



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
MARCH 11, 2014, 6:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

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

II APPOINTMENTS AND HEARINGS

- 2.1 Fire-EMS Chief Screening Committee to discuss the search for a new Chief. Votes may be taken.

III MEETING BUSINESS

- 3.1 Review and approve Chapter 90 reimbursement request in the amount of \$40,935.04 for crack sealing on Warren Road, Turner Road, Haynes Road, Lunenburg Road, and Dudley Road. Votes may be taken.
- 3.2 Review and approve Chapter 90 reimbursement request in the amount of \$3,187.00 for Route 13 survey. Votes may be taken.
- 3.3 Sign Highway/Water union contract. Votes may be taken.
- 3.4 Distribute the FY15 capital plan from the Capital Planning Committee. Votes may be taken.
- 3.5 Distribute the FY15 operating budget from the Town Administrator. Votes may be taken.
- 3.6 Discuss Special Town Meeting warrant articles and motions. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

None

V WORK SESSION

- 5.1 Board of Selectmen updates and reports. Votes may be taken.
- 5.2 Town Administrator updates and reports. Votes may be taken.
- 5.3 Review and sign payroll and bills payable warrants. Votes may be taken.

Adjourn to Special Town Meeting

CHAPTER 90 – REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Townsend Project: Crack Sealing

Project request was approved on 11/12/13 for \$ 50,000.00

at 100% Reimbursement Rate = \$ 50,000.00


- 1) Attached are forms which document payment of approved expenditures totaling \$40,934.04 for which we are requesting \$40,934.04 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$40,934.04.
- 3) Is this request for a FINAL payment on this project? Yes No

4) Remarks:

Warren Road, Turner Road, Haynes Road, Lunenburg Road, Dudley Road

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.



(Signed)

Highway Superintendent
(Municipal Highway Official Title)

02/27/14
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.


REVIEWED AND APPROVED FOR TRANSMITTAL

by  _____

(Accounting Officer's Title)

Signed: _____

(Duly Authorized)

80
SIGN
HERE


DATE _____

Submit this Form to District Highway Director



CHAPTER 90 - FINAL REPORT

updated 8/2012

CONTRACT# INTF00002007 S00 51002

Town: Townsend Project: Rte. Crack Sealing
 Location(s): Rte13/Brookline Rd. by NH border
 Length: N/A Feet Width: _____ Feet
 Work Started: 11/10/11 and Completed: 11/12/13
 Work Suspended: / / and Resumed: / /
 Payment by: Force Account _____ Advertised Contract _____ Other _____

REMARKS:

EXPENDITURES:	State Funds @ 100%	\$40,934.04
	Municipal Funds	\$
	Other Funds	\$
	TOTAL PROJECT EXPENDITURES	\$40,934.04

DESCRIPTION OF WORK:

Crack seal Warren Road, Turner Road, Haynes Road, Lunenburg Road and Dudley Road.

CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.
 We further certify that all equipment rental costs are within the approved limits established by MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.
 Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY	
Edward Kukkula	
Superintendent	02/27/14
Highway Officer's Title	Date
Accounting Officer's Title	Date

Signed:	
Duly Authorized Municipal Officials	Date

SIGN HERE

Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.


Town of Townsend

FILE COPY

Schedule of Departmental Bills Payable

The Accounting Officer:
 following named bills of the Highway Department, amounting in total to **\$ 40,934.04**
 has, have been approved by the _____, and you are requested to place
 on a warrant for payment.

on: November 25, 2013


 Edward Kukkula, Highway Superintendent

Chapter 90 Crack Sealing

Name	Description	Amount	Total
Superior Sealcoat, Inc	Chap. 122 00002007S 51002	\$ 40,934.04	
	Chap 122 Total		\$ 40,934.04
Grand Total			\$ 40,934.04



TOWN OF TOWNSEND

Highway Department

177 Main Street

Townsend, Massachusetts 01469

PHONE: (978) 597-1712

FAX: (978) 597-0726

3.2

February 27, 2014

Linda Leighton
MassDOT
403 Belmont Street
Worcester, MA 01604

Ms. Leighton:

On August 13, 2013 the Town of Townsend submitted a Chapter 90 Reimbursement Request for the Main Street sidewalk and granite installation project. The request for reimbursement for approved expenditures totaled \$15,212.00.

On September 30, 2013 the Town of Townsend received a settlement from MassDOT in the amount of \$20,000.00 for this project. The payment resulted in an overpayment of \$4,788.00 to the town.

Per our conversation regarding this matter you informed me that I should adjust our next reimbursement request to make up for the overpayment.

The Town of Townsend is submitting a Chapter 90 Reimbursement Request for engineering services totaling \$7,975.00. To satisfy the overpayment the request for this service will be reduced by \$4,788 bringing the request to \$3,187.00.

Please do not hesitate to contact me if you have any questions or concerns regarding this matter.

Sincerely,

Ed Kukkula
Highway Superintendent



CHAPTER 90 – REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Townsend Project: Route 13 survey

Project request was approved on 03/25/13 for \$31,890.00

at 100% Reimbursement Rate = \$31,890.00

- 1) Attached are forms which document payment of approved expenditures totaling \$7,975.00 for which we are requesting \$7,975.00 - \$4,788.00 = \$3,187.00 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$6,655.00
- 3) Is this request for a FINAL payment on this project? Yes No
- 4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.


(Signed)

Highway Superintendent
(Municipal Highway Official Title)

02/24/14
(Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

BOB
←
SIGN HERE

by _____ Signed: _____

(Accounting Officer's Title)

(Duly Authorized)

DATE _____

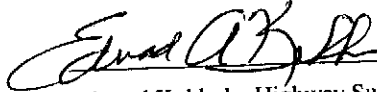
*Submit this Chapter 90 Form to the District Highway Director

**Town of Townsend
Schedule of Departmental Bills Payable**

FILE COPY

The Accounting Officer:
 following named bills of the Highway Department, amounting in total to \$ 2,635.00
 has, have been approved by the _____, and you are requested to place
 on a warrant for payment.

Date: September 16, 2013


 Edward Kukkula, Highway Superintendent

- EXPENSES FY14		Amount	Total
Name	Description		
on & Sampson Engineers, Inc.	Chap. 122 00002007S 51002	\$ 2,450.00	
on & Sampson Engineers, Inc.	Chap. 122 00002007S 51002	\$ 185.00	
	Total		\$ 2,635.00
nd Total			\$ 2,635.00

ARTICLE 1

That the Town approves the **\$89,084,977** borrowing authorized by the North Middlesex Regional School District, for the purpose of paying costs of constructing a new District High School, to be located at 19 Main Street, in Townsend, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA shall not exceed the lesser of (1) sixty and sixty-three hundredths percent (60.63%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA. The amount of borrowing authorized by the District for the Project shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA. The approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 2 ½).

READ BY: _____

ARTICLE 2

That the Town hereby approves the expenditure of funds realized through bid savings on the new High School Project (the "Project") by the North Middlesex Regional School District (the "District") to design and construct a maintenance facility building to be located on the site of the Project, including the payment of all costs incidental and related thereto, the approximate cost of which is expected to be **\$801,350**, or such lesser amount as may be available within the total amount authorized to be expended for the Project. The District acknowledges that the costs incurred for this potential aspect of the Project are the sole responsibility of the District and are not eligible for reimbursement from the MSBA. This approval shall not be effective unless and until each of the town meetings in each of the District's member towns shall have voted to approve of the expenditure of funds for this potential aspect of the Project.

READ BY: _____

ARTICLE 3

That the Town hereby approves the expenditure of funds realized through bid savings on the new High School Project (the "Project") by the North Middlesex Regional School District (the "District") to design and construct athletic facilities upgrades, including upgrades to the athletic fields, spectator facilities and the running track all located on the site of the Project, including the payment of all costs incidental and related thereto, the approximate cost of which is expected to be **\$2,688,916**, or such lesser amount as may be available within the total amount authorized to be expended for the Project. The District acknowledges that the costs incurred for this potential aspect of the Project are the sole responsibility of the District and are not eligible for reimbursement from the MSBA. This approval shall not be effective unless and until each of the town meetings in each of the District's member towns shall have voted to approve of the expenditure of funds for this potential aspect of the Project.

READ BY: _____

The Commonwealth of Massachusetts

RECEIVED
FEB 20 2014
TOWN OF TOWNSEND
TOWN CLERK

MIDDLESEX SS.

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on Tuesday, March 11, 2014, at 7:00 PM, then and there to act on the following articles:

ARTICLE 1

To see if the Town will approve the \$89,084,977 borrowing authorized by the North Middlesex Regional School District, for the purpose of paying costs of constructing a new District High School, to be located at 19 Main Street, in Townsend, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA shall not exceed the lesser of (1) sixty and sixty-three hundredths percent (60.63%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; or to take any other action relative thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 2

To see if the Town will vote to approve the expenditure of funds realized through bid savings on the new High School Project (the "Project") by the North Middlesex Regional School District (the "District") to design and construct a maintenance facility building to be located on the site of the Project, including the payment of all costs incidental and related thereto, the approximate cost of which is expected to be \$801,350, or such lesser amount as may be available within the total amount authorized to be expended for the Project. The District acknowledges that the costs incurred for this potential aspect of the Project are the sole responsibility of the District and are not eligible for reimbursement from the MSBA. Any vote to authorize District's expenditure of funds for this potential aspect of the project shall require the affirmative town meeting votes of each of the District's member towns. Or to see if the Town will vote to take any other action relative thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will vote to approve the expenditure of funds realized through bid savings on the new High School Project (the "Project") by the North Middlesex Regional School District (the "District") to design and construct athletic facilities upgrades, including upgrades to the athletic fields, spectator facilities and the running track all located on the site of the Project, including the payment of all costs incidental and related thereto, the approximate cost of which is expected to be \$2,688,916, or such lesser amount as may be available within the total amount authorized to be expended for the Project. The District acknowledges that the costs incurred for this potential aspect of the Project are the

sole responsibility of the District and are not eligible for reimbursement from the MSBA. Any vote to authorize District's expenditure of funds for this potential aspect of the project shall require the affirmative town meeting votes of each of the District's member towns. Or to see if the Town will vote to take any other action relative thereto.

SUBMITTED BY: Board of Selectmen

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the Center, WEST TOWNSEND FIRE STATION, 460 MAIN STREET in West Townsend, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET in said Town, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this 11TH day of FEBRUARY in the year TWO THOUSAND FOURTEEN.

SELECTMEN OF TOWNSEND

Sue Lisio
Sue Lisio, Chairman

Colin McNabb
Colin McNabb, Clerk

A true copy. ATTEST:

William Harte CONSTABLE

R E C E I V E D
FEB 20 2014

TOWN OF TOWNSEND
TOWN CLERK

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.



SIGNATURE

Constable of TOWNSEND

RECEIVED
FEB 20 2014

TOWN OF TOWNSEND
TOWN CLERK

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	<u>9:31</u>	<u>FEB</u>	<u>20</u>	<u>2014</u>
WEST TOWNSEND FIRE STATION	<u>9:25</u>	<u>FEB</u>	<u>20</u>	<u>2014</u>
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	<u>9:51</u>	<u>FEB</u>	<u>20</u>	<u>2014</u>
POLICE/COMMUNICATIONS CENTER	<u>10:03</u>	<u>FEB</u>	<u>20</u>	<u>2014</u>
HARBOR CHURCH	<u>9:44</u>	<u>FEB</u>	<u>20</u>	<u>2014</u>