



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

MEETING MINUTES FOR DECEMBER 13, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 The meeting was called to order at 6:00P.M.
Roll call vote taken showed 3 members present: Chairman, Sue Lisio (SL), Vice-Chairman, Cindy King (CK), and Clerk, Wayne Miller (WM).
 - 1.2 Pledge of Allegiance.
 - 1.3 SL announced the meeting is being tape recorded.
 - 1.4 Chairman's Additions or Deletions.
SL deleted 2.4 and V Executive Session from the agenda.
 - 1.5 Public Comment Period. - None
- II. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 2.1 WM moved to approve and sign a one-day Special License for Terri Roy, V.F.W. Post #6538 on December 22, 2018 with sale hours from 5:00P.M. to 11:00P.M. in conjunction with a Christmas Party. CK seconded. Unanimous vote.
 - 2.2 WM moved to approve and sign the following 2019 Common Victualler Renewal License Applications as listed:

Cherry Hill Ice Cream Too	Glen Shepherd	53 Main Street
Pizza Pizzaz	Ashraf Soliman	26 Main Street
Rainbow Preschool & Childcare	Ronald Kirwood	27 Main Street
Townsend Rod & Gun Club	Wayne Aquaro	46 Emery Road
Mr. Mike's Mini Mart	Andrew Slifica	238 Main Street

CK seconded. Unanimous vote.
 - 2.3 Discussion, RE: MPO (Montachusets Metropolitan Planning Organization) Representative.
Mr. Kreidler explained what the MPO does. CK explained the differences between what the MPO and the MRPC does, further explaining the region Townsend belongs to. CK explained this is a process to decide who would be chosen to sit on the MPO.

WM moved that Sue Lisio be the Representative for the MPO. CK seconded. Unanimous vote.
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 3.1 WM moved to appoint Michael MacGregor to the Townsend Fire-EMS Department as a per-diem Firefighter/Paramedic contingent upon the passing of a medical exam and CORI check with a one year probationary period. CK seconded. Unanimous vote.

- 3.2 WM moved to appoint Nicholas Girard to the Townsend Fire-EMS Department as a paid on-call Firefighter contingent upon the passing of a medical exam and CORI check with a one year probationary period. CK seconded. Unanimous vote.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and report
- IT Upgrade: progress and timeline for completion.
Mr. Kreidler explained a side issue regarding spam email being sent to residents from what appears to be town email addresses. Bassem Awad, IT Director explains in the attached memorandum what spoofing is. Mr. Kreidler explained it was not coming from the town email servers.

Last update was on October 23rd, which ended in Town Meeting authorization needed. With Town Meeting fast approaching for the appropriation. SL expressed concern with what has been spent thus far and what has been done. Mr. Kreidler explained the town was awaiting the money to be transfer from the State for the IT grant and that was just received a few weeks ago. Mr. Kreidler stated there are a number of emails between Bassem and the State Bid list vendor chosen and he will forward those along to the Board members.

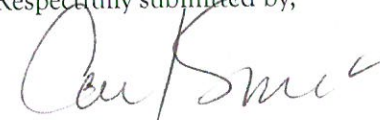
Mr. Kreidler discussed the legal expense appropriation request, further, relaying the information regarding the situation and need for the appropriation. Mr. Kreidler suggested letting Town Counsel handle any questions that may arise regarding the warrant article at Town Meeting.

- 4.2 Board of Selectmen announcements, updates, and reports.
CK thanked everyone that came out to the public hearing for the Planning Board regarding the bylaw for marijuana.
WM reminded folks that the school band concert season was here and the information for dates can be found on the North Middlesex website.
- 4.3 Clerk of the Board announcements for events - None.
- 4.4 Board Correspondence - None.
- 4.5 WM moved to approve the meeting minutes for November 6, 2018. SL seconded. CK was not in attendance for that meeting and abstained from the vote. Unanimous vote.
- 4.6 WM moved to approve the bills payable warrant and sign out of session. CK seconded. Unanimous vote.

V. ADJOURNMENT:

WM moved to adjourn the meeting at 6:33P.M. CK seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of December 13, 2018, by the Board of Selectmen this
22nd day of January, 2019.

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

NOTICE OF APPROVAL OF SPECIAL PERMIT

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

V.F.W. Post #6538 491A Main Street West Townsend, MA

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

In conjunction with a "Christmas Party" to be held on **December 22, 2018** with sale
hours from **5:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **12/22/18** unless sooner suspended or revoked.

Date: *December 13, 2018*

THE LOCAL LICENSING AUTHORITIES

[Signature]
[Signature]

SEE ATTACHED CONDITIONS OF LICENSE

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Ashraf Soliman

PIZZA PIZZAZ 26 MAIN STREET

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires
December 31, 2019 unless sooner suspended or revoked for violation of the
laws of the Commonwealth respecting the licensing of common victuallers.
This license is issued in conformity with the authority granted to the
licensing authorities by General Laws, Chapter 140 and amendments
thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official
signatures.

Date:

December 13, 2018

THE TOWNSEND BOARD OF SELECTMEN

Shirley Leslie

[Signature]

[Signature]

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: **Ronald Kirwood**

GROVERCARE, INC. 27 MAIN STREET

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires
December 31, 2019 unless sooner suspended or revoked for violation of the
laws of the Commonwealth respecting the licensing of common victuallers.
This license is issued in conformity with the authority granted to the
licensing authorities by General Laws, Chapter 140 and amendments
thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official
signatures.

Date: *December 13, 2018*

THE TOWNSEND BOARD OF SELECTMEN

Sue Ligo
[Signature]
[Signature]

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Wayne Aquaro

TOWNSEND ROD & GUN CLUB 46 EMERY ROAD

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires
December 31, 2019 unless sooner suspended or revoked for violation of the
laws of the Commonwealth respecting the licensing of common victuallers.
This license is issued in conformity with the authority granted to the
licensing authorities by General Laws, Chapter 140 and amendments
thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official
signatures.

Date: December 13, 2019

THE TOWNSEND BOARD OF SELECTMEN

Sue Lisie

STJ

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THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Global Montello Group Corp c/o Alliance Energy, LLC

dba MR. MIKE'S MINI MART 238 MAIN STREET

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires December 31, 2019 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

December 13, 2018

THE TOWNSEND BOARD OF SELECTMEN

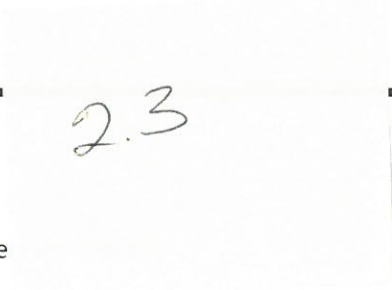
Sue Liso

[Signature]

[Signature]

Carolyn Smart

From: Cindy King <selectmancindyking@gmail.com>
Sent: Wednesday, December 05, 2018 9:11 AM
To: Carolyn Smart; Jim Kreidler
Subject: Fwd: REMINDER: 2019 MPO Representative Sele
Attachments: MPO Role Summary 11 2018.pdf



We need to do this. We did NOT respond to this a few years ago. We do not have a current member. This is not the appointment that I have/had.
Can we get on next agenda?
Thanks

----- Forwarded message -----
From: **Brad Harris** <bharris@mrpc.org>
Date: Wed, Dec 5, 2018 at 9:01 AM
Subject: REMINDER: 2019 MPO Representative Selection Process
To:

Hello,

We have reached the time of year where the MRPC, as staff to the Montachusett Metropolitan Planning Organization (MPO), must initiate the process to select a new Representative and Alternate for the four Subregions that represent the 19 Boards of Selectmen in the Montachusett Region. These four Subregions serve as signatories to the MPO and help to meet the planning requirements of the MPO.

These Subregions are comprised as such:

- | | |
|-------------|--|
| Subregion 1 | Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon |
| Subregion 2 | Ashburnham, Ashby, Groton, Townsend, Westminster |
| Subregion 3 | Ayer, Harvard, Lunenburg, Shirley |
| Subregion 4 | Clinton, Lancaster, Sterling |

The current Representatives and Alternates will serve until the end of August 2019. Beginning in September 2019, those individuals selected as part of this process will begin their three-year term.

We ask that as a member of your towns Board of Selectmen, that you review the attached informational file that outlines the role and responsibilities of the MPO and the Subregion representative, discuss the possibility of serving as either a Representative or Alternate with other Select board members, ask any questions you may have of myself or the MRPC, and if so inclined to serve, to forward your contact information to the MRPC before December 14, 2018. After December 14th, the MRPC will then schedule a special meeting for each Subregion to complete the selection process.

One last note, there are no term limits as a Subregion Representative or Alternate so if a current member wishes to serve again that is fine

Sincerely,

Brad Harris
Transportation Project Director
MRPC
464 Abbott Avenue
Leominster, MA 01453
Email: bharris@mrpc.org
Tel. (978) 345-7376 ext. 311
Fax (978) 348-2490

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

Montachusett Metropolitan Planning Organization (MPO) Subregion Selection

What is the MPO?

A Metropolitan Planning Organization (MPO) is a federally-mandated and federally-funded transportation policy-making body made up of representatives from local government and transportation agencies with authority and responsibility in metropolitan planning areas. Federal legislation in the 1960's required the formation of an MPO for any urbanized area (UA) with a population greater than 50,000. MPOs were created in order to ensure that existing and future expenditures for transportation projects and programs were based on a continuing, cooperative and comprehensive (3C) planning process. Federal funding for transportation projects and programs is channeled through the MPO.

There are five core functions of an MPO:

1. Establish and manage a fair and impartial setting for effective regional decision making.
2. Use data and planning methods to generate and evaluate transportation improvement options and alternatives.
3. Develop and update a fiscally-constrained Long Range Transportation Plan (LRTP) for the metropolitan area covering a planning horizon of at least twenty years.
4. Develop a fiscally-constrained Transportation Improvement Program (TIP) of improvements to achieve area goals.
5. Involve the general public and all significantly affected sub-groups in the four essential functions listed above.

In creating the requirements for MPOs, Congress identified several key reasons why MPOs are essential:

1. Transportation investment means allocating scarce federal and other transportation funding resources appropriately;
2. Planning needs to reflect the region's shared vision for its future;
3. Adequate transportation planning requires a comprehensive examination of the region's future and investment alternatives; and
4. An MPO is needed to facilitate collaboration of governments, interested parties, and residents in the planning process.
- 5.

MPO staff assists the MPO board by preparing documents, fostering interagency coordination, facilitating public input and feedback, and managing the planning process. The MPO staff may also provide committees with technical assessments and evaluations of proposed transportation initiatives. For the Montachusett MPO, the MRPC serves as staff.

A technical advisory committee may also provide recommendations to the board on specific strategies or projects. An advisory committee may also provide technical analysis, specialized knowledge, and citizen input on specific issues. For the Montachusett MPO, the Montachusett Joint Transportation Committee (MJTC) serves in this capacity.

What are the Major Documents Required of the MPO?

The Unified Planning Work Program (UPWP): The UPWP is a budget and planning tool that lists the transportation tasks to be performed by the MPO staff. The UPWP reflects local issues and strategic priorities. The UPWP covers a one year period and is updated annually.

The Long-Range (or Regional) Transportation Plan (LRTP or RTP): The RTP a statement of the ways the region plans to invest in the transportation system. Per federal regulations, the plan shall "include both long-range and short-range program strategies/actions that lead to the development of an integrated intermodal transportation system that facilitates the efficient movement of people and goods." The RTP is developed/updated every 4 years.

The plan addresses:

- Policies, strategies, and projects for the future;
- A systems level approach by considering roadways, transit, nonmotorized transportation, and intermodal connections;
- Projected demand for transportation services over 20 years;
- Regional land use, development, housing, and employment goals and plans;
- Cost estimates and reasonably available financial sources for operation, maintenance, and capital investments. The RTP must be fiscally constrained; and
- Ways to preserve existing roads and facilities and make efficient use of the existing system.

Transportation Improvement Program (TIP): In the TIP, the MPO identifies the transportation projects that it plans to undertake over the next five federal fiscal years. All projects receiving federal funding must be in the TIP. The TIP is the region’s way of allocating its limited transportation resources among the various capital and operating needs of the area, based on a clear set of short-term transportation priorities.

Under federal law, the TIP:

- Covers a minimum five-year period of investment;
- Is realistic in terms of available funding and is not a "wish list" of projects. This is known as fiscal constraint;
- Conforms with the State Implementation Plan (SIP) for air quality in nonattainment and maintenance areas;
- Is approved by the MPO; and
- Is incorporated directly, without change, into the Statewide Transportation Improvement Program (STIP).

Who is the Montachusett MPO?

The voting members of the Montachusett Metropolitan Planning Organization consist of the following officials or their designees:

- the Secretary and Chief Executive Officer of the Massachusetts Department of Transportation
- the Administrator of the Highway Division of the Massachusetts Department of Transportation
- the Chairman of the Montachusett Regional Planning Commission
- the Chairman of the Montachusett Regional Transit Authority
- the Mayor of the City of Fitchburg
- the Mayor of the City of Gardner
- the Mayor of the City of Leominster
- Four Representatives from the four identified Subregions of towns in the MRPC region

Subregion 1:	Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon
Subregion 2:	Ashburnham, Ashby, Groton, Townsend, Westminster
Subregion 3:	Ayer, Harvard, Lunenburg, Shirley
Subregion 4:	Clinton, Lancaster, Sterling

The Montachusett MPO currently meets the third Wednesday of the month at 1:00 PM at MRPC Offices, 464 Abbott Avenue, Leominster, MA 01453. Refer to the MRPC website (www.mrpc.org) for up to date meeting information.

What is the MPO Subregion Selection Process?

1. MPO staff meets with the Chief Elected Officials (CEO) and solicits from the CEO’s potential candidates to represent their subregion on the MPO.
2. Convene a special meeting or caucus of subregion CEO’s to review, discuss and select both a subregion MPO representative and alternate. The alternate will be from a different community than the selected MPO representative.
3. Official designees for the Representative and the Alternate can then be identified by the selected CEOs. In addition, at the meeting the Subregions can discuss the process for communication with and between member communities regarding MPO proceedings.

The Subregion representative will serve a three (3) year term on the MPO. Newly selected Representatives and Alternates will officially begin their term in September 2019.

What is Needed from Your Community?

At this time, we are seeking the name of a Board of Selectmen member willing to serve as the Subregion representative to the MPO. Once enough candidates have volunteered for the subregion, a special selection meeting will be scheduled in early 2019.

Please submit the names of any Board of Selectmen volunteers to: Brad Harris bharris@mrpc.org
(978) 345-7376 ext. 311

Current MPO Subregion Representatives and Alternates are listed below. Their term of service will officially end after the August 2019 MPO meeting.

MPO Subregion Representatives – Current (Term Ends August 31, 2019)

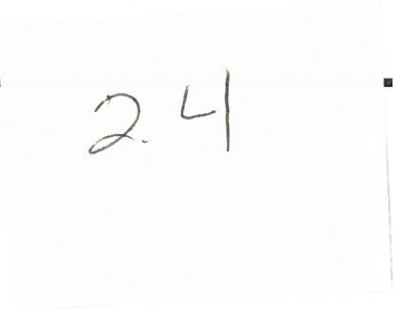
Subregion	Communities Represented	Position	Name	Community	Designee
1	Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon	Representative	Barbara Anderson	Winchendon	Albert Gallant
		Alternate	Julie Richard	Templeton	Eric Pollitt
2	Ashburnham, Ashby, Groton, Townsend, Westminster	Representative	Kyle Johnson	Ashburnham	Heather Budrewicz
		Alternate	Heather Billings	Westminster	Stephanie Lahtinen
3	Ayer, Harvard, Lunenburg, Shirley	Representative	Jaime Toale	Lunenburg	Heather Lemieux
		Alternate	Kara McGuire Minar	Harvard	Tim Kilhart
4	Clinton, Lancaster, Sterling	Representative	Stanley B. Starr, Jr	Lancaster	
		Alternate		Clinton	Phil Duffy

Sources:

- U.S. Department of Transportation: *A Briefing Book for Transportation Decisionmakers, Officials, and Staff* (www.planning.dot.gov/documents/BriefingBook/bbook.htm)
- Wikipedia: Metropolitan planning organization (en.wikipedia.org/wiki/Metropolitan_planning_organization)
- MRPC: *Montachusett MPO Memorandum of Understanding*
- MRPC: Montachusett Metropolitan Planning Organization Subregion Representative Selection Process

Carolyn Smart

From: Sarah Bellino <sarah@mtclawyers.com>
Sent: Monday, December 10, 2018 3:11 PM
To: Carolyn Smart
Cc: Adam J. Costa
Subject: RE: Hawthorne Boiler



Hi Carolyn –
I'm calling Lauri now.
Go ahead and put it on the Dec. 13 agenda and I'll get the final details worked out in time.

Sarah



Sarah Bellino
Mead, Talerman & Costa, LLC
30 Green Street · Newburyport, Massachusetts · 01950
Phone 978.463.7700 · Fax 978.463.7747
sarah@mtclawyers.com · www.mtclawyers.com

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✿ Think before you print.

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Monday, December 10, 2018 2:39 PM
To: Sarah Bellino <sarah@mtclawyers.com>
Cc: Adam J. Costa <adam@mtclawyers.com>
Subject: RE: Hawthorne Boiler

Hi Sarah:

Thank you for all your help with this.

The next Board meeting is the 13th and our Special Town Meeting is the 20th. If you can have it ready for the 13th, I'll add to the agenda tomorrow.

Did you get a chance to talk to our Town Accountant, Lauri Ploude?

From: Sarah Bellino [<mailto:sarah@mtclawyers.com>]
Sent: Monday, December 10, 2018 2:17 PM
To: Carolyn Smart <csmart@townsend.ma.us>
Cc: Adam J. Costa <adam@mtclawyers.com>
Subject: Hawthorne Boiler

Hi Carolyn -

I've reviewed everything and had conversations with Kelly Brown at Green Communities and Nancy Haines. I'm going to put together a simple Intermunicipal agreement for the town and the school district to use to set out the obligations related to the administration of the boiler project and payment. Nancy mentioned she'd like to have it for their Dec. 17th school committee meeting, so if you can arrange for it to be on the Selectmen's agenda around then, too, we can get it straightened out before the holiday break and work can start.

- Sarah



Sarah Bellino
Mead, Talerman & Costa, LLC
30 Green Street · Newburyport, Massachusetts · 01950
Phone 978.463.7700 · Fax 978.463.7747
sarah@mtclawyers.com · www.mtclawyers.com

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✪ Think before you print.



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Hi Board
I have not rec'd the agreement
yet but will email as soon as
I do

2.4

INTERMUNICIPAL AGREEMENT

THIS INTERMUNICIPAL AGREEMENT is made this 13th day of December 2018, between the Town of Townsend, MA (“Town”) and the Northern Middlesex Regional School District (“District”).

RECITALS

WHEREAS, the District conducted an Invitation for Bids in connection with the Massachusetts School Building Authority Accelerated Repair Program for various repairs and upgrades to the Hawthorne Brook Middle School and the Varnum Brook Elementary School dated March 14, 2018 (“ District ARP”) (Ex. A);

WHEREAS, the District has awarded a contract to E. Amanti & Sons, Inc. (“Contractor”) for the District ARP work (Ex. B); and

WHEREAS, the Town has been awarded Green Communities Grant Funds (“Grant”) for the purpose replacing two inefficient hot water boilers with one condensing boiler at the Hawthorne Brook Middle School (“Boiler Work”) (Ex. C); and

WHEREAS, the Town desires that the District administer and oversee the Boiler Work and payment therefore as part of the District ARP; and

WHEREAS, receipt of the Grant requires the Town to comply with certain contingencies and reporting requirements to the Department of Energy Resources; and

NOW, THEREFORE, in light of the mutual promises and obligations contained herein, the parties agree to the following:

1. The Boiler Work will be added to the District ARP through a change order with the Contractor in the amount of \$168,040.00 to be made an exhibit to this Agreement; and
2. The Town’s Share of the Boiler Work payable to the Contractor shall not exceed \$123,145.72 as specified in the Grant.
3. The District will be responsible for payment to the Contractor of the remaining \$44,894.28 .00 for the Boiler Work.

4. Until such time that the Town's Share has been paid in full,
 - a. Immediately upon receipt, the District will provide the Town with copies of the Contractor's Application for Payment for the Boiler Work and all supporting documentation.
 - b. Within 15 (fifteen) days of receipt of each Application for Payment for the Boiler Work, the Town shall remit the billed amount to the District.
 - c. Following receipt of such payment from the Town, the District shall promptly pay the Contractor invoice in full and provide a copy of the paid invoice to the Town.
5. The term of this agreement shall be one year and may be extended by mutual agreement of the parties up to five (5) years.
6. The Town will be responsible for the administration of any applications, forms, reports, and supporting documentation for funding the Town's Share.
7. All District ARP records shall be kept and maintained by the District and made available to the Town for inspection or copies upon the Town's request.
8. The District and the Town agree, through the District School Superintendent and Town Administrator, respectively, to confer and mutually decide Contractor questions, change order requests, disputes, or other issues affecting the Boiler Work. The District agrees to enforce the Town's position on responses to contractor questions, change orders, disputes or other issues involving the Boiler Work.
9. The parties agree that, should any dispute arise that cannot be resolved through negotiations and by mutual consent concerning the validity and effect of this Agreement, or of any breach of the Agreement herein, venue of action concerning such dispute shall be in the District Court of Middlesex County, Massachusetts.
10. This Agreement constitutes the entire agreement between the Town and the District with respect to the Boiler Work, and it expressly supersedes all previous written, email, and oral communications between the parties. No amendment, alteration, or modification of this Agreement shall be valid unless executed in writing by all the parties.
11. Each party shall indemnify, defend, and hold the other harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, arising out of the indemnifying party's breach of this Agreement. Neither party in entering into this Agreement has waived any governmental immunity or limitation of damages which may be extended to it by

operation of law. No party shall be liable for any failure to perform its obligations where such failure is a result of acts of God, fire, strikes, riots, floods, war, and other disasters or events beyond the party’s reasonable control.

- 12. By signing this Agreement, the representative of each party represents that such person is duly authorized to execute this Agreement on behalf of that party and that the party agrees to be bound by its provisions.
- 13. If any section, sentence, clause, or phrase of this Agreement is found to be invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining provision of this Agreement.
- 14. This Agreement shall be construed and enforced in accordance with and shall be governed by the laws of the Commonwealth of Massachusetts.
- 15. This Agreement shall not be deemed to create a fiduciary relationship between the parties other than as set forth herein. Nothing in this Agreement is intended to make either party an agent, legal representative, subsidiary, joint venturer, partner, employee, or servant of the other for any purpose.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed as of the date noted above.

North Middlesex Regional School District
School Committee

Town of Townsend
Board of Selectmen

Ranee Rusch, Chair

Sue Lisio

William Hackler

Cindy King

Craig Hansen

Wayne Miller

Lisa M. Martin

Crystal Messamore

Michael Morgan

John E. Page

Susan Robbins

David Carney



TOWNSEND FIRE-EMS DEPA

Proudly serving the citizens of Townsend since 1875

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

3.1 + 3.2

**Mark R. Boynton
Chief of Department**

Headquarters: 978-597-8150

Fax: 978-597-2711

To: Jim Kreidler, Interim Town Administrator

From: Mark Boynton, Fire Chief *MRB*

Subject: New Hire's

Date: December 10, 2018

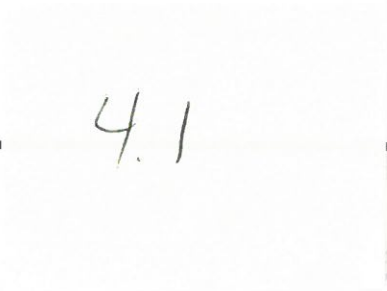
Respectfully request the Board of Selectmen approve the hiring of the following people to join our team.

Both have successful completed and interview, pre-employment physical and CORI background check.

Michael MacGregor – 100 Main Street, Groton MA - Per Diem Firefighter/Paramedic

Nicholas Girard – 100 Main Street, Groton MA - Paid-on-Call Firefighter

Carolyn Smart



From: Bassem Awad <bawad@townsend.ma.us>
Sent: Tuesday, December 11, 2018 10:11 AM
To: 'Carolyn Smart'
Subject: RE: agenda item - Update on IT improvements

I working on a response regarding this.

You will get it shortly

-----Original Message-----
From: Carolyn Smart [mailto:csmart@townsend.ma.us]
Sent: Tuesday, December 11, 2018 9:15 AM
To: Bassem <bawad@townsend.ma.us>
Subject: FW: agenda item - Update on IT improvements

FYI....

Could you send me an update please

-----Original Message-----
From: Select [mailto:sml412@comcast.net]
Sent: Tuesday, December 11, 2018 7:32 AM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: agenda item - Update on IT improvements

Please add an update to the agenda.
Specifically, What tasks have been completed to date and what are the tasks and timelines for the rest of the project?

Sue

This email has been checked for viruses by AVG.
<https://www.avg.com>

12/11/2018

Email Spoofing

Email spoofing is the forgery of an email header so that the message appears to have originated from someone or somewhere other than the actual source. Email spoofing is a tactic used in phishing and spam campaigns because people are more likely to open an email when they think it has been sent by a legitimate source. The goal of email spoofing is to get recipients to open, and possibly even respond to, a solicitation or download and open attachments like word, excel or other file extensions which run a Macros program to take your email contacts list then starts to send emails to your contacts showing only your name in "From" Example, As Bassem Awad bawad@cssdf@fcws.com or bawad@townsend.ma.us, which is not coming from your Townsend mail server domain. Sometimes coming from email account from a different domain account and spammer keep changing the domain accounts so it makes so difficult to block domain accounts.

The Townsend IT Dept. is aware that there have been a number of spoofing attempts made, APPEARING that emails are coming from legitimate townsend.ma.us email accounts. Our computers are not infected with malware, nor are our accounts compromised. It's some third party, the spammer making all this happen. Identifying that third party is difficult, which is why spammers use this technique.

All spoofed emails that people received were not sent from the Townsend mail server. Please refer to the link below to understand how spammers make it look as if it coming from your email account domain.

I have installed antivirus /malware software in all computers and it's working very well and has been identifying, deleting and quarantining virus and malware. In additions, the town fire-wall has been modified to block emails that contain certain words in the subject line. **Since this morning, in two hours period, about 40 spam emails were blocked for every single email account and spam emails significantly decreased today almost to zero.**

Please refer to the article below which explains and illustrates the process of spoofing. If you ever receive an unexpected, or suspicious email from anyone, **it is best to contact them directly before opening any attachments or clicking on any links in the email.** Please note any email from my email address that says **"Invoice", "IRS Transcript", "Survey Questions" or "ACH Payment Info" are not legitimate and delete them immediately.**

If you have any questions, please feel free to contact me.

Thank you

Bassem Awad, IT Director

Town of Townsend

bawad@townsend.ma.us

Please refer to the article below which explains and illustrates the process of spoofing.

https://askleo.com/from_spoofing_how_spammers_send_email_that_looks_like_it_came_from_you/

1	IT Proposal	\$	85,150.00
2	Purchased Items By IT	\$	(10,000.00)
3	Office 365, Email only	\$	13,500.00
4	Yearly Subscription	\$	3,600.00
5	Back up	\$	16,800.00
6	Yearly Subscription for Cloud Backup	\$	6,580.00
7	Town Hall- IT Closest A/C	\$	7,500.00
8	Power Generator Hookup for Town Hall IT Room	\$	5,500.00
9	Library Power Generator Hookup to Library IT Room	\$	5,500.00
10	Total	\$	134,130.00
11	IT Grant	\$	(46,904.00)
12	Total requested	\$	87,226.00
13	Replaceing the Town Hall Phone System	\$	8,700.00
14	Water Dept		
15	Highway		
16	Cemtery		
17	Grant total will be requested from town Meeting	\$	95,926.00

**The Commonwealth of Massachusetts
SPECIAL TOWN MEETING**

Rec'd Townsend Town Cle
5 DEC '18 PM2:38

MIDDLESEX SS.

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

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on **December 20, 2018, at 7:00 PM**, then and there to act on the following articles:

**PRIOR FISCAL YEAR FINANCIAL ARTICLE
(9/10th Vote)**

ARTICLE 1:

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

SUBMITTED BY: Board of Selectmen

**CURRENT FISCAL YEAR FINANCIAL ARTICLES
(MAJORITY VOTE)**

ARTICLE 2:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$7,500.00 for the purpose of funding the costs associated with placing the American Flags along Main Street during holiday celebrations; or take any other action in relation thereto.

SUBMITTED BY: American Flag Committee

ARTICLE 3:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$35,000.00 to supplement the Legal Expense Account; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 4:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$50,000.00 to pay one-time retroactive wage settlements for police, fire and non-public safety unionized Town employees; or take any other action in relation thereto.

SUBMITTED BY: Town Administrator

ARTICLE 5:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$5,500.00 to supplement the Audit Services Expense Account; or take any other action in relation thereto.

SUBMITTED BY: Town Accountant

ARTICLE 6:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$3,900.00 to supplement the Facilities Expense Account for the purpose of repairing or replacing a relay/electronic start to the elevator for Town Hall; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 7:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$5,000.00 to supplement the Facilities Expense Account for the purpose of replacing a water pump related to the heating system for Town Hall; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 8:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$7,500.00 for the purpose of funding an update to the Roadway Pavement Management Plan; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 9:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$1,500.00 for the Town's share of the Regional Animal Control shelter; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 10:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$2,100.00 for the purpose of replacing/repairing the rifle strap on the John Birney Blood Monument; or take any other action in relation thereto.

SUBMITTED BY: Cemetery & Parks Commissioners

ARTICLE 11:

To see if the Town will vote to amend the FY18 Capital Plan by authorizing the Highway Superintendent to use the \$46,000.00 approved for Truck Mounted Ground Speed Spreader Controls towards the purchase of a Roadside Mower; as approved by the Capital Planning Committee, or take any other action in relation thereto.

SUBMITTED BY: Highway Superintendent

ARTICLE 12:

To see if the Town will vote to amend the FY 19 Capital Plan and raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$66,360.00 for the purpose of replacing Medic 1 for the Townsend Fire-EMS Department as approved by the Capital Planning Committee; or take any other action in relation thereto.

SUBMITTED BY: Fire-EMS Chief

ARTICLE 13:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$5,000.00 for the purpose of repairing or replacing a portion of the roof at 274 Main Street; also known as the "Rec Center," or take any other action in relation thereto.

SUBMITTED BY: The Recreation Commission

ARTICLE 14:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$5,000.00 for the purpose of administrative, professional and/or technical costs associated with the periodic review of and amendments to the Charter; or take any other action in relation thereto.

SUBMITTED BY: Charter Review Committee and the Board of Selectmen

ARTICLE 15:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$10,000.00 for the purpose of supplementing the Reserve Fund; or take any other action in relation thereto.

SUBMITTED BY: Finance Committee

ARTICLE 16:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$15,000 for the purpose of supplementing the FY19 police department operating budget appropriation for the lease of four (4) police cruisers; or take any other action in relation thereto.

SUBMITTED BY: Police Chief

ARTICLE 17:

To see if the Town will vote to transfer within the Water Enterprise Fund the sum of \$30,000.00 from free cash to the Professional Services Expense Account; or take any other action in relation thereto.

SUBMITTED BY: Water Superintendent

ARTICLE 18:

To see if the Town will vote to transfer within the Water Enterprise Fund, the sum of \$115,000.00 from free cash to the Meadow Road Main Replacement Capital Improvement Plan project; or take any other action in relation thereto.

SUBMITTED BY: Water Superintendent

ARTICLE 19:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$10,000.00 for the purpose of supplementing the Professional Services line item in the FY19 Treasurer Collector budget to cover the cost of the required professional services of a municipal finance consultant during the absence of the Treasurer Collector; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 20:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$100,000.00 for the purpose of funding Information Technology and telephone system upgrades for the Town Hall, the Library, the Council on Aging, the Highway Department, the Water Department and the Cemetery and Parks Department; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 21:

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of funding HVAC and lighting repairs and/or upgrades in the Library, the Meeting Hall and/or the Council on Aging building(s); or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

**REAL PROPERTY ARTICLE
(2/3 vote required)**

ARTICLE 22:

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Board of Selectmen shall determine, permanent and/or temporary easements on the parcels of land shown on plans entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of _____," revised through _____, 2018, prepared by _____, as said plans may be amended, said plans on file with the Town Clerk, for passage thereupon, both pedestrian and vehicular, also including, but not limited to: the construction, alteration, maintenance, improvement, repair and/or replacement of the West Meadow Road bridge; drainage, grading, clearing and slope work; erosion control; relocation of utility poles and guy wires; loaming and seeding; and landscaping; and, further, to see if the Town will vote to raise and appropriate, borrow or transfer from available funds a sum of money for these purposes and any expenses related thereto; and, still further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out said acquisitions and other acts authorized herein, as and upon such terms and conditions as the Board of Selectmen may deem appropriate; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 23:

To see if the Town will vote to: (i) authorize the Board of Selectmen to convey, sell or otherwise dispose of that certain parcel of Town-owned land known as "Atwood Acres," Parcel 2-B, situated off Dudley Road, consisting of 11 acres of land, more or less, and more fully described in a deed recorded with the Middlesex

(South) District Registry of Deeds at Book 593, Page 2646, on such terms and conditions, subject to such restrictions and limitations and for such consideration as the Selectmen may deem necessary or appropriate, said property to be used for the development of low- to moderate-income housing for veterans, said transfer to be in accordance with all local, state and federal laws, as may be applicable; and (ii) further authorize the Board of Selectmen to undertake all such action(s) as may be required to effect the foregoing conveyance, including but not limited to the filing and prosecution of a petition for declaratory judgment in a court of competent jurisdiction relative to future use(s) of the property and/or the petitioning of the General Court of the Commonwealth under applicable law for special legislation accomplishing the same; or take any other action in relation thereto.

SUBMITTED BY: Townsend Housing Authority

STABILIZATION ARTICLES (MAJORITY VOTE)

ARTICLE 24:

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury, the sum of \$50,000.00 for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 25:

To see if the Town will vote to raise and appropriate or transfer from available funds in the treasury, the sum of \$200,000.00 for the purpose of supplementing the capital stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

GENERAL BYLAWS AND ADOPTIONS (MAJORITY VOTE)

ARTICLE 26:

To see if the Town will vote to amend the Town's General Bylaw, Chapter 112-14, entitled "Unregistered Motor Vehicles," Subsection (e), as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:

E.

The ~~Board of Selectmen~~ Police Chief, or his designee, 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~~ the Police Chief, or his designee, shall perform a site inspection and investigation and shall report his findings to the Board of Selectmen 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; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 27:

To see if the Town will vote to amend the Town's General Bylaw, Chapter 127, entitled "Town Properties Committee," as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:

§ 127-1 Basic charge.

The Board of Selectmen shall annually appoint a seven-member committee to be known as the Town Properties Committee (TPC) charged with ~~assisting~~ advising the Board of Selectmen with maintenance, acquisition and sales of all Town-owned properties.

§ 127-2 Membership and appointment.

[Amended 5-4-1999 ATM by Art. 25]

The seven-member Town Properties Committee (TPC) shall be appointed by the Board of Selectmen. The Board of Selectmen shall first appoint the five members as follows: one member of the Planning Board, one member of the Finance Committee, one member of the Board of Assessors, one member of the Conservation Commission and one member of the Highway Department. If a member of any board, committee, commission or department declines an appointment, then the Board of Selectmen may substitute a member from the public-at-large. In making such substitution, the Board shall consider the recommendation of the respective board, committee, commission or department declining the appointment. The remaining two members shall appointed from the public-at-large. All members of the TPC shall be annually appointed or reappointed ~~at the Board of Selectmen's first scheduled meeting in March on or before the last week of June.~~

§ 127-3 Property inventory.

The Board will maintain a standing inventory list of Town-owned real estate and personal property. Such inventory will be annually updated with each Town department notifying the Committee of newly acquired and recently disposed of property. The Committee will annually furnish the Town Accountant with an updated inventory listing.

§ 127-4 Property maintenance proposal and budget.

The TPC will prepare for the Board of Selectmen an annual property maintenance proposal and a proposed budget.

§ 127-5 Property acquisitions and sales.

TPC is charged with assisting the Board of Selectmen in reviewing all proposals for the acquisition or sale of real estate. Within 90 days after receiving written notification by the Board of Selectmen of a proposal to acquire or sell real estate, the TPC will report back to the Selectmen with a report containing recommendations as follows:

- A. The property's strategic value to the Town;
- B. The findings of any appraisals prepared to determine the property's worth;
- C. Findings of site visits, engineering studies, and environmental assessments;
- D. A post-acquisition management plan to ensure ongoing property maintenance;
- E. Proposed language for Town Meeting articles; and
- F. Suggested means for funding the acquisition.

§ 127-6 Advisory role.

The role of the TPC shall be advisory only and shall not supersede the role or duty of any other board or officer empowered by statute; or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 28:

To see if the Town will vote to amend the Town's General Bylaw, Chapter 124, entitled "Town Meeting," Subsection 6, as follows, with additions to the Bylaw underlined and deletions from the Bylaw ~~stricken through~~:

Notice of all Town Meetings shall be given by posting an attested copy of the warrant thereof at Memorial Hall at the Center, 272 Main Street, the Police/~~Communication Center~~ Station, 70 Brookline Road, ~~North Middlesex Regional High School, 19 Main Street~~ Harbor Fire Station, 47 Main Street, West Townsend Fire Station, 460 Main Street West Townsend Reading Room, 264 Dudley Road and Harbor Church 80 Main Street, in said Townsend, seven days at least before the time of holding the said meeting. Note: MGL c.39 §10 specifies Special Town Meetings require 14 days before for posting of the warrant; or take any other action in relation thereto.

SUBMITTED BY: Town Clerk

**ZONING BYLAWS
(2/3rd Vote)**

ARTICLE 29:

To see if the Town will vote to approve a zoning bylaw that would provide as follows, and further to amend the Table of Contents to add Section 145-89 "Temporary Moratorium on Recreational Marijuana Establishments," or take any action in relation thereto.

TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS,

§ 145-89

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016 by Chapter 351 of the Acts of 2016 and thereafter, on July 28, 2017 by Chapter 55 of the Acts of 2017) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses no later than April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Townsend Zoning Bylaw.

The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Townsend Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. This temporary moratorium on the use of land and structures in the Town for

Recreational Marijuana Establishments will allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

A. Definition

“Recreational Marijuana Establishment” shall mean a “marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

B. Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 28, 2019. During the moratorium period, the Planning Board, on behalf of the Town of Townsend, shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

SUBMITTED BY: Planning Board

ARTICLE 30:

To see if the Town will vote to approve a zoning bylaw that would provide as follows, and further to amend the Table of Contents to add Section 145-90 “Recreational Marijuana Establishment Zoning,” or take any action in relation thereto.

**ARTICLE XVIII
RECREATIONAL MARIJUANA ESTABLISHMENT ZONING PROPOSAL
§ 145-90**

A. A Recreational Marijuana Establishment is considered an entity or location licensed by the State of Massachusetts and defined pursuant to M.G.L. c. 94G and 935 C.M.R. 500 and under strict conditions in accordance with applicable laws.

Definitions

CCC, the Massachusetts Cannabis Control Commission established by M.G.L. c. 10, § 76, or its designee.

Marijuana Cultivator, an entity licensed by the state of Massachusetts to cultivate, process and package marijuana, to deliver marijuana to Marijuana Establishments and to transfer marijuana to other Marijuana Establishments, but not to consumers.

Marijuana Establishment, a Marijuana Cultivator, Marijuana Testing Facility, Marijuana Product Manufacturer, Marijuana Retailer, any other type of licensed marijuana-related business, or any combination thereof at a single location.

Marijuana Product Manufacturer, an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to Marijuana Establishments and to transfer marijuana and marijuana products to other Marijuana Establishments, but not to consumers.

Marijuana Products, products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other

ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

Marijuana Testing Facility, an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants.

Marijuana Research Facility, an entity licensed to cultivate, purchase or otherwise acquire marijuana for the purpose of conducting research regarding marijuana products.

Marijuana Retailer, an entity licensed to purchase and deliver marijuana and marijuana products from Marijuana Establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to Marijuana Establishments and to consumers.

Marijuana Transportation or Distribution Facility, an entity with a fixed location that delivers marijuana and marijuana products to marijuana establishments and transfers marijuana and marijuana products to other marijuana establishments, but not to consumers. This shall include the temporary storage of marijuana products on premises associated with transportation and distribution.

Schedule of Use Regulations

	RA	RB	NCD	DCD	OCD	ID
Marijuana Establishments any other type of licensed marijuana-related business						
Marijuana cultivator	N	N	N	N	N	SP
Marijuana product manufacturer	N	N	N	N	N	SP
Marijuana retailer	N	N	N	SP	SP	SP
Marijuana testing or research facility	N	N	N	SP	SP	SP
Marijuana transportation or distribution facility	N	N	N	N	N	SP
Any other type of licensed marijuana-related business	N	N	N	N	N	SP
On-site consumption of marijuana at licensed marijuana establishment	N	N	N	N	N	N

Marijuana Establishments

A. **Purpose**

- (1) To provide for the placement of Marijuana Establishments in appropriate places and under conditions in accordance with the provisions of M.G.L. c. 94G.
- (2) To minimize the adverse impacts of Marijuana Establishments on residential neighborhoods, schools, and other places where children commonly congregate.
- (3) To regulate the siting, design, placement, security, safety, monitoring, and modification of Marijuana Establishments.

B. **Location**

- (1) Marijuana Establishments will only be located in the following Zoning Districts: Downtown Commercial, Outlying Commercial and Industrial.

C. Applicability

- (1) No Marijuana Establishment shall be established except in compliance with the provisions of Article XVIII.
- (2) Where not expressly defined in section 145 -89, all terms used herein shall be as defined in M.G.L. c. 94G and 935 CMR 500 *et seq.*
- (3) If any provision of this section, or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this section, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this section are severable.

C. Special Permit Approval Criteria.

- (1) All Marijuana Establishments shall be contained within a building or structure.
- (2) The hours of operation of Marijuana Establishments shall be set by the Special Permit Granting Authority, which shall be the Planning Board.
- (3) Marijuana Establishments shall not be located within a five hundred (500') foot radius from:
 - a) Any Residential District;
 - b) Any school pre-k through 12,
 - c) Any daycare center, or any facility where children commonly congregate. A facility is not, however, limited to a building. A "facility where children commonly congregate" includes, but is not limited to facilities in which children gather for a particular purposes in a structured and scheduled manner, or which are dedicated to the use by children, such as playgrounds, youth service programs, day care centers, youth sports facilities, dance schools, and gymnastic schools;
 - d) Any other Marijuana Establishment;
 - e) Any drug or alcohol rehabilitation facility;
 - f) Any correctional facility, half-way house or similar facility; or
 - g) Any establishment licensed under the provisions of General Law, Chapter 138, Section 12 (Licenses for on premise alcoholic beverages).

Distances calculated pursuant to section C.(3)(a) –(b) will be measured from property line to property line. Distances calculated pursuant to sections C.(3)(c) – (f) will be measured in a straight line from the nearest point of the facility in question to the nearest point of the proposed Marijuana Establishment. For example, a playground outside a school would be considered a facility where children congregate, so the line would be measured from the edge of the playground to the nearest point of the building that would house the potential Marijuana Establishment.

- (4) The onsite consumption of marijuana at all Marijuana Establishments is prohibited in the Town of Townsend.
- (5) Consistent with M.G.L. c. 94G, § 3(b)(2), the maximum number of Marijuana Establishments in the Town of Townsend shall be limited as follows:
 - a) Shall not prohibit one or more types of Marijuana Establishment
 - b) The number of Marijuana Retailers shall not exceed twenty (20%) percent of liquor licenses issued pursuant to M.G.L. c. 138, § 15 for retail sale of alcohol not consumed on the premises in the Town of Townsend. Said number to be rounded up to the next whole number.
 - c) The number of non-retail Marijuana Establishments shall be limited to 1 (one).

(6) No smoking or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment. No burning of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment with the exception of product testing performed at a Marijuana Testing Facility or Marijuana Research Facility.

- (7) No Marijuana Establishment shall be located inside a building containing residential units, including transient housing such as motels and dormitories.
- (8) Marijuana Establishments shall be located within a permanent building and may not be located in a trailer, cargo container, motor vehicle or other similar nonpermanent enclosure.
- (9) Marijuana Establishments shall not have drive-through service.
- (10) No outside storage of marijuana, related supplies or promotional materials is permitted.
- (11) All Marijuana Establishments shall be ventilated in such a manner that
 - a) if pesticides, insecticides, or other chemicals or products are used in cultivation or processing, they must be vented and dispersed into the outside atmosphere so as not to be detectable at any adjoining use or property.
 - b) no odor from marijuana can be detected by a person with a normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property.

D. Special Permit Conditions

- (1) In addition to compliance with M.G.L. c. 94G and 935 CMR 500 *et seq.*, the Special Permit Granting Authority may impose reasonable conditions to improve site design, traffic flow, and public safety, and to preserve water quality, significant environmental resources and community character of surrounding area including, without limitation, the following:
 - a) Minimization of the impacts of increased noise and traffic.
 - b) Imposition of security precautions to protect personnel, consumers, residents and property.
 - c) Deterring the presence of unauthorized or ineligible persons at, or near the Marijuana Establishment.
 - d) Imposition of measures to prevent diversion of marijuana and Marijuana Products.

- e) Conditions related to the design and construction of the facility to improve safety, security and conformance with community character.
- f) Conditions relating to energy efficiency and conservation.

- (2) A Marijuana Establishment shall only be allowed by special permit from the Planning Board, the Special Permit Granting Authority, in accordance with MGL c. 40A, § 9 and section 216-32.1 (Special Permits) of this chapter.
- (3) No special permit for any Marijuana Establishment shall be issued without major site plan approval having been obtained from the Planning Board pursuant to § 145-42, Site Plan review, of this chapter. In addition to the standards set forth therein, the site plan must meet all dimensional, parking, landscaping, and signage requirements within this chapter.
- (4) A special permit for a Marijuana Establishment shall be limited to one or more of the following uses that shall be prescribed by the special permit granting authority:
 - a) Marijuana Cultivator
 - b) Craft Marijuana Cooperative
 - c) Marijuana Product Manufacturer
 - d) Marijuana Research Facility
 - e) Marijuana Testing Facility
 - f) Marijuana Transportation or Distribution Facility
 - g) Marijuana Retailer
- (5) In addition to the application requirements set forth above, a special permit application for a Marijuana Establishment shall include the following:
 - a) The name and address of owner(s) of the establishment;
 - b) Copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts Cannabis Control Commission and any of its other agencies for the establishment; provided that approval may be conditioned upon receipt of a final license from the CCC;
 - c) Evidence of the applicant's right to use the site of the establishment for the establishment, such as a purchase and sale agreement, deed, owner's authorization, or lease;
 - d) A letter from the Town of Townsend Police Chief, or designee, acknowledging review and approval of the Marijuana Establishment security plan.
 - e) All application requirements for Major Site Plan Review as specified in Section 145-57 - 145-61 of this Chapter unless certain non-applicable requirements are waived by the Planning Board.
- (6) The SPGA shall include conditions concerning the following in any special permit granted pursuant to this Article:
 - a) Hours of operation.
 - b) Compliance with Host Community Agreement.
 - c) The submission of a copy of the license from the CCC with the SPGA and the Building Commissioner prior to commencement of operation.

- (7) The issuance of a special permit shall lapse two years from the date of the issue if not acted upon.
- (8) Mandatory findings. The special permit granting authority shall not issue a special permit for a Marijuana Establishment unless it finds that:
 - a) The facility is designed to minimize any adverse impacts on abutters and other parties in interest, as defined in MGL c. 40A, § 11.
 - b) The applicant demonstrates to the satisfaction of the special permit granting authority that it will meet all the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will comply with all applicable state laws and regulations; and
 - c) The applicant has satisfied all of the conditions and requirements set forth herein.
- (6) A special permit granted under this section shall have a term limited to the duration of the applicant's ownership or lease of the premises as a Marijuana Establishment. A special permit may be transferred only with the approval of the special permit granting authority in the form of an amendment to the special permit with all information required by the special permit granting authority.

E. Abandonment or discontinuance of use.

- (1) A special permit shall lapse if a final license has not been issued by the CCC pursuant to CMR 500.103 within one year of issuance. The Planning Board may grant an extension if the applicant demonstrates that, despite diligent effort, circumstances beyond their control have prevented the issuance of a final license and further demonstrates to the satisfaction of the Planning Board that issuance of a Final License is forthcoming .
- (2) A Marijuana Establishment shall be required to remove all material, plants, products, equipment and other paraphernalia within six months of ceasing operations. All security measures and precautions, and all components of the Marijuana Establishment security plan, shall be observed until removal is completed.

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

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

Given under our hands this 4th day of December, in the year TWO THOUSAND EIGHTEEN.

SELECTMEN OF TOWNSEND

Sue Lisio
Sue Lisio, Chairman

Cindy King
Cindy King, Vice Chairman

Wayne Miller
Wayne Miller, Clerk

A true copy. ATTEST:

Michelle Dill CONSTABLE

MIDDLESEX, SS.

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

Constable of TOWNSEND

Middle Dill
SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	<u>4:30</u>	<u>12</u>	<u>5</u>	<u>2018</u>
WEST TOWNSEND FIRE STATION	<u>4:35</u>	<u>12</u>	<u>5</u>	<u>2018</u>
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	<u>4:50</u>	<u>12</u>	<u>5</u>	<u>2018</u>
POLICE/COMMUNICATIONS CENTER	<u>5:05</u>	<u>12</u>	<u>5</u>	<u>2018</u>
HARBOR CHURCH	<u>4:55</u>	<u>12</u>	<u>5</u>	<u>2018</u>

10/23/2018

CAPITAL-IT

Town Hall Network Upgrade

Phase 1- \$53,000+/- funding in hand

Primary Site (Town Hall)

- Install and Configure Dell Power Edge Server
- Install VMware Essential Bundle
- (16) Microsoft Windows 2016 Server Standard 2Core Licenses.
- (60) Microsoft Windows 2016 Server User CAL Licenses (GOV)
- Install and Configure Office 365 (Email)
- (2) APC Smart-UPS 1500 Units with Network Management Cards
- (1) Extreme Networks X440-G2-48P PoE Switch
- (1) Extreme Networks X440-G2-24P PoE Switch
- (1) Extreme Networks X440-G2-24t Switch
- (1) Ubiquiti Cloud Controller
- (3) Ubiquiti Wireless Access Points
- (1) Sophos SG 230 Total Protect Firewall Bundle -1 Year
(Includes the following 1-year subscriptions: Network Protection, Email Protection, Web Protection, Web Server Protection, and Wireless Protection)
- (60) Sophos Central Endpoint Protection Advanced Subscriptions
- (4) Sophos Central Server Protection Advanced Subscriptions · Datto Backup Solution

Secondary Site (Water Department)

- APC Smart-UPS 750 Unit with Network Management Card
- Ubiquiti 12Port PoE Switch
- Ubiquiti Cloud Controller
- Email Migration from current Linux email server to MS office 365
- 55 Email account needs to be converted into Office 365, (Data Conversion)

Hardware purchased and in hand.
Installation and software contract with state approved vendor expected award date of November 2018

10/23/2018

COMMUNICATION

1A. Work with the Cable Advisory Committee (CAC) to create the PEG Access Corporation (PEGAC).
Consultation scheduled with Attorney Bill Hewig- November 5, 2018

1B. Work with PEGAC to create a scope of work to build out a PEG Access studio
Consultation scheduled with Attorney Bill Hewig- November 5, 2018

1C. Work with the CAC to execute the system buildout plan per the 2015 Cable Franchise Agreement
Consultation scheduled with Attorney Bill Hewig- November 5, 2018

2A. Post a link to the town's YouTube channel on Town Website to allow for the viewing of public meetings
Complete

2B. Post a version of the town fiscal year budget in a year-to-date format.
Complete

2C. Develop policy to make the town website the official posting place for public notices.
Complete

3A. Plan, schedule a hold a volunteer fair with participation from all town boards and commissions served by volunteers
- Utilize the Library, Meeting Room and Senior Center to hold the fair
-Invite local non-profit groups to participate
Complete

4A. Research and work with our software vendor to discover the capability to export data. Accountant working with VADAR.
Town Accountant researching

4B. Prepare action plan to implement if such capability exists.
TBD

10/23/2018 FISCAL

- 1A. Identify all town assets.
Complete On town website already.
- 1B. Define life expectancy and projected replacement year and cost.
- ex.: Arlington and Northborough
Documents under review
- 1C. Publish report on town website.
TBD
- 2A. Research possibility of hiring or regionalizing with an neighboring community for a part-time grant writer
Discussing Local Technical Assistance Grant with MRPC- Potential regional effort
- 2B. Work with community stakeholders and local boards and commissions to determine the interest in and viability of hosting a Medical and/or Recreational Marijuana facility in town.
Planning Board Draft Marijuana Bylaw in draft. Nearing readiness for public hearing.

10/23/2018

POLICIES

1A. Townwide Policy Review to include personnel policies and selectmen policies. Ongoing
Ongoing- Board work session 10/23/18

1B. Personnel Policies- Identify "Big 10" Policies that Apply to Everyone Ongoing
Ongoing- Board work session 10/23/18

1C.Selectmen Policies- Consolidate most current versions. Update those requiring update.
Ongoing- Board work session 10/23/18

1D. Code of Conduct- review sample codes of conduct, to including town union contracts and the charter.
Ongoing- Board work session 10/23/18

10/23/2018 **PERSONNEL**

- 1A. Research "Human Services Administrator Position" - responsible to oversee all Human Service Functions
 Hold based upon funding

- 1B. Determine best course forward for Human Resource Position
 - Part-time in house.
 - Part-time shared/regional
 DLTA Grant discussion with MRPC
 - Contract services.

10/23/2018

REGIONALIZATION

- 1A. Conduct inventory of local/regional outdoor playing field and indoor recreation facility resources.
- Work with our neighbors to maximize resources and seek to negotiate regional sharing agreements.
- Under review

- 1B. Continue with the movement toward a regional animal control service.
- Currently have schematic design plans being developed for a regional facility to be shared with Lunenburg.
Facility Out to Bid with Expected Award November 2018
 - Assess the value in fully regionalizing the actual service and not just the facility. Proceed accordingly.
- Under review

- 1C. Assess if there is value in regionalizing our Information Technology function. Proceed accordingly.
- Under review

10/23/2018

OPIOD EPIDEMIC

- 1A. Research and determine the value in joining in the currently filed law suits against opiod manufacturers.
KP Law designated if you'd like.
- 1B. Coordinate with local non-profit groups (e.g. NM Cares) to employ resources in the most effective way.
Police working closely with NM Cares
- 1C. Work with the school system on educational presentations centered on addiction.
Out reach made to Dr. Ruth Potee
<https://ruthpotee.com/presentations/>

BOARD OF SELECTMEN GOALS AND OBJECTIVES
2018

1. GOAL	OBJECTIVE	ACTION ITEMS
CAPITAL ASSETS	1. Townwide Road Analysis	1A. Update existing Roadway Management Plan (RMP) Meeting with vendor October 15, 2018.
Create a management plan to address the town's capital assets.	Address the Town's deteriorating roadways using industry standard evaluation tools.	1B. Use Updated RMP to Cost Out the Scope of Needs
		1C. Develop Funding Options for Consideration at Town Meeting
		-Dedicated Revenue Stream (excise- prime with free cash then \$X per year increase)
		-Inside Levy Limit Taxation
		-Outside Levy Limit Taxation
	2. Information Technology (IT) Infrastructure	2A. Draft Request for Proposals for Phase One
	Address the Town's aged IT infrastructure and implement a phased IT system upgrade based upon the Community Compact funded IT network study.	2B. Bid, Award and Execute Project
		2C. Develop Phase Two Plan for Consideration at Town Meeting
2. GOAL	OBJECTIVE	ACTION ITEMS
COMMUNICATION- INTERNAL AND EXTERNAL	1. Cable Access	1A. Work with the Cable Advisory Committee (CAC) to create the PEG Access Corporation (PEGAC). No interest expressed as of yet
Provide more robust methods of communication both internally and external	Improve the town's cable infrastructure, cable access program and offerings.	1B. Work with PEGAC to create a scope of work to build out a PEG Access studio
		1C. Work with the CAC to execute the system buildout plan per the 2015 Cable Franchise Agreement
	2. Website Access and Ease	2A. Post a link to the town's YouTube channel on Town Website to allow for the viewing of public meetings
	Improve upon the town website's ease of access, use and content.	2B. Post a version of the town fiscal year budget in a year-to-date format.
		2C. Develop policy to make the town website the official posting place for public notices.
	3. Volunteer Fair	3A. Plan, schedule a hold a volunteer fair with participation from all town boards and commissions served by volunteers
	Provide an opportunity for citizens to learn about volunteer opportunities in town.	- Utilize the Library, Meeting Room and Senior Center to hold the fair
		- Invite local non-profit groups to participate
	4. Budget Export Software	4A. Research and work with our software vendor to discover the capability to export data. Accountant working with VADAR.
	Research the potential of our town financial software to export into Excel or Access.	4B. Prepare action plan to implement if such capability exists.
3. GOAL	OBJECTIVE	ACTION ITEMS
FINANCIAL STABILITY	1. Capital Asset Inventory	1A. Identify all town assets. On town website already.
Create a capital asset inventory plan to better track the useful life and replacement costs of the town's capital assets.		1B. Define life expectancy and projected replacement year and cost.
		- ex.: Arlington and Northborough
		1C. Publish report on town website.
	2. Non-tax Based Revenue Development	2A. Research possibility of hiring or regionalizing with an neighboring community for a part-time grant writer
	Research opportunities to develop non-tax based revenue sources for municipal use.	2B. Work with community stakeholders and local boards and commissions to determine the interest in and viability of hosting a Medical and/or Recreational Marijuana facility in town.
4. GOAL	OBJECTIVE	ACTION ITEMS
Policies and Procedures	Update Current Policy Books in Town Hall	1A. Townwide Policy Review to include personnel policies and selectmen policies. Ongoing
	1. Review and revise for the Board's consideration the town's policy books.	1B. Personnel Policies- Identify "Big 10" Policies that Apply to Everyone. Ongoing
		1C. Selectmen Policies- Consolidate most current versions. Update those requiring update.
		1D. Code of Conduct- review sample codes of conduct, to including town union contracts and the charter.
5. GOAL	OBJECTIVE	ACTION ITEMS
Personnel/Human Resources	Centralize and Streamline Human Service Function	1A. Research "Human Services Administrator Position" - responsible to oversee all Human Service Functions
	1. Research then implement most effective way to provide centralized human services.	1B. Determine best course forward for Human Resource Position
		- Part-time in house.
		-Part-time shared/regional
		-Contract services.
6. GOAL	OBJECTIVE	ACTION ITEMS
Efficiencies and Regional Opportunities	Explore regionalization opportunities	1A. Conduct inventory of local/regional outdoor playing field and indoor recreation facility resources.
	1. Strive to identify and implement regionalization opportunities to maximize service to town citizens with reduced financial impacts when compared to "going it alone."	- Work with our neighbors to maximize resources and seek to negotiate regional sharing agreements.
		1B. Continue with the movement toward a regional animal control service.
		- Currently have schematic design plans being developed for a regional facility to be shared with Lunenburg.
		- Assess the value in fully regionalizing the actual service and not just the facility. Proceed accordingly.
		1C. Assess if there is value in regionalizing our Information Technology function. Proceed accordingly.
7. GOAL	OBJECTIVE	ACTION ITEMS
Social Issues	Opiod Crisis	1A. Research and determine the value in joining in the currently filed law suits against opiod manufacturers. KP Law designated if you'd like.
	1. Recognize the significant toll that the opiod crisis has had and continues to have on our community in both life and resources.	1B. Coordinate with local non-profit groups (e.g. NM Cares) to employ resources in the most effective way. Police working closely with NM Cares
		1C. Work with the school system on educational presentations centered on addiction.

10/23/2018

CAPITAL-PAVING

- 1A **2015 BETA Pavement Management Plan- \$29M backlog**
Recapping yesterday's meeting with BETA-Inc.,
propose a scope of work proposal to update the road data in the existing database (eg: road work done since last update in 2016);
provide ongoing system support of the database;
provide onsite training for the ongoing maintenance and updating of the data & reporting capabilities;
conduct presentations addressing our pavement and stormwater management as needed/desired.
We expect the proposal to be around \$7500.00 – we will have more specific info once the formal scope of work is received.
BETA has also offered to coordinate the stormwater data with our MrMapper town maps as well.
They can provide the stormwater data in a file format that can be layered onto the gis map from MrMapper.

- 1B TBD (see 1A above.

- 1C Develop Funding Options for Consideration at Town Meeting
Example: Lunenburg- Chapter 90, \$4M debt exclusion and dedicated portion of excise tax target of \$250k annually.

Dedicated Revenue Stream

We could prime the fund utilizing free cash and then decrease the free cash commitment each year by a corresponding allocation of excise revenue.
Example: FY20 Free cash \$250K and Excise \$0, FY21 Free Cash \$200K and excise \$50K, etc. until weaned off of free cash and sustaining \$250K excise

Inside Levy Limit Taxation- Not recommended

Chapter 90 Annual allotment.

Outside Levy Limit Taxation- Potential debt exclusion

Example: a \$4M debt exclusion paid back in four years would be spent over a number of years
Such an exclusion would cost approximately:
\$100K home= \$126/year if paid back in four years
\$100K home= \$102/year if paid back in five years
\$100K home= \$55/year if paid back in ten years

Potential Four Year Annual Funding Plan-	\$250K	Excise
	\$450K	Chapter 90
	\$1M	Debt Exclusion
	\$1.7M	Per Year for Four Years
	\$6.8M	Four Year Major Work Plan
Potential Long Term Maintenance Funding	\$250K	Excise
	\$450K	Chapter 90 (plus escalators, if any)
	\$700k	Per Year Thereafter

Carolyn Smart

From: Bassem Awad <bawad@townsend.ma.us>
Sent: Tuesday, December 11, 2018 3:20 PM
To: 'Carolyn Smart'
Subject: RE: agenda item - Update on IT improvements

Update on IT improvements

The original plan was changed from a hosted exchange server environment at Town Hall to Office 365 cloud environment.
A proposed quote for office 365 was requested and a total of \$12,900.00 is needed to move forward. It's quite high for 365 cloud environment and I contacted other vendors to get quotes for comparison.
I should be getting the new quotes within 10 days and it up to BOS to decide which vendor they will award the project to. Once the project awarded then it will take about a week to 2 weeks to prepare the pst files from all current email accounts and migrate them to the new office 365. 2 weeks or less for implementation. As of today fund is available. Total 1 Month(MAX) for office 365, and it could be done

Since the changed was requested, I had to ask the vendor to resubmit and new quote for Phase 2, removing and price everything for the network upgrade without 2016 Exchange hosted environment.

Once the IT Article approved by Town Meeting and I will schedule the network upgrade and I will provide with the new timeline.

Thanks
Bassem Awad

-----Original Message-----
From: Carolyn Smart [mailto:csmart@townsend.ma.us]
Sent: Tuesday, December 11, 2018 10:23 AM
To: 'Bassem Awad' <bawad@townsend.ma.us>
Subject: RE: agenda item - Update on IT improvements

Thank you very much,

-----Original Message-----
From: Bassem Awad [mailto:bawad@townsend.ma.us]
Sent: Tuesday, December 11, 2018 10:11 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>
Subject: RE: agenda item - Update on IT improvements

I working on a response regarding this.

You will get it shortly

-----Original Message-----
From: Carolyn Smart [mailto:csmart@townsend.ma.us]
Sent: Tuesday, December 11, 2018 9:15 AM

To: Bassem <bawad@townsend.ma.us>
Subject: FW: agenda item - Update on IT improvements

FYI....

Could you send me an update please

-----Original Message-----

From: Select [mailto:sml412@comcast.net]
Sent: Tuesday, December 11, 2018 7:32 AM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: agenda item - Update on IT improvements

Please add an update to the agenda.
Specifically, What tasks have been completed to date and what are the tasks and timelines for the rest of the project?

Sue

This email has been checked for viruses by AVG.
<https://www.avg.com>



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 014

4.5

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

Cindy King, Vice-Chairman

Wayne Miller, Clerk
(978) 597-1701

MEETING MINUTES FOR NOVEMBER 6, 2018 6:00 P.M.
MEETING ROOM B, LIBRARY/SENIOR CENTER COMPLEX
12 DUDLEY ROAD, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 The meeting was called to order at 6:00P.M.

Roll call vote showed 2 members present and 1 absent: Chairman, Sue Lisio (SL), Clerk, Wayne Miller (WM). Absent, Vice-Chairman Cindy King (CK).

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded and inquired if any other audience members would be taping.

1.4 Chairman's Additions or Deletions.

SL moved to amend the agenda for section III Appointments & Hearing to include the joint meeting posted in accordance with 3-1 (F) (1) of the Townsend Charter.
- Clarify agenda item 5.7.

1.5 Public Comment Period

Laura Dowell commented upon her concern of a Conservation Commission appointment. Police Chief Richard Bailey informed the Board over 2000 drugs were recovered and destroyed for the drug take back day and stated the box for drop off of prescription drugs is located in the lobby of the Police Department.

II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

2.1 WM 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 Police Union Grievance and to reconvene in open session SL seconded. Roll Call Vote: SL (YES), WM (YES).

WM moved to close the executive session and return to open session. SL seconded. Roll call vote: SL (YES), WM (YES).

SL announced the Selectmen settled the police grievance.

- SL tabled 2.3 & 2.3 until the end of the meeting:
- 2.2 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. RE: Clerical Union.
- 2.3 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. Board of Health vs Janice Matilla, Board of Health vs Loretta Lambert, and Townsend Water Department vs the Town of Townsend.
- III. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
- 3.1 6:05P.M. Joint Meeting with the Planning Board to appoint Charles Sexton-Diranian to the Planning Board effective November 6, 2018 to the next Annual Town Election.
- WM moved to appoint Charles Sexton-Diranian to the Planning Board effective November 6, 2018 to the next Annual Town Election.
- 3.2 6:10P.M. Town Counsel, Adam Costa to discuss Board of Selectmen priorities. The Board met with Adam Costa to discuss the Town's priorities. The Board discussed their top priorities with Counsel determining the most important issues to be: Charter Review, Planning Board bylaw revisions, marijuana prohibitions, Housing Authority project, Masterplan, and Regional Dispatch exit strategy and to enter into another regional agreement.
- IV. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
- 4.1 WM moved to appoint Richard T. Lee as a Substitute Van Driver for the Townsend Council on Aging effective November 6, 2018 contingent upon the passing of a CORI check and medical exam. SL seconded. Unanimous vote.
- 4.2 Appoint Anne Le'Cuyer to the Conservation Commission for a term effective November 6, 2018 to June 30, 2020.
- WM stated he received correspondence from Laura Dowell. WM asked if the Board could hold off on the appointment until additional information regarding the process is received. SL agreed to pass over agenda item 4.2.
- V. MEETING BUSINESS - VOTES MAY BE TAKEN:
- 5.1 WM moved to approve and sign the license to sell Christmas Trees on the Townsend Common for Frank Farese on behalf of the Lion's Club from November 23, 2018 to December 24, 2018. SL seconded. Unanimous vote.
- 5.2 Review/Approve/Sign an Eagle Scout Proclamation.

SL moved to table agenda item 5.2 until the next meeting.

- 5.3 Unregistered Vehicle Complaint, RE: 92 Turnpike Road
SL reviewed her report regarding 92 Turnpike Road – please see attached. WM moved to send a letter to the owner of 92 Turnpike Road for violation of the bylaw. SL seconded. Unanimous vote.
- 5.4 Review/Comment Zoning Board of Appeals Special Permit Referral, RE: 5 Harbor Trace.
The Board reviewed the referral – please see attached. SL moved to send no comment and thanked the Zoning Board for the chance to review the referral.
- 5.5 Discussion regarding a request for a LRTA Advisory Board member.
Mr. Kreidler read a letter into the record as received by the LRTA – please see attached. Karin Canfield-Moore asked the Board to consider waiting for the Council on Aging to meet and discuss and bring back a recommendation to the Selectmen.
- 5.6 Discussion, RE: Closing Town Hall to the Public on November 23rd, December 24th & 31st.

Discussion included: employee vacation schedules and ability of offices to be open. WM moved to close town hall to the public on November 23, 2018, December 24, 2018 & December 31, 2018. SL seconded. Unanimous vote.
- 5.7 Vote the opening and closing dates for the warrant of the Special Town Meeting to be held on December 11, 2018.

Mr. Kreidler informed the Board there was a conflict in his schedule for the Special Town Meeting to be held on December 11th. The Board unanimously agreed to have hold the Special Town Meeting on December 13, 2018 and to continue with same timeline for submission of warrant articles.

WM moved to close the Special Town Meeting warrant on November 20, 2018 and schedule the Special Town Meeting on December 13, 2018. SL seconded. Unanimous vote.
- 5.8 Review/Approve Change Order #9 for the West Townsend Fire Station project.

The Board reviewed the change order – please see attached. WM moved to approve change order #9 for the West Townsend Fire Station project. SL seconded. Unanimous vote.
- 5.9 Review/Approve the Townsend Meeting Hall Policy.

After review of the policy – please see attached. WM moved to approve the first reading of the Townsend Meeting Hall Policy. SL seconded. Unanimous vote.

- 5.10 Discuss/Appoint a Board of Selectmen's Representative for the Capital Planning Committee.

SL moved that Wayne Miller be the appointee for the Capital Planning Committee. SL seconded. Unanimous vote.

VI. WORK SESSION – VOTES MAY BE TAKEN:

- 6.1 Town Administrator updates and report

- Police Staffing.

- Police Vehicle Purchases.

Chief Bailey and Deputy Chief Sartell met with the Board to discuss/update the Board regarding staffing and police vehicle purchases. Chief Bailey explained: Mark Francis was moved to the School Resource Officer position, causing the vacancy that was filled. The new Officer is currently attended the Academy. Deputy Chief Sartell explained the recent resignation of Officer Thayer, further stating he was currently recruiting around the schedule of the Police Academy. Deputy Chief explained the Police Academy process and availability. He further relayed there were over 80 applications and some Officers with full-time Academy training did not make the cut or the testing requirements. Additional discussion regarding the lease option and budgetary issues with replacement of four vehicles, discussion included: 6 patrol vehicles with one out of service for a blown engine, cost comparison for leasing four new vehicles, money to be repurposed, outfitting of light bars, etc for new vehicles, and warrant article wording.

WM moved to go forward with the warrant article for the lease of four vehicles. SL seconded. Unanimous vote.

- Creation of a master "all department, board and committee" email group for the purpose of improved communication.

SL stated she would like all Board/Committee members to have official government email addresses even if a gmail account. The Board discussed varying options to accomplish and the public records preservation. SL asked all Boards/Committee members become educated and knowledgeable of the public records law. SL requested a request be sent out for contact information for all Chairpersons.

- Special Town Meeting Warrant Articles.

Mr. Kreidler reviewed the warrant articles with the Board – please see attached.

- Recognition of MACC certification for Lyndsy Butler.

The Board thanked Lyndsy for receiving her certification. WM moved to accept and sign the letter for Lyndsy Butler and her accomplishment for the Conservation Commission. SL seconded. Unanimous vote.

- 6.2 Board of Selectmen announcements, updates, and reports.
- 6.3 Clerk of the Board announcements for events.
WM read a notice regarding the Veterans’ Day breakfast at the High School – please see attached.
- 6.4 Board Correspondence.
N/A
- 6.5 WM moved to approve o meeting minutes for October 2, 2018 and October 10, 2018. SL seconded. Unanimous vote.
- 6.6 WM moved to review and sign the payroll and bills payable warrants. SL seconded. Unanimous vote.

WM moved to enter 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. RE: Clerical Union and 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. Board of Health vs Janice Matilla, Board of Health vs Loretta Lambert, and Townsend Water Department vs the Town of Townsend and to adjourn from executive session. SL declared. SL seconded. Roll Call SL (YES) and WM (YES).

VII. ADJOURNMENT:

Respectfully submitted by,

Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of November 6, 2018, by the Board of Selectmen this _____day of _____,2018

