



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

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*  
Office (978) 597-1701  
Fax (978) 597-1719

**SELECTMEN'S MEETING AGENDA**  
**JUNE 3, 2014, 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 Call the meeting to order and roll call
- 1.2 Announce that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions:
- 1.4 Approval of meeting minutes: April 22, 2014 and April 29, 2014. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- 2.1 7:05 Public Hearing on petition of Unitil and Verizon to install a utility pole on Bayberry Hill Road approximately 160' east of the intersection of New Fitchburg Road. Votes may be taken.
- 2.2 7:10 Public Hearing on petition of Unitil and Verizon to install a utility pole on Burgess Road approximately 1,780' north of the intersection of Dudley Road. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Review correspondence from Assistant Town Clerk Susan Funaiole requesting a waiver from the Personnel Policies & Procedures Manual. Votes may be taken.
- 3.2 Sustainable Water Management Initiative (SWMI): review draft comment letter on proposed amendments to the Water Management Act. Votes may be taken.
- 3.3 Water Department collections: continue discussion of the recommendations of the independent auditors and the Dept. of Revenue (DOR) financial management review to transfer collections to the Town Collector and potential costs associated with the move. Votes may be taken.
- 3.4 Review request from Ed Kukkula, Highway Superintendent, to award a contract for milling to PJ Albert, Inc. in the amount of \$1.66/square yard. Votes may be taken.
- 3.5 Review request from Ed Kukkula, Highway Superintendent, for a transfer of appropriations in the amount of \$30,000. Votes may be taken.
- 3.6 Review request of Unitil Fitchburg Gas & Electric to Cross, Alter and/or Construct Within a Town Way for installation of gas services at 43 Mason Road and 23 Smith Street. Votes may be taken.
- 3.7 Review request for One Day License for Helen Eisner and the Townsend Congregational Church for a Wedding Reception to be held on June 7, 2014 from 1-5PM at the Townsend Congregational Church. Votes may be taken.
- 3.8 Review request for One Day License for Terri Roy and the VFW Post 6538 for a Baby Shower to be held on June 14, 2014 from 12:00-4:00PM at the VFW, 491A Main Street. Votes may be taken.

- 3.9 Review request for One Day License for Terri Roy and the VFW Post 6538 for a Wedding Reception to be held on June 14, 2014 from 7:00-11:00PM at the VFW, 491A Main Street. Votes may be taken.
- 3.10 Review request for One Day License for Terri Roy and the VFW Post 6538 for a Wedding Reception to be held on June 21, 2014 from 2:30-6:30PM at the VFW, 491A Main Street. Votes may be taken.
- 3.11 Continue discussion of future of the Hart Library at 274 Main Street and potential uses and funding sources. Votes may be taken.
- 3.12 Discuss summer meeting schedule. Votes may be taken.
- 3.13 Council on Aging/Senior Center Director: continue discussion for recruiting a successor. Votes may be taken.
- 3.14 Review correspondence from Montachusett Regional Planning Commission (MRPC) seeking an alternate member to serve from July 1, 2014-June 30, 2015.
- 3.15 Review and sign bond anticipation note documents for the \$150,000 borrowing for road improvements. Votes may be taken.
- 3.16 Announce Military Band Concert schedule for 2014. 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.



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**BOARD OF SELECTMEN**  
272 Main Street  
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1.4

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 MINUTES**  
**APRIL 22, 2014, 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00PM and roll call showed Sue Lisio, Chairman (SL); and Colin McNabb, Clerk (CM) present.
- 1.2 SL announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: None.
- 1.4 Approval of meeting minutes: March 18, 2014, April 8, 2014. CM moved to approve. SL seconded. Unanimous.

**III MEETING BUSINESS**

- 3.9 Reminder of Earth Day events April 26, 10AM-3PM on the Common: SL gave the reminder.
- 3.10 Reminder of Town Election on April 28, 2014: SL gave the reminder and that it includes a question for the funding of the new North Middlesex High School.
- 3.11 Reminder of Annual Town Meeting on May 6, 2014: SL gave the reminder.
- 3.13 Council on Aging/Senior Center Director: Announcement of resignation of Chris Clish and discussion of next steps in recruiting a successor: Today Mr. Sheehan received formal notice that Ms. Clish will be retiring on August 1<sup>st</sup>. She has served as the Director of the Senior Center 32 years. The COA would like to participate in the recruitment of a successor. CM commended Ms. Clish on the wonderful job she has done and would like to schedule a work session with the COA. The Board asked Mr. Sheehan to return with a recommendation for filling the position.

**II APPOINTMENTS AND HEARINGS**

- 2.1 Nashoba Valley Technical High School Committee appointment: Joint meeting of the Board of Selectmen, Town Moderator, and Townsend members of the North Middlesex Regional School Committee to appoint a Townsend representative to the NVTSHS Committee: Moderator, Gene Rauhala, noted that a quorum was present. He called the meeting to order and asked for the consideration to appoint Sheldon Chapman for a term ending March 31, 2017. Mr. Chapman has served admirably his initial term. The audience was asked for questions. There being none, a motion was made and seconded. Unanimous. Sue Robbins, aye; Robert Templeton, aye; Colin McNabb, aye; Sue Lisio, aye, Gene Rauhala, aye. Unanimous. A motion was made and seconded to adjourn the joint meeting. Unanimous.
- 2.2 FY13 Audit: Eric Demas of Melanson & Heath to present a summary of the FY13 audit: Mr. Demas introduced the annual financial statements and management letter. In summary, he said the accounting system was well maintained and no adjustments were proposed. He presented the following highlights:
  - The statement of net position, a long term perspective balance sheet, includes long term capital assets and obligations. The balance after all bills have been paid is a net increase of \$260,000 over the prior year. Revenues collected for water services exceeded expenditures by that amount. Other activities include special revenue, capital project, and trust funds. The unrestricted net assets for

governmental activities are \$4,409,000. The prior year was \$3,900,000. This represents about a \$470,000 increase. Because the town spent money to increase capital assets, the result positively impacted the town's unrestricted net assets. We have approximately \$35,000,000 in capital assets.

- Governmental funds balance sheet: The governmental fund includes stabilization accounts. Non-major governmental funds are the short term perspective model. This is the first page rating agencies refer to. The unassigned fund balance (undesignated fund balance) is \$2,116,000, up \$400,000 and represents about 12.2% of general fund expenditures. Generally it is about 5%. This represents a very healthy or stable position for the town. There is nothing to indicate anything to be concerned with.
- On the projected vs. actual budget, the town collected \$345,000 more than anticipated in total revenue from other sources; representing about 1.9% of the total budget. In the total expenditures compared to final budget, \$313,000 was returned from appropriations. This represents conservative, stable operations. Much was replenished by revenues.
- As far as Other Post-Employment Benefits (OPEB), Mr. Demas noted that the Town has zero OPEB liability.
- The water fund has \$260,000 in net revenue. SL asked if there were any significant differences in the percentage for water to make sure more is not collected than necessary. Mr. Demas assured her it is not.
- In the management letter Mr. Demas referred to prior year recommendations that have not yet been fully implemented:
  - Past reconciliation process - The treasurer should be processing payroll and vendor warrants through a checking account and have transfers made from there; transfers were not consistent with the town's accounting records. Bank activities were identified that were not regularly reported to the town accountant. The treasurer should reconcile the bank accounts before reconciling with the town accountant. Mr. Sheehan confirmed that a lot of progress has been made and a plan is in place.
  - Improved controls over the water activity - Restrictions on the handling of customer payments. Everything was supported with adequate documentation, but when one department is responsible for all transactions, the situation puts you at risk because they are responsible for all portions of the transaction. Segregating the activities to implement controls is recommended. Bringing in another department to do these tasks puts a system of checks and balances in place. SL asked to have a discussion with the water commissioners about using a lock box and transferring collections to the Town Collector.
  - Develop a more formal risk assessment process - This is designed to identify where an organization may be liable; this function should not be left just to the Town Administrator and accountant. Mr. Sheehan said the fraud policy adopted earlier this year addressed a piece of this and it should be adopted as part of our personnel rules.
  - Tax title accounts - The list provided was about \$51,000 less than what was recorded in the ledger because the activity wasn't reported in a timely fashion. This is an example of the cash from the treasurer not being reconciled with the ledger creating a variance that is unaccounted for.
  - Improve control over Recreation petty cash - This is the only recommendation for the current year. They didn't find any errors or irregularities, but when the petty cash was depleted the Commission used current receipts. There being a spike in the summer, it is not the same throughout the year. He recommended identifying petty cash needs, developing a policy and making all those responsible aware of it. Mr. Sheehan said Recreation was open to it when he discussed it with them.

SL asked what this means for our bond rating. Mr. Sheehan said the financial statements will go out to our advisors in a couple of weeks. We could ask Standard & Poor for a bond rating now at a cost of

about \$10,000 or wait and get rerated or confirmed through Moody. He reminded the Board that the rating was not suspended for any wrongdoing, only that the audit for FY12 was so far behind. Mr. Demas explained the reason the '13 audit was done more quickly is because the town addressed some issues. Once the responses are received from the town for the management letter they don't anticipate any changes in these documents. Mr. Sheehan will convene with the accountant and other finance officers and submit it.

SL requested a 5 minute recess.

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

- 3.1 Review and discuss correspondence from the Board of Water Commissioners regarding the Highway/Water Department collective bargaining agreement: Mr. Sheehan received a letter from the Water Commissioners contesting the Board of Selectmen's ability to approve the contract with the union representing three Water Dept. employees. Three workers petitioned to join the union the Highway Department, so it was expanded to include the two water technicians and the office administrator. Chapter 150E, public sector collective bargaining law, specifically identifies the Board of Selectmen as the entity with authority to enter into contracts for the Town. Opinion from town counsel confirms that. SL asked that Mr. Sheehan forward a copy of the written opinion to all of the members of the water commission. They had been invited to tonight's meeting. Mr. Sheehan added that the letter was sent not to the Board, but to the union that represents the employees - AFSCME. The union is aware of a number of issues concerning the Water Commissioners individually interfering with the operation of the department and employees. Discussion continued and it was said that the Board of Water Commissioners under law does not have the authority to enter into contracts. Mr. Sheehan pointed out one reason the classification plan was developed was because the Water Commission was granting pay raises and benefits for employees that clearly is not allowed under the Charter or personnel rules and it created an equity issue. SL requested that the Board of Water Commissioners come to the next regular meeting to further discuss this matter.
- 3.2 Review correspondence from the Fire Station Building Committee regarding the Committee's decision to proceed with a "design-build" approach: Mr. Sheehan informed the Board that the Fire Station Building Committee decided to pursue a design-build approach. The typical approach is design-bid-build, which he explained. In the proposed process a team is hired to do the project. There is a committee which the Owner's Project Manager (OPM) helps puts together. The feasibility study would be handed out and teams of architects, civil engineers, specialty engineers, and subcontractors would bid on the project. The whole team is hired to take the project almost from inception to hand-over. The benefit is that the general contractor works with the design team. This often results in a less expensive product in the end and could be somewhat quicker. There was further discussion, whereupon CM said he would like to wait and see what the vote is at Town Meeting. SL asked if the design-build saves the town money, would it be given back to the town. Mr. Sheehan replied it simply would not be spent. SL showed concerned that this would be a source of confusion to the people that are voting because it isn't part of the initial conversation. Discussion ensued about how the Harbor Station project was conducted. That project started traditionally and then went to a design-build to tailor it to the appropriation.
- 3.3 Review and approve Chapter 90 Project Request in the amount of \$30,000 to retain a firm to prepare a pavement management plan to assist in the development of a multi-year roadway capital improvement plan: Mr. Sheehan explained that the Highway Superintendent has put forward the request discussed at a previous meeting to bring a firm in to analyze the condition of every segment of road in town, classify each and come up with a long term plan. It gives him something to drive his decisions by and for the public to realize that there is a logical plan for all 90 miles of roadway. CM liked that it's a neutral party that can objectively create the plan. Mr. Sheehan added that it will be paid from Chapter 90 funds as an allowable use and has been confirmed with mass DOT. It is estimated the assessment will take 2-3

months. SL clarified that this is not the emergency pothole money recently given by the Governor. Mr. Sheehan concluded that many communities, including Lunenburg, have used this approach. CM moved to approve. SL seconded. Unanimous.

- 3.4 Review correspondence in which the Town was awarded \$63,853 under the Pothole & Winter Recovery Program: Mr. Sheehan elaborated on the winter's effect on our roadways. The plan is to do a section of Mason road that is in very poor shape and has been patched on nearly a daily basis as well as a portion of Shirley road. The work has to be done by June 30<sup>th</sup>.
- 3.5 Review request of Andrew Sheehan, Town Administrator, to apply for admission to the Suffolk University-Massachusetts Municipal Association Certificate in Local Government Leadership & Management. The Board may enter executive session to conduct contract negotiations with the Town Administrator pursuant to G. L. c. 30A, s. 21(a)(2): Mr. Sheehan said he was accepted into the program last year, but had to withdraw due to some scheduling challenges. He has been asked to apply again and thinks it would be beneficial to him as well as the town. He created a contract amendment to hold the town harmless in the case of him completing the program and not honoring the full term his contract. He would pay back the cost of the program if he doesn't stay until the end of his contract. He has arranged for office coverage with Karin Canfield and will be able to put in whatever hours are necessary in order to attend classes on Fridays. He will not be asking for mileage reimbursement. CM noted that educational development is always beneficial for the employee and the employer. CM moved to approve the request of Andrew Sheehan, Town Administrator, to apply for admission to the Suffolk University-Massachusetts Municipal Association Certificate in Local Government Leadership & Management and approve the contract amendment as presented. SL seconded. Unanimous.
- 3.6 Continue review and discussion of FY15 operating budget: Mr. Sheehan identified savings on health insurance. Related to that, there may be a need for the Board to take action on some things next week if you are willing to meet briefly on Monday or Tuesday to wrap things up before Town Meeting. He restored the Town Clerk's salary line item to what was proposed. If there is a change that needs to be made, it can be made on the floor. SL was confident it would be questioned. Mr. Sheehan had conversations with the North Middlesex Superintendent hoping there would be a lower assessment prior to Town Meeting but any possibility of good news on that front won't be that soon. We will have a balanced budget. The dog officer's budget was corrected. It was mentioned that Nashoba Tech is coming to the Fin Com meeting on May 1<sup>st</sup>. SL thought it unbelievable that the budget was up by 5% and our assessment went up by 7%. She will ask her questions on town floor.
- 3.7 Review and discuss Town Administrator's FY15 capital budget recommendation: Mr. Sheehan explained this is the approach to Capital Planning discussed previously. Typically paid out of free cash, this is a list of all the capital budgets identified by the capital planning committee. Capital Planning's recommendations for FY'15 and FY'16 are in the first column. The next column shows projects for borrowing equaling about \$883,000. Included are two significant changes: the Highway Department has an updated quote of \$185,285 for a sweeper, and the \$150,000 for road improvements. Capital has been underfunded for many years and we need to start investing. SL basically said that the Capital Planning Committee is saying that too. Ms. Smart stated that Capital Planning put together a five year plan of what the departments have requested. They have not approved or recommended anything for FY'16 or even gone over the requests. They just plop on a spreadsheet what the departments have requested so there is an idea of what is coming up. Mr. Sheehan under the capital bylaw the capital planning committee presents a report to the Board and the Board and Town Administrator work with it. He and the Town Accountant don't think it makes sense to borrow \$3,000 to \$4,000; it makes more sense to get the full bang for your buck. Ms. Smart insisted since they haven't reviewed any FY'16 projects, it can't be said that Capital Planning is recommending any of this. SL noted that what Capital Planning recommends is under the FY'15 list based on what was available to spend that year. FY'16 is what was in there for requests. She said that can be changed to make sure that people don't know that you didn't recommend that, that we are just funding it. Ms. Smart said the committee has to meet with the

departments and have them fill out more forms. A lot of times they change their minds; that's why it's done every year. Mr. Sheehan has talked to department heads and thinks it makes sense to go forward in this manner. The committee does its piece of the capital process, and then it gets handed off to the Board. He pointed out that there are two other committee members in the room. Ms. Smart acknowledged that a quorum was present. CM asked if any of the department heads had any issue with moving forward in this manner. Mr. Sheehan said in some cases projects are getting accelerated and in some they said they could defer. SL sees it as providing us some short-term relief. Mr. Sheehan related it to refinancing your house. As we heard earlier tonight our track record is well-established. In the fall we will transfer funds from free cash to capital stabilization to cover the debt service. SL and CM both support this process. Further discussion was had with regard to the differences of opinion on the process with capital planning and going forward with this article and plan. Mr. Sheehan assured the Board that counsel has reviewed and approved the article. SL endorsed putting this on Town Meeting floor.

- 3.8 Continue review of May 6 Annual Town Meeting warrant, vote positions on articles, and vote to sign the warrant: Mr. Sheehan had one change to the warrant. The recreation commission has requested to remove their article from the warrant. He then reviewed the warrant and told the Board of any and all changes. CM moved to sign the May 6 Annual Town Meeting warrant out of session. SL seconded. Unanimous.
- 3.12 Review and discuss draft intermunicipal agreement for shared Town Treasurer services with Ashby: No action.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

None

#### **V WORK SESSION**

- 5.1 Board of Selectmen updates and reports: SL would like discussion about the possibility of selling the Hart library put on a future agenda.
- 5.2 Town Administrator updates and reports: Mr. Sheehan thanked Gary Lorden and the crew of students from Cushing Academy who came last Thursday to do landscaping at the library and police station as part of their community service day. With regard to the bike trail project, Transit Realty, the real estate division of the MBTA, is working on the IFB for that project proposed for late April/early May. They will send a copy to Squannacook Greenways. The IFB is for somebody to develop it as a multi-use trail.
- 5.3 Review and sign payroll and bills payable warrants: CM moved to sign out of session. SL seconded. Unanimous.

- VI EXECUTIVE SESSION** to discuss strategy in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel pursuant to G. L. c. 30A, s. 21(a)(2): No action.

CM moved to adjourn at 9:24PM. SL seconded. Unanimous.



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*Town Administrator*

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**SELECTMEN'S MEETING MINUTES**  
**APRIL 29, 2014, 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00PM and roll call showed Sue Lisio, Chairman (SL); and Colin McNabb, Clerk (CM), and newly elected Selectman Carolyn Smart (CS) present.
- 1.2 Chairman's Additions or Deletions: None.

**II APPOINTMENTS AND HEARINGS**

- 2.1 Board of Selectmen reorganization: election of chairman, vice chairman, and clerk for the coming year. SL asked for nominations for clerk. CM moved to nominate CS as clerk. CS seconded. There being no other nominations the vote was taken: SL aye, CM aye, CS aye. Unanimous. SL asked for nominations for vice chairman. CS moved to nominate CM as vice chairman. SL seconded. There being no other nominations the vote was taken: SL aye, CM aye, CS aye. Unanimous. SL asked for nominations for chairman. CS moved to nominate SL as chairman. CM seconded. There being no other nominations the vote was taken: SL aye, CM aye, CS aye. Unanimous. The members' respective areas of focus are as follows: SL – public safety, CM – public works, and CS – general government.
- 2.2 Continue discussion of FY15 operating budget. Mr. Sheehan noted a proposed increase in the Tax Collector's budget in the amount of \$5,600 for costs associated to the implementation of lock box services. The only other change is a reduction in insurance of about \$105,000. Discussion ensued with regard to collections.
- 2.3 Continue discussion of FY15 capital plan: Mr. Sheehan presented a revised spreadsheet and two optional debt schedules for the anticipated borrowing. SL asked how we would get a backhoe to which Mr. Sheehan replied that it would be requested a year or two out. He proceeded to discuss terms and principal. CS voiced her concerns with borrowing for small items and paying interest on them. The Board discussed their different definitions of what the 5 year capital plan constitutes. Alternatives were discussed. Mr. Sheehan mentioned the option of using State House Notes. They have no early repayment issues similar to a municipal bond. SL expressed her disappointment that the plan seems to be in jeopardy and suggested a meeting of Capital Planning and the BOS in the future. Discussion ensued about interpretations of how this conforms to the Capital Planning bylaw. CM moved to approve the capital plan and borrowing to fund it. SL seconded. Passed 2-1, CS opposed.

The Board took a 5 minute break.



2.4 Continue discussion of Annual Town Meeting articles. Mr. Sheehan informed the Board that Articles 4 and 5 have come down a little bit, Article 6 had a couple of adjustments on the Treasurer, MIS, and Veteran's benefits lines, Article 7 would be \$6,000 for a copier/scanner for Town Hall, Article 8 is for defibrillators, Articles 9 and 10 are an either/or scenario, Article 11 is rescinding of a prior approval, Article 12 is \$150,000 for road repairs, Article 13 is a transfer to restore some Conservation money, Articles 14 and 15 are standard, Article 16 is for the Assessors, Article 17 is debt service, Article 18 is the budget, Article 19 is the water budget, Article 20 is fixing salaries, Article 21 is weekly recycling, Article 22 is the fire station, Article 23 is the capital plan, Article 24 is the roof for Nashoba Tech, Article 25 is for town clerk hours, Article 26 is a proposed amendment to the capital planning bylaw, Articles 27 and 28 are land sales . CS moved to approve the warrants, CM seconded. Unanimous.

CM moved to adjourn at 8:34PM. Unanimous.



2.1

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**LEGAL NOTICE**  
**TOWN OF TOWNSEND**  
**PUBLIC HEARING**

The Board of Selectmen will conduct a Public Hearing on Tuesday, June 3, 2014 at 7:05P.M., in the Selectmen's Meeting Chambers, 272 Main Street, Townsend, Massachusetts. The purpose of this hearing is to consider the petition of Unitil and Verizon New England Inc., Companies duly incorporated respectively for the transmission of electricity for lighting, heating and power, respectively ask permission to construct and use a line for such transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

BAYBERRY HILL ROAD - Approximately 160' East of the intersection of New Fitchburg Rd., installing one pole.

And to this end your Honorable Board is hereby requested, after due notice and a hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and of all acts in amendment thereof, to grant said companies, their respective successors and assigns, joint or identical locations for such lines the poles erected thereon to be owned and used by them in common.

Also for permission to place and maintain underground laterals, manholes, handholds, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes in Article XI Section 22, clause 62 of Section 34 of Chapter 262 of the Town of Townsend by-laws.

It is suggested that the pole be located substantially as shown on a plan filed herewith marked "Unitil and Verizon New England Inc. Proposed Pole Locations in Townsend, Plan No. 599-T, Dated 4/21/14".

All citizens are encouraged to present verbal or written comments prior to or during the hearing.

**THE BOARD OF SELECTMEN:**  
Sue Lisio, Chairman  
Colin McNabb, Vice Chairman  
Carolyn Smart, Clerk

Highway Superintendent  
599-T

(Petition for Original Pole Location)

Townsend, MA

April 21, 2014

To the Selectmen of the Town of Townsend:

Unitil and Verizon New England Inc., Companies duly incorporated respectively for the transmission of electricity for lighting, heating and power, respectfully ask permission to construct and use a line for such transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

BAYBERRY HILL ROAD – Approximately 160' East of the intersection of New Fitchburg Rd., installing one pole.


And to this end your Honorable Board is hereby requested, after due notice and a public hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and all acts in amendment thereof, to grant said companies, their respective successors and assigns, joint or identical locations for such lines the poles erected thereon to be owned and used by them in common.

Also for permission to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes in Article XI, Section 22, clause 62 of Section 34 of Chapter 262 of the Town of Townsend by-laws.

It is suggested that the pole be located substantially as shown on a plan filed herewith marked "Unitil and Verizon New England Inc. Proposed Pole Locations in Townsend, Plan No. 599-T, Dated 04/21/14".

UNITIL

By

  
Keith Caribo  
Manager Technical Systems

VERIZON NEW ENGLAND INC.

By



Town of Townsend

20

Received and filed.

Town Clerk





2.2

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**LEGAL NOTICE**  
**TOWN OF TOWNSEND**  
**PUBLIC HEARING**

The Board of Selectmen will conduct a Public Hearing on Tuesday, June 3, 2014 at 7:10P.M., in the Selectmen's Meeting Chambers, 272 Main Street, Townsend, Massachusetts. The purpose of this hearing is to consider the petition of Fitchburg Gas and Electric Light Company, a company incorporated under the laws of the Commonwealth for the transmission of electricity for lighting, heating and power, respectively ask permission to construct and use a line for such transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

**BURGESS ROAD** - Approximately 1780' North of Dudley Rd., installing two new sole owned Electric poles.

And to this end your Honorable Board is hereby requested , after due notice and a public hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and all acts in amendment thereof.

Also for permission to place and maintain underground laterals, manholes, handholds, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

It is suggested that the pole be located substantially as shown on a plan filed herewith marked "Fitchburg Gas & Electric Light Company. Proposed Pole Locations in Townsend Plan No. 600-L, Dated 4/21/14".

All citizens are encouraged to present verbal or written comments prior to or during the hearing.

**THE BOARD OF SELECTMEN:**  
Sue Lisio, Chairman  
Colin McNabb, Vice Chairman  
Carolyn Smart, Clerk

BK 10  
pg 4

Highway Superintendent  
600-L

(Petition for Original Pole Location)

Townsend, MA

April 21, 2014  
**RECEIVED**  
APR 24 2014

TOWN OF TOWNSEND  
TOWN CLERK

To the Selectmen of the Town of Townsend:

Fitchburg Gas and Electric Light Company, a company incorporated under the laws of the Commonwealth for the transmission of electricity for lighting, heating and power, respectfully ask permission to construct and use a line for such transmission, with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in said Town as follows:

BURGESS ROAD--Approximately 1780' North of Dudley Rd., installing two new sole owned Electric poles.

And to this end your Honorable Board is hereby requested, after due notice and a public hearing as provided by law, to grant to your petitioner, and its successors and assigns, a location for such line agreeably to the provisions of Chapter 166 of the General Laws and all acts in amendment thereof.

Also for permission to place and maintain underground laterals, manholes, handholes, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as it may desire for distributing purposes.

It is suggested that the poles be located substantially as shown on a plan filed herewith marked "Fitchburg Gas & Electric Light Company. Proposed Pole Locations in Townsend Plan No. 600-L, Dated 04/21/14".

FITCHBURG GAS AND ELECTRIC LIGHT COMPANY

By  
Keith Caribo   
Manager Electric T & D Operations

Town of Townsend

20

Received and filed.

Town Clerk



To: Board of Selectmen  
Cc: Andrew Sheehan  
Kathleen M. Spofford  
Re: Vacation and Sick Leave  
Date: May 22, 2014

3.1

Dear Board of Selectmen:

Last week, Kathy and I spoke to the Town Administrator concerning my sick time and vacation as the Assistant Town Clerk. I understand that as an elected official I did not accrue time for sick leave but, my service time to the Town of Townsend should be taken into consideration in these unusual circumstances. I have never abused my elected position to take more time than what the personnel policy has allowed for vacation. As a matter of fact I did not use the amount allotted. As for sick time, I have been blessed with good health and when I became clerk I forfeited three months of sick leave that I had accrued. Mr. Sheehan denied the request citing the Personnel Policies and Procedures manual regarding a break in service, and he was correct in doing so. However, the amount of time required by the Charter is the law and does not agree with the Personnel Policy and Procedures that is currently in place. The Personnel Policy gives one week for a break in service. The Charter requires an opening to be posted for ten days with the person being hired after fourteen days (I have attached both the policy and the Charter section I am referring to). There was no way of knowing the outcome of the election, therefore an opening could not be posted, as we already had an Assistant Town Clerk in place. I would like the Board of Selectmen to consider waiving the wait time for the sick leave and vacation benefits, and to calculate my vacation time based on the fifteen years of service in the Town Clerk's Office as the Town Clerk and the Assistant Town Clerk.

Thank you and I look forward to your response.

Sincerely,

  
Susan A. Funaiole

Ass't. Town Clerk



Andy

To: Board of Selectmen  
Cc: Andy Sheehan  
Kathleen M. Spofford  
Date: May 23, 2014

I am sorry I neglected to attach the articles I referred to in my letter yesterday. Here they are.

Please let me know if you have any questions. I look forward to your response.

Sincerely,

  
Susan A. Fuhaiolo

Ass't Town Clerk

# ARTICLE I

## 1. DEFINITIONS

### *Continuous Service*

Employment with the Town of Townsend which is uninterrupted ~~except for~~ required military leave of absence, authorized holiday, paid vacation, sick leave, and ~~paid~~ leave of absence. Any other absence of more than one week will constitute a break in service and such absence will not accumulate service credits.

### *Department*

Any department, board, committee, commission or other agency ~~subject~~ to the Town of Townsend's Policies and Procedures.

### *Effective Service Date*

The start date for regular employees or when temporary employees are ~~changed~~ to regular status, their effective service date is the date they become regular employees. Effective service shall not accrue while on unpaid leave of absence or suspension, and the effective service date will be adjusted accordingly for the period of absence. Determination of effective service shall at all times be kept in accordance with all state and federal laws so govern.

### *Emergency Closure*

Emergency closures as defined in this manual are uncontrolled events such as fire, snow, ice, wind or building evacuation.

### *Exempt Employee*

An employee of the Town paid either weekly, monthly, or annually for a specific job is also known as a salaried employee as defined by Fair Labor Standards Act.

### *Full-Time Employee*

Anyone employed by the Town of Townsend who works thirty (30) or more hours per week for fifty-two (52) workweeks per fiscal year.

### *Municipal Employee*

A person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis as defined by the Conflict of Interest Statute, Chapter 268A, regardless of the number of hours employed.

### *Non-Exempt Employee*

An employee of the town who is paid strictly for the number of hours worked based upon an hourly rate and is covered by the Fair Labor Standards Act.

## TOWNSEND CODE

### **(g) Composition of Multiple Member Bodies**

All multiple member bodies when established shall be composed of an odd number of members. Whenever the terms of office of a multiple member body are for more than one year such terms of office shall be so arranged that as nearly an equal number of terms as is possible will expire each year.

### **Section 7-10 Notice of Vacancies**

Whenever a vacancy occurs in any town office, position or employment, or whenever by reason of a pending retirement or expiration of a fixed term a vacancy can be anticipated, the appointing authority shall forthwith cause public notice of such vacancy to be posted on the town bulletin board for not less than ten days. Such notice shall contain a description of the duties of the office, position or employment and a listing of the necessary or desirable qualifications, to fill the office, position or employment. No permanent appointment to fill such office, position or employment shall be effective until fourteen days following the date such notice was posted to permit reasonable consideration of all applicants. This section shall not apply to positions covered by the civil service law and rules or if in conflict with the provisions of any collective bargaining agreement.

### **Section 7-11 Loss of Office, Excessive Absence**

If any person appointed to serve as a member of a multiple member body shall fail to attend four or more consecutive meetings, or one-half or more of all meeting of such body held in one calendar year, the remaining members of the multiple member body may, by a majority vote of the remaining members of such body, declare the office to be vacant, provided, however, that not less than ten days prior to the date said vote is scheduled to be taken the body has given in hand, or mailed, by registered or certified mail, return receipt requested, notice of such proposed or pending vote to the last known address of such person.

### **Section 7-12 Terms Of Office**

Notwithstanding any other provision of this charter which might appear to be to the contrary, whenever a person after having served for an initial term of years in a full time appointed town office is reappointed to the same office to succeed themselves, such reappointment shall be for an indefinite term not subject to further periodic reappointment, but subject to removal and or suspension in accordance with the procedures in section 7-8 of this charter.

## **ARTICLE 8 Transitional Provisions**

### **Section 8-1 Continuation of Existing Laws**

All the laws of the Commonwealth, special laws, town by-laws votes, rules and regulations of or pertaining to the town which are in force when the charter takes effect and which are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.



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

3.2

Sue Lisio, *Chairman*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,  
*Town Administrator*

Office (978) 597-1701  
Fax (978) 597-1719

June 3, 2014

Kathleen Baskin, PE  
Director of Water Policy  
Executive Office of Energy & Environmental Affairs  
100 Cambridge Street, 9<sup>th</sup> Floor  
Boston, MA 02114

RE: Sustainable Water Management Initiative  
Comments on Draft Regulations

Dear Ms. Baskin:

The Townsend Board of Selectmen is in receipt of the draft Sustainable Water Management Initiative (SWMI) regulations. The Board has discussed the draft regulations with the Townsend Board of Water Commissioners and Water Superintendent, and has received comments from water industry professionals. The Board is very concerned about the draft regulations and their impact on Townsend and the Commonwealth.

The draft SWMI regulations propose yet another unfunded mandate on cities and towns. It is unfair to burden communities for the sins of the past when communities were complying with the laws and regulations in effect at the time. The Commonwealth should provide funding for the desired improvements rather than shifting this burden to cities and towns.

Safe drinking water and a healthy environment are economic drivers. Without them the State's economy cannot flourish. We fear the SWMI regulations will greatly hinder economic development. The Governor and others focus great attention on the State's economy, looking at opportunities to expand trade and grow the tax base. Arbitrarily restricting water withdrawals appear contrary to these policy positions. From our reading of the regulations economic development will be significantly impeded by the SWMI regulatory framework.

Based on the information received from water industry professionals the Board has reason to be concerned about the science behind the proposed regulations. Regulations that are not supported by sound science lack credibility. In that case they are simply a

burden on the regulated and will not deliver the desired results. We implore EOEEA to revisit the scientific basis of the proposed regulations.

The Board of Selectmen respectfully requests that EOEEA reconsider the proposed SWMI regulations, delay implementation, revisit the scientific foundation, and modify the regulations appropriately if supported by the science.

Thank you for the opportunity to provide comments.

Very truly yours,

TOWNSEND BOARD OF SELECTMEN

---

Sue Lisio, Chairman

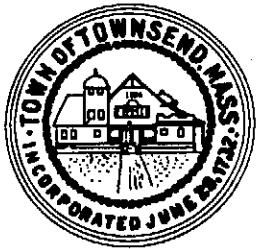
---

Colin McNabb, Vice Chairman

---


Carolyn Smart, Clerk

3.A



**TOWN OF TOWNSEND**  
*Highway Department*  
177 Main Street  
Townsend, Massachusetts 01469  
(978) 597-1712  
FAX: (978) 597-0726

**MEMORANDUM**

**Date:** May 22, 2014  
**To:** Board of Selectmen  
**From:** Ed Kukkula, Highway Superintendent   
**Subject:** **FY14 Milling of Existing Streets Recommendation**

Below is the Milling of Existing Streets bid recommendation.

|            |                                      | <b><u>FY14</u></b> |
|------------|--------------------------------------|--------------------|
| 1. Milling | P. J. Albert Inc.<br>Per Square Yard | \$1.66             |

Please contact me if you have any further questions or concerns regarding this matter.





REQUEST FOR TRANSFER OF APPROPRIATION  
In accordance with the Chapter 77 of the Acts

3.5

TO: BOARD OF SELECTMEN  
FINANCE COMMITTEE

DATE: May 21, 2014

FROM: Highway

OFFICER/DEPT HEAD: Ed Kukhula

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides a new mechanism for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

- Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.
- Not a municipal light department or a school department
- Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$ 30,000.00

To be transferred to: Equipment Rental - 001-04-422-5270  
(name & account number of appropriation)

To be transferred from: \_\_\_\_\_  
(name & account number of appropriation)

Balance of Appropriation to be transferred: \$ 118,570.80

The amount requested to be used for the following reasons: purchase of combination vacuum sweeper & catch basin cleaner. Will not need to purchase - clam shell catch basin cleaner unit.

Action by Board of Selectmen

Action by Finance Committee

Date of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Vote: YES [ ] NO [ ]

Vote: YES [ ] NO [ ]

Transfer voted in the sum: \$ \_\_\_\_\_

Transfer voted in the sum: \$ \_\_\_\_\_

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Chairman, Finance Committee



3.6

Town of Townsend  
Highway Department  
PO Box 621  
177 Main St  
Townsend, MA 01469  
(978) 597-1712

Application for Permit  
To Cross, Alter and/or Construct Within a Town Way  
Townsend General Bylaws Article II, Section 13

Date: 5/22/14

Town of Townsend  
Highway Superintendent  
PO Box 621  
Townsend, MA 01469

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Install Gas Service at 43 Wagon St  
West Townsend and 23 Smith St Townsend

A \$100.00 permitting fee is now required with all applications.

Start Date: \_\_\_\_\_

Further, we agree that if the town has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than 1 foot in depth, uniformly distributed and each layer thoroughly compacted. The undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

Kei Moore  
(Company Representative)  
285 John Fitch Hwy  
(Street Address)  
Fitchburg, MA 01420  
(City, State, Zip)  
978-353-3221  
(Telephone)

Approved/Disapproved: Highway Superintendent: [Signature] Date: 5.29.14  
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_

3.7

**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01467**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **HELEN EISNER**

Townsend Congregational Church 3 Brookline Street 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 "Wedding Reception" to be held on June 7, 2014 with sale hours from 1:00 P.M. to 5:00 P.M.

The license is granted in conformity with the Statutes and ordinances relating thereto, and expires 6/07/14 unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

HELEN

ELSNER

Name of Responsible Person/License Holder

TOWNSEND CONGREGATIONAL CHURCH, 3 BROOKLINE, TOWNSEND, MA  
Name/ Address of Event Premise

6/7/2014  
Date of Event

1:00 - 5:00 pm  
Hours of Event

Wedding reception  
Type of Event/Sponsors

Number of people expected at event: 70

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

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

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [X] 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.

Helen Elsner  
Signature of License Holder

5-16-14  
Date

Date Application Received: 5/16/14

Date sent to licensing Agent for review: ~~5/20/14~~ 6/03/14

3.8

**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 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**

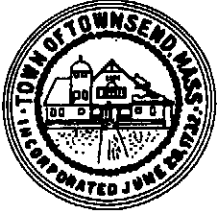
In conjunction with a "Baby Shower" to be held on June 14, 2014 with sale  
hours from 12:00 P.M. to 4:00 P.M.

The license is granted in conformity with the statutes and ordinances relating  
thereto, and expires June 14, 2014 unless sooner suspended or revoked.

Date: 06/03/14

**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)

Terr Roy  
Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St. W, Townsend  
Name/ Address of Event Premise

6-14-14                      12pm - 4pm                      4 hours  
Date of Event                      Hours of Event

Baby Shower  
Type of Event/Sponsors

Number of people expected at event: 45

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.*

Terr Roy  
Signature of License Holder

5-22-14  
Date

Date Application Received: 5/22/14

Date sent to licensing Agent for review: 6/03/14

3.9

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 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

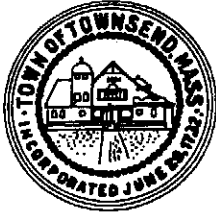
In conjunction with a "Wedding Reception" to be held on June 14, 2014, with  
sale hours from 7:00P.M. to 11:00P.M.

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires June 14, 2014 unless sooner suspended or revoked.

Date: 06/03/14

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)

Terris Roy  
Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St. West Townsend  
Name/ Address of Event Premise

6-14-14                      7pm-11pm  
Date of Event                      Hours of Event

Wedding Reception  
Type of Event/Sponsors

Number of people expected at event: 60

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.*

Terris Roy  
Signature of License Holder

6-22-14  
Date

Date Application Received: 5/22/14

Date sent to licensing Agent for review: 6/03/14

3.10

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 IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL  
ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 4, of the Liquor Control Act

In conjunction with a "Wedding Reception" to be held on June 21, 2014, with  
sale hours from 2:30P.M. to 6:30P.M.

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires June 21, 2014 unless sooner suspended or revoked.

Date: 06/03/14

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)

Teri Roy

Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St. West Townsend

Name/ Address of Event Premise

6-21-14

Date of Event

2:30pm - 6:30pm

Hours of Event

4 hours

Wedding Reception

Type of Event/Sponsors

Number of people expected at event: 80

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

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

United Liquors

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [X] 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

5-22-14  
Date

Date Application Received: 5/22/14

Date sent to licensing Agent for review: 6/03/14



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

3.13


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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*  
Office (978) 597-1701  
Fax (978) 597-1719

**MEMORANDUM**

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: May 29, 2014

SUBJ.: Council on Aging Director

---

At its meeting of May 20, 2014, I submitted a memo outlining a process for selecting a Council on Aging Director. Two items were raised at the meeting: a desire for at-large citizen participation on the Screening Committee and a confirmation of who appoints the Director.

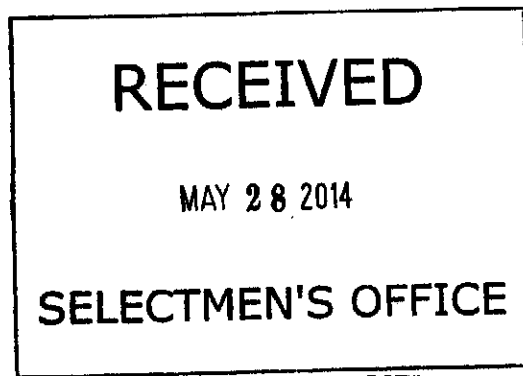
I previously recommended a five person Screening Committee consisting of four representatives of the Council on Aging and/or Friends of the Townsend Seniors and the Library Director. To this I recommend including two residents, for a total committee of seven people. If a seven member committee is too large the Board can reduce the membership. I continue to recommend advisory participation by a COA Director from another community and me.

The Screening Committee can either provide a list of finalists for the Board's consideration or present a preferred candidate for appointment. This is a policy decision for the Board to make. If the Board desires that the Committee provide a single preferred candidate then the Board may want to be represented on the Committee.

I consulted with labor counsel on the question of who appoints the Director. He advised that the Board of Selectmen is the appointing authority. An opinion is forthcoming.

The position has been posted and resumes are due June 25, 2014.

Please feel free to contact me if you have any questions in this regard.



MEMO



TO: Boards of Selectmen, Montachusett Region  
FROM: Glenn P. Eaton, MRPC Executive Director  
DATE: May 23, 2014  
RE: MRPC Representative from July 1, 2014 through June 30, 2015.

On the enclosed form, please appoint an alternate to represent your town on the Montachusett Regional Planning Commission. This appointment will begin July 1, 2014 and terminate on June 30, 2015 unless otherwise specified on the enclosed form. The member can be a member of the Board of Selectmen or an individual appointed by the Board.

Kindly return or fax the enclosed form to the Montachusett Regional Planning Commission as soon as possible.

Thank you for your attention in this matter.

Enclosure

Appointment to: **Montachusett Regional Planning Commission (MRPC)**

Appointed by (please check one):  Board of Selectmen/Mayor  
 Planning Board

The \_\_\_\_\_ on \_\_\_\_\_  
COMMUNITY DATE

*has officially appointed*

\_\_\_\_\_ of \_\_\_\_\_  
NAME OF APPOINTEE STREET ADDRESS, CITY  
\_\_\_\_\_  
TELEPHONE # EMAIL

to represent us on the for the year beginning July 1, 2014 to June 30, 2015.

Your current representative is: Laura Shifrin

Check this box to re-nominate the current representative:

Authorized Signature:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

**PLEASE MAIL THIS FORM OR FAX IT TO:**

MONTACHUSETT REGIONAL PLANNING COMMISSION  
1427R WATER STREET  
FITCHBURG, MA 01420

**ATTENTION: LINDA PARMENTER**

*or*

(978) 348-2490 (FAX)



3.15

54 Canal Street  
Suite 320  
Boston, MA 02114

Step

617-619-4406 Direct  
617-619-4411 Fax

Step

May 29, 2014

Kate Stacy, Interim Treasurer  
Town Hall  
272 Main Street  
Townsend, MA 01469

RE: \$150,000 General Obligation Bond Anticipation Notes

Dear Ms. Stacy:

Enclosed please find the documents we prepared for your borrowing. Please void out the next Note from your Book of Notes, and enter that voided note number on the Note and Clerk Certificate that we have prepared for you, where indicated. I have provided a copy of all the paperwork that you may retain for your records.

After the Note and paperwork have been signed and sealed, please send the following to our offices at 54 Canal Street, Suite 320, Boston, MA 02114, Attn: Stephanie Roszkowski or call us at 617-619-4400 so that we may send a courier to ensure the following documents arrive no later than June 4<sup>th</sup>:

1. The Note (enclosed; to be signed by the Treasurer and majority of the Board of Selectmen and signed and sealed by the Town Clerk)
2. The Voided Note
3. Completed Clerk Certificate (enclosed; to be signed by the Treasurer and majority of the Board of Selectmen and signed and sealed by the Town Clerk)
4. 8038-G Forms (3 copies, enclosed; to be signed by the Treasurer)
5. Certificate and Designation Forms (3 copies, enclosed; to be signed by the Treasurer and majority of the Board of Selectmen)
6. DA-82 Form (enclosed; to be signed by the Town Clerk)

We will forward the necessary documents to Bill Arrigal at the Division of Local Services for the Note closing on June 6, 2014.

Feel free to contact me at 617-619-4406 or Melissa Toland at 617-619-4423 with any questions or concerns you may have.

Sincerely,

Stephanie Roszkowski

No. 606

~~The sum of~~ 150,000.00 Dollars

\$150,000.00

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF TOWNSEND  
BOND ANTICIPATION NOTE  
NEW MONEY

This Note is Exempt from Taxation in Massachusetts

Date of Issue: June 6, 2014

For value received, the inhabitants of the Town of Townsend, Massachusetts by their Interim Treasurer hereto duly authorized by Ch. 44, Section 7(5) of the Massachusetts General Laws, as amended, and duly authorized by votes of said Town approved on May 6, 2014 promise to pay to Eastern Bank, or order at Eastern Bank, Lynn, Massachusetts the sum of

ONE HUNDRED FIFTY THOUSAND DOLLARS  
(\$150,000.00)

on December 12, 2014 with interest at the rate of 0.55 per cent per annum, payable at maturity.

Countersigned and approved:

*Kate Stacy*  
Interim Treasurer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this note was  
countersigned and approved by the  
Selectmen in my presence

\_\_\_\_\_  
Town Clerk (Seal) Date

Selectmen and a majority thereof

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF REVENUE, BOSTON

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of the issue of this note, and where applicable, of a true copy of the vote of the duly warned Town Meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and a majority of the Selectmen of said Town.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Accounts

The Townsend Military Band will open its 2014 Thursday evening concert series on the Townsend Common on June 5<sup>th</sup>. 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 14<sup>th</sup> with the exception of July 24<sup>th</sup>. 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.

Local organizations interested in hosting or sharing a lawn party at a 2014 Townsend Military Band Concert should contact Townsend Band Concert Coordinator Betty Mae Tenney at 978-597-6495.

Townsend Scout groups will be hosting the lawn party at the June 5<sup>th</sup> 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, French fries, and popcorn 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 sponge toss, bottle toss, ring toss, basketball toss, and a fishing pond set up on the Common for the enjoyment of children at the concert. They will also have a bake table.

The Townsend Military Band will open its June 5<sup>th</sup> concert program by playing "Buglers' Dream" by Arnaud and "America". Sousa's "Freelance" march, the "Irish Tune" ("Danny Boy") arranged by

Grainger, Handel's "Water Music Suite", and "Elsa's Procession To The Cathedral" by Wagner will be performed. Rossini's "Overture To Italian Girl In Algiers", Osterling's "Beguine For Flutes", "Themes Like Old Times" arranged by Barker, and the "Belgian Paratroopers" will be included in the first portion of the concert.

The "Sea Songs " march by Vaugh-Williams and Mozart's "The Fake Gardeness" overture will be played following intermission. "Ye Banks And Braes Of Bonny Doon" arranged by Grainger, "Great Themes From Italian Movies" arranged by Cacavas, and "America The Beautiful" will be performed before the Townsend Military Band concludes its program at 9:30 by playing the "Star Spangled Banner".