



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

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*
Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
NOVEMBER 19, 2013 - 5:30 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Chairman's Additions or Deletions:

II APPOINTMENTS /HEARINGS

- 2.2 Executive Session: under G. L. c. 30A, s. 21(a)(3) regarding collective bargaining and litigation. Votes may be taken.

III MEETING BUSINESS

- 3.1 Accept \$2,000 Volunteer Fire Assistance Grant from the U.S. Department of Agriculture, Forest Service, administered by the Mass. Department of Conservation & Recreation. Votes may be taken.
- 3.2 Review and ratify collective bargaining agreements with unions representing the Firefighters, Police, Telecommunications, and Highway/Water employees. Votes may be taken.
- 3.3 Special Town Meeting: review and discuss motions. Votes may be taken.

Recess to Special Town Meeting



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

PO Box 530 – 13 Elm St.
Townsend, MA 01469

3.1

Donald Klein
Chief of Department

Headquarters: 978-597-8150 Fax: 978-597-2711

To: Board of Selectmen

From: Michael Grimley, Operations Captain *MG*

Date: Monday, November 11, 2013

Re: Volunteer Fire Assistance Grant

On behalf of Townsend Fire - EMS I would like to request that you approve our award of \$2,000 from the 2013 Volunteer Fire Assistance Grant Program. This is the 10th year that I've applied for and have been successful with this program.

Funding for the Volunteer Fire Assistance Grant is provided by the United States Department of Agriculture Forest Service and is administered by the Massachusetts Department of Conservation and Recreation. VFA grant funds are available to call or volunteer fire departments that provide service to a community with a population of 10,000 or less.

This year the Fire – EMS Department will use the awarded funds to purchase personal protective equipment for our members along with some hose, nozzles, and fittings used during the final stage of suppression and containment of wildland fires.

Without grant programs like the VFA our Fire-EMS Department would not be able to purchase the equipment necessary for wildland firefighting.

All of the members of Townsend Fire-EMS would like to thank you in advance for your continued support to the Department with your acceptance of this grant.

Attached you will find a copy of our award announcement letter from DCR.



November 1, 2013

Chief Donald Klein
Townsend Fire Department
13 Elm Street
Townsend, MA 01469

Dear Chief Klein,

I am pleased to announce that your application for funding under the 2013 Volunteer Fire Assistance (VFA) Program has been approved for \$ 2,000. VFA Program funding is provided by the United States Department of Agriculture Forest Service and administered by the Department of Conservation and Recreation (DCR) on a 50% reimbursement basis.

Your approved project begins on November 1, 2013 and must be completed by March 14, 2014. If you do not believe that you will complete your project by the DCR completion date, a request for an extension must be submitted as soon as possible. Reimbursement instructions are enclosed.

A final report on the expenditure of the project funds must be submitted to the Bureau of Forest Fire Control Program Coordinator within 30 days after the completion of your project.

Enclosed is a copy of page 4 from your application. It reflects selected items from your proposed project that your award will honor. Your matched monies and purchases should reflect these same items. Please bear in mind that the 50% reimbursement for this project is available for cash expenditures or in-kind services (donations, volunteer hours, etc.). Reimbursement may not exceed the approved award amount indicated above.

As we hope to share this news together, we will be contacting you within the next week or two to organize an award presentation and public announcement.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston MA 02114-2119
617-626-1250 617-626-1351 Fax
www.mass.gov/dcr



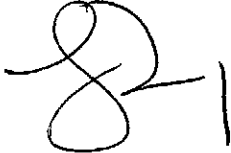
Deval L. Patrick
Governor

Richard K. Sullivan Jr., Secretary
Executive Office of Energy & Environmental Affairs

John P. Murray, Commissioner
Department of Conservation & Recreation

Congratulations on the approval of your award. DCR is committed to providing assistance to rural fire departments to enhance the ability to protect the Commonwealth's forest resources. Should you have any questions, or wish to significantly change your project, please contact Roxanne B. Savoie, Program Coordinator, immediately at 413-538-9092 extension 400.

Sincerely,

A handwritten signature in black ink, appearing to be 'JPM', written in a cursive style.

John P. Murray, Commissioner
Department of Conservation and Recreation

TO: Forest Warden / Fire Chief
FROM: Volunteer Fire Assistance Program Coordinator
RE: Next Step: 2013 VFA Project Completion

CONTRACT START DATE ⇒ November 1, 2013

COMPLETION DATE ⇒ March 14, 2014

➤ **ALL FINAL PAPERWORK DUE 30 DAYS AFTER PROJECT COMPLETION OR NO LATER THAN 15 DAYS AFTER CONTRACT END DATE. (Whichever date comes first.)**

Please note: Final paperwork to be sent to DCR will consist of the original forms signed in blue ink wherever required and a copy of same as outlined in Your Next Step below.

YOUR NEXT STEP:

1. All approved items and labor purchased between contract timeframe as stated in your application and acceptance letter, will be honored towards your portion of the grant award.
 - a. Should you require an extension, or small change in proposed project, please send a letter of request on your letterhead to Chief Fire Warden Dave Celino, c/o VFA Program Coordinator to the Hampton Ponds Office address (see below) stating specifically what you wish to change. Do this immediately.
2. Items to return at the close of your project:
 - a. MA Department of Conservation and Recreation, *Sub-Recipient Monitoring form, A-133 Audit Requirement*; Complete in full.
 - b. *Signed Payment Form*; Only original signatures can be accepted. Please find payment form in this packet. Sign your name in **blue ink** in the space marked with an X. The town fire department is considered the vendor.
 - c. *Proof of Town Payment* for proposed project items purchased –copy of the (1) *town warrant* (SCHEDULE OF BILL PAYMENT NOT ACCEPTED) with amount and items for project highlighted on it which you submitted to town fiscal people for payment; or (2) an *original copy of signed letter from town fiscal person on town letterhead*, showing date(s) of payment for project items, and amount of payment for each invoice(s); or (3) *canceled payment check* (front and back)
 - d. *Copy of Invoice(s)* with list of items purchased for proposed project showing date of purchase(s);
3. E-copies and faxes ARE NOT accepted.
4. DO NOT staple your returned final paperwork.
5. The DCR will reimburse up to 50% of the town's purchases or cap at \$2,000.00 what you submitted and as outlined on your acceptance letter.
6. Should you have any questions, please feel free to call Roxanne B. Savoie at: Tel (413) 538-9092 ext. 400 or Fax (413) 538-9048 at any time.

Please send all correspondence to:
Roxanne B. Savoie
DCR Bureau of Forest Fire Control & Forestry
Hampton Ponds State Park
1048 North Rd/Route 202
Westfield, MA 01085
roxanne.savoie@state.ma.us

14. Type of project requested (check all applicable): Townsend
Town: 2013 VFA

Cooperative Fire Protection(CFP)and National Fire Plan (NFP)

- * In-kind Labor projects: final paperwork to DCR must show name, pay rate(commiserate to the trade rate of similar worker in your area (not FD position or title pay rate),date, hours worked (from and to & not to include mealtime), work type (ditch digger, laborer, heavy equipment operator ... etc); similar to a payroll sheet
- * Dry hydrant projects: location site needed (provide map if possible)

RFD/PPE

Equipment	✓
Training	
Organizing	

Proposed CFP and NFP Projects ~ VFA Monies
 Proposed Project: List items to be funded. Attach additional sheet if needed.

#	Description of Items	@ Unit Cost	Total	For DCR Use Only
12	3/4 Mop up hose	80-	960.-	
3	Mop up Wands	75.-	225.-	
6	Mop up nozzles	25	150.-	
3	1 inch shut off valves	175	525	
3	1.5 inch wye shut off valves	210	630	
1	Hose Coiler	300	300	
12	wild land helmets	50	600	
6	Nomex Brush shirts	110.-	660	
			7050	
	Town to Purchase ⇒	4000. ⁰⁰		
	DCR to Reimburse up to ⇒	2000. ⁰⁰		

FY 14 CAPITAL IMPROVEMENT PLAN - ARTICLE 13

DEPARTMENT	DESCRIPTION OF CAPITAL REQUEST	Funding Capital Stabilization	Funding Other	TOTAL
* BOARD OF SELECTMEN	Integrated financial management software		60,000	60,000
HIGHWAY DEPT	Vehicle exhaust removal system	30,000		30,000
POLICE DEPT	To replace two (2) vehicles		60,000	60,000
	Replace main generator w/exterior gas-fueled unit	17,000		17,000
FIRE-EMS DEPT	Lease/purchase 3rd year payment		48,000	48,000
	Lease/purchase 3rd year (final) payment	17,056		17,056
	Digital console & radio-controlled alarm boxes (22)	115,000		115,000
	Replace (2) units no longer supported by vendor		66,000	66,000
	Land acquisition, survey, geotech, design/engineering fees		1,224,000	1,224,000
WATER DEPARTMENT	Upgrade VFD & Electrical Service Pumping Station #1		25,000	25,000
	Clean & Inspect Cross Street Well		20,000	20,000
	Replacement of a 2005 Service Truck		45,000	45,000
WEST TOWNSEND READING ROOM	Siding to enclose flaking lead paint; new windows	15,944	7,486	23,430
TOTAL ALL DEPARTMENTS		195,000	1,555,486	1,750,486

*** OTHER FUNDING SOURCES**

- 60,000 Assessors overlay account - released funds
- 60,000 Tax Levy - appropriated in general fund
- 114,000 Ambulance Receipts
- 90,000 Water Department Enterprise Fund
- 7,486 West Townsend Reading Room Revolving Account
- 1,224,000 general obligation bonds

3.3
RE
ARTICLE
13