



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

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

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*
(978) 597-1701

SELECTMEN'S MEETING AGENDA FOR MAY 28, 2019 AT 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote taken showed 2 members present: Chairman, Sue Lisio (SL) and Clerk Don Klein (DK).

Vice-Chairman Wayne Miller (WM) attended remotely at 6:00P.M.

1.2 Pledge of Allegiance.

1.3 Chairman's Additions or Deletions.

1.4 Public Comment Period.

Lauri Shifrin announced the Townsend Housing Authority has a vacancy. Ms. Shifrin informed the Board; the Town Properties Committee does not recommend the town exercise its first right of refusal in regards to the North End Chapter 61 referral.

Lisa Lewand inquired as to why the agenda was not uploaded on the website. Ms. Spofford, Town Clerk informed Lisa Lewand it was posted on the official posting place on website.

Jerrilyn Bozicas asked if Kym Craven from Master plan could make some announcements as Ms. Shifrin did. SL suggested it wait for an agenda item. Kym Craven thanked the Townsend residents for participating in the survey conducted by the Master Plan Committee.

III. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

3.1 Town Counsel and CTAC RE: Cable Contract Enforcement.

Kate Feodoroff, Town Counsel attended the meeting along with members of the CTAC for updates pertaining to the enforcement of the Cable contract.

Attorney Feodoroff explained she did reach out to Comcast to discuss the extension to residents who did not have cable. Ms. Feodoroff informed the Board she did receive a response. Comcast has indicated the cost for 30 homes is estimated at \$102,000.00 which the town could pay for or the cost per home is apx \$3,400.00. Comcast will pay for \$45,000.00 of the expense, so the town and/or residents would be responsible for \$57,000.00. In order to extend service a notification would need to be sent. Stan Dillis stated that Comcast did give the town \$130,000., noting the issue is Unitil to upgrade the poles. Ms. Feodoroff informed the Board it begins with the notification.

DK moved to authorize Kate Feodoroff to send a letter to Comcast to extend the service at the \$57,000.00 quote and to engage Unitil for the next phase. SL seconded. Unanimous vote.

Additional discussion ensued regarding the non-profit corporation, 501c.

3.2 Discussion regarding a dog park.

Joshua Aro, 5 Todd Drive met with the Board of Selectmen to discuss the formation of a dog park committee. Mr. Aro explained a group of interested folks from Townsend have been meeting over the last year and gathering data and ideas. Mr. Aro informed the Board they have a facebook group with over 300 people and a list of 50 volunteers. Mr. Aro explained the group is looking to become an official committee of the town to continue on with the research and funding opportunities.

SL inquired about the grant, stating it seem from the criteria for the grant it must be on town property and the official contact is the Town Administrator and voiced concerned as to where the park would be placed. SL stated she would like the group to be feasibility group as there's many details to be explored such as zoning, location, other resources, etc. SL informed the group she could not support using any public funds until the feasibility has been studied. Mr. Aro explained the group supports that and is what they have been doing over the last year. Mr. Aro stated the group has been meeting with different towns to ask questions and gather the information. DK agreed with SL; would need to see the feasibility study before commitment.

Mr. Aro suggested a five member committee would be favorable. SL reminded Mr. Aro that becoming an official Committee of the town does require following the open meeting law and other laws that govern public committees. Laura Shifrin suggested having two alternate positions. DK moved to establish a committee for the feasibility study of a dog park consisting of five regular members and two alternates. SL seconded. Unanimous vote.

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

4.1 None.

V. MEETING BUSINESS - VOTES MAY BE TAKEN:

5.1 Discussion, RE: Organic fertilizer for town properties.

Mr. Kreidler reviewed (see attached) emails with the Board. The Facilities Supervisor outlined the organic program will cause the property to reverse to the condition it was when the issues began. Karen Clement asked the Board to consider going with organic, noting 71% of the survey results for the master plan wanted less chemicals on town owned properties. SL would like to hear what the Conservation Commission and the Water Department had to say on the issue. DK asked when an organic program would be implemented. Mr. Kreidler stated he would write up a scope and seek quotes.

DK moved the town go out to bid for organic fertilizer program. SL seconded. Unanimous vote.

5.2 Policies regarding Contract Negotiations - first reading.
SL table agenda item 5.2

5.3 Review/Approve/Sign the Special Town Election warrant for June 18, 2019.
The Board signed the election warrant for June 18, 2019 (please see attached).

- 5.4 Master Plan Committee – Board approval for consultant contract.
SL voiced concern with spending \$21,000 of the \$22,000.00 appropriated for just economic development. Kym Craven, Master Plan Chairperson explained how the various parts of the Master Plan was paid for to include the transfer of \$8,000.00, additionally the DLTA grant was received for the housing portion, the additional chapters of the plan have been written in house. SL stated the article was a Planning Board article and expressed concern with the Master Plan Committee not getting approval from the Planning Board first. SL asked to postpone the approval of the contract until the Planning Board has reviewed. SL asked to get a recommendation from the Town Accountant. Ms. Craven read the warrant article to the Board. SL asked the Board to pass over the next meeting.

DK moved to table until the next meeting pending clarification from the Town Accountant. WM seconded. Unanimous vote.

- 5.5 Bassem Awad, IT Director – Update on IT System Upgrades.
Mr. Kreidler reviewed the report submitted by the IT Director with the Board (please see attached). Discussion included: PEG access, non-profit corporation to manage access channels, fiber, cameras, and wiring.
- 5.6 Water Department engineering change orders – West Meadow Road and Main Street projects.
Mr. Kreidler explained this was tabled from the last meeting. Mr. Kreidler reported Town Counsel has not approved as of yet. Mr. Kreidler informed the Board, the Contractor has agreed to Town Counsel's requirement to supply an insurance binder. Mr. Kreidler suggested a contingency vote by the Board so not to delay when documentation is received.

DK moved to make a contingency motion to sign out of session the documents related to the water main extensions projects once town counsel has made the final approval and the insurance binders are received. SL seconded. Unanimous vote.

VI. WORK SESSION – VOTES MAY BE TAKEN:

6.1 Town Administrator updates and report.

Mr. Kreidler reviewed his report with the Board (please see attached)

Personnel Updates:

1. RFP for HR Consultant
2. Contract for Town Accountant Contract.
DK moved to approve to sign and execute the contract for the Town Accountant. SL seconded. Unanimous vote.
3. Increase for the Town Administrator
DK moved to sign and execute the addendum for the FY20 salary adjustment for the Town Administrator. SL seconded. Unanimous vote.
4. Highway Superintendent Stipend
DK moved to reauthorize the \$1,000 winter operations stipend for Superintendent Smith. SL seconded. Unanimous vote.
5. Conservation Administrative Assistant
DK moved to appoint Leigh Reddin to the position of Conservation Administrative Assistant. DK seconded. Unanimous vote.
6. Draft Notice for Grant Administrator posting.
7. Filling of vacant positions.
8. Audit of the Nashoba Valley Communications Center.

9. Pavement Management Plan debt exclusion election question wording.
10. Landscaping contract for Memorial Hall, Police Station, Library/Senior Center, and Fire Dept. Mr. Kreidler informed the Board, Shepco is the recommended vendor.

DK moved to approve and execute a contract for Shepco Landscaping Services for \$29,800.00 for the services required for town properties landscaping services and authorize the Chair to sign out of session. SL seconded. Unanimous vote.

11. TAYSA update for tree removal.

6.2 Board of Selectmen announcements, updates, and reports. (None)

6.3 Clerk of the Board announcements for events.

DK read an email from Chief Boynton regarding a steward of a community and Marty Scott was recognized for going above and beyond from the Nashoba Valley Medical Center (please see attached).

6.4 Board Correspondence.

6.4.1 - Email from Unitil, RE: Tree Plantings

The Board reviewed the email; SL stated Unitil would be delivering trees to the Tree Warden for planting and arrangements made with private residents will be honored. SL asked how the Tree Warden would plant them. Mr. Kreidler to follow up with the Tree Warden.

6.5 There were no meeting minutes to review and approve.

6.6 DK moved to approve and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

VII: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

DK moved to enter executive session pursuant to GL c 30A, s. 21 (a) (3) to discuss strategy with respects to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigation position and the Chair so declares, RE: Police Union, and executive session pursuant to GL c. 30A, s. (a) (2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Fire Chief and to adjourn from executive session. The Chair so declared. SL seconded. Roll call vote: SL (YES), WM (YES), and DK (YES).

DK asked to receive a town email account.

Respectfully submitted by,
Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of May 28, 2019 by the Board of Selectmen this
6th day of August, 2019.

From: Mark Mercurio <mmercurio@townsendpd.org>
Sent: Monday, May 13, 2019 2:58 PM
To: csmart@townsend.ma.us
Subject: Fwd: Organic fertilizers

Sent from my iPhone

Begin forwarded message:

From: JBTURF <jbturf@comcast.net>
Date: December 18, 2018 at 11:29:45 AM EST
To: Mark Mercurio <mmercurio@townsendpd.org>
Subject: RE: Organic fertilizers

Hi Mark,
Thanks for emailing,

What exactly are you looking for?
Using organic fertilizers only?
Or using no pesticides?

What is your goal or motivation for this?

I would strongly advise you to not go down that road of organic only,
The only way progress and repair/improvement on
The properties has been achieved, is thru the use
Of conventional products and pesticides to
Control weeds/crabgrass/insects grubs...

If you switch to organic only you will have no control over any of that
Stuff and the properties will start degrading , ultimately to end
Up in the condition they were when you first called me.

A hybrid program may be a possibility, which I do offer,
Call my Base/Organic program,

We can talk about that more once I know your goal,

Thankyou!
josh

JBTURF
978-772-4890

www.jbturf.com

<https://www.facebook.com/JBTurf-145909668895793/>

**please be aware our mailing address changed in 2016,*

Our current/correct address is :

JBTURF

1255 Massachusetts Ave.

Lunenburg, MA. 01462

From: Mark Mercurio

Sent: Tuesday, December 18, 2018 9:15 AM

To: jbturf@comcast.net

Cc: csmart@townsend.ma.us; jkreidler@townsend.ma.us

Subject: Organic fertilizers

Josh

Can I get a estimate on moving to organic fertilizers in the spring? Something like a 4 step base plan.

Thank you

Mark

Sent from my iPhone



Virus-free. www.avg.com

Carolyn Smart

From: Select <sml412@comcast.net>
Sent: Friday, May 03, 2019 11:12 AM
To: clem6six@verizon.net
Cc: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: Re: Organic Lawn Care Request for Town of Townsend Town Owned Properties

I will put it on our agenda under correspondence for 5/28.
That should give some others time to think about it too.
Sue

On May 3, 2019, at 11:03 AM, clem6six@verizon.net wrote:

Hi,

Yes, I e-mailed every Dept./Board/person which/who were mentioned in this article. I would once again like to see the collaboration between all who were previously involved, to make this happen again.

Looks like Conservation spearheaded it 11 years ago. Maybe they would be willing to do so again, but support is needed by all who were previously involved..

Karen Clement

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

From: Select <sml412@comcast.net>
To: clem6six <clem6six@verizon.net>
Sent: Fri, May 3, 2019 10:47 am
Subject: Re: Organic Lawn Care Request for Town of Townsend Town Owned Properties

Hi Karen,

I can't tell, did you copy anyone else on this? Not sure what you are looking for in terms of a response.
Sue

On May 3, 2019, at 10:22 AM, clem6six@verizon.net wrote:

Hi,

This was 11 years ago. Can we attempt to make this happen again? Although the grass at the library always looks nice, I cringe when I see children on it, due to those little flags sticking out of the ground warning of chemical use.

There was great collaboration amongst the town boards in the past, so can we please make this happen again?

Karen Clement

Organic Lawn Care Information

Townsend Goes Organic

Townsend Organic Lawn Care Project

- **Organic Lawn Care Tips**
- **Why Should I Practice Organic Lawn Care?**

A team of municipal officials including including the Townsend Board of Selectmen, the Townsend Conservation Commission, the Townsend Public Library, The Townsend Cemeteries and Parks Department, the Memorial Hall

Custodians, and the Townsend Recycling Committee have partnered with businesses and non profit organizations to provide Organic Lawn Care to the common areas around the Town Hall and Public Library. Partners include **Turgeon Environmental Services**, **Yard Spice Organics, LLC**, **N.O.F.A.**, **Beyond Pesticides**, **Toxics Use Reduction Institute**, **Healthy Lawns For Healthy Families** and **Bradfield Organics**.

In March of 2006, Members on the Conservation Commission and Robert Plamondon from the Board of Selectmen were very interested in promoting the use of Organic Lawn Care in the Town of Townsend. They worked with Chester Mandrik from Yard Spice Organics LLC, N.O.F.A., Beyond Pesticides, and Bradfield Organics to conduct a seminar to introduce the town to the concept of Organic Lawn Care. The seminar was followed up with information booths at the Earth Day Celebrations on the Townsend Common in 2006 and 2007.

Chester Mandrik from YardSpice Organics LLC. met with the Board of Selectmen just prior to the 2007 Earth Day Celebration to offer to implement Organic Land Care Practices on the lawns at the town hall and library at no charge to the town. Labor for the application of treatments was to be provided by Yard Spice LLC and Turgeon Environmental Services, Fertilizer would be provided by Bradfield Organics for the 2007 growing season. The Board of Selectmen approved the offer. Treatments started in May of 2007. Mowing of the lawn at the Town Hall is performed by the custodians and the lawn at the library is mowed by the Parks and Cemeteries Department.

Town Hall and Library Lawns go Organic

In July of 2007, Karen Chapman, Chairperson of the Conservation Commission and Michael Turgeon from Turgeon Environmental Services worked with representatives of all of the groups involved in the project to prepare a Grant Application from The Toxics Use Reduction Institute to fund the project in 2008. Thanks to the support of all parties involved, the application was approved. The new source of funding served to publicize the project, promote the use of Organic practices in Townsend and beyond, and convert the Town Hall and Library lawns to Organic Land. The TURI Grant was renewed in 2008.

FY2009 Grant Press Release

Thanks to this new grant, the Townsend Conservation Commission, Yard Spice Organics and Turgeon Environmental Services, are continuing the Organic Lawn Care Project, which showcases to residents through "green" lawns at the Town Hall and Library that organic lawn care methods work.



Virus-free. www.avg.com

Carolyn Smart

From: Mark Mercurio <mmercurio@townsendpd.org>
Sent: Tuesday, April 02, 2019 7:56 AM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: FW: Your ORGANIC LAWN CARE Program by Natureworks Hort. Services

This is an organic fertilizer plan that Jennifer sent me. It looks pretty good. I don't think it will yield the same results as chemicals but only time will tell. I'm going to call and get prices delivered and if its affordable we may try.

Mark Mercurio
Facility Manager
Town of Townsend Ma.01469
978-732-3590

From: Jennifer Pettit [jennpettit1448@gmail.com]
Sent: Friday, March 29, 2019 6:24 PM
To: Mark Mercurio
Subject: Fwd: Your ORGANIC LAWN CARE Program by Natureworks Hort. Services

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

From: Nancy DuBrule <nature@iconn.net<mailto:nature@iconn.net>>
Date: Fri, Mar 29, 2019 at 11:17 AM
Subject: Your ORGANIC LAWN CARE Program by Natureworks Hort. Services
To: <jennpettit1448@gmail.com<mailto:jennpettit1448@gmail.com>>

What to do Now? Get Ready and Wait!

[<https://files.constantcontact.com/a044eb37001/5193f9ae-286e-4783-b7ec-01d6b66d76c3.jpg>]

ORGANIC LAWN CARE

[<https://files.constantcontact.com/a044eb37001/360ca725-e64c-4140-a514-19170301ab3b.jpg>]

A lawn should be a beautiful, pesticide free, safe place for your family and pets.

Dear Jennifer,

Thank you for signing up to receive our special Organic Lawn Care announcements. You will receive updates during the growing season and they will be timed when specific action is recommended for growing a lovely, healthy, safe organic lawn. We are often asked about our recommendations for specific products, you can be assured that each product we mention is available at Natureworks Garden Center and they are tested and used by our staff in their own private yards and gardens.

Further down on this email we list our calendar of seasonal recommendations as well as the links to all 4 pieces of our Lawn Care packet available for download in pdf format.

So what can you do now? The absolute best thing to do is to get a soil test. Click

Here<http://r20.rs6.net/tn.jsp?f=001BBnHN8MIh3VAbbfFNU_kbojCKUf1iWFr1vdxf5otXCmjluCuFq_JCJVEFwKDcsDGJSdOsRAaoVMgPsQdD2Nk65HmcoqXJfKmtLrKq9tTwEbrCS8d08MTaZKWwUhp26_xuHDlysVZ4vKNzrU3u86YUhu4vAXjmhI8ByCrvNRAAXcdxZA8XfZMvoVpwC1hsk1FNT7_YbNkg=&c=zCDHFeRJR6YNTEjNn5RuqKL7n3HQIW6rI72YVhOA1hfM0n_LuwfB4g==&ch=wUW2BV-lwBNI7HWOX3Baf5OpGrxwMUcK_XGnpvRiB1X6mBTve1gxGQ==> for detailed instructions and a form to send to UConn.

A soil test is not a difficult thing to do. Basically you get a clean bag or bucket and a small hand trowel. Take a walk around your lawn and dig up samples from 5-10 places in the lawn. I dig up and flip the grass over, then dig down to collect a bit of soil. Do this up to 10 times to get a good representation of your lawn. Mix all the samples together and then take out ONE CUP to bag up and mail off to the lab. Note-if you have a shady, wetter area and a sunny, dry area you need to do two different tests as the conditions are different.

Then...you wait for the results. They usually take about 7-10 days from the time they reach the lab. This week it is too cold to do anything official to the lawn so be patient and work on another area of your yard! Even if the air temperatures are warm soon, the soil is ice cold. If you step out barefoot and walk across your lawn and your feet are cold, it is too early to seed or apply any fertilizers. It is disconcerting to me to see the chemical lawn care companies out in full force already-they are on a schedule to service their clients and not doing what is best for the lawn. I know your lawn probably looks rough--it will be greening up soon I promise!

We are happy to interpret your soil test results and seeing a few photos of your lawn is helpful too. Bring them in.

Soon it will be time to seed and fertilize the lawn and/or apply corn gluten to suppress crab grass. You have time! Crabgrass will not germinate until the soil is at least 55 degrees which can be mid-May to early June here in CT. We apply corn gluten a little after the forsythia begins blooming, up until the lilacs bloom.

Read our full spring to fall lawn calendar below and get those soil tests going. We will email again very soon when it is actually time to fertilize or apply corn gluten for weed control. We still have a few weeks to go. If you have done a soil test in the past year and know what your lawn needs, you can get ready to feed, seed or apply weed control. We have Healthy Grow corn gluten in 30lb bags this season from a great organic chicken farm in IL.

Here's to a great spring season!
Thanks for reading!
Diane

[<https://files.constantcontact.com/a044eb37001/5a123ee2-a600-4e51-8fa4-851f2d1b1fa6.jpg>]

Our grass seed blends are available now. The soil is too cold to seed just yet-but soon it will warm up. Get ready now!

2019 Organic Lawn Care Calendar

We offer the best in organic products for organic lawn care. You do not need to use every product suggested.

Please get a soil test and examine your lawn for compaction, weeds, and grubs to guide you in deciding which products fit your lawn's needs. Consult with a Natureworks staff member if you need help deciding on the correct regimen for your lawn. In time, your inputs will decrease and your soil health will increase!

Early Spring (April)

Test your soil before beginning to better understand your soil pH, fertility & organic matter content. When submitting your soil for testing, make sure you note you want your results for organic growing. Adjust the pH by adding lime if needed. There are two types of lime available-calcitic and dolomitic. Your soil test should tell you which one to use, and we are happy to help you interpret the results. Lightly rake winter debris off your lawn and aerate it if needed. Aerating gives the soil oxygen which promotes activity in soil organisms and helps fertilization and water penetrate deeper to root systems. Then feed your lawn: Apply North Country Organics Pro Gro 5-3-4 or Cheep Cheep 4-3-3 or Natural No-Phos 6-0-6 as a spring wakeup fertilizer.

-OR-

If your lawn is plagued with crabgrass, apply granular corn gluten when the forsythia is in bloom to the time the lilacs are in bloom. Crabgrass seeds start to germinate when the soil is approximately 55 degrees. Plan to seed crabgrass areas in fall to prevent next years crabgrass and fill in any and all bare spots. Weeds LOVE thin or bare areas. (Bare spots=weedy spots)

Late Spring (Late May/Early June)

Second feeding: Apply North Country Organics Pro Gro 5-3-4 or Cheep Cheep 4-3-3 or Natural No-Phos 6-0-6.

Japanese beetle and other grubs feed actively during two periods: late April-early June and mid August-early October.

These are the times to control them. Beneficial Nematodes can be watered in when the soil warms up to around 50 degrees, usually mid to end of May in CT. OR granular Grub Gone G can be applied with a spreader earlier and watered in.

Early Spring thru Fall

Mow regularly and adjust mower deck to a height of at least 3 ½". A higher mowing height shades the soil, conserving moisture and shades weed seeds from germinating. Use a mulching mower and leave clippings. Clippings in an organic lawn do NOT contribute to thatch. Clippings in an organic lawn break down quickly and feed the soil! (**Thatch is common in chemically treated lawns because it is void of microorganisms who break it down naturally.**) Do not mow when temps are above 90 degrees. Your lawn is stressed enough-skip a mowing if lawn is not growing during summer months.

Late Summer (August)

Apply Beneficial Nematodes or Grub Gone G to control grubs. Use August through September when the grubs have hatched and begun feeding on the grass' roots. Grub Gone G works on ALL stages of grubs.

Early-Mid Fall

Over-seed your lawn to encourage thick grass growth which will in turn crowd out and shade weed seeds from germinating. "The best defense against weeds is a bag of grass seed!" Paul Tukey remarked during a Q & A session at an organic lawn care talk! Top dress the seed with sterile, shredded Mainely Mulch and water until it germinates.

Apply North Country Organics Cheep Cheep, No-Phos or Pro Start (this is the most important feeding of the year! The roots are now starting to store carbohydrates for the upcoming winter. If you only can only fertilize once, do it now.)

Apply calcitic or dolomitic lime if needed to adjust pH. Take a soil test to determine the pH level of your lawn (ideal pH for grass is 6.5 to 6.7). If your pH is off, your lawn will struggle. When the pH is off, the roots cannot take in the nutrients from the soil. We will stress it one more time-Please get a soil test. We can help interpret the results in the store.

Late Fall

Rake your lawn to remove leaves if there is a thick covering, otherwise just mow them over to chop them up and mulch them into the lawn to increase organic matter in the soil. Lower your mower's cutting height for the last two cuts of the season so it goes into winter at a short height. In spring, enjoy your safe, healthy organic lawn!

Click a button to link to a section of the Natureworks Organic Lawn Care Program in PDF format.

THE

PROGRAM<[#### OUR](http://r20.rs6.net/tn.jsp?f=001BBnHN8MIh3VAbbfFNU_kbojCKUf1iWFr1vdxf5otXCmjluCuFq_JDvjdw86YPTX SzzV5imZeTVOI9Pb0HNUXQIRhQmPWZVTxkEA-WO1MWmP5RLXcQ2DrSGXTCRFRscb_8nofK-m6zgSRH3iirLibAZAxpwp9iIsbid_oih0de7IelsK6ou8wFAtTOYI00TVxEIMF4_ZvxiLtI963KaByhg67N4HWYvcElyLhyTofK8JiZISgUWAhMtlsmK6YuTM&c=zCDHFeRJR6YNTEjNn5RuqKL7n3HQIW6rI72YVhOA1hfM0n_LuwfB4g==&ch=wUW2BV-lwBNI7HWOX3Baf5OpGrxwMUcK_XGnpvRiB1X6mBTve1gxGQ==></p></div><div data-bbox=)

CALENDAR<[PRODUCTS<\[#### PRODUCT COVERAGE\]\(http://r20.rs6.net/tn.jsp?f=001BBnHN8MIh3VAbbfFNU_kbojCKUf1iWFr1vdxf5otXCmjluCuFq_JDvjdw86YPTX by5qgK8zCJUmnahEUhgd_Jr5ZniNg2Zz7wWZ9c0DvdhRD0tmzPeuFqsZBHKq6iWBC6qUXZ09iIGQJc6aeL6WViWSCZF3g5MqbspdW0KbPgsghmLFzvSY5c7Bce45x27fU9URSOa78ZCRUfCNALzaV73JwK__nLRRIOIqP3JD3TtAmgXk_Olkf1aXky0hhOQF&c=zCDHFeRJR6YNTEjNn5RuqKL7n3HQIW6rI72YVhOA1hfM0n_LuwfB4g==&ch=wUW2BV-lwBNI7HWOX3Baf5OpGrxwMUcK_XGnpvRiB1X6mBTve1gxGQ==></p></div><div data-bbox=\)](http://r20.rs6.net/tn.jsp?f=001BBnHN8MIh3VAbbfFNU_kbojCKUf1iWFr1vdxf5otXCmjluCuFq_JDvjdw86YPTX 9LGTS7_51jYg8YzpftrcroRv5Me3vfMPKfy6qn6zCYUgY-cUrywCeh6kR1WVo7gyqf1JtB2yMf2Z5O4zIbtzzSoWnz0JqNtl_WtsKNKtAv3gLyHx1O9gytCVXUMXu0XRAFmeYn8jkg94MmZBXthTTr2n3eh1trKSoqMEOIJec9eolv4FEFMnco44OE8CLzTsO&c=zCDHFeRJR6YNTEjNn5RuqKL7n3HQIW6rI72YVhOA1hfM0n_LuwfB4g==&ch=wUW2BV-lwBNI7HWOX3Baf5OpGrxwMUcK_XGnpvRiB1X6mBTve1gxGQ==></p></div><div data-bbox=)

CHART<[#### RETAIL SHOP HOURS](http://r20.rs6.net/tn.jsp?f=001BBnHN8MIh3VAbbfFNU_kbojCKUf1iWFr1vdxf5otXCmjluCuFq_JDvjdw86YPTXEka oFlo1cxsOEXES0npJxrCl1_Wcl6hp8TTkccFn0ZUSAQNb9cUEhpx_FNMWk_yb9mht0yNz5ePHagsKIzOI_TsPC59cZYFgvUC MZXQGA7o0cOPyzEwm81sziH5rpUrRBjIXWmb2RFFQP0CQYo54w3_9I_9zFJIn74_cF00O5Zs_LDodi1UilzeEohYQ35&c=zCDHFeRJR6YNTEjNn5RuqKL7n3HQIW6rI72YVhOA1hfM0n_LuwfB4g==&ch=wUW2BV-lwBNI7HWOX3Baf5OpGrxwMUcK_XGnpvRiB1X6mBTve1gxGQ==></p></div><div data-bbox=)

Monday through Saturday 8:30 am - 6:00 pm Sunday 9:00 am - 5:00 pm

We have posted some lovely photos on our social media sites for you to enjoy. Please take a moment to relax and enjoy some of what Nature provides us. Click on a link below and feel free to share it with some nature-lovers that you know.

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Natureworks Horticultural Services, 518 Forest Road, Route 22, Northford, CT 06472

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Carolyn Smart

From: Mark Mercurio <mmercurio@townsendpd.org>
Sent: Friday, March 01, 2019 9:47 AM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: FW: Estimate 5411 from JBTURF
Attachments: Est_5411_from_JBTURF_188680.pdf; ATT00001.htm; MA consumer info -Lawncare.pdf; ATT00002.htm; JBTURF INFO - 2019.pdf; ATT00003.htm

The organic plan is a about the same but I'm hesitant because I've been reading a lot of bad reviews. If we continue with JB Turf we should sign off on the contract soon

Mark Mercurio
Facility Manager
Town of Townsend Ma.01469
978-732-3590

From: Mark Mercurio
Sent: Monday, January 28, 2019 4:02 PM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Cc: lplourde@townsend.ma.us
Subject: Fwd: Estimate 5411 from JBTURF

Here's town hall

Sent from my iPhone

Begin forwarded message:

From: JBTURF <jbturf@comcast.net<mailto:jbturf@comcast.net>>
Date: January 28, 2019 at 3:53:10 PM EST
To: Mark Mercurio <mmercurio@townsendpd.org<mailto:mmercurio@townsendpd.org>>
Subject: Estimate 5411 from JBTURF

Dear Customer :

Please review the attached estimate. See attachments for additional info and feel free to contact us if you have any questions. See attachments for terms & conditions or <http://www.jbturf.com/sitebuildercontent/sitebuilderfiles/jbturf-termsconditions2019.pdf>

We look forward to working with you!

Save time and sign up online at:
<http://www.jbturf.com/id12.html>

Pay Online Now:
<http://www.jbturf.com/id5.html>

Sincerely,
JBTURF
1255 Massachusetts Ave.
Lunenburg, MA. 01462
978-772-4890

This email has been checked for viruses by AVG.

<https://www.avg.com>



1255 Massachusetts Ave.
Lunenburg, MA 01462

2019 Service Estimate

Date

Estimate #

1/28/2019

5411

Name / Address

Town of Townsend
70 Brookline Rd.
Townsend, MA. 01469

Service Address

Town Hall
272 Main Street
Townsend, MA. 01469

EMAIL ADDRESS: _____

Thank you for allowing us to provide you with this lawn care estimate, please check next to the program and services you wish to receive, sign, date, & return 1 copy in the enclosed envelope / or sign up online - include prepayment or contact us for an invoice - See back for additional info

X Here	Description	Cost	Total
	<u>PROGRAMS (please choose 1)</u>		
<input type="checkbox"/>	Base 4 App Program ~ per treatment (ias)	173.00	692.00
<input type="checkbox"/>	Base 4 App Program ~ Prepay save 5%*(cash/check)	657.40	657.40
<input type="checkbox"/>	Base 4 App Program ~ Prepay save 2%(credit card)	678.16	678.16
<input type="checkbox"/>	Base 5 App Program ~ per treatment (ias)	166.00	830.00
<input type="checkbox"/>	Base 5 App Program ~ Prepay save 5%*(cash/check)	788.50	788.50
<input type="checkbox"/>	Base 5 App Program ~ Prepay save 2%(credit card)	813.40	813.40
	<u>EXTRA SERVICES</u>		
<input type="checkbox"/>	Pelletized Lime application 1x	138.00	138.00
<input type="checkbox"/>	Pelletized Lime application 2x (spring + fall)	276.00	276.00
<input type="checkbox"/>	Flea & Tick Treatments (spring + fall)	294.00	294.00
<input type="checkbox"/>	Flea & Tick Add-On (summer app)	147.00	147.00
<input type="checkbox"/>	Root Treatment / Organic Supplement	138.00	138.00
<input type="checkbox"/>	Professional Soil Analysis	50.00	50.00
<input type="checkbox"/>	Weed Control Nutsedge - per app	166.00	166.00
<input type="checkbox"/>	Over Seeding Fall	322.00	322.00
<input type="checkbox"/>	Core Aeration Fall	262.00	262.00
<input type="checkbox"/>	Weed Control curbing - per app	30.00	30.00

NEW

SIGN UP
ONLINE @
www.jbturf.com

IMPORTANT NOTICE:

*5% PREPAY DISCOUNT FOR CASH / CHECK / ACH ONLY
2% PREPAY DISCOUNT FOR CREDIT CARD / PAYPAL
PREPAY DISCOUNT EXPIRES ON PREPAY DUE DATE

SIGN UP / PAY



JBTurf accepts:
Cash~Check~Money
Order~ACH / e-check

terms & conditions
on back

- ☐ I Wish to prepay for my program and save 5% (cash / check / ACH)
- ☐ I Wish to prepay for my program and save 2% (credit card / paypal)
- ☐ I Wish to be invoiced after each treatment /service is performed (ias)

Prepay Due Date

2/28/2019

Thank You for your Business! if prepaying
enclose payment or pay online
www.jbturf.com/id5.html

SIGN HERE: _____ DATE: _____

978-772-4890

jbturf@comcast.net

www.jbturf.com

The Massachusetts Pesticide Board recommends that the signs can be removed after 24 hours. The applicator must also leave you instructions for any other steps you should take after treatment. This information may help you decide when to take down your signs.

Can Integrated Pest Management “IPM” help maintain home lawns and reduce risk from pesticide exposure?

Yes. The Department strongly encourages the use of IPM. Under an IPM approach, pesticides are only used when there is a demonstrated need for them. IPM focuses on maintaining a healthy lawn. Healthy grass is not as susceptible to insects and diseases. Thick healthy turf will crowd out most weeds. If the lawn is cut at the proper height, watered and fertilized properly, the incidence of fungus diseases will be lessened. The homeowner has a number of pest resistant grass varieties and alternative low maintenance ground cover plants to choose from and can avoid the intense management practices that are often used to control pest damage on ornamental turf.

Below you will find links concerning safe and environmentally sound lawn care:

www.state.ma.us/dfa/pesticides/publications/IPM%20Lawn%20Guide%201A.1.pdf
www.state.ma.us/dfa/waterwellbeing/index.htm

What information must be left with me after the application?

After each application, your applicator must leave the following information:

- Name and Pesticide Applicators License number of applicator
- Date and time of the application
- Name and EPA Registration Number of pesticide(s) of applied to the property and for what purpose
- Directions on what the consumer should do after the application if indicated on the label

What if I have a question or a problem?

The Department of Agricultural regulates the use of pesticides in Massachusetts. It is a violation of the law to use a pesticide inconsistent with the label directions. All commercial pesticide applicators must have a valid Pesticide Applicator License issued by the Department. Consumers should check to insure that the applicator is licensed or certified. If you suspect that your applicator is unlicensed or a misuse has occurred please contact the Department of Agricultural Resources. If you have any further questions or concerns about pesticides or the application of pesticides you should contact your lawn care applicator or you can contact the following:

- Massachusetts Pesticide Enforcement (617)626-1700
- EPA National Pesticide Information Center (800)858-7378
- Massachusetts Poison Information Center (617)232-2120
- Department of Public Health/Bureau of Environmental Health Assessment (617)624-5757

If you have a contractual problem with a lawn care company, please contact the Massachusetts Attorney General's Office of Consumer Affairs at (617)727-8400 or the Better Business Bureau at (617)426-9000 and (413)734-3114.

Massachusetts Pesticide Enforcement: www.state.ma.us/dfa/legal/regs/pesticides_regulations_list.htm

Massachusetts Pesticide Regulations: www.state.ma.us/dfa/legal/regs/pesticides_regulations_list.htm

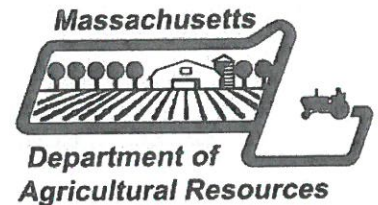
EPA Pesticide Site: www.epa.gov/ebtpages/pesticides.html

Exttoxnet – variety of information about pesticides: <http://ace.orst.edu/info/exttoxnet/>

Updated August 1, 2007



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS
Department of Agricultural Resources
251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax 617-626-1850 www.Mass.gov/AGR



CONSUMER INFORMATION BULLETIN

LAWN CARE

Massachusetts "Regulations Relative to Application for Turf Pests" (333CMR 13.06) requires you to receive this information bulletin.

Are applications of commercial lawn care pesticides safe?

When pesticide applications are performed properly and carefully the degree of risk is greatly reduced, however all pesticides are by design poisonous to some form of life. Therefore they must be treated with caution. Toxicity can vary from one pesticide product to another and individuals may be affected differently from the same level of exposure. Although there is usually no hazard, you should take steps to minimize your exposure to avoid potential problems.

Is it safer to maintain my own lawn?

Maintaining your own lawn with pesticides can be more hazardous since you will be directly exposing yourself to the harmful chemicals during application. There are additional hazards with improper storage of pesticides around the home. Although many people are able to use pesticides safely, most misuse comes from homeowner pesticide applications. If you do decide to maintain your own lawn, seek professional advice and carefully follow the pesticide label directions.

Can I minimize exposure to pesticide applications?

Yes. To minimize exposure and the potential for health related problems from pesticide applications, there are logical steps that can be taken such as closing windows and removing all lawn furniture and toys from the yard. During and immediately after an application it is also important to keep other people, especially children and pets away from areas where pesticides are being applied.

May I be notified by the company prior to a pesticide application?

Yes. The lawn care professional and/or company you hire must provide you with the opportunity to request pre-notification before each pesticide application. This notification would allow you time to prepare for the application(s). You can also use this notification option to contact concerned neighbors.

Must the applicator put signs on my lawn?

Yes. The applicator is required to post standardized signs on pesticide treated lawns. The signs provide notice to you and your neighbors that a pesticide application was made to your lawn. This will allow you and other persons to avoid treated areas if desired. Children should be made aware that the signs mean that a pesticide application has recently taken place and that they should avoid using these areas.

BaseCare Program: Our basecare program includes the essentials to help keep your lawn thick, green and healthy. On each visit we will apply a high quality fertilizer, appropriate for the time of year; and check for weeds, insects, disease, and cultural problems. We employ a strategy called Integrated Pest Management or IPM. Using IPM, we apply control products such as surface insect controls and weed controls only as needed in the spots that need them. Grub Proofing is included. Nutsedge control, fungicides and specialty herbicides may be applied at additional cost. Residential curbing will be treated for weeds as needed. Lawn Analysis and recommendations are free. 5 Visits are spaced roughly 6 weeks apart through out the season. This program may include pesticide usage on each treatment.

BaseOrganic Program: Our baseorganic program limits the use of control products and pesticides; and helps ensure your lawn will be healthy, thick, and green; with proper mowing & watering. Your lawn will receive 2 conventional BaseCare treatments, and 3 organic-based non-pesticide fertilizer treatments. These will help control crabgrass, weeds, and insects; and build essential organic matter in your soil. Grub Proofing is included. Nutsedge control, fungicides and specialty herbicides may be applied at additional cost. Using IPM, we apply control products such as surface insect controls and weed controls only as needed in the spots that need them. Lawn analysis and recommendations are free. 5 Visits are spaced roughly 6 weeks apart through out the season. This program may include limited pesticide usage during conventional treatments only.

Grub Proofing: Our grub proofing treatment will help control grubs in your lawn for a full year. Over the summer months, beetles lay their eggs in your lawn. Come august, the eggs will hatch into grubs which will start feeding on the root system of your turf. Left untreated, grubs will continue to feed through the fall and spring causing potential devastation to your lawn. These insects follow the same cycle each year; however they can be effectively suppressed with one treatment each year. Lawns with an existing grub infestation may also need a curative grub control application. Grub Proofing is recommended for all lawns in the northeast region each year. This is included in the BaseCare and Base/Organic Programs.

Flea & Tick: Our flea and tick control treatments will help rid your lawn and property of these dangerous pests and help control ants as well. This is an important treatment, especially for those with children and pets. We will make 2 applications, one spring and one fall, a summer app is optional. Additional treatments may be needed if pest pressure is high during the year.

Root Treatment: Our organic root treatment is an all-natural product containing organic extracts, humic acid, and other nutrients. Some of the many benefits include: increased root mass, improved drought resistance, improved plant color, improved stress tolerance. A perfect compliment to our base/organic program, or for lawns with soil or irrigation problems.

Soil Testing: We will gather soil plugs from random areas of your lawn, to form a soil sample. This sample will be sent into a professional soil lab and analyzed. You will be provided with a detailed report of your soils composition, nutrients, ph level etc., and our recommendations. This is generally a 2 week process.

Pelletized Lime: Our lime application will help maintain soil ph, condition the soil, and add vigor to grass plants. Soil in the northeast tends to be acidic or have low ph, while grass plants thrive best in a close to neutral ph. Lime raises the ph level, contains essential macro nutrients, and increases the effectiveness of other applied products. Lime is recommended for all NE lawns each year. Best results are obtained by applying lime after aerating the turf. Corrective applications also available, as determined by soil testing. We use specialized fast acting lime formula for improved / faster results.

Gypsum: Gypsum is a very effective soil conditioning product. Helps to loosen compacted and heavy clay soils, leading to improved root growth and drainage. Also, gypsum will add calcium, help neutralize pet damage and leach salts in the soil. Proper soil condition is the foundation of a healthy lawn. Recommended for some troubled lawns. Best results are obtained by applying gypsum after aerating the turf.

Core Aeration: Core aeration is a service that mechanically removes plugs of soil from your lawn, and deposits them on the thatch layer. Aeration has several benefits, and is essential for proper turf maintenance. Performed in the spring or fall, aeration helps relieve soil compaction, spur fall growth, maintain the thatch layer, great for seeding and increases availability of nutrients/water/air to the root zone. Core Aeration is recommended once each year, except on new lawns 1st year.

Over Seeding: Seeding in the fall can help improve the overall appearance of your lawn. This helps introduce improved grass species into your lawn, helps repair deteriorated turf, and increases the turf density. Over seeding can be performed after core aeration, for best results. Do you have some severe bad spots in your turf? Ask us about slice seeding to repair these.

Top Dressing: Your turf is only as good as the soil it is growing in. Our top dressing helps amend poor soil conditions by adding organic matter, humic acid, beneficial bacteria + fungi. First we will double aerate your lawn to open the soil, then top dress with an all natural amendment product. Perfect for troubled lawns, when seeding, sandy soil / low org, and soil with low organic matter (om?) levels.

TERMS & CONDITIONS

BY SIGNING UP FOR SERVICE WITH JBTURF BY EMAIL, BY PHONE, BY TEXT MESSAGE, BY ONLINE SUBMISSION, BY MAIL OR IN PERSON; YOU ARE AGREEING TO RECEIVE AND PAY FOR SELECTED SERVICES AND FEES FOR THE STATED OR CORRESPONDING YEAR, AS WELL AS FOLLOWING YEARS UNTIL SERVICE IS CANCELED. YOU MAY CHANGE THE SERVICES YOU WISH TO RECEIVE OR YOUR PAYMENT METHOD BY CONTACTING US. SERVICE FROM JBTURF CONTINUES AUTOMATICALLY EACH YEAR. YOU MAY DISCONTINUE / CANCEL SERVICE, TO DO SO YOU MUST CONTACT US VIA EMAIL OR LETTER. PREPAID SERVICE MAY BE CANCELED, BUT MAY ONLY BE REFUNDED AT OUR DISCRETION; LESS ANY COMPLETED SERVICES / PRORATED FEES/ LATE FEES/BALANCES DUE. OUR PROGRAM PRICING IS PRORATED FOR SIMPLIFIED BILLING. IF CANCELING BEFORE PROGRAM COMPLETION- JBTURF WILL CHARGE A PRORATED FEE BASED UPON COMPLETED SERVICES. UNPAID INVOICES, ACCOUNTS AND/OR BALANCES WITH JBTURF WILL BE SUBJECT TO YOUR ACCOUNT TERMS AND ANY APPLICABLE FINANCE FEES, LATE FEES, COLLECTIONS FEES, AND LEGAL FEES. JBTURF CHARGES \$10 MONTHLY FOR PAST DUE INVOICES AND BALANCES. JBTURF ACCEPTS CASH, CHECK, MONEY ORDER, BANK CHECK, ACH/E-CHECK- AS REGULAR FORMS OF PAYMENT. *PAYPAL & CREDIT CARD WILL BE ACCEPTED FOR PRE OFFER ONLY. *RECEIVE A 2% PREPAY DISCOUNT WHEN PREPAYING WITH PAYPAL OR CREDIT CARD. RECEIVE A 5% PREPAY DISCOUNT WHEN PREPAYING WITH CASH OR CHECK OR ACH. A CONVENIENCE FEE MAY ALSO APPLY TO ANY PAYPAL OR CREDIT CARD PAYMENTS. THERE WILL BE A \$25 FEE FOR ANY BOUNCED, RETURNED, DECLINED OR REJECTED PAYMENT. JBTURF PRICING AND ESTIMATES ARE ONLY VALID FOR THE CUSTOMER ORIGINALLY NAMED ON ESTIMATE OR CORRESPONDENCE. EXTRA SERVICES PRICING YOU HAVE RECEIVED ARE DISCOUNTED & VALID ONLY IN CONJUNCTION WITH A FULL LAWN CARE PROGRAM; UNLESS OTHERWISE NOTED. FUNGICIDES & SPECIALTY HERBICIDES & ANT CONTROL ARE NOT INCLUDED IN PROGRAM PRICING. NEW CUSTOMERS LAWNS WITH AN EXISTING GRUB PROBLEM WILL NEED A CURATIVE AND PREVENTATIVE GRUB CONTROL APPLICATION; AT ADDITIONAL COST. PLEASE DO WHATEVER IS NEEDED OPTION; WE WILL CHOOSE THE PROGRAM AND EXTRA SERVICES INCLUDING FUNGICIDES / SPECIALTY HERBICIDES THAT WE ELECT MOST BENEFICIAL FOR YOUR PROPERTY. SERVICE AND TREATMENTS ARE AUTOMATICALLY SCHEDULED AND ROUTED BY JBTURF. JBTURF CHARGES \$25 FOR CALL AHEAD SERVICE OR TREATMENT SCHEDULING PER VISIT. JBTURF CHARGES \$25 PER RESCHEDULED VISIT OR SERVICE CALL. JBTURF ACCEPTS NO LIABILITY FOR DAMAGES TO ANY HIDDEN, UNMARKED, BURIED OR UNREPORTED ITEMS, OBSTACLES & OBSTRUCTIONS. PRICING IS ESTIMATED AND MAY FLUCTUATE AT ANY TIME. CUSTOMER SATISFACTION IS A MAJOR GOAL AT JBTURF. IF YOU ARE NOT HAPPY WITH ANY ASPECT OF YOUR SERVICE FROM JBTURF, PLEASE NOTIFY US AND WE WILL TRY TO RECTIFY THE PROBLEM. WE GREATLY VALUE ANY THOUGHTS, OPINIONS, OR IDEAS YOU MAY HAVE. PLEASE CONTACT US WITH ANY SPECIAL SERVICE CONSIDERATIONS. TERMS & CONDITIONS MAY CHANGE AT ANY TIME. VISIT OUR WEBSITE FOR MORE INFO www.jbturf.com

5.4

FXM Associates

Economic Planning & Research 53 County Road, Box 660 Mattapoisett, MA 02739 508-758-2238

May 21, 2019

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

ATTN: Sue Lisio, Chair
Cc: Kym Craven, Master Plan Committee

RE: Contract/Scope of Services for Economic Development Strategy

Dear Ms. Lisio:

This letter will serve as a contract between the Town of Townsend and FXM Associates to conduct an Economic Development Strategy for the Town of Townsend, Massachusetts

The following paragraphs outline our Scope of Work, Timeline, Budget and Payment Terms. Please read our Standard Proposal Addendum which is attached. If you find this letter contract acceptable as is you may sign and return one copy via email to fxmahady@fxm.biz and regular mail to:

FXM Associates
P.O. Box 660
Mattapoisett, MA 02739

Payments for services as noted in this letter contract should be made to FXM Associates and mailed to the above address.

Scope of Work

Initial Meeting and Additional Meetings

Senior FXM and Barrett Consulting Group staff will meet with the MPC client to discuss the proposed approach, timetable, and any other issues of concern prior to initiating research. Refinements to the proposed approach may be made with mutual consent given budget limitations, and a formal scope of services for contracting purposes will be prepared and submitted. We will request a list of key contacts and attempt to conduct 10-12 telephone or in-person interviews. We will maintain a close working relationship with the MPC project director, including weekly updates as warranted on work in progress. We will attend 2 additional meetings in Townsend during the course of research including a final presentation of the results of all work accomplished.

Market and Competitive Analysis

While we expect to address the specific questions noted in the RFP that the MPC wants answered, we believe that a broader understanding of realistic market-driven development opportunities is a crucial first step in creating an effective economic development strategy. The market analysis also needs to address Townsend's competitive strengths and

weaknesses, so that the Town can consider appropriate ways local government can build upon existing commercial enterprises and market trends and improve the Town's business climate to attract additional commercial and residential investment. Data developed in the market analysis can be used to recruit business and residential development investors and support potential financial incentives and grant requests.

FXM will analyze market conditions and trends by industry sector in Townsend and the regional market; project employment and potential space demand for office, industrial/warehouse, flex, and retail uses; and identify market dynamics that will influence long term development opportunities. Among the specific techniques we will employ to address the questions in the RFP, among other issues, are:

- analyses of historical trends in employment by industry sector locally and regionally and projection of 5-year space demand by industry and type of space;
- complementary analyses of real estate supply trends by type of space (office, industrial/distribution, retail, flex), including occupancies, vacancies, prices, and net absorption in Townsend and the surrounding submarket;
- a retail opportunity gap/surplus analysis to uncover current sales leakages and opportunities for additional retail and restaurant development;
- demand for market-rate rental housing by age group and affordable rent; and
- competitive tax rates, fiscal productivity and policies compared to surrounding communities.
- Barrett Consulting Group will also specifically examine how zoning and other regulatory policies affect existing commercial vacancies and underutilized properties, as well as new development opportunities identified in the market assessment.

Economic Development Strategy Formulation

Drawing upon the results of the market analysis and interviews, FXM will prepare an interim report presentation (PPT). The objective of this presentation will be to inform the Town of relevant technical findings that can be considered in formulating detailed goals and objectives for economic development as well as specific initiatives to realize those objectives. A final report will subsequently be prepared and presented in Townsend.

Timeline

- Initial meeting – within 1 week of formal notice to proceed (according to Master Plan Meeting)
- Interim PowerPoint and presentation – July 30, 2019
- Draft Final Report submitted – August 30, 2019

Dates are dependent on the Master Plan Committee organizing the required meetings, if the Master Plan Committee needs to change dates, the project dates may fluctuate.

FXM Associates

Economic Planning & Research 53 County Road, Box 660 Mattapoisett, MA 02739 508-758-2238

Budget and Payments

Budget for the above services will be \$21,600.

Billing will occur in three equal payments in accordance with the three deliverables listed above. Payments are due within 30 days of their receipt by the Town of Townsend.

Payments for services as noted in this letter contract should be made to FXM Associates and mailed to:

FXM Associates
P.O. Box 660
Mattapoisett, MA 02739

Acceptance

If you find this letter contract acceptable you may sign and return one copy to:

FXM Associates
P.O. Box 660
Mattapoisett, MA 02739

We very much look forward to working with you on this most interesting and challenging assignment.

Sincerely,

F.X. Mahady (signed)

Francis X. Mahady
Principal

ACCEPTED BY:

Name: Sue Lisio

Title: Chair, Townsend Board of Selectmen

Signature_____

Date_____

FXM ASSOCIATES

STANDARD PROPOSAL ADDENDUM

The client understands that FXM Associates (FXM) can make no guarantees concerning the findings or recommendations which will result from the proposed assignment, since these findings and recommendations must be based upon facts discovered by FXM during the course of the study and those conditions existing as of the date of the report. To protect you and other clients, and to assure that the research results of FXM's work will continue to be accepted as objective and impartial by the business community, our fee for the undertaking of this project is in no way dependent upon the specific conclusions reached or the nature of the advice given by us in our report to you.

The client agrees that the report is not to be used in conjunction with any public or private offering of debt or equity security without our prior written consent.

The client further agrees to indemnify FXM against any losses, claims, damages and liabilities under federal or state security laws which may arise as a result of statements or omissions in public or private offerings of securities.

The client agrees that payment for the services of FXM is due upon receipt of the invoice, or other payment terms specified in the contract; that full payment is due upon receipt of the completed report; and that FXM has the right to withhold delivery of the final report pending receipt of any overdue payments. Should an unpaid invoice be referred to our attorneys for collection, the client agrees to pay their reasonable fee for such work, as well as any costs of suit which may be incurred.

The client further agrees that the report will be presented to third parties in its entirety and that no abstracting of the report will be made without first obtaining the permission of FXM.

FXM agrees that the findings of the report are the proprietary property of the client and they will not be made available to any other organization or individual without the consent of the client.

This proposal will remain in force for a period of fifteen (15) days from the date shown therein.

PUBLIC NOTICE
Town of Townsend
Request for Proposals
Personnel Administration Services

The Town of Townsend is requesting proposals for personnel administration services. Copies of the detailed Request for Proposals may be obtained from the office of the Town Administrator or by email at selectmen@townsend.ma.us. Interested firms qualified in the field of Personnel administration shall submit proposals to James M. Kreidler, Town Administrator, Townsend Town Hall, 272 Main Street, Townsend, MA 01469 by 4:00 P.M., June 12, 2019

Minimum qualifications are: five years of successful experience in Personnel administration, including projects of similar scale and scope; and evidence of suitable insurance coverage for such services. Selection criteria are included in the detailed Request for Proposals. Respondents must comply with all applicable civil rights and employment opportunity laws. The Town of Townsend reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which best meets the criteria set by the Town.

James M. Kreidler, Jr.
Town Administrator
Town of Townsend

Personnel Administration Services

PART I

OVERVIEW and DESCRIPTION OF PROJECT

The Town of Townsend seeks Personnel Administrative services for the scope of work detailed in Part III of the RFP.

The successful respondent will work with and will receive the full support of the Town of Townsend through the Town Administrator's office. Respondents are asked to present a scope of services that will lead to successful implementation of this scope of work and to list all personnel who will support the goals of the Town as outlined in Part III.

PART II

INSTRUCTIONS

This Request for Proposals (RFP) is issued by the Town of Townsend in compliance with requirements of MGL Ch. 30B. Any conflict or inconsistency between the requirements of the Statute and this RFP shall be determined by the Statute.

RFP packages can be obtained through the Town Administrator's office or via email by request at selectmen@townsend.ma.us. Respondents are welcome to view the town's current Personnel Policies on the town website at: https://www.townsend.ma.us/sites/townsendma/files/uploads/personnel_policies_procedures_manual.pdf

Questions may be addressed in writing to the Town Administrator.

If the RFP is changed as a result of questions or other reason, the Town will send appropriate notice of same, in addendum form, to all those who have requested an RFP package.

Proposal Submittals:

1. Responders shall develop a non-price or narrative proposal and a price proposal based upon the scope of services information (Part III), and the respondent's knowledge and experience in the field of personnel administration. A cover sheet for the non-price narrative proposal has been provided in Part IV. The proposal should be prepared in a straightforward manner, concisely and economically, providing a complete description of the services to be provided and a timeline for completion. It should make clear that the minimum qualifications have been met and address the selection criteria found in Part V. Please submit three copies of the non-price or narrative proposal.
2. A list of not less than five relevant references must be included. There is no specific limit to the number of references given, as long as they are relevant.
3. In order to preclude conflict of interest that may arise from providing services to the Town of Townsend, the respondent, its sub consultants and subcontractors are required to submit an Affidavit of Non-Collusion. A blank affidavit of non-collusion is included in Part IV.
4. A Revenue Enforcement and Protection Statement must be submitted. A blank statement is included in Part IV.
5. The Town of Townsend is an equal opportunity employer. Further, it is the policy of the Town to ensure that minority and women business enterprises (W/MBE) have the maximum opportunity to participate in providing the services called for in this RFP, either as principal contractor or subcontractor. Federal and Massachusetts regulations prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin, and in accepting federal and Massachusetts funding the Town must comply with all federal and Massachusetts equal opportunity laws. Therefore, the respondent must agree to take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, or national origin. The respondent shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. An equal opportunity

assurance and statement form is included in Part IV.

6. Respondents are required to submit proof of insurance. Professional insurance (Liability or other appropriate product) is required from an insurer qualified to do business in Massachusetts. Respondents shall submit a certificate of insurance evidencing such coverage.
7. Acknowledgement of the addenda, if any were issued to change the original RFP as a result of questions or other reason, must be included.
8. Responders shall develop a price proposal. There is no specified format for the price proposal. The fee shall be proposed as a lump sum with a not -to-exceed amount..

Required Submissions

Proposals must be received in the Office of the Town Administrator, Townsend Town Hall, 272 Main Street, Townsend, MA 01469 by 4:00 P.M., June 12, 2019

Proposals shall be submitted as follows:

- A. A packet of choice (packet, box, envelope etc.) will contain:
 - 1) The non-price or narrative proposal (3 copies)
 - 2) Five relevant references
 - 3) The completed "Affidavit of Non Collusion"
 - 4) The completed "Revenue Enforcement and Protection Statement"
 - 5) Equal Employment Assurance and Statement
 - 6) Proof of Insurance
 - 7) Acknowledgement of any addenda issued.

The packet will be marked "**Non-Price Proposal - Consultation Personnel Administration Services**", (include respondent's identification). Contents will be checked for all required submissions.

- B. A sealed envelope will contain one copy of the price proposal and will be marked "**Price Proposal - Consultation Personnel Administration Services**" (include respondent's identification)

PART III

SCOPE OF SERVICES

The successful respondent will work with and will receive the full support of the Town of Townsend through its Town Administrator. Respondents are asked to present a scope of services that will lead to successful implementation of the following goals

Personnel Function and Documents

1. Review the Town's Home Rule Charter as relates to personnel matters.
2. Review the Town's General Bylaws as relate to personnel matters.
3. Review existing Personnel Policies and Procedures.
4. Review all collective bargaining agreements, personal services contracts and employment memoranda of understanding.
5. Review any additional documents that you deem germane.
6. Interview key officials and staff with shared involvement in the town's personnel functions to ascertain current roles and responsibilities.
7. Propose a personnel administration structure that achieves current best practices
8. Proposed draft revised "Personnel Policies and Procedures", or equivalent "Employee Handbook."
9. Propose specific collective bargaining language to be bargained that appropriately ties unionized and personal contract employees to the town-wide policies, to the extent that the policies do not conflict with the terms of the respective union or personal contract.

Compensation and Classification Plan

1. Review and update, as may be required, the position descriptions for all non-public safety personnel (~50).
2. Classify, or reclassify if required, all positions.
3. Provide a Compensation and Classification Tool to be utilized by the Town to maintain the plan.
4. Review the town's current compensation and classification plan.
5. Perform a market test of current comparable communities; make additions and/or deletions as required.
6. Create a best practices compensation plan consisting of grades and steps within grades.

PART IV
FORMS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, Town, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Typed name

Title

Name of Business

REVENUE ENFORCEMENT AND PROTECTION STATEMENT

“Pursuant to M.G.L., Chapter 62C, §29A, I hereby certify under the penalties of perjury that _____, to my best knowledge and belief, has filed all Massachusetts tax returns and paid all Massachusetts taxes required under law.”

Social Security Number or FID

Signature of Individual or Corporate

Name

Corporate Officer

CERTIFICATION OF NON-SEGREGATED FACILITIES

The Bidder certifies that it does not maintain or provide its employees any segregated facilities at any of their establishments, and that they do not permit employees to perform services at any location under their control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and Harbor facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where they have obtained identical certification from proposed subcontractors for specific time periods) they will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from provisions of the Equal Opportunity clause and those they will retain such certifications in their files.

Note: The penalty for making false statements in offers is prescribed in 18 U.S. Code Section 1001.

Company Name:

Address:

Name & Title of Signatory

Signature

Date

PART V

MINIMUM AND EVALUATIVE CRITERIA

Proposals which fail to meet the minimum qualifications or which, in the judgment of the Town of Townsend fail to meet the requirements of the Request for Proposals or are incomplete, conditional, obscure, or contain errors or deletions, shall be rejected. All others will be reviewed according to the selection criteria. A short list will be developed, and those firms will be invited for an interview and presentation. The successful respondent will be selected from the short list. The fee will be negotiated with the first choice respondent.

The Town's Chief Procurement Officer or his designee will utilize the following criteria in review of proposals, references and follow-up review:

MINIMUM QUALIFICATIONS

Each respondent shall indicate his/her agreement with each of the following questions.

To merit further consideration of a proposal by the Town, respondent must indicate "yes" and provide evidence, where appropriate, with each statement below:

1. Has the respondent conformed in all material respects to the submission requirements as set forth in the RFP?

Yes No

2. Does the respondent have a minimum of five years' of successful experience in Personnel administration, including projects of similar scale and scope?

Yes No

3. Has the respondent completed previous Personnel projects on time without extensions or budget amendments?

Yes No

4. Does the respondent show evidence of suitable insurance coverage for the proposed services?

Yes No

All documents prepared for the project shall remain the property of the Town of Townsend.
Selection shall be subject to additional discussions and/or negotiations based on proposals received.

The following will be used to measure the relative merits of each proposal that has met the
Minimum Qualifications, for each criterion:

Highly Advantageous - Proposal excels on specific criterion.

Advantageous - Proposal fully meets the evaluation standard that has been specified.

Not Advantageous - Proposal does not fully meet the evaluation standard, is incomplete or
unclear, or both.

Unacceptable - Proposal does not meet the specification criterion.

COMPARATIVE CRITERION

Following the individual ranking for each of the individual comparative criterion, proposals shall receive a composite rating corresponding to the above-listed scale.

1. KEY STAFF AND THEIR QUALIFICATIONS, and SIMILAR EXPERIENCE

Proposals submitted should list key staff members to be assigned, provide a resume of their qualifications.

The Town places a premium on the experience of the firm and members in providing Personnel administration services for this project. In evaluating proposals, the Town will consider the experience of firm personnel in this area. Please describe your background and experience with similar personnel administration projects and provide sample reports or projects.

Even if the firm itself has five years' similar experience, the Town shall find it unacceptable if project personnel possess less than three years of experience; three years' experience shall be given the rating of not advantageous; more than three but less than five years of experience shall be given the rating of advantageous; more than five years of experience shall be given the rating of highly advantageous.

2. EVALUATION OF SCOPE OF SERVICES

The Town places a premium on the respondent's approach to the project and the ability to present a scope of services that complies with the goals listed in Part III. The narrative should be clear, concise and complete.

Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Proposals which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Town as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Proposals that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

3. AVAILABILITY TO MEET WITH TOWN REPRESENTATIVES

The Town places a premium on its ability to have access to the key personnel throughout the life of the project. Please describe your availability to meet or confer with the Town's designated representative. The Town shall find it unacceptable if the respondent is unable to meet with the Town's designated representative. Usual availability for less than five (5) business days per week shall be given the rating of not advantageous; usual availability for five (5) business days per week but during limited hours shall be given the rating of advantageous; usual availability for five (5) business days per week during normal business hours shall be given the rating of highly advantageous.

4. SIMILAR PERSONNEL ADMINISTRATION CLIENTS

Proposals should list references for current and recently similar projects. Contact information should be supplied. Provide the dates for each project and whether an extension of time was requested and/or approved. The Town will follow up on as many references as possible. The Town places a premium on the number of successful projects that the respondent has undertaken which are similar to the Town's current project. Please provide a list of clients for which you currently provide personnel administration services, or for which you have completed projects within the past two-year period. More than three clients who consider your services satisfactory or better shall be given the rating of highly advantageous; three clients who consider your services satisfactory or better shall be given the rating of advantageous; three or more clients not all of whom consider your services satisfactory or better shall be given the rating of not advantageous; having fewer than three clients, or three or more clients who consider your services unsatisfactory shall be given the rating of unacceptable. Please provide the number of rehab units and/or subsidies completed and if an extension was required.

**TOWN OF TOWNSEND
CONTRACT OF EMPLOYMENT
TOWN ACCOUNTANT**

This Contract of employment (Contract) made this **30th** day of **April 2019** by and between the Town of Townsend (Town) and Lauri Plourde, Town Accountant,

WITNESSETH THAT:

EMPLOYMENT: The Town, by and through its Board of Selectmen (the Board) hereby contracts Lauri Plourde as Town Accountant of the Town, pursuant to Massachusetts General Laws, Chapter 41, Section 108N

1. **TERM:** The term of this Contract shall be for a three year period commencing April 30, 2019 and ending April 29, 2022.¹
2. **HOURS OF WORK:** The Town Accountant agrees to devote that amount of time that is reasonably necessary for the Town Accountant to faithfully perform the duties of the position of the Town Accountant.
3. **COMPENSATION:** The Town Accountant and the Board agree that the position of Town Accountant is currently recognized within the Town's non-union compensation and classification plan in Grade 9, and further recognizes, like all positions in the compensation and classification plan, that the position may be reclassified in the future. The Town shall, subject to appropriation, pay the Town Accountant during the term of this Contract on the following basis:
 - a) **The Remainder of Fiscal Year 2019:** Annual Base Salary of \$ 80,000.00
 - b) **Salary Increase:** Salary increases in subsequent years, if any, are to be determined as follows:
 - a. If the Town Accountant receives an annual performance evaluation of at least "Meets Expectations" her annual salary shall be increased by one step in the compensation plan within the positions' grade.
 - c) The Town Accountant shall receive a stipend of \$500.00 each year for maintaining her Certified Government Accountant.
4. **INSURANCE BENEFITS:** The Town Accountant shall be entitled to all health and life insurance benefits to which other Town employees are entitled.

¹ The parties understand that the "contract" is separate and apart from the "appointment" of the Town Accountant (eg. The Town Accountant could be appointed and not have a contract.)

5. **INDEMNIFICATION:** The Town shall defend, save harmless and indemnify the Town Accountant against any civil tort, professional liability, claim or demand, or other legal action filed by any third party, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of her duties as Town Accountant, even if said claim has been made following her termination from employment, except an intentional violation of the civil rights of any person, provided that the Town Accountant acted within the scope of her duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Town Accountant.

The Town shall reimburse the Town Accountant for any attorney's fees and cost incurred by the Town Accountant in connection with such claims or suits involving the Town Accountant in her professional capacity.

This section shall survive the termination of this Agreement.

6. **ANNUAL VACATION, SICK, PERSONAL AND BEREAVEMENT LEAVE:**

- a) The Town Accountant shall be entitled to a grant of 20 days annual vacation leave per fiscal year. In recognition of the demands serving as Town Accountant and due to unforeseen circumstances, with approval of the Town Administrator, the Town Accountant may carry forward or be paid for her unused vacation time, not to exceed ten (10) days. Remaining unused vacation time shall be forfeited.
- b) The Town Accountant shall be entitled to a grant of four (4) personal days per year, non-cumulative, for the purpose of transacting or attending to personal, business, or household matters.
- d) The Town Accountant shall be entitled to a grant of sick leave in the amount of 15 days per fiscal year. Sick time is accrued each pay period and is carried over from prior fiscal Years, up to 150 days. Further, this contract acknowledges that sick time has no monetary value, and as such, any sick time remaining at the time of the Town Accountant's retirement will be forfeited at no cost to the Town.
- e) If the Town Accountant is sick for three (3) or more days, the Town Administrator may require a doctor's certificate at the Town's expense.
- f) The Town Accountant shall receive up to three (3) consecutive working days leave with full pay for making arrangements and attending the funeral upon the death of a family member of her or her immediate family, which shall include the following persons: husband, wife, children, mother, father, brother, sister, mother-in-law, father-in-law, grandparents. All other relatives who do not fall into this category, bereavement time shall be one (1) day.

7. HOLIDAYS: The following days or days observed as such, shall be recognized as paid Holidays:

New Years' Day	Thanksgiving Day	Memorial Day
President's Day	Independence Day	Christmas Day
Columbus Day	Veterans Day	Labor Day
Martin Luther King Day	Patriot's Day	Day after Thanksgiving

If the holiday falls on a day off, the Town Accountant will receive an additional day off.

If the Town Accountant is required by the Town Administrator to work on a holiday, she will receive the holiday pay plus normal pay or compensatory time for all hours worked.

If the holiday falls within the vacation period of the Town Accountant, she shall receive an additional day of vacation.

8. PROFESSIONAL DEVELOPMENT: The TOWN recognizes its obligations to the professional development of the Town Accountant, and agrees that the Town Accountant shall be given adequate opportunities to develop her skills. The Town Accountant will be allowed up to six (6) days to attend the MMA and/or AA Annual Meeting each year without loss of vacation or other leave, and will be reimbursed by the TOWN for all expenses (including travel expenses) incurred while attending or traveling to the aforementioned conferences.

The TOWN also agrees to budget an amount of \$500, subject to appropriation each year, and pay for travel and subsistence expense of the Town Accountant for short courses, institutes, and seminars that, in the Town Accountant's reasonable judgment, are necessary for her professional development.

9. DISCIPLINE - REMOVAL - TERMINATION: The Town may discipline the Town Accountant by oral reprimand, written reprimand or removal. The Town Accountant shall not be removed, reprimanded or otherwise disciplined in any way, except for good cause. The principle of progressive discipline will apply and the Town recognizes its obligation to provide the Town Accountant with periodic performance evaluations.

- a) The Town may suspend the Town Accountant with or without benefits only for good cause.
- b) The Town may remove the Town Accountant for good cause, by majority vote of the Board after a hearing. The Town Accountant shall have the option of choosing whether or not any such hearing shall be closed to the public or held as an open or public hearing. A right of appeal shall exist to the Superior Court of the Commonwealth of Massachusetts.
- c) In all phases of disciplinary action the Town Accountant shall have the right to be

represented by counsel at her own expense.

- d) In all phases of disciplinary action the Town Accountant shall be given at least ten (10) business days prior written notice, which will include an explanation of the action being taken, the cause therefore, the date(s) and time(s) of all alleged offenses or violations of the contract, and the date and time of the hearing. After any hearing, the Board must make a written report of the evidence presented and its findings of fact. No evidence may be relied upon which was not produced at the hearing.
- e) Good cause as used in this paragraph shall mean:
 - i) The term cause shall include, but not be limited to the following:
 - Incapacity other than temporary illness,
 - Inefficiency,
 - Absenteeism,
 - Insubordination,
 - Conduct unbecoming the office, and
 - Any other good cause.
- f) Either party as provided below may terminate this Contract.
 - i) By mutual written agreement, signed by the Board and the Town Accountant, upon such terms and conditions as may be acceptable to both parties at the time of termination.

Unless either party provides written notice to the other of its intention to renegotiate and/or not to renew this contract no less than six (6) months prior to the end of its initial or any extended terms, this Contract shall automatically be extended on the then applicable terms and conditions for an additional one (1) year period.

In the event the Town Accountant resigns following a formal suggestion by the TOWN that she resign before the expiration of the then applicable term of employment under the contract, the TOWN agrees to pay the Town Accountant a lump sum severance payment equal to six (6) months' salary and benefits.

In the event the Town Accountant intends to resign voluntarily she shall give the TOWN thirty (30) days written notice in advance, unless the parties otherwise agree in writing. Provided such notice is given, the Town Accountant will be entitled to receive pay for any accrued but unused vacation leave in accordance with 11 a) below.

10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- a) Upon resignation in good standing the Town Accountant shall be paid on a per diem basis for all accrued but unused vacation leave of the year or resignation and paid within thirty (30) days.
- b) The Town Accountant shall perform her duties in accordance with the job description dated March 25, 2012, a copy of which is attached to this contract, entitled, "Job Description – Town Accountant", and incorporated herein.

11. GENERAL PROVISIONS:

- a) The TOWN agrees that it shall not at any time during the term of this Contract reduce the salary, compensation or other benefits of the Town Accountant, except to the extent that such reduction is evenly applied across-the-board for all employees of the TOWN.
- b) This writing constitutes the complete agreement of the parties as of the date of execution, and any supplemental or additional agreement or amendment to this Contract shall be effective only if in writing and signed by the Board and the Town Accountant.
- c) If any provision of this contract or any portion thereof is held unconstitutional, invalid, or unenforceable, the remainder of this Contract shall not be affected and shall remain in full force and effect.
- d) For any clause of this contract which provides that a certain benefit to the Town Accountant shall be subject to appropriation, the Town understands and acknowledges that it shall be responsible to budget and support any such appropriation at any and all Town meetings.

FOR THE TOWN OF TOWNSEND
By Its Board of Selectmen:

Sue Lisio, Chairman

Wayne Miller, Vice-Chairman

Don Klein, Clerk

By: Town Accountant

Lauri Plourde

Date Signed: _____

**TOWN OF TOWNSEND
CONTRACT OF EMPLOYMENT
TOWN ADMINISTRATOR
ADDENDUM- FY20 SALARY ADJUSTMENT**

The parties hereby agree that effective July 1, 2019 the base salary of the Town Administrator shall be increased by two (2%) percent.

All other terms and conditions contained within the Agreement shall remain in full force and effect.

FOR THE TOWN OF TOWNSEND

By: Its Board of Selectmen:

By: Town Administrator

Sue Lisio, Chair

James M. Kreidler, Jr.

Wayne Miller, Vice-Chair

Don Klein, Clerk

LEIGH REDDIN (JMK)

Highlights:

Extensive knowledge of Excel, Word, Outlook; analytic skills & data interpretation; technical knowledge of Microsoft PCs and Apple OS; critical thinking skills, detail-oriented & conscientious, with great ability to prioritize and problem solve.

Employment Background:

Extensive office experience in the insurance industry from client services to financial reporting and forecasting and Human Resource management.

Town of Townsend - July 2017 to present

Highway Department Administrative Assistant

Responsible for weekly bookkeeping and remittance of invoices for processing within departmental budget; handle all incoming telephone inquiries and correspondence; prepare all Grant funding applications and supporting documents for various roadway improvement projects; work with our pavement management database using Microsoft Access for forecasting road conditions; support other Town Departments as needed

Full-Time Independent Contract Consulting: Sept 2014 – 2017

CPM Insurance Services LLC (contract) – developed role of Account Relationship Manager –implement marketing process to cross-sell insurance products to credit union members including negotiated Group Discount with regional carrier; design, train and provide workflows for office staff; Required extensive use of Excel, Word, Outlook and PowerPoint; Maintained all client files in paper & electronic forms in accordance with compliance & audit requirements. Handle all phone inquiries and route as appropriate. Manage vendors and office procurement for IT related projects, including VOIP and agency management system vendor.

HUB International Brokerage Management Systems Team (contract) – configure, deploy & support EPIC management system conversion across all offices; developed written documentation as knowledge base for end-users.

Information Systems Manager: Aug 2011 to Sept 2014

Full-Time Employer: Harrington Insurance Agency Inc Suprv: Matt Milliken

Managed all aspects of IT department, procured equipment & managed vendors, managed budget and financial forecasting; provided office support in large insurance agency; provided various reports using Excel, developed client documents using Word and Powerpoint presentations; maintained client files in electronic management system and phone coverage as needed.

Account Manager & Private Client Relationship Manager: July 1990 to Nov. 2009

Full-Time Employers: AON, Boston Insurance Brokerage, Dwight Rudd Inc; Lex Ins

Provided outstanding client advisory and risk management services to individuals and commercial clientele; developed office procedures and workflows to train new hires and track their marketing initiatives; responsible for management of vendors and procurement of office equipment and services; responsible for online access and tracking to all networks and systems; responsible for the database administration and processing of clients' policy data; developed reports for analysis of commissions and revenues; worked closely with principals and leadership to ensure the processes and workflows support the business goals.

The Town of Townsend, MA has the following vacancy:

Title: Grant Administrator

Salary: Part-time at 19 hours per week, up to \$35.00 per hour, depending on experience

The town of Townsend is seeking candidates for the position of Grant Administrator. The person in this position identifies funding opportunities and prepares (independently or as part of a team) and submits grant applications to local government agencies and institutions.

REQUIRED EDUCATION, SKILLS, AND ABILITIES:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in public or business administration, or a related field; three to five years of experience in grant writing and grants management (pre- and post-award) *with a minimum of five successful grant applications.*
- Experience with business writing and editing; strong communication skills.
- Ability to follow complex sets of instructions; strong attention to detail is a must.
- Experience in interviewing, researching and compiling information from many sources; experience setting priorities, organizing and managing diverse activities.
- Experience in MS Office, Word, Excel and using the Internet.
- Ability to use a variety of federal, state, and foundation online application systems for preparation and submission of grant applications.
- Ability to work with mathematical concepts and to develop project budgets; expertise in manipulating, analyzing and interpreting data to build a case.

Report of the Town Administrator

May 28, 2019

1. Personnel Updates-

- a. Personnel Administration Services Request for Proposals (RFP)- I am providing another copy of the referenced RFP for your files. To date we have received two expressions of interest and we have a closing date of June 12, 2019.

Board Action Requested- None requested.

- b. Town Accountant Contract Execution- Enclosed please find a copy of the contract as approved by the Board. It is ready for your signatures.

Board Action Requested- If it would please the Board, a vote to sign the contract.

- c. Town Administrator Contract Addendum Execution- Enclosed please find a copy of the contract addendum as approved by the Board. It is ready for your signatures.

Board Action Requested- If it would please the Board, a vote to sign the addendum.

- d. Highway Superintendent Jim Smith- When Superintendent Smith's position was converted from an MOA to a union position in the supervisory group he was supposed to be kept whole for all of his then current benefits. One that has apparently overlooked was the "winter operations stipend" of \$1,000.00 for working all winter weather events. Just for a clear paper trail I wanted to bring this matter before you.

Board Action Requested- If it would please the Board, a vote to (re-)authorize the \$1,000.00 winter operations stipend payment for Superintendent Smith..

- e. Conservation Administrative Assistant- As earlier reported, the position of Conservation Administrative Assistant became vacant when Lyndsy Butler was promoted to the position of Landuse Coordinator. In advertising the position of Conservation Administrative Assistant we received one (1) internal candidate application and five (5) external candidate applications. The town provides a preference to internal candidates. Our internal candidate is Ms. Leigh Reddin (resume enclosed) who currently works seventeen (17) hours for us as the Highway Administrative

Assistant. Ms. Reddin is an exemplary employee who regularly goes above and beyond that which is expected of her in her current post. She already has familiarity with the conservation process in town having worked on the town's stormwater plan. Ms. Reddin is seeking fulltime employment and this twenty (20) hour position, when combined with her current Highway post, meets her needs.

Board Action Requested- If it would please the Board, a vote to appoint Ms. Leigh Reddin to the position of Conservation Administrative Assistant.

- f. Grant Administrator- I am enclosing a draft of a job notice for a Grant Administrator. I have several job descriptions that I am using to create one that fits our needs. I will be submitting that with a classification done on it at your next meeting for your consideration and approval.

Board Action Requested- None requested.

2. Financial Updates-

- a. FY19 Update- The Treasurer's office has completed posting all receipts through March 2019 and reconciled the cash book. The Accountant and Treasurer's office have completed cash reconciliations between our offices through February and we anticipate being having receipts posted and Cash reconciled through April by the end of next week.

Board Action Requested- None requested.

- b. Nashoba Valley Regional Dispatch District Audit Report- A copy of the audit for the NVRDD is enclosed for your review.

Board Action Requested- None requested.

3. Project Updates-

- a. Pavement Management Plan Update- Reminder that the ballot vote for the debt exclusion to fund the Pavement Management Plan is scheduled for June 18th from 8:00am to 8:00pm at 272 main Street, Memorial hall, Townsend, MA.

The ballot question will read:

"Shall the Town of Townsend be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond and/or note issued in order to fund implementation

of a Town-wide Pavement management Plan (PMP), including the payment of all other costs incidental and related thereto?

Yes _____ No _____

Board Action Requested- None requested.

4. Miscellaneous Updates-

- a. Town Properties Landscaping Contract- The Town went out to bid on the Landscaping Services for town properties again this year. The procurement requirement for a service expected to exceed \$10,000 but to be less than \$50,000 is to create a scope, to solicit at least three written quotes and to award to the lowest priced responsive bidder. In this case that bidder is Shepco for the annual fee of \$29,800.00 all inclusive.

Board Action Requested- If it pleases the Board, a vote to approve and execute a contract with Shepco for \$29,800.00 to perform the services required for the Town Properties Landscaping Services and to authorize the Chair to sign out of session.

- b. Tree Removal at Craven Field- I am advised that TAYBS had arranged for a forester, who was qualified to do the required forestry cutting plan and the actual removals. Unfortunately, he passed away recently. They are in the search for another similarly qualified person.

Board Action Requested- None requested.

