



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

Sue Lisio, *Chairman*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

AGENDA
MARCH 31, 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: March 10, 2015. Votes may be taken.

II APPOINTMENTS AND HEARINGS

- 2.1 6:15 Recreation Commission: Discuss the use of the Town Hall Annex at 274 Main Street. Votes may be taken.
- 2.2 6:45 Fire-EMS Chief Mark Boynton to request the following.
 - Appoint Miles Childs as per diem EMS Coordinator (Captain) for a term from March 24, 2015 to June 30, 2015; Votes may be taken.
 - Create the position of Per Diem EMS Coordinator (Lieutenant). Votes may be taken.
 - Accept a State Fire Marshall's Grant in the amount of \$7,218 to fund the SAFE program to educate students and seniors on fire safety. Votes may be taken.

III MEETING BUSINESS

- 3.1 Executive Session: pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. Votes may be taken.
- 3.2 Review and approve snow and ice deficit spending authorization in the amount of \$25,000. Votes may be taken.
- 3.3 Retiree health insurance: Discussion of employee survey responses and decide whether to include on 2015 Annual Town Meeting Warrant. Votes may be taken.
- 3.4 Review and approve special municipal employee designations for the Wiring Inspector, Gas Inspector, and Plumbing Inspector. Votes may be taken.
- 3.5 Review and approve amendment to the building permit fee schedule to include a category for public high school. Votes may be taken.
- 3.6 Review and declare surplus a copier/printer, modem, and Merlin phone system at the Cemetery & Parks Department and authorize disposal of same. Votes may be taken.
- 3.7 Review and discuss May 5, 2015 Annual Town Meeting Warrant. Votes may be taken.
- 3.8 FY16 operating budget: continue discussion of the FY16 operating budget. Votes may be taken.

- 3.9 Review and discuss Town Administrator's proposal to transfer Fire-EMS buildings to the Facilities Maintenance Department. Votes may be taken.
- 3.10 Review and discuss Town Administrator's proposal to transfer Town information technology to the Communications Department. Votes may be taken.
- 3.11 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Baby Shower on April 25, 2015 from 2:00PM to 4:30PM. Votes may be taken.
- 3.12 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Poker Tournament/Cancer Fundraiser on May 30, 2015 from 7:00PM to 11:00PM. Votes may be taken.
- 3.13 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Celebration on May 30, 2015 from 12:00PM to 4:00PM. Votes may be taken.
- 3.14 Review and approve mandatory referral from the Zoning Board of Appeals for a Special Permit for Andrew and Wendy Hammond to demolish two single family dwellings and construct one single family dwelling at 11 and 15 Sauna Row Road. Votes may be taken.
- 3.15 Review and approve Water Department Change Order No. 2 for Weston & Sampson Engineers, Inc. for the SCADA contract in the net amount of \$12,655.46. The change order consists of an increase of \$13,764.95 and a credit of \$1,109.489 (previously approved). Votes may be taken.
- 3.16 Vote to send Article 97 Home Rule Petition to Rep. Harrington and Sen. Flanagan requesting approval of the conveyance of Conservation Land at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. Votes may be taken.
- 3.17 Review request of the Board of Library Trustees to create Library Long Range Planning Committee consisting of nine members. Votes may be taken.
- 3.18 Review Winter Recovery Assistance Program guidelines and authorize the Town Administrator to sign contract documents. Votes may be taken.
- 3.19 Review and discuss Policy for Disposition of Surplus Property under \$5,000. Votes may be taken.
- 3.20 Review and discuss petty cash policy. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve the appointment of Mary LeTourneau as Inspector of Animals with a term from May 1, 2015 to April 30, 2016. Votes may be taken.
- 4.2 Review and approve the recommendation of the Board of Assessors to appoint Laurie Shifrin to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. Votes may be taken.
- 4.3 Review and approve the recommendation of the Finance Committee to appoint Nancy Rapoza to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. Votes may be taken.
- 4.4 Review and approve the recommendation of the Conservation Commission to appoint Christine M. Vitale to the Conservation Commission with a term from March 31, 2015 to June 30, 2017. Votes may be taken.
- 4.5 Appoint a representative from the Board of Selectmen to participate in the review of proposals submitted in response to the curbside collection request for proposals. Votes may be taken.

V WORK SESSION

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

VI EXECUTIVE SESSION

Executive Session: pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Votes may be taken.



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

1.7

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

Colin McNabb, *Vice-Chairman*

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

MINUTES
MARCH 10, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:00PM 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 observed.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Delete 4.3
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS) reminded the Board and the Finance Committee that Nashoba Tech breakfast presenting their budget will be Friday morning.
 - Last week was the deadline for warrants articles and petitions. Received no petitions and standard amount of warrant articles.
 - Treasurer/Collector Kate Stacy verbally tendered her resignation citing another employment opportunity and lack of support from the organization.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CS attended Board of Health meeting on the emergency dispensing plan. Town has the ability to set up emergency vaccinations if needed.
 - CS discussed the capital plan for the street lights, adding that Groton has a bucket truck and staff, perhaps forming an agreement with Groton to maintain Townsend lights as well. CM talked about the maintenance possibly being subbed to a vendor under the Green Communities Act. AS will look in to options.
 - CS requested that Recreation Commission be invited to an upcoming meeting to discuss annex building. AS will schedule.
- 1.7 Approval of meeting minutes: February 11 and 24, 2015. CS moved to approve the meeting minutes for February 11 and 24, 2015. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 3.11 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Jack & Jill Party on March 28, 2015 from 7:00PM to 11:00PM. CS moved to approve the one day liquor license for Terri Roy, VFW Post 6538, for a Jack & Jill Party on March 28, 2015 with sale hours from 7:00PM to 11:00PM. CM seconded. Unanimous.
- 4.1 Review and approve recommendation of the Conservation Commission to appoint Leslie Gabriliska to serve as one of the Town's representatives on the Northeast Municipal Gas Pipeline Coalition. CS moved to approve the recommendation of the Conservation Commission to appoint Leslie Gabriliska to serve as one of the Town's representatives on the Northeast Municipal Gas Pipeline Coalition. CM seconded. Unanimous.

- 4.2 Review and approve recommendation of Fire-EMS Chief Mark Boynton to appoint Cory Lopez and Danielle Priest as On-Call Firefighters with terms from March 10, 2015 to June 30, 2015. CS moved to approve the recommendation of Fire-EMS Chief Mark Boynton to appoint Cory Lopez and Danielle Priest as On-Call Firefighters with terms from March 10, 2015 to June 30, 2015. CM seconded. Unanimous.
- 2.1 6:15 Squannacook Greenways: Steve Meehan and Bill Rideout will be present to provide an update on the rail trail project. Steve Meehan (SM), said on January 26, 2015, the MBTA signed lease giving Squannacook Greenways permission to build rail trail from Groton in to Townsend. On the Townsend end, rail trail will be going to Depot Street. Plans for next year will include abutter outreach, sending out letters and offering to meet one on one, then fundraising, followed by permit process and hopefully construction in 2016. SM asked what the town's intention for the sidewalk in the harbor area is, AS responded that will be moving forward with procuring a designer, the appropriation from 2006 is about \$100,000 to cover South Street to the Harbor Church, about 800 feet. CS discussed the Chapter 90 money being put towards that as well as being put back on the TIP list, and SM clarified that the town funds would be for the design and the TIP money would be for the construction. CM added that he thinks that any remaining Chapter 90 money should be put towards the roads due to the difficult winter. Chapter 90 money will be discussed with Ed Kukkla, Highway Superintendent at a future meeting. Bill Rideout (BR) added that the sidewalk would not be needed to open up the rail trail as there is a possibility that it may start out with stone dust as a temporary measure. BR also brought up the width, which is approximately four (4) feet. SL asked how much money was needed to construct the rail trail, SM answered \$150,000, which included \$25,000 already in place. The donation aspect will be forthcoming and the Board will be made aware once donation plans are in place.
- 2.2 6:30 North Middlesex Regional High School inspections: discussion of inspection fees for the High School building project. Richard Hanks, Building Commissioner (RH) was in attendance for discussion. AS reviewed discussion from last meeting; most of outstanding issues resolved including departmental funds being available in a revolving fund. Terry Walsh, Town Accountant, spoke to the Department of Revenue, which recommended revolving fund as well as clarifying that the fund can go in to effect in the current year, which will lead to it being on the Town Meeting warrant twice, once to authorize for the current Fiscal Year (FY15), and as a reauthorization article for Fiscal Year 16. AS also reviewed the compensation for the stipend inspectors will be \$60 per hour for gas, plumbing, and wiring inspectors as well as their alternates. RH and AS discussed some incidental costs such as mileage reimbursement, miscellaneous expenses, and additional hours for administrative assistant and additional hours for the alternate inspectors. The costs associated would be \$10,000 for alternate inspectors, \$1000 for miscellaneous, \$1500 for mileage, and \$4300 for administrative assistant. The remaining discussion is what RH will be paid. SL asked what the estimate was for the inspectors, AS answered that RH advised the cost should not go above \$100,000 for the three (3) years. CS discussed the administrative assistant estimate. RH would like to bring the administrative assistant role up to 30 hours a week from 26 even after the project was complete, which was decided would be a budget issue. Discussion of how many hours were needed by RH to complete this project, RH said he averages about 10 hours a week. CM asked RH if he would be coming in during off hours, RH said yes, as well as working from home if need be. SL philosophically disagrees with giving a salaried employee extra money for a project that is part of their job, however willing to go to \$8300 a year for a stipend for RH, and requested a motion. CM asked CS if she would agree to a \$13,500 stipend, which she did agree to. CM made a motion that the stipend amount per year be \$13,500. CS seconded. CM added this would not be reviewed. Motion passed 2-1 (SL opposed). AS asked for clarification as to when the stipend would start, asking for a vote for the effective date. CM amended the motion to reflect a start date of January 1, 2015. CS seconded. Passed 2-1 (SL opposed). SL asked that AS work with the Town Accountant to assess the Building Committee, AS explained that there would be a permit fee, SL requested AS for clarification on the permit fee schedule.

III MEETING BUSINESS

- 3.1 Executive Session: pursuant to GL c. 30A, s. 21(a) (6) to consider the purchase, exchange, lease, or value of real property. AS asked to postpone this item to March 24, 2015 agenda.
- 3.2 Discuss and review Winter Snow Removal Operations and Procedures. Ed Kukkula, Highway Superintendent (EK), discussed the pamphlet that is on the website to make residents aware of what the Highway Department does during snow storms, as well as the continuing policy of not replacing/reimbursing mailboxes. The drivers do not intentionally cause damage, however visibility can be poor during the storms as well as the high snow banks. Discussion about replacing mailboxes as well as how to determine damage from plow versus snow/ice, at no fault. CS discussed property damage going through insurance, SL disagreed with encouraging residents to filing claims. CM requested 5 minute break at 6:50PM.
CM continued discussion on replacing/reimbursing for mailbox replacement. AS said that due to the difficulties of proving that it was a plow that caused the damage, it is difficult to manage these claims, SL agreed and does not want to spend taxpayer's money. CS discussed Groton's policy on reimbursement on mailboxes and suggested researching that policy. CM moved that the Board ask the Highway Superintendent to look in to the possibility of reimbursement for mailboxes. Passed 2-1 (SL opposed). EK asked to clarify what the Board is looking for in a policy. CS responded that EK should look at mailboxes only.
- 3.3 Discuss Tax Collector audit pursuant to GL c. 60, s. 97. AS reviewed the email from Town Counsel determining that the Town complied with the intent of the law to do the Tax Collector audit when finishing the FY14 audit. The Board voted on February 10, 2015 to have Melanson and Heath do the audit. CS discussed not being in compliance with the law. SL read email from Town Counsel. CS disagreed with Counsel's opinion. AS and CM agree that Town Counsel does not indicate that the town is in violation of the law. SL requested that AS invite Town Counsel to the next meeting.
- 3.4 Discuss posting requirements for vacancies. AS reviewed discussion from last meeting on the adequacies of the vacancies posted in the Treasurer/Collectors office and the Accountants office and the interpretation of the language in the Charter. Town Counsel said that there is nothing wrong in the process that was followed. CS disagreed with Town Counsel's opinion.
- 3.5 Review discuss email and internet policy. SL revisited the policy and suggested making changes to update, with attention to sharing passwords and usernames. SL requested that the board go through the policy and requested that AS get a current template from Counsel to adequately update and protect the town from liability. CS asked AS where the computer plan update is, AS responded that Melissa Hermann is about half way through updating computers.
- 3.6 Review request of Tennessee Gas Pipeline Company, LLC for permission to survey on Town-owned land on Greenville Road. AS reported that Kinder Morgan changed plans; requester permission last year, but not to survey Greenville Road. CS moved to deny permission to Tennessee Gas Pipeline Company, LLC for permission to survey on Town-owned land on Greenville Road. CM seconded. Unanimous.
- 3.7 Review request from Council on Aging Director Karin Canfield Moore to accept a grant in the amount of \$10,000 from the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts, and Greater Lowell Community Foundation with funds being used to implement the Body in Motion Fund. CS moved to accept the grant in the amount of \$10,000 from the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts, and Greater Lowell Community Foundation with funds to be implemented by the Body in Motion Fund. CM seconded. Unanimous.
- 3.8 Discuss Department of Revenue analytics comparing statistics for Townsend and comparable communities. SL presented information on population and average tax bills and said she wanted to correct some information that had been presented recently. CS responded that there is a downward trend in population SL said average single family taxes are not higher than surrounding areas. SL shared information that was taken from the DOR. CS suggested comparing like size communities. AS clarified

that it matters how towns are selected and that one criterion does not tell the whole picture.

Comparatively, based on the communities that Townsend is measured against, Townsend is either in the middle or at the bottom. The tax rate is a little higher but that is because Townsend has less commercial and industrial property. Townsend is also in the middle for per capita income.

- 3.9 FY16 operating budget: continue discussion of the FY16 operating budget. SL asked AS if the inspectors (plumbing, gas, and wiring) stipends had been increased in the budget as previously discussed. AS said that the increase was the customary 2 ½ % to the stipend. SL said that the board should look at what the stipend employees are currently earning, and discuss further. AS reported updates to the budget: preliminary numbers from the superintendent's office that showed a modest decline in Townsend's assessment, due to lower enrollment. Nashoba Tech's budget will be available tomorrow. NMRHS voted to certify a budget last night, the superintendent presented the original budget at 5.1% increase and a revised budget that at a 2.89% increase. Committee accepted the 2.89%, but added in \$300,000 worth of expenditures. Total assessment was originally \$9.55 million, but with the budget is now \$9.80 million. Health insurance is also a factor with a 10% increase. CM asked what the justification was for the increase for the school budget, AS was not at the meeting and did not know the reason. SL said that typically the school committee certifies high, but ends up cutting. Discussed what priorities are for the Town. CS asked about health insurance bids, and AS answered that the health insurance was put out to bid last year. The market is going up substantially, at an average of 9-15%. SL asked what the Town contributes to employee healthcare, AS responded that the town pays 85%, which SL believes is high. AS said that insurances are 11% of the entire budget. Curbside contract is out for bid and is due back the end of the month (March). Depending on what happens with the curbside proposals, it may be a separate article from the budget, to give the public the opportunity to weigh in. SL asked AS to email updates as they came in to the board. AS reported that not much has changed with revenues. Currently, total projection for fiscal 2016 is \$20,078,000 for revenues. Revenue working group consists of finance committee, Town Treasurer, Town Accountant and Town Administrator. CS disagreed with the excise tax estimate and AS presented his justification AS reiterated that projections are not based on 95% of the FY14 actual amounts collected and objected that we are maxing out our estimates. AS said it is important to remember that the purpose of the budget is to fund ongoing operations, not for reserves. AS added that over the last 10 years, local aid has been reduced by about \$500,000, and Townsend could do more with that amount provided by local aid. Townsend has a revenue problem and not a spending problem.
- 3.10 Retiree health insurance: Discussion of employee survey responses. SL asked how many people received survey, AS responded that all employees working 20 hours plus a week, union and non-union employees received the survey, about 60 total, and about 30 responses have come back. CM requested item tabled until next meeting to allow time to review. No vote was taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.3 ~~Review and approve the recommendation of Treasurer Collector Kate Stacy to hire a Collections Clerk in the Treasury Collections Office. Votes may be taken.~~

V WORK SESSION

- 5.1 Review and sign payroll and bills payable warrants. Votes may be taken. CS moved to review and sign payroll and bills payable warrants outside of session. CM seconded. Unanimous. CM moved to adjourn at 8:44PM. CS seconded. CM aye; CS aye; SL aye.

Note: documents used or referenced during the meeting are available at http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/ or in the Selectmen's Office.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875


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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

2.2

To: Andy Sheehan
From: Mark R. Boynton, Fire-EMS Chief 
Subject: EMS Coordinator (Captain) Appointment
Date: March 9, 2015

The promotional process for the EMS Coordinator which will hold the rank of Captain as posted has been completed. I respectfully recommend Paramedic Cyndi (Miles) Childs of Townsend be appointed to this position.



TOWNSEND FIRE-EMS DEPARTMENT

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Townsend, MA 01469**

**Mark R. Boynton
Chief of Department**

Headquarters: 978-597-8150

Fax: 978-597-2711

To: Andrew Sheehan, Town Administrator

From: Mark R. Boynton, Fire-EMS Chief

Subject: Per Diem EMS Coordinator (Captain)

Date: March 9, 2015

Historically since the Fire and EMS departments merged a number of years ago the responsibility of coordinating training, record keeping, licensing and continuous quality improvements of EMS have been the responsibility of a per diem EMS Coordinator with some evidence of a per diem assistant at the rank of Lieutenant. Upon my arrival as Chief both positions were vacant. Many of the routine responsibilities had been distributed to other staff and some responsibilities have been unfulfilled.

The importance of these positions became evident during a State of Massachusetts Ambulance inspection when several deficiencies, mostly training and records keeping were discovered. While moving forward to fill the position of Captain it was discovered Townsend has no record of this position being created there for it was created by the selectmen and the position was filled.

After a few months John Tuomi resigned from the position so it was reposted. I have received two applications for the position and both are concerned about the level of commitment required for a per diem position. As a result as a short term solution I would like to request the position of Assistant EMS Coordinator be created at the rank of Lieutenant. The position will be per diem with no benefits working a flexible schedule ranging from 10-30 hours per week. The hours worked will be existing payroll hours with additional responsibilities to assist the EMS Coordinator.



TOWNSEND FIRE-EMS DEPARTMENT

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

MEMORANDUM

To: Andrew Sheehan, Town Administrator
From: Mark R. Boynton, Fire – EMS Chief *MRB*
Subject: Student Awareness of Fire Education Grant Award (SAFE)
Date: March 24, 2015

On behalf of the Townsend Fire-EMS Department a grant request was submitted to continue our SAFE program to educate students and seniors on fire safety. I am pleased to announce we have been awarded a 2015 grant in the amount of \$7,218.00 from the State Fire Marshal's Office.

I respectfully request the Board of Selectmen accept the grant so we may continue to educate our students and senior on safety and the dangers of fire.



3.2

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 an additional \$25,000.00 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

Sue Lisio, Chairman

Colin McNabb, Vice Chairman

Carolyn Smart, Clerk

Date of Authorization

FINANCE COMMITTEE

Cindy King, Chairman

Gini King

Andrea Wood

Nancy Rapoza

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.

**HIGHWAY DEPARTMENT
Snow Ice Account
Weekly Update FY15**

Date: March 16, 2015

To: Board of Selectmen
Finance Committee

From: Ed Kukkula, Highway Superintendent

FY15

Acct. Number	Acct. Name	Appropriated	Total Expended To Date	Balance
423-5120	Temp. Wages	\$2,000.00	\$8,508.33	(\$6,508.33)
423-5130	Overtime	\$25,000.00	\$56,233.17	(\$31,233.17)
423-5270	Equipment Rental & Hired	\$25,000.00	\$96,881.60	(\$71,881.60)
423-5245	Equipment Repair	\$0.00	\$75,493.30	(\$75,493.30)
423-5480	Vehicular Supplies	\$29,000.00	\$22,308.85	\$6,691.15
423-5512	Salt	\$70,000.00	\$189,296.19	(\$119,296.19)
423-5513	Sand	\$22,000.00	\$39,735.25	(\$17,735.25)
423-5870	Replacement Equipment	\$2,000.00	\$7,774.88	(\$5,774.88)
	TOTALS	\$175,000.00	\$496,231.57	(\$321,231.57)

Health Insurance Survey Results February 2015

The Town's health insurance premiums have risen dramatically in recent years. In FY15 we budgeted \$954,289 for health insurance, 5.3% of the general fund budget. In FY15 premiums for individual plans are \$9,138 (HMO) and \$8,993 (PPO). Premiums for family plans are \$23,757 (HMO) and \$23,380 (PPO). The Board of Selectmen and Town Administrator are evaluating various options to stabilize or reduce the cost of employee health insurance.

In addition, over the years employees have requested that the Town provide health insurance for retirees. Several years ago KMS Actuaries completed an actuarial analysis of the costs to offer health insurance to the Town's future retirees. Assuming no other changes in our active employee health plans, the cost to the Town to insure retirees would be significant. However, there may be opportunities to offer retiree coverage if we make changes to our health insurance for active employees.

In order to fully evaluate all options, the Board of Selectmen and Town Administrator have prepared this survey. All employees who are eligible for health insurance, whether or not you actually take it, are asked to complete the survey. We are asking for this information anonymously and we will only use the data in the aggregate.

Please return completed surveys to Andy Sheehan, Town Administrator, by February 27, 2015.

	Tabulation
1. How long have you worked for the Town? (Circle one)	
a. Less than 5 years	11
b. More than 5 years but less than 10 years	6
c. More than 10 years but less than 15 years	9
d. More than 15 years but less than 20 years	6
e. More than 20 years but less than 25 years	0
f. More than 25 years	7
No response/not applicable/unclear response.	0
2. Are you presently enrolled in the Town's health insurance plan? (Circle one)	
a. Yes	33
b. No	5
No response/not applicable/unclear response.	1
3. If you answered yes to question 2, on which plan are you enrolled? (Circle one)	
a. PPO individual	1
b. PPO family	4
c. HMO individual	4
d. HMO family	25
No response/not applicable/unclear response.	5
4. If you answered no to question 2, would you be more likely to enroll in the Town's insurance plan if retiree health insurance was offered?	
a. Yes	2
b. No	3
No response/not applicable/unclear response.	34

5. If you are currently enrolled in an individual plan would you be likely to switch to a family plan if the Town offered retiree health insurance?	
a. Yes	3
b. No	4
No response/not applicable/unclear response.	32
6. Reducing active employee health insurance costs will allow the Town to put aside funds to pay for retiree health insurance. Would you be willing to pay a higher percentage of the health insurance premium if the Town offered retiree health insurance coverage? (Circle one)	
a. Yes	17
b. No	18
No response/not applicable/unclear response.	4
7. Co-pays and deductibles impact premiums. Higher co-pays and deductibles often result in lower premiums and vice versa. Would you be willing to pay higher co-pays and deductibles in return for lower premiums? (Circle one)	
a. Yes	19
b. No	18
No response/not applicable/unclear response.	2
8. What is your age? _____ years.	
20-29	2
30-39	3
40-49	10
50-59	18
60-69	5
70+	0
No response/not applicable/unclear response.	1
9. At what age do you plan to retire? _____ years of age.	
40-44	0
45-49	0
50-54	0
55-59	3
60-64	14
65-69	13
70+	3
No response/not applicable/unclear response.	6

Comments

Insurance is already too high; if it was lower and retiree insurance was offered I would take the Town's family plan.

The Town should offer an incentive for employees to not enroll in insurance.

Why are we one of the few towns that does not provide retiree health insurance? Other cities and towns provide it.



3.4

**TOWN OF TOWNSEND
SPECIAL MUNICIPAL EMPLOYEE STATUS FORM**

In accordance with Chapter 268A of the Massachusetts General Laws the position of Inspector of Wires has been designated a Special Municipal Employee by unanimous vote of the Board of Selectmen.

DATE OF VOTE: March 31, 2015

Sue Lisio, Chairman

Date

CC: Town Clerk
Town Accountant
Personnel File



**TOWN OF TOWNSEND
SPECIAL MUNICIPAL EMPLOYEE STATUS FORM**

In accordance with Chapter 268A of the Massachusetts General Laws the position of Gas Inspector has been designated a Special Municipal Employee by unanimous vote of the Board of Selectmen.

DATE OF VOTE: March 31, 2015

Sue Lisio, Chairman

Date

CC: Town Clerk
Town Accountant
Personnel File



**TOWN OF TOWNSEND
SPECIAL MUNICIPAL EMPLOYEE STATUS FORM**

In accordance with Chapter 268A of the Massachusetts General Laws the position of Plumbing Inspector has been designated a Special Municipal Employee by unanimous vote of the Board of Selectmen.

DATE OF VOTE: March 31, 2015

Sue Lisio, Chairman

Date

CC: Town Clerk
Town Accountant
Personnel File



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

3.5


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

Colin McNabb, *Vice-Chairman*

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

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: March 26, 2015

SUBJ.: Building Permit Fee
North Middlesex Regional High School

The Board asked me to draft an amendment to the Building Department's Fee Schedule to include a category for the new High School. I recommend the following language be added to the Fee Schedule. This will allow the Building Department to assess the School Building Committee only what is necessary to cover its actual inspection costs.

Public High School: Such fee as is sufficient to offset the cost of Building, Electrical, Gas, and Plumbing inspections.

Andy Sheehan

3.6

From: rrapoza <cemetery@townsend.ma.us>
Sent: Tuesday, March 17, 2015 9:49 AM
To: 'Andy Sheehan'
Subject: Old Equipment

The Townsend Cemetery and Parks Department would like to respectfully request to salvage old equipment that is no longer of use to the town. There is one copier/printer, an old modem, and the old Merlin phone system, all of which is outdated and has been modernized and replaced and are no longer being used. We have already been given the ok by Melissa, but, cannot remove anything until officially approved.

Thank You,

Cemetery and Parks Dept.

THE COMMONWEALTH OF MASSACHUSETTS

3.7

MIDDLESEX SS.

To the Constables of the Town of Townsend in the County of Middlesex,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at the Memorial Hall, 272 Main Street, on the following date:

TUESDAY, MAY 5, 2015 AT 7:00 PM

For the Annual Town Meeting for then and there to act on the following articles:

APPOINTMENTS AND REPORTS

ARTICLE 1

To see if the Town will vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town, or take any other action in relation thereto.

SUBMITTED BY: Town Clerk

ARTICLE 2

To see if the Town will vote to hear reports of any Committees, Boards, Commissions, etc., or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 3

To see if the Town will vote to choose a committee of three (3) West Townsend residents to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order, or take any other action in relation thereto.

SUBMITTED BY: Cemetery & Parks Commission

FINANCIAL – FISCAL YEAR 2015 AND PRIOR

ARTICLE 4

To see if the Town will vote to transfer from available funds in the treasury, the sum of \$_____ for the purpose of offsetting the FY15 Snow and Ice Deficit under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 5

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of paying prior fiscal year bills in accordance with the provisions of Massachusetts General Laws Chapter 44, Section 64, or take any other action in relation

thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 6

To see if the Town will vote to authorize the Inspectional Services Revolving Account in accordance with Massachusetts General Laws Chapter 44, Section 53E½, to which will be credited revenues collected from the payment of fees paid by the North Middlesex Regional High School Building Committee or its contractors, subcontractors, or vendors, which funds shall be expended for expenditures associated with inspections of the North Middlesex Regional High School building project to be authorized by the Building Commissioner, of which expenditures shall not exceed \$_____ in FY15, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 7

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of purchasing a new copier/scanner/printer for Town Hall, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 8

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of purchasing a new postage machine for Town Hall, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 9

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of supplementing the Board of Health Revolving Account to offset the cost of chipping the wood pile, or take any action in relation thereto.

SUBMITTED BY: Board of Health

ARTICLE 10

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$_____ for the purpose of providing training for employees and supervisory personnel, or take any action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 11

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury various sums to supplement the FY15 operating budget, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 12

To see if the Town will vote to transfer the sum of \$ _____ from Fire-EMS expenses to Fire-EMS wages, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 13

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of **\$5,000.00** for the purpose of supplementing the Conservation Commission's land fund, or take any other action in relation thereto.

SUBMITTED BY: Conservation Commission

ARTICLE 14

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$ _____ for the purpose of funding road improvements, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 15

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, the sum of \$ _____ for the purpose of purchasing water meters to upgrade older water meters within the distribution system, said appropriation to come from the Water Department Enterprise Fund, or take any other action in relation thereto.

SUBMITTED BY: Water Superintendent

ARTICLE 16

To see if the Town will vote to transfer from available funds in the treasury, the sum of \$ _____ collected from FY14 Fire Prevention fine receipts pursuant to General Laws Chapter 148A, Section 5 to a fund for training for eligible personnel, or take any other action in relation thereto.

SUBMITTED BY: Fire-EMS Chief

FINANCIAL – FISCAL YEAR 2016

ARTICLE 17

To see if the Town will vote to authorize the Fire-EMS Revolving Account in accordance with Massachusetts General Laws Chapter 44, Section 53E½, to which will be credited revenues collected from the community events and fire watches, which funds shall be expended for expenditures associated with _____ to be authorized by the Fire-EMS Chief, of which expenditures shall not exceed \$ _____ in FY16, or take any other action in relation thereto.

SUBMITTED BY:

ARTICLE 18

To see if the Town will vote to continue to authorize revolving funds for certain town departments under Massachusetts General Laws, Chapter 44, Section 53E½ for FY2016 beginning July 1, with the specified receipts credited to each fund, the purposes for which each fund may be spent, the amount annual expenditures shall not exceed, and the entity authorized to expend from the fund, as outlined in the following table, or take any other action in relation thereto.

Line	Revolving Fund	Entity Authorized to Spend Fund	Receipts Credited	Spending Purposes	FY Spending Limit
1	Board of Health Revolving Account	Board of Health	Fees from recyclable items	Operating costs for recycling center, landfill, curbside pick up, and capital needs at the recycling center.	<u>\$22,000.00</u>
2	Recreation Revolving Account	Recreation Commission	Fees from recreation programs	Operating costs and capital needs for recreation programs.	<u>\$52,000.00</u>
3	Facilities Maintenance Revolving Account	Town Administrator	Fees from rental of the Townsend Meeting Hall	Operating costs and capital needs of the Townsend Meeting Hall	<u>\$7,500.00</u>
4	Cemetery Cost of Internment Revolving Account	Cemetery & Park Commissioners	Fees from burials	Operating costs and capital needs of the cemetery department.	<u>\$30,000.00</u>
5	Maintenance Revolving Account	Chief of Fire/EMS Department	Annual fire alarm maintenance fees, connect fees, and fine assessments.	Operating and capital costs for the Town's portion of the fire alarm system.	<u>\$4,000.00</u>
6	Animal Care Program Revolving Account	Animal Control Officer	Fees and other receipts from pet owners of animals requiring emergency medical treatment while in the care and custody of the Town	Board, care and veterinary expenses associated with animals found abandon or injured.	<u>\$10,000.00</u>
7	Inspectional Services Revolving Account	Building Commissioner	Fees paid by the North Middlesex Regional High School Building Committee for with the NMRHS Project	Inspector wages, stipends, and expenditures associated with the NMRHS Project	<u>\$75,000.00</u>

SUBMITTED BY: Board of Selectmen

ARTICLE 19

To see if the Town will vote to appropriate and transfer from receipts reserved for appropriation accounts for FY 2016 beginning July 1, amounts as outlined in the following table, or take any action in relation thereto.

Access Account				costs of the MIS department.
3 Title 5 MWPAT Receipts Reserved Account	Debt Service - MWPAT	Treasurer		Supplement funding for repayment of debt owed to the Mass Water Pollution Abatement Trust \$ _____
4 West Townsend Reading Room Receipts Reserved Account	West Townsend Reading Room Expenses	West Townsend Reading Room Committee		Supplement funding for operating costs of the Reading Room. \$ _____
5 Ambulance Receipts Reserved Account	Fire/EMS Department Expenses	Chief of Fire/EMS Department		Supplement funding for operating costs of Emergency Medical Services. \$ _____

* Amounts voted under this article will appear as reductions to requested appropriations within the detailed budget for FY16 Town operations.

SUBMITTED BY: Board of Selectmen

ARTICLE 20

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of **\$4,000.00** for the purpose of funding the Assessors' FY16 periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

SUBMITTED BY: Board of Assessors

ARTICLE 21

To see if the Town will vote to transfer from the capital stabilization fund the amount of \$ _____ for the purpose of paying FY16 debt service, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 22

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2016 pursuant to a detailed budget totaling \$ _____, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 23

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$ _____ to supplement the appropriation made under Article 22 for Curbside Solid Waste Collection, such appropriation to be contingent on the passage of an override pursuant to proposition two-and-one-half, so called, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen/Health

ARTICLE 24

To see if the Town will vote to appropriate the sum of \$ _____ to operate the Water Department for Fiscal Year 2016 and that \$ _____ of this sum come from Water Enterprise Fund revenues and, in order to fund the cost of inter-municipal expenses, that \$ _____ of this sum be appropriated in the general fund and funded from enterprise revenues, or take any other action in relation thereto.

SUBMITTED BY: Water Department

ARTICLE 25

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 26

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the Treasury the sum of \$ _____ to purchase and remove the building on a parcel of land known as American Legion, Miller Terrell Post 199, located at 458 Main Street, containing 0.3 acres, more or less,

and described and being Assessors Map 47, Block 47, Lot 0, for the purpose of building a new West Townsend Fire Station to replace the existing building, and as funding therefore to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum and issue bonds and notes therefore, or take any other action in relation thereto.

SUBMITTED BY: Fire Station Building Committee and Fire Chief

ARTICLE 27

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$1,000,000.00 to construct a new West Townsend Fire Station located at 458 and 460 Main Street, said action to be contingent on the passage of the previous article, or take any other action in relation thereto.

SUBMITTED BY: Fire Station Building Committee and Fire Chief

ARTICLE 28

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury, such sums that may be necessary to fund capital improvements and/or capital equipment for Fiscal Year 2016 pursuant to a detailed budget to be presented to the Town Meeting, totaling \$ _____, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen and Capital Planning Committee

BYLAWS AND ADOPTIONS

ARTICLE 29

To see if the Town will vote to adopt Massachusetts General Laws chapter 32B, section 9A to provide health insurance benefits to retired Town employees, the premiums and plan design for which will be determined by the Board of Selectmen, or take any other action in relation thereto.

SUBMITTED BY: Board of Health

ARTICLE 30

To see if the Town will vote to amend the Code of the Town of Townsend, Chapter 44, Facilities Maintenance Department, to include Fire-EMS buildings within the Facilities Maintenance Department, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

ARTICLE 31

To see if the Town will vote, pursuant to General Laws Chapter 41, Section 38A, that the Tax Collector shall collect, under the Title of Town Collector, all accounts due to the Town and shall have the powers and remedies set forth therein, or take any other action in relation thereto.

SUBMITTED BY: Board of Selectmen

Other potential articles – to be determined by the BOS

To see if the Town will vote to amend the Townsend Home Rule Charter by adopting recommendations of the Charter Committee. <<to be inserted>>

And you are directed to serve this Warrant, by posting up attested copies thereof at **MEMORIAL HALL, 272 MAIN STREET** at the Center, **WEST TOWNSEND FIRE STATION, 460 MAIN STREET** in West Townsend, **POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET,** and **HARBOR CHURCH, 80 MAIN STREET** in said Town, at least **SEVEN (7)** days before the time of holding said meeting.

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

Given under our hands this ____ day of _____ in the year **Two Thousand-Fifteen**.

SELECTMEN OF TOWNSEND

Sue Lisio, Chairman

Colin McNabb, Vice Chairman

Carolyn Smart, Clerk

A true copy. ATTEST:

_____ **CONSTABLE**

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST **SEVEN (7) DAYS** BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of TOWNSEND

SIGNATURE

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

FY2016 OPERATING BUDGET
GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015
 FY2016
 TOWN ADMIN.
 RECOMMENDED



ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST
* Department 119						
01-119-5400-000	CHARTER COMMISSION	90.81	-	-	-	-
* Total Department 119 * CHARTER COMMISSION 119						
* Department 122						
01-122-5100-000	PROF & TECH-LEGAL/CONSULT REVIEW	80,000.14	80,000.00	95,000.00	97,850.00	100,786.00
01-122-5112-000	* CHARTER COMMISSION 119	25,481.44	19,201.00	24,488.15	30,797.00	29,757.00
01-122-5190-000	OTHER - STIPENDS	600.00	-	-	-	-
01-122-5191-000	OTHER - STIPENDS	-	-	-	-	-
01-122-5192-000	OTHER - WAGES (TIA VAC BUY BACK)	3,065.14	3,065.14	2,977.85	4,779.00	1,000.00
01-122-5300-000	PROF SERVICES	68.02	2,248.79	1,528.70	1,300.00	3,862.00
01-122-5340-000	COMMUNICATIONS	20.15	2.46	28.65	150.00	5,000.00
01-122-5420-000	OFFICE SUPPLIES	1,721.85	1,762.66	2,730.54	1,150.00	150.00
01-122-5580-000	OTHER SUPPLIES	-	90.06	100.00	300.00	1,150.00
01-122-5710-000	TRAVEL/MILEAGE-IN STATE	27.32	241.01	-	200.00	300.00
01-122-5730-000	DUES & MEMBERSHIPS	2,019.00	4,819.83	5,867.75	5,000.00	200.00
01-122-5780-000	OTHER CHARGES	3,876.81	200.00	83.91	3,100.00	5,000.00
* Total Department 122 * SELECTMEN 122						
FIN COM EXPENSES						
01-131-5###-000	FIN COM RESERVE	-	173.00	356.00	500.00	500.00
* Total Department 131 * FIN COM RESERVE						
* Department 135						
01-135-5100-000	SALARY & WAGES - TOWN ACCOUNTANT	31,420.25	32,396.00	50,003.00	51,334.00	44,016.00
01-135-5112-000	SALARY & WAGES-SUPPORT STAFF	3,373.27	4,585.19	4,147.66	4,330.00	5,345.00
01-135-5190-000	ADDITIONAL GROSS - LONGEVITY	-	-	300.00	600.00	-
01-135-5191-000	OTHER - CERTIFICATION	-	-	-	-	-
01-135-5245-000	REPAIR & MAINT EQUIPMENT	1,950.00	1,950.00	65.00	500.00	500.00
01-135-5300-000	PROF & TECH SERVICES	548.65	380.00	14,000.00	750.00	750.00
01-135-5420-000	OFFICE SUPPLIES	133.00	196.33	443.23	350.00	350.00
01-135-5710-000	TRAVEL/MILEAGE IN-STATE	347.07	590.67	336.47	300.00	300.00
01-135-5730-000	DUES & MEMBERSHIPS	386.00	270.00	436.00	16,500.00	16,500.00
01-135-5900-000	AUDIT OF BOOKS	-	-	69,731.36	74,664.00	67,761.00
* Total Department 135 * ACCOUNTING 135						
* Department 141						
01-141-5100-000	ASSESSING DEPARTMENT	46,315.40	47,904.00	49,102.00	50,426.00	51,876.00
01-141-5110-000	SALARY & WAGES-PRINCIPAL ASSESSOR	7,285.45	7,293.75	7,207.53	8,240.00	7,306.66
01-141-5112-000	SALARY & WAGES - OPER STAFF	20,714.10	22,472.70	23,049.00	23,738.00	24,418.40
01-141-5130-000	SALARY & WAGES-SUPPORT STAFF	600.00	600.00	600.00	600.00	600.00
01-141-5190-000	ADDITIONAL GROSS - LONGEVITY	-	-	-	3.00	-
01-141-5191-000	OTHER - STIPENDS	-	-	-	-	-
01-141-5245-000	REPAIR & MAINT EQUIPMENT	8,450.00	8,700.00	7,325.00	11,625.00	8,000.00
01-141-5300-000	PROF SERVICES	3,039.90	3,042.40	2,155.65	3,500.00	3,500.00
01-141-5420-000	OFFICE SUPPLIES	829.86	841.76	843.95	800.00	800.00
01-141-5710-000	TRAVEL/MILEAGE-IN STATE	291.16	161.86	176.48	500.00	500.00
01-141-5730-000	DUES & MEMBERSHIPS	185.00	185.00	225.00	275.00	275.00
* Total Department 141 * ASSESSING DEPARTMENT 141						

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015
FY2016
TOWN ADMIN.

FY 2012 EXPENDED
FY 2013 EXPENDED
FY 2014 EXPENDED
FY 2015 APPROPRIATED
FY 2016 DEPT. REQUEST

ACCOUNT NUMBER ACCOUNT NAME
* Department 142 ASSESSORS SPECIAL ARTICLES
01-142-5902-000 ASSESSORS DATA VERIFICATION
* Total Department 142 * ASSESSORS SPECIAL ARTICLES 142

* Department 145
01-145-5100-000 SALARY & WAGES-TREASURER
01-145-5112-000 SALARY & WAGES-SUPPORT STAFF
01-145-5191-000 OTHER - CERTIFICATION
01-145-5300-000 PROF SERVICES
01-145-5300-230 PROF SERVICES - INTERMUN. AGRT.
01-145-5380-000 OTHER SERVICES
01-145-5420-000 OFFICE SUPPLIES
01-145-5710-000 TRAVEL/MILEAGE - IN STATE
01-145-5730-000 DUES & MEMBERSHIPS
01-145-5780-000 OTHER CHARGES - BANK FEES
* Total Department 145 * TREASURY 145

TO BE COMBINED WITH COLLECTIONS

11,313.00 12,717.00 25,076.18 36,026.00 34,126.00
6,685.48 7,890.25 8,021.98 8,294.00 31,770.00
1,332.95 1,500.00 5,936.95 5,000.00 5,000.00
8,072.50 9,915.55 7,011.97 8,300.00 8,300.00
222.93 196.14 270.97 10,000.00 10,000.00
106.58 197.12 150.00 800.00 800.00
30.00 90.00 875.00 150.00 875.00
26.34 90.00 145.00 350.00 145.00
27,683.20 32,415.52 48,485.06 68,920.00 91,816.00

* Department 146
01-146-5100-000 COLLECTION DEPARTMENT
01-146-5100-000 SALARY & WAGES-TAX COLLECTOR
01-146-5110-000 SALARY & WAGES - OPER STAFF
01-146-5112-000 SALARY & WAGES-SUPPORT STAFF
01-146-5130-000 ADDITIONAL GROSS - LONGEVITY
01-146-5131-000 ADDITIONAL GROSS - OVERTIME
01-146-5191-000 OTHER - CERTIFICATION
01-146-5245-000 REPAIR & MAINT EQUIPMENT
01-146-5270-000 EQUIPMENT RENTAL
01-146-5300-000 PROF & TECH SVS TAX TITLE
01-146-5340-000 COMMUNICATION
01-146-5341-000 COMMUNICATION - POSTAGE
01-146-5380-000 OTHER SERVICES
01-146-5420-000 OFFICE SUPPLIES
01-146-5710-000 TRAVEL/MILEAGE
01-146-5730-000 DUES & MEMBERSHIPS
01-146-5780-000 OTHER CHARGES
* Total Department 146 * COLLECTION DEPARTMENT 146

TO BE COMBINED WITH TREASURY

50,744.00 53,519.00 36,186.68 41,977.00 34,126.00
29,839.08 33,701.51 36,339.87 35,580.00 46,767.00
900.00 900.00 900.00 8,091.00 -
73.88 616.00 - - -
7,617.96 12,275.00 1,596.96 1,000.00 -
982.44 1,229.40 1,066.44 1,200.00 2,688.00
5,759.44 3,923.16 2,368.77 13,500.00 10,500.00
18,150.10 16,571.59 16,057.35 22,000.00 12,500.00
2,013.85 1,304.94 15.00 5,500.00 9,000.00
60.00 38.40 1,068.00 2,000.00 2,000.00
116,140.75 123,424.60 96,323.47 131,448.00 126,691.00

* Department 151
01-151-5300-000 TOWN COUNSEL
01-151-5301-000 PROF & TECH - GENERAL LEGAL SVS
* Total Department 151 * TOWN COUNSEL 151

* Department 155
01-155-5110-000 MANAGEMENT INFO SYSTEMS
01-155-5245-000 SALARY & WAGES - GIS ADMINISTRATOR
01-155-5300-000 REPAIR & MAINT EQUIPMENT
01-155-5340-000 PROFESSIONAL SERVICES
01-155-5380-000 COMMUNICATION
01-155-5420-000 OTHER PURCHASED SERVICES
01-155-5420-000 OFFICE SUPPLIES
01-155-5600-000 PRIOR YEAR ENCUMBRANCE
01-155-5870-000 REPLACEMENT EQUIPMENT
* Total Department 155 * MANAGEMENT INFO SYSTEMS 155

17,119.78 17,917.47 39,126.48 38,500.00 38,500.00
13,568.55 19,196.29 0 0 0
30,688.33 37,113.76 39,126.48 38,500.00 38,500.00
42,000.00 44,088.00 44,000.00 46,000.00 50,000.00
218.47 1,426.82 1,200.00 1,200.00 2,000.00
6,786.50 3,500.00 147,888.02 13,000.00 13,000.00
4,325.85 959.96 8,000.00 8,000.00 10,000.00
53,112.35 48,899.55 65,514.23 68,200.00 75,000.00

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 160	TOWN CLERK					
01-160-5100-000	SALARY & WAGES-TOWN CLERK	55,601.00	57,351.00	58,785.00	60,256.00	61,762.00
01-160-5110-000	SALARY & WAGES - OPER STAFF	30,067.54	33,735.09	33,562.95	35,607.00	36,497.00
01-160-5112-000	SALARY & WAGES-SUPPORT STAFF	-	-	-	-	-
01-160-5130-000	ADDITIONAL GROSS - LONGEVITY	1,020.27	900.00	900.00	1,200.00	1,500.00
01-160-5131-000	ADDITIONAL GROSS - OVERTIME	16.60	-	-	-	-
01-160-5191-000	OTHER - CERTIFICATION	-	-	-	-	-
01-160-5245-000	REPAIR & MAINT EQUIPMENT	-	4,022.09	5,597.00	1,600.00	2,500.00
01-160-5300-000	PROF SERVICES	4,993.30	15.61	11.99	13,000.00	8,000.00
01-160-5340-000	COMMUNICATION	-	-	-	-	-
01-160-5420-000	OFFICE SUPPLIES	506.41	460.65	521.76	650.00	650.00
01-160-5710-000	TRAVEL/MILEAGE-IN STATE	435.16	419.09	642.50	450.00	450.00
01-160-5730-000	DUES & MEMBERSHIPS	410.00	485.00	430.00	550.00	550.00
* Total Department 160	* TOWN CLERK 160	93,050.28	97,388.53	100,451.20	113,313.00	111,909.00
* Department 162	ELECTIONS & REGISTRATIONS					
01-162-5110-000	SALARY & WAGES - OPER STAFF	583.76	7,835.55	3,700.00	12,000.00	8,000.00
01-162-5130-000	ADDITIONAL GROSS - OVERTIME	-	309.25	-	-	-
01-162-5245-000	REPAIR & MAINT EQUIPMENT	600.00	600.00	600.00	1,200.00	1,200.00
01-162-5300-000	PROF SERVICES	8,285.00	13,033.74	500.00	6,000.00	4,500.00
01-162-5580-000	OTHER SUPPLIES	4,295.81	7,820.27	3,210.54	3,550.00	2,500.00
01-162-5710-000	TRAVEL/MILEAGE IN-STATE	20.47	145.90	11.31	125.00	125.00
* Total Department 162	* ELECTIONS & REGISTRATIONS 162	13,785.04	29,744.71	8,021.85	22,875.00	16,325.00
01-163-5190-000	OTHER - STIPENDS - REGISTRARS	2,108.00	2,043.00	2,208.00	2,263.00	2,319.78
* Department 164	STREET LISTINGS					
01-164-5300-000	PROFESSIONAL SERVICES	3,056.81	2,806.60	2,932.24	2,850.00	3,200.00
* Total Department 164	* STREET LISTINGS 164	3,056.81	2,806.60	2,932.24	2,850.00	3,200.00
* Department 171	CONSERVATION COMMISSION					
01-171-5100-000	SALARY & WAGES-CONSERV.AGENT	34,694.19	37,926.90	37,042.43	38,075.00	39,174.24
01-171-5112-000	SALARY & WAGES-SUPPORT STAFF	2,491.58	-	-	-	-
01-171-5190-000	STIPEND - LONGEVITY	600.00	600.00	600.00	600.00	600.00
01-171-5300-000	PROF SERVICES	-	166.27	-	500.00	500.00
01-171-5710-000	TRAVEL/MILEAGE IN-STATE	-	97.82	-	-	-
01-171-5730-000	DUES & MEMBERSHIPS	374.00	391.00	412.00	450.00	450.00
01-171-5780-000	OTHER CHARGES	27.63	298.91	19.87	-	-
* Total Department 171	* CONSERVATION COMMISSION 171	38,187.40	39,480.90	38,074.30	39,625.00	40,724.24
01-172-5900-000	TRANSFER TO CONSERV LAND TRUST	-	20,000.00	-	-	-
01-174-5730-000	DUES & MEMBERSHIPS - MRPC	2,726.45	2,629.71	2,695.45	2,763.00	2,831.90
* Department 175	COMMUNITY PLANNING					
01-175-5112-000	SALARY & WAGES-SUPPORT STAFF	18,871.09	20,891.81	21,623.98	22,185.00	22,833.30
01-175-5190-000	STIPENDS - LONGEVITY	300.00	600.00	600.00	600.00	600.00
01-175-5300-000	PROF SERVICES	-	35.00	-	100.00	100.00
01-175-5340-000	COMMUNICATION	-	-	-	200.00	200.00
01-175-5710-000	TRAVEL/MILEAGE-IN STATE	66.03	42.78	-	100.00	100.00
01-175-5730-000	DUES & MEMBERSHIPS	-	-	-	100.00	100.00
* Total Department 175	* COMMUNITY PLANNING 175	19,237.12	21,569.59	22,223.98	23,285.00	23,933.30

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 176	BOARD OF APPEALS					
01-176-5110-000	SALARY & WAGES - OPER STAFF	4,293.52	4,568.02	3,894.01	6,212.00	6,393.32
01-176-5300-000	PROFESSIONAL SERVICES - LEGAL FEES	-	-	-	-	-
* Total Department 176	* BOARD OF APPEALS 176	4,293.52	4,568.02	3,894.01	6,212.00	6,393.32
* Department 179	LAND USE					
01-179-5100-000	SALARY & WAGES-LAND USE ADMIN.	21,862.55	22,581.90	24,309.34	25,021.00	25,743.08
01-179-5190-000	STIPENDS - LONGEVITY	-	-	-	300.00	600.00
01-179-5300-000	PROF & TECH SERVICES	2,324.80	1,325.23	815.02	2,500.00	2,500.00
01-179-5420-000	OFFICE SUPPLIES	1,735.63	633.84	34.15	600.00	600.00
01-179-5580-000	OTHER SUPPLIES	-	56.24	671.68	-	-
01-179-5710-000	TRAVEL/MILEAGE-IN STATE	142.59	13.00	28.12	100.00	100.00
01-179-5730-000	DUES & MEMBERSHIPS	-	-	-	100.00	100.00
01-179-5780-000	OTHER CHARGES	-	180.00	-	-	-
* Total Department 179	* LAND USE 179	26,065.57	24,790.21	25,858.31	28,621.00	29,643.08
01-183-5400-000	HOUSING AUTHORITY	-	-	-	-	-
* Department 191	FACILITIES MAINTENANCE					
01-191-5100-000	SALARY & WAGES - DEPT HEAD FAC MAIN	28,790.03	36,362.70	33,941.60	38,202.00	44,771.00
01-191-5110-000	SALARY & WAGES - OPERATING STAFF	-	-	-	-	-
01-191-5120-000	SALARY & WAGES - TEMP HELP	5,778.50	4,936.80	5,232.50	5,638.00	14,256.00
01-191-5130-000	ADDITIONAL GROSS - OVERTIME	260.82	29.70	211.05	-	-
01-191-5190-000	STIPENDS - LONGEVITY	300.00	300.00	300.00	300.00	600.00
01-191-5210-000	ENERGY	68,676.23	67,176.46	87,703.83	90,000.00	90,000.00
01-191-5240-000	REPAIR & MAINTAIN - BUILDING	38,197.02	34,322.27	22,649.88	30,000.00	35,000.00
01-191-5245-000	REPAIR & MAINTAIN - EQUIPMENT	2,568.75	3,606.22	1,912.23	4,000.00	4,000.00
01-191-5270-000	LEASES & RENTALS	-	-	-	-	-
01-191-5300-000	PROFESSIONAL SERVICES	34,255.59	32,902.25	38,830.00	40,025.00	40,825.00
01-191-5320-000	WATER	4,259.00	2,972.00	2,130.50	3,700.00	3,700.00
01-191-5340-000	COMMUNICATIONS	1,471.85	1,414.06	1,659.43	1,500.00	1,500.00
01-191-5430-000	BUILDING SUPPLIES	8,765.93	3,514.50	3,112.69	5,000.00	5,000.00
01-191-5460-000	GROUPSKEEPING SUPPLIES	854.12	1,184.30	972.51	1,000.00	1,000.00
01-191-5580-000	OTHER SUPPLIES	-	2,169.63	50.00	-	-
01-191-5710-000	TRAVEL - IN STATE MILEAGE	722.58	638.93	648.44	1,200.00	1,200.00
* Total Department 191	* FACILITIES MAINTENANCE 191	194,900.42	191,529.82	199,354.66	220,565.00	241,852.00
* Department 192	MEMORIAL HALL					
01-192-5245-000	REPAIRS & MAINTENANCE EQUIPMENT	3,131.65	4,129.24	4,568.36	5,000.00	5,000.00
01-192-5300-000	PROF SERVICE	125.00	500.00	120.00	200.00	200.00
01-192-5320-000	WATER	-	-	223.50	-	-
01-192-5340-000	COMMUNICATION	4,776.48	5,075.67	4,868.72	5,800.00	5,800.00
01-192-5420-000	OFFICE SUPPLIES	3,380.98	2,209.66	2,862.49	4,000.00	4,000.00
* Total Department 192	* MEMORIAL HALL 192	11,414.11	11,914.57	12,463.07	15,000.00	15,000.00

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015
FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 193 WEST TOWNSEND READING ROOM						
01-193-5210-000	ENERGY	1,345.31	1,770.58	2,201.82	1,869.00	1,869.00
01-193-5240-000	REPAIR & MAINT BUILDING	193.00	-	-	350.00	350.00
01-193-5300-000	PROFESSIONAL SERVICES	-	-	-	-	-
01-193-5320-000	WATER	124.50	208.50	160.46	150.00	150.00
01-193-5340-000	COMMUNICATION	-	-	-	100.00	100.00
01-193-5380-000	OTHER SERVICES	80.00	165.00	45.00	125.00	125.00
01-193-5420-000	OFFICE SUPPLIES	-	18.89	294.06	206.00	206.00
01-193-5430-000	BUILDING SUPPLIES	300.17	320.96	-	-	-
01-193-5460-000	GROUNDKEEPING SUPPLIES	-	-	-	100.00	100.00
* Total Department 193	* WEST TOWNSEND READING ROOM 193	2,042.98	2,483.93	2,701.34	2,900.00	2,900.00
01-195-5300-000	PROF & TECH - TOWN REPORTS	2,241.00	1,612.68	1,512.17	2,000.00	2,000.00
SUBTOTAL	GENERAL GOVERNMENT	883,482.31	937,789.31	984,235.10	1,138,337.00	1,176,380.68
* Department 210						
01-210-5100-000	POLICE DEPARTMENT	96,517.92	99,036.96	101,406.00	103,434.00	108,089.00
01-210-5110-000	SALARY & WAGES-POLICE CHIEF	651,580.56	708,176.17	735,264.72	768,856.00	785,322.00
01-210-5112-000	SALARY & WAGES-SUPPORT STAFF	71,823.44	74,339.20	76,692.24	78,467.00	76,363.00
01-210-5120-000	SALARY & WAGES-RESERVE OFFICERS	36,999.57	11,468.73	22,589.84	10,112.00	10,365.00
01-210-5130-000	ADDITIONAL GROSS - OVERTIME	92,926.27	91,467.15	115,112.42	109,207.00	111,937.00
01-210-5131-000	ADDITIONAL GROSS - HOLIDAY	33,730.32	37,899.88	38,438.72	45,315.00	45,778.00
01-210-5132-000	ADDITIONAL GROSS - LONGEVITY	13,300.00	13,300.00	16,131.20	14,300.00	11,100.00
01-210-5190-000	OTHER - STIPENDS COLL/QUINN	120,158.40	132,791.12	138,225.00	160,149.00	144,436.00
01-210-5195-000	OTHER - UNIFORM ALLOWANCE	16,809.31	19,530.72	15,506.14	20,400.00	21,600.00
01-210-5196-000	OTHER - TRAINING	7,443.32	11,003.77	19,097.00	11,838.00	16,838.00
01-210-5197-000	OTHER - SPECIAL INVESTIGATIONS	-	-	-	-	-
01-210-5198-000	OTHER - WAGES, GROUNDKEEPING MAI	-	-	-	-	-
01-210-5210-000	ENERGY	21,808.86	23,608.38	25,264.09	19,500.00	23,500.00
01-210-5240-000	REPAIR & MAINT BUILDING	7,574.71	829.17	4,548.05	5,000.00	5,000.00
01-210-5245-000	REPAIR & MAINT EQUIPMENT	28,742.18	26,000.14	33,840.98	35,750.00	35,750.00
01-210-5270-000	EQUIPMENT RENTAL	-	55.56	80.24	375.00	375.00
01-210-5300-000	PROF SERVICES	5,361.46	1,933.62	1,698.48	8,200.00	1,000.00
01-210-5320-000	WATER	1,457.00	1,302.00	967.00	1,090.00	1,090.00
01-210-5340-000	COMMUNICATION	4,995.92	5,337.22	6,133.57	3,000.00	3,000.00
01-210-5380-000	OTHER SERVICES	556.00	1,014.10	645.95	1,000.00	1,000.00
01-210-5420-000	OFFICE SUPPLIES	3,268.62	4,102.68	2,608.77	3,549.00	3,549.00
01-210-5430-000	BUILDING MAINTENANCE SUPPLIES	210.95	56.01	919.46	-	-
01-210-5480-000	VEHICULAR SUPPLIES	41,634.88	39,803.91	34,500.00	26,935.00	26,935.00
01-210-5580-000	OTHER SUPPLIES	2,048.52	3,985.15	8,544.31	4,809.00	4,809.00
01-210-5710-000	TRAVEL/MILEAGE-IN STATE	461.95	492.33	502.88	231.00	231.00
01-210-5720-000	TRAVEL-OUT OF STATE	-	1,964.73	-	-	-
01-210-5730-000	DUES & MEMBERSHIPS	8,575.50	9,384.60	9,754.20	8,500.00	10,000.00
01-210-5780-000	OTHER CHARGES - TRAINING	4,900.52	12,042.35	10,434.60	13,536.00	19,536.00
01-210-5850-000	NEW EQUIPMENT	52,060.00	51,843.00	51,298.16	60,000.00	62,000.00
01-210-5870-000	REPLACE EQUIPMENT	134.00	-	-	-	-
* Total Department 210	* POLICE DEPARTMENT 210	1,325,080.18	1,382,768.65	1,470,204.02	1,513,553.00	1,529,603.00

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015
FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 220	FIRE DEPARTMENT					
01-220-5100-000	SALARY & WAGES-FIRE CHIEF/EMS DIR	76,913.64	79,352.00	74,680.62	82,667.00	86,736.00
01-220-5110-000	SALARY & WAGES - OPER STAFF FULL TIM	38,994.16	41,124.60	49,804.70	54,186.00	56,541.00
01-220-5111-000	SALARIES & WAGES - OPER STAFF FT FIR	67,466.78	58,878.02	80,783.88	92,514.00	47,374.00
01-220-5110-230	SALARY & WAGES-OPER STF FULL TIME I	5,979.60	-	-	-	-
01-220-5111-230	SALARY & WAGES-OPER STF PER DIEM A	286,397.40	300,297.82	300,393.29	292,125.00	299,428.00
01-220-5112-000	OPERATIONAL STAFF - FIRE PREV	-	-	-	-	49,156.00
01-220-5115-000	SALARY & WAGES-SUPPORT STAFF	-	-	-	-	7,175.00
01-220-5120-000	PART TIME MECHANICS	52,977.74	70,114.32	73,598.07	74,214.00	76,069.00
01-220-5120-230	SALARY & WAGES - ON CALL FIREFIGHTE	48,997.70	27,803.81	12,049.45	49,830.00	51,076.00
01-220-5130-000	SALARY & WAGES-ON CALL BLS EMT	900.00	900.00	2,250.00	2,250.00	2,250.00
01-220-5131-000	ADDITIONAL GROSS -LONGEVITY	26,604.30	14,179.13	32,644.97	25,800.00	26,445.00
01-220-5131-230	ADDITIONAL GROSS-OVERTIME OPER ST	8,712.45	9,049.03	13,677.46	8,000.00	8,200.00
01-220-5132-000	ADDITIONAL GROSS-OVERTIME EMS OPE	2,886.52	1,022.79	2,789.26	2,050.00	2,101.00
01-220-5132-230	ADDITIONAL GROSS-OVERTIME ON-CALL	2,130.05	2,304.56	672.96	1,025.00	1,050.00
01-220-5190-000	OTHER - STIPENDS	-	-	-	-	-
01-220-5190-230	OTHER - STIPENDS - ON CALL EMS	4,267.00	1,260.00	-	15,000.00	15,375.00
01-220-5190-	OTHER - CERTIFICATION	-	-	-	-	2,500.00
01-220-5195-000	OTHER - UNIFORM ALLOWANCE	2,036.06	2,800.26	2,770.06	4,100.00	4,300.00
01-220-5195-230	OTHER - UNIFORM ALLOWANCE	2,737.95	2,700.00	2,834.92	2,700.00	4,100.00
01-220-5210-000	ENERGY	21,603.55	22,741.65	25,192.86	24,000.00	2,700.00
01-220-5240-000	REPAIR & MAINT BUILDING	6,331.50	10,869.84	9,776.21	14,000.00	24,000.00
01-220-5245-000	REPAIR & MAINT EQUIPMENT	20,541.18	34,474.08	28,286.15	29,000.00	-
01-220-5245-230	REPAIR & MAINT - EMS EQUIP, VEHICLES	12,620.50	10,284.23	5,909.92	11,000.00	22,000.00
01-220-5300-000	PROF SERVICES	3,148.30	3,250.82	8,760.50	6,776.00	11,000.00
01-220-5300-230	PROFSSIONAL & TECHNICAL - EMS BILLI	19,177.78	15,927.88	15,138.15	14,684.00	6,776.00
01-220-5310-000	PROF & TECH SVCS - TRAINING	230.00	400.00	650.00	2,000.00	14,684.00
01-220-5320-000	WATER	1,125.00	1,341.00	940.50	1,250.00	2,000.00
01-220-5340-000	COMMUNICATION	10,180.49	6,255.66	13,190.89	10,000.00	1,250.00
01-220-5380-000	OTHER SERVICES	427.46	436.44	379.84	500.00	10,000.00
01-220-5380-230	OTHER PURCHASED SERVICES - EMS	2,116.49	1,757.98	2,083.62	2,500.00	500.00
01-220-5420-000	OFFICE SUPPLIES	1,813.32	1,185.26	1,130.70	1,700.00	2,500.00
01-220-5430-000	BUILDING SUPPLIES	366.71	1,354.83	1,308.55	800.00	1,700.00
01-220-5435-000	EQUIPMENT MAINTENANCE SUPPLIES	178.85	95.59	197.34	800.00	800.00
01-220-5435-230	EQUIPMENT MAINTENANCE SUPPLIES EM	480.74	842.72	844.09	100.00	100.00
01-220-5450-000	CUSTODIAL/HOUSEKEEPING SUPPLIES	19,427.88	15,851.04	22,099.49	20,000.00	100.00
01-220-5480-000	VEHICULAR SUPPLIES	22,272.35	22,810.55	22,235.15	20,000.00	700.00
01-220-5500-230	MEDICAL SUPPLIES	1,534.38	3,538.67	1,762.99	3,000.00	20,000.00
01-220-5580-000	TRAINING	-	-	-	800.00	22,000.00
01-220-5710-000	TRAVEL/MILEAGE - IN STATE	-	-	-	-	3,000.00
01-220-5720-000	TRAVEL-OUT OF STATE	-	-	-	-	800.00
01-220-5730-000	DUES & MEMBERSHIPS	1,195.00	465.00	1,534.00	1,000.00	-
01-220-5730-230	DUES & MEMBERSHIPS EMS	2,100.00	1,800.00	1,900.00	1,000.00	1,000.00
01-220-5780-000	OTHER CHARGES	1,442.55	834.84	1,043.19	1,000.00	2,300.00
01-220-5850-000	NEW EQUIPMENT	9,503.86	17,616.33	21,371.28	9,500.00	1,000.00
01-220-5870-000	REPLACE EQUIPMENT	6,115.61	8,790.51	6,252.79	15,000.00	9,500.00
01-220-5890-000	TRUCK LEASE PURCHASE	10,100.00	-	-	-	15,000.00
01-220-5900-000	HAZARDOUS WASTE COLLECTION	-	4,457.00	4,457.00	-	-
* Total Department 220	* FIRE DEPARTMENT 220	802,034.85	799,072.67	845,490.44	904,228.00	919,643.00

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

FY2016
DEPT. REQUEST

FY 2015
APPROPRIATED

FY 2014
EXPENDED

FY 2013
EXPENDED

FY 2012
EXPENDED

ACCOUNT NUMBER ACCOUNT NAME

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 225						
COMMUNICATIONS CENTER						
01-225-5100-000	SALARY & WAGES - DIRECTOR	-	-	-	1.00	1.00
01-225-5110-000	SALARY & WAGES - OPER STAFF	142,941.50	165,108.07	201,352.99	232,769.00	236,002.00
01-225-5120-000	SALARIES & WAGES - TEMP HELP	40,011.32	23,150.24	37,177.31	19,245.00	19,726.00
01-225-5125-000	WAGES - TRAINING	-	-	7,483.64	-	-
01-225-5130-000	ADDITIONAL GROSS	16,084.17	26,127.20	19,301.11	34,543.00	39,888.00
01-225-5131-000	ADDITIONAL GROSS - HOLIDAY	-	-	8,034.80	-	-
01-225-5132-000	ADDITIONAL GROSS - LONGEVITY	-	3,100.00	3,100.00	2,650.00	2,950.00
01-225-5190-000	OTHER - STIPENDS	475.49	-	-	-	-
01-225-5191-000	OTHER STIPENDS	-	-	-	2,000.00	2,000.00
01-225-5195-000	OTHER - UNIFORM ALLOWANCE	1,228.63	1,070.82	2,730.18	2,600.00	2,350.00
01-225-5240-000	REPAIR & MAINT BUILDING	-	-	-	-	-
01-225-5245-000	REPAIR & MAINT EQUIPMENT	1,849.50	5,395.71	4,612.10	39,400.00	39,400.00
01-225-5300-000	PROF & TECH SERVICES	662.96	852.05	804.53	750.00	5,750.00
01-225-5340-000	COMMUNICATION	6,398.66	6,390.54	8,028.34	7,400.00	7,400.00
01-225-5380-000	OTHER SERVICES	-	-	-	1,000.00	1,000.00
01-225-5420-000	OFFICE SUPPLIES	433.39	158.26	825.50	500.00	500.00
01-225-5580-000	OTHER SUPPLIES	-	-	6.97	100.00	100.00
01-225-5710-000	TRAVEL, MILEAGE - IN STATE	151.80	159.80	-	300.00	300.00
01-225-5730-000	DUES & MEMBERSHIPS	-	-	100.00	-	-
* Total Department 225		210,237.42	231,512.69	293,557.47	343,258.00	357,367.00
* Department 241						
BUILDING INSPECTOR						
01-241-5100-000	SALARY & WAGES-BLDG COMMISSIONER	61,178.00	63,455.00	65,043.00	66,670.00	68,598.58
01-241-5110-000	SALARY & WAGES - OPER (ALT BLDG INSP)	-	-	-	600.00	600.00
01-241-5112-000	SALARY & WAGES-SUPPORT STAFF	15,898.90	23,632.45	25,231.78	28,155.00	27,552.16
01-241-5120-000	SALARY & WAGES - TEMP HELP	-	-	-	-	-
01-241-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	1,200.00	1,200.00	1,500.00	1,500.00
01-241-5190-000	OTHER - STIPEND CERTIFICATION	500.00	500.00	500.00	500.00	500.00
01-241-5191-000	OTHER - STIPEND TRAVEL	-	-	4,500.00	4,500.00	4,705.00
01-241-5195-000	OTHER - UNIFORM ALLOWANCE	485.00	485.00	485.00	485.00	485.00
01-241-5245-000	REPAIRS AND MAINTENANCE - EQUIPMEN	1,937.01	842.38	-	-	-
01-241-5300-000	PROFESSIONAL SERVICES	1,540.00	1,570.00	1,345.00	1,500.00	1,500.00
01-241-5340-000	COMMUNICATIONS	367.39	419.66	446.48	400.00	500.00
01-241-5420-000	OFFICE SUPPLIES	163.40	1,450.19	163.78	300.00	300.00
01-241-5480-000	VEHICULAR SUPPLIES	2,385.88	2,074.94	-	-	-
01-241-5710-000	TRAVEL, MILEAGE IN-STATE	16.99	-	-	-	-
01-241-5730-000	DUES & MEMBERSHIPS	210.85	288.90	192.90	250.00	250.00
* Total Department 241		85,583.42	95,918.52	99,107.94	104,860.00	106,490.74
* Department 242						
GAS INSPECTOR						
01-242-5100-000	GAS INSPECTOR SALARY	4,913.00	4,913.00	5,038.00	5,163.95	5,163.33
01-242-5110-000	SALARY & WAGES - OPER (ALT INSP)	104.00	104.00	104.00	104.00	104.00
01-242-5400-000	GAS INSP EXPENSE	-	-	-	-	-
* Total Department 242		5,017.00	5,017.00	5,142.00	5,267.95	5,267.33
* Department 243						
PLUMBING INSPECTOR						
01-243-5100-000	PLUMBING INSP SALARY	6,976.00	6,976.00	7,153.00	7,331.83	7,543.92
01-243-5110-000	SALARY & WAGES - OPER (ALT INSP)	104.00	104.00	104.00	104.00	104.00
01-243-5300-000	PROFESSIONAL & TECHNICAL	200.00	100.00	105.00	230.00	230.00
01-243-5400-000	PLUMBING INSP EXPENSE	-	34.55	380.46	150.00	150.00
01-243-5710-000	TRAVEL, MILEAGE IN-STATE	444.77	688.45	813.73	1,000.00	1,200.00
* Total Department 243		7,724.77	7,903.00	8,556.19	8,815.83	9,227.92

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST
* Department 244	SEALER of WEIGHTS & MEASURES					
01-244-5100-000	SEALER OF WEIGHTS & MEASURERS	3,766.00	3,766.00	3,925.00	4,023.13	4,139.51
01-244-5110-000	SALARY & WAGES - OPER (ALT INSP)	-	-	-	-	-
01-244-5195-000	STIPENDS - CLOTHING ALLOWANCE	-	-	-	-	-
01-244-5300-000	PROFESSIONAL & TECHNICAL	74.99	144.82	15.00	100.00	100.00
01-244-5400-000	WEIGHTS & MEASURER EXPENSE	-	-	108.00	50.00	50.00
01-244-5420-000	OFFICE SUPPLIES	10.93	25.93	12.20	50.00	52.00
01-244-5710-000	TRAVEL, MILEAGE IN-STATE	3,851.92	3,936.75	4,060.20	4,223.13	4,341.51
* Total Department 244	* SEALER OF WEIGHTS & MEASURES 244					
* Department 245	ELECTRICAL INSPECTOR					
01-245-5100-000	WIRE INSP SALARY	11,480.00	11,480.00	11,769.00	12,063.23	12,412.19
01-245-5110-000	SALARY & WAGES - OPER (ALT INSP)	167.00	167.00	167.00	167.00	167.00
01-245-5300-000	PROFESSIONAL & TECHNICAL	480.70	-	455.00	150.00	650.00
01-245-5400-000	WIRE INSPECTOR EXPENSE	-	24.00	-	-	-
01-245-5580-000	OTHER SUPPLIES	-	255.92	-	280.00	280.00
01-245-5710-000	TRAVEL, MILEAGE IN-STATE	542.43	570.08	996.24	1,000.00	1,200.00
* Total Department 245	* ELECTRICAL INSPECTOR 245	12,670.13	12,497.00	13,387.24	13,660.23	14,709.19
01-246-5400-000	ANIMAL INSPECTOR	500.00	500.00	513.00	525.83	538.97
* Department 291	T.E.M.A.					
01-291-5245-000	REPAIR & MAINT - EQUIPMENT	491.82	110.00	251.40	691.00	691.00
01-291-5340-000	COMMUNICATION	-	-	-	-	-
01-291-5380-000	OTHER SERVICE	-	90.00	-	-	-
01-291-5420-000	OFFICE SUPPLIES	-	459.34	23.49	109.00	109.00
01-291-5580-000	OTHER SUPPLIES	-	277.42	498.32	200.00	200.00
01-291-5710-000	TRAVEL IN STATE - MILEAGE	193.79	-	220.08	-	-
01-291-5901-000	EMER MGMT GRANT MATCH ATM 5/11	3,487.61	-	-	-	-
* Total Department 291	* T.E.M.A. 291	4,173.22	936.76	993.29	1,000.00	1,000.00
* Department 292	DOG OFFICER					
01-292-5100-000	SALARY & WAGES - ANIMAL CONTROL OF	16,000.00	16,000.00	16,400.00	16,810.00	17,230.00
01-292-5300-000	ANIMAL CONTROL PROFESSIONAL SERVI	1,578.62	275.00	1,526.33	5,000.00	5,000.00
01-292-5420-000	OFFICE SUPPLIES	-	45.97	936.23	-	-
01-292-5580-000	OTHER SUPPLIES	509.98	1,388.31	404.74	-	-
01-292-5600-000	PRIOR YEAR ENCUMBRANCE	-	-	-	-	-
01-292-5710-000	TRAVEL, MILEAGE - IN STATE	1,337.49	1,308.79	1,965.63	-	-
01-292-5730-000	DUES & MEMBERSHIPS	-	-	50.00	-	-
* Total Department 292	* DOG OFFICER 292	19,426.09	19,018.07	21,282.93	21,810.00	22,230.00
* Department 294	TREE WARDEN					
01-294-5100-000	TREE WARDEN SALARY	9,666.00	9,666.00	9,908.00	10,155.70	10,155.70
01-294-5270-000	EQUIPMENT RENTAL	10,700.00	10,400.00	10,600.00	9,374.00	9,374.00
01-294-5380-000	OTHER PURCHASED SERVICES	-	169.40	221.64	1,200.00	1,200.00
01-294-5710-000	TRAVEL, MILEAGE - IN STATE	365.02	340.44	279.75	300.00	300.00
01-294-5730-000	DUES AND MEMBERSHIPS	170.00	115.00	115.00	450.00	450.00
* Total Department 294	* TREE WARDEN 294	20,901.02	20,690.84	21,124.39	21,479.70	21,479.70
01-297-5100-000	BURIEL AGENT	136.00	136.00	136.00	136.00	136.00
01-298-5100-000	PARKING CLERK	59.00	59.00	59.00	59.00	59.00
SUBTOTAL	PUBLIC SAFETY	2,497,395.02	2,579,966.95	2,783,614.11	2,942,876.65	2,992,093.36

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GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015
FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST	3/26/2015 FY2016 TOWN ADMIN.
01-300-5400-000	N.M.R.S.D. ASSESSMENT	7,907,428.00	8,522,842.00	8,580,425.00	8,987,368.00	9,808,130.00	820,762.00
01-301-5400-000	N.V.T.H.S. ASSESSMENT	951,200.00	922,086.00	963,831.00	1,034,072.00	968,762.00	(65,310.00)
SUBTOTAL	EDUCATION	8,858,628.00	9,444,928.00	9,544,256.00	10,021,440.00	10,776,892.00	755,452.00
* Department 421	HIGHWAY DEPT - WAGES						
01-421-5100-000	SALARY & WAGES-HIGHWAY SUPERINTEI	74,708.00	74,709.00	76,577.00	78,491.00	80,500.00	
01-421-5110-000	SALARY & WAGES-OPER STAFF	209,450.00	206,359.06	186,113.16	274,113.00	277,972.00	
01-421-5120-000	TEMPORARY WAGES			6,230.22			
01-421-5130-000	ADDITIONAL GROSS - OT & DIFFRL	25,852.79	2,159.97	3,580.87	7,546.00	7,665.00	
01-421-5132-000	ADDITIONAL GROSS - LONGEVITY	4,300.00	3,900.00	4,800.00	4,800.00	4,800.00	
01-421-5191-000	OTHER STIPEND - CERTIFICATION	500.00	500.00	500.00	3,500.00	3,500.00	
01-421-5192-000	OTHER STIPEND - TUITION REIMBURSEME						
01-421-5195-000	OTHER - UNIFORM ALLOWANCE	5,554.41	6,379.49	4,889.18	6,900.00	6,900.00	
* Total Department 421	* HIGHWAY DEPT - WAGES 421	320,365.20	294,007.52	282,690.43	375,350.00	381,337.00	
* Department 422	HIGHWAY EXPENSES						
01-422-5210-000	ENERGY	10,485.90	10,849.21	10,684.36	13,680.00	13,680.00	
01-422-5240-000	REPAIR & MAINT BUILDING	1,142.08	2,255.00	4,502.00	1,000.00	1,000.00	
01-422-5245-000	REPAIR & MAINT EQUIPMENT	17,473.38	17,195.81	14,806.60	4,500.00	4,500.00	
01-422-5270-000	EQUIPMENT RENTAL	2,589.00	713.88	25,717.89	1,500.00	1,500.00	
01-422-5300-000	PROFESSIONAL SERVICES	312.10	2,147.76	2,980.27	1,500.00	1,500.00	
01-422-5320-000	WATER	287.50	388.00	337.00	200.00	200.00	
01-422-5340-000	COMMUNICATION	2,577.25	3,021.89	3,447.84	3,000.00	3,000.00	
01-422-5380-000	OTHER SERVICES	16,313.56	8,297.58	31,474.22	1,000.00	1,000.00	
01-422-5420-000	OFFICE SUPPLIES	3,665.93	896.95	336.22	1,000.00	1,000.00	
01-422-5430-000	BUILDING SUPPLIES	333.56	69.95		2,000.00	2,000.00	
01-422-5480-000	VEHICULAR SUPPLIES	18,035.48	27,362.37	16,991.31	41,000.00	41,000.00	
01-422-5530-000	PUBLIC WORKS SUPPLIES	28,504.44	32,618.47	43,971.91	30,000.00	30,000.00	
01-422-5680-000	OTHER SUPPLIES	409.05	91.15	864.47	3,000.00	3,000.00	
01-422-5710-000	TRAVEL	9.50					
01-422-5730-000	DUES & MEMBERSHIPS	606.95	573.12	274.98	300.00	300.00	
01-422-5850-000	NEW EQUIPMENT	3,586.00			2,000.00	2,000.00	
01-422-5870-000	REPLACE EQUIPMENT	3,407.10			1,500.00	1,500.00	
* Total Department 422	* HIGHWAY EXPENSES 422	109,738.78	106,481.14	158,184.07	107,180.00	107,180.00	
* Department 423	SNOW & ICE REMOVAL						
01-423-5120-000	SALARY & WAGES-TEMPORARY HELP	4,634.55	16,039.93	7,637.34	2,000.00	2,000.00	
01-423-5130-000	WAGES - OVERTIME		32,491.77	47,144.98	25,000.00	25,000.00	
01-423-5245-000	REPAIR & MAINTAIN EQUIPMENT	3,817.50	2,965.44	34,069.84	25,000.00	25,000.00	
01-423-5270-000	EQUIPMENT RENTAL	25,575.00	52,694.00	70,606.80	25,000.00	25,000.00	
01-423-5480-000	VEHICULAR SUPPLIES	44,015.61	34,605.16	47,472.27	29,000.00	29,000.00	
01-423-5512-000	SALT	75,180.09	117,554.03	132,493.38	70,000.00	70,000.00	
01-423-5513-000	SAND	22,784.84	43,155.84	38,532.00	22,000.00	22,000.00	
01-423-5870-000	REPLACEMENT EQUIPMENT	1,314.22	1,845.50	4,132.10	2,000.00	2,000.00	
* Total Department 423	* SNOW & ICE REMOVAL 423	177,321.81	301,351.67	382,088.71	175,000.00	175,000.00	

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

FY 2012 EXPENDED
FY 2013 EXPENDED
FY 2014 EXPENDED
FY 2015 APPROPRIATED
FY 2016 DEPT. REQUEST

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST
* Department 424	STREET LIGHTING					
01-424-5210-000	ENERGY - HWY STREET LIGHTS	16,924.58	16,825.45	17,500.00	17,500.00	17,500.00
* Total Department 424	* STREET LIGHTING 424	16,924.58	16,825.45	17,500.00	17,500.00	17,500.00
SUBTOTAL	STREETS & HIGHWAYS	624,350.37	718,665.78	840,463.21	675,030.00	681,017.00

* Department 430	LANDFILL OPERATIONS					
01-430-5210-000	ENERGY	1,429.34	1,615.10	1,865.11	2,500.00	2,500.00
01-430-5240-000	REPAIR & MAINT LANDFILL BUILDING	42.88	424.18	400.70	2,500.00	2,500.00
01-430-5245-000	REPAIR & MAINT EQUIPMENT	1,105.61	963.20	1760	-	-
01-430-5300-000	PROFESSIONAL SERVICES	5,870.00	12,812.50	8,396.53	9,100.00	9,100.00
01-430-5340-000	COMMUNICATIONS	369.93	400.74	120.13	300.00	300.00
01-430-5340-000	OTHER SUPPLIES	233.46	67.99	534.35	-	-
* Total Department 430	* LANDFILL OPERATIONS 430	9,051.22	16,283.71	13,076.82	14,400.00	14,400.00

01-433-5301-000	CURBSIDE PICKUP & TRANS.	654,091.24	610,262.27	605,319.53	629,000.00	644,000.00
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* Department 435	SOLID WASTE					
01-435-5300-000	PROF SVS - NORTH CENT REG SOLID WA:	5,198.00	5,198.00	5,198.00	5,198.00	5,198.00
01-435-5305-100	DEVENS HAZARD PROG CAP FEE STM 11/	-	-	-	-	-
01-435-5310-100	DEVENS HAZARD PROG OPER FEE	4,457.00	-	-	-	-
* Total Department 435	* HOUSEHOLD HAZARDOUS WASTE 435	9,655.00	5,198.00	5,198.00	5,198.00	5,198.00

SUBTOTAL	SOLID WASTE SERVICES	672,797.46	631,743.98	623,594.35	648,598.00	663,598.00
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* Department 491	CEMETERY/PARKS DEPARTMENT					
01-491-5100-000	SALARY & WAGES-CEMETERY SUPER	42,513.48	46,832.75	49,162.92	49,507.00	50,932.80
01-491-5110-000	SALARY & WAGES - OPER STAFF	6,916.98	18,639.65	19,245.12	32,349.00	33,418.62
01-491-5112-000	SALARIES & WAGES - SUPPORT STAFF	1,216.02	1,708.91	2,007.03	7,949.00	8,205.84
01-491-5120-000	SALARIES & WAGES - TEMP HELP	20,901.30	21,816.30	24,108.10	21,353.00	21,890.40
01-491-5130-000	ADDITIONAL GROSS - OVERTIME	1,308.87	1,302.39	1,214.55	-	-
01-491-5135-000	ADDITIONAL GROSS - LONGEVITY	300.00	300.00	300.00	300.00	600.00
01-491-5195-000	OTHER - UNIFORM ALLOWANCE	-	-	-	40.00	40.00
01-491-5210-000	ENERGY	3,829.72	3,214.71	4,120.74	3,525.00	3,525.00
01-491-5240-000	REPAIR & MAINTAIN BUILDING	-	274.66	389.23	500.00	500.00
01-491-5245-000	REPAIR & MAINTENANCE EQUIPMENT	706.58	691.23	1,098.51	350.00	350.00
01-491-5270-000	EQUIPMENT RENTAL	823.75	635.00	823.57	1,000.00	1,000.00
01-491-5320-000	WATER	267.00	35.00	274.50	300.00	300.00
01-491-5340-000	COMMUNICATION	595.98	409.08	323.81	300.00	300.00
01-491-5380-000	OTHER PURCHASED SERVICES	-	210.00	-	-	-
01-491-5420-000	OFFICE SUPPLIES	72.00	167.48	99.99	46.00	46.00
01-491-5430-000	BUILDING MAINTENANCE SUPPLIES	248.79	325.49	266.00	100.00	100.00
01-491-5460-000	GROUNDKEEPING SUPPLIES	965.50	1,298.47	341.64	1,100.00	1,100.00
01-491-5480-000	VEHICULAR SUPPLIES	1,447.40	2,001.83	1,483.68	1,700.00	1,700.00
01-491-5580-000	OTHER SUPPLIES	450.82	149.85	-	500.00	500.00
01-491-5850-000	NEW EQUIPMENT	-	-	199.00	-	-
* Total Department 491	* CEMETERY/PARKS DEPARTMENT 491	82,564.19	100,012.80	105,458.39	120,919.00	124,508.66

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 520	BOARD OF HEALTH					
01-520-5112-000	SALARY & WAGES-SUPPORT STAFF	29,316.76	32,433.45	34,049.75	34,746.00	35,704.05
01-520-5120-000	SALARY & WAGES - TEMPORARY HELP	-	-	-	-	-
01-520-5130-000	ADDITIONAL GROSS	-	-	-	-	-
01-520-5190-000	ADDITIONAL GROSS - LONGEVITY	-	-	-	-	-
01-520-5300-000	PROF SERVICES	279.56	399.54	300.00	300.00	300.00
01-520-5340-000	COMMUNICATION	433.10	49.10	283.31	800.00	800.00
01-520-5420-000	OFFICE SUPPLIES	189.84	200.24	674.92	70.00	70.00
01-520-5580-000	OTHER SUPPLIES	26.00	138.99	674.92	275.00	275.00
01-520-5710-000	TRAVEL/MILEAGE IN-STATE	452.31	396.84	-	-	-
01-520-5730-000	DUES & MEMBERSHIPS	155.00	514.00	356.22	305.00	305.00
* Total Department 520	* BOARD OF HEALTH 520	30,852.57	34,132.16	36,875.83	36,746.00	37,704.05
* Department 522	NASHOBA ASSESSMENTS					
01-522-5300-000	NURSING CONTRACT	6,166.00	8,702.88	8,702.84	7,059.00	9,050.96
01-522-5301-000	NASHOBA ASSESSMENT	21,085.00	19,440.84	19,440.84	21,085.00	20,218.46
* Total Department 522	* NASHOBA ASSESSMENTS 522	27,251.00	28,143.72	28,143.68	28,144.00	29,269.42
01-524-5300-000	LANDFILL ENGINEERING SERVICES	17,270.00	17,500.00	20,400.00	20,400.00	20,400.00
* Department 541	COUNCIL ON AGING					
01-541-5100-000	SALARY & WAGES-C.O.A DIRECTOR	34,588.77	35,788.50	37,098.25	37,929.00	43,347.20
01-541-5110-000	SALARY & WAGES - OPER STAFF	19,315.00	21,252.00	22,520.57	36,505.00	38,358.32
01-541-5120-000	ADDITIONAL GROSS - LONGEVITY	900.00	900.00	900.00	580.00	-
01-541-5130-000	REPAIR & MAINT EQUIPMENT	510.00	490.00	300.00	900.00	-
01-541-5270-000	RENTAL - BUILDING	-	-	300.00	695.00	695.00
01-541-5300-000	PROFESSIONAL SERVICES	793.17	1,750.00	1,525.00	1,600.00	1,600.00
01-541-5340-000	COMMUNICATIONS	1,341.92	901.49	1,099.90	1,300.00	1,300.00
01-541-5380-000	OTHER SERVICES	277.78	109.00	-	-	-
01-541-5420-000	OFFICE SUPPLIES	989.34	1,218.13	1,418.37	1,000.00	1,000.00
01-541-5580-000	OTHER SUPPLIES	597.90	632.19	1,108.16	1,525.00	1,525.00
01-541-5730-000	DUES & MEMBERSHIPS	185.00	-	90.00	500.00	500.00
* Total Department 541	* COUNCIL ON AGING 541	59,498.88	63,041.31	66,060.25	82,534.00	88,325.52
* Department 543	VETERAN AGENT					
01-543-5100-000	VETERANS AGENT SALARY	4,886.00	4,886.00	5,009.00	5,134.23	5,262.58
01-543-5340-000	COMMUNICATION	-	-	-	-	-
01-543-5420-000	OFFICE SUPPLIES	-	-	-	100.00	100.00
01-543-5730-000	DUES	-	-	-	-	-
* Total Department 543	* VETERAN AGENT 543	4,886.00	4,886.00	5,009.00	5,234.23	5,362.58
* Department 544	VETERANS BENEFITS					
01-544-5300-000	PROFESSIONAL SERVICES	-	-	-	-	-
01-544-5380-000	OTHER SERVICES - VET BENEFITS	23,949.20	38,725.82	67,815.52	55,000.00	55,000.00
* Total Department 544	* VETERANS BENEFITS 544	23,949.20	38,725.82	67,815.52	55,000.00	55,000.00
SUBTOTAL	HUMAN SERVICES	246,271.84	286,441.81	329,762.67	348,977.23	360,570.23

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

3/26/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST	FY2016 TOWN ADMIN.
* Department 610	LIBRARY						
01-610-5100-000	SALARIES & WAGES-LIBRARY DIRECTOR	40,261.68	42,814.73	44,037.92	45,234.00	58,185.00	
01-610-5110-000	SALARY & WAGES - OPER STAFF	5,717.85	43,500.07	48,069.67	49,799.00	151,410.00	
01-610-5110-101	WAGES - CHILDREN'S LIBRARIAN	24,950.72	28,857.10	29,593.21	30,474.00	-	
01-610-5110-102	WAGES - SENIOR LIBRARY TECH	18,659.54	22,758.15	23,049.00	23,738.00	-	
01-610-5110-201	WAGES - LIBRARY TECH 19 HR	10,125.28	30,586.40	31,346.64	32,284.00	-	
01-610-5110-202	WAGES - LIBRARY TECH 11 HR	6,732.01	-	-	-	-	
01-610-5110-204	WAGES - LIBRARY TECH 4 HR	9,411.79	-	-	-	-	
01-610-5120-000	WAGES - SUNDAY STAFFING	-	3,602.92	-	-	-	
01-610-5130-000	ADDITIONAL GROSS - LONGEVITY	1,200.00	1,500.00	1,500.00	1,500.00	1,800.00	
01-610-5210-000	ENERGY	-	-	-	-	-	
01-610-5240-000	REPAIR & MAINT BUILDING	-	-	-	-	-	
01-610-5245-000	REPAIR & MAINT - EQUIPMENT	-	-	-	-	500.00	
01-610-5270-000	EQUIPMENT RENTAL	-	-	-	-	-	
01-610-5300-000	PROFESSIONAL & TECHNICAL SERVICES	282.00	200.00	-	-	-	
01-610-5320-000	WATER	-	-	-	-	-	
01-610-5340-000	COMMUNICATION	559.85	726.22	638.68	1,050.00	1,050.00	
01-610-5380-000	OTHER PURCHASED SERVICES	8,571.98	9,014.00	10,923.86	11,683.00	13,176.00	
01-610-5420-000	OFFICE SUPPLIES	2,959.49	1,600.53	1,851.96	2,000.00	2,000.00	
01-610-5450-000	CUSTODIAL SUPPLIES	-	-	-	100.00	100.00	
01-610-5580-000	OTHER SUPPLIES - BOOKS, DVD, CD	32,703.18	28,925.80	31,944.71	34,533.00	36,931.00	
01-610-5581-000	OTHER SUPPLIES - MISCELLANEOUS	-	-	-	-	-	
01-610-5730-000	DUES & MEMBERSHIPS	285.00	145.00	980.00	1,752.00	1,752.00	
01-610-5780-000	OTHER CHARGES	929.10	1,188.31	370.02	-	-	
* Total Department 610	* LIBRARY 610	190,605.67	215,419.23	224,305.67	234,147.00	266,904.00	
* Department 630	RECREATION DEPARTMENT						
01-630-5100-000	SALARY & WAGES-REC. DIRECTOR	-	-	-	-	20,400.00	
01-630-5110-000	SALARY & WAGES - OPER STAFF	-	-	-	-	-	
01-630-5580-000	OTHER SUPPLIES	-	-	-	-	-	
* Total Department 630	* RECREATION DEPARTMENT 630	-	-	-	-	20,400.00	
* Department 660	MEMORIAL DAY COMMITTEE						
01-660-5120-000	SALARY & WAGES TEMPORARY HELD	-	-	-	-	-	
01-660-5300-000	PROFESSIONAL SERVICES	1,284.08	1,188.56	1,310.44	1,500.00	1,500.00	
01-660-5350-000	BAND SERVICES	1,817.00	1,646.00	1,837.00	2,225.00	2,225.00	
01-660-5580-000	OTHER SUPPLIES	731.15	754.64	739.64	833.00	833.00	
* Total Department 660	* MEMORIAL DAY COMMITTEE 660	3,832.23	3,589.20	3,887.08	4,558.00	4,558.00	
* Department 692	BAND CONCERTS						
01-692-5120-000	SALARY & WAGES TEMPORARY HELP	-	-	-	-	-	
01-692-5350-000	BAND SERVICES	7,712.00	7,848.00	7,093.72	8,100.00	8,500.00	
01-692-5580-000	OTHER SUPPLIES	216.86	281.00	215.55	300.00	300.00	
* Total Department 692	* BAND CONCERTS 692	7,928.86	8,129.00	7,309.27	8,400.00	8,800.00	
SUBTOTAL	CULTURE & RECREATION	202,366.76	227,137.43	235,502.02	247,105.00	300,662.00	-

FY2016 OPERATING BUDGET

WATER ENTERPRISE FUND ANNUAL EXPENDITURES

2/10/2015
 FY2016
 TOWN ADMIN.
 RECOMMENDED

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
61-000-5100-000	SALARY & WAGES - WATER SUPERINTENDENT	65,873.36	68,078.40	70,055.00	71,915.00	73,707.00
61-000-5110-000	SALARY & WAGES - OPERATING STAFF	85,791.24	90,937.61	95,839.27	97,784.00	148,146.00
61-000-5112-000	SALARY & WAGES - SUPPORT STAFF	45,990.41	52,460.44	54,117.99	55,312.00	39,088.00
61-000-5120-000	SALARY & WAGES - TEMPORARY HELP	-	-	-	1.00	1.00
61-000-5130-000	ADDITIONAL GROSS	-	-	-	-	-
61-000-5131-000	ADDITIONAL GROSS - OVERTIME	969.63	1,517.20	2,787.11	11,060.00	10,500.00
61-000-5132-000	ADDITIONAL GROSS - LONGEVITY	3,000.00	3,300.00	3,900.00	3,900.00	3,300.00
61-000-5135-000	ADDITIONAL GROSS - REG & SPEC ON CALL	16,597.65	15,498.39	16,744.64	13,325.00	13,874.00
61-000-5190-000	OTHER - STIPENDS WATER COMMISSIONERS	-	-	-	3.00	3.00
61-000-5191-000	OTHER - RETIREMENT BENEFIT	-	-	-	2,000.00	2,000.00
61-000-5195-000	OTHER - CLOTHING ALLOWANCE	1,870.06	1,686.48	1,879.68	2,800.00	3,800.00
61-000-5210-000	ENERGY	76,415.02	75,528.98	85,443.37	82,000.00	70,000.00
61-000-5240-000	REPAIR & MAINT BULDING	4,865.79	733.20	3,477.08	5,000.00	5,000.00
61-000-5245-000	REPAIR & MAINT EQUIPMENT	43,160.17	33,357.83	19,611.32	20,000.00	20,000.00
61-000-5245-100	REPAIR & MAINT - SCADA SYSTEM	-	-	-	1.00	1.00
61-000-5270-000	RENTALS	315.00	1,075.00	315.00	1,000.00	1,000.00
61-000-5300-000	PROFESSIONAL SERVICES	17,257.60	34,769.12	30,033.62	20,000.00	20,000.00
61-000-5300-100	PROF SVS - BACKFLOW TESTING	6,900.00	6,900.00	6,750.00	6,000.00	6,000.00
61-000-5340-000	COMMUNICATION	16,002.82	17,428.54	16,667.70	17,600.00	17,600.00
61-000-5380-000	OTHER SERVICES	400.00	154.00	-	2,600.00	2,600.00
61-000-5420-000	OFFICE SUPPLIES	3,234.69	2,264.43	2,786.16	5,000.00	5,000.00
61-000-5430-000	BUILDING SUPPLIES	337.56	315.98	-	1,500.00	1,500.00
61-000-5435-000	EQUIPMENT MAINT SUPPLIES	547.31	256.00	-	1,500.00	1,500.00
61-000-5460-000	GROUNDSKEEPING SUPPLIES	1,303.67	272.76	25.73	500.00	500.00
61-000-5480-000	VEHICULAR SUPPLIES	9,791.34	13,702.78	13,263.58	8,000.00	8,000.00
61-000-5530-000	PUBLIC WORKS SUPPLIES	33,545.04	35,546.66	43,552.11	35,000.00	35,000.00
61-000-5531-000	CHEMICALS	13,902.79	17,778.60	20,442.98	23,000.00	23,000.00
61-000-5580-000	OTHER SUPPLIES	28.50	548.68	169.36	1,000.00	1,000.00
61-000-5710-000	TRAVEL/MILEAGE-IN STATE	687.58	555.20	694.31	1,100.00	1,100.00
61-000-5720-000	OUT OF STATE TRAVEL	-	-	-	100.00	100.00
61-000-5730-000	DUES & MEMBERSHIPS	1,426.25	1,009.75	2,734.00	2,000.00	2,000.00
61-000-5780-000	OTHER CHARGES	-	-	60.00	500.00	500.00
61-000-5782-000	OTHER CHARGES - BANK	-	-	62.81	-	-
61-000-5785-000	WATER ASSESSMENT D.E.P.	1,916.03	1,982.52	1,677.02	2,000.00	2,000.00
61-000-5850-000	NEW EQUIPMENT	9,162.36	1,661.96	-	10,000.00	10,000.00
61-000-5870-000	REPLACEMENT EQUIPMENT	-	-	-	-	-
61-000-5890-000	HYDRANTS	-	-	-	-	-
61-000-5900-000	DEBT SERVICE - MW PAT EAST SIDE IMPROV	-	-	-	-	-
61-000-5901-000	DEBT SERVICE - MW PAT EAST SIDE PHASE II	42,374.76	42,374.19	42,373.68	42,380.00	42,380.00
61-000-5902-000	DEBT SERVICE - WITCH'S BROOK BORROWING	61,583.27	61,583.02	61,582.93	63,000.00	63,000.00
61-004-500-0000	EMERGENCY RESERVE FUND	-	-	-	-	-
* Total Department	* WATER ENTERPRISE OPERATING	565,248.90	583,277.72	597,046.45	628,881.00	653,200.00



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

3.9

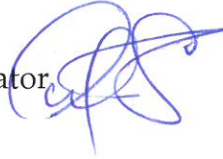
Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Colin McNabb, *Vice-Chairman*

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

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: March 23, 2015

SUBJ.: Facilities Maintenance Department
Inclusion of Fire-EMS Buildings

The FY16 operating budget proposal includes expanding the Facilities Maintenance Department to incorporate Fire-EMS buildings. With the new headquarters station scheduled to come on line this year and a new West station proposed the time is appropriate to consider this change.

I met recently with Fire-EMS Chief Mark Boynton and Facilities Manager Mark Mercurio to discuss these changes. We all agree combining Fire-EMS buildings into the Facilities Department makes sense. It will allow the Chief to focus on the critical aspects of his department: fire prevention, fire suppression, and emergency medical services. It will also put Fire-EMS buildings in the hands of a building maintenance professional, improving the oversight and maintenance of these facilities. Furthermore, Mark Mercurio has established relationships with vendors, suppliers, and others. It is more efficient to rely on these relationships than to expect the Chief to establish comparable relationships on his own.

We agreed a phased approach makes sense for several reasons. It will be helpful for Mark Mercurio to be involved while the headquarters station is being constructed. This proved to be invaluable during the construction of the Library/Senior Center and we expect the same benefits will accrue with this project. Phasing the implementation will afford us a year to evaluate our staffing needs.

For FY 16 we propose the following:

- Increase the Facilities Manager from 35 to 40 hours per week;

- Transfer \$14,000 from Fire-EMS building maintenance line 5240 to Facilities wages. A portion of this will go to the Facilities Manager's salary and the remainder to other wage lines;
- Utilize existing part time personnel to assist with Facilities Maintenance. We have been utilizing Cemetery & Parks employees over the past several years and this has been successful. They are used for snow removal, grounds keeping, and throughout the year as needed. On a temporary basis this will allow us to better estimate the level of staffing that will be needed;
- Reclassify the Facilities Manager to account for the expanded supervisory responsibilities and buildings;

In FY17 we propose to create a Maintenance Technician position. As noted above, we will use FY16 to evaluate the staffing needs for this position.

The process we have laid out is similar to what led to the creation of the Facilities Maintenance Department several years ago. We believe our proposal is sound, efficient, economical, and will best meet the Town's needs going forward.

I look forward to discussing this with the Board.



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

3.10

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

Colin McNabb, *Vice-Chairman*

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

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator

DATE: March 26, 2015

SUBJ.: Management Information System (MIS)
Transfer of Oversight

The Town's two-year contract with Townsend Technologies (Melissa Hermann) expires on June 30, 2015. Mellissa Hermann recently informed me she does not desire to keep the contract with the Town beyond June 30, 2015 and will not submit a proposal if we issue a request for proposals. The last time we solicited proposals there was only one other vendor besides Townsend Technologies. Our unusual architecture and modest budget may make the contract unappealing to vendors. At the request of the Board of Selectmen I have explored alternatives to outsourcing.

I met several times recently with David Mazza, the Town's Communications Supervisor. In addition to overseeing the Communications Center David manages information technology for the public safety departments. David and I discussed the possibility of the Communications Department absorbing the Town's IT. David believes it is doable and prepared the attached memorandum outlining his findings and what would be needed to provide unified IT for the Town.

We are refining the budget impact, but I believe we can make this change with little or no additional cost to the Town. I am confident this change will greatly improve the management of our information technology while continuing to bring our IT infrastructure to the level it needs to be.

I look forward to discussing this in more detail and if desired by the Board inviting David in to a future meeting to discuss it.



***Townsend Communications Department
70 Brookline Road
Townsend MA 01469
978-597-6214***

David L. Mazza Communications/IT Manager

Friday, March 13, 2015

Executive Summary to Board of Selectmen to Provide Unified Information Technology Services for the Town of Townsend

Introduction

The use of information technology is evolving at a remarkable rate in all areas of society, and has become essential for the functioning of all levels of municipal government. Many communities are re-examining the manner in which they organize the delivery of information technology services, and it seems timely for the Town of Townsend to do so also. I would propose, after counsel with The Town Administrator, that the Town of Townsend unify Information Technology Services. This new Technology Services Branch would be incorporated into the current Communications Department. This Office would be responsible for strategic planning and the provision of services in those areas of information technology that are town-wide in nature.

The Communications Department has developed a highly distributed model for the provision of information technology services for public safety to include Communications, Emergency Management, Police, Fire, and EMS, and it is important to retain the many positive aspects of it. The uses of information technology differ significantly among disciplines, so it is advisable to provide a common picture to, reduce cost, share resources, and provide better support both to end users and our community. Nevertheless, there are information technology issues which are truly town wide in nature, and which therefore need to be dealt with at the community level. They include the external connections to the Internet, the government backbone network, the networking of offices, directory services, and computer security. The Information Technology Services Branch which we propose would have responsibility for issues such as these, and would provide a platform for strategic planning and integration of services which is currently missing while also maintaining day to day operation support for end user municipal departments and the citizens we serve in our community.

Description of the Problem

The Town of Townsend does not currently have a single organization responsible for the planning and implementation of community information technology services. Over the past few years Town IT and Public Safety IT have been operating independent of each other with minimal resource sharing. There has been no clear Information Technology governance which has made it clear that information technology issues are too complex to be looked at without a true technology stratagem. There are several organizations, and a number of individual volunteers, who provide town-wide information technology services. In general, each performs its specific functions to the best of their abilities. However, the missions of the involved organizations and individuals do not necessarily mesh with each other. The lack of integration of responsibilities, and the absence of clear lines of authority have created a number of serious problems.

Because no single organization has responsibility for town-wide information technology services, it is very difficult to set priorities and to organize coordinated efforts to meet the goals and objectives of single departments and the Board of Selectmen. Development or restructuring of services is frequently iterative, reactive, and slow, particularly when significant voluntary or contractual participation is required.



Townsend Communications Department
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David L. Mazza Communications/IT Manager

Friday, March 13, 2015

The highly distributed nature of information technology services has resulted in variable levels of service and support, including lack of service when responsibility has not been delegated or assumed. There is confusion on the part of department heads, staff, and citizens as they attempt to identify the services and service providers available to them. Problem resolution is complicated by the number of providers responsible for interdependent elements of a given service.

Town-wide information technology policies are nearly non-existent, except for those instituted by the non-contractual policy and procedure manual. There is not a well-known framework for the evolution and approval of new policies. Lack of clear policies ultimately affects the consistency, understanding, and fairness of management decisions.

The cost of information technology services is difficult to estimate due to the diversity of funding sources and organizational participation. Providing "end to end" cost estimates is often impractical. The distributed nature of services makes it difficult for the town to achieve economies of scale, and to enter into potentially beneficial collaborative relationships with outside agencies.

The lack of a central authority for information technology makes it difficult for the town to fully participate in state-wide collaborative efforts, which are becoming increasingly important. The town has often been represented by volunteers or contractors who lack policy-making or budgetary authority. Town staffers have been told on several occasions that Commonwealth OTIS staff do not know whom to deal with on many information technology issues.

The general problems just cited have led to a number of specific ones, which are not receiving the attention they warrant.

External Connection to the Internet: As a result of the need for major increases in bandwidth and changing market conditions, the cost of the town's external connection to the Internet has risen markedly in the past year, and is likely to continue to do so. No funding source has been identified to pay for the Internet connection beyond next fiscal year.

Town Municipal Backbone Network: 100% of town departments are not connected to the fiber optic backbone. When Verizon Communications Services closes down the dsl network on December 31, 2018, those departments will be restricted to very low bandwidth connections to the network. No organization has assumed responsibility for extending fiber to municipal buildings. Furthermore, no organization has assumed responsibility for the creation and maintaining of a fiber network should it be damaged, or for upgrading it as technology advances.

Directory Services: The- Town of Townsend does not have an accurate and complete email directory. Due to poor IT governance the results have been omissions and inaccurate information. This hinders the exchange of email (both on and off Town network), which is surely one of the most fundamental information technology services.

Networking of Offices: Networking of offices requires that many issues be addressed, including cabling, routing security and scheduling. Resolution of these issues will require integration with physical cabling, network management, and scheduling organizations. Most building cabling has been installed and is maintained by individual departments, thus greatly increasing the coordination efforts required.



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Friday, March 13, 2015

Departments are under no obligation to provide service level guarantees, so utilization of local networks may not be practical for providing a town network.

Security: The growing use of networks to access Public, Personal and Town staff records, and the Library's increasing dependence on electronic subscriptions to journals and databases, require a much higher level of network security than the town currently possesses. Yet, no efforts are being made to define, produce, maintain, or implement network security policies for Town wide Network. It is not part of anyone's job description or authority. Work is in progress at the system-wide level to develop the Public Safety IT has implemented a scalable authentication services. It is essential that the Town participate in this effort, and be prepared to implement the software that will emerge from it. Furthermore, the incidence of computer break-ins is increasing, and town computers are in some cases being used to attack off-town sites. Again, no person or organization has responsibility for dealing with this problem.

Site Licenses: Site licenses and purchase agreements are typically handled by a contractor who solicits contributions from town departments. As a result, license agreements are not tracked or maintained in a coordinated manner. In addition, media distribution can place a time burden on the contracting organization that could be more efficiently handled by a central one. Occasionally departments become dependent upon a piece of software, only to discover (after the fact) that the license has been allowed to expire because the original purchase coordinator did not have the time, interest, or funds to maintain the license. Furthermore, negotiations for these licenses can involve contractual obligations for which an individual or department cannot represent the town, thus precluding certain types of licenses.

Recommendations

After review of the Network Assessments by Akuity Technologies and Avail Technology Group I would submit the following recommendations to the Board of Selectmen and the Town Administrator.

- Creation of Town Wide Information Services Branch
 - Operate under the Direction of the Communications/IT Manager
 - Following International IT governance guidelines with the creation a 3 Tier Support Team
 - Tier 1 End User Support
 - Tier 2 End User/ Network Operations and Security
 - Tier 3 Network Development and Expansion
- Development of an IT Strategic Plan in conjunction with the goals and objectives of the Board of Selectmen.
 - Short Term and Long Term Strategic Goals and Objectives
 - Short/ Long Fiscal Objectives and Constraints
- Identify and Implement Town Wide Information Technology Governance
 - Policy and Procedure
 - Access and Network Security
- Provide Solution to the 6 Major Concerns facing Town Wide Information Technology
 - External Connection to the Internet



Townsend Communications Department
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David L. Mazza Communications/IT Manager

Friday, March 13, 2015

- Backbone Fire Network
- Directory Services
- Security
- Site Licenses

These recommendations would be addressed in detail once the Information Technology Services Branch is created. ITSB would work closely with Department Heads, Board Members and the Town Administrator to develop a strategic plan.

Summary

With further review of Town Wide Information Services a clear scope of work would need to be addressed. Currently the Communications Supervisor provides Tier 1-3 support to Police, Fire, EMS, and Communications. To be able to balance, provide a standard of service, in a reasonable time we would need to explore additional staffing.

A recommendation to complete ITSB staffing would include the Communications IT/Manager providing Tier 2/3 Support Town Wide and Tier 1 support primary to Public Safety. **An additional hire of at least 24 hours a week of** an onsite IT technician to provide Tier 1 support to general municipal departments. To assist with Tier 3 support I would recommend our current contractor, **Mike McCann, an additional 8 hours** a month support for a total of 16 hours a month.

Technology should be seamless. If we notice our technology and it distracts from our objectives then our technology is failing or impeding our ability to provide the quality support our citizens expect and deserve from their local government. I believe the implementation of a unified information technology services will in time reduce cost, increase work efficiency, and protect community investment.

Please reach out with any questions or concerns. I look forward to meeting with The Town Administrator and the Board of Selectmen as we address these issues in the near future.

Respectfully Submitted,

David L. Mazza

3.11

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

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

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

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

In conjunction with a **"Baby Shower"** to be held on **April 25, 2015** with sale hours
from **2:00P.M. to 4:30P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **04/25/2015** unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE



yn

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

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

NOTICE OF APPROVAL OF SPECIAL LICENSE

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

City/Town: Townsend
Date of Local Authority Approval:
Name of Licensee: Terri Roy
Address of Licensee: 491A Main Street, Townsend, MA
Effective Date or Dates of License: April 25, 2015
Authorized Hours of Sales: 2:00P.M. to 4:30P.M.
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Baby Shower"

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: _____

3.12

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 **“Poker Tournament/Cancer Fundraiser”** to be held on **April 25, 2015** 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 **04/25/2015** unless sooner suspended or revoked.

Date: **THE LOCAL LICENSING AUTHORITIES**

SEE ATTACHED CONDITIONS OF LICENSE

←
SCD



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:

Name of Licensee: Terri Roy

Address of Licensee: 491A Main Street, Townsend, MA

Effective Date or Dates of License: April 25, 2015
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 "Poker Tournament/Cancer Fundraiser"

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: _____

3.13

**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 “80th Birthday Celebration” to be held on **May 30, 2015** with
sale hours from **12:00P.M. to 4:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **05/30/2015** unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE



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:

Name of Licensee: Terri Roy

Address of Licensee: 491A Main Street, Townsend, MA

Effective Date or Dates of License: May 30, 2015
 Authorized Hours of Sales: 12:00P.M. to 4:00P.M.

Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "80th Birthday Celebration"

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: _____

TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN STREET
TOWNSEND, MA 01469

3.14

TO: Planning Board
Board of Health
Conservation Commission
Board of Selectmen
Building Inspector

Police Chief
Fire Chief
Highway
Water Department
Assessors

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments.

APPLICANT: Andrew & Wendy Hammond
LOCUS ADDRESS: 11 & 15 Sauna Row Road
PARCEL ID: Assessor's Map 2; Blocks 10, 11, 39, 40; Lot 0

Date of Hearing: April 29, 2015 @ 6:00pm
Date of Referral: March 9, 2015

Petition: (from legal notice)

The Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, April 29, 2015 @ 6:00pm** at Memorial Hall on the application of Andrew & Wendy Hammond for a **Special Permit** under Zoning Bylaw §§145-18 and 145-65.

The applicant is proposing to demolish two single family dwellings and construct one dwelling on a preexisting nonconforming lot at 11 & 15 Sauna Row Road which requires a special permit for the rebuilding on a preexisting nonconforming lot. The current dwelling at 11 Sauna Row Road is located 5.9 feet from the side property line and the dwelling at 15 Sauna Row Road is located 8.8 feet from the property sideline, but both structures are grandfathered for these setbacks. The applicant is requesting a special permit or Chapter 40A Section 6 finding that the proposed structure is not more detrimental to the neighborhood than the existing structures.

COMMENTS: _____

NO COMMENT _____

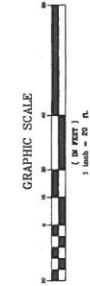
SIGNED: _____ **DATE:** _____

TABLE OF ZONING COMPLIANCE

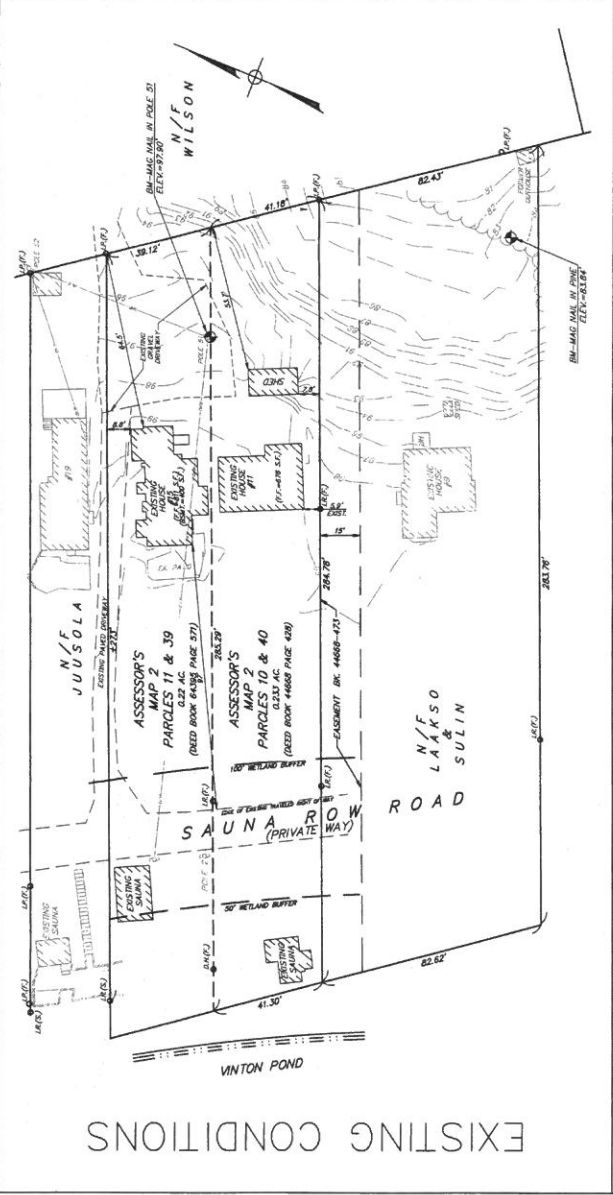
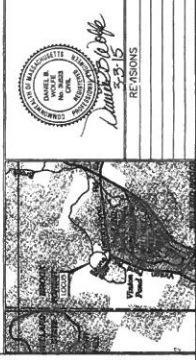
ZONING ORDINANCE (CODE #A)	REQUIRED	EXISTING PROPOSED	PROPOSED VARIANCE
LOT AREA	3.0 AC.	0.453 AC. #	0.453 AC. #
LOT FRONTAGE	200'	N/A	N/A
FRONT YARD DEPTH	50'	97.9' #	77.9' #
REAR YARD DEPTH	15'	55.7'	55.7'
SIDE YARD DEPTH	15'	5.9'	5.9'

CHANGED AREA OF ALL LOTS AT 171 AND 178 SAUNA ROW ROAD (PRIVATE WAY)
MEASURED TO EDGE OF EXISTING FOOT OF WAY (SAUNA ROW ROAD (PRIVATE WAY))

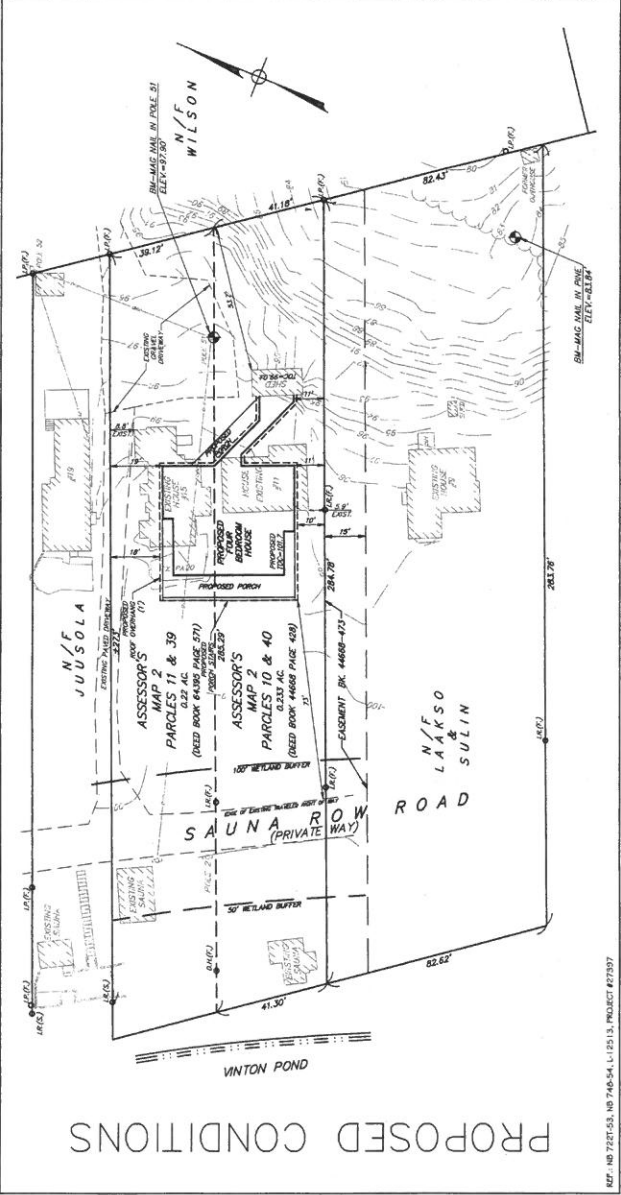
- LEGEND**
- PROPERTY LINE
 - EXISTING MONUMENT
 - EXISTING CONTIGUOUS
 - EDGE OF PAVEMENT
 - 100' WETLANDS BUFFER ZONE
 - OVERHEAD WIRING
 - UTILITY POLE
 - EXISTING BUILDING
 - PROPOSED BUILDING



SITE PLAN
FOR: LOT ... STREET ... #11 & #15 SAUNA ROW ROAD
ASSESSOR'S MAP # ... PARCELS 10, 11, 39 & 40
TOWN: ...
PREPARED FOR:
ANDREW & WENDY HAMMOND
SCALE: 1" = 20'
MARCH, 2015
DAVID E. ROSS ASSOCIATES, INC.
CIVIL ENGINEERS, LAND SURVEYORS, ENVIRONMENTAL CONSULTANTS
111 FITCHBURG ROAD - P.O. BOX 388, AYR, MASS. 01432-0388
978-772-8232 • 308-1985 • 448-3916 • FAX 978-772-8258
JOB NO. 30123 SHEET 1 OF 1 PLAN NO. L-12540



EXISTING CONDITIONS



PROPOSED CONDITIONS

Andri)

Water System SCADA System Upgrade
Townsend Water Department
Engineer: Stantec

Change Order

Section 00820a - Page 1

3.15

SECTION 00820a

CHANGE ORDER

Project Number	<u>195111966</u>
Contract Number	<u>N/A</u>
Change Order Number	<u>2</u>

Contract Amount (As Bid).....	<u>\$156,249.00</u>
Net Change in Contract Price (this Change Order).....	<u>\$12,655.46</u>
Net Change in Contract Price (all other Change Orders).....	<u>\$22,225.00</u>
Total Adjusted Contract Price.....	<u>\$191,129.46</u>

This Change Order extends the time to complete the Work by: **20** calendar days
 The extended completion date is: **See Agreement**

This Change Order is recommended by: **Stantec**

Louis A. Soracco

47126

1/30/15

Louis A. Soracco

P.E. #

Date

The undersigned agree to the terms of the Change Order and certifies that such Change Order is in conformance with M. G. L. C.30, Section 39I.

Contractor: **Weston & Sampson CMR, Inc.**

Date

Owner: **Townsend Water Commissioners**

[Signatures]

3-9-15

3-9-15

3-9-15

Date

Owner: **Board of Selectmen**

Date

Certification of Appropriation under M. G. L. C.44, Section 31C: Adequate funding in an amount sufficient to cover the total cost of this Change Order is available.

By:

Theresa Walsh, Town Accountant

Date

Public Entity: Townsend Water Department
Project Number: 195111966 Contract Number: N/A Change Order Number: 2
Contract Title: Water System SCADA System Upgrade
Owner's Name: Townsend Water Department
Owner's Address: 540 Main Street, West Townsend, MA 01474
Contractor's Name: ... Weston & Sampson CMR, Inc.
Contractor's Address: Five Centennial Drive, Peabody, MA 01960-7985

Description of Change

This Change Order includes the costs for the following changes:

1. Addition of ultrasonic level transducers in the chemical storage tanks at Main Street, Cross Street, Witch's Brook No. 1 and Witch's Brook No. 2.
 - a. Change in Contract = \$13,764.95
2. Elimination of labor required to install new level transducers at the Fitchburg Road Tank and Highland Street Tank sites.
 - a. Change in Contract = -\$1,109.49

This increases the contract amount by **\$12,655.46**

Reason for Change

These changes are being requested for the following reasons:

1. Ultrasonic level transducers will allow the Town to monitor and automatically record chemical volumes and usage.
2. New level transducers are being provided under this contract to replace the existing transducers at the two storage tanks. It has been determined that the existing transducers will integrate into the new SCADA system. The new transducers will be stored by the Town and kept as backups in the event the existing transducers stop working.

END OF SECTION



January 6, 2015

Townsend, MA
 Project No. M2140254

Louis A Soracco, P.E.
 Project Manager
 Stantec Consulting Services
 5 LAN Drive, Suite 300
 Westford, MA 01886

**Water System SCADA System Upgrade
 Project Change Order No. 1**

Dear Mr. Soracco:

As requested, **Weston & Sampson CMR, Inc.** (W&S CMR) is pleased to submit this change order to furnish and install ultrasonic level transmitters in the chemical storage tanks at the Town's pump stations. The pump stations, transmitter model numbers and costs are listed in detail below:

A. Stations/Proposed Transmitters

Station	Proposed Transmitter
Main Street	Siemens 7ML 521-2BA11
Cross Street	Siemens 7ML 521-2BA11
Witch's Brook No. 1	Siemens 7ML 521-2BA11
Witch's Brook No. 2	Siemens 7ML 521-2BA11

B. Costs

- Materials
 - Ultrasonic Transmitters – Actual Cost \$4,300 x 1.15 (M.U. and profit) = \$ 4,945.00
 - Mounting Flanges – Actual Cost \$750 x 1.15 = \$ 862.50
 - Conduit – Actual Cost \$1,000 x 1.15 = \$ 1,150.00
 - Subtotal Materials = \$ 6,957.50

- Additional SCADA programming (Subcontractor) \$1,200 x 1.05 = \$ 1,260.00

- Labor
 - 50 man hours x \$59.65 x 1.55 (Direct Payroll Expense) x 1.20 (OH&P.) = \$ 5,547.45

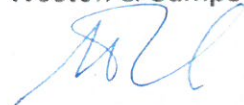
- **Total Change Order No. 1 = \$13,764.95**

Attachment A contains the data sheets for the transmitters.

Please review this submittal and call me at (978) 532-1900 ext 2440 or e-mail me at richards@wseinc.com.
with any questions.

Sincerely,

Weston & Sampson CMR, Inc.



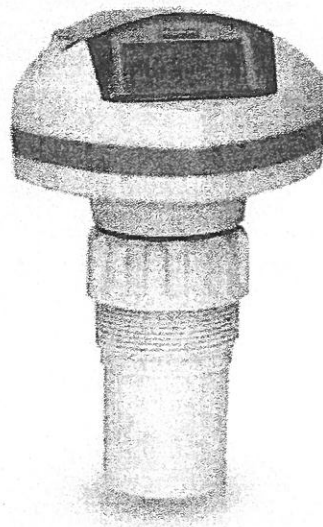
Stephen J. Richard, P.E., C.P.O.
Vice President

T:\CMR\Townsend Water Dept\SCADA System - M2140254\Change Orders\Change Order No. 1 Revised- Level Transmitters.docx

ATTACHMENT A
ULTRASONIC EQUIPMENT DATA SHEETS

Unbeatable accuracy in ultrasonic level measurement

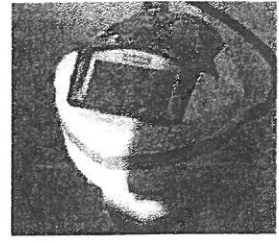
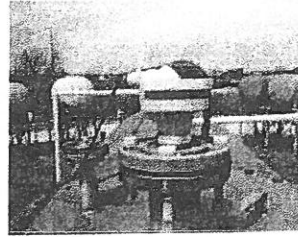
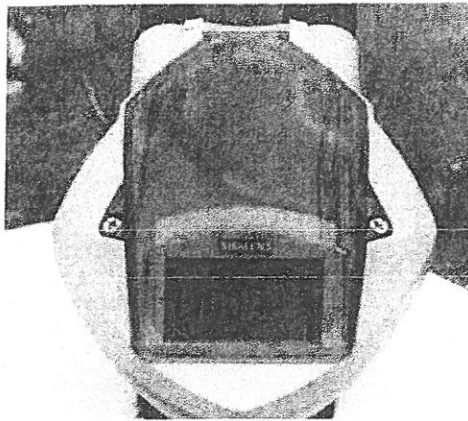
With the reliability of Sonic Intelligence echo processing



SITRANS Probe LU

Answers for industry.

SIEMENS



Unbeatable accuracy

With an accuracy of 0.15%, SITRANS® Probe LU sets the standard for precision in ultrasonic level measurement transmitters. Its high signal-to-noise ratio results in a longer measurement range, and the patented 'Sonic Intelligence' echo processing ensures reliability and accuracy.

The ultrasonic SITRANS Probe LU is ideal for measuring storage vessels, filter beds, and open channels in the water/wastewater, food, and chemical industries.

- Simple setup and programming with handheld infrared programmer or via PC software
- Sonic Intelligence – our field-proven echo processing algorithms guarantee the most reliable performance available
- Unmatched beam angle – stronger pulse and sensitivity in a compact beam make our ultrasonics transducers the most accurate in the industry
- Million in one – our products have the field experience of over a million points of level built into every device
- Global network – sales and support in your neighborhood. Our extensive global coverage means you get sales and support when and where you need it.

SITRANS Probe LU

Power

HART® version

- Nominal 24 V DC with max. 550 Ω loop resistance
- Maximum 30 V DC
- 4 to 20 mA

PROFIBUS PA version

Bus powered, as per IEC 61158-2; 12, 13, 15, or 20 mA depending on programming (General Purpose or Intrinsically Safe version)

Performance

Measurement range

- 6 m (20 ft) model: 0.25 to 6 m (10" to 20 ft), liquid applications
- 12 m (40 ft) model: 0.25 to 12 m (10" to 40 ft), liquid applications

Accuracy

± the greater of 0.15% of range or 6 mm (0.24")

Repeatability

≤ 3 mm (0.12")

Frequency

54 kHz

Update time

HART version: ≤ 5 seconds at 4 mA
PROFIBUS PA version: ≤ 4 seconds at 15 mA current loop

Interface

Display

Built-in alpha-numeric display – visible through transparent lid

Communication

- HART
- PROFIBUS PA

Programming

- Patented infrared handheld programmer
- SIMATIC® PDM

Outputs

HART version: 4 to 20 mA range, ± 0.02 mA accuracy
PROFIBUS PA version: Profile 3, Class B

Mechanical

Enclosure

- PBT (polybutylene terephthalate) body
- Type 4X/NEMA 4X, Type 6/NEMA 6/IP67/IP68 enclosure
- Cable inlet: 2 x M20x1.5 cable gland or 2 x ½" NPT thread

Process connection

- Threaded connection: 2" NPT, BSP or G/PF
- Flange connection: 3" (80 mm) universal flange
- Other connection: FMS 200 mounting bracket

Sensor

Transducer options: ETFE (ethylene tetrafluoroethylene) or PVDF (Polyvinylidene Fluoride)

Process conditions

Ambient temperature

-40 to 80 °C (-40 to 176 °F)

Process temperature

-40 to 85 °C (-40 to 185 °F)

Pressure (vessel)

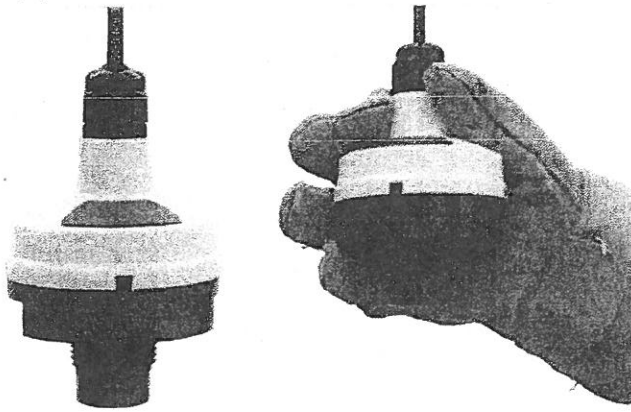
0.5 bar g (7.25 psi g)

Approvals

CE, CSA_{usc}, C-Tick, FM, ANZEX, IECEx, ATEX
HART version: Lloyd's Register of Shipping, ABS Type approval

HART is a registered trademark of HART Communication Foundation. SIMATIC PDM and SITRANS are registered trademarks of Siemens AG. Sonic Intelligence is a registered trademark of Siemens Milltronics Process Instruments Inc. Specifications are subject to change without notice.
© Siemens Milltronics Process Instruments Inc. 2006.

Application



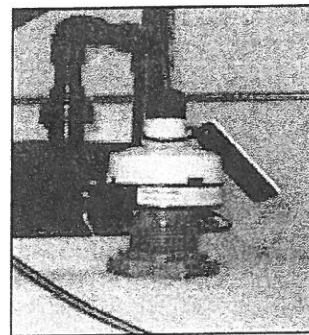
The general purpose ultrasonic level transmitter provides continuous level measurement up to 9.8' (3m) with a 4-20 mA signal output, and is configured via our free Webcal software. The level sensor has 4 programmable relays with selectable hysteresis and fail-safe logic. The embedded level controller can lower cost by replacing external control hardware. This non-contact liquid level sensor is ideally suited for corrosive, sticky or dirty liquids, and is widely selected for day tank, skid, IBC, sump and process tank level applications.



Features

- ✓ Level detection, switch and control functions up to 9.8' (3m)
- ✓ Configuration is fast and easy via WebCal software and USB adapter
- ✓ Narrow 2" beam width and short 4" dead band optimized for small tanks
- ✓ Four programmable relays for switch, pump or valve control and fail-safety
 - 1 pump or valve with 3 alarms
 - 2 pumps (lead-lag) with 2 alarms
 - 2 pumps (duplexing) with 2 alarms
 - 4 independent switch point alarms
- ✓ PVDF transducer and 6P polycarbonate enclosure for corrosive liquids
- ✓ Automatic temperature compensation for accurate measurement

Success



About 1.3M polyethylene tanks are sold in North America each year ranging in size from 1 to 15,000 gallons. Most of these are less than 6' in height with capacities under 500 gallons. The largest markets are industrial manufacturing, municipal, agriculture and residential in chemical, water & wastewater applications. Over the past 10 years, customers have moved toward the use of smaller storage tanks with increased automation to lower cost. Today, mini-bulk tanks are a major product category. Flowline has developed a new multi-function sensor to meet the needs of this growing market. The DL24 EchoPod puts non-contact level measurement, relay switch and advanced control functions in the palm of your hand.

The DL24 EchoPod puts non-contact level measurement, relay switch and advanced control functions in the palm of your hand.

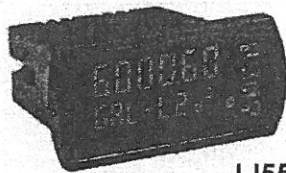
Compatible Products

DataLoop™
Level Indicator



LI25

DataView™
Level Controller



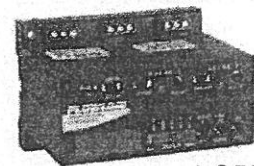
LI55

Commander™
Multi-Tank Level Controller



LI90

DataPoint™
Level Controller

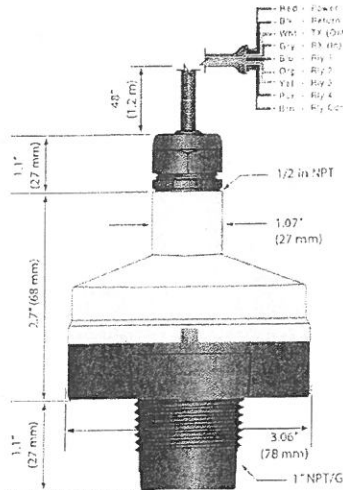


LC52

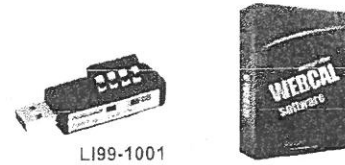
Specifications

Range: 9.8' (3m)
 Accuracy: ± 0.2% of range
 Resolution: 0.039" (1mm)
 Dead band: 4" (10cm)
 Beam width: 2" (5.08cm)
 Configuration: WebCal® PC
 Windows® USB 2.0
 Memory: Non-volatile
 Supply voltage: 24 VDC (loop)
 Consumption: 0.5W
 Loop resist.: 400Ω max
 Signal output: 4-20 mA, two-wire
 Signal invert: 4-20 mA or 20-4 mA
 Signal fail-safe: 4 mA, 20 mA, 21 mA, 22 mA or hold last
 Contact type: (4) SPST relays
 Contact rating: 60 VA, 1A maximum
 Contact fail-safe: Power loss: Hold last
 Echo loss: Open, close or hold last
 Hysteresis: Selectable
 Process temp.: F: 20° to 140°
 C: -7° to 60°
 Temp. comp.: Automatic
 Ambient temp.: F: -31° to 140°
 C: -35° to 60°
 Pressure: MWP = 30 PSI (2 bar)
 Enclosure rating: Type 6P, encapsulated, corrosion resistant & submersible
 Encl. material: Polycarbonate
 Trans. material: PVDF
 Cable jacket mat: Polyurethane
 Cable type: 9-conductor, shielded
 Cable length: 48" (1.2m)
 Process mount: 1" NPT (1" G)
 Mount gasket: Viton®
 Classification: General purpose
 Compliance: CE, RoHS
 Approvals: cFmus

Dimensions



Configuration



The level sensor is configurable via our free WebCal PC software and Fob USB adapter. The sensors are offered with and without Fobs. Fobs are universal and can be used to configure any WebCal compatible product.

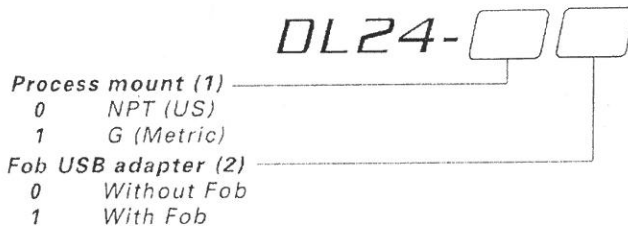
Download your free copy of WebCal in English or Chinese at www.flowline.com/webcal.php.

Fittings

For optimum performance, install the level sensor using the below recommended or direct equivalent fittings.

	P/N	Description
	LM52-1400	2" NPT x 1" NPT (Sch. 40)
	LM52-1800	2" NPT x 1" NPT (Sch. 80)
	LM52-1410	2" Socket x 1" NPT (Sch. 40)
	LM52-1810	2" Socket x 1" NPT (Sch. 80)
	LM52-1850	1" NPT Flange - 150# (Sch. 80)
	LM50-1001-1	1" NPT Bracket, Polypropylene

Ordering



Notes

- 1) Install the level sensor using Flowline installation fittings or equivalents.
- 2) The level sensor is configured via our WebCal software and one LI99-1001 Fob USB adapter. The level sensor is offered with and without a Fob. Fobs are universal and can be used to configure any WebCal compatible product. WebCal is a free download from our website at www.flowline.com/webcal.php.

Townsend Water

Proposal to install ultrasonic transmitters in chemical tanks

-West Meadow Booster	Siemens 7ML 521-2BA11
-Main Street	Siemens 7ML 521-2BA11
-Cross Street	Siemens 7ML 521-2BA11
-Witches Brook #1	Siemens 7ML 521-2BA11
-Witches Brook #2	Siemens 7ML 521-2BA11
-Harbor Trace	Flowline DL24 (day tank)

Material

Ultrasonics \$5,950.00

Mounting flanges \$700.00

Conduit \$1,200.00

Installation time and startup 90 MH

Additional SCADA programming \$1,200.00



January 6, 2015

Townsend, MA
Project No. M2140254

Louis A Soracco, P.E.
Project Manager
Stantec Consulting Services
5 LAN Drive, Suite 300
Westford, MA 01886

Water System SCADA System Upgrade
Project Change Order No. 2

Dear Mr. Soracco:

As requested, **Weston & Sampson CMR, Inc.** (W&S CMR) is pleased to submit this change order to deduct labor for installation of ultrasonic level transmitters at the Highland and Fitchburg Tanks. Both tanks have existing transmitters that are in good condition and compatible with the new units. The new units will be delivered as spares. The Cost for this change order is outlined below:

A. Costs

- Labor
 - 8 man hours x \$59.65 x 1.55 (Direct Payroll Expense) x 1.20 (OH&P.) = \$1,109.49
- **Total Change Order No. 2 Deduct =** **-\$1,109.49**

Please review this submittal and call me at (978) 532-1900 ext 2440 or e-mail me at richards@wseinc.com with any questions.

Sincerely,

Weston & Sampson CMR, Inc.

Stephen J. Richard, P.E., C.P.O.
Vice President

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AN ACT AUTHORIZING THE DEPARTMENT OF FISH AND GAME TO ACQUIRE LAND OF THE TOWN OF TOWNSEND

Whereas, the deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith the department of fish and game to acquire land of the town of Townsend, therefore it is hereby declared to be an emergency law, necessary for the preservation of the public convenience;

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. Notwithstanding any general or special law to the contrary, the commonwealth, by and through the department of fish and game, may take, under chapter 79 of the General Laws, or otherwise acquire, and the town of Townsend may convey all or portions of certain parcels of land identified in section 2 for the preservation and protection of wildlife habitat, passive recreation, and consistent purposes.

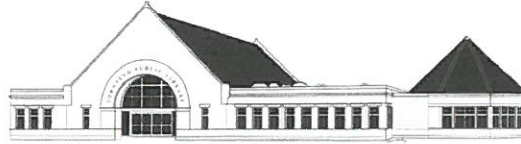
Section 2. The parcels of land, to be acquired from the town of Townsend are identified as follows:

Land in the town of Townsend, Middlesex County, Massachusetts, located along Haynes Road, identified by the Townsend Assessors as Map 44 block 4 lots 0 and 11, described in the deed to the town of Townsend recorded at the Middlesex South District Registry of Deeds at Book 53439, Page 134 and as shown as Open Space Area "A" and Open Space Area "B", respectively, on a plan of land entitled "Locke Estates, Townsend, Mass., prepared by Ducharme & Wheeler, Inc., Bolton, MA, as recorded in said Registry in Plan Book 2000, Plan 637.

Section 3. The department shall submit an appraisal of the parcels described in section 2 and a report thereon to the inspector general for his review and comment. Within 15 days following submittal, the inspector general shall prepare a report containing his review of the methodology used for the appraisal and shall file the report with the commissioner of the department of fish and game, the house and senate committees on ways and means, and the joint committee on bonding, capital expenditures and state assets.

Section 10. Costs and expenses associated with the transactions authorized by this act shall be apportioned as agreed by the town of Townsend and the department of fish and game.

Section 11. This act shall take effect upon its passage.



Townsend Public Library

3.17

March 17, 2015

Town of Townsend Board of Selectmen
272 Main Street
Memorial Hall
Townsend, MA 01469

To the Board of Selectmen:

The Townsend Board of Library Trustees would like to submit the following candidate names for the Long Range Planning Committee – Molly Benevides, Ward Clark, Cheryl Cloutier, Terri Duggan, Mary Foster, Rachel Guerriero, James & Beverly Sager, and Patricia Thomas-Jeanig.

The purpose of this committee is to prepare a Long Range Plan for the Townsend Public Library which will be filed with the Mass Board of Library Commissioners.

If further information is needed, or if there are any questions, please do not hesitate to contact me on behalf of the Library Trustees.

Sincerely,

A handwritten signature in cursive script that reads "Pat Jeanig".

Patricia A. Thomas-Jeanig
Chair of the Library Trustees
Ph 978-597-5029
patriciajeanig@comcast.net



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

massDOT
Massachusetts Department of Transportation

March 19, 2015

Ms. Sue Lisio, Chairperson
Town of Townsend
272 Main Street
Townsend, MA 01469

3.18

Dear Ms. Lisio:

The record breaking snowfall and extreme weather this winter season has left many of the Commonwealth's roadways in poor condition. To assist municipalities in implementing much needed repairs, Governor Baker and Lt. Governor Polito are pleased to announce the Winter Recovery Assistance Program (WRAP). The Governor and Lt. Governor have approved a \$30 million statewide program designed to provide direct aid to all 351 cities and town across the Commonwealth. Although NOT a Chapter 90 program, these funds will be apportioned to the municipalities based on the Chapter 90 formula.

MassDOT is issuing a one-time contract allowing the **Town of Townsend** to be reimbursed for up to **\$63,853** of roadway repairs resulting from this year's harsh winter weather. Eligible projects include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting, and (c) projects identified through written agreement between the MassDOT Highway Division District Office and the **Town of Townsend**.

The contract requires that all physical work be completed prior to June 30, 2015. Requests for reimbursement must be submitted to the Highway Division prior to July 31, 2015, in order to be reimbursed. Requests for reimbursement received after this date will not be processed by the Highway Division. The intent of this program is to assist cities and towns in addressing immediate and necessary repairs resulting from the winter weather. Considering the large volume of work and the short time period, it is understood that the general contractor may wish to subcontract a portion of the work.

Should you have any questions, please call Paul Jay at (857) 368-9150 or Maria Conti at (857) 368-9144.

Sincerely,

Stephanie Pollack
Secretary and Chief Executive Officer

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



**Winter Recovery Assistance Program
Rules and Regulations
March 20, 2015**

- 1) The amount of the funds allocated for each city and town is based upon the parameters of the Chapter 90 program; Road Miles, Population, and Employment. Although the allocation of funding is consistent with the Chapter 90 program, the Winter Recovery Assistance Program and the associated Standard Contract Form are separate and distinct from the Chapter 90 program.
- 2) Eligible activities include (a) patching of potholes, cracking and other surface defects, including paving projects, (b) repair and or replacement of signage, guardrail, storm grates, or road striping or painting.
- 3) Enclosed is a MassDOT Standard Contract Form. The highlighted items must be completed, signed and returned to the respective Highway Division District Highway Director as soon as possible but no later than April 20, 2015.
- 4) The District Highway Director is authorized to sign and execute all documents related to this program unless the contract amount is in excess of \$250,000. In which case the Highway Administrator must sign the Standard Contract Form.
- 5) No work may be performed until the Standard Contract Form is fully executed by the municipality and the appropriate Highway Division District Highway Director or Administrator.
- 6) Monies for each specific city or town will be encumbered by MassDOT. This results in the monies being obligated on the Commonwealth's accounting system for the purpose of effecting the reimbursement of bills paid by the cities and towns for projects as delineated above.
- 7) The city or town is not required to notify the District Office of each specific project or activity prior to commencing work. However, it is essential that the work performed is consistent with the eligible activities described in item 2 above.
- 8) All physical work must be completed prior to June 30, 2015.
- 9) Copies of invoices from the city or town, along with evidence of payment to contractors, must be received by the respective Highway Division District State Aid Engineer contact by July 31, 2015. District Offices will then process the reimbursement paperwork through MassDOT Headquarters. These invoices must be clearly marked as Winter Recovery Assistance Program. Invoices received at the District Offices after July 31, 2015, will not be reimbursed.
- 10) If the total amount of invoices submitted to MassDOT for the Winter Recovery Assistance Program is less than the total funds originally allocated, the remainder of this funding will be de-obligated and as a result, no longer available to the municipality.

- 11)** In the event that a City or Town's contractor claims to be unavailable due to other work, said contractor will be allowed to sub-contract work related to the Winter Recovery Assistance Program.
- 12)** Cities and Towns will be reimbursed by September 30, 2015, for their expenditures pertaining to the Winter Recovery Assistance Program up to the specified allocated amount as per the Secretary's letter of March 19, 2015.

Massachusetts Department of Transportation CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME:
CONTRACTOR VENDOR/CUSTOMER CODE: VC

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**Massachusetts Department of Transportation
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME:
CONTRACTOR VENDOR/CUSTOMER CODE: VC

PROOF OF AUTHENTICATION OF SIGNATURE

**It is a requirement of MassDOT to obtain authentication of signatures
for all signatories listed on the attached Contractor Authorized Listing**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X _____
Signature as it will appear on contract or other document (**Complete only in presence of notary**):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed the signature of the
aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the signature of the
aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an
authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL

MassDOT Highway Division – District Contacts

DISTRICT 1

270 Pittsfield Road
Lenox, MA 01240

District Highway Director – Peter Niles, P.E. – Tel (413)-637-5700/ Fax: (413)-637-0309
State Aid Engineer - Kathy Stevens, Manager – Tel: (413) 637-5765/ Fax (413) 637-0309

DISTRICT 2

811 North King Street
Northampton, MA 01060

District Highway Director - Albert Stegemann, P.E.,- Tel: (413) 582-0599/ Fax: (413) 582-0596
State Aid Engineer - Louis Misiun, Manager – Tel: (413) 582-0548/ Fax (413) 582-0596

DISTRICT 3

403 Belmont Street
Worcester, MA 01604

District Highway Director - Jonathan Gulliver – Tel.: (781) 641-8300/ Fax: (781) 646-5115
State Aid Engineer – Michael O’Hara – Tel.: (508) 929-3944/ Fax: (781) 646-5115

DISTRICT 4

519 Appleton Street
Arlington, MA 02476

District Highway Director – Paul Stedman – Tel: (781) 641-8300/ Fax: (781) 646-5115
State Aid Engineer - Walter Kubik, Manager – Tel: (781) 862-1640, Al DeMatteis – Tel: (781) 862-1560/ Fax (781) 862-1673,

DISTRICT 5

1000 County Street
Taunton, MA 02780

District Highway Director – Mary-Joe Perry – Tel: (508) 884-4345/ Fax: (508) 880-6102
State Aid Engineer - Liz Lapointe – Tel: (508) 884-4259, Sean Sullivan – Tel: (508) 884-4221/
Fax (508) 880-6102

DISTRICT 6

185 Kneeland Street, 9th Floor
Boston, MA 02111

District Highway Director – Walter Heller, P.E. – Tel: (857) 368-6100
State Aid Engineer – Thom Keeley – Tel: (857) 368-6153, Elie Roditi – Tel: (857) 368-6162/
Fax (857) 368-0109/ Fax (857) 368-0110

MassDOT Fiscal Contacts

10 Park Plaza, Suite 5450
Boston, MA 02116
Paul Jay - Tel.: (857) 368-9150
Maria Conti - Tel.: (857) 368-9144
Fax: (857) 368-0661



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

3.19

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

Colin McNabb, *Vice-Chairman*

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

DISPOSITION OF SURPLUS PROPERTY UNDER \$5,000
SELECTMEN'S POLICY #2015-01
Adopted _____, 2015

Introduction: From time to time the Town of Townsend finds it necessary to dispose of scrap metals and materials, leftover inventory, and surplus equipment. Departments desiring to dispose of surplus items with an estimated value of less than \$5,000 shall follow these procedures. This policy shall not apply to real property.

"Surplus" or "Scrap" materials included in this section are items no longer useful to a Town department, but having resale, trade, or salvage value.

Surplus items shall be declared surplus or scrap by a vote of the Board of Selectmen following a recommendation by a department head or Town board. Departments desiring a declaration of surplus shall provide the Board of Selectmen with a written description of the items and an estimated value.

Having been so declared and approved for disposal the department head in consultation with the Town Administrator shall abide by the following procedures. Materials shall be disposed of in the manner most advantageous to the Town.

1. Offer the surplus materials to other Town departments and governmental entities;
2. Arrange to have the materials stripped of usable parts that can be reused for Town purposes without impacting the ability to sell the item;
3. Put materials in best possible condition;
4. Advertise the disposition by posting notice on one or more of the following. Such notice shall describe the method under which the materials will be disposed, the location for receipt of quotes or of any live auction, and an estimated value or minimum bid price, if any, of the materials:
 - a. The Town posting board;
 - b. The Town website;
 - c. The cable television bulletin board;
5. Solicit written quotes or conduct a live auction;
6. Complete and file applicable documents of sale;
7. Fill out Fixed Asset Control Form and return it to the Town Administrator.

Broken items and items of no value need not be disposed of according to this policy. Such items can be discarded without action by the Board of Selectmen.

POLICY & PROCEDURES PROCESS FOR DISPOSITION OF SURPLUS PROPERTY UNDER \$5,000 (relative to the sale, alienation, or disposal of personal property)

Section 1. From time to time, the Town of Townsend finds it necessary to dispose of scrap metals and materials, residue inventory and surplus equipment. The following procedure outlines the instructions to be followed by Town departments in the disposition of items with an estimated net value of less than \$5,000, in order to optimize revenues. It is the intent of this procedure to require the establishment of reasonable control over scrap, surplus and obsolete material generation, usage, handling, sale and disposal. This policy shall not apply to real property.

"Surplus" or "Scrap" materials included in this section are defined as items no longer useful to a governmental body but having resale or salvage value.

Section 2. Surplus items shall be declared surplus or scrap by a vote of the Board of Selectmen per recommendation of a department head or applicable Town board. Each department should provide the Board of Selectmen with a written list including description of the items and estimate of value.

Having been so declared and approved for disposal, each department in consultation with the Town Administrator shall abide by the following procedure:

1. Prepare a complete list documenting the surplus or scrap materials.
2. Determine the needs of other departments by circulating a list of materials identified through Town e-mail or memo.
3. Arrange to have the materials stripped of all usable parts that can be reused for Town purposes and do not impact ability to be resold .
4. Put materials in best possible condition.
5. Place materials in area for optimum viewing.
6. Advertise the disposition as follows: Post a notice on (1) the Town's posting board; (2) the Town's website; and (3) the cable television bulletin board. Such notice shall describe the method under which the materials will be disposed (see item 7, below), the location for receipt of quotes or of any live auction, and an estimated value, if any, of the materials.
7. To dispose of the materials, Departments may (1) solicit written quotes, or (2) conduct a live auction. Dispose of materials to highest responsive bidder in accordance with terms and conditions of sale.
8. Properly record all documents of sale.
9. Fill out Fixed Asset Control Form and return it to the Town Administrator.

Section 3. The Town of Townsend reserves the right to accept or reject any or all bids. All sales shall be made on an "as is, where is" basis. All property sold shall be paid for by Cashier's Check, Certified Check or Money order payable to the Town. The Town shall furnish the successful bidder(s) a bill of sale documenting the description of the materials, price bid and terms of sale. Purchaser must indicate agreement by signing and returning it to the applicable department head and/or Town Administrator.



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

3.20

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

Colin McNabb, *Vice-Chairman*

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

PETTY CASH POLICY
SELECTMEN'S POLICY #2015-02
Adopted _____, 2015

Introduction: From time to time Town departments have need to keep petty cash on hand to pay for miscellaneous small expenses. Petty cash must be properly accounted for in order to protect against fraud, misuse, and abuse of such funds.

The amount of a petty cash fund shall be mutually agreeable to the department and the Town Accountant. The department head or board or commission shall designate a staff person to be the custodian of petty cash. The department head shall administer and be responsible for petty cash and any disbursements therefrom.

To ensure the proper management of petty cash the following guidelines shall be followed:

1. Receipts and cash on hand shall always total the authorized amount. All disbursements from such funds shall be supported by receipts, bills, or other evidence documenting the evidence;
2. Petty cash may be used to purchase small quantities of materials, supplies requiring immediate payment. Petty cash is not intended to be used for frequently purchased items;
3. As a tax exempt entity sales taxes on purchases shall not be paid from petty cash.

The Town shall reimburse uses of petty cash up to the extent of expenditures subject to satisfactory documentary support.



The Commonwealth of Massachusetts

Department of Agricultural Resources
Division of Animal Health
251 Causeway Street, Suite 500
Boston, MA 02114-2151

A.I

Nomination of Inspector of Animals

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2015. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Townsend

3/6/2015

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2015 is sent for your approval:

Inspector of Animals

Name: Mary Letourneau
Mail Address: 352 Main St.
Townsend, MA - 01469
Phone: (978) 597-5868 Fax:
Email: aco.at@verizon.net

Inspector: (Note all changes here)

Name:
Mail:
Phone: Fax:
Email:

Nominating Authority

Contact: Andrew Sheehan
Office: Board of Selectmen
Mail: 272 Main St.
Townsend, MA - 01469
P: (978) 597-1701 F: (978) 597-1719
Email: selectmen@townsend.ma.us

Nominating Authority: (Note all changes here)

Contact:
Office:
Mail:
Phone: Fax:
Email:

Acceptance of Nomination of Inspector of Animals (must be notarized)

I hereby accept my nomination as Inspector of Animals for the City or Town of Townsend, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) Mary L. Letourneau Signed Mary L. Letourneau
COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

Date: 3/12/15

Then personally appeared the above-named Mary Letourneau and acknowledged the foregoing instrument to be his or her free act and deed, before me.



ANDREW J. SHEEHAN
NOTARY PUBLIC
Commonwealth of Massachusetts
My Commission Expires
September 17, 2015

[Signature]
Notary Public
My commission Expires:

Appointment of Inspector of Animals (Division of Animal Health use only)

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of as Inspector of Animals for the City or Town of Townsend, Massachusetts.

Date Approved:

Director, Division of Animal Health

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

March 6, 2015

RE: NOMINATION OF INSPECTOR OF ANIMALS

Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2015.** The appointment will run from May 1, 2015 until April 30, 2016. If more than one inspector was appointed for your city or town, there is a separate form provided for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2015.** This nomination will cover the year starting May 1, 2015 and run until April 30, 2016.

If you have any questions, please call Elsie Colon at (617) 626-1810

Thank you,

A handwritten signature in black ink, appearing to read "Michael Cahill".

Michael Cahill, Director
Division of Animal Health

Andy Sheehan

From: Vicki Tidman <vtidman@townsend.ma.us>
Sent: Monday, March 23, 2015 11:33 AM
To: asheehan@townsend.ma.us
Subject: Town Properties Committee

A.2

Andy,

The Board of Assessors recommend Laurie Shifrin be reappointed to the Town Properties Committee.

Thanks,
Vicki

Andy Sheehan

From: Andrea Wood <andrea_wood1@verizon.net>
Sent: Friday, March 20, 2015 7:44 AM
To: Andy Sheehan
Cc: Kathy Spofford
Subject: Appointment to the Town Properties Committee

A.3

Andy,

At the Finance Committee meeting on March 19, 2015, Nancy Raposa was nominated as our representative to the Town Property Committee.

Thank you,
Andrea Wood, clerk

This email has been checked for viruses by Avast antivirus software.
<http://www.avast.com>



Office of the
CONSERVATION COMMISSION

Town of Townsend,
272 Main Street
Townsend, Massachusetts 01469

A.4

James Deroian, Co-Chairman

Veronica Kell, Clerk

Leslie W. Gabrilka,
Conservation Agent

Jennifer Pettit

Emily Norton, Co-Chairman

John Hussey

office 978-597-1700, ext. 1739
fax 978-597-1835

MEMO

Date: March 13, 2015

To: Board of Selectmen
From: Leslie W. Gabrilka
Conservation Agent

Re: Christine M. Vitale

The Conservation Commission hereby notifies the Board of Selectmen that there is a vacancy on the Conservation Commission, and that the Commission voted unanimously to recommend the appointment of Christine M. Vitale to the Commission at their meeting on March 11, 2015. Ms. Vitale's term will expire on June 30, 2017.

Please place Ms Vitale's appointment on the Selectmen's agenda for their March 24, 2015 meeting.

Thank you very much for your attention to this matter.