



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
OCTOBER 9, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions
- 1.4 Approve meeting minutes: September 25, 2012. Votes may be taken.

II APPOINTMENTS & HEARINGS

- 2.1 7:05: Board of Assessors appointment. Joint meeting with the Board of Assessors to appoint a member to fill a vacancy. Votes may be taken.
- 2.2 Executive Session under GL c. 30A, s. 21(a)(3) [exemption 3] to discuss collective bargaining strategy with respect to the following:
 - A petition for recognition by firefighters
 - Strategy with respect to the Highway union
 - Strategy with respect to the Telecommunications unionVotes may be taken.

III MEETING BUSINESS

- 3.1 Recycling events update. Votes may be taken.
- 3.2 Squannacook Rail Trail Update and discussion. Votes may be taken
- 3.3 1-Day Liquor license for Colin McNabb, St. John's the Evangelist Church, 1 School Street, Townsend, MA for a Hillbilly Hoedown, October 20, 2012, 6PM-9PM. Votes may be taken.
- 3.4 Approve proclamation for Russ Moore day, October 13, 2012. Votes may be taken.
- 3.5 Approve proclamation for Edna A. Burnham, recipient of the Boston Post Cane, November 2, 2012. Votes may be taken.
- 3.6 Sign Warrant for Presidential Election, November 6, 2012 and Special Election, November 13, 2012. Votes may be taken.
- 3.7 FY13 budget discussion. Votes may be taken.
- 3.8 Sign Warrant for Special Town Meeting of, October 30, 2012. The following items are included on the warrant. Votes may be taken.
 - Pay prior year bills
 - Transfer to stabilization fund
 - Transfer to capital stabilization fund
 - Supplemental appropriation for Nashoba Board of Health
 - Transfer funds within Police Department budget
 - Supplemental appropriation for health insurance
 - Implement collective bargaining agreement with Highway union
 - Implement contract with Police Chief

- Supplemental appropriation for Finance Committee
- Supplemental appropriation for elections
- Appropriate funding for health insurance consulting services
- Supplemental appropriation for North Middlesex Regional School District contingent on passage of Proposition 2 ½ override
- Supplemental appropriation for North Middlesex Regional School District and reduced appropriations to balance budget
- Amend fine amounts in the Wetlands Bylaw, c. 138
- Amend Wetlands Bylaw, c. 138
- Purchase land for conservation purposes
- Establish an independent water district
- Establish an agricultural commission

IV APPPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint the following to the Fire-EMS Headquarters Building Committee for a term concluding when the project is finished. Votes may be taken.
- Brett King
 - William Elliott
 - Michael Grimley
 - Mark Mercurio
- 4.2 Appoint Roger Rapoza to the Capital Planning Committee for a term from October 9, 2012-June 30, 2013. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
- 5.2 Town Administrator Updates/Reports
- 5.3 Review/Sign Payroll Warrant
- 5.4 Review/Sign Bills Payable Warrant



1.4

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

Nicholas Thalheimer, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*
Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
SEPTEMBER 25, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS
(MOVED TO THE GREAT HALL)

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:04 pm and roll call showed Chairman Nicholas Thalheimer (NT), Vice-Chairman Sue Lisio (SL), and Clerk Robert Plamondon (RP) in attendance.
- 1.3 NT gave notice that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: The Chairman added 3.5 Water Department request to include a flier regarding the establishment of an independent water district in the bills.
- 1.5 Meeting Minutes: April 3, 2012; RP moved to accept. SL seconded. Unanimous.
April 4, 2012; RP moved to accept. SL seconded. Unanimous.
April 17, 2012; RP moved to accept. SL seconded. Unanimous.
August 14, 2012; RP moved to accept. SL seconded. Unanimous.
September 11, 2012. RP moved to accept. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

None

III MEETING BUSINESS

- 3.1 Approve the following Chapter 90 project funding requests for the Highway Department.
- Replace existing curb and asphalt sidewalk with approximately 250 linear feet of granite curb and concrete sidewalk along Rte. 119 starting at Bow Street and heading west for 250 ft.
 - Repave section of North End Road where it meets with Brookline Road (Rte.13).
- RP moved to approve replacement of the existing curb and asphalt sidewalk along Rte. 119 and Bow Street for an estimated cost of \$20,000. SL seconded. Unanimous.
RP moved to approve repaving the section of North End Road where it meets with Brookline Road (Rte. 13) for an estimated cost of \$5800. SL seconded. Unanimous.
- 3.2 1-Day Liquor license for John Fors, V.F.W. Post #6538, 491 Main Street, West Townsend, MA for a 50th Birthday Party, October 20, 2012, 6:00PM-10:00PM.
RP moved to accept. SL seconded. Unanimous.
- 3.3 Mandatory referral from the Zoning Board of Appeals regarding renewal of a special permit for Patricia M. Smith at 199 Wallace Hill Road for an accessory apartment.
RP moved to respond with no comment. SL seconded. Unanimous.
- 3.5 Water Department request for authorization to put an informational flier regarding the establishment of an independent water district in the bills.

Paul Rafuse was advised by Water Dept. special counsel to ask the BOS to authorize the material to be included with the water bills. Mr. Sheehan spoke with town counsel. They were concerned that the information was political in nature. Mr. Sheehan recommended a conditional approval, subject to a response from Kopelman & Paige. RP moved to approve the inclusion of the flier in the water bills subject to review and approval by town counsel. SL seconded. Unanimous.

3.4 Discussion of FY2013 budget amendment and Special Town Meeting.

Mr. Sheehan summarized how the town came to be in this position. At the Board's direction, he has been working on a plan to close the gap in the budget. There was a meeting with the department heads a couple of weeks ago where they were requested to come up with suggested cuts and present their proposals to him. Mr. Sheehan pointed out various handouts including a spreadsheet with the precise cuts proposed for each department. He went over the details of the spreadsheet. The total deficit is \$446,078. Additional revenues amounting to \$172,329 have been identified. That leaves us with a remaining deficit of \$293,749. Consistent with comments from the Board members at prior meetings, he came up with \$296,190 in recommended cuts. He is not proposing the use of any stabilization or free cash. He then reviewed the effect the reductions would have on each building. The cuts to current positions amount to \$62, 434. Cuts to vacancies, overtime, per diem etc. come to \$193,156. Other possible cost savers for the future were discussed. Part of the proposal includes the closure of Town Hall and the Senior Center one day a week as well as limiting the Library to a four day schedule. Mr. Sheehan pointed out that people should not plan on the reductions being restored next year.

Extensive discussion ensued regarding various ideas and options to address the deficit. Many of those present suggested another override. The possibility of another override was discussed and the ramifications to the town if it failed were addressed. SL made a motion to set a Special Town Meeting for Tuesday, October 30, 2012 and close the warrant on October 2, 2012 at 5 pm. NT seconded. Discussion: RP outlined that it is his position to respect the people who voted "no" by not supporting this motion. SL stated that her intention is to give those who voted "no" for the school override the opportunity to say "yes" to the town. NT pointed out that a motion had been made and seconded. Passed 2-1 (RP no). SL moved to hold a Special Election on Tuesday, November 13, 2012 to fund municipal services. NT seconded. Motion made and seconded. Passed 2-1 (RP no).

SL moved to direct the Town Administrator to create a town meeting warrant article. NT seconded. Passed 2-1 (RP no).

IV **APPOINTMENTS OF PERSONNEL/OFFICIALS**

None

V **WORK SESSION**

5.1 Board of Selectmen Updates/Reports

None

5.2 Town Administrator Updates/Reports

None

5.3 Review/Sign Payroll Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.

NT moved to adjourn at 9:10 pm. RP seconded. Unanimous.

**NOTICE OF JOINT MEETING
BOARD OF SELECTMEN
AND
BOARD OF ASSESSORS**

2.1

October 9, 2012, at 7:05PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Board of Assessors will convene a joint meeting on Tuesday, October 9, 2012, at 7:05PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill a vacancy on the Board of Assessors. Appointments will be made by majority vote of the Board of Selectmen and the Board of Assessors present and voting.

Posted: 9/28/12
1:30 PM
[Signature]

Vacancy Posted: 9/21/12



VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and commissions. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

INDICATE YOUR ORDER OF PREFERENCE AND NUMBER THE FOUR BELOW TO:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: JULIE JOHNSON Telephone No. (978) 597-8887
Cell No. 978 877-2537 e-mail Jlille@aol.com
Address: 30 Edward Rd

Occupation: _____

Amount of time available (per week/per month): as needed

Background/Experience ZBA & Planning
Charter Review

LIST ORDER OF PREFERENCE

Land Use and Preservation	Children/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Renee E. Davis Commission	Township Emergency Mgmt. Agency
Zoning Board of Appeals	Republican Flag Commission	Memorial Hall Restoration Commission
Historic District Commission	James H. Tucker Fund Commission	*Water Commission
Master Plan Commission	*Canoe & Pkwy Commission	West Townsend Housing Room
Fence Viewer	*Recreation Commission	*Republican Town Commission
Town Planning Commission	*Library Trustees	*Treas. Fund Commissions
Sprague/River Rail Trail Expansion	Other	*Democratic Town Commission
	Emergency Commission	Human Services
	Township Meeting Hall Gallery	*Board of Health
General Government		Council On Aging
*Board of Selectmen		*Deputies of Soldiers' Memorials
Finance Commission		Edram S. Francis Fund Commission
*Assessors		Housing
Capital Planning Commission	School Commission Rep	*Housing Authority
Strategic Planning Commission	Nancy Hurlbush Rockwell High School	
Cable Television Advisory Commission	Nashua Valley Tech High School	
	Sprague Memorial School Building Commission	

*Unless a vacancy exists on an elected board prior to an election, all * (asterisks) positions require nomination papers. Please see the Town Clerk for further information.

Andy Sheehan

3.1

From: irene Congdon <irene_congdon1@yahoo.com>
Sent: Sunday, September 30, 2012 11:34 PM
To: Andy Sheehan Townsend TA
Subject: Please share at the BOS meeting, Community news
Attachments: Textile flyer Oct 1-6 school 2.doc

There are many events going on
this month
to help you to recycle and reuse.

October 1-6 textile reuse and recycling
collection at Townsend schools for students
during the week. students bring old
shoes/sneakers jeans, all textiels in grocery
bags.

This Saturday Oct 6th community textile
collection, at the North Middlesex HS from 10 am-1
pm. Bring old blankets, pillows, stuffed animals.
the Good, bad and ugly, just no smelly or wet
items. the flyer is attached, open to all
The Townsend schools are competing with one
another, on who can bring in the most bags, help
your favorite class win.

Oct 3rd - 6th HHW event in Devens open to all
residents and businesses in Townsend/ Groton/
shirley/ littleton/bolton/lancaster/harvard/ayer/
devens/ lunenburg <http://www.devenshhw.com/>

Oct 6 & 20th Townsend Recycling center open in
west Townsend for more information Open to ALL
visit http://www.townsend.ma.us/Pages/TownsendMA_Recycling/index

Oct 13th North Middlesex HS yard sale- Open to all

We want toys, books, clothes, furniture, outdoor items, decorations, electronics (not really old ones though) and anything else that you think someone else would want to buy.

The drop off day is October 12th from right after (2:00) until 7:00pm but if you can't come at that time, we will work out a specific time for you to drop things off.

contact Raymond J. Kane 978-597-8721

Oct 20th Recycle your reusables, at the Shirley Middle school. Free event with can good. Paper shredding, household items, usable mattresses, 5 yr or younger car seats, and much much more flyer is attached. Open to all

Please forward this to any friends and family

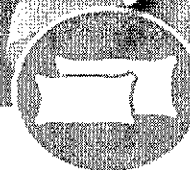
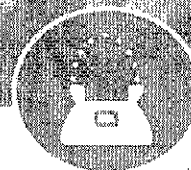
North Middlesex School District
Textile Competition

RECYCLE

Your Clothing and Textiles



Donate, Recycle, Don't Throw Away



The good, bad, and ugly accepted:

Broken zippers? Missing buttons? Stained?

As long as it's dry and not smelly we want it!

Bring it ALL! Everything will be reused or recycled!!

- Pants
- Shorts
- Shirts
- Pajamas
- T-shirts
- Jerseys
- Sweatshirts
- Sweatpants
- Sweaters
- Jeans
- Dresses
- Skirts
- Coats
- Jackets
- Suits
- Scarves
- Undergarments/Bras
- **Shoes (broken ok)**
- Flip Flops
- Slippers
- Belts
- Ties
- Backpacks, book bags
- Hats
- **Socks (singles too!)**
- Purses
- Comforters
- Sheets
- Blankets
- Pillows
- Pillow cases
- Curtains/Draperies
- Table linens
- Stuffed animals

Bring the above items to school in a grocery bag **October 1st - 5th.**

Your Class gets the credit and could win the contest!

Also Saturday, October 6th 10 am - 1 pm at the HS

All are welcome to participate.

Why Textiles?

Fabrics of life | Textile recycling in Massachusetts

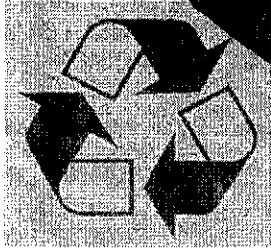
15%

Textiles that are currently recycled

USAGE: They become used apparel, or are cut into wiping cloths, or ground into fibers and made into such materials as carpet padding, insulation, and stuffing for toys and pillows.

95%

Used textiles that can be reused or repurposed



10,861 tons

Used textiles — clothing, shoes, belts, handbags, sheets, towels, stuffed animals, hats, and cushions — collected in 2011 by Morgan Memorial Goodwill Industries from 543,000 donors in Eastern Massachusetts.

230,000

Tons of textiles that end up in Mass. landfills or incinerators annually. Average cost to communities: \$65 a ton

70

Pounds of textiles Americans throw away each year

5%

Solid waste in the state made up of textiles

COMMUNITIES WITH TEXTILE RECYCLING PROGRAMS:

- ▶ At public schools: Quincy and Weymouth
- ▶ At recycling areas: Abington, Carver, Cohasset, Duxbury, Hanson, Hingham, Marshfield, Plymouth, Quincy, Scituate, Weymouth, and Whitman



SOURCES: Mass. Dept. of Environmental Protection, Secondary Materials and Recycled Textiles Association, Morgan Memorial Goodwill Industries, Bay State Textiles

GEORGE PATISTEAS/GLOBE STAFF

Dear Members of the Townsend Community:

The North Middlesex School District and the Townsend Recycling Committee are offering a friendly competition between classes.

How & Where?

Bring your donations to school in a plastic bag and give them to the volunteer as you enter school.

What? See the list of items on the other side.

What happens to my donation?

Items are sorted and reused or recycled by BayStateTextiles.com. Money made will be given to TEO, Townsend Recycling, and as prizes.

A cash prize will be given to the class in your building that brings the most bags of textiles to recycle.



3.3

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that: **COLIN MCNABB**

1 School Street - Townsend, MA

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

In conjunction with a "Hillbilly Hoedown" to be held on **October 20, 2012** with
sale hours from **6:00P.M. to 9:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating
thereto, and expires **10/20/12** unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING
AUTHORITIES**



yn

The Commonwealth of Massachusetts
The Alcoholic Beverages Control Commission
238 Causeway Street, Suite 200
Boston, MA 02114

Telephone (617) 727-3040
Fax (617) 727-1258

NOTICE OF APPROVAL OF SPECIAL LICENSE

The Local Licensing Authorities of the within named City or Town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a Special License as described herein.

City/Town: Townsend
Date of Local Authority Approval: October 09, 2012
Name of Licensee: Colin McNabb
Address of Licensee: 1 School Street, Townsend, MA
Effective Date or Dates of License: October 20, 2012
Authorized Hours of Sales: 6:00P.M. to 9:00P.M.
Description of the Licensed Premise: St. John's the Evangelist Church, 1 School Street, Townsend MA in conjunction with a "Hillbilly Hoedown."

License is for sale of:
All Alcoholic Beverages: X
Wines and Malt Beverages Only:
Wines Only:
Malt Beverages Only:

The Licensed Activity or Enterprise is:
For profit:
Non-profit: X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? _____

Restrictions attached to the license by the local authority: SEE ATTACHED

THE LOCAL LICENSING AUTHORITY

By: _____

Proclamation

Whereas : RUSS MOORE, has lived in Townsend since the age of 6; and

Whereas: RUSS MOORE, has served Townsend residents with selfless community service for many years as a Boy Scout and Little League volunteer, a member of the American Legion, as Commander and Quartermaster for the VFW, and as President and Treasurer for the Friends of the Townsend Seniors; and

Whereas : RUSS MOORE, spends many hours helping the Townsend Ecumenical Outreach with the monthly truck drive and monthly food distribution; and

Whereas : RUSS MOORE, has raised funds throughout the years for the Friends of the Townsend Seniors; and

Whereas : RUSS MOORE, is a Friend, Husband, Father, and Grandfather, we are now all gathered here to celebrate and say "Thank you" for his service to us all.

Now Therefore, we, Nicholas Thalheimer, Sue Lisio and Robert Plamondon, Selectmen of the Town of Townsend, Middlesex County, in the Commonwealth of Massachusetts, United States of America do hereby proclaim Saturday, October 13, 2012 as:

"Russ Moore Day"

in the Town of Townsend and urge all citizens of Townsend together with their family and friends to join us in congratulating RUSS MOORE and his many years of service to Townsend.

Given this 13th day of October in the year Two Thousand and Twelve

Nicholas Thalheimer, Chairman

Sue Lisio, Vice-Chairman

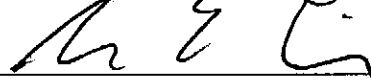
Robert Plamondon, Clerk

PROCLAMATION

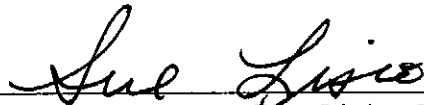
- WHEREAS:** The Boston Post Cane, has traditionally been transmitted to the oldest citizen of Townsend; and
- WHEREAS:** **Edna A. Burnham**, born on November 3rd in the year, One-Thousand Nine-Hundred and fifteen has been recognized as the Town of Townsend's oldest resident; and
- WHEREAS:** **Edna A. Burnham** is one of the personalities that gives the Town of Townsend and the Commonwealth of Massachusetts its unique history and character.
- THEREFORE:** We, Nicholas Thalheimer, Sue Lisio and Robert Plamondon, Selectmen for the Town of Townsend, Commonwealth of Massachusetts, hereby bestow to **Edna A. Burnham** the Town of Townsend's Boston Post Cane, with all respect, honors, and distinctions transmitted therein; and
- THEREFORE:** We, the Board of Selectmen, urge all citizens to join the Board of Selectmen in honoring **Edna A. Burnham** for her great accomplishment and venerated age.

Given this Second Day of November in the Year, Two-Thousand Twelve

THE BOARD OF SELECTMEN



Nicholas Thalheimer, *Chairman*



Sue Lisio, *Vice-Chairman*



Robert Plamondon, *Clerk*



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

3.7

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*


Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: October 5, 2012

SUBJ.: FY13 Budget Deficit and Availability of Free Cash

The Finance staff is working to complete the Town's free cash submittal to the Department of Revenue (DOR). This process will be completed shortly and I am hopeful we will have a certified free cash number by the end of October. Our current estimated free cash is \$775,185. Viewed by itself, this is a good number. However, we have a number of budget adjustments to make and some one-time appropriations on the Special Town Meeting Warrant. The attached spreadsheet shows the anticipated charges against free cash. Some highlights:

Capital Stabilization: The most significant use of free cash is a transfer to the capital stabilization fund. I am recommending transferring \$400,000 to capital stabilization. Half of this amount is to fund our obligations for the Spaulding Roof project. The North Middlesex Regional School District did a short term (5 year) borrow for the Spaulding and Ashby schools projects. Townsend's total principal and interest is \$653,782, of which \$17,410 is interest. FY13 was an interest only payment of \$4,773. In FY14 Townsend will need to begin making principal payments. In order to pay off the full obligation we have structured the payment schedule as follows:

Fiscal Year	Principal Outstanding	Interest Rate	Interest Payment	Principal Payment	Total Principal & Interest
FY13	636,372	0.75%	4,773	0	4,773
FY14	436,372	1.00%	4,773	200,000	204,773
FY15	236,372	1.25%	4,364	200,000	204,364
FY16	36,372	1.50%	2,955	200,000	202,955
FY17	-	1.75%	546	36,372	36,918
			17,410	636,372	653,782

In order to position ourselves to make these payments in the next several years we need to set money aside now. Due to anticipated general fund operating budget reductions, we are likely to see greatly diminished free cash next year and beyond. Finally, with other capital projects looming it makes sense to retire as much debt as possible as soon as possible.

I recommend setting aside another \$200,000 for the Town's capital needs. The Town has made progress the last couple of years in addressing its backlog of capital needs. To the extent that we are able, we must continue this.

Budget adjustments: Several budget adjustments are proposed to be funded via free cash. These are either very minor expenditures or one time expenditures.

Finance Committee: The Finance Committee has requested \$500 for training and expenses.

Elections: Due to the special elections in August and November the Town Clerk has requested a supplemental appropriation of \$3,300.

Health and benefits consultant: Health insurance costs have risen dramatically in all sectors, public and private. Townsend has not been immune to this. Numerous calls have been made to look at modifications to our employee health insurance offerings and put insurance out to bid. Employee health insurance and benefits is a complex industry. The Town will benefit from the assistance of a knowledgeable and experienced consultant to help us look at plan design options as well as bid out insurance. \$10,000 is requested for this purpose.

When those items are taken from the estimated free cash total above we are left with a balance of \$361,385. This amount will be carried over as a cushion for emergencies and winter operations (snow and ice). We were fortunate last winter to have a largely snowless winter. We cannot expect that again next year and in fact history shows such winters only occur about once per decade. For this reason I do not recommend using any free cash to balance the budget and lower the amount needed in an override.

I look forward to discussing this in more detail on Tuesday evening.

DRAFT

10/5/2012

Free Cash

STM Article #	Estimated free cash	\$	775,185	Comments
1	Prior year bills	\$	-	
2	Stabilization	\$	-	Balance = \$1,093,423 (6.64% of GF budget (\$16,471,489))
3	Capital Stabilization	\$	400,000	\$200,000 for Spaulding Roof; \$200,000 for other capital needs. Balance = \$880,297 (5.34% of GF budget)
9	Finance Committee supplemental appropriation	\$	500	
10	Elections supplemental appropriation	\$	3,300	
11	Health & benefits consultant	\$	10,000	
12 & 13	GF operating budget	\$	-	
16	Land acquisition - Conservation Commission	\$	-	Appropriation of full purchase price required, but acquisition will be paid by grant and Conservation Land fund. No impact on GF.
	Total	\$	413,800	
	Free cash carried over	\$	361,385	This amount to be carried over to cover emergencies and snow/ice deficit

The Commonwealth of Massachusetts

3, 8

MIDDLESEX SS.

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on Tuesday, **October 30, 2012, at 7:00 PM**, then and there to act on the following articles:

ARTICLE 1

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$ _____ for the purpose of paying prior fiscal year bills, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 2

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$ _____ for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$ _____ for the purpose of supplementing the capital stabilization fund, including debt service payments of capital items, as allowed under MGL Chapter 40, Section 5B, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 4

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$893.00** to supplement the FY13 assessment from Nashoba Associated Boards of Health, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen and Board of Health

ARTICLE 5

To see if the town will vote to transfer Police Department Training Expenses from the Expenses subcategory to the Personnel Services subcategory with the Training Expenses appropriation remaining unchanged at **\$11,838.00** and the department total remaining unchanged at **\$1,440,972.00**, or take any action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 6

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$40,000.00** to supplement the FY13 Employee Health Insurance account, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen and Treasurer/Collector

ARTICLE 7

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$5,307.00** to implement an amendment to the collective bargaining agreement with the American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 1703, Highway Union, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 8

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$2,150.00** to supplement the FY13 Police Chief Salary line, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 9

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$500.00** to supplement the FY13 Expenses line in the Finance Committee budget, or take any other action in relation thereto.

SUBMITTED BY: Finance Committee

ARTICLE 10

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$3,300.00** to supplement the election budget for professional services to cover the costs of the November 13, 2012 special election, or take any other action in relation thereto.

SUBMITTED BY: Town Clerk

ARTICLE 11

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$10,000.00** for the purpose of funding consulting services to evaluate changes to the Town's employee health insurance and benefits program, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 12

To see if the Town will vote the following to supplement the appropriation for the North Middlesex Regional School District made under Article 8 of the Annual Town Meeting held on May 1, 2012:

- appropriate the sum of **\$417,728.00**
- use available funds in the treasury for the sum of \$ _____
- raise and appropriate the sum of \$ _____;

And furthermore, that the entire article is contingent upon approval by the voters of a Proposition two-and-one-half override question pursuant to the provisions of Section 21C(g) of Chapter 59 of the Massachusetts General Laws at an election, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 13

To see if the Town will vote the following to supplement the appropriation for the North Middlesex Regional School District made under Article 8 of the Annual Town Meeting held on May 1, 2012:

- appropriate the sum of **\$417,728.00**
- use available funds in the treasury for the sum of \$ _____
- reduce the appropriation approved under Article 8 of the Annual Town Meeting held on May 1, 2012 by the sum of \$ _____ subject to a detailed schedule.

And furthermore, that said appropriations or reduced appropriations shall be implemented if Article 12 above and/or the vote required therein is not approved.

Or take any other action relative thereto.

ARTICLE 14

To see if the town will vote to amend the Townsend General By-Laws, Chapter 138, Wetlands, Section 138-9. Violations and penalties; enforcement:

[TEXT TO BE INSERTED]

Or take any other action in relation thereto.

SUBMITTED BY: Conservation Commission

ARTICLE 15

To see if the town will vote to amend the Townsend General By-Laws, Chapter 138, Wetlands, Section 138-1. Application, subsection (B).

[TEXT TO BE INSERTED]

Or take any other action in relation thereto.

SUBMITTED BY: Conservation Commission

ARTICLE 16

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$52,775.00 for the purpose of purchasing for conservation and passive recreation purposes under the provisions of Massachusetts General Laws, Chapter 40, Section 8c, by purchase, gift, eminent domain or negotiated purchase or otherwise, a certain property described as _____, and the Conservation Commission be authorized to file on behalf of the Town of Townsend any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts deemed necessary under Chapter 132A, Section 11 and/or any others in any way connected with the scope of this Article, and the Town of Townsend and the Conservation Commission

be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Townsend to affect said purchase; and furthermore that the purchase described herein shall only occur if the Conservation Commission's application for funding is approved.

[TEXT TO BE INSERTED]

Or take any action in relation thereto.

SUBMITTED BY: Conservation Commission

ARTICLE 17

To see if the Town will vote to accept the following home rule act:

"Shall the Town of Townsend pursuant to the Home Rule Amendment of the Massachusetts Constitution and Massachusetts General Laws, Chapter 43B, vote and authorize the Town, acting by and through its Board of Selectmen and the Board of Water Commissioners, to petition the General Court of Massachusetts Legislature to pass a Special Law substantially in the form of the Enabling Act presented to or adopted at Town Meeting for the purpose of creating a legal entity separate from the Town, to be known as the "Townsend Water District," to provide water and water works necessary for all purposes in the territory of the District as defined therein."

Or take any action in relation thereto.

SUBMITTED BY: Water Department

And you are directed to serve this Warrant, by posting up attested copies thereof 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 in said Town, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this _____ day of OCTOBER in the year TWO THOUSAND TWELVE.

SELECTMEN OF TOWNSEND

Nicholas Thalheimer, Chairman

Sue Lisio, Vice Chairman

Robert Plamondon, Clerk

A true copy. ATTEST:

CONSTABLE

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, 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 FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of TOWNSEND

SIGNATURE

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



VOLUNTEER RESPONSE FORM

4.1

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: Brett D King Telephone No. (978) 597 8223
 Cell No. (978) 423 5323 e-mail brett.k@jijcontractor.com
 Address: 79 Bawberry Hill RD Townsend
 Occupation: G.M. of J&S Contractors (Construction)
 Amount of time available (per week/per month): AS needed
 Background/Experience 25 years of Construction
22 years on the Townsend Fire Dept

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
Town Properties Committee	*Library Trustees	*Trust Fund Commissioners
Squannacook River Rail Trail Exploration		*Democratic Town Committee
	Other	Human Services
	Energy Committee	*Board of Health
	Townsend Meeting Hall Gallery	Council On Aging
General Government		*Trustees of Soldiers' Memorials
*Board of Selectmen		Abram S. French Fund Committee
Finance Committee		
*Assessors		Housing
Capital Planning Committee	School Committee Rep	*Housing Authority
Strategic Planning Committee	North Middlesex Regional High School	
Cable Television Advisory Committee	Nashoba Valley Tech High School	
	Spaulding Memorial School Building Committee	<u>Fire Station</u>

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nominations papers. Please see the Town Clerk for further information.



VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: Lt. William Elliott TE/EMS Telephone No. (978) 302-3832
 Cell No. () _____ e-mail LtBillEngine2@verizon.net
 Address: 3 New Fitchburg Rd. W. Townsend Ma.
 Occupation: Truck Driver / call Fire Lt.
 Amount of time available (per week/per month): 4 To 8 hrs. per wk.

Background/Experience 34 1/2 yrs. on Fire Dept., Some Schobling in Architect Drawing
+ Some education in Build. const. alot of Experience Fire Dept.
Needs,

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amada E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
Town Properties Committee	*Library Trustees	*Trust Fund Commissioners
Squannacook River Rail Trail Exploration		*Democratic Town Committee
	Other	Human Services
	Energy Committee	*Board of Health
	Townsend Meeting Hall Gallery	Council On Aging
General Government		*Trustees of Soldiers' Memorials
*Board of Selectmen		Abram S. French Fund Committee
Finance Committee		
*Assessors		Housing
Capital Planning Committee	School Committee Rep	*Housing Authority
Strategic Planning Committee	North Middlesex Regional High School	
Cable Television Advisory Committee	Nashoba Valley Tech High School	
	Spaulding Memorial School Building Committee	<u>Fire/ems Building Committee ✓</u>

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nominations papers. Please see the Town Clerk for further information.

VOLUNTEER RESPONSE FORM



Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Please indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: Michael Grimley Telephone No. (978) 549-1447

Work No. (978) 597-8150 Cell No. (978) 815-8697 e-mail mgrimley@townsendfire-ems.org

Address: 8 Maple St Townsend

Occupation: Operations Captain Townsend Fire-EMS

Amount of time available (per week/per month): _____

Background/Experience 2008-2009 Fire station Planning Committee Member
Currently working with Kaestle Boos on the Fire Station Feasibility Study

LIST ORDER OF PREFERENCE

<i>Land Use and Preservation</i>	<i>Culture/Recreation</i>	<i>Other</i>
Conservation Commission	275th Anniversary Committee	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Management Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
	*Library Trustees	*Trust Fund Commissioners
		*Democratic Town Committee
<i>General Government</i>	<i>Other</i>	<i>Human Services</i>
*Board of Selectmen		*Board of Health
Finance Committee	<u>Fire Station Committee</u>	Council On Aging
*Moderator		*Trustees of Soldiers' Memorials
*Assessors		Abram S. French Fund Committee
Town Properties Committee	<i>School Committee Rep</i>	
Constables	Nashoba Valley Tech High School	<i>Housing</i>
Capital Planning Committee	North Middlesex Reg. High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee		

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisk) positions require nominations papers. Please see the Town Clerk for further information.



VOLUNTEER RESPONSE FORM

RECEIVED
OCT 02 2012

TOWN OF TOWNSEND
TOWN CLERK

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: MARK MERCURIO Telephone No. (978) 877-0166
 Cell No. () SEE ABOVE e-mail MMERCURIO@YAHOO.COM
 Address: 321 BOYNTON ST PEPPERHILL
 Occupation: FACILITIES MANAGER
 Amount of time available (per week/per month): _____
 Background/Experience CARPENTER / CABINETMAKER
FACILITIES COORDINATION

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	*Library Trustees	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
Town Properties Committee	*Library Trustees	*Trust Fund Commissioners
Squannacook River Rail Trail Exploration		*Democratic Town Committee
	Other	Human Services
	Energy Committee	*Board of Health
	Townsend Meeting Hall Gallery	Council On Aging
General Government		*Trustees of Soldiers' Memorials
*Board of Selectmen	<u>FIRE STATION</u>	Abram S. French Fund Committee
Finance Committee	<u>BUILDING COMM.</u>	
*Assessors		Housing
Capital Planning Committee	School Committee Rep	*Housing Authority
Strategic Planning Committee	North Middlesex Regional High School	
Cable Television Advisory Committee	Nashoba Valley Tech High School	
	Spaulding Memorial School Building Committee	

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisks) positions require nominations papers. Please see the Town Clerk for further information.

Andy Sheehan

4.2

From: rrapoza <cemetery@townsend.ma.us>
Sent: Wednesday, October 03, 2012 4:10 PM
To: 'Andy Sheehan'
Subject: Capitol planning rep

I would like to respectfully submit a request to the Board of Selectmen to be placed on the Capitol Planning Committee. Being the Superintendent of Cemetery and Parks I would have to abstain from any votes or discussion relating to my department. If this is not to be an issue, I feel that I could help make informative and valuable decisions to keep the town moving forward in a positive direction. Thank you for your time and consideration in this matter.

Roger Rapoza
508-941-1012
Superintendent Cemetery and Parks