



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

Nicholas Thalheimer, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*  
Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING AGENDA**  
**JANUARY 15, 2013 - 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 Review/Approve Meeting Minutes: December 18, 2012. Votes may be taken.
- 1.5 Review/Approve Executive Session Minutes: December 4, 2012. Votes may be taken.

**II APPOINTMENTS /HEARINGS**

- 2.1 7:05 Executive Session: under G. L. c. 30A, s. 21(a)(3) to discuss litigation where an open session would have a detrimental effect on the Town's position. Votes may be taken.
- 2.2 7:15 Energy Committee: update on Green Communities designation and grant. Votes may be taken.
- 2.3 7:25 Police Chief Erving Marshall: Updates on school safety and narrow banding project. Votes may be taken.
- 2.4 7:35 Cable Advisory Committee: Update on Comcast franchise renewal. Votes may be taken.
- 2.5 7:45 Susan Funaiole, Town Clerk: Updates on 2013 local election calendar and open offices, local census, and dog licensing. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Approve renewal of Junk Collector's license for MJS Metals. Votes may be taken.
- 3.2 Approve 1-Day Liquor licenses for John Fors, V.F.W. Post #6538, 491 Main Street, West Townsend, MA for the following. Votes may be taken.
  - Wedding Reception on January 26, 2013, 3:00PM-7:00PM;
  - Wedding Reception on February 2, 2013, 7:00PM-11:00PM;
  - 30<sup>th</sup> Birthday Party on February 23, 2013, 7:00PM-11:00PM.
- 3.3 Vote to Open the May 7, 2013 Annual Town Meeting and Special Town Meeting warrants. Articles are due March 1, 2013 at 5 PM. Votes may be taken.
- 3.4 Sign Highway Department Chapter 90 project request to begin repair of Route 13 from Dudley Road to the New Hampshire border. Votes may be taken.
- 3.5 Proclaim January as "Senior Appreciation Month." Votes may be taken.
- 3.6 Amend work schedule of Executive Assistant to the Town Administrator. Votes may be taken.
- 3.7 Planning Board referral: 38'X90' two-story Parish Center at St. John's Church, 1 School Street. Votes may be taken.

3.8 Town Administrator's FY14 budget message. Votes may be taken.

**IV 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:** under G. L. c. 30A, s. 21(a)(2) to conduct contract negotiations with the Town Administrator Andrew Sheehan. Votes may be taken.



Office of the  
**BOARD OF SELECTMEN**  
272 Main Street  
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1,4

Nicholas Thalheimer, *Chairman*

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*Town Administrator*

Office (978) 597-1700  
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**SELECTMEN'S MEETING MINUTES  
DECEMBER 18, 2012 - 7:00 P.M.  
SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 Meeting called to order at 7:00 PM by the Chairman. Roll call: Sue Lisio, Vice-Chairman (SL), Robert Plamondon, Clerk (RP), Nicholas Thalheimer, Chairman (NT).
- 1.2 The Chairman announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions: Add 3.5 - Sign contract with Weston & Sampson Engineers for Route 13 reconstruction.  
RP requested a moment of silence for the victims of the Newtown, CT tragedy.
- 1.4 Review/Approve Meeting Minutes: RP moved to approve the minutes of December 4, 2012 as written. NT seconded. SL abstained as she was not present. 2-0-1.

**II APPOINTMENTS /HEARINGS**

- 2.1 7:03 Julie Johnson, chairperson of the Charter Review Committee, presented the Committee's report to Board of Selectmen. The committee met for 18 months and made extensive corrections and created a "gray list" of items needing extra consideration. NT stated the next step is to have a public hearing and then put it on the warrant for Town Meeting. Gene Rauhala pointed out that as the list of committees needs to be updated it would be easier to do it in an appendix than revising the charter every time. RP and SL thanked the Committee for the amount of effort they put in. NT hereby dissolved the Committee.
- 2.2 7:15 Peter Collins of Heery International, Heidi Messing of the North Middlesex Regional High School Building Committee and Joan Landers, Superintendent of the North Middlesex School District gave an update on the NMRHS feasibility study. Ms. Landers introduced Mr. Collins who is the owner's project manager (OPM) for the High School project. Mr. Collins distributed and reviewed a "Feasibility Study Phase Schedule". Heidi Messing said of the 42 proposals, 40 potential designers attended the briefing session last Wednesday. Mr. Collins stated there is obviously a strong interest in the project. Ms. Landers will be working with design to create focus groups geared to concentrate on educational aspects of the design.
- 2.3 7:30 Leslie Gabrijska, Conservation Agent, to discuss the potential formation of an Agricultural Commission. Ms. Gabrijska introduced Gary Howland, NRWA AmeriCorps volunteer. He gave his background and discussed the benefits of having an Agricultural Commission in Townsend, one of which would be the establishment of a Farmer's Market. The Board offered its unanimous support and said it would sponsor an article on the Annual Town Meeting.

### III MEETING BUSINESS

- 3.1 Mileage reimbursement policy. Adoption of policy. Mr. Sheehan said the current rate of 50.6 cents/mile was adopted in 2014 and has not been updated since. The current IRS rate is 55.5 cents/mile. He has written an updated policy tying the rate into the IRS rate. Our reimbursement rate will adjust with the IRS instead of having to continually amend the policy. RP moved to adopt policy #2012-04 and that this policy will replace any existing policy relating to this matter. SL seconded. Unanimous.
- 3.2 FY14 capital spending recommendation. Mr. Sheehan reminded the Board that Capital Planning Committee asked for a target number for FY14. At the Special Town Meeting \$400,000 was transferred from Free Cash to the Capital Stabilization Fund. \$200,000 of that is dedicated to the Spaulding School roof project. The other \$200,000 is for general capital purchases. He also mentioned that this may be a good time to borrow money due to low interest rates. The Board will keep that in mind. RP moved to approve the \$200,000 capital spending target. SL seconded. Unanimous.
- 2.4 7:45 Gary Shepherd to give an update on the tennis court project at Hawthorne Brook Middle School. Mr. Shepherd explained the project to date and requested the Board write a letter acknowledging the gift from the Sterilite Corporation. RP moved to authorize the TA to draft a letter to be signed out of session. SL seconded. Unanimous.
- 3.3 Discussion of letters to Representative Harrington and Senator Flanagan. RP would like to send a second letter to Governor Patrick outlining the impact of his actions on local government spending.
- 3.4 Preliminary discussion of the FY14 operating budget. Mr. Sheehan anticipates budget instructions to go out the second half of January. The structural deficit carries over to FY14. He reported that our retirement assessment from the Middlesex Retirement Board is projected to increase \$172,000 over FY13. He is looking into why there is a disparity in the percentages between Townsend and other communities. He will continue to work with the finance team and will have an update in January. SL recommended accelerating plans for alternative revenue sources such as trash collection/pay-as-you-throw. RP agreed. Mr. Sheehan pointed out that trash is one of the largest cost centers and the Board of Health will be meeting January 14<sup>th</sup> on this issue. The BOS would like to look at all the options.
- 3.5 Sign contract with Weston & Sampson Engineers in the amount of \$31,890 for Route 13 reconstruction, including survey/base plan preparation, design of remediation plans, and preparation of plans and specifications. Mr. Sheehan reviewed the project. RP moved to sign the contract with Weston & Sampson Engineers in the amount of \$31,890 for Route 13 reconstruction, including survey/base plan preparation, design of remediation plans, and preparation of plans and specifications. SL seconded. Unanimous.

### V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports  
Discussion on town safety precautions spurred by the events in Newton, CT last Friday.
- 5.2 Town Administrator Updates/Reports  
None.
- 5.3 Review/Sign Payroll Warrant: RP moved to sign out of session. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant: RP moved to sign out of session. SL seconded.  
Unanimous.

**Executive Session:** under G. L. c. 30A, s. 21(a)(2) to conduct contract negotiations with the Town Administrator Andrew Sheehan. Votes may be taken.  
RP moved to adjourn to Executive Session at 8:55 PM and adjourn the meeting directly following. SL seconded. SL aye, RP aye, NT aye. Unanimous.

2.5

### Calendar for Local Election

Nomination Papers available	Jan. 7, 2013
Last Day to obtain Papers	March 1, 2013
Last Day to submit papers to Registrars	March 4, 2013
Last Day for Registrars to file and certify with clerk	March 18, 2013
Last day to object or Withdraw	March 20, 2013
Local Election	April 22, 2012

Elected Positions for our Local April 22, 2013 election in Townsend

Amanda E. Dwight Entertainment Fund	1	three year position
Board of Selectmen	1	three year position
Board of Assessors	1	three year position
Board of Health	1	three year position
Cemetery and Parks Commissioner	1	three year
Library Trustees	2	three year positions and
	1	two year position
N.M. Reg. School Dist.Comm.	1	three year
Planning Board	1	five year position
Recreation Commissioner	1	three year position
Townsend Housing Authority	1	five year position and
	1	one year
Trust Fund Commission	1	one year,
	1	two year and
	1	three year
Trustees of Soldier's Memorials	1	three year Veteran position
	1	three year non-veteran position
Board of Water Commissioner	1	three year position

Nomination papers for these elected office will be available at the Town Clerk's Office on January 7, 2013. You will need 36 Registered voters to sign you nomination papers to have your name on the ballot.

More information may be obtained at the Town Clerk's Office or by phone  
At (978) 597-1704.

Town of Townsend

3.1

APPLICATION FOR LICENSE  
(GENERAL)

No. L-11 \_\_\_\_\_ 20\_\_\_\_

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto  
MIS METALS

Carl Cerullo

(Full name of person, firm or corporation making application)

STATE CLEARLY  
PURPOSE FOR  
WHICH LICENSE  
IS REQUESTED

To obtain a JUNK COLLECTOR'S license to collect junk, old metals  
and second hand articles.

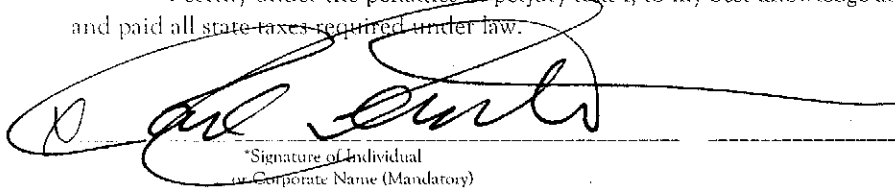
GIVE LOCATION  
BY STREET AND  
NUMBER

At 60 Turnpike Road

in said City/Town of Townsend

in accordance with the rules and regulations made under authority of said Statues.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.



\*Signature of Individual  
or Corporate Name (Mandatory)

By: Corporate Officer  
(Mandatory, if Applicable)

04-3337770

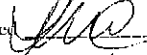
\*\*Social Security # (Voluntary)  
or Federal Identification Number

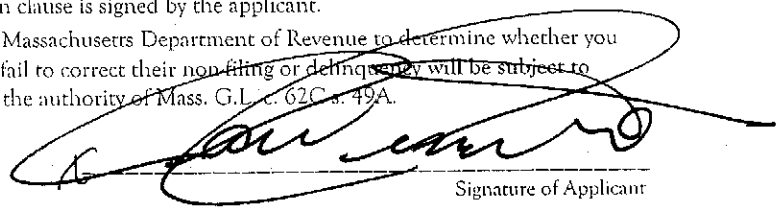
\* This license will not be issued unless this certification clause is signed by the applicant.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 12/26 2012

Hour A.M. 11:30 P.M. \_\_\_\_\_

Approved  20\_\_\_\_  
12/26/12



Signature of Applicant

License Granted \_\_\_\_\_ Address \_\_\_\_\_  
20\_\_\_\_

NUMBER

1-12

THE COMMONWEALTH OF MASSACHUSETTS

FEE

100-

Town of Townsend

**JUNK COLLECTOR'S LICENSE**

This is to Certify that a License is hereby granted to .....

Carl Cerullo MIS Metals

at 60 Turnpike Rd Street

**TO COLLECT JUNK, OLD METALS  
AND SECOND HAND ARTICLES**

in said Townsend in accordance with the laws of the Commonwealth of Massachusetts relating thereto, the ordinances and by-laws of said ..... and such rules and regulations provided for the supervision thereof.

This license shall continue in force until May 1st, 19....., unless sooner revoked and is subject to sections two hundred and two to two hundred and five, inclusive, of the General Laws, Chapter 140, as amended.

By order of the Licensing authorities this ..... day of  
19.....

.....  
Clerk

(OVER)



3.2

**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that:

**JOHN FORS**

V.F.W. Post #6538

491 A Main Street

West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL  
ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES  
Under Chapter 138, Section 14, of the Liquor Control Act**

In conjunction with a "Wedding Reception" to be held on January 26, 2013,  
with sale hours from 3:00P.M. to 7:00P.M.

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires January 26, 2013 unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



yn

The Commonwealth of Massachusetts
The Alcoholic Beverages Control Commission
238 Causeway Street, Suite 200
Boston, MA 02114

Telephone (617) 727-3040
Fax (617) 727-1258

NOTICE OF APPROVAL OF SPECIAL LICENSE

The Local Licensing Authorities of the within named City or Town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a Special License as described herein.

City/Town: Townsend
Date of Local Authority Approval: January 15, 2013
Name of Licensee: John Fors
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: January 26, 2013
Authorized Hours of Sales: 3:00P.M. to 7:00P.M.
Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Wedding Reception."

License is for sale of:
All Alcoholic Beverages: X
Wines and Malt Beverages Only:
Wines Only:
Malt Beverages Only:

The Licensed Activity or Enterprise is:
For profit:
Non-profit: X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? \_\_\_\_\_

Restrictions attached to the license by the local authority: SEE ATTACHED

THE LOCAL LICENSING AUTHORITY

By: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

## **ONE-DAY LIQUOR LICENSE CONDITIONS**

**JOHN FORS  
VFW POST 6538  
491A MAIN STREET, WEST TOWNSEND, MA**

1. One license has been issued for use at the Pavilion/Function Hall area and is to be secured so that alcohol is confined to licensed area.
2. Licensee must stock alcoholic beverages in separate storage area within licensed area.
3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".



**TOWN OF TOWNSEND**  
 One-day Special License Application Form  
 (M.G.L. Chapter 138, Section 1)

John R. Foss  
 Name of Responsible Person/License Holder

Townsend VFW Post 6538 491 A Main Street  
 Name/ Address of Event Premise West Townsend, Ma. 01474

1-26-13 3-7pm 4 hours.  
 Date of Event Hours of Event

Wedding Reception  
 Type of Event/Sponsors

Number of people expected at event: 75

Police Detail Required: YES [ ] NO  (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic  Wine & Malt only [ ]

United Liquors  
 Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES  NO [ ]

*By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.*

John R. Foss  
 Signature of License Holder

1-6-13  
 Date

Date Application Received: 1/07/13

Date sent to licensing Agent for review: 1/15/13

**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that:

**JOHN FORS**

V.F.W. Post #6538      491A Main Street      West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL  
ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES  
Under Chapter 138, Section 14, of the Liquor Control Act.**

In conjunction with a "Wedding Reception" to be held on February 2, 2013,  
with sale hours from 7:00P.M. to 11:00P.M.

The license is granted in conformity with the Statutes and ordinance relating  
thereto, and expires February 2, 2013 unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



The Commonwealth of Massachusetts  
The Alcoholic Beverages Control Commission

238 Causeway Street, Suite 200  
Boston, MA 02114

Telephone (617) 727-3040  
Fax (617) 727-1258

yn

**NOTICE OF APPROVAL OF SPECIAL LICENSE**

The Local Licensing Authorities of the within named City or Town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a Special License as described herein.

City/Town: Townsend

Date of Local Authority Approval: January 15, 2013

Name of Licensee: John Fors

Address of Licensee: 491A Main Street, Townsend, MA

Effective Date or Dates of License: February 2, 2013

Authorized Hours of Sales: 7:00P.M. to 11:00P.M.

Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Wedding Reception."

License is for sale of:

All Alcoholic Beverages: X

Wines and Malt Beverages Only:

Wines Only:

Malt Beverages Only:

The Licensed Activity or Enterprise is:

For profit:

Non-profit: X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? \_\_\_\_\_

Restrictions attached to the license by the local authority: SEE ATTACHED

***THE LOCAL LICENSING AUTHORITY***

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ONE-DAY LIQUOR LICENSE CONDITIONS**

**JOHN FORS  
VFW POST 6538  
491A MAIN STREET, WEST TOWNSEND, MA**

1. One license has been issued for use at the Pavilion/Function Hall area and is to be secured so that alcohol is confined to licensed area.
2. Licensee must stock alcoholic beverages in separate storage area within licensed area.
3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".



**TOWN OF TOWNSEND**  
One-day Special License Application Form  
(M.G.L. Chapter 138, Section 1)

John R. Fors

Name of Responsible Person/License Holder

Townsend VFW Post 6538, 491 A Main Street  
Name/ Address of Event Premise West Townsend

2-2-13 7-11 4 hours  
Date of Event Hours of Event

Wedding Reception  
Type of Event/Sponsors

Number of people expected at event: 76

Police Detail Required: YES [ ] NO  (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic  Wine & Malt only [ ]

United Liquors  
Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES  NO [ ]

*By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.*

John R. Fors  
Signature of License Holder

1-4  
Date

Date Application Received: 1/07/13

Date sent to licensing Agent for review: 1/15/13



**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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**JOHN FORS**

V.F.W. Post #6538      491 A Main Street      West Townsend, MA

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GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL  
ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES  
Under Chapter 138, Section 14, of the Liquor Control Act.**

In conjunction with a "30<sup>th</sup> Birthday Party" to be held on February 23, 2013,  
with sale hours from 7:00P.M. to 11:00P.M.

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires February 23, 2013 unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



The Commonwealth of Massachusetts  
The Alcoholic Beverages Control Commission

238 Causeway Street, Suite 200  
Boston, MA 02114

Telephone (617) 727-3040  
Fax (617) 727-1258

yn

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City/Town: Townsend  
Date of Local Authority Approval: January 15, 2013  
Name of Licensee: John Fors  
Address of Licensee: 491A Main Street, Townsend, MA  
Effective Date or Dates of License: February 23, 2013  
Authorized Hours of Sales: 7:00P.M. to 11:00P.M.  
Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "30<sup>th</sup> Birthday Party."

License is for sale of:  
All Alcoholic Beverages: X  
Wines and Malt Beverages Only:  
Wines Only:  
Malt Beverages Only:

The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? \_\_\_\_\_

Restrictions attached to the license by the local authority: SEE ATTACHED

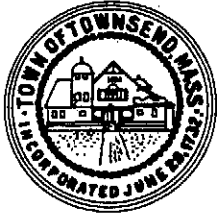
***THE LOCAL LICENSING AUTHORITY***

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ONE-DAY LIQUOR LICENSE CONDITIONS**

**JOHN FORS  
VFW POST 6538  
491A MAIN STREET, WEST TOWNSEND, MA**

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4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".



TOWN OF TOWNSEND  
One-day Special License Application Form  
(M.G.L. Chapter 138, Section 1)

John R. Fors

Name of Responsible Person/License Holder

Townsend VFW Post 6538, 491 A Main Street  
Name/ Address of Event Premise West Townsend, Ma.

2-23-13 7-11 4 hours  
Date of Event Hours of Event

30th Birthday Party  
Type of Event/Sponsors

Number of people expected at event: 65

Police Detail Required: YES [ ] NO [X] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [X] Wine & Malt only [ ]

United Liquors  
Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [X] NO [ ]

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

John R. Fors  
Signature of License Holder

1-4  
Date

Date Application Received: 1/07/13

Date sent to licensing Agent for review: 1/15/13



3.4

**CHAPTER 90 – PROJECT REQUEST**

\*2 Original Signed Project Request Forms are to be submitted.

CONTRACT #

Classification: \_\_\_\_\_

Primary Road: X Brookline Rd. INTF00002007 S00 51002

Local Road: \_\_\_\_\_

City/Town: Townsend

Location(s): Route 13 (Brookline Rd) from Dudley Rd to NH border

Length: 13,200 feet Width: 32 feet

**PROJECT TYPE**

Construction:  Resurfacing:  Engineering:  Equipment:

Other: \_\_\_\_\_

**TYPICAL SECTION DETAILS:** Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface:	_____
Base Course:	_____
Foundation:	_____
Shoulders/Sidewalks:	_____

**SCOPE OF WORK:**

See Attached
--------------

**WORK TO BE DONE:**

Force Account:  Advertised Contract:  Other: XX

Estimated Cost (Please attach estimate and list funding source(s)): \$ 31,890.00

\*\*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 and construction methods. I/We hereby certify under penalty of perjury the following: that the project is on a public way, and any necessary 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 MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

<b>Reviewed by:</b>
Signed: _____
State Aid Engineer _____ Date _____
Road Classification Verified: _____
Approved for \$ _____ @ 100%
District Highway Director _____ Date _____

<b>Signed:</b> <u>Edward A. Kelly</u> <u>01.03-13</u>
<u>SUPERINTENDENT</u> _____
Highway Official's Title _____ Date _____
Accounting Official's Title _____ Date _____
Date _____ Duly Authorized Municipal Officials



### Chapter 90 Environmental Punch List

City/Town: Townsend Mass. Highway District No. 3  
Proposed Work: See attached


Construction \_\_\_\_\_ Resurfacing \_\_\_\_\_ Improvement \_\_\_\_\_ Engineering XX Other \_\_\_\_\_

**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 1/03/13</u> Highway or Conservation Officer's Title Date
	Date: <u>January 3, 2013</u>
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.

## Proclamation

*Whereas,* Townsend is home for over 1,200 senior citizens who are respected and recognized for the wisdom of their experiences and for the valuable lessons they have taught to following generations; and

*Whereas,* our seniors offer their experience and energy to help others in times of need and to create and sustain vital communities through ongoing active participation in civic life; and

*Whereas,* our seniors inspire their children and grandchildren to strive to improve the lives of others and of society as a whole, and to explore ways through which they can continue to build a better world; and

*Whereas,* our seniors may need some assistance from the younger generation and we are called upon to recognize that it is our responsibility and privilege to care for those who once cared for us; and

*Whereas,* January will be recognized as Senior Appreciation Month which serves to remind us that seniors have the right to a life of self-sufficiency, independence and involvement in society, and we acknowledge the meaningful role that so many active seniors have today and an energized population that represents a vital network of support in building stronger communities, and each of us is encouraged to further our own role as productive individuals, following the fine example set by our senior community from which we derive immeasurable benefits; and

*Now Therefore,* we, Nicholas Thalheimer, Sue Lisio, and Robert Plamondon, Selectmen of the Town of Townsend, Middlesex County, in the Commonwealth of Massachusetts, do hereby proclaim January as;

### *“Senior Appreciation Month”*

\_\_\_\_\_  
Nicholas Thalheimer, Chairman

\_\_\_\_\_  
Sue Lisio, *Vice Chairman*

\_\_\_\_\_  
Robert Plamondon, *Clerk*

## Karin Canfield

---

**From:** Susan G <picklejuice@verizon.net>  
**Sent:** Sunday, December 16, 2012 5:55 PM  
**To:** netesq2000@yahoo.com  
**Cc:** Karin Canfield  
**Subject:** Friends of the Townsend Seniors

Hello Nik and Karin,

I'm putting together the Friends of the Townsend Seniors' January letter for the Senior Center's January Newsletter....and I've written the following article

**Saturday, January 26<sup>th</sup> is the Friends' luncheon to honor and celebrate all Townsend Seniors.** January is "Seniors' Month" in Townsend and plans include a lunch, sing-a-long, and some surprises! It will be in the Meeting Hall on Saturday, January 26th, 11:00am - 2:00 pm. And ***there is no charge!*** This is open to all Townsend Seniors, as well as Seniors who are members of the Friends and live outside of Townsend. Please sign-up at the Senior Center desk or call the Center at 978- 597-1710.

This is the 2nd or maybe the 3rd Annual Luncheon....Bill Roberts was the Friends' President and he helped with the idea that we'd make January Seniors Month in Townsend.

Do you know if last year, 2012, you did a special announcement at an early January Selectmen's meeting and made up a Proclamation which was read at the lunch?

Thanks for checking into this.

Susan Gerken  
978 502 8257



**TOWN OF TOWNSEND  
PLANNING BOARD  
272 MAIN ST.  
TOWNSEND, MA 01469  
978- 597-1700 x 1722 \* 978- 597-1722 fax**

3.7

**Date:** December 26, 2012

**To:** Assessor's Office  
Board of Selectmen  
Board of Health  
Building Inspector  
Conservation Commission  
Fire Department

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

**From:** Planning Board Office

**REFERRAL NOTICE**

This notice is given in accordance with MGL Chapter 40-A, Section 11 and the Town of Townsend Zoning By-laws, Section **145-42 Site Plan Review Special Permit** and Section **145-65 Special Permits**. Please review the attached Site Plan Review application **to construct a 38' x 90' two-story Parish Center at St. John's Church**, and relay to the Planning Board any questions or concerns you may have. The full application and plans are available for review at the offices of the Town Clerk, Land Use Coordinator and the Planning Board. Parties wishing to speak in favor of, or in opposition to the proposal, may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Interested parties are encouraged to attend. Comments should be provided to the Board and to the applicant within 35 days. Failure to make recommendations within 35 days shall be deemed lack of opposition.

**PROJECT DESCRIPTION:** To construct a 38' x 90' two-story Parish Center at St. John's Church for meetings and social gatherings.

**APPLICANT:** Father Jeremy St. Martin, Roman Catholic Archbishop of Boston

**LOCUS ADDRESS:** 1 School Street

**PARCEL ID:** Assessor's Map 52, Block 11, Lots 0 & 1; Block 12, Lot 0; and Block 31, Lot 0  
Zoned RA3 (Residential A)

**DATE OF HEARING:** Monday, January 28, 2013

**TIME / PLACE OF HEARING:** 7:30 p.m., Selectmen's Chambers

**LEGAL AD:** Townsend Times: January 4th, & 11th, 2013

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

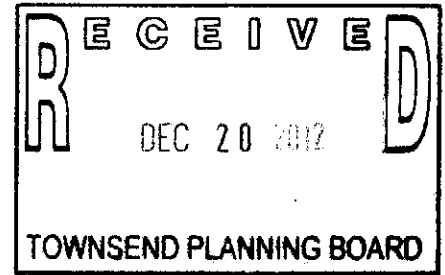
**DATE:** \_\_\_\_\_

# DAVID E. ROSS ASSOCIATES, INC.

*Civil Engineers, Land Surveyors, Environmental Consultants*

December 20, 2012

Town of Townsend  
Office of the Planning Board  
272 Main Street  
Townsend, MA 01469



Re: Special Permit for Site Plan Review  
1 School Street, Townsend  
DER Project No. 28040

Dear Board Members:

On behalf of our client, Roman Catholic Archbishop of Boston, David E. Ross Associates, Inc. is pleased to submit a site plan and special permit application in accordance with M.G.L Ch. 40A, and Townsend Code, Article IX, Special Provisions, Section 145-42 for a proposed parish hall at the above referenced location.

### Existing and Proposed Conditions

Currently the site is developed with multiple buildings with associated access and parking. There is a worship hall, administrative building, function hall, and temporary meeting space provided in trailers. The proposal is to construct a new 38' x 90' parish center with associated access, parking, and utilities. The building will replace the existing temporary trailers. The building will be 2 stories with meeting space on the lower level and space for gatherings on the upper level. Floor plans are included for reference.

### Traffic and Pedestrian Impact

New sidewalk access is proposed to both levels of the building. The building will be handicap accessible to both levels from the main parking area. This parking area is currently used for worship services and functions. This same parking area will be used for gatherings in the new facility. Traffic patterns will remain as they currently are. Additional parking is not required due to the operation of the site. The congregation will not be using the worship hall and new building at the same time. They would occupy one or the other. This means that parking should be provided to satisfy the maximum occupancy of the new building. Current plans are for a maximum of 120 seats. By Zoning, this would require 60 parking spaces. There is room on the premises to park at least 67 vehicles.

A new parking area with a standard stall and a handicap accessible stall will be provided off of School Street. This will allow for an accessible entrance to the lower level from the School Street side of the building. The existing curb cut will be widened to improve the entrance and reduce disturbance.

### Stormwater Impact

The new building is proposed to replace the existing temporary trailers. The trailers occupy space that previously had a dwelling on it. The new building occupies space that also previously had a dwelling on it. The total roof area for the razed dwellings was approximately 2,500 sq.ft. The new building will be 3,430 sq.ft. The increase in impervious surface from the roof area, new sidewalks, and new parking area will be mitigated. We have provided low-impact drainage structures to attenuate any increase in stormwater runoff as a result of the proposed development. Stone drip trenches will be provided along the foundation to

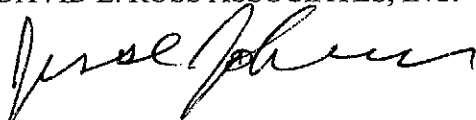
infiltrate stormwater coming off the roof. Infiltration trenches and swales will be provided to treat and attenuate stormwater from the new sidewalk and parking area. Calculations provided show a decrease in the volume and rate of stormwater runoff for the 2-year and 10-year storm events and the volume for the 100-year storm event. As a result, there are no anticipated flooding impacts to abutting properties.

**Included with this submission are:**

- a) Seven (7) full-size and twelve (12) reduced copies of the plan set
- b) Two (2) copies of Drainage Calculations
- c) Original Authorization Form to Represent Property Owners
- d) Application Fee of \$1200 (Check #12048) for Site Plan and Special Permit Review
- e) Seven (7) copies of the Special Permit Application Form (Original Notarized Copy Included)

If you have any questions or comments, please call me at our office.

Very truly yours,  
DAVID E. ROSS ASSOCIATES, INC.



Jesse Johnson, P.E.

Enclosure

cc: Father Jeremy St. Martin w/ Enclosure

DAVID E. ROSS ASSOCIATES, INC.

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111 Fitchburg Road P.O. Box 368 Ayer, Massachusetts 01432-0368  
978-772-6232 978-368-1065 978-448-3916 FAX 978-772-6258





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

3.8

Robert Plamondon, *Chairman*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Andrew J. Sheehan,  
*Town Administrator*

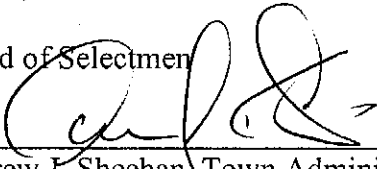
Office (978) 597-1701  
Fax (978) 597-1719

## MEMORANDUM

DATE: January 15, 2013

TO: Board of Selectmen

FROM:

  
Andrew J. Sheehan, *Town Administrator*

RE: **FY 2014 BUDGET MESSAGE**

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The Finance team and I have been begun developing revenue and expenditure estimates for the FY2014 budget which runs from July 1, 2013 to June 30, 2014. The current schedule anticipates departments returning their budgets on February 15, 2013. Budget hearings with departments can be scheduled after budgets are received.

As has been the case for the past few years, the outlook for FY14 is full of uncertainties. The deficit the Town faced last summer and fall was difficult and places us in a challenging starting position for FY14. Town departments have largely been living with level funded budgets for several years. As noted last year, this practice is unsustainable over time as costs continue to rise and departments fall further behind. Unfortunately, with few exceptions we have little choice but to continue on this path in FY14.

Budgeting requires that we make certain assumptions with respect to revenues and expenses. This is always an uncertain science, but conservative and reasonable assumptions minimize surprises. Several of the assumptions that we must make can fluctuate from year to year. On the revenue side the most unpredictable is State aid to cities and towns (local aid). On the expense side the largest are regional school assessments. Smaller but still significant hard to predict expenses include health insurance and retirement assessment.

### Revenues

On the revenue side the tax levy will increase by the statutory 2 ½ percent. The levy will be \$13,956,189 in FY14. Local receipts, which include things such as license fees, permit fees, and excise taxes, are estimated at \$1,128,340. Local receipts still trail their ten-year average and have not reached pre-recession levels; we are continuing to take a conservative approach with local receipts in FY14. The meals tax has been in effect for one year and receipts are in line with estimates. The meals excise is projected at \$70,000.

We are assuming local aid will be level funded at FY13 amounts. Our largest source of local aid is Unrestricted General Government Aid (UGGA). UGGA topped out at \$1,454,476 in FY08. In FY14 we are assuming UGGA at \$1,111,624. This is equal to what we received in FY13. We make this assumption on the basis of information from the Massachusetts Taxpayers Foundation, the Massachusetts Municipal Association (MMA), and conversations with area managers and administrators. We will not know the true local aid number for several more months. The Governor typically uses the MMA Annual Meeting to announce budget highlights. That meeting takes place on January 25, 2013 and I will be in attendance to hear his comments. Other local aid accounts, including State Owned Land, Quinn Bill, Public Libraries, Veterans' Benefits, and Elderly and Veterans Exemptions, remain uncertain. In FY13, these other accounts totaled \$261,979 and we are projecting level funding in FY14. If all of these assumptions hold true, total local aid will be \$1,373,603.

### **Expenditures**

Expenditures are the other piece of the budget. The following are some expenditure highlights:

- Education is our largest budget item at 55% of the General Fund budget. The assessments from the North Middlesex Regional School District and Nashoba Valley Technical High School will not be known until February or March. Fortunately, Beacon Hill appears committed to level funding education aid.
- We are seeing a significant increase in our assessment from the Middlesex County Retirement System. This increase is needed for them to fully fund their obligations by 2040 and bring their average annual growth assumptions in line with recent market performance. We are projecting our assessment to increase by \$180,000 over FY13.
- Employee health insurance is another significant cost center. We are working with our insurance pool, the Massachusetts Interlocal Insurance Association (MIIA) and our benefits advisors, Cook & Co., to redesign our employee health insurance programs in order to reduce costs. At the same time we are exploring benefits we can offer our employees that would be mutually beneficial to employees and the Town.
- The Town's curbside trash collection program is also being examined. Solid waste collection is a large cost center and one over which we have some control. Significant savings may be available and these savings will continue into the future.
- Personnel costs are a large piece of our budget. I am not proposing any reductions in employee hours for FY14. Furthermore, the Board of Selectmen made a commitment to employees with the compensation and classification plan. The preliminary spending plans factors in a 2 ½% step increase for non-union personnel. Union contracts are all currently open and negotiations are underway.

I look forward to working with the Board of Selectmen, Finance Committee, elected and appointed boards and officials, employees, and residents to provide input and ideas to address the challenges facing Townsend.