



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

**AGENDA**  
**DECEMBER 2, 2014, 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**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 Town Administrator updates and reports. Votes may be taken.
- 1.6 Board of Selectmen announcements, updates, and reports. Votes may be taken.
- 1.7 Approval of meeting minutes: November 18, 2014. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- 2.1 6:05 Green Communities Annual Report: Land Use Coordinator Karen Chapman will be present to discuss the Green Communities Annual Report and request the Board's approval. Votes may be taken.
- 2.2 6:15 North Middlesex Regional High School permitting and inspections: Building Commissioner Richard Hanks will present a proposal for the process of permitting, inspections, and fees for the High School building project. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. Votes may be taken.
- 3.2 Route 119 sidewalk: continuation of discussion and review of engineering cost estimates from Highway Superintendent Ed Kukkula. Votes may be taken.
- 3.3 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. Votes may be taken.
- 3.4 Special Town Meeting: Review and discuss articles for Special Town Meeting on December 3, 2014. Votes may be taken.
- 3.5 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. Votes may be taken.
- 3.6 Review guidance document for vacation accruals. Votes may be taken.
- 3.7 Update on capital borrowing; bond anticipation note to be signed on 12/9/14. Votes may be taken.
- 3.8 Review request for One Day Special Liquor License for Terri Roy of Townsend VFW Post 6538, 491A Main Street for a Holiday Family Party on December 20, 2014 from 7-11PM. Votes may be taken.
- 3.9 Continue review and discussion of goals. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS:**

- 4.1 Council on Aging: Review the request of the Council on Aging to hire Donna Fenton as the Volunteer Coordinator. Votes may be taken.
- 4.2 Energy Committee: Review the request of the Energy Committee to appoint Kathleen Thompson to the Energy Committee to serve until June 30, 2016. Votes may be taken.

**V WORK SESSION**

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



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1.7

Sue Lisio, *Chairman*  
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**MINUTES**  
**NOVEMBER 18, 2014, 7:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**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: The Board observed the Pledge of Allegiance.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Items 3.7 and 3.8 were added to the agenda.
- 1.5 Board of Selectmen announcements, updates, and reports.
  - SL said she has heard from a number of people that the meetings are being viewed as a free for all and it reflects poorly on the Board. In order to restore order and decorum she reminded all participants to go through the chairman.
  - CS read an announcement about the VFW Visit Santa Claus Program.
  - CS asked if it is true that the Town Accountant only plans to work for two years and asked if the Town will be responsible for her entire pension. AS said the Town's pension obligation is limited to the time she works here.
  - CS asked about repairs to an ambulance. AS reported that the ambulance was involved in an accident several months ago and an insurance claim was received.
  - CS asked about revenue. AS reported that he is waiting for a revenue report from the Accountant through October.
  - CS asked about permitting and inspections for the High School building project. AS reported that he met with Building Commissioner Richard Hanks who will be coming to the BOS meeting on December 2, 2014.
  - CM asked if members would be willing to meet at 6PM. All members were in agreement.
- 1.6 Town Administrator updates and reports. AS reported:
  - The Devens Household Hazardous Products Collection Center will be open on December 3 and 6. The center is closed in January and February so these are the last two dates until March.
  - AS reported that students from Nashoba Tech are making good progress on the handicap ramp at the West Townsend Reading Room.
  - AS reported that MassWildlife delivered a check in the amount of \$44,800 for the purchase of the Clement Property off South Row Road. He acknowledged the hard work of Leslie Gabriliska in unraveling the title issues and completing this transaction.
  - AS reminded viewers of the upcoming Special Town Meeting on December 3, 2014.

- AS said he will be contacting the chairmen of the Finance Committee and Board of Selectmen as well as pertinent staff to schedule a meeting to arrive at a revenue estimate for FY16.
- AS asked the Board to meet on December 9, 2014 for the annual tax classification hearing. Because Special Town Meeting is so late the Assessors are reluctant to wait until the 12/16/14 meeting. All were in agreement.
- AS acknowledged the recent departure of Town Accountant Kim Fales and the resignation of Deputy Police Chief David Profit, both of whom are finishing up work this month. He thanked them both for their years of service and valuable contributions to the Town.

1.7 Approval of meeting minutes: November 4, 2014. CS Moved to approve the minutes of November 4, 2014. CM seconded. Unanimous.

## **II APPOINTMENTS AND HEARINGS**

- 2.1 7:05 Bicycle Safety Certificates: Police Chief Erving M. Marshal, Jr., will be present to award safety certificates. Police Chief Marshall discussed the history and benefits of the bike safety program and had the Board members draw four winners.
- 2.2 7:15 Townsend Ashby Youth Soccer Association (TAYSA) to discuss the renewal of the lease of Squannacook Meadows and general operation of the fields. Joe Simao (JS), President of TAYSA and other TAYSA board members and representatives were present to discuss the use of the fields at Squannacook Meadows and request a five year extension of the lease. CM asked about use by others. JS acknowledged that others can use the fields when they are not in use by TAYSA and said that it is their preference to be notified in advance. He said there have been several acts of vandalism on the fields in recent months and that led them to put up a gate. The gate is a temporary gate until a permanent gate can be fabricated and installed. Jennifer Pettit (JP) of the Conservation Commission said the Commission should also be notified when the fields will be in use so users can be educated about the rare species on the property. JS said TAYSA will be adding more boulders to make it harder for vehicles to get on the fields. The discussion also involved efforts to keep snowmobiles off the property. CS asked why they want the extension now when the lease goes until 2016. JS said they want the assurance that they will have a home; if they have to leave in 2016 they need time to find a new home. Further discussion ensued. CS moved that the Board of Selectmen issue written consent to extend the lease until June 30, 2021 in accordance with section 2 of the lease. CM seconded. Unanimous.
- 2.3 7:30 Cable Television Advisory Committee (CTAC): The Committee will be present to discuss the renewal of the cable franchise agreement with Comcast. The Cable Television Advisory Committee was present to discuss the new franchise agreement for Comcast. Stan Dillis (SD) and Steve Cloutier (SC) spoke for the Committee. SD reported that Comcast has agreed to service all of the currently unserved areas, including around Vinton Pond, New Fitchburg Road, and Old City Road. The cost of the expansion will be paid for by a \$0.41/household surcharge on customer bills. He said the majority of the surcharge is for Comcast's costs to build the infrastructure and a smaller portion is for Unitil to install taller poles. The total cost is \$100,000 amortized over the ten year life of the agreement. SC Said the agreement also would transfer local access to an access corporation within twelve months of signing the agreement. There was confusion about the membership of the access corporation and SL asked AS to contact Town Counsel to find out who appoints the access corporation's members. SL said she wanted to hear from the public about the surcharge, since all subscribers would be impacted. It was agreed that another public hearing would be held on January 13, 2015 to gather public input.

## **III MEETING BUSINESS**

- 3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. AS reported that Kinder Morgan has indicated a potential change in the route and that it may go through southern New Hampshire rather than through Townsend; the State's low demand study is underway, although many people are skeptical of it; the next Coalition meeting is 12/8/14.



- 3.2 Continue discussion of funding for legal services associated with the Northeast Energy Direct gas pipeline project. The Board members agreed to table this topic until a later date.
- 3.3 Special Town Meeting: Review and discuss articles for Special Town Meeting on December 3, 2014. SL summarized the prior discussions and the open items. CS was upset that there were no job descriptions associated with the Treasurer-Collector staffing changes. AS said he would forward them immediately. The Board agreed to meet again on 11/25/14 to continue the discussion. The Board discussed the Fire-EMS relocation costs; AS said he would forward Chief Boynton's budget breakdown. The Board asked AS to get a price from HRS to update the compensation schedule to make sure it is up to date. He said he will get a price proposal for the next meeting.
- 3.4 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. AS provided additional background on the policy. He said the Board needs to make a policy decision about providing a benefit for employees who are not otherwise entitled to sick leave. The Board members all agreed it was a good idea and asked AS to revise the policy to include a formula for calculating the time.
- 3.5 Review and comment on Mandatory Referral Notices from the Board of Appeals and Planning Board relative to the North Middlesex Regional High School project at 19 Main Street. The Board was in support of the Zoning Board of Appeals and Planning Board Special Permits for the North Middlesex Regional High School project.
- 3.6 Unitil substation: review draft correspondence. The Board reviewed the correspondence AS drafted. CS moved to approve and sign the letter to Unitil. CM seconded. Unanimous.
- 3.7 Review and approve Unitil application to cross, alter, or construct within a public way for a gas main and services at 87 Brookline Street. CS moved to approve the permit to cross, alter, or construct within a public way for a gas main and services at 87 Brookline Street. CM seconded Unanimous.
- 3.8 Route 119 sidewalk. Continuation of discussion. CS said she spoke to MassDOT and that the Town has to start over to get the sidewalk project on the Transportation Improvement Plan (TIP). She said we have to move immediately. SL and CM agreed we need to get an estimate of the engineering costs before deciding to place the project on the TIP. AS said Ed Kukkula has requested an estimate from Weston & Sampson and we would have it for the 12/2/14 meeting. The Board agreed to discuss the issue further at that time.

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

- 4.1 Zoning Board of Appeals: Review the request of the Zoning Board of Appeals to appoint Kelly L. Chambers to fill the unexpired term of Julie Johnson for a term running from the date of appointment until June 30, 2017. CS moved to appoint Kelly L. Chambers to fill the unexpired term of Julie Johnson for a term running from the date of appointment until June 30, 2017. CM seconded. Unanimous.

#### **V WORK SESSION**

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

8:56 CS moved to adjourn the meeting. 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.*



North Middlesex Regional High School Construction Project. 30 Month Projection

2.2

Department	Plan Review	Cost
Building Commissioner	150 hours	6,750
Assistant Inspector	60 hours	2700
Electrical Inspector	100 hours	4500
Assistant Electrical Inspector	60 Hours	2700
Plumbing/Gas Inspector	100 Hours	4500
Assistant P Plumbing/Gas Insp.	60 Hours	2700
<b>Total Plan Review</b>		<b><u>23850</u></b>

Visits per week	Hours per week	Total weeks in hours	Total cost
Building Commissioner			
3	7.5	900	40500
Assistant Building Inspector			
2	5	600	27000
Electrical Inspector			
3	6	720	32400
Assistant Electrical Inspector			
1	3	360	16200
Plumbing/Gas Inspector			
2	6	720	32400
Assistant Plumbing/Gas Inspector			
1	3	360	16200
Adminstartive			
	6	720	18000

Test and Meetings	Hours per week	Total weeks in hours	Travel and Expenses	Total Cost
Building Commissioner	5	600 {27000}	2000	29000
Assistant Inspector	2.5	300 {13500}	1000	14500
Electrical Inspector	4	480 {21600}	2000	23600
Assistant Wiring Inspector	2.5	300 {13500}	1000	14500
Plumbing/Gas Inspector	4	480 {21600}	2000	23600
Assistant Plumbing/Gas Inspector	2.5	300 {13500}	1000	<u>14500</u>
				326250
Total estimated cost of services provided by the Building Deapartment			Supplies	5000
				20000
			<b><u>Total</u></b>	<b><u>\$351,250</u></b>

ID	Task Name	Duration	Start	Finish	2011	2012	2013	2014	2015	2016	2017	2018
71	Design Development Design Phase (DD)											
72	Owner Approved OPM & Designer Contract Amendment (NTP)	1 day		5/7/14				J				
73	Design Development Phase	108 days	5/8/14	10/6/14								
74	Design Review - OPM, Town Agencies, Other	15 days	6/26/14	7/16/14				I				
75	Design Development Package at 100% to Cost Estimators	16 days	9/5/14	9/26/14				I				
76	Design Development Cost Estimate Reconciliation	8 days	9/24/14	10/3/14				I				
77	Building Committee Review and Sign Off	1 day		10/6/14				J				
78	Deliver 100% Design Development Package to MSBA	5 days	10/6/14	10/10/14				I				
79	MSBA Staff Review of 100% Design Development Package	8 days	10/8/14	10/17/14				I				
80	District, Designer & OPM Response to MSBA 100% DD Comments	5 days	10/20/14	10/24/14				I				
81	Designer & OPM Incorporate Applicable 100% DD Comments into Documents	5 days	10/27/14	10/31/14				I				
82	Construction Document Design Phase (CD)											
83	Contract Document Phase	111 days	10/6/14	3/9/15								
84	Construction Document Package at 60% to Cost Estimators	16 days	12/12/14	1/2/15				I				
85	Design Review of 60% Construction Documents - OPM, Town Agencies and Oth	15 days	12/15/14	1/2/15				I				
86	Construction Document 60% Package Cost Estimate Reconciliation	8 days	12/31/14	1/9/15				I				
87	Building Committee Review and Sign Off of 60% Construction Documents	1 day		1/12/15				J				
88	Deliver 60% Construction Document Package to MSBA	4 days	1/13/15	1/16/15				I				
89	MSBA Staff Review of 60% Contract Document Package	9 days	1/13/15	1/23/15				I				
90	District, Designer & OPM Response to MSBA 60% CD Comments	5 days	1/26/15	1/30/15				I				
91	Designer & OPM Incorporate Applicable 60% CD Comments into Documents	5 days	2/2/15	2/6/15				I				
92	Construction Document Package at 90% to Cost Estimators	13 days	2/9/15	2/25/15				I				
93	Design Review of 90% Construction Documents - OPM, Town Agencies and Oth	13 days	2/9/15	2/25/15				I				
94	Construction Document Package at 90% to MSBA			2/13/15				J				
95	Construction Document 90% Cost Estimate Reconciliation	3 days	2/23/15	2/25/15				I				
96	Building Committee Review and Sign Off of 90% Construction Documents	1 day		3/2/15				J				
97	Bid and Award Phase											
98	Bid and Award Phase	169 days	10/1/14	5/25/15								
99	Contractor's Prequalification (Filed Sub bidders & General)	103 days	10/1/14	2/20/15								
100	Advertise (Central Register, COMM-PASS, Newspaper etc.)	11 days	3/2/15	3/16/15				I				
101	Bid Documents Available to Contractors	44 days	3/23/15	5/2/1/15				I				
102	Deliver 100% Construction Document Bid Package to MSBA	3 days	4/13/15	4/15/15				I				

Durations Based on Work Days

► Milestone ◆ Summary ▶ Task



ID	Task Name	Duration	Start	Finish	2011	2012	2013	2014	2015	2016	2017	2018
103	Contractors Briefing Session	1 day		4/16/15					◆			
104	Receive Filed Sub Bids	1 day		4/30/15					◆			
105	Receive General Contractor Bids	1 day		5/14/15					◆			
106	OPM and Designers Recommendation to Building Committee	7 days	5/15/15	5/25/15					I			
107	Construction & Closeout Phase											
108	Construction Phase	885 days	5/25/15	10/12/18								
109	General Contractor Notice to Proceed and Award of Contract	1 day		5/25/15					◆			
110	Project Submission for LEED-S	15 days	6/8/15	6/26/15					I			
111	New Building - Phase 1	523 days	5/25/15	5/24/17								
112	Substantial Completion Phase 1 - New Building	1 day		5/24/17								
113	FF & E and Technology (design, procure, deliver, install)	228 days	7/11/16	5/24/17								
114	Punch List & Closeout - Phase 1 New Building	43 days	5/25/17	7/24/17								
115	Demolition of Existing High School & Final Site Work - Phase 2	283 days	6/19/17	7/18/18								
116	Substantial Completion Phase 2 - Demolition & Site Work	1 day		7/18/18								
117	Punch List & Closeout - Phase 2 Demolition & Site Work	43 days	7/18/18	9/14/18								
118	10+/- Month Review - Phase 1 New Building	1 day	2/19/18									
119	Designer Services Concluded (60 days after substantial completion)	1 day		9/14/18								
120	LEED-S Submission and Final Documentation	65 days	7/23/18	10/19/18								
121	Overall Final Project Closeout & Documentation	88 days	7/2/18	10/31/18								

Durations Based on Work Days

► Milestone ◆ Summary  Task 





3.3

In accordance with Massachusetts General Law Chapter 44 Section 31D, we the Board of Selectmen and Finance Committee do hereby authorize the Town Accountant to issue warrants and the Town Treasurer to pay such warrants in excess of available appropriations up to \$75,000.00 for snow and ice removal. Expenditures made under this authority must be certified to the Board of Assessors and included in the next annual Tax Rate.

**BOARD OF SELECTMEN**

**FINANCE COMMITTEE**

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

\_\_\_\_\_  
Cindy King, Chairman

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

\_\_\_\_\_  
Gini King

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

\_\_\_\_\_  
Andrea Wood

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Sam Grant

\_\_\_\_\_  
Mary LeTourneau

*M.G.L. 44 s 31D. Snow and ice removal; emergency expenditures; reporting requirements*

*Any city or town may incur liability and make expenditures in any fiscal year in excess of available appropriations for snow and ice removal, provided that such expenditures are approved by the town manager and the finance or advisory committee in a town having a town manager, by the selectmen and the finance and advisory committee in any other town, by the city manager and the city council in a city having a city manager or by the mayor and city council in any other city; provided, however, that the appropriation for such purpose in said fiscal year equaled or exceeded the appropriation for said purpose in the prior year. Expenditures made under authority of this section shall be verified to the board of assessors and included in the next annual tax rate.*

*Every city or town shall annually, not later than September fifteenth, report to the division of local services of the department of revenue the total amounts appropriated and expended, including any funding or reimbursements received from the commonwealth, for snow and ice removal in the fiscal year ending on the preceding June thirtieth.*

**Special Town Meeting  
Appropriations  
12/3/14**

Certified free cash                    \$    950,279

Article #	Appropriation	Funding Source		Description
		Free cash	Raise/approp	
1	1,200	1,200		Prior year bills
2	200,000	200,000		Transfer to Stabilization Fund
3	200,000	200,000		Transfer to Capital Stabilization Fund
4	22,837	0	8,443	Treasurer wages
		0	14,394	Collector wages
5	50,000	50,000		Pay down debt for road improvements
6	10,000	10,000		Veterans benefits
7	35,000	35,000		MIS: computers, servers, software, etc.
8	4,200	0	4,200	Building Department wages
9	7,000	7,000		Town Clerk professional services (code updates)
10	20,000	20,000		Fire-EMS moving & relocation expenses
11	TBD	TBD	TBD	Other budget adjustments
	550,237	523,200	27,037	

Free cash to carryover                \$    427,079

3.4

**MOTIONS**

**ARTICLE 1**

I move that the Town vote to transfer from surplus revenue the sum of **\$1,200.00** for the purpose of paying prior fiscal year bills.

**READ BY:** \_\_\_\_\_

**ARTICLE 2**

I move that the Town vote to transfer from surplus revenue the sum of **\$200,000.00** for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

**READ BY:** \_\_\_\_\_

**ARTICLE 3**

I move that the Town vote to transfer from surplus revenue the sum of **\$200,000.00** for the purpose of supplementing the capital stabilization fund, as allowed under MGL Chapter 40, Section 5B.

**READ BY:** \_\_\_\_\_

**ARTICLE 4**

I move that the Town vote to raise and appropriate the sum of **\$8,443.00** for the purpose of supplementing wages of the Treasurer's Office and **\$14,394.00** for the purpose of supplementing the wages of the Collector's Office, for a total appropriation of **\$22,837.00**.

**READ BY:** \_\_\_\_\_

**ARTICLE 5**

I move that the Town vote to transfer from surplus revenue the sum of **\$50,000.00** for the purpose of paying off debt.

**READ BY:** \_\_\_\_\_

**ARTICLE 6**

I move that the Town vote to transfer from surplus revenue the sum of **\$10,000.00** for the purpose of supplementing Veterans Benefits.

**READ BY:** \_\_\_\_\_

**ARTICLE 7**

I move that the Town vote to transfer from surplus revenue the sum of **\$35,000.00** for the purpose of supplementing Management Information Systems budget.

**READ BY:** \_\_\_\_\_



**ARTICLE 8**

I move that the Town vote to raise and appropriate the sum of \$4,200.00 for the purpose of supplementing wages of the Building Department budget.

**READ BY:** \_\_\_\_\_

**ARTICLE 9**

I move that the Town vote to transfer from surplus revenue the sum of \$7,000.00 for the purpose of supplementing the Town Clerk Professional Services budget.

**READ BY:** \_\_\_\_\_

**ARTICLE 10**

I move that the Town vote to transfer from surplus revenue the sum of \$20,000.00 for relocation of the Fire-EMS Department for temporary housing and support costs.

**READ BY:** \_\_\_\_\_

**ARTICLE 11**

I move that the Town vote to transfer from surplus revenue the sum of \$4,000.00 for the purpose of funding a study to update the non-union employee salary schedule.

**READ BY:** \_\_\_\_\_

**ARTICLE 12**

I move that the Town 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.

**READ BY:** \_\_\_\_\_

**ARTICLE 13**

I move that the Town vote to reduce the trash disposal weekly at the curb to 64-gallons for the remainder of the FY15.

**READ BY:** \_\_\_\_\_

**ARTICLE 14**

I move that the Town vote to adopt G, L. c. 44, s. 65, as amended, to allow employees to be paid in advance for vacation.

**READ BY:** \_\_\_\_\_

**ARTICLE 15**

I move that the Town 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").

**READ BY:** \_\_\_\_\_

**ARTICLE 16**

I move that the Town 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.

**READ BY:** \_\_\_\_\_

**ARTICLE 17**

I move that the Town 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.*

**READ BY:** \_\_\_\_\_

**ARTICLE 18**

I move that the Town 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."

READ BY: \_\_\_\_\_

#### **ARTICLE 19**

I move that the Town 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.*

READ BY: \_\_\_\_\_

#### **ARTICLE 20**

I move that the Town 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.

**READ BY:** \_\_\_\_\_

**DISPOSITION OF TOWN-OWNED LAND**

**ARTICLE 21**

I move that the Town 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.

**READ BY:** \_\_\_\_\_



## Technical Proposal and Price Quote Compensation Plan Update

### Municipal Positions

### For the Town of Townsend, MA

Submitted by: Human Resources Services, Inc.

9 Bartlet Street, Suite 186

Andover, MA 01810

Voice: 978-474-0200

Cell: 978-430-2061

Fax: 978-475-7925

Email: [hrcconsulting@comcast.net](mailto:hrcconsulting@comcast.net)

[www.hrsconsultinginc.com](http://www.hrsconsultinginc.com)

SDO CERTIFIED

November 24, 2014



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**Human Resources Services, Inc.**

**9 Bartlet Street, Suite 186**

**Andover, MA 01810**

**Phone: 978-474-0200**

November 24, 2014

Mr. Andy Sheehan  
Town Administrator  
Town of Townsend  
Town Hall  
272 Main Street  
Townsend, MA 01469

Dear Andy,

Human Resources Services, Inc. (HRS) is pleased to submit this proposal and price quotation to the Town of Townsend, MA to provide compensation plan update and maintenance services. Our proposal provides for a continued service and validation to Townsend's compensation and classification plans.

Our scope of services, timetable, and fee are outlined in this proposal. If we can answer any questions, please do not hesitate to contact us at 978-474-0200 or via e-mail at [hrsconsulting@comcast.net](mailto:hrsconsulting@comcast.net). Thank you for your consideration.

Sincerely,

*Sandy*

Aleksandra E. Stapczynski

President

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# 1 General Scope of Services

Human Resources Services, Inc. (HRS) will update and provide guidance for the implementation and maintenance of the Town of Townsend's compensation plan. The focus of this work is to continue the HRS system, providing an update to the pay structure, equitable competitive pay levels for individual positions or groups of positions.

More specifically, HRS will provide the following updates to the Town:

1. Conduct a thorough review of the Town's existing compensation program for all municipal positions on the compensation and classification plan.
2. Complete a custom labor market survey and review by analyzing salary/wage and organizational data from other comparable municipalities and other organizations.
3. Provide salary trends in compensation programs.
4. Develop an updated compensation plan (salary schedule) that reflects the current labor market and organizations with similar positions with an emphasis on comparative communities.
5. Ensure that the compensation program is competitive and recommend necessary changes/enhancements to program.
6. Provide recommendations and/or advice regarding other areas of compensation, as may be needed.
9. Provide general guidelines for internal maintenance of the plan.
10. Prepare mini-letter report with recommendations.



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## 2 Methodology and Work Plan

The following are Human Resources Services, Inc.'s specific action steps for this assignment.

### 2.1 Orientation meeting with Key Management Personnel.

This initial session would take place before beginning work on the entire project, so that management may become familiar with the specific steps to be taken and potential policy questions that may be raised. Another purpose for this meeting will be to discuss various pay-setting systems and methods. A variety of options will be discussed.

### 2.2 Conduct a Comprehensive Salary/Wage Survey.

The Consultant analyzes comparative salary/wage and compensation programs from other comparable municipalities/organizations. The survey data provides the Consultant with the basic parameters to construct a salary structure and to guide the organization in its compensation administration program. When analyzing the labor market data, the Consultant will consider job titles, organizational structures, work schedules, job duties and responsibilities. HRS will survey other comparable communities. The Consultant will seek approval from the Town of Townsend on the list of proposed comparables to use; up to fifteen (15) municipal organizations can be surveyed. Typically, our market analysis includes components such as, but not limited to:

- Salary range for each position surveyed.
- Provide other types of compensation information such as longevity pay.

- 
- Information on the number of work hours per week and the number of work weeks per year for each position surveyed.
  - Information on bonus and/or lump-sum payment, if applicable.
  - Pertinent information that may impact the salary ranges of positions surveyed.
  - Information on specifics where the responsibilities assigned to a department or positions are not typical in most organizations surveyed.
  - Provide trends in compensation programs.

## 2.3 Update the Compensation Plan Structure.

The Consultant constructs an updated compensation plan - salary schedule(s) within the parameters of the comparative data and the Town of Townsend's compensation policies. The compensation plan is linked directly to the Town's classification plan. The Consultant then develops the final compensation plan, including guidelines for initial implementation and continuing maintenance. The resulting compensation plan will reflect the Town's pay policies, the market place, internal job values, and the financial ability of the Town to pay at a given level.

## 2.4 Reports to Management and Townsend Officials.

Throughout the duration of the consulting engagement, the Consultant will discuss issues with management and HR staff and gather information from the Town; review market data and information; and, discuss the analysis progress and preliminary findings. The Consultant will review all draft reports with the Town Administrator and Town officials prior to their final presentation in the final report.

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*Final Letter Report*

Human Resources Services, Inc. will submit copies of the final letter report to the Town of Townsend, which will include all comparative market data, updated compensation plan(s) and a narrative letter report to accompany recommendations. Reports will be provided to the Town in hard copy and electronic copy.

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### 3 Timetable

Human Resources Services, Inc. is available to enter into contract with the Town of Townsend on January 1, 2015. The study can commence upon execution of a contract with the Town of Townsend, MA. Human Resources Services, Inc. will immediately meet with the Town Administrator and his key staff and set-up a detailed schedule of activities. Human Resources Services, Inc. will work closely with the Town throughout the duration of the study and make every effort to meet all of the required work product deadlines. Summary reports and data will be provided throughout the duration of the study, as well as a secure online client website for tracking study documents during the duration of the study.

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## 4 About Human Resources Services, Inc.

Human Resources Services (HRS) is an established and recognized Massachusetts personnel consulting firm specializing in technical assistance to local governments in areas of personnel management. Human Resources Services (HRS) was established in 1989 and was incorporated in Massachusetts as Human Resources Services, Inc. in 1998. HRS is a small woman-owned business dedicated to serving local governments.

HRS assists local governments in strengthening their management capacity by providing a full range of personnel services which include: classification and compensation studies; salary and benefits surveys; performance-evaluation and merit systems; personnel ordinances/bylaws reviews; personnel policies, rules and regulations; management and organizational studies; personnel system audits; and staffing and utilization studies. Human Resources Services, Inc. has expert knowledge of procedural and practical approaches to municipal personnel systems and municipal government.

### 4.1 Project Consultant

*Sandy Stapczynski will serve as Project Manager and Principal Consultant for the Northbridge, MA project. She will participate in all phases of the study.* Aleksandra (Sandy) Stapczynski is nationally recognized in the field of public personnel administration as a contributor to ICMA's leading publication in this field, *Human Resource Management in Local Government: An Essential Guide* (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Editions). She has authored an ICMA IQ Management Report on Staffing and Utilization Studies, where she detailed the methods, processes, and procedures for conducting comprehensive staffing, utilization and organizational/management studies. In addition to pay and classification, she has worked in other areas of personnel management including management analysis, salary/benefits surveys, personnel bylaws/regulations,



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performance appraisal and merit systems, job descriptions, recruitment and selection, personnel system audits, staffing, and general personnel management assistance.

Prior to establishing her own firm, Ms. Stapczynski was a Financial Supervisor with the Massachusetts Department of Revenue, working for Commissioner Ira Jackson's administration. Her previous employment also includes the Massachusetts Municipal Association, a non-profit organization supporting local government. While at the MMA, she specialized in personnel management consulting to cities and towns.

Ms. Stapczynski has been asked to speak on panels at the Massachusetts Municipal Association Annual Meeting and at meetings of the Massachusetts Municipal Personnel Association. She recently participated in a workshop at the New Hampshire Local Government Center annual meeting, where she discussed compensation, classification, and benefits analysis processes. She has memberships with the Massachusetts Municipal Association and the Massachusetts Municipal Personnel Association. Ms. Stapczynski holds a Masters Degree in Public Administration from Suffolk University, Boston (*Awarded: Public Service Fellowship for Underrepresented Women in the Public Sector, from the Federal Government*), and a Bachelor's Degree in Government from Suffolk University, Boston. She is a Visiting Executive at the Sawyer Business School at Suffolk University.

**References may be provided upon requests. Thank you.**

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## 5 Fee for Services

The all-inclusive, fixed fee for services as outlined in Human Resources Services, Inc.'s proposal to conduct *Compensation Plan Update* for the Town of Townsend, Massachusetts is **\$4,500.00**. This fee represents *all* costs associated with completing the specified services, including all consulting fees, clerical support, travel to Townsend, administrative, printing, and other incidental costs associated with the project completion.

We are available as the Town may wish Human Resources Services, Inc. to provide additional professional services from time to time through December 31, 2016 at the rate of \$100.00 per hour, plus expenses at cost.

Human Resources Services, Inc. maintains all appropriate business insurances: errors and omissions, business liability, automobile, workers compensation. A certificate of insurance can be provided upon request.

We are a certified SDO Woman-Owned Business Enterprise (WBE) with the Commonwealth of Massachusetts.

3.5

## SICK LEAVE DONATION POLICY

### **Policy**

Each employee may donate to another employee up to three (3) days of accrued sick leave per year. The recipient employee shall have exhausted all available leave (sick, vacation, personal, etc.) before being eligible for donated leave. Any employee, whether full time, part time, fractional, etc., may request donated sick leave. 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.

Allowable leave shall be calculated based on the average number of hours worked per week during the preceding six (6) months. For example, an employee who averages fifteen (15) hours worked per week during the preceding six (6) months may receive up to fifteen (15) hours per week of donated sick leave. 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: \_\_\_\_\_.

3.6

**VACATION LEAVE, ARTICLE 20  
GUIDANCE DOCUMENT**

This document is intended to provide clarification and guidance for the administration of Article 20, Vacation Leave, of the Non-Contractual Personnel Policies & Procedures Manual.

Vacation accrual shall be calculated as of the employee's date of hire or the date the employee becomes eligible for vacation leave (the eligibility date). All time periods in the vacation accrual schedules shall be measured from the eligibility date, not according to the fiscal year. For instance, six (6) months after the eligible date the employee shall be eligible for one (1) week of regularly scheduled work hours, etc. as described in the schedules.

Questions shall be directed to the Town Administrator.

Adopted by the Board of Selectmen: \_\_\_\_\_

## 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 preceding 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> though 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.

3.8

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

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **TERRI ROY**

V.F.W. Post #6538      491A Main Street      West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL  
ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "**Holiday Family Party**" to be held on **December 20, 2014**,  
with sale hours from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating  
thereto, and expires **December 20, 2014** unless sooner suspended or revoked.

Date: 12/2/2014

**THE LOCAL LICENSING AUTHORITIES**

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**SEE ATTACHED CONDITIONS OF LICENSE**



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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: December 2, 2014  
Name of Licensee: Terri Roy  
Address of Licensee: 491A Main Street, Townsend, MA  
Effective Date or Dates of License: December 20, 2014  
Authorized Hours of Sales: 7:00P.M. to 11:00P.M.  
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "40<sup>th</sup> Birthday Party."

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

The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

Is the license for a dining hall maintained by an incorporated educational institution authorized to grant degrees? \_\_\_\_\_.

Restrictions attached to the license by the local authority: SEE ATTACHED

**THE LOCAL LICENSING AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



A.1

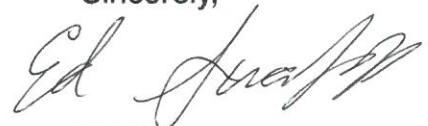
November 17, 2014

To: Townsend Board of Selectmen  
From: Townsend Council on Aging

Re: COA Volunteer Coordinator

At a special meeting on Friday, November 14, 2014, the Council on Aging approved by a unanimous vote the appointment of Donna Fenton as the Volunteer Coordinator for the Townsend Senior Center.

Sincerely,

A handwritten signature in black ink, appearing to read "Ed Snapp". The signature is written in a cursive style with a large initial "E".

Ed Snapp,  
COA Chair





**TEC**  
TOWNSEND ENERGY COMMITTEE  
272 Main Street  
Townsend, Massachusetts, MA 01469

Michael Brown, Ph.D., Susan Dejaniak, PMP,  
Ed Hermann

A.2

November 17, 2014

**TO: Board of Selectmen**  
**FROM: Energy Committee**  
**SUBJECT: Committee Appointment**

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At a meeting of the Energy Committee on November 13, 2014 it was unanimously voted to recommend to the Selectmen the appointment of the following resident to the Energy Committee for the indicated term:

**Kathleen Thompson**  
86 Ash Street  
(978)597-5013

Term effective from appointment - June 30, 2016.

This vacancy was posted as required by the Town Charter on February 10, 2014.



Date received 10/28/14

# 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

RECEIVED  
NOV 03 2014

TOWN OF TOWNSEND  
TOWN CLERK

Name: Kathleen Thompson

Phone (978) 597-5013 email kathleen.early@comcast.net

Address: 86 Ash Street, Townsend MA 01469

Occupation: Formerly Senior Financial Analyst (currently unemployed)

Amount of time available (per week/per month): 3-4 hours/week

Background/Experience  
All areas of accounting including financial reporting  
Proficient in multiple business system applications like  
Microsoft office - Excel, Word, Powerpoint, SAP, PeopleSoft, Cognos

**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. Energy Committee
2. Finance Committee
3. Conservation Commission
4. Trust Fund Commission



**TEC**  
TOWNSEND ENERGY COMMITTEE  
272 Main Street  
Townsend, Massachusetts, MA 01469

Michael Brown, Ph.D., Susan Dejniak, PMP, Ed Hermann

RECEIVED  
FEB 10 2014

TOWN OF TOWNSEND  
TOWN CLERK

## **PUBLIC NOTICE OF VACANCY**

**February 10, 2014**

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following vacancies are posted:

### **ENERGY COMMITTEE**

**1 Member: Term running from Appointment to June 30, 2016**

**1 Member: Term running from Appointment to June 30, 2015**

The Energy Committee operates under the general direction of the Board of Selectmen. Its purpose is to manage the requirements of Townsend's Green Community status under the Massachusetts Green Communities Act; advise on energy procurement and policies for municipal facilities and residential and commercial customers; pursue funding opportunities; and work with consultants, including but not limited to an energy services company (ESCO) under a performance contract.

If interested, please forward a Volunteer Response form to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469.