.  
At 7:40 NT closed the public hearing.
- 2.3 Fire Department promotions:  
Chief Don Klein requested moving to 2.3.3 first. NT moved 2.3.3 out of order.
- 2.3.3 Badge pinning for new Firefighters who have completed 6-month training program. Chief Klein invited the following firefighters to come forward along with the person who will pin them:

Jeffery Beal                      James Normington      Cody Collins  
Andrew Virotsko                Steve Mongelli           Jonathan Kinney (not present)

The Board congratulated the new firefighters and thanked them for their service.

- 2.3.1 Promotion of John Tuomi to Full Time Firefighter/EMT-P (Paramedic).  
RP moved to promote John Tuomi to Full Time Firefighter/EMT-P (Paramedic) at grade T5/level 5 and a rate of \$19.93/hour. SL seconded. Unanimous.
- 2.3.2 Promotion of David Mazza to Full Time firefighter/EMT & Fire Prevention Officer.  
RP moved to promote David Mazza to Full Time Firefighter/EMT-P (Paramedic) at grade T5/level 5 and a rate of \$19.93/hour. SL seconded. Unanimous.

### III MEETING BUSINESS

- 3.3 Request of Unitil for Permit to cross, alter, and/or construct within a Town way, to install a gas service to 83 Warren Road.  
RP moved to approve a Permit for Unitil. SL seconded. Unanimous.
- 3.4 Request of Chris Clish, Council on Aging Director, to approve the hiring of Peter F. Buxton as a substitute van driver.  
The item was tabled until a later date.
- 3.5 Discussion of updates to the Personnel Policies & Procedures Manual.  
Mr. Sheehan stated that it has been 8 years since the last revision. He will provide the Selectmen with a comprehensive packet to assist them in their review. The packet will include the current policies as well as examples from other communities.
- 3.6 Hart Library: update on request for proposals.  
Mr. Sheehan announced that no proposals were received. The Board decided to conduct a site walk on 7/24/12.
- 3.7 Acceptance of resignation of Karen Clement, Recreation Director.  
RP moved to accept the resignation effective 8/19/12. SL seconded. Unanimous.

### IV WORK SESSION

- 4.1 Board of Selectmen Updates/Reports  
None
- 4.2 Town Administrator Updates/Reports  
Mr. Sheehan summarized the special meeting of the School Committee last night. School Committee member Rob Templeton answered questions from the Board. There will be a special meeting of the School Committee on Tuesday July 19, 2012 at 6:00 pm. At which time a budget will be voted Mr. Sheehan recommended a special meeting of the Selectmen on July 24 at 6PM to sign the special election and special town meeting warrants. The Board members agreed.  
Mr. Sheehan reported that the holder of the Boston Post Cane passed away and the cane needs to be presented to the oldest resident in Townsend. The Board asked that it be scheduled it for a regular Selectmen's meeting.
- 4.3 Review/Sign Payroll Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.
- 4.4 Review/Sign Bills Payable Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.

8:35PM            The meeting was adjourned.





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**SELECTMEN'S MEETING MINUTES**  
**JULY 24, 2012**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 6:04PM.
- 1.2 Roll call showed chairman Nicholas Thalheimer (NT), vice chair Sue Lisio (SL), and clerk Robert Plamondon (RP).
- 1.3 Chairman's Additions or Deletions: The chairman added item 3.3

**II APPOINTMENTS /HEARINGS**

None

**III MEETING BUSINESS**

- 3.1 Special Town Meeting Warrant: Vote to sign warrant for Special Town Meeting for North Middlesex School District FY13 operating budget.  
Mr. Sheehan explained Pepperell is having its Special Town Meeting on 8/13 and Ashby is having its on August 14. He recommended holding the STM for the North Middlesex Regional School District budget on Wednesday, August 15, 2012 at 7PM. RP moved to sign the Special Town Meeting warrant for 8/15/12 at 7PM. SL seconded. Unanimous.
- 3.2 Special Election Warrant: Vote to sign warrant for Special Election for North Middlesex School District FY13 budget override.  
Mr. Sheehan explained that the town clerks and town administrators of Pepperell, Ashby and Townsend have been coordinating to schedule special elections for the North Middlesex Regional School District budget on the same day. Tuesday, August 28 is the date to which all agree. He presented a warrant for voting hours from 8AM to 8PM. RP moved to sign the special election warrant for 8/28/12 from 8AM to 8PM. SL seconded. Unanimous.
- 3.3 Appoint Julie Johnson as a full member of the Zoning Board of Appeals with a term from July 1, 2012 to June 30, 2017.  
Mr. Sheehan reported that the appointment of Julie Johnson as a full member of the Board of Appeals was mistakenly omitted from the June appointments. The Board of Appeals recommends appointing her for a 5 year term. RP moved to appoint Julie Johnson as a full member on the Board of Appeals from July 1, 2012 to June 30, 2017. SL seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

None

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

SL mentioned the recently enacted ban on outside watering.

5.2 Town Administrator Updates/Reports

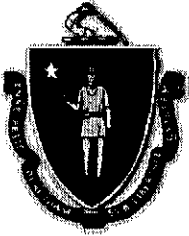
Mr. Sheehan reported that he and the Energy Committee attended a ceremony at the State House in which Townsend and 16 other communities were designated as Green Communities. He thanked the efforts of the Energy Committee in compiling all the required information.

5.3 Review/Sign Payroll Warrant: RP moved to sign warrants. SL seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant: RP moved to sign warrants. SL seconded. Unanimous.

6:26 NT adjourned the meeting.

2.1



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF  
ENERGY AND ENVIRONMENTAL AFFAIRS  
**DEPARTMENT OF ENERGY RESOURCES**  
100 CAMBRIDGE ST., SUITE 1020  
BOSTON, MA 02114  
Internet: [www.Mass.Gov/DOER](http://www.Mass.Gov/DOER)  
Email: [Energy@State.MA.US](mailto:Energy@State.MA.US)

**Deval L. Patrick**  
Governor

**Timothy P. Murray**  
Lieutenant Governor

**Richard K. Sullivan, Jr.**  
Secretary, Executive Office of  
Energy and Environmental Affairs

**Mark D. Sylvia**  
Commissioner

TELEPHONE  
617-626-7300

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617-727-0030  
617-727-0093

July 25, 2012

Mr. Nicholas Thalheimer  
Chair, Board of Selectmen  
Town of Townsend  
Town Hall, 272 Main Street  
Townsend, MA 1469

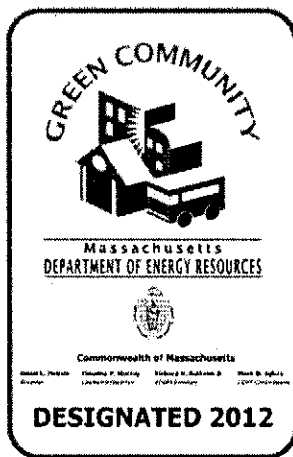
Dear Mr. Thalheimer:

Congratulations on the Town of Townsend's designation as a Green Community! This designation is quite an achievement and reflects the hard work and tireless efforts your community has exhibited in meeting the Green Communities Designation and Grant Program's five criteria. Meeting these criteria is proof of the Town of Townsend's position as an energy leader in Massachusetts, poised to reduce its energy costs, improve the local environment and implement energy efficiency and renewable energy projects with funding through the Green Communities Designation and Grant Program. The purpose of this letter is to confirm your Green Community's designation in writing and provide you with program information and activities relevant to you as a newly-designated Green Community. Please note there is an annual reporting requirement, detailing progress and continued compliance with the designation's five criteria, to be submitted to DOER by November 30<sup>th</sup> each calendar year.

Along with this designation the Town of Townsend has been awarded a grant of \$156,825. A formulaic allocation has been established that consists of a base grant per community of \$125,000, plus an amount adjusted for population/income with an additional \$10,000 for those designated communities that adopted as-of-right renewable generation. To receive this grant award, the Town of Townsend will be required to submit a project application proposing how these funds will be spent. The Green Communities Division ("Division") will begin accepting grant applications 1 week from the date of this letter and all grant applications must be received by 5pm on September 21, 2012. The Green Communities' Grant application with submission instructions is provided as a separate attached document. No hard copies of applications will be accepted, only electronic submissions. PLEASE NOTE: if the person submitting the grant application is not the same person who submitted the designation application, the grant applicant must contact Jane Pfister at (617) 626-1194 or [jane.pfister@state.ma.us](mailto:jane.pfister@state.ma.us) to register for the online grant submission process.

### **SIGNS**

Each designated Green Community will be receiving four (4) 12" x 18" aluminum signs to be displayed in your community. These signs are in the process of being printed and will be distributed at a future event.



### **CERTIFICATES**

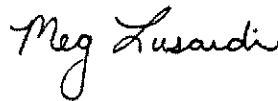
Each Green Community will also receive an official certificate for display pronouncing the city or town's designation as a Green Community and including the designation date and signatures of the Governor, Lt. Governor, Secretary of Energy and Environmental Affairs and Commissioner of the Department of Energy Resources. The certificates are in the process of being printed and will be distributed at a future event.

**PRESS EVENTS**

We anticipate requests for local public events to announce Green Communities designations and to announce grant awards. It is important that each community coordinate any public event with the Division and we recommend that public events be scheduled once signs, certificates, and grant awards have been received. If the Town of Townsend would like to hold a Green Community designation event, we ask that you contact Lisa Capone, Deputy Director, Green Communities Division, at (617) 626-7358 or by email at [lisa.capone@state.ma.us](mailto:lisa.capone@state.ma.us).

Again, congratulations on becoming a Green Community. The Division looks forward to working with the Town of Townsend to meet the objectives of the Green Communities Grant Program and to support you in meeting your local energy goals. Thank you for your commitment to a greener energy future for Massachusetts.

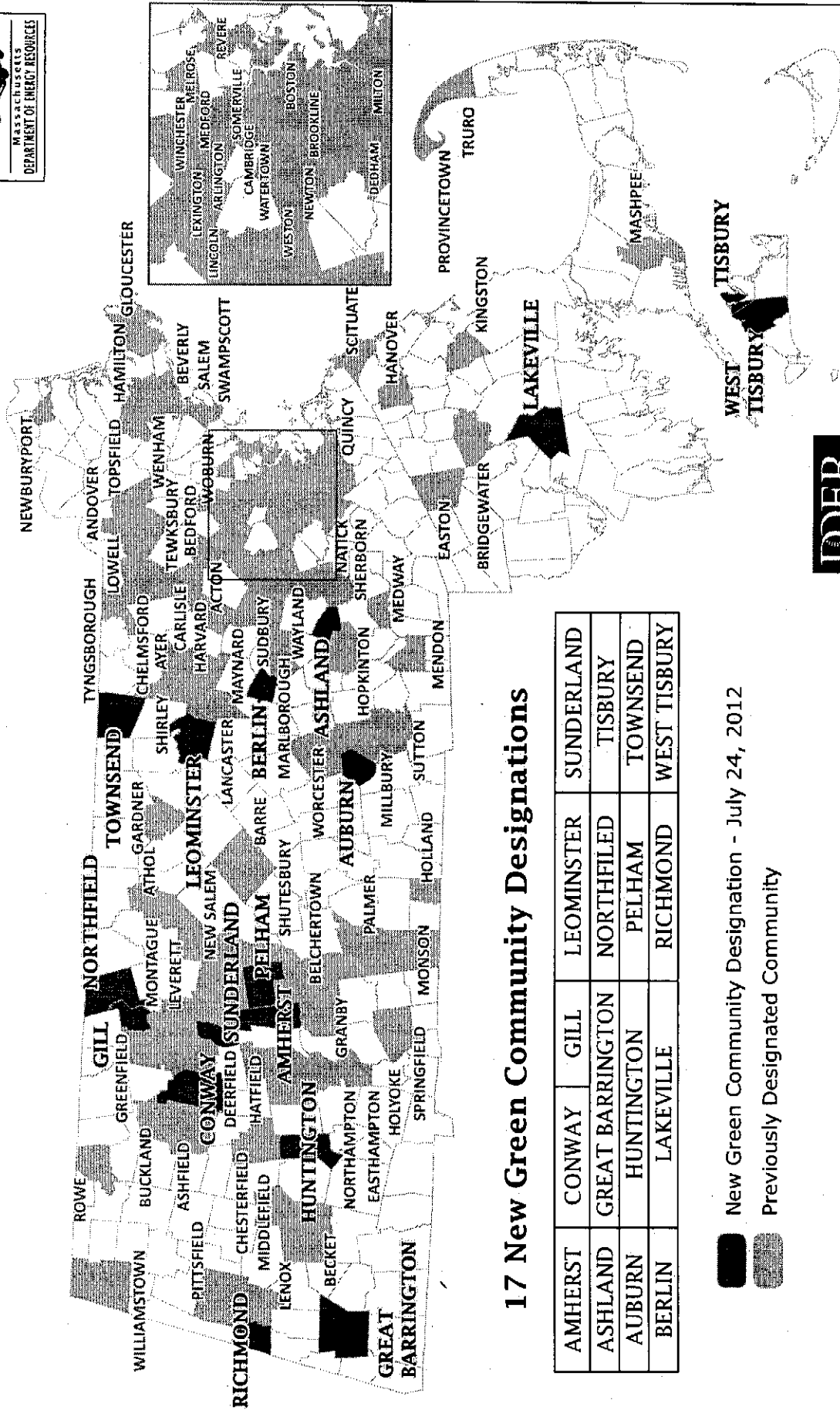
Sincerely,

A handwritten signature in cursive script that reads "Meg Lusardi".

Meg Lusardi  
Director Green Communities Division

Cc: Andrew J. Sheehan

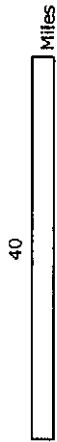
# GREEN COMMUNITY DESIGNATIONS REACH ONE HUNDRED THREE



## 17 New Green Community Designations

AMHERST	CONWAY	GILL	LEOMINSTER	SUNDERLAND
ASHLAND	GREAT BARRINGTON	HUNTINGTON	NORTHFIELD	TISBURY
AUBURN	HUNTINGTON	LAKEVILLE	PELHAM	TOWNSEND
BERLIN	LAKEVILLE	RICHMOND	WEST TISBURY	

- New Green Community Designation - July 24, 2012
- Previously Designated Community



J. Pfister, 7-17-12

GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Acton	05/25/10	\$150,794	to fund energy conservation measures and lighting upgrades at the Memorial Library, an HVAC analysis of town hall and installation of a tankless hot water heater and vending misers; lighting retrofits with LED technology at the Public Safety Facility building and Devis Memorial; and an energy education outreach program in the Acton-Boxborough Regional School District.	Central	21,924
Amherst	07/24/12	\$302,000	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	37,819
Andover	05/25/10	\$160,329	to fund a municipal lighting retrofit project at six school buildings: the Doherty Middle School, High Plain Elementary School, Wood Hill Middle School, Sanborn Elementary School, South Elementary School, West Elementary School and at two municipal buildings: Public Safety Center and Town House.	North	33,201
Arlington	05/25/10	\$200,188	for high-efficiency LED streetlights; and replacement of steam traps; and an upgrade for energy management system at the Hardy School.	North	42,844
Ashfield	12/20/11	\$141,025	to fund a feasibility study for a solar PV system, bike racks for high traffic public locations and multiple energy efficiency measures including lighting improvements, tankless water heaters, energy audits at several municipal buildings.	West	1,737
Ashland	07/24/12	\$164,325	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	North	16,593
Athol	05/25/10	\$171,523	to fund energy efficiency improvements at the senior center, energy modeling and a renewable energy district energy heating and cooling alternatives study for a shared system for town hall and library, a new propane furnace at the South Street Well Process building, and a solar hot water system at the fire station.	West	11,584
Auburn	07/24/12	\$165,550	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	Central	16,188
Ayer	07/19/11	\$151,175	to fund energy conservation measures in municipal buildings including steam trap replacements and a new high efficiency gas furnace at the Wastewater Treatment Plant; energy efficient lighting at the Police and Fire Stations, street lamp replacement, and heating system controls at Town Hall.	Central	7,427
Barre	12/20/11	\$143,575	for energy audits at several municipal building and multiple energy efficiency projects including lighting upgrades at several buildings along with funding for a program administrator to manage energy projects.	Central	5,398
Becket	05/25/10	\$141,326	to fund a two-phased project for two municipal buildings: Town Hall and the Highway Garage. First to fund, energy audits to identify energy usage and potential energy efficiency measures. Second to fund, implementation of the following energy conservation measures: in Town Hall, installation of a high EER/SEER central air conditioning system and occupancy sensors in all rooms; and in the Highway Garage, building envelope improvements including insulation, repair of and sealing of overhead garage doors, and a programmable thermostat.	West	1,779
Bedford	07/19/11	\$148,150	to fund energy conservation measures at the Department of Public Works and multiple school buildings, including energy efficiency lighting and variable frequency drives on heating circulation pumps.	North	13,320
Belchertown	05/25/10	\$160,917	to fund the buy-down of an energy management services contract for municipal buildings; specifically implementation cost of a comprehensive direct digital controlled energy management system at Chestnut Hill Elementary School.	West	14,649
Berlin	07/24/12	\$140,350	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	Central	2,866
Beverly	12/20/11	\$206,475	to fund an energy management system and ventilation and air condition and equipment upgrades at multiple schools.	North	39,502
Boston	12/16/10	\$1,000,000	to fund the following energy conservation measures: auto igniters for natural gas streetlight, lighting controls at municipal ball fields, and an upgrade of the energy management system for Copley Library and four library branches.	North	617,594

GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Bridgewater	12/20/11	\$200,800	to fund energy audits as eight municipal buildings and implementation of approved energy conservation measures identified from these audits.	South	26,563
Brookline	07/19/11	\$215,050	to fund technical services to evaluate the feasibility of a solar PV system for Singletree Reservoir; an LED Street Light Conversion Project; and a building management and employee energy efficiency awareness program.	North	58,732
Buckland	07/19/11	\$134,150	to fund energy audits to identify energy conservation measures in the Town Hall and Police Station and funds toward implementation of measures identified by the audits.	West	1,902
Cambridge	05/25/10	\$283,770	to fund the following energy conservation measures in municipal facilities: HVAC upgrades in three municipal facilities, Haggerty School, Area IV Youth Center, and Frisoli Youth Center; installation of lighting upgrades in four municipal facilities, Solomon Garage, High School field house; Morse Elementary School, and DPW Complex; and to create an energy revolving fund program for future energy conservation measures in municipal facilities.	North	105,162
Carlisle	07/19/11	\$139,300	to fund energy conservation measures at municipal buildings including an energy management system at Town Hall, efficient parking lot lights at Town Hall, the Library and the Carlisle Public Schools; and an energy efficiency education program for residents.	North	4,852
Chelmsford	05/25/10	\$187,224	to fund a 30 kilowatt (kW) roof-mounted solar photovoltaic (PV) system at the Parker Middle School.	North	33,802
Chesterfield	12/20/11	\$140,000	to fund a pilot Clean Energy Fund grant program for residents to implement energy efficiency measures identified in Mass Save audits; an energy efficient boiler and air sealing at the Fire House; furnace replacement, an on-demand water heater, air sealing and exterior door replacement at the Senior Center; and other energy conservation measures and upgrades.	West	1,222
Conway	07/24/12	\$139,650	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	1,897
Dedham	12/16/10	\$179,800	to fund the installation of a 128.5kW roof-mounted solar PV system at Dedham High School; part of a comprehensive energy-based services contract for measures in schools and municipal facilities.	North	24,729
Deerfield	07/19/11	\$142,950	to fund energy conservation measures in multiple municipal buildings including energy efficient interior and exterior lighting, variable frequency drives, energy efficient windows, and efficient street lights and controls.	West	5,125
Easthampton	05/25/10	\$174,985	to fund replacement of streetlights with LED technology.	West	16,053
Easton	12/16/10	\$168,300	to fund the following energy conservation measures: replacement of roof-top air handling units in Fire/Police Station building, new energy efficient boiler in Town Hall, new energy efficient heaters in Water Division garage, high efficiency light replacements in school parking lot, and high efficiency light replacements in High School gym.	South	23,112
Gardner	12/16/10	\$206,100	to fund a solar PV assessment and the following energy conservation measures: energy efficient boiler replacements, insulation, and air sealing and a heating system evaluation at the High School and Senior Center.	Central	20,228
Gill	07/24/12	\$139,900	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	1,500
Gloucester	12/16/10	\$198,200	to fund energy conservation measures including improvements to the O'Maley Middle School building envelope, demand control ventilation upgrades, and the installation of an energy saving ceiling (Low E) and heat exchanger at the O'Maley Rink	North	28,789
Granby	07/19/11	\$144,125	to fund a solar hot water system for the police and fire complex; a roof mounted 10 kW solar PV system for the new library; consulting services for assessment of energy audits; and funds toward implementation of energy conservation measures for the junior and senior high school and elementary school identified by audits.	West	6,240
Great Barrington	07/24/12	\$142,700	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	7,104



GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Greenfield	05/25/10	\$202,066	to fund the buy-down of an energy management services contract specifically energy efficient lighting and occupancy sensors at the Middle School; a community energy efficiency program, and consulting services to prepare a feasibility study on municipal electricity aggregation.	West	17,456
Hamilton	05/25/10	\$144,819	to buy down the cost of an energy savings performance contract for implementation of energy conservation measures at the Town Hall, Council on Aging, Recreation Department and Public Safety Building.	North	7,764
Hanover	05/25/10	\$148,598	to fund the incremental costs of a hybrid public safety command vehicle, energy efficiency measures in municipal buildings; to support an energy staff person; and for the following energy conservation measures: at Salmond Schools, replacement of steam traps; at Town Hall, a new high efficiency condensing boiler; and at Fire Station #4, new external doors.	South	13,879
Harvard	12/16/10	\$141,200	to fund energy conservation measures including: demand control ventilation and mechanical upgrades at the Elementary School, an HVAC upgrade at the Police Station, energy efficient boiler replacement at the Fire Station, and a deep energy retrofit analysis for Town Hall	Central	6,520
Hatfield	12/16/10	\$130,725	to fund the following energy conservation measures: insulation and heating system upgrades at the Water Filtration Plant office, installation of a heat recovery system at the Wastewater Treatment Plant, replacement of windows at Town Hall, installation of window quilts at Smith Academy, an energy study for Town Hall to become Energy Star qualified, and purchase of an electric light duty truck for multiple department use	West	3,279
Holland	07/19/11	\$143,250	to fund energy audits to identify potential energy conservation measures in the Elementary School and the Fire/Police Garage and funds toward implementation of measures identified by the audits.	West	2,481
Holyoke	05/25/10	\$321,221	for conversion of exterior parking lot lighting to LEDs at all twelve schools, for high-efficiency LED traffic and street lights, and to purchase BigBelly Solar Compactors for public parks and high traffic areas.	West	39,880
Hopkinton	05/25/10	\$137,502	for various energy efficiency measures in the school buildings, DPW Garage, Police Department, Fire Department and Senior Center.	Central	14,925
Huntington	07/24/12	\$140,650	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	2,180
Kingston	05/25/10	\$163,528	for energy efficiency measures at the Kingston Elementary School, Kingston Public Library and Smith's Lane Fire Station.	South	12,629
Lakeville	07/24/12	\$158,275	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	South	10,602
Lancaster	05/25/10	\$141,114	towards various energy efficiency measures at Town Hall, Library, Fire Station, Police Station, Community Center, and DPW building; and an energy analysis of the town hall; and the incremental costs of a hybrid vehicle.	Central	8,055
Lenox	05/25/10	\$134,766	for energy efficiency measures and training, energy expert consulting services, community wind forums and a mini-grants program for solar and hot water systems on commercial and residential properties.	Central	5,025
Leominster	07/24/12	\$245,575	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	40,759
Leverett	12/20/11	\$138,750	to fund the buy-down of a street lighting project	West	31,394
Lexington	05/25/10	\$158,083	to fund an energy efficient street lighting project.	North	1,851
Lincoln	05/25/10	\$140,294	to fund various energy efficiency measures in municipal buildings, including the K-8 school complex, the town library and Town Hall.	North	6,362

GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Lowell	05/25/10	\$546,506	to fund energy conservation measures, part of an energy management services contract for municipal facilities. Specifically to install a new energy efficient chiller at the JFK Civic Center and for Light System Upgrades including light retrofits, lighting controls, and vending machine misers in 4 schools; Greenhalge Elementary, McAvinue Elementary, Murkland Elementary, and Pawtucketville Elementary.	North	106,519
Marlborough	12/16/10	\$217,125	to fund energy conservation measures at several municipal buildings; the incremental costs to purchase a hybrid vehicle, a site evaluation for a solar PV system, and to fund an Energy Efficiency Manager position	Central	38,499
Mashpee	05/25/10	\$170,124	to hire an engineering firm and fund energy efficiency measures in municipal buildings; high efficiency gas-fired boiler and heat pump replacements at the Police Station, and rooftop HVAC units at KC Coombs Elementary School.	South	14,006
Maynard	12/20/11	\$160,025	to fund several energy efficiency projects at the Green Meadow School and the Fowler Middle School including an energy management system, energy efficient indoor and outdoor lights, and building envelope improvements.	Central	10,106
Medford	05/25/10	\$271,651	to fund energy efficiency measures in school buildings and to update the municipal climate action plan.	North	56,173
Medway	12/16/10	\$158,450	to fund energy conservation measures and energy audits at several town buildings including: LED lighting replacements, anti-idling devices on all town vehicles, and window replacements.	Central	12,752
Melrose	05/25/10	\$176,265	to fund an energy efficient roof at Melrose High School, energy consulting services, LED post-top streetlight retrofits, and to support the salary of an energy efficiency coordinator.	North	26,983
Mendon	07/19/11	\$145,925	to fund a multi-phased project for municipal buildings: Town Hall, Library, Police Station, Fire Station, Highway Building, and Senior Center. First, to fund an energy program manager position and energy audits for all six buildings. Second, to fund implementation of energy conservation / efficiency measures including: new lighting in four buildings and a high-efficiency furnace in the library, and other energy conservation measures determined appropriate and cost effective in the six buildings.	Central	5,839
Middlefield	07/19/11	\$138,025	to fund energy conservation measures in multiple municipal buildings including insulation, efficient hot water heaters and furnaces, efficient windows and doors and a 9.6 kW Solar PV System on Town Hall.	West	521
Millbury	07/19/11	\$167,025	to fund energy conservation measures in multiple municipal buildings including occupancy sensors, retro-commissioning, energy efficient lighting, vending misers, energy efficient exterior lighting, and controls and efficient motors for kitchen system operations.	Central	13,261
Milton	12/16/10	\$157,100	to fund energy conservation measures at several municipal buildings and funding towards the installation of a wind turbine on municipal land	North	27,003
Monson	07/19/11	\$165,975	to fund an energy management system for the Quarry Hill Elementary School and the incremental costs to purchase an energy efficient vehicle for the Senior Center.	West	8,560
Montague	05/25/10	\$154,944	to buy down the cost of a performance contract on eight municipal buildings: Town Hall, Carnegie Library, Montague Center Library, Millers Falls Library, Wastewater Treatment Facility, Montague Parks and Recreation Office, Sheffield Elementary School, and Hillcrest Elementary School.	West	8,437
Natick	05/25/10	\$173,526	to fund a solar PV power purchase agreement at the middle school, the incremental cost of a hybrid vehicle, and for carbon dioxide sensors at town hall.	North	33,006
New Salem	12/16/10	\$138,100	to fund the installation of a 20kW ground-mounted solar PV system on town-owned land.	West	990
Newburyport	12/16/10	\$155,000	to fund the following energy conservation measures at the Police Station and City Hall; air sealing, modification of HVAC system, lighting replacement, and other mechanical system improvements	North	17,416
Newton	05/25/10	\$179,500	to leverage with other funding to do energy efficiency measures at the Lower Falls Community Center as part of an energy management services contract.	North	85,146

GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Northampton	05/25/10	\$198,500	for a 51 kW solar power project on the Smith Vocational and Agricultural High School (SVAHS) and to purchase an energy auditor/building performance education kit for the SVAHS Home Building Program.	West	28,549
Northfield	07/24/12	\$143,750	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	3,032
Palmer	05/25/10	\$169,103	to fund energy conservation measures at Town Hall including boiler and chiller replacements with energy efficient units.	West	12,140
Pelham	07/24/12	\$138,100	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	1,321
Pittsfield	05/25/10	\$256,632	to fund installation of an energy management system and replace 53 unit heaters at City Hall.	West	44,737
Provincetown	12/20/11	\$143,600	for an energy efficient heating system replacement at Veteran's Memorial School.	South	2,964
Quincy	12/20/11	\$370,325	for energy efficient LED streetlights.	North	92,271
Revere	07/19/11	\$366,600	to fund energy conservation measures in City Hall, the Senior Center, and the Youth Center including energy management systems, steam trap upgrades, computer management systems, pipe and attic insulation, lighting retrofits, weather sealing, and controls on vending machines.	North	51,755
Richmond	07/24/12	\$137,300	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	1,475
Rowe	12/20/11	\$135,725	to fund energy education and outreach workshops for residents; a feasibility study for the development of a residential home energy incentive program; a solar PV roof-mounted system on Department of Public Works Building; installation of efficient water heaters and window quilts at municipal buildings; exterior light upgrades at the Fire Station; and other energy conservation measures and energy upgrades.	West	393
Salem	05/25/10	\$245,624	for energy efficient streetlights, to buy down the cost of an energy service company contract, a residential weatherization pilot program and a bike sharing pilot program.	North	41,340
Scituate	12/16/10	\$163,025	to fund the following energy conservation measures: installation of high efficiency soft foam insulation in the roof of Town Hall, installation of insulation and weatherization in the attic of Widow's Walk Club House, and installation of a gas-fired VAV rooftop unit for heating and cooling in Town Hall.	South	18,133
Sherborn	07/19/11	\$137,450	to fund energy conservation measures at multiple municipal buildings including energy efficient lighting in the Fire Station, Police Station, Town Hall, and the Pine Hill School; heating and ventilation efficiency upgrades in the Fire Station and Pine Hill School; an energy efficient boiler for the Library; and anti-idling devices for municipal vehicles.	North	4,119
Shirley	12/20/11	\$152,975	to fund administrative support for a performance contract and the installation of idle reduction units in municipal vehicles.	Central	7,211
Shutesbury	07/19/11	\$142,275	to fund energy conservation measures in multiple municipal buildings including heating ventilation and air conditioning and hot water systems efficiency upgrades, energy efficient lighting, air sealing, and a 10 -15 kW pole-mounted Solar PV system at the Fire Station.	West	1,771
Somerville	07/19/11	\$362,175	to fund LED street lights.	North	75,754
Springfield	05/25/10	\$988,102	to replace inefficient boilers at the Deberry, Mary Lynch, and Freedman Elementary Schools and the Fire Repair Building, installation of vending machine misers at the Freedman and Brunton Elementary Schools and the Fire Repair Building, and for five energy management systems at the Deberry, Mary Lynch, Brunton, and Zanetti schools, the Fire Repair Building and the Sixteen Acres Branch Library.	West	153,060
Sudbury	05/25/10	\$136,238	for energy efficiency measures in three municipal facilities, five town schools, the Fairbanks Community Center and the Lincoln/Sudbury Regional High School, and for the incremental costs of a fuel efficient vehicle.	North	17,659
Sunderland	07/24/12	\$146,450	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	West	3,684

GREEN COMMUNITY DESIGNATIONS REACH 103

MA Green Communities	Designation Date	Grant Award	Grant Project Summary	Region	Census 2010 Population
Sutton	07/19/11	\$143,050	to fund energy conservation measures including installation of a heat recovery system at the Municipal Complex and energy efficient parking lot lighting; energy audits of the Wastewater Treatment Plant, Sutton Senior Center and Fire Stations and funds toward implementation of measures identified; and a hydro feasibility study of the Stevens and Manchaug Dams.	Central	8,963
Swampscott	12/16/10	\$143,800	to fund the following energy conservation measures: high efficiency lighting retrofits and automatic lighting controls in the middle and high school, steam trap replacement in the elementary schools, and funding for a part-time Energy Manager	North	13,787
Tewksbury	07/19/11	\$207,725	to fund energy conservation measures in multiple municipal buildings including building retro-commissioning of the Police Station, Center and South Fire Stations, and the Wynn, Ryan, Heath Brook and Trahan schools; energy efficient lighting at the Dewing School; and ventilation upgrades at the Police Station.	North	28,961
Tisbury	07/24/12	\$140,925	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	South	3,949
Topsfield	07/19/11	\$132,975	to fund energy audits and energy conservation measures in the Proctor and Steward elementary schools and several municipal buildings including indoor and outdoor lighting upgrades, and weatherization.	North	6,085
Townsend	07/24/12	\$156,825	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	Central	8,926
Truro	07/19/11	\$141,200	to fund energy conservation measures and energy audits at multiple municipal buildings including insulation, heating system upgrades, hot water system upgrades, and anti-idling devices for police cruisers.	South	2,003
Tyngsborough	05/25/10	\$161,649	for building envelope improvements in town offices and the Tyngsborough Middle School and Administration Offices.	North	11,292
Watertown	12/16/10	\$192,825	to fund high efficiency light replacements of street and parking lot lighting	North	31,915
Wayland	12/16/10	\$131,775	to fund the following energy conservation measures at municipal and school buildings: retro commissioning in the middle school, lighting upgrades in the middle and elementary schools, and design of an energy retrofit to improve energy efficiency in Town Hall	North	12,994
Wenham	05/25/10	\$138,974	to buy down the cost of an energy savings performance contract for implementation of energy conservation measures at the Town Hall, Fire Station, Police Station, Council on Aging and Public Library.	North	4,875
West Tisbury	07/24/12	\$143,250	<i>Applicant period for grant projects is currently open; projects to be determined.</i>	South	2,740
Weston	12/20/11	\$138,675	to fund multiple energy efficiency measures in municipal buildings.	North	11,261
Williamstown	12/16/10	\$142,000	to fund energy conservation measures at several municipal buildings, installation of a 6 kW solar PV array at the Cemetery office building, and to fund an energy education and outreach program	West	7,754
Winchester	12/16/10	\$151,475	to fund an Energy Conservation Coordinator position and the following energy conservation measures: retro-commissioning of the HVAC system and addition of variable frequency drives (VFDs) on Heat Pumps at McCall Middle School.	North	21,374
Woburn	07/19/11	\$231,925	to fund energy efficient lighting and lighting controls at the Police Station and Middle School; and LED street lights.	North	38,120
Worcester	05/25/10	\$852,083	to fund a residential stretch code implementation program that provides grants to property owners to upgrade existing buildings to meet the performance requirements of the Stretch Energy Code and to fund an outreach campaign to market the program and educate residents.	Central	181,045
<b>103</b>					<b>2,899,107</b>
					<b>44.3%</b>



TOWN OF TOWNSEND  
 Highway Department  
 P.O. Box 621 177 MAIN ST  
 12 Dudley Road  
 Townsend, Massachusetts 01469  
 (978) 597-1712

2.2

**Application for Permit  
 To Cross, Alter and/or Construct Within a Town Way  
 Townsend General Bylaws Article II, Section 13**

Date: \_\_\_\_\_

Town of Townsend  
 Highway Superintendent  
 P.O. Box 621  
 Townsend, MA 01469

To Whom it May Concern:

The Undersigned \_\_\_\_\_ (company name) hereby  
 applies for permission to: \_\_\_\_\_

A \$100.00 permitting fee is now required with all permit applications.

Start Date: \_\_\_\_\_

Further, we agree that if the Town way has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than one (1) foot in depth, uniformly distributed and each layer thoroughly compacted. The Undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

\_\_\_\_\_  
 (Company Representative)  
 \_\_\_\_\_  
 (Street Address)  
 \_\_\_\_\_  
 (City, State, Zip)  
 \_\_\_\_\_  
 (Telephone)

Approved/Disapproved: Highway Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Disapproved: Board Of Selectmen \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**§ 112-12. Disposition of penalties.**

All penalties recovered for violation of any of the preceding sections of this chapter shall be paid into the treasury of the Town, to be applied to such as the Town from time to time shall direct.

**§ 112-13. Permit required to excavate or occupy street. [Added 3-2-1964 ATM by Art. 26]**

Except in case of emergency, no Town way, or other way, which the Town of Townsend is, by law, obligated to maintain and keep in repair shall be dug up, no opening made therein for any purpose, nor shall any material be dumped or placed thereon, or removed therefrom, or changed, without the written permit from a majority of the Board of Selectmen and then only in accordance with the Board's regulations, and the work shall be done under supervision of the Superintendent of Highways, and the entire expense of replacing and resurfacing the highway at the same level and in as good condition as before, with materials equal in specifications to those removed, shall be paid by the person or persons to whom the permit was given, or by whom the work was done. The Board of Selectmen may require a bond to guarantee the faithful and satisfactory performance of the work and payment for any damage to any such way caused by or resulting from the operations authorized by such permit. The amount of the bond shall be determined by the Selectmen, not to exceed the estimated cost of the work and any possible damage.

**§ 112-14. Unregistered motor vehicles. [Added 3-16-1966 ATM by Art. 27; amended 5-4-1987 ATM by Art. 70; 10-21-2003 STM by Art. 32]**

- A. No person or entity shall keep or permit to be kept on any premises within the Town of Townsend more than one unregistered motor vehicle assembled or disassembled unless said vehicles are stored within an enclosed building. The one unregistered motor vehicle shall be no closer than 75 feet to a public way, and no closer than 75 feet to the property line of another.
- B. For good cause shown, the Board of Selectmen may issue a permit to keep more than one unregistered motor vehicle on any premises not within an enclosed building, after a duly called public hearing to which all abutters to the premises have received a notice if it finds that such keeping:
- (1) Will not adversely affect the neighborhood;
  - (2) Will not be a nuisance; or
  - (3) The keeping of such vehicles will not be in conjunction with a use that is:
    - (a) Otherwise not permissible in the zoning district; or
    - (b) Is permissible by a special permit from the Zoning Board of Appeals but no permit has been granted.

3.2



July 23, 2012

Townsend Board of Selectmen  
Townsend, MA

Enclosed is a page from the Meeting Hall Gallery Committee Policy describing the change we wish to make regarding appointment of members. The old language is in red, the new language appears in a box.

We respectfully request that you approve this change.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alice A. Struthers".

Alice A. Struthers, committee chair

cc: Sue Funiolo, Town Clerk



*Townsend Meeting Hall Gallery Policy February 2011*

## **TOWNSEND MEETING HALL GALLERY**

### **Gallery Mission**

To promote and manage exhibits in the Townsend Meeting Hall that enhance the cultural climate of Townsend.

### **Committee Members**

Amended \_\_\_ / \_\_\_ / 2012

The Gallery Committee consists of five members, appointed by the Townsend Board of Selectmen. Membership term is for one full year.

**Membership terms:**

2 members for 3 years

2 members for 2 years

1 member for 1 year





Chapter 90 Project Request

Classification:
Primary Road
Local Road XX

Chapter 90
INTF00002008
S00 51002
\$332,118.00

City/Town: Townsend
Location(s): Wallace Hill Road
Length: 5,280 Feet Width: 32 Feet

Project Type: Construction Resurfacing XX Engineering
Equipment Other: XX

TYPICAL SECTION DETAILS: State depths, special treatments, etc., and include sketch for Construction/Improvement Projects.
Surface:
Base Course: See Attached Paperwork
Foundation:
Shoulders/Sidewalks:

SCOPE OF WORK:
Reclaiming, resurfacing and drainage improvements for 5,280 ft. of Wallace Hill Road beginning at Highland St. and ending at Haynes Rd.

Work to be done: Force Account Advertised Contract XX Other:

Estimated Cost (Attach estimate and list funding sources) \$ 332,118.00
\*These funds will pay 100% of Local Road Project costs to the limit of this assignment.

CERTIFICATION

The design, engineering, construction and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods. I/We certify to the following: that the project is on a public way, and any necessary land takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the Massachusetts Highway Department or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared and reviewed by:
Signed
State Aid Engineer - Date
Road Classification Verified
Approved for \$ @ 100 %
District Highway Director Date

Signed
duly authorized
Date:



### Chapter 90 Environmental Punch List

City/Town: Townsend Mass. Highway District No. 3  
Proposed Work: Reclaim, pave and improve draiange along a section of Wallace Hill Rd. beginning at Highland St. and ending at Haynes Rd.


Construction \_\_\_\_\_ Resurfacing xx Improvement \_\_\_\_\_ Engineering \_\_\_\_\_ Other xx

**NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.**

- 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes  No
  - 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes  No
  - 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes  No
  - 4. Will more than 300 ft. of stone wall be removed or altered? Yes  No
  - 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes  No
  - 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?  
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).\* Yes  No
  - 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?  
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes  No
  - 8. Have all necessary takings, easements, rights of entry, etc. been completed?  
If a county Hearing is required, it must be held prior to starting work Yes  No
  - 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes  No
  - 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? \*  
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes  No
  - 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.\* Yes  No
- \* See Appendix K for a List of Environmental Agencies.

#### Validation

It is recognized that the purpose of this information is to assist the Massachusetts Highway Department in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by Mass. Highway on the basis of this information shall not legally or financially obligate Mass. Highway to support or defend the municipality, and the municipality shall save harmless Mass. Highway for any action.

Authorized Municipal Official(s)	Reviewed and Approved for Transmittal by:
	 _____ Signatures/
	<u>SUPERINTENDENT</u> <u>7/25/12</u> _____ Highway or Conservation Officer's Title Date
	Date: July 12, 2011
Signatures	
Date:	

This form should be submitted in duplicate with original signatures to the Mass. Highway District Office. This form should accompany the Project Request Form.

**CHAPTER 90 FY13  
ESTIMATED COSTS:**

**Wallace Hill Road:**

Reclamation:	17,000 SY @ \$1.91/SY	\$ 35,857.00
Paving:	3200 TN @ \$67.47/TN	\$248,261.00
Drainage structures:	Leaching basins and manhole s	\$ 5,000.00
Drainage pipe:	2000 LF of various sizes	\$ 12,000.00
Rubber tired excavator:	Two month rental	\$ 10,000.00
Hydro seeding		\$ 7,000.00
Police Details		\$ 5,000.00
Message Boards (2)	rental 1 week/ea.	\$ 5,000.00
Miscellaneous materials:	Stone, loam, etc.	<u>\$ 4,000.00</u>

**TOTAL: \$332,118.00**



## Board of Registrars

4.1

Claire Devine, Chair  
Catherine Thrasher, V. Chair

Amy Collins, Member  
Susan A. Funaiole, Clerk

The following is a list of elections officials that we recommend for re-appointment or appointed for the first time for the term beginning Sept. 1, 2012 through August 31, 2013. As you will note there are additional appointments because of the need for extra officials to cover the Presidential Election in November and to help when there are election officials that are unable to respond on a particular date.

### **Wardens:**

Betty Mae Tenney  
Carol Wright  
Jane Stonefield

### **Deputy Warden:**

Stephen Baldwin  
Paula Woodman

### **Clerks**

Avis Roy  
Paula Woodman  
Marcia MacMaster

### **Deputy Clerks**

Sharon LaCasse  
Helen Kezar  
Louise Thorpe

### **Ballot Box Clerks**

Cheryl Simoneau  
Donald Keefe  
Brian Colby  
Stephen Baldwin

### **Inspectors/Checkers**

John Stonefield  
Irene Johnson  
Heidi C. Munroe  
Lindsay Morand  
Janet Wesson  
Clare Kauppi  
Julie Johnson  
Charlene Smith  
Shirley F. Morton  
Carol Beauchamp  
Beulah E. Greenough  
Sandra Tuttle  
Eric Aaltonen  
Shirley Call  
Darlene Coit  
Lonna Thiem  
Lois Howgate  
Jack Walsh  
Carlene Whittemore  
Carole Buxton  
Janet Leavitt  
Eino Kauppi  
Jean Bradley  
Dot Wicks  
Joan Beverly MacPhee  
Ronald Dionne

Thank You,

*Susan A. Funaiole*  
Susan A. Funaiole,  
Clerk  
Board of Registrars

**Andy Sheehan**

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4.4

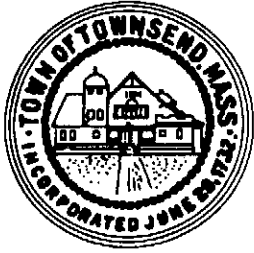
**From:** Sherry Vaughan <svaughan@townsend.ma.us>  
**Sent:** Monday, July 23, 2012 3:49 PM  
**To:** asheehan@townsend.ma.us  
**Cc:** rhanks@townsend.ma.us  
**Subject:** Alternate for Weights & Measures

Andy,

Steve Cullinane, of 46 Goodridge Street, Lunenburg, MA 01462 has agreed to become an alternate for Weights & Measures in Townsend. He handles it for Lunenburg as well.

Will you please put it on the agenda for the Board of Selectman for next week to appoint him as such. When that is approved, I will have him go to the Clerk's office to be sworn in. Thanks.


Sherry



4.5

**TOWN OF TOWNSEND**  
*Highway Department*  
177 Main Street  
Townsend, Massachusetts 01469  
(978) 597-1712  
FAX: (978) 597-0726

**MEMORANDUM**

**Date:** July 25, 2012  
**To:** Board of Selectmen  
**From:** Ed Kukkula, Highway Superintendent   
**Subject:** **Truck Driver Hiring Recommendation**

After posting the Truck Driver's position the search was narrowed to three applicants who possessed the required qualifications and were chosen for interviews. The interviews were conducted on July 24, 2012. After interviewing the applicants, the person who most fit the needs of the department is Brian Fenton. His job experience and qualifications will be a tremendous benefit to our department and the town.

Please accept Brian Fenton as my recommendation for filling the Truck Driver position.


Please contact me if you require any further information regarding this matter.

A. Le



**TOWN OF TOWNSEND**  
*Highway Department*  
177 Main Street  
Townsend, Massachusetts 01469  
(978) 597-1712  
FAX: (978) 597-0726

**MEMORANDUM**

**Date:** July 27, 2012  
**To:** Board of Selectmen  
**From:** Ed Kukkula, Highway Superintendent  
**Subject:** **Fleet Mechanic Hiring Recommendation** 

After posting the Fleet Mechanic's position the search was narrowed to five applicants who were chosen for interviews. The interviews were conducted on July 26, 2012. After interviewing the applicants, the person who most fit the needs of the department is Chris Morrill. His job experience and qualifications will be a tremendous benefit to our department and the town.

Please accept Brian Fenton as my recommendation for filling the Fleet Mechanic's position.

Please contact me if you require any further information regarding this matter.

**Andy Sheehan**

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4.7

**From:** mamacoit@aol.com  
**Sent:** Friday, July 27, 2012 11:19 AM  
**To:** asheehan@townsend.ma.us; mamacoit@aol.com  
**Subject:** Appointments

Please present the following appointment requests to the Selectmen:

Emergency Management Director	Shirley Coit	July 1, 2012-June 30, 2015
Deputy Directors	Michael Grimley	July 1, 2012-June 30, 2015
	Thomas Whittier	July 1, 2012-June 30, 2015

North Middlesex Area Emergency Planning Committee representatives:

Shirley Coit	July 1, 2012-June 30, 2015
Donald Klein	July 1, 2012-June 30, 2013
Karen Chapman	July 1, 2012-June 30, 2015 Alternate

Thanks, Shirley