



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
MAY 5, 2015, 5:30 P.M.
NORTH MIDDLESEX REGIONAL HIGH SCHOOL
19 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 31, 2015, April 7, 2015, April 14, 2015. Votes may be taken.

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Elect Board of Selectmen chairman, vice chairman, and clerk and make liaison assignments for the coming year. Votes may be taken.
- 3.2 Review and approve request of Mark Boynton to be reimbursed for two weeks of unused vacation leave. Votes may be taken.
- 3.3 Review correspondence from Building Commissioner Richard Hanks to amend the building permit fee schedule to establish a building permit fee for a Public Safety Building in the amount of \$4,000. Votes may be taken.
- 3.4 Discuss and assign motions for the May 5, 2015 Annual Town Meeting. Votes may be taken.
- 3.5 Review and approve Application for Permit to Cross, Alter and/or Construct Within a Town Way for Unutil to install a gas services at 20 Worcester Road. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review request of Fire-EMS Chief Mark Boynton to appoint Eric Modica as Assistant EMS Coordinator at the rank of Lieutenant for a term of May 5, 2015 to June 30, 2015. Votes may be taken.
- 4.2 Review request of Christopher M. Beausoleil to be appointed as a Constable with a term from May 5, 2015 to June 30, 2017. Votes may be taken.

V WORK SESSION

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

Adjourn to Annual Town Meeting



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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 31, 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: None
- 1.5 Town Administrator updates and reports:
 - The Town Administrator, Andrew Sheehan (AS) issues a reminder that the Devens Household Hazardous Products Collections Facility would be open tomorrow and Saturday from 9AM-12PM, weather permitting.
 - Auditors will be finishing the financial audit for FY14 in the next couple of weeks. It will cost \$3,000 to conduct the Tax Collector audits, totaling \$9,000 for the three Collector audits.
 - Approximately 15 candidates were interviewed for the treasurer collector position, AS is hopeful to have candidate for the board to consider next week.
- 1.6 Board of Selectmen announcements, updates, and reports:

CS asked if the board would be interested in sponsoring an appreciation breakfast for the DPW and Cemetery and Parks departments for all their hard work over the winter. CM and SL said they would prefer to include all departments; all members of the board agreed that to be the best idea.

SL and CM had nothing to add
- 1.7 Approval of meeting minutes: March 10, 2015. CS moved to approve the meeting minutes for March 10, 2015. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.3 Retiree health insurance: Discussion of employee survey responses and decide whether to include on 2015 Annual Town Meeting Warrant. CM said that this was not the right time to move forward with this item as it require more research and discussion. CS moved to take no action on employee health care. CM seconded. Unanimous.
- 3.2 Review and approve snow and ice deficit spending authorization in the amount of \$25,000. AS said that this authorization had already been approved by the Finance Committee. CS asked what the latest deficit numbers were, AS said almost \$500,000.00, compared to \$300,000.00 last year. CS moved to approve the snow and ice deficit spending authorization in the amount of \$25,000.00
- 3.4 Review and approve special municipal employee designations for the Wiring Inspector, Gas Inspector, and Plumbing Inspector. AS explained that the three inspectors already get a stipend, but because of the High School project, the board designated a special hourly rate. SL asked if this designation would remain in place indefinitely; AS said that it would until rescinded. CS moved that in accordance with

Chapter 268a of the Mass General Laws, to declare the position of Inspector of Wires as a special municipal employee. CM seconded. Unanimous.

CS moved that in accordance with Chapter 268a of the Mass General Laws, to declare the position of Gas Inspector as a special municipal employee. CM seconded. Unanimous.

CS moved that in accordance with Chapter 268a of the Mass General Laws, to declare the position of Plumbing Inspector as a special municipal employee. CM seconded. Unanimous.

- 2.1 6:15 Recreation Commission: Discuss the use of the Town Hall Annex at 274 Main Street. Recreation Commission chairman Alice Kennedy and Recreation Director Emy Hoff were present to discuss using the Town Hall Annex for Recreation. Discussed the condition of the building for use. Concerns involving lead and asbestos brought up by the board. The annex is currently being used by the Fire-EMS Department for temporary storage while the new station is being built. CM acknowledged the space issue that Recreation is having, and discussed allowing Recreation to use Memorial hall after 4PM. CS voiced her concern over the flooring. SL asked if floor covering was necessary who would cover the cost of the flooring. Director of Recreation, Emy Hoff, and (EH) said that Recreation would look in to floor covers for the Great Hall. Continued to discuss issue involving an office for the director. Recreation is looking for a permanent home and would like to take over the annex building in its entirety, for a long term solution. CS discussed the garages being open once the Fire Station was built. SL voiced concerns about mold. AS to check in to state program for testing (for lead, asbestos, mold, etc.) municipal buildings at no cost to the Town. AS also clarified that Fire-EMS would be using the annex building for the better part of 2015. SL asked if there would be any room at the West Townsend Reading Room for the Recreation Director to use as an office, it was decided there was not room and the issue of confidentiality for files, as there is no locks. EH asked if she could go in to the annex building and draw up blueprints, the board had no issue with this. SL summarized that the board is alright with Recreation looking at the annex building, for evaluation purposes and pointed out that there will be costs associated with renovating and abating.
- 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. Chief Boynton posted the position and believes Miles Child to be a good fit. CS moved to appoint Miles Childs as per diem EMS Coordinator (Captain) for a term from March 24, 2015 to June 30, 2015. CM seconded. Unanimous
 - Create the position of Per Diem EMS Coordinator (Lieutenant). Chief Boynton explained that this position would not increase payroll or hours, it is additional responsibilities. CS moved to create the position of Per Diem EMS Coordinator (Lieutenant). CM seconded. Unanimous
 - 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. CS moved to 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. CM seconded. Unanimous.
- 3.1 Executive Session: pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. CS moved to enter in to Executive Session, pursuant to GL c. 30A, s. 21(a) (6) to consider the purchase, exchange, lease, or value of real property at 6:50PM and to reconvene in open session. CM seconded. CS aye, CM aye, SL aye.
- 3.5 Review and approve amendment to the building permit fee schedule to include a category for public high school. AS reported that Rich Hanks, the Building Commissioner, would like the board to pass on this item until this item can be worked on further.
- 3.6 Review and declare surplus a copier/printer, modem, and Merlin phone system at the Cemetery & Parks Department and authorize disposal of same. CS moved to declare surplus miscellaneous office equipment at the Cemetery and Parks Department and authorize disposal of the same. CM seconded. Unanimous.

- 3.9 Review and discuss Town Administrator's proposal to transfer Fire-EMS buildings to the Facilities Maintenance Department. Discussed facilities maintenance department structure, which currently includes Town Hall, Police Station, Library, and Senior Center, and the benefits of including the Fire-EMS Station as well. Mark Mercurio, (MM) the Facilities Supervisor, has been working with the Fire Chief as a consultant. Makes sense from a management stand point to put the new station in the hands of a building specialist. Proposed a 40 hour week instead of the current 35, transferring \$14,000 from Fire-EMS Department to facilities for wages and requested a reclassification of the position. Looking ahead to FY17, assess what is needed for staff. Currently a one man position, there is no succession plan in place. CS voiced concerns over transferring the \$14,000 that was budgeted for maintenance of the station/department to cover Facilities Supervisor salary, AS agreed that is a valid concern, however, taking in to account it would be maintaining a new building, the cost associated with it should be reduced. CS also discussed tracking expenses. CM moved to approve the Town Administrator's proposal to transfer Fire-EMS buildings to the Facilities Maintenance Department. CS seconded. SL, yes, CM, yes, and CS no. Motion passed 2-1.
- 3.10 Review and discuss Town Administrator's proposal to transfer Town information technology to the Communications Department. AS explained that the Town's IT (Information Technology) department is referred to as the MIS Department (Management Information Systems) The MIS department has been vendor contract for many years, Melissa Hermann, (MH), is the current contract vendor and is not planning to bid again. After exploring options, AS recommended rolling Town's IT Department in to the Communication Department. Discussed what it would take to put Town's IT in to police/communication. Dave Mazza, Communication Supervisor, proposed 8 hours extra per month and a part time technician, at approximately 24 hours per week. The position would be in the \$25-\$28 range. Currently, the budget is \$40,000, and \$35,000 for tech support. Discussed job description and additional responsibilities as well as kudos for David Mazza for the comprehensive description of the current IT situation that the Town is in. CM moved to approve the Town Administrators proposal to transfer Town information technology to the Communication Department. CS seconded. AS will go forward with job description and present to board. SL yes, CM yes, CS no. Motion passed 2-1.
- 3.7 Review and discuss May 5, 2015 Annual Town Meeting Warrant. AS briefly went over the warrants. The Board discussed some warrants in detail, as well as where the meeting will be held. Possible locations being Memorial Hall, or Hawthorne Brook.
- 3.8 FY16 operating budget: continue discussion of the FY16 operating budget. Decided to move item to next agenda. CS asked about the amounts in free cash, if there was enough to fund the warrant articles. AS answered that a lot of the available free cash may be used depending on how Town Meeting goes. CS asked about the status of the borrowing and AS said it was on hold until a new Treasurer/Collector was hired. Discussed the three (3) audits being conducted.
- 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. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Baby Shower on April 25, 2015 with serving hours from 2:00PM to 4:30PM. CM seconded. Unanimous.
- CM took a brief break at 8:28PM
- 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. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Poker Tournament/Cancer Fundraiser on May 30, 2015 with serving hours from 7:00PM to 11:00PM. SL seconded. CS voted yes, SL voted yes. Motion passed.
- 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. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Celebration on May 30, 2015 with serving hours from 12:00PM to 4:00PM. SL seconded. CS voted yes, SL voted yes. Motion passed.

- 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. The board had no comment.
- 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). CS asked if transmitters were in the bids, AS answered yes, spoke to Town Council. CM moved to 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). CS seconded. Unanimous
- 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. Discussed where this parcel of land was located. CS moved to approve and 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. CM seconded. Unanimous.
- 3.17 Review request of the Board of Library Trustees to create Library Long Range Planning Committee consisting of nine members. CS moved to create a nine (9) member committee on behalf of the Board of Library Trustees with the committee to create a Long Range Planning Committee. CM seconded. Unanimous.
- 3.18 Review Winter Recovery Assistance Program guidelines and authorize the Town Administrator to sign contract documents. CS moved to authorize the Town Administrator to sign contract documents for the Winter Recovery Assistance Program. CM seconded. Unanimous.
- 3.19 Review and discuss Policy for Disposition of Surplus Property under \$5,000. Update on surplus property. CS moved to approve the Policy 2015-01 for Disposition of Surplus Property \$5,000.00. CM seconded. SL asked if policies were sent to Town Council, AS answered that policies were sometimes sent out, but not always. Unanimous.
- 3.20 Review and discuss petty cash policy. Addresses one of the auditor concerns, laying out the process by which management of petty cash. CS moved to approve Selectmen's policy 2015-02, Petty Cash. CM seconded. Unanimous.

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. CS moved to approve the appointment of Mary LeTourneau as Inspector of Animals for quarantines with a term effective May 1, 2015 to April 30, 2016. CM seconded. Unanimous.
- 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. CS moved to 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. CM seconded. Unanimous.
- 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. CS moved to 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. CM seconded. Unanimous.
- 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. CS moved to 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. CM seconded. Unanimous.

- 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. Board of Health is asking for a team, including a member or designee of the Board of Selectmen. CM moved to appoint Andy Sheehan to assist in the review of proposals submitted in response to the curbside collection request for proposals. CS seconded. CM voted yes, SL voted yes, and CS voted no. Motion passed 2-1.

V WORK SESSION

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

VI EXECUTIVE SESSION

Executive Session: pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. CS stated that she would not be participating in this executive session as she had requested to wait on the negotiations. SL encouraged CS to be part of Executive Session. CM moved to enter in to Executive Session: pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator and adjourn from executive session. SL seconded. CM aye, SL aye. CS left the meeting without voting.

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.



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MINUTES
APRIL 7, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:01PM 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: nothing to add.
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), reported that performance evaluation forms went out this week.
 - AS reported that the HRS salary schedule update should be in by late April, most likely not in time for the Town Meeting.
- 1.6 Board of Selectmen announcements, updates, and reports:
CS reported that she met with Recreation Director Emy Hoff (EH), Alice Kennedy of the Recreation Commission, Superintendent Joan Landers, and Oscar Hill regarding the summer recreation program, and Superintendent Landers is going to try and find an office for EH to use in the short term.
- 1.7 Approval of meeting minutes: None.

II APPOINTMENTS OF PERSONNEL/OFFICIALS

- 2.1 Review recommendation of Town Administrator Andrew Sheehan to appoint a Treasurer-Collector. Treasurer-Collector vacancy was posted for a month, approximately 20 resumes were received. AS, Theresa Walsh, Town Accountant and Vicki Tidman, Principal Assessor interviewed a number of candidates. Recommend Deborah Kristoff to start at T9 Step 4, contingent on pre-employment physical. CM asked if Deborah was familiar with Vadar software, AS said that yes, she does. Discussed salary range. CS moved to appoint Deborah Kristoff as the Town Treasurer-Collector at a grade T9 Step 4, salary based on a 40 hour work week, contingent on her passing a pre-employment physical with a six (6) month probationary period. CM seconded. Unanimous
- 2.2 Vote to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2015 to March 31, 2016. CS moved to reappoint Joseph Mazzola as Veterans Services Officer for a term effective April 1, 2015 to March 31, 2016. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. CS moved that the Board move in to Executive Session at 6:15 PM pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public

officers, employees, staff members, or individuals and reconvene in open session. CM seconded. Roll call showed Sue Lisio-aye, Colin McNabb-aye and Carolyn Smart-aye. The Board returned to open session at 6:47.

- 3.2 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Item moved to next meeting.
- 3.3 Review and sign Warrant for the April 27, 2015 Annual Town Election. CS moved to approve and sign Warrant for the April 27, 2015 Annual Town Election. CM seconded. Unanimous.
- 3.4 Vote to ratify and disclose the donation and license agreement with Riverbank Development LLC relative to 13 Elm Street. AS spoke with Town Counsel advised that the Board disclose license agreement. CS moved to ratify and disclose the donation and license agreement with Riverbank Development LLC relative to 13 Elm Street. CM seconded. Unanimous.
- 3.5 Review, discuss, and sign May 5, 2015 Annual Town Meeting Warrant. Moved to next meeting.
- 3.6 FY16 operating budget: continue review and discussion of the FY16 operating budget. AS reviewed the memorandum given to the board at the start of the meeting. AS and the board had a long ranging discussion. Topics included; snow and ice deficit, debt schedule, remaining balance in stabilization fund, road improvement, curbside trash pick-up, purchase of the street lights, free cash purchases, fire department project, the Town's 5 year plan, and the Town Clerk's budget to include longevity, prompting a motion; CM moved to get legal opinion regarding longevity pay for elected officials, specifically for the Town Clerk. CS seconded. Unanimous.

(CM excused himself briefly at 6:29PM)

Discussion continued to include Council on Aging wages clarification, and the Recreation Commission request for money from the Town to pay their Director. The Library Director, Stacy Schuttler (SS) presented statistics of increases in library use, and explained the request for additional hours in their budget.

SL asked about bids for curbside trash pick-up, AS said it was his understanding that bids were still being evaluated. CM offered to assist the Board of Health with the trash collection bids. CS moved to appoint Colin McNabb as the Board of Selectmen's representative to the peer review board as requested by the Board of Health. CM seconded. Unanimous

Review and discussion continued on with the school budget, with emphasis on the importance of education and the necessary cost, as well as the deficit that presents.

Brief break at 8:12 PM

Next Board of Selectmen meeting April 14, 2015.

- 3.7 FY16 capital budget: review and discuss Town Administrator's FY16 recommended capital appropriation article. Items 3.6 and 3.7 were discussed together. See above.

V WORK SESSION

- 5.1 Review and sign payroll and bills payable warrants. CS moved to review and sign payroll and bills payable warrants out of session. CM seconded. Unanimous.
CM moved to adjourn at 8:41PM. CS seconded. Unanimous.

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.



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Town Administrator

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MINUTES
APRIL 14, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:04PM 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: Add 3.7
- 1.5 Town Administrator updates and reports. Town Administrator, Andrew Sheehan, (AS), had nothing to add.
- 1.6 Board of Selectmen announcements, updates, and reports:
CM reported that the Greg Reeves road race may take place and volunteers are needed.
- 1.7 Approval of meeting minutes: None.

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. CS moved to enter in to Executive Session at 6:05PM pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals and reconvene in open session. CM seconded. CS aye, CM aye, SL aye. The Board returned to open session at 6:38PM.
- 3.2 Discuss transfer of Management Information Systems functions to the Communications Department. AS reported that upon meeting with Chief of Police Erving Marshall (EM) and Communication Supervisor, Dave Mazza (DM), this transfer will not be going forward. Discussed concerns regarding amount of time it would take DM due to the IT upgrades Town Hall requires. DM offered to assist during the transitional period. AS said at this point, the Board needs to provide direction on contracting with a vendor or hiring in-house personnel to manage IT. They discussed options going forward, including asking current vendor, Melissa Hermann (MH) to stay on longer. CM asked if current updates will be completed before MH's contract was up, AS said they would not. CM asked Town Council, Brian Riley of Kopelman and Paige, (BR), if the Board of Selectmen had the power to transfer MIS to the Communication Department or if it had to go to Town Meeting. BR said in his opinion the board has the executive authority to do so. The Town Charter is referring to a major shift such as a move to a Finance Department, whereas this is more administrative functions transfer. SL requested a recommendation from AS, and possibly DM. CS moved to rescind the vote last week to transfer of Management Information Systems functions to the Communications Department. CM seconded. Unanimous.

- 3.3 Review, discuss, and sign May 5, 2015 Annual Town Meeting Warrant. AS reported that the outstanding issue is where the Annual Town will be held. Locations being discussed are Memorial Hall, Hawthorne Brook Middle School, the North Middlesex Regional High School (NMRHS), and the Meeting Hall at the Senior Center/Library. Discussed pro and cons of each location, deciding on NMRHS, if available and Memorial Hall if NMRHS was unavailable. SL asked for progress regarding the trash negotiations. CM briefly updated on the progress the Board of Health was making regarding trash collection. Kathy Spofford, Town Clerk (KS) asked about her longevity pay being included in article 25; this was discussed further. CS moved to approve and sign the warrant for the annual Town Meeting to be held Tuesday May 5, 2015, to be held at the High School if available otherwise, meeting will be held at Town Hall. CM seconded. Unanimous
- 3.4 FY16 operating budget: continue review and discussion of the FY16 operating budget. Discussed appropriation spreadsheet. AS went over options to offset the deficit, including freezing employees' wages, which AS recommends against, as well as cutting Town Hall hours. AS also identified some budget reductions such as curbside collection, and holding off on the requests from Council on Aging, the Library, and Recreation. Health insurance rates were also discussed, as well as some minor cuts to the operating budget. AS also discussed using approximately \$70,000 out of stabilization, which would not affect bond rating and can be replenished in the fall if there is sufficient free cash. Projected revenues were also discussed. CM commended AS on his recommendations and report. CS discussed the Town's plan for sustainability going forward. CS moved to approve the Town Administrators recommended package to forward to FinCom for funding recommendations. CM seconded. Unanimous.
- 3.5 FY16 capital budget: review and discuss Town Administrator's FY16 recommended capital appropriation article. AS said that at last meeting, the Board discussed holding off on some articles until the fall, as well as reviewing remaining articles, which included; snow and ice was left at \$175,000 which would be transferred from free cash, the printer/copier and mail machine remaining. The Board of Health revolving fund transfer, employee training, transfer to the Conservation and road improvements put off until the fall. Continued discussion including Water Department meters, Fire-EMS receipts and borrowing items. CM asked if FinCom (Financial Committee) had gone over this report, AS said no. CS asked where that left capital stabilization, AS answered \$133,000 would remain. CS discussed payments on the borrowing from last year. AS said that some of the debt would be coming off. CS moved to forward the FY16 capital budget and appropriations breakdown to the FinCom as well. CM seconded. Unanimous.
- 3.6 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Item moved to next meeting.
- 3.7 Proclaim April 12-18 as National Public Safety Telecommunications Week and April 12-18 as National Volunteer Appreciation Week. CS read proclamation for National Public Safety Telecommunications Week and CM read the proclamation for National Volunteer Appreciation Week. CS moved to declare the week of April 12 through April 18 National Volunteer Week and National Public Safety Telecommunications Week. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

None

V WORK SESSION

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

CM moved to adjourn at 816PM. CS seconded. Unanimous

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

Headquarters: 978-597-8150

Fax: 978-597-2711

3.2

Mark R. Boynton
Chief of Department

MEMORANDUM

To: Andrew Sheehan, Town Administrator
From: Mark R. Boynton, Fire-EMS Chief
Subject: Compensation for unused vacation time
Date: April 22, 2015

Pursuant to employment contract I was granted five weeks' vacation time at the start of my employment May 18th of 2014. As you know it has been a busy year getting settled into the position and working with a generous donor of the new fire station to get the project started. Unfortunately I was unable to use all of the time agreed to and respectfully request payment for the two remaining weeks of vacation.

been made following his termination from employment, except an intentional violation of the civil rights of any person, provided that the Chief acted within the scope of his duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise and settle any claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the Chief.

The Town shall reimburse the Chief for any attorney fees and cost incurred by the Chief in connection with such claims or suits involving the Chief in his professional capacity.

This section shall survive the termination of this Agreement.

9. **ANNUAL VACATION, SICK, HOLIDAY, AND PERSONAL LEAVES:** The Chief shall be entitled to all leave benefits as outlined in the Non-Union Personnel Policies & Procedures Manual:
 - A. The Chief shall be entitled to twenty-five (25) days annual vacation leave. Vacation leave shall be used during the fiscal year it was earned and may not be carried over. In recognition of the demands of the position and due to unforeseen circumstances, with approval of the Board of Selectmen the Chief may be paid for unused vacation time, not to exceed two (2) weeks per year. Upon resignation, termination, or retirement the Chief shall be paid for all unused vacation leave.
 - B. The Chief shall be entitled to four (4) personal days per year, non-cumulative, for the purpose of transacting or attending to personal, business, or household matters.
 - C. The Chief shall be entitled to sick leave in the amount of 1-1/4 days per month cumulative to a maximum of one-hundred-fifty (150) days. Further, this contract acknowledges that sick time has no monetary value, and as such, any sick time remaining at the time of the Chief's retirement will be forfeited at no cost to the Town.
 - D. If the Chief is sick for three (3) or more days, the Board of Selectmen may require a doctor's certificate at the Town's expense.

10. **AUTOMOBILE:** The Town shall provide a vehicle for use by the Chief and shall be responsible for all necessary maintenance, expenses and insurance on such vehicle. Said vehicle is to be used by the Chief in connection with the performance of his duties as Chief and for his professional growth and development. Since the Chief is required to be "on-call" twenty-four (24) hours a day and may be required to report to an incident or event, the vehicle may be used by the Chief for personal reasons. The Chief may not use the vehicle for family vacations or recreational trips when the Chief would not be reasonably expected to respond to an incident or event.

11. **PROFESSIONAL DEVELOPMENT:** The Town recognizes its obligation to aid in the professional development of the Chief. The Chief shall be given opportunities to develop his skills and abilities as a Chief. The Town shall pay for travel and subsistence expenses for attendance by the Chief at any course, institute, seminar, conference, or meeting which the Chief is required by the Town or by law to attend. Any expenses resulting from overnight stays by the Chief must be approved in advance by the Board. The Chief will be allowed to attend the New England Fire Chief Conference and the Fire Department Instructor Conference or the National Fire Academy without loss of pay or benefits. For these aforementioned conferences the Chief shall be allowed to recoup travel and other expenses not to exceed one thousand dollars (\$1,000) annually.



BUILDING DEPARTMENT
272 Main Street
Townsend, Massachusetts 01469

3.3

Richard D. Hanks C.B.O
Building Commissioner

Zoning Enforcement Officer
Office (978) 597-1709

ADA Coordinator
Fax (978) 597-8135

April 21, 2015

To: Board of Selectmen

From: Richard D. Hanks, Building Commissioner

Re: Public Safety Building Permit Fee

I have received a building permit application for the construction of a new Public Safety Building at 13 Elm Street. Our current building permit fee schedule does not effectively list a permit fee for this proposed building.

After reviewing the plans and documents I would recommend that the Board set a Building Permit fee for a Public Safety Building in the amount of \$4,000. I believe that this amount will be adequate to cover the Town's cost for plan review, inspectional services and review of testing agency reports related to this project.

Should you have any questions regarding this letter please contact me.

Respectfully submitted,

Richard D. Hanks,
RDH

C.c. Permit fee file
Binder

THE COMMONWEALTH OF MASSACHUSETTS

3.4

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 North Middlesex Regional High School Auditorium, 19 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: Fire-EMS Chief

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: Fire-EMS Chief

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; recycling center capital	<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	Fire Alarm Maintenance Revolving Account	Chief of Fire/EMS Department	Annual fire alarm maintenance fees, connect fees, and fine assessments	Operating and capital costs for 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 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 abandoned 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.

<u>Line</u>	<u>Special Revenue Fund to Transfer From</u>	<u>General Fund Appropriation Made To</u>	<u>Authorized by</u>	<u>Purpose</u>	<u>Amount *</u>
1	Cemetery Sale of Lot Fund	Cemetery Improvement Fund	Cemetery & Parks Commissioners	Supplement operating costs and capital needs of the cemetery department.	\$ _____
2	Comcast Government Access Account	MIS Department Expenses	Board of Selectmen	Supplement funding for operating 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.

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

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 design and construct a new West Townsend Fire Station located at 458 and 460 Main Street, 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, 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 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 30

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

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	_____	_____	_____	_____

3.5

Town of Townsend
Highway Department
PO Box 621
177 Main St
Townsend, MA 01469
(978) 597-1712

Application for Permit
To Cross, Alter and/or Construct Within a Town Way
Townsend General Bylaws Article II, Section 13

Date: 4/16/2015

Town of Townsend
Highway Superintendent
PO Box 621
Townsend, MA 01469

To Whom it May Concern:

The Undersigned, **Unitil Fitchburg Gas & Electric** hereby applies for permission to: _____

Intall Gas Service at 20 Worcester Rd

A \$100.00 permitting fee is now required with all applications.

Start Date: _____

Further, we agree that if the town has been disturbed, i.e., roadway, sidewalk, it will be returned to its original condition. When backfilling operations are required, it shall be constructed of successive layers not more than 1 foot in depth, uniformly distributed and each layer thoroughly compacted. The undersigned will notify the Highway Department when backfilling operations proceed. The Highway Superintendent or his/her Designee will be present during this operation.

Kelli Moore
(Company Representative)
285 John Fitch Hwy
(Street Address)
Fitchburg, MA 01420
(City, State, Zip)
978-353-3221
(Telephone)

Approved/Disapproved: Highway Superintendent: *Ernie Kelly* Date: 4/17/15
Approved/Disapproved: Board of Selectmen: _____ Date: _____



TOWNSEND FIRE-EMS DEPARTMENT

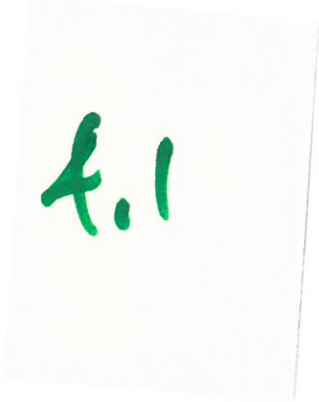
Proudly serving the citizens of Townsend since 1875

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711



MEMORANDUM

To: Andrew Sheehan, Town Administrator

From: Mark R Boynton, Fire-EMS Chief 

Subject: Assistant EMS Coordinator Promotion

Date: April 22, 2015

The posting for Assistant EMS Coordinator at the rank of Lieutenant closed on April 17th the interview process has been completed and respectfully request the Board of Selectmen appoint Eric Modica to serve at the new Assistant EMS Coordinator for Townsend Fire-EMS Department.



**TOWN OF TOWNSEND
APPLICATION FOR APPOINTMENT
CONSTABLE**

A.2

Honorable Board of Selectmen:

I, Christopher M. Beausoleil of 2 Center Road,
Name Street Address
Shirley, Massachusetts 01464
City/Town Zip

in accordance with the Massachusetts General Laws, Chapter 41, Section 91B, hereby apply for an appointment as a constable within the Town of Townsend for the following reason (s):

Please see attachment one.

If appointed, I will produce a Constable Bond as required by Massachusetts General Laws Chapter 41, Section 92. Upon approval by the Board of Selectmen, said bond will be filed with the Office of the Town Clerk.

Respectfully submitted;

CB

22 April 2015
Date

c. 41, s. 91B

Section 91B. Constables shall not be appointed by mayors or selectmen under section ninety-one or ninety-one A except as hereinafter provided. A person desiring to be appointed as aforesaid shall make a written application therefor to the appointing authority stating his reasons for desiring such appointment and such information as may be reasonably required by said authority relative to his fitness for said office. Such application shall also contain a statement as to the moral character of the applicant signed by at least five reputable citizens of the city or town of his residence, one of whom shall be an attorney-at-law. The appointing authority shall also investigate the reputation and character of every applicant and his fitness for said office. The chief of police or other official having charge of the police shall upon request give the appointing authority all possible assistance in making such investigation. The office of constable shall be filled only by appointment of an applicant hereunder who is found by the appointing authority, after investigation as aforesaid, to be a person of good repute and character and qualified to hold said office.



THE COMMONWEALTH OF MASSACHUSETTS
Constables Office

P.O. Box 367
Shirley, MA 01464

Office: (978) 425-5362
Mobile: (978) 805-8347
chris.beausoleil@outlook.com

Arthur Ruggles	1 Turnpike Rd Townsend Ma
Gene A. Rawhok	57 Berkett Hill Rd, Townsend, MA
MICHAEL MACERACHON	15 Bayberry Hill Rd
Gallie Bolin	39 Emery Rd
Shannon Tesini	16 Beech St. Townsend

CTB 21 APRIL 2015
Signed Under the Pains and Penalties of Perjury Date