



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

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

Colin McNabb, *Vice-Chairman*

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

AGENDA
APRIL 21, 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 19, 2015

II APPOINTMENTS AND HEARINGS

- 2.1 6:15 Pavement Management Plan. BETA Engineering will present the Pavement Management Plan. Votes may be taken.
- 2.2 Highway Superintendent Ed Kukkula will be present to discuss the mailbox policy. Votes may be taken.

III MEETING BUSINESS

- 3.1 Report on complaints brought against public officers, employees, staff members, or individuals. Votes may be taken.
- 3.2 Review and approve Winter Recovery Assistance Program (WRAP) funding request from Highway Superintendent Ed Kukkula in the amount of \$63,853 to reclaim 1,710 feet of Pierce Road. Votes may be taken.
- 3.3 Review and approve Chapter 90 funding request from Highway Superintendent Ed Kukkula in the amount of \$133,177 to reclaim 3,570 feet of Pierce Road. Votes may be taken.
- 3.4 Continue review and discussion of the May 5, 2015 Annual Town Meeting Warrant. Votes may be taken.
- 3.5 Continue review and discussion of the FY16 operating budget. Votes may be taken.
- 3.6 Continue review and discussion of the FY16 capital budget. Votes may be taken.
- 3.7 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a 30th Birthday Party on May 16, 2015 from 8PM-12AM. Votes may be taken.
- 3.8 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a Retirement Party on June 6, 2015 from 7-11PM. Votes may be taken.
- 3.9 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a College Graduation on June 13, 2015 from 7-11AM. Votes may be taken.
- 3.10 Review and approve change order for the Water Department. Votes may be taken.
- 3.11 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review request of the Planning Board to appoint Perry Tomasetti as their representative to the Town Properties Committee. Votes may be taken.
- 4.2 Review request of the Conservation Commission to appoint Christine Vitale as their representative to the Town Properties Committee. Votes may be taken.
- 4.3 Review and approve special municipal employee designations for the Alternate Wiring Inspector, Alternate Gas Inspector, and Alternate Plumbing Inspector. Votes may be taken.

V WORK SESSION

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



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272 Main Street
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1.7

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MINUTES
MARCH 19, 2015, 5:30 P.M.
NORTH MIDDLESEX REGIONAL HIGH SCHOOL
19 MAIN STREET, TOWNSEND, MA

Joint meeting with the North Middlesex Regional School Committee and the Boards of Selectmen of the District's three communities to discuss the FY16 NMRSD budget and the Towns' budgets. Votes may be taken.

5:37PM School Committee chairman Susan Robbins (SR) called the meeting to order. Sue Lisio (SL, chairman and Carolyn Smart (CS), clerk were present. Town Administrator Andrew Sheehan (AS) was also present. Several members of the Townsend Finance Committee and the Pepperell Board of Selectmen and Finance Committee were also present.


SR presented a number of slides on the NMRSD FY16 budget. A number of school committee members, selectmen, and staff spoke. The parties committed to continuing to work together to try to find common ground.

7:04 The meeting was adjourned.



TOWN OF TOWNSEND 2.2
Highway Department
177 Main Street
Townsend, Massachusetts 01469
(978) 597-1712
FAX: (978) 597-0726

MEMORANDUM

Date: March 23, 2015
To: Board of Selectmen
From: Ed Kukkula, Highway Superintendent 
Subject: **Mailbox Policy**

After reviewing Mailbox Policies of other towns it appears that most towns will reimburse homeowners if it is deemed that the plow did strike the mailbox and/or post. All stipulate that mailboxes or posts damages by the weight of the plow windrow (snow exiting the end of the plow) operated by a Town employee or private contractor under contract with the Town will not be replaced or repaired and is the responsibility of the homeowner.

Some towns stipulate that it must be a well maintained mailbox or post in order to be replaced or repaired. Well maintained meaning that if the mailbox was previously in need of repair due to lack of maintenance or if the support was rotted or previously damaged.

If a mailbox is deemed to be replaced they state that it will "only" be replaced with a standard steel mailbox and post. Some offer reimbursements that range from \$30.00 to \$100.00.

A few towns state that they will not be responsible for damage to any mailboxes or post if the front of the box extends past the edge of the road or curb line or is within six (6) inches of the edge of the road.

Other areas of concern that might need to be addressed are the edge of lawns, sprinklers and fences within the Right-of-Way that are damaged due to plowing operations.

Please contact me if you have any further questions or concerns regarding this matter.



Chapter 90 Project Request

3.2

Classification:
Primary Road
Local Road X

WRAP
\$63,853.00

City/Town: Townsend
Location(s): Pierce Road
Length: 1,710 Feet
Width: 22 Feet

Project Type: Construction, Resurfacing XX, Engineering, Equipment, Other: Reclaim

TYPICAL SECTION DETAILS: State depths, special treatments, etc., and include sketch for Construction/Improvement Projects.

Surface: 1-1/2"
Base Course: 2.0"
Foundation:
Shoulders/Sidewalks:

SCOPE OF WORK:

Reclaim and pave section of Pierce Rd from Ash Street heading east for approximately 1,710'

Work to be done: Force Account, Advertised Contract XX, Other:

Estimated Cost (Attach estimate and list funding sources) \$ 63,853.00

*These funds will pay 100% of Local Road Project costs to the limit of this assignment.

CERTIFICATION

The design, engineering, construction and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods. I/We certify to the following: that the project is on a public way, and any necessary land takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the Massachusetts Highway Department or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared and reviewed by:
Signed
State Aid Engineer - Date
Road Classification Verified
Approved for \$ @ 100 %
District Highway Director Date

Signed
duly authorized
Date:



WRAP Environmental Punch List

City/Town: Townsend Mass. Highway District No. 3

Proposed Work: Reclaim and pave 1,710' of Pierce Rd beginning at Ash St.

Construction Resurfacing XX Improvement Engineering Other Reclaim

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes [] No [X]
2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes [] No [X]
3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes [] No [X]
4. Will more than 300 ft. of stone wall be removed or altered? Yes [] No [X]
5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes [] No [X]
6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)? If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes [] No [X]
7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)? If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes [X] No []
8. Have all necessary takings, easements, rights of entry, etc. been completed? If a county Hearing is required, it must be held prior to starting work. Yes [X] No []
9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated?* Yes [] No [X]
10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)?* If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes [] No [X]
11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes [] No [X]
* See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the Massachusetts Highway Department in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by Mass. Highway on the basis of this information shall not legally or financially obligate Mass. Highway to support or defend the municipality, and the municipality shall save harmless Mass. Highway for any action.

Authorized Municipal Official(s) Reviewed and Approved for Transmittal by:
[Signature]
Signatures
SUPERINTENDENT 4/4/15
Highway or Conservation Officer's Title Date
Date: 04/04/15
[Signature]
Signatures
Date:

This form should be submitted in duplicate with original signatures to the Mass. Highway District Office. This form should accompany the Project Request Form.



WINTER RECOVERY ASSISTANCE PROGRAM

City /Town of Townsend Contract # WRAP

Project Location/Road Pierce Road from Ash St. to Turner Rd (WRAP & Chap. 90)

Date 4/1/2015

| ITEM # | QTY. | UNIT | DESCRIPTION OF ITEM | UNIT PRICE | AMOUNT |
|--------|----------|------|----------------------------|------------|--------------|
| | | | | \$ | \$ |
| 1 | 4,180.00 | SY | Reclaiming | \$ 2.04 | \$ 8,527.20 |
| 2 | 820.00 | TN | Bituminous Ashalt in-place | \$ 67.47 | \$ 55,325.40 |
| | | | | \$ | - |
| | | | | \$ | - |
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| | | | | \$ | - |
| | | | | \$ | - |
| | | | | \$ | - |
| TOTAL | | | | \$ | \$ 63,852.60 |

Edward A. Kelly
Supervisor/Foreman

04/01/15
Date



Chapter 90 Project Request

3.3

Classification:
Primary Road
Local Road X

INTF00002007
S51002

City/Town: Townsend
Location(s): Pierce Road
Length: 3,570 Feet Width: 22 Feet

Project Type: Construction Resurfacing XX Engineering
Equipment Other: Reclaim

TYPICAL SECTION DETAILS: State depths, special treatments, etc., and include sketch for Construction/Improvement Projects.

Surface: 1-1/2"
Base Course: 2.0"
Foundation:
Shoulders/Sidewalks:

SCOPE OF WORK:

Reclaim and pave section of Pierce Rd from Ash Street heading east for approximately 1,710'

Work to be done: Force Account Advertised Contract XX Other:

Estimated Cost (Attach estimate and list funding sources) \$ 133,176.78

*These funds will pay 100% of Local Road Project costs to the limit of this assignment.

CERTIFICATION

The design, engineering, construction and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering practices and construction methods. I/We certify to the following: that the project is on a public way, and any necessary land takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by the Massachusetts Highway Department or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Prepared and reviewed by:
Signed
State Aid Engineer - Date
Road Classification Verified
Approved for \$ @ 100 %
District Highway Director Date

Signed
duly authorized

Date:



Chapter 90 Environmental Punch List

City/Town: Townsend Mass. Highway District No. 3

Proposed Work: Reclaim and pave 3,570' of Pierce Rd beginning at Ash St.

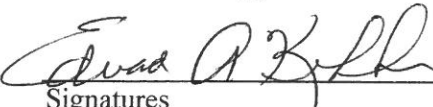
Construction _____ Resurfacing XX Improvement _____ Engineering _____ Other _____ Reclaim _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

- 1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes No
 - 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes No
 - 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes No
 - 4. Will more than 300 ft. of stone wall be removed or altered? Yes No
 - 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes No
 - 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes No
 - 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes No
 - 8. Have all necessary takings, easements, rights of entry, etc. been completed?
If a county Hearing is required, it must be held prior to starting work Yes No
 - 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? * Yes No
 - 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes No
 - 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes No
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the Massachusetts Highway Department in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by Mass. Highway on the basis of this information shall not legally or financially obligate Mass. Highway to support or defend the municipality, and the municipality shall save harmless Mass. Highway for any action.

| | |
|----------------------------------|---|
| Authorized Municipal Official(s) | Reviewed and Approved for Transmittal by: |
| |  _____ Signatures |
| | <u>SUPERINTENDENT</u> / /04 _____ Highway or Conservation Officer's Title Date |
| | Date: <u>04/04/15</u> |
| Signatures | |
| Date: | |

This form should be submitted in duplicate with original signatures to the Mass. Highway District Office.
This form should accompany the Project Request Form.

3.7

**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 "30th Birthday Party" to be held on **May 16, 2015** with sale
hours from **8:00P.M. to 12:00A.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **05/16/2015** 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 16, 2015
Authorized Hours of Sales: 8:00P.M. to 12:00A.M.
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "30th Birthday Party"

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

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

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

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

THE LOCAL LICENSING AUTHORITY

By: _____

3.8

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

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

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

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

In conjunction with a **“Retirement party”** to be held on **June 6, 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 **06/06/2015** 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: June 6, 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 "Retirement Party"

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

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

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

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

THE LOCAL LICENSING AUTHORITY

By: _____

3.9

**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 "College Graduation" to be held on **June 13, 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 **06/13/2015** 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: June 13, 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 "College Graduation"

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: _____



THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1722 * 978-597-1722 fax
jhollows@townsend.ma.us



Jeffrey R. Peduzzi, Chairman Nicholas E. Thalheimer, Vice Chairman Lance J. McNally, Clerk
Christopher Nocella, Member Perry J. Tomasetti, Member Jerrilyn T. Bozicas, Associate Member

Date: March 27, 2015

To: Board of Selectmen

From: Planning Board



Jeanne Hollows, Planning Board Administrator

Subject: Town Properties Committee

cc: Town Clerk
Perry Tomasetti

At their regular meeting on March 23rd, the Planning Board voted unanimously to recommend Perry Tomasetti as their representative for appointment to the Town Properties Committee.

Perry accepted the nomination.



Office of the
CONSERVATION COMMISSION

Town of Townsend,
272 Main Street
Townsend, Massachusetts 01469

A.2

James Deroian, Co-Chairman
Veronica Kell, Clerk
John Hussey

Leslie W. Gabrilkska,
Conservation Agent

Emily Norton, Co-Chairman
Jennifer Pettit
Christine Vitale

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

MEMO

April 10, 2015

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

Re: Appointment to Town Properties Committee

The Conservation Commission hereby notifies the Board of Selectmen that on Wednesday, April 8, 2015, the Conservation Commission unanimously approved the offer of newly appointed Conservation Commissioner Christine Vitale to serve as their representative on the Town Properties Committee.

Thank you very much for your consideration of the Commission's recommendation.

Andy Sheehan

4.3

From: Rich Hanks <rhanks@townsend.ma.us>
Sent: Thursday, April 02, 2015 3:24 PM
To: 'Andy Sheehan'
Subject: Never ending school details

Hi Andy,

Thank you for the Special Municipal Employee papers for Bill Choate and Richard Kapenas. It just dawned on me that the alternate inspectors will probably need this designation as well because we pay them a small yearly stipend and now that Selectmen voted to pay them additionally by the hour for work on the school project.

Thoughts?

Rich