



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

MEETING MINUTES FOR JUNE 18, 2019 6:00 P.M.
THE MEETING HALL - 14 DUDLEY ROAD, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote showed 2 members present: Chairman Sue Lisio (SL) and Clerk Don Klein (DK). Vice-Chairman Wayne Miller (WM) called in remotely.

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded.

1.4 Chairman's Additions or Deletions - None.

1.5 Public Comment Period - None.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05P.M. Joint meeting with the Board of Health to appoint Christopher Genoter as a member of the Board of Health effective June 18, 2019 until the next Annual Town Election in accordance with 3-1 (f) (1) of the Charter.

Linda Johansen, Board of Health attended the joint meeting for appointment. DK moved to appoint Chris Genator as a member of the Board of Health effective June 18, 2019 until the next Annual Town Election in accordance with 3-1 (f) (1) of the Charter. SL seconded. Unanimous vote.

2.2 6:10P.M. Energy Committee in conjunction with Unitil, RE: Incentive Check for the Street Lights project.

John R. DiNapoli, Unitil with members of the Energy Committee to include Michael Brown and Brent Carney. Mr. Brown explained the project from the Street Lights and the additional work at the schools to include at Hawthorne Brook and Spaulding Memorial. The Board thanked the Committee for all their work on the project.

2.3 6:15P.M. Water Department-

1. DK moved to appoint Alec Gaetz to the vacant position of Water Tech subject to a successful pre-employment physical, CORI check and a one (1) year probation. SL seconded. Unanimous vote.

2. Request to approve an agreement with Unitil to relocate the gas service to our Main Street Pump Station due to the Bridge replacement on the access way to the pump station. (see attached Agreement).

The Board reviewed the agreement (see attached). DK moved to approve the agreement with Unitil to relocate the gas service to our Main Street Pump Station due to the Bridge replacement on the access way to the pump station. SL seconded. Unanimous vote.

3. Review/Discuss IT proposal and contract from White Mountain IT services.
The Board reviewed the proposal. Mr. Kreidler explained an invoice was submitted for payment and the Accountant returned as the Board of Selectmen have not approved in accordance with the bylaw. Mr. Kreidler informed the Board; work has been completed prior to authorization of the contract similar to the bridge contract. Discussion included: town proposal for IT service, authorizing a stand-alone IT service as a concern, questions regarding any software needed just for the Water Department, town upgrades as it related to the water department, integration issues, and assessment including IT/phone, and concerns regarding communication. The Board agreed to wait until Mr. Rafuse arrives.

Mr. Rafuse arrived to join the discussion.

SL asked why this was not discussed prior to work being performed in light of the upgrade for the entire town. Mr. Rafuse explained what software the Water Department uses and explained how they got a virus that infected Brenda's computer. Mr. Rafuse outlined the concerns he had with the IT issues within the Water Department. SL explained the Selectmen have been discussing and finalizing the upgrades for the entire town. The town applied for a grant and an appropriation to get it accomplished, if the Water Department was not happy with the response from the IT Department, then a conversation with the Town Administrator to resolve. Concerns regarding work being done prior to a contract being signed being an issue. SL explained the Water Commissioners cannot enter into a contract. SL explained how all the software must be integrated with the updates the town is doing as a whole. Mr. Kreidler explained the IT Director discussed the entire upgrade plan to include a Water Department at a Department Head meeting and it should have been discussed. Mr. Rafuse explained he did notify the IT Director. The Selectmen discussed the work that was completed by White Mountain IT services.

The Board agreed with Mr. Rafuse to notify the contractor to stop all work. DK asked Mr. Rafuse to separate any software that is unique to the Water Department so it can be discussed how to integrate, further stating he would support any upgrades to the software within the Department.

NOTE: WM left the discussion remotely.

4. Review/Discuss letter from Board of Water Commissioners RE: Joint Meeting
The Board reviewed the letter (please see attached). SL reminded the Board that Town Counsel made clear that while there's ongoing litigation we must be cautious as to what is discussed. SL read the letter into the record. Mr. Kreidler suggested after speaking with Town Counsel a response be sent stating you do wish to have a discussion and create harmony, but have the Water Commissioners write a proposal to the Board with specifics of what they wish to discuss so Town Counsel can review. DK agreed to ask the Water Commissions to put together what they are requesting. SL concerned the Water Commissioners are asking to negotiate and the court has ruled on the issue and specifics are needed. WM asked to have Town Counsel draft a letter explaining the Selectmen are not in a position to negotiate, if the Water Commissioners are trying to becoming a district then show them the legal way to do. Discussion regarding both attempts to be a district, noting both votes failed at town meeting. DK moved to authorize the Town Administrator work with Town Counsel and draft a letter based on the conversation at this meeting and to sign out session and to send to the Water Commissioners. WM seconded. Unanimous vote.

Mr. Rafuse, Water Superintendent arrived at the meeting. SL moved to address the IT contract above.

SL asked Mr. Kreidler and Mr. Rafuse to discuss the other contracts/amendments with Town Counsel and coordinate all documentation is complete.

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

- 3.1 DK moved to appoint the following to the Townsend Police Department in accordance with Chapter 41, Section 97A for a one year term effective July 1, 2019 to June 30, 2020 as printed on the agenda:

| | |
|---------------------|------------------------|
| Richard B. Bailey | Chief of Police |
| James Sartell | Deputy Chief of Police |
| Mark Giancotti | Lieutenant |
| Kimberly Mattson | Sergeant |
| George Reidy | Officer |
| Mark Francis | Officer |
| David Phillips | Officer |
| Jeffrey Giles | Officer |
| Michael Marchand | Officer |
| Christopher Low | Officer |
| James Landi | Officer |
| Cheyenne Harrington | Officer |
| Eric Modica | Officer |

SL seconded. Unanimous vote.

- 3.2 DK moved to appoint the following as the Licensing Agents to the Townsend Police Department in accordance with MGL, Chapter 41, Section 97A for a one year term effective July 1, 2019 to June 30, 2020 as printed on the agenda:

| | |
|------------------|------------------------|
| Richard Bailey | Chief of Police |
| James Sartell | Deputy Chief of Police |
| Mark Giancotti | Lieutenant |
| Kimberly Mattson | Sergeant |

SL seconded. Unanimous vote.

- 3.3 DK moved to appoint the following as Reserve Police Officers to the Townsend Police Department in accordance with MGL, Chapter 41, Section 97A for a one year term effective July 1, 2019 to June 30, 2020 as printed on the agenda:

| | |
|------------------------|-----------------|
| Tony Brennan | Reserve Officer |
| Christopher VanVoorhis | Reserve Officer |
| Austin Cote | Reserve Officer |
| Thomas Kalil | Reserve Officer |
| James Marchand | Reserve Officer |

SL seconded. Unanimous vote.

- 3.4 DK moved to appoint Richard Bailey as Keeper of the Lock-up in accordance with MGL, Chapter 40, Section 35 for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.

- 3.5 DK moved to appoint Mary Letourneau as the Animal Control Officer for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.

- 3.6 DK moved to appoint Kathleen Spofford as Parking Clerk in accordance with Massachusetts General Laws Chapter 41, Section 97A for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.

- 3.7 DK moved to appoint the following as Special Police Officers to the Townsend Police Department for a one year term effective July 1, 2019 to June 30, 2020 as printed on the agenda.

PEPPERELL POLICE DEPARTMENT

| | |
|---------------------------------|------------------------------------|
| David J. Scott, Chief of Police | John Coburn, Detective |
| Todd Blain, Lieutenant | Justin Zink, Officer |
| Alan Lessieur, Sergeant | Glenn Caswell, Reserve Officer |
| Nick Parker, Sergeant | William Greathead, Reserve Officer |
| Thomas Maskalenko, Sergeant | Paul Nelson, Reserve Officer |
| Jeremiah Friend, Sergeant | Jeff Noble, Special Officer |
| Steven Burke, Officer | Michael Luibil, Special Officer |
| Bruce Haskins, Officer | Steve Bezanson, Special Officer |

Jared Currubba, Officer
Fabrizio Vestri, Officer
Stephen Mulkerin, Officer
Daniel D'eon, Officer
Daniel Adams, Officer
Michael Kenney, Officer

Scott Woodward, Special Officer

LUNENBURG POLICE DEPARTMENT

James P. Marino, Police Chief
Thomas L. Gammel, Lieutenant
Sean J. Connery, Sergeant
Joshua B. Tocci, Sergeant
Sean Zrate, Sergeant
Jeffrey M. Thibodeau, Detective
Jonathan J. Broc, Officer
Jacob Lachance, Officer
Kayla M. Leger, Officer
Joshua M. Mathieu, Officer
Bradley McNamara, Officer
John Morreale, Jr., Officer
Gage Russel, Officer
John M. Wagner, Officer

Ramon Cabrera, Reserve Officer
Benjamin Campbell, Reserve Officer
Samuel Christensen, Reserve Officer
Erin K. Considine, Reserve Officer
Robert DaCosta, Reserve Officer
Robert DiConza, Reserve Officer
Donald A. Letarte, Reserve Officer
Jonathan May, Reserve Officer
Lisa Melnicki, Reserve Officer
Kamerin Munroe, Reserve Officer
Chad Stateler, Reserve Officer

GROTON POLICE DEPARTMENT

Michael F. Luth, Chief of Police
James A. Cullen, III, Deputy Chief of Police
Derrick J. Gemos, Sergeant
Kevin T. Henahan, Sergeant
Edward P. Sheridan, Sr, Sergeant
Rachael E. Mead, Sergeant
Michael A. Lynn, Detective
Nicholas C. Beltz, Officer
Robert L. Breault, Officer
Peter S. Breslin, Officer
Gordon A. Candow, Officer
Paul Connell, Officer
Omar A. Connor, Officer
Dale P. Rose, Officer
Gregory W. Steward, Officer
Patrick A. Timmins, Officer
Andrew M. Davis, Officer

Peter D. Violette, Officer
Edward J. Bushnoe, Reserve Officer
Kathleen Newell, Reserve Officer
Michael F. Ratte, Reserve Officer
Jonathan Shattuck, Reserve Officer
Matthew J. Boivin, Reserve Officer
Matthew C. Beal, Reserve Officer
Casey O'Connor, Reserve Officer

SHIRLEY POLICE DEPARTMENT

Samuel Santiago, Chief of Police

Dean Parlon, Officer

Alfreda Cromwell, Lieutenant
Jared Yanis, Sergeant
Robert Romilly, Sergeant
Matthew Euliano, Detective
William McGuinness, Detective
Kyle Dodge, Officer
Charles Curran, Officer
Christopher Tucker, Officer

Joseph Riley, Officer
Alan Rice, Reserve Officer
Jesus Ostolaza, Reserve Officer
Benjamin Lima, Reserve Officer
James Dugan, Reserve Officer

SL seconded. Unanimous vote.

- 3.8 DK moved to appoint Michelle Dold as Constable for a three-year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 3.9 DK moved to appoint James LeCuyer and Michael Turgeon to the Conservation Commission for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 3.10 DK moved to appoint Laura Shifrin as the Representative to the Montachusett Regional Planning Commission for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.
- 3.11 DK moved to appoint James Hamel, Charlotte Murphy, and Sandra Stevens to the Council on Aging for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 3.12 DK moved to appoint Brian Kennedy, Pam Massucco and Stephanie Kennedy to TEMA for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 3.13 Consider/Review/Appoint five (5) regular members and two (2) alternate members to the Townsend Dog Park Feasibility Study Committee:
Julie Byars, Laura A. Doell, Janelle Hart, Nicolette Reed, Cheryl Voutour, Sara Grant, Susan Dejnack.
- DK moved to consider and appoint five (5) regular members and two (2) alternate members to the Townsend Dog Park Feasibility Study Committee, Julie Byars, Laura A. Doell, Janelle Hart, Nicolette Reed, Cheryl Voutour, Sara Grant, Susan Dejnack. SL seconded. SL clarified who would be the alternate members: Susan Dejnack and Nicolette Reed. DK amended the motion to name Susan Dejnack and Nicolette Reed as the alternate member. Unanimous vote.
- 3.14 DK moved to appoint Julie Byars as an At-Large member to the Town Properties Committee effective June 18, 2019 to February 29, 2020. SL seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review/Discuss letter from Division of Fisheries & Wildlife, RE: Management of fresh water turtles at the Townsend-Ashby Soccer Fields.

The Board reviewed the letter (please see attached). Mr. Kreidler explained the requests for site walks or delegation of such. DK moved to give permission to the Division of Fisheries & Wildlife in reference to the management of fresh water turtles at the Townsend-Ashby Soccer Fields. SL seconded. Unanimous vote. SL declined the invitation to attend a site walk, DK agreed. The Board members agreed the Conservation Commission should be the designee for the Board of Selectmen.

- 4.2 Review/discuss mandatory referral for the Planning Board, RE: Scenic Road hearing for public shade trees on Lot 3, Pierce Road. The Board reviewed the referral.

DK moved to send something to the planning board thanking them for the referral and that they have no comment. SL seconded. Unanimous vote.

- 4.3 DK moved to declare surplus in accordance with Chapter 30 B and 19-4 of the Townsend bylaws as attached and recommended by the Library Trustees (see attached). SL seconded. DK asked if the items would go to bid. Mr. Kreidler explained it would be offered to other departments first. Unanimous vote.

- 4.4 Review/discuss/vote to exercise or not exercise the first right of refusal for 152 North End Road in accordance with MGL, Chapter 61 and vote to sign out of session.

SL stated the Town Properties Committee suggested the Board not exercise the first right of refusal at the last Selectmen's meeting. DK moved to not exercise our first right of refusal for 152 North End Road in accordance with MGL, Chapter 61 and to vote out of session. SL seconded. Unanimous vote.

- 4.5 DK moved to sign a one-day special license for Paul Martin, VFW Post 6538 in conjunction with a baby shower to be held on August 11, 2019 with sale hours from 11:00A.M. to 3:00P.M. and to sign out of session. SL seconded. Unanimous vote.

- 4.6 Review/discuss/approve and authorize the Chairman of the Board of Selectmen to sign a contract with FXM Associates for the Economic Development Strategy proposal as recommended by the Master Planning Committee.

- Approved as appropriate by Town Accountant Laurie Plourde.

SL stated this contract was discussed at the last meeting and the Town Accountant clarified the warrant article is under the Master Planning Committee. SL expressed concern regarding the expense of \$21,600.00 when the warrant article appropriated \$22,000.00. Kym Craven, Master Planning Committee Chair explained the process the Committee used to solicited

the contract and further explained the communication between the Planning Board and the Master Planning Committee.

DK moved to approve and authorized the Chair to sign the contract with FXM for the Economic Development Strategy proposal as recommended by the Master Planning Committee. SL seconded. SL stated she would not support and vote in the affirmative, further expressing concerns regarding the cost and other areas of the Master Planning Committee. After further discussion, SL agreed to sign the contract. Unanimous vote. Ms. Craven agreed to address the issue of mediation between the Planning Board and the Master Planning Committee at their next meeting.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report

1. Personnel Updates-

- a. Personnel Administration Project- We have received a responsive bidder for our scope of personnel administrative services described below.

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.

The group that I am recommending that the Board award the contract to is the Edward J. Collins Center for Public Management at UMass Boston. (see proposal enclosed)

I recommend such approval as follows in this draft motion.

Board Action Requested- If it would please the Board, a vote to move and vote the following draft motion.

DK moved the Town contract with the Edward J. Collins Center for Public Management at UMass Boston pursuant to their proposal dated June 12, 2019 submitted in response to the Town's request for proposals for Personnel Administration Services and that the scope be broken out into two phases:

- Phase 1- "Personnel Administrative Structure and Governance Review" for a total of \$20,000.00 with an effect date of June 19, 2019; and
- Phase 2- "Classification and Compensation Review" for a total of \$25,000.00 with an effective date of July 1, 2019.

SL seconded. Unanimous vote.

- b. Training- Active Shooter Training- On July 23, 2019 at 10:00am we will be conducting an active shooter training in Memorial Hall. The training will be provided by our local police department and all employees and board and commission members are invited to attend. It is expected that the training will last for approximately three (3) hours.

Board Action Requested- If it would please the Board, a vote to close the Town Hall to the Public for the hours of 9:00am to 1:00pm on July 23, 2019 to conduct training for staff.

DK moved to close the Town Hall to the Public for the hours of 9:00am to 1:00pm on July 23, 2019 to conduct training for staff. SL seconded. Unanimous vote.

- c. Training- Open Meeting Law and Ethics- On August 27, 2019 at 6:00pm we will have Town Counsel Adam Costa in Memorial Hall to provide a training session on the Massachusetts Open Meeting Law and the Massachusetts Conflict of Interest/Ethics Law for all employees and board and commission members. The Chair requested that this be communicated as mandatory for anyone under the Board of Selectmen including departments and appointed boards.

Board Action Requested- If it would please the Board, a vote to close the Town Hall to the Public for the hours of 6:00pm to 8:00pm on August 27, 2019 to conduct training for staff.

DK moved to close the Town Hall to the Public for the hours of 6:00pm to 8:00pm on August 27, 2019 to conduct staff training. SL seconded. Unanimous vote.

- d. Team Building Exercise- After a fruitful discussion on the topic at our department head meeting last week I am researching off-site team building programs for all department managers. I will keep the Board apprised as this matter comes into focus.

Board Action Requested- None requested.

- e. Fourth of July Holiday Town Hall Schedule- Discuss closing non-essential offices to the public on Friday, July 5, 2019- Given the fact that we are closed for all non-public safety personnel on July 4, 2019, which is a Thursday, in keeping with custom I ask the Board to vote to close Town hall offices for public business on Friday July 5, 2019. Employees may choose to work without public interaction or may choose to use their accrued time off to take the day off.

Board Action Requested- If it would please the Board, a vote to close the town hall to the public on Friday July 5, 2019 with the understanding that employees may either work or take the day off using their accrued time.

DK moved to close the town hall to the public on Friday, July 5, 2019 with the understanding the employees may either work or take the day off using their accrued time. SL seconded. Unanimous vote.

- f. DPW Study Committee- At your last meeting you asked me to inquire of the DPW Study Committee Chairman, Joe Shank, if the Committee wished to continue in its work. In response, Committee Chair Shank asks Board's opinion re: the committee's continuation.

Board Action Requested- Please advise as to the Board's thinking in this matter.

SL stated that Townsend is not ready for a DPW. DK disagreed, stating there's a number of DPW in surrounding towns that are similar in size. DK stated he would agree to disband for now and review again at a later date.

SL recessed the meeting for five minutes.

- g. Town Accountant Contract- Please execute the recently renegotiated contract for the Town Accountant. This revised copy removes the reference to the Compensation Plan because the plan specifies that it is for non-contract positions.

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

DK moved to execute as stated here and sign out of session. SL seconded. Unanimous vote.

- h. Town Administrator Vacation Buyback- As I have done once before in my now fourth fiscal year working for you, I am respectfully requesting to be allowed to buyback an additional ten (10) accrued but unused vacation days. Absent buying them back, these are vacation days that by contract will roll over to next year (and ostensibly each year

thereafter) at a successively higher daily rate/increasing liability. There are funds sufficient to pay this in our FY19, or current year, budget.

- **Board Action Requested-** If it would please the Board, a vote to approve such a buyback.

DK moved to approve the 10 day of accrued vacation time buyback for the Town Administrator. SL seconded. Unanimous vote.

2. Financial Updates-

- FY19 Budget Year End Transfers-** As is customary across the Commonwealth, it is the time of the fiscal year to balance out our year end accounts in the FY19 operating budget. The below listed transfer requests have already been voted and approved by the Finance Committee. See attached narrative detailing the drivers behind these transfers.

| Amount | Transferred from | Transferred to |
|--------------|---|--|
| \$3,500.00 | Health Insurance 001-09-914-5740 | Street Lights 001-04-424-5210 |
| \$16,800.00 | Health Insurance 001-09-914-5740 | Medicare 001-09-916-5780 |
| \$3,175.00 | Health Insurance 001-09-914-5740 | Veterans Benefits 001-05-544-5380 |
| \$6,000.00 | Health Insurance 001-09-914-5740 | Elections Profession Svcs 001-01-162-5300 |
| \$1,593.00 | Heath Insurance 001-09-914-5740 | Nashoba Board of Health 001-09-914-5740 |
| \$1,000.00 | Land Use Coordinator 001-01-179-5122 | Land Use Professional Services 001-01-179-5300 |
| \$126,000.00 | \$60,000.00 from Police Equipment 001-02-210-5850-0000 \$25,000.00 from Communications Temp Wages 001-02-225-5120 \$30,000.00 from Communications Expenses \$6,000.00 Health Insurance 001-09-914-5740 \$5,000.00 Police Supplies 001-02-210-5480 | Police Overtime 001-02-210-5850 |
| \$18,500.00 | Health Insurance 001-09-914-5740 | Police Wages, Stipends, OT 001-02-210-5130 |
| \$22,0000.00 | School Assessment 001-03-300-5400 | Facilities 001-01-191-53000 |
| \$400.00 | Land Fill Operating 430 | Board of Health Operating 520 |

Board Action Requested- If it would please the Board, a vote to approve of the requested year end transfers.

Mr. Kreidler explained he felt the transfers were appropriate, noting they're necessary as outstanding invoices are pending. DK asked why the other transfers he received were not on the agenda. Mr. Kreidler

explained we are getting clarification from Counsel as to what can be added to the agenda after posting. Mr. Kreidler explained the other transfers will be on the next agenda.

DK moved to approve the requested year end transfers as stated in the agenda. SL seconded. SL would like a draft policy on municipal relief transfers. Unanimous vote.

3. Project Updates-

- a. Current Chapter 90 Project Requests: I am seeking a vote of the Board to approve the submittal of the first of what will hopefully be many Chapter 90 funding requests over the next three years. These projects are consistent with the Beta Engineering Pavement Plan.

b.

Board Action Requested: If it would please the Board, a vote to approve of the requested projects which are consistent with the approved Pavement management Plan.

Old City Road in the amount of \$142,642.72.

Bayberry Hill Road in the amount of \$441,979.21.

Clement Road in the amount of \$196,928.11

DK moved to approve and sing out of session the work for the Chapter 90 projects for Old City Road, Bayberry Hill Road, and Clement Road as stated in the agenda. SL seconded. Unanimous vote.

- c. IT, Cable and Telephone Upgrades-

- i. Review/Approve/Vote a network upgrade proposal in the amount of \$66,384.00 and authorize the Town Administrator to sign the contract.
- ii. Review/Approve/Vote a PEG cable access system phase 1 upgrade proposal in the amount of \$18,945.00 and authorize the Town Administrator to sign the contract.
- iii. Review/Approve/Vote the service agreement for a telephone system upgrade between TPX Communications and the town of Townsend in the amount of \$8,512.00 and authorize the Town Administrator to sign the service agreement.

Board Action Requested: If it would please the Board, a vote to approve the submitted contracts and to authorize the Town Administrator to sign.

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

DK moved we approve the Town Administrator sign the contracts as read from the agenda. SL seconded. Unanimous vote.

- d. Town Hall Security Camera Project- As the next phase in the ongoing efforts to provide an increased level of security to the public, volunteers and employees visiting the town hall we have now deployed security cameras both inside and outside of the Town Hall. These cameras are installed in locations to provide visibility to all common areas in the building and around the perimeter of the building as well.¹ There are still several steps before they are fully operational including the installation of main floor cameras in the lobby outside of the Memorial Hall and in front of the building. The cameras are configured to record only video. They are neither listening to nor recording audio.

Board Action Requested: None requested.

e. **Miscellaneous Updates**

- f. Townsend Historic District Commission RE: Harbor Fire Station. When the Town leased the harbor Station to the State Department of Conservation and Recreation the parties agreed that the DCR would maintain the building. The enclosed letter from the Historic District Commission seeks your assistance in informing the DCR of our concern with the lack of maintenance that has been done on the building.

Board Action Requested- If it meets the Board's please, a vote to deliver a letter to the State DCR regarding our concerns related to their lack of maintenance on the Harbor Station.

DK to make a motion that the Board request the Town Administrator to deliver a letter to the State DCR regarding the lack of maintenance on the Harbor Station. SL seconded.
Unanimous vote.

Mr. Kreidler read the update from Roger Rapoza from Cemetery & Parks regarding the upgrades of the monuments.

- 5.2 Board of Selectmen announcements, updates, and reports.
Mr. Kreidler informed the Board, WCVB will be coming to do a story on the band concerts and cover the history of Townsend. SL stated she will put something together on the history. DK stated he will come as well.
- 5.3 Clerk of the Board announcements for events
5.3.1 June 20, 2019 Band Concert (see attached)
DK read the band concert announcement.
- 5.4 Board Correspondence - None.
DK requested to have another discussion on the organic fertilizer at a future meeting.
- 5.5 DK moved to review and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

VI. **ADJOURNMENT:**

DK moved to adjourn the meeting at 8:25P.M. SL seconded. Unanimous vote.

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

Voted to approve the meeting minutes for the meeting of June 18, 2019 by the Board of Selectmen this
6th day of August, 2019.

2,3,2



Contract for Installation of Gas Service or Main or Relocation of Meter

Agreement Date: 05/24/2019
 Amount Due: \$12,535.57
 Est. Annual Usage (MCF): 0
 Package-ID: 62154
 Page: 1 of 2

1. Parties.

This Agreement is made and entered into between Townsend Water Dept ("Customer") 540 Main St, W Townsend, 01474 and Fitchburg Gas and Electric Light Co. d/b/a/ Unitil (herein after called "Unitil or "Company") pursuant to the following terms and conditions.

Customer hereby stipulates and represents that (s)he is the owner of the subject property located at 512 Main St, West Townsend, MA for the benefit of which the work described below is requested to be performed, or is the Agent of the owner of said property with authority to request such work on behalf of the owner.

2. Description of Work (check applicable provisions).

- A. ☐ Customer requests the installation of 0 gas service(s) from the outside of the foundation wall to the nearest point on the Company's gas main at 512 Main St, West Townsend, MA
- B. ☐ Customer requests the extension of the Company's gas main to a point where a gas service(s) can be connected to deliver gas to the Customer at 512 Main St, West Townsend, MA
- C. ☒ Customer requests the relocation of Company's gas meter.

3. Performance – Company.

- A. The Company will be responsible for the performance of all necessary work incidents to the installation of any services or mains in compliance with the applicable laws, standards and codes up to the outlet of the gas meter fit.
- B. The Company will refill any excavation with the earth that is removed by the Company in performance under this Contract, and will rake it smooth to the surface level, however, the Company will not be responsible for grass reseeding nor for any settling of refilled earth.

4. Performance – Customer.

Customer is responsible for all piping beyond the gas company meter fit necessary to use gas and will insure that such piping is in compliance with all applicable laws, standards and codes.

5. Time for Performance.

Company –

The Company will begin work as soon as reasonably practicable after this Agreement has been signed by both parties and Customer has completed any work needed to allow completion of the installation by the Company, but the Company shall not be responsible for any losses to Customer as a result of a delay in performance. This installation may be delayed or canceled, or the terms renegotiated, due to adverse weather, digging or soil (e.g. ledge, hazardous materials) conditions, or delay or denial of necessary permits.

Customer –

If Customer is unprepared to receive the necessary installation within two months of the date of the contract, all the terms and conditions are subject to renegotiation by the Company.

6. Customer Covenants with Respect to Use of Gas.

Customer agrees that he will use the Company's gas service line within 180 days from the completion of the work required in Paragraph 2. For work performed under part A or B of Paragraph 2, the following Customer covenants with Respect to Use of Gas apply:

- A. Customer further agrees that it will use gas as its primary fuel in the estimated annual volume of 0 thousand cubic feet (MCF). At the end of twelve months from the date of initial use of gas, the Company shall compare the total actual usage for that period to the above estimated annual volume. If the actual usage is less than 0 thousand cubic feet, the Company reserves the right to recalculate Customer's contribution as shown in Paragraph 9, and bill Customer an additional contribution amount as if the actual usage were the same as the estimate shown above. Such additional contributions will be applied towards the cost as determined in Paragraph 9, and is not a payment for gas service
- B. If any equipment is capable of being powered by any other fuel than gas (dual fuel), Customer warrants that gas will be the primary fuel for such equipment on a firm basis. Customers using such dual fuel equipment further agree to use a minimum volume of gas to be delivered by the Company of 0 thousand cubic feet in the aggregate during each consecutive twelve month period commencing with the date of initial use of gas for a period of 5 year(s), and agrees to pay the Company for any deficiency in the minimum volume at the end of each annual period if the volume of gas used was less than the minimum volume, at the gas rate in effect at the end of such annual period. Any change in the minimum volume must be mutually agreed to in writing and signed by both parties. Such additional payment under this paragraph will be applied towards the cost as determined in Paragraph 9, and is not a payment for gas.



**Contract for Installation of
Gas Service or Main or Relocation of Meter**

Agreement Date: 05/24/2019
Amount Due: \$12,535.57
Est. Annual Usage (MCF): 0
Package-ID: 62154
Page: 2 of 2

7. Ownership of Pipes, Meters, Fittings, etc.

The Company shall at all times have title to and keep ownership and control over any services, mains, meters or fittings on the Company's side of the meter described or included in the performance of this Contract and shall have the right to use any gas mains installed for the purpose of serving other customers.

8. Access to Company Property.

Any properly identified employee of the Company shall have access to the premises of Customer for the purpose of reading meters, testing Customer's load, inspecting Customer's premises and equipment, or repairing, removing or exchanging any or all equipment belonging to the Company, including underground gas main and service lines.

9. Payment.

The estimated cost to the Company to perform the work described in paragraph 2 is \$19,931.55. The amount to be contributed by the Customer to the Company towards this cost shall be \$12,535.57. The estimated cost to the Company to perform the work described in paragraph 2 was calculated based upon project information provided by the customer or parties representing the customer. Any additional expense, due to changes in project scope, revised or new information provided by the customer or unforeseeable excavation requirements (such as, but not limited to, encountering ledge where not anticipated), will be in addition to the above amount and will be added to the total project cost. Should the revised project cost fail to meet the Company's rate-of-return criterion, the amount to be contributed by the Customer to the Company toward the project cost as stated above will be revised to make up the capital deficiency to meet the Company's rate-of-return criterion. Payment of the revised customer contribution will be required prior to installation of a gas meter. For services provided under subpart C of Paragraph 2, Customer will contribute the entire amount of the estimate. Any contribution by Customer must be made before construction will commence. The Customer will be billed monthly for the gas used in accordance with the Company's approved rates on file with the Massachusetts Department of Public Utilities.

10. Assignment.

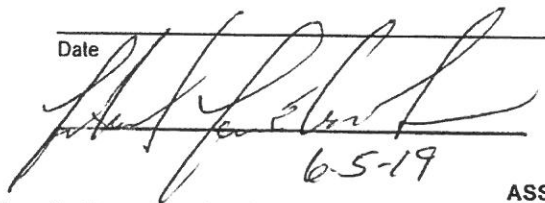
This contract may be assigned by Customer if Customer is a building contractor and the assignee is to be the first owner or occupant of the premises. In such an assignment, the assignee assumes responsibility for all the promises, terms and conditions agreed to by the assignor. Customer shall provide a copy of the assignment to the undersigned Company representative within ____ days of the assignment.

11. The provision of services under this Agreement is also governed by applicable approved Terms and Conditions on file with the Massachusetts Department of Public Utilities. If such Terms and Conditions conflict with the provisions of this agreement, this Agreement shall control.

Unitil:

by: Kelli Moore, Customer Projects Coordinator - Gas

Date:


6-5-19

Townsend Water Dept

Townsend Board of Selectman

Chairwoman, Sue Lisi:



Vice Chairman, Wayne Miller:



Clerk, Don Kline:

Date:

6/18/19

ASSIGNMENT

For valuable consideration, the undersigned hereby accepts responsibility for any terms and conditions of the above contract that have not been fully complied with by the building contractor referred to above as the first customer.

Assignee Signature:

by: _____ Date: _____

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 *Sue Lisio*

Date 6/19/19

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.

Original

Lo 503
BCH



Managed IT Proposal for
Townsend Water
5/6/2019

install 1/2 labor
1,500 -
400 per month -

White Mountain IT
33 Main Street
Suite 302
Nashua, N.H. 03064
603-889-0800
www.WhiteMTN.com

May 6th 2019

Thank you for your interest in our Managed IT services. We welcome this opportunity to introduce you to a new way of delivering computer and IT services; a business relationship that provides all your computing needs, limits your costs, and rewards your IT provider for you **not** having computer problems.

As we discussed in our meeting, Managed IT provides your critical computer services on a proactive, flat-fee basis. This completely changes the nature of the client/vendor relationship, and far more closely aligns our business interests with yours. As I mentioned, here are some of the differences and benefits of our approach:

- Your core computer and network needs are covered by a **fixed monthly fee**.
- **All management, support and services are included**... including hardware.
- Same or next day server replacement option.
- Emergency response for remote and onsite services.
- **A shared risk model** – It is in our best interest for you to have fewer problems.
- Full reporting and accountability
- 24 x 7 monitoring and alerting
- We function more like an internal department – **with a budget**.

On the following page, I've included a short summary of our proposed services, including setup and monthly charges. We provide much more detail in the attached two documents. The first of these is the "Managed IT Proposed Services Workbook", which describes each of our services in detail. In addition to giving you a full view of our services, we use this workbook to fully document your computing environment, and address your specific needs. The second document is our "Managed IT Service Agreement". This document fully addresses the business relationship between our companies, and explains the agreement between us.

(Continued...)



Managed IT Services for Small and Mid-Size Businesses

The pricing in the summary is based on our understanding of your needs and the services proposed in these documents. Barring any major changes to our understanding of your needs and what we promise to deliver, these prices can be considered accurate.

Please contact me after reviewing these documents to schedule a follow-up meeting, where we can answer any questions, and refine our implementation plans.

Thank you again for the opportunity to win your business.

Sincerely,

Pete Paldino
CIS/White Mountain IT Services



| | | Qty | Setup | Monthly | Tot Setup | Total /m |
|--------------------------------|--|-----|-------|---------|------------------|-----------------|
| Managed Windows Servers | | 1 | \$480 | \$249 | \$480 | \$249 |
| | Managed Support contract on physical Microsoft Windows servers <ul style="list-style-type: none"> • Unlimited support, labor only • Includes onsite support • Setup Estimated at 4 hours labor | | | | | |
| Servers Included: | TOWNSENDSCADA1 Server | | | | | |
| | TOWNSENDSCADA@ Server (Offline Spare) | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | Tot Setup | Total /m |
| | | | | | \$480 | \$249 |

| | | Qty | Setup | Monthly | Tot Setup | Total /m |
|---|--|-----------|-------|---------|-----------|----------|
| Managed Firewall | | 1 | \$499 | \$149 | \$499 | \$99 |
| Sophos XG125 with Unlimited support | | | | | | |
| <ul style="list-style-type: none"> Managed EnterpriseGuard License <ul style="list-style-type: none"> Gateway AV scanning of transfers Intrusion prevention service Website content filtering (blocking base on category) Advanced application control (Eg: blocking bittorrent apps) SSL VPN REMOTE ACCESS with 2 Factor Auth for SCADA | | | | | | |
| Subscriptions: | | Qty | Setup | Monthly | Tot Setup | Total /m |
| | | 1 | \$0 | \$14 | \$0 | \$14 |
| | | Tot Setup | | | | Total /m |
| | | \$0 | | | | \$163 |

| Managed Backup Server | | Qty | Setup | Monthly | Tot Setup | Total /m |
|------------------------------|--|------------|--------------|----------------|------------------|-----------------|
| | | 1 | \$699 | \$249 | \$699 | \$249 |
| | WMIT owned and supported backup server <ul style="list-style-type: none"> • Unlimited support, labor, and hardware service • 8 TB RAID disk array • File backup of desktops – 15 desktops included • Image and file backup of servers – 1 server included • Offsite storage included | | | | | |
| Options: | | Qty | Setup | Monthly | Tot Setup | Total /m |
| | Additional Servers Backed up | 0 | \$300 | \$40 | | |
| | Additional PCs Backed Up | 0 | \$150 | \$30 | | |
| | Additional Offsite Storage (per GB) | 0 | TBD | TBD | | |
| | PC Images** | 0 | \$99 | \$10 | | |
| | Storage Craft – Shadow Protect (will include automatic restore to VM on backup server) | 0 | | \$0 | | \$0 |
| | | | | | Tot Setup | Total /m |
| | | | | | \$699 | \$249 |

Managed Backup Server and Backup Services Continued

** This provides a snapshot of the entire hard disk of each PC, which greatly reduces time to restore a PC (including Operating System reinstall, application install, drivers and updates).
Up to (15) PCs included and supported

*** Additionally, Client has option to backup, additional PC Images to Client Owned and Self-Managed USB HDDs at no additional charge – Client is required to coordinate with White Mountain IT Helpdesk.

| | Qty | Setup | Monthly | Total Setup | Total /m |
|--|--|-------|---------|--------------------|-----------------|
| OpenDNS network protection | 1 | | \$10 | | \$10 |
| | OpenDNS network protection by Cisco added DNS filtering to your network. Domains that have just been created (which is typical of malware) are blocked. Also provides a level of category blocking for websites. | | | | |
| Options: | | | | | |
| Umbrella PC clients for roaming users | 0 | | \$5 | | |
| | | | | Total Setup | Total /m |
| | | | | \$0 | \$10 |

User Support and Consulting Services

| | Qty | Setup | Monthly | Total Setup | Total /m |
|--|---|-------|---------|--------------------|-----------------|
| Software licensing for PCs | 5 | \$120 | \$10 | \$480 | \$50 |
| | Licensing for management and security software for each PC: <ul style="list-style-type: none"> One license of the WMIT Virtual System Administrator One license for Sophos Enterprise Antivirus and Anti-Spyware Windows patch management & updates All labor for setup and management of this software is included | | | | |
| Options: | | | | | |
| Base management (ex: patch updates) and AV software | ✓ | | \$5 | | |
| 3 rd party software patching for apps like Java and Adobe Flash | ✓ | | \$3 | | |
| Malware Bytes enterprise for additional malware protection | | | \$3 | | |
| Advanced AV protection with additional malware and ransomware protection | ✓ | | \$3 | | |
| | | | | Total Setup | Total /m |
| | | | | \$0 | \$50 |

| | Qty | Setup | Monthly | Total Setup | Total /m |
|---|---|-------|---------|--------------------|-----------------|
| OPTIONAL: Gold support plan for office PCs | 5 | | \$25 | | \$125 |
| | The gold support plan for PCs in the main office is \$25/month per PC and includes: <ul style="list-style-type: none"> Unlimited remote support all PCs <u>Unlimited onsite support for only Office PCs</u> | | | | |
| | | | | Total Setup | Total /m |
| | | | | \$0 | \$275 |



Managed IT Services for Small and Mid-Size Businesses

Additional support for work outside of the above flat-rate agreements

Onsite support for any services not covered under a Flat Rate Agreement are billed at a rate of ~~\$120~~ \$90 per hour during business hours. Onsite time is billed in one-hour increments with a ½ hour trip charge. Onsite work would include things like:

- New PC installation
- New Network Device Installation

Summary

| | Qty | Setup | Monthly | Tot Setup | Total /m |
|----------------------------|-----|-------|---------|-----------|----------|
| Managed Windows Servers | 1 | \$480 | \$249 | \$480 | \$249 |
| Managed 8TB Backup Server | 1 | \$699 | \$249 | \$699 | \$249 |
| Managed Firewall | 1 | \$499 | \$99 | \$499 | \$163 |
| Offsite Backup | | | | Included | Included |
| Workstation Support | 5 | \$120 | \$10 | \$480 | \$50 |
| OpenDNS network protection | 1 | | \$10 | | \$10 |

TOTALS

| | Setup | Monthly |
|-------------------------------------|--------|---------|
| Managed IT Services – TOTAL CHARGES | \$2159 | \$721 |

Based on our conversations and the serious nature of the systems managing the water services in a community that our company and our employees are a part of. We would like to offer a substantial discount on our services.

The above monthly service pricing would be discounted by \$322.00 to a monthly service rate of \$400.00.

The setup of services can be discounted to our direct cost of goods to \$1500.00

This is a month to month agreement and does not include project work outside the scope of routine support.

Todd A Melanson 14 May 2019
Todd A Melanson
Acting Chairman
Clerk



Managed IT Services for Small and Mid-Size Businesses

conditions shall prevail should there be any variance with the terms and conditions of any order submitted by Client.

21. Entire Agreement

This Agreement contains the entire agreement between the parties regarding the subject matter herein, and supersedes any prior agreements or representations, whether oral or written. No agreement, representation or understanding not specifically contained herein shall be binding, unless reduced to writing and signed by Service Provider and Client.

22. Attorneys Fees & Costs

In any action involving the enforcement or interpretation of this Agreement, the prevailing party, whether Client or Service Provider, shall be entitled to its reasonable attorneys' fees and costs, including such fees and costs incurred in connection with any appeals, in addition to such other relief as may be provided by law.

23. Acceptance of Service Agreement

This Service Agreement covers only those services and equipment listed in "Appendix B." Service Provider must deem any equipment/services Client may want to add to this Agreement after the effective date acceptable. The addition of equipment/services not listed in "Appendix B" at the signing of this Agreement, if acceptable to Service Provider, shall result in an adjustment to the Client's monthly charges.

IN WITNESS WHEREOF, the parties hereto have caused this Service Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

| | | |
|-------------------------------------|---|---|
| <u>14/May/2017</u> Date |  Authorized Signature | <u>Para Pacdivo</u> Printed Name |
| | <u>CIS White Mountain IT Representative</u> | |
| <u>14 May 2017</u> Date |  Signature | <u>Todd A. Melanson</u> Printed Name |
| | <u>Client Representative</u> | <u>Clerk</u> <u>Acting Chairman</u> |
| <u> </u> Date | <u>Sue Lisio, Chair</u> | <u>Wayne Miller, Vice Chair</u> |
| | <u>Donald Klein, Clerk</u> <u>Town Representative</u> | |

Initial each Page

CIS: _____

Client: _____



4.2

TOWN OF TOWNSEND
Planning Board
272 MAIN STREET
TOWNSEND, MA 01469

TO: Zoning Board of Appeals
Board of Health
Conservation Commission
Board of Selectmen
Building Inspector
Land Use Coordinator

Police Chief
Fire Chief
Highway
Water Department
Assessors
Tree Warden

REFERRAL NOTICE

Please Review the attached application and relay to the Planning Board any questions or concerns you may have. This referral is required under §15C – Scenic Roads, MGL, Ch. 87 – Shade Trees, and Planning Board Rules and Regulations, Article IV, §175: 31-34 – Hearings Under the Scenic Road Act. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments. The Planning Board Administrator will forward your comments at the public hearing.

APPLICANT: Matthew and Kellie Fournier
LOCUS ADDRESS: Lot 3 Pierce Road
PARCEL ID: Assessor's Map 31, Lot 21
Date of Hearing: June 24, 2019
Date of Referral: May 28, 2019

Petition: In accordance with MGL Ch. 40, §15C – Scenic Roads, MGL, Ch. 87 – Shade Trees, and Planning Board Rules and Regulations, Article IV, §175: 31-34 – Hearings Under the Scenic Road Act, the Planning Board and Tree Warden will hold a public hearing on **Monday June 24, 2019 at 6:30PM in the Selectmen's chambers at 272 Main Street**, regarding an application from Matthew and Kellie Fournier to remove two trees and 20 feet of stone wall at Lot 3 Pierce Road (Map31 Lot21). The tree will be marked at least one week prior to the hearing.

COMMENTS: _____

_____ **NO COMMENT** _____

SIGNED: _____ **DATE:** _____

Report of the Town Administrator
June 18, 2019

1. **Personnel Updates-**

- a. **Personnel Administration Project-** We have received a responsive bidder for our scope of personnel administrative services described below.

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.

The group that I am recommending that the Board award the contract to is the Edward J. Collins Center for Public Management at UMass Boston. (see proposal enclosed)

I recommend such approval as follows in this draft motion.

- **Board Action Requested-** If it would please the Board, a vote to move and vote the following draft motion.

DRAFT MOTION: I move that the Town contract with the Edward J. Collins Center for Public Management at UMass Boston pursuant to their proposal dated June 12, 2019 submitted in response to the Town's request for proposals for Personnel Administration Services and that the scope be broken out into two phases:

- Phase 1- "Personnel Administrative Structure and Governance Review" for a total of \$20,000.00 with an effect date of June 19, 2019; and
- Phase 2- "Classification and Compensation Review" for a total of \$25,000.00 with an effective date of July 1, 2019.

- b. **Training- Active Shooter Training-** On July 23, 2019 at 10:00am we will be conducting an active shooter training in Memorial Hall. The training will be provided by our local police department and all employees and board and commission members are invited to attend. It is expected that the training will last for approximately three (3) hours.

- **Board Action Requested-** If it would please the Board, a vote to close the Town Hall to the Public for the hours of 9:00am to 1:00pm on July 23, 2019 to conduct training for staff.

- c. **Training- Open Meeting Law and Ethics-** On August 27, 2019 at 6:00pm we will have Town Counsel Adam Costa in Memorial Hall to provide a training session on the Massachusetts Open Meeting Law and the Massachusetts Conflict of Interest/Ethics Law for all employees and board and commission members.

- **Board Action Requested-** If it would please the Board, a vote to close the Town Hall to the Public for the hours of 6:00pm to 8:00pm on August 27, 2019 to conduct training for staff.

- d. **Team Building Exercise-** After a fruitful discussion on the topic at our department head meeting last week I am researching off-site team building programs for all department managers. I will keep the Board apprised as this matter comes into focus.

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

- e. **Fourth of July Holiday Town Hall Schedule-** Discuss closing non-essential offices to the public on Friday, July 5, 2019- Given the fact that we are closed for all non-public safety personnel on July 4, 2019, which is a Thursday, in keeping with custom I ask the Board to vote to close Town hall offices for public business on Friday July

5, 2019. Employees may choose to work without public interaction or may choose to use their accrued time off to take the day off.

- **Board Action Requested-** If it would please the Board, a vote to close the town hall to the public on Friday July 5, 2019 with the understanding that employees may either work or take the day off using their accrued time.

- f. DPW Study Committee- At you last meeting you asked me to inquire of the DPW Study Committee Chairman, Joe Shank, if the Committee wished to continue in its work. In response, Committee Chair Shank asks Board's opinion re: the committee's continuation.

- **Board Action Requested-** Please advise as to the Board's thinking in this matter.

disband

- g. Town Accountant Contract- Please execute the recently renegotiated contract for the Town Accountant. This revised copy removes the reference to the Compensation Plan because the plan specifies that it is for non-contract positions.

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

- h. Town Administrator Vacation Buyback- As I have done once before in my now fourth fiscal year working for you, I am respectfully requesting to be allowed to buyback an additional ten (10) accrued but unused vacation days. Absent buying them back, these are vacation days that by contract will roll over to next year (and ostensibly each year thereafter) at a successively higher daily rate/increasing liability. There are funds sufficient to pay this in our FY19, or current year, budget.

- **Board Action Requested-** If it would please the Board, a vote to approve such a buyback.

2. Financial Updates-

- a. FY19 Budget Year End Transfers- As is customary across the Commonwealth, it is the time of the fiscal year to balance out our year end accounts in the FY19 operating budget. The below listed transfer requests have already been voted and approved by the Finance Committee. See attached narrative detailing the drivers behind these transfers.

| Amount | Transferred from | Transferred to |
|-------------|----------------------------------|---|
| \$3,500.00 | Health Insurance 001-09-914-5740 | Street Lights 001-04-424-5210 |
| \$16,800.00 | Health Insurance 001-09-914-5740 | Medicare 001-09-916-5780 |
| \$3,175.00 | Health Insurance 001-09-914-5740 | Veterans Benefits 001-05-544-5380 |
| \$6,000.00 | Health Insurance 001-09-914-5740 | Elections Profession Srvs 001-01-162-5300 |

| | | |
|--------------|---|--|
| \$1,593.00 | Heath Insurance 001-09-914-5740 | Nashoba Board of Health 001-09-914-5740 |
| \$1,000.00 | Land Use Coordinator 001-01-179-5122 | Land Use Professional Services 001-01-179-5300 |
| \$126,000.00 | \$60,000.00 from Police Equipment 001-02-210-5850-0000 \$25,000.00 from Communications Temp Wages 001-02-225-5120 \$30,000.00 from Communications Expenses \$6,000.00 Health Insurance 001-09-914-5740 \$5,000.00 Police Supplies 001-02-210-5480 | Police Overtime 001-02-210-5850 |
| \$18,500.00 | Health Insurance 001-09-914-5740 | Police Wages, Stipends, OT 001-02-210-5130 |
| \$22,000.00 | School Assessment 001-03-300-5400 | Facilities 001-01-191-53000 |
| \$400.00 | Land Fill Operating 430 | Board of Health Operating 520 |

- **Board Action Requested-** If it would please the Board, a vote to approve of the requested year end transfers.

3. **Project Updates-**

- a. **Current Chapter 90 Project Requests:** I am seeking a vote of the Board to approve the submittal of the first of what will hopefully be many Chapter 90 funding requests over the next three years. These projects are consistent with the Beta Engineering Pavement Plan.

Board Action Requested- If it would please the Board, a vote to approve of the requested projects which are consistent with the approved Pavement management Plan.

Old City Road in the amount of \$142,642.72.

Bayberry Hill Road in the amount of \$441,979.21.

Clement Road in the amount of \$196,928.11

b. **IT, Cable and Telephone Upgrades-**

- Review/Approve/Vote a network upgrade proposal in the amount of \$66,384.00 and authorize the Town Administrator to sign the contract.
- Review/Approve/Vote a PEG cable access system phase 1 upgrade proposal in the amount of \$18,945.00 and authorize the Town Administrator to sign the contract.

- iii. Review/Approve/Vote the service agreement for a telephone system upgrade between TPX Communications and the town of Townsend in the amount of \$8,512.00 and authorize the Town Administrator to sign the service agreement.

- **Board Action Requested-** If it would please the Board, a vote to approve the submitted contracts and to authorize the Town Administrator to sign.

- c. **Town Hall Security Camera Project-** As the next phase in the ongoing efforts to provide an increased level of security to the public, volunteers and employees visiting the town hall we have now deployed security cameras both inside and outside of the Town Hall. These cameras are installed in locations to provide visibility to all common areas in the building and around the perimeter of the building as well.¹ There are still several steps before they are fully operational including the installation of main floor cameras in the lobby outside of the Memorial Hall and in front of the building. The cameras are configured to record only video. They are neither listening to nor recording audio.

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

4. **Miscellaneous Updates**

- a. **Townsend Historic District Commission RE: Harbor Fire Station.** When the Town leased the harbor Station to the State Department of Conservation and Recreation the parties agreed that the DCR would maintain the building. The enclosed letter from the Historic District Commission seeks your assistance in informing the DCR of our concern with the lack of maintenance that has been done on the building.

- **Board Action Requested-** If it meets the Board's please, a vote to deliver a letter to the State DCR regarding our concerns related to their lack of maintenance on the Harbor Station.

¹ There is one camera located inside of the Treasurer/Tax Collector office facing the doorway and not at the workspaces in the office.

TA Report
Year-End 2. a

| Amount | <u>Account Transferred From</u> | <u>Account</u> |
|--------------|---------------------------------|---------------------|
| \$ 3,500.00 | Health Insurance | Street Light |
| \$ 16,800.00 | Health Insurance | Medicare |
| \$ 3,175.00 | Health Insurance | Veterans Ben |
| \$ 6,000.00 | Health Insurance | Elections |
| \$ 1,593.00 | Health Insurance | Nashoba BOH Assn |
| \$ 1,000.00 | Land Use Coordinator Salary | Land Use Profession |
| \$ 60,000.00 | Police New Equipment | Police wages |
| \$ 5,000.00 | Police Vehicle Supplies | Police wages |
| \$ 25,000.00 | Communications Center wages | Police wages |
| \$ 30,000.00 | Communications Center expenses | Police wages |
| \$ 6,000.00 | Health Insurance | Police wages |

\$ 158,068.00 Total Transfers Requested



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5/29/19

FROM: Board of Health

OFFICER/DEPT HEAD: Carla Hitzenbuhler

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

To be transferred to: Nashoba Board of Health \$ 1593.00
Assessments - Nursing Services 001-05-522-5300-0000-000 (\$499.00)
- Enviro Health 001-05-522-5300-0000-001 (\$1094.00)
(name & account number)

To be transferred from: Health Insurance 001-09-914-5740-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ _____

The amount requested to be used for the following reasons: \$ _____

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES [☒] NO [☐]

Transfer voted in the sum: \$ 1593.00

Sue Lizio
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES [☒] NO [☐]

Transfer voted in the sum: \$ 1,593.00

Ryan Puckerton
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5-29-19

FROM: Veterans

OFFICER/DEPT HEAD: Joe Mazzola

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

\$ 3175.00

To be transferred to:

Veterans Benefits 001-05-544-5380-0000-000
(name & account number)

To be transferred from:

Health Insurance 001-09-914-5740-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 68,403.00

The amount requested to be used for the following reasons: \$ June Benefits

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES [X] NO []

Transfer voted in the sum: \$ 3,175.00

Sue Lizio
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES [X] NO []

Transfer voted in the sum: \$ 3,175.00

Lynn Pinkerton
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5-29-17

FROM: Elections

OFFICER/DEPT HEAD: Kathy Spofford

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

6000.00

To be transferred to: \$ 3000.00 TClerk Elections-oper staff 001-01-162-5110-0000-000
3000.00 Elections Prof. Ser 001-01-162-5300-0000-000
(name & account number)

To be transferred from:

Health Insurance 001-09-914-5740-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 68,403.00

The amount requested to be used for the following reasons: \$ Unexpected Election

Action by Board of Selectmen

10/19/17
Date of Meeting

Vote: YES ☒ NO []

Transfer voted in the sum: \$ 6,000.-

Sho Lisi
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES ☒ NO []

Transfer voted in the sum: \$ 6,000.00

Ryan Ricketson
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5-29-19

FROM: Treasurer/Collector

OFFICER/DEPT HEAD: Anna Noyes

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

\$ 16,800.00

To be transferred to: Medicare Town Share 001-09-914-5780-0000-000
(name & account number)

To be transferred from: Health Insurance 001-09-914-5740-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 68,463.00

The amount requested to be used for the following reasons: \$ Town Share medicare

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 16,800.00

Leo Sisio
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 16,800.00

Lynn Pinkerton
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5/29/19

FROM: Land Use

OFFICER/DEPT HEAD: Lyndsy Butler

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- ☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- ☐ Not a municipal light department or a school department

Amount requested:

\$ 1000.00

To be transferred to:

Land Use Prof. Services 001-01-179-5300-0000-000

(name & account number)

To be transferred from:

Health Insurance 001-09-914-5740-0000-000

(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 68,403.00

The amount requested to be used for the following reasons: \$ Legal Ads

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 1,000.00

Sue Lizio
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 1,000.00

Lynne Pickett
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5/29/19

FROM: *Street Lights*

OFFICER/DEPT HEAD:

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

\$ 3500.00

To be transferred to:

Street Lights - energy 001-04-424-5210-0000-000

(name & account number)

To be transferred from:

Health Insurance 001-09-914-5740-0000-000

(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$

68,403.00

The amount requested to be used for the following reasons: \$

electric Bills

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES [☒] NO [☐]

Transfer voted in the sum: \$ 3,500.00

Joe Lizio
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES [☒] NO [☐]

Transfer voted in the sum: \$ 3,500.00

Lynn Prickett
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 5-29-19

FROM: Police

OFFICER/DEPT HEAD: Rick Bailey

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

☒ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

☐ Not a municipal light department or a school department

Amount requested:

\$ 126,000.00

To be transferred to:

Police Overtime wages
001-02-210-5850-0000-000

(name & account number)

To be transferred from:

accounts listed below

(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$

The amount requested to be used for the following reasons: \$

Action by Board of Selectmen

6/19/19
Date of Meeting

Vote: YES [X] NO []

Transfer voted in the sum: \$ 126,000.00

[Signature]
Chairman, Board of Selectmen

Action by Finance Committee

6.4.2019
Date of Meeting

Vote: YES [X] NO []

Transfer voted in the sum: \$ 126,000.00

[Signature]
Chairman, Finance Committee

\$ 60,000.00 Police equipment 001-02-210-5850-0000-000
\$ 25,000.00 Comm Ctr Temp help wages 001-02-225-5120-0000-000
\$ 30,000.00 Comm Ctr. various expense accounts.
\$ 4,000.00 Health Insurance 001-09-914-5740-0000-000

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission

5,000.00 Police Veh Supplies 001-02-210-5480-0000-000

James Kreidler

From: Bassem Awad <bawad@townsend.ma.us>
Sent: Monday, July 1, 2019 1:55 PM
To: 'James Kreidler'
Subject: FW: Dell Onsite Implementation Declined

Hi Jim,

Please see the email below.

Thanks
Bassem

From: Greg Swain [mailto:gswain@winslowtg.com]
Sent: Monday, July 01, 2019 1:48 PM
To: Bassem Awad <bawad@townsend.ma.us>
Cc: Matt Kozloski <mkozloski@winslowtg.com>; Katy Biagi <kbiagi@winslowtg.com>
Subject: Dell Onsite Implementation Declined

Hi Bassem on the quote you will see, that Dell Onsite Implementation is declined this is because services will be delivered on site by Winslow Technology Group.

Sorry I know the wording is confusing.

Thanks

Greg-

Greg Swain
Director of Solution Architecture
401-787-2841
gswain@winslowtg.com

Winslow Technology Group, LLC
303 Wyman Street | Suite 299
Waltham, MA 02451



Tilte



303 Wyman St. Ste 210, Waltham, MA 02451-1253
t. (781) 471-5021 f. (617) 507-6427

QUOTE

Number WTGQ21158-0

Date Jun 3, 2019

Expiration 6/28/2019

Sold To

Town of Townsend, MA
Bassem Awad
272 Main St
Townsend, MA 01469
United States

Ship To

Town of Townsend, MA
Bassem Awad
272 Main St
Townsend, MA 01469
United States

Account Executive

Katy Biagi
508-733-9535
kbiagi@winslowtg.com

Phone 978-732-3131
Fax

Phone 978-732-3131
Fax

Winslow Technology Group issuing quote in accordance with State Contract ITC47. Contractor Vendor Code: VC0000612391

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|--|-------------|-------------|
| 1 | | Town Hall | | |
| 2 | 2 | Dell EMC Networking N3000E-ON | \$1,701.00 | \$3,402.00 |
| 3 | | Dell EMC N3024ET-ON Switch, 24x 1GbT, 2x SFP+ 10GbE, 2x GbE SFP combo ports, L3, Stacking, IO to PSU air, 1x AC PSU | | |
| 4 | | Power Supply, 200w, Hot Swap, with V-Lock, adds redundancy to non-POE N3000 series switches | | |
| 5 | | Dell EMC Networking N3000E-ON Series Americas User Guide | | |
| 6 | | US Order | | |
| 7 | | Dell Hardware Limited Warranty Initial Year | | |
| 8 | | Dell Hardware Limited Warranty Extended Year(s) | | |
| 9 | | Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch | | |
| 10 | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year | | |
| 11 | | ProSupport: 7x24 HW / SW Tech Support and Assistance, 1 Year | | |
| 12 | | No Warranty beyond initial term | | |
| 13 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 14 | | On-Site Installation Declined | | |
| 15 | | Declined Remote Consulting Service | | |
| 16 | | Stacking Cable, for Dell Networking N2000/N3000/S3100 series switches (no cross-series stack), 0.5m | | |
| 17 | | (2) Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13 | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|---|-------------|-------------|
| 18 | 1 | PowerEdge R640 Server | \$5,251.00 | \$5,251.00 |
| 19 | | PowerEdge R640 Server | | |
| 20 | | PowerEdge R640 Motherboard | | |
| 21 | | No Trusted Platform Module | | |
| 22 | | 2.5 Chassis with up to 8 Hard Drives and 3PCIe slots | | |
| 23 | | PowerEdge R640 Shipping | | |
| 24 | | PowerEdge R640 x8 Drive Shipping Material | | |
| 25 | | Intel Xeon Bronze 3104 1.7G, 6C/6T, 9.6GT/s , 8M Cache, No Turbo, No HT (85W) DDR4-2133 | | |
| 26 | | Intel Xeon Bronze 3104 1.7G, 6C/6T, 9.6GT/s , 8M Cache, No Turbo, No HT (85W) DDR4-2133 | | |
| 27 | | DIMM Blanks for System with 2 Processors | | |
| 28 | | Standard 1U Heatsink | | |
| 29 | | Standard 1U Heatsink | | |
| 30 | | 2666MT/s RDIMMs | | |
| 31 | | Performance Optimized | | |
| 32 | | No RAID | | |
| 33 | | PERC H330 RAID Controller, Minicard | | |
| 34 | | VMware ESXi 6.7 U1 Embedded Image on Flash Media (License Not Included) | | |
| 35 | | No Media Required | | |
| 36 | | iDRAC9, Express | | |
| 37 | | iDRAC Group Manager, Disabled | | |
| 38 | | iDRAC,Legacy Password | | |
| 39 | | Static IP | | |
| 40 | | Riser Config 2, 3x16 LP | | |
| 41 | | Intel i350 Quad Port 1GbE BASE-T, rNDC | | |
| 42 | | IDSDM and Combo Card Reader | | |
| 43 | | Redundant SD Cards Enabled | | |
| 44 | | 32GB microSDHC/SDXC Card | | |
| 45 | | 32GB microSDHC/SDXC Card | | |
| 46 | | No Internal Optical Drive for x4 and x8 HDD Chassis | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|--|-------------|-------------|
| 47 | | 8 Standard Fans for R640 | | |
| 48 | | Dual, Hot-plug, Redundant Power Supply (1+1), 1100W | | |
| 49 | | LCD Bezel | | |
| 50 | | Dell EMC Luggage Tag | | |
| 51 | | No Quick Sync | | |
| 52 | | Power Saving Dell Active Power Controller | | |
| 53 | | UEFI BIOS Boot Mode with GPT Partition | | |
| 54 | | Energy Star | | |
| 55 | | ReadyRails Sliding Rails With Cable Management Arm | | |
| 56 | | No Systems Documentation, No OpenManage DVD Kit | | |
| 57 | | US Order | | |
| 58 | | Dell Hardware Limited Warranty Plus On-Site Service | | |
| 59 | | ProSupport: Next Business Day On-Site Service After Problem Diagnosis, 3 Years | | |
| 60 | | ProSupport: 7x24 HW/SW Technical Support and Assistance, 3 Years | | |
| 61 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 62 | | On-Site Installation Declined | | |
| 63 | | (6) 16GB RDIMM, 2666MT/s, Dual Rank | | |
| 64 | | (2) 600GB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive | | |
| 65 | | Intel X550 Dual Port 10GbE BASE-T Adapter, PCIe Low Profile | | |
| 66 | | (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America | | |
| 67 | 1 | Dell EMC ME4024 Storage Array | \$15,518.00 | \$15,518.00 |
| 68 | | Dell EMC ME4024 Storage Array | | |
| 69 | | 10Gb iSCSI BaseT 8 Port Dual Controller | | |
| 70 | | Rack Rails 2U | | |
| 71 | | ME4 2U Bezel | | |
| 72 | | Power Supply, 580W, Redundant, Flex | | |
| 73 | | Dell EMC ME4024 Shipping | | |
| 74 | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, 3 Years | | |
| 75 | | ProSupport: 7x24 HW/SW Technical Support and Assistance, 3 Years | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|---|-------------|-------------|
| 76 | | Dell Hardware Limited Warranty | | |
| 77 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 78 | | On-Site Installation Declined | | |
| 79 | | US Order | | |
| 80 | | (12) 1.8TB, HDD, 10K, 512e, SAS12, 2.5" TA15 | | |
| 81 | | (12) Hard Drive Filler 2.5in, single blank | | |
| 82 | | Powercord,125 Volt,15Amp,10 Foot, C13 to NEMA 5-15 | | |
| 83 | | Powercord,125 Volt,15Amp,10 Foot, C13 to NEMA 5-15 | | |
| 84 | 1 | vSphere 6 Essentials Plus | \$6,141.00 | \$6,141.00 |
| 85 | | vSphere 6 Essentials Plus Kit for 3 hosts (Max 2 processors per host) | | |
| 86 | | ProSupport for Software, VMware, vSphere Essentials Plus, 6 CPU, 3 Years | | |
| 87 | 3 | Veeam Backup Essentials Enterprise Plus 2 socket bundle . 1 year of Production 24/7 Support is included. | \$2,438.00 | \$7,314.00 |
| 88 | 4 | C2G 3ft Cat6 Snagless Shielded (STP) Ethernet Network Patch Cable - Red - patch cable - 3 ft - red | \$17.00 | \$68.00 |
| 89 | | SubTotal | | \$37,694.00 |
| 90 | | Water Department | | |
| 91 | 1 | PowerEdge T340 | \$3,277.00 | \$3,277.00 |
| 92 | | PowerEdge T340 Server | | |
| 93 | | No Trusted Platform Module | | |
| 94 | | 3.5" Chassis up to 8 Hot Plug Hard Drives | | |
| 95 | | PowerEdge T340 Shipping | | |
| 96 | | Intel Xeon E-2134 3.5GHz, 8M cache, 4C/8T, turbo (71W) | | |
| 97 | | Standard Heatsink for PE T330/T340 | | |
| 98 | | 2666MT/s UDIMMs | | |
| 99 | | Performance Optimized | | |
| 100 | | RAID 5 | | |
| 101 | | PERC H730P RAID Controller, 2GB NV Cache, Adapter, Full Height | | |
| 102 | | On-Board LOM | | |
| 103 | | iDrac9, Express | | |
| 104 | | No Internal Optical Drive | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|---|-------------|-------------|
| 105 | | Casters | | |
| 106 | | Security Bezel | | |
| 107 | | Performance BIOS Settings | | |
| 108 | | Dual, Hot-plug, Redundant Power Supply 1+1, 495W | | |
| 109 | | No Systems Documentation, No OpenManage DVD Kit | | |
| 110 | | Windows Server 2019 Standard,16CORE,FI,No Med, No CAL, Multi Language | | |
| 111 | | Windows Server 2019 Standard,16CORE,Media Kit, Multi Language | | |
| 112 | | Windows Server 2019 Standard,No Media,WS2016 STD Downgrade Media, Multi Language | | |
| 113 | | UEFI BIOS Boot Mode with GPT Partition | | |
| 114 | | US Order | | |
| 115 | | Global Portal English US Language System | | |
| 116 | | Global Portal English LanguageSystem | | |
| 117 | | Global Portal US Power Cord | | |
| 118 | | PowerEdge T340 Motherboard | | |
| 119 | | PowerEdge T340 Shipping Material | | |
| 120 | | iDRAC Group Manager, Disabled | | |
| 121 | | iDRAC,Factory Generated Password | | |
| 122 | | Basic Next Business Day 12 Months | | |
| 123 | | Next Business Day Onsite Service Extension, 30 Month(s) | | |
| 124 | | On-Site Installation Declined | | |
| 125 | | iDRAC Service Module (ISM), Pre-Installed in OS | | |
| 126 | | (4) 8GB 2666MT/s DDR4 ECC UDIMM | | |
| 127 | | (6) 1TB 7.2K RPM SATA 6Gbps 512n 3.5in Hot-plug Hard Drive | | |
| 128 | | (2) NEMA 5-15P to C13 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord, North America | | |
| 129 | 1 | Dell Networking N2024P | \$1,630.00 | \$1,630.00 |
| 130 | | Dell Networking N2024P, L2, POE+, 24x 1GbE + 2x 10GbE SFP+ fixed ports, Stacking, IO to PSU air, AC | | |
| 131 | | Enclosure for Mounting up to 3xMPS600 or 3xMPS1000 in 1U, Brackets Included | | |
| 132 | | Dell Networking MPS1000 External Power Supply | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|--|-------------|-------------|
| 133 | | Dell Networking N2000/3000 Series User Guide | | |
| 134 | | US Order | | |
| 135 | | Dell Education Services - Dell Campus Networking - No Training Selected | | |
| 136 | | Dell Hardware Limited Warranty Initial Year | | |
| 137 | | Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch | | |
| 138 | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year | | |
| 139 | | ProSupport: 7x24 HW / SW Tech Support and Assistance, 1 Year | | |
| 140 | | No Warranty beyond initial term | | |
| 141 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 142 | | On-Site Installation Declined | | |
| 143 | | Stacking Cable, for Dell Networking N2000/N3000/S3100 series switches (no cross-series stack), 0.5m | | |
| 144 | | (2) Power Cord, 125V, 13A, 6 Feet, C15 to NEMA 5-15P | | |
| 145 | 4 | C2G 3ft Cat6 Snagless Shielded (STP) Ethernet Network Patch Cable - Red - patch cable - 3 ft - red | \$17.00 | \$68.00 |
| 146 | | SubTotal | | \$4,975.00 |
| 147 | | Townsend Highway Department | | |
| 148 | 1 | Dell Networking N2000 Series Switches | \$1,520.00 | \$1,520.00 |
| 149 | | Dell Networking N2024P, L2, POE+, 24x 1GbE + 2x 10GbE SFP+ fixed ports, Stacking, IO to PSU air, AC | | |
| 150 | | Dell Networking N2000/3000 Series User Guide | | |
| 151 | | US Order | | |
| 152 | | Dell Education Services - Dell Campus Networking - No Training Selected | | |
| 153 | | Dell Hardware Limited Warranty Initial Year | | |
| 154 | | Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch | | |
| 155 | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year | | |
| 156 | | ProSupport: 7x24 HW / SW Tech Support and Assistance, 1 Year | | |
| 157 | | No Warranty beyond initial term | | |
| 158 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 159 | | On-Site Installation Declined | | |

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|--|-------------|-------------|
| 160 | | Power Cord, 125V, 13A, 6 Feet, C15 to NEMA 5-15P | | |
| 161 | | SubTotal | | \$1,520.00 |
| 162 | | Townsend Cemetery Department | | |
| 163 | 1 | Dell Networking N2000 Series Switches | \$1,520.00 | \$1,520.00 |
| 164 | | Dell Networking N2024P, L2, POE+, 24x 1GbE + 2x 10GbE SFP+ fixed ports, Stacking, IO to PSU air, AC | | |
| 165 | | Dell Networking N2000/3000 Series User Guide | | |
| 166 | | US Order | | |
| 167 | | Dell Education Services - Dell Campus Networking - No Training Selected | | |
| 168 | | Dell Hardware Limited Warranty Initial Year | | |
| 169 | | Lifetime Limited Hardware Warranty with Basic Hardware Service Next Business Day Parts Only on Your Network Switch | | |
| 170 | | ProSupport: Next Business Day Onsite Service After Problem Diagnosis, Initial Year | | |
| 171 | | ProSupport: 7x24 HW / SW Tech Support and Assistance, 1 Year | | |
| 172 | | No Warranty beyond initial term | | |
| 173 | | Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355 | | |
| 174 | | On-Site Installation Declined | | |
| 175 | | Power Cord, 125V, 13A, 6 Feet, C15 to NEMA 5-15P | | |
| 176 | | SubTotal | | \$1,520.00 |
| 177 | | Professional Services | | |
| 178 | 1 | WTG Professional Services | \$20,500.00 | \$20,500.00 |
| 179 | | SOW to follow | | |

****Notes:**

Winslow Technology Group issuing quote in accordance with State Contract ITC47. Contractor Vendor Code: VC0000612391

Pricing valid through 6/28

SubTotal: \$66,209.00

Shipping: \$175.00

***Total:** **\$66,384.00**

*Plus Applicable Taxes

****Customer will be providing all items in this section below -
& will be Installed and configured by WTG ****

Town Hall:

- 2 APC Smart-UPS SMT1500M2UC UPS 1kw-1440AV with SmartConnect
- 3 AP250 Indoor plenum rated access point, 2 radio 3x3:3 802.11a/b/g/n/ac MU-MIMO, 2 10/100/1000 Ethernet ports, FCC regulatory domain, without power supply (internal antenna only).
- 1 Sonicwall NSA 2650 TotalSecure Advanced

Water Dept.:

- 1 APC Smart-UPS 750VA UPS System
- 1 AP250 Indoor plenum rated access point, 2 radio 3x3:3 802.11a/b/g/n/ac MU-MIMO, 2 10/100/1000 Ethernet ports, FCC regulatory domain, without power supply (internal antenna only)
- 1 Sonicwall TZ300 Total Secure- Advanced Edition

Highway Dept.:

- 1 APC Smart-UPS 750VA UPS System
- 1 AP250 Indoor plenum rated access point, 2 radio 3x3:3 802.11a/b/g/n/ac MU-MIMO, 2 10/100/1000 Ethernet ports, FCC regulatory domain, without power supply (internal antenna only)
- 1 Sonicwall TZ300 Total Secure- Advanced Edition

Cemetery Dept.:

- 1 APC Smart-UPS 750VA UPS System
- 1 AP250 Indoor plenum rated access point, 2 radio 3x3:3 802.11a/b/g/n/ac MU-MIMO, 2 10/100/1000 Ethernet ports, FCC regulatory domain, without power supply (internal antenna only)
- 1 Sonicwall TZ300 Total Secure- Advanced Edition



WINSLOW

Technology Group

315 Walnut St. Suite 210, Waltham, MA 02451-1253
 Tel: 978-732-3131 Fax: 978-732-3132

QUOTE

Number WTGQ19279
 Date May 5, 2019
 Expiration 8/5/2019

Sold To

Town of Townsend, MA
 Bassem Awad
 272 Main St
 Townsend, MA 01469
 United States

Ship To

Town of Townsend, MA
 Bassem Awad
 272 Main St
 Townsend, MA 01469
 United States

Account Executive

Katy Biagi
 508-733-9535
 kbiagi@winslowtg.com

Phone 978-732-3131
 Fax

Phone 978-732-3131
 Fax

| Line | Qty | Description | Unit Amount | Ext. Amount |
|------|-----|---|-------------|-------------|
| 1 | | Software | | |
| 2 | 55 | Migration software for Exchange 2013 on premise server to Office 365 - One Time Fee | \$16.00 | \$880.00 |
| 3 | | <i>Office 365 Licenses to be provided by client</i> | | |
| 4 | | Professional Services | | |
| 5 | 1 | Total Professional Service for Office 365 Migration | \$5,875.00 | \$5,875.00 |
| 6 | | Architectural design and implementation of Office 365 and Migration - up to 55 mailboxes (assumes less than 1GB per average mailbox) - One Time Fee | | |
| 7 | | Migration -up to 55 mailboxes | | |
| 8 | | Outlook Profiles - update up to 40 user profiles | | |
| 9 | | Office 365 overview training - up to 2 hours | | |

**Notes:

Notes

There will be 40 users with fully licensed mailboxes and 15 Shared Mailboxes (no license required for a Shared Mailbox unless data exceeds 50 GB)

Users currently have Outlook 2013 installed. TIC will reconfigure up to 40 Outlook profiles.

TIC will be the Microsoft Cloud Solution Provider on the Office 365 account

***Total: \$6,755.00**

***Plus Applicable Taxes**



201

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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

AGENDA
JUNE 18, 2019 6:00 P.M.
MEETING HALL, TOWNSEND LIBRARY SENIOR CENTER
12 DUDLEY ROAD, TOWNSEND, MA

THIS POSTING IS TO NOTIFY THE RESIDENTS OF TOWNSEND THAT THE BOARD OF SELECTMEN MAY APPOINT A BOARD OF HEALTH MEMBER, IN A JOINT MEETING OF THE BOARD OF SELECTMEN AND THE BOARD OF HEALTH IN ACCORDANCE WITH 3-1 (F) (1) OF THE TOWNSEND CHARTER.

THIS WILL BE SCHEDULED ON THE REGULAR MEETING AGENDA OF THE BOARD OF SELECTMEN ON JUNE 18, 2019.



DATE _____ FIDA: [] RECEIVED
Class _____ V. Class _____ Date received _____
MAY 22 2019

BOARD OF SELECTMEN
VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: CHRISTOPHER J GENOTER

Phone (978) 597 2280 email Chris.genoter@natca.net

Address: 83 MAPLEWOOD DRIVE

Occupation: CIVIL ENGINEER

Amount of time available
(per week/per month): Five hours per month

Background/Experience Board of Health member 2009-2015

PLEASE LIST YOUR PREFERENCE FOR CONSIDERATION OF
APPOINTMENT TO A BOARD/COMMITTEE HERE.

1. Board of Health
2. _____
3. _____

Carolyn Smart

From: Linda Johansen <linda.johansen88@gmail.com>
Sent: Wednesday, May 22, 2019 11:55 AM
To: Carla Walter
Cc: Carolyn Smart; Kathy Spofford; Rick Metcalf
Subject: Re: BOH Vacancy attached

Just a clarification that this application has not been reviewed by the board of health so we are not ready for the joint meeting.

Kathy, when is the 10th day? I believe I calculated the 28th excluding weekends and the holiday. BOH will review all applications at their meeting on the 28th. Carla will be out so I will follow up with Carolyn and Jim on the 29th.

Carolyn can you schedule us at the next BOS meeting following the 29th?

Thanks!
Regards,
Linda

On Wed, May 22, 2019 at 9:49 AM Carla Walter <cwalter@townsend.ma.us> wrote:

Hi Ladies,

Please see attached. Thank you for your support.

Respectfully,

Carla

From: chris.genoter@natca.net [mailto:chris.genoter@natca.net]
Sent: Wednesday, May 22, 2019 9:15 AM
To: Carla Walter <cwalter@townsend.ma.us>
Subject: Volunteer Form

Carla,

Let me know if you need anything else.

Chris



Virus-free. www.avg.com



2.2

FOR IMMEDIATE RELEASE –

PAGE 1 OF 2

TOWNSEND CONVERTS TO LED STREET LIGHTING

Town receives \$11,000 toward the project and reduces energy usage by 50%

Townsend, MA June 19, 2019 -- Unitil, a local provider of natural gas and electricity, has given the Town of Townsend, Massachusetts \$11,000 in energy rebates in support of the community's effort to convert all external streetlights to LED lighting this year. John DiNapoli presented the Townsend Board of Selectmen and Townsend Energy Committee with a check (photo attached) for the rebate last night's.

Approximately 109 high pressure sodium lighting fixtures were replaced with LED lights as part of the project, halving the overall energy usage required for outdoor lighting for the town. The town will use approximately 17,500 less kilowatt hours every year after the conversion, the energy equivalent to the annual usage of two-and-a-half residential homes.

According to Townsend's Board of Selectmen Chair Sue Lisio, the street light replacement project is an important step toward the town's commitment to the Green Communities Act, while also reducing cost and improving public safety. Both Lisio and Town Administrator Jim Kreidler thanked the Townsend Energy Committee and Unitil for bringing the project to fruition.

Townsend Energy Committee Chair Brent Carney added, "This project is about saving money for the taxpayers of Townsend, while doing our part to reduce energy usage. We worked closely with Unitil to make sure this project was done right, and that each light was the correct color and brightness to replicate what was there before while reducing glare for drivers ensuring public safety."

"We are thrilled we were able to help Townsend find the path forward to an outdoor lighting solution that best fits the community's needs," Unitil Media Relations Manager, Alec O'Meara said. "We look forward to working with other communities in both New Hampshire and Massachusetts on similar projects in the months and years ahead."

###

About Unitil Corporation

Unitil Corporation provides energy for life by safely and reliably delivering natural gas and electricity in New England. We are committed to the communities we serve and to developing people, business practices and technologies that lead to dependable, more efficient energy. Unitil Corporation is a public utility holding company with operations in Maine, New Hampshire and Massachusetts. Together, Unitil's operating utilities serve approximately 105,600 electric



customers and 82,700 natural gas customers. For more information about our people, technologies and community involvement please visit www.unitil.com.

For more information please contact:

Alec O'Meara
Media Relations Manager
Unitil Service Corporation
omeara@unitil.com
Phone (603) 773-6404
Cell: (603) 998-9095



TOWNSEND WATER DEPARTMENT
540 Main Street West Townsend, Massachusetts 01474

2.3.4
RECEIVED

JUN 11 2019

Michael MacEachern, Chairman

Nathan Mattila, Vice Chairman

BOARD OF SELECTMEN
Todd Melanson, Clerk

Paul L. Rafuse,
Water Superintendent

Tel: (978) 597-2212

Fax: (978) 597-5611

Email: water@townsend.ma.us

June 5, 2019

Board of Selectmen
272 Main Street
Townsend, MA 01469

Re: Joint Meeting Request

Dear Members of the Board of Selectmen,

The Board of Water Commissioners kindly request a joint meeting with the Board of Selectmen to reestablish the lines of communication in order to gain some clarity and understanding of several concerns to effectively move forward since the court ruling.

We were delighted when Mrs. Lisio stated at the April 9th Board of Selectmen's meeting that the Selectmen would like to meet with the Water Commissioners and have a discussion about moving forward after the court ruling. Although we haven't received an invitation as yet we understand that this was a busy time with preparing for Town Meeting.

Also, to clarify and address any reservations or misconceptions that the Board should not have any discussions with the Commissioners because of our filing an appeal of the court ruling is simply untrue. Although we believe we have grounds for an appeal there was a time limitation to file an appeal and we did not want to lose that opportunity. The appeal process can be stopped at any time if an agreement can be obtained between both Boards.

Again we would be grateful for the opportunity to meet with the Board to have a meaningful and positive discussion to reach a common goal and to do what is in the best interest of the Town, the tax payers, the Water Department and, its customers. We also, request that the meeting be limited to only the members of both Boards and both Attorneys.

Thank you for your time and consideration, we look forward to your prompt response.

Sincerely,

Michael MacEachern, Chairman
Board of Water Commissioners
Townsend Water Department



MASSWILDLIFE

4.1
DIVISION OF
FISHERIES & WILDLIFE

1 Rabbit Hill Road, Westborough, MA 01581
p: (508) 389-6300 | f: (508) 389-7890
MASS.GOV/MASSWILDLIFE

May 15, 2019

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

Re: Habitat Management for Freshwater Turtles at the Townsend-Ashby Soccer Fields

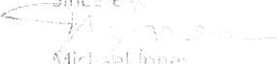
Dear Mr. Lisio and The Townsend Select Board:

Thank you very much for your time. I'm writing to you with the hope of starting a conversation about the sandy slopes and former sandpit surrounding the Townsend-Ashby Soccer Fields west of Horseshoe Drive in West Townsend, which provide important nesting habitat for several species of freshwater turtles. Much of the nesting activity occurs on town property. In some portions of the old sandpit, the available nesting areas are becoming overgrown with saplings and other vegetation, gradually constraining the suitable areas for turtles to nest. On behalf of the Massachusetts Division of Fisheries and Wildlife, I'd like to request permission from the Town of Townsend to perform basic habitat management work on town property in 2019 or 2020.

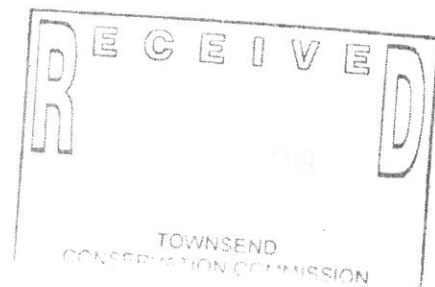
If there is a possibility, I'd be very interested in scheduling a site walk with the Select Board as well as interested Conservation Commission members to discuss proposed actions in specific areas and determine the next steps for permitting and review. If then permitted to do so, I would organize a small work group to hand-cut or hand-pull young saplings along the western and northern slopes and flat floor of the sandpit.

With the ability to perform habitat management and maintenance on a semi-regular basis, I anticipate that we can manage regrowth in the early stages, reducing labor and equipment. Ideally, we would maintain a low-intensity periodic management regime every five years after this initial effort. Thank you for taking the time to consider my proposal and I hope to have the opportunity to work with you on this important project.

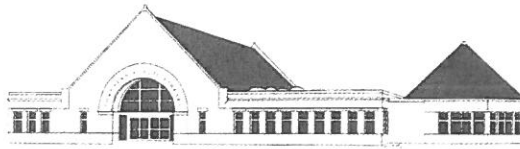
Sincerely,


Michael Lynne
State Herpetologist

copy: Pat Huckery, District Manager, MassWildlife
Townsend Conservation Commission
Townsend-Ashby Youth Soccer Association
(sent by email)



MASSWILDLIFE



Townsend Public Library

Disposal of Surplus Property - Under \$10,000

Mass General Laws Chapter 30B (Uniform Procurement Act) governs how government bodies dispose of surplus supplies. The rules apply to all tangible surplus supplies with a resale or salvage value including motor vehicles, machinery, computer equipment, furniture and other materials and supplies.

This form should be completed and approved prior to disposal of property owned by the Townsend Public Library.

| Serial Number | Title/Name of item | Quantity | Year Acquired | Original Value | TPL # |
|---------------|----------------------|----------|---------------|----------------|---------|
| 766MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 1 |
| D12MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 2 |
| 216MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 3 |
| 976MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 4 |
| 8N6MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 5 |
| H6XRC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 6 |
| FNXRC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 7 |
| 922MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Adult 8 |
| D06MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Teen 1 |
| 2N4MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Teen 2 |
| 3Q1MC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Teen 3 |
| H2XRC32 | Dell Optiplex PC | 1 | 2015 | \$565 | Teen 4 |
| 8KK2DD2 | Dell Optiplex PC | 1 | 2015 | \$565 | Child 1 |
| CCW8M82 | Dell Optiplex PC | 1 | 2015 | \$565 | Child 2 |
| BW6HBB2 | Dell Optiplex PC | 1 | 2015 | \$565 | Child 3 |
| 8KB1DD2 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| GDZMNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| 392MNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |

12 Dudley Road, Townsend, MA 01469

Phone: 978-597-1714 • Fax: 978-597-2779 • E-mail: library@townsendlibrary.org

Disposal of Surplus Property, Townsend Public Library -- Page 2 of 2

| | | | | | |
|--------------------------|------------------------------|---|---------|-------|----|
| HFZMKNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| FFZMKNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| DDZMKNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| 6DZMKNK1 | Dell Optiplex 740 PC | 1 | 2009 | Gift | -- |
| 2UA10913V7 | HP Compaq 6005 | 1 | unknown | Gift | -- |
| 2UA13811WF | HP Compaq 8200 | 1 | unknown | Gift | -- |
| CNP539XDX9 | HP1940 monitor | 1 | unknown | Gift | -- |
| CN-OU165K-74445-95L-092L | Dell G2210t monitor | 1 | 2009 | Gift | -- |
| CN-OU165K-74445-95L-466L | Dell G2210t monitor | 1 | 2009 | Gift | -- |
| CN-OU165K-74445-95L-467L | Dell G2210t monitor | 1 | 2009 | Gift | -- |
| CN-OU165K-74445-95L-471L | Dell G2210t monitor | 1 | 2009 | Gift | -- |
| CNGXB39780 | HP Laserjet 4250 printer | 1 | 2017 | Gift | -- |
| JS59SG1 | Dell 2330dn printer | 1 | 2009 | Gift | -- |
| CN61SFW43G | HP Officejet Pro 8620 print. | 1 | 2015 | \$185 | -- |
| CN4BREK22G | HP Officejet Pro 8620 print. | 1 | 2015 | \$185 | -- |

Year of purchase: shown in columns

Condition: Combination of New and Used

Suggested Disposal method: Allocated to contracted Town of Townsend I/T specialist.

Approved

Department Head:



Date:

5/30/19

Board of Library Trustees Chairperson:



Date:

May 30, 2019

Board of Selectmen:

Date:



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
JOHN W. MCCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.4824
F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

June 12, 2019

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

Dear Mr. Kreidler:

Per your request, the Edward J. Collins, Jr. Center for Public Management in the McCormack Graduate School of Policy and Global Studies at the University of Massachusetts Boston (Center) is pleased to provide this scope of work for personnel administrative services, including a structural and governance review of personnel systems and a classification and compensation review and recommendation.

The Collins Center Human Resources practice is led by Mary Aicardi, who has almost thirty years of experience in public sector human resources and labor relations. We are able to provide the services described in the following scope of work for a total cost of \$45,000, including all fees and expenses.

The Center is a Massachusetts State government entity. Consequently, the laws of the Commonwealth do not require the Town to engage in a competitive procurement process for this project. We could begin work on this project within ten business days of the date by which we receive a signed contract.

Please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Ward'.

Michael Ward
Director of Municipal Services
Edward J. Collins, Jr. Center for Public Management
McCormack Graduate School of Policy and Global Studies
UMass Boston
Phone: (617) 287-4876
Email: michael.ward@umb.edu

PROPOSAL TO THE TOWN OF TOWNSEND

The following proposed scope of work is to provide personnel administrative services with the goal of reviewing personnel functions and documents and recommending a comprehensive personnel plan including structure, policies and procedures and collective bargaining strategy recommendations; and a classification and compensation review for approximately fifty titles.

Initial Project Meeting

The Center will meet with the project with the Project Liaison to clarify the scope of the project and the approach, and particularly to plan the scheduling of the review.

PART A: PERSONNEL ADMINISTRATIVE STRUCTURE AND GOVERNANCE REVIEW

Task 1: Interviews and Document Review

The Center will review the current state of the human resources structure and authority and will make recommendations regarding structure and best practices. The methodology utilized will be interviews with key staff and key stakeholders, as well as a review of records, Personnel Bylaws, Charter, policies, collective bargaining agreements, practices, and procedures.

Task 2: Preparation of a Draft Report on Personnel Administrative Structure

The Center will prepare a draft report to be submitted to the Project Liaison for review. Comments on the draft report will be received, and edits will be made where appropriate.

Task 3: Preparation of a Comprehensive Final Report on Personnel Administrative Structure

The Center will submit a Final Report. After such, the Center will present the Final Report to the appropriate elected or appointed body, if requested.

PART B: CLASSIFICATION AND COMPENSATION REVIEW

The Center will conduct an orientation meeting to provide the opportunity for employees and supervisors to learn about the scope and methodology of the project and what will be expected from them.

TASK 3 CREATION OF COMPREHENSIVE DRAFT POSITION DESCRIPTIONS

The Center will create comprehensive draft position descriptions. The descriptions will reflect the skill level and the essential functions of each position without listing every conceivable duty and will comply with statutory requirements. The following is the procedure that will be followed:

1. All incumbents of study positions will be given a comprehensive position questionnaire to complete. Current job descriptions, if they exist, will be reviewed and incorporated as appropriate.
2. The Center will meet with individually with incumbents to discuss the completed questionnaires and to gather clarification and additional information regarding their positions.

3. Draft position descriptions will be submitted to the project liaison for distribution to incumbents and supervisors for review and comments.
4. Comments will be received and where appropriate, incorporated into the position descriptions.

Position descriptions will be finalized.

TASK 4 SALARY SURVEY

While Task 3 is being conducted, a salary survey of base pay will be sent to 7-10 comparable municipalities selected by the Town in consultation with the with the Center. Timely responses to surveys are typically the most challenging aspect of a study of this kind. Assistance from the Town is frequently needed in follow up with officials from comparable municipalities.

TASK 5 ESTABLISH A CLASSIFICATION PLAN

The Center will classify each of the job descriptions produced in Task 3 using a point factor analysis system which evaluates 13 key factors such as level of supervision, complexity of the job, judgement, education and experience. The Center will meet with the project liaison to discuss initial findings.

TASK 6 CREATION OF SALARY SCHEDULE

Using the newly established classification plan, the Center and will develop a salary schedule using grades and ranges that will coincide with that plan.

The Center will meet with the project liaison to discuss the proposed salary schedule.

TASK 7 PREPARATION OF A DRAFT FINAL REPORT

The Center will prepare a draft final report that includes position descriptions, a classification plan, a salary schedule and a recommendation for implementation. Comments from the Town will be accepted by the Center for up to one week after submitting the draft and will be incorporated as appropriate.

TASK 8 SUBMITTAL AND PRESENTATION OF THE FINAL REPORT

The Center will submit the final report and present it to the officials designated by the Town.

RESPONSIBILITIES OF THE CENTER

The Center will act at all times in an attentive, ethical, and responsible manner. The Project Manager will be Mary Aicardi, Senior Associate.

RESPONSIBILITY OF THE TOWN

The Town shall agree to provide necessary access to its employees and records, and to respond to requests for information and comment in a timely manner. In addition, the Project Liaison or designee will have responsibility for organizing meetings, and for communicating the nature and value of the project.

FEES AND EXPENSES

The all-inclusive professional fee for the project is \$45,000. The fee is payable as follows:

- \$15,000 when initial meeting is complete
- \$15,000 when draft descriptions are distributed
- \$10,000 when personnel administrative review report is submitted
- \$5,000 when classification and compensation report is submitted

The above fee includes Collins Center travel expenses. The town will be required to print position questionnaires for completion by employees.

The above fee assumes fifty titles for the compensation and classification plan. If more titles are reviewed, an additional fee of \$400 will be invoiced for each additional title.

QUALIFICATIONS OF ASSIGNED ASSOCIATES

MARY FLANDERS AICARDI, HUMAN RESOURCES PRACTICE LEADER

Mary Aicardi brings more than twenty years of experience in public sector human resources administration and labor relations to the Collins Center. She served for more than eight years as the Personnel Director for the town of Watertown, Massachusetts, where she negotiated numerous collective bargaining agreements on behalf of Town management. Additionally, Aicardi has worked as the Interim Human Resources Director for the Town of Braintree, the Assistant Personnel Director for the Town of Barnstable and as a volunteer recruiter for a non-profit agency.

Aicardi has conducted human resources audits and has reviewed and modernized classification and compensation plans for several municipalities, including a large-scale study of 150 nonunion positions for the City of Somerville. She has drafted numerous human resource policies and personnel plans. Aicardi has conducted numerous training programs on a wide range of human resources topics, including leadership training, performance appraisal, progressive discipline, and sexual harassment prevention. Aicardi holds an M.P.A. and a Bachelor's Degree in Political Science from the University of Massachusetts at Amherst. She is certified by the Massachusetts Commission Against Discrimination as a trainer of discrimination and sexual harassment prevention.

MICHAEL WARD, DIRECTOR OF MUNICIPAL SERVICES

Michael Ward practices in the areas of charter reform, municipal performance management efforts, organizational studies, research projects, and regionalization and service-sharing work. He co-founded and currently manages the Collins Center's Government Analytics Program. As a budget analyst for the Town of Concord, he helped the Town begin integrating performance measurement into its annual budget process, assisted with the financial management of a Recreation Center enterprise fund, and worked on numerous budget and procurement projects. Ward studied innovative urban policy in Curitiba (Brazil) and Singapore as a Thomas J. Watson

fellow. He looked at how these cities both managed to reshape themselves through creative public transportation, economic development, and service provision strategies. He has also worked on numerous political campaigns, including managing a mayoral campaign in Massachusetts. He holds a master's in public policy degree from the Harvard Kennedy School of Government and a Bachelor of Arts in sociology from Amherst College.

DAVID COLTON, ASSOCIATE

David Colton practices in the areas of management, HR, energy & housing policy, capital programming and budgeting, public works operations, and collective bargaining. His experience includes twelve years as Commissioner of Public Works in the City of Quincy and twelve years as Town Administrator in Milton and Easton. David has gained expertise in infrastructure planning and construction including public buildings, water, wastewater, and stormwater facilities, solar facilities, landfills, and roads and bridges. His experience in public construction includes many projects involving extensive permitting such historic preservation, and environmental protection. He has been a leader in the development of successful public/private partnerships such as the Ames Shovel Works development in Easton and the Granite Links Golf Course in Quincy and Milton. He has implemented management and organizational reforms, conducted difficult negotiations, led master-planning, authored by-laws, streamlined operations, and reimagined communities. He currently serves on the Joint labor Management Committee and the CHAPA Policy Leadership Council. David holds a Bachelor of Science in Public Administration from Bentley University and a Master of Business Administration from the University of Massachusetts Boston.

NAN BALMER DUNFORD, ASSOCIATE

Nan Dunford practices in the area of organizational and structural reviews and human resources. She has served as the Town Administrator of Wayland and the Assistant Town Administrator of the Towns of Eastham and Harwich. Prior to moving to Massachusetts, she serves as a Borough and Township Manager for two towns in Pennsylvania, as well as the Director of Community Development and Director of Streets and Public Improvements in Reading, Pennsylvania. Nan holds a Master's Degree in Public Administration from Kutztown University and a Bachelor of Science degree in Community Development from Pennsylvania State University.

CLASSIFICATION AND COMPENSATION PROJECTS BY COLLINS CENTER

| | MUNICIPALITY | PROJECT | YEAR* |
|----|---|---------------------------------|-------|
| 1 | Abington* | Classification and Compensation | 2019 |
| 2 | Andover Public Schools* | Classification and Compensation | 2019 |
| 3 | Barnstable County Retirement Board | Classification and Compensation | 2019 |
| 4 | Chatham* | Classification and Compensation | 2019 |
| 5 | Erving* | Classification and Compensation | 2019 |
| 6 | Gosnold* | Classification and Compensation | 2019 |
| 7 | Lexington Public Schools* | Classification and Compensation | 2019 |
| 8 | Marion* | Classification and Compensation | 2019 |
| 9 | Marshfield* | Classification and Compensation | 2019 |
| 10 | Paxton* | Classification and Compensation | 2019 |
| 11 | Rockland* | Classification and Compensation | 2019 |
| 12 | Sudbury* | Pay Equity | 2019 |
| 13 | Wakefield* | Classification and Compensation | 2019 |
| 14 | Wareham | Compensation | 2019 |
| 15 | West Boylston* | Classification and Compensation | 2019 |
| 16 | Wilmington* | Classification and Compensation | 2019 |
| 17 | Boston | Pay Equity | 2018 |
| 18 | Boylston | Classification and Compensation | 2018 |
| 19 | Brookfield | Classification and Compensation | 2018 |
| 20 | Chelmsford | Compensation | 2018 |
| 21 | Chelmsford | Pay Equity | 2018 |
| 22 | Chicopee | Classification and Compensation | 2018 |
| 23 | Dukes County Regional Housing Authority | Classification and Compensation | 2018 |
| 24 | Easthampton | Classification and Compensation | 2018 |
| 25 | Hanson | Classification | 2018 |
| 26 | Lexington | Classification | 2018 |
| 27 | Northampton Public Schools | Classification and Compensation | 2018 |
| 28 | Northampton | Classification and Compensation | 2018 |
| 29 | Sunderland | Compensation | 2018 |
| 30 | Wareham | Classification and Compensation | 2018 |

| | MUNICIPALITY | PROJECT | YEAR* |
|----|---------------------------------------|---------------------------------|-------|
| 31 | Whitman | Classification and Compensation | 2018 |
| 32 | Brockton | Classification | 2017 |
| 33 | Committee for Public Council Services | Classification | 2017 |
| 34 | Deerfield | Compensation | 2017 |
| 35 | East Longmeadow | Classification and Compensation | 2017 |
| 36 | Edgartown | Classification and Compensation | 2017 |
| 37 | Groton | Compensation | 2017 |
| 38 | Hudson Public Schools | Classification and Compensation | 2017 |
| 39 | Lexington | Classification | 2017 |
| 40 | Mendon | Classification | 2017 |
| 41 | Princeton | Classification and Compensation | 2017 |
| 42 | Spencer | Classification and Compensation | 2017 |
| 43 | Westfield | Classification and Compensation | 2017 |
| 44 | Worthington | Classification and Compensation | 2017 |
| 45 | Wrentham | Compensation | 2017 |
| 46 | Aquinnah | Classification and Compensation | 2016 |
| 47 | Arlington | Classification | 2016 |
| 48 | Canton | Classification and Compensation | 2016 |
| 49 | Tisbury | Classification and Compensation | 2016 |
| 50 | Westfield | Classification and Compensation | 2016 |
| 51 | Westwood | Classification and Compensation | 2016 |
| 52 | Chelsea Public Schools | Classification | 2015 |
| 53 | Duxbury | Compensation | 2015 |
| 54 | Easton | Classification and Compensation | 2015 |
| 55 | Easton | Compensation | 2015 |
| 56 | Hudson Public Schools | Classification and Compensation | 2015 |
| 57 | Mendon | Classification and Compensation | 2015 |
| 58 | Southwick | Classification and Compensation | 2015 |
| 59 | Wakefield | Classification | 2015 |
| 60 | Wenham | Classification and Compensation | 2015 |
| 61 | Wrentham | Classification and Compensation | 2015 |
| 62 | Ashland | Classification and Compensation | 2015 |
| 63 | Ashland | Classification and Compensation | 2014 |

| | MUNICIPALITY | PROJECT | YEAR* |
|----|-------------------------|---------------------------------|-------|
| 64 | Brockton Public Schools | Classification and Compensation | 2014 |
| 65 | Easton | Classification and Compensation | 2014 |
| 66 | Everett | Compensation | 2014 |
| 67 | Medway | Classification | 2014 |
| 68 | Wakefield | Classification and Compensation | 2014 |
| 69 | Chelsea Public Schools | Classification and Compensation | 2013 |
| 70 | Hamilton | Classification | 2013 |
| 71 | Hardwick | Classification and Compensation | 2013 |
| 72 | Hudson Public Schools | Classification and Compensation | 2013 |
| 73 | Millis | Classification and Compensation | 2013 |
| 74 | Wrentham | Classification and Compensation | 2013 |
| 75 | Somerville | Classification and Compensation | 2012 |
| 76 | Hudson Public Schools | Classification and Compensation | 2011 |
| 77 | Millis | Classification and Compensation | 2011 |
| 78 | Ashby | Classification and Compensation | 2010 |
| 79 | Ayer | Classification | 2010 |
| 80 | Seekonk | Classification | 2009 |

Notes: * Ongoing at various stages of the project

REFERENCES FOR THE COLLINS CENTER

Please feel free to contact any of our clients in addition to the following specific references.

City of Easthampton (Classification and Compensation Study 60 titles)

Jane F. Sakiewicz , Personnel Director

413-529-1400 ext 104

JSakiewicz@easthamptonma.gov

Town of Mendon (various classification projects)

Kimberly Newman, Town Administrator

508-478-8863

KNewman@mendonma.gov

Town of Millis (various classification projects)

Karen Bouget – Operations Manager

508-276-2634

kbouret@millis.net

City of Northampton (Classification and Compensation Study 110 titles)

Lyn Simmons, Chief of Staff

413 587-1067 direct

lsimmons@northamptonma.gov

Town of Tisbury (Classification and Compensation Study of 65 titles)

Kim Lucas, HR Director in Town of Edgartown, former in Tisbury

508-627-6152

klucas@edgartown-ma.us

Town of Edgartown (Classification and Compensation Study of 75 titles)

Elaine Graves, HR Director at the time; Currently at Retirement Board

508-969-3846

Elaine@dukesretirement.com

The Townsend Community Couples Club will host the lawn party at the Townsend Military Band's Thursday, June 20th, concert on the Townsend Common. Proceeds from the lawn party will be used to fund the Couples Club sponsorship of a Sunday opening of the Townsend Library, several projects for TEMA, and a new refrigerator for the West Townsend Reading Room as well as supporting other worthwhile community projects.

Couples Club members will cook hamburgers, cheeseburgers, hot dogs, and sausages with peppers and onions to sell to those attending the concert. Fried dough, hot coffee, and cold soda and bottled water will be available for purchase.

A wide selection of home baked goods will be offered for sale.

Children attending the concert may have their face painted, play in a bounce house, have a balloon animal custom made for them, and win prizes by playing a variety of games set up on the Common that evening for their enjoyment including corn hole and the lollipop tree.

There will a photo booth where you will be an opportunity to take candid selfie pictures.

The Townsend Military Band will open its concert at 7:30 p.m. by playing "Under the Double Eagle March" arranged by Hildreth and "Instant Concert" by Walters. "Selections from Mary Poppins" arranged by Ricketts, Hall's "Independentia" march, and Lang's arrangement of "A Trumpeter's Lullaby" will be performed. "Highlights from Walt Disney's Enchanted Music" arranged by Brown, "Willow Blossoms Legend in a Romantic, Narrative Style" edited by Tallman, and Laurendeau's arrangement of the "Radetzky" march will be included in the first portion of the program.

Following intermission the "Zacatecas Mexican March" arranged by Glover and the "California Dreamin'/Monday, Monday Medley" arranged by Holcomb will be played. The "Orpheus in der Unterwelt" overture arranged by Reeves and "The Boys of the Old Brigade March" by Chambers will be performed before the Townsend Military Band concludes its concert at 9:30 by playing the "Star Spangled Banner".

