



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

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

Wayne Miller, *Vice-Chairman*

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

REVISED SELECTMEN'S MEETING MINUTES FOR AUGUST 6, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote showed 3 members present: Chairman Sue Lisio (SL), Vice-Chairman Wayne Miller (WM) and Clerk Don Klein (DK).

1.2 Pledge of Allegiance

1.3 Chairman's Additions or Deletions.

SL announced the meeting was being tape recorded.

Correction for 4.5, changed from \$21,179.00 to \$21,719.00

1.4 Public Comment Period.

Veronica Kell inquired about the process used to make appointments to the Conservation Commission.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05P.M. Public Hearing, RE: Telephone Pole installation on 18 Proctor Road

SL opened the public hearing and welcomed the petitioner. DK read the legal notice into the record (see attached). A sign in sheet was circulated to audience members.

DK moved to approve the application for placement of the poles and wires as indicated in the public hearing notice. WM seconded. Unanimous vote. SL closed the public hearing.

2.2 6:15P.M. Joint meeting with Board of Assessors, RE: Appoint Julie Byars as a member of the Board of Assessors until the next annual town election  
Ms. Byars attended the meeting and introduced herself.

DK moved to approve the appointment of Julie Byars to the Board of Assessors until the next annual town election. WM seconded. Unanimous vote.

2.3 6:20P.M. Joint meeting with the Townsend Housing Authority, RE: Appoint Courtney Borelli as a member of the Townsend Housing Authority until the next annual town election.

DK moved to appoint Courtney Borelli to the Townsend Housing Authority until the next annual town election. WM seconded. Unanimous vote.

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

- 3.1 DK moved to appoint Victoria Janicki to the Zoning Board of Appeals for a term effective August 6, 2019 to June 30, 2022. WM seconded. Unanimous vote.

SL inquired as to the process and the policy to be drafted regarding appointments for Boards/Committees. WM and DK would like to review a draft policy and then discuss further at a future meeting.

- 3.2 DK moved to appoint Craig Stevens as an associate member to the Zoning Board of Appeals for a term effective August 6, 2019 to June 30, 2020. WM seconded. Unanimous vote.
- 3.3 DK moved to appoint Zachery Leonardo as a Laborer to the Townsend Highway Department effective August 6, 2019 contingent upon the passing of CORI and medical exam with a one-year probationary period. WM seconded. Unanimous vote.
- 3.4 DK moved to appoint Keith Letourneau as a Foreman to the Townsend Highway Department effective August 6, 2019. WM seconded. Unanimous vote.
- 3.5 DK moved to appoint Kathleen Considine to the Council on Aging effective August 6, 2019 to June 30, 2020. WM seconded. Unanimous vote.
- 3.6 DK Moved to appoint Kaila Temple as a full-time firefighter/paramedic effective August 6, 2019 to June 30, 2020 contingent upon a background check and medical exam with a one-year probationary period. WM seconded. Unanimous vote. DK asked if the motion has to be contingent upon Kaila passing Fire Dept training. Mr. Kreidler stated that would be noted as the job mandates it.
- 3.7 DK moved to appoint Drew Brassard as a full-time firefighter/paramedic effective August 6, 2019 to June 30, 2020 contingent upon a background check and medical exam with a one-year probationary period. WM seconded. Unanimous vote.
- 3.8 DK moved to appoint the following as Election Officials for a one-term term effective September 1, 2019 to August 31, 2020 as listed below as submitted by the Town Clerk, Kathleen Spofford:

Wardens:

Betty Mae Tenney  
Jane Stonefield  
Sharon Lacasse

Clerks:

Joyce Boyes  
Jane Jackson  
Lindsay Morand

Inspectors:

Linda Robichaud  
Carole Mansfield Buxton

Eino Kauppi  
Elaine Martin



Paula Woodman  
Mary Szurley  
Jan Wesson-Snapp  
Louise Thorpe  
Heidi Munroe  
Clare Kauppi  
Marie Barnaby  
Sandra Stevens  
Lynn Pinkerton  
Karen Clement  
Helen Kezar  
Pat Jemiolo  
Linda Durette

Donna Miller  
Darlene Coit  
Barbara Wheeler  
Sue Gerken  
Peter Buxton  
Jerri Bozicas  
Debbie Stoll  
Kathy Spaulding  
Ellen Duval  
David Niemala  
Anne Foresman  
Janet Vesper  
Sandy Tuttle

Ballot Box Clerks:

Brian Colby  
Cheryl Simoneau  
John Stonefield

Counters:

Andrea Wood  
Michael Foster  
Brian Funaiole

WM seconded. Unanimous vote.

- 3.9 DK moved to appoint Veronica Kell to the Montachusets Joint Transportation Committee as the Planning Board Representative effective August 6, 2019 to June 30, 2020. WM seconded. Unanimous vote.
- 3.10 DK moved to appoint James M. Kreidler, Jr as the Chief Procurement Officer and Municipal Hearings Officer for a one-year term effective July 1, 2019 to June 30, 2020. WM seconded. Unanimous vote.
- 3.11 DK moved to appoint Paul Krapf as the Municipal Custodian effective August 6, 2019 contingent upon the passing of a CORI check and medical exam with a one-year probationary period. WM seconded. Unanimous vote.
- IV. MEETING BUSINESS - VOTES MAY BE TAKEN:
- 4.1 Review/Approve/Sign a road opening permit, RE: Emery Road  
The Board reviewed the permit (please see attached). DK moved to approve and sign the road opening permit for the Emery Road permit. WM seconded. Unanimous vote.
- 4.2 Review/Approve/Sign a road opening permit, RE: Meadow Road  
The Board reviewed the permit (please see attached). DK moved to approve and sign both permits out of session. WM seconded. Unanimous vote.
- 4.3 DK moved to approve and sign out of session an agreement/contract with Tighe & Bond for construction observation for the project, Main Street Water Main Replacement, in the amount of \$18,500.00 as recommended by the Water Commissioners. WM seconded.

Unanimous vote. WM seconded. Unanimous vote. SL commented; this contract allows for someone to watch over the entire project on behalf of the town.

- 4.4 Review/Approve/Sign a contract with Weston & Sampson for Environmental Monitoring in the amount of \$9,000.00 as recommended by the Board of Health.

The Board reviewed the contract (see attached. DK moved to approve and sign outside of session a contract with Weston & Sampson for Environmental Monitoring in the amount of \$9,000.00 as recommended by the Board of Health. WM seconded. Unanimous vote.

- 4.5 Review/Approve request to accept \$21,719.00 from the Mass Health Ambulance CPE program and place in the Ambulance Receipt Account Reserved for Appropriation as requested by the Fire-EMS Chief  
DK moved to accept \$21,719.00 from the Mass Health Ambulance CPE program and place in the Ambulance Receipt Account Reserved for Appropriation as requested by the Fire-EMS Chief. WM seconded. Unanimous vote.

- 4.6 Review/Comment on a Mandatory Referral from the Planning Board, RE: Open Space Subdivision application for Townsend Hill Realty Trust

The Board reviewed the referral (please see attached) DK moved to thank the Planning Board of the referral, the Board has no comment on the subdivision application. WM seconded. Unanimous vote.

- 4.7 Review/Authorize the Town Accountant to sign a three-year contract with Vadar Systems for financial software application services

DK moved to authorize the Town Accountant to sign a three-year contract with Vadar Systems for financial software applications services. WM seconded. Unanimous vote.

- 4.8 Review request (s) from the Division of Fisheries & Wildlife to support the purchase of land, RE: off North End Road

The Board reviewed the request from DFW (please see attached) DK moved to support the purchase of the property off North End Road and to send a letter of support. WM seconded. Unanimous vote.

SL read the letter from the Division of Fisheries and Wildlife into the record (see attached)

The Board will review the other parcel at the next Selectmen's meeting.

- 4.9 Review/Authorize the Town Administrator to sign a three-year agreement/contract with Melanson Heath for audit services

DK moved to authorize the Town Administrator to sign a three-year agreement/contract with Melanson Heath for audit services. WM seconded. Unanimous vote.

Mr. Kreidler stated Counsel has reviewed. SL questioned if we want any additional services from them. Mr. Kreidler suggested the forming of an audit committee.

- 4.10 Review/Approve/Authorize the Town Administrator to sign the Professional Services Agreement with the Edward J. Collins, Jr. Center for Public Management

DK moved to authorize the Town Administrator to sign the Professional Services Agreement with the Edward J. Collins, Jr. Center for Public Management. SL seconded. Unanimous vote. WM asked about the payout schedule and wants to know if there's any charge for edits and revisions and would like it outlined in the contract.

4.10.1 Review wages/salary and worksheets/questionnaires as provided by the Collins Institute

DK stated he spoke with the Ethics Commission and he cannot vote if the analysis includes his son. The Board discussed whether a part time firefighter would be included. SL suggested when the Board discusses the positions to be included, the Board can exclude DK's son and discuss separately from the other positions.

- 4.11 DK moved to approve and sign a one-day special license for Paul Martin, V.F.W. Post #6538 in conjunction with a baby shower to be held on August 18, 2019 with sale hours from 1:00P.M. to 5:00P.M. WM seconded. Unanimous vote.

- 4.12 DK moved to approve and sign a one-day special license for Paul Martin, V.F.W. Post #6538 in conjunction with a birthday party to be held on October 5, 2019 with sale hours from 5:00P.M. to 10:00P.M. WM seconded. Unanimous vote.

- 4.13 Review reimbursement request from an employee who lost his hearing aid  
DK moved to review the reimbursement request from an employee who lost his hearing aid. WM seconded. SL confirmed the Town's insurer does not cover this type of loss. Additional discussion included: what types of personal property could be covered, examples included phones and eye glasses, etc., what the town's responsibility is in regards to the losses. SL asked for a vote to approve. SL (No) DK (No) and WM abstained from the vote.

- 4.14 Review/Approve/Sign mylar for Bridge No. T-07-013, RE: aka West Meadow Bridge  
Mr. Kreidler explained this is the final design for the bridge. SL inquired about a special pen. Mr. Kreidler suggested a vote to sign outside of meeting. DK moved to approve and sign outside of a meeting the mylar for Bridge No. T-07-013 aka West Meadow Bridge. SL seconded. Unanimous vote.

- 4.15 Discussion regarding the Fall Special Town Meeting



SL would like the Departments/Boards/Commissions to know the Selectmen are anticipating an early Special Town Meeting, hoping the beginning of November. Mr. Kreidler explained when the Board opens the warrant, notification will be sent out for article submission.

- 4.16 Review/Approve a new job description and position for the Library, RE: Young Adult Librarian/Youth Services  
The Board reviewed the job description for the Young Adult Librarian/Youth Services (please see attached).

DK moved to approve the new job description and position for the Library for Young Adult Librarian/Youth Services. WM seconded. SL inquired if this position will be part of the update from the Collins Center. Mr. Kreidler confirmed it would be. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

a. Communications Plan for Debt Exclusion

Mr. Kreidler as explained in a previous discussion, the Board wanted a plan for communicating to residents the road plan for the debt exclusion. Mr. Kreidler reviewed as follows:

1. Postcard information
  2. Flyer with additional information  
Both will have links where the information can be found.
  3. Information night as a stand-alone meeting
  4. Possible Q & A with the TBA
  5. Discuss the cost and potential impact with explanation how the funds can only be used for the intended purpose.
  6. Discuss the plan approval and recommended by the Highway Superintendent, the Board of Selectmen, the Finance Committee and the residents at the Spring Town Meeting.
  7. Blast emails or calls with information only, no advocacy
- WM suggested bringing this discussion to a work session and decide what they'd like to put forward

SL stated the work session for Friday is preparation for the Collins Center, review of policies and looking at the Town Administrator job description.

b. Water Department IT Security Update

Mr. Kreidler stated all firewalls have been updated and the SCADA system has separate server and is stand alone to prevent any outside access. Hartley Pleshaw informed the Board the Technician is waiting for different parts and the new video system should be ready to be used in 2 weeks if all goes well. The firewall in Town Hall will be replaced within 2 weeks, once complete, office 365 will be installed. Data voice cabling for phone system

has 3 quotes, the chosen quote is \$9,700.00 and will be moving forward.  
Upgraded six PCs at Library, Highway, and Senior Center.

c. Update on TV Video Camera Installation

See above

d. Update on IT project

See above

e. HVAC project for Library/Senior Center

Mr. Kreidler informed the Board, an independent vendor has come in to assess and make adjustments. The transition point now is having an independent energy vendor. SL inquired as to the energy committee involvement. Mr. Mercurio was to work with the Committee, with Mr. Mercurio being out, Mr. Kreidler will oversee the project for energy efficiency and will reach out to the energy committee.

f. Update on Nashoba Dispatch

Mr. Kreidler explained Chief Boynton has been working on the feasibility study for the regionalization with Ashby & Pepperell using the LRTA grant. Mr. Kreidler explained, E-911 relayed some of the upgrades done for the regionalization with Nashoba would be transferrable, however, any additional transition costs would need to be appropriated from the town. Mr. Kreidler informed the Board that he did speak with a Selectman in Ashby who is working on the project, the Selectman inquired as to the budget. Mr. Kreidler informed him while an additional amount was appropriated over the assessment for the last 3 years, the town will not be carrying that amount forward in future budgets. The Ashby Selectman asked if the town would be willing to fund \$350,000 to \$400,000 to regionalize with Pepperell and Ashby vs the \$180,000 for the current assessment. SL inquired as to any updates from the Admin Board that Mr. Kreidler serves. Mr. Kreidler informed the Board the audit was completed and all is accounted for. Additional discussion ensued regarding the backup for Townsend and the issues with dispatching for the Fire Departments, level of attention paid between police and fire and how to communicate the issues.

g. ADA Grant Opportunity

The grant opportunity in the amount of \$250,000 is open for application. Mr. Kreidler suggested working with Senator Tran to get the \$500,000 earmark and applying for the \$250,000, allowing \$750,000 for renovations of the Hart Free Library.

Mr. Kreidler informed the Board he would be attending the upcoming Mass Municipal Human Resource Association training.

5.2 Board of Selectmen announcements, updates, and reports.

DK: Squannacook Greenways Announcement

DK read the announcement (please see attached)

5.3 Clerk of the Board announcements for events

Band Concert for August 8, 2019  
John Whittemore Memorial Town Picnic  
(Please see attached).

5.4 Board Correspondence

SL will take up at the next meeting correspondence received regarding unregistered vehicles.

5.5 DK moved to approve the meeting minutes for May 28, 2019, July 2, 2019 and July 16, 2019. WM seconded. Unanimous Vote.

DK moved to approve the meeting minutes for June 18, 2019. SL seconded. WM abstained from vote. Unanimous vote.

5.6 DK moved to review and sign the payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

DK moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Police Chief and executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: School Resource Officer and to adjourn from executive session. WM seconded. Roll call vote SL (YES), WM (YES), DK (YES)

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

*Voted to approve the meeting minutes for the meeting of August 6, 2019 by the Board of Selectmen this*  
*3<sup>rd</sup> day of Sept, 2019.*



2.1

TELEPHONE POLE HEARING

HEARING CHECKLIST FOR PERMISSION TO CONSTRUCT  
POLE AND WIRE LOCATIONS

- ☐ 1. Announce Hearing and announce petitioner(s)
- ☐ 2. Read legal notice
- ☐ 3. Check list of abutters with certified return receipts  
(Notice must have been mailed at least seven days before hearing)
- ☐ 4. Review of application and questioning of petitioner by the Board of Selectmen
- ☐ 5. Query audience for support
- ☐ 6. Query audience for objections
- ☐ 7. Discuss then approve or deny application for placement of poles and wire location
- ☐ 8. Close Hearing





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272 Main Street - Townsend, Massachusetts 01469

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James M. Kreidler, Jr.

*Town Administrator*

Office (978) 597-1701

Fax (978) 597-1719

LEGAL NOTICE  
TOWN OF TOWNSEND  
PUBLIC HEARING

The Board of Selectmen will conduct a Public Hearing on Tuesday, August 6, 2019 at 6:05P.M., in the Selectmen's Meeting Chambers, 272 Main Street, Townsend, Massachusetts. The purpose of this hearing is to consider the petition of Fitchburg Gas and Electric Light Company, a company incorporated under the laws of the Commonwealth for the transmission of electricity for lighting, heating, and power, respectfully ask permission to construct and use a line of transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

PROCTOR ROAD - Install 1 new pole in front of 18 Proctor Road, 146' North West of Todd Drive, Townsend. See attached sketch. (Plan No. 604-L).

And to this end your Honorable Board is hereby requested, after due notice and a public hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and all acts in amendment thereof.

Also for permission to place and maintain underground laterals, manholes, handholes, cables and wires in above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

It is suggested that the poles be located substantially as shown on a plan filed herewith marked "Fitchburg Gas & Electric Light Company". Proposed Pole Locations in Townsend Plan No. 604-L, Dated 06/11/19.

All citizens are encouraged to present verbal or written comments prior to or during the hearing.

THE BOARD OF SELECTMEN:

Sue Lisio, *Chairman*

Wayne Miller, *Vice Chairman*

Don Klein, *Clerk*





RECEIVED

JUN 19 2019

BOARD OF SELECTMEN

# POLE PETITION CONTACT PERSON INFORMATION

NAME: JAMES DEE

PHONE#: 978-353-3215

EMAIL: dee@unitil.com

*James H. 6:05  
Carpenter*

RECEIVED

JUN 19 2019

BOARD OF SELECTMEN





R E C E I V E D  
JUN 17 2019

TOWN CLERK  
Book 10 Page 12

TOWN OF TOWNSEND  
TOWN CLERK

(Petition for Original Pole Location)

Townsend, MA

June 11, 2019

To the Selectmen of the Town of Townsend:

Unitil Fitchburg Gas and Electric Light Company, a company incorporated under the laws of the Commonwealth for the transmission of electricity for lighting, heating and power, respectfully ask permission to construct and use a line for such transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

PROCTOR RD.—Install 1 new pole in front of 18 Proctor Rd, 146' North West of Todd Drive, Townsend. See attached sketch. (Plan No. 604-L)

And to this end your Honorable Board is hereby requested, after due notice and a public hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and all acts in amendment thereof.

Also for permission to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

It is suggested that the poles be located substantially as shown on a plan filed herewith marked "Fitchburg Gas & Electric Light Company. Proposed Pole Locations in Townsend Plan No. 604-L, Dated 6/11/19.

UNITIL FITCHBURG GAS AND ELECTRIC LIGHT COMPANY

By

Keith Caribo

Manager Electric T & D Operations

Town of Townsend June 17, 2019

Received and filed.

Kathleen M. Gaffney  
Town Clerk



For Town Selectmen's Book  
(Copy of Order adopted Granting original Pole Location,  
and Certificate of Notice and Hearing)

Town of Townsend

June 11, 2019

IN BOARD OF SELECTMEN

ORDERED: That upon petition of Unitil Fitchburg Gas and Electric Light Company, dated 06/11/19 due notice having been given and a public hearing held as provided by law, permission is hereby given said Company to construct and use a line for the transmission of electricity for lighting, and power, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

PROCTOR RD.—Install 1 new pole in front of 18 Proctor Rd, 146' North West of Todd Drive, Townsend. See attached sketch. (Plan No. 604-L)

And to said Company, its successors and assigns, is hereby granted a location for such line, the same to be constructed and maintained in accordance with the by-laws of said town of Townsend and the following

SPECIFICATIONS:

The poles shall be located substantially as shown on a plan filed herewith marked "Fitchburg Gas and Electric Light Company. Proposed Pole Locations in Townsend Plan No. 604-L, Dated 06/11/2019" hereby referred to and made a part of this order.

Also that permission be and hereby is granted to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

(Signed) \_\_\_\_\_ Selectmen  
\_\_\_\_\_ of  
\_\_\_\_\_ Townsend



I hereby certify that the foregoing order was adopted after due notice and a public hearing as prescribed by Chapter 166 of the General Laws, namely, after a public hearing had been held by the Board of Selectmen on \_\_\_\_\_ 20\_\_, written notice of the time and place of which had been mailed at least seven days prior thereto by me to all owners of real estate abutting upon the ways or parts of ways upon, along or across which the lines are to be constructed under said order, said ownership having been determined by the last preceding assessment for taxation.

Chairman of Selectmen



(Order for Adoption by Granting Original Pole Location)

Town of Townsend

June 11, 2019

IN BOARD OF SELECTMEN

ORDERED: that upon petition of Fitchburg Gas and Electric Light Company, dated 06/11/2019, due notice having been given and a public hearing held as provided by law, permission is hereby given said Company to construct and use a line for the transmission of electricity for lighting, heating and power, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

PROCTOR RD.—Install 1 new pole in front of 18 Proctor Rd, 146' North West of Todd Drive, Townsend. See attached sketch. (Plan No. 604-L)

And to said Company, its successors and assigns, is hereby granted a location for such line, the same to be constructed and maintained in accordance with the by-laws of said Town of Townsend and the following

SPECTFICATIONS:

The poles shall be located substantially as shown on a plan filed herewith marked "Fitchburg Gas and Electric Light Company. Proposed Pole Locations in Townsend Plan No. 604-L, Dated 06/11/19," hereby referred to and made a part of this order.

Also that permission be and hereby is granted to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

(Signed) \_\_\_\_\_ Selectmen

\_\_\_\_\_ of

\_\_\_\_\_ Townsend





For the Company  
(Attested Copies of Order Adopted by Board of Selectmen Granting  
Original Pole Locations and of Certificate of Notice of Hearing)

Town of Townsend

June 11, 2019

IN BOARD OF SELECTMEN

ORDERED: that upon petition of Fitchburg Gas and Electric Light Company, dated 06/11/2019, due notice having been given and a public hearing held as provided by law, permission is hereby given said Company to construct and use a line for the transmission of electricity for lighting, heating and power, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

PROCTOR RD.—Install 1 new pole in front of 18 Proctor Rd, 146' North West of Todd Drive, Townsend. See attached sketch. (Plan No. 604-L)

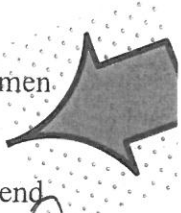
And to said Company, its successors and assigns, is hereby granted a location for such line, the same to be constructed and maintained in accordance with the by-laws of said Town of Townsend and the following

SPECIFICATIONS:

The poles shall be located substantially as shown on a plan filed herewith marked "Fitchburg Gas and Electric Light Company. Proposed Pole Locations in Townsend Plan No. 604-L, Dated 06/11/2019," hereby referred to and made a part of this order.

Also that permission be and hereby is granted Fitchburg Gas and Electric Light Company to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes..

(Signed) \_\_\_\_\_ Selectmen  
\_\_\_\_\_ of  
\_\_\_\_\_ Townsend



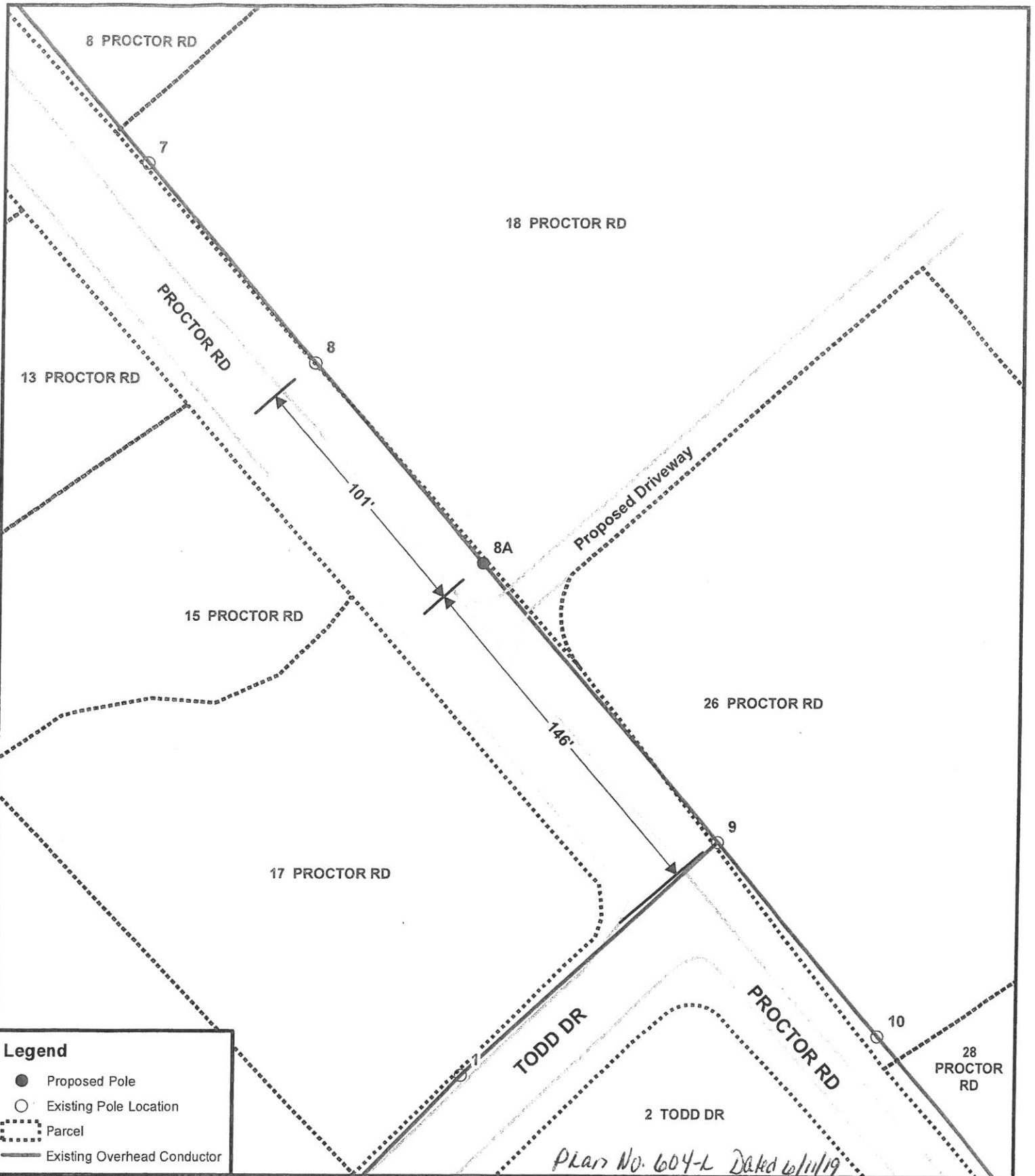
I hereby certify that the foregoing order was adopted after due notice and a public hearing as prescribed by Chapter 166 of the General Laws, namely, after a public hearing had been held by the Board of Selectmen on \_\_\_\_\_ 20\_. written notice of the time and place of which had been mailed at least seven days prior thereto by me to all owners of real estate abutting upon the ways or parts of ways upon, along or across which the lines are to be constructed under said order, said ownership having been determined by the last preceding assessment for taxation.

Attest: \_\_\_\_\_, 20

Town Clerk








**Legend**

- Proposed Pole
- Existing Pole Location
- - - Parcel
- Existing Overhead Conductor



Drawn  
olsonj

Date  
6/6/2019

Scale

1" = 50'



# Unitil

Pole Petition  
18 Proctor Rd  
Townsend, MA





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

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Town Administrator

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

DATE: July 15, 2019

TO: Keith Caribo,  
Manager T & D Operations  
Unitil  
357 Electric Avenue  
Lunenburg, MA 01462

FROM: Carolyn Smart, Executive Assistant  to the Town Administrator

RE: PETITION FOR PROCTOR ROAD

The hearing for the above referenced petition is scheduled to be held Tuesday August 6, 2019 at 6:05P.M.  
Payment for the following cost breakdown is due at the time of the hearing.

Reimbursement of the cost to publish notification \$ 195.98

Should payment not be made at the time of the hearing, permits will not be processed until such time as the required payment is received by this office.

c.f. James Smith, Highway Superintendent





*Office of the*  
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272 Main Street - Townsend, Massachusetts 01469

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Fax (978) 597-1719

**MEMORANDUM**

DATE: July 1, 2019

TO: James Smith, Highway Superintendent

FROM: Carolyn Smart, Executive Assistant to the Town Administrator

RE: PROCTOR ROAD TELEPHONE POLE HEARING

Enclosed for your review is a copy of the Pole Location Petition for Proctor Road.

The Public Hearing is scheduled for Tuesday, August 6, 2019. Please submit your comments or concerns on or before August 1, 2019.

Thank you for your assistance.

attachment (s)



Town of Townsend

## Board of Assessors

272 Main Street      Townsend, MA 01469  
(978) 597-1706

### Certified List of Abutters

07/02/2019

The names and addresses listed below represent those property owners in Townsend abutting the property located at:

18 PROCTOR ROAD PARCEL ID 42-6-0

100 foot abutters, which is the subject of appeal and/or petition.

This Certified List of Abutter is required by: BOARD OF SELECTMAN

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34-82-18	KINGSLEY, THOMAS + ELLA 15 PROCTOR ROAD
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15 PROCTOR ROAD	TOWNSEND, MA 01469
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42-13-2	WALTER, GABRIELLE WALTER, JEFFREY PO BOX 504
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40 PROCTOR ROAD	TOWNSEND, MA 01469
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34-82-17	BARABOWSKI, CONRAD
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13 PROCTOR ROAD	13 PROCTOR ROAD TOWNSEND, MA 01469
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34-82-16	TASSINARI, SUSAN
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11 PROCTOR ROAD	11 PROCTOR ROAD TOWNSEND, MA 01469
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42-6-4A	WHELAN, JEFFREY JONATHAN+ WHELAN, JAMIE 8 PROCTOR ROAD
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8 PROCTOR ROAD	TOWNSEND, MA 01469
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42-7-0	SHAUGNESSY, ERIK 28 PROCTOR ROAD REALTY TRUST C/O MARCUS ERRICO 45 BRAINTREE HILL OFFICE PARK BRAINTREE, MA 02184
42-1-20	PARE, MAURICE PARE, NANCY 17 PROCTOR, ROAD
17 PROCTOR ROAD	TOWNSEND, MA 01469
42-8-21	MESSING, JACK+ MESSING, HEIDE 30 PROCTOR ROAD TOWNSEND, MA 01469
42-8-20	GOMES, JOHN GOMES, BARBARA 32 PROCTOR ROAD TOWNSEND, MA 01469
42-9-0	CAVANAUGH, GARRETT TRUSTEE CAVANAUGH, ELAINE, TRUSTEE 10 EMERY ROAD TOWNSEND, MA 01469
PROCTOR ROAD	
42-13-0	KORYAK, NANCY PO BOX 226 PEPPERELL, MA 01463
42-13-1	MURPHY, JOHN + MURPHY, LAURA 36 PROCTOR ROAD TOWNSEND, MA 01469
42-6-3	WARD, JULIE. WARD, EDWARD 26 PROCTOR ROAD TOWNSEND, MA 01469
42-5-5	BEMIS, DANIEL BEMIS, MINDY 6 TROPHY AVE TOWNSEND, MA 01469
42-5-1	DURHAM, BRANDON DURHAM, KATRINA 3 TROPHY AVE TOWNSEND, MA 01469
3 TROPHY AVE	



42-5-2	STORELLA, JOHN STORELLA, WENDY 5 TROPHY AVE TOWNSEND, MA 01469
43-17-14	COMMONWEALTH OF MASS ATTN: CHRISTY EDWARDS 251 CAUSEWAY STREET STE 400 BOSTON, MA 02114
42-8-0	COMMONWEALTH OF MASS ATTN: CHRISTY EDWARDS 251 CAUSEWAY STREET STE 400 BOSTON, MA 02114
42-6-0	MARTINO, DENNIS MARTINO, WILLIAM 7 TROPHY AVE TOWNSEND, MA 01469



Town of Townsend

**Board of Assessors**

272 Main Street      Townsend, MA 01469  
(978) 597-1706

**Certified List of Abutters**

This is to certify that at the time of the last assessment for taxation made by the Town of Townsend, the names and addresses of the abutters to the above parcel of land are listed.

This list of abutters is obtained from our assessment records and has not been verified by a title search at the Registry of Deeds. This abutters list is valid for 6 months from the date of issue.

Board of Assessors

A handwritten signature in cursive script, appearing to read "Jodie Deschenes".

Jodie Deschenes  
Administrative Assessors







Office of the  
**BOARD OF SELECTMEN**  
272 Main Street, Townsend, Massach

2.8

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

**AGENDA**  
**AUGUST 6, 2019 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND MA.**

THIS POSTING IS TO NOTIFY THE RESIDENTS OF TOWNSEND THAT THE BOARD OF SELECTMEN MAY APPOINT A BOARD OF ASSESSORS MEMBER, IN A JOINT MEETING OF THE BOARD OF SELECTMEN AND THE BOARD OF ASSESSORS 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 AUGUST 6, 2019.





**Townsend Board of Assessors**  
272 Main Street  
Townsend, MA 01469  
(978) 597-1706

Carol Le Conti, Chairman  
Victoria Tidman, Principal Assessor

Laura Shifrin, Vice-Chairman

---

TO: BOARD OF SELECTMEN

FROM: BOARD OF ASSESSORS

DATE: JULY 16, 2019

RE: RECOMMENDATION TO FILL VACANT BOARD POSITION

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The Board of Assessors has voted to recommend Julie Byars to fill the vacant position on the Board of Assessors. The Board would appreciate it if the Board of Selectmen would appoint Julie at your earliest convenience.

Thank you.



## **PUBLIC NOTICE OF VACANCY**

July 3, 2019

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following vacancy is posted:

### **BOARD OF ASSESSORS**

To serve until the next annual Town Election

**The appointment will be made jointly by vote of the Board of Selectmen and the remaining Board of Assessors in accordance with 3-1(f) of the Town Charter.**

If interested, please forward a Volunteer Response Form to the Office of the Board of Assessors, 272 Main Street, Townsend, MA 01469.







*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**  
**AUGUST 6, 2019 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND MA.**

THIS POSTING IS TO NOTIFY THE RESIDENTS OF TOWNSEND THAT THE BOARD OF SELECTMEN MAY APPOINT A TOWNSEND HOUSING AUTHORITY MEMBER, IN A JOINT MEETING OF THE BOARD OF SELECTMEN AND THE TOWNSEND HOUSING AUTHORITY 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 AUGUST 6, 2019.





Office of the  
**Townsend Housing Authority**  
272 Main Street., Townsend, MA 01469  
housing@townsend.ma.us

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Chairman, State Representative: Chaz Sexton-Diranian (2020)    Vice Chairman: Laura Shifrin (2021)  
Clerk: Natalie Call (2024)  
General Member: Vacant (2023)  
Appointed Tenant Seat: Vacant (2020)

July 26, 2019

To: Board of Selectmen

From: Townsend Housing Authority

The Townsend Housing Authority would like to recommend Courtney Borelli for appointment.  
The board voted unanimously at the July 25, 2019 meeting.

Thank you,

A handwritten signature in dark ink, which appears to read "Lyndsy Butler". The signature is written in a cursive, flowing style.

Lyndsy Butler

Land Use Coordinator





THE PLANNING BOARD  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 x1722  
bfaxon@townsend.ma.us

Lance McNally, Chairman      Laura Shifrin, Vice Chairman      Veronica Kell, Clerk  
Charles Sexton-Diranian, Member      Jerrilyn T. Bozicas, Member

**DATE:** July 29, 2019

**TO:** Carolyn Smart  
Executive Assistant

**FROM:**

  
Beth Faxon, Planning Board Administrator

**SUBJECT:** Montachusett Joint Transportation Committee Representative  
Townsend

**cc:** Lyndsy Butler, Land Use Coordinator  
Veronica Kell, Clerk, Townsend Planning Board  
Spofford, Town Clerk

Hello Carolyn,

Following please find verification that the Townsend Planning Board nominated and appointed Veronica Kell, Clerk of the Board, to represent the Town of Townsend on the Montachusett Joint Transportation Committee for a term beginning July 1, 2019 through June 2020. Please process the appointment for Ms. Kell and remit any correspondence regarding to the Planning Board.





Office of  
**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1722 [bfaxon@townsend.ma.us](mailto:bfaxon@townsend.ma.us)

Lance J. McNally, Chairman  
Veronica Kell, Clerk

Charles Sexton-Diranian, Member

Laura Shifrin, Vice Chair  
Jerrilyn T. Bozicas, Member

**Planning Board DRAFT minutes**  
Monday, July 15, 2019, at 6:30 PM  
Townsend Memorial Hall, Selectmen's Chambers  
272 Main Street, Townsend, MA 01469

**1 PRELIMINARIES:**

- 1.1** Call the meeting to order. Chairman Lance McNally called the meeting to order at 6:30 p.m.

Roll call: Chairman Lance McNally (LM), Vice Chairman Laura Shifrin (LS)  
Clerk Veronica Kell (VK), Jerrilyn Bozicas (JB), Charles Sexton-Diranian (CSD).  
Others present: Elizabeth Faxon, Planning Board administrator  
Lyndsy Butler, Land Use Coordinator.

- 1.2** Additions or Deletions to Agenda not reasonably anticipated by the Chair 48 Hours in advance of the meeting. OSPD bylaw review discussion request.

- 1.3** Approval of minutes 6/24/19.

JB motioned to approve the minutes of 6/24/19, VK seconded. All in favor. The motion carried.

**2 HEARINGS AND APPOINTMENTS:**

- 2.1 7:00 p.m. Continued public hearing site plan review special permit and Stormwater management permit.**

**Applicant:** Brett King, WK Realty Trust

**Location:** 27 Scales Lane

**Project:** The applicant is requesting a Site Plan Review Special Permit and Stormwater management permit for construction of a building, parking area, access road and Stormwater management system at the property located at **27 Scales Lane. (Assessor's Map 18, Lot 65, Block 0).**

Chairman McNally reconvened the public hearing for site plan review and Stormwater permit for 27 Scales Lane at 7:00 p.m.

Present: Stanley Dillis, Ducharme & Dillis, CDG. Inc.  
Owen Gannon, Graves Engineering, Inc.  
Brett King, applicant

Chairman McNally noted that a draft site plan review special permit Decision for 27 Scales Lane is available for each Board member.

Stan Dillis presented the project. He noted that Graves Engineering Inc. has conducted a technical peer review of the Stormwater and that Ducharme & Dillis has addressed all of the findings. The site is approximately 6 acres on Scales lane and zoned industrial. The applicant is proposing to construct a building to store equipment. There is an access road and a Stormwater



management system containing two basins. There is a gravel parking area surrounding the building and a plant layout area to place commercially grown potted plants. He noted there is another existing building on the site and an approval from the Conservation Commission. Mr. Gannon, Graves Engineering Inc. noted the change of outfall from the Stormwater basin and confirmed that the Stormwater redesign submitted is acceptable. Chairman McNally noted the parking requirement as it pertains to the bylaw and because this is not employee parking or customer parking, the requirement was not applicable. Brett King stated he will be the primary driver and, responsible for moving the equipment on and off the site. The Board considered the draft decision for the site plan review. Mr. Dillis commented that 85% of the site plan review process is the Stormwater. The Townsend Stormwater agent reviewed the Stormwater report and asked about the source of the imported soils. Mr. Dillis stated there will be some soils and gravel brought in to underlay the gravel area and support the proposed storage building. Changes to the penultimate draft included; page 3. "The proposed building is for building storage only and will not be occupied". Editing "as the property is in the industrial district and is consistent with the other uses in the area."

L.S. motioned that the Board approve the Decision as amended. J.B. seconded. All in favor. The motion carried.

J. B. motioned to approve the special permit for 27 Scales Lane to be built according to the plan. C. S. D. seconded. Roll call vote: yes- L.M, L.S., C.S.D, V.K., J.B.

C. S. D motioned to close the site plan review special permit public hearing and continue to the Stormwater permit public hearing to July 29, 2019 at 7:00 p.m. JB seconded. All in favor. The motion carried.

The Board reviewed an invoice from Graves's engineering, Inc. in the amount of \$1,349.60 for consulting services to the Town for the 27 Scales Lane Stormwater review.

L.S. motioned to approve payment of the invoice received in the amount of \$1,349.60 for consulting services for the 27 Scales Lane Stormwater review. J.B. seconded. All in favor. The motion carried.

### **3 WORKSESSION:**

- 3.1 § 145-89 Recreational Marijuana establishment's bylaw and regulations implementation discussion. A Draft recreational marijuana overlay map is under review in the Land Use department. Chairman McNally asked for a presentation to the planning board once the final version is available.
- 3.2 § 145-47 OSMD bylaw to include 55+ and/or 55+ community development bylaw discussion. Board members plan to prepare and recommend a warrant article at Fall ATM regarding an amendment to the OSMD bylaw to address the 55+ community development. Continued to the next meeting for rewording of the bylaw text in worksession.
- 3.3 Master Plan Committee. Chairman McNally tabled to the next meeting. An update was received and relayed to the Planning Board on June 25, 2019. A mediation meeting was scheduled for July 8<sup>th</sup>, 2019 with both the Planning Board and the Master Plan Committee and was cancelled due to a vote of the Master Plan committee of an unwillingness to attend. Chairman McNally would like to have both the Boards meet to understand the progress, tasks and schedule of the Master Plan. He continued that the Planning Board would like the opportunity to comment on the process and assist with the work product considering part of the approval process of the Master Plan



update is by vote of the Planning board. The Master Plan Committee will be put on the next meeting agenda for discussion.

- 3.4** Project identification and nomination update: Montachusett region Comprehensive Economic Development Strategy document. (MRCEDS). Land use staff submitted an approved general downtown commercial improvement project for inclusion in the MRCEDS document, entitled "Revitalization of Downtown Townsend"

Bylaw amendments update. §145-26 A 10 a. Residential districts accessory use.

Keeping poultry and fowl in residential district. E.F. read aloud suggested wording as an amendment to the current bylaw "all facilities for keeping one or more animal or fowl shall be securely fenced to prevent the escape of the animals or fowl, at no time shall animals or fowl be allowed to roam unattended or onto neighboring property"

CSD suggested that if fencing is required it would be anywhere on the property not necessarily around the chicken coop. Discussion ensued regarding the word "fence" being too restrictive. Edit to "contained on your property" Conclusively Board

members felt that to add and number (1) under "a." of the current bylaw to read as follows: "at no time shall animals or fowl be allowed to roam unattended or onto neighboring property" at the end of the existing bylaw would be another suggestion. The administrator will follow up with the zoning enforcement officer and BOH and start the statutory bylaw amendment process.

Municipal Vulnerability Preparedness program update. Land use staff spoke with Beals & Thomas Inc. engineering firm regarding the certification of Townsend as an MVP community thus establishing eligibility for grant money through the State MVP program. B & T is offering to work with Townsend on the initial grant application on a pro-bono basis. The Planning Board Administrator, town staff and the engineering firm will work collaboratively to complete the initial application for a planning grant.

CSD motioned that the Planning Board administrator pursue the initial work on the MVP grant application in conjunction with Beals & Thomas contingent upon receipt of references. JB seconded. All in favor. The motion carried.

Montachusett Joint Transportation Committee (MJTC) representative appointment.

CSD motioned to appoint Veronica Kell as the Townsend Planning Board representative on the Montachusett Joint Transportation Committee. L.S. seconded. All in favor. The motion carried.

- 3.5** (3.8) 146-36 Accessory Apartment bylaw implementation discussion. CSD has asked to be invited to the next ZBA and BOH meetings to discuss the implementation of the accessory apartment bylaw. Outstanding areas to define are if the owner of an accessory apartment is no longer housing a family member and the enforcement procedures. Additionally, outbuildings that were previously unoccupied would need to be addressed.

- 3.6** MRPC update. L.S. attended the meeting recently. The administrator will forward the status reports to Board members for specific project updates.

3.9 Planning board filing fees – L. Butler specified that the fees for permitting should be changed to reflect that the applicant be obligated to cover the cost of the legal ad and mailings. Board members agreed that the applicant should cover these associated fees. The planning Board administrator will proceed with informing the applicant upon receipt of an application, that they

are responsible for the cost of publication of the public hearing. L.B noted that per the regulations the Town may use registered mail to notify abutters. Recipient does sign for registered mail. The post office can produce a list of recipients for this mailing method. A permit application fee comparison chart of similar towns was provided to Board members for consideration. The Board was advised that if any changes to permit fees were requested, they would require a Board vote.

#### 4 CORRESPONDENCE:

4.1 Notices from Townsend/Other towns. Clerk, V. K. read the legal notices aloud.

4.2 Letter from Ducharme & Dillis requesting a waiver from the requirement of \$10,000 consulting fee be submitted with the 187 North end Road Campbell Farm definitive subdivision application. The applicant is asking to deposit any required funds per the cost estimate obtained by The Planning board for the consultant performing technical review services on the project.

Present: Stan Dillis

Board members discussed the waiver request. Discussion involved the increased security for the Town of having the funds present in an account at the onset of the permitting process. Comments regarding the high cost of development due to these application requirements were made. Comments with regards to flexibility on the part of the permit granting authority were made.

J.B. motioned to grant the waiver as written. C.S.D. seconded. Roll call vote: YES – L.S., C.S.D, L.M., J.B., V.K. – abstained.

C.S.D. motioned to adjourn the meeting at 8:37 p.m., L.S. seconded. All in favor.

Respectfully submitted,  
Elizabeth Faxon  
Planning Board Administrator

#### Items on file:

1. 27 Scales Lane revised plans and Stormwater report. Received July 10, 2019
2. Letter to Townsend Planning Board from Graves Engineering re: 27 Scales Lane Stormwater review. Dated July 10, 2019.
3. Memo To: Planning Board from: Brad Harris Transportation Project director re: Appointment to MJTC.
4. MRCEDES project identification form re: Revitalization of Downtown Townsend project
5. Letter from Ducharme & Dillis to Townsend Planning Board re: Campbell Farm Definitive Subdivision waiver for inclusion of \$10,000 consulting fee with application.
6. Fee schedule comparison
7. Invoice #35068 Graves Engineering, Inc.
8. MVP program information from Beals & Thomas, Inc.
9. Exhibit #I Cut and Fill exhibit 27 Scales Lane



#2-20 cut

**TOWN OF TOWNSEND**

Highway Department  
177 Main Street  
Townsend, Massachusetts 01469  
Tel: (978) 597-1712  
Fax: (978) 597-0726

**ROAD OPENING PERMIT APPLICATION  
FOR EXCAVATION IN PUBLIC WAYS**

Date: 7/26/19

Permit #: 2-20 cut

**APPLICANT:** (Complete this section only if different than Contractor performing the work)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person (if different from name listed above)  
\_\_\_\_\_

**CONTRACTOR:**

Name: Crawford Drilling Services LLC.

Address: 555 Whitney Street  
Gardner, Ma 01440

Telephone # 978-874-0830 Fax # 978-874-0835

Contact Person (if different from the name listed above): \_\_\_\_\_

Name of person performing the excavation (if different from name listed above)

Anthony Martinelli

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Anthony Martinelli



Massachusetts Hoisting Equipment License Information;

License Number: HE-186329

Grade: HE-1C, HE-2A

Expiration Date: 7/5/21

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

see COI

**DETAILS OF EXCAVATION**

Exact Location of Excavation – Street: EMERY Road  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
(2) Test Borings 6"x6" diameter hole

Length of Cut: 6" Depth of Cut: \_\_\_\_\_

Start Date: ASAP Estimated Working Days: 2

**NOTIFICATION DATES:**

Dig Safe: TO Be Marked and Called in.

Detail Officer Required: Yes ☒ No \_\_\_\_\_

Highway Superintendent: James D Smith Date: 7-30-19

Board of Selectmen: [Signature]  
Sue Lisio

Date: \_\_\_\_\_

Fee Received: \$100.00 Check #: 3735

**NOTE:** Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.



#2-20ct

**TOWN OF TOWNSEND**

Highway Department  
177 Main Street  
Townsend, Massachusetts 01469  
Tel: (978) 597-1712  
Fax: (978) 597-0726

**ROAD OPENING PERMIT APPLICATION  
FOR EXCAVATION IN PUBLIC WAYS**

Date: 7/26/19

Permit #: 2-20ct

**APPLICANT:** (Complete this section only if different than Contractor performing the work)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Person (if different from name listed above)  
\_\_\_\_\_

**CONTRACTOR:**

Name: Crawford Drilling Services LLC

Address: 555 Whitney Street  
Gardner, Ma 01440

Telephone # 978-874-0830 Fax # 978-874-0835

Contact Person (if different from the name listed above): \_\_\_\_\_

Name of person performing the excavation (if different from name listed above)

Anthony Martinelli

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Anthony Martinelli





Massachusetts Hoisting Equipment License Information;

License Number: HE-186329

Grade: HE-1C, HE-2A

Expiration Date: 7/5/21

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

See COI

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Exact Location of Excavation – Street: EMERY Road  
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Detail Officer Required: Yes ☒ No \_\_\_\_\_

Highway Superintendent: James D Smith

Date: 7-30-19

Board of Selectmen: [Signature]  
Sue Lisio

Date: \_\_\_\_\_

Fee Received: \$100.00 Check #: 3735

**NOTE:** Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.



## Townsend Public Library

### Job Description

#### Young Adult Librarian/Youth Services

##### Supervision

The Youth Services/Young Adult Librarian reports to the Library Director and is responsible for library services and programs directed towards preteens and teens. In addition, the occupant of the position is expected to collaborate with the children's library staff on other children's and youth programming. They must also perform the regular duties of the position under the general supervision of the Library Director and/or children's librarian. The occupant of this position is expected to perform the regular duties with minimal direct supervision.

##### Essential Duties and Responsibilities

- Strong interpersonal communication skills with teens, children and adults are necessary in the position. This librarian is the primary contact for middle-school aged children who visit the library. The Youth Services/Young Adult will assist patrons with research, referencing, computer issues, circulation procedures and direct patrons to appropriate staff when necessary.
- Evaluate and weed the entire young adult collection on a regular basis, as well as select and catalog materials to develop these collections.
- Supervise and train library volunteers in the young adult department.
- Create, coordinate and execute developmentally appropriate programming for children, preteens and teens
- Maintain an inviting physical space that supports learning and recreational activities for children, preteens and teens
- Plan and promote use of young adult services through an ongoing public relations program. Develop and promote programs and special collection for the young adult age group, and pursue grant money when applicable.
- Participate in the school and public library cooperation programs, and library services to students in the areas of research and reader's advisory.
- Participate in and create tools for evaluating services and program for young adults; maintain records and create reports as required.
- Attend regional library activities that pertain to young adult librarians. Maintain and develop knowledge of library procedures and activities by participating in appropriate in-service training and regional programs. Develop and maintain contact with other libraries.
- Assist in maintenance and trouble-shooting of library equipment.
- Perform other duties as required or duties assigned by the library director and/or children's librarian.

#### Acceptable Experience and Training

- MLS or Bachelor's degree from an accredited college or university is required (a major in Education or English or Art is preferred) and one or two years of relevant work experience. Experience working with children, preteens and teens.
- Demonstrated interest in public library service.

#### Special Knowledge/Abilities for Position

- Strong interpersonal and customer service skills.
- Enjoys working with children, preteens and teens.
- Working knowledge of Microsoft Office suite and Google G-Suite preferred
- Experience with Evergreen software preferred.
- Ability to work independently.

#### Physical Requirements

The occupant of the position must spend several hours a day walking, standing, and sitting. Activities include moderate to frequent physical exertion in body movement such as reaching, bending and twisting. The position also requires moderate to frequent grasping, pulling and pushing of materials as well as fine manipulation associated with the required use of a computer, keyboard, and calculator. The Young Adult Librarian must also be able to lift and move objects up to thirty-five pounds on a frequent basis.

#### Environmental Conditions

Youth Services/Young Adult Librarian works indoors and sometimes outdoors. The regular solvents used are adhesives, such as rubber cement, glue, and cleaning solutions.

**TOWN OF TOWNSEND  
PLANNING BOARD  
272 MAIN ST.  
TOWNSEND, MA 01469  
978-597-1722  
planningboard@townsend.ma.us**

**RECEIVED**

**JUL 25 2019**

**BOARD OF SELECTMEN**

**Date:** July 23, 2019

**To:**

Assessors Office  
Board of Selectmen  
Board of Health  
Building Inspector  
Conservation Commission  
Fire Department

Highway Department  
Police Department  
Town Clerk  
Water Department  
Zoning Board of Appeals

**From:** Planning Board Office

**cc:** Land Use Coordinator

**REFERRAL NOTICE**

Please Review the attached applications and plans for a five-lot Open Space Definitive Subdivision Plan located off North End Road and relay to the Planning Board any questions or concerns you may have. Stormwater permit application and Scenic Roads Act permit application are included in the submittal. The full application and plans are available for review at the offices of the Town Clerk, Land Use Coordinator and the Planning Board.

This referral is required under MGL Ch. 40A, Section 11. Comments should be provided within 35 days, a copy of which shall be sent to the applicant. Failure to make recommendations shall be deemed lack of opposition.

**APPLICANT:** Townsend Hill Realty Trust  
187 North End Road  
Townsend, MA 01469

**OWNER:** Townsend Hill Realty Trust

**LOCUS ADDRESS:** off North End Road

**PARCEL ID:** Assessor's Map 46 Block 3 lot 0; Map 46 Block 2 Lot 2

**DATE OF HEARING:** Monday, August 26, 2019 @ 7:00 p.m.

**LEGAL AD:** Sentinel & Enterprise August 9 & 16, 2019

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NO COMMENT** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



RECEIVED  
MAY 30 2019  
TOWN OF TOWNSEND  
TOWN CLERK

**Exhibit D:** site plan definitive subdivision plan Townsend, MA. Lot layout plan Campbell Farm 187 & 199 North End Road. For permitting only. Revised 5/20/19 Modify Open Space.





Signed:

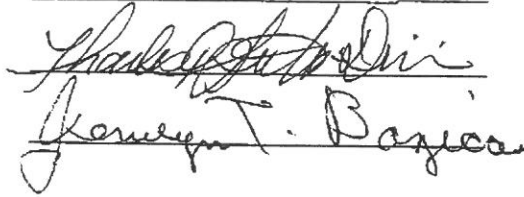
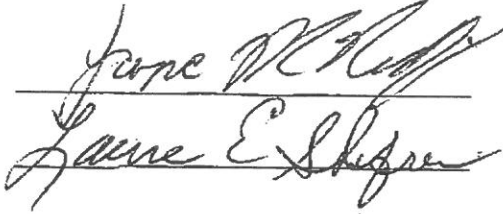
Lance McNally

Laura Shifrin

Veronica Kell

Charles Sexton-Diranian

Jerrilyn Bozicas



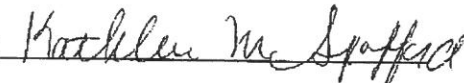
This Decision does not relieve the petitioner or any other person of the necessity of complying with all other applicable Federal, state or local statutes, ordinances, bylaws and/or regulations.

**Right to Appeal:**

Any appeals of this Decision shall be made pursuant to Massachusetts General Laws Chapter 40A, Section 17 and a copy shall be filed in the Town Clerk's office within twenty (20) days after the date of filing of the Decision in the Office of the Town Clerk.

**Town Clerk Notification:**

I certify no appeal has been received within twenty (20) days of the filing of this notice in my office, or that if an appeal has been filed; it has been dismissed or denied.

Kathleen M. Spofford, Town Clerk: 

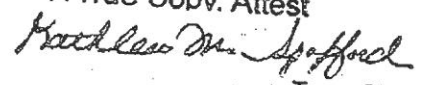
**Notice to Applicant:**

Having received certification from the Town Clerk, it shall be the responsibility of the applicant to have recorded both the NOTICE OF DECISION and the SPECIAL PERMIT DECISION at the South Middlesex Registry of Deeds and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. Fee for recording shall be paid by the owner or applicant. NO CERTIFICATES OF OCCUPANCY or PERMITS shall be issued by the Building Inspector until notice of attestation by the Register of Deeds is made to the Town Clerk by filing a copy of this notice with the recording date and document number noted.

**ATTESTATION**

Received and entered in the Registry of Deeds in the County of Middlesex, South:

ATTEST: \_\_\_\_\_ Register of Deeds

A True Copy. Attest  
  
Townsend, MA Town Clerk



**Right to Appeal:**

Any appeals of this Decision shall be made pursuant to Massachusetts General Laws Chapter 40A, Section 17 and a copy shall be filed in the Town Clerk's office within twenty (20) days after the date of filing of the Decision in the Office of the Town Clerk.

**Town Clerk Notification:**

I certify no appeal has been received within twenty (20) days of the filing of this notice in my office, or that if an appeal has been filed, it has been dismissed or denied.

**Kathleen M. Spofford, Town Clerk:** Kathleen M. Spofford

**Notice to Applicant:**

Having received certification from the Town Clerk, it shall be the responsibility of the applicant to have recorded both this SPECIAL PERMIT DECISION and the NOTICE OF DECISION at the South Middlesex Registry of Deeds and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. Fee for recording shall be paid by the owner or applicant. NO BUILDING PERMITS or CERTIFICATES OF OCCUPANCY shall be issued by the Building Inspector until notice of attestation by the Register of Deeds is made to the Town Clerk by filing a copy of this notice with the recording date and document number noted.

**ATTESTATION**

Received and entered in the Registry of Deeds in the County of Middlesex, South:

ATTEST: \_\_\_\_\_ Register of Deeds

A True Copy. Attest

Kathleen M. Spofford  
Town Clerk

Townsend, MA



June 19, 2019

Ms. Linda Johansen, Chairman  
Board of Health  
272 Main Street  
Townsend, Massachusetts 01469

**Re: Town Sanitary Landfill  
FY 20 Landfill Environmental Monitoring and Engineering Services Contract Amendment**

Dear Ms. Johansen:

Weston & Sampson Engineers, Inc. (Weston & Sampson), is providing the following amended scope of services to assist the Town with the assessment, permitting and analysis required to evaluate the quality of the landfill leachate. The leachate in the landfill pump station and collection lagoon will be sampled to determine if the leachate is still acceptable for treatment should the DEP decide to allow the leachate to be disposed through the current leachate treatment system. The purpose of this analysis is to evaluate the leachate quality to determine if it can continue to be processed using the existing treatment system and disposal via the existing groundwater discharge system and extending the groundwater permit for an additional five-year period.

#### **SCOPE OF SERVICES (FY 20 Amendment)**

##### **Task 1: Leachate Sampling**

Weston & Sampson will sample the leachate from the leachate pump station and the collection lagoon. The two leachate samples will be analyzed for drinking water metals, VOCs, (includes 1,4-dioxane using Method 522), SVOCs, and other typical landfill leachate parameters. The leachate sampling results will be used in a letter to the DEP defending the current position justifying the existing leachate treatment system and groundwater discharge. The goal of the letter will be the renewal of the groundwater discharge permit for another 5-year period.

##### **Task 2: Landfill Performance Evaluation**

Weston & Sampson will conduct a limited evaluation to determine why the landfill is still producing a large volume of leachate, ten years after its closure. This evaluation will include a review of the leachate clean out pipe and structures, the leachate pump station and the treatment system. The review will also look at the closure design and construction documents to determine if there are any deficiencies in the landfill closure that might be areas where stormwater might be entering the landfill. A letter report will be developed for this task summarizing the findings of the evaluation.

#### **COMPENSATION**

Weston & Sampson proposes to complete these services listed in the tasks above in FY 20 for a lump sum fee of \$9,000.



The cost breakdown is as follows:

Task 1: Leachate Sampling	\$4,500
Task 2: Landfill Performance Evaluation	<u>\$4,500</u>
<b>Total:</b>	<b>\$9,000</b>

Assumptions

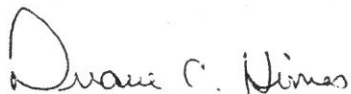
1. There is no surveying involved with this work.
2. There is no permitting work involved with this work.

Please contact me immediately if this letter does not agree with your understanding so that we can proceed appropriately. Otherwise, we will proceed with the scope of work pending your approval.

If you have any questions or require additional information, please feel free to contact Mr. Duane Himes at (978) 532-1900 ext. 2224.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.

  
Duane C. Himes, PE, PLS, TPI  
Associate / Team Leader

  
Michael E. Roether, PE, TPI  
Project Manager

ACCEPTED FOR:

By Its Chairman of the  
Board of Selectmen  
Leo Lewis

Date: 8/6/19

Enclosures – Standard Terms and Conditions

\\wse03.local\\WSE\\Projects\\MA\\Townsend MA\\LF Mon FY20 2190374\\Contracts\\FY 20 Townsend contract amendment letter 061919mer.docx







**DIVISION OF  
FISHERIES & WILDLIFE**

341 East Street, Belchertown, MA 01007  
p: (413) 323-7632 | f: (413) 323-9623  
**MASS.GOV/MASSWILDLIFE**

MASSWILDLIFE

July 17, 2019

Chair Sue Lisio  
Townsend Select Board  
272 Main St  
Townsend, MA 01469

**RECEIVED**

JUL 18 2019

Dear Chair Lisio and Select Board Members:

BOARD OF SELECTMEN

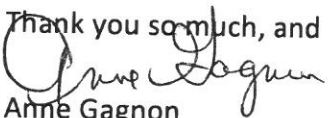
The Massachusetts Department of Fish and Game (DFG) is considering the purchase of 57+/- acres of land depicted on the enclosed map (Tract No.), which is the rear portion of a parcel represented as Assessor Map 46-3-0 off North End Rd. The Townsend Planning Board has already approved a Special Permit for an Open Space Preservation Development which requires the permanent protection of parcels D1 and D2 on the attached plan.

The parcel abuts land previously sold to DFG in the Town of Pepperell. If acquired, DFG, working through its Division of Fisheries and Wildlife, will retain the property as open space, protect and manage the wildlife resources, and provide public access for passive outdoor recreational opportunities including wildlife observation, hunting, fishing and trapping as part of the Townsend Hill Wildlife Management Area.

I hope that the Select Board will provide a letter of support for DFG's purchase of the property, a copy of which can be emailed to me with the original mailed to:

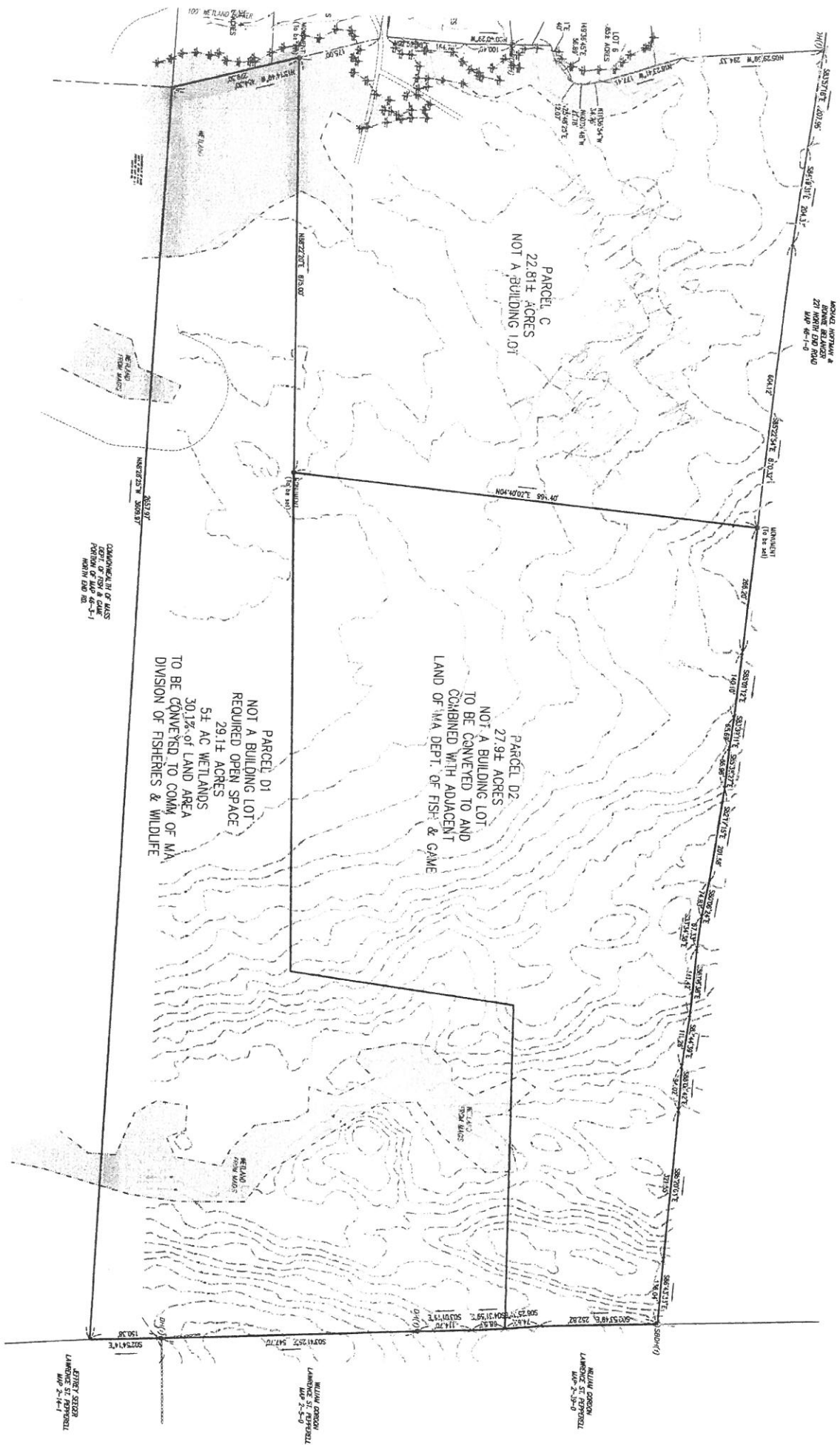
Christy Edwards  
Director of Capital Planning and Land Protection, DFG  
251 Causeway St, Suite 400  
Boston, MA 02114-2151

Thank you so much, and please call with any questions or clarifications.

  
Anne Gagnon  
Northeast District Land Agent  
[anne.gagnon@state.ma.us](mailto:anne.gagnon@state.ma.us)  
978-772-2145 ext. 223 (O) 617-599-7049 (C)

MASSWILDLIFE







Middlesex South Registry of Deeds  
Electronically Recorded Document

This is the first page of the document - Do not remove

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Recording Information

Document Number	: 95704
Document Type	: DECIS
Recorded Date	: July 08, 2019
Recorded Time	: 01:25:04 PM
Recorded Book and Page	: 72888 / 439
Number of Pages(including cover sheet)	: 7
Receipt Number	: 2341411
Recording Fee	: \$75.00

**Middlesex South Registry of Deeds**  
**Maria C. Curtatone, Register**  
208 Cambridge Street  
Cambridge, MA 02141  
617-679-6300  
[www.cambridgedeeds.com](http://www.cambridgedeeds.com)



4,10.1

Name	Position (s)	2018 Actual	Hourly Wage	
Jeffrey Giles	Police Officer	173,278.70	30.23	
Mark Giancotti	LT/Police Officer	159,186.68	44.279	
James M. Kreidler	Town Administrator	136,489.45	64.2115	
Richard Bailey	Police Chief	134,482.76	62.261	
Michael Marchand	Police Officer	128,997.16	29.59	40
George Reidy	Police Officer	123,775.40	30.23	40
Mark Boynton	Fire-EMS Chief	120,890.75	60.096	40
James P. Sartell	Deputy Police Chief	118,547.57	48.04	40
Kim Mattson	Srt/Police	116,166.09	32.72	40
David Phillips	Police Officer	114,831.53	29.59	40
Mark Francis	Police Officer/SRO	99,884.80	28.46	40
Tad Rochette	Police Officer	95,842.36	28.46	40
James Marchand	Police Officer	94,979.67	28.46	40
Martin Scott	Full Time Fire-EMT	92,490.10	28.33	40
Paul Rafuse	Water Super	85,104.93	37.64	40
Richard Hanks	Building Commissioner	83,666.42	36.82	40
Bassem Awad	IT Manager	78,850.64	36.05	40
Michael Grimley	Fire Captain	77,640.45	33.38	40
James Smith	Highway Superintendent	77,400.74	34.201	40
Thomas Wayne	Highway Mechanic	70,538.33	28.8	40
Kathleen Spofford	Town Clerk	67,306.47	N/A	40
Lauri Ploude	Town Accountant	66,718.35	38.46	40
Mark Mercurio	Maintenance Supervisor	63,132.40	27.27	40
Ben Niemiera	Full Time Fire-EMT	63,106.08	25.1	40
Keith Letourneau	Highway	62,611.82	23.26	40
Stacy Schuttler	Library Tech	60,999.46	32.74	40
Ron Eggleston	Highway	59,947.09	23.26	40
Matt Brady	Highway	59,098.17	23.26	40
Hartley Pleshaw	Cable Coordinator	58,755.20	28.91	40
Roger Rapoza	Cemetery/Parks Super	57,001.60	27.2	40
Victoria Tidman	Chief Assessor	55,839.53	35.46	30
Karin Canfield Moore	COA Director	47,913.50	23.34	40
Rebecca Hersey	Asst Treasurer/Collector	45,160.70	21.42	40
Brenda Boudreau	Admin/Water	44,951.76	19.96	40
Molly Benevides	Children's Librarian	42,925.99	21.992	35
Emy Hoff	Rec Director	39,739.09	23.34	32
Carla Walter	Admin/BOH	39,649.69	20.39	37
Amy Wolfgang	Admin/Police	39,587.20	19.49	40
Brian Mayer	Maintenance/FIRE-EMT	38,065.64	19.85	30
Carolyn Smart	Asst to the TA	38,051.65	20.35	35
Catherine Hill	Library Tech	37,162.50	20.48	34
Andrew Funk	Cemetery Parks Foreman	36,601.84	19.85	40
Jodi M. Deschenes	Assistant Assessor	34,676.08	19.49	30

salary \$2,60



Janet Leavitt	Admin/Building	34,050.02	21.68	30	
Karen Savage	Library Tech	32,411.24	20.48	30	
Donna Howard	Bus/Admin	30,035.79	16.92	35	
Katie Petrossi	COA Outreach	24,598.58	16.21	30	
Donna Fenton	COA Kitchen	23,738.72	19.14	26	
Beth Faxon	Planning/zoning Admin	22,222.13	17.34	30	
Mary Letourneau	ACO	18,955.23			On-call
Lyndsy Butler	Conservation Admin	18,508.28	17.7	20	
David Henkels	Conservation Agent	17,952.20	23.63	20	
John Clark	Highway	16,994.51	20.31	40	
Allison Thiel	Library Tech	15,906.97	18.1	30	
Laureen Cutrona	Library Tech	15,845.81	17.91	?	Fractional
Elise Johnson	Library Tech	14,732.35	17.47	?	Fractional
Lori Stevenson	Library Tech	13,050.02	17.91	?	Fractional
Don Massucco	Tree Warden	11,186.07			Stipend
Janet Cote	COA Outreach	10,148.02	13.29	?	Fractional
Eino Kauppi	Dept Asst Maintenance	8,732.46	16.21		flex
Lisa Obrien	Asst to the Accountant	8,414.65	18.21	5	
Joe Mazzola	Veterans Agent	5,640.96			
Leigh Reddin	Admin/Highway	5,507.46	17.34	37	Highway/C
Pam Haman	Admin/Cemetery	5,489.60	19.14	5	
Theresa Walsh	Admin/Water	3,225.24	17.34	?	Fractional
Theresa Sawyer	Library Tech	2,810.16	17.91	?	Fractional
Margaret Genoter	Library Tech	1,380.12	17.47	?	Fractional
Anthony Micalizzi	Dept Assistant	2,320.58	16.92	39	Hired 11/19
Anna Noyes	Treasurer/Collector	0.00	28.95	40	Hired 1/14,
Jessica Funaiole	Asst Town Clerk	9,034.55	18.47	37	Hired 9/10,
Vacant	Land Use Coordinator		24.1	35	Hired 4/22,
James Landi	Police Officer	34,023.67	30.23	40	
Christopher Low	Police Officer	19,588.80	24.55	40	Hired 7/27,
Kevin Keefe	Water Tech	6,723.00	22	40	Hired 10/2:



## HR AUDIT/REVIEW INITIAL INFORMATION WORKSHEET

**Please comment on each item as appropriate. Please indicate who in the Municipality is responsible for the activity and provide comments on the item.**

### **EMPLOYMENT APPLICATION PROCESS / HIRING**

#### **Advertising / Posting of Positions**

How are vacant positions advertised?

Describe any efforts made to outreach to diverse populations.

Is there a policy on posting vacant positions?

What is the typical timeframe for posting vacant positions?

Is there preference in hiring for internal applicants? Is there a policy regarding how internal applications are processed?

Do the union contracts impact the posting for vacant positions? If so please specify.

Describe the recruitment process. Is it the same for all positions? Departments? Please describe for each, and include the appointing authority for each position.

#### **Employment Application**

Does the City/Town have a standard application used for all positions or does the application vary per department? Describe.

When was the application last updated?

Does the application have:

- Disclosure of felony convictions
- A space for Volunteer service history
- Language indicating Lie Detector testing is not allowed
- A signature line attesting to truthfulness
- An Acknowledgement of the consequences of omissions and inaccuracies when providing information in the job application process
- An Acknowledgement that employment is “at will”
- Statements regarding veteran preference / affirmative action
- A statement of non-discrimination
- A space for Current salary of applicant
- A statement on credit history checks

Are you a Civil Service Community? If yes, for which positions?

Who is responsible for managing civil service for each type of positions?

Who calls for and/or generates lists for each type of position?

Describe the process of hiring for Civil Service positions. List separately if different by type of position.

### **Interviews**

Describe interview process?

Who establishes questions? Are the same questions asked of each candidate – including the internal candidates?

What type of documentation is kept regarding the interviews (i.e. notes, spreadsheet)?

## **References**

Describe the reference process?

Who checks references?

Is there a written or unwritten policy regarding reference checks?

Is there documentation made regarding reference checks?

## **Job Descriptions**

Do all positions have job descriptions? When were they updated?

Do you have a classification system?

Do you allow for 're-classifications'? If so, what is the process?

## **Pre-Employment Physicals & Drug Testing**

Are pre-employment physicals required for all jobs?

If only some jobs please list which jobs require applicants to undergo physical exams?

Is there a written policy regarding the physical examination process?

Please describe the process including who schedules the exam, who get the results, where are the exams performed. How is the applicant notified of the results of the exam?

If an applicant fails a physical exam what is the process?

Is failure of the physical exam an automatic disqualification from employment?

Is the applicant allowed an appeal process or to undergo a second examination?

Is Drug Testing required for all jobs?

If only some jobs, please indicate which jobs require applicants to undergo drug testing?

Who gets results?

Is a firm used?

Is there a written policy regarding drug testing?

Is an applicant's failure to pass a drug test an automatic disqualification from employment? Is there an appeal process?

For CDL drivers, please describe the process for DOT drug testing and records.

### **Skills Testing & Criteria for Screening**

Is skills testing part (i.e. typing test) of the interview process? If so, describe and identify the positions that require applicants to undergo skills testing.

Are the minimum standards for skills testing defined?

Is the failure to meet minimum standards an automatic disqualification or is discretion used?

When hiring, are there established criteria for screening employees or is it discretionary?

Are there minimum qualifications and, if so, how are those minimum qualifications established?

Are minimum qualifications stated in the job posting?

If a certain license is required for a position (i.e. CDL license) what is the process for verifying the applicant's license?

### **Pre-Employment Checks**

Are credit checks conducted of applicants? If so, at what stage of the hiring process?

Who is responsible for conducting credit checks?

Please describe the procedure including the standards used when considering an applicant's credit history.

Are CORI / SORI checks conducted of applicants? If so, for what positions and at what stage of the hiring process?

Who is responsible for conducting CORI / SORI checks?

Please describe the procedure including the standards used when considering the applicant's CORI / SORI history.

How are CORI / SORI records stored?

### **Verification of Education and Experience**

Please describe the verification process for information provided on job applications / résumés. Who is responsible for verifying the information?

Are there records / notes kept regarding each application?

### **Conclusion of Hiring Process**

What is the process for retaining records of applications and interviews? Is there a written policy? Is it discretionary and if so, who is responsible for deciding what job application information is retained?

Do you have standardized rejection letters for unsuccessful applicants?

Please describe the process and identify the party responsible for employment eligibility verification (i.e. I-9)

Are conditional offers of employment made?

Please describe a typical conditional offer process. Is a letter issued? What is contained in the letter?

If the offer is conditional, does the letter clearly state the requirements to be fulfilled prior to employment and the consequences for not fulfilling the requirements?

Does an offer letter contain the title of the position and the wages offered?

Do you utilize probationary periods for new employees? If so, are probationary periods standard throughout departments or do they vary?

When / how are new or prospective employees notified of the probationary period?

### **WORKFORCE**

How many full-time regular employees do you have?

How many part time regular employees do you have?

Do you have unions? If so, which ones? Please list the unions and the types of positions contained within each union.

### **NEW HIRE PROCEDURES**

Do you have a program for employee orientation or mentorship? Please describe.

Please describe the procedure for informing new employees about benefits and the process for electing benefits.

Please describe the process used for administering policies to new employees and documenting their acknowledgement of receipt.

### **PAYROLL AND EMPLOYEE BENEFITS**

Please list your benefit programs / insurance (including the employer's matching percentage if applicable) that are offered to employees.

Do you offer life insurance? If so, please state the amount of benefit.

Please also include the number of hours required for eligibility.

Once benefit election forms are completed, where are those forms retained?

Are some employees provided with vehicles? If so is there are policy in place regarding vehicle usage. Please describe.

Do you administer benefits and payroll in house or do you utilize an outside company? Please provide details on the department / company used.

Is payroll administered weekly, bi-weekly or monthly? Describe any differences by departments or types of employees.

Do you offer/require direct deposit? Describe.

Are pay checks issued or do employees access payroll information online?



Describe the payroll process from the generation of the records in the departments through the issuance of checks. Please identify the systems used at the department level and at the central level. Describe if departments enter payroll directly, or onto payroll sheets to be entered centrally.

Are timesheets collected and submitted?

Is payroll entered as type of pay, or just hours. Example: 4 days of work and 1 day of vacation for a total of 40 hours; or is it just entered at 40 hours and vacation leave is tracked separately.

Are stipends use to compensate employees? If so, please describe.

### **TERMINATION**

Who is responsible for notifying outgoing employees of COBRA rights and administering that paperwork. Describe the process

Who is responsible for unemployment benefits? Do you have a third party vendor? What are the logistics of an unemployment claim? Who is involved?

### **WORKERS COMPENSATION**

Who is responsible for workers compensation benefits? Do you use a vendor, if so, who, what is the annual fee.

Please describe the process for injuries. Is it different for some departments, such as DPW or schools?



### **INJURED ON DUTY**

Who is responsible for injured on duty for police and fire? Do you use a vendor, if so, who, what is the annual fee.

Are medical exams required prior to returning to work? If so, is the employee's physician used or is it a town selected physician.

Are there any policies / procedures governing employee medical exams? Please describe.

### **LAW COMPLIANCE**

What notices are posted regarding federal and state laws governing employment? Where are such notices posted?

### **CENTRAL FILE RETENTION**

Who is responsible for keeping personnel files? Is there a centralized location for personnel files or are they kept by department heads? Who has access to employee personnel files?

What documents are retained in personnel files? Please list.

Please describe how employee medical documents are maintained.

Please describe how Workers Compensation documents are maintained.

Please describe how injured on duty documents are maintained.

Please describe how CORI / SORI documents are maintained.

Please describe how grievance files are maintained.

Please describe how litigation files are maintained.

## **PERFORMANCE EVALUATIONS**

Do you have a performance appraisal system? If so, please describe the process for performance evaluations.

Who is responsible for conducting performance evaluations?

How often are they conducted?

Please describe how union contracts impact performance evaluations.

Please describe the role of employees in performance evaluations? Do employees submit a self-assessment? Goals?

Is there a process for an employee to voice disagreement with a performance appraisal? If so, please describe.

Do those who are responsible for conducting performance evaluations undergo training? If so, please describe.

How are records of performance appraisals maintained?

## **TRAINING**

Other than on the job training, what training is offered to employees. For example, sexual harassment training, training on public records, training on conflict of interest laws?

Do you offer your supervisors and managers any specialized training? If so, please describe and include the last date such training was offered. For example, is training offered in:

- Complaint handling?
- Supervisory training?
- Progressive discipline?
- Reasonable suspicion on drug & alcohol use?

- Discrimination and sexual harassment?
- Family Medical Leave?
- HIPPA?
- Workers Compensation?

### **FAIR LABOR STANDARDS ACT (FLSA) – OVERTIME – COMPENSATORY TIME – FLEX TIME**

Do you identify positions that are exempt and non-exempt?

How are overtime calculations applied?

What methods are used to ensure proper tracking of employee hours?

Do you utilize compensatory time? If yes, please describe and include procedure for earning, tracking and using.

What is your procedure of break / meal times? Are break / meal times monitored? Paid or unpaid?

Do you have any employees who work on an “on call” basis? If so, how is on call compensation determined?

Do you allow for “flex time”? Describe

Do you allow employees to work at home? Describe.

### **LEAVE ADMINISTRATION**

Do you have a written attendance policy?

What is the process for requesting employee leave?

If this is governed by union contracts, please identify the positions and process governed by union contracts.

Who is responsible for processing leave requests? Who keeps track of leave usage and balances?

Do you have the following policies: If so, describe  
Family Medical Leave?

Personal Days?

Sick Leave?

Small Necessities Leave?

Maternity Leave?

Paternity Leave?  
Jury Duty?

Military Leave?

Do you have a sick leave bank? If so, please describe the parameters and the process.

### **EMPLOYEE DISCIPLINE**

Please describe the process for responding to complaints / issues with employee performance.

Is an investigation conducted? If so, who is responsible for conducting the investigation?

Are outside investigators utilized? If so, under what circumstances?

If employee discipline / performance issues are controlled by union contracts, please specify which positions and the process, including any employee appeal process, used for those positions.

What redress does an employee have to challenge disciplinary decisions? Please specify procedure for both union and non-union positions.

## TERMINATION / SEPARATION FROM EMPLOYMENT

What is the procedure for giving retirement notice and processing retirement requests?

Do any positions have non-renewal options? If so, please specify which positions, union or non-union and procedure for exercising non-renewal.

How are decisions regarding layoffs made? If layoff decisions are controlled by union contracts, please specify which positions and the process, including any employee appeal process, bumping etc. used for those positions.

Who is responsible for notifying employees regarding post-employment issues – such as COBRA insurance, retirement plan information etc.

Are exit interviews conducted? If so, who is responsible for conducting the interviews and what is done with the information collected during the interviews?

What is the process for responding to requests for references – either in writing or orally? Is there a written policy regarding this? Is there a specific person responsible for responding to those requests?

## HR FUNCTIONS / STAFF

*Please help us understand who is responsible for HR Functions. If certain functions are outsourced, please provide the name of the company used and the date those duties began being outsourced. If functions are handled by department, please indicate the department and person responsible.*

*Examples of HR Functions include:*

Payroll processing  
Benefit tracking and management  
Benefit notification  
Employee training  
Official Personnel Record Maintenance  
Employee Discipline  
Employee Evaluations  
Grievance processing

DEPARTMENT: HUMAN RESOURCES

Title	Salary	Summary of functions

TREASURER'S OFFICE

Title	Salary	Summary of HR functions

TOWN ADMINISTRATOR/MANAGER'S OFFICE

Title	Salary	Summary of HR functions

ACCOUNTING/AUDITING

Title	Salary	Summary of HR functions

SCHOOL DEPARTMENT

DEPARTMENT	TITLE	Summary of HR functions

**SCHOOL DEPARTMENT INTERACTIONS**

Please comment on how the HR function is coordinated with the School Department, if applicable.

How are functions coordinated? Does the school department enter payroll or submit to the town, etc.

Please feel free to describe the interaction with the schools as it relates to all HR functions.





## DRAFT MEMO TO

As you may know, the Town has engaged the services of the Collins Center for Public Management to conduct a classification and compensation study for our positions. We will be creating new or revised comprehensive position descriptions. Additionally, we will be conducting a market salary survey to measure how the Town's compensation plan compares with other municipalities in our labor market. Finally, the Collins Center will make a recommendation on a compensation structure.

The process to be followed will be:

**Orientations:** Two one-hour orientation sessions will be held in the \_\_\_\_\_ conference room. All employees in the study should plan to attend one of the sessions. Please register for one of the following sessions:

**Wednesday, July 31**    9:45AM  
   11:00AM

**Questionnaires:** Each employee will be asked to complete a comprehensive position descriptions questionnaire. Questionnaires are due back to the Town Administrator's office by Thursday, August 15. Questionnaires will be distributed and discussed at the orientation session and will be made available in a fillable PDF.

**Interviews:** The Collins Center will meet individually with employees to discuss the questionnaire and obtain perspective and details about the positions. Incumbents in the same title, in the same department, may be interviewed together. Interviews are anticipated to be conducted between August 20th and September 6th.

**Draft Position Descriptions:** The Collins Center will develop draft positions descriptions. The draft descriptions will be distributed to incumbents and supervisors for comments. It is anticipated draft descriptions will be distributed in September or October.

**Final Position Descriptions:** Comments will be reviewed by the Collins Center and incorporated as appropriate to create the final position description. Depending on the amount of comments and when they are received, it is anticipated the descriptions will be finalized in November.

**Classification of Positions:** The Collins Center will classify each position using a point factor system in order to group positions into a classification structure.

**Salary Survey:** A market salary survey will be conducted, the results of which will be used to recommend a compensation schedule. After the interviews are completed a market survey will be distributed to comparable municipalities.

**Compensation Schedule:** After the completion of the survey, using the data from the survey and the classification of positions, a recommended compensation schedule will be developed.



## POSITION CLASSIFICATION QUESTIONNAIRE

**NAME:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

**DEPARTMENT/DIVISION:** \_\_\_\_\_

**SUPERVISOR NAME/TITLE:** \_\_\_\_\_

**NUMBER OF HOURS WORKED/WEEK:** \_\_\_\_\_

**POSITION GRADE:** \_\_\_\_\_ **STEP:** \_\_\_\_\_

**PLEASE DESCRIBE THE PURPOSE OF THE POSITION IN ONE SENTENCE:**

*Example #1: Position is responsible for planning, directing, managing and overseeing the city's financial activities including accounting, internal auditing, assessing, treasury, purchasing, grant management and revenue collection.*

*Example #2: Position is responsible for providing administrative and clerical support to the operations of the Assessing Department.*

*Example #3: Position is responsible for providing skilled mechanical duties in the repair of vehicles and equipment in the public works department*

**Position is responsible for:**

## ESSENTIAL FUNCTIONS:

List and describe the position's EIGHT most important essential functions and/or responsibilities. These are not necessarily the most frequent; they are the most important. *(Example: End of Year Report. It is only done once per year, but could be the MOST important function.)*

1.

2.

3.

4.

5.

6.

7.

8.

List the FOUR tasks on which the position spends the most amount of time. (Most Frequent) Indicate either the per cent of time or number of hours per week spent performing that task. These may or may not be the same duties as the most important essential functions listed above.

TASK	TIME
1.	
2.	
3.	
4.	

**SUPERVISION RECEIVED:**

What kind of instructions does the person holding this position receive regarding the daily responsibilities of the position?

How does the person holding this position receive work assignments? Who gives the instructions? Explain in detail and give examples.

How is the work reviewed by the supervisor? For what purpose? (*e.g., checked for accuracy, reviewed for content?*)

Can the person holding this position speak on behalf of the supervisor? Explain in detail and give examples.

Are questionable cases referred to the supervisor? Explain in detail and give examples.

**SUPERVISION EXERCISED:**

Do you supervise people? \_\_\_\_\_

If yes, how many? Permanent? \_\_\_\_\_ Seasonal? \_\_\_\_\_ Volunteers? \_\_\_\_\_

List the name, title and the number of hours worked of those you directly supervise. (attach if necessary)

Do you HIRE? FIRE? EVALUATE? DISCIPLINE? SCHEDULE? employees (circle those that apply). Do you participate in any of the above? Do you have authority in those actions? Do you recommend the action? Please explain in detail

**ERRORS:**

Give examples of the types of errors that occur in the position and explain the resulting consequences.

**JUDGMENT:**

Give examples of how the position is required to exercise judgment to perform the functions and requirements of the position.

Does the position have purchasing authority for the division/department? For a section of the division/department? (*ex: authority to purchase supplies up to a certain amount or for certain items*) Please explain.

Does the position prepare the division/department budget? Does the position assist in the preparation of the division/department budget? Explain the involvement in the preparation, responsibility for completion and submission of the budget.

**CONTACT WITH OTHERS:**

How does the position interact with the public? Explain the nature and purpose of the contacts and give examples of the information being provided.

How does the position interact with other town/city/school departments and other governmental agencies? Explain the nature and purpose of the contacts and give examples of the information being provided.

**CONFIDENTIALITY:**

Does the position have access to any of the following information? (check those that apply).

- ☐ Official personnel files
- ☐ Confidential medical information
- ☐ Do you participate for the city/town in collective bargaining (not union)
- ☐ Sensitive, but not confidential information
- ☐ Criminal investigations and records

Please explain the extent to which the position is involved the above

**QUALIFICATIONS:**

If this position was **VACANT**, what would be the:

Minimum educational **REQUIREMENTS** to fill the vacant position (may not be the same as the incumbent's educational background).

If a college degree is required, what is preferred major?

Minimum years and type of experience **REQUIRED** to fill the vacant position:

Licenses/certificates required **AT THE TIME OF HIRE** (*CDL, pesticide, hydraulic, notary public, construction supervisor, shorthand, etc.*):

Please indicate any special knowledge/abilities/skills required **AT THE TIME OF HIRE** to perform the job:



**WORK ENVIRONMENT:**

Describe the typical working conditions in terms of actual work space and environment and exposure to elements. (*ex: office setting, garage setting with fumes, outdoor landscaping work, weather extremes, etc.*)

**PHYSICAL, MOTOR AND VISION REQUIREMENTS:****PHYSICAL REQUIREMENTS:**

What type and amount of physical exertion is required by the position? How much? How often? (none, occasional, frequent, constant, light, moderate, strenuous). Explain in detail and give examples.

**MOTOR REQUIREMENTS:**

Describe the degree to which the position requires motor coordination, manipulative ability and the coordination of manual dexterity. Explain in detail and give examples.

Give examples of equipment and tools used in the job.

**VISION REQUIREMENTS:** Please describe if need to be able to read computer screens, read instructions, blueprints, documents, examine conditions, etc.

**OCCUPATIONAL RISKS:**

Describe any inherent risks to the position. Example, working in confined spaces, sewers, on ladders, with prisoners, on constructions sites, etc.

## **ADDITIONAL INFORMATION**

Please describe in detail any other information that may not be covered in this questionnaire.

**The questionnaire MUST BE COMPLETED BY THE EMPLOYEE.**

I certify that the above answers are my own and are complete and accurate.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**TOWN OF TOWNSEND**  
**272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **PAUL MARTIN**

V.F.W. Post #6538

491A Main Street

West Townsend, MA

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

In conjunction with a "Birthday Party" to be held on **October 5, 2019** with sale hours  
from **5:00P.M. to 10:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto  
and expires **10/05/19** unless sooner suspended or revoked.

Date:

*8/6/19*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Lizio*  
*[Signature]*

**SEE ATTACHED CONDITIONS OF LICENSE**



**TOWN OF TOWNSEND**  
**272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "Baby Shower" to be held on **August 18, 2019** with sale hours  
from **1:00P.M. to 5:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto  
and expires **08/18/19** unless sooner suspended or revoked.

Date:

*8-6-19*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Lizio*  
*[Signature]*

**SEE ATTACHED CONDITIONS OF LICENSE**



July 22, 2019

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

Additional Offices:  
Nashua, NH  
Manchester, NH  
Greenfield, MA  
Ellsworth, ME

Dear Mr. Kreidler:

You have requested that we audit the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Townsend, Massachusetts as of June 30, 2019, 2020, and 2021 and for the years then ended, and the related notes to the financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objectives of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that certain information be presented to supplement the basic financial statements, including the management's discussion and analysis (MD&A) and various pension and other post-employment benefits (OPEB) schedules. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI.

### **The Objective of an Audit**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in accordance with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opin-



ions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **General Audit Procedures**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. Our procedures also include certain tests of documentary evidence that support the transactions recorded in the accounts. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

### **Internal Control Audit Procedures**

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance (whether caused by errors, fraudulent financial reporting, misappropriation of assets, detected abuse, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.



## **Compliance with Laws and Regulations**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledges and understands that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters.
  - ii. Additional information that we may request from management for the purpose of the audit.
  - iii. Unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by the Town's auditor.
- e. For identifying and ensuring that the Town complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs and implementing systems designed to achieve compliance with applicable laws, regulations, grants, and contracts applicable to activities and its federal award programs.
- f. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

- h. For confirming your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

## **Reporting**

We will issue a written report upon completion of our audit of the Town's basic financial statements. Our report will be addressed to the Board of Selectmen of the Town. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraphs, or withdraw from the engagement.

## **Provisions of Engagement Administration, Timing, and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Scott C. McIntire, CPA, is the engagement principal for the audit services specified in this letter. Those responsibilities include supervising the Town's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Invoices will be rendered monthly and are payable upon presentation. Our fee for the audits will be as follows:

<u>Fiscal</u> <u>Year</u>	<u>Amount</u>
2019	\$ 28,000
2020	28,500
2021	<u>28,500</u>
Total	<u>\$ 85,000</u>

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

### **Other Services**

We will assist in compiling the financial statements, including note disclosures, and preparing the government-wide financial statements (by consolidating various funds into governmental activities, and recording all long-term assets, long-term liabilities, and net position classifications from information provided by the Town).

We will also assist in the compilation of the following information based on information gathered during the audit process:

- Management's Discussion and Analysis
- Capital asset/depreciation schedules
- Schedule of Expenditures of Federal Awards (SEFA)

With respect to any nonattest services we perform, the Town's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

### **Other Matters**

We understand that your employees will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.



At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- a. Our view about the qualitative aspects of the Town's significant accounting practices.
- b. Significant difficulties, if any, encountered during the audit.
- c. Uncorrected misstatements, other than those we believe are trivial, if any.
- d. Disagreements with management, if any.
- e. Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- f. Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- g. Representations we requested from management.
- h. Management's consultations with other accountants, if any.
- i. Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Melanson Heath and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Melanson Heath's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

A handwritten signature in black ink, appearing to read "Scott C. McIntire", with a stylized flourish at the end.


Scott C. McIntire, CPA  
Principal

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Acknowledged and agreed on behalf of the Town of Townsend, Massachusetts by:

Name: 

Title: Town Administrator

Date: 8/7/19



**From:** Tammy Jo Rafuse [mailto:[tammy.jo.rafuse@gmail.com](mailto:tammy.jo.rafuse@gmail.com)]

**Sent:** Tuesday, July 16, 2019 3:43 PM

**To:** Carolyn Smart <[csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)>

**Subject:** Re: Replacement hearing aids

Carolyn,

Due to Paul's condition at this time his physician has advised him not to have contact with anyone involving the town. If Sue Lisio is willing to email me and discuss this over email I would be happy to do that.

Tammy Jo Rafuse

On Jul 16, 2019, at 3:00 PM, Carolyn Smart <[csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)> wrote:

Hi Paul & Tammy,

I've spoken with our Insurance Agent; unfortunately this type of incident is not covered under our policies.

If you'd like to speak with the Board of Selectmen regarding the issue, please let me know and I will send the request to the Chair, Sue Lisio.

Thank you.

**From:** Tammy Jo Rafuse [mailto:[tammy.jo.rafuse@gmail.com](mailto:tammy.jo.rafuse@gmail.com)]

**Sent:** Monday, July 15, 2019 2:06 PM

**To:** [csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)

**Subject:** Replacement hearing aids

**Subject: Hearing Aids Statement**

On June 18, 2019 while working on a water service replacement I lost my hearing aids while working in the excavated site. Knowing I had insurance on them I immediately notified the company and they told me they would be covered. After a few days or I was notified by the company that I would have to pay \$2,500 to replace them having originally cost \$10,000. I am seeking the \$2,500 replacement cost from the Town.

I have spoken to Bruce Hayman and he advised me to contact Townhall to have them replaced by them.

Thank you

--

Sent from Paul Rafuse





1:59 ↗



Done

Paul Rafuse.pdf



## INVOICE

Paul Rafuse  
344 Elm Street Unit 35  
Milford NH 03055

Replacement cost:

Betone Trust 17 Hearing Aids

\$2,487.50

**Under 1 Year lost stolen or damaged.**

*Beltone*  
14A Broad Street  
Nashua NH 03064  
603.521.6412



Squannacook Greenways is pleased to announce that the Townsend Conservation Commission issued its Order of Conditions for the construction of the Squannacook River Rail Trail on July 22, 2019. With this milestone, all environmental permitting for our rail trail is now complete. This event keeps our plan for a November 2019 rail trail construction start on track (pun intended!).



*With environmental permitting complete, we are on target to start building a stone dust trail like this one in Nov. 2019.*

Squannacook Greenways would like to thank the Townsend Conservation Commission for dealing with this challenging, 2.8 mile long permitting task in an environmentally important area with great professionalism. We appreciate the many hours of work the board and staff put in to handle the kind of issues that come up with a project of this size. We also thank the Groton Conservation Commission and the numerous state officials we have worked with to get us to this point. And finally, without the diligent work of Stan Dillis of Ducharme & Dillis, this permit would not have been possible.



The Friends of the Townsend Seniors and the Friends of the Townsend Library will co-host the lawn party at the Townsend Military Band's Thursday evening, August 8th, concert on the Townsend Common.

The Friends of the Townsend Seniors will be selling pulled pork sandwiches, hot dogs, hamburgers, bunk house beans, and fresh fruit salad to hungry concertgoers. They will also have cold soda and bottled water available for purchase. A Friends of the Townsend Seniors Membership Information Table will be set up on the Common during the concert.

The Friends of the Townsend Library will be offering popcorn, fried dough, ice cream, a wide variety of home baked goods, and some high quality used books for sale. The Friends of the Townsend Library will also have a Recruitment Table.

Children attending the August 8th concert may play in a bounce house and have their face painted. They may also smash noodles with a hammer while wearing goggles, pick a lollipop in hopes of winning a prize, try their luck at the Pot Luck game, and play a Huge Connect 4 game.

Ken Arsenault, former Hawthorne Brook Middle School Band Director, will be conducting the Townsend Military Band at this Thursday, August 8<sup>th</sup>, concert. Mr. Arsenault has played trumpet in the Townsend Band for many years.

The Townsend Military Band will open its concert at 7:30 by playing "The Glory of the Yankee Navy March" by Sousa and Rundel's arrangement of the "Hoch Heideckburg March". Holst's "Second Suite for Military Band in F major", "The Nutmeggers March" by Osterling, and "John Williams: Evening at the Pops" arranged by Higgins will be performed. "Sea Songs" by Vaughn Williams, Grainger's "Irish Tune from County Derry Tacet and Shepherd's Hey-English Morris Dance", and the "Pasadena Day March" arranged by Mondrome will be included in the first portion of the concert.

Following intermission O'Brien's arrangement of "Highlights from Jesus Christ Superstar" and Lake's arrangement of the "Old Timers Waltz" will be played. Custer's arrangement of "Titanic Highlights" and the "Hall of Fame March" by Allen will be performed before the band concludes its concert at 9:30 p.m. by playing the "Star Spangled Banner".





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

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

Wayne Miller, *Vice-Chairman*

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

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

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

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

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

1.2 Pledge of Allegiance.

1.3 Chairman's Additions or Deletions.

1.4 Public Comment Period.

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

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

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

III. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

3.1 Town Counsel and CTAC RE: Cable Contract Enforcement.

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

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

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

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

3.2 Discussion regarding a dog park.

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

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

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

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

4.1 None.

V. MEETING BUSINESS - VOTES MAY BE TAKEN:

5.1 Discussion, RE: Organic fertilizer for town properties.

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

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

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

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



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

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

- 5.5 Bassem Awad, IT Director – Update on IT System Upgrades.  
Mr. Kreidler reviewed the report submitted by the IT Director with the Board (please see attached). Discussion included: PEG access, non-profit corporation to manage access channels, fiber, cameras, and wiring.

- 5.6 Water Department engineering change orders – West Meadow Road and Main Street projects.  
Mr. Kreidler explained this was tabled from the last meeting. Mr. Kreidler reported Town Counsel has not approved as of yet. Mr. Kreidler informed the Board, the Contractor has agreed to Town Counsel's requirement to supply an insurance binder. Mr. Kreidler suggested a contingency vote by the Board so not to delay when documentation is received.

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

VI. WORK SESSION – VOTES MAY BE TAKEN:

- 6.1 Town Administrator updates and report.

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

Personnel Updates:

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

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

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

11. TAYSA update for tree removal.

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

6.3 Clerk of the Board announcements for events.

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

6.4 Board Correspondence.

6.4.1 - Email from Unitil, RE: Tree Plantings

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

6.5 There were no meeting minutes to review and approve.

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

VII: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

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

DK asked to receive a town email account.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of May 28, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*



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  
Todd Blain, Lieutenant  
Alan Lessieur, Sergeant  
Nick Parker, Sergeant  
Thomas Maskalenko, Sergeant  
Jeremiah Friend, Sergeant  
Steven Burke, Officer  
Bruce Haskins, Officer

John Coburn, Detective  
Justin Zink, Officer  
Glenn Caswell, Reserve Officer  
William Greathead, Reserve Officer  
Paul Nelson, Reserve Officer  
Jeff Noble, Special Officer  
Michael Luibil, Special 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. Henehan, 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.

**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 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
\$22,0000.00	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.<sup>1</sup> 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*  
\_\_\_\_\_day of \_\_\_\_\_,2019.







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

SELECTMEN'S MEETING MINUTES FOR JULY 2, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote showed 3 members present: Chairman Sue Lisio (SL), Vice-Chairman Wayne Miller (WM) and Clerk Don Klein (DK).

1.2 Pledge of Allegiance

1.3 Chairman's Additions or Deletions - none.

SL announced the meeting was being tape recorded.

SL added 3.3 under meeting business to discuss consider of a posting to appoint someone while the Water Superintendent is out on leave.

1.4 Public Comment Period - None.

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

2.1 Appoint as attached to the Townsend Fire-EMS Department for a one-year term effective July 1, 2019 to June 30, 2020.

Mark Boynton, Fire-EMS Chief  
Martin Scott, Operations Captain/EMT-P  
Shayne Araujo, Firefighter  
Brenton Bourne, Firefighter/Paramedic  
Shawn Carlin, Firefighter/Paramedic  
Nicole Carter, Paramedic  
Jeffrey Cormier, Captain/EMT-B  
Duane Creighton, Firefighter  
Andrew Devoll, Firefighter/Paramedic  
William Elliott, Deputy Chief  
Greg Galeota, Firefighter/EMT-B  
Nicholas Girard, Firefighter  
Christian Grant, Paramedic  
Brian Harkins, Firefighter/Paramedic  
Robert Henderson, Firefighter/EMT-B  
Brett King, Firefighter  
Kris Klein, Lieutenant/EMT-B  
Cory Lopez, Firefighter/EMT-B  
John Mallinson, Paramedic  
Michael Marchand, Firefighter  
Austin Matthes, Firefighter  
Jean McCrillis, EMT-B  
Michael Meadows, Firefighter/EMT-B

Michael Grimley, Operations Captain/EMT-B  
Benjamin Niemiera, Operations Lieutenant/EMT P  
Jeffrey Beal, Firefighter/EMT-B  
Drew Brassard, Firefighter/Paramedic  
Richard Carlson, Lieutenant  
Miles Child, Paramedic  
Christopher Cotter, Paramedic  
Zachery Devincentis, Firefighter  
John Elliott, Firefighter  
Jessica Fellows, EMT-B  
Sam Galeota, Firefighter  
Randy Girard, Firefighter  
David Hargrave, Paramedic  
Robert Hayes, Paramedic  
David Hoffman, Firefighter  
Jonathan Kinney, Lieutenant/EMT-B  
Brennon Lawrence, Firefighter  
Michael Macgregor, Firefighter/Paramedic  
Eric Mannion, Paramedic  
Derek Maskalenko, Firefighter/EMT-B  
Brian Mayer, Captain/EMT-B  
Joshua McCrillis, Paramedic  
Eric Modica, Firefighter/Paramedic

Jonathan Moore, Firefighter  
 Leon Niemiera, Firefighter/EMT-B  
 Everett Olsen, Firefighter/Paramedic  
 Colton Peladeau, Firefighter/EMT-B  
 Andrew Perry, Firefighter/Paramedic  
 David Powell, Mechanic  
 Patrick Ring, Paramedic  
 Andrew Shepherd, Firefighter  
 Dan Silva, Firefighter/EMT-B  
 Michael Sodano, Firefighter  
 Nicolas Stepney, Mechanic  
 Kaila Temple, Firefighter/Paramedic  
 Michael Virostko, Firefighter/EMT-B  
 Shayna Appeal, Chaplin  
 Eric Fellows, Photographer

Steven Mongellie, Firefighter  
 James Normington, Firefighter  
 Shawn Ormiston/Paramedic  
 Kevin Pena, Firefighter/EMT-B  
 Ronald Petrucci, Firefighter/Paramedic  
 Paul Rekos, Jr., Firefighter/Paramedic  
 Jeffrey Ruppel, Firefighter  
 Gary Shepherd, Deputy Chief  
 Benjamin Simmons, Lieutenant/EMT-B  
 Thomas Stepney, Mechanic  
 David Stevens, Firefighter  
 John Tuomi, Firefighter/Paramedic  
 Michael Whittier, Firefighter/EMT-B  
 Brian Borneman, Auxiliary  
 Keven Patterson, Chaplin

DK moved to appoint as attached to the Townsend Fire-EMS Department from July 1, 2019 to June 30, 2020 with the exception of Kristopher Klein. SL seconded. Unanimous vote.

WM moved to appoint Kristopher Klein, Lieutenant to the Fire-EMS Department from July 1, 2019 to June 30, 2020. SL seconded. DK abstained from vote. Unanimous vote.

- 2.2 DK moved to appoint Richard Kapenas as the Gas Inspector and the Plumbing Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.3 DK moved to appoint Gary Williams as the Alternate Gas Inspector and the Alternate Plumbing Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.4 DK moved to appoint Eric Aaltonen as the Sealer of Weights and Measures for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.5 DK moved to appoint Daniel Cushion as the Wiring Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.6 DK moved to appoint Peter Martin as the Alternate Wiring Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.7 DK moved to appoint Robert Rebholz to the Zoning Board of Appeals for a five year term effective July 1, 2019 to June 30, 2024. SL seconded. Unanimous vote.
- 2.8 DK moved to appoint Victoria Janicki as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.
- 2.9 DK moved to appoint David Funaiolo as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.
- 2.10 DK moved to appoint Sean Pearson as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.

- 2.11 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:
- Fred S. Alden, Chief of Police (Ashby)
  - Derek J. Pepple, Sergeant
  - John R. Dillon, Patrolman
  - Brian F. Vautour, Patrolman
  - Erik C. Salo, Patrolman
  - Corin W. Campbell, Patrolman
  - Dylan J. Dennis, Reserve Officer
- SL seconded. Unanimous vote.
- 2.12 DK moved to appoint Joan Wotkowicz as the Town Representative to the Nashua River Wild & Scenic Study Committee effective July 2, 2019. SL seconded. Unanimous vote.
- 2.13 DK moved to appoint Bill Wilkinson as the Alternate Representative to the Nashua River Wild & Scenic Study Committee effective July 2, 2019. SL seconded. Unanimous vote
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
- 3.1 DK moved to approve the Renewal Application for a Junk Collectors License to Carl Cerullo of MJS Metals and forward to the Town Clerk for Issuance of the Junk Collectors Permit. SL seconded. Unanimous vote.
- 3.2 Review second reading of policies.
- 3.2.1 Code of Conduct Policy
  - 3.2.2 Technology Policy (Social Media)
  - 3.2.3 Technology Policy (Email)
  - 3.2.4 Technology Policy (Tech Use)

The Board reviewed the policies (please see attached). Mr. Kreidler explained that 3.2.1 - 3.2.3 have the changes incorporated from the last work session and have been reviewed by Counsel. Mr. Kreidler stated the 3.2.4 Tech Use still needs work from Counsel in regards to private use computers. Mr. Kreidler stated he would email the Board with the Counsel's comments. SL suggesting putting replace policy information as a footnote.

DK moved to approve the Code of Conduct Policy, the Technology Policy (Social Media) the Technology Policy (Email) to be signed out of session with the addition of footnote noting what policies were being replace and add a date line next to the Selectmen's signature. SL suggested having reference to any bylaws or the charter that has language relating to the policy. Unanimous vote.

- 3.3 Consideration of the Water Department Supervisor position and posting.
- Mr. Kreidler informed the Board; the Water Commissioners are meeting to discuss the issue. Mr. Kreidler further relayed the Chair of the Water Commissioners wanted to share with the Board with the understanding the Commissioners have not approved or discussed of the proposal at a meeting. The Chair wanted the Selectmen to consider a motion to the effect; the Board moves to work with the Chair of the Water Commissioners to secure the services of an interested public Water Superintendent from the immediate area in an effort to contract with him to oversee the



operations of the Water Department while Mr. Rafuse is out. Mr. Kreidler further stated that the Chair of the Water Commissioners has spoken with an interested person in performing such a service for us. Mr. Kreidler explained it would be for 2-3 hours per day at a set price. Additionally a another motion to consider would be to allow the Town Administrator to procure services from an independent contractor from a qualified person to cover the operations of the Water Department.

SL asked her Board members if they are available on the 10<sup>th</sup> for an appointment in case the interested party is willing to serve. DK expressed concern with the amount of hours, as there's two big projects that are ongoing. Mr. Kreidler stated we did have an engineering firm that could oversee the projects and that would be the responsibility of the Water Commissioners.

DK moved that the Board as outlined by the Town Administrator and the attached document (see attached) that we go forward. WM seconded. Unanimous vote.

#### IV. WORK SESSION - VOTES MAY BE TAKEN:

Town Administrator updates and report.

1. Personnel Updates-

- a. School Resource Officer- At the Board meeting last month the Board made it clear that they were expecting the Chief (and Deputy) along with Superintendent Morgan to get together, conduct additional research and to come back with an update if not an outright plan.

Over the past week, Chief Bailey has been dealing with a personal issue that has kept him out of the office and will keep him out of the office into at least next week. Additionally, I have made multiple attempts over the past week to reach Superintendent Morgan and have been unsuccessful in making contact.

I am hopeful that between my writing this report and my speaking to the issue at the meeting that I will have something of substance to offer but as I sit now there is no information to share.

**Board Action Requested-** None requested.

**Board Action Expected?**

- b. Personnel Administration Project- We will be kicking off the personnel project within the next week. The consultant has asked to meet with the Board as a whole to ascertain the "Board" perspective and then to meet individually if members so desire. I will have a tentative project schedule with detailed deliverables available at the meeting.

**Board Action Requested-** None requested.

2. Financial Updates-

- a. FY19 Budget Year End Transfers- The following are the final year end transfer requests for FY19 at year end.

Amount	Transferred from	Transferred to
\$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
\$ 20,000.00	School Assessment 001-03-300-5400	Select Prof Services 530- Collins Center
\$4,000.00	Fire- EMS Salary/Wages	Fire-EMS Expenses

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

SL added the last transfer above (Fire-EMS)

DK moved to approve the transfers as requested with amendments to the school assessment and adding the Fire for the \$4,000.00. WM seconded. Unanimous vote.

### **3. Project Updates-**

- a. **IT System Upgrade Project-** Work has begun and will continue over the next four (4) weeks.

At the last Board meeting, which was held on June 18, 2019, I sought and received a vote to “Review/Approve/Vote a network upgrade proposal in the amount of \$66,384.00 and authorize the Town Administrator to sign the contract.

That very night I did as much (copy attached).

As Paul Harvey use to say, “Now for the rest of the story...”

At your meeting two weeks prior, on May 28, 2019, I provided a written update from Bassem Awad, our IT Director, regarding the IT Project. It stated that-

#### **A. IT NETWORK UPGRADE—BEGIN JUNE 2019**

The IT Network Upgrade will cover the Town Hall, Highway Dept., Water Dept., and the Cemetery Dept. AKUITY Technologies will be contracted to start the town network infrastructure upgrades. AKUITY will be installing and replacing new switches, APC Smart-UPS’s with management cards, Extreme Networks PoE Switches, Ubiquity Cloud Controllers and Wireless Access Points, and system-wide firewalls. This will occur in June and July of 2019. (Waiting for new quotes due to the US Tariff)

While I was aware that Akuity was the selected vendor, I was also aware that they had proposed to sub half of the project out to Winslow Technology Group. (see May 28, 2019 update where two of the proposed four week project went to Winslow).

Next, on June 7, 2019, Akuity bowed out of the project via voicemail to Bassem.

Shortly thereafter, Bassem filled me in on the then current situation. He advised that Akuity had dropped out and that Winslow Technology Group was next up and also state bid list qualified. He advised that Winslow had submitted an original proposal and was still interested in picking up the other half of the project under their original bid. Their originally submitted pricing proposal was still valid and Bassem brought their contract before me for my consideration. After confirming the procurement was proper I then did not think about the matter again until I came before you eleven days later at your last meeting to get the contract approved.

It was my responsibility and mine alone to have updated the Board regarding Akuity having dropped out and Winslow being the selected vendor. Given the fact that the scope was the same, that the vendor was properly procured and state bid list certified, it wasn't on my radar by the time I got before you. I apologize for that as it wasn't until just today after receiving an email from the Chair asking for an update on Akuity that I pulled the contract and refreshed my recollection in the matter.

I am enclosing a copy of the scope and contract.

I will have the detailed timeline and task list for you at the meeting.

**Board Action Requested:** None requested.

- b. Public Safety Dispatch Update: From Deputy Chief Sartell. The regional study committee assembled to address our emergency dispatch services has been working on securing a consultant to provide a feasibility study for regional services. The committee secured funding through Montachusett Regional Planning Commission, developed a scope of services, met with legal counsel to discuss legal obstacles and considerations and to draw up an Intermunicipal Agreement for dispatch services. At this stage of the process, we have voted to move forward with a proposal to conduct the feasibility by Matrix Consulting (accepted their bid last week). We are requesting the presence of a Matrix representative at our next meeting to discuss the logistics of commencing the study. The date of the meeting has not been finalized but it should be the week of 7/8. If you are interested in reviewing any of the minutes, the proposal accepted, etc., let me know and I will forward you the information desired.

Things on the police end are going fairly well with dispatch (NVRDD). There are a number of on-going projects left over from the dissolution of our dispatch center that I am working through. These mostly involve managing files and electronic entries of missing/wanted persons, stolen articles, vehicles, and license plates. This is no small task and file management continues to be a major obstacle. We have made significant



headway though and Nashoba has been helpful as we build/rebuild this part of the organization.

There continues to be issues with uniformity throughout the district and it is especially challenging on the records management end as we share software with other agencies. The scheduling of officers/staff has also shown itself to be an issue within the current construct of NVRDD. Decisions regarding data entry, whether to include department schedules or not, protocols on how to handle calls for service, management of master names files, streets/geographic files, etc. continue to be an issue. The fire department is still struggling with NVRDD as it pertains to run cards (procedural process for fire calls) as the district does not seem willing to move in the direction of utilizing the software properly to make the process more efficient and modern. Chief Boynton would be better positioned to discuss this issue although knowing the software and having overseen the process up north, I can tell you in no uncertain terms that oversight of the geographic/site files and run cards is in dire need of attention improvement. There are other shortcomings as well as it pertains to radio infrastructure particularly the inability to utilize panic alarms on our radios. We are working with our radio vendor to gauge options but again, the lack of uniformity and/or a policy about this feature in the district is hampering our efforts. There are ongoing efforts to address some issues with the phone system as well. Whereas the issue has stabilized within our building, the phone system is working well, there are still problems taking phone calls at the center. Under the current set up, it's not possible to discern which lines calls made into the center are coming in on (Townsend PD line vs. a Harvard Fire line). This really impacts the ability to provide personalized services (they answer the phone Nashoba Valley dispatch or something so citizens are confused) and often causes a single call for service/incident to be handled by several dispatchers rather than those assigned to deal with Townsend matters. It's my understanding that there is grant funding secured to address this issue but I'm not aware of a timeline or any firm plans to implement.

I'd be happy to discuss this all at more length if you see fit. As you know, the issue is fairly complex and impacts virtually every part of our two organizations.

**Board Action Requested:** None Requested.

4. **Miscellaneous Updates**

- a. **Work Session Task Prioritization:** I'd like to request that the Board and I make an effort to prioritize the issues that we are seeking to address in upcoming/ongoing work sessions. There are a number of substantive issues and it'd be helpful to triage them and work them into a schedule.

**Board Action Requested:** Thoughts please.

The Board agreed to send an email to the Town Administrator for any priorities they'd like to address at work sessions.

Sample Prohibited Materials Bylaw There have been several questions raised lately regarding what authority the town might have to require residents to maintain a certain standard of aesthetics and to work to assure public health and welfare standards are met and maintained on and about their property. The following is a sample bylaw from another community that has such a requirement. I share this as nothing more than a discussion point at this time.

1. No person, tenant or entity, corporate or otherwise, as owner(s) or one(s) in control of premises, shall keep in the open in any area of the Town of Townsend, any prohibited material, as the term is hereinafter defined, for more than fourteen (14) consecutive calendar days without being licensed to do so under this chapter.
  - a. "Prohibited material" shall be defined as, including but not limited to, abandoned, discarded, or unused furniture, stoves, toilets, cabinets, scrap metal, lumber, concrete, asphalt, tin cans, rope rugs, batteries, paper, trash, rubber debris, waste, and other old scrap ferrous or non-ferrous material, which is not being used for its intended purpose.
2. A license to keep any prohibited material shall be requested by filing any application in writing for such a license with the Board of Selectmen no later than fifteen (15) days after a citation has been issued. The Selectmen shall hold a public hearing upon such a request within thirty (30) days of receipt of said application, notice of which shall be published in a newspaper issued in Townsend or a paper of general circulation in Townsend, at least three (3) days prior to the hearing. The applicant shall pay the cost of the publishing.
3. The Selectmen may grant a license for up to one (1) year upon such condition(s) as the Selectmen deem proper to keep such prohibited material in the open after a hearing has been held and the Selectmen determine that the keeping of the same will not depreciate property value in the area, will not create a hazard to the public safety, or will not become a public nuisance. Renewals of said license shall be granted only after the procedure set forth is followed.
4. The application shall at his own expense, give notice of said hearing by mailing a notice of same prepared by the Board of Selectmen to all parties of interest, meaning abutters, owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred (300) feet of the property line, all as they may appear on the most recent applicable tax list as certified by the Board of Assessors. The Applicant shall submit an affidavit as to said notice. Renewals of said licenses shall be granted only after the procedures set forth is followed.
5. Notwithstanding the aforesaid sections, no prohibited material shall be deemed to be



“in the open” as the phrase is used in Section 1, if it is totally screened from view of any public road or way, or any way which the public has a right of access.

6. Conditions existing on the date of acceptance of this chapter which meet the definition of prohibited material must be brought into compliance within thirty (30) days after said acceptance of this chapter. Which meets the definition of prohibited material, must be brought into compliance within thirty (30) days after said acceptance.
  7. The Building Commissioner and Health Agent shall be charged with the interpretation and enforcement of this Bylaw, and it may also be enforced by the Townsend Police Department. Enforcement of this chapter may be by criminal complaint, indictment, non-criminal disposition or appropriate civil enforcement action. Selection of one method shall not preclude the selection of any method or remedy.
  8. Any person or entity who is found in violation of this chapter shall be liable for a fine of twenty-five (25.00) dollars a day for the first five days and fifty (\$50.00) dollars a day every day thereafter. The days shall be counted commencing fifteen (15) days after the notice of violation is given.
  9. Any clause, section or part of this chapter determined to be invalid by any judiciary for any reason, shall be severable from any other clause, section, or part, without affecting the validity of that which remains.
  10. Construction sites complying with the requirements of 780 CMR and MGL chapter 40, Section 54, are exempt from the aforementioned, provided that all related construction debris is maintained in a controlled fashion as determined by the Building Official.
- 4.2 Board of Selectmen announcements, updates, and reports.
- 4.2.1 Don Klein, RE: Discussion regarding fertilizer for town properties.  
DK would like Mr. Mercurio and Ms. Clement to continue with further research on the issue. DK stated he has been reading studies and reports on the subject matter, relaying you can get the same results with organic, however, more applications are needed to achieve similar results. SL agreed to make no changes at the moment and continue to research it or develop a sub-committee.
- 4.2.2 Discussion, RE: Debt exclusion for roads.  
Discussion regarding the process used and communication issues with the failing debt exclusion vote. All Board members agreed to review and bring the issue forward with additional information. The Board agreed to conduct a work session regarding the issue. SL asked the Town Administrator to schedule two work sessions for August.
- 4.3 Clerk of the Board announcements for events.
- 4.3.1 4<sup>th</sup> of July Band Concert. DK read the announcement as attached.
- 4.4 Board Correspondence.

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

V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

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

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

*Voted to approve the meeting minutes for the meeting of July 2, 2019 by the Board of Selectmen this  
\_\_\_\_\_day of \_\_\_\_\_, 2019.*



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

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

Wayne Miller, Vice-Chairman

Don Klein, Clerk  
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR JULY 16, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote showed two members present and one member absent: Chairman  
Sue Lisio (SL) and Clerk Don Klein (DK)  
Absent: Wayne Miller (WM)

1.2 Pledge of Allegiance

1.3 Chairman's Additions or Deletions.

SL moved to add items under announcements and 3.4 for a Road Opening Permit for the  
Highway Superintendent.

1.4 Public Comment Period - None.

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

2.1 DK moved to appoint Alan D. Ventura to the Council on Aging for a term effective July  
16, 2019 to June 30, 2020. SL seconded. Unanimous vote.

2.2 DK moved to appoint Joan Wotkowicz as the Representative for Townsend to the Wild &  
Scenic Rivers Stewardship Council. SL seconded. Unanimous vote.

2.3 Discuss/Appoint a Member or Representative of the Board of Selectmen to the Joint  
Transportation Committee for a one-year term effective July 1, 2019 to June 30, 2020.

Mr. Kreidler explained MJTC is a subcommittee of MRPC which helps to put together the  
TIP for MassDOT. SL moved to appoint DK as the Board Representative for a one-year  
term effective July 1, 2019 to June 30, 2019. DK seconded. Unanimous vote.

2.4 DK moved to appoint Edward Coffin as a full-time Police Officer for the Townsend Police  
Department effective July 29, 2019 to June 30, 2020 with a one-year probationary period  
contingent upon the passing of a pre-placement medical exam and background check. SL  
seconded. Unanimous vote.

2.5 Discuss/Appoint an Interim Water Superintendent.

Mr. Kreidler stated he was authorized by the Board at the last meeting to work with the  
Water Commissioners to find Interim Services while Mr. Rafuse is out. Mr. Kreidler stated

the Water Commissioners are recommending the Board appoint Tom Orcutt, who is the current Water Superintendent in Groton. Mr. Kreidler recommended the Board appoint Mr. Orcutt for an eight week term and if he's still needed, Mr. Orcutt would take the matter up with his Board in Groton.

DK moved to appoint Tom Orcutt to the Interim Water Superintendent as recommended by the Water Commissioners. SL seconded. Unanimous vote.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Approve/Sign a Road Opening Permit for Unitil, RE: 373 Main Street new gas installation.

The Board reviewed the permit (please see attached). DK moved to approve and sign a road opening permit for Unitil at 373 Main Street for a new installation. SL seconded. Unanimous vote.

- 3.2 Approve/Authorize a three year agreement in the amount of \$21,300.00 annually with CM Geeks, Inc. with a flat rate of \$90.00 per hour on an as-needed bases for technical support and/or consultation for IT Support Services for the Townsend Police & Fire Department.

The Board reviewed the proposal (please see attached). DK moved to approve and authorize a three year agreement in the amount of \$21,300.00 annually with CM Geeks, Inc. with a flat rate of \$90.00 per hour on an as-needed bases for technical support and/or consultation for IT Support Services for the Townsend Police & Fire Department. SL seconded. Mr. Kreidler clarified this was for specialized software and needs of police and fire. Unanimous vote.

- 3.3 Discussion regarding presentation/training from Town Counsel on August 27, 2019.

SL explained what the training entailed and further discussion outlining notification to employees and board/committee meetings. SL would like light refreshments to be served.

- 3.4 Review/Approve Road Opening Permit (added under the Chairman's additions and deletions) DK moved to approve the road opening permit for use Cable for work being done on Scales Lane. SL seconded. Unanimous vote.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and report.

4.1.1 **Personnel Updates:**

Authorize Lyndsey Butler to attend the MMA Suffolk Certificate Program for Local Government Leadership and Management.

Recruitment updates: Maintenance Technician, Municipal Custodian, Grant Writer, Townsend Housing Authority Admin Support.

DK moved to authorize Lyndsey Butler to attend the MMA Suffolk Certification program for local government leadership and management. SL seconded. Unanimous vote.

Mr. Kreidler gave an update for the personnel recruitment advertising. Mr. Kreidler inform the Board there's a currently employee interested in the Housing Authority Admin position.

**4.1.2 General Updates:**

Status of the HVAC issues on the Library/Senior Center.

Mr. Kreidler advised Mr. Mercurio is working with the Energy Committee for a full assessment. SL would like a timeline for completion of the assessments. SL requested a date be defined for the completion of the report from the third party vendor.

Status for cable contract enforcement.

Mr. Kreidler spoke with Counsel regarding the status. Town Counsel reported that Comcast has the letter and she would be following up with them. SL asked another update be provided at the next meeting.

Status of IT updates and training.

Mr. Kreidler informed the video is still scheduled for August 18, 2019 and the overall implementation status: wiring complete for Cem/Parks and Highway and will begin Town Hall next week. Other discussion included the guest internet access will also be included in the upgrade.

Update, RE: Close of FY19 Budget.

The form for transfers is being updated. SL stated she would like a draft of a transfer policy. DK inquired when the auditors would be here. Mr. Kreidler stated they would be in during December.

Status/Update of work to begin with the Collins Institute.

**4.1.3 Announcements:**

Reminder: Town Counsel office hours are the last Tuesday of each month from 4:00P.M. to 7:00P.M. (July 23, 2019, August 27, 2019, September 24, 2019)

**4.1.4 Reminder of Upcoming Trainings:**

**July 23, 2019** Active Shooter Awareness (All Employees and Board/Committee Members)

**August 7, 2019** Boards and Commissions: Know your responsibilities training from the Office of the Inspector General at the Littleton Police Department.

**August 27, 2019** Presentation from Town Counsel regarding open meeting law and ethics.

**4.2 Board of Selectmen announcements, updates, and reports.**

Sue Lisio: Communication plan for Special Election Road debt exclusion question.



SL asked the Board if we should begin to engage in conversations regarding the debt exclusion and getting information out to folks. DK supports the use of a flyers to give direction to folks how to receive the information. Mr. Kreidler agreed to draft out the plan and communication method for an election.

Calendar/Schedule for work sessions.

DK: August 16<sup>th</sup> is the next work session. SL stated at the last meeting we agreed to view the Board of Selectmen's policies. SL would like the Board to meet prior to the Collins Institute in preparation. DK stated the Board set the time of 10:00A.M. on August 16<sup>th</sup> from 10:00AM to 1:00PM. SL requested to set another date to meet with the Collins Institute. Mr. Kreidler to get a second date from WM when he returns from vacation. SL first regular meeting would be the first of August.

Calendar/Schedule dates for Union Negotiations. (Clerical, Supervisor, Police, Fire, Highway/Water)

Mr. Kreidler stated the Fire Union is available on the July 23<sup>rd</sup> & 25<sup>th</sup> and would to begin and go over the ground rules, etc. DK agreed to meet on both dates if needed.

Selectmen Miller texted Mr. Kreidler during the meeting and stated he could meet on August 23<sup>rd</sup> or 24<sup>th</sup>. DK relayed he was on vacation that entire week, however he could meet on Saturday, August 24, 2019.

Shirley Coit, TEMA Director announced there would be a cooling center opened this weekend.

SL informed the Board there's a vacancy for the School Committee due to a recent resignation. DK moved to post for the opening for the North Middlesex School Committee vacancy. SL seconded. Unanimous vote.

- 4.3 Clerk of the Board announcements for events.  
Band Concert July 18, 2019 hosted by the North Middlesex Regional High School Giving Tree.  
Reminder of the National Night Out on August 6, 2019.
- 4.4 Board Correspondence.  
Review request from Townsend Water Department, RE: Auditor.
- 4.5 DK moved to approve the meeting minutes for May 21, 2019. SL seconded. Unanimous vote.
- 4.6 DK moved to review and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

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

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

*Voted to approve the meeting minutes for the meeting of July 16, 2019 by the Board of Selectmen this*  
\_\_\_\_\_day of \_\_\_\_\_,2019.



