



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

### SELECTMEN'S MEETING MINUTES FOR WORK SESSION, July 16, 2021, AT 12:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83288725465?pwd=V3EyR0xjSER0YUxYbFZlZmt5NFFTQT09>

Meeting ID: 832 8872 5465

Passcode: 684559

One tap mobile

+19292056099,,83288725465#,,,,\*684559# US (New York)

+13017158592,,83288725465#,,,,\*684559# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 832 8872 5465

Passcode: 684559

Find your local number: <https://us02web.zoom.us/j/83288725465?pwd=V3EyR0xjSER0YUxYbFZlZmt5NFFTQT09>

#### I. PRELIMINARIES – VOTES MAY BE TAKEN:

##### 1.1 Call the meeting to order and roll call.

*Meeting was called to order at 12:04 p.m. with Chaz Sexton-Diranian (CSD), Joe Shank (JS), and Veronica Kell (VK) present.*

##### 1.2 Announce the meeting is being tape recorded.

*Announced.*

##### 1.3 Chairman's Additions or Deletions.

*1.4 Move minutes for July 9 to July 20 for approval and executive session minutes to July 27 for approval*

*2.1 Interim Advisory Group Meeting will be during noon meeting on Monday, July 19 and will be in-person for advisory groups. It will be the only agenda item.*

##### 1.4 Approve minutes of July 2, 2021 and July 9, 2021.

*Motion was made (CSD) and seconded (JS) to approve the minutes of July 2, 2021.*

*Vote: All in favor; Unanimous.*

*The .docx will be put in the Meeting Minutes folder in sharepoint. Chaz will save it as a .pdf and put in the Approved folder.*

##### 1.5 Approve executive session minutes (not for release) of June 27, 2021.

*These will be approved on July 27.*

#### II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

*2.1 ~~12:10 Interim advisory group meeting to review resumes (in Selectmen's Chambers).~~*

*Advisory group meeting moved to Monday, July 19.*

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

*3.1. Appoint Jessica Consolvo as Conservation Agent effective July 16 contingent on a CORI check and a Medical Exam, with a one-year probationary period.*



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*Motion was made (CSD) and seconded (JS) to appoint Jessica Console as Conservation Agent effective July 16 contingent on a CORI check and a medical exam with a one-year probationary period.*

*Vote: All in favor; Unanimous.*

*References have been checked. It is a 15-hr position. Offer letter will be sent out on Monday.*

3.2 Appoint the following individuals as Cemetery and Parks Department temporary summer 2021 help subject to a CORI check and a Medical Exam: Jarimah Ford, David Baldwin, John Christopher Jones.

*Motion was made (CSD) and seconded (JS) to appoint Jarimah Ford, David Baldwin, and John Christopher Jones as temporary seasonal on-call employees in the Cemetery and Parks Department subject to a CORI check and a medical exam.*

*Vote: All those in favor; Unanimous.*

*These are non-benefited, non-union positions.*

### IV. MEETING BUSINESS - VOTES MAY BE TAKEN: none

### V. WORK SESSION – VOTES MAY BE TAKEN:

#### 5.1 Town Administration Updates and Reports.

##### 5.1.1 Guardian IT updates

*Conservation agent workstation is set up (desktop) & phone ready to go.*

*Conservation admin laptop is ready to go as well.*

##### 5.1.2 Finances

*-CARES Act/Covid funds report*

*Town was appropriated about 830,000. The state contacted us and said they have not received the most recent filing. Report has been made through 12-30-2020.*

*A consultant can be funded via CvRF-MP funds to do the accounting and filing.*

*-Fin Com Report*

*No FinCom report. No meeting until the beginning of August.*

##### 5.1.3 Report on Interim search

*-Interim advisory group discussion of resumes*

*We have 3 potential candidates for Interim Town Administrator.*

*Tuesday, July 27, or Thursday, July 29 for interviews at 6 p.m. VK will check with each applicant.*

##### 5.1.4 Discuss pest control contract for Town Buildings – company, building(s), funding source(s)

*Any residents that have a rat problem should reach out to the Nashoba Board of Health.*

*Motion made (JS) and seconded (VK) to have Chaz reach out to see where we stand with Bain and see if we are out of contract with them.*

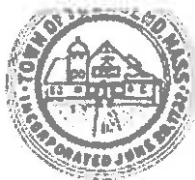
*Vote: All in favor; unanimous.*

*Add pest management to July 20 agenda.*

##### 5.1.5 Discuss solution to weeds at the library

*Question from Rob regarding weeds at the library. This should come through the liaison. Simple solution of vinegar and dish soap to spray on to control the weeds.*

##### 5.1.6 Discuss landscaping contract with CBF Landscaping for FY22



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*Contract is for 28K annually. This is not a contract that would be renewed if satisfactory; contract ended FY21. There needs to be 3 quotes. This is the process. This will be placed on the July 20 agenda.*

5.1.7 Acceptance of MA Cultural Council Grant funds and authorization of signatories.

*Motion was made (CSD) and seconded (JS) to accept the MA Cultural Council Grant funds and authorize the Board of Selectmen or the Town Treasurer to sign.*

*Vote: All in favor; Unanimous.*

5.2 Reports from Board liaisons.

*Fire Dept - JS - emergency funded repairs have all been made*

*ConsCom - VK - attended Conservation Commission meeting (ConsCom did meet).*

5.3 Announcements, Communications, etc.

*Motion was made (CSD) and seconded (JS) to pay the MA Municipal Association (MMA) dues of \$1242 for FY22 for the Board of Selectmen..*

*Vote: All in favor; Unanimous.*

5.4 Next meetings - July 19 at noon, July 20 at 6 p.m., July 23 at noon.

*Next meetings will be July 19 at noon and July 20 at 6 p.m. for sure. July 23 is tentative.*

### VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

6.1 Executive Session pursuant to GL c.30A, s 21(a)(4) To discuss the deployment of security personnel or equipment, or strategies with respect thereto re: Town Buildings, Phone Systems, and Computers

*Motion was made (CSD) and seconded (JS) to move into Executive Session pursuant to GL c.30A, s 21(a)(4) to discuss the deployment of security personnel or equipment, or strategies with respect thereto. re: Town Buildings, Phone Systems, and Computers and not return to Open Session.*

*Vote: All in favor; Unanimous.*

### VII. ADJOURNMENT:

*From Executive Session,*

*Motion was made (CSD) from Executive Session and seconded (JS) to adjourn at 1:41 p.m.,*

*Vote: All in favor; Unanimous.*

*For more information see <https://www.youtube.com/watch?v=3VbfJN8eXcQ>*

*Submitted on Sept 14, 2021*

*By Veronica Kell*





## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

### SELECTMEN'S MEETING Minutes FOR WORK SESSION, July 02, 2021, AT 12:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84515238036?pwd=SmNka1c0ZlhreTNGZG1TSEpHSytydz09>

Meeting ID: 845 1523 8036

Passcode: 648214

One tap mobile

+13017158592,,84515238036#,,,,\*648214# US (Washington DC)

+13126266799,,84515238036#,,,,\*648214# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 845 1523 8036

Passcode: 648214

Find your local number: <https://us02web.zoom.us/j/84515238036?pwd=SmNka1c0ZlhreTNGZG1TSEpHSytydz09>

#### **I. PRELIMINARIES – VOTES MAY BE TAKEN:**

##### **1.1 Call the meeting to order and roll call.**

*Meeting called to order at 12:03 pm with Chaz Sexton-Diranian (CSD) and Veronica Kell (VK) present.*

##### **1.2 Announce the meeting is being tape recorded.**

*Announced recording, on Channel 9 and Zoom will be posted on YouTube.*

##### **1.3 Chairman's Additions or Deletions.**

*Under finances, add discussion of OWL device.*

##### **1.4 Approve minutes of June 21, 2021**

*Motion: (CSD) Move to approve the June 21, 2021, minutes as written. (VK) Second.*

*Vote: All in favor. Unanimous.*

*All approved minutes will be pdf'd and placed in the Approved folder under Selectmen Minutes in SharePoint.*

#### **II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN: none**

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

##### **3.1. Appoint Jason Murray as an Associate member of the Zoning Board of Appeals for a term expiring on June 30, 2022.**

*Motion: (CSD) Move to appoint Jason Murray as an Associate member of the Zoning Board of Appeals with a term ending June 30, 2020. (VK) Second.*

*Vote: All in favor. Unanimous.*

##### **3.2. Appoint Mistie Dimazure as temporary Executive Assistant to the Board of Selectmen for 8-hrs a week at Collins Grade D Step 1**





## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman  
Joseph Shank, Vice Chairman  
Chaz Sexton-Diranian, Clerk

*Motion: (CSD) Move to hire Mistie Demazure as the temporary Executive Assistant to the BOS with an 8-hour work week with a salary on the Collins Scale Grade D Step 1 effective today, July 2, 2021. (VK) Second.*

*Vote: All in favor. Unanimous.*

### IV. MEETING BUSINESS - VOTES MAY BE TAKEN: none

### V. WORK SESSION – VOTES MAY BE TAKEN:

#### 5.1 Town Administration Updates and Reports.

##### 5.1.1 Guardian IT updates

*CSD would like permission to create a general Conservation@townsendma.gov mailbox.*

*Motion: (CSD) Move to create a Conservation@townsendma.gov mailbox for the Conservation Commission. (VK) Second*

*Vote: All in favor. Unanimous.*

*A billing came in to Guardian that CSD submitted to the accountant. CSD asked that the accountant take any questions to Veronica.*

*VK asked that Mistie (temp Exec Asst) have a town email address and access to BOS files. CSD says that is underway.*

*CSD would like permission to distribute the new onboarding form to town dept heads. This is a way that employees who are leaving employment are removed from the system, and new employees are added. The form will be added to SharePoint for review at the July 9 meeting and discussed with dept heads on July 13.*

#### 5.1.2 Finances

##### -Municipal Relief Transfers report

*Three Municipal Relief Transfers were put in SharePoint for BOS:*

- 1. IT professional services over by \$18000 for FY21. Request is for \$23000 moved from Cons Com wages to IT professional services.*

*Motion: (CSD) Move that \$23000 be transferred from \$8000 from Cons Com Agent wage of \$8000 and from Cons Com Support Staff wages the amount of \$18000 be moved to*

*IT Professional Services. (VK) Second*

*Vote: All in favor. Unanimous.*

- 2. Motion: (CSD) Move \$25000 from the Facilities wages Operating Staff into the BOS Wages for Vacation Buyback account with \$5000 remaining in the Facilities wages Operating Staff line item. (VK) Second.*

*Vote: All in favor. Unanimous.*

- 3. Motion: (CSD) Move \$35000 from*

*Vote: All in favor. Unanimous.*

*VK will print the MRTs and sign and send to Fin Com.*

*- OWL purchase. Cost is \$929.98. Estimated tax is \$58.12 for a total of \$988.10. Voted to purchase at prior meeting based on cost and funding. Where will this be funded from in FY22 budget? Possibilities: MIS equipment. Or BOS Other Charges which has \$3000 or MIS Communication \$11500. Decision: MIS Communications*

*- Fin Com's question: "Are we submitting a Reserved Fund Transfer for the boarding up of that building?" Putting it in BOS under Other Charges. Form is on Selectmen's Drive for Reserved Fund Transfer.*

*- CSD suggests that we put a regular Fin Com item on the agenda. Fin Com update.*





## OFFICE OF THE BOARD OF SELECTMEN

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- Andrea requests to attend Department Head meetings as a Fin Com representative. VK- next meeting is July 13.

### 5.1.3 Report on Interim search

VK sent out a request for representatives for the Interim Search committee:  
2 Clerical –Jodie D and Janet L; Supervisors? ; Police? Highway/Water is Kevin Keefe; non-union is Stacy S and Jared A; 3 BOS members. VK will contact unions to get named representatives.

### 5.1.5 Conservation Commission update

Hearing continuing to Aug 3 at 5:30; conservation email being set up; Interview this week for Conservation Agent by Board of Selectmen. Conservation Administrator will be posted for FY22.

### 5.1.6 Approve unregistered Vehicles Letter

Letter will be sent out for current violation. VK will put in SharePoint and share with Police officer.

### 5.2 Reports from Board liaisons.

Recreation Commission did their "load-in" yesterday at HBMS. They are using the gym and the outside area.

CSD had discussion with Cemetery and Parks – nothing to report

Shared Streets and Places – procurement advisers from state working with committee. Hope to get bid out again in a week.

Wild and Scenic Grant is waiting on NOI application that has not yet been heard by Conservation Commission. MESA has already ruled that the project can go forward. Grant funds have been received.

### 5.3 Announcements, Communications, etc.

CSD thanked all for attending Wall that Heals ceremony on July 1. Great job by Fire Dept on presentation of colors. Thanks to the community and all the volunteers.

VK noted there will be a Dedication Ceremony on Saturday, July 3, at 5 pm. July 1, 2001 ceremony will be posted on YouTube.

### 5.4 Sign MOU for MRPC Green Communities grant out of session

Motion: (CSD) Move to sign the MOU for MRPC for Green Communities out of session. (VK) second.

Vote: All in favor. Unanimous.

### 5.5 Sign bills payable warrant for week of July 5 out of session

Motion: (CSD) Move to sign bills payable warrant out of session. (VK) second.

Vote: All in favor. Unanimous.

### 5.4 Next meeting- July 9 at noon

Announced.

VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN: none

### VII. ADJOURNMENT:

Motion: (CSD) Move to adjourn at 12:47 p.m. (VK) Second.

Vote: All in favor. Unanimous.

Submitted by Veronica Kell, July 11, 2021.



Date: 7/9/21

To: Board of Selectmen

From: Cemetery and Parks Dept.

Re: Recommended New Hires

At the Cemetery & Parks Department meeting of July 8, 2021 the Commissioners voted to recommend three new hires for part time intermittent season laborers. Their applications are attached for you review and approve.

Jarimah Ford

David Baldwin

John Christopher Jones

Once the approved by the Board of Selectmen please return the Employee Action Form to the Cemetery & Parks so that we can begin the paper work/orientation process.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be "J. Jones", is located below the "Thank you" text.





TOWN OF TOWNSEND  
PROCUREMENT FORM - VERBAL QUOTES  
Supplies or Services valued between \$10,000 and \$50,000

DATE: 7/9/21

DEPT. FACILITIES

Budget Line Item # \_\_\_\_\_

Purchase Description: Building's Pest control CPD-MH-Senior/Lib.

VENDOR #1 Mark-up Materials %: \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Emergency Service Call \_\_\_\_\_

Company Name & Contract: Montachusett Pest Control

Address: 186 Pierce Rd. Townsend MA 01469

Phone #: 578 597-3447

VENDOR #2 Mark-up Materials %: \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Emergency Service Call \_\_\_\_\_

Company Name & Contract: Armored Pest Management

Address: 7 Webster Mill Rd. Pittsfield NH. 03263

Phone #: 603 731-9981

VENDOR #3 Mark-up Materials %: \_\_\_\_\_ Hourly Rate \_\_\_\_\_ Emergency Service Call \_\_\_\_\_

Company Name & Contract: Bain Pest Control

Address: 1320 Middlesex St. Lowell MA 01851

Phone #: 978 452-9621

Purchase awarded to vendor #: 2 Armored Pest Management

Comments: MPC Charges extra for interior option Price

Robert Beauchamp  
Signature Department Head/Authorized  
Personnel Soliciting Quotes

\_\_\_\_\_  
Signature Chief Procurement Officer

Note: All invoices for purchases of supplies and services over \$5,000 and up to \$25,000 must be accompanied with this completed form to the Town Accountant. Verbal quotes are required per Chapter 30B of the Massachusetts General Laws.





Montachusett Region Pest Control Inc.  
DBA Montachusett Pest Control  
186 Pierce Road, Townsend MA 01469  
Email: [montypc@comcast.net](mailto:montypc@comcast.net)  
Business: (978) 597-3447

### Property Address:

70 Brookline Road, Townsend, MA

### Supplied Material

The following materials are to be supplied by Montachusett Pest Control

Materials to be supplied by Montachusett Pest Control

Time of Service

All chemicals to treat the building

Time of Service

### EXPECTED RESULTS

Expected results to be achieved by the end of the service

### PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 15 days from the date of this proposal:

Option #1 Once Yearly	Price
Rat Bait - Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) *Note: If any station goes missing or damaged, the town will need to purchase new stations at a cost of \$65.00 each	250.00
Yearly Foundation Spray (excludes Termites)	650.00
Yearly Eaves of the exterior of the building sprayed for Bees and any other flying insects (excluding bats)	350.00
Total Cost payable within 30 days	1250.00

186 Pierce Road, Townsend, MA 01469 978-597-3447 [montypc@comcast.net](mailto:montypc@comcast.net)

# 2nd Page  
OPTION



**Option #2 Monthly Service**

Price

Rat Bait – Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) \*Note: If any station goes missing or damaged, the town will need to purchase new stations at a cost of \$65.00 each.

165.00

Interior Spraying for Ants, Spiders and any other crawling insects excluding termites and bed bug.

Mice treatment

Once (1) Yearly Foundation Spray/exterminator treatment

350.00

Once (1) Yearly Eaves of the exterior of the building sprayed for Bees and any other flying insects (excluding Bats)

350.00

Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. All contracts will be renewed yearly with any price increases.

If you have questions on this proposal, feel free to contact Kimberley Watson at your convenience by email at [montypc@comcast.net](mailto:montypc@comcast.net) or by phone at 978-597-3447. We will be in touch with you next week to arrange a follow-up conversation on the proposal. **This Proposal expires 15 days from date submitted.**

Thank you for your consideration,

Kimberley J. Watson  
President 07/06/2021  
[www.montachusettpestcontrol.com](http://www.montachusettpestcontrol.com)

**\*NOTE: If the Town of Townsend executes multiple contracts simultaneously on three (3) or more properties, a 10% discount will be applied to any yearly services.**

**This discount DOES NOT APPLY to any Monthly Contract Fees**

186 Pierce Road, Townsend, MA 01469 978-597-3447 [montypc@comcast.net](mailto:montypc@comcast.net)





## ARMORED PEST MANAGEMENT

We Shield your Home from unwanted pests

Tony Fiasconaro, Owner

(603) 731-9981

Carpenter Ants, Wasps, Hornets, Spiders, Ticks,  
Mosquitoes, Rodents and more

Property Address: 70 Brookline Road, Townsend, MA

### TREATMENT FOR RODENT CONTROL, BEES, ANTS, SPIDERS, LADY BUGS

#### PRICING

Proposed for Armored to provide a year pest control	Price
Rat Bait/Mice -- Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) (Spring & Fall)	175.00 x2= \$350.00
Yearly Foundation & Eave Spray (excludes Termites) 3 mth warranty \$150.00 for interior spot spray	\$1000.00

All contracts will be renewed yearly with any price increases.

\$ 1350.00

Thank you for your consideration,  
Tony Fiasconaro 603 731 9981  
Owner Armored Pest Management





Tony Fiasconaro, Owner

(603) 731-9981

tony@armoredpest.com

Carpenter Ants, Wasps, Hornets, Spiders, Ticks,  
Mosquitoes, Rodents and more

Service Address: 12-16 Dudley Road, Townsend, MA

The following materials are to be supplied by Armored Pest Management

### TREATMENT FOR RODENTS, BEES, ANTS, SPIDERS

#### PRICING

Annual spray & 2 time yearly re-bait program	
Rat/Mice Bait – Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) Spring & Fall twice year re-baiting \$350.00	175.00
Yearly Eves & Foundation Spray (excludes Termites) Interior spot sprays \$150.00	

\$1350.00

Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. All contracts will be renewed yearly with any price increases.

Thank you for your consideration,

Tony Fiasconaro  
Owner Armored Pest Management  
603 731 9981





Montachusett Region Pest Control Inc.  
DBA Montachusett Pest Control  
186 Pierce Road, Townsend MA 01469  
Email: [montypc@comcast.net](mailto:montypc@comcast.net)  
Business: (978) 597-3447

price does  
NOT include interior treatment  
Xtra COST option #2

**Property Address:**

16 Dudley Road, Townsend, MA

**Supplied Material**

The following materials are to be supplied by Montachusett Pest Control

Material to be supplied by Client's Company

Per Date

All chemicals to treat the building

Time of Service

**EXPECTED RESULTS**

Montachusett Pest Control Inc. 186 Pierce Road, Townsend, MA 01469

**PRICING**

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 15 days from the date of this proposal:

Option is Once Yearly	Price
Rat Bait - Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) *Note: If any station goes missing or damaged, the town will need to purchase new stations at a cost of \$65.00 each	250.00
Yearly Foundation Spray (excludes Termites)	650.00
Yearly Eaves of the exterior of the building sprayed for Bats and any other flying insects (excluding bats)	350.00
Total Cost payable within 30 days	1250.00

186 Pierce Road, Townsend, MA 01469 978-597-3447 [montypc@comcast.net](mailto:montypc@comcast.net)



**Option #2 Monthly Service**

Rat Bait – Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) \*Note: If any station goes missing or damaged, the town will need to purchase new stations at a cost of \$65.00 each.

Interior Spraying for Ants, Spiders and any other crawling insects excluding termites and bed bug.

Mice treatment

Price  
150.00

X 2

300

Once (1) Yearly Foundation Spray for Bats and any other flying insects (excluding Bats)

350.00

Once (1) Yearly Eaves of the exterior of the building sprayed for Bats and any other flying insects (excluding Bats)

350.00

Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. All contracts will be renewed yearly with any price increases.

If you have questions on this proposal, feel free to contact Kimberley Watson at your convenience by email at [montypc@comcast.net](mailto:montypc@comcast.net) or by phone at 978-597-3447. We will be in touch with you next week to arrange a follow-up conversation on the proposal. This Proposal expires 15 days from date submitted.

Thank you for your consideration,

Kimberley J. Watson  
President 06/22/2021  
[www.montachusettpestcontrol.com](http://www.montachusettpestcontrol.com)

**\*NOTE: If the Town of Townsend executes multiple contracts simultaneously on three (3) or more properties, a 10% discount will be applied to any yearly services.**

**This discount DOES NOT APPLY to any Monthly Contract Fees**

186 Pierce Road, Townsend, MA 01469 978-597-3447 [montypc@comcast.net](mailto:montypc@comcast.net)





**ARMORED**  
PEST MANAGEMENT

We Shield your Home from unwanted pests

Tony Fiasconaro, Owner

(603) 731-9981

Carpenter Ants, Wasps, Hornets, Spiders, Ticks,  
Mosquitoes, Rodents and more

272 Main Street, Townsend, MA

Treatment for rodents, bees, spiders, ants

**PRICING:**

ANNUAL EXTERIOR SPRAY 2 TIMES A YEAR FOR SPRING RE-SATINING	Price
Rat/Mice Bait -- Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) Spring & Fall twice yearly re-baiting \$350.00 total	\$175.00
Yearly Foundation & Eave Spray (excludes Termites)	\$1200.00
Interior Spraying for Ants, Spiders and all other crawling insects excluding termites and bed bug.	\$25.00
TOTAL ESTIMATE	\$1550.00

Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. All contracts will be renewed yearly with any price increases.

Thank you for your consideration,

Tony Fiasconaro  
Owner Armored Management  
603 731 9981





Montachusett Region Pest Control Inc.  
DBA Montachusett Pest Control  
186 Pierce Road, Townsend MA 01469  
Email: [monty@montachusettpestcontrol.com](mailto:monty@montachusettpestcontrol.com)  
Business: (978) 597-3447

### Property Address:

272 Main Street, Townsend, MA

### Supplied Material

The following materials are to be supplied by Montachusett Pest Control.

Materials to be supplied by Montachusett Pest Control

All chemicals to treat the building

Due Date:

Time of Service:

### EXPECTED RESULTS

Expected results to be achieved

### PRICING

The following table details the pricing for delivery of the services outlined in this proposal. Payment is due within 15 days from the date of this proposal:

Option #1 Once Yearly	
Rat Bait - Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) *Note: If any station goes missing or damaged, the town will need to purchase new stations at a cost of \$65.00 each	250.00
Yearly Foundation Spray (excludes Termites)	800.00
Yearly Eaves of the exterior of the building sprayed for Bees and any other flying insects (excluding bats)	400.00
<b>Total Cost payable within 30 days</b>	<b>1450.00</b>

No interior  
treatment



**Signature Security Service**

**Rat Bait** - Refill all bait stations on exterior of the building (town already has bait stations on exterior of building) \*Note: If any station goes missing or damaged, the town will need to purchase new bait stations at a cost of \$65.00 each.

Interior Spraying for Ants, Spiders and any other crawling insects excluding termites and bed bugs.

**Mice treatment**

Price

175.00

X2

**Once (1) Yearly Foundation Spraying**

100.00

Once (1) Yearly Eaves of the exterior of the building sprayed for bees and any other flying insects (excluding Bats)

100.00

Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. All contracts will be renewed yearly with any price increases.

If you have questions on this proposal, feel free to contact Kimberley Watson at your convenience by email at [montypc@comcast.net](mailto:montypc@comcast.net) or by phone at 978-597-3447. We will be in touch with you next week to arrange a follow-up conversation on the proposal. This Proposal expires 15 days from date submitted.

Thank you for your consideration,

Kimberley J. Watson  
President 06/22/2021

185 Prince Road, Townsend, MA 01469

**\*NOTE: If the Town of Townsend executes multiple contracts simultaneously on three (3) or more properties, a 10% discount will be applied to any yearly services.**

**This discount DOES NOT APPLY to any Monthly Contract Fees**



**Fw: Weeds**

Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>

Mon 7/12/2021 3:18 PM

To: **Selectmen** <Selectmen@townsendma.gov>

Should we ask current landscaper to remove weeds?

Please place on our next agenda or I will bring up during liaison section.

Chaz

---

**From:** Robert Beauchamp <rbeauchamp@townsendma.gov>

**Sent:** Monday, July 12, 2021 2:20 PM

**To:** sschuttler@cwmar.org <sschuttler@cwmar.org>; Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>

**Cc:** Valerie Goodrich <valerie\_goodrich@hotmail.com>

**Subject:** RE: Weeds

Afternoon All.

Stacy, I removed some weeds in front of the library during roof repairs last week, The weeds had some sort of sharp thorns. The BOS has chosen and instructed the facilities department to use organic treatments around the library senior center. I can ask CBF landworks to remove weeds and or at what additional cost. If the weeds are cut back then they'll return again. If there dug out, it might kill the healthy shrub next to it by disturbing the roots. I can't use weed killer any input I can forward information to CBF.

**Robert Beauchamp**

Facilities Department

Townsend, MA 01469

Email: rbeauchamp@townsendma.gov

781 825 3049

**From:** Stacy Schuttler

**Sent:** Monday, July 12, 2021 2:06 PM

**To:** Chaz Sexton-Diranian; Robert Beauchamp

**Cc:** Valerie Goodrich

**Subject:** Fwd: Weeds

Hi Chaz and Rob,

My librarians have been doing lots of outdoor programming. They have alerted me to the fact that there are many weeds growing around our building that will choke out the bushes and the trees. I was not sure who to address this to. I appreciate any guidance.

Stacy

----- Forwarded message -----

**From:** **Karen Savage** <ksavage@cwmar.org>



Date: Mon, Jul 12, 2021 at 1:14 PM  
Subject: Weeds  
To: Stacy Schuttler <[sschuttler@cwmars.org](mailto:sschuttler@cwmars.org)>

Sent from my iPad



**Stacy Schuttler**

Library Director  
Townsend Public Library  
[sschuttler@cwmars.org](mailto:sschuttler@cwmars.org)  
[978-597-1714](tel:978-597-1714)  
[www.townsendlibrary.org](http://www.townsendlibrary.org)

*The contents of this email and any attachments are the property of the Town of Townsend and subject to the Public Records Law, M.G.L. c. 66, section 10. When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record and not confidential.*



**Fw: contract. 2021-2022**

**Chaz Sexton-Diranian** <CSexton-Diranian@townsendma.gov>

Tue 7/13/2021 1:36 PM

**To: Selectmen** <Selectmen@townsendma.gov>

1 attachments (31 KB)

Town of Townsend cover page 2021-2022.doc;

Greetings,

I have no idea why this is going through the Facilities Department. It should be direct to Town Hall...

Respectfully,

**Chaz Sexton-Diranian, Clerk**



*Office of:*  
**The Board of Selectman**  
**Town of Townsend**  
272 Main Street  
Townsend, MA 01469  
978-597-1700

*"We cannot solve our problems with the same thinking we used when we created them."* ~ Albert Einstein

**CONFIDENTIALITY NOTICE:** This email, including attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, or disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender immediately and destroy all copies of the original message.

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**From:** Robert Beauchamp <rbeauchamp@townsendma.gov>  
**Sent:** Tuesday, July 13, 2021 1:32 PM  
**To:** Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>  
**Subject:** FW: contract. 2021-2022

---

**From:** chad falardeau <cbflandworks@yahoo.com>  
**Sent:** Tuesday, July 13, 2021 12:08 PM  
**To:** Robert Beauchamp <rbeauchamp@townsendma.gov>  
**Subject:** contract. 2021-2022

Hello,

Attached is the contract for 2021-2022.



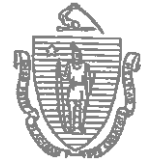
**CBF Landworks, INC.**  
11 Townline Road  
Groton, MA 01450

**Chad Falardeau**  
**President**  
**Phone: (978) 302-5666**  
**[cbflandworks@yahoo.com](mailto:cbflandworks@yahoo.com)**  
**[www.cbflandworks.com](http://www.cbflandworks.com)**



**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May  
2004



**CONTRACTOR LEGAL NAME :**  
**CONTRACTOR VENDOR/CUSTOMER CODE:**

**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

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:

Title:

Telephone:

Fax:

Email:

[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.



### **Scope of Services/Budget**

The allocated amount or maximum obligation for the contracted city or town will be deposited in the local account for the local or regional cultural council, provided that the city or town:

- Maintain a revolving account for the local or regional cultural council as required by Massachusetts General Law, Chapter 10, Section 58
- Report on said fund annually by completing the Massachusetts Cultural Council's Local Cultural Council Account Form

The local or regional cultural council will expend the funds following the procedures outlined in Massachusetts Cultural Council guidelines and regulations.



## COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Townsend (and d/b/a): Town Hall 272 Main Street <b>Legal Address: (W-8, W-4):</b> Townsend MA 01469-1519 <b>Contract Manager:</b> James M. Kreidler, Jr., Tow <b>Phone:</b> 978/597-1700 <b>E-Mail:</b> jkreidler@townsend.ma.us <b>Fax:</b> 978/597-8135 <b>Contractor Vendor Code:</b> VC6000192009 <b>Vendor Code Address ID (e.g. "AD001"):</b> AD ____ (Note: The Address ID must be set up for EFT payments.)		<b>COMMONWEALTH DEPARTMENT NAME:</b> Mass Cultural Council <b>MMARS Department Code:</b> ART <b>Business Mailing Address:</b> 10 St. James Ave 3rd Floor, Boston, MA 02116 <b>Billing Address (if different):</b> <b>Contract Manager:</b> Elsie Sanon <b>Phone:</b> 978/858-2702 <b>E-Mail:</b> Elsie.Sanon@art.state.ma.us <b>Fax:</b> 978/574-7305 <b>MMARS Doc ID(s):</b> <b>RFR/Procurement or Other ID Number:</b>	
<b><u>X</u> NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<b><u>      </u> CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20__. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>X</u> Commonwealth Terms and Conditions <u>      </u> Commonwealth Terms and Conditions For Human and Social Services <u>      </u> Commonwealth IT Terms and Conditions			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <u>new total</u> if Contract is being amended). \$ <u>7,300</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u>      </u> % PPD; Payment issued within 15 days <u>      </u> % PPD; Payment issued within 20 days <u>      </u> % PPD; Payment issued within 30 days <u>      </u> % PPD. If PPD percentages are left blank, identify reason: <u>      </u> agree to standard 45 day cycle <u>      </u> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <u>      </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <b>Local Cultural Council Allocation for the Townsend Cultural Council</b>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date <u>LATER</u> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <u>July 1, 2020</u> , a date <u>PRIOR</u> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David T. Slatery</u> Print Title: <u>Deputy Director</u>	





February 10, 2021

James M. Kreidler, Jr., Town Administrator  
Town of Townsend  
Town Hall  
272 Main Street  
Townsend MA 01469-1519

(via email)

Dear Mr. Kreidler:

**State Comptroller regulations require State Agencies to have a signed contract and signature authorization form on file for all transfers of funds from state to local accounts unless the agency is statutorily released from this mandate, which the Mass Cultural Council is not.**

The contract includes: a signature page with the amount of the allocation (\$7,300), dates of service (July 1, 2020 to June 30, 2021), and a place to sign. You only need to sign it, include an email address, and make any corrections if needed. The second page is the scope of services that defines how the funds are to be expended following Mass Cultural Council regulations. Lastly, the Signature Authorization page is a required form for all contracts with state agencies that clearly identifies the person or persons authorized to sign contracts for a vendor, in this case your municipality.

The contract should be signed with a completed Signature Authorization form and returned via USPS to me by March 15, 2021.

I will not be able to transfer the Local Cultural Council allocation until I have a completed contract package from your municipality. If you or any of your staff have any questions, please feel free to contact me at 617/858-2702 or by email at [Elsie.Sanon@art.state.ma.us](mailto:Elsie.Sanon@art.state.ma.us).

Thank you very much.

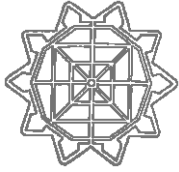
Attached is a contract and scope of services for the Town of Townsend that covers the transfer of FY2021 Local Cultural Council funds from the Mass Cultural Council to your local cultural council account for the Townsend Cultural Council.

Sincerely,

Elsie Sanon  
Fiscal Officer

Attachments





**Massachusetts Municipal Association**  
3 Center Plaza  
Suite 610  
Boston, MA 02108  
(617) 426-7272 ♦ Fax (617) 695-1314

**Invoice**

Date	Invoice #
07/01/2021	122304

**Bill To:**

Town of Townsend  
272 Main St.  
Townsend, MA 01469

Description	Amount
MMA Annual Dues July 01, 2021 through June 30, 2022	\$1,242.00
<b>Total</b>	<b>\$1,242.00</b>

