



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

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

AGENDA
DECEMBER 16, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions:
- 1.5 Town Administrator updates and reports. Votes may be taken.
- 1.6 Board of Selectmen announcements, updates, and reports. Votes may be taken.
- 1.7 Approval of meeting minutes: November 25 and December 3, 2014. Votes may be taken.

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. Votes may be taken.
- 3.2 North Middlesex Regional High School permitting and inspections: Update on permitting, inspections, and fees for the High School building project. Votes may be taken.
- 3.3 Review and approve annual renewals for auto, common victualler, alcohol, and entertainment licenses. Votes may be taken.
- 3.4 Special Town Meeting: Review and discuss the Special Town Meeting on January 7, 2015, including the venue. Votes may be taken.
- 3.5 Vote to open May 5, 2015 Annual Town Meeting warrant. Votes may be taken.
- 3.6 FY16 budget: preliminary discussion including timeline, deadlines, employee compensation (CPI adjustment, COLA, step, etc.), and consensus revenue meeting. Votes may be taken.
- 3.7 Sign proclamation declaring January 2015 as Senior Appreciation Month. Votes may be taken.
- 3.8 Review guidance document for vacation accruals. Votes may be taken.
- 3.9 Continue review of goals. Votes may be taken.
- 3.10 Vote to approve 2015 holiday schedule. Votes may be taken.
- 3.11 Review and approve request from Highway Superintendent Ed Kukkula to declare surplus sweeper brooms with estimated value of \$945. Votes may be taken.
- 3.12 Review mandatory referral from the Planning Board regarding amendments to the Board's rules and regulations. The full text of the amendments is available in the Selectmen's Office. Votes may be taken.
- 3.13 2014 year end summary. Town Administrator Andrew Sheehan will summarize the accomplishments for the year. Votes may be taken.
- 3.14 Discuss and approve request to close Town Hall and non-continuous operations departments to the public on December 26, 2014 and January 2, 2015 and allow employees to use personal or vacation leave. Votes may be taken.
- 3.15 Review request to hire temporary part-time help in the Collector's Office. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

None

V WORK SESSION

5.1 Review and sign payroll and bills payable warrants. Votes may be taken.

VI EXECUTIVE SESSION: Executive Session under GL c. 30A, 21(a)(3) to discuss strategy with respect to collective bargaining. Votes may be taken.



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1.7

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Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEETING MINUTES
DECEMBER 3, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

6:05PM The Chairman called the meeting to order. Roll call showed the following members present: Sue Lisio (SL) chairman, Colin McNabb (CM) vice chairman, and Carolyn Smart (CS) clerk.

1. Review and discuss Special Town Meeting articles. The Special Town Meeting motions were distributed to the members who will read them.
2. Chairman's additions and deletions. None
3. Adjourn to Special Town Meeting. At 6:13 PM CS moved to adjourn to the Special Town Meeting. CM seconded. Unanimous.



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MINUTES
NOVEMBER 25, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:01PM the Chairman called the meeting to order and roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance: The Board observed the Pledge of Allegiance.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Items 3.2 were added to the agenda
- 1.5 Town Administrator updates and reports. AS gave reminders about upcoming meetings:
 - BOS meeting December 2, 2014 at 6PM
 - Special Town Meeting December 3, 2014 at 7PM with a brief BOS meeting before it at 6PM
 - BOS meeting December 9, 2014 at 6PM for the Tax Classification hearing and to sign paperwork for borrowing \$100,000 for roadwork.
- 1.6 Board of Selectmen announcements, updates, and reports.
 - CS asked how much money is being borrowed and would it effect cash flow. AS explained we are borrowing \$100,000 and \$50,000 will be paid off.
 - CS asked if the roof was fixed next door at the Annex. AS said the contractor was there today for a temporary fix and we will evaluate it and determine if a permanent solution is necessary.
 - SL asked that on December 2, 2014 agenda to include discussion on goals.

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Special Town Meeting: Review, discuss, and finalize the following articles for Special Town Meeting on December 3, 2014 including but not limited to funding related to the following.
 - Article 4: Treasurer-Collector staffing, budgets, job descriptions: AS referenced staffing plan and position classifications by HRS. The total request is \$22,837 for remaining 31 weeks of the fiscal year; at this time he proposes that funds come from the tax levy. CS asked how much money was left in raise and appropriate. AS responded that total available was \$87,865, with \$45,023 unreserved excess. CS asked where money had come from and AS explained that Town Accountant Kim Fales added sums in new growth, local receipts, and a couple of other categories. CM said he had some initial reservations about hiring collection clerk but realizes the need is there. SL asked about the collection lockbox for the water department. AS said that lockbox is working well for property and excise taxes, cutting down on walk in traffic, and expects similar benefits when it is rolled out in the

Water Department. CS said she does not agree with temporary employees working long term; questioned job descriptions and pay level; said the job descriptions are flawed; there should be equal pay for equal work, and said there are typos in job description. SL stated she read the job description as encompassing any and all duties that may be expected and that it is up to the manager to manage the department and cross train employees. AS said typos can be fixed and the hierarchy of positions is indicated by the classification. CS said that these positions were a grade 8 two years ago and questioned the change. AS explained that the job that was done by two people has now been combined which increases the responsibility. CS disagreed. Finance Committee member Andrea Wood asked what Articles were voted on. CM moved to support the Treasurer-Collector Office supplemental appropriation request of \$22,837, CS seconded. Passed 2-1 (CS opposed).

- Article 8: Building Department wages: AS recommended \$4,200 come out of raise and appropriate. CS moved to support Article 8 to supplement Building Department budget, CM seconded. Passed 2-1 (CS opposed).
- Article 11: AS presented a proposal from HRS, Inc. to update compensation schedule for \$4,500. SL asked what would be obtained for that amount. AS explained that HRS would survey other communities to compare salaries and wages. CM asked when it was last done and AS answered that it was around April 2011. CM requested that discussion be held off until next meeting. SL believes there are reasons to entertain this: the economy has changed and we have recently had difficulty filling open positions because our wages are not keeping up with the market. CS said we would be paying for information the town already has access to and she wants to know the total package breakdown, i.e. health benefits in addition to wages. SL pointed out there would be a cost if done internally, as someone would have to put the time and effort in to the project. SL concerned that with already limited resources, trying to do too many little things costs focus in other areas. CS said that is was not a budgetary matter. AS explained that it is if you are putting it in operating budget. As an option he said the BOS could ask for the appropriation and decide later whether or not to move ahead with the study. If you decide to move forward with it the money is available; if you decide not to the unspent funds return to the general fund. SL brought concern for focusing resources and said we could hire a temp to update compensation plan with the money. CS commented that given her past experience in the Selectmen's Office there is more than enough time to research salaries. SL pointed out that there is a list of priorities that the selectmen started working on and it is not being accomplished due to limited resources. CS said employees need to be held accountable. SL voiced concerns that newest member of the Board is overstepping and reminded the members that we are not mayors. CM requested to move on, saying he is not ready to vote and would like to discuss Article 11 next week.
- SL asked if we should have asked town meeting to set aside money for roads and highways. AS does not believe so and said if everything gets approved at town meeting we will carry forward about \$430,000 in free cash. That should be enough to cover the snow and ice deficit and carry money into next fiscal year. CS asked if there would be any cuts to c. 90. AS said there are no cuts to c. 90, as that comes from the transportation bond rather than the operating budget and Governor-elect Baker has indicated he will release additional c. 90 money. AS reported that Ed Kukkula, Highway Superintendent, will be coming in to discuss pavement management in January. Discussion involving road repair and keeping up with the demands of the public.
- Finance Committee member Andrea Wood asked where the Treasurer-Collector money would be coming from. AS answered the raise and appropriate. Andrea Wood asked about the Fire Station and said the timeline seems to be changing. AS will include Fire Chief's breakdown and the IT proposal in the town meeting packet. Andrea Wood asked about transferring Water Department employees to the Collector's Office and AS said that was not contemplated.
- CS went over a budget letter from April proposing \$7,000 for upgrades to computers, asked was that done and why. AS answered that a lot of the machines were outdated and software is not supported.

- CS asked about the fire station and the donation license, AS said that is difficult because the donor has not yet come forward publicly so we cannot execute an agreement. CS asked how they could tear it down without the certificate of insurance. SL said that they are working on the donor's timeline and there is not much that can be done. AS will talk to Fire Chief and make sure he has everything he needs.

3.2 Water Department contract: Consulting contract with Callahan Consulting regarding the updated drinking water regulations. Contract was signed some time ago but was just invoiced now and it cannot be paid until approved by the board. Total value not exceed \$15,000. CM moved to approve the contract with Callahan Consulting, CS seconded, passed 2-0-1 (CS did not vote).

CM let everyone know that December 7, 2014 was the Tree Lighting Ceremony in the town common, music, family fun, food, etc.

AS reminded that the board is meeting at 6PM now and that Town Hall will be closed Thursday November 27 for Thanksgiving and the Friday after.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

CS asked that the board be mindful when scheduling appointments, perhaps letting people come in at 6:15PM instead of right at 6PM, after the preliminaries.

V WORK SESSION

5.1 CS motioned to review and sign payroll and bills payable warrants outside of session. CM seconded, unanimous.

7:09PM CM moved to adjourn the meeting. CS seconded. Unanimous.

The Commonwealth of Massachusetts

3.4

MIDDLESEX SS.

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings: ~~WIT CLERK~~

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on Wednesday, December 3, 2014, at 7:00 PM, then and there to act on the following articles:

FINANCIAL MATTERS

ARTICLE 1

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 2

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$_____ for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the capital stabilization fund, including debt service payments of capital items, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 4

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the budgets of the Treasurer and/or Collector; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 5

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of paying off debt; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 6

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing Veterans Benefits; or take any other action in relation thereto.

SUBMITTED BY: Veterans Services Officer and Board of Selectmen

ARTICLE 7

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing Management Information Systems budget; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 8

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the Building Department budget; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 9

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the Town Clerk Professional Services budget; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 10

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for relocation of the Fire-EMS Department for temporary housing and support costs; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 11

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the FY15 operating budget; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 12

To see if the Town will vote amend the Board of Health revolving fund to allow proceeds from the sale of overflow bags to be deposited into the Recycling Center General Revolving Account; or take any other action in relation thereto.

SUBMITTED BY: Board of Health

ARTICLE 13

To see if the Town will vote to reduce the trash disposal weekly at the curb to 64-gallons for the remainder of the FY15; or take any other action in relation thereto.

SUBMITTED BY: Board of Health

BYLAW AND STATUTORY ADOPTIONS

ARTICLE 14

To see if the Town will vote to adopt G, L. c. 44, s. 65, as amended, to allow employees to be paid in advance for vacation; or take any action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 15

To see if the Town will vote to adopt G, L. c. 200A, s. 9A, as amended, relative to notice requirements and alternative procedures in managing abandoned funds (i.e. unclaimed checks or “tailings”); or take any action in relation thereto.

SUBMITTED BY: Board of Selectmen and Town Treasurer

ARTICLE 16

To see if the Town will vote to amend the General Bylaws of the Town of Townsend by adding a new Chapter 130, Website:

130-1. Posting of Agendas and Minutes

At the same time that it posts its meeting agendas, each multiple member body shall cause meetings and agendas to be published in the calendar on the Town’s website. Each multiple member body shall cause meeting minutes to be posted to the Town’s website as soon as said minutes are approved; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 17

To see if the Town will vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

Article II

§ 145-5 Word usage and definitions.

By adding the following italicized, underlined definitions to the existing list, in alphabetical order:

In this Bylaw the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed. Words used in the singular include the plural and words used in the plural include the singular. Words used in the present tense include the future.

RIGHT-OF-WAY - *The side line of a street or way, as determined by deeds and plans recorded at the Registry of Deeds, or a building line laid out under MGL C. 82, § 37; where no line is thus legally established, then a line parallel with, and 20 feet distant from, the center line of a traveled way.*

STONE WALLS - Includes assemblages of stone involving at least one cubic foot of wall material per linear foot totaling not less than 10 feet in length.

TREES - Includes a living tree whose trunk has a diameter of four inches, measured 4 1/2 feet from the ground.

TREES, CUTTING AND REMOVAL - The removal of one or more trees, trimming of major branches or cutting of roots sufficient, in the Tree Warden's written opinion, to cause eventual destruction of the tree.

Or take any other action in relation thereto.

SUBMITTED BY: Planning Board

ARTICLE 18

To see if the Town will vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

§ 145-24. Driveways and entrances.

C. Design requirements.

Add italicized, underlined section:

(10) Where a portion of a stone wall must be removed for access to the property, the remaining stone wall shall be left in a stable and orderly fashion. *Removing stone walls located along scenic roads within the Town's Right of Way are subject to filing an application with the Planning Board pursuant to the Scenic Roads Act, M.G.L. Chapter 40 Section 15C. All roads in Townsend, other than numbered routes or State Highways, are designated as "Scenic Roads."*

Or take any other action in relation thereto.

SUBMITTED BY: Planning Board

ARTICLE 19

To see if the Town will vote to amend Zoning Bylaw, Article XI, §145-42 Site plan review special permit by adding (1) and (2) as italicized:

§145-42. Site plan review special permit

By adding (1) and (2) as italicized and underlined:

C. Procedure. Applications for site plan review special permits shall be filed with the Town Clerk and the special permit granting authority as specified in § 145-65C of the Zoning Bylaws. [Amended 4-25-1995 STM by Art. 11; 9-24-1996 STM by Art. 39; 1-4-2000 STM by Art. 11]

(1) For applicable land disturbance as specified in Chapter 85 of the Townsend General Bylaw, a Stormwater Management Application shall be filed in conjunction with this application to determine subjectivity to either a Minor or Major Stormwater Management Permit.

(2) If applicable, strict adherence to Chapter 85 of the Townsend General Bylaws, NPDES Phase II Stormwater Management, and its associated Regulations, shall be required.

Or take any other action in relation thereto.

SUBMITTED BY: Planning Board

ARTICLE 20

To see if the Town will vote to amend the Town's Zoning Bylaw Article XVI Renewable/Alternative Energy, Section 145-87. Wind Energy Systems A. (1) Applicability, B. Definitions and D. (2) (c) NEC compliance *by adding italicized and underlined sections:*

A. Purpose. The purpose of this bylaw is to minimize the impacts of wind turbines on the character of neighborhoods, property values, scenic, historic, and environmental resources of the Town and to protect health and safety while allowing wind energy.

(1) Applicability

This section applies to all utility-scale, on-site wind facilities, and Small Wind Energy Systems, proposed to be constructed after the effective date of this section. This section also includes building-integrated wind systems, and physical modifications to existing wind facilities that materially alter the type, configuration, location or size of such facilities or other equipment.

B. Definitions.

Utility-Scale Wind Facility: A commercial wind facility, where the primary use of the facility is electrical generation to be sold to the wholesale electricity markets.

On-Site Wind Facility: A wind project, which is located at a commercial, industrial, agricultural, institutional, or public facility that will generate electricity on-site.

Small Wind Energy System (SWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height not to exceed 80 feet.

Large Wind Energy System (LWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height greater than 80 feet.

Building-Integrated Wind Energy Facility: A wind energy facility shall be considered to be building-integrated if it is designed to be permanently mounted on a building or other inhabitable structure. This definition applies to wind turbines of any capacity that are designed to be operated in direct contact with a building. This definition also covers, for the purposes of this zoning provision, other wind energy facilities primarily used for land-based applications which may be permanently mounted and operated on a building.

D. Small Wind Energy System Requirements

(1) Building Permit

No Small Wind Energy System (SWES) shall be erected, constructed, installed or modified as provided in this section without first obtaining a Building Permit. All such wind energy systems shall be constructed and operated in a manner that, where economically feasible, will minimize adverse visual, safety and environmental impacts. The construction of a small wind facility shall be permitted in any zoning district, except a designated Historic District, subject to the issuance of a Permit and provided that the use complies with all requirements set forth in sections F, G and H set forth herein.

(2) Application Process & Requirements

The Building Permit application shall be accompanied by deliverables including the following:

(a) A plot plan showing:

- i. Property lines and physical dimensions of the subject property within 500 feet of the wind turbine from the proposed tower location;
- ii. Location, dimensions, and types of existing major structures on the property;
- iii. Location of the proposed wind system tower, foundations, guy anchors and associated equipment;
- iv. The right-of-way of any public road that is contiguous with the property;
- v. Location of all existing above ground or overhead gas or electric infrastructure, including Critical Electric Infrastructure, and utility rights of way (ROW) and easements, whether fully cleared of vegetation or only partially cleared, within 500 feet of the site parcel;
- vi. Location and approximate height of tree cover;
- vii. Wetland resource areas within 100 feet of the proposed area;
- viii. Rivers, streams or brooks within 200 feet of the proposed area.

(b) Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).

(c) One or three line electrical diagram detailing wind turbine, associated components, and electrical interconnection methods, with all NEC (*National Electric Code*) and applicable Massachusetts Electric Code Amendment-compliant disconnects and overcurrent devices.

Or take any other action in relation thereto.

SUBMITTED BY: Planning Board

DISPOSITION OF TOWN-OWNED LAND

ARTICLE 21

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease(s) with a solar energy developer(s) for the purpose of developing a ground-mounted solar energy facility on Town-owned land at Map 6, Block 8, Lot 0, 33 Greenville Road, Map 18, Block 24, Lot 0, off Turnpike Road, or Map 27, Block 48, Lot 0, Old Meeting House Road adjacent to the Highway Garage, subject to such terms and conditions deemed by the Board of Selectmen to be in the best interests of the Town; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the Center, WEST TOWNSEND FIRE STATION, 460 MAIN STREET in West Townsend, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET in said Town, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this 4th day of November in the year TWO THOUSAND FOURTEEN.

SELECTMEN OF TOWNSEND

Sue Lisio
Sue Lisio, Chairman

Colin McNabb
Colin McNabb, ~~Vice Chairman~~

Carolyn Smart
Carolyn Smart, Clerk

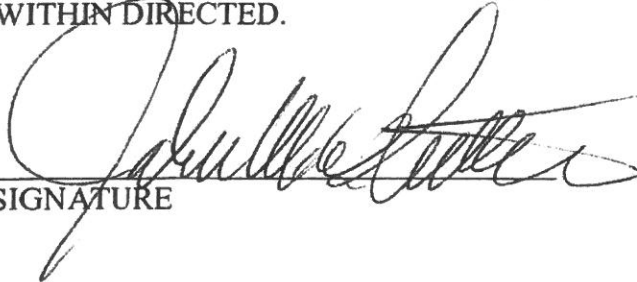
A true copy. ATTEST:

_____ CONSTABLE

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of TOWNSEND



SIGNATURE

| LOCATION | TIME | MONTH | DAY | YEAR |
|--------------------------------------|--------------|-----------|-----------|-------------|
| MEMORIAL HALL | <u>11:14</u> | <u>11</u> | <u>07</u> | <u>2014</u> |
| WEST TOWNSEND FIRE STATION | <u>11:08</u> | <u>11</u> | <u>07</u> | <u>2014</u> |
| NORTH MIDDLESEX REGIONAL HIGH SCHOOL | <u>11:18</u> | <u>11</u> | <u>07</u> | <u>2014</u> |
| POLICE/COMMUNICATIONS CENTER | <u>11:34</u> | <u>11</u> | <u>07</u> | <u>2014</u> |
| HARBOR CHURCH | <u>11:15</u> | <u>11</u> | <u>07</u> | <u>2014</u> |

MOTIONS

ARTICLE 1

I move that the Town vote to transfer from surplus revenue the sum of \$1,200.00 for the purpose of paying prior fiscal year bills.

READ BY: _____

ARTICLE 2

I move that the Town vote to transfer from surplus revenue the sum of \$200,000.00 for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

READ BY: _____

ARTICLE 3

I move that the Town vote to transfer from surplus revenue the sum of \$200,000.00 for the purpose of supplementing the capital stabilization fund, as allowed under MGL Chapter 40, Section 5B.

READ BY: _____

ARTICLE 4

I move that the Town vote to transfer from the property, casualty, and liability insurance budget the sum of \$8,443.00 for the purpose of supplementing wages of the Treasurer's Office and \$14,394.00 for the purpose of supplementing the wages of the Collector's Office, for a total appropriation of \$22,837.00.

READ BY: _____

ARTICLE 5

I move that the Town vote to transfer from surplus revenue the sum of \$50,000.00 for the purpose of paying off debt.

READ BY: _____

ARTICLE 6

I move that the Town vote to transfer from surplus revenue the sum of \$10,000.00 for the purpose of supplementing Veterans Benefits.

READ BY: _____

ARTICLE 7

I move that the Town vote to transfer from surplus revenue the sum of \$35,000.00 for the purpose of supplementing Management Information Systems budget.

READ BY: _____

ARTICLE 8

I move that the Town vote to the property, casualty, and liability insurance budget the sum of \$4,200.00 for the purpose of supplementing wages of the Building Department budget.

READ BY: _____

ARTICLE 9

I move that the Town vote to transfer from surplus revenue the sum of **\$7,000.00** for the purpose of supplementing the Town Clerk Professional Services budget.

READ BY: _____

ARTICLE 10

I move that the Town vote to transfer from surplus revenue the sum of **\$20,000.00** for relocation of the Fire-EMS Department for temporary housing and support costs.

READ BY: _____

ARTICLE 11

I move that the Town vote to transfer from surplus revenue the sum of **\$4,500.00** for the purpose of funding a study to update the non-union employee compensation plan.

READ BY: _____

ARTICLE 12

I move that the Town vote amend the Board of Health revolving fund to allow proceeds from the sale of overflow bags to be deposited into the Recycling Center General Revolving Account.

READ BY: _____

ARTICLE 13

I move that the Town vote to reduce the trash disposal weekly at the curb to 64-gallons for the remainder of the FY15.

READ BY: _____

ARTICLE 14

I move that the Town vote to adopt G, L. c. 44, s. 65, as amended, to allow employees to be paid in advance for vacation.

READ BY: _____

ARTICLE 15

I move that the Town vote to adopt G, L. c. 200A, s. 9A, as amended, relative to notice requirements and alternative procedures in managing abandoned funds (i.e. unclaimed checks or "tailings").

READ BY: _____

ARTICLE 16

I move that the Town vote to amend the General Bylaws of the Town of Townsend by adding a new Chapter 130, Website:

130-1. Posting of Agendas and Minutes

At the same time that it posts its meeting agendas, each multiple member body shall cause meetings and agendas to be published in the calendar on the Town’s website. Each multiple member body shall cause meeting minutes to be posted to the Town’s website as soon as said minutes are approved.

READ BY: _____

ARTICLE 17

I move that the Town vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

Article II

§ 145-5 Word usage and definitions.

By adding the following italicized, underlined definitions to the existing list, in alphabetical order:

In this Bylaw the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed. Words used in the singular include the plural and words used in the plural include the singular. Words used in the present tense include the future.

RIGHT-OF-WAY - *The side line of a street or way, as determined by deeds and plans recorded at the Registry of Deeds, or a building line laid out under MGL C. 82, § 37; where no line is thus legally established, then a line parallel with, and 20 feet distant from, the center line of a traveled way.*

STONE WALLS - *Includes assemblages of stone involving at least one cubic foot of wall material per linear foot totaling not less than 10 feet in length.*

TREES - *Includes a living tree whose trunk has a diameter of four inches, measured 4 1/2 feet from the ground.*

TREES, CUTTING AND REMOVAL - *The removal of one or more trees, trimming of major branches or cutting of roots sufficient, in the Tree Warden's written opinion, to cause eventual destruction of the tree.*

READ BY: _____

ARTICLE 18

I move that the Town vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

§ 145-24. Driveways and entrances.

C. Design requirements.

Add italicized, underlined section:

(10) Where a portion of a stone wall must be removed for access to the property, the remaining stone wall shall be left in a stable and orderly fashion. *Removing stone walls located along scenic roads within the Town's Right of Way are subject to filing an application with the Planning Board pursuant to the Scenic Roads Act, M.G.L. Chapter 40 Section 15C. All roads in Townsend, other than numbered routes or State Highways, are designated as "Scenic Roads."*

READ BY: _____

ARTICLE 19

I move that the Town vote to amend Zoning Bylaw, Article XI, §145-42 Site plan review special permit by adding (1) and (2) as italicized:

§145-42. Site plan review special permit

By adding (1) and (2) as italicized and underlined:

C. Procedure. Applications for site plan review special permits shall be filed with the Town Clerk and the special permit granting authority as specified in § 145-65C of the Zoning Bylaws. [Amended 4-25-1995 STM by Art. 11; 9-24-1996 STM by Art. 39; 1-4-2000 STM by Art. 11]

(1) For applicable land disturbance as specified in Chapter 85 of the Townsend General Bylaw, a Stormwater Management Application shall be filed in conjunction with this application to determine subjectivity to either a Minor or Major Stormwater Management Permit.

(2) If applicable, strict adherence to Chapter 85 of the Townsend General Bylaws, NPDES Phase II Stormwater Management, and its associated Regulation, shall be required.

READ BY: _____

ARTICLE 20

I move that the Town vote to amend the Town's Zoning Bylaw Article XVI Renewable/Alternative Energy, Section 145-87. Wind Energy Systems A. (1) Applicability, B. Definitions and D. (2) (c) NEC compliance *by adding italicized and underlined sections:*

A. Purpose. The purpose of this bylaw is to minimize the impacts of wind turbines on the character of neighborhoods, property values, scenic, historic, and environmental resources of the Town and to protect health and safety while allowing wind energy.

(1) Applicability

This section applies to all utility-scale, on-site wind facilities, and Small Wind Energy Systems, proposed to be constructed after the effective date of this section. This section also includes building-integrated wind systems, and physical modifications to existing wind facilities that materially alter the type, configuration, location or size of such facilities or other equipment.

B. Definitions.

Utility-Scale Wind Facility: A commercial wind facility, where the primary use of the facility is electrical generation to be sold to the wholesale electricity markets.

On-Site Wind Facility: A wind project, which is located at a commercial, industrial, agricultural, institutional, or public facility that will generate electricity on-site.

Small Wind Energy System (SWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height not to exceed 80 feet.

Large Wind Energy System (LWES): All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height greater than 80 feet.

Building-Integrated Wind Energy Facility: A wind energy facility shall be considered to be building-integrated if it is designed to be permanently mounted on a building or other inhabitable structure. This definition applies to wind turbines of any capacity that are designed to be operated in direct contact with a building. This definition also covers, for the purposes of this zoning provision, other wind energy facilities primarily used for land-based applications which may be permanently mounted and operated on a building.

D. Small Wind Energy System Requirements

(1) Building Permit

No Small Wind Energy System (SWES) shall be erected, constructed, installed or modified as provided in this section without first obtaining a Building Permit. All such wind energy systems shall be constructed and operated in a manner that, where economically feasible, will minimize adverse visual, safety and environmental impacts. The construction of a small wind facility shall be permitted in any zoning district, except a designated Historic District, subject to the issuance of a Permit and provided that the use complies with all requirements set forth in sections F, G and H set forth herein.

(2) Application Process & Requirements

The Building Permit application shall be accompanied by deliverables including the following:

(a) A plot plan showing:

- i.** Property lines and physical dimensions of the subject property within 500 feet of the wind turbine from the proposed tower location;
- ii.** Location, dimensions, and types of existing major structures on the property;
- iii.** Location of the proposed wind system tower, foundations, guy anchors and associated equipment;
- iv.** The right-of-way of any public road that is contiguous with the property;

- v. Location of all existing above ground or overhead gas or electric infrastructure, including Critical Electric Infrastructure, and utility rights of way (ROW) and easements, whether fully cleared of vegetation or only partially cleared, within 500 feet of the site parcel;
 - vi. Location and approximate height of tree cover;
 - vii. Wetland resource areas within 100 feet of the proposed area;
 - viii. Rivers, streams or brooks within 200 feet of the proposed area.
- (b) Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).
- (c) One or three line electrical diagram detailing wind turbine, associated components, and electrical interconnection methods, with all NEC (*National Electric Code*) and applicable *Massachusetts Electric Code Amendment*-compliant disconnects and overcurrent devices.

READ BY: _____

DISPOSITION OF TOWN-OWNED LAND

ARTICLE 21

I move that the Town vote to authorize the Board of Selectmen to enter into a lease(s) with a solar energy developer(s) for the purpose of developing a ground-mounted solar energy facility on Town-owned land at Map 6, Block 8, Lot 0, 33 Greenville Road, Map 18, Block 24, Lot 0, off Turnpike Road, or Map 27, Block 48, Lot 0, Old Meeting House Road adjacent to the Highway Garage, subject to such terms and conditions deemed by the Board of Selectmen to be in the best interests of the Town.

READ BY: _____

**Special Town Meeting
Appropriations
12/3/14**

Certified free cash \$ 950,279

| Article # | Appropriation | Funding Source | | | Transfer | Description |
|-----------|----------------|----------------|--------------|---------------|----------|--|
| | | Free cash | Raise/approp | | | |
| 1 | 1,200 | 1,200 | | | | Prior year bills |
| 2 | 200,000 | 200,000 | | | | Transfer to Stabilization Fund |
| 3 | 200,000 | 200,000 | | | | Transfer to Capital Stabilization Fund |
| 4 | 22,837 | 0 | | 8,443 | | Treasurer wages: transfer from insurance |
| | | 0 | | 14,394 | | Collector wages: transfer from insurance |
| 5 | 50,000 | 50,000 | | | | Pay down debt for road improvements |
| 6 | 10,000 | 10,000 | | | | Veterans benefits |
| 7 | 35,000 | 35,000 | | | | MIS: computers, servers, software, etc. |
| 8 | 4,200 | 0 | | 4,200 | | Building Department wages: transfer from insurance |
| 9 | 7,000 | 7,000 | | | | Town Clerk professional services (code updates) |
| 10 | 20,000 | 20,000 | | | | Fire-EMS moving & relocation expenses |
| 11 | 4,500 | 4,500 | 0 | | | Other budget adjustments |
| . | 554,737 | 527,700 | 0 | 27,037 | | |

Free cash to carryover \$ 422,579

3.7

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, The month of January in the year 2015 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, Sue Lisio, Colin McNabb, and Carolyn Smart, Selectmen of the Town of Townsend, Middlesex County, in the Commonwealth of Massachusetts, do hereby proclaim January 2015 as;

“Senior Appreciation Month”

Sue Lisio, Chairman

Colin McNabb, Vice Chairman

Carolyn Smart, Clerk

3.8

**VACATION LEAVE, ARTICLE 20
GUIDANCE DOCUMENT**

This document is intended to provide clarification and guidance for the administration of Article 20, Vacation Leave, of the Non-Contractual Personnel Policies & Procedures Manual.

Vacation accrual shall be calculated as of the employee's date of hire or the date the employee's status changes (the eligibility date), whichever is most recent. All time periods in the vacation accrual schedules shall be measured from the eligibility date. For instance, six (6) months after the eligible date the employee shall be eligible for one (1) week of vacation leave as described in the schedules. Current employees who transition from fractional to part time or full time or part time employees who transition to full time are not subject to the six (6) month waiting period.

Questions shall be directed to the Town Administrator.

Adopted by the Board of Selectmen: _____

ARTICLE 20

20. VACATION LEAVE

Policy

The Town provides vacation leave for all regular full-time and part-time employees who work not less than twenty (20) hours per week. Annual vacation may be taken as earned with the approval of the Department Supervisor. Employees should give as much advance notice as possible when requesting vacation periods or days. One-week advanced notice should be given for vacation periods whenever possible.

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the day immediately preceding the employee's vacation period or day.

Employees may receive their vacation pay prior to the start of their vacation period provided that the vacation pay is submitted in advance under proper payroll procedures.

Unused vacation will be paid to an employee upon termination or by dismissal through no fault or delinquency on the part of the employee, by retirement or by resignation. The employee shall be paid at his/her current rate of pay, an amount equal to the vacation allowance as earned and not taken in the vacation year prior to such termination. In addition payments shall be made for that portion of the vacation allowance accrued in the vacation year during which termination occurred up to the time of the employee's separation from the payroll. A termination report must be completed by the Department Supervisor and submitted to the Treasurer's office.

Vacation time may not be accumulated from year to year. It must be taken annually between July 1st though June 30th. Unused vacation will be forfeited.

Eligibility

Full-time employees:

Each full-time employee shall be eligible for paid vacation time after six (6) months of service with the Town. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned during the fiscal year annually based upon the following schedule:

| | |
|----------------|--|
| Six Months | One (1) week of regularly scheduled work hours. |
| One Year | Two (2) weeks of regularly scheduled work hours |
| Five Years | Three (3) weeks of regularly scheduled work hours |
| Ten Years | Four (4) weeks of regularly scheduled work hours. |
| Over Ten Years | One (1) additional vacation day for each year over ten (10) years of service up to a maximum of five (5) weeks vacation after fifteen years (15) of service. |

Part Time Employees

Each part time employee shall be eligible paid vacation after one (1) year of service with the Town. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned each fiscal year annually based upon the following schedule:

| | |
|------------|--|
| One Year | One (1) week of regularly scheduled work hours |
| Five Years | Two (2) weeks of regularly scheduled work hours |
| Ten Years | Three (3) weeks of regularly scheduled work hours. |

Death

Whenever employment is terminated by death, the beneficiary of the deceased shall be paid an amount equal to the vacation allowance accrued in the vacation year prior to the employee's death but which had not been taken.

Vacation Authorization

The Department Supervisor shall determine approval and timing of vacations with due regard to the wishes of the employee and the needs of Town services. Vacation requests will be made and granted in regard to basis of seniority subject to the approval of the employees' immediate supervisor. Department Supervisors should request projected leave schedules from employees at the beginning of each fiscal year.

Additional Vacation Day

An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs which falls on or is legally observed on Monday, Tuesday, Wednesday, Thursday, or Friday.

Tracking

The Treasurer's Office and the Department Supervisor will track each employees vacation leave balance. Employees may at any time contact the Treasurer's Office or their Department Supervisor to determine their balance of vacation leave.



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

3.9


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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: December 11, 2014

SUBJ.: Goals

Substantial time and effort was spent over the summer and early fall identifying and ranking goals. The top four categories were Financial Sustainability, Policies & Procedures, Employees – Existing, and Information Technology. Each category identified individual tasks. There were nearly forty tasks identified within the four top categories.

In an effort to restart the discussion and make progress on the goals and associated tasks I have identified the top tasks for each category. This will enable us – the Board of Selectmen, boards and committees, staff, and me - to better direct our focus. Some tasks were left off the list because they will, by their nature, be addressed during the normal course of business. A couple of examples are “explore budget savings with department and policy makers” which will be a natural part of the budget review process and “information technology plan” which was recently drafted and discussed and funding for which awaits Town Meeting consideration:

- Financial Sustainability:
 - Balanced budgets
 - Investigate new revenue sources
 - Delinquent tax collections and tax titles
 - 5-year budget projection
 - Retiree health insurance
- Policies & Procedures
 - Transparency, good conduct, responsible government
 - Quarterly reports from departments
 - Financial policies
 - Personnel policies
 - BOS policy manual

- Employees – Existing
 - Training for department heads, employees, boards/committees: Open Meeting, Conflict of Interest, Public Records, bullying, sexual harassment
 - Transparency and compliance with laws: Open Meeting, Ethics, personnel policies, etc.
 - Annual performance evaluations for department heads
 - Safety committee
- Information Technology
 - Implement IT assessment recommendations: operating system, email, security, reliability, hardware/software
 - Computer upgrades
 - Improve internet speed and reliability
 - Explore fiber connections between buildings

I look forward to discussing this at the meeting on December 16.



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

3.10

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: All Employees

FROM: Andrew J. Sheehan, Town Administrator

DATE: December 16, 2014

SUBJ.: Legal Holidays: 2015

| HOLIDAY | DATE CELEBRATED | EMPLOYEE OBSERVED |
|----------------------------------|------------------------|------------------------------|
| New Year's Day 2015 | <i>January 1</i> | Thursday, January 1, 2015 |
| Martin Luther King, Jr. Birthday | <i>January 19</i> | Monday, January 19, 2015 |
| President's Day | <i>February 16</i> | Monday, February 16, 2015 |
| Patriot's Day | <i>April 20</i> | Monday, April 20, 2015 |
| Memorial Day | <i>May 25</i> | Monday, May 25, 2015 |
| Independence Day | <i>July 4</i> | Friday, July 3, 2015 |
| Labor Day | <i>September 7</i> | Monday, September 7, 2015 |
| Columbus Day | <i>October 12</i> | Monday, October 12, 2015 |
| Veteran's Day | <i>November 11</i> | Wednesday, November 11, 2015 |
| Thanksgiving Day | <i>November 26</i> | Thursday, November 26, 2015 |
| Christmas Day | <i>December 25</i> | Friday, December 25, 2015 |
| New Year's Day 2016 | <i>January 1</i> | Friday, January 1, 2016 |

As a General Rule: Any Saturday holiday will be observed on the prior Friday; any Sunday holiday will be observed on the Monday following unless otherwise noted.

Approved by BOS 12/16/2014



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

MEMORANDUM

3.11

Date: December 8, 2014
To: Board of Selectmen
From: Ed Kukkula, Highway Superintendent
Subject: **Surplus Property**

After purchasing the new Johnson Vacuum Sweeper three main sweeping brooms that could only be used with the 1999 Elgin Sweeper can no longer be used. The Highway Department is asking the Board of Selectmen to declare the three main brooms, valued at \$945.00, as surplus for disposition.

Please contact me if you have any further questions or concerns regarding this matter.

TOWN OF TOWNSEND
PLANNING BOARD
272 MAIN ST.
TOWNSEND, MA 01469
978- 597-1700 x 1722 * 978- 597-1722 fax
jhollows@townsend.ma.us

3.12

Date: November 26, 2014

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

Historic District Commission
Housing Authority
Land Use Coordinator
Police Department
Town Clerk
Water Department
Zoning Board of Appeals

From: Planning Board Office

MANDATORY REFERRAL NOTICE

In accordance with MGL Ch. 40A, §11 and MGL Ch. 41, §81Q, the Planning Board will hold a public hearing regarding proposed amendments to the Rules and Regulations and the adoption of forms related to stormwater compliance. Please review the attached drafts and relay to the Planning Board office any questions or concerns you may have. Under MGL Ch. 40A, §11, please provide any comments you may have within 35 days. Failure to make recommendations shall be deemed lack of opposition.

PROPONENT: Planning Board

DATE / TIME OF HEARING: Monday, January 12, 2015 at 7:30 PM

PLACE OF HEARING: Selectmen's Chambers

LEGAL AD: Townsend Times: December 5, 2014 & December 12, 2014

COMMENTS _____

NO COMMENT _____

SIGNED: _____

DATE: _____



THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722 * 978-597-1722 fax
jhollows@townsend.ma.us

R E C E I V E D
NOV 26 2014

TOWN OF TOWNSEND
TOWN CLERK

Jeffrey R. Peduzzi, Chairman **Nicholas E. Thalheimer, Vice Chairman** **Lance J. McNally, Clerk**
Christopher Nocella, Member **Perry J. Tomasetti, Member** **Jerrilyn T. Bozicas, Associate Member**

**TOWNSEND
PLANNING BOARD
LEGAL NOTICE**

In accordance with the provisions of MGL Ch. 40A §11, and Ch. 41 §81Q, the Planning Board will hold a public hearing Monday, January 12, 2015 at 7:30 p.m., in the Selectmen's Chambers, Memorial Hall, 272 Main St., to review proposed amendments to the Rules and Regulations, and adopt forms related to stormwater compliance, as follows:

Article II

- §175-10 D. (3) (a) & (b) Plans - Digital requirements
- § 175-12 C. (1) (n) Preliminary Plan requirements
- §175-13 C. (1) (a) & (b) Stormwater Mgmt. applications
- §175-13 D. (3) & (4) Fees if Stormwater structures will be conveyed to town per §175-27
- §175-13 F. (1) & (5) Stormwater Management requirements
- §175-13 I. (4) Stormwater Operations & Maintenance requirements
- §175-13 J. Building Permits, per completion of stormwater structures
- §175-14 A. (1) (k) & (m), and (5) Plans, stormwater compliance
- §175-14 G. (3) Stormwater Management compliance
- §175-14 K. (5), (8) & (9) Stormwater, landscaping, prohibited species & water conservation
- §175-14 L. (2) (i) Design Plan, stormwater compliance
- §175-14 M. Stormwater Erosion & Sedimentation Control compliance
- §175-14 N. (4) (m) Street plan, stormwater compliance
- §175-14 O. (2) Drainage stormwater compliance
- §175-15 A. (10) Stormwater Permit Application requirements
- §175-15 C. Stormwater Plan, overview statement requirements
- §175-15 E. (8) & (10) Stormwater "structures" replacing "drainage"
- §175-15 H. (6) (b), (c), (d), (e) Stormwater compliance & Community Impact
- §175-15 J. (3) Soil Testing for stormwater structures
- §175-16 A. (1), (2) & (6) Design Standards, LID & stone walls
- §175-16 D. (4) Design Standards, landscaping: prohibited species
- §175-16 E. (1)-(2)-(3)-(5)-(6) & (9) Stormwater "structures" & authority
- §175-16 K. (2) Drainage Easements compliance
- §175-17 E. (1)-(3) & (4) - Construction standards, Stormwater Authority, LID curbing

Article III

- §175-27-Fees for Stormwater Applications, structures, road layout

Article IV

- §175-31 A. & B. Scenic Road Act, stone walls

STORMWATER MANAGEMENT forms

- Application Package Requirements & Info Cover Sheet
- Delegation Letter from Stormwater Authority

Townsend Planning Board

Page 2

Stormwater Permit Application Process
Stormwater Management Application
Authorization Form
Building Department Stormwater Land Disturbance
Stormwater Operation-Maintenance Plan Agreement
Request for Certified List of Abutters
Stormwater Monthly Construction Inspection Checklist
Stormwater Regulations (nine pages)
Stormwater Certificate Completion Inspection Checklist
Stormwater Management Permit with Conditions
Annual Inspection Checklist by Property Owner(s)

The proposed amendments and forms are available for review at the Offices of the Planning Board, Land Use Coordinator and Town Clerk, during regular business hours. Parties wishing to speak in favor of, or in opposition to, these proposals may do so in writing prior to the hearing, or may appear at the hearing in person or represented by an agent or attorney. Interested parties are encouraged to attend.

Respectfully submitted,
Jeffrey R. Peduzzi, Chairman

Publish in the Townsend Times: December 5, 2014 and December 12, 2014

| | | |
|-----|-------------------------|---|
| cc: | Town Clerk | Highway Department |
| | Other Towns | Historic District Commission |
| | Applicant/Abutters | Dept. of Housing & Community Development |
| | Assessors Office | Housing Authority |
| | Board of Selectmen | Land Use Coordinator |
| | Board of Health | Montachusett Regional Planning Commission |
| | Building Inspector | Police Department |
| | Conservation Commission | Water Department Commission |
| | Fire Department | Zoning Board of Appeals |



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

3.15


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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: December 11, 2014

SUBJ.: Treasurer-Collector's Office
Request for Temporary Help

As has been shown over the past several months staffing in the Treasurer-Collector's Office is insufficient to manage the workload. This is especially true during the first several months of the calendar year, when quarterly tax bills and excise tax bills are being paid.

Funding for a staffing plan to provide additional support has been endorsed by the Board of Selectmen and the Finance Committee and funding is included on the Special Town Meeting warrant. The delay of Special Town Meeting until January affects our ability to get staffing in place for the above noted busy period.

I have discussed options with Town Collector Beth Ann Scheid and Town Treasurer Kate Stacy. It is the consensus that we utilize available funds in the budget to hire temporary Collections help as a bridge. If Town Meeting approves the requested funding we would then move forward with the permanent staffing changes endorsed by the Board.

The temporary staffing could be either a payroll position paid from wages or a contract position paid from professional services. Modest funding is available in the budget to cover either option for a month or two at approximately 10 to 15 hours per week.

On behalf of the staff in the Treasurer-Collector's Office I respectfully request the Board's approval to bring in temporary help. I look forward to discussing this at the meeting on December 16.