



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
JANUARY 6, 2015, 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: December 2 and December 9, 2014. Votes may be taken.

II APPOINTMENTS AND HEARINGS

- 2.1 Town Clerk Kathy Spofford will be present to discuss the 2015 local election. Votes may be taken.

III MEETING BUSINESS

- 3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. Votes may be taken.
- 3.2 Special Town Meeting: Review and discuss the Special Town Meeting on January 7, 2015. Votes may be taken.
- 3.3 Review guidance document for vacation accruals. Votes may be taken.
- 3.4 Discuss adoption of GL c. 32B, s. 9A relative to health insurance benefits for retirees. Votes may be taken.
- 3.5 FY16 budget: review and discuss Selectmen budgets. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint Michael Marchand as a full time interim Police Officer at recruit rate and placed on a training waiver prior to acceptance at the Police Academy for a term from January 19, 2015 to June 30, 2015. Votes may be taken.
- 4.2 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint the following Ashby Police Officers as Special Police Officers for a term from January 6, 2015 to June 30, 2015. Votes may be taken.

Derek J. Pepple, Patrolman
John R. Dillon, Patrolman
Shawn R. McCluskey, Patrolman
Brian F. Vautour, Patrolman

Erik C. Salo, Reserve Officer
Glenn J. Casey, Reserve Officer
Anthony C. Montesion, Reserve Officer
Fred S. Alden, Interim Chief of Police

V WORK SESSION

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

- VI EXECUTIVE SESSION:** Executive Session under GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and under GL c. 30A, s. 21(a)(1) to discuss complaints against a public officer, staff member, or individual. Votes may be taken.



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1.7

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MINUTES
DECEMBER 2, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 7:00PM the Chairman called the meeting to order. 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: None.
- 1.5 Town Administrator updates and reports:
 - AS reminded everyone that the Town Meeting is at 7PM tomorrow, December 3, 2014. There is information on the town website as to what will be discussed.
 - The Devens Regional Household Hazardous Product Collection Center is open December 4 and 7, which will be the last days until March 2015.
 - AS provided a clarification about the Treasurer-Collector reorganization. It has not been contemplated that staff from the Water Department will be transferred to the Treasurer-Collector's Office. The Water Department Office Administrator is a union position and transferring her would be a change in working conditions that would have to be negotiated. It has been the plan that the new positions would be posted and filled.
 - AS also provided a clarification about pension payments. Pension checks are checks are cut by the pension system, not the Town. A retiree receives their pension benefits from the retirement system. CS asked how town is assessed regarding retirement. AS answered that the assessment is based on an actuarial analysis that looks at the age of the workforce, the number of people expected to retire at a given point, and the number of employees. Employees pay into the system throughout their careers and the last employer is not responsible for the entire pension. AS said the Middlesex County Retirement System did an analysis several years ago which looked at all these factors. The System has provided increases for the next several years. SL requested that this conversation be discussed during the budget meetings.
- 1.6 Board of Selectmen announcements, updates, and report: CM reminded everyone that the Tree Lighting ceremony will take place Sunday December 7, 2014 at 5PM. Although the common is not finished being decorated, it will be by then.
- 1.7 Approval of meeting minutes: November 18, 2014. CS moved to approve the meeting minutes, CM seconded, unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 6:05 Green Communities Annual Report: Land Use Coordinator Karen Chapman (KC) was present to discuss the Green Communities Annual Report and request the Board's approval. She was joined by Energy Committee members Michael Brown and Sue Dejniak. Kelly Brown of the Mass. Department of

- Energy Resources has suggested adding some of the schools. This would alter the base year usage number and make the schools eligible to receive Green Communities funding for upgrades. KC emailed superintendent and also requested a six month extension to spend remaining \$11,000 and wrap up final report. CS moved to except and sign Green Communities Annual Report, CM seconded, unanimous.
- 2.2 6:15 North Middlesex Regional High School permitting and inspections: Building Commissioner Richard Hanks (RH) presented a proposal for permits, inspections, and fees for the High School building project. RH suggested taking the projected cost divided by the number of weeks and inspectors would get paid a weekly stipend. CM questioned the waived inspection fees, SL explained that when the budget was discussed for \$350,000 there was the issue of part time inspectors and how to handle accounting and compensation. CS asked about the cost associated with inspections, AS answered that the original discussion and letter to the Building Committee stated that the estimate did not cover permits issued by the Planning Board, Board of Health, or Conservation Commission. It also did not mention permits, inspections, and fees from the Fire Dept., which was an oversight. RH said the project will add substantially to the workload of the inspectors and all their regular work still needs to get done. SL pointed out that salaried employees have light weeks and heavy weeks and it balances out over time. CS asked how the Town Hall renovation was handled and RH said he was paid an additional \$500 per week. Building Committee chairman Rob Templeton (RT) said the Massachusetts School Building Authority (MSBA) may have an objection to paying stipends, but said he would look into it. AS pointed out that the \$350,000 estimate was to cover the costs of inspections and did not follow the usual permit calculation. RH said he and the other inspectors prefer stipends and added that the benefit of stipends is budget certainty. CS suggested an inter-municipal agreement between the three towns. SL asked how the accounting would be handled. AS said the fee would be deposited and captured on the recap over the three year duration of the project. That allows the revenue to be spread out to cover the annual costs. AS said he would draft a summary for the Board's consideration.

III MEETING BUSINESS

- 3.1 Kinder-Morgan Northeast Direct Pipeline Project Update: AS reported Kinder Morgan is expected to amend their plans to relocate the main line in New Hampshire. He is awaiting confirmation and further details.
- 3.2 Route 119 sidewalk: continuation of discussion and review of engineering cost estimates from Highway Superintendent Ed Kukkula. CM suggested checking with state to see if they would still be willing to pay for wider sidewalks by the harbor if the Town designs it. SL reminded there was a commitment given to the Squannacook Greenways representatives to build a sidewalk along the road that the rail trail could follow. CS suggested that Town Meeting be presented with two options, either the rail trail or the sidewalk. CM said it was not about this or that and asked why CS was trying to kill the rail trail. CM suggested they table the discussion and invite Ed Kukkula and Squannacook Greenways to a meeting in January.
- 3.3 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. AS said this is the standard authorization to deficit spend for winter operations. CS moved to authorize deficit spending for snow and ice removal up to \$75,000. CM seconded unanimous.
- 3.4 Special Town Meeting: Review and discuss articles for Special Town Meeting on December 3, 2014. AS presented an updated appropriation spreadsheet. CM said that he is still not sure about Article 11 and believes it should be left to town meeting. SL believes that the article will hold more weight if the people know the Board supports it. CS said that she would rather spend the money elsewhere and suggested making a motion to support the Article to examine salary. SL suggested getting a temp to do the study, but CS disagrees. CM is against anyone from town doing the study and asserted that it should be done independently. CS again states that it is a print and click from online resources. SL asked whether this is a necessary expense and believes that Townsend is not competitive. CS suggested allocating \$2,000 and asked AS if that was reasonable. AS responded that it is hard to know if a number picked out of the air will be enough. CS asked for a total compensation analysis. AS said an alternative

is to pick an accelerator, like a 2 ½ %, and make an across the board cost of living adjustment. CS moved to support article 11, CM seconded, passed 2-1 (CS opposed).

- 3.5 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. CS moved to adopt sick time donation policy, CM seconded, unanimous.
- 3.6 Review guidance document for vacation accruals. Tabled to 12/6/14 meeting.
- 3.7 Update on capital borrowing: AS reported that the bond anticipation note is to be signed on 12/9/14.
- 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. CS moved to approve request, CM seconded, unanimous
- 3.9 Continue review and discussion of goals: tabled to be discussed at a later meeting

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. CS moved to approve hiring of Donna Fenton as the Volunteer Coordinator, CM seconded, unanimous
- 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: CS moved to approve Kathleen Thompson to the Energy Committee, CM seconded, unanimous

V WORK SESSION

- 5.1 Review and sign payroll and bills payable warrants: CS motioned to review and sign payroll and bills payable warrants outside of session. CM seconded, unanimous.

7:42PM CM moved to adjourn the meeting. CS seconded. Unanimous



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MEETING MINUTES
DECEMBER 9, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:03PM the Chairman called the meeting to order. Roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Chairman's Additions or Deletions: SL added 3.4, 3.5, and 3.6
- 1.3 Town Administrator updates and reports. None
- 1.4 Board of Selectmen announcements, updates, and reports. CM said he would like to discuss employee benefits and asked that an executive session be added to the December 16, 2014 meeting. SL agreed.

II APPOINTMENTS AND HEARINGS

- 2.1 6:00PM Tax classification hearing to determine the percentages of the local tax levy to be borne by each class of property for FY2015. Principal Assessor Vicki Tidman (VT) and Board of Assessors members Laura Shifrin (LS) and Carol Marcin were present. CS read the legal ad. LS said the Town continues to experience little commercial/industrial growth and the Assessors recommend keeping a single tax rate. The residential factor is recommended to remain at 1.0. CS moved to adopt a minimum residential factor of 1.0 as recommended by the Board of Assessors. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Bond Anticipation Notes (BAN): Sign documents for borrowing \$100,000 at 0.55% interest rate for roadway improvements. Town Administrator Andrew Sheehan (AS) explained that this is a \$100,000 borrowing for roadwork that was approved in the spring. The low bidder offered an interest rate of 0.55%. CS moved to approve the bond anticipation note in the amount of \$100,000 with Century Bank. The Board signed the documents and Town Clerk Kathy Spofford notarized and signed.
- 3.2 Special Town Meeting: Discussion. The Board and AS discussed the continued Special Town Meeting. The Board asked AS to check with the schools to see if Hawthorne Brook Middle School is available. They asked that a notice be placed in the harbor.
- 3.3 Review and sign payroll and bills payable warrants. CS moved to sign the bills payable and payroll warrants out of session. CM seconded. Unanimous.
- 3.4 Review and sign letter of appreciation to MassDOT-Highways regarding repaving of Route 119. CS moved to sign the letter. CM seconded. Unanimous.
- 3.5 Review and approve request from Sergeant Mark Giancotti to appoint Glenn Casey of the Ashby Police Department as a Special Police Officer for the Town of Townsend. CS moved to appoint Glenn Casey of the Ashby Police Department as a Special Police Officer for the Town of Townsend. CM seconded.

3.6 Review and approve request from Sergeant Mark Giacotti to appoint Anthony Wales of the Pepperell Police Department as a Special Police Officer for the Town of Townsend. CS moved to appoint Anthony Wales of the Pepperell Police Department as a Special Police Officer for the Town of Townsend. CM seconded. Unanimous.

6:36PM CS moved to adjourn. CM seconded. Unanimous.

**Special Town Meeting
Appropriation Articles
January 7, 2015**

3.2

Article #	Appropriation	Funding Source			Description	Finance Committee Recommendation
		Free cash / Surplus revenue	Raise and appropriate	Transfer		
1	1,200	1,200			Prior year bills	Recommended
2	200,000	200,000			Transfer to Stabilization Fund	Recommended
3	200,000	200,000			Transfer to Capital Stabilization Fund	Recommended
4	22,837			8,443	Treasurer wages: transfer from insurance	Recommended
5	50,000	50,000		14,394	Collector wages: transfer from insurance	Recommended
6	10,000	10,000			Pay down debt for road improvements	Recommended
7	35,000	35,000			Veterans benefits	Recommended
8	4,200	0			MIS: computers, servers, software, etc.	Recommended
9	7,000	7,000		4,200	Building Department wages: transfer from insurance	No recommendation
10	20,000	20,000			Town Clerk professional services (code updates)	Recommended
11	4,500	4,500			Fire-EMS moving & relocation expenses	Recommended
	\$ 554,737	\$ 527,700	\$ -	\$ 27,037	Update non-union employee compensation plan	No recommendation

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 transfer from the property, casualty, and liability insurance budget 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 down 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 the Management Information Systems budget.

READ BY: _____

ARTICLE 8

I move that the Town vote to transfer from the property, casualty, and liability insurance budget the sum of \$4,200.00 for the purpose of supplementing wages of the Building Department.

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 **\$4,500.00** to supplement the Selectmen's Professional Services budget for the purpose of funding a study to update the non-union employee compensation plan.

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: _____

**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's status changes (the eligibility date), whichever is most recent. All time periods in the vacation accrual schedules shall be measured from the eligibility date. For instance, six (6) months after the eligible date the employee shall be eligible for one (1) week of vacation leave as described in the schedules. Current employees who transition from fractional to part time or full time or part time employees who transition to full time are not subject to the six (6) month waiting period.

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 1st though June 30th. 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.



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3.5

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MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: December 31, 2014

SUBJ.: FY16 Selectmen Budgets

I have prepared the attached first drafts of the budgets that fall under the Board of Selectmen. This memo briefly describes my recommendations and some proposed changes for the Board's consideration.

Board of Selectmen, Department 122: The proposed changes in this budget are minimal. I propose increasing the purchase of services line from \$1,450 to \$5,000. From time to time we need to retain the services of consultants or other professionals and often find ourselves unable to do so due to a lack of funds. This nominal amount will give us flexibility to act quickly to unexpected needs.

Legal, Department 151: At this time I am not proposing any increase in the legal budget.

Management Information Systems, Department 155: A couple of increases are proposed in the MIS budget. I recommend increasing the replacement equipment line item from \$8,000 to \$10,000. This is to allow us to continue to invest in the Town's critical IT infrastructure. I also increased the professional services line item from \$46,000 to \$50,000. Our contract with Townsend Technologies runs through the end of FY15 and we should anticipate that this cost will increase. This is an opportune time to discuss whether to continue with outsourced IT or bring IT in-house as a staff position.

Facility Maintenance, Department 191:

Over the past several months I have had discussions with staff about expanding the scope of the Facility Maintenance Department. The Town will soon have a new Fire-EMS headquarters and hopefully a new West Townsend Fire Station. These new facilities provide a perfect opportunity to revisit how Fire-EMS maintenance is handled. Chief Boynton is agreeable to relinquishing building maintenance so his department

can focus on its mission of delivering fire and emergency medical services. If we move in this direction I propose increasing the Facilities Manager from 35 to 40 hours per week and adding a Maintenance Technician. We have not yet determined the appropriate number of hours for the Maintenance Technician. Before investing additional time on this issue I need to know if the Board supports the change. If so, the enclosed Facilities budget as well as the Fire-EMS budget will change. Expanding the scope of the Facilities Department appears to also require Town Meeting approval. I will explore all of these issues after I receive direction from the Board.

On the expense side, there are just a couple of minor increases. The janitorial contract increases slightly in FY16 and \$5,000 has been added to the building maintenance and repairs line item to fund a balancing of the HVAC system at the Senior Center. As noted above, if we incorporate Fire-EMS into Facilities the expense budgets of both departments will change.

Memorial Hall, Department 192: No changes are proposed to the Memorial Hall budget.

I look forward to discussing the budget in greater detail.

Budget Worksheet

Department Name		Department Number	Fiscal Year
Board of Selectmen		122	FY16
FY15 Budget		FY16 Department Proposed	% Change
Personal Services	133,426	135,299	
Purchase of Services	1,450	5,000	
Supplies	1,450	1,450	
Other Charges & Expenses	8,300	8,300	
Capital Outlay	-	-	
Total Department Operating Budget	144,626	150,049	3.75%

Object #	Expenditure Object Description		
5100	Salaries & Wages - Department Head	97,850	100,786
5110	Salaries & Wages - Operational Staff	30,797	29,757
5112	Salaries & Wages - Support Staff(Admin)		
5120	Salaries & Wages - Temp. Help		
5130	Additional Gross -		
5131	Additional Gross -		
5132	Additional Gross -		
5190	Other - Longevity		
5191	Other -	4,779	4,862
5195	Other -		
	Other -		
	Total Personal Services	133,426	135,405
			1.48%

Submitted by: _____
 Date: _____

Expense Worksheet

Object #	Description	Department Name	Department Number	Fiscal Year
		Board of Selectmen	122	FY16
		FY15	FY16	%
		Budget	Department Proposed	Change
5210	Energy			
5320	Non-Energy Utility - Water			
5240	Repairs and Maintenance - Bldg.			
5245	Repairs and Maintenance - Equip.			
5300	Professional & Technical Services	1,300.00	5,000.00	
5340	Communication	150.00	150.00	
5380	Other Purchased Services			
	Total Purchase of Services	1,450.00	5,150.00	0%
5420	Office Supplies	1,150.00	1,150.00	
5430	Building Supplies			
5435	Equipment Maintenance Supplies			
5480	Vehicular Supplies			
5580	Other Supplies	300.00	300.00	
	Total Supplies	1,450.00	1,450.00	0%
5710	Travel, Mileage - In State	200.00	200.00	
5730	Dues and Memberships	5,000.00	5,000.00	
5780	Other Charges	3,100.00	3,100.00	
	Total Other Charges & Expenses	8,300.00	8,300.00	0%
5850	New Equipment			
5860	Capital Lease of Equipment			
5870	Replacement Equipment			
	Total Capital Outlay	0.00	0.00	0%
	Grand Total Expenses	11,200.00	14,900.00	33%

Budget Worksheet

Department Name		Department Number	Fiscal Year
Management Information Systems		155	FY16
FY15 Budget		FY16 Department Proposed	% Change
Personal Services			
Purchase of Services	60,200.00	65,000	
Supplies		4,000	
Other Charges & Expenses			
Capital Outlay	8,000	10,000	
Total Department Operating Budget	68,200	79,000	15.84%

Object #	Expenditure Object Description		
5100	Salaries & Wages - Department Head		
5110	Salaries & Wages - Operational Staff		
5112	Salaries & Wages - Support Staff(Admin)		
5120	Salaries & Wages - Temp. Help		
5130	Additional Gross -		
5131	Additional Gross -		
5132	Additional Gross -		
5190	Other - Longevity		
5191	Other -		
5195	Other -		
	Other -		
	Total Personal Services	-	#DIV/0!

Submitted by: _____

Date: _____

Expense Worksheet

Object #		Description	Department Name Management Information Systems	Department Number 155	Fiscal Year FY16
			FY15 Budget	FY16 Department Proposed	% Change
5210		Energy			
5320		Non-Energy Utility - Water			
5240		Repairs and Maintenance - Bldg.			
5245		Repairs and Maintenance - Equip.			
5300		Professional & Technical Services	46,000.00	50,000.00	
5340		Communication	1,200.00	2,000.00	
5380		Other Purchased Services	13,000.00	13,000.00	
		Total Purchase of Services	60,200.00	65,000.00	0%
5420		Office Supplies			
5430		Building Supplies			
5460		Groundskeeping Supplies			
5480		Vehicular Supplies			
5580		Other Supplies			
		Total Supplies	0.00	0.00	0%
5710		Travel, Mileage - In State			
5730		Dues and Memberships			
5780		Other Charges			
		Total Other Charges & Expenses	0.00	0.00	0%
5850		New Equipment			
5860		Capital Lease of Equipment			
5870		Replacement Equipment	8,000.00	10,000.00	
		Total Capital Outlay	8,000.00	10,000.00	0%
		Grand Total Expenses	68,200.00	75,000.00	10%

Budget Worksheet

Description	FY15 Budget	FY16 Department Proposed	% Change
Personal Services	44,013	51,371	
Purchase of Services	169,225.00	175,025	
Supplies	6,000	6,000	
Other Charges & Expenses	1,200	1,200	
Capital Outlay	-	-	
Total Department Operating Budget	220,438	233,596	5.97%

Object #	Expenditure Object Description	5100	5110	5112	5120	5130	5131	5132	5190	5191	5195	Other -	Total Personal Services
5100	Salaries & Wages - Department Head	38,375											
5110	Salaries & Wages - Operational Staff		44,600										
5112	Salaries & Wages - Support Staff(Admin)												
5120	Salaries & Wages - Temp. Help				6,000								
5130	Additional Gross -												
5131	Additional Gross -												
5132	Additional Gross -												
5190	Other - Longevity								600				
5191	Other -												
5195	Other -												
	Other -												
	Total Personal Services								44,013				51,200
													16.33%

Submitted by: _____

Date: _____

Expense Worksheet

Object #	Description	Department Name		Department Number		Fiscal Year	
		FY15	Budget	FY16	Department Proposed	FY16	% Change
		Facilities		191			
		FY15		FY16		%	
		Budget		Department Proposed		Change	
5210	Energy		90,000.00		90,000.00		
5320	Non-Energy Utility - Water		3,700.00		3,700.00		
5240	Repairs and Maintenance - Bldg.		30,000.00		35,000.00		
5245	Repairs and Maintenance - Equip.		4,000.00		4,000.00		
5300	Professional & Technical Services		40,025.00		40,825.00		
5340	Communication		1,500.00		1,500.00		
5380	Other Purchased Services						
	Total Purchase of Services		169,225.00		175,025.00		0%
5420	Office Supplies						
5430	Building Supplies						
5460	Groundskeeping Supplies		5,000.00		5,000.00		
5480	Vehicular Supplies		1,000.00		1,000.00		
5580	Other Supplies						
	Total Supplies		6,000.00		6,000.00		0%
							0% Add'l funds from Fire-EMS
5710	Travel, Mileage - In State		1,200.00		1,200.00		
5730	Dues and Memberships						
5780	Other Charges						
	Total Other Charges & Expenses		1,200.00		1,200.00		0%
5850	New Equipment						
5860	Capital Lease of Equipment						
5870	Replacement Equipment						
	Total Capital Outlay		0.00		0.00		0%
	Grand Total Expenses		176,425.00		182,225.00		3%

Budget Worksheet

Description	FY15 Budget	FY16 Department Proposed	Fiscal Year FY16 % Change
Personal Services			
Purchase of Services	11,000.00	11,000	
Supplies	4,000	4,000	
Other Charges & Expenses			
Capital Outlay	-	-	
Total Department Operating Budget	15,000	15,000	0.00%

Object #	Expenditure Object Description	Department Number	Fiscal Year
5100	Salaries & Wages - Department Head	192	FY16
5110	Salaries & Wages - Operational Staff		
5112	Salaries & Wages - Support Staff(Admin)		
5120	Salaries & Wages - Temp. Help		
5130	Additional Gross -		
5131	Additional Gross -		
5132	Additional Gross -		
5190	Other - Longevity		
5191	Other -		
5195	Other -		
	Other -		
	Total Personal Services	-	#DIV/0!

Submitted by: _____

Date: _____

Expense Worksheet

Object #	Description	Department Name	Department Number	Fiscal Year
		Memorial Hall	192	FY16
		FY15	FY16	%
		Budget	Department Proposed	Change
5210	Energy			
5320	Non-Energy Utility - Water			
5240	Repairs and Maintenance - Bldg.			
5245	Repairs and Maintenance - Equip.	5,000.00	5,000.00	
5300	Professional & Technical Services	200.00	200.00	
5340	Communication	5,800.00	5,800.00	
5380	Other Purchased Services			
	Total Purchase of Services	11,000.00	11,000.00	0%
5420	Office Supplies	4,000.00	4,000.00	
5430	Building Supplies			
5460	Groundskeeping Supplies			
5480	Vehicular Supplies			
5580	Other Supplies			
	Total Supplies	4,000.00	4,000.00	0%
5710	Travel, Mileage - In State			
5730	Dues and Memberships			
5780	Other Charges			
	Total Other Charges & Expenses	0.00	0.00	0%
5850	New Equipment			
5860	Capital Lease of Equipment			
5870	Replacement Equipment			
	Total Capital Outlay	0.00	0.00	0%
	Grand Total Expenses	15,000.00	15,000.00	0%



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

4.1

Erving M. Marshall, Jr.
Chief of Police

978-597-2242
978-597-6214

DATE: December 22, 2014
TO: Board of Selectmen
FROM: Erving M. Marshall, Jr.
Chief of Police
RE: Full-time Interim Police Officer Appointment

In accordance with Chapter 41, Section 97a of the Massachusetts General Laws, I hereby submit that Michael Marchand be appointed as a full-time interim police officer from January 19, 2014 through June 30, 2014 at recruit rate and be placed on a training waiver prior to his acceptance in a full-time police academy commencing after July 1, 2014 when funds will hopefully become available.

Plans moving forward are to assign Michael to an open shift, appoint him as a recruit officer once a full-time academy can be found, and then appoint him as a full-time police officer with a nine-month probationary period upon completion of an academy.

Michael is currently a Reserve Police Officer in Townsend and has held that position since 9/29/10. He also finished second in September of this year in our selection process for a full-time officer that was posted on July 28, 2014.

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

Respectfully submitted,


Erving M. Marshall, Jr.
Chief of Police

cc: Appointment file
M. Marchand file



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

A.2

Erving M. Marshall, Jr.
Chief of Police

978-597-2242
978-597-6214

To: Board of Selectmen

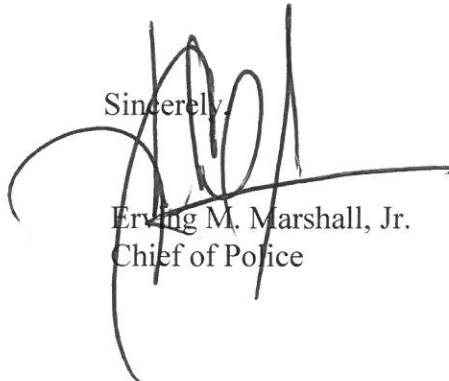
From: Erving M. Marshall, Jr., Chief of Police

Re: Special Officer Appointments

Date: December 19, 2014

At the request of the Ashby Interim Chief of Police and pursuant to MGL c. 41s. s. 97a, I am requesting the attached list of police officers to be appointed by the Board as Special Police Officers for a term from January 6, 2015 through June 30, 2015.

Sincerely,



Erving M. Marshall, Jr.
Chief of Police

Attach 1

Cc: Appointment file



Ashby Police Department

893 Main Street
Post Office Box 280
Ashby, Massachusetts 01431



Phone: (978) 386-5652
Fax: (978) 386-7753

December 5, 2014

Chief Erving Marshall Jr
Townsend Police Department
70 Brookline Street
Townsend, MA 01469

Chief Marshall,

Pursuant to MGL c.41s.97A, I am submitting the following list of active police officers currently employed by the Ashby Police Department with a request to be appointed as Special Police Officers within the Town of Townsend for fiscal year 2015 (FY15) from July 1, 2014 through June 30, 2015.

Derek J. Pepple	Patrolman
John R. Dillon	Patrolman
Shawn R. McCluskey	Patrolman
Brian F. Vautour	Patrolman
Erik C. Salo	Reserve Officer
Glenn J. Casey	Reserve Officer
Anthony C. Montesion	Reserve Officer
Fred S. Alden	Interim Chief of Police

If you need further information please don't hesitate to contact us at 978-386-7242.

Respectfully,

A handwritten signature in black ink that reads "Fred Alden".

Fred Alden
Interim Chief of Police