



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 AGENDA
JULY 3, 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: **3.6, 4.4, 4.5**

II APPOINTMENTS & HEARINGS

- 2.1 7:05: Housing Authority appointment. Joint meeting with the Housing Authority to appoint member(s) to fill vacancies. Votes may be taken.

III MEETING BUSINESS

- 3.1 Devens Regional Household Hazardous Products Collection Program: Vote to approve the amendment to the intermunicipal agreement to allow the Town of Shirley to join Devens HHW. Votes may be taken.
- 3.2 Request for Transfer of Appropriations: The Police Department requests approval to transfer \$10,000 from salaries and wages 210-5110 to the following accounts. The Finance Committee has already approved this request. Votes may be taken.
 - \$2,500 to energy 210-5210
 - \$2,500 to communications 210-5340
 - \$5,000 to professional services 210-5300.
- 3.3 Request for Transfer of Appropriations: The Highway Department requests approval to transfer \$5,000 from overtime 421-5130 to equipment repair 422-5295. The Finance Committee has already approved this request. Votes may be taken.
- 3.4 Mandatory referral from the Zoning Board of Appeals regarding a special permit for Sherman V. Allen at 324 Main Street to continue a pre-existing non-conforming use as a full service gas station in the aquifer protection district. Votes may be taken.
- 3.5 North Middlesex Regional School District FY13 budget update. Votes may be taken.
- 3.6 Request for Transfer of Appropriations: The Fire Department requests approval to transfer \$4,330.29 from Wages - On-Call Firefighters 220-5120-000 to Repair & Maintenance - EMS Equipment & Vehicles 220-5245-230. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appointment of Student Officer: As recommended by Police Chief Erving Marshall, appoint James Landi as Student Officer for the period July 16, 2012 to November 30, 2012. Votes may be taken
- 4.2 Appointment of Special Police Officers. As recommended by Police Chief Erving Marshall, appoint Special Officers from the Lunenburg Police Department for the period July 1, 2012 to June 30, 2013. Votes may be taken
- 4.3 Reappointment of Neil James McGorty as a constable. Votes may be taken

- 4.4 Reappoint Mary Small to the Conservation Commission for a term from July 1, 2012 to June 30, 2015. Votes may be taken
- 4.5 Appoint Roger Rapoza, Jr. to the Conservation Commission for a term from July 1, 2012 to June 30, 2015. 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

2.1

**NOTICE OF JOINT MEETING
BOARD OF SELECTMEN
AND
HOUSING AUTHORITY**

July 3, 2012, at 7:05PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Housing Authority will convene a joint meeting on Tuesday, July 3, 2012, at 7:05PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill vacancies on the Housing Authority. Appointments will be made by majority vote of the Board of Selectmen and Housing Authority present and voting.

RECEIVED

JUL - 2 2012

2.1

RE: TOWNSEND HOUSING AUTHORITY ~~SELECTMEN'S OFFICE~~ APPOINTMENT

I RONALD DIONNE SUPPORT THE
APPOINTMENT OF KATHLEEN ARMAJO
TO THE HOUSING AUTHORITY EFFECTIVE
IMMEDIATELY.

Ronald Dionne
MEMBER OF
HOUSING AUTHORITY

VOLUNTEER RESPONSE FORM



JUL 03 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: KEVIN SMITH Telephone No. (978) 597-2043

Work No. (978) 771-0499

Address: 1160 WORTHEND RD

Occupation: SITE CONTRACTOR / FARMER

Amount of time available (per week/per month): 4 hrs

Background/Experience 4 YRS OF EXPERIENCE IN LAND AND DEVELOPMENT AND HAVE SERVED ON TOWN PROP. COMMITTEE FOR YEARS

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
Town Forest Committee	*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
Development & Industrial Commission	*Library Trustees	
	Veterans Agent	
<i>General Government</i>	Bandstand Coordinator	<i>Human Services</i>
*Board of Selectmen		*Board of Health
Finance Committee		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	<u>Housing</u>
Capital Planning Committee	North Middlesex Regional High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee	<i>Other</i>	

*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.



Office of
Land Use Coordinator
272 Main Street
Townsend, Massachusetts 01469
(978)597-1700 x 1722 or x1723 Fax (978)597-1722
jhollows@townsend.ma.us

R
JUN 19 2017
D
TOWN OF TOWNSEND
TOWN CLERK

The **TOWNSEND HOUSING AUTHORITY** is in need of town residents who would be willing to serve, and are dedicated to making a difference in providing assistance to low income families and members of the elderly population in finding affordable housing. Up to three additional volunteers are needed.

The Authority facilitates the town's goal to reach an equitable number of affordable housing units, by researching the best use of the town's developable resources, seeking state and federal funding where possible, and development of Local Initiative Projects to bring affordable rentals and ownership units to town that fit appropriately with Townsend's rural character. The Authority also works in conjunction with the local Habitat for Humanity of North Central Massachusetts.

The Townsend Housing Authority operates under the Town Charter, Section 3-16, and the Mass Executive Office of Housing and Economic Development (EOHED) 760 CMR 4.00: General Administration of Local Housing Authorities.

Interested candidates are invited to contact the office of Town Clerk at 978-597-1704 or the Board of Selectmen's Office at 978-597-1719.

VOLUNTEER RESPONSE FORM



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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: Kathleen Araujo Telephone No. (978) 597 5330

Work No. () Non pub Cell No. (978) 835-3874 e-mail k.araujo@verizon.net

Address: 89 S. Harbor Rd Townsend Ma

Occupation: Special Asst / Telecommunications

Amount of time available (per week/per month): 2-4 - as needed

Background/Experience Land use zoning & planning 18 yrs, 2 yrs

office of town clerk. Had 202 Grant for Townsend Woods Elderly Housing

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		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 <i>appt to vacant position until next election</i>
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.



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE XVII PUBLIC WELFARE

CHAPTER 121B HOUSING AND URBAN RENEWAL

Section 5 Membership; appointment; election; term of office

Section 5. Every housing and redevelopment authority shall be managed, controlled and governed by five members, appointed or elected as provided in this section, of whom three shall constitute a quorum.

In a city, four members of a housing or redevelopment authority shall be appointed by the mayor subject to confirmation by the city council; provided, that, the members shall be appointed to serve for initial terms of one, two, four and five years, respectively.

In a town, four members shall be elected by the town; provided, that of the members originally elected at an annual town meeting, the one receiving the highest number of votes shall serve for five years, the one receiving the next highest number of votes, for four years, the one receiving the next highest number of votes, for two years, and the one receiving the next highest number of votes shall serve for one year; provided, that upon the initial organization of a housing or redevelopment authority, if a town so votes at an annual or special town meeting called for the purpose, four members of such an authority shall be appointed forthwith by the selectmen to serve only until the qualification of their successors, who shall be elected at the next annual town meeting as provided above.

In a city or town, one member of a housing or redevelopment authority shall be appointed by the department for an initial term of three years.

Thereafter, as the term of a member of any housing or redevelopment authority expires, his successor shall be appointed or elected, in the same manner and by the same body, for a term of five years from such expiration. Membership in a housing or redevelopment authority shall be restricted to residents of the city or town.

In a city, one of the four members of a housing authority appointed by the mayor shall be a resident of that city and shall be a representative of organized labor who shall be appointed by the mayor from a list of not less than two nor more than five names, representing different unions submitted by the Central Labor Council, AFL-CIO and the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America of the city or of the district within which the city is included. If no such list of names is submitted within sixty days after a vacancy occurs, the mayor may appoint any representative of organized labor of his own choosing to the authority. In a city, one of the four members of a housing authority appointed by the mayor shall be a tenant in a building owned and operated by or on behalf of the local housing authority who shall be appointed by the mayor from

lists of names submitted by each duly recognized city-wide and project-wide tenants' organization in the city. A tenants' organization may submit a list which contains not less than two nor more than five names to the mayor who shall make his selection from among the names so submitted; provided that, where no public housing units are owned and operated by the local housing authority and no such units are owned and operated on behalf of the local housing authority, the mayor shall appoint any tenant of the housing authority from lists submitted in accordance with this section. If no list of names is submitted within sixty days after a vacancy occurs, the mayor shall appoint any tenant of his choosing to the authority. The mayor shall notify in writing tenant organizations as specified herein not less than ninety days prior to the expiration of the term of a tenant member. Whenever a vacancy occurs in the term of a tenant member for any reason other than the expiration of a term, the mayor shall notify in writing the tenant organizations specified herein within ten working days after the vacancy occurs. The mayor shall make an appointment within a reasonable time after the expiration of sixty days after said notice.

Vacancies, other than by reason of expiration of terms, shall be filled for the balance of the unexpired term, in the same manner and by the same body, except elected members in towns whose terms shall be filled in accordance with the provisions of section eleven of chapter forty-one. Every member, unless sooner removed, shall serve until the qualification of his successor.

As soon as possible after the qualification of the members of a housing or redevelopment authority the city or town clerk, as the case may be, shall file a certificate of such appointment, or of such appointment and election, as the case may be, with the department, and a duplicate thereof, in either case, in the office of the state secretary. If the state secretary finds that the housing or redevelopment authority has been organized and the members thereof elected or appointed according to law, he shall issue to it a certificate of organization and such certificate shall be conclusive evidence of the lawful organization of the authority and of the election or appointment of the members thereof.

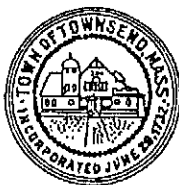
Whenever the membership of an authority is changed by appointment, election, resignation or removal, a certificate and duplicate certificate to that effect shall be promptly so filed. A certificate so filed shall be conclusive evidence of the change in membership of the authority referred to therein.

**PART I ADMINISTRATION OF THE GOVERNMENT**

(Chapters 1 through 182)

TITLE VII CITIES, TOWNS AND DISTRICTS**CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS****Section 11** Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.



3.2

REQUEST FOR TRANSFER OF APPROPRIATI

In accordance with the Chapter 77 of the Acts of 20

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 21, 2012

FROM: Police Department

OFFICER/DEPT HEAD: Erving M. Marshall, Jr.
Chief of Police

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$ 10,000.00

To be transferred to: \$2,500.00 Energy 01-210-5210-000
\$2,500.00 Communications 01-210-5340-000
(name & account number of appropriation) Services 01-210-5300-000

To be transferred from: Salary and wages 01-210-5110-000
(name & account number of appropriation)

Balance of Appropriation to be transferred: \$ _____

The amount requested to be used for the following reasons: Account deficits

Action by Board of Selectmen

7/3/12
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 10,000.00

[Signature]
Chairman, Board of Selectmen

Action by Finance Committee

6/21/12
Date of Meeting

Vote: YES [] NO []

Transfer voted in the sum: \$ 10,000.00

[Signature]
Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



TOWNSEND POLICE DEPARTMENT
P. O. Box 137
70 Brookline Road
Townsend, Massachusetts 01469

Erving M. Marshall, Jr.
Chief of Police

978-597-2242
978-597-6214

To: Board of Selectmen/Finance Committee

From: Erving M. Marshall, Jr., Chief of Police

Re: Request for Transfer of Appropriations

Date: June 21, 2012

Since my FY 08 budget, increases to operation expenses within the police budget have been level funded. In FY08, expense totals for the police department were \$177,635.00 and in FY 12 were \$179, 135.00, showing an increase of a mere \$1,500.00.

While I have attempted to maintain my budget as requested and knowing the financial difficulties of the town, I have attempted to stay within the requested guidelines, however, over the past several years have also stated in my budget cover letter that: "The attached budget is being submitted based on recommended guidelines and does not represent adequate funding levels or recommendations of the department head." In short, I saw the train coming as the individual line items have had increasing deficits and are now showing deficits in nine of the nineteen individual categories of the expense portion of my budget. Essentially I have been "robbing from Peter to pay Paul" and have been using money where surpluses exist to offset these deficits.

I now find myself in a position where I am showing approximately a \$1,100.00 deficit in overall expenses with two weeks to go in the fiscal year. No extraordinary purchases have been made and these deficits are derived from higher costs for annual expenses over this period of time and I find that my expense budget is no longer sustainable.

With that being said, I would request that \$10,000.00 be transferred from Account # 01-210-5110-000 (Salary and Wages of Operational Staff) where I show a surplus in wages due to the retirement/resignation of three officers whose positions were filled on a delayed schedule and transfer these funds into police expenses as follows: \$2,500.00 into 01-210-5210-000 (Energy), \$2500.00 into 01-210-5340-000 (Communication) and \$5,000.00 into 01-210-5300-000 (Professional Services).

As usual, I will make myself available to discuss this matter in greater detail should you have any questions or concerns.

Sincerely,


Erving M. Marshall, Jr.
Chief of Police

Cc: Budget file



3.3

REQUEST FOR TRANSFER OF APPROPRIAT
In accordance with the Chapter 77 of the Acts of 2

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE:

JUNE 18, 2012

FROM: HIGHWAY

OFFICER/DEPT HEAD:

ED KUKKULA

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested:

\$ 5,000.00

To be transferred to:

EQUIPMENT REPAIR 422-5295
(name & account number of appropriation)

To be transferred from:

OVERTIME 421-5130
(name & account number of appropriation)

Balance of Appropriation to be transferred:

\$ 36,821.21

The amount requested to be used for the following reasons: REPAIRS NEEDED ON

SWEeper AND ALSO ON VEHICLES SO THAT THEY WILL
PASS VEHICLE INSPECTIONS

Action by Board of Selectmen

Action by Finance Committee

7/3/12
Date of Meeting

6/21/12
Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ 5,000.00

Transfer voted in the sum: \$ 5,000.00

[Signature]
Chairman, Board of Selectmen

[Signature]
Chairman, Finance Committee



REQUEST FOR TRANSFER OF APPROPRIATION
In accordance with the Chapter 77 of the Acts of 20

3.6

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 7-3-12

FROM: FIRE-EMS DEPT

OFFICER/DEPT HEAD: DONALD KLEIN

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$ 4330.29

To be transferred to: REPAIR + MAINT - EMS EQUIP, VEHICLES 01-220-5245-230
(name & account number of appropriation)

To be transferred from: WAGES - ON CALL FIREFIGHTERS 01-220-5120-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 9,588.78

The amount requested to be used for the following reasons: Unexpected repairs to ambulance (Rescue 3), see attached bill.

Action by Board of Selectmen

Action by Finance Committee

7/3/12
Date of Meeting

Date of Meeting

Vote: YES [] NO []

Vote: YES [] NO []

Transfer voted in the sum: \$ 4330.29

Transfer voted in the sum: \$ _____

[Signature]
Chairman, Board of Selectmen

Chairman, Finance Committee

CUSTOMER #: 1245

330340

TOWNSEND

TOWNSEND FIRE/EMS
CHIEF KLEIN/MIKE GRIMLEY
PO BOX 530
TOWNSEND, MA 01469

INVOICE



340 Main St. - P.O. Box 531
Townsend, MA 01469-0531
(978) 597-8955

PAGE 1

HOME: 978-597-8150 CONT: 978-597-8150
BUS: 978-815-8697 CELL:

SERVICE ADVISOR: 79 DEB PILLSBURY X145

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/OUT	TAG
RED	06	FORD CUTAWAY VAN	1FDXE45P46HA08539	MF6856	66884/66907	
DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO. NO.	RATE	PAYMENT
11JUN06 DD			17:00 26JUN12		91.00	CASH
R.O. OPENED	READY	OPTIONS: W-COMP:G DLR:NBH ENG:6.0 Liter_EFI				

09:18 26JUN12 16:11

LINE OPCODE TECH TYPE HOURS

B WONT SHIFT OR GO OVER 20MPH UNTIL IT IS DRIVEN SEVERAL MILES AND LIST NET TOTAL

WARMED UP

11 ENGINE MINOR

20 CP

1 5C3Z*6K682*CCRM REMAN TURBOCHARGER ASY	1458.33	1648.00	1648.00
1 3C3Z*6N640*AA GASKET	4.74	4.74	4.74
1 6C2Z*6K786*AA CLAMP	15.97	14.58	14.58
1 4C3Z*9E527*BRM REMAN NOZZLE ASY	266.67	250.00	250.00
1 *W302908* HARDWARE - MISCELLANEOUS	20.50	16.25	16.25
1 6E7Z*9A332*ATUBE - FUEL SUPPLY	63.33	58.00	58.00
1 6C2Z*6C640*AA CONNECTION - AIR INLET	101.65	91.65	91.65
1 6C2Z*6C640*BA CONNECTION - AIR INLET	128.32	118.32	118.32
1 6C2Z*6C640*DA CONNECTION - AIR INLET	94.98	94.98	94.98
1 3C3Z*6C640*BA CONNECTION - AIR INLET	36.65	31.99	31.99

11 ENGINE MINOR

7 CP

***** 500.50 500.50

C DIESEL OIL AND FILTER CHANGE SERVICE INCLUDES OIL FILTER CHANGE AND COMPLETE CHASSIS LUBRICATION

M20A DIESEL OIL AND FILTER CHANGE

SERVICE, INCLUDES OIL FILTER CHANGE AND COMPLETE CHASSIS LUBRICATION

20 CP

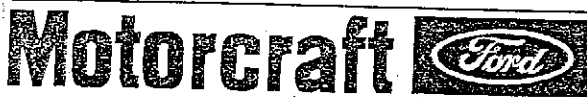
1 FL*2016* KIT - ELEMENT & GASKET - OIL F	28.00	28.00	28.00
15 XO*10W30*DSD OIL - ENGINE	29.00	21.90	21.90
*****	4.54	4.54	68.10

D 7/8 LUG TIRE ROTATION SINGLE REARS & INSPECT/SET TIRE PRESSURES.

M11A 7/8 LUG TIRE ROTATION SINGLE REARS & INSPECT/SET TIRE PRESSURES.

20 CP

***** 24.95 24.95



QUALITY PARTS FOR QUALITY CARS SM

PARTS and SERVICE HOURS

MONDAY - FRIDAY 7:00 A.M. - 5:00 P.M. WEDNESDAY 7:00 A.M. - 8:00 P.M.

SATURDAY (PARTS ONLY) 8:00 A.M. - 12:00 P.M.

"PARTS WARRANTY"
All Ford parts and the labor to replace them are guaranteed for 12 months or 12,000 miles (whichever comes first).

DESCRIPTION	TOTALS
LABOR AMOUNT	
PARTS AMOUNT	
GAS, OIL, LUBE	
SUBLET AMOUNT	
MISC. CHARGES	
TOTAL CHARGES	
LESS INSURANCE	
SALES TAX	
PLEASE PAY THIS AMOUNT	

DISPOSAL OF HAZARDOUS WASTE

16 State of Massachusetts requires that all hazardous waste (Oil, Solvents, Anti-Freeze, etc.) must be disposed of by a licensed contractor in an environmentally safe manner. Any charges for disposal of hazardous waste reflects our conformity to state law in addition to our concern for the preservation of the environment.

CUSTOMER #: 1245

330340

TOWNSEND

TOWNSEND FIRE/EMS
CHIEF KLEIN/MIKE GRIMLEY
PO BOX 530
TOWNSEND, MA 01469

INVOICE



PAGE 2

340 Main St. - P.O. Box 531
Townsend, MA 01469-0531
(978) 597-8955

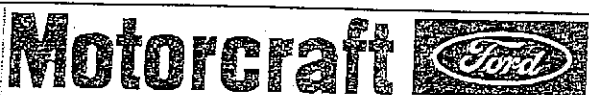
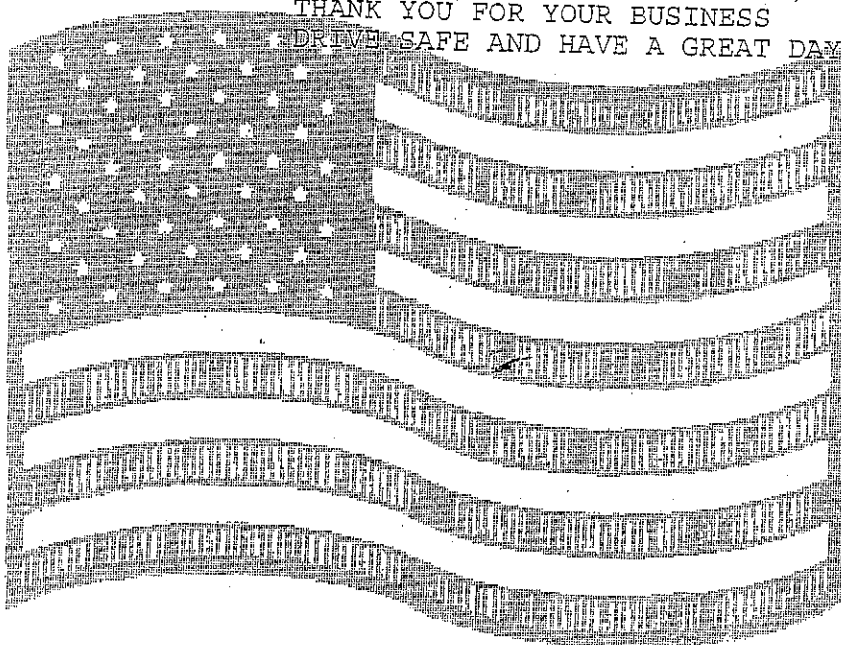
HOME: 978-597-8150 CONT: 978-597-8150
BUS: 978-815-8697 CELL:

SERVICE ADVISOR: 79 DEB PILLSBURY X145

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/OUT	TAG
RED	06	FORD CUTAWAY VAN	1FDXE45P46HA08539	MF6856	66884/66907	
DEL DATE	PROD DATE	WARR EXP	PROMISED	PO NO	RATE	PAYMENT
11JUN06 DE			17:00 26JUN12		91.00	CASH
R.O. OPENED	READY	OPTIONS: W-COMP:G DLR:NBH ENG:6.0_Liter_EFI				
09:18 26JUN12	16:11					

LINE	OPCODE	TECH	TYPE	HOURS	LIST	NET	TOTAL
------	--------	------	------	-------	------	-----	-------

***** SERVICE HOURS *****
 @@@@ NIGHT SERVICE WED 7AM - 8PM @@@@
 ~~~~~ MON, TUE, THU, FRI 7AM - 5PM ~~~~~  
 YOUR COMPLETE SATISFACTION IS OUR GOAL  
 PLEASE ASK FOR DEBBIE, KATHY, OR PAUL  
 THANK YOU FOR YOUR BUSINESS  
 DRIVE SAFE AND HAVE A GREAT DAY



QUALITY PARTS FOR QUALITY CARS <sup>SM</sup>

### PARTS and SERVICE HOURS

MONDAY - FRIDAY 7:00 A.M. - 5:00 P.M.  
 WEDNESDAY 7:00 A.M. - 8:00 P.M.  
 SATURDAY (PARTS ONLY) 8:00 A.M. - 12:00 P.M.

"PARTS WARRANTY"  
 All Ford parts and the labor to replace them are guaranteed for 12 months or 12,000 miles (whichever comes first).

| DESCRIPTION            | TOTALS  |
|------------------------|---------|
| LABOR AMOUNT           | 2201.45 |
| PARTS AMOUNT           | 2128.84 |
| GAS, OIL, LUBE         | 0.00    |
| SUBLET AMOUNT          | 0.00    |
| MISC. CHARGES          | 0.00    |
| TOTAL CHARGES          | 4330.29 |
| LESS INSURANCE         | 0.00    |
| SALES TAX              | 0.00    |
| PLEASE PAY THIS AMOUNT | 4330.29 |

### DISPOSAL OF HAZARDOUS WASTE

The State of Massachusetts requires that all hazardous waste (Oil, Solvents, Anti-Freeze, etc.) must be disposed of by a licensed contractor in an environmentally safe manner. Any charges for disposal of hazardous waste reflects our conformity to state law in addition to our concern for the preservation of the environment.



## Andy Sheehan

---

**From:** Donald E. Klein <dklein@townsendpd.org>  
**Sent:** Tuesday, July 03, 2012 4:48 PM  
**To:** Andy Sheehan  
**Subject:** RE: RFP for feasibility study

Andy,

The ambulance was responding to a call last Tuesday when the crews driving the ambulance notice that it had no power until it had gone several miles and warmed up. We call Townsend Ford and requested they look at the vehicle, they responded back that the internal components in the turbo had broken into pieces; there also was a problem with the diesel injectors. We had to replace the turbo and disassemble the exhaust system to make sure none of the pieces made their way into that system. They cleaned all of the injectors, but some had to be replaced and new boots had to be installed on all of the injectors. While it was in the shop we had them do a grease and oil change and rotate the tires. This was an unexpected repair, for which the ambulance was out of service for 5 days.

Don

---

**From:** Andy Sheehan [<mailto:asheehan@townsend.ma.us>]  
**Sent:** Tuesday, July 03, 2012 4:07 PM  
**To:** Donald E. Klein  
**Subject:** RE: RFP for feasibility study

I don't think you need to be present. I have to run out and won't be at my desk. Email me a summary of what happened and the damage to the ambulance

---

**From:** Donald E. Klein [<mailto:dklein@townsendpd.org>]  
**Sent:** Tuesday, July 03, 2012 3:18 PM  
**To:** Andy Sheehan  
**Subject:** RE: RFP for feasibility study

Thanks Andy. I will look this over and if I have any questions or suggestion I will let you know ASAP. I will get back to you on dates.

On another note, do I need to be present for tonight's meeting or do you have enough information to present my transfer request?

Don

---

**From:** Andy Sheehan [<mailto:asheehan@townsend.ma.us>]  
**Sent:** Tuesday, July 03, 2012 3:03 PM  
**To:** Donald E. Klein  
**Subject:** RFP for feasibility study

Don,

Attached is a draft feasibility study for a new fire HQ. This will hit the newspaper on 7/13 and proposals are due 7/30. Look it over and let me know if you have any changes or additional information to include. On page 1 there is reference to a pre-proposal meeting. That would be to give consultants info on space needs, apparatus, etc. Let me know a couple of dates/times that work for you. I'll look to you to take the lead on the pre-proposal meeting since you are best able to discuss the department's needs. Thanks.

Andy



**TOWNSEND POLICE DEPARTMENT**  
**P. O. Box 137**  
**70 Brookline Road**  
**Townsend, Massachusetts 01469**

A.1

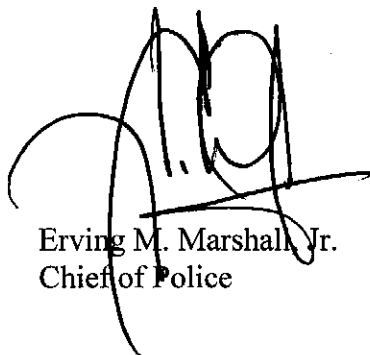
**Erving M. Marshall, Jr.**  
**Chief of Police**

**978-597-2242**  
**978-597-6214**

DATE June 6, 2012  
TO: Board of Selectmen  
FROM: Erving M. Marshall, Jr.  
Chief of Police  
RE: Student Officer Appointment  
7/16/12 to 11/30/13

In accordance with Chapter 41, Section 97a of the Massachusetts General Laws, I hereby submit that James Landi be appointed as Student Officer from July 16, 2012 through November 30, 2012 while he is attending the Fulltime In-Service Police Academy

Respectfully submitted,



Erving M. Marshall, Jr.  
Chief of Police

cc: Appointment file  
Landi file



**TOWNSEND POLICE DEPARTMENT**  
**P. O. Box 137**  
**70 Brookline Road**  
**Townsend, Massachusetts 01469**

A.2

**Erving M. Marshall, Jr.**  
**Chief of Police**

**978-597-6214**  
**978-597-2242**

**DATE:** June 15, 2012

**TO:** Board of Selectmen

**FROM:** Erving M. Marshall, Jr.  
Chief of Police

**RE:** Special Police Officer Appointments: 7/1/12 to 6/30/13

*In accordance with Chapter 41, Section 97A of the Massachusetts General Laws, I hereby submit the following list of people and ask that they be appointed for the above captioned time period as follows;*

Lunenburg Police Department

**FULL-TIME**

Chief Daniel f. Bourgeois  
Lt. James P. Marino  
Sergeant Stanley W. Barney  
Sergeant Thomas L. Gammel  
Officer Patrick M. Barney  
Officer Sean J. Connery  
Det/Ptl Charles P. Deming, Jr.  
Officer Robert D. DiConza  
Officer Jack A. Hebert  
Officer Michael F. Luth  
Officer Jason P. Poitras  
Officer Sean Zrate  
Officer Jeffrey M. Thibodeau  
Officer Joshua Tocci

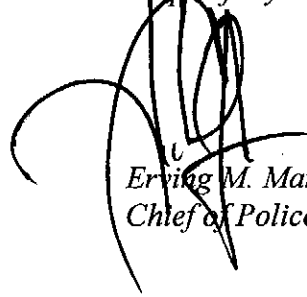
**RESERVES**

Officer Robert J. Ayles  
Officer Alphonse J. Baron  
Officer Linda C. Carrier  
Officer Michael Connors  
Officer Walter Godfrey  
Officer Daniel Gould

June 15, 2012

Officer Paul Grunditz  
Officer Lisa Larkin  
Officer Donald Letarte  
Officer Jonathan Broc  
Officer Robert R. DaCosta  
Officer Joshua Mathieu

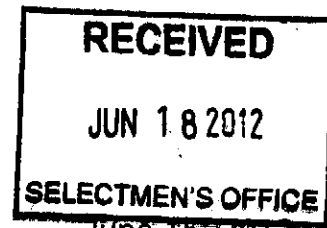
*Respectfully submitted,*

A handwritten signature in black ink, appearing to read 'Erving M. Marshall, Jr.', with a large, stylized flourish extending to the left.

*Erving M. Marshall, Jr.  
Chief of Police*

*Cc: Appointment file*

4.3



Neil James McGorty  
13 Countryside Road  
Pepperell, MA 01463

Board of Selectmen  
Town of Townsend/Town Clerk  
Townsend, MA 01469

RE-APPOINTMENT FOR CONSTABLE OF TOWNSEND

I, Neil James McGorty of 13 Countryside Road, Pepperell, MA am re-applying for Constable for the Town of Townsend, MA. I am of good moral character for the Office of Constable. I would like to be appointed for a 3-year term.

I am also a Notary Public which expires March 8, 2014.

I appreciate your consideration in this matter.

A handwritten signature in black ink that reads "Neil J. McGorty".

Neil J. McGorty

6/15/12

# VOLUNTEER RESPONSE FORM

4.5



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: Roger Pupoza JR Telephone No. (978) 877 1933

Work No. ( ) N/A

Address: 6 Stearns Ave, Townsend MA 01469

Occupation: Student

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

Background/Experience Landscaping, Tree work, Camping, outdoor activities, office work, some computer knowledge.

### 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                  |
| Town Forest Committee               | *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          |
| Development & Industrial Commission | *Library Trustees                    |                                     |
|                                     | Veterans Agent                       |                                     |
| <i>General Government</i>           | Bandstand Coordinator                | <i>Human Services</i>               |
| *Board of Selectmen                 |                                      | *Board of Health                    |
| Finance Committee                   |                                      | 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 Regional High School | *Housing Authority                  |
| Strategic Planning Committee        |                                      |                                     |
| Cable Television Advisory Committee | <i>Other</i>                         |                                     |

*\*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.*