



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
SEPTEMBER 10, 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 and approve Meeting Minutes: August 27, 2013. Votes may be taken.

II APPOINTMENTS /HEARINGS

- 2.1 7:15 Police Chief Erving Marshall to recognize Robert Mitchell and Jonathan Baldwin for exemplary bicycle safety. Votes may be taken.
- 2.2 7:30 Fire Chief Donald Klein and the Fire Station Building Committee to discuss plans for a new headquarters station and request that the Board identify a preferred option. Votes may be taken.

III MEETING BUSINESS

- 3.1 Discuss medical marijuana and whether to include a moratorium on an upcoming town meeting. Votes may be taken.
- 3.2 Review and approve revisions to the Alcoholic Beverages License Policy. Votes may be taken
- 3.3 Review and approve request of Debra Reeves to hold the 9th Annual Gregory Reeves Memorial Scholarship Run on Saturday, October 12, 2013 and to close Brookline Street from Main Street to Highland Street from 7AM to 12:30PM, and further to authorize the Police Chief to approve temporary closures of other roadways. Votes may be taken.
- 3.4 Review and approve one day Special License for Terri Roy, VFW Post 6538 for a Wedding Reception on September 28, 2013 from 6PM-10PM. Votes may be taken.
- 3.5 Discuss the status of the goals the Board adopted in 2011. Votes may be taken.
- 3.6 Discuss establishment of a charter committee. Topics include the number of members, the appointing authority, and timeline for a final report. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to appoint James Deroian to the Conservation Commission for a term from July 1, 2013 to June 30, 2016. 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
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

1.4

Sue Lisio, *Chairman*
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Town Administrator

Robert Plamondon, *Vice-Chairman*

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Office (978) 597-1700
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SELECTMEN'S MEETING MINUTES
AUGUST 27, 2013 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman calls the meeting to order at 7:00PM and 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: 3.8 name change.
- 1.4 Review and approve Meeting Minutes: July 30, 2013. CM moved to approve. RP seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Review and approve request from the Abram S. French Fund Committee to approve funding in the amount of \$400 so the Committee can provide assistance: CM moved to approve. RP seconded. Unanimous.
- 3.2 Review and approve applications from Unitil to Cross, Alter and/or Construct Within a Town Way at the following locations.
 - 40 Turnpike Road, for a new gas service installation;
 - 550 Main Street and 13 Turnpike Road for new gas service installation;
 - 6 Terrace Way, for new gas service installation;
 - 10 Barker Hill Road, for new gas service installation.CM moved to approve all applications listed. RP seconded. Unanimous.
- 3.3 Review and sign contract with Air Cleaning Specialists of New England for installation of an air cleaning system at the Highway Garage with a contract price of \$24,700. Mr. Sheehan explained that this is an exhaust system for the Highway Garage. It is especially important in the winter months to ventilate the exhaust fumes from the building. CM moved to sign the contract with Air Cleaning Specialists of New England for installation of an air cleaning system at the Highway Garage with a contract price of \$24,700. RP seconded. Unanimous.
- 3.4 Review correspondence from Xfinity regarding digital network enhancements and encryption of programming. Mr. Sheehan said this involves equipment upgrades needed for system enhancement at no additional cost to the customers. Residents should look for information in the mail. The information has been posted on the website.
- 3.5 Review Mandatory Referral Notice form the Planning Board regarding a Wind Energy Systems Bylaw to be included on the Special Town Meeting warrant. The Planning Board is working with MRPC on a wind bylaw to be included in the Special Town Meeting. The Board deferred to the Planning Board.

- 3.6 Declare as surplus the Building Department's 2000 Ford Explorer and authorize its disposition. Mr. Sheehan informed the Board that the 13 year-old vehicle has 160-170,000 miles on it and will be in need of substantial work to keep it roadworthy. Both this Explorer and the one from the Fire Department will be advertised for sale. CM moved to declare the Building Department's 2000 Ford explorer at surplus and authorize its disposition. RP seconded. Unanimous.
- 3.7 Review correspondence on the status of the North Middlesex Regional High School construction project. Mr. Sheehan gave a brief update on the project. The plan is to build a new, smaller school on the current site. The MSBA has given approval to move into the design phase. It is expected the project will be presented to Town Meeting in the spring of 2014 with a debt exclusion to follow. SL stressed how important it is for residents to attend meetings or view them on television. The North Middlesex School District website has a lot of information as well. RP asked what funding the State will provide. Mr. Sheehan believes it is a minimum of 57% but could change through the design phase as opting for certain things will earn bonuses.

II APPOINTMENTS /HEARINGS

- 2.2 7:15 Joint Meeting with Trust Fund Commissioners: Joint meeting to fill vacancies of Trust Fund Commissioners. Vacancies are filled by majority vote of the Board of Selectmen and remaining Trust Fund Commissioners. Mr. Sheehan reviewed the process. Lynne LeBlanc of the Trust Fund Commission pointed out that there are 2 vacancies. She nominated Dave Funaiole. Colin McNabb seconded. Roll call: RP aye, CM aye, Lynne LeBlanc aye, SL aye. Passed unanimously.

III MEETING BUSINESS (continued)

- 3.8 Review and approve one day Special License for Terri Roy, VFW Post 6538 for a Wedding Reception on September 7, 2013 from 7PM-11PM. CM moved to approve. RP seconded. Unanimous.
- 3.9 Set dates for the Special Town Meeting and close of the warrant. Recommended dates are Tuesday, October 29, 2013 for a Special Town Meeting and Thursday, September 19, 2013 for the close of the warrant. Mr. Sheehan said the proposed schedule should allot enough time to certify free cash. CM moved to set the date for the Special Town Meeting as Tuesday, October 29, 2013 and Thursday, September 19, 2013 for the close of the warrant. RP seconded. Unanimous.
- 3.10 Receive update on the status of the FY12 and FY13 audits. Mr. Sheehan explained that the management letter identifies a number of material weaknesses. To date the auditors have 95-98% of the information they need to finish the FY12 audit and that they have already begun work on the FY13 audit. Part of the delay is that in FY11 we went from RE Brown to Melanson, Heath & Co. and it takes time to for the new auditor to get up to speed. A number of items were identified that will make future audits more timely. He presented the Board with a memo outlining the five (5) material weaknesses identified by the auditors with his response and estimated timeline for implementation.
- 1.) Improve the Cash Reconciliation Process - This has been helped and hindered by the new software being put in place at the change of the fiscal year. He expects the remaining information to be provided to the auditors within the next week or so. SL asked if there are written procedures. Mr. Sheehan replied that there will be formalized procedures and communication between the accountant and the treasurer/collector. RP asked if there is additional cost due to the additional time. Mr. Sheehan said there is not because it is a flat price.

- 2.) Improve Controls Over Water Activity - He noted that operating procedures at the Water Department are being revamped with billing/collecting tasks being assigned to separate employees. Implementation of the meter read system will help as well as an online bill paying option which is slated to be rolled out for the next billing cycle.
- 3.) Develop a More Formal Risk Assessment Process – Town Accountant Kim Fales is working on this. He expects to have something to the Board in September or October.
- 4.) Maintain Tax Title Accounts - Treasurer/collector has been greatly aided by the new software that is up and running.
- 5.) Maintain Assessors Log of Abatements - Completed.

SL asked for commitment dates and Mr. Sheehan said he would provide them. Mr. Sheehan said our bond rating with Moody's has been suspended by the delay in completing the FY12 audit. Once the audit is complete our Aa3 rating should be reinstated. Overall the Town is in very good financial shape with stable management and strong reserves. RP asked Mr. Sheehan to look into how much time it will take between Melanson/Heath receiving the audit and getting our bond rating back.

3.11 Discuss scheduling work sessions for the following:

- Work session to discuss funding for road improvements;
- Work session to discuss goals.

It was agreed that the Board, Capital Planning and the Finance Committee should meet together on September 17th at 7PM for a work session to discuss road improvement. The work session to discuss goals can be done during a regular meeting.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to appoint Paul E. Sweet and Renee S. Fossey to the Abram S. French Fund Committee for terms from July 30, 2013 to June 30, 2014. CM moved to appoint. RP seconded. Unanimous.
- 4.2 Vote to appoint Patricia O'Reilley as Crossing Guard for a term of July 30, 2013 to June 30, 2014. CM moved to appoint. RP seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: CM conveyed the Board's condolences to the family of Roy Shepherd.
- 5.2 Town Administrator Updates/Reports: Mr. Sheehan gave an update on the roof of the Police Department. He may put out another RFP for the Hart library.
- 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.

Executive Session under G. L. c. 30A, s. 21(a)(3) regarding collective bargaining and litigation: CM moved to enter into executive session under G.L. c. 30A, s. 21(a)(3) to discuss collective bargaining and litigation and adjourn immediately following. RP seconded. CM aye, RP aye, SL aye. The board entered into executive session at 7:49PM.

MODEL MEDICAL MARIJUANA MORATORIUM
WARRANT ARTICLE BYLAW

3.1

ARTICLE:

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section ____, **TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS**, that would provide as follows, and further to amend the Table of Contents to add Section ____, "Temporary Moratorium on Medical Marijuana Treatment Centers:"

Section ____ . PURPOSE

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town [*as applicable*] and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section ____ DEFINITION

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

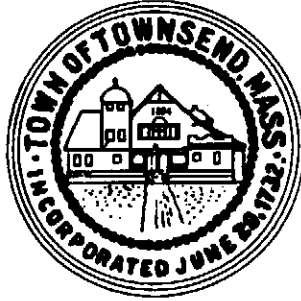
Section ____ . TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town,

consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

3.2



**TOWN OF TOWNSEND
ALCOHOLIC BEVERAGES LICENSE POLICY**

Approved by the Licensing Board/ Board of Selectmen

Chairman

Date

Vice-Chairman

Clerk

Approved by the Licensing Agent/Police Chief

Police Chief

Date

Town of Townsend Alcoholic Beverage License Policy

Whereas, it is desirable to adopt a uniform policy regarding the administration of liquor licenses and matters to be considered in determining action to be taken upon a finding that liquor laws have been violated;

Therefore, the Board of Selectmen hereby adopts this policy guideline:

I. Administration of Liquor Licenses

The Board of Selectmen is the Licensing Board for the Town of Townsend. The Police Chief and/or appointed designee is the Licensing Agent for the Licensing Board. The Licensing Agent in conjunction with the Licensing Board has the authority to accept and reject applications that do not meet the minimum requirements of the Alcohol Beverages Control Commission (ABCC) and the Town of Townsend.

Approvals of applications by the Licensing Board are valid for (6) months from the date of approval by the ABCC. If such time expires before the license is issued, due to the applicant's failure to meet all of the conditions imposed by the Licensing Board, the license will not be issued and the applicant must reapply and a new hearing will be conducted.

II. Types of Licenses/Procedure

The Town of Townsend issues licenses in accordance with the regulations and conditions set forth by the ABCC and Chapter 138 of the Massachusetts General Laws (MGL). Any license transaction must be complete in accordance with the documentation requirements for each type of license issued.

All form(s) required for license transactions with the exception of a one-day special license are available at the ABCC website at www.mass.gov/ABCC.

The Manager of record as listed on the application must agree to a Criminal Offender Record Information (CORI) check and sign an authorization form at the time the application is submitted to the Licensing Board.

All applications will be reviewed and approved by the following Town Officials prior to the scheduled hearing:

- Building Commissioner to ensure compliance with zoning bylaws and building codes and regulations.
- Fire Chief to ensure compliance with fire codes and regulations.
- Police Chief/Licensing Agent to investigate application and make recommendation to the Licensing Board.
- Tax Collector to ensure there are no outstanding tax liabilities.
- Land Use Coordinator to review any land use issues regarding the location of the premises.

A public hearing to review the application will be scheduled with the Licensing Board. The applicant or their representative should be present to answer any questions.

The applicant is responsible for paying the actual costs associated with the hearing, such as the legal advertisement and abutter notification if necessary. All license approvals are subject to all costs associated having been paid in full.

When the application has been signed and approved, the Licensing Board will forward the documentation to the ABCC.

In the event the Licensing Board does not approve the license request, a written notification outlining the reason(s) for such action will be sent within ten (10) days of the public hearing to the ABCC and the applicant.

When the Licensing Board is notified by the ABCC that the application has been approved and Form 43 issued by the ABCC is received, the applicant will be notified. All new licenses and transfers of licenses are required to pay the following fee(s) to the Town of Townsend.

Section 12 All Alcoholic Restaurant	\$1,500.00
Section 15 All Alcoholic Retail Package Store	\$1,050.00
Section 12 Wine & Malt Restaurant	\$ 750.00
Section 15 Wine & Malt Retail Package Store	\$1,000.00

In the case of a license transfer, the full amount of the fee is charged; the Licensing Board does not pro-rate the license cost or annual fee.

Hours of operation may vary as a result of the public hearing and any conditions set forth by the Licensing Board. The maximum hours of operation for Section 12 & 15 establishments are as follows:

Section 12 - Restaurants, Hotels, Clubs, and General on Premises	
Monday - Saturday	11:00AM to 1:00AM
Sunday	12:00PM to 1:00AM
Section 15 - Package Stores	
Monday - Saturday	9:00AM to 11:00PM
Sunday	12:00PM to 11:00PM

III. Renewal of Existing Liquor License

In accordance with ABCC regulations, renewal applications of existing license(s) shall be received no later than November 30th. Renewal applications will be mailed to the establishment's mailing address on record unless previous arrangements have been made by the licensee. Upon receipt of the renewal package, the licensee must complete all forms including the workers' compensation affidavit and the tax attestation form. In accordance with MGL, Chapter 138, Section 16A, this application must be signed in the month of

November and returned to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA by November 30th. Any renewal application not signed during the month of November will be treated as a new license and would be subject to all the procedures set forth under MGL Chapter 138, Section 15A.

All Section 12 license renewals are contingent upon receipt of a valid certificate of inspection issued by the Building Commissioner and signed by the Chief of the Fire Department, and proof of the required liquor liability insurance coverage.

IV. Findings of violation

Reports of liquor law infractions will be investigated by the Licensing Agent. Upon receipt of a report from the Licensing Agent, the ABCC or other law enforcement entity that an infraction has occurred, the Licensing Board will forthwith conduct a public hearing in accordance with the Massachusetts Open Meeting Law.

The License holder will be notified in writing of the allegations and/or infractions. The License holder will be notified in writing of the date and time the Licensing Board will conduct a hearing to review the matter. The Licensing Agent and/or their designee will present a report of their findings to the Licensing Board. The license holder should attend the hearing and be available for questioning. The Licensing Board will act upon the infractions on a case by case basis. Disciplinary action may range from a warning letter to revocation of the liquor license.

V. One-day Special Liquor Licenses

One-day Special Liquor Licenses are issued by the Licensing Board pursuant to MGL Chapter 138, Section 14.

Businesses or charities that hold events where liquor is served are required to obtain a One-day Special Liquor License from the Licensing Board. The Licensing Agent is the determining authority whether a One-day Special Liquor License is required under MGL Chapter 138, Section 14.

No more than one license can be issued per premises at one time.

Applications shall be filed with the Licensing Board at least 30 days prior to the event. It is recommended that applications be filed 60 days in advance.

All alcohol must be purchased by the One-day Special Liquor License holder from a licensed Massachusetts wholesaler, in compliance with MGL Chapter 138, Section 14. Alcohol may not be purchased out of state, from a caterer, or from a Section 15 Package Store. A list of approved wholesalers is located on the ABCC website at www.mass.gov.abcc or you may contact the Office of the Licensing Board to receive a copy.

No alcohol may be stored on unlicensed premises. For special events covered under a One-day Special Liquor License, alcohol may be delivered the day of the event and removed

from the premises after the event at the expiration of the special license. Under State Law, Chapter 138, Section 22, holders of a One-day Special Liquor License may not transport alcohol without a permit. In the event the license holder is unable to schedule the delivery of alcohol on the same day as the event, this will be reflected upon the license. It will be necessary for the license holder to inform the Licensing Agent if delivery cannot be made on the day of the event. Any additional time allowed on the One-day Special Liquor License for delivery will only be done at the Licensing Agent's recommendation.

The Licensee is required to post the One-day Special Liquor License in a conspicuous location during the event.

The license fee of \$20.00 is required at the time of the application submittal.

No One-day Special Liquor License holders may have alcoholic beverages delivered between the hours of 2:00A.M. and 8:00A.M. All One-day Special Liquor License will expire at midnight (12:00A.M) and last call must occur at least ½ hour prior to expiration. One-day Special Liquor Licenses will not be approved for any sale hours before noon (12:00P.M.) on Sunday.

The license holder shall be present at all times during which alcoholic beverages are being sold at the event. License holders are responsible for ensuring that minors are not served alcoholic beverages and are not drinking alcoholic beverages on the licensed premise. All servers must be 21 years of age. The license holder is responsible for ensuring that no disturbance, disorder, or illegality takes place in or on the licensed premises.

No license holder may be granted a One-day Special Liquor License for more than a total of 30 days per calendar year and no special license will be granted to any person while his application for an annual license under section 12 is pending.

The Licensing Board has the authority to refuse to issue or reissue a One-day Special Liquor License, if the licensee fails to comply with state or local regulations.

The Licensing Agent may impose other regulations and conditions upon the license holder such as requiring a police detail or evidence of insurance depending upon the event. Each license will be evaluated by the Licensing Agent on a case by case basis.

An event held by a private resident does not require a special license if it meets the following conditions:

- The event is invitation only
- Money is not exchanged for alcohol
- Tickets are not sold
- A donation is not required or solicited
- An entrance fee is not charged



TOWN OF TOWNSEND
One-day Special License Application Form
(MGL Chapter 138, Section 1)

Name of Responsible Person/License Holder

Name/ Address of Event Premises

Date of Event

Hours of Event

Type of Event/Sponsors

Number of people expected at event: _____

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

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

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.

Signature of License Holder

Date

Date Application Received: _____

Date sent to licensing Agent for review: _____

8/26 ERV OKAY w/
CLOSURE

Andy Sheehan

From: Debra Reeves <debillr@comcast.net>
Sent: Monday, August 26, 2013 7:57 AM
To: asheehan@townsend.ma.us
Cc: Erving M. Marshall Jr.
Subject: Fw: 9th Annual Gregory E. Reeves Memorial Scholarship Run

3.3

Hi Andrew,

It is time for the 9th Annual Gregory E. Reeves Memorial Scholarship Run. "Greg's Race" will be held on Saturday, October 12, 2013. The run will again start at 5 Brookline Street, in front of the Congregational Church. As in years past, we would like to request the closure of Brookline Street to Highland Street from 7:00A.M until approximately 12:30P.M. for the safety of the runners/walkers. Please submit this request to the board of selectmen. Road closings/escorted closure for the remainder of the route will be determined by Chief Marshall. Thank you for your assistance.

Please call or email with any questions.

Best Regards,
Bill and Deb Reeves
978-597-5859

3.4

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that:

TERRI ROY

V.F.W. Post #6538

491A Main Street

West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION HAS 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 "Wedding Reception" to be held on **September 28, 2013**
with sale hours from **6:00P.M. to 10:00P.M.**

The license is granted in conformity with the statutes and ordinances relating
thereto, and expires **September 28, 2013** unless sooner suspended or renewed.

Date: 9/10/13

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE



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: August 27, 2013
Name of Licensee: Terri Roy
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: September 7, 2013
Authorized Hours of Sales: 7:00P.M. to 11:00P.M.
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Wedding Reception."

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: _____



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

Teri Roy
 Name of Responsible Person/License Holder

Townsend VFW Post 6538
 Name/Address of Event Premise

9-28-13 6pm - 10pm 4 hrs.
 Date of Event Hours of Event

Wedding Reception
 Type of Event/Sponsors

Number of people expected at event: 75

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.

Teri Roy
 Signature of License Holder

8-26-13
 Date

Date Application Received: 8/30/13

Date sent to licensing Agent for review: 9/10/13

ONE-DAY LIQUOR LICENSE CONDITIONS

**RUSSELL MOORE
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 premises 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 premises.
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".

ANDREW SHEEHAN
GOALS – 2011
STATUS UPDATE

3.5

COMMUNICATIONS & TRANSPARENCY – Improve communications and ensure transparency of Townsend’s government

1. Protect the Town from potential liability by maintaining confidentiality and compliance with Ethics, Open Meeting and other laws governing the conduct of government and ensure that all elected officials and employees do the same
Ongoing and successful to date. Changes to the Open Meeting Law were distributed to employees, departments, boards, and commissions.
2. Conduct Townsend Selectmen office business in an open and transparent fashion while maintaining legally required confidentiality
Ongoing and successful to date. Expansion of content in the new website has furthered the goal of transparency.
3. Schedule monthly dialog with the offices of State Senator and State Representative including information on State finances, budget timelines, Home Rule Petitions, bills of interest to Townsend, and share with them the major priorities and concerns of Townsend.
Ongoing. I am in regular communication with Sen. Flanagan’s office and Rep. Harrington’s office.
4. Formulate and present to the Board of Selectmen a plan and timeline to provide citizens with greater access to information. **Due to the specific tasks identified below by the Board a formal plan was not drafted.**
 - a. Update Town website to make it more user-friendly for employees and visitors
Done. Updates and development of content is ongoing and will require the participation of all departments, boards and committees.
 - b. Recommend and apply new technology necessary to provide Town employees an easy-to-update interface with which to increase the variety and volume of information available to the public on the Town’s website
Done. The new web platform has robust content management capability and is easy to use, allowing employees to easily update and add information.
 - c. Earn Common Cause of Massachusetts eGovernment Award
Incomplete. Common Cause has suspended its eGovernment Award. We will pursue this if Common Cause reinstates the designation.
5. Establish and host regular communications with neighboring communities to promote information sharing, cooperation, regionalization, and sharing of best practices
Ongoing. I meet and/or communicate regularly with area managers and administrators, sharing ideas, best practices, and as a general resource. I also participate in statewide groups including the Mass. Municipal Association, Mass. Municipal Managers Association, and Mass. Municipal Personnel Association. I am also a member of the International City & County Managers Association (ICMA). I continue to maintain a membership in the American Planning Association (APA) and maintain my professional planning credentials as a member of the American Institute of Certified Planners (AICP).
6. Develop press release template and use to send regular news bulletins to local media
Complete.

MANAGEMENT & FINANCES: Apply best practices for Personnel and Financial Management to achieve short and long-term sustainability

1. Innovation

Explore and initiate changes in operating systems to increase revenues, reduce costs, and improve efficiency and service delivery including:

a. Revenue enhancements

- ***Town Meeting adopted the local option meals excise tax which has increased revenue by approximately \$70,000/year.***
- ***Tax title and the sale of town-owned land is a potential revenue source that should be included as a 2014 goal.***
- ***The Finance Team continues to explore other revenue sources.***

b. Consolidation

- ***Ongoing. Internal consolidations are being explored, including fleet and facilities maintenance, and cross training of employees. DPW consolidation is another opportunity for savings and efficiencies, but requires substantial buy-in and political support.***
- ***The Town never had integrated financial management software. Our prior accounting and treasury/collections software packages did not communicate with each other. This required that the same information be entered twice by both the Accountant and Treasurer/Collector. A \$60,000 appropriation to purchase integrated financial management software was approved by the May 2013 Town Meeting. It will improve reliability, make reconciliations easier, reduce duplication, and improve efficiency. Implementation of the VADAR software started at the end of FY13 and the software is in place and being used. Additional training is taking place and the full transition will be complete this year.***

c. Privatization

In 2011 privatization of exterior maintenance at the Library, Senior Center, and Police Station was contemplated and estimates solicited. After analysis it was decided to keep maintenance in-house. The Cemetery & Parks Department maintains the exterior at a substantial savings over outsourced costs with no drop off in quality of maintenance. Other outsourcing opportunities will be evaluated case by case.

d. Regionalization

- ***Earlier this year the Town signed an intermunicipal agreement with Dunstable for accounting services. This saves Townsend a small amount of money annually and more importantly should aid in the retention of the incumbent Town Accountant.***
- ***Regionalization of police and dispatch services was proposed to Ashby, but Ashby decided against regionalizing with Townsend.***
- ***Townsend is one of 10 communities in the Devens Household Hazardous Products Collection Center; this provides residents with 20 disposal opportunities per year compared to one or two per year if done locally. The cost of annual dues is far less than the Town paid in the past for a single collection event.***
- ***The Nashoba Valley Regional Dispatch Center opened at Devens in July 2013; this is a potential opportunity for Townsend in future years.***

- **Other regionalization options have been discussed with area towns, including human resources and procurement; to date no other beneficial arrangements have emerged**
- **When advantageous the Town continues to participate in regional collaboratives for the purchase of materials**

e. Competitive bidding of services

- **General property and casualty insurance was put out to bid in 2011; the Town realized at 30% savings over FY11; additional coverage was added back in and the Town still saved approximately \$25,000 over FY11. Insurance may be bid again in 2014.**
- **Curbside collection is another area where competitive procurement could provide a substantial savings. The current contract expires in June 2014.**

2. Finances

a. Identify core services in developing budget priorities

Historically public safety has been the top budget priority. A formal hierarchy has not been presented or debated. This will be a carry-over goal.

b. Document and present for adoption fiscal policies to guide budgeting decisions

The Finance Committee has adopted overall financial management policies, debt management policy, policy on one-time revenues, and investment policies. For consistency the Board of Selectmen should adopt comparable policies. This will be a carry-over goal.

c. Develop 5-year financial forecast and update annually

Work has commenced on the projection and will be complete for the FY15 budget cycle.

d. Consolidate fleet maintenance

Incomplete. This will be a carry-over goal. This is discussed in more depth in Sustainability & Long Range Planning.

e. Replace boilers and insulate West Townsend Reading Room and West Townsend Fire Station

Complete. This project was funded by a grant from the Mass. Dept. of Energy Resources (DOER).

f. Continue energy efficiency efforts in municipal buildings

- **Ongoing. This effort will be continued by the Energy Committee, Land Use and Facilities staff and is closely linked with the receipt of Green Communities designation. Energy audits are complete for the Police Station and Memorial Hall. Audit results will be implemented using Green Communities funds where available and appropriate.**
- **Municipal aggregation of electricity may provide further savings on the municipal side and for residents. Currently the aggregation market is not substantially better than the open market.**
- **The Town expects to purchase net metering solar credits from Lunenburg. The current development schedule indicates an FY15 benefit.**

g. Evaluate lease vs. purchase and new vs. pre-owned vehicle procurement

Ongoing. Departments evaluate lease/purchase and new/pre-owned for most capital and operating purchases; the Capital Planning Committee takes this into consideration in prioritizing capital requests.

3. Insurance and employee benefits

a. Pursue health insurance plan design changes to reduce costs, including working with collective bargaining units and legislative representatives

Ongoing. We are currently in negotiations with all of our collective bargaining units and health insurance is on the table. We are working with MIIA and Cook &

Co. on plan design changes to lower premiums and achieve long term savings. Analyzing the costs and savings of joining the State's Group Insurance Commission (GIC) is part of this analysis. The analysis is complicated by the fact that Townsend does not offer retiree health insurance and joining the GIC would necessitate offering health insurance to retirees. To this end, retiree health insurance in return for plan design and premium contribution changes has been discussed. This is an extremely complex issue with many moving parts. It will be a carryover goal.

b. Competitively bid general liability insurance
Complete. General property and casualty insurance was put out to bid in 2011; the Town realized at 30% savings over FY11; additional insurances were added back in and the Town still saved approximately \$25,000 over FY11. Insurance may be bid again in 2014.

c. Engage consultants to prepare classification and compensation plan and a study of costs to provide retiree health insurance; revise job descriptions as appropriate to reflect duties and responsibilities

- **Complete. The compensation & classification plan is complete; revised job descriptions were adopted; wage adjustments for non-union employees went into effect on 1/1/12 and a step increase given on 7/1/12 and 7/1/13.**
- **The actuarial analysis of the cost to provide retiree health insurance is complete. Additional analysis will be undertaken by MIIA and Cook & Co. to determine if offering retiree health insurance can be combined with changes in active employee plan design to realize significant short and long term savings.**

4. Personnel and Policies

a. Lead, update and revise Personnel Policies & Procedures and position documents
Ongoing. This office is working on a revision. A first draft will be presented to the Board this fall.

b. Schedule Review of and update to the Selectmen's Policy Manual
Ongoing. The first pass was started by an intern. Additional work remains and this will be a carryover goal.

c. Develop and present for approval employee computer and internet usage policies
Complete

SUSTAINABILITY and LONG TERM PLANNING: Protect the Town's investments in properties and facilities, addressing infrastructure investment backlog, and plan for future investments in public infrastructure

1. Working with department heads, collective bargaining units, and employees develop routine maintenance schedules for all assets including:
Some work has commenced on this project, primarily in the area of buildings. This will be a carry-over goal.

a. Fleet

b. Buildings and Equipment

c. Roads

2. Develop and present capital improvement plans for road and other infrastructure improvements
The Capital Planning Committee receives capital requests from departments. Road improvements are coordinated by the Highway Superintendent. Chapter 90 funds most road work, but c. 90 funding alone will not be sufficient to meet the back log of road maintenance needs. Operating or capital budget appropriations will be necessary as funds are available. Discussion with the various stakeholders is continuing.
3. Work with Mass. DOT-Highways to facilitate the reconstruction/repaving of routes 13 and 119
 - ***The Highway Department is utilizing a portion of c. 90 funds for survey and design work on Rte. 13. This is a required step before MassDOT-Highways will commit to reconstructing the roadway under a so-called "Book Project."***
 - ***There is no progress to report on the reconstruction of Rte. 119. Rte. 119 from Littleton to Townsend is on the MassDOT-Highways project list. A sidewalk is proposed in Townsend Harbor as an alternate route for the rail trail and \$100,000 is available from a prior appropriation for design of the sidewalk. Roadway reconstruction should not commence until there is final resolution of a sidewalk.***
4. Maintain existing vehicle fleet; develop maintenance and replacement schedules
Meetings with affected department heads were held to discuss this. Support is strong for consolidated fleet maintenance. The departure of the last two Fleet Mechanics delayed action on this item. The position is expected to be filled during the fall of 2013. Once a new person is hired action can resume on this item.
5. Pursue Green Communities status from Mass. Department of Energy Resources
Complete. The Energy Committee successfully completed the Green Communities designation. This resulted in an immediate grant award of around \$156,825 to be used for energy efficiency improvements. Audits of Town Hall and the Police Station are complete and installation of upgrades is partially complete.
6. Sell or lease Town Hall Annex and Hart Library for productive reuse and to ensure buildings do not suffer from neglect
There continues to be occasional modest interest in one or both of these buildings, but their poor condition is an impediment. A draft request for proposals (RFP) for the Hart Library was issued last year, but no proposals were submitted. The RFP can be reissued at any time.
7. Cooperate with non-governmental partners to develop alternative transportation and recreation opportunities
The Squannacook Greenways, Inc. is promoting the construction of an unpaved Squannacook River Rail Trail on the abandoned rail bed between the Groton town line and Depot Street. The Conservation Commission, Mass. DW&F, and other partners are working to link open space parcels.
8. Continue project to develop coordinated facility maintenance policies
The Facility Maintenance Coordinator continues to assist departments with maintenance efforts. A detailed annual maintenance schedule is being developed in order to better track maintenance items and for succession planning.

Andy Sheehan

3.6

From: Lauren F. Goldberg <LGoldberg@k-plaw.com>
Sent: Friday, September 06, 2013 1:41 PM
To: 'Andy Sheehan'
Cc: Kay Doyle
Subject: RE: Establishment of a Charter Committee

Andy, that would absolutely be within the Board's discretion. Note, however, that it could be that such committee's recommendations would not automatically qualify for inclusion on the warrant for Town Meeting. Unless the Charter guarantees the same if requested by a majority vote of an appointed multiple member body, the article(s) would only appear on the warrant if the Board voted to include them, or they were properly petitioned.

The Board's vote to establish the Committee would likely need to indicate the number of members and the appointing authority for the same. Would the Board want to solicit interested people, or would it have each Selectman appoint a member? The question is one of policy, as there is nothing in state law that would affect this decision. Note further that the revisions, if any, could proceed under either the statutory method (G.L. c.43B) or the special legislation method, as long as they did not address matters such as the term of office or manner of selection of the legislative body, board of selectmen, or town manager.

I am happy to discuss the same further, either with you, or with the Board, as the members try to chart a course forward on this.

Let me know if I can be of further assistance.

Thanks.

Very truly yours,

Lauren

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From: Andy Sheehan [<mailto:asheehan@townsend.ma.us>]
Sent: Friday, September 06, 2013 1:21 PM
To: Lauren F. Goldberg
Cc: Kay Doyle
Subject: Establishment of a Charter Committee

Dear Lauren:

Townsend's charter calls for the establishment of a Charter Review Committee to conduct a review of the charter every ten years. That process was completed earlier this year. The Committee identified a number of grammatical and non-

substantive shortcomings in the Charter, but deferred all substantive topics for review by another body at a future date. It was their understanding that substantive issues must be reviewed by an elected charter commission.

You and I spoke some months ago about appointed charter committees versus elected charter commissions. You informed me that a charter committee appointed by the Board of Selectmen could undertake a comprehensive review and recommend charter changes. The Townsend Board of Selectmen would like to move in this direction.

Can the Board of Selectmen simply vote at a posted public meeting something like the following: "I move to establish a Charter Committee whose mission is to review the Townsend Home Rule Charter and provide recommendations for adoption by Town Meeting and Home Rule legislation, said report and recommendations to be provided by _____, 2014."

Thanks in advance.

Andy

Andrew J. Sheehan

Town Administrator

Town of Townsend

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Townsend, MA 01469

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In Massachusetts, email is determined to be a public record and may not be kept confidential.

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Office of the
CONSERVATION COMMISSION

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conservation@townsend.ma.us

Karen Chapman, Chairman Mary Small, Vice-Chairman
Peter Noon, Clerk Jennifer Pettit James Deroian

MEMORANDUM

To: Board of Selectmen
From: Conservation Commission

DATE _____ AGENDA: yes no
Chairman MS V. Chairman RP Clerk CN
COMMENTS:

Date: May 24, 2013

Re: Reappointment of Conservation Commissioner James Deroian

At their meeting on Wednesday, May 22, 2013, the Conservation Commission voted unanimously to recommend the reappointment of James Deroian as Commission member for another 3-year term of office to expire on June 30, 2016.

James Deroian
42 West Meadow Road
West Townsend, MA 01474

978-597-8559

We would greatly appreciate your placing Mr. Deroian's appointment on the Selectmen's June 18, 2013 meeting agenda.

Thank you very much for your assistance.

Sincerely,

Leslie W. Gabriliska
Conservation Agent