



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

Gordon Clark, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Cindy King, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

SELECTMEN'S MEETING MINUTES
OCTOBER 3, 2017 6:00 P.M. SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 GC called the meeting to order at 6:00P.M.

Roll call vote showed 2 members present: Chairman Gordon Clark, (GC) and Clerk, Sue Lisio (SL). GC explained that Ms. King has requested a delay to allow for a ceremony she was participating in. SL moved to recess the meeting until 6:30P.M.

GC called the meeting back to order at 6:45P.M.

Roll call vote taken showed 3 members present, Chairman Gordon Clark (GC), Vice-Chair Cindy King (CK) and Clerk Sue Lisio (SL)

1.2 Pledge of Allegiance

GC asked for a moment of silence in honor of Mr. John Whittemore.

1.3 GC announced the meeting is being tape recorded.

1.4 GC announced the following were added or deleted from the original agenda. SL asked to remove agenda item under 5.2 MSBA update.

- **Vote to take 3.1 out of order.**
- **Table agenda item 2.1 until the next regularly scheduled Selectmen's meeting.**
- **Change meeting time for agenda item 2.2 to 7:30P.M.**
- **5.1.8 Approve hiring of Conservation Agent.**
- **5.1.9 Fire Substation Project notice to proceed.**
- **5.3 Add approval of meetings for April 25, 2017**

CK apologized to the audience for being late, explaining as past Commander of the VFW she participated in the ceremony for John Whittemore.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 ~~6:30 P.M. Mark Mercurio, Facilities Maintenance Supervisor RE: Dept. Head Update.~~

2.2 7:30 P.M. Joan Landers, North Middlesex Regional School District Superintendent RE: Solar Panel installation for the new High School located on 19 Main Street.

The Board met with Joan Landers, Superintendent. Ms. Landers explained the process needed to install the solar panels on the new high school, further explaining the need to declare the rooftop as surplus.

SL moved to approve the use of the surplus roof space at the North Middlesex Regional High School for the purpose of installing and operating for a period of at least 20 years a new rooftop solar energy system for the benefit of the North Middlesex Regional School District. CK seconded. Unanimous vote.

Ms. Landers informed the Board there's a community open house for the new high school scheduled and the students themselves will lead tours. Ms. Landers reminded the Board of the ribbon cutting ceremony. SL asked the dates be added to the Town's website.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

3.1 Discussion RE: Appointment Permanent Police Chief and Deputy Police Chief.

GC read the agenda item as below:

Permanent Police Chief- As per the discussion and prior vote of the Board, the position of permanent Police Chief was posted. Current Interim Chief of Police, Rick Bailey was the lone applicant. Interim Chief Bailey's cover letter and resume are enclosed for your review and consideration. It is the Town Administrator's strong recommendation that the Board appoint Interim Chief Bailey to the position of Permanent Chief of Police of the Townsend Police Department and to enter into executive session to negotiate the terms and conditions of an employment contract.

GC then opened the discussion to his Board members for questions or comments to Chief Bailey; who was in attendance in order to answer any questions. SL inquired as to why the Hollis NH website still had Chief Bailey as an Officer on the force. Mr. Kreidler reminded the Board they did approve a Section 19 waiver from MGL Chapter 268 at the last meeting with the condition he would discontinue his work for that department.

Additional discussion included: posting timeline, probationary period, negotiations, process used when hired as Interim, and job responsibilities.

SL moved to appoint Mr. Richard Bailey as Police Chief for the town of Townsend for the position of permanent Police Chief and to have an executive session for negotiation of the contract and the appointment is contingent upon successful negotiations. CK seconded. Unanimous vote.

GC read the agenda item as below:

Deputy Chief Position- As per the discussion and prior vote of the Board, the position of Deputy Chief was posted. We received a number of very high quality applicants and Interim Chief Bailey interviewed three (3) candidates. It is Interim Chief Bailey's strong recommendation that the Board consider the appointment of Mr. James Sartell of Brookline, NH to the position of Deputy Chief of the Townsend Police Department. Further, it is the recommendation of the Chief and the Town Administrator that if such an appointment is made that the Board enter into executive session to discuss a memorandum of agreement with the Deputy Chief.

Mr. Kreidler gave a synopsis of the process used to recruit and recommend Mr. James Sartell to the position of Deputy Chief.

Discussion included: number of applicants (27) and interviews (3), certification requirements and process for NH Officers, professional relationship between the Chief and Mr. Sartell, service background, role of Chief in Hollis and what areas of responsibility in comparison to Townsend, regional dispatch, and family life.

SL moved to appoint Mr. James Sartell to the position of Deputy Chief to the Townsend Police Department contingent upon successful negotiations with a memorandum of understanding.

3.1.1 May enter into executive session pending outcome of agenda item 3.1

Executive Session pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel with respects to the Police Chief and Deputy Chief.

SL requested the board address agenda item 2.2 prior to entering executive session. The Board did not address 2.2 prior.

CK moved to enter into executive session pursuant to GL c. 30A, s. 21 (a) (2) to discuss strategy or to conduct negotiations with non-union personnel with respects to the Police Chief and the Deputy Chief. GC seconded. Roll call vote: GC (YES), CK (YES), SL (NO)

SL moved to enter back into open session at 8:20P.M. GC seconded. Roll Call Vote: GC (YES), CK (YES), and SL (YES)

SL moved to approve the MOA with Mr. James Sartell as presented with the modifications agreed to during discussion in the executive session and the Board execute the MOU and sign out of session. CK seconded. Unanimous vote.

3.2 SL moved to appoint Dolores Farese to TEMA (Townsend Emergency Management Agency) for a three-year term effective October 3, 2017 to June 30, 2020. CK seconded. Unanimous vote.

3.3 SL moved to appoint Amelia Gentry to TEMA (Townsend Emergency Management Agency) for a three-year term effective October 3, 2017 to June 30, 2020. CK seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 The Board reviewed the award declaration (see attached) SL moved to accept the award in the amount of \$7,200.00 from the Department of Environmental Protection for Townsend's Recycling Dividends Fund under the Sustainable Materials Recovery Program and to authorize James M. Kreidler, Town Administrator to sign the award. CK seconded. Unanimous vote.

4.2 SL moved approve the permit to cross, alter, and/or construct within a town way, for Unitil to install a bond cable across the gas main located on Emery Road. CK seconded. Unanimous vote.

- 4.3 SL moved to approve the permit to cross, alter, and/or construct within a town way, for Unitil to replace existing test station located on Depot Road.
- 4.4 SL moved to approve the permit to cross, alter, and/or construct within a town way, for Unitil to replace existing test station located on Riverbank Street.
The Board signed all three cross, alter, and/or construct within a town way permits (see attached)
- 4.5 The Board reviewed the applications (see attached) SL moved to approve and sign the one-day liquor licenses for Terri Roy on behalf of the V.F.W. Post #6538, 491 Main Street on:
- November 18, 2017 in conjunction with a Birthday Party located at the V.F.W. Post #6538, 491 Main Street with sale hours from 7:00P.M. to 11:00P.M.
 - October 14, 2017 in conjunction with a Wedding Reception located at the V.F.W. Post #6538, 491 Main Street with sale hours from 7:00P.M. to 11:00P.M.
 - November 11, 2017 in conjunction with a 25th Wedding Anniversary Party located at the V.F.W. Post #6538, 491 Main Street with sale hours from 7:00P.M. to 11:00P.M.

CK seconded. Unanimous vote. The Board signed the license applications and permits.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and reports.

5.1.1 Open Meeting Law Update (see enclosed)

Mr. Kreidler reviewed the changes with the Board as attached.

5.1.2 Town Hall Position Switch- Executive Assistant and Assistant Town Clerk Mr. Kreidler informed the Board and the public of the switch.

5.1.3 Police Station Painting Project Update

Mr. Kreidler informed the Board; the I.F.B. has been issued and advertised. Bids are due back on October 16, 2017.

5.1.4 Public Authority Towing Bid Process

Mr. Kreidler informed the Board he would be doing a request for quotes; further explaining the town has never had a bid process for towing. He also relayed that putting the process in place will aid in protecting the town from liability as all drivers need to CORI checks performed.

5.1.5 Town Equipment Auto body Bid Process

Mr. Kreidler informed the Board he would also be sending out an R.F.Q. so all departments would use the same vendor, further explaining how the insurance claim process works.

5.1.6 Town Equipment Mechanical Work Bid Process

This agenda item was covered under 5.1.5 and the process to be the same.

5.1.7 Operational Organizational Chart- DRAFT (see enclosed)

The Board reviewed the chart (see attached) Mr. Kreidler explained the lines of authority and the need to have the chart finalized for GFOA submission with the

other budget related documentation as worked on with the Collins Institute for best practices. SL stated she need clarification on the administrative and policy lines. GC asked SL to work with Mr. Kreidler on any changes and bring back to the next meeting for approval.

5.1.8 Approve the hiring of David Henkels as Conservation Agent.

SL moved to approve the hiring of David Henkels as Conservation Agent for the Town of Townsend effective October 3, 2017 contingent upon the passing of a medical exam and a C.O.R.I. check with a one-year probationary period. CK seconded. Unanimous vote.

5.1.9 Fire Substation Project notice to proceed.

Mr. Kreidler explained the lowest bidder was rejected due to responsive issues that both he and the Fire Chief are working with Town Counsel on.

The Board reviewed the notice to award, process, and the agreement (see attached)

SL moved to send the notice of award and notice to proceed to Souliera & Zepka Construction Corp, 5 Spring Street, Adams MA for the project no 10-03-17 for the Fire Substation project, contract no 10-03-17-01 with the contract price of \$1,344,000.00, alternate 1 \$26,400.00, #2 N/A, #3 \$13,400.00, #4 32,240.00, #5 4,000.00, #6 4,250.00. CK seconded. Unanimous vote.

5.2 Board of Selectmen announcements, updates, and reports.

- Selectman Lisio
 - Town wide Policy Review and Update Discussion
SL informed the members she would like to review and update the policies. GC asked SL to work with Mr. Kreidler.
 - Opioid Crisis Discussion- Police Plans, Educational Sessions, etc.
SL relayed her thoughts and concerns regarding the opioid crisis and spoke with Chief Bailey (in attendance) about the Townsend Police Department plan to address the drug problem in Townsend.
 - ~~North Middlesex Regional High School Building Update MSBA~~
- Selectman King
Informed the Board she attended a workshop/seminar along with the Planning Board Administrator regarding the new recreation marijuana laws and how the town can plan properly for them.
- Selectman Clark
Mr. Clark stated he would address his updates at the next meeting due to the late hour.

5.3 SL moved to approve the regular meeting minutes for September 19, 2017 and April 25, 2017. CK seconded. Unanimous vote.

SL asked to Board if they would table the approval of the Executive session minutes until the next meeting. The members agreed to table.

- 5.4 SL moved to approve and sign the bills payable warrant out of session. CK seconded. Unanimous vote.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

SL moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel with respects to the Police Chief. CK seconded. Roll Call Vote: GC (YES), CK (YES), SL (YES)

SL moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares regarding: Pending Litigation- Merrill and Union Negotiation- Police and to return to open session. The Chair declared it may have a detrimental effect on the position. CK seconded. Roll Call Vote: GC (YES), CK (YES), SL (YES)

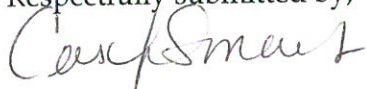
CK moved to dissolve the executive session at 10:45P.M., and return to open session. SL seconded. Roll Call Vote: GC (YES), CK (YES), and SL (YES).

SL moved to approve the contract with Chief Richard Bailey as presented with the modifications agreed to during executive session and that the Board execute the contract and sign out of session. CK seconded. Unanimous vote.

IV. ADJOURNMENT:

SL moved to adjourn the meeting at 10:49P.M. CK seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart
Executive Assistant

Voted to approve and the meeting minutes of October 3, 2017, by the Board of Selectmen this
17th day of October, 2017.

MOTION

I moved to approve the use of the surplus roof space at the North Middlesex Regional High School for the purpose of installing and operating for a period of at least 20 years a new rooftop solar energy system for the benefit of the North Middlesex Regional School District

Carolyn Smart

From: Mark Andrews <MAndrews@town.pepperell.ma.us>
Sent: Thursday, September 28, 2017 11:07 AM
To: Haines, Nancy; jkreidler@townsend.ma.us
Cc: csmart@townsend.ma.us; Joan Landers; Randee Rusch; Melissa Tzanoudakis; Peggy Mazzola
Subject: RE: Solar approval NMRHS

Nancy, yes! I support this solar energy plan and I will speak with Melissa about our next meeting on October 16, 2017.

Thanks, Mark

From: Haines, Nancy [mailto:nhaines@nmrsd.org]
Sent: Thursday, September 28, 2017 10:35 AM
To: jkreidler@townsend.ma.us; Mark Andrews
Cc: csmart@townsend.ma.us; Joan Landers; Randee Rusch
Subject: Solar approval NMRHS

Dear Jim and Mark,

The School Committee is expecting to take a vote on Monday night to enter into a 20 year agreement for solar panels on the HS and Ashby Elementary. If this is passed in the affirmative, we will also need the BOS to approve the use of the space on the school building.

Below is the recommended language from our attorney regarding the votes for the town boards to approve the use of the surplus space.

Could you put this on your agenda for your next BOS meeting?

Motion "to approve the use of the surplus roof space at the North Middlesex Regional High School for the purpose of installing and operating for a period of at least 20 years a new rooftop solar energy system for the benefit of the North Middlesex Regional School District."

Thank you,

Nancy Haines
Business Manager
North Middlesex Regional School District

978-597-8713 x1404



Virus-free. www.avg.com

AGREEMENT

THIS AGREEMENT, made this 3rd day of October, 2017 by and between the party of the first part, the Town of Townsend, hereinafter called "OWNER," acting herein through its Town Administrator, and the party of the second part, Souliere & Zepka Construction., Inc. doing business as a corporation located in the town of Adams, County of Berkshire, and State of Massachusetts, hereinafter called "CONTRACTOR."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the project described as follows: FIRE SUBSTATION PROJECT, hereinafter called the Project, for the sum of one million, four hundred twenty-four thousand, two hundred and ninety Dollars \$1,424,290.00 and all extra work in connection therewith, under the terms as stated in the Contract Documents; and at his own proper cost and expense to furnish all the materials, supplies, machinery equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Section 00300 FORM OF GENERAL BID, Section 00700 GENERAL CONDITIONS, and Section 00800 SUPPLEMENTAL GENERAL CONDITIONS, the plans, which include all maps, plates, blue prints, and the specifications and Contract Documents as prepared by the Owner.

The CONTRACTOR hereby agrees to commence work under this Contract on or before a date to be specified in written "Notice to Proceed" of the OWNER.

The CONTRACTOR further agrees to substantially complete the project within 240 consecutive calendar days of the date of the notice to proceed.

The CONTRACTOR further agrees to pay as liquidated damages the sum of \$100 for each consecutive calendar day thereafter as provided in the Liquidated Damages Paragraph of Article 8 of Section 00700 GENERAL CONDITIONS.

The CONTRACTOR agrees not to discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age or national origin; and that it shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to race, religion, color, sex, age, handicapped status, or national origin.

The CONTRACTOR agrees not to participate in or cooperate with an international boycott, as defined in Section 999 (b)(3) and (4) of the Internal Revenue Code of 1986, as amended, or engage in conduct declared to be unlawful by Section 2 of Chapter 151E of the Massachusetts General Laws. 00500-2

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in Section 00700 GENERAL CONDITIONS, and to make payments on account thereof as provided in Article 9 of Section 00700 GENERAL CONDITIONS.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first above mentioned. 00500-3

AGREED:

TOWN OF TOWNSEND, MASSACHUSETTS

(Owner)

By _____

(Name)

(Title)

CONTRACTOR: _____

By _____

(Name)

(Title)

(Address)

(City and State)

Approved as to Form:

By _____

(Owner's Counsel)

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the _____ has been authorized to execute the contract and approve all requisitions and change orders.

By _____

(Owner's Accountant)

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TOWN OF TOWNSEND, MASSACHUSETTS

(Owner)

By _____

(Name)

(Title)

CONTRACTOR: _____

By _____

(Name)

(Title)

(Address)

(City and State)

Approved as to Form:

By _____

(Owner's Counsel)

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the _____ has been authorized to execute the contract and approve all requisitions and change orders.

By _____

(Owner's Accountant)

NOTICE OF AWARD

Dated October 3, 2017

TO: SOULIERA & ZEPKA CONSTRUCTION CORP

ADDRESS: 5 SPRING STREET ADAMS, MA 01220

OWNER'S PROJECT NO. 10-03-17

PROJECT: FIRE SUBSTATION PROJECT

OWNER'S CONTRACT NO. 10-03-17-01

CONTRACT FOR TOWN OF TOWNSEND, MASSACHUSETTS, FIRE SUBSTATION PROJECT

You are notified that your bid received on August 28, 2017 for the above Contract has been considered. You are the apparent successful bidder and have been awarded a contract for the Construction of Town of Townsend, Massachusetts, Fire Substation.

The award is as follows:

Contract price:	\$ 1,344,000.00
Alternate No. 1	\$ 26,400.00
Alternate No. 2	\$ N/A
Alternate No. 3	\$ 13,400.00
Alternate No. 4	\$ 32,240.00
Alternate No. 5	\$ 4,000.00
Alternate No. 6	\$ 4,250.00

Three copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. Three sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within thirty days of the date of this Notice of Award, that is by November 3, 2017.

1. You must deliver to the OWNER three fully executed counterparts of the Agreement including all the Contract Documents. Each of the Contract Documents must bear your signature on (the cover) (every) page.
2. You must deliver with the executed Agreement the Contract Security (Bonds) as specified in the Instructions to Bidders.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Town of Townsend, Massachusetts
(OWNER)

By James M. Kreidler, Jr.,
Town Administrator/Chief Procurement Officer

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged, this the _____ day of _____, 2017.

By _____

Title: _____

NOTICE TO PROCEED

Dated: October 3, 2017

TO: SOULIERA & ZEPKA CONSTRUCTION, CORP.

ADDRESS: 5 SPRING STREET ADAMS, MASSACHUSETTS 01220

OWNER'S PROJECT NO. 10-03-17

PROJECT: FIRE SUBSTATION PROJECT

OWNER'S CONTRACT NO. 10-03-17-01

CONTRACT FOR TOWN OF TOWNSEND, MASSACHUSETTS, FIRE SUBSTATION PROJECT

You are notified that the Contract Time under the above contract will commence to run on November 3, 2017. By that date, you are to start performing your obligations under the Contract Documents.

Town of Townsend
(OWNER)

By _____
(AUTHORIZED SIGNATURE)

(TITLE)

AGREEMENT

THIS AGREEMENT, made this 3rd day of October, 2017 by and between the party of the first part, the Town of Townsend, hereinafter called "OWNER," acting herein through its Town Administrator, and the party of the second part, Souliere & Zepka Construction., Inc. doing business as a corporation located in the town of Adams, County of Berkshire, and State of Massachusetts, hereinafter called "CONTRACTOR."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and complete the project described as follows: FIRE SUBSTATION PROJECT, hereinafter called the Project, for the sum of one million, four hundred twenty-four thousand, two hundred and ninety Dollars \$1,424,290.00 and all extra work in connection therewith, under the terms as stated in the Contract Documents; and at his own proper cost and expense to furnish all the materials, supplies, machinery equipment, tools, superintendence, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in Section 00300 FORM OF GENERAL BID, Section 00700 GENERAL CONDITIONS, and Section 00800 SUPPLEMENTAL GENERAL CONDITIONS, the plans, which include all maps, plates, blue prints, and the specifications and Contract Documents as prepared by the Owner.

The CONTRACTOR hereby agrees to commence work under this Contract on or before a date to be specified in written "Notice to Proceed" of the OWNER.

The CONTRACTOR further agrees to substantially complete the project within 240 consecutive calendar days of the date of the notice to proceed.

The CONTRACTOR further agrees to pay as liquidated damages the sum of \$100 for each consecutive calendar day thereafter as provided in the Liquidated Damages Paragraph of Article 8 of Section 00700 GENERAL CONDITIONS.

The CONTRACTOR agrees not to discriminate against or exclude any person from participation herein on grounds of race, religion, color, sex, age or national origin; and that it shall take affirmative actions to ensure that applicants are employed, and that employees are treated during their employment, without regard to race, religion, color, sex, age, handicapped status, or national origin.

The CONTRACTOR agrees not to participate in or cooperate with an international boycott, as defined in Section 999 (b)(3) and (4) of the Internal Revenue Code of 1986, as amended, or engage in conduct declared to be unlawful by Section 2 of Chapter 151E of the Massachusetts General Laws. 00500-2

The OWNER agrees to pay the CONTRACTOR in current funds for the performance of the contract, subject to additions and deductions, as provided in Section 00700 GENERAL CONDITIONS, and to make payments on account thereof as provided in Article 9 of Section 00700 GENERAL CONDITIONS.

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the year and day first above mentioned. 00500-3

AGREED:

TOWN OF TOWNSEND, MASSACHUSETTS

(Owner)

By _____

(Name)

(Title)

CONTRACTOR: _____

By _____

(Name)

(Title)

(Address)

(City and State)

Approved as to Form:

By _____

(Owner's Counsel)

In accordance with M.G.L. C.44, Section 31C, this is to certify that an appropriation in the amount of this contract is available therefor and that the _____ has been authorized to execute the contract and approve all requisitions and change orders.

By _____

(Owner's Accountant)

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that: **TERRI ROY**

V.F.W. Post #6538

491A Main Street

West Townsend, MA

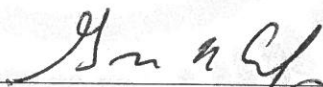
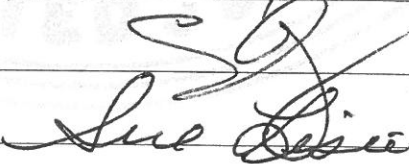
**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC
BEVERAGES, TO BE DRUNK ON THE PREMISES**
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "Wedding Reception" to be held on **October 14, 2017** with sale hours from **7:00P.M. To 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **10/14/2017** unless sooner suspended or revoked.

Date: **10.3.17**

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE



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

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

NOTICE OF APPROVAL OF SPECIAL LICENSE

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

City/Town: Townsend

Date of Local Authority Approval: October 3, 2017

Name of Licensee: Terri Roy

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

Effective Date or Dates of License: October 14, 2017

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

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

License is for sale of:

All Alcoholic Beverages: ☒ X

Wines and Malt Beverages Only:

Wines Only:

Malt Beverages Only:

The Licensed Activity or Enterprise is:

For profit:

Non-profit: ☒ X

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

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

THE LOCAL LICENSING AUTHORITY

By: _____

[Signature]

[Signature]

[Signature]



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

4.1

Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500

Charles D. Baker
Governor

Matthew P. Beahan
Secretary

Kayne E. Spivey
Lieutenant Governor

Martin Suuberg
Commissioner

September 20, 2017

Mr. James M. Kreidler, Jr.
Town Administrator
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Mr. Kreidler, Jr.,

Congratulations! It is my pleasure to inform you that the Massachusetts Department of Environmental Protection (MassDEP) has awarded the Town of Townsend Recycling Dividends funds under the Sustainable Materials Recovery Program. The Town of Townsend has earned 12 points and will receive \$7,200.

Please note, awards for the following grant categories are being evaluated (Mattress Recycling Initiative, SMART/PAYT, Curbside Recycling/Food Waste Carts, Drop-off Equipment, School Recycling Assistance, Waste Reduction Enforcement Coordinator, Waste Reduction Projects, Organics Capacity Projects) and will be announced separately.

The Sustainable Materials Recovery Program (SMRP) was created under 310 CMR 19.300-303 and the Green Communities Act, which directs a portion of the proceeds from the sale of Waste Energy Certificates to recycling programs approved by MassDEP. The Recycling Dividends Program (RDP) provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. Eligibility criteria will ramp up over time, leveraging increasingly greater diversion results and lower solid waste disposal.

The key dates and deadlines specific to your award are summarized in the enclosed Checklist. The detailed terms and conditions are specified in the RDP Contract which has been mailed to the Recycling Contact of record for your municipality, copied below. The Recycling Contact will facilitate getting this document signed by an Authorized Signatory and will return it to MassDEP. Once received, the RDP Payment will be remitted to your municipality. Should you have any questions, please call Tina Klein at 617-292-5704.

Thank you for your commitment to advancing recycling and waste reduction in Massachusetts. Together our efforts will reduce greenhouse gas emissions, conserve natural resources and save energy, while also supporting jobs and reducing disposal costs for waste generators and municipalities.

Sincerely,

Martin Suuberg
Commissioner

cc: Carla Hitzenbuhler, Administrative Assistant, BOH



Checklist for Recycling Dividends Program Grant Award

This document contains important grant deadlines and requirements

STEP ONE: EXECUTING THE CONTRACT

It is the responsibility of the municipal Recycling Contact to ensure that the RDP Contract is signed by an individual currently holding one of the Titles listed on page 1 of the enclosed Authorized Signatory Listing form, which your municipality filed with MassDEP in the spring of 2017. If the person(s) listed on the form has changed (for example, a new Mayor has been elected), the municipal official with the same title may sign the RDP Contract. A new Authorized Signatory Listing form IS NOT REQUIRED.

For reference, a copy of your Authorized Signatory Listing has been sent to the municipal Recycling Contact.

*The signed original RDP Contract must be returned to the address listed below **no later than December 31, 2017 or funds will be forfeited.***

STEP TWO: TRACK EXPENDITURES BY APPROVED EXPENSE CATEGORY

- This is not a reimbursement-based grant. Your award payment will be processed as soon as the RDP Contract is returned.
- However, you are required to keep track of approved expenditures, by expense categories. See Section 8 – Use of Funds, for a list of approved expense categories, and Section 9 for record keeping requirements.
- Be prepared to be audited.

STEP THREE: REPORT EXPENDITURES AND REMAINING BALANCE

- Funds do not need to be spent in the fiscal year awarded; they may be accumulated across fiscal years in order to make a larger purchase than is possible with one year's award. The municipality is required to report all expenditures from the previous calendar year no later than February 15th.

Contact Dawn Quirk with any questions: 617-292-5557 or Dawn.Quirk@state.ma.us

Return completed documents to: Dawn Quirk, MassDEP, Consumer Programs, One Winter Street, 7th Floor, Boston, MA 02108

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")**

AND THE Town of Townsend ("Municipality")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of \$7,200.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and it rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. Authority: The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. Commonwealth Terms and Conditions: The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Municipality has established paper, bottle and can recycling in all municipal offices and meeting spaces, excluding schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. Buying Recycled Products: The Municipality has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy during the term of the RDP Contract. **Proof of annual buy recycled policy staff notification is required for all SMRP grant applications.**

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria and Appendix A – Criteria Performance Standards* describe in detail the conditions for earning points.

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
1 - 1,999	\$350	\$2,100	\$8,050
2,000 - 4,999	\$600	\$3,600	\$13,800
5,000 - 7,499	\$1,100	\$6,600	\$25,300
7,500 - 9,499	\$1,300	\$7,800	\$29,900
9,500 - 12,499	\$1,800	\$10,800	\$41,400
12,500 - 16,999	\$3,000	\$18,000	\$69,000
17,000 - 24,999	\$3,500	\$21,000	\$80,500
25,000 - 31,999	\$4,000	\$24,000	\$92,000
32,000 - 99,999	\$6,500	\$39,000	\$149,500
100,000 +	\$10,000	\$60,000	\$230,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 14, 2017 and that these programs fully meet the performance standard set forth in *Attachment A – Criteria Performance Standards*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.
8. Use of Funds: RDP Payments shall be expended on approved equipment and activities, listed below, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds do not have to be spent in the fiscal year received, and may be carried over to future years and accumulated to fund a larger eligible expense or project.

Approved Equipment and Activities (See Grant Guidance for details and examples):

- Recycling carts, bins, and/or other recycling collection containers and signage;
- Compost bins, kitchen scrap buckets, carts and other collection containers for food waste/organics;
- Environmentally Preferred Products including rain barrels and purchases from state contract FAC85 Categories: 1, 2, 3, 5C, 5E, 5F, 5H, and 7. Compostable foodservice ware may be purchased from GRO29;
- Incremental operating costs for a new organics diversion program;
- Roll-off containers, compactors and balers for the collection of materials for reuse or recycling;
- Cost to host a second or subsequent household hazardous waste collection event: conditions apply (see Grant Guidance);
- Dedicated Waste Reduction Enforcement Coordinator (must spend designated time each week on enforcement). Mandatory recycling must be codified in regulation, ordinance or bylaw and must include a fine for non-compliance. Municipalities receiving a Waste

Reduction Enforcement Coordinator (WREC) SMRP grant may not use RDP funding as part of the matching funds requirement;

- h. Costs associated with the collection and recycling of materials listed in the CHARM section of the RDP grant application;
 - i. Establishing and/or maintaining a municipally operated swap shop;
 - j. Recycling collection infrastructure and recycling site improvements at schools and drop-off locations with prior approval from MassDEP;
 - k. Recycling outreach and educational tools and materials listed and described in the Approved Equipment and Activities section of the Recycling Dividends Program (RDP) Grant Guidance;
 - l. Costs associated with implementing or maintaining a Pay-As-You-Throw (PAYT) program;
 - m. Funds to enhance school recycling and composting programs;
 - n. School chemical disposal;
 - o. Reusable trays for cafeterias, small compostable cups, reusable bags, reusable water bottles;
 - p. Funding up to \$750 annually for recycling related conferences and memberships.
 - q. \$2000 per year on items containing **post-consumer** recycled products procured from specific State Contracts listed in the SMRP Grant Guidance.
9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits each year to ensure compliance with this Contract.
10. Reporting: By February 15th of each year, for the duration of the Contract, the Municipality shall submit the Recycling and Solid Waste survey and the Recycling Dividends Program Annual Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.
11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in full compliance with all applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:

(Value of each point) x (Total RDP Points)

a. Solid Waste Program	2
b. Organics	1
c. Bulky Items	2
d. Yard Waste	1
e. Mandatory Recycling	1
f. Household Hazardous Waste	2
g. Center for Hard to Recycle Materials	2
h. Comprehensive Hauler Regulation Adopted	0
i. Outreach and Education	0
j. Textile Bonus Point	1
TOTAL RDP POINTS	12

VALUE OF EACH POINT \$600

RDP PAYMENT AMOUNT \$7,200

IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: _____ (Date)
Greg Cooper, Division Director
Bureau of Air and Waste
Department of Environmental Protection

Town of Townsend

By: _____ (Date)
(Signature and Title)

(Print Name)



Attachment A: Criteria Performance Standards

Recycling Dividends Program

The Recycling Dividends Program has two categories of criteria: one for communities that operate or contract for operation curbside trash **and** recycling collection ("curbside"), and one for those with a transfer station for residents to drop-off trash **and** recycling ("drop-off"). Municipalities that offer both a curbside option for trash and recycling and a drop-off option for trash and recycling must file as "curbside".

Eligibility criteria will ramp up over time, leveraging increasing diversion results and lower solid waste disposal. Only one option may be selected in each criteria area.

MassDEP will conduct audits of several municipalities each year to insure that program information is accurate. Submittal of an RDP application that contains false or misleading data will be grounds for banning the municipality from the SMRP grant program for a minimum of 4 years.

Earning Points – Curbside Programs

Solid Waste Program

- o SMART/PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag [5 points]
- o SMART/PAYT program is currently in place which allows each household to dispose of the "first bag / barrel free;" trash in excess of 35 gallons must be placed in a SMART/PAYT bag. A trash cart (35 gallons or less) collected weekly also qualifies [4 points]
- o SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash [4 points]
- o SMART/PAYT program is currently in place which allows each household to dispose of the "first bag / barrel free;" trash in excess of 35 gallons requires the use of stickers or tags affixed to each bag of trash [3 points]
- o Trash Limit: Households are limited to one 48-gallon CART of trash capacity each week [3 points]
- o Trash Limit: Households are limited to the equivalent of 64 gallons of trash capacity per week (two 32-gallon barrels or one 64-gallon cart) [2 points]

Eligibility Notes:

- The solid waste program that the majority of households are utilizing should be used in determining the applicable category above.
- A 64 or 48gallon trash cart program where excess trash is not collected would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash must be placed in an official town overflow fee-based bag, or in additional cart that carries an annual fee, would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash can be brought to the transfer station at no cost, does NOT qualify for the trash limit points.

Organics

- o Source separated food waste is collected, for composting, weekly from all households served by the municipal trash program [4 points]
- o Source separated food waste is collected weekly from households currently participating in a pilot program [2 points]
- o NEW: The municipality provides subsidized home composting bins, at a price not to exceed \$25, to residents along with an effective promotion and outreach program [1 point]

Eligibility Notes:

- If the 'pilot' option is selected, you will be asked for the number of households in the pilot. The pilot must be a minimum of 400 households to qualify.
- To qualify for the 'subsidized home composting bin' selection, a municipality must actively publicize the program and have an **active outreach and education component**. In addition to including information about the compost bin program on the municipal website, other components of an effective outreach campaign may include establishing a demonstration compost site at a public location, providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the following: # of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website).

Bulky Items

- The municipality or its hauler charges residents a fee of not less than \$5 each for the handling of at least 3 of the following bulky items, either at the curb or at its municipal drop-off: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [2 points]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP Criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials claimed must be RECYCLED.
- If your trash hauler is instructed not to collect one or more of these items, and you provide residents with the name of a company that will pick the item(s) up curbside, you can count those items toward the required three. This information must be posted on the municipal website. For example, you instruct your trash hauler not to collect mattresses and you provide residents with the name and contract information for a company that, for a fee, will pick up mattresses.

Yard Waste

- Yard waste is collected curbside a minimum of 20 weeks per year [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]

Eligibility Notes:

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Mandatory Recycling Enforcement

- A dedicated Enforcement Coordinator spends a minimum of 19 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance [3 points]
- A dedicated Enforcement Coordinator spends a minimum of 10 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance. Trash containing recyclables is stickered by the municipal employee and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The municipality tracks violations and follows up with households found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place that includes fining for non-compliance. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place clearly stating that trash will not be collected if a recycling container is not also at the curb for collection. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.

Eligibility Notes:

- The municipality must have, in effect as of June 14, 2017, a mandatory recycling regulation, ordinance or bylaw.
- For the first three options listed above, the mandatory recycling regulation, ordinance or bylaw must provide for the issuing of fines for non-compliance.
- The enforcement coordinator or hauler must be actively enforcing the rules on or before June 15, 2016;
- In addition to enforcing mandatory recycling, the enforcement coordinator may also enforce other components of the solid waste program including trash limits and contaminants in recycling.
- The municipality must track violations and follow-up with households found to be non-compliant more than once. At a minimum follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner.

All options under this criterion will require substantiation. The applicant must be able to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year. Applicants may be asked to provide a sample of the municipal letter mailed to repeat violators.

Household Hazardous Waste (HHW) Collection

- o Host a permanent HHW collection center – minimum 6 x year [2 points]
- o Participate in regional HHW collection center – min 6 x year [2 points]
- o Participate in reciprocal arrangement – min 6 x year [2 points]
- o Host comprehensive HHW collection events twice per year [1 point]
- o Fund two comprehensive HHW collection events each year [1 point]

Eligibility Notes:

- **NEW:** for all criterion options the applicant must provide a link directly to the municipal webpage which lists the date, times and locations of all collection event dates claimed. For example, when claiming a reciprocal arrangement which provides residents with access to six events throughout the year, all six dates must be listed on the webpage. This web posting has always been a requirement, what is new this year is the applicant must provide the url directly to the page.
- Only comprehensive HHW collection events can be counted under this criterion. A comprehensive HHW collection event accepts a broad range of household hazardous products from residents, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Collection events for only a subset of materials (ex., paint collection, motor oil collection) do not count toward the required minimum for the option selected;
- Assessing a user fee is allowable under the first four options
- To earn point for hosting a **permanent Household Hazardous Waste collection center**, the applicants facility must be listed on MassDEP's website: <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/household-hazardous-waste-collection-facilities.html>.
- To earn points for participating in **"regional" HHW collection center** a municipality must have an agreement with a regional collection center that is open a minimum of six times per year. This agreement may be in the form of a contract or memorandum of understanding. A membership fee is paid by participating municipalities to be part of the group. Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met. The hours of operation of the regional HHW collection Center must be posted on the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options;
- To earn points for participating in a **"reciprocal" arrangement for HHW collection events** a municipality must have an agreement with a group of municipalities that allows for unrestricted access to a minimum of six events hosted by the municipalities of the group. Requiring pre-registration is allowable but not a requirement. Asking out-of-town residents to arrive during a specified timeframe is allowable. The list of event locations, dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options. If you select this option, you will be asked to list the other participating municipalities. To meet the criteria in the HHW reciprocal agreement category, the municipalities website must include a list of all six HHW events, or explicitly state residents have access to six events and link directly to that list;
- To earn the point for hosting two comprehensive events per year, both events must be in your municipality. If you select this option you will be asked for the date of the last event and the date of the next event;
- To earn the point for funding two comprehensive events per year, a municipality must host one comprehensive HHW event and be partnered with another municipality that holds a comprehensive event. All residents from both towns must be allowed to participate in either event at no cost to the resident. The dates and locations of both events must be advertised on the municipal website.
- NO POINTS are earned by municipalities who are essentially "hands-off" or "washed hands" when it comes to HHW, merely directing residents to open events in other municipalities;
- Directing residents to privately owned HW facilities does not count.

Center for Hard to Recycle Materials (CHARM) [2 points]

To qualify for the CHARM points the municipality must meet all of the following criteria:

1. Items collected for **recycling** at a **single permanent location**
2. The Center must be open a minimum of once per month
3. The Center must be in your municipality or a contiguous community (i.e., shares a border)
4. Residents must be able to drop-off a minimum of 5 items listed below:

Residential Hauler Regulation – ENFORCED [3 points]

The municipality has adopted and **actively enforces** a bylaw/ordinance and/or regulation, that requires permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for residential generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.

Eligibility Notes:

- You will be required to attached a copy of the bylaw/ordinance and/or regulation that demonstrates the bundled service requirement;
- If you select this option you will be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include, but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity.

Hauler and Business Recycling Access

- Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility; annual mailing required [2 points]
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required [1 point]
- Municipal recycling center is open to non-residents for the drop-off of recyclables (paper, bottles, cans, cardboard) free of charge; [1 point]

Eligibility Notes for hauler access:

- Private haulers serving your residents may plan their collection routes such that they are also collecting from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if all of the material is not generated by your residents;
- Must be able to accommodate small packer trucks;
- Must be able to take loads greater than 5 cubic yards, which may require a permit change;
- This may not be feasible for some transfer stations due to facility size and capability to handle increased volume;
- May meet outreach requirement by doing outreach to permitted haulers;
- May charge a fee for haulers to tip recyclables;
- If local regulation, ordinance or bylaw prohibits private haulers from tipping recyclables generated and collected in another municipality, then you are NOT eligible for these points.

Eligibility Notes for municipal recycling center access for non-residents:

- Municipality must publicize on recycling materials, website, and/or drop-off center signs. Municipalities claiming this point agree to allow MassDEP to publicize.

NEW Category: Comprehensive Hauler Regulation – ADOPTED [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.

Eligibility Notes:

- You will be required to attach a copy of the bylaw/ordinance and/or regulation which demonstrates the bundled service requirement, mandatory recycling and applicability to all customers/generators.

NEW: Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair/Reduce, and Contamination Reduction. In order to qualify a municipality must complete a minimum of 4 of the following activities **within the current fiscal year and before the grant deadline**:

- ☐ Established or publicized an officially adopted recycling or waste reduction goal
 - Officially adopted an aspirational recycling or waste reduction goal, such as a 50% recycling rate, Zero Waste, or other goal that will advance the municipality's waste reduction progress *(attach copy of adopted goal)*
 - OR-
 - Annually publicize metrics and progress towards the previously declared goal *(attach PDF of published announcement)*
- ☐ Waste prevention information posted two times per year on a sandwich board, electronic ticker tape sign, or a "billboard" style sign at two major intersections. Drop-Off towns may instead post at the transfer station. *(provide display dates and locations)*
- ☐ Published waste reduction and recycling information in a local paper four times per year. This could be in the form of an advertisement, op-ed, column, or news brief. *(attach pdf of publicity which includes name and date of publications)*
- ☐ Operated an official municipal mobile application or a substantive module on an official municipal mobile application. For example, ReCollect or Remynder. *(provide name of the App)*
- ☐ Mailed an annual recycling brochure to residents. Drop-off communities may instead pass out the brochure at the transfer station. *(attach copy of recycling brochure)*
- ☐ Created or maintain a municipal waste reduction webpage with a social media component (municipal Facebook, Twitter and/or Instagram). Website must include a link to the [Beyond the Bin directory or comparable local searchable directory](#). *(provide url to municipal waste reduction webpage)*
- ☐ Broadcasted a waste reduction public service announcement on local radio or T.V. twice per year. Full programs with segments on waste reduction and recycling may substitute. *(provide name of station)*
- ☐ Participated in The Green Team: at least one representative from two or more schools are members of the Green Team

BONUS POINT for Textile Recovery Initiative – for CURBSIDE and DROP-OFF

MassDEP is offering a bonus point for completing a set of activities that promote the diversion of textiles from the trash. Once your municipality has earned the six (6) points required to qualify for RDP, your municipality is eligible to earn a **bonus point** by completing three to six of the activities below, depending on the number of households served by your municipal trash program.

To earn this this bonus point, all activities must be COMPLETED within the current fiscal year and before the grant deadline:

Municipalities with 7,499 or fewer households served must complete **three** of the activities below.

Municipalities with 7,500 or more households served must complete **six** of the activities below.

- ☐ Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on January 12, 2017.
- ☐ A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page *(Provide municipal recycling web page URL)*
- ☐ News article or guest editorial on textile recovery was published in local newspaper *(attach pdf of published article or editorial)*
- ☐ Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc) *(attach PDF of poster or flyer and list locations where posted)*

- ☐ Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter
- ☐ Textile recovery program is established at one or more schools (*provide name of school(s) and textile recovery vendor*)
- ☐ Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations (*attach pdf of the mailing*)
- ☐ Annual or seasonal textile collection event or zero waste event that includes textile collection (*provide event location and most recent event date*)
- ☐ Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (*provide name of station*)
- ☐ Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (*attach PDF of ordinance or bylaw*)
- ☐ Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (*provide bin location venue name and address*)
- ☐ Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2016 Recycling and Solid Waste Survey.
- ☐ Municipal (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles (*provide name of supplier*)

For questions about RDP Bonus Point criteria and documentation, please contact:
Ann McGovern, 617-292-5834, ann.mcgovern@state.ma.us.

For more information on the Recycling Dividends Program please contact:

Dawn Quirk
617-292-5557
Dawn.Quirk@state.ma.us

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME: Townsend
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): James M. Kreidler, Jr.

Title: Town Administrator.

X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, Kelly Merrill (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

June 5, 20 17.

My commission expires on: 8/3/23.

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.



AFFIX CORPORATE SEAL

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May
2004



CONTRACTOR LEGAL NAME :

CONTRACTOR VENDOR/CUSTOMER CODE:

Townsend

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
James Kreidler	Town Administrator

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: 6/5/17

Title: Town Administrator Telephone: 978 897 1701

Fax: 978 897 8135 Email: jkreidler@townsend.ma.us

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

5.1.1

Explanations for the Attorney General's Revisions to
the Open Meeting Law Regulations, 940 CMR 29.00-29.11

September 25, 2017

The Attorney General has promulgated revisions to the Open Meeting Law regulations in an effort to help members of public bodies and the public better understand the requirements of the Open Meeting Law and to update the regulations to conform with guidance issued by the Attorney General. These revisions become effective on **October 6, 2017**. Below is a summary of the material revisions to each section of the regulations and an explanation of why the revisions were made.

29.01: Purpose, Scope and Other General Provisions

There are no revisions to this section.

29.02: Definitions

A revision to this section removes the definition of the Open Meeting Law Advisory Commission because the Commission is not otherwise referenced in these regulations, making this definition unnecessary. This section also adds definitions for regional and county public bodies to clarify their jurisdiction. State and local public body jurisdictions are generally understood and thus are not defined here.

In the definition of intentional violation, a revision removes a phrase that offers a defense to the imposition of an intentional violation where a public body reasonably relied on the advice of counsel. Language describing a defense to the imposition of a fine where a public body reasonably relied on the advice of counsel now appears in section 29.07, the section describing penalties.

29.03: Notice Posting Requirements

A significant revision in this section removes the various alternative notice posting options for local public bodies and offer a single alternative to the bulletin board: a website. Few, if any, municipalities have adopted alternatives other than the municipal website. Another significant revision clarifies that the chief executive officer of a municipality must make the decision to adopt an alternative notice posting method for the municipality. The Attorney General has received numerous requests from municipalities seeking guidance as to who has the authority to adopt alternative notice posting methods. This language clarifies that authority.

The Attorney General often receives questions about the effect on meeting notices when a website becomes unavailable for public bodies that have adopted a website for posting notices. An addition here offers a balanced approach to give a public body or a municipality a short window of time to restore website access before requiring public bodies to cancel their meetings and post new notices.

Additional language requires the date and time that notices are amended to be recorded on or with the notice, which conforms with guidance provided in the Attorney General's Open Meeting Law determinations.

29.04: Certification

Most of the revisions here reorganize the section to make it easier to follow. A significant revision requires that new public body members receive a copy of each determination by the Attorney General that the public body violated the Open Meeting Law, over the prior five years. This requirement will ensure that new public body members are aware of their public body's history of compliance with the law and any orders that the Attorney General may have issued, thus reducing the risk of repeat violations and intentional violations. Additional language offers guidance in response to questions the Attorney General regularly receives regarding certification.

29.05: Complaints

A significant revision creates an option for public bodies to request mediation with a complainant who has filed five or more complaints within the prior 12 months. This option is for public bodies that respond to frequent complaints from the same complainants and may assist in resolving ongoing conflicts. If the public body requests mediation and the complainant fails to participate, then the Attorney General may decline to review the complaint.

Another revision clarifies that public bodies must meet to review Open Meeting Law complaints. This requirement has been made clear in the Attorney General's determinations. Also, in this section is a clarification that complainants must file complaints with the Attorney General within 90 days of an alleged violation or reasonable discovery of the alleged violation. Currently, the regulations do not account for reasonable discovery. Finally, the changes remove language and subsections that are not relevant, or are rarely, if ever, invoked.

29.06: Investigation

A revision in this section clarifies that, while the Attorney General will generally not disclose information provided by the subject of a complaint in the course of an investigation, the Attorney General may reveal such information in a written determination where necessary to resolve the complaint. The Attorney General will continue to maintain the confidentiality of executive session minutes and documents where the public body has not yet publicly released the executive session minutes.

29.07: Resolution

The most significant revision in this section removes the requirement that the Attorney General resolve complaints after a hearing before issuing orders of nullification and reinstatement of an employee. This means that the Attorney General may order nullification of an action taken by a public body in violation of the Open Meeting Law, or order the reinstatement of an employee, without the necessity of a hearing before an administrative law judge. This allows the Attorney

General to issue such orders sooner, avoiding harm to those who rely on a public body's action that would otherwise be nullified many months later. A public body still has the right to appeal the Attorney General's order within 21 days.

Another revision clarifies that, while the Attorney General may fine a public body for an intentional violation of the Open Meeting Law, a fine will not be imposed where the public body acted in good faith compliance with advice of counsel. This is a requirement in the Open Meeting Law itself.

A significant revision to this section requires public bodies that receive an order from the Attorney General to certify in writing to the Attorney General its compliance with the order within 30 days. Typical orders requiring written certification include approval and release of meeting minutes and attendance at a training. No such certification is required for orders of immediate and future compliance. This requirement will help the Attorney General ensure that public bodies comply with her orders. This section also clarifies that the Attorney General does not resolve complaints by telephone.

29.08: Advisory Opinions

The Attorney General has never invoked this section, and by policy, does not issue Open Meeting Law advisory opinions. Rather, the Attorney General provides written guidance on common concerns available on the Frequently Asked Questions pages at the Attorney General's website. The update to this section reflects that practice.

29.09: Other Enforcement Actions

There are no revisions to this section.

29.10: Remote Participation

The most significant revision to this section replaces the five permissible reasons for remote participation with the sole requirement that, to participate in a meeting remotely, physical attendance at the meeting be unreasonably difficult. This single standard should help public body members and the public understand when it is appropriate to participate remotely. The five permissible reasons currently provided in the regulations add another level of administration to remote participation procedures. Another revision reflects a recently adopted amendment to the Open Meeting Law that applies to local commissions on disability.

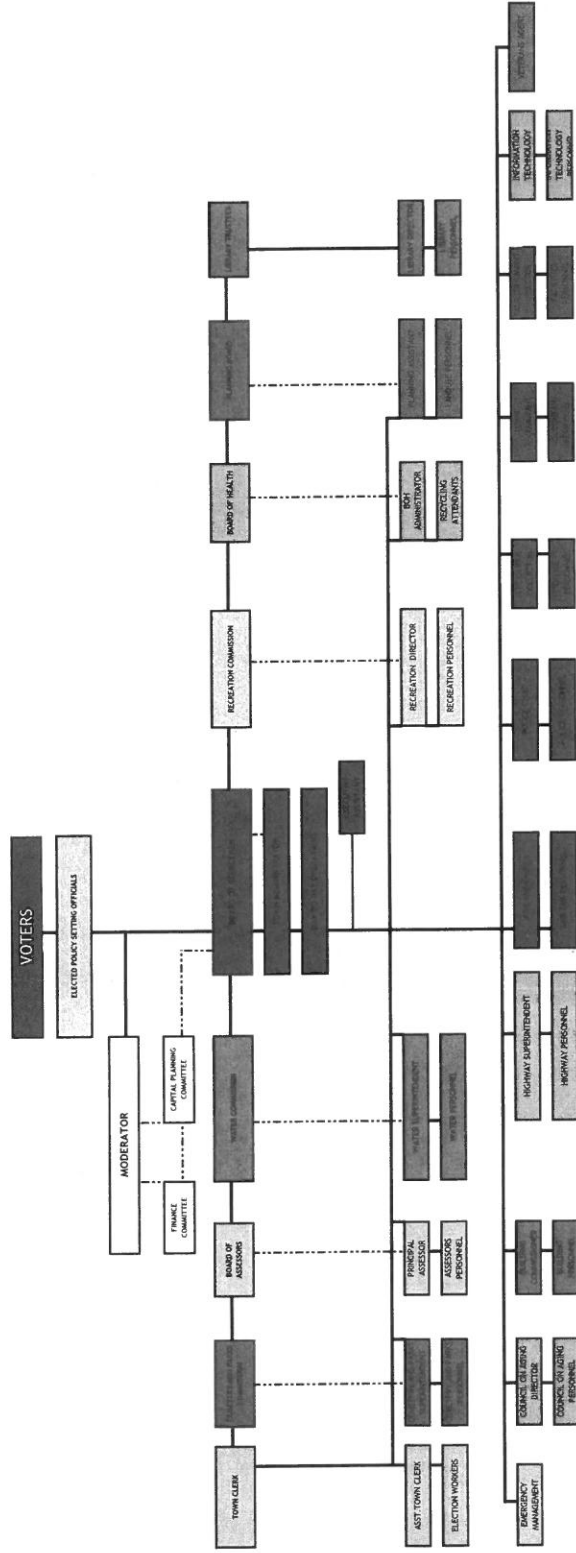
29.11: Meeting Minutes

This revision adds a new section describing public bodies' obligations to approve both open and executive session meeting minutes. It also provides guidance by addressing the meaning of "timely manner" for the approval of minutes. The Open Meeting Law requires public bodies to approve meeting minutes in a timely manner. Public bodies that approve meeting minutes within the next three meetings, or 30 days, whichever occurs latest, will have approved minutes in a timely manner. While this timeframe is not a rigid requirement, as a public body may show

good cause for further delay, it should help encourage public bodies to develop a schedule for prompt creation and approval of meeting minutes.

TOWN OF TOWNSEND - ORGANIZATIONAL CHART- DAY TO DAY ADMINISTRATION - 2017

5.1.17



SOLID LINE EQUALS DIRECT REPORTING PATH

DOTTED LINE EQUALS POLICY COORDINATION

NM Cares invites you to join us at an

Overdose Memorial Vigil

*Sunday, October 8, 2017 @ 6:30pm
Townsend Congregational Church
3 Brookline Street, Townsend, MA*

We are hosting this vigil to honor the memory of those beautiful lives who have left this earth due to complications from substance abuse.

Music will be performed by:
Travis Rollo and Tyler Michaud

The agenda will include speakers, music and a memory table to pay tribute to loved ones.

If there is someone that you would like to have included on the memory table, please bring a framed photo.



North Middlesex Community
confronts the dangers of
prescription drug abuse

DATE _____ AGENDA: 1 yes 1 no
Chair _____ V. Chair _____ OK _____
COMMENT: _____

16.3
17

TOWN OF TOWNSEND

REQUEST FOR RE/APPOINTMENT TO
BOARD, COMMITTEE OR COMMISSION

SELECTMEN'S OFFICE

SEP 28 2017

RECEIVED

10:31 ✓
☐ Name: Dolores Farese
First, Middle Initial and Last Name/If registered voter, then as registered.

☐ Address, including P.O. Box Number (if applicable), Town, Zip Code:

[REDACTED]

☐ Telephone Number: [REDACTED]

☐ Position: TEMA member

☐ Term Expiration Date: 6-30-20

☐ Current Term Expiration: na

☐ Note if filling unexpired term of a former member: _____

na

☐ Signature of Board, Committee or Commission Chair or designee:

Saulley C. Cif

Please return this form to:

Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469

121 1000 1000 1000

1000 1000 1000

1000 1000 1000

1000 1000 1000

RECEIVED

SEP 28 2017

SELECTMEN'S OFFICE

TOWN OF TOWNSEND

REQUEST FOR RE/APPOINTMENT TO
BOARD, COMMITTEE OR COMMISSION

10.3.17
☐ Name: Amelia Gentry
First, Middle Initial and Last Name/If registered voter, then as registered.

☐ Address, including P.O. Box Number (if applicable), Town, Zip Code:

[REDACTED]
W. Townsend
MA 01469

☐ Telephone Number: [REDACTED]

☐ Position: TEMA member

☐ Term Expiration Date: 6/30/20

☐ Current Term Expiration: na

☐ Note if filling unexpired term of a former member: _____

☐ Signature of Board, Committee or Commission Chair or designee:

Shirley C. Cost

Please return this form to:

Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469

RECEIVED
SELECTMEN'S OFFICE

Police lieutenant sentenced to 1 year for double-dipping

Updated 11:37 am, Friday, September 8, 2017

BOSTON (AP) — A police lieutenant has been sentenced to one year in prison for what prosecutors called a double-dipping scam that defrauded a Massachusetts city out of about \$8,000.

Quincy police Lt. Thomas Corliss was sentenced Thursday after his June conviction on multiple counts of mail fraud as well as fraud involving federal funds.

An internal investigation found the 52-year-old Corliss collected pay for working details and shifts that overlapped on several occasions in 2015. Prosecutors say Corliss also kept himself on the daily roster while vacationing in the Bahamas and Martha's Vineyard.

Democratic Quincy Mayor Thomas Koch's office previously said Corliss would lose his job.

Corliss' lawyers say what he did was common practice, and they are considering an appeal.

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HEARST

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that: **TERRI ROY**

V.F.W.Post #6538

491A Main Street

West Townsend, MA

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

In conjunction with a "Birthday Party" to be held on **November 11, 2017** with sale hours from **4:00P.M. To 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **11/18/2017** unless sooner suspended or revoked.

Date: **10/3/17**

THE LOCAL LICENSING AUTHORITIES

[Signature]

[Signature]

SEE ATTACHED CONDITIONS OF LICENSE



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

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

NOTICE OF APPROVAL OF SPECIAL LICENSE

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

City/Town: Townsend
Date of Local Authority Approval: October 3, 2017
Name of Licensee: Terri Roy
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: November 18, 2017
Authorized Hours of Sales: 4:00P.M. to 11:00P.M.
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Birthday Party"

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

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

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

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

THE LOCAL LICENSING AUTHORITY

By: *[Signature]*

[Signature]
[Signature]



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

10.3.17

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

NOTICE OF APPROVAL OF SPECIAL LICENSE

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

City/Town: Townsend

Date of Local Authority Approval: October 3, 2017

Name of Licensee: Terri Roy

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

Effective Date or Dates of License: November 11, 2017

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

Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Anniversary Party"

License is for sale of:

All Alcoholic Beverages: X

Wines and Malt Beverages Only:

Wines Only:

Malt Beverages Only:

The Licensed Activity or Enterprise is:

For profit:

Non-profit: X

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

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

THE LOCAL LICENSING AUTHORITY

By: [Signature]

[Signature]

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that: **TERRI ROY**

V.F.W.Post #6538

491A Main Street

West Townsend, MA

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

In conjunction with a "Wedding Reception" to be held on **November 11, 2017** with
sale hours from **7:00P.M. To 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto
and expires **11/11/2017** unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

Mr. J. C. [Signature]
Lucy [Signature]

SEE ATTACHED CONDITIONS OF LICENSE



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

2/4

10.3.17

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

Date: 9/21/2017

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

To Whom it May Concern:

The Undersigned Unitil Gas/msr utility maintenance corp (company name) hereby
applies for permission to: Replace existing test station (~~2x2~~ Vacuum hole)

Location: 2 Riverbank St

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

Start Date: 10/2/17

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

msr Utility Maint.
(Company Representative)
909 Pleasant St
(Street Address)
Dorchester MA 01827
(City, State, Zip)
9786490002 Amy
(Telephone)

☒ Approved/Disapproved: Highway Superintendent

James O Smith

Date: 9/28/17

Approved/Disapproved: Board Of Selectmen

Jim Noy

Date: _____

Sue Laro

PREMARK FORM

Gas Company
& State:

~~Unit 11 - Fitchburg #1~~ Townsend MA

Location #2 Riverbank Ter.

Premark Date 9/22/17

Foreman Name Eric Dom

Digsafe # _____ Date: _____

Picture # _____

Circle all that apply

Private Property: Y or N Pavement to be broken: Y or N

Sidewalk / Street / Grass / Driveway

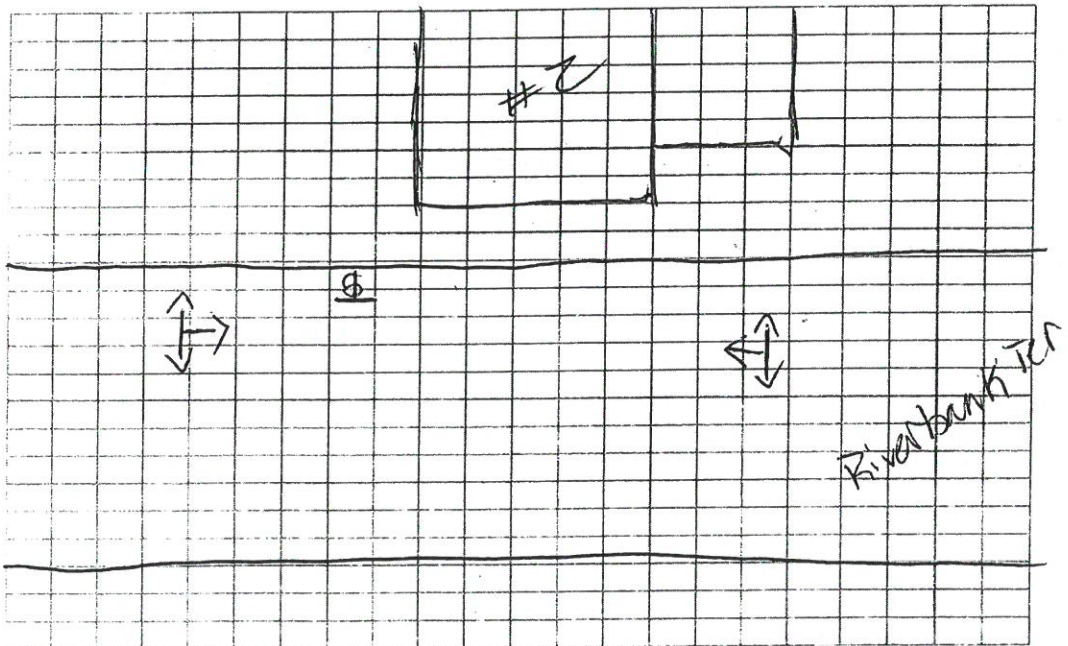
Permit: Y or N

Police Detail Needed: Y or N

State Rd: Y or N

Guaranteed Road: Y or N What Year? _____

Draw Sketch Below





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

43

10.3.17

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

Date: 9/21/2017

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

To Whom it May Concern:

The Undersigned UNHil Gas / MSR utility maintenance Corp. (company name) hereby
applies for permission to: Replace existing test station (2x2 Vacuum hole)

Location Address: 7 Depot Road

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

Start Date: 10/2/2017

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

MSR utility maint.
(Company Representative)
209 Pleasant St
(Street Address)
Dorchester ma 01827
(City, State, Zip)
978 649 6002 Amy
(Telephone)

☒ Approved/Disapproved: Highway Superintendent

James O Smith

Date: 9/28/17

Approved/Disapproved: Board Of Selectmen

Mr. [Signature]

Date: 10/3/17

Mr. [Signature]

9/27/2017

7 Depot St. Townsend.jpg



Replace existing test Box

IS this a new Road?



Office of the
BOARD OF SELECTMEN

272 Main Street, Townsend, Massachusetts 01469

Gordon Clark, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Cindy King, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

**SELECTMEN'S MEETING MINUTES
SEPTEMBER 19, 2017 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA**

I. PRELIMINARIES – VOTES MAY BE TAKEN:

- 1.1 GC called the meeting to order at 6:00P.M. Roll call vote taken showed two (2) members present and one (1) member absent, Chairman, Gordon Clark (GC), Vice-Chairman, Cindy King (CK) and absent Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance.
- 1.3 GC announce that the meeting is being tape recorded.
- 1.4 There were no Chairman's additions or deletions.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

- 2.1 6:05 PM Bassem Awad, IT Director- Department Head Update.
The Board met with IT Director, Bassem Awad to discuss the status of IT and phone systems and to discuss the goals of the department. Discussion included: current status of servers, upgrades needed, website upgrade and associated costs savings, assessment of current equipment, compact grant application, phone upgrade from Fire/Police systems, proposal for Special Town Meeting.
- 2.2 6:15 PM Barbara Tierney, Tax Collector/Treasurer- Re: Tax Title, Tanker Life expectancy vote.
Barbara Tierney, Tax Collector/Treasurer met with the Board. Ms. Tierney asked the Selectmen to consider allowing the tax liens to be sold to interested parties, per MGL, allows for towns to sell its tax title properties. Discussion included: interest rate, payment plans, lien sales, process involved with tax title and tax foreclosure.

Ms. Tierney presented the Board with the certification signatory needed for the borrowing of the fire tanker truck approved at town meeting (see attached). Ms. Tierney explained the vote was needed as part of the application process.

CK moved that we establish the useful life of the tanker at 20 years for borrowing purposes. GC seconded. Unanimous Vote.

- 2.3 6:25 PM Mark Boynton, Fire/EMS Chief- West Townsend Fire Sub Station Project Update

Chief Boynton met with the Board and explained the Building Committee was still in the process of reviewing the bids received for the West Townsend Fire Sub Station. Chief Boynton explained the background of the process. Discussion included: original appropriation, bids received over funding, additional funds sought and received at town meeting, and closing date of this bid process. Chief Boynton will return to the Board with a recommendation once the review process is complete. The Board recognized the Building Committee for their efforts with the project.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN:

3.1 Promotion/Pinning of Ben Niemiera to Fire/EMS Lieutenant

Chief Boynton presented Mr. Ben Niemiera as the chosen candidate for the LT position. Mr. Niemiera's achievements and background experience were highlighted during the pinning ceremony. Chief Boynton congratulated Mr. Niemiera on his success. Joy Niemiera was present to pin the LT. Badge.

CK moved to appoint Ben Niemiera to the position of Fire-EMS Lieutenant. GC seconded. Unanimous vote.

3.2 CK moved to appoint Shawn Ormiston as Per Diem Paramedic to the Fire/EMS Department for a One (1) Year term effective September 19, 2017 to June 30, 2018. GC amended to include a one-year probationary period. GC seconded. Unanimous vote.

3.3 CK moved to appoint Amy Bronkema to the TEMA for a three (3) year term effective September 19, 2017 to June 30, 2020. GC seconded. Unanimous Vote.

3.4 CK moved to appoint Mark Mecurio to the Fire Station Building Committee for a one-year term effective September 19, 2017 to June 30, 2018. GC seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Review/Approve Road Opening Permit Re:

4.1.1 526 Main Street Gas Service Installation

4.1.2 69 Brookline Street Gas Service Installation

The Board reviewed the Road Opening Permit (see attached). CK moved to approve the Road opening permit for 526 Main Street and 69 Brookline Street for gas service installation. GL seconded. Unanimous vote.

4.2 Review/Comment Zoning Board Mandatory Referral:

4.2.1 90 North End Road, Renewal of Accessory Apartment Special Permit

4.2.2 6 Ball Road, Renewal of Accessory Apartment Special Permit

4.2.3 2 Jonathan Lane, Renewal of Accessory Apartment Special Permit

The Board reviewed the mandatory referrals (see attached). CK moved to thank the Zoning Board for the mandatory referral with no comment or recommendation. GC seconded. Unanimous vote.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administrator updates and reports.

5.1.1 Personnel-

5.1.1.1 Brian Mayer- Appointed as Maintenance Technician

Mr. Kreidler reminded the Board this position was new and recently funded at Town Meeting after numerous discussions regarding the work and responsibilities of the department. Mr. Kreidler relayed after a recruitment process was completed; the chosen candidate was Brian Mayer and asked for the Board to affirm the hiring.

CK moved to affirm the appointment of Brian Mayer as Maintenance Technician. GC seconded. Unanimous vote.

5.1.1.2 Deputy Police Chief Position Update.

Mr. Kreidler informed the Board; during the Deputy Chief recruitment process, a resume was received by someone the Police Chief had a professional affiliation with. Mr. Kreidler recommended before reviewing or acting on such, it was best practice if not mandatory to ask the Selectmen for a Section 19 exemption as has been given to other employees with a potential conflict. The Board reviewed the Section 19 exemption submitted by the Chief (see attached).

CK moved as appointing official, as required by G.L. C 268A, Section 19, we have reviewed the particular matter and the financial interest identified above by a municipal employee, we have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services. GC seconded. Unanimous vote.

5.1.1.3 Police Chief Bailey- 6 month performance evaluation

Mr. Kreidler informed the Board, tradition would be the liaison and the Town Administrator would perform the evaluation with a summary to be made public. The summary would include things like goals, progress, and communications. Additional discussion regarding an updated evaluation form ensued.

5.1.1.4 Discussion/Consideration of posting for Permanent Police Chief.

Mr. Kreidler reminded the Board he was not present when the negotiations were done with Interim Chief Bailey. He stated he would not have recommended an 18 month contract as the Department needs stability. Mr. Kreidler also informed the Board many questions have arisen in the Deputy Chief search as to the permanency of the Police Chief. Mr. Kreidler recommended the Board consider posting the position for Police Chief as it would be a benefit to the town and the department to have a permanent Chief in place. Additional discussion ensued to include: Pros/cons of hiring the Interim Chief as the permanent Chief, additional resumes that might be received and process to review, communication with the public, successes of the department since Chief Bailey was contracted.

CK moved the Board post for the position of Police Chief in accordance with the charter and town policies. GC seconded. Unanimous vote.

GC stated for the record; Selectman Lisio was afforded the opportunity to remotely participate.

5.1.1.5 Land Use Coordinator Position Update (Energy Committee support)

Mr. Kreidler explained the chosen candidate was our own Planning Board Administrator. Unfortunately, the employee does not feel ready to take on the position. The vacancy will be re-advertised and recruited.

5.1.2 Financial

5.1.2.1 FY18 Budget Post-Mortem and FY 19 Budget Process Update

Mr. Kreidler stated the financial team will be meeting in 2-3 weeks for a review of the year end material and to begin the process of revenue projections. Mr. Kreidler reminded the Board of the process developed with the Collins Institute for the upcoming budget season. Additional discussion included: policy development and acceptance, GFOA recognition and submission, budget summit meeting to be scheduled for November.

5.1.2.2 Tentative schedule for FY17 closing and Special Town Meeting.

Mr. Kreidler stated the target date for STM is the end of November, pending free cash certification.

5.1.2.3 DRAFT Moody's Bond Rating- Stable at a rating of AA3.

Discussion included debt analysis and future credit ratings.

5.1.2.4 Chapter 90 Roadway Repair Funding- Received award letter for our FY18 allocation- \$414,296.

The Board reviewed the allocation letter (please see attached).

5.1.3 Miscellaneous

5.1.3.1 KP Law- Review of Lease Vehicle Contract while representing two parties to the lease- Town of Townsend and Lowell Regional Transit Authority.

CK moved it is determined, pursuant to Rule 1.7 of the Massachusetts Rules of Professional Conduct, that the Town of Townsend hereby consents to KP Law, P.C. representing the town of Townsend as Town Counsel, notwithstanding that KP Law, P.C. also serves as Legal Counsel to the Lowell Regional Transit Authority, in connection with the vehicle lease contract, as disclosed in a letter to the Board of Selectmen in the town of Townsend. GC seconded. Unanimous vote. The Board signed the determination, as attached.

5.1.3.2 Hosting a Regional Ethics Training- Provided by the Massachusetts Ethics Commission. November 1, 2017 at 10:00 am in the Great Hall. Mr. Kreidler informed the Board of the planned training to be held on November 1, 2017.

5.2 Board of Selectmen announcements, updates, and reports.

5.2.1 Cindy King- Suicide Awareness Month Proclamation

CK read the proclamation into the record (please see attached)

CK moved to accept and sign the proclamation. GC seconded. Unanimous vote.

5.2.2 Sue Lisio-

5.2.2.1 Board Meeting Schedule

Mr. Kreidler relayed to the other Board members that Ms. Lisio was inquiring as to the scheduling of meetings. The Board's policies outline the schedule is by vote of the Board. GC stated meetings are held in conjunction with member availability and when the work load dictates.

5.2.2.2 Properties Committee Discussion

This agenda item was table until Ms. Lisio was present.

5.2.2.3 AV Equipment in the Meeting Hall

This agenda item was tabled until Ms. Lisio was present.

5.2.2.4 Library Trustees Liaison Report

This agenda item was tabled until Ms. Lisio was present.

5.3 Approval of meeting minutes.

Mr. Kreidler informed the Board that Ms. Lisio would like to table the approval of the executive session minutes.

5.4 Review and sign payroll and bills payable warrants

CK moved to approve and sign the bills payable warrant out of session. GC seconded.

Unanimous vote.

VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

6.1 Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares.

Grievance-Police Department.

Collective Bargaining- Supervisor's Union

Pending Litigation- Merrill

GC read the agenda item above, so declaring an open meeting may have a detrimental effect on the bargaining position or litigating position.

CK moved to enter into executive session pursuant to GL c 30A., s 21 (a) (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position if the chair so declares. GC amended and to adjourn the meeting directly from executive session. GC seconded. Roll Call Vote CK (YES) GC (YES)

IV. ADJOURNMENT:

The meeting was adjourned in executive session.

Meeting Minutes of September 19, 2017 were approved and released on _____,
2017 during the regular meeting of the Board of Selectmen.

Respectfully submitted by:

Carolyn Smart, Executive Assistant

Townsend Board of Selectmen Liaison Report

October 3, 2017

Re: Library Trustees

From: Sue Lisio, BOS Clerk

5.2

I had the pleasure of attending the Board of Library Trustees' Meeting held on August 31, 2017.

Items of interest to the Board of Selectmen and to the public included:

1. The Library Trustees have begun their FY19 budget process including assessment of their goals and objectives to begin to plan their expenses for next year. They should be commended on their early, proactive, and goals-based approach to the budget process.
2. The Trustees reviewed a draft of a Printing Policy for their new 3D printer (First Reading).
3. The group had questions on the process for the AV upgrades needed for the Meeting Hall
4. Another query was on the subject of the Properties Committee and who has responsibility for overseeing the Meeting Hall general needs and policies.
5. Anyone interested in joining or assisting the Townsend Friends of the Library should contact Karen Clement. This group is very active in helping the Library and is a good way to get involved in the community activities. Their most recent event was the well-attended Truck-a-palooza on 9/23. You can check for meeting dates and other events on the Event Calendar on the Library website.

Library Director Stacey Shuttler submitted and discussed her report to the Trustees for August, with highlights of:

- Newly expanded Library hours for Thursdays – now starting at 10AM
 - Hours for the Holiday Season – to be posted on their website
 - The Library Endowment Fund has enabled them to start a new vinyl record collection, and puppet shows in the children's room, and a winter reading program also in the works
6. The library also recently welcomed their newest staff member, Allie.

