

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 17, 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:

II APPOINTMENTS AND HEARINGS

- 2.1 7:05 Board of Health chairman Chris Genoter, Health Administrator Carla Walter, and Tessa David of MassToss will discuss the FY15 curbside trash and recycling program. Votes may be taken.
- 2.2 7:10 The Friends of the Library and the Townsend Couples Club to discuss events celebrating the 5th anniversary of the Library/Senior Center/Meeting Hall including a proposed wine tasting. Votes may be taken.

III MEETING BUSINESS

- 3.1 Discuss summer meeting schedule. Votes may be taken.
- 3.2 Review contract with Weston & Sampson Engineers to provide landfill monitoring and reporting. Votes may be taken.
- 3.3 Review correspondence from the Town of Pepperell regarding formation of a Middlesex County Coalition of Municipalities in opposition to the Tennessee Gas Pipeline. Votes may be taken.
- 3.4 Review request for One Day License for William Towson for the 75th Anniversary of the Townsend Rod & Gun Club to be held on August 23, 2014 from 12-6PM at the Townsend Rod & Gun Club. Votes may be taken.
- 3.5 Continue discussion of future of the Hart Library at 274 Main Street and potential uses and funding sources. Votes may be taken.
- 3.6 Council on Aging/Senior Center Director: continue discussion for recruiting a successor. Votes may be taken.
- 3.7 Review request for a transfer of appropriations for the Board of Health in the amount of \$1,500. Votes may be taken.
- 3.8 Review request for a transfer of appropriations for the Treasurer in the amount of \$3,000. Votes may be taken.
- 3.9 Review request for a transfer of appropriations for legal services in the amount of \$3,000. Votes may be taken.
- 3.10 Review request for a transfer of appropriations for the Facilities Dept. in the amount of \$8,000. Votes may be taken.

- 3.11 Review request for a transfer of appropriations for the Plumbing Inspector in the amount of \$600. Votes may be taken.
- 3.12 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 8 South Street.
- 3.13 Discuss Charter Committee and review of Home Rule Charter. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review request of the Conservation Commission to appoint Emily Norton for a term from June 17, 2014-June 30, 2015 and Veronica Kell for a term from June 17, 2014-June 30, 2016. Votes may be taken.
- 4.2 Review and approve annual appointments. Votes may be taken.

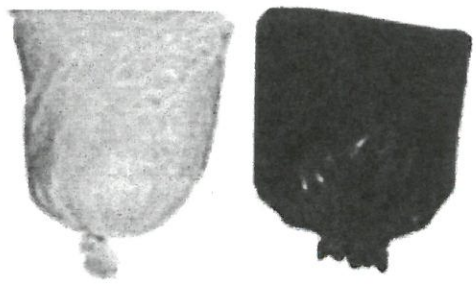
V WORK SESSION

- 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.

EXECUTIVE SESSION under G. L. c. 30A, s. 21(a)(3) to discuss strategy with respect to the Telecommunications Union. Votes may be taken.

TOWNSEND TRASH REGULATIONS EFFECTIVE JULY 1, 2014

- Allowed: Two Bags, NOT to exceed a 32 gallon bag
- Anything extra needs to be in a purple Townsend overflow bag*



OR

- Allowed: Two 32 Gallon Barrels
- Anything extra needs to be in a purple Townsend overflow bag*



OR

- Allowed One Large Barrel not to exceed 64 Gallons.
- Anything extra needs to be in a purple Townsend overflow bag*



*** Need more bags for a party or other exception?**
 Overflow bags at \$2.00/bag in packages of 5 can be bought at
 Townsend Hannafords, McNabb Pharmacy and Red Brick Store



2.1

Curbside Recycling is Bi-Weekly & UNLIMITED Collected: PAPER, CARDBOARD, GLASS BOTTLES, CANS &

PLASTICS

Yes

No



Recycle Curbside!



Take to Recycling Center

All plastic bottles, jars, jugs, and tubs, such as water, milk
juice, ketchup, condiments, laundry detergent, soap, shampoo*

Styrofoam block, trays & cups, rigid plastic toys and
furniture, plastic flower pots, large plastic containers.

Recycle Curbside!

Take to Recycling Center

Caps are OK and cartons accepted, too. Bulky plastics (see above laundry basket, kids toys, etc) and Styrofoam can be taken to the Townsend Recycling Center- open to residents, business and non residents! QUESTIONS? Board of Health 978-597-1713
www.townsend.ma.us/Pages/TownsendMA_Health/curbside
Paid in part by a grant from the Mass DEP.

Calendar for year 2014 (United States) 3.1

January						
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Holidays and Observances:		
Jan 1	New Year's Day	
Jan 20	Martin Luther King Day	
Feb 14	Valentine's Day	
Feb 17	Presidents' Day	
Apr 13	Thomas Jefferson's Birthday	
Apr 20	Easter Sunday	
May 11	Mothers' Day	
May 26	Memorial Day	
Jun 15	Fathers' Day	
Jul 4	Independence Day	
Sep 1	Labor Day	
Oct 13	Columbus Day (Most regions)	
Oct 31	Halloween	
Nov 11	Veterans Day	
Nov 27	Thanksgiving Day	
Dec 24	Christmas Eve	
Dec 25	Christmas Day	
Dec 31	New Year's Eve	

Calendar generated on www.timeanddate.com/calendar

3.2

**AGREEMENT FOR ENVIRONMENTAL MONITORING AND REPORT
AND BETWEEN THE TOWN OF TOWNSEND AND
WESTON & SAMPSON ENGINEERS, INC.**

The following provisions shall constitute an Agreement between the Town of Townsend, acting by and through its Board of Health, hereinafter referred to as "Town", and Weston & Sampson, Engineers, Inc., with an address of 5 Centennial Drive, Peabody, MA, hereinafter referred to as "Contractor", effective as of the ___ day of ___ 2014. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with environmental monitoring and reporting for the Greenville Road Landfill. The Contractor shall perform all work in accordance with the scope of services contained in Attachment A.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder for a period of three (3) years ending June 30, 2017.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of **\$56,300** for the three year period in accordance with this article. The yearly fees are broken down as follows:

- **FY 2015 (July 1, 2014 to June 30, 2015) - \$20,400 (cost includes biennial report and engineering review of the leachate pump station to evaluate maintenance requirements)**
- **FY 2016 (July 1, 2015 to June 30, 2016) - \$15,500**
- **FY 2017 (July 1, 2016 to June 30, 2017) - \$20,400 (cost includes biennial report and submittal of groundwater discharge permit application)**

Fees for this work shall be billed monthly as they accrue based upon the services performed as a percent of the total lump sum fee for each year. Payments by the Town to the Contractor shall be made within thirty (30) days of the date that the invoice is received by the Town. Payment of any

work beyond the scope of services performed by the Contractor at the written request of the Town shall be made in accordance with the schedule of fees as outlined in Attachment B.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

- I. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall be solely responsible and shall defend indemnify and hold harmless the Town and its officers, agents and all employees from any liability for Contractor's obligations to pay any local tax or for contributions imposed or required under Social Security, Worker's Compensation and income tax laws. Further, the Contractor shall indemnify and hold harmless the Town for any damages, expenses or claims, including the reasonable costs to defend the Town, to the extent that such are caused by negligence or willful misconduct of the Contractor in the performance of its services under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, and personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability: \$1,000,000 per occurrence
Property Damage Liability \$ 500,000 per occurrence
(or combined single limit) \$1,000,000 per occurrence

Automobile Liability Bodily

Injury Liability: Property \$1,000,000 per occurrence
Damage Liability (or \$ 500,000 per occurrence
combined single limit) \$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Professional Liability Insurance

Minimum Coverage \$1,000,000 per occurrence

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance, which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

ARTICLE 12: PERFORMANCE OF THE WORK:

- A. Direction of the Work: The Contractor shall supervise and direct the work, using his skills and attention, which shall not be less than such state of skill and attention generally rendered by the engineering/design profession for projects similar to the Project in scope, difficulty and location. The Contractor shall be solely responsible for coordinating all portions of the work under the Agreement.
- B. Responsibility for the Work:

(1) The Contractor shall be responsible to the Town for the acts and omissions of his employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Contractor. Consistent with the standard of care referenced in paragraph A, above, the Contractor shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work or services furnished by him or his consultants and subcontractors. The Contractor shall perform his work under this Agreement in such a competent and professional manner that detail checking and reviewing by the Town shall not be necessary.

- (2) The Contractor shall not employ additional consultants not named in his proposal to the Town, nor sublet, assign or transfer any part of his services or obligations under this Agreement without the prior approval and written consent of the Town. Such written consent shall not in any way relieve the Contractor from his responsibility for the professional and technical accuracy and coordination of all data, designs, drawings, specifications, estimates and other work or services furnished under this Agreement.
 - (3) All consultants must be registered and licensed in their respective disciplines if registration and licensure are required under the applicable provisions of Massachusetts law.
 - (4) The Contractor and all consultants and subcontractors shall conform their work and services to any guidelines, standards and regulations of any governmental authority applicable to the type of work or services covered by this Agreement, including those of the Department of Environmental Protection.
 - (5) The Contractor shall not be relieved from his obligations to perform the work in accordance with the requirements of this Agreement either by the activities or duties of the Town in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.
 - (6) Neither the Town's review, approval or acceptance of, or payment for any of the work or services performed shall be construed to operate as a waiver of any rights under the Agreement or any cause of action arising out of the performance of the Agreement.
- C. Deliverables, Ownership of Documents: One (1) reproducible copy of all drawings, plans, specifications and other documents prepared by the Contractor shall become the property of the Town upon payment in full therefor to the Contractor. Ownership of stamped drawings and specifications shall not include the Contractor's certification or stamp. Any re-use of such documents without the Contractor's written verification of suitability for the specific purpose intended shall be without liability or legal exposure to the Contractor or to the Contractor's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as an act in derogation of the Contractor's rights under this Agreement.
- D. The acceptance of final payment by the Contractor shall constitute a waiver of all claims by the Contractor arising under the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

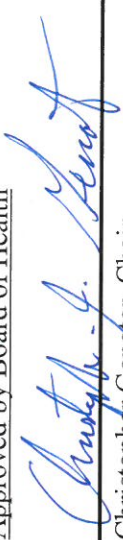
CONTRACTOR

By:

Printed Name and Title

TOWN OF TOWNSEND

Approved by Board of Health



Christopher Genøter, Chair



Michelle Dodd, Vice Chair



James Le'Cuyet, Clerk

Approved by Board of Selectmen:

Sue Lisio, Chair

Approved as to Availability of Funds:

Town Accountant

Approved as to Form:

Town Counsel

ATTACHMENT A - SCOPE OF SERVICES

The Town monitors an approximate 12-acre landfill with an on-site leachate treatment facility. The landfill is inactive and was capped according to 310 CMR 19.000.

ENVIRONMENTAL MONITORING AND REPORTING

- A. Surface and Groundwater Sampling and Monitoring.
- B. Landfill Gas Sampling and Monitoring.
- C. Leachate Treatment Sampling and Monitoring.
- D. Reporting Requirement as detailed in the Post Closure Monitoring and Maintenance Plan

A. SURFACE AND GROUNDWATER SAMPLING AND MONITORING

1. Weston and Sampson shall provide all ground water and surface water monitoring and sampling.
2. Weston and Sampson shall meet the requirements of the Department of Environmental Protection for water sampling and the requirements Of 310 CMR 19.132.
3. Weston and Sampson shall provide for laboratory testing by a Massachusetts State-Certified Water Quality Laboratory, for ground and surface water monitoring as follows:
 - a. Weston and Sampson shall collect seven groundwater and two surface water samples annually in accordance with 310 CMR 19.132 and analyze for, but not limited to, the following

Alkalinity	Arsenic	COD	Barium
Chloride	Nitrate	Cadmium	Chromium
Sulfate	Copper	Cyanide	Iron
TDS	Lead	Manganese	VOC's
Selenium	Silver	Zinc	Sodium
Calcium	Mercury	TICs	

B. LANDFILL GAS SAMPLING AND MONITORING

1. Landfill gas shall be sampled at five landfill gas wells on a semiannual basis. Sampling shall include but shall not be limited to %LEL, %Methane, VOC, H₂S, %O₂, and CO₂.

C. LEACHATE TREATMENT SAMPLING AND MONITORING

The Contractor shall collect samples for leachate treatment lagoons as follows:

1. Per the Groundwater Discharge Permit issued to the Town of Townsend on January 5, 2009 by the DEP, (Permit No. W207691 and any amendments/extensions made thereafter). Leachate treatment lagoons shall be sampled prior to discharge for, but not limited to, the following constituents to demonstrate that discharged leachate complies with the established regulations for the discharge of treated effluent to groundwater 314 CMR 5.00 Massachusetts Groundwater Discharge Permit Program under the authority of MCG ch.21 § 43.

BOD 5-day	Oil & Grease	Copper	TSS
Nitrate as N	Cadmium	Chromium	Lead
Fluoride	Manganese	Chlorides	Zinc
Barium	Volatile Organics	Semi-volatile Organics	Metals
Phenolics	Pesticides	Herbicides	

2. Per the Groundwater Discharge Permit issued to the Town of Townsend on 01/05/09 by the DEP, (and any amendments/extensions made thereafter). Leachate treatment lagoons shall be sampled annually for, but not limited to, the following:

BOD	Cadmium	Chromium	TSS
Fluoride	Copper	Nitrate as N	Iron
Sulfate	Oil & Grease	Manganese	Lead
Chloride	Mercury	Arsenic	Zinc
Barium	Selenium	Volatile Organics	metals
Phenolics	Pesticides	Semi-volatile Organics	Herbicides

3. Contractor shall notify the Board of Health when to discharge treated leachate.

D. REPORTING REQUIREMENTS

1. The Contractor shall provide to the Board of Health and DEP all reports required under 310 CMR 19:000, the Groundwater Discharge Permit and the Post Closure Monitoring and Maintenance Plan including:
 - Annual inspections of the landfill including operations of the leachate treatment facility.
 - Annual ground water and surface water results
 - Leachate sampling results, as necessary.
 - Biennial reports during FY 2015 and FY 2017
 - Groundwater discharge permit application during FY 2017

ATTACHMENT B-SCHEDULE OF FEES

Schedule of Fees is as follows:

Principal	\$190.00
Vice President	\$180.00
Associate	\$170.00
Team Leader	\$160.00
Senior Project Manager	\$150.00
Project Manager	\$140.00
Engineer II	\$115.00
Engineer	\$ 95.00
Drafting/GIS	\$100.00
Administration	\$ 65.00
Coop	\$ 50.00



TOWN OF PEPPERELL

BOARD OF SELECTMEN

3.3

June 3, 2014

To: Fellow Municipal Administrators
From: John Moak, Town Administrator 
RE: Tennessee Gas Pipeline Coalition of Municipalities

I have been designated by the Town of Pepperell Board of Selectmen to correspond to you and your Board of Selectmen or Council regarding the formation of a Middlesex County Coalition of Municipalities in opposition to the Tennessee Gas Pipeline as it has been presented to the communities and the private property owners. As is the case with the Town of Pepperell, you may have experienced similar expressions of opposition to this project from your community.

The Pepperell Board of Selectmen ("Board") have been investigating means in which to support the citizen opposition to the proposed northeast extension of the Tennessee Gas Pipeline. The Board is strongly committed to supporting actions that will secure the property values of our residents and prevent the compromising of conservation land and natural resources which appears to be inevitable in this current proposal.

The Board feels that the best way for communities to effectively oppose the proposed gas pipeline is to unite as a coalition to support the public interest in this matter.

The Board proposes to form a Middlesex Coalition of Municipalities to address this issue, and asks that you confer with your elected bodies to ascertain if your community would be interested in the formation of such a coalition. We believe that strength comes from a united group and would be pleased to work with our constituents on this issue impacting our municipalities. The formation or participation in such a coalition is not intended to replace specific efforts by individual communities, but rather, is intended to serve as a forum for the efficient and expeditious exchange of information and ideas, and to ensure that all the communities are receiving and acting on a consistent set of facts and actions.

The formation of such a coalition would have to take place in a relatively expedited period of time. It would be best to have this coalition formed by July 1, 2014.

1 Main Street, Pepperell, MA 01463
(978) 433-0333 FAX: (978) 433-0335

Our thought would be to form the coalition of Middlesex County Municipalities affected by the proposed gas pipeline. The coalition would be made up of one person from the elected municipal governing body and the top management person in the community. Each municipality would have one vote on formal actions, but other staff members are welcome to attend the meetings as support. We would need to meet at least once a month and the meetings should be scheduled during work hours if possible. The coalition would meet as soon as July 1, 2014 with those municipalities who have agreed to participate and a mission statement and organizational structure would be established. This coalition would also communicate with other groups of municipalities who have formed for a similar purpose; there may be a formal schedule of meetings to accomplish this.

Please contact this office by June 27, 2014 if your community would be interested in furthering this coalition. The first meeting of this Coalition would be July 1, 2014 (we know this is close to July 4th holiday, the holiday will push an organizational meeting out at least another week if we do not meet on July 1st). We propose a 10AM start time with a 2 hour limit for this first meeting, location to be announced once we have received commitments.

The Pepperell Board of Selectmen thank you for your consideration of this matter, and are open to suggestions of additional or alternative means to unite to work toward a successful resolve to this issue.

jmoak@town.pepperell.ma.us

selectmen@town.pepperell.ma.us

978-433-0333

Board of Selectmen

Town Hall

One Main Street

Pepperell, MA 01463

Towns contacted:

Ashby	Lowell
Dracut	North Reading
Dunstable	Pepperell
Groton	Reading
Tewksbury	Townsend
Tyngsborough	Wilmington

3.A

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that:

WILLIAM TOWSON

Townsend Rod & Gun Club 49 Emery Road 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 "75th Anniversary of the Townsend Rod & Gun Club" to be held on **August 23, 2014**, with sale hours from **12:00P.M. (noon) to 6:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto, and expires **August 23, 2014** unless sooner suspended or revoked.

Date: 06/17/14

THE LOCAL LICENSING AUTHORITIES



yn

The Commonwealth of Massachusetts
The Alcoholic Beverages Control Commission
238 Causeway Street, Suite 200
Boston, MA 02114

Telephone (617) 727-3040
Fax (617) 727-1258

NOTICE OF APPROVAL OF SPECIAL LICENSE

The Local Licensing Authorities of the within named City or Town have approved, pursuant to the provisions of Chapter 138 Section 14, issuance of a Special License as described herein.

City/Town: Townsend
Date of Local Authority Approval: June 17, 2014
Name of Licensee: William J. Towson
Address of Licensee: 46 Emery Road, Townsend MA
Effective Date or Dates of License: August 23, 2014
Authorized Hours of Sales: 12:00P.M. (noon) to 6:00P.M.

Description of the Licensed Premises: Townsend Rod & Gun Club, 49 Emery Road, Townsend, MA in conjunction with a "75th Anniversary of Townsend Rod & Gun Club".

License is for sale of:
All Alcoholic Beverages: _____
Wines and Malt Beverages Only: X
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: _____

THE LOCAL LICENSING AUTHORITIES

By: _____



3.7

REQUEST FOR TRANSFER OF APPROPRIATION

In accordance with the Chapter 77 of the

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 3, 2014

FROM: BOARD OF HEALTH

OFFICER/DEPT HEAD: CARLA WALTER

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 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

_____xx 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: \$1,500.00

To be transferred to: Board of Health Professional Services – 001-05-520-5300
(name & account number)

To be transferred from: Landfill Professional Services 001-04-430-5300
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$10,231,090

The amount requested to be used for the following reasons: Postage, travel, and copying expenses for trash reduction program.

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

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



3.8

REQUEST FOR TRANSFER OF APPROPRI

In accordance with the Chapter 77 of the Acts

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 10, 2014

FROM: Board of Selectmen

OFFICER/DEPT HEAD: Andrew J. Sheehan, Town
Administrator

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 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: \$3,000.00

To be transferred to: Treasurer salary, acct. 145-5100
(name & account number of appropriation)

To be transferred from: Collector salary acct. 146-5100
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$20,857.38

The amount requested to be used for the following reasons: Additional funds are necessary to cover personnel expenses.

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 _____

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission



REQUEST FOR TRANSFER OF APPROP

In accordance with the Chapter 77 of the Ac

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 10, 2014

FROM: Board of Selectmen

OFFICER/DEPT HEAD: Andrew J. Sheehan, Town
Administrator

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 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: \$3,000.00

To be transferred to: Legal services, acct. 151-5300
(name & account number of appropriation)

To be transferred from: General Liability Insurance, acct. 950-5740
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$7,710.50

The amount requested to be used for the following reasons: Additional funds are necessary to cover legal expenses.

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 _____

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission

3.9



REQUEST FOR TRANSFER OF APPROPRIATION

In accordance with the Chapter 77 of the Acts

3.10

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 10, 2014

FROM: Board of Selectmen

OFFICER/DEPT HEAD: Andrew J. Sheehan, Town Administrator

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 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: \$8,000.00

To be transferred to: Facilities energy, acct. 191-5210
(name & account number of appropriation)

To be transferred from: Health insurance, acct. 914-5740
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$98,537.65

The amount requested to be used for the following reasons: Additional funds are necessary to cover energy expenses.

Action by Board of Selectmen _____

Action by Finance Committee _____

Date of Meeting _____ Date of Meeting _____

Vote: YES [] NO [] NO []

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

Chairman, Board of Selectmen _____

Chairman, Finance Committee _____



REQUEST FOR TRANSFER OF APPROPRIATION

In accordance with the Chapter 77 of the Acts of:

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 10, 2014

FROM: Board of Selectmen

OFFICER/DEPT HEAD: Andrew J. Sheehan, Town Administrator

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 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:

 X Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

 X Not a municipal light department or a school department

 X 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: \$600.00

To be transferred to: Plumbing Inspector mileage, acct. 243-5710
(name & account number of appropriation)

To be transferred from: Interest on short term loans, acct. 759-5925
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$9,000.00

The amount requested to be used for the following reasons: Additional funds are necessary to cover mileage expenses.

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 _____

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission

3.11

Reg 124490

RECEIVED
5/29/14

3.12

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: 4/24/14

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:

Open Road for installation of GAS service at
8 South 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.

Kelli Moore
(Company Representative)
285 John Fitch Hwy
(Street Address)
Fitchburg, MA 01420
(City, State, Zip)

(Telephone)

Approved/Disapproved: Highway Superintendent: EJH

Date: 6/5/14

Approved/Disapproved: Board of Selectmen: _____

Date: _____