



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 15, 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 SL announced the meeting is being tape recorded.
  - 1.3 Chairman's Additions or Deletions.  
SL added 3.3 to appoint a Library Tech. SL stated it just came in this afternoon and was not anticipated 48 hours in advance. SL moved 6.2 to 2.1.
  - 1.4 Public Comment Period.
- II. EXECUTIVE SESSION - VOTES MAY BE TAKEN:
  - 2.1 DK moved to enter pursuant to G.L. c. 30A, § 21(a)(4), an executive session to discuss the deployment of security personnel or devices, or strategies with respect thereto. WM seconded. Roll call vote SL (YES), WM (YES) and DK (YES).
  - 6.2 DK moved to enter 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 reconvene in open session. WM seconded. Roll call vote: SL (YES) WM (YES) and DK (YES)
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 3.1 DK moved to appoint Julie Crouse as a fractional Counselor for Recreation effective October 17, 2019 contingent upon the passing of a CORI check and medical exam. DK amended "required probationary period". WM seconded. Unanimous vote.
  - 3.2 DK moved to appoint Caleb Williams as a fractional Counselor for Recreation effective October 17, 2019 contingent upon the passing of a CORI check and medical exam with required probationary period. WM seconded. Unanimous vote.
  - 3.3 DK moved to appoint John C. Frances as a part time Library Tech contingent upon the passing of a CORI check and medical exam with required probationary period. WM seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review/discuss/approve a road opening permit for Unitil on Emery Road as approved by the Highway Superintendent  
The Board reviewed the permit (see attached)  
DK moved to approve and sign a road opening permit for Unitil on Emery Road as approved by the Highway Superintendent. WM seconded. Unanimous vote.
- 4.2 Review/discuss/comment on a mandatory referral, RE: Special permit at 29 Main Street for the operation of a veterinary hospital  
The Board reviewed the referral (see attached) DK moved to thank the Planning Board and Zoning Board of Appeals for the referral and we have no comment. WM seconded. Unanimous vote.
- 4.3 Review/discuss/comment on a mandatory referral, RE: Special permit for an in-law apartment at 15 Pheasant Ridge Road.  
The Board reviewed the referral (see attached) DK moved to thank the Planning Board for the referral and we have no comment. WM seconded. Unanimous vote
- 4.4 Review/approve/sign a proclamation, RE: William E. May endowment award  
DK read the proclamation into the record. DK moved to sign the proclamation for the William E. May endowment award. WM seconded. Unanimous vote.
- 4.5 Review/discuss policy for the use of the electronic messaging board  
Mr. Kreidler asked for clarification from the Board: SL stated she was not sure if it would need to be a policy or if just having an internal process for the Town Administrator to approve. The Board agreed it should be an internal procedure for authorization of the use of the message boards.
- 4.6 Review/discuss policy for contract procedures  
The Board reviewed the policy (see attached) DK moved to accept the policy as the first reading. WM seconded. SL asked if Town Counsel had reviewed. Mr. Kreidler informed the Board that Town Counsel did review. Unanimous vote.
- 4.7 Declare surplus a residential freezer as requested by the Council on Aging with an estimated value of \$200.00  
Mr. Kreidler explained the request from the Council on Aging (see attached). DK moved to declare surplus a residential freezer as requested by the Council on Aging with an estimated value of \$200.00. WM seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report.  
5.1.1 Update, RE: street light project

Mr. Kreidler directed the Board to the email from Unitil, outlining the savings incurred from the Street Light project. Mr. Kreidler thanked the Energy Committee for their efforts.

5.1.2 Proposal, RE: cable access project

Mr. Kreidler stated this is the second phase of the cable access project, with a request to approve (see attached).

DK moved to approve from the state bid list from vendor #917 in the amount of \$14,845.00 the contract for phase 2 of the cable access project. WM seconded. Mr. Kreidler reviewed the components of the contract with the Board. Unanimous vote.

5.1.3 Discussion, RE: Request for proposals for town owned property

The Board reviewed the email from the Energy Committee as Mr. Kreidler read it into the record (see attached). Mr. Kreidler suggested moving forward with item #1 explaining John DiNapoli would meet with the Energy Committee. WM suggested reaching out to the school to see if the boiler project can be completed during school vacation. Continued discussion ensued on the different projects and what role the Energy Committee has with the upgrades. Mr. Kreidler to update the Board at the next meeting after discussing with the Chair of the Energy Committee.

5.1.4 Discussion, RE: Library/Senior Center HVAC system

See 5.1.3 for discussion.

5.2 Board of Selectmen announcements, updates, and reports.

5.2.1 Personnel Announcements and Updates

Wayne Miller announced the Police Chief resignation/retirement. Mr. Kreidler explained there will be further discussion on the process at the next meeting.

Mr. Kreidler announced Bassem Awad has submitted his resignation and the Board will need to discuss if they would like an outside vendor or fill the position.

5.3 Clerk of the Board announcements for events.

None

5.4 Board Correspondence.

SL asked for an update on the unregistered vehicle complaints. SL stated she received correspondence regarding the flags. Mr. Kreidler stated he did forward the email to the Flag Committee.

5.5 WM move to approve the meeting minutes for August 20, 2019. SL seconded. Unanimous vote.

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

SL to address "Other Pending Business Items" before VI - see below.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

6.1 DK moved to enter 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: all union groups and to adjourn from executive session. WM seconded. Additional discussing regarding the different exemptions for executive session ensued. Roll call vote: SL (YES), WM (YES), and DK (YES)

6.2 ~~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~~

OTHER PENDING BUSINESS ITEMS:

1. Charter Review Status  
SL informed the Board the next Charter meeting is on Thursday.
2. Cable Contract  
SL asked that Town Counsel attend the first meeting in November for an update.
3. Call Center Update  
Mr. Kreidler relayed the Fire Chief is still waiting for the MRPC feasibility study.
4. Fall Town Meeting Date  
Waiting for free cash certification.
5. Status on earmark for town common sidewalk  
SL asked for an update from Cemetery & Parks.

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

Voted to approve the meeting minutes for the meeting of October 15, 2019 by the Board of Selectmen this  
17 day of December, 2019.





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

3.1-  
3.2

DATE: September 30, 2019  
TO: Board of Selectmen  
FROM: Emy Hoff, Director, Townsend Recreation Department  
RE: **OFFICIAL NOTIFICATION OF HIRE**

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This letter is to notify you that Townsend Recreation agreed to hire:

*Julie Crouse*

*Caleb Williams*

as a Counselor for Recat a pay rate of \$12.00/hr in accordance with Massachusetts minimum wage and the Recreation Commission Pay Guideline.

We are requesting the above listed be appointed as Fractional employees of Townsend Recreation.

If you should have any questions, as always please do not hesitate to contact this office.

cc: Department file





4.2

Office of  
**THE PLANNING BOARD**  
And  
**Zoning Board of Appeals**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1722 bfaxon@townsend.ma.us

**Date:** September 30, 2019

<b>TO:</b> Zoning Board of Appeals Board of Health Conservation Commission Board of Selectmen Building Inspector	Police Chief Fire Chief Highway Water Department Assessors
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**Mandatory Referral Notice**

Please Review the attached application and relay to the Planning and Zoning Administrator, Beth Faxon any questions or concerns you may have. This referral is required under §§145-46, 145-65, and 145-40 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

**APPLICANT:** Sallie Thurber, DVM  
**LOCUS ADDRESS:** 29 Main Street  
**PARCEL ID:** Assessor's Map 33 Block # 58 Lot # 1

**Date of Hearing:** Planning Board 10/21/19 and Zoning Board of Appeals 10/30/19

**Legal ad:** Sentinel & Enterprise: October 4 & 11 and October 15 & 22, 2019

The Applicant is proposing alterations to; a single family residence, driveway configuration, and addition of parking spaces at 29 Main St (Map 33, Block 58, Lot 1) for the operation of a veterinary hospital and residence.

**COMMENTS:**

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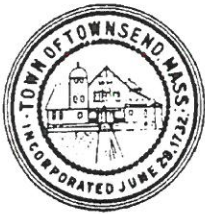
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**NO COMMENT** \_\_\_\_\_

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







Office of  
**ZONING BOARD OF APPEALS**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 x1722

4.3

**Date: October 1, 2019**

**To:**

Planning Board  
Conservation Commission  
Board of Selectmen  
Board of Health

Building Inspector  
Fire Department  
Housing Authority  
Police Department

Water Department  
Assessor's Office

**MANDATORY REFERRAL NOTICE**

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaws §§145-36, 145-65 and 145-66, and under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. The applicant will be notified of your comments at the public hearing.

Please review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. Under MGL Ch. 40A, Section 11, please provide comments within 35 days to this office and to the applicant. Failure to make recommendations shall be deemed lack of opposition.

**APPLICANT:** Richard Lawrence  
**LOCUS ADDRESS:** 15 Pheasant ridge Road  
**PARCEL ID:** Assessor's Map #17 Block #24, Lot #12  
**Date of Hearing:** October 30, 2019

**Synopsis:** Application for an Accessory Apartment Special Permit. Applicants intent is to provide living arrangements for aging parents.

**LEGAL AD:** Sentinel & Enterprise, October 15 & 22, 2019 and  
**COMMENTS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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





4.6

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

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

## BOARD OF SELECTMEN

### POLICY #08-2019 Goods and Services Contracts

#### Introduction:

In order to be clear about the intent of both the Town and other parties with whom the Town enters into relationships, written contracts are frequently necessary. Well-executed written contracts clarify and define the agreement between the parties and protect against unnecessary risks to the Town's resources and reputation. This policy provides guidance for the development and use of written contracts, describes situations for which they are required, and identifies exceptions to those requirements. Any questions should be addressed to the town's Chief Procurement Officer.

#### Contract Definition:

Under this policy, a contract is an agreement between The Town and another party that is intended to have a binding obligation and/or legal effect. Contracts contain the terms and conditions under which goods, services, or other considerations of value are furnished by either party. Effective contracts provide a common understanding and the essential terms and mutual obligations defined within the agreement that exist between the parties. In addition to formal documents commonly understood to be contracts, documents such as purchase orders, service agreements, leases, and letters or memoranda of agreement, understanding, and intent are contracts if there is a Town interest at stake and something of value is exchanged.

#### Applicability of the Policy:

This policy applies to all agreements between The Town and any other party, for goods and services. This policy does not apply to employment contracts.

### CONTRACT POLICY:

#### When Written Contracts Are Required and When Are They Not Required:

Not every arrangement involving the purchase of goods or services by the Town, or the use of Town facilities or resources by third parties, will require a written contract, but most do. In general, if the arrangement involves any significant risk or potential liability that needs to be allocated between the parties, or involves a situation where the duties and responsibilities of the parties are not so basic and obvious that they do not need to be spelled out in writing, then a contract should be used. In the following subsections, some common types or categories of commercial or business transactions are described, and situations requiring (or not requiring) a written contract are specified. Keep in mind that Contracts, when used, must be originated by the Town.



**Contract Language:**

Contract forms, templates and required language are stipulated in Contracting Procedures section of this policy, which may change from time to time. If the forms and templates provided do not seem appropriate for the transaction or arrangement being contemplated, or if such forms or templates are a good starting point but clearly need modification, you should consult as necessary with the Chief Procurement Officer or to define the proper language for your particular situation.

**Contract Approval and Signatory Authority:**

Signatory authority for The Town is sometimes delegated but contract approval authority and responsibility rests ultimately with the Board of Selectmen. Pursuant to town bylaw, contracts with a value of less than \$5,000.00 may be executed by the Town Administrator.

When the Board of Selectmen delegates its approval or signatory authority, the Board must still exercise reasonable oversight and maintain ultimate responsibility for the contracts, and the Board should limit or revoke the delegated authority whenever appropriate.

**Legal Counsel Review:**

Additional information on contract review is provided in Appendix A: Procedures.

**Clauses not Permitted:**

- *Automatic Renewal*: The Town does not allow contracts to contain an automatic renewal clause unless there is also a clause permitting the Town to terminate the contract at will.
- *Limitation of Liability*: The Town does not allow a contracting party to limit their potential liability except in rare or specific circumstances. Limiting this recovery could adversely impact the Town's insurance coverage.

**Exceptions for State and Federal Agencies:**

The Commonwealth of Massachusetts, the Federal Government and most states will not provide insurance or indemnity in their agreements with their contracting partners. In such instances, the Town normally will accept the agency's contract without such provisions. When entering into a contract with such a governmental entity, it is recommended that the contracting party attach the Town's standard addendum and any other desired language which may act as a guideline for the parties to follow in the event of an adverse event or outcome; however such attachment is not likely to be considered binding. Contracting departments also need to be very careful in considering whether or not the other party is truly a state agent or not – many state universities or colleges do not have the same immunity protections as other state agencies (e.g., the State Police), and some quasi-public entities may not be precluded from providing insurance or indemnification to other parties they do business with.

**Whistle-blower:**

If a person believes that a supervisor, colleague, subordinate or any other person is acting outside the Town policy on contracting, she/he should report the concerns utilizing the Town's anonymous Red Flag Reporting process.

Retaliation against any person who reports suspected or identified problems, malfeasance or other wrongdoing is prohibited by law and Town policy.

**Conflicts of Interest:**



It is the responsibility of all Town employees to ensure that the Town does not knowingly enter into contracts that present conflicts of interest. Town officials must accordingly exercise their authority in a manner consistent with applicable conflict-of-interest policies and laws.

Procedures:

The Town Contracting Procedures are included by reference in this Policy as Appendix A, however it is recognized that procedures may be changed more frequently than the Policy.

APPROVED BY THE TOWNSEND BOARD OF SELECTMEN

FIRST READING:

FINAL APPROVAL/ADOPTION: October 1, 2019

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Sue Lisio, Chairman

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Wayne Miller, Vice Chairman

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Donald Klein, Clerk

## APPENDIX A

### CONTRACTING PROCEDURES

Contracting departments should refer to both Policy and Procedure when entering into and developing contracts and agreements.

This Procedures on Contracts and Contracting is designed to give departments and individuals the resources they may need regarding contracting.

#### **Contract Initiation and Reviewer Responsibilities:**

The individual initiating the contract on behalf of the Town (the initiator) and subsequent reviewers are responsible for reading the entire contract and determining that its content, objectives, definitions, and terms:

1. Accurately reflect the terms of the Town's solicitation and are consistent with the requirements of the Uniform Procurement Act.
2. Are consistent with the initiator's or department's requirements.
3. Utilize the Town's Counsel supplied standard terms and conditions (*see Forms*)
4. Are clear and consistent throughout.
5. Do not constitute a conflict of interest for the parties affected by the contract.
6. Are in accordance with Town Policies.
7. Are in accordance with state and federal laws as may be applicable.

In addition, contract initiators are responsible for ensuring that contracts:

Are routed through the appropriate Town officials for review once procured and contracted but prior to signing.

The appropriate steps are as follow:

1. Submit the draft contract to counsel's signature of approval.
2. Submit the draft contract to the Town Accountant for signature attesting to the availability of funds to meet the terms of the contract, and lastly
3. Submit to the Board of Selectmen for vote and execution at a public Board of Selectmen meeting.

Are appropriately filed and stored.

#### **Contract Signer Responsibilities:**

All contracts must be signed by both parties.

The contract signer is responsible for 1) reviewing and signing the contract, 2) ensuring that all mandatory reviews have been done, and 3) sending the signed original contract to the responsible office for storage and management.

### **Managing the Contract:**

All contracts should be assigned to a contract administrator, who may or may not be the contract initiator or the signature authority. The contract administrator is the administrator responsible for performing or tracking the performance of the contract and addressing any other issues that arise under the contract.

All contract files must contain:

- A copy of the final, fully-executed contract.
- All correspondence or other documents related to the contract. If there are performance problems with the contract, the problems should be documented in memos to the file or in correspondence to the vendor.
- All changes (including change orders and work orders) to the agreement should be formally executed in accordance with the terms of the contract and attached to the Agreement.
- Any extensions to the agreement should be formally executed in accordance with the terms of the agreement and attached to the Agreement.
- All certificates of insurance should be kept in the file.
- A diary or tickler “compliance” file should be established to keep all certificates of insurance up to date, verify timely performance if time is of essence to the agreement, and to allow timely renewal, if applicable, of the agreement.

At the conclusion of the term of the contract, the administrator responsible for managing the contract is responsible to close the agreement and ensure that it is properly stored, as outlined below.

### **IRS Form W-9:**

The federal government requires that the Town obtain an IRS Form W-9 from all parties to whom it may issue a check. Our contracts should reflect this requirement. The IRS Form W-9 contains Personal Identifiable Information (PII) and must not be copied or kept by the department issuing the contract. The best practice is to include the IRS Form W-9 with the contract, including a stamped and addressed envelope to:

Accounts Payable  
Town of Townsend  
Town Hall  
272 Main Street  
Townsend MA 01469

If the contract is signed on Town premises, the department issuing the contract can collect a copy of the W-9 at the time the contract is signed, and hand deliver it to Accounts Payable. This information is kept on

file so that it is available for reference when the check request or invoice is presented for payment. W-9 forms are kept for two years from the date of receipt by Accounts Payable.

#### **Completed Agreements – Storage:**

The Town Accountant's Office is the official repository for executed contracts. Copies of the contract, once fully executed, should also be kept in the Contract Administrator's department level contract file.

#### **Getting Help:**

##### **Who do I call for general information about forming or managing a contract?**

Consult this policy and the Chief Procurement officer, for template forms, contract structure, risk issues, insurance and indemnity agreements, professional services,

##### **Template Forms and Language:**

Template forms and language, as may be amended from time to time by Town Counsel, are provided for risk management purposes only and should not be construed as legal advice. Forms listed below are for the convenience and utility of The Town staff who may need to construct an agreement.

##### **Using template forms:**

Select the type of agreement that most closely matches the subject of your agreement (e.g., goods and services, real property, construction, waiver of liability). Download the word.doc file and save it to your computer, renaming it appropriately. Fill-in the blanks and adjust the agreement to meet the terms and conditions of your specific agreement. If you have questions, contact the Chief Procurement Officer for assistance. Templates have the minimum clauses needed for a clear agreement, but many agreements may need additional clauses to complete the agreement.

##### **Template Form:**

All template contracts can be obtained by contacting the Board of Selectmen's office.



Acknowledgement of Receipt of Policy

I acknowledge receipt of this Goods and Services Contracts Policy. Having read said policy, I understand and agree to its terms.

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Name (Print)

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Signature

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Date



**Carolyn Smart**

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4.7

**From:** Jim Kreidler <jkreidler@townsend.ma.us>  
**Sent:** Thursday, October 10, 2019 10:34 AM  
**To:** Carolyn Smart  
**Subject:** Fwd: Surplus freezer

Sent from Jim's iPhone

Begin forwarded message:

**From:** Donna Fenton <dfenton@townsend.ma.us>  
**Date:** September 30, 2019 at 9:40:38 AM EDT  
**To:** Jim Kreidler <jkreidler@townsend.ma.us>  
**Subject:** RE: Surplus freezer

Attached are 2 pics of the senior center freezer. It is NOT a frost free

**Donna M. Fenton**  
Dining & Volunteer Coordinator  
Townsend Senior Center  
16 Dudley Road  
Townsend, MA 01469  
978-597-1710  
dfenton@townsend.ma.us

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**From:** Jim Kreidler [mailto:jkreidler@townsend.ma.us]  
**Sent:** Friday, September 27, 2019 2:24 PM  
**To:** Karin Canfield Moore <kmoore@townsend.ma.us>  
**Cc:** Donna Fenton <dfenton@townsend.ma.us>  
**Subject:** Re: Surplus freezer

Please send a quick picture of it and a request that it be declared surplus and I'll get it done.

Sent from Jim's iPhone

On Sep 27, 2019, at 1:56 PM, Karin Canfield Moore <[kmoore@townsend.ma.us](mailto:kmoore@townsend.ma.us)> wrote:

<image001.jpg>  
Hi Jim,

I wanted to let you know that we received our new freezer today, so we have a residential freezer to surplus.

We do have a potentially interested party; MOC.

Please correspond with Donna Fenton, as I am headed out for vacation and will not be back in the office until October 10<sup>th</sup>.

Thank you,

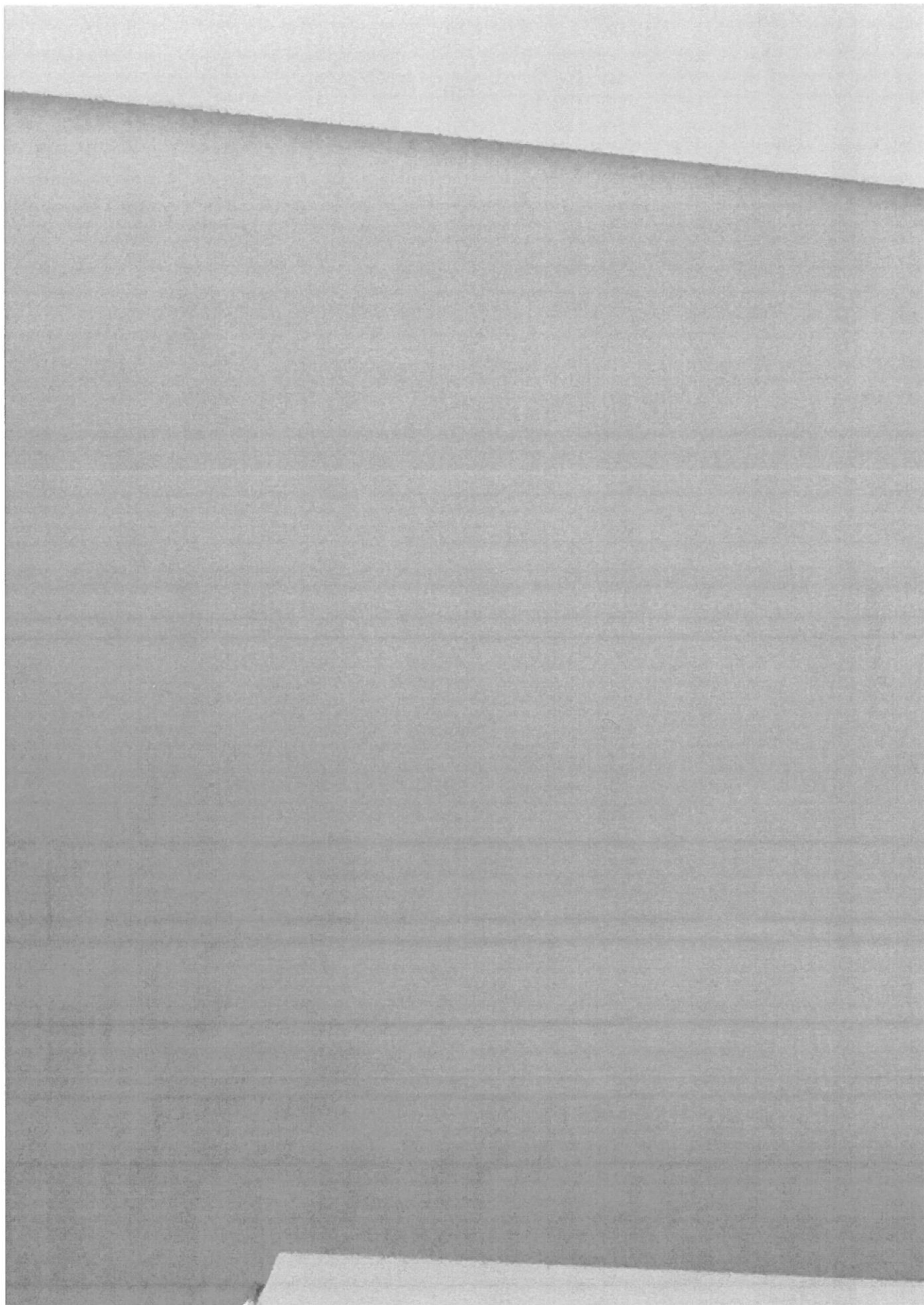
*Karin Canfield Moore, Director*

Townsend Senior Center/Council on Aging  
16 Dudley Road, Townsend, MA 01469  
978-597-1710

*This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure, or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-1710), and delete the copy you received. Thank you.*







**Carolyn Smart**

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5.1.1

**From:** Jim Kreidler <jkreidler@townsend.ma.us>  
**Sent:** Tuesday, October 8, 2019 10:57 AM  
**To:** Carolyn Smart  
**Subject:** Fwd: Street Lights: 1st 2nd and 3rd Q 2019 Overview of savings & costs to LED's from HPS street lights. Very good news.  
**Attachments:** image001.png; Untitled attachment 00042.html; Untitled attachment 00045.pdf; Untitled attachment 00048.html

Next TA report.  
Sent from Jim's iPhone

Begin forwarded message:

**From:** "DiNapoli, John" <DiNapoli@unitil.com>  
**Date:** October 8, 2019 at 10:09:31 AM EDT  
**To:** Carolyn Smart <csmart@townsend.ma.us>, James Kreidler <jkreidler@townsend.ma.us>, "Brent Carney (brcarney1015@gmail.com)" <brcarney1015@gmail.com>  
**Cc:** "DiNapoli, John" <DiNapoli@unitil.com>  
**Subject:** Street Lights: 1st 2nd and 3rd Q 2019 Overview of savings & costs to LED's from HPS street lights. Very good news.

October 8, 2019

Good day Carolyn, Jim and Brent,

Please find attached a quick overview for the first three quarters of 2019 on your street light conversion project.

To date, your kWh consumption is down 13,201 or 56% when compared to last year's HPS street lights.

Also, your overall savings to date has been \$5,951.54 or 39% when compared to last year's HSP street lights.

Good news on both counts.

Have a great day.

John

*Best,*

*John R. DiNapoli*  
Municipal & Community Services Manager  
357 Electric Avenue

Lunenburg, MA 01462

Office: 978-353-3259

Fax: 978-353-3359

Email: [dinapoli@unitil.com](mailto:dinapoli@unitil.com)

10-8-2019 prepared by JRDinapoli for Townsend Energy Committee Chair.  
 Review of the Townsend Master Street Light Account 1st Quarter of  
 costs/consumption of LED Street Lights vs. HPS Street Lights.  
 Account Number: 314-1305.000

Towns upfront cost for converting to LED's: **\$22,311.44**

	Light Description:	Consumption (*):	Total Charges including default supply cost (*):	
<b>New LED's Street Lights:</b>				
	Sep-19 110 Lights (109 converted)	1,265	\$1,008.47	(3)
	Aug-19 110 Lights (109 converted)	1,192	\$1,000.95	
	Jul-19 110 Lights (109 converted)	971	\$968.97	
	Jun-19 110 Lights (109 converted)	994	\$972.22	(2)
	May-19 110 Lights (109 converted)	1,049	\$980.41	
	Apr-19 110 Lights (109 converted)	1,287	1,029.59	
	Mar-19 110 Lights (109 converted)	1,279	\$1,050.20	(1)
	Feb-19 110 Lights (109 converted)	1,373	\$1,108.19	
	Jan-19 110 Lights (109 converted)	1,097	\$1,160.36	
<b>Sub-Totals:</b>		<b>10,507</b>	<b>\$9,279.36</b>	
<b>Older HPS Street Lights:</b>				
	Sep-18 110 HPS Street Lights	2,731	\$1,641.94	(3)
	Aug-18 110 HPS Street Lights	2,591	\$1,627.39	
	Jul-18 110 HPS Street Lights	2,170	\$1,579.01	
	Jun-18 110 HPS Street Lights	2,095	\$1,602.52	(2)
	May-18 110 HPS Street Lights	2,200	\$1,603.90	
	Apr-18 110 HPS Street Lights	2,744	\$1,693.67	
	Mar-18 110 HPS Street Lights	2,834	\$1,753.48	(1)
	Feb-18 110 HPS Street Lights	2,887	\$1,827.53	
	Jan-18 110 HPS Street Lights	3,456	\$1,901.46	
<b>Sub-Totals:</b>		<b>23,708</b>	<b>\$15,230.90</b>	
			% Diff: consumption	% Diff total costs w/supply
<b>Difference in LED Usage 2019 vs. 2018 - 1st Q:</b>		<b>-13,201</b>	<b>-0.56</b>	
<b>Difference in LED Cost 2019 vs. 2018 - 1st Q:</b>		<b>\$ (5,951.54)</b>		<b>-0.39</b>

**Notes on project using 2017 data as Test Year for converting to LED's from HPS Street Lights:**

2017: 12-month history on HPS lights: Consumption estimated at 33,172 kWh, and total costs at \$20,858.82 (w/Unitil as default supplier).  
 Est. 2018 (with LED's) that total Consumption might be at 15,717 kWh (52.92% savings) and total costs at \$12,315.81 (40.96% savings).

(1): 2019 1st Quarter Review of LED consumption and DELIVERY Charges ONLY to make a comparison:  
 Consumption 1st Q down 59%. Savings 1st Q w/supply down 39%.

(2): 2019 1st & 2nd Quarter Review of LED consumption and DELIVERY Charges ONLY to make a comparison:  
 Consumption 1st & 2nd Q down 56%. Savings 1st & 2nd Q w/supply down 39%.

(3): 2019 1st, 2nd and 3rd Quarter Review of LED consumption and DELIVERY Charges ONLY to make a comparison.  
 Consumption 1st, 2nd & 3rd Q down 56%. Savings 1st, 2nd & 3rd Q w/supply down 39%.

(\*) Not guaranteed and subject to change w/out notice.





**Carolyn Smart**

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5.1.3

**From:** James Kreidler <jkreidler@townsend.ma.us>  
**Sent:** Tuesday, October 1, 2019 10:23 AM  
**To:** Carolyn Smart  
**Subject:** Properties RFP for nbext Bos Meeting

James M. Kreidler, Jr.  
Town Administrator  
Townsend, MA 01469



## Carolyn Smart

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5.1.4

**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



**JOINT STATEMENT OF THE PARTIES**

**OCTOBER 15, 2019**

5.2.1

Today the Townsend Police Chief, Rick Bailey submitted his letter of resignation and retirement to the Board Selectmen.

The chief will retire on December 31, 2019.

Between now and then the Board of Selectmen will be conducting a search for the next chief. As a member of the community and as committed law enforcement professional Chief Bailey has offered, and the Board has accepted, his assistance during the search and transition.

The Board of Selectmen thanks the Chief for his service and accomplishments during his time of service. Details on the selection process will be forthcoming.







5.5

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 AUGUST 20, 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 2 members present and 1 member absent: Chairman Sue Lisio (SL), Vice Chairman Wayne Miller (WM) and absent Clerk Don Klein (DK)
  - 1.2 Pledge of Allegiance
  - 1.3 SL announce that the meeting is being tape recorded
  - 1.4 Chairman's Additions or Deletions.  
Correction: 2.2 & 2.3 (term end date)
  - 1.5 Public Comment Period (none)
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 2.1 Joint meeting with Sue Robbins of the North Middlesex School Committee, RE: Appointment of new School Committee member effective August 20, 2019 to April 21, 2021.  
  
Sue Robbins, Townsend Representative to the North Middlesex School Committee met with the Board. SL acknowledge the Board did receive the two applications. Sue Robbins moved to appoint Rob Templeton to the North Middlesex Regional School Committee. WM seconded. Sue Robbins stated the term is until 2021. SL thanked both Rob Templeton and Lyn Giancotti for submitting applications. Unanimous vote.
  - 2.2 WM moved to appoint Irene Congdon to the Recycling Committee for a term effective August 20, 2019 to June 30, 2021. SL seconded. Unanimous vote.
  - 2.3 WM moved to appoint Erica Art to the Recycling Committee for a term effective August 20, 2019 to June 30, 2020. SL seconded. Unanimous vote.
  - 2.4 WM moved to appoint Susan Gerken to the Recycling Committee for a term effective August 20, 2019 to June 30, 2022. SL seconded. Unanimous vote.
  - 2.5 WM moved to appoint Robert Beauchamp as the Maintenance Technician effective August 20, 2019 contingent upon the passing of CORI check and medical exam with a one-year probationary period. SL seconded. Unanimous vote.

- 2.6 WM moved to appoint Jodie Deschenes as Administrative Support to the Townsend Housing Authority effective August 20, 2019.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Discussion, RE: Status update of the unregistered car complaint at 89 Wallace Hill Road

The Board reviewed the letter Chief Bailey submitted regarding the complaint and enforcement (please see attached report). The Chief requested a certified letter be sent in accordance with the bylaw. Mr. Kreidler informed the Board this would be the second certified letter.

WM moved the Board send the registered letter with the appropriate bylaw. SL seconded. Unanimous vote

- 3.2 WM moved to approve and sign a one-day special license for Paul Martin, VFW Post #6538, 491A Main Street for September 14, 2019 in conjunction with a "Baby Shower" with sale hours from 1:00P.M. to 5:00P.M. SL seconded. Unanimous vote.

- 3.3 WM moved to approve and sign a one-day special license for Paul Martin, VFW Post #6538, 491A Main Street on September 21, 2019 in conjunction with a "40<sup>th</sup> Birthday Party" with sale hours from 12:00P.M. to 4:00P.M. SL seconded. Unanimous vote.

- 3.4 WM moved to approve and sign a one-day special license for Paul Martin, VFW Post #6538, 491A Main Street on September 21, 2019 in conjunction with a "40<sup>th</sup> Birthday Party" with sale hours from 6:00P.M. to 10:00P.M. SL seconded. Unanimous vote.

- 3.5 Review/Approve/Sign the request to petition the Massachusetts Police Training Council (MPTC) for a temporary waiver, RE: Edward Coffin

WM moved to sign the request to petition the Massachusetts Police Training Council (MPTC) for a temporary waiver, RE: Edward Coffin. SL seconded. Mr. Kreidler explained Mr. Coffin is trained and certified as a Reserve Officer and this waiver would allow Mr. Coffin to work until the next class for the full-time academy. The Board reviewed the paperwork as attached. Unanimous vote.

- 3.6 Review/Discuss request for support letter, RE: Division of Fisheries & Wildlife to purchase 45.59 acres as presented on Assessor Map 33-97-2

WM moved to send a letter in support of their purchase. SL seconded. Unanimous Vote.

- 3.7 Review/Discuss Management Letter, RE: FY17 & FY18 Audit

Mr. Kreidler explained the management letter is an overview of the financial statements, further explaining the Auditors will outline recommendations and improvements to the current structure. Mr. Kreidler informed the Board this was the first time in several years

the Town did have any financial weakness which can affect the bond rating. Mr. Kreidler reviewed the recommendations with the Board (please see attached).

- 3.8 Declare street grindings as surplus with no value as recommended by the Highway Department.

Mr. Kreidler explained when a road is reconstructed, the asphalt shavings are used by our Highway Department. Generally it is stored at the Highway Barn, however, with the additional road work that has been done, the Highway Barn is at full capacity and the Department has more than what is needed. Past practice, local vendors would drive in and fill their trucks. Mr. Kreidler stated a formal process that would include the Selectmen's vote would need to be done prior to anyone receiving the asphalt shavings.

WM moved to declare the street grindings as surplus with no value as recommended by the Highway Department. SL seconded. Unanimous vote.

- 3.9 Declare the following as surplus with no value as recommended by the Cemetery & Parks Commissioners:

- Multiple mower parts
- Landscape power tools (shovels, rakes, etc.)
- Power equipment that were used for parts (weed whacker, backpack, etc.)
- Case of old smoke detectors
- P.A. system

The Board reviewed the correspondence sent in by the Cemetery Commissions (please see attached).

WM moved to declare as surplus with no value as recommended by the Cemetery & Parks Commissioners for multiple mower parts, landscape power tools (shovels, rakes, etc.), power equipment that were used for parts (weed whacker, backpack, etc.), case of old smoke detectors and a P.A. system. SL seconded. Unanimous vote.

- 3.10 Review/Approve/Sign a contract with Green International Affiliates, Inc., for engineering services for the Greenville Road bridge replacement

The Board reviewed the contract (please see attached). Mr. Kreidler informed the Board, it has been reviewed by Counsel with changes to the contract. WM moved to approve and sign a contract with Green International Affiliates, Inc for engineering services for the Greenville Road bridge replacement. SL seconded. Unanimous vote.

- 3.11 Discussion/Status and plans for the new school year, RE: School Resource Officer  
Mr. Kreidler explained he's met with Chief Bailey, Deputy Chief Sartell and the School Superintendent, Brad Morgan. Mr. Kreidler explained the pathway to move forward which has been agreed to and in accordance with the collective bargaining agreement; the Chief



will assign the SRO. Mr. Kreidler informed the Board it will be the same Officer that has been certified, Officer Mark Francis. Mr. Kreidler explained the School Committee had concerns relating to the assigned Officer being out for training or sickness/injury as there would be no back up in the school district. Mr. Kreidler explained the parties agreed that whenever such an absence occurs, the Chief will post for a detail. SL asked Mr. Kreidler how the cost for the additional details will be paid for. Mr. Kreidler explained currently the amount that is budgeted and charged back to the schools is not enough to cover the benefit load. Mr. Kreidler informed the Board the additional cost will need to come from the police budget and during the FY21 budget cycle, conversations will need to occur regarding the additional expense and benefit load of the certified SRO. SL inquired about amending the memorandum of agreement with the school. Mr. Kreidler explained the memorandum of agreement will need to be amended to incorporate the changes as discussed.

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

##### 4.1 Town Administrator updates and report

Mr. Kreidler informed the Board they will need to reschedule the meeting with Collins due to a scheduling conflict.

##### - Net meter credit

Mr. Kreidler explained the meter credit and the offer received from Nexamp, the solar developer currently working on the Craven property. They'll be generating credits and are offering to sell them to the town or with a fixed discount being 15% savings over Unitil. WM asked Mr. Kreidler to develop a table showing the discounted cost with the credits or a fixed rate with an escalator. SL asked it be shared with the Planning Board.

##### - Update, RE: Status of \$70,000.00 earmark for Town Common sidewalks

Mr. Kreidler explained the history of the request; discussing the bond bill approval last year and the Governor not releasing the funds. Mr. Kreidler explained Senator Tran had the funds incorporated into the FY20 operating budget. Mr. Kreidler asked the Cemetery Superintendent to update the estimate so it can be forwarded to the State to have the funds unlocked.

Misc updates: Mr. Kreidler suggested an audit committee be formed and gave the Board an outline of a draft policy. SL liked the draft and asked it be added to the next agenda as a first reading. SL would like to add a term to the draft policy.

##### - Update, RE: Maintenance Coordinator

SL asked what has been to date regarding the Coordinator. Mr. Kreidler explained the Maintenance Coordinator is a union position and the person is out for a time. The newly appointed Maintenance Tech is filling in the duties as much as possible. Mr. Kreidler stated it may be necessary to hire temporary help in the interim. Mr. Kreidler informed the Board, at the Department Head meeting, it was decided all Maintenance supplies needed and issues would be sent to the Town Administrator via email or work order.



- Update, RE: Water Superintendent Interim  
Mr. Kreidler explained the Water Commissioners emailed over the agreement for interim services. Mr. Kreidler asked Town Counsel is if he had a chance to review. Town Counsel explained he had not been able to thoroughly review, however, the original agreements were sparse and not on the approved contracts the town uses. SL informed Todd Melanson, Water Commissioner the Selectmen have voted to sign outside of the meeting. SL asked Mr. Melanson to submit the revised agreement after Town Counsel has reviewed.
- Update/status of the HVAC study for the Library/Senior Center  
Mr. Kreidler to meet with the Energy Committee and move forward with the study of the HVAC at Library/Senior Center.
- Update for final cherry sheet (Town & School) variance against estimates  
Mr. Kreidler explained there's no change for town, however, there is an increase for the schools in transportation.
- Update/status on phones system, cameras, and IT  
Mr. Kreidler updated the Board; IT is up and running. Mr. Kreidler explained that he and the Chair discussed having a set of eyes or peer review of the work completed and an overview of the entire project. Mr. Kreidler informed the Board the security portion has been completed. WM asked if the cloud and 365 is done. Discussion ensued regarding the movement of the cable equipment to the Selectmen's office and out of Memorial Hall. Mr. Kreidler explained the phone system is still being worked on and we are trying to keep the current phones going until the project is complete.
- Update/status union negotiations start dates  
Mr. Kreidler introduced the new Union Representative, Mr. Jones. Mr. Kreidler informed the Board and confirmed with Mr. Jones, that September 11<sup>th</sup> would be the first meeting with all the groups. Mr. Kreidler explained the Board of Selectmen have been waiting for dates from the unions. Mr. Kreidler asked Mr. Jones if a ratification vote has been taken on the clerical contract. Mr. Jones explain they were working on it.
- 4.2 Board of Selectmen announcements, updates, and reports
- 4.3 Clerk of the Board announcements for events
- Band Concert for August 22, 2019  
WM read the memorandum as attached.
- 4.4 Board Correspondence  
None
- 4.5 WM 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 WM 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 to adjourn from executive session. SL seconded.

- 5.2 WM moved to enter executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares AFSCME Police Union Grievance and to adjourn from executive session and to enter pursuant to G.L. c. 30A, § 21(a)(3), executive session to discuss strategy with respect to pending litigation where an open meeting may have a detrimental effect on the litigating position of the Town, and the Chair of the Board so declares, namely Doucette & Associates, Ltd. v. Town of Townsend, Worcester Superior Court Docket No. 1985CV01115A. SL seconded. Roll Call Vote SL (YES), WM (YES).

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

*Voted to approve the meeting minutes for the meeting of August 20, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*



# Wm. E. May Endowment Award

WILLIAM E. MAY ENDOWMENT FUND

P.O. Box 972, Townsend Massachusetts 01469

DATE: [ ] / [ ] / [ ]  
RECEIVED

AUG 28 2019

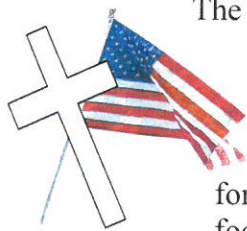
BOARD OF SELECTMEN

August 26, 2019

Townsend Board of Selectmen  
272 Main Street  
Townsend, Massachusetts 01469

Dear Board Members,

The 19th Annual William E. May Endowment Fund Award Dinner will be held Saturday, October 19, 2019 at the Townsend Ridge County Club.



The Friends of the Townsend Seniors and the Endowment Award Committee are pleased to announce **Townsend Ecumenical Outreach** has been selected as the 2019 honoree.

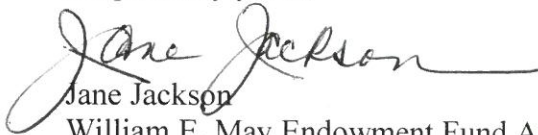
Perhaps among the list of Townsend's greatest assets, TEO has been there for the town's most vulnerable citizens giving hope with dignity by providing food and clothing for 35 years.

As in previous years, will you again compose and present a Proclamation from the Town of Townsend saluting TEO "Helping Our Neighbors When It's Needed Most!"

We welcome your presence at the dinner. Social opportunity begins at 6 pm; dinner will be served at 7, followed by the keynote speaker, commendations and award presentations. Tickets are \$50 per person.

Please RSVP Jane Jackson if you will be attending. Tickets and seating information will be available at the Reception Desk at Townsend Ridge.

Respectfully yours,

  
Jane Jackson

William E. May Endowment Fund Award Committee

978-597-8813 | jane.lois.jackson@gmail.com

