



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 OCTOBER 1, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

Roll call vote 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 SL announced the meeting is being tape recorded.

1.3 Chairman's Additions or Deletions

1.4 Public Comment Period.

John Page requested the Highway Signs be programmed for the Charter Review Committee public forum.

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

2.1 DL moved to appoint Ronald James Petrucci as a full-time Firefighter/Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a pre-employment medical exam, CORI check with a one-year probationary period. WM seconded. Unanimous vote.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

3.1 Discussion on Revocation, RE: One-Day Special License for the V.F.W. Post #6538

Mr. Kreidler explained the license was previously approved, however, the ABCC has since revoked the license. Mr. Kreidler explained there's talk about BYOB. The Board reviewed the regulations for BYOB. (see attached) Mr. Kreidler asked the Board to rescind the approve of the One-Day Special License. SL remarked the regulations only allow wine to be served with a meal. DK moved to rescind the one-day special license for the V.F.W. Post #6538. WM seconded. Unanimous vote.

3.2 Review/Approve/Sign Policy #05-2019 Contracts and Contract Procedures. (second reading)

The Board reviewed the policy as attached. Mr. Kreidler explained the highlighted areas are the comments the Board made at a prior meeting. DK moved to approve and sign outside of session policy#05-2019 Contracts and Contract Procedures second reading. WM seconded. Unanimous vote.

- 3.3 Discuss/Approve plaque writing for the former site of the West Village Female Seminary (West Townsend Fire Station)  
Mr. Kreidler explained this was submitted by Alice Struthers and she wanted the Board to know it will be ordered. Mr. Kreidler explained to the Board there's no approval needed, relaying this is informational.
- 3.4 Review/Discuss, RE: Net Metering Credits and Energy Committee Recommendation  
Mr. Kreidler reviewed email from Brent Carney of the Energy Committee (attached). Mr. Kreidler informed the Board of the concern that 11% was low and would need to be negotiated. Exploration of the other communities and their most recent percentage and would meet and renegotiate. Mr. Kreidler relayed to the Board and residents this would be for municipal use only. SL asked if the Energy Committee would be doing the contracting. Mr. Kreidler explained the Committee has asked him to negotiate the contract.
- 3.5 Review/Discuss, RE: Vegetation Management Plan  
SL voiced concern regarding the vegetation plan as it's too close to our water supply. SL explained the Conservation Agent did send a questioning letter to Unitil and there's no response. SL explained she was concerned with the trees on 119 that was approved by the State. Expressing concern that it backs up to our wetlands. Mr. Kreidler received an email from the Conservation Agent regarding Unitil response (see attached). The Board asked if a representative from Unitil and the Conservation Agent could be invited to a meeting prior to spraying.
- 3.6 Discussion, RE: Town Properties Committee appointment terms (potential change to bylaw)  
Follow-up from the list of items that DK had from prior conversations/meetings. The Board reviewed the bylaw and agreed no changes are needed.
- 3.7 Discussion, RE: Governor Baker's E-cigarette and Vaping Ban  
SL discussed the correspondence from the Tobacco Alliance outlining they will be inspecting for compliance along with the Nashoba Valley Board of Health. Mr. Kreidler explained the Tobacco Alliance doesn't have enforcement authority so Nashoba Valley Board of Health will accompany the Alliance during the inspections.
- 3.8 Discussion/Update RE: Pavement Project and Special Town Election  
Mr. Kreidler explained the plan to move forward is 2 part, a vote from town meeting and a vote from an election. Mr. Kreidler stated he has been advised from Counsel the timeline for a prop 2.5 override debt exclusion vote has to be within 90 days of the Town Meeting. Mr. Kreidler asked the Board what path they'd like to move the issue forward. SL suggested the vote at town meeting would allow for all questions to answer prior to the election.
- DK moved to rescind the vote to hold a special town election on October 19, 2019. WM seconded. Unanimous vote. Kathy Spofford, Town Clerk informed the Board we have a President Primary and voiced concerned with having an election in February, March, and

April. Ms. Spofford reminded the Board there will early voting, dog licensing and census, it will be difficult to have an additional election. Further discussion having the election at the annual election with a special town meeting in January. Mr. Kreidler informed the Board few cash may not be certified until January. The Board agreed to discuss at the next meeting.

- 3.9 ~~Review~~ ~~\*first reading, RE: Direct report evaluations policy~~  
SL tabled until the next meeting.

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

##### 4.1 Town Administrator updates and report.

###### 4.1.1 Personnel Updates

###### 4.1.1.1 Grant Administrator

Mr. Kreidler informed the Board a few resumes have been received, however, neither had the qualifications needed for the position. Mr. Kreidler has spoken with the Chair and a suggestion of trying to regionalize the Grant Writer position.

###### 4.1.1.2 Collins Center comp/class plan & policies timeline

David Colton will be coming to meet with all the employees for an interview. There's a survey for the employees to complete prior to the interview. The personnel policies are being worked on, noting the proposal was for 6 months and we are a month in.

###### 4.1.1.3 Union Contract Negotiation Status

Ground rules have been agreed to. Proposals are bring submitted from each of the AFSCME groups and due by the 9<sup>th</sup> of October. With the Fire union, DK informed the Board he filed a 23 (B) disclosure due to his son working for the Fire Department.

###### 4.1.1.4 Training Opportunities-

- Collins Center-First Time Managers Training Jointly with Neighboring Communities  
Collins Institute is willing to do the training and for about \$10,000.00 with each town participating it would be \$2,500.00.
- Jointly with Ashburnham- From Problem to Productive:  
Effective Management of Challenging Employee Situations

###### 4.1.2 Financial Updates

###### 4.1.2.1 Discussion/Update RE: Special Town Meeting & year end closing/free cash certification.

Mr. Kreidler explained 41 days of work has been lost do the computer issue. This has delayed the process of certifying free cash. The Board suggested finding another person that could help with the process.

###### 4.1.2.2 Annual Ambulance Write-offs

The Board reviewed the write-off request from Chief Boynton. DK stated he worked on this and it should be done annually. Mr. Kreidler explained this is done annually, some are aging accounts thought to be collectible in previous years. DK moved to approve the write-off for uncollected ambulance receipts in the amount of \$117,745.77. WM seconded. Unanimous vote.



- 4.1.3 Project Updates
    - 4.1.3.1 IT/Phones
      - To be address in executive session
    - 4.1.3.2 Cable Extension
      - Town Counsel has sent a letter and will be updating the Board on the progress.
    - 4.1.3.3 Main Street Water Main Project
      - Mr. Kreidler informed the Board the project to back to being operational.
    - 4.1.3.4 HVAC issues at the library/senior center complex
      - SL tabled until the next meeting
  - 4.2 Miscellaneous Updates
    - 4.4.1 Water Department Contracts- Interim Superintendent and Tank Cleaning
      - Mr. Kreidler informed the Board all the contracts are have been completed.
  - 4.2 Board of Selectmen announcements, updates, and reports.
    - SL: **Charter Review Status**
      - The charter is being reviewed by Town Counsel and a public hearing has been set.
    - School Budget Discussion**
      - SL and Mr. Kreidler met with the School Superintendent to discuss preliminary budget sessions.
    - Housing Conference at Holy Cross**
      - SL and a member of the Housing Authority will be attending
    - Set Work Session Schedule**
      - The Board reviewed their schedule. The Board agreed to meet at 5:00P.M. on October 30, 2019 for a work session. SL would like to address the goals & objectives for the Town Administrator.
- Mr. Kreidler asked the Board to approve the permit for the Greg's run as required by the Police Chief. DK moved to approve the permit for Greg's run. WM seconded. Unanimous vote.
- 4.3 Clerk of the Board announcements for events.
    - Squannacook Rail Trail Volunteer Days Walk: DK read the announced regarding the volunteer days (please see attached)
    - DK apologized to Jim as he did not receive the message
  - 4.4 Board Correspondence
  - 4.5 DK moved to approve and sign payroll and bills payable warrants outside of the meeting. WM seconded. Unanimous vote.



V. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

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: All Unions (Police, Fire-EMS, Supervisor, Clerical, and Highway/Water) 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 executive session pursuant to GL c. 30A, s. 21 (a)(4) To discuss the deployment of security personnel or devices, or strategies with respect thereto; IT systems and executive session pursuant to GL c. 30A Section 21 (a)(2)) - Strategy session in preparation for negotiations with nonunion personnel and contract negotiations with nonunion personnel - IT Director and to adjourn from executive session. The Chair declared. 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 October 1, 2019 by the Board of Selectmen this  
25 day of November, 2019.





# **TOWNSEND FIRE-EMS DEPARTMENT**

*Proudly serving the citizens of Townsend since 1875*

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

---

**Mark R. Boynton  
Chief of Department**

**Headquarters: 978-597-8150**

**Fax: 978-597-2711**

**To:** Jim Kreidler, Town Administrator  
**From:** Mark Boynton, Fire Chief *MRB*  
**Subject:** New Hire  
**Date:** September 23, 2019

Respectfully request the Board of Selectmen appoint the follow individual to fill third and final full-time Firefighter/Paramedic positions funded in this year's budget.

Ronald James Petrucci of

🚒 - Full-Time Firefighter/Paramedic.

Appointment is subject to successful completion of pre-employment physical and CORI background check as outlined in the conditional offer of employment.

Appointment is subject to a one year probationary period, successful completion of required certification listed in the job description and the terms and conditions agreed to under the Career Firefighters of Townsend Local 4926 of the International Association of Firefighter contract.







**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 Lisio*  
\_\_\_\_\_  
\_\_\_\_\_

**SEE ATTACHED CONDITIONS OF LICENSE**







## **ONE-DAY LIQUOR LICENSE CONDITIONS**

**PAUL MARTIN  
VFW POST 6538  
491A MAIN STREET, WEST TOWNSEND, MA**

1. One license has been issued for use at the Pavilion/Function Hall area and is to be secured so that alcohol is confined to licensed area.
2. Licensee must stock alcoholic beverages in separate storage area within licensed area.
3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premises known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premises.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".



**21. Can a retailer get a transportation permit to transfer product from one package store to another?**

No. Alcohol ordered by a package store must stay on its licensed premises.

**22. Can everyone bring their own beer, wine, or other alcoholic beverages into an establishment (so-called "BYOB")?**

In most cases no, not if the establishment has a liquor license. If the establishment has a liquor license, then no one can carry onto the premises their own beer, wine or other alcoholic beverages for their own private consumption (so-called "BYOB" or "brown-bagging"). If the establishment does not have a liquor license, then one must check with the city/town in which the establishment is located to learn if there is any local law dealing with bringing one's own alcohol onto an establishment for personal consumption.

The only exception is a private club under § 12. A club may permit its members to bring on to the club's licensed premises wine lawfully purchased by them, to be consumed on the premises with a meal purchased at the club. If a club permits its members to bring wine on to the licensed premises, then several requirements must be followed:

- the member may only bring wine on to the premises, and not malt beverages, spirits and/or liqueurs;
- the member must purchase a meal at the club and consume the wine with that meal;
- at all times the club must control the handling, serving, and dispensing of the member's wine;
- unopened bottle of wine must be returned to the patron, who then must remove them from the premises at the conclusion of the meal, and any opened and unfinished bottles of wine must be recorked in accordance with 204 CMR 2.18 and M.G.L. c. 90, § 24I; and
- the club must charge a reasonable corkage fee of at least \$30.00 per bottle of wine that is opened.

**23. Can "non-alcoholic beer" be served or sold to persons under twenty-one?**

Maybe. The State Liquor Control Act, M.G.L. Chapter 138, regulates "alcoholic beverages" as that term is defined by law. The law defines "alcoholic beverages" to be "any liquid intended for human consumption as a beverage and containing one half of one percent or more of alcohol by volume at sixty degrees Fahrenheit." Thus, if a product is composed or manufactured so that it contains 1/2% or more of alcohol by volume at sixty degrees Fahrenheit, it is an "alcoholic beverage" and subject to the Liquor Control Act. If a product is composed or manufactured so that it contains less than 1/2% of alcohol by volume at sixty degrees Fahrenheit, it is not an "alcoholic beverage" and is not subject to the Liquor Control Act.





SITE OF  
THE WEST VILLAGE FEMALE SEMINARY

1836 - 1864

A RESIDENTIAL SCHOOL FOR YOUNG LADIES  
WHO STUDIED LANGUAGES, MATHEMATICS,  
SCIENCE, MUSIC, AND LITERATURE.  
DURING ITS MOST SUCCESSFUL YEARS, MORE  
THAN 100 STUDENTS WERE ENROLLED.

WHEN FINANCIAL PROBLEMS FORCED ITS  
CLOSURE, IT WAS PURCHASED BY THE TOWN  
FOR USE AS A PUBLIC SCHOOL.

IN LATER YEARS, IT WAS THE AMERICAN LEGION'S  
MILLER TERRILL POST 199.



**ZAX SIGNAGE**PO BOX 706  
GREENLAND NH 03840PH: (800) 258-1566  
Fax: (603) 883-6395

EMAIL: INFO@ZAXCORP.COM

# QUOTATION

Customer No.: Q42009

Quote No.: 11490

Quote To: **ALICE STRUTHERS**  
25 SOUTH STREET  
TOWNSEND, MA 01469Ship To: **ALICE STRUTHERS**  
25 SOUTH STREET  
TOWNSEND, MA 01469

PHONE

FAX

Date	Ship Via	Reference Number	Marketing Code	
04/16/19	GROUND	Q42009 B	INTERNET	
Customer PO Number	Terms		ZAX Order Number	
	Due upon receipt		11490	
Quantity	Item Number	Description	Unit Price	Amount

1

702002NN

CAST ALUM PLAQUE  
24"H X 18"W  
INCLUDES UP TO 432 LETTERS  
LEATHERETTE, BLACK  
BACKGROUND  
BORDER: TO BE DETERMINED  
LETTER STYLE: TO BE  
DETERMINED  
MOUNTING: TO BE DETERMINEDWITH A 10"W X 16"H METAL  
PHOTO

OR

WITH A 10"W X 16"H LINE ART

1250.00

1250.00

Quote subtotal	1250.00
Freight charges	65.00
Quote total	1315.00

Price is FOB Factory and does not include shipping, sales tax, or installation charges unless noted. Due to the continuous fluctuation in cost of materials, this quotation is valid for 30 days and manufacture of the final product must begin within 90 days of approval.

**50% deposit required.****Accepted by:** \_\_\_\_\_**Payable by check, MasterCard or Visa**

Your signature constitutes a contract between You, acting on behalf of the organization, and ZAX. Custom orders are not returnable.

Non-custom products returned may be subject to a restocking fee of 35%. \*\*ALL ORDERS UNDER \$200 MUST BE PREPAID\*\*





**From:** Brent Carney [mailto:brcarney1015@gmail.com]  
**Sent:** Friday, September 27, 2019 12:10 PM  
**To:** Jim Kreidler <jkreidler@townsend.ma.us>  
**Subject:** Re: Townsend solar project net metering credits

Hi Jim,

The Energy Committee discussed this item this week.

Our initial reaction was the same as yours. We thought the 15% discount seemed low. We do not have access to what other municipalities are receiving, but we think it is worth looking into before proceeding. Are you in contact with other TA (or even through the MA Municipal Association) where you could ask to see what the going rate is?

Of course there are other fees and distribution charges that need to be considered, but in the end a 15% savings is still a 15% savings, so the group generally felt this would be a favorable development for the town. The group had some questions about the accuracy of the calculations on the forms you forwarded to us, but we don't have enough information to verify the data.

Lastly, the contract seemed like a bit of a train wreck (my wording not the committee, although I bring this up because the committee was concerned about some of the language). We recommend that you have legal counsel closely review the contract before signing it.

-Brent



Key Assumptions	
Fixed Discount	15%
Annual Escalator	N/A
Unitil Inflation Rate	2%
Your Allocation	50%
System Degradation Rate	0.06%

System Year	Total Production kWh	Your Allocation kWh	Credit Rate \$/kWh
1	1,896,856	948,428	\$ 0.2171
2	1,895,642	947,821	\$ 0.2214
3	1,894,429	947,214	\$ 0.2259
4	1,893,216	946,608	\$ 0.2304
5	1,892,005	946,002	\$ 0.2350
6	1,890,794	945,397	\$ 0.2397
7	1,889,584	944,792	\$ 0.2445
8	1,888,374	944,187	\$ 0.2494
9	1,887,166	943,583	\$ 0.2543
10	1,885,958	942,979	\$ 0.2594
11	1,884,751	942,376	\$ 0.2646
12	1,883,545	941,772	\$ 0.2699
13	1,882,339	941,170	\$ 0.2753
14	1,881,135	940,567	\$ 0.2808
15	1,879,931	939,965	\$ 0.2864
16	1,878,728	939,364	\$ 0.2922
17	1,877,525	938,763	\$ 0.2980
18	1,876,324	938,162	\$ 0.3040
19	1,875,123	937,561	\$ 0.3100
20	1,873,923	936,961	\$ 0.3162

Credit Value	Credit Purchase Price	Annual Savings	Cumulative Savings
\$ 205,885	\$ 175,002	\$ 30,883	\$ 30,883
\$ 209,868	\$ 178,388	\$ 31,480	\$ 62,363
\$ 213,928	\$ 181,839	\$ 32,089	\$ 94,452
\$ 218,067	\$ 185,357	\$ 32,710	\$ 127,162
\$ 222,286	\$ 188,943	\$ 33,343	\$ 160,505
\$ 226,587	\$ 192,599	\$ 33,988	\$ 194,493
\$ 230,971	\$ 196,325	\$ 34,646	\$ 229,139
\$ 235,439	\$ 200,123	\$ 35,316	\$ 264,455
\$ 239,994	\$ 203,995	\$ 35,999	\$ 300,454
\$ 244,638	\$ 207,942	\$ 36,696	\$ 337,150
\$ 249,371	\$ 211,965	\$ 37,406	\$ 374,555
\$ 254,195	\$ 216,066	\$ 38,129	\$ 412,685
\$ 259,113	\$ 220,246	\$ 38,867	\$ 451,552
\$ 264,126	\$ 224,507	\$ 39,619	\$ 491,171
\$ 269,237	\$ 228,851	\$ 40,385	\$ 531,556
\$ 274,446	\$ 233,279	\$ 41,167	\$ 572,723
\$ 279,755	\$ 237,792	\$ 41,963	\$ 614,686
\$ 285,168	\$ 242,393	\$ 42,775	\$ 657,461
\$ 290,685	\$ 247,082	\$ 43,603	\$ 701,064
\$ 296,309	\$ 251,863	\$ 44,446	\$ 745,510

Key Assumptions	
PPA Rate	\$ 0.1850
Annual Escalator	2%
Unitil Inflation Rate	2%
Your Allocation	50%
System Degradation Rate	0.06%

System Year	Total Production kWh	Your Allocation kWh	Credit Rate \$/kWh
1	1,896,856	948,428	\$ 0.2171
2	1,895,642	947,821	\$ 0.2214
3	1,894,429	947,214	\$ 0.2259
4	1,893,216	946,608	\$ 0.2304
5	1,892,005	946,002	\$ 0.2350
6	1,890,794	945,397	\$ 0.2397
7	1,889,584	944,792	\$ 0.2445
8	1,888,374	944,187	\$ 0.2494
9	1,887,166	943,583	\$ 0.2543
10	1,885,958	942,979	\$ 0.2594
11	1,884,751	942,376	\$ 0.2646
12	1,883,545	941,772	\$ 0.2699
13	1,882,339	941,170	\$ 0.2753
14	1,881,135	940,567	\$ 0.2808
15	1,879,931	939,965	\$ 0.2864
16	1,878,728	939,364	\$ 0.2922
17	1,877,525	938,763	\$ 0.2980
18	1,876,324	938,162	\$ 0.3040
19	1,875,123	937,561	\$ 0.3100
20	1,873,923	936,961	\$ 0.3162



Credit Value	PPA Rate \$/kWh	PPA Purchase Price	Annual Savings	Cumulative Savings
\$ 205,885	\$ 0.1850	\$ 175,459	\$ 30,426	\$ 30,426
\$ 209,868	\$ 0.1887	\$ 178,854	\$ 31,014	\$ 61,440
\$ 213,928	\$ 0.1925	\$ 182,314	\$ 31,614	\$ 93,054
\$ 218,067	\$ 0.1963	\$ 185,841	\$ 32,226	\$ 125,280
\$ 222,286	\$ 0.2002	\$ 189,437	\$ 32,849	\$ 158,129
\$ 226,587	\$ 0.2043	\$ 193,102	\$ 33,485	\$ 191,614
\$ 230,971	\$ 0.2083	\$ 196,838	\$ 34,133	\$ 225,747
\$ 235,439	\$ 0.2125	\$ 200,646	\$ 34,793	\$ 260,540
\$ 239,994	\$ 0.2168	\$ 204,528	\$ 35,466	\$ 296,006
\$ 244,638	\$ 0.2211	\$ 208,485	\$ 36,152	\$ 332,159
\$ 249,371	\$ 0.2255	\$ 212,519	\$ 36,852	\$ 369,011
\$ 254,195	\$ 0.2300	\$ 216,630	\$ 37,565	\$ 406,576
\$ 259,113	\$ 0.2346	\$ 220,822	\$ 38,292	\$ 444,867
\$ 264,126	\$ 0.2393	\$ 225,094	\$ 39,033	\$ 483,900
\$ 269,237	\$ 0.2441	\$ 229,449	\$ 39,788	\$ 523,688
\$ 274,446	\$ 0.2490	\$ 233,888	\$ 40,557	\$ 564,245
\$ 279,755	\$ 0.2540	\$ 238,413	\$ 41,342	\$ 605,587
\$ 285,168	\$ 0.2590	\$ 243,026	\$ 42,142	\$ 647,729
\$ 290,685	\$ 0.2642	\$ 247,728	\$ 42,957	\$ 690,687
\$ 296,309	\$ 0.2695	\$ 252,521	\$ 43,788	\$ 734,475

*Town of Townsend, MA  
Friday, September 27, 2019*

## Chapter 127. Town Properties Committee

[HISTORY: Adopted by the Annual Town Meeting of the Town of Townsend 4-29-1997 ATM by Art. 20; amended in its entirety 12-20-2018 STM by Art. 27. Subsequent amendments noted where applicable.]

### § 127-1. Basic charge.

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

### § 127-2. Membership and appointment.

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

### § 127-3. Property inventory.

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

### § 127-4. Property maintenance proposal and budget.

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

### § 127-5. Property acquisitions and sales.

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

- A. The property's strategic value to the Town;

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

## § 127-6. Advisory role.

The role of the TPC shall be advisory only and shall not supersede the role or duty of any other board or officer empowered by statute.



OFFICE OF THE GOVERNOR  
**COMMONWEALTH OF MASSACHUSETTS**  
STATE HOUSE • BOSTON, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

### **GOVERNOR'S DECLARATION OF EMERGENCY**

WHEREAS, the federal Centers for Disease Control and Prevention (CDC), the federal Food and Drug Administration (FDA), and state and local health departments nationally are investigating a multistate outbreak of severe lung disease associated with the use of vaping products including but not limited to e-cigarettes;

WHEREAS, as of September 19, 2019, the CDC had confirmed 530 cases across 38 states and U.S. territories, including seven fatalities in six different states;

WHEREAS, all reported cases have a history of vaping and have indicated a history of using vaping products containing tetrahydrocannabinol (THC), nicotine, or a combination of THC and nicotine;

WHEREAS, vaping products use an e-liquid that may contain nicotine, THC and/or cannabinoid oils, in addition to a combination of flavoring, propylene glycol, vegetable glycerin, and other ingredients and may also contain toxic chemicals such as formaldehyde, acrolein, acrylonitrile, propylene oxide, crotonaldehyde and acetaldehyde, as well as metal particles such as nickel, lead, and chromium, which can be inhaled into the lungs;

WHEREAS, although the recent outbreak is associated with vaping products, the specific cause of this disease is unknown;

WHEREAS, cases of vaping-associated pulmonary disease show diverse symptoms and signs of lung injury, including cough, chest pain, shortness of breath, low levels of blood oxygen, abnormal chest X-rays or CT scans, and pathologic evidence of damage to lung tissue that can be severe;

WHEREAS, nationally from 2017 to 2018 vaping use among youth has increased 78% among high school students and 48% among middle school students and the total number of children who are currently vaping rose to 3.6 million in 2018;

WHEREAS, in December 2018, the United States Surgeon General Jerome Adams officially declared vaping among youth in the United States an epidemic;





WHEREAS, Massachusetts youth usage mirrors national trends with 41% of all youth in 2017 reporting trying e-cigarettes and one in five reporting that they use e-cigarettes regularly;

WHEREAS, vaping products are marketed and sold in a wide variety of flavors that make them easier to use and more appealing to youth;

WHEREAS, nationally cases of vaping-associated pulmonary injury have occurred in all age groups, with 83% of cases occurring in those younger than 35 years of age;

WHEREAS, on September 11, 2019, the Commissioner of Public Health declared cases of unexplained vaping-associated pulmonary disease to be immediately reportable to the Massachusetts Department of Public Health (DPH) and further authorized the DPH to conduct surveillance activities necessary for the investigation, monitoring, control and prevention of this disease;

WHEREAS, to date more than 60 Massachusetts residents have already been reported with lung injury potentially related to vaping to DPH;

WHEREAS, as of September 24, 2019, five of these reports of lung injury meet the CDC case definition of confirmed or probable cases, and Massachusetts joins 38 other U.S. states in reporting cases to the CDC;

WHEREAS, these confirmed and probable cases in Massachusetts are among both teenagers and older adults and are linked to a range of vaped products; and

WHEREAS, it is necessary for the DPH to take action immediately to address this public health emergency;

NOW, THEREFORE, I, Charles D. Baker, the Governor of the Commonwealth of Massachusetts, pursuant to M.G.L. chapter 17, section 2A, declare that an emergency exists which is detrimental to the public health in the Commonwealth.

This declaration of a public health emergency is effective immediately and shall remain in effect until notice is given, pursuant to my judgment, that the public health emergency has terminated.

Given this 24th day of September two thousand and nineteen.

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER  
GOVERNOR  
Commonwealth of Massachusetts





Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950

Phone 978.463.7700  
Fax 978.463.7747

www.mtclawyers.com

## CLIENT ADVISORY

**TO: TOWN ADMINISTRATORS AND MANAGERS**  
**FROM: MEAD, TALERMAN & COSTA, LLC**  
**DATE: SEPTEMBER 25, 2019**  
**RE: TEMPORARY BAN ON SALE OF VAPING PRODUCTS**

---

This client advisory provides guidance on the public health emergency declared yesterday, September 24, 2019, by the Governor of the Commonwealth relative to the use of vaping products (the "Declaration"), a copy of which is attached hereto. The public health emergency is effective immediately and will remain in effect until the Governor determines that the public health emergency no longer exists.

Pursuant to the Governor's Declaration, the Commissioner of the Department of Public Health ("DPH"), issued a temporary, 4-month, ban on the "sale or display of all vaping products to consumers in retail establishments, online, and through any other means, including all non-flavored and flavored vaping products, including mint and menthol, including tetrahydrocannabinol (THC) and any other cannabinoid . . . ." *See Order of the Commissioner of Public Health Pursuant to the Governor's September 24, 2019 Declaration of a Public Health Emergency*, attached hereto (the "Order"). The Order is effective until January 25, 2020 and defines vaping products as including, among other things, electronic cigarettes, vaping pens, hookah pens, and electronic cigars. The Commissioner exempted tobacco use cessation products and issued an additional order, also effective through January 25, 2020, allowing the sale of over-the-counter tobacco cessation products that have been approved by the federal Food and Drug Administration for sale. These products may only be purchased pursuant to a prescription for said products, exclusively for the purpose of tobacco cessation.

The Order provides that both DPH and **local boards of health**, pursuant to G. L. c. 111, § 30, **are authorized to take enforcement action to effectuate the Order**. Enforcement mechanisms include the **adoption of regulations** pursuant to G. L. c. 111, § 31, and the initiation and pursuit of **injunction proceedings** in the Superior Court. "A person or entity found in violation of this Order may also be subject to the maximum fine provided in G. L. c. 111, § 31; provided that violations shall be calculated on a per item and per transaction basis and may be punished cumulatively." *See Order*.

Documents relative to implementation of the Order at the local level are forthcoming. *See Memorandum to Local Boards of Health* attached hereto. DPH has indicated that it will notify all known tobacco and vaping retailers of the temporary ban and that all products covered by the ban must be removed from their shelves. DPH encourages local boards of health to provide additional communication regarding the Order to retailers within their communities. Steps to be taken in enforcing the Order include:

- Conducting inspections of retailers to ensure vaping products are not being sold and are not on display;

---

*Millis Office*

730 Main Street, Suite 1F  
Millis, MA 02054  
Phone 508.376.8400



- Issuing cease and desist letters if vaping products are on display or being sold, instructing retailers to immediately stop selling and remove vaping products from display;
- Conducting follow-up visits within 24 hours after a cease and desist order has been issued to ensure compliance.

Additionally, the Order provides that, pursuant to **a court order**, the State Police or **local law enforcement are authorized to seize any vaping products from entities or persons who continue to display or sell said products.**

Finally, DPH has established a tobacco complaint line, 1-800-992-1895, to assist with the monitoring and enforcement of the Order. Complaints received by DPH regarding retailers will be forwarded to the municipalities in which the retailers are located to aide enforcement.

We are hopeful that this advisory proves useful in understanding and enforcing the temporary ban at the local level. DPH has stated that further resources and guidance are forthcoming, and we will provide updates and materials as they become available.

Please do not hesitate to contact us if you have any questions regarding the temporary ban or require any assistance with implementation.





ORDER OF THE COMMISSIONER OF PUBLIC HEALTH PURSUANT TO THE  
GOVERNOR'S SEPTEMBER 24, 2019 DECLARATION OF A PUBLIC HEALTH  
EMERGENCY

On September 24, 2019, Governor Charles D. Baker issued a declaration that a public health emergency exists in the Commonwealth due to severe lung disease associated with the use of e-cigarettes and vaping products and the epidemic of e-cigarette use among youth. For the reasons set forth in the declaration, in addition to evidence and facts presented at the Public Health Council meeting, and in consideration of the on-going federal and state investigation into the causes of vaping-related disease, I, with the approval of the Governor and the Public Health Council pursuant to G.L. c. 17, §2A, issue the following Order:

The sale or display of all vaping products to consumers in retail establishments, online, and through any other means, including all non-flavored and flavored vaping products, including mint and menthol, including tetrahydrocannabinol (THC) and any other cannabinoid, is prohibited in the Commonwealth.

"Vaping products" means: 1) any product intended for human consumption by inhalation regardless of nicotine content, whether for one-time use or reusable, that relies on vaporization or aerosolization, including but not limited to electronic cigarette, electronic cigars, electronic cigarillos, electronic pipes, electronic vaping product delivery pens, hookah pens, and any other similar devices that rely on vaporization or aerosolization; and 2) any component, part, or accessory of a product or device defined in subsection 1), even if sold separately. "Vaping products" does not include any product that has been approved by the federal Food and Drug Administration either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

While this Order is in effect the Department of Public Health, along with any board of health or authorized agent pursuant to G.L. c. 111, §30, may take any enforcement action permitted by law or this Order to effectuate this Order as it applies to sales of vaping products to consumers.

Pursuant to the authority granted by G.L. c. 17, §2A, this Order may be enforced in the manner of a regulation adopted pursuant to G. L. c. 111, §31, and by injunction through proceedings initiated in the Superior Court. A person or entity found in violation of this Order may also be subject to the maximum fine provided in G. L. c. 111, §31; provided that violations shall be calculated on a per item and per transaction basis and may be punished cumulatively. Subject to valid court order issued by a court of competent jurisdiction, State Police or local law enforcement may seize any vaping products from entities or persons that continue to display or sell vaping products in violation of this Order.

The Cannabis Control Commission and the Division of Agricultural Resources shall enforce this Order to the extent it applies to their registered or licensed entities.

If any provisions of this Order or the application thereof to any person or entity or circumstance is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of this Order or the application thereof to other persons, entities, and circumstances.



This Order takes effect immediately and shall remain in effect, unless extended with the approval of the Governor and the Public Health Council, through January, 25, 2020, or until the declared public health emergency is terminated, or the Order is otherwise rescinded by me, whichever happens first.

IT IS SO ORDERED.

A handwritten signature in dark ink, appearing to read 'MBL', is written over a horizontal line.

Monica Bharel, MD, MPH, Commissioner  
Department of Public Health

Sept 24, 2019  
Date







The Commonwealth of Massachusetts  
Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lieutenant Governor

MARYLOU SUDDERS  
Secretary

MONICA BHAREL, MD, MPH  
Commissioner

Tel: 617-624-6000

TO: Local Boards of Health  
FROM: Bureau of Community Health and Prevention  
DATE: September 24, 2019  
RE: Implementation of DPH order regarding vaping products

---

On September 24, 2019, Governor Charles D. Baker declared a public health emergency in the Commonwealth due to severe lung disease associated with the use of e-cigarettes and vaping products, and the epidemic of e-cigarette use among youth (a copy of the Governor's Declaration is enclosed at Appendix A). As of September 19, 2019, the federal Centers for Disease Control and Prevention (CDC) had confirmed 530 cases across 38 states and U.S. territories, including seven fatalities in six different states. The commonality in all reported cases is a history of vaping, and a history of using vaping products containing tetrahydrocannabinol (THC), nicotine, or a combination of both.

On September 11, 2019, I declared possible cases of unexplained vaping-associated pulmonary disease to be immediately reportable to the Department of Public Health (DPH) and further authorized DPH to conduct surveillance activities necessary for the investigation, monitoring, control and prevention of this disease. As a result of this declaration, more than 60 preliminary intake reports have been received by DPH.

There is still much to learn about the causes and associated dangers relating to vaping. With the goal of protecting the health of Massachusetts residents, and in accordance with Governor Baker's public health emergency declaration and with the approval of the Public Health Council, I issued an Order which provides in part:

The sale or display of all vaping products to consumers in retail establishments, online, and through any other means, including all non-flavored and flavored vaping products, including mint and menthol, including tetrahydrocannabinol (THC) and any other cannabinoid, is prohibited in the Commonwealth. (A copy of the Order is enclosed at Appendix B).

As Boards of Health, you have demonstrated the capacity and commitment to help protect our residents across the state. Your diligent work with retailers will be crucial to our success in preventing further illness and death from vaping products. DPH will notify all known tobacco and vaping retailers that they must not sell vaping products and must remove these products from their shelves. DPH will rely on your local expertise to help enforce this Order within each of your municipalities. This initial guidance is



provided to assist Boards of Health in this enforcement. DPH will continue to update its guidance as necessary.

- Board of Health should help retailers better understand this public health emergency by providing additional communication around this order. *See Appendix C.*
- As you visit retailers, conduct inspections to ensure vaping products are not being sold and are not on display ..
- If vaping products are being sold or remain on display, issue a cease and desist letter and direct the retailer to immediately stop selling and/or remove vaping products from display. *See Appendix D for a cease and desist order.*
- Revisit retailers within 24 hours of issuing a cease and desist order to ensure compliance.
- MDPH has established a tobacco complaint line – 1-800-992-1895 to assist in the monitoring and enforcement of this order. Complaints related to retailers in your municipality will be forwarded to you for follow-up.
- Additional guidance for enforcement, including fines, will be forthcoming.

For general questions related to the enforcement of the emergency order, contact the DPH Massachusetts Tobacco Cessation and Prevention Program (MTCP) at 617-624-5900.

We recognize the importance of cessation, and are making cessation resources as readily available as possible on [makesmokinghistory.org](https://makesmokinghistory.org) and by increasing support on our quit line: 1-800-QUITNOW.

We thank you for your continued work in our state, and for your significant contribution with this order. We look forward to working with you and supporting you in this and other statewide efforts.

Sincerely,

**Monica Bharel, MD, MPH**

**Commissioner of the Massachusetts Department of Public Health**

**Additional Resources :**

- For media and press inquiries for DPH, Ann Scales 617-624-5006
- For vaping cessation and smoking cessation resources, see [makesmokinghistory.org](https://makesmokinghistory.org), or call 1-800-QUITNOW.
- For general questions from the public, 617.624.5900
- To report a suspected pulmonary disorder related to vaping, go to <https://www.mass.gov/news/clinical-advisory-on-vaping-associated-lung-injury-reporting>

**Appendices (to be added upon completion)**

- A: Governor's Declaration of emergency
- B: Commissioner's Order
- C: DPH notification to retailers



- D. Cease and desist order
- Press release







# The Commonwealth of Massachusetts

Department of Public Health  
250 Washington Street, Boston, MA 02108-4619

**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD, MPH**  
Commissioner

Tel: 617-624-6000

TO: Local Boards of Health  
FROM: Bureau of Community Health and Prevention  
DATE: September 24, 2019  
RE: Implementation of DPH order regarding vaping products

---

On September 24, 2019, Governor Charles D. Baker declared a public health emergency in the Commonwealth due to severe lung disease associated with the use of e-cigarettes and vaping products, and the epidemic of e-cigarette use among youth (a copy of the Governor's Declaration is enclosed at Appendix A). As of September 19, 2019, the federal Centers for Disease Control and Prevention (CDC) had confirmed 530 cases across 38 states and U.S. territories, including seven fatalities in six different states. The commonality in all reported cases is a history of vaping, and a history of using vaping products containing tetrahydrocannabinol (THC), nicotine, or a combination of both.

On September 11, 2019, I declared possible cases of unexplained vaping-associated pulmonary disease to be immediately reportable to the Department of Public Health (DPH) and further authorized DPH to conduct surveillance activities necessary for the investigation, monitoring, control and prevention of this disease. As a result of this declaration, more than 60 preliminary intake reports have been received by DPH.

There is still much to learn about the causes and associated dangers relating to vaping. With the goal of protecting the health of Massachusetts residents, and in accordance with Governor Baker's public health emergency declaration and with the approval of the Public Health Council, I issued an Order which provides in part:

The sale or display of all vaping products to consumers in retail establishments, online, and through any other means, including all non-flavored and flavored vaping products, including mint and menthol, including tetrahydrocannabinol (THC) and any other cannabinoid, is prohibited in the Commonwealth. (A copy of the Order is enclosed at Appendix B).

As Boards of Health, you have demonstrated the capacity and commitment to help protect our residents across the state. Your diligent work with retailers will be crucial to our success in preventing further illness and death from vaping products. DPH will notify all known tobacco and vaping retailers that they must not sell vaping products and must remove these products from their shelves. DPH will rely on your local expertise to help enforce this Order within each of your municipalities. This initial guidance is



provided to assist Boards of Health in this enforcement. DPH will continue to update its guidance as necessary.

- Board of Health should help retailers better understand this public health emergency by providing additional communication around this order. *See Appendix C.*
- As you visit retailers, conduct inspections to ensure vaping products are not being sold and are not on display ..
- If vaping products are being sold or remain on display, issue a cease and desist letter and direct the retailer to immediately stop selling and/or remove vaping products from display. *See Appendix D for a cease and desist order.*
- Revisit retailers within 24 hours of issuing a cease and desist order to ensure compliance.
- MDPH has established a tobacco complaint line – 1-800-992-1895 to assist in the monitoring and enforcement of this order. Complaints related to retailers in your municipality will be forwarded to you for follow-up.
- Additional guidance for enforcement, including fines, will be forthcoming.

For general questions related to the enforcement of the emergency order, contact the DPH Massachusetts Tobacco Cessation and Prevention Program (MTCP) at 617-624-5900.

We recognize the importance of cessation, and are making cessation resources as readily available as possible on [makesmokinghistory.org](https://www.makesmokinghistory.org) and by increasing support on our quit line: 1-800-QUITNOW.

We thank you for your continued work in our state, and for your significant contribution with this order. We look forward to working with you and supporting you in this and other statewide efforts.

Sincerely,

**Monica Bharel, MD, MPH**

**Commissioner of the Massachusetts Department of Public Health**

**Additional Resources :**

- For media and press inquiries for DPH, Ann Scales 617-624-5006
- For vaping cessation and smoking cessation resources, see [makesmokinghistory.org](https://www.makesmokinghistory.org), or call 1-800-QUITNOW.
- For general questions from the public, 617.624.5900
- To report a suspected pulmonary disorder related to vaping, go to <https://www.mass.gov/news/clinical-advisory-on-vaping-associated-lung-injury-reporting>

**Appendices (to be added upon completion)**

- A: Governor's Declaration of emergency
- B: Commissioner's Order
- C: DPH notification to retailers





- D. Cease and desist order
- Press release





Massachusetts  
Municipal  
Association

SEARCH



MEMBERS

ADVOCACY

NEWS

RESOURCES

EVENTS

ABOUT MMA

## Municipal Career Opportunities

Home → Municipal Marketplace

The MMA publishes employment classified ads in its monthly news publication, The Beacon, as well as here on the MMA website. Ads run for 30 days or until the application deadline, whichever occurs first.

### Post a job ad

grant administrator



SEARCH

**Grant Administrator**

Town of Townsend

Sep 06, 2019

2nd-30 Day  
+ posted on  
our website

## Municipal Marketplace

**MUNICIPAL CAREER OPPORTUNITIES****MUNICIPAL PRODUCTS AND SERVICES GUIDE**

## REQUESTS FOR PROPOSALS

---

## SERVICES CLASSIFIED ADS

---

## POST A LISTING

---



One Winthrop Square,  
Boston, Massachusetts  
02110



(617) 426-7272



Email Us

[MEMBERS](#)

[ADVOCACY](#)

[NEWS](#)

[RESOURCES](#)

[EVENTS](#)

[ABOUT MMA](#)

[MUNICIPAL JOBS](#)

[MUNICIPAL MARKETPLACE](#)

[CONTACT US](#)

© 2018, MASSACHUSETTS MUNICIPAL ASSOCIATION. [TERMS OF USE](#)

Design and development by Viv Web Solutions



Massachusetts  
Municipal  
Association

[MEMBERS](#)[ADVOCACY](#)[NEWS](#)[RESOURCES](#)[EVENTS](#)[ABOUT MMA](#)

## Grant Administrator

[Home](#) → [Listing](#)

# Municipal Marketplace

[MUNICIPAL CAREER OPPORTUNITIES](#)[MUNICIPAL PRODUCTS AND SERVICES GUIDE](#)[REQUESTS FOR PROPOSALS](#)[SERVICES CLASSIFIED ADS](#)[POST A LISTING](#)

### GRANT ADMINISTRATOR

The town of Townsend is accepting applications for the position of part-time (19 hour) Grant Administrator. Successful applicant will be responsible for the writing and the administration of grants for the town. Work schedule flexible and according to the schedule of the town's needs. Rate of pay anticipated to be between \$25 and \$35 per

hour DOE. Please forward cover letter, resume and three references to the attention of Jim Kreidler, Town Administrator, 272 Main St., Townsend, MA 01469 or email to [jkreidler@townsend.ma.us](mailto:jkreidler@townsend.ma.us). Applications will be accepted until the position is filled. The town of Townsend is an EOE/AA.



One Winthrop Square,  
Boston, Massachusetts  
02110



(617) 426-7272



Email Us

[MEMBERS](#)   [ADVOCACY](#)   [NEWS](#)   [RESOURCES](#)   [EVENTS](#)   [ABOUT MMA](#)  
[MUNICIPAL JOBS](#)   [MUNICIPAL MARKETPLACE](#)   [CONTACT US](#)

© 2018, MASSACHUSETTS MUNICIPAL ASSOCIATION. [TERMS OF USE](#)

Design and development by Viv Web Solutions

4.1.1.4

## MIIA Professional Development Training

### From Problem to Productive: Effective Management of Challenging Employee Situations

**Date:**

October 23, 2019

**Time:**

1:00 - 2:30 pm

**Presenter:**

Lisa Maloney, Health Promotions  
Training Specialist

**Location:**

99 Central Street  
Ashburnham, MA 01430

**Registration Contact:**

Mary Calandrella  
(978) 827-4100  
[mcalandrella@ashburnham-ma.gov](mailto:mcalandrella@ashburnham-ma.gov)

Presented by your Employee  
Assistance Program, offered through  
AllOne Health

Managers spend the majority of their time handling personnel challenges. Wouldn't you like your time freed up to attend to what's most important, rather than what's pressing? This seminar explores how managers can address frequent and recurring employee situations such as performance issues and negative behavior. Managers will leave this session with specific strategies for motivating others, addressing personnel challenges, and capitalizing on employees' talents and strengths.

**ALLONE**  
HEALTH

**1.800.451.1834**

**MIIA**

MASSACHUSETTS  
BASED  
MEMBER  
DRIVEN





## Carolyn Smart

---

**From:** Brent Carney <brcarney1015@gmail.com>  
**Sent:** Friday, September 27, 2019 11:47 AM  
**To:** Carolyn Smart; Jim Kreidler  
**Subject:** Library HVAC

Hi Carolyn and Jim,

I wanted to touch base with you regarding the Library/Senior Center HVAC system.

The Energy Committee discussed the issue at their meeting this week.

1. Our number 1 recommendation is to have a 3<sup>rd</sup> party (Unitil) perform an energy audit on the facility. There are likely changes that could be made to help improve the current situation. Even if you do not take any action on items 2 and 3, this piece is really important.
2. To consider any type of funding options through the Energy Committee, we need information about the energy savings that will be achieved by upgrading the system and the payback period of those upgrades. The state grants have become very competitive, and we would need strong numbers in those two categories to have a chance at funding.
3. If the numbers look good, and we want to apply for a competitive state grant for the project we have two options. 1. We wait until next winter to apply – those grants awards are announced in June and work could begin during the summer of 2021. 2. We can tell the schools it has taken too long to complete that last project and we can abandon those funds and quickly turn around an application this winter – allowing us to make the upgrades next summer if we won. We do not know for sure if the state would allow us to apply this year if we abandon a portion of our last grant award, that would be something we would need to clarify with Kelly at the state. The turn-around period for this is obviously very aggressive, so that needs to be considered and we would need to hire John Hume to write our application. We would also be leaving a large sum of money on the table from the last grant (which may happen anyway), which would be disappointing, but at this point understandable.

Please let me know if you have any questions about any of this.

-Brent





American Energy Management, 221 Boston Post Road East, Marlborough, MA 01752  
Phone 508/480-8200 Fax 508/485-0669

July 22, 2019

Mr. Mark Mercurio  
Facilities Manager  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

Dear Mr. Mercurio,

AEM is pleased to present this proposal to provide system modifications and ongoing support for the Distech-Controls energy management system installed at your facility. The existing system utilizes a mix of field controllers from different manufacturers (Distech, JCI, McQuay, Fieldserver), networked to a Distech webserver (Jace). The implementation of the HVAC controls has had numerous problems, some of which may relate to controller programming and the way the factory provided controllers work with the field programmed controls. The existing webserver is an older version that relies on Java for the browser interface which causes security and compatibility issues.

AEM recommends upgrading the Webserver to Niagara 4 which provide better security and doesn't require Java, and implementing a new graphics package to simplify the operator interface. The system consists of 10 JCI unitary controllers for Fan Coil Units, 1 McQuay Chiller controller, 1 Fieldserver Boiler controller, 3 Distech programmable controllers for AHU's and Pumps, and 41 Distech unitary stat controllers for room control. We recommend integrating the unitary controllers and creating new user interface graphics. For the programmable controllers, we recommend re-engineering and reprogramming the existing controllers. In some cases this may require replacing the controllers as well.

AEM will provide a new Jace 8 Niagara 4 webserver, integration of the existing controllers, system engineering, programming, start-up and training. The work can be done in phases. We could start with the new webserver and integration of the Distech unitary controllers as phase 1, with the engineering and reprogramming of the programmable controllers and JCI unitary controllers as phase 2. Broken down this way, the cost would be \$18,250 for Phase 1 and \$17,600 for phase 2.



To properly perform this work, AEM would need to have remote access to the system and password credentials for both the station and platform on the existing system. This will allow us to perform some of the discovery from our office, where we have better access to the necessary software tools. Some of the time will also be spent on-site to verify hardware configuration, point wiring, etc. Simple corrections to software bugs will be made as applicable during the discovery process.

If you have any questions regarding this, or if you need anything else, please don't hesitate to call me. Thank you for your consideration and cooperation.

Very truly yours,  
AMERICAN ENERGY MANAGEMENT

A handwritten signature in black ink, appearing to read 'Stephen Cunningham', written over the printed name.

Stephen Cunningham, CEM  
Vice President of Sales





4.3

**Carolyn Smart**

**From:** Squannacook Greenways <rideout@squannacookgreenways.org>  
**Sent:** Friday, September 20, 2019 8:03 AM  
**To:** csmart@townsend.ma.us  
**Subject:** Fall volunteer days and trail walk announced; Loss of Steve Meehan



**Built and maintained by Squannacook Greenways, Inc.**

**Fall events along the coming rail trail:  
Volunteer days: Sat Oct 19th and Sat Nov 2nd  
Trail Walk: Sat Sep 28th**

**We need your help to get ready for construction beginning  
Nov 7th!**

Want to help us build the long-awaited Squannacook River Rail Trail, or just go for a nice walk along it? Mark your calendar for these **THREE** events coming on three Saturdays between now and Nov. 7, when the trail will close for the beginning of construction.

**Guided walk on the rail trail with the NRWA: Sat Sep 28 1:30 - 3:30**

**Volunteer day 1: Sat Oct 19 9:00 -12 - Brush clearing**

**Volunteer day 2: Sat Nov 2 9:00 - 12 - Wattles installation**

**Guided walk on the future rail trail with the NRWA - Sat Sep 28 1:30 - 3:30**

Come and walk along the future Squannacook River Rail Trail as it parallels the beautiful Squannacook River, recently designated as a part of the National Wild & Scenic River System. Learn about the habitats along the trail and what makes this river so valuable to our communities, as well as the fifteen year community effort to create this trail, an effort led by Squannacook Greenways with support from the Nashua River Watershed Association (NRWA).

[Learn more here](#)



**Volunteer day 1: Sat Oct 19 9:00 -12 - Brush clearing**

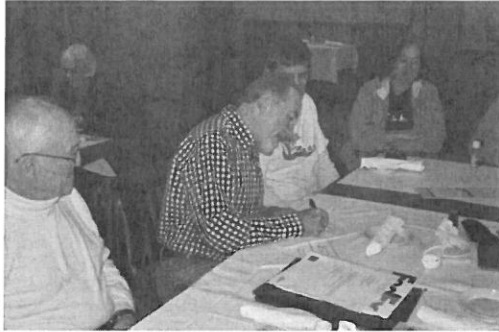
Meet at Depot Street in Townsend. Please bring work gloves, and if you have them, brush clippers or pruning saws to clear brush in preparation for wattles to be installed. If have a chain saw and have been trained, those are welcome too. More details to come in a future email.

**Volunteer day 2: Sat Nov 2 9:30 - 12 - Wattles installation**

Meet at Depot Street in Townsend. Please bring work gloves and a hammer for putting in wooden stakes. More details to come in a future email.





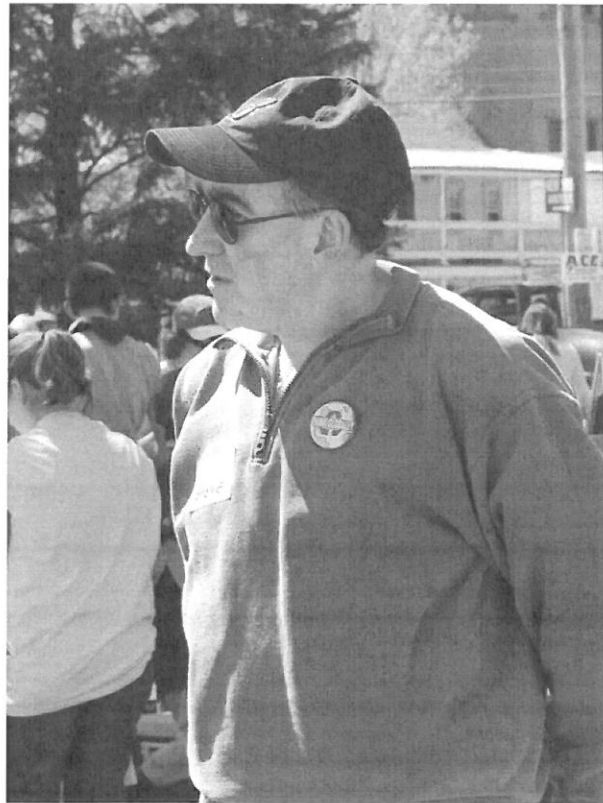


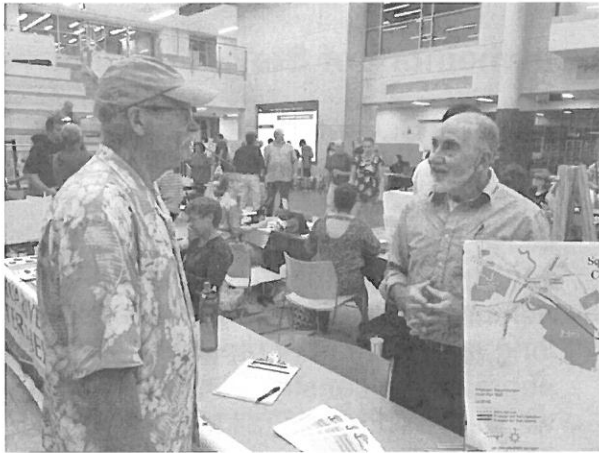
Steve signing the MBTA lease  
after 12 years of effort

hearts.

## In memory of Steve Meehan

We all at Squannacook Greenways were heartbroken at the loss of our long time president and close friend Steve Meehan. Without Steve's intelligence, charm, determination and humor, this rail trail would have faded long ago, instead of rapidly approaching construction. Every time we walk or ride this rail trail for years to come, Steve will be with us in our







# ***TOWNSEND FIRE-EMS DEPARTMENT***

*Proudly serving the citizens of Townsend since 1875*

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

---

**Mark R. Boynton  
Chief of Department**

**Headquarters: 978-597-8150**

**Fax: 978-597-2711**

## **MEMORANDUM**

**To:** James Kreidler, Interim Town Administrator

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

**Subject:** Uncollectable Ambulance Revenue

**Date:** September 27, 2019

I respectfully request an executive session with the Board of Selectmen to comply with Health Insurance Portability and Accountability Act (HIPAA) with the intended purpose of writing off uncollectable ambulance revenue for fiscal years 2016, 2017, 2018.

The request is to write-off \$117,745.77 in uncollected ambulance receipts.

See attached breakdown.

