



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

Sue Lisio, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*  
Office (978) 597-1700  
Fax (978) 597-1719

**SELECTMEN'S MEETING AGENDA**  
**JUNE 18, 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: June 4, 2013. Votes may be taken.

**II APPOINTMENTS /HEARINGS**

None

**III MEETING BUSINESS**

- 3.1 Review and award Information Technology Support Services contract to Townsend Technologies. Votes may be taken.
- 3.2 Request to close non-public safety facilities to the public on July 5, 2013. Votes may be taken.
- 3.3 Approve transfers of appropriations for the following. Votes may be taken:
  - Accounting Department, \$500.00
  - Tax Collector, \$700.00
  - Treasurer, \$2,000.00
  - Street lighting, \$2,300.00
  - Landfill Operations, \$2,000.00
- 3.4 Review mandatory referral from Zoning Board of Appeals for a Special Permit and/or Variance at 3 Maple Street. Votes may be taken.
- 3.5 Review mandatory referral from Board of Health regarding a request to install shallow wells for irrigation purposes at Harbor Trace subdivision. Votes may be taken.
- 3.6 Discuss and review draft outline of personnel policies. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Vote to approve the hiring of the following Summer Recreation Counselors with terms of July 1, 2013 to June 30, 2014. Votes may be taken.

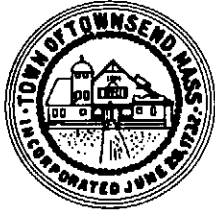
Alisha Blanchard  
Christopher Brouillette  
Samantha Brouillette  
Amy Clement  
Carla Clement  
James Farley  
Dominique Goyette-Connerty  
Katherine Hitchins  
Lisa Kwiatkowski

Victoria LeBlanc  
Colin Lomax  
Anna Makrianis  
Joshua McLernan  
Brittney Nelson  
John Ronan  
Julie Sampson  
Cassidy Thibodeau  
Jared Walsh

4.2 Vote to make annual appointments of officials and board members. Votes may be taken.

**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



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1.4

Sue Lisio, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

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

**SELECTMEN'S MEETING MINUTES**  
**JUNE 4, 2013 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00PM. Roll call showed Sue Lisio, Chairman (SL), Robert Plamondon, Vice-Chairman (RP), and Colin McNabb, Clerk (CM) present.
- 1.2 SL gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: None
- 1.4 Review/Approve Meeting Minutes: May 21, 2013. CM moved to approve the minutes of May 21, 2013. RP seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Review and approve Second Amendment to Intermunicipal Agreement for the Devens Regional Household Hazardous Products Collection Program allowing the Town of Ashby to join the collaborative: Mr. Sheehan gave background of the program. He said the primary benefit of adding Ashby is financial: it is expected to improve the financial stability of the collaborative. Joining communities pay both the one time capital assessment and the annual operating assessment. CM moved to approve Second Amendment to Intermunicipal Agreement for the Devens Regional Household Hazardous Products Collection Program allowing the Town of Ashby to join the collaborative. RP seconded. Unanimous.
- 3.2 Review and award cleaning and janitorial contract to This & That: Mr. Sheehan explained that we have contracted with this company for the past 3 years. It is owned by Kristin Hunt, a Townsend resident. Six firms responded to the request for proposals. A team consisting of Stacy Schuttler, Chris Clish, and Mark Mercurio reviewed the non-price proposals without access to pricing information. This & That was the only firm to rate "highly advantageous" among all reviewers. The FY14 price is \$39,240 which covers Town Hall, the police station, and the library/senior center facility. CM moved to award cleaning and janitorial contract to This & That for FY14, FY15 and FY16. RP seconded. Unanimous.
- 3.3 Approve One Day Special Licenses for Jon Fors, VFW Post 6538 for the following:
  - For a College Graduation on June 22, 2013 from 7PM to 11PM.
  - For a Jack & Jill on June 29, 2013 from 7PM to 11PM.CM moved to approve One Day Special Licenses for Jon Fors, VFW Post 6538 for the a College Graduation on June 22, 2013 from 7PM to 11PM and a Jack & Jill on June 29, 2013 from 7PM to 11PM. RP seconded. Unanimous.
- 3.4 Confirm 2 ½% wage increases for positions on the non-union compensation and classification plan consistent with the wages presented and approved in FY14 operating budgets approved by Town Meeting. As explained by Mr. Sheehan, these were previously approved, but a formal vote of the Board is required. CM moved to confirm 2 ½% wage

increases for positions on the non-union compensation and classification plan consistent with the wages presented and approved in FY14 operating budgets approved by Town Meeting. RP seconded. Unanimous.

## **II APPOINTMENTS /HEARINGS**

2.1 7:10 Joint meeting with Planning Board to appoint a member to fill a vacancy until the next annual election. Mr. Sheehan reviewed the process, noting that if there is more than a year left in the term, the appointed person only serves until the next annual election. Jeff Peduzzi, Chairman of the Planning Board nominated Chris Nocella and so moved to appoint Chris Nocella to fill the vacancy until the next town election. Chris Jones seconded. Roll call: CM aye, RP aye, SL aye, Karen Coughlin aye, Chris Jones aye, Julie Johnson aye and Jeff Peduzzi aye. Passed unanimously.

2.2 7:15 Joint meeting with Board of Water Commissioners to appoint a member to fill a vacancy until the next annual election. Niles Busler, Chairman of the Board of Water Commissioners nominated the only person to step forward, Andrea Wood, to fill the vacancy until the next annual election. Fran McNamara seconded. Roll call: CM aye, RP aye, SL aye, Niles Busler aye, Fran McNamara aye. Passed unanimously. Mr. Busler pointed out that the Board of Water Commissioners will have two open slots next election.

2.3 7:20 Reclassification of positions:

- Adoption of Selectmen's Policy: Reclassification of Positions
- Request of the Board of Health to reclassify the Health Administrator.

Chris Genoter, Chairman of the Board of Health distributed the most recent draft of the proposed new job description for the Health Administrator. Discussion ensued about the availability of other job descriptions and the anticipated process this will take. The position analysis questionnaire needs to be filled out and the package will be sent with the understanding that HRS will not commence work on it until after July 1, 2013, when funding becomes available.

CM read the proposed Reclassification of Positions Policy into the record. SL asked Mr. Sheehan if he had distributed as requested. He had and there was feedback from Sue Funaiolo. Her concerns were addressed. Paul Rafuse proposed reestablishing a personnel board. After discussion CM moved to adopt the policy, RP seconded. Unanimous.

## **III MEETING BUSINESS (cont.)**

3.5 Announcement of upcoming meetings and events of interest to the community:

- Devens Household Hazardous Products Collection, Wednesday June 5 and Saturday, June 8, Cook Street, Devens.
- Joint Meeting of the Boards of Selectmen, Finance Committees, North Middlesex Regional School Committee, and North Middlesex Regional High School Building Committee, Thursday, June 6, 2013, 7PM at North Middlesex Regional High School Library/Media Center.
- Townsend Military Band 2013 Thursday evening concert series commencing June 6.
- Firefighters Memorial, Sunday, June 9, 2013 at 1:30PM at the Upper Common, intersection of Main Street and Turnpike Road.
- Gold Star Veterans Memorial dedication, Saturday, June 15, 2014, 10Am in Room 2 of Town Hall.
- Truck-a-Palooza, sponsored by the Highway Department and the Library, Saturday, June 15, 2013 from 10AM to 12PM at the Library parking lot, 12 Dudley Road.
- North Middlesex Regional High School Building Committee community forum. Monday, June 17, 2013 at 7PM at the Nissitissit Middle School, 33 Chace Avenue, Pepperell, MA 01463 .

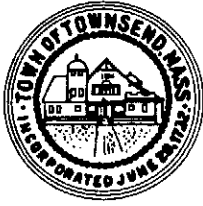
**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appoint Fire Chief Donald Klein as Emergency Response Coordinator with a term of July 1, 2013 to June 30, 2014: CM moved to appoint Fire Chief Donald Klein as Emergency Response Coordinator with a term of July 1, 2013 to June 30, 2014. RP seconded. Unanimous.
- 4.2 Appoint Michael Grimley to the North Middlesex Area Emergency Planning Committee with a term from July 1, 2013 to June 30, 2015. CM moved to appoint Michael Grimley to the North Middlesex Area Emergency Planning Committee with a term from July 1, 2013 to June 30, 2015. RP seconded. Unanimous.

**V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports: RP reiterated the dedication of the Gold Star Veterans memorial.
- 5.2 Town Administrator Updates/Reports: None
- 5.3 Review/Sign Payroll Warrant: CM moved to sign warrants out of session. RP seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant: CM moved to sign warrants out of session. RP seconded. Unanimous.

RP moved to adjourn at 8:01PM. CM seconded. Unanimous.



3.1

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Andrew J. Sheehan,  
*Town Administrator*

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

**MEMORANDUM**

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 13, 2013

RE: Information Technology Support Services Contract  
Recommendation

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On May 24, 2013 my office issued a request for proposals (RFP) for Information Technology Support Services. Proposals were due June 10, 2013. Two proposals were received: Townsend Technologies and CTS Services, Inc. Both proposals met the minimum evaluation criteria.

I reviewed and ranked non-price proposals. Proposals were evaluated on experience, staffing, and plan of services and each criterion was given a rating of highly advantageous, advantageous, not advantageous or unacceptable. Each proposal was also given a composite rating.

Townsend Technologies achieved a rating of highly advantageous. The price proposal submitted by Townsend Technologies is as follows:

- FY14: \$44,000.00
- FY15: \$46,000.00

I recommend that the Board vote to award a two-year contract to Townsend Technologies for the amounts noted above.

I look forward to discussing this in more detail with the Board.



REQUEST FOR TRANSFER OF APPROPRIATIONS  
In accordance with the Chapter 77 of the Acts of 2006

3.3

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE:

6/3/13

FROM: Kim Fales

OFFICER/DEPT HEAD:

Accounting

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested:

\$ ~~175.00~~ 500.00

To be transferred to:

01-135-5112-000 Wages - Support Staff  
(name & account number of appropriation)

To be transferred from:

01-914-5740-000 Health Insurance  
(name & account number of appropriation)

Balance of Appropriation to be transferred: \$

230,391.39 FROM 689.13 TO

The amount requested to be used for the following reasons:

TO fund additional hours for dept. assistant to help with conversion to VADAR and for training sessions in June

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting

6-13-13  
Date of Meeting

Vote: YES [ ] NO [ ]

Vote: YES [X] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ 500<sup>00</sup>

\_\_\_\_\_  
Chairman, Board of Selectmen

Nancy Rapoza  
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS  
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE: 6-11-13

FROM: Tax Collector

OFFICER/DEPT HEAD: Kathy Roubak

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

\_\_\_\_\_ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

\_\_\_\_\_ Not a municipal light department or a school department

\_\_\_\_\_ Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater.

Amount requested: \$ \$ 700.00

To be transferred to: 01-146-5110-000 - Wages  
(name & account number of appropriation)

To be transferred from: 01-914-5740-000 Health Insurance  
(name & account number of appropriation)

Balance of Appropriation to be transferred: \$ \_\_\_\_\_

The amount requested to be used for the following reasons: training on new  
computer system for finance officials

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting \_\_\_\_\_

6-13-13  
Date of Meeting

Vote: YES [ ] NO [ ]

Vote: YES [X] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ 700<sup>00</sup>

\_\_\_\_\_  
Chairman, Board of Selectmen

Nancy Rapoza  
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission





# REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE: 6-11-13

FROM: Treasurer

OFFICER/DEPT HEAD: Kathy Rossbach

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

\_\_\_\_\_ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

\_\_\_\_\_ Not a municipal light department or a school department

\_\_\_\_\_ Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$ 2000.—

To be transferred to: 01-145-5380-000 other services  
(name & account number of appropriation)

To be transferred from: 01-914-5740-000 Health Insurance  
Join share  
(name & account number of appropriation)

Balance of Appropriation to be transferred: \$ 230,391.39

The amount requested to be used for the following reasons: \_\_\_\_\_

It caught up on monthly Bank statements

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting

6-13-13  
Date of Meeting

Vote: YES [ ] NO [ ]

Vote: YES [] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ 2000<sup>00</sup>

\_\_\_\_\_  
Chairman, Board of Selectmen

Nancy Kaperza  
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



# REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE: June 11, 2013

FROM: Street Lighting

OFFICER/DEPT HEAD: Andrew J. Sheehan, Town Administrator

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$2,300.00

To be transferred to: Street Lighting, acct. 424-5210  
(name & account number of appropriation)

To be transferred from: Health Insurance, dept. 914  
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$230,391.39

The amount requested to be used for the following reasons: Additional funds are necessary to cover anticipated expenditures.

Action by Board of Selectmen

Action by Finance Committee

\_\_\_\_\_  
Date of Meeting

6-13-13  
Date of Meeting

Vote: YES [ ] NO [ ]

Vote: YES [] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ 2300<sup>00</sup>

\_\_\_\_\_  
Chairman, Board of Selectmen

Nancy Kapoja  
Chairman, Finance Committee



**REQUEST FOR TRANSFER OF APPROPRIATIONS**  
In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE: June 11, 2013

FROM: BOARD OF HEALTH

OFFICER/DEPT HEAD: Carla Walter

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- \_\_\_\_\_ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- \_\_\_\_\_ Not a municipal light department or a school department
- \_\_\_\_\_ Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$2,000

To be transferred to: Landfill Operations 01-430-5300-000 Professional Services

To be transferred from: Health Insurance 01-914-5000-000

Balance remaining in appropriation from which transferred: \$ 230,391.39

The amount requested to be used for the following reasons: Wood chipping of the debris at the Recycling Center. \$7,000 needed. \$2,500 available in Landfill Operations Professional Services and \$2,500 available in the Recycling General Revolving Account. Respectfully request \$2,000.

Action by Board of Selectmen

Action by Finance Committee

\_\_\_\_\_  
Date of Meeting

6-13-13  
\_\_\_\_\_  
Date of Meeting

Vote: YES [ ] NO [ ]

Vote: YES [] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ 2000<sup>00</sup>

\_\_\_\_\_  
Chairman, Board of Selectmen

Nancy Rapozzi  
\_\_\_\_\_  
Chairman, Finance Committee

TOWN OF TOWNSEND  
ZONING BOARD OF APPEALS  
272 MAIN STREET  
TOWNSEND, MA 01469

3.4

To: Planning Board  
Board of Health  
~~Conservation Commission~~  
Board of Selectmen

**REFERRAL NOTICE**

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

**APPLICANT:** Eugene J. Champagne  
**LOCUS ADDRESS:** 3 Maple Street  
**PARCEL ID:** Assessor's Map 51, Block 105, Lot 0

**Date of Hearing:** July 31, 2013 @ 7:00pm  
**Date of Referral:** July 12, 2013

cc: Building Inspector  
Police Chief  
Fire Chief  
Highway  
Water Department  
Assessors

**Petition:** *(from legal notice)*

The Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, July 31, 2013 at 7:00 p.m.** at Memorial Hall, 272 Main Street for a Special Permit and/or Variance under Zoning Bylaw §§145-18, 145-65, and 145-66.

The applicant is requesting a special permit and/or variance to construct an addition on a preexisting, nonconforming structure and lot at reduced setbacks.

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

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

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



Office of  
**ZONING BOARD OF APPEALS**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 x1723; 978-597-1722 fax

**R E C E I V E D**  
JUN 11 2013  
TOWN OF TOWNSEND  
TOWN CLERK

### LEGAL NOTICE

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, July 31, 2013 at 7:00p.m.** at Memorial Hall, 272 Main St., on the application of **Eugene Champagne** for a **Special Permit and/or Variance** under Zoning Bylaw §§145-18, 145-65 and 145-66. The applicant is requesting a special permit and/or variance to construct and addition on a preexisting nonconforming structure and lot for the property located at **3 Maple Street (Assessor's Map 51, Block 105, Lot 0)**.

Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board Office during business hours.

William Cadogan  
Chairman, Zoning Board of Appeals

Townsend Times: July 12, and July 19, 2013

cc: Applicant  
Assessors  
Board of Health  
Board of Selectmen  
Building Inspector  
Conservation Commission  
Fire Department  
Highway Department  
Historic District Commission  
Housing Authority  
Land Use Coordinator  
Planning Board  
Police Department  
Street file  
Town Clerk  
Water Department



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

RECEIVED  
 JUN 10 2013  
 TOWN OF TOWNSEND  
 TOWN CLERK

**APPLICATION FORM**

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

Name: Eugene J Champagne

Mailing Address: 3 Maple St. Townsend MA 01469

Property Address: 3 Maple St. Townsend MA 01469

Applicant's phone: 978 597-8175

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

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

**Characteristics of Property:**

Number of lots 1 Lot Area 9576 Frontage 115.5<sup>ft</sup> Zoning District RA  
 (If more than one lot, please complete information for each lot individually)

Assessor's Office Map # 51 Block # 105 Lot # 0

Recorded at Middlesex Southern Registry of Deeds: Book: 27163 Page: 150

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

cont..

This Application is for:

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

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

Under 7000 cubic yards Fee \$300.00,

7001 cubic yards and over Fee \$750.00

Material to be removed: \_\_\_\_\_

\_\_\_\_\_ **Appeal** under Section 145-64 of the Zoning Bylaws, Code of the Town of Townsend.

Fee: \$300.00

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

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

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

**Special Permit** under Section 145-65 and Section 145-18 of the Zonings Bylaw, Code of the Town of Townsend. Fee \$300.00. (for any special permit section not listed above).

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

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

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

**INSTRUCTIONS FOR FILING APPLICATIONS:**

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

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

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

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

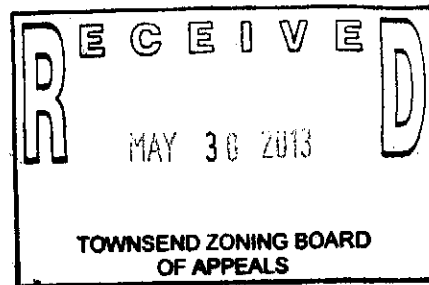
Signed: Eugene J. Champagne 6-10-13  
Name Date



Darlene



**BUILDING DEPARTMENT**  
272 Main Street  
Townsend, Massachusetts 01469



*Richard D. Hanks C.B.O*  
**Building Commissioner**

*Zoning Enforcement Officer*  
Office (978) 597-1709

*ADA Coordinator*  
Fax (978) 597-8135

May 28, 2013

Eugene and Darlene Champagne  
3 Maple Street  
Townsend, MA 01469

Dear Mr. and Mrs. Champagne,

I am in receipt of your building permit application to construct an addition to your house. Regretfully at this time I must deny your application for the following reason(s).

Your property and house is what is known as a pre-existing, non-conforming lot and structure. This means that your property pre-dates the zoning bylaws of the Town and does not conform to the bylaws for the set-back requirements to the property lines and the required lot frontage and area.

Your current front yard setback from Maple Street to the front of your house is 25'. The current required front yard set-back is 50'. Your proposed addition is coming forward towards the road approximately 10' +/- . I noticed that this is due to the constants of the septic system.

Therefore under section 145-18 of the zoning bylaws, Extensions and alterations, special permit required. " Pre-existing, nonconforming structures or uses may be extended, altered, changed or rebuilt only by special permit from the Board of Appeals and subject to the provisions of subsection 145-65F. Any such rebuilding, change, extension or alteration shall not be more detrimental than the existing nonconforming use to the neighborhood."

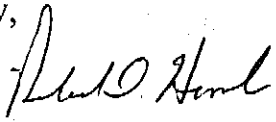
Therefore you will need to apply to the Zoning Board of Appeals for either a M.G.L. chapter 40A section 6 finding that the proposed extension will not be

substantially more detrimental than the existing nonconforming use to the neighborhood or a special permit and or a variance.

Applications for the Zoning Board of Appeals are available from the Town Clerk's Office or the Land Use Office.

If you have any questions regarding this letter or need any assistance please call or write me at this office.

Sincerely,



Richard Hanks, Building Commissioner  
RDH

C.c. Board of Selectmen  
Zoning Board of Appeals  
Todd Arsenault, 30 Clement Rd. Townsend  
Street File  
Binder

June 7, 2013

Zoning Board of Appeals  
Town of Townsend  
Townsend, MA 01469

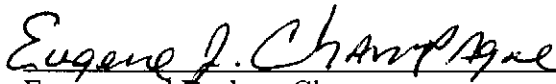
Re: 3 Maple St., Townsend, MA

The existing house pre-dates Townsend Zoning Bylaws and does not conform to set back requirements.

The proposed additional living space will meet the least impacted set backs and stay within legal constants of existing septic system.

The additional living space will accommodate the growth of the family, as relocating is not cost effective.

Respectfully submitted,

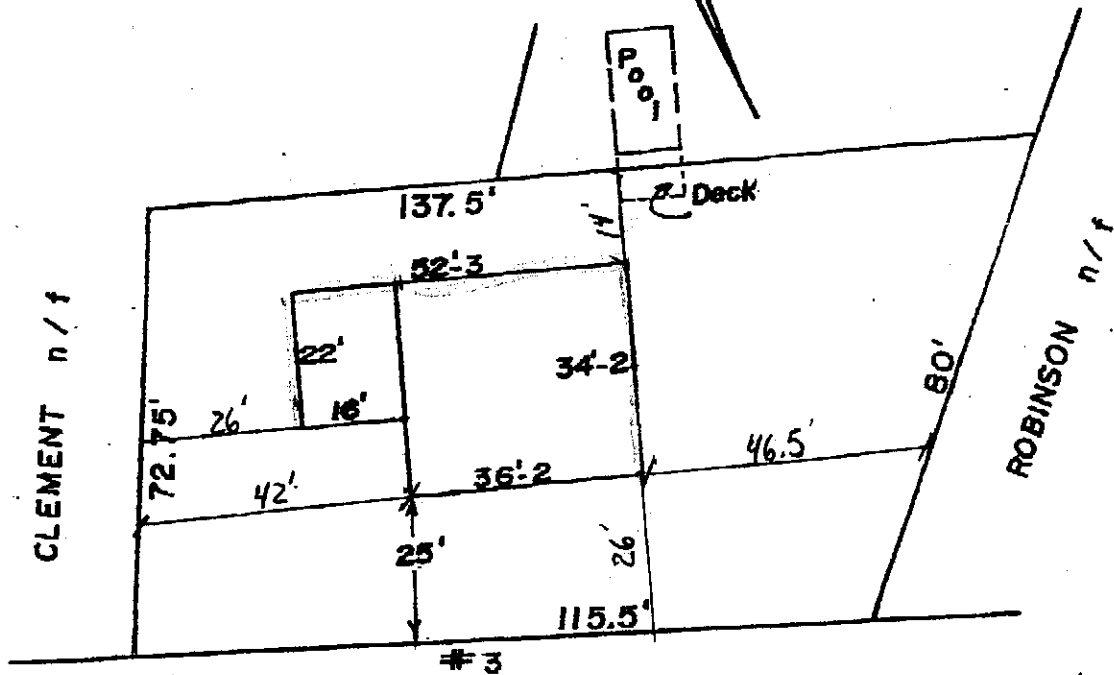


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Eugene and Darlene Champagne  
3 Maple St.  
Townsend, MA 01469

EXISTING HOUSE

EXISTING SET BACKS



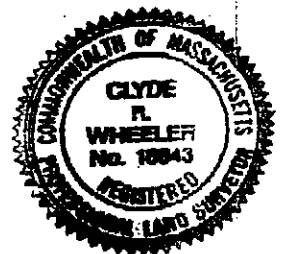
MAPLE STREET

**House Certification Plan Of Land In MASS.**

**CLYDE R. WHEELER INC.  
110 OLD BAY ROAD  
BOLTON, MASS.**

**SCALE 1" = 30'**

**22 APR. 1996**



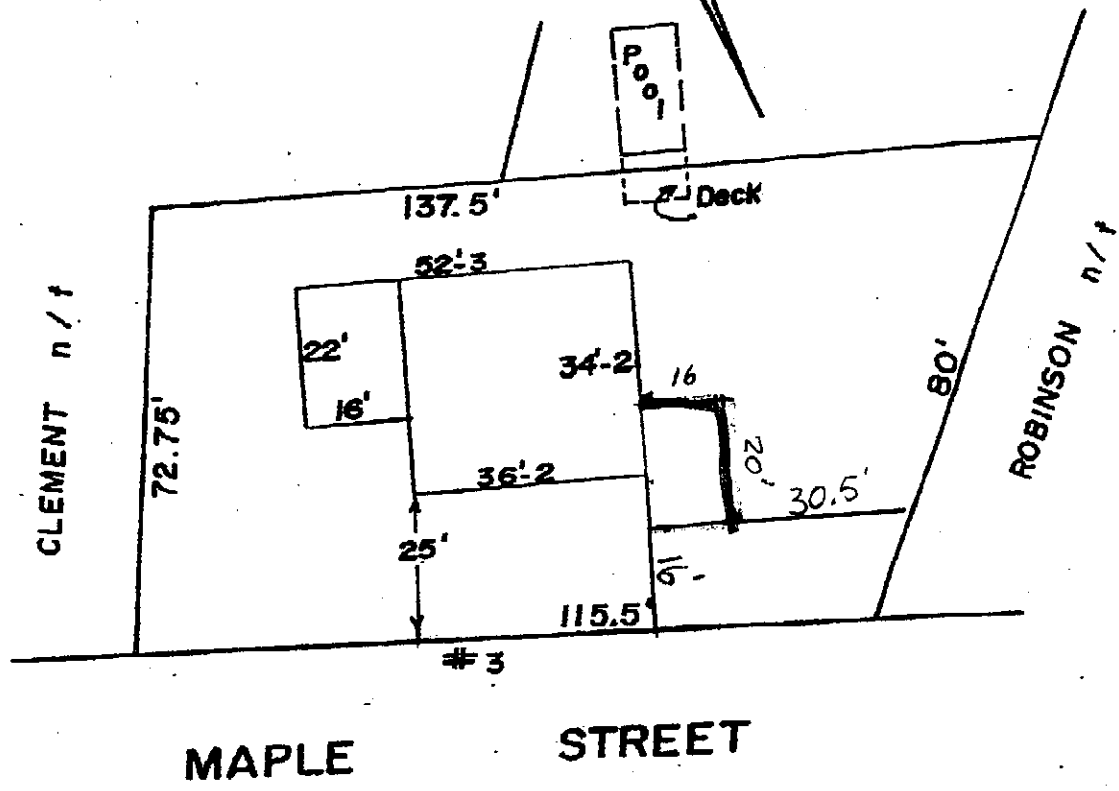
NOTE: THIS PLAN IS NOT TO BE RECORDED OR USED TO ESTABLISH PROPERTY LINES. I CERTIFY THAT THE BUILDING ON THIS PROPERTY IS LOCATED ON THE GROUND AS SHOWN ABOVE AND COMPLIES WITH THE DIMENSIONAL REQUIREMENTS OF THE ZONING BYLAW OF THE TOWN OF BOLTON, MASS. THE ENCROACHMENT SHOWN IS NOT LOCATED IN THE FEDERAL FLOOD HAZARD ZONE. ALL VISIBLE EASEMENTS AND ENCROACHMENTS ARE SHOWN HERE-ON.

This certification is made to: BancBoston Mortgage Corporation

*Clyde R. Wheeler*  
REGISTERED PROFESSIONAL LAND SURVEYOR

~~Proposed~~ ADDITION

Proposed Setbacks

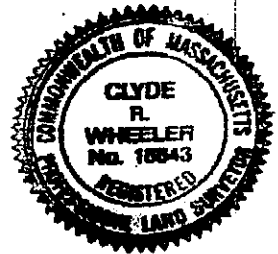


**House Certification Plan of Land In  
TOWNSEND MASS.**

**CLYDE R. WHEELER INC.  
110 OLD BAY ROAD  
BOLTON, MASS.**

**SCALE 1" = 30'**

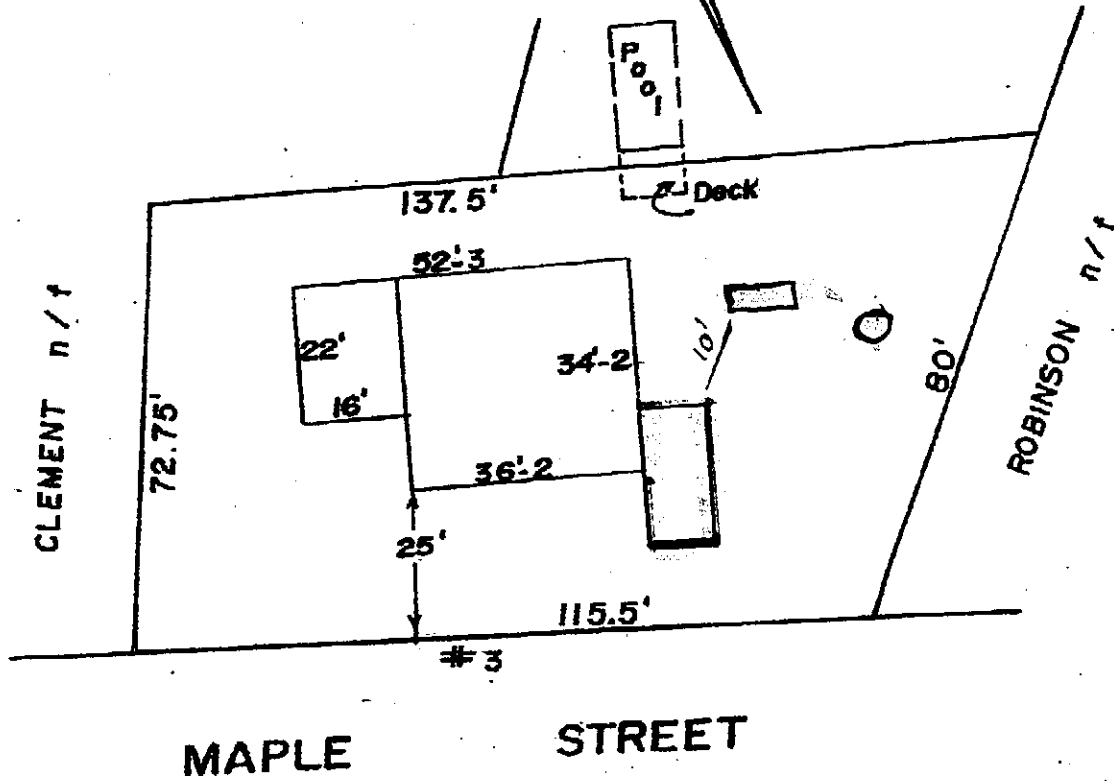
**22 APR. 1996**



NOTE: THIS PLAN IS NOT TO BE RECORDED OR USED TO ESTABLISH PROPERTY LINES. I CERTIFY THAT THE BUILDING ON THIS PROPERTY IS LOCATED ON THE GROUND AS SHOWN ABOVE AND COMPLIES WITH THE DIMENSIONAL REQUIREMENTS OF THE ZONING BYLAW OF THE TOWN OF TOWNSEND AND THE PROPERTY SHOWN IS NOT LOCATED IN THE FEDERAL FLOOD HAZARD ZONE. ALL VISIBLE EASEMENTS AND ENCROACHMENTS ARE SHOWN HERE-ON.  
this certification is made to: BancBoston Mortgage Corporation

*Clyde R. Wheeler*  
REGISTERED LAND SURVEYOR

EXISTING SEPTIC TANK

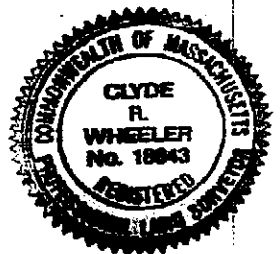


# House Certification Plan of Land In TOWNSEND MASS.

CLYDE R. WHEELER INC.  
110 OLD BAY ROAD  
BOLTON, MASS.

SCALE 1" = 30'

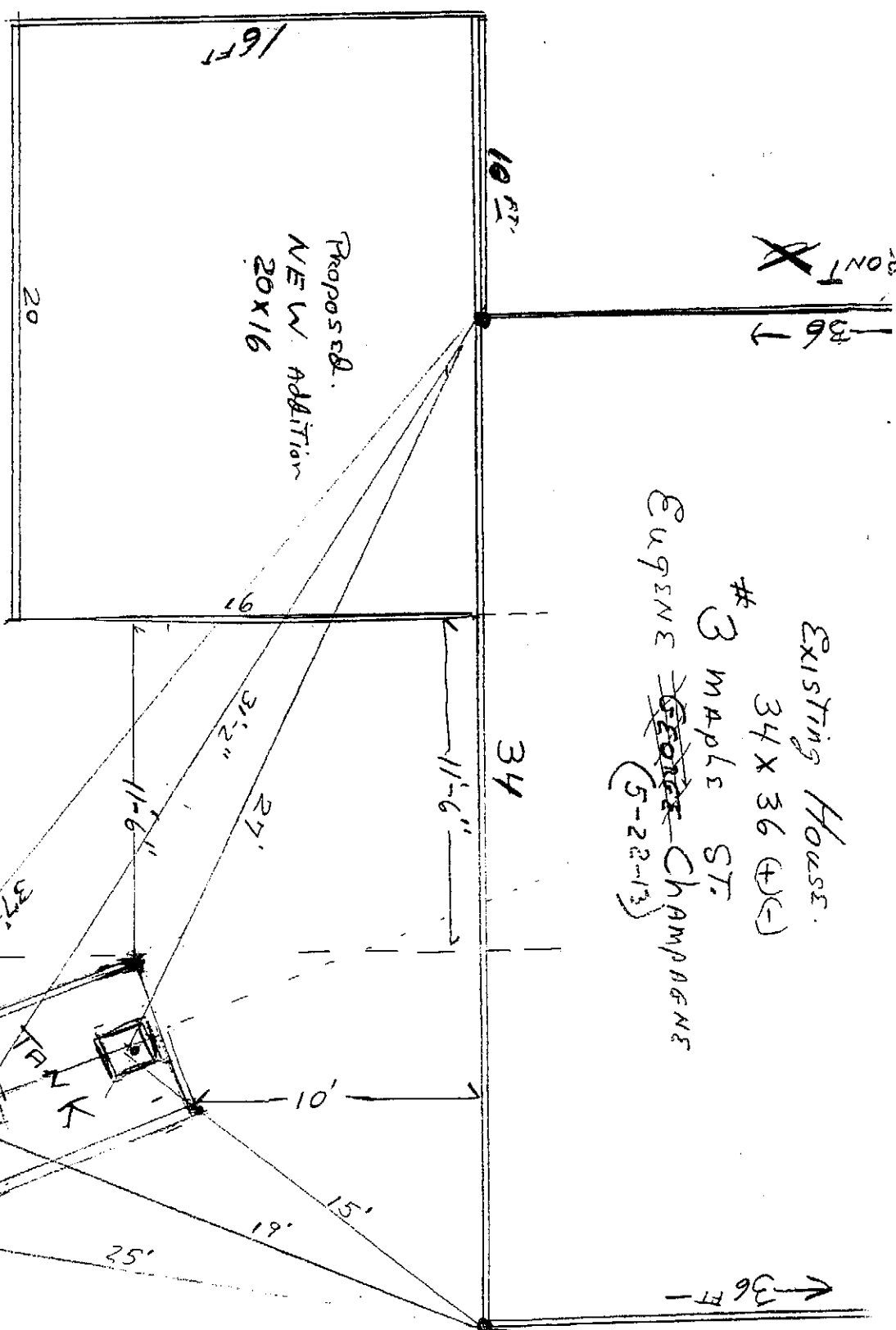
22 APR. 1996



NOTE: THIS PLAN IS NOT TO BE RECORDED OR USED TO ESTABLISH PROPERTY LINES. I CERTIFY THAT THE BUILDING ON THIS PROPERTY IS LOCATED ON THE GROUND AS SHOWN ABOVE AND COMPLIES WITH THE DIMENSIONAL REQUIREMENTS OF THE ZONING BYLAW OF THE TOWN OF TOWNSEND AND THE PROPERTY SHOWN IS NOT LOCATED IN THE FEDERAL FLOOD HAZARD ZONE. ALL VISIBLE EASEMENTS AND ENCROACHMENTS ARE SHOWN HERE-ON.  
 THIS CERTIFICATION IS MADE BY: *[Signature]*  
 CLYDE R. WHEELER  
 REGISTERED PROFESSIONAL SURVEYOR

FRONT X  
← 36 →

EXISTING House.  
34 X 36 (+)(-)  
# 3 MAPLE ST.  
~~GEORGE~~ CHAMPAGNE  
(5-22-13)



Proposed.  
NEW Addition  
20 X 16

3/16 Scale

Bow ST. ↓

TOWN OF TOWNSEND  
TOWNSEND BOARD OF HEALTH  
272 MAIN ST.  
TOWNSEND, MA 01469

3.5

To: Planning Board  
Zoning Board of Appeals  
Conservation Commission  
Board of Selectmen  
Water Commission  
Building Commissioner  
Highway Superintendent

**REFERRAL NOTICE**

Please review the attached application and relay to the Board of Health any questions of concerns you may have.

This referral is required under section 145-65 E of the Zoning Bylaw, Code of the Town of Townsend. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

APPLICANT: Harbortrace Subdivision  
LOCUS ADDRESS: Off South Road  
ASSESSOR'S Map 33 Blocks 79, et al

Date of Hearing: June 24, 2013  
Date of Referral: June 12, 2013

cc: Finance Committee  
Police Chief  
Fire Chief

Notice is hereby given that the Townsend Board of Health will hold a public hearing on **Monday, June 24<sup>th</sup>, 2013 at 6:30 pm.** at Memorial Hall, 272 Main St. in the Room 2

Applicant is requesting a variance to install shallow wells for irrigation purposes at the properties located in Harbortrace Subdivision.

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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





3.6

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) 597-1701  
Fax (978) 597-1719

**MEMORANDUM**

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 14, 2013

RE: Personnel Policies & Procedures Manual  
Draft Revised Outline

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At its meeting of May 21, 2013 the Board directed me to review the Personnel Policies & Procedures Manual (the Manual) and prepare an outline for a revised Manual. Attached to this memorandum is a draft outline for use in crafting a revised Manual. Also attached is the table of contents of the current Manual.

As noted in previous discussions, the Manual is significantly longer than it needs to be and a rewrite is long overdue. The 36 articles that make up the Manual cover 73 pages. Another 8 pages are devoted to appendices. Many of the articles mirror state or federal law. Unless we are going beyond the state or federal standard there is no compelling reason to mimic those standards at the local level. The draft outline reduces the number of articles from 36 to 11. It consolidates where appropriate and eliminates redundant or unnecessary sections.

Finally, many employers provide an employee handbook. An employee handbook would include the personnel manual, benefit information, various forms, and other documents and policies of interest to employees. Such a document would prove useful and is worth considering once the Manual is complete.

I look forward to discussing this in more depth on June 18 and bringing the Manual up to date over the coming months.

PERSONNEL POLICIES  
TABLE OF CONTENTS

Section 1	General Provisions Responsibilities Personnel Records
Section 2	Definitions
Section 3	Compensation Plan Longevity Holidays
Section 4	Classification Plan Recruitment and Selection Orientation and Probationary Period Resignations Layoffs Terminations
Section 5	Standards of Conduct
Section 6	Discipline
Section 7	Problem Resolution
Section 8	Performance Review
Section 9	Paid Leave Holiday Personal Vacation Sick Jury Leave Military Leave Bereavement Leave Small Necessities
Section 10	Unpaid Leave Family & Medical Leave Act Maternity/Paternity Leave Unpaid Leave of Absence Accrual During Unpaid Leave
Section 11	Insurance Health Insurance Life Insurance

# EXISTING

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- Article 1 – DEFINITIONS
- Article 2 – RESPONSIBILITIES
- Article 3 – PERSONNEL RECORDS
- Article 4 – COMPENSATION PLAN
- Article 5 – CLASSIFICATION PLAN
- Article 6 – RECRUITMENT AND SELECTION
- Article 7 – ORIENTATION AND PROBATIONARY PERIOD
- Article 8 – EMPLOYMENT OF MINORS
- Article 9 – STANDARDS OF CONDUCT
- Article 10 – HARASSMENT POLICY
- Article 11 - HIPPA PRIVACY POLICY
- Article 12 – E.A.P
- Article 13 – DISCIPLINE
- Article 14 – PROBLEM RESOLUTION
- Article 15 – PERFORMANCE REVIEW
- Article 16 – TRAINING & EDUCATION
- Article 17 – RESIGNATIONS/TERMINATIONS
- Article 18 – HOLIDAY
- Article 19 – PERSONAL LEAVE
- Article 20 – VACATION LEAVE
- Article 21 – SICK LEAVE

- Article 22 – JURY LEAVE
- Article 23 – MILITARY LEAVE
- Article 24 – FAMILY AND MEDICAL LEAVE
- Article 25 – SMALL NECESSITIES LEAVE
- Article 26 – BEREAVEMENT LEAVE
- Article 27 – MATERNITY/PATERNITY LEAVE
- Article 28 – LEAVE OF ABSENCE
- Article 29 – ADMINISTRATIVE LEAVE
- Article 30 – INSURANCE/RETIREMENT BENEFITS
- Article 31 – BREAKS
- Article 32 – PAYROLL/PAYDAY
- Article 33 – EXPENSE/REIMBURSEMENT
- Article 34 - DRUG AND ALCOHOL POLICY
- Article 35 – CONSCIENTIOUS EMPLOYEE
- Article 36 - SAFETY POLICY

Appendix

- Form 1 - RECEIPT OF PERSONNEL POLICY
- Form 2 - RECEIPT OF SEXUAL HARASSMENT POLICY
- Form 3 - RECEIPT OF JOB DESCRIPTION
- Form 4 - STATEMENT OF COMPLETION FOR ANNUAL PERFORMANCE
- Form 5 - APPLICATION FOR EMPLOYMENT



4.2

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

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Sue Lisio, <i>Chairman</i>	Robert Plamondon, <i>Vice-Chairman</i>	Colin McNabb, <i>Clerk</i>
Andrew Sheehan, <i>Town Administrator</i>		Office (978) 597-1700 Fax (978) 597-1719

**FY2014 APPOINTMENTS OF PERSONNEL/OFFICIALS  
JUNE 18, 2013**

Appoint the following individuals to the named position for the stated term:

Americans with Disabilities Act Coordinator

for a one-year term effective July 1, 2013 to June 30, 2014: Richard Hanks

Board of Registrars

for a three-year term from July 1, 2013 - March 31, 2016: Claire Devine

Building Commissioner/Zoning Enforcement Officer

for a one-year term effective July 1, 2013 to June 30, 2014: Richard Hanks

Alternate Building Commissioner/Zoning Enforcement Officer

for a one-year term effective July 1, 2013 to June 30, 2014:

Bentley Herget Peter Niall

Capital Planning Committee

For a three-year term effective July 1, 2013 to June 30, 2016: Roger Rapoza

Chief Procurement Officer

for a three-year term from July 1, 2013- June 30, 2016: Andrew Sheehan

Constable

for a three-year term from July 1, 2013 - June 30, 2016:

Robert Nickerson Michelle Dold

Council on Aging

for three-year terms from July 1, 2013 - June 30, 2016:

Charlotte Murphy Bill Roberts Marcia MacMaster

Fire-EMS Department

for one-year terms from July 1, 2013 - June 30, 2014:

David Roy, Deputy Chief	John Elliott, Deputy Chief	Michael Grimley, Captain
William Elliott, Lieutenant	Wanda Goodwin, Lieutenant	Richard Carlson, Lieutenant
Brian Metivier, Lieutenant	Gary Shepherd, Lieutenant	Jeffrey Cormier, Lieutenant

Gas Inspector and the Plumbing Inspector

for a one-year term effective July 1, 2013 to June 30, 2014: Richard Kapenas

Alternate Gas Inspector and the Alternate Plumbing Inspector

for a one-year term effective July 1, 2013 to June 30, 2014: Gary Williams

Hazardous Waste Coordinator and the Right to Know Coordinator:

for a one-year effective July 1, 2013 to June 30, 2014: Donald Klein

Historic District Commission

for a three-year term from July 1, 2013 - June 30, 2016:

Clare Kauppi    Kenneth Diranian    Terry McNabb    Bette McNabb    Niles Busler (Alternate)

Inspector of Animals

for a one-year term effective July 1, 2013 to June 30, 2014:    John King

Keeper of the Lockup

for a one-year term effective July 1, 2013 to June 30, 2014:    Erving Marshall, Jr.

Local Licensing Authority or Agents for the Licensing Authority

for a one-year term effective July 1, 2013 to June 30, 2014:

David A. Profit, Deputy Chief    Cheryl Stevenson, Sergeant

Mark Giacotti, Sergeant    John Johnson, Sergeant

Montachusett Regional Planning Commission

for a one-year term effective July 1, 2013 to June 30, 2014:    Laura Shifrin (Alternate)

Municipal Hearings Officer

for a one-year term effective July 1, 2013 to June 30, 2014:    Andrew Sheehan

Parking Clerk

for a one-year term effective July 1, 2013 to June 30, 2014:    Susan Funaiole

**Police Department**

Full-time Police Officers

for the Townsend Police Department for a one-year term effective July 1, 2013 to June 30, 2014:

David Profit, Deputy Chief	Cheryl Stevenson, Sergeant	Mark Giacotti, Sergeant
John W. Johnson, Sergeant	James Marchand, Officer	Thaddeus Rochette, Officer
Randy Girard, Officer	Mark Francis, Officer	Kimberly Mattson, Officer
Cassandra Ella, Officer	George Reidy, Officer	James Landi, Officer
David Phillip, Officer		

Reserve Police Officers

for the Townsend Police Department for a one-year term effective July 1, 2013 to June 30, 2014:

Tony Brennan, Reserve Officer	Christopher VanVoorhis, Reserve Officer
Austin Cote, Reserve Officer	Michael Marchand, Reserve Officer
Daniel Schultz, Reserve Officer	Brent Davis, Reserve Officer

Telecommunicators

for the Townsend Communications Center for a one-year term effective July 1, 2013 to June 30, 2014:

David Mazza, Communications Supervisor/IT Manager  
Diane Babineau, Senior Telecommunicator  
Melody Cotter, Telecommunicator  
Nim Collins, Telecommunicator  
Rebecca Borneman, Telecommunicator  
Michael Grimley, Telecommunicator/Part-time  
Jean Nichols, Telecommunicator/Part-time  
Janet O'Loughlin, Telecommunicator/Part-time  
Jeffrey Cormier, Telecommunicator/Part-time  
Donald Girard, Telecommunicator/Part-time  
Catherine Whitney, Telecommunicator/Part-time  
Robert Heffernan, Telecommunicator/Part-time

Matrons

for the Townsend Police Department for a one-year term effective July 1, 2013 to June 30, 2014:

Robin McRae

Elizabeth Miles

Jean Nichols

Janey O'Loughlin

Volunteers for the Townsend Police Department

for a one-year term effective July 1, 2013 to June 30, 2014:

William E. May

Robert Camelio

Charles Giantucco

Special Police Officers

for the Townsend Police Department for a one-year term effective July 1, 2013 to June 30, 2014:

PEPPERELL

David J. Scott, Chief

Alan Lessieur, Sergeant

Todd Blain, Lieutenant

Armando M. Herrera, Sergeant

Nick Parker, Sergeant

William Greathead, Sergeant

Thomas Maskalenko, Detective

Richard Smith, Officer

Steven Burke, Officer

Ryan Fogarty, Officer

Bruce Haskins, Officer

Jared Carrubba, Officer

Stephen Mulkerin, Officer

Fabrizio Vestri, Officer

David Querze, Reserve Officer

Jeremiah Friend, Officer

Ryan Coyle, Officer

Steven Bezanson, Reserve Officer

Paul Nelson, Reserve Officer

SHIRLEY

J. Gregory Massak, Chief

Peter D. Violette, Sergeant

Alfreda H. Cromwell, Sergeant

Samuel Santiago, Sergeant

Craig K. LaPrade, Officer

Everett W. Moody, Jr., Officer

Gregory Gushlaw, Officer

Jason Strniste, Officer

Brandon Bruin, Officer

Leslie Hampson, Reserve Officer

Robert Pacetti, Reserve Officer

Merkendrick Jackson, Reserve Officer

GROTON

Donald L. Palma, Jr., Chief

James A. Cullen, III, Lieutenant

Derrick J. Gemos, Sergeant

Edward P. Sheridan, Sr., Sergeant

Paul R. Connell, Sergeant

Jason M. Goodwin, Sergeant

Cory E. Waite, Detective

Nicholas C. Beltz, Officer

Robert L. Breault, Officer

Peter S. Breslin, Officer

Gordon A. Candow, Officer

Omar A. Connor, Officer

Timothy Cooper, Officer

Kevin T. Henehan, Officer

Michael A. Lynn, Officer

Rachael E. Mead, Officer

Irmin L. Pierce, III, Officer

Dale P. Rose, Patrol

Edward J. Bushnoe, Reserve Officer

Gregory W. Steward, Reserve Officer

Stephen McAndrew, Reserve Officer

Rachel Robinson, Reserve Officer

Patrick Timmins, Reserve Officer

Bethany K. Evans, Reserve Officer

Victor Sawyer, Reserve Officer

LUNENBURG

James P. Marino, Chief

Michael Luth, Lieutenant

Thomas L. Gammel, Sergeant

Sean J. Connery, Sergeant

Jack A. Hebert, Sergeant

Jeffrey Thibodeau, Detective

Jonathan Broc, Officer

Charles P. Deming, Jr, Officer

Robert D. DiConza, Officer

Joshua Mathieu, Officer

Joshua Tocci, Officer  
Robert J. Ayles, Reserve Officer  
Alphonse J. Baron, Reserve Officer  
Linda C. Carrier, Reserve Officer  
Robert R. DaCosta, Reserve Officer  
Daniel Gould, Reserve Officer  
Samantha Hudson, Reserve Officer  
Donald Letarte, Reserve Officer  
Robert Taylor, Reserve Officer

Sean Zrate, Officer  
Stanley W. Barney, Reserve Officer  
Benjamin Campbell, Reserve Officer  
Michael Connors, Reserve Officer  
Walter Godfrey, Reserve Officer  
Paul Grunditz, Reserve Officer  
Peter Lekaditis, Reserve Officer  
Lisa Melnicki, Reserve Officer

Right to Know Coordinator

for a one-year term effective July 1, 2013 to June 30, 2014: Donald Klein

Sealer of Weights and Measures

for a one-year term effective July 1, 2013 to June 30, 2014: Eric E. Aaltonen

Townsend Cultural Council

for a three-year term effective July 1, 2013 - June 30, 2016: Karen Clement

Townsend Emergency Management Agency (TEMA)

for three-year terms from July 1, 2013 - June 30, 2016: Eric Aaltonen

Townsend Meeting Hall Committee

for a one-year term effective July 1, 2013 to June 30, 2014:  
David Profit    Kimberly King    Susan Luongo    Marcia McMaster    Chris Clish

Townsend Meeting Hall Gallery Committee

for a three-year term effective July 1, 2013 to June 30, 2016: Tracy Taylor

Tree Warden

for a one-year term effective July 1, 2013 to June 30, 2014: Donald Massucco

West Townsend Reading Room Committee

for a one-year term effective July 1, 2013 to June 30, 2014:  
Vicki A. Coppinger    Lois Rearick    Sharon Araujo

Wiring Inspector

for a one-year term effective July 1, 2013 to June 30, 2014: William F. Choate

Alternate Wiring Inspectors

for a one-year term effective July 1, 2013 to June 30, 2014: Daniel Cushing

Zoning Board of Appeals

for a one-year term effective July 1, 2013 to June 30, 2014:

John M. Giunta    Kelly Chambers

for a five-year term effective July 1, 2013 to June 30, 2018: Anthony Genova