



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

SELECTMEN'S MEETING AGENDA
APRIL 23, 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: April 9 and 16, 2013. Votes may be taken.

II APPOINTMENTS /HEARINGS

- 2.1 7:15PM Request to reclassify Board of Health Administrator. The Board of Health requests the reclassification of the Health Administrator. Votes may be taken.

III MEETING BUSINESS

- 3.1 Reaffirm the Federal Excess Personal Property Cooperative Agreement and the DoD Firefighting Program Cooperative Agreement between the Town and Mass. Department of Conservation & Recreation, Bureau of Forest Fire Control and Forestry. Continued participation will enable the Town to retain excess equipment and vehicles related to forest fire control. Votes may be taken.
- 3.2 Vote to sign Annual Town Meeting warrant out of session for the May 7, 2013 Annual Town Meeting. Votes may be taken.
- 3.3 Review referral notice from the Planning Board for a Special Permit for gravel removal by Ken Tully and Kevin Smith for property at 56 Brookline Road. Votes may be taken.
- 3.4 Review correspondence from the Planning Board regarding concerns with the potential purchase by the Town of property at 355 Main Street. Votes may be taken.
- 3.5 Review proposed Alzheimer's Association annual Memory Ride on July 13, 2013. Votes may be taken.
- 3.6 Approve the award of the Maria L. Lane Scholarship. Votes may be taken.
- 3.7 Review request of Town Administrator to apply for admission to Suffolk University graduate certificate program. Votes may be taken.
- 3.8 Town Administrator's performance appraisal: discussion. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of a truck driver at the Highway Department. Votes may be taken.
- 4.2 Vote to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2013 to March 31, 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

VI EXECUTIVE SESSION

Enter Executive Session under G.L. c. 30A, s. 21(a)(3) to discuss collective bargaining strategy and provide updates on the progress of negotiations with unions representing Police, Fire, Telecommunications, and Highway.



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1.4

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SELECTMEN'S MEETING MINUTES
APRIL 9, 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 additions of: 3.12.1 - One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a 70th Birthday Party on May 4, 2013 from 7PM to 11PM.
- 1.4 Review/Approve Meeting Minutes: March 26, 2013. Motion was made by RP to approve meeting minutes of March 26, 2013. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 Fire Department swearing in and pinning: Fire Chief Don Klein for the swearing in and pinning of John Elliott, On-Call Deputy Fire Chief and Ben Niemiera, Fulltime Firefighter/EMT. Fire Chief Don Klein gave the histories of the service these men have given to the Town of Townsend. John Elliott came forward to be pinned by his brother Bill Elliott, also On-Call Deputy Fire Chief. Ben Niemiera was pinned by his mother. Following the pinning, the men were sworn in by Town Clerk, Susan Funaiolo.

III MEETING BUSINESS

- 3.2 Approve write-offs of ambulance billings. Don Klein presented the write offs from 2010. They have been reviewed by the Town accountant. RP moved to approve \$27,385.61. SL seconded. Unanimous.
- 3.1 Capital Plan: Discussion of the Capital Planning Committee's FY14 capital recommendation. Outstanding items include funding for the Building Commissioner's vehicle, West Townsend Reading Room, and integrated finance software. Mr. Sheehan distributed a memo to the members of the Capital Planning Committee present: Roger Rapoza, Lorna Fred, Carolyn Smart and Colin McNabb. Mr. Sheehan explained the Assessors overlay account and how funds can be made available from that account. That would release enough money for us to get the finance software with single purchase. It is beneficial in a number of ways. It squares away some tax items, gets some overlay off the books and allows us to make this purchase. With regard to repairs to the West Townsend Reading Room, it is recommended that they use \$13,430 from their account and \$10,000 be taken out of capital stabilization. The Facilities Department will cover the approximately \$5,000 cost of materials for the handicap ramp. This would leave enough in their account for the Committee to complete other repairs and improvements. The Town Administrator recommends a stipend of \$4,500 annually for the Building Inspector to use his personal

- vehicle for work-related travel. The cost would come out of the operating budget from which other vehicle-related line items will be eliminated. The Building Inspector is amenable to the change. Taking these options into consideration, as well as using the overlay to pay for the finance software, the Capital Planning Committee will review the other items on their list and discuss the new plan at their meeting on Thursday.
- 3.3 Conservation Agent: review of consolidated job description. Mr. Sheehan explained that revising the job description combines her administrative assistant duties with the duties she performs as Conservation Agent at the current grade (6) and step and would take effect July 1. No additional funds are needed. In the proposed appropriation, pay for 5 hours per week will be funded by the NOI (wetlands protection) Fund. RP moved to approve the new job description for the Conservation Agent effective July 1, 2013. SL seconded. Unanimous.
- 3.4 Purchase & Sale Agreement: Vote to sign purchase & sale agreement for acquisition of property on Highland Street. Mr. Sheehan reminded the Board that this is the property discussed at the last Town Meeting where a purchase price of \$50,000 was approved. RP moved to approve the purchase & sale agreement as listed. SL seconded. Unanimous.
- 3.5 Sign warrants for April 30, 2013 Town Election and U.S. Senate Primary elections. RP moved to sign warrants for April 30, 2013 Town Election and U.S. Senate Primary elections. SL seconded. Unanimous.
- 3.6 Accept gift of copier/printer from Daniel Jones of Inov8 Design to the Townsend Public Library. According to Mr. Sheehan, Library Director, Stacy Schuttler replied to an email circulated by Mr. Jones offering donation of a used copier/printer. RP moved to accept the gift of copier/printer from Daniel Jones of Inov8 Design to the Townsend Public Library with thanks. SL seconded. Unanimous.
- 3.7 Approval of Chapter 90 reimbursement requests for the following:
- \$5,567.92 for repairs at the intersection of North End Road and Brookline Road.
 - \$4,827.90 for purchase of a plate compactor.
- RP moved to approve Chapter 90 reimbursement requests as listed. SL seconded. Unanimous.
- 3.8 Charter Amendments and Financial Management Review: Continuation of discussion of Charter amendments including conversion of elected positions to appointed. Town Counsel has provided Mr. Sheehan with wording for an amendment to covert elected positions to appointed. If approved at Town Meeting, it will go to the General Court and be put into effect upon their approval. RP moved to direct the Town Administrator to place the article on the Town Meeting Warrant. SL seconded. Unanimous.
- 3.9 Annual Town Meeting: review and discussion of draft warrant. After discussion, the final draft will be presented to the Board for approval and signature at their next meeting.
- 3.10 Intermunicipal agreement. Review and approve intermunicipal agreement with the Town of Dunstable for shared accounting services. The agreement is for Kim Fales to work 20 hours a week here and 10 hours a week in Dunstable. Dunstable will pay for her time and a portion of her benefits. RP moved to approve and sign the intermunicipal agreement with the Town of Dunstable for shared accounting services. SL seconded. Unanimous.
- 3.11 Hawthorne Brook Middle School septic system construction: update on cost and borrowing. Mr. Sheehan said the North Middlesex School Committee voted to incur \$600,000 for the project. They need the town's approval to borrow the money. He would like to have it done as a debt exclusion rather than having the cost come out of the general fund. No principal would likely be due until FY15 or FY16. Townsend's portion would be \$460,000. Ashby will have to approve \$140,000.
- 3.12 One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a Jack & Jill Party on May 11, 2013 from 8PM to 12AM. RP moved to approve. SL seconded. Unanimous.
- 3.12.1 One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a 70th Birthday Party on May 4, 2013 from 7PM to 11PM. RP moved to approve. SL seconded. Unanimous.

- 3.13 FY14 Budget. Discussion of FY14 budget. The Board agreed to meet next Tuesday, April, 16, 2013, for the purpose of discussing the budget.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of Susan Bresnick as Department Assistant to the Town Accountant, effective April 9, 2013. RP moved to approve. SL seconded. Unanimous.
- 4.2 Vote to appoint Kevin Smith to the Town Properties Committee with a term from April 9, 2013 to February 28, 2014. RP moved to appoint. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports – RP told of the passing of Jim Clish and shared his obituary.
- 5.2 Town Administrator Updates/Reports – The next high school visioning meeting is May 15 at 6:30 at the high school.
- 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.

Meeting adjourned at 8:37PM



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SELECTMEN'S MEETING MINUTES
APRIL 16, 2013 - 6:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 6:00PM 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 There were no additions or deletions.

III MEETING BUSINESS

- 3.1 National Public Safety Telecommunications Week: Vote to issue a proclamation acknowledging April 14-20 as National Public Safety Telecommunications Week. RP read the proclamation into the record and moved to issue. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports – None
- 5.2 Town Administrator Updates/Reports – None
- 5.3 Review/Sign Payroll Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant: RP moved to sign warrants out of session. SL seconded. Unanimous.

III MEETING BUSINESS (continued)

- 3.2 FY14 Budget Workshop. Discussion of FY14 budget. Mr. Sheehan began with an overview of revenues and recap of changes to the FY13 budget as a result of the override votes. Revenues are projected to be similar to FY13. The Proposition 2 ½ increase will be \$350,000, meals tax should be consistent; there will be the \$20,000 increase from the Inter-municipal Agreement with Dunstable. Also \$203,000 will be taken out of Capital Stabilization for the debt service for the Spaulding roof replacement project. The projections for local aid and receipts are conservative. The Town Accountant has reviewed Mr. Sheehan's projections and given her approval. With regard to salaries, all non-union salaries are based on a 2 ½% increase, contracts have been negotiated with contracted personnel, and collective bargaining agreements have not been finalized at this point.

In reviewing the budget department by department, the following were of note:

- Accounting - \$20,000 salary difference because of the agreement with Dunstable. Annual license agreements moved to the MIS budget.
- Treasurer - \$8,000 from professional services moved into the MIS budget.
- MIS – increased to \$11,800 with the shifts from the Accounting and Treasurer's budgets. Equipment has been raised to \$6,000 and will continue to increase in future years.
- Clerk and Elections – increase in salaries, decrease in elections (no Presidential or Senatorial elections in FY14).

- Conservation – money saved with the job consolidation.
- Facilities – increase in energy to \$75,000 from \$71,000 as a cushion. Professional services from \$38,000 to \$40,000. Janitorial contract is currently out to bid.
- Total increase in General Government of \$7,000.
- Police – salaries, vehicles, training and communications: increase of \$25,000.
- Fire – increase of \$13,000 mostly per diem wages.
- Building – wages and travel stipend/vehicle-related items: change of \$350.
- Education - assessments: NMRSD up slightly, NVTHS goes up about \$40,000.
- Highway – discussion on increasing the Snow and Ice line item. Fin Com voted to support \$175,000 for Snow and Ice. The amount will be raised and appropriated from the tax levy.
- Street lights – up from \$15,000 to \$17,500. The Energy Committee is looking at purchasing them as a cost-savings option.
- Curbside trash collection – the next contract for trash pickup will commence in FY15.
- COA and Senior Center have been combined.
- Veteran’s Agent – benefits amount can be increased at Town Meeting if needed. Salary has been adjusted consisted with other stipend positions.
- Library – moved \$4,036 from Sunday staffing to other wages will allow them to adjust their staffing to meet demand. Eliminating Sunday hours due to increased use during the week. Total increase of about \$9,000.
- Recreation – SL asked what happened to the money they were going to provide for the new tennis courts. Mr. Sheehan believes they agreed to provide \$40,000 and will look into where that stands.
- Long-term debt – down almost \$100,000 from FY12 to \$589,232.

RP asked if we have had a response regarding the \$180,000 increase in retirement. Mr. Sheehan said we have not received a response or even our assessment for FY14. RP moved to direct the Town Administrator to send a strongly-worded letter to the Middlesex County Retirement inquiring as to the rationale and the justification as to the amount of the increase and an explanation as to the lack of a response and expectation for the coming years. SL seconded. Unanimous.

- Health insurance – 6 ½% increase from MIIA. There may be some changes as a result of collective bargaining. Budgeting a 10% increase in property and liability.
- Offsets – i.e. ambulance receipts, Comcast receipts, cemetery lots, etc. total \$312,634.
- Overall general fund budget increase of \$371,689 or 2.1% over last year.
- Water Department Enterprise budget – only difference is the Inter-municipal agreement, the money they pay for certain services we provide.

As soon as the final own Meeting version of the budget is ready it will be posted on the web site.

Fin Com Chairman, Nancy Rapoza said members of the Finance Committee have questions for the Board about the Town Administrator’s contract. NT provided her with a survey of FY13 Town Administrator salaries. A prolonged discussion ensued. NT pointed out that this is about bringing the salary up to the market and making the position attractive for future applicants. SL believes it is partially retention and partially making sure we are grading the position correctly. Ms. Rapoza pointed out that attracting and retaining the right people is important. Hiring a new Administrator every three years it’s not good for the town. We need stability. SL calculated that the average of the salary comparison would be \$102,000; the proposed salary is \$95,000. Questions were also raised about the severance package and reimbursement for travel.

The meeting adjourned at 7:37PM

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

2.1

Chris Genoter, *Chairman*
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James Le'Cuyer, *Clerk*

Michelle Dold, *Vice-Chairman*
Fax (978) 597-8135

INTEROFFICE MEMORANDUM

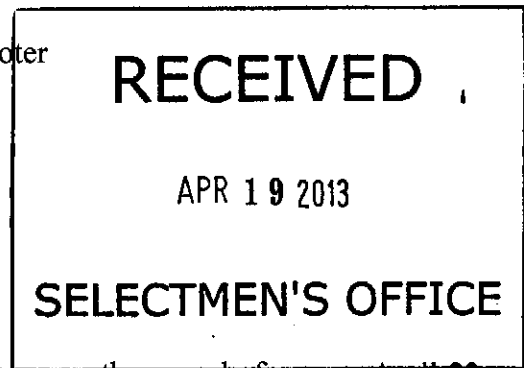
DATE: April 17, 2013

DATE _____ AGENDA: [] Yes [] No
Class _____ V. Class _____
CO. DEPTS: _____

TO: Board of Selectmen

FROM: Board of Health Chairman, Christopher Genoter

RE: Job Classifications



Dear Members of the Select Board:

The Board of Health would like to thank you for including us on the agenda for your April 23, 2013 meeting. We requested a meeting to discuss the classification of the Board of Health Administrator position. When the classification plan was created by Human Resources Services, Inc. the position was classified as a Grade 3. Given the duties and responsibilities associated with the position and tracking the work for the last 12 months, we feel that this position should be classified at a higher level that would properly reflect the scope the Administrator's duties.

Thank you for your time and consideration. We look forward to working with you to find an amicable solution.

**PROPOSED NON-UNION CLASSIFICATION PLAN – FY-2012 (Effective January 1, 2012)
TOWN OF TOWNSEND, MASSACHUSETTS**

GRADE S-1

Recreation Seasonal Worker
Seasonal Laborer

Grade T-1

Lead Van Driver
Recycling Attendant
Van Driver

Grade T-2

Billing Clerk
Council on Aging Program Coordinator
Librarian I
On-Call Firefighter
On-Call Firefighter/EMT B & I
On-Call EMT B & I
On-Call EMT-P
Part-Time Telecommunicator
Payroll Clerk
Reserve Police Officer

Grade T-3

Board of Health Administrator
Confidential Administrative Coordinator - Police
Conservation Administrative Assistant
Department Assistant
Meal Site Manager - COA
Office Assistant
On-Call Fire Lieutenant
On-Call EMS Lieutenant
On-Call Fire Lieutenant/EMT B & I
On-Call Fire Captain
On-Call Paramedic
Planning Board Administrator
Property Lister
ZBA Administrative Assistant

Grade T-4

Administrative Assessor
Assistant Town Clerk
Assistant Treasurer/Collector
Administrative Assistant to the Chief of Police
Executive Assistant to the Town Administrator
Librarian II
Office Administrator - WATER
On-Call Deputy Fire Chief

**PROPOSED CLASSIFICATION PLAN – FY-2012 (Effective January 1, 2012)
TOWN OF TOWNSEND, MASSACHUSETTS**

Grade T-5

Children's Librarian
Full-Time Firefighter/EMT-B
Full-Time Firefighter/Paramedic
Working Foreman (Cemetery and Parks)

Grade T-6

Conservation Agent
Council on Aging Director
Facilities Manager
Full-Time Fire Captain
Land Use Coordinator
Recreation Director
Water Technician

Grade T-7

Superintendent of Cemeteries and Parks
Supervisor of Public Safety Communications

Grade T-8

Building Commissioner
Library Director
Principal Assessor
Town Treasurer

Grade T-9

Highway Superintendent
Town Accountant
Water Superintendent

Grade T-10

Police Lieutenant

Grade T-11

No Position Assigned

Grade T-12

Full-Time Fire and EMS Chief

Grade T-13

Chief of Police

BOARD OF HEALTH ADMINISTRATOR

Position Purpose:

The purpose of this position is to perform administrative, supervisory, technical and clerical work of significant complexity and responsibility in supporting the operations of the Board of Health. Performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties in accordance with state statutes and town bylaws requiring a thorough knowledge of departmental operations. Exercises judgment and initiative to carry out assignments independently, analyzes situations and conditions, and determines appropriate course of action following department guidelines.

Supervision Received: Work is performed under the policy direction of the elected Board of Health. Work is performed independently requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Supervises all aspects of the six (6) employees at the Recycling Center; disciplines and fires but hires only with approval of the Board of Health at an open meeting.

Job Environment:

A majority of work is performed under typical office conditions, with frequent interruptions to provide assistance and information to the public; noise level in the office is moderate. The Health Administrator also needs to be at the Recycling Center and Landfill outdoors with exposure to extremes of heat and cold temperatures and inclement weather. Incumbent is subject to the hazards associated with working at a Transfer Station and around heavy equipment. Work environment is loud. Has exposure to hazardous materials/fumes from recycling oil, gas, antifreeze and automotive batteries. On-call for emergencies and stand-by operations.

Regularly operates a computer, telephone, copier, facsimile machine and other standard office equipment.

Makes frequent contacts with the general public, engineering firms, contractors, lawyers and realtors, state agencies, and medical facilities. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Maintains secure confidential files on litigation matters, contract negotiations and citizen assistance applications.

Errors could cause significant delay, confusion and unnecessary expense, time and inconvenience of the public in processing routing work and meeting statutory requirements and

could have possible legal, financial repercussions for the Board and the public. Errors could also have negative effects on the health of the community and its citizens.

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.)

The Health Administrator provides a wide range of management, monitoring and supervisory tasks and administrative support functions to the volunteer Board of Health, Recycling Center and Landfill. The functions include researching, requesting, managing and supplying information regarding the full range of Board issues. Serves as the Board's professional liaison with the general public, applicants and their agents, town government official and employees and other regional, state and federal agencies. Assists the Board in meeting their statutory obligations under various M.G.L. State codes as well as local bylaws and regulations. Assists the Board in promulgation and enforcement of local health regulations on these issues.

Supervises and coordinates the activities of the various recycling attendants. Apprises Board of Health members of recycling activities and concerns. Handles all revenue and expenses related to the Recycling Center. Monitors the property for inspections that could be detrimental to the safety and public health of the residents. Coordinates the removal of recyclable materials. Notifies vendors of required services. Monitors vendor costs and services. Sets schedules for employees and makes recommendations of hours of operations for the Center.

Serves as primary liaison between the general public, the Board of Health, the Department of Environmental Protection, the Massachusetts Department of Public Health, Town Counsel and other State Offices and agencies.

Posts Board of Health meetings. Prepares and posts meeting agendas in a timely manner as required by M.G.L. Attends meetings to advise on agenda matters and to take meeting minutes. Prepares related correspondence, follow up on action items, write certificates.

Receives all applications and fees associated with Board of Health. Prepares forms for use in various permit and license applications. Reviews applications for completeness and adherence to state and local regulations. Processes applications and deposit receipts in Treasurer's Office.

Maintains all permits and information relative to Food, Tobacco, Stables, Septage, Garbage, Solid Waste, Housing and Dwelling, Health Care and Disease Control, Nuisances, Hazardous Wastes, Pools & Beaches and Wells.

Promotes services and programs of the BOH and Recycling Center.

Attends all BOH meetings necessary to ensure proper representation of the Board of Health; off site and on site.

Schedules and monitors hauling of recycling and curbside trash. Handles residents concerns regarding curbside trash and recycling and all other issues associated with.

Monitors progress of landfill capping and manage related legal, financial and contractual issues with DEP and the town's consulting engineers under the Board's oversight. Receives bids and reviews with the Board.

Develops and maintains appropriate networks and other community based organizations.

Maintains emergency protocols and contact information.

Prepares payroll and budget preparation under the policy guidelines of the BOH. Monitors and reconciles monthly accounting and activities of the Board of Health Operations, Landfill Engineering, Landfill Operations, Solid Waste Operations, Household Hazardous Waste and Nashoba Assessments. Total of all budgets exceeds 750K.

Attend project meetings and site visits; coordinate BOH activities with other boards and committees/agencies.

Prepares Emergency Dispensing Site (EDS) plan for mass vaccination requiring coordination and participation of other town departments including Police, Fire, DPW, School and Town Administration. Performs similar or related work as required. Applies for local and federal grants when appropriate.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School education and at least five (5) years of experience, and previous experience in statutory, regulatory and legal process, municipal government or one or more areas of Board jurisdiction are required. Must be proficient in Microsoft Office.

Special Requirements:

Possession of a valid motor vehicle operator's license.

Courses: ICS 100, ICS 200, NIMS 700 (Emergency Preparedness Planning) certification within six (6) months of employment.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications. Working knowledge of local, state and federal statutes and regulations applicable to the duties and responsibilities of the Health Department.

Ability: Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to respond with tact and courtesy when dealing with the public. Ability to handle sensitive and confidential matters with urgency and professionalism.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills.

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.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Occasional work in the field requires traversing uneven terrain.

(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.)



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SELECTMEN'S MEETING MINUTES
APRIL 17, 2012 - 6:00 P.M.
SELECTMEN'S MEETING CHAMBERS

The chairman called the meeting to order at 6:02PM. Roll call showed chairman Robert Plamondon (RP), vice chair Sue Lisio (SL), and clerk Nicholas Thalheimer (NT).

The purpose of the meeting is to review, discuss, and vote on employee appeals relative to their placement on the classification plan. Employee appeals were heard on April 3 and 4, 2012.

Police Lieutenant, David Profit: RP felt that because the Lt. is under contract his placement on the classification plan should not be modified. He also does not support changing the title to deputy chief. He suggested taking no action until the Lt.'s contract is up for renegotiation. The other members agreed.

Administrative Assistant to the Chief of Police, Donna Souza: SL raised Ms. Souza's request for additional steps for longevity. SL opposes steps for longevity, but would consider level increases for experience. She suggested something like 1 step for 3 years of experience. RP and NT said 1 step for 4 years may be more appropriate, subject to ability to pay. The Board members were unable to agree on a formula for steps for experience. They asked Mr. Sheehan to do an analysis of the cost of giving an extra step for everyone who has been in their current position for 4 years or more. SL said she sees no justification for additional steps other than experience. RP and NT agreed.

Confidential Administrative Coordinator, Patty Clark: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Children's Librarian, Molly Benevides: The Board members agreed sufficient information was presented to justify reclassifying the position to grade 5/step 1 at a rate of \$18.06/hour. They also noted that this is consistent with HRS's analysis of the position.

Assistant Town Clerk, Kathy Spofford: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Payroll Clerk, Cheryl Simoneau: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Building Commissioner, Richard Hanks: NT abstained from the discussion on the Building Commissioner because he is building a house and regularly deals with the Commissioner. RP and SL agreed sufficient information was presented to justify reclassifying the position to grade 9/step 5 at a rate of \$29.65/hour.

Planning Board Administrative Assistant, Jeanne Hollows: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Land Use Coordinators, Jeanne Hollows and Karen Chapman: The Board members did not feel sufficient information was provided to justify reclassifying the position and further did not feel the level of responsibility was equal to other grade 8 positions.

Health Administrator, Carla Walter: SL noted that the position includes some supervisory responsibilities. She didn't feel grade 4 was justified, but would consider a step increase within grade 3. RP felt no more than 1 step should be granted. The Board members agreed supervisory responsibilities were sufficient to justify reclassifying the position to grade 3/step 2 at a rate of \$16.17/hour.

Highway Superintendent, Ed Kukkula: The Board and Mr. Sheehan discussed the request at length. It was decided that the request warranted further analysis after the conclusion of Town Meeting. It was agreed to leave the position at grade 9/maximum level pending further review.

Call Firefighters, Keith Feddersen, Kris Klein, Ben Niemiera, Lee Niemiera, and Brent Davis: The Board members agreed sufficient information was presented to justify reclassifying the positions as presented by Chief Klein on April 4, 2012:

- **Keith Feddersen:** grade 2/level 2, \$15.12/hour.
- **Kris Klein:** grade 2/level 5, \$16.29/hour.
- **Ben Niemiera:** grade 2/level 2, \$15.12/hour.
- **Lee Niemiera:** grade 2/level 2, \$15.12/hour.
- **Brent Davis:** grade 2/level 2, \$15.12/hour.

Executive Assistant to the Town Administrator, Carolyn Smart: SL noted that the supervisory responsibilities with respect to Facilities is misleading and the Facilities Coordinator clearly reports to the Town Administrator. SL also noted that Ms. Smart did not clearly articulate what grade and level she believes the position should be classified. SL also said nothing was provided to show why this position is different from others in grade 4. RP said he is inclined to keep the position where HRS slotted it. The Board members did not feel sufficient information was provided to justify reclassifying the position.

Water Superintendent, Paul Rafuse: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Water Technicians, Mike MacEachern and Jim Blanchard: It was noted that the Water Techs must have State licenses in order to be on-call. SL suggested that the Water Superintendent consider drafting a job description for a junior position and suggested he work with Mr. Sheehan. With respect to Jim Blanchard, the Board members agreed his position should be reclassified the same as Mr. MacEachern's at grade 6/level 5 at a rate of \$21.33/hour. The members agreed Mr. MacEachern's position should remain unchanged.

Office Administrator, Brenda Boudreau: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Billing Clerk, currently vacant: The Board members did not feel sufficient information was provided to justify reclassifying the position.

Conservation Administrative Assistant and Conservation Agent, Leslie Gabrilka: The Board members agreed it makes sense to merge the two positions into one to be held by one person. They asked Mr. Sheehan to work on it over the summer.

Recreation Department seasonal employees: The Board members agreed to red circle the Assistant Director as she is currently far above the highest step and to slot the other employees into grade S1 at the step closest to but above their current rate.

Registrars of Voters: The Board agreed to increase their compensation by \$5/month.

Stipend positions: The Board members agreed to make no changes at this time, but to look at it in the future.

Recycling Attendants: The Board members agreed to the correction detailed by Mr. Sheehan.

Election Workers: election workers are currently paid as follows:

- Wardens (3): \$120
- Clerks (3): \$110
- Checkers (15-18): \$110 and \$95 for trainees
- Constables (1): \$160
- Tellers (1 or 2): \$50
- Police: covered by union contract

The Board agreed to increase election worker wages by \$5 each.

NT moved to adopt the changes as noted and leave all others unchanged. SL seconded. Unanimous.

Classification Plan
Employee Appeals

Employee	Title	Department	Hours/ wk	Current Grade	Current Level	Current Rate/hr (1/1/12)	Final Decision Grade	Final Decision Level	Final Rate	FY13 Grade	FY13 Level	FY13 Rate	Comments	FY12 difference
David Profit	Lieutenant	Police Department	40	10	Max	\$ 35.92	10	max	\$ 35.92	10	max	\$ 35.92	No change	\$ -
Donna Souza	Admin. Asst. to Police Chief	Police Department	40	4	6	\$ 19.09	4	4	\$ 19.09	4	4	\$ 19.57	No change	\$ -
Patricia Clark	Confidential Admn. Coord.	Police Department	40	3	1	\$ 15.78	3	1	\$ 15.78	3	1	\$ 16.17	No change	\$ -
Moby Benavides	Children's Librarian	Library	30	4	1	\$ 18.06	5	1	\$ 18.06	5	2	\$ 18.51	4/1 on 1/1/12; HRS recommends 5/1	\$ 1,700.40
Kathy Spofford	Assistant Town Clerk	Town Clerk's Office	37.5	4	1	\$ 16.88	4	1	\$ 16.88	4	2	\$ 17.30	No change	\$ -
Cheryl Simoneau	Payroll Clerk	Treasurer/Collector	10	2	1	\$ 14.75	2	1	\$ 14.75	2	2	\$ 15.12	No change	\$ -
Richard Hanks	Building Commissioner	Building Department	40	8	7	\$ 29.11	9	5	\$ 29.65	9	6	\$ 30.39	HRS recommends Grade 19	\$ 561.60
Jeanne Hollows	Planning Board Admn. Asst.	Planning Board	25	3	1	\$ 15.78	3	1	\$ 15.78	3	2	\$ 16.17	No change	\$ -
Jeanne Hollows	Land Use Coordinator	Land Use	5	6	1	\$ 19.32	6	1	\$ 19.32	6	2	\$ 19.80	No change	\$ -
Karen Chapman	Land Use Coordinator	Land Use	18	6	1	\$ 19.32	6	1	\$ 19.32	6	2	\$ 19.80	No change	\$ -
-	Assistant Director - Summer Rec.	Recreation	28	5	1	\$ 15.50	5	1	\$ 15.50	5	max	\$ 15.50	No change	\$ -
-	Head Sports Summer Rec. Counselor	Recreation	30	5	1	\$ 10.75	5	1	\$ 10.75	5	max	\$ 11.24	No change	\$ 39.60
-	Head Arts & Crafts Summer Rec. Couns.	Recreation	30	5	1	\$ 10.75	5	1	\$ 10.75	5	max	\$ 11.24	No change	\$ 39.60
-	Summer Recreation Counselor (13)	Recreation	25	5	1	\$ 9.25	5	1	\$ 9.25	5	4	\$ 9.70	No change	\$ 31.50
Carla Walter	Board of Health Administrator	Board of Health	37.5	3	2	\$ 16.17	3	2	\$ 16.17	3	3	\$ 16.57	lit recognition of limited supervisory resp.	\$ 380.25
Ed Kukkola	Highway Superintendent	Highway Department	40	9	max	\$ 35.76	9	max	\$ 35.76	9	max	\$ 35.76	AS add to BOS agenda for further disc: After ATM	\$ -
Keith Faddersen	On-call Firefighter/EMT-B	Fire Department	6.5	2	1	\$ 14.75	2	1	\$ 14.75	2	3	\$ 15.50	HRS recommends 2/2	\$ 62.53
Brent Davis	On-call Firefighter/EMT-B	Fire Department	6.5	2	1	\$ 14.75	2	1	\$ 14.75	2	3	\$ 15.50	HRS recommends 2/2	\$ 62.53
Kris Klein	On-call Firefighter/EMT-B	Fire Department	6.5	2	2	\$ 15.12	2	2	\$ 15.12	2	6	\$ 16.29	HRS recommends 2/5	\$ 197.73
Ben Niemiera	On-call Firefighter/EMT-B	Fire Department	6.5	2	1	\$ 14.75	2	2	\$ 15.12	2	3	\$ 15.50	HRS recommends 2/2	\$ 62.53
Lee Niemiera	On-call Firefighter/EMT-B	Fire Department	6.5	2	1	\$ 14.75	2	2	\$ 15.12	2	3	\$ 15.50	HRS recommends 2/2	\$ 62.53
Carolyn Smart	Exec. Asst. to the Town Administrator	Selectmen	35	4	2	\$ 17.30	4	2	\$ 17.30	4	3	\$ 17.73	No change	\$ -
Paul Rafuse	Water Superintendent	Water Department	40	9	8	\$ 31.93	9	8	\$ 31.93	9	9	\$ 32.73	No change	\$ -
Vacant	Billing Clerk - Water	Water Department	20	2	1	\$ 14.75	2	1	\$ 14.75	2	2	\$ 15.12	No change	\$ -
Jim Blanchard	Water Technician	Water Department	40	6	1	\$ 19.32	6	1	\$ 19.32	6	6	\$ 21.86	Reclassify to 6/5 - same as Mike M	\$ 2,090.40
Michael MacEachern	Water Technician	Water Department	40	6	5	\$ 21.33	6	5	\$ 21.33	6	6	\$ 21.86	No change	\$ -
Brenda Boudreau	Office Administrator	Water Department	40	4	1	\$ 16.88	4	1	\$ 16.88	4	2	\$ 17.30	No change	\$ -
Leslie Gabrielska	Conservation Agent	Conservation Comm.	37.5	6	1	\$ 19.32	6	1	\$ 19.32	6	2	\$ 19.80	Merging of positions will be pursued	\$ -
Leslie Gabrielska	Administrative Assistant	Conservation Comm.	5	3	1	\$ 15.78	3	1	\$ 15.78	3	2	\$ 16.17	Merging of positions will be pursued	\$ -
Sheryl Vaughan	Department Assistant	Building Department	30	3	1	\$ 15.78	3	1	\$ 15.78	3	2	\$ 16.17	No change	\$ 5,291.20
Total														\$ 5,291.20

Registrars \$ 180.00
Poll workers \$ 160.00
Total \$ 5,631.20

B. Internal Equity and Position Rating

Internal equity refers to the hierarchical relationships among job classifications within an organization. It is a fairness criterion that guides a municipality in deciding the relative ranking value of a job classification to the organization. For example, those classifications requiring a greater level of knowledge or ones with a higher level of managerial responsibility should be paid more than classes with less knowledge requirements and responsibilities.

Human Resources Services' job evaluation tool was used to rate, rank, and determines the internal equity of each position in Townsend; the Municipal Position Classification and Rating Manual. Using this classification tool, each job was evaluated and *tested* for internal equity "*comparable worth*" by position rating. The manual's five categories and fourteen factors formed the basis for the job rating process. These factors, detailed in the rating manual, measured the requirements of each position in the following areas: physical environment, knowledge, training, education, problem solving skills and effort, physical skills and effort, experience, interactions with others/customer service, confidentiality, occupational risks, complexity, supervision received, supervision given, supervision scope, judgment and initiative, and accountability. Based on the review, positions for Townsend were placed on the classification plan.

While point factor methodologies require more structured decisions, they still have elements of subjectivity. HRS sought to minimize these elements by assigning consultants experienced and trained in both comparative and quantitative job evaluation and by use of a multiple rater approach when applying the factoring instrument to the job classifications. All of the ratings will be computerized for the Town's ease in future use.

We emphasize that the position evaluation method does not evaluate an individual employee's work performance; it looks at positions, not people.

C. The Classification Plan

The ratings assist in the development of the official Classification Plan for non-union positions. A Classification Plan is the foundation upon which a sound personnel management program is established. Classification is the process of grouping individual positions into broader groupings for personnel, budgeting, and other management purposes. Classification sorts the work of individual positions based on type of work and then levels of responsibility and difficulty. Beyond legal constraints, what is most reasonable is that which works best for a particular organization.

Human Resources Services, Inc.
CLASSIFICATION RATING FACTORS
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PHYSICAL ENVIRONMENT

This factor measures the totality of the surroundings and/or circumstances under which the job must be performed, the degree of difficulty which this imposes, and their representative or exceptional nature.

BASIC KNOWLEDGE, TRAINING AND EDUCATION

This factor measures the basic knowledge or "scholastic content" however it may have been acquired, essential as background or training to perform the job.

PROBLEM SOLVING SKILLS AND EFFORT

This factor measures the type and range of problem solving which the position consistently requires.

PHYSICAL SKILLS AND EFFORT

This factor measures the degree of physical effort or exertion required in the performance of essential work functions under regular conditions.

EXPERIENCE

Experience measures the length of time usually or typically required for the position, with the specified "basic knowledge, training and education," to perform the essential work functions effectively under normal supervision.

INTERACTIONS WITH OTHERS/CUSTOMER SERVICE

This factor measures the relative level of human interaction and the responsibility which goes with the job for meeting, dealing with, and influencing other persons.

CONFIDENTIALITY

This factor measures the discretion and integrity required by those positions which have access to privileged information handled or obtained in the normal performance of duties.

OCCUPATIONAL RISKS

This factor measures the relative degree of exposure to hazards which might cause injury on the job.

COMPLEXITY

This factor considers how difficult it is to perform the essential functions of the job. Jobs are made more difficult by the range and diversity of the assignment of duties, various uses of information technology, the specificity and relevance of guidelines for performing the work, and the nature or thinking challenge required to accomplish the work.

SUPERVISION RECEIVED

This factor evaluates the nature of the instructions, direction, control and/or monitoring which a position receives.

SUPERVISION GIVEN

In rating supervision given, a number of factors are considered: (1) type of supervision; (2) accountability; (3) responsibility for personnel actions; (4) budget development and control through subordinates.

SUPERVISION SCOPE

This factor is used to evaluate the extent, breadth and depth of direction, monitoring and review given.

JUDGEMENT AND INITIATIVE

This factor measures the degree of independent action required by the position and the extent to which duties are dictated by standard practice or the exercise of judgement.

ACCOUNTABILITY

In every position there inherently exists the possibility of error, whether through omission, commission, or direction. In rating this factor, the following is considered: the likelihood of errors; the possibility of error detection; and the probable effect of errors based on the degree to which the work is checked, either by the procedures themselves, by supervision, or by succeeding operations.

3.1

FEDERAL EXCESS PERSONAL PROPERTY
COOPERATIVE AGREEMENT

Between

The Massachusetts Department of Conservation and Recreation, Bureau of Forest Fire Control and Forestry:

TOWNSEND FIRE-EMS 13 ELM ST., P.O. BOX 530, TOWNSEND, MA. 01469
Cooperator (fire dept.) #, street address, city/town zip code

(978) 597-6150 (978) 597-8711 OKLEIN@TOWNSENDFIRE-EMS.ORG
phone number fax number email address

Background and Authorities:

A. The Massachusetts Department of Conservation and Recreation, Bureau of Forest Fire Control and Forestry is mandated with the responsibility for providing aid and advice to cities and towns in the Commonwealth according to Chapter 21, Sections 1 and 4, Chapter 48, Section 28, of the General Laws of the Commonwealth amended, and with authority of P.L. 95-224 Federal Grant and Agreement Act of 1977 and P.L. 95-313 Cooperative Forestry Assistance Act Section 10(c).

Purpose:

Better utilization of Excess Federal Property in the Control of Wildland and community fire protection.

Agreement:

This Cooperative Agreement by and between the Department of Conservation and Recreation, Bureau of Forest Fire Control and Forestry (hereinafter referred to as the Department) on behalf of the Commonwealth of Massachusetts, and

TOWNSEND FIRE-EMS _____, (Hereinafter referred to as the Cooperator):
Name of fire department

SPECIAL NOTATION: This Agreement is not to be confused with the DoD Firefighting Property) Program also administered through the US Forest Service and available to fire departments in Massachusetts. It should be noted that many fire departments will have equipment obtained via both this and the Fsp Program, but the items must be identified separately. See more specific details in following paragraphs.

Witnesseth:

Whereas, the ability to control wildland and community fires is essential to a community's effective fire protection program, and

Whereas, the Cooperator can more adequately carry out this function if additional equipment is available, and

Whereas, it has been determined to be advantageous to the Department in the proper discharge of its responsibilities, to make certain equipment available to the Cooperator:

Now therefore, the parties of this agreement do hereby agree as follows:

I. The DEPARTMENT:

- A. Shall endeavor to make available equipment according to the terms set forth in this agreement.
- B. Will assure that Title to the equipment **shall remain with the United States Government.**
- C. Recognizes ownership of all accessories, tools, equipment, sirens, lights, etc. which are added to the equipment as the Cooperator's, and the Cooperator may remove same, prior to returning the equipment to the Department.

II. The COOPERATOR agrees:

- A. To accept the equipment as is (State's share) and to repair and equip it for use primarily to control wildfires and incidentally for structural fires.
- B. To have FEPP equipment in service within ONE year of date of acquisition.
- B. To train their personnel in the proper operation of any equipment provided.
- C. It will not be a conduit for the passing of equipment to agencies not actively engaged in fire protection.
- D. It will notify the District Fire Warden and complete the necessary paperwork before transferring any equipment out of its jurisdiction. Must notify the **District Fire Warden** and local law enforcement within 48 hours, or as soon as practical, of all damages, vandalism or theft of the federal excess property on loan under this agreement. This includes the event of an accident or death involving a vehicle on loan to the Cooperator. It will paint the equipment to match the other equipment owned by the Cooperator.
- E. The equipment will be marked with the US Forest Service "tags" and DCR explaining the program ("tags" and "sticker" provided by the Department).
- F. To use this equipment to assist in the suppression of fires and for other emergencies which are threatening the loss of life or property both within its operational boundaries and under mutual agreements with neighboring communities.
- G. To pick up this equipment at a place designated by the Department and to be responsible for all operational cost, transportation and repairs.
- H. To provide for adequate storage and maintenance for this equipment and fire tools and to make same available for periodic inspections by the Department.
- I. To assume the cost of returning the equipment to a location identified by the Dept.
- J. To have in force at the time the equipment is secured and to keep in force throughout the term of this agreement insurance to cover any liabilities resulting from the use of this equipment.
If a Cooperator carries insurance greater than the liability, it may need to be negotiated as to repayment of replacement (ie. Cooperator must prove "investment costs to equipment" for reimbursement, since Gov't. owns).
- K. To not exceed manufacturer's maximum weight limitations.
- L. To provide adequate storage for vehicles or equipment to assure against damage or loss until returned to the Department for disposition.

M. That none of the equipment provided by the Department nor any part or portions thereof, shall be sold, junked, or traded by the Cooperator other than in accordance with the Return and Disposal Instructions promulgated by the Department, which may be obtained upon request. In this regard, it is understood by the Cooperator that Title to and ownership of all equipment shall remain vested in the U.S. Forest Service and that said specified equipment is made available to the Department (and consequently to the Cooperator) pursuant to the Federal Excess Property Program(see "Background and Authorities").

M1 Initials of Chief:

N. Cannibalization or major modification of FEP must have prior permission from the Department

O. To make the equipment available for inspection, when requested, by a representative of the DCR or the US Forest Service

P.

III. This agreement will be effective from the date of execution by the State Forester and will continue in force unless terminated by either party by thirty (30) days written notice to the other, provided, however, that all provisions herein are complied with. This agreement may be changed, or modified, only by written agreement of both parties.

IV. The Cooperator agrees to hold harmless and to indemnify the Commonwealth of Massachusetts, its agencies, officers, agents, and employees against all claims, demands and causes of action by third persons for death, bodily injury or loss of damage to property in so far as claim, or demand or cause of action results from the use of equipment provided by the Department.

V. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations referring to the subject matter other than contained herein. The provisions of this agreement apply to all equipment received.

In witness thereof, the parties by and through their duly qualified and acting officials have hereunto **set their names.**

Printed Name: Chief DONALD KLEIN

Donald Klein
Cooperator (Fire Chief's signature)

4/9/13
Date

Chairman, Board of Selectman (or other)

Date

David Celino, Chief Warden

Date

Department of Conservation and Recreation
Bureau of Forest Fire Control & Forestry

Peter Church, State Forester
Department of Conservation and Recreation

Date

File: FEP cooperative agreement 2007 (revised 8/2001; Update 3/05; 1/24/06; 6/21/07;
5/18/2011)

**DoD FIREFIGHTING PROGRAM
COOPERATIVE AGREEMENT**

Between

The Massachusetts Department of Conservation and Recreation, Bureau of Forest Fire Control and Forestry:

TOWNSEND FIRE-EMS 13 ELM ST., P.O. BOX 530, TOWNSEND, MA 01469
Co-operator (fire dept.) #, street address, city/town zip code

(978) 597-8150 (978) 597-2711 DKLEIN@TOWNSENDFIRE-EMS.ORG
phone number fax number email address

Background and Authorities:

- A. The Massachusetts Department of Conservation and Recreation, Bureau of Forestry and Fire Control is mandated with the responsibility for providing aid and advice to cities and towns in the Commonwealth according to the General Laws of the Commonwealth amended:
Chapter 21, Sections 1 and 4,
Chapter 48, Section 28
- B. With authority of the DoD firefighting property transferred under: 10 U.S.C. 2576b administered by the USDA Forest Service.
The Economy Act, 31 U.S.C. 1535

SPECIAL NOTATION: This Agreement is not to be confused with the Federal Excess Personal Property (FEPP) Program also administered through the US Forest Service and available to fire departments in Massachusetts. It should be noted that many fire departments will have equipment obtained via both this and the FEPP Program, but the items must be identified separately. See more specific details in following paragraphs.

Purpose:

Utilization of DoD Excess Federal Property in the Control of Wildland and community fire protection and emergency services.

Agreement:

This Cooperative Agreement by and between the Department of Conservation and Recreation, Bureau of Forest Fire Control and Forestry (hereinafter referred to as the Department) on behalf of the Commonwealth of Massachusetts, and TOWNSEND FIRE-EMS, (Hereinafter referred to as the Cooperator):
Name of fire department

Witnesseth:

Whereas, the ability to control wildland and community fires is essential to a community's effective fire protection program, and

Whereas, the Cooperator can more adequately carry out this function if additional equipment is available, and

Whereas, it has been determined to be advantageous to the Department in the proper discharge of its responsibilities, to make certain equipment available to the Cooperator:

Now therefore, the parties of this agreement do hereby agree as follows:

I. The DEPARTMENT:

- A. Shall endeavor to make available equipment according to the terms set forth in this agreement.

- B. Provide title to the equipment being transferred to the FIRE DEPARTMENT at time of issue. (Title will be in the name of the FIRE DEPARTMENT or legal name of the corporation, or public entity responsible for the FIRE DEPARTMENT not an individual member)EQUIPMENT must be kept in service by the FIRE DEPARTMENT for a minimum of **two years from the date of registration**. Property lost, stolen, damaged beyond repair prior to this one year minimum date must be reported within 24 hours of event to the Department.
- C. Recognizes ownership of all accessories, tools, equipment, sirens, lights, etc. which are added to the equipment as the Cooperator's.

II. The COOPERATOR agrees:

- A. To accept the equipment as is and to repair and equip it for use primarily to control wildfires and incidentally for structural fires.
- B. To have FFP Equipment in service within **one** year of date of acquisition.
- C. To train their personnel in the proper operation of any equipment provided.
- D. It will not be a conduit for the passing of equipment to agencies not actively engaged in fire protection.
- E. It will notify the District Fire Warden and complete the necessary paperwork before transferring any equipment out of its jurisdiction. **It will also notify DCR if the equipment is lost, stolen or damaged within 48 hours if this agreement is still in effect.**

E1. **Initials of Chief:**

- F. It will paint the equipment to match the other equipment owned by the Cooperator
- G. The equipment will be marked with stickers and tags provided by DCR.
- H. To use this equipment to assist in the suppression of fires and for other emergencies which are threatening the loss of life or property both within its operational boundaries and under mutual agreements with neighboring communities.
- I. To pick up this equipment at a place designated by the Department and to be responsible for all operational cost, transportation and repairs.
- J. To provide for adequate storage and maintenance for this equipment and fire tools and to make same available for periodic inspections by the Department and the US Forest Service.
- K. To have in force at the time the equipment is secured and to keep in force throughout the term of this agreement insurance to cover any liabilities resulting from the use of this equipment.
- L. To not exceed manufacturer's maximum weight limitations.
- M. Recipients of Firefighting Program property will provide access to and the right to examine all records, books, papers, or documents relating to DoD firefighting property transferred under 10 U.S.C. 2576b to the Forest Service, the State Agency, and the Department of Defense including the Office of Inspector General, and the Comptroller General of the United States or their authorized representatives.

III. **This agreement will be effective from the date of execution by the State Forester and will continue in force unless terminated by either party by thirty (30) days written notice to the other, provided, however, that all provisions herein are complied with. This agreement may be changed, or modified, only by written agreement of both parties.**

- IV. The Cooperator agrees to hold harmless and to indemnify the Commonwealth of Massachusetts, its agencies, officers, agents, and employees against all claims, demands and causes of action by third persons for death, bodily injury or loss of damage to property in so far as claim, or demand or cause of action results from the use of equipment provided by the Department.

V. This instrument embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations referring to the subject matter other than contained herein. The provisions of this agreement apply to all equipment received.

In witness thereof, the parties by and through their duly qualified and acting officials have hereunto set their names.

Printed Name: Chief DONALD KLEIN

Donald Klein
Cooperator (Fire Chief's signature)

4/9/13
Date

Chairman, Board of Selectman (or other) Date

David Celino, Chief Warden
Bureau of Forest Fire Control & Forestry Date

Peter Church, State Forester
Department of Conservation and Recreation Date

File: FFP cooperative agreement 2007 (revised 8/2001; Update 3/05; 1/24/06; 6/21/07; 3/15/11)

TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN STREET
TOWNSEND, MA 01469

To: Planning Board
Board of Health
~~Conservation Commission~~
Board of Selectmen

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

APPLICANT: Ken Tully and Kevin Smith
LOCUS ADDRESS: 56 Brookline Road
PARCEL ID: Assessor's Map 52, Block 67, Lot 0

Date of Hearing: May 29, 2013 @ 7:00pm
Date of Referral: April 11, 2013

cc: Building Inspector
Police Chief
Fire Chief
Highway
Water Department
Assessors

Petition: *(from legal notice)*

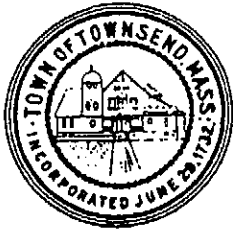
The Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, May 29, 2013 at 7:00 p.m.** at Memorial Hall, 272 Main Street for a Special Permit under Zoning Bylaw Sections 145-46 and 145-65.

The applicant is requesting a special permit for Earth Removal of a small knoll to level the back yard and allow for proper drainage.

COMMENTS: _____

NO COMMENT _____

SIGNED: _____ **DATE:** _____



Office of
ZONING BOARD OF APPEALS
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1723; 978-597-1722 fax

RECEIVED
APR 17 2013
TOWN OF TOWNSEND
TOWN CLERK

LEGAL NOTICE

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, May 29, 2013 at 7:00p.m.** at Memorial Hall, 272 Main St., on the application of **Ken Tully and Kevin Smith** for a **Special Permit** under Zoning Bylaw Sections 145-46 and 145-65. The applicant is requesting a special permit for Earth Removal for the property located at **56 Brookline Road (Assessor's Map 52, Block 67, Lot 0)**.

Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board Office during business hours.

William Cadogan
Chairman, Zoning Board of Appeals

Townsend Times: May 3, and May 10, 2013

cc: Applicant
Assessors
Board of Health
Board of Selectmen
Building Inspector
Conservation Commission
Fire Department
Highway Department
Historic District Commission
Housing Authority
Land Use Coordinator
Planning Board
Police Department
Street file
Town Clerk
Water Department



Office of the
ZONING BOARD OF APPEALS
272 Main Street
Townsend, Massachusetts 01469
Phone: (978)597-1700 x1723 Fax (978)597-1722

APPLICATION FORM

Application form as incorporated in Zoning Board of Appeals Rules and Regulations as adopted on May 26, 2010. Earlier revisions: 10/6/94, 10/5/95, 10/30/95; 4/10/97; 5/12/99, 3/1/01, 12/16/05, 6/13/07.

Name: Kevin Smith / Ken Tully

Mailing Address: Po Box 595 Dunstable MA 01827

Property Address: 56 Brookline St

Applicant's phone: (978) 771-0499

Applicant is (circle one): Owner Agent/Attorney Purchaser Tenant

Property owner's name and mailing address (if not applicant): _____

Characteristics of Property:

Number of lots 1 Lot Area 0.43 Frontage 30' Zoning District RA3

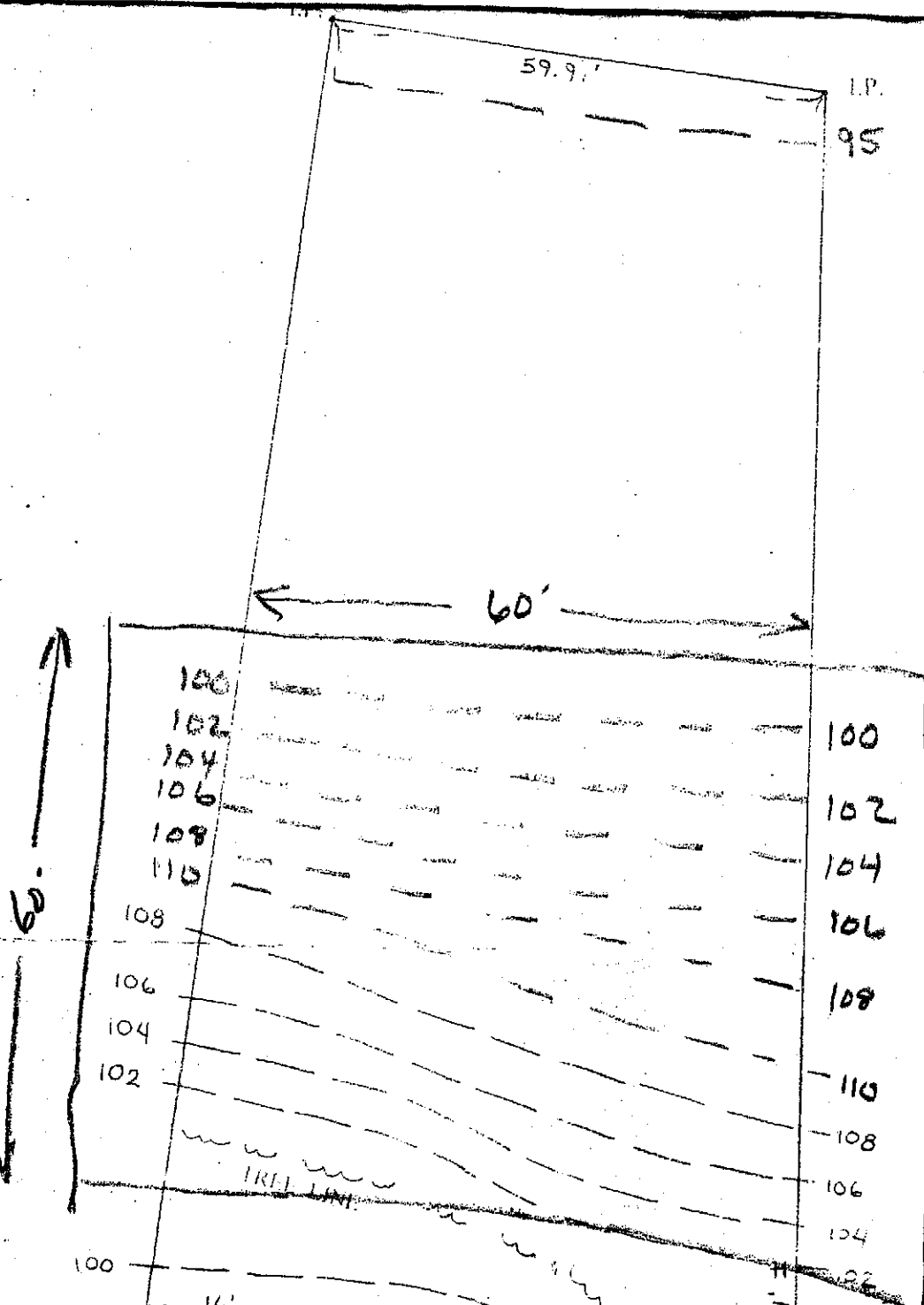
(If more than one lot, please complete information for each lot individually)

Assessor's Office Map # 52 Block # 67 Lot # 0

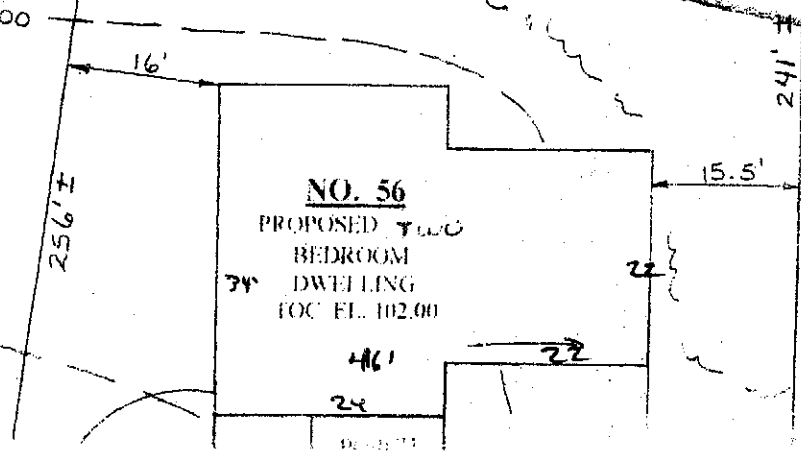
Recorded at Middlesex Southern Registry of Deeds: Book: 56573 Page: 161

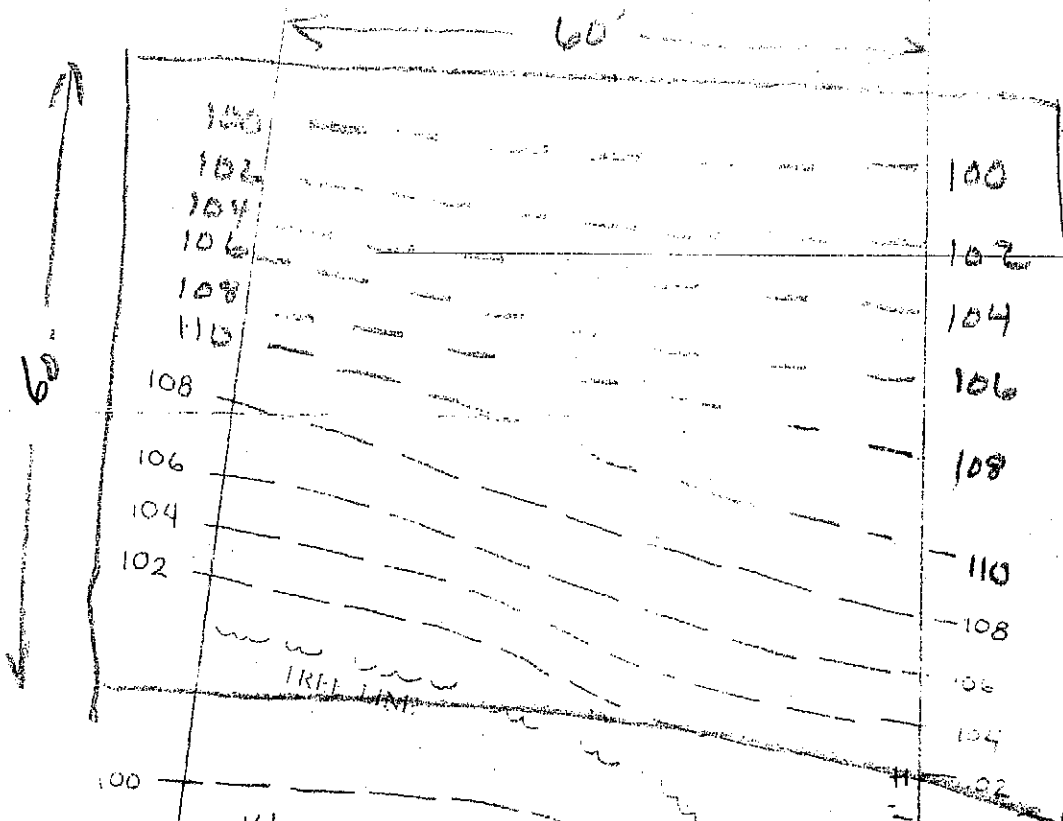
1. Is the parcel in the Aquifer Protection District? Yes
2. Is the parcel within 300 feet of the Squannacook River? No
3. Is the parcel in an Historic District?* No
4. Are there any brooks, streams, swamps, bogs, lakes, ponds, or other wetlands on the lot or within 100 feet of the lot? ~~Yes~~ No
5. Will this request result in additional living space?
If yes, do you have Board of Health approval for a septic system to serve this space? N/A
If you do not, please explain:

cont..

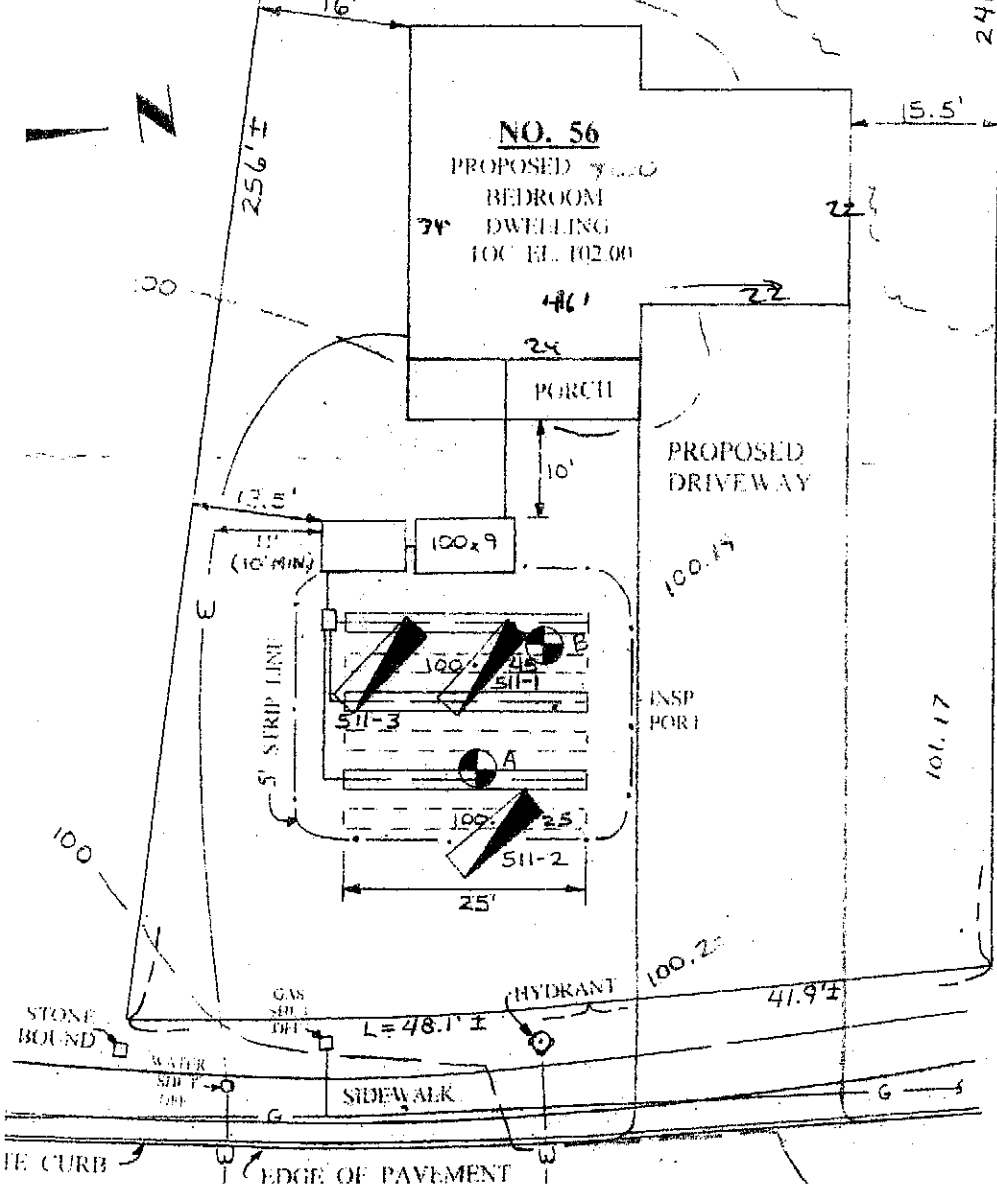


EXCESS
 FILL TO
 BE REMOVED
 APPROX 400 CU YD.
 TO ALLOW FOR
 PROPER DRAINAGE
 AWAY FROM REAR
 OF HOUSE AND
 LEVEL REAR YARD





EXCESS
FILL TO
BE REMOVED
APPROX 400 CU
TO ALLOW FOR
PROPER DRAIN
AWAY FROM
OF HOUSE A
LEVEL REAR



4-2013
KEVIN SMITH
KENTULLH
56 BROOKLINE RD
SKETCH OF KNOW
TO BE REMOVED PER
TOWN EARTH REMOVAL
BYLAW REQUIRE
FOR EXCESS OF
20 CUBIC YARDS
OR GREATER.



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

3.4

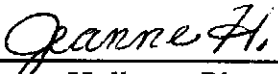
Jeffrey R. Peduzzi, Chairman

Karen M. Coughlin, Vice-Chairman

Chris Jones, Clerk

Julie Johnson, Associate Member

Date: March 29, 2013
To: Board of Selectmen
From: Planning Board



Jeanne Hollows, Planning Board Administrator

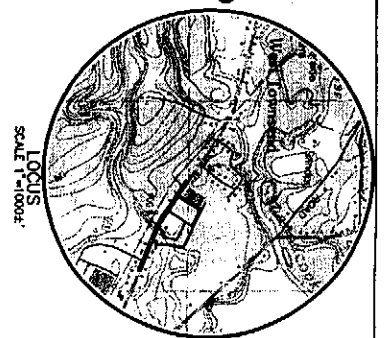
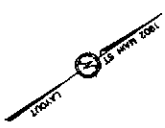
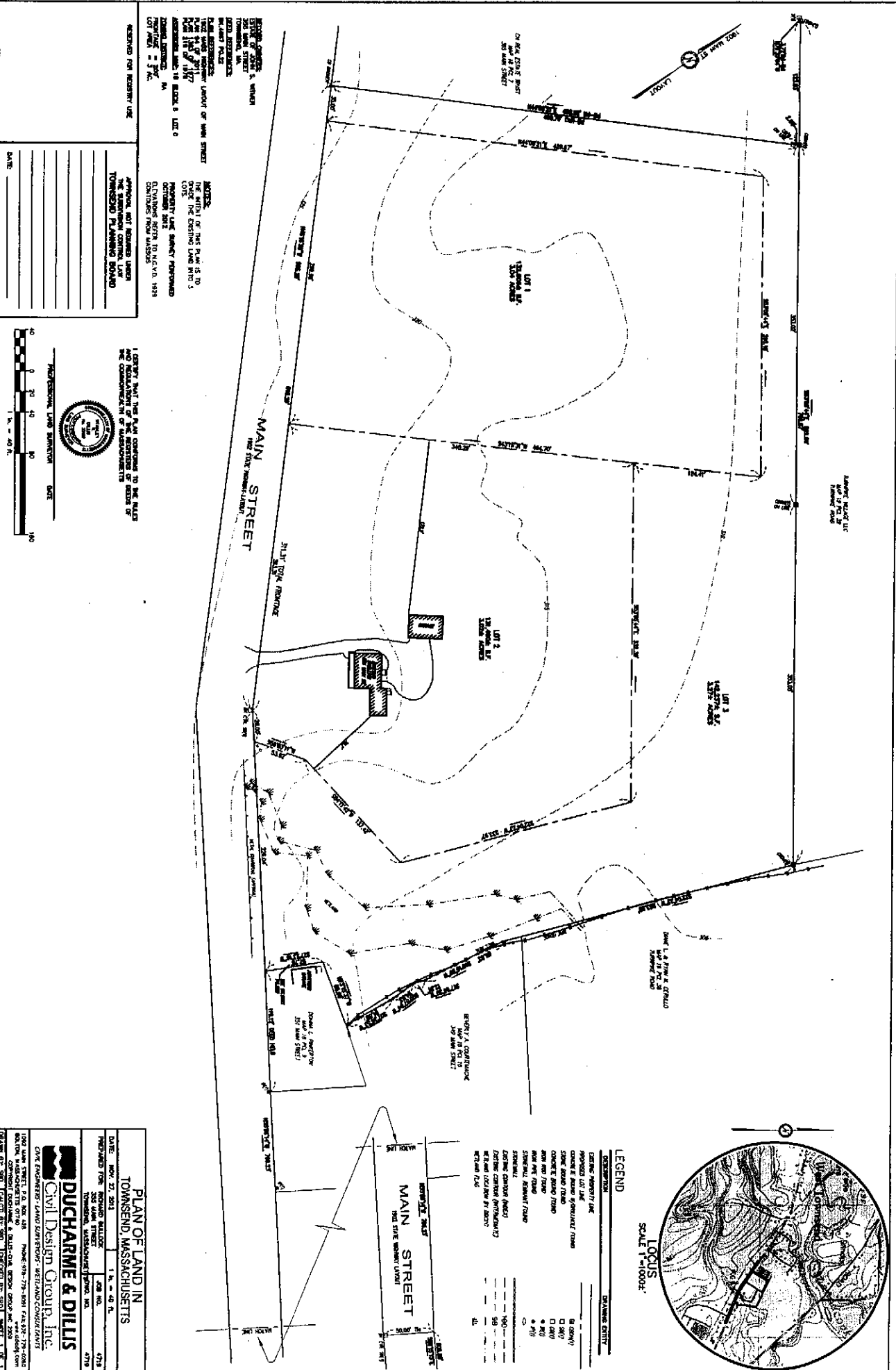
Subject: 355 Main Street
cc: Andy Sheehan, Town Administrator
Conservation Commission
Town Properties

At their meeting of March 25, 2013 the Board reviewed a draft proposal forwarded by the Conservation Commission to subdivide land at 355 Main St., (copy attached). The land-owner states he would like to keep an existing house intact on one lot and create two additional lots, one build-able and another consisting of four acres to be donated to the Town under the care, custody and control of the Conservation Commission.

A discussion ensued with the following questions and comments brought out:

- Can the Conservation Commission and Town Properties give input as to how this donation would benefit the Town?
- Land turned over to the Town does not generate income and they would prefer to see it kept on the tax-roles, especially in this economy.
- Doesn't owning another parcel of land add a burden to the Conservation Agent as far as oversight and maintenance, and also create liability issues for the Town?
- Could the land still be protected through a Deed Restriction, while still preserving some tax revenue?

The Board would like to weigh in by saying that without an understanding from the Conservation Commission and Town Properties as to how this land could benefit the town, they would discourage the Town from accepting it for the reasons stated above.

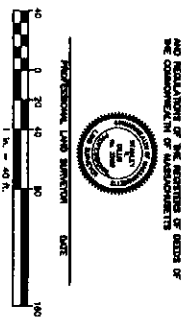


LEGEND

DESCRIPTION	SYMBOL
EXISTING PROPERTY LINE	—
PROPOSED PROPERTY LINE	- - -
EXISTING DRIVE	○
PROPOSED DRIVE	○
EXISTING SIDEWALK	○
PROPOSED SIDEWALK	○
EXISTING DRIVE	○
PROPOSED DRIVE	○
EXISTING DRIVE	○
PROPOSED DRIVE	○
EXISTING DRIVE	○
PROPOSED DRIVE	○
EXISTING DRIVE	○
PROPOSED DRIVE	○
EXISTING DRIVE	○
PROPOSED DRIVE	○

NOTICE:
 THE TOWN OF TOWNSEND HAS REVIEWED THIS PLAN AND HAS GRANTED A CONDITIONAL USE PERMIT FOR THE PROPOSED DEVELOPMENT. THE TOWN ENGINEER HAS REVIEWED THIS PLAN AND HAS GRANTED A CONDITIONAL USE PERMIT FOR THE PROPOSED DEVELOPMENT. THE TOWN ENGINEER HAS REVIEWED THIS PLAN AND HAS GRANTED A CONDITIONAL USE PERMIT FOR THE PROPOSED DEVELOPMENT.

APPROVED FOR RECORD BY:
 TOWNSEND PLANNING BOARD
 DATE: _____



PLAN OF LAND IN TOWNSEND, MASSACHUSETTS

DUCHARME & DILLIS
 Civil Design Group, Inc.
 ONE BROADWAY, SUITE 200, BOSTON, MASSACHUSETTS 02108
 PHONE: 617-778-1001 FAX: 617-778-1002
 WWW: WWW.DUCHARMEANDDILLIS.COM
 DRAWN BY: SDJ CHECKED BY: SDJ SHEET 1 OF 1

www.alz.org/MANH

3.5

**Massachusetts/
New Hampshire Chapter**
480 Pleasant Street
Watertown, MA 02472

617 868 6718 p
617 868 6720 f

**Southeastern Mass
Cape Cod & the Islands**
Village South Plaza
473 South Street West
Raynham, MA 02787

508 880 0055 p
508 880 0056 f

Central Mass
128 Providence Street
Worcester, MA 01604

508 799 2386 p
508 799 2653 f

Western Mass
264 Cottage Street
Springfield, MA 01104

413 787 1113 p
412 787 1109 f

January 18, 2013



New Hampshire
Five Bedford Farms Drive
Suite 201
Bedford, NH 03110

603 806 6590 p
603 806 6803 f

Mr. Greg Barnes
Townsend Town Administrator
272 Main Street
Townsend, MA 01469

Dear Mr. Barnes,

The Alzheimer's Association Massachusetts/New Hampshire Chapter will be sponsoring the 17th annual Ride to End Alzheimer's, formerly known as the Memory Ride, a charity bicycle event to benefit Alzheimer's disease research. The event this year will be held on Saturday, July 13, 2013. Your town is along our proposed route.

The event will start and finish in Devens, MA. Riders do make pit stops along the route, all of which are located on private land. As such, we've secured permission directly from these private institutions, and we will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance binders covering riders as they pass through towns will be kept with support vehicles the day of the event, as well as at the Alzheimer's Association.*

We anticipate approximately 400 riders. Cyclists participating in events such as this are typically those with several years of riding experience. All riders are required to wear helmets, are provided with a safety handbook, and must attend a route safety meeting prior to the event. Medical and technical help will be available to riders along the route. Volunteers from the Alzheimer's Association will be on hand to man the pit stop locations and intersections. Additionally, the route has been reviewed with the State Police, as appropriate for different sections. Two State Police officers will patrol the route.

This information has also been provided to your town Police Chief. Included in their packet is an insurance company required sign-off sheet. If your town has any additional considerations of which we should be aware, please contact Angela Floro, Memory Ride Coordinator, at 617-393-2026 or by email afloro@alz.org. We also invite you to view the official website at www.MemoryRide.org.

In advance, thank you for your help and response. I look forward to answering any questions that might arise.

Sincerely,


Angela Floro
Memory Ride Coordinator


Deb Jones Bachrach
Alzheimer's Association Volunteer, Route Director

Enclosure: Century Ride Cue Sheet and Map

the compassion to care, the leadership to conquer®

2013 Memory Ride Schedule of Events

Friday, July 12, 2013

**Springhill Suites Devens Common Center
Pre-Ride Pasta Dinner & Safety Orientations**

4:00 p.m. - 8:00 p.m.: Early registration and pasta dinner. Includes rider orientation/safety meetings and a short program. Times TBD. Guests are welcome at no charge!



Saturday, July 13, 2013 (Please note change in start times)

**Devens Museum Field
Memory Ride**

6:15 a.m.: Century Ride rider orientation/safety meeting

6:30 a.m.: Century Ride start

8:15 a.m.: Metric Century Ride rider orientation/safety meeting

8:30 a.m.: Metric Century Ride start

9:45 a.m.: 30 Mile Introductory Ride rider orientation/safety meeting

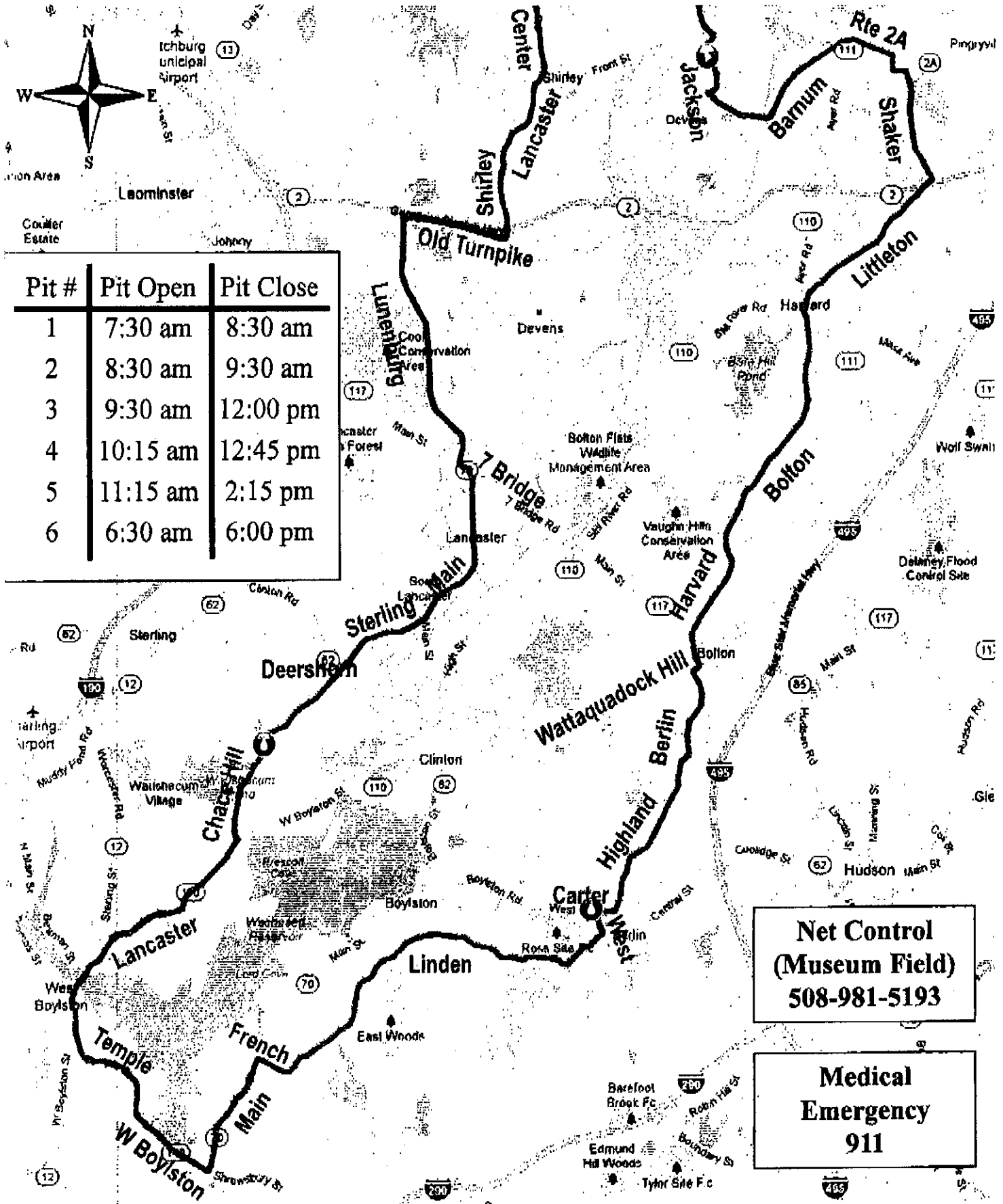
10:00 a.m.: 30 Mile Introductory Ride start

11:15 a.m.: Family Ride orientation/safety meeting

11:30 a.m.: Family Ride start

12:00 p.m. - 4:00 p.m.: Post-Ride party. Cheer on riders! Free lunch for riders and volunteers, guests may purchase lunch tickets for \$5. Festivities include music, massages for riders, exhibitor fair, children's activities and more! **Post-ride showers will be available at Museum Field!**

Century Ride Southern Half (0 to 47 miles)

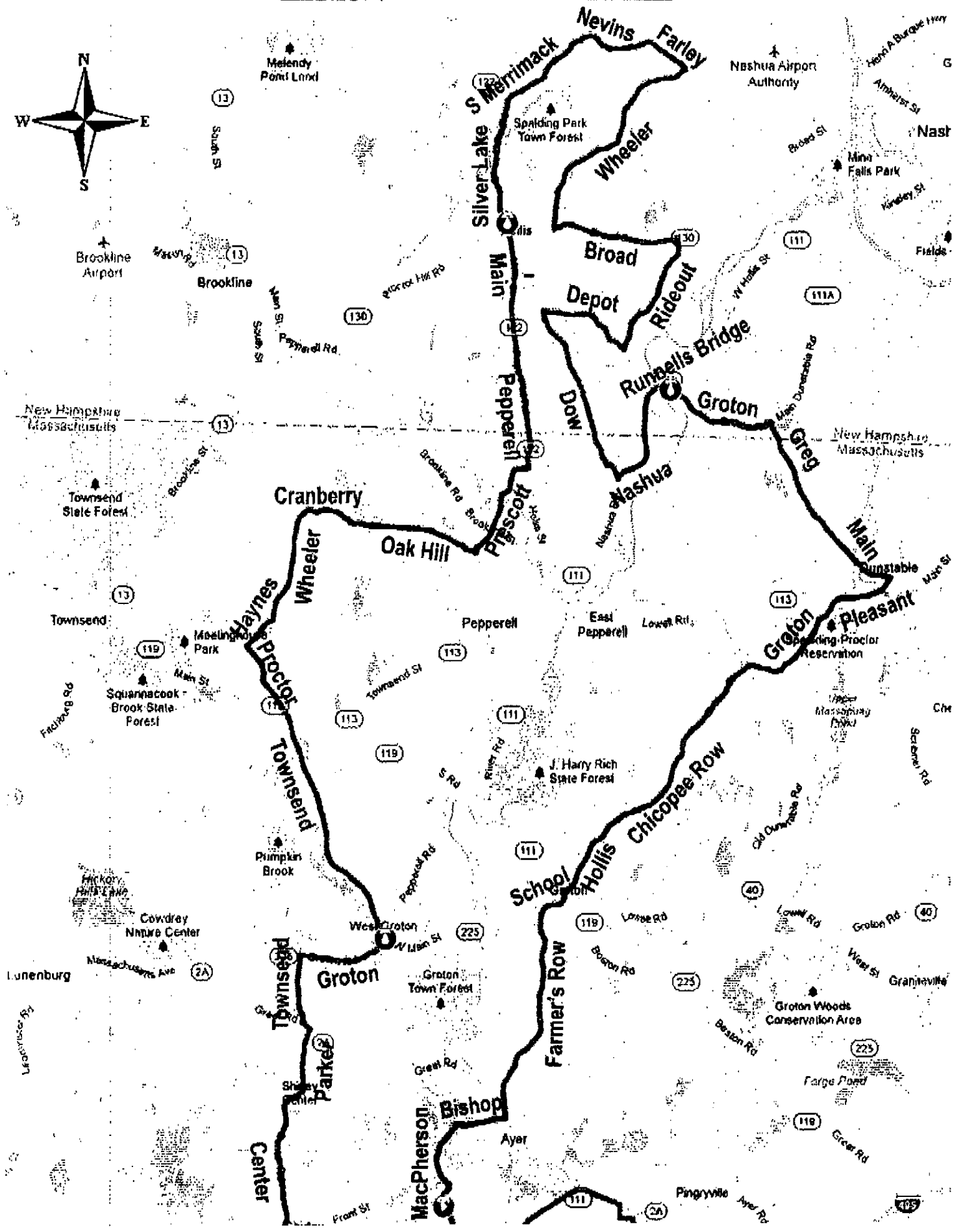
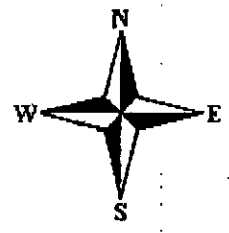


Pit #	Pit Open	Pit Close
1	7:30 am	8:30 am
2	8:30 am	9:30 am
3	9:30 am	12:00 pm
4	10:15 am	12:45 pm
5	11:15 am	2:15 pm
6	6:30 am	6:00 pm

**Net Control
(Museum Field)
508-981-5193**

**Medical
Emergency
911**

Century Ride Northern Half (47 to 101 miles)



Leg	Total	Dir	Cue	Leg	Total	Dir	Cue
0.0	0.0	L	Exit from Museum Field onto Antietam Rd	1.4	51.9	R	W Main St
0.1	0.1	R	Jackson Ave	0.02	51.9	R	Pit #3 - River Front Residences (GO SLOW!!!)
0.6	0.7	L	Barnum Rd	-	51.9	L	Exit Pit #3 onto W Main St
2.4	3.1	C	Onto Ayer rotary, off at 2nd exit, Rte 2A (Littleton Rd)	0.02	51.9	C	Townsend Rd (left of the store)
0.6	3.7	R	Shaker Rd	3.5	55.4	C	Proctor Rd (cross Rte 119)
1.9	5.6	R	Littleton Rd	1.1	56.5	R	Haynes Rd / Wheeler Rd
2.5	8.1	L	Fairbanks St	2.2	58.7	BR	Cranberry St
0.07	8.17	R	Old Littleton Rd	0.6	59.3	BL	Chestnut St
0.03	8.20	L	Rte 111 (Mass Ave)	0.2	59.5	C	Oak Hill St
0.4	8.6	C	Bolton Rd / Harvard Rd	1.7	61.2	L	Park St
4.7	13.3	C	Manor Rd (cross Rte 117)	0.1	61.3	R	Prescott St
0.3	13.6	R	Wallaquodock Hill Rd	1.6	62.8	L	Rte 122 (Hollis St/Pepperell Rd/Main St)
0.1	13.7	L	Berlin Rd / Highland St	3.2	66.0	C	Rte 122 (Silver Lake Rd, blinking light, cross Rte 130)
3.6	17.3	R	Carter St	0.7	66.7	R	Pit #4 - Hollis Bus Company (Muzzey Rd)
0.3	17.6	X	Pit #1 - St Joseph's Church	-	66.7	R	Exit Pit #4 onto Rte 122 (Silver Lake Rd)
-	17.6	R	Exit Pit #1 onto Rte 62 (West St)	1.1	67.8	R	S Memmack Rd
0.4	18.0	R	Linden St	1.40	69.2	R	Nevins Rd / Farley Rd
5.5	23.5	R	Central St	1.9	71.1	R	Wheeler Rd
0.5	24.0	L	Rte 70 (Main St)	3.3	74.4	L	Broad St (Rte 130)
1.7	25.7	R	Rte 140 (W Boylston/Temple/Worcester Sts)	1.8	76.2	R	Rideout Rd
2.9	28.6	BR	Rte 140 / Rte 12 (Worcester/Fletcher Sts)	1.8	78.0	R	Depot Rd
1.1	29.7	BR	Rte 110 (Lancaster St / Metropolitan Rd)	1.4	79.4	L	Dow Rd
2.7	32.4	L	Chace Hill Rd	2.7	82.1	L	Rte 111 (Nashua Rd/Runnells Bridge Rd)
1.3	33.7	R	Pit #2 - Rota Springs Ice Cream Stand	1.7	83.8	R	S Depot Rd (Rte 111A)
-	33.7	R	Exit Pit #2 Chace Hill/Deershorn/Sterling Rds	0.2	84.0	R	Pit #5 - Alpine Grove Banquet Hall
1.5	35.2	C	Chace Hill Rd (Rte 62, Sterling Rd)	-	84.0	R	Exit Pit #5 onto S Depot Rd (Rte 111A)
0.2	35.4	BR	Deershorn Rd / Sterling Rd	1.6	85.6	R	Greg Rd / Main St
1.3	36.7	BL	Rte 70 (Main St)	2.9	88.5	R	Rte 113 (Pleasant St)
2.2	38.9	L	Rte 117 (7 Bridge Rd)	0.8	89.3	L	Groton St / Chicopee Row / Hollis St
0.2	39.1	R	Rte 70 (Lunenburg Rd)	6.0	95.3	BR	School St
3.6	42.7	R	Old Union Turnpike Rd	0.2	95.5	L	Rte 111/119 (Main St)
1.4	44.1	L	Shirley Rd / Lancaster Rd	0.02	95.5	R	Elm St
2.3	46.4	C	Main St @ stop sign	0.2	95.7	BR	Rte 111 (Pleasant St/Farm's Row Rd/Groton School Rd)
0.02	46.4	L	Center Rd	3.2	98.9	BL	Rte 111 / 2A (Park St)
2.2	48.6	BL	Parker Rd	0.2	99.1	R	Bishop Rd / MacPherson Rd
0.8	49.4	L	Rte 2A (Mass Ave)	1.7	100.8	C	Sherman Ave (Devens), cross W Main St
0.2	49.6	R	Townsend Rd	0.4	101.2	L	Antietam St
				0.1	101.3	L	Pit #6 - Museum Field

www.alz.org/MANH

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480 Pleasant Street
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128 Providence Street
Worcester, MA 01604

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508 799 2653 f

Western Mass
264 Cottage Street
Springfield, MA 01104

413 787 1113 p
412 787 1109 f

alzheimer's  association*

New Hampshire
Five Bedford Farms Drive
Suite 201
Bedford, NH 03110

603 806 6580 p
603 806 6803 f

TO: Greg Barnes
Townsend Board of Selectmen FROM: Hillary Fens, Special Events Intern

FAX#: 978-597-1719 DATE: 3/29/2013

PAGES INCLUDING COVER: 6

MESSAGE:

This is about our annual Memory Ride, passing through your town. Please send confirmation of receiving this notice. We have also alerted the town police, but are requesting your approval of this event as well. Thank you in advance!

Facts about Alzheimer's disease:

- Another American develops Alzheimer's disease every 68 seconds.
- Alzheimer's disease is a disorder of the brain that gradually destroys mental capabilities. One of the first warning signs is memory loss.
- Alzheimer's disease is the sixth leading cause of death nationwide.
- Alzheimer's and dementia care will cost the United States an estimated \$200 billion this year.
- An estimated 5.4 million Americans have Alzheimer's disease. An estimated 120,000 people in Massachusetts and 22,000 in New Hampshire have Alzheimer's disease.
- The Alzheimer's Association, Massachusetts/New Hampshire Chapter is a non-profit organization and the leader in Alzheimer's Support and Research.

www.alz.org/MANH