



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

Sue Lisio, *Chairman*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

SELECTMEN'S MEETING AGENDA
JUNE 4, 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: May 21, 2013. Votes may be taken.

II APPOINTMENTS /HEARINGS

- 2.1 7:10 Joint meeting with Planning Board to appoint a member to fill a vacancy until the next annual election. Votes may be taken.
- 2.2 7:15 Joint meeting with Board of Water Commissioners to appoint a member to fill a vacancy until the next annual election. Votes may be taken.
- 2.3 7:20 Reclassification of positions. Votes may be taken.
 - Adoption of Selectmen's Policy: Reclassification of Positions
 - Request of the Board of Health to reclassify the Health Administrator.

III MEETING BUSINESS

- 3.1 Review and approve Second Amendment to Intermunicipal Agreement for the Devens Regional Household Hazardous Products Collection Program allowing the Town of Ashby to join the collaborative. Votes may be taken.
- 3.2 Review and award cleaning and janitorial contract to This & That. Votes may be taken.
- 3.3 Approve One Day Special Licenses for Jon Fors, VFW Post 6538 for the following. Votes may be taken:
 - For a College Graduation on June 22, 2013 from 7PM to 11PM.
 - For a Jack & Jill on June 29, 2013 from 7PM to 11PM.
- 3.4 Confirm 2 ½% wage increases for positions on the non-union compensation and classification plan consistent with the wages presented and approved in FY14 operating budgets approved by Town Meeting. Votes may be taken.
- 3.5 Announcement of upcoming meetings and events of interest to the community:
 - Devens Household Hazardous Products Collection, Wednesday June 5 and Saturday, June 8, Cook Street, Devens.
 - Joint Meeting of the Boards of Selectmen, Finance Committees, North Middlesex Regional School Committee, and North Middlesex Regional High School Building Committee, Thursday, June 6, 2013, 7PM at North Middlesex Regional High School Library/Media Center.
 - Townsend Military Band 2013 Thursday evening concert series commencing June 6.
 - Firefighters Memorial, Sunday, June 9, 2013 at 1:30PM at the Upper Common, intersection of Main Street and Turnpike Road.

- Gold Star Veterans Memorial dedication, Friday, June 14, 2014, 4PM in Room 2 of Town Hall.
- Truck-a-Palooza, sponsored by the Highway Department and the Library, Saturday, June 15, 2013 from 10AM to 12PM at the Library parking lot, 12 Dudley Road.
- North Middlesex Regional High School Building Committee community forum. Monday, June 17, 2013 at 7PM at the Nissitissit Middle School, 33 Chace Avenue, Pepperell, MA 01463 .

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint Fire Chief Donald Klein as Emergency Response Coordinator with a term of July 1, 2013 to June 30, 2014. Votes may be taken.
- 4.2 Appoint Michael Grimley to the North Middlesex Area Emergency Planning Committee with a term from July 1, 2013 to June 30, 2015. Votes may be taken.

V WORK SESSION

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



Office of the
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272 Main Street
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1.A

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Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

Andrew J. Sheehan,

Office (978) 597-1700

Town Administrator

Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
MAY 21, 2013 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:01PM. Roll call showed Sue Lisio, Chairman (SL), Robert Plamondon, Vice-Chairman (RP), and Colin McNabb, Clerk (CM) present.
- 1.2 SL gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: The Chairman added 3.13- Request for transfer of Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria. Votes may be taken; 3.14 - Sign contract with VADAR Systems for financial management software. Votes may be taken; and 4.2 - Approve request to hire Elise Johnson for the position of Part Time Librarian I. Votes may be taken.
- 1.4 Review/Approve Meeting Minutes: April 23 and May 07, 2013. CM moved to approve the minutes of April 23, 2013. RP seconded. Unanimous. CM moved to approve the minutes of May 07, 2013. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS

None.

III MEETING BUSINESS

- 3.1 Review correspondence from the Attorney General's office with regards to Open Meeting Law complaint: Mr. Sheehan gave background on complaints filed by Carolyn Smart, an employee who previously worked in the Selectmen's Office as Executive Assistant to the Town Administrator. The Attorney General's office confirmed that the Board of Selectmen acted in accordance with the law. RP read the correspondence from the Attorney General's Office into the record.
- 3.2 Vote to approve Applications to Cross, Alter and/or Construct within a Town Way:
 - Depot Street adjacent to 238 Main Street.
 - Turnpike Road at 7 Squannacook Terrace.After confirmation that the Highway Superintendent will be monitoring the projects to completion, CM moved to approve both applications to Cross, Alter and/or Construct within a Town Way: 1) Depot Street adjacent to 238 Main Street and 2) Turnpike Road at 7 Squannacook Terrace. RP seconded. Unanimous.
- 3.3 Declare as surplus the following equipment of the Cemetery & Parks Department and vote to authorize their disposal:
 - 32" Ferris walk-behind lawn mower;
 - 2001 Ford F350 1 ton dump truck.Mr. Sheehan informed the Board that these items are no longer needed by the Cemetery & Parks Department. They will be posted on the website and advertised for sale or traded toward other equipment. CM moved to declare as surplus the 32" Ferris walk-behind lawn

- mower and 2001 Ford F350 1 ton dump truck used by the Cemetery & Parks Department. RP seconded. Unanimous.
- 3.4 Review FY2011 audit management letter from Melanson Heath & Company: Mr. Sheehan explained that the Department of Revenue (DOR) recommended requesting a management letter with our annual audit. This letter accompanies the FY2011 audit and makes a number of recommendations. Mr. Sheehan summarized these. After discussion, SL requested Mr. Sheehan provide the Board with a time line for completion of the recommended solutions.
- 3.5 Review draft policy for job reclassification requests: After discussion about the wording of the proposed policy, when to get the vendor involved and who's responsible for job reclassifications, CM moved to amend and distribute the Selectmen's policy #2013-01. RP seconded. Unanimous.
- 3.6 Discussion of Personnel Policies: SL suggested the Town Administrator develop a comprehensive outline to compare to update the Personnel Policies. She is looking forward to other elected officials coming forward to provide input. Mr. Sheehan suggested providing the boards and committees with a revised manual and requesting their input. He said he would try to have a draft outline for the June 18 meeting.
- 3.7 Award cleaning and janitorial contract: Mr. Sheehan said he needed more time to evaluate the proposals and asked that the item be tabled until June 4, 2013.
- 3.8 Approve request by the Planning Board to have MRPC conduct traffic counts and turning movements at Main Street and Turnpike Road: CM moved to approve the Planning Board's request to have MRPC conduct traffic counts and turning movements at Main Street and Turnpike Road. RP seconded. Unanimous.
- 3.9 Vote to approve year end municipal transfers:
- Transfer the amount of \$1,000 from the Town Counsel budget to the Management Information Systems budget.
 - Transfer the amount of \$1,000 from the Town Counsel budget to the Selectmen's budget.
- Mr. Sheehan stated that for the last two months of the current fiscal year and the first 15 after the close of the fiscal year towns can transfer funds from accounts as needed. The transfer to MIS is for equipment purchases and the transfer to the Selectmen's office is for training through the Inspector General's office. Transfers cannot exceed 3% of the approved departmental budget or \$5,000. CM moved to transfer the amount of \$1,000 from the Town Counsel budget to the Management Information Systems budget. RP seconded. Unanimous. CM moved to transfer the amount of \$1,000 from the Town Counsel budget to the Selectmen's budget. RP seconded. Unanimous.
- 3.10 Vote to sign the June 25, 2013 election warrant for the Special Election to elect a U. S. Senator: CM moved. RP seconded. Unanimous.
- 3.11 Summer meeting schedule: The Board agreed to meet June 4 and 18; July 2 and 30; and August 27, 2013. Departments will be notified.
- 3.12 Reminder of the Memorial Day Parade: Sunday, May 26 at 1:00 PM. Mr. Sheehan provided the details of the Memorial Day activities.
- 3.13 Request for transfer of Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria: CM moved to transfer the Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria. RP seconded. Unanimous.
- 3.14 Sign contract with VADAR Systems for financial management software: Mr. Sheehan stated that VADAR is a Massachusetts company with a State contract. The cost is \$59,800. They will have the software implemented and all data transferred by July 1. On-site training is included. There are 4 licenses for the collector/treasurer, assessor, and accountant with robust security. There is \$12,000 annual fee for maintenance which is less than we currently pay. CM moved to sign contract with VADAR Systems for financial management software. RP seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of Robert R. DaCosta as a Special Police Officer with a term of May 21, 2013 to June 30, 2013. CM moved to approve the hiring of Robert R. DaCosta as a Special Police Officer with a term of May 21, 2013 to June 30, 2013. RP seconded. Unanimous.
- 4.2 Approve request to hire Elise Johnson for the position of Part Time Librarian I. CM moved to approve hiring Elise Johnson for the position of Part Time Librarian I. RP seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports:

- RP attended the dedication of the police memorial at the police station this past Saturday. He commended Andrew Shepherd on a job well done on his Eagle Scout project.
- CM led the discussion on the possibility of creating a Facebook page to be used for disseminating information. Mr. Sheehan will research options and report back.
- SL congratulated the North Middlesex High School Robotics team for their 2nd place in the VEX Robotics World Championships. The team was a part of a group of three teams that finished first in their division and second overall in the World Championships competition which included 420 teams from 24 countries.
- Condolences to the family of Bob Remelius. He served the town as Selectman and was a member of both the Finance Committee and Planning Board.

5.2 Town Administrator Updates/Reports:

- Mr. Sheehan announced vacancies on the following boards/commissions:
 - Conservation Commission
 - Board of Water Commissioners
 - Housing Authority
 - Planning BoardAny interested parties should contact the Town Administrator's office.
- The Genova property on Highland now belongs to the Town.
- June 6th there will be a ceremony at the Firefighter's memorial at Turnpike and Main Streets.
- June 14th at 4PM will be the dedication of the Gold Star Memorial at Town Hall.

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

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

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. CM moved at 8:44PM to enter into 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 and to adjourn directly from executive session. RP seconded. CM aye, RP aye, SL aye. The board entered into executive session at 8:46PM.

2.1

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

June 4, 2013 at 7:10PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Planning Board will convene a joint meeting on Tuesday, June 4, 2013 at 7:10PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill a vacancy on the Planning Board. The appointment will be made by majority vote of the Board of Selectmen and the Planning Board.

Procedures for Filling Vacancies on Elected Boards and Commissions

This procedure follows the steps outlined in MGL c. 41, s. 11, Appointment to fill vacancy in town office. C. 41, s. 11 reads:

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

- Within one (1) month of a vacancy the board or commission shall give written notice to the Board of Selectmen;
- Selectmen shall post notice of a joint meeting at least one week in advance of the meeting; alternatively the Board of Selectmen and the board or commission shall separately post notices of their meetings at least one week in advance so long as the item is reflected on the agenda of each;
- Chair of the Board of Selectmen calls the joint meeting to order or announces the agenda item;
- Chair calls for nominations to fill the vacancy;
- Chair calls for seconds to nominations;
- Chair calls for roll call vote of nominees by the members of the Board of Selectmen and the members of the board or commission;
- Chair declares the candidate who receives a majority of votes;
- The candidate so chosen shall fill the vacancy until the next annual election.



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: May 21, 2013

To: Andy Sheehan, Town Administrator

From: Planning Board


Jeanne Hollows, Planning Board Administrator

Subject: Planning Board Appointment

At their meeting of May 20, 2013, the Planning Board voted to recommend that Chris Nocella be appointed to the Planning Board at a joint meeting of a Board of Selectmen and Planning Board.

Based on our conversation, could you please add this joint session review to your June 4th Agenda and let me know what time as we need to post seven (7) days in advance.

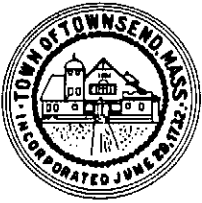
Thank you.

2.2

**NOTICE OF JOINT MEETING
BOARD OF SELECTMEN
AND
BOARD OF WATER COMMISSIONERS**

June 4, 2013 at 7:15PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Board of Water Commissioners will convene a joint meeting on Tuesday, June 4, 2013 at 7:15PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill a vacancy on the Board of Water Commissioners. The appointment will be made by majority vote of the Board of Selectmen and the Board of Water Commissioners.



2.3

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

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Town Administrator

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Fax (978) 597-1719

RECLASSIFICATION OF POSITIONS

SELECTMEN'S POLICY #2013-01

Adopted _____, 2013

Introduction: From time to time it is necessary or appropriate to review the classification of a position. Requests for reclassifications shall be undertaken in accordance with this policy.

A department, board, or commission that desires that a position be reclassified shall submit the following information to the Town Administrator:

1. Completed Position Analysis Questionnaire;
2. Amended or edited job description noting changes to the position;
3. Such other information it deems relevant to support the request.

After reviewing for completeness, the Town Administrator will schedule the request for reclassification on a Board of Selectmen agenda.

The Board of Selectmen shall review the information and make an initial determination on the request:

1. If the Board determines that reclassification is not warranted it shall notify the parties of its determination;
2. If the Board determines further review is warranted it will forward the materials to a consultant or individual chosen by the Board.

Upon receiving a recommendation from its consultant or individual the Board will make such changes to the classification as the Board deems appropriate and shall notify the parties. The decision of the Board is final.

The Board of Selectmen reserves the right to limit the number of reclassification reviews.

May 28, 2013

To: Board of Selectmen

✓ Cc: Andy Sheehan

Re: Selectmen's Policy #2013-01

Comments and suggestions

I respectfully, still, disagree with limiting the number of reclassification reviews. If your limit is 10 and a process changes the person who would be number 11 would not get the opportunity to have their position reclassified, seems discriminatory to me? You are really boxing yourself in with that statement at the end of your policy, as well.

I understand your desire not to have everyone ask for a reclassification but, you have covered that in your second steps number "1. If the Board determines that reclassification is not warranted it shall notify the parties of its determination." That should limit the number of reclassifications that would need to go forward and cost additional monies.

Speaking of the additional money, if you had the last sheet you and whomever else you would like could rate the jobs, check the final page and determine the correct placement of the position. That would save the money that you are now going to send to a Company that said we would have all the information needed to grade future positions. Page 4 of the "Final Report" from HRS, Inc. reads "The following documents have been prepared for the Town of Townsend: Proposed Classification Plan, Proposed Compensation Plan, Detailed Market Data, Summary Market Data Analysis, HRS' Municipal Position Classification and Rating Manual."

Page 27 section 6 discusses updating and maintaining the Classification and compensation plan. Page 30 "This final report is the culmination of the total comprehensive assignment to the Town, including job descriptions, rating system, ADA and FLSA requirements. HRS has provided the Town with the methodology, guidelines and tools to maintain the compensation and classification plan. Etc...." As you can see the rating system is included in this section as well. This system was intended for the Town to maintain not an outside vendor at additional costs.

I am not going to ask again for this rating sheet but, the Board of Selectmen should have it as they are the Personnel Board. Make it proprietary for yourselves, let yourselves and Department Heads rate the Jobs, come up with a number and you let the Department Head know where their employee fits in the grid or rating. Department heads would not be able to write job descriptions to meet the rating, which is everyone's concern. The Selectmen would be the only ones with the rating sheet and we would not have to send out for others to rate positions, a small but still a cost savings.

I have taken up enough of your time on this. Please call if you have questions.

Sincerely,


Susan A. Funaiolo, CMC/CMMC

Town Clerk

**SECOND AMENDMENT TO
INTERMUNICIPAL AGREEMENT**

**By and Among Communities in the Devens Region Participating in the
Devens Regional Household Hazardous Products Collection Program**

This Second Amendment to Intermunicipal Agreement (“Amendment #2”) is dated as of the ___ day of _____, 2013, in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 4A, by and between the “Participating Communities” (as defined below). The effective date of Amendment #1 (the “Effective Date”) shall be July 1, 2013.

RECITALS

WHEREAS, the Massachusetts Development Finance Agency (“MassDevelopment”), acting on behalf of the Devens Regional Enterprise Zone (“Devens”), and the Towns of Ayer, Bolton, Groton, Harvard, Lancaster, Littleton, Lunenburg, Townsend, and Shirley, (the “Participating Communities”), entered into that certain Intermunicipal Agreement dated as of March 16, 2011 (the “IMA”) and First Amendment dated July 1, 2012 (“Amendment #1”), regarding the Devens Regional Household Hazardous Products Collection Program (the “Program”); and

WHEREAS, the Town of Ashby desires to participate in the Program and join the Collaborative; and

WHEREAS, in a vote taken at its meeting on April 25, 2013, the Oversight Committee voted to admit the Town of Ashby into the Collaborative; and

WHEREAS, admittance of an additional municipality into the Collaborative requires an amendment to the IMA,

NOW THEREFORE, the Participating Communities and the Town of Ashby agree as follows:

AGREEMENT

1. The term “Participating Communities” as set forth in the first recital of the IMA shall now be defined as: the Massachusetts Development Finance Agency (“MassDevelopment”), acting on behalf of the Devens Regional Enterprise Zone (“Devens”), and the Towns of Ayer, Bolton, Groton, Harvard, Lancaster, Littleton, Lunenburg, Townsend, Shirley, and Ashby.

2. Section 18 of the IMA (Notices) is amended as follows:

All correspondence or other notice related to this IMA shall be in writing and delivered to:

Devens Regional HHP Collection Center
Program Manager
99 Buena Vista Street
Devens, MA 01434

with a copy to: Devens Director of Public Works
99 Buena Vista Street
Devens, MA 01434

IN WITNESS WHEREOF this Second Amendment to Intermunicipal Agreement is executed in the name of each named municipality by a duly authorized officer of such municipality as of the date written above.

MASSACHUSETTS DEVELOPMENT FINANCE AGENCY

BY:

_____, duly authorized

Name:

Title:

Date:

TOWN OF AYER

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF BOLTON

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF GROTON

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF HARVARD

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF LANCASTER

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF LITTLETON

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF LUNENBURG

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF TOWNSEND

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF SHIRLEY

BY:

_____, duly authorized.

Name:

Title:

Date:

TOWN OF ASHBY

BY:

_____, duly authorized.

Name:

Title:

Date:



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3.2


Sue Lisio, *Chairman*
Andrew J. Sheehan,
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Colin McNabb, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: May 28, 2013

RE: Cleaning & Janitorial Contract
Recommendation

On April 5, 2013 my office issued a request for proposals (RFP) for cleaning and janitorial services for the Town Hall, Police Station, and Library/Senior Center/Meeting Hall complex. Proposals were due April 22, 2013. Six proposals were received. Five proposals met the minimum evaluation criteria and one proposal was not responsive (did not meet the minimum criteria).

Non-price proposals were reviewed by the following: Facilities Manager Mark Mercurio, Senior Center Director Chris Clish, and Library Director Stacy Schuttler. The reviewers did not have knowledge of the price proposals. Proposals were rated on experience, staffing, and plan of services and each criterion was given a rating of highly advantageous, advantageous, not advantageous or unacceptable. Each proposal was also given a composite rating by each of the reviewers.

This & That was the only proposal that achieved a rating of highly advantageous from all reviewers. The price proposal submitted by This & That was as follows:

- FY14: \$39,240
- FY15: \$40,025
- FY16: \$40,825

I recommend that the Board vote to award a three-year contract to This & That for the amounts noted above. I look forward to discussing this in more detail with the Board.

3.3

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

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 "College Graduation" to be held on **June 22, 2013**, with
sale hours from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating
thereto, and expires **June 22, 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 491 A Main St. West Townsend

Name/ Address of Event Premise

6-22-13

Date of Event

7-11pm

Hours of Event

4 hours

College Grad.

Type of Event/Sponsors

Number of people expected at event: 45-55

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

5-24-13

Date

Date Application Received: 5/24/13

Date sent to licensing Agent for review: 6/04/13



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: June 04, 2013
Name of Licensee: John Fors
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: June 22, 2013
Authorized Hours of Sales: 7:00P.M. to 11:00P.M.
Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "College Graduation."

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".

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

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.

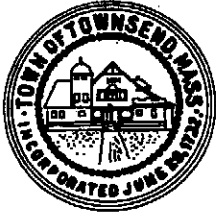
In conjunction with a "Jack & Jill" to be held on **June 29, 2013**, with sale hours
from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating
thereto, and expires **June 29, 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 491 A main St. West Townsend

Name/ Address of Event Premise

6-29-13

Date of Event

7-11pm 4-hours

Hours of Event

Jack + Jill

Type of Event/Sponsors

Number of people expected at event: 60-70

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

6-24-13

Date

Date Application Received:

5/24/13

Date sent to licensing Agent for review:

6/04/13



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: June 04, 2013
Name of Licensee: John Fors
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: June 29, 2013
Authorized Hours of Sales: 7:00P.M. to 11:00P.M.
Description of the Licensed Premise: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Jack & Jill."

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".



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

3.4

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

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

DATE: May 31, 2013

RE: FY14 Wages

As we prepared the FY14 operating budget we instructed departments to factor in a 2 ½% increase for non-union employees. The budget presented to and approved by Town Meeting included said adjustments. Town Meeting appropriates funds, but the Board of Selectmen is responsible for setting wages. As a housekeeping matter the Board needs to vote to set the wages for FY14. An appropriate form of the motion is as follows:

“I move that pay rates for positions on the non-union compensation and classification plan be increased by 2 ½% effective with the start of FY14 on July 1, 2013. “

I look forward to discussing this in more detail on June 4.

PLEASE POST

PLEASE POST

3.5

NOTICE OF MEETING/AGENDA

NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT

Date of Meeting: June 06, 2013 Time of Meeting: 7:00 PM
Day of the Week: Thursday
Location: North Middlesex Regional High School (Library/Media Center),
19 Main Street, Townsend, MA 01469

Joint Meeting of the NMRSD School Committee, NMRHS Building Committee and Town Boards

1. Call meeting to order
2. Introductions
3. Overview of Process To-Date/Next Steps
4. Discuss and Review PDP Options for Submission to MSBA
5. Adjournment

Posted on _____
Time posted _____

The Townsend Military Band will open its 2013 Thursday evening concert series on the Townsend Common on June 6th. Weather permitting, the band will play a concert from the band stand on the Common each Thursday between 7:30 and 9:30 p.m. through at least August 15th with the exception of July 25th. The Townsend Military Band is conducted by Dr. Jon Nicholson of Winchendon and managed by Betty Mae Tenney of Townsend.

Nine of the concerts are funded by the Town of Townsend and a tenth concert is funded by the Amanda E. Dwight Entertainment Fund. Lawn parties hosted by local organizations which feature food, activities for children, and other assorted tables are held in conjunction with these concerts.

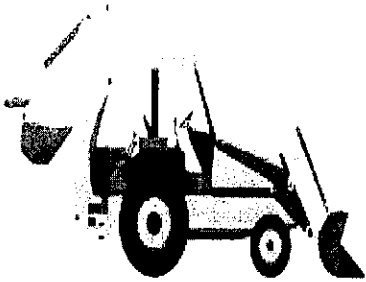
Townsend Scout groups will be hosting the lawn party at the June 6th band concert. Boy Scout Troop #10 will be selling grilled hot dogs, hamburgers, and Italian sausages, hot coffee, and cold bottled water and assorted flavors of soda. Boy Scout Troop #81 will be offering fried dough, cotton candy, popcorn, apple pie with ice cream, slushies, bottled water, and soda for sale.

The Squannacook Girl Scouts will be doing face painting and have a decorate your own cupcake concession. The co-ed Venture Crew 30 will be operating a soda bottle ring toss game.

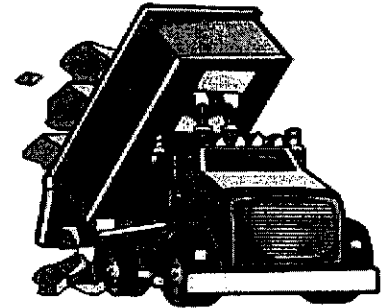
Cub Pack #11 will have a bounce house and several games including skeeball, sponge toss, bean bag toss, bottle toss, and a fishing pond set up on the Common for the enjoyment of children attending the concert. They will also have a bake table.

The Townsend Military Band will open its June 6th concert program by playing a fanfare and Fillmore's "Klaxon" march. The "Egmont Overture" by Beethoven, "Arias From Carmen" by Bizet, and "Symphonic Gershwin" which includes "Rhapsody In Blue", "American In Paris", and the "Cuban Overture" will be performed. Grundman's "Second American Folk Rhapsody", "Serenata" by Leroy Anderson, and King's "Circus Days" will be included in the first portion of the concert.

The "Dixieland Jamboree" featuring a Dixieland quintet in front of the band, "Themes Like Old Times", "Semper Fidelis", and Bagley's "National Emblem" will be performed before the Townsend Band concludes its program at 9:30 by playing the "Star Spangled Banner".



**TOWN OF TOWNSEND
&
TOWNSEND PUBLIC LIBRARY
PRESENT:**



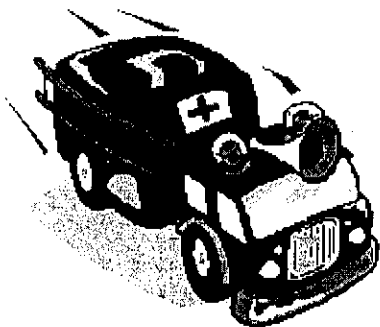
TRUCK-A-PALOOZA

Does your child have a love for trucks and large vehicles?
Would they love to climb aboard them?

The Townsend Highway Department and Townsend Public Library would like to invite you and your family to an extraordinary event for children to explore all of the towns' highway, police and emergency vehicles all in one place. Children will be able to touch, climb on and ask questions about their favorite vehicles in a safe, supervised setting. Come explore a dump truck, backhoe, fire engine, police car, loader, sweeper and many more.

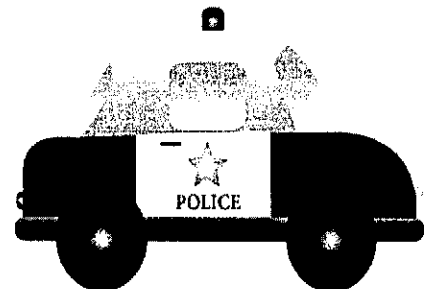
BAKE SALE

Proceeds will benefit the Townsend Ecumenical Outreach (TEO). The organization provides emergency and temporary assistance to Townsend residents that are in need of a helping hand.



PLEASE JOIN US:

When: Saturday, June 15, 2013
Time: 10:00 AM to 12:00 PM
Where: Townsend Public Library
12 Dudley Road



Hope to see you there!



Dear Community Member,
Did you know - North Middlesex Regional High School is currently conducting a Feasibility Study to determine if new construction or renovation of the existing High School building is required to meet the educational needs of our children.

In order for this process to be a success, we need input and feedback from all members of our community!

- **Upcoming Community Forums**
 - Wed. April 24, 2013 - 9:00 AM - North Middlesex Regional High School
 - Wed. April 24, 2013 - 7:00 PM - Townsend Public Library Meeting Room
 - Mon. May 13, 2013 - 7:00 PM - North Middlesex Regional High School
 - Mon. June 17, 2013 - 7:00 PM - Nissitissit Middle School
- ***Attend our meetings - The Building Committee meetings are held every other Monday at 5:00pm at the High School. The schedule is posted on www.nmrtd.org. Broadcast on Channel 8 (Townsend & Ashby) and Channel 13 (Pepperell).***
- ***Participate in a workshop - we need feedback from all stakeholders - Town Organizations/Clubs, Athletic Programs, Arts and Recreation, etc. www.nmrtd.org or call 978-597-8713 for details.***
- ***Please sign up for our weekly email updates - www.nmrtd.org***
- ***On Facebook - North Middlesex Regional School District***

Now is The Time To Get Involved!