



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

Sue Lisio, Chairman
James M. Kreidler, Jr.,
Town Administrator

Cindy King, Vice-Chairman

Wayne Miller, Clerk
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR JULY 31, 2018 - 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 SL called the meeting to order at 6:00P.M.
Roll call vote showed 2 members present: Chairman Sue Lisio (SL) and Vice-Chairman Cindy King (CK) and absent Clerk, Wayne Miller (WM).
 - 1.2 Pledge of Allegiance
 - 1.3 Announce that the meeting is being tape recorded.
 - 1.4 SL added 2.5 - 2.7 Appointment (s) and 2.8 West Townsend Fire Station Change Order to the agenda.
 - 1.5 Public Comment (15 minutes)
Resident John Page and Kelly Kelly addressed the Board with comments. Police Chief Richard Bailey reminded the Board of the event planned for August 7, 2018, National Police Night Out.
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 2.1 CK moved to appoint Alisa M. Struthers to the Historic District Commission for a two (2) year term effective July 1, 2018 to June 30, 2020. SL seconded. Unanimous vote.
 - 2.2 CK moved to appoint Amelia Gentry to the Conservation Commission effective July 31, 2018 to June 30, 2020. SL seconded. Unanimous vote.
 - 2.3 CK moved to appoint William Martin as Constable for a 3-year term effective July 1, 2018 to June 30, 2021. SL seconded. Unanimous vote.
 - 2.4 CK moved to appoint the following as Election Officials for the Town of Townsend for a one-year term effective September 1, 2018 to August 31, 2019:

WARDENS:	Paula Woodman	Betty Mae Tenney	Jane Stonefield
DEPUTY WARDENS:	Sharon LaCasse	Jessica Funaiole	Carol Wright
INSPECTORS:	Joyce Boyes	Linda Robichaud	Heidi Monroe
	Carole Mansfield-Buxton		Louise Thorpe
	Jan Swesson-Snapp	Clare Kauppi	Sandra Stevens
	Cheryl Simoneau	Mary Szurley	Andrea Wood
	Debra Stoll	Sandy Tuttle	Janet Vesper
	Karen Clement	Anne Foresman	Marie Barnaby
	Elaine Martin	Adam Ruuska	Eino Kauppi
	Barbara Wheeler	Donna Miller	Jane Jackson
	Darlene Coit	Helen Kezar	Peter Buxton

John Stonefield
Michael Foster
Susan Gerken
Barbara Coburn

Lindsay Morand
Lisa Drew
Pat Jemiolo

Jerrilyn Bozicas
Jean Bradley
Brian Colby

SL seconded. Unanimous vote.

- 2.5 CK moved to appoint Kaila Temple as a per diem Paramedic to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of CORI check and medical exam with a one year probationary period. SL seconded. Unanimous vote.
- 2.6 CK moved to appoint Michael Meadows as an on-call Firefighter to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of a CORI check and medical exam with a one-year probationary period. SL seconded. Unanimous vote.
- 2.7 CK moved to appoint Brendon Lawrence as an on-call Firefighter to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of a CORI check and medical exam with a one-year probationary period. SL seconded. Unanimous vote.
- 2.8 Review/Approve Change Order #5 for the West Townsend Fire Station in the amount of \$11,091.23.

The Board reviewed the change order (please see attached). CK moved to approve Change Order #5 for the West Townsend Fire Station in the amount of \$11,091.23. SL seconded. Unanimous vote.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Request from the Council on Aging re: a Transportation Administrator.

Town Administrator, James Kreidler explained the history of the position and the increase in job responsibilities and reporting. Karin Canfield-Moore, COA Director informed the Board; the LRTA supported the Admin duties incorporated into the new position. SL inquired if the position of Lead Van Driver would be eliminated from the classification plan. CK read an email from LRTA (see attached). Further review of the job description and future indicators of an aging population ensued. The Board agreed the position of Lead Van Driver would exist on the matrix but not be filled at this time. CK moved to approve the Transportation Administrator and Van Driver subject to classification and approval at the next meeting. SL seconded. Unanimous vote.

- 3.2 Requests from the Townsend Board of Water Commissioners.

The Board of Water Commissioners called their meeting to order and Mr. Rafuse, Water Superintendent informed SL he would be taping this portion of the meeting.

3.2.1 The Board reviewed the proposed contract - please see attached. CK moved to approve the contract for Paragon Bridge Works for ancillary fabricated items related to the construction of the bridge at the main street pump station in the amount of \$41,305.80. SL seconded. Unanimous vote.

3.2.2 Declaration of a vacancy for a part time office assistant;
Questions regarding the duties and responsibilities of the proposed position ensued. SL requested the Water Superintendent work with the Town Administrator for clarity of job duties and a revised job description with an accurate job title. CK reminded Mr. Rafuse this would be a new position

within the clerical union. SL informed the Commissioners this is a new position and would need to be classified and placed on the matrix. SL asked the Commissioners to come back to the Selectmen when job description and classification are complete.

3.2.3 Declaration of a vacancy for a full time water technician;

Discussion regarding the education, licensure, and requirements necessary for a Water Technician ensued. Mr. Rafuse explained to the Board the requirements of DEP in relation to an operator in training and the limitations imposed until certified.

CK moved to declare a vacancy for a full time Water Technician. SL seconded. SL voiced she was not convinced of the need for another full time Water Technician. Unanimous vote.

3.2.4 Payment for professional services rendered by for the Townsend Water Department as voted on and passed at the Annual Town Meeting in May 2018.

The Board agreed they would not comment on pending litigation, acknowledging the need for the pending litigation to be resolved before addressing any request for Special Counsel.

3.3 Discussion re: Public Safety Dispatching as currently established with NVRD and as is being considered as regional with Ashby and Pepperell.

Fire-EMS Chief, Mark Boynton gave the Board an update of the discussions regarding the possibility of regionalizing with Ashby & Pepperell. Chief Boynton explained there was a list of questions asked by the Director of Public Safety regarding such a proposal and that he answered the questions (please see attached). Chief Boynton stated he felt the memorandum as attached should be signed and submitted by the Board of Selectmen.

Chief Boynton submitted to the Board a back-up agreement with the town of Pepperell in the event of an emergency. The Board reviewed as attached.

CK moved to execute the response to the 911 Director, Frank Poznicki to answer questions regarding regionalization and to sign the letter outside of a meeting. SL seconded. Unanimous vote.

CK moved to enter into a Memorandum of Understanding with the town of Pepperell to provide backup dispatch and 911 call answering. SL seconded. Unanimous vote.

CK moved to form a Regional 911 Emergency Communications District Planning Committee be established and to appoint Deputy Chief Sartell, Captain Michael Grimley, and Fire-EMS Chief Mark Boynton. SL seconded. Unanimous vote.

3.4 Review/Discuss/Approve a request for the 14th annual Greg's Run road race to close off from the streets from the Townsend Congregational Church up Brookline Street, up Highland Street, up Wallace Hill Road, and then back to the Church from 0930-1230, for an event that lasts from 0900-1330.

CK moved to approve the request for the 14th annual Greg's Run road race to close off from the streets from the Townsend Congregational Church up Brookline Street, up Highland Street, up Wallace Hill Road, and then back to the Church from 9:30A.M. to 12:30P.M., for an event that

lasts from 9:00AM to 1:30P.M., contingent upon the date being confirmed and approved with the Public Safety Officials. SL seconded. Unanimous vote.

- 3.5 Review/Discuss/Approve a request to close Dudley Road to Barker Hill Road for a 5k road race on Saturday August 26, 2018 from 8:30A.M. to 10:00A.M., for NM Cares.

Clarification: August 26, 2018 is a Sunday, not a Saturday as printed on the agenda. CK moved to approve the request to close Dudley Road to Barker Hill Road for a 5k road race on Sunday August 26, 2018 from 8:30A.M. to 10:00A.M. for NM Cares. SL seconded. Unanimous vote. The request to use the restroom facilities will be coordinated with the Town Administrator and the Facilities Supervisor.

- 3.6 Review/Approve a Goods & Services Agreement/Contract for landscaping services. (enclosed)

The Board reviewed the agreement – please see attached. CK moved to approve the Goods & Services Agreement/Contract for landscaping services with Shepco Inc. SL seconded. Unanimous vote.

- 3.7 CK moved to approve the Chapter 90 Reimbursement in the amount of \$218,132.92 for reclamation and resurfacing of Old Turnpike Road. SL seconded. Unanimous vote.

- 3.8 CK moved to approve the Chapter 90 Reimbursement in the amount of \$157,673.00 for reclamation and resurfacing of Old South Row Road. SL seconded. Unanimous vote.

- 3.9 Review/Discuss unregistered vehicles on Wallace Hill Road and South Street.

SL read the unregistered bylaw into the record (please see attached). SL stated she would go to the property along with the Police Chief and hand deliver a copy of the Bylaw along with another request to produce registrations or remove the vehicles.

SL called for a 5 minute recess at 7:44P.M.

- 3.10 CK moved to approve and sign the warrant for the 2018 State Primary to be held on September 4, 2018. SL seconded. Unanimous vote.

- 3.11 CK moved to review and sign the Selectmen's Liaison Policy #3-2018. SL seconded. Unanimous vote.

- 3.12 Review/Discuss setting of the date for interviews and Board questions for the interviews.

The Board agreed to schedule the interviews for Town Counsel on September 11th & 25th. Regular meeting to remain on September 18th, recognizing September 4th is the day after Labor Day, the Board preferred to not meet that week. Mr. Kreidler to forward draft questions to the Board members for the interview process.

- 3.13 Review draft mission statement and appointment process for the American Flag Committee.

Mr. Kreidler presented the Board with a draft mission and appointment process document – please see attached. SL requested the Flag Committee be invited to a Selectmen’s meeting for further discussion.

3.14 Discuss status of filling the appointments to the Charter Review Committee.

Moderator Appointments (3)-	Jane Jackson Nancy Rapoza John Page
Selectmen Appointment (1)-	
Planning Board Appointment (1)-	Kelly Kelly (pending)
Council on Aging (1)-	
Library Trustees (1)-	
Finance Committee (2)-	

CK moved to appoint SL as the Selectmen’s Representative to the Charter Review Committee. SL seconded. Unanimous vote. SL requested any other volunteer response forms be sent to the Finance Committee.

3.15 CK moved to approve and sign the Use of Legal Counsel Policy #4-2018. SL seconded. Unanimous vote.

3.16 Review/Discuss/Vote re: Chapter 61C first right of refusal for a parcel of land on Scales Lane.

Mr. Kreidler explained the process on the first right of refusal for the parcel on Scales Lane, relaying a referral was sent to the different land use boards. CK moved to not exercise our first right of refusal of a parcel of land on Scales Lane, Townsend Assessors Map 18, Block 65. SL seconded. Unanimous vote.

IV. WORK SESSION – VOTES MAY BE TAKEN:

4.1 Town Administrator updates and reports.

Mr. Kreidler reviewed the attached updates as incorporated into the July 31, 2018 minutes.

4.2 Board of Selectmen announcements, updates, and reports.

CK read an announcement for the upcoming band concert – please see attached.

4.3 Board Correspondence.

4.4 SL moved to approve and release the executive session minutes for July 18, 2018. CK seconded. CK (abstained) SL (YES).

4.5 CK moved to approve and sign the payroll and bills payable warrants outside of the meeting. SL seconded. Unanimous vote.

V: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

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 and the chair so declares, AFSCME Council 93 Clerical Union, Supervisory Union, Police Union, Highway-Water Union and to adjourn directly from executive session. The Chair declared as above. SL seconded. Roll call vote SL (YES) & CK (YES).

Respectfully submitted by,

Carol Smart

Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of July 31, 2018, by the Board of Selectmen this 21st day of August, 2018.



2.4

Board of Registrars
Town of Townsend
272 Main Street
Townsend, MA 01469

Mary Jane O'Hara

Claire Devine

Catherine Thrasher

Kathleen M. Spofford, ex-officio

Office: (978) 597-1704

Fax: (978) 597-8135

DATE: July 19, 2018

TO: Board of Selectmen

RE: Appointment of Election Officials

Please appoint the following as Election Officials for the Town of Townsend by August 15, 2018.

Wardens:

Paula Woodman, Betty Mae Tenney, Jane Stonefield

Deputy Wardens:

Sharon LaCasse, Jessica Funaiolo, Carol Wright

Inspectors:

Joyce Boyes, Linda Robichaud, Carole Mansfield-Buxton, Jan Wesson-Snapp, Louise Thorpe, Heidi Munroe, Clare Kauppi, Sandra Stevens, Cheryl Simoneau, Mary Szurley, Andrea Wood, Debra Stoll, Sandy Tuttle, Karen Clement, Anne Foresman, Marie Barnaby, Janet Vesper, Elaine Martin, Adam Ruuska, Eino Kauppi, Janet Vesper, Barbara Wheeler, Donna Miller, Jane Jackson, Darlene Coit, Helen Kezar, Peter Buxton, John Stonefield, Lindsay Morand, Jerrilyn Bozicas, Michael Foster, Lisa Drew, Jean Bradley, Susan Gerken, Pat Jemiolo, Barbara Coburn and Brian Colby.

The Council on Aging and Townsend Senior Center request the support of the Board of Selectmen in the creation of a new position for the RoadRunner van service. Our current Lead Van Driver, Donna Howard, has been working in the office every Thursday for the past year in an administrative capacity and we have found this to be an asset to our transportation team and the coordination of scheduling. Therefore, we would like to add the title of Transportation Administrator to the Lead Van Driver job description at the Senior Center. In addition to her experience of over 15 years on the job, she recently received certification in Organizing and Managing Senior Transportation Options from UMASS Boston.

Attached you will find a proposed job description and an email expressing the support of the LRTA (Lowell Regional Transit Authority). They are aware there will be an increase in pay and are prepared to support it in their budget.

**COUNCIL ON AGING
TRANSPORTATION ADMINISTRATOR AND LEAD VAN DRIVER**

Position Purpose:

Responsible for administration and coordination of transportation services associated with the Town's elderly and disabled residents; duties involving the vehicle transport and assistance of the Town's elderly and disabled residents; all other related work as required.

Supervision:

Works under the general supervision of the Council on Aging (CoA) Director.

Job Environment:

Administrative work is generally performed in an office environment.

Lead Van Driver work is generally performed outdoors, in and around the van, with exposure to weather conditions and the general hazards associated with driving.

Operates a van, cell phone, computer, general office equipment and dispatching equipment.

Makes constant contact with local residents.

Errors could result in considerable confusion and delay of service; poor judgment in driving could result in injury to persons and property.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs routine but responsible duties which involves scheduling, coordination, and maintaining all records for transportation services provided in addition to the exercise of caution and safety when driving clients to and from various locations. These include:

- Driving of Council on Aging Transport Van
- Providing superior quality customer service to ensure that each person who requests to use our service is treated with dignity, respect and patience
- Assisting clients in getting to and from various destinations, such as banks, stores, medical offices, etc.; reports any special situations to the CoA director
- Assisting clients using wheelchairs, walkers, and canes to and from van and other destinations
- Assisting passengers as needed
- Assisting with packages as needed

GRADE: T-3

- Observing disembarking passengers, changes in passengers, and reporting concerns to the CoA director
- Collecting donations as applicable and submit to the director
- Performing delivery duties for the CoA as needed
- Utilizing mobile communication systems
- Checking vehicle interior and exterior; fluids and under hood; tracking mileage
- Inspecting, locking, and securing vehicle at end of each day
- Maintaining van including fueling; checking oil; washing exterior, cleaning interior-walls, seats, floors, windows, dash board; reporting needed repairs to supervisor
- Reporting any deficiencies/problems to CoA director
- Bringing the van to LRTA for regular maintenance and/or mechanical problems
- Performing dispatching; reviewing daily schedule, set-up and pick-up and drop-off times
- Assessing time needed at appointment or location; assessing time and distance
- Producing accurate, efficient coordinated schedules
- Confirming rides requested by customers via phone within a specified timeline
- Maintaining appropriate records, compiles data and issues reports
- Developing and maintaining files and records specifically related to trips for medical appointments and to medical facilities
- Registering new customers
- Overseeing training and schedules for other drivers
- Participating in required training programs
- Adhering to the transportation policy of the Townsend Council on Aging
- Performing similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduate or equivalent; experience operating a vehicle required; two to three years of customer service, scheduling, dispatching and/or general coordinating duties for a public transportation program; experience with high level of public contact in transportation, social or health services; experience working with senior citizens preferred; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid Massachusetts driver's license and DOT medical card
- CPR and first aid training
- CORI check
- Training in wheelchair securement, defensive driving, ADA transport, and passenger assistance.

Knowledge, Ability and Skill:

- General knowledge of the layout of the town.
- Possession of a good driving record and skill in driving a vehicle.
- Ability to interact with senior citizens and disabled citizens in a positive and sensitive manner.
- Ability to understand and follow oral and written instructions.
- Basic computer skills in data entry and spreadsheets; simple word processing.
- Skill in dispatching.
- Ability to maintain and respect the confidentiality of elderly clients.
- Organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Able to operate motor vehicle. Capable of conveying information to elderly citizens who have inquiries about programs. Tasks require the ability to exert very moderate physical effort in light work, typically involving moving/transporting objects and materials of moderate weight (10-20 pounds) May be required to lift bags/bundles weighing up to 30 pounds and to carry a reasonable quantity of materials from place to place. Regularly required to ascend/descend stairs, and sit for extended periods of time in a moving vehicle. Bends and stretches to reach low and high. Secures wheelchairs.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Karin Canfield Moore

From: Chris Curry <ccurry@nmcog.org>
Sent: Friday, April 27, 2018 11:45 AM
To: Karin Canfield Moore
Cc: Chris Curry
Subject: Transportation Administrator Proposal

Good Morning Karin,

The Lowell Regional Transit Authority has reviewed and supports the Townsend COA Transportation Administrator proposal.

Each year, the State and Federal governments require greater and greater detail of both vehicle and ridership data, as well as operational training and driver oversight. The Transportation Administrator position will help with these increased reporting requirements.

After reviewing the proposal, the LRTA supports the effort to create the Transportation Administrator position and look forward to working with Ms. Howard in this new capacity.

Sincerely,

Christopher R Curry
NMCOG / LRTA Transit Program Manager
40 Church Street, Lowell, MA 01852
Mon, Wed & Fri
(978)454-8021 ext. 119
Tues & Thurs
(978)452-6161 ext. 219



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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PO Box 530 – 13 Elm St.
Townsend, MA 01469

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-300-5786

MEMORANDUM

To: James Kreidler, Town Administrator

From: Mark R. Boynton, Fire – EMS Chief *MRB*

Subject: Ashby, Pepperell, Townsend Regional Dispatch, Planning Committee and formal Backup agreement with Pepperell Communications.

Date: July 26, 2018

On behalf of the Fire-EMS Department and in agreement with the Police Chief and Deputy Police Chief we respectfully request the Board of Selectmen consider the following;

- Please consider the attached letter composed by the Police and Fire Officials as a response to 911 Director Frank Pozniak questions regarding regionalization.
- In the event our current emergency dispatch provider (NVRDD) fails it is critical we have a backup plan and agreement in place. For this reason please consider entering into a Memorandum of Understanding with the Town of Pepperell to provide backup dispatch and 911 call answering. (see attached)
- Mass General Law Chapter 6A (attached) outlines the process to form Regional Emergency Communications Centers. We respectfully request a Regional 911 Emergency Communications District Planning Committee be appointed consisting of three officials from Townsend to work with Ashby and Pepperell Committee members. This committee will explore and pursue regionalization of Ashby, Pepperell and Townsend emergency Communications. We recommend Deputy Chief Sartell, Captain Grimley and myself be appointed.

MGL Chapter 6A

Section 18O: Regional 911 emergency communication district; planning committee

Section 18O. (a) As used in sections 18O to 18V, inclusive, the term "regional 911 emergency communication center" shall mean a facility housing or otherwise supporting a regional emergency communication center or a regional PSAP, as those terms are defined in section 18A, if the regional 911 emergency communication center is approved by the state 911 department.

(b) Two or more municipalities, by approval of the chief executive officer of a city or by vote of a board of selectmen or town council, may create a regional 911 emergency communication district planning committee, hereinafter called the district planning committee, consisting of 3 unpaid persons to be appointed by the mayor in each participating city and by the chairman of the board of selectmen or town council in each participating town.

(c) The district planning committee shall study the feasibility of establishing and constructing a regional 911 emergency communication district and propose the district's organization, governance structure, operation, location, estimate of construction or siting and operating costs, maintenance and methods of financing. Each municipality comprising the district planning committee may appropriate sums to compensate the committee's expenses. The district planning committee may expend any sums so appropriated and may employ any expert assistance as it considers necessary to carry out sections 18O to 18V, inclusive. The district planning committee may apply for, accept and expend, without appropriation, grants or gifts of funds from the federal government, the commonwealth or any other source.

Section 18P: Regional 911 emergency communication district; proposals to establish centers; purposes; contents; reports

Section 18P. (a) If the regional 911 emergency communication district planning committee recommends the establishment of a regional 911 emergency communication district, it shall propose a written district agreement to establish, construct or site, equip, administer, operate and maintain a regional 911 emergency communication center.

(b) The proposed district agreement shall include, but not be limited to, terms and conditions to achieve the following purposes:

- (1) providing the district's conditions of membership and financial terms;
- (2) identifying construction or siting and operating costs of the center;
- (3) establishing a regional 911 emergency communication district board to oversee the construction or siting, administration, operation and finance of the center and provide the board with the powers, duties and liabilities of a regional 911 emergency communication district, which powers shall be vested in and exercised by the district board established under the agreement;
- (4) establishing any subcommittees necessary for the administration of the center;
- (5) preparing and adopting an annual operating budget;
- (6) establishing a procedure to invite and include additional municipalities into the district;
- (7) determining a process to amend the district agreement;
- (8) identifying the terms and procedure by which a municipality may withdraw from the district; and

(9) including any additional provisions the district planning committee considers necessary for the administration and operation of the center.

(c) A proposed district agreement shall provide, but need not be limited to, the following provisions:

(1) the number, selection process and length of terms of office of the district board members;

(2) selection of a chair by ballot from the district board's membership;

(3) appointment by the district board of a district secretary and treasurer, who may be the same person, and the designation, if any, of 1 or more of its members to approve payrolls or bills for salary or compensation of district board members or employees; provided, however, that the members approving such payroll or bill shall make available to the board at its next meeting the record of that action;

(4) powers and duties of the treasurer, including the power to receive and take charge of all money belonging to the district; provided, however, that the treasurer shall pay any bill of the district which shall have been approved by the district board; provided, further, that the treasurer shall be subject to sections 35, 52 and 109A of chapter 41;

(5) compensation of the treasurer for services rendered in the course of duty as may be granted by vote of the district planning committee; and

(6) approval of fiscal matters as described in subsections (g) and (h) of section 18R by a finance advisory subcommittee, including approval of an annual operating budget as described in subsection (e); provided, however, that the finance advisory subcommittee shall consist of the chief executive officer or chief executive financial officer of member cities, as designated by each city's chief executive officer, and the town administrator, town manager or chief financial officer for member towns, as designated by each town's chief executive officer and that no member of the finance advisory subcommittee shall also serve on any other board or subcommittee established under this section.

(d) The district planning committee shall forward a report of its findings, recommendations and proposed district agreement, if any, to the city council and the board of selectmen or town council of the committee's participating municipalities and to the state 911 department.

(e) Nothing in sections 18O to 18V, inclusive, shall prohibit any governmental body from participating in studying, establishing, administering or serving as a full or ex-officio member of a regional 911 emergency communication district planning committee or a regional 911 emergency communication district, its board or any subcommittees thereof.

Section 18Q: Regional 911 emergency communication district; vote on establishment

Section 18Q. If a district planning committee recommends that a regional 911 emergency communication district be established, the city councils or the boards of selectmen or town councils of member municipalities shall vote on whether to accept the proposed district agreement. For each council or board, the following question to be voted on shall be as follows:-- "Shall the municipality accept the provisions of sections 18O to 18V, inclusive, of chapter 6A of the General Laws providing for the establishment of a regional 911 emergency communication district, together with the cities of and the towns of , and the construction or siting, administration, operation and maintenance of a regional 911 emergency communication center by the district under the provisions of the proposed district agreement filed with the city council, board of selectmen or town council?"

If a majority of the members of each city council, board of selectmen or town council voting on the question vote in the affirmative, the proposed regional 911 emergency communication district shall be established under the terms of the proposed district agreement.

Section 18R: Regional 911 emergency communication district; powers

Section 18R. A regional 911 emergency communication district, established under section 18Q, shall be a public employer and body politic and corporate with the power to:

- (a) adopt a name and a corporate seal and the engraved or printed facsimile of such seal appearing on a bond or note of the district shall have the same legal effect as a seal would have if it were impressed thereon;
- (b) construct or site, equip, administer, operate and maintain a regional 911 emergency communication center for the benefit of the district's member municipalities;
- (c) purchase or lease land or building space for the district;
- (d) employ an executive director, who shall possess the education, training and experience to perform the duties required of the position and such other employees as it considers necessary to operate the district and to establish the duties, compensation, benefits and other terms and conditions of employment of additional personnel;
- (e) adopt an annual operating budget that shall be approved by the finance advisory subcommittee;
- (f) enter into any contracts and agreements necessary for the exercise of the district's powers and functions, including contracts and agreements to purchase equipment, buildings, supplies, materials and services; provided, however, that the district may enter into contracts and agreements for 911 emergency services with non-member municipalities and governmental bodies and other persons or entities;
- (g) incur debt for a term not exceeding 25 years to acquire land, buildings and equipment to construct or site and maintain a regional 911 emergency communication center; provided, however, that written notice of the amount of the debt and of the general purposes for which it would be authorized shall first be given by the district board to the finance advisory subcommittee for approval, which shall require a majority vote. The finance advisory subcommittee shall vote on the proposed debt within 14 days of receiving notice. If the finance advisory subcommittee approves the debt, the debt may be authorized by the district board and written notice of the amount of the debt and of its general purposes shall be given to the city council and to the board of selectmen or town council of each member municipality not later than 7 days after the date on which the debt was authorized by the district board. No debt shall be incurred until the expiration of 60 days from the date the debt was authorized by the district board. If, prior to the expiration period, the city council or the board of selectmen or town council of any member municipality votes to disapprove of the amount authorized by the district board, the debt shall not be incurred;
- (h) issue bonds and notes in the name and upon the full faith and credit of the district; provided, however, that written notice of the amount of the bonds or notes and of the general purposes for which they would be authorized shall be provided to the finance advisory subcommittee for approval, which shall require a majority vote; provided, further, that if the finance advisory subcommittee votes to approve the bonds or notes, the bonds or notes shall be signed by the chairman and the treasurer of the district board; provided, further, that the chairman, by a writing bearing the chairman's written signature and filed in the office of the treasurer which writing shall be open to public inspection, may authorize the treasurer to cause to be engraved or printed on bonds or notes a facsimile of such chairman's signature, and such facsimile signature so engraved or printed shall have the same validity and effect as the chairman's written signature. Each issue of bonds or notes shall be a separate loan;

- (i) sue and be sued, only to the same extent and upon the same conditions that a municipality may be sued;
- (j) receive and disburse funds for any district purpose;
- (k) incur short-term debt in anticipation of revenue to be received from member municipalities;
- (l) assess member municipalities for any district expenses;
- (m) apply for and receive any grants or gifts for the district purposes;
- (n) engage legal counsel; and
- (o) submit an annual report to each member municipality, which report shall contain a detailed financial statement and a statement showing the method by which the annual charges assessed against each municipality were computed.

Section 18S: Regional 911 emergency communication district; annual budget; apportionment among member municipalities

Section 18S. The regional 911 emergency communication district board shall annually determine the necessary amounts to maintain and operate the district during the ensuing fiscal year and the amounts required to pay any debt and interest incurred by the district. The district board shall apportion the amount so determined among the member municipalities under the terms of the district agreement. The amounts apportioned for each member municipality shall be certified by the district treasurer to the chief executive officers, board of assessors and treasurers of the participating municipalities not later than February 1, annually, and the amounts so certified shall be appropriated and paid to the district treasurer at the times specified in the district agreement. If any participating municipality fails to include any apportioned amount so certified in its appropriations for the fiscal year, the board of assessors shall raise the amount in the tax levy of that year under section 23 of chapter 59.

Section 18T: Regional 911 emergency communication district; duties of board; records; financial statements; annual report; audits

Section 18T. The regional 911 emergency communication district board shall maintain accurate and comprehensive records of services performed, costs incurred and reimbursements and contributions received. The district board shall issue quarterly and annual financial statements to all member municipalities and to the finance advisory subcommittee. The annual report shall include the center's maintenance and operating budget, including the amounts assessed to each member municipality, and any debt and interest incurred by the district under section 18R. The district board shall perform regular audits of the accounts of the records of the district. Upon the completion of each audit, the district board shall forward a copy of the audit to the mayor, the chairman of the board of selectmen or town council of each member municipality, the finance advisory subcommittee, the state auditor, the state 911 department and the division of local services.

Section 18U: Regional 911 emergency communication district; applicability of certain provisions within chapter 44

Section 18U. Sections 16 to 28, inclusive, of chapter 44 shall apply to regional 911 emergency communication districts. Section 16 of said chapter 44, relative to the countersigning of bonds and notes, and section 24 of said chapter 44, relative to the countersigning and approval of notes and the certificates of the clerk relating thereto, shall not apply to regional 911 emergency

communication districts. Any debt incurred by a regional 911 emergency communication district shall not be subject to the limit of indebtedness prescribed in section 10 of said chapter 44.

Section 18V: Regional 911 emergency communication district; provisions for sale, lease or license of facility, building and land

Section 18V. A district agreement established under section 18Q or any amendment to the district agreement may contain provisions authorizing any member municipality to sell, lease or license to the regional 911 emergency communication district any facility, building and any land appurtenant thereto or used in connection therewith or any other property useful for the purposes of the district. Notwithstanding section 3 of chapter 40 or any other general or special law to the contrary, any member municipality may authorize a sale, lease or license. For a sale, the terms and time of payment and the method by which the municipalities other than the selling municipality shall be assessed for payment shall be established in the district agreement or amendment; provided, however, that in no case shall payments be made which shall exceed 25 years. For a lease or license, the terms and time of payment and assessment shall be established in the district agreement or amendment. The term of a lease or license shall not exceed 25 years and may contain provisions for the extension of the lease or license for an additional term not to exceed 25 years at the option of the regional 911 emergency communication district board.



TOWN OF PEPPERELL
COMMUNICATIONS DEPARTMENT

59 Main Street, P.O. Box 259

Pepperell, MA 01463

(978) 433-2737

7/25/2018

Memorandum of Understanding

Between the Towns of Pepperell and Townsend

PURPOSE:

This Memorandum of Understanding summarizes a cooperative agreement between the Towns of Pepperell and Townsend, regarding backup Public Safety Dispatch services in the event of an emergency.

PARTIES:

The Pepperell Communications Department is a 911 Call Center that serves the Town of Pepperell, and is located at the Public Safety Building at 59 Main Street, Pepperell MA. The Center is run by a Communications Director who reports directly to the Town Administrator, and is staffed by five full-time dispatchers, and two per-diem dispatchers.

The Town of Townsend Fire-EMS and Police Departments provide both emergency and non-emergency Fire-EMS and Police services to the residents of Townsend MA. Both departments are run by a Chief that report to the Town Administrator.

AGREEMENT:

The Nashoba Valley Regional Dispatch District (NVRDD) located in Devens, MA. currently provides 911 Dispatch services for the Town of Townsend. In the event Townsend public safety officials determine NVRDD is failing to provide reliable and adequate services or if requested by NVRDD Pepperell Communications will take over dispatch services for Townsend. Pepperell Communications will then take over responsibility for dispatching Fire-EMS and Police resources. This will not include 911 call taking. NVRDD will continue to answer 911 calls and forward the information to Pepperell Communications for Dispatching.

Pepperell Communication will also serve as the Public Safety Answering Point backup for Townsend. If at any point NVRDD is unable to answer 911 calls Townsend calls will be forwarded to Pepperell communications until Townsend and State 911 Officials agree NVRDD has returned to a state capable of adequately answering and responding to 911 calls.

For this reason Townsend will cover the cost to install two-way radios in Pepperell that are dedicated to the Townsend Police and Fire Departments; this will give Pepperell Communications

the ability to communicate directly with Townsend Fire and Police Units, and also to tone out the Fire Department to emergency calls.

DURATION OR TERM OF THE MOU:

The MOU is at-will and may be modified or terminated with the mutual consent of the authorized individuals from Pepperell Communications, and Townsend Fire and Police.

Communications Director Date

Police Chief Date

Fire Chief Date

Pepperell Town Administrator Date

Townsend Town Administrator Date



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

Sue Lisio, Chairman

Cindy King, Vice-Chairman

Wayne Miller, Clerk

James M. Kreidler, Jr.,
Town Administrator

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

Director Pozniak

Below are the answers to the questions you emailed to Fire-EMS Chief Mark Boynton after receiving the May 22 letter from Towns Administrator Kreidler.

1. It is our understanding that Townsend has a mutual aid agreement in place with Lunenburg, a town which borders Townsend and like Townsend is a member of the NVRDD. Please confirm that this understanding is correct. If correct, please describe the terms of the agreement.

Townsend does not have a mutual aid agreement specifically with the Lunenburg. For Fire mutual aid we are members of District 6 which are Middlesex County Towns such as we are and District 8 which are Worcester County Towns including the Town of Lunenburg. Lunenburg is the only Massachusetts Town we border that is part of Worcester County. Townsend border's 6 Towns the majority of those towns are in Middlesex County including Ashby, Shirley, Groton and Pepperell. As a member of these districts there are agreements in place, the terms of these agreements have no bearing on who we are dispatched by.

For EMS we do have formal agreements for advanced life support intercept services (ALS) with individual towns including Lunenburg, Groton, Pepperell and Ashby. We are the only ALS department dispatched by NVRDD and frequently provide intercept to all four towns. They are billed for this service based on the terms of the agreement. Again who we are dispatched by has no bearing on these agreements.

Police mutual aid is similar to fire, locally there are formal agreements which have no bearing on who we are dispatched by. For major events that require SWAT Townsend is a member of NEMLEC which the majority of the towns we border belong to. Lunenburg and the majority of the towns dispatched by NVRDD are part of SEMLEC.

2. Assuming that there is a mutual aid agreement with Lunenburg, how would the formation of the proposed Pepperell, Ashby, and Townsend RECC (proposed RECC) impact that mutual aid agreement. If it does impact that agreement, please explain how the proposed RECC would be better for public safety reasons than what is already in place given that impact. If it does not impact the mutual aid agreement, please explain why it is better for public safety reasons for Townsend to be in the proposed RECC than to remain in the NVRDD.

As indicated above forming a new RECC for Ashby, Pepperell and Townsend would streamline all forms of mutual aid as we share borders, a regional school, reside in the same county, share

the East/West route 119, frequently work together and belong to the same mutual aid organization. The amount of time and frequency we work with Ashby and Pepperell outweighs the time and frequency we work with Lunenburg.

We also intend to operate much differently than NVRDD in a number of ways including utilizing a primary police and a primary fire frequency for dispatching in all three towns. This will enable all three towns to be aware of what is going on in neighboring towns reducing dispatch and response times.

Townsend joining NVRDD has had a negative impact on mutual aid and advanced life support provided to all our neighboring towns. Starting with Lunenburg we were promised when we joined that calls to Lunenburg would be dispatched to both communities simultaneously reducing the dispatch time. This has not been the case, NVRDD has not been unable to do this. Occasionally the tones are put out on the wrong frequency resulting in no alerting or pager activation creating confusion and delays. There has been no advantage to being dispatched by NVRDD on several occasions it has been worse. Second we have experienced significant delays providing mutual aid to the Town of Pepperell. On multiple occasions (including a cardiac arrest) Pepperell dispatch called NVRDD over the phone for mutual aid. Four minutes passed before NVRDD dispatched Townsend for the call. After witnessing these delays Pepperell created an internal policy to call NVRDD over the radio on the Townsend frequency to request assistance. This way we hear the call and respond immediately despite delays at NVRDD.

Lastly an Ashby, Townsend, Pepperell RECC would be better because we have been experiencing challenges and instability with NVRDD since we signed on with them. These range from delays in being dispatched, being dispatched to the wrong address, addresses that do not exist in Townsend and streets that do not intersect. Agreement challenges, the agreement we signed is not the same agreement the others signed, NVRDD is not compliant with the agreement and is essentially in breach of contract. The agreement and MGL chapter 6A mandate a finance committee be in place for financial oversight. Audits will be conducted annually, and quarterly financial statements to be provided to the member towns. As of this writing there is no finance committee, not one audit has been completed since the inception of NVRDD seven years ago. Over the past 20 months we have not received a single financial statement. Shortly after we signed we discovered the Operations board and Administration boards had not met in over six months and the organization owed vendors in excess of \$640,000 going back two years. Claiming a money flow issue \$210,000 was borrowed from Mass Development. At our June Administration board meeting the director was concerned about having sufficient funds to make the final payroll of the year and there were no funds available to make a payment to Mass Development towards the money that was borrowed. If this was simply a cash flow issue waiting for reimbursement from the state then where did the money go. Nobody knows because there is no general ledger, no book keeping, no finance committee and no audits.

Furthermore when we signed it was agreed staffing in the center would increase to compensate for the significant increase in call volume. Staffing was to increase from 10 to 14 full-time dispatchers to dispatch 7 towns, 14 agencies all on their own frequencies. Since we joined less than two years ago half of the dispatchers have resigned including the director. NVRDD has been unable to hire and retain personnel to fill the new positions, vacant positions or reach full staffing. All dispatchers have been working double shift for several months averaging 80+ hours per week. Two weeks ago a new experience dispatcher quit after the first day, another full-time employee gave a three week notice and the Deputy Director has given her notice.

Staffing is currently at 9 full-time employees including a supervisor who is out on medical leave and unlikely to return. In other words NVRDD currently has 8 dispatchers nearly 50% of what is funded and less dispatchers than before Townsend joined. We are also aware of at least two other employees who are actively searching for employment elsewhere.

We are afraid NVRDD is on the brink of failure and the backup plan is inadequate. As you know NVRDD fail over is Rutland Communication Center. Rutland does not have the capabilities to communicate with Townsend resources in the field. For this reason Townsend and Pepperell Officials are scrambling to put together a contingency plan for Pepperell to be the backup for Townsend. Pepperell currently has the ability to communicate with Townsend resources in the field. For a cost incurred by Townsend we are entering into a formal agreement with Pepperell we are paying to install the equipment they need in order to activate our pagers and alerting systems. Once in place we will be requesting in an event of a failure at NVRDD Townsend 911 calls be answered in Pepperell.

3. The first sentence on the top of page 2 of the May 22nd letter states “Currently a major incident at the high school would require the involvement of three separate dispatch centers to coordinate the response of emergency agencies.” Please clarify what this sentence means. What three separate dispatch centers are being referred to given that, depending on type of major incident, Federal agencies and/or the Massachusetts State Police likely would be coordinating the emergency response. Please explain how responding to a major incident at the high school would be better for public safety reasons with Townsend being a part of the proposed RECC than if it remained in the NVRDD.

Currently events at the high school start with confusion. The school phone system is tied to the SAU office in Pepperell so frequently 911 calls from the school go to Pepperell Communications center. Pepperell then has to call NVRDD to dispatch Townsend creating a delay. Cellular calls from the school go to NVRDD creating additional confusion as two dispatch centers are receiving calls for the same event.

Events that require a response greater than Townsend units then require NVRDD to call Pepperell and Ashby dispatch centers by phone, relay the information so their communication center can then dispatch their units. These are the three dispatch centers referred to in the May 22 letter. Next would be dispatching Lunenburg and NEMLEC which involves calling the communication center for NEMLEC. If the event requires ALS beyond the capabilities of Townsend and Pepperell Ayer Communication center would be called and possibly Shirley.

You are correct in assuming the State Police would coordinate the response. Also appropriate to assume the State wide mobilization plan would be used for Fire Response this is done by Fitchburg Fire in our region and CEMED would be used to coordinate mass casualty response. It is unlikely these agencies would be involved in the initial response. If you add up the number of communications centers involved you will see a total of nine. Nine points of failure, nine points of delay and mass confusion.

An Ashby, Pepperell, Townsend RECC would not eliminate all the confusion but it would eliminate the initial confusion. We are all aware lives are saved based on the response and actions taken in the first 10 minutes.

4. Please provide a list of equipment that would be necessary to start-up the proposed RECC, and provide a cost estimate of those capital expenditures.

All the details of an Ashby, Townsend, and Pepperell RECC have not been worked out. The three communities are in agreement forming a RECC is in the public safety best interest. All are in agreement Pepperell existing PSAP Communication center would serve as the initial RECC. We are waiting for initial approval from you to move forward with the planning process as outlined in M.G.L. 6A. and the details will become much clearer. . Initial start-up could be as simple as agreeing to common radio frequencies and reprogramming radios and pagers in all three communities to this frequency. Moving PSAP lines for Ashby and Townsend to Pepperell and allowing Townsend IMC licenses funded by state grant funds to be moved to Pepperell.

There have been some preliminary discussions about renovating the Pepperell Communications Center or building a new center with funds from an anonymous donor at no cost to the towns or the state. All agree this would be a long term plan, centrally located and implemented 2-3 years from now.

What we do know at this point is Townsend funded and installed all new radio system one year ago replacing all equipment on two transmit and receive sites. Townsend has \$150,000 in the current budget to replace portable radios. Townsend also has \$65,000 to invest in radio systems that could be used joining Pepperell. Pepperell is currently investing \$142,000 to replace the dispatch console.

Ashby is currently dispatching themselves from two sites. The system is operational but in need of upgrades or replacement relatively soon. Pepperell operates from a single site that is operational and working well. One of the task of the planning committee is to evaluate the radio systems for all three towns and decide how to move forward as a region.

Townsend and Pepperell are currently using IMC CAD and RMS software so there would be little or no data conversion cost. Ashby Fire is currently reporting MFIRS using paper reports, there would be no data conversion cost. Getting them on IMC would be a cost however it would streamline their reporting to the state. Ashby PD is using Pamet Software that could be converted or remain a standalone historical database with a new IMC database starting from scratch.

5. Please provide an estimate of the annual operational costs of the proposed RECC.

Again very preliminary but all agree a regional center, properly staffed, providing services for the three communities for less than one million dollars per year seem reasonable. The goal is to staff the center with a minimum of two dispatchers 24/7 to meet the demands and comply with NFPA and ISO Standards and comply with FLSA Laws.

Sue Lizio - Chairman Date

Cindy King - Vice Chairman Date

Wayne Miller - Clerk Date

MGL Chapter 6A

Section 18O: Regional 911 emergency communication district; planning committee

Section 18O. (a) As used in sections 18O to 18V, inclusive, the term "regional 911 emergency communication center" shall mean a facility housing or otherwise supporting a regional emergency communication center or a regional PSAP, as those terms are defined in section 18A, if the regional 911 emergency communication center is approved by the state 911 department.

(b) Two or more municipalities, by approval of the chief executive officer of a city or by vote of a board of selectmen or town council, may create a regional 911 emergency communication district planning committee, hereinafter called the district planning committee, consisting of 3 unpaid persons to be appointed by the mayor in each participating city and by the chairman of the board of selectmen or town council in each participating town.

(c) The district planning committee shall study the feasibility of establishing and constructing a regional 911 emergency communication district and propose the district's organization, governance structure, operation, location, estimate of construction or siting and operating costs, maintenance and methods of financing. Each municipality comprising the district planning committee may appropriate sums to compensate the committee's expenses. The district planning committee may expend any sums so appropriated and may employ any expert assistance as it considers necessary to carry out sections 18O to 18V, inclusive. The district planning committee may apply for, accept and expend, without appropriation, grants or gifts of funds from the federal government, the commonwealth or any other source.

Section 18P: Regional 911 emergency communication district; proposals to establish centers; purposes; contents; reports

Section 18P. (a) If the regional 911 emergency communication district planning committee recommends the establishment of a regional 911 emergency communication district, it shall propose a written district agreement to establish, construct or site, equip, administer, operate and maintain a regional 911 emergency communication center.

(b) The proposed district agreement shall include, but not be limited to, terms and conditions to achieve the following purposes:

- (1) providing the district's conditions of membership and financial terms;
- (2) identifying construction or siting and operating costs of the center;
- (3) establishing a regional 911 emergency communication district board to oversee the construction or siting, administration, operation and finance of the center and provide the board with the powers, duties and liabilities of a regional 911 emergency communication district, which powers shall be vested in and exercised by the district board established under the agreement;
- (4) establishing any subcommittees necessary for the administration of the center;
- (5) preparing and adopting an annual operating budget;
- (6) establishing a procedure to invite and include additional municipalities into the district;
- (7) determining a process to amend the district agreement;
- (8) identifying the terms and procedure by which a municipality may withdraw from the district; and

(9) including any additional provisions the district planning committee considers necessary for the administration and operation of the center.

(c) A proposed district agreement shall provide, but need not be limited to, the following provisions:

(1) the number, selection process and length of terms of office of the district board members;

(2) selection of a chair by ballot from the district board's membership;

(3) appointment by the district board of a district secretary and treasurer, who may be the same person, and the designation, if any, of 1 or more of its members to approve payrolls or bills for salary or compensation of district board members or employees; provided, however, that the members approving such payroll or bill shall make available to the board at its next meeting the record of that action;

(4) powers and duties of the treasurer, including the power to receive and take charge of all money belonging to the district; provided, however, that the treasurer shall pay any bill of the district which shall have been approved by the district board; provided, further, that the treasurer shall be subject to sections 35, 52 and 109A of chapter 41;

(5) compensation of the treasurer for services rendered in the course of duty as may be granted by vote of the district planning committee; and

(6) approval of fiscal matters as described in subsections (g) and (h) of section 18R by a finance advisory subcommittee, including approval of an annual operating budget as described in subsection (e); provided, however, that the finance advisory subcommittee shall consist of the chief executive officer or chief executive financial officer of member cities, as designated by each city's chief executive officer, and the town administrator, town manager or chief financial officer for member towns, as designated by each town's chief executive officer and that no member of the finance advisory subcommittee shall also serve on any other board or subcommittee established under this section.

(d) The district planning committee shall forward a report of its findings, recommendations and proposed district agreement, if any, to the city council and the board of selectmen or town council of the committee's participating municipalities and to the state 911 department.

(e) Nothing in sections 18O to 18V, inclusive, shall prohibit any governmental body from participating in studying, establishing, administering or serving as a full or ex-officio member of a regional 911 emergency communication district planning committee or a regional 911 emergency communication district, its board or any subcommittees thereof.

Section 18Q: Regional 911 emergency communication district; vote on establishment

Section 18Q. If a district planning committee recommends that a regional 911 emergency communication district be established, the city councils or the boards of selectmen or town councils of member municipalities shall vote on whether to accept the proposed district agreement. For each council or board, the following question to be voted on shall be as follows:-- "Shall the municipality accept the provisions of sections 18O to 18V, inclusive, of chapter 6A of the General Laws providing for the establishment of a regional 911 emergency communication district, together with the cities of and the towns of , and the construction or siting, administration, operation and maintenance of a regional 911 emergency communication center by the district under the provisions of the proposed district agreement filed with the city council, board of selectmen or town council?"

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For EMS we do have formal agreements for advanced life support intercept services (ALS) with individual towns including Lunenburg, Groton, Pepperell and Ashby. We are the only ALS department dispatched by NVRDD and frequently provide intercept to all four towns. They are billed for this service based on the terms of the agreement. Again who we are dispatched by has no bearing on these agreements.

Police mutual aid is similar to fire, locally there are formal agreements which have no bearing on who we are dispatched by. For major events that require SWAT Townsend is a member of NEMLEC which the majority of the towns we border belong to. Lunenburg and the majority of the towns dispatched by NVRDD are part of SEMLEC.

2. Assuming that there is a mutual aid agreement with Lunenburg, how would the formation of the proposed Pepperell, Ashby, and Townsend RECC (proposed RECC) impact that mutual aid agreement. If it does impact that agreement, please explain how the proposed RECC would be better for public safety reasons than what is already in place given that impact. If it does not impact the mutual aid agreement, please explain why it is better for public safety reasons for Townsend to be in the proposed RECC than to remain in the NVRDD.

As indicated above forming a new RECC for Ashby, Pepperell and Townsend would streamline all forms of mutual aid as we share borders, a regional school, reside in the same county, share

the ability to communicate directly with Townsend Fire and Police Units, and also to tone out the Fire Department to emergency calls.

DURATION OR TERM OF THE MOU:

The MOU is at-will and may be modified or terminated with the mutual consent of the authorized individuals from Pepperell Communications, and Townsend Fire and Police.

Communications Director	Date
-------------------------	------

Police Chief
Date

Fire Chief
Date

Pepperell Town Administrator _____ Date _____

Townsend Town Administrator Date



TOWN OF PEPPERELL
COMMUNICATIONS DEPARTMENT

59 Main Street, P.O. Box 259

Pepperell, MA 01463

(978) 433-2737

7/25/2018

Memorandum of Understanding

Between the Towns of Pepperell and Townsend

PURPOSE:

This Memorandum of Understanding summarizes a cooperative agreement between the Towns of Pepperell and Townsend, regarding backup Public Safety Dispatch services in the event of an emergency.

PARTIES:

The Pepperell Communications Department is a 911 Call Center that serves the Town of Pepperell, and is located at the Public Safety Building at 59 Main Street, Pepperell MA. The Center is run by a Communications Director who reports directly to the Town Administrator, and is staffed by five full-time dispatchers, and two per-diem dispatchers.

The Town of Townsend Fire-EMS and Police Departments provide both emergency and non-emergency Fire-EMS and Police services to the residents of Townsend MA. Both departments are run by a Chief that report to the Town Administrator.

AGREEMENT:

The Nashoba Valley Regional Dispatch District (NVRDD) located in Devens, MA. currently provides 911 Dispatch services for the Town of Townsend. In the event Townsend public safety officials determine NVRDD is failing to provide reliable and adequate services or if requested by NVRDD Pepperell Communications will take over dispatch services for Townsend. Pepperell Communications will then take over responsibility for dispatching Fire-EMS and Police resources. This will not include 911 call taking. NVRDD will continue to answer 911 calls and forward the information to Pepperell Communications for Dispatching.

Pepperell Communication will also serve as the Public Safety Answering Point backup for Townsend. If at any point NVRDD is unable to answer 911 calls Townsend calls will be forwarded to Pepperell communications until Townsend and State 911 Officials agree NVRDD has returned to a state capable of adequately answering and responding to 911 calls.

For this reason Townsend will cover the cost to install two-way radios in Pepperell that are dedicated to the Townsend Police and Fire Departments; this will give Pepperell Communications

communication districts. Any debt incurred by a regional 911 emergency communication district shall not be subject to the limit of indebtedness prescribed in section 10 of said chapter 44.

Section 18V: Regional 911 emergency communication district; provisions for sale, lease or license of facility, building and land

Section 18V. A district agreement established under section 18Q or any amendment to the district agreement may contain provisions authorizing any member municipality to sell, lease or license to the regional 911 emergency communication district any facility, building and any land appurtenant thereto or used in connection therewith or any other property useful for the purposes of the district. Notwithstanding section 3 of chapter 40 or any other general or special law to the contrary, any member municipality may authorize a sale, lease or license. For a sale, the terms and time of payment and the method by which the municipalities other than the selling municipality shall be assessed for payment shall be established in the district agreement or amendment; provided, however, that in no case shall payments be made which shall exceed 25 years. For a lease or license, the terms and time of payment and assessment shall be established in the district agreement or amendment. The term of a lease or license shall not exceed 25 years and may contain provisions for the extension of the lease or license for an additional term not to exceed 25 years at the option of the regional 911 emergency communication district board.

- (i) sue and be sued, only to the same extent and upon the same conditions that a municipality may be sued;
- (j) receive and disburse funds for any district purpose;
- (k) incur short-term debt in anticipation of revenue to be received from member municipalities;
- (l) assess member municipalities for any district expenses;
- (m) apply for and receive any grants or gifts for the district purposes;
- (n) engage legal counsel; and
- (o) submit an annual report to each member municipality, which report shall contain a detailed financial statement and a statement showing the method by which the annual charges assessed against each municipality were computed.

Section 18S: Regional 911 emergency communication district; annual budget; apportionment among member municipalities

Section 18S. The regional 911 emergency communication district board shall annually determine the necessary amounts to maintain and operate the district during the ensuing fiscal year and the amounts required to pay any debt and interest incurred by the district. The district board shall apportion the amount so determined among the member municipalities under the terms of the district agreement. The amounts apportioned for each member municipality shall be certified by the district treasurer to the chief executive officers, board of assessors and treasurers of the participating municipalities not later than February 1, annually, and the amounts so certified shall be appropriated and paid to the district treasurer at the times specified in the district agreement. If any participating municipality fails to include any apportioned amount so certified in its appropriations for the fiscal year, the board of assessors shall raise the amount in the tax levy of that year under section 23 of chapter 59.

Section 18T: Regional 911 emergency communication district; duties of board; records; financial statements; annual report; audits

Section 18T. The regional 911 emergency communication district board shall maintain accurate and comprehensive records of services performed, costs incurred and reimbursements and contributions received. The district board shall issue quarterly and annual financial statements to all member municipalities and to the finance advisory subcommittee. The annual report shall include the center's maintenance and operating budget, including the amounts assessed to each member municipality, and any debt and interest incurred by the district under section 18R. The district board shall perform regular audits of the accounts of the records of the district. Upon the completion of each audit, the district board shall forward a copy of the audit to the mayor, the chairman of the board of selectmen or town council of each member municipality, the finance advisory subcommittee, the state auditor, the state 911 department and the division of local services.

Section 18U: Regional 911 emergency communication district; applicability of certain provisions within chapter 44

Section 18U. Sections 16 to 28, inclusive, of chapter 44 shall apply to regional 911 emergency communication districts. Section 16 of said chapter 44, relative to the countersigning of bonds and notes, and section 24 of said chapter 44, relative to the countersigning and approval of notes and the certificates of the clerk relating thereto, shall not apply to regional 911 emergency

If a majority of the members of each city council, board of selectmen or town council voting on the question vote in the affirmative, the proposed regional 911 emergency communication district shall be established under the terms of the proposed district agreement.

Section 18R: Regional 911 emergency communication district; powers

Section 18R. A regional 911 emergency communication district, established under section 18Q, shall be a public employer and body politic and corporate with the power to:

(a) adopt a name and a corporate seal and the engraved or printed facsimile of such seal appearing on a bond or note of the district shall have the same legal effect as a seal would have if it were impressed thereon;

(b) construct or site, equip, administer, operate and maintain a regional 911 emergency communication center for the benefit of the district's member municipalities;

(c) purchase or lease land or building space for the district;

(d) employ an executive director, who shall possess the education, training and experience to perform the duties required of the position and such other employees as it considers necessary to operate the district and to establish the duties, compensation, benefits and other terms and conditions of employment of additional personnel;

(e) adopt an annual operating budget that shall be approved by the finance advisory subcommittee;

(f) enter into any contracts and agreements necessary for the exercise of the district's powers and functions, including contracts and agreements to purchase equipment, buildings, supplies, materials and services; provided, however, that the district may enter into contracts and agreements for 911 emergency services with non-member municipalities and governmental bodies and other persons or entities;

(g) incur debt for a term not exceeding 25 years to acquire land, buildings and equipment to construct or site and maintain a regional 911 emergency communication center; provided, however, that written notice of the amount of the debt and of the general purposes for which it would be authorized shall first be given by the district board to the finance advisory subcommittee for approval, which shall require a majority vote. The finance advisory subcommittee shall vote on the proposed debt within 14 days of receiving notice. If the finance advisory subcommittee approves the debt, the debt may be authorized by the district board and written notice of the amount of the debt and of its general purposes shall be given to the city council and to the board of selectmen or town council of each member municipality not later than 7 days after the date on which the debt was authorized by the district board. No debt shall be incurred until the expiration of 60 days from the date the debt was authorized by the district board. If, prior to the expiration period, the city council or the board of selectmen or town council of any member municipality votes to disapprove of the amount authorized by the district board, the debt shall not be incurred;

(h) issue bonds and notes in the name and upon the full faith and credit of the district; provided, however, that written notice of the amount of the bonds or notes and of the general purposes for which they would be authorized shall be provided to the finance advisory subcommittee for approval, which shall require a majority vote; provided, further, that if the finance advisory subcommittee votes to approve the bonds or notes, the bonds or notes shall be signed by the chairman and the treasurer of the district board; provided, further, that the chairman, by a writing bearing the chairman's written signature and filed in the office of the treasurer which writing shall be open to public inspection, may authorize the treasurer to cause to be engraved or printed on bonds or notes a facsimile of such chairman's signature, and such facsimile signature so engraved or printed shall have the same validity and effect as the chairman's written signature. Each issue of bonds or notes shall be a separate loan;

GOODS AND SERVICES AGREEMENT

The following provisions shall constitute an Agreement between the Town of Townsend, acting by and through its Board of Selectmen, hereinafter referred to as "Town", and SHEPCO of 55 Main Street hereinafter referred to as "Contractor", effective as of the 1st day of July, 2018. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with Landscaping Services. The Contractor shall perform all work in accordance with the specifications contained in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder on or before June 30, 2019.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$27,700.01 in accordance with the provisions of the specifications, or as set forth in an attachment hereto.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 8: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 9: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 10: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the
day and year first above written.

CONTRACTOR

TOWN OF TOWNSEND

by

by its Board of Selectmen

Sue Lisio, Chairman

Printed Name and Title

Cindy King, Vice-Chair

Wayne Miller, Clerk

Approved as to Availability of Funds:

_____ (\$_____)
Town Accountant Contract Sum

3.10

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR 2018 STATE PRIMARY

MIDDLESEX SS.

To the Constables of the City/Town of TOWNSEND

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at:

WARD 0, PRECINCTS I, II, III

MEMORIAL HALL AUDITORIUM, 272 MAIN STREET

on **TUESDAY, THE FOURTH DAY OF SEPTEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS.	FOR THIS COMMONWEALTH
GOVERNOR.	FOR THIS COMMONWEALTH
LIEUTENANT GOVERNOR.	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.	FOR THIS COMMONWEALTH
SECRETARY OF STATE.	FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL.	FOR THIS COMMONWEALTH
AUDITOR.	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.	THIRD DISTRICT
COUNCILLOR.	SEVENTH DISTRICT
SENATOR IN GENERAL COURT.	WORCESTER AND MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.	FIRST MIDDLESEX DISTRICT
DISTRICT ATTORNEY.	NORTHERN DISTRICT
CLERK OF COURTS.	MIDDLESEX COUNTY
REGISTER OF DEEDS.	MIDDLESEX SOUTHERN DISTRICT
COUNTY COMMISSIONERS (if applicable)	MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2018.

SELECTMEN FOR THE TOWN OF TOWNSEND

Posting of attested copies at: Memorial Hall, 272 Main Street at the Center, the West Townsend Fire Station, 460 Main Street in West Townsend, the Police/Communications Center, 70 Brookline Road, North Middlesex High School, 19 Main Street and the Harbor Church, 80 Main Street at least SEVEN (7) DAYS BEFORE THE DATE OF THE ELECTION, AS WITHIN DIRECTED.

_____, 2018.
Constable (month and day)

Warrant must be posted by **August 28, 2018**, (at least *seven days prior* to the **September 4, 2018** State Primary).

3.11



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

Sue Lisio, Chairman

Cindy King, Vice-Chairman

Wayne Miller, Clerk

James M. Kreidler, Jr.,
Town Administrator

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

POLICY #3-2018

BOARD OF SELECTMEN

Purpose: To clarify the role of an individual member of the Board of Selectmen as a liaison to the other Departments/Boards or Committees.

Policy: LIAISON POLICY

Assignments. Liaison assignments are generally made by the Chairman of the Board as soon as practical after the annual town election.

Each department/committee/board shall be notified as to their Board liaison by the Board of Selectmen.

It is requested that each department/committee/board which has been assigned a selectman as a liaison include the Board of Selectmen liaison in the distribution of all general meeting correspondence (reports, meeting agendas, minutes, etc.). This will make for a more effective liaison assignment. Each committee/board which has an assigned liaison should use that person as the first point of contact to the Board of Selectmen.

Temporary assignments. The Chairman shall appoint a liaison to each ad hoc committee created by the Board. The Chairman may also make temporary liaison assignments to other committees, boards, or groups if so requested, or if a majority of the current Board of Selectmen votes to make such an assignment.

Expectations. Each Board member should try to maintain some level of communication with each department/ committee/board to which he/she is assigned. It is important to keep Board colleagues informed of critical issues and other areas of interest.

Participation. The Board of Selectmen liaison is not considered a member of each assigned department/committee/board. He/she should not actively participate in meetings unless invited to do so or as needed to provide or obtain information and feedback.

The liaison does not represent the Board of Selectmen. Decisions required of the Board of Selectmen, if any, much come before the Board at a posted meeting for discussion and vote.

ADOPTED BY THE BOARD OF SELECTMEN ON _____, 2018.

Sue Lisio, Chairman

Cindy King, Vice-Chair

Wayne Miller, Clerk

TOWNSEND AMERICAN FLAG COMMITTEE

Article I. Appointment and Committee Membership

Section 1.01 Appointment

There shall be an American Flag Committee in the town of Townsend, MA consisting of five (5) members. The members shall be appointed by the Board of Selectmen for three (3) year staggered terms consistent with the municipal fiscal year.

Article II. Mission Statement

Section 2.01 Goal

The goal of the Town of Townsend American Flag Committee (Committee) for the display of flags is to ensure proper flag etiquette in the Town Center while promoting patriotism in the community. The display of flags shall support the objectives of the Town and present the Town in a positive and professional manner.

Section 2.02 Purpose

The purpose of this policy is to:

- establish that the display of the Flag of the United States of America (US Flag) is encouraged and approved for display in the Town Center, and
- to detail the means and methods by which flags are displayed in the Town Center.

Section 2.03 Applicability

This policy applies to all flags identified herein that are flown as detailed on the "Town of Townsend American Flag Committee Flag Placement Map" which is attached to this policy as Attachment A.

Article III. General Provisions

Section 3.01 Etiquette

The US Flag shall be displayed only from sunrise to sunset if illumination is not provided. If properly illuminated, the Flags may be displayed twenty-four (24) hours per day.

Section 3.02 Weather

The US Flag and State Flag shall not be displayed on days when the weather is inclement, except when all-weather Flags are utilized.

Section 3.03 Holidays

The flags shall be placed to commemorate and/or celebrate the following: Memorial Day, Independence Day, Labor Day (or September 11th) and Veterans Day.

Section 3.04 Placement

The flags shall be placed seven (7) days prior to the holiday and shall be removed seven (7) days after the holiday.

Section 3.05 Disposal of US Flag or State Flag

When the US Flag deteriorates to such a condition that it no longer serves as a fitting emblem of display, it shall be destroyed in a dignified manner, preferably by burning.

Section 3.06 Purchasing of Flags

The Town may only purchase US Flags that are made in the United States of America.

Section 3.07 Materials and Equipment

Telephone Pole Mounted Flags- Telephone pole mounted flags shall be hung on only the telephone poles identified on Appendix A.

- Each pole shall have two metal flag pole brackets affixed at a height that is an appropriate distance from both the ground and any overhead wires.
- The flags shall be 3' x 5' in dimension.
- The flags shall be mounted and flown from each side of the pole and parallel with the roadway.
- Each pole bracket shall have a thumb screw in it to secure the flag.
- The poles shall be black metal poles with an appropriate pole cap.
- The equipment by which the flags are affixed to the flag poles shall be metal and shall provide the necessary strength and mobility required to properly display and protect the flags.
- All flags, poles and caps for the telephone pole mounted flags shall be identical for aesthetic purposes.
- The telephone pole mounted flags shall be installed by hand with the use of an extension or step ladder. The ladder shall be placed on the opposite side of the telephone pole from the travel way and all appropriate safety measures shall be employed by the installation staff.

Ground Mounted Flags-

- Each ground mounted flag pole shall have one (1) flag affixed at a height that is an appropriate distance from the ground.
- The flags shall be 3' x 5' in dimension.
- The flags shall be mounted in a sleeve pipe that shall be imbedded securely two (2) feet in the ground, protruding only two (2) inches and shall be capped when not in use.
- The location of the sleeve pipes shall be as depicted on Attachment A.
- If deemed necessary, each pipe sleeve shall have a hole drilled in it that aligns with a hole drilled in the flag pole through which a lock may be placed in an effort to secure the flag.
- The poles shall be ten (10) foot black metal pole (1" diameter threaded steel gas pipe) with an appropriate pole cap.
- The equipment by which the flags are affixed to the flag poles shall be metal and shall provide the necessary strength and mobility required to properly display and protect the flags.
- All flags, poles and caps for the ground mounted flags shall be identical for aesthetic purposes.
- The ground mounted flags shall be installed by hand.

Section 3.08 Installation, Care and Upkeep

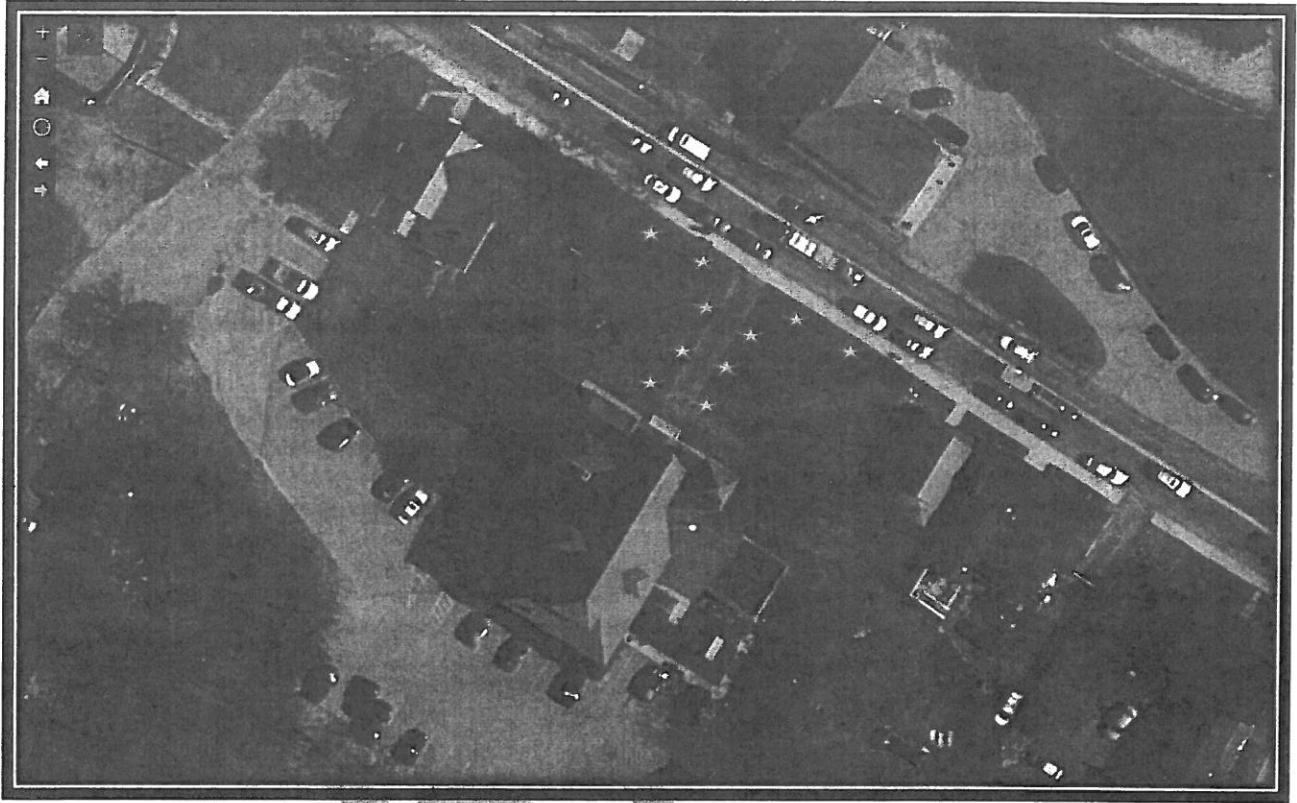
The responsibility for the installation, care and upkeep of the flags shall run to the American Flag Committee which shall submit a request for a budget appropriation along with other town departments and committees.

At all times the American Flag Committee shall strive to limit both expense and liability to the town all the while striving to best serve the community in fulfilling the Committee's mission.

-----END-----

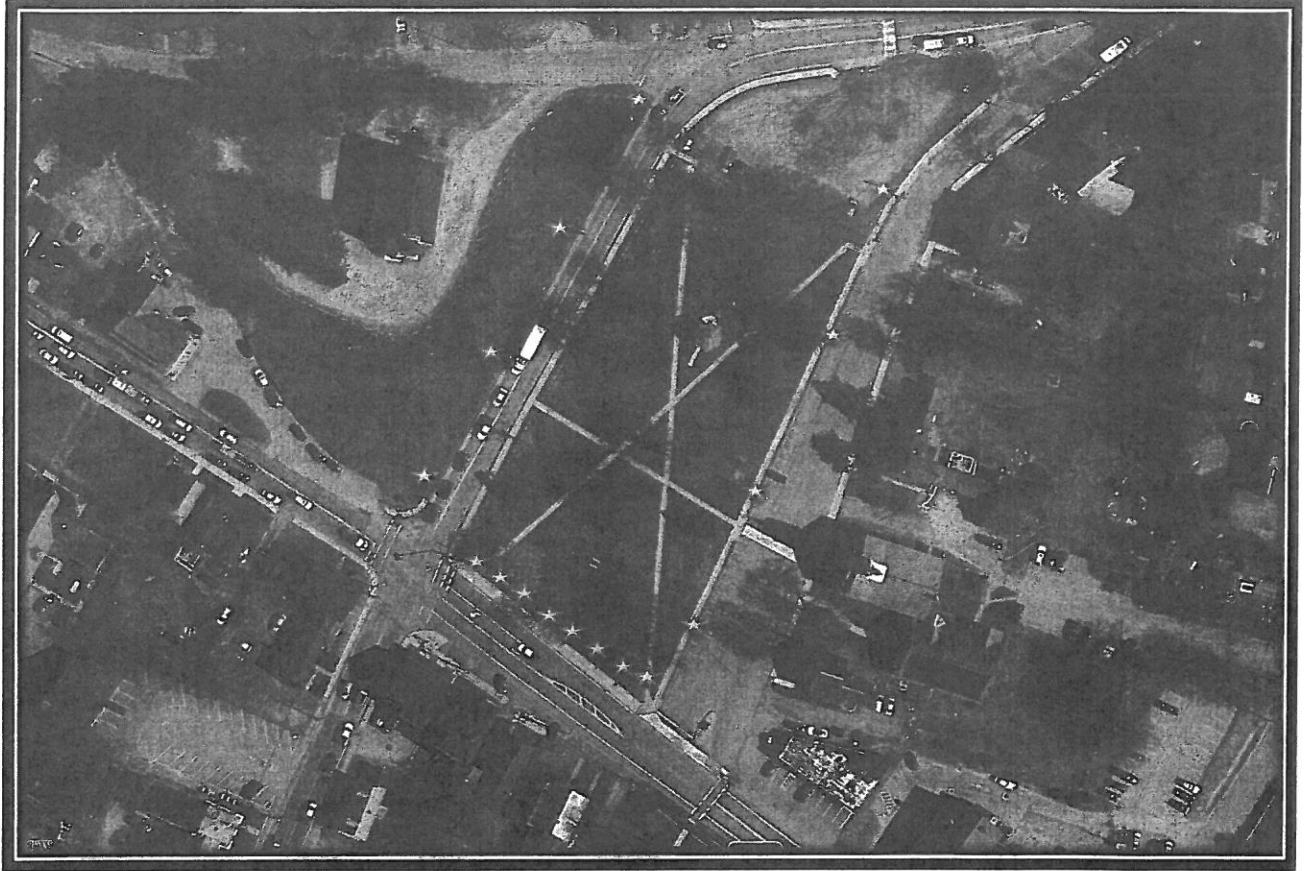
ATTACHMENT A

PHASE 1- TOWN HALL 10- Ground Mounted Flags



DRAFT

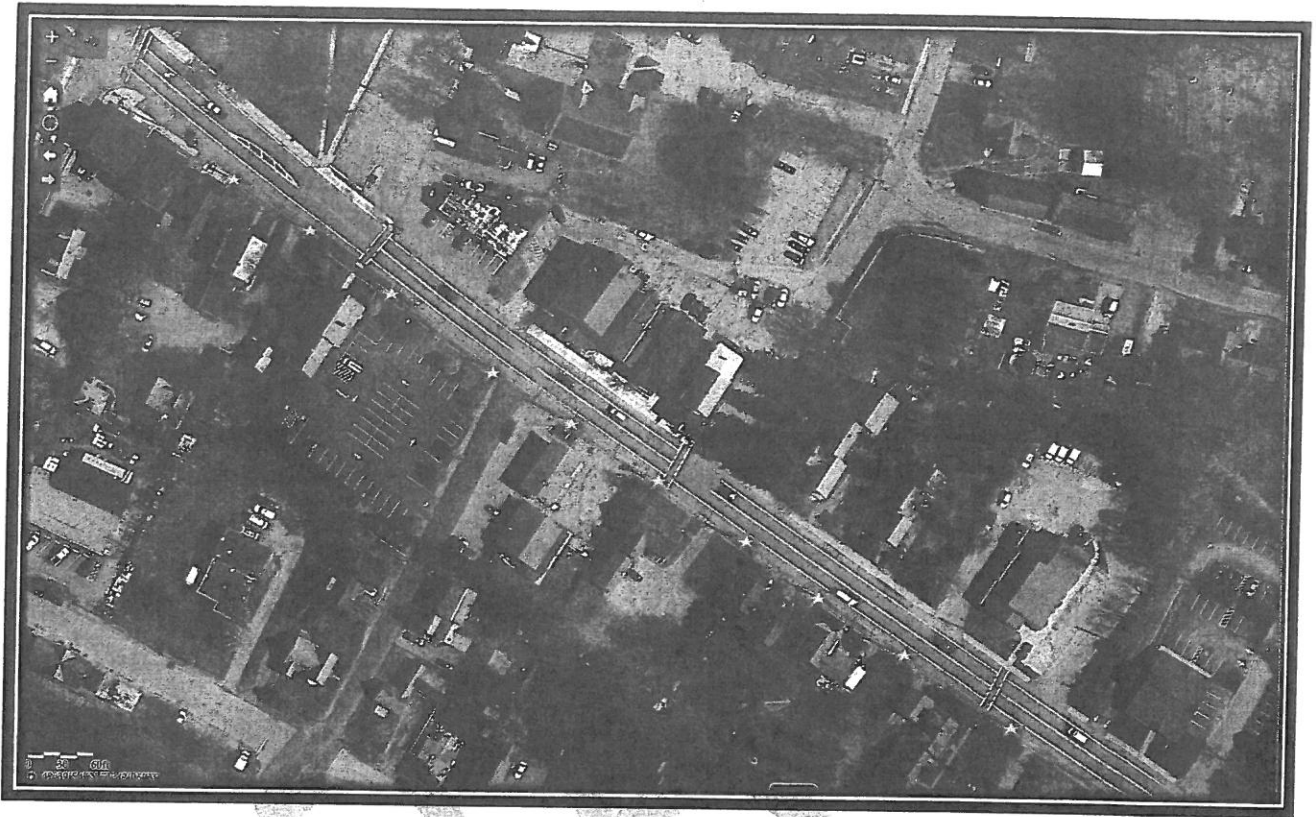
PHASE TWO- THE COMMON
8 Telephone Poles- 16 Flags
8 Ground Mounted Flags



PHASE THREE- ELM STREET TO JEFTS STREET
3 Telephone Poles- 6 Flags



PHASE FOUR- MAIN STREET EAST FROM CENTER TO OAK STREET
10 Telephone Poles- 20 Flags





TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

**PO Box 530 – 13 Elm St.
Townsend, MA 01469**

**Mark R. Boynton
Chief of Department**

Headquarters: 978-597-8150

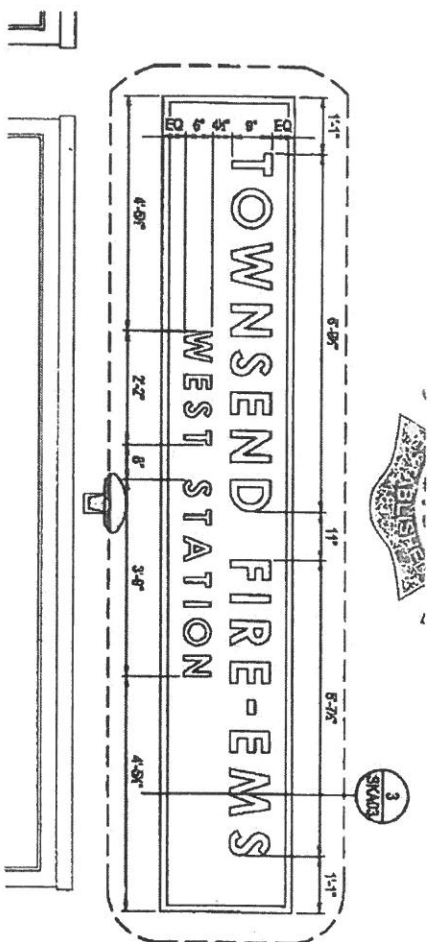
Fax: 978-300-5786

To: James Kreidler Jr. Town Administrator
From: Mark R. Boynton, Fire-EMS Chief *MRB*
Subject: West Townsend Fire Station Change order #5
Date: July 31, 2018

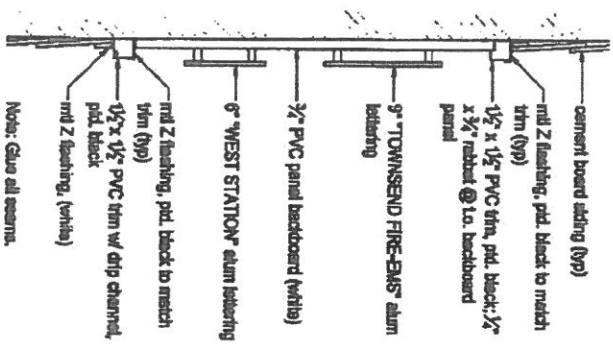
On behalf of the Fire Station Building Committee we request your approval on the attached change order.

The attached contract change order reflects two changes with increased cost totaling \$11,091.23 and extending the completion date by 7 working days. Funding is available within the contingency fund that has a current balance of \$72,742.53

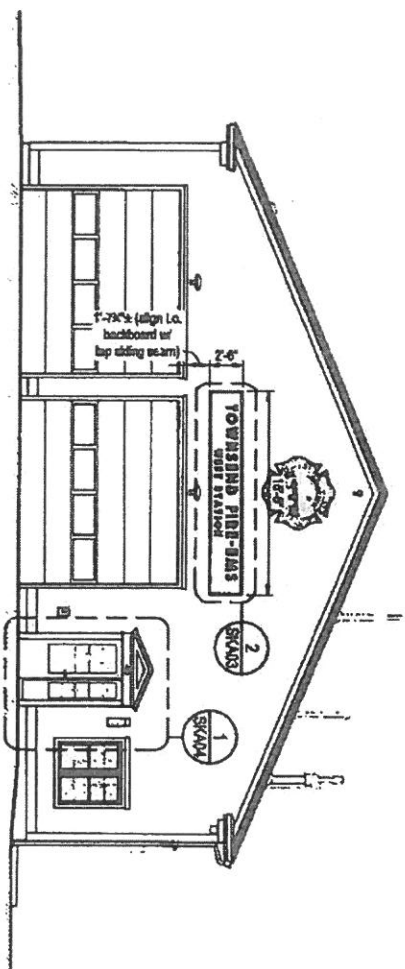
- Revise building signage and lettering to comply with Historic District regulations and request \$5,863.50 (see attached for further details).
- Design and install molding around front entrance to comply with the Historic District request for the architecture to match the architecture of the West Townsend Village. \$5,227.71 (see attached for further details).



2 Elevation - Revised Lettering on Backboard

 $1/2' = 1:0'$ 

3 Sect Dtl - Lettering
Backboard 1 1/2"

$$1172^{\circ} = 1^{\circ} 0^{\circ}$$


North Elevation - Revised Building Lettering per Historic Commission

$$1/\sigma^2 = 1/\sigma^2$$

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

5 SPRING STREET
ADAMS, MA 01220
TEL. 413-743-1687
FAX 413-743-2641

6/21/18

The Galante Architecture Studio
146 Mount Auburn St.
Cambridge, MA. 02138

Attn: Jamie Emerson


Re: Townsend Fire Substation
PCO# 013 - front entry

Provide and install revised trim at front entry, per SKA04.

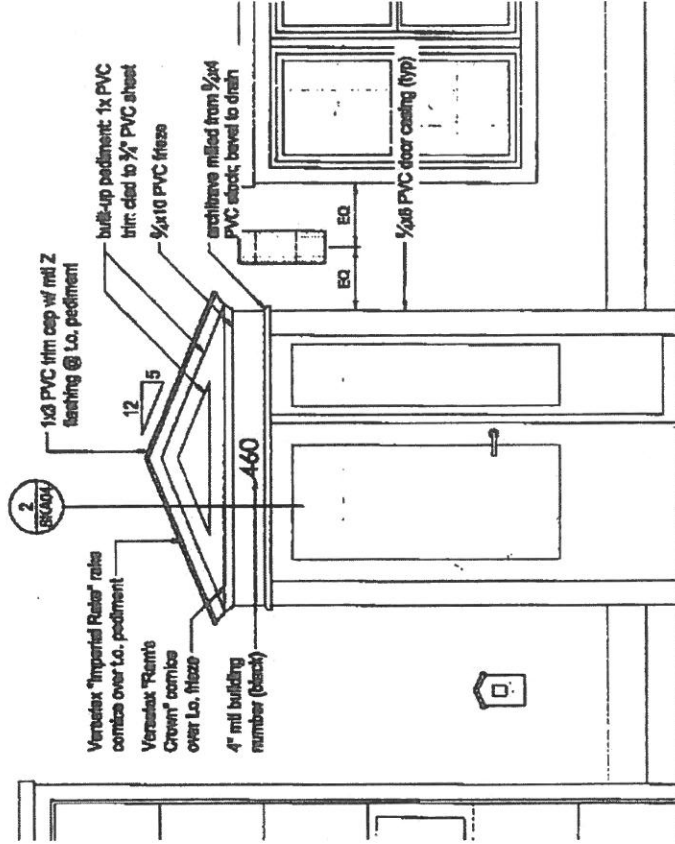
Materials:	\$1,194.00
flashing, custom PVC trim,	
PVC rakes, PVC cornice, PVC	
sheet	
Labor:	\$2,436.48
36 mh @ \$67.68/hr.	
Subtotal	\$3,630.48
20% O&P	\$ 726.10
33% on Labor	\$ 804.04
Subtotal	\$5,160.62
Bond 1.3%	\$ 67.09
	\$5,227.71.....Total PCO #013

Additional days required for this proposal: 4 working days

Respectfully Submitted,

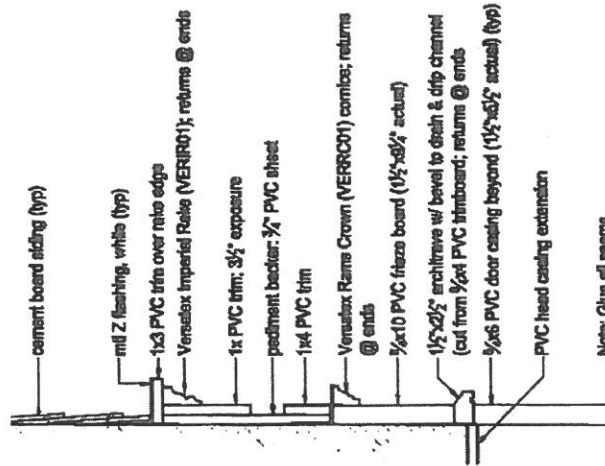


Michael A. Zepka
President



1 Elevation - Main Entrance

1/2" = 1'-0"



Note: Glue all seams.

2 Section Detail - Entablature

1/2" = 1'-0"

CONTRACT CHANGE ORDER

Date: 07.18.18
Project: Townsend Fire Substation
460 Main Street
Townsend, MA 01474
To Contractor: Souliere & Zepka Construction, Inc.
5 Spring Street
Adams, MA 01220

Change Order No: 5
Architect's Project Number: 1623
Contractor's Project Number: N/A
Contract Date: 10.03.2017

The Contract is changed as follows:

- ADD: Revised building lettering, including backboard, per Historic Commission's request, as shown on SKA03.
- ADD: 3 working days \$5,863.52
- ADD: Revised trim at front entry per Historic Commission's request, as shown on SKA04.
- ADD: 4 working days \$5,227.71

Total adds: \$11,091.23


Net Change Order: \$11,091.23


- See attached PCO #012 and PCO #13 for breakdown of costs.


Not valid until signed by the Architect, General Contractor, and Owner

The Original Contract Sum was \$1,424,290.00
Net change by previously authorized Change Orders \$57,127.64
The Contract Sum will be INCREASED by this Change Order in the amount of \$11,091.23
The new Contract Sum including this Change Order will be \$1,492,508.87

The Contract Time will be INCREASED by 7 working days
The date of Substantial Completion will be 08.29.2018


Architect
The Galante Architecture Studio, Inc.
14 Mount Auburn Street
Cambridge, MA 02138


Contractor
Souliere & Zepka Construction, Inc.
5 Spring Street
Adams, MA 01220


Owner
Town of Townsend
460 Main Street
Townsend, MA 01474

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

5 SPRING STREET
ADAMS, MA 01220
TEL. 413-743-1687
FAX 413-743-2641

6/22/18

The Galante Architecture Studio
146 Mount Auburn St.
Cambridge, MA. 02138

Attn: Jamie Emerson

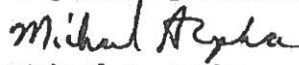
Re: Townsend Fire Substation
PCO# 012 - revised exterior building signage

Provide and install sign backboard for revised building lettering per SKA03.

Materials:	\$1,113.00
blocking, flashing, PVC custom trim, PVC bd., fasteners, glue	
Labor:	\$2,910.24
43 mh. @ \$67.68/hr.	
Subtotal	<u>\$4,023.24</u>
20% O&P	\$ 804.65
33% on labor	<u>\$ 960.38</u>
Subtotal	<u>\$5,788.27</u>
1.3% bond	<u>\$ 75.25</u>
	<u>\$5,863.52.....Total PCO #012</u>

Additional days required for this proposal: 3 working days

Respectfully Submitted,



Michael A. Zepka
President



QUOTE

California "A" General Engineering #957465
POB 22431, Bakersfield, CA 93390
t. 6615774374 f. 6615774372
www.ParagonBridgeWorks.com

PARAGONBRIDGEWORKS

Number PBWQ3263

Date Jul 13, 2018

Sold To

Townsend water dept.
Lance Lewand, Chairman
Townsend, MA

Ship To

Townsend water dept.
Lance Lewand, Chairman
Townsend, MA

Phone
Fax

Phone
Fax

Salesperson	P.O. Number	Good through	Bridge Rating
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Christian

Line	Qty	Description	Unit Price	Ext. Price
1	1	Amount already quoted for 2w3r abutments	-\$13,117.04	-\$13,117.04
2	2	PreCast concrete abutment kit (2W5R)	\$12,165.62	\$24,331.24
3	8	Guardrail: Vehicular only, sold in 10' sections (GV10)	\$1,896.75	\$15,174.00
4	80	Primer coating, priced per linear foot (boxcar brown).	\$5.50	\$440.00
5	640	Primer coating entire bridge deck, including the underframe of bridge, priced per square foot (boxcar brown).	\$14.99	\$9,593.60
6	640	Top coating, priced per square foot (boxcar brown).	\$7.35	\$4,704.00
7	80	Top coating, priced per linear foot (boxcar brown).	\$2.25	\$180.00

SubTotal	\$41,305.80
Tax (7.5% CA)	\$0.00
Total	\$41,305.80

Deposit required to start: \$0.00

I have read, considered, and agree to the terms listed on this document as well as Paragon's Sales Contract. I have the ability to access all necessary documents online or otherwise have been offered a printed copy.

Document	Download Link
Drawings	www.ParagonBridgeWorks.com/drawings
Sales Contract	www.ParagonBridgeWorks.com/contract Master Contract: 5 pages Schedule A: 2 pages // Schedule B: 1 page Schedule C: 3 pages // Schedule D: 1 page Schedule E: 2 pages // Schedule F: 1 page Schedule G: 1 page

Signature:

Date:

Password: **ixoye**

By: See Client Supplied Addendum A

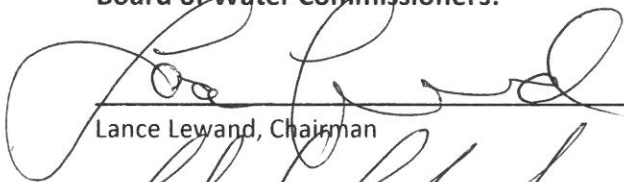
Client Supplied Addendum A

On behalf of the Townsend Water Department and the Town of Townsend, we have read, considered, and agree to the terms listed on the documents referenced below as well as Paragon's Sales Contract. We have the ability to access all necessary documents online or otherwise have been offered a printed copy.

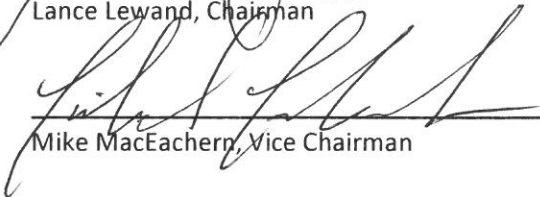
Reference Documents

- (1) ParagonBridgeWorks Quote #PBWQ3263 Dated July 13, 2018

Board of Water Commissioners:



Lance Lewand, Chairman



Mike MacEachern, Vice Chairman

AS.
7/30/18

Date

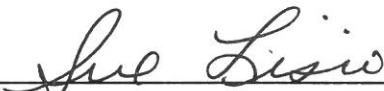
7-31-18

Date

Nathan Matilla, Clerk

Date

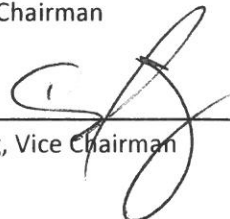
Board of Selectmen:



Sue Lisio, Chairman

7/31/18

Date



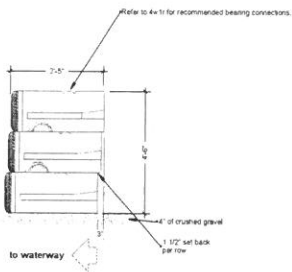
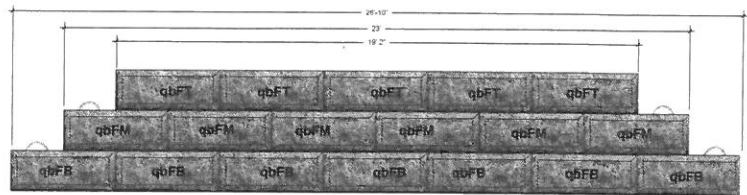
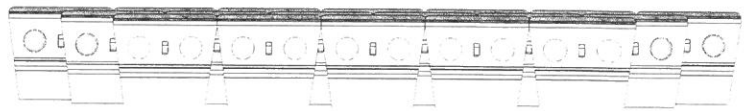
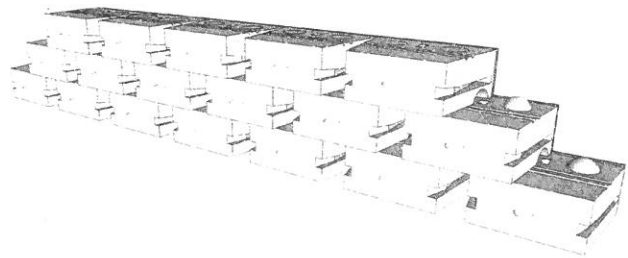
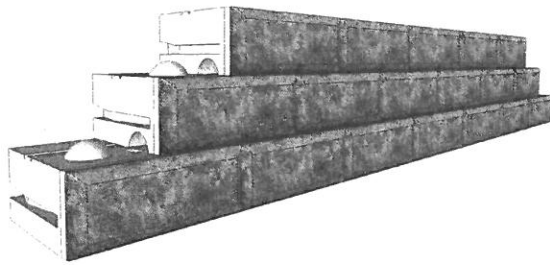
Cindy King, Vice Chairman

7/31/18

Date

Wayne Miller, Clerk

Date



Please contact your Paragon Bridge Works representative to determine which bearing kit would be most appropriate for your situation. All bearing kits are optional and are NOT required to be purchased through Paragon.

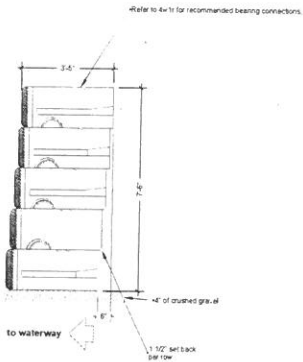
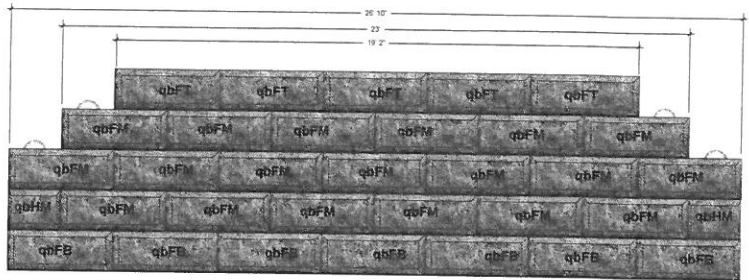
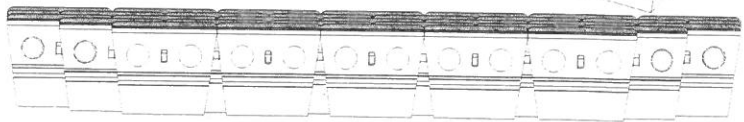
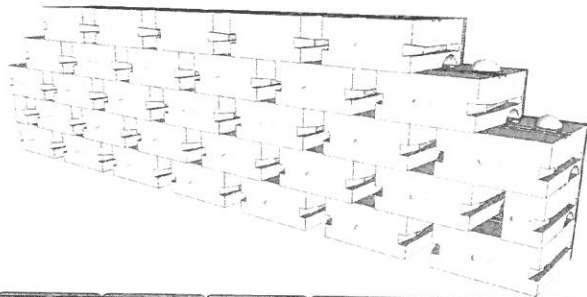
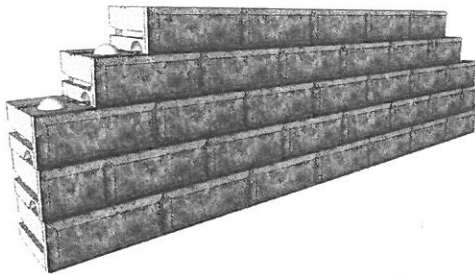
Other part/drawings that are references in this drawing include:

- Part qbFT located on drawing number qbEach
- Part qbFM located on drawing number qbEach
- Part qbFB located on drawing number qbEach



Signature
Page

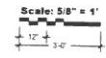
Drawing Number 2W3r	
Paragon Bridge Works 2345 Franchise Ave. Blandford, California 93306 (931) 661-377-4371 (931) 661-377-4372	
CLIENT	ISSUE 09-06-13
PROJECT NO.	RE-USE 09-06-13
DRAWN BY HY	DESCRIPTION Pre-cast abutment kit
PROJECT Standard drawings	
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Q </div> </div>	
<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> 1 </div> </div>	



Please contact your Paragon Bridge Works representative to determine which bearing kit would be most appropriate for your situation. All bearing kits are optional and are NOT required to be purchased through Paragon.

Other part/drawings that are referenced in this drawing include:

- Part qbFT located on drawing number qbFT each
- Part qbFM located on drawing number qbFM each
- Part qbFB located on drawing number qbFB each
- Part qbWB located on drawing number qbWB each



Q	DRAWN BY NF	DESCRIPTION Pre-cast Abutment kit	PROJECT NO. PROJECT Standard drawings	ISSUE 09-06-13 RE-ISSUE 09-06-13	CLIENT	Drawing Number 2w5r Paragon Bridge Works 2349 Rutledge Ave Bakersfield, California 93308 (805) 863-5377-4371 (805) 863-5377-4372
1						

Contract

PARAGON **BRIDGE** WORKS

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

AGREEMENT made on the date that Paragon's estimate &/or invoice was signed by Client, between:

1. **Paragon Bridge Works, Inc** located at 8739 DeSwan Court, Bakersfield, CA 93314 United States ("Paragon") and;
2. **The "Buyer"**, indicated as "Sold To" on Paragon's estimate &/or invoice, also referred to as the "Client".

Paragon's primary business is in converting railroad equipment into bridges. In general, Paragon buys and sells railroad equipment. Paragon also provides new bridges as well as bridge components.

1. *Sale of Goods.* All goods sold, including quantity, shall be described in Paragon's quote/invoice.
2. *Sale of Services.* From time to time Paragon may offer the following services.
 - (a) *Engineering.* See Schedule A for complete details.
 - (b) *Installation Service.* See Schedule C for complete details.
 - (c) *Consultation Service.* See Schedule D for complete details.
 - (d) *Delivery.* See Schedule E for complete details.
3. *Price.* The price for goods sold shall be described on Paragon's invoice, payable in currency of the United States of America. Estimates and verbal prices given shall not be considered definitive. Any (quotes, estimate, invoices, etc) prices given on deliveries to and installations upon locations which Paragon has not inspected in person are to be construed as estimates only, and subject to further adjustment at the mutual agreement of the Parties. All engineering, installation, consultation, and delivery prices hereunder are conditioned upon the accuracy of the Client's representations, including without limit the ease of ingress and egress and the nature of the installation site. Irrespective of the Conflicting Terms section in this Agreement, all prices for delivery of goods sold are estimates only, and Client shall be solely responsible for any and all additional expenses of delivery. Payment terms shall be per Schedule B.
4. *Customs Duties, Fees, Charges, Taxes.* All Customs duties, fees, taxes, charges and other like costs assessed by the United States (Federal, State, City, County, etc) or any foreign Governments are the sole responsibility of Client. Paragon may be obligated to collect a certain portion of sales tax but this should not be considered to be an "all inclusive" tax collection. Client is responsible in ensuring all applicable taxes are paid.
5. *Insurance.* In no case does the purchase, delivery or installation price cover the cost of any insurance; Client shall be solely responsible for insuring all goods purchased during transportation, including the delivery from Paragon's facility to installation location. Paragon may offer or arrange such insurance coverage at an additional cost to Client.
6. *Contingencies.* Paragon shall not be liable for any delay in manufacture delivery or installation due to fires, tornadoes, earthquakes, strikes, labor disputes, war, terrorism, civil commotion, and delays in transportation, shortages of labor or material, undisclosed, unknown or unanticipated conditions or character of installation site, or other causes beyond Paragon's control. The existence of such causes of delay shall justify the suspension of manufacture, delivery and or installation, and shall extend the time of performance on Paragon's part to the extent necessary to enable it to perform its duties in the exercise of reasonable diligence after the causes of delay have been removed. The above justifications are non-exclusive and are in addition to the Force Majeure provisions below.
7. *Warranty.* Paragon warrants goods sold and installation only to the extent required by Jurisdictional Law or as described in Schedule F. **THE WARRANTIES SPECIFIED IN SUCH SCHEDULE ARE IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. UNLESS OTHERWISE PROVIDED IN SCHEDULE F, GOODS SOLD AND INSTALLATION ARE SOLD STRICTLY AS-IS. Buyer accepts all liability for goods purchased and installed and agreed to indemnify and hold Paragon harmless for any claims made.**
8. *Client Supplied Warnings.* Clients shall affix conspicuously upon or place conspicuously nearby Bridge, so as to be visible to users of Bridge in each direction, a Warning in the relevant language concerning all foreseeable risks of use to which the Bridge may be put, including without limit any risk as to weight, use, railings, trespassing, and risks to livestock and children, in addition to any warnings or signage otherwise required by Jurisdictional Laws.
9. *Frustration.* If Client fails timely to make any purchases required, necessary or desired for completion of any part of the work under this Agreement, or fails to facilitate or permit Paragon's completion of such work, including but not limited to,

obstructing or closing the work site, such shall be deemed a contingency suspending Paragon's obligations and liabilities hereunder until such frustration is eliminated.

10. *Notice Regarding Use of Proceeds.* Funds paid in anticipation of, concomitant with, or due under this Agreement are not deposits and shall be placed in Paragon's general business accounts for disbursement at Paragon's sole and absolute discretion, including portions of payment to be expended by Paragon on Delivery and Installation. Paragon shall apply any proceeds payable under this agreement to its various business needs at its absolute and sole choice, whether on behalf of the Client directly, indirectly, or not at all, and need not segregate such into trust or any other special accounts.
11. *Waiver of Statutory Disbursement, Allocation, and Trust Provisions.* No funds collected under this Agreement shall be considered as held in trust for the Client or any other party or subcontractor. CLIENT HEREBY WAIVES AND RELEASES PARAGON FROM THE PROVISIONS OF ANY REGULATORY LAW AND PROVISIONS THEREOF, INCLUDING ANY PROVISIONS INVOKING, AS PERMITTED. CLIENT AFFIRMS THAT THEY UNDERSTAND AND KNOW THE EFFECTS OF SUCH WAIVER ON THEIR RIGHTS, AND THAT NO CLAIM FOR THEFT CAN ARISE FROM ACTIONS REGARDING THE DISBURSEMENT AND ALLOCATION OF FUNDS RECEIVED BY PARAGON UNDER THIS AGREEMENT.
12. *Materiality of Deadlines.* No breach of any Deadline under this agreement shall be deemed a material breach unless:
 - (a) the deadline is specifically enumerated on, and not merely implied by, this Contract and its Schedules attached hereto,
 - (b) it relates to the payment of funds under this agreement, or
 - (c) the Client notifies Paragon in writing at the above address of the breach of deadline, making specific reference to the part of this Agreement specifying the deadline.
13. *Subcontractors.* Paragon may engage the services of subcontractors for portions of the Installation, Consultation, and Delivery contemplated hereunder. Paragon need not obtain written approval from Client as to any subcontractor before using such subcontractor's services.
14. *Safety of Jobsite/Warranty/Comparative Negligence.* Client warrants that its jobsite will be free from all dangerous conditions and hazards, except those specifically enumerated in writing and received by Paragon prior to commencement of Installation, Consultation, and Delivery. Client agrees to be strictly liable for the costs, including without limitation medical costs plus attorney's fees and costs, arising from any physical injuries to Paragon, its employees, owners, agents, or assigns, resulting from unsafe or dangerous condition of the jobsite or premises at which Client directs Paragon to perform under this agreement. The rule of comparative negligence shall govern this provision of this Agreement, but not any other provisions of this Agreement.
15. *Licenses.* Client understands that Paragon makes no representations other than those contained in the Schedules attached hereto, if any, that Paragon is or will to be licensed, or otherwise in compliance with, the contracting, construction, and other licensure requirements of Client's locale and/or installation site. Paragon may obtain any and all licenses and other compliance certifications and requirements requested in writing by Client at Client's cost. Such requests may introduce delays beyond Paragon's control, and Client agrees to suspend for the period of any such delay any performance due by Paragon under this Agreement which is delayed during or because of the pendency of any licensure, registration or compliance application or initiative. Client waives all rights to proceed in law or equity against Paragon on account of any deficiency of licensure on the part of Paragon.
16. *Claims for Delivered goods.* Any unaccepted aspect shall be a "Claim." Paragon shall not be liable for any claims unless they are received in writing by Paragon within seven (7) business days after Delivery of goods, with photographic evidence included, and 30 days has been given for investigation by Paragon's representatives. If Paragon accepts the claim, Paragon shall determine at its sole discretion whether to repair, replace, refund, or issue credit for, any portion covered by a claim.
17. *Claims for goods Installed.* Refer to Schedule C.
18. *Maintenance.* Client shall inspect, repair and maintain Bridge, and otherwise keep Bridge in good working condition in perpetuity, and not permit such to become unsafe or fall into any type of dilapidation or disrepair. Client shall execute quarterly inspections.
19. *Future Alterations and Modifications.* As long as Bridge remains property of Client, Client shall not alter or change the design, structure, decking, or other aspect of the Bridge or its Installation in any manner without the express written consent of Paragon, signed by Paragon. Failure to do so will release Paragon from all liability and void any applicable warranties defined in Schedule F. Client shall indemnify and hold Paragon harmless for any claims related to alterations and/or modifications.
20. *Indemnification and Covenants as to Subsequent Owners.* Client agrees to indemnify, defend, and hold Paragon harmless against any and all claims, whether filed or not, arising against Paragon from future owners of the Bridge and or the land upon which Bridge is installed. Client agrees that upon its selling Bridge, it will covenant with subsequent owners that such

new owners shall waive all claims against, and further indemnify, defend, and hold harmless both Client and Paragon against any claim arising out of the ongoing use or existence of the Bridge and not alter or change the design, structure or other aspect of the Bridge or its Installation in any manner without the express written consent of Paragon, signed by Paragon;

21. *Termination.* Paragon may refuse to sell, deliver, or complete construction of, Bridge at any time that Paragon, in the exercise of its sole discretion, shall deem itself insecure with respect to the condition of Client's ability to pay amounts owing under this agreement, or considers that Client's financial standing does not warrant sale, delivery, or installation, it being understood that in such event the Bridge and Installation shall remain Paragon's property.
22. *General Right To Cure.* If the Client alleges any breach of this agreement, Paragon shall have forty-five days during which time to attempt to cure any such alleged breach. No effort to cure shall be considered an admission of breach or wrongdoing on the part of Paragon.
23. *Indemnification/Wiaver.* Client shall indemnify, defend, and hold Paragon harmless for and against any third party claim relating to the Bridge, its use, presence, delivery and installation, including without limit claims of products liability, construction defect and negligence, and any claims against Paragon by any constituted government authority or non-governemntal-organization. Client shall also waive, and indemnify, defend, and hold Paragon harmless for and against, any claim relating to actions or inactions of any sub-contractor pursuant to work done by sub-contractor with respect to Bridge, delivery and installation. Client's sole remedy against such sub-contractors shall be against them directly, and Client agrees to waive any and all claims under respondeat superior or any other theory of law or equity against Paragon for the acts and/or omissions of such sub-contractors.
24. *Cancellation by Client.* Client may cancel a Bridge or Bridge Project, only if Bridge is not manufactured and not in process of manufacture at the time Client's notice of cancellation is received by Paragon. Any cancellations beyond this point are not permitted, and Paragon shall be entitled to all amounts due under this Agreement as if Paragon's obligations hereunder were fully performed and accepted. Regardless of when and why cancellation is made, Paragon reserves the right to keep any deposits made.
25. *Assignment of Patent, Trademark, Copyrights.* In the event that Client on its own or through any affiliate or agent acquires any intellectual property rights in the Bridge, including without limitation rights in the name, brand, plans, schematics, design, visual depictions, verbal descriptions, construction, manufacturing and assembly processes, Paragon's name, including any and all patents, trademarks, copyrights, URL, or any other intellectual property rights, irrespective of the country in which such rights exist or apply, such rights shall automatically be and hereby are assigned by Client unconditionally and forever to Paragon and Paragon's assigns. Client agrees to execute and deliver any further documents which are necessary or proper to perfect such rights, as Paragon may request. Client waives any and all rights to assert or claim an interest in such rights, and agrees to defend Paragon against all claims in derogation of Paragon's rights in such property.
26. **PERSONAL GUARANTY.** THE PARTY WHOSE SIGNATURE APPEARS HEREUNDER ON BEHALF OF CLIENT AGREES TO BE PERSONALLY LIABLE FOR ANY AND ALL OBLIGATIONS AND SUMS DUE FROM CLIENT UNDER THIS AGREEMENT, AS IF HE OR SHE WERE CLIENT.
27. **LIMITATION OF DAMAGES.** NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, IF CLIENT BRINGS ANY ACTION CONCERNING THIS AGREEMENT AT LAW OR EQUITY AGAINST PARAGON, ITS EMPLOYEES, OWNERS, AGENTS, OR ASSIGNS, NO SUCH CAUSE OF ACTION SHALL INCLUDE A CLAIM, NOR MAY RECOVERY BE HAD, FOR ANY PUNITIVE, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS OR INCOME, BY CLIENT, CLIENT'S GUESTS, OR ANY THIRD PARTY, EVEN IF PARAGON, ITS EMPLOYEES, OWNERS, AGENTS, OR ASSIGNS ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, PARAGON'S TOTAL LIABILITY FOR DAMAGES ARISING IN CONNECITON WITH THIS AGREEMNT SHALL IN NO EVENT EXCEED THE TOTAL AMOUNTS THEN PAID BY CLIENT UNDER THIS AGREEMENT. NOTHING IN THIS SECTION SHALL OPERATE TO LIMIT THE AMOUNT OR THEORY OF DAMAGES WHICH ARE AVAILABLE TO PARAGON IN CONNECTION WITH THIS AGREEMENT OR ANY CLAIM ARISING THEREFROM, INCLUDING PARAGON'S POSSIBLE COUNTERCLAIMS IN SUITS CONCERNING THIS AGREEMENT.
28. *Security Interest.* Paragon shall have a security interest in goods and services sold as security for any and all payments due under this Agreement, and such shall be primary to any other lien or security interest in such items.
29. *Attorney's Fees.* If any dispute arises between the parties under this Agreement, even if such dispute is not litigated, the prevailing party shall be entitled to their reasonable attorney's fees and costs, payable by the other party.

30. *Severability/Enforceability.* In the event that any paragraph or provision of this Agreement is held to be illegal, invalid or unenforceable by any court of competent jurisdiction, such holding will not affect the validity or enforceability of the remaining paragraphs or provisions. To the extent that any paragraph or provision is rendered unenforceable because it is overly broad or unduly narrow, that paragraph or provision shall be limited or expanded to the extent required by applicable law in order to become enforceable, and shall be construed as having originally been so drafted.
31. *Late Payments.* Time is of the essence relating to any deadline concerning the payment of funds under this Agreement. A late fee of \$100, plus annualized interest of 18%, or the legal maximum, shall be assessed in the event of any late payment by Client to Paragon. This shall also apply to any amounts withheld pursuant to a dispute regarding this Agreement or work performed hereunder. This fee shall be as liquidated damages, not as a penalty, and is not in lieu of any other legal option available to Paragon. If any Client payment fails due to insufficient funds, the above interest and late fee shall be applied with an additional \$50 returned check fee, or the maximum amount otherwise allowed under Jurisdictional Law.
32. *Governing Law/Equitable Remedies/Jury Waiver.* This Agreement and the performance of obligations hereunder will be governed by the laws of the State of California, without reference to California's Conflicts of Laws provisions. The parties agree that any damages under this agreement will be of a nature which might not be remedied by monetary damages alone, and that additional equitable remedies shall be permitted for such, and that any such equitable remedies shall be non-exclusive and without bond. The Parties hereby waive the right to trial by jury of any matters arising out of this Agreement or the conduct of the relationship between the Parties.
33. *Arbitration.* Refer to Schedule G.
34. *Interpretation.* Both parties have participated in the drafting of this agreement. No presumption shall arise owing to one party having drafted this agreement. Titles and captions here are for courtesy only and shall not have any interpretive weight in any dispute regarding this agreement. All schedules, appendices and exhibits referred to herein are expressly incorporated by reference and are a part of this agreement.
35. *Conflicting Terms.* In the event of an explicit conflict between the details of a mutually signed Schedule and those of this Agreement, the terms of the Schedule shall govern. In all other cases, including without limit instances where the Schedule is silent, this Agreement shall govern.
36. *Venue/Binding Effect.* The Parties consent to the jurisdiction and venue of the State District Court in Bakersfield, California. This agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors, assigns, executors, administrators, and nominees.
37. *Limitation of Actions/Materiality.* Time is of the essence in this Agreement. No claim or action concerning, related to, or arising out of this Agreement or any breach of or default under this Agreement, may be commenced by Client more than twelve (12) months after the occurrence of any such breach or default, or events giving rise to claim. Client agrees to indemnify, defend, and hold Paragon harmless against any and all claims from others, whether filed or not, arising against Paragon.
38. *Modification/Effect of Waiver.* No waiver or modification of this Agreement, in whole or in part, will be valid unless in writing and duly executed by each of the parties. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition or provision hereof, nor will a waiver of any breach of any term, condition or provision constitute a waiver of any subsequent or succeeding breach.
39. *Force Majeure.* If by reason of acts of God, floods, storms, explosion, fires, labor troubles, strikes, insurrection, riots, acts of the public enemy, terrorism, or federal, state or local law, order, rule, or regulation, either party is prevented from complying with any term or condition of this agreement, or from complying with any express or implied term in the agreement, then while so prevented the term or condition shall be suspended and the party shall be relieved of the obligation of complying with such covenant and shall not be liable for damages for failure to comply with it. Any obligation of either party shall be extended for as long as it is so prevented from complying with any condition or covenant in the agreement.
40. *Counterparts.* This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. Facsimile signatures shall count as originals.
41. **ENTIRE AGREEMENT. THIS AGREEMENT AND ITS SCHEDULES, HEREBY REFERED TO AS "THE CONTRACT" AND/OR "AGREEMENT", CONTAIN THE COMPLETE AGREEMENT OF THE PARTIES REGARDING ITS SUBJECT MATTER AND WILL SUPERSEDE ANY AND ALL OTHER AGREEMENTS, UNDERSTANDINGS AND REPRESENTATIONS BY AND BETWEEN THE PARTIES RELATING TO SUCH, WRITTEN OR VERBAL. THE PARTIES AFFIRM THAT THEY ARE SOPHISTICATED, THAT THIS IS A FULLY-INTEGRATED AGREEMENT, THAT IT IS NOT A CONTRACT OF ADHESION, THAT IT WAS FREELY NEGOTIATED FOR VALUE, THAT EACH PARTY HAD AMPLE BARGAINING POWER, THAT NO PAROL EVIDENCE SHALL BE ADMISSIBLE OR USEABLE FOR ANY PURPOSE IN ANY DISPUTE ARISING UNDER THIS AGREEMENT, THAT THE PARTIES HAVE BEEN URGED TO SEEK INDEPENDENT COUNSEL REGARDING THE PROPRIETY OF ENTERING THIS AGREEMENT, AND**

THAT THE PARTIES HAVE HAD AMPLE TIME TO ATTAIN SUCH COUNSEL AND HAVE EITHER OBTAINED SUCH OR FREELY ELECTED TO PROCEED WITHOUT IT. CLIENT SHALL INDICATE THEY HAVE READ, UNDERSTOOD, AND HAVE AGREED TO THIS CONTRACT BY SIGNING PARAGON'S ESTIMATE &/OR INVOICE.

42. *Warnings:* This is not intended to be an all inclusive list of warnings and is only provided as a courtesy. It is Buyers responsibility to check all local, regional, state, and federal laws that pertain to various warnings.

(a) *CA Proposition 65:* Drilling, sawing, sanding or machining wood products generates wood dust, a substance known to the State of California to cause cancer. Avoid inhaling wood dust or use a dust mask or other safeguards for personal protection.

43. *Schedules.* Client has read all applicable Schedules & Forms and hereby agrees with those provisions. Available schedules & Forms:

- | | |
|-------------------------------------|--|
| • Schedule A: Specifications | • Form 01: Maintenance Inspection |
| • Schedule B: Payment | • Form 02: Visitors Log |
| • Schedule C: Installation Services | • Form 03: Complications Log |
| • Schedule D: Consultation Services | • Form 04: Person Credit Application |
| • Schedule E: Delivery | • Form 05: Business Credit Application |
| • Schedule F: Warranty | • Form 06: Punch List & Final Inspection |
| • Schedule G: Arbitration | |

Schedule A Specifications

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what details or specifications Paragon has understood Client is expecting when goods &/or services are purchased. If a detail or specification is not listed on this document or on Paragons quote/invoice then it shall be accepted that such detail or specification is not required.

Goods sold:

1. **Measurements:** All measurements shown shall be considered estimates only.
2. **Condition:** All goods are sold in used condition, unless specifically stated otherwise on quote/invoice. Paragon recommends Client purchase a new bridge if perfectly straight or perfectly defect free steel is desired. It should be assumed that there will be some degree of damage or defect that may need to be repaired prior to usage. Additional parts, pieces, modifications and alterations may be needed in order to meet Clients needs at an additional cost to Client.
3. **Paint:** Most secondhand/reconditioned bridge decks/railcars will already have existing paint. Color and condition of existing paint varies. Painting services include prep work to goods sold. Such prep work may include: pressure washing, wire wheel grinding, and sandblasting. Paragon shall determine, at its sole discretion, which prep methods are to be used. Paragon shall make reasonable effort to get goods to a condition to accept paint. Painting is usually performed outdoors. As such, delivery schedules may need to be revised.
 - a. Definition:
 - i. Paint: This is a very generic term used by Paragon that is used to describe any coating that is applied to materials. Please refer to your quote/invoice to see what type of coating is included.
 - ii. Primer: Paragon uses primers that are suitable for use with or without a "top coat". While the performance of the primer is not affected by weather, the primer will chalk and fade as it is does not have any UV protection. Primer is usually a very flat coating with little to no sheen.
 - iii. DTM: "Direct To Metal" coatings are sometimes touted by some manufacturers as a combination of a primer and a top coat but Paragon believes they are generally closer to a primer. Paragon may at times use DTM coatings.
 - iv. Top Coat: This is applied over a primer or a DTM coating. It gives a higher gloss and provides UV protection. It has a higher sheen than the primer or DTM.
 - v. Clear Coat: This is applied over the top coat to give it a higher gloss and better UV protection.
 - b. Paint Manufacturers: Paragon's primary provider of paint is Sherwin Williams. However, Paragon may use alternative paint manufacturers.
 - c. Colors: Unless specified on quote/invoice, Paragon's default paint color is a reddish brown referred by Paragon as "boxcar brown".
 - d. What gets painted: Paint service generally only applies to the sides of the bridge deck / railcar that is visible beyond the bridge/railcar. Ends, top, and bottoms are generally not included. Refer to quote/invoice to see how many square feet of new paint is being included.
4. **Handrails/guardrails:** Paragon strongly encourages Client to apply handrails/guardrails to any bridge project. Refer to drawings of specific guardrails to see what standards they comply with. It is Clients responsibility to determine if Jurisdictional Laws require handrails or guardrails.
5. **Decking:** Bridge decks sold may or may not have a deck, unless specifically noted on quote/invoice. It shall be Clients responsibility to repair/replace/remove any decking that does not meet Clients desired use.
6. **Abutments:** Paragon may offer abutment designs that may or may not work for Clients particular job site. Such designs are only considered to give Client a general idea of what can be built. Paragon does not guarantee that any or all abutment designs will work for any or all job sites.

Engineering:

7. **PE:** Paragon utilizes third party professional engineering firms for all engineering. Any information provided to Client that is not stamped/sealed by a professional engineer shall be considered to be only an opinion and should be verified by a professional engineer.
8. **Standard Construction Drawings:** Paragon has developed "standard" construction drawings which were designed to accommodate a broad range of sites. Such drawings may be modified at an additional charge and are not guaranteed to be applicable for all sites. The Clients is responsible for verifying all the design loads and foundation assumptions are applicable to the bridge specific site requirements. Drawings may be stamped/sealed by a Colorado PE or any other stamp/seal that is available to Paragon at the time.
9. **Engineering Assumptions:** Client should verify Paragon's assumptions are appropriate for their specific project. Assumptions include:
 - a. Maximum design loading: AASHTO H20 (unless delineated on quote/invoice)
 - b. AASHTO Prescribed wind load: 300plf on girders
 - c. AASHTO Seismic Specification
 - d. Assumed Soil Parameters:
 - Type: Sands
 - Phi (angle of internal friction): 30 degrees
 - Maximum soil bearing pressure: 1,500 psf
10. **Custom designed drawings:** If the Standard drawings do not meet Clients site specific requirements, Paragon recommends site specific "custom" designed for an additional fee.
11. **Optional features:** All drawings (standard or custom) may illustrate additional features, options, additions, or up-grades that may not necessarily be included in this sale that may be required in order to achieve Clients desired usage. Paragon is not responsible for all such features, options, additions or upgrades unless contracted for such by Paragon.
12. **Delivery of Drawings:** All drawings and supporting documentation shall be sent via electronic files.

General

13. **Modifications:** Paragon shall not be responsible for any modifications or alterations made by others.
14. **Storage of goods sold:** Unless otherwise noted on estimate/invoice, Paragon shall store goods sold for a period of up to 3 months after initial payment has been received at no additional cost to Client. After the allotted time, Paragon shall charge Client monthly storage and handling fees. Such fees shall be reasonable for the type and location of goods being stored. Paragon shall deduct fees from any deposits made if Client fails to pay for such fees.
15. **Specifications:** It shall be Clients responsibility to advise Paragon what Jurisdictional Laws the bridge needs to meet. Known specifications shall be included in Paragons drawings, if included, or on Paragons quote/invoice. No other details or specifications are known, and are not to be attributed as provided by Paragon.

--END OF SCHEDULE A--

Schedule B Payment

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what payment policies Paragon has in place when Client is purchasing goods or services. Paragon shall, at its sole discretion, determine which Class to categorize Client as. It shall be assumed Client is classified as Class A unless specified on invoice.

Unless mutually approved, in written, when quotes/invoices are short paid by Client, regardless of reason, such delinquencies shall be primarily attributed to failure to pay for warranties, if purchased, and shall relieve Paragon from such warranty coverages. Paragon still retains the rights under this Contract to collect moneys due.

1. **Class A:** Full payment for all items and services sold will be required before order will be accepted.
2. **Class B:** Fifty percent (50%) of all items and services sold is required before order will be accepted/started. Balance of all unpaid items:
 - a. Is due at the time of delivery if Paragon is not installing items or;
 - b. Is due within fifteen (15) calendar days after installation is complete per "Paragon Sales and Installation" contract if Paragon installs items.
3. **Class C:** Full payment is due fifteen (15) calendar days after:
 - a. Items and/or services are delivered or;
 - b. After installation is complete per "Paragon Sales and Installation" contract if Paragon installs items.
4. **Class D:** Payment schedule:
 - a. 10% to start project
 - b. 20% when abutments are completed
 - c. 30% when bridge is set in place (not necessary "installed", just set in place)
 - d. Balance due no later than 15 days after installation is complete per "Paragon Sales and Installation" contract.
5. **Class E:** Fifty percent (50%) of all items and services sold will be required before Paragon starts the job. Balance is due before goods sold are shipped out.
6. **Class F:** Special consideration. Details shall be listed on quote/invoice.

While Paragon discourages the use of change orders, Paragon understands that at times it may be necessary or desirable for Client to request various changes in original work order. Any change to original order shall be subject to a minimum change order fee of \$500 in addition to the cost of the actual change order.

Payment methods

1. Cash
2. Check (personal or company)
3. ACH (similar to wire transfer)

--END OF SCHEDULE B--

Schedule C Installation Services

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what specifications, provisions, and performances should be expected when Installation services are purchased. If a detail or specification is not listed or mentioned on this document or on the invoice then it shall be accepted that such detail or specification is not required by Client.

Paragon may offer installation services. Such installations shall be according to available drawings. All known specifications, provisions, and performance expectations related to the installation of bridge structure shall be listed here.

1. **Scope:** Paragon shall build bridge in a safe and environmentally sensitive manner. Unless specified on Paragons invoice, Paragon shall only be responsible for building items specifically listed as "installed" on Paragons invoice. Paragon shall install bridge per drawings, if available. Otherwise, Paragon will build bridge based on practical experience. In general, Paragon wishes not to be a dirt contractor and encourages Clients to find other contractors to build ramps/approaches and other dirt work.
2. **Limited Work Option:** One option Paragon may offer is a limited installation option or a cursory installation. This should not be considered to be a full or complete installation. Client has only purchased a limited amount of time. Paragon will do all it can, as best as it can within the allowed time frame for such a quick installation. Client should expect a considerable amount of work to be left undone by Paragon. Completing such work will be the Clients responsibility.
3. **Timetable:** Timetable shall be listed on invoice, otherwise no specific timetable has been set, therefore Paragon shall commence at its earliest convenience.
4. **Materials:** See Schedule A for material specifications.
5. **Inspection/testing:** Paragon shall allow Client, or its agents, to make necessary inspections or testing so long as such activities do not interfere with Paragons progress. Any persons making such inspections or testing shall fax their certificates to Paragon and shall direct any and all concerns, comments or problems to assigned Project Manager in writing. Paragon reserves the right to invoice Client for any time delays or materials damaged during Clients inspection/testing. Client shall give written notice to Paragon 24 hours in advance prior to any inspection/testing.
6. **Modifications:** Paragon reserves the right to make certain modifications or alterations to drawings, without Clients approval, so long as such modifications are not detrimental to the structural capacity of the bridge. Client may also request certain modifications, at Clients expense.
7. **Delivery:** See Schedule E for delivery specifications.
8. **Landscaping:** Paragon shall make reasonable effort to minimize damage to landscaping, however, Paragon shall not be responsible for any facet of landscaping repair whatsoever regardless of where damages occur. Client should expect a certain amount of landscaping damage. Client is responsible to take reasonable measures to minimize damage made by Paragon such as covering or removing sensitive plants, turning off sprinklers, and trimming trees back.
9. **Worksite:** Client shall provide a clean, safe, and fully accessible staging site and installation site, including fully useable routes of ingress and egress for delivery of goods, supplies, tools, and machinery. Paragon shall be allowed to section off the entire work site. No one other than Paragon and its agents shall be allowed to enter the work site unless prior approval is given by Paragon. Safety in the work site is always a priority and as such Paragon will provide an escort to any visitors coming into work site regardless of whom they are or who they represent. This includes any government agencies such as law enforcement and EPA. Such escorting will be at Clients expense and will be billed at an hourly rate. It shall be Clients responsibility to prevent unwanted visitors from coming onto work site. Client agrees to indemnify, defend, and hold Paragon harmless against any and all accident claims, whether filed or not, arising against Paragon.
10. **Complications:** Paragon reserves the right to charge Client for any additional time or materials required due to any unforeseen circumstances such as, but not limited to: Water entering

excavated trench(s), removing or working around rocks, especially during excavation, Correcting or amending soil conditions, especially during excavation. Client understands that it is not practical for Paragon to stop working in order to allow Client time to investigate such conditions. Instead, Paragon is required to take pictures of any such condition and make them available to Client along with a detailed report of the problem, the corrective action, and a list of time and materials needed to correct problem.

11. **Change orders**: Paragon shall be under no obligation to accept change orders after the Parties have entered into this Agreement. However, where Paragon agrees to accept a change order, it may demand full payment for the cost of making such change at the time of its acceptance of the change order. Any change order must be in writing and signed by the Parties. Paragon reserves the right to charge a minimum processing fee for any and all change orders.
12. **Cost of Materials**: All materials necessary for Installation as per this Contract, including accepted punch lists related thereto, shall be purchased and paid for by Paragon so long as they are included in Paragon's written scope of work.
13. **Risk of Impeded Installation**: Client agrees to bear any and all risks of delay and impediment in installation of bridge hereunder, and shall owe Paragon the relevant installation fees each time Paragon's installation crew attempts installation, irrespective of whether or not installation was completed, so long as the delay or impediment is caused through no fault of Paragon.
14. **Punch Lists**: Paragon shall notify Client of the expected installation completion date. Client shall have (3) days from the expected installation completion date to inspect the work and create a written list of unfinished items, missing items, and/or items requiring repair or "touch-up". This list shall be considered the Punch List. Such list shall be provided to Paragon. Paragon shall remedy the items on the Punch List as quickly as possible so long as not contrary to any term of Paragon's Contract and such items are included in Paragon's written scope of work. Paragon shall be granted time to obtain any materials necessary to complete the Punch List.

Failure of Client to comply with this section within the allotted three day period listed herein shall operate as a forfeiture of any rights to Punch List work and will be deemed an admission that the work is completed to Client's entire satisfaction and within the scope of this agreement. This Punch List inspection shall be considered a Final Inspection should there be no items to include on a Punch List or no Punch List was created.

15. **Final Inspection**: Client shall inspect the bridge to ensure Punch List items have been satisfactorily remedied within 1 week of notification of completion of Punch List work, and such inspection and acceptance shall be final. If Client fails timely to inspect the items on the Punch List, the failure shall be deemed an acceptance of the bridge, delivery, and installation, and any acceptance shall be deemed a waiver of any right to revoke acceptance at some future date with respect to any defect that a proper inspection would have revealed. Client may cancel Final Inspection should they physically find items on Punch List, per the terms set forth under the Punch List section of this agreement, that still remain unfinished. Paragon would then be required to complete Punch List items before (re)scheduling a Final Inspection.
16. **Bump**: Unless otherwise agreed to, in writing, the bridge shall be considered to be satisfactorily completed and Paragon's scope of work satisfactorily fulfilled should Client start using the bridge before Paragon has declared it is finished. All Punch List items, if a Punch List was created, shall be deemed waived, completed, or void. Client declares an acceptance of the bridge, delivery, and installation, and shall be deemed a waiver of any right to revoke acceptance at some future date. Client agrees to indemnify, defend, and hold Paragon harmless against any and all claims, whether filed or not, arising against Paragon from incomplete work.
17. **Claims**: Any unaccepted aspect shall be a "Claim." Paragon shall not be liable for any claims unless they are received in writing by Paragon within seven (7) business days after Installation of the Bridge, with photographic evidence included, and 30 days has been given for investigation by Paragon's representatives. If Paragon accepts the claim, Paragon shall determine at its sole discretion whether to repair, replace, refund, or issue credit for, any portion of Bridge Project covered by a claim.
18. **Specifications**: It is Clients responsibility to advise Paragon as to any Jurisdictional Law need to be followed. Paragon is not liable for any work left incomplete that is outside of Paragon's written scope of work, nor for any work performed by others. Any work performed on the bridge by

others shall release Paragon of any liability from the entire bridge project. Client shall indemnify and hold Paragon harmless for any and all claims arising therefrom. Known special or specific specifications shall be included in Paragon's drawings, if included per Paragon's Invoice. No other details or specifications are known by Paragon unless expressly included in this document and accepted by Paragon.

--END OF SCHEDULE C--

Schedule D Consulting Services

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what provisions and performances should be expected when Consultation services are purchased. If a detail or specification is not listed or mentioned on this document or on the invoice then it shall be accepted that such detail or specification is not required or otherwise within the scope of work to be performed by Paragon. Paragon may offer consultation services. These services should not be considered to be "installation services" whatsoever.

1. **Scope:** A detailed list of services included shall be listed on Paragons invoice. Paragon may send at least one of its agents to the job site at specific events or times as noted on invoice. Such events are usually:
 - a. **Prior to any work done to site.** This will give Paragon the opportunity to advise Client where bridge could be installed. The pros and cons with various building sites, obstacles to avoid, etc.
 - b. **After abutments are excavated:** This will give Paragon the opportunity to ensure excavated site is as intended. Errors should be caught early in order to avoid delays.
 - c. **After abutments are erected:** This is a good time to ensure the abutments were poured, erected, and/or build properly. If there are any errors at this point it will give Client the opportunity to make changes before the bridge arrives. It also gives Paragon the opportunity to possibly make modifications to the bridge structure before the structure leaves Paragons facility.
 - d. **When bridge is being set in place:** Paragon may be there to provide technical assistance and historical advice such as where the lift points are at on the bridge structure, how to properly set the bridge on the abutments, how to properly secure the bridge to the abutments, and any other finish work that may be necessary.

Other services offered include assisting Client to locate and schedule vendors and contractors who will do the actual building of the bridge. Paragon may make itself available to answer questions or concerns vendors/contractor may have. Client shall pay such vendors/contractors directly. Paragon shall not be responsible for the craftsmanship, reliability, or final product of such vendors/contractors. Paragon will do its best to find the most cost effective vendors/contractors but it is ultimately the Clients responsibility to ensure vendors/contractors meets their expectations.

2. **Included:** Only services clearly detailed on invoice are included. This shall supersede any other service details implied or verbally communicated.
3. **Additional Charges:** Any time worked at the job site over hours specified on invoice will be billable at an hourly rate plus any additional travel expenses such as hotel, meals, and car rental as well as any other re-booking/re-scheduling fees. Keeping Paragon's employees/agents at job site for just an extra 30 minutes may put that employee/agent into a situation where he/she is required to stop working for the day and stay the night at a hotel due to cumulative hours worked in that day or week. Such unexpected expenses shall be billable to Client. It shall be the Clients responsibility to advise when Paragon may leave site.
4. **Excluded:** Paragon shall not be expected or allowed to perform any physical work whatsoever. Paragon shall only give recommendations based on experience and should not be expected to be the single source of information Client is relying on. Other exclusions may apply per state, county, and city law.
5. **Timetable:** Timetable shall be listed on invoice, otherwise no specific timetable has been set, therefore Paragon shall commence at its earliest convenience.
6. **Materials:** No materials are included in "consultation services".
7. **Modifications:** Paragon shall not be responsible for any modifications or alterations.
8. **Specifications:** Paragon's consultation services is based on experience and, unless specifically included in quote/invoice, does NOT include professional engineering services. Client shall indemnify and hold Paragon harmless for any and all claims arising therefrom. Known special or specific specifications shall be included in Paragons drawings, if included per Paragons Invoice. No other details or specifications are known by Paragon unless expressly included in this document and accepted by Paragon.

--END OF SCHEUDLE D--

Schedule E Delivery

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what specifications, provisions, and performances should be expected when delivery services are purchased. If a detail or specification is not listed or mentioned on this document or on the invoice then it shall be accepted that such detail or specification is not required.

1. **Timetable**: Paragon to work with Client in determining a reasonable delivery schedule. It should be known that Paragon utilizes third party delivery carriers and their schedule is beyond Paragons control.
2. **Materials**: Materials included to be delivered shall be listed on Paragons quote/invoice. Various materials usually arrive at different times. Paragon will communicate with Client to advise what is scheduled to be delivered.
3. **Truck Delivery**: Goods delivered via truck shall, at a minimum, have wheels, trucks, and couplers removed. Additional parts, pieces, components or section may need to be removed, at Clients expenses, before such equipment is ready to be set in place. Paragon recommends that Client inspect equipment prior to deliver to ensure all necessary parts/pieces are as needed. Goods shall be considered delivered to Client when truck gets as close to Clients desired drop off site as driver feels prudent. Client shall be given two hours to unload delivery truck.

Paragon shall make every reasonable attempt to deliver items on schedule and as close to Clients delivery site as practical utilizing Paragons own equipment or Paragons authorized agent(s) equipment. Client shall be responsible for:

- a. Any and all additional expenses incurred by Paragon due to:
 - i. Poor directions given by Client.
 - ii. Inability to access Clients delivery or job site.
 - iii. Federal or State required re-routing.
 - iv. Federal or State required closures.
 - v. Delivery equipment getting stuck while trying to deliver goods.
 - vi. Government issued permits
 - b. Such expenses are generally incurred due to poor weather conditions, road construction, or required by various government agencies. Paragon shall make reasonable effort to communicate with Client if such additional expenses are expected but such communication is not required.
4. **Inspection while on Truck**: Client shall be allowed the opportunity to thoroughly inspect delivered goods prior to unloading goods. Any defects shall be documented and signed by Client and delivery driver and Paragon notified before good are unloaded. A second inspection shall be performed immediately after being unloaded, but before delivery truck leaves. Any defects shall be documented and Paragon notified immediately. If Client fails timely to inspect the delivered goods or fails timely to note unacceptable elements of the delivered goods, in signed writing delivered to Paragon, the failure shall be deemed an acceptance of the delivered goods and any acceptance shall be deemed a waiver of any right to revoke acceptance at some future date with respect to any defect that a proper inspection would have revealed. It shall be the responsibility of Client to load unacceptable goods back onto Paragons delivery truck, at Clients expense. Client shall be responsible for freight expense to ship goods back to Paragon. Paragon is not responsible for any damages caused to good while goods are being unloaded.

5. **Railroad delivery:** Quoted prices are only an estimate and will adjust based on the actual number of miles railcar is moved. When goods are delivered via railroad Paragon is only responsible for communicating to delivering railroad(s) where equipment is to be delivered to. Paragon has no control of railroad timelines. It is Clients responsibility to ensure railroad is willing to deliver to desired railroad site and to get permission to perform needed dismantling work at that site. Railcar is considered "delivered" to Client when railcar is spotted in the area the railroad deems most appropriate and not necessarily where Client would like the railcar spotted. Client is purchasing the railcar moving on its own wheels and is responsible for all facets of dismantling and cleaning site up. Paragon may retain ownership of railcar wheels/truck sets and other railcar components. Client is responsible to load such retained parts onto a Paragon supplied truck at Clients expense within 60 days of delivery. Client agrees to purchase parts for a sum equal to 50% of railcar's purchase price should there be a failure to return parts within allotted time frame. Client is responsible for any fees charged by railroad, such (but not limited to) as storage fees, clean up fees, and access fees. Paragon is not responsible for any damages caused to good while goods are being unloaded. Client agrees to indemnify, defend, and hold Paragon harmless against any and all claims, whether filed or not, arising from any facet of railroad delivery and inspections.
6. **Inspection while on railroad:** Client shall be allowed the opportunity to thoroughly inspect delivered goods prior to removing goods from railroad tracks. It shall be Clients responsibility to obtain any necessary permission to perform such inspections. Client has 48 hours from the time goods arrive via railroad to reject goods. If Client fails timely to inspect the delivered goods or fails timely to note unacceptable elements of the delivered goods, in signed writing delivered to Paragon, the failure shall be deemed an acceptance of the delivered goods and any acceptance shall be deemed a waiver of any right to revoke acceptance at some future date with respect to any defect that a proper inspection would have revealed. Railcars shall be deemed acceptable to Client once ANY work is done to railcar. Client shall be responsible for freight expense to ship goods back to Paragon.
7. **Property damage:** Paragon or its agents shall not be responsible for any damages to property, landscaping or fixtures caused by delivery equipment. Paragon shall make reasonable attempt to minimize such damages. Furthermore, a certain amount of landscaping damage should be expected. Client agrees to indemnify, defend, and hold Paragon harmless against any and all claims, whether filed or not, arising from delivery of goods.
8. **Special requests:** All special requests shall be submitted to Paragon, in writing, at least 7 calendar days before goods ship out.

--END OF SCHEUDLE E--

Schedule F Warranty

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate what warranties Paragon may offer to Client. Type A warranty is the default unless expressly included, and paid for in full, on invoice. All goods and/or services sold and performed under this Agreement are Warranted as follows:

Type A: (AS-IS) Paragon expressly limits any and all warranties to the minimum amount required by law in the controlling jurisdiction. Paragon makes no warranty, express or implied, as to suitability, specifications, and fitness of any materials or service for any specific purpose. Client agrees to indemnify and hold Paragon harmless for any and all claims arising therefrom. All sales are final.

Type B: (AS-IS WITH DANGERS AND RISKS) All terms of **Type A** plus: Paragon discloses, and Client acknowledges, that the items sold and/or installation is materially damaged, potentially dangerous, and may contain and leech noxious and hazardous chemical residue and waste. Client agrees to assume any and all risks associated with the presence and use of item(s) sold and/or Installation, and specifically indemnifies and holds Paragon harmless for such liabilities risks and dangers, including without limit any liabilities relating to environmental cleanup necessitated by the presence or use of the item(s)/Installation. All sales are final.

Type C: (ONE YEAR LIMITED BRIDGE WARRANTY) The Bridge and/or Installation are expressly warranted to Client for a period of one year from original date of construction completion to be merchantable and fit for use as a bridge as defined in Paragon's Schedules and/or Paragon's engineering details, if included or available. Components covered under this warranty include the main bridge super structure itself (excluding the decking), its abutments and connection fittings so long as they are all supplied &/or built by Paragon or its agents under Paragon's control and are not tampered with or altered and are properly maintained by Client, at Client's expense. Warranty does not cover normal wear and tear, abuse, vandalism, cracks in concrete, cracks in wood, settlement, or damages arising from overloading or traveling at excessive speeds. Other items not covered in warranty include handrails, guardrails, signage, approaches, grading, drainage, dirt work, and erosion control. Proper maintenance includes, but not limited to, removing all debris from water way immediately and should not be allowed to contact the bridge super structure, including abutments/piers, whatsoever or allow water to backup in the water way, as well as performing routine inspections. Any defects with the bridge structure or any of its components shall immediately be reported to Paragon and bridge shall be taken out of service by Client. Paragon shall not be responsible for indirect or associated damaged caused by failure(s) or damage caused while repairing defects.

Routine bridge inspections shall be performed by qualified individuals. Routine inspections, at a minimum, shall be conducted 6 months after initial bridge installation then 12 months thereafter for a period of 3 years then 36 months thereafter in perpetuity unless there are more stringent Jurisdictional Laws which will supersede these minimum requirements. Such inspections shall be sent to Paragon within 1 month after each inspection. Bridge inspectors shall be familiar with the following publications:

- AASHTO Manual for bridge evaluation
- FHWA Bridge Inspector's Reference Manual
- FHWA Specifications for the National Bridge Inventory Bridge Elements
- FHWA Recording and coding guide for the structural inventory and appraisal of the nation's bridges.
- State specific element inspection manual, such as: CalTrans Element Inspection Manual, or equivalent.
- State specific bridge specifications, such as: CalTrans Bridge Design Specifications, or equivalent.

Type D: (THREE YEAR LIMITED BRIDGE WARRANTY) Such warranty shall be identical to warranty "Type C" except where the term is lengthened to a total of three years instead of one.

Type E: (FIVE YEAR LIMITED BRIDGE WARRANTY) Such warranty shall be identical to warranty "Type C" except where the term is lengthened to a total of five years instead of one.

Type F: (SPECIAL) Such warranty shall be identical to warranty "Type C" except where the term is lengthened as per terms on quote/invoice.

--END OF SCHEDULE F--

Schedule G Arbitration

Phone: 661-577-4371 Fax: 661-577-4372 www.ParagonBridgeWorks.com

This document was created to better communicate how legal disputed will be handled.

Paragon and Client hereby agree that any right or dispute arising under this Agreement shall be resolved by binding arbitration, performed by the American Arbitration Association. Either party shall have the right to end Arbitration at any time prior to resolution and refer such dispute in part or whole to the proper court of law under the other terms and provisions of Paragon's contractual terms.

--END OF SCHEDULE G--

Client Supplied Addendum A

On behalf of the Townsend Water Department and the Town of Townsend, we have read, considered, and agree to the terms listed on the documents referenced below as well as Paragon's Sales Contract. We have the ability to access all necessary documents online or otherwise have been offered a printed copy.

Reference Documents

(1) ParagonBridgeWorks Quote #PBWQ3263 Dated July 13, 2018

Board of Water Commissioners:

Lance Lewand, Chairman

Date

Mike MacEachern, Vice Chairman

Date

Nathan Matilla, Clerk

Date

Board of Selectmen:

Sue Lisio, Chairman

Date

Cindy King, Vice Chairman

Date

Wayne Miller, Clerk

Date

GOODS AND SERVICES AGREEMENT

The following provisions shall constitute an Agreement between the Town of Townsend, acting by and through its Board of Selectmen, hereinafter referred to as "Town", and SHEPCO of 55 Main Street hereinafter referred to as "Contractor", effective as of the 1st day of July, 2018. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with Landscaping Services. The Contractor shall perform all work in accordance with the specifications contained in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder on or before June 30, 2019.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$27,700.01 in accordance with the provisions of the specifications, or as set forth in an attachment hereto.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 8: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 9: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 10: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$ 500,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

CERTIFICATION AS TO PAYMENT OF STATE TAXES

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that the Contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security Number or
Federal Identification Number

Signature of Individual or
Corporate Name

By:
Corporate Officer
(if applicable)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF TOWNSEND

by

by its Board of Selectmen

Printed Name and Title

Sue Lisio, Chairman

Cindy King, Vice-Chair

Wayne Miller, Clerk

Approved as to Availability of Funds:

Town Accountant

(\$_____)
Contract Sum

CHAPTER 90 – REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Townsend Project: Reclaim and resurface Old Turnpike Rd

Project request was approved on 9/8/17 for \$ 254,380.00

at 100% Reimbursement Rate = \$ 254,380.00

1) Attached are forms which document payment of approved expenditures totaling \$ 218,132.92
for which we are requesting \$ 218,132.92 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$ 218,132.92

3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No

4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

James A. Smith
(Signed)

Superintendent
(Municipal Highway Official Title)

6/20/18
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ Signed: _____

ACC
ACC HERE SIGN
(Accounting Officer's Title)

BOS
BOS HERE SIGN
(Duly Authorized)

DATE _____



3.8

CHAPTER 90 – REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Townsend Project: Reclaim and resurface 1/2 mile of South Row Rd.

Project request was approved on 9/8/17 for \$ 159,686.00

at 100% Reimbursement Rate = \$ 159,686.00

1) Attached are forms which document payment of approved expenditures totaling \$ 157,673.48 for which we are requesting \$ 157,673.48 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$ 157,673.48

3) Is this request for a FINAL payment on this project? ☒ Yes ☐ No

4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

James A. Smith
(Signed)

Superintendent
(Municipal Highway Official Title)

6/20/18
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by

ACCT
(Accounting Officer's Title)

Signed:

BOJ
(Duly Authorized)

DATE

Chapter 112. Streets and Sidewalks

§ 112-14. Unregistered motor vehicles.

[Added 3-16-1966 ATM by Art. 27; amended 5-4-1987 ATM by Art. 70; 10-21-2003 STM by Art. 32]

- A. No person or entity shall keep or permit to be kept on any premises within the Town of Townsend more than one unregistered motor vehicle assembled or disassembled unless said vehicles are stored within an enclosed building. The one unregistered motor vehicle shall be no closer than 75 feet to a public way, and no closer than 75 feet to the property line of another.
- B. For good cause shown, the Board of Selectmen may issue a permit to keep more than one unregistered motor vehicle on any premises not within an enclosed building, after a duly called public hearing to which all abutters to the premises have received a notice if it finds that such keeping:
 - (1) Will not adversely affect the neighborhood;
 - (2) Will not be a nuisance; or
 - (3) The keeping of such vehicles will not be in conjunction with a use that is:
 - (a) Otherwise not permissible in the zoning district; or
 - (b) Is permissible by a special permit from the Zoning Board of Appeals but no permit has been granted.
- C. All permits granted shall limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land, and shall be limited to a reasonable length of time to be determined by the Board of Selectmen.
- D. The provision of Subsections A through E, inclusive, of this section, shall not apply to motor vehicles designed and used for farming purposes, nor to persons or entities in the lawful exercise of licenses granted under MGL c. 140, §§ 58 and 59.
- E. The Board of Selectmen shall enforce this section. No other Town official shall have the authority to enforce the section. No other Town official shall investigate any potential violations. Upon a written complaint to the Board of Selectmen a designated member of the Board shall perform a site inspection and investigation and shall report his findings to the Board in writing. The report shall contain the vehicle(s) identification number(s) and the property address on which the vehicle(s) is located. If the report finds that the vehicle(s) is in a violation of this section, the Board of Selectmen shall send a certified letter to the owner of the land, on which said vehicle(s) is parked, and the property owner will have 30 days to remove said vehicle. Whoever violates any provisions of this section of the Townsend General Bylaws shall be liable for a penalty of \$100 per day for each day of violation. Violations will be calculated from the date of the certified mailing. No penalty will be assessed if the vehicle(s) is removed within 30 days and there are no subsequent violations on the same property.

RECEIVED 3.16

Law Office of Michael J. Norris

171 Locke Drive, Ste. 108
Marlborough, MA 01752

DATE: JUL 16 2018
AGENDA: [] YES [] NO

V. BOARD OF SELECTMEN

Michael J. Norris, Esq.
mjnorris@mjnattorney.com

Office: (508) 624-7733
Facsimile: (508) 229-2600

July 10, 2018

Town of Townsend Board of Selectmen
272 Main Street
Townsend, MA 01469

Town of Townsend Planning Board
272 Main Street
Townsend, MA 01469

Town of Townsend Board of Assessors
272 Main Street
Townsend, MA 01469

Town of Townsend Conservation Commission
272 Main Street
Townsend, MA 01469

Massachusetts State Forester
c/o The Commissioner of the
Mass. Dept. of Conservation & Recreation
251 Causeway Street
Boston, MA 02114

Massachusetts State Forester
Mass. Dept. Conservation & Recreation
40 Cold Storage Drive
P.O. Box 484
Amherst, MA 01004

RE: Property owned by Sylco Realty Corp.
105 Bartlett Street
Marlborough, MA 01752
A portion of Townsend Assessor's Map 18, Block 65

To Whom it may concern:

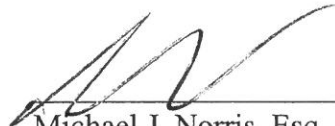
Please be advised that I represent Sylco Realty Corp. owner of certain parcels of land on Scales Lane, Townsend, Massachusetts. I have been authorized and directed by Sylco Realty Corp. to do all acts necessary to remove the property from Chapter 61B status and obtain a release of the Tax Lien and Right of First Refusal, as provided for in the statute. Title to the property now stands in Sylco Realty Corp. The parcel is a portion of on Townsend Assessor's Map 18, Block 65. (See attached plan).

Please accept this letter as a formal NOTICE OF INTENT TO CONVERT the property from recreational use to commercial use and as formal NOTICE OF INTENT TO SELL the sale for commercial use. Enclosed please find a certified copy of the Purchase and Sale Agreement relative to the chapter land. No other property is being converted or sold as part of this transaction. The property is shown as proposed Lot 1, containing 5.98 acres of land.

The gross sales price is \$250,000.00. The land will be used for commercial purposes. The parcels of land subject to Chapter 61B contain approximately 5.98 acres of area respectively. Enclosed please find a copy of the Townsend Assessor's Map and prepared plan showing the parcel to be converted and sold. The agreement provides for a cash sale. There are no contingencies associated with the sale.

Respectively, Sylco Realty Corp. wishes to withdraw the property from the Chapter 61B tax and obtain a release of Townsend's Right of First Refusal. Sylco Realty Corp. will pay the necessary rollback taxes for the property at the time of the sale. Please place this matter on the agenda for either a Selectboard vote to waive the Right of First Refusal or for a Public Hearing to determine whether the town will exercise its Right of First Refusal. Finally, I have enclosed a copy of the Assessor's map and proposed plan for your convenient reference. If you have any questions, please do not hesitate to contact me. Thank you.

Very truly yours,



Michael J. Norris, Esq.

TOWNSEND
Net Book Value - Depreciation
Federal

4/23/2018
2:33:34 PM

07/01/2016 - 06/30/2017

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Business										
Water										
1981-01	Land - Cross St. - 15.74 Acres	80,000.00	0.00	0.00	80,000.00	0.00	0.00	0.00	0.00	80,000.00
1935-01	Land - Main St. - .39 Acres	4,875.00	0.00	0.00	4,875.00	0.00	0.00	0.00	0.00	4,875.00
1989-03	Land - 540 Main St. - .373 Acre	32,348.00	0.00	0.00	32,348.00	0.00	0.00	0.00	0.00	32,348.00
1975-49	Land - 139 Lumburg Rd. - 4.19 Acres	22,079.00	0.00	0.00	22,079.00	0.00	0.00	0.00	0.00	22,079.00
1933-01	Land - Fitchburg Rd. - .693 Acre	167.00	0.00	0.00	167.00	0.00	0.00	0.00	0.00	167.00
1975-50	Land - Highland St. - 4.18 Acres	33,997.00	0.00	0.00	33,997.00	0.00	0.00	0.00	0.00	33,997.00
1975-51	Land - Old Battery Rd. - 14.6 Acres	37,091.00	0.00	0.00	37,091.00	0.00	0.00	0.00	0.00	37,091.00
2006-24	Land - South Street 28.66 Acres	30,900.00	0.00	0.00	30,900.00	0.00	0.00	0.00	0.00	30,900.00
2006-25	Land - South Street - 5.3 Acres	20,800.00	0.00	0.00	20,800.00	0.00	0.00	0.00	0.00	20,800.00
2008-04	Land - Wic's Brook Water Company	400,000.00	0.00	0.00	400,000.00	0.00	0.00	0.00	0.00	400,000.00
1935-02	Building - Main St. Garage	861.00	0.00	0.00	861.00	0.00	0.00	0.00	0.00	861.00
1989-04	Building - Water	114,852.00	0.00	0.00	114,852.00	78,960.75	2,871.30	0.00	81,832.05	33,019.95
2008-05	Building - Pump Station - Harbor Trace	1,047,055.00	0.00	0.00	1,047,055.00	222,499.23	26,176.38	0.00	248,675.61	798,379.39
2008-06	Building - Pump Station - Wic's Brook	15,000.00	0.00	0.00	15,000.00	3,187.50	375.00	0.00	3,562.50	11,437.50
1981-02	Pump Station - Cross Street	168,000.00	0.00	0.00	168,000.00	119,280.00	3,360.00	0.00	122,640.00	45,360.00
2011-03	Pump Station - Main St	11,236.00	0.00	0.00	11,236.00	11,236.00	0.00	0.00	11,236.00	0.00
2011-08	Pump Station - Harbor Trace - Solar Upgrades	336,459.00	0.00	0.00	336,459.00	37,010.49	6,729.18	0.00	43,739.67	292,719.33
1989-05	Site Improvements	2,799.00	0.00	0.00	2,799.00	2,799.00	0.00	0.00	2,799.00	0.00
1978-02	Water Tank - 1,000,000 Gallon	340,000.00	0.00	0.00	340,000.00	261,800.00	6,800.00	0.00	268,600.00	71,400.00
1935-04	Water Tank - 500,000 Gallon	8,560.00	0.00	0.00	8,560.00	8,560.00	0.00	0.00	8,560.00	0.00
2001-17	Site Improvements - Turnpike Rd.	26,320.00	0.00	0.00	26,320.00	8,159.20	526.40	0.00	8,685.60	17,634.40
2003-25	Site Improvements - Well Development	15,322.00	0.00	0.00	15,322.00	4,136.94	306.44	0.00	4,443.38	10,878.62
1999-12	Pump Station - Main St. - Upgrade, Well Site	55,365.00	0.00	0.00	55,365.00	19,377.75	1,107.30	0.00	20,485.05	34,879.95
2001-18	Pump Station - Main St. - Upgrade, Well Site	13,958.00	0.00	0.00	13,958.00	4,326.98	279.16	0.00	4,606.14	9,351.86
2004-26	Site Improvements - Main St. - Upgrade, Well Site	1,216.00	0.00	0.00	1,216.00	328.32	24.32	0.00	352.64	863.36
2005-12	Site Improvements - Well Development	28,007.00	0.00	0.00	28,007.00	7,001.75	560.14	0.00	7,561.89	20,445.11
2008-07	Site Improvements - Well Development	98,689.00	0.00	0.00	98,689.00	22,698.47	1,973.78	0.00	24,672.25	74,016.75
2008-08	Site Improvements - Well Development	23,559.00	0.00	0.00	23,559.00	4,005.03	471.18	0.00	4,476.21	19,082.79
1934-01	Water Piping - 8" - 120' - Brook	80,041.00	0.00	0.00	80,041.00	13,606.97	1,600.82	0.00	15,207.79	64,833.21
1934-02	Water Piping - 8" - 600' - Brook	298.00	0.00	0.00	298.00	298.00	0.00	0.00	298.00	0.00
1934-03	Water Piping - 6" - 880' - Canal St.	1,488.00	0.00	0.00	1,488.00	1,488.00	0.00	0.00	1,488.00	0.00
1934-04	Water Piping - 12" - 800' - Fitchburg Rd.	2,183.00	0.00	0.00	2,183.00	2,183.00	0.00	0.00	2,183.00	0.00
1934-05	Water Piping - 1" - 60' - Main St.	2,165.00	0.00	0.00	2,165.00	2,165.00	0.00	0.00	2,165.00	0.00
1934-06	Water Piping - 10" - 560' - Main St.	1,515.00	0.00	0.00	1,515.00	68.00	0.00	0.00	68.00	1,447.00
1934-07	Water Piping - 12" - 2,000' - Main St.	5,412.00	0.00	0.00	5,412.00	1,515.00	0.00	0.00	1,515.00	3,897.00
1934-08	Water Piping - 8" - 100' - Main St.	248.00	0.00	0.00	248.00	248.00	0.00	0.00	248.00	0.00
1934-09	Water Piping - 8" - 500' - Main St.	1,240.00	0.00	0.00	1,240.00	1,240.00	0.00	0.00	1,240.00	0.00
1934-10	Water Piping - 6" - 720' - New Fitchburg Rd.	1,786.00	0.00	0.00	1,786.00	1,786.00	0.00	0.00	1,786.00	0.00
1934-11	Water Piping - 6" - 1,600' - Old Turnpike Rd.	3,969.00	0.00	0.00	3,969.00	3,969.00	0.00	0.00	3,969.00	0.00
1934-12	Water Piping - 6" - 480' - School St.	1,191.00	0.00	0.00	1,191.00	1,191.00	0.00	0.00	1,191.00	0.00
1934-13	Water Piping - 6" - 260' - Smith St.	645.00	0.00	0.00	645.00	645.00	0.00	0.00	645.00	0.00
1934-14	Water Piping - 6" - 400' - South St.	992.00	0.00	0.00	992.00	992.00	0.00	0.00	992.00	0.00
1934-15	Water Piping - 6" - 400' - Warren Rd.	992.00	0.00	0.00	992.00	992.00	0.00	0.00	992.00	0.00
1934-16	Water Piping - 6" - 120' - Water St.	298.00	0.00	0.00	298.00	298.00	0.00	0.00	298.00	0.00
1934-17	Water Piping - 6" - 400' - West Elm St.	992.00	0.00	0.00	992.00	992.00	0.00	0.00	992.00	0.00
1934-18	Water Piping - 12" - 1,200' - Worcester Rd	3,247.00	0.00	0.00	3,247.00	3,247.00	0.00	0.00	3,247.00	0.00
1972-02	Water Piping - 8" - 440' - Count Off of Scales	7,052.00	0.00	0.00	7,052.00	6,276.28	141.04	0.00	6,417.32	634.68
1972-03	Water Piping - 8" - 360' - Reagan Rd.	5,770.00	0.00	0.00	5,770.00	5,135.30	115.40	0.00	5,250.70	519.30
1972-04	Water Piping - 6" - 280' - Robyn St. & Hayes	4,488.00	0.00	0.00	4,488.00	3,994.32	89.76	0.00	4,084.08	403.92

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TOWNSEND
Net Book Value - Depreciation
Federal

07/01/2016 - 06/30/2017

4/23/2018
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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
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Business

Water

1972-05	Water Piping - 12" - 560' - Scales Lane	9,792.00	0.00	9,792.00	8,714.88	195.84	0.00	8,910.72	881.28
1977-04	Water Piping - 8" - 800' - Dogwood, Willow,	18,406.00	0.00	18,406.00	14,540.74	368.12	0.00	14,908.86	3,497.14
1977-05	Water Piping - 12" - 600' - Fitchburg Rd.	15,060.00	0.00	15,060.00	11,897.40	301.20	0.00	12,198.60	2,861.40
1977-06	Water Piping - 8" - 200' - Fitchburg Rd.	4,602.00	0.00	4,602.00	3,635.58	92.04	0.00	3,727.62	874.38
1977-07	Water Piping - 16" - 1,800' - Highland St.	52,709.00	0.00	52,709.00	41,640.11	1,054.18	0.00	42,694.29	10,014.71
1977-08	Water Piping - 6" - 100' - Pvt. Rd. off Dogwood	2,301.00	0.00	2,301.00	1,817.79	46.02	0.00	1,863.81	437.19
1977-09	Water Piping - 6" - 500' - Cherry, Peach,	11,504.00	0.00	11,504.00	9,088.16	230.08	0.00	9,318.24	2,185.76
1977-10	Water Piping - 16" - 640' - Wallace Hill Road &	18,741.00	0.00	18,741.00	14,805.39	374.82	0.00	15,180.21	3,560.79
1987-06	Water Piping - 8" - 200' - Road to	7,747.00	0.00	7,747.00	4,570.73	154.94	0.00	4,725.67	3,021.33
1988-04	Water Piping - 12" - 8,800' - South Harbor,	299,200.00	0.00	299,200.00	170,544.00	5,984.00	0.00	176,528.00	122,672.00
1988-05	Water Piping - 8" - 1,700' - South Harbor,	33,150.00	0.00	33,150.00	18,895.50	663.00	0.00	19,558.50	13,591.50
1988-06	Water Piping - 6" - 300' - South Harbor,	5,400.00	0.00	5,400.00	3,078.00	108.00	0.00	3,186.00	2,214.00
1988-07	Water Piping - 12" - 8,150' Squann, Depot,	225,990.00	0.00	225,990.00	128,814.30	4,519.80	0.00	133,334.10	92,655.90
1988-08	Water Piping - 8" - 2,850' Squann, Depot,	60,334.00	0.00	60,334.00	34,390.38	1,206.68	0.00	35,597.06	24,736.94
1988-09	Water Piping - 6" - 500' - Squann, Depot,	11,500.00	0.00	11,500.00	6,555.00	230.00	0.00	6,785.00	4,715.00
1988-10	Water Piping - 12" - 5,800' - West Meadow Rd.	80,000.00	0.00	80,000.00	45,600.00	1,600.00	0.00	47,200.00	32,800.00
1988-11	Water Piping - 8" - 400' - Jonathan Lane and	17,104.00	0.00	17,104.00	8,723.04	342.08	0.00	9,065.12	8,038.88
1991-02	Water Piping - 8" - 1,800' - West Elm St.	76,970.00	0.00	76,970.00	39,254.70	1,539.40	0.00	40,794.10	36,175.90
1991-03	Water Piping - 12" - 3,200' - Dudley Rd.	157,139.00	0.00	157,139.00	73,855.33	3,142.78	0.00	76,998.11	80,140.89
1993-01	Water Piping - 12" - 1,200' - Mason Rd. and	58,927.00	0.00	58,927.00	27,695.69	1,178.54	0.00	28,874.23	30,052.77
1993-02	Water Piping - 12" - 1,200' - Mason Rd. and	50,763.00	0.00	50,763.00	15,736.53	1,015.26	0.00	16,751.79	34,011.21
2001-19	Water Piping - Main Street Extension	803,239.00	0.00	803,239.00	136,550.63	16,064.78	0.00	152,615.41	650,623.59
2008-09	Water Piping - Phase I East Side Improvement	62,942.00	0.00	62,942.00	10,700.14	1,258.84	0.00	11,958.98	50,983.02
2008-10	Water Piping - Main Street Extension	39,809.00	0.00	39,809.00	39,809.00	0.00	0.00	39,809.00	0.00
2001-20	Truck - Dump - 2002 - Ford F-450	41,690.00	0.00	41,690.00	41,690.00	0.00	0.00	41,690.00	0.00
2005-13	Truck - 2005 - Ford F-350	34,431.00	0.00	34,431.00	17,215.50	6,886.20	0.00	24,101.70	10,329.30
2014-25	Truck - 2014 - Chevrolet 2500	10,315.00	0.00	10,315.00	10,315.00	0.00	0.00	10,315.00	0.00
1996-06	Air Compressor	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
1997-05	Interrogator	5,000.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
1997-06	Interrogator	8,000.00	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
1995-08	Boring Machine	22,360.00	0.00	22,360.00	22,360.00	0.00	0.00	22,360.00	0.00
1999-13	Metering System	44,103.00	0.00	44,103.00	44,103.00	0.00	0.00	44,103.00	0.00
2001-21	Metering System	26,027.00	0.00	26,027.00	26,027.00	0.00	0.00	26,027.00	0.00
2002-16	Metering System	10,940.00	0.00	10,940.00	10,940.00	0.00	0.00	10,940.00	0.00
2003-27	Metering System	8,215.00	0.00	8,215.00	8,215.00	0.00	0.00	8,215.00	0.00
2004-14	Metering System	3,346.00	0.00	3,346.00	3,346.00	0.00	0.00	3,346.00	0.00
2004-15	Main Station Tank Level Recorder and	61,594.00	0.00	61,594.00	61,594.00	0.00	0.00	61,594.00	0.00
2005-14	2005 Backhoe Loader	25,112.00	0.00	25,112.00	25,112.00	0.00	0.00	25,112.00	0.00
2005-15	System Enhancements and Main St.	85,000.00	0.00	85,000.00	72,250.00	8,500.00	0.00	80,750.00	4,250.00
2008-11	Pumping Equipment - Witch's Brook	19,056.00	0.00	19,056.00	1,905.60	3,811.20	0.00	5,716.80	13,339.20
2016-02	2016 Ford Fusion	5,071.00	0.00	5,071.00	253.55	507.10	0.00	760.65	4,310.35
2016-11	Water Meter Replacements	175,071.00	0.00	175,071.00	8,753.55	17,507.10	0.00	26,260.65	148,810.35
2016-25	Radio Read Meter System	46,744.00	0.00	46,744.00	2,337.20	4,674.40	0.00	7,011.60	39,732.40
2016-26	SCADA System	125,495.00	0.00	125,495.00	6,274.75	12,549.50	0.00	18,824.25	106,670.75
2016-27	SCADA System Enhancement	0.00	0.00	0.00	0.00	251.50	0.00	251.50	4,778.50
2017-07	Equipment Repairs and Maintenance	137,452.00	0.00	137,452.00	1,718.15	1,718.15	0.00	1,718.15	135,733.85
2017-08	Water System Improvements	28,153.00	0.00	28,153.00	351.92	351.92	0.00	351.92	27,801.08
2017-09	Witch's Brook Repair	10,956.00	0.00	10,956.00	0.00	547.80	0.00	547.80	10,408.20
2017-10	Water Meter Replacements	12,574.00	0.00	12,574.00	0.00	628.70	0.00	628.70	11,945.30
2017-11	Highland St Storage Tank Repairs	399,193.00	0.00	399,193.00	0.00	0.00	0.00	0.00	399,193.00
2017-12	Fitchburg Road Water Tank Rehabilitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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4/23/2018
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Net Book Value - Depreciation

Federal

07/01/2016 - 06/30/2017

Sorted: General - Type

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Business										
Subtotal: Water		5,981,494.00	593,358.00	0.00	6,574,852.00	2,125,575.45	153,111.57	0.00	2,278,687.02	4,296,164.98
Subtotal: Business		5,981,494.00	593,358.00	0.00	6,574,852.00	2,125,575.45	153,111.57	0.00	2,278,687.02	4,296,164.98

Governmental

Culture and Recreation

1929-01	Land - 276 Main St. - 5 Acres	2,430.00	0.00	0.00	2,430.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,430.00
1937-01	Land - 264 Dudley Rd. - 1 Acre	1,412.00	0.00	0.00	1,412.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,412.00
1975-37	Land - New Fitchburg Rd. - 2.87 Acres	14,630.00	0.00	0.00	14,630.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,630.00
1975-38	Land - Brookline St. - .062 Acre	4,126.00	0.00	0.00	4,126.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,126.00
1950-01	Land - 29 Highland St. - 125 Acre	3,153.00	0.00	0.00	3,153.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,153.00
1950-02	Land - Highland St. - 1.7 Acres	5,207.00	0.00	0.00	5,207.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,207.00
1950-03	Land - 31 Highland St. - 21 Acres	3,549.00	0.00	0.00	3,549.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,549.00
1950-09	Land - Highland St. - 7.73 Acres LENG	21,832.00	0.00	0.00	21,832.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,832.00
1966-01	Land - Dudley Rd. - 2.8 Acres	171.00	0.00	0.00	171.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.00
1971-01	Land - Dudley Rd. - 38 Acres	4,650.00	0.00	0.00	4,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,650.00
1950-04	Land - Dudley Rd. - 272 Acre	9,621.00	0.00	0.00	9,621.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,621.00
1930-01	Land - Main St. - 2 Acres	3,866.00	0.00	0.00	3,866.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,866.00
1930-02	Land - Main St. - 2.5 Acres	7,753.00	0.00	0.00	7,753.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,753.00
2003-01	Land - Dudley Rd. - 5.0 Acres	60,000.00	0.00	0.00	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60,000.00
1975-39	Land - Old Turnpike Rd. - 5.9 Acres	22,499.00	0.00	0.00	22,499.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,499.00
2003-02	Land - Off Horseshoe Dr. - 4.65 Acres	325,994.00	0.00	0.00	325,994.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	325,994.00
2003-03	Land - Off Horseshoe Dr. - 7.67 Acres	531,886.00	0.00	0.00	531,886.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	531,886.00
2003-04	Land - Mason Rd. - 23.58 Acres	143,400.00	0.00	0.00	143,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	143,400.00
2003-05	Land - Mason Rd. - 4 Acres	97,700.00	0.00	0.00	97,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,700.00
1929-02	Building - Library	30,000.00	0.00	0.00	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000.00
1937-02	Building - Reading Room	5,891.00	0.00	0.00	5,891.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,891.00
1970-01	Building - Hillside Cemetery Office	31,027.00	0.00	0.00	31,027.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31,027.00
1970-02	Building - Hillside Cemetery Storage	19,643.00	0.00	0.00	19,643.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,643.00
1970-03	Building - Hillside Cemetery Vault	5,175.00	0.00	0.00	5,175.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,175.00
1970-04	Building - Howard Park Storage	2,990.00	0.00	0.00	2,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,990.00
1971-02	Building - Riverside Cemetery Storage	4,650.00	0.00	0.00	4,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,650.00
1975-42	Building - Riverside Cemetery Storage -	38,000.00	0.00	0.00	38,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,000.00
1975-43	Building - Riverside Cemetery Vault	7,011.00	0.00	0.00	7,011.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,011.00
1970-06	Site Improvements	22,522.00	0.00	0.00	22,522.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,522.00
1990-02	Bandstand/Gazebo	12,095.00	0.00	0.00	12,095.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,095.00
2001-10	Site Improvements - Town Playground	52,909.00	0.00	0.00	52,909.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52,909.00
2005-02	Site Improvements - Town Common	11,872.00	0.00	0.00	11,872.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,872.00
2010-07	Truck - Utility Dump 1997 - Ford F-350	9,950.00	0.00	0.00	9,950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,950.00
2003-15	SUV - 2003 (Transfer from FireEMS) - Ford	33,432.00	0.00	0.00	33,432.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33,432.00
1986-05	Tractor/Excavator - 1986	12,000.00	0.00	0.00	12,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,000.00
2007-04	Bobcat Mini Excavator	24,591.00	0.00	0.00	24,591.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,591.00
1994-01	Library Books	13,771.00	0.00	0.00	13,771.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,771.00
1995-07	Library Books	16,191.00	0.00	0.00	16,191.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,191.00
1996-05	Library Books	15,704.00	0.00	0.00	15,704.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,704.00
1997-04	Library Books	20,529.00	0.00	0.00	20,529.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,529.00
1998-16	Library Books	23,828.00	0.00	0.00	23,828.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,828.00
1999-11	Library Books	18,569.00	0.00	0.00	18,569.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,569.00
2000-10	Library Books	27,090.00	0.00	0.00	27,090.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,090.00
2001-16	Library Books	27,296.00	0.00	0.00	27,296.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,296.00

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TOWNSEND

Net Book Value - Depreciation

04-6001326
07/01/2016 - 06/30/2017
Sorted: General - Type

07/01/2016 - 06/30/2017

Federal

4/23/2018
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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
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Governmental

Culture and Recreation

2002-14	Library Books	28,148.00	0.00	0.00	28,148.00	28,148.00	0.00	0.00	28,148.00	0.00
2003-22	Library Books	26,560.00	0.00	0.00	26,560.00	26,560.00	0.00	0.00	26,560.00	0.00
2004-12	Library Books	25,502.00	0.00	0.00	25,502.00	25,502.00	0.00	0.00	25,502.00	0.00
2005-11	Library Books	11,103.00	0.00	0.00	11,103.00	11,103.00	0.00	0.00	11,103.00	0.00
2006-23	Library Books	18,106.00	0.00	0.00	18,106.00	18,106.00	0.00	0.00	18,106.00	0.00
2007-05	Library Books	23,280.00	0.00	0.00	23,280.00	22,116.00	1,164.00	0.00	23,280.00	0.00
2008-03	Library Books	28,829.00	0.00	0.00	28,829.00	24,504.65	2,882.90	0.00	27,387.55	1,441.45
2009-05	Library Books	32,178.00	0.00	0.00	32,178.00	24,133.50	3,217.80	0.00	27,351.30	4,826.70
2010-09	Library Books	29,618.00	0.00	0.00	29,618.00	19,251.70	2,961.80	0.00	22,213.50	7,404.50
2010-10	Library Books	39,842.00	0.00	0.00	39,842.00	25,897.30	3,984.20	0.00	29,881.50	9,960.50
2011-07	Library Books	32,230.00	0.00	0.00	32,230.00	17,726.50	3,223.00	0.00	20,949.50	11,280.50
2012-14	Library Books	32,703.00	0.00	0.00	32,703.00	14,716.35	3,270.30	0.00	17,986.65	14,716.35

2013-06	Library Books	28,926.00	0.00	0.00	28,926.00	10,124.10	2,892.60	0.00	13,016.70	15,909.30
2013-08	2 Sam Thorpe Paintings	600.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	600.00
2013-09	Grandfather Clock	4,500.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00
2013-10	Mosaic Table	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
2013-11	2 Brownie Prints. 1 Signed by Cox, 1 Unsigned	4,500.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00
2013-12	90 Books/Documents on Townsend History	4,500.00	0.00	0.00	4,500.00	0.00	0.00	0.00	0.00	4,500.00
2013-13	118 Antique Books	1,000.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00
2013-14	Antique Oak Display Cabinet	800.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00
2013-15	Antique Oak Lectern	600.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	600.00
2013-16	2 Antique Oak Rectangular Tables	1,200.00	0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	1,200.00
2013-17	10 Antique Freestanding Oak Bookcases	5,000.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Subtotal: Culture and Recreation		2,141,340.00	0.00	0.00	2,141,340.00	748,349.95	25,419.75	0.00	773,769.70	1,367,570.30

General Government

1939-01	Land - Off Elm St. - 6.85 Acres	2,411.00	0.00	0.00	2,411.00	0.00	0.00	0.00	0.00	2,411.00
1939-02	Land - Turnpike Rd. - 2 Acres	316.00	0.00	0.00	316.00	0.00	0.00	0.00	0.00	316.00
1894-01	Land - 272 Main St. - 1.2 Acres	1,692.00	0.00	0.00	1,692.00	0.00	0.00	0.00	0.00	1,692.00
1982-01	Land - 274 Main St. - 264 Acres	8,605.00	0.00	0.00	8,605.00	0.00	0.00	0.00	0.00	8,605.00
1975-01	Land - Apple Dr. - 461 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-02	Land - Apple Dr. - 463 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-03	Land - Apple Dr. - 467 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-04	Land - Cherry Dr. - 46 Acre	16,769.00	0.00	0.00	16,769.00	0.00	0.00	0.00	0.00	16,769.00
1975-05	Land - Cherry Dr. - 464 Acre	16,769.00	0.00	0.00	16,769.00	0.00	0.00	0.00	0.00	16,769.00
1975-06	Land - Dudley Rd. - 11.85 Acres	23,186.00	0.00	0.00	23,186.00	0.00	0.00	0.00	0.00	23,186.00
2006-01	Land - Dudley Rd. - 25.6 Acres	29,100.00	0.00	0.00	29,100.00	0.00	0.00	0.00	0.00	29,100.00
1975-07	Land - Edward Rd. - 499 Acre	1,719.00	0.00	0.00	1,719.00	0.00	0.00	0.00	0.00	1,719.00
1975-08	Land - Elm St. - 402 Acre	2,598.00	0.00	0.00	2,598.00	0.00	0.00	0.00	0.00	2,598.00
1947-01	Land - Fitchburg Rd. - 11 Acres	2,649.00	0.00	0.00	2,649.00	0.00	0.00	0.00	0.00	2,649.00
1952-01	Land - Fitchburg Rd. - 7.5 Acres	444.00	0.00	0.00	444.00	0.00	0.00	0.00	0.00	444.00
1975-09	Land - Off Fordway Rd. - 9.14 Acres	26,816.00	0.00	0.00	26,816.00	0.00	0.00	0.00	0.00	26,816.00
2006-02	Land - Haynes Rd. - 3.0 Acres	10,150.00	0.00	0.00	10,150.00	0.00	0.00	0.00	0.00	10,150.00
1975-10	Land - Laurel Ln. - 46 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-11	Land - Laurel Ln. - 462 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-12	Land - Laurel Ln. - 462 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-13	Land - Laurel Ln. - 462 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-14	Land - Laurel Ln. - 473 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-15	Land - Laurel Ln. - 478 Acre	1,681.00	0.00	0.00	1,681.00	0.00	0.00	0.00	0.00	1,681.00
1975-16	Land - Lunenburg Rd. - 2.5 Acres	19,825.00	0.00	0.00	19,825.00	0.00	0.00	0.00	0.00	19,825.00

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[TOWNSEND]

Net Book Value - Depreciation

Federal

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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
General Government										
1975-17	Land - Lunenburg Rd. - 2.6 Acres	19,902.00	0.00	0.00	19,902.00	0.00	0.00	0.00	0.00	19,902.00
1975-18	Land - Lunenburg Rd. - 2.7 Acres	19,978.00	0.00	0.00	19,978.00	0.00	0.00	0.00	0.00	19,978.00
1975-19	Land - Lunenburg Rd. - 3.7 Acres	20,857.00	0.00	0.00	20,857.00	0.00	0.00	0.00	0.00	20,857.00
1975-20	Land - Main St. - 1.3 Acres	12,071.00	0.00	0.00	12,071.00	0.00	0.00	0.00	0.00	12,071.00
1998-01	Land - Main St. - 1.6 Acres LENG	4,519.00	0.00	0.00	4,519.00	0.00	0.00	0.00	0.00	4,519.00
1998-02	Land - Main St. - 55 Acres LENG	155,336.00	0.00	0.00	155,336.00	0.00	0.00	0.00	0.00	155,336.00
2006-03	Land - Meadow Rd. - 1.5 Acres	5,753.00	0.00	0.00	5,753.00	0.00	0.00	0.00	0.00	5,753.00
2006-04	Land - Meadow Rd. - 1.5 Acres	641.00	0.00	0.00	641.00	0.00	0.00	0.00	0.00	641.00
2006-05	Land - New Fitchburg Rd. - 2.5 Acres	7,190.00	0.00	0.00	7,190.00	0.00	0.00	0.00	0.00	7,190.00
1901-01	Land - Off Main St. 5 Acres	219.00	0.00	0.00	219.00	0.00	0.00	0.00	0.00	219.00
2006-06	Land - Off Worcester - 5.3 Acres	3,016.00	0.00	0.00	3,016.00	0.00	0.00	0.00	0.00	3,016.00
1975-21	Land - Old Meeting House - 23 Acre	3,018.00	0.00	0.00	3,018.00	0.00	0.00	0.00	0.00	3,018.00
1998-03	Land - Old Meeting House - 30 Acres LENG	84,729.00	0.00	0.00	84,729.00	0.00	0.00	0.00	0.00	84,729.00
1996-01	Land - Proctor Rd. - 49 Acre	3,140.00	0.00	0.00	3,140.00	0.00	0.00	0.00	0.00	3,140.00
2006-07	Land - Proctor Rd. - 494 Acre	1,514.00	0.00	0.00	1,514.00	0.00	0.00	0.00	0.00	1,514.00
2006-08	Land - Proctor Rd. - 494 Acre	1,521.00	0.00	0.00	1,521.00	0.00	0.00	0.00	0.00	1,521.00
2006-09	Land - Proctor Rd. - 494 Acre	1,514.00	0.00	0.00	1,514.00	0.00	0.00	0.00	0.00	1,514.00

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Sorted: General - Type

TOWNSEND
Net Book Value - Depreciation

07/01/2016 - 06/30/2017

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
General Government										
1895-02	Building - Memorial Hall	16,801.00	0.00	0.00	16,801.00	16,801.00	0.00	0.00	16,801.00	0.00
1999-01	Building - Memorial Hall - Renovation	2,078,630.00	0.00	0.00	2,078,630.00	909,400.63	51,965.75	0.00	961,366.38	1,117,263.62
1982-02	Building - Memorial Hall Annex	101,395.00	0.00	0.00	101,395.00	87,453.36	2,554.88	0.00	89,988.24	11,406.76
2010-02	Building - Library, Senior Center, Meeting Hall	15,000,000.00	0.00	0.00	15,000,000.00	2,437,500.00	375,000.00	0.00	2,812,500.00	12,187,500.00
2003-06	Improvements, Heating/AC System	10,953.00	0.00	0.00	10,953.00	7,393.28	547.65	0.00	7,940.93	3,012.07
2004-01	New Carpet Runners and Balance Owed	12,345.00	0.00	0.00	12,345.00	7,715.63	617.25	0.00	8,332.88	4,012.12
2012-01	Updates to Historic Memorial Hall - Paint	18,792.00	0.00	0.00	18,792.00	8,456.40	1,879.20	0.00	10,335.60	8,456.40
2012-02	Updates to Historic Memorial Hall - Window	13,608.00	0.00	0.00	13,608.00	6,123.60	1,360.80	0.00	7,484.40	6,123.60
1970-05	Site Improvements	4,185.00	0.00	0.00	4,185.00	4,185.00	0.00	0.00	4,185.00	0.00
1999-06	Computer System - File Server	6,000.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
1999-07	Generator	60,000.00	0.00	0.00	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
1995-03	Copier	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
1995-04	Copier	5,000.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
2001-12	Konica 7020 Copier	5,347.00	0.00	0.00	5,347.00	5,347.00	0.00	0.00	5,347.00	0.00
2002-08	HP Design Jet 500 Plotter/Printer	6,000.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
2005-07	Cable TV Infrastructure Equipment	19,382.00	0.00	0.00	19,382.00	19,382.00	0.00	0.00	19,382.00	0.00
2006-21	Communication Equipment Local	11,820.00	0.00	0.00	11,820.00	11,820.00	0.00	0.00	11,820.00	0.00
2010-08	Computer Equip., Furnishings, Other	650,125.00	0.00	0.00	650,125.00	650,125.00	0.00	0.00	650,125.00	0.00
2014-05	Integrated Financial Software	59,800.00	0.00	0.00	59,800.00	59,800.00	0.00	0.00	59,800.00	0.00
2003-23	Assessors Assessment Software	20,000.00	0.00	0.00	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
2002-15	Software	8,000.00	0.00	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
2013-07	Antique Piano	31,000.00	0.00	0.00	31,000.00	0.00	0.00	0.00	0.00	31,000.00
2013-18	Antique Rolling Safe	500.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00
2015-22	Parking Lot	3,866.00	0.00	0.00	3,866.00	115.98	77.32	0.00	193.30	3,672.70
2016-09	Copier / Scanner / Printer	5,781.00	0.00	0.00	5,781.00	578.10	1,156.20	0.00	1,734.30	4,046.70
2017-01	WTRR - Sliding Replacement and Windows	0.00	0.00	0.00	22,000.00	0.00	550.00	0.00	550.00	21,450.00
2017-02	TPWC Design/Engineer 119 Sidewalk	0.00	47,010.00	0.00	47,010.00	0.00	587.63	0.00	587.63	46,422.37

Subtotal: General Government										19,574,515.00	69,010.00	0.00	19,643,525.00	4,342,196.98	436,276.68	0.00	4,778,473.66	14,865,051.34
Public Safety																		
2002-01	Land - 13 Elm St. - 698 Acre	83,500.00	0.00	0.00	0.00	0.00	83,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	83,500.00
1875-01	Land - 8 Elm St. - 125 Acre	793.00	0.00	0.00	0.00	0.00	793.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793.00
1875-02	Land - 460 Main St. - 264 Acre	891.00	0.00	0.00	0.00	0.00	891.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	891.00
1875-03	Land - 65 Main St. - 111 Acre	12,873.00	0.00	0.00	0.00	0.00	12,873.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,873.00
2002-02	Land - 6 Elm St.	145,000.00	0.00	0.00	0.00	0.00	145,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	145,000.00
2000-01	Land - 47 Main St. - 1.78 Acres	71,487.00	0.00	0.00	0.00	0.00	71,487.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71,487.00
1987-01	Land - 70 Brookline Rd. - 2 Acres	64,999.00	0.00	0.00	0.00	0.00	64,999.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	64,999.00
1975-40	Land - Whitney Ln. - 505 Acre	10,849.00	0.00	0.00	0.00	0.00	10,849.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,849.00
2002-03	Building - 13 Elm St. (5336 Sq ft) part was	180,004.00	0.00	0.00	0.00	0.00	180,004.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,502.50
1984-01	Building - Ambulance Garage - Addition	50,000.00	0.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,125.00
2001-08	Building - Fire Station #1	15,975.00	0.00	0.00	0.00	0.00	15,975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,125.00
1875-04	Building - Fire Station #1	15,975.00	0.00	0.00	0.00	0.00	15,975.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1987-02	Building - Fire Station #2	6,285.00	0.00	0.00	0.00	0.00	6,285.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1875-05	Building - Fire Station #2	6,205.00	0.00	0.00	0.00	0.00	6,205.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1975-41	Building - Fire Station #3 Forest Fire Fighting	63,793.00	0.00	0.00	0.00	0.00	63,793.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2005-01	Building - Fire Station #3	847,791.00	0.00	0.00	0.00	0.00	847,791.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	582,856.25
1990-01	Building - Police	1,502,990.00	0.00	0.00	0.00	0.00	1,502,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	469,684.37
2001-09	Building Improvements	8,796.00	0.00	0.00	0.00	0.00	8,796.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,539.30
2004-02	Architectural SVS Feasibility Study & Core	5,995.00	0.00	0.00	0.00	0.00	5,995.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,098.25
2011-01	Building Improvements - Comm Center	249,105.00	0.00	0.00	0.00	0.00	249,105.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	168,145.87

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
Public Safety										
2012-03	Building Insulation & New Furnace Conversion	32,602.00	0.00	0.00	32,602.00	7,335.45	1,630.10	0.00	8,965.55	23,636.45
2012-04	Building Insulation & New Furnace Conversion	17,922.00	0.00	0.00	17,922.00	4,032.45	896.10	0.00	4,928.55	12,993.45
2003-07	Site Improvements - Demolition of Building	6,632.00	0.00	0.00	6,632.00	0.00	0.00	0.00	0.00	6,632.00
1987-03	Site Improvements	37,749.00	0.00	0.00	37,749.00	37,749.00	0.00	0.00	37,749.00	0.00
1998-10	Radio Tower	23,481.00	0.00	0.00	23,481.00	12,235.00	0.00	0.00	12,235.00	0.00
2004-07	After Market Add-ons to Paramedic Vehicle	12,235.00	0.00	0.00	12,235.00	38,365.00	0.00	0.00	38,365.00	0.00
2009-02	Medic 1 Truck	38,365.00	0.00	0.00	38,365.00	20,365.00	0.00	0.00	20,365.00	0.00
1995-01	Automobile - 1995 - Ford LTD Crown Victoria	20,365.00	0.00	0.00	20,365.00	33,655.00	0.00	0.00	33,655.00	0.00
1995-02	Truck - Utility - 1995 (Forestry #1) - Ford F-350	33,655.00	0.00	0.00	33,655.00	50,000.00	0.00	0.00	50,000.00	0.00
2007-02	Pickup Truck - 2007 with Trailer Hitch - Ford	50,000.00	0.00	0.00	50,000.00	31,010.40	0.00	0.00	31,010.40	0.00
2012-06	SUV - 2012 - Ford Explorer	34,456.00	0.00	0.00	34,456.00	21,739.00	3,445.60	0.00	25,184.60	0.00
2000-06	Automobile - 1999 - Ford LTD Crown Victoria	21,739.00	0.00	0.00	21,739.00	22,221.00	0.00	0.00	22,221.00	0.00
2006-18	Automobile - 2006 - Ford 500	22,221.00	0.00	0.00	22,221.00	23,619.00	0.00	0.00	23,619.00	0.00
2006-19	Automobile - 2006 - Ford 500	22,221.00	0.00	0.00	22,221.00	22,218.00	0.00	0.00	22,218.00	0.00
2011-03	Automobile - 2011 - Ford Taurus	23,619.00	0.00	0.00	23,619.00	23,176.00	0.00	0.00	23,176.00	0.00
2013-03	Automobile - 2011 - Ford Crown Victoria	22,218.00	0.00	0.00	22,218.00	23,629.00	0.00	0.00	23,629.00	0.00
2014-02	Automobile - 2013 - Ford Interceptor	23,176.00	0.00	0.00	23,176.00	20,873.00	0.00	0.00	20,873.00	0.00
2014-03	Automobile - 2013 - Ford Taurus	23,629.00	0.00	0.00	23,629.00	5,853.00	0.00	0.00	5,853.00	0.00
2003-16	Defibrillator	20,873.00	0.00	0.00	20,873.00	8,957.00	0.00	0.00	8,957.00	0.00
2000-07	Defibrillator Battery, Leads, Case	5,853.00	0.00	0.00	5,853.00	100,723.00	0.00	0.00	100,723.00	0.00
2002-09	Pagers - 24	8,957.00	0.00	0.00	8,957.00	123,301.00	0.00	0.00	123,301.00	0.00
2002-09	Truck - Ambulance - 1999	100,723.00	0.00	0.00	100,723.00	22,980.00	0.00	0.00	22,980.00	0.00
2006-20	Truck - Ambulance - 2006	123,301.00	0.00	0.00	123,301.00	17,400.00	0.00	0.00	17,400.00	0.00
2004-08	Defibrillator/Monitor/2 Lifepack 500's	22,980.00	0.00	0.00	22,980.00	8,911.00	0.00	0.00	8,911.00	0.00
2014-04	(2) Zoll ProPacX-Series	58,000.00	0.00	0.00	58,000.00	6,000.00	0.00	0.00	6,000.00	0.00
2011-04	Equipment Upgrades Comm Ctr PSAP Grant	8,911.00	0.00	0.00	8,911.00	22,238.00	0.00	0.00	22,238.00	0.00
1987-04	Generator	6,000.00	0.00	0.00	6,000.00	11,000.00	0.00	0.00	11,000.00	0.00
2001-13	Rescue Tool	22,238.00	0.00	0.00	22,238.00	168,776.00	0.00	0.00	168,776.00	0.00
1984-07	Rescue Tool	11,000.00	0.00	0.00	11,000.00	99,947.00	0.00	0.00	99,947.00	0.00
1995-05	Truck - Fire - 1995	168,776.00	0.00	0.00	168,776.00	21,500.00	0.00	0.00	21,500.00	0.00
1987-05	Truck - Fire - Tanker - 1986	99,947.00	0.00	0.00	99,947.00	0.00	0.00	0.00	0.00	0.00
2001-14	Bucket Truck - 1996	21,500.00	0.00	0.00	21,500.00	0.00	0.00	0.00	0.00	0.00

2002-10	Truck - Fire 2002	246,645.00	0.00	0.00	246,645.00	238,423.50	8,221.50	0.00	0.00	246,645.00	0.00
2003-17	11 Scott - Carbon Cyl & Valve	9,075.00	0.00	0.00	9,075.00	9,075.00	0.00	0.00	0.00	9,075.00	0.00
2003-18	2 Notebook, 1 Desktop Computer	3,918.00	0.00	0.00	3,918.00	3,918.00	0.00	0.00	0.00	3,918.00	0.00
2005-08	All Terrain Vehicle	8,174.00	0.00	0.00	8,174.00	8,174.00	0.00	0.00	0.00	8,174.00	0.00
2005-19	Hoses	11,840.00	0.00	0.00	11,840.00	11,840.00	0.00	0.00	0.00	11,840.00	0.00
2005-20	11 Rapid Intervention Air Pack	21,000.00	0.00	0.00	21,000.00	21,000.00	0.00	0.00	0.00	21,000.00	0.00
2005-21	Rapid Intervention Air Packs	21,730.00	0.00	0.00	21,730.00	21,730.00	0.00	0.00	0.00	21,730.00	0.00
2007-03	HME Custom Fire Apparatus with Attachments	350,000.00	0.00	0.00	350,000.00	332,500.00	0.00	0.00	0.00	350,000.00	0.00
2009-03	KME 100' Aerial Fire Truck	821,374.00	0.00	0.00	821,374.00	616,030.50	82,137.40	0.00	0.00	698,167.90	123,206.10
2011-05	Protective Gear (32 Sets) FEMA Grant	62,265.00	0.00	0.00	62,265.00	34,245.75	6,226.50	0.00	0.00	40,472.25	21,792.75
2012-09	Integrated Breathing Air Compressor	47,957.00	0.00	0.00	47,957.00	21,580.65	4,795.70	0.00	0.00	26,376.35	21,580.65
2012-10	Ambulance - Lease/Purchase	174,048.00	0.00	0.00	174,048.00	78,321.60	17,404.80	0.00	0.00	95,726.40	78,321.60
1988-03	Communications Console	53,261.00	0.00	0.00	53,261.00	53,261.00	0.00	0.00	0.00	53,261.00	0.00
1998-12	Computer - Mobile	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
1998-13	Computer - Mobile	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
1998-14	Computer - Mobile	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
1998-15	Computer - Mobile	7,000.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00
1995-06	Generator	18,600.00	0.00	0.00	18,600.00	18,600.00	0.00	0.00	0.00	18,600.00	0.00

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Federal

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
Public Safety										
2003-19	SMART Radar Enforcement Unit	12,955.00	0.00	0.00	12,955.00	12,955.00	0.00	0.00	12,955.00	0.00
2002-13	Telephone System	13,928.00	0.00	0.00	13,928.00	13,928.00	0.00	0.00	13,928.00	0.00
2003-20	8 Kenwood Cruiser Radios, 8 Portables, 1	20,415.00	0.00	0.00	20,415.00	20,415.00	0.00	0.00	20,415.00	0.00
2003-21	Computer Network, Hardware, and Backups	20,350.00	0.00	0.00	20,350.00	20,350.00	0.00	0.00	20,350.00	0.00
2004-10	Data 911 Mobile Units with Installation	11,130.00	0.00	0.00	11,130.00	11,130.00	0.00	0.00	11,130.00	0.00
2004-11	Data 911 Mobile Units with Installation	6,846.00	0.00	0.00	6,846.00	6,846.00	0.00	0.00	6,846.00	0.00
2005-09	8 IMG Workstations with Software and	9,746.00	0.00	0.00	9,746.00	9,746.00	0.00	0.00	9,746.00	0.00
2005-10	All Terrain Vehicle	8,228.00	0.00	0.00	8,228.00	8,228.00	0.00	0.00	8,228.00	0.00
2006-22	Lighting Trailer	6,048.00	0.00	0.00	6,048.00	6,048.00	0.00	0.00	6,048.00	0.00
2011-06	Emergency Response Equip Incl Trailer	13,054.00	0.00	0.00	13,054.00	7,179.70	1,305.40	0.00	8,485.10	4,568.90
2003-24	Biosystems Incident Tracking Software	2,709.00	0.00	0.00	2,709.00	2,709.00	0.00	0.00	2,709.00	0.00
2015-08	Lucas Automatic CPR Device	13,401.00	0.00	0.00	13,401.00	4,020.30	1,116.00	0.00	5,117.30	8,284.70
2015-09	Plymouth Vehicle Exhaust Systems	11,160.00	0.00	0.00	11,160.00	1,674.00	1,160.00	0.00	2,834.00	9,526.00
2015-10	2013 Kawasaki UTV All Terrain Vehicle Model	15,988.00	0.00	0.00	15,988.00	4,796.40	3,197.60	0.00	7,994.00	7,994.00
2015-11	Sport Utility Trailer	3,495.00	0.00	0.00	3,495.00	524.25	349.50	0.00	873.75	2,621.25
2015-12	Firelight Transport High Pressure Pump	5,500.00	0.00	0.00	5,500.00	825.00	550.00	0.00	1,375.00	4,125.00
2015-13	Striker Power Pro Amb Cot	28,006.00	0.00	0.00	28,006.00	4,200.80	2,800.60	0.00	7,001.40	21,004.60
2015-14	2015 Ford Interceptor Utility	30,024.00	0.00	0.00	30,024.00	15,012.00	10,008.00	0.00	25,020.00	5,004.00
2015-15	2015 Ford Fusion	23,016.00	0.00	0.00	23,016.00	11,508.00	7,672.00	0.00	19,180.00	3,836.00
2015-16	Desktop Computers (10) / Laptops (2)	16,495.45	0.00	0.00	16,495.45	2,474.33	1,649.55	0.00	4,123.88	12,371.57
2015-17	Carpet Replacement	16,159.30	0.00	0.00	16,159.30	1,211.96	807.97	0.00	2,019.93	14,139.37
2015-18	Emergency Radio Upgrade	204,452.00	0.00	0.00	204,452.00	30,667.80	20,445.20	0.00	51,113.00	153,339.00
2015-19	Fire Feasibility Study	32,500.00	0.00	0.00	32,500.00	975.00	650.00	0.00	1,625.00	30,875.00
2016-01	2016 Ford Interceptor Utility	26,839.00	0.00	0.00	26,839.00	2,683.90	5,367.80	0.00	8,051.70	18,787.30
2016-04	Digital Console & Radio Alarm	49,683.00	0.00	0.00	49,683.00	2,484.15	4,968.30	0.00	7,452.45	42,230.55
2016-05	American Legion - Land	89,000.00	0.00	0.00	89,000.00	0.00	0.00	0.00	0.00	89,000.00
2016-06	Various Equipment Replacement	15,000.00	0.00	0.00	15,000.00	750.00	1,500.00	0.00	2,250.00	12,750.00
2016-07	Repair of Police Equipment	14,592.00	0.00	0.00	14,592.00	729.60	574.80	0.00	1,284.40	13,307.60
2016-10	Equipment Replacement	5,748.00	0.00	0.00	5,748.00	287.40	942.00	0.00	1,229.40	4,518.60
2016-13	Land Improvements - Old VFW	47,100.00	0.00	0.00	47,100.00	471.00	942.00	0.00	1,413.00	45,687.00
2016-14	2016 Ford Interceptor Utility	26,839.00	0.00	0.00	26,839.00	2,683.90	5,367.80	0.00	8,051.70	18,787.30
2017-03	2017 Ford Interceptor Utility V6	41,020.00	0.00	0.00	41,020.00	0.00	4,102.00	0.00	4,102.00	36,918.00
2017-04	Fire Truck Repairs and Maintenance	9,431.00	0.00	0.00	9,431.00	0.00	943.10	0.00	943.10	8,487.90
2017-05	2016 Dodge D4500 Ambulance	189,731.00	0.00	0.00	189,731.00	0.00	18,973.10	0.00	18,973.10	170,757.90
2017-06	Gas Generator 100REZGD	62,300.00	0.00	0.00	62,300.00	0.00	3,115.00	0.00	3,115.00	59,185.00
2017-14	West Townsend Fire Station	140,587.00	0.00	0.00	140,587.00	0.00	0.00	0.00	0.00	140,587.00
Subtotal: Public Safety		7,165,968.75	443,069.00	0.00	7,609,037.75	4,278,160.76	326,849.38	0.00	4,605,010.14	3,004,027.61

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Public Works

1975-35	Land - Elm St. - 1 Acre	10,467.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,467.00
2010-01	Land - 177 Main St. - 4.19 Acres	111,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	111,400.00
1975-36	Land - Riverbank Tr. - .758 Acre	18,030.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,030.00
1980-01	Land - 33 Greenville St. - 77.12 Acres	227,703.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	227,703.00
1939-03	Land - Turnpike Rd. - 2 Acres	2,385.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,385.00
2010-03	Building - Highway Garage 177 Main St.	2,388,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,940,453.12
1980-02	Building Recycling Barn & Shed	16,220.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,013.75
2010-04	Site Improvements - Salt & Sand Shed	256,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,156.25
2010-05	Site Improvements - Equipment Shed	71,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	44,843.75
2006-15	Site Improvements - Waste Water Treatment	166,990.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,970.75
1976-01	Bridge - Canal St. over Squannacook River	46,798.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,429.24

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07/01/2016 - 06/30/2017

Sorted: General - Type

TOWNSENDI

Net Book Value - Depreciation

Federal

07/01/2016 - 06/30/2017

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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
Public Works										
1973-01	Bridge - Old Turnpike over Squannacook River	18,487.00	0.00	0.00	18,487.00	13,403.22	308.12	0.00	13,711.34	4,775.66
2001-11	Bridge - Old Turnpike over Squannacook River	58,560.00	0.00	0.00	58,560.00	15,128.00	976.00	0.00	16,104.00	42,456.00
1971-03	Bridge - Vinton Pond Road over Pearl Hill	31,462.00	0.00	0.00	31,462.00	23,858.84	524.37	0.00	24,383.21	7,078.79
1985-01	Bridge - West Meadow Road over Locke	79,113.00	0.00	0.00	79,113.00	41,534.33	1,318.55	0.00	42,852.88	36,260.12
1996-02	Bridge - West Meadow Road over Willard	102,891.00	0.00	0.00	102,891.00	35,154.43	1,714.85	0.00	36,869.28	66,021.72
1973-02	Bridge - Wheeler Road over Willard Brook	36,974.00	0.00	0.00	36,974.00	26,806.01	616.23	0.00	27,422.24	9,551.76
1986-01	Bridge - Worcester Road	36,709.00	0.00	0.00	36,709.00	18,660.51	611.82	0.00	19,272.33	17,436.67
1897-01	Street - Dix St. - 10 Mile	358.00	0.00	0.00	358.00	358.00	0.00	0.00	358.00	0.00
1897-02	Street - Meetinghouse Rd. - .71 Mile	2,539.00	0.00	0.00	2,539.00	2,539.00	0.00	0.00	2,539.00	0.00
1897-03	Street - Mill St. - .16 Mile	572.00	0.00	0.00	572.00	572.00	0.00	0.00	572.00	0.00
1897-04	Street - New Fitchburg Rd. - 2.87 Miles	10,265.00	0.00	0.00	10,265.00	10,265.00	0.00	0.00	10,265.00	0.00
1897-05	Street - North End Rd. - 1.75 Miles	6,259.00	0.00	0.00	6,259.00	6,259.00	0.00	0.00	6,259.00	0.00
1897-06	Street - Oak St. - .08 Mile	286.00	0.00	0.00	286.00	286.00	0.00	0.00	286.00	0.00
1897-07	Street - Off Turnpike Rd. - .08 Mile	286.00	0.00	0.00	286.00	286.00	0.00	0.00	286.00	0.00
1897-08	Street - Old Battery Rd. - .95 Mile	3,398.00	0.00	0.00	3,398.00	3,398.00	0.00	0.00	3,398.00	0.00
1897-09	Street - Old City Rd. - .95 Mile	3,183.00	0.00	0.00	3,183.00	3,183.00	0.00	0.00	3,183.00	0.00
1897-10	Street - Old Meeting House Rd. - .22 Mile	787.00	0.00	0.00	787.00	787.00	0.00	0.00	787.00	0.00
1897-11	Street - Old Turnpike Rd. - 2.86 Miles	10,229.00	0.00	0.00	10,229.00	10,229.00	0.00	0.00	10,229.00	0.00
1897-12	Street - Osgood St. - .08 Mile	286.00	0.00	0.00	286.00	286.00	0.00	0.00	286.00	0.00
1897-13	Street - Pierce Rd - 1.26 Miles	4,506.00	0.00	0.00	4,506.00	4,506.00	0.00	0.00	4,506.00	0.00
1897-14	Street - Railroad St. - .08 Mile	286.00	0.00	0.00	286.00	286.00	0.00	0.00	286.00	0.00
1897-15	Street - Saunders St. - .50 Mile	1,788.00	0.00	0.00	1,788.00	1,788.00	0.00	0.00	1,788.00	0.00
1897-16	Street - Scales Ln. - .72 Mile	2,575.00	0.00	0.00	2,575.00	2,575.00	0.00	0.00	2,575.00	0.00
1897-17	Street - School St. - .37 Mile	1,323.00	0.00	0.00	1,323.00	1,323.00	0.00	0.00	1,323.00	0.00
1897-18	Street - Scott Rd. - .24 Mile	858.00	0.00	0.00	858.00	858.00	0.00	0.00	858.00	0.00
1897-19	Street - Seaver Rd. - .50 Mile	1,788.00	0.00	0.00	1,788.00	1,788.00	0.00	0.00	1,788.00	0.00
1897-20	Street - Shirley Rd. - 1.00 Mile	3,577.00	0.00	0.00	3,577.00	3,577.00	0.00	0.00	3,577.00	0.00
1897-21	Street - Smith St. - 1.00 Mile	2,539.00	0.00	0.00	2,539.00	2,539.00	0.00	0.00	2,539.00	0.00
1897-22	Street - South Harbor Rd. - .71 Mile	5,186.00	0.00	0.00	5,186.00	5,186.00	0.00	0.00	5,186.00	0.00
1897-23	Street - South Row Rd. - 1.45 Miles	1,180.00	0.00	0.00	1,180.00	1,180.00	0.00	0.00	1,180.00	0.00
1897-24	Street - South St. - .33 Mile	2,325.00	0.00	0.00	2,325.00	2,325.00	0.00	0.00	2,325.00	0.00
1897-25	Street - Spaulding St. - .65 Mile	2,790.00	0.00	0.00	2,790.00	2,790.00	0.00	0.00	2,790.00	0.00
1897-26	Street - Townsend Hill Rd. - .78 Mile	4,328.00	0.00	0.00	4,328.00	4,328.00	0.00	0.00	4,328.00	0.00
1897-27	Street - Turner Rd. - 1.21 Miles	4,757.00	0.00	0.00	4,757.00	4,757.00	0.00	0.00	4,757.00	0.00
1897-28	Street - Tyler Rd. - 1.33 Miles	6,009.00	0.00	0.00	6,009.00	6,009.00	0.00	0.00	6,009.00	0.00
1897-29	Street - Vinton Pond Rd. - 1.68 Miles	6,152.00	0.00	0.00	6,152.00	6,152.00	0.00	0.00	6,152.00	0.00
1897-30	Street - Wallace Hill Rd. - 1.72 Miles	4,506.00	0.00	0.00	4,506.00	4,506.00	0.00	0.00	4,506.00	0.00
1897-31	Street - Warner Rd. - 1.26 Miles	9,585.00	0.00	0.00	9,585.00	9,585.00	0.00	0.00	9,585.00	0.00
1897-32	Street - Warren Rd. - 2.68 Miles	215.00	0.00	0.00	215.00	215.00	0.00	0.00	215.00	0.00
1897-33	Street - Water St. - .06 Mile	4,578.00	0.00	0.00	4,578.00	4,578.00	0.00	0.00	4,578.00	0.00
1897-34	Street - West Meadow Rd. - 1.28 Miles	823.00	0.00	0.00	823.00	823.00	0.00	0.00	823.00	0.00
1897-35	Street - Wheeler Rd. - .23 Mile	1,931.00	0.00	0.00	1,931.00	1,931.00	0.00	0.00	1,931.00	0.00
1897-36	Street - Worcester Rd. - .54 Mile	858.00	0.00	0.00	858.00	858.00	0.00	0.00	858.00	0.00
1897-37	Street - Wyman Rd. - .24 Mile	19,964.00	0.00	0.00	19,964.00	13,808.30	332.73	0.00	14,141.03	5,822.97
1975-44	Street - Beech St. - .34 Mile	6,459.00	0.00	0.00	6,459.00	4,467.48	107.65	0.00	4,575.13	1,883.87
1975-45	Street - Birch Ln. - .11 Mile	9,982.00	0.00	0.00	9,982.00	6,904.36	166.37	0.00	7,070.73	2,911.27
1975-46	Street - Sycamore Dr. - .17 Mile	20,552.00	0.00	0.00	20,552.00	14,215.00	342.53	0.00	14,557.53	5,994.47
1975-47	Street - Walnut St. - .35 Mile	20,552.00	0.00	0.00	20,552.00	14,215.00	342.53	0.00	14,557.53	5,994.47

1976-02	Street - Aries Ln. - .10 Mile	6,142.00	0.00	0.00	6,142.00	4,145.99	102.37	0.00	4,248.36	1,893.64
1976-03	Street - Balsam Dr. - .19 Mile	11,670.00	0.00	0.00	11,670.00	7,877.25	194.50	0.00	8,071.75	3,598.25

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Sorted: General - Type

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Net Book Value - Depreciation

Federal

07/01/2016 - 06/30/2017

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
Public Works										
1976-04	Street - Baker Hill Rd. Branch - .19 Mile	11,670.00	0.00	0.00	11,670.00	7,877.25	194.50	0.00	8,071.75	3,598.25
1976-05	Street - Boutelle Rd. - .25 Mile	15,355.00	0.00	0.00	15,355.00	10,364.76	255.92	0.00	10,620.68	4,734.32
1976-06	Street - Bow St. - .20 Mile	12,284.00	0.00	0.00	12,284.00	8,291.57	204.73	0.00	8,496.30	3,787.70
1976-07	Street - Briar Way - .11 Mile	6,756.00	0.00	0.00	6,756.00	4,560.30	112.60	0.00	4,672.90	2,083.10
1976-08	Street - Brown Rd. - .25 Mile	15,355.00	0.00	0.00	15,355.00	10,364.76	255.92	0.00	10,620.68	4,734.32
1976-09	Street - Burgess Rd. - .25 Mile	15,355.00	0.00	0.00	15,355.00	10,364.76	255.92	0.00	10,620.68	4,734.32
1976-10	Street - Canal St. - .17 Mile	10,442.00	0.00	0.00	10,442.00	7,048.22	174.03	0.00	7,222.25	3,219.75
1976-11	Street - Cedar Circle - .22 Mile	13,513.00	0.00	0.00	13,513.00	9,121.41	225.22	0.00	9,346.63	4,166.37
1976-12	Street - Cross St. - .22 Mile	13,513.00	0.00	0.00	13,513.00	9,121.41	225.22	0.00	9,346.63	4,166.37
1976-13	Street - Depot St. Ext. - .10 Mile	6,142.00	0.00	0.00	6,142.00	4,145.99	102.37	0.00	4,248.36	1,893.64
1976-14	Street - Eastman St. - .13 Mile	7,985.00	0.00	0.00	7,985.00	5,389.74	133.08	0.00	5,522.82	2,462.18
1976-15	Street - Fox Run - .20 Mile	12,284.00	0.00	0.00	12,284.00	8,291.57	204.73	0.00	8,496.30	3,787.70
1976-16	Street - Hale Rd. - .06 Mile	3,685.00	0.00	0.00	3,685.00	2,487.51	61.42	0.00	2,548.93	1,136.07
1976-17	Street - Hickory Dr. - .08 Mile	4,914.00	0.00	0.00	4,914.00	3,316.95	81.90	0.00	3,398.85	1,515.15
1976-18	Street - Howard St. - .08 Mile	4,914.00	0.00	0.00	4,914.00	3,316.95	81.90	0.00	3,398.85	1,515.15
1976-19	Street - Kaneohe Ct. - .15 Mile	9,213.00	0.00	0.00	9,213.00	6,218.78	153.55	0.00	6,372.33	2,840.67
1976-20	Street - Kimpfen Ct.	15,355.00	0.00	0.00	15,355.00	10,364.76	255.92	0.00	10,620.68	4,734.32
1976-21	Street - Laurel Ln. - .09 Mile	5,528.00	0.00	0.00	5,528.00	3,731.27	92.13	0.00	3,823.40	1,704.60
1976-22	Street - Linden Ln. - .14 Mile	8,599.00	0.00	0.00	8,599.00	5,804.46	143.32	0.00	5,947.78	2,651.22
1976-23	Street - Maple St. - .15 Mile	9,213.00	0.00	0.00	9,213.00	6,218.78	153.55	0.00	6,372.33	2,840.67
1976-24	Street - Pisces Ln. - .09 Mile	5,528.00	0.00	0.00	5,528.00	3,731.27	92.13	0.00	3,823.40	1,704.60
1976-25	Street - West St. - .01 Mile	614.00	0.00	0.00	614.00	414.32	10.23	0.00	424.55	189.45
1977-01	Street - Spruce St. - .34 Mile	21,863.00	0.00	0.00	21,863.00	14,393.01	364.38	0.00	14,757.39	7,105.61
1977-02	Street - Todd Dr. - .30 Mile	19,291.00	0.00	0.00	19,291.00	12,700.04	321.52	0.00	13,021.56	6,269.44
1980-03	Street - Apple Dr. - .29 Mile	23,974.00	0.00	0.00	23,974.00	14,584.31	399.57	0.00	14,983.88	8,990.12
1980-04	Street - Cherry Dr. - .11 Mile	9,094.00	0.00	0.00	9,094.00	5,532.31	151.57	0.00	5,683.88	3,410.12
1980-05	Street - Dogwood Dr. - .30 Mile	24,801.00	0.00	0.00	24,801.00	15,087.28	413.35	0.00	15,500.63	9,300.37
1980-06	Street - Fordway Rd. - .13 Mile	10,747.00	0.00	0.00	10,747.00	6,537.88	179.12	0.00	6,717.00	4,030.00
1980-07	Street - Hayes Rd. - .08 Mile	6,614.00	0.00	0.00	6,614.00	4,023.40	110.23	0.00	4,133.63	2,480.37
1980-08	Street - Knollwood Ln. - .11 Mile	9,094.00	0.00	0.00	9,094.00	5,532.31	151.57	0.00	5,683.88	3,410.12
1980-09	Street - Laurie Dr. - .08 Mile	6,614.00	0.00	0.00	6,614.00	4,023.40	110.23	0.00	4,133.63	2,480.37
1980-10	Street - Peach Ln. - .08 Mile	6,614.00	0.00	0.00	6,614.00	4,023.40	110.23	0.00	4,133.63	2,480.37
1980-11	Street - Pearl Brook Ln. - .07 Mile	5,787.00	0.00	0.00	5,787.00	3,520.43	96.45	0.00	3,616.88	2,170.12
1980-12	Street - Pearl Brook Rd. - .30 Mile	24,801.00	0.00	0.00	24,801.00	15,087.28	413.35	0.00	15,500.63	9,300.37
1980-13	Street - Pine St. - .12 Mile	9,920.00	0.00	0.00	9,920.00	6,034.55	165.33	0.00	6,199.88	3,720.12
1980-14	Street - Reagan Rd. - .15 Mile	12,400.00	0.00	0.00	12,400.00	7,543.46	206.67	0.00	7,750.13	4,649.87
1980-15	Street - Redwood Dr. - .12 Mile	9,920.00	0.00	0.00	9,920.00	6,034.55	165.33	0.00	6,199.88	3,720.12
1980-16	Street - Ripple Rd. - .11 Mile	9,094.00	0.00	0.00	9,094.00	5,532.31	151.57	0.00	5,683.88	3,410.12
1980-17	Street - Robyn Dr. - .08 Mile	6,614.00	0.00	0.00	6,614.00	4,023.40	110.23	0.00	4,133.63	2,480.37
1980-18	Street - Shagbark Dr. - .17 Mile	14,054.00	0.00	0.00	14,054.00	8,549.40	234.23	0.00	8,783.63	5,270.37
1980-19	Street - Sumac Dr. - .19 Mile	15,707.00	0.00	0.00	15,707.00	9,554.97	261.78	0.00	9,816.75	5,890.25
1980-20	Street - Tamarac Ln. - .19 Mile	15,707.00	0.00	0.00	15,707.00	9,554.97	261.78	0.00	9,816.75	5,890.25
1980-21	Street - Willow Dr. - .19 Mile	15,707.00	0.00	0.00	15,707.00	9,554.97	261.78	0.00	9,816.75	5,890.25
1983-01	Street - Sagittarius Ln. - .23 Mile	21,838.00	0.00	0.00	21,838.00	12,193.00	363.97	0.00	12,556.97	9,281.03
1983-02	Street - Scorpio Ln. - .09 Mile	8,546.00	0.00	0.00	8,546.00	4,771.41	142.43	0.00	4,913.84	3,632.16
1983-03	Street - Taurus Ln. - .08 Mile	7,596.00	0.00	0.00	7,596.00	4,241.10	126.60	0.00	4,367.70	3,228.30
1983-04	Street - Virgo Ln. - .25 Mile	23,737.00	0.00	0.00	23,737.00	13,253.27	395.62	0.00	13,648.89	10,088.11
1983-05	Street - Virgo Spur Ln. - .25 Mile	2,849.00	0.00	0.00	2,849.00	1,590.58	47.48	0.00	1,638.06	1,210.94
1984-02	Street - Aquarius Ln. - .16 Mile	16,036.00	0.00	0.00	16,036.00	8,686.28	267.27	0.00	8,953.55	7,082.45
1984-03	Street - Capricorn Ln. - .08 Mile	8,018.00	0.00	0.00	8,018.00	4,342.98	133.63	0.00	4,476.61	3,541.39

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Net Book Value - Depreciation

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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
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Governmental

Public Works										
1984-04	Street - Gemini Ln. - .17 Mile	8,018.00	0.00	0.00	8,018.00	4,342.98	133.63	0.00	4,476.61	3,541.39
1984-05	Street - Joyce St. - .10 Mile	10,023.00	0.00	0.00	10,023.00	5,429.13	167.05	0.00	5,596.18	4,426.82
1984-06	Street - Libra Ln. - .09 Mile	9,020.00	0.00	0.00	9,020.00	4,885.73	150.33	0.00	5,036.06	3,983.94
1992-01	Street - Kristopher Ln. - .17 Mile	20,718.00	0.00	0.00	20,718.00	8,459.85	345.30	0.00	8,805.15	11,912.85
1992-02	Street - Michael Way - .11 Mile	13,406.00	0.00	0.00	13,406.00	5,474.04	223.43	0.00	5,697.47	7,708.53
1992-03	Street - Saint James Place - .09 Mile	10,968.00	0.00	0.00	10,968.00	4,478.60	182.80	0.00	4,661.40	6,306.60
1992-04	Street - St. James Place - .450'	10,367.00	0.00	0.00	10,367.00	4,241.44	173.12	0.00	4,414.56	5,972.44
1980-22	Catch Basins - 758	407,649.00	0.00	0.00	407,649.00	297,583.77	8,152.98	0.00	305,736.75	101,912.25
1979-01	Street - Ash St. - 1.28 Miles	96,880.00	0.00	0.00	96,880.00	60,550.13	1,614.67	0.00	62,164.80	34,715.20
1999-01	Street - Bailey Rd. - 1.10 Miles	26,812.00	0.00	0.00	26,812.00	25,695.03	446.87	0.00	26,141.90	670.10
1976-26	Street - Ball Rd. - .99 Mile	60,808.00	0.00	0.00	60,808.00	41,045.54	1,013.47	0.00	42,059.01	18,748.99
1976-27	Street - Barker Hill Rd. - 2.08 Miles	127,758.00	0.00	0.00	127,758.00	86,236.65	2,129.30	0.00	88,365.95	39,392.05
1976-28	Street - Bayberry Rd. - 1.78 Miles	109,331.00	0.00	0.00	109,331.00	73,798.29	1,822.18	0.00	75,620.47	33,710.53
1976-29	Street - Bayberry Ln. - .75 Mile	46,066.00	0.00	0.00	46,066.00	31,094.69	767.77	0.00	31,862.46	14,203.54
1976-30	Street - Blood Rd. - 1.73 Miles	106,260.00	0.00	0.00	106,260.00	71,725.50	1,771.00	0.00	73,496.50	32,763.50
1976-31	Street - Bridle Path Rd. - .41 Mile	25,183.00	0.00	0.00	25,183.00	16,998.66	419.72	0.00	17,418.38	7,764.62
1976-32	Street - Brookline Rd. - 2.65 Miles	162,768.00	0.00	0.00	162,768.00	109,868.40	2,712.80	0.00	112,581.20	50,186.80
1976-33	Street - Brookline St. - .59 Mile	36,239.00	0.00	0.00	36,239.00	24,461.19	603.98	0.00	25,065.17	11,173.83
1976-34	Street - Clement Rd. - .78 Mile	47,909.00	0.00	0.00	47,909.00	32,338.44	798.48	0.00	33,136.92	14,772.08
1976-35	Street - Dudley Rd. - 2.41 Miles	148,027.00	0.00	0.00	148,027.00	99,916.36	2,467.12	0.00	102,385.48	45,641.52
1980-23	Street - Edward Rd. - .53 Mile	43,814.00	0.00	0.00	43,814.00	26,653.40	730.23	0.00	27,383.63	16,430.37
1976-36	Street - Elm St. - .50 Mile	30,711.00	0.00	0.00	30,711.00	20,729.93	511.85	0.00	21,241.78	9,469.22
1976-37	Street - Elm St. West - 1.01 Miles	62,036.00	0.00	0.00	62,036.00	41,874.17	1,033.93	0.00	42,908.10	19,127.90
1976-38	Street - Emery Rd. - 1.35 Miles	82,920.00	0.00	0.00	82,920.00	55,971.00	1,362.00	0.00	57,353.00	25,567.00
1976-39	Street - Fessenden Hill Rd. - 1.65 Miles	101,346.00	0.00	0.00	101,346.00	68,408.55	1,689.10	0.00	70,097.65	31,248.35
1976-40	Street - Fitchburg Rd. - 2.50 Miles	153,555.00	0.00	0.00	153,555.00	103,649.63	2,559.25	0.00	106,208.88	47,346.12
1976-41	Street - Glitchet Rd. - .77 Mile	47,295.00	0.00	0.00	47,295.00	31,924.13	788.25	0.00	32,712.38	14,582.62
1976-42	Street - Greely Rd. - .43 Mile	26,411.00	0.00	0.00	26,411.00	17,827.29	440.18	0.00	18,267.47	8,143.53
1976-43	Street - Hamilton Rd. - .47 Mile	28,868.00	0.00	0.00	28,868.00	19,485.77	481.13	0.00	19,966.90	8,901.10
1976-44	Street - Haynes Rd. - 1.20 Miles	33,522.00	0.00	0.00	33,522.00	29,331.75	558.70	0.00	29,890.45	3,631.55
1976-45	Street - Highland St. - 1.75 Miles	107,488.00	0.00	0.00	107,488.00	72,554.54	1,791.47	0.00	74,346.01	33,141.99
1976-46	Street - Lockie Rd. - .76 Mile	46,681.00	0.00	0.00	46,681.00	31,509.81	778.02	0.00	32,287.83	14,993.17
1976-47	Street - Lumenburg Rd. - 2.00 Miles	122,844.00	0.00	0.00	122,844.00	82,919.70	2,047.40	0.00	84,967.10	37,876.90
1976-48	Street - Main St. - 5.99 Miles	367,917.00	0.00	0.00	367,917.00	248,343.98	6,131.95	0.00	254,475.93	113,441.07
1975-48	Street - Maplewood Dr. - .56 Mile	32,883.00	0.00	0.00	32,883.00	22,744.08	548.05	0.00	23,292.13	9,590.87
1976-49	Street - Mason Rd. - 2.23 Miles	136,971.00	0.00	0.00	136,971.00	92,455.43	2,282.85	0.00	94,738.28	42,232.72
1976-49	Street - Meadow Rd. - 1.41 Miles	86,605.00	0.00	0.00	86,605.00	58,458.51	1,443.42	0.00	59,901.93	26,703.07
1991-01	Street - Pleasant Ridge Rd. - .35 Mile	41,829.00	0.00	0.00	41,829.00	17,777.33	697.15	0.00	18,474.48	23,354.52
1979-02	Street - Ponderosa Dr. - .42 Mile	31,789.00	0.00	0.00	31,789.00	19,866.25	529.82	0.00	20,398.07	11,390.93
1897-38	Street - Proctor Rd. - .83 Mile	2,969.00	0.00	0.00	2,969.00	2,969.00	0.00	0.00	2,969.00	0.00
1976-05	Street - River Rd. - .56 Mile	34,396.00	0.00	0.00	34,396.00	23,217.44	573.27	0.00	23,790.71	10,605.29
1980-04	Street - Ryan Rd. - .22 Mile	26,812.00	0.00	0.00	26,812.00	10,948.32	446.87	0.00	11,395.19	15,416.81
1980-24	Street - Woodland Dr. - .37 Mile	30,587.00	0.00	0.00	30,587.00	18,606.97	509.78	0.00	19,116.75	11,470.25
2003-08	Street - Madison Ave. - .09 Mile	70,650.00	0.00	0.00	70,650.00	15,896.25	1,177.50	0.00	17,073.75	53,576.25
2003-09	Street - Hillside Dr. - .50 Mile	438,450.00	0.00	0.00	438,450.00	98,651.25	7,307.50	0.00	105,958.75	332,491.25
2003-10	Street - Horseshoe Dr. - .32 Mile	257,714.00	0.00	0.00	257,714.00	57,985.60	4,295.23	0.00	62,280.83	195,433.17
2003-11	Street - Granite Way - .08 Mile	70,212.00	0.00	0.00	70,212.00	15,797.70	1,170.20	0.00	16,967.90	53,244.10
1996-03	Street Improvements - Resurfacing.	165,185.00	0.00	0.00	165,185.00	84,657.42	4,129.63	0.00	88,787.05	76,397.95
1997-01	Street Improvements - Resurfacing.	311,207.00	0.00	0.00	311,207.00	147,823.42	7,780.18	0.00	155,603.60	155,603.40
1998-11	Street Improvements - Resurfacing.	152,415.00	0.00	0.00	152,415.00	70,492.03	3,810.38	0.00	74,302.41	78,112.59

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Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
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Governmental

Public Works										
1999-02	Street Improvements - Resurfacing.	76,812.00	0.00	0.00	76,812.00	33,605.25	1,920.30	0.00	35,525.55	41,286.45
2000-02	Street Improvements - Resurfacing.	101,232.00	0.00	0.00	101,232.00	41,758.20	2,530.80	0.00	44,289.00	56,943.00
1999-03	Street Improvements - Resurfacing.	108,065.00	0.00	0.00	108,065.00	47,278.53	2,701.63	0.00	49,980.16	58,084.84

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2000-03	Street Improvements - Resurfacing,	201,363.00	0.00	0.00	0.00	201,363.00	83,062.32	5,034.08	0.00	0.00	88,096.40	113,266.60
2000-04	Street Improvements - Resurfacing,	300,252.00	0.00	0.00	0.00	300,252.00	123,853.95	7,506.30	0.00	0.00	131,360.25	168,891.75
2000-05	Street Improvements - Resurfacing,	73,854.00	0.00	0.00	0.00	73,854.00	30,464.78	1,846.35	0.00	0.00	32,311.13	41,542.87
2002-04	Street Improvements - Resurfacing,	87,003.00	0.00	0.00	0.00	87,003.00	31,538.52	2,175.07	0.00	0.00	33,713.59	53,289.41
2002-05	Street Improvements - Resurfacing,	90,701.00	0.00	0.00	0.00	90,701.00	32,879.19	2,267.53	0.00	0.00	35,146.72	55,554.28
2002-06	Street Improvements - Resurfacing,	46,921.00	0.00	0.00	0.00	46,921.00	17,986.46	1,173.03	0.00	0.00	19,159.49	27,761.51
2003-12	Street Improvements - Brookline St. Sidewalk	40,268.00	0.00	0.00	0.00	40,268.00	7,046.90	503.35	0.00	0.00	7,550.25	32,717.75
2003-13	Street Improvements	92,467.00	0.00	0.00	0.00	92,467.00	16,181.76	1,155.84	0.00	0.00	17,337.60	75,129.40
2003-14	Street Improvements	66,223.00	0.00	0.00	0.00	66,223.00	11,589.06	827.79	0.00	0.00	12,416.85	53,806.15
2004-03	Street Improvements	163,415.00	0.00	0.00	0.00	163,415.00	51,067.25	4,085.38	0.00	0.00	55,152.63	108,262.37
2004-04	Street Improvements	101.00	0.00	0.00	0.00	101.00	31.63	2.53	0.00	0.00	34.16	66.84
2004-05	Street Improvements	44,863.00	0.00	0.00	0.00	44,863.00	14,019.75	1,121.58	0.00	0.00	15,141.33	29,721.67
2004-06	Street Improvements	144,666.00	0.00	0.00	0.00	144,666.00	45,208.13	3,616.65	0.00	0.00	48,824.78	95,841.22
2005-03	Street Improvements	25,400.00	0.00	0.00	0.00	25,400.00	7,302.50	635.00	0.00	0.00	7,937.50	17,462.50
2005-04	Street Improvements	3,600.00	0.00	0.00	0.00	3,600.00	1,035.00	90.00	0.00	0.00	1,125.00	2,475.00
2005-05	Street Improvements	73,663.00	0.00	0.00	0.00	73,663.00	21,178.17	1,841.58	0.00	0.00	23,019.75	50,643.25
2005-06	Street Improvements	225,070.00	0.00	0.00	0.00	225,070.00	64,707.63	5,626.75	0.00	0.00	70,334.38	154,735.62
2006-16	Street Improvements	243,431.00	0.00	0.00	0.00	243,431.00	63,900.69	6,085.78	0.00	0.00	69,986.47	173,444.53
2007-01	Street Improvements	337,317.00	0.00	0.00	0.00	337,317.00	80,112.74	8,432.92	0.00	0.00	88,545.66	248,771.34
2008-01	Street Improvements	672,254.00	0.00	0.00	0.00	672,254.00	142,853.97	16,806.35	0.00	0.00	159,660.32	512,593.68
2009-01	Street Improvements	62,725.00	0.00	0.00	0.00	62,725.00	11,760.98	1,568.13	0.00	0.00	13,329.11	49,395.89
2010-06	Street Improvements	375,548.00	0.00	0.00	0.00	375,548.00	61,026.55	9,388.70	0.00	0.00	70,415.25	305,132.75
2011-02	Street Improvements	263,911.00	0.00	0.00	0.00	263,911.00	36,287.79	6,597.78	0.00	0.00	42,885.57	221,025.43
2012-05	Street Improvements	408,335.00	0.00	0.00	0.00	408,335.00	45,937.71	10,208.38	0.00	0.00	56,146.09	352,188.91
2013-02	Street Improvements	175,340.00	0.00	0.00	0.00	175,340.00	15,342.25	4,383.50	0.00	0.00	19,725.75	155,614.25
2014-01	Street Improvements	463,380.00	0.00	0.00	0.00	463,380.00	28,961.25	11,584.50	0.00	0.00	40,545.75	422,834.25
1976-51	Truck - 1976 - Dodge D50	5,939.00	0.00	0.00	0.00	5,939.00	5,939.00	0.00	0.00	0.00	5,939.00	0.00
1978-01	Truck - Dump - 1978 (#8) - International	39,631.00	0.00	0.00	0.00	39,631.00	39,631.00	0.00	0.00	0.00	39,631.00	0.00
1979-03	Truck - Dump - 1979 (#10) - Mack R487P	25,234.00	0.00	0.00	0.00	25,234.00	25,234.00	0.00	0.00	0.00	25,234.00	0.00
1986-03	Truck - Dump - 1986 (#12) - Ford K80	60,000.00	0.00	0.00	0.00	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.00
1997-02	Truck - Dump - 1997 - International 2554	86,443.00	0.00	0.00	0.00	86,443.00	86,443.00	0.00	0.00	0.00	86,443.00	0.00
1999-04	Truck - Dump - 1999 - Ford F-350	34,600.00	0.00	0.00	0.00	34,600.00	34,600.00	0.00	0.00	0.00	34,600.00	0.00
1984-07	Truck - Pickup - 1984 (#2) - Ford F-150	8,375.00	0.00	0.00	0.00	8,375.00	8,375.00	0.00	0.00	0.00	8,375.00	0.00
2006-17	Truck - Pickup - 2006 - Ford F-350	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
1989-01	Truck - 1989 - GMC C3500	17,756.00	0.00	0.00	0.00	17,756.00	17,756.00	0.00	0.00	0.00	17,756.00	0.00
2002-07	Truck - Dump - Ford F-350	37,693.00	0.00	0.00	0.00	37,693.00	37,693.00	0.00	0.00	0.00	37,693.00	0.00
2008-02	Truck - Dump - International 7400SFA	129,455.00	0.00	0.00	0.00	129,455.00	129,455.00	0.00	0.00	0.00	129,455.00	0.00
2012-07	SUV - 2011 Hybrid - Ford Escape	32,538.00	0.00	0.00	0.00	32,538.00	29,284.20	3,253.80	0.00	0.00	32,538.00	0.00
1977-03	Generator (#18)	5,533.00	0.00	0.00	0.00	5,533.00	5,533.00	0.00	0.00	0.00	5,533.00	0.00
1989-02	Trash Compactor - 1989	32,000.00	0.00	0.00	0.00	32,000.00	32,000.00	0.00	0.00	0.00	32,000.00	0.00
2001-15	Bandit Wood Chipper	24,580.00	0.00	0.00	0.00	24,580.00	24,580.00	0.00	0.00	0.00	24,580.00	0.00
1996-04	Backhoe (#16)	50,000.00	0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00
1988-01	Fuel Pumps - 2	40,000.00	0.00	0.00	0.00	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00
1959-02	Grader (#15)	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
1988-02	Loader (#23)	65,000.00	0.00	0.00	0.00	65,000.00	65,000.00	0.00	0.00	0.00	65,000.00	0.00
2000-08	Loader (#24)	132,873.00	0.00	0.00	0.00	132,873.00	132,873.00	0.00	0.00	0.00	132,873.00	0.00
1972-01	Tractor (#26)	9,900.00	0.00	0.00	0.00	9,900.00	9,900.00	0.00	0.00	0.00	9,900.00	0.00

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 Sorted: General - Type
 [TOWNSEND]
 Net Book Value - Depreciation
 Federal

4/23/2018
 2:33:34 PM

07/01/2016 - 06/30/2017

Asset ID	Description	Beginning Balance	Additions	Deletions	Ending Balance	Beg. Accum. Depreciation	Current Depreciation	Deletion Reductions	Total Reductions	Net Book Value
Governmental										
Public Works										
1999-09	Tractor (#28)	78,715.00	0.00	0.00	78,715.00	78,715.00	0.00	0.00	78,715.00	0.00
1990-04	Mower Attachment - Fall for Holder Tractor	10,795.00	0.00	0.00	10,795.00	10,795.00	0.00	0.00	10,795.00	0.00
1990-05	Snow Blower for Holder Tractor	5,188.00	0.00	0.00	5,188.00	5,188.00	0.00	0.00	5,188.00	0.00
2002-11	Dump Truck with Plow and Sander	107,757.00	0.00	0.00	107,757.00	107,757.00	0.00	0.00	107,757.00	0.00
1992-06	Truck - Street Sweeper - 1982 (#17)	13,000.00	0.00	0.00	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
2002-12	Cobra Curber	5,378.00	0.00	0.00	5,378.00	5,378.00	0.00	0.00	5,378.00	0.00
1986-04	Truck - Fire - 1985 (Engine #1)	130,262.00	0.00	0.00	130,262.00	130,262.00	0.00	0.00	130,262.00	0.00
1979-04	Truck - Rescue - 1978 (Engine #4) Transfer fr	101,677.00	0.00	0.00	101,677.00	101,677.00	0.00	0.00	101,677.00	0.00
2012-11	Asphalt Hot Box with Sprayer	39,896.00	0.00	0.00	39,896.00	39,896.00	0.00	0.00	39,896.00	0.00
2012-12	Dump Truck with Plow	48,586.00	0.00	0.00	48,586.00	48,586.00	0.00	0.00	48,586.00	0.00
2012-13	Used 20016WH Dump Truck with New Sander	63,849.00	0.00	0.00	63,849.00	63,849.00	0.00	0.00	63,849.00	0.00
2013-05	Fuel Management System	29,956.00	0.00	0.00	29,956.00	29,956.00	0.00	0.00	29,956.00	0.00
2004-09	250 Skid Steer with Cold Planer & Rail Pallet	33,356.00	0.00	0.00	33,356.00	33,356.00	0.00	0.00	33,356.00	0.00

2009-09	Skid Steer - 2000	20,280.00	0.00	0.00	20,280.00	20,280.00	0.00	0.00	20,280.00	0.00	0.00	20,280.00
2015-01	Johnston VT650 Vacuum Sweeper	190,000.00	0.00	0.00	190,000.00	28,500.00	0.00	0.00	19,000.00	0.00	0.00	142,500.00
2015-02	2015 Ford F-550 1 Ton Truck	64,970.00	0.00	0.00	64,970.00	19,491.00	0.00	0.00	32,485.00	0.00	0.00	32,485.00
2015-03	Case 590SN Backhoe	99,429.00	0.00	0.00	99,429.00	14,914.35	0.00	0.00	9,942.90	0.00	0.00	74,571.75
2015-04	International 6 - Wheel Dump and Various	64,516.91	0.00	0.00	64,516.91	19,355.07	0.00	0.00	12,903.38	0.00	0.00	32,258.46
2015-05	SMC 4000 Full Matrix Message Boards (2)	27,500.00	0.00	0.00	27,500.00	4,125.00	0.00	0.00	2,750.00	0.00	0.00	20,625.00
2015-06	Roadway Improvements - Spaulding Street	110,363.00	0.00	0.00	110,363.00	2,758.07	0.00	0.00	1,839.38	0.00	0.00	105,764.00
2015-07	Roadway Improvements - Emery Road	39,637.00	0.00	0.00	39,637.00	990.93	0.00	0.00	660.62	0.00	0.00	37,985.45
2015-20	Recycling Center Upgrade	47,931.00	0.00	0.00	47,931.00	1,197.42	0.00	0.00	2,995.70	0.00	0.00	44,935.30
2015-21	Ch. 90 Engineering	10,892.00	0.00	0.00	10,892.00	326.76	0.00	0.00	217.84	0.00	0.00	10,347.40
2016-03	Mult Function Mower / Blower	18,699.00	0.00	0.00	18,699.00	934.95	0.00	0.00	1,869.90	0.00	0.00	15,894.15
2016-08	Building Improvements Recycle	7,400.00	0.00	0.00	7,400.00	185.00	0.00	0.00	370.00	0.00	0.00	6,845.00
2016-12	Recycle Center Improvements	7,954.00	0.00	0.00	7,954.00	397.70	0.00	0.00	596.55	0.00	0.00	7,357.45
2016-15	Pavement Management	29,900.00	0.00	0.00	29,900.00	373.75	0.00	0.00	1,121.25	0.00	0.00	28,778.75
2016-16	Mason Road	54,782.00	0.00	0.00	54,782.00	684.78	0.00	0.00	1,369.55	0.00	0.00	52,727.67
2016-17	Pierre Road	95,943.00	0.00	0.00	95,943.00	1,199.29	0.00	0.00	627.38	0.00	0.00	92,345.14
2016-18	Dept St. M & R	25,095.00	0.00	0.00	25,095.00	313.69	0.00	0.00	941.07	0.00	0.00	24,153.93
2016-19	Elm St. M & R	60,370.00	0.00	0.00	60,370.00	754.63	0.00	0.00	1,509.25	0.00	0.00	58,106.12
2016-20	Crack Sealing - Various Roads	18,883.00	0.00	0.00	18,883.00	236.04	0.00	0.00	472.08	0.00	0.00	18,174.88
2016-21	Linden St. M & R	12,457.00	0.00	0.00	12,457.00	155.72	0.00	0.00	311.43	0.00	0.00	11,989.85
2016-22	Barker Hill Road ext. M & R	21,655.00	0.00	0.00	21,655.00	2,710.84	0.00	0.00	5,041.38	0.00	0.00	20,842.93
2016-23	Brookline Road	200,867.00	0.00	0.00	200,867.00	5,021.68	0.00	0.00	7,532.52	0.00	0.00	193,334.48
2016-24	Various Road Improvements	47,535.00	0.00	0.00	47,535.00	594.19	0.00	0.00	1,188.38	0.00	0.00	45,752.43
2017-13	F450 1 Ton Truck	957.00	0.00	0.00	957.00	95.70	0.00	0.00	95.70	0.00	0.00	861.30
2017-15	Gilchrist Road	158,206.00	0.00	0.00	158,206.00	1,977.58	0.00	0.00	1,977.58	0.00	0.00	156,228.42
2017-16	North End Rd	234,286.00	0.00	0.00	234,286.00	2,928.20	0.00	0.00	2,928.20	0.00	0.00	231,327.80
2017-17	Proctor Road	113,509.00	0.00	0.00	113,509.00	1,418.87	0.00	0.00	1,418.87	0.00	0.00	112,090.13
2017-18	Tyler Road	66,327.00	0.00	0.00	66,327.00	829.09	0.00	0.00	829.09	0.00	0.00	65,497.91
2017-19	Various Road Improvements	2,990.00	0.00	0.00	2,990.00	37.38	0.00	0.00	37.38	0.00	0.00	2,952.62
Subtotal: Public Works		16,861,066.91	576,245.00	0.00	17,437,313.91	6,671,405.43	415,084.26	0.00	7,086,489.69	10,350,824.22		

Report of the Town Administrator

July 31, 2018

1. Personnel Updates-

- a. Land Use Coordinator Position- We have received eleven (11) applications. Of the eleven (11) there are four (4) that meet or exceed the listed qualifications. They are being scheduled to interview within the next week. I expect to have a recommended candidate before you for your consideration at the next meeting.

• **Board Action Requested-** None Requested.

- b. Treasurer Collector Position- As you are aware, Barbara Tierney, our Treasurer Collector for the past two years, has accepted a position in the town of Ayer that provides her greater compensation and the potential to advance into the role of Finance Director. We have received seven (7) applications and after a preliminary interview process conducted by the Assessor, Accountant and Treasurer Collector the field was narrowed to two exceptional candidates. At the end of the day, however, we have neither as one took a position in another community that was paying more than we do and the other chose to not accept a conditional offer given the fact that she is currently making in excess of \$10,000 more than we can offer for the same position in another community.

• **Board Action Requested-** May we discuss options going forward?

1. Temp Assistance as we did the last time the position was vacant
2. Address the issue of the salary

- c. Volunteer Fair~Open House Update- Ms. Smart has been working with our Library Director and Council on Aging Director in planning for this event. The target is for the fall once the kids are back in school and vacations are most likely over.

• **Board Action Requested-** None Requested.

- d. Training- Our town counsel KP Law provides two free seminars/training sessions per year. At your last meeting you asked to have the video recording that we made of the Ethics and Open Meeting Law sessions uploaded to the town's YouTube channel. This has been done and an email has been sent out to employees as well as board and commission members encouraging them to view it.

Additionally, Selectman Miller inquired about the types of topics that KP Law covers in these trainings. I have enclosed the list for your review and consideration.

• **Board Action Requested-** None requested.

2. Financial Updates- None.

3. **Project Updates-**

- a. Goals and Objectives Update- I am finalizing the suggested deliverables tied to each overarching goal you have identified. I should have a document for your review at the meeting.

Board Action Requested- None requested.

4. **Miscellaneous Updates-**

- a. Town Assets- Chairman Lisio asked for a copy of the listing of all town assets and properties. I have enclosed such a document.

Board Action Requested- None requested.

- b. TAYBS-Craven Field Update- I have spoken with TAYBS president Keith Turgeon as recently as last Friday. He advises that both he and Kym Craven have developed a plan for the property that they believe will meet everyone's needs. They are scheduling with the Building Commissioner/Zoning Officer to review it onsite prior to presenting it to the neighbors for their consideration.

Board Action Requested- None requested.