



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew Sheehan,
Town Administrator

Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
July 17, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order
- 1.2 Roll call
- 1.3 Notice that the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions

II APPOINTMENTS /HEARINGS

- 2.1 7:05PM Cable Television Public Hearing to take public input on whether Comcast is in compliance with its current license and determine the Town's future cable related needs; and determine whether to issue a cable license to Comcast. Votes may be taken.
- 2.2 7:15PM Squannacook Rail Trail Committee to update the Board on plans for the trail and discuss next steps. Votes may be taken.
- 2.3 Fire Department promotions: Chief Don Klein requests the following promotions and recognitions. Votes may be taken.
 - 2.3.1 John Tuomi to Full Time Firefighter/EMT-P (Paramedic)
 - 2.3.2 David Mazza to Full Time Firefighter/EMT & Fire Prevention Officer
 - 2.3.3 Badge pinning for new Firefighters who have completed 6-month training program:

Jeffery Beal	James Normington
Cody Collins	Andrew Virostro
Steve Mongelli	Jonathan Kinney

III MEETING BUSINESS

- 3.1 Request from Town Clerk Susan Funaiolo to send a letter to the Secretary of State authorizing the use of paper ballots in special elections. Votes may be taken.
- 3.2 Sign Warrant for 2012 State Primary Election. Votes may be taken.
- 3.3 Request of Unitil for Permit to cross, alter, and/or construct within a Town way, to install a gas service to 83 Warren Road. Votes may be taken.
- 3.4 Request of Chris Clish, Council on Aging Director, to approve the hiring of Peter F. Buxton as a substitute van driver. Votes may be taken.
- 3.5 Discussion of updates to Personnel Policies & Procedures. Votes may be taken.
- 3.6 Hart Library: update on request for proposals. Votes may be taken.

IV WORK SESSION

- 4.1 Board of Selectmen Updates/Reports
- 4.2 Town Administrator Updates/Reports
- 4.3 Review/Sign Payroll Warrant
- 4.4 Review/Sign Bills Payable Warrant

**TOWN OF TOWNSEND
NOTICE OF CABLE TELEVISION PUBLIC HEARING**

The Board of Selectmen of the Town of Townsend, as issuing authority for a cable television license under MGL c. 166A, will hold a public hearing on **Tuesday, July 17, 2012 at 7:05PM in the Selectmen's Chambers, 272 Main Street, Townsend.** The purpose of the public hearing will be to determine whether to issue a cable television license to Comcast. All applications, reports, statements, and license drafts to be considered at the hearing that constitute public records under state law are available for public inspection during regular business hours and for reproduction at a reasonable fee. Members of the public are invited to attend and be heard on the topic: (a) whether the current cable operator is in full compliance with its currently-existing cable license; and (b) what are the Town's future community cable-related needs.

Please publish in the *Townsend Times* on June 29 and July 6, 2012.

Please bill to: Board of Selectmen
272 Main Street
Townsend, MA 01469

T: 978-597-1700 x 1701

F: 978-597-1719

Email: asheehan@townsend.ma.us



KOPELMAN AND PAIGE, P.C.
The Leader in Municipal Law

101 Arch Street
Boston, MA 02110
T: 617.556.0007
F: 617.654.1735
www.k-plaw.com

April 5, 2012

William Hewig III
whewig@k-plaw.com

Mr. Andrew Sheehan
Town Administrator
Townsend Town Hall
272 Main Street
Townsend, MA 01469

Re: Cable Television Renewal License Procedures

Dear Mr. Sheehan:

This letter is to provide for you a roadmap of the process you should follow to prepare for and conduct cable television renewal license negotiations with your current cable operator. The process, in general, is called "ascertainment", and it is designed to determine two separate things, both of which are essential to renewal negotiations: (1) is the cable operator in compliance with its current license?; and (2) what are the Town's future community cable-related needs? Recognizing that there are only about 5-6 months remaining in your current license, I recommend the following steps to get Townsend started in the process. The only step actually required is the public hearing.

(a) Consider Preparing and Distributing a Survey:

Consider preparing a survey for the Town. The survey should be short and succinct, but should include a specific inquiry as to how much the customer is willing to pay for additional PEG Access Services. See Section 7 in the Sutton survey, and Section 4 (under Community Service) in the Southwick survey, in the enclosed materials as an example. I would be pleased to review your survey for you, or you could simply incorporate some of the ideas in the samples provided and finalize it. There are several ways by which the survey may be distributed and I can discuss those with you at your convenience. I have enclosed some sample surveys for your information.

(b) Solicit Town-Wide Participation:

Send letters or e-mails out to town department heads, and to other interested communities of interest within the town (such as, for example, senior centers, historical societies, libraries, etc.) advising them that the cable license renewal proceeding is coming up, and seeking their active participation in the ascertainment process. Your local access channel should be able to cablecast this information as well. To participate, they should begin to prepare a list of their future cable-related needs, and submit their lists to the Board of Selectmen, or to the Cable Committee (if so authorized by the selectmen) with a copy to you.

KOPELMAN AND PAIGE, P.C.

Mr. Andrew Sheehan
Town Administrator
April 5, 2012
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(c) Prepare a Business Plan:

Consider preparing a “business plan” for the Town’s future PEG Access activities. If you wish, I can provide you with sample business plans, but in general they should include a sample program listing, proposed budgets, proposals for training and studio operations, a list of current equipment, and a list of new or replacement equipment which will be needed. In general, the business plan should permit you to calculate the annual operating costs of the Town’s current (or future proposed) access program, and the cost of the new equipment that the Town will need to upgrade its current plant. Grants for equipment renewal typically are spread out over the term of the license. A business plan need not be long or involved. I have enclosed several for your information.

(d) Plan One or More Public Hearings:

State regulations require at least one public hearing during the “ascertainment” phase. I will leave the decision to your judgment about whether the Town will need more than one hearing. The purpose of the hearing is to seek public input as to whether the current cable operator is in compliance with its license, and as to the Town’s future community cable-related needs during the presumptive term of a renewal license (the renewal license may be anywhere from 3 to 10 years in duration). You will find a sample Notification of Public Hearing in the enclosed materials. When you decide the date of the hearing or hearings, you should have that notification published in a paper of local circulation within the Town weekly, for two successive weeks, the first date of which is at least fourteen (14) days before the hearing date.

(e) Commence Informal Negotiations:

Following the compilation of the survey returns (if a survey is distributed) and at least one public hearing, and following the preparation of a business plan, you are ready to sit down with the cable operator and begin negotiations. In my view, it does not make sense to begin actual negotiations until all of these tasks are complete.

KOPELMAN AND PAIGE, P.C.

Mr. Andrew Sheehan
Town Administrator
April 5, 2012
Page 3

I trust that this will be of assistance to you and your committee as you begin your preparations for the renewal process. Please do not hesitate to contact me if I can be of any further assistance to you.

Very truly yours,

A handwritten signature in black ink, appearing to read "William Hewig, III". The signature is written in a cursive style with a large, looping flourish at the end.

William Hewig, III

WH/eon
Enc.
cc: Board of Selectmen (w/o enc.)

447589/TOWN/0001

FULL-TIME FIREFIGHTER/PARAMEDIC

2,3.1

Position Purpose:

The purpose of this position is to oversee and administer the Emergency Medical Services operations of the Townsend Fire-EMS Department; protect life and property by performing firefighting duties, emergency medical services, controlling hazardous materials, and performing fire prevention duties for the Townsend Fire-EMS Department; all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible duties; makes decisions which involve choices of action within limits defined by standard practices and instructions.

Supervision Received: Works under the general direction of the Operations Captain, Fire-EMS Chief or other superior officer and in conformance with departmental regulations and professional standards. Employee refers all unusual cases to supervisor.

Supervision Given: In the absence of a superior officer may supervise all department employees while in command of a fire/emergency scene. In the absence of the Fire-EMS Chief or the Operations Captain, administrative supervision is maintained over of all employees of the department. Daily supervision is given in performance with regular duties.

Job Environment:

Work is performed primarily in an office environment, in vehicles, and at the scene of fires/emergencies under varying weather conditions and under conditions which may involve considerable personal danger with exposure to bio-medical hazards, temperature extremes, Employee is exposed to the hazards associated with fighting fires and rendering emergency medical assistance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. Can be expected to work long continuous periods of time. The noise level in the work environment is usually moderate in office setting and very loud at an emergency scene. When on call, required to immediately report to duty 24 hours a day.

Operates emergency medical aid equipment, fire apparatus, fire pumps, hoses, ladders, medical aid equipment, radio, pager, and other standard firefighting equipment. Required to wear uniform and protective clothing/equipment.

In the office, operates computer and standard office equipment such as telephone, copier, and fax; when at a fire or EMS emergency operates some or all of the following equipment: all fire apparatus, various power and hand tools, emergency medical aid equipment, a radio, and all other standard firefighting equipment.

Makes contacts with the general public, local hospitals, regional and state government agencies, insurance and medical billing companies, vendors, lawyers, other local fire departments, other town departments, and other public safety personnel.

Has access to highly sensitive and confidential information, such as personal data regarding department members and medical records of citizens and patients; Application of appropriate judgement, discretion and adherence to confidentiality protocols is required.

Errors could endanger the lives of individuals, be costly in terms of decreased or less efficient protection to persons and property, considerable delay and confusion, possible personal injury/death, and result in serious 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.)

Responds to Fire/EMS emergencies, responding to emergency calls throughout the town, state, and region working under hazardous conditions, performing hazardous duties, in combating and extinguish fire and offering medical aid.; Performs firefighting activities utilizing fire hose, heavy stream appliances and extinguishers, and ladders; ventilates burning buildings, using forcible entry tools, if necessary; enters burning buildings to evacuate and rescue persons in danger and control fire. Protects fire-damaged property by spreading salvage covers, removing excess water and debris, and securing buildings against rekindling, inclement weather, and trespassers.

Conducts rescue operations including technical rescue situations utilizing department equipment and tools as necessary. Administers advanced medical aid and resuscitation whenever necessary. Prepares victim to be transported by ambulance; drives ambulance and fire apparatus.

Communicates with local hospital, transferring patient reports to the emergency services staff; follows up with emergency room doctors regarding treatment modality; participates in run reviews for training purposes.

Physically examines and takes history of victim; formulates a plan of treatment and performs therapeutic maneuvers in accordance with standing orders, and packages and transports the patient to the nearest appropriate facility.

Gather and prepare EMS run forms for the purpose of billing, quality and control checks, general filling and proper documentation.

Responds to and assists in the control and mitigation of hazardous materials emergencies. Responds to and assists in controlling the effects of environmental emergencies, i.e. earthquakes, hurricanes, floods, etc., including performing rescues and evacuations.

Administers advanced medical aid and resuscitation. Performs emergency rescue and extrication work at accident scenes.

Assists in investigating the cause and origin of fires and explosions.

Cleans, maintains, repairs and tests fire apparatus and equipment, and fire hose; maintains clean and orderly condition of fire station and performs minor maintenance, repairs, housekeeping and grounds keeping duties around the station.

Cleans, maintains inventory, and repairs the departments breathing apparatus and schedules hydro testing of the cylinders.

Maintains inventory of all EMS equipment and supplies. Reviews and recommends equipment and supply purchases and replacements. Ensures that ALS level ambulances are equipped to handle all calls with the greatest ability for the people it serves.

Perform weekly inspections on the ambulance to make sure they meet OEMS standards for the Basic and Advanced life support levels.

Reviews EMT patient reports for proper documentation and conducts case reviews.

In the absence of the Fire-EMS Chief or the Operations Captain prepares weekly payroll of the department, process Bill Warrants for payment of the Town Accountant. Prepares deposits for the Town Treasurer form revenue collected from permits, inspections fees, and ambulance receipts.

Attends department meetings, drills and training classes in firefighting, rescue, emergency medical work, and related subjects as outlined in the Department Rules and Regulations.

Conducts fire safety inspections and code enforcement under the direction of the Fire Prevention Division.

Performs public relations for the department including representing the department at local functions, local schools, and giving station tours.

When reporting for duty, must have clothing in conformity with the rules and directives.

Performs similar or related work as required or directed.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates Degree; three years of field experience as an Emergency Medical Technician at the paramedic level; or any equivalent combination of education and experience. completion and certification from the Massachusetts Firefighting Academy; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license.
Massachusetts EMT-P Certification
Certification in CPR and Defibrillator
Massachusetts State Certified Firefighter I/II
Advanced Cardiac Life Support
NIMS 700, ICS 100&200
Hazardous Materials Operational
Aerial Ladder Operations, Motor Pump Operator, Fire Prevention Officer Basic
PHTLS, PALS, AMLS

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of all applicable Massachusetts general Laws relating to the Emergency Medical Services field. Comprehensive knowledge of critical incident stress and the debriefing process. Working knowledge of the hazards and safety precautions involved in the work performed. Working knowledge of fire suppression and prevention principles, procedures, techniques and equipment. Working knowledge of advanced medical aid and resuscitation techniques and their application.

Ability: Ability to communicate clearly and concisely in writing and orally, and to speak on behalf of the department. Ability to work with little daily supervision. Ability to respond accurately and professionally during stressful and emergency situations. Aptitude for and attention to detail and accuracy; read, write, add, subtract, multiply and divide. Must understand and follow safety work rules and operating guideline. Courage and emotional stability. Ability to apply standard firefighting and emergency aid techniques to specific situations. Ability to follow proper methods, procedures and safety precautions of a Firefighter and EMT. Ability to perform arduous tasks requiring physical endurance and agility under adverse conditions.

Skill: Skill in operating all fire-ems equipment and apparatus. Skilled in the use of all office equipment and all emergency tools, equipment and supplies. Skills in patient care and public relations. Skills in report writing, computer usage, driving, and two-way radio usage.

Physical Requirements:

Moderate to strenuous physical effort required in the performance of work at the scene of emergencies. Physical agility required to access all areas of emergency sites. During emergencies, may be required to talk, walk, run, stoop, kneel, crawl, bend, and reach with hands and arms. Employee is required to use hands to finger, handle or feel object, tools or controls. Ability to hear calls for help, groaning, listen for breath sounds, hear BP, etc.; good eye-sight for far vision, near vision, to operate a motor vehicle and to distinguish colors. Employee must be able to detect odors. Must possess excellent manual/finger dexterity to perform CPR, bandage patients, use air bag ventilators, etc. The position involves physically hazardous functions under emergency conditions. Must be able to connect and pull and operate hose lines; operate a pump; position and climb ladders/stairs; lift/carry equipment or persons weighing more than 150 pounds; push; climb; stoop; kneel; crawl; and reach with hand and arms; ability to work in

confined spaces. Performance of work also involves standing and walking for long periods of time. Physical agility is required to access all areas at the scene of a fire. Wears protective equipment weighing over 50 pounds. Performs strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Required to detect odors and have temperature sensitivity. Ability to hear and talk. Physical ability to drive a car, fire apparatus, and ambulance.

(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.)

**FULL-TIME FIREFIGHTER/EMT
CODE COMPLIANCE / FIRE PREVENTION OFFICER**

2.3.2

Position Purpose:

The purpose of this position is to protect life and property by performing supervisory and direct firefighting duties, emergency medical services, controlling hazardous materials, and performing code compliance and fire prevention duties for the Townsend Fire-EMS Department; all other related work as required. The Full-time Firefighter/EMT Code Compliance / Fire Prevention Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs highly responsible duties requiring independent judgment and initiative in enforcing federal / state / local laws, performing on-scene firefighting and/or incident response of the Fire-EMS Department; work is performed with considerable independence in accordance with accepted firefighting, emergency medical practices and department regulations.

Supervision Received: Works under the general direction of the Operations Captain, Fire-EMS Chief or other superior officer and in conformance with departmental regulations and professional standards. Employee refers all unusual cases to supervisor.

Supervision Given: In the absence of a superior officer may supervise all department employees while in command of a fire/emergency scene. In the absence of the Fire-EMS Chief or the Operations Captain, administrative supervision is maintained over of all employees of the department. Daily supervision is given in performance with regular duties.

Job Environment:

Majority of work is performed in a office environment, in vehicles and at the scene of fires, ems and emergencies. Firefighting and emergency medical services work is performed at the scene of fires/emergencies under varying weather conditions and under conditions which may involve considerable personal danger. Employee is exposed to the hazards associated with fighting fires and rendering emergency medical assistance including; bio-medical hazards, temperature extremes, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The noise level in the work environment is usually moderate in the office setting and may be very loud at an emergency scene. Work schedule may be unpredictable. May be required to immediately report to duty 24 hours a day. Can be expected to work long continuous periods of time.

In the office, operates computer and standard office equipment such as telephone, copier, and fax; when at a fire or emergency operates some or all of the following equipment: Operates emergency medical aid equipment as scope of practice allows, all fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, and other standard fire fighting and medical

New Position - Not Classified

assurance, network management, research and development of RMS, CAD components, and maintaining appropriate data in RMS database.

Performs the duties of the Code Enforcement Officer of the Townsend Fire-EMS Fire Prevention / Code Compliance Division. Issues permits and performs all inspections, conducts and approves plan reviews of construction projects, fire alarm, sprinkler installations. Prepares reports after completing inspections and plan reviews.

Cleans, maintains, repairs and tests fire apparatus and equipment, and fire hose; maintains clean and orderly condition of fire station and performs minor maintenance, repairs, housekeeping and grounds keeping duties around the station.

Attends drills and training classes in firefighting, rescue, emergency medical work, and related subjects.

Attends monthly officer's and department meetings as outlined in the Department Rules and Regulations.

Serves as a member of the Fire Alarm Division and assist with the municipal fire alarm system repair, construction and installation of new or replacement hardware, municipal fire box testing, and municipal fire box transmitting and receiving equipment and associated reports.

Serves a member of the Training Division with responsibilities to create and execute appropriate training plans under the direction of the training officer; may also be responsible for the development and implementation of training standards as required by the NFPA and OEMS for department personnel.

Prepares and updates pre-incident plans for use by dispatch and other emergency services.

Assists the Fire-EMS Department/Communications Department Liaisons to ensure that Fire-EMS Department policies and procedures is disseminated to department staff, and issues with the radio/communication systems are documented for repair work. Assist with the training of dispatchers in the use of policies and procedures of the department and the CAD/RMS programs. Assist with the routine maintenance, emergency repair and the inventory of the Townsend Fire-EMS Radio System. May serve as the liaison in the absence of the Operations Captain to the communications liaison in his/her absence.

In the absence of the Fire-EMS Chief or the Operations Captain prepares weekly payroll of the department, process Bill Warrants for payment of the Town Accountant. Prepares deposits for the Town Treasurer form revenue collected from permits, inspections fees, and ambulance receipts.

Performs public relations for the department including representing the department at local functions, local schools, and giving station tours.

*Townsend, MA
FT-Firefighter/EMT
Code Compliance / Fire Prevention Officer
FLSA: Non-Exempt
Page 3*

New Position - Not Classified

lift/carry equipment or persons weighing more than 150 pounds; push; climb; stoop; kneel; crawl; and reach with hand and arms; ability to work in confined spaces. Performance of work also involves standing and walking for long periods of time. Physical agility is required to access all areas at the scene of a fire. Wears protective equipment weighing over 50 pounds. Performs strenuous physical efforts during emergency or training activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke. Required to detect odors and have temperature sensitivity. Ability to hear and talk. Physical ability to drive a car, fire apparatus, and ambulance.

(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.)



Office of the Town Clerk
Town of Townsend
272 Main Street
Townsend, MA 01469

3.1

Susan A. Funaiole, CMC
Town Clerk
Kathleen M. Spofford
Assistant Town Clerk

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

To: Secretary of State Office
From: Susan A. Funaiole
Date: July 11, 2012

Attention Michelle Tassiniri:

The undersigned Board of Selectmen of Townsend, have authorized the use of paper ballots in anticipation of any additional special elections. We will revert to the use of our Accu-vote equipment for future elections.

Sincerely,

Susan A. Funaiole
Susan A. Funaiole, CMC/CMMC

Nicholas Thalheimer _____

Sue Lisio _____

Robert Plamondon _____

Board of Selectmen for the Town of Townsend



3.2

**COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH**

WARRANT FOR 2012 STATE PRIMARY

Middlesex SS.

To the Constables of the Town of TOWNSEND

GREETING:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

Precinct 1, 2, and 3

Memorial Hall - 272 Main Street, Townsend

On **THURSDAY, THE SIXTH DAY OF SEPTEMBER, 2012**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Primaries for the candidates of political parties for the following offices:

SENATOR IN CONGRESS.	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS	THIRD DISTRICT
COUNCILLOR	SEVENTH DISTRICT
SENATOR IN GENERAL COURT	WORCESTER AND MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.	FIRST MIDDLESEX DISTRICT
REGISTER OF DEEDS.	MIDDLESEX SOUTHERN DISTRICT
CLERK OF COURTS.	MIDDLESEX COUNTY
SHERIFF (TO FILL VACANCY)	MIDDLESEX COUNTY

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this _____ day of _____, 2012.

Nicholas E. Thalheimer, Chairman

Sue Lisio, Vice-Chairman

Robert Plamondon, Clerk

Selectmen for the Town of TOWNSEND

Pursuant to the within warrant, I Have notified and warned the inhabitants of the Town of Townsend by posting up attested copies of the same at: Memorial Hall, 272 Main Street at the center, West Townsend Fire Station, 460 Main Street in West Townsend, Police/Communications Center, 70 Brookline Road, North Middlesex Regional High School, 19 Main Street, and Harbor Church, 80 Main Street, at least seven days before the date of the election as within directed.

Constable of Townsend

(Constable)

(Month and day)

Warrant must be posted by **August 30, 2012**, (at least *seven days* prior to the **September 6, 2012** State Primary).

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, THE WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and THE NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET AT LEAST **SEVEN (7) DAYS** BEFORE THE DATE OF THE ELECTION, AS WITHIN DIRECTED.

Constable of TOWNSEND

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
W. TOWNSEND FIRE STATION	_____	_____	_____	_____
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____

3.3

Town of Townsend
Highway Department
PO Box 621
177 Main St
Townsend, MA 01469
(978) 597-1712

Application for Permit
To Cross, Alter and/or Construct Within a Town Way
Townsend General Bylaws Article II, Section 13

Date: 7-6-12

Town of Townsend
Highway Superintendent
PO Box 621
Townsend, MA 01469

To Whom it May Concern:

The Undersigned, **Unitil Fitchburg Gas & Electric** hereby applies for permission to: Excavate And
Install A GAS Service To #83 Warren Road
Dig safe # 2012-2708363

A \$100.00 permitting fee is now required with all applications.

Start Date: 7-12-12

Further, we agree that if the town has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than 1 foot in depth, uniformly distributed and each layer thoroughly compacted. The undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

Kenneth LaBombard

(Company Representative)

285 John Fitch Hwy

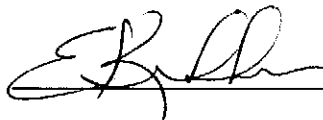
(Street Address)

Fitchburg, MA 01420

(City, State, Zip)

(Telephone)

Approved/Disapproved: Highway Superintendent:



Date: 7-11-12

Approved/Disapproved: Board of Selectmen:

Date: _____

TOWN OF TOWNSEND

3.4

EMPLOYMENT APPLICATION

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The TOWN OF TOWNSEND does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, ancestry or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: 7/11/12
Name: Buxton Peter F
Address: 46 New Fitchburg Rd Townsend MA 01474

Mailing Address: (if different)
Telephone: (978) 597-5130 email: STRYKER@NET1PLUS.COM

Position(s) desired: SPARE ROAD RUNNER DRIVER
Salary desired:
Date Available:

GENERAL INFORMATION

BY WHOM OR WHAT SOURCE WERE YOU REFERRED TO US?

- () SELF () SCHOOL/COLLEGE (X) NEWSPAPER OR OTHER PUBLICATION () EMPLOYEE REFERRAL NAME (X) OTHER*

* IF OTHER, EXPLAIN Sign AT Senior Center

- If employed and you are under 18, can you furnish a work permit? (X) NO NA () YES
Have you filed an application here before? () YES () NO If Yes, give date
Have you ever been employed here before? (X) YES () NO If Yes, give date 70's
Are you employed now? () YES (X) NO Retired
May we contact your present employer? () YES () NO NA

EDUCATION

HIGH SCHOOL <i>Pepperell High school</i>			Circle Last Completed Year 1 2 3 4	
COMPLETE ADDRESS				
DATES ATTENDED	FROM	TO	GRADUATED YES () NO	MAJOR COURSE:
	<i>19 58</i>	<i>1961</i>	<input checked="" type="checkbox"/> YES () NO	<i>BUSINESS</i>
COLLEGE			Circle Last Completed Year 1 2 3 4	
COMPLETE ADDRESS			MAJOR COURSE OF STUDY:	
DATES ATTENDED	FROM	TO	GRADUATED () YES () NO	DEGREE OR CERTIFICATE RECEIVED:
OTHER SCHOOLS OR SPECIALIZED TRAINING			Circle Last Completed Year 1 2 3 4	
COMPLETE ADDRESS			MAJOR COURSE OF STUDY:	
DATES ATTENDED	FROM	TO	GRADUATED () YES () NO	DEGREE OR CERTIFICATE RECEIVED:

SCHOLASTIC HONORS, SCHOLARSHIPS, ETC.

DO YOU INTEND TO CONTINUE YOUR EDUCATION? IF YES, GIVE DETAILS:

SEALED RECORD NOTICE

HAVE YOU EVER BEEN CONVICTED OF A FELONY? () YES () NO

If yes, please explain:

You may omit any information or answer "no record" to the following question regarding: 1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or 2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years? () YES () NO

If yes, please explain.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin.

Employer:	Dates	Employed	Work Performed
<i>RMP of New England</i>	FROM	TO	<i>SALES mgr</i>
Address:	<i>05</i>	<i>12</i>	
<i>444 Whitney St Northboro, MA</i>	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
<i>SALES mgr</i>			
Supervisor:	<i>RAY ROLLER</i>		
Reason for Leaving:	<i>Retired</i>		
Employer:	Dates	Employed	Work Performed
<i>CONN Warehouse</i>	FROM	TO	<i>SALES</i>
Address:	<i>00</i>	<i>05</i>	
<i>BRANDFORD CT</i>	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
<i>SALES REP</i>			
Supervisor:	<i>PAT GOLF</i>		
Reason for Leaving:	<i>More money</i>		
Employer:	Dates	Employed	Work Performed
<i>RMP of New England</i>	FROM	TO	<i>SALES</i>
Address:	<i>77</i>	<i>00</i>	
<i>STATE ST ABOVE</i>	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
<i>ROUTE Salesman</i>			
Supervisor:	<i>Brian JARRET</i>		
Reason for Leaving:	<i>DIVISION SOLD TO CONN Warehouse</i>		
Employer:	Dates	Employed	Work Performed
	FROM	TO	
Address:			
	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
Supervisor:			
Reason for Leaving:			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

May we contact your present employer?

() Immediately () After Acceptance of Employment () No - If no, give reason _____

Describe other training, certifications, licenses (CDL, etc.) or experience applicable to the job you are seeking.

CDL # 1 with PASSENGER IN CONSENT

If applying for a clerical position, please answer the following questions.

Can you type? _____ WPM () Do you take shorthand? _____ WPM ()

Have you used a VDT? _____ (Model _____)

REFERENCES:

GIVE BELOW THE NAME OF THREE PROFESSIONAL OR WORK - RELATED REFERENCES:

NAME	COMPANY	TITLE	YEARS ACQUAINTED
LINDA BANIKIEWICZ	RAMP	WAREHOUSE	
1. CARL BONCI	RAMP	OPERATION MGR	12
2. CARL BONCI	RAMP	SALES MGR	2
3. WAYNE RACINE	WAYNE'S WORLD	OWNER	10

AGREEMENT - Please Read Before Signing

NOTE: If you have any questions regarding the following statement, please ask the Personnel Representative before signing.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references and that employment is for no stated term and may be terminated by me or the Town at any time.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town against any liability, which might result from requesting such information.

Signature: 

Date: 7/11/12

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.