



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

Nicholas Thalheimer, *Chairman*  
Andrew J. Sheehan,  
Town Administrator

Sue Lisio, *Vice-Chairman*

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

**SELECTMEN'S MEETING AGENDA**  
**MARCH 26, 2013 - 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 Review/Approve Meeting Minutes: March 12, 2013. Votes may be taken.

**II APPOINTMENTS /HEARINGS**

- 2.1 7:15 Capital Plan: Discussion of the Capital Planning Committee's FY14 capital recommendation and meeting with departments. Votes may be taken.
  - o West Townsend Reading Room Committee
  - o Building Commissioner Richard Hanks
- 2.2 7:30 Conservation Commission: Request to add an article to the Annual Town Meeting warrant. Votes maybe taken.

**III MEETING BUSINESS**

- 3.1 Per Diem Librarian I: request to create new position. Votes may be taken.
- 3.2 Summer Recreation Seasonal Workers: Request to amend job descriptions. Votes may be taken.
- 3.3 Deputy Chief of Police: Vote to revise job description. Votes may be taken.
- 3.4 Charter Amendments and Financial Management Review: Continuation of discussion of Charter amendments including recommendations in the Dept. of Revenue Financial Management Review. Votes may be taken.
- 3.5 Annual Town Meeting: review and discussion of draft warrant. Votes may be taken.
- 3.6 Approve 1 day special license for John Fors of VFW Post 6538 for a Retirement Party on April 6, 2013 from 6PM-10PM. Votes may be taken.
- 3.7 Non-union employee classifications: Update on Highway Superintendent, Conservation Agent, and stipend positions. Votes may be taken.
- 3.8 Grant acceptance: Vote to accept Emergency Management Planning Grant in the amount of \$2,900 from the Massachusetts Emergency Management Agency. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Vote to appoint the following to the Town Properties Committee. Votes may be taken.
  - Karen Coughlin, Planning Board
  - Karen Chapman, Conservation Commission
  - Laurie Shifrin, Board of Assessors
  - Andrea Wood, Finance Committee
  - Alice Struthers, At Large

- 4.2 Vote to appoint Carrin Cullota to the Meeting Hall Gallery Committee with a term from March 26, 2013 to June 30, 2014. 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



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1.4

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**SELECTMEN'S MEETING MINUTES**  
**MARCH 12, 2013 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00PM and roll call showed Chairman, Nicholas Thalheimer (NT); Vice-Chairman, Sue Lisio (SL); and Clerk, Robert Plamondon (RP) in attendance.
- 1.2 NT gave notice that the meeting is being tape recorded.
- 1.3 The Chairman noted the addition of 3.6: vote to increase Snow & Ice deficit spending authorization.
- 1.4 Review/Approve Meeting Minutes: February 26, 2013. Motion was made by RP to approve meeting minutes of February 26, 2013. SL seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Fire Chief Donald Klein requested the following appointments:  
Ben Niemiera, Fulltime Firefighter/EMT, effective April 1, 2013;  
Leon Niemiera, Fulltime Firefighter/EMT, effective July 1, 2013;  
John Elliott, On-Call Deputy Fire Chief, Effective March 13, 2013.  
RP moved to approve the appointment of Ben Niemiera as fulltime Firefighter/EMT, effective April 1, 2013; Leon Niemiera as fulltime Firefighter/EMT, effective July 1, 2013; and John Elliott as on-call Deputy Fire Chief, effective March 13, 2013. SL seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Grant acceptance: Vote to accept Volunteer Fire Assistance Grant in the amount of \$883.79 from the U.S. Department of Agriculture Forest Service and Massachusetts Department of Conservation & Recreation (DCR). Chief Klein has applied for and been awarded this grant in the past. It has primarily been used for forestry equipment. He noted it is a matching grant, but he has money set aside in his budget for this purpose. RP moved to accept the Volunteer Fire Assistance Grant in the amount of \$883.79 from the U.S. Department of Agriculture Forest Service and Massachusetts Department of Conservation & Recreation (DCR). SL seconded. Unanimous.
- 3.2 Fire Department standard operating guidelines: Review and approve Fire Department standard operating guidelines for computer-internet-data security and social media. Chief Klein gave the Board details on the necessity of guidelines in the age of technology. He clarified some questions from the Board. SL complemented him on a job well done. RP moved to approve the Fire Department standard operating guidelines for computer-internet-data security and social media. SL seconded. Unanimous.
- 3.5 Request for letter of support: Review the request from Environment Massachusetts to sign and send a letter to Governor Deval Patrick urging the expansion of solar energy projects in

Massachusetts. Mr. Sheehan was approached by Environment Massachusetts and asked for a letter of support. The Board would like to know more about the organization before committing to endorsing them. RP moved to table. SL seconded. Unanimous.

- 3.6 Vote to increase Snow & Ice deficit spending authorization. Last storm brought us to the limit of current funding. To date we are slightly over our average of \$225,000. RP moved to increase the Snow & Ice deficit spending by \$25,000 to a total of \$150,000. SL seconded. Unanimous.

## **II APPOINTMENTS /HEARINGS**

- 2.1 7:15 Fire-EMS Headquarters Building Committee. The Committee will provide an update on the design and discuss next steps. Bill Elliott, Chair of the Committee, updated the Board on their progress. The primary obstacle is the lack of available land within the area that would allow for the proper response time. Some lots are simply too small. The amount of MBTA land running along Route 119 is a major issue. They are also creating an informational video for the public. Discussion included the option of building two stations, eminent domain, and investigating the use of MBTA land. Mr. Sheehan pointed out the feasibility study was approved for one station. There needs to be an article to broaden the study to more than one station. He will prepare a warrant article to address this.
- 2.2 7:30 Capital Planning Committee: The Committee will present its FY14 capital recommendation. Three members of the Capital Planning Committee were present. Lorna Fred announced the Committee approved four projects for a total of \$197,486. These include: A replacement generator for the Police Department; a four-wheel drive vehicle for the Building Department; alarm boxes and final installment of air filling station at the Fire Department. They would also like to use capital stabilization funds for siding and window replacement at the West Townsend Reading Room. There is a lead paint issue there. They recommend the tax levy be used for a Police Department cruiser and fund the ambulance payment of \$48,000 from ambulance receipts reserved account. There will also be \$395,486 from the Water enterprise to pay for Water Department projects. Chief Klein questioned the cardiac monitors in the amount of \$66,000 (3 @ \$33,000) out of the ambulance reserve receipt account. The members present said they will add it under "funding: other." Discussion was held about the decision process and where other items such as the financial management software fell into line and other funding possibilities. The Board would like to invite the building inspector and West Townsend Reading Room Committee members to the next meeting.

## **III MEETING BUSINESS (continued)**

- 3.3 Charter Amendments and Financial Management Review: Discussion of Charter amendments including recommendations in the Dept. of Revenue Financial Management Review. Mr. Sheehan put together a report for the Board and reviewed the completed items. The Board scrutinized the items related to the establishment of a Charter Committee and succession planning for employees in certain positions, including converting some elected positions to appointed. SL moved to have the Town Administrator have a conversation with the Tax Collector about succession planning. RP seconded. Unanimous. Mr. Sheehan will consult with counsel to draft a motion for the creation of a Charter Committee.
- 3.4 Annual Town Meeting: review and discussion of draft warrant and vote to close the warrant. Mr. Sheehan explained that in past years the Annual Town Meeting was held to resolve financial matters and the Special Town Meeting was injected to address other items. He suggests combining the warrant this year. The warrant needs to be posted by April 30<sup>th</sup>. A number of articles were reviewed.

## **V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports: RP reported that it is Mr. Sheehan's 50<sup>th</sup> birthday.

- 5.2 Town Administrator Updates/Reports: Mr. Sheehan and SL attended the MMA legislative breakfast in Pepperell on March 1, 2013. Veteran's benefits, billing for EMS, and health insurance for municipal retirees were some of the interesting topics. He said it may be the end of FY13 before the State has a signed budget.
- 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.
- 2.3 **Executive Session:** RP moved at 8:57PM to enter into executive session under G.L. c. 30A, s. 21(a)(2) to conduct contract negotiations with Lieutenant David Profit and Town Administrator Andrew Sheehan; G. L. c. 30A, s. 21(a)(3) collective bargaining; and G.L. c. 30A, s. 21(a)(1) regarding employee discipline and not to adjourn directly, but return to open session. SL seconded. SL aye, NT aye, RP aye. The Board moved into executive session at 8:58PM.

At 9:43 the Board returned to open session.

Deputy Police Chief contract. RP moved to approve and sign the contract with David Profit. SL seconded. Unanimous.

Town Administrator contract. RP moved to approve and sign the contract with Andrew Sheehan. SL seconded. Unanimous.

At 9:45 the meeting was adjourned.

2.1

TOWNSEND CAPITAL PLANNING COMMITTEE

PROPOSED FISCAL 2014 PROJECTS AND 5 YEAR  
PLAN

MARCH 4, 2013

COMMITTEE MEMBERS

- Lorna Fredd
- Carolyn Smart
- Colin McNabb
- Andrea Wood
- Bill Roberts
- Richard Oakley
- Roger Rapoza

Attached for your review is the 2014 Capital Improvement Program [CIP], which is comprised of two parts—capital budget and capital program. The capital budget is the upcoming year's recommended spending plan for capital items (tangible assets or projects that cost at least \$10,000 and have a useful life of at least five years). The capital program is a plan for future capital needs that extends four years beyond FY 2014.

Notably absent at this writing is the Committee's recommendation regarding the proposed new Central Fire Station, pending finalization of the feasibility study and identification of the building site. The Capital Planning Committee anticipates a revision to the FY14 budget to incorporate this project upon receipt and review of those details.

It would not have been possible for the CPC to develop project priorities or a meaningful capital budget without significant input from each of the department managers who requested funds, and we thank them for their responsiveness to our numerous requests for information and meeting time.

**FY 14 CAPITAL IMPROVEMENT PLAN - ARTICLE**

*CAPITAL  
PLANNING  
COMMITTEE  
Recommendations*

DEPARTMENT	DESCRIPTION OF CAPITAL REQUEST	Capital Substitution	Other	TOTAL
<b>POLICE DEPT</b>				
* Vehicle replacement	To replace two (2) vehicles		60,000	60,000
Generator	Replace main generator w/ exterior gas-fueled unit	17,000		17,000
<b>BUILDING DEPT</b>				
4-WD vehicle	To replace Explorer w/ 186,000 mi.	25,000		25,000
<b>FIRE-EMS DEPT</b>				
* Ambulance	Lease/purchase 3rd year payment		48,000	48,000
Air Filling Station	Lease/purchase 3rd year (final) payment	17,056		17,056
Fire Alarm System	Console & radio-controlled alarm boxes	115,000		115,000
<b>WATER DEPARTMENT</b>				
* VFD Upgrade	Upgrade VFD & Electrical Service Pumping Station #1		25,000	25,000
* Cross Street Well	Clean & Inspect Cross Street Well		20,000	20,000
* F350 Cab & Chassis	Replacement of a 2005 Service Truck		45,000	45,000
<b>WEST TOWNSEND READING ROOM</b>				
Siding/Window Replacement	Siding to enclose flaking lead paint; new windows	23,430		23,430

TOTAL ALL DEPARTMENTS	197,486	198,000	395,486
* OTHER FUNDING SOURCES			
60,000 Tax Levy - appropriated in general fund			
48,000 Ambulance Receipts			
90,000 Water Department Enterprise - existing appropriation			

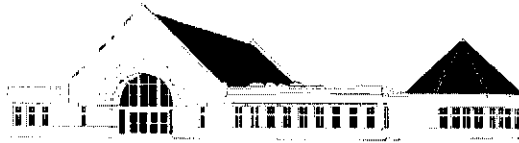


TOWN OF TOWNSEND  
 CAPITAL IMPROVEMENT PLAN  
 CAPITAL PROJECTS FY 2014-FY 2018

Bd. Of Selectmen	Description	FY 2014		FY 2015		FY 2016		FY 2017		FY 2018	
		Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
	Town hall access control			15,000							15,000
	Financial management software			12,000		12,000		12,000		12,000	48,000
	New vehicle - 4 WD (replaces Explorer w/186,000 mi.)		25,000								25,000
	New 1 ton dump truck with plow			40,000							40,000
	Rescue 2 ambulance - lease/purchase installment		48,000		48,000						96,000
	Air filling station - lease/purchase installment		17,056								17,056
	Narrow banding for secondary repeater site			80,000							80,000
	Radio controlled fire alarm boxes (22) & 1 console		115,000		54,000						169,000
	Replace & upgrade 25 air packs & bottles			163,402							163,402
	New Central Station			11,313,000							11,313,000
	Replace cardiac monitors/delibrillators (2)			66,000							66,000
	Replace Forestry 1			130,000							130,000
	Rescue 2 tanker/pumper (replaces Engine 2 & Tanker 1)					550,000					550,000
	Remount or replace Rescue 3							200,000			200,000
	Vehicle exhaust removal system			30,000							30,000
	FA50 4x4 one-ton dump truck w/plow										0
	Used 6-wheel dump w plow & sonder			65,000							65,000
	Used clam shell/basin cleaner (used = \$30,000)			50,000							50,000
	Electronic message boards (2)			40,000							40,000
	Road paving/maintenance			150,000		150,000		150,000		150,000	600,000
	Backhoe (replaces 1996 JCB)			125,000							125,000
	Sweeper (replaces 1999 sweeper)			180,000							180,000
	Tractor w/boom fllcl mower (used)					80,000					80,000
	Solar Panels for Garage					250,000					250,000
	Sidewalk plow							100,000			100,000
	6 Wheel Dump truck w/plow & sonder (truck #6)							80,000			80,000
	4 x 4 FA50 one-ton dump truck w/plow									75,000	75,000
	Replace Carpeting			30,000							30,000
	Solar Panel Installation			393,000							393,000
	Generator Replacement		17,000								17,000
	Computer upgrades			12,000		12,000					24,000
	Cutters (2) - from operating budget		60,000		62,000		64,000		66,000		68,000
											320,000

TOWN OF TOWNSEND  
 CAPITAL IMPROVEMENT PLAN  
 CAPITAL PROJECTS FY 2014-FY 2018

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	TOTAL
<b>Water</b>						
Install Tank Mixing Sys. Fitchburg Rd. Storage Tank		50,000				50,000
Upgrade var. freq. drive (VFD) & electric WB Sta #1	25,000					25,000
Clean & inspect Cross St. well	20,000					20,000
Complete water main loop, Emery Rd. to South Harbor Rd			1,500,000			1,500,000
Service truck - replace '05 F350 cab & chassis	45,000					45,000
Replace supervisor's truck - 1/2-ton pickup			60,000	50,000		50,000
Replace '02 F450 1-ton dump truck			60,000			60,000
Replace Main St. Well field & Modifications to Main St. Sta.				1,000,000		1,000,000
Clean/inspect/Rehab Fitchburg Rd. Storage Tank		400,000				400,000
Sliding (lead paint issue) & window replacement	23,430					23,430
<b>Total, All Departments</b>	<b>395,486</b>	<b>13,508,402</b>	<b>2,678,000</b>	<b>1,658,000</b>	<b>305,000</b>	<b>18,544,888</b>
<b>Recap by department</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>TOTAL</b>
Board of Selectment/Admin.	0	27,000	12,000	12,000	12,000	63,000
Building	25,000	0	0	0	0	25,000
Cemetery/Parks	0	40,000	0	0	0	40,000
Fire-EMS	180,056	11,854,402	550,000	200,000	0	12,784,458
Highway	0	840,000	480,000	330,000	225,000	1,675,000
Police	77,000	497,000	78,000	66,000	88,000	784,000
Water	90,000	450,000	1,560,000	1,050,000	0	3,150,000
W. Townsend Reading Room	23,430	0	0	0	0	23,430
<b>Total</b>	<b>395,486</b>	<b>13,508,402</b>	<b>2,678,000</b>	<b>1,658,000</b>	<b>305,000</b>	<b>18,544,888</b>



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# Townsend Public Library

## MEMORANDUM

TO: Board of Selectmen  
FROM: Stacy Schuttler, Library Director  
DATE: March 22, 2013

The Townsend Public Library staff and trustees are requesting the creation of a Per Diem Librarian I position. This position would fulfill the need for flexible coverage when current library employees are sick, vacationing or taking personal time. The current part-time employees have limited flexibility and some are working close to 19 hours regularly, which makes them unavailable to cover extra shifts.

We will not be requesting additional funding or hours for this position, just dispersing the current hours.

If you have any questions, please feel free to contact me at [sschuttler@cwmar.org](mailto:sschuttler@cwmar.org) or by calling (978) 597-1714.

## Per Diem Librarian I Job Description

### **Basic Function and Responsibilities:**

- Must have computer skills, including knowledge of Microsoft Office, the internet, e-books and social networking sites, such as facebook and various other library 2.0 technologies.
- Must be able to establish good rapport with patrons of all ages while promoting a positive and enthusiastic environment.
- Must be Comfortable and prepared to work in any area of library, including the children's circulation desk and YA room.

### **Responsibilities include, but are not limited to:**

- Performs routine circulation functions.
- Greets and explains policies to library patrons. Provides directional, reference and reader advisory services to patrons in person and on the telephone. Refers patrons to other library staff members as necessary. Answers the telephone and directs calls.
- Performs reference and readers advisory services to children, parents, students, teens and teachers using print and non-print resources.
- Attends meetings as required.
- Must be comfortable learning new technologies
- Performs other functions and projects as necessary.
- Handles physical aspects of position which include, but are not limited to: standing, moving, sitting, manual dexterity required to operate office equipment (i.e. computer, copier), climbing and descending steps, and lifting up to 35 lbs. Ability to push/pull loaded carts.
- Must at all times remain professional and respectful to all staff and patrons in a customer service environment.

**RECREATION SEASONAL WORKER****Position Purpose:**

The purpose of this position is to perform seasonal recreation work in assisting with programs for a comprehensive indoor and outdoor community recreational program for all Town residents; all other related work as required.

**Supervision:**

Works under the day-to-day supervision of program supervisor.

Performs functions requiring some judgment in achieving operational objectives.

**Job Environment:**

Duties are performed primarily outdoors, with some work inside buildings. Exposure to heat, humidity during summer months; ~~may not be required to report to work in inclement weather;~~ flexibility required to work unfilled shifts, as needed.

Makes frequent contact with the general public.

Errors could result in inefficient operations, damage to equipment, injury to self and the public, monetary loss, and adverse public relations.

**Essential Functions:**

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

**May serve in any of the following seasonal worker capacities with specific activity tasks assigned: Summer Recreation Assistant Director, Head-Lead Arts and Crafts Summer Recreation Counselor, Head-Lead Sports Summer Recreation Counselor, or Summer Recreational Counselor.**

Participates in instruction of recreation classes and programs in a participatory manner. Assists with developing programming as needed. Creates schedules. May serve as recreation counselor or recreation counsel leader. Coordinates group activities for all ages.

Assists with setting out all related operational equipment and properly securing Town facility at end of day; helps clean and maintain buildings and grounds daily, gathering and removing trash, cleaning tables and areas, as may be required following program.

Responsible for verifying attendance of walk-ins, issuing guest passes, collect appropriate fees.

Ensures safety procedures are followed.

Performs all other related work as required or directed.

**Recommended Minimum Qualifications:**

Education and Experience:

Graduation from high school or GED equivalent. Completed Freshman year of high school and possess a valid work permit; one year of experience relating to facility maintenance and upkeep; some experience working with the general public preferred; some experience working with children preferred; or any equivalent combination of education and experience.

Special Requirements:

CORI check and review required  
CPR and First Aid

Knowledge, Ability and Skill:

*Knowledge.* General knowledge of recreation programs and activities.

*Ability.* Ability to communicate tactfully, courteously, and effectively. Ability to establish and maintain effective working relationships with co-workers and the general public.

*Skill.* Skills in interacting positively with the general public; skills in dispute management.

Physical Requirements:

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

Regular constant physical effort is generally required in performing functions indoors and outdoors at recreation classes, programs and day camps. Regularly lifts and/or moves objects weighing up to 50 pounds such as tools/equipment, supplies, and recreation materials.

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

## DEPUTY CHIEF OF POLICE

### **Position Purpose:**

Under the general direction of the Chief of Police, the position of Deputy Chief of Police is responsible for the supervision, coordination and control of all officers, Communication dispatchers, and all non-sworn employees. The Deputy Chief of Police is also responsible for Professional Standards, accreditation, Internal Affairs, research and planning, along with assisting with budget control. In the absence of the Chief, the Deputy Chief of Police will assume the powers, duties and responsibilities of the Chief, subject to any limitations set by the Chief. Has the responsibility for constantly directing his/her best efforts towards providing the highest level of safety, security and service for the citizens of the Town of Townsend. Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring frequent application of initiative and independent judgment to solve problems within limitations of established standards or precedents and in accordance with department policies, procedures, operations and plans.

*Supervision Received:* Works under the administrative direction of the Chief of Police and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant local, state and federal regulations and standards, referring all unusual cases to supervisor. Generally establishes own work plan and completes work in accordance with established departmental policies and standards. In the absence of the Chief of Police, assumes responsibilities and duties of the Chief of Police.

*Supervision Given:* Supervises all subordinate officers directly and indirectly through subordinates, assigning tasks and providing instructions, training new employees in proper work procedures, evaluating work performance. Responsible for approximately 30 employees.

### **Job Environment:**

Administrative work is performed under typical office conditions. When there is no Sergeant on duty, performs patrols, during emergencies, as needed, or when conducting investigations, is exposed to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment.

Operates a police cruiser, all police equipment including firearms, a computer, and other standard office equipment.

Makes frequent contacts with the general public, other public officials, local civic and social organizations, district attorney's office, municipal vendors, state and local police, federal law enforcement agencies, courts, schools, correctional facilities, department of social services, hospitals, and various local businesses. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related highly confidential information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens.

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

**Essential Functions:**

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

Works carefully to be aware and have a clear understanding of the authority delegated to him/her for the performance of assigned duties and responsibilities.

Carries out all orders and directives from the Chief and clearly communicates to personnel the nature of any orders that affect them or their responsibilities. All significant changes are carefully explained so that there are no misunderstanding of their intent and purpose.

Keeps the Chief informed of all significant events or developments which may affect the department or its personnel.

Serves as Internal Affairs officer for the Police and Communications Department, conducting investigations and implementing, or suggesting appropriate discipline in all cases of alleged or apparent misconduct by the Police or Communication members.

Conducts periodic staff meetings with Sergeants, solicit input from them; advise and inform the Chief in the preparation of both periodic administrative and full staff meetings.

Assists in the preparation, monitoring and administering of the Police and Communication Department's annual budget as directed by the Chief; receives monthly reports from the Sergeants regarding the operational services and organizational needs. Prepares and submits to the Chief of Police reports related to needs and activities of the Police and Communication Departments.

Responsible for the research and development of plans and procedures for all phases of the Police and Communication Departments operations and for reporting to the Chief any changes or innovations in police sciences or technology which would improve or enhance organizational operations.

Prepares and submits reports to the Chief, with appropriate recommendations, whenever any change or revision of current police/communications practices, policies or procedures seems advisable.



Assumes the duties of Accreditation Manager and receives specialized accreditation manager training, if needed, within one year of appointment. He/she shall be responsible for obtaining and maintaining Certification/Accreditation standards.

Directly assists the Chief in the development of plans and programs for improving the delivery of Police and Communication services and the efficiency of Department operations.

Cultivates and promotes a close working relationship among all department personnel to create the highest level of productivity and effectiveness.

Responds readily to questions from personnel regarding their duties and responsibilities and obtains official answers whenever necessary.

Maintains discipline and morale and promotes harmonious relations and mutual cooperation among all personnel.

Observes, on a regular basis, the appearance, efficiency, initiative and capability of all personnel and advise, counsel and motivate those whose duty performance is unsatisfactory or inadequate.

Has access to extensive confidential information concerning personnel records and criminal investigations.

Directly assists the Chief with establishing disciplinary procedures to encourage professionalism in the Department. Determines disciplinary action as required.

Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchanges.

Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Department, and in the enforcement of statute law, town bylaws and departmental rules and regulations.

Under the Chief's direction, represents the Department and maintains mutual cooperation as a liaison with all Town Officials and with state, county, and federal agencies.

Periodically reviews the overall performance of the Department.

Applies for and administers all available grants and funding opportunities.

In the absence of the Chief, assumes responsibilities and routine duties of the Chief of Police. During emergencies, may perform all the duties of a sergeant, communications officer, or police officer.

Performs similar or related work as required.

*Townsend, MA  
Deputy Chief of Police  
FLSA: Exempt  
Page 3*

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Bachelor's Degree or equivalent; Masters Degree desirable; graduation from the Massachusetts Criminal Justice Academy. At least five years of experience in law enforcement, preferably in a supervisory role; or any equivalent combination of education and experience.

**Special Requirements:**

Possession of a valid motor vehicle operator's license.

Possession of a license to carry a firearm.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Working knowledge of the entire police department both administratively and operationally. Knowledge of computer applications as they are used in police work. Knowledge of budgeting and fiscal control. Knowledge of the principles, practices and techniques of police supervision. Knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (such as, patrol, traffic, criminal investigation, crime prevention, juvenile programs and problems, community relations).

*Ability:* Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to coordinate efforts of others in accomplishing assigned objectives.

*Skill:* Good managerial and organizational skills. Skill in utilizing computers.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent must possess the ability to meet required physical standards of age, height, weight and strength. Performance of work frequently involves standing, walking, and driving for long periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing over 100 pounds. Required to detect odors and have temperature sensitivity. (This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**POLICE LIEUTENANT**

**Position Purpose:**

Under the general direction of the Chief of Police, the position of Lieutenant is responsible for the supervision, coordination and control of all officers, Communication dispatchers, and all non-sworn employees. The lieutenant is also responsible for accreditation, Internal Affairs, research and planning, along with assisting with budget control. In the absence of the Chief, the Lieutenant will assume the powers, duties and responsibilities of the Chief, subject to any limitations set by the Chief. Has the responsibility for constantly directing his/her best efforts towards providing the highest level of safety, security and service for the citizens of the Town of Townsend. Performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring frequent application of initiative and independent judgment to solve problems within limitations of established standards or precedents and in accordance with department policies, procedures, operations and plans.

*Supervision Received:* Works under the administrative direction of the Chief of Police and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant local, state and federal regulations and standards, referring all unusual cases to supervisor. Generally establishes own work plan and completes work in accordance with established departmental policies and standards.

*Supervision Given:* Supervises all subordinate officers directly and indirectly through subordinates, assigning tasks and providing instructions, training new employees in proper work procedures, evaluating work performance. Responsible for approximately 32 employees.

**Job Environment:**

Administrative work is performed under typical office conditions. When there is no Sergeant on duty, performs patrols, during emergencies, as needed, or when conducting investigations, is exposed to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment.

Operates a police cruiser, all police equipment including firearms, a computer, and other standard office equipment.

Makes frequent contacts with the general public, other public officials, local civic and social organizations, district attorney's office, municipal vendors, state and local police, federal law enforcement agencies, courts, schools, correctional facilities, department of social services, hospitals, and various local businesses. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related highly confidential information such as personnel records, criminal investigations and records, lawsuits, and personal information about citizens.

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

**Essential Functions:**

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

Works carefully to be aware and have a clear understanding of the authority delegated to him/her for the performance of assigned duties and responsibilities.

Carries out all orders and directives from the Chief and clearly communicates to personnel the nature of any orders that affect them or their responsibilities. All significant changes are carefully explained so that there are no misunderstanding of their intent and purpose.

Keeps the Chief informed of all significant events or developments which may affect the department or its personnel.

Serves as Internal Affairs officer for the Police and Communications Department, conducting investigations and implementing, or suggesting appropriate discipline in cases of alleged or apparent misconduct by the Police or Communication members. Keeps internal affairs files separately in a secured location.

Conducts periodic staff meetings with Sergeants, solicit input from them; advise and inform the Chief in the preparation of both periodic administrative and full staff meetings.

Assists in the preparation, monitoring and administering of the Police and Communication Department's annual budget as directed by the Chief; receives monthly, reports from the Sergeants regarding the operational services and organizational needs. Prepares and submits to the Chief of Police reports related to needs and activities of the Police and Communication Departments.

Responsible for the research and development of plans and procedures for all phases of the Police and Communication Departments operations and for reporting to the Chief any changes or innovations in police sciences or technology which would improve or enhance organizational operations.

Prepares and submits reports to the Chief, with appropriate recommendations, whenever any change or revision of current police/communications practices, policies or procedures seems advisable.

**GRADE: T-10**

Assumes the duties of Accreditation Manager and receives specialized accreditation manager training, if needed, within one year of appointment. He/she shall be responsible for obtaining and maintaining Certification/Accreditation standards.

Directly assists the Chief in the development of plans and programs for improving the delivery of Police and Communication services and the efficiency of Department operations.

Cultivates and promotes a close working relationship among all department personnel to create the highest level of productivity and effectiveness.

Responds readily to questions from personnel regarding their duties and responsibilities and obtains official answers whenever necessary.

Maintains discipline and morale and promotes harmonious relations and mutual cooperation among all personnel.

Observes, on a regular basis, the appearance, efficiency, initiative and capability of all personnel and advise, counsel and motivate those whose duty performance is unsatisfactory or inadequate.

Has access to extensive confidential information concerning personnel records and criminal investigations.

Directly assists the Chief with establishing disciplinary procedures to encourage professionalism in the Department. Determines disciplinary action as required.

Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchanges.

Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the Department, and in the enforcement of statute law, town bylaws and departmental rules and regulations.

Under the Chief's direction, represents the Department and maintains mutual cooperation as a liaison with all Town Officials and with state, county, and federal agencies.

Periodically reviews the overall performance of the Department.

Applies for and administers available grants and funding opportunities.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Associates Degree or equivalent; Bachelor's Degree desirable; graduation from the Massachusetts Criminal Justice Academy. At least five years of experience in law enforcement, preferably in a supervisory role; or any equivalent combination of education and experience.

**Special Requirements:**

Possession of a valid motor vehicle operator's license.

Possession of a license to carry a firearm.

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Working knowledge of the entire police department both administratively and operationally. Knowledge of computer applications as they are used in police work. Knowledge of budgeting and fiscal control. Knowledge of the principles, practices and techniques of police supervision. Knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (such as, patrol, traffic, criminal investigation, crime prevention, juvenile programs and problems, community relations).

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*Skill:* Good managerial and organizational skills. Skill in utilizing computers.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Incumbent must possess the ability to meet required physical standards of age, height, weight and strength. Performance of work frequently involves standing, walking, and driving for long periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing over 100 pounds. Required to detect odors and have temperature sensitivity. *(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*



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

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Nicholas Thalheimer, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*  
Office (978) 597-1701  
Fax (978) 597-1719

## MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

DATE: March 8, 2013

RE: Department of Revenue Financial Management Review  
Status Report

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The Board of Selectmen requested a status report on the implementation of the Financial Management Review (FMR) prepared by the Massachusetts Department of Revenue (DOR) in 2011. As background, the Town requested the DOR perform a financial management review. DOR completed the FMR and issued its final report in May 2011. DOR found no glaring problems, but made nineteen (19) recommendations that it determined would improve our operations, realize efficiencies, and modernize our processes. The recommendations are summarized and a current status is provided:

Recommendation 1: Complete the Required Charter Review.

Complete; additional work required. The Charter Review Committee completed its review several months ago and presented a series of recommendations to the Board. The Committee identified a number of items for further study. I recommend that the Board of Selectmen establish a Charter Committee to consider the issues identified by the Charter Review Committee, the recommendations made by the DOR, and general governance issues. As Town Counsel Lauren Goldberg recently explained, the Board of Selectmen can create an appointed Charter Committee and charge it with the task of undertaking a charter review. A Special Act of the Legislature is the simplest method to amend the Charter. Under this process, proposed charter amendments would need to be approved by a simple majority vote of Town Meeting and submission to and approval by the Legislature.

Recommendation 2: Give the Town Administrator Appointing Authority.

No progress has been made. This recommendation could be addressed by a Charter Committee.

Recommendation 3: Appoint the Collector and Formally Combine with Treasurer.

No progress. DOR makes a reasoned and compelling reason for converting the Collector from elected to appointed and combining it with the Treasurer. As DOR notes, it may be quite difficult to find a qualified individual living in Townsend who would be willing to serve in this position and willing to run for election. Making the position appointed allows the Town to broaden its search beyond the boundaries of the Town in order to find an individual who possesses the necessary qualifications.

DOR recommends converting other offices from elected to appointed. This makes sense for the same reasons noted above. The Board should consider the conversion of some positions in the near term and leave other positions to be addressed by a Charter Committee.

Recommendation 4: Improve Coordination of Financial Functions.

Partially complete. During my three years I have had a finance team consisting of the Town Accountant, Principal Assessor, Collector/Treasurer, and me. We meet as needed.

Recommendation 5: Provide for Succession Planning.

Partially complete. No formal succession planning has been undertaken. However, as noted in the discussion of Recommendation 3, the method by which certain positions are filled (elected or appointed) plays into the succession discussion. In the case of elected positions there is little ability to plan for a successor. In its discussion of succession planning DOR recommended undertaking salary surveys of positions. This was undertaken for all non-union positions last year and gives us a firm understanding of the salary market. Discussions with a nearby community regarding a shared services agreement are ongoing. If an agreement can be reached it will provide additional security for the individual and help us retain that individual.

Recommendation 6: Request a Management Letter with Independent Audits.

Complete. The Town has requested a management letter with its next audit outstanding (FY11). Furthermore, consistent with DOR's recommendations, we changed auditors last year in order to bring a fresh set of eyes. This has proven to be a very beneficial change. We currently use Melanson Heath & Co.

Recommendation 7: Move Water Department Billing to Collector's Office.

No progress has been made. DOR identifies the current water billing system as lacking an important check and balance, as the same department both commits the charges and is responsible for collections. Shifting the collection of water bills to the Collector/Treasurer would restore the system of checks and balances. It should be noted that there may be a need for additional staff in the Collector/Treasurer's Office. However, it may allow for reduced staffing in the Water Department Office. Despite the additional costs, as noted above it restores an important check and balance that is currently missing from the Water Department's billing system.

Recommendation 8: Clarify the Reporting Responsibilities of the Administrative Assistant.

Complete. This item was addressed by the adoption of a new job description in 2012.



Recommendation 9: Conduct Employee Performance Reviews.

Complete, but ongoing. The Town has required performance evaluations inconsistently in recent years, typically only when cost of living adjustments or step increases were planned. Supervisors performed evaluations last year and will do so again this year prior to the close of the fiscal year.

Recommendation 10: Investigate the Costs and Benefits of a Lockbox Service.

Not implemented. The Collector/Treasurer evaluated the benefits of a lockbox and determined that it was not beneficial, primarily because we do not mail tax bills with return envelopes quarterly. The Finance Team will look at this again to make sure this is not a missed opportunity. This may make sense if we moved Water Department billings to the Collector's Office.

Recommendation 11: Record Deputy Collector Payment on Vendor Warrant.

Not implemented. The deputy collector retains its fee from the collections. The Finance Team will revisit this issue.

Recommendation 12: Apply Partial Payments to Interest First.

Not implemented.

Recommendation: 13: Establish a Drop Box at Town Hall

Not implemented. This may make sense if we moved Water Department billings to the Collector's Office. The Finance Team will revisit this issue.

Recommendation 14: Require All Grants and Contracts

Complete. Typically the Accountant receives copies of grants and contracts. However, I will remind department heads at the next department head meeting.

Recommendation 15: Require Evidence of Department Reconciliations.

Complete. The Town Accountant now provides a simple check off for departments to acknowledge that they have reviewed and agree with monthly expenditure reports.

Recommendation 16: Issue Sales Questionnaires.

Not implemented. Historically we have received poor responses to the sales questionnaires, as we do with the income surveys sent to commercial property owners.

Recommendation 17: Explore Financial Software Options.

In progress. The Town's finance software packages are woefully out of date, incompatible with each other, and require duplicate entry of data. The Finance Team evaluated several software packages that integrate the various finance functions. The team submitted a \$60,000 funding request to the Capital Planning Committee for new finance software. However, the Committee did not include this request in its FY14 funding recommendation. If this is a priority of the Board it may wish to modify the capital plan.

Recommendation 18: Promote On-Line Property Tax Data.

Complete.

Recommendation 19: Expand Use of GIS.

Partially complete. The Town continues to build its GIS database.

I look forward to discussing this in more detail and moving forward with several of the recommendations that have yet to be acted upon.

**The Commonwealth of Massachusetts**

3/22/2013 D

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**MIDDLESEX SS.**

To 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 and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the Memorial Hall, 272 Main Street, on the following date:

**TUESDAY, MAY 7, 2013 AT 7:00 O’CLOCK IN THE EVENING**

for the Annual Town Meeting for then and there to act on the following articles:

**APPOINTMENTS AND REPORTS**

**ARTICLE 1**

To see if the Town will vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town, or take any other action in relation thereto.

**SUBMITTED BY:** Town Clerk

**ARTICLE 2**

To see if the Town will vote to hear reports of any Committees, Boards, Commissions, etc., or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 3**

To see if the Town will vote to choose a committee of three (3) West Townsend residents to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order, or take any other action in relation thereto.

**SUBMITTED BY:** Cemetery & Parks Commission

**FINANCIAL – FISCAL YEAR 2013**

**ARTICLE 4**

To see if the Town will vote to transfer from available funds in the treasury, the sum of \$ \_\_\_\_\_ for the purpose of offsetting the FY13 Snow and Ice Deficit under the provisions of Massachusetts General Laws, Chapter 44, Section 31D, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen & Highway Department

**ARTICLE 5**

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 in accordance with the

provisions of Massachusetts General Laws, Chapter 44, Section 64, or take any other 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 various sums to supplement the FY13 operating budget, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen & Finance Committee

**ARTICLE 7**

To see if the Town will vote to transfer \$ \_\_\_\_\_ from the cutting of trees on Turnpike Road and vote to transfer \$ \_\_\_\_\_ from the cutting of trees at Riverside Cemetery into the Cemetery Improvement Fund, or take any other action in relation thereto.

**SUBMITTED BY:** Cemetery Commission

**ARTICLE 8**

To see if the Town will vote to amend the vote under Article 16 of the Special Town Meeting held on May 1, 2012 which appropriated funds for a feasibility study on potential options for combining Fire and EMS buildings, or take any action in relation thereto.

**SUBMITTED BY:** Fire Chief

**ARTICLE 9**

To see if the Town will vote to transfer Fire-EMS Department fine receipts to a fund for training for Fire-EMS Department personnel, or take any other action in relation thereto.

**SUBMITTED BY:** Fire Chief

**ARTICLE 10**

To see if the Town will vote to raise and appropriate, borrow or transfer the sum of \$ \_\_\_\_\_ for the purpose of funding costs associated with the building and installation of a handicap ramp at the West Townsend Reading Room at 264 Dudley Road, West Townsend, or take any other action in relation thereto.

**SUBMITTED BY:** West Townsend Reading Room Committee

**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 **\$15,000.00** to supplement the Townsend Conservation Commission's Land Fund, or take any other action in relation thereto.

**SUBMITTED BY:** Conservation Commission

**FINANCIAL – FISCAL YEAR 2014**

**ARTICLE 12**

To see if the Town will vote to continue to authorize revolving funds for certain town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for FY2014 beginning July 1, with the specified receipts credited to each fund, the purposes for which each fund may be spent, the amount annual expenditures shall not exceed, and the entity authorized to expend from the fund, as outlined in the following table, or take any other action in relation thereto.

<u>Line</u>	<u>Revolving Fund</u>	<u>Entity Authorized to Spend Fund</u>	<u>Receipts Credited</u>	<u>Spending Purposes</u>	<u>FY Spending Limit</u>
1	Board of Health Revolving Account	Board of Health	Fees from recyclable items	Operating costs for recycling center, landfill, and curbside pick up, and capital needs of the recycling center.	\$ 22,000.00
2	Recreation Revolving Account	Recreation Commission	Fees from recreation programs	Operating costs and capital needs for recreation programs.	\$ 52,000.00
3	Facilities Maintenance Revolving Account	Town Administrator	Fees from rental of the Townsend Meeting Hall	Operating costs and capital needs of the Townsend Meeting Hall	\$ 7,500.00
4	Cemetery Cost of Interment Revolving Account	Cemetery & Park Commissioners	Fees from burials	Operating costs and capital needs of the cemetery department.	\$ 30,000.00
5	Fire Alarm Maintenance Revolving Account	Chief of Fire/EMS Department	Annual fire alarm maintenance fees, connect fees, and fine assessments.	Operating costs and capital needs for the Town's portion of the fire alarm system.	\$ 4,000.00
6	Animal Care Program Revolving Account	Animal Control Officer	Fees and other receipts from pet owners of animals requiring emergency medical treatment while in the care and custody of the Town	Board, care and veterinary expenses associated with animals found abandoned or injured.	\$ 10,000.00

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 13**

To see if the Town will vote to appropriate and transfer from receipts reserved for appropriation accounts for FY 2014 beginning July 1, amounts as outlined in the following table, or take any action in relation thereto.

<u>Line</u>	<u>Special Revenue Fund to Transfer From</u>	<u>General Fund Appropriation Made To</u>	<u>Authorized by</u>	<u>Purpose</u>	<u>Amount *</u>
1	Cemetery Sale of Lot Fund	Cemetery Improvement Fund	Cemetery & Parks Commissioners	Supplement operating costs and capital needs of the cemetery department.	\$ _____
2	Comcast Government Access Account	MIS Department Expenses	Board of Selectmen	Supplement funding for operating costs of the MIS department.	\$ _____
3	Title 5 MWPAT Receipts Reserved Account	Debt Service - MWPAT	Treasurer	Supplement funding for repayment of debt owed to the Mass Water Pollution Abatement Trust	\$ _____
4	West Townsend Reading Room Receipts Reserved Account	West Townsend Reading Room Expenses	West Townsend Reading Room Committee	Supplement funding for operating costs of the Reading Room.	\$ _____
5	Ambulance Receipts Reserved Account	Fire/EMS Department Expenses	Chief of Fire/EMS Department	Supplement funding for operating costs of Emergency Medical Services.	\$ _____

\* Amounts voted under this article will appear as reductions to requested appropriations within the detailed budget for FY14 Town operations.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 14**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$4,000.00** for the purpose of funding the Assessors' FY14 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Assessors

**ARTICLE 15**

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 funding the Town's match for a Municipal Recycling Enforcement Grant, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Health

**ARTICLE 16**

To see if the Town will approve the \$ \_\_\_\_\_ borrowing authorized by the North Middlesex Regional School District for the purpose of paying costs of decommissioning the existing wastewater treatment plant and installing a new subsurface sewage disposal system at the Hawthorne Brook Middle School located at \_\_\_ Brookline Road, Townsend, or take any other action in relation thereto.

**SUBMITTED BY:** School Committee of North Middlesex Regional School District

**ARTICLE 17**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2014 pursuant to a detailed budget totaling \$ \_\_\_\_\_, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen & Finance Committee

**ARTICLE 18**

To see if the Town will vote to appropriate the sum of \$ \_\_\_\_\_ to operate the Water Department for Fiscal Year 2014 and that \$ \_\_\_\_\_ of this sum come from Water Enterprise Fund revenues and, in order to fund the cost of inter-municipal expenses, that \$ \_\_\_\_\_ of this sum be appropriated in the general fund and funded from enterprise revenues, or take any other action in relation thereto.

**SUBMITTED BY:** Water Department & Finance Committee

**ARTICLE 19**

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by M.G.L. Chapter 41, Section 108, as amended, and as appropriated in this warrant, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen & Finance Committee

**ARTICLE 20**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$ \_\_\_\_\_ to implement collective bargaining agreements entered into between the Town and the following:

1. American Federation of State, County, and Municipal Employees, Council 93, Local 1703, Highway Union
2. American Federation of State, County, and Municipal Employees, Council 93, Local 3470, Telecommunications Union
3. American Federation of State, County, and Municipal Employees, Council 93, Local 3470, Police Union.
4. International Association of Firefighters, Career Firefighters of Townsend, Local 4879.

or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 21**

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 22**

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 Massachusetts General Laws, Chapter 40, Section 5B, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 23**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, such sums that may be necessary to fund capital improvements and/or capital equipment for Fiscal Year 2014 pursuant to a detailed budget totaling \$ \_\_\_\_\_, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen and Capital Planning Committee

**BYLAWS AND ADOPTIONS**

**ARTICLE 24**

To see if the Town will vote to establish an Agricultural Commission to represent the Townsend agricultural community.

Said Commission shall serve as facilitators for encouraging the pursuit of agriculture in Townsend; shall promote agricultural-based economic opportunities in Town; act as mediators, advocates, educators, and/or negotiators on farming and forestry issues, shall work for preservation of prime agricultural and forestry lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community.



The Commission shall consist of five members appointed by the Board of Selectmen or designee. The Commission shall consist of a minimum of three members who derive income from farming, forestry or agricultural-based enterprises in Townsend and another two members who are interested in farming. Three members will be appointed for a term of three years; two members for a term of two years and three years thereafter. Up to three alternates may also be appointed by the Board of Selectmen, each for one-year terms.

The appointing authority shall fill a vacancy based on the unexpired term of the vacancy or to maintain the cycle of appointments, based on recommendations of the Commission.

- 1 Appointing Authority: Board of Selectmen
  - 2 Establish number of members of Commission: 5 plus 3 alternates
  - 3 Establish terms of serve: staggered, see article
  - 4 Establish whether members must be Town residents: Yes
  - 5 Method for filling vacancies: Board of Selectmen
  - 6 Purpose of the Commission: Promote Agricultural-based economic opportunities; revitalize and preserve the Townsend agricultural industry; and encourage the pursuit of agriculture including forestry as a lifestyle.
  - 7 Reporting on its projects on an annual basis within the town report
- Or take any other action in relation thereto.

**SUBMITTED BY:** Conservation Commission

**ARTICLE 25**

To see if the Town will vote, as authorized by Chapter 256 of the Acts of 2010, and incorporated into Massachusetts General Laws as Chapter 6, Section 172 B1/2 to create a bylaw enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for the following licenses:

- Hawking and Peddling or other Door-to-Door Salespeople,
- Manager of Alcoholic Beverage License,
- Owner or Operator of Public Conveyance,
- Dealer of Second-hand Articles,
- Pawn Dealers,
- Hackney Drivers, and
- Ice Cream Vendors

And to adopt appropriate policies and procedures to effectuate the purposes of this bylaw, or take any other action in relation thereto.

**SUBMITTED BY:** Police Chief

**ARTICLE 26**

To see if the Town will vote to amend the General bylaws, Chapter 112 Streets and Sidewalks, section 112-13 Permit required to excavate or occupy street by deleting the existing language which reads:

**S. 112-13. Permit required to excavate or occupy street.**

Except in case of emergency, no Town way, or other way, which the Town of Townsend is, by law, obligated to maintain and keep in repair shall be dug up, no opening made therein for any purpose, nor shall any material be dumped or placed thereon, or removed therefrom, or changed, without the written permit from a majority of the Board of Selectmen and then only in accordance with the Board's regulations, and the work shall be done under supervision of the Superintendent of Highways, and the entire expense of replacing and resurfacing the highway at the same level and in as good condition as before, with materials equal in specifications to those removed, shall be paid by the person or persons to whom the permit was given, or by whom the work was done. The Board of Selectmen may require a bond to guarantee the faithful and satisfactory performance of the work and payment for any damage to any such way caused by or resulting from the operations authorized by such permit. The amount of the bond shall be determined by the Selectmen, not to exceed the estimated cost of the work and any possible damage.

and inserting the following:

**S. 112-13. Permit required to excavate or obstruct a street.**

- A. No person or other entity shall excavate or obstruct any portion of any way which the Town is obliged to keep in repair without first obtaining a permit, in writing, from the Board of Selectmen or its designee, except in the case of an emergency as determined by the Highway Superintendent. This article does not apply to the placing or replacing of utility poles.
- B. The Board of Selectmen shall establish and may, from time to time, amend the fee to be paid to the Town for a permit issued hereunder and shall adopt rules and regulations for the implementation of this article.

Or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 27**

To see if the Town will vote to amend the general bylaws, Chapter 90, Personnel Policies, by deleting the existing language which reads:

**S. 90-1. Adoption of noncontractual personnel policies and procedures.**

Any noncontractual personnel policy and/or procedure of the Town as affirmatively voted and signed off by the majority of elected boards and commissions shall be applicable to all noncontractual Town employees.

**S. 90-2. Promotions and transfers.**

When an employee in the Town's wage matrix is promoted or transferred to a higher-rated position, he/she shall enter it at the minimum rate for that position. If his/her existing rate is higher than the minimum rate of the new position, he/she will advance to the next step above his/her present rate. He/she may also receive a one-step increase at the time of promotion, if the department head so recommends in writing, and as warranted by the employee's qualifications and performance, subject to the approval of the Board of Selectmen.

If an employee in the Town's wage matrix is transferred to a lower-rated position, he/she shall enter it at his/her rate in the position from which he/she is transferred. The pay rate of such employee shall be

adjusted to the appropriate rate for his/her new position within one year by such adjustments as the Board of Selectmen shall determine.

And inserting the following in its place:

The Board of Selectmen shall, by majority vote, adopt personnel policies and procedures to address employment related matters. Such personnel policies and procedures shall include but not be limited to performance evaluation, grievance procedure, disciplinary action, layoff, employee safety, employee compensation and benefits, affirmative action, and sexual harassment.

Employees shall be provided an opportunity to review and comment on any proposed personnel policy prior to the Board's vote by to adopt. The decision of the Board of Selectmen is final and binding.

Or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 28**

To see if the Town will vote to accept Massachusetts General Law Chapter 143, Section 3Z, relative to part time inspector of buildings, building commissioner, local inspector, or alternate inspector; other employment, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 29**

To see if the Town will vote to change Chapter 28-3 Dog Licenses Section B of the Code of the Town of Townsend to read: Any person or entity who fails to register and license their dog each year by the last day of February in the Town of Townsend, Middlesex County, and pay the fees and charges under any and all applicable ordinances, bylaws or regulations adopted/observed by the Town of Townsend will be required to pay the Town a late fee, in the amount of ~~five dollars (\$5.00)~~ ten dollars (\$10). Any one acquiring a dog six months of age or older, after the last day of February in any year shall have thirty (30) days from the date of acquisition which shall be presumed to be the date of the rabies certificate, to register and license the dog or be subject to a late fee of five dollars (\$5.00) ten dollars (\$10.00). or take any action thereto?

**SUBMITTED BY:** Town Clerk

**CHARTER AMENDMENTS**

**ARTICLE 30**

**Placeholder**

, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

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 **SEVEN (7)** 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 \_\_\_\_\_ in the year **Two Thousand-Thirteen.**

**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 SEVEN (7) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

*Constable of TOWNSEND*

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

TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469

3.6

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that: **JOHN FORS**  
V.F.W. Post #6538      491A Main Street      West 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 "Retirement Party" to be held on **April 6, 2013**, with sale  
hours from **6:00P.M. to 10:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires **April 6, 2013** unless sooner suspended or revoked.

Date: \_\_\_\_\_  
**THE LOCAL LICENSING AUTHORITIES**

SEE ATTACHED CONDITIONS OF LICENSE



TOWN OF TOWNSEND  
One-day Special License Application Form  
(M.G.L. Chapter 138, Section 1)

John R. Fors

Name of Responsible Person/License Holder

Townsend VFW Post 6538 West Townsend 491 A Main St

Name/ Address of Event Premise

4-6-13

Date of Event

6pm-10pm

Hours of Event

4 hours

Retirement Party

Type of Event/Sponsors

Number of people expected at event: 65

Police Detail Required: YES [ ] NO  (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic  Wine & Malt only [ ]

United Liquors

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES  NO [ ]

*By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.*

John R. Fors

Signature of License Holder

3-10-13

Date

Date Application Received: 3/14/13

Date sent to licensing Agent for review: 3/26/13



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: March 26, 2013  
Name of Licensee: John Fors  
Address of Licensee: 491A Main Street, Townsend, MA  
Effective Date or Dates of License: April 6, 2013  
Authorized Hours of Sales: 6:00P.M. to 10:00P.M.  
Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Retirement Party."

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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **ONE-DAY LIQUOR LICENSE CONDITIONS**

**JOHN FORS  
VFW POST 6538  
491A MAIN STREET, WEST TOWNSEND, MA**

1. One license has been issued for use at the Pavilion/Function Hall area and is to be secured so that alcohol is confined to licensed area.
2. Licensee must stock alcoholic beverages in separate storage area within licensed area.
3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".

4.1

## Chapter 127

### TOWN PROPERTIES COMMITTEE

§ 127-1. Basic charge.

§ 127-4. Property maintenance proposal and budget.

§ 127-2. Membership and appointment.

§ 127-5. Property acquisitions and sales.

§ 127-3. Property inventory.

§ 127-6. Advisory role.

**[HISTORY: Adopted by the Annual Town Meeting of the Town of Townsend 4-29-1997] ATM by Art. 20. Amendments noted where applicable.**

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**§ 127-1. Basic charge.**

The Board of Selectmen shall annually appoint a seven-member committee to be known as the Town Properties Committee (TPC) charged with assisting the Board of Selectmen with maintenance, acquisition and sales of all Town-owned properties.

**§ 127-2. Membership and appointment. [Amended 5-4-1999 ATM by Art. 25]**

The seven-member Town Properties Committee (TPC) shall be appointed by the Board of Selectmen. The Board of Selectmen shall first appoint the five members as follows: one member of the Planning Board, one member of the Finance Committee, one member of the Board of Assessors, one member of the Conservation Commission and one member of the Highway Department. If a member of any board, committee, commission or department declines an appointment, then the Board of Selectmen may substitute a member from the public-at-large. In making such substitution, the Board shall consider the recommendation of the respective board, committee, commission or department declining the appointment. The remaining two members shall appointed from the public-at-large. All members of the TPC shall be annually appointed or reappointed at the Board of Selectmen's first scheduled meeting in March.

**§ 127-3. Property inventory.**

The Board will maintain a standing inventory list of Town-owned real estate and personal property. Such inventory will be annually updated with each Town department notifying the Committee of newly acquired and recently disposed of property. The Committee will annually furnish the Town Accountant with an updated inventory listing.

**§ 127-4. Property maintenance proposal and budget.**

The TPC will prepare for the Board of Selectmen an annual property maintenance proposal and a proposed budget.

**§ 127-5. Property acquisitions and sales.**

TPC is charged with assisting the Board of Selectmen in reviewing all proposals for the acquisition or sale of real estate. Within 90 days after receiving written notification by the Board of Selectmen of a proposal to acquire or sell real estate, the TPC will report back to the Selectmen with a report containing recommendations as follows:

- A. The property's strategic value to the Town;
- B. The findings of any appraisals prepared to determine the property's worth;
- C. Findings of site visits, engineering studies, and environmental assessments;
- D. A post-acquisition management plan to ensure ongoing property maintenance;
- E. Proposed language for Town Meeting articles; and
- F. Suggested means for funding the acquisition.

**§ 127-6. Advisory role.**

The role of the TPC shall be advisory only and shall not supersede the role or duty of any other board or officer empowered by statute.



**THE PLANNING BOARD**  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700 x1722 \* 978-597-1722 fax  
jhollows@townsend.ma.us

**Jeffrey R. Peduzzi, Chairman**  
**Chris Jones, Clerk**

**Karen M. Coughlin, Vice-Chairman**  
**Julie Johnson, Associate Member**

**Date:** February 26, 2013

**To:** Board of Selectmen

**From:** Planning Board

  
\_\_\_\_\_  
Jeanne Hollows, Planning Board Administrator

**Subject:** Town Properties Committee

**cc:** Town Clerk  
Karen Coughlin

At their regular meeting on February 25, 2013, the Planning Board voted unanimously to recommend Karen Coughlin as their representative for appointment to the Town Properties Committee.

Karen accepted the nomination.



*Office of the*  
**CONSERVATION COMMISSION**

Town of Townsend,  
272 Main Street  
Townsend, Massachusetts 01469  
978-597-1700, ext. 1739 978-597-8135 fax  
conservation@townsend.ma.us

Karen Chapman, Chairman  
Peter Noon, Clerk

Jennifer Pettit

Mary Small, Vice-Chairman  
James Deroian

**MEMO**

March 21, 2013

**To:** Board of Selectmen  
**From:** Conservation Commission

**Re:** Town Properties Committee

The Conservation Commission hereby notifies the Board of Selectmen that on Wednesday, March 13, 2013, the Commission unanimously nominated Chairman Karen Chapman to continue to serve as their representative on the Town Properties Committee.

Sincerely,

Leslie W. Gabrilka  
Conservation Agent

## Andy Sheehan

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**From:** Karin Canfield <kcanfield@townsend.ma.us>  
**Sent:** Tuesday, March 12, 2013 3:09 PM  
**To:** Andy Sheehan  
**Subject:** Town Properties

Laura Schifrin will be the representative for the Assessors office.

*Karin Canfield*  
*Executive Assistant to the Town Administrator*  
Town of Townsend  
272 Main Street  
Townsend, MA 01469  
Tel: 978-597-1700 x1701  
Fax: 978-597-1719  
[kcanfield@townsend.ma.us](mailto:kcanfield@townsend.ma.us)

This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-1700), and delete the copy you received. Thank you.



# VOLUNTEER RESPONSE FORM

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: ANICE A. STRUTHERS Telephone No. 978 597-2059  
 Cell No. ( ) \_\_\_\_\_ e-mail astruthers1@comcast.net  
 Address: 25 SOUTH ST. TOWNSEND, MA 01469  
 Occupation: JOURNALIST  
 Amount of time available (per week/per month): 3-4 hrs/month  
 Background/Experience BA, M.Ed. Extensive experience in  
Town government.

## 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	

\*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.



4.2

March 7, 2013

Townsend Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Re: open position on Townsend Meeting Hall Gallery Committee

We recommend Carrin Cullota, 449 Main Street, Townsend, MA, be appointed to the balance of the open two-year term on the Townsend Meeting Hall Gallery Committee, ending June 2014. Thank you for your consideration.

Sincerely,

*Alice A. Struthers*

Alice Avery Struthers, Chair