

# **Annual Report**

# **Town Of Tewksbury Massachusetts**



**2020**

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# IN MEMORIAM

Mary Louise	Adams	Teacher
Joan	Andella	Matron/School Department
Carolyn	Anderson	Election Official
Douglas	Bell	DPW Supervisor
Phyllis	Boumel	Dietitian/School Department
Ruth	Bradley	Election Official
Virginia	Coviello	Secretary/Fire Department
Rita	Coyle	Election Official
William	DeGregorio	High School Principal
Henry	Dewing	Maintenance/School Department
Mary	DiCiaccio	Teacher
Elaine	Fiske	Teacher
Kathleen	Garrant	Assistant Town Clerk
Thomas	Gilbride	Custodian
Barbara	Groom	Election Official
Barbara	Hague	Secretary/Board of Selectmen
Ellsworth	Hart	Director, Admin Services
Wade	Longley	Teacher
Brenda	Orio	Library Trustee
Donald	Ryan	Patrolman
Mary	Sullivan	Teacher
Thomas F.	Sullivan, Jr.	Maintenance/School Department
Jacqueline	Tempia	Election Official
William J.	Wilkinson, Jr.	Superintendent/Water Department

# ***GENERAL GOVERNMENT***

*Biograph  
Annual and Special Elections*

*Town Officers  
Town Meeting Warrants*

*Town Committees  
Elections*

# BIOGRAPH

1. Town  
Tewksbury, Massachusetts  
Incorporated in 1734
2. County:  
Middlesex, ss
3. Location:  
At the junction of two new superhighways in northeastern Massachusetts, U. S. Interstate 495 and U. S. Interstate 93. The Town is bordered on the north by the Merrimack River, Northeast by the Town of Andover, southeast by the Town of Wilmington, southwest by the Town of Billerica and borders on the City of Lowell on the west. It is 21 miles from Boston, 50 miles from Worcester, 30 miles from Salisbury Beach and 230 miles from New York City.
4. Population:  
2000 - 30,315  
2006 - 30,762  
2007 - 32,382  
2008 - 32,774  
2009 - 33,067  
2010 - 32,516 Annual Town Census  
2010 - 28,961 Federal Census  
2011 - 30,309  
2012 - 30,077  
2013 - 29,367  
2014 - 30,613  
2015 - 29,855  
2016 - 30,425  
2017 - 30,010  
2018 - 30,435  
2019 - 30,417  
2020 - 31,044
5. Land Areas:  
20.7 square miles  
10,789.5 acres
6. Climate:  
Mean annual precipitation – 46.6 inches  
Mean Temperature - January – 26°F  
July – 73°F
7. Elevation:  
Highest point: Ames Hill, 363 feet  
North section: 200 feet;  
West section: 150 feet;  
Center: 120 feet;  
South section: 150 feet  
(above mean sea level)
8. Topography:  
Fairly level terrain, with elevations varying from 100 feet to 200 feet above sea level. Soil is a mixture of sandy soil in southern section. Wet and moist and of good texture along the central and northern sections.
9. Established:  
Inhabitants separated from Billerica in 1733  
First Town Meeting held January 14, 1734  
Duly Incorporated December 23, 1734
10. Form of Government  
Open Town Meeting  
Five Member Elected Board of Selectmen

## ELECTED OFFICIALS

<b>Board of Selectmen</b>		
Brian H. Dick (Vice Chair)		2021
<b>Jay J. Kelly (Chair)</b>		2023
Mark Kratman		2021
Anne Marie Stronach (Clerk)		2022
Jayne Elizabeth Wellman		2022
<b>School Committee</b>		
James A. Cutelis (Vice Chair)		2021
Shannon M. Demos (Clerk)		2022
John Stadtman		2022
<b>Keith M. Sullivan (Chair)</b>		2023
Scott D. Wilson		2021
<b>Planning Board</b>		
Jeremiah J. Delaney, Jr.		2022
<b>Robert A. Fowler (Chair)</b>		2023
Vincent S. Fratalia		2024
Stephen G. Johnson, Jr. (Vice-Chair)		2021
Eric M. Ryder (Clerk)		2025
<b>Moderator</b>		
Todd R. Johnson		2023
<b>Board of Library Trustees</b>		
Lorraine H. Carriere		2023
Joseph C. Frank		2022
Laura L. Harrington		2022
Paige Ferry Impink (Clerk)		2021
Patrick J. Joyce (Vice Chair)		2023
<b>Patricia A. Pino (Chair)</b>		2021
<b>Board of Health</b>		
<b>Raymond Barry (Chair)</b>		2021
Anthony Boschetti		2022
Charles J. Roux		2023
Robert G. Scarano (Vice Chair)		2021
Maria H. Zaroulis (Clerk)		2022
<b>Housing Authority</b>		
Robert F. Demers (Treasurer)		2025
<b>John W. Deputat (Chair)</b>		2024
Marc A. DiFruscia		2021
Cheryl A. Wight (State Appointee)		2021
<b>School Committee/Regional Technical</b>		
Lisa J. Gallagher		2021
Patricia M.W. Meuse		2022

## APPOINTED OFFICIALS

Animal Control Officers	Christine Gualtieri Ashley Chmiel Casey Smith
Building Commissioner	Edward Johnson
Chief Assessor	Joanne Foley
Computer Services	Jami Bent
Council on Aging	DirectorJanice Conole
Director of Public Works	Brian Gilbert
Emergency Management	Richard Montuori
Town Accountant	Pamela Alfano
Fire Chief	Michael Hazel
Health Director	Susan Sawyer
Library Director	Diane Giarrusso
Planner/Conservation Agent	Stefania Gallo
Police Chief	Timothy Sheehan
Superintendent of Schools	Christopher Malone
Town Clerk	Denise Graffeo
Senior Town Counsel	Charles Zaroulis
Town Counse	Kevin Feeley
Town Historian	William Wyatt
Town Manager	Richard Montuori
Assistant Town Manager/ Director of Community Development	Steven Sadwick
Treasurer/Collector	Kelly Odams
Assistant Treasurer/Collector	Denise Salemme
Veterans Agent	Lisa Downey

# FEDERAL AND STATE GOVERNMENT

## PRESIDENT

Donald Trump (R)  
The White House  
Washington, DC 20500  
Public Opinion "Hot-Line" (202) 456-1111

## U.S. SENATOR

Elizabeth Warren (D)  
Boston Address:  
2400 JFK Federal Bldg.  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-3170

Washington Address:  
317 Hart Senate Office Bldg.  
Washington, DC 20510  
(202) 224-4543

## U.S. SENATOR

Edward J. Markey (D)  
Boston Address:

975 JFK Federal Building  
15 New Sudbury Street  
Boston, MA 02203  
(617) 565-8519

Washington Address:  
255 Dirksen Senate Office Building  
Washington, DC 20510  
(202) 224-2742

## U.S. REPRESENTATIVE

Seth W. Moulton (D)  
6<sup>th</sup> Congressional District  
Washington Address:  
1127 Longworth House Office Building  
Washington, DC 20515  
(202) 225-8020

## SECRETARY OF STATE

William Francis Galvin  
McCormack Building  
One Ashburton Place  
Room 1611  
Boston, MA 02108  
(617) 727-7030

## GOVERNOR

Charles D. Baker (R)  
Massachusetts State House  
Office of the Governor, Room 280  
Boston, MA 02133  
Phone: (617) 725-4005  
Fax: (617) 727-9725

## STATE SENATOR

Barry R. Finegold (D)  
Second Essex & Middlesex District  
Massachusetts State House  
Room 507  
Boston, MA 02133  
(617) 722-1612

## ATTORNEY GENERAL

Maura Healey  
One Ashburton Place

Boston, MA 02108  
(617) 727-2200

## DISTRICT ATTORNEY

Marian T. Ryan  
15 Commonwealth Ave  
Woburn, MA 01801  
(781) 897-8300

## STATE REPRESENTATIVES

David Allen Robertson  
Nineteenth Middlesex District  
Precincts: 1-1A-2-2A-4-4A  
Massachusetts State House  
Room 473F  
Boston, MA 02133  
(617) 722-2210

Tram T. Nguyen  
Eighteenth Essex District  
Precincts 3-3A  
Massachusetts State House  
Room 33  
Boston, MA 02133  
(617) 722-2060

# ANNUAL TOWN ELECTION - JUNE 16, 2020

# Eligible Voters      23,217  
 Total Votes Cast      1,068  
 Percent                  4.6%

## PRECINCT TOTALS

Precinct	1	1A	2	2A	3	3A	4	4A	Total
<b>Total Votes Cast</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## BOARD OF SELECTMEN

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Jay J. Kelly	115	110	88	86	117	145	110	147	918
Write-ins	2	1	2	1	2	4	1	7	20
Blanks	16	17	20	10	15	13	11	28	130
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## SCHOOL COMMITTEE

3 Year Term (Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Keith M. Sullivan	71	71	61	52	67	87	74	101	584
Sara E. Steele	59	52	48	44	62	73	47	77	462
Write-ins	0	0	0	0	2	0	1	3	6
Blanks	3	5	1	1	3	2	0	1	16
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## SCHOOL COMMITTEE

1 Year Unexpired Term (Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Scott D. Wilson	113	102	86	70	115	141	109	152	888
Write-ins	2	4	3	5	5	1	3	11	34
Blanks	18	22	21	22	14	20	10	19	146
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## PLANNING BOARD

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Eric M. Ryder	109	104	79	75	112	135	108	142	864
Write-ins	3	1	1	3	1	2	0	4	15
Blanks	21	23	30	19	21	25	14	36	189
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## BOARD OF HEALTH

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Charles J. Roux	107	104	86	79	110	135	106	140	867
Write-ins	3	0	1	3	0	3	1	3	14
Blanks	23	24	23	15	24	24	15	39	187
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

## LIBRARY TRUSTEES

(Vote for 2)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Lorraine H. Carriere	112	100	77	77	103	125	103	140	837
Patrick J. Joyce	108	99	69	75	105	137	102	142	837
Write-ins	0	0	1	3	3	1	0	0	8
Blanks	46	57	73	39	57	61	39	82	454
<b>TOTAL</b>	<b>266</b>	<b>256</b>	<b>220</b>	<b>194</b>	<b>268</b>	<b>324</b>	<b>244</b>	<b>364</b>	<b>2,136</b>

**HOUSING AUTHORITY**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Robert F. Demers	110	98	77	75	111	135	108	138	852
Write-ins	1	0	0	2	1	2	0	3	9
Blanks	22	30	33	20	22	25	14	41	207
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

**MODERATOR**

(Vote for 1)

Precinct	1	1A	2	2A	3	3A	4	4A	Total
Todd R. Johnson	115	107	88	80	111	138	110	148	897
Write-ins	1	1	3	3	1	0	1	2	12
Blanks	17	20	19	14	22	24	11	32	159
<b>TOTAL</b>	<b>133</b>	<b>128</b>	<b>110</b>	<b>97</b>	<b>134</b>	<b>162</b>	<b>122</b>	<b>182</b>	<b>1,068</b>

The polls were open at 8:00 a.m. at all precincts. All precinct workers were sworn in by the Wardens. The machines and ballot boxes were all checked, memory packs were sealed, and the counters all read zero. The polls closed at 8:00 p.m.

<u>Wardens:</u>	<u>Votes Cast</u>	<u>Registered Voters</u>	
Prec. 1 Eleanor Beattie	133	2,743	4.8%
Prec. 1A Karla Branchaud	128	2,909	4.4%
Prec. 2 Danielle Holloway	110	2,713	4.1%
Prec. 2A Loretta Ryan	97	2,545	3.8%
Prec. 3 Christian Panasuk	134	3,277	4.1%
Prec. 3A Charlene McNamara	162	3,220	5.0%
Prec. 4 John Coviello	122	3,021	4.0%
Prec. 4A Georgia Bey-Allen	182	2,789	6.5%
	<u>1,068</u>	<u>23,217</u>	<u>4.6%</u>

Attest:

Denise Graffeo  
Town Clerk

# ANNUAL TOWN MEETING - JUNE 22 & 24, 2020

Moderator Todd Johnson opened the June 22, 2020 Annual Town Meeting at 7:30 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

On Monday, June 22, 2020, there were 134 voters and 12 visitors in attendance.

Moderator Johnson made the following introductory comments:

*My name is Todd Johnson and I am honored that voters in my town elected me to serve as your Town Moderator. It is my privilege to do so this evening. These are unusual times due to the pandemic, but we will do our best to make this Town Meeting a familiar experience, although with some extra precautions. Let me outline a few of those now:*

- *Voters are strongly advised to either wear a mask or facial covering at Town Meeting. A limited supply of masks is available in the check-in area for anybody that needs one.*
- *Hand sanitizer has been placed at the entrance and exit of the building.*
- *All areas have been suited for a one-way traffic flow to avoid face-to-face encounters and maintain a six-foot separation of voters and staff.*
- *Directional and spatial arrows have been taped to the floor or walls as well as on certain seating areas to indicate six foot intervals.*
- *Microphones will be sanitized after each speaker.*
- *Efforts will be made to reduce crowding as the meeting adjourns and we will direct staggered exit times by row using multiple exits points.*
- *Trash/recycling bins will be placed at exits to dispose of used PPE, handouts, etc.*
- *Socialization in the parking lot post-meeting is discouraged.*

*Take note of the exits at the front and the back of the gym. Restrooms are located in the rear.*

Jay Kelly, Chairman of the Board of Selectmen led the Assembly in The Pledge of Allegiance.

Moderator Johnson held a moment of silence to remember all those affected by the Coronavirus, especially those throughout our country and here locally who have succumbed to the virus as well as all citizens of Tewksbury and former town employees who passed away during the past year.

The Moderator welcomed State Representative David Robertson, a Tewksbury resident, who was in attendance, to make a brief statement about his work on Beacon Hill on the Town's behalf.

Moderator Johnson made the following introductory comments:

*Once again ladies and gentlemen, welcome to your Annual Town meeting. I ask now that everyone take a moment to silence your phones. I request that everyone up here, out of respect for all of you, not to be texting during the meeting. And I ask that you not text them during the meeting so they aren't tempted.*

*As we begin our meeting, I want to take a moment to talk about our ground rules. Town Meeting is the legislative body for our community, where we work together to debate the merits of the articles within the warrant before you. Please take a moment to refer to the Glossary of Terms at the back of your warrant. Because Tewksbury has an Open Town Meeting, each*



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

**DENISE GRAFFEO, CMC/CMMC**  
**TOWN CLERK**

Phone: 978-640-4355  
Fax: 978-851-8610  
[dgraffeo@teWKsbury-ma.gov](mailto:dgraffeo@teWKsbury-ma.gov)

*registered voter is eligible to vote on fiscal issues, zoning changes, bylaw amendments, and other matters affecting the town as presented in the warrant. Visitors may attend the meeting and sit only in the reserved-for-visitors section. Members of the media may sit in the visitors' section or at the press table.*

*This meeting is being recorded. As we move through the articles, presenters on the articles will be allowed to speak first on the article before I open the floor to debate. A voter desiring to speak should approach the microphone before me, await recognition by me, and identify oneself by name and street address for the record. I ask members of all boards to do the same.*

*Each speaker is allowed up to five minutes to speak on an article. Please speak clearly into the microphone so the body can hear you. I will let you know when you have 30 seconds left on your time by tapping the podium. When you hear tapping, it is your signal to wrap up your remarks.*

*Speakers may disagree with any official, with any other voter, volunteer, or any board. However, we have a strong tradition in Tewksbury of maintaining a respectful dialogue during Town Meeting. I will do everything I can to ensure that each speaker is shown respect and that your questions are answered. I ask that all town meeting attendees kindly do the same. Residents refusing to conduct themselves in a manner befitting this body will be asked to cede the floor, and potentially be escorted from the meeting in egregious cases. I hope I don't have to enforce that rule. Let's work together to address the issues before this body fairly and efficiently, and perhaps learn some things about our town and fellow residents in the process.*

*I will accept a motion to move the question, however, I reserve the right to make sure we at least have had some dialogue about the motion. All questions on the floor are to be directed to the Moderator. In Tewksbury, we have a tradition of not requiring a second to any motion as we presume that the moderator seconds all motions. If you are amending an article, we will vote on the amendment first. Amendments must be presented to the Town Clerk, in writing. If the amendment passes it will then become part of the Main Motion and we will discuss it. If the amendment does not pass, then we go back to the Main Motion as it written in the warrant.*

*We will be discussing the budget tonight. The Board of Selectmen, School Committee, Finance Committee, the Town Manager and his finance team, and the many department heads deserve a significant amount of credit for the work that went into this budget and to have the numbers here before us tonight, especially in light of unusual work conditions over the last few months.*

*Residents were previously mailed a warrant. When you came in tonight you were offered the warrant with the articles we will be discussing tonight, a handout with the Finance Committee recommendations, and a supplemental handout from the Town Manager with detailed explanations for a number of articles and funds. Scriveners' errors, if any, are also noted in that document.*

*Please be sure your voter ribbon is showing so that counters can see it when we take standing counts.*

*Counters – please go to your sections. Ladies and gentlemen – please take note of the counter for your section. When we do a standing count it is important that you pay attention to your counter and sit down once counted – your counter will nod at you when you are counted.*

*Is there anyone new to Town Meeting here tonight? We welcome you to Town Meeting and hope that you enjoy this process. For all of you that come faithfully, I thank you for your continued presence this evening (especially in light of these unusual times) and your commitment to our community.*

*Sitting up here to my left and right are the various boards of the Town with elected and appointed members such as Selectmen, Town Counsel, Planning Board, Board of Health, Department Heads, Finance Committee, School Committee, Library Trustees, Shawsheen Tech School Committee, and Housing Authority.*



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

**DENISE GRAFFEO, CMC/CMMC**  
**TOWN CLERK**

Phone: 978-640-4355

Fax: 978-851-8610

[dgraffeo@tewksbury-ma.gov](mailto:dgraffeo@tewksbury-ma.gov)

*In accordance with town bylaw, tonight we will address the first two sections of the warrant. On Wednesday night we will address Section 3, pertaining to zoning articles. I do want to inform Town Meeting that earlier today, the Zoning ByLaw Committee voted to withdraw Articles 27 & 28 and will be offering motions to withdraw both articles on Wednesday night to Town Meeting.*

The Moderator introduced the Chairman of the Finance Committee, Rob Kocsmiersky. Mr. Kocsmiersky will make the first motion on every Article unless the Finance Committee is deferring to another board. Mr. Kocsmiersky motioned to Waive the Reading of the Warrant Articles and this motion was Adopted. 7:44 PM 6/22/20

Mr. Kocsmiersky motioned to admit non-resident appointed members of any town or regional committee or task force, non-voting employees of the Town of Tewksbury including Tewksbury Public Schools, and Town Counsel including Assistant Town Manager Steve Sadwick, Fire Chief Mike Hazel, Superintendent of Schools Chris Malone, School Business Manager David Libby, DPW Superintendent Brian Gilbert, Town Engineer Kevin Hardiman, Town Counsel Kevin Feeley, and others, some of whom may be asked to answer resident questions and this motion was Adopted. 7:46 PM 6/22/20

Finance Committee Chairman, Rob Kocsmiersky, motioned to Adjourn the Monday session of the 2020 Annual Town Meeting to Wednesday June 24, 2020 at 7:30 PM and this motion was Adopted. 8:29 PM 6/22/20

Moderator Johnson re-opened the 2020 Annual Town Meeting on Wednesday, June 24, 2020 at 7:30 PM

On Wednesday, June 24, 2020 there were 89 voters and 7 visitors in attendance.

Finance Committee Chairman, Rob Kocsmiersky, motioned to Adjourn the 2020 Annual Town Meeting Sine Die, and this motion was Adopted. 7:39 PM 6/24/20



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

Phone: 978-640-4355  
Fax: 978-851-8610  
[dgraffeo@tewbury-ma.gov](mailto:dgraffeo@tewbury-ma.gov)

### APPROPRIATION CERTIFICATE – ANNUAL TOWN MEETING – JUNE 22 & 24, 2020

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Annual Town Meeting, convened by proper Warrant, on June 22, 2020.

ARTICLE	RAISE & APPROPRIATE	TRANSFER FROM OTHER AVAILABLE FUNDS	CPA APPROP.	CPA RESERVE	ENTERPRISE FUNDS	WATER ENTER RETAINED	SEWER ENTER RETAINED	BORROW	MEMO
4	GENERAL FUND BUDGET	121,560,466.00							
5	SEWER ENTERPRISE FUND				6,623,932.00				
6	WATER ENTERPRISE FUND				7,346,811.00				
7	STORMWATER ENTERPRISE FUND				1,162,940.00				
8	CABLE TV ENTERPRISE FUND				392,219.00				
9	DPW CAPITAL EQUIPMENT & RISK AND RESILIENCY ASSESSMENT/EMERGENCY RESPONSE PLAN					95,000.00			
10	DPW CAPITAL EQUIPMENT						55,000.00		
11	WATERLINE INTALLATION AND REPLACEMENT							1,500,000.00	
12	REDUCE TOWN EXEMPT DEBT		55,113.92						BOND PREMIUMS
13	SENIOR/VET TAX WORK-OFF		52,500.00						OVERLAY SURPLUS
14	COMMUNITY PRESERVATION FUND			54,437.20					
16	TRAIL NETWORK IMPROVEMENTS				40,000.00				
	<b>TOTAL</b>	<b>121,560,466.00</b>	<b>107,613.92</b>	<b>54,437.20</b>	<b>40,000.00</b>	<b>15,525,902.00</b>	<b>95,000.00</b>	<b>55,000.00</b>	<b>1,500,000.00</b>

<b>Raise &amp; Appropriate</b>	<b>121,560,466.00</b>								
<b>Transfers</b>		<b>107,613.92</b>							
<b>CPA Appropriation</b>			<b>54,437.20</b>						
<b>CPA Reserve</b>				<b>40,000.00</b>					
<b>Enterprise Funds</b>					<b>15,525,902.00</b>				
<b>Total Water Enterprise Retained</b>						<b>95,000.00</b>			
<b>Total Sewer Enterprise Retained</b>							<b>55,000.00</b>		
<b>Borrow</b>								<b>1,500,000.00</b>	

ATTEST:

DENISE GRAFFEO, TOWN CLERK



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

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### SECTION 1

#### ARTICLE 1

To choose all necessary Town Officers, by ballot, One (1) member of the Board of Selectmen for three years; One (1) member of the School Committee for three years; One (1) member of the School Committee for one year; One (1) member of the Planning Board for five years; One (1) member of the Board of Health for three years; Two (2) members of the Board of Library Trustees for three years; One (1) member of the Housing Authority for five years and One (1) Moderator for three years..

Accomplished at the June 16, 2020 Annual Town Election

### SECTION 2

Article 2	Elected Official Salaries	Elected Official Salaries
Article 3	Consent Calendar	Consent Calendar
Article 4	Budget Related	Fiscal Year 2021 Budget
Article 5	Budget Related	Sewer Enterprise Budget
Article 6	Budget Related	Water Enterprise Budget
Article 7	Budget Related	Stormwater Enterprise Budget
Article 8	Budget Related	Cable TV Enterprise Budget
Article 9	Budget Related	Transfer \$95,000 from Water Enterprise Fund Retained Earnings for Water System Improvements, Projects and Vehicles
Article 10	Budget Related	Transfer \$55,000 from Sewer Enterprise Fund Retained Earnings for Sewer Department Vehicle
Article 11	Budget Related	Authorize the borrowing of \$1,500,000 within the Water Enterprise Fund for Water System Improvements/Projects
Article 12	Budget Related	Transfer \$55,113.92 to reduce Town Exempt Debt Principal
Article 13	Budget Related	Transfer \$52,500 from Overlay Surplus to fund the Senior and Veterans' Tax Relief Work Program
Article 14	Budget Related	Fiscal Year 2021 Affordable Housing Trust Fund Allocation Plan
Article 15	Budget Related	To Appropriate or Reserve from the Tewksbury Community Preservation Fund Annual Revenues
Article 16	Budget Related	To Appropriate and Transfer the Sum of \$40,000 from the Tewksbury Community Preservation Open Space Reserve for improvements Trails and Open Space Parcels
Article 17	Rescind Easement	Rescind drainage easement no longer needed.
Article 18	Land Sale	Authorize the Board of Selectmen to sell all or a portion of certain parcels of land
Article 19	General Bylaw	Amend Chapter 19 Tewksbury Stormwater General Bylaw
Article 20	Citizen Petition Donation of Land	Donation of a Parcel to the Conservation Commission for Conservation Purposes
Article 21	Citizen Petition	Filling vacancies on Town elected boards
Article 22	Citizen Resolution	Resolution regarding voting in elections



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### SECTION 2

### ARTICLE 2

To see if the Town will vote to fix the salaries of several elected officials for the Fiscal Year 2021.

	<u>FY20 Budgeted</u>	<u>FY21 Requested</u>
<u>BOARD OF HEALTH</u>		
Chairman	405	405
Members (4)	315	315
<u>MODERATOR</u>		
	450	450
<u>PLANNING BOARD</u>		
Chairman	1080	1080
Members (4)	765	765
<u>SCHOOL COMMITTEE</u>		
Chairman	2700	2700
Members (4)	2250	2250
<u>SELECTMEN</u>		
Chairman	5400	5400
Members (4)	4500	4500

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 2 was Adopted Unanimously

7:48 PM

6/22/20

**Executive Summary:** The purpose of the article is to fix the salaries of certain elected Town officials.

### ARTICLE 3

The Moderator will call out the number of the Articles, one by one. If a voter objects to any particular Article being included in the Consent Calendar, he/she shall say the word "HOLD" when the number is called. The Article is then removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner. After calling of the individual items in the Consent Calendar, the Moderator shall ask that the voters pass all the remaining items as a unit.

- Article 3-23 Accept the Annual Report
- Article 3-24 Lease/Purchase Agreements
- Article 3-25 Authorize Chapter 90 Funds
- Article 3-26 Reauthorize Revolving Funds

Article 3-25 was Held. All other Consent Calendar Articles (3-23, 3-24, & 3-26) passed as a unit .



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### ARTICLE 3-23

To hear and act upon reports of the various Town Officers; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 3-23 was Adopted Unanimously 7:50 PM 6/22/20

**Executive Summary:** The purpose of the article is to accept the report of various Town Officers; which are in the 2019 Town Report located on the Town's Website (<http://www.tewbury-ma.gov/board-of-selectmen/pages/annual-town-reports>).

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### ARTICLE 3-24

To see if the Town will vote to authorize the Town Manager to enter into Lease/Purchase Agreements up to five (5) years to purchase equipment for Town Departments. Said contracts shall be subject to annual appropriations; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 3-24 was Adopted Unanimously 7:50 PM 6/22/20

**Executive Summary:** This article is acted on annually and allows the Town Manager to lease/purchase equipment for various Town Departments subject to an annual appropriation.

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### ARTICLE 3-25

Article 3-25 was removed from the Consent Calendar and restored to its original numbered place in the warrant, to be acted upon, debated and voted in the usual manner.

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### ARTICLE 3-26

To see if the Town will vote to authorize the expenditure caps under the provisions of Chapter 44 Section 53E½ of the Massachusetts General Laws; or take any action relative thereto.

### TOWN OF TEWKSBURY FY2021 REVOLVING FUNDS EXPENDITURE CAPS

NAME	DEPARTMENT	PURPOSE	AUTHORIZATION	EXPENDITURE
Council on Aging	Council on Aging	Trips and Activities	Director, COA	\$250,000
Parks and Recreation	Parks and Recreation	Summer Program/Activities	Town Manager	\$200,000
Board of Health	Board of Health	Vaccines and Public Health Programs	Health Director	\$10,000
Traffic Signage	Dept. of Public Works	Purchase, Manufacture and Installation of Street and Traffic Signage, Including Pavement Markings	Dept. of Public Works Director	\$10,000
GIS	Community Development	Operate a Geographical Information System	Assistant Town Manager	\$75,000
Records Preservation	Town Clerk	Preservation and Safe Keeping of Historic Records	Town Clerk	\$20,000
Solid Waste, Recycling and Household Hazardous Waste	Town Manager	Solid Waste, Recycling and Household Hazardous Waste Operations and Programs	Town Manager	\$200,000
Hydrant Markers	Town Manager	Reimbursement of Damaged Markers and Donations to Install Markers	Town Manager	\$20,000
Energy Efficiency of Town & School Buildings, Equip. and Infrastructure	Town Manager	Rebates, Grants and Donations Generated from Energy Efficiency Projects (Commonwealth, Public Utilities and Others)	Town Manager	\$500,000

Motion: The Finance Committee motioned to Adopt

Vote: Article 3-26 was Adopted Unanimously

7:50 PM

6/22/20

Town Manager

**Executive Summary:** This article authorizes the Fiscal Year 2021 expenditure caps on the Town's self-sufficient revolving fund accounts for the items listed above in the Town of Tewksbury. This article is in addition to the article which establishes the Revolving Funds through a General Bylaw in accordance with recent changes to Massachusetts General Laws Chapter 44 Section 53E½ by the Act to Modernize Municipal Finance and Government.



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### ARTICLE 4

To see what sums the Town will raise and appropriate, transfer or otherwise provide, for its necessary and expedient purposes as designated hereafter, and to direct that these funds be expended only for such purposes under the direction of the respective boards, committees, commissions and officers for the fiscal year which begins July 1, 2020; or take any action relative thereto.

General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>General Government</b>					
<b>Moderator</b>					
<i>Salaries</i>	450	450	450	450	-
<i>Operating</i>	-	75	75	75	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Moderator Budget</b>	<b>450</b>	<b>525</b>	<b>525</b>	<b>525</b>	<b>-</b>
<b>Selectmen</b>					
<i>Salaries</i>	27,600	28,440	28,553	28,553	113
<i>Operating</i>	143,636	136,870	137,238	137,238	368
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Selectmen Budget</b>	<b>171,237</b>	<b>165,310</b>	<b>165,791</b>	<b>165,791</b>	<b>481</b>
<b>Town Manager</b>					
<i>Salaries</i>	427,462	462,248	472,916	472,946	10,698
Water Enterprise Fund Allocation	(8,457)	(9,668)	(9,886)	(9,886)	(218)
Sewer Enterprise Fund Allocation	(8,457)	(9,668)	(9,886)	(9,886)	(218)
<i>Total Salaries Net of Allocations</i>	410,548	442,912	453,144	453,174	10,262
<i>Operating</i>	58,234	73,770	73,770	73,770	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Manager Budget</b>	<b>485,696</b>	<b>536,018</b>	<b>546,686</b>	<b>546,716</b>	<b>10,698</b>
<b>Total Town Manager Budget Net Allocations</b>	<b>468,782</b>	<b>516,682</b>	<b>526,914</b>	<b>526,944</b>	<b>10,262</b>
<b>Finance Committee</b>					
<i>Salaries</i>	2,277	2,515	2,515	2,515	-
<i>Operating</i>	345	679	679	679	-
<i>Capital Outlay</i>	-	-	-	-	-
<i>Reserve Fund</i>	-	75,000	75,000	75,000	-
<b>Total Finance Committee Budget</b>	<b>2,622</b>	<b>78,194</b>	<b>78,194</b>	<b>78,194</b>	<b>-</b>
<b>Town Counsel</b>					
<i>Operating</i>	155,112	150,000	150,000	150,000	-
<b>Total Operating</b>	<b>155,112</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>
<b>Human Resources</b>					
<i>Salaries</i>	88,366	94,273	98,662	98,662	4,389
Water Enterprise Fund Allocation	(1,137)	(1,252)	(1,294)	(1,294)	(42)
Sewer Enterprise Fund Allocation	(1,137)	(1,252)	(1,294)	(1,294)	(42)
<i>Total Salaries Net of Allocations</i>	86,092	91,769	96,074	96,074	4,305
<i>Operating</i>	22,530	25,940	25,984	25,984	44
Water Enterprise Fund Allocation	(389)	(389)	(389)	(389)	-
Sewer Enterprise Fund Allocation	(389)	(389)	(389)	(389)	-
<i>Total Operating Net of Allocations</i>	21,752	25,162	25,206	25,206	44
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Human Resources Budget</b>	<b>110,896</b>	<b>120,213</b>	<b>124,646</b>	<b>124,646</b>	<b>4,433</b>
<b>Total Human Resources Budget Net Allocations</b>	<b>107,844</b>	<b>116,931</b>	<b>121,280</b>	<b>121,280</b>	<b>4,349</b>



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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>Town Clerk</b>					
<i>Salaries</i>	235,681	252,294	261,398	261,398	9,104
<i>Operating</i>	18,799	22,416	21,461	21,461	(955)
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Clerk Budget</b>	<b>254,480</b>	<b>274,710</b>	<b>282,859</b>	<b>282,859</b>	<b>8,149</b>
<b>Election</b>					
<i>Salaries</i>	24,150	19,300	63,950	63,950	44,650
<i>Operating</i>	10,165	9,050	15,400	15,400	6,350
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Election Budget</b>	<b>34,315</b>	<b>28,350</b>	<b>79,350</b>	<b>79,350</b>	<b>51,000</b>
<b>Board of Registrars</b>					
<i>Salaries</i>	2,850	2,850	2,850	2,850	-
<i>Operating</i>	601	700	700	700	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Registrars Budget</b>	<b>3,451</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>	<b>-</b>
<b>Computer Services</b>					
<i>Salaries</i>	102,439	121,873	123,678	123,678	1,805
Water Enterprise Fund Allocation	(1,384)	(1,466)	(1,810)	(1,810)	(344)
Sewer Enterprise Fund Allocation	(1,384)	(1,466)	(1,810)	(1,810)	(344)
<i>Total Salaries Net of Allocations</i>	99,671	118,941	120,058	120,058	1,117
<i>Operating</i>	83,729	73,800	108,066	108,066	34,266
<i>Capital Outlay</i>	8,940	-	-	-	-
<b>Total Computer Services Budget</b>	<b>195,108</b>	<b>195,673</b>	<b>231,744</b>	<b>231,744</b>	<b>36,071</b>
<b>Total Computer Services Budget Net Allocations</b>	<b>192,340</b>	<b>192,741</b>	<b>228,124</b>	<b>228,124</b>	<b>35,383</b>
<b>Total General Government</b>	<b>1,413,367</b>	<b>1,552,543</b>	<b>1,663,344</b>	<b>1,663,374</b>	<b>110,832</b>
<b>Total General Government Net Allocations</b>	<b>1,390,633</b>	<b>1,526,993</b>	<b>1,636,586</b>	<b>1,636,616</b>	<b>109,624</b>
<b>Finance Department</b>					
<b>Accounting</b>					
<i>Salaries</i>	245,199	220,556	219,916	219,916	(640)
Water Enterprise Fund Allocation	(5,822)	(5,159)	(5,498)	(5,498)	(339)
<i>Sewer Enterprise Fund Allocation</i>	(5,822)	(5,159)	(5,498)	(5,498)	(339)
<i>Total Salaries Net of Allocations</i>	233,555	210,238	208,920	208,920	(1,318)
<i>Operating</i>	170,254	170,642	176,325	176,325	5,683
Water Enterprise Fund Allocation	(4,329)	(4,266)	(4,382)	(4,382)	(116)
Sewer Enterprise Fund Allocation	(4,329)	(4,266)	(4,382)	(4,382)	(116)
<i>Total Operating Net of Allocations</i>	161,596	162,110	167,561	167,561	5,451
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Accounting Budget</b>	<b>415,452</b>	<b>391,198</b>	<b>396,241</b>	<b>396,241</b>	<b>5,042</b>
<b>Total Accounting Budget Net Allocations</b>	<b>395,150</b>	<b>372,348</b>	<b>376,481</b>	<b>376,481</b>	<b>4,132</b>
<b>Assessor</b>					
<i>Salaries</i>	232,245	256,269	269,312	269,315	13,046
<i>Operating</i>	64,797	51,110	55,500	55,500	4,390
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Assessor Budget</b>	<b>297,041</b>	<b>307,379</b>	<b>324,812</b>	<b>324,815</b>	<b>17,436</b>



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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>Treasurer/Collector</b>					
<i>Salaries</i>	380,635	400,138	400,946	390,763	(9,375)
Water Enterprise Fund Allocation	(25,869)	(27,398)	(25,244)	(25,244)	2,154
Sewer Enterprise Fund Allocation	(25,869)	(27,398)	(25,244)	(25,244)	2,154
<i>Total Salaries Net of Allocations</i>	328,897	345,342	350,458	340,275	(5,067)
<i>Operating</i>	78,805	82,120	82,240	82,240	120
Water Enterprise Fund Allocation	(7,950)	(8,212)	(8,224)	(8,224)	(12)
Sewer Enterprise Fund Allocation	(7,950)	(8,212)	(8,224)	(8,224)	(12)
<i>Total Operating Net of Allocations</i>	62,905	65,696	65,792	65,792	96
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Treasurer/Collector Budget</b>	<b>459,440</b>	<b>482,258</b>	<b>483,186</b>	<b>473,003</b>	<b>(9,255)</b>
<b>Total Treasurer/Collector Budget Net Allocations</b>	<b>391,802</b>	<b>411,038</b>	<b>416,250</b>	<b>406,067</b>	<b>(4,971)</b>
<b>Total Finance Department</b>	<b>1,171,934</b>	<b>1,180,836</b>	<b>1,204,238</b>	<b>1,194,058</b>	<b>13,223</b>
<b>Total Finance Department Net Allocations</b>	<b>1,083,994</b>	<b>1,090,766</b>	<b>1,117,542</b>	<b>1,107,362</b>	<b>16,597</b>
<b>Community Services</b>					
<b>Cable Television</b>					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cable Television Budget</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Veteran's Services</b>					
<i>Salaries</i>	72,285	98,305	103,955	103,955	5,651
<i>Operating</i>	287,281	386,680	387,450	387,450	770
<i>Capital Outlay</i>	11,326	-	-	-	-
<b>Total Veteran's Budget</b>	<b>370,892</b>	<b>484,985</b>	<b>491,405</b>	<b>491,405</b>	<b>6,421</b>
<b>Community Events</b>					
<i>Operating</i>	32,695	38,100	38,100	38,100	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Community Events Budget</b>	<b>32,695</b>	<b>38,100</b>	<b>38,100</b>	<b>38,100</b>	<b>-</b>
<b>Total Community Services</b>	<b>403,587</b>	<b>523,085</b>	<b>529,505</b>	<b>529,505</b>	<b>6,421</b>
<b>Council on Aging</b>					
<i>Salaries</i>	260,776	278,774	291,852	291,852	13,078
<i>Operating</i>	137,839	137,900	146,833	146,833	8,933
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Council on Aging Budget</b>	<b>398,615</b>	<b>416,674</b>	<b>438,685</b>	<b>438,685</b>	<b>22,011</b>
<b>Facilities</b>					
<b>Town Facilities and Grounds</b>					
<i>Salaries</i>	264,343	291,239	308,455	308,455	17,216
<i>Operating</i>	217,126	167,476	167,866	167,866	390
<i>Capital Outlay</i>	65,229	-	-	-	-
<b>Total Town Facilities and Grounds Budget</b>	<b>546,698</b>	<b>458,715</b>	<b>476,321</b>	<b>476,321</b>	<b>17,606</b>
<b>Town Hall</b>					
<i>Salaries</i>	50,512	54,257	56,530	56,530	2,273
<i>Operating</i>	206,810	188,334	188,334	188,334	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Town Hall Budget</b>	<b>257,322</b>	<b>242,591</b>	<b>244,864</b>	<b>244,864</b>	<b>2,273</b>



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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>Auxiliary Buildings</b>					
<i>Operating</i>	-	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Auxiliary Buildings Budget</b>	-	-	-	-	-
<b>Cemeteries</b>					
<i>Operating</i>	3,000	-	-	-	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Cemeteries Budget</b>	<b>3,000</b>	-	-	-	-
<b>Total Facilities</b>	<b>807,021</b>	<b>701,306</b>	<b>721,185</b>	<b>721,185</b>	<b>19,879</b>
<b>Library</b>					
<i>Salaries</i>	912,955	993,942	1,030,979	1,032,979	39,037
<i>Operating</i>	386,196	392,591	394,092	392,092	(499)
<i>Capital Outlay</i>	988	-	-	-	-
<b>Total Library Budget</b>	<b>1,300,139</b>	<b>1,386,533</b>	<b>1,425,071</b>	<b>1,425,071</b>	<b>38,538</b>
<b>Planning and Development</b>					
<b>Planning (Community Development)</b>					
<i>Salaries</i>	190,452	198,652	205,518	205,518	6,867
<i>Operating</i>	65,004	28,784	27,707	27,707	(1,077)
<i>Capital Outlay</i>	28,975	-	-	-	-
<b>Total Community Development Budget</b>	<b>284,431</b>	<b>227,436</b>	<b>233,225</b>	<b>233,225</b>	<b>5,789</b>
<b>Building Department</b>					
<i>Salaries</i>	325,587	343,318	351,351	351,351	8,033
<i>Operating</i>	12,289	12,354	12,354	12,354	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Building Department Budget</b>	<b>337,876</b>	<b>355,672</b>	<b>363,705</b>	<b>363,705</b>	<b>8,033</b>
<b>Board of Health</b>					
<i>Salaries</i>	252,604	265,351	278,259	278,259	12,907
<i>Operating</i>	33,923	18,000	18,000	18,000	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Board of Health Budget</b>	<b>286,527</b>	<b>283,351</b>	<b>296,259</b>	<b>296,259</b>	<b>12,907</b>
<b>Total Planning and Development</b>	<b>908,834</b>	<b>866,459</b>	<b>893,189</b>	<b>893,189</b>	<b>26,729</b>
<b>Public Safety</b>					
<b>Police</b>					
<i>Salaries</i>	6,690,492	7,032,325	6,673,389	6,673,389	(358,936)
<i>Operating</i>	691,377	654,269	806,793	771,293	117,024
<i>Capital Outlay</i>	377,721	292,700	347,884	345,384	52,684
<b>Total Police Budget</b>	<b>7,759,590</b>	<b>7,979,294</b>	<b>7,828,066</b>	<b>7,790,066</b>	<b>(189,228)</b>
<b>Fire</b>					
<i>Salaries</i>	5,275,516	5,402,538	5,431,490	5,431,490	28,952
<i>Operating</i>	418,491	398,168	388,653	388,653	(9,515)
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Fire Budget</b>	<b>5,694,007</b>	<b>5,800,706</b>	<b>5,820,143</b>	<b>5,820,143</b>	<b>19,437</b>
<b>Emergency Management</b>					
<i>Salaries</i>	-	4,637	4,637	4,637	-
<i>Operating</i>	35,902	28,890	2,175	2,175	(26,715)
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Emergency Mgt. Budget</b>	<b>35,902</b>	<b>33,527</b>	<b>6,812</b>	<b>6,812</b>	<b>(26,715)</b>



# Town of Tewksbury

TOWN HALL  
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## OFFICE OF TOWN CLERK

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TOWN CLERK

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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>Parking Clerk</b>					
<i>Salaries</i>	4,000	4,000	4,000	4,000	-
<i>Operating</i>	1,200	1,200	1,200	1,200	-
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total Parking Clerk Budget</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	<b>5,200</b>	-
<b>Total Public Safety Budget</b>	<b>13,494,699</b>	<b>13,818,727</b>	<b>13,660,221</b>	<b>13,622,221</b>	<b>(196,507)</b>
<b>School Departments</b>					
<b>Tewksbury</b>					
Salaries	32,224,455	34,501,227	35,245,995	35,245,995	744,768
Operating	15,608,135	13,738,382	14,537,730	14,537,730	799,348
Capital Outlay	660,074	948,877	850,000	850,000	(98,877)
<b>Total School Operating Budget</b>	<b>48,492,664</b>	<b>49,188,486</b>	<b>50,633,725</b>	<b>50,633,725</b>	<b>1,445,239</b>
Offsets	-	-	-	-	-
<b>Net School Operating Budget</b>	<b>48,492,664</b>	<b>49,188,486</b>	<b>50,633,725</b>	<b>50,633,725</b>	<b>1,445,239</b>
Fixed Costs					
Health	7,577,198	8,219,178	8,173,438	8,173,438	(45,740)
Retirement	1,391,282	1,480,098	1,533,339	1,533,339	53,241
Medicare	479,398	506,000	517,385	517,385	11,385
Unemployment	56,362	75,000	75,000	75,000	-
Insurance	223,671	239,792	254,179	254,179	14,387
Principal	830	-	-	-	-
Long Term Interest	17	-	-	-	-
Short Term Interest	-	-	-	-	-
<b>Total Fixed Costs</b>	<b>9,728,757</b>	<b>10,520,068</b>	<b>10,553,341</b>	<b>10,553,341</b>	<b>33,273</b>
<b>Town Tewksbury School Budget</b>	<b>58,221,421</b>	<b>59,708,554</b>	<b>61,187,066</b>	<b>61,187,066</b>	<b>1,478,512</b>
<b>Exempt School Debt Principal</b>	<b>2,106,185</b>	<b>4,697,375</b>	<b>4,692,965</b>	<b>4,692,965</b>	<b>(4,410)</b>
<b>Exempt School Exempt Interest</b>	<b>876,517</b>	<b>2,899,667</b>	<b>2,791,992</b>	<b>2,791,992</b>	<b>(107,675)</b>
<b>Shawsheen Regional Vocational School</b>	<b>6,201,732</b>	<b>6,593,936</b>	<b>6,924,597</b>	<b>6,924,597</b>	<b>330,661</b>
<b>Essex North Shore Agricultural and Tech. School District</b>	<b>124,159</b>	<b>129,125</b>	<b>128,982</b>	<b>128,982</b>	<b>(143)</b>
<b>Total School Departments</b>	<b>67,530,013</b>	<b>74,028,658</b>	<b>75,725,602</b>	<b>75,725,602</b>	<b>1,696,944</b>
<b>Department of Public Works</b>					
<b>DPW Administration</b>					
<i>Salaries</i>	379,622	410,103	410,993	411,593	1,490
Water Enterprise Fund Allocation	(61,137)	(64,796)	(66,578)	(66,578)	(1,782)
Sewer Enterprise Fund Allocation	(61,137)	(64,796)	(66,578)	(66,578)	(1,782)
<i>Total Salaries Net of Allocations</i>	257,348	280,511	277,837	278,437	(2,074)
<i>Operating</i>	207,013	147,475	145,125	145,125	(2,350)
Water Enterprise Fund Allocation	(30,524)	(36,931)	(36,281)	(36,281)	650
Sewer Enterprise Fund Allocation	(30,524)	(36,931)	(36,281)	(36,281)	650
<i>Total Operating Net of Allocations</i>	145,965	73,613	72,563	72,563	(1,050)
<i>Capital Outlay</i>	45,000	11,000	-	-	(11,000)
<b>Total DPW Administration Budget</b>	<b>631,636</b>	<b>568,578</b>	<b>556,118</b>	<b>556,718</b>	<b>(11,860)</b>
<b>Total DPW Administration Budget Net Allocations</b>	<b>448,314</b>	<b>365,124</b>	<b>350,400</b>	<b>351,000</b>	<b>(14,124)</b>



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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>DPW Engineering</b>					
<i>Salaries</i>	458,402	482,827	504,078	504,078	21,251
Water Enterprise Fund Allocation	(154,348)	(166,973)	(164,074)	(164,074)	2,899
Sewer Enterprise Fund Allocation	(146,192)	(157,406)	(161,357)	(161,357)	(3,951)
<i>Total Salaries Net of Allocations</i>	157,862	158,448	178,646	178,646	20,198
<i>Operating</i>	43,006	36,924	36,927	36,927	3
Water Enterprise Fund Allocation	(15,404)	(15,508)	(15,509)	(15,509)	(1)
Sewer Enterprise Fund Allocation	(12,470)	(12,554)	(12,555)	(12,555)	(1)
<i>Total Operating Net of Allocations</i>	15,132	8,862	8,863	8,863	1
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Engineering Budget</b>	<b>501,407</b>	<b>519,751</b>	<b>541,005</b>	<b>541,005</b>	<b>21,254</b>
<b>Total DPW Engineering Budget Net Allocations</b>	<b>172,993</b>	<b>167,310</b>	<b>187,509</b>	<b>187,509</b>	<b>20,199</b>
<b>DPW Highway</b>					
<i>Salaries</i>	734,939	844,946	886,411	886,411	41,465
<i>Operating</i>	520,237	343,330	351,080	351,080	7,750
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Highway Budget</b>	<b>1,255,175</b>	<b>1,188,276</b>	<b>1,237,491</b>	<b>1,237,491</b>	<b>49,215</b>
<b>DPW Forestry</b>					
<i>Salaries</i>	-	-	-	-	-
<i>Operating</i>	89,934	84,785	86,255	86,255	1,470
<i>Capital Outlay</i>	-	-	-	-	-
<b>Total DPW Forestry Budget</b>	<b>89,934</b>	<b>84,785</b>	<b>86,255</b>	<b>86,255</b>	<b>1,470</b>
<b>DPW Fleet Maintenance</b>					
<i>Salaries</i>	285,356	303,906	317,015	317,015	-
Water Enterprise Fund Allocation	(36,262)	(50,503)	(52,121)	(52,121)	-
Sewer Enterprise Fund Allocation	(36,262)	(50,503)	(52,121)	(52,121)	-
<i>Total Salaries Net of Allocations</i>	212,832	202,900	212,773	212,773	-
<i>Operating</i>	517,555	512,775	513,395	513,395	620
Water Enterprise Fund Allocation	(46,940)	(52,624)	(53,479)	(53,479)	(855)
Sewer Enterprise Fund Allocation	(46,940)	(52,624)	(53,479)	(53,479)	(855)
<i>Total Operating Net of Allocations</i>	423,675	407,527	406,437	406,437	(1,090)
<i>Capital Outlay</i>	39,650	9,000	24,000	24,000	15,000
<b>Total DPW Fleet Maint, Budget</b>	<b>842,561</b>	<b>825,681</b>	<b>854,410</b>	<b>854,410</b>	<b>15,620</b>
<b>Total DPW Fleet Maint, Budget Net Allocations</b>	<b>676,157</b>	<b>619,427</b>	<b>643,210</b>	<b>643,210</b>	<b>14,765</b>
<b>DPW Snow and Ice</b>					
<i>Salaries</i>	210,864	95,000	95,000	95,000	-
<i>Operating</i>	603,664	161,000	161,000	161,000	-
<i>Capital Outlay</i>	60,565	-	-	-	-
<b>Total DPW Snow and Ice Budget</b>	<b>875,094</b>	<b>256,000</b>	<b>256,000</b>	<b>256,000</b>	<b>-</b>
<b>Street Lighting</b>					
<i>Operating</i>	265,457	180,000	180,000	180,000	-
<b>Total Street Lighting Budget</b>	<b>265,457</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>
<b>Solid Waste</b>					
<i>Operating</i>	2,393,291	2,455,195	2,539,013	2,539,013	83,817
<b>Total Solid Waste Budget</b>	<b>2,393,291</b>	<b>2,455,195</b>	<b>2,539,013</b>	<b>2,539,013</b>	<b>83,817</b>
<b>Total DPW Budget</b>	<b>6,854,554</b>	<b>6,078,267</b>	<b>6,250,291</b>	<b>6,250,891</b>	<b>159,515</b>
<b>Total DPW Budget Net Allocations</b>	<b>6,176,414</b>	<b>5,316,118</b>	<b>5,479,878</b>	<b>5,480,478</b>	<b>155,342</b>



# Town of Tewksbury

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General Fund Budget Classification	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	BUDGET INC/DEC
<b>Unclassified</b>					
Non-Exempt Principal Maturing Debt	265,900	244,415	1,015,000	1,015,000	770,585
Non Exempt Interest-Maturing Debt	121,242	111,520	667,106	667,106	555,586
Interest-Temporary Loans	-	-	-	-	-
Exempt Principal Maturing Debt	3,572,370	3,760,630	3,635,280	3,635,280	(125,350)
Exempt Interest-Maturing Debt	2,534,154	1,641,512	1,478,924	1,478,924	(162,588)
Middlesex Retirement Assmt.	6,580,426	7,065,138	7,264,629	7,264,629	199,491
Water Enterprise Fund Allocation	(355,202)	(435,658)	(453,004)	(453,004)	(17,346)
Sewer Enterprise Fund Allocation	(79,196)	(64,048)	(69,209)	(69,209)	(5,161)
Cable Enterprise Fund Allocation	-	-	(11,940)	(11,940)	(11,940)
Total Retirement	6,146,028	6,565,432	6,730,476	6,730,476	165,044
Occupational Injury Reserve	125,000	125,000	125,000	125,000	-
Unemployment Compensation	1,749	5,000	5,000	5,000	-
Group Insurance	4,638,638	4,881,551	4,995,385	4,995,385	113,834
Water Enterprise Fund Allocation	(289,330)	(352,093)	(330,668)	(330,668)	21,425
Sewer Enterprise Fund Allocation	(112,723)	(131,469)	(138,669)	(138,669)	(7,200)
Cable Enterprise Fund Allocation	-	(15,443)	(15,443)	(15,443)	-
Total Group Insurance	4,236,585	4,382,546	4,510,605	4,510,605	128,059
Medicare Tax	303,174	278,000	284,498	284,498	6,498
Water Enterprise Fund Allocation	(19,381)	(20,252)	(19,764)	(19,764)	488
Sewer Enterprise Fund Allocation	(4,931)	(5,925)	(6,009)	(6,009)	(84)
Cable Enterprise Fund Allocation	-	(2,069)	(2,382)	(2,382)	(313)
Total Medicare Tax	278,862	249,754	256,343	256,343	6,589
Other-Post Employment Benefits	650,000	650,000	650,000	650,000	
Property and Liability Insurance	335,752	469,430	500,540	500,540	31,110
Water Enterprise Fund Allocation	(64,845)	(66,757)	(70,762)	(70,762)	(4,005)
Sewer Enterprise Fund Allocation	(13,705)	(12,991)	(13,770)	(13,770)	(779)
Total Property and Liability	257,202	389,682	416,008	416,008	26,326
North Middlesex Regional Emergency Communications Center	-	-	490,809	490,809	490,809
<b>Total Unclassified Budget</b>	<b>19,128,405</b>	<b>19,232,196</b>	<b>21,112,171</b>	<b>21,112,171</b>	<b>1,879,976</b>
<b>Total Unclassified Budget Net Allocations</b>	<b>18,189,092</b>	<b>18,125,491</b>	<b>19,980,551</b>	<b>19,980,551</b>	<b>1,855,061</b>
<b>Total Budget Before Transfers, Allocations and Offsets</b>	<b>113,411,166</b>	<b>119,785,283</b>	<b>123,623,503</b>	<b>123,575,953</b>	<b>3,790,670</b>
<b>Total Budget Before Transfers Net Allocations/Offsets</b>	<b>111,683,039</b>	<b>117,800,809</b>	<b>121,608,016</b>	<b>121,560,466</b>	<b>3,759,657</b>
<b>Transfers</b>					
To the Sewer Enterprise Fund	36,208	14,749	-	-	(14,749)
To the Water Enterprise Fund	-	-	-	-	-
Special Revenue	-	-	-	-	-
Town Trust Funds	-	-	-	-	-
<b>Total Transfers</b>	<b>36,208</b>	<b>14,749</b>	<b>-</b>	<b>-</b>	<b>(14,749)</b>
<b>ATM General Fund Budget</b>	<b>111,719,247</b>	<b>117,815,558</b>	<b>121,608,016</b>	<b>121,560,466</b>	<b>3,744,908</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate and transfer \$121,560,466 for the purpose of the article

Vote: Article 4 was Adopted Unanimously 7:53 PM 6/22/20

**Executive Summary:** The purpose of the article is to fund various department budgets for Fiscal Year 2021



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### ARTICLE 5

To see if the Town will vote to raise and appropriate and transfer from available funds a sum of \$6,623,932 to be expended by the Town Manager to operate the Sewer Enterprise Fund; or take any other action relative thereto.

TOWN OF TEWKSBURY				
SEWER ENTERPRISE FUND				
FISCAL YEAR 2021 PROPOSED BUDGET				
<u>Direct Expenses</u>	<u>FY19 Expended</u>	<u>FY20 Approved</u>	<u>FY21 Recommended</u>	<u>Inc(Dec)</u>
Salaries	345,305	379,170	388,866	9,697
Expenses	370,220	404,520	401,752	(2,768)
Capital Outlay	-	-	-	-
Lowell Sewer	1,103,398	1,303,100	1,350,000	46,900
Reserve Fund	-	60,000	60,000	-
Occupational Health	10,000	10,000	10,000	-
Other Post Employment Benefits	38,785	38,785	38,785	-
Debt	3,047,364	3,860,931	3,707,774	(153,157)
Subtotal	4,915,072	6,056,506	5,957,177	(99,328)
				-
<u>Indirect Expenses</u>				
Town Manager	8,457	9,668	9,886	218
Accounting	10,151	9,425	9,880	455
Computer Services	1,384	1,466	1,810	344
Treasurer/Collector	33,819	35,610	33,468	(2,142)
Administrative Services	1,526	1,641	1,683	42
Dept. of Public Works	333,525	374,814	382,371	7,557
Group Insurance	112,723	131,469	138,669	7,200
Retirement	79,196	64,048	69,209	5,161
Medicare	4,931	5,925	6,009	84
Property and Liability Insurance	13,705	12,991	13,770	779
Subtotal	599,417	647,057	666,755	19,698
				-
<u>Capital Expenditures</u>	-	-	-	-
				-
<b>Total Appropriation</b>	<b>5,514,489</b>	<b>6,703,563</b>	<b>6,623,932</b>	<b>(79,630)</b>
				-
<u>Projected Sewer Revenue</u>	<u>FY19 Collected</u>	<u>FY20 Projected</u>	<u>FY21 Projected</u>	<u>Inc(Dec)</u>
User Fees	5,199,867	5,272,159	5,473,304	201,145
All Sewer Liens/Interest/Fees	300,000	250,000	250,000	-
Connection Fees	125,726	125,566	100,000	(25,566)
All Other	25,000	25,000	25,000	-
Retained Earnings	253,224	1,026,790	795,439	(231,352)
Transfer From General Fund	36,208	14,749	-	(14,749)
<b>Total Revenue</b>	<b>5,940,024</b>	<b>6,714,265</b>	<b>6,643,742</b>	<b>(70,522)</b>
				-
<b>Operating Deficit/Surplus</b>	<b>425,535</b>	<b>10,702</b>	<b>19,810</b>	<b>9,108</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate and transfer \$6,623,932 for the purpose of the article

Vote: Article 5 was Adopted Unanimously 7:54 PM 6/22/20

**Executive Summary:** The purpose of this article is to fund the Sewer Enterprise Fund for Fiscal Year 2021.



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

Phone: 978-640-4355  
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[dgraffeo@tewbury-ma.gov](mailto:dgraffeo@tewbury-ma.gov)

### ARTICLE 6

To see if the Town will vote to raise and appropriate a sum of \$7,346,811 to be expended by the Town Manager to operate the Water Enterprise Fund; or take any action relative thereto.

TOWN OF TEWKSBURY				
WATER ENTERPRISE FUND				
FISCAL YEAR 2021 PROPOSED BUDGET				
<u>Direct Expenses</u>	<u>FY19 Expended</u>	<u>FY20 Approved</u>	<u>FY21 Recommended</u>	<u>Inc(Dec)</u>
Salaries	1,428,651	1,518,171	1,660,863	142,692
Expenses	1,713,923	1,594,929	1,581,039	(13,890)
Capital Outlay	31,249	-	-	-
Reserve Fund	-	25,000	25,000	-
Occupational Health	-	20,000	20,000	-
Other Post Employment Benefits	-	163,947	163,947	-
Debt	2,578,515	2,520,696	2,576,995	56,299
Subtotal	5,752,338	5,842,744	6,027,844	185,101
<u>Indirect Expenses</u>				
Town Manager	8,457	9,668	9,886	218
Accounting	10,151	9,425	9,880	455
Computer Services	1,384	1,466	1,810	344
Treasurer/Collector	33,819	35,610	33,468	(2,142)
Administrative Services	1,526	1,641	1,683	42
Dept. of Public Works	344,615	387,335	388,042	707
Group Insurance	289,330	352,093	330,668	(21,425)
Retirement	355,202	435,658	453,004	17,346
Medicare	19,381	20,252	19,764	(488)
Property and Liability	64,845	66,757	70,762	4,005
Subtotal	1,128,710	1,319,905	1,318,967	(938)
<u>Capital Expenditures</u>	-	-	-	-
<b>Total Appropriation</b>	<b>6,881,048</b>	<b>7,162,649</b>	<b>7,346,811</b>	<b>184,163</b>
<u>Projected Water Revenue</u>	<u>FY19 Collected</u>	<u>FY20 Projected</u>	<u>FY21 Projected</u>	<u>Inc(Dec)</u>
User Fees	7,366,076	6,841,522	6,939,511	97,989
Water Liens	416,861	400,000	400,000	-
All Other Fees	147,159	100,000	100,000	-
<b>Total Revenue</b>	<b>7,930,095</b>	<b>7,341,522</b>	<b>7,439,511</b>	<b>97,989</b>
<b>Operating Deficit/Surplus</b>	<b>1,049,047</b>	<b>178,873</b>	<b>92,700</b>	<b>(86,174)</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$7,346,811 for the purpose of the article

Vote: Article 6 was Adopted Unanimously 7:54 PM 6/22/20

**Executive Summary:** The purpose of this article is to fund the Water Enterprise Fund for Fiscal Year 2021.



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### ARTICLE 7

To see if the Town will vote to raise and appropriate a sum of \$1,162,940 to be expended by the Town Manager to operate the Stormwater Enterprise Fund; or take any action relative thereto.

TOWN OF TEWKSBURY				
STORMWATER ENTERPRISE FUND				
FISCAL YEAR 2021 PROPOSED BUDGET				
<u>Direct Expenses</u>	<u>FY19 Expended</u>	<u>FY20 Approved</u>	<u>FY21 Recommended</u>	<u>Inc(Dec)</u>
Salaries	-	-	-	-
Expenses	-	-	637,940	637,940
Capital Outlay	-	-	-	-
Reserve Fund	-	-	25,000	25,000
Subtotal	-	-	662,940	662,940
<u>Indirect Expenses</u>				
Subtotal	-	-	-	-
<b>Capital Expenditures</b>	-	-	500,000	500,000
<b>Total Appropriation</b>	-	-	<b>1,162,940</b>	<b>1,162,940</b>
<u>Projected Stormwater Revenue</u>	<u>FY19 Collected</u>	<u>FY20 Projected</u>	<u>FY21 Projected</u>	<u>Inc(Dec)</u>
User Fees	-	-	1,190,700	1,190,700
<b>Total Revenue</b>	-	-	<b>1,190,700</b>	<b>1,190,700</b>
<i>Operating Deficit/Surplus</i>	-	-	27,760	27,760

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$1,162,940 for the purpose of the article

Vote: Article 7 was Adopted Unanimously 7:55 PM 6/22/20

**Executive Summary:** The purpose of this article is to fund the Stormwater Enterprise Fund for Fiscal Year 2021.



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### ARTICLE 8

To see if the Town will vote to raise and appropriate a sum of \$392,219 to be expended by the Town Manager to operate the Cable TV Enterprise Fund; or take any action relative thereto.

<b>TOWN OF TEWKSBURY</b>				
<b>CABLE TV ENTERPRISE FUND</b>				
<b>FISCAL YEAR 2021 PROPOSED BUDGET</b>				
<b><u>Direct Expenses</u></b>	<b><u>FY19 Expended</u></b>	<b><u>FY20 Approved</u></b>	<b><u>FY21 Recommended</u></b>	<b><u>Inc(Dec)</u></b>
Salaries	80,816	156,307	169,616	13,309
Expenses	369,341	61,300	79,800	18,500
Capital Outlay	-	90,000	54,151	(35,849)
Reserve Fund	-	-	50,000	-
Occupational Health			3,000	3,000
Other Post Employment Benefits			6,200	6,200
Debt	-	-	-	-
<b>Subtotal</b>	<b>450,157</b>	<b>307,607</b>	<b>362,767</b>	<b>55,160</b>
<b><u>Indirect Expenses</u></b>				
Subtotal	-	-	29,452	29,452
<b><u>Capital Expenses</u></b>	-	-	-	-
<b>Total Appropriation</b>	<b>450,157</b>	<b>307,607</b>	<b>392,219</b>	<b>84,612</b>
<b><u>Projected Cable TV Revenue</u></b>	<b><u>FY19 Collected</u></b>	<b><u>FY20 Projected</u></b>	<b><u>FY21 Projected</u></b>	<b><u>Inc(Dec)</u></b>
Cable Franchise Fees	766,556	600,000	600,000	
All Other Fees	-	-	-	-
<b>Total Revenue</b>	<b>766,556</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>
<b><i>Operating Deficit/Surplus</i></b>	<b><i>316,399</i></b>	<b><i>292,393</i></b>	<b><i>207,781</i></b>	<b><i>(84,612)</i></b>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$392,219 for the purpose of the article

Vote: Article 8 was Adopted Unanimously 7:55 PM 6/22/20

**Executive Summary:** The purpose of this article is to fund the Cable TV Enterprise Fund for Fiscal Year 2021.



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### ARTICLE 9

To see if the Town will vote to transfer the sum of \$95,000 from Water Enterprise Fund Retained Earnings to be expended by the Town Manager for various purposes; or take any action relative thereto.

Replace F-550 dump w/plow package	55,000
Risk and Resiliency Assessment/Emergency Response Plan	40,000
<b>Total</b>	<b>95,000</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$95,000 from Water Enterprise Fund Retained Earnings for the purpose of the article

Vote: Article 9 was Adopted Unanimously 7:56 PM 6/22/20

**Executive Summary:** This article allows the Town to utilize funds from Water Retained Earnings for Capital Equipment and Improvements.

### ARTICLE 10

To see if the Town will vote to transfer the sum of \$55,000 from Sewer Enterprise Fund Retained Earnings to be expended by the Town Manager for various purposes; or take any action relative thereto.

Replace F-550 dump w/plow package	55,000
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Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$55,000 from Sewer Enterprise Fund Retained Earnings for the purpose of the article

Vote: Article 10 was Adopted Unanimously 7:56 PM 6/22/20

**Executive Summary:** This article allows the Town to utilize funds from Sewer Retained Earnings for Capital Equipment and Improvements.



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### ARTICLE 11

To see if the Town will vote to appropriate the sum of \$1,500,000 to be expended by the Town Manager for the cost of installing and replacing waterlines in the Town, and including the payment of all costs incidental and related thereto and to determine whether such amount should be raised by taxation, by transfer from available funds, by borrowing or by any combination of the foregoing, and, if by borrowing, the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore; or take any action relative thereto. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Motion:** That the Town hereby appropriates the sum of \$1,500,000, for the cost of installing and replacing waterlines in the Town, and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Town Manager

**Motion:** The Finance Committee motioned to Adopt; That the Town hereby appropriates the sum of \$1,500,000, for the cost of installing and replacing waterlines in the Town, and for the payment of all costs incidental and related thereto, and that to meet this appropriation the Town Treasurer, with the approval of the Selectmen, is hereby authorized to borrow said sum under and pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefore. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Vote:** Article 11 was Adopted Unanimously by standing count 100 Yes/0 No (2/3 Required) 8:00 PM 6/22/20

**Executive Summary:** This article authorizes the Town to borrow funds for the cost to install and replace waterlines in the Town.

### ARTICLE 12

To see if the Town will vote to transfer from Bond Premiums the sum of \$55,113.92 to reduce Town Exempt Debt Principal; or take any action relative thereto.

Town Manager

**Motion:** The Finance Committee motioned to Adopt; transfer \$55,113.92 from Bond Premiums to reduce Town Exempt Debt Principal

**Vote:** Article 12 was Adopted Unanimously 8:01 PM 6/22/20

**Executive Summary:** This article transfers funds available from Bond Premiums to reduce the amount of Exempt Debt Service Principal.



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### ARTICLE 13

To see if the Town will vote to transfer the sum of \$52,500 to be expended by the Town Manager from Overlay Surplus to fund a Senior Tax Relief Work Program and a Veterans Tax Relief Work Program; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$52,500 from Overlay Surplus for the purpose of the article

Vote: Article 13 was Adopted Unanimously 8:01 PM 6/22/20

**Executive Summary:** This article allows the Town to utilize funds considered surplus from Assessors Overlay Reserve to fund a Senior Tax Relief Work Program and Veterans Tax Relief Work Program that allows eligible Senior Citizens and Veterans of the Town to work for Town and School offices and receive a reduction in their property tax bill.

### ARTICLE 14

To see if the Town will vote to approve the FY 2021 Affordable Housing Trust Fund Allocation Plan as follows:

<b>ALLOCATION PLAN</b>	<b>for FY 2021</b>
<b>Starting Balance:</b>	\$4,992,486
<b>Total Available Funds FY21</b>	<b>\$4,992,486</b>
<b>Expenses</b>	
Creation of New Units/ Buy Down of Existing Units	\$4,992,486
<b>Total Projected Expenses for FY21</b>	<b>\$4,992,486</b>
or take any action relative thereto.	

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 14 was Adopted Unanimously 8:03 PM 6/22/20

**Executive Summary:** According to Chapter 105 of the Acts of 2003, the Tewksbury Affordable Housing Trust Fund is to have an allocation submitted to and approved at the Annual Town Meeting. The 2021 allocation plan meets the expenditure requirements of the Special Act.

### ARTICLE 15

To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation:

<u>Appropriations:</u>	
Administrative Costs	\$ 54,437.20
<u>Reserves:</u>	
Open Space	\$ 108,874.41
Community Housing	\$ 108,874.41
Historic Preservation	-----
FY2020 Budgeted Reserve	\$ 816,000.00

or take any action relative thereto.

Community Preservation Committee



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Motion: The Finance Committee motioned to Adopt

Vote: Article 15 was Adopted Unanimously 8:04 PM 6/22/20

**Executive Summary:** Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or reserve for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing. FY2021 Historic 10% Reserve will be achieved with the Town Hall Rehabilitation Bond payment. The total CPA Estimated FY2021 revenue is \$1,076,456.66.

### ARTICLE 16

To see if the Town will vote to appropriate the sum of \$40,000 from the Community Preservation Fund Open Space Reserve for the purpose improving and expanding the existing trail network with the Town and access to existing open space and trail networks within the Town pursuant to Massachusetts General Laws, Chapter 44B or any other enabling authority, said funds to be expended under the direction of the Community Preservation Committee; or to take any other action thereon.

Community Preservation Committee

Motion: The Finance Committee motioned to Adopt; appropriate \$40,000 from Community Preservation Fund Open Space Reserve for the purpose of the article

Vote: Article 16 was Adopted Unanimously 8:04 PM 6/22/20

**Executive Summary:** This funding will allow for the improvements of trails and access to trails and open space parcels.

### ARTICLE 17

To see if the Town will vote to terminate an existing easement from PSI Atlantic Tewksbury LLC. The easement is shown on a plan entitled "As-Built Plan Cubesmart Self-Storage Facility 395 Woburn Street Tewksbury & Lowell, MA" dated May 8, 2019, revised August 15, 2019, prepared by Hayner/Swanson, Inc., 3 Congress Street Nashua, NH; or take any action relative thereto. A copy of the plans may be viewed at the Department of Public Works, Engineering Division 999 Whipple Road, Tewksbury, MA 01876, and the Town Clerk's Office, Town Hall, 1009 Main Street, Tewksbury, MA 01876.

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 17 was Adopted Unanimously 8:04 PM 6/22/20

**Executive Summary:** PSI Atlantic Tewksbury LLC provided the Town a drainage easement across their land at 395 Woburn Street that is no longer needed and should be terminated.



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### ARTICLE 18

To see if the Town will vote to authorize the Board of Selectmen to sell all or a portion of the following parcels of land; or take any action relative thereto.

Address	Assessors		Current	
	Map and Block	Acreage	Square Feet	Assessed Value
Maryland Road	81/202	0.07	3,049	\$ 3,100.00
Hillman Street	49/14	0.07	3,049	\$ 300.00
Hillman Street	49/15	0.04	1,742	\$ 100.00
Portland Street	49/16	0.04	1,742	\$ 300.00
Portland Street	49/17	0.04	1,742	\$ 300.00
Portland Street	49/21	0.04	1,742	\$ 100.00
Portland Street	48/61	0.07	3,049	\$ 300.00
Washington Street	49/27	0.07	3,049	\$ 300.00
Washington Street	48/68	0.07	3,049	\$ 300.00
Rockland Street	34/26	0.13	5,663	\$ 400.00
Woodside Terrace	85/71	0.26	11,326	\$ 35,300.00

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 18 was Adopted Unanimously

8:05 PM

6/22/20

**Executive Summary:** This article would allow for the sale of these parcels of land in accordance with the Town Bylaw.

### ARTICLE 19

To see if the Town will vote to amend the Tewksbury General Bylaws by amending the Town's Stormwater Bylaw – Chapter 19 with additions redlined and deletions appearing as strikeouts. Modification of the bylaw is necessary to comply with the EPA Stormwater Permit; or take any action relative thereto.

#### Chapter 19

#### Stormwater Management & Erosion Control

**Sections:**

- 19.010 Purpose
- 19.020 Definitions
- 19.030 Authority
- 19.40 Applicability
- 19.41 Regulated Activities
- 19.42 Exempt Activities
- 19.43 Activities Allowed to Request Exemption
- 19.050 Administration
- 19.060 Permits and Procedures
- 19.070 Fees



# Town of Tewksbury

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- 19.080 Surety
- 19.090 Waivers
- 19.100 Inspections
- 19.110 Enforcement
- 19.120 Stormwater Management Plan
- 19.130 Operation and Maintenance Plans
- 19.140 Severability

### **19.010 Purpose**

- A. Increased volumes of stormwater, contaminated stormwater runoff from impervious surfaces, and soil erosion and sedimentation are major causes of:
1. impairment of water quality ~~and decreased flow in lakes, ponds, streams, rivers, wetlands and groundwater;~~
  2. decreased flow in lakes, ponds, streams, rivers, wetlands and groundwater;
  3. contamination of drinking water supplies;
  4. erosion of stream channels;
  5. alteration or destruction of aquatic and wildlife habitat;
  6. flooding;
  7. overloading or clogging of municipal catch basins and storm drainage systems; and
  8. flooding and erosion on abutting properties.

The United States Environmental Protection Agency (EPA) has identified sedimentation from land disturbance activities and polluted stormwater runoff from land development and redevelopment as major sources of water pollution, impacting drinking water supplies, natural habitats, and recreational resources. Regulation of activities that result in the disturbance of land and the creation of stormwater runoff is necessary for the protection of the Town of Tewksbury water bodies and groundwater resources, to safeguard the health, safety, and welfare of the general public and protect the natural resources of the Town.

In addition, this bylaw establishes stormwater management standards for the final conditions that result from development and redevelopment projects to minimize adverse impacts offsite and downstream which would be borne by abutters, townspeople and the general public.

### **B. The objectives of this Bylaw are to:**

1. protect water resources;
2. require practices that eliminate soil erosion and sedimentation;
3. control the volume and rate of stormwater runoff resulting from land disturbance activities in order to minimize potential impacts of flooding;
4. require practices to manage and treat stormwater runoff generated from new development and redevelopment;
5. protect groundwater and surface water from degradation or depletion;
6. promote infiltration and the recharge of groundwater;
7. prevent pollutants from entering the municipal storm drain system;
8. prevent flooding and erosion to abutting properties;
9. ensure that soil erosion and sedimentation control measures and stormwater runoff management practices are incorporated into the site planning and design process and are implemented and maintained;
- 10.e nsure adequate long-term operation and maintenance of stormwater bestmanagement practices so that they work as designed;
- 11.r equire practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at construction sites that may cause adverse impacts to water quality;
- 12.c omply with state and federal statutes and regulations relating to stormwater discharges; and



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13. establish the Town of Tewksbury legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring and enforcement.

### 19.020 Definitions

**ABUTTER:** The owner(s) of land abutting the land disturbance site.

**AGRICULTURE:** The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act (M.G.L. c. 131 § 40) and its implementing regulations (310 CMR 10.00).

**ALTERATION OF DRAINAGE CHARACTERISTICS:** Any activity on an area of land that changes the water quality, or the force, quantity, direction, timing or location of runoff flowing from the area. Such changes include: change from distributed runoff to confined, discrete discharge; change in the volume of runoff from the area; change in the peak rate of runoff from the area; and change in the recharge to groundwater on the area.

**APPLICANT:** Shall be the owner of record of all of the land shown on any plan submitted for approval to the Planning Board in accordance with the Stormwater Management Bylaw and Regulations, any person or persons acting on behalf of the applicant for purposes of preparing and submitting plans and documents to the Planning Board, and may include engineers, surveyors, contractors or attorneys, and may also include any person or persons having an equitable interest in the land under an agreement or option to purchase the land. The owner shall certify in writing the identity of each applicant who is authorized to submit plans and/or documents and act on behalf of the owner. Without such certification an applicant shall not act on behalf of the owner. The applicant shall submit the title reference or references from the Middlesex County Registry of Deeds indicating the owner of record. All applications shall include original signatures of all owners.

**AUTHORIZED ENFORCEMENT AGENCY:** The Planning Board and its employees or agents who will be in charge of enforcing the requirements of this bylaw.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**THE BOARD** – Town of Tewksbury Planning Board.

**CONSTRUCTION AND WASTE MATERIALS:** Excess or discarded building or construction site materials that may adversely impact water quality, including but not limited to **discarded building materials**, concrete truck washout, chemicals, litter and sanitary waste.

**CLEARING:** Any activity that removes the vegetative surface cover. Clearing activities generally include grubbing activity as defined below.

**DEVELOPMENT:** The modification of land to accommodate a new use or expansion of use, usually involving construction.

**DISTURBANCE OF LAND:** Any action, including clearing and grubbing, that causes a change in the position, location, or arrangement of soil, sand, rock, gravel, or similar earth material.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**EROSION AND SEDIMENTATION CONTROL PLAN:** A document containing narrative, drawings and details developed by a qualified professional engineer (PE) or a public land surveyor (PLS), which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land disturbance activities.



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**GRADING:** Changing the level or shape of the ground surface.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPAIRED WATER:** A water is impaired if it does not meet one or more of its designated use(s). For purposes of the MS4 permit, "impaired" refers to categories 4 and 5 of the five-part categorization approach used for classifying the water quality standards attainment status for water segments under the Total Maximum Daily Load (TMDL) program. Impaired waters compilations are also sometimes referred to as "303(d) lists." Category 5 waters are impaired because at least one designated use is not being supported or is threatened and a TMDL is needed. Category 4 waters indicate that at least one designated use is not being supported but a TMDL is not needed (4a indicates that a TMDL has been approved or established by EPA; 4b indicates other required control measures are expected in result in the attainment of water quality standards in a reasonable period of time; and 4c indicates that the nonattainment of the water quality standard is the result of pollution (e.g. habitat) and is not caused by a pollutant.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and roof tops. Impervious surface also includes soils, gravel driveways, and similar surfaces with a runoff coefficient (Rational Method) greater than 85.

**LAND-DISTURBING ACTIVITY or LAND DISTURBANCE:** Any activity, including clearing and grubbing, that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**LAND-DISTURBANCE PERMIT:** A permit issued by the Planning Board.

**LOT:** An area or parcel of land or any part thereof, in common ownership, designated on a plan filed with the Town of Tewksbury by its owner or owners as a separate lot.

**LOW-IMPACT DEVELOPMENT (LID):** The use of innovative stormwater management systems that are modelled after natural hydrologic features. Rainfall is managed at the source using small, cost-effective landscape features located at the lot level.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY:** ~~The Policy issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act MGL c. 131 s. 40 and the Massachusetts Clean Waters Act MGL c. 21, ss. 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.~~

**MAJOR LAND DISTURBANCE:** The disturbance of 40,000 square feet or more of land as listed in Section 19.041(B). Major land disturbances require a Land Disturbance Permit, as well as a Public Hearing.

**MASSACHUSETTS STORMWATER MANAGEMENT STANDARDS:** The Stormwater Standards and accompanying Stormwater Handbook, as amended, issued by the Department of Environmental Protection pursuant to authority under the Wetlands Protection Act, M.G.L. c. 131, §40, and the Massachusetts Clean Waters Act, M.G.L. c. §26-53. The Stormwater Management Standards are incorporated in the Wetlands Protection Act Regulations, 310 CMR 10.05(6)(k) and the Water Quality Certification Regulations, 314 CMR 9.06(6)(a).

**MINOR LAND DISTURBANCE:** The disturbance of five hundred (500) cubic yards or more of material or clearing activity which disturbs an area of 20,000 square feet or more and less than 40,000 square feet within any twelve (12) month period. Minor land disturbances require a Land Disturbance Permit but are exempt from the Public Hearing requirement.

**MUNICIPAL STORM DRAIN SYSTEM or MUNICIPAL SEPARATE STORM SEWER**

**SYSTEM (MS4):** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, swales, brooks, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Tewksbury.



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**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) CONSTRUCTION GENERAL PERMIT:** A permit issued under the authority of the Clean Water Act (CWA) by the Environmental Protection Agency (EPA) which authorizes the discharge of stormwater (and certain authorized non-stormwater discharges) from construction sites that disturb one acre or more of land, and from smaller sites that are part of a larger common plan of development. This permit requires operators of such construction sites to implement stormwater controls to minimize the amount of sediment and other pollutants associated with construction sites from being discharged in stormwater runoff.

**NEW DEVELOPMENT:** Any construction activities or land alteration resulting in total earth disturbances greater than or equal to one half acre (or activities that disturb less than one acre of land but are part of a larger common plan of development disturbing greater than one acre) on an area that has not previously been developed to include impervious cover.

**OPERATION AND MAINTENANCE PLAN:** A plan developed by a Massachusetts licensed professional engineer (PE) describing the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**OUTFALL:** The point at which stormwater flows out from a discernible, confined point source or discrete conveyance into waters of the Commonwealth.

**OUTSTANDING RESOURCE WATERS (ORWs):** Waters designated by Massachusetts Department of Environmental Protection as ORWs. These waters have exceptional sociologic, recreational, ecological and/or aesthetic values and are subject to more stringent requirements under both the Massachusetts Water Quality Standards (314 CMR 4.00) and the Massachusetts Stormwater Management Standards. ORWs include vernal pools certified by the Natural Heritage Program of the Massachusetts Department of Fisheries and Wildlife and Environmental Law Enforcement, all Class A designated public water supplies with their bordering vegetated wetlands, and other waters specifically designated.

**OWNER:** Shall be the owner of record of all the land shown on any plan submitted. The owner shall submit the title reference or references from the Middlesex County Registry of Deeds indicating the owner of record.

**PERMITTEE:** The person who holds a land disturbance permit and therefore bears the responsibilities and enjoys the privileges conferred thereby.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POINT SOURCE:** Any discernible, confined, and discrete conveyance, including but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, or container from which pollutants are or may be discharged.

**PRE-CONSTRUCTION:** All activity in preparation for construction.

**PRIVATE STORM DRAIN SYSTEM or PRIVATE SEPARATE STORM SEWER SYSTEM:**

The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system that is not owned and maintained by the Town.

**REDEVELOPMENT:** ~~Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites.~~ Any construction, land alteration, or improvement of impervious surfaces resulting in total earth disturbances greater than one half acre (or activities that disturb less than one acre of land but are part of a larger common plan of development disturbing greater than one acre) that does not meet the definition of new development (see above).



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**REGULATED ACTIVITY:** Activities disturbing or substantially altering an area of 40,000 square feet or more. Regulated activities require a Land Disturbance Permit under this bylaw.

**RESPONSIBLE PARTIES:** owner(s), persons with financial responsibility, and persons with operational responsibility.

**RUNOFF:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Earth materials including duff, humic materials, sand, rock and gravel

**STABILIZATION:** The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

**STORMWATER:** Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

**STORMWATER MANAGEMENT PLAN:** A document containing narrative, drawings and details prepared by a qualified professional engineer (PE) or a professional public land surveyor (PLS), which includes structural and non-structural best management practices to manage and treat stormwater runoff generated from regulated development activity. A stormwater management plan also includes an Operation and Maintenance Plan describing the maintenance requirements for structural best management practices.

**STRIP:** Any activity which removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

**TOTAL MAXIMUM DAILY LOAD (TMDL):** A TMDL is a calculation of the maximum amount of a pollutant that a waterbody can receive while still meeting water quality standards, and allocation of that amount to the pollutant's sources.

**TSS:** Total Suspended Solids (TSS): Material, including but not limited to trash, debris, soils, sediment and sand suspended in stormwater runoff.

**WATERCOURSE:** A natural or man-made channel through which water flows, including a river, brook, or stream.

**WETLAND RESOURCE AREA:** Areas specified in the Massachusetts Wetlands Protection Act M.G.L. c. 131, s.40 and in the Town of Tewksbury Wetland Protection By-law.

### **19.030 Authority**

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

### **19.040 Applicability**

No person may undertake a construction activity, including clearing, grading and excavation that results in a land disturbance that will disturb equal to or greater than one half acre of land or will disturb less than one acre of land but is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre of land



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draining to the Town of Tewksbury's municipal separate storm sewer system without a permit from the Planning Board. Construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity or the original purpose of the site.

Except as permitted below or as otherwise provided in this Bylaw, no person shall perform any activity that results in disturbance or clearing of land without a land disturbance permit.

### 19.041 Regulated Activities.

- A. For minor land disturbance, defined as the disturbance of five hundred (500) cubic yards or more of material or clearing activity which disturbs an area of 20,000 square feet or more and less than 40,000 square feet within any twelve (12) month period, the activity shall be allowed only under a Land Disturbance Permit issued by the Planning Board. Said permit shall be considered an administrative action by the Planning Board and no public hearing shall be required. The Department of Community Development shall be the administrator of a minor land disturbance permit.
- B. Regulated activities by the Planning Board, **which constitute major land disturbances**, shall include, but not be limited to:
  1. Land disturbance of 40,000 square feet or more of land, associated with construction or reconstruction of structures,
  2. Development or redevelopment involving multiple separate activities in discontinuous locations or on different schedules if the activities are part of a larger common plan of development that all together disturbs 40,000 square feet or more of land,
  3. Paving or other change in surface material over an area of 40,000 square feet or more causing a significant reduction of permeability or increase in runoff,
  4. Construction of a new drainage system or alteration of an existing drainage system or conveyance serving a drainage area of more than 40,000 square feet,
  5. Any other activity altering the surface of an area exceeding 40,000 square feet that will, or may, result in increased stormwater runoff flowing from the property into a public way or the municipal storm drain system, OR
  6. Land disturbance where there is a 15% or greater slope and where the land disturbance is greater than or equal to 200 square feet within the sloped area.
- C. Minimum performance standards for regulated activities:

**Applications for a Land Disturbance Permit for both Minor Land Disturbances and Regulated Activities (Major Land Disturbance) shall include an Erosion and Sediment Control Plan. This Plan shall be designed to ensure compliance with this Bylaw, and if applicable, the NPDES General Permit for Stormwater Discharges from Construction Activities. The Plan shall ensure that the Massachusetts Surface Water Quality Standards (314 CMR 4.00) are met in all seasons, and shall conform to the design standards outlined in the most recent version of the Massachusetts Erosion and Sediment Control Guidelines for Urban and Suburban Areas.<sup>1</sup> The following minimum performance standards for erosion and sediment control shall be met on all regulated construction sites:**

1. Erosion control structures will be located no closer than 15 feet from an abutting property line and will be designed so as not to create point discharges onto abutting properties.
2. Dust from all earthmoving activities shall be controlled.
3. Earth materials shall not be deposited onto any roadways.
4. **The amount of disturbed area shall be minimized. Natural resources shall be protected.**
5. Vegetative stabilization measures shall be employed during the Regulated Activity and construction activity as required by the approving authority. All perimeter dikes and slopes, basin or trap embankments shall be stabilized with sod, seed, anchored mulch within seven (7) days of disturbance. All other disturbed areas shall be stabilized with sod, seed and anchored mulch within fourteen (14) days after disturbing activities are ceased.

<sup>1</sup> <https://www.mass.gov/files/documents/2016/08/qz/esfull.pdf>



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- 6. Topsoil shall be stripped from disturbed areas and stockpiled in an approved area and stabilized with a temporary vegetative cover if left more than fifteen (15) calendar days. Perimeter sediment controls shall be installed around stockpiled topsoil.
- 7. During cold weather months, when seeding and sodding may be impractical, anchored mulch shall be applied as approved.
- 8. All storm drain inlets shall be protected, and all newly constructed outlets shall be armored in accordance with the above-mentioned guidelines.
- 9. Perimeter controls shall be used at the site.
- 10. All construction site entrances and exits shall be stabilized to prevent off-site tracking.
- 11. Stormwater controls shall be inspected at consistent intervals, including during or immediately after a storm.
- 12. Construction site operators shall control all construction and waste materials, as defined in Section 19.020 of this bylaw. These wastes may not be discharged to the MS4.

### 19.042 Exempt Activities.

The following activities are exempt from the requirements of this Bylaw:

- 1. Normal maintenance and improvement of Town owned public ways and appurtenances.
- 2. Normal maintenance and improvement of land in agricultural use.
- 3. Repair of septic systems when required by the Board of Health for the protection of public health.
- 4. Normal maintenance of currently existing landscaping, gardens or lawn areas associated with a single-family dwelling.
- 5. The construction of fencing that will not alter existing terrain or drainage patterns.
- 6. Construction of utilities other than drainage (gas, water, electric, telephone, etc.) that will not alter terrain or drainage patterns.
- 7. Maintenance of existing town drainage system, including, but not limited to removal of trees, debris, sediment and trash from swales, brooks, culverts, and any other impediment to the flow of the town's drainage system.
- 8. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;
- 9. As authorized in the Phase II Small MS4 General Permit for Massachusetts, storm water discharges **resulting from activities that disturb less than one acre and are not part of a larger common plan of development that disturbs more than once acre resulting from the activities identified in Section 19.043** that are wholly subject to jurisdiction under the Wetlands Protection Act and demonstrate compliance with the Massachusetts Stormw Water Management **Policy Standards** as reflected in an Order of Conditions issued by the Conservation Commission are exempt from compliance with this bylaw.

### ~~19.043 Activities Allowed to Request Exemption.~~

~~Areas of land that have had a Stormwater Management review either through the Conservation Commission or Planning Board using the performance standards as defined in this bylaw and Regulations may request an exemption from the requirements of this bylaw. Requests must include a plan of the area of land reviewed and approved by either the Planning Board or Conservation Commission accompanied by a sign-off from the issuing authority. The Planning Board will review each request on an individual basis and issue a decision as to whether the exemption is granted or whether the applicant is required to file for a permit.~~

### 19.050 Administration

- A. The Planning Board shall administer this bylaw. The Town of Tewksbury's Community Development Department shall serve as the Planning Board's primary staff support for this bylaw. The Department may use the Director, Conservation Administrator, Town Engineer, or others to implement this bylaw.
- B. The Planning Board and its agents shall review all applications for a land disturbance permit, conduct inspections, issue a final permit and conduct any necessary enforcement action.



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- C. The Planning Board may adopt and periodically amend Stormwater Regulations relating to Land Disturbance Permits, exemption or waiver applications; permit terms or conditions, Design Criteria, additional definitions, enforcement, fees (including application, inspection, and/or consultant fees), or other procedures and administration of this Bylaw after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local circulation, at least seven (7) days before the hearing date. After public notice and hearing, the Planning Board may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Planning Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this Bylaw.
- D. The Planning Board will refer to ~~the policy~~, the criteria and information including specifications and standards of the latest edition of the Massachusetts Stormwater Management ~~Policy Standards~~, the criteria required under Section 19.120 of this bylaw, or with Design Criteria that may be developed or in Tewksbury's Subdivision Regulations, whichever is more stringent, in the protection of the town's environmental and infrastructure resources, for execution of the provisions of this Bylaw.
- E. All meetings of the Planning Board are subject to the Open Meeting Law. A notice in the local newspaper of a hearing on the Land Disturbance Application and that the Planning Board is accepting comments on the Land Disturbance Application shall be published at the applicant's expense. The Land Disturbance Application shall be available for inspection by the public during normal business hours at the Town offices. Comments may be submitted to the Planning Board during business hours at the Town offices.
- F. Filing an application for a land disturbance permit grants the Planning Board or its agent, permission to enter the site to verify the information in the application and to inspect for compliance with permit conditions.
- G. The Planning Board may:
  - i. Approve the Application and issue a permit if it finds that the proposed plan will protect water resources and meets the objectives and requirements of this Bylaw;
  - ii. Approve the Application and issue a permit with conditions, modifications, requirements for operation and maintenance requirements of permanent structural BMPs, designation of responsible party, or restrictions that the Planning Board determines are required to ensure that the project will protect water resources and will meet the objectives and requirements of this Bylaw; or
  - iii. Disapprove the application and deny a permit if it finds that the proposed plan fails to meet the objectives and requirements of this Bylaw and its Regulations. If the Planning Board finds that the applicant has submitted insufficient information to describe the site, the work, or the effect of the work on water quality and runoff volume, the Planning Board may disapprove the application, denying a permit.
- H. The Planning Board shall take final action on an Application within 30 days of receipt of a complete application. If in the Planning Board's opinion, additional time or information is required for review, the Planning Board by written agreement of the applicant may continue a consideration of the request to a date certain announced at the meeting.
- I. Failure to take action shall be deemed to be approval of said application. Upon certification by the Town Clerk that the allowed time has passed without the Planning Board's action, the Land Disturbance Permit shall be issued by the Planning Board.
- J. Appeals of Action by the Planning Board. A decision of the Planning Board shall be final. Further relief of a decision by the Planning Board made under this Bylaw shall be reviewable in the Superior Court or Land Court in accordance with the applicable law. The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law. No work shall commence until the applicable appeal period has passed with no appeal or if an appeal has been filed, the appeal has been finally resolved by adjudication or otherwise.



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- K. All activity permitted by the Land Disturbance Permit must be completed within one-year of permit issuance. Extensions of time can be granted by the Planning Board upon formal written request by the applicant. Should the one-year pass without an extension being granted the permit is then considered revoked.
- L. Project Completion. At completion of the project the permittee shall submit as-built record drawings of all structural stormwater controls and treatment best management practices required for the site. The as-built drawing shall show deviations from the approved plans, if any, and be certified by a Registered Professional Engineer. As-built drawings must comply with the Town's Digital data submission requirements.

### 19.060 Permits & Procedures

Permit Procedures and Requirements ~~shall be~~ defined and included as part of the ~~any rules and regulations~~ **Stormwater Management and Erosion Control Regulations** promulgated as permitted under Section 19.050 of this Bylaw.

### 19.070 Fees

The Planning Board shall establish fees subject to cover expenses connected with application review and monitoring permit compliance. The fees shall be sufficient to cover Town secretarial staff and professional staff. The Planning Board is also authorized to charge the applicant fees to pay a Registered Professional Engineer or other professional consultant to advise the Planning Board on any or all aspects of the project. The applicant for a Land Disturbance Permit may be required to establish and maintain an escrow account to cover the costs of said consultants.

### 19.080 Surety

The Planning Board may require the permittee to post before the start of land disturbance activity, a surety bond, or other acceptable security. The form of the bond shall be approved by the Planning Board, which may consult with town counsel when necessary, and be in an amount deemed sufficient by the Planning Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Planning Board may release part of the bond as each phase is completed in compliance with the permit, but the bond may not be fully released until the Planning Board has issued a certificate of completion.

### 19.090 Waivers

- A. The Planning Board may waive strict compliance with any requirement of this by-law, or the rules and regulations promulgated hereunder, where the activity:
  - 1. is allowed by federal, state or local statutes and/or regulations, or
  - 2. is in the public interest and is not inconsistent with the purpose and intent of this bylaw and its regulations.
- B. Any applicant may submit a written request to be granted such a waiver at the time of submission. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that the activity is allowed by federal, state or local statutes and/or regulations or is in the public interest and is not inconsistent with the purpose and intent of this bylaw and its regulations.
- C. All waiver requests shall be discussed, and a decision will be made at the time of final action by the Planning Board.
- D. If in the Planning Board's opinion, additional information is required for review of a waiver request, the Planning Board may continue a consideration of the waiver request to a date certain announced at the meeting. In the event the applicant fails to provide requested information, the waiver request shall be denied.



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### 19.100 Inspections

- A. The Board or its agents shall inspect the project site at the following stages:
1. Initial Site Inspection: prior to approval of any plan.
  2. Erosion Control Inspection: to ensure erosion control practices are in accordance with the filed plan.
  3. Bury Inspection: prior to backfilling of any underground drainage or stormwater conveyance structures.
  4. Final Inspection. After the stormwater management system has been constructed and before the surety has been released, the applicant must submit a record plan detailing the actual stormwater management system as installed. The Board shall inspect the system to confirm its "as-built" features. This inspector shall also evaluate the effectiveness of the system in an actual storm. If the inspector finds the system to be adequate, he shall so report to the Board which will issue a Certificate of Completion.
- B. If the system is found to be inadequate by virtue of physical evidence of operational failure, even though it was built as called for in the Stormwater Management Plan, it shall be corrected by the permittee before the performance guarantee is released. If the permittee fails to act the Town of Tewksbury may use the surety bond to complete the work. Examples of inadequacy include but shall not be limited to: errors in the infiltrative capability, errors in the maximum groundwater elevation, failure to properly define or construct flow paths, or erosive discharges from basins.

### 19.110 Enforcement

The Planning Board or its authorized agent shall enforce this Bylaw, its regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

- A. Orders. The Planning Board or its authorized agent may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder, which may include:
1. a requirement to cease and desist from the land-disturbing activity until there is compliance with the Bylaw or provisions of the land-disturbance permit;
  2. maintenance, installation or performance of additional erosion and sediment control measures;
  3. monitoring, analyses, and reporting;
  4. remediation of erosion and sedimentation resulting directly or indirectly from the land-disturbing activity;
  5. compliance with the Operation and Maintenance Plan.

If the enforcing person determines that abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Tewksbury may, at its option, undertake such work, and the property owner shall reimburse the town's expenses. Within thirty (30) days after completing all measures necessary to abate the violation or to perform remediation, the violator and the property owner shall be notified of the costs incurred by the Town of Tewksbury, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notification of the costs incurred.

- B. Fines. Any person who violates any provision of this Bylaw, regulation, order or permit issued there under, shall be punished by a fine of not more than \$ 300.00. Each day or part thereunder that such violation occurs or continues shall constitute a separate offense.
- C. Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Planning Board may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D, which has been adopted by the Town, in which case the Planning Board or authorized agent shall be the enforcing person. The penalty for each violation shall be \$300.00. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.



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### 19.120 Stormwater Management Plan

A. The Stormwater Management Plan shall contain sufficient information for the Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards, the requirements set forth in Parts B through D of this section, and DEP Stormwater Management Handbook Volumes I and II. The Stormwater Management Plan shall fully describe the project in drawings, and narrative. The Planning Board may adopt regulations for specific submittal requirements.

B. Standards. All projects requiring a Land Disturbance Permit shall meet the Massachusetts Stormwater Management Standards as well as the requirements outlined in this section. the Standards of the Massachusetts Stormwater Management Policy, which are as follows:

- ~~1. No new stormwater conveyances (e.g., outfalls) may discharge untreated stormwater directly to or cause erosion in wetlands or water of the Commonwealth.~~
- ~~2. Stormwater management systems must be designed so that post-development peak discharge rates do not exceed pre-development peak discharge rates. The rates may be equal to or better than pre-existing conditions.~~
- ~~3. Loss of annual recharge to groundwater should be minimized through the use of infiltration measures to the maximum extent practicable. The annual recharge from the post-development site should approximate the annual recharge rate from the pre-development or existing site conditions, based on soil types.~~
- ~~4. For new development, stormwater management systems must be designed to remove 80% of the average annual load (post-development conditions) of Total Suspended Solids (TSS). It is presumed that this standard is met when:~~
- ~~5. Suitable nonstructural practices for source control and pollution prevention are implemented;~~
- ~~6. Stormwater management best management practices (BMPs) are sized to capture the prescribed runoff volume; and~~
- ~~7. Stormwater management BMPs are maintained as designed.~~
- ~~8. Stormwater discharges from areas with higher potential pollutant loads require the use of specific stormwater management BMPs (see Stormwater Management Volume I: Stormwater Policy Handbook). The use of infiltration practices without pretreatment is prohibited.~~
- ~~9. Stormwater discharges to critical areas must utilize certain stormwater management BMPs approved for critical areas (see Stormwater Management Volume I: Stormwater Policy Handbook). Critical areas are Outstanding Resource Waters (ORWs), shellfish beds, swimming beaches, cold water fisheries and recharge areas for public water supplies.~~
- ~~10. Redevelopment of previously developed sites must meet the Stormwater Management Standards to the maximum extent practicable. However, if it is not practicable to meet all the Standards, new (retrofitted or expanded) stormwater management systems must be designed to improve existing conditions.~~
- ~~11. Erosion and sediment controls must be implemented to prevent impacts during disturbance and construction activities.~~
- ~~12. All stormwater management systems must have an operation and maintenance plan to ensure that systems function as designed.~~
- ~~13. When one or more of the Standards cannot be met, an applicant may demonstrate that an equivalent level of environmental protection will be provided.~~

1. Low-Impact Development. Low-Impact Design (LID) practices shall be implemented in all projects to the maximum extent feasible. Applicants shall address each of the following LID principles in the project narrative:

- Preservation of natural areas;
- Tree Protection;
- Vegetation and landscaping;
- Riparian buffer protection;
- Limit land disturbance during construction;
- Limit new impervious surfaces;



# Town of Tewksbury

TOWN HALL  
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- Promote the use of vegetative (green infrastructure) stormwater controls;
- Disconnect flow paths;
- Promote infiltration;
- Capture and reuse stormwater.

Applicants not incorporating low-impact development practices into their plans must indicate why LID is not feasible at the site.

2. The design of treatment and infiltration practices shall follow the guidance in Volume 2 of the Massachusetts Stormwater Handbook, as amended, or other federally or State approved BMP design guidance.
3. Stormwater management systems for major land disturbances on new development sites shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total postconstruction impervious surface area on the site<sup>2</sup>.
  - a. Average annual pollutant removal requirements are achieved through one of the following methods;
    - installing BMPs that meet the pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016)<sup>3</sup> or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., the MA Stormwater Management Handbook)<sup>4</sup> may be used to calculate BMP performance; or
    - retaining the volume of runoff equivalent to, or greater than, one (1.0) inch multiplied by the total post-construction impervious surface area on the new development site; or
    - meeting a combination of retention and treatment that achieves the above standards
  4. Stormwater management systems for major land disturbances on redevelopment sites shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual post-construction load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site<sup>5</sup>.
    - a. Average annual pollutant removal requirements are achieved through one of the following methods:
      - Installing BMPs that meet to pollutant removal percentages based on calculations developed consistent with EPA Region 1's BMP Accounting and Tracking Tool (2016)<sup>6</sup> or other BMP performance evaluation tool provided by EPA Region 1, where available. If EPA Region 1 tools do not address the planned or installed BMP performance, then any federally or State-approved BMP design guidance or performance standards (e.g., the MA Stormwater Management Handbook)<sup>7</sup> may be used to calculate BMP performance; or
      - retaining the volume of runoff equivalent to, or greater than, one (1.0) inch multiplied by the total post-construction impervious surface area on the new development site; or meeting a combination of retention and treatment that achieves the above standards.

<sup>2</sup> Pollutant removal is calculated based on average annual loading and not on the basis of any individual storm event.

<sup>3</sup> <https://www.epa.gov/tmdl/opti-tool-epa-region-1s-stormwater-management-optimization-tool>

<sup>4</sup> <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>

<sup>5</sup> Pollutant removal is calculated based on average annual loading and not on the basis of any individual storm event.

<sup>6</sup> <https://www.epa.gov/tmdl/opti-tool-epa-region-1s-stormwater-management-optimization-tool>

<sup>7</sup> <https://www.mass.gov/guides/massachusetts-stormwater-handbook-and-stormwater-standards>



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5. All Stormwater Management Best Management Practices employed on new development and redevelopment sites within a watershed of a water body with a phosphorus impairment shall be shown to be optimized for phosphorus removal by the standards set forth by the Massachusetts Stormwater Management Handbook or the approved TMDL, if it exists, whichever is more strict.
6. Redevelopment activities that are exclusively limited to maintenance and improvement of existing roadways, (including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects) shall improve existing conditions where feasible and are exempt from Section 19.120.B.4. Roadway widening or improvements that increase the amount of impervious area on the redevelopment site by greater than or equal to a single lane width shall meet the requirements of Section 19.120.B.4 fully.

### 19.130 Operation and Maintenance Plans

- A. A post construction Operation and Maintenance plan (O&M Plan) is required prior to final release of the project. The maintenance plan shall be designed to ensure compliance with the **administered Land Disturbance** Permit, this Bylaw and that the Massachusetts Surface Water Quality Standards, 314, CMR 4.00 are met in all seasons and throughout the life of the system. The Board shall make the final decision of what maintenance option is appropriate in a given situation. The Board will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision. Once approved, The Operation and Maintenance Plan shall remain on file with the Town Engineer and shall be an ongoing requirement. The Planning Board may adopt regulations for specific submittal requirements.
- B. Stormwater Management Easement(s).
  1. Stormwater management easements shall be provided by the property owner(s) as necessary for:
    - a. access for facility inspections and maintenance,
    - b. preservation of stormwater runoff conveyance, infiltration, and detention areas and facilities, including flood routes for the 100-year storm event.
    - c. direct maintenance access by heavy equipment to structures requiring regular cleanout.
  2. The purpose of each easement shall be specified in the maintenance agreement signed by the property owner.
  3. Stormwater management easements are required for all areas used for off-site stormwater control unless a waiver is granted by The Board.
  4. Easements shall be recorded with the Middlesex North County Registry of Deeds prior to issuance of a Certificate of Completion by the Board.
- C. Use and Storage of Road Salt
  1. Salt usage shall be minimized whenever feasible. Salt alternatives shall be used where deemed necessary by the Town.
  2. Operation and Maintenance Plans for commercial or industrial projects must include a provision to prevent the exposure of any salt stockpiles stored on the property to precipitation and/or stormwater runoff.



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**D. Changes to Operation and Maintenance Plans**

1. The owner(s) of the stormwater management system must notify the Board and Town Engineer of changes in ownership or assignment of financial responsibility.
2. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this bylaw by mutual agreement of the Board, the Town Engineer and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.

**E. Maintenance Responsibility**

The responsibility party named in the Operation and Maintenance Plan shall maintain in good condition and promptly repair and restore all structural and non-structural stormwater BMPs and all necessary access routes and appurtenances (grade surfaces, walls, drains, dams and structures, vegetation, erosion and sedimentation controls, and other protective devices). Such repairs or restoration and maintenance shall be in accordance with the approved stormwater management design plan, the stormwater maintenance agreement and the stormwater maintenance plan.

**F. Maintenance Inspection by Planning Board, its agent, or Town Engineer**

The Planning Board or its Representatives shall conduct periodic inspections for all stormwater practices for which a Stormwater Certificate of Completion has been issued in accordance with section 19.050. All inspections shall document any maintenance and repair needs and any discrepancies from the stormwater maintenance agreement and stormwater maintenance plan.

**G. Record of Maintenance Activities**

The responsible party shall make records of the installation and of all maintenance and repairs and shall retain the records for at least five (5) years. These records shall be submitted to the Town Engineer on an annual basis.

**19.140 Severability**

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 19 was Adopted Unanimously 8:06 PM 6/22/20

**Executive Summary:** This article makes modification of the bylaw that is necessary to comply with the EPA Stormwater Permit.

### ARTICLE 20

To see if the Town will vote to transfer to the Tewksbury Conservation Commission, to be held under the care, custody and control of the Conservation Commission for conservation purposes, for the promotion and development of natural resources, and for the protection of the watershed resources of the Town of Tewksbury, under the provisions of M.G.L. c. 40 §8C, as it may hereafter be amended and of Amended Article 97 of the Massachusetts Constitution, a certain parcel of land described in the order of taking recorded at Middlesex North Registry of Deeds Book 1223, page 212, and as shown on Tax Map 71 as Lots 20, 21 and 38, as attached, all to be protected by this vote.

Patricia Walazek



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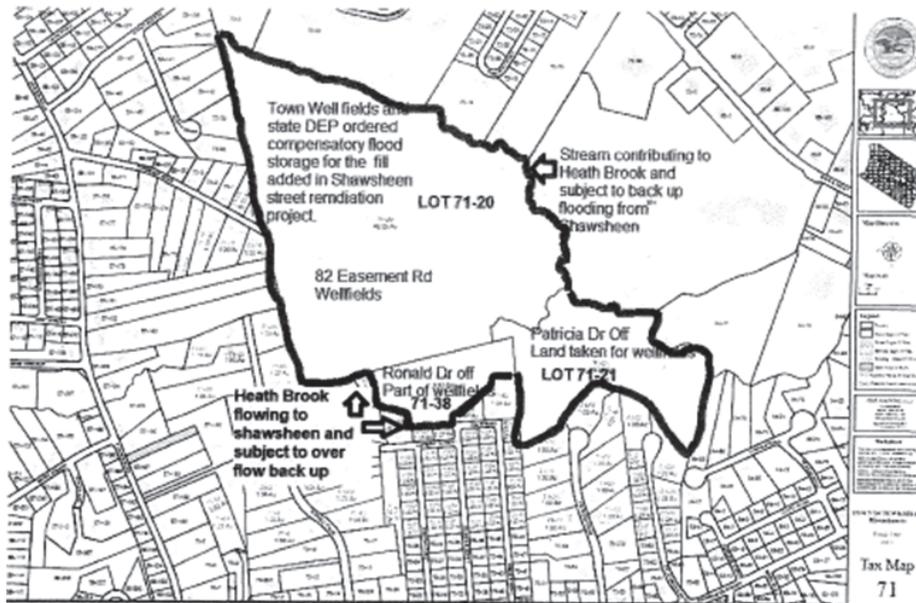
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Motion: The Finance Committee motioned to Adopt

Vote: Article 20 was Adopted Unanimously

8:08 PM 6/22/20

**Executive Summary:** The purpose is to place the parcels under the control of the Conservation Commission to promote and protect in perpetuity watershed resources, open space, and wildlife habitat. This land was originally taken by eminent domain from private owners for the specific purpose of establishing a water supply. A substantial portion of the parcels are wetlands and buffer zones. An uplands portion was mandated by MA DEP to be maintained permanently as compensatory flood storage in connection with the alterations taken to remediate flooding in Shawsheen Street Heath Brook project under the Superseding Order of Conditions DEP 305-1030.



### ARTICLE 21

Filling of vacancies – If a vacancy shall occur in any elective Town office more than ninety days preceding a regular Town election such vacancy shall be filled by the candidate who, at the most recent Town election was a candidate for a full term to such office who failed to be elected, but did receive more than twenty-five percent of the votes calculated as follows; by dividing the number of votes received by the candidate by the total number of votes who cast a ballot in the election and further provided such candidate remains eligible and willing to serve in the office. If more than one candidate shall meet the requirements said candidates shall be considered in descending order of votes received. The Town Clerk shall within ten days following notification of any such vacancy certify the said candidate to the office to serve until the next regular Town election. In the absence of any such candidate the vacancy shall be filled in the manner provided by General Laws. If less than ninety days shall elapse before the next regular Town election the vacancy shall remain until such regular election.

George Ferdinand

Motion: George Ferdinand motioned to Adopt  
Jay Kelley motioned for Indefinite Postponement

Vote: Article 21 was Indefinitely Postponed Unanimously

8:17 PM 6/22/20

(NO SUMMARY SUBMITTED)



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### ARTICLE 22

Resolution: Be it resolve that the Town of Tewksbury (Town) vote to reaffirm that voting in all Federal, State and Municipal elections is the exclusive right and privilege of United States citizens, an futher, that the Town urges all non-citizens who desire to participate in our Federal, State and Municipal election, seek and obtain US citizenship, through the citizenship process. Be it futher resolved that the Town will vote to instruct its Representatives in the Massachusetts Legislature and the United States House and Senate to vote against any legislation or constitutional amendment that would alter the qualifications of voters in all Federal, State and Munciple elections and to defend voting as the exclusive right and privileged of United States citizens in all Federal, State and Munciple elections.

George Ferdinand

Motion: George Ferdinand motioned to Adopt  
Melissa Gleaton motioned for Indefinite Postponement

Vote: Article 22 was Indefinitely Postponed 8:23 PM 6/22/20

(NO SUMMARY SUBMITTED)

### ARTICLE 3

ANY ARTICLES VOTED TO BE REMOVED FROM THE CONSENT CALENDAR SHALL BE RESTORED TO ITS ORIGINAL NUMBERED PLACE IN THE WARRANT.

- ARTICLE 3-23
- ARTICLE 3-24
- ARTICLE 3-25
- ARTICLE 3-26

### ARTICLE 3-25

To see if the Town will vote: (1) to appropriate a sum of money to survey, design and undertake repairs to roads and bridges and undertake repairs and installation of sidewalks under the provisions of Chapter 90 of the Massachusetts General Laws, and to obtain any material and/or services incidental thereto; (2) to authorize the Board of Selectmen to acquire easements in conjunction therewith by purchase, gift, lease, eminent domain, or otherwise; (3) in furtherance of the project(s) to authorize the Board of Selectmen to apply for, accept and expend any federal, state and/or private grants without further appropriation thereof; and (4) to determine whether said appropriation shall be raised by transfer from available funds or by borrowing; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt

Vote: Article 3-25 was Held 7:49 PM 6/22/20  
Article 3-25 was Adopted Unanimously 8:29 PM 6/22/20

**Executive Summary:** Each year the state indicates the amount it will allot to cities and towns for sidewalk and roadwork under Chapter 90. This article authorizes the Town to spend these funds.



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### SECTION 3

Article 27	Zoning Bylaw	Entire By-Law Replacement
Article 28	Zoning Bylaw Map	Update Town Zoning Map

### ARTICLE 27

To see if the Town will vote to amend the Zoning Bylaw by replacing the current bylaw on file with the Town Clerk's Office dated January 2020 with the Zoning Bylaw and Appendix A as follows:

#### **1. Purpose and Authority**

##### **1.1 TITLE**

This Bylaw shall be known and may be cited as the "Zoning Bylaw of the Town of Tewksbury, Massachusetts," (this Bylaw).

##### **1.2 PURPOSES**

This Bylaw is enacted in order to promote the general welfare of the Town of Tewksbury (Town); to protect the health and safety of its inhabitants; to support the most appropriate use of land throughout the Town: to further the goals of the Tewksbury Master Plan: and to preserve and increase the amenities of the Town, all as authorized but not limited by the provisions of the Massachusetts Zoning Act, G.L. c. 40A, as amended, and Section 2A of Chapter 808 of the Acts of 1975.

##### **1.3 AUTHORITY**

This Bylaw is enacted under the authority of Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts (Commonwealth) and in accordance with G.L. c 40A, as amended.

##### **1.4 APPLICABILITY**

All buildings or structures erected, constructed, reconstructed, altered, enlarged, or modified, and the use of all premises in the Town, after the effective date of this Bylaw shall conform with the provisions of this Bylaw. No building, structure, or land shall be used for any purpose or in any manner other than as expressly permitted within the district in which it is located. Where this Bylaw imposes greater restrictions than those imposed by any other regulations, permits, restrictions, easements, covenants, or agreements, the provisions of this Bylaw shall control.

##### **1.5 AMENDMENT**

This Bylaw may from time to time be changed by amendment, addition, or repeal by the Town Meeting in the manner provided for in G.L. c. 40A, § 5.

##### **1.6 SEVERABILITY**

The invalidity of any section or provision of this Bylaw shall not invalidate any other section or provision.



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## 2. Definitions

For the purpose of this Bylaw and unless the context of usage clearly indicates another meaning, the following terms shall have the following meanings:

- A. Words used in the present tense include the future.
- B. The singular includes the plural and the plural includes the singular.
- C. The word "and" includes "or" unless the contrary is evident from the text.
- D. The word "includes" or "including" shall not limit a term to specified examples. It is intended to extend its meaning to all other instances, circumstances, or items of like character or kind.
- E. The words "used" or "occupied" include the words "designed," "arranged," "intended," or "offered," to be used or occupied; the words "building," "structure," "lot," "land," or "premises" shall be construed as though followed by the words "or any portion thereof"; and the words "shall" is always mandatory and not merely directory.
- F. Terms and words not defined in this Section 2 or elsewhere in this Bylaw but defined in the State Building Code shall have meanings given there unless a contrary intention clearly appears in this Bylaw. Words not defined in either place shall have the meaning given in the most recent edition of Webster's Unabridged Dictionary.

**ABANDONMENT:** The cessation of a use or structure accompanied by an intent to abandon and voluntary conduct whether affirmative or negative. Time is not a controlling factor of abandonment. although the lapse of time may be evidence of an intent to abandon, and where it is accompanied by acts of abandonment, it may be considered in determining whether there has been abandonment. Abandonment may arise from a single act or a series of acts.

**ACCESSORY STRUCTURE:** A structure located on the same lot with the main building, detached or attached, and customarily incidental and subordinate to the use of the main building.

**ACCESSORY USE:** A use that is customarily incidental and subordinate to the main building or use of land and located on the same lot and under the same ownership in all respects.

**ACCESS DRIVEWAY:** The travel lane that allows motor vehicles ingress from the street and egress from the site and includes the area between the sideline of the street to the lot where the access driveway is no longer within the minimum parking area setback required.

**ADULT DAY CARE:** A social day care or adult day health facility as those terms are defined by the Massachusetts Department of Elder Affairs.

**ADULT USES.** The following terms and definitions shall apply to Adult Uses.

**ADULT USE ESTABLISHMENT:** An establishment having a substantial or significant portion of its business activity, stock in trade, or other materials for sale, rental or display, which are distinguished or characterized by their emphasis on matter depicting, describing, or relating to sexual conduct as defined in G.L. c. 272, § 31, including but not limited to the following: any adult bookstore, adult cabaret, adult motion picture theater, adult paraphernalia store or adult video store as defined below:

**ADULT BOOKSTORE:** An establishment having as a substantial or significant portion of its stock in trade, books, magazines, and other matter which are distinguished or characterized by their emphasis depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**ADULT CABARET:** A nightclub, bar, restaurant, tavern, dance hall, or similar commercial establishment which present: (a) persons who appear in a state of nudity as defined in G.L. c. 272, § 31; or (b) live performances which are characterized by



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an emphasis depicting anatomical areas specified as less than completely and opaquely covered human genitals, pubic region, buttock and female breast below a point immediately above the top of the areola, and human genitals in a state of sexual arousal, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31; or (c) films, motion pictures, video cassettes, slides, photographic reproductions, or any other visual media which are characterized by the depiction or description of anatomical areas specified as above, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**ADULT MOTION PICTURE THEATER:** An enclosed building used for presenting material (including, but not limited to, motion picture films, video cassettes, cable television, slides, or any other such visual media) distinguished by an emphasis on matter depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**ADULT PARAPHERNALIA STORE:** An establishment having as a portion of its stock devices, objects, tools, or toys which are distinguished by their association with sexual activity, including sexual intercourse, sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**ADULT VIDEO STORE:** An establishment having as a substantial or significant portion of its stock in trade, for sale or rent, motion picture films, video cassettes, and similar audio/visual media, which are distinguished or characterized by their emphasis depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**SUBSTANTIAL OR SIGNIFICANT PORTION:** The terms "substantial or significant portion" shall mean any of the following: (a) 20% or more of the business inventory or stock of merchandise for sale, rental distribution, or exhibition during any period of time; or (b) 20% or more of the annual number of gross sales, rentals, or other business transactions; or (c) 20% or more of the annual gross business revenue; or (d) 20% or more of the hours during which the establishment is open.

**SIGN, ADULT USE ADVERTISEMENT:** An advertising sign or devise which advertises an adult use establishment, adult bookstore, adult video store, adult cabaret, adult paraphernalia store, or adult motion picture theater and/or advertises the trade, rental or sale of material, distinguished by an emphasis on matter depicting, describing, or relating to sexual conduct or sexual excitement as defined in G.L. c. 272, § 31.

**AFFORDABLE HOUSING:** A dwelling unit restricted for sale or rent to a low- or moderate-income household and eligible for listing in the Chapter 40B Subsidized Housing Inventory as determined by the Massachusetts Department of Housing and Community Development (DHCD).

**AGRICULTURE, EXEMPT:** Use of land for commercial agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture as defined under G.L. c. 128, § 1A and exempt from zoning under G.L. c. 40A, § 3.

**AGRICULTURE, NONEXEMPT:** Agricultural activities limited to cultivating and harvesting general crops, including the storage of necessary farm equipment and the raising of livestock, not exempt under G.L. c. 40A, § 3.

**ALTERATION:** As applied to a building or structure, alteration shall mean a change or rearrangement in the structural parts or in the existing facilities, or an enlargement whether by extending on a side or by increasing in height, or the moving from one location or position to another.

**ARTIST LOFT or LIVE-WORK UNITS:** See DWELLINGS.

**ASSISTED LIVING RESIDENCE:** See HOUSING FOR OLDER ADULTS.

**BED AND BREAKFAST:** See LODGING.

**BUILDING.** The following terms and definitions pertain to Buildings. (See also, STORY and STORY, HALF.)

**BUILDING:** An independent structure having a roof supported by columns, or walls, resting on its own foundations, and designed for the shelter, housing, or enclosure of persons, animals, or property of any kind.



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**BUILDING COVERAGE:** The percentage of the lot or plot area covered by the roof area of a building or buildings.

**BUILDING HEIGHT:** The height of a building measured as the vertical distance from the grade plane to the highest point of the roof. Not included are spires, cupolas, antennae, or similar parts of structures which do not enclose potentially habitable floor space.



**BUILDING, PRINCIPAL:** A building in which is conducted the main or principal use of the lot on which the building is situated.

**BUILDING COMMISSIONER:** The administrative chief of the building department, meeting the minimum qualifications in G.L. c. 143, § 3 and certified in accordance with 780 CMR R7, with responsibility for administering and enforcing 780 CMR in the Town.

**BUSINESS OR PROFESSIONAL OFFICE:** A building or part thereof for the transaction of business or the provision of services exclusive of the receipt, sale, storage, or processing of merchandise, including, but not limited to, offices of banks and financial institutions, medical offices, medical clinics, and the like.

**CAR WASH:** Any building or premises or portions thereof charging a fee for washing automobiles, or offering such service accessory to a commercial operation.

**CHILD CARE OR DAY CARE.** The following terms and definitions pertain to day care facilities for children:

**CHILD CARE CENTER:** As defined in G.L. c. 15D, s. 1A and licensed by the Commonwealth.

**FAMILY CHILD CARE HOME:** A private residence, licensed by the Commonwealth to provide care for up to 6 children, which on a regular basis receives children under 7, or children under 16 with special needs, for temporary custody and care during part or all of the day, as defined in G.L. c. 15D, § 1A.

**FAMILY CHILD CARE HOME, LARGE:** A family child care home as defined in G.L. c. 15D, § 1A, licensed to provide care for up to 10 children.

**CLEARING:** The removal and/or cutting of trees, shrubs, bushes, or bush, or grubbing.

**COMMERCIAL RECREATION, INDOOR:** A structure for recreational, social, or amusement purposes, which may include as an accessory use the consumption of food and drink, including all connected rooms or space with a common means of egress and entrance. Places of assembly shall include theatres, concert halls, dance halls, skating rinks, bowling alleys, health clubs, dance studios, or other commercial recreational centers conducted for or not for profit.

**COMMERCIAL RECREATION, OUTDOOR:** Drive-in theatre, golf course/driving range, bathing beach, sports club, horseback riding stable, boathouse, game preserve, marina or other commercial recreation carried on in whole or in part outdoors, except those activities more specifically designated in this Bylaw.

**COMMERCIAL VEHICLE, LIGHT:** Any vehicle under 10,000 lbs. gross vehicle weight which is used in construction or other commercial enterprise. This does not include other equipment used for landscaping and/or construction or cube vans, step vans, or buses.

**COMMERCIAL VEHICLE, HEAVY:** Any vehicle over 10,000 lbs. gross vehicle weight which is used in construction or other commercial enterprise. This includes, but is not limited to, other equipment used for landscaping and/or construction or cube vans, step vans, and buses.

**CONTRACTOR'S YARD:** Land used for the storage of commercial construction equipment, materials, and supplies and for the parking of registered commercial vehicles.



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CORNER LOT: See LOT.

**DEBRIS:** Accumulated fragments, ruins, or rubbish; used motor vehicle and heavy equipment parts; or demolition materials from buildings and other structures.

**DRIVE-THROUGH SERVICE:** A commercial facility that provides a service directly to a motor vehicle or where the customer drives a motor vehicle onto the premise and service is provided to the customer through a window or mechanical device, or by an agent of the facility without the customer exiting the vehicle. This shall not include the selling of fuel at a gasoline filling station or the accessory functions of a carwash facility such as areas designated for vehicle vacuum cleaning.

**DWELLINGS.** The following terms and definitions shall apply to the variety of Dwellings provided for in this Bylaw. (See also, HOUSING FOR OLDER ADULTS.)

**DWELLING:** A building, or portion thereof, designed exclusively for residential occupancy, including single-family, two-family, or multiple family dwelling (apartments), but not including hotels, motels, boarding homes, trailers, or structures primarily for transient or overnight occupancy.

**DWELLING UNIT:** One or more rooms providing complete living facilities for a single person or one family, including equipment for cooking or provisions for the same and including room or rooms for living, sleeping, and eating.

**DWELLING, SINGLE-FAMILY DETACHED:** A detached building designed exclusively for occupancy by one family.

**DWELLING, TOWNHOUSE:** A one-family dwelling unit, with a private entrance, which is part of a structure whose dwelling units are attached horizontally in a linear arrangement, and having a totally exposed front and rear wall to be used for access, light, and ventilation.

**DWELLING, TWO-FAMILY:** A building designed as a single structure, containing 2 separate living units, each of which is designed to be occupied as a separate permanent residence for one family.

**DWELLING, MULTIFAMILY:** A building containing 3 or more dwelling units.

**DEVELOPMENT, MULTIFAMILY:** Any combination of the uses identified above.

**FAMILY SUITE:** An accessory dwelling unit located within a single-family dwelling subordinate in size to the principle unit and separated from it in a manner that maintains the appearance of a single-family dwelling. Brothers, sisters, maternal parents and grandparents, paternal parents and grandparents, in-laws and or children of the residing owners of the principle dwelling unit may only occupy the family suite.

**GROUP HOME or RESIDENTIAL CARE FACILITY:** A facility operating under a state license to provide primarily nonmedical residential services to one or more unrelated individuals on a 24-hour per day basis, who by reason of illness, disease, or physical or mental infirmity are unable to sufficiently or properly care for themselves; including substitute care, food, lodging, training, education, supervision, habilitation, rehabilitation, and treatment.

**LIVE-WORK UNIT:** Buildings or spaces within buildings that are used jointly for commercial and residential purposes where the residential use of the space is secondary or accessory to the primary use as a place of work.

**EARTH REMOVAL:** Extraction of sand, gravel, top soil, or other earth for sale or for use at a site removed from the place of extraction exclusive of the grading of a lot preparatory to the construction of a building for which a building permit has been issued, or the grading of streets in accordance with an approved definitive plan, and exclusive of granite operations.

**EDUCATIONAL USE, EXEMPT:** Exempt activity as set forth in G.L. c. 40A, § 3.

**EDUCATIONAL USE, NONEXEMPT:** Educational facilities not exempt from zoning under G.L. c. 40A, § 3.



# Town of Tewksbury

TOWN HALL  
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**ERECT:** To build, construct, reconstruct, move upon, or conduct any physical development of the premises required for a building; to excavate, fill, drain, and the like preparation for building shall also be considered to erect.

**ESSENTIAL SERVICES:** Services provided by a public service corporation or by governmental agencies through erection, construction, alteration, or maintenance of gas, electrical, steam, or water or sewer transmission or distribution and collection systems, communication, supply, or disposal systems whether underground or overhead, but not including wireless communications facilities. Facilities necessary for the provision of essential services include poles, wires, drains, sewers, pipes, conduits, cables, fire alarm boxes, police call boxes, traffic signals, hydrants and other similar equipment in connection therewith.

**FAMILY:** Any number of individuals living together on the premises of a single housekeeping unit.

**FAMILY CHILD CARE HOME:** See listing under Child Care Center.

**FAMILY SUITE:** See DWELLINGS.

**FARM STAND, EXEMPT:** Sale of farm products on a parcel of 5 acres, provided that during the months of June, July, August, and September of every year, or during the harvest season of the primary crop, the majority of such products for sale, based on either gross sales dollars or volume, have been produced by the owner of the land containing 5 or more acres in area on which the facility is located; or to parcels 2 acres or more if the sale of products produced from the agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture use on the parcel annually generates at least \$1,000 per acre based on gross sales dollars in areas not zoned for agriculture, aquaculture, silviculture, horticulture, floriculture or viticulture. For such purposes, land divided by a public or private way or a waterway shall be construed as one parcel.

**FARM STAND, NONEXEMPT:** Facility for the sale of produce, wine, and dairy products on property not exempted by G.L. c. 40A, § 3.

**FLOODPLAIN:** Those areas of land adjacent to the rivers, streams, and other water courses in the Town which experience frequent regular or periodic flooding.

**FRONTAGE:** See LOT.

**FRONT BUILDING LINE:** A line drawn parallel to and along the front wall of a building extended to the property line.

**FUNERAL HOME:** Facility for the conducting of funerals and related activities such as embalming.

**GAME COURT:** Any specially prepared play area whose surface, topography, size, shape, and configuration are associated with recreational games such as basketball, volleyball, badminton, tennis, horseshoes, and archery.

**GARAGE FOR AUTOMOTIVE STORAGE:** See MOTOR VEHICLE USES.

**GAS STATION:** See MOTOR VEHICLE USES.

**GOLF COURSE:** A course layout for the sport of golf which may include accessory and incidental uses such as a function hall, snack bar, restaurant, club house, tennis courts, and the like.

**GRADE PLANE:** A reference plane representing the average of finished ground level adjoining the building at all exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established by the lowest points within the area between the building and the lot line or, where the lot line is more than 6 feet from the building, between the building and a point 6 feet from the building.

**GROUP HOME or RESIDENTIAL CARE FACILITY:** See DWELLINGS.



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**GRUBBING:** The removal of stumps and/or roots from the soil.

**HOME OCCUPATION:** A business that is clearly and customarily incidental to, and conducted within, a dwelling unit or in a building or other accessory structure by a resident thereof, such as a room or rooms as a professional office or personal service or a studio or for other customary home occupation.

**HOSPITAL:** An institution providing primary health services and medical or surgical care to persons, primarily inpatients, suffering from illness, disease, injury, and other conditions, and related facilities, such as laboratories, outpatient facilities, training facilities, offices, and staff residences.

**HOTEL:** See **LODGING**.

**HOUSING FOR OLDER ADULTS.** The following terms are used in this Bylaw in association with housing for older adults:

**ASSISTED LIVING RESIDENCE:** As defined in G.L. c. 19D, § 1, and certified by the Massachusetts Department of Elder Affairs under 651 CMR 12.00.

**CONGREGATE RESIDENCE FOR OLDER ADULTS:** A congregate living residence for people 55 and over, containing independent living quarters suitable for single- or double-person occupancy, with centralized kitchen and common dining facilities and limited cooking facilities in private rooms or suites. Residents receive limited services such as laundry, housekeeping, and transportation. Congregate living residences may also include full dwelling units with kitchens for occupancy by older adults or by on-site personnel and management, and such dwelling units may be contained in attached or detached buildings.

**CONTINUING CARE RETIREMENT COMMUNITY (CCRC):** A residential community for people 62 years and over, guaranteeing lifetime housing, social and leisure activities, and increased levels of care as needs change with age. A CCRC provides a tiered approach to senior residential living. It typically includes independent living units such as single-family homes and multifamily apartments or condominiums, together with an assisted living/memory care component and skilled nursing care.

**INTERIOR DRIVEWAY:** A travel lane located within the perimeter of a parking lot which is not used to directly enter or leave parking spaces, and which is exclusive of any part of the access driveway.

**JUNKYARD OR AUTOMOBILE SALVAGE YARD:** The use of any area or any lot, whether inside or outside of a building, for the storage, keeping, or abandonment of junk, scrap, or discarded materials, or the dismantling, demolition, or abandonment of automobiles, other vehicles, machinery, or parts thereof.

**KENNEL, COMMERCIAL:** A commercial establishment in which more than 3 dogs or domesticated animals are housed, groomed, bred, boarded, trained, or sold; with or without outdoor training facilities.

**LODGING.** The following terms and definitions shall apply to the types of lodging facilities provided for in this Bylaw:

**BED AND BREAKFAST:** A transient lodging establishment located in or on the same premises as an owner-occupied single-family dwelling, primarily engaged in providing overnight or temporary lodging for up to 4 guest rooms for the general public, and which may provide meals for compensation.

**BOARDING HOUSE OR LODGING:** A dwelling in which more than 5 unrelated people are housed or lodged by the day, week, or month, either with or without meals.

**HOTEL:** A building intended and designed primarily for transient or overnight occupancy, divided into separate units within the same building, with or without public dining facilities, with access to units primarily from interior lobbies, courts, or halls.



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**MOTEL:** A building intended and designed primarily for transient or overnight occupancy, divided into separate units within the same building, with or without public dining facilities, and characterized by direct access to every unit from an automobile, parking spaces, or facility (includes motor hotels and motor inns).

**LIMOUSINE OR TAXICAB BUSINESS:** A facility or terminal making available for hire a limousine, taxicab, van, or livery business.

**LOT.** The following terms and definitions pertain to Lots:

**LOT:** A parcel of land used or set aside and available for use as the site of one or more buildings and accessory buildings or for any other definite purpose, in one ownership and not divided by a street, nor including any land within the limits of a public or private way upon which lot abuts.

**CORNER LOT:** A lot bounded by more than one street which has an interior angle of 135 degrees or less formed by the tangents or straight segments of street lines between the side or rear lines of such a lot or by an extension of such street lines. A lot bounded by one street shall be considered a corner lot when the tangents or straight segments of the street line between the side lines of the lot form, or would form if extended, an interior angle of 105 degrees or less.



**FRONTAGE, LOT:** The lot line coinciding with the sideline of a street which provides both legal rights of vehicular access and physical vehicular access to the lot, the line shall be measured continuously along a single street or along 2 intersecting streets if their angle of intersection is greater than 120 degrees. Vehicular access to a building site on the lot shall be exclusively through the legal frontage of the lot.



**MANEUVERING AISLE:** A travel lane located within the perimeter of a parking lot by which motor vehicles directly enter and leave parking spaces.

**MANUFACTURING:** A use engaged in basic processing and manufacturing of materials, or the manufacture from previously prepared materials, of finished products or parts, including processing, fabrication, assembly, treatment, finishing work, packaging, incidental storage, sales and distribution of such products.

**MAJOR PROJECT, TOWN CENTER:** Any development of 25,000 square feet or more.

**MARIJUANA ESTABLISHMENTS.** The following terms and definitions apply to marijuana establishments:

**CANNABIS CULTIVATION:** The use of land and/or buildings for planting, tending, improving, harvesting, processing and packaging, the preparation and maintenance of soil and other media and promoting the growth of cannabis by a cannabis cultivator, micro-business, research facility, craft marijuana cultivator cooperative, registered marijuana dispensary or other entity licensed by the Commission for cannabis cultivation. Such use is not agriculturally exempt from zoning. The cultivation and processing of medical marijuana in accordance with these regulations is considered to be a manufacturing use and is not agriculturally exempt from zoning. Note this term is not defined in 935 CMR 500.

**CANNABIS OR MARIJUANA OR MARIHUANA:** All parts of any plant of the genus Cannabis, not excepted in 935 CMR 500.002: Cannabis or Marijuana or Marihuana(a) through (c) and whether growing or not; the seeds thereof; and resin extracted from any part of the plant; clones of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin including tetrahydrocannabinol as defined in M.G.L. c. 94G, § 1; provided that cannabis shall not include:

- (a) the mature stalks of the plant, fiber produced from the stalks, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, fiber, oil, or cake made from the seeds of the plant or the sterilized seed of the plant that is incapable of germination;
- (b) hemp; or the weight of any other ingredient combined with cannabis or marijuana to prepare topical or oral administrations, food, drink or other products.



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**CANNABIS OR MARIJUANA PRODUCTS:** Cannabis or marijuana and its products unless otherwise indicated. These include products that have been manufactured and contain cannabis or marijuana or an extract from cannabis or marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

**CEASES TO OPERATE:** Marijuana Establishment closes and does not transact business for a period greater than 60 days with no substantial action taken to reopen. The Commission may determine that an establishment has ceased to operate based on its actual or apparent termination of operations.

**COMMISSION:** The Massachusetts Cannabis Control Commission established by M.G.L. c. 10, § 76, or its designee. The Commission has authority to implement the state marijuana laws, which include, but are not limited to, St. 2016, c. 334 as amended by St. 2017, c. 55, M.G.L. c. 94G, and 935 CMR 500.000.

**COMMUNITY HOST AGREEMENT:** An agreement, pursuant to General Laws, Chapter 94G, Section 3(d), between a Cannabis Establishment and a municipality setting forth additional conditions for the operation of a Cannabis Establishment, including stipulations of responsibility between the parties and a up to 3% host agreement revenue sharing. Note this term is not defined in 935 CMR 500.

**CRAFT MARIJUANA COOPERATIVE:** A Marijuana Cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth. A cooperative is licensed to cultivate, obtain, manufacture, process, package and brand cannabis or marijuana products to transport marijuana to Marijuana Establishments, but not to consumers.

**HEMP:** The plant of the genus Cannabis or any part of the plant, whether growing or not, with a delta-9-tetrahydrocannabinol concentration that does not exceed 0.3% on a dry weight basis of any part of the plant of the genus Cannabis, or per volume or weight of cannabis or marijuana product, or the combined percent of delta-9-tetrahydrocannabinol and tetrahydrocannabinolic acid in any part of the plant of the genus Cannabis regardless of moisture content.

**HOST COMMUNITY:** A municipality in which a Marijuana Establishment is located or in which an applicant has proposed locating an establishment.

**MARIJUANA INDEPENDENT TESTING LABORATORY:** A laboratory that is licensed by the Commission and is:

- (a) accredited to the International Organization for Standardization 17025 (ISO/IEC 17025: 2017) by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the Commission;
- (b) independent financially from any Medical Marijuana Treatment Center (RMD),
- (c) Marijuana Establishment or licensee for which it conducts a test; and qualified to test cannabis or marijuana in compliance with 935 CMR 500.160 and M.G.L. c. 94C, § 34.

**LICENSEE:** A person or entity licensed by the Commission to operate a Marijuana Establishment under 935 CMR 500.000.

**MANUFACTURE:** To compound, blend, extract, infuse or otherwise make or prepare a cannabis or marijuana product.

**MARIJUANA CULTIVATOR:** An entity licensed to cultivate, process and package marijuana, and to transfer marijuana to other Marijuana Establishments, but not to consumers. A Craft Marijuana Cooperative is a type of Marijuana Cultivator.

**MARIJUANA ESTABLISHMENT:** A Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Marijuana Independent Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, or any other type of licensed marijuana-related business, except a medical marijuana treatment center. Marijuana establishments permitted in accordance with these regulations are considered to be a commercial and/or manufacturing use and are not considered being subject to any agricultural exemptions under zoning.



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**MARIJUANA MICROBUSINESS:** A colocated Marijuana Establishment that can be either a Tier 1 Marijuana Cultivator or Product Manufacturer or both, in compliance with the operating procedures for each license. A Microbusiness that is a Marijuana Product Manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Marijuana Establishments.

**MARIJUANA PROCESS OR PROCESSING:** To harvest, dry, cure, trim and separate parts of the cannabis or marijuana plant by manual or mechanical means, except it shall not include manufacture as defined in 935 CMR 500.002.

**MARIJUANA PRODUCT MANUFACTURER:** An entity licensed to obtain, manufacture, process and package cannabis or marijuana products and to transfer these products to other Marijuana Establishments, but not to consumers.

**MARIJUANA RESEARCH FACILITY:** An entity licensed to engage in research projects by the Commission.

**MARIJUANA RETAILER:** An entity licensed to purchase and transport cannabis or marijuana product from Marijuana Establishments and to sell or otherwise transfer this product to Marijuana Establishments and to consumers. Retailers are prohibited from delivering cannabis or marijuana products to consumers; and from offering cannabis or marijuana products for the purposes of on-site social consumption on the premises of a Marijuana Establishment.

**MARIJUANA TRANSPORTER:** An entity, not otherwise licensed by the Commission, that is licensed to purchase, obtain, and possess cannabis or marijuana product solely for the purpose of transporting, temporary storage, sale and distribution to Marijuana Establishments, but not to consumers. Marijuana Transporters may be an Existing Licensee Transporter or Third Party Transporter.

**MEDICAL MARIJUANA TREATMENT CENTER, also known as a Registered Marijuana Dispensary (RMD):** A not-for-profit entity registered under 105 CMR 725.100: Registration of Registered Marijuana Dispensaries, that acquires, cultivates, possesses, processes (including development of related products such as edible cannabis or marijuana products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing cannabis or marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers for medical use. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of cannabis or marijuana for medical use.

**PROPAGATION:** The reproduction of cannabis or marijuana plants by seeds, cuttings, or grafting.

**PROVISIONAL MARIJUANA ESTABLISHMENT LICENSE:** A certificate issued by the Commission confirming that a Marijuana Establishment has completed the application process.

**RMD APPLICANT:** A previously Registered Marijuana Dispensary with a final or provisional certificate of registration in good standing with the DPH.

**MESSAGE SERVICE ESTABLISHMENT:** Any building, room, place, or establishment other than a regularly licensed hospital or dispensary where nonmedical and nonsurgical manipulative exercises are practiced on the human body for other than cosmetic or beautifying purposes with or without the use of mechanical or bathing devices by anyone not a physician or surgeon or similarly registered status.

**MESSAGE THERAPY (LICENSED):** The practice and license of Massage as defined in 269 CMR 2.00. No person shall engage or hold himself/herself out as being engaged in the practice of Massage Therapy without a license issued by the Commonwealth.

**MEDICAL CENTER OR CLINIC:** A building designed and used for the diagnosis and treatment of human patients that does not include overnight care facilities.

**MEMBERSHIP ORGANIZATION, CLUB OR LODGE:** Buildings, structures, and premises used by a nonprofit social or civic organization, or by an organization catering exclusively to members and their guests for social, civic, recreational, or



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athletic purposes which are not conducted primarily for gain and provided there are no vending stands, merchandising, or commercial activities except as may be required generally for the membership and purposes of such organization.

**MIXED USE OR MIXED-USE DEVELOPMENT:** A building containing more than one use or a development with 2 or more buildings containing more than one use. For a mixed-use building in a nonresidential district, the ground floor of the front façade shall be used for allowed nonresidential uses only.

**MOBILE HOME:** Any vehicle without motor power designed, constructed, reconstructed or added to by means of accessories in a manner to permit the use and occupancy as a one family dwelling unit; whether resting on wheels, foundation structures, or other support; but constructed so as to permit its occasional movement over a street or highway.

**MOTEL:** See LODGING.

**MOTOR VEHICLE USES.** The following terms and definitions apply to motor vehicle services and facilities.

**GARAGE FOR AUTOMOTIVE STORAGE:** A structure which is accessory to a commercial or industrial establishment and is primarily for the parking and storage of vehicles operated by the customers, visitors, and employees of such an establishment.

**GAS STATION or AUTOMOTIVE REFUELING STATION:** Any building, structure, or area of land used for the retail sale of automobile fuels, oils, and accessories, where repair service, if any, is incidental; excluding storage of abandoned motor vehicles on the premises. May include the sale of propane or kerosene as accessory uses.

**MOTOR VEHICLE GENERAL AND BODY REPAIR SERVICES:** An establishment, garage or work areas enclosed within a building for the servicing and repair of motor vehicles, but not including (1) installing new parts or accessories that are not replacements for existing parts or accessories (e.g., customizing), or (2) towing or storing a motor vehicle, or (3) storage of vehicles for the cannibalization of vehicle parts, or (4) fuel sales, or (5) indoor or outdoor sale and rental of motor vehicles, box truck, cargo van, motorcycle, trailer, all-terrain vehicle, snowmobile, boat or personal water craft.

**MOTOR VEHICLE ROUTINE MAINTENANCE:** Premises for the supplying of fuel, oil, lubrication, washing, or minor repair services, but not to include body work, painting, or major repairs.

**MUNICIPAL FACILITY:** Any use of land or structures owned by the Town.

**NURSING HOME:** Any place or institution for aged, infirm, chronic or convalescent, whether conducted for charity or for profit, which is established to render domiciliary care, custody, treatment, or lodging of 3 or more unrelated persons who require or receive assistance in ordinary daily activities of life, or who are confined to bed or chair. As used in this Bylaw, "nursing home" shall not include hospitals, clinics, and similar institutions devoted primarily to the diagnosis and treatment of disease or injury, maternity cases, or mental illness.

**ONE HUNDRED YEAR FLOOD:** The flood that has a one percent chance of being equaled or exceeded in any given year, as shown on the base flood elevation designated on the Flood Insurance Rate Maps.

**PARKING AREA:** A public parking area or a private parking area that is open to the parking of motor vehicles by customers and employees of an establishment.

**PERSON:** Shall include an individual corporation, society, association, partnership, trust, or other entity, public or private.

**PERSON WITH A DISABILITY:** one who has a physical or mental impairment that limits or substantially limits one or more major life activities, anyone who is regarded as having such impairment or anyone who has a record of such impairment.

**PERSONAL SERVICE ESTABLISHMENT:** A facility providing personal services such as hair salon, barber shop, tanning beds, dry cleaning, print shop, photography studio, and the like.



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**PET SERVICES - INDOOR:** Animal grooming; pet stores; indoor animal training centers; animal day-care; or similar services, operated on a day-time basis only. No overnight boarding of animals shall be allowed, except for animals for sale by a commercial retail pet store.

**PREMISES:** A lot together with all structures, buildings, and uses.

**PRINCIPALLY GARAGED:** The principal location where a registered vehicle is garaged as set forth in the Massachusetts Registry of Motor Vehicles RMV-I form, or any other form promulgated by the Commonwealth, for the purpose of registering a motor vehicle.

**PROFESSIONAL OFFICE:** The office of one engaged in such generally recognized professions as physician, dentist, veterinarian, attorney-at-law, engineer, architect, landscape architect, interior designer, and accountant.

**PUBLIC WAY:** Shall include a private way that is open to public use.

**RELIGIOUS USE:** Exempt activity as set forth in G.L. c. 40A, § 3.

**REMOVAL OF LOAM, SAND OR GRAVEL:** Extraction of sand, gravel, loam, top soil, or other earth for sale or for use at a site removed from the place of extraction exclusive of the grading of a lot preparatory to the construction of a building for which a building permit has been issued, or the grading of streets in accordance with an approved definitive plan, and exclusive of granite operations.

**RESTAURANT:** A building, or portion thereof, containing tables or booths for at least two thirds of its legal capacity, which is designed, intended and used for the indoor sales and consumption of food prepared on the premises, except that food may be consumed outdoors in landscaped terraces, designed for dining purposes, which are adjuncts to the main indoor restaurant facility.

**RETAIL:** The selling of goods and commodities directly to the ultimate consumer.

**SERVICE AREA:** A room or rooms in a building used to house electrical or mechanical equipment necessary to provide central utility service to the building, such as a boiler room.

**SIGN:** The following terms and definitions pertain to Signs. (See Section 6.2 SIGNS and Section 6.4 OFF PREMISE SIGNS)

**BILLBOARD:** An advertising sign or other commercial sign that directs attention to a business, commodity, service or attraction sold, offered or existing elsewhere than upon the same lot where the sign is displayed. This is also known as an off-premise commercial sign.

**SIGN:** Any device designed to inform or attract the attention of persons not on the premises on which the device is located. Any building surfaces other than windows which are internally illuminated or decorated with gaseous tube or other lights are considered "signs." The following, however, shall not be considered signs in this Bylaw:

- (a) Flags and insignia of any government except when displayed in connection with commercial promotion.
- (b) Legal notices, or informational devices erected or required by public agencies.
- (c) Temporary displays inside windows, covering not more than 30% of window area, illuminated by building illumination only.
- (d) Standard gasoline pumps bearing in usual size and form the name, type, and price of gasoline.
- (e) Integral decorative or architectural features of a building, except letters, trademarks, moving parts, or parts internally illuminated or decorated with gaseous tube or other lights.



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(f) Devices identifying a building as distinct from one (1) or more of its occupants, such device being carved into or attached in such a way as to be an integral part of the building, not illuminated separate from building illumination, without color contrasting with sign background, and not exceeding 4 square feet in area.

(g) Address identification through numerals or letters not exceeding 3 inches in height.

**SIGN, ACCESSORY:** Any billboard, sign or other advertising device that advertises, calls attention to, or indicates the person occupying the premises on which the sign is erected or the business transacted therein, or advertises the property itself or any part thereof as for sale or to let, and which contains no other advertising matter.

**SIGN, A-FRAME OR SANDWICH BOARD SIGN:** A sign consisting of 2 faces in an "A" shape, connected at the top, that sits on, but is not secured to, the ground.

**SIGN, AREA OF:** The area of a sign shall be considered to include all lettering, wording and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any "cutouts" or extensions, but shall not include any supporting structure or bracing. The area of a sign consisting of individual letters or symbols attached to or painted on a surface, building, wall or window, shall be considered to be that of the smallest rectangle or triangle which encompasses all of the letters and symbols.

**SIGN, BLADE SIGN:** A projecting sign that is wholly or partly dependent on the building for support and that is fixed perpendicular to the wall on which it is mounted.

**SIGN, BANNER:** A sign on a textile, synthetic, plastic or similar material that is affixed and secured to a building or to a permanent pole, such as support pole for a building canopy or a parking lot light pole.

**SIGN, ELECTRONIC MESSAGE BOARD:** A sign capable of displaying words, images, symbols and figures utilizing a series or grid of lights that may be changed through electrostatic means using light emitting diodes (LEDs) or other similar technology.

**ELECTRONIC MESSAGE CENTER:** An off-premise electronically activated changeable message sign whose variable message or graphic presentation capability can be electronically programmed. EMCs typically use Light Emitting Diodes (LEDs) as a lighting source.

**SIGNS, FEATHER BANNER OR WIND FLAG:** A temporary sign of flexible, lightweight fabric, or similar material that is supported along one edge and mounted to a ground base or staked into the ground and intended to blow in the wind to attract attention.

**SIGN, FREE-STANDING MONUMENT SIGN:** A free-standing sign that is mounted on the ground, or on a wall or other base situated directly on the ground.

**SIGN, FREE-STANDING POLE SIGN:** A sign that is not attached to any building but is mounted on a pole or poles or other similar support where the bottom edge of the sign is elevated off of the ground.

**SIGN, NONACCESSORY:** Any billboard, sign or other advertising device that does not come within the foregoing definition of an accessory sign.

**SIGN, OFF-PREMISE:** A permanent sign erected, maintained, or used in the outdoor environment for the purpose for the display of commercial or noncommercial messages not appurtenant to the use of, or products sold on, the property where the sign is located.

**SIGN, ON-PREMISE:** A sign erected, maintained, or used in the outdoor environment for the purpose of the display of commercial and noncommercial messages appurtenant to the use of, or products sold on, the premises on which it is located.



# Town of Tewksbury

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**OUTDOOR ADVERTISING:** Any outdoor sign, display, light, device, figure, painting, drawing, message, plaque, poster, billboard, or other thing that is designed, intended, or used to advertise or inform; any part of the advertising or information contents of which are visible from any public way, public park, or public reservation.

**SPECIAL PERMIT GRANTING AUTHORITY (SPGA):** The board with authority to grant special permits, which shall be the Planning Board unless some other board is so designated in this Bylaw.

**STEEL FABRICATION:** The fabrication of steel components typically used in the construction of buildings, bridges or other structures. This includes stairs, railings, miscellaneous metal and other structural components.

**STORY:** The portion of a building contained between any floor and the floor or roof next above it, but not including the lowest portion so contained if more than 1/2 of such portion is below the mean finished grade of the ground adjoining such building.



**STORY, HALF:** A partial story under a gable, gambrel or hip roof, the wall plates of which on any 2 sides do not rise more than 4 feet above the floor of such partial story.



**STREET:** An accepted Town way, or a way established by or maintained under county, state, or federal authority, or a way established by a subdivision plan approved in accordance with the subdivision control law, or a way determined by the Planning Board to have sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land, and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon.

**STRUCTURE:** Anything erected at a fixed location on the ground to give support, provide shelter or satisfy other purposes (includes the term "building").

**TRAILER:** A vehicle without motor power designed to be drawn by a motor vehicle, used for hauling or living purposes and standing on wheels or rigid supports. (Does not include "mobile home", which is defined above).

**TRANSPORTATION OR FREIGHT TERMINAL:** Terminal facilities, open or enclosed, for handling the movement of goods or persons from one place to another by a carrier.

**TRUCK STOP:** Any building, premises, or land in which or upon which a business, service, or industry involving the maintenance, servicing, storage, or repair of commercial vehicles is conducted or rendered, including the dispensing of motor fuel or other petroleum products directly into motor vehicles and the sales of accessories or equipment for trucks or similar commercial vehicles. A truck stop shall also be defined to include those overnight accommodations and restaurant facilities primarily for the use of truck crews.

**TRUCKING COMPANY:** A commercial or industrial enterprise using heavy commercial vehicles to deliver goods, freight, or construction materials such as sand, gravel, loam, and the like.

**VARIANCE:** An authorization by the Zoning Board of Appeals to locate a structure pursuant to G.L. c. 40A, § 10.

**VETERINARY AND ANIMAL CLINIC OR HOSPITAL:** An establishment maintained and operated by a licensed veterinarian for the diagnosis and treatment of diseases and injuries of animals and the boarding of animals receiving veterinary services.

**WAREHOUSE:** A building used primarily for the storage of goods and materials, for distribution, but not for sale on the premises.

**WETLAND:** Any perennially wet area, including all lands which are subject to the provisions of G.L. c. 131, § 40.

**WIRELESS COMMUNICATIONS,** the following terms and definitions pertain to wireless communications:



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**ANTENNA:** The device that transmits and/or receives radio frequency emissions in free space. Antenna can be modified by the addition of a clarifying term, such as GPS Antenna, or Personal Wireless Service Antenna, that delineates the specific type or purpose of the Antenna.

**ANTENNA SUPPORT STRUCTURE:** Any structure whose purpose is primarily to support an Antenna, which includes such structures as Towers, masts, posts, poles, and the like.

**BASE STATION:** The equipment for one or more personal wireless services installed at a site to transmit and receive wireless communications. Typically, a Base Station is connected to a set of wireless antennas at the site of the Base Station, except in the case of the Base Station for a Distributed Antenna System, which is housed remotely from the antennas.

**BASE STATION FACILITY:** The place within which one or more wireless services install Base Stations that support the operation of a Distributed Antenna System without relying on wireless antennas at the site of the Base Station Facility.

**DISTRIBUTED ANTENNA SYSTEM (“DAS”):** A geographically diversified Wireless Communications Facility with which the Base Station equipment is located remotely from the facility’s antennas. Typically, the Base Station is contained in a Base Station Facility at one location, and the antennas are placed on utility poles at other locations; the antennas are driven by Radio Access Nodes (“RAN”), which are electronics cabinets mounted on the utility poles, and are interconnected to the Base Station Facility by cables, usually fiber optic.

**PERSONAL WIRELESS SERVICES:** Means the same as in 47 U.S.C. 332(c)(7)(C)(i), “commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services.”

**STEALTH TREATMENT:** Any construction that is compatible with its surroundings that conceals or camouflages Antennas, wireless communications buildings, devices, facilities and/or Towers, such as, but not limited to: monopoles, trees, light poles, flag poles.

**TOWER:** An Antenna Support Structure that measures 12 feet or more in height and is used by a Personal Wireless Service Provider to provide Personal Wireless Services.

**WIRELESS COMMUNICATIONS BUILDING:** A building or structure built or occupied for the primary purpose of providing Personal Wireless Services.

**WIRELESS COMMUNICATIONS DEVICE:** Any antenna, dish, appurtenance, wiring or equipment used by a Personal Wireless Service provider to provide Personal Wireless Services. This term does not include Towers or other structures intended to house or support Wireless Communications Devices. It also does not include Personal Wireless Service components placed within a building to serve the occupants of the building, as well as personal, portable, and mobile Personal Wireless Service devices.

**WIRELESS COMMUNICATIONS FACILITY:** The installation consisting of any of the following at a site that is intended to provide Personal Wireless Services: any and all materials, equipment, buildings, Towers, Wireless Communications Devices and structures.

**YARD:** An unoccupied space open to the sky on the same lot with a building or structure.

**ZONING BOARD OF APPEALS:** The Zoning Board of Appeals (ZBA) in the Town pursuant to G.L. c. 40A, § 12, as amended.

### **3. Administration and Enforcement**

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#### **3.1 BUILDING COMMISSIONER**

A. The Building Commissioner shall interpret and enforce this Bylaw.



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- B. The Building Commissioner may require any plans and specifications as necessary to determine compliance with all pertinent laws of the Commonwealth and may request advisory reviews by other municipal boards and officials.
- C. Buildings, structures, or signs may not be erected, substantially altered, moved, or changed in use and land may not be substantially altered or changed with regard to size or shape or principal use unless in compliance with this Bylaw, and all necessary permits have been received under federal, state, or local law.
- D. No premises, and no building erected, altered, or in any way changed as to construction or use under a permit or otherwise, shall be occupied or used without a certificate of occupancy or certificate of zoning compliance issued by the Building Commissioner. No certificate of occupancy or certificate of zoning compliance shall be issued until the premises, structure, and its uses and accessory uses comply in all respects with this Bylaw. If applicable, a site plan certificate of completion shall be issued.

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### 3.2 ENFORCEMENT; PENALTY

- A. The Building Commissioner or his or her designee shall institute and take any and all action as may be necessary to enforce full compliance with any and all of the provisions of this Bylaw and of permits, special permits, variances, and site plan approval issued thereunder, including notification of noncompliance and request for legal action through the Town Manager to Town Counsel.
- B. The penalty for violation of any provision of this Bylaw, or of any conditions under which a permit, special permit, or site plan approval decision has been issued, shall be \$300 for each offense. Each day that each violation continues shall constitute a separate offense.
- C. The provisions of this Bylaw may also be enforced by non-criminal disposition, as provided in G.L. c. 40, § 21D. The penalty for each violation shall be \$300. Each day that each violation continues shall constitute a separate offense.

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### 3.3 APPEAL

An appeal to the Zoning Board of Appeals may be taken by any person aggrieved by reason of inability to obtain a permit or enforcement action from the Building Commissioner, as provided in G.L. c. 40A, § 8, as amended.

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### 3.4 ZONING BOARD OF APPEALS

#### 3.4.1. Establishment.

There shall be a Zoning Board of Appeals (ZBA) consisting of 3 members and 2 associate members appointed by the Board of Selectmen. The appointment, service, and removal or replacement of members and associate members and other actions of the ZBA shall be as provided for in G.L. c. 40A.

#### 3.4.2. Powers

The ZBA shall have the following powers:

- A. To hear and decide appeals in accordance with G.L. c. 40A, § 8, as amended.
- B. To hear and decide, in accordance with the provisions of G.L. c. 40A, § 9, applications for special permits when designated as the special permit granting authority.



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- C. To hear and decide, in accordance with the provisions of G.L. c. 40A, § 6, requests to change, alter, or extend lawfully pre-existing non-conforming uses and structures to the extent allowed by Section 8.1.
- D. To hear and decide petitions for variances in accordance with G.L. c. 40A, § 10.
- E. To hear and decide applications for comprehensive permits for construction of low- or moderate-income housing, as set forth in G.L. c. 40B, §§ 20-23.

### 3.4.3. Regulations

The ZBA shall adopt regulations for the administration of its powers and shall file a copy of its regulations with the Town Clerk. The Board's regulations shall include rules and procedures for hiring outside consultants in accordance with G.L. c. 44, § 53G.

### 3.4.4. Fees

The ZBA may adopt reasonable application fees and fees for employing outside consultants to assist the Board with its review of special permits, variances, administrative appeals, and applications for comprehensive permits in accordance with its regulations.

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## 3.5 SPECIAL PERMITS

### 3.5.1. Special Permit Granting Authority

In this Bylaw, the Planning Board, Zoning Board of Appeals, and Board of Selectmen shall have the power to grant special permits. Unless specifically stated otherwise, the special permit granting authority shall be the Planning Board.

### 3.5.2. Procedures

- A. Application for a special permit and accompanying plans and documentation shall be filed in accordance with the regulations of the special permit granting authority and G.L. c. 40A.
- B. The special permit granting authority shall hold a public hearing within 65 days of receipt of a special permit application, and shall issue a decision no later than 90 days from the date of close of the public hearing. Notification requirements for a public hearing shall be in accordance with G.L. c. 40A, § 11.

### 3.5.3. Criteria

Special permits shall be granted by the special permit granting authority only upon its written determination that the benefit to the Town and the neighborhood outweigh the adverse effects of the proposed use, taking into account the characteristics of the site and of the proposal in relation to that site. In addition to any specific factors that may be set forth in this Bylaw, the determination shall include consideration of each of the following:

- A. Social, economic or community needs which are served by the proposal;
- B. Traffic flow and safety, including parking and loading;
- C. Adequacy of utilities and other public services;
- D. Neighborhood character and social structures;
- E. Consistency with the purposes of the district as described in Section 5 of this Bylaw;
- F. Impacts on the natural environment; and,
- G. Potential fiscal impact, including impact on Town services, tax base, and employment.



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### 3.5.4. Special Permit Conditions

Special permits may be granted with reasonable conditions, safeguards, or limitations on time or use, including performance guarantees, as the special permit granting authority may deem necessary to serve the purposes of this Bylaw.

### 3.5.5. Recording; Lapse

- A. Special permits shall not take effect until recorded with the Middlesex North Registry of Deeds or Registry District of the Land Court, as applicable, as provided in G.L. c. 40A, § 11. Proof of recording shall be presented to the Building Commissioner.
- B. Special permits shall lapse within 3 years, which shall not include time required to pursue or await the determination of an appeal under G.L. c. 40A, § 17, from the grant thereof, if a substantial use thereof has not sooner commenced except for good cause, or, in the case of a special permit for construction, if construction has not begun by such date except for good cause.

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## 3.6 SITE PLAN REVIEW

### 3.6.1. Purposes

- A. Site Plan Review (SPR) by the Planning Board is intended to protect the public interest by evaluating site plans for uses and structures that are permitted in the applicable zoning district, which may have some impacts within the site and on adjacent properties and streets; on pedestrian, cyclist and vehicular traffic; public services and infrastructure; abutting properties; and similar aspects of the site and adjoining properties and to ensure:
  - 1. compliance with all applicable requirements of this Bylaw;
  - 2. that development proposals are examined in a comprehensive manner while also providing an efficient review process;
  - 3. that the design and construction of development will have limited or no impacts on the surrounding areas;
  - 4. that development is in harmony with the neighboring area;
  - 5. the prevention or minimization of conflicts among uses;
  - 6. the use of best practices in site planning, architectural integrity, and urban design;
  - 7. consistency in application of development review regulations and guidelines; and,
  - 8. appropriate enforcement of the provisions of this Bylaw.
- B. Conditions. The Planning Board may impose reasonable conditions and mitigation measures in order that the proposed use or development meets the purposes of this section.

### 3.6.2. Applicability

SPR shall be used to evaluate uses identified as permitted uses in the Table of Use Regulations under Section 5, Use Regulations. No building permit for construction, exterior alteration, relocation, or change in use except where noted, shall be granted for any development or use requiring Site Plan Review until the requirements of this Section 3.6 have been fulfilled and approval has been granted.

- A. SPR Required. A Site Plan Review approval shall be required for:
  - 1. New construction of any nonresidential or multifamily structure; or



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2. Alteration of any existing nonresidential or multifamily structure involving more than 1000 square feet of gross floor area, including any related accessory structures, but excluding single- and two-family houses and any accessory structures related thereto; or
  3. The construction or expansion of a parking lot of 10 or more spaces or the alteration of any entrance or exit, or any internal drive aisle.
- B. Minor SPR. A minor site plan review shall be required if the proposed construction or site alteration includes any of the following:
1. Exterior alteration of 1000 square feet or less of horizontal or vertical area that is limited to doors, awnings, railings, steps, handicapped ramps, small additions, landscaping changes, or other similar minor changes; or
  2. Redevelopment or alteration of 1000 square feet or less that would result in increased trips, noise, site lighting, or other actions that may increase impacts on abutting properties.

### 3.6.3. SPR with a Special Permit

Where proposed construction, use change, or site alteration requires both a SPR and a special permit issued by the Planning Board, the applicant shall submit both applications simultaneously and the Planning Board shall conduct its review of the applications contemporaneously.

### 3.6.4. Procedure and Decision

- A. Application. An application for SPR shall be submitted in accordance with the following and all applicable requirements in the Planning Board's Regulations.
1. The application shall be submitted to the Town Clerk and the Community Development Department.
  2. Within 10 days of receipt of the application for SPR, the Community Development Department shall transmit copies of the application and accompanying plans to the appropriate Town boards, commissions, and departments. These boards, commissions, and departments shall have 25 days to review and report in writing their recommendations to the Planning Board. The Planning Board shall not take final action on a SPR until it has received these reports or the 25-day period has elapsed.
  3. The Planning Board shall schedule a public hearing for all SPR applications to be held within 45 days of the date of submittal. The public hearing shall be advertised in the local newspaper once in each of 2 successive weeks, posted in Town Hall, and notice of the hearing shall be sent to property owners within 300 feet of the subject property.
  4. Within 25 days of the close of the hearing, the Planning Board shall act on the Site Plan Review application and file its written decision with the Town Clerk no later than 10 days thereafter. The applicant may request and the Planning Board may agree to an extension of the time limits in this section, provided that the agreement is in writing and filed with the Town Clerk.
  5. A majority vote of a quorum of the Planning Board shall be required for a decision on a site plan application. The Planning Board's written decision shall consist of either:
    - a. Approval of the site plan based on a determination that the proposed project meets all requirements of this Section 3.6.
    - b. Denial of the site plan based on a determination that either: i) insufficient information was submitted with the application in order for the Planning Board to adequately review the proposal, or, ii) a determination that the project does not meet the requirements of this Section 3.6 and no reasonable conditions can accomplish the goal of having the application meet those requirements.



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- c. Approval of the site plan subject to conditions, modifications, and reasonable restrictions necessary to ensure compliance with the requirements of this Section 3.6 and to minimize or eliminate impacts on adjacent properties and streets.
  6. The Planning Board shall endorse appropriate copies of the approved site plan. One endorsed copy, along with the decision of the Planning Board, shall be transmitted to the Building Commissioner prior to the issuance of a building or occupancy permit.
  7. The Site Plan Review decision shall be recorded with the Registry of Deeds or Land Court Registry prior to issuance of a building permit.
  8. The applicant shall comply with all conditions imposed by the Planning Board on the approval prior to issuance of the occupancy permit, unless otherwise provided for in the approval.
  9. If the public hearing is not convened or a decision is not rendered within the time allowed under this Section 3.6, unless the time has been extended by mutual agreement between the Planning Board and the applicant, the application shall be deemed to have been allowed and the a site plan approval decision shall be issued. The procedures that apply to constructive approval under G.L. c. 40A, § 9, shall apply to this Section 3.6.
- B. Waivers. If requested by the applicant, the Planning Board may waive one or more of the submission requirements or the review criteria for SPR. Any waiver shall be based on just cause and a finding by the Planning Board that the waiver or waivers will not be detrimental to the purpose of this section.
- C. Review Criteria. All applications for SPR shall meet the following criteria unless specifically waived by the Planning Board, and those waivers shall be in writing.
1. Adequacy of the capacity of adjacent streets to accommodate the traffic to be generated by the proposed use.
  2. Adequacy of the public infrastructure to serve the project and the area in the immediate vicinity of the site.
  3. Harmonious relationship of the proposed structures and open space to the existing buildings, natural landscapes, and other community assets in the adjacent area, considering the proposed structure's architectural integrity, relationship to its context and to the street, and relationship to desirable structures elsewhere in Town.
  4. In the Town Center District, conformance with Section 6.4 of this Bylaw, and the degree to which the proposed site layout, building design, landscaping, amenities, and other components of the project address the Town Center Design Guidelines, which shall be maintained on file with the Town Clerk and Department of Community Development.
  5. The proposed use shall have adequate ingress and egress to the property, adequate travel lanes within the property, and shall maximize automotive, pedestrian and bicyclist safety and convenience, off-street parking and loading, traffic flow and control, and access for fire and safety equipment. The design of the site shall minimize hazardous turning movements.
  6. Convenience and safety for people with disabilities, including provision of appropriate parking spaces, handicapped ramps, and other facilities as required by federal and state law.
  7. Protection of adjacent and nearby properties from detrimental site impacts from drainage, flooding, undue and loud sounds, odors, dust, light pollution, and diminished air quality. No point discharges to abutting properties will be created or expanded.
  8. Protection of adjacent properties by minimizing the intrusion of lighting, including parking lot and building exterior lighting, through the use of cut-off luminaries, light shields, lowered height of light poles, screening or similar solutions. Except for architectural and interior-lit signs, all exterior site lighting shall be downcast and



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shall be directed or shielded to eliminate light trespass onto any street or abutting property and to eliminate direct or reflected glare perceptible to persons on any street or abutting property. All site lighting, including architectural, sign, and parking lot lighting, shall be kept extinguished outside of those business hours established under an approved plan, except for lighting determined to be necessary for site security and the safety of employees and visitors.

9. Adequacy of parking and loading spaces.
  10. Adequacy of the methods for disposal of waste and recycling, including adequate screening of these facilities.
  11. Provision of appropriate landscaping and other site amenities to enhance the visual quality of the property, to provide a landscaped green space parallel to the property frontage, and to provide screening as necessary of adjacent properties.
  12. Adequacy of the soil erosion plan and any plan for protection of steep slopes, both during and after construction.
  13. If there is more than one building proposed, buildings shall relate harmoniously to each other in architectural style, site location, and building exits and entrances.
  14. Minimizing impacts to tenants and adjacent properties through appropriate restrictions on the hours of operation, deliveries, noise levels, removal of trash and recyclables, or by other appropriate means as determined by the Planning Board.
  15. Demonstrated compliance with all applicable sections of this Bylaw.
- D. **SPR Lapse.** A SPR approval shall lapse within 3 years from its issuance if substantial use or construction has not commenced within the 3-year period, except for good cause. The Planning Board may grant a one-time extension of the approval for a one-year period upon a finding of good cause, at the written request of the applicant. Such request shall be submitted to the Planning Board prior to the expiration of the SPR approval.
- E. **Consultant Fees.** The Planning Board may require an applicant to pay a consultant fee upon a finding that additional information is necessary prior to making a decision and that information requires the expertise of an outside consultant. Any applicant aggrieved by the Board's selection of an outside consultant may appeal such decision to the Board of Selectmen. The appeal shall be limited to: a) a claim that the consultant has a conflict of interest, or b) the consultant either does not possess an educational degree in or related to the field at issue or does not have 3 or more years of practice in or related to the field. Any unused portion of the fee shall be returned to the applicant.
- F. **Bond.** For the purposes of securing performance of all proposed work, the Planning Board may require the submission of any of the following: a) a performance bond; b) deposit of money; c) bank passbook; or, d) letter of credit; in an amount determined by the Planning Board to be sufficient to cover the cost of all or a portion of the required improvements.
- G. **Appeal.** Any person aggrieved by a decision of the Planning Board on a SPR application may appeal the decision within 20 days of the date the decision was filed with the Town Clerk, in accordance with G.L. c. 40A, § 17.

### 3.6.5. Minor Site Plan Review

- A. **Administrative Review.** The designee of the Town Manager shall review and act on a Minor SPR application. The Town Manager's designee may include reasonable conditions as part of any approval.
- B. **Minor SPR Submittal Procedures.** The Applicant shall submit to the Community Development Department, one electronic copy and 6 sets of plans showing the following:
  1. A written narrative explaining the proposed changes;



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2. Photographs of the existing site or area to be altered; and,
  3. A rendering, site plan, plot plan or sketch
- C. Review & Referral to Planning Board. The Town Manager's designee shall submit copies of the application and plans to the appropriate Town departments for their review and comments. They shall have 25 days to respond with comments. The Town Manager's designee may choose to refer any minor site plan review application to the Planning Board, within 30 days of the submission of the application, for Planning Board review and decision. In the event that the Town Manager's designee refers a minor site plan review application to the Planning Board, the Planning Board shall hold a public hearing with notice and issue a written decision to approve, approve with conditions, or deny the site plan within thirty (30) days of receipt of the referral. Alternatively, the applicant may request a minor site plan review to proceed directly to the Planning Board in accordance with the requirements of Section 3.6.4.
- D. Decision. The decision of the Town Manager's designee to approve, approve with conditions, or refer the plan to the Planning Board shall be in writing, and shall be made within 30 days of receipt of a complete application for minor SPR. A copy of the decision shall be filed with the Town Clerk with a copy provided to the applicant.
- E. Building Permit. The Minor SPR application shall not be considered complete, and a building or occupancy permit shall not be issued, until a written approval is issued by the Town Manager's designee. Failure by the Town Manager's designee to take final action or refer the application to the Planning Board within 45 days of receipt shall be deemed to be constructive approval of the Minor SPR, in which case the Building Commissioner may issue a building permit for the proposed use.
- F. The Minor SPR decision need not be filed with the Registry of Deeds.
- G. Appeal. Any person aggrieved by a decision of the Town Manager's designee on a minor site plan review application may appeal such decision to the Planning Board within 20 days of the date the decision was filed with the Town Clerk.

### 3.6.6. Site Plan Modifications

- A. Requests for modifications to an approved site plan shall be processed in accordance with the same procedures as an original SPR application:
1. any relocation or shifting of structures or parking areas;
  2. any increase in the gross floor area of structures greater than 1000 square feet;
  3. any increase in parking areas by 10 or more spaces;
  4. any changes that require additional water or sewage use or the relocation of utilities;
  5. any increase of impervious area by more than 250 square feet; or
  6. any substantial changes to the architecture of the structures, including changes in building materials, design, and colors.

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## 3.7 REQUEST FOR REASONABLE ACCOMMODATION

### 3.7.1. Purpose

Under the Federal Fair Housing Act of 1968 (FFHA), as amended, it is a discriminatory practice to refuse to make "a reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford [a handicapped] person equal opportunity to use and enjoy a dwelling." 42 U.S.C. § 3604(f)(3)(B). The same standard applies



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under the Americans with Disabilities Act of 1990, as amended (ADA), which also addresses nonresidential facilities providing services to persons with disabilities. 42 U.S.C. 12112(b)(5). The purpose of this Section 3.7 is to facilitate housing or services for people with disabilities and to comply fully with the spirit and the letter of the FFHA and the ADA.

### 3.7.2. Applicability

- A. A request for reasonable accommodation under the FFHA or ADA may be made by any person with a disability, their representative, or any entity, when the application of this Bylaw acts as a barrier to fair housing opportunities.
- B. A request for reasonable accommodation may include a modification or exceptions to the rules, standards, and practices for the siting, development and use of housing, including housing with supportive services that would eliminate regulatory barriers and provide a person with a disability equal opportunity to housing of their choice.
- C. A request for a reasonable accommodation does not affect a person's or provider's obligations to comply with other applicable laws and regulations not at issue in the requested accommodation.

### 3.7.3. Submission Requirements and Procedures

- A. All requests for reasonable accommodation under the FFHA or the ADA shall be submitted to the ZBA.
- B. Information. All requests for reasonable accommodation shall be in writing and provide, at a minimum, the following information:
  - 1. Name and address of person(s) or entity requesting accommodation;
  - 2. Name and address of property owner;
  - 3. Name and address of dwelling or facility at which accommodation is requested;
  - 4. Description of the requested accommodation and specific regulation or regulations for which accommodation is sought;
  - 5. Reason that the requested accommodation may be necessary for the person or persons with disabilities to use and enjoy the premises; and
  - 6. If the requested accommodation relates to the number of persons allowed to occupy a dwelling, the anticipated number of residents, including facility staff (if any).
- C. If necessary to reach a decision on the request for reasonable accommodation, the ZBA may request further information from the applicant consistent with the FFHA or ADA, specifying in detail the information required.
- D. Procedures Within 45 days from the date of application, the ZBA shall consider the request at an open meeting. Notice may be provided in accordance with G.L. c. 40A, § 11. Any deadlines imposed may be extended upon the request of the applicant and the approval of the Board. The ZBA may seek information from other Town boards, commissions, and departments in assessing the impact of the requested accommodation on the rules, policies, and procedures of the Town. Upon written notice to the ZBA, an applicant for a reasonable accommodation may withdraw the request without prejudice. The ZBA shall consider the following criteria when deciding whether a request for accommodation is reasonable:
  - 1. Whether the requested accommodation would require a fundamental alteration of a legitimate Town policy; and
  - 2. Whether the requested accommodation would impose undue financial or administrative burdens on the Town government.



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### 3.7.4. Decision

- A. After conducting an appropriate inquiry into the request for reasonable accommodation, the ZBA may by majority vote:
1. Grant the request;
  2. Grant the request subject to specified conditions; or
  3. Deny the request.
- B. The ZBA shall issue a written final decision on the request in accordance with G.L. c. 40A, § 15. If the ZBA fails to render its decision on a request for reasonable accommodation within the time allotted by G.L. c. 40A, § 15, the request shall be deemed granted. The Board's decision shall be filed with the Town Clerk and sent to the applicant by certified mail.

### 3.7.5. Appeal

The Board of Appeal's decision under this section may be appealed to a court of competent jurisdiction in accordance with G.L. c. 40A, s. 17 or otherwise.

### 3.7.6. File

The ZBA shall maintain a file of all requests for reasonable accommodation under the FFHA or the ADA and a file of all decisions made on such requests. The file(s) may be reviewed in the Office of the ZBA upon request during regular business hours.

## 4. Establishment of Districts

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### 4.1 DISTRICTS

For purposes of this Bylaw, the Town is divided into the following districts:

#### 4.1.1. Use Districts

- A. Residential
1. Farming (F)
  2. Residence 40 (R40)
  3. Multifamily (MF)
  4. Village Residential (VR)
- B. Business
1. Town Center (TC)
  2. Mixed-Use Business (MUB)
  3. South Village Business (SB)
  4. Westside Neighborhood Business (WNB)
  5. General Business (GB)



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- 6. Limited Business (LB)
- C. Office-Industrial
  - 1. Office-Research (OR)
  - 2. Industrial 1 (I1)
  - 3. Industrial 2 (I2)
- D. Other Districts
  - 1. Park (P)
  - 2. Transition (TD)

### 4.1.2. Overlay Districts

- A. Flood Plain (FP) District
- B. Ground Water Protection (GWP) District
- C. Interstate Overlay (IO) District
- D. Marijuana Dispensary Overlay (MD) District

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## 4.2 ZONING MAP

Zoning districts are shown on a map entitled "Zoning Map of the Town of Tewksbury" (the Zoning Map) on file in the Office of the Town Clerk. The district boundaries shown on the Zoning Map are part of this Bylaw. Changes to the Zoning District boundaries are made the same way as amendments to the text of the Zoning Bylaw are made. The Zoning Map may include geographical features, streets, notations, and other information to keep the map current and to facilitate orientation.

The Flood Plain District includes all special flood hazard areas within the Town designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers 25017C0142E, 25017C0144E, 25017C0163E, 25017C0164E, 25017C0276F, 25017C0277F, 25017C0278F, 25017C0279F, 25017C0281F and 25017C0283F dated July 6, 2016; and 25017C0256F, 25017C0257F, and 25017C0259F dated July 6, 2016 or most recent maps as approved by FEMA. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 6, 2016 or most recent maps approved by FEMA. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Commissioner, Conservation Commission and the Town Engineer.

### 4.2.1. Interpretation of District Boundaries

The location of district boundaries shown on the Zoning Map shall be determined as follows:

- A. Where the district boundary lines as shown on the map as approximately following the street lines, of public and private ways or railways, the centerlines of such ways shall be the boundary lines.
- B. Where the district boundary lines are shown approximately on the location of property lot lines, and the exact location of property, lot or boundary lines is not indicated by means of dimensions shown in figures, then the property or lot lines shall be the boundary lines.
- C. District boundary lines located outside of street lines and shown approximately parallel thereto shall be regarded as parallel to such street lines. Dimensions shown in figures on the map between boundary lines and street lines are the



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distance in feet between them; such distances being measured at right angles to the street lines unless otherwise indicated.

- D. In all cases not covered by other provisions of this Section 4.2.1, the location of district boundary lines shall be determined by the distance in feet, if given, from other lines upon said map, by the use of identifications as shown on the map, or by the scale of the map.
- E. Where the district boundary line follows a stream, lake or other body of water, the boundary line shall be construed to be at the thread or channel of the stream; or at the limit of the jurisdiction of the Town unless otherwise indicated.
- F. Where a district boundary line divides any lot existing at the time the line is adopted, the regulations of any district in which the lot has frontage on a street may be extended not more than 20 feet into the other district.
- G. Whenever any uncertainty exists as to the exact location of a district boundary line, the location of such line shall be determined by the Building Commissioner, provided, however, that any person aggrieved by his decision may appeal to the ZBA.

## 5. District Regulations

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### 5.1 GENERAL PROVISIONS

No building or structure shall be erected and no building, structure, land, or water area shall be used for any purpose or in any manner except in accordance with this Bylaw.

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### 5.2 DISTRICT PURPOSES

#### 5.2.1 Residential Districts

The Town has established 4 residential districts to accommodate a variety of single-family, two-family, and multifamily dwellings, as well as offices in some cases, in locations that are appropriate for the permitted uses and density of development.

- A. Farming (F). The Farming district is the lowest-density district in Town. It includes the historic Tewksbury State Hospital property and surrounding agricultural lands near the center of Town. Development in this district is limited to single-family homes on relatively large lots and some residential accessory uses.
- B. Residence 40 (R40). The R40 district is a low-density residential district intended primarily for development of single-family residential development. The Town discourages intensive land uses, uses that would detract from the single-family residential character of R40 neighborhoods, and uses that would otherwise interfere with the intent of this Bylaw.
- C. Multifamily (MF). The MF district occurs in nodes along Main Street and other main roads in Tewksbury. This district provides for townhouse and multifamily condominium development to ensure that Tewksbury has a variety of housing opportunities for young and senior citizens alike, including affordable housing. All principal uses except single-family and two-family dwellings require SPR with design review by the Planning Board.
- D. Village Residential (VR). The VR district is located in nodes along Main Street approaching the Town Center and around other key intersections on Route 38. It is intended to accommodate a mix of uses, primarily residential, at a higher density than the Town allows in R40 single-family neighborhoods. The higher residential density in VR is designed to encourage compact neighborhoods close to goods and services and the Town Center, and to encourage new, higher-value mixed-use development in these locations. To promote high-quality architectural and site design in these compact neighborhoods, all principal uses except single-family and two-family dwellings require Site Plan Review with design review by the Planning Board.



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### 5.2.2. Business Districts

The Town has established 6 business districts to accommodate a variety of commercial, residential, and office uses, mixed uses, and in some cases light industrial uses in settings that range from Main Street to secondary roads and transitional areas between districts. In most cases, permitted uses require SPR by the Planning Board under Sec. 3.4 prior to issuance of a building permit.

- A. Town Center (TC). The Town Center is the civic, social, cultural, and governmental hub of the Town. Development here is intended to respect and enhance the historic architectural fabric of the Town Center, to provide a high quality of goods and services, particularly specialty goods, and to encourage shopping, socializing, and lingering in the district.
- B. Mixed-Use Business (MUB). The MUB is a mixed-use business district located intermittently along Route 38 outside the Town Center. It functions as a commercial gateway and neighborhood business zone, so the intended physical form and use mix in this district are intentionally set to support and enhance, not duplicate, the historic Town Center.
- C. South Village Business (SB). The South Village Business District includes a node of neighborhood commercial activity around the Shawsheen Street/Route 38 and South Street/Route 38 intersections. It is intended to support small-scale, attractive, neighborhood-focused development and business uses that do not require high traffic volume locations.
- D. Westside Neighborhood Business (WNB). The Westside Neighborhood Business district is located along the Woburn Street corridor, which services neighborhoods as well as commuter traffic using Interstate I-495 and the commuter train station nearby in the Billerica. This district is intended to promote well-designed, pedestrian-friendly small business development, attract new investment in larger sites along the corridor, and support the Town's tax base.
- E.G. General Business (GB). The General Business district includes portions of Main Street/Route 38 that are not zoned for other purposes. This district can support a variety of stores and restaurants serving local and regional customers, and it is intended to provide a significant contribution to the Town's tax base.
- F. Limited Business (LB). The Limited Business District is a small crossroads business district serving residents of South Tewksbury. It provides for a limited mix of business uses and residential uses at a lower density than the Town allows in the commercial and mixed-use districts along Route 38.

### 5.2.3. Industrial Districts

The Town has established 3 districts for office, research, and industrial development.

- A. Office-Research (OR). The Office-Research District is intended for office park or technology park development. It generally encourages office, research and development, high tech, or bioscience uses, especially in "campus" style office and research parks that also offer amenities for employees. The Town discourages uses that would detract from and potentially conflict with the high-value development sought for this district.
- B. Industrial 1 (I1). The Industrial 1 district is a traditional industrial zone for a variety of office, manufacturing, warehouse and distribution, and related uses. Its main purposes are to encourage industries to locate and remain in Tewksbury. Uses that could create a high risk of conflict with industrial operations – mainly but not only residential uses – are prohibited.
- C. Industrial 2 (I2). The Industrial 2 district is a small district with use regulations very similar to those for I1 with a few exceptions, mainly that motor vehicle body repair facilities are allowed in I2 but not in I1. It is an industrial district and as such, it supports job creation and retention and is intended to enhance the Town's tax base. Uses that could create a high risk of conflict with industrial operations – mainly but not only residential uses – are prohibited.



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### 5.2.4. Other Use Districts

The Town has established the Park and Transition district to achieve the following purposes.

- A. Park (P). The Park District is intended primarily for parks and other types of public outdoor spaces.
- B. Transition (TD). The Transition District is a small district on Route 38 south of the Town Center. It functions as a residential-limited neighborhood services area. The Town discourages uses that generate high traffic volumes or the level of activity normally associated with commercial areas.

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## 5.3 COMMUNITY DESIGN, DIMENSIONAL, AND DENSITY REQUIREMENTS

### 5.3.1. General Requirements

- A. Lots
  - 1. Except as otherwise provided in this Bylaw, not more than one principal structure may be placed on any lot.
  - 2. No structure may be constructed on any lot that does not have an area in which a circle, the diameter of which is 80% of the minimum lot frontage, tangent to the lot frontage and within all other lot lines, may be located.
  - 3. No existing conforming or nonconforming lot shall be changed in size or shape except through a public land taking or donation for road widening, drainage, or utility improvements or except where otherwise permitted herein, so as to create a nonconformity or increase the degree of nonconformity that presently exists. If land is subdivided, conveyed, or otherwise transferred in violation of this Section 5, no building or other permit shall be issued for the transferred land until the lot retained meets the requirements of this Bylaw.
  - 4. Lots of 10,000 square feet or less on which the existing primary residence was erected prior to March 18, 1992, may reduce the 15-foot side and rear setback requirement to 10 feet providing proof is submitted to the Building Commissioner that the lot existed prior to March 18, 1992.
  - 5. Not more than 50% of the required minimum lot area shall be a wetland resource area subject to protection under G.L. c. 131, § 40. Proposed structures shall be located on the upland portion of the lot.
- B. Setbacks
  - 1. The front yard setback shall be measured from the front building line of any structure to the street line.
  - 2. Side and rear yards shall be measured from any structure used for a principal use to the nearest lot line, except where the lot line is a street, i.e., a corner lot. In this case, the side setback shall be as required for front yard setback.
- C. Building Height. The limitations on height in feet shall not apply to chimneys, ventilators, skylights, tanks, bulkheads, penthouses, towers, and other building features usually carried above roofs if these features are not used for living purposes; provided, however, that the ZBA may grant a special permit for features higher than 50 feet. This provision shall not apply to wireless communications facilities under the Federal Telecommunications Act or to spires or steeples associated with a religious use.
- D. Corner Lot Clearance. On corner lots, no structures, fence, tree or shrub shall prevent vision clearance in the space between 2 and 8 feet above ground, and these provisions shall apply to the space between the corner and the line joining the 2 points 15 feet from the corner, measured on the lot lines.



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### E. Accessory Structures

1. An accessory building or structure shall not exceed 1-1/2 stories nor 20 feet in height above the average grade around the structure.
2. No accessory building or structure, except a permitted sign or roadside stand, shall be located within a required front yard setback.
3. A detached accessory structure shall be located on the same lot and behind the front building line of the principal building; and further, it shall not be located nearer than 10 feet from the principal building and shall be located at least 10 feet from any side or rear lot line.
4. An accessory building attached to its principal building or within 10 feet of it shall be considered an integral part thereof and as such shall be subject to the front, side, and rear yard requirements applicable to the principal building.
5. Fences not exceeding 6 feet and flag poles not exceeding 20 feet shall be exempt from the setback requirements of this Section. Fences that serve as a buffer between abutting residential and industrial /commercial uses and between industrial and commercial uses may exceed 6 feet with approval of the Planning Board and are not subject to setback requirements. In no event shall a fence over 6 feet in height be permitted on a residential property abutting another residential use.
6. Swimming pools, game courts, and the like are accessory structures and shall comply with the State Building Code and all applicable setback requirements of this Bylaw.

### 5.3.2. Residential Districts

The dimensional and density requirements in this Section apply to principal and accessory uses and structures in the Residential Districts. Where exceptions and additional requirements apply to a district or set of districts, they are placed immediately following the tables to which they relate.



DISTRICT	Minimum Lot Area	Minimum Frontage (Ft)	Minimum/Maximum Front Setback (Ft)	Minimum Side & Rear Setbacks (Ft)
F	1.5 acres	150	50/NA	15
R40	1.0 acre	150	25/NA	15
MF <sup>F</sup>	1.0 acre	150 <sup>A</sup>	25 <sup>B</sup> /NA	15
VR	1.0 acre <sup>E</sup>	50	20/40	10 <sup>D</sup>
DISTRICT	Maximum Height (Stories) <sup>F</sup>	Maximum Height (Ft) <sup>F</sup>	Minimum Open Space (% Lot Area)	Maximum Building Coverage (% Lot Area)
F	2.5	35	N/A	20%
R40	2.5	35	N/A	15% <sup>C</sup>
MF	3.0	45	20%	N/A
VR <sup>F</sup>	2.5	35	15%	30%

NOTES:

<sup>A</sup> May be reduced to 40 feet by special permit.

<sup>B</sup> Does not apply to multifamily dwellings by special permit.

<sup>C</sup> For a lawfully preexisting lot with 15,000 square feet or less of land, the maximum building coverage shall be 20 %.

<sup>D</sup> May be reduced to 0 feet by special permit to accommodate “zero lot line” development.

<sup>E</sup> May be reduced to a minimum of 7,500 square feet by special permit.

<sup>F</sup> Planning Board may approve a maximum height increase to 4 stories and 50 feet encourage a mix of housing and affordable housing.



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### 5.3.3. Business Districts

The dimensional and density requirements in this Section apply to principal and accessory uses and structures in the Business Districts. Where exceptions and additional requirements apply to a district or set of districts, they are placed immediately following the tables to which they relate.



#### A. Table of Requirements

DISTRICT	Minimum Lot Area	Minimum Frontage (Ft)	Minimum/Maximum Front Setback (Ft) <sup>A, B</sup>	Minimum Side & Rear Setbacks (Ft) <sup>C</sup>
TC				
Major Project	40,000 sq. ft.	150	--- / 20	15 / 25
All Other	10,000 sq. ft.	80	--- / 20	10 / 10
MUB	10,000 sq. ft.	50	--- / 20	15 / 10
SB	15,000	100	25 / 40	15
WNB	1.0 acre	150	25 / NA	15
GB	1.0 acre	150	--- / 40	15
LB	1.0 acre	150	25 / NA	15
DISTRICT	Minimum Lot Width-Depth Ratio	Additional Side/Rear Setback for 4th Story (Ratio) <sup>D</sup>	Minimum Open Space (% Lot Area)	Maximum Building Coverage (% Lot Area)
TC				
Major Project	1:4	0.60	20%	30%
All Other	1:3	---	10%	30%
MUB	---	---	15%	30%
LB	---	---	25%	20%
WNB	---	---	30%	25%
SB	---	---	30%	30%
GB	1:3	---	20%	30%
DISTRICT	Maximum Height (Stories) <sup>E</sup>	Maximum Height (Ft) <sup>F</sup>	Minimum/Maximum Ground Floor Height (Ft) <sup>E, F</sup>	Minimum Upper-Story Height, <sup>F</sup>
TC				
Major Project	4	48	12 / 15	10
All Other	3	40	12 / 15	10
MUB	2.5	40	12 / 15	10
SB	2.5	40	----	----
WNB	2.5	35	----	----
SB	2.5	35	----	----
GB	2.5	35	----	----
LB	2.5	35	----	----
-----Window Transparency-----				
DISTRICT	Minimum Façade Buildout (% Frontage)	Ground Front	Ground Side (%)	Upper-Story Front/Side (%)
TC				
Major Project	80%	75%	25%	25%
All Other	75%	65%	25%	25%
MUB	75%	50%	20%	20%
SB	----	----	----	----



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WNB	----	----	----	----
GB	60%	40%	20%	----
LB	----	----	----	----
<b>DISTRICT</b>	<b>Street-Facing Entrances, Maximum Separation (Ft)</b>	<b>Minimum Depth, Commercial Tenant Spaces (Ft)</b>	<b>Maximum Length Blank Wall (Ft)</b>	
TC				
Major Project	50	30	20	
All Other	40	25	30	
MUB	50	25	36	
SB	----	----	40	
WNB	----	----	40	
GB	---	25	40	
LB	----	----	40	

- A. Measured from the curb to the front building line.
- B. In a development with more than one building in the TC and MUB, the maximum front setback shall not apply to any building located behind another building as long as the forward most buildings on the lot comply with the maximum front setback. A single building with a large flagship tenant, such as a theatre, may also have a deeper front setback if the entrance to the large tenant is wrapped with liner shops that comply with the subdistrict's front setback requirement.
- C. Minimum rear setback shall be 50' on lots abutting the R40 District.
- D. Ratio is the additional side or rear yard length (feet) to the height (feet) of the 4th story.
- E. Upper stories shall be at least 2/3 of the floor area of the first story. On a 4-story building in the TC district, the 4th floor stepped back a minimum of 6 feet. A height of 5 stories and 60 feet may be allowed by special permit from the Planning Board if stepped back from the 4th floor by a minimum of 6 feet.
- F. In the Business Districts, height in feet shall be measured floor to floor.

### B. Supplemental Regulations for Business Districts

1. Development in the Town Center District shall comply with the additional requirements in Section 6.4. Where any conflict exists between this Section 5.33 and Section 6.4, the latter shall control.
2. Structures may be allowed in the Business Districts in excess of 35 feet or 2 ½ stories by special permit from the Planning Board. In no event shall a special permit be issued for structures exceeding 60 feet or 5 stories.
3. No automobile sales agency or any retail business establishment catering principally to the automobile trade shall locate or park any motor vehicle(s) less than 15 feet from any property line or locate any stands or structures less than 50 feet from any established street line, except for signs as regulated elsewhere in this Bylaw.
4. More than one principal nonresidential structure may be erected on a lot by special permit from the Planning Board, subject to Section 3.4 of this Bylaw and the following conditions:
  - a. No principal building shall be located in relation to another principal building on the same lot, or on an adjacent lot, so as to cause danger from fire;
  - b. All principal buildings on the lot shall be served by access ways suitable for fire, police, and emergency vehicles;



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- c. All of the multiple principal buildings on the same lot shall be accessible via pedestrian walkways connected to the required parking for the premises, and to each principal building.

### 5.3.4. Industrial Districts

The dimensional and density requirements in this Section apply to principal and accessory uses and structures in the Industrial Districts. Where exceptions and additional requirements apply to a district or set of districts, they are placed immediately following the tables to which they relate.

DISTRICT	Minimum Lot Area	Minimum Frontage (Ft)	Minimum/Maximum Front Setback (Ft)	Minimum Side & Rear Setbacks (Ft) <sup>A</sup>
OR	1.0 acre	150	50	25
I1	1.0 acre	150	50	25
I2	1.0 acre	150	50	25
DISTRICT	Maximum Height (Stories) <sup>B</sup>	Maximum Height (Ft) <sup>B</sup>	Minimum Open Space (% Lot Area)	Maximum Building Coverage (% Lot Area)
OR	5	60	25	40
I1	3	40	20	35
I2	3	40	20	35

A. Where lots abut the R40 district, the minimum side and rear setback shall be 100 feet.

B. Except that in the I1 and I2 districts, the Planning Board may grant a special permit to increase the maximum building height to 5 stories and 60 feet.

### 5.3.5. Other Use Districts

The dimensional and density requirements in this Section apply to principal and accessory uses and structures in the Transition District (TD) and Park District (P). Where exceptions and additional requirements apply to a district or set of districts, they are placed immediately following the table.

DISTRICT	Minimum Lot Area	Minimum Frontage (Feet)	Minimum/Maximum Front Setback (Feet)	Minimum Side & Rear Setbacks (Feet)
TD	1.0 acre	150	25	15
P	1.0 acre	150	50	15
DISTRICT	Maximum Height (Stories)	Maximum Height (Feet)	Minimum Open Space (% Lot Area)	Maximum Building Coverage (% Lot Area)
TD	2.5	35	20	15
P	2.5	35	-----	-----

## 5.4 USE REGULATIONS

### 5.4.1. Permitted in All Districts

The following uses are permitted in all districts:

- A. Federal government use.
- B. State government uses to the extent that this Bylaw would prohibit the exercise of an essential government function.



# Town of Tewksbury

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## OFFICE OF TOWN CLERK

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- C. Uses to the extent protected or exempt pursuant to G.L. c. 40A, § 3 or other state law.
- D. Municipal uses.

### 5.4.2. Prohibited Uses

- A. Any use not listed in Section 5, Appendix A, or otherwise allowable under the provisions of this Bylaw shall be deemed prohibited.
- B. All uses that pose a present or potential hazard to human health, safety, welfare, or the environment through emission of smoke, particulate matter, noise or vibration, or through fire or explosive hazard, or glare, are expressly prohibited in all districts.
- C. The following uses are specifically prohibited:
  - 1. Garbage and refuse incineration or disposal otherwise of material not originating on the premises.
  - 2. Distillation of bones, rendering of fat or reduction of animal matter.
  - 3. Manufacturing of glue; oil refining; bulk storage of petroleum products.
  - 4. Foundries, manufacture of large machine parts, metal working.
  - 5. Tanneries.
  - 6. Manufacture of cement products and cement mixing.
  - 7. Processing, storage and distribution of asphalt products;
  - 8. Sorting, baling and storage of waste paper, rags or junk.
  - 9. The dismantling of motor vehicles.
  - 10. Slaughterhouses.
  - 11. Custom Slaughterhouses that are not exempt from regulation under 105 CMR 500.000.
  - 12. Sand, gravel and stone processing plants.
  - 13. Trailer parks and mobile homes.
  - 14. Airports.
  - 15. Solid waste resource recovery facility, recycling, waste transfer stations.
  - 16. Piggeries. [except in the Farming District as per AG 12/23/03 Case # 2713]
  - 17. Transportation or freight terminals.
  - 18. Truck stops.
  - 19. Marijuana Retailers. Consistent with G.L. c. 94G, § 3(a)(2), all types of marijuana retailers as defined in G.L. c. 94G, § 1, including all types of licensed marijuana retail-related businesses, shall be prohibited within the Town.

### 5.4.3. Table of Uses

See Appendix A for the Table of Uses for all districts.

### 5.4.4. Classification under More than One Use

Where an activity may be classified as more than one of the principal uses listed in the Table of Uses, the more specific classification shall determine permissibility. If equally specific, the more restrictive shall govern.



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### 5.4.5. Accessory Uses and Structures; General

- A. An accessory use shall not alter the character of the premises on which it is located or have an adverse impact on the surrounding area.
- B. Permitted accessory uses. The following accessory uses are specifically permitted as of right or by special permit in any district:
  - 1. Accessory scientific uses. Whether or not located on the same parcel as activities permitted as a matter of right, uses that are necessary in connection with scientific research or scientific development or related production may be allowed by special permit from the Planning Board provided the Board finds that the proposed use does not substantially derogate from the public good.
  - 2. Boarders in single-family dwelling. The renting of rooms or furnishing of board to not more than 2 people in an owner-occupied single-family dwelling shall be a permitted accessory use.
  - 3. A satellite dish for reception of microwave signals from geostationary satellites is allowed subject to the following regulations:
    - a. The satellite dish shall consist of a parabolic reflector (microwave dish) with a microwave receiver at the reflector focus. Satellite dishes are permitted in any district provided that they shall not exceed 2 feet in diameter. In districts other than R40 a satellite dish larger than 2 feet in diameter may be authorized by special permit from the ZBA.
    - b. The satellite dish shall be permanently mounted on the ground on a concrete slab or piers and set back from lot lines as an accessory structure in conformance with this Bylaw;
    - c. The manufacturer or a structural engineer shall certify to the Building Department that the satellite dish and its support is satisfactory to withstand wind speeds to 100 miles per hour without being carried away;
    - d. The antenna and its base shall not be located in the front yard or within 50 feet of any public way.
    - e. For lots 20,000 square feet or less, the Building Commissioner shall require screening such as fences or shrubs where the antenna is visible from abutting lots.
- C. Nonresidential accessory uses.
  - 1. Any use permitted as a principal use is also permitted as an accessory use, unless allowed elsewhere in this Bylaw, provided the use is customarily incidental to the main or principal building or use of the land. Any use authorized as a principal use by special permit may also be authorized as an accessory use by special permit provided the use is customarily incidental to the main or principal building or use of the land. Accessory uses are permitted only in accordance with lawfully existing principal uses. In all instances where SPR is required for a principal use, the addition of any new accessory use to the principal use, where the addition exceeds the thresholds in Section 3.4 shall also require SPR.
  - 2. The outdoor display and/or storage of goods and merchandise for sale is permitted only when the display and/or storage is wholly incidental and secondary to the primary use conducted within the permanent structure on the lot. No such display and/or storage may occur in delineated parking spaces, traffic lanes, crosswalks, sidewalks or public ways. No additional signs are permitted except as otherwise provided.
- D. Prohibited accessory uses. The following accessory uses are specifically prohibited.
  - 1. A truck box, conex box, or steel storage unit shall not be deemed a permissible accessory structure or use.
  - 2. Accessory use of any premises and in any zone shall not be construed to mean more than one (1) unregistered vehicle and no more than 1 unregistered vehicle may be placed, parked or maintained on any property in the



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Town in any zone, unless the owner of such property has a Class I, II or III license in accordance with G.L. c. 140, §§ 57-69 inclusive. No unregistered motor vehicle may be stored or maintained upon any premises within 50 feet from a street, public way or way laid out on a recorded plan. The ZBA may, by special permit, vary these requirements.

3. No trailer, trailer coach, trailer coach parks, mobile home, or other closed vehicle furnished for housekeeping and designed to be pulled behind another vehicle shall cause the same to be placed upon any premises in any district in Tewksbury except when a residence destroyed by fire or natural disaster is being rebuilt in accordance with G.L. c.40A, § 3. However, nothing in this section shall prevent the Building Commissioner from granting permission to locate a mobile home or trailer home on a construction site for use as a temporary office for not more than 6 months. A recreational camper or mobile trailer used only for recreational purposes is a permitted accessory residential use provided that it shall not be inhabited or used as a dwelling.
4. Where accessory to a principal residential use, the following are prohibited:
  - a. Commercial kennels;
  - b. Contractor's yard for the storage of building materials, equipment, and/or commercial vehicles over 10,000 pounds gross vehicle weight;
  - c. Commercial landscaping equipment, materials, supplies, and/or commercial vehicles over 10,000 pounds gross vehicle weight;
  - d. Commercial auto repair or service.

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## 5.5 FLOODPLAIN DISTRICT

### 5.5.1. Purposes

The purposes of the Floodplain District are to:

- A. Ensure public safety through reducing the threats to life and personal injury;
- B. Eliminate new hazards to emergency response officials;
- C. Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding;
- D. Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding;
- E. Eliminate costs associated with the response and cleanup of flooding conditions; and
- F. Reduce damage to public and private property resulting from flooding waters.

### 5.5.2. Floodplain District Boundaries

The Floodplain District is herein established as an overlay district and consists of all areas shown on the Zoning Map under Section 4.2.

### 5.5.3. Base Flood Elevation and Floodway Data

- A. Floodway data. In Zone A and AE along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.



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- B. Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lessor, within unnumbered A zones.

### 5.5.4. Notification of Watercourse Alteration

Notify, in a riverine situation, the following of any alteration or relocation of a watercourse:

- A. Adjacent Communities
- B. NFIP State Coordinator-Massachusetts Department of Conservation and Recreation
- C. NFIP Program Specialist- FEMA Region 1

### 5.5.5. Use Regulations

- A. Permitted Uses. The following uses of low flood damage potential and causing no obstructions to flood flows are encouraged provided they are permitted in the underlying district and they do not require structures, fill, or storage of materials or equipment:
  - 1. Agricultural uses such as farming, grazing, truck farming, horticultural, etc.
  - 2. Forestry and nursery uses.
  - 3. Outdoor recreational uses, including fishing, boating, play areas, etc.
  - 4. Conservation of water, plants, wildlife.
  - 5. Wildlife management areas, foot, bicycle, and/or horse paths.
  - 6. Temporary non-residential structures used in connection with fishing, growing, harvesting, storage, or sale of crops raised on the premises.
  - 7. Buildings lawfully existing prior to the adoption of these provisions.
- B. All development in the Floodplain District, including structural and non-structural activities, whether permitted by right or by special permit, must comply with G.L. c. 131, § 40 and the following:
  - 1. 780 CMR (Massachusetts State Building Code);
  - 2. 310 CMR (Commonwealth of Massachusetts Regulations), Department of Environmental Protection, Wetlands Protection Regulations (currently Section 10.00); and,
  - 3. Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).

Any variances from the provisions and requirements of the above-referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

### 5.5.6. Other Use Regulations

- A. In Zone AE, along watercourses that have a regulatory floodway within the Town as designated on the Middlesex County Flood Insurance Rate Maps, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- B. Existing contour intervals of site and elevations of existing structures must be included on plan proposal.
- C. The Applicant shall be required to submit one copy of the development plan to the Conservation Commission, Planning Board, Board of Health, Town Engineer, and Building Commissioner for comments which will be considered by the appropriate permitting board prior to issuing applicable permits.



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- D. All subdivisions proposals must be designed to:
1. Minimize flood damage;
  2. Locate and construct all public utilities and facilities to minimize or eliminate flood damage; and,
  3. Provide adequate drainage to reduce exposure to flood hazards.

### 5.5.7. Administration

To administer the Floodplain District, the Building Commissioner shall:

- A. Review proposed development to ensure that all necessary permits have been obtained from those governmental agencies from which approval is required by federal or state law.
- B. Obtain and maintain records of:
  1. The elevation to which any structure has been floodproofed;
  2. The floodproofing certificates required under the Floodplain District; and,
  3. Whether the structure has a basement.

---

## 5.6 GROUNDWATER PROTECTION DISTRICT

### 5.6.1. Purpose

The purpose of this Groundwater Protection District is to promote the health, safety, and general welfare of the community by ensuring an adequate quality and quantity of drinking water for the residents, institutions, and businesses of the Town; preserve and protect existing and potential sources of drinking water supplies; conserve the natural resources of the Town; and prevent temporary and permanent contamination of the environment.

### 5.6.2. Scope of Authority

- A. **Overlay.** The Groundwater Protection District is an overlay district superimposed on the zoning districts. This overlay district shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Applicable activities or uses in a portion of one of the underlying zoning districts which fall within the Groundwater Protection District must additionally comply with the requirements of this district. Uses prohibited in the underlying zoning districts shall not be permitted in the Groundwater Protection District.
- B. **Location.** The Groundwater Protection District shall be defined as all lands within the Town that are delineated as Zone II on the map titled "Town of Tewksbury Zone II Delineation" and dated September 2001, which map(s), as amended from time to time, shall be kept on file with the Town Clerk, the Planning Board, the Building Commissioner, the Board of Health, and the Town Engineer.
- C. If the location of the District boundary in relation to a particular parcel is in doubt, resolution of boundary disputes shall be through a special permit application to the Planning Board. Any application for a special permit for this purpose shall be accompanied by adequate documentation as determined by the Planning Board. The burden of proof shall be upon the owner(s) of the land to show where the bounds should be located. At the request of the owner(s), the Town may engage a professional engineer, hydrologist, geologist, or soil scientist to determine more accurately the boundaries of the district with respect to individual parcels of land, and may charge the owner(s) for the cost of the investigation. Any changes to the Zone II or Zone III delineation via this process must occur in conformance with the criteria set forth in 310 CMR 22.00 and must be approved by the Massachusetts Department of Environmental Protection.



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### 5.6.3. Development Regulations

In the Groundwater Protection District, the following regulations shall apply.

- A. Permitted Uses. The following uses are permitted within the Groundwater Protection District, provided that all necessary permits, orders, or approvals required by local, state, or federal law are also obtained:
1. Conservation of soil, water, plants, and wildlife.
  2. Outdoor recreation, nature study, boating, fishing, and hunting where otherwise legally permitted.
  3. Foot, bicycle and/or horse paths, and bridges.
  4. Normal operation and maintenance of existing water bodies and dams, splash boards, and other water control, supply and conservation devices.
  5. Maintenance, repair, and enlargement of any existing structure, subject to Section B (prohibited uses) and Section C (special permitted uses).
  6. Residential development, subject to section b (prohibited uses) and section c (special permitted uses).
  7. Farming, gardening, nursery, conservation, forestry, harvesting, and grazing, subject to Section B (prohibited uses) and Section C (special permit uses).
  8. Construction, maintenance, repair, and enlargement of drinking water supply related facilities such as, but not limited to, wells, pipelines, aqueducts, and tunnels.
  9. Underground storage tanks related to these activities are not categorically permitted.
- B. Prohibited Uses. The following uses are prohibited:
1. Landfills and open dumps as defined in 310 CMR 19.006.
  2. Automobile graveyards and junkyards, as defined in G.L. c. 140B, §1.
  3. Landfills receiving only wastewater and/or septage residuals including those approved by the Department pursuant to G.L. c. 21, §26 through 53; G.L. c. 111, §17; G.L. c. 83, §6 and 7, and regulations promulgated thereunder.
  4. Facilities that generate, treat, store, or dispose of hazardous waste that are subject to G.L. c. 21C and 310 CMR 30.00, except for the following:
    - a. Very small quantity generators as defined under 310 CMR 30.000;
    - b. Household hazardous waste centers and events under 310 CMR 30.390;
    - c. Waste oil retention facilities required by G.L. c. 21, § 52A; and,
    - d. Water remediation treatment works approved by DEP for the treatment of contaminated ground or surface waters.
  5. Petroleum, fuel oil, and heating oil bulk stations and terminals including, but not limited to, those listed under North American Industry Classification System (NAICS) Code 454310. NAICS Codes are established by the U.S. Office of Management and Budget (OMB) and may be determined by referring to the most recent edition of the *NAICS Manual*, available from the U.S. Census Bureau.
  6. Storage of liquid hazardous materials, as defined in G.L. c. 21E, or liquid petroleum products unless such storage is:
    - a. Above ground level, and,



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- b. On an impervious surface; and,
  - c. Either: (i) in container(s) or above ground tank(s) within a building, or; (ii) outdoors in covered container(s) or above ground tank(s) in an area that has a containment system designed and operated to hold either 10% of the total possible storage capacity of all containers, or 110% of the largest container's storage capacity, whichever is greater; and,
    - 310 CMR allows for the replacement of existing tanks/systems for the keeping, storage or dispensing of gasoline; and,
    - 310 CMR exempts above-ground home heating oil systems from the containment requirement, and indoor tanks on impervious surfaces such as a basement floor, are allowed.
  7. Storage of sludge and septage, unless such storage complies with 310 CMR 32.30 and 310 CMR 32.31.
  8. Storage of deicing chemicals unless such storage, including loading areas, is within a structure designed to prevent the generation and escape of contaminated runoff or leachate.
  9. Storage of animal manure unless covered or contained in accordance with the specifications of the Natural Resource Conservation Service.
  10. Earth removal, consisting of the removal of soil, loam, sand, gravel, or any other earth material (including mining activities) to within 4 feet of historical high groundwater as determined from monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, except for excavations for building foundations, roads, or utility works.
  11. Discharge to the ground of non-sanitary wastewater including industrial and commercial process waste water, except:
    - a. the replacement or repair of an existing treatment works that will not result in a design capacity greater than the design capacity of the existing treatment works;
    - b. treatment works approved by the Department of Environmental Protection designed for the treatment of contaminated ground or surface water and operating in compliance with 314 CMR 5.05(3) or 5.05(13); and,
    - c. publicly owned treatment works.
  12. Stockpiling and disposal of snow and ice containing deicing chemicals brought in from outside the district.
  13. Storage of commercial fertilizers, as defined in G.L. c. 128, § 64, unless such storage is within a structure designed to prevent the generation and escape of contaminated runoff or leachate.
  14. The rendering impervious of greater than 15% or 2,500 square feet of any lot, whichever is greater, except under the special permit provisions of Subsection C below.
- C. Uses and Activities Requiring a Special Permit. The following uses and activities are permitted only upon the issuance of a special permit by the Planning Board who may impose conditions to ensure compliance with Section 5.6.
1. Enlargement or alteration of existing uses that do not conform to the Groundwater Protection District.
  2. Activities that involve the handling of toxic or hazardous materials in quantities greater than those associated with normal household use, permitted in the underlying zoning (except as prohibited under Subsection B above). These activities shall require a special permit to prevent contamination of groundwater.
  3. A system of storm water management and artificial recharge of precipitation must be designed, and approved by the Planning Board to: prevent untreated discharges to wetland and surface water; preserve hydrologic conditions that closely resemble pre-development conditions; reduce or prevent flooding by managing peak



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discharges and volumes of runoff; minimize erosion and sedimentation; not result in significant degradation of groundwater; reduce suspended solids and other pollutants to improve water quality and provide increased protection of sensitive natural resources. These standards may be met using the following or similar best management practices:

- a. For lots occupied, or proposed to be occupied, by single- or two-family residences, recharge shall be attained through site design that incorporates natural drainage patterns and vegetation in order to maintain pre-development stormwater patterns and water quality to the greatest extent possible. Stormwater runoff from rooftops, driveways and other impervious surfaces shall be routed through grassed water-quality swales, as sheet flow over lawn areas, or into constructed stormwater wetlands, sand filters, organic filters and/or similar systems capable of removing nitrogen from stormwater.
- b. For lots occupied, or proposed to be occupied by other uses, a stormwater management plan shall be developed which provides for the artificial recharge of precipitation to groundwater through site design that incorporates natural drainage patterns and vegetation, and through the use of constructed (stormwater) wetlands, wet (detention) ponds, water quality swales, sand filters, organic filters, or similar site-appropriate best management practices capable of removing nitrogen and other contaminants from stormwater. The stormwater management plan shall meet the Stormwater Management Standards and technical guidance contained in the most recent version of the Massachusetts Department of Environmental Protection's Stormwater Management Handbook, for the type of use proposed, and the soil types present on the site. Such runoff shall not be discharged directly to rivers, streams, and other surface water bodies, wetlands, or vernal pools. Dry wells shall be prohibited.
- c. Except when used for roof runoff from non-galvanized roofs, all infiltration facilities (including wetlands, ponds, and swales) shall be preceded by oil, grease and sediment traps or other best management practices to facilitate control of hazardous materials spills and removal of contamination, and to avoid sedimentation of treatment and leaching facilities.
- d. All artificial recharge systems shall be maintained in full working order by the owner(s), under the provisions of an operations and maintenance plan approved by the Planning Board to ensure that systems function as designed. Artificial recharge systems shall be located at least 100 feet from drinking water wells. Any infiltration basins or trenches shall be constructed with a minimum separation of 3 feet between the bottom of the structure and maximum groundwater elevation. The Planning Board may allow for a reduction of this separation based upon the submittal of sufficient information so long as it would not exceed the requirements of the Department of Environmental Protection's Stormwater Management Policy in effect at the time of the application.

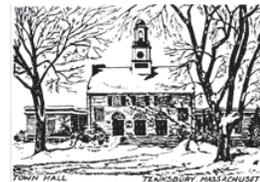
### 5.6.4. Administrative Procedures

- A. The special permit granting authority under this Section 5.6 shall be the Planning Board. Submission requirements shall be in accordance with the Planning Board's Rules and Regulations and Section 3.5 of this Bylaw.
- B. Upon receipt of the special permit application, the Planning Board shall transmit one copy each to the Board of Health, the Conservation Commission, Fire Department, Police Department, Building Commissioner, Town Manager, Planning Board and Department of Public Works for their written recommendations. Each agency listed shall, within 35 days after the plan is filed, report to the Planning Board, in writing, their approval or disapproval of the subject application. In the event of disapproval, the agencies shall make specific findings and reasons therefore, and, where possible, shall make recommendations for the adjustment thereof.
- C. The Planning Board may grant a special permit if it determines, in conjunction with the Board of Health, the Conservation Commission, and the Department of Public Works, that the requirements of this Section 5.6 are met,



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provided that the Board finds that the proposed use meets the following standards, those specified in Section 5.6.3, and any regulations or guidelines adopted by the Board. The proposed use must:

1. In no way, during construction or thereafter, adversely affect the existing or potential quality of quantity of water that is available in the Groundwater Protection District; and,
  2. Be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water-related natural characteristics of the site to be developed.
- D. The Planning Board shall not grant a special permit under this Section 5.6 unless the petitioner's application materials include, in the Board's opinion, sufficiently detailed, definite, and credible information to support positive findings in relation to the standards given in this section. The Planning Board shall document the basis for any departures from the recommendations of the other Town boards or agencies in its decision.

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### 5.7 MARIJUANA DISPENSARY OVERLAY DISTRICT

#### 5.7.1. Purpose

- A. To provide for the establishment of Registered Marijuana Dispensaries in appropriate places and under strict conditions in accordance with the passage of Chapter 369 of the Acts of 2012, An Act for the Humanitarian Medical Use of Marijuana.
- B. To minimize the adverse impacts of Registered Marijuana Dispensaries on adjacent properties, residential neighborhoods, schools, and other places where children congregate, and other potentially incompatible land uses.
- C. To regulate the siting, design, placement, security, safety, monitoring, modification, and removal of Registered Marijuana Dispensaries.

#### 5.7.2. District Boundaries

The boundaries of the Marijuana Dispensary Overlay District shall be as shown on the Zoning Map under Section 4.2.

#### 5.7.3. Applicability

- A. Unless exempt as an agricultural use under G.L. c. 40A, § 3, the cultivation, production, processing, assembly, packaging, retail or wholesale sale trade, distribution, or dispensing of marijuana for medical use is prohibited unless authorized under a Special Permit from the Planning Board under this Section 5.7.
- B. Nothing in this Bylaw shall be construed to supersede federal and state laws governing the sale and distribution of narcotic drugs.

#### 5.7.4. General Requirements and Conditions for all Registered Marijuana Dispensaries

- A. No Registered Marijuana Dispensary shall be located within 1,200 feet of any school, church, child care center, or other location where children generally congregate, provided these facilities existed in their current location prior to the effective date of this Bylaw.
- B. A Registered Marijuana Dispensary may not be located in buildings that contain any medical doctor's office or the offices of any other professional practitioner authorized to prescribe the use of medical marijuana.
- C. The hour of operation of Registered Marijuana Dispensaries shall be set by the Planning Board, but in no event shall they be open or operating between the hours of 8:00 PM and 8:00 AM.
- D. No smoking, burning or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Registered Marijuana Dispensary.



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- E. No Registered Marijuana Dispensary shall be located inside a building containing residential units, including transient housing such as motels, hotels and dormitories, or inside a movable or mobile vehicle such as a van or truck.
- F. Signage for the Registered Marijuana Dispensary shall include the following language: "Registration card issued by the Massachusetts Department of Public Health required." The required text shall be a minimum of 2 inches in height.
- G. Registered Marijuana Dispensaries shall provide the Tewksbury Police Department, Building Commissioner, and the Planning Board with the names, phone numbers and email addresses of all management staff and keyholders to whom one can provide notice if there are operating problems associated with the dispensary.

### 5.7.5. Special Permit Requirements

- A. A Registered Marijuana Dispensary may only be allowed by special permit from the Planning Board acting in accordance with Section 3.5 of this Bylaw and G.L. c. 40A, § 9, subject to the following statements, regulations, requirements, conditions and limitations.
- B. A special permit for a Registered Marijuana Dispensary shall be limited to one or more of the following uses that shall be prescribed by the Planning Board:
  - 1. Cultivation of Marijuana for Medical Use (horticulture) [special permit not required for sites meeting agricultural exemption standards found in G.L. c. 40A, § 3];
  - 2. Processing and packaging of Marijuana for Medical Use, including Marijuana that is in the form of smoking materials, food products, oils, aerosols, ointments, and other products;
  - 3. Retail sale or distribution of Marijuana for Medical Use to Qualifying Patients; and,
  - 4. Wholesale sale of Marijuana for Medical Use to other Registered Marijuana Dispensaries located in Town or in another municipality in Massachusetts.
- C. In addition to the application requirements normally required for a special permit under Section 3.5, a special permit application for a Registered Marijuana Dispensary shall include the following:
  - 1. The name and address of each owner of the dispensary;
  - 2. Copies of all required licenses and permits issued to the applicant by the Commonwealth and any of its agencies for the dispensary;
  - 3. Evidence of the Applicant's right to use the site for the dispensary, such as a deed, or lease;
  - 4. If the Applicant is a business organization, a statement under oath disclosing all of its owners, shareholders, partners, members, managers, directors, officers, or other similarly-situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of the owners of the entities until the disclosure contains the names of individuals;
  - 5. A certified list of all parties in interest entitled to notice of the hearing for the special permit application, taken from the most recent tax list of the Town and certified by the Town Assessor; and,
  - 6. Proposed security measures for the Registered Marijuana Dispensary, including lighting, fencing, gates and alarms, etc., to ensure the safety of persons and to protect the premises from theft. These security measures shall be reviewed and approved by the Police Chief and Fire Chief or their designees.
- D. Mandatory Findings. The Planning Board shall not issue a special permit for a Registered Marijuana Dispensary unless it finds that:



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1. The dispensary is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest, as defined in G.L. c. 40A, § 11;
2. The dispensary is fully permitted by all applicable agencies of the Commonwealth and is in compliance with all applicable state laws and regulations; and
3. The applicant has satisfied all of the conditions and requirements of this Section 5.7..

### 5.7.6. Annual Reporting

Each Registered Marijuana Dispensary permitted under this Bylaw shall as a condition of its special permit file an annual report to and appear before the Planning Board and the Town Clerk no later than January 31, providing a copy of all current applicable state licenses required under 105 CMR 725.000 for the dispensary and/or its owners and demonstrate continued compliance with the conditions of the Special Permit.

### 5.7.7. Duration of Special Permit

- A. A special permit granted under this Section shall have a term limited to the duration of the applicant's ownership of Registered Marijuana Dispensary at the premises. A special permit may be transferred only with the approval of the Planning Board in the form of an amendment to the special permit with all information required in this Section 5.7.
- B. Any violation of this Section 5.7 or any other state regulations or state laws shall be grounds for revocation of a special permit issued under this Section.

### 5.7.8. Abandonment or Discontinuance of Use

- A. A special permit shall lapse if not exercised within one year of grant of special permit.
- B. A Registered Marijuana Dispensary shall be required to remove all material, plants equipment and other paraphernalia:
  1. Prior to surrendering its state issued licenses or permits; or,
  2. Within 6 months of ceasing operations; whichever comes first.
- C. In the event the property ceases to be actively used as a Registered Marijuana Dispensary and/or any other allowed use under this bylaw, any and all signs identifying or promoting the property for such uses shall be immediately removed. This shall include exterior and interior signs visible to the public.

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## 5.8 INTERSTATE OVERLAY DISTRICT

### 5.8.1. Purpose

The purpose of the Interstate Overlay District is to provide for the controlled development and utilization of those portions of land located within the Town that are intersected by roadways that are part of the Federal Interstate Highway System.

### 5.8.2. Scope of Authority

- A. The Interstate Overlay District is an overlay district that may be superimposed on the Industrial and General Business Districts. All uses permitted or allowed by special permit in the underlying districts shall be allowed in the Interstate Overlay District.
- B. The following additional uses shall also be allowed in the Interstate Overlay District by special permit from the Planning Board:
  1. Automotive Refueling Station and accessory uses incidental thereto.
  2. Car Wash.



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3. Motor Vehicle Rental or Leasing Agencies, as an accessory use only.

C. Limitations. The Planning Board may approve pursuant to this Section 5.8 not more than one additional special permit for the operation of an automotive refueling station during any subsequent calendar year, January 1 – December 31. Approvals shall be in addition to those automotive refueling stations (a/k/a gas stations) existing on the effective date of this Zoning Bylaw that are authorized by special permit or do otherwise exist on said date as a lawfully preexisting nonconforming use. This limitation shall not be deemed to impair or prevent the renewal of any license, special permit, or other governmental approval necessary to operate and maintain an automotive refueling station use granted prior to the effective date of this Section 5.8.

### 5.8.3. Location

The boundaries of the Interstate Overlay District shall be as shown on the Zoning Map under Section 4.2.

### 5.8.4. Dimensional Regulations

Dimensional Regulations. All dimensional regulations in the Interstate Overlay District shall be in accordance with the regulations of the underlying district(s).

### 5.8.5. General Regulations

Parking and loading, signs, and landscaping and screening shall be in accordance with the requirements of the underlying districts.

### 5.8.6. Special Site Design Considerations

Applicants requesting to sell diesel fuel shall provide site design and sign standards that are designed to deter and exclude sale of diesel fuel to tractor trailers in combination, including but not limited to low canopies and slow rate pumps for the sale of diesel fuel, “No Tractor Trailer Service” signs, and on-site landscaping and parking, as approved by the Planning Board.

## 6. Site Development Standards

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### 6.1 OFF-STREET PARKING AND LOADING AREA REQUIREMENTS

#### 6.1.1. Purposes

The purposes of this Section 6.1 are to:

- A. Provide for safe and convenient vehicular parking areas and delivery areas; and,
- B. Promote safety for pedestrians, bicyclists, motor vehicle occupants, and property and business owners.

#### 6.1.2. Applicability

- A. Required Parking. No building or structure shall be located upon any lot and no activity shall be conducted upon any lot unless the required parking facilities are provided on site or as otherwise provided in accordance with this section.
- B. Change of use. The use of any land or structure shall not be changed from a use described in one section of the Appendix A, Table of Uses to a use described in another section of the Table of Uses, nor shall any net floor area of the building be increased in any manner unless the number of parking spaces for the new use are provided.
- C. Undetermined uses. In the case where the use of the building(s) has not been determined at the time of application for a building permit or special permit, the parking requirements applicable to the most intensive use allowed in the zoning district where the undetermined use is to be located shall apply.



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- D. Town Center. Where any provisions of this Section 6.1 conflict with Section 6.4, Town Center Development Standards, the latter shall control.
- E. The Planning Board in considering a project under a Site Plan Review may allow for waivers of Section 6.1, Off-Street Parking and Loading Area Requirements. The waiver request must be specific in nature and the Planning Board must make specific findings to waive any of these requirements. Consideration will be given as to the necessity to meet the realistic requirements of the proposed development and satisfy the objectives of this Bylaw. The Planning Board will base its findings on the stated requirements of those sections of the bylaw listed above as well as standards that are established by other professional organizations, such as, but not limited to, parking standards published by the Institute of Transportation Engineers, standards of the American Society of Highway and Transportation Officials, Commonwealth agencies (DEP Stormwater Policy, for example) Urban Land Institute publications, and American Planners Association publications.

### 6.1.3. Off-Street Parking Requirements

- A. Minimum Number of Spaces. The minimum number of off-street parking spaces shall be provided in accordance with the Table of Parking Requirements below, except where determined otherwise by this Bylaw.
- B. Parking for Unspecified Uses. Off-street parking requirements for a use not specifically listed below shall be as determined by the Building Commissioner based on a listed use of similar characteristics of parking demand generation. For projects subject to Site Plan Review or requiring a special permit, the determination shall be made by the Planning Board.
- C. Parking a Greater Distance Than 500 Feet. Parking spaces located more than 500 feet from the building entrances they serve shall not be counted toward meeting the parking requirements unless the Planning Board determines that circumstances justify the inclusion of this parking in meeting the minimum parking requirements.

TABLE OF PARKING REQUIREMENTS

PRINCIPAL USE	MINIMUM REQUIRED SPACES
<b>CONSERVATION, RECREATION USES</b>	
Commercial agriculture, including farm stand	2 spaces per 500 square feet of gross floor area in the farm stand or farm store
Commercial agriculture, non-exempt, including farm stand	2 spaces per 500 square feet of gross floor area in the farm stand or farm store
Forestry management	No minimum parking required
Non-profit outdoor recreation, e.g., swimming, hiking, picnicking, fishing	1 space for the first 2 acres and 1 space for each additional acre. Additional parking shall be provided for each additional facility or land use in the park or recreation area, as per Institute of Transportation Engineering standards.
Camp, day camp only, e.g., summer camp for children	1 space per 3 children of camp program capacity
Municipal use	1 space per 2 employees plus 2 spaces per 300 square feet for visitors. For facility with indoor meeting space, add 1 space per 3 seats of seating capacity in each meeting room or area.



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PRINCIPAL USE	MINIMUM REQUIRED SPACES
<b>RESIDENTIAL USES</b>	
Single-family or two-family dwelling	2 spaces for each dwelling unit
Townhouse, multifamily dwelling, units above the ground floor of a commercial building, or artist loft	1.5 spaces per unit for one- and two-bedroom units, plus 2 spaces per unit for units with 3 or more bedrooms, plus 10 percent for visitor parking
Assisted living facility, nursing home or convalescent home, or other long-term care facility	0.5 spaces per unit, plus 1 space per 4 units for visitor parking plus 1 space per employee on the largest shift
Continuing care retirement community	1 space per independent living unit plus 0.5 spaces per assisted living or memory care unit plus 1 space per 4 units for visitor parking plus 1 space per employee on the largest shift
Independent living residence	1 space per independent living unit plus 1 space per 4 units for visitor parking
<b>USES EXEMPT (SEC. 5.4.1) AND PUBLIC/PHILANTHROPIC OR INSTITUTIONAL USES</b>	
Religious use	1 space for every 3 seats of seating capacity
Educational use, public or non-profit	1 space for each staff position plus 1 space for each 5 persons of rated capacity of the largest auditorium plus 1 space for each student vehicle which can be expected at any time on the premises
Child care facility	1 space per 300 sq. feet.
Agriculture	Not applicable, except that for a farm stand, there shall be 1 space per 500 square feet of display area, whether indoor or outdoor
Cemetery (with or without crematorium)	Per Institute of Transportation Engineering standards.
Hospital	1 space per 5 inpatient beds, plus 1 space per 2 beds for visitors, plus 1 space per 2 employees on the largest shift, plus 1 space per 3 outpatient exam/service rooms, plus 1 space per 4 emergency room beds.
Nursing home, long-term congregate care, adult day care	1 space per 2 beds plus 1 space per 2 employees on the largest shift. With adult day care, add 1 space per 4 participants of total program capacity plus 1 space per 2 employees. For example, a program designed to accommodate 16 adult day care clients needs at least 4 parking spaces plus 2 spaces for 4 employees.
Function hall, community center, other place of assembly	1 space per 3 seats of seating capacity or as per Institute of Transportation Engineering standards



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PRINCIPAL USE	MINIMUM REQUIRED SPACES
<b>COMMERCIAL USES</b>	
<b>Retail Uses</b>	
Retail store, shopping center, retail sale of alcoholic beverages, greenhouse	5 spaces/1000 square feet for the first 10,000 sq. feet. of gross floor area; plus 2.5 spaces/1000 square feet of gross floor area between 10,001 square feet and 25,000 square feet; plus 2 spaces/ 1000 square feet of gross floor area over 25,000 square feet
Automotive sales, leasing, and rental, used or new	1 space per 1,000 square feet of gross outdoor sales area, plus 1 space per 300 square feet of indoor sales area
Gasoline service station, with or without convenience store; or car wash, auto body shop	3 spaces for each service bay, pump, or work station. If including a convenience store, add 5 spaces per 1,000 sq. ft.
Commercial parking lot or garage, or taxi or limousine service	As per Institute of Transportation Engineering standards
Personal service establishment	1 space per 200 feet of gross floor area
Business or professional office	1 space per 300 feet of gross floor area
<b>Hospitality, Food Services</b>	
Restaurant	1 space for every 2.5 seats plus 1 space for every employee on the largest shift
Restaurant, fast-food or drive-in	1 space per 200 feet of gross floor area
Bed and Breakfast	1 space per sleeping unit plus 2 spaces for the dwelling unit
Inn, hotel or motel	1 space per sleeping unit plus 1 space for each employee on the largest shift
<b>Public Service Uses</b>	
Child care center	1 space per 8 children in a designated temporary parking area plus 1 per employee in a designated employee parking area.
Postal service	1 space per 300 square feet of gross floor area
Fraternal or membership organization; professional or trade organization	1 space per 3 seats plus 1 space per employee on the largest shift
Funeral home	1 space per 3 seats in the largest assembly area
Non-exempt educational use	1 space for each staff position plus 1 space for each 5 persons of rated capacity of the largest auditorium plus 1 space for each student vehicle which can be expected at any time on the premises



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PRINCIPAL USE	MINIMUM REQUIRED SPACES
Sheltered bus stop	As per Institute of Transportation Engineering standards
Essential services	No minimum parking requirement
<b>Culture, Entertainment Uses</b>	
Museum or art gallery	1 space per 300 square feet of gross floor area
Cinema or theatre for live performances	1 space per 3 seats of seating capacity
<b>Commercial Recreation</b>	
Indoor commercial recreation, gym or athletic club, other fitness facility	1 space per 200 feet of gross floor area
Golf course	8 spaces per hole plus requirements for other facilities on the premises
Miniature golf	2 spaces per 1,000 square feet lot area
Camping facility with accommodations for tents, trailers/RVs	1 space per tent or RV site plus 1 per 300 square feet for other facilities on the premises
<b>Other Commercial Uses</b>	
Adult use establishment	1 space per 3 seats plus 1 space per employee on the largest shift
Animal clinic or hospital; kennel	1 space per 200 feet of gross floor area
Adult use establishment	1 space per 3 seats plus 1 space per employee on the largest shift
Veterinarian, animal hospital	5 spaces per 1,000 square feet of gross floor area
Pet services	1 space per 300 square feet of gross floor area
Kennel	1 space per 300 square feet of gross floor area
Self-storage facility	1 space per 3 storage bays
<b>INDUSTRIAL USES</b>	
Research laboratories, high-tech biotech manufacturing, other manufacturing	1 space per 500 feet of gross floor area
Welding shop, storage, warehouse, distribution	1 space per 1000 feet of gross floor area
Transportation or freight terminal	1.0 spaces per 2000 square feet of gross floor area and for waiting area, if applicable, 6.5 spaces per 1000 square feet of gross floor area
Wireless communications facility	1 space
Plant, storage, substations for public utilities, or storage and sale of heating fuel	1 space per employee
Retail showroom and sale of products	1 space per 200 feet of gross floor area devoted to retail



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PRINCIPAL USE	MINIMUM REQUIRED SPACES
manufactured on the premises	
Contractor's yard	1 space per employee
Stone or monument works	1 space per employee
Sale of lumber, farm supplies, similar products, including outdoor storage and sales	4 spaces per 1000 square feet of gross floor area
Accessory dwelling for use as watchperson's quarters only	1 space per dwelling unit

### 6.1.4. Mixed Use Requirements

In the case of mixed uses, the requirements shall be the sum of the requirement calculated separately for each area of use, so that adequate space shall be provided to accommodate the cars of all persons on the premises at any one time. Parking spaces for one use shall not be considered as providing the required spaces for any other use, except when it can be clearly demonstrated that the need for parking occurs at different times in accordance with Section 6.1.6.B.

### 6.1.5. Parking Requirement Relief

The Planning Board may by special permit authorize a decrease in the number of parking spaces required to be provided under this Section provided that:

- A. The decrease in the number of parking spaces is no more than 30 % of the total number of spaces required. The number of parking spaces approved for a decrease shall be set aside and shall not be required to be immediately provided. These spaces shall be labeled as "Reserve Parking" on the site plan.
- B. Any decrease in the number of required parking spaces shall be based upon documentation of a special nature of a use or building.
- C. The parking spaces labeled "Reserve Parking" on the site plan shall be properly designed as an integral part of the overall parking layout, located on land suitable for parking development and in no case located within an area counted as buffer, parking setback, or open space.
- D. The decrease in the number of required spaces will not create undue congestion or traffic hazards and that relief may be granted without substantial detriment to the neighborhood and without derogating from the intent and purpose of this Bylaw.
- E. If, at any time after the Certificate of Occupancy is issued for the building or use, the Building Commissioner determines that additional parking spaces are needed, the Commissioner shall notify the Planning Board, in writing, of that finding and the Planning Board may require that all or any portion of the spaces shown on the approved site plan as "Reserve Parking" be constructed.

### 6.1.6. Remote or Shared Parking

The Planning Board may grant a special permit for either nonresidential remote parking or nonresidential shared parking based on the following criteria:

- A. Remote Parking
  1. The property to be used for remote parking shall be owned or leased by the owner of the use being served by the remote parking, or the owner shall have a written agreement allowing for the remote parking to be used for the use served. Any written agreement shall be subject to approval by the Planning Board.



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2. Except where valet parking or other transportation between the subject use and the remote parking is provided, the maximum distance between the site of the use and the remote parking shall be 500 feet.
3. The remote parking area and access from the remote parking area to the site of the use shall have reasonable and safe access, including adequate lighting, at all hours the remote parking area is in use.
4. The remote parking area shall be located on non-residentially zoned property.

### B. Shared Parking

1. Shared spaces shall be available to jointly serve 2 or more uses on the same site that are not normally open or used during the same time or uses that do not have overlapping peak parking demands. The applicant shall show that peak parking demand, operating hours, and other similar factors for the uses justify the approval of shared space.
2. Not more than 50 % of the parking spaces serving the use or facility shall be counted as shared spaces.
3. A written agreement executed by all parties who are subject to the use of joint parking and that defines all aspects and responsibilities of the joint parking arrangement shall be approved by the Planning Board.

### 6.1.7. Parking Dimensions

Off-street parking facilities shall be laid out and striped in compliance with the following minimum provisions:

ANGLE OF PARKING (degrees)	WIDTH OF PARKING STALL (ft.)	PARKING STALL LENGTH OF LINE (ft.)	WIDTH OF MANEUVERING AISLE (ft.)
90 (two-way)	9.5	18.5	24
60 (one-way)	9.5	24.0	18
45 (one-way)	9.5	28.0	14
Parallel (one-way)	8.0	22.0	14
Parallel (two-way)	8.0	22.0	18



### 6.1.8. General Design Requirements for Parking Facilities

- A. Backing Out. Parking facilities shall not be designed in a manner that requires backing out into a public way.
- B. Pavement. All parking spaces and driveways except for those serving single-family dwellings shall be paved. The Planning Board may approve a special permit to waive this requirement where circumstances justify a waiver and where the unpaved surfaces will not cause dust, erosion, a hazard, and unsightly conditions.
- C. Dead End Aisles. Dead end aisles shall not serve more than 5 parking spaces on either side of the aisle unless waived by the Planning Board.
- D. Curbing. Continuous curbing shall be provided around the edges of a parking lot and around landscaped islands within the parking lot to control access and drainage. The Planning Board may approve a special permit to waive this requirement where circumstances justify a waiver and where the lack of curbing will not result in a safety hazard.
- E. ADA & AAB Compliance. Curb stops, planting strips, or other similar means shall be provided to maintain a minimum usable sidewalk width of 4 feet or the minimum width required by the Americans with Disabilities Act. All parking facilities shall meet the requirements of the ADA and the Massachusetts Architectural Access Board Regulations at 521 CMR 23:00.



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- F. Lighting. All lighting fixtures designed to illuminate the parking facility shall use cutoffs or directional lighting or similar in a manner designed to preclude direct light impacts on the adjoining streets and adjoining properties.

### 6.1.9. Residential Parking Facilities & Driveway Requirements.

- A. Tandem Spaces. One parking space may be provided directly behind another for each dwelling unit, provided that each stall shall meet the width and depth requirement of Section 6.1. Parking stalls more than 2 deep shall not consider the spaces that are in addition to the 2 spaces in computing the required parking.
- B. Driveways. Each driveway shall service not more than one lot. Subject to the granting of a special permit from the Planning Board, a driveway may be shared by not more than 2 lots. Each shared driveway shall be governed by a maintenance agreement running in perpetuity with the land. The frontage and area of a common driveway shall be in addition to the minimum frontage and area required under Section 5 of the bylaw.

### 6.1.10. Nonresidential Driveway Requirements

- A. Access Driveway. Each lot may have one access driveway which shall be at least 24 feet wide at its narrowest point but not more than the required width for safe vehicle movements onto the adjacent roadway, without entering into the opposing lane. Each lot may have one additional access driveway for each 200 feet of frontage provided all access driveway(s) shall be at least 200 feet apart on the lot measured from the centerline of each access driveway. The minimum width of a one-way only access driveway may be reduced to 14 feet at its narrowest point.
- B. Access Driveway. Entrance and exit driveways shall be designed and located the maximum practicable distance from any intersection so as to minimize conflict with traffic and provide clear visibility and sight distances for the observation of approaching vehicular, bicycling and pedestrian traffic provided that no portion of an entrance or exit driveway at the edge of the street pavement shall be closer than 50 feet to a street intersection. The Planning Board may waive this requirement if it finds that practicable difficulties with the lot size or shape would result in no driveway being allowed under this provision.
- C. Uses shall arrange for shared egress if necessary to meet these requirements, unless the Planning Board determines that circumstances justify otherwise.
- D. Common Private Access Ways in the Business or Industrial Districts. To the extent feasible, lots and parking areas shall be served by common private access ways in order to minimize the number of curb cuts in these districts. Common access ways shall be in conformance with the standards of the Department of Public Works. Proposed documentation (in the form of easements, covenants, or contracts) shall be submitted with the site plan demonstrating that proper maintenance, repair, and apportionment of liability for the common access way and any shared parking areas has been agreed upon by all lot owners proposing to use the common access way.
- E. Common private access ways may serve any number of adjacent parcels deemed appropriate by the Planning Board. Common private access ways shall not be wider than 24 feet at any point where it crosses required open space or any required parking setback area.
- F. Interior Driveways. Interior driveways may be reduced to no less than 20 feet for two-way traffic and 14 feet for one-way traffic upon approval of a special permit by the Planning Board.
- G. Industrial Districts. In the I Districts, each lot shall have access only at designated driveways. Each lot may have not more than 1 access driveway and one 1 additional driveway for each 200 feet of street frontage above the minimum required. Driveways shall conform to this Section 6.1.10.
- H. Driveways on State Highways. For proposed access driveways on state highways, refer to Part 11 of the Massachusetts Amendments to the Manual on Uniform Traffic Control Devices.



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### 6.1.11. Requirements for Business, Industrial, or Other Nonresidential Parking Facilities

- A. Exemptions. The provisions of the section shall not apply to municipal uses.
- B. Construction. Required parking spaces, loading areas, and driveways shall be constructed and maintained with suitable grading, adequate drainage, and paved services.
- C. Buffers. Unless otherwise provided for in this Section 6.1, no parking space or other paved surface, other than access driveway(s) or walkways, shall be located within 10 feet of any lot line, or within 20 feet of a property line abutting a street right-of-way, and no parking space or other paved surface, other than access driveway(s) or walkways, shall be located within the limits of a landscape buffer area required by Section 6.1.
- D. Sidewalks. Sidewalks are required within the site where necessary for safe pedestrian access and circulation. There shall be a marked pedestrian aisle at each entrance to the building served by the parking lot. Sidewalks are required along all public ways to which the site abuts and must be connected to the sidewalks and pedestrian aisles within the site to provide safe access to entrance(s) to the building from the public way(s). Sidewalks shall be constructed in accordance with the Planning Board's Subdivision Rules and Regulations.
- E. Parking Distance Limitation. Parking spaces more than 500 feet from the building entrance they serve may not be counted toward fulfillment of parking requirements unless the Planning Board determines that circumstances justify this greater separation of parking from the use and approves the distance under Section 6.1.6 A.
- F. Snow Storage. Parking facilities with 20 or more spaces shall designate a separate snow storage area exclusive of required landscaping and paved parking areas. For lots greater than 100 spaces, snow storage is required at 5,000 square feet of area per 43,560 square feet (1 acre) of parking lot shown on a plan. The Planning Board may allow for a reduction of the required snow storage area based on approval of a snow removal plan.

### 6.1.12. Landscaping Requirements

- A. General Standards. All parking lots and loading facilities shall be suitably landscaped to minimize their visual impact on the lot and upon adjacent property by the use of existing vegetation where appropriate and by the use of new trees, shrubs, walls, fences or other landscape elements.
- B. Any parking lot with more than 40 parking spaces shall include a landscaped area(s) not less than 5% of the total area of the parking lot. Landscaped area(s) shall be provided with a minimum width of at least 10 feet, curbing and shade trees of at least 12 feet in height or such other landscaping as may be required by the Planning Board.
- C. Planted Area Requirements. Areas shall be planted with native plant species and shall contain an appropriate mix of flowers, shrubs, hedges and trees. Plant species shall be appropriate to proposed use, siting, soils, and other environmental conditions. Where the Planning Board determines that the planting of trees is impractical, the applicant may substitute shrubbery for trees.
- D. Shrubs and Hedges. Shrubs and hedges shall be at least 2 feet in height at the time of planting, and have a spread of at least 18 inches.
- E. Grass. Grass is preferable to mulch where practical.
- F. Tree Preservation. Existing trees with a caliper of 6 inches or more shall be preserved wherever feasible.
- G. Tree Requirements. Deciduous trees shall be at least 2 inches in caliper as measured 6 inches above the root ball at time of planting. Deciduous trees shall be expected to reach a height of 20 feet within 8 years after planting. Evergreens shall be a minimum of 8 feet in height at the time of planting.
- H. Buffers. The following buffer requirements shall apply.



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1. Nonresidential and Residential. Where nonresidential uses abut single-family residential districts, a landscape buffer of a minimum of 20 feet in depth may be required by the Planning Board. This landscape buffer shall be planted to mitigate the impact of the commercial, business, or industrial uses on the abutting residential districts. This provision may be construed to include residential districts located across a public way from the commercial, business or industrial use.
2. Multifamily and Single-family Residential. Where multifamily uses abut single-family residential districts, a landscape buffer of a minimum of 20 feet in depth may be required by the Planning Board. This landscape buffer shall be planted to mitigate the impact of the commercial, business, or industrial uses on the abutting residential districts. This provision may be construed to include residential districts located across a public way from the commercial, business or industrial use.
3. Maintenance of Landscaped Areas. The owner of the nonresidential use shall be responsible for the maintenance, repair, and replacement of all landscaping materials installed in accordance with this section. All plant materials shall be maintained in a healthy condition. Dead limbs, refuse, and debris shall be promptly removed. Dead plantings shall be replaced with new live plantings at the earliest appropriate season. Bark mulch and non-plant ground surface materials shall be maintained so as to control weed growth.

### 6.1.13. Bicycle Parking

- A. Bicycle parking spaces shall be provided for any development or any use requiring 8 or more vehicle parking spaces under Section 6.1.3.
- B. The requirements of this section may be modified by the Board if it finds that for the use and location, a modification is appropriate and in the best interest of the Town.
- C. When bicycle parking is required, there shall be one bicycle parking space per 15 motor vehicle spaces under Section 6.1.3. The computed number of bicycle parking spaces will be rounded up to the nearest whole number of bicycle spaces. Bicycle parking spaces shall be provided in addition to motor vehicle parking spaces.
- D. When bicycle parking is required, a minimum of 2 spaces shall be provided, and not more than 25 bicycle spaces will be required at a single site.
- E. A bicycle rack or bicycle storage fixture or structure shall be provided to accommodate bicycles. Bicycle racks or storage fixtures must be secured against theft by attachment to a permanent surface. Bicycle parking apparatus shall be installed in a manner that will not obstruct pedestrians or motor vehicle traffic.
- F. To the extent feasible, bicycle parking shall be separated from motor vehicle parking to minimize the possibility of bicycle/vehicle conflicts.
- G. The following uses are exempt from bicycle parking requirements: place of worship, cemetery, funeral home, automotive repair shop, car wash, or gas station.

### 6.1.14. Loading Areas

One or more off-street loading areas shall be provided for any business that may be regularly served by tractor trailer trucks or other similar delivery vehicles, so that adequate areas shall be provided to accommodate all delivery vehicles expected at the premises at any one time. Loading areas shall be located at either the side or rear of each building and shall be designed to avoid traffic conflicts with vehicles using the site or vehicles using adjacent sites.

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## 6.2 SIGNS

### 6.2.1. Purpose

- A. The purposes of Section 6.2 are:



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1. to protect the public's health, safety, welfare, and convenience;
  2. to protect and enhance the visual and aesthetic environment of the Town for a well maintained and attractive community;
  3. to enhance traffic safety by preventing sign overload excessive lighting, and clutter;
  4. to preserve and expand the economic vitality of the town;
  5. to encourage the effective use of signs as a means of communication, information, and advertisement; and,
  6. to assure that the benefits and burdens of sign regulation in the Town are equally distributed in keeping with the rights of free speech under the constitutions of the Commonwealth and the United States.
- B. This bylaw is hereby declared to be remedial and protective and is to be so construed as to secure the beneficial interests and purposes thereof. This bylaw is adopted pursuant to the Town Charter and the Massachusetts Home Rule Amendment.

### 6.2.2. Administration

- A. Sign Officer. The Building Commissioner is designated as the Sign Officer and is charged with the enforcement of this Bylaw. The Sign Officer and any duly authorized agents shall, if permitted by the owner or otherwise lawfully authorized representative, or as otherwise permitted by law, and at reasonable times and upon presentation of credentials, enter upon the premises on which any sign is erected or maintained for the purpose of inspecting for compliance with the provision of Section 6.2.
- B. Permit Required. No sign shall be erected or installed until a permit is issued by the Sign Officer, except as otherwise provided in this Section 6.2. A sign permit application shall be filed with the Sign Officer containing all information, including photographs, plans, and scale drawings, as specified on the application form. The sign permit shall be issued if the Sign Officer determines that the sign complies or will comply with all applicable provisions of this Section 6.2. A schedule of content-neutral fees for sign permits shall be as determined by the Board of Selectmen.
- C. Commercial and Non-commercial Signs. Wherever and however this Section 6.2 permits commercial signs, noncommercial messages, without restriction on content, shall also be permitted. No provision of this bylaw shall be interpreted or administered in a manner that regulates or restricts signs containing non-commercial messages more stringently than signs advertising business or commercial activities and uses, or that prohibits noncommercial messages on signs permitted for commercial purposes.
- D. Sign Waivers. The Planning Board, acting as the special permit granting authority, may approve, approve with conditions, or disapprove, requests to waive the requirements of Section 6.2 if the Board makes the all of the findings in numbers 1. through 5. below.

The Board shall not issue a waiver solely to allow larger signs or more signs than would otherwise be allowed.

Prohibited signs listed in Section 6.2.4 shall not be subject this waiver provision.

1. There are conditions unique to the property and exceptional circumstances that warrant the granting of a waiver.
2. Waivers of the provisions would not be contrary to the purpose and intent of Section 6.2
3. The architecture of the building, the location of the building or property, or the proposed use of the property is such that a waiver could be granted without detracting from the character of the site building or development and nearby properties and businesses, would not impact traffic or pedestrian safety, and would not be contrary to the public interest.
4. There are no reasonable alternatives within the requirements of the sign bylaw to address the circumstances being put forth to justify a sign waiver.



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### 6.2.3. Exempt Signs

The following are exempted from the provisions of Section 6.2, unless otherwise noted.

- A. The message of a sign.
- B. Agricultural signs which are accessory to agricultural uses protected under G.L. c. 40A, § 3.
- C. Traffic control signs and safety signs, including disability access signs.
- D. Temporary signs. See Sections 6.2.5. and 6.2.6
- E. Outward facing signs painted or placed on the inside of a window provided that the aggregate area of the all signs in the window shall not exceed 30% of the window area.
- F. Signs, banners, or markers required or erected by local, state, or federal government.
- G. Public utility identification markings.
- H. Address signs in residential districts which do not contain advertising copy.
- I. Names on private residences not used for business purposes.
- J. Flags which are not used for advertising or commercial purposes.
- K. Customary signs on gasoline pumps indicating in standard size and form the name and type of gasoline and the price.
- L. Legal notice signs such as "no trespassing" and similar.
- M. Any sign limited solely to directing traffic or providing direction, such as arrows or entrance and exit signs or setting out restrictions on the use of parking areas and not exceeding 4 square feet in area.

See Section 6.2.9 for Transition District requirements.

### 6.2.4. Prohibited Signs.

The following signs are prohibited:

- A. Tethered, floating, or inflated devices of any kind.
- B. Signs on parked motor vehicles and where the Sign Officer determines that a vehicle's primary use is for the display of signage and not for transportation.
- C. Revolving, moving, flashing, or blinking signs, signs that appear to be in motion, animated signs, or signs with visible moving parts, except for signs which display public service information such as time and temperature.
- D. Signs or parts that contain or consist of animated parts, ribbons, streamers, spinners, or similar moving or fluttering devices, including feather banner and wind flag signs.
- E. Roof signs and signs protruding above the roofline of the building to which the sign is attached.
- F. Signs that obstruct the view of any traffic sign, signal, or other traffic device, or obstruct the view of a driver entering or exiting a street intersection or driveway intersecting with a street.
- G. Banners are prohibited unless specifically authorized under the provisions of Section 6.2

### 6.2.5. Temporary Signs, Non-commercial.

Temporary non-commercial signs shall be permitted as a matter of right if they satisfy all of the following conditions:

- A. No signs shall exceed 6 sq. ft. in area and no portion of a sign shall be more than 4 feet in height from ground level.



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- B. All signs shall be located on private property and a minimum of 10 feet from the edge of the pavement of any street or sidewalk.
- C. No signs shall obstruct traffic sight lines or pedestrian traffic.
- D. No signs shall be illuminated.
- E. Unless otherwise provided for in this section temporary signs shall not be installed for a period to exceed 30 days. The Planning Board may waive this provision in accordance with Section 6.2.2.
- F. No event signs shall be installed sooner than 15 days prior to the event and shall be removed within 4 days of the conclusion of the event.
- G. Signs advertising the one-time sale of personal property or household accessories provided the sign shall not be posted more than twice in one year, nor for a period of more than 7 days at any one time.

### 6.2.6. Temporary Signs, Commercial

Temporary commercial signs shall be permitted as a matter of right if they satisfy all of the following conditions:

- A. A temporary sign shall be located on private property and a minimum of 10 feet from the edge of the pavement of any street or sidewalk.
- B. No sign shall obstruct traffic sight lines or pedestrian traffic.
- C. No sign shall be illuminated.
- A. Unless otherwise provided for in this section temporary signs shall not be installed for a period to exceed 60 days. The Planning Board may waive this provision in accordance with Section 6.2.2.
- D. Temporary real estate signs shall not exceed 8 square feet in area for residential properties and 30 square feet in area for commercial and industrial properties, shall be limited to one sign per lot, and shall be removed 5 days after the sale, rental or lease of the property. If a property is for sale, one additional temporary sign shall be allowed.
- E. Temporary construction signs which advertise the development, and/or the owner, architect, builder, banker, and others responsible for the construction on the lot shall not exceed 32 square feet; shall be limited to 1 sign per lot or 1 sign per 300 feet of frontage of the lot; and shall be removed 25 days after the completion of the development or the construction. If a property is under development or a building under construction, one additional temporary sign shall be allowed.
- F. Temporary business signs such as "grand opening", "going-out-of-business", "special sale" and similar shall not exceed more than 2 signs per event. For businesses located within 100 feet of the street, each sign shall not exceed 50 square feet. For businesses located beyond 100 feet from the street, each sign shall not exceed 100 square feet.
- G. Temporary business signs other than in subsections E., F., and G. above are limited to 2 per business.
- H. No temporary signs shall be installed 15 days prior to the activity and shall be removed within 5 days of the conclusion of the activity.

### 6.2.7. Sign Standards

All signs shall conform to the following standards:

- A. Movement. Unless otherwise provided by Section 6.2, no sign shall contain any moving, flashing, or animated lights or visible moving parts of any digital display of variable content.
- B. Sign Area. The area of a sign shall include all lettering, wording and accompanying designs and symbols, together with the background on which they are displayed, any frame around the sign and any "cutouts" or extensions, but shall not include any supporting structure or bracing. The area of a sign consisting of individual letters or symbols



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attached to or painted on a surface, building, wall or window, shall be considered to be that of the smallest linear boundary which encompasses all of the letters and symbols.

- C. Illumination. Signs shall meet the following illumination standards, criteria and prohibitions.
1. No sign shall be illuminated between the hours of 12 a.m. and 6 a.m. unless the premises on which it is located is open for business.
  2. Neon lights are prohibited on free-standing and monument signs.
  3. Signs may be illuminated only by the following means:
    - a. By a white steady stationary light of reasonable intensity shielded and directed primarily at the sign.
    - b. By internally illuminated lighting devices of reasonable intensity.
  4. Signs containing electronic message boards, which shall mean a digital sign that exhibits changing or moving illumination, or a sign with moving letters, symbols or changing messages which are displayed via light emitting diodes (LED), liquid crystal display (LCD), plasma, or similar display technologies, shall not be allowed except by special permit from the Planning Board based upon the following criteria:
    - a. The business(es) utilizing the electronic message board is located on a site of over 10 acres of land.
    - b. The buildings and public entrances to the businesses are located at least 125 feet from the street.
    - c. There shall be no safety hazards created based on the illumination's effect on traffic patterns, traffic lights or public safety.
    - d. Each electronic message sign shall have a light detector which automatically adjusts brightness according to ambient light conditions. The brightness regulator shall not allow the sign to register more than 0.3 light candles over ambient light levels and shall be accompanied by a manufacturer's certification.
    - e. The dimensions of the message board area shall not exceed 41" H x 63" W.
    - f. Electronic message boards shall not be allowed in the Town Center District.
    - g. There shall be no scrolling or flashing, of messages or other displays.
    - h. The electronic message board sign letters shall be amber color only, with a black background.
    - i. Any message shall be displayed for a period of at least 10 seconds.
    - j. The Planning Board may waive criteria 4a. through 4i., above upon making findings of special circumstances that are specific and unique to the property and that waiver of these provisions would not be contrary to the purposes and intent of Section 6.2 and serve a public interest.
- D. Sign Electrical Permit. No sign permit shall be issued for an electrically operated sign until the local wiring inspector has issued an electrical permit, if otherwise required, for that sign.
- E. Color. No sign shall contain red, amber, or green lights if those colors would, constitute a safety hazard for drivers and/or pedestrians, based on a finding by the Police Chief.

### 6.2.8. Residence District Requirements

Signs located in the F, VR, and MF Districts shall meet the following requirements.

- A. Residential Uses. A permitted residential use located within these zoning districts may erect one or more permanent signs that shall not exceed a total of 8 square feet in the aggregate area.



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- B. Signs may be freestanding, in which case they may not exceed 4 feet in height and shall be located at least 15 feet from any property boundary, and/or mounted on the building façade, no higher than 8 feet from the base level of the building. Free-standing signs shall include the street address.
- C. Temporary Signs. Temporary signs may be installed in accordance with the requirements of Section 6.2.5.
- D. Nonresidential Uses. A permitted nonresidential use located within these zoning districts shall be allowed a maximum of 2 signs. All signs on an individual property shall not exceed 30 square feet in size in the aggregate. Signs may include a Freestanding, Monument, or Attached Wall sign. For a Freestanding or Monument sign, the sign shall not exceed 6 feet in height and shall not be located closer than 15 feet to any property boundary. An Attached wall sign mounted on the building façade shall be no higher than 12 feet from the base level of the building.
- E. Residential Development Sign – One sign identifying a subdivision, condominium or apartment development or similar residential development may be located at the entrance to that development. The sign shall not exceed 20 square feet in area and shall not exceed 4 feet in height. The sign shall be located so as to not block visibility of traffic entering and exiting the development.

### 6.2.9. Transition District Requirements

Signs located in the Transition District shall meet the following requirements.

- A. Attached Wall Signs. One attached wall sign per permitted use not exceeding 15 square feet in size shall be allowed. Attached wall signs shall not contain more than 3 colors. The sign shall not be illuminated from within. Sign lighting shall be extinguished during non-business hours.
- B. Secondary Wall Signs. For any permitted use in the Transition District located on a corner lot and where the permitted use faces both streets, a secondary wall sign may be located on the building face fronting the secondary street. This sign shall not exceed 10 square feet in size.
- C. Freestanding Signs. Signs identifying entrances and exits may be erected. These signs shall not exceed 6 square feet in size. No other freestanding signs shall be permitted.

### 6.2.10. Business, Commercial, and Industrial District Requirements

The following requirements pertain to all base districts except the F, R40, VR, MF, P, and TD Districts:

- A. Attached Wall Signs. Attached wall signs may be erected according to the following requirements.
  - 1. The sign shall be firmly affixed to the building.
  - 2. The sign shall not project beyond the face of any other wall of the building or above the highest point of the eave.
  - 3. The sign shall not project more than 12 inches from the face of the wall to which it is attached.
  - 4. For businesses located in a multi-tenanted building along the front façade, the size of the wall sign shall be determined as follows:
    - a. Businesses located within 100 feet of the street – One wall sign with an area not to exceed  $\frac{3}{4}$  of a square foot per linear foot of the business's façade.
    - b. Businesses located between 100 and 300 feet from the street – One wall sign not to exceed  $1\frac{1}{2}$  square feet per linear foot of the business's façade.
    - c. Businesses located more than 300 feet from the street – One wall sign not to exceed 2 square feet per linear foot of the business's façade.



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- d. No wall sign shall extend above the eave of the roof line of a single story building; extend higher than the bottom of the window sills of the second story of a building; or in the case of a gabled wall, no higher than a line equal in height to the lowest portion of the lower eave of any adjacent wall.
5. For a single business that occupies the entire first floor of a detached building, the size of the sign shall not exceed  $\frac{3}{4}$  of the length of the front façade with a maximum sign size and height based on the size formula and height requirements of Section 6.10.A(4).
- B. Directory Sign. For buildings that have uses located above the first floor, a Directory sign identifying those uses in the building may be located adjacent to the main entrance to the building or the entrance to the floors above the first floor. The Directory sign shall only identify the names of the professionals or businesses, their profession or business type, and their floor and room number location. The Directory sign shall not exceed 14 square feet in area.
- C. Secondary Wall Signs. For any permitted use in the Business, Commercial, and Industrial districts located on a corner lot and where the permitted use faces both streets, a secondary wall sign may be located on the building face fronting the secondary street. This sign shall not exceed 50% of the permissible size of a sign fronting the primary street.
- D. Freestanding Signs or Monument Signs. Freestanding signs or Monument signs may be erected in accordance with the following requirements.
  1. Freestanding or Monument signs may not be erected within 15 feet of any street lot line or 10 feet of any side lot line.
  2. Freestanding signs are limited to a height of 20 feet from the nearest pavement grade to the top of the sign structure. Monument signs are limited to a height of 6 feet from the nearest pavement grade to the top of the sign structure.
  3. Freestanding and Monument signs may be double faced; however, the permitted area will be measured on one side only.
  4. A freestanding sign shall not exceed 50 square feet in sign area. A monument sign shall not exceed 60 square feet in sign area.
  5. A professional building shall be limited to one freestanding sign with a maximum size of 50 square feet or one monument sign with a maximum size of 60 square feet.
  6. Shopping centers of at least 50,000 square feet in size shall be allowed one freestanding or monument sign at each entrance, but there shall not be more than 2 freestanding or monument signs in total. Each freestanding sign may be a maximum of 60 square feet. Each monument sign may be a maximum of 80 square feet.
  7. All freestanding and monument signs shall be located within a landscape area equal to 125% of the sign area. The landscape area shall be maintained in a continuous manner to prevent the accumulation of weeds and trash. Dead plants, shrubs, and trees shall be replaced within the first growing season after their demise.
- E. Projecting Blade Sign.

In the Town Center (TC), Mixed-Use Business (MUB), and General Business (GB) districts, two-sided projecting blade signs may be permitted subject to the following requirements.

  1. There shall be only one sign per business and the sign shall be located on the same façade, or section of the façade, as the business advertised on the sign.
  2. Only businesses located on the first floor shall be allowed a projecting blade sign.
  3. The sign shall not project more than 3 feet from the building facade.



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4. The sign shall not exceed 6 square feet of surface area per sign side.
5. The sign shall not exceed 2 inches in width.
6. The bottom of the sign shall not be less than 9 feet and the top of the sign shall not be more than 15 feet above the sidewalk over which the sign projects.
7. The sign shall not be internally or externally lit.
8. No projecting blade sign shall be located directly above a public sidewalk, street, or any public area owned or controlled by the Town unless a permit authorizing the sign has been approved by the Board of Selectmen.

**F. Sandwich Board/A-Frame Signs.**

Sandwich Board signs may be allowed in the Town Center (TC), Mixed-Use Business (MUB), and General Business (GB) zoning districts subject to the following requirements.

1. The maximum height of the sign shall be 4 feet.
2. The maximum area of the sign shall be 6 square feet per sign face, with no more than 2 faces allowed.
3. A-frame signs shall not form an angle not less than 15 degrees not more than 30 degrees.
4. Only one sign per business is allowed.
5. The sign shall be located within 15 feet of the business entrance.
6. The sign shall only include advertising for the business for which the sign permit was issued.
7. The sign shall be located so as to provide at least a 5 foot area of unobstructed walkway for safe pedestrian passage and shall not obstruct pedestrian passage in any way.
8. The sign shall not be illuminated in any manner.
9. The sign shall not obstruct sight lines or vehicular traffic.
10. The sign shall be placed outside the business only during business hours and shall be removed at the end of the business day.
11. The sign shall not be located in landscaped areas
12. The sign shall not include any attachments such as balloons, banners, reflectors, or similar.
13. Signs shall be constructed from durable materials, be weather resistant, and present a finished appearance. Wood and metal are recommended materials. Cardboard or similar flimsy materials are prohibited.
14. The sign shall be free-standing and shall not be attached in any manner to a building or other physical object.
15. The sign shall not be located on a public sidewalk, street or street right-of-way, or any public area owned or controlled by the Town unless a permit authorizing the sign has been approved by the Board of Selectmen.

**G. Banner Signs.** Banner signs may be allowed in any non-residential district subject to the following:

1. The Building Commissioner may grant a temporary sign permit for banner signs for purposes such as grand openings, sales events, and seasonal promotions.
2. Temporary banner sign permits shall be valid for a period of 30 days.
3. A banner sign of textile, synthetic material, or similar, may be either a vertical banner sign or a horizontal banner sign. It shall be affixed and secured to a building or permanent pole, such as a building canopy support pole, or a parking lot light pole.



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4. A vertical banner sign shall be no wider than 2 feet and no longer than 20 feet. A horizontal banner sign attached to the front façade of the business shall be no larger than 20% of the first floor front wall area of the business displaying the banner, with a maximum area in accordance with the following:
  - a. A building located within 100 feet of the street – maximum size 100 square feet.
  - b. A building located between 100 and 500 feet from the street, a maximum area of 300 square feet.
  - c. A building located more than 500 feet from the street, a maximum area of 400 square feet.
5. The number of vertical banner signs shall not exceed the following:
  - a. For a commercial or business complex of 1 to 5 businesses: 5 banner signs
  - b. For a commercial or business complex of 6 to 20 businesses: 12 banner signs
  - c. For a commercial or business complex of more than 20 businesses: 25 banner signs

H. Master Signage Plan. For any development that requires approval of a Site Plan Review or a Special Permit by the Planning Board, a Master Signage Plan shall be submitted as part of the application. If there are 2 or more buildings or individual business spaces proposed, the Master Plan shall include all proposed sign locations for all buildings and business spaces. The plan shall show the proposed placement, size, materials, framing, illumination, graphics and colors of the proposed signage.

Once the sign plan is approved no sign permit shall be issued for any individual business unless it is in conformance with the Master Signage Plan.

I. Additional Sign Requirements

1. Awnings. Awnings used as signs shall not project more than 36 inches from the face of the wall to which they are attached. The signage on the awning must comply with the size requirements of this Section.

### 6.2.11. Other Requirements

- A. Billboards and Non-accessory Signs. All billboards and non-accessory signs lawfully erected prior to June 1, 1965, shall be permitted provided no substantial changes are made in location, size, or design of the structure unless the changes are designed to bring the sign into conformance with Section 6.2.
- B. Nonconforming Signs. Signs lawfully erected before the adoption of this bylaw which do not conform to the provisions of this Section 6.2 may continue to be maintained and shall be regarded as nonconforming signs.
- C. Unsafe or Unlawful Signs. When any sign becomes unsecured, in danger of falling, or otherwise derelict or unsafe, or if any sign shall be unlawfully installed, erected, or maintained in violation of any of the provisions of law, the sign owner or the person or firm maintaining the sign shall, upon written notice of the Building Commissioner, immediately in the case of imminent danger, and in any other case within not more than 10 days, make the sign conform to the provisions this Section 6.2, or shall remove it. If within 10 days the order is not complied with, the Building Commissioner may, in conformance with state law, remove the sign at the expense of the owner or lessee.
- D. Derelict Signs. Signs which become decrepit, dilapidated, illegible, or dangerous to the public safety, shall be condemned and removed by the Building Commissioner. Costs may be recovered for the removal from the owner or lessor in the District Court.
- E. Maintenance of Signs. All signs permitted under Section 6.2 shall be appropriately maintained. Appropriate maintenance includes the replacement of missing letters, removal of peeling paint and repainting, replacement of any cracked or broken glass or plastic or similar, replacement of any failed lighting, and replacement of any broken, defective, worn out or damaged signs. If the Building Commissioner determines that a sign has not been maintained



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in accordance with this section, a notice to repair or remove the sign maybe issued to the sign owner to repair or replace the sign within 30 days.

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### 6.3 OFF-PREMISE SIGNS. ELECTRONIC MESSAGE CENTER (EMC) SIGNS AND BILLBOARDS (COLLECTIVELY “OFF-PREMISE SIGNS”)

- A. Locations. Off-premise signs shall be permitted in the Heavy Industrial and Office/ Research Zoning Districts located adjacent to either Interstate 93 or Interstate 495. No off-premise sign edge shall be located closer than 25 feet from the Interstate highway right-of way or within 500 feet of a Residential use.
- B. Special Permit. Off-premise signs are allowed only upon the grant of a special permit by the Board of Selectmen (Selectmen). Special permits may be limited to a term of the number of years specified by the Selectmen and subject to an agreement executed with the Town.
- C. Application and Fee. Each application shall be submitted to the Selectmen accompanied by a filing fee of \$2,500. Ten copies of the application filing documents shall be submitted with the information below:
  - 1. Site Plan and area maps identifying the following features:
    - a. Location of any existing buildings, parking spaces, and traffic circulation patterns on the subject parcel;
    - b. Proximity of nearest residentially used or residentially zoned property, utilizing current area photographs and Tewksbury Assessors Maps;
    - c. Specific location of the proposed off-premise sign;
    - d. Details of proposed buffer/landscaping areas around the off-premise sign including species and caliper of any trees or shrubbery one foot or more above the ground in height;
    - e. Location of any existing off-premise sign(s) on the parcel; and
    - f. Photographs or illustrations of the proposed design of the off-premise sign.
  - 2. Additional Information – An application for an off-premise sign shall include the following additional information:
    - a. Detailed dimensions and area of any proposed off-premise sign;
    - b. Detail sheet of any proposed support structure specifying dimensions and construction type. Upon request by the Selectmen or the Building Commissioner, the applicant shall provide a structural analysis of the support structure, stamped by a licensed structural engineer; and,
    - c. Lighting proposal, including specifications of all proposed lighting fixtures to be either attached to the billboard, structure, or affixed to the ground.
  - 3. Additional Requirements:
    - a. Written authorization from the property owner or lawful occupant (such as a lease with a term of at least 5 years) granting permission to install the proposed off-premise sign; and
    - b. Any additional information as may be required by the Selectmen to assist it in determining whether the application complies with the provisions and requirements of this Section 6.4.
- D. Dimensional Restrictions and Design Guidelines. All off-premise signs shall be in compliance with the following requirements:



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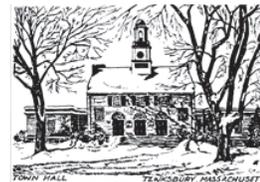
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1. All off-premise signs shall be permanently affixed to a main support structure. No portable off-premise signs shall be permitted.
  2. Off-premise signs shall not have excessive lighting. EMC signs shall use automatic level controls to reduce light levels at night and under cloudy or other darkened conditions.
  3. Exposed backs of off-premise signs, poles, and other support structures shall be of a color and finished so as to present an attractive and finished appearance that will blend with the natural surroundings.
  4. The following types of off-premise signs are prohibited:
    - a. Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, and blinking, and intermittently flashing illuminated billboards, beacons (or any light directed at any location other than the billboard itself), searchlights, pennants, and inflatable billboards, including balloons;
    - b. Billboards with physical movements of any kind;
    - c. EMC signs that change at intervals of less than once every 10 seconds. Changes of image shall be instantaneous as seen the human eye and shall not use fading, rolling, window shading, dissolving or similar effects;
    - d. Tri-vision billboards;
    - e. Video billboards or billboards that otherwise give the illusion of video or moving images;
    - f. Billboards with sound;
    - g. Billboards with pyrotechnics; and
    - h. Billboards that by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with, any traffic control signal or device, or that may otherwise obstruct or interfere with traffic.
  5. An off-premise sign shall not be located within 1500 linear feet of any other off-premise sign.
  6. An off-premise sign may be double sided. No individual off-premise sign or sign face shall exceed 672 square feet in total area on each side or shall exceed 14 feet in height by 48 feet in width.
  7. An off-premise sign shall be mounted on a pedestal or other support structure.
  8. No off-premise sign shall be located on any building, whether erected or otherwise placed or painted on the building.
  9. No off-premise sign shall be located on or otherwise attached to a tree, utility pole, fence, or rock.
  10. Lighting or other illumination related to the off-premise sign shall not project glare or negatively impact abutting properties and shall not shine onto abutting roadways;
  11. There shall be a 10-foot wide landscaped buffer installed around the base of the support structure to minimize its visual impact.
- E. Criteria for Approval. The Selectmen shall approve an application for a Special Permit under Section 6.4 unless it finds that all of the following conditions are not met. The conditions shall be incorporated into any Special Permit decision:
1. The specific site is an appropriate location for the proposed off-premise sign and the design and layout complies with the standards and requirements set forth in this bylaw;



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2. The proposed off-premise sign shall not adversely affect the abutting neighborhood or have the effect of causing a hazard to motorists;
  3. The off-premise sign, including supports, braces, guys, and anchors, shall be kept in good repair.
  4. All special permit approvals are subject to any necessary approvals, restrictions, and conditions required or issued by the Commonwealth and/or the federal government.
  5. The Selectmen, in granting a special permit, may require additional conditions and safeguards as it deems necessary for protection of the public health, safety, and welfare.
- F. Off-premise Sign Maintenance and Removal. Off-premise signs shall be maintained and be required to be removed in accordance with the following.
1. All off-premise signs and supporting structures shall be kept in good repair and free of wear and tear, rust, and other indices of deterioration.
  2. An off-premise sign permitted under Section 6.4 that is abandoned, discontinued, blank, or is in disrepair for a period of 120 days shall be cause for its removal. For purposes of this section, an off-premise sign will satisfy this condition if:
    - a. There is no advertising paid for by a person or company other than the off-premise sign owner or advertising an interest other than specified in the rental agreement of the off-premise sign;
    - b. The off-premise sign advertises a business, service, enterprise, or activity that is no longer operating or being offered or conducted; or
    - c. The advertising message of the off-premise sign displays becomes illegible in whole or substantial part.
  3. The Building Commissioner shall notify the off-premise sign owner, lessee, and manager of the off-premise sign, as the case may be, in writing, specifying a 45-day period to remove or repair the off-premise sign. If the off-premise sign has not been removed or repaired within such time period to the satisfaction of the Building Commissioner, the Building Commissioner may revoke the off-premise sign building permit and take appropriate action forthwith to remove the sign. All expenses for the removal shall be borne by the off-premise sign owner, lessee, and/or manager as determined by the Building Commissioner.
  4. If the Building Commissioner determines that an off-premise sign is an immediate threat to public safety irrespective of any stays granted to the off-premise sign owner, lessee, or manager, the Building Commissioner may cause any off-premise sign, abandoned or not, and any portion of its support structure if deemed part of the public threat, to be immediately removed, or the threatened area to be cordoned off. All expenses for protecting the public, including the removal of the off-premise sign or stabilization of the public safety threat, shall be borne by the off-premise sign owner, lessee, as determined by the Building Commissioner. An off-premise sign that is not abandoned may be returned to its original position, but only after repairs have been made and the public safety threat has been abated, to the satisfaction of the Building Commissioner.
- G. Surety. The Applicant shall provide a financial surety to the Town in accordance with G.L. c. 44 § 53G ½, that will secure the full cost of the removal of any off-premise sign which is found to be abandoned, discontinued, blank, or is in disrepair, as determined under Section F(2) above. The Applicant shall deposit with the Town Treasurer a surety in an amount that shall be determined by the Selectmen. Upon removal of the off-premise sign, any remaining funds shall be returned to the Applicant in accordance with G.L. c. 44 § 53G ½.
- H. On-premise Signs. Nothing in Section 6.4 shall be applicable to on-premise signs.



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### 6.4 TOWN CENTER DISTRICT DEVELOPMENT STANDARDS

Development in the Town Center District shall conform to the following building and site standards in order to be eligible for site plan approval under Section 3.6 or a special permit from the Planning Board. These standards are supplemental to, not a substitution for, the dimensional and design regulations in Section 5.

#### A. Setbacks

1. No use or activity other than landscaping, outdoor dining, public art, sidewalks, seating, street furniture, multi-use paths, or signs shall be permitted between the front building line and the curb. Off-street parking shall not be allowed except by special permit from the Planning Board and no special permit shall be granted except for lots with less than 100 feet of frontage.
2. The maximum front setback may be increased to accommodate amenities such as a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining, but not for automobile use.
3. Permitted Encroachments
  - a. Low impact stormwater management features may encroach into the first 4 feet of a required setback. The features may include but are not limited to: rain barrels or cisterns, 6 feet or less in height; planter boxes; bioretention areas; or similar features with approval from the Planning Board.
  - b. Porches, stoops, balconies, marquees, arcades, awnings/canopies, building eaves, roof overhangs, gutters, downspouts, light shelves, and bay windows may encroach up to 2 feet into a required setback.
  - c. Structures below and covered by the ground may encroach into a required setback.

#### B. Height

1. The maximum height limits in Section 5.3.3 do not apply to spires, belfries, cupolas, domes not intended for human occupancy; monuments, water tanks/towers or other similar structures which, by design or function, must exceed the established height limits.
2. The following accessory structures may exceed the height limit by not more than 5 feet:
  - a. Chimney, flue or vent stack, spire, smokestack, water tank, windmill;
  - b. Rooftop deck, patio, shade structure;
  - c. Monument, steeple, flagpole;
  - d. Accessory radio or television antenna, relay tower;
  - e. Transmission pole, tower or cable;
  - f. Garden, landscaping;
  - g. Skylight;
  - h. Cupola, clock tower, or decorative tower not exceeding 20% of the principal building footprint; or,
  - i. Solar panel, wind turbine, rainwater collection system.
3. The following accessory structures may exceed the height limit by not more than 10 feet, provided: (1) they do not occupy more than 25 percent of the roof area; and, (2) are set back at least 10 feet from the edge of the roof.
  - a. Elevator or stairway access to roof;



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- b. Greenhouse; and,
  - c. Mechanical equipment.
4. An accessory structure located on the roof shall not be used for any purpose other than a use incidental to the principal use of the building.
- C. Sidewalks
1. Except as provided below, any development of 10,000 square feet or more shall provide a sidewalk at least 6 feet wide and a planting zone along the full length of the front lot line, except for the entrance to the driveway. Sidewalks may be located wholly or partially within the street right of way. If on the lot, sidewalks shall be considered part of the minimum required landscaped open space.
  2. Sidewalks shall be separated from the road, wherever feasible, with a landscaped buffer/planting zone meeting the requirements of Section E(1) below. The landscaped buffer may contain street design elements such as benches.
  3. Outdoor restaurants and café seating, merchandise displays, planters, and sandwich board signs that are located on the sidewalk shall be located no more than 3 feet from the building and shall leave a pathway of at least 4 feet that is free of obstruction.
  4. A development of less than 10,000 square feet may provide a sidewalk meeting the minimum specifications of this section or provide a payment in lieu of sidewalk construction to the Tewksbury Sidewalk Fund.
  5. In its discretion, the Planning Board may authorize a payment in lieu by special permit for a development of 10,000 square feet or more where construction of a sidewalk is infeasible for physical or economic reasons. The burden of proof shall be on the applicant.
- D. Walkways
1. All developments shall provide walkways connecting building entrances to building entrances, buildings to streets, and buildings to sidewalks and adjacent public features such as parks and playgrounds, with minimal interruption by driveways or curb cuts.
  2. Parking lot aisles and access and interior driveways shall not count as walkways. Walkways should be designed with wider gathering points that may include special features such as water elements or public art. The Planning Board may require benches and other places for people to wait, bicycle racks, stroller bays, and other sheltered spaces near building entrances.
  3. Wherever possible, walkways should have some degree of enclosure achieved through the use of building fronts, trees, low hedges, arcades, trellised walks, or other means in order to define the pedestrian space.
  4. Walkways and related pedestrian amenities shall be considered part of the minimum required landscaped open space.
- E. Landscaping
1. There shall be a minimum planting zone of 4 feet between the sidewalk in front of a building and the curb. Shade trees and other plantings shall be incorporated in the landscaping plan to help to soften the building façade, create a protective barrier between the street and sidewalk, reduce solar glare, reduce stormwater runoff, absorb pollutants, provide shade, create an appealing environment, and contribute to a sense of place. Selection of shade trees and street trees shall conform to Planning Board guidelines. Landscaping shall be organized in clusters of plantings rather than in a rigid linear arrangement along the front lot line.



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2. Wherever possible, unity of landscape design shall be achieved by repetition of certain plant varieties and other materials and, where appropriate, by correlation with adjacent properties.
  3. Side yards and rear yards shall be landscaped with trees, shrubs, walls, fences, or other landscape elements to reduce the visual impact of the principal use on adjacent property. On lots abutting a single-family residential district, landscaping shall consist of a substantially sight-impervious screen of evergreen foliage at least 8 feet in height or planting of shrubs and trees complemented by a sight-impervious fence of at least 5 feet, but not more than 8 feet, in height, or such other type of landscaping as may be required by the Planning Board.
  4. Wherever possible, existing trees and mature, healthy vegetation shall be preserved and changes to the natural topography of a site shall be minimized.
  5. Site landscaping shall not block a driver's view of oncoming traffic.
- F. Exterior Lighting. Throughout the TC District, the goal of an exterior lighting plan shall be to light sidewalks and walkways, building entrances, and parking areas in a consistent, attractive, safe, and unobtrusive manner that minimizes off-site impacts. Toward these ends, exterior lighting shall conform to the following standards, and shall be in accordance with a lighting plan approved by the Planning Board.
1. Pedestrian Lighting
    - a. Pedestrian lighting shall be designed to add to the character, aesthetic appeal, and safety of a development and thereby promote greater pedestrian activity.
    - b. Pedestrian lighting shall use consistent fixtures, source colors, and illumination levels. To prevent glare and light pollution, light fixtures shall be downcast or full cutoff fixtures.
    - c. When pedestrian lighting is used in conjunction with street lighting, the pedestrian lighting shall be clearly distinguishable from the ambient street lighting to clearly define the pedestrian path of travel.
    - d. Placement of fixtures shall facilitate uniform light levels and work with the placement of sidewalks, landscaping, signage, building entries, and other features to contribute to the overall continuity of the streetscape and development. The Planning Board prefers the use of a greater number of low fixtures in a well-organized pattern over the use of minimum number of tall fixtures.
  2. Parking Areas
    - a. Within parking areas, there shall be a unified lighting system that provides functional, attractive lighting throughout the lot.
    - b. Fixtures shall be full cutoff and designed to minimize spill light and glare onto adjacent properties. Parking area lighting adjacent to residential districts shall direct the light away from residential properties and limit off-site light levels.
    - c. Parking area lighting shall be turned off one hour after the close of business except as needed to provide for minimum security levels.
    - d. Parking area lighting shall complement the lighting of adjacent streets and properties and shall use consistent fixtures, source colors, and illumination levels. When adjacent to pedestrian circulation and gathering areas, parking area lighting shall not overpower the quality of pedestrian area lighting.
- G. Access and Parking
1. No vehicular driveway or parking lot shall be placed between the front building line and front lot line, or in front of a building as seen from the street if the building is located on a different lot than the driveway or parking lot. A driveway and parking lot may be placed in the front of a building that is located in the rear of



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another building when viewed from a street. No driveway or parking lot shall be located between a pedestrian gathering space and a street except for a pedestrian gathering space located behind a building when viewed from a street. No driveway or parking lot shall intersect or be mixed with a pedestrian gathering space.

2. Vehicular driveways and parking lots may be located to the side and rear of buildings, to the rear of a pedestrian gathering space, or underground. Where parking is located to the rear of buildings with additional buildings behind, a quadrangle effect should be created to allow parking, landscaping, and walkways or bikeways surrounded on all sides by shops and activity centers.

### H. Buildings

1. On any lot abutting Route 38/Main Street the main entrance shall be on the front façade, which shall face the street.
2. Blank walls facing a public street or pedestrian plaza are prohibited. Walls or portions of walls where windows are not provided should have architectural treatment, exceptional design elements such as masonry elements that provide texture and color, decorative tile work, artwork, opaque or translucent glass, or lighting fixtures.
3. Rooflines shall provide visual interest, be in keeping with the surrounding character, and be used to break up massing wherever appropriate. When the gable end of a building faces the street, it must be peaked and not flat. Modulating rooflines is encouraged, such as with dormers, varying the direction of the slope, having different projecting architectural elements, or using a variety of exterior cladding materials.
4. The building front facades shall be articulated to achieve a human scale and interest, especially at the ground floor of the building. The application of different textures, shadow lines, and detailing shall be required for site plan approval.
5. Upper-story exteriors shall be accentuated with balconies, terraces, or porches to provide depth to the building and enliven the façade.
6. The ground floor of the front of buildings facing the street shall be designed for occupancy by businesses that are essential for a high-level activity zone, e.g., retail and restaurants. Large buildings that face Main Street but are set back via a courtyard may have a wider variety of ground floor nonresidential uses, such as commercial entertainment, health care, or business services.
7. The main business entrance to each ground floor business, identified by larger doors, signs, canopy, or similar means of accentuation, shall be from the building front.
8. Ground floor display windows shall be framed on all sides by the surrounding wall and shall be highlighted with frames, lintels, and sills or equivalent trim features, or may instead be recessed into the wall or projected from the wall.
9. The main features of the architectural treatment of the building front facades, including the materials used, shall continue on all sides of the building that are visible from a street or a pedestrian gathering space.
10. Accessory structures, air conditioning equipment, electric utility boxes, satellite dishes, trash receptacles, and other ground level utilities shall not be visible from the street and adjacent lots.
11. Rooftop mechanical equipment shall be screened from public view by the use of architecturally compatible materials.
12. Applicants shall incorporate sustainable design principles wherever possible.



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13. Where first-floor residential uses are allowed, access to the units shall be via a stoop or porch unless such access conflicts with architectural access requirements in the State Building Code. An elevated entrance shall not be required for live/work units.
- I. Additional Requirements for Town Center Major Developments
1. Pedestrian Gathering Spaces. Any development of 25,000 square feet or more shall provide one or more pedestrian plazas or similar gathering spaces for outdoor dining, public art, or social or cultural activities. The purpose of pedestrian gathering spaces is to encourage residents, customers, and employees of Route 38 businesses to linger, shop, and socialize, and to experience the commercial corridor on foot wherever possible. Pedestrian gathering spaces shall be open to the general public.
    - a. The pedestrian gathering space (or combined spaces if more than one) shall measure at least 5% of the net floor area on the lot, but not more than a total of 2,500 square feet and shall be required. At least one pedestrian gathering space shall measure 1,500 square feet or more with a minimum side dimension of 20 feet. No pedestrian gathering space shall measure more than 3,000 square feet. The Planning Board may grant a special permit for a smaller pedestrian gathering space if it meets the purposes of this Section.
    - b. The pedestrian gathering space shall be a natural gathering spot at the street level in front of a building, on the side of a building, or in between buildings, which is to be used exclusively by pedestrians and shall connect to the sidewalk and walkways. For purposes of this Section, a landscaped pedestrian arcade located within a building footprint and open to the outdoors may be counted toward the minimum area required for a pedestrian gathering space.
    - c. Where possible, the pedestrian gathering space shall be open on one side to an adjacent larger space, natural view, or activity area such as an outdoor cafe, coffee cart, food stand, game tables, or playground. Within the pedestrian gathering space, at least one seating area or activity pocket shall be placed along the edge of the space looking into the plaza. The pedestrian gathering space shall provide pedestrian amenities such as benches, kiosks, and other partly enclosed outdoor structures to facilitate waiting or group activities. For a gathering space with sitting walls, they shall be no higher than 20 inches and at least 12 inches wide. Creativity is encouraged in the design of the pedestrian gathering space and the activities it supports. Efforts should be made to align open spaces with adjoining properties.
    - d. Shade trees, ornamental trees, and other landscaping shall be included to provide shelter from the sun, to reduce noise, to beautify/enhance the appearance of the district, and to mitigate exhaust fumes. All landscaping shall use species that are tolerant to the climate conditions in Tewksbury and shall be designed to facilitate ongoing maintenance and watering.
    - e. Nothing in this Bylaw shall prohibit the serving of foods and drinks at outdoor tables in a pedestrian gathering space.
    - f. A pedestrian gathering space shall be considered part of the minimum required landscaped open space. The area required for a sidewalk shall not be included in the pedestrian gathering space.

## 7. SPECIAL Use Regulations

### 7.1 FAMILY SUITE

A Family Suite is allowed as an accessory use in a single-family dwelling in R40, F, TD, MF and VR districts in accordance with the following requirements. Except as noted, these requirements are not subject to relief through a variance.



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- A. A family suite may have a maximum floor area not to exceed 1000 square feet upon approval by the Planning Board through Site Plan Review.
- B. Common entries and open decks shall not be included in the square footage calculation of the family suite.
- C. A family suite can have a maximum of 2 bedrooms.
- D. The family suite shall be contiguous with the single-family dwelling with direct access or connected with a common closed entry.
- E. The family suite shall not have its own front door, however, it may have a side or rear exit with an open deck and egress.
- F. Any structural addition of a family suite must meet all front, side, and rear setbacks and lot coverage requirements for the district unless variances are granted by the ZBA in accordance with G.L. c. 40A, § 10.
- G. No more than 3 related persons shall occupy the family suite.
- H. A minimum of one additional off-street parking space shall be provided, but a separate driveway is not permitted.
- I. Annual certification by notarized affidavit shall be provided to the Building Commissioner that the owner of the property, except for bona fide temporary absence, occupies one of the two dwelling units as a primary residence. Failure to provide a certified affidavit on an annual basis shall be sufficient cause for the Planning Board to revoke Site Plan Review. In the case of a family suite unit approved as of right, failure to provide a certified affidavit on an annual basis shall represent sufficient cause for the Building Commissioner to issue a Notice of Zoning Violation to the owner and to undertake such remedial action as the Building Commissioner may determine is necessary.
- J. The property with a family suite must comply with Title V of the State Environmental Code. Hook-up to Town sewer shall be required if the service is available and, if not, as soon as Town sewer becomes available.
- K. Only one family suite may be constructed in any dwelling.
- L. The Planning Board may impose any conditions it deems appropriate to satisfy the Town's interest in limiting the number and degree of persons who may occupy a family suite at any one time, together with such other conditions as it may deem appropriate, if any, including but limited to, provisions calling for the termination of the special permit and all rights granted thereunder in the event of a foreclosure sale of the premises for which the special permit has been granted by a mortgagee or any lien holder of record with priority over the special permit.
- M. Notwithstanding anything else contained in this Bylaw to the contrary, if the owner or a child of the owner has a disability and requires assistance with Activities of Daily Living (ADLs), the family suite may be occupied by a personal care attendant who need not be related to the owner. In such case, a letter from a licensed physician, verifying the disability and the need for assistance with ADLs shall be submitted to the Building Commissioner.
- N. The Planning Board may impose such special conditions, safeguards, and limitations on time and use as it deems appropriate.

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## 7.2 HOME OCCUPATION

- A. In any Residential district, a customary home occupation, incidental to the principal residential use, is permitted as of right only if all of the following conditions are met:
  - 1. No nonresident shall be employed therein;
  - 2. There shall be no stock in trade kept nor commodities sold on the premises except for goods produced by the owner of the business or by immediate family members residing on the premises;



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3. Not more than 25% of the existing gross floor area of the dwelling unit in the principal building, not to exceed 600 square feet, is devoted to such use;
  4. There shall be no display of goods or wares visible from the street;
  5. All advertising devices visible from off the lot are specifically prohibited;
  6. No equipment, machinery, or materials other than types normally found in or compatible with a dwelling shall be allowed;
  7. The buildings or premises occupied shall not have a detrimental impact on the neighborhood due to exterior appearance, emission of odor, gas, smoke, dust, noise, electrical disturbance, or in any other way. In a structure containing more than one dwelling unit, the use shall not become objectionable or detrimental to any residential use within the structure;
  8. Any such building shall include no feature of design not customary in buildings for residential use; and,
  9. The minimum required parking for the residential use shall not be reduced or made unusable by the home occupation.
- B. Home Occupation by Special Permit. A home occupation may be allowed by special permit issued by the Zoning Board of Appeals, provided that it:
1. Fully complies with subsections (A)(4), (A)(6), and (A)(7) above;
  2. Is conducted within a dwelling solely by the person(s) occupying the dwelling as a primary residence and, in addition to the residents of the premises, by not more than one additional employee;
  3. Does not exhibit any exterior indication of its presence, or any variation from residential appearance, except for a sign or name plate in conformance with Section 6.2.
  4. A special permit for such use is granted by the Zoning Board of Appeals, subject to conditions including, but not limited to, restriction of hours of operation, maximum floor area, off-street parking, and maximum number of daily customer vehicle trips. Such special permit shall be limited to 5 years, or the transfer of the property, whichever first occurs.

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### 7.3 ADULT USES

#### 7.3.1. Purpose

The purpose of this section is to regulate the location of the adult use establishments; to prevent the associated secondary effects of these establishments; and to protect and promote the general welfare, health and safety of the residents of Tewksbury.

#### 7.3.2. Special Permit Required

The operation of an adult use establishment shall require a special permit from the Planning Board. The Planning Board may impose conditions, safeguards and limitations as it deems appropriate to protect the neighborhood or the Town including, but not limited to:

- A. Screening of parking areas or other parts of the premises from adjoining premises or from the street by specified walls, fences, plantings or other devices;
- B. Modification of the exterior features or appearances of the structure(s);
- C. Limitation of size, number of occupants, method and time of operation and extent of facilities;



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- D. Regulation of number, design and location of access drives, drive-up windows and other traffic features;
- E. Requirement for performance bonds or other security; and,
- F. Installation and certification of mechanical or other devices to limit present or potential hazard to human health, safety, welfare, or the environment resulting from smoke, odor, particulate matter, toxic matter, glare, noise, vibration, or any other objectionable impact generated by the use of land.

### 7.3.3. Conditions

Development or operation of adult use establishments shall meet the following conditions:

- A. Adult use establishments shall be restricted to operation only within or in an Industrial district or the Office Research district.
- B. There shall be no more than:
  - 1. one adult bookstore permit, adult video permit, or adult paraphernalia permit granted for each 15,000 residents of the Town as listed in the last state census; prior to a second adult bookstore permit being issued there shall be 30,000 residents of the Town as listed in the last state census; or,
  - 2. one adult motion picture theater permit granted for each 24,000 residents of the Town as listed in the last federal census; or,
  - 3. one adult cabaret permit for each 24,000 residents of the Town as listed in the last federal census.
- C. No adult use establishment permit shall be granted if the proposed location is within 1320 feet of another presently existing or permitted adult use establishment.
- D. No adult use establishment permit shall be granted if the proposed location is within 1320 feet of an establishment licensed under G.L. c. 138, §12; a public school or playground; a municipal building or use; a cemetery; a commercial amusement center or park; a hospital or nursing home; a private or religious, sectarian or denominational school, building or use.
- E. No permit shall be granted for an adult use establishment in an area otherwise properly zoned if the specific location is within 1000 foot radius of an interstate highway ramp where the ramp intersects with a Town or state owned roadway.
- F. No permit shall be granted for an adult use establishment in an area otherwise properly zoned if the specific location is within a 1320 foot radius of an R40, or MFD District unless the use is physically separated from the residential districts by an interstate right of way, with no direct access from the right of way to the residential, heavy industrial and office research district.
- G. No special permit for an adult use establishment shall be granted to any person convicted of violating the provisions of G.L. c. 119, § 63 or G.L. c. 272, § 28.
- H. The hours in which adult use establishments are open to the public shall be limited as follows: adult bookstore, adult paraphernalia store, adult video store, or similar adult use establishment between the hours of 9:00 A.M. and 9:00 P.M.; adult motion picture theater, adult cabaret club, or similar adult use establishment between the hours of 4:00 P.M. and 12:00 Midnight.
- I. Design Standards. Development or operation of adult use establishments shall meet the following design standards:
  - 1. The yard space, building height, and any other provisions of the Zoning Bylaws applicable to the Commercial districts shall apply to lots within the Adult Entertainment District unless contrary to the provisions contained in this section.



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2. A landscaped buffer which shall be a minimum of 60 feet in depth designed to mitigate the impact of the adult use establishment on abutting properties shall be required by the Planning Board between the use and the adjacent properties.
3. No adult use establishment may have any flashing lights visible from outside the establishment or theater.

### 7.3.4. Signs

- A. No adult use establishment shall be eligible to apply for a special permit requesting an accessory sign.
- B. The highest point on any adult use advertisement sign may be no higher than 24 feet above ground level.
- C. No adult use advertisement sign may contain any moving, flashing or animated lights, or visible moving or movable parts.

### 7.3.5. Mandatory Findings by the Planning Board

The Planning Board shall not issue a special permit unless, without exception, it finds that:

- A. The proposed use is in harmony with the purpose and intent of this Bylaw;
- B. The proposed use complies with all applicable requirements of this Bylaw; and,
- C. The proposed use will not prove injurious to the safety or general welfare of the neighborhood within which it proposes to locate nor will the proposed use prove destructive of property values.

### 7.3.6. Regulations and Fees

The Planning Board shall adopt and, from time to time, amend regulations, not inconsistent with the provisions of this Bylaw or G.L. c. 40A or other applicable provision of the General Laws, and shall file a copy of these regulations with the Town Clerk. The regulations shall prescribe as a minimum the size, form, contents, style, the number of copies of plans and specifications, and the Town boards or agencies from which the Planning Board shall request comments. The Planning Board may adopt, and from time to time, amend fees sufficient to cover reasonable costs incurred by the Town in the review and administration of the Special Permit.

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## 7.4 LARGE-SCALE GROUND MOUNTED SOLAR PHOTOVOLTAIC FACILITIES

### 7.4.1. Purpose

The purpose of this Section 7.5 is to regulate the creation of new large-scale ground-mounted solar photovoltaic installations by providing standards for the placement, design, construction, operation, monitoring, modification, and removal of such installations that address public safety, minimize impacts on scenic, natural and historic resources and to provide adequate financial assurance for the eventual decommissioning and removal of these installations. The provisions set forth in this section shall apply to the construction, operation, and/or repair of large-scale ground-mounted solar photovoltaic installations.

### 7.4.2. Applicability

This section applies to large-scale ground-mounted solar photovoltaic installations proposed to be constructed after the effective date of this section. This section also pertains to physical modifications that materially alter the type, configuration, or size of these installations or related equipment. A Large-scale Ground Mounted Solar Photovoltaic Facility shall be defined as a Solar Photovoltaic system that is structurally mounted on the ground, is not roof-mounted, and has a minimum nameplate capacity of 250 kW DC. There shall be no ground mounted Solar Photovoltaic system allowed unless as permitted in this Bylaw.

### 7.4.3. General Requirements for All Large-Scale Solar Power Generation Installation

The following requirements are common to all solar photovoltaic installations to be sited in specific designated locations.



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- A. Compliance with laws, bylaws, and regulations. The construction and operation of all large-scale solar photovoltaic installations shall be consistent with, and insofar as pertinent, compliant with all applicable local, state, and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the State Building Code in force and applicable at any relevant time.
- B. Building permit and building inspection. No large-scale ground-mounted solar photovoltaic installation shall be constructed, installed, or modified as provided in this section, nor shall construction or installation be commenced without first obtaining the necessary or appropriate permits.
- C. Special Permit. All large-scale ground-mounted solar photovoltaic installations shall require a special permit from the Planning Board prior to the issuance of a building permit.
- D. General. All applications for a large-scale ground-mounted solar photovoltaic installation shall be submitted in accordance with the Planning Board's rules and regulations governing site plans as may be amended from time to time. All substantive plans or other technical documents submitted in support of the application shall have been prepared by engineers or surveyors licensed to practice in Massachusetts.

### 7.4.4. Additional Information

In addition to the information required for a site plan application, the following additional information shall be submitted for each large-scale ground-mounted solar photovoltaic installation:

- A. Drawings of the solar photovoltaic installation showing the proposed layout of the system and any potential shading from nearby structures;
- B. One- or three-line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National Electrical Code compliant disconnects and overcurrent devices;
- C. Documentation of the major system components to be used, including the PV panels, mounting system, and inverter;
- D. Name, address, and contact information for proposed system installer;
- E. The name, contact information, and signature of any agents representing the applicant in connection with the special permit application process, or general project oversight following the issuance of any special permit;
- F. Documentation of actual or prospective access and control of the project site
- G. An operation and maintenance plan;
- H. Description of financial surety;
- I. Vegetated buffer plan showing size, type, and amount of trees/shrubs to be installed to protect street(s) and residential homes from view of site, which buffer as approved within the reasonable discretion of the Planning Board, is hereby required for any installation pursuant to this section;
- J. Site Control. The applicant shall submit documentation of actual or prospective access and control of the project site sufficient to allow for construction and operation of the proposed solar photovoltaic installation. Fencing, if installed, shall be subject to approval by the Planning Board, and shall not consist of barbed wire or razor wire;
- K. Operations and Maintenance Plan. The applicant shall submit a plan for the operation and maintenance of the large-scale ground-mounted solar photovoltaic installation, which shall include measures for maintaining safe access to the installation as well as general procedures for operational maintenance of the installation and emergency shutdown of the site if needed and,



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- L. Utility Notification. No large-scale ground-mounted solar photovoltaic installation shall be approved by the Planning Board until satisfactory evidence has been submitted to the Planning Board that the electric utility has been informed of the applicant's intent to install an interconnected customer-owned generator.

### 7.4.5. Dimension and Density Requirements

For large-scale ground-mounted solar photovoltaic installations, the following dimensional requirements shall apply.

- A. Lot Area: The minimum lot or parcel size for any installation shall be 5 acres.
- B. Setbacks: 50 feet front and 20 feet side and rear yard setbacks are required, provided that setbacks shall be 200 feet from any adjoining residential lot line unless waived by the Planning Board based upon findings of sufficient buffering and screening and a determination that the waiver is in the best interest of the Town.
- C. Height: The height of any or all structures comprising the large-scale ground-mounted solar photovoltaic facility shall not exceed 20 feet above the pre-existing natural grade underlying each particular structure unless waived by the Planning Board based upon findings of sufficient buffering and screening and a determination that the waiver is in the best interest of the Town.

### 7.4.6. Appurtenant Structures

All structures appurtenant to large-scale ground mounted solar photovoltaic installations shall be subject to the dimensional requirements of the zoning district in which they are located. All appurtenant structures, including, but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible and harmonious with each other. Whenever feasible, in the reasonable opinion of the Planning Board, structures should be sheltered from view by vegetation and/or joined or clustered to avoid adverse visual impacts.

### 7.4.7. Design Standards

The following standards shall apply to all large-scale ground-mounted solar photovoltaic installations in addition to those contained in the Site Plan Review Regulations .

- A. Signage. Signs on large-scale ground-mounted solar photovoltaic installations shall comply with all provisions of this Zoning Bylaw relative to signs. A sign consistent with these provisions shall be required to identify the owner of the premises, as well as the operator of the solar photovoltaic installation, if different from the owner, and provide a 24-hour emergency contact phone number. Solar photovoltaic installations shall not be used for displaying any advertising except for reasonable identification of the manufacturer or operator of the solar photovoltaic installation.
- B. Utility connections. Reasonable efforts, as determined by the Planning Board, shall be made to place all utility connections from the solar photovoltaic installation underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the electric utility. If an existing above ground connection solution already exists, however, this can be used if it meets the requirements of the electric utility. Electrical transformers for utility interconnections may be aboveground if required by the electric utility concerned with the project.
- C. Glare. The plan shall show how the abutting properties and local traffic will be protected from glare or reflected light from the installation.

### 7.4.8. Safety and Environmental Standards

- A. Emergency services. The large-scale solar photovoltaic installation applicant shall provide a copy of the project summary, electrical schematic, and site plan to the local Fire Chief and concerned electric utility. Upon request, the applicant shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar photovoltaic installation shall be clearly marked. The applicant shall identify a responsible person for public inquiries throughout the life of the installation.



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B. Solar photovoltaic installation conditions. The large-scale ground-mounted solar photovoltaic installation applicant shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the local Fire Chief and emergency medical services. The applicant shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

### 7.4.9. Abandonment or Decommissioning

Any large-scale ground-mounted solar photovoltaic installation that has reached the end of its useful life or has been abandoned consistent with Subsection 7.5.10 of this section shall be removed. The applicant shall physically remove the installation no more than 150 days after the date of discontinued operations. The applicant shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of all of the following:

- A. Physical removal of all large-scale ground-mounted solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
- B. Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
- C. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to existing vegetation. All disturbed areas shall be covered with a minimum of 6 inches of good quality top soil before seeding.

### 7.4.10. Abandonment

Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances deemed reasonable by the written acknowledgment of the Planning Board, which shall not be unreasonably refused, the solar photovoltaic installation shall be considered abandoned when it fails to operate for more than one year without the written consent of the Planning Board. The failure to operate shall be conclusively determined based on the records showing the power supplied by the installation to the grid. If the applicant of the large-scale ground-mounted solar photovoltaic installation fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may order the removal of the installation.

### 7.4.11. Financial Surety

As a condition of the Special Permit, the Planning Board shall require the applicant to provide surety in an amount approved by the Planning Board to be necessary to ensure the proper removal of the installation. The form of the surety shall be through an escrow account, surety bond, or other means of like character acceptable to the Planning Board. The amount of the surety shall be based on a fully inclusive estimate of the costs associated with removal and site restoration, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation or the increased market rate cost of the equipment and services necessary to achieve the removal and site restoration. In no case shall the amount of the surety exceed 125% of the cost of removal and compliance with the additional requirements set forth herein. A surety shall not be required for municipally or state-owned facilities.

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## 7.5 REMOVAL OF SAND, GRAVEL, QUARRY OR OTHER EARTH MATERIALS

No sod, loam, sand, gravel, or quarry stone shall be removed for sale (except when incidental to and in conformity with the construction of a building for which a permit has been issued in accordance with the Building Laws), except by special permit from the ZBA.

## 8. Other Development Regulations



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### 8.1 NONCONFORMING USES AND STRUCTURES

#### 8.1.1. Applicability

- A. This Bylaw shall not apply to structures or uses lawfully in existence or lawfully begun, or to a building or special permit issued before the first publication of notice of the public hearing required by G.L. c. 40A, § 5 on this Zoning Bylaw, or any relevant part thereof. Lawfully pre-existing nonconforming uses and structures may continue, provided that no modification of the use or structure shall be allowed unless authorized under this Section 8.1.
- B. Nonconforming Uses. The ZBA may issue a special permit to extend a nonconforming use only if it determines that the change or extension shall not be substantially more detrimental than the existing nonconforming use to the neighborhood. The ZBA shall not allow an existing nonconforming use to be changed to another nonconforming use.
- C. Nonconforming Structures. The ZBA may issue a special permit to reconstruct, extend, alter, or change a nonconforming structure only if it determines that such reconstruction, extension, alteration, or change shall not be substantially more detrimental than the existing nonconforming structure to the neighborhood.
- D. Variance Required. The reconstruction, extension, or structural change of a nonconforming structure in such a manner as to increase an existing nonconformity, or create a new nonconformity, including the extension of an exterior wall at or along the same nonconforming distance within a required yard, shall require the issuance of a variance from the ZBA; provided, however, that this provision shall not apply to nonconforming single-family and two-family residential structures, which shall be governed by Section 8.1.2 below.

#### 8.1.2. Pre-Existing Nonconforming Single and Two Family Residential Structures

- A. Pre-Existing Nonconforming single-family and two-family residential structures may be reconstructed, extended, altered, or structurally changed upon the issuance of a building permit if the Building Commissioner determines that the proposed reconstruction, extension, alteration, or change does not increase the nonconforming nature of the structure. The following 5 conditions shall not be deemed to increase the nonconforming nature of a single-family or two-family residential structure and shall be used in the Building Commissioner's determination.
  - 1. Any reconstruction, extension, alteration, or change to a structure which complies with all current setback, yard, building coverage, and building height requirements but is located on a lot with insufficient area, where the reconstruction, extension, or alteration or change will also comply with all of current requirements of this Bylaw.
  - 2. Any reconstruction, extension, alteration, or change to a structure which complies with all current setback, yard, building coverage, and building height requirements but is located on a lot with insufficient frontage, where the reconstruction, extension, or alteration or change will also comply with all current requirements of this Bylaw.
  - 3. Any reconstruction, extension, alteration, or change to a structure which encroaches upon one or more required yard or setback areas, where the reconstruction, extension or alteration or change will comply with all current setback, yard, building coverage, and building height requirements; the provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements.
  - 4. Any extension, alteration, or change to the side or face of a structure which encroaches upon a required yard or setback area, where the extension or alteration or change will not encroach upon such area to a distance greater than the existing structure; the provisions of this subsection shall apply regardless of whether the lot complies with current area and frontage requirements. The setbacks for this provision shall not be less than 25 feet on the front and 10 feet on the side and rear.



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5. Any extension, alteration, or change to a nonconforming structure which will not increase the footprint of the existing structure provided that existing height restrictions shall not be exceeded. The setbacks for this provision shall not be less than 25 feet on the front and 10 feet on the side and rear.

B. If the Building Commissioner determines that the nonconforming nature of the structure would be increased by the proposed reconstruction, extension, alteration, or change, the ZBA may allow the proposed reconstruction, extension, alteration, or change if it finds that the proposed modification will not be substantially more detrimental to the neighborhood than the existing nonconforming structure.

### 8.1.3. Nonconforming Lots; Reduction or Increase

A. Any lot, or open space on a lot, including yards and setbacks, shall not be reduced or changed in area or shape such that the lot, open space, yard, or setback is made nonconforming or more nonconforming unless a special permit has been granted under the provisions of this Bylaw. However, this Section 8.1.3 shall not apply in the case of a lot a portion of which is taken for a public purpose.

B. A nonconforming lot which has come into conformity shall not again be changed to a nonconforming lot.

C. Any off-street parking or loading spaces, if already equal to or less than the number required to serve their intended use, shall not be further reduced in number except as provided in Section 6.1.

### 8.1.4. Abandonment or Non-Use

A. A nonconforming use or structure which has been abandoned or not used for a period of 2 years, shall lose its protected status and be subject to all provisions of this Zoning Bylaw.

B. A nonconforming use shall be considered abandoned when the premises have been devoted to another use, or when the characteristic equipment and the furnishing of the nonconforming use have been removed from the premises and have not been replaced by similar equipment within 2 years unless other facts show intention to resume the nonconforming use.

### 8.1.5. Reconstruction after Catastrophe or Demolition

A nonconforming structure may be reconstructed after a catastrophe or after demolition, provided that the owner shall apply for a building permit and start operations for reconstruction on the premises within 2 years after the catastrophe or demolition, and provided that the building(s) as reconstructed shall be only as great in volume or area as the original nonconforming structure or provided that the building meets all applicable requirements for yards, setback, and height. In the event that the proposed reconstruction would cause the structure to exceed the volume or area of the original nonconforming structure or exceed applicable requirements for yards, setback, and/or height, a special permit shall be required from the ZBA.

### 8.1.6. Reversion to Nonconformity

No nonconforming use shall, if changed to a conforming use, revert to a nonconforming use.

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## 8.2 Multifamily Developments

### 8.2.1. Purpose

The purpose of this Section 8.2 is to regulate the development of multifamily dwellings by establishing eligibility requirements and reasonable conditions for construction. This section is not intended to supersede, modify, or conflict with the powers and duties delegated to the Planning Board pursuant to the Subdivision Control Law, G.L. c. 41, §§ 81K - 81GG.

### 8.2.2. Applicability

This section applies to the construction of multifamily developments in any district in which they are allowed as of right or by special permit from the Planning Board in accordance with Section 5 of this Bylaw.



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### 8.2.3. Submission Requirements and Procedures

Application for a special permit under this Section 8.2 shall be in accordance with the Planning Board's regulations and Section 3.5 of this Bylaw. Where multifamily developments are a permitted use, approval shall be subject to Site Plan Review by the Planning Board under Section 3.6.

### 8.2.4. Design Standards for Multifamily Developments

Except in the Town Center District, multifamily developments shall meet the following standards:

- A. Any site proposed for a multifamily development shall have a minimum lot area of one (1) acre and a minimum frontage of 150 feet on a public or private way that is open for public use. However, the Planning Board may waive the minimum lot frontage to not less than 40 feet on a public way provided that a suitable private access road into the site area can be constructed with the reduced frontage;
- B. Maximum density shall be 7 units per acre nor more than 14 bedrooms per acre. This will allow for flexibility in the number of bedrooms per unit to vary from one to 3 bedrooms. The ratio of three-bedroom market rate units to three-bedroom affordable units (as required under Section 8.3) shall be 1 to 1. No more than 5% of the total site area within the wetlands and/or flood plain shall be used in calculating maximum density for the site. If more than 5% of the site is in wetlands or flood plains, the portion that exceeds 5% shall be deleted from the area used to determine maximum density;
- C. The maximum coverage of the site available for use by all buildings, including garages, and carports shall not exceed 30% of the site area;
- D. Maximum building height shall be 45 feet unless waived by the Planning Board;
- E. No building within the development shall be constructed within 50 feet of any perimeter of site;
- F. All lighting shall be directed away from adjoining property;
- G. Services.
  1. All utilities shall be installed underground using standards established by the Planning, Health, Building, and Public Works Departments of the Town. Sewage shall be disposed of by means of adequate connections as required by state and local Departments and Board of Health;
  2. If curbside pick-up of trash and recycling materials is not viable, there shall be shared waste disposal facilities (such as dumpsters for household trash and dumpsters for recycling) adequately sized for the development as determined by the Board of Health;
- H. The distance between the buildings that are structurally connected by roofing, fencing, or other means but not enclosed or heated shall be determined by the Planning Board. Distance parameters will be determined on the aesthetics, created by the design, practicality of design, and the effect on the development by the design. The Planning Board shall determine any distance parameters between buildings not covered under this Bylaw;
- I. Any roadway or access drive located within 50 feet of a property line other than the front property line shall be shielded from the property line by a buffer of trees satisfactory to the Planning Board between the roadway and property line for the entire length of the roadway within the 50-foot area. This planting shall be in addition to any existing vegetation between the property line and the proposed roadway and shall be placed a maximum of 40 feet apart;
- J. Walkways, tables, benches, or flowering bushes or trees may be allowed in 50- to 100-foot buffer areas at the discretion of the Planning Board to improve the aesthetics of the site and views from surrounding areas;
- K. Television, radio, and communications services shall be supplied by a central system with underground connections;



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- L. Not less than 60% of the upland area of the site available for use shall be set aside as open space. The open space shall remain free from structures, parking and drives, and this area shall be left either in its natural state, attractively landscaped, or developed for outdoor recreational facilities. Unless waived by the Planning Board, suitable recreational facilities shall be provided within the required open space. The owner or owners shall be responsible for the maintenance of common areas, including but not limited to snow plowing within the site limits and rubbish disposal. No outside burning of rubbish or inside incineration shall be permitted; and,
- M. Any application for a Multifamily Development special permit shall comply with Section 8.3 of this Bylaw.

### 8.2.5. Design Standards for Multifamily Developments in the Town Center District

Multifamily Developments shall be subject to Site Plan Review by the Planning Board under Section 3.6 and shall comply with Section 6.4, as applicable, and the following additional requirements. Where any requirements in this section conflict with Section 5.3.3, this section shall govern.

- A. The proposed site shall have a minimum lot area of 40,000 square feet and minimum lot frontage of 150 feet on Main Street;
- B. Maximum building coverage shall not exceed 35% of the lot area; and,
- C. No building within the development shall be constructed within 50 feet of the lot line of an abutting single-family dwelling.

### 8.2.6. Off-Street Parking

- A. Provision shall be made for not less than 2 parking spaces per unit, one of which shall be completely enclosed. Detached parking garages will be permitted and designed so as to complement the building design and site layout, but shall not be constructed within setback areas.
- B. Enclosed parking spaces shall be 10 feet wide and 20 feet long and unenclosed parking spaces shall be not less than 9.5 feet wide and 18.5 feet long unless waived by the Planning Board.
- C. Additional enclosed or unenclosed parking spaces shall be provided for guests and recreational areas as indicated below:
  - 1. Guest: 1 parking space per 2 dwelling units
  - 2. Tennis Court: 2 parking spaces per court
  - 3. Recreation buildings/swimming pools: 1 parking space per 10 dwelling units, but not less than 10 parking spaces

### 8.2.7. Criteria for Waivers

Where the Planning Board is specifically authorized to waive a requirement in this Section 8.2, the Board shall base its decision upon findings that the waivers will provide for improved aesthetics created by the design, and practicality of design to lessen environmental, neighborhood, and public service impacts.

### 8.2.8. Design Guidelines

Whether proposed by special permit or through Site Plan Review, multifamily developments shall comply with design guidelines, if any, adopted by the Planning Board and kept on file with the Town Clerk and Department of Community Development.



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### 8.3 AFFORDABLE HOUSING REQUIREMENTS

#### 8.3.1. Purposes

The purpose of this Section 8.3 is to provide affordable housing choices throughout the Town, and to provide for a diverse, balanced, and inclusive community, with housing for people of all income levels as a matter of basic fairness and social responsibility.

#### 8.3.2. Applicability

- A. Any application to the Planning Board for construction of 6 or more dwelling units on one or more contiguous parcels in the Multifamily District, Town Center District, Mixed-Use Business, or Village Residential District, or for an Open Space Residential Development special permit under Section 8.4, shall be subject to the provisions of this Section 8.3.
- B. Development shall not be segmented to avoid compliance with this Section 8.3. Segmentation shall mean one or more divisions of land that cumulatively result in a net increase of 3 or more lots or dwelling units above the number existing 36 months prior to an application to develop any parcel or set of contiguous parcels held in common ownership or under common control on or after the effective date of this Section.

#### 8.3.3. Basic Requirements

- A. Except as provided in subsection (B) below, at least 15% of the units in any development subject to this Section 8.3 shall be affordable housing as defined in Section 2, Definitions. Fractions equal to or greater than 0.5 shall be rounded up to the nearest whole number.
- B. In any OSRD development that is subject to this Section 8.3, at least 10% the total dwelling units shall be affordable housing. Fractions equal to or greater than 0.5 shall be rounded up to the nearest whole number.

#### 8.3.4. Methods of Compliance

- A. On-site units. Construction of affordable units on the site of the project is the preferred approach to creating affordable housing. On-site units shall be required for any multifamily development or mixed-use development.
- B. For an Open Space Residential Development, the Planning Board may grant a special permit for the applicant to pay a fee in lieu of affordable units to the Tewksbury Affordable Housing Trust. The fee-in-lieu per unit shall be determined in accordance with the Planning Board's regulations.

#### 8.3.5. Timing of Construction, Provision of Affordable Housing

Affordable units shall be provided coincident to the development of market-rate units, but in no event shall the construction of affordable units or payment of the fee-in-lieu of units be delayed beyond the schedule noted below.

Market-rate Unit %	Affordable Housing Unit %	Mixed Use Commercial (if applicable)
Up to 30%	None required	None required
30% plus 1 unit	At least 10%	At least 25% completion
Up to 50%	At least 30%	At least 50% completion
Up to 75%	At least 50%	
75% plus 1 unit	At least 70%	At least 75% completion
Up to 90%	100%	100% completion
Fractions of units shall not be counted.		

#### 8.3.6. Location of Affordable Housing Units

All affordable units constructed or rehabilitated under this Bylaw shall be situated within the development so as not to be in less desirable locations than market-rate units in the development and shall, on average, be no less accessible to public amenities, such as open space, as the market-rate units. Affordable units within market-rate developments shall be integrated



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with the rest of the development and shall be compatible in design, appearance, construction, and quality of materials with other units. Interior features of affordable units shall comply in all respects to the minimum design and construction standards of the Department of Housing and Community Development for the Local Initiative Program.

### 8.3.7. Marketing Plan for Affordable Units

Affordable units shall be rented or sold in accordance with an affirmative fair housing marketing plan approved by the Department of Housing and Community Development.

### 8.3.8. Preservation of Affordability; Restrictions on Resale

No building permit shall be issued until the applicant executes an enforceable agreement with the Town, in a form acceptable to Town Counsel, and provides evidence acceptable to the Department of Community Development that the agreement has been recorded at the Middlesex North Registry of Deeds. The agreement shall provide for long-term affordability of the affordable units in the development and for compliance with the requirements of the Local Initiative Program for units eligible for the Subsidized Housing Inventory. "Long-term" shall mean in perpetuity or the maximum period allowed by law unless the Planning Board approves a shorter term, but in no event shall "long-term" mean less than 30 years. For an affordable homeownership unit, no certificate of occupancy shall be issued until the applicant submits documentation acceptable to the Department of Community Development that an affordable housing deed rider in a form acceptable to Town Counsel and the Department of Housing and Community Development has been signed by the homebuyer and recorded at the Middlesex North Registry of Deeds.

### 8.3.9. Planning Board Regulations

The Planning Board shall adopt regulations to administer Section 8.3, including submission requirements, procedures, and fees, and may also adopt guidance documents to assist in the implementation of this Section.

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## 8.4 OPEN SPACE RESIDENTIAL DEVELOPMENT

### 8.4.1. Purpose

The Purposes of OSRD are to:

- A. Further the goals and policies of the Town's Master Plan;
- B. Allow for greater flexibility and creativity in the design of residential subdivision developments;
- C. Encourage preservation of open space, agricultural land, forestry land, wildlife habitat, other natural resources including aquifers, waterbodies and wetlands, and historical resources in a manner that is consistent with Tewksbury's Master Plan;
- D. Encourage a more creative and thoughtful approach to land development that decreases burden on municipal economy, minimizes disturbance and loss of undeveloped open space and utilizes and incorporates existing topography and natural features of the land to achieve a more environmentally sound design than with a conventional subdivision approach;
- E. Control suburban sprawl and maintain the character of the Town by conserving open space, scenic areas, views, streams, increasing recreational opportunities and other community assets;
- F. Promote efficiency and economy of street and utility layout; lessening storm run-off, erosion and sedimentation; retain natural drainage courses and wetlands; and in general promoting the health, safety, convenience and welfare of residential areas and of the Town as a whole; and,
- G. Encourage development in harmony with the natural area, and promote alternative construction methods to typical strip residential developments lining roadsides in the Town.



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### 8.4.2. Eligibility

To be eligible for consideration as an OSRD, the proposed tract of land shall consist of at least 3 acres in the R40 or Farming district.

### 8.4.3. Housing Types

Housing Units shall be single family detached units. No common wall or multifamily structures shall be allowed.

### 8.4.4. Special Permit Required

The Planning Board may authorize an OSRD pursuant to the grant of a Special Permit. Special permits shall be acted upon in accordance with this Section 8.4.

### 8.4.5. Pre-Application Process

The applicant is strongly encouraged to request a pre-application review at a regular business meeting of the Planning Board. The purpose of a pre-application review is to minimize the applicant's costs of engineering and other technical experts, and to commence negotiations with the Planning Board at the earliest possible stage in the development. At the pre-application review, the applicant may outline the proposed OSRD, seek preliminary feedback from the Planning Board or its technical experts, and set a timetable for submittal of a formal application.

### 8.4.6. Design Process

At the time of the application for a Special Permit for OSRD, the applicant must demonstrate to the Planning Board that the following design process was performed by a registered landscape architect and considered in determining the layout of proposed streets, house lots, and open space.

- A. Step One: Identify Areas of Concern.
  - 1. Protected Land Areas (such as wetlands, riverfront areas, and floodplains regulated by state or federal law); environmentally sensitive land areas including unprotected elements of the natural landscape such as steep slopes, mature woodlands, prime farmland, meadows, wildlife habitats; and culturally significant features such as historic and archeological sites and scenic views shall be identified and delineated as determined by the Conservation Commission, the Planning Board or the Department of Environmental Protection.
  - 2. The Potentially Developable Area will be identified and delineated. To the maximum extent feasible, the Potentially Developable Area shall consist of land outside areas identified as environmentally sensitive.
- B. Step Two: Locating House Sites. Locate the approximate sites of individual houses within the Potentially Developable Area and include the delineation of private yards and areas of shared amenities, so as to reflect an integrated community, with emphasis on consistency with the Town's historical development patterns.
- C. Step Three: Aligning the Streets. Align streets and driveways in order to access the house sites. Common Driveways may be allowed subject to the requirements of the Planning Board's Regulations.
- D. Step Four: Lot Lines. Establish lot lines for each of the individual parcels and open space.

### 8.4.7. Site Specific Design Standards

- A. Basic Maximum Number of Units shall be determined by one of the following methods:
  - 1. Determination of Yield Formula. The Basic Maximum Number shall be derived from the following calculation to determine the total number of lots (or dwelling units):

$$\frac{\text{Total Number of Lots} = \text{TA} - (50 \text{ percent} \times \text{WA}) - (0.1 \times \text{TA})}{\text{Existing minimum lot area (1 acre)}}$$

TA = Total Area of Parcel (Acres)



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WA = Wetlands and Riverfront Areas of Parcel (Acres)

The calculation of the number of Basic Maximum Number of Housing Units shall be rounded to the next whole number for units equal to 50% or greater.

OR:

2. Determination of Yield Plan. The Basic Maximum Number shall be derived from a Yield Plan. The Yield Plan shall show the maximum number of lots (or dwelling units) that could be placed upon the site under a conventional subdivision. The proponent shall have the burden of proof with regard to the Basic Maximum Number of lots (or dwelling units) resulting from the design and engineering specifications shown on the Yield Plan.

- B. Dimensional Requirements. Lots sizes may be reduced in area from the minimum requirements of the Zoning Bylaw according to the following schedule:

R40 and Farming Districts, 43,560 square feet (one acre) to 10,000 square feet

The Planning Board may waive lot size requirements when significant benefit relating to the Purpose and Intent of the OSRD Special Permit are found as determined by the Planning Board.

- C. Flexible Frontage

1. Unless waived by the Planning Board, the combined frontage of the lots of an Open Space Residential Development shall equal or exceed 50 feet for each lot created. For example, in an R40 development, to create a 6-lot development, the combined frontage of the parcels must be a minimum of 300 feet, not to include frontage on existing public ways.
2. To the extent feasible, protected open space shall be located adjacent to public ways. Any building lot which fronts on an existing public or private road shall have the frontage normally required in the zoning district.

- D. Groups of house lots and location of open space shall be as determined by the Planning Board.

- E.O Open Space Requirement.

1. A minimum of 50% of the proposed tract of land shall be Open Space.
2. No more than 50% of the designated open space may be comprised of wetlands or land having an average grade greater than 25%.
3. Wastewater and stormwater management systems serving the OSRD may be located within the open space.
4. Open Space Ownership. At the applicant's request and approval of the Planning Board, the open space may be owned by:
  - a. A private owner for agricultural, horticultural, forestry, or any other purpose not inconsistent with a prepared conservation restriction;
  - b. A non-profit organization or agency of the Commonwealth, with their consent, whose principal purpose is the conservation of open space for any of the purposes set forth;
  - c. The Tewksbury Conservation Commission; or,
  - d. A homeowners' association (HOA) with documentation that is provided by the applicant and reviewed and approved by Town Counsel and the Planning Board.
  - e. Selection of ownership option (a), (b) or (d) requires:
    - The conveyance of a conservation restriction; and,



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- The granting of an access easement over this land sufficient to ensure its perpetual maintenance as agricultural, conservation, or recreation land. The easement shall provide that in the event the trust or other owner fails to maintain the open space in reasonable condition, the Town may after notice to the lot owners and public hearing, enter upon the designated open space to maintain it in order to prevent or abate a nuisance. The cost of this maintenance by the Town shall be assessed against the properties within the development and/or to the owner of the open space. Pursuant to G.L. c. 40 § 58 the Town may file a lien against the lot or lots to ensure payment for the maintenance. Pursuant to G.L. c. 40 § 57, the Town may also deny any application for, or revoke or suspend a building permit or any local license or permit, due to neglect or refusal by any property owner to pay any maintenance assessments levied.
5. Open Space Recording. In order to ensure that the corporation, non-profit organization, or trust will properly maintain the unsubdivided land or open space, an instrument(s) shall be recorded with the Middlesex North Registry of Deeds which shall provide as a minimum the following requirements:
- a. A legal description of the unsubdivided land or open space;
  - b. A statement of the purposes for which the unsubdivided land or open space is intended to be used and the restrictions on its use and alienation;
  - c. The type and name of the corporation, non-profit organization, or trust which will own, manage and maintain the unsubdivided land or open space; and,
  - d. Provision for the management, maintenance, operation improvement and repair of the unsubdivided land or open space and facilities therein, including provisions for obtaining and maintaining adequate insurance and levying and collecting from the dwelling owners common charges to pay for expenses associated with the subdivided land or open space, including real estate taxes. It shall be provided that common charges are to be allocated among the dwelling owners in proportion to their ownership or beneficial interests in the corporation, non-profit organization or trust, and that each dwelling owner's share of the common charge shall be a lien against the owner's real estate in the cluster development, which shall have priority over all other liens with the exception of municipal liens and first mortgages of record.

### 8.4.8. Special Permit Procedures and Decision

- A. Application. Submission requirements and procedures for an OSRD special permit shall conform to the Planning Board's rules and regulations and Section 3.5 of this Bylaw, and shall include a Sketch Plan. The Planning Board shall adopt regulations relative to the size, form, number, and contents of the Sketch Plan.
- B. Relationship Between the OSRD Special Permit and OSRD Definitive Subdivision Plan.
  1. The issuance of an OSRD Special Permit allows the applicant to submit an Open Space Definitive Subdivision Plan to the Planning Board for approval under the Subdivision Control Law. Any OSRD Special Permit issued by the Planning Board shall specifically state that the Open Space Definitive Subdivision Plan shall substantially comply with the OSRD Special Permit.
  2. An Open Space Definitive Subdivision Plan will be considered not to substantially comply with the OSRD Special Permit if the Planning Board determines that any of the following conditions exist:
    - a. an increase in the number of building lots;
    - b. a significant decrease in the open space acreage;
    - c. a significant change in the lot layout;



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- d. a significant change in the general development pattern which adversely affects natural landscape features and open space preservation;
  - e. significant changes to the storm water management facilities;
  - f. significant changes in the wastewater management systems; and/or,
  - g. significant change or receipt of information which deviates from the information used as a basis for the approval of the OSRD Special Permit issued by the Planning Board.
3. If the Planning Board determines that the Open Space Definitive Subdivision Plan does not substantially comply with the OSRD Special Permit, the Board may disapprove the OSRD Definitive Subdivision Plan.
  4. The Planning Board may conditionally approve an Open Space Definitive Subdivision Plan that does not substantially comply with the OSRD Special Permit. However, such conditional approval must identify where the plan does not substantially comply with the OSRD Special Permit and shall require that the OSRD Special Permit be amended to be in compliance with the significant changes identified by the Planning Board. The Planning Board shall also require that the applicant file an application to amend the OSRD Special Permit within a specified time period.
  5. The public hearing on the application to amend the OSRD Special Permit shall be limited to the significant changes identified by the Planning Board in their conditional approval of the Open Space Definitive Subdivision Plan.
- C. Other Information. The submittals and permits of this Section 8.4 shall be in addition to any other requirements of the Subdivision Control Law or any other provisions of this Zoning Bylaw. To the extent permitted by law, the Planning Board shall coordinate the public hearing required for an application for a Special Permit for a OSRD with the public hearing required for approval of a Definitive Subdivision Plan.
- D. Decision. The Planning Board may grant a special permit for an OSRD that complies in all respects with this Section 8.4 if the Board determines that the proposed OSRD will have a less detrimental impact on the tract than a conventional development proposed for the tract, after considering the following factors:
1. whether the OSRD furthers the goals and policies of the open space/master plan;
  2. whether the OSRD achieves greater flexibility and creativity in the design of residential developments than a conventional subdivision plan;
  3. whether the OSRD promotes permanent preservation of open space, agricultural land, forestry land, other natural resources including waterbodies and wetlands, and historical and archeological resources;
  4. whether the OSRD promotes a less sprawling and more efficient form of development that consumes less open land and conforms to existing topography and natural features better than a conventional subdivision;
  5. whether the OSRD reduces the total amount of disturbance on the site;
  6. whether the OSRD facilitates the construction and maintenance of streets, utilities, and public service in a more economical and efficient manner.
  7. whether the OSRD and its supporting narrative documentation complies with all sections of this bylaw;
  8. whether the OSRD complies with the recommendations of the Department of Public Works, the Board of Health and the Conservation Commission and,



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9. whether it appears that because of soil characteristics, drainage, traffic, or other conditions, the granting of a special permit would be detrimental to the health, safety or welfare of the neighborhood or Town or inconsistent with the intent of the OSRD bylaw.

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## 8.5 WIRELESS COMMUNICATIONS FACILITIES

### 8.5.1. Purpose

The purpose of this Section 8.5 is to provide for a special permit process for the siting of wireless communications facilities while minimizing adverse visual impacts on adjacent properties, residential neighborhoods, and areas of high scenic and artistic value; to limit the overall number and height of such facilities to what is essential to serve the public convenience and necessity; and to promote shared use of facilities to reduce the need for new facilities.

### 8.5.2. Applicability

- A. Towers and structures for Wireless Communication Facilities shall be subject to the issuance of a Wireless Communications Facilities Special Permit by the Planning Board.
- B. Nothing in this Section 8.5 shall be construed to regulate or prohibit amateur radio towers used solely by a federally licensed amateur radio operator or wireless communications structures and devices used expressly and exclusively for television reception. Nothing in this Section 8.5 shall be construed to regulate or prohibit a wireless communication facility based on environmental effects of radio frequency radiation (RFR) emissions.

### 8.5.3. Siting and Height Requirements.

- A. Wherever feasible, Wireless Communications Devices shall be located on existing towers or other existing structures and be subjected to stealth treatment appropriate for the context of the facility.
- B. Wireless communications facilities may be located on the same lot as other structures or uses lawfully in existence, subject to the provisions of Section 8.5.
- C. The minimum distance from the base of a tower, including towers with stealth treatment to any property line, road, right-of-way, power line easement, or railroad right-of-way shall be at least equal to the height of the Tower. The Planning Board may waive this requirement up to the front, side, or rear zoning district set-back upon findings that the waiver will result in a design more compatible with the surrounding area.
- D. A Tower shall be setback a minimum distance of 400 feet from an abutting residential district, except that this distance may be reduced for Towers if the Planning Board finds that reduction in the setback distance would produce a better result (aesthetically) to the neighborhood than alternative proposals, but in no event shall the setback minimum distance be less than 100 feet from a residential district. This requirement shall supersede Subsection C above, where applicable. This requirement may be waived subject to a grant of the Special Permit Waiver.
- E.T he maximum allowed height of a tower shall not exceed 100 feet unless the applicant demonstrates that a greater height is required to allow for provision of the wireless communications services and the Planning Board finds that a height over 100 feet is desirable based on a balanced review of aesthetics and wireless coverage for the area.

### 8.5.4. Design Requirements

- A. Wherever feasible and appropriate, wireless communications facilities, including their constituent devices and towers, shall be subjected to stealth treatment appropriate for the context of the facility.
- B. All building-mounted wireless communications devices that are visible from the ground or another property shall be designed and located so as to appear to be an integral part of the existing architecture of the building and shall be of colors that are compatible with those of the building or landscape.



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- C. The wireless communications facility may be fenced to control access, as determined by the Planning Board. Fencing shall be compatible with and of similar materials and character of surrounding buildings, structures and neighborhood.
- D. There shall be no signs or advertisements at any wireless communications facility, except for no trespassing signs and a required sign giving a phone number where the responsible party can be reached on a 24-hour basis.
- E. If a building is needed for the equipment associated with the use of the device, that building shall be of similar style and materials as the other buildings on the site, or nearby site, as determined by the Planning Board.

### 8.5.5. Application Process

- A. The Planning Board encourages applicants for a Special Permit under this Section 8.5 to have a preliminary discussion with the Board before submitting a formal application. Applications for a special permit for siting wireless communications facilities shall be submitted in accordance with Section 3.5 Special Permits, and additionally to the Board of Selectmen and Town Manager, and shall further include the following:
  - 1. To site a wireless communications facility at an existing tower or nonresidential structure, the applicant shall be required to comply with Sections 8.5.5 herein above, except that the Planning Board may waive some of the requirements if it finds that they are not applicable or not reasonably necessary to evaluating the proposal.

### 8.5.6. Approval

- A. The Planning Board may grant a special permit for a wireless communications facility only upon making the findings required by G.L. c. 40A, § 9 and the following:
  - 1. That the applicant has demonstrated to the satisfaction of the Planning Board that the requirements of this Section 8.5 have been met.
  - 2. That the size and height of the structure are the minimum necessary, taking into account the applicant's objectives and any proposed collocation.
  - 3. That adverse impact on adjacent properties, residential neighborhoods, historic and artistic structures or scenic views is minimized to the extent practical.
  - 4. That there will be no nuisance or serious hazard associated with the use.
  - 5. That any reasonable alternatives identified in the pre-application meeting have been determined not to be preferable or feasible.
- B. When suitable and appropriate as determined by the Planning Board, collocation is encouraged. As a condition of the special permit for a wireless communication facility, the Planning Board may require that the structure and/ or facility be designed and built so that it is able to accommodate future wireless communications devices operated by another carrier with little or no modification, provided that collocation does not materially interfere with the transmission or reception of communications signals to or from the existing facility, and provided that there are no structural or other physical limitations that make it impractical to accommodate the proposed additional wireless communications device. At the request of Town officials, the Planning Board may require the applicant to provide reasonable access to the facility for municipal communications.
- C. Any expansion or extension of wireless communications facilities or construction of new or replacement towers or facilities shall require an amendment to the special permit. An increase in the number of antennas or the size of the antennas beyond that applied for and approved in the special permit, if the antennas are visible or if it changes the character of the stealth treatment, also requires amendment to the special permit.



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- D. Any special permit granted under this section shall automatically lapse within 3 years of the date of the grant, not including the time required to pursue or await the termination of an appeal, if construction has not commenced, except if the applicant applies to the Planning Board and it determines good cause to grant a one-year extension.

### 8.5.7. Conditions of Use

- A. The applicant shall be required to maintain and keep in good repair all facilities, devices and towers.
- B. Based on the nature of the facility, the Planning Board may require the applicant to post a bond for the removal of wireless communication antenna support structures in the event of non-operation. The amount of the surety shall be established by a consultant for the Town, such as an engineer, architect, or other qualified professional registered to practice in the Commonwealth.

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## 8.6 Small Wireless Facilities Outside of Rights of Way

### 8.6.1 Purpose

The purpose and intent of this bylaw section is to permit regulation of the installation of Small Wireless Facilities outside of rights-of-way so as to respect the neighborhood characteristics in which they are proposed to be installed consistent with the purposes set forth in this bylaw and with federal and state law.

### 8.6.2 Site Plan Approval

All installations of Small Wireless Facilities outside of rights-of-way require a site plan approval from the Planning Board.

### 8.6.3 Policies and Procedures

The Planning Board shall adopt and from time to time amend policies and regulations relative to the issuance of a site plan approval for a small wireless facility. A copy of the policies and regulations shall be on file with the Town Clerk. The policies and regulations shall prescribe the form, contents, style, and number for application forms, the fees collectible with the applications, the process by which the application will be reviewed, the design and location criteria for approval, the time within which the Planning Board will issue a decision, and requirements for recertification.

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## 8.7 Recreational Marijuana Establishments

### 8.7.1 Purpose

It is recognized that the nature of the substance cultivated, processed, by marijuana establishments may have objectionable operational characteristics and should be located in such a way as to ensure the health, safety, and general well-being of the public as well. The specific and separate regulation of Marijuana Establishments (hereafter also referred to as an ME) is necessary to advance these purposes and ensure that such facilities are not located within close proximity of minors and do not become concentrated in any one area within the Town.

Subject to the provisions of this Bylaw, G.L. c. 40A, G.L. c. 94G and 105 CMR 725.000, Marijuana Establishments will be permitted to provide the opportunity for the legal cultivation, product manufacturing of marijuana for recreational marijuana use in a manner that complies with state regulations.

### 8.7.2 Applicability

- A. Nothing in this section shall be construed to supersede federal and state laws governing the sale and distribution of marijuana. This section shall not be construed to prevent the conversion of a medical marijuana treatment center licensed or registered no later than July 1, 2017 engaged in the cultivation, manufacture or sale of marijuana or marijuana products to a Marijuana Establishment, provided, however, any such medical marijuana treatment center obtains a special permit pursuant to this Section for any such conversion to an adult use Marijuana Establishment.
- B. This bylaw does not apply to the cultivation of industrial hemp as is regulated by the Massachusetts Department of Agricultural Resources pursuant to G.L. c. 128, Sections 116-123.



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### 8.7.3. Additional Requirements/Conditions

In addition to the standard requirements for uses permitted By-right or requiring a Special Permit or Site Plan Approval, the following shall also apply to all Marijuana Establishments:

#### A. Use:

1. Any type of Marijuana Establishment may only be involved in the uses permitted by its definition and may not include other businesses or services.
2. No marijuana shall be smoked, eaten or otherwise consumed or ingested within the premises.
3. The hours of operation shall be set by the Planning Board, but in no event shall an RMD or OMMD facility be open to the public, and no sale or other distribution of marijuana shall occur upon the premises or via delivery from the premises, between the hours of 8:00 p.m. and 8:00 a.m.
4. No marijuana establishment may commence operation or apply for a building permit prior to its receipt of all required permits and approvals including, but not limited, to its Final License from the Cannabis Control Commission.

#### B.P Physical Requirements:

1. All aspects of the any marijuana establishment, except for the transportation of product or materials, relative to the acquisition, cultivation, possession, processing, products containing marijuana, related supplies, or educational materials must take place at a fixed location within a fully enclosed building (including greenhouses) and shall not be visible from the exterior of the business. They may not be permitted to be located in a trailer, storage freight container, motor vehicle or other similar type potentially movable enclosure.
2. No outside storage is permitted.
3. Ventilation – all marijuana establishments shall be ventilated in such a manner that no:
  - a. Pesticides, insecticides or other chemicals or products used in the cultivation or processing are dispersed into the outside atmosphere, and
  - b. No odor from marijuana or its processing can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the medical marijuana business or at any adjoining use or property.
4. Signage shall be displayed on the exterior of the marijuana establishment's entrance in plain sight of the public stating that "Access to this facility is limited to individuals 21 years or older." in text 2 inches in height. All other signage must comply with all other applicable signage regulations in this Bylaw and 935 CMR 500.
5. Cannabis plants, products, and paraphernalia shall not be visible from outside the building in which the cannabis establishment is located and shall comply with the requirements of 935 CMR 500. Any artificial screening device erected to eliminate the view from the public way shall also be subject to a vegetative screen and the Planning Board shall consider the surrounding landscape and viewshed to determine if an artificial screen would be out of character with the neighborhood.

#### C. Location.

1. Marijuana establishments are encouraged to utilize existing vacant buildings where possible.
2. No marijuana establishment shall be located on a parcel which is within 300 feet (to be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located) of a parcel occupied by a pre-existing public or private school (existing at the time the applicant's license application was received by the Cannabis Control Commission) providing education in kindergarten or any of grades 1-12.



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3. No marijuana establishment shall be located on a parcel which abuts a residential use (including commercial residential uses such as hotels, motels, lodging houses, etc.) or residential district.
4. No marijuana establishment shall be located inside a building containing residential units, including transient housing such as motels and dormitories.
5. No marijuana establishment is permitted to utilize or provide a drive-through service.

### D. Reporting Requirements.

1. Prior to the commencement of the operation or services provided by a marijuana establishment, it shall provide the Police Department, Fire Department, Building Commissioner and the Planning Board with the names, phone numbers and email addresses of all management staff and key- holders, including a minimum of 2 operators or managers of the facility identified as contact persons to whom one can provide notice if there are operating problems associated with the establishment. All such contact information shall be updated as needed to keep it current and accurate.
2. The Building Commissioner, Board of Health, Police Department, Fire Department and the Planning Board shall be notified in writing by the marijuana establishment facility owner/operator/ manager:
  - a. A minimum of 30 days prior to any change in ownership or management of that establishment.
  - b. A minimum of 12 hours following a violation or potential violation of any law or any criminal or potential criminal activities or attempts of violation of any law at the establishment.
3. Permitted marijuana establishments shall file an annual written report to, and appear before, the Planning Board no later than January 31st of each calendar year, providing a copy of all current applicable state licenses for the facility and/or its owners and demonstrate continued compliance with the conditions of the Special Permit.
4. The owner or manager of a marijuana establishment is required to respond by phone or email within 24 hours of contact by a Town official concerning their marijuana establishment at the phone number or email address provided to the Town as the contact for the business.

### E. Issuance/Transfer/Discontinuance of Use

1. Special Permits/Site Plan Approvals shall be issued to the marijuana establishment owner.
2. Special Permits/Site Plan Approvals shall be issued for a specific type of marijuana establishment on a specific site/parcel.
3. Special Permits/Site Plan Approvals shall be non-transferable to either another marijuana establishment owner or another site/parcel.
4. Special Permits/Site Plan Approvals shall have a term limited to the duration of the applicant's ownership/control of the premises as a marijuana establishment, and shall lapse/expire if:
  - a. the marijuana establishment ceases operation (not providing the operation or services for which it is permitted) for 365 days, and/or
  - b. the marijuana establishment's registration/license by the Cannabis Control Commission expires or is terminated.
5. The marijuana establishment shall notify the Building Commissioner and the Planning Board in writing within 48 hours of such lapse, cessation, discontinuance or expiration or revocation.
6. A marijuana cultivation or product manufacturing establishment shall be required to remove all material, plants equipment and other paraphernalia prior to surrendering its state registration/license or ceasing its operation.



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- a. Prior to the issuance of a Building Permit for a marijuana establishment the applicant is required to post with the Town Treasurer a bond or other form of financial security acceptable to the Treasurer in an amount set by the Planning Board. The amount shall be sufficient to cover the costs of the town removing all materials, plants, equipment and other paraphernalia if the applicant fails to do so. The Building Commissioner shall give the applicant 45 days written notice in advance of taking such action. Should the applicant remove all materials, plants, equipment and other paraphernalia to the satisfaction of the Building Commissioner prior to the expiration of the 45 days written notice, said bond shall be returned to the applicant.

### 8.7.4 Application Requirements

Applications for Special Permits and Site Plan Approvals for marijuana establishments will be processed in the order that they are filed with the Town. The approval of a Special Permit for any marijuana establishment is up to the discretion of the Planning Board who will be making its determination based on selecting the marijuana establishments that it finds are in the best interests of the Town and best comply with the standards and intent of this Bylaw.

In addition to the standard application requirements for Special Permits and Site Plan Approvals, such applications for a marijuana establishment shall include the following:

- A. The name and address of each owner and operator of the marijuana establishment facility/operation.
- B. A copy of an approved Host Agreement.
- C. A copy of its Provisional License from the Cannabis Control Commission pursuant to 935 CMR 500.
- D. If it's in conjunction with an approved RMD, a copy of its registration as an RMD from the Massachusetts Department of Public Health in accordance with 105 CMR 725.000 or from the Cannabis Control Commission in accordance with 935 CMR 500.
- E.P Proof of Liability Insurance Coverage or Maintenance of Escrow as required in 935 CMR 500.
- F. Evidence that the Applicant has site control and right to use the site for a marijuana establishment facility in the form of a deed or valid purchase and sales agreement or, in the case of a lease a notarized statement from the property owner and a copy of the lease agreement.
- G. A notarized statement signed by the marijuana establishment organization's Chief Executive Officer and corporate attorney disclosing all of its designated representatives, including officers, directors, shareholders, partners, members, managers, or other similarly-situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of all such responsible individual persons.
- H. In addition to what is normally required in a Site Plan, details showing all exterior proposed security measures for the marijuana establishment including lighting, fencing, gates and alarms, etc. ensuring the safety of employees and patrons and to protect the premises from theft or other criminal activity.
- I. A detailed floor plan identifying the areas available and functional uses (including square footage).
- J.A All signage being proposed for the facility.
- K. A pedestrian/vehicular traffic impact study to establish the marijuana establishment's impacts at peak demand times, including a line queue plan to ensure that the movement of pedestrian and/or vehicular traffic, including but not limited to, along the public right of ways will not be unreasonably obstructed.
- L.A n odor control plan detailing the specific odor-emitting activities or processes to be conducted on-site, the source of those odors, the locations from which they are emitted from the facility, the frequency of such odor-emitting activities, the duration of such odor-emitting activities, and the administrative of odor control including maintenance of such controls.



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- M. A Management Plan including a description of all activities to occur on site, including all provisions for the delivery of marijuana and related products to marijuana establishment or off-site direct delivery.
- N. Individual written plans which, at a minimum comply with the requirements of 935 CMR 500, relative to the marijuana establishment's:
  1. Operating procedures
  2. Marketing and advertising
  3. Waste disposal
  4. Transportation and delivery of marijuana or marijuana products
  5. Energy efficiency and conservation
  6. Security and Alarms
  7. Decommissioning of the marijuana establishment including a cost estimate taking into consideration the community's cost to undertake the decommissioning of the site.

### 8.7.5. Findings

In addition to the standard Findings for a Special Permit or Site Plan Approval the Planning Board must also find all the following:

- A. The Marijuana Establishment is consistent with and does not derogate from the purposes and intent of this Section and the Zoning Bylaw.
- B. That the marijuana establishment facility is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest;
- C. That the marijuana establishment facility demonstrates that it meets or exceeds all the permitting requirements of all applicable agencies within the Commonwealth and will be in compliance with all applicable state laws and regulations;
- D. That the applicant has satisfied all of the conditions and requirements of this Section and other applicable Sections of this Bylaw;
- E. That the marijuana establishment facility provides adequate security measures to ensure that no individual participant will pose a direct threat to the health or safety of other individuals, and that the storage and/or location of cultivation is adequately secured on-site or via delivery.
- F. That the marijuana establishment facility adequately addresses issues of traffic demand, circulation flow, parking and queuing, particularly at peak periods at the facility, and its impact on neighboring uses.

### Section 5.4.3

#### APPENDIX A. TABLE OF USES

DISTRICTS & USES	F	R40	MF	VR	MUB	TC	LB	WNB	SB	GB	I1	I2	OR	TD	P
A.1 CONSERVATION, RECREATION															
A. COMMERCIAL AGRICULTURE, INCLUDING FARM STAND	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B. COMMERCIAL AGRICULTURE, NON-EXEMPT, INCLUDING FARM STAND	Y	N	N	N	N	N	N	N	N	N	N	PB	PB	N	N
C. FORESTRY MANAGEMENT	Y	Y	N	N	N	N	N	N	N	N	SP	N	N	Y	Y
D. NON-PROFIT OUTDOOR RECREATION, E.G.,	Y	SP	N	N	N	N	N	N	N	N	N	N	N	Y	Y



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DISTRICTS & USES	F	R40	MF	VR	MUB	TC	LB	WNB	SB	GB	I1	I2	OR	TD	P
SWIMMING, HIKING, PICNICKING, FISHING															
E. CAMP, DAY CAMP ONLY, E.G., SUMMER CAMP FOR CHILDREN	Y	SP	N	N	N	N	N	N	N	N	N	N	N	Y	Y
F. MUNICIPAL USE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>A.2 RESIDENTIAL</b>															
<b>Residential: Principal</b>															
A. SINGLE-FAMILY DWELLING, DETACHED	Y	Y	Y	Y	N	N	Y	N	N	N	N	N	N	Y	N
B. TOWNHOUSE	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N
C. TWO-FAMILY DWELLING	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N
D. MULTIFAMILY DWELLING, UP TO 7 UNITS; SEC. 8.2	N	N	Y	Y	PB	PB	N	N	PB	N	N	N	PB	N	N
E. MULTIFAMILY DWELLING, 8 OR MORE UNITS; SEC. 8.2	N	N	N	N	N	PB	N	N	N	N	N	N	N	N	N
F. MULTI-FAMILY DEVELOPMENT	N	N	PB	PB	PB	PB	N	N	PB	N	N	N	PB	N	N
G. DWELLING UNITS ABOVE THE GROUND FLOOR OF A COMMERCIAL BUILDING	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
H. ARTIST LOFT OR LIVE/WORK UNITS	N	N	PB	Y	Y	Y	PB	PB	Y	PB	N	N	N	N	N
I. OPEN SPACE RESIDENTIAL DEVELOPMENT (OSRD); SEC. 8.4	PB	PB	PB	N	N	N	N	N	N	N	N	N	N	N	N
J. CONGREGATE RESIDENCE	N	N	Y	Y	PB	PB	N	PB	PB	PB	PB	N	PB	N	N
K. ASSISTED LIVING RESIDENCE	N	N	Y	Y	N	PB	N	N	PB	PB	PB	N	PB	N	N
L. CONTINUING CARE RETIREMENT COMMUNITY	N	N	PB	PB	Y	N	N	N	N	PB	PB	N	PB	N	N
<b>Residential: Accessory</b>															
M. FAMILY SUITE; SEC. 7.1, SEC. 3.6	PB	PB	PB	PB	N	N	N	N	N	N	N	N	N	PB	N
N. HOME OCCUPATION; SEC. 7.2	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	Y/SP	N	N	Y/SP	N	N	N	N	Y/SP	N
O. FAMILY CHILD CARE HOME	Y	Y	Y	Y	SP	N	N	N	N	N	N	N	N	Y	N
P. FAMILY CHILD CARE HOME, LARGE	SP	SP	SP	SP	SP	N	N	N	N	N	N	N	N	N	N
Q. ROOM AND BOARD FOR NOT MORE THAN TWO BORDERS	Y	Y	Y	Y	SP	N	N	N	SP	N	N	N	N	N	N
R. PARKING OF ONE LIGHT COMMERCIAL VEHICLE	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SP	SP	SP	SP	N
S. PARKING OF TWO LIGHT COMMERCIAL VEHICLES (THREE IS PROHIBITED)	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N
T. PRIVATE GAME COURT	PB	Y	PB	PB	N	N	N	N	N	N	Y	Y	Y	N	N
<b>A.3 PUBLIC, INSTITUTIONAL, PHILANTHROPIC</b>															
A. RELIGIOUS OR EXEMPT	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



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DISTRICTS & USES	F	R40	MF	VR	MUB	TC	LB	WNB	SB	GB	I1	I2	OR	TD	P
<b>EDUCATIONAL USE</b>															
B. CEMETERY, WHICH MAY INCLUDE A CREMATORIUM	N	SP	N	N	N	N	N	N	N	N	SP	SP	N	N	N
C. HOSPITAL	PB	PB	N	N	N	N	N	N	N	PB	PB	PB	N	N	N
D. NURSING HOME, REST HOME, SIMILAR LONG-TERM RESIDENTIAL-CONGREGATE CARE, WHICH MAY INCLUDE ACCESSORY ADULT DAY CARE	N	N	PB	N	N	PB	N	N	PB	PB	PB	N	PB	N	N
E. ADULT DAY CARE AND/OR RESPITE CARE SERVICES	N	N	PB	PB	N	PB	N	N	PB	PB	PB	N	PB	N	N
F. FUNCTION HALL, COMMUNITY CENTER, SIMILAR NON-COMMERCIAL PLACE OF ASSEMBLY	PB	N	N	PB	PB	PB	N	N	PB	PB	N	N	N	N	N
<b>A.4 COMMERCIAL</b>															
<b>Retail</b>															
<b>A. RETAIL STORE</b>															
1. Up to 1,500 sq. ft.	N	N	N	Y	Y	Y	N	PB	Y	Y	PB	PB	N	N	N
2. Up to 7,500 sq. ft.	N	N	N	PB	Y	Y	N	PB	Y	Y	PB	PB	N	N	N
3. Up to 15,000 sq. ft.	N	N	N	N	N	PB	N	N	Y	Y	N	N	N	N	N
4. Over 15,000 sq. ft.	N	N	N	N	N	N	N	N	PB	PB	N	N	N	N	N
B. SHOPPING CENTER	N	N	N	N	N	N	N	PB	PB	PB	N	N	N	N	N
C. RETAIL SALE OF ALCOHOLIC BEVERAGES	N	N	N	N	PB	PB	N	PB	PB	PB	Y	PB	PB	N	N
Greenhouse	N	N	N	PB	PB	N	N	N	PB	PB	PB	N	N	N	N
D. NEW AUTOMOTIVE SALES, LEASING AND RENTAL	N	N	N	N	PB	N	N	PB	PB	PB	PB	PB	N	N	N
E. USED AUTOMOTIVE SALES	N	N	N	N	N	N	N	N	N	N	N	PB	N	N	N
F. GASOLINE SERVICE STATION, WHICH MAY INCLUDE A CONVENIENCE STORE NOT EXCEEDING 2,500 SQ. FT. OR ACCESSORY LIGHT AUTO SERVICE	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
G. CAR WASH	N	N	N	N	N	N	N	N	PB	PB	N	N	N	N	N
H. AUTO BODY SHOP, AUTO REPAIR FACILITY	N	N	N	N	N	N	N	N	N	N	N	PB	N	N	N
I. COMMERCIAL PARKING LOT OR PARKING GARAGE	N	N	N	N	N	PB	N	N	N	N	Y	PB	Y	N	N
J. TAXI OR LIMOUSINE SERVICE	N	N	N	N	SP	N	SP	N	SP	SP	SP	SP	N	N	N
<b>Office, Professional Use</b>															
K. PERSONAL SERVICE ESTABLISHMENT, BUSINESS OR PROFESSIONAL OFFICE	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	PB	N
L. BUSINESS OR PROFESSIONAL OFFICE	N	N	N	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N
<b>Hospitality, Food Service</b>															
M. RESTAURANT, WHICH MAY	N	N	N	N	Y	Y	N	PB	Y	Y	PB	PB	PB	N	N



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DISTRICTS & USES	F	R40	MF	VR	MUB	TC	LB	WNB	SB	GB	I1	I2	OR	TD	P
<b>INCLUDE OUTDOOR SEATING ON AN ADJACENT PATIO; NO DRIVE-THROUGH SERVICE</b>															
<b>N. RESTAURANT WITH DRIVE-THROUGH SERVICE</b>	N	N	N	N	PB	N	N	N	N	PB	PB	PB	PB	N	N
<b>O. FOOD ESTABLISHMENT, NOT EXCEEDING 1,200 SQ. FT.</b>	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N
<b>P. BED &amp; BREAKFAST</b>	N	PB	PB	Y	Y	Y	Y	PB	Y	Y	N	N	N	N	N
<b>Q. INN</b>	N	N	N	Y	Y	Y	PB	N	PB	Y	N	N	N	N	N
<b>R. HOTEL OR MOTEL, WITH OR WITHOUT CONFERENCE FACILITIES</b>	N	N	N	PB	PB	PB	N	N	N	PB	PB	PB	PB	N	N
<b>Public Services</b>															
<b>S. CHILD CARE CENTER</b>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>T. POSTAL SERVICE</b>	N	N	N	N	PB	Y	PB	N	Y	Y	PB	PB	PB	N	N
<b>U. FRATERNAL OR MEMBERSHIP ORGANIZATION; PROFESSIONAL OR TRADE ORGANIZATION</b>	N	N	N	N	Y	Y	N	PB	Y	PB	PB	PB	N	N	N
<b>V. FUNERAL HOME</b>	N	N	N	N	PB	PB	N	N	PB	PB	PB	PB	N	N	N
<b>W. NON-EXEMPT EDUCATIONAL USE</b>	N	N	N	N	PB	N	PB	PB	Y	Y	PB	PB	PB	N	N
<b>X. SHELTERED BUS STOP</b>	SP	SP	SP	SP	Y	Y	SP	SP	Y	Y	Y	Y	Y	N	N
<b>Y. ESSENTIAL SERVICES</b>	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>Culture, Entertainment Uses</b>															
<b>Z. MUSEUM OR ART GALLERY</b>	PB	N	N	Y	Y	Y	Y	Y	Y	Y	Y	PB	Y	N	N
<b>AA. CINEMA</b>	N	N	N	PB	PB	PB	N	N	PB	Y	Y	N	PB	N	N
<b>BB. THEATRE FOR LIVE PERFORMING ARTS (DANCE, MUSIC, DRAMATIC PRODUCTIONS, ETC.)</b>	N	N	N	PB	PB	PB	N	N	PB	PB	PB	PB	PB	N	N
<b>Commercial Recreation</b>															
<b>CC. LARGE COMMERCIAL INDOOR RECREATION (INC. BOWLING, ICE SKATING, ROLLER SKATING RINK)</b>	N	N	N	PB	PB	N	N	N	PB	PB	PB	PB	N	N	N
<b>DD. GYM OR ATHLETIC CLUB, FITNESS FACILITY</b>	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N
<b>EE. GOLF COURSE</b>	N	PB	N	N	PB	N	N	N	N	N	N	N	N	N	PB
<b>FF. MINIATURE GOLF</b>	N	N	N	N	N	N	N	N	N	PB	N	N	N	N	N
<b>GG. CAMPING FACILITY WITH ACCOMMODATIONS FOR TENTS, CAMP TRAILERS/RECREATIONAL VEHICLES, TRAVEL TRAILERS</b>	N	N	N	N	N	N	N	N	N	N	N	N	N	N	PB
<b>Other</b>															
<b>HH. ADULT USE</b>	N	N	N	N	N	N	N	N	N	N	PB	PB	PB	N	N
<b>II. VETERINARIAN, ANIMAL HOSPITAL</b>	PB	N	N	PB	Y	Y	PB	PB	PB	Y	PB	PB	PB	N	N
<b>JJ. PET SERVICES</b>	N	N	N	N	Y	Y	PB	PB	PB	Y	N	N	N	N	N



# Town of Tewksbury

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876



## OFFICE OF TOWN CLERK

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DISTRICTS & USES	F	R40	MF	VR	MUB	TC	LB	WNB	SB	GB	I1	I2	OR	TD	P
KK. KENNEL, COMMERCIAL	N	N	N	N	PB	PB	PB	N	PB	PB	PB	N	N	N	N
LL. SELF-STORAGE FACILITY	N	N	N	N	N	N	N	PB	N	N	PB	PB	N	N	N
MM. MARIJUANA CULTIVATION	N	N	N	N	N	N	N	PB	N	N	PB	PB	PB	N	N
NN. MARIJUANA RESEARCH	N	N	N	N	N	N	N	PB	N	N	PB	PB	PB	N	N
OO. MARIJUANA MANUFACTURING	N	N	N	N	N	N	N	PB	N	N	PB	PB	PB	N	N
<b>A.5 INDUSTRIAL</b>															
A. RESEARCH & DEVELOPMENT, LABORATORY, WHICH MAY INCLUDE ACCESSORY MANUFACTURING OF PRODUCTS IN TESTING AND DEVELOPMENT	N	N	N	N	N	N	N	Y	N	N	Y	Y	Y	N	N
B. HIGH-TECH/BIOTECH MANUFACTURING	N	N	N	N	N	N	N	N	N	N	PB	PB	Y	N	N
C. MANUFACTURING	N	N	N	N	N	N	N	PB	N	N	PB	PB	PB	N	N
D. MACHINE, WELDING SHOP	N	N	N	N	N	N	N	N	N	N	Y	Y	N	N	N
E. WAREHOUSE/DISTRIBUTION FACILITY	N	N	N	N	N	N	N	PB	N	N	PB	PB	N	N	N
F. TRANSPORTATION OR FREIGHT TERMINAL	N	N	N	N	N	N	N	N	N	N	PB	PB	N	N	N
G. WIRELESS COMMUNICATION FACILITY	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB
H. PLANT, STORAGE, SUBSTATIONS FOR PUBLIC UTILITIES, OR STORAGE AND SALE OF HEATING FUEL	N	N	N	N	N	N	N	N	N	N	PB	PB	N	N	N
I. RETAIL SHOWROOM AND SALE OF PRODUCTS MANUFACTURED ON THE PREMISES	N	N	N	N	N	N	N	N	N	PB	Y	Y	N	N	N
J. CONTRACTOR'S YARD	N	N	N	N	N	N	N	N	N	N	PB	PB	N	N	N
K. STONE OR MONUMENT WORKS	N	N	N	N	N	N	N	N	N	N	PB	PB	N	N	N
L. SALE OF LUMBER, FARM SUPPLIES, SIMILAR PRODUCTS, INCLUDING OUTDOOR STORAGE AND SALES	N	N	N	N	N	N	N	N	N	PB	PB	PB	N	N	N
M. ACCESSORY DWELLING FOR USE AS WATCHPERSON'S QUARTERS ONLY	N	N	N	N	N	N	N	N	N	PB	PB	PB	PB	N	N

NOTES: (1) Many of the uses classified as "Y" may require Site Plan Review under Section 3.6 prior to issuance of a building permit. (2) Legend: Y = permitted as of right (but may be subject to Site Plan Review); PB = Planning Board special permit; SP = ZBA special permit. (3) For specifically prohibited uses, see Section 5.4.2. or take any action relative thereto.



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Motion: Robert Fowler, Chairman of the Zoning Bylaw Committee motioned to Withdraw Article 27

Vote: Article 27 was Withdrawn 7:38 PM 6/24/20

**Executive Summary:** This Article will recodify, and therefore amend the Zoning Bylaw to make the Bylaw easier for users to navigate, simplify and update its language, and provide a better structure for predictability and flexibility in both the interests of current use and future adaptability. This article is a complete rewrite of the Tewksbury Zoning Bylaw following a 3 year process by the Committee over the course of 30 plus public meetings and 7 public presentations with the assistance of land use planning, land use legal, and design consultants.

### ARTICLE 28

To see if the Town will vote to replace the existing Zoning Map dated January 2020 with the proposed zoning map on file with the Town Clerk’s Office as depicted below or take any action relative thereto.



### Zoning Bylaw Committee

Motion: Robert Fowler, Chairman of the Zoning Bylaw Committee motioned to Withdraw Article 28

Vote: Article 28 was Withdrawn 7:38 PM 6/24/20



# Town of Tewksbury

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**Executive Summary:** This article is the companion to the new Zoning Bylaw. The map shown above aligns the districts in the zoning bylaw to their physical locations in Town. Large scale versions of the map are online and available for viewing at the Town Clerk's Office, Community Development Office, Library, and Senior Center.

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Finance Committee Chairman, Rob Kocsmiersky, motioned to Adjourn the 2020 Annual Town Meeting Sine Die, and this motion was Adopted. 7:39 PM 6/24/20

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK

# SPECIAL TOWN MEETING - JUNE 24, 2020

Moderator Todd Johnson opened the June 24, 2020 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

On Wednesday, June 24, 2020, there were 87 voters and 7 visitors in attendance.

Moderator Johnson made the following introductory comments:

*My name is Todd Johnson and it is my privilege to serve as your Town Moderator. These are unusual times due to the pandemic, but we will do our best to make this Town Meeting a familiar experience, although with some extra precautions. Let me outline a few of those now:*

- *Voters are strongly advised to either wear a mask or facial covering at Town Meeting. A limited supply of masks is available in the check-in area for anybody that needs one.*
- *Hand sanitizer has been placed at the entrance and exit of the building.*
- *All areas have been suited for a one-way traffic flow to avoid face-to-face encounters and maintain a six-foot separation of voters and staff.*
- *Directional and spatial arrows have been taped to the floor or walls as well as on certain seating areas to indicate six foot intervals.*
- *Microphones will be sanitized after each speaker.*
- *Efforts will be made to reduce crowding as the meeting adjourns and we will direct staggered exit times by row using multiple exits points.*
- *Trash/recycling bins will be placed at exits to dispose of used PPE, handouts, etc.*
- *Socialization in the parking lot post-meeting is discouraged.*

*Take note of the exits at the front and the back of the gym. Restrooms are located in the rear.*

Moderator Johnson led the Assembly in the Pledge of Allegiance and made the following introductory comments:

*Welcome to Special Town meeting. I ask now that everyone silence your phones. I request that everyone up here, out of respect for all of you, not to be texting during the meeting. And I ask that you not text them during the meeting so they aren't tempted.*

*As we begin our meeting, I want to take a moment to outline our ground rules. Town Meeting is the legislative body for our community, where we work together to debate the merits of the articles within the warrant before you. Please refer to the Glossary of Terms at the back of your warrant. Because Tewksbury has an Open Town Meeting, each registered voter is eligible to vote on fiscal issues, zoning changes, bylaw amendments, and other matters affecting the town as presented in the warrant.*

*Visitors may attend the meeting and sit only in the reserved-for-visitors section. Members of the media may sit in the visitors' section or at the press table.*

*This meeting is being recorded. As we move through the articles, presenters on the articles will be allowed to speak first on the article before I open the floor to debate. A voter desiring to speak should approach the microphone before me, await recognition by me, and identify oneself by name and street address for the record. I ask members of all boards to do the same.*



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*Each speaker is allowed up to five minutes to speak on an article. Please speak clearly into the microphone so the body can hear you. I will let you know when you have 30 seconds left. When you hear me, it is your signal to wrap up your remarks. You may not speak a second time until all other attendees have spoken.*

*Speakers may disagree with any official, with any other voter, volunteer, or any board. However, we have a strong tradition in Tewksbury of maintaining a respectful dialogue during Town Meeting. I will do everything I can to ensure that each speaker is shown respect and that your questions are answered. I ask that all town meeting attendees kindly do the same. Residents refusing to conduct themselves in a manner befitting this body will be asked to cede the floor, and potentially be escorted from the meeting in egregious cases. I hope I don't have to enforce that rule. Let's work together to address the issues before this body fairly and efficiently, and perhaps learn some things about our town and fellow residents in the process.*

*I will accept a motion to move the question, however, I reserve the right to make sure we at least have had some dialogue about the motion. All questions on the floor are to be directed to the Moderator. In Tewksbury, we have a tradition of not requiring a second to any motion as we presume that the moderator seconds all motions. If you are amending an article, we will take action and vote on the amendment first. Amendments must be presented to the Town Clerk in writing. If the amendment passes it will then become part of the Main Motion and we will discuss it. If the amendment does not pass, then we go back to the Main Motion as it written in the warrant.*

*Residents were previously mailed a warrant. When you came in tonight you were offered the warrant again with the articles we will be discussing tonight, a handout with the Finance Committee recommendations, another with Planning Board recommendations, and a supplemental handout from the Town Manager with detailed explanations for a number of articles and funds. Scriveners' errors, if any, are also noted in that document.*

*Please be sure your voter ribbon is showing so that counters can see it when we take standing counts.*

*Counters – please go to your sections. Ladies and gentlemen – please take note of the counter for your section. When we do a standing count it is important that no one be standing in the gym and there will be no entering or exiting the gym while the vote is in process unless there is an emergency. It is critical that you pay attention to your counter and sit down once counted – your counter will nod at you when you are counted.*

*If there is anyone new to Town Meeting here tonight, we welcome you to Town Meeting and hope that you enjoy this process. For all of you that come faithfully, I thank you for your continued presence this evening (especially in light of these unusual times) and your commitment to our community.*

The Moderator introduced the Chairman of the Finance Committee, Rob Kocsmierski. Mr. Kocsmierski will make the first motion on every Article unless the Finance Committee is deferring to another board. Mr. Kocsmierski motioned to Waive the Reading of the Warrant Articles and this motion was Adopted

7:08 PM 6/24/20

Mr. Kocsmiersky motioned to admit non-resident appointed members of any town or regional committee or task force, non-voting employees of the Town of Tewksbury including Tewksbury Public Schools, and Town Counsel including Assistant Town Manager Steve Sadwick, Fire Chief Mike Hazel, Superintendent of Schools Chris Malone, School Business Manager David Libby, DPW Superintendent Brian Gilbert, Town Engineer Kevin Hardiman, Town Counsel Kevin Feeley, and others, some of whom may be asked to answer resident questions and this motion was Adopted.

7:09 PM 6/24/20

Finance Committee Chairman, Rob Kocsmierski, motioned to Adjourn the June 26, 2020 Special Town Meeting Sine Die, and this motion was Adopted.

7:27 PM 6/24/20



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### APPROPRIATION CERTIFICATE - SPECIAL TOWN MEETING – JUNE 24, 2020

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant, on June 24, 2020.

ARTICLE	FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	MEMO
1	FY20 BUDGET TRANSFERS	126,274.00	
2	TMHS ATHLETIC FIELD IMPROVEMENTS REALLOCATION	220,000.00	ARTICLE 10 2017 ATM
3	STABILIZATION FUND REALLOCATION	630,000.00	ARTICLE 10 2017 ATM
4	DPW SNOW AND ICE OPERATIONS	373,604.00	
5	TOWN ONE TIME ITEMS	226,396.00	
6	OUTSTANDING BILLS	7,962.41	
	TOTAL	600,000.00	984,236.41

<b>Free Cash</b>	<b>\$600,000.00</b>	
<b>Transfers</b>		<b>\$984,236.41</b>

ATTEST:

DENISE GRAFFEO



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### ARTICLE 1

To see if the Town will vote to transfer funds into the Following FY2020 Departmental Budgets; or take any action related thereto:

DEPT	ACCOUNT		BUDGET
	ORG	OBJECT	SHORTFALL
Town Hall Energy Utilities	1011922	5210	10,000
Town Hall Leases and Contracts	1011922	5270	39,000
Town Hall Repairs and Maintenance	1011922	5240	3,119
Computer Services Computer Equipment	1011362	5429	9,000
Town Interest on Bond Anticipation Notes	1127522	5926	10,649
Town Facilities and Grounds Salaries	1096301	5111	4,657
Town Facilities and Grounds All Other	1096302	5423	14,200
Solid Waste Disposal	1074252	5292	10,000
Town Medicare Tax	1109152	5740	15,800
Middlesex Retirement System	1109102	5721	9,849
<b>TOTAL SHORTFALL</b>			<b>126,274</b>

Said sum to be transferred from the following available funds:

DEPT	ACCOUNT		BUDGET
	ORG	OBJECT	SURPLUS
Town Group Insurance	1109142	5711	59,000
Town Property and Liability Insurance	1109452	5760	45,730
Essex North Shore Agricultural and Tech. School District	10858402	5652	21,544
<b>TOTAL SURPLUS</b>			<b>126,274</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$126,274 for the purpose of the article

Vote: Article 1 was Adopted Unanimously 7:10 PM 6/24/20

**Executive Summary:** This article transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

### ARTICLE 2

To see if the Town will vote to re-allocate \$220,000 from the original appropriation of \$850,000.00 as approved at the May 1, 2017 Annual Town Meeting, Article 10 for the purpose of purchasing temporary locker rooms, temporary field lights and to construct a permanent press box at the Tewksbury Memorial High School; or take any action relative thereto.

Town Manager



# Town of Tewksbury

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Motion: Town Manager, Richard Montuori offered an Amendment to Article 2  
The Finance Committee motioned to Adopt; transfer \$220,000 for the purpose of the Article  
Lorna Garey motioned for Indefinite Postponement  
Town Manager, Richard Montuori spoke in support of Article 2

Vote: The Amendment was Adopted 7:18 PM 6/24/20  
Indefinite Postponement Failed 7:19 PM 6/24/20  
Article 2 was Adopted (55 Yes/15 No – 2/3 Required = 46) 7:22 PM 6/24/20

**AMENDMENT:** To see if the Town will vote to re-allocate \$220,000 from the original appropriation of \$850,000.00 as approved at the May 1, 2017 Annual Town Meeting, Article 10 for the purpose of purchasing temporary locker rooms, temporary field lights and to **purchase, lease or** construct a ~~permanent press box~~ multimedia platform for all activities at the Tewksbury Memorial High School; or take any action relative thereto.

**ARTICLE 2 AS AMENDED:** To see if the Town will vote to re-allocate \$220,000 from the original appropriation of \$850,000.00 as approved at the May 1, 2017 Annual Town Meeting, Article 10 for the purpose of purchasing temporary locker rooms, temporary field lights and to purchase, lease or construct a multimedia platform at the Tewksbury Memorial High School; or take any action relative thereto.

**Executive Summary:** At Annual Town Meeting on May 1, 2017, \$850,000 was transferred from the Stabilization Fund to replace the current Doucette Field bleachers, new restrooms, press box, and fencing. Since that project is not taking place, this re-allocation of funds will be used to purchase temporary locker rooms, temporary field lights and to construct a permanent press box at Tewksbury Memorial High School for High School Sports.

### ARTICLE 3

To see if the Town will vote to transfer the remaining \$630,000 from the original appropriation of \$850,000.00 that was approved at the May 1, 2017 Annual Town Meeting, Article 10 back into the Stabilization Fund which was the original funding source for; or take any action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$630,000 for the purpose of the article

Vote: Article 3 was Adopted (61 Yes/4 No – 2/3 Required = 43) 7:25 PM 6/24/20

**Executive Summary:** At Annual Town Meeting on May 1, 2017, \$850,000 was transferred from the Stabilization Fund to replace the current Doucette Field bleachers, new restrooms, press box, and fencing. Since that project is not taking place, and only \$220,000 is needed for Article 2, the remaining \$630,000 balance can be transferred back to the Stabilization Fund.

### ARTICLE 4

To see if the Town will vote to transfer \$373,604 into the FY2020 DPW Snow & Ice Budget as follows; or take any action relative thereto.

Department	Account	Amount
DPW Snow & Ice-Salaries	1064231-5130	70,864
DPW Snow & Ice-Operating	Various Accounts	302,740
DPW Snow & Ice-Capital Outlay	1064233-5890	-
<b>Total Transfers In</b>		<b>373,604</b>



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Said sum to be transferred from the following available funds:

Fund	Account	Amount
July 1, 2019 Certified Free Cash (Surplus Revenue)	1-3590	<b>373,604</b>
<b>Total Transfers Out</b>		<b>373,604</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$373,604 for the purpose of the article

Vote: Article 4 was Adopted Unanimously 7:26 PM 6/24/20

**Executive Summary:** This article utilizes Free Cash certified as of July 1, 2019 to fund Department of Public Works - Snow and Ice due to the amount of snow and ice events during the winter which exceeded the amount budgeted.

### ARTICLE 5

To see if the Town will vote to transfer \$226,396 from Free Cash to fund the following items; or take any action relative thereto.

Fire Administrative Car	45,000
Resurface Basketball and Tennis Courts Livingston Recreation complex	26,736
Assessors Software	44,000
Design and Engineering Traffic Lights Pleasant Street and Main Street Intersection	110,660
<b>Total</b>	<b>226,396</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$226,396 for the purpose of the article

Vote: Article 5 was Adopted Unanimously 7:26 PM 6/24/20

**Executive Summary:** This article utilizes Free Cash certified as of July 1, 2019 to fund various one-time Town Capital expenditures.

### ARTICLE 6

To see if the Town will vote to transfer from the sum of \$7,962.41 from Town Property and Liability Insurance to pay for the following outstanding bill from the previous year; or take any action relative thereto.

Middlesex Retirement System	7,962.41
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Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$7,962.41 for the purpose of the article

Vote: Article 6 was Adopted Unanimously (9/10 Required) 7:27 PM 6/24/20

**Executive Summary:** According to Massachusetts General Laws Chapter 44 § 64, bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid.

Finance Committee Chairman, Rob Kocsmierski motioned to Adjourn the June 24, 2020 Special Town Meeting Sine Die, and this motion was Adopted. 7:27 PM 6/24/20

RESPECTFULLY SUBMITTED:  
DENISE GRAFFEO, TOWN CLERK

**Town of Tewksbury**  
**September 1, 2020 State Primary**

Official Results

	1	1A	2	2A	3	3A	4	4A	TOTAL
Registered voters	2770	2932	2736	2565	3312	3273	3063	2858	23509
Voters	922	1019	953	815	1073	1178	1138	1065	8163
Percentage	33%	35%	35%	32%	32%	36%	37%	37%	35%

**SENATOR IN CONGRESS (DEM)**

EDWARD J. MARKEY	303	330	361	308	385	426	416	360	2889
<b>JOSEPH P. KENNEDY, III</b>	336	422	342	271	396	439	413	422	3041
<i>Total number of write-ins</i>	4	1	2	0	3	1	0	2	13
Times Blank Voted	5	7	5	6	4	0	4	6	37
Total Ballots	648	760	710	585	788	866	833	790	5980

**REPRESENTATIVE IN CONGRESS SIXTH DISTRICT (DEM)**

<b>SETH MOULTON</b>	488	570	523	432	576	655	625	596	4465
JAMIE M. BELSITO	83	96	97	84	92	113	110	120	795
ANGUS G. McQUILKEN	48	56	53	46	88	58	57	46	452
<i>Total number of write-ins</i>	3	4	1	4	2	3	0	1	18
Times Blank Voted	26	34	36	19	30	37	41	27	250
Total Ballots	648	760	710	585	788	866	833	790	5980

**COUNCILLOR FIFTH DISTRICT (DEM)**

<b>EILEEN R. DUFF</b>	528	620	557	473	624	685	677	638	4802
<i>Total number of write-ins</i>	4	4	5	4	5	6	0	7	35
Times Blank Voted	116	136	148	108	159	175	156	145	1143
Total Ballots	648	760	710	585	788	866	833	790	5980

**SENATOR IN GENERAL COURT SECOND ESSEX & MIDDLESEX DISTRICT (DEM)**

<b>BARRY R. FINEGOLD</b>	542	630	572	486	650	716	693	666	4955
<i>Total number of write-ins</i>	5	8	5	3	11	9	2	5	48
Times Blank Voted	101	122	133	96	127	141	138	119	977
Total Ballots	648	760	710	585	788	866	833	790	5980

**REPRESENTATIVE IN GENERAL COURT EIGHTEENTH ESSEX DISTRICT (DEM)**

<b>TRAM T. NGUYEN</b>	-	-	-	-	655	707	-	-	1362
<i>Total number of write-ins</i>	-	-	-	-	12	15	-	-	27
Times Blank Voted	-	-	-	-	121	144	-	-	265
Total Ballots	-	-	-	-	788	866	-	-	1654

**REPRESENTATIVE IN GENERAL COURT NINETEENTH MIDDLESEX DISTRICT (DEM)**

<b>DAVID ALLEN ROBERTSON</b>	547	630	588	489	-	-	687	680	3621
<i>Total number of write-ins</i>	5	7	5	8	-	-	2	6	33
Times Blank Voted	96	123	117	88	-	-	144	104	672
Total Ballots	648	760	710	585	-	-	833	790	4326

**REGISTER OF PROBATE MIDDLESEX COUNTY (DEM)**

<b>TARA E. DeCRISTOFARO</b>	527	617	554	475	619	690	671	638	4791
<i>Total number of write-ins</i>	4	4	4	3	6	4	0	5	30
Times Blank Voted	117	139	152	107	163	172	162	147	1159
Total Ballots	648	760	710	585	788	866	833	790	5980

**Town of Tewksbury**  
**September 1, 2020 State Primary**

Official Results

	1	1A	2	2A	3	3A	4	4A	TOTAL
<b>SENATOR IN CONGRESS (REP)</b>									
SHIVA AYYADURAI	105	93	80	95	139	117	116	93	838
<b>KEVIN J. O'CONNOR</b>	163	158	149	125	134	187	183	175	1274
<i>Total number of write-ins</i>	1	0	1	4	2	1	0	2	11
Times Blank Voted	2	3	8	2	7	3	4	1	30
Total Ballots	271	254	238	226	282	308	303	271	2153
<b>REPRESENTATIVE IN CONGRESS SIXTH DISTRICT (REP)</b>									
<b>JOHN PAUL MORAN</b>	240	210	217	188	235	259	256	228	1833
<i>Total number of write-ins</i>	1	5	0	2	2	2	1	3	16
Times Blank Voted	30	39	21	36	45	47	46	40	304
Total Ballots	271	254	238	226	282	308	303	271	2153
<b>COUNCILLOR FIFTH DISTRICT (REP)</b>									
<i>Total number of write-ins</i>	28	31	23	26	29	32	41	26	236
Times Blank Voted	243	223	215	200	253	276	262	245	1917
Total Ballots	271	254	238	226	282	308	303	271	2153
<b>SENATOR IN GENERAL COURT SECOND ESSEX &amp; MIDDLESEX DISTRICT (REP)</b>									
<i>Total number of write-ins</i>	42	35	25	29	35	34	46	32	278
Times Blank Voted	229	219	213	197	247	274	257	239	1875
Total Ballots	271	254	238	226	282	308	303	271	2153
<b>REPRESENTATIVE IN GENERAL COURT EIGHTEENTH ESSEX DISTRICT (REP)</b>									
<b>JEFFREY PETER DuFOUR</b>	-	-	-	-	245	266	-	-	511
SHISHAN WANG	-	-	-	-	26	31	-	-	57
<i>Total number of write-ins</i>	-	-	-	-	0	0	-	-	0
Times Blank Voted	-	-	-	-	11	11	-	-	22
Total Ballots	-	-	-	-	282	308	-	-	590
<b>REPRESENTATIVE IN GENERAL COURT NINETEENTH MIDDLESEX DISTRICT (REP)</b>									
<b>ALEC M. DiFRUSCIA</b>	244	216	225	182	-	-	254	228	1349
<i>Total number of write-ins</i>	1	3	0	3	-	-	1	2	10
Times Blank Voted	26	35	13	41	-	-	48	41	204
Total Ballots	271	254	238	226	-	-	303	271	1563
<b>REGISTER OF PROBATE MIDDLESEX COUNTY (REP)</b>									
<i>Total number of write-ins</i>	32	29	20	29	24	27	33	23	217
Times Blank Voted	239	225	218	197	258	281	270	248	1936
Total Ballots	271	254	238	226	282	308	303	271	2153

**Town of Tewksbury**  
**September 1, 2020 State Primary**

Official Results

	1	1A	2	2A	3	3A	4	4A	TOTAL
<b>SENATOR IN CONGRESS (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	0	1	0	0	6
Times Blank Voted	0	0	0	0	0	0	0	0	0
Total Ballots	0	2	2	1	0	1	0	0	6
<b>REPRESENTATIVE IN CONGRESS SIXTH DISTRICT (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	0	1	0	0	6
Times Blank Voted	0	0	0	0	0	0	0	0	0
Total Ballots	0	2	2	1	0	1	0	0	6
<b>COUNCILLOR FIFTH DISTRICT (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	0	1	0	0	6
Times Blank Voted	0	0	0	0	0	0	0	0	0
Total Ballots	0	2	2	1	0	1	0	0	6
<b>SENATOR IN GENERAL COURT SECOND ESSEX &amp; MIDDLESEX DISTRICT (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	0	1	0	0	6
Times Blank Voted	0	0	0	0	0	0	0	0	0
Total Ballots	0	2	2	1	0	1	0	0	6
<b>REPRESENTATIVE IN GENERAL COURT EIGHTEENTH ESSEX DISTRICT (GRN)</b>									
<i>Total number of write-ins</i>	-	-	-	-	0	1	-	-	1
Times Blank Voted	-	-	-	-	0	0	-	-	0
Total Ballots	-	-	-	-	0	1	-	-	1
<b>REPRESENTATIVE IN GENERAL COURT NINETEENTH MIDDLESEX DISTRICT (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	-	-	0	0	5
Times Blank Voted	0	0	0	0	-	-	0	0	0
Total Ballots	0	2	2	1	-	-	0	0	5
<b>REGISTER OF PROBATE MIDDLESEX COUNTY (GRN)</b>									
<i>Total number of write-ins</i>	0	2	2	1	0	1	0	0	6
Times Blank Voted	0	0	0	0	0	0	0	0	0
Total Ballots	0	2	2	1	0	1	0	0	6

**Town of Tewksbury**  
**September 1, 2020 State Primary**

Official Results

	1	1A	2	2A	3	3A	4	4A	TOTAL
<b>SENATOR IN CONGRESS (LIB)</b>									
<i>Total number of write-ins</i>	3	3	2	2	2	3	2	4	21
Times Blank Voted	0	0	1	1	1	0	0	0	3
Total Ballots	3	3	3	3	3	3	2	4	24
<b>REPRESENTATIVE IN CONGRESS SIXTH DISTRICT (LIB)</b>									
<i>Total number of write-ins</i>	3	2	1	1	2	2	2	3	16
Times Blank Voted	0	1	2	2	1	1	0	1	8
Total Ballots	3	3	3	3	3	3	2	4	24
<b>COUNCILLOR FIFTH DISTRICT (LIB)</b>									
<i>Total number of write-ins</i>	3	2	1	1	2	2	1	2	14
Times Blank Voted	0	1	2	2	1	1	1	2	10
Total Ballots	3	3	3	3	3	3	2	4	24
<b>SENATOR IN GENERAL COURT SECOND ESSEX &amp; MIDDLESEX DISTRICT (LIB)</b>									
<i>Total number of write-ins</i>	3	2	1	1	2	2	1	2	14
Times Blank Voted	0	1	2	2	1	1	1	2	10
Total Ballots	3	3	3	3	3	3	2	4	24
<b>REPRESENTATIVE IN GENERAL COURT EIGHTEENTH ESSEX DISTRICT (LIB)</b>									
<i>Total number of write-ins</i>	-	-	-	-	2	2	-	-	4
Times Blank Voted	-	-	-	-	1	1	-	-	2
Total Ballots	-	-	-	-	3	3	-	-	6
<b>REPRESENTATIVE IN GENERAL COURT NINETEENTH MIDDLESEX DISTRICT (LIB)</b>									
<i>Total number of write-ins</i>	1	2	1	2	-	-	2	2	10
Times Blank Voted	2	1	2	1	-	-	0	2	8
Total Ballots	3	3	3	3	-	-	2	4	18
<b>REGISTER OF PROBATE MIDDLESEX COUNTY (LIB)</b>									
<i>Total number of write-ins</i>	3	2	2	1	2	2	1	2	15
Times Blank Voted	0	1	1	2	1	1	1	2	9
Total Ballots	3	3	3	3	3	3	2	4	24

# SPECIAL TOWN MEETING - OCTOBER 6, 2020

DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

Tewksbury Memorial High School  
320 Pleasant Street  
Special Town Meeting  
October 6, 2020

Moderator Todd Johnson called to order the October 6, 2020 Special Town Meeting at 7:00 PM given that a quorum of voters was present and a properly served and returned warrant was in possession.

On Tuesday, October 6, 2020, there were 73 voters and 7 visitors in attendance.

Moderator Johnson made the following introductory comments:

*The hour of 7:00 PM having arrived, and a quorum of voters being present, it is my distinct pleasure to call to order the 2020 Town of Tewksbury Fall Special Town Meeting. My name is Todd Johnson and I am honored to serve as your Town Moderator this evening.*

*These continue to be unusual times due to the pandemic, but we will do our best to make this Town Meeting a familiar experience, although with some extra precautions. Let me outline a few of those now:*

- *Voters are strongly advised to either wear a mask or facial covering at Town Meeting. A limited supply of masks is available in the check-in area for anybody that needs one.*
- *Hand sanitizer has been placed at the entrance and exit of the building.*
- *All areas have been suited for a one-way traffic flow to avoid face-to-face encounters and maintain a six-foot separation of voters and staff.*
- *Directional and spatial arrows have been taped to the floor or walls as well as on certain seating areas to indicate six foot intervals.*
- *Microphones will be sanitized after each speaker.*
- *Efforts will be made to reduce crowding as the meeting adjourns and we will direct staggered exit times by row using multiple exits points.*
- *Trash/recycling bins will be placed at exits to dispose of used PPE, handouts, etc.*
- *Socialization in the parking lot post-meeting is discouraged.*

*Take note of the exits at the front and the back of the gym. Restrooms are located in the rear.*

To honor our Nation and our flag, Moderator Johnson led the Assembly in the Pledge of Allegiance and a Moment of Silence to remember all those affected by the Coronavirus, especially those throughout our country, and here locally who have succumbed to the virus.

*Once again ladies and gentlemen, welcome to your 2020 Fall Special Town meeting. I ask now that everyone take a moment to silence your phones. I request that everyone up here, out of respect for all of you, not to be texting during the meeting. And I ask that you not text them during the meeting so they aren't tempted.*

*As we begin our meeting, I want to take a moment to talk about our ground rules. Town Meeting is the legislative body for our community, where we work together to debate the merits of the articles within the warrant before you. Please take a moment to refer to the Glossary of Terms at the back of your warrant. Because Tewksbury has an Open Town Meeting, each registered voter is eligible to vote on fiscal issues, zoning changes, bylaw amendments, and other matters affecting the town as presented in the warrant. Visitors may attend the meeting and sit only in the reserved-for-visitors section. Members of the media may sit in the visitors' section or at the press table.*



# Town of Tewksbury

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DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

*This meeting is being recorded. As we move through the articles, presenters on the articles will be allowed to speak first on the article before I open the floor to debate. A voter desiring to speak should approach the microphone before me, await recognition by me, and identify oneself by name and street address for the record. I ask members of all boards to do the same.*

*Each speaker is allowed up to five minutes to speak on an article. Please speak clearly into the microphone so the body can hear you. I will let you know when you have 30 seconds left on your time by tapping the podium. When you hear tapping, it is your signal to wrap up your remarks.*

*Speakers may disagree with any official, with any other voter, volunteer, or any board. However, we have a strong tradition in Tewksbury of maintaining a respectful dialogue during Town Meeting. I will do everything I can to ensure that each speaker is shown respect and that your questions are answered. I ask that all town meeting attendees kindly do the same. Residents refusing to conduct themselves in a manner befitting this body will be asked to cede the floor, and potentially be escorted from the meeting in egregious cases. I hope I don't have to enforce that rule. Let's work together to address the issues before this body fairly and efficiently, and perhaps learn some things about our town and fellow residents in the process.*

*I will accept a motion to move the question, however, I reserve the right to make sure we at least have had some dialogue about the motion. All questions on the floor are to be directed to the Moderator. In Tewksbury, we have a tradition of not requiring a second to any motion as we presume that the moderator seconds all motions. If there are proposed amendments to an article, we will take action and vote on the amendments first. Amendments must be presented to the Town Clerk in writing. If the amendment passes it will then become part of the Main Motion and we will discuss it. If the amendment does not pass, then we go back to the Main Motion as it written in the warrant.*

*Residents were previously mailed a warrant. When you came in tonight you were offered the warrant containing the articles we will be discussing tonight, a handout with the Finance Committee recommendations, and a Supplemental Handout from the Town Manager with detailed explanations for a number of articles and funds. Scriveners' errors, if any, are also noted in that document.*

*I want to call your attention to the Supplemental Handout for information on a scrivener's error in Article 6:*

*Article 6: In the first paragraph, fourth line, "Amendments" should be capitalized. Also add "the" before "Massachusetts" and in last paragraph, first line after the word "laws" "a" should read "as."*

*In addition, I anticipate that an amendment will be offered to Article 5 as follows:*

*(Deleted language shown with strikethrough and added language in bold)*

*Article 5: To see if the Town will vote to transfer the sum of ~~money~~ **\$1,855,815** from certified General Fund Free Cash to the Town Stabilization Fund; or take any other action relative thereto.*

*I will point these out again when we take up the respective articles, but wanted to give you all forewarning on these changes.*

*Please be sure your voter ribbon is showing so that counters can see it when we take standing counts.*

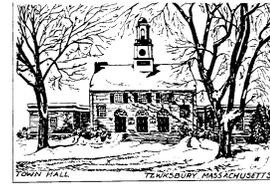
*Counters – please go to your sections. Ladies and gentlemen – please take note of the counter for your section. When we do a standing count it is important that no one be standing in the gym and there will be no entering or*



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**DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK**

*exiting the gym while the vote is in process unless there is an emergency. It is critical that you pay attention to your counter and sit down once counted – your counter will nod at you when you are counted.*

*Is there anyone new to Town Meeting here tonight? We welcome you to Town Meeting and hope that you enjoy this process. For all of you that come faithfully, I thank you for your continued presence this evening (especially in light of these unusual times) and your commitment to our community.*

*Sitting up here to my left and right are the various boards of the Town with elected and appointed members such as Selectmen, Town Counsel, Planning Board, Board of Health, Department Heads, Finance Committee, School Committee, Library Trustees, Shawsheen Tech School Committee, and Housing Authority.*

*Let me introduce Mr. Rob Kocsmiersky, the Chairman of the Finance Committee. The sole job of the Finance Committee is to advise Town Meeting. Mr. Kocsmiersky will present motions on most articles, except where a petitioner, or another board, is the appropriate party.*

Finance Committee Chairman, Robert Kocsmiersky, motioned to Waive the Reading of the Warrant Articles, and this motion was Adopted Unanimously 7:10 PM 10/6/20

*Mr. Kocsmiersky, may I now have a motion to allow non-resident elected officials, committee members, and town employees to speak on issues when recognized by the Moderator?*

Finance Committee Chairman, Robert Kocsmiersky motioned to admit Assistant Town Manager Steve Sadwick, Fire Chief Mike Hazel, Superintendent of Schools Chris Malone, School Business Manager Dave Libby, DPW Superintendent Brian Gilbert and Town Engineer Kevin Hardiman, and other non-resident employees to speak to answer residential questions, and this motion was Adopted Unanimously 7:12 PM 10/6/20

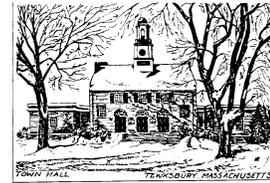
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DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

## APPROPRIATION CERTIFICATE – SPECIAL TOWN MEETING – OCTOBER 6, 2020

Chief Assessor, Finance Director, Treasurer, Collector, Town Manager, Board of Selectmen, and Finance Committee: Pursuant to Section 15A, Chapter 41, Massachusetts General Laws, I hereby certify to the funds appropriated at the Special Town Meeting, convened by proper Warrant, on October 6, 2020.

ARTICLE		RAISE & APPROPRIATE	TRANSFER FROM FREE CASH	TRANSFER FROM OTHER AVAILABLE FUNDS	MEMO
1	FY21 DEPARTMENTAL BUDGETS			525,442.00	TREASURER UNCLASSIFIED PRINCIPAL MATURING DEBT
2	REDUCE FY21 BUDGET	(839,533.00)			
3	OUTSTANDING FY20 BILLS	79,472.35			
4	SIDEWALK DESIGN		850,000.00		
5	STABILIZATION FUND		1,855,815.00		
<b>TOTALS</b>		(760,060.65)	2,705,815.00	525,442.00	

**Raise & Appropriate (\$760,060.65)**

**Transfer From Free Cash \$2,705,815.00**

**Transfer From Other Available Funds \$525,442.00**

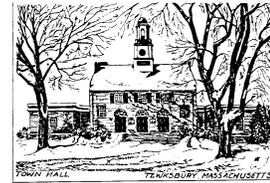
ATTEST: DENISE GRAFFEO  
TOWN CLERK



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DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

## ARTICLE 1

To see if the Town will vote to transfer funds into the Following FY2021 Departmental Budgets; or take any action related thereto:

Department and Line Item	Account Number	Budget Shortfall
Sick Leave Buy-Back	1002191-5170	\$120,000
Town Manager Operating Professional Services	1011232-5310	\$27,500
Town Clerk Operating Office Supplies	1011612-5420	\$800
Administrative Services Postage	1011532-5345	\$30,000
Elections and Town Meetings Salaries Temporary Part-Time	1011621-5120	\$19,500
Elections and Town Meetings Salaries Overtime	1011621-5130	\$4,500
Elections and Town Meetings Operating Office Supplies	1011622-5420	\$5,000
Police Department Capital Outlay	1012103-5819	\$100,000
Town Facilities and Grounds Repairs and Maintenance	1096302-5240	\$36,600
Town Facilities and Grounds Capital Outlay	1096302-5833	\$50,000
Town Unemployment	1109132-5750	\$5,000
School Unemployment	1053002-5750	\$75,000
Street Lights	1064242-5210	\$51,542
<b>Total Shortfall</b>		<b>\$525,442</b>
Department and Line Item	Account Number	Budget Surplus
Treasurer Unclassified Principal Maturing Debt	1127102-5910	\$525,442
<b>Total Surplus</b>		<b>\$525,442</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$525,442 for the purpose of the article

Vote: Article 1 was Adopted Unanimously 7:12 PM 10/6/20

**Executive Summary:** This article transfers funds from accounts with a projected surplus to accounts with a projected deficit or to accounts to allow for the purchase of needed items or services.

## ARTICLE 2

To see if the Town will vote to reduce the following FY21 Budget Line Items in the following FY2021 Departmental Budgets; or take any action related thereto:

Department and Line Item	Account Number	Amount
Treasurer Unclassified Interest Maturing Debt	1127512-5915	\$564,975
Treasurer Unclassified Principal Maturing Debt	1127102-5910	\$274,558
<b>Total Surplus</b>		<b>\$839,533</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; reduce budget line items by \$839,533

Vote: Article 2 was Adopted Unanimously 7:13 PM 10/6/20

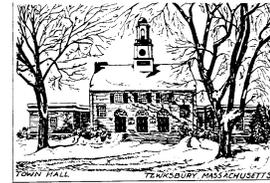
**Executive Summary:** This article reduces funds from budget line-items to allow the FY21 Budget to be balanced.



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DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

## ARTICLE 3

To see if the Town will vote to raise and appropriate the sum of \$79,472.35 to pay for the following outstanding bills from the previous year; or take any other action relative thereto.

Middlesex Retirement	\$ 9,265.23
Charles J. Zaroulis	\$ 2,328.33
Unemployment Tax Management Corporation	\$ 61,048.22
National Grid Electric	\$ 5,313.89
Big Top Party Rental	\$ 613.00
The Country Press	\$ 903.68
<b>Total</b>	<b>\$ 79,472.35</b>

Town Manager

Motion: The Finance Committee motioned to Adopt; raise and appropriate \$79,472.35 for the purpose of the article

Vote: Article 3 was Adopted Unanimously (9/10 Required) 7:14 PM 10/6/20

**Executive Summary:** According to M.G.L. c. 44 § 64, bills that are late must be approved by Town Meeting before payment. This article authorizes the charges to be paid.

## ARTICLE 4

To see if the Town will vote to transfer from the certified General Fund Free Cash \$850,000 to be expended by the Town Manager to fund Sidewalk design, installation and improvements; or take any other action relative thereto.

Town Manager

Motion: The Finance Committee motioned to Adopt; transfer \$850,000 for the purpose of the article

Vote: Article 4 was Adopted Unanimously 7:18 PM 10/6/20

**Executive Summary:** This article transfers certified free cash for specific one time capital expenditures.

## ARTICLE 5

To see if the Town will vote to transfer the sum of money from certified General Fund Free Cash to the Town Stabilization Fund; or take any other action relative thereto.

Town Manager

Motion: Town Manager, Richard Montuori motioned to Amend Article 5  
The Finance Committee motioned to Adopt Article 5 as Amended, transfer \$1,855,815 for the purpose of the article

Vote: The Amendment was Adopted 7:19 PM 10/6/20  
Article 5 was Adopted as Amended Unanimously 61 Yes/0 No (2/3 Required) 7:22 PM 10/6/20

**AMENDMENT:** To see if the Town will vote to transfer the sum of ~~money~~ \$1,855,815 from certified General Fund Free Cash to the Town Stabilization Fund; or take any other action relative thereto.

**ARTICLE 5 AS AMENDED:** To see if the Town will vote to transfer the sum of \$1,855,815 from certified General Fund Free Cash to the Town Stabilization Fund; or take any other action relative thereto.

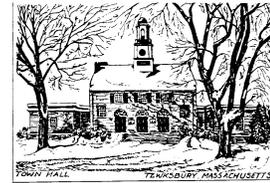
**Executive Summary:** This article seeks approval to set aside these funds in the Stabilization Fund to be used for future emergencies or one time purchases or projects.



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DENISE GRAFFEO, CMC/CMMC  
TOWN CLERK

## ARTICLE 6

To see if the Town will vote to transfer to the Tewksbury Conservation Commission, to be held under the care, custody and control of the Conservation Commission for conservation purposes, for the promotion and development of natural resources, and for the protection of the watershed resources of the Town of Tewksbury, under the provisions of M.G.L. c. 40 §8C, as it may hereafter be amended and of Article XCVII (97) of the Articles of the Amendments to the Massachusetts Constitution, the following parcels of land

Address	Assessors Map and Block	Parcel Acreage	Parcel Designation Use
900 Chandler Street ("Chandler Well Fields")	43-84	118.11	Passive
Behind 170 Judith E Drive	57-239	25.55	Passive
Off Patricia Drive	71-21	14.25	Conservation
Whipple Road ("Long Pond")	31-10	1.1	Active

And, further, to authorize the Board of Selectmen to petition each branch of the General Court to enact such laws as required by said Article XCVII (97), or take any other action relative thereto.

Town Manager

The Moderator noted the following Scrivener's Error in Article 6 of the Warrant - and there were no objections:

In the first paragraph, fourth line, "Amendments" should be capitalized. Also add "the" before "Massachusetts" and last paragraph, first line after the word "laws" "a" should read "as."

Motion: The Finance Committee motioned to Adopt

Vote: Article 6 was Adopted Unanimously 61 Yes/0 No (2/3 Required) 7:25 PM 10/6/20

**Executive Summary:** The purpose is to place the parcels under the control of the Conservation Commission to promote and protect in perpetuity watershed resources, open space, and wildlife habitat.

---

Finance Committee Chairman, Robert Kocsmiersky, motioned to Adjourn the October 6, 2020 Special Town Meeting Sine Die, and this motion was Adopted. 7:25 PM 10/6/20

RESPECTFULLY SUBMITTED:

DENISE GRAFFEO, TOWN CLERK

**TOWN OF TEWKSBURY  
NOVEMBER 3, 2020 STATE ELECTION**

**OFFICIAL RESULTS**

	<b>1</b>	<b>1A</b>	<b>2</b>	<b>2A</b>	<b>3</b>	<b>3A</b>	<b>4</b>	<b>4A</b>	<b>TOTAL</b>
Registered voters	2861	3040	2785	2661	3408	3333	3198	2951	24237
Voters	2168	2443	2222	2115	2620	2744	2521	2410	19243
Percentage	75.8%	80.4%	79.8%	79.5%	76.9%	82.3%	78.8%	81.7%	79.4%

**ELECTORS OF PRESIDENT AND VICE PRESIDENT**

<b>BIDEN and HARRIS</b>	1144	1223	1134	1022	1395	1458	1311	1267	9954
HAWKINS and WALKER	7	16	12	6	9	6	9	13	78
JORGENSEN and COHEN	30	39	39	25	26	25	28	38	250
TRUMP and PENCE	960	1145	1013	1047	1166	1225	1149	1078	8783
<i>Total number of write-ins</i>	12	9	10	8	10	14	5	4	72
Times Blank Voted	15	11	14	7	14	16	19	10	106
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

**SENATOR IN CONGRESS**

<b>EDWARD J. MARKEY</b>	1168	1264	1196	1075	1406	1476	1366	1336	10287
KEVIN J. O'CONNOR	941	1091	974	992	1131	1192	1090	1021	8432
SHIVA AYYADURAI	14	17	8	11	28	18	11	10	117
<i>Total number of OTHER write-ins</i>	4	1	4	2	3	3	4	2	23
Times Blank Voted	41	70	40	35	52	55	50	41	384
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

**REPRESENTATIVE IN CONGRESS SIXTH DISTRICT**

<b>SETH MOULTON</b>	1150	1223	1174	1080	1386	1441	1337	1318	10109
JOHN PAUL MORAN	943	1122	975	974	1150	1203	1088	1018	8473
<i>Total number of write-ins</i>	3	5	4	2	5	4	2	4	29
Times Blank Voted	72	93	69	59	79	96	94	70	632
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

**COUNCILLOR FIFTH DISTRICT**

<b>EILEEN R. DUFF</b>	1442	1652	1491	1385	1742	1830	1688	1668	12898
<i>Total number of write-ins</i>	59	51	57	55	75	67	47	43	454
Times Blank Voted	667	740	674	675	803	847	786	699	5891
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

**SENATOR IN GENERAL COURT SECOND ESSEX & MIDDLESEX DISTRICT**

<b>BARRY R. FINEGOLD</b>	1478	1671	1503	1406	1781	1881	1715	1694	13129
<i>Total number of write-ins</i>	63	52	53	53	67	65	48	45	446
Times Blank Voted	627	720	666	656	772	798	758	671	5668
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

**REPRESENTATIVE IN GENERAL COURT EIGHTEENTH ESSEX DISTRICT**

<b>TRAM T. NGUYEN</b>	-	-	-	-	1310	1382	-	-	2692
JEFFREY PETER DuFOUR	-	-	-	-	1192	1237	-	-	2429
<i>Total number of write-ins</i>	-	-	-	-	2	5	-	-	7
Times Blank Voted	-	-	-	-	116	120	-	-	236
Total Ballots	-	-	-	-	2620	2744	-	-	5364

**TOWN OF TEWKSBURY  
NOVEMBER 3, 2020 STATE ELECTION**

**OFFICIAL RESULTS**

	1	1A	2	2A	3	3A	4	4A	TOTAL
<b>REPRESENTATIVE IN GENERAL COURT NINETEENTH MIDDLESEX DISTRICT</b>									
<b>DAVID ALLEN ROBERTSON</b>	1103	1240	1200	1054	-	-	1282	1311	7190
ALEC M. DiFRUSCIA	971	1101	929	975	-	-	1102	988	6066
<i>Total number of write-ins</i>	3	9	2	5	-	-	3	3	25
Times Blank Voted	91	93	91	81	-	-	134	108	598
Total Ballots	2168	2443	2222	2115	-	-	2521	2410	13879
<b>REGISTER OF PROBATE MIDDLESEX COUNTY</b>									
<b>TARA E. DeCRISTOFARO</b>	1272	1453	1306	1242	1532	1630	1491	1489	11415
<i>Total number of write-ins</i>	43	42	45	45	59	55	33	36	358
Times Blank Voted	853	948	871	828	1029	1059	997	885	7470
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243
<b>QUESTION 1 - MOTOR VEHICLE REPAIR</b>									
<b>YES</b>	1591	1799	1645	1609	1854	1964	1795	1823	14080
<b>NO</b>	519	567	514	464	692	715	653	532	4656
Times Blank Voted	58	77	63	42	74	65	73	55	507
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243
<b>QUESTION 2 - RANKED CHOICE VOTING</b>									
<b>YES</b>	703	718	724	680	905	880	788	780	6178
<b>NO</b>	1383	1620	1428	1381	1620	1790	1641	1557	12420
Times Blank Voted	82	105	70	54	95	74	92	73	645
Total Ballots	2168	2443	2222	2115	2620	2744	2521	2410	19243

# ***ADMINISTRATION***

*Board of Selectmen  
Administrative Services  
Parking Clerk*

*Town Manager  
Board of Registrars  
Town Clerk  
Department of Public Works*

*Town Counsel  
Housing Authority  
Veteran's Services*

# BOARD OF SELECTMEN

During the 2020, the Board of Selectmen held regular meetings every two weeks and additional meetings when called upon. Meetings took place in the main hall of the Town Hall but shifted to virtual meetings via WebEx due to the Open Meeting Law policy set forth by the Governor during the State of Emergency related to the Covid-19 pandemic which began in March 2020.

In accordance with the town charter and by-laws, the Board addressed issues in many areas:

- Town finance and budget matters, including water & sewer enterprise funds and capital improvement plan
- Tax classification hearings
- Annual independent audit

As required by terms of the employment contract negotiated by the Selectmen, the Board also addressed the status of the Town Manager's performance, goal setting, and compensation.

In other matters, the Selectmen,

- Reorganized – Chair, Vice Chair, Clerk
- Designate LRTA & NMCOG Representatives
- Collaborated between Senior Town Counsel, Charles Zaroulis, Esq., and Town Counsel, Kevin Feeley, Esq., on various legal matters
- Collaborated with the legislative delegation on a host of issues affecting Tewksbury
- Held various hearings on pole petitions, licensing requests, and street acceptances
- Reviewed all warrant articles for Annual and Special Town Meetings and made recommendations relative to each article
- Approved Town Meeting dates and dates to open/close Town Meeting Warrants
- Approved Election Staff Appointments
- Approved Presidential Primary Warrant Signatures
- Proposed and approved Board of Selectmen Meeting Dates for 2021
- Postponement of Annual Town Election
- Postponement of Annual and Special Town Meetings
- Approved Board of Registrars Appointments
- Created General Bylaw Committee
- Conducted numerous interviews and made appointments to various committees established by the Board
- Reviewed and approved special municipal employee applications
- Reviewed and approved Board of Selectmen "meeting minutes"
- Reviewed and approved new common victual applications
- Reviewed and approved license transfers
- Reviewed Town Manager Goals and Objectives
- Declared a state of emergency for the Covid-19 pandemic
- Approved Outdoor Dining and Liquor Licenses
- Provided Covid-19 updates
- Conducted Verizon Ascertainment Hearing
- Reviewed and approved existing applications for common victual licenses, amusement licenses, entertainment licenses, class licenses, and pool table licenses
- Home Rule Petition – Additional Liquor Licenses Draft Legislation
- Approved Halloween Trick or Treat hours
- Reviewed presentations from various committees relative to their work
- Accepted generous donations on behalf of the Town
- Reviewed and approved alteration of premises applications
- Approved Constable Appointments
- Accepted 2020 Hazard Migration Plan/MVP Plan

The selectmen actively serve on various committees established to address specific focus areas. The board would like to express its appreciation to all who volunteered to serve our town on these committees as appointees as well as those who pursued various elective offices. The Board of Selectmen wishes to extend appreciation to our Town

Manager, each departmental manager, our administrative staff, and our town employees for their commitment to serve our community and residents - most especially during the Covid-19 pandemic.

Respectfully submitted,

Jay Kelly, Chairman, Board of Selectmen

# TOWN MANAGER

Calendar 2020 was a challenging year due to the COVID-19 Pandemic. From March through December 2020 the focus of the Administration was on addressing the daily impact of COVID-19 on Department operations and the Community. Maintaining services to the Community, while ensuring the safety and health of employees and residents was an ongoing priority. All Town Departments did an outstanding job during the Pandemic. Services were never diminished and they overcame every test they faced with dedication and professionalism.

During calendar year 2020 there was a continued focus on major capital projects. Construction of the new Center Fire Station began in September and will be completed in December 2021. Construction began for the Tewksbury and the Town of Dracut Regional Emergency Communication Center on Whipple Road and was completed in March 2020; becoming fully operational in October 2020. Funding for this project is from a Commonwealth of Massachusetts Public Safety 911 Grant. Improvements were made to the Livingston Recreation Complex as usage of the complex increased during 2020. Construction for the new Elementary School Building on the site of the Ryan School began and should be complete in the Fall/Winter 2022. Finally design of new DPW/School Maintenance Facility on Whipple Road begun and should be complete in June/July 2021 with the hope of bringing at least Phase 1 of the project forward for funding in October 2021.

This past year was the seventh year the Town held its Farmers/Community Market and this past year it was held at the Town Library and will continue to be there. The market ran from June through October every Tuesday from 4PM to 7PM and had its most successful year thanks to the efforts of Robert Hayes and Alex Lowder.

Town finances in 2020 continued to be strong despite the pandemic. The Town's fiscal approach and financial policies development that were followed over the past 10 years help to successfully navigate through the pandemic without any major issues. Department operating budgets and capital improvements were funded at a level that allowed for the continuation of a high level of service and the continuation of needed improvements in many areas. As always, addressing issues central to residents and businesses of the Community will be a priority as we move into next year.

I would like to thank the Board of Selectmen for their continued support and leadership through during the pandemic and as we made positive strides and improvement this past year. I would like to extend my appreciation and admiration to all Department Heads and employees of Town for their hard work, dedication and selflessness during this unprecedented time in our Community. They did an outstanding job providing excellent service to the residents of the Community in the face of great challenge. Even though there are still many unmet needs and work to do, a great deal was accomplished over the past year.

Respectfully submitted,

Richard A. Montuori  
Town Manager

# SENIOR TOWN COUNSEL

CHARLES J. ZAROULIS, ATTORNEY AT LAW

In 2020, Charles J. Zaroulis, Senior Town Counsel, represented the Town of Tewksbury in litigation before the Middlesex Superior Court, as follows: Town of Tewksbury v. Andresen, Town of Tewksbury v. Crowley, et al., Town of Tewksbury v. Ready, et al., Dascomb Road, LLC v. Dugan, et al., Town of Tewksbury Zoning Board of Appeals, and Dascomb Road Development, LLC v. P8/Oliver 150 Dascomb, LLC and Dugan et al., Town of Tewksbury Zoning Board of Appeals.

In the case of Town of Town of Tewksbury v. Andresen a complaint for contempt was also filed, and a Final Judgment entered for the Town. The cases of Town of Tewksbury v. Crowley, et al.; Town of Tewksbury v. Ready, et al.; Dascomb Road, LLC v. Dugan, et al., Town of Tewksbury Zoning Board of Appeals; and Dascomb Road Development, LLC v. P8/Oliver 150 Dascomb, LLC, and Dugan et al., Town of Tewksbury Zoning Board of Appeals are pending.

In addition to court hearings, Senior Town Counsel prepared legal documents, contracts, orders of taking by eminent domain, legal memoranda and opinions for various Departments, drafted by-laws, regulations, and policies, reviewed and drafted Town Meeting Warrant Articles, addressed conflict of interest issues, reviewed family suite building permit applications and small lot building permit applications, and conferred with various Department officials concerning the Department's particular legal matters.

Senior Town Counsel expresses his appreciation to the Board of Selectmen, the Town Manager, the several Boards, Committees, Commissions, and Departments and their officers and employees for the excellent cooperation provided to him during the past year.

Senior Town Counsel's term ended in January 2021.

Charles J. Zaroulis, Senior Town Counsel

# HUMAN RESOURCES

OFFICE HOURS ARE MONDAY THROUGH FRIDAY 7:30AM – 4:00PM

Department Staff: Teresa L. Belanger, Human Resources Director

The Human Resources Directors role concentrates on all aspects of Human Resources such as employee relations, labor relations, employee benefits, retiree benefits, occupational injuries/workers compensation, 111F administration, personnel records, recruiting, FMLA, MA General Laws, Civil Service regulations, State and Federal Employment Laws, benefit coordination, and medical cost analysis.

## **Responsibilities:**

- **Recruiting:**
  - Maintains and updates all Town employee Job Descriptions.
  - Coordinates all recruiting efforts including but not limited to job postings, interviews, candidate selection, reference checks, CORI checks and pre-employment physicals.
  - Completes orientations with all new hires for the Town, notifies retirement board and payroll, benefit enrollment as necessary.
  - Maintains all new employee records in the Munis Financial Program.
  - Maintains all Civil Service Records.
  
- **Benefit Administration:**
  - Maintain all retiree pension deductions and notify retirement boards of upcoming changes in deductions.
  - Maintains all records related to the Massachusetts Healthcare Reform Bill and Affordable Care Act including the 1095C process.
  - Maintain, track and process all direct benefit payments.
  - Processes all Unemployment Claims for Town and School.
  - Coordinates all Family Medical Leaves (FMLA) for Town employees including correspondence with employee and physicians, completion of paperwork and tracking time out of work.
  - Coordinates all Medicare/Medex benefits with employees who reach the age of 65.
  - Coordinates COBRA benefits when necessary.
  - Coordinates MIIA Employee Assistance Program (EAP) Training.
  - Maintains voluntary benefits such as Aflac, Flexible Spending Plans (FSA) and Boston Mutual Supplemental Life Insurance.
  - Coordinate yearly Flu Clinic and Health Fairs.
  - Coordinates all employee injury claims through Worker's Comp/111F carrier.
  
- **Document Storage:**
  - Maintains all Town employee personnel files, as well as benefit records for School employees, retirees, and surviving spouses.
  - Maintains reports for all Town employees accrued time off such as vacation, sick and personal days.
  - Processes all department invoices, tracks costs and participants.
  
- **Miscellaneous:**
  - Maintains occupational injury reports, corresponds with claim adjusters, processes invoices for payment.
  - Handles employee relations issues as they arise.
  - Provides support to Personnel Relations Review Board (PRRB).
  - Serve as Grievance Officer for Harassment/Sexual Harassment claims.
  - Manages and updates Human Resource's page on Town website.

- **Highlights from 2020:**
  - Successfully produced over 1,200 1095C forms to benefit eligible employees and retirees within the IRS guidelines for the Affordable Care Act.
  - Worked alongside the Tewksbury and Dracut Town Managers, Police & Fire Chiefs and the Executive Director to establish the new Northern Middlesex Regional Emergency Communication Center (NMRECC).
    - Established an EIN for the NMRECC through the IRS
    - Actively participated in all recruiting efforts to man the NMRECC from creating job postings, conducting interviews, job offers, and orientations for the following positions:
      - Administrative Assistant (FT)
      - Supervisors (Transferred 1 employee, and promoted 3 employees from the Town to this role)
      - Transferred 5 FT Dispatchers and 1 Temp PT Reserve from the Town to the NMRECC
      - Hired 7 New Dispatchers (FT)
      - Hired 1 New Reserve Dispatcher (Temp PT)
    - Established new NMRECC benefit programs with MIIA (medical/dental), Boston Mutual Life Insurance (basic and supplemental), voluntary Aflac & Colonial programs & BCBS Vision plan
    - Worked collaboratively with the Auditor's, Treasurer and Payroll to set up a new entity in Munis, with my focus being the creation of job class and employee master screens, accrual tables and accrual update screen.
    - Created all policy updates for NMRECC employees
  - Initiated an online skill based training through MIIA's Local GovU E-Learning Center which required the setup of departments and staff. This gave employees the opportunity to do skill based training online when on-site trainings could not take place due to Covid-19. In total from April to December, 114 courses/certificates were issued to various employees from all departments.
  - Worked collaboratively with the Town Manager, Board of Health and Public Health Nurse to educate employees in regards the Coronavirus and continuous updates of Covid-19 as necessary including but not limited to education of the virus, policies, opening of building procedures as well as continuous updates regarding exposers/quarantining measures for employees. This included setting up several appointment for testing at Circle Health.
  - Rolled out a new supplemental vision plan to active Town and School employees and all retirees through Blue2020. In all there were a total of 184 subscribers who elected the new plan.
  - Worked with UTMC our 3<sup>rd</sup> party provider for unemployment benefits to monitor, track and respond to a high volume of unemployment claims due to the Coronavirus. This included an extraordinary number of fraudulent claims that had to be tracked and followed up on to be certain employees knew how to report the claims as fraudulent and to verify that the Town was not billed for these claims.
  - Worked alongside department heads to fill the following positions with external candidates:
    - Town Manager's Office:
      - Executive Director, NMRECC (FT)
      - Park Maintenance Worker (FT)

- Police Department:
  - Police Chief
  - 7 Patrolman (FT)
  - 3 Reserve Police Officers (Temp PT)
  - Principal Clerk (FT)
  - 2 Reserve Principle Clerks (Temp PT)
  - Grant Project Coordinator (PT)
  - Building Maintenance Person (FT)
- Fire Department:
  - 2 Firefighters
- Department of Public Works
  - Assistant Superintendent – Highway/Forestry/Fleet (FT)
  - Head Filter Operator (FT)
  - Administrative Secretary
- Community Development/Building Department/Board of Health:
  - Public Health Nurse (PT)
  - 4 Covid Nurses (Temp PT)
- Public Library:
  - 2 Professional Librarian (FT)
  - Library Page (PT)
- Council on Aging:
  - Promoted Executive Secretary to COA Director
  - Nutrition Assistant (Temp PT)
  - Building Maintenance Person (FT)
  - Senior Account Clerk (FT)
- Finance:
  - Senior Account Clerk – Assessor’s (FT)
  - Assistant Treasurer Collector – Treasurer’s (FT)
  - Senior Account Clerk – Treasurer’s (FT)

Respectfully submitted,

Teresa L. Belanger  
Human Resources Director

# BOARD OF REGISTRARS

Denise Graffeo, Town Clerk

David J. Chou, Chair

Amanda K. Carroll

Ruth A. Teague

One of the major duties of the Board of Registrars is to conduct all voter registration sessions. Registrars are responsible for the voter registration process, maintaining voter registration records, and submitting certain records to the Secretary of the Commonwealth. Prior to any election or town meeting, the Board of Registrars conducts a special voter registration session; the date and time are published in advance in the local newspapers and on the municipal website. There are three (3) important lists the registrars are required to prepare: the annual street list, the annual register, and the registered voters list. Certification of nomination papers, petitions, proposed town meeting articles, and applications for absentee voting are also the duty of the Registrars.

Voter registration in Tewksbury has never been easier than it is today. Residents may submit an application to register or pre-register to vote in Massachusetts if you are a citizen of the United States; and you are 16 years old; and you are not currently incarcerated by reason of a felony conviction. If you meet the above requirements, you may apply online, by mail, or in-person.

**Registering online:** [www.registertovotema.com](http://www.registertovotema.com) In order to register to vote online, you must have a signature on file with the Registry of Motor Vehicles. If you currently have a Massachusetts driver's license or state ID card, you may use the online voter registration application to register, update your address, or change your party affiliation. Voter registration forms submitted online must be submitted by midnight on the date of the voter registration deadline.

**Registering by mail:** If you do not qualify to register to vote online, or if you would prefer to register by mail, you may download the voter registration form from the Town Clerk's page of the municipal website or, you may request a mail-in voter registration form by phoning the Town Clerk's Office at 978-640-4355. The form must be completed, signed, and delivered to the Town Clerk's Office. Voter registration forms submitted by mail must be postmarked no later than the voter registration deadline.

**Registering in-person:** If you would like to register in-person, you may do so at any local election office, as well as the Elections Division of the Secretary of the Commonwealth's office. Voter registration is also available as part of every transaction at the Registry of Motor Vehicles and at certain public assistance agencies. Voter registration forms completed in-person are valid as of the day that they are signed. The Town Clerk's Office is located at Town Hall, 1009 Main Street, and is open Monday – Friday from 7:30 AM to 4:30 PM.

**Automatic Voter Registration:** If you are a U.S. citizen applying for or renewing a driver's license or state ID at the RMV, or applying for health insurance through MassHealth or the Commonwealth Health Connector, you will be automatically registered to vote, unless you opt out of registering.

**Pre-registering to Vote:** Though you must be 18 years old in order to vote, you may pre-register to vote once you are 16 years old. If you are 16 or 17 years old, you may submit a voter registration form to your local election official, who will then place your name on the list of pre-registrants. You will receive a pre-registration notice by mail, confirming receipt of your application. Pre-registration may be done online, by mail, or in person at any voter registration location (see above).

Once you become old enough to vote, your local election will mail you an acknowledgement notice, which is confirmation that your name has been moved from the list of pre-registrants to the list of registered voters. Your acknowledgement notice will include your party affiliation and the location of your polling place.

<b>Precinct</b>	<b>Location</b>	<b>Address</b>
Precincts 1 & 1A	Senior Center	175 Chandler St.
Precincts 2 & 2A	Recreation Center	286 Livingston St.
Precincts 3 & 3A	Town Hall	1009 Main St.
Precincts 4 & 4A	Library	300 Chandler St.

<b>Precinct</b>	<b>Democratic</b>	<b>Republican</b>	<b>Unenrolled</b>	<b>Green Rainbow</b>	<b>Libertarian</b>	<b>All Political Designations</b>	<b>Total</b>
1	642	377	1812	1	17	29	<b>2878</b>
1A	645	365	1986	3	12	29	<b>3040</b>
2	594	294	1870	0	12	24	<b>2794</b>
2A	545	333	1749	1	11	30	<b>2669</b>
3	765	443	2166	1	19	26	<b>3420</b>
3A	684	401	2229	1	4	35	<b>3354</b>
4	746	360	2056	1	11	30	<b>3204</b>
4A	725	326	1864	2	8	23	<b>2948</b>
<b>Total</b>	<b>5346</b>	<b>2899</b>	<b>15732</b>	<b>10</b>	<b>94</b>	<b>226</b>	<b>24307</b>

# HOUSING AUTHORITY

The Tewksbury Housing Authority participates in the state's centralized waiting list for state aided public housing. We have a total of 5009 applicants on our family wait list and 1651 applicants on our elderly/handicapped wait list. The Authority's housing wait list is open for all applicants. Our vacancy turnovers in 2020 for our elderly/disabled housing units totaled 22 and there were no vacancies in our family housing units.

Due to the pandemic all capital improvement projects consisted of exterior work. Some improvements included roof replacement on both the community building and maintenance garage at our Saunders Circle Development. Our Delaney Drive Development received new roofs on two of the main buildings in the development. The Carnation Dr development had new roofs installed on the remaining buildings in the development.

Applications for our Elderly, Family and Section 8 programs can be obtained at our main office located in back of the Community Building of our Saunders Circle Elderly Housing Development. Applications may also be obtained on the Town's website under the Housing Authority link located in the Boards and Committees tab. The Authority's office hours are from 8:00 A.M. to 4:30 P.M. Monday through Thursday and from 8:00 A.M. to 12:00 Noon on Fridays.

The Tewksbury Housing Authority is a 40B Monitoring Agent for several developments in Tewksbury and surrounding communities. This year, the authority was contacted by two different developers to draft affirmative fair housing marketing plans for affordable housing developments in Tewksbury. The Tewksbury Housing Authority remains a 40B consultant for both Citizens Housing and Planning Association (CHAPA) and the Department of Housing and Community Development (DHCD).

I wish to thank all the Authority's residents for their cooperation this year while renovations and improvements to our developments were being completed. I also wish to thank my fellow Commissioners and the staff for their continued efforts afforded to the Authority throughout the year.

Respectfully submitted by,

John Deputat  
Chairman

# PARKING CLERK

A hearing on any parking violation may be obtained upon the written request of the registered owner of the vehicle, as stated on the parking violation notice. Parking tickets may be paid on-line at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov)

Fiscal Year 2020 Fines collected and deposited with the Town Treasurer – \$14,389.30

**Town By-Law 8.24.010 - Parking Ban (Overnight-Inclement Weather)**

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street from 12:00 (Midnight) to 6:00 AM. This shall take effect on November First of each year and end on March Thirty-First. (A fine of \$25.00 will be imposed for a violation of this Section).

It shall be unlawful for any vehicle, other than one acting in an emergency, to be parked on any street, day or night, when it is snowing or when icy conditions exist. (A fine of \$25.00 will be imposed for a violation of this Section).

Any vehicle, other than one acting in an emergency, parked, day or night, on any street in the Town, so as to interfere with the work of removing or plowing snow, removing ice, or sanding the street, may be removed or towed away, at the sole expense of the registered owner of said vehicle, under the authority and direction of the Superintendent of the Department of Public Works to a public garage or any convenient place. The Superintendent of the Department of Public Works shall within a reasonable time, notify the Chief of Police of the removal of any such vehicle and of the place to which it has been removed, and the Chief of Police shall give like notice to the registered owner of the vehicle.

Vehicles so towed away shall be stored in a safe place and restored to the registered owner thereof upon proper identification and full payment, to the Town or to the Keeper of the place of storage, for the expenses incurred in such removal and storage. Inquiries, about vehicles so towed away, shall be made at the Police Station. This allows easy and uninterrupted access for the fire, police, school buses, snowplows, sanders, and other emergency vehicles.

**Parking Violation Structure of Fines**

Fine	Code	Violation
\$25	1	Overtime Parking
	2	Parking in the wrong direction
	3	Parking more than 1 foot from curb
	4	All night parking ban
	5	Snowstorm day or night
	6	Parking on a crosswalk
	7	Parking within 20 feet of an intersection
	8	Sale of parked vehicle on street
	9	Double parking
	10	Parking to block driveway of private way
	11	Parking on sidewalk
	12	Parking so as not to leave 10 feet of unobstructed travel
	13	Parking to block snow removal
	14	Parking in front of Fire Station
	15	Parking across from Fire Station (when posted)
	16	Parking so as to block Ambulance exit
	17	Hazardous parking
	18	Parking outside marked lanes
	19	Parking in a restricted posted area
\$50	20	Parking within 10 feet of a Fire Hydrant
\$100	21	Parking in a Bus Stop
	22	Parking in a Fire Lane
	23	Parking in a Handicapped Space
	24	Other _____

Respectfully submitted,  
Denise Graffeo, Parking Clerk

# OFFICE OF THE TOWN CLERK

**Denise Graffeo, Town Clerk**

Michele Sullivan, Assistant Town Clerk, Sarah McMullen, Deborah Winter

**The Town Clerk holds office hours Monday-Friday 7:30 A.M. to 4:30 P.M.**

## Mission Statement

The mission of the Town Clerk's Office is to uphold the integrity of the Town's democratic process, to maintain and preserve public records and to act in the best interest of the Town and the State by providing efficient, innovative, and quality services in a fair and impartial manner to all.

## TOWN STATISTICS

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Population	31,044	30,417	30,435	30,010	30,425
Dog Licenses	2,498	2,626	2,597	2,405	2,368

## FINANCIAL

	<u>FY 2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
Misc. Fees to Treasurer	54,008.15	56,517.90	55,438.16	52,329.35
Dog Fees to Treasurer	45,500.00	46,140.00	49,110.00	45,045.00
Marijuana Fines	500.00	600.00	600.00	200.00
Records Preservation (Revolving)	17,770.00	17,625.00	16,360.00	13,995.00
Parking Fines to Treasurer	14,389.30	14,246.80	15,828.60	10,749.80
<b>TOTAL</b>	<b>\$132,167.45</b>	<b>\$135,129.70</b>	<b>\$137,336.76</b>	<b>\$122,319.15</b>

## VITAL STATISTICS

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Birth	243	238	234	228	242	235	240	219	247	237	253
Marriage	97	103	132	137	149	127	124	108	95	96	94
Death	404	376	355	347	332	336	303	328	277	347	269

# DEPARTMENT OF VETERANS' SERVICES

Senior Center  
175 Chandler Street  
Office Hours: Monday-Friday  
8:00 AM - 4:30 PM



The mission of the Veterans' Services office is to provide Tewksbury Veterans' and their dependents assistance with accessing state and federal benefits that would provide medical assistance and financial aid. The list below outlines some of the benefits that are currently available.

➤ **Massachusetts General Law Chapter 115**

This program provides eligible Veterans and their dependents financial and medical reimbursements in accordance with budget standards set by the Department of Veterans' Services along with assistance in obtaining food, shelter, fuel, clothing and medical care. Authorized funds expended by the town are reimbursed at 75%. Benefits are paid monthly.

<https://www.mass.gov/service-details/chapter-115-benefitssafety-net-program>

➤ **Massachusetts Annuity Applications**

The Commonwealth of Massachusetts and its Department of Veterans' Services provide an annuity in the amount of \$2,000 which is payable biannually for 100% service-connected disabled veterans and to the parents of distinguished veterans (Gold Star Parents) and the unmarried spouses (Gold Star Wives or Husbands) of distinguished veterans who gave their lives in the service of their country during wartime. The annuity is split and deposited on February 1 and August 1.

<https://www.mass.gov/service-details/annuity>

➤ **Massachusetts Veterans Bonuses Applications**

Bonus payments are for Veterans, Service Members, and their families for qualified service in the United States military. This includes the World War II Bonus, Korean Bonus, Vietnam Bonus, Persian Gulf and the Welcome Home Bonus for service after 9/11.

**There are 2 new bonuses:**

1. COVID-19 - \$500 bonus from the Commonwealth of Massachusetts if you were in the Massachusetts National Guard and activated for active service in direct response to the state of emergency declared by the governor on March 10, 2020
2. Armed Forces Expeditionary Medal - U.S. military operations; U.S. military operations in direct support of the United Nations; and U.S. operations of assistance to friendly foreign nations. See link for additional information for eligibility.

<https://www.mass.gov/orgs/veterans-bonus-division>

➤ **VA Health Care Benefits Enrollment**

To qualify for VA Health Care benefits you had to have served in the active military and separated under any condition other than dishonorable.

<https://explore.va.gov/health-care>

➤ **VA Pension Claims**

The Veterans Pension is a tax free monetary benefit provided to low-income wartime Veterans.

The Survivor's Pension is also a tax free monetary benefit provided to low income, un-remarried surviving spouses and/or unmarried children of deceased wartime Veterans.

### **Aid and Attendance Benefits and Housebound Allowance Claims**

This benefit provides monthly payments added to the amount of a monthly VA pension for qualified Veterans and survivors if you need help with daily activities, or you're housebound.

<http://www.benefits.va.gov/pension/>

### ➤ **VA Compensation Claims**

Disability Compensation is a tax free monetary benefit paid to Veterans with disabilities that are a result of an injury or disease that occurred during active duty military service.

**Special Monthly Compensation** is an additional tax-free benefit for Veterans, which is a higher rate of compensation paid due to special circumstances such as the need of aid and attendance by another person or a specific disability, such as loss of use of one hand or leg.

**Dependency and Indemnity Compensation (DIC)** is another tax free monetary benefit that is payable to a surviving spouse, child, or parent of a Service Member who died on active duty, active/inactive duty training or survivors of Veterans that died from their service connected disabilities.

### **\*\*DIC eligibility for survivors of Blue Water Navy Vietnam Veterans\*\***

If the VA denied a Blue Water Navy Veteran's service-connected disability claim in the past, you may be eligible for DIC benefits based on the Blue Water Navy Vietnam Veterans Act of 2019.

Veterans who served on a Blue Water Navy vessel offshore of the Republic of Vietnam, or on another U.S. Navy or Coast Guard ship operating in the coastal waterways of Vietnam between January 9, 1962, and May 7, 1975, are now entitled to a presumption of service connection for illnesses related to Agent Orange exposure. This is a result of Public Law 116-23, also known as the Blue Water Navy Vietnam Veterans Act of 2019.

<http://www.benefits.va.gov/compensation/index.asp>

<https://www.va.gov/disability/dependency-indemnity-compensation/>

<https://www.va.gov/disability/eligibility/hazardous-materials-exposure/agent-orange/navy-coast-guard-ships-vietnam/>

### ➤ **Burial Allowances and Grave Markers**

Burial benefits available include a gravesite in any of the 141 national cemeteries with available space, opening and closing of the grave, perpetual care, a Government headstone or marker, a burial flag, and a Presidential Memorial Certificate, at no cost to the family. Some Veterans may also be eligible for Burial Allowances. Cremated remains are buried or inurned in national cemeteries in the same manner and with the same honors as casketed remains.

<http://www.cem.va.gov/hmm/>

In addition to the benefits listed above, assistance is also provided for homeless Veterans, housing, tax exemptions, educational/vocational training and in applying for other available local, state and federal benefits. This office has working relationships with the local elected officials that represent Tewksbury, so if any issues occur when trying to obtain benefits, they can be addressed at a higher level.

The Veterans Services department also coordinates and participates in the Memorial Day Ceremony at the Tewksbury Cemetery and the Veterans Day Ceremonies at the Town Common, local nursing homes and assisted living facilities. Additional highlights from 2020:

- Food4Vets: Provided 130 non-perishable boxes of food. Each meal kit contained two weeks' worth of food for the individual or family.
- Clear Path for Veterans New England made it possible for us to provide 368 large boxes of perishable foods weekly to our Veterans and families. This office facilitated the delivery/pickup of the food for Wilmington and Billerica as well.
- We were also very fortunate to be able to provide 56 Thanksgiving dinners and 54 Christmas dinners along with presents for the children in conjunction with Clear Path for Veterans New England, Giovanni's Roast Beef and 978 Plumbing.
- In lieu of the annual Veterans Breakfast, we gave out 200 gift bags to the Veterans to show appreciation for their service and to just let me know we're thinking about them during this difficult time.

- Provided Tewksbury Vietnam Veterans with the Vietnam War 50<sup>th</sup> Commemoration book *A Time to Honor* from the Massachusetts Department of Veterans Services. Please contact my office if you are interested in receiving one.
- Attended Legislative Luncheon at State House

Lastly, donations from residents that included, toiletries, clothing, and gift cards were given to Tewksbury Veterans and families along with some items being donated to Edith Nourse Rogers Memorial Veterans Hospital in Bedford.

Due to the global pandemic, the Senior Center has been closed to the public so we've had to make some adjustments on how we provide services to our Veterans and families. We can meet with you in the library at the Senior Center or outside the building along with doing home visits. We can also communicate over the phone and email to apply for benefits. Please contact us with any questions or concerns.

I'd like to thank the following for supporting our Veterans and families, especially during this difficult time:

- Randy Carter and Jason Gilbert from Clear Path of Veterans of New England Veterans
- VFW Post 8164
- American Legion Post 259
- Ray Metcalf from the Tewksbury/Wilmington Elks 2070
- John Bushway and the Tewksbury Eagle Scouts
- Elected officials, the Town Manager, the Board of Selectmen, and other town departments
- Volunteers
- Paul Vorrias from Peabody Air Duct Cleaning
- Mark Cabuccio – 978 Plumbing
- Nick – Giovanni's Roast Beef

Respectfully submitted,

Lisa Downey, Certified Veterans' Service Officer

# DEPARTMENT of PUBLIC WORKS

The mission of the Tewksbury's Department of Public Works (DPW) is to support and enhance the quality of life for residents, businesses and visitors by providing services and solutions to maintain and upgrade the Town's infrastructure in the most efficient manner; to provide design, construction and maintenance solutions for roads, traffic and drainage systems, trees, sanitary sewers, water production and distribution in order to maximize benefits, convenience and safety to the public.

## **ADMINISTRATION**

The Administrative Division of the DPW oversees the daily operations of the department and is responsible for all long range infrastructure planning and budgeting. The Administrative Division of the DPW is comprised of the Director of Public Works and (2) two full-time clerical staff. The administrative staff coordinates the department's daily activities, develop and manage the annual operating, capital improvement and capital equipment budgets for each division; prepare personnel and payroll records, and process vendor invoices for payment. Administration staff also assists with the review of plans for proposed subdivisions to ensure compliance with town by-laws, regulations and with DPW standards. The division prepares specifications and bid documents for the procurement of goods and services, equipment and construction contracts for all of the DPW divisions. Hiring and training of staff, assisting in labor negotiations and managing labor agreement issues, developing, implementing and enforcing departmental policies, coordinating administrative support for all divisions of the department while handling all public inquiries are responsibilities of the Administration Division.

The past year was challenging given the necessary response to the COVID pandemic. Work schedules, although modified through the first part of the year, continued to address and respond to citizen concerns. Our workorder system's public portal, which was rolled out in January of 2020, helped greatly to allow the public to communicate their needs and work requests without having to call or enter the building. In another effort to improve communication and connection with the community we revamped much of our page(s) on the Town's website and establishing social media accounts on Facebook, Twitter and Instagram. You can follow us by searching Tewksbury-DPW.

## **ENGINEERING**

The Engineering Division is staffed by the Town Engineer, three Engineering Project Managers, one GIS/IT Project Manager, and one Permit Coordinator/Administrative Secretary. As a team, we provide analyses and design, develop plans, specifications, and construction cost estimates, management, coordination and construction support for the Department of Public Works (DPW). This includes design for roadways and utilities such as water, sewer, drainage and stormwater. The Engineering Division works closely with other Town Boards and Departments to assist with planning, conservation, and traffic management review. The Engineering Division provides design review and construction inspection services for the Planning Board. Other services provided include inspections for driveway installations, water and sewer services, Geographic Information System (GIS) map updates, and technical support to Town Counsel for miscellaneous legalities. The COVID-19 pandemic created many challenges for the Engineering Division including a temporary shut-down of ongoing construction activities that lasted nearly six weeks. Staffing levels were adjusted and Engineering Division staff were fortunate to be able to work remotely during the early stages of the pandemic. The DPW online permitting system went live at the start of the pandemic, which allowed business to continue while protecting the health and safety of the public and Town Staff.

The Division's accomplishments for year 2020 were as follows:

- The Engineering Division contracted with P. J. Albert for the resurfacing of various roads including: Beech Street, Cobbett Road, Deering Drive, Ellington Road, Franklin Street, International Place, Pearl Street, Pinnacle Street, Quincy Road, Rogers Street, and South Street. A total of approximately 2.0 lane-miles of roadway were resurfaced under this contract. Additionally, approximately 350 feet of sidewalk was installed along South Street.
- The Engineering Division, with the aid of TEC, Inc., finalized design for improvements to three intersections in Town: South Street and Salem Road; Salem Road and Main Street; South Street and Main Street. MassDOT issued the project for bid in June of 2019 and the contract was awarded to MDR Construction, Inc. of Tewksbury. Construction began in fall 2020 and will use federal funding through the Transportation Improvement Program (TIP).
- The Engineering Division contracted with Allied Paving for the East Street and Chandler Street intersection improvement project. The town used funding received from a Complete Streets Grant as well as Chapter 90 and sidewalk funding to expand the scope of the project. The project was completed in the spring of 2020 and will improve vehicle safety and pedestrian mobility in that area.

- The Engineering Division contracted with TEC, Inc. for the design of intersection improvements at Andover Street and River Road. This project is aimed at facilitating better traffic flow on Andover Street and River Road as well as improving safety in that area for pedestrians, cyclists, and motorists. The design has been completed and construction began in fall 2020 by MassDOT through the use of federal funding.
- The Engineering Division contracted with Cedrone Trucking to install drainage infrastructure on Vernon Street and Bay State Road. This project addressed an area of flooding at the intersection of Vernon Street and Bay State Road that had long been a concern of the residents.
- The Engineering Division contracted with MDR Construction, Inc. to replace two four-foot metal culverts on Pinnacle Street at Meadow Brook. The culverts failed in April 2019 causing that section of road to be closed. The Engineering Division worked closely with the Tewksbury Conservation Commission, MassDEP, and the Army Corps of Engineers to develop a solution that would minimize impact to the wetland resource areas. Construction was completed in early spring 2020 and the road was resurfaced as part of our annual roadway resurfacing project in summer 2020.
- The Engineering Division contracted with MPH Environmental to clean and map the stormwater collection system in South Tewksbury on Vernon Street, Water Street, Baystate Road, and the adjacent areas. This project was part of an investigation on ways to upgrade the system and alleviate areas of flooding throughout that neighborhood.
- The Engineering Division contracted with MDR Construction, Inc. to replace water mains on Main Street and South Street. A total of approximately 3,000 feet of water main was replaced and water services were tied-over to the existing 20" water main in Main Street. This work is being done in an effort to abandon the older, less reliable 8" water main in Main Street in anticipation of the MassDOT roadway projects along Main Street. The water main work was completed in the fall of 2020 and final pavement restoration will occur in the spring of 2021.
- The Engineering Division continued to administer Sewer Connections Permits, Physical Alteration Permits, Street and Sidewalk Opening Permits (SASO), and Water Permits. A total of 125 Sewer Permits, 139 Physical Alteration Permits, 116 SASO Permits, 261 Trench Permits, and 80 Water Permits were issued in 2020 including 39 permits for secondary water meters.
- The Engineering Division continues to maintain the Drain Layer's list for the approved contractors to work on utilities throughout the Town.
- In 2019 the Engineering Division was awarded a grant from MassDEP for GIS mapping of the water distribution system. The funding will be used to enhance the Town's GIS capabilities by adding water and sewer service information into our online database. This will enable our staff to access critical information remotely, which will improve efficiency and emergency response. MassDEP's consultant, Tighe & Bond, is finalizing the database, which is expected to reach completion in the spring of 2021.
- The Engineering Division worked with BETA Group to investigate the operation of the Whipple Road and Chandler Street intersection. BETA Group developed conceptual layouts for recommended improvements to the intersection aimed at increasing motorist safety.
- The Engineering Division prepared the Annual Report for the National Pollution Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer System (MS4) permit. The Engineering Division continues to implement the stormwater program to ensure compliance with the EPA permit. At Special Town Meeting in October 2019, the Town voted to implement a Stormwater Enterprise Fund, which established a dedicated funding source for the stormwater program. Additionally, Chapter 19 of the Town's General Bylaw was revised at Fall Town Meeting in accordance with the requirements of the EPA MS4 Permit.
- The Engineering Division contracted with Woodard and Curran for the design of improvements to the Andover Street pump station. Due to increased development in the Andover Street area, the pump station has reached its working capacity. The design will replace the two existing pumps to provide an additional 25% capacity. Weston & Sampson has been hired as the contractor for the pump station improvements. The project is expected to be completed by summer 2021.
- The Engineering Division contracted with Phillips Electric for the installation of back-up power generators at nine of the Town's sewer pump stations. The generators were installed in the fall of 2020. A portion of the funding was provided through a FEMA Hazard Mitigation Grant.
- The Engineering Division contracted with Cedrone Trucking for the abandonment of an old 8-inch AC water main in Andover Street between River Road and Waterford Meadows Lane. This water main experienced numerous breaks, which disrupted service to nearby residents. Water for the existing homes and businesses will be provided by the 16-inch ductile iron water main, which will be more reliable.

- The Engineering Division contracted with Desmond Landscaping for the rehabilitation of detention basins on Andrea Drive, Colonial Drive, Diane Drive, and Fieldstone Circle. The rehabilitation included removal of overgrowth and sediment, which will increase storage volume and allow the basins to perform more efficiently.
  - The Engineering Division contracted with Weston & Sampson to perform dry-weather screening of the Town's stormwater outfalls as part of the Stormwater Program. Weston & Sampson inspected 480 outfalls throughout town. The staff in the Engineering Division also pursued various training and education opportunities at workshops, conferences and seminars. These trainings were hosted by a variety of governmental and trade organizations including the Inspector General's Office, Environmental Protection Agency, ESRI, UMass Transportation Center, Massachusetts Municipal Association, MIIA, and the Massachusetts Highway Association. Two Project Managers completed the Municipal Finance Management Seminar presented by the Massachusetts Municipal Association (MMA) and Suffolk University. Two Project Managers are currently enrolled in the Suffolk/MMA Certificate in Local Government Leadership and Management program.
- This was a productive year for the Engineering Division even with of the COVID-19 pandemic and we look forward to the challenges in the upcoming year. Please visit our web site at <http://www.tewksbury-ma.gov/engineering-division> for updated information throughout the year.

## **HIGHWAY/FORESTRY**

The Highway/Forestry Division operates with a crew of (12) employees. Although staffing is less than the manpower needed to fully address all services, the Highway/Forestry personnel worked hard to undertake the growing back log of requests and tasks. The activities of the Highway/Forestry Division through 2020 included, assisting the Engineering Division's road reclamation and paving projects; repairing potholes and deterioration of various sidewalks; installing driveway aprons to divert storm water flow; and the replacing and repairing street edge berms and catch basins. Other street related items included street sweeping of all streets through the efforts of town employees and contracted services.

Town staff repaired/rebuilt (41) catch basins, installed (5) new structures, replaced 210 feet of 12 inch drainage pipe and added 260 feet of 12 inch drainage pipe. Through the catch basin cleaning program, approximately 2,688 catch basins have been cleaned this year during an annual cleaning. Additional sweeping and cleanings occur in compliance with the requirements of the EPA's MS4 Storm Water Permit.

During inclement and emergency related weather events the division assumes more challenging and hazardous duties including broken and downed trees and limbs resulting in power outages and downed electrical lines. The division was also challenged with 41.3 inches snow and ice this winter season. Countless hours and dedicated efforts were assigned to battle the snow accumulations and maintain safe travel conditions resulting from day melting and night freezing on road surfaces.

The Highway/Forestry staff is also responsible for the maintenance and repair of traffic controls and street signs. Approximately (74) signs were repaired and/or replaced. Line painting included painting (252) stop bars, (71) cross walks and (114) Stencils; whereas 334,680 linear feet of white and 357,040 feet of yellow traffic lines were reestablished through contracted services. The Division began the use of epoxy paint in 2014, due to the paint's longevity, and continued its use to paint markings requiring specific symbols/figures to reduce reapplication. On newly paved streets (4,100) linear feet of thermo-plastic center and fog lines were installed.

The skill and dedication of the DPW staff while operating heavy duty trucks and other specialty equipment for long hours are unique to the overall winter work operations. Treating the roads with de-icing chemicals and plowing streets, schools, sidewalks and municipal parking lots are completed to insure that all motorists and pedestrian traffic are safe commuting in the town of Tewksbury.

Forestry related activities include continued efforts to maintain and manage the growing list of concerns with public shade trees. This year (83) trees were removed through efforts of both the town staff and contracted services (including stump grinding). The staff also trimmed an additional 41 trees and removed 8 stumps using the towns stump grinder. The roadside brush cutting, resulted in clearing vegetation along approximately (175) lane miles of town right of way in various locations to improve the vehicle safety and sight lines. The division continues to work with National Grid to remove and/or trim potential hazards to roads and electric lines.

## **FLEET MAINTENANCE**

The Fleet Maintenance Division, consisting of (4) staff members and is responsible for service and repairs to maintain DPW/Water/Sewer equipment and rolling stock. DPW mechanics also maintain other department vehicles including Police, Park and smaller Fire Department vehicles. The repairs to the larger fire engines are contracted through an outside vendor by the Fire Department. In addition, there are various small engine equipment (lawn mowers, snow blowers, leaf blowers, generators etc.) that the Fleet Maintenance Division maintains. The Division insures all registrations and inspections are current; maintains insurance and MASSDOT records; processes and manages the submittal, collection of insurance claims and ensures repairs are made and updates carrier records on an annual basis.

The division orders and maintains the Town's gas and diesel fuel depot including all records of usage for various town divisions; maintains the facility to comply with all aspects of Department of Environmental Protection (DEP) requirements. All funding for fuels and maintenance activities used by Police, Fire, Park, Senior Center Shuttle and DPW are consolidated into the DPW budget.

The division staff reviews Public Works equipment inventory annually and makes recommendations for replacement within the capital budget. In calendar year 2020 the DPW ordered the replacement of (1) F-550 truck for the Water Department.

## **WATER DISTRIBUTION / SEWER COLLECTION**

Staffing levels for the Water Distribution and Sewer Collection divisions collectively include nine (9) full-time staff. No seasonal laborers were hired this year due to the COVID-19 pandemic. As of December 31<sup>st</sup>, 2020, the division had a full complement, as follows:

- 1 Water & Sewer Division Supervisor
- 2 Crew Leaders
- 2 Special Heavy Motor Equipment Operators (SHMEOs)
- 4 Heavy Motor Equipment Operators (HMEOs)

In 2020 the Division had one internal promotion after a resignation, and one employee transfer from another DPW division.

These nine employees were responsible for ensuring the integrity of the Town's Water Distribution System consisting of approximately 170 miles of water main, over 10,500 service connections, approximately 1,500 fire hydrants, and thousands of water main/water service valves. Water meters measuring each account's consumption are also maintained by the division. In addition, these same nine employees are responsible for maintaining uninterrupted flow and operation of the Town's Sewer Collection System, which consists of approximately 180 miles of gravity and forced sewer mains, 46 sewer pumping stations, and thousands of sewer manholes.

The calendar year 2020 staff addressed 46 water breaks, of which 32 were breaks in the Town's water mains and 14 were in the Town's portion of the service connections. Each of these 46 water main/service repairs required the trench surface to be restored. Staff responded and processed roughly 2,500 DigSafe mark-out requests. The Summer of 2020 brought on unprecedented water consumption in town due to both drought and the enormous number of residents working and schooling from home due to the pandemic. This extreme use resulted in many issues of discolored water in parts of town due to the shear increase in flow through iron pipe. Fortunately, consumption began to reduce when getting out of the summer months and drought. Staff also replaced or installed 105 water meters of different sizes to better measure system water consumption; in recent years there has been an increase in commercial installation. In addition to meter installs, staff also replaced dozens of registers and MTUs, as well as responded to routine meter issue calls. Division staff regularly assisted the Highway/Forestry Division with snow and ice operations throughout the winter season.

Water main flushing was performed throughout town in 2020. Flushing is a necessary maintenance program which removes minerals and sediment from the pipes. Flushing also removes "old" water to help prevent the formation of biofilms in the pipe surfaces. Flushing is scheduled for after dinner hours to minimize the effect to residents.

Water & Sewer Division staff assisted the Engineering Division's water main replacement projects which replaced approximately 1,500 linear feet of old water mains on sections of Main Street, Andover Street, and River Road with ductile iron pipe, and abandoned approximately 8,000 linear feet of asbestos cement pipe. Contractor crews adjusted and repaired approximately 40 manhole structures throughout town, providing a more comfortable driving experience, reduced safety risk for road plows, and increased lifespan of pavement. Contractor crews also replaced 50 hydrants throughout town.

The Town's Sewer System requires consistent and faithful attention. Employees provided operation and maintenance duties to the 46 sewer pump stations on a daily to weekly basis. Hundreds of pump calls/pump failure alarms were responded to, many after normal working hours, nights, weekends and holidays. Grease and debris collect within the station and along the gravity flow sewer mains causing interruption of service and possible sewer main backups. Ball floats, which control the operation of the stations, have to be cleaned bi-monthly due to grease build-up. Lift station wet wells have to be cleaned annually, some twice per year. The Town has adopted the use of enzymes in its sewer station wet wells, with much success. The enzymes promote the growth of bacteria, which help to dissolve grease build-up. Other debris, such as cloth wipes, hygiene products and dental floss etc. create the bulk of the problems the division experiences. We urge our customers not to flush these items down the toilet (even if the packaging says that they are flushable). Instead, they should be thrown in the trash.

The employees of the Water & Sewer Division continue to provide excellent service to the customers they serve, and may be called upon 24/7/365 to ensure the highest quality water distribution and wastewater collection standards possible.

### **Backflow Program**

Staffing of the backflow program consists of one (1) full time Backflow Testing and Cross Connection Coordinator. A contractor is used to supplement a small amount of testing work.

The Backflow and Cross Connection Program is required by EPA and MassDEP to protect the water system from back siphoning and contamination. Backflow devices are installed on Commercial, Municipal, Institutional and Agricultural locations, as they have a much higher probability of contaminating the water supply. The Town has also adopted what is called "Total Containment Policy", which requires the same facilities to install backflow devices at the water meter. In 2020 the program, through contracted services and town staff, performed testing of all of the devices in Tewksbury and surveyed all mandated properties. These tests are performed to guarantee proper operation of the backflow devices, and the surveys identify potential cross connection hazards. Below please find the testing activity for 2020:

Total number of facilities served: 586  
Total number of facilities surveyed: 325  
Total number of tests performed: 1,910  
Number of devices added: 72

The Backflow Program continues to be completely revamped in Town. The Town's new asset management system, Syncta, is now fully implemented and utilized, enormously streamlining data collection and management. With this new program all data is now cloud-based hosted. In addition, virtually all property records and billing information related to backflow testing, as well as some water billing, has been reviewed and corrected.

### **WATER TREATMENT**

Staffing levels for the Water Treatment division include eleven (11) full-time staff, two (2) of which were funded and hired in 2020 as new apprentice roles, to both train new qualified operators and assist with the enormous maintenance and emergency response issues at the Plant and Storage Tanks. As of December 31<sup>st</sup>, 2020, the division had a full complement, as follows:

- 1 Chief Operator
- 5 Operators (1 Operator hired in June to fill vacated position from internal Chief Operator promotion)
- 1 Chemist
- 1 Maintenance Mechanic
- 2 Assistant Operators (both hired in December)

In February of 2020, Michael Donovan was appointed as Chief Operating Engineer of the water treatment plant. Mr. Donovan had been with the town as a treatment Operator for 26 years prior to his promotion. He also works part time for Tewksbury State Hospital's water system, and as such is a very experienced water treatment professional who knows the Tewksbury systems very well.

Finished Water Production: 953.1 Million Gallons  
Average Water Usage per day: 2.60 Million Gallons per day  
Maximum Day: 5.00 Million Gallons on June 22, 2020

For water quality information and other subjects concerning the water system please refer to our website at [Tewksbury-ma.gov /Department/ Water Treatment Plant](http://Tewksbury-ma.gov/Department/Water%20Treatment%20Plant). You will find a listing of Consumer Confidence Reports and department descriptions.

### **Intern Program**

While very successful, the Department discontinued the intern program in 2020 due to the new funding of the two Assistant Operator positions. This likely would have occurred regardless this year due to the ongoing pandemic. The program may be revisited in the future based on division workload, staffing, and funding available, but there are no plans at this time.

Most importantly thank you to the men and women of the DPW,  
The employees of the Department of Public Works have done an exceptional job in serving this community considering the workload that is assigned to them, the need for their response during emergency conditions at all times of the day or night, and the growing demand for service given the expansion of the Town's infrastructure. It is through their tireless efforts and dedication that the mission of our organization can be achieved.

A special thank you and recognition by the DPW staff to Susan Patterson, who retired at the end of 2020. Sue worked in the front office greeting patrons with a smile and desire to help resolve residents' concerns. She was familiar with all of the workings of the Administration and will be missed. We wish her the best in her retirement.  
Thank you Sue

Most importantly thank you to the men and women of the DPW,  
The employees of the Department of Public Works have done an exceptional job in serving this community considering the workload that is assigned to them, the need for their response during emergency conditions at all times of the day or night, and the growing demand for service given the expansion of the Town's infrastructure. It is through their tireless efforts and dedication that the mission of our organization can be achieved.

Respectfully submitted by:

Brian Gilbert, Director Public Works  
Kevin Hardiman, P.E., Town Engineer  
David Lizotte, Assistant Director-Forestry/Highway/Fleet  
Scott Brinch, Assistant Director-Utility

# ***COMMUNITY ACTIVITIES***

*Library Trustees*

*Council on Aging*

*Historical Commission*

# TEWKSBURY PUBLIC LIBRARY TRUSTEES

Board of Library Trustees, 2020

Lori Carriere

Joseph Frank

Laura Harrington

Paige Impink, Clerk

Patrick Joyce, Vice Chair

Patricia Pino, Chair

Mission and Vision of the Tewksbury Public Library:

*The public library of Tewksbury seeks to provide the Town's residents with a wide variety of materials, resources and services. Our vision is to empower Tewksbury's residents by developing, promoting, and delivering lifelong learning opportunities and to provide cultural enrichment for the entire community. We endeavor to combine traditional roles of providing a quality book collection and customer service oriented atmosphere, with current technological advances in the retrieval of information.*

What an extraordinary year for everyone! What started out as a usual year quickly became unusual and our ability to swerve and change course was tested as a result of the global pandemic COVID-19. While there were some services that we could not offer such, as visiting the library to borrow physical items or use the computers starting in late March, we were able to issue electronic library cards so that residents could use our online reading and viewing platforms such as Overdrive eBooks and Kanopy.

Once we could gradually bring staff members back to work safely in the building, we could begin to offer services to help get physical books and movies into our patrons' hands while we were still not able to open to the public. From June through September, we made several physical changes to the building in preparation for reopening. We installed glass partitions at all public service desks, installed several hand sanitizer dispensers, and rearranged most areas of the building to encourage people to make quick visits to the library and not gather for extended periods of time. In June, we began to offer Library to Go and Curbside Pickup services.

Some changes were easier than others. Setting up a ZOOM account so that we could communicate remotely as a staff quickly became our most popular method for presenting lectures and events for adults. The Children's and Teen departments struggled to find alternative ways to connect with their audiences. These departments reach audiences who were experiencing new struggles to learn online as many families tried to manage parental work and child care or education at the same time—often sharing the same spaces. Programming for these audiences was tricky and our statistics showed this. We decided to do our best and ensure that story times, science and crafts programs could be viewed at any time and we tried to provide families and teens with supplies for science and hobby programs.

We were happy to be asked to take over coordinating the Tewksbury Community Market this year. To serve market goers, vendors and the library used a version of curbside pickup in June and part of July. In August we were able to open outside and host the Community Market through September. The TPL Community Garden was able to flourish in its fifth year and our gardeners practiced physical distancing and mask wearing while working in the garden. Vegetables that could not be donated to the Tewksbury Food Pantry were sold at the Community Market.

All of our protective renovations were complete and we were able open on a limited basis and for limited services in October. We were so happy to be able to welcome people to browse, pick up holds, and use computers again. All programming and events remained virtual.

The Trustees appreciate our residents' understanding the changes that had to be made and the inconveniences that resulted. They thank library staff members for their ability to continue to provide services during difficult times, while experiencing their own struggles as the pandemic moved throughout the state. Together the Trustees, Library Director, staff members and the Friends of the Library continue to make the library a vital place for the community.

**Director:** Diane Giarrusso  
**Assistant Director** Noelle Boc  
**Executive Secretary:** Jeannine Briley  
**Librarians:** Robert Hayes, Community Services/Technical Services  
Emily Leggat, Teen Services  
Katrina Lewin, Children’s Services  
Jeffrey Pike, Reference and Children’s, part-time  
Siobhan Robinson, Information and Technology Services  
**Library Associate:** Jeanne Swartz, Circulation Supervisor  
**Specialists:** Anne Kelley, Technology Services  
Heather Maganzini, Children’s Services  
**Clerical Assistants:** Michelle Blaikie Maria Hamm, resigned  
Jennifer Burke Danielle Driscoll  
Gail Holland Christine Hollis  
Kate Jennings Theresa Troiano, part-time,  
**Library Shelves:** Carole Ardizzoni , part-time  
Trinity Gustin, resigned, position vacant  
**Maintenance:** Joseph Fiumara

**Library Hours for 2020:**

*From January through March 15, 2020*

Monday – Wednesday 10 a.m. to 9 p.m.  
Thursday – Friday 10 a.m. to 5 p.m.  
Saturday 9 a.m. to 5 p.m.  
Sunday 1 p.m. to 5 p.m. September –June

Closed Saturdays & Sundays in July and August.

*Closed to the public from March 16, 2020 – October 4, 2020*

*Closed to staff members from March 24, 2020 – May 18, 2020*

*Reopened to the public on October 4, 2020 – December 31, 2020 for limited hours:*

Monday through Friday mornings 10:00am – 1:00pm  
Tuesday and Wednesday evenings 5:00pm – 7:00pm

**COVID-19 Related Statistics:**

Number of Virtual Library Cards Issued: (March – December) = 191  
Number of Library to Go Requests (June – December) = 305  
Number of Curbside Pickup Requests (June – December) = 6101

COVID Attendance Totals						
2020 Monthly		Weekly Averages	Open 19 hours per week			
Oct	1533	383				
Nov	1495	337				
Dec	1750	365				

Tewksbury Community Market	
Summer 2020	
<u>Visitors</u>	
164	Curbside Pick Up June & July
3101	In Person August & September
3265	Total

**Value of Library Services:**

<b>Input Your Quantity of Use</b>	<b>Library Services FY20 Tewksbury Public Library NB: Library closed for 15 weeks</b>	<b>Retail Value (average)</b>	<b>Value of Services</b>
100,927	Books Borrowed	\$21.19	\$2,138,643
46,994	Ebooks & Materials in e-format	\$10.00	\$469,940
1,163	Magazines Borrowed	\$3.50	\$4,071
5,328	Newspapers browsed (minimum)	\$9.50	\$50,616
28,796	DVDs Borrowed	\$10.00	\$287,960
7,342	Audio Books Borrowed	\$50.00	\$367,100
5,977	Downloadable Audio & Video	\$19.95	\$119,241
731	Museum Passes Borrowed	\$30.00	\$21,930
41,005	Interlibrary Loan (borrowed & loaned)	\$25.00	\$1,025,125
3,050	Room Use per Event	\$100.00	\$305,000
359	Auditorium Use per Event	\$250.00	\$89,750
12,506	Adult Programs Attended	\$15.00	\$187,590
1,271	Teen Programs Attended	\$12.00	\$15,252
10,604	Children's Programs Attended	\$7.00	\$74,228
15,236	Hours of Computer Use (Internet and desktop applications/scanning)	\$24.00	\$365,664
54,493	Online Magazine & Journal per search	\$2.42	\$131,873
23,036	Reference Questions Asked	\$10.00	\$230,360
	<b>Total Value</b>		<b>\$5,884,343</b>
<b>Total Municipal Appropriation in FY20 (w/out Capital)</b>			<b>1,386,532</b>
<b>Value of Library Service per dollar appropriated</b>			<b>\$ 4.24</b>
<b>Copyright Massachusetts Library Association (MLA) 2008</b>			
Information acquired from FY20 Annual Report Information Survey provided to the MA Board of Library Commissioners and internal library records			
DG 1/2021			

Based on the Town's investment to the Tewksbury Public Library, for every tax dollar allocated to the library in FY2020, residents received \$4.24 in library services.

Library Trustees and staff members are committed to continual improvement of the collections and services to residents because we know that the Library is an important place in Tewksbury to gather, find information and learn. Thank you for your support.

Respectfully submitted,

Patricia Pino, Chairperson  
Diane Giarrusso, Library Director

# COUNCIL on AGING

Tewksbury Council on Aging Mission Statement: To enhance the lives of our older adults by identifying their needs and developing programs, activities, community involvement and resources to provide them with an independent and enriched quality of life.

The Tewksbury Council on Aging continued its service offerings in 2020 that allowed us to enhance the lives of older adults and promote community togetherness. Despite the Global Pandemic we worked to provide exercise programs in person, during good weather, nutrition and other programming via cable tv and Zoom exercise programs. We provided many opportunities for Outreach via Grab and Go lunches, friendly phone calls and local government programs.

The Council on Aging serves the 60+ population in the community and encourages those who are close to aging in to participate in programs as well. 99.4% of our attendees are over the age of 60. Our foot traffic has been impacted by the Global Pandemic, however, we are still connected to our community of older adults virtually; curbside events, cable access television, facebook, newsletters and teleconference.

Some highlights from the last year include:

## **Outreach & Support Services**

- Hosted:
  - LGBT Support Group
  - Pop Up Library
  - Several movies in our media Room
  - Flu Clinic
- Valentine's Day Cookie Decorating and a movie.
- A SHINE counselor is available via phone contact to discuss Medicare and Medicaid needs. Due to the pandemic our SHINE Counselor has not met with individuals face to face. We have provided her with a license for using our phone to enable her to receive phone call requests and connect to the individuals without divulging her personal information.
- We ran a grab and go Thanksgiving Lunch for 180 older adults with a program for them to watch on cable tv while enjoying their lunch.
- We provided Outreach to 450 residents over 60
- We hosted AARP tax prep services to provide seniors with free tax completion extending our offering in the summer in order to accommodate for the IRS extension on tax return submissions.
- We have assisted in storing food items for distribution to the veterans via the VSO's office.

## **Transportation**

- We provided 1638 rides to those over 60. The decrease in rides was due to the pandemic and Health Care providers moving to a tele-health platform.
- Our van drivers have been providing shopping services to the grocery store as well as delivery of Brown Bags and plus some grab and go lunches once per month.

## **Health & Wellness**

- The difficulty that arose during the pandemic with having blood pressure clinics indoors was overcome by having a volunteer NP come every other Friday for an outdoor blood pressure clinic. This continued until the weather became prohibitive. The clinic was run for two hours every other Friday.
- Foot care clinics were held until the end of February and then were stopped due to the pandemic.

## **Nutrition**

- The Tewksbury Senior Center is in its' sixth year as a distribution site for Greater Lowell's Brown Bag program, which is a collaboration between the Greater Boston Food Bank and Elder Services of the Merrimack Valley. We collaborate with 14 communities and are able to distribute 640 bags to these surrounding communities. This program brings in numerous volunteers for which we are extremely grateful.

- The Council on Aging received a grant for Outreach and Nutrition which was used in part to purchase a “Nutrition for Healthy Ager” video which was played on the Tewksbury Access Cable channel.
- The Council on Aging is an active participant in the federally and state funded Senior Nutrition Program. The Senior Center is a congregate meal site, where lunch is served onsite Monday-Friday. It is a packing location for Meals on Wheels as well. At year end there were approximately 120 homebound seniors receiving meals, however, as of March 16<sup>th</sup> 2020 there were no congregate meals served due to the pandemic.

### **Personnel**

- Staff participated in the following trainings:
  - Food management training
  - Several virtual MIIA trainings
- The Council on Aging has approximately 150 volunteers. Unfortunately as of March we have been limited in our ability to utilize volunteers at the senior center. We do have 3 volunteers who run our tele bingo games which are played on Tuesdays. We have used a telephone conference line to run several support groups; gratitude journaling clubs; knitting groups and more. Volunteers manage these phone calls and facilitate the groups. Several volunteers participated in running our outdoor exercise classes as well. They are an essential part of the success of our programming at the Senior Center. Prior to COVID, jobs included but are not limited to reception, operating the consignment shop, the gift shop, working the salad bar and delivering Meals on Wheels. As of March they were limited to running support groups; virtual programming and exercise classes outdoors.

### **Facility**

- The Senior Center is home to several groups such as, the Friends of the Elderly, The Golden Age Club, The Swinging Senior Chorus, The Red Hat Carnation Belles and the Silvertones. Our facility has also served as a meeting place for several other community groups including, the Piecemaker’s Quilt Guild, Garden Club, Sons of Italy, Girl Scouts and more.
- A fee is charged to for-profit groups for use of the building. Non-profits using the facility have been generous in making donations.

### **Fitness**

- There were 16 fitness classes taught by certified instructors at the Senior Center in 2019. Classes appeal to many interests and accommodate all levels of physical ability.
- In the summer we instituted several classes outdoors. We had 6 outdoor classes and 2 Zoom classes. We ran the outdoor classes until the weather was prohibitive.
- We also ran three “Bone Builders” groups (6 classes per week). These are supported by Community Teamwork, Inc., free for participants and led by volunteer instructors. Between the three groups there are 60 seniors actively participating and several more on a waitlist. Classes were taped and added to our Cable TV lineup.
- There is a Walking Club on Tuesday and Friday mornings. The group leaves from the Senior Center and makes a 30 minute loop through the state hospital grounds. There are currently 10 regular walkers. This continued after the pandemic started on a limited basis.
- We had 301 people check in to exercise classes during regularly scheduled hours.
- We continued to have Tai Chi Class on Monday afternoons until we transitioned to Fridays outdoors in our healing garden.
- Free Reiki sessions were held on Mondays from 4pm-5pm until the building closed in March due to COVID.
- Shuffle board continued on Wednesday nights until March when the building was closed due to COVID.

### **Recreation**

- The Council on Aging offers a variety of recreational activities. Art classes include: Wood Carving, Independent Painting, Arts & Crafts Group, Quilting, Bunka Embroidery, and DIY Seasonal Decorations. For recreation we offer Zingo, Billiards, Wii Bowling, two variations of Mah Jong, Cribbage and Whist. Zingo is our largest activity with an average of 100 participants each week. We continued hosting Zingo via teleconference on Tuesdays with 70 participants each week.

- On the last Monday of every month we host DJ Jon for a daytime dance. About 50 Senior Center members participate.
- We filmed several craft and painting classes which we were able to air on the local cable access channel. There was an average of 25 people who participated in each offering. Hosted an after-hours cooking demo in the Senior Center's Kitchen.

### **Community**

- We worked with the Pushcart Café and through a grant and several donations to provide the traditional Thanksgiving Dinner that we Community coffee's with the Chiefs, Town Manager, other Town Department heads and COA Director were held periodically. These events were held to inform the public about town wide initiatives as well as community outreach programs.

Senior Center Hours: 8:00AM to 4:30PM, Monday-Friday

Closed to the public due to the Pandemic.

Phone: 978-640-4480

Fax: 978-640-4483

### **Council on Aging Staff**

Director- Janice Conole

Executive Secretary- Courtney Coviello

Maintenance Person- Brian McNaught

Community Outreach Coordinator- Open

Activities Coordinator- Diane Dunlevy

Van Driver- Gail Deakoff (Part-time)

Van Driver- Ralph Natola (Part-time)

Van Driver- Nancy McCarthy (Part-time)

### **Council on Aging Board Members**

Lynn Murphy- Chair

Virginia Desmond – Vice Chair

Kathleen M. Walsh

Donna Bell- Clerk

Arthur Costa- Treasurer

Joel Deputat

Joanne Aldrich

Tracy Skahan

Joan Unger

Arlene Wright

Sandy Creamer

# HISTORICAL COMMISSION

The Tewksbury Historical Commission is a seven member board established by Massachusetts General Laws as accepted by Town Meeting. Its duties are directed toward the purpose of “preservation, protection, and development of the historical or archeological assets” of the town of Tewksbury, as well as safeguarding and promoting appreciation of Tewksbury’s heritage.

The Commission typically meets on the third Monday of alternate months in the Trustees Room of the Public Library. The Board of Selectmen is the appointing authority for the Commission. One member also serves as Town Historian and is appointed by the Town Manager.

**TEWKSBURY HISTORICAL SOCIETY SUPPLEMENT**

The Commission coordinates activities with the Tewksbury Historical Society, a non-profit organization which has grown to more than one hundred and twenty five members. The following supplement was submitted by the Society:

*The Tewksbury Historical Society is a non-profit organization whose mission is to promote the appreciation and preservation of the history of Tewksbury. The Society is the official repository for Tewksbury artifacts and photographs, many of which can be seen in Local History Room of the Tewksbury Public Library. Visitors and members are encouraged to donate items of Tewksbury history for preservation. The Society holds several events throughout the year including the reenactment of April 19, 1775 by members of the 2<sup>nd</sup> Massachusetts Regiment ([www.2ndmass.org](http://www.2ndmass.org)).*

*Please visit our website at [www.tewksburyhistoricalsociety.org](http://www.tewksburyhistoricalsociety.org) and Facebook page at [www.Facebook.com/TewksburyHistoricalSociety](http://www.Facebook.com/TewksburyHistoricalSociety) for more information including upcoming events and how to join. Or mail us at Tewksbury Historical Society, P.O. Box 522, Tewksbury, MA 01876.*

The Historical Commission would also appreciate information about preservation issues, including any historical or archeological asset which may be threatened or unknown to us. Contact information for Commission members is below.

Respectfully submitted,

THE TEWKSBURY HISTORICAL COMMISSION

Bill Wyatt, Chairman, Town Historian <a href="mailto:Williamwyatt18@comcast.net">Williamwyatt18@comcast.net</a> (978) 640-0658	Thomas Churchill, Vice Chairman <a href="mailto:t.churchill@verizon.net">t.churchill@verizon.net</a> (978) 640-6927
Eileen McDonagh (978) 851-6076	Patricia Stratis (978) 851-6206
Nancy Reed, Secretary <a href="mailto:nancrd@comcast.net">nancrd@comcast.net</a> (978) 851-8920 (h) (508) 574-9687 (c)	Linda Voutour <a href="mailto:lvoutour@gmail.com">lvoutour@gmail.com</a>
Michael McLaughlin	

# ***SAFETY***

*Fire Department*

*Police Department*

# FIRE DEPARTMENT

The mission of the Tewksbury Fire Department is to protect and educate our community, show courtesy and compassion to all, and continue the honored tradition and dedication of the fire service that exceeds expectations.

The members of the Tewksbury Fire Department respond in a very efficient and professional manner throughout the year. The Department answered calls for assistance and provided service 8,106 times in 2020. Building fires accounted for 9 of the 89 responses to fire. Engine companies provided residents with lift assistance 208 times in 2020 and the ambulance responded to 3,610 calls for medical aid or service.

An important function of any fire department is to prevent the occurrence of situations that produce injury, death, destruction of property, or negatively impact our community. We try to accomplish this through public education and fire prevention programs. In 2020, the Department applied for and received a State S.A.F.E. and Senior SAFE Grant for the education of school age children and senior adults in the area of fire and life safety. Early in and throughout 2020 the effects of the worldwide pandemic caused by COVID-19 were seen within the community and the State. In-person National Fire Prevention Week activities in October and several safety fairs at local businesses and public events that were normally held were cancelled. Some events took place in virtual settings and the Department participated to the extent possible with the assistance of our local stakeholders. We are very fortunate to have a dedicated staff of firefighters and community volunteers that participate in these and other fire and life safety-based programs throughout the year. Information on programs and Town departments can be obtained at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov).

The Fire Department consists of 56 sworn fire officers and firefighters and one civilian administrative secretary. In Tewksbury, line personnel are assigned to an engine company, an ambulance, or serve as the officer in charge of one of the four working shifts. The Town is broken down into three response districts with fire stations located in the Center, North, and South. Each station has one engine company with a lieutenant and a minimum of two firefighters assigned. In addition to the engine company in the Center Station, two cross-trained firefighter/EMTs staff a primary BLS ambulance and a captain is assigned to oversee the on duty force. An aerial ladder truck and a heavy rescue are housed at the Center Station along with a light brush truck. At the North Station, the two firefighters assigned to the engine company also staff a secondary BLS ambulance when the primary ambulance is already committed to a call. This leaves that engine company temporarily out of service if a second medical call comes in; however, the fire lieutenant left behind moves to an emergency response utility vehicle should he/she be needed at another incident. The South Station houses a brush truck, trench rescue trailer, and a spare ambulance and engine. It is also where our Fire Prevention Office is located.

In Tewksbury, a normal response to a medical emergency would send the nearest engine company and the primary ambulance. A normal response to a house fire would send the two closest engine companies directly to the fire scene along with the shift commander and the primary ambulance, if available. The third engine would respond to the Center Station to staff the ladder truck and await response instructions from the shift commander. This model has proved operationally effective and cost efficient for the majority of the community's response needs. Maintaining a minimum of three members on a responding engine or ladder company remains a high priority. Mutual aid and off-duty members are called in when incidents exceed the on-duty crew's capability. Mutual aid is a concept that has been utilized by the fire service to help every city and town deal with those unusual incidents that a community cannot handle on its own. Tewksbury is a member of the Fire District 6 Mutual Aid Association; an Association of 18 member communities. The Department is seeking to provide two dedicated full-time ambulances to the community by adding an additional staff member to each of the four shifts in the coming years. The Department was able to allocate State grant funds to provide a second dedicated ambulance during certain dayshifts in 2020. This will help, on a trial basis, address the increasing call volume the Department is experiencing in the area of medical aid. A variety of factors are contributing to this increase including an aging population, an increase in apartment and senior living communities, an ongoing opioid crisis, and rising mental health assessments occurring in all age brackets. In 2020 we saw a decline in ambulance transports to local hospital emergency rooms. This was largely due to the COVID-19 pandemic where a general feeling of the population seemed to be that hospitals should remain accessible to patients afflicted with the virus.

In 2020 the average age of our members was 43.7 years old. The fire officer's average age was 52.6 years with an average of 25.4 years of experience in the Department. Firefighters were 48.1 years with 25.4 years and EMTs assigned to the ambulance averaged 33.2 years and 4.9 years respectively. We saw the retirements of Fire

Lieutenants William Brothers and Robert Calistro and the promotions of Christina Merrill and Alan Rosemond to the rank of Fire Lieutenant. Firefighter/EMTs Jay Fagone and Henry Roberts were hired as full-time employees.

Despite COVID-19, a variety of ongoing fire and emergency medical services training took place throughout the year in varied, untraditional formats. Our response to the virus caused policies, procedures, and personal protective equipment to be modified, sometimes daily, to protect our workforce and the community. The firefighters and EMTs continued providing both emergency and non-emergency public assistance throughout the year without interruption; a credit to their dedication, professionalism, and ability to problem solve to get the job done. Administrative Secretary Jeanne Martin worked with our command staff to keep necessary functions going within and outside of the Department. With the pending retirement of Fire Chief Michael Hazel, a promotional Assessment Center was conducted within the Department to select a successor. Captain Joseph Kearns was named by Town Manager Richard Montuori to be Chief Hazel's replacement in January.

The new Center Fire Station Headquarters sitework began in August with G&R Construction as the general contractor, HKT Architects, Inc. as the architects, and Vertex Engineering as the owner's project manager. A fourteen-month construction timeframe is anticipated. The new station will replace our 54-year-old station and is being built on a Town owned piece of land on Main Street, across from Town Hall. The Northern Middlesex Regional Emergency Communications Center (NMRECC) opened this year with Tewksbury emergency communication workers staffing the new facility on Whipple Road. Additional staffing was brought on to meet the staffing needs of the Center. This State funded project combined the fire, police, and E-911 communications into one state of the art facility for Tewksbury and Dracut.

With the hard work and assistance of FF/EMT Derek Welch and Deputy Chief Albert Vasas, the Department was successful in receiving a FireAct Grant for a second year in a row to continue Fire Officer development. This professional development opportunity will help prepare our firefighters to become future fire officers and current officers to become better skilled within the Department. A Community Compact IT Grant was applied for through and received through the State's Community Compact Cabinet program. This grant allowed us to replace our primary fire radio equipment and upgrade the system to work in a simulcast system with all the connected repeaters and receivers deployed in town. The upgrade coincided with the opening of the new NMRECC and connected the radio system to the Town owned fiber network. As part of this project, numerous obsolete mobile and base radios were replaced thus allowing better, more reliable radio communication capabilities for our firefighters. A CARES Act Grant was applied for and received for the operation of a second full-time ambulance within the community. This grant was in support of staffing to meet the operational challenges in treating and transporting patient afflicted with COVID-19 and with staff required to quarantine due to exposures within and outside of the workplace. With the support of the community, the Department is progressing in its operational and capital plans. The ability to train our members and maintain and update our equipment, apparatus and facilities is invaluable for the safety of our firefighters and the community they serve.

Engine companies directly support fire prevention efforts by performing residential plan reviews, oil burner and smoke alarm inspections, residential propane installation inspections, and quarterly daycare, hospital, and school inspections. They take the time to educate the community one inspection or interaction at a time. Working smoke and carbon monoxide (CO) alarms continue to be the best first line of defense in the residential setting. Early detection and warning can and does save lives. Your local firefighters are committed to making sure you have the information you need to help protect your families. Please do not hesitate to call us if you have a question or concern about fire or life safety; we are here to help. The Tewksbury Firefighters Union Local 1647 continues to sponsor a File of Life Program. This program will provide Tewksbury residents who have a significant medical history the opportunity to compile this information in a readily accessible and standardized format. To participate in this program please call (978) 640-4410 and ask to receive the File of Life; its free to you or your family members and it works!

<b>Incident Analysis</b>	<b>2020</b>
Fire/Explosion	89
Overpressure/Rupture	1
Rescue Calls including Medical Assist	2,586
Hazardous Condition	94
Service Calls	851
Good Intent Calls	314
False Calls	531
Severe Weather/Natural Disaster	1
Special Type/Complaint	29
Ambulance Calls	3,610
<b>Department Responses</b>	<b>8,106</b>
<b>Permits &amp; Inspections</b>	<b>2,726</b>
<b>Department Responses</b>	<b>Total</b>
1980	2,161
1990	3,160
2008	5,998
2009	6,115
2010	6,454
2011	6,701
2012	6,630
2013	7,009
2014	7,565
2015	7,896
2016	8,135
2017	8,531
2018	8,609
2019	8,930
2020	8,106

**FIRE DEPARTMENT ROSTER – December 31, 2019**

		Year of Hire		Year of Hire
<b>FIRE CHIEF:</b>	Michael Hazel	1988	Joseph Sodergren	2018
			Steven Spencer	2002
<b>DEPUTY CHIEF:</b>	Albert Vasas	1989	Christopher Teixeira	2017
			Derek Temmallo	2017
<b>CAPTAINS:</b>	Michael Callahan	1989	Derek Welch	2016
	Scott Keddie	1987	Tyler Welch	2014
	Joseph Kearns	1995	Michael Willey	2017
	Gary Kerr	1988	Daniel Yost	2004
<b>LIEUTENANTS:</b>	Scott Austin	2003	<b>SECRETARY:</b>	Jeanne Martin
	William Brothers	1997		2015
	Robert Calistro	1998		
	David Carney	1995		
	Patrick Doherty	1997		
	Jeffrey Giasullo	1995		
	Paul Guttadauro	1994		
	Brian Hurley	1989		
	David Karlberg	2001		
	Brian Mackey	2009		
	Russell McGlaufflin	1989		
	Alan Rosemond	1995		
	Kenneth Sandberg	2003		
	Daniel Sawicki	2004		
<b>FIREFIGHTERS:</b>	Joel Altavesta	2014		
	Peter Bielecki	2014		
	Marc Bourdon	2013		
	Shawn Bradley	2015		
	Patrick Brothers	1995		
	Joseph Dogherty	2017		
	Todd Elliott	2006		
	James Fitzpatrick	2011		
	Joseph Fortunato	2001		
	John Fowler	2004		
	David Giasullo	2012		
	Jeffrey Giasullo, Jr.	2019		
	Michael Giasullo	2011		
	William Gosse	1998		
	Timothy Holden	1994		
	Justin Hubbard	2018		
	Daniel Kasprzak	2013		
	Robert Keddie	2011		
	Justin Lamoureux	2015		
	David Levy, Jr.	1997		
	Charles Lucia, Jr.	2018		
	Timothy Mancusi	2014		
	Christina Merrill	2003		
	Michael Merrill	2004		
	John O'Leary	2017		
	Daniel Sitar	1987		
	Daniel Small	1988		
	Peter Smith	2017		

# POLICE DEPARTMENT

The mission of the Tewksbury Police Department is to reduce crime and the fear associated with crime; by providing the best possible service we can provide with the utmost integrity; by engaging the citizens with a community policing philosophy. Our objective is to improve the quality of life through community and inter-agency partnerships to thereby promote a safe and secure community for all. The Department is comprised of 68 full-time employees, including 63 sworn officers and 5 civilian support personnel. The Department's resources are being expended on the prevention, response, and investigation of property crimes, traffic accidents and issues, issues associated with mental health/substance use disorder, and crimes of violence. Substance use disorder, co-occurring disorders and mental health issues are significantly impacting this community and despite organizational philosophical changes, additional training, the application of best known and available practices, the current crisis continues to evolve.

The total number of incidents logged in the Department's Records Management System in 2020, which include calls-for service, motor vehicle stops, and all patrol initiated activities, is 46,498. Arrests have gone down under 700 this year, reaching 655. In 2020, simple assaults have decreased by 22%; burglaries are up by thirty 30%; thefts from a building are up 10%; thefts from a vehicle are down by 40%; and the number of shoplifting incidents are down by 4%. Drug activity, arrests, and offenses have decreased by 13%; while operating under the influence incidents remained the same; liquor law violations decreased by 25%. Department personnel have responded to 611 motor vehicle accidents and have issued 1,744 traffic citations in an effort to reduce traffic accidents, injuries, and fatalities and to improve the quality of life of the Town's residents. Officers are responsible for logging 18,810 proactive building checks; 7,231 area checks and 2,271 motor vehicle stops in an ongoing effort to reduce crime and the fear associated with it.

Department personnel responded to 72 reported drug overdoses in 2020, which is a 5% decrease in non-fatal overdoses, however the number of overdose deaths increased from 3 to 14. The Community Service Unit (comprised of two full-time police officers, a full-time clinical regional director, a full-time prevention education program manager, a full-time co-response crisis clinician, a part-time grant coordinator and various clinical interns including intensive case management, as well as alcohol and drug counselors) has aided in various encounters with the community in three major categories: prevention, crisis response, and recovery. Our prevention staff has conducted events for hundreds of parents and youth throughout Tewksbury and has aided in providing needed assistance directly to the community through established events such as the Annual Gazebo Lighting and our Annual Opioid Remembrance Vigil. Our crisis response division places its focus on providing live co-response alongside Tewksbury PD officers providing real-time support and resources to members of the community having a mental health or substance use crisis. Our co-response clinician and recovery support staff have followed up on 828 referrals on individuals whom sworn members of the Department have come in contact with. These individuals are in need of substance use and/or mental health resources/support/treatment. This represents an increase of 15% of referral services in 2020

This year has presented unique challenges to all of us, especially police officers as we are faced with the COVID-19 pandemic. Our officers have performed in the best way possible to ensure we can provide the best service we can to the people that we serve. We had some COVID-19 outbreaks within our department and have managed it very well, while protecting employees and ensuring we remained staffed to serve the public. We look forward to when we can re-start the many programs that TPD is proud to run with our community such as, R.A.D., radKIDS, Citizen Police Academy, National Night Out Against Crime, , Operation Graduation, Safe Halloween, Child Passenger Safety Seat Checkpoint, Click-It or Ticket, Drive Sober or Get Pulled Over, the P.A.L. Program, Avoid-Deny-Defend, and Stop the Bleed. We were able to run our Substance Use Prevention and Education Month, D.E.A. Drug Take Back and continue to work with those who are suffering from mental health and/or substance use disorders through our Front Line Initiative. You may have seen our display during Halloween as a temporary replacement for Safe Halloween.

The Department's FY2021 approved sworn staffing level is sixty-three (63) officers; however, we have not operated at the approved staffing level as of yet due to occupational injuries, resignations, retirements, and the time associated with replacing vacant positions (hiring process, Academy training, and the Field Training Program process). This is been exaggerated when police training academies were not operating during the initial stages of the pandemic, putting us behind with replacement officers. These staffing shortages (at one point we were down 17 sworn members) has placed a strain on our budget and personnel. However, our Community should take comfort in knowing that our Officers have always been there for them and will continue to serve them with honor.

Through this pandemic, I want to commend the men and women of the Tewksbury Police Department who have not wavered in the service in which they provide to our community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. Columbus". The signature is stylized and cursive.

Ryan M. Columbus  
Chief of Police

**Police Department Roster**

**Chief of Police:** Ryan Columbus 2000  
Timothy Sheehan 1987

**Deputy Chief of Police:** John Voto 1996

**Administrative Director:**

**Lieutenants:** Scott Gaynor 1995  
Robert Stephens 1996  
James Williams 1996  
Thomas Casey 1999  
Robert Field 1996  
Alysia Columbus 2008

**Detective Lieutenant:** Brian Farnum 2004

**Sergeants:** Mark Perry 1988  
Chris Coviello 1989  
Timothy Kelly 1995  
Steven Torres 2000  
Thomas Cooke 2002  
Patrick Harrington 2003  
Joseph Kelley 2004  
Michael Newcomb 2010  
Patrick Connor 2010  
Dennis Peterson Jr 2004  
Michael Donovan 2008

**Detective Sergeant:** Michael McLaughlin 2011

**Court Prosecutor:** Walter Jop III 2000

**K-9 Officer:** Colin Trelegan 2016

**Detectives:** Peter Regan 2003  
Andrew Richardson 2011  
Shane Gallagher 2014  
Matthew Rowe 2014  
Matthew Donovan 2018  
Joseph Mendonca 2016

**Narcotics Unit:** Christopher Byrne 2011  
Michael Maccario 2016  
Ryan Hunt 2017

**Evidence Officer:** Andre Gonzalez 1995  
Kaitlin Sullivan 2013

**School Resource Officer:** Douglas Pratt 2004  
James Ryser 2009  
Eric Hanley 2002

**Traffic Unit:** Christopher Scott 2002  
Paul Nicosia 2008

**Patrol Officers:** James Hollis 1995  
Markus McMahon 2001  
Albert Piccolo 2002  
Arthur Piccolo 2002  
Karen Capuano 2003  
John Casey 2003  
Robert Bjorkgren 2003  
David Miano 2010  
Christopher Lefebvre 2010  
Paul Morris 2011  
David Duffy 2011  
Michael Vasconcellos 2013  
Stephen Quinn 2014  
Christopher Adams 2015  
Dana LaPointe 2017  
Kayla Sheehan 2018  
Justin Lindahl 2018  
Joshua Barbera 2019  
Christopher Bettano 2019  
Peter Murray 2020  
Nicholas Ciaramella 2020  
Lauren Strong 2020  
Thomas Contaloni 2020  
Christian Kyle 2020  
Andrew Donovan 2020  
Michael Pelrine 2020  
Peter Knoops 2020

**Dispatch Supervisor:** Edward Sullivan 1994

**Dispatchers:** Karen Poisson 1997  
Kimberly Griffin 2001  
Jason McNamara 2008  
John Jouvelis 2015  
Joseph Aberle 2017  
Janice Judd 2017  
Sarah Sabella 2019  
Rebecca Maccaro 2019  
Joshua Tirrell 2020  
Andrew Palmacci 2020  
Patrick Laycox 2020

**Reserve Dispatchers:** Shaun Silvia 2018  
Joseph Newton 2018

**Executive Assistant:** Laura Custance 2019

**Secretaries:** Patricia Stotik 1995  
Marcia Vitale 2018  
Jo-Ann Harris 2020

**Reserve Secretaries:** Arline Boone 2020  
Adrianna Schafer 2020

**Facility Maintenance:** Jack Crowe 2006  
James LeBeouf 2020

**Family Service Officer:** Kimberly O'Keefe 2002  
**Comm. Service Officer:** Jennie Welch 2003  
**SAPC Director:** Maria Ruggiero 2015  
**Mental Health Regional Director:** Matthew Page-Shelton 2018  
**Mental Health Clinician:** Kaitlyn Bell 2020  
Kaitlin Bergeron 2020

**Reserve Police Officers:**

Bruce Adams  
Audie Boudreau  
Bartholomew Connors  
Patrick Doherty  
Michael Donahue  
John Donoghue  
Joseph Fortunado  
Lee Gath  
Phil Gath  
Mark Hildebrand  
Rick Hopkinson  
John Jarek  
Matthew Jarek  
Scott Keddie  
Dave Levy Sr.  
Richard Lumsden  
Thomas MacLeod  
Jason McNamara  
Charles McPhail  
Scott Mendes  
James O'Hare  
Steve Pelrine  
Peter Phillips  
John Powers  
Steve Powers  
Kevin Reese  
Paul Ringwood  
Jacob Saad  
Daniel Sawicki  
William Schwalb  
Daniel Sitar  
Thomas Sullivan  
Jack Whitehouse  
Mark Wood

**Crime Statistics 2020**

Forcible Rape	9
Robbery	8
Assault Aggravated	54
Assault Simple	142
Assault Intimidation	67
Burglary/Breaking and Entering	30
Shoplifting	113
Theft from Building	33
Theft from Motor Vehicle	21
Thefts (all others)	150
Theft of Motor Vehicle	21
Counterfeiting/Forgery	11
False Pretense/Swindle/Confidence Game	172
Embezzlement	3
Destruction/Damage/Vandalism of Property	87
Drug/Narcotic Violations	89
Disorderly Conduct	10
Driving Under the Influence	61
Drunkenness	35
Trespassing	5
Liquor Law Violations	9
All Other Offenses	291
Arrests	655
Citations	1,744
Alarms	804
Reports	2,336
Building Checks	18,810
Accidents	611
Call Volume	46,498
Motor Vehicle Stops	2,271

# ***EDUCATION***

<b>School Department:</b>
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*Superintendent of Schools*

*Scholarship & Education Fund  
Committees*

*General Information*

*Enrollment by Schools*

*School Roster*

*Shawsheen Valley Regional Vocational / Technical  
School District*

# SUPERINTENDENT of SCHOOLS

## **Introduction**

The Tewksbury Public Schools serves students in preschool through grade 12. The district operates a preschool program, four elementary schools, an intermediate elementary school, one middle school, and a comprehensive high school. In addition to the regular educational program, Tewksbury offers a full range of co-curricular and extra-curricular activities, extended summer learning opportunities, and an adult educational program.

The Tewksbury Public Schools continues to move forward in the process to build a new elementary school with the Massachusetts School Building Authority (MSBA) and the support of the Town of Tewksbury. The following are key milestones that were achieved during 2020. The steel frame has been completed on the concession stand and field house as well as the new elementary school. The project is on schedule and on budget. The Elementary School Building Committee continues to meet on a regular basis to review and monitor the project. The school district acknowledges and thanks the Town Manager, the Tewksbury Finance Committee, the Board of Selectmen, members of the Elementary School Building Committee, and the Tewksbury community for their continued support.

## **Personnel**

The Tewksbury Public Schools welcomed over thirty new staff during the 2019-2020 school year and paid tribute to the 2020 retirees.

## **2020 Retirees**

The Tewksbury Public Schools recognizes and honors the 2020 Retirees. We offer our thanks and appreciation to all of our retirees. Their work has impacted countless children and has had a profound impact on the Tewksbury Public Schools.

## **Tewksbury Public Schools - Center School**

Patricia Meuse, Purchasing Coordinator - 25 Years of Service

Nancy Torname, Administrative Assistant, Special Education & Student Support Services - 21 Years of Service

## **Loella F. Dewing Elementary School**

Anna Gaudette, Food & Nutrition Services - 19 Years of Service

Kathleen MacLeod, DLC K-2 Teacher - 20 Years of Service

Patricia Martel, DLC K-2 Teacher - 20 Years of Service

Sandra Ryan, Building Custodian - 26 Years of Service

## **Heath Brook School**

Patricia Gale, Kindergarten Classroom Aide - 16 Years of Service

Roberta Waldrip, Food & Nutrition Services - 18 Years of Service

## **John F. Ryan Elementary School**

Cheryl Porcaro, Case Manager - 26 Years of Service

## **John W. Wynn Middle School**

Robin Adams, Food & Nutrition Services Manager - 17 Years

Joseph Frank, Technology Education Teacher - 21 Years

## **Curriculum and Assessment - Brenda Theriault-Regan, Assistant Superintendent**

The District's curriculum serves as a guide and helps teachers plan their day-to-day instruction. The curriculum provides a clear description of how each area of study is organized and how it connects with what is taught in other subject areas and classes. The Tewksbury Public Schools' curriculum is aligned to the Massachusetts Curriculum Frameworks and provides direction on what is most important for students to learn. In addition, the District is in full compliance in all areas of Special Education, Civil Rights, English Language Learner Education, and other General Education requirements of the MA Department of Elementary and Secondary Education's (DESE) Tiered Focused Monitoring (TFM).

This year's curriculum and assessment practices were challenged like never before beginning with the March 16<sup>th</sup> announcement by Governor Baker that all Massachusetts schools would be closed due to the COVID-19 virus. On March 20<sup>th</sup>, the District Enrichment & Support Newsletter was developed for Tewksbury families, which outlined

enrichment opportunities for students at all grade levels and a variety of supports for families; DESE labeled this timeframe as Phase I, the Enrichment Phase of Remote Learning. Governor Baker then announced that schools would be closed through May 4<sup>th</sup> and then eventually extended the closure through the end of the school year. The District pivoted quickly and developed a new Remote Learning website that was available to all students on April 6, 2020 through the last day of school June 16, 2020. Assignments were posted to this website weekly to facilitate remote learning. Loaner laptops were provided to students and staff, and virtual professional development was implemented to assist teachers in virtual instructional methods.

During this unprecedented time, many parent surveys were developed as a tool for the district to gather information pertaining to both student and family needs. Maintaining connections and supportive relationships with families became a priority focus for our teaching and learning practices. The District created a substantive student and family support system of resources, including daily grab and go lunch and breakfast availability for all students. Administration and staff also developed many creative ways to celebrate student accomplishments through events such as a Virtual Art Show, a Virtual Award Ceremony for schools and athletics and a three day personalized drive-through Graduation for 2020 Seniors and their families, to name a few.

The Tewksbury Reopening Task Force was formed in June 2020 and met weekly to further examine specific elements of a reopening plan in three models (in-person, hybrid and remote). The Task Force looked at the practical application of these models for students, families and staff members. The Task Force, which includes our Town Manager, Police Chief, Fire Chief, Town Public Health Department medical personnel, school lead nurse, parents, administrators, and union representatives from the teachers/aides, custodians and secretaries, reviewed all DESE guidance specific to reopening schools in the fall. Additionally, the Task Force has examined the recent surveys of parents and staff members to help frame their discussion. A presentation of the Task Force Reopening Plan was presented to the School Committee on August 5, 2020. A vote was taken by the School Committee to move forward with the Hybrid Learning Model to start the 2020-2021 school year. Teachers reported back to school on August 26, 2020 for an extended Professional Development and 10 day training on COVID health and safety protocols, remote learning strategies, and equity and diversity training. The students first day back to school was September 16, 2020 in the Hybrid Learning Model, a combination of in-person learning and remote learning. The option of full remote learning in the Remote Learning Academy was also made available to families.

#### **Massachusetts Comprehensive Assessment System (MCAS)**

The 2020 MCAS tests were **cancelled** for Grades 3-10, including the cancellation of the MCAS Alternate Assessment. Please read this [update from DESE](#) or visit [DESE MCAS](#) if you would like more detailed MCAS information.

Every year, each public school and school district in Massachusetts receives a report card. Just as your child's report card shows how they are doing in different subjects, the Tewksbury Public Schools' report card is designed to show families how our schools are doing in different areas. The Tewksbury Public Schools' report card is available at [School and District Report Cards - Massachusetts Department of Elementary and Secondary Education](#). The report card includes multiple measures of a school's performance – more than just MCAS scores. It represents a new way of looking at school performance, by providing information on student achievement, teacher qualifications, student learning opportunities, and more.

#### **School Department Budget – David A. Libby – School Business Manager**

The revised budget for the 2019–2020 school year, excluding Exempt Debt, was \$59,708,554 or an increase of \$1,388,770 (2.38%) as compared to the amount budgeted in the prior year. The composition of the budgeted increase for FY20 by major cost categories is as follows: Salary increasing by 2.17%; Operating and Capital Costs increasing by 4.44%; and Fixed Costs increasing by 0.31%. Despite these ordinary increases to the budget, the school department was able to end the 2019–2020 year modestly favorable to budget while preserving staffing levels, maintaining and improving school facilities, increasing instructional technology and continuing with services and programming at levels consistent with prior years.

During the 2019–2020 year, the school department received Federal & State Grant funding totaling \$1,548,076. The budget for the 2020–2021 year, excluding Exempt Debt, is \$61,187,066 or an increase of \$1,478,512 (2.48%) as compared to the prior year budget. The composition of the budgeted increase for FY21 by major cost categories is as follows: Salary increasing by 2.16%; Operating and Capital Costs increasing by 4.05%; and Fixed Costs increasing

by 0.32%. Federal & State Grant funding for the 2020–2021 year is earmarked at \$2,651,558, which includes \$1,048,847 in COVID-19 related Grants. COVID grants notwithstanding, the FY21 grant funding is \$1,602,711, representing an increase of \$54,365 as compared to prior year. The School Committee as well as School Administration is very confident that they can continue to maintain staffing levels and provide our students with a quality educational experience with this level of funding.

**John and Abigail Adams Scholarship**

The John and Abigail Adams Scholarship provides a tuition waiver for undergraduate education at Massachusetts state universities or community colleges. Students qualify for the scholarship when scoring in the Advanced category in either the Mathematics or the English Language Arts section of the grade 10 MCAS test: by scoring in the Proficient or Advanced category in the second subject (Math or English Language Arts); and have a combined MCAS score on their assessments that ranks in the top 25% in their school district.

**2020 JOHN & ABIGAIL ADAMS SCHOLARSHIP RECIPIENTS**

Hailey Arsenault	Justin Flynn	Kaitlyn Oates
Soponwit Azzalina	Victoria Franklin	Makayla Paige
Mihir Bagul	Hailey Furilla	Kunal Pal
Caesar Barboa	Trinity Gustin	Emily Parr
Nabil Barkallah	Abigail Hayes	Alexis Polimeno
Alyssa Boudreau	Michelle Hinkle	Patrick Powers
Thomas Branchaud	Nicholas Johnston	True Rappold
Jaime Burns	Sean Kaiser	Makenna Rosberg
Isabelle Carleton	Cindy Lai	Ryan Rosenberg
Emily Cashell	Richard Lavargna	Kristina Russell
Zachary Connolly	Daniel Lightfoot	Sabtari Sabir
Michael Cronin	Abigail MacAllister	Erin Sands
Mackenzie Dawson	Kaitlin MacDonald	Jessica Satterfield
Iris Diaz-Archilla	Robert Manson	Domenic Valway
Cole Duffett	Matthew Martins	Abigail Varghese
Michael Duggan	Elias Melki	Elaina Walazek
Caitlyn Finnegan	Elizabeth Miller	Maddison Wheeler
Juliana Fisher	Conor Moynihan	Samuel White
Ethan Fleming	Derek Munroe	Ryan Zackular
	Shayne O'Neil	

Congratulations to the Tewksbury Memorial High School 2020 award recipients!

**School Committee Recognition**

The District recognizes the many efforts of the Tewksbury School Committee members, Chairman Keith Sullivan, Vice-Chairman James Cutelis, Clerk Shannon Demos, John Stadtman, and Scott Wilson for their leadership and continued support of our students, parents and guardians, and staff of the Tewksbury Public Schools. The Committee is vested in the Tewksbury Public Schools and strives to make them the best they can be!

We would like to take the opportunity to thank the Town Manager, Board of Selectmen, Board of Health, the Reopening Task Force, Tewksbury Public Schools staff and students, parents and guardians, and the School Committee for your support during the pandemic and your confidence in the Tewksbury Public Schools administration and staff as we ended 2020. We have been working collaboratively with the Town Manager, the Board of Selectmen, and the Finance Committee and we offer them many thanks for meeting the budget demands of the Tewksbury Public Schools.

### **Student Services & Special Education – Rick Pelletier, Director of Student Services**

Student Services and Special Education establishes and implements Individual Education Plans (IEP) for children identified as a child requiring special education services. The department consists of District Administrators, special education teachers, related service providers (speech and language therapists, occupational therapists, etc.), paraprofessionals, and contracted vendor services. Special education services focus on enhancing student achievement and post-secondary outcomes through implementation of curriculum activities, supplemental supports, including accessible materials, assistive technology, family engagement, positive behavior supports, and counseling. These services, and more, comply with federal and state regulations for special education.

The District is responsible to provide services to children with special needs beginning at age 3 through post-secondary. Through the mandated process of *child find*, students suspected of having a disability can be referred for a special education evaluation by parents, guardians, caregivers, physicians, therapists, and community agencies. As students become eligible for special education services, the District and community is committed to create programs in our own schools, support professional development opportunities, and specific training and ongoing support for online technology curriculum and learning methods.

As part of our commitment to student achievement, we are committed to evaluating our programs and services. During the fiscal year, 2021, the Developmental Learning Centers (DLC) are undergoing a professional evaluation by Melmark, Inc. The DLC programs focus on students identified with autism spectrum disorder, intellectual impairment, developmental delay, and other disability types that meet the entrance criteria for services. The evaluation process consists of classroom observations, faculty and staff interviews, administrative interviews, review of IEPs, and examination of program curriculum and materials. Upon completion of the evaluation, the document will be reviewed and shared with the district and community.

We have also partnered with *MGH SaIL Literacy Program*. The experts will be assisting the district in enhancing our teaching and learning methodology for students identified with dyslexia. This project is a multi-year commitment to review scientific research that will better inform the district of tools, teaching methodologies and strategies that professionals can access when working with students with dyslexia. This project also is a result of the Federal recognition that dyslexia may have significant educational implications that must be addressed. As a result, the state Legislature approved *Chapter 272 of the Acts of 2018* on October 19, 2018. This new law requires that the Department of Elementary and Secondary Education (DESE), in consultation with the Department of Early Education and Care (EEC) to “issue guidelines to assist districts in developing screening procedures or protocols for students that demonstrate one or more potential indicators of a neurological learning disability, including, but not limited to, dyslexia.” Our experts will assist our District in achieving this goal and mandate.

Over the past many years, the special education department has responded to the community needs for providing specialized instruction and related services. As part of a continuing effort to improve and enhance our teaching methods and service delivery models, we continue to reflect on our teaching and learning in order to benefit all children in our district. As experienced educators and professionals, we have followed up on program recommendations that is supported by scientific research and best practices.

The wonderful support of our administrators, school committee, stakeholders, and overall Town of Tewksbury, have supported our efforts. We thank all of those involved in various processes over the years. The time and commitment is well worth all the efforts in the spirit of “*improving and enhancing our service delivery model in special education*”, while also looking forward to “*building and improving for the future.*”

### **Summary – Christopher J. Malone, Superintendent of Schools**

In March of 2020 the impact of the COVID-19 pandemic changed almost every aspect of education we had grown to know and appreciate and had a significant impact on our families in Tewksbury. The Governor closed all schools and the Department of Elementary and Secondary Education (DESE) developed progressive guidance for school districts to shift all of their instructional modalities to remote learning. Teachers and staff members adapted to working from home to provide remote learning experiences that progressed from enrichment activities into lessons aligned with the State Standards. This was a revolutionary shift in the way education is provided to students. Because of lessons learned, and the dedication of the administrators and staff from Tewksbury Public Schools, we were able to utilize this experience to provide a comprehensive school reopening plan for the fall of 2020. Although this pandemic continues to challenge us it has been seen as a true testament to the staff, students and families in

Tewksbury, and the resilience they demonstrate every day. It is truly a privilege to lead Tewksbury Public Schools and I am thankful to the staff members, parents and guardians, students, town officials, and community members for your continued support. We can often be pulled in many directions in education, it is a community like Tewksbury that grounds us in our beliefs that the most important thing we can do in life is to inspire others to succeed. Tewksbury Public Schools is dedicated to serving our community and providing state of the art instructional practices that our students so richly deserve.

<b>Class of 2020 Community Scholarship Awards</b>
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We are pleased to acknowledge the businesses, the individuals, the community organizations, the school organizations, and the sports organizations, which participated in Tewksbury's 2020 Community Scholarship Program. The commitment of the donors listed below to the students of the Tewksbury Public Schools contributes to the attainment of the personal and educational goals of the scholarship recipients. The generosity of the donors provides an investment in the future of Tewksbury. Thank you to each of the Scholarship Award Donors and Congratulations to the Scholarship Recipients. We are pleased to announce that over \$153,840.00 was awarded.

Scholarship Name	Donor of Scholarship	Recipients	Amount
Willie Byers Memorial Scholarship	Byers Family	Gianna DiGiorgio, Sophie Eskenas, Garrett Starr	\$4,000
Warren Carey Memorial Scholarship	Carey Family	Emily Butler, Victoria Schille	\$2,000
Shane Marshall Contaloni Memorial Scholarship	Contaloni Family	Molly O'Neill, Ryan Quinn, Julia Garland, Michael Woodford, Clayton Taylor, Lexi Palmisano, Riann Savoia, Domenic Iannacci, Connor Charron, Jason Martineau, Shane Aylward, Tyler Keough, Max Cummings, Patrick Letourneau, Kyle Scrooc, Allison Wild	\$8,250
Kay (Aspell) Curren Scholarship	Curran / Doherty Families	Garrett Starr	\$500
L.F. Dewing School Alumni Award	Dewing PAC	Colby Brown	\$250
Dr. Christine McGrath Performing Arts Award	Dr. McGrath	Zachary Graczyk	\$1,000
Tewksbury / Wilmington Lodge of Elks #2070 Scholarships	Elks	Jack Balboni, Lauren Ward	\$1,000
Elks National Most Valuable Student Scholarship	Elks	Victoria Schille	\$800
Massachusetts Elks Major Project Scholarship	Elks	Jack Balboni, Emma Demos	\$1,300
George "Timmy" Ernest Memorial Scholarship	Linda Ernest	Thomas Barbati, Patrick Letourneau, Kyle Morris, Abigail O'Keefe, Lydia Pendleton, Campbell Pierce, Ryan Quinn, Victoria Schille, Madison Sjostedt	\$9,000
Jim Hardy Memorial Scholarship	Hardy Family	Mikaela Enax, Gianna Ragucci, Jessica Smith	\$1,500

Holt & Bugbee Foundation Scholarship	Holt & Bugbee	Bricen Boudreault, Sydney Crowley, Patrick Killion, Jessica Smith	\$10,000
Robert V Horgan Memorial Scholarship	Mrs. Dorothy Horgan	Shane Aylward	\$500
Lowell Five Bank Academic Scholarship	Lowell Five	Elizabeth Taggart	\$1,000
Lawrence L. Day Memorial Scholarship	Merrimack Valley Rotary Club	Alexia Chesbrough	\$500
Jerry Murphy Memorial Scholarship	Murphy Family	Ryan Quinn, Michael Woodford	\$2,000
North St School Alumni Scholarship	North St PAC	Emily Butler	\$250
Kevin J. O'Brien Memorial Scholarship	O'Brien Family	Gianna DiGiorgio, Abigail O'Keefe, Jessica Smith	\$3,000
Linda Peters Memorial Scholarship	Dave & Edna Peters	William Andella, Gianna DiGiorgio, Cheyanne Harasen	\$3,600
Anthony J. Romano Memorial Scholarship	Romano Family	Shane Aylward	\$1,500
John F. Ryan School PAC Scholarship	Ryan PAC	Kristina Johnson, Arya Mehrabani	\$1,000
Schlott Tire Academic Scholarship	Schlott Tire	Sarah Polimeno	\$500
Officer Ronald Tarentino, Jr. Memorial Scholarship	Tarentino Family	Emily Butler, Caitlin Legvold	\$2,000
Tewksbury Country Club Scholarship	TCC Charitable Foundation	Arianna Raso, Michael Fowler	\$1,000
Tewksbury Education Foundation Scholarship	TEF	Joseph Branchaud, Gianna DiGiorgio	\$1,000
Tewksbury Lions Club Scholarship	Tewksbury Lions Club	Mikaela Enax, Allison Wild, Zachary Spiegel, Rebecca DeFrancesco, Caitlyn Hickey	\$7,500
Tewksbury Music Association Major Scholarship	TMA	Andrew LaPierre	\$1,000
Tewksbury Music Association Loyalty Scholarship	TMA	Amaya Allen, Brian Carta, Megan Cunningham, Diego Carneiro-Monteiro, Erin Ciampa, Zach Graczyk, Jessica Lisiecki, Garrett Starr, Jasmine Won	\$4,200
Tewksbury Recycling Committee / Republic Services Scholarship	Tewksbury Recycling Committee / Republic Services	Alexia Chesbrough, Sophie Eskenas	\$1,500
Tewksbury Teachers Association Scholarship	TTA	Amaya Allen, Diego Carneiro-Monteiro, Victoria Schille, Zachary Spiegel, Jasmine Won	\$2,500

TMHS PAC Scholarship	TMHS PAC	Anthony DiSanto, Domenic Cohen, Noah Fleming, Gianna Bourassa, Christopher Nguyen, Arya Mehrabani, Tyler Hoyt-Paulding, Alexia Chesbrough, Alex Gieng, Mikayla Enax, Rebecca Deck, Gianna Ragucci, Ryan Quinn, Riann Savoia, Matthew Ferreira	\$7,500
Wamesit Lanes Family Entertainment Center Scholarship	McLaren Family	Christopher Nguyen	\$1,000
Wilmington / Tewksbury Chamber of Commerce Chamber Business Scholarship	Wilmington / Tewksbury Chamber of Commerce	Colby Brown, Ryan Quinn	\$1,000
John W. Wynn PAC Scholarship	Wynn PAC	Alexia Chesbrough, Kaitlyn Staskywicz	\$500
Tewksbury Redmen Baseball Boosters Scholarship	Baseball Boosters	Garrett Kingston, Tyler Keough, Jay Timmons, Robert Evangelista, Max Cummings, Matthew Ferreira, Jacob Bragg, James Kochakian, Alex Lacerda, Christopher Antonelli	\$2,500
TMHS Cheerleading Boosters Scholarship	Cheerleader Boosters	Kristina Johnson, Kate Lowry, Kaitlyn Staskywicz, Rebecca Cardia, Gianna DiGiorgio, Kate Rose, Lexi Palmisano, Abigail O'Keefe	\$5,200
TMHS Dance Team Boosters Scholarship	Dance Team Boosters	Rhiannon Leslie	\$450
Tewksbury Redmen Boys' Basketball Booster Scholarship	Boys Basketball Boosters	Shane Aylward, Thomas Bradley, Colby Brown, Garrett Kingston, Evan Mantel, Richard Markwarth, Adam Trudeau	\$1,500
Tewksbury Redmen Wrestling Boosters Scholarship	Wrestling Boosters	Dylan Chandler, Connor Charron, Ryan Day	\$1,500
Tewksbury PAL Wrestling Scholarship	PAL Wrestling	Dylan Chandler, Connor Charron, Ryan Day	\$1,500
Tewksbury Redmen Football Club Bob Aylward Scholarship	Redmen Football Club	Shane Aylward	\$2,000
Tewksbury Redmen Football Club Phil French Scholarship	Redmen Football Club	Robert Kimitis	\$2,000
Tewksbury Redmen Football Club Ed Dick Scholarship	Redmen Football Club	Dylan Chandler	\$1,000
Tewksbury Redmen Football Club Memorial Scholarship	Redmen Football Club	Riley Auth	\$1,000
Tewksbury Redmen Football Club Benefactors Scholarship	Redmen Football Club	Owen Gilligan	\$1,000
Tewksbury Redmen Football Club James E. Brooks Memorial Scholarship	Redmen Football Club	Tyler Keough, Connor Charron, Kyle Scrooc	\$3,000
Tewksbury Redmen Girls' Basketball Booster Scholarship	Girls Basketball Boosters	Julia Cafferty, Kiley Tibbetts, Allison Wild	\$1,500

TMHS Girls Varsity Field Hockey Award	Field Hockey Boosters	Julia Garland, Ryan Quinn, Victoria Schille, Morgan Woodman	\$1,200
Tewksbury Redmen Hockey Boosters Scholastic / Athletic Awards	Boys Hockey Boosters	Tom Barbati, Campbell Pierce, Michael Dell'Orfano, Kyle Morris, Andrew Camelio, Patrick Letourneau	\$1,500
Tewksbury Red Rangers Girls' Hockey Boosters Scholarship	Girls Hockey Boosters	Abigail O'Keefe, Lydia Pendleton, Ryan Quinn, Victoria Schille, Madison Sjostedt	\$1,000
Tewksbury Redmen Lacrosse Boosters Scholarship	Lacrosse Boosters	Riley Auth, Matthew Brennan, Colby Brown, Connor Charron, Ryan Day, Michael Dell'Orfano, Patrick Fleming, Patrick Letourneau, Domenic Iannacci, John O'Neill, Molly O'Neill, Matthew Rosemond, Patrick Rosemond, Kyle Scrooc, Michael Woodford, Morgan Woodman	\$4,650
Deb Billings Memorial Scholarship	Soccer Boosters	Sara Boucher, Julia Cafferty, Sophie Eskenas, Caitlyn Fiore, Joseph Branchaud, Liam Cafferty, Xavier Cram, Michael Dell'Orfano, Tyler Demers, Michael Fowler, Zachary Hines, Zachary Lalonde, Shawn Manson, Greg Sencabaugh	\$4,340
Tewksbury Redmen Softball Boosters Scholarship	Softball Boosters	Emily Butler, Emma Demos, Mikayla Enax, Alexa Harrington, Gianna Ragucci, Jessica Smith	\$3,450
Friends of Tewksbury Tennis Scholarship	Tennis Boosters	Alexia Chesbrough, Domenic Cohen, Sydney Crowley, Michael Fowler, Caitlin Hickey, Zachary Hines, Arianna Raso, Rachel Strangie, Elizabeth Taggart	\$2,550
Tewksbury Redmen Volleyball Boosters Scholarship	Volleyball Boosters	Alexa Harrington, Allison Wild, Emily Butler, Elizabeth Taggart, Emma Demos, Gianna Bourassa, Kiley Tibbetts, Rebecca DeFrancesco	\$4,000
Dennis McGadden Track & Cross Country Awards - Boys	TMHS XC / Track Boosters	Christopher Nguyen, Shane Aylward, Gustavo Tizotti, William Andella, Thomas Barinelli, Robert Chisholm, Zachary Lalonde, Joseph Branchaud	\$1,800
Dennis McGadden Track & Cross Country Awards - Girls	TMHS XC / Track Boosters	Meghan Ostertag, Sarah Polimeno, Shannon Crowley, Gianna Bourassa, Sophie Eskenas, Faith Mazzapica, Kaitlyn Staskywich, Danielle Bain, Ryan Quinn, Sara Boucher	\$2,000
TMHS Theatre Company Scholarship	TMHS Theatre Company	Brian Carta, Erin Ciampa, Melanie Crepeau, Zachary Graczyk, Jessica Lisiecki, Nick MacNeil, Jasmine Won	\$2,000
Tewksbury Youth Baseball Edward P. Sullivan Memorial Scholarship	TYBL	Caitlin Legvold	\$500
Tewksbury Boys' Basketball Scholarship	TBBL	Anthony DiSanto, Colby Brown, Adam Trudeau, Robert Chisholm, Michael Woodford, Robert Evangelista	\$2,300

Tewksbury Boys Basketball - James G. Mendonca, Jr. Memorial Scholarship	TBBL	Diego Carneiro-Monteiro	\$1,200
Tewksbury Boys Basketball - Edward P. Sullivan Memorial Scholarship	TBBL	Domenic Iannacci	\$1,000
Tewksbury Youth Football Memorial Scholarship	TYFA	Allison Wild, Shane Aylward	\$2,000
Tewksbury Youth Football - Billy Bird Memorial Scholarship	TYFA	Domenic Iannacci	\$750
Tewksbury Youth Football Merit Scholarship	TYFA	Rebecca Cardia, Tyler Keough, Robert Kimtis, Kyle Scrooc, Michael Woodford	\$2,500
Tewksbury Girls' Basketball League Scholarship	TGBL	Kiley Tibbetts, Rebecca DeFrancesco, Julia Cafferty, Jessica Smith, Mikaela Enax, Sophie Eskenas, Meghan Ostertag, Gianna Ragucci, Shannon Crowley	\$4,000
Tewksbury Youth Lacrosse Scholarship	TYLA	Riley Auth, Matthew Brennan, Connor Charron, Robert Chisholm, Shannon Crowley	\$2,000
Tewksbury Girls' Softball League Scholarship	TGSL	Emily Butler, Jessica Smith, Gianna Ragucci, Emma Demos, Sarah Polimeno	\$2,800
		<b>Total</b>	<b>\$153,840</b>

### TPS ENROLLMENT

2020 OCTOBER COUNT ENROLLMENT																
SCHOOL	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	TOTALS
NORTH ST					120	147										267
TRAHAN					115	128										243
DEWING	70	164	131	141												506
HEATH BROOK	29	96	112	105												342
RYAN							229	246								475
WYNN MIDDLE									261	250						511
HIGH SCHOOL (HS)											191	191	228	209	10	829
PreSchool @ HS	12															12
TOTALS	111	260	243	246	235	275	229	246	261	250	191	191	228	209	10	3185
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	

# SHAWSHEEN VALLEY REGIONAL VOCATIONAL/ TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2020 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 50<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian, Treasurer and Glen McIntyre from Bedford; Ronald Fusco, Vice Chair and Taryn Gillis, Secretary from Billerica; Paul V. Gedick and Kent Moffatt, from Burlington; Patricia W. Meuse, Chair, and Lisa Gallagher, from Tewksbury; and James M. Gillis and Robert G. Peterson, from Wilmington. We would like to thank Paula McShane Lambert of Billerica and Robert Gallagher of Burlington for their years of service to the Shawsheen School Committee as neither sought re-election in 2020. Bradford Jackson began his tenure as Superintendent/Director of the District in July of 2020.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and eight (1,308) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2020, and more than 400 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-four (144) full-time teachers as well as fourteen (14) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and eighteen (18) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

## Post-Secondary Preparedness & Student Achievements

*Post-Secondary & Pathway Information.* In June of 2020, SVTHS graduated 330 seniors. Sixty-four percent (64%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Thirty-three percent (33%) of the graduates intended to continue working in their trade or another pathway, and three percent (3%) of graduating seniors planned to enlist in the military.

*Scholarships and Awards.* One hundred thirty-six (136) scholarships were distributed to seventy-five (75) students in the Class of 2020 totaling \$125,350. Twenty-one (21) members of the Class of 2020 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program.* At the conclusion of the 2020 school year, sixty-four percent (64%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their chapter 74 vocational-technical programs by 186 local employers.

*Student Mental Health and Wellness.* At SVTHS we recognize the importance of supporting students' mental health needs. In 2019, we deepened our commitment to this belief by adding a School Adjustment Counselor position to our staff. In 2020, we have further increased supports with the addition of a second School Psychologist position and a second School Nurse (RN) position.

*MCAS Achievement & Student Growth Percentile (SGP).* Due to the COVID-19 pandemic, MCAS was cancelled for all students in March and May of 2020. Those students are slated to take the exam in May of 2021.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; extended engagement rate; and dropout rate. SVTHS continued to exhibit some of the highest four-year cohort graduation rates and extended engagement rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2019 as the most recent year for the four-year cohort graduation rate and 2018 as the most recent year for the extended engagement rate as follows: Four-year cohort graduation rate: 97.6%; Extended engagement rate: 99.1%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2019 as the most recent year for the annual dropout rate as follows: Annual dropout rate: 0.3%.

*Concurrent Enrollment.* SVTHS further expanded student access to concurrent enrollment courses at the start of the 2020-2021 school year with the addition of an American Government course, offered alongside the English Composition I and Statistics courses that were already being offered. Students enrolled in those courses are able to earn college credit from Middlesex Community College before they graduate from high school and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study.

*Adams Scholars.* Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming eighty-four (84) recipients of the John and Abigail Adams Scholarship Award.

### Support Services

The SVTHS Support Services Department services one of the largest populations of students with disabilities in vocational education within Massachusetts, approximately 380 students comprising nearly thirty percent (30%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with one hundred percent (100%) of seniors graduating in June, 2020. This compares to a state average of approximately 73% percent for students with disabilities.

In the fall of 2020, Shawsheen was approved to be a school-wide Title 1 school. All students, including students with disabilities, have the opportunity to receive targeted instruction and intervention in core subject areas. This year, ninety-four percent (94%) of freshman students with disabilities passed their 9<sup>th</sup> grade classes. For upperclassmen in grades 11 and 12, fifty-four percent (54%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2021 have met graduation competency in Math and English as outlined by the state. These results occurred due to a full team-effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our population of students with disabilities. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as sports teams, SkillsUSA, and after school clubs. Parents of special education students at SVTHS are highly involved in the IEP Team process, with parent attendance at IEP team meetings approaching one-hundred percent (100%). Every effort is made to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP and an IEP proposal is created at the team meeting so parents can fully participate in the IEP development and understand all the elements of the IEP.

### Educational Technology Department

The Educational Technology Department focuses on operational functions to build efficiencies throughout the school and digital learning to ensure students and staff build competencies with digital skills necessary for college and career and instructional strategies for remote/digital learning.

Requests from both academic and vocational teachers for student devices continues to grow. A multi-year technology plan for computers/laptops was developed for both the academic and vocational areas. Additional laptops were purchased to supplement the existing students' devices already deployed and ensure all students have access to remote learning devices both in school and at home. Vocational areas continue to receive devices and specialized software necessary to support the curriculum.

The Ed Tech Department ensures new and existing programs are single sign-on and directly connected with ASPEN, the primary hub for all data flow. This process enables users to access multiple systems and resources used throughout the district with one primary login. Automated communication connections between academic and administrative data systems allow currency in like data fields.

Students, teachers, and administrators continue to develop competencies in the use of technology. Shawsheen is a Microsoft Office 365 district, and this resource has ensured a secured remote learning environment for students and teachers. Classes are taught through Microsoft Teams, and teachers are becoming fluid in using this invaluable resource. Microsoft LIVE Events are being used extensively in connecting with future and incoming students and parents.

### Community Engagement

*Adult Evening School.* The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Our adult education programs and workforce development training programs are designed to help develop job training skills and enhance the quality of life for residents in our communities. In addition to our technical licensing, manufacturing, vocational/technical, and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes. These classes include business and computer applications, culinary arts, practical home repair, photography, and metal working, to name a few. Interested residents should contact the Director of Community Services & Post-Secondary Programs for information and/or a brochure.

*MassHire and Workforce Development Training.* Shawsheen Valley Technical High School continues to explore and expand its collaboration with our local workforce and career development agencies to support the statewide initiatives to fuel job growth and address employer demand for talent, and to continue to strengthen the Massachusetts economy. This past year, Shawsheen Tech's Adult Evening School provided its second innovative Advanced Manufacturing Training Program in the field of welding, for unemployed and underemployed adults as a response to an emerging skill gap challenge identified in the district's regional labor market blueprint. Programs will continue during this current school year, including training programs in Electronics and other sectors of advanced manufacturing.

*Billerica House of Correction.* Shawsheen Valley Technical High School continues to collaborate with the Middlesex Sherriff's Office (MSO) and the Billerica House of Correction (BHOC), through the Director of Community Services & Post-Secondary Programs. With the established Culinary Arts program, we are always looking to explore and expand our educational partnerships to incarcerated participants and returning citizens to assist in providing technical training and skill development.

*School of Practical Nursing.* The Shawsheen Valley School of Practical Nursing graduated 32 students in June, 2020. Over 877 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its first class in 1995. Seventeen students answered the Governor's plea for entering the work force as a final term student. All seventeen students who began work have passed NCLEX and are licensed as LPN's. Residents interested in applying are urged to contact the Coordinator of the School of Practical Nursing, by viewing our website at [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

*Summer at Shawsheen.* SVTHS hosted its 5<sup>th</sup> annual "Summer at Shawsheen" Program despite being forced to pivot from in-person activities to online offerings due to the Covid-19 pandemic. This program provided 61 students in our member towns with a variety of summer learning opportunities through five different remote offerings. The program plans to return to in-person offerings for the summer of 2021 including sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. Individuals seeking summer program information should contact the Summer Programming Coordinator.

*Project Explore.* Nearly 450 middle-school students from the District signed up to participate in after-school career awareness activities during the 2020 winter semester. While the program was cut short in March, many students still had the opportunity to experience what career and technical education can offer them. Project Explore is a free, quality after-school program offered to 7<sup>th</sup> grade students who reside in the Shawsheen Valley Technical High

School District. It provides a great opportunity for students to visit the school and explore 6 of our 22 different vocational-technical shops, offered over a three-week period. For registration materials or general information, interested residents should contact the Director of Community Services and Post-Secondary Programs.

*Aquatics and Swim Program.* In early 2020, our newly renovated Kenneth L. Buffum Pool had continued programs such as family swim, lap swim, water aerobics, and swim lessons. The new touch pad timing system and score board have enhanced the facility immensely. As the global pandemic has slowed down our programs, the facility has been cleaned, disinfected, and is adhering to all state and local guidelines in hopes to open for Co-Ed Shawsheen swim season. Individuals seeking swim program information should contact the Aquatics Director.

### Athletics

*Athletic Achievements.* Student athletes experienced impressive success during the COVID 19- influenced athletic year which cancelled the Spring 2020 season and limited the Fall 2020 season. Athletic highlights from the 2020 calendar year include CAC League Championships in Wrestling, Boys Hockey, Basketball, Cheering and Golf. State Vocational Championships were earned by Boys and Girls Swimming, Wrestling and Basketball Cheering. The Boys Swim team broke a school record in the 200 Freestyle Relay. Individual honors included three wrestlers earning Division I State Championships for Austin Dube (120 lbs), Frank Foti (126 lbs) and Aidan Leffler (182 lbs). Boys soccer coach Tom Severo reached a career milestone earning his 400<sup>th</sup> victory as a varsity soccer coach (Boys and Girls Combined).

### Vocational/Technical Programs

#### Construction Cluster

*Carpentry, Electricity, HVAC-R, Masonry and Plumbing.* School year 2020 for the five construction programs – Carpentry, Electricity, HVAC-R, Masonry and Plumbing – continued to provide valuable services and viable opportunities for students to perfect their competencies through community and in-house district projects. These projects provide experience collaborating in reaching a common goal while achieving mastery of both practical and cognitive skills found within their Career Vocational Technical Education (CVTE) frameworks. These projects also prepare students to become economically productive by incorporating cutting-edge knowledge and technology within their occupational careers. The Construction cluster completed many projects throughout the five towns, as well as numerous projects within the school building, which include:

- The Carpentry, Electrical and Plumbing programs completed the construction of a single-family dwelling in Tewksbury for Tewksbury Habitat Build, a local non-profit organization.
- The Carpentry program completed the construction of two (2) 10'X12' storage sheds for the Billerica Housing Authority and the Masonry department completed a concrete pad as well.
- The Carpentry program completed the design, fabrication, and installation of new cabinetry in the school committee conference room.
- The Carpentry program worked in collaboration with the Design & Visual Communications and Metal Fabrication/Joining Technologies programs on the creation and installation of numerous holiday themed decorations for the Stone Zoo's annual ZooLights Winter Wonderland.
- In addition to their involvement in our community-based projects, the Carpentry, Plumbing, Masonry and Electricity programs assisted the Shawsheen Valley Technical High School's maintenance department with various repairs and installations within the school.
- The Masonry program completed the design and installation of a new patio area located outside the student cafeteria.

## Advance Manufacturing Cluster

*Electronics/Engineering Technology.* The rebranding of the Chapter 74 Electronics/Engineering Technology program continues to go well despite challenges the school faced as we navigate this pandemic. Over the summer we received \$200,000 in grant monies to purchase equipment, instruments, tools, and curriculum that will provide our students with a state-of-the-art, pre-engineering and engineering education. We have added rapid prototyping capabilities, an industrial plastics injection molding/applied thermal science center, a materials engineering trainer, structural engineering trainer, applied mechanics trainer, pneumatic/hydraulic simulators/emulators, 3D printers, LASER cutter/engraver, manual mill/router, CNC mill/router, and collaborative robot programming. In addition, 20 new industrial computers have been ordered to work with this equipment and instrumentation.

*Drafting.* Over the past year we put the finishing touches on the remodel work in the Drafting shop from the competitive Capital Skills Grant of \$125,000 that was awarded with matching school funds of \$80,000. These funds were used to renovate the shop and to supply advanced technology to implement curriculum and provide a modern, healthy classroom and shop environment conducive to industry standards. In-house and community service projects included a school-wide project to design a door lock to be used in the event of a school lock-down with the parts manufactured internally by our Machine Technology shop. We continue to create evacuation plans for the Billerica Housing Authority as well as the Middlesex House of Correction and Jail and in-house evacuation plans for Shawsheen Tech's academic classrooms.

*Machine Tool Technology/Advanced Manufacturing Technology.* Students continue industry recognized certifications that include the National Institute of Metalworking Skills (NIMS), Occupational Safety and Health Administration OSHA-10, and Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Levels 1 & 2 Certifications. Collaboration with Engineering designing and creating injection molds and blanks for the blow molding machine.

## Services Cluster

*Automotive Collision Repair and Refinishing.* Estimating the damage to repairing various types of vehicles engages in both the related classroom and to hands-on shop competencies. The I-Car curriculum has been a wonderful addition to the program, providing recognition requirements and system enhancements to meet the rapidly changing needs of the industry. At the end of the year the unlimited live, online, and virtual training was essential while the school was fully remote.

*Automotive Technology.* An educational trip to the World of Wheels provided opportunities for students to learn about new trends in the Automotive field. Students continue to participate in Automotive Service Excellence (ASE) exams for the ASE entry-level certification program. Local businesses provided donations and valuable resources in the completion of the 1968 Ford F100 restoration project. Other highlights include:

- New state-of-the-art/Industry standard Hunter Road Force Elite Tire Balancer;
- Students now have online access to the *Modern Automotive Technology 9<sup>th</sup> edition* textbook for greater accessibility during remote learning;
- Upperclassmen continue to work on faculty and customer vehicles to replicate real-world working conditions;
- Auto Tech Juniors work towards obtaining an OSHA 10-hour card before co-op employment;
- Upperclassmen working on 1927 Ford Roadster Hot Rod donated to program;
- New individual hand tool kits for Freshman/Sophomore programs;
- New fully furnished Matco tool carts for the Junior/Senior programs;
- 2019 Chevrolet Silverado diesel pickup truck donation from Mass Bay Community College/General Motors;
- New Autel diagnostic scan tool for diagnosing electrical/drivability concerns.

*Culinary Arts/Hospitality Management.* Delicious meals continue to be prepared and offered to Shawsheen staff by this extraordinary program. For close to thirty years the Rams Dining Room has provided a variety of quality homemade affordable meals and recipes for the community while offering student-centered involvement within a dynamic work environment. This Hospitality approach descends a deeper knowledge through active exploration of

actual challenges while serving the public. The food truck is another opportunity for students to embrace actual work-based activities while serving our communities at Farmers' Markets and special town events which has received accolades from all that were served.

*Metal Fabrication & Joining Technologies.* Students at all levels engage in the creation of metal structures by cutting, bending, and assembling their projects. With various raw materials, students have designed and built numerous projects for the community and the district. Projects included structures and decorations for the Stone Zoo's annual ZooLights Winter Wonderland, railings for the new cafeteria patio, and multiple repairs to several equipment parts. Fabrication, layout, and welding competencies enhance these real-world experiences that have led to more students participating in our cooperative education program.

#### Arts, Communication and Technology Cluster

*Design and Visual Communications.* The program placed twenty graduates into two- and four-year post-secondary trade related Art & Design schools. Five Design and Visual Communications students successfully completed the very intensive dual enrollment program at Montserrat college of Art earning three college credits, one of which was the valedictorian of the class of 2020. Students continued to master their skills by participating in many community-based projects such as the Stoneham ZooLights holiday project. Upon graduation, the Management & Entrepreneurship initiative continues to expand and offer self-employment opportunities to students who do not wish to go onto post-secondary Art & Design schools. Due to the COVID-19 pandemic, SkillsUSA competitions and AP Drawing and 2D Design courses were postponed.

*Graphic Communications.* Project-based learning is a major component of this program where the inquiry-based approach to learning happens daily. The growth of the program has been modernized with new equipment for embroidery, screen printing, and sublimation printing. The program received a second Tajima embroidery machine and a Rolls Roller application table. With this equipment students learn on the latest technology while gaining essential skills by creating promotional items that can be utilized by the school and the district. With the updated equipment the Graphics program continues to assist the school store with decorated Shawsheen Tech apparel.

*Information Support Services and Networking/Programming and Web Development.* Hands-on, industry-driven training skills provide opportunities for students to obtain industry recognized certifications. Twenty-one of last year's seniors received TestOut PC Pro certifications. The programming portion of the shop integrates via video game development where students have professional accounts for Unity 3D and learned the interface while coding in C+ to create cutting edge games. Dual enrollment opportunities and scholarship opportunities are offered to all students in this shop to achieve college credit from Becker College while attending Shawsheen. The program purchased 55" gaming desks and headphones from Perkins V funds to enhance the gaming curriculum.

*Business Technology/Marketing.* The students continue to earn several Microsoft Office certifications. Students are also earning certifications in QuickBooks, Financial Literacy and Google Advertising with an introduction to Salesforce. Additionally, one student competed in Microsoft's National Competition last year. Our program has also introduced a new learning platform, G-Metrix, which can help students earn industry recognized certifications at a faster pace with higher score results.

#### Life Science Cluster

*Cosmetology.* With recommendations from the craft advisory board, the Cosmetology shop, through the capital budget process and Perkins funds, purchased and installed six new student workstations that are portable for a versatile instructional work area. All fourteen senior Cosmetology students graduated with a Massachusetts Class 1 Cosmetology license by the end of 2020. Nine students were successfully placed in the cooperative education program, being employed in salons throughout the five different communities. Most of the students in all grade levels received the Covid-19 Barbicide certificates and Milady Infection Control certificates.

*Dental Assisting.* The program had 11 of the 14 senior students working on co-op in dental offices in our local communities. Four students competed in dental assisting at the SkillsUSA District competition which was held at Shawsheen Valley Technical High School. Some of the students have successfully passed the DANB National

Certifications in RHS (Radiation Health and Safety) and ICE (Infection Control Exams). Many have become licensed as Dental Assistants, RDA - Registered Dental Assistants for the State of Massachusetts.

*Medical Assisting.* The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students have the opportunity to gain clinical experience through our Cooperative Education Program or externship at Lahey Hospital and Medical Center in Burlington. Through collaboration with our very active Advisory Board and their recommendations, the program purchased a vision Screening Machine to keep our equipment current. The curriculum is also reviewed so that it stays state-of-the-art and meets the needs of the current job market and potential employers.

*Health Assisting.* With the demand for multi-skilled healthcare workers, SVTHS enrolls twenty-six students annually that are immersed into a vigorous curriculum culminating in a Massachusetts Department of Public Health certification as a nurse assistant. Curriculum in the principles of Patient-Centered Care enables students to care for patients in the acute care setting during their senior year. With the COVID-19 pandemic being introduced to America in the spring, many of the students participating in the Cooperative Education program (21 out of 25 seniors) continued to work in rehabilitation, long term care centers, and in assisted living homes.

### Miscellaneous

*Capital Budget / Perkins V Grant / Workforce Capital Skills Grant.* The Carl D. Perkins Career and Technical Education Grant (Perkins IV) is a principle source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. SVTHS received a \$200,000 Workforce Skills Capital Grant award to upgrade and expand the Electronics/Engineering Technology program that includes the study of mechatronics and automation, leading to a new Industry 4.0 Certification credential. An industry-standard learning space for high school students and adult learners will include state-of-the-art Festo learning systems and courseware necessary for Level 1 Industry 4.0 Certification.

*SkillsUSA.* SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. In a nonconventional school year, because of the Coronavirus Disease (COVID-19), on Friday, March 13, 2020, SVTHS continued with its tradition of preparing and competing in the SkillsUSA District Competition. Annually this event is held at Greater Lowell Regional Technical High School, with the hopes of qualifying for the State Competition held each April. With pending uncertainty and the onset of the COVID-19 pandemic, Shawsheen pivoted their approach and worked collaboratively and creatively to provide an opportunity for students to compete and participate by transforming the gymnasium into an organized conference space for the 171 students to test their knowledge and have the opportunity to compete. While state officials said the students did not need to be in official dress, the students voted to come prepared and each student came in official SkillsUSA attire. At the end of the day, Shawsheen brought home a total of 101 medals, including 40 gold medals, 34 silver medals and 28 bronze medals!

*Robotics Club.* Students engaged in VEX Robotics Competitions, presented by the Robotics Education & Competition Foundation. SVTHS has three student teams that are tasked with designing and building a robot to compete against other high school teams. During these competitions, students are given the opportunity to apply their new-found STEM skills in an enthralling game-based engineering challenge. All three Shawsheen teams had great showings: on January 4<sup>th</sup> at the Taking the New Year's Tower competition held at Quinsigamond Community College (QCC); on January 25<sup>th</sup> at the Tower Takeover contest held at North Andover High School; and at their last competition of the year, held on February 1<sup>st</sup> at QCC, with all three teams just outside the qualifying window.

*e-Sports.* eSports (a.k.a. electronic sports, e-sports, or eSports) is a form of competitive sports using video games. Shawsheen is in its third year of having Massachusetts-recognized varsity level eSports teams. SVTHS eSports has two organized teams that compete with other high schools in individual and multiplayer video game competitions. Shawsheen also has an elite eSports lab with twenty-five gaming machines powered with Nvidia 1080 gaming cards, 27-inch high-definition gaming monitors, Corsair mice and gaming headphones. SVTHS has formed partnerships with MindTrek, Gamer Sensei and PlayVs. A recent Shawsheen graduate is currently attending Becker College on scholarship because of eSports and is enrolled in the eSports management program.

### Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2020. Those retirees are: Theresa Bradley, Paraprofessional; Terry Doherty, Plumbing Instructor; Richard Galante, ISSN/Programming & Web Instructor; Patricia Healey, Librarian; Karen Massahos, Business Information Services Instructor; Virginia Mooney, English Instructor; and Nancy Simm, Support Services Instructor.

# ***COMMUNITY DEVELOPMENT DEPARTMENT***

*Community Development*

*Zoning Board of Appeals*

*Board of Health*

*Building*

*Conservation Commission*

*Planning Board*

*Community Preservation Committee*

# DEPARTMENT OF COMMUNITY DEVELOPMENT

The Community Development Department strives to manage and promote the highest quality of community engagement, respectful use, and protection of community open spaces. It regularly fosters sensible development by coordinating all land use matters in one department; providing information and creative recommendations based on sound planning practices; promoting and assisting sensible economic development; ensuring public health and safety by promoting programs that support healthy living and by enforcing applicable statutes, codes, bylaws, and regulations; protecting the environment through programs encouraging thoughtful use, appreciation, and education, as well as, conservation and wetland protection measures; and supporting other departments in enhancing the community's quality of life.

The Community Development Department consists of the following divisions: the Building Department, Board of Health Office, and the Planning and Conservation Office. Staff support is provided to four statutory boards: the Planning Board, Conservation Commission, Zoning Board of Appeals, and the Community Preservation Committee. Administrative support is also provided to the Local Housing Partnership, Green Committee, Historic Commission, and the Zoning Bylaw Committee.

Staffing of the Planning and Conservation Office includes: Anna McGinty, Town Planner, staff support to the Planning Board, Stefania Gallo, Planner/ Conservation Agent supporting the Conservation Commission and Alexandra Lowder, Administrative Assistant supporting all office functions. The Community Development Department is supervised by Steve Sadwick, Assistant Town Manager. Dawn Cathcart provides Recording Secretarial duties for the Planning Board and the Zoning Bylaw Committee. Melissa Johnson serves as Recording Secretary for the Conservation Commission, Community Preservation Committee, and Zoning Board of Appeals.

### ***Master Plan***

The Town of Tewksbury's Master Plan was adopted by the Planning Board on September 15, 2003 and endorsed by the 2004 Annual Town Meeting. The Master Plan serves as the Town policy guidance document for future land use decisions. In 2016, the Planning Board finalized and accepted the update to the 2003 Master Plan. The Master Plan includes 138 action items across a broad range of topics and can be found at <https://www.tewksbury-ma.gov/planning-board/pages/master-plan>. Of the 138 action items, 46 have been completed or are in process, 20 are ongoing or on an as-needed basis. Staff has recommend nine to be undertaken in 2021 and three should be removed from the list. Below is a sampling of Master Plan activities that occurred in 2020:

No.	Master Plan Recommendation	Status
4.2.16	Work with MassDOT to conduct Roadway Safety Audits for high accident locations, particularly Salem Road at South Street. Implement corresponding actions in response to the findings.	Project started in 2020; to be completed in 2021
4.2.22	Provide shelters, benches and bike racks at bus stops.	2020 Awarded grant for 2 shelters
4.2.34	Pursue intersection improvements at Route 38 intersections as described in this Master Plan.	Submitted for Main/ Pleasant St improvements 2020
4.2.35	Pursue Route 38 improvements presented in the Route 38 Study in cooperation with MassDOT, such as regulating curb cuts and improved access management.	Rt. 38 Project from Colonial Drive to Old Boston Rd in design
4.2.46	Review amending the Zoning Bylaw and Planning Board Subdivision Rules and Regulations whereby commercial projects with no adjacent sidewalks or residential projects that opt for sidewalk waivers contribute to a fund to be used to expand the town-wide pedestrian and bicycle system. Also review a potential subdivision regulation change that could provide incentives for development of bike paths to eventually join a real network.	2016-2020 Complete; awaiting Town Meeting approval for zoning changes; Planning Board updated Subdivision Regulations September 2020
4.3.4	Continue to be proactive in maintaining and protecting existing affordable housing units.	12/8/20 Town achieved 10% on SHHI

4.5.3	Install a 5' x 6' box culvert to mitigate existing failing culvert on Pinnacle Street.	Complete
4.5.5	Mitigate point and non-point pollution through proper land management and agricultural practices, effective maintenance of motor vehicles, zoning and erosion control bylaws, and homeowner education.	New NPDES permit; Erosion control bylaw updated 2020
4.5.8	Finalize any remaining cleanup on Rocco's Landfill site so that the full site, to the extent possible, can be utilized by the community.	Clean up is finalized. Solar farm being installed.
4.5.10	Obtain funding for a Local Historic District Initiative, including supporting the Historic Commission's efforts to form a Historic District Study Commission or Committee, also to include a study and report on the town's historically significant structures and implementation of districts according to MGL 40C.	CPA administrative funds used for study
4.6.1	Create an open space preservation and enhancement of services master plan for the Town.	Open Space Recreation Plan completed in 2020
4.7.4	Consider renovating Public Works building.	OPM and architect hired
4.7.7	Construct a new Central Fire Station.	Construction started 2020

### ***Zoning Bylaw Committee***

The Zoning Bylaw Committee met four times in 2020 and completed reviews of Draft 10. A public hearing was held by the Planning Board on June 8, 2020 to prepare for adoption at the 2020 Annual Town Meeting. Due to the COVID-19 pandemic, resident attendance and participation at Annual Town Meeting was expected to be significantly lower than average. As a result, the articles to accept the proposed changes to the Zoning Bylaw were withdrawn. The Committee plans to revisit submitting the articles to a future town meeting warrant in 2021. The Committee members include Robert Fowler, Edward Johnson, Richard Cuoco, Mark Kratman, and resident Erin Wortman, AICP. Staff support is provided by Steve Sadwick, Dawn Cathcart and Anna McGinty. The work of the Committee will address the following recommendations of the 2016 Master Plan:

<b>No.</b>	<b>Master Plan Recommendation</b>
4.1.1	Conduct a zoning audit and a comprehensive review and update of Tewksbury's Zoning Bylaw.
4.1.5	Update the Town's sign bylaw to better guide business owners.
4.1.11	Consider design standards for site plan review which the Planning Board can enforce. These may include architectural design, environmental performance standards, and landscaping and aesthetics.
4.1.13	Review uses allowed by right in the Limited Business District (LB) and the Office/Research District (OR).
4.2.11	Require developers to include sidewalks and bike facilities in new development or pay into a fund for future pedestrian and bicycle accommodation.
4.2.37	Minimize and strategically place curb cuts to minimize conflict points. Update the commercial zoning requirements to promote curb cut consolidation.
4.4.28	Continue to address land use conflicts/zoning revisions along East Street, and pursue zoning changes to provide additional retail services along Woburn Street, to support the office and industrial uses located along the corridor.
4.1.6	Revisit the Town's approach to zoning on Route 38 and consider supplementing or replacing the overlay framework with distinctive, workable base districts.
4.1.7	Establish well-developed buffering standards for all industrial areas, particularly along East Street.
4.4.5	Continue to focus on creating a traditional downtown area in the Town Center.
4.1.12	Consider developing a photovoltaic zoning bylaw to encourage such initiatives.
4.2.45	Assess parking regulations and adopt policies that encourage shared parking where appropriate.
4.1.8	Establish a light industrial zone for some of the areas currently zoned Highway Industrial.
4.1.9	Consider allowing convenience retail and various personal and business services in industrially zoned districts, i.e., modernize the Town's industrial district use regulations to meet contemporary standards for industrial and office parks.

### ***Local Housing Partnership***

Through the diligent work of Town staff, the Tewksbury Housing Authority, the Planning Board, Zoning Board of Appeals, Board of Selectmen, and the Local Housing Partnership, the Town's current MGL Chapter 40B affordable housing inventory reached its goal of 10% in 2020. This was finally accomplished through the issuance of building permits for the project at 2230 Main Street. The development consists of 34 rental units, 25% of which are designated affordable.

The Town applied for, and was successfully designated as, a Housing Choice Community by the Commonwealth which recognizes the Town's efforts in affordable housing and provides additional grant opportunities to the Town.

The Partnership includes Greg Peters, Laura Caplan, Nancy Reed, Melissa Maniscalco, Paula Blois, Vincent Frataglia, Planning Board representative, James McMullen, Conservation Commission representative, and Anne-Marie Stronach, Selectmen representative.

### ***Green Committee***

The Green Committee continued to work on energy conservation projects through the State's Department of Energy Resources (DOER) Green Communities Division. In 2020, the Town was awarded funding for the following projects: \$68,382.00 for LED Lighting upgrades at the Heath Brook Elementary School.

The Tewksbury Green Committee consists of Thomas Cooke, David Lochiatto, Anna McGinty, Vincent Bomal, and Jon Marchand.

### ***Hazard Mitigation and Municipal Vulnerability Preparedness***

On December 1, 2020, the Board of Selectmen voted to adopt the 2021 - 2026 Hazard Mitigation Plan (HMP) and Municipal Vulnerability Preparedness (MVP) Plan. The MVP Grant Program provides support for cities and towns in Massachusetts to begin the process of planning for climate change resiliency, and implement priority projects.

On January 22, 2020, the Town held a Community Resilience Building Workshop with a group of local stakeholders to identify strengths, vulnerabilities, and recommendations for next steps to address hazard mitigation and climate resiliency. In addition, a public survey and pre-recorded information session was posted in April 2020 for further public feedback.

Communities that complete the MVP program become certified as an MVP community and are eligible for additional grant and funding opportunities. Tewksbury received its MVP designation by the Executive Office of Energy and Environmental Affairs (EEA) on September 30, 2020.

Tewksbury has submitted its plan to FEMA Region 1 and the EEA for approval and has received final approval. The Plan was approved by FEMA on January 6, 2021 for a five-year period that will expire on January 5, 2026. The Board of Selectmen Adoption of the plan on December 1, 2020 allows the Town of Tewksbury to authorize responsible departments to execute their responsibilities demonstrated in the plan. The plan contains several future projects to mitigate potential impacts from natural hazards, as well as climate change, in the Town of Tewksbury.

The Community Development Department had a successful year and looks forward to working cooperatively with the various boards, committees, commissions, departments and citizens in 2021, enhancing the quality of life in the Town of Tewksbury.

Respectfully submitted:

Steven J. Sadwick, FAICP  
Assistant Town Manager

# TEWKSBURY ZONING BOARD of APPEALS

The following is a breakdown of the activity on which the Tewksbury Board of Appeals acted during the year 2020:

18	Variances	15	Approved	3 Denied
6	Special Permits	6	Approved	
1	Variance Extension	1	Approved	
0	Comprehensive Permit			

I would like to thank the public for their interest in the Board's activity. I also wish to thank my fellow Board members and the Community Development Department for their time and efforts on behalf of the Board.

Respectfully submitted,

Robert Dugan, Chairman  
Zoning Board of Appeals

# BOARD of HEALTH

The Board of Health (Board) is pleased to submit the 2020 annual report. The Board is comprised of the following five (5) elected officials:

Raymond Barry, Chairman;  
Robert Scarano, Vice Chair;  
Maria Zaroulis, Clerk;  
Charles Roux, Member;  
Anthony Boschetti, Member.

The Board of Health is charged with the protection of health and safety of Tewksbury. It is the Board's responsibility to develop and implement policies and to ensure the enforcement of state health and sanitary regulations. Meetings are held the 3rd Thursday of each month at Town Hall, 1009 Main Street, First Floor Main Hall.

The Board of Health's Mission is: "To protect the public and environmental health through health promotion initiatives, advising residents and businesses in compliance matters, and through fair and appropriate enforcement of local, state, and federal public health rules, regulations, bylaws and laws."

Team Members:	Susan Sawyer, R.S.	Director of Public Health
Shannon Sullivan	Sanitarian	
Urvi Agarwalla, R.N.,B.S.	Public Health Nurse	
Lisa Hadge	Head Account Clerk	
Pamela Gorrasi-Thomas	Animal Inspector	

The Health Department's team members are dedicated; to serve the community, to apply their knowledge of public health for the good of the town and to be fair when applying the law and regulations of the Commonwealth and the department's procedures.

The inspectional program led by Shannon Sullivan, Sanitarian, conducts required, routine and complaint-driven environmental inspections that include food establishments, rental housing, semi-public swimming pools, sources of filth and nuisance, tattoo establishments and more. The nurse conducts communicable disease follow-up with town residents, foodborne illness investigations and tuberculosis monitoring and control. The department staff works together to provide education on a variety of current public health issues and develop of related programs. Lisa Hadge, Head Account Clerk, shoulders the supportive duties for all health department staff needs, permitting and public health programs.

Early in 2020 the nation was faced with the emergence of the Coronavirus and the illness known as COVID-19. The worldwide pandemic was announced. The state of MA saw an early surge and then a lull in the summer, only to have a sharp increase in positive cases after November first that continued through the end of the year. The pandemic has had a profound effect on the operation of the Health Department and its core responsibilities. The Governor of MA issued Orders that were then delegated to local public health to enforce, with the police departments as support. The weekly priorities changed as the pandemic surged and the governor's orders mounted. In 2020 Gov. Baker issued 56 separate Orders and countless guidelines, recommendations and revisions. The Department has primarily operated within the continuity of operations plan (COOP) since March 2020.

Health Department services were prioritized to direct public health concerns verses lower violations and concerns. Staff kept ongoing permitting without a problem. No lapses in permitting resulted due to COVID in the administrative area. The new Public Health Nurse stepped up and increased her 20 hour per week job to 40 hours plus since March of 2020. The Sanitarian and Director focused on education and enforcement. The Department as a whole has stayed steadfast through this time. The state released the department from inspectional minimums for food establishments and other tasks. Due to COVID the inspection program was stifled.

The Director of Public Health serves as working staff supervisor, ensuring that; public health programs are coordinated and customer service is always a priority. The Director is the liaison to various local and state boards. The Director also designs programs and implements policies, as proposed by the Tewksbury Board of Health, to meet the health needs of the community. The Health Department continues to be actively collaborating with

surrounding communities on regional activities. Tewksbury is a proud member of the following groups and organizations;

- Attorney General Abandoned Housing Initiative Program seeks to bring abandoned houses back to the tax rolls with the assistance of local public health.
- The GLHA (Greater Lowell Health Alliance); focuses on public health priorities of the greater Lowell area.
- The Upper Merrimack Valley Medical Reserve Corp. (MRC). MRC recruits, trains, and deploys volunteers for emergency preparedness and disaster response throughout the UMVPHC regions.
- The Upper Merrimack Valley Public Health Coalition, made up of 7 communities, continues to work together on regional public health priorities. The Health and Medical Coalition (HMCC) is an expanded emergency preparedness group, which brings cross-disciplinary planning and support for public health and medical response across the Commonwealth during emergencies and disasters.
- Healthy Communities Tobacco Coalition is a 20 + year established group with a goal to reduce tobacco use by youth and educate the public on the harm that tobacco can have on their lives.
- Hoarding Task force – group of town department members has been in place for several years to assist residents and families who are found in unfortunate hoarding situations,

Ongoing public health programs and events: (for details contact the Health Department.)

- Sharps collection continues at the Pleasant Street Fire Department.
- Unwanted and old medications can be disposed of at the Police Department daily.
- Mercury reclamation program
- Participation in the Bike Rodeo and Health Fair
- TPD National Night out participant

#### Public Health Nursing Services

Urvi Agarwalla, Public Health Nurse, joined the Health Department in February focused on COVID-19 case follow up and contact tracing. No other services were able to be provided due to the pandemic.

### TEWKSBURY BOARD OF HEALTH 2020 ACTIVITY REPORT

\$65,835.00 REVENUES RECEIVED (licenses, permits, misc)  
\$ 8218.61 REVENUES RECEIVED (flu reimbursement/hoarding grant)  
\$30,600.00 RECEIVED FOR COVID FUNDING

76 LOGGED COMPLAINTS/INVESTIGATIONS CONDUCTED  
147 LOGGED COVID RELATED COMPLAINTS/INVESTIGATIONS CONDUCTED  
MANY ADDITIONAL PHONE CALLS REGARDING COVID/VACCINE RECEIVED BY PHONE

#### 100+ GENERAL TYPES of INSPECTIONS CONDUCTED

Air Quality - outdoor	Mobile Food/Temporary Food
Beaver Monitoring and permitting	Offal/septic truck
Commercial year round Dumpsters	Plan Reviews
Environmental – general	Recreational Camps for Children
Farm site visits/Livestock/ Piggery	Septic System Abandonment
Food Establishments	Swimming Pool- public/semi-public
Grease Tanks	Tanning Establishments
Hotels	Housing inspections & re-inspections
Ice Rink Indoor Air Quality	

## PERMITS ISSUED

Animal Permits	012
Body Art Establishment	003
Body Art Practitioners	010
Beaver Trapping Permits	002
Catering	003
Dumpster Permits	008
Food Service Permits	140
Frozen Desserts	010
Funeral Directors	002
Grease Tank Installation	003
Hotels/Motels	009
Ice Rinks	001
Installer License	014
Mobile Food Permits	005
Offal/Solid/Medical Waste Hauler	025
Piggery	002
Pools	004
Recreational Summer Camps	000
Retail Tobacco Sales	031
Septic Abandonment	004
Tanning Booths	002
Temporary Food Permits	018

## COMMUNICABLE DISEASES INVESTIGATIONS

Public Health Nurse	
Flu vaccines	154

COVID-19 cases topped 1500 by year end

## ANIMAL INSPECTOR ACTIVITIES

The Animal Inspector is responsible for inspecting all livestock and related barn facilities.

Farm inspections 035 (routine and complaint follow-up)

I would like to take this opportunity and thank the Board of Health members; Chairman Raymond Barry, Vice-Chair Robert Scarano, Clerk Maria Zaroulis, member Charles Roux, member Anthony Boschetti, the Board of Health Department team members; Lisa Hadge, Head Account Clerk, Sanitarian Shannon Sullivan, Public Health Nurse Urvi Agarwalla and Animal Inspector Pamela Gorrasi-Thomas for their dedication and continued excellent service to the community.

Respectfully submitted:

Susan Sawyer, R.S.  
Director of Public Health

# BUILDING COMMISSIONER

2020 has been a year like no other due to COVID-19. Even with all the turmoil, the Building Department staff continued to service the residents of Tewksbury with little interruption. Edward P. Johnson is the Building Commissioner for the Town of Tewksbury. Ed will be retiring on January 15, 2021 after 25 years of dedicated service to the Town of Tewksbury. He has been responsible for issuances of building permits, conducting building inspections as well of annual Certificate of Inspections with businesses that have 50+ person occupancy or any establishments that serve liquor and all zoning complaints and investigations. Cheryl Noble will be starting 2021 as the new Building Commissioner for the Town of Tewksbury. Cheryl was the Building Commissioner for the Town of Stoneham and we welcome her as a part of our community. Dawn Cathcart and Nancy O'Keefe are both Nationally Certified Permit Technicians through the International Code Council (ICC). They track all building, plumbing/gas, electric and sheet metal permits, provide staff support and have both demonstrated the expertise in maintaining an excellent office environment and quality customer service. Dawn also became certified as an ICC Zoning Inspector in 2020. Harold Sullivan is the part-time electrical inspector and Paul Wild is the part-time plumbing and gas inspector.

In 2020, there were 1,029 building permits issued with a value of work of approximately \$53,619,570. This generated \$465,157 in building permit fees. The valuation includes fees for the new elementary school and new municipal fire station that we do not collect fees for. Additionally, the department issued 690 electrical permits with associated fees of \$64,955. There were 438 plumbing permits with associated fees of \$21,305, 437 gas permits with associated fees of \$12,915, and 98 sheet metal permits with associated fees of \$23,180. Annual Certificate of Inspections were issued to all establishments that serve alcohol, function rooms, churches, schools or any place of assembly over 50 patrons. The Inspectors for the Building Department performed approximately 2,637 inspections. In 2020, the Building Department received over 115 complaints dealing with zoning and building violations. The complaints were researched and investigated and over 74 violations were issued.

Ongoing Residential and Commercial projects include:

- Mixed Use Building - 34 Unit Residential Apartment Building with Commercial Space – 2230 Main Street
- 41,131 SF New Car Dealership – IRA Toyota – 468 Main Street
- Mixed Use Project – Colonial Drive - 12 Residential Units and 2,200 SF Commercial Space – 1455 Main Street – Last Occupancy Permit issued 12/3/20
- 7,200 SF Commercial/Industrial Building - DEI Electrical – 24 Sunnyslope Ave – OCC issued 6/23/20
- Mixed Use Project - 5 Residential Units and 1,820 SF Commercial Space – 725 Main Street – OCC issued 2/11/20
- 6,500 SF Municipal Regional Dispatch Center – 999 Whipple Road – OCC issued 6/18/20
- New Elementary School – 135 Pleasant Street
- New Municipal Fire Department Headquarters – 984 Main Street
- Home Depot Distribution Center ~715,000 SF Building – 495 Woburn Street
- Aroma Joe's Coffee Shop off of Andover Street – 1625 Andover Street
- Various Tenant Fit-Ups for Restaurants, Office and Retail Space

ON THE HORIZON: (Proposed projects to Start during 2021 or get approved through Planning Board)

- Proposed 130 Room Hotel – North Street
- Proposed 8 Residential Units and 2,600 SF Commercial Space – 940 Main Street
- Proposed 21 Residential Units and 5 Commercial Units – 1325 Main Street
- Proposed 5 Residential Units and 1 Commercial Unit – 1418 Main Street
- Proposed 9 Residential Units and 3,000 SF Commercial Space – 2122 Main Street
- Proposed 39 Residential Lot Subdivision off of Marshall Street
- Proposed Restaurant off of Andover Street – 1583 Andover Street
- Proposed 15 Residential Units and 2,000 SF of Commercial Space – 2131 Main Street
- Proposed 9 Residential Lot Subdivision off of Chandler Street/Helvetia Street

Respectively submitted,

Edward P. Johnson  
Building Commissioner

# CONSERVATION COMMISSION

The Conservation Commission is responsible for administering the Tewksbury Wetlands Protection Bylaw and the Massachusetts Wetland Protection Act, 310 CMR 10.00 (M.G.L. Chapter 131, Section 40). They are also responsible for the protection and management of Tewksbury's Conservation Land and Open Space. The Commission's goal is to protect wetland resource areas and their buffer zones, which contribute to the protection of public, private and ground water supply, flood control, pollution prevention, storm damage prevention, and protection of wildlife and their habitats.

The Conservation Commission is comprised of five resident members who are appointed by the Board of Selectmen. The current Conservation Commission members include Patrick Hollard (Chairman), Daniel Ronan (Vice Chairman), James McMullen (Clerk), Dennis Sheehan, and Evan Walsh.

Stefania Gallo functions as the Town's Conservation Agent. Her role includes reviewing applications for work near wetlands, drafting permits, conducting site visits, and monitoring construction activities to ensure compliance with the Wetlands Protection Act and the Town Wetlands Protection Bylaw. In addition, the Conservation Administrator provides education and outreach material on wetlands and the permitting process for residents.

All proponents of certain activities within a wetland resource area, within 100 feet of a wetland resource area, and within 200 feet of perennial streams and potential or certified vernal pools are advised that a permit from the Conservation Commission is required to comply with local, state, and federal regulations. The Tewksbury Wetland Protection Bylaw stipulates a 25 foot No Disturb Zone and a 50 foot No Build Zone adjacent to the wetland resource area, which each proposal must comply with. Examples of the types of projects that were reviewed by the Commission in 2020 include residential subdivisions, transportation improvement projects, utility projects, the new Elementary School, and redevelopment projects of existing commercial and industrial properties. The Commission also reviewed smaller projects like the construction of single family dwellings and accessory structures including additions, decks and swimming pools, sewer installation projects, and exploratory borings.

All Notice of Intent applications submitted to the Conservation Commission require a public hearing to be held. When a complete application is submitted, the Conservation Commission votes to either approve or deny the permit. If approved by the Commission, an Order of Conditions is issued which will provide the conditions required to prevent impacts to the wetland resource areas. If a permit is denied, the applicant can appeal the decision to the Massachusetts Department of Environmental Protection and the Massachusetts Superior Court. Once a project is completed in compliance with the Order of Conditions, a Certificate of Compliance is issued.

In 2020, the Commission held twenty two (22) public meetings and reviewed twenty (20) Notices of Intent, and seventeen (17) Requests for Determination of Applicability. The Commission issued the following permits: twenty two (22) Orders of Conditions, eight (8) Extension Permits for Orders of Conditions, fifteen (15) Determinations, fourteen (14) Emergency Certifications, two (2) Enforcement Orders, and fourteen (14) Certificates of Compliance.

The Conservation Commission meets on the first and third Wednesday of each month. All Conservation Commission meetings are open to the public and held in the Town Hall Auditorium beginning at 7:00 P.M. Meetings are televised on the local cable channel.

The Conservation Office, which is part of the Department of Community Development, is located in the Town Hall at 1009 Main Street. The Town Hall is open to the public from 7:30 A.M. to 4:30 P.M., Monday through Friday.

Respectfully submitted,

Stefania Gallo  
Conservation Agent

# PLANNING BOARD

The Tewksbury Planning Board consists of five-elected town residents. The Planning Board Officers Robert Fowler, Chair; Stephen Johnson, Vice Chair; and Eric Ryder, Clerk. Other members of the Board include Vincent Fratalia and Jeremiah (Jay) Delaney.

The Planning Board reviews all new commercial projects and residential subdivisions proposed for construction in Town. The Planning Board, working with the Building Commissioner and the Community Development staff, is responsible for ensuring that new developments comply with land use regulations. The Planning Board strives to strike a balance between a landowner's right to develop, the interests of neighbors, and the Town as a whole.

The Planning Board issued 19 special permits for various projects ranging from signs, family suites, commercial projects, and residential developments. A 39-lot Definitive Subdivision and Special Permit for an Open Space Residential Design was approved for 325 Marshall Street. Multiple businesses along Rt. 38 applied for and received approval for Sign Special Permits, including Haffner's and Mac's.

The Planning Board approved 10 non-substantial change determinations. In addition, the Planning Board saw five conceptual discussions for potential developments, several with continued discussions in early 2021.

In addition to fulfilling its statutory duties as a special permit grant authority and subdivision control authority, the Planning Board continued to support additional initiatives.

Board members are very active serving as representatives to other organizations; Robert Fowler represents the Board on the Zoning Bylaw Committee, which had a substantial undertaking in revising the existing Zoning Bylaws. Jay Delaney represents the Board on the Community Preservation Committee. Vincent Fratalia serves as the Planning Board's liaison to the Local Housing Partnership.

The Planning Board is committed to a long term effort to implement the Master Plan vision, goals, and recommendations to enhance future growth and land use and improve the quality of life for Tewksbury residents.

Respectfully submitted,

Robert Fowler, Chair  
Planning Board

# COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (“CPC”) includes representatives from town boards and committees and one at large citizen member. In 2019, the CPC members were: Chairman John Deputat, Jay Kelly, Tom Churchill, Pat Holland, Christopher Mullins and Richard Montuori.

The Community Preservation Act (“CPA”, MGL Chapter 44B) is statewide enabling legislation allowing cities and towns in the Commonwealth of Massachusetts to adopt a property tax surcharge with revenues from this surcharge (plus state matching funds) to be used for open space preservation, creation of community housing, preservation of historic buildings and landscapes, and creation of recreation opportunities.

The CPC requires that all proposed projects be eligible for CPA funding according to the requirements described in the legislation. At least 10% of the funds received in any fiscal year must be spent or set aside for each of the first three of those areas (open space, historic preservation and community housing). The remaining 70% of each year’s funds can be spent or reserved in any of the four areas. In addition, up to 5% of the annual Community Preservation revenues can be spent on administrative and operating expenses of the CPC.

All CPA funding requests require the recommendation of the project by the CPC to Town Meeting, and a majority vote of Town Meeting.

The Community Preservation Committee did not meet during the 2020 Calendar year due to COVID-19.

Respectfully submitted,

John Deputat  
Community Preservation Committee

# ***FINANCE DEPARTMENT***

## **Accounting Reports**

*Auditors Reports  
Tax Collector*

*Board of Assessors  
Computer Services*

*Treasurer's Cash*

# AUDITORS REPORTS

## GENERAL FUND BALANCE SHEET

June 30, 2020

### ASSETS

General Cash		18,992,933.59
COA	500.00	500.00
Uncollected Taxes:		
Personal Property:		
FY12	6,217.33	
FY13	3,527.99	
FY14	5,522.79	
FY15	4,990.68	
FY16	9,262.93	
FY17	2,367.52	
FY18	23,336.45	
FY19	7,876.20	
FY20	59,936.85	
		123,038.74
Real Estate:		
FY17	106.02	
FY18	104.83	
FY19	240.76	
FY20	1,436,970.19	
		1,437,421.80
Supplemental RE Tax		-
Motor Vehicle Excise:		
FY06	12,013.87	
FY07	14,243.39	
FY08	14,231.38	
FY09	12,446.69	
FY10	10,425.14	
FY11	13,763.47	
FY12	11,998.59	
FY13	17,126.07	
FY14	17,046.95	
FY15	12,114.92	
FY16	15,865.67	
FY17	20,035.67	
FY18	32,802.58	
FY19	87,663.92	
FY20	478,880.26	
		770,658.57
Boat Excise:		
FY05	116.00	
FY06	796.00	
FY07	1,050.00	
FY08	1,321.00	

FY09	1,417.00	
FY10	1,359.00	
FY11	1,379.00	
FY12	1,226.00	
FY13	1,108.00	
FY14	1,392.00	
FY15	1,440.00	
FY16	1,221.00	
FY17	1,239.00	
FY18	1,942.00	
FY19	2,247.87	19,253.87
Other Receivables:		
Tax Liens/Titles/Possessions	2,280,979.88	
Taxes in Litigation		
Deferred Taxes	194,803.06	
38D		
Ambulance Services	549,386.09	
Trash Carts		
Fire	345.00	
Veterans Services	196,153.72	
Due From State		
Due From Employees	7,441.70	3,229,109.45
<b>TOTAL ASSETS</b>		<b>24,572,916.02</b>
<b><u>LIABILITIES/RESERVES</u></b>		
Warrants Payable		990,786.29
Accrued Payroll		597,381.48
Town Accrued Payroll		
School Accrued Payroll		3,388,720.92
Payroll Withholdings Payable:		669,514.51
Allowance for Abatements:		
Prior Years	3,410,201.75	
FY18	487,824.16	
FY19	273,418.19	
FY20	333,997.12	4,505,441.22
Unclaimed Property:		
Abandoned	1,784.43	
Tax Refunds	19,622.91	21,407.34
Taxes Paid in Advance	1,439.43	1,439.43
Deferred Revenue:		
Real/Personal Taxes	(2,944,980.68)	
Supplemental RE Taxes	0	
Tax Titles/Possessions	2,280,979.88	

Deferred Taxes	194,803.06	
Motor Vehicle Excise	770,658.57	
Boat Excise	19,253.87	
Ambulance Service	549,386.09	
Trash Carts		
Fire	345.00	
Veterans Benefits	196,153.72	1,066,599.51
<b>TOTAL LIABILITIES</b>		<b>11,241,290.70</b>
Fund Balances:		
Encumbrance Reserve	3,398,995.30	
Reserved for Expenditures		
Teachers Pay Deferral	(259,955.00)	
Petty Cash	500.00	
Unreserved/Undesignated	9,854,537.44	
Reserved for Future Year Debt	337,547.58	
Snow/Ice Deficit		
Des for Appropriation deficit		
<b>TOTAL FUND BALANCES</b>		<b>13,331,625.32</b>
<b>Total Liabilities/Fund Balances</b>		<b>24,572,916.02</b>

# SPECIAL REVENUE FUNDS

June 30, 2020

**Town Revolving/Grant Accounts**

Insurance>20K Town	2,050.00
Insurance <20K Police	-
Insurance <20k DPW	-
Insurance <20K Town of Tewksbury	
Arts Lottery	9,556.68
Planning Sidewalks	157,715.97
Planning Consult-Existing	3,434.11
Planning Consult-New Projects	40,147.28
Conservation Consult-New Projects	34,386.86
ZBA Comprehensive	4,282.50
SASO Deposits	80,035.44
Parks & Recreation	49,172.07
Traffic Signage	758.31
Record Preservation	79,923.39
COA Revolving	75,176.90
Hoarding Response Team	20.48
BOH -Medical Vaccine	-
GIS Revolving	40,413.93
Stormwater Fund	-
Recycling Revolving	245,053.02
Energy Efficiency	(31,766.80)
Tax Title Purposes Certified	1,043.32
BOH-Medical Vacc	6,809.39
Election	19,548.64
Primaries	4,515.12
BT Response	229.12
Storm Damage	
Library Aid	58,514.35
Mass Recycling Dividend Program	1,538.36
Bulletproof Vests	6,237.91
Hazard Mitigation Grant	
FED Equitable Sharing	36,716.51
Priority Dev. Site Chap 43D	10,934.00
FY18 State 911 Training Grant	300.03
Underage Alcohol Enf Grant	0.01
FY19 State 911 Support& Insentive	(0.26)
FY18 Traffic Enforcement	(77.81)
FY18 EMPG Grant (Radio Equip)	
FY20 911 Support & Incentive	(0.04)
DPH Substance Prevention	(49,635.48)
Green Community	2.00
FY15 Walmart Summer Concert Series	312.66
MIIA Fleet Maintenance	
Rte 133 Improvements	27,366.68
Cable TV Gift	1,201.24
Fire Gifts	100.00
Thermal Camera Gift	
Dog Pound Gift	500.00

Vicor Sewer	7,536.34
Mahoney Emergency Response	7,203.71
Homecoming Gifts	2,059.74
Library Gifts	10,596.52
Hydrant Gift	137.55
Recycling Committee	961.16
Police Gifts	12,715.00
DPW Gift	250.00
Tax Assistance	10,210.35
COA Gift	701.03
Town Manager Gifts	1,090.56
Hanover	120,070.64
Library Scholarship	24.00
Dog Gifts	82.89
Tewksbury Economic Development	6.69
Planning Brd Gifts	31,404.78
East Street Roadway Improvement	75,000.00
Shawsheen Place	961.50
Walmart-Triad	868.28
National Grid North & Livingston	50,620.00
Camoscio Family gift	4,500.00
NE Grassroots Environment	22.32
Proceeds from Sale of Town Land	1,340.65
Weights/Measures Fines	1,252.00
Drug Forfeitures	17,330.57
COA Stipends	1,170.09
Conservation Engineering	199.28
Wetlands Protection Fund	35,488.51
Police Special Detail	(161,913.67)
Fire Special Detail	564.00
Community Dev Sewer Design	575.36
St. Claire Sewer Escrow	40,200.00
Dog Fund	8,254.76
Sporting Fees	590.65
Fire Hazmat	478.64
Recycling/Composting Bins	2,304.12
ZBA Consulting	762.50
Woburn Street Improvements	25,000.00
Drainage Deposits	10,000.00
Bond Revocation	10,000.00
Disaster Relief	1,433.31
Oakdale Plaza	48,000.00
Firesetters Intervention Program	562.56
MAPC Police Training	1,735.97
Pl Bd Affordable Housing	40,000.00
Code Enforcement	400.00
Bond Premium Proceeds	
Revaluation	911.35
Underage Drinking	754.00
Fire Improvements Response	(75,000.00)
River Road Culvert Lining	
Shawsheen & Heathbrook	3,907.77

Sewer Pump Station	(26,972.25)	
South St Bridge		
Safe & Sr Grant	6,518.69	
COA Formula Grant		
FY17 911 Training Grant	153.97	
FY17 Supp & Incentive	0.03	
FY18 Asst to Firefighter Grant	(25,145.45)	
FY17 High Speed Network Grant		
Regional Jail Diversion Program	(8,531.74)	
Circle Health (1st Responder)	7,500.00	
Complete Streets Proj Prioritization Plan	(131,040.84)	
FY18 Recycling IQ Grant		
2017 Ride Assessment	9,578.50	
Bridge/JDP Pilot Transportation Initiative	21,574.05	
Retail Program Standards Grant	189.14	
OJP Grant ( Reg Pol Mental Health Collab)	(75,668.38)	
FY20 State 911 Training Grant	(18,493.88)	
2020 Community Compact It Grant	139,018.00	
Ambulance Grant	296.39	
Dept of Industrial Accidents Grant	(2,875.50)	
Alzheimers Foundation of America Grant	102.91	
Emergency COVID-19	18,312.18	
Stimulus relief fund	10.43	
Mass Dep Small Scale Initiative	(1,500.00)	
Pulte Group Gift	1,426,160.00	
Net Metering/Solar Credit	9,050.00	
Veterans Gifts & Donations	1,050.00	
Park Activity & Prog Donations	22.00	
Total Town Revolving/Grant Accounts		<u><u>2,619,149.62</u></u>

**School Revolving/Grant Accounts**

School Lunch	495,917.50
Athletics	25,601.13
Textbooks	5,043.49
Adult Education	128,346.55
Extended Day	238,471.45
Dewing Insurance <150K	
Heathbrook Insurance <150K	
High School Insurance <150K	(183.94)
Ryan School Insurance <150K	
Trahan Insurance <150K	-
Pre School	170,976.84
Full Day Kindergarten	26,552.63
Special Ed Circuit Breaker Reimb	2,106,778.70
H S Parking Fees	72,515.11
H S Clubs	77,170.32
H S Athletic Fees	58,727.83
Wynn Sch Athletics	739.10
Wynn Sch Clubs	10,477.04
Ryan Sch Clubs	(487.02)
AP TEST	17,708.38
Facilities Rental-School	137,213.11

Healthbrook Rental	-
School Rec	(2,221.06)
School rec Basketball	52,467.76
Community Ed-Rec	8,467.39
New Start Program	4,072.44
Team Chair	-
Project Charlie	666.60
Remedial Reading	1,341.90
Early Childhood	1,510.68
Sped Improvement	
Sped 240 Grant	45,192.27
Hall of Fame	735.00
Preschool Extended Day	37,802.88
Academic Support	-
Enhanced Health	719.88
SPED Improve Prog #298	-
Academic Support #619	-
Academic Support FY14 625	-
Camp Pohelo	-
Fuel Up to Play 60	859.28
Big Yellow School Bus	2,900.00
K12 Literacy Partnership	714.47
Crisis Intervention	196.66
Title 1 School Support	47,742.03
Title IIA-Education Quality	1,102.47
Title VI Student Support #309	(450.84)
Music Drives Us	-
Targeted Summer Support 592	
HPHC Breakfast Grant	
After School/Summer Prog	-
After School/Out School Time (530C)	-
FY18 Emergency Elementary Repair	-
FY18 Innovation Pathway Planning	(0.32)
FY18 High Quality Inst-Summer Planning (141)	-
Steam Lab/Maker Space for Ryan School	6,623.22
21st Century learning grant	7,821.73
Federal Emergency impact aid	242.63
HB Verizon Award	2,464.04
Verizon FIOS Campaign	-
Digital Gift	-
School Technology Gift	-
Walmart Gift	-
DARE	283.91
School Gifts	26,588.56
Scholarship Gifts	1,500.00
Space Day	-
Lan Gift	-
Scholarship Fund	1,080.21
Education Fund	3,406.24
Tewksbury Rocks	-
FY15 School Library Grant	-
Special Ed Reserve Fund	725,000.00

E-Rate	-
HS Gifts	11,057.45
Public School Auction	-
Doug Flutie Jr for Autism	0.65
Long Range School Space Planning	2,569.67
Insurance Proceeds	16,515.31
Copy Center	22,893.71
NPEN	4140.32
Alphabest tuition revenue share	38552.85
Total School Revolving/Grant Accounts	<u><u>4,646,128.21</u></u>

# CAPITAL PROJECTS/SPECIAL ARTICLES

June 30, 2020

Water Plant Expansion	-
FY15 WTP #21	243,860.14
Waterlines FY15 Art #10	6,556.29
Wash Bay/Windows STM 10/04 #9	30,029.90
Center Fire Improv STM 10/05 #18	-
River Rd Water Imp ATM 5/09 #16	95,592.32
Town Hall CPA Restoration	153,500.71
Ella Fleming School CPA	0.47
Long Pond 10/9 Art #12	10,938.30
Rehab Playground	88.83
CPA Records Preservation	158,601.25
Rehab Wamesit Park STM Art #14 FY15	47,650.21
Rail Trail	10,200.00
Marshall House ATM 5/15 FY16	31,500.00
Tennis Courts	3,077.17
Rehab Strong Field	3,642.18
Rehab Livingston St	-
Bay Circuit Trail Boardwalk	1,523.82
Long Pond Water Quality	
TMHS Construction STM 3/10	1,545,612.23
FY16 Regional 911 Dev. Grant	(3,844,531.79)
Rehab Mico Kaufman Memorial	800.00
H.S. Tennis Court Drainage	2,700.00
Rehab State Hosp Cemetery	83,982.36
Replace Fresca Field Fence	5,200.00
Demarcating Open Space	2,595.00
Ella Fleming School Reuse	-
Enhance Existing Trails	11,944.65
Treating & Clearing Long Pond	23,892.50
Restore State Hospital Cemetery	202,997.64
FY16 Feasibility/Trahan	628,280.64
Designing Bike Path	50,000.00
Expand Trail at Chandler St Wellfields	40,000.00
Water Sprinkler Park at Saunders Rec Area	-
Fitness Court at Saunders Rec Area	1,883.00
Restore State Hospital "The Pines" Cemetery	-
Various Transportation Projects	28,162.76
New Center Fire Station	14,804,767.54
Purchase LED Streetlights	(95,965.52)
New elementary School project	58,211,042.54
Saunders Fence/skateboard park	406.71
Saunders REC new lights & pole	40,102.52
Town/Hist soc-historical inven	11,850.15
Lights- east st baseball fields	67,098.79
Ella fleming sch renovations	118,155.00
Poison Ivy Removal state cemetery	-
Lights/Poles Hazel Field	202,976.00
Improve Existing trail network	40,000.00

**Articles**

**Town Manager**

STM 10/15#5 FY16 Hazat Former Pol Stn Demo	
STM 5/14#3 FY14 Sick Leave Buy-Back	
ATM 5/15#11E FY16 Phone System	
STM 5/16 #4 FY16 Townwide Visioning	
STM 5/16 #6 Constellation Energy	
STM 10/16 #2 FY17 Prior Yr Invoices	
STM 10/16 #5 Demo 984 Main St	
ATM 5/13 #7 FY14 Rep/Upgrade Fire & DPW	
STM 10/14 #7 FY14 Prior Yr Invoices	
STM 10/3/17 #2 FY18 Prior Year Invoices	
STM FY19 Prior Year Invoices	(3,009.00)
ATM 5/13#7B Design & Engin Upgrade Ctr Fire & DPW	
FY2020 Prior Year invoices	8,934.21
DPW & School Maint Facility	28,174.45

**Accounting**

STM 5/16#7 FY16 Adopt an Island	126.19
STM 10/12 #5 FY13 Annex Roof	

**Treasurer/Collector**

Art #9 SR/VET Workprogram

**Assessor**

STM 5/15 Art #2 FY16 Revaluation	
ATM 5/7/18 #19 Real & Personal Property Reval	50,115.37

**Administrative Services**

ATM #9 FY17 Senior/Veterans Work Program	
ATM 5/15#23 FY16 Senior Tax Relief	
STM 10/16 #11 Sr/Vet Tax Relief	
ATM 5/1/17 #14 Senior/Veterans Tax Relief Program	16,046.12
ATM 5/7/18 #20 Senior/Veterans Tax Relief Work Program	6,681.63
Compensated Absence Liability	230,626.09

**Town Clerk**

STM 10/1/13 Voting Tabulators	5,700.00
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**Planning**

STM 10/14 #10 Town Center Master Plan

**Police**

STM 5/16#4 All Terrain Vehicles  
 ATM 5/6 #10 HVAC System Controller  
 Art #7 FY15 Radar units/2 MTRCYCLE breat  
 ATM 5/7/18 #12 Harley Davidson Motorcycles  
 ATM 5/7/18 #12 Police Sgt & Lt Assessment Ctr

STM 10/2014 #3 Vehicle and digital radio	
STM 10/2014 #3 FY16 Defensive tactics #12	
HVAC System Controller	88,500.00
Motorola Repeater & Install	46,760.80
<b>Fire</b>	
STM 5/15#2 Fire Ladder Truck	
STM 5/15#4 Command Vehicle	58.21
ATM 5/13 #7 FY14 Ambulance Chassis	-
ATM 5/13#10 Microwave Communication	
ATM 5/15#14A FY16 Amb Upgrade	
ATM 5/15#14B FY16 Fire Turnout/Uniforms	-
ATM 5/15#14C FY16 New Utility Veh w/Plow	
ATM 5/15#14F FY16 New Fire Hose	318.24
STM 10/16 #5 Fire Breathing Air Compressor	
ATM 5/1/17 #8 New Ambulance and Equipment	
ATM 5/1/17 #8 Pick Up Truck w/Utility Body	357.10
STM 10/3/17 #3 New Fire Engine	20,109.66
ATM 5/7/18 #12 Response/Admin Veh (Car 1)	219.97
STM 10/14 #5 Stretchers	157.30
STM 10/14 #5 Ambulance Laptop/Software/Modem	
Ambulance Rechassis	162,517.22
<b>School</b>	
ATM 5/15#16 FY16 School Tech	
STM 10/15#6 New Vehicles	
STM 10/15#6 Boilers Wynn/Ryan	
STM 10/15#6 Water Tank Back Truck	
STM 10/15#6 Wynn Presentation Classroom	
STM 10/15#6 Ctr Sch Feas and Cond Study	
STM 10/15#8 FY16 District Wide Furniture	
ATM 5/13#8A School Bldg Maintenance	
STM 10/14 #6D Wynn Replace Sidewalk	
ATM 5/15#16A FY16 Sch Bldg & Maint	3,224.00
STM 10/16 #6 School Technology	
STM 10/16 #6 School Bldg Maint	
STM 10/16 #6 School Maint Utility Truck	
STM 5/16 #4 Video Replay	
STM 5/16 #4 Phone System	
STM 5/16 #4 Ella Fleming School	
ATM 5/1/17 #9 Dewing RMB-9 Abate/Air Monitor	
ATM 5/1/17 #9 Elementary Parking Lot Repairs	
ATM 5/1/17 #9 Roof Repairs-Maintenance Garage	
ATM 5/1/17 #9 Landscapte Trailer	
ATM 5/1/17 #9 Refrigerated Vehicle	
ATM 5/1/17 #9 North St Heating Exchange Coil	
ATM 5/1/17 #9 North Street Boiler	
ATM 5/1/17 #9 Districtwide Security	
ATM 5/1/17 #9 Elementary Visitor Security	
ATM 5/1/17 #10 Doucette Field Bleachers	630,000.00
STM 10/3/17 #5 Dewing Water Heater	100,000.00
STM 10/3/17 #5 Dewing Fire Alarm System	

STM 10/3/17 #5 Dewing Replace Exterior Doors	68,606.00
STM 10/3/17 #5 Heath Brook Fire Alarm	
STM 10/3/17 #5 Heath Brook Water Heater	77,601.00
STM 10/3/17 #5 Heath Brook Scrape & Paint Soffit & Facia	
STM 10/3/17 #5 Heath Brook Replace Exterior Doors	83,580.00
STM 10/3/17 #5 Wynn?Ryan Heating Controls	
ATM 5/7/18 #13 Carpeting/VCT-CTR & Ryan School	
ATM 5/7/18 #13 Districtwide Roof Repairs	
ATM 5/7/18 #13 Forge Steamer w/Kettle-Ryan	
ATM 5/7/18 #13 Ryan Teacher Laptops	
ATM 5/7/18 #13 Technology Switch Upgrades	
STM 10/2/18 #6 School (enterance/ wlkways/vest)	117,137.08
STM 10/2/18 #6 School Digital Filing system	
Heath Brook/ Dewing Cap Improvement	37,007.75
<b>DPW</b>	
ATM 5/13#11 FY13 Facility Upgrade	
ATM 5/13#7A Stormwater/Drainage	
STM 5/16 #4 FY16 Ford 550 Dump	
STM 5/16 #4 FY16 6 Yard Sander	
STM 5/16 #4 FY16 Ford F350 HWY	
STM 10/16 #5 DPW Storm Mapping	172.00
ATM 5/14 #7 FY15 Stormwater Drain Mapping	
STM 10/14 #4 2 Dump Body & Replacement	
STM 10/16#5 Sidewalk Improvements	36,548.87
ATM 5/1/17 #8 700 Series Chip Truck	
ATM 5/1/17 #8 Calcium Tank and Spreader	
ATM 5/1/17 #8 Dump Body (Uni-Body)	
ATM 5/1/17 #8 5-Ton Dump w/Snow Package	
ATM 5/1/17 #8 Articulating Asphalt Roller	
ATM 5/1/17 #8 Traffic Sign/Siignal Updates	3,000.00
STM 10/3/17 #3 Carter & Andover St Paving	161,225.61
STM 10/3/17 #3 FY18 Sidewalk Construction	104,354.76
ATM 5/7/18 #12 Liq Deicing Saddle Tank Assembly	
ATM 5/7/18 #12 Asphalt Spreader Box & Trailer	
ATM 5/7/18 #12 Drainage/Stormwater Assessment	31,689.00
ATM 5/7/18 #12 F-550 Forestry Body	
ATM 5/7/18 #12 Bombadier Sidewalk Tractor	
ATM 5/7/18 #12 10-Wheel Dump Truck w/Plow	
FY14 DPW Six Wheeler	
FY16 #13 Remove Trees and Stumps	10,389.16
ATM 5/6 #10 Loader	5,434.23
FY16 Art #4 Wing-plow assembly	35,000.00
Stormwater Detention Basin Rehab	1,766.98
Vernon at Water St Drain Design	10,788.89
Traffice Sign Install & upgrade	32,789.70
Modify body and plow package	50,000.00
Tow-behind stump Grinder	59,894.53
Pinnacle St Culvert	100,000.00
Sanders	5,150.00

**RUBBISH**

STM 1/3/17 #4 Sutton Brook Landfill Maint

**COA**

STM 10/16#5 Senior Center Floor

STM 10/14 FY15 Chair Lift

**Library**

ATM 5/15 #11 FY16 Library Carpets

STM 10/14 #2 FY15 Library Parking Lot &amp; Grounds

**Parks**

STM 5/16 #4 FY16 Svc Box Livingston Fld

Rec Ctr &amp; Patio Improve

STM 10/16 #5 Parks Tractor w/Groomer

STM 10/16 #5 Parks FY-350 w/Snow Plow

ATM 5/1/17 #8 Ford F-450 Truck

ATM 5/1/17 #8 Recreation Tractor

ATM 5/7/18 #12 Fird F-150 Truck

STM 10/14 #8 Reallocation for Park Tractor

Ventrac Winter Machine w/ attachment

46,612.60

Trash Hopper Vehicle

38,498.94

Field Sweeper

38,437.20

Total Articles

2,551,301.86**Sewers Articles**

ATM 5/12#16B FY13 Inflow &amp; Infiltration

ATM 5/13#14A FY14 Inflow &amp; Infiltration

ATM 5/14#11A Portable Generator

ATM Sewer Pump Station Modification

15,000.00

ATM 5/14#11B Pump Stn Upgrade

9,768.16

ATM 5/14#11C FY15 Inflow &amp; Infiltration

-

ATM 5/15 #22 FY16 Andover St Forgrde

STM 5/16 #12 FY16 Purchase Mack/Vac

STM 5/16 #12 FY16 Repair Vac &amp; Rodder

ATM 5/1#12 Sewer Main Repair/Replace

22,960.50

ATM 5/1#12 Ford 550 Utility w/Crane/Box

ATM 5/7#15 763 Bobcat

0

ATM 5/7#15 F-450 Diesel Utility w/Plow

44,823.28

ATM Pump Station Improvements

29,616.65

ATM Ford Transit Cargo Van

15,992.52

Inflow &amp; Infiltration Control

54,915.73

Total Sewers

193,076.84**Water Articles**

Replace Various Water Lines Art 5/12 #17

FY14 WTP Upgrade ATM 5/13 #11

FY16 Water Distribution Design #18

15,913.89

FY16 Water Distribution Improvement #20

FY16 Water Main Repair &amp; Replace STM 5/4/16#11

114,675.31

FY16 Water Distribution STM 5/4/16#11

FY17 Water Distribution Improv STM Oct 2016#10

271,549.04

Mobile Light Tower STM Oct 2016#10

Water Distribution Upgrades ATM 5/1/17#11

8,695.00

Articulating Asphalt Roller ATM 5/1/17#11

Ford 550 Utility w/Crane/Box ATM 5/1/17#11

Asphalt Spreader Box & Trailer ATM 5/7/18#14		
FY16 Water Tank Mixer #18		
FY16 Astle St Tank #18		
ATM 5/15 #18A		
FY16 Hydrant Replacement STM 5/4/16#11	81.22	
ATM 5/1 ART #11 Ford F350 Service Truck		
ATM 5/7/18 Art #14 Bobcat		
ATM 5/7/18 Art #14 Water main replacement	367,342.24	
Hydrant Replacement/install	125,000.00	
F450 Diesel Utility w/plow	44,823.27	
Hydrant Replacement	12,702.88	
Ford Transit Cargo Van	15,714.15	
Water Distribution Upgrades	1,479,411.42	
Total Water		<u><u>2,455,908.42</u></u>

**Mass Highway Grants**

Chapter 90 Projects	(98,234.13)	
Total Mass Highway Grants		<u><u>(98,234.13)</u></u>

**TRUST & AGENCY FUNDS**

**June 30, 2020**

Conservation	118,217.83	
Foster	28,943.66	
Pierce	1,910.93	
Cemetery	26,922.22	
Stabilization	6,567,374.03	
Fairgrieve	100,490.63	
Mahoney	1,768.94	
Friend's of Library Endowment	31,186.03	
Affordable Housing	5,043,251.04	
Fire Equipment Stabilization		
Fire Gear Stabilization		
OPEB	4,715,215.00	
Health Insurance	11,064,396.54	
Occupational Injury	97,135.54	
Health Insurance Mitigation	27,771.00	
Total Trusts		<u><u>27,824,583.39</u></u>

**Bank Books/Bonds in Treasurer's Custody**

Planning Projects	547,600.00	
Conservation Commission	170,614.76	
Sewer Installers Bonds	500,000.00	
Total Bank Books in Treasurer's Custody		<u><u>1,218,214.76</u></u>

**Agency Funds**

Deputy Collector	1,127.31
Criminal History Board	1,565.50
Parks Security Deposit	1,300.00
Snack Bar Deposit	288.00
Special Details	

Real Estate Deposits		
Student Activities H.S.	85,234.59	
Student Activities Dewing	9,081.05	
Student Activities Trahan	5,301.11	
Student Activities Ryan	1,758.62	
Student Activities Heathbrook	14,587.64	
Student Activities Wynn	65,459.97	
Student Activities North St	6,623.93	
ZBA Deposits	13,784.00	
Invoice Cloud	805.00	
Total Agency Funds		<u><u>206,916.72</u></u>

# DEBT OUTSTANDING

June 30, 2020

Repair Sewer Pumps ATM 5/05 #15	535,000.00
Water System Improve ATM 5/07 #9	90,000.00
Water Storage Expansion STM 5/08 #12	-
Water Meters AT 5/09 #10	-
DPW Building ATM 5/09 #15	-
Ames Hill Tank ATM 5/09 #18	95,000.00
TMHS STM 3-1-10 GOB 2011	17,050,000.00
Sewer Pump Station 5/07 #15	220,000.00
TMHS Feasibility 5/08 #2 2011	330,000.00
Water River Rd 5/09 #16 2011	50,000.00
Water Meters 5/10 #9 2011	50,000.00
Water Mains 5-7-12 #17	200,000.00
Annex Roof Repair 10/09 #7	20,000.00
Refi 8-1-12 Ryan School	
Refi "00" Water 324,100	-
Refi "00" Town Annex 8-1-12	
Refi "00" Bldg Remodel 8-1-12	-
Refi "00" Bldg Fire 8-1-12	-
Refi "00" Sewer One 8-1-12	-
Refi "00" Sewer Two 8-1-12	-
Refi "02" Water 8-1-12	25,155.00
Refi "02" Water Treatment	7,185.00
Refi "02" School One	170,680.00
Refi "02" School Two	296,440.00
Refi "02" Sewer Bonds 8-1-12	30,540.00
Water Lines #10 5/14 11-18-14	700,000.00
Refi "04 & 05" Water 11-18-14	680,000.00
Refi "04 & 05" Sewer 11-18-14	590,000.00
TMHS 3-1-10 11-18-14	2,250,000.00
Town Hall (CPA Historical) 11-18-14	3,450,000.00
Refi "06" Water Tank BAN 2015	85,000.00
Refi "06" Water Main BAN 2015	160,000.00
Refi "06" Sewerage BAN 2015	5,390,000.00
Water Treatment Plant 12-1-5	10,000,000.00
Refi "06" Senior Center BAN 2015	585,000.00
Ryan School STM 3/97 #4	
Town Hall Annex ATM 5/98 #8	
MWPAT 2 STM 10/04 #6	2,854,283.00
Water Mains ATM 5/96 #18	
WTP Expansion ATM 5/97 #7	
Water Mains STM 10/98 #9	
Sewer Seneca/Master ATM 5/02 #7	130,000.00
Town Wide Sewer STM 10/02 #1	44,870,000.00
Water System Improve ATM 5/06 #8	
New Center Fire Station 5/17	13,500,000.00
Sutton Brook Rem STM 10/15 #13	3,280,000.00
Senior Center Construction	450,000.00
New Elementary 5/19 ATM (ART8)	51,710,000.00
Waterlines 5/19 ATM (ART12)	1,550,000.00

Total Maturing Debt	<u><u>161,404,283.00</u></u>
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**Loans Authorized/Unissued**

Ames Hill Tank 5/18 #18	25,000.00
Annex solar Panel 10/09 #8	85,000.00
TMHS Construction 3/10 #1	10,766,582.00
Road Drainage Improvements 5/10 #2	3,000,000.00
WTP 5/15 Art #21	42,566.74
New Center Fire Station 5/17	2,500,000.00
New Elementary 5/19 ATM (ART12)	38,503,724.00
Waterlines 6/22 ATM (ART 11)	1,500,000.00
Total Loans Unissued	<u><u>56,422,872.74</u></u>

# FY 2020 DEBT SERVICE PAYMENTS

	<u>Principal</u>	<u>Interest</u>
Senior Center	75,000.00	22,500.00
DPW Building	20,000.00	800.00
Library		
Roof Repair 2012 BAN	10,000.00	600.00
Fire Station	54,005.00	1,080.10
Senior Center	115,000.00	30,250.00
Ryan School	-	-
Ryan School 2012	-	-
Wynn School 2012	88,560.00	5,184.80
Wynn School 2012	153,815.00	9,005.10
Center School Tank		
Seneca/Navillus	15,000.00	5,950.00
Sewer Pump Station	20,000.00	8,850.00
Water System (River Rd)	-	-
Water Meters		
Sewer Phase IV	-	-
Sewer One 2012	14,460.00	289.20
Sewer Two 2012	2,405.00	48.10
Sewer Green 2012	15,845.00	927.70
Town Hall Annex	-	-
Town Hall Annex	-	-
Bldg Remodel 2012	9,415.00	188.30
Sutton Brook Landfill	205,000.00	109,931.26
Central Fire Station	750,000.00	508,125.00
DPW Tank		
Master Sewer	4,560,000.00	1,866,143.76
Sewer Pumps	65,000.00	23,050.00
Sewerage BAN 2012		
Sewer Refi 04 & 05	580,000.00	53,137.52
Sewer Refi 06	375,000.00	209,006.26
WTP EXP Residuals 3	-	-
Water Mains STM	-	-
Water Mains STM 10/98	-	-
Water - System improvement	5,000.00	3,500.00
Water - Fire Hydrants #1		
Water - Storage	50,000.00	2,000.00
Water Meters #3	-	-
Water - Water Meters #3		
Water - Ames Hill Tank	20,000.00	5,350.00
Water - Water Mains 2012	100,000.00	6,000.00
Water Ref 2012 BAN	34,715.00	694.30
Water Ref 2012 BAN	13,050.00	764.10
Water Ref 2012 BAN	3,730.00	218.30
MWPAT Water	376,103.00	60,846.69
Water Meters #2		

Water - Water System Improvement	-	-
Water-Water Lines #10	140,000.00	36,925.00
Tewksbury High School	1,550,000.00	685,875.00
Tewksbury High School Design	30,000.00	13,275.00
Tewksbury High School	150,000.00	85,500.00
Town Hall (CPA)	230,000.00	131,100.00
Refi 04 & 05 Water	165,000.00	39,418.76
Refi 06 Water Tank	15,000.00	4,250.00
Refi 06 Water Main	30,000.00	8,100.00
Water Treatment Plant	625,000.00	382,031.26
Install Water Lines	175,000.00	80,557.36
New Elementary School	2,725,000.00	2,100,827.36
<b>Totals Paid</b>	<b>13,566,103.00</b>	<b>6,502,300.23</b>

# FY 2020 REVENUE REPORT

**Taxes/Interest/Penalties:**

Personal Property	7,284,495.42	
Real Estate	85,701,046.19	
Supplemental Taxes	154,576.43	
Deferred Taxes Redeemed	55,397.34	
Tax Liens Redeemed	277,980.13	
Foreclosure Vacated		
Tax Possession Sold		
Gain on Sale of Town Land		
Motor Vehicle Excise	5,024,644.95	
Boat Excise	3,567.61	
Penalties/Interest/Legal:		
Tax Titles	68,507.59	
Def Tax	20,760.99	
Real/Pers/MVX/Boat	154,765.37	
Payments in Lieu of Taxes	-	
Assessor 38D		
Proforma Taxes		98,745,742.02

**Charges/Fees:**

Ambulance Charges	1,613,522.12	
Municipal Lien Certificates	42,425.00	
Collector Demands	71,994.36	
RMV Releases	22,140.00	
Trailer Park Fees	22,176.00	
Constable Fees	-	
Sundry Rentals		
Tower Rentals	606,703.94	
Miscellaneous	469.14	
Premium on Bond Sales	-	2,379,430.56

**From the Commonwealth:**

Abatements:		
Surviving Spouses/Veterans/Blind	216,315.00	
Schools:		
Chap. 70 Aid	13,339,976.00	
Transportation	1,069.00	
Charter Schools	62,321.00	
Police Incentive		
Veterans Benefits	264,510.00	
FEMA/MEMA Reimbursement	103,824.60	
Lottery	2,955,498.00	
State grant	80,000.00	
State-Owned Land	217,738.00	
Medicaid Reimbursement	98,503.86	
Homeless Transportation	40,065.00	17,379,820.46

**Other Revenue Sources:**

Hotel Tax	957,375.87	
FEMA Federal Reimbursement	147,000.11	

Investment Earnings	2,036,652.77	
Meals Tax	648,381.05	
Misc Rev	-	
Medicare D Reimbursement		
Fire Medicare Reimb	98,314.30	
DPW Damage Recovery		
NESWC Refunds		
Sale of Fixed Assets		
Misc Reimbursements		
Puerto Rico FY18	-	
Transfers In	95,885.25	
Transfers from General Fund		3,983,609.35

**Departmental Fees:**

Manager/Selectmen	-	
Cable Franchise		
Assessors	2,184.00	
Treasurer/Collector	13,436.90	
Clerk	53,652.80	
Conservation		
Planning	25,899.50	
Appeals	3,850.00	
Police	22.24	
Towing Fees	5,024.32	
Special Detail Adm.- Police	99,600.23	
"    "    "    - Fire	132.60	
Fire Inspections	12,475.00	
Fire	1,534.47	
Fire Reports	425.00	
Building	12,956.95	
Wiring	60,602.00	
Plumbing	41,700.00	
Weights/Measures	6,983.00	
Demolition	8,604.00	
School	-	
Trash Carts		
CRT Collections		
Hazardous Waste		
Health Miscellaneous	420.00	
Library	1,442.50	
Dog Fees		
DPW	-	350,945.51

**Licenses/Permits:**

Alcoholic Beverages	105,250.00
Selectmen	14,700.00
Police	8,480.00
Fire	15,386.09

Building	569,660.60	
Public Works		
Street & Sidewalk Openings	10,260.00	
Trench Safety	6,420.00	
Physical Alteration	8,690.00	
Health	72,420.00	811,266.69
<b>Fines:</b>		
State/Local Courts	46,995.86	
False Alarms	-	
In Lieu of Fines		
Library	1,120.85	
Parking	13,858.90	
Marijuana	500.00	
Weights & Measures		
Zoning	-	62,475.61
<b>Total General Fund Revenue</b>		<b>123,713,290.20</b>

# FY 2020 APPROPRIATION RECAP

	APPROPRIATED	EXPENDED	BALANCE
<b>MODERATOR</b>			
Salary	450.00	450.00	-
Operating	75.00		75.00
<b>SELECTMEN</b>			
Salaries	28,440.00	27,414.87	1,025.13
Operating	165,687.50	139,586.86	26,100.64
<b>MANAGER</b>			
Salaries	441,787.00	441,457.53	329.47
Operating	110,415.00	70,322.12	40,092.88
<b>FINANCE COMMITTEE</b>			
Salaries	2,515.00	707.84	1,807.16
Operating	679.00	345.00	334.00
Reserve Fund	42,000.00		42,000.00
<b>ACCOUNTING</b>			
Salaries	210,238.00	207,708.29	2,529.71
Operating	165,600.21	154,286.44	11,313.77
Outlay			-
<b>COMPUTER SERVICES</b>			
Salaries	119,941.00	119,923.36	17.64
Operating	107,354.66	87,388.33	19,966.33
Outlay	1,260.00	1,252.01	7.99
<b>ASSESSORS</b>			
Salaries	256,269.00	236,916.99	19,352.01
Operating	53,173.74	39,272.32	13,901.42
Outlay			-
<b>TREASURER/COLLECTOR</b>			
Salaries	333,466.86	333,466.86	-
Operating	82,897.79	57,100.71	25,797.08
Outlay			-
<b>TOWN COUNSEL</b>	158,622.00	117,402.31	41,219.69
<b>PERSONNEL REVIEW BOARD</b>			-
<b>ADMIN. SERVICES</b>			
Salaries	86,769.00	86,041.54	727.46
Operating	30,162.00	23,658.47	6,503.53
<b>CLERK</b>			
Salaries	252,294.00	252,025.25	268.75
Operating	22,419.25	22,031.78	387.47
Outlay			-

	<b>APPROPRIATED</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b>ELECTIONS</b>			
Salaries	19,300.00	19,018.22	281.78
Operating	9,050.00	7,889.81	1,160.19
<b>REGISTRARS</b>			
Salaries	2,850.00	2,719.54	130.46
Operating	700.00	580.05	119.95
<b>PLANNING</b>			
Salaries	198,652.00	193,046.23	5,605.77
Operating	33,809.50	22,575.85	11,233.65
Outlay	17,121.42	3,775.00	13,346.42
<b>TOWN HALL</b>			
Salaries	54,257.00	54,136.08	120.92
Operating	256,533.77	209,854.81	46,678.96
<b>AUXILIARY BUILDINGS</b>			
Operating		-	-
Outlay			-
<b>TOWN UTILITIES</b>			
			-
<b>POLICE</b>			
Salaries	6,965,154.00	6,796,477.71	168,676.29
Operating	789,887.47	746,360.20	43,527.27
Outlay	303,474.81	301,305.82	2,168.99
<b>FIRE</b>			
Salaries	5,345,538.00	5,314,780.75	30,757.25
Operating	460,305.90	400,930.65	59,375.25
Outlay	52,000.00		52,000.00
<b>BUILDING</b>			
Salaries	343,405.25	323,534.62	19,870.63
Operating	12,277.17	9,936.42	2,340.75
Outlay			-
<b>EMERGENCY MANAGEMENT</b>			
Salaries	4,637.00	-	4,637.00
Operating	46,417.00	31,184.29	15,232.71
Outlay			-
<b>PARKING CLERK</b>			
Salaries	4,000.00	4,000.00	-
Operating	1,200.00	495.00	705.00
<b>SCHOOLS</b>			
Salaries	34,269,582.00	32,796,165.78	1,473,416.22
Operating	33,219,890.64	31,574,743.84	1,645,146.80
Outlay	1,258,514.16	1,240,950.62	17,563.54

	<b>APPROPRIATED</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b>REGIONAL VOCATIONAL SCH.</b>	6,701,517.00	6,701,517.00	-
<b>DPW ADMINISTRATION</b>			
Salaries	280,512.00	269,831.01	10,680.99
Operating	113,021.70	43,551.65	69,470.05
Outlay	18,011.87	17,796.87	215.00
<b>DPW ENGINEERING</b>			
Salaries	158,448.00	153,039.03	5,408.97
Operating	19,137.67	5,861.21	13,276.46
<b>DPW HIGHWAY</b>			
Salaries	844,946.00	842,105.68	2,840.32
Operating	654,254.25	514,018.71	140,235.54
Outlay			-
<b>DPW FORESTRY</b>			
Operating	120,891.33	102,237.45	18,653.88
Outlay			-
<b>DPW FLEET</b>			
Salaries	202,900.00	202,158.05	741.95
Operating	431,164.44	277,858.73	153,305.71
Outlay	29,799.95	19,955.00	9,844.95
<b>DPW ELECTRIC</b>			
Operating			-
Outlay			-
<b>SNOW / ICE</b>			
Salaries	165,864.00	165,863.52	0.48
Operating	469,125.51	445,323.20	23,802.31
Outlay	60,565.00	60,565.00	-
<b>STREET LIGHTING</b>	187,054.00	162,054.00	25,000.00
<b>CEMETERY</b>	-	-	-
<b>RUBBISH</b>			
Rubbish Collection	1,638,936.26	1,638,936.26	-
Rubbish Disposal	740,988.10	682,959.92	58,028.18
Condo Trash Collection			-
Legal Services	1,000.00	-	1,000.00
Sutton Brk Remediation	99,540.00	99,540.00	-
Recycling Programs	140.50	140.50	-
Rubbish Stabilization			-
<b>HEALTH</b>			
Salaries	265,351.00	261,208.98	4,142.02
Operating	26,508.65	21,351.18	5,157.47

	<b>APPROPRIATED</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b>ELDERLY</b>			
Salaries	271,058.31	270,676.61	381.70
Operating	147,086.41	135,024.98	12,061.43
Outlay			-
<b>VETERANS SERVICES</b>			
Salaries	98,305.00	97,000.39	1,304.61
Aid/Operating	395,819.10	266,049.51	129,769.59
<b>EXCEPTIONAL CHILDREN</b>			
Salaries			-
Operating			-
<b>COMMUNITY EVENT</b>	41,400.00	26,904.29	14,495.71
<b>LIBRARY</b>			
Salaries	973,941.00	913,783.31	60,157.69
Operating	412,591.00	331,225.65	81,365.35
Outlay	-	-	-
<b>FACILITIES &amp; GROUNDS</b>			
Salaries	295,896.00	295,029.38	866.62
Operating	197,830.39	141,568.23	56,262.16
Outlay	47,573.94	47,573.94	-
<b>DEBT/INTEREST</b>			
Principal	4,005,045.00	4,005,045.00	-
Interest/Debt	1,753,032.00	1,753,031.32	0.68
Interest/Temp. Loans	10,649.00	10,648.94	0.06
<b>EMPLOYEE BENEFITS</b>			
Retirement	6,575,281.00	6,565,432.00	9,849.00
Teachers E.R.I.			-
Occup.Injury Reserve	125,000.00	125,000.00	-
Unemployment Comp.	10,000.00	6,911.35	3,088.65
Group Insurance	4,319,295.04	4,263,080.01	56,215.03
Medicare	269,804.96	269,804.96	-
<b>FIRE /LIABILITY INSURANCE</b>	330,989.59	330,950.12	39.47
<b>STATE &amp; COUNTY ASSESSMENT</b>			
Operating	1,612,783.00	1,595,901.00	16,882.00
	121,464,131.07	116,611,734.11	4,852,396.96

# SEWER ENTERPRISE FUND BALANCE SHEET

June 30, 2020

## ASSETS

Cash		7,188,048.76
Def Tax Sewer Connect		-
Def Tax Sewer Lien		2,441.49
Sewer Connections		
FY17	-	-
Sewer Rates		
FY18	288.21	
FY19	308.48	
FY20	376,893.36	377,490.05
Sewer Liens		
FY19	176.69	
FY20	39,108.80	39,285.49
Sewer Connection Liens		
FY17	-	-
<b>TOTAL ASSETS</b>		<b>7,607,265.79</b>

## LIABILITIES/RESERVES

Warrants Payable		22,706.62
Accrued Payroll		9,237.62
Bans Payable		-
Special Detail Payable		-
Deferred Revenues		
Sewer Connection	-	
Sewer Connection Lien	-	
Sewer Rec/Tax Liens	2,441.49	
Sewer Lien	39,285.49	
Sewer rate	377,490.05	419,217.03
<b>TOTAL LIABILITIES</b>		<b>451,161.27</b>

### FUND BALANCES:

Encumbrance Reserve	90,846.84	
Reserved Expenditures	795,439.00	
Res for Future Year Debt		
Unreserved/Undesignated	6,269,818.68	
<b>TOTAL FUND BALANCES</b>		<b>7,156,104.52</b>
<b>Total Liabilities/Fund Balances</b>		<b>7,607,265.79</b>

# FY 2020 SEWER REVENUES

## Sewer Enterprise Fund

Transfer In	
Bond Premiums	
Interest	27,997.61
Demand Fees	6,309.96
Connection Fees	(81,266.00)
Sewer Rates	1,075,708.08
Sewer Liens	(28,829.01)
Drainlayer Renewal Fees	5,100.00
Application Fee	7,480.00
Miscellaneous Revenue	
COVID Fed Cares	4,932.00
State Aid	18,664.00
Investment Earnings	(10,000.00)
Transfer From G/F	-

**Total Sewer Enterprise Fund Revenue**

**1,026,096.64**

# FY 2020 SEWER CAPITAL EXPENDITURES

**Articles**

ATM 5/13#14B FY14 Sewer Pump Stn Mod	15,000.00	
ATM 5/14#11B Pump Stn Upgrade	9,768.16	
ATM 5/14#11C FY15 Inflow & Infiltration	-	
ATM 5/15#22 FY16 Andover St Forgrde	-	
STM 10/15#4 FY16 Utility Truck w/Crane		
STM 5/4#12 FY16 Pump Station Upgrades		
STM 5/16#12C Purchase Mack/Vac		
STM 5/4#12 Sewer Main Repair/Replace		
ATM 5/1#12 Sewer Main Repair/Replace	22,960.50	
ATM 5/1#12 Ford 550 Utility w/Crane/Box	-	
ATM 5/7#15 763 Bobcat	-	
ATM 5/7#15 F-450 Diesel Utility w/Plow	44,823.28	
ATM 5/7#15 Pump Station Improvements	29,616.65	
ATM 5/8#13 Ford Transit Cargo Van	15,992.52	
ATM 5/7#15 Infiltration & inflow control	54,915.73	
<b>Total Capital Expenditures</b>		<b>193,076.84</b>
		<b>193,076.84</b>

# FFY 2020 SEWER OPERATING RECAP

	APPROPRIATED	EXPENDED	BALANCE
<b>DPW SEWER</b>			
Salaries	379,170.00	372,273.22	6,896.78
Operating	1,784,634.52	1,280,258.78	504,375.74
Outlay			-
<b>DEBT/INTEREST</b>			
Principal	2,781,085.00	2,781,085.00	-
Interest/Debt	1,079,846.00	1,079,845.86	0.14
Interest/Temp. Loans			-
<b>RESERVE FUND</b>	60,000.00	-	60,000.00
<b>TRANSFER IN/OUT</b>	443,785.00	443,785.00	-
<b>EMPLOYEE BENEFITS</b>			
Retirement	64,048.00	64,048.00	-
Group Insurance	131,469.00	131,469.00	-
Medicare	5,925.00	5,925.00	-
<b>LIABILITY INSURANCE</b>	12,991.00	12,991.00	-
<b>ALLOCATED GENERAL FUND COSTS:</b>			
<b>MANAGER</b>			
Salaries	9,668.00	9,668.00	-
Operating			-
<b>ACCOUNTING</b>			
Salaries	5,159.00	5,159.00	-
Operating	4,266.00	4,266.00	-
<b>COMPUTER SERVICES</b>			
Salaries	1,466.00	1,466.00	-
Operating			-
Outlay			-
<b>TREASURER/COLLECTOR</b>			
Salaries	27,398.00	27,398.00	-
Operating	8,212.00	8,212.00	-
<b>ADMIN. SERVICES</b>			
Salaries	1,252.00	1,252.00	-
Operating	389.00	389.00	-
<b>DPW</b>			
Salaries	272,705.00	272,705.00	-
Operating	117,109.00	102,109.00	15,000.00
Outlay			-
	<b>7,190,577.52</b>	<b>6,604,304.86</b>	<b>586,272.66</b>

# WATER ENTERPRISE FUND BALANCE SHEET

June 30, 2020

## ASSETS

Cash		2,909,326.62
Def Tax Water Lien	3,688.65	
Cross Connection		
Refuse Access		3,688.65
Water Connections		-
Water Rates		
FY18	293.37	
FY19	665.52	
FY20	557,218.74	558,177.63
Water Liens		
FY18	0.02	
FY19	271.42	
FY20	64,865.86	65,137.30
Commercial Water Meters		-
<b>TOTAL ASSETS</b>		<b>3,536,330.20</b>
Warrants Payable		59,903.50
Accrued Payroll		41,049.06
Due From State		
Deferred Revenues		
Connections		
Rec/Tax Liens	3,688.65	
Rates	558,177.63	
Refuse Access		
Liens	65,137.30	
Meter Replacement	-	627,003.58
<b>TOTAL LIABILITIES</b>		<b>727,956.14</b>
FUND BALANCES:		
Encumbrance Reserve	418,305.34	
Reserve for Future Year Debt	185,087.59	
Unreserved/Undesignated	2,204,981.13	
<b>TOTAL FUND BALANCES</b>		<b>2,808,374.06</b>
<b>Total Liabilities/Fund Balances</b>		<b>3,536,330.20</b>

# FY 2020 WATER REVENUES

## Water Enterprise Fund

Transfer in	-
Bond Premiums	
Interest	50,156.10
Demand Fees	24,310.18
Cross Conn Servey	
Misc Water Service	17,440.77
Connection Fees	29,005.00
Water Rates	7,260,355.13
Water Liens	380,296.44
Application Fee	3,840.00
Water Meters	15,046.00
Water Cost Recovery	
Misc Revenue	2,924.74
COVID Fed cares revenue	4,053.00
Investment Earnings	
Transfer From G/F	
Nat'l Grid Utility Incentives	

**Total Water Enterprise Fund Revenue**

**7,787,427.36**

# FY 2020 WATER CAPITAL EXPENDITURE

## Water Ent Articles

Replace Water Lines		
Replace Various Water Lines Art 5/12 #17	174,546.44	
East St PLC Water Lines	825,000.00	999,546.44
ATM 5/7/18#15 Infiltration & Inflow Control		
FY13 5/12#14 WTP New Vehicle		
FY14 WTP Upgrade ATM 5/13 #11	-	
FY14 Distribution System Improv ATM 5/13#12B		
FY16 Water Distribution Design #18	15,913.89	
FY16 Water Distribution Improvement #20	-	
FY16 Utility Truck w/Crane STM 10/15#4		
FY16 Water Main Repair & Replace STM 5/4/16#11	114,675.31	
FY16 Water Distribution STM 5/4/16#11		
FY17 Water Distribution Improv STM Oct 2016#10	271,549.04	
Mobile Light Tower STM Oct 2016#10	-	
Water Distribution Upgrades ATM 5/1/17#11	8,695.00	
Ford F-350 Service Truck ATM 5/1/17#11	-	
Articulating Asphalt Roller ATM 5/1/17#11	-	
Ford 550 Utility w/Crane/Box ATM 5/1/17#11	-	
Asphalt Spreader Box & Trailer ATM 5/7/18#14	-	
763 Bobcat ATM 5/7/18#14	-	
F-450 Diesel Utility w/Plow ATM 5/7/18#14	44,823.27	
Water Main Replacement ATM 5/7/18#14	367,342.24	
FY19 Water distribution upgrades	1,479,411.42	
FY19 Ford Transit Cargo Van	15,714.15	
		2,318,124.32
FY15 Dist Sys Improve Art #9		
Detail		
Construction-Other		
Construction		
Engineering		
		-
Water Tanks		
FY14 Water Tank Upgrade ATM 5/13#12C		
FY16 Water Tank Mixer #18	-	
FY16 Astle St Tank #18	-	-
Fire Hydrants		
ATM 5/15 #18A		
FY16 Hydrant Replacement STM 5/4/16#11	81.22	
Hydrant Replacement/Install ATM 5/1/17#11	125,000.00	
Hydrant Replacement ATM 5/7/18#14	12,702.88	
		137,784.10
<b>Total Water Capital Expenditures</b>		<b>3,455,454.86</b>

# FY 2020 WATER OPERATION RECAP

	APPROPRIATED	EXPENDED	BALANCE
<b>WATER DISTRIBUTION</b>			
Salaries	617,937.00	582,088.81	35,848.19
Operating	463,927.00	224,503.85	239,423.15
Outlay	13,049.01	-	13,049.01
<b>WATER TREATMENT</b>			
Salaries	900,234.00	845,366.98	54,867.02
Operating	1,556,497.00	1,006,080.68	550,416.32
Outlay			-
<b>DEBT/INTEREST</b>			
Principal	1,877,598.00	1,852,598.00	25,000.00
Interest/Debt	643,099.00	638,655.75	4,443.25
Interest/Temp. Loans			-
<b>WATER OPERATING</b>			
Transfer In/Out	608,947.00	608,947.00	-
<b>EMPLOYEE BENEFITS</b>			
Retirement	435,658.00	435,658.00	-
Group Insurance	352,093.00	352,093.00	-
Medicare	20,252.00	20,252.00	-
<b>LIABILITY INSURANCE</b>			
	66,757.00	66,757.00	-
<b>RESERVE FUND</b>			
	25,000.00		25,000.00
<b>WATER ENTERPRISE</b>			
Transfer Out	-	-	-
<b>ALLOCATED GENERAL FUND COSTS:</b>			
<b>MANAGER</b>			
Salaries	9,668.00	9,668.00	-
Operating			-
<b>ACCOUNTING</b>			
Salaries	5,159.00	5,159.00	-
Operating	4,266.00	4,266.00	-
<b>COMPUTER SERVICES</b>			
Salaries	1,466.00	1,466.00	-
Operating			-
Outlay			-
<b>TREASURER/COLLECTOR</b>			
Salaries	27,398.00	27,398.00	-
Operating	8,212.00	8,212.00	-

	<b>APPROPRIATED</b>	<b>EXPENDED</b>	<b>BALANCE</b>
<b>TOWN COUNSEL</b>			-
<b>ADMIN. SERVICES</b>			
Salaries	1,252.00	1,252.00	-
Operating	389.00	389.00	-
<b>DPW</b>			
Salaries	282,272.00	282,272.00	-
Operating	105,063.00	105,063.00	-
Outlay			-
	<b>8,026,193.01</b>	<b>7,078,146.07</b>	<b>948,046.94</b>

# BOARD of ASSESSORS

Joanne Foley, MAA Chairman  
 Barbara A. Flanagan  
 Susan Moore

Phone: (978) 640-4330  
 11 Town Hall Ave.  
 7:30 am - 4:30 pm

The Assessors' Department operates under the authority of the Department of Revenue. It has a full time Chief Assessor, an office staff and a board that includes the Chief Assessor and two appointed members that serve on a part-time basis. The Board of Assessors is responsible for administering Massachusetts property tax laws equitably by estimating the fair market value of all real and personal property in Tewksbury. The office is responsible for adhering to strict certification requirements of the Department of Revenue. To meet these requirements, the assessors are obligated to revalue all properties yearly and, once every five years, undergo a state recertification audit.

	FY-2020	FY-2021
Total Taxable Value of Real Property	\$5,001,594,200	\$5,204,508,700
Total Taxable Value of Personal Property	\$262,122,830	\$299,607,550
Total Taxable Value of Real and Personal Property	\$5,263,717,030	\$5,504,116,250
Total Value of Exempt Property	\$251,364,100	\$257,365,200

Tax Rates per \$1,000			
	Residential/Open Space	\$15.97	\$15.72
	Commercial/Industrial/Personal	\$28.00	\$27.60
	Motor Vehicle Excise	\$25.00	\$25.00

Total amount to be raised	\$146,426,521.68	\$145,181,963.88
Total estimated receipts and other revenue sources	\$51,942,062.08	\$47,800,409.33
Total tax levy	\$94,484,459.60	\$97,381,554.55
Overlay	\$ 718,390.44	\$ 643,605.20

	Count Fiscal Year 2020	Valuation Fiscal Year 2020	Count Fiscal Year 2021	Valuation Fiscal Year 2021
Single Family	7848	3,401,022,700	7853	3,572,938,100
Condo	2141	726,654,000	2153	738,467,500
MultiHouse	14	7,452,800	13	7,120,200
Two Family	46	18,365,100	46	19,190,100
Three Family	14	6,471,200	13	6,374,900
Apartments & Boarding Hs	19	193,286,500	19	198,046,600
Other Residence	7	6,934,700	7	6,976,300
Vacant Land	519	21,902,000	530	24,355,000
Commercial	459	384,960,500	465	393,275,600
Industrial	238	200,071,400	238	201,515,700
Chapter	15	2,400,000	15	2,402,600
Mixed Use	28	32,073,300	30	33,846,100
Personal Property	750	262,122,830	743	299,607,550

# TREASURER'S CASH

CASH ON HAND JUNE 30, 2019	154,379,383.08
RECEIPTS TO JUNE 30, 2020	<u>0,712,723.57</u>
	<b>\$315,092,106.65</b>

PAID ON WARRANTS TO JUNE 30, 2020	159,125,446.78)
BALANCE JUNE 30, 2020	<b>\$155,966,659.87</b>

**DETAIL OF DEBT OUTSIDE OF THE DEBT LIMIT**

WATER PROJECT-GENERAL LAWS, CHAPTER 44	\$16,546,623.00
	<u>1,385,000.00</u>
	<b>\$67,931,623.00</b>

**STATEMENT OF TOWN DEBT  
FISCAL YEAR BASIS**

2020	10,666,103.00
2021	10,343,701.00
2022	10,326,453.00
2023	10,164,361.00
2024	10,507,429.00
2025	10,615,660.00
2026	10,154,056.00
2027	10,117,623.00
2028	8,110,000.00
2029	6,460,000.00
2030	5,195,000.00
2031	3,910,000.00
2032	2,300,000.00
2033	2,295,000.00
2034	2,285,000.00
2035	2,280,000.00
2036	1,580,000.00
2037	750,000.00
2038	750,000.00

**TOTAL: 118,810,386.00**

**STATEMENT OF INTEREST  
FISCAL YEAR BASIS**

2020	4,320,915.51
2021	3,879,958.45
2022	3,462,265.91
2023	3,019,807.79
2024	2,555,489.87
2025	2,072,258.98
2026	1,672,305.56
2027	1,342,338.77
2028	1,046,962.54
2029	839,012.54
2030	662,237.54
2031	507,087.52
2032	374,850.02
2033	305,706.26
2034	235,731.26
2035	164,881.26
2036	93,718.76
2037	45,000.00
2038	22,500.00

**TOTAL: 26,623,028.54**

**CASH AND SECURITIES IN CUSTODY OF TOWN TREASURER AS OF JUNE 2020**

AFFORDABLE HOUSING	\$ 5,043,251.04
ARTS LOTTERY	\$ 9,562.64
COMMUNITY PRESERVATION ACT	\$ 1,831,427.12
CEMETERY PERPETUAL CARE FUND	\$ 26,922.22
CONSERVATION FUND	\$ 118,022.83
EDUCATION FUND	\$ 3,457.91
FAIRGRIEVE FUND	\$ 100,490.63
FOSTER SCHOOL FUND	\$ 28,943.66
LIBRARY ENDOWMENT FUND	\$ 31,186.03
LIBRARY GIFT FUND	\$ 10,602.12
MAHONEY FUND	\$ 1,768.94
PEIRCE FUND	\$ 1,910.93
PLANNING FUND	\$ 3,435.82
SCHOLARSHIP FUND	\$ 1,630.72
ST CLARE FUND	\$ 40,698.31
STABILIZATION FUND	\$ 5,937,374.03
TAXATION FUND	\$ 10,215.43
HEALTH TRUST FUND	\$ 8,364,478.33
VICOR FUND	\$ 7,540.09
<b>TOTAL TRUST FUNDS</b>	<b>\$21,572,918.80</b>

**PROPERTY TAX LEVIES AND COLLECTIONS**

**FISCAL YEAR 2020  
REAL ESTATE**

	<u>F/Y 2020</u>	<u>F/Y 2019</u>	<u>F/Y 2018</u>
Commitments	\$88,203,005.32	\$ 2,249.15	-
O/S 07/01/19	-	\$ 577,259.58	\$ 6,589.85
Collections	(\$86,340,819.40)	(\$ 545,725.90)	(\$ 6,472.58)
Abatements	(\$ 35,297.53)	(\$ - )	-
Refunds	\$ 151,721.64	\$ 3,896.56	-
Added To Tax Title	(\$ 167,133.19)	(\$ 44,699.68)	\$ -
Deferred Taxes	(\$ 30,517.48)	-	-
Tax Possession	(\$ 2,382.62)	-	-
Misc Adjustments	(\$ 378,225.60)	\$ 7,260.70	(\$ 12.44)
<b>BALANCE 06/30/20</b>	<b>\$ 1,451,520.87</b>	<b>\$ 240.41</b>	<b>\$ 104.83</b>

**WATER & SEWER  
SEWER CONN LIENS**

	<u>F/Y 2020</u>	<u>F/Y 2019</u>	<u>F/Y 2018</u>
Commitments	\$33,935,111.00	-	-
O/S 07/01/19	-	\$1,145,038.52	\$ 11,427.88
Collections	(\$33,495,530.50)	(\$ 609,234.80)	(\$ 10,846.28)
Abatements	(\$ 796.04)	(\$ - )	-
Refunds	\$ 15,165.77	\$ -	\$ -
Liened to Real Estate	(\$ 18,269.63)	(\$ 5,342.00)	-
Deferred	-	-	-
Misc Adjustments	\$ 602,405.25	(\$ 529,217.85)	(\$ - )
<b>BALANCE 06/30/20</b>	<b>\$ 1,038,085.85</b>	<b>\$ 1,243.87</b>	<b>\$ 581.60</b>

**PERSONAL PROPERTY**

	<u>F/Y 2020</u>	<u>F/Y 2019</u>	<u>F/Y 2018</u>
Commitments	\$ 7,371,202.00	-	-
O/S 07/01/19	-	\$ 29,503.26	\$ 24,101.50
Collections	(\$ 7,286,508.00)	(\$ 22,658.90)	(\$ 790.07)
Abatements	(\$ 31,763.00)	-	-
Refunds	\$ 25,327.59	\$ 314.80	25.84
Misc Adjustments	(\$ 18,322.45)	\$ 717.01	(\$ .82)
<b>BALANCE 06/30/20</b>	<b>\$ 59,936.14</b>	<b>\$ 7,876.17</b>	<b>\$ 23,336.45</b>

**MOTOR VEHICLE  
EXCISE**

	<u>F/Y 2020</u>	<u>F/Y 2019</u>	<u>F/Y 2018</u>
Commitments	\$ 4,177,291.91	-	-
Add'l Commitments	616,723.80	\$ 560,142.20	\$ -
O/S 07/01/19	-	\$ 286,298.00	\$ 71034.44
Collections	(\$ 4,271,329.00)	(\$ 756,053.00)	(\$ 39,112.10)
Abatements	-	-	-
Refunds	\$ 11,499.83	\$ 38,699.21	\$ 4,506.58
Misc Adjustments	(\$ 55,305.85)	(\$ 41,422.07)	(\$ 3,626.36)
<b>BALANCE 06/30/20</b>	<b>\$ 478,880.69</b>	<b>\$ 87,664.34</b>	<b>\$ 32,802.56</b>

**BOAT EXCISE**

	<u>F/Y 2020</u>	<u>F/Y 2019</u>	<u>F/Y 2018</u>
Commitments	-	\$ 5,106.00	-
O/S 07/01/19	-	-	\$ 2,680.00
Collections	-	(\$ 2,780.04)	(\$ 604.59)
Abatements	-	-	-
Refunds	-	15.00	15.00
Misc Adjustments	-	\$ 92.91	(\$ 148.43)
<b>BALANCE 06/30/20</b>	<b>\$ 0.00</b>	<b>\$ 2,433.87</b>	<b>\$ 1,941.98</b>

# CABLE ENTERPRISE FUND BALANCE SHEET

June 30, 2020

## ASSETS

Cash	2,025,333.96
<b>TOTAL ASSETS</b>	<b>2,025,333.96</b>

## LIABILITIES/RESERVES

Warrants Payable	6,076.69
Accrued Payroll	3,860.09
<b>TOTAL LIABILITIES</b>	<b>9,936.78</b>

## FUND BALANCES:

Encumbrance Reserve	98,843.88
Unreserved/Undesignated	1,916,553.30
<b>TOTAL FUND BALANCES</b>	<b>2,015,397.18</b>
<b>Total Liabilities/Fund Balances</b>	<b>2,025,333.96</b>

-

# FY 2020 CABLE REVENUES

## Cable Enterprise Fund

Transfer In	
Other Revenue	
Cable TV Franchise Fee	274,464.93
Investment Earnings	27,110.48
Transfer From G/F	

**Total Cable Enterprise Fund Revenue** **301,575.41**

# FY 2020 CABLE CAPITAL EXPENDITURES

**Articles**

STM 10/3/17#8 Install Fiber Opt	2,522.00	2,522.00
<b>Total Capital Expenditures</b>		<b>2,522.00</b>

# FY 2020 CABLE OPERATING RECAP

	APPROPRIATED	EXPENDED	BALANCE
<b>Cable</b>			
Operating	361,319.00	212,317.31	149,001.69
Outlay			-
			-
			-
	<b>361,319.00</b>	<b>212,317.31</b>	<b>149,001.69</b>

# ***EMPLOYEE EARNINGS***

*Public School Salaries*

*Town Employee Salaries*

# PUBLIC SCHOOL EMPLOYEE EARNINGS

NAME	BASE	OTHER	TOTAL
ABBOTT, MARY	31902.70	1027.96	32930.66
ABOYNAJA, NAHLA	45.00	0.00	45.00
ABRAHIM, LESLEY	39.00	0.00	39.00
ADAMS, ROBIN	14233.94	1845.38	16079.32
AFROW, RACHEL	63819.96	653.60	64473.56
AGUILAR, SUSANA	1334.50	0.00	1334.50
ALLARD, JUDITH	1440.00	0.00	1440.00
ALLISON, COLLEEN	78424.52	817.00	79241.52
ALUKONIS, LINDA	21260.02	111.48	21371.50
AMATO, NICHOLAS	74096.83	0.00	74096.83
ANDERSON, JILLIAN	21056.01	189.07	21245.08
ANDERSON, KATHLEEN	84613.41	2300.95	86914.36
ANDERSON, WAYNE	3954.53	0.00	3954.53
ARBOGAST, SANFORD	69635.74	0.00	69635.74
ARCHIBOLD, CHRISTA	70717.58	0.00	70717.58
ARMANO, MATTHEW	65497.83	0.00	65497.83
ARMANO, SARAH	12509.70	0.00	12509.70
ARNOLD, JENNIFER	86027.81	813.73	86841.54
ARSENAULT, JOANNE	480.00	0.00	480.00
ARSENEAULT, MICHAEL	46994.57	23350.80	70345.37
ASHE, VALERIE	408.00	0.00	408.00
AYLWARD, BRIAN	85723.32	18401.85	104125.17
AYLWARD, JAKE	300.00	0.00	300.00
BABCOCK, ELIZABETH	74843.78	784.32	75628.10
BABINEAU, LORI-ANN	577.89	0.00	577.89
BAILEY, LISA	84723.36	1276.12	85999.48
BAKER OBRIEN, KAREN	116588.78	0.00	116588.78
BANCROFT, KAREN	88126.09	0.00	88126.09
BARBATI, JENNIFER	83113.47	813.73	83927.20
BARBATO, MELISSA	51554.54	0.00	51554.54
BARBOZA, ANNA	230.00	0.00	230.00
BARNES, CHERYL	17347.52	858.08	18205.60
BARNETT, SUSAN	86060.63	8157.44	94218.07
BARRY, KERI	150.00	0.00	150.00
BASILIERE, MARCO	87678.80	4178.58	91857.38
BASTERI, CARLEY	62138.15	309.00	62447.15
BASTERI, CYNTHIA	67562.50	0.00	67562.50
BASTERI, LAWRENCE	1292.82	0.00	1292.82
BAUDANZA, STACEY	600.00	0.00	600.00
BAYNES, JULIA	21175.91	1850.26	23026.17
BEAUCHESNE, BETHANY	80257.04	4277.19	84534.23
BELLISTRI, ANDREW	84773.12	3525.57	88298.69
BENJAMIN, THOMAS	68976.21	4274.58	73250.79
BENNETT, DEBORAH	22154.23	2615.07	24769.30

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
BENNETT, ELAINE	24324.28	435.07	24759.35
BENOIT, CONNER	16409.00	0.00	16409.00
BENTHAM, DENISE	975.00	0.00	975.00
BENVENUTO, KATHLEEN	11738.73	0.00	11738.73
BERGLUND, CARINA	3604.00	0.00	3604.00
BERNARD, BRENDAN	65497.83	392.16	65889.99
BERNARD, JON	68499.99	0.00	68499.99
BERNARDO, PATRICK	3658.00	0.00	3658.00
BERUBE, AMANDA	87255.37	147.06	87402.43
BEVILACQUA, CHELSEA	438.75	0.00	438.75
BEVILACQUA, LISA	19363.85	200.00	19563.85
BICKFORD, SUSAN	576.00	0.00	576.00
BILODEAU, CATHLEEN	96596.02	6656.71	103252.73
BILODEAU, JOSHUA	78424.51	1973.43	80397.94
BISHOP, PAUL	44665.84	3379.21	48045.05
BLACKWELL, SUZANNE	10122.37	200.00	10322.37
BLAIKIE, MICHELLE	2560.79	0.00	2560.79
BLAND, ERIC	53817.72	0.00	53817.72
BLISS, GAIL	88678.74	1067.27	89746.01
BLONIGEN, GARY	7792.49	2370.74	10163.23
BORGES, JOANNE	17938.08	100.83	18038.91
BOSWORTH, ALEXIS	110334.38	2395.80	112730.18
BOUDREAU, MARILYN	5056.28	0.00	5056.28
BOUDREAU, STEVEN	57612.11	1930.00	59542.11
BOUDREAU, SUSAN	4495.35	0.00	4495.35
BOUDREAU-HILL, DONNA	98388.12	4896.65	103284.77
BOULES, MARIEM	614.50	0.00	614.50
BOURGEOIS, CHRISTINE	23524.87	1346.00	24870.87
BOURGOIN, CONNER	63464.12	2739.72	66203.84
BOWDEN, DONNA	89324.62	0.00	89324.62
BOYSON, JUDITH	996.00	0.00	996.00
BRACE, CHARLOTTE	22180.50	0.00	22180.50
BRACE, JOANN	1387.50	0.00	1387.50
BRADLEY, MARK	8308.50	0.00	8308.50
BRADLEY, SHANNON	17625.43	226.13	17851.56
BRADLEY, THOMAS	8396.00	0.00	8396.00
BRANSFIELD, SANDRA	10199.43	159.01	10358.44
BRENNAN, ANNE	28402.41	391.65	28794.06
BRENNER, PATRICIA	1046.50	0.00	1046.50
BRETON, ALENA	63819.96	1030.91	64850.87
BREWIN, DEBORAH	86350.61	0.00	86350.61
BRIDGFORD, GAYLE	84969.91	0.00	84969.91
BRIDLE, JESSICA	58648.98	962.60	59611.58
BRIGGS, ROBERT	2189.50	0.00	2189.50

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
BRIGIDA, ROBERT	75795.15	326.80	76121.95
BRODERICK, LISA	11343.88	198.06	11541.94
BROOKS, HEIDI	11498.87	200.00	11698.87
BROWN, MADISON	372.00	0.00	372.00
BROWNSON, TARA	160.00	0.00	160.00
BRUFF, KIMBERLY	87086.13	2557.70	89643.83
BRUNO, JAMIE	65225.49	6902.00	72127.49
BRUNO, KELLY	7256.28	0.00	7256.28
BUCK, KATHRYN	29580.43	0.00	29580.43
BURKE, JOSEPH	45915.89	2520.71	48436.60
BURNS, CHRISTOPHER	5833.00	0.00	5833.00
BURTON, JESSICA	81871.79	817.00	82688.79
BUSHEN, NATALEE	926.00	0.00	926.00
BYRNES, JOHN	84578.39	40.00	84618.39
CADET, DOMINIQUE	10217.75	0.00	10217.75
CAHILL, KRISTEN	62138.15	956.20	63094.35
CALIENDO, KATHY	1104.40	0.00	1104.40
CALIENDO, SUZANNE	38894.47	80.90	38975.37
CALLAHAN, CHLOE	91272.52	2475.13	93747.65
CALLANAN, SCOTT	81982.95	2647.96	84630.91
CAMERON, ALLISON	84113.43	0.00	84113.43
CAMIRE, RICHARD	85850.63	0.00	85850.63
CAMPBELL, COURTNEY	83613.45	0.00	83613.45
CAMPO, MARIA	17125.64	875.49	18001.13
CANAVAN, ASHLEY	80109.32	1131.30	81240.62
CAPPIELLO, ALYSSA	3243.75	0.00	3243.75
CAPPIELLO, NANCY	8479.72	0.00	8479.72
CAREW, KAYLA	80.00	0.00	80.00
CAREW, LISA	1274.00	0.00	1274.00
CARFAGNO, ERICA	9202.27	200.00	9402.27
CARLETON, KATHRYN	90027.81	20863.39	110891.20
CARLINO, LOREN	91233.17	1143.80	92376.97
CARON, ERIN	89324.62	326.80	89651.42
CARRIERE, EMILY	576.00	0.00	576.00
CARRILLO, MARY	47212.60	750.00	47962.60
CARROLL, PATRICIA	200.00	0.00	200.00
CARTER, DANIEL	49992.91	9828.22	59821.13
CARUSO, CHRISTINA	22592.07	0.00	22592.07
CARVER, NORMAN	53112.21	0.00	53112.21
CASEY, CAROLINE	560.00	0.00	560.00
CASEY, KATHLEEN	40180.65	3113.59	43294.24
CASEY, RACHEL	16273.70	15.00	16288.70
CASHMAN, BETH	13132.67	200.00	13332.67
CASSIDY, PATRICK	78424.51	0.00	78424.51

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
CATANZANO, STEVEN	510.00	0.00	510.00
CATTOGGIO-NELSON, CARLY	14341.48	91.17	14432.65
CENANOVIC, FELICIA	119744.82	0.00	119744.82
CHACHUS, JULIE	560.00	0.00	560.00
CHAMBERLAND, DARREN	555.00	0.00	555.00
CHAMBERS, VANESSA	8701.28	542.82	9244.10
CHAPPIE, BARBARA	984.96	0.00	984.96
CHASAN, LISA	12725.00	0.00	12725.00
CHELLA, SARA	78321.15	2530.45	80851.60
CHHIM, SOKORNTEAR	1795.50	0.00	1795.50
CIAMPA, SARAH	80.00	0.00	80.00
CLARK, KATHRYN	78461.44	2729.92	81191.36
CLARK, SUSAN	89066.94	0.00	89066.94
CLARKE, AMANDA	270.00	0.00	270.00
CLASBY, BENJAMIN	34623.42	88.90	34712.32
COBUCCIO, JENNIFER	23165.50	1491.93	24657.43
COFER, JACOB	5775.00	0.00	5775.00
COLLETTE, ANDREW	247.00	0.00	247.00
COLLINS, MAUREEN	285.00	0.00	285.00
CONEENY, MACKENZIE	40813.36	1928.50	42741.86
CONNELL, AMY	71746.45	1080.55	72827.00
CONNORS, STACEY	9757.28	0.00	9757.28
CONRAD, KATHLEEN	85350.65	1560.09	86910.74
CONSTANTINO, KELLY	71907.39	8921.62	80829.01
CONWAY, STACY	40598.77	2299.00	42897.77
COOPER, LAUREN	65497.83	817.00	66314.83
COREY, MEGAN	160.00	0.00	160.00
COSTA, LISA	83113.47	1045.76	84159.23
COSTELLO, AMANDA	633.84	0.00	633.84
COTE, CHRISTINE	28177.35	0.00	28177.35
COUGHLAN, ROSEMARY	83786.52	10876.75	94663.27
COURNOYER, LISA	88586.07	0.00	88586.07
COVINO, JESSLYN	35037.89	4641.55	39679.44
CREMIN, CHRISTINE	89824.60	196.08	90020.68
CRONIN, KAREN	115523.98	0.00	115523.98
CROWLEY, AMY	12596.96	346.80	12943.76
CROWLEY, HEATHER	16963.15	729.64	17692.79
CRUMB, CHERYL	86959.60	4381.60	91341.20
CUNNINGHAM, KRISTEN	175.70	0.00	175.70
CUNNINGHAM-ALLARD, JENNIFER	17364.28	6.00	17370.28
CURA, NURIA	1351.50	0.00	1351.50
CURLEY, ROSE	85350.65	100.00	85450.65
CURTIN, BARBARA	10451.16	0.00	10451.16
CUSICK, FRANCIS	80072.39	14822.30	94894.69

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
CUTELIS, JAMES	2499.96	0.00	2499.96
CUTELIS, MARIA	61081.37	0.00	61081.37
DALEY, ELIZABETH	84727.79	1209.16	85936.95
DANIEL, KENNAN	84850.67	8647.64	93498.31
DATTILIO, MARCIA	10336.43	200.00	10536.43
DAVIS, JANET	326.80	0.00	326.80
DAVIS, MICHAEL	4460.00	0.00	4460.00
DEARING, MAURA	89824.60	0.00	89824.60
DECAROLIS, BRANDI	84169.43	0.00	84169.43
DECHELLIS, JILLIAN	609.96	0.00	609.96
DECKER, PAUL	47919.28	9053.61	56972.89
DEFRANCESCO, STEPHEN	9015.00	0.00	9015.00
DELLA PIANA, ANDREW	775.00	0.00	775.00
DELLORFANO, CATHERINE	17015.60	360.00	17375.60
DEMATTIA, DEBRA	1904.00	0.00	1904.00
DEMERS, MARC	89059.22	653.60	89712.82
DEMOS, SHANNON	2499.96	0.00	2499.96
DENO, ADRIAN	7400.68	1382.98	8783.66
DEPIERRO, DONNA	21342.32	111.48	21453.80
DEROCHE, ISABELLA	1110.00	0.00	1110.00
DESHLER, MARYANN	25832.89	185.75	26018.64
DESISTO, DOMINIK	150.00	0.00	150.00
DESISTO, KERRI	16802.16	230.58	17032.74
DESJARDINS, BRYAN	84254.05	2502.62	86756.67
DESROCHERS, LISA	88912.86	0.00	88912.86
DEVEAU, KATHERINE	84113.43	2627.75	86741.18
DEVINCENTIS, NICOLETTA	87086.13	2395.17	89481.30
DIBISEGLIA, GLADYS	442.00	0.00	442.00
DICICCO, CHRISTINE	2128.34	0.00	2128.34
DICK, MICHELLE	87255.37	0.00	87255.37
DIFELICE, ALLISON	24174.62	200.00	24374.62
DILEMME, MICHELLE	80.00	0.00	80.00
DIMASCIO, DIANA	1400.00	0.00	1400.00
DIPRIMA, JONATHAN	78424.51	3071.49	81496.00
DIRK, MELISSA	8749.42	0.00	8749.42
DIROCCO, BONNIE	540.00	0.00	540.00
DIROCCO, LEO	1778.00	0.00	1778.00
DIROCCO, TODD	611.00	0.00	611.00
DOHERTY, DEREK	5775.00	0.00	5775.00
DOHERTY, JENNIFER	533.04	0.00	533.04
DOHERTY, KIMBERLY	79868.71	0.00	79868.71
DOHERTY, LAURIE	28327.41	0.00	28327.41
DOHERTY, MARIA	40180.56	11898.09	52078.65
DOHERTY, SYDNEY	59226.50	2435.65	61662.15

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
DOHERTY-FRONDUTO, CHRISTINE	39280.74	661.36	39942.10
DONAHUE, LISA	28177.53	0.00	28177.53
DONALDSON, ERIC	54295.80	912.76	55208.56
DOOLEY, CAROLYN	84113.43	0.00	84113.43
DOOLEY, JAMES	28558.13	600.38	29158.51
DOOLEY, LAURA	311.50	0.00	311.50
DORSEY, DARYL	18409.86	0.00	18409.86
DOYLE, FREDERICK	3604.00	0.00	3604.00
DRILLIO, JESTINE	384.00	0.00	384.00
DROUIN, ALEXANDRA	200.00	0.00	200.00
DROUIN, ALYSSA	150.00	0.00	150.00
DROUIN, RONALD	114935.86	6295.43	121231.29
DRUM, SUSAN	83113.47	3942.01	87055.48
DUBAY, JASON	43661.51	14878.88	58540.39
DUGGAN, TAMMY	16599.74	1106.17	17705.91
DUNCAN, ANNE	4325.00	0.00	4325.00
DUVAL, DEBORAH	2294.65	0.00	2294.65
DYKEMAN, ALYSON	132.00	0.00	132.00
EARLEY, MICHAEL	2620.00	0.00	2620.00
EARLY, PAUL	84113.43	0.00	84113.43
EDGERTON, EAMON	86014.19	2127.67	88141.86
EL HAKIM, SAMIRA	2063.00	0.00	2063.00
ELLIS, MADISON	69635.74	6014.88	75650.62
ELWELL, JOANNE	28977.39	207.84	29185.23
ENGELKEN, MELISSA	83129.47	0.00	83129.47
ENOS, BIANCA	13700.97	195.08	13896.05
ENOS, TERESA	75795.15	0.00	75795.15
ESCOTT, MEGAN	4954.16	0.00	4954.16
ESKENAS, BETH	5417.70	0.00	5417.70
ESPAILLAT, JENNIFER	78424.51	0.00	78424.51
EVANGELISTA, JOANNA	17992.52	7830.08	25822.60
FABIANO, JULIA	81807.55	3472.69	85280.24
FABIANO, WILLIAM	84850.67	326.80	85177.47
FAGAN, ELIZABETH	74843.78	3178.62	78022.40
FAGAN, JUNE	83613.45	0.00	83613.45
FAHEY, MEREDITH	22230.50	0.00	22230.50
FALLON, SUSAN	4608.42	0.00	4608.42
FANG, JING	39553.73	0.00	39553.73
FARNHAM, JAYNE	98851.17	4675.51	103526.68
FEELEY, TIMOTHY	52663.89	701.16	53365.05
FEITOR, JOHN	4268.00	0.00	4268.00
FELKER, MELANIE	66040.18	1168.50	67208.68
FERRARA, SANDRA	85850.63	1781.06	87631.69
FERREIRA, ELENA	754.00	0.00	754.00

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
FERRIS, MEGHAN	5718.39	0.00	5718.39
FERRONETTI, JESSICA	7060.80	0.00	7060.80
FERRY, CAROL	840.00	0.00	840.00
FILIBERTO, SARAH	71013.59	0.00	71013.59
FINN, BRIAN	19833.49	0.00	19833.49
FINN, KELLY	16472.50	0.00	16472.50
FINNEGAN, STACEY	17802.52	1417.54	19220.06
FINNERAN, EDWARD	82116.89	1307.20	83424.09
FLAMMIA, SUZANNE	3807.33	0.00	3807.33
FLEMING, SHANNON	13655.04	0.00	13655.04
FLOOD, NICOLE	69989.61	1137.80	71127.41
FLYNN, CHRISTINE	1101.00	0.00	1101.00
FLYNN, PATRICIA	1840.00	0.00	1840.00
FORAN, ROBIN	31815.83	280.00	32095.83
FORTI, MELANIE	9552.84	0.00	9552.84
FORTUNATO, PETER	82710.56	10293.00	93003.56
FOX, KELLY	22948.08	0.00	22948.08
FRANCIS, CATHERINE	24788.98	147.17	24936.15
FRANK, JOSEPH	43746.17	9086.80	52832.97
FRENCH, KATHLEEN	546.00	0.00	546.00
FROIO, CHERYL	25737.32	121.06	25858.38
FROST, KEITH	5191.50	0.00	5191.50
FROST, SANDRA	55704.41	0.00	55704.41
GAGNE, CATHERINE	87759.18	0.00	87759.18
GAGNON, CHRISTOPHER	95515.43	5022.05	100537.48
GAGNON, KIM	2537.00	0.00	2537.00
GALE, PATRICIA	7327.18	0.00	7327.18
GALLIGAN, PATRICK	84113.43	1111.12	85224.55
GALLO, CAROLE	8162.50	0.00	8162.50
GALUSHA, SHELLY	13136.07	0.00	13136.07
GANNON, CECILE	7441.95	200.00	7641.95
GARABEDIAN, BRIDGET	1820.00	0.00	1820.00
GARVEY, JOANNE	80072.39	0.00	80072.39
GAVIN, COLLEEN	354.50	0.00	354.50
GEANAKAKIS, JULIE	4794.98	0.00	4794.98
GENDRON, LEONARD	28558.13	850.45	29408.58
GEORGOPOULOS, SANDRA	5830.68	0.00	5830.68
GERENZ, CATHERINE	83113.47	0.00	83113.47
GERMAIN, HOLLY	83140.59	3105.45	86246.04
GERRISH, MARY	119744.82	1375.00	121119.82
GERRY, AMANDA	784.32	0.00	784.32
GERRY, ANN	5428.46	0.00	5428.46
GIAIMO, JULIA	160.00	0.00	160.00
GIBSON, KERRY	1040.00	0.00	1040.00

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
GIBSON, KEVIN	20000.00	0.00	20000.00
GILL, KRISTEN	160.00	0.00	160.00
GILLESPIE, JENNIFER	84113.43	4496.80	88610.23
GILLESPIE, MICHAEL	83286.54	297.09	83583.63
GILLETTE MANNA, BARBARA	720.00	0.00	720.00
GILLIGAN, JULIA	560.00	0.00	560.00
GILLIS, DANIELLE	75.00	0.00	75.00
GILLOTTE, KAREN	1666.62	0.00	1666.62
GILLOTTE, SARAH	88997.71	0.00	88997.71
GISETTO, LUIGI	49992.89	13470.18	63463.07
GLASS, DEBRA	76114.54	7677.48	83792.02
GLIDDEN, BRIAN	46225.85	598.98	46824.83
GODIN-SMALL, HEATHER	23473.08	460.57	23933.65
GORDON, JANET	87586.11	811.00	88397.11
GOSSE, WILLIAM	3621.00	0.00	3621.00
GOUTHRO, BRIAN	84393.93	0.00	84393.93
GRAASKAMP, DOROTHY	98351.19	326.80	98677.99
GRACE, HEATHER	84113.43	4799.50	88912.93
GRAFFEO, COURTNEY	28885.14	122.64	29007.78
GRAFFEO, DEAN	2189.50	0.00	2189.50
GRAFFEO, DEREK	589.00	0.00	589.00
GRAVALLESE, ANTHONY	432.00	0.00	432.00
GRAVITO, LESLIE	12787.77	0.00	12787.77
GRAY, KATHLEEN	273.00	0.00	273.00
GRAZIANO, ANDREA	4855.72	0.00	4855.72
GREENE, NICOLE	11898.75	0.00	11898.75
GRIFFIN, CARA	83113.47	1388.90	84502.37
GRIFFIN, JENNIFER	4042.68	0.00	4042.68
GROUX, MARY	82100.55	2364.80	84465.35
GUIDA, MARIE	19744.74	147.87	19892.61
GUSTUS, SARAH	320.00	0.00	320.00
GUY, JENIFER	21135.24	0.00	21135.24
HALL, SAMANTHA	60546.35	309.00	60855.35
HALLORAN, GAIL	720.00	0.00	720.00
HAMILTON, GAIL	15895.88	0.00	15895.88
HAMLIN, MARK	49992.82	17834.63	67827.45
HANCOCK, MICHAEL	81871.79	0.00	81871.79
HANLEY, DIANA	6074.82	0.00	6074.82
HAQUE, BUSHRA	17167.50	0.00	17167.50
HARDACRE, LYNNE	91097.03	8386.20	99483.23
HARDING, JAY	112706.75	0.00	112706.75
HARNE, DAVID	81807.55	0.00	81807.55
HART, WILLIAM	111554.04	0.00	111554.04
HAYES, ALISON	91795.35	0.00	91795.35

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
HAYES, MICHAEL	811.00	0.00	811.00
HEARTQUIST, TAMMIE	87082.30	588.24	87670.54
HECKMAN, KEIFER	452.62	0.00	452.62
HENRY, KATHLEEN	85460.24	424.84	85885.08
HERBERT, MOLLY	17039.43	0.00	17039.43
HEWICK, CLAIRE	288.00	0.00	288.00
HICKEY, BRIAN	2533.50	0.00	2533.50
HICKEY, DIANE	18586.80	104.27	18691.07
HIGGINS, ERIN	811.00	0.00	811.00
HIGGINS, JODI	85223.34	0.00	85223.34
HILLSON, KIMBERLY	87586.11	100.00	87686.11
HIMMEL, CATHERINE	87586.11	2721.10	90307.21
HINES, EMILIE	305.67	0.00	305.67
HINES, MARIE	25691.76	0.00	25691.76
HIRTLE, MARYELLEN	84613.41	0.00	84613.41
HODGSON, KAREN	87696.69	7933.34	95630.03
HOGAN, SUSAN	89324.62	1270.02	90594.64
HONYOTSKI, CAROLELISA	156.25	0.00	156.25
HUNNELL, LEONARD	135.00	0.00	135.00
HYLAND, KEITH	9605.20	0.00	9605.20
HYLAND, LORI	98851.17	245.10	99096.27
HYNES, KIM	86350.61	0.00	86350.61
HYNES, SCOTT	17243.43	144.61	17388.04
IANDOLI, AMY	5151.27	0.00	5151.27
IANNACCI, LYNN	15897.00	0.00	15897.00
IANNUZZI, JENNIFER	360.00	0.00	360.00
IMPERILLO, KRISTIN	45827.11	1980.00	47807.11
IMPINK, PAIGE	824.84	0.00	824.84
IMPINK, ROSALYN	160.00	0.00	160.00
IRWIN, JEANNE	54738.35	2297.41	57035.76
JACOBS, ZACHARY	1443.73	0.00	1443.73
JENNINGS, MICHELLE	39280.73	0.00	39280.73
JOHNSON, ANDREE	96684.35	0.00	96684.35
JOHNSON, DEANNA	324.00	0.00	324.00
JOHNSON, GAIL	64411.67	5775.72	70187.39
JOHNSON, MONICA	366.78	0.00	366.78
JOHNSTON, KIMBERLY	91669.38	2917.18	94586.56
JOYCE, BARBARA	57337.05	0.00	57337.05
JOYCE, KELLY	18456.38	2159.27	20615.65
JOYCE, LAUREL	816.00	0.00	816.00
KALAJIAN, NANCY	96171.01	1461.16	97632.17
KANNAN, BRITTNEY	1443.73	0.00	1443.73
KAPUST, MARY	27896.68	128.21	28024.89
KARLBERG, ROSEANN	3303.55	0.00	3303.55

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
KASPRZAK, STEVEN	56490.34	6251.50	62741.84
KASSNER, DANIEL	78424.51	3570.80	81995.31
KAWALSKI, PATRICIA	643.50	0.00	643.50
KEARNS, JOANNE	50182.40	0.00	50182.40
KEARNS, PATRICIA	51685.16	0.00	51685.16
KEARNS, REBECCA	2185.17	0.00	2185.17
KEELEY, BONNIE	4562.00	0.00	4562.00
KEENE, RICHARD	892.00	0.00	892.00
KELLEHER, MARY	89989.59	6727.42	96717.01
KELLY, JENNIFER	89448.63	376.81	89825.44
KELLY, LINDSEY	69701.10	0.00	69701.10
KENNEY, ELEANOR	3574.70	0.00	3574.70
KHAN, KIMBERLY	88324.66	0.00	88324.66
KLING, JOYCE	19090.67	1185.20	20275.87
KORSLUND, KATHY	67746.35	770.75	68517.10
KOSIBA, KRISTEN	89596.35	1331.27	90927.62
KRAYTENBERG, DEBRA	68346.43	1923.01	70269.44
KULESZA, DAVID	2080.00	0.00	2080.00
LAFLAMME, KAILEY	78780.49	309.00	79089.49
LAMARCHE, PATRICK	43820.54	9229.78	53050.32
LAMOUREUX, KATELYN	70225.53	6588.24	76813.77
LANE, JAIME	91560.08	2942.01	94502.09
LANE, MELISSA	64816.35	1138.73	65955.08
LANGHAM, DONELL	46225.79	4561.29	50787.08
LANGLAIS, RENEE	85850.63	98.04	85948.67
LANGONE, DEBRA	7036.28	0.00	7036.28
LAPERRIERE, LISA	17899.66	280.00	18179.66
LAPIERRE, NICOLE	93064.48	5338.84	98403.32
LARKIN, KATHLEEN	947.88	0.00	947.88
LE, BRENDEN	83766.76	1604.84	85371.60
LEALDINI-DUDLEY, MARIA	86623.08	2111.20	88734.28
LEFEBVRE, ALAN	27213.99	1402.50	28616.49
LEGVOLD, CHARITY	81871.79	2276.42	84148.21
LEMKE, LAURA	74233.46	0.00	74233.46
LENNON, CAROL	736.97	0.00	736.97
LEVINS, SHELBY	187.50	0.00	187.50
LIBBY, DAVID	127630.96	3699.77	131330.73
LIGGIERO, JESSICA	766.00	0.00	766.00
LIGGIERO, NICOLE	1111.50	0.00	1111.50
LIGHTFIELD, GAVRIELLA	306.00	0.00	306.00
LINDSEY, EILEEN	89324.62	0.00	89324.62
LINGAREDDY, SIVAMARUTHI	23922.08	210.00	24132.08
LISIECKI, JESSICA	932.50	0.00	932.50
LONG, ANDREW	113553.96	5542.94	119096.90

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
LORICK, MASYN	360.00	0.00	360.00
LUCE, AMANDA	412.50	0.00	412.50
LUPPI, ALLISON	5833.00	0.00	5833.00
LUPPI, DIANE	6176.61	0.00	6176.61
LYNCH, JOAN	98776.03	1071.51	99847.54
MACDONALD, MARY	892.00	0.00	892.00
MACFARLANE, NATASHA	82510.74	3492.65	86003.39
MACHANE, JANA	1521.00	0.00	1521.00
MACKEEN, JESSICA	16114.85	657.05	16771.90
MACLEOD, KATHLEEN	48855.96	8714.14	57570.10
MACMULLIN, ANDREA	85523.72	620.92	86144.64
MACMULLIN, MADELINE	480.00	0.00	480.00
MADDEN, MARGUERITE	720.00	0.00	720.00
MAGSARILI, KAITLIN	76524.44	3047.90	79572.34
MAHANNA, CHRISTOPHER	49888.04	1680.00	51568.04
MAHONEY, ALBERT	3952.35	0.00	3952.35
MAHONEY, BAILEY	72671.41	1057.21	73728.62
MAHONEY, EILEEN	1821.54	0.00	1821.54
MAHONEY, KELLY	65497.83	1519.62	67017.45
MAIA, PATRICIA	26863.99	0.00	26863.99
MALDONIS, CATHY	129.96	0.00	129.96
MALFA, PAULA	17570.63	224.32	17794.95
MALONE, CHRISTOPHER	201321.86	11951.78	213273.64
MALYNN, DYLAN	78424.51	0.00	78424.51
MANETTA, GINA	18844.72	0.00	18844.72
MANNING, KAREN	10194.75	0.00	10194.75
MANOUSOS, CHLOE	13348.59	0.00	13348.59
MARCHAND, JON	85051.15	30594.82	115645.97
MARINO, AMANDA	540.96	0.00	540.96
MARQUEZ, ELIZABETH	6457.03	200.00	6657.03
MARQUIS, PAIGE	20761.83	0.00	20761.83
MARSH, TIFFANIE	23278.25	1937.06	25215.31
MARSHALL, GREGORY	15637.69	970.16	16607.85
MARTEL, AMANDA	53805.68	795.77	54601.45
MARTEL, GRETCHEN	91233.17	2876.19	94109.36
MARTEL, PATRICIA	50444.59	5373.32	55817.91
MARTELL, MARISSA	7856.06	0.00	7856.06
MARTIN, DANIEL	51742.99	31475.07	83218.06
MCANDREWS, PATRICK	84613.41	0.00	84613.41
MCCABE, ROBERT	11057.90	0.00	11057.90
MCCARTHY, AMANDA	63043.37	1071.34	64114.71
MCCARTHY, BRIANNA	3621.00	0.00	3621.00
MCCORMICK, ANNMARIE	25814.77	12568.51	38383.28
MCCOY, BRETT	29286.48	3610.03	32896.51

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
MCDERMOTT, APRIL	500.00	0.00	500.00
MCGINN, MARYBETH	89824.60	2769.20	92593.80
MCGLOUGHLIN, CATHERINE	63.13	0.00	63.13
MCGRATH, MICHELLE	86350.61	958.46	87309.07
MCGREGOR FAY, ANNE	74096.83	817.00	74913.83
MCGUINNESS, ANDREW	3100.16	0.00	3100.16
MCHENRY, TIFFANY	69807.58	2039.36	71846.94
MCINNES, JUDI	120165.37	0.00	120165.37
MCINTYRE, DENISE	32926.93	0.00	32926.93
MCNEIL, SUSAN	3027.78	0.00	3027.78
MCNEIL, TAYLOR	20470.14	0.00	20470.14
MEEKER, ALEXANDRA	89324.62	0.00	89324.62
MELLO, MARGARET	640.00	0.00	640.00
MELLY, CHARLAINE	84723.36	2660.43	87383.79
MELO, SARA	1642.43	0.00	1642.43
MENDEZ, AMAYRANIS	690.00	0.00	690.00
MENDEZ, CRYSTALEE	425.00	0.00	425.00
MERCIER, KELLY	46992.37	2806.03	49798.40
MERLINO, ANDREA	1046.88	0.00	1046.88
MERRILL, JENNIFER	74243.31	1677.50	75920.81
MERRILL, KAILEIGH	10927.80	0.00	10927.80
MEUSE, BRENDA	83113.47	0.00	83113.47
MEUSE, DONNA	3563.80	0.00	3563.80
MEUSE, PATRICIA	47815.75	38665.70	86481.45
MEUSE, SUSAN	59287.03	710.00	59997.03
MEZIANE, JOANNE	83613.45	0.00	83613.45
MIDDLETON, JUDITH	86350.61	0.00	86350.61
MIGNAULT, JOEL	56394.45	8270.67	64665.12
MIGNON, HALEY	275.00	0.00	275.00
MILLER, KEVIN	69969.87	1513.14	71483.01
MILLER, SANDRA	59083.71	519.05	59602.76
MILLIGAN, JENNIFER	74937.40	930.17	75867.57
MIRANDA, SHANNON	87003.15	0.00	87003.15
MITCHELL, CHRISTINE	59226.50	309.00	59535.50
MITCHELL, DAVID	15659.01	80.00	15739.01
MOFFAT, DAVID	83971.17	1053.73	85024.90
MOLEA, TERESA	74843.78	32.68	74876.46
MOLLOY, PETER	84434.04	1137.80	85571.84
MONBLEAU, KIRK	83113.47	1443.73	84557.20
MOORE, JENNIFER	887.88	0.00	887.88
MORRILL, KATHLEEN	85850.63	0.00	85850.63
MORRILL, THOMAS	89824.60	7607.38	97431.98
MORRIS, SCOTT	3634.00	0.00	3634.00
MORRISON, SANDRA	140.00	0.00	140.00

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
MOYNIHAN, MAEVE	463.00	0.00	463.00
MROZOWSKI, JENNIFER	96015.41	5985.93	102001.34
MUGFORD, DEBRALEE	85456.02	0.00	85456.02
MUISE, KEVIN	85887.93	326.80	86214.73
MULLOY, ALYSON	3945.00	0.00	3945.00
MULLOY, SHERI	84113.43	2394.30	86507.73
MULNO, SUSAN	87700.49	0.00	87700.49
MURPHY, EILEEN	406.08	0.00	406.08
MURPHY, EMILY	1836.81	0.00	1836.81
MURPHY, ERIN	62253.71	6880.03	69133.74
MURPHY, JACLYN	89461.33	2627.75	92089.08
MURRAY, KARA	84113.43	3942.01	88055.44
MURRAY, MARGARET	76656.10	0.00	76656.10
NAHLIK, STEVEN	54250.23	0.00	54250.23
NASHAWATY, JILLIAN	60951.35	915.04	61866.39
NASTARI, LAUREN	62728.73	1943.92	64672.65
NASTASI, MARIELLEN	91560.08	3268.81	94828.89
NAUGHTON, JULIE	15091.52	628.64	15720.16
NAVETTA, CAROL	91060.10	5744.81	96804.91
NELSON, ALYSSA	65497.83	915.04	66412.87
NEOGY, DEEP	198.06	0.00	198.06
NIEVES, NAIOMI	480.00	0.00	480.00
NILES, EMILY	79049.72	2639.40	81689.12
NOBERINI, JAIME	83738.45	1577.51	85315.96
NOEL, EMILY	64816.35	1178.65	65995.00
NORTON, PAUL	2533.50	0.00	2533.50
NOYES, LYNN	60675.03	0.00	60675.03
OBERG, TERESA	18691.91	5481.59	24173.50
OBRIEN, CHRISTIAN	49992.90	36263.94	86256.84
OBRIEN, SHAUN	37641.09	6901.60	44542.69
OHARE, NANCY	40180.62	4060.56	44241.18
OKEEFE, STEPHEN	5775.00	0.00	5775.00
OKEEFE, WILLIAM	48.00	0.00	48.00
OLEARY, SEAN	110482.45	0.00	110482.45
OLEVSKY, TIMOTHY	83230.29	2848.42	86078.71
OMEARA, VICTORIA	62138.15	784.32	62922.47
OSBORNE, M EILEEN	118104.22	3651.96	121756.18
OSTERBERG, ROY	48675.72	725.29	49401.01
OTERI, SARAH	5775.00	0.00	5775.00
OTIS, JAMES	83613.45	0.00	83613.45
PACHECO, BROOKE	61836.52	7412.18	69248.70
PAGE, RONALD	45790.86	3498.13	49288.99
PAIGE, JILLIAN	4460.00	0.00	4460.00
PALANGE, ALISSA	80072.39	897.50	80969.89

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
PALUMBO, PILAR	96.00	0.00	96.00
PALUMBO, TANIA	851.50	0.00	851.50
PANTO, EMMA	12785.48	0.00	12785.48
PAQUETTE, KAITLYN	49726.77	0.00	49726.77
PARADIS, STACEY	81871.79	0.00	81871.79
PARENT, LORI	570.00	0.00	570.00
PARISI, ELIZABETH	33246.87	5258.88	38505.75
PARKER, STEPHEN	960.00	0.00	960.00
PARR, EMILY	496.88	0.00	496.88
PASZKO, ELIZABETH	3760.00	0.00	3760.00
PATTERSON, BARRY	37124.85	11747.95	48872.80
PATTERSON, ROLAND	50992.87	35635.91	86628.78
PAUL, GEORGE	10950.00	750.00	11700.00
PAULA, EMILY	71.50	0.00	71.50
PEACH, KELLY	21382.16	572.09	21954.25
PECCI, TATUM	475.00	0.00	475.00
PELLEGRINO, CELESTE	18574.71	2642.54	21217.25
PELLETIER, RICHARD	142288.06	1028.11	143316.17
PELOQUIN, CYNTHIA	91060.10	653.60	91713.70
PENZA, FREDERICK	790.00	0.00	790.00
PEREIRA, MELANIE	1647.21	0.00	1647.21
PERELLI, LAURA	65497.83	0.00	65497.83
PERRY, TYLER	2586.21	0.00	2586.21
PESTANA, HENRY	997.50	0.00	997.50
PETERSON, ASHLEY	54785.35	0.00	54785.35
PETHERBRIDGE, AURELIE	160.00	0.00	160.00
PETRIE, KRISTINA	817.00	0.00	817.00
PHINNEY, ROBERT	37650.40	6218.42	43868.82
PICANCO, LISA	5348.78	0.00	5348.78
PIERCE, SHARON	12031.27	0.00	12031.27
PIFALO, STEPHEN	82190.15	5302.54	87492.69
PILLAI, GOWRISUVITHA	6475.22	0.00	6475.22
PILOTTE, MAURA	71316.06	2288.44	73604.50
POGGIO, ROSE	8298.72	0.00	8298.72
POIRIER, DANIEL	9971.01	0.00	9971.01
POLIMENO, MICHAEL	50.00	0.00	50.00
PONTES, ANTHONY	452.62	0.00	452.62
PORCARO, CHERYL	56358.23	18733.16	75091.39
PORTO, MELINDA	1995.00	0.00	1995.00
POTTURI, VENKATA	5649.46	0.00	5649.46
POULIN, MARTHA	346.60	0.00	346.60
PRICE, JENNIFER	87626.11	179.74	87805.85
PRINGLE, JAMES	86350.61	326.80	86677.41
PRUNIER, JUSTIN	40571.11	6886.47	47457.58

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
PUGLISI, CASSANDRA	34788.80	3795.00	38583.80
PULLO, JOSEPHINE	840.00	0.00	840.00
PUMA, DUSTINE	89324.62	3973.24	93297.86
RAFIQ, FAUZIA	19810.02	141.48	19951.50
RAMASKA, CINDY	92795.31	686.28	93481.59
RAMOS, NAYOMI	1802.50	0.00	1802.50
RANDALL, ERICA	25810.42	0.00	25810.42
RAUSEO, MATTHEW	424.84	0.00	424.84
RAUSEO, MAURA	50905.33	119.32	51024.65
RAVER, NICHOLE	67614.28	2738.00	70352.28
READING, EMMA	383.00	0.00	383.00
READING, ROBIN	88086.09	0.00	88086.09
REANEY, ANGELA	67746.35	1218.87	68965.22
REARDON, AMANDA	78424.51	0.00	78424.51
REDDY, BRYANNA	3120.00	0.00	3120.00
REGAN, JULIE	26096.81	3061.90	29158.71
REGO, ANDREA	846.00	0.00	846.00
REGO, ERIN	480.00	0.00	480.00
REINER, ROBIN	880.00	0.00	880.00
REKKBIE, LINDA	3575.00	0.00	3575.00
REPOSA, JESSICA	1040.00	0.00	1040.00
REPPUCCI, DIANE	18029.80	0.00	18029.80
REYES, JANET	84293.17	817.00	85110.17
RICCI, KRISTINE	5561.08	0.00	5561.08
RICHARD, DANIELLE	34483.25	263.95	34747.20
RICHARD, LISA	86586.15	2394.30	88980.45
RIEGER, JUDE	86623.45	0.00	86623.45
RIGAZIO, JESSI	480.00	0.00	480.00
RING, KELSEY	66469.20	4087.10	70556.30
RIVERA, EVELYN	292.50	0.00	292.50
RIVERA, MICHELE	67170.14	0.00	67170.14
ROBERTS, BRITTANY	85344.47	867.08	86211.55
ROBINSON, JILL	54048.73	200.00	54248.73
ROBINSON, MEGAN	88628.45	2291.74	90920.19
RODGERS, KRISTI	84613.41	834.21	85447.62
ROGERS, ROBERT	93035.64	4912.64	97948.28
ROMANO, KRISTIN	85850.63	0.00	85850.63
ROONEY, CORINNE	49992.92	10859.51	60852.43
ROSSI, KAREN	48256.87	557.51	48814.38
ROUFF, FRANCESCA	98878.29	2300.95	101179.24
ROWE, KIMBERLEY	28358.15	3604.83	31962.98
ROY, CONSTANCE	9361.92	0.00	9361.92
RUDERMAN, DANIELLE	70076.92	2956.26	73033.18
RUFO, JOHN	28561.21	300.00	28861.21

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
RUIZ, ARIANNA	9216.10	0.00	9216.10
RUMSCHLAG, KRISTA	67214.60	490.20	67704.80
RUSSELL, JORDAN	5833.00	0.00	5833.00
RUSSO, KIMBERLY	89324.62	0.00	89324.62
RUSSO, MICHAEL	300.00	0.00	300.00
RYAN, JESSICA	78.00	0.00	78.00
RYAN, JULIEANN	59226.50	3086.80	62313.30
RYAN, LISA	528.00	0.00	528.00
RYAN, MELANIE	83187.33	490.20	83677.53
RYAN, SANDRA	25973.79	3481.70	29455.49
RYAN, SHELLI-AN	86911.39	14406.20	101317.59
SAAD, NICOLE	92332.26	0.00	92332.26
SABILLON, NORA	4399.30	0.00	4399.30
SACRAMONE-GREENE, DONNA	74596.81	32.68	74629.49
SADLER, SHEILA	87586.11	0.00	87586.11
SARCIONE, KRISTI	86023.70	0.00	86023.70
SATTERFIELD, AMANDA	825.00	0.00	825.00
SAUNDERS, DIANA	2012.50	0.00	2012.50
SAUNDERS, PAUL	2533.50	0.00	2533.50
SCARPA, JADE	74880.71	2320.96	77201.67
SCHILLE, VICTORIA	2659.00	0.00	2659.00
SCHUTTE, KAYLA	70193.34	309.00	70502.34
SCIALDONE, KELLY	85850.63	0.00	85850.63
SCIUCCO, CHRISTINA	3548.26	0.00	3548.26
SCOPPA, TAYLOR	62138.15	1290.86	63429.01
SCOTT, SHAWN	3621.00	0.00	3621.00
SCULLY, MARGARET	83095.80	1545.81	84641.61
SELISSEN, JEANNE	87759.18	0.00	87759.18
SHAH, AMBER	373.12	0.00	373.12
SHAO, DAN	90200.66	923.32	91123.98
SHEAHAN, KRISTINA	88997.71	602.50	89600.21
SHEEHAN, MICHELLE	25626.81	46.76	25673.57
SHERMAN, THERESA	1643.00	0.00	1643.00
SHIMKUS, JAMES	46640.77	3779.01	50419.78
SHIRKOFF, PAMELA	98524.26	5370.84	103895.10
SHIRKOFF, ROBERT	95515.43	2300.95	97816.38
SILVA, CHERYL	28052.41	1241.50	29293.91
SILVA-COUTURE, TIMOTHY	6892.00	263.48	7155.48
SILVAGNI, GABRIELLA	59680.46	343.14	60023.60
SILVERIO, MICHELLE	70082.58	388.00	70470.58
SIMIONE, JACQUELYN	78424.51	1560.09	79984.60
SIMPSON, JESSICA	74843.78	1381.44	76225.22
SINCLAIR, ELAINE	87586.11	3942.01	91528.12
SKAALAND, CARINA	25136.81	120.00	25256.81

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
SMALLIDGE, NICOLE	91233.17	2829.42	94062.59
SMITH, CHRISTINE	83187.70	6370.09	89557.79
SMITH, MARIE	81920.81	1405.24	83326.05
SMITH-DOCKHAM, ALISSA	83113.47	751.64	83865.11
SOARES, DIANA	700.00	0.00	700.00
SOCCI, MARIA	13702.25	0.00	13702.25
SOKOL, SUSAN	17815.13	2721.66	20536.79
SOMERVILLE, MAURA	811.00	0.00	811.00
SOMERVILLE, MELANIE	2440.00	0.00	2440.00
SORDILLO, DENISE	5825.02	0.00	5825.02
SOUZA, FLORENCE	88613.19	326.80	88939.99
SPATOLA, ASHLEY	74843.78	931.38	75775.16
SPENCER, TAMA	851.50	0.00	851.50
SPEZZANO, LORI	26982.32	2767.00	29749.32
SPEZZANO, TAYLA	80.00	0.00	80.00
SPICER, LAUREN	65497.83	309.00	65806.83
SPIEGEL, ZACHARY	8850.79	0.00	8850.79
SPOLEN, SUSAN	86494.30	0.00	86494.30
SPONZO, JODI	71933.76	2165.63	74099.39
SPRINGER, KRISTEN	5798.33	0.00	5798.33
STACK, CATHERINE	84113.43	0.00	84113.43
STADTMAN, JACK	54.00	0.00	54.00
STADTMAN, JOHN	2499.96	0.00	2499.96
STAMP, JASON	123446.72	0.00	123446.72
STANIEICH, CATHERINE	23548.08	245.25	23793.33
STAPLES, KATHERINE	16078.01	200.00	16278.01
STAPLES, RICHARD	88324.66	0.00	88324.66
STARKEY, DARYN	55069.18	705.13	55774.31
STARLING, KATHLEEN	16100.68	3894.00	19994.68
STEIN, DAVID	320.00	0.00	320.00
STEWART, LOREN	3790.47	0.00	3790.47
STOKES, KAITLYN	3604.00	0.00	3604.00
STONE, KIMBERLY	89824.60	0.00	89824.60
STRICKLER, CHRISTINE	80800.45	785.19	81585.64
STRONACH, RICHARD	51117.94	20254.60	71372.54
STUCHELL, FRANCES	624.00	0.00	624.00
SULLIVAN, ASHLEY	83492.35	6176.64	89668.99
SULLIVAN, BARRY	47056.13	366.40	47422.53
SULLIVAN, JAMES	84286.50	8114.04	92400.54
SULLIVAN, KEITH	3000.00	0.00	3000.00
SULLIVAN, LAURA	24024.46	200.00	24224.46
SUROWIEC, BRENDA	400.00	0.00	400.00
SURRAN, KATHLEEN	663.00	0.00	663.00
SUTHERLAND, LISA	1243.00	0.00	1243.00

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
SUVARNA, LATHIKA	1966.00	0.00	1966.00
SWANSON, ERIN	68373.03	2806.43	71179.46
SWEETAPPLE, EMMA	60583.28	1624.73	62208.01
SYLVESTER, LINDA	2240.00	0.00	2240.00
SZUM, LAURA	83608.31	1289.40	84897.71
TAGGART, JULIE	83113.47	0.00	83113.47
TARIRA, GLADYS	1946.60	0.00	1946.60
TAVANTZIS, SAMANTHA	75663.66	5833.00	81496.66
TAVARES, AARON	623.00	0.00	623.00
TAYLOR, ALICIA	21622.16	111.00	21733.16
TERRY, KIM	84850.67	1301.20	86151.87
TETRAULT, LAURA	3628.14	0.00	3628.14
THARRETT, CANDACE	83286.54	7027.50	90314.04
THEISEN, ANNE	21342.43	2935.97	24278.40
THERIAULT-REGAN, BRENDA	153783.94	1000.00	154783.94
THIBAUT, MAUREEN	4320.00	0.00	4320.00
THUILLIER, PETER	51743.00	14651.16	66394.16
TIERNEY, LAUREN	66088.05	555.56	66643.61
TIERNEY, MARYBETH	27852.41	140.60	27993.01
TIRABASSI, MELANIE	41472.69	0.00	41472.69
TOGNARELLI, MELISSA	1120.00	0.00	1120.00
TOLAND, NANCY	625.00	0.00	625.00
TOPPIN, JOANNE	429.00	0.00	429.00
TORNAME, NANCY	39216.42	13733.89	52950.31
TORRA, TRACY	288.00	0.00	288.00
TOVEY, JEANNETTE	408.00	0.00	408.00
TRAHAN, KATHARINE	37815.14	555.56	38370.70
TRAMONTE, LISA	75984.33	5574.04	81558.37
TRANT, TIFFANY	90560.12	752.86	91312.98
TREVOR, ALYSE	65805.11	16.51	65821.62
TREVOR, DENISE	19603.82	6474.10	26077.92
TSAKALAKOS, SARAH	85850.63	6033.05	91883.68
TUCCINARDI, BRIANNA	62299.28	1291.92	63591.20
VALCOURT, KRISTINA	62138.15	2606.89	64745.04
VENO, NICOLE	5943.78	0.00	5943.78
VENTURA, CATHERINE	97200.33	0.00	97200.33
VERA, ESTHER	795.00	0.00	795.00
VISCIONE, JULIANA	18738.00	0.00	18738.00
VOGEL, ANNE	600.00	0.00	600.00
VOGEL, KRISTEN	71530.55	4368.24	75898.79
VOGEL, LAUREN	140.00	0.00	140.00
VOGEL, SARAH	150.00	0.00	150.00
VOTO, BRITTANY	280.00	0.00	280.00
WAITE, BRENDA	8977.53	0.00	8977.53

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
WALDRIP, ROBERTA	11269.61	1300.13	12569.74
WALDRON, SEAN	62138.15	309.00	62447.15
WALKER, KERRY	342.50	0.00	342.50
WALLACE, JOY	40180.60	1020.30	41200.90
WALLACE, KATHRYN	6511.00	0.00	6511.00
WALLACE, MICHAEL	254.16	0.00	254.16
WALSH, JAMES	14668.99	465.00	15133.99
WALSH, KELSEY	310.00	0.00	310.00
WALSH, KERI	1487.50	0.00	1487.50
WALSH, SARA	80735.20	0.00	80735.20
WARE, HEATHER	50516.86	8570.04	59086.90
WATKINS, CAROLYN	564.00	0.00	564.00
WAUGH, JEANNETTE	30.00	0.00	30.00
WEESE, BRET	64211.03	9056.86	73267.89
WEIDKNECHT, MARGUERITE	91559.04	3587.50	95146.54
WEIR, JOHN	123586.45	0.00	123586.45
WELCH, CHRISTINE	84850.67	0.00	84850.67
WELCH, DANIELLE	550.00	0.00	550.00
WELCH, DARLENE	196.08	0.00	196.08
WELCH, KELLYN	74295.21	1081.58	75376.79
WELCH, PATRICIA	49682.47	3000.00	52682.47
WEST, ERIC	44665.86	10086.63	54752.49
WHITE, LINDSEY	65534.76	4275.11	69809.87
WHITEHOUSE, PATRICIA	39680.65	2309.01	41989.66
WHYNOT-PARTHUM, ANN	89840.60	0.00	89840.60
WILKEY, JESSICA	3568.00	0.00	3568.00
WILLIAMS, CARRIE-ANN	8508.16	0.00	8508.16
WILLIAMS, LAURA	84850.67	0.00	84850.67
WILSON, SCOTT	2499.96	0.00	2499.96
WINN, DENNIS	523.00	0.00	523.00
WINN, PAIGE	17347.35	3663.00	21010.35
WOODMAN, JANICE	806.40	0.00	806.40
WOODMAN, MORGAN	48.00	0.00	48.00
WRIGHT, ANDREA	1243.23	0.00	1243.23
WROBEL, SHELLEY	84613.41	3374.70	87988.11
YORE, SARAH	91060.10	1714.94	92775.04
YOUNG, PATTI-ANN	50619.19	309.00	50928.19
ZAKI, NANCY	28528.29	112.50	28640.79
ZAREMBA, SHARON	40180.57	1733.30	41913.87
ZAROULIS, JENNIFER	86023.70	0.00	86023.70
ZBIEG, RICHARD	51981.14	0.00	51981.14
ZERVAS, KYLE	214.50	0.00	214.50
ZIER, MARY ELLEN	19602.70	111.48	19714.18
ZIMMERMAN, JAY	62248.94	0.00	62248.94

<b>NAME</b>	<b>BASE</b>	<b>OTHER</b>	<b>TOTAL</b>
ZUCCO, ERNEST	83613.45	3942.01	87555.46
ZULLO, LISA	86350.61	817.00	87167.61
ZWIREK, NICOLE	88806.27	3735.40	92541.67

# TOWN EMPLOYEE EARNINGS

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
<b>TOWN MODERATOR</b>							
RAUSEO	KEITH	E	T114	225.00	225.00		
<b>BOARD OF SELECTMEN</b>							
DICK	BRIAN	H	T122	4,500.00	4,500.00		
JOHNSON	TODD	R	T122	225.00	225.00		
KELLY	JAY	J	T122	5,400.00	5,400.00		
KRATMAN	MARK	S	T122	4,500.00	4,500.00		
STRONACH	ANNE MARIE		T122	4,500.00	4,500.00		
WELLMAN	JAYNE	E	T122	4,500.00	4,500.00		
CALIENDO	SUZANNE		T305	80.90	80.90		
CUTELIS	MARIA	L	T305	372.14	372.14		
JOHNSON	MELISSA	A	T175	2,956.41	2,956.41		
<b>TOWN MANAGER</b>							
CICERO	CHRISTINE	M	T123	53,347.92	53,072.30	275.62	
LESSARD	KEVIN	M	T123	44,460.74	44,460.74		
MONTUORI	RICHARD	A	T123	207,995.43	207,995.43		
SADWICK	STEVEN	J	T123	131,653.26	131,653.26		
TAMBOLI	JEANINE	M	T123	66,181.84	66,181.84		
<b>FINANCE COMMITTEE</b>							
JOHNSON	MELISSA	A	T131	437.11	437.11		
<b>AUDITOR</b>							
ALFANO	PAMELA	J	T135	92,500.16	92,500.16		
DOYLE	NICOLE	D	T135	55,302.81	55,302.81		
FLORINO	RONALD	J	T135	33,521.63	33,521.63		
PAIVA	VIRGINIA	M	T135	35,026.27	35,026.27		
<b>COMPUTER SERVICES</b>							
BENT	JAMES	W	T136	100,327.35	100,327.35		
CHAMBERS	MICHAEL	C	T136	21,574.84	21,574.84		
<b>BOARD OF ASSESSORS</b>							
DEMEO	PATRICIA	A	T141	16,776.75	16,776.75		
DULONG	LINDA	A	T141	63,590.88	63,590.88		
FALLON	ALEXIS	E	T141	11,408.19	11,408.19		
FLANAGAN	BARBARA	A	T141	1,436.76	1,436.76		
FOLEY	JOANNE	P	T141	91,903.10	91,903.10		
KEATING	DAVID	F	T141	1,079.78	1,079.78		
MOORE	SUSAN	E	T141	1,436.76	1,436.76		
RAGUCCI	STACY	R	T141	47,474.40	47,474.40		
<b>TREASURER/COLLECTOR</b>							
BLAKENEY JR	WILLIAM	L	T145	79,796.96	77,865.30	1,931.66	
CATYB	DIANE	B	T145	27,737.41	27,737.41		
COVIELLO	COURTNEY	L	T145	4,957.00	4,957.00		
FLORINO	LYDIA	R	T145	12,079.26	12,079.26		
GATH	DEBRA		T145	13,268.77	13,268.77		
GILBERT	SUSAN	D	T145	28,611.31	28,611.31		
MAZZAPICA	MARY	M	T145	50,305.40	50,305.40		
METIVIER	JANICE	A	T145	103,221.37	103,221.37		
ODAMS	KELLY	L	T145	101,384.48	101,384.48		
SALEMME	DENISE	R	T145	20,993.60	20,993.60		
SARRAF	PAMELA	L	T145	18,761.79	18,761.79		
WALSH	JENNIFER	E	T145	22,070.94	22,070.94		

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
<b>ADMINISTRATIVE SERVICES</b>							
BELANGER	TERESA	L	T153	82,027.92	82,027.92		
COVIELLO	COURTNEY	L	T153	6,977.44	6,977.44		
<b>TOWN CLERK/TOWN ELECTIONS</b>							
GRAFFEO	DENISE		T161	95,600.16	95,600.16		
MAZZA	JAMES	J	T161	200.00	200.00		
MCMULLEN	SARAH	C	T161	39,317.15	38,731.11	586.04	
SULLIVAN	MICHELE	B	T161	73,628.26	72,020.65	1,607.61	
WINTER	DEBORAH		T161	49,566.85	49,094.78	472.07	
ALLEN	AMAYA	E	T162	108.38	108.38		
BANGS	JUDY	A	T162	372.94	372.94		
BEATTIE	ELEANOR	M	T162	813.75	813.75		
BEEAN	LILLIAN	K	T162	175.31	175.31		
BEY-ALLEN	GEORGIA	L	T162	622.50	622.50		
BOYLE	RONALD	E	T162	188.06	188.06		
BRADLEY	RUTH		T162	184.88	184.88		
BRADLEY	TAMMIE	R	T162	382.50	382.50		
BRANCHAUD	KARLA		T162	622.50	622.50		
BRANCHAUD	JOSEPH	R	T162	191.25	191.25		
BUCKLEY	DIANE	M	T162	216.75	216.75		
BULLEN	SUSAN	M	T162	178.75	178.75		
BYRNES	ANTOINETTE	M	T162	102.00	102.00		
CANNISTRARO	SANDRA	A	T162	95.63	95.63		
CARRIERE	LORRAINE	H	T162	331.50	331.50		
CASEY	ELINOR	M	T162	379.31	379.31		
CHAMBERS	MAUREEN	E	T162	385.69	385.69		
CIAMPA	KELLEY	A	T162	306.00	306.00		
CICERO	CHRISTINE	M	T162	142.41		142.41	
COVIELLO	ANNE	B	T162	197.63	197.63		
COVIELLO	JOHN		T162	626.25	626.25		
CREAMER	SANDRA	L	T162	255.00	255.00		
CUNNINGHAM	LAUREN	T	T162	35.75	35.75		
DECK	REBECCA	A	T162	121.13	121.13		
DEFEUDIS	PATRICIA		T162	48.75	48.75		
DIXON	DOROTHY	R	T162	57.38	57.38		
DUNCAN	ANNE	J	T162	204.00	204.00		
FARINATO	FLEURETTE	M	T162	204.00	204.00		
FERRY	CAROL	K	T162	149.81	149.81		
FLANAGAN	BARBARA	A	T162	168.94	168.94		
FORLIZZI-ROCHE	DENISE		T162	539.50	539.50		
GILMAN	DIANA	L	T162	175.31	175.31		
GOLEN	ALICE		T162	302.25	302.25		
GRAHAM	JOAN	Z	T162	251.81	251.81		
HAINES	DONNA	G	T162	12.75	12.75		
HANSFORD	JOAN	P	T162	191.25	191.25		
HIGGINS	JANICE	C	T162	255.00	255.00		
HOLLOWAY	DANIELLE	M	T162	540.00	540.00		
HOUGHTON	ROSEMARY	L	T162	210.38	210.38		
IMPINK	ERIC	S	T162	133.88	133.88		
IMPINK	PAIGE	F	T162	201.50	201.50		
IMPINK	ROSALYN	L	T162	195.00	195.00		
IPPOLITO	JEANNETTE	C	T162	89.25	89.25		
JOYCE	KRISTEN	M	T162	70.13	70.13		
KENNEY	ELEANOR	C	T162	89.25	89.25		
KUSHMEREK	DIANE	L	T162	369.76	369.76		
LAMARCA	THEODORA		T162	197.63	197.63		
LAZZARA	MARY	E	T162	47.81	47.81		
LOZOWSKI	DENISE	J	T162	382.51	382.51		
MAC INNIS	ROBERT	B	T162	102.00	102.00		
MACNEIL	LAUREEN	M	T162	419.25	419.25		
MAGUIRE	JANET	A	T162	258.19	258.19		
MAHER	KATHERINE	M	T162	191.25	191.25		
MCFADYEN	IRENE		T162	89.25	89.25		
MCFAYDEN	BETH	L	T162	191.25	191.25		

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
MCNAMARA	CHARLENE	M	T162	298.00	298.00		
MERCIER	ANNELIE	M	T162	197.63	197.63		
MORAN MURPHY	MARY	A	T162	214.50	214.50		
MURPHY	JANET	E	T162	191.25	191.25		
NICKERSON	DIANE	V	T162	76.50	76.50		
OLIVA	VINCENT	J	T162	175.31	175.31		
OLIVERIA	JILL	M	T162	204.00	204.00		
PANASUK	CHRISTIAN	L	T162	285.00	285.00		
PANILAITIS	SUSAN	D	T162	198.25	198.25		
PERROTTA	TERESA	M	T162	333.75	333.75		
PETILLI	SHIRLEY		T162	66.94	66.94		
PILCHER	MARY		T162	405.00	405.00		
POLI	LINDA	A	T162	97.50	97.50		
POTHIER	SANDRA	M	T162	204.00	204.00		
PURSER	CAROLYN	R	T162	188.06	188.06		
QUAGLIA	P. JERRY		T162	481.32	481.32		
QUINTON	PRISCILLA	N	T162	468.00	468.00		
RYAN	LORETTA	A	T162	547.50	547.50		
RYSER	SHANNON	M	T162	386.25	386.25		
SHEEHAN	LINDA	D	T162	76.50	76.50		
SHIRTON	JESSICA	M	T162	172.13	172.13		
SPANOS JOHNSON	SANDRA	A	T162	123.50	123.50		
TARLOWSKI	RICCARDA		T162	369.76	369.76		
TOPPIN	JOANNE	R	T162	267.76	267.76		
TOPPIN	DAVID	M	T162	191.25	191.25		
TOPPING	CHRISTINE	A	T162	57.38	57.38		
TORRO	AMY	L	T162	338.00	338.00		
TRUDEAU	JACOB	A	T162	44.63	44.63		
TRUDEAU	STEPHEN	A	T162	68.25	68.25		
VASSALLO	MARYANN		T162	204.00	204.00		
VIEIRA	PHYLLIS	A	T162	366.57	366.57		
WALSH	KATHLEEN	M	T162	66.94	66.94		
WEIR	DUSTIN	L	T162	191.25	191.25		
WHITE	EMMA	L	T162	114.75	114.75		
WON	JASMINE	L	T162	102.00	102.00		
YARBROUGH	JUDITH	A	T162	194.44	194.44		
CARROLL	AMANDA	K	T163	73.67	73.67		
DEMERS	ROBERT	F	T163	295.87	295.87		
TEAGUE	FRANCIS	A	T163	500.00	500.00		
TEAGUE	RUTH	A	T163	500.00	500.00		
<b>CONSERVATION COMMISSION</b>							
HOLLAND	PATRICK		T171	1,000.00	1,000.00		
JOHNSON	MELISSA	A	T171	411.52	411.52		
RONAN	DANIEL	S	T171	500.00	500.00		
SHEEHAN	DENNIS	J	T171	1,000.00	1,000.00		
<b>PLANNING BOARD</b>							
CATHCART	DAWN	E	T175	3,671.15	3,671.15		
DELANEY	JEREMIAH		T175	573.75	573.75		
FOWLER	ROBERT		T175	573.75	573.75		
FRATALIA	VINCENT	S	T175	573.75	573.75		
GALLO	STEFANIA	R	T175	67,045.59	67,045.59		
JOHNSON	MELISSA	A	T175	2,978.08	2,978.08		
JOHNSON	STEPHEN	G	T175	810.00	810.00		
LOWDER	ALEXANDRA	M	T175	39,764.69	39,725.74	38.95	
MCGINTY	ANNA	A	T175	64,190.69	64,190.69		
MORRIS	CAITLIN	E	T175	9,422.53	9,422.53		
RYDER	ERIC	M	T175	573.75	573.75		
<b>TELEMEDIA</b>							
COVIELLO	COURTNEY	L	T191	2,630.40	2,630.40		
DORRINGTON	BRIAN	J	T191	84,014.48	84,014.48		
MARSHALL	JASON	P	T191	61,212.32	61,212.32		

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
<b>TOWN HALL</b>							
RAY	SANDRA	M	T192	54,263.22	53,729.24	533.98	
<b>POLICE</b>							
ABERLE	JOSEPH	C	T210	68,783.26	55,420.38	13,362.88	
ADAMS	CHRISTOPHER	R	T210	127,944.36	83,475.42	17,833.82	26,635.12
ANOLI	ALEXANDER	E	T210	1,636.13	143.84	1,492.29	
BARBERA	JOSHUA	J	T210	80,650.04	64,215.80	5,175.24	11,259.00
BETTANO	CHRISTOPHER	J	T210	52,909.17	42,852.27	3,765.90	6,291.00
BJORKGREN	ROBERT	M	T210	131,289.36	84,542.19	11,996.01	34,751.16
BOUDREAU	AUDIE	E	T210	36,917.00			36,917.00
BYRNE	CHRISTOPHER	A	T210	116,102.91	81,925.51	18,653.62	15,523.78
CAPUANO	KAREN	M	T210	82,182.43	70,451.84	6,181.11	5,549.48
CASEY	THOMAS	M	T210	117,136.41	105,144.57	7,000.58	4,991.26
CASEY	JOHN	M	T210	103,428.76	73,015.74	4,398.52	26,014.50
CHAYA	ELIAS	G	T210	15,609.93	13,989.82	1,620.11	
CIARAMELLA	NICHOLAS	A	T210	22,995.80	22,995.80		
COLUMBUS	RYAN	M	T210	130,819.52	119,592.89	10,513.83	712.80
COLUMBUS	ALYSIA	M	T210	104,633.21	99,260.43	5,372.78	
CONNOR	PATRICK	M	T210	140,942.83	90,404.37	24,278.98	26,259.48
CONNORS	BARTHOLOMEW	B	T210	7,230.00			7,230.00
COOKE	THOMAS	M	T210	87,117.48	83,166.11	2,871.37	1,080.00
COVIELLO	CHRISTOPHER	J	T210	125,975.78	87,865.87	22,866.31	15,243.60
CROWE	JOHN	J	T210	59,806.01	59,381.67	424.34	
CUSTANCE	LAURA	A	T210	56,821.94	55,330.42	1,491.52	
DOHERTY	PATRICK	S	T210	2,268.00			2,268.00
DONAHUE	MICHAEL	W	T210	10,452.00			10,452.00
DONOGHUE	JOHN		T210	47,989.04			47,989.04
DONOVAN	MICHAEL	A	T210	106,769.48	83,361.85	14,821.63	8,586.00
DONOVAN	MATTHEW	D	T210	96,032.41	75,589.28	8,765.63	11,677.50
DUFFY	DAVID	J	T210	137,713.58	77,190.87	32,401.15	28,121.56
EVANS	DEBORA	E	T210	2,808.00			2,808.00
FARNUM	BRIAN	J	T210	151,877.41	102,281.79	30,064.36	19,531.26
FIELD	ROBERT	D	T210	165,836.02	112,419.03	18,980.15	34,436.84
FORTUNATO	JOSEPH	C	T210	18,974.68			18,974.68
GALLAGHER	SHANE	Q	T210	141,623.66	82,414.32	28,002.02	31,207.32
GATH	LEE	A	T210	9,437.54	2,444.54		6,993.00
GATH	PHILIP	M	T210	13,994.50			13,994.50
GAYNOR	SCOTT	P	T210	145,069.20	120,057.00	20,240.28	4,771.92
GONZALEZ	ANDRE		T210	101,726.49	83,848.30	16,906.19	972.00
GRIFFIN	KIMBERLY	A	T210	75,827.80	61,059.79		14,768.01
HANLEY	ERIC	E	T210	98,309.33	77,624.14	10,155.43	10,529.76
HARRINGTON	PATRICK	J	T210	109,096.18	96,917.15	11,686.27	492.76
HILDEBRAND	MARK		T210	18,838.18		278.18	18,560.00
HOLLIS	JAMES	H	T210	121,235.75	89,272.78	19,542.73	12,420.24
HUNT	RYAN	J	T210	88,768.47	65,784.36	12,562.11	10,422.00
JAREK	JOHN		T210	61,113.42		278.18	60,835.24
JAREK	MATTHEW	J	T210	56,014.62	1,282.48	1,810.56	52,921.58
JOP III	WALTER	J	T210	116,047.51	96,385.07	13,249.92	6,412.52
JOUVELIS	JOHN	T	T210	80,950.77	56,091.85	24,858.92	
JUDD	JANICE	R	T210	85,231.86	60,570.69	24,661.17	
KEDDIE	SCOTT	A	T210	35,460.02			35,460.02
KELLEY	JOSEPH	C	T210	138,421.58	99,026.65	23,235.41	16,159.52
KELLY	TIMOTHY	W	T210	109,204.17	103,400.36	4,291.81	1,512.00
KENNEDY	ALICE	M	T210	1,342.83	1,342.83		
LANGLEY	SANDRA	M	T210	5,898.12	5,552.75	345.37	
LAPOINTE	DANA	T	T210	115,757.25	68,130.09	11,182.92	36,444.24
LEFEBVRE	CHRISTOPHER	A	T210	102,762.29	74,647.24	23,795.05	4,320.00
LEVY	DAVID	W	T210	44,701.13		417.27	44,283.86
LINDAHL	JUSTIN	A	T210	97,906.65	80,476.63	4,608.82	12,821.20
LUMSDEN	RICHARD	S	T210	6,503.08			6,503.08
MACCARIO	MICHAEL	A	T210	107,028.58	79,961.43	18,009.95	9,057.20
MACCARO	REBECCA	A	T210	34,288.92	28,159.98	6,128.94	
MACLEOD JR	THOMAS	M	T210	17,369.18		278.18	17,091.00
MCLAUGHLIN	MICHAEL	J	T210	113,736.63	82,414.33	31,322.30	
MCMAHON	MARKUS	E	T210	104,234.39	82,916.14	2,853.81	18,464.44
MCNAMARA	JASON	R	T210	77,316.10	59,109.05	14,751.05	3,456.00
MCPHAIL	CHARLES		T210	4,725.00			4,725.00
MENDES	SCOTT	T	T210	22,934.00			22,934.00
MENDONCA	JOE	R	T210	108,078.60	68,042.14	20,137.46	19,899.00
MIANO	DAVID	M	T210	90,430.18	72,525.03	4,648.15	13,257.00
MORRIS	PAUL	E	T210	84,858.42	69,992.80	3,120.62	11,745.00

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
NEWCOMB	MICHAEL	S	T210	147,885.40	105,387.85	25,251.25	17,246.30
NEWTON	JOSEPH	A	T210	935.54	215.75	719.79	
NICOSIA	PAUL	J	T210	123,940.31	77,274.17	21,796.14	24,870.00
O'HARE	JAMES	P	T210	6,169.50			6,169.50
OKEEFE	KIMBERLY	A	T210	80,268.59	75,116.27	5,152.32	
ONEILL	BRIAN	R	T210	54,191.82	53,940.32	251.50	
PAGE-SHELTON	MATTHEW	C	T210	69,118.78	69,118.78		
PALMACCI	ANDREW	S	T210	10,356.16	8,531.25	1,824.91	
PELRINE	STEPHEN		T210	39,882.16			39,882.16
PELRINE	MATTHEW	S	T210	66,741.53	35,442.92	3,867.21	27,431.40
PERRY	MARK		T210	115,302.25	102,968.86	10,011.39	2,322.00
PETERSON JR	DENNIS	J	T210	126,772.00	85,139.67	22,023.13	19,609.20
PHILLIPS	PETER	J	T210	20,752.32			20,752.32
PICCOLO	ARTHUR	M	T210	81,891.82	77,497.30	1,370.52	3,024.00
PICCOLO JR	ALBERT	A	T210	82,542.13	81,666.02	876.11	
POISSON	KAREN	A	T210	79,960.51	60,706.83	19,253.68	
POWERS	JOHN	R	T210	34,533.00			34,533.00
POWERS	STEPHEN	M	T210	47,088.00			47,088.00
PRATT JR	DOUGLAS	E	T210	71,556.62	68,964.42	2,592.20	
QUINN	STEPHEN	J	T210	93,460.18	73,701.74	17,166.44	2,592.00
REESE	KEVIN		T210	3,348.00			3,348.00
REGAN	PETER	L	T210	83,353.99	74,013.63	9,340.36	
RICHARDSON	ANDREW	J	T210	104,478.18	68,415.94	8,643.48	27,418.76
RINGWOOD	PAUL		T210	20,088.00			20,088.00
ROGERS	KAREN	L	T210	1,939.75	1,939.75		
ROWE	MATTHEW	S	T210	88,572.64	74,311.31	10,428.37	3,832.96
RUGGIERO	MARIA	F	T210	57,005.99	51,496.40	5,509.59	
RYSER	JAMES	T	T210	91,417.38	80,221.99	4,614.79	6,580.60
SAAD	JACOB	E	T210	864.00			864.00
SABELLA	SARAH	M	T210	20,787.41	15,577.84	5,209.57	
SAWICKI	DANIEL	D	T210	5,662.00			5,662.00
SCHWALB	WILLIAM	L	T210	26,641.00			26,641.00
SCOTT	CHRISTOPHER	M	T210	92,565.05	75,737.38	9,982.59	6,845.08
SHEEHAN	TIMOTHY	B	T210	247,542.79	247,542.79		
SHEEHAN	KAYLA	M	T210	81,842.83	74,942.62	487.71	6,412.50
SILVIA	SHAUN	E	T210	2,661.64	1,147.25	1,514.39	
SITAR	DANIEL	J	T210	25,059.40			25,059.40
STEPHENS	ROBERT	A	T210	147,034.67	118,589.33	19,610.10	8,835.24
STOTIK	PATRICIA	J	T210	66,688.00	61,715.17	4,972.83	
SULLIVAN	EDWARD	M	T210	82,314.17	70,172.77	12,141.40	
SULLIVAN III	THOMAS	J	T210	24,516.00			24,516.00
TIRRELL	JOSHUA	B	T210	19,608.28	15,420.80	4,187.48	
TORRES	STEVEN	M	T210	122,973.48	117,274.88	5,239.60	459.00
TRELEGAN	COLIN	L	T210	174,305.19	83,072.99	41,096.30	50,135.90
VASCONCELLOS	MICHAEL	J	T210	82,306.24	66,459.84	9,034.60	6,811.80
VASCONCELLOS	KAITLIN	M	T210	93,144.04	85,823.62	6,888.42	432.00
VITALE	MARCIA	A	T210	57,572.17	56,669.67	902.50	
VOTO	JOHN	S	T210	157,672.20	154,675.20		2,997.00
WELCH	JENNIE	A	T210	93,621.42	85,359.69	7,829.73	432.00
WHITEHOUSE	JACK	L	T210	16,956.00			16,956.00
WILLIAMS JR	JAMES	F	T210	134,281.59	114,946.14	19,119.45	216.00
WOOD	MARK	P	T210	21,874.08	21,874.08		

**FIRE**

ALTAVESTA	JOEL	R	T220	86,399.28	75,598.32	9,984.96	816.00
AUSTIN	SCOTT	D	T220	108,187.73	87,866.33	20,321.40	
BIELECKI	PETER	J	T220	83,532.23	69,298.17	13,418.06	816.00
BOURDON	MARC	B	T220	74,073.95	74,023.12	50.83	
BRADLEY	SHAWN	M	T220	83,887.05	73,708.20	9,362.85	816.00
BROTHERS	PATRICK	M	T220	93,703.56	72,583.01	20,814.55	306.00
BROTHERS	WILLIAM	P	T220	87,940.12	84,421.94	3,518.18	
CALISTRO	ROBERT	B	T220	132,783.74	132,783.74		
CALLAHAN	MICHAEL	P	T220	121,490.01	101,863.98	19,626.03	
CARNEY	DAVID	A	T220	108,283.92	88,965.53	19,318.39	
DOGHERTY	JOSEPH	M	T220	76,647.91	67,408.20	8,423.71	816.00
DOHERTY	PATRICK	S	T220	110,012.76	86,849.90	22,958.86	204.00
ELLIOTT	TODD	E	T220	81,306.06	70,133.96	11,172.10	
FAGONE	JAY	J	T220	20,144.63	14,896.38	5,248.25	
FITZPATRICK	JAMES	E	T220	85,696.85	75,490.77	9,390.08	816.00
FORTUNATO	JOSEPH	C	T220	95,596.10	77,488.25	17,291.85	816.00
FOWLER	JOHN	R	T220	84,022.00	71,313.26	12,708.74	
GIASULLO	JEFFREY	T220		96,586.36	83,645.91	12,124.45	816.00
GIASULLO	MICHAEL	J	T220	85,006.96	73,980.72	10,822.24	204.00

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
GIASULLO	DAVID	J	T220	99,661.51	81,268.23	17,577.28	816.00
GIASULLO JR	JEFFREY		T220	69,721.62	57,964.93	11,756.69	
GOSSE	WILLIAM	R	T220	76,196.61	72,173.04	3,615.57	408.00
GUTTADAURO	PAUL	F	T220	94,819.44	88,273.47	6,545.97	
HAZEL	MICHAEL	A	T220	196,876.07	196,876.07		
HOLDEN	TIMOTHY	J	T220	98,033.62	78,835.69	18,075.93	1,122.00
HUBBARD	JUSTIN	A	T220	45,996.61	35,035.72	10,960.89	
HURLEY	BRIAN	J	T220	113,726.39	85,819.17	27,907.22	
KARLBERG	DAVID	R	T220	116,365.68	87,512.74	27,679.94	1,173.00
KASPRZAK	DANIEL	M	T220	77,276.02	74,023.12	3,252.90	
KEARNS	JOSEPH	W	T220	122,612.37	102,291.11	20,321.26	
KEDDIE	SCOTT	A	T220	142,799.51	114,435.69	28,363.82	
KEDDIE	ROBERT	P	T220	93,874.59	74,892.40	17,350.19	1,632.00
KERR	GARY	O	T220	129,762.06	110,895.24	18,254.82	612.00
LAMOUREUX	JUSTIN	A	T220	80,551.69	72,133.08	7,602.61	816.00
LEVY JR	DAVID	W	T220	90,706.27	72,133.12	18,573.15	
LUCIA JR	CHARLES	A	T220	88,867.57	71,736.16	16,315.41	816.00
MACKEY	BRIAN	R	T220	106,571.81	87,462.08	18,293.73	816.00
MANCUSI	TIMOTHY	M	T220	80,753.83	75,992.85	3,944.98	816.00
MARTIN	JEANNE	M	T220	56,287.51	56,287.51		
MCGLAUFLIN	RUSSELL	J	T220	105,050.37	86,119.21	18,931.16	
MERRILL	MICHAEL	B	T220	81,061.32	71,212.05	9,849.27	
MERRILL MORGADO	CHRISTINA	M	T220	89,598.93	74,353.27	15,245.66	
MURPHY IV	THOMAS	J	T220	49,741.32	48,851.85	889.47	
OLEARY	JOHN	H	T220	36,878.06	34,517.57	2,360.49	
ROBERTS	HENRY	W	T220	31,858.26	25,754.74	6,103.52	
ROSEMOND	ALAN	L	T220	96,945.91	77,497.66	19,244.25	204.00
SANDBERG	KENNETH	J	T220	107,543.77	88,902.26	18,233.51	408.00
SAWICKI	DANIEL	D	T220	97,092.49	94,200.04	469.95	2,422.50
SITAR	DANIEL	J	T220	91,504.31	79,754.75	11,749.56	
SMALL	DANIEL	T	T220	86,546.58	75,254.48	11,292.10	
SMITH	PETER	C	T220	62,455.68	50,150.01	12,305.67	
SODERGREN	JOSEPH	M	T220	66,290.94	64,973.84	1,317.10	
SPENCER	STEVEN	M	T220	75,333.81	73,496.28	1,837.53	
TEIXEIRA	CHRISTOPHER	J	T220	86,624.82	72,133.10	13,675.72	816.00
TEMMALLO	DEREK	C	T220	78,830.30	69,350.18	9,480.12	
VASAS	ALBERT	J	T220	155,604.03	137,330.67	18,273.36	
WELCH	TYLER	J	T220	78,793.37	68,836.12	8,784.25	1,173.00
WELCH	DEREK	W	T220	90,570.70	72,811.60	16,943.10	816.00
WILLEY	MICHAEL	A	T220	90,807.29	76,730.08	12,904.21	1,173.00
YOST	DANIEL	W	T220	73,987.25	69,369.28	4,617.97	

**BUILDING**

AURILIO	ANTHONY	F	T241	547.88	547.88		
BAGNI	RICHARD	J	T241	446.08	446.08		
CATHCART	DAWN	E	T241	62,394.25	62,394.25		
GYNAN	JOEL	C	T241	47,433.85	47,433.85		
JOHNSON	EDWARD	P	T241	104,053.24	104,053.24		
OKEEFE	NANCY	A	T241	61,113.64	61,113.64		
SULLIVAN	HAROLD	J	T241	22,750.08	22,750.08		
WILD	PAUL	A	T241	22,648.28	22,648.28		

**DPW**

ALFONSI	SEAN	G	T400	69,722.39	60,587.91	9,134.48	
ALLARD	THOMAS	A	T400	86,394.07	68,511.49	17,882.58	
ALLARD	PETER	D	T400	48,938.95	42,851.92	6,087.03	
BEEBE	CHRISTOPHER	M	T400	88,543.30	71,176.23	17,367.07	
BELIDA	ROBERT	A	T400	113,758.02	90,364.31	23,393.71	
BOZEK	JOHN	B	T400	82,847.14	63,913.70	18,933.44	
BRINCH	SCOTT	M	T400	99,931.68	99,931.68		
BRINCKLOW	CONNOR	J	T400	3,639.12	3,639.12		
BROTHERS	MICHAEL	S	T400	78,866.94	75,176.36	3,690.58	
BURLEY	RANDALL	K	T400	78,438.46	78,100.52	337.94	
CALLISON	PATRICK	S	T400	63.48		63.48	
CAREY	PATRICK	R	T400	97,317.91	77,649.71	19,668.20	
CAREY	JONATHAN	U	T400	75,658.91	70,156.33	5,502.58	
CASEY	SHON	J	T400	90,968.28	75,080.89	15,887.39	
CHANDLER	KENNETH		T400	101,148.63	79,609.16	21,539.47	
CHENG	CHESTER	J	T400	72,430.71	72,430.71		
CLEARY	PATRICK	J	T400	88,383.03	70,151.74	18,231.29	
CONLON	KEVIN	M	T400	112,618.62	91,916.55	20,702.07	
DECAREAU	MATTHEW	P	T400	54,345.36	49,775.93	4,569.43	
DESHLER JR	MICHAEL	T	T400	89,974.56	75,139.83	14,834.73	

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
DOHERTY	ROSEMARY	E	T400	2,797.92	2,797.92		
DONOVAN	MICHAEL	B	T400	87,106.68	82,730.69	4,375.99	
DRAKOULAKOS	ALEC	P	T400	75,921.46	61,285.59	14,635.87	
GIANNETTI	FRANK	P	T400	81,130.65	81,130.65		
GILBERT	BRIAN	M	T400	131,225.76	131,225.76		
HARDIMAN	KEVIN	T	T400	98,568.66	98,568.66		
HIRTLE	MATHEW	T	T400	89,265.13	75,278.58	13,986.55	
LADDERBUSH	MARLENE	M	T400	37,131.28	37,131.28		
LAYNE	KENNETH	W	T400	83,807.09	70,754.89	13,052.20	
LIZOTTE	DAVID	G	T400	41,228.75	41,228.75		
LONGO	MICHAEL	K	T400	69,755.43	59,898.33	9,857.10	
MARION	BERNARD	H	T400	83,870.35	78,725.98	5,144.37	
MARION II	LOUIS	E	T400	80,880.23	76,486.38	4,393.85	
MARKOS	ARTHUR	G	T400	74,155.63	74,155.63		
MARQUIS	MATHEW	C	T400	4,712.24	4,712.24		
MCNAMARA	PATRICK	M	T400	45,298.86	43,153.89	2,144.97	
MICIAN	GINA	E	T400	2,297.94	2,297.94		
MINER JR	ROBERT	H	T400	94,748.22	77,657.27	17,090.95	
MUDARRIE	NICHOLAS	F	T400	76,762.45	71,536.26	5,226.19	
NICHOLS	RAUN	A	T400	69,649.06	66,705.26	2,943.80	
PATTERSON	SUSAN	M	T400	61,216.99	61,216.99		
POWERS	STEPHEN	M	T400	2,336.75	2,336.75		
ROBINSON	CHRISTINE		T400	61,194.64	61,194.64		
ROSA	BRANDON	R	T400	2,660.14	2,660.14		
SALERNO	JOHN	M	T400	96,336.73	79,624.23	16,712.50	
SCHOFIELD	CHERYL	A	T400	48,673.24	48,673.24		
SINGLETON	LOGAN	J	T400	3,780.90	3,780.90		
SOTIRAKOS	DANIELLE	M	T400	23,187.99	23,187.99		
SPINALE	RICHARD	J	T400	76,118.70	76,118.70		
STACK	ANDREW	A	T400	85,601.92	83,570.14	2,031.78	
STODDARD	RICHARD	E	T400	108,838.10	88,353.55	20,484.55	
STRONACH	TIMOTHY		T400	109,304.93	81,166.46	28,138.47	
TRUSCELLO	JASON	R	T400	89,423.44	71,768.56	17,654.88	
WALSH	MARK	S	T400	75,307.86	64,260.37	11,047.49	
WEITZ	ZACHARY	L	T400	2,646.63	2,646.63		
WHELAN	SHAWN	P	T400	93,053.46	70,986.97	22,066.49	
WILSON	TYLER	J	T400	3,315.04	3,315.04		
WOODBURY	MELISSA	T	T400	65,321.96	64,124.73	1,197.23	

**BOARD OF HEALTH**

AGARWALLA	URVI		T510	23,723.62	18,695.46	5,028.16	
BARRY	RAYMOND	M	T510	405.00	405.00		
BOSCHETTI	ANTHONY	M	T510	315.00	315.00		
HADGE	LISA	M	T510	51,208.79	51,208.79		
KINGHORN	SARAH	B	T510	22,635.62	22,635.62		
ROUX	CHARLES	J	T510	315.00	315.00		
SAWYER	SUSAN	Y	T510	96,206.79	96,206.79		
SCARANO	ROBERT	J	T510	315.00	315.00		
SULLIVAN	SHANNON	L	T510	67,494.50	67,494.50		
THOMAS	PAMELA	J	T510	4,416.36	4,416.36		
ZAROULIS	MARIA	H	T510	315.00	315.00		

**COUNCIL ON AGING**

CONOLE	JANICE	E	T541	66,878.26	59,180.18	7,698.08	
DEACKOFF	GAIL	A	T541	7,912.30	7,912.30		
DUNLEVY	DIANE		T541	35,858.15	35,858.15		
HUTCHEON	NICOLE	B	T541	69,172.21	69,172.21		
KASCAK	CARLY	R	T541	51,461.74	51,461.74		
LYONS JR	JOSEPH		T541	199.39	199.39		
MCCARTHY	NANCY	M	T541	1,632.52	1,632.52		
NATOLA	RALPH	J	T541	10,146.23	10,146.23		
NOEL	ROBERT	S	T541	52,192.59	52,192.59		
POULIN	LINDA	M	T541	540.00	540.00		
TUCCERI	SUSAN		T541	622.71	622.71		

**VETERAN SERVICES**

ALLEN	DONNA	M	T543	35,576.52	35,576.52		
DOWNEY	LISA	M	T543	60,679.39	60,679.39		

Last Name	First Name	MI	Location	Amount	Regular	Overtime	Detail
<b>LIBRARY</b>							
ALEXANDER-GRILZ	ANDREW	J	T610	9,472.50	9,472.50		
ARDIZZONI	CAROLE	A	T610	3,394.34	3,394.34		
BOC	NOELLE	E	T610	75,443.22	75,443.22		
BRILEY	JEANNINE	L	T610	57,553.05	57,553.05		
BURKE	JENNIFER	L	T610	48,587.80	46,755.18	1,832.62	
DRISCOLL	DANIELLE	M	T610	48,238.01	46,025.23	2,212.78	
FIUMARA	JOSEPH	F	T610	60,147.81	58,385.33	1,762.48	
GIARRUSSO	DIANE	M	T610	90,433.77	90,433.77		
GUSTIN	TRINITY	A	T610	2,326.04	2,326.04		
HAMM	MARIA	C	T610	38,690.33	38,643.20	47.13	
HAYES	ROBERT	L	T610	75,556.94	69,539.10	6,017.84	
HELLMAN	RACHEL	S	T610	21,408.68	20,491.58	917.10	
HOLLAND	GAIL	M	T610	48,783.53	47,414.33	1,369.20	
HOLLIS	CHRISTINE		T610	46,056.71	45,086.86	969.85	
IMPINK	ROSALYN		T610	785.29	785.29		
KELLEY	ANNE	E	T610	32,589.82	32,234.15	355.67	
LEGGAT	EMILY	R	T610	43,669.22	41,671.58	1,997.64	
LEWIN	KATRINA	D	T610	58,285.01	54,676.63	3,608.38	
MAGANZINI	HEATHER	R	T610	50,258.48	48,099.77	2,158.71	
PIKE	JEFFREY	M	T610	8,666.33	8,666.33		
ROBINSON	MEGHAN SIOBHAN	S	T610	35,254.99	33,855.63	1,399.36	
SWARTZ	JEANNE	E	T610	47,929.94	47,380.91	549.03	
TROIANO	THERESA	M	T610	6,666.48	6,666.48		
VILLET	AIMEE	A	T610	7,033.42	7,033.42		
<b>PARKS/RECREATION</b>							
BOMAL JR	VINCENT	R	T630	86,647.64	86,647.64		
CALLISON	PATRICK	S	T630	77,446.45	71,602.41	5,844.04	
GENDRON	JAMIE	D	T630	74,128.55	66,945.05	7,183.50	
WORTH	GARIN	F	T630	66,726.62	65,730.80	995.82	

# AT YOUR SERVICE

## (AREA CODE 978)

GENERAL INFORMATION.....	640-4300
AMBULANCE.....	911
Administrative Services, Town Hall.....	640-4488
Assessors, 11 Town Hall Ave.....	640-4330
Auditor, 11 Town Hall Ave.....	640-4320
Board of Registrars (Voter Information).....	640-4355
Building Commissioner, Town Hall.....	640-4430
Community Development, Town Hall.....	640-4370
Computer Services, 11 Town Hall Ave. ....	640-4351
Conservation Commission, Town Hall.....	640-4370
FIRE DEPARTMENT, 21 Town Hall Ave.	
EMERGENCY.....	911
Other Fire Information.....	640-4410
Health Board, Town Hall.....	640-4470
Housing Authority, Saunders Circle.....	851-7392
Library (300 Chandler St.).....	640-4490
Parking Clerk, Town Hall.....	640-4355
Planning Board, Town Hall.....	640-4370
Plumbing/Electrical Inspector, DPW Building	640-4435
POLICE DEPARTMENT, 918 Main Street	
EMERGENCY.....	911
Administrative-Non Emergency.....	640-4381
Detectives.....	640-4380
Animal Control Officer.....	640-4395
Public Records.....	640-4355
PUBLIC WORKS (DPW) 999 Whipple Rd.	
Superintendent/Administration Office.....	640-4440
Engineering Division.....	640-4440
Highway Division.....	640-4440
Sewer Division.....	640-4440
Snow & Ice Emergency.....	640-4443
Tree Division.....	640-4440
Water Division	
(Emergencies-Phone Police Dept).....	640-4448
Water Treatment Plant.....	858-0345
Water Billing Division, 11 Town Hall Ave.....	640-4350
Road Runner Transportation.....	459-0152
Rubbish Disposal.....	1-800-442-9006
Northern Middlesex Registry of Deeds.....	458-8474

## SCHOOL DEPARTMENT

Athletic Director.....	640-7834
Loella Dewing School, 1469 Andover St.....	640-7858
Heath Brook School, 165 Shawsheen St.....	640-7865
Memorial High School, 320 Pleasant St.....	640-7825
North Street School, 133 North St.....	640-7875
Louise Trahan School, 12 Salem Rd.....	640-7870
John Ryan Elem School, 135 Pleasant St.....	640-7880
John Wynn Middle School, 1 Griffin Way.....	640-7846
Shawsheen Tech. Region. H.S. (Billerica).....	667-2111
Superintendent of Schools, 139 Pleasant St....	640-7801
Business Admin. Office, 139 Pleasant St.....	640-7805
Sealer of Weights & Measurers.....	640-4430
Selectmen, Town Hall.....	640-4300
Senior Center, 175 Chandler St.....	640-4480
Telemedia Department, Town Hall.....	771-0819
Public Channel: Comcast 8 and Verizon 32	
Education Channel: Comcast 22 and Verizon 34	
Government Channel: Comcast 99 and Verizon 33	
Town Clerk, Town Hall.....	640-4355
Town Manager, Town Hall.....	640-4300
Treasurer/Tax Collector, 11 Town Hall Ave....	640-4340
Veterans Agent, Senior Center.....	640-4485
Voter Information, Town Hall.....	640-4355
Welfare Department.....	446-2400
Historical Society .....	978-863-9989
Web Site – <a href="http://www.tewksburyhistoricalsociety.org">www.tewksburyhistoricalsociety.org</a>	
Tewksbury Cemetery, 172 East St.....	978-851-4165
Tewksbury Community Pantry.....	978-858-2273
Town Web Site.....	<a href="http://www.tewksbury-ma.gov">www.tewksbury-ma.gov</a>
CITIZENS INFORMATION SERVICE	
Secretary of the Commonwealth.....	1-800-392-6090
Web Site – <a href="http://www.sec.state.ma.us">www.sec.state.ma.us</a>	
Senator Elizabeth Warren (Boston).....	617-565-3170
Senator Edward Markey (Boston).....	617-565-8519
Congressman Seth Moulton.....	202-225-8020
State Senator Barry R. Finegold.....	617-722-1612
State Representative David Allen Robertson	617-722-2210
State Representative Tram T. Nguyen.....	617-722-2060