



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

**MEETING AGENDA**  
**OCTOBER 21, 2014, 7:00 P.M.**  
**SELECTMEN'S CHAMBERS**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions:
- 1.5 Board of Selectmen announcements, updates, and reports. Votes may be taken.
- 1.6 Town Administrator updates and reports. Votes may be taken.
- 1.7 Approval of meeting minutes: October 7, 2014. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- 2.1 7:05 Recreation Commission: Discuss use of Town facilities for Recreation programs. Votes may be taken.
- 2.2 Off-Premises Retail Alcoholic Beverages license holders: Notification of change of Sunday hours. Holders of Off-Premises Retail Alcoholic Beverages Licenses may request and the Local Licensing Authority (Board of Selectmen) shall approve sale at 10AM on Sundays effective October 23, 2014. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Announce Halloween Observance on October 31, 2014. Votes may be taken.
- 3.2 Kinder-Morgan Northeast Energy Direct Pipeline: Project Update. Votes may be taken.
- 3.3 Review correspondence from Groton Board of Selectmen regarding funding for legal services associated with the Kinder-Morgan Northeast Energy Direct gas pipeline project. Votes may be taken.
- 3.4 Review and approve Chapter 90 Final Report and Reimbursement Request for milling and resurfacing of a portion of Mason Road in the amount of \$54,781.90. Votes may be taken.
- 3.5 Review and approve Chapter 90 Final Report and Reimbursement Request for milling and resurfacing of a portion of Shirley Road in the amount of \$4,617.92. Votes may be taken.
- 3.6 Unitil Substation: Update. Votes may be taken.
- 3.7 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 37 Mason Street. Votes may be taken.
- 3.8 Special Town Meeting: Review and discuss warrant articles and appropriations, and sign warrant for November 13, 2014 Special Town Meeting. Votes may be taken.
- 3.9 Discuss procedures for disposition of surplus pump at the landfill. Votes may be taken.
- 3.10 Review and approve request of Police Chief Erving M. Marshall, Jr., to declare surplus a 2006 Ford 500 Sedan for the purpose of disposing of the vehicle in accordance with the Town's disposition policy. Votes may be taken.
- 3.11 Review amended Board of Selectmen policy: Policy #2-05 Sick Time Donation. Votes may be taken.

- 3.12 Review and discuss vacation accrual policy, article 20 of the Personnel Policies & Procedures Manual. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS:**

- 4.1 Gallery Committee: Review the request of the Gallery Committee to appoint Lisa Lewand to the Gallery Committee for a term from October 22, 2014 to June 30, 2016. Votes may be taken.
- 4.2 Town Accountant: Review and approve recommendation of Town Administrator Andrew Sheehan to appoint a Town Accountant or Temporary Town Accountant. Votes may be taken.
- 4.3 Administrative Assistant to the Police Department. Review and approve recommendation of Police Chief Erving M. Marshall, Jr., to appoint Samantha Watson-Morris as Administrative Assistant to the Police Department. Votes may be taken.
- 4.4 Review request of Fire-EMS Chief Mark Boynton to designate Eric Fellows as Fire-EMS Department Photographer. Votes may be taken.

**V WORK SESSION**

- 5.1 Review and sign payroll and bills payable warrants. Votes may be taken.



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

1.7

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

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

**MEETING MINUTES**  
**OCTOBER 7, 2014, 7:00 P.M.**  
**SELECTMEN'S CHAMBERS**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 At 7:02PM the Chairman called the meeting to order and roll call showed Sue Lisio, Chairman (SL); Colin McNabb, Vice-Chairman (CM); and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: None
- 1.5 Board of Selectmen announcements, updates, and reports:
  - CS said there will be Not in Your Back Yard Sale on October 18 with proceeds going to support stop the pipeline efforts; the stop the pipeline Statewide Summit is on November 15.
- 1.6 Town Administrator updates and reports. Town Administrator Andrew Sheehan (AS) gave the following updates:
  - The Mass. Division of Conservation & Recreation has closed on the property at Barker Hill Road.
  - Gas Pipeline: The Town submitted comment letter and the Special Town Meeting resolution to the Federal Energy Regulatory Commission (FERC) regarding the pipeline; Kinder Morgan's application for pre-filing was approved by FERC; updated plans are being prepared by Kinder Morgan and are expected to be released in November; Kinder Morgan will hold a series of open houses about the project throughout Mass. And New York, dates and locations still to be determined; the compression station proposed for somewhere in Townsend remains an area of great concern, due to its location, size, and impact; the next Coalition meeting is on October 27 in N. Reading.
  - Mr. Sheehan thanked Executive Assistant Karin Canfield Moore for her service. He said it has been a great two years. She begins her new position at the Council on Aging later this week;
- 1.7 Approval of meeting minutes: September 9, 2014, September 23, 2014. CS moved to approve the meeting minutes of September 9, 2014 and September 23, 2014. CM seconded. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- 2.1 Joint meeting with the Board of Assessors to fill a vacancy until the next annual town election. SL called to order the joint meeting of the Board of Selectmen and Board of Assessors. Laura Shifrin (LS) of the Board of Assessors was present. LS nominated Carol Marcin to fill the term. There were no other nominations. CS seconded the nomination. SL aye; CM aye; CS aye; LS aye. Unanimous. At 7:21 SL adjourned the joint meeting.
- 2.2 The Housing Authority to present the draft Housing Production Plan. Laura Shifrin (LS) of the Housing Authority and Land Use Coordinator Karen Chapman (KC) were present to discuss the draft housing production plan (HPP). LS explained the HPP is an extension of the master plan. KC said the State's

subsidized housing inventory shows 5.81% of the housing units in Townsend meet the definition of affordable; 10% is required. She said they are looking at options to increase the number of affordable units CS moved to approve the housing production plan and submit it to the Department of Housing & Community Development. CM seconded. Unanimous.

- 2.3 7:30 The Energy Committee will provide an update on Green Communities projects. Energy Committee members Sue Dejaniak (SD) and Michael Moore (MM) were present to discuss the progress in meeting the Town's energy reduction goals. Land Use Coordinator Karen Chapman (KC) was also present. MM explained the Energy Committee is focused on implementing energy audits and efficiency projects that will reduce consumption. They have upgraded lighting fixtures and HVAC components, installed variable frequency drives in motors, and added building insulation. The original Green Communities grant was \$156,825 and they have about \$20,000 remaining to spend. CS said she spoke with the Water Commission and suggested they purchase an electric vehicle for the superintendent; she also mentioned an electric vehicle for the Police Department for court appearances and a fuel consumption policy. SL said it is too bad the State has adopted a one size fits all approach, which makes it harder for smaller communities like Townsend to meet the goals. She suggested that a letter be drafted to the DOER asking them to take Townsend's uniqueness into consideration. KC said the Town has reduced its energy consumption by 13.55%. SD said the Committee has two openings if any residents are interested in helping. The Board thanked the Committee and KC for their work and for providing the update.

### **III MEETING BUSINESS**

- 3.1 Review mandatory referral notice from the Zoning Board of Appeals for a Special Permit on the application of Bart King, BK & BK, LLC, to construct a new 3,600 square foot industrial building with office space, garage, associated parking, and to relocate and operate an existing bus company in the Aquifer Protection District at 366-368 Main Street. The Board made no comment on the referral.
- 3.2 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 50 New Fitchburg State Road. CS moved to approve the request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 50 New Fitchburg State Road. CM seconded. Unanimous.
- 3.3 Review request of Unitil to cross, alter, or construct within a public way for installation of cathodic protection repair at 3 Knollwood Road. CS moved to approve the request of Unitil to cross, alter, or construct within a public way for installation of cathodic protection repair at 3 Knollwood Road. CM seconded. Unanimous.
- 3.4 Review and approve Pothole & Winter Recovery Program reimbursement request for milling and resurfacing of Shirley Road in the amount of \$63,853. AS reminded the Board this money was made available to assist communities in repairing roads following last winter's dramatic deterioration of roads throughout the state. CS moved to approve the Pothole & Winter Recovery Program reimbursement request for milling and resurfacing of Shirley Road in the amount of \$63,853. CM seconded. Unanimous.
- 3.5 Discuss resignation of Town Accountant Kim Fales. AS updated the Board on the resignation of Town Accountant Kim Fales. Her last day will be October 27. The Board asked Mr. Sheehan to prepare a thank you letter.
- 3.6 Review invitation from the Northern Middlesex Council of Governments (NMCOG) to join a regional stormwater collaborative. AS summarized the collaborative. CS moved to accept the invitation from the Northern Middlesex Council of Governments (NMCOG) to join a regional stormwater collaborative.
- 3.7 Discuss vacancy notice for Executive Assistant to the Town Administrator. CS said the posting confused her and should have reflected the budgeted salary. She said it is misleading and confusing to post a salary range that cannot be offered. AS offered that omitting the salary will also confuse candidates and explained he posts the range for the position. A discussion ensued. No vote was taken.

- 3.8 Review correspondence from Stuart Schulman regarding funding for legal services associated with the Northeast Energy Direct gas pipeline project. AS explained that Groton selectmen Stuart Schulman asked if towns were asking fall Town Meetings for supplemental appropriations for legal costs associated with the pipeline project. The Board asked AS to poll area towns and report back on 10/21/14.
- 3.9 Special Town Meeting: Review and discuss warrant articles, set date, and sign warrant for Special Town Meeting. Recommended dates are November 13 and 17, 2014. AS reported that the only dates on which Town Counsel, Town Clerk, and Deputy Moderator are available are Thursday, November 13 and Monday, November 17. After a discussion CS moved to set November 13, 2014 as the date for Special Town Meeting. AS walked the Board through a memo describing the appropriation articles. He noted that several of the amounts remain unknown and will not be known for a couple more weeks. The Board and AS discussed at length funding for information technology under article 7. All were in agreement that we must address the Town's IT infrastructure and equipment and not approach it in a piecemeal fashion. The Board asked AS to work with Melissa Hermann of Townsend Technologies to prepare a plan for IT spending to present to Town Meeting. The Board agreed to continue the discussion on 10/21/14.
- 3.10 Policy Review: Review Board of Selectmen policy #2-05 Sick Time Donation. The Board reviewed the sick leave donation policy. The Board asked AS to revise the policy based on the comments given.
- 3.11 Review and approve contract with Northeastern Petroleum Service and Supply, Inc., for Dresser Wayne Suction Pump Dispensers (fuel pumps) in the amount of \$28,759.65. CS moved to approve the contract with Northeastern Petroleum Service and Supply, Inc., for Dresser Wayne Suction Pump Dispensers (fuel pumps) in the amount of \$28,759.65. CM seconded. Unanimous.
- 3.12 Review and sign election warrant for November 4, 2014 State election. CS moved to sign the election warrant for the November 4, 2014 State election. CM seconded. Unanimous.
- 3.13 Discuss November 4, 2014 meeting location. The Board agreed to meet at the Meeting Hall at 12 Dudley Road.

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

- 4.1 Charter Committee: Review and appoint the following members to the Charter Committee. CS moved to appoint Michael Grimley, Susan Funaiolo, Cindy King, Donald Klein, Sue Lisio, Nancy Rapoza, and Andrea Wood to the Charter Committee. CM seconded. Unanimous.

#### **V WORK SESSION**

- 5.1 Review and sign payroll and bills payable warrants. CS moved to sign payroll and bills payable warrants out of session. CM seconded. Unanimous.

8:44PM CS moved to adjourn. CM seconded. Unanimous.

Respectfully submitted: Andrew Sheehan

*Note: documents used or referenced during the meeting are available at*

*[http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAgenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/) or in the Selectmen's Office.*



Steven Grossman  
*Treasurer and Receiver General*

*The Commonwealth of Massachusetts*  
*Department of the State Treasurer*  
*Alcoholic Beverages Control Commission*  
239 Causeway Street  
Boston, MA 02114

2.2

Kim S. Gainsboro  
*Chairman*

**THE ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY**  
**M.G.L. c. 138, §15 OFF-PREMISES RETAIL LICENSEES SUNDAY OPENING TIME**  
**ALLOWED AT 10:00 A.M.**

Effective October 23, 2014<sup>1</sup>, off-premises retail alcoholic beverages licensees (M.G.L. c. 138, §15) will be permitted to sell alcoholic beverages beginning at 10:00 a.m. on Sundays. Although under the law, these licensees are entitled as a matter of right to open at 10:00 a.m. and as such do not need the approval of the Local Licensing Authorities, licensees must notify the Local Licensing Authorities about the change of hours.

The simplest way for licensees to effectuate this change is to follow the process outlined in the CHANGE OF HOURS Application which may be found on our website at <http://www.mass.gov/abcc/pdf/forms/nofectransmittal.pdf>. Licensees should use this form to notify the Local Licensing Authority of the change in hours and attach a corporate vote authorizing the change. Upon receipt of this request, the Local Licensing Authority must approve it. The Local Licensing Authority should forward an approved “Form 43” with the additional Sunday hours of sale to the ABCC for each licensee affected.

As mentioned above, this law does not go into effect until October 23, 2014. All licensees should ensure that sales of alcoholic beverages take place only on the days and hours approved by the Local Licensing Authority. Licensees who fail to notify the Local Licensing Authority about the change to their hours are prohibited from making sales at an earlier time than those permitted on the face of their license.

As always, all licensees must ensure that they are in compliance with the Laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by applicable law. Individuals with questions concerning this advisory may contact Ralph Sacramone, Executive Director, at 617-727-3040 x 731.

(Issued: September 8, 2014)

---

<sup>1</sup> The Massachusetts Legislature amended M.G.L. c 136, §6(52) which allow off-premises M.G.L. c. 138, §15 or so called “package store” license holders to sell alcoholic beverages, beginning at 10 A.M. on Sundays.



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

**MEMORANDUM**

TO: Off-Premises License Holders

FROM: Karin Canfield Moore, Executive Assistant to the Town Administrator 

DATE: September 30, 2014

RE: Sunday Hours

---

Please see the enclosed correspondence from the Alcoholic Beverages Control Commission (ABCC) with regard to Sunday sales.

If your establishment would like to adopt this change, please fill out the form included, follow the directions on the enclosed correspondence, and bring the completed form to the Board of Selectmen's meeting at **7:00PM OCTOBER 21, 2014**, where you can make a formal request for the Board to approve the change opening hours for your establishment.

As always, if you have any questions, please feel free to contact me.



**TOWNSEND POLICE DEPARTMENT**  
**P. O. Box 137**  
**70 Brookline Road**  
**Townsend, Massachusetts 01469**

3.1

**Erving M. Marshall, Jr.**  
**Chief of Police**

**978-597-2242**  
**978-597-6214**

Date: October 1, 2014

To: News Media

From: Erving M. Marshall, Jr., Chief of Police

Re: Halloween

Cc: Board of Selectmen, Communications Center, Bulletin Boards, VFW Post 6538,  
Hawthorne Brook Middle School, Spaulding Memorial School, Channel 9,  
Townsendpd.org.

The Townsend Police Department advises that Halloween will be celebrated in Townsend on Friday, October 31<sup>st</sup> from 6:00 P.M. to 8:00 P.M. Chief Erving Marshall requests that the following rules be observed to insure a safe and happy Halloween for all concerned:

- Trick or treat in your own neighborhoods
- Children and accompanying adults should wear light colored or reflective clothing and carry a flashlight or some other alternative lighting
- Motorists and pedestrians should use EXTREME CAUTION in areas where street lighting is poor or in case of inclement weather
- Children should be allowed to only consume products that are in original wrapping from the manufacturer
- Parents should make certain that all costumes are nonflammable and provide adequate ventilation and visibility
- Parents should know where their children are and what they are doing
- Trick-or-treaters should be accompanied by an adult
- Report any suspicious activity or behavior to local police immediately

Halloween is a great time of excitement for children who often times forget the dangers present along our streets while they trick-or-treat. By going slow, paying attention, and working together we can insure a safe and happy Halloween for all.





3.4

**CHAPTER 90 - FINAL REPORT**

**CONTRACT#** INTF00002007S51002

City/Town Townsend Project Mill & Resurface portion of Mason Road  
 Location(s) Mason Road  
 Length 2,112 Feet Width 26 Feet  
 Work was Started 06/19/14 and Completed 07/02/14  
 Work was Suspended / / and Resumed / /  
 Done by: Force Account                      Advertised Contract  Other

\* **REMARKS:** Other: quotes for drainage pipe

<b>EXPENDITURES:</b>	State Funds @ 100%	\$54,781.90
	Municipal Funds	\$
	Other Funds	\$
	<b>TOTAL PROJECT EXPENDITURES</b>	<u>\$54,781.90</u>

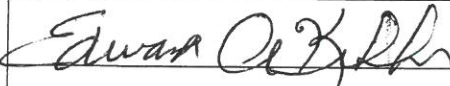
**SCOPE OF WORK:**

**CERTIFICATION**

The undersigned hereby certify that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981).

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

<b>PREPARED &amp; REVIEWED BY</b>	
Edward Kukkula	
	
Superintendent	09/29/14
Highway Officer's Title	Date
Accounting Officer's Title	Date

<b>Signed:</b>	
Duly Authorized Municipal Officials	Date

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



**CHAPTER 90 – REIMBURSEMENT REQUEST**

updated 8/2012

City/Town: Townsend Project: Mill & Resurface portion of Mason Road

Project request was approved on 06/12/14 for \$52,880.00

at 100% Reimbursement Rate = \$52,880.00.

1) Attached are forms which document payment of approved expenditures totaling \$54,781.90 for which we are requesting \$54,781.90 at the approved reimbursement rate of 100%.

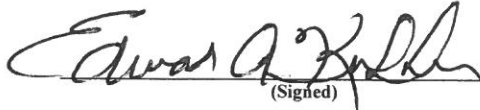
2) The amount expended to date on this project is \$54,781.90.

3) Is this request for a FINAL payment on this project?  Yes  No

4) Remarks:

**CERTIFICATION**

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

 Highway Superintendent 09/29/14  
(Signed) (Municipal Highway Official Title) (Date)

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

**REVIEWED AND APPROVED FOR TRANSMITTAL**

by \_\_\_\_\_ Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Accounting Officer's Title) \_\_\_\_\_  
\_\_\_\_\_  
(Duly Authorized)

DATE \_\_\_\_\_



3.5

**CHAPTER 90 - FINAL REPORT**

**CONTRACT#** INTF00002007S51002

City/Town Townsend Project Mill & Resurface portion of Shirley Road  
 Location(s) Shirley Road  
 Length 3,168' Feet Width 30 Feet  
 Work was Started 06/19/14 and Completed 07/02/14  
 Work was Suspended / / and Resumed / /  
 Done by: Force Account                      Advertised Contract x Other x

\* **REMARKS:** Other: quotes for drainage pipe

<b>EXPENDITURES:</b>	State Funds @ 100%	\$4,617.92
	Municipal Funds	\$
	Other Funds	\$
	<b>TOTAL PROJECT EXPENDITURES</b>	<u>\$4,617.92</u>

**SCOPE OF WORK:**

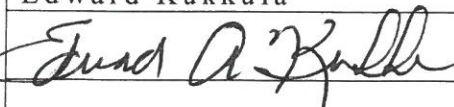
Milling and resurfacing. Completed in conjunction with WRRRP funding

**CERTIFICATION**

The undersigned hereby certify that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981).

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

<b>PREPARED &amp; REVIEWED BY</b>	
Edward Kukkula	
	
Superintendent	09/29/14
Highway Officer's Title	Date
Accounting Officer's Title	Date

<b>Signed:</b>	
Duly Authorized Municipal Officials	Date

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



**CHAPTER 90 – REIMBURSEMENT REQUEST**

updated 8/2012

City/Town: Townsend Project: Mill & Resurface portion of Shirley Road

Project request was approved on 06/12/14 for \$28,061.00

at 100% Reimbursement Rate = \$28,061.00.

1) Attached are forms which document payment of approved expenditures totaling \$4,617.92 for which we are requesting \$4,617.92 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is \$4,617.92.

3) Is this request for a FINAL payment on this project?  Yes  No

4) Remarks:

Project completed on 07/02/14. Most of project was paid under WRRRP.

**CERTIFICATION**

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

  
(Signed)

Highway Superintendent  
(Municipal Highway Official Title)

09/29/14  
(Date)

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

**REVIEWED AND APPROVED FOR TRANSMITTAL**

by \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_

(Accounting Officer's Title)

\_\_\_\_\_

(Duly Authorized)

DATE \_\_\_\_\_

3.7

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: 10.7.14

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  
37 MASON ST GAS SERVICE INSTALLATION

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.

Kevin Moore  
(Company Representative)  
285 John Fitch Hwy  
(Street Address)  
Fitchburg, MA 01420  
(City, State, Zip)  
\_\_\_\_\_  
(Telephone)

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

Date: 10-22-14  
Date: \_\_\_\_\_



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

3.8

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: October 7, 2014

SUBJ.: 2014 Special Town Meeting Appropriation Articles

---

Several of the articles on the Fall Special Town Meeting seek appropriations. As is our customary practice, appropriation articles do not include a dollar amount. This is done so we can make adjustments if circumstances change. The motions acted on by Town Meeting will have dollar amounts. The following breakdown shows what we expect at this time along with the funding source (Free Cash, transfer, raise & appropriate, etc.). As discussed in recent meetings, we continue to refine the numbers.

Article 1, prior year bills:	\$1,045 to honor prior year obligations; Free Cash
Article 2, Stabilization:	\$200,000 to build up reserves; Free Cash
Article 3, Capital Stabilization:	\$200,000 to fund capital purchases, debt service; Free Cash
Article 4, Treasurer-Collector:	\$
Article 5, Council on Aging:	\$
Article 5, Veterans' Benefits:	\$10,000 for benefit payments; Free Cash
Article 7, MIS:	\$15,000 for computers, servers, software, etc.; Free Cash
Article 8, Building Department:	\$4,200 for Department Assistant wages; Free Cash/transfer
Article 9, Town Clerk:	\$5,000 for General Code updates; Free Cash
Article 10, Fire-EMS:	\$20,000 for moving and relocation costs; Free Cash
Article 11, budget unspecified:	Considerations: paying down short term borrowing.
<b>Total (preliminary):</b>	<b>\$455,245</b>

With the additional time available due to the postponement of Town Meeting we continue to fine tune these numbers and the Town's needs. I will update the Board as information becomes available.

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

# The Commonwealth of Massachusetts

## MIDDLESEX SS.

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

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Memorial Hall, 272 Main Street, Townsend, MA for the Special Town Meeting on **Thursday, November 13, 2014, at 7:00 PM**, then and there to act on the following articles:

## FINANCIAL MATTERS

### ARTICLE 1

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of paying prior fiscal year bills; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

### ARTICLE 2

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$\_\_\_\_\_ for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

### ARTICLE 3

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the capital stabilization fund, including debt service payments of capital items, as allowed under MGL Chapter 40, Section 5B; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

### ARTICLE 4

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the budgets of the Treasurer and/or Collector; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

### ARTICLE 5

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing Council on Aging budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 6**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing Veterans Benefits; or take any other action in relation thereto.

**SUBMITTED BY:** Veterans Services Officer and Board of Selectmen

**ARTICLE 7**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing Management Information Systems budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 8**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the Building Department budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 9**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the Town Clerk Professional Services budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 10**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the Fire-EMS Department budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 11**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$\_\_\_\_\_ for the purpose of supplementing the FY15 operating budget; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 12**

To see if the Town will vote amend the Board of Health revolving fund to allow proceeds from the sale of overflow bags to be deposited into the Recycling Center General Revolving Account; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Health



**ARTICLE 13**

To see if the Town will vote to reduce the trash disposal weekly at the curb to 64-gallons for the remainder of the FY15; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Health

**BYLAW AND STATUTORY ADOPTIONS**

**ARTICLE 14**

To see if the Town will vote to adopt G, L. c. 44, s. 65, as amended, to allow employees to be paid in advance for vacation; or take any action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 15**

To see if the Town will vote to adopt G, L. c. 200A, s. 9A, as amended, relative to notice requirements and alternative procedures in managing abandoned funds (i.e. unclaimed checks or “tailings”); or take any action in relation thereto.

**SUBMITTED BY:** Board of Selectmen and Town Treasurer

**ARTICLE 16**

To see if the Town will vote to amend the General Bylaws of the Town of Townsend by adding a new Chapter 130, Website:

130-1. Posting of Agendas and Minutes

At the same time that it posts its meeting agendas, each multiple member body shall cause meetings and agendas to be published in the calendar on the Town’s website. Each multiple member body shall cause meeting minutes to be posted to the Town’s website as soon as said minutes are approved; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**ARTICLE 17**

To see if the Town will vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

**Article II**

**§ 145-5 Word usage and definitions.**

*By adding the following italicized, underlined definitions to the existing list, in alphabetical order:*

In this Bylaw the following terms shall have the following meanings unless a contrary meaning is required by the context or is specifically prescribed. Words used in the singular include the plural and words used in the plural include the singular. Words used in the present tense include the future.

**RIGHT-OF-WAY** - *The side line of a street or way, as determined by deeds and plans recorded at the Registry of Deeds, or a building line laid out under MGL C. 82, § 37; where no line is thus legally established, then a line parallel with, and 20 feet distant from, the center line of a traveled way.*

**STONE WALLS** - Includes assemblages of stone involving at least one cubic foot of wall material per linear foot totaling not less than 10 feet in length.

**TREES** - Includes a living tree whose trunk has a diameter of four inches, measured 4 1/2 feet from the ground.

**TREES, CUTTING AND REMOVAL** - The removal of one or more trees, trimming of major branches or cutting of roots sufficient, in the Tree Warden's written opinion, to cause eventual destruction of the tree.

Or take any other action in relation thereto.

**SUBMITTED BY:** Planning Board

**ARTICLE 18**

To see if the Town will vote to amend Zoning Bylaw Article VI Land Use Regulations, of the Code of the Town of Townsend as follows:

**§ 145-24. Driveways and entrances.**

**C. Design requirements.**

*Add italicized, underlined section:*

(10) Where a portion of a stone wall must be removed for access to the property, the remaining stone wall shall be left in a stable and orderly fashion. *Removing stone walls located along scenic roads within the Town's Right of Way are subject to filing an application with the Planning Board pursuant to the Scenic Roads Act, M.G.L. Chapter 40 Section 15C. All roads in Townsend, other than numbered routes or State Highways, are designated as "Scenic Roads."*

Or take any other action in relation thereto.

**SUBMITTED BY:** Planning Board

**ARTICLE 19**

To see if the Town will vote to amend Zoning Bylaw, Article XI, §145-42 Site plan review special permit by adding (1) and (2) as italicized:

**§145-42. Site plan review special permit**

*By adding (1) and (2) as italicized and underlined:*

**C. Procedure.** Applications for site plan review special permits shall be filed with the Town Clerk and the special permit granting authority as specified in § 145-65C of the Zoning Bylaws. [Amended 4-25-1995 STM by Art. 11; 9-24-1996 STM by Art. 39; 1-4-2000 STM by Art. 11]

*(1) For applicable land disturbance as specified in Chapter 85 of the Townsend General Bylaw, a Stormwater Management Application shall be filed in conjunction with this*

application to determine subjectivity to either a Minor or Major Stormwater Management Permit.

(2) If applicable, strict adherence to Chapter 85 of the Townsend General Bylaws, NPDES Phase II Stormwater Management, and its associated Regulation, shall be required.

Or take any other action in relation thereto.

**SUBMITTED BY:** Planning Board

## **ARTICLE 20**

To see if the Town will vote to amend the Town's Zoning Bylaw Article XVI Renewable/Alternative Energy, Section 145-87. Wind Energy Systems A. (1) Applicability, B. Definitions and D. (2) (c) NEC compliance *by adding italicized and underlined sections:*

**A. Purpose.** The purpose of this bylaw is to minimize the impacts of wind turbines on the character of neighborhoods, property values, scenic, historic, and environmental resources of the Town and to protect health and safety while allowing wind energy.

### **(1) Applicability**

This section applies to all utility-scale, on-site wind facilities, and Small Wind Energy Systems, proposed to be constructed after the effective date of this section. This section also includes building-integrated wind systems, and physical modifications to existing wind facilities that materially alter the type, configuration, location or size of such facilities or other equipment.

### **B. Definitions.**

**Utility-Scale Wind Facility:** A commercial wind facility, where the primary use of the facility is electrical generation to be sold to the wholesale electricity markets.

**On-Site Wind Facility:** A wind project, which is located at a commercial, industrial, agricultural, institutional, or public facility that will generate electricity on-site.

**Small Wind Energy System (SWES):** All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height not to exceed 80 feet.

**Large Wind Energy System (LWES):** All equipment, machinery and structures utilized in connection with the conversion of kinetic energy of wind into electrical power including storage, electrical collection and supply equipment, transformers, service and access roads, and one or more wind turbines, which will have a height greater than 80 feet.

**Building-Integrated Wind Energy Facility:** A wind energy facility shall be considered to be building-integrated if it is designed to be permanently mounted on a building or other inhabitable structure. This definition applies to wind turbines of any capacity that are designed to be operated in direct contact with a building. This definition also covers, for the purposes of this zoning provision, other wind energy facilities primarily used for land-based applications which may be permanently mounted and operated on a building.

## **D. Small Wind Energy System Requirements**

**(1) Building Permit**

No Small Wind Energy System (SWES) shall be erected, constructed, installed or modified as provided in this section without first obtaining a Building Permit. All such wind energy systems shall be constructed and operated in a manner that, where economically feasible, will minimize adverse visual, safety and environmental impacts. The construction of a small wind facility shall be permitted in any zoning district, except a designated Historic District, subject to the issuance of a Permit and provided that the use complies with all requirements set forth in sections F, G and H set forth herein.

**(2) Application Process & Requirements**

The Building Permit application shall be accompanied by deliverables including the following:

**(a)** A plot plan showing:

- i.** Property lines and physical dimensions of the subject property within 500 feet of the wind turbine from the proposed tower location;
- ii.** Location, dimensions, and types of existing major structures on the property;
- iii.** Location of the proposed wind system tower, foundations, guy anchors and associated equipment;
- iv.** The right-of-way of any public road that is contiguous with the property;
- v.** Location of all existing above ground or overhead gas or electric infrastructure, including Critical Electric Infrastructure, and utility rights of way (ROW) and easements, whether fully cleared of vegetation or only partially cleared, within 500 feet of the site parcel;
- vi.** Location and approximate height of tree cover;
- vii.** Wetland resource areas within 100 feet of the proposed area;
- viii.** Rivers, streams or brooks within 200 feet of the proposed area.

**(b)** Wind system specifications, including manufacturer and model, rotor diameter, tower height, tower type (freestanding or guyed).

**(c)** One or three line electrical diagram detailing wind turbine, associated components, and electrical interconnection methods, with all NEC (*National Electric Code*) and applicable Massachusetts Electric Code Amendment-compliant disconnects and overcurrent devices.

Or take any other action in relation thereto.

**SUBMITTED BY:** Planning Board

**DISPOSITION OF TOWN-OWNED LAND**

**ARTICLE 21**

To see if the Town will vote to authorize the Board of Selectmen to enter into a lease(s) with a solar energy developer(s) for the purpose of developing a ground-mounted solar energy facility on Town-owned land at Map 6, Block 8, Lot 0, 33 Greenville Road, Map 18, Block 24, Lot 0, off Turnpike Road, or Map 27, Block 48, Lot 0, Old Meeting House Road adjacent to the Highway Garage, subject to such terms and conditions deemed by the Board of Selectmen to be in the best interests of the Town; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

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

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

Given under our hands this \_\_\_\_ day of \_\_\_\_\_ in the year TWO THOUSAND FOURTEEN.

SELECTMEN OF TOWNSEND

\_\_\_\_\_  
Sue Lisio, Chairman

\_\_\_\_\_  
Colin McNabb, Vice Chairman

\_\_\_\_\_  
Carolyn Smart, Clerk

A true copy. ATTEST:

\_\_\_\_\_  
CONSTABLE

MIDDLESEX, SS.

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

*Constable of TOWNSEND*

\_\_\_\_\_  
SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
WEST TOWNSEND FIRE STATION	_____	_____	_____	_____
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____

**Andy Sheehan**

---

3.9

**From:** Carolyn Smart <csmart@townsend.ma.us>  
**Sent:** Thursday, October 09, 2014 11:52 AM  
**To:** Andy Sheehan  
**Subject:** RE: Procurement

Sure that would be great (adding it to our next agenda), since we are doing this for the pump - then we should be doing it for all scrap metal that is declared surplus. Please revise the Surplus Procurement policy for the next meeting so we can review that one as well. It is very confusing for our departments when we change policy or procedure continuously, so while I agree it is a good idea for the town, let's incorporate this change of procedure into our policy so everyone can follow the new rules.

Please forward the draft over to me as soon as possible

Carolyn

At 11:10 AM 10/9/2014, you wrote:

>I'm sorry you disagree with this action. I am doing what I think is  
>best for the Town. Please let me know if you would like me to add this  
>to the next Selectmen's agenda.

>

>-----Original Message-----

>From: Carolyn Smart [mailto:csmart@townsend.ma.us]

>Sent: Thursday, October 09, 2014 9:29 AM

>To: asheehan@townsend.ma.us

>Subject: Procurement

>

>Hi Andy,

>

>I was just asked about a bid for the landfill pump. What are you doing?  
>The BOS declared the value as scrap metal not \$50.00, we never voted to  
>send it out to bid. If we are going to do a bid style on everything  
>declared scrap then we should do a grouping of items together. Did you  
>consult with the Board of Health?

>


>this is very unusual, we have never done this before on such a small  
>item -want to fill me in on this.

>

>Carolyn

cost an average of \$82.53 per vehicle. He suggested bringing it in house. SL asked if he can offer 20 collections a year. Mr. LeCuyer said he could at the new fire station. SL suggested he submit a plan through the Board of Health. After additional discussion, the Board took a brief recess.

Recess – 8:59PM to 9:05PM

- 3.6 Review and discuss correspondence from the Water Department regarding transfer of Water collections from the Water Department to the Town Collector: Paul Rafuse, Water Superintendent, informed the Board that the Board of Water Commissioners voted to comply with the auditors and Department of Revenue's suggestion to move forward with the transfer of collections contingent on proposed "chargeback" fees from Town Hall. Mr. Sheehan believes it will serve us well though additional staff will be needed in the tax collector's office. It should be effective January 1 or July 1.
- 3.2 Review and approve revised Alcoholic Beverages License Policy: Mr. Sheehan read the revision into the record. CS moved to accept the amended Alcoholic Beverages License Policy as attached to the record. CM seconded. Unanimous.
- 3.3 Review and approve request of Debra Reeves to hold the 10<sup>th</sup> Annual Gregory E. Reeves Memorial Scholarship Run on Saturday, October 11, 2014 and to close Brookline Street from Main Street to Highland Street from 7:30AM to 12:30PM, and further to authorize the Police Chief to approve temporary closures of other roadways: Mr. Sheehan said this is customary for the annual event and Chief Marshall has no concerns. CS moved to approve the request of Debra Reeves to hold the 10<sup>th</sup> Annual Gregory E. Reeves Memorial Scholarship Run on Saturday, October 11, 2014 and to close Brookline Street from Main Street to Highland Street from 7:30AM to 12:30PM, and further to authorize the Police Chief to approve temporary closures of other roadways. CM seconded. Unanimous.
- 3.4 Discuss process for filling vacancies on the Conservation Commission: The situation was reviewed with regard to the applicants to fill two regular vacancies and two reappointments. The Board agreed to set a meeting for next Tuesday, August 19<sup>th</sup> at 5:30PM to interview all applicants who were considered by the Conservation Commission: Karen Chapman, Jennifer Pettit, Veronica Kell, Stephen Marshall and Emily Norton.
- 3.5 Update on status of tax collections: Mr. Sheehan explained the process Beth Ann Scheid has put into action and her results. He also said she plans to terminate her employment in the next couple of months. He reviewed a new staffing plan for the Treasurer/Collector's office as well as a change in the layout. He will have a formal plan for the Board's next meeting.
- 3.7 Discuss creation of Sustainability Committee: CS moved to table 3.7 and 3.8 to the meeting on August 26, 2014. CM seconded. Unanimous.
- 3.8 Discuss Town Administrator and Board of Selectmen goals for 2014: (see 3.7).
- 3.9  Vote to declare surplus a North Star Semi-Trash Water Pump used by the Board of Health at the Landfill: Mr. Sheehan said this is a standard declaration. This item is beyond repair and has little value. CS moved to declare as surplus a North Star Semi-Trash Water Pump used by the Board of Health at the Landfill with an estimated value to be determined by scrap metal. CM seconded. Unanimous.
- 3.10 Update on public records request: Mr. Sheehan noted that the request is for a total of eight years of emails from Leslie Gabriliska and Karen Chapman. An appeal has been filed with the Secretary of State's office. Attorney Lori Sullivan at the Secretary of State's Office confirmed that there is no requirement to segregate emails as they come in and it is allowable for the Town to charge for the research and segregation time. He added that the public records law is a state statute administered by the Secretary of the Commonwealth and the Board has no role to play in the public records request or appeal process. The appeal of our response has been filed and rests with the Secretary of State's office. CS said she emailed Mr. Sheehan to ask if he had talked to the Secretary of State's office and didn't hear back from him so she called and said she got a different response. When Andy told her what his response was she emailed them to try to get something in writing but that can't be done. She talked to attorney Angela





**TOWNSEND POLICE DEPARTMENT**  
**P. O. Box 137**  
**70 Brookline Road**  
**Townsend, Massachusetts 01469**

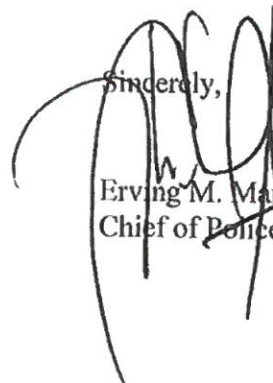
3.10

**Erving M. Marshall, Jr.**  
**Chief of Police**

978-597-2242  
978-597-6214

To: Board of Selectmen  
From: Erving M. Marshall, Jr., Chief of Police  
Re: Surplus Equipment  
Date: October 15, 2014

I would request that the Board consider as "surplus" one (1) 2006 Ford 500 sedan, VIN #1FAFP26136G163538 for the purpose of disposing of this vehicle, which has recently been replaced, by putting it out for bid.

Sincerely,  
  
Erving M. Marshall, Jr.  
Chief of Police

Cc: File

## SICK LEAVE DONATION POLICY

3.11

### **Policy**

Each employee may donate to another employee up to three (3) days of accrued sick leave per year. The recipient employee must be a benefitted employee entitled to accrue sick leave and shall have exhausted all available leave (sick, vacation, personal, etc.). Sick leave may only be donated if the recipient employee has a serious injury or illness. All sick leave donations shall be subject to the prior approval of the Town Administrator.

A recipient employee is not eligible to receive more than one hundred (100) days of donated sick leave per injury or illness.

A donor employee who has accrued the maximum one-hundred-fifty (150) days of sick leave may not donate days in excess of said maximum. For instance, a donor employee who has accrued the maximum 150 days shall subtract the donated days from 150. A donor employee is not limited in the number of sick leave donations they make per year, subject to the approval of the Town Administrator. An employee shall not make a sick leave donation that would result in a negative sick leave balance.

Members of collective bargaining units may donate sick leave to employees outside the bargaining unit.

### **Process**

An employee desiring to donate sick leave to a recipient employee shall contact the Town Administrator by written memorandum or email. The donor employee shall indicate the number of days or hours that he/she desires to donate and the name of the recipient employee. The Town Administrator shall either approve or deny the request to donate and shall notify the donor employee of the decision. The Town Treasurer shall deduct the donated leave from the donor employee's accrual and the donor employee's payroll records shall include a notation that such deduction has occurred.

Date of Adoption: \_\_\_\_\_.



## TOWN OF TOWNSEND SICK TIME DONATION POLICY

Policy #2-05

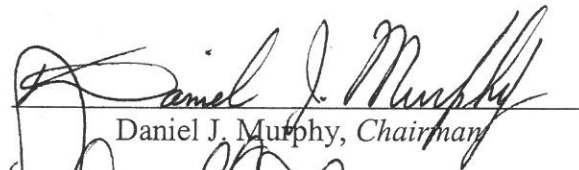
### Sick Leave Donations

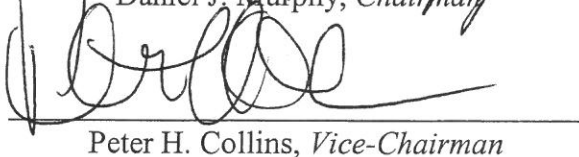
Up to three (3) days of accumulated sick leave can be donated per employee, per year, to another employee, including a fractional employee, who has used all available sick, vacation, and/or personal time and is in need of additional time because of a serious injury or illness at the discretion of the Town Administrator or his/her designee.

An employee receiving such donations is not allowed to receive more than 100 days of sick leave in donations per injury or illness.

Employees who have accrued the maximum number of sick leave credits (150 days) may not donate any days in excess of the maximum towards another employee.

Adopted by the Board of Selectmen on August 30, 2005  
THE TOWNSEND BOARD OF SELECTMEN

  
Daniel J. Murphy, *Chairman*

  
Peter H. Collins, *Vice-Chairman*

  
Robert Plamondon, *Clerk*



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

Daniel J. Murphy, *Chairman*  
Gregory W. Barnes,  
*Town Administrator*

Peter H. Collins, *Vice-Chairman*

Robert Plamondon, *Clerk*  
Office (978) 597-1701  
Fax (978) 597-1719

DATE: September 22, 2005

TO: All Non-Contractual Employees

FROM:

Gregory W. Barnes  
Gregory W. Barnes, Town Administrator

RE: **POLICY FOR SICK LEAVE DONATIONS AS ADOPTED BY THE  
BOARD OF SELECTMEN**

---

As many of you are already aware, the Selectmen formally adopted a sick leave donation policy at their meeting of August 30, 2005 for non-contractual employees, retroactive to June 21, 2005. The policy reads as follows:

*Sick Leave Donations*

*Up to three (3) days of accumulated sick leave can be donated per employee, per year, to another employee, including a fractional employee, who has used all available sick, vacation, and/or personal time and is in need of additional time because of a serious injury or illness at the discretion of the Town Administrator or his/her designee.*

*An employee receiving such donations is not allowed to receive more than 100 days of sick leave in donations per injury or illness.*

*Employees who have accrued the maximum number of sick leave credits (150 days) may not donate any days in excess of the maximum towards another employee.*

In terms of the mechanics of this policy, an employee interested in donating sick time and who has not already done so should send an e-mail or memo to my office indicating the amount of days (expressed in hours if less than full day increments) that he or she wishes to donate. Any amount donated will be deducted from the accrued amount of sick time shown on the weekly payroll earnings statement of the donating employee. On the first payroll earnings statement from which the Treasurer deducts the donated amount, a notation will be included on the statement indicating that such a deduction has occurred. Please note that no such deductions have to date been reflected on anyone's statement who has already donated time, but it is expected that this will be done in the next few weeks.

Please be aware that one of our Town employees currently has a serious illness and has no sick time. Therefore, you may want to consider donating your sick time to assist this employee in a time of need.

As always, please do not hesitate to contact me with any questions.

cc: Board of Selectmen

3.12

## ARTICLE 20

### 20. VACATION LEAVE

#### Policy

The Town provides vacation leave for all regular full-time and part-time employees who work not less than twenty (20) hours per week. Annual vacation may be taken as earned with the approval of the Department Supervisor. Employees should give as much advance notice as possible when requesting vacation periods or days. One-week advanced notice should be given for vacation periods whenever possible.

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the day immediately proceeding the employee's vacation period or day.

Employees may receive their vacation pay prior to the start of their vacation period provided that the vacation pay is submitted in advance under proper payroll procedures.

Unused vacation will be paid to an employee upon termination or by dismissal through no fault or delinquency on the part of the employee, by retirement or by resignation. The employee shall be paid at his/her current rate of pay, an amount equal to the vacation allowance as earned and not taken in the vacation year prior to such termination. In addition payments shall be made for that portion of the vacation allowance accrued in the vacation year during which termination occurred up to the time of the employee's separation from the payroll. A termination report must be completed by the Department Supervisor and submitted to the Treasurer's office.

Vacation time may not be accumulated from year to year. It must be taken annually between July 1<sup>st</sup> through June 30<sup>th</sup>. Unused vacation will be forfeited.

#### Eligibility

##### Full-time employees:

Each full-time employee shall be eligible for paid vacation time after six (6) months of service with the Town. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned during the fiscal year annually based upon the following schedule:

Six Months	One (1) week of regularly scheduled work hours.
One Year	Two (2) weeks of regularly scheduled work hours
Five Years	Three (3) weeks of regularly scheduled work hours
Ten Years	Four (4) weeks of regularly scheduled work hours.
Over Ten Years	One (1) additional vacation day for each year over ten (10) years of service up to a maximum of five (5) weeks vacation after fifteen years (15) of service.

**Part Time Employees**

Each part time employee shall be eligible paid vacation after one (1) year of service with the Town. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned each fiscal year annually based upon the following schedule:

One Year	One (1) week of regularly scheduled work hours
Five Years	Two (2) weeks of regularly scheduled work hours
Ten Years	Three (3) weeks of regularly scheduled work hours.

**Death**

Whenever employment is terminated by death, the beneficiary of the deceased shall be paid an amount equal to the vacation allowance accrued in the vacation year prior to the employee's death but which had not been taken.

**Vacation Authorization**

The Department Supervisor shall determine approval and timing of vacations with due regard to the wishes of the employee and the needs of Town services. Vacation requests will be made and granted in regard to basis of seniority subject to the approval of the employees' immediate supervisor. Department Supervisors should request projected leave schedules from employees at the beginning of each fiscal year.

**Additional Vacation Day**

An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs which falls on or is legally observed on Monday, Tuesday, Wednesday, Thursday, or Friday.

**Tracking**

The Treasurer's Office and the Department Supervisor will track each employees vacation leave balance. Employees may at any time contact the Treasurer's Office or their Department Supervisor to determine their balance of vacation leave.



Date recd

4.1

## VOLUNTEER RESPONSE FO

TOWN OF TOWNSEND  
TOWN CLERK

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: LISA LEWAND

Phone (781) 308-9072 email NEEGAGNER@GMAIL.COM

Address: 3 WYMAN RD WEST TOWNSEND

Occupation: \_\_\_\_\_

Amount of time available  
(per week/per month): VARIABLE

Background/Experience  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. LIBRARY ART GALLERY COMMITTEE
2. \_\_\_\_\_
3. \_\_\_\_\_





**TOWNSEND POLICE DEPARTMENT**  
**P. O. Box 137**  
**70 Brookline Road**  
**Townsend, Massachusetts 01469**

4.3

**Erving M. Marshall, Jr.**  
**Chief of Police**

**978-597-2242**  
**978-597-6214**

To: Board of Selectmen

From: Erving M. Marshall, Jr., Chief of Police

Re: Administrative Assistant Appointment

Date: October 15, 2014

On August 21<sup>st</sup> a search was begun for an Administrative Assistant for the Townsend Police Department due to the anticipated retirement of Donna Sousa. This position was posted as per Town Charter and advertised. Eighteen applications were received as of the cutoff date of September 19<sup>th</sup>. Out of the eighteen applications received, eight of the candidates were interviewed for the position.

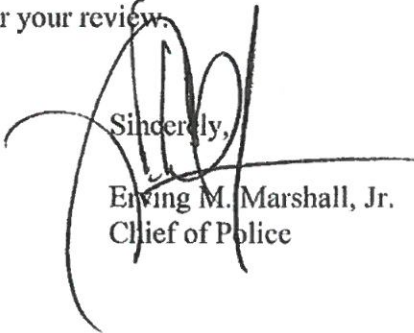
The two top picks for this position turned it down after they were advised what the job paid and one candidate withdrew for the same reason. The two top picks and the one who withdrew were highly qualified for this position but it was found that they were already being paid \$20,000.00 more for similar positions within their current employment, which was found to be both in the private and public sector.

With that being said, I would request the appointment of Samantha Watson-Morris who finished third in the process as a Grade T-4, Level 1 Administrative Assistant to the Townsend Police Department with a nine-month probationary period pending the completion of physical and psychological testing as well as a background investigation.

I would also request that the Board approve a six-month temporary adjustment for Patty Clark from a Grade T-3, level 3 to a T-3, level 6 employee for taking over the duties of Administrative Assistant and training the new employee during the adjustment period.

I have attached a copy Samantha's resume and application for your review.

Sincerely,

  
Erving M. Marshall, Jr.  
Chief of Police

Cc: Giles file  
Appointment file



# TOWNSEND FIRE-EMS DEPARTMENT

*Proudly serving the citizens of Townsend since 1875*


PO Box 530 – 13 Elm St.  
Townsend, MA 01469

Headquarters: 978-597-8150

Fax: 978-597-2711

Mark R. Boynton  
Chief of Department

A.A

**To:** Andy Sheehan  
**From:** Mark R. Boynton, Fire-EMS Chief   
**Subject:** Fire-EMS Department Photographer  
**Date:** October 8, 2014

For a number of years the Fire-EMS department has utilized a volunteer photographer to photograph scheduled events such as memorial services, parades and the annual dinner. The photographer also attends training and major incidents photographing these events for training and documentation purposes. I respectfully recommend the board of selectmen appoint Eric Fellows of 10 Sumac drive here in Townsend as the department photographer.



Date received \_\_\_\_\_

## VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: Eric Fellows

Phone (978) 300-5389 email ericfellows@comcast.net

Address: 10 Somac Drive, Townsend, MA

Occupation: Photographer - Fire Dept.

Amount of time available  
(per week/per month): 2 hrs

Background/Experience  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_