



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR NOVEMBER 5, 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- Chair Wayne Miller (WM) and Clerk Don Klein (DK).
 - 1.2 Pledge of Allegiance
 - 1.3 Announce the meeting is being tape recorded.
 - 1.4 Chairman's Additions or Deletions.
SL moved to address 2.17 under 2.5.
 - 1.5 Public Comment Period.
- II. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 2.1 Discuss/Approve Second Reading RE: Goods and Services Contract Policy
The Board reviewed the policy (see attached) DK moved to approve the second reading of the goods and services policy. WM seconded. Unanimous Vote.
 - 2.2 Discuss/Approve/Vote- Authorize the Town Administrator to sign the contract for the acceptance of the FY20 Local Cultural Council funds
The Board reviewed the contract (see attached). DK moved to accept and authorize the Town Administrator to sign the contract for the acceptance for the FY20 Local Cultural Council funds. WM seconded. Unanimous vote.
 - 2.3 Discussion, RE: Police Chief Screening Committee
Mr. Kreidler put together a draft outline of the search process and reviewed with the Board (please see attached). Mr. Kreidler explained to the audience members, on October 30, 2019, the Board had a work session and discussed the screening committee. Further explaining the Board agreed to bring 3 citizens they'd like to see on the Committee and then narrow it down at this meeting. SL explained the Board decided on the qualifications for the members, to include no one currently on committees, no employees, and politically neutral.

SL called for a 3 minute recess.
WM informed the Board he spoke with the Harvard Police Chief, Edward Denmark and he's more than willing to help. The Board agreed the School Superintendent, Brad Morgan, Fire-EMS Chief, Mark Boynton, the Police Chief, Rick Bailey and the Harvard Police Chief, Edward Denmark will be on the Committee. Each Board member gave suggestions for citizen members. WM suggested Brett King, DK suggested Bill Wilkinson, John Forest, and Joe Shank. SL suggested Sam Briguglio, Jeff Sullivan, and Jason C. Gilberti. SL outlined the qualifications of each person she suggested.

WM and DK agreed they would be willing to have an 11 member committee. Mr. Kreidler suggested the Board decide contingent upon confirmation of the member. DK moved to appoint the seven members that we just read off to the Police Chief Screening Committee contingent upon their agreement to serve. WM seconded. Unanimous vote.

SL asked to go back to 2.3. SL stated after reading her notes, she believes the Board made a mistake in the appointments, reminding WM & DK the Board agreed not to put employees or appointed officials on the screening committee. The Board agreed to keep the appointments made under 2.3.

- 2.4 Discussion/Update, RE: IT update
Mr. Kreidler met with Winslow Technology group, explaining they were hired to help do the upgrade project. Mr. Kreidler informed the Board that he put a scope together and Winslow is interested in the contract. Mr. Kreidler reminded the Board this will need to wait until after special town meeting so the funds can be transferred from personnel to expenses in order to contract with a vendor.
- 2.5 Discuss/Vote Response RE: Open Meeting Law Complaint
Mr. Kreidler explained the Chair was not aware of the subject matter prior to the posting and reviewed the response to the complaint (please see attached) DK moved the response as written to Andrea regarding the open meeting law complaint. WM seconded. Unanimous vote.
- 2.6 Authorize the Town Administrator to sign the contract for Recycling Dividends Program award.
Vote to accept the grant in the amount \$10,200 for the Sustainable Materials Recovery Program. DK moved to accept \$10,200.00 for the Recycling Dividends Program and authorize the Town Administrator to execute the contract. WM seconded. Unanimous vote.
- 2.7 Review/Comment on the mandatory referral from the Planning Board, RE: Seaver Road
The Board reviewed the mandatory referral (please see attached) DK moved to thank the Planning Board for the referral and we have no comment. WM seconded. Unanimous vote.
- 2.8 Discuss/Vote RE: Appoint Susan L. Shuford as a Temporary Registrar until March 31, 2020 to serve in the absence of any member of the Board of Registrars.
DK moved to appoint Susan L. Shuford as a temporary Registrar to serve in the absence of any member of the Board of Registrars. WM seconded. Unanimous vote.
- 2.9 Discuss request to name an unnamed tributary of Mason Brook as Turtle Brook.
The Board reviewed the correspondence to name the tributary (please see attached). DK moved that we approve the name to the unnamed tributary of Mason Brook as Turtle Brook. WM seconded. Unanimous vote.
- 2.10 Review/Approve/Sign a license for Frank Farese on behalf of the Lion's Club to sell Christmas Trees at the rear of the Townsend Common from November 29, 2019 to December 24, 2019.
DK moved to approve and sign a license for Frank Farese on behalf of the Lion's Club to sell Christmas Trees at the rear of the Townsend Common from November 29, 2019 to December 24, 2019. WM seconded. Unanimous vote.
- 2.11 Discussion, RE: Capital Planning Committee
DK explained there's only 2 folks on the Capital Planning Committee making it difficult to meet and accomplish anything. SL voiced concern regarding the lack of volunteers. DK explained 4

members are appointed by the Moderator, 1 from the Planning Board and 1 from the Finance Committee.

- 2.12 Review/Discuss letter received from the Sterilite Corporation regarding an addition to the Senior Center.

SL read the letter into the record from Sterilite Corporation (please see attached). Mr. Kreidler informed the Board members he has worked with Town Counsel and Counsel has given examples of how an addition can be done on an existing building by a private donor. There's some restrictions that need to be adhered to. Mr. Kreidler stated if the Board supports the gift, Town Counsel will begin the work needed to get the project accomplished. DK moved that the Town gratefully accept the gift contemplated in the letter from Sterilite dated October 16, 2019 to the town regarding an addition to the senior center to be designed and built by Sterilite contingent upon Town Counsel final analysis and approval. WM seconded. Unanimous vote.

- 2.13 Review/Approve SOG # GO 14-009, RE: Membership Requirements
DK moved to approve SOG# GO 14-009 reference Membership Requirements and SOG# GO 17-004 reference Driver Operator Qualifications. WM seconded. Unanimous vote.

- ~~2.14 Review/Approve SOG #ADM 17-004, RE: Driver Operator Qualifications~~
See 2.13

- 2.15 Review/Discuss one-day special license request.
Mr. Kreidler explained the VFW no longer has a liquor license for the bar side further explaining this request comes with all the proper insurances and requirements. DK moved to approve the special license for Michele Wornham. WM seconded. Unanimous vote.

- 2.16 Vote to revoke the following liquor license renewals.
2.16.1 License # 00005-CL-1286
DK moved to revoke the renewal for the liquor license #00005-CL-1286 for the Townsend Post 6538 of the VFW. WM seconded. Unanimous vote.

- 2.16.2 License #00020-RS-1286
DK moved to revoke the renewal for the liquor license #00020-RS-1286 for Bailey's On The Green, LLC. WM seconded. Unanimous vote.

- ~~2.17 Review/Answer an Open Meeting Law complaint~~
See 2.5

III. WORK SESSION - VOTES MAY BE TAKEN:

- 3.1 Town Administrator updates and report.

1. Personnel:

- a. Collins Center Personnel Project Update

Mr. Kreidler gave an update of the project, relaying the contract is for 6 months and it's anticipated the comp/class and job descriptions should be done soon. The interviews are in the process of being conducted. The wages from the comparable towns is part of the project as well. The personnel policies are being compared against the bylaws, charter, existing policies and union contracts. Additional discussion included job titles and changes ensued.

b. Water Department Interim Superintendent Contract Extension

The Board reviewed the extension (please see attached). Mr. Kreidler explained Town Counsel has approved the addendum with a 25% increase. Mr. Kreidler explained the different procurement processes that will need to be done going forward dependent upon the length of time and cost of any future contracts. Mr. Melanson, Water Commissioner voiced his disagreement, arguing this was an engineering contract that is exempt from procurement. DK moved to approve the revised addendum. WM seconded. Unanimous vote.

c. Building Commissioner Vacancy

i. Interim Appointment

An Interim is necessary to pull building permits and write zoning decisions. Bentley Herget the alternate Inspector has offered to hold office hours to help out until a permanent is hired. DK moved to appoint Bentley as the Interim Building Commission for the hours Tuesday 4:00P.M. to 8:00P.M., Friday from 12:00P.M. to 4:00P.M. and Saturday as needed. WM seconded. Unanimous vote.

ii. Regionalization Opportunities

SL to work with Mr. Kreidler to search out regionalization opportunities with the various services the town offers.

iii. Workload Trends Research

iv. Permitting Processes and Software

v. Existing "Permitting Guidebook"

vi. Letter of Appreciation from Board

DK authorized the Town Administrator to write a letter of appreciation from the Board to the departing Building Commissioner with many thanks. WM seconded. Unanimous vote.

d. Facilities Coordinator Vacancy

Mr. Kreidler relayed the Coordinator has submitted his resignation. Additional discussion included the title of the position and the bylaw. SL would like Mr. Kreidler to work on a solution and bring back to the Board. DK moved to authorize the Town Administrator to write a letter of appreciation with many thanks to Mr. Mercurio. WM seconded. Unanimous vote.

e. Vacancies for Boards/Committees/Commissions

i. Recreation Commission

ii. Audit Committee (Citizen and Board of Selectmen Member)

Mr. Kreidler reminded the Board a member or representative of the Board of Selectmen will need to be appointed to the Audit Committee.

iii. Nashoba Tech Representative

SL suggested reaching out to Lyn to see if she is interested.

SL asked Mr. Kreidler to update the list of vacancies.

Finance

f. FY19 Year End- Free Cash Certification

Mr. Kreidler informed the Board the town is almost ready for submittal and we should hear back from DLS within the month.

2. Miscellaneous

a. Declare Surplus Road Cuttings

DK moved to the road cuttings as surplus. WM seconded. Unanimous vote.

b. Sidewalks on the Common Update

Mr. Kreidler outlined the history of the request, explaining it was approved in the bond bill however the Governor did not release the funds. Thanks to the Senator and Representative of Townsend, it has been appropriated through the budget.

3.2 Board of Selectmen announcements, updates, and reports.

SL: Grant Agreement Special Conditions for FY18CDF Grant

SL informed the Board she signed the extension.

WM: Townsend selected as one of the chosen communities to host to the national "Wall That Heals" and Vietnam Veterans Memorial Mobile Education Center from August 20-23, 2020 (see attached).

3.3 Clerk of the Board announcements for events.

Announcement, RE: Presentation for Suicide Prevention

3.4 Board Correspondence.

3.5 DK moved to approve and the payroll and bills payable warrants. WM seconded. Unanimous vote.

IV: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

~~Executive Session pursuant to G.L.c. 30A, s. 21(a)(3), to discuss with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares, RE: Fire Union.~~

Mr. Kreidler informed the Board, there's no reason to enter executive session. The contract needs a vote to ratify. DK moved to sign and ratify out of session the contract with the Fire Union. WM seconded. Unanimous vote.

PENDING TOPICS/MATTERS:

~~1. Town Properties~~

~~2. Cable Access Update~~

~~3. Training Opportunities~~

~~4. FY20 Expenses to Date~~

~~5. Personnel Evaluation Process and Forms~~

DK moved to adjourn at 8:12P.M. WM seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart,  Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of November 5, 2019 by the Board of Selectmen this 17 day of December, 2019.

Approved

Promulgation authorized
Executive Secretary
Domestic Geographic Names

UNITED STATES
BOARD ON GEOGRAPHIC NAMES

CASE BRIEF (Domestic)

Turtle Brook: stream; 2.2 mi. long; heads in the Town of Mason 0.6 mi. SW of Hurricane Hill at 42°43'42"N, 71°44'30"W, flows S and SW into the Town of Townsend, to enter Mason Brook 1 mi. WNW of Barker Hill; named for turtles that live in the stream and for the turtle habitat improvement done by landowners; Middlesex County, Massachusetts and Hillsborough County, New Hampshire; 42°42'20"N, 71°45'05"W; USGS map – Ashby 1:24,000 (mouth).

Mouth: https://geonames.usgs.gov/apex/gazvector.getesricoor?p_lat=42.705661&p_longi=-71.751408

Source: https://geonames.usgs.gov/apex/gazvector.getesricoor?p_lat=42.728458&p_longi=-71.741795

Proposal: new name for unnamed feature

Map: USGS Ashby 1:24,000 (mouth)

Proponent: Ronald Dubé; Mason, NH

Administrative area: None

Previous BGN Action: None

Names associated with feature:

GNIS: No record

Local Usage: None found

Published: None found

Case Summary: The new name Turtle Brook is proposed for a 2.2-mile-long tributary of Mason Brook; the stream heads in the Town of Mason in Hillsborough County, New Hampshire and then flows south and southwest into the Town of Townsend in Middlesex County in Massachusetts. The proponent states that the name refers to spotted turtles (*Clemmys guttata*) and Blanding's turtles (*Emydoidea blandingii*) that live in the stream, and also that his family has cleared brush along the stream to help turtles move to nesting areas.

Proposed by: Ronald Dubé; Mason, NH

Submitted by: same

Prepared by: M. O'Donnell

Case ID: 5101

Reviewed by: J.Runyon

Date: 7/15/19

Date: same

Date: 8/21/19

Quarterly Review List: 437

Date: 9/27/19

2.9

Carolyn Smart

From: Jim Kreidler <jkreidler@townsend.ma.us>
Sent: Thursday, October 17, 2019 5:23 PM
To: Carolyn Smart
Subject: Fwd: request for the Townsend Board of Selectmen recommendation about a proposal to officially name a stream
Attachments: Turtle Brook case summary.docx; Untitled attachment 00412.html; Turtle Brook proposal.pdf; Untitled attachment 00415.html; map of Turtle Brook.pdf; Untitled attachment 00418.html; Untitled attachment 00421.doc; Untitled attachment 00424.html

Sent from Jim's iPhone

Begin forwarded message:

From: SueSelect <sml412@comcast.net>
Date: October 17, 2019 at 4:43:37 PM EDT
To: jkreidler@townsend.ma.us
Cc: miodonnell@contractor.usgs.gov
Subject: **Fwd: request for the Townsend Board of Selectmen recommendation about a proposal to officially name a stream**

Jim,
Please put this on the next regular meeting agenda and copy conservation or others.
Thank you,
Sue

Begin forwarded message:

From: "O'Donnell, Matthew (Contractor)" <miodonnell@contractor.usgs.gov>
Date: October 17, 2019 at 4:38:38 PM EDT
To: <sml412@comcast.net>
Cc: <wmillerbos@gmail.com>, <dklein@townsend.ma.us>
Subject: **request for the Townsend Board of Selectmen recommendation about a proposal to officially name a stream**

The Honorable Sue Lisio, Chairman
Townsend Board of Selectmen

sml412@comcast.net

Issue: Recommendation about a proposal to name a tributary of Mason Brook as Turtle Brook

Dear Chairman Lisio:

My apologies if you receive this twice. I was having trouble with the previous email's format.

As you may know, the U.S. Board on Geographic Names (BGN) is responsible by law for standardizing geographic names for use by the departments and agencies of the Federal Government. A resident of the Town of Mason, New Hampshire has submitted a proposal to the BGN to apply the new name Turtle Brook to an officially unnamed tributary of Mason Brook that flows through the Town of Mason in Hillsborough County, New Hampshire and through the Town of Townsend, in Massachusetts.

Because the BGN places importance on local opinion about geographic name proposals, BGN staff asks for opinions from local elected governments who speak for individuals who might have an interest in a proposal. We would like to know whether the Townsend Board of Selectmen supports or opposes this proposal. We ask that you please share this request with any offices or others who might have an interest in this proposal. We will also send requests for opinion to the Mason Board of Selectmen and the Hillsborough County Board of Commissioners.

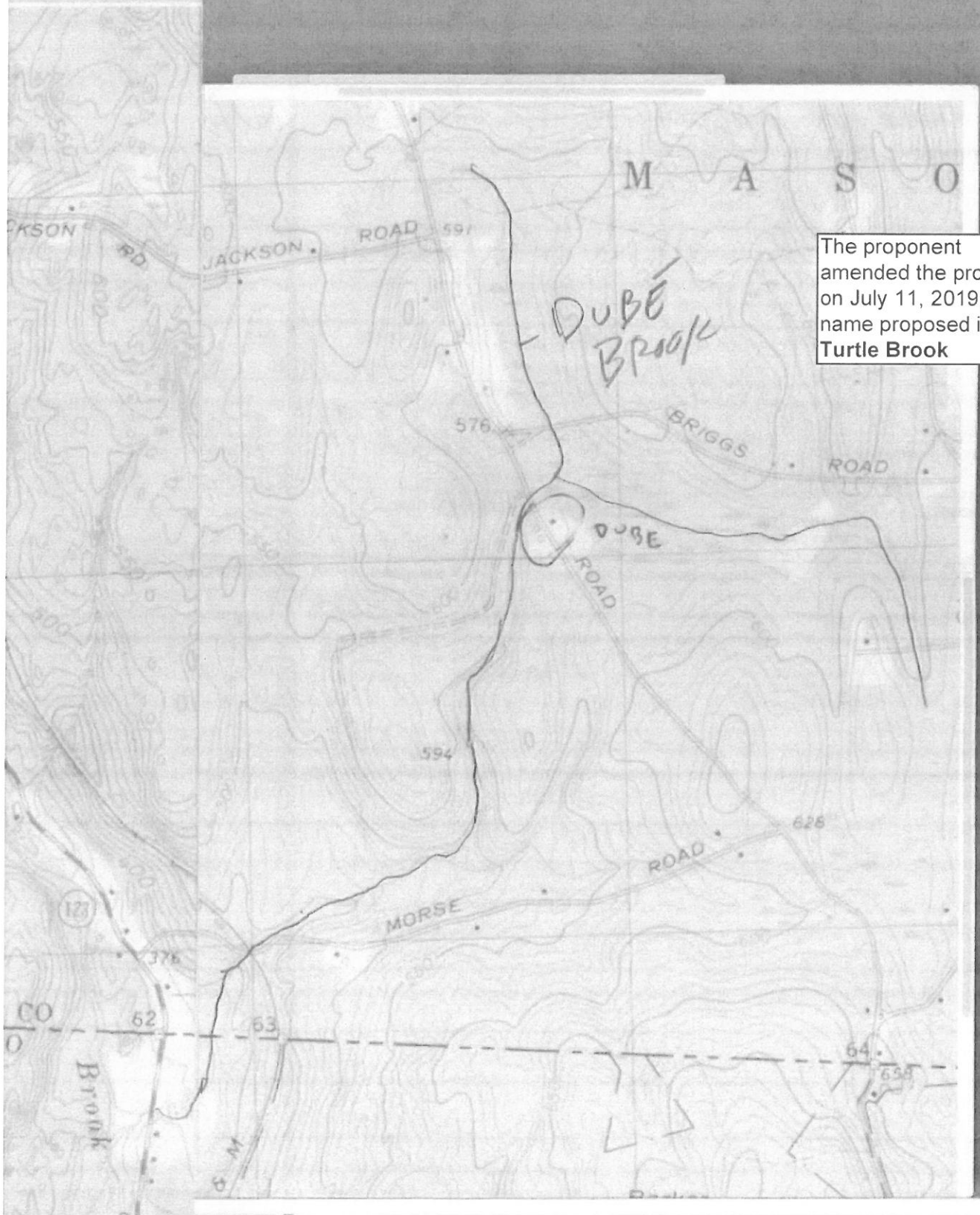
The proponent initially submitted a proposal for the name Dubé Brook but this name did not meet the BGN's Commemorative Names Policy which states that geographic features may not be named for living persons and that anyone commemorated with a geographic name must have had some direct or long-term association with the feature or the area. The proponent amended the proposal to Turtle Brook to reference his family's work to improve the habitat for turtles on their property along the stream.

This proposal is listed on the BGN's Review List #437, which is posted at https://geonames.usgs.gov/apex/f?p=geonames_web:review_lists. The case summary is attached for your review and convenience, along with the original proposal, a map showing the location of the stream, and a Geographic Name Proposal Recommendation form to facilitate a response from your office. Once we receive your response, we will ask the Massachusetts State Names Authority and the New Hampshire State Names Authority for their recommendations.

Thank you for your consideration of this request and we look forward to hearing from you. Meanwhile, if you have any questions, please don't hesitate to contact us. We may be contacted by mail at the address below; by telephone at (703) 648-4553 or by e-mail at BGNEEXEC@usgs.gov.

Sincerely,

Matt O'Donnell, research assistant
For Jennifer Runyon, research staff
U.S. Board on Geographic Names
U.S. Geological Survey
12201 Sunrise Valley Drive
MS 523
Reston VA 20192-0523



Is there local opposition to, or conflict, with the recommended name?

Yes

No

(If yes, explain)

For proposed new name, please provide evidence that feature is unnamed.

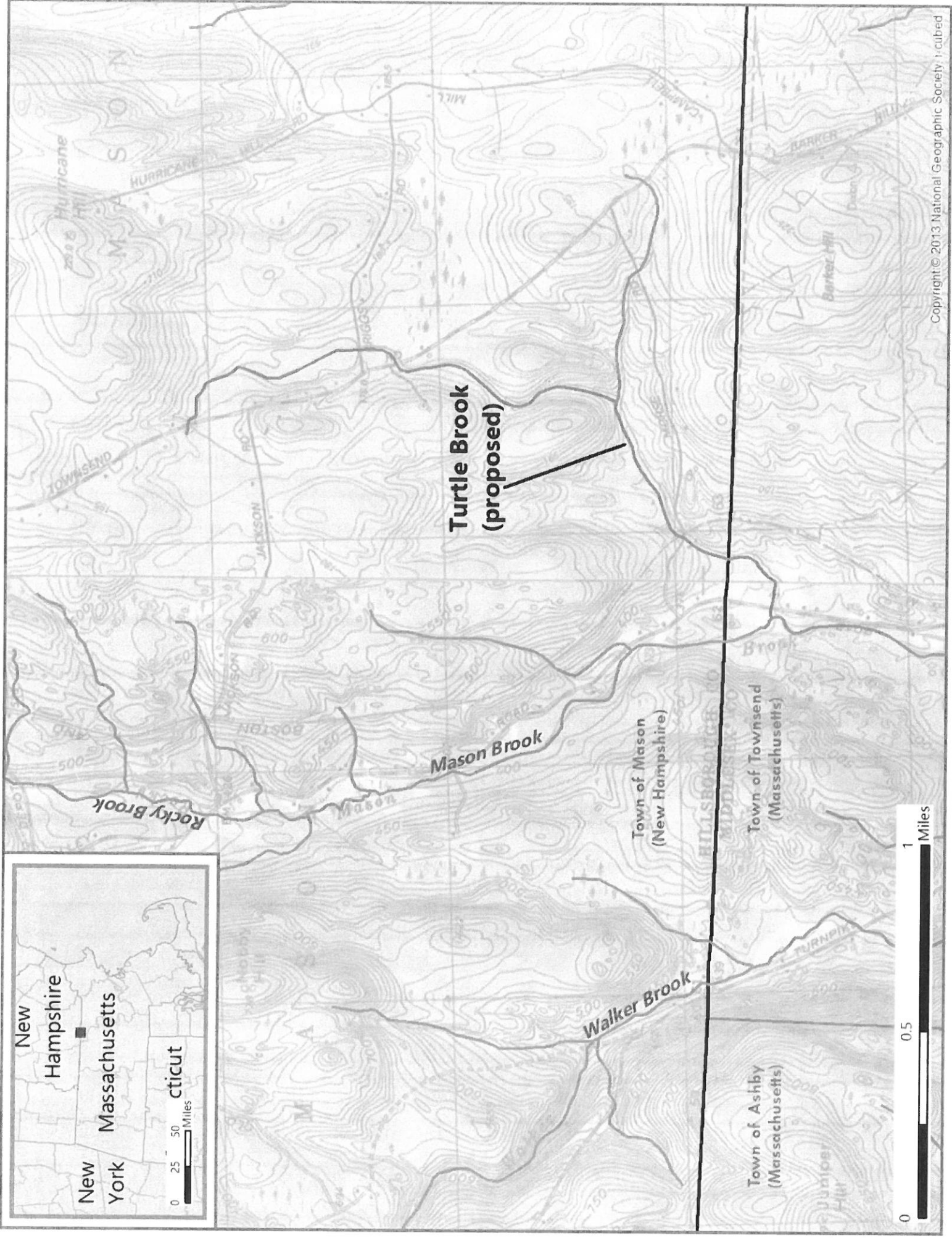
NO TOWN OFFICIAL
KNOWS OF ONE

LOOK AT TOPO MAP
NO NAME FOR BROOK

Additional information:

Copy Submitted By (name): RONALD N. DUBÉ	Title LAND OWNER	Telephone (day) 603 878-1765	Date 3/6/19
Company or Agency Ronald N. Dubé	Address (City, State, and ZIP Code) 700 TOWNSEND RD MASON, N.H. 03048		
Copy Prepared By (if other than above): NA	Title	Phone (day)	Date
Company or Agency NA	Address (City, State, and ZIP Code)		

Authority for Recommended Name	Mailing Address and Telephone	Occupation	Years in Area
LAND OWNER	700 TOWNSEND RD MASON, N.H. 03048	RETIRED TEACHER	46 YEARS





U.S. BOARD ON GEOGRAPHIC NAMES

GEOGRAPHIC NAME PROPOSAL RECOMMENDATION

Proposed Geographic Name Turtle Brook

This is to notify the U.S. Board on Geographic Names that the:

Townsend Board of Selectmen
(Name of government entity, organization, or individual)

recommends that the U. S. Board on Geographic Names:

- ☐ **Approve the Proposed Name**
☐ **Reject the Proposed Name**
☐ **Take Action as Specified Below**
☐ **Render a Decision Without Our Recommendation**

Comments (the following factors contributed to this recommendation; attach supporting documentation if appropriate):

(Name)

(Title)

(Address)

(Telephone)

(City, State, ZIP Code)

(E-mail)

(Signature)

(Date)

Return to: U.S. Board on Geographic Names
U.S. Geological Survey
523 National Center
Reston VA 20192-0523
Telephone: (703) 648-4552
Fax: (703) 648-4549
E-mail: BGNEXEC@usgs.gov

We asked town officials (selectmen, planning board)
if the brook had a name. They said no and
suggested I go along with a name proposal.

Stream is home to endangered spotted turtle
and Blanding's turtle. Family members have
cleared brush along stream to allow easier
passage for turtles to move to egg laying
areas. Name is in their honor.

Robert W. Lube

APPENDIX C.

U.S. Department of the Interior
U.S. Geological Survey

Domestic Geographic Name Report

1. Use this form to recommend a feature name or to suggest a name change.

2. For features on Federal lands, coordinate requests with the agency (U.S. Forest Service, National Park Service, Bureau of Land Management, etc.) for the administrative area in which the feature is located.

3. On the reverse side of this form give information on the local usage and authority for recommended name.

4. For more information about the Geographic Names Information System or the National Gazetteer program, contact the U.S. Board on Geographic Names at 703-648-4544.

5. Return this form to:

Executive Secretary for Domestic
Geographic Names
U.S. Geological Survey
523 National Center
Reston, VA 20192

The proponent amended the proposal on July 11, 2019; the name proposed is Turtle Brook

Action Requested:

Proposed New Name
DUBÉ BROOK
Application Change

Name Change

Other

Recommended Name

State

County or Equivalent

Administrative Area

DUBÉ BROOK
N. H.
HILLSBOROUGH
TOWN OF MASON

Specific Area Covered:

Latitude: 42° 71' _____ " N S

Longitude: _____ " _____ " W E

Mouth End Center

Latitude: _____ " _____ " N S

Longitude: _____ " _____ " W E

Heading End

Section(s) _____ Township(s) _____ Range(s) _____ Meridian _____ Elevation _____ ft/m.

Type of Feature (stream, mountain, populated place, etc.): STREAM

Is the feature identified (including other names) in the Geographic Names Information System (GNIS)?
Yes ☒ No ☐ Unknown ☐ If yes, please indicate how it is listed: _____

Description of Feature (physical shape, length, width, direction of flow, etc.): MAINLY SOUTH-WEST FLOW (SEE TOPO MAP)

Maps and Other Sources Using Recommended Name (include scale and date)

Other Names (variants)

Maps and Other Sources Using Other Name or Applications (include scale and date)

SEE ENCLOSED TOPO

SCALE 1:24,000

Name Information (such as origin, meaning of the recommended name, historical significance, biographical data (if commemorative), nature of usage or application, or any other pertinent information):

Is the recommended name in local usage? Yes ☐ No ☐ If yes, for approximately how many years? _____

LAND OWNER NAME 45
DUBÉ

FREE FLOWING STREAM



Ronald Dube
700 Townsend Rd
Mason NH 03048

July 11, 2019

Dear Ms. Dungan

again I thank you for following through with my request to give a name to a brook running through my property in Mason, N.H.

To answer a few questions:

- ① Neither my father or brother owned the land. My wife and I bought it in 1973.
- ② My father and brother came over a couple of Sundays for 10 years to clean the west side of part of the stream so turtles could get to come on the land to lay eggs.
- ③ My father and brother did no community service for Mason. Father was a parts manager for an auto dealership in Nashua. My brother was an office manager for several businesses in Nashua, before working for the Post Office. They both loved Mason and coming here. So, if the name DUBE still does not qualify, please go to option 2; TURPLE Brook. Please let me know.

Sincerely,

Ronald M. Dube

603-878-1765

mariposa.rr@gmail.com



Sterilite Corporation

P.O. Box 8001
Townsend, MA 01469-8001

RECEIVED

October 16, 2019

WINDHAM 1 OCT 25 2019
V. Stone
BOARD OF SELECTMEN

Chairman Susan Lisio
Townsend Select Board
Town Hall, 272 Main Street
Townsend, MA 01469

We at Sterilite are very pleased that the Home of the Townsend Senior Center, which we built and gave to the Town ten years ago, is now over-populated and over-used. The many programs and activities offered by the staff and the Council on Aging has attracted hundreds of seniors to regular participation.

Thus we are moved to offer to build a needed addition to the building. We have had a preliminary meeting with Karin Moore to understand the need fully and we are ready to engage the architect and begin. All we need is your permission to get started, indicating that the Town of Townsend will accept the gift as designed and built by Sterilite.

Sincerely,


Al Stone
Chairman

Cc: Karin Moore

2.1



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:

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.

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.

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

Sue Lisio, Chairman

Wayne Miller, Vice Chairman

Donald Klein, Clerk

Acknowledgement of Receipt of Policy

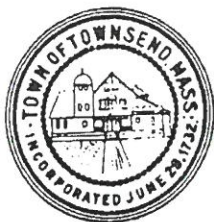
I acknowledge receipt of this Goods and Services Contracts Policy. Having read said policy, I understand and agree to its terms.

Name (Print)

Signature

Date

2.8



Office of the Town Clerk
TOWN OF TOWNSEND
272 Main Street Townsend, Massachusetts 01469

Kathleen M. Spofford, CMMC, Town Clerk
Jessica A. Funaiole, Assistant Town Clerk

Office: (978) 597-1704
Fax: (978) 597-8135

Date: November 1, 2019
To: Board of Selectmen
From: Kathleen M. Spofford, Town Clerk
RE: Appointment of Temporary Registrar

Please appoint Susan L. Shuford as a temporary registrar. Susan is a member of the Republican Committee and volunteered to serve in this position as needed until March 31, 2019 in the absence of any member of the Board of Registrars.

Respectfully Submitted,

Kathleen M. Spofford
Kathleen M. Spofford

Carolyn Smart

From: James Kreidler <jkreidler@townsend.ma.us>
Sent: Thursday, October 31, 2019 1:47 PM
To: lyngiancotti@gmail.com
Cc: Carolyn Smart; Don Klein; James M. Kreidler; Sue Lisio; wmillerbos@gmail.com
Subject: RE: [Townsend MA] November 6th, NM Suicide Prevention/Awareness (Sent by lyn giancotti, lyngiancotti@gmail.com)

Dear Ms. Giancotti,

Thank you for your email below.

I will ask the Chair to place this notice on the Board of Selectmen's next meeting agenda for the meeting of November 5, 2019.

What would you like the electronic signs to say? Please forward me up to three lines of brief text.

Kind Regards,

Jim

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

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

From: cmsmailer@civicplus.com [mailto:cmsmailer@civicplus.com]
 Sent: Wednesday, October 30, 2019 9:15 AM
 To: jkreidler@townsend.ma.us
 Subject: [Townsend MA] November 6th, NM Suicide Prevention/Awareness (Sent by lyn giancotti, lyngiancotti@gmail.com)

Hello jkreidler,

lyn giancotti (lyngiancotti@gmail.com) has sent you a message via your contact form (<https://www.townsend.ma.us/user/293/contact>) at Townsend MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.townsend.ma.us/user/293/edit>.

Message:

Good Morning Mr. Kreidler, Ive included you in on another email with the BOS, just not sure which e-mail is correct, so I'm sending both to you. On November 6th, 6pm-8pm at the NMRHS Performing Arts Center we are having a guest Speaker Steve Boszenowski come and speak to parents, families and community members for our district. This will be the first evening presentation we have had open to the general public. Earlier in the day another speaker will be presenting to all High School students. Steve and his wife from Groton lost their son 10 years ago to suicide. Soon thereafter they started TADS(Teenage Anxiety and Depression Solutions) to raise mental health awareness and offer tools for early signs of suicide, and they also offer free SOS(signs of suicide) classes to surrounding communities for first responders and school staff. We are very fortunate to have him coming here.

First, I'd like to ask you and the BOS to come if available and want to come, second if there is a meeting coming up soon, can this presentation be mentioned, and lastly would it be possible to have the highway signs put info out there? Also, do we have a grant writer for our town yet? My understanding from the state is their are monies available through grants for Suicide Prevention and Awareness programs. Look forward to hearing back, thank you, Lyn Giacotti

3.1
1b

AGREEMENT BETWEEN
MCENROE CONSULTING LLC
AND
TOWN OF TOWNSEND WATER DEPARTMENT
FOR
INTERIM SUPERINTENT
DATED 08/20/19

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Section 2 - Compensation	3
Signatures of Parties	4
Exhibit A - Schedule of Terms and Conditions	
Amendment No. 1 <u>Extension of services to Nov 12, 2019</u>	<u>dated 10/13/19</u>

**AGREEMENT BETWEEN
MCENROE CONSULTING LLC
AND
TOWNSEND WATER
DEPARTMENT
FOR
INTERIM SUPERINTENT**

THIS IS AN AGREEMENT made as of August 20, 2019 between McEnroe Consulting LLC ("ENGINEER") and Townsend Water Department ("CLIENT"). CLIENT hereby engages ENGINEER to furnish certain services related to the Project in accordance with the terms and conditions of this Agreement. Such services are generally described as the provision of onsite observations of ongoing construction projects, review of operations and budget as directed by the Board of Water Commissioners.

CLIENT and ENGINEER in consideration of their mutual covenants herein agree in respect to the performance or furnishing of professional engineering services by ENGINEER with respect to the Project and the payment for those services by CLIENT as set forth in Section 2 below. Execution of this Agreement by ENGINEER and CLIENT constitutes CLIENT's written authorization to ENGINEER to proceed on the date first above written with the Services described in Section 1 below. This Agreement will become effective on the date first above written.

SECTION 1 - SCOPE OF SERVICES

I. Construction oversight.

ENGINEER shall:

- A. Review plans and specifications for two ongoing construction projects for the Water Department.
- B. Visit construction jobsites weekly.
- C. Attend Board of Water Commissioner meeting to update Commissioners on construction projects.
- D.

II. General Water Department Oversight

ENGINEER shall:

- A. Work with Water Department Forman to assist with day to day water department activities where needed.
- B. Assist office staff with budget.

III. Additional Scope

During ENGINEER's work on the project it may become apparent to ENGINEER that Additional Services not included in the basic Scope of Services are desired. ENGINEER will undertake to provide such Additional Services upon CLIENT's written authorization.

SECTION 2 -COMPENSATION

I. Payments to ENGINEER

ENGINEER's fee for the services outlined in the **SCOPE OF SERVICES** section of this Agreement is as follows:

For Scope Items noted, a fee based on ENGINEER's rate of \$135/hour plus \$0.58/mile (46 miles round trip). Total estimated compensation for these Scope Items is \$8500 (8-10 hours/week for up to 60 hours of time).

For authorized Additional Services, ENGINEER will bill CLIENT a fee based on ENGINEER's rate of \$135/hour.

This Agreement (consisting of pages 1 to 4 inclusive and Exhibit A) constitutes the entire agreement between ENGINEER and CLIENT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

CLIENT:

-

ENGINEER:

Rmce

By: _____

Title: _____

Title: President

Date: _____

Date: 8/20/19

Address for giving notices:

Address for giving notices:

406 Sugar Rd.

Bolton, MA

01740

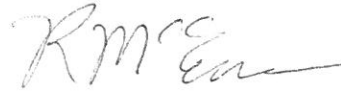
Addendum 1

Service for Interim Superintendent are extended to Nov 12, 2019 not to exceed a total of 15 additional hours or an additional \$2125.

CLIENT:
Town of Townsend

-

ENGINEER:



By: _____

Title: _____

Title: President

Date: _____

Date: 10/31/19

Address for giving notices:

Address for giving notices:

406 Sugar Rd.

Bolton, MA

01740

EXHIBIT A

SCHEDULE OF TERMS AND CONDITIONS

FOR

AGREEMENT BETWEEN

McEnroe Consulting LLC

(ENGINEER)

AND

Townsend Water Department

(CLIENT)

DATED 08/20/19

Jobs & Postings

COMMITTEE OPENINGS:

The Town has numerous opportunities for individuals interested in serving on a board or committee. Individuals interested in serving should submit a Volunteer Response Form to the Board of Selectmen. [Click here to apply.](#)

JOB OPENINGS: (Employment Application)

- Grant Administrator
- Recreational Counselor-Rec Kids
- Recreation Senior Counselor-Rec Kids

PROCUREMENT: (BIDS, RFP, RFQ)

BOARD/COMMITTEE OPENINGS:

- 300th Anniversary Committee
- Capital Planning Committee
- Zoning Board of Appeals
- Girls' School Commemorative Committee
- Planning Board Associate Member
- Town Properties Committee
- Commission on Disability (formed by Town Meeting Vote)
- Townsend Housing Authority Tenant Member
- Townsend's Alternate Representative for the Nashoba Valley Tech High School
- Town Properties Committee Openings
- Zoning Board of Appeals
- Recycling Committee
- North Middlesex Regional District School Committee
- Recreation Commission Opening
- Audit Committee
- Dog Park Feasibility Study Committee Alternate Member



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

October 18, 2019

Mr. Mark Southard, Community Development Manager
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

Re: Grant Agreement Special Conditions: Townsend FY18 CDF Grant

Dear Mr. Southard;

This letter is to address the special conditions outlined in the Grant Agreement between DHCD and the Town of Townsend for the FY 2018 Townsend CDF grant award. Townsend is very pleased to have received funding for a housing rehabilitation program and social service program. We are eager to satisfy the conditions of the grant agreement. The following items address the special conditions outlined in Attachment A, Section III, Paragraph G of this agreement:

- 1) **Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or more:** A signed Disclosure Report was attached to the signed and submitted Grant Agreement. A copy of this form will be kept on file and updated as required throughout the course of the FY18 CDBG program.
- 2) **Additional Certifications:** The Town of Townsend certifies through the execution of the aforementioned grant agreement that:
 - a) It shall adopt a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of a nonviolent civil rights demonstration within its jurisdiction.
 - b) In accordance with 24 CFR 570.487(b) and 24 CFR §5.166, it is taking action to affirmatively further fair housing.
- 3) **Religious Organizations:** Not applicable. CDBG funds are not being provided to religious organizations.
- 4) **Certain Relocation Projects:** Not applicable. There will be no relocation of an industrial or commercial operation associated with the funded projects or programs.

*Clearance of Special Conditions Letter
Town of Townsend*

- 5) **Changes of Use of Real Property:** Not applicable. CDBG funds are not being used to improve property owned or controlled by units of local governments.
- 6) **Program Income:** The Town of Townsend will track, report, and utilize any and all program income generated through CDBG funded activities as described in Chapter 11 of the CDBG Operations Manual.
- 7) **Photographic Documentation:** The Town of Townsend will submit photographs to DHCD covering the different phases of construction of its housing rehabilitation projects including prior to, during, and at the completion of the projects.

Additional Special Conditions:

- 1) Type: Project 4C Rehabilitation Loans/Grants \$600,000.00
Condition: The Town of Townsend certifies to DHCD that housing rehabilitation program staff, including the Program Director and Housing Rehabilitation Specialist, will consult regularly with local Weatherization Assistance Programs regarding opportunities for cross-referral, cost-sharing and joint scheduling of projects. Townsend understands and supports the goal of achieving energy efficiency and program/property owner cost savings through communication and coordination of rehabilitation and weatherization services.
- 2) Type: Application - Management Plan
Condition: The Town of Townsend has attached a revised Management Plan and organizational chart.
- 3) Type: Application - Community Development Strategy
Condition: The Town of Townsend has attached the final version of the Town's Community Development Strategy.
- 4) Type: Application - Anti-Displacement and Relocation Plan
Condition: The Town of Townsend has attached a revised Anti-Displacement and Relocation Plan that increases the per diem payments.
- 5) Type: Application - Citizen Participation Plan
Condition: The Town of Townsend has attached a revised Citizen Participation Plan that includes time frames and deadline under the grievance procedure.
- 6) Type: Application - Anti-Speculation and Recapture Plan
Condition: The Town of Townsend has attached a revised Anti-Speculation and Recapture Plan that clarifies the applicability and repayment requirements of the deferred payment loans provided under the housing rehabilitation program.
- 7) Type: Application - Public Hearing Documentation

*Clearance of Special Conditions Letter
Town of Townsend*

DRAFT

DRAFT

TOWN OF TOWNSEND
POLICE CHIEF SCREENING COMMITTEE
2019



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1. Police Chief Screening Committee Members

TOWN OF TOWNSEND

POLICE CHIEF SCREENING COMMITTEE MEMBERS

2019

- ❖ Police Chief _____, Neighboring Law Enforcement Representative
 - ❖ Police Chief Rick Bailey- Townsend's Retiring Police Chief
 - ❖ Fire Chief Mark Boynton- Townsend Fire Chief
- ❖ Superintendent Brad Morgan- School Department and SRO Representative
 - ❖ _____ - Community Representative
 - ❖ _____ - Community Representative
 - ❖ _____ - Community Representative

2.Position Announcement- Community and Department Profile

CHIEF OF POLICE TOWNSEND, MASSACHUSETTS

The Town of Townsend, MA (pop.9,000) is seeking candidates to replace the soon to be retired Chief of Police.

Townsend is a charming rural community in northernmost Middlesex County bordering NH. At nearly 33 sq. miles, Townsend has the largest land area of any Town in Middlesex County.

Townsend has a full service police department with ____ F/T officers, ____ Reserves and ____ FT Admin staff.

Townsend is a member community of the Nashoba Valley Regional Dispatch.

The Chief of Police is appointed by and reports to a three member Board of Selectmen through the Town Administrator.

Townsend has an Open Town Meeting form of Government.

Candidates must possess unquestioned integrity, a thorough knowledge of police administration and proven management and leadership skills. Demonstrated experience establishing and maintaining effective relationships with public safety partners, town departments, the business community and the citizens.

Qualifications: minimum (10) ten years progressively responsible police experience with minimum (5) five years in a command position in a municipal or state police department in the greater Massachusetts area; current rank of Lieutenant or above; experience in a union police setting required; a Bachelor's degree in criminal justice, public or business administration, or a related field. A Master's degree and/or completion of a nationally recognized advanced law enforcement administration course is preferred. Graduate of a full time MA Police Academy or able to obtain MA certification within a reasonable time period. Residence in a community with its border within 10 miles of Townsend's border within one year of appointment. Starting salary range \$_____ to \$_____ DOQ inclusive of educational benefits, with a comprehensive benefits package.

**Police Chief Screening Committee
Town of Townsend, Massachusetts
2019**

Conditional offer of employment will be made subject to thorough background investigation, physical and psychological examinations. The Town of Townsend is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Applicants should send a cover letter and résumé by email to: selectmen@townsend.ma.us with the heading TOWN OF TOWNSEND-POLICE CHIEF SEARCH no later than _____, 2019 to be considered.

3. POSITION DESCRIPTION

CHIEF OF POLICE

Position Purpose:

The purpose of this position is to perform complex supervisory, administrative and professional work in planning, organizing and directing the operations of the Townsend Police Department and Communications Center, its staff, and equipment, in the protection of life and property, in the prevention and suppression of crime and traffic safety. Serves as Director of Communications. Performs all other related work as required.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; recommends department policies, procedures, operations and plans.

Supervision Received: Works under the policy direction of the Board of Selectmen and administrative direction of the Town Administrator with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department goals and objectives.

Supervision Given: Supervises all department employees directly and indirectly through subordinates; recommends new personnel to be hired, developing job direction, assigning tasks and instructions, and monitoring personnel performance evaluation, directly and indirectly through subordinates.

Job Environment:

Work is generally performed under typical office conditions. During emergencies or as needed, the employee is exposed to varying weather conditions and situations endangering personal safety. Employee is required

to work outside of normal business hours. Also, may be contacted at home at any time to respond to important situations and emergencies.

Operates an automobile, all police equipment/firearms, a computer, and other standard office equipment.

Makes frequent contacts with the general public, public officials, town departments and town boards, other local and state police agencies, local civic and social organizations, the legal community, regional/state/federal governmental agencies, salesmen, public and private maintenance agencies. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of other parties.

Has access to extensive confidential information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens.

Errors could be costly in terms of decreased or less efficient protection to persons and property, confusion and delay, possible personal injury/death, and have direct financial and legal repercussions.

***Essential Functions:** (The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Plans, organizes, directs and coordinates all police and communications resources and functions. Plans, develops and implements procedures, methods, practices and standards of conduct for all personnel. Responsible for the functions associated with the daily administration of the Police and Communications Departments and the supervision of personnel including sworn officers, clerical staff, and dispatchers.

Develops and maintains department policies and procedures. Analyzes and evaluates the effectiveness and responsiveness of operations in meeting

community policing needs. Develops, initiates, and implements departmental goals, programs, techniques and training programs to improve effectiveness of policing services and modifies these programs to meet current trends.

Develops procedures for staffing for both normal and emergency situations to ensure the effective and efficient use of personnel and resources. Delegates responsibility and authority to subordinate supervisors, establish goals and objectives, and provides guidance and direction as necessary for subordinates to accomplish set goals and objectives.

Schedules, trains and evaluates subordinates. Oversees all functions related to discipline, morale, and department training. Ensures the proper training of personnel regarding laws, duties, responsibilities and expectations in accordance with state statute and town policy. Ensures personnel remain abreast of changes in laws, technology and technique, etc. Handles grievances and complaints following established personnel policies and/or collective bargaining contract.

Maintains discipline within the departments; establishes operating policies and procedures and rules and regulations for the police and communications departments.

As Agent for the Licensing Authority performs inspections or investigations into the premises licensed by the Local Licensing Authority to ascertain the manner in which business is being conducted and is being carried on under such license, permit, or certificate granted. (M.G.L. c. 138s.63).

Monitors compliance with all state, federal, and local laws and regulations.

Promulgates all general and special orders consistent with the Chief's authority and responsibility.

Conducts internal investigations of department personnel for cases of misconduct or illegal activity.

Researches grant funding and prepares applications for various federal and state grants. Maintains records and administers awarded grant funds.

Assumes direct command at the scene of major disturbances or special police problem situations as needed. Participates in major criminal investigations.

Directs cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons. Serves as liaison with federal, state and local officials to represent the interests of the Town and the Department. Participates on a regional and statewide basis with State officials, other police administrators, and other interested practitioners toward the improvement of various operational and technological aspects of policing and law enforcement.

Maintains membership in professional police organizations for the purpose of keeping up to date on all Federal, State, and Local laws on Police Department operations

Represents the department within the town government decision-making processes. Attends a variety of town meetings with boards, commissions, etc. to present the department's views on a variety of municipal issues where police input is relevant. As a key town department head, meets with the Town Administrator and other department heads to provide input into town-wide plans, programs and coordination of services.

Develops and administers the department's annual budgets. Regularly monitors the status of the budgets and makes changes regarding expenditures as necessary. Establishes procedures for record keeping.

Prepares and maintains a wide variety of records and generates reports and ensures that they conform with local, state, and federal requirements. Submits those reports required in such form and detail as to clearly depict conditions and police action taken. Submits an annual report, which represents problems, services and activities of the Department.

Ensures that department equipment and facilities are maintained in good repair, and that as *keeper of the lock-up* that lock-up facilities meet statutory requirements. Responsible for the safekeeping of all criminal evidence and any recovered or found property brought to the station.

During emergencies, may perform all the duties of a police officer.

Supervises the issuance of gun licenses.

Supervises court activity. Testifies at meetings, hearings, and trials.

Serves on committees and boards as required by Town and State law including Town-wide Safety Committees and Local Emergency Planning Committees.

Manage firearms licensing and in charge of special investigations.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in criminal justice or related field required; Master's degree highly desired; and ten years of progressively responsible experience with at least five years of increasingly responsible command experience; or any equivalent combination of education, training and experience.

Special Requirements:

Ability to pass either State or Town administered Police Chief Examination.

Possession of a valid Massachusetts motor vehicle operator's license.

Possession of a license to carry a firearm.

Must pass physical and psychological requirements.

Graduate of a Massachusetts Police Academy or equivalent.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough

knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Working knowledge of the entire police department both administratively and operationally. Knowledge of computer applications as they are used in police work.

Ability: Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with town officials, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to organize the Police Department in such a manner as to recognize needs and provide applicable social and protective services to the community. Ability to formulate police rules, regulations, policies and procedures. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently both verbally and in writing at all times.

Skill: Good managerial, leadership and organizational skills. Excellent fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent must possess the ability to meet required physical standards of age, height, weight and strength. Performance of work frequently involves standing, walking, and driving for long periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop,

crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Manually operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing over 100 pounds. Required to detect odors and have temperature sensitivity.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

4. Screening Committee Process

The manner in which this screening process is conducted will reflect on the entire community. It is therefore of the utmost importance that all candidates be treated with respect and consideration.

Further, it is essential that candidates be notified promptly of any change in their status in writing and not by the media, another candidate or by the "rumor mill".

The initial screening stage of the process that you are charged with performing is not subject to the open meeting law. Accordingly, the application material that you will be reviewing is to be kept strictly confidential. The process will only be as effective in yielding the best Chief as you are effective in assuring the confidentiality of the candidates throughout the process.

4.1 Steps In The Notification Process:

1. Letter to candidates who are eliminated during the initial “paper cut”.
2. Letter to candidates who will be interviewed by the Screening Committee.
3. Phone call and letter to candidates eliminated after the Screening Committee interview.
4. Letter and phone call to candidates who will be interviewed by the Selectmen.
5. Letter and phone call to candidates eliminated after Selectmen interview.
6. Letter and phone call to candidates on stand-by after Selectmen interview.
7. Closure letter to those finalists that were on standby.

4.2 Handling Resumes

- As resumes are received by support staff they will be numbered using a bold black marker on the face page. (This makes it much easier for everyone to keep them in the same order and it is easier to convey numbers than names when notifying staff of candidate status).
- A database will be established in the above mentioned numerical order listing the name, rank, and address of each candidate. Additionally, the database will serve as a check sheet to determine whether the candidates meet the minimum qualifications.
- Support staff shall make adequate copies of all resumes for each member of the Search Committee.
- Support staff shall keep the originals as part of town records. (They can only be destroyed according to the schedule established by the Secretary of State).
- Committee Members may only review their copies in the Town Hall.
- Support staff shall maintain a master sheet for each phase of the selection process to ensure that each candidate gets the appropriate notification as the process develops.
- As candidates are eliminated support staff shall file them as a group labeled with the elimination phase and a copy of the master sheet.
- When the process is complete, each member of the Search Committee shall return all copies of resumes which shall then be shredded.

4.3 Search Committee/Resume Evaluation Suggestions:

The resume and cover letter are usually our first introduction to a candidate. Some will be professionally prepared, others will not. The important thing to focus on is the content.

These are some of the things to look for.

- Missing years: Are there years that are unaccounted for? Was the candidate unemployed for a period of time or did he/she work someplace that they don't want us to know about?
- Total Years of Experience: Does it meet our minimum criteria? Has the candidate experienced promotions and increased responsibility at a reasonable rate?
- Diversity of Experience: Almost all candidates will start their career as Patrol Officers in the Patrol Division. Has he/she had other assignments to broaden his/her experience and knowledge? Look for assignments to Detective Division, Administration, and Traffic etc.
- Insight: A Chief must have a well-rounded knowledge of what makes a department "tick."
- Community Member: A Chief of Police should be active in his/her community. Has he/she volunteered to coach an athletic team? Is he/she active in community charities or does he/she serve on the Board of the YMCA, the Boys & Girls club etc? He/She will bring these values or lack thereof with him/her.
- Innovator: Has the candidate indicated anything that he/she has created and/or initiated in his/her department that would indicate he/she is a leader and/or innovator?
- Strength of Character: Has the candidate served in Internal Affairs or the Professional Standards Unit of his/her department? This is the function within a department that investigates potential wrongdoing by other members of a department. It is usually a position of trust and great responsibility.
- Union/Labor Relations Experience: Our State has very strong labor and Civil Service laws. It is essential that a Chief understand the respective roles of unions and management particularly in a Civil Service environment. Has he/she served as a union officer? Does he/she, as a supervisor, hear grievances or get involved in the negotiation process? This is very valuable experience.

4.4 Screening Committee Interview Process

Candidate Introduction:

The chair will welcome the candidate, introduce him/her to the committee members and explain the process.

Candidate's Introductory Statement:

The chair will briefly explain the process that is about to occur and then ask the candidate to "Please allowing yourself two or three minutes, tell us about your interests and your background".

Interview Questions:

The same questions will be asked of each candidate by the same committee member and in the same order.

Each member of the committee shall choose two questions prior to the interview process. The questions may be selected from the attached samples or may be developed by the committee member. Before the interview process begins, we will determine who will ask what questions. Questions must be legally permissible¹ and should be diverse to fully explore the candidate's knowledge, philosophy, values and management style.

Follow up questions are permissible by any committee member, however we must avoid getting bogged down on any one question.

Questions will be asked in a predetermined order. Each committee member will ask his/her first question. When these initial questions have been asked and answered, the second round will commence.

Conclusion:

At the conclusion of the question and answer portion of the process, each candidate will be given several minutes to ask questions and make a closing statement.

¹ All questions must be reviewed by counsel to determine legality.

4.5 Simple Interview “Do And Don’t” Guidelines:

Please Do:

1. Be prepared.
2. Record as many direct quotes as possible.
3. Maintain a friendly and helpful attitude toward participants.
4. Review candidate’s resume and accompanying material.
5. Listen and observe carefully.
6. Take notes.
7. Let interviewee talk.
8. Make eye contact.
9. Ask open-ended questions (questions requiring more than a yes or no answer).
10. Be friendly.

Please Don’t:

1. Trust first impressions.
2. Ask questions about the candidate’s religion, national origin, race/color, marital/family status, age, arrest record, or other personal information.
3. Give personal feedback.
4. Render your opinion. This is not a debate. If you disagree with or are offended by an answer ask a non-confrontational follow-up question and/or consider all responses in your final evaluation.

Ideally all candidates will leave with a positive image of the community, the process and a belief that they were treated fairly and with respect.

4.6 Candidate Evaluation Form

QUESTION SCORE SHEET

CANDIDATE: _____ DATE: _____ INTERVIEWER: _____

Scoring Key: One (1) = Unsatisfactory and Five (5) = Exemplary

1.

1 2 3 4 5

Comments: _____

2.

1 2 3 4 5

Comments: _____

3.

1 2 3 4 5

Comments: _____

4.

1 2 3 4 5

Comments: _____

5.

1 2 3 4 5

Comments: _____

6.

1 2 3 4 5

Comments: _____

7.

1 2 3 4 5

Police Chief Screening Committee
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2019

Comments: _____

8.

1 2 3 4 5

Comments: _____

9.

1 2 3 4 5

Comments: _____

10.

1 2 3 4 5

Comments: _____

11.

1 2 3 4 5

Comments: _____

12.

1 2 3 4 5

Comments: _____

13.

1 2 3 4 5

Comments: _____

14.

1 2 3 4 5

Comments: _____

RAW SCORE _____ divided by 14 questions = _____ AVERAGED SCORE
--

Police Chief Screening Committee
Town of Townsend, Massachusetts
2019

Committee Member Signature

Date

4.7 Candidate Evaluation Form

OVERALL CANDIDACY

CANDIDATE: _____ **DATE:** _____ **INTERVIEWER:** _____

Scoring Key: One (1) = Unsatisfactory and Five (5) = Exemplary

1. ORAL COMMUNICATION: Does the candidate communicate in a clear understandable manner, express ideas clearly and convey thoughts in a logical well-organized manner?

1 2 3 4 5

Comments: _____

2. STRENGTH OF CHARACTER: Does the candidate convey the ability and courage to deal with difficult issues in a manner that is both ethical and effective?

1 2 3 4 5

Comments: _____

3. LEADERSHIP: Does the candidate possess the ability to lead the members of the Police Department and assume a position of leadership within the community? Does the candidate maintain poise and a positive attitude?

1 2 3 4 5

Comments: _____

4. COMMITMENT TO COMMUNITY POLICING: Does the candidate convey a commitment to proactive community policing by empowering employees and engaging in problem solving and partnership building within the community?

1 2 3 4 5

Comments: _____

5. COMMUNITY FIT: Does the candidate have a style, philosophy and approach that you feel would make him/her an effective Chief in your community? Would you feel comfortable with him/her as your Chief?

1 2 3 4 5

Comments: _____

RAW SCORE _____ divided by 5 sections = _____ AVERAGED SCORE

Police Chief Screening Committee
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2019

Committee Member Signature

Date

Police Chief Screening Committee
Town of Townsend, Massachusetts
2019

5. Department Employee Questionnaire

TO: All Members of the Townsend Police Department

FROM: _____,
Townsend Police Chief Screening Committee

SUBJECT: Questionnaire

DATE: _____, 2019

As you are aware, the Town is in the process of hiring a new Police Chief. Your input is essential to help ensure that the individual hired will have the knowledge, skills, values and management style that are compatible with the needs of the community and police department. The committee would like to ask that you take a few minutes to complete this questionnaire. Please make any additional comments that you believe will assist in the process. Your signature is entirely optional. We thank you in advance for your assistance.

1. What do you think should be the role of the Chief of Police?

2. What do you think should be the role of Police Officers in the community?

3. What are the strengths of the Police Department?

4. What areas of the department do you believe could be improved?

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5. Rate morale within the department from 1 to 10 with 1 being lowest and 10 being the highest. (Please explain.)
6. Do you feel that the Police Department is respected within the community? (Please explain.)
7. What type of management style would you prefer that the new Chief have?
8. Is discipline a problem within the department?
9. Is training adequate? (If no, please make specific suggestions.)
10. Is equipment adequate? (If no, please make specific suggestions.)
11. In your opinion, is the Police Department committed to Community Policing? (If no, please explain.)

12. What new programs would you like to see implemented within the department?

13. Have you ever considered leaving the department for another department? (If yes, why?)

14. What will be the biggest problem or problems that the new Chief will face?

15. Additional comments/suggestions.

(Optional:)

Name:

6. Process Timeline

TASK	DATE COMPLETED
Search committee selected	October 30, 2019
Advertisements placed	
Police officer survey distributed	
Police officer survey deadline	
Response deadline	
Meet with committee/paper cut	
Written questions and application mailed to candidates	
Response to written questions deadline	
Schedule personal interviews	
Search committee interview of candidates	
Search Committee forwards the names of three candidates to the Town Administrator	
Appointing authority interviews & selection	
Written conditional offer of employment	
Physical examination	
Psychological examination	
Background investigation	
Contract negotiations	
Candidate gives notice (30-45 days)	
SWEARING IN OF NEW CHIEF OF POLICE	

Police Chief Screening Committee
Town of Townsend, Massachusetts
2019

7. Sample Questions for the Candidates:

1. Although we have reviewed your resume, please summarize your formal education, police management training and work experience. In particular, tell us what has prepared you to be the chief of police in a community like Townsend?
2. How would you define community policing for a municipal agency and what are the strengths and weaknesses associated with it?
3. What experiences have you had in the implementation or development of community policing programs and give us examples of these programs? Give us an example of a community policing program that you feel is successful. One that was not successful.
4. Please describe an example of an ethical dilemma that you have faced in your professional career and how you addressed the issue. Please be very specific.
5. As police chief in Townsend what would be your approach to dealing with the media?
6. What do you see on the horizon regarding issues of diversity in the work force and demographic changes within communities? What implications will these issues have for the employees of police departments, their mission and service to the citizens?
7. A current trend in the private sector today is to work smarter, not harder. Knowing that technology hasn't reached its full potential in the Townsend Police Department, how would you propose to bring this concept into the department and how would you recommend funding it?
8. How would you share your vision of the department's mission and values with the line officers and rank and file employees in the agency?
9. If selected for this position, you may have the opportunity to select either a supervisory sergeant or an administrative/supervisory lieutenant. What values or criteria would you use in your selection of this position?
10. How do you determine the appropriate level of training within a police department and balance that against budgetary restrictions? What would your priorities be with regard to training and how would you achieve this training in a tight budget?

11. Describe your experience in the planning, development and management of a budget?
12. What rank and number of direct subordinate personnel have you managed at a command level?
13. What experience have you had in a unionized work place? Have you specifically handled: grievances, labor negotiations on behalf of employees and/or management, drafting labor proposals and contract language?
14. In closing, please share with us your thoughts about this opportunity and why you should be hired.

Department/Position Profile

Townsend Massachusetts Police Chief Position Description

Population: The 2010 census recorded 8926 residents in Townsend.
Area in Sq. Miles: 33.

Department Positions (current)

Full time.

Chief – 1

Deputy Chief – 1

Lieutenant – 1

Sergeant – 1

Officers – 10

Administrative Assistant – 1

Record Clerk - 1

Part time.

Officers - 5

Number of people that the individual will be supervising: [Click here to enter text.](#)

Will the Position be acting in the capacity of OIC? Not applicable.

Will the Position be on patrol?

Given the small size of the department, the chief of the department does back up officers as needed. The community also has become accustomed to the chief driving through neighborhoods for added visibility.

Most serious crime issues in the community:

The Town of Townsend is a very safe community. In fact, according to FBI data it is the 38th safest community in the Commonwealth. Crime is low however, crimes like theft and property crime are ones that affect the community. Violent crime is infrequent. As in any community, domestic violence is of concern.

Most frequent citizen complaints:

Community members express concern about speeding cars which has been addressed

Most serious internal issues:

During the past few years there has been a turnover in staff. Seasoned officers reached retirement age and an officer left to go to his hometown. With the number of new officers there will be a change in the culture of the department.

Current state of labor relations:

There have been grievances over the past several years due to the department leadership trying to enforce regulations and management rights.

Does the community respect and support the officers?

The community had been split with its support of the department and officers. Over the past several years the relationships have improved across the community. The community supports the department with its budget requests.

Are the officers aware of the extent of support or lack thereof from the community? The department still has some residual impacts from the recall and the division it caused. This is likely to continue to subside especially with the number of new officers that have joined the department.

What, if any, regionalization does the department participate in?

- The department is part of a regional dispatch center the Nashoba Valley Regional Dispatch District (NVRDD).
The NVRDD operates with both operations and administrative boards that meet monthly.
Regional dispatch is a cost-effective solution for dispatching which used to run out of the police department. Part of the community continues to want local dispatch. The current effort to create a dispatch center with Pepperell and Ashby will continue to require a time commitment from the chief.
- The department participates in the Northeastern Massachusetts Law Enforcement Council (NEMLEC). Monthly meetings are held which the department attends. NEMLEC meetings are open to chiefs only. Services provided include motorcycles for road races, tactical teams for high risk operations, and communications vehicles for large events among other assets. Officers from the police department participate in events as part of Townsend's participation in NMLEC.
- One of the most significant regional efforts is the COIN program. Consisting of 10 departments, COIN addresses substance use and mental health disorders. There are personnel in place to assist in times when a community

member is in a mental health crisis and recovery coaches to provide support for those with substance use disorders. COIN meets occur monthly. The department introduced the group to the Collaborative Reform Initiatives - Technical Assistance Center (CRI-TAC). CRI-TAC, funded by the COPS Office and delivered by subject matter experts. For our program, CRI-TAC is delivering 40-hour Crisis Intervention Training (CIT) for our communities. Without this free program, the town would not be able to participate. Prior to the training there will be planning sessions with community members, professional service providers, and police representatives.

Will the Position be required to supervise tactical situations? If yes, please explain.

The chief is ultimately responsible for department operations and this would include tactical situations. Day to day and routine calls officers will mostly be able to handle the situation. On larger scale calls, should an incident require additionally support, NEMLEC will provide assistance to the department. In these instances, the chief will be part of the command center.

Will the Position ever act in the capacity of Acting Chief? If yes, please explain.
N/A

Will the Position spend time meeting with citizens and/or addressing groups/neighborhood watch etc.?

A critical part of the position is to engage the community. It is imperative for the chief to attend community meetings, participate as a volunteer for community organizations, and be highly visible in the community.

The following are groups in which the chief is involved:

- Senior Center
- Churches
- TEO
- Youth Sports
- 119 Connections
- Foster Partners Group
- Landlord / property management groups
- Town Committee Meetings
- Historical Society Events
- Parades

- Band Concerts
- VFW
- Library Events
- NM Cares
- TBA

In addition, the chief is visible in the schools.

Will the Position be involved in writing and/or administering grants?

The chief writes grants for traffic safety (general safety, equipment, child safety seats) and bulletproof vests. The chief also supports other grant initiatives as sought by the community (emergency management, public health etc.)

Will the Position be involved in labor relations matters?

The TA and Board of Selectman negotiate the contract with the union.

Is the Position a member of a union? Please describe.

No

What are the most important tasks that the Position will be performing?

The position provides leadership both internally and externally. For the past several years the position has focused on rebuilding trust with the community and ensuring the department operates in an ethical manner.

The chief coordinates the activities of the departments and participates in a “hands on” manner as needed.

The chief oversees all department operations and is the liaison to all town boards, other departments, and community groups.

Will the Position be developing and/or writing policies, procedures, rules regulations?

The chief writes policies to ensure the department operates using best practices.

Will the Position be involved in the discipline process?

The chief makes the final decision on internal investigations, other department members conduct the investigations.

Will the Position be involved in officer training?

The chief oversees all the training and determines who will attend what training.

Will the Position be involved in Internal Investigations? At what level?

The chief makes the final decision on internal investigations, other department members conduct the investigations.

Will the Position have any dealings with the press?

The position is the department PIO. In addition, the chief is responsible for position to social media.

Community Policing – Is the department involved in Community Policing? Please list some of your most successful community policing programs:

Community policing is not just a single program, it is the process of being involved with community and jointly addressing concerns. The town values the interaction of the chief and believe it is important for the chief to be active in the community.

1. The department hosts the following
 - a. Sr. Picnic
 - b. National Night out
2. Twice a year the department has a drug take back day to call attention to the importance of properly disposing of any unused prescriptions.
3. The department is represented by the chief in community events. Some of the events include:
 - a. Memorial Day Parade
 - b. Putting flags on veterans graves
 - c. Band concerts
 - d. Youth sport
 - e. Non profit events
 - f. School based events
 - g. Library events
 - h. Rail Trail events
 - i. Community clean ups
 - j. Tree lighting
 - k. Community dinners
 - l. POW/MIA events
 - m. VFW breakfasts
 - n. Food distribution
4. The chief established a youth leadership effort to foster multi-generational interaction.
5. The chief established a program to have the department interact with children exposed to trauma.
6. The department puts out extra – grant funded patrols – to address community safety and to focus on areas of concern.

7. The chief is an instructor in child passenger safety and writes grants to obtain seats and assist families in need.

Describe the ideal person to fill this position:

For the Town of Townsend, the chief needs to be committed to the community. The position requires a person that believes in engaging with the community to maintain the trust that has been build. The chief will need to lead with compassion toward the community members. The police chief needs to have a continual visible presence throughout the community - both on-duty and off-duty hours. Due to the desire of the community to have a highly visible chief, residence in the Town is preferred. The chief should have a proven record of community engagement.

The chief needs to be a strong and inspirational leader that is able to maintain a high level of professional and ethical conduct within in the department. The chief must also have a vision for excellence in policing in order to continually improve the department.

The chief will need to continue to support technology upgrades and advancements that support the policing profession.

The chief must have extensive knowledge of modern law enforcement principles, procedures, techniques, and equipment. The chief needs to support contemporary policing practices and have experience implementing them.

The chief should have a minimum of 20 years of experience in local, state, federal or military policing and have at least five years in supervisory position at the command staff level. The candidate should possess at a minimum, a bachelor's degree with a master's degree preferred. Ideally the candidate should have advanced training from a institute such as the FBI National Academy, FBI LEEDA, the PERF Senior Management Institute for Police, Northwestern University School of Police Staff and Command, Southern Police Institute or similar entity.

Current "Hot Button" Issues: The issues below are

- continuing to address opioids and substance use disorder
- focusing on safety and wellness



3.2

10/2019
FOR IMMEDIATE RELEASE

For more information:

Joe Firmani Russell Jobe
joe@operationservice.net rjobe@vfwma.org

THE WALL THAT HEALS IS COMING TO Townsend

ON 8/20/2020 through 8/23/2020

*Vietnam Veterans Memorial Replica Wall and Mobile Education Center
spreads healing legacy of The Wall and educates about the impact of the Vietnam War*

Townsend, Massachusetts – *The Wall That Heals*, a three-quarter scale replica of the Vietnam Veterans Memorial along with a mobile Education Center, is coming to Townsend on August 20th through August 23rd. The Exhibit will be open 24 hours a day and free to the public. Operation Service and Townsend VFW Post 6538 are leading the effort that will bring the exhibit to Townsend. *The Wall That Heals* honors the more than three million Americans who served in the U.S. Armed forces in the Vietnam War and it bears the names of the 58,276 men and women who made the ultimate sacrifice in Vietnam.

“The Vietnam Veterans Memorial Fund is pleased to bring *The Wall That Heals* mobile exhibit to Townsend to allow local veterans and their family members a chance to experience The Wall and honor and remember those who have served and sacrificed,” said Jim Knotts, president and CEO of VVMF. “Hosting *The Wall That Heals* provides an opportunity for healing and an educational experience for visitors on the impact of the Vietnam War on America.”

“Townsend has a time-honored tradition of honoring our veterans. Being able to bring The Wall That Heals to Townsend, Massachusetts is a thrill and an honor for the entire veteran community”.

“We’re grateful to have a location that will make The Wall That Heals accessible to thousands of visitors from our community and surrounding towns.” Keith Jackson, VFW Past State Commander 2018-2019

Community support is needed to bring *The Wall That Heals* to Townsend. More than 100 volunteers will be needed to set up and take down the replica Wall, staff the exhibit and guide visitors 24 hours a day. Financial and in-kind donations are also needed to help support this community event. To learn more about how you can help the effort, please visit <https://www.facebook.com/Townsend-Ma-The-Wall-that-Heals-2020-112981643466850/> We will update this page with location of the exhibit, ways to donate and volunteer.

School and youth groups are encouraged to visit *The Wall That Heals*. Trained staff from VVMF will be on site to provide free educational tours of the exhibits. Tours can be customized based on ages so visitors can learn about the history of the Vietnam Veterans Memorial, hear stories of those who served in Vietnam and learn about the impact of the Vietnam War on America.

About *The Wall That Heals*

The Wall That Heals is transported from community to community in a 53-foot trailer. When parked, the trailer opens with exhibits built into its sides, allowing it to serve as a mobile Education Center telling the story of the Vietnam War, The Wall and the divisive era in American history.

The three-quarter scale Wall replica is 375 feet in length and stands 7.5 feet high at its tallest point. Visitors will experience The Wall rising above them as they walk towards the apex, a key feature of the design of The Wall in D.C. Visitors are able to do name rubbings of individual service member's names on The Wall.

The mobile Education Center displays includes digital photo displays of "Hometown Heroes" - service members whose names are on The Wall that list their home of record within the area of a visit and the "In Memory Honor Roll - Vietnam veterans from the local area honored through VVMF's *In Memory* program which honors veterans who returned home from Vietnam and later died as a result of their service. A display of items representative of those left at The Wall in D.C. tell the story of the Vietnam War, The Wall and the era surrounding the conflict.

The 2020 national *The Wall That Heals* tour is generously sponsored by USAA and transported thousands of miles across the country each year through a partnership with the Truckload Carriers Association (TCA) and the trucking industry.

More than 300,000 people visited *The Wall That Heals* exhibit in 2019. Since its debut in 1996, the exhibit has been on display in nearly 600 U.S. communities in addition to an April 1999 tour of the Four Provinces of Ireland and a visit to Canada in 2005. *The Wall That Heals* is a program of VVMF, the nonprofit organization that built the Vietnam Veterans Memorial in Washington, D.C. in 1982. *The Wall That Heals* is the only traveling exhibit affiliated with The Wall in Washington, D.C. and includes the largest Wall replica that travels the country. Two VVMF staff members lead volunteers on site, educate visitors and students, and ensure the reflective atmosphere of The Wall. More information can be found at: www.thewallthatheals.org.

About VVMF

The Vietnam Veterans Memorial Fund (VVMF) is the nonprofit organization that built the Vietnam Veterans Memorial (The Wall) in Washington, D.C. in 1982. VVMF continues to lead the way in paying tribute to our nation's Vietnam veterans and their families. VVMF's mission is to honor and preserve the legacy of service in America and educate all generations about the impact of the Vietnam War and era through programs, ceremonies and education materials. To learn more about VVMF, visit www.vvmf.org or call 202-393-0090.

North Central MASSACHUSETTS

DEVELOPMENT CORPORATION

RECEIVED

OCT 29 2019

BOARD OF SELECTMEN

October 22, 2019

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

RE: Letter of Support- 2020 Regional Economic Development Organization Grant

Dear Mr. Kreidler,

We wanted to reach out and thank you and your community for once again voicing your support for the work the North Central Massachusetts Development Corporation does as your Regional Economic Development Organization. This important designation allows us provide much needed workforce development and business support services across the twenty seven towns and cities which constitute North Central Massachusetts. The funding associated with this designation will enable us to continue connecting schools to employers and small business owners to support for another year.

Over the course of the past fiscal year, the Development Corporation organized 3 employer tours for students and educators, provided 385 hours of technical assistance to entrepreneurs, and lent \$409,000 in microloans. All of this led to the creation or retention of 90 jobs. We look forward to working with you and your colleagues across the region to continue this success once the current grant awards are announced.

Sincerely,



Roy Nascimento, IOM, CCE
Public Affairs Manager



Christopher McDermott
Public Affairs Manager

