



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

Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

REVISED

AGENDA
JUNE 23, 2015, 5:30 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: **Amend 4.2, add 4.3**
- 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 Meeting minutes. May 26, 2015 and June 2, 2015.

II APPOINTMENTS AND HEARINGS

- 2.1 5:30 Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation. Votes may be taken.
- 2.2 6:00 Fire-EMS Chief Mark Boynton for the following. Votes may be taken:
 - Review and approve ambulance write-offs
 - Review correspondence regarding the fire alarm system, waiving the annual connection fees, and correspondence to alarm system subscribers.
- 2.3 6:15 Nashoba Valley Regional High School vacancy: Joint meeting with the local school committee members chaired by the Moderator to fill a seat on the NVTTHS School Committee. Votes may be taken.
- 2.4 6:30 Charter Committee to present the findings and recommendations Public Hearing
- 2.5 6:45 Discussion with the Conservation Commission regarding the filling of a vacancy. Votes may be taken.

III MEETING BUSINESS

- 3.1 Review and approve request of Police Chief Erving M. Marshall, Jr. to be reimbursed for four (4) unused vacation days. Votes may be taken.
- 3.2 Review request from the Recreation Commission to amend the Personnel Policies & Procedures Manual by exempting seasonal employees from the Compensation & Classification Plan. Votes may be taken.
- 3.3 Review and discuss public records request from Karen Hill. Votes may be taken.
- 3.4 Review and approve one year contract to provide information technology support services. Votes may be taken.
- 3.5 Review and approve fuel contracts for diesel, unleaded gasoline, and heating oil. Votes may be taken.
- 3.6 Review and approve curbside refuse collection contract. Votes may be taken.
- 3.7 Review and approve policy for Disposition of Surplus Property Under \$10,000. Votes may be taken.
- 3.8 Update on FY14 audit. Votes may be taken.

- 3.9 Update on request from the Town of Shirley in support of proposed legislation regarding funding for regional school districts, regional school transportation, and special education. Votes may be taken.
- 3.10 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a Surprise Birthday Party on July 17, 2015 from 8PM-12AM. Votes may be taken.
- 3.11 Receive update on the air quality and environmental testing at the Town Hall Annex at 274 Main Street. Votes may be taken.
- 3.12 Discuss response to Dept. of Revenue on request for technical assistance. Votes may be taken.
- 3.13 Discuss application for a Community Compact with the Commonwealth of Mass. Votes may be taken.
- 3.14 Discussion of Board of Selectmen and Town Administrator goals. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve the request of Fire-EMS Chief Mark Boynton to hire the following for terms from July 1, 2015 to June 30, 2016. Votes may be taken:
 - David Hoffman: On-Call Firefighter
 - Colton Peladue: On-Call Firefighter
 - Andrew Shepherd: On Call Firefighter
- 4.2 Review and approve annual appointments. Votes may be taken.
- 4.3 Review and approve the request of Council on Aging Director Karin Canfield Moore to hire Janet E. Cote as Outreach Worker for the Council on Aging for a term from July 1, 2015 to June 30, 2016. Votes may be taken:

V WORK SESSION

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



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1.7

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Town Administrator

Office (978) 597-1701
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MINUTES
MAY 26, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 Chairman called the meeting to order. Roll call showed Colin McNabb, Chairman (CM), Carolyn Smart, Vice Chairman (CS), and Gordon Clark, Clerk (GC) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 CM announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 4.1
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), reported that the Fire-EMS station building project is underway.
 - Devens Regional Household Hazardous Products Collections Center will be open June 3 and 6 from 9AM-12PM, weather permitting.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - GC read announcement that the Townsend Military Band Concert will begin its 2015 Thursday evening concert series on the common on June 4.
 - GC updated residents on last two (2) Board of Selectmen meetings, including a checklist for Constable consideration, until performing a much needed road repair, and Highway Superintendent, Ed Kukkula (EK) potentially putting security cameras up at the Highway Department.
 - CS requested that AS add the Board's goals list to a future agenda.
 - CS also added that she will be attending an upcoming Cemetery and Parks meeting. CM said that he may be attending as well.
 - CS requested to discuss IT on the next agenda
 - CM offered his condolences to the family of John Camber on his passing.
- 1.7 Meeting minutes:
 - Vote to approve Open Session minutes of March 24, 2015, April 21, 2015, and May 5, 2015. CS moved to approve Open Session minutes of March 24, 2015, and April 21, 2015. GC seconded, but abstained from voting as he was not present (a member of the Board) at that time. CS voted yes and CM voted yes. Motion passed. CS moved to approve Open Session minutes of May 5, 2015. GC seconded. Unanimous.
 - Vote to release Executive Session minutes of March 24, 2015, March 31, 2015, April 7, 2015, and April 14, 2015. CS moved to release Executive Session minutes of March 24, 2015, March 31, 2015, April 7, 2015, and April 14, 2015. GC seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 6:10PM Historic District Commission: Eino Kauppi (EK) of the Historic District Commission will be present to discuss the historic districts. EK explained historic district regulations, governed by Mass General laws, discussing that the Legion Hall is in the district but the West Fire Station is not. If it is approved, it will not be a problem. Decision will go through the Massachusetts Historic Commission in Boston.

III MEETING BUSINESS

- 3.1 Complaints against employees: continuation of discussion regarding complaints brought by Selectman Carolyn Smart against Town employees. The Board may enter Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. CS read a prepared statement. CS made a motion to form a complaint and investigation policy as well as instructing the Town Administrator to provide usernames and password to the Board of Selectmen for the Mass Municipal Personnel Association website to research other policy information from other communities. GC seconded. CM asked that CS separate the motion on the floor in to two (2) separate motions. CS moved to form a complaint and investigation policy. GC seconded. Unanimous. CS moved to instruct the Town Administrator to give us (the members of the Board of Selectmen) usernames and passwords for the MMPA website to research policy information from other communities. CM asked AS if there was a limit on usernames for each town, AS said he believed they were limited to two (2) with the membership. CM then asked that this motion be tabled until further information is gathered. GC asked if it was similar to a library card, AS answered that it was a sub-organization to the MMA. AS will check to see what is available to the general public versus what is username protected. Resident John Hussey asked who had username and password to MMA, AS answered that he and his assistant had access to username and password. A resident asked if they could consider these unfounded allegation done, CM said that from the statement that CS made, the investigation would not be reopened. CM noted that Town Counsel was present at no charge, and Town Counsel Brian Riley (BR) explained that he is waiving the fees for his attendance at tonight's meeting. CM clarified what the investigation consisted of, and read a statement from Town Counsel reviewing the chain of events regarding the complaints. A number of residents addressed the Board on a number of issues that were raised. Resident John Oser voiced his concerns over his check being put on the Town's website without blocking out pertinent information such as routing number and account numbers. GC asked if the item could be taken down from website and blocked out. CS said that she never intended to put that information on the website. AS said the two (2) complaints from CS became public records when the investigation was complete and were put on the website in their entirety at the direction of the Board of Selectmen. AS said he will remove check tonight after the meeting.
- 3.2 Review and approve request from Town Administrator Andrew Sheehan to be reimbursed for up to eight (8) unused vacation days. GC read AS's contract regarding vacation time buy back. GC is leaning towards voting no on this, however there is a line item in the budget to cover this request. AS is currently enrolled in Suffix University for certification. Resident asked how school authorization was worked in to the contract, AS responded that he discussed his attendance in the program with the Board and an amendment to his current contract allowed him to attend. CS moved to approve the request from Town Administrator Andrew Sheehan to be reimbursed for up to eight (8) unused vacation days up to the amount of \$2,999.04. GC seconded. Unanimous. CM requested a brief 5 minute recess. Upon return, CM said that there was an issue with the March 31, 2015 Executive Session minutes, as they were not ready to be released, and asked for a motion to rescind release of those minutes. CS moved to rescind the vote to release the Executive Session minutes for March 31, 2015. GC seconded. Unanimous. Clark abstained
- 3.3 Review and approve permit fee for a Public Regional High School. New high school project regarding the permitting fee. AS and Building Commissioner Rich Hanks, (RH), came up with a fee schedule for the Board's approval, consisting of an upfront fee of \$75, 000 and then allows the Town to compensate

for building, plumbing, gas, and wire inspections. GC asked RH his opinions on the proposed plan, which RH agreed was what he and AS had already discussed/gone over. AS discussed what the Board has previously discussed with RH regarding fees and payments. CS asked BR for legal opinion on how the Board should proceed with determining a fee schedule. BR said that the Board has the authority to adopt a fee schedule, discussed further on who would be responsible for paying out the fees. CS moved that the Board waive the normal permit fee and in its place adopt a fee that is intended to compensate the Town for land review and inspections expenses and administrative services related to the project. And an initial fee in the amount of \$75,000 shall be payable at the time of initial permit application; the Town shall periodically assess such additional fees as are sufficient to offset the cost of building, electrical, gas and plumbing inspections. GC seconded. Unanimous.

3.4 Review and sign Agreements for Backup Paramedic Intercept Services with the towns of Ashby and Pepperell. New agreements state that Townsend get paid for coverage, Chief explained fee. CS moved to approve and sign agreements for Backup Paramedic Intercept Services with the towns of Ashby and Pepperell. GC seconded. Unanimous.

3.5 Discuss Dept. of Revenue fiscal health review. CS provided copies of Dept. of Revenue (DOR) information. DOR has come to Townsend a few times in the last six (6) years; regionalization study for Townsend for Police and dispatch with Ashby in 2009 and 2011 financial management review. Requested DOR to look at consolidation of departments, which was put off. AS will find out if DOR is willing to come out. CM discussed including this topic when goals are discussed.

3.6 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a Graduation Party from 7-11PM on June 11, 2015. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538 for Graduation Party with serving hours from 7-11PM on June 11, 2015. GC seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Review request of the Board of Library Trustees to appoint Molly Benevides, Ward Clark, Cheryl Cloutier, Terri Duggan, Mary Foster, Rachel Guerriero, James Sager, Patricia Sager, and Patricia Thomas-Jeanig to the Long Range Planning Committee with terms from May 26, 2015 to the completion of the Long Range Plan. The Long Range Planning Committee is required to be eligible for grants. CS moved to appoint as requested by the Board of Trustees to appoint Molly Benevides, Ward Clark, Cheryl Cloutier, Terri Duggan, Mary Foster, Rachel Guerriero, James Sager, Beverly Sager and Patricia Thomas-Jeanig to the Long Range Planning Committee with terms from May 26, 2015 to the completion of the Long Range Plan. GC seconded. Unanimous. One of names was incorrect, Beverly Sager not Patricia Sager. CS moved to amend that motion to change Patricia Sager to Beverly Sager. GC seconded. Unanimous.

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. GC seconded. Unanimous.

GC moved to adjourn at 7:12PM. 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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MINUTES
JUNE 2, 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 Colin McNabb, Chairman (CM), Carolyn Smart, Vice Chairman, and Gordon Clark, Clerk (GC) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 CM announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 3.9
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), issued a reminder that the Devens Household Hazardous Products Collection Waste will be open tomorrow and Saturday June 6, 2015, 9AM-12PM.
 - Ground breaking for the North Middlesex High School is Thursday June 4, 2015, at 10AM at 19 Main Street.
 - Debbie Kristoff, the Tax Collector/Treasurer, went out to borrow today for a bond anticipation note sale for the capital borrowing for Fiscal 15, rate of .055%. Paperwork for Board to sign should be in next week.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - GC announced that he attended the new official's finance forum given by on by the Department of Revenue.
 - CS announced that the Second Annual Flag Day celebration would be June 13 from 9AM-4PM on the Common.
 - CS also mentioned that volunteers raised money and are saving funds for playground equipment.
 - CS said that she has been contacted by residents regarding incidents that may have occurred at the Conservation meeting. AS will request all parties involved to prepare a statement, will potentially put on June 30, 2015 agenda to discuss further.
 - CM offered his condolences to Fire Chief mark Boynton on the loss of his mother.
- 1.7 Meeting minutes. None

II APPOINTMENTS AND HEARINGS

- 2.1 6:15 Recreation Commission: Meeting with the Recreation Commission regarding the classification and compensation plan and pre-employment physicals. Discussed pre-employment physicals being done by the employee's personal primary care physician, followed by a drug test. Also discussed the hourly pay for summer counselors, including the ability to give raises and increases, given that the pay is coming out of recreations budget, not the Towns. CM suggested that Recreation submit separate

memo's regarding physicals and wages. Discussed developing a form for personal physicians to fill out. CS moved that the Rec director work with AS to create a form to bring to physicians for the temporary help, and bring back for approval by the Board of Selectmen but June 16, 2015. Unanimous. CM requested that Recreation amend the policy for the wages so the Board can review it and other elected Boards can sign off on it. Discussed the annex building. AS reported that Mark Mercurio, Facilities Supervisor (MM), met with an inspector from Mass Department of Public Health, have not yet received a report back. AS will ask MM for a report to clarify on what Mass Dept. of Public Health did. Discussion continued on how much storage the Fire Department needed/was using in the annex.

- 2.2 6:30 Planning Board vacancy: Joint meeting with the Planning Board to fill one or more vacancies. Discussed procedures for filling vacancies. CM called joint meeting of the Board of Selectmen and the Planning Board to order and asked for nominations. Planning Board Chairman made motion to appoint, by majority vote of the Planning Board and the Board of Selectmen Laurie E Shifrin to the Planning Board to fill a vacancy until the next Town Election. Seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation. CS moved to enter in to Executive Session at 6:40PM pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation and to reconvene in open session. Roll vote: CS yes, GC yes and CM yes.
- 3.2 Review and accept grants to Townsend Emergency Management Agency (TEMA) for a mobile and a stationary generator. Tom Whittier of TEMA (TW), explained the request for two generators. Two (2) separate grants, one in the amount of \$42,182 for the mobile generator and the \$65,600 for the generator at Atwood Acres. Discussed who would be responsible for taking care of the generators and assured it would be at no cost to the Town. CS moved to accept the FEMA grant in the amount of \$65, 600 for a generator at Atwood Acres. GC seconded. Unanimous. CS moved to designate CM to sign on the grant. GC seconded. Unanimous. CS moved to accept the FEMA award of \$42, 189 for the purchase of mobile back up supply and designate CM to sign. GC seconded. Unanimous. TW said that TEMA would be approaching the Board for a list of designated driver in the future.
- 3.3 Review and discuss correspondence regarding Unitil electric rates. Brent Conway from the Energy Committee (BC), reported that various utilities in NH have put in for reductions, and Unitil has not followed suit. Energy Committee would like the Board to ask Unitil why they have not offered a reduce rate as well. Discussed having a Unitil representative come in and discuss further.
- 3.4 Review and discuss a request from the Town of Shirley in support of proposed legislation regarding funding for regional school districts, regional school transportation, and special education. AS reported that Shirley and Ayer regionalizes their school district a few years ago, their assessment has been about 5%, struggling to balance budget. Shirley is of the opinion that it is due to the regional school assessment that is affecting their budget, now looking for support from other towns in the area to get state help; regional school assessments, local contribution, regional school transportation, and special education costs not being funded by the state. AS encouraged the Board to read over and think about the proposal. CS suggested getting feedback from the two regional school superintendents.
- 3.5 Review and sign paperwork related to the sale of two parcels of land totaling 26 acres located at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. Last year, Town Meeting approved the sale of two parcels of land to the Division of Fisheries & Wildlife, Locke estates is the name of the subdivision off of Haynes Road. Because it is dedicated open space it is protected under article 97 of the Massachusetts State Constitution, so any change of use or sale of the land requires legislative action. The next step in the filing is signing the option for sale. No cost to the Town other than staff time. CS requested that Brian Riley (Town Council) take a look at the proposal. CS moved to approve and sign

paperwork related to the sale of two parcels of land totaling 26 acres located at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. GC seconded. Unanimous

- 3.6 Discuss information technology request for proposals (RFP). Contract for information technology is up. As said the request for proposals has been issued and proposals are due in two (2) weeks; he should have a recommendation by June 23. AS discussed the only changes to the contract including a transition year to transfer IT to police communications. CS discussed having the Department of Revenue coming to assess what would be the best option for the Town.
- 3.7 Discussion of Board of Selectmen goals. CM requested an update on the current goal list and include it on the agenda for June 23. CS discussed having DOR come to Town and assess the financial situation. CS moved to request the technical assistance services of the Department of Revenue to come in and perform and assesse financial conditions and fiscal health and send a letter to Zach Blake, director of technical assistance asking so. GC seconded. Unanimous.
- 3.8 Discussion of summer meeting schedule. Next meeting will be June 16, 2015, then June 23, 2015. The July meetings will be July 14 and tentatively July 28. The August meeting will be August 11, 2015 and tentatively August 25.
- 3.9 Review and approve Transfer of Appropriations in the amount of \$6,000 to be transferred from Health Insurance to Veterans Benefits. CS moved to approve Transfer of Appropriations in the amount of \$6,000 to be transferred from Health Insurance account 9145740 to Veterans Benefits, 5445380. GC seconded. Unanimous.

CM welcomed Eagle Scouts, and they requested to speak to the Board. Discussed mapping out the hiking trails and making it accessible for the Town. Discussed educating people on the Flag for the second project. CS moved to bless both projects from the Eagle Scouts and wish them lots of luck. GC seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

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. GC seconded. Unanimous.

GC moved to adjourn from Selectmen's meeting at 7:57PM. CS seconded. Unanimous.



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 *MRB*

Subject: Annual Fire Alarm Connection Fee

Date: June, 23 2015

Townsend owns and maintains a municipal fire alarm system consisting of electrical wires on the utility poles, control panel powering the system and the alarm receiving equipment in the communication center. The master box, installation and fire alarm control panels are owned by the building owners and part of their expense. This system consists of sixty six (66) master boxes on buildings around town that connect the building fire alarm system directly to the communications center. When a smoke detector or sprinkler head in one of these building activates it immediately trips the alarm and sends a signal to the communication center. We are then dispatched to the location.

These Gamewell Master box systems date back to the 1800 and have been a very reliable systems. Several years ago it was decided to replace our aging system with modern day wireless technology. In 2015 the wireless system was funded and installed. All town buildings are now switched over or in the process of being switched over. Now our objective is to encourage our subscribers to switch over this new technology so we may remove the hard wire system and eliminate the ongoing maintenance cost and liability.

By town code we charge each subscriber a \$100 annual fee to be connected to this system. For an unknown reason the annual fee was not charged in 2014. When I took over in 2015 it was late in July before it came to my attention that 2015 bills had not been sent out and the fee was due July 1st. I would like to propose the attached letter be sent out to all subscribers briefly explaining we have waived the past two years fees and with your permission will be waiving this year's fee to help with the financial burden of installing a new wireless system at a cost of \$5,000 to \$6,000 for each building.

As you will see letter will also set a deadline of 18 months to switch over to a wireless system or an alternative system and provide us with an end date to remove the hard wire system.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens

PO Box 530
Townsend, MA 01469



Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

July 22, 2015

Municipal Fire Alarm Subscriber:

For more than 50 years, the Townsend Fire-EMS Department has run and maintained a hard-wired municipal fire alarm system. As a loyal subscriber to the system, you have been enjoying the benefits derived from having your business tied in directly to the Communications Center of the department so that we are able to provide immediate response to your emergency.

A number of years ago Townsend officials recognized the ongoing expense with maintaining a hard-wire system and the need to update or replace the system. In 2014, the voters approved the purchase and installation of a wireless, radio alarm system to replace the hard-wired system. During the past year the system has been installed and tested. Subsequently, all town buildings were converted over to the wireless system.

The next step is to get all subscribers to switch over. We recognize the fact that this will have a financial impact on each subscriber as switching over to a radio box will cost between \$5,000 and 6,000 dollars for each building on the system. For this reason, we are going to allow 18 months for all subscribers to make the transition by waiving both the annual maintenance fee from last year as well as the one for this year.

Although we appreciate your business and believe that a connection directly to a municipal fire alarm system provides the highest level of emergency service at the lowest cost, we know you have other options that can be considered. If transitioning to a wireless radio box to remain on the municipal system is not an option for you, we encourage you to explore options such as subscribing to commercially available alarm monitoring services that utilize phone lines and bill monthly.

For those who wish to remain on the municipal system and switch over to the newest technology, please contact one of the authorized vendors on the attached list. If you have any questions do not hesitate to contact us at the number listed above.

Respectfully,

Mark R. Boynton
Fire-EMS Chief

2.3

NOTICE OF MEETING

**THE COMMITTEE TO APPOINT TOWNSEND'S
REPRESENTATIVE TO THE NASHOBA VALLEY TECHNICAL
HIGH SCHOOL DISTRICT SCHOOL COMMITTEE**

June 23, 2015, 6:15 PM
Selectmen's Chambers
272 Main Street, Townsend

The Committee consists of the Board of Selectmen, Townsend's representatives to the North Middlesex Regional School District School Committee, and the Moderator.

The purpose of the meeting is to consider and vote upon the reappointment or appointment as Townsend's representative.



PUBLIC NOTICE OF VACANCY

In accordance with Section 7-10 of the Townsend Charter, notice is hereby given of the following
vacancy on the

NASHOBA VALLEY TECHNICAL HIGH SCHOOL DISTRICT COMMITTEE

One (1) vacancy as Townsend Representative

Persons who are interested in this position should obtain and complete a Volunteer Response Form and return it to the Office of the Board of Selectmen.

The Board of Selectmen, the Moderator, and Townsend Representatives of the North Middlesex Regional School District comprise the Committee to Appoint Townsend's Representative to the Nashoba Valley Technical High School District Committee.

Nashoba Valley Technical School District
Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

Amendment

SECTION I.

This Amendment amends the agreement among the towns of Chelmsford, Groton, Littleton, and Westford entitled “Agreement Between the Towns of Chelmsford, Groton, Littleton, and Westford, Massachusetts, With Respect to the Establishment of a Regional Vocational High School District” dated April 1, 1979 as amended (the “agreement”) as follows:

A.

This agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend, and Westford and, in accordance with the provisions of Section VIII, such of the town of Ayer as shall accept this agreement, hereinafter sometimes referred to as the member towns.

B.

(A) Composition

The powers and duties of the regional vocational school district shall be vested in and exercised by a regional district school committee, hereinafter sometimes referred to as the Committee. The Committee shall be composed of not less than one member and not more than four members from each member town as provided in subsection 1(B). All members shall be appointed as provided in subsection 1(B). All members shall serve until their respective successors are appointed and qualified.

(B) Appointed Members

Each member town shall, subject to the last paragraph of this subsection, have the following number of members of the Committee:

- (1) Chelmsford – 3 members
- (2) Groton – 1 member
- (3) Littleton – 1 member
- (4) Westford – 2 members
- (5) Pepperell – 3 members
- (6) Shirley – 1 member
- (7) Townsend – 2 members
- (8) Ayer – 1 member

An appointing committee, from the town of Ayer upon acceptance of this agreement, consisting of the moderator, selectmen and local school committee members, shall within 30 days of the effective date of this section appoint the required number of members from

Nashoba Valley Technical School District

Chelmsford, Groton, Littleton, Westford, Pepperell, Shirley, Townsend, Ayer

such town to serve on the Committee until April 1, 2014. The moderator shall in each case serve as chairman of such appointing committee.

Prior to April 1, 2012, an appointing committee in each member town, consisting of the moderator, selectmen and local school committee members, shall appoint the required number of members from such town to serve on the Committee beginning April 1, 2012. The moderator shall in each case serve as Chairman of such appointing committee. Every year in which the term of office of one or more members expires, the appointing committee of the member town involved shall appoint, to the extent necessary to comply with the first paragraph of this subsection, one member to serve for a term of three years. The term of each such member shall commence on April 1 of the year of such appointment.

Commencing with the ten year period beginning April 1, 2010 and every ten years thereafter, the composition of the Committee for the ensuing ten years shall be determined in the following manner. The average enrollment of pupils in the regional district school from each member town on October 1 during the preceding ten year period shall be computed for each town. A similar average for the enrollment from all the member towns in the regional district school shall be computed. A percentage of enrollments of pupils from each member town for such ten year period shall be computed by dividing the average enrollment of a member town by the average enrollment of all the member towns. Any town with a percentage of less than ten shall be entitled to one member; any town with a percentage of ten or more but less than twenty shall be entitled to two members; any town with a percentage of twenty or more but less than forty shall be entitled to three members; and any town with a percentage of forty or more shall be entitled to four members. When a town is entitled to increase its membership on the Committee, an additional member shall be appointed for a three year term. When the foregoing computations require a reduction in the number of Committee members to which a town is entitled, the town shall refrain from appointing a successor to fill the term of office which expires next after the making of the computation requiring such reduction.

(C) Alternate Members

Every three years thereafter the appointing committee of each member town shall appoint an alternate member to the Committee for a three year term. In the event that a member of the Committee is unable to perform his duties because of disability or absence, or in the event there is a vacancy, the alternate member from the town involved shall have all the rights, powers and duties of such member, provided, however, that an alternate member shall have the rights, powers and duties of only one such member at any given time.

(D) Vacancies



2.4

Townsend Charter Review Committee

Report to the Board of Selectmen

June 23, 2015

Members of the Charter Review Committee

Donald Klein (Chair)

Michael Grimley (Vice Chair)

Nancy Rapoza (Clerk)

Susan Funaiole

Cindy King

Sue Lisio

Andrea Wood

Summary of review

The Charter Review Committee (CRC) has been meeting monthly since October 2014 and has completed a full review of our Town Charter. We approached our task by first reviewing the work of the 2011/2012 Charter Review Committee and taking each article individually to insure that all grammatical errors were captured and corrected. We also reviewed wording as to the meaning and to insure that its use was consistent across all articles in the Charter. There were a number of questions that arose as we went through our review that needed clarification. In our second review of the charter, we made additional changes based on the clarification of those questions. Our third and final review included Town Counsel. Prior to that meeting we sent council a copy of the original Charter, a draft copy of the Charter with suggested changes and additional changes that we needed clarified. After that meeting we finalized the changes and approved the final draft of the suggested Charter changes.

Suggested Changes and Deletion Identification

- 1- Typos, omissions, punctuation, definitions, and additions are *italicized*.
- 2- Deletions are italicized with strikethrough.
- 3- Boards and Committees: Changes and updates to lists and titles and associated descriptions of town agencies.
- 4- Definitions have been updated

Suggestion/Recommendation to the BOS

- Once approved by the Town, the BOS should impanel a committee to review Town By-laws to bring them in compliance with the revised charter.
- When presenting the revised Charter to the town, breakout each section into separate articles. That way if one section is not approved, it can be reworked without holding up other sections from being implemented.
- Hold a televised informational evening to give the public an opportunity to voice questions concerning the changes. This can be put on YouTube after for those interested parties to review.
- Other suggestions, put changes on Town website; Mail copies of Charter with changes to town residents; Notify residents about changes to the Charter via postcard; present changes on overhead projector for both the information evening and Town Meeting.

I would like to thank members of the Charter Review Committee and Town Counsel for all the hard work everyone put into this document. It is our hope that this document will serve the town well into the future.

Respectfully submitted by the Townsend Charter Review Committee

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ARTICLE 1

Incorporation; Short Title; Powers

Section 1-1 Incorporation

The inhabitants of the Town of Townsend within the corporate limits as established by-law shall continue to be a body corporate and politic with perpetual succession under the name “Town of Townsend”.

Section 1-2 Short Title

This instrument shall be known and may be cited as the Townsend Home Rule Charter.

Section 1-3 Powers of the Town

Subject only to express limitations on the exercise of any power or function by a municipality in the constitution or laws of the Commonwealth, it is the intent and the purpose of the voters of Townsend to secure through the adoption of this charter all of the powers it is possible to secure for a municipal government under the constitution and laws of the Commonwealth.

Section 1-4 Division of Powers

The administration of all the fiscal, prudential and municipal affairs of the town shall be vested in an executive branch headed by a Board of Selectmen. The legislative powers of the town shall be vested in a Town Meeting open to all registered voters.

Section 1-5 Construction

The powers of the Town of Townsend under this charter to be construed liberally in its favor and the specific mention of any particular power is not intended to limit in any way the general powers of the Town of Townsend stated in section 1-3.

Section 1-6 Intergovernmental Relations

Subject to the applicable requirements of any provision of the Constitution or Statutes of the Commonwealth, the Town ~~to~~ *of* Townsend may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation by contract or otherwise, with any one or more states or civil divisions or agencies thereof or the United States government or any one or more agencies thereof.

Article 2

Legislative Branch

Section 2-1 Open Town Meeting

The legislative powers of the Town shall be vested in a Town Meeting open to all registered voters.

Section 2-2 Presiding Officer

All sessions of Town Meeting will be presided over by a Moderator elected as provided in Article 3. At the Annual Town Meeting the Moderator shall appoint a Deputy Moderator subject to ratification by the Town Meeting. The Deputy Moderator shall serve as acting Moderator in the temporary absence or disability of the Moderator. The Deputy Moderator shall while presiding at Town Meeting sessions have all the powers and duties of the Moderator but, shall have no other powers or duties of the Moderator. In the absence of the Moderator and the Deputy Moderator, the Town Clerk will act as Moderator until Town Meeting elects a *Acting Temporary* Moderator, Article 3, Section 3-4.

The Moderator shall regulate the proceedings, decide all questions of order, make public declaration of all votes, and exercise all the powers and duties given to Moderators under the Constitution and the laws of the Commonwealth. Additional powers and duties may be authorized by this Charter, by By-law, or by other votes of Town Meeting.

Section 2-3 Committees

(a) Finance Committee - There shall be a Finance Committee appointed by the Moderator in accordance with ~~Town~~ the By-law and the laws of the Commonwealth.

(b) Capital Planning Committee - There shall be a Capital Planning Committee with members appointed ~~by the Moderator and one member appointed by the Board of Selectmen~~ in accordance with ~~Town~~ the By-law and the laws of the Commonwealth.

Section 2-4 Annual Town Meeting

The Annual Town Meeting shall be held on such date or dates as may from time to time be fixed by By-law.

Section 2-5 Special Town Meetings

Special Town Meetings shall be held at the call of the Board of Selectmen at such times as they deem necessary, or desirable, in order to transact the legislative business of the Town in an orderly manner. Special Town Meetings may also be held on the petition of two hundred (200) or more registered voters, in accordance with the procedures made available by the laws of the Commonwealth.

Section 2-6 Warrants

Every Town Meeting shall be called by a Warrant issued by the Board of Selectmen, which shall state the time and place at which the meeting is to convene and, by separate Articles, the subject matter to be acted upon. The publication and posting of the Warrant for every Town Meeting shall be in accordance with MGL Law ~~Town~~ the By-law.

Section 2-7 Initiation and Inclusion of Warrant Articles

(a) Initiation - The Selectmen shall receive at any time all petitions which request submission of any matter to the Town Meeting, which are filed by any elected Town Official, any multiple member Town Body acting by a majority of its members, any ten registered voters for the Annual Town Meeting or a petition of one hundred voters for a Special Town Meeting.

A registered voter may request at a regular meeting of the Board of Selectmen that a matter be placed on the Town Meeting Warrant in lieu of a written petition. The Selectmen may, at their discretion, accept the request and place it on the warrant under their sponsorship, or they may refuse and request that the matter be submitted by a written petition of the required number of registered voters.

(b) Inclusion - The Board of Selectmen shall include on the Annual Town Meeting Warrant all matters which were submitted by the date set by By-law for the submission of Articles. When a Special Town Meeting is to be called, the Selectmen shall give public notice of the Special Town Meeting at a regular Selectmen's Meeting, they may cause additional public notice to be given pursuant to the laws of the Commonwealth or ~~Town~~ By-law in any form they deem necessary, any and all public notices shall include the date of the close of the Warrant. The Board of Selectmen shall include on a Special Town Meeting Warrant the subject matter of all petitions which are received in their office ~~by 5:00 P.M. the close of business on the day set~~ *in accordance with the date and time set* by the Selectmen for the close of the Warrant.

Section 2-8 Availability of Town Officials

Every Town Agency shall designate at least one representative to attend all sessions of Town Meeting at which Warrant Articles pertinent to that Agency are or may be taken up, for the purpose of providing information to the Meeting pertinent to the Articles. If a person designated as a representative is not a Town resident, they shall notwithstanding, be allowed to speak to provide the meeting with pertinent information.

Section 2-9 Clerk of the Meeting

The Town Clerk shall serve as clerk of the Town Meeting, recording all votes and shall preserve as public records all proceedings of the Town Meeting sessions, give notice of all adjourned sessions thereof, and perform such duties in connection therewith as may be provided by town By-law, this charter, or the laws of the Commonwealth.

If at a Town Meeting the office of Town Clerk is vacant, the Moderator shall appoint a clerk pro tempore. In the event of the unavoidable absence of the Town Clerk, the Town Clerk shall designate a substitute, if the Town Clerk fails to name a substitute, then the Moderator shall also be empowered to appoint a clerk pro tempore.

Section 2-10 Rules of Procedure

The Town Meeting shall be run in accordance with the accepted edition of the book “Town Meeting Time.”

Town Meeting may by By-law, establish and from time to time amend, revise or repeal, rules governing Town Meeting. A procedural change would become effective in governing the next Annual and succeeding Town Meetings following the procedural change.

Article 3

Elected Officials

Section 3-1: In General

(a) Elective Offices - The offices to be filled by the ballot vote shall be the Board of Selectmen, Town Moderator, Town Clerk, ~~Tax Collector~~, Board of Assessors, Board of Health, Planning Board, Board of Water Commissioners, Board of Library Trustees, North Middlesex Regional School Committee Representatives, Cemetery and Parks Commissioners, Recreation Commissioners, Trustees of Soldiers' Memorials, Amanda Dwight Entertainment Fund, Townsend Housing Authority, *James N. Tucker Fund* and such other regional authorities, districts, or committees as may be required by-law of the Commonwealth or local agreement.

(b) Eligibility - Any registered voter shall be eligible to hold any elective town office.

(c) Town Election - The Annual Town Election shall be held according to ~~Town~~ By-law.

(d) Compensation - Elected town officials shall receive such compensation for their services as may be appropriated annually for such purpose.

(e) Coordination - Notwithstanding their election by the registered voters, the town officers named in this section shall be subject to the call of the Board of Selectmen at reasonable times for consultation, conference and discussion on any matter relating to their respective offices.

(f) Filling of Vacancies

(1) ~~Multiple Member Body Boards, Committees and Commissions~~- If there is a vacancy in a body consisting of two or more members, other than the Board of Selectmen and unless under the terms of a will or other trust where some other provision is made, the remaining members shall immediately give written notice to the Board of Selectmen and in addition to the public by posting the vacancy and its description on the town bulletin board for at least ten (10) days. One week's notice shall be posted of a joint meeting between the Board of Selectmen and the remaining members of the body to fill the vacancy. The appointment will be made by vote and carried by a simple majority. This appointment will run until the next town election.

If notice is not given within thirty (30) days following the date of the vacancy, after one week's posted notice the Board of Selectmen shall fill the vacancy without participation of the remaining members of the multiple member body.

(2) Board of Selectmen - If there is a failure to elect or a vacancy occurs and six (6) months or more will elapse before the next annual town election, the remaining Selectmen shall, forthwith, call a special election to fill the vacancy. If a vacancy occurs and more than three (3) months but less than six (6) months will elapse before the next annual town election the Selectmen may call a special election, however, upon receipt by petition of two hundred (200) or more registered voters *of Townsend* the remaining Selectmen will forthwith call a special election.

(g) Recall Election Procedures - Recall elections shall be conducted as provided ~~by as per Town~~ ~~By-law~~ pursuant to Chapter 27 of the Acts of 1995 and the laws of the Commonwealth.

Section 3-2 Selectmen

(a) Composition and Term of office

A Board of Selectmen, three members elected for three years each, arranged so that the term of one member expires each year.

The composition of the Board may change from three (3) to five (5) members as determined by a two-thirds vote of an Annual Town Meeting, provided that such vote is ratified by the voters of the Town at the next Annual Town Election. A five (5) member Board would have three (3) year overlapping terms, so arranged that as nearly an equal number of members as possible shall expire each year.

(b) Powers and Duties

The executive powers of the Town shall be vested in the Board of Selectmen, which shall be deemed the chief executive office of the Town. The Board of Selectmen shall have all of the executive power possible to have and to exercise in accordance with the Constitution and the laws of the Commonwealth and by the charter and By-laws of the Town of Townsend. These powers shall also be extended to any trusts granted to the Board of Selectmen. The Board of Selectmen shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all town agencies serving under it and, in conjunction with other elected multiple member bodies to develop and promulgate policy guidelines designed to bring the operation of all Town Agencies into harmony. Nothing in this section shall be construed to authorize any member of the Board of Selectmen, nor a majority of such members, to become involved in the day-to-day administration of any Town Agency, *including direction or supervision of department heads and staff*. It is the intention of this provision that the Board of Selectmen shall act only through the adoption of broad policy guidelines that are to be implemented by officers and employees serving under it.

(c) Licensing Authority

The Board of Selectmen shall be a licensing board for the Town and shall have power to issue licenses as otherwise authorized by-law, to make all necessary rules and regulations regarding the issuance of such licenses and to attach conditions and to impose restrictions on any such license as it may issue as it deems to be in the public interest, and to enforce all laws relating to all businesses for which it issues any licenses.

(d) Appointment Authority

The Board of Selectmen shall appoint a Town Administrator, *Assistant to the Town Administrator*, Town Accountant, ~~and an assistant~~, Constables, ~~the~~ Town Counsel, ~~the~~ Building Commissioner, *Assistant to the Building Commissioner*, ~~Board of Health Assistant, and an alternate, the~~ Zoning Board of Appeals, ~~the~~ Conservation Commission, *Conservation Agent, Electric Utility Study Committee, Emergency Management Director and personnel, Energy Committee, Fence Viewer, Property Lister, Information Systems Manager, Representative Lowell Transit Authority, Facilities Maintenance Supervisor, Master Plan Committee, Meeting Hall Gallery Committee, Middlesex County Advisory Board Representative, Representative to Montachusett Joint Transport, Municipal Hearings Officer, NMR Emergency Plan Committee, Payroll Clerk, Planning Board Assistant, Principal Assessor, Right to Know Coordinator, Sealer of Weights and Measure, Tax Write Off Committee, Office Assistant, FEMA Director and Workers, Treasurer/Collector, Water Superintendent, Zoning Board Assistant, Zoning Dist. Change Committee, the Historic Districts Commission, ~~the Personnel Board (Town By-law), the Board of Registrars (except the Town Clerk who serves By-law) and other-Election-Officers-workers, a~~ Police Chief and the Police Department *Personnel, a* Keeper of the Lockup, ~~Crossing Guards, a~~ Fire Chief and ~~the~~ Fire/EMS *Personnel Department*, Hazardous Waste Coordinator, Parking Clerk, Tree Warden, ~~the Ambulance Department, the~~ Communication ~~Department~~ *Center Personnel, a* Highway Superintendent and ~~the~~ Highway *Department Personnel*, Nashoba Valley Technical High School Committee (*2 members*); ~~Animal Inspector- Inspector of Animals~~, Townsend Cultural Council,, American Flag Committee, Abram S. French Fund, Band Concert ~~Committee Coordinator, Computer Committee~~, Council on Aging, ~~Board, Council on Aging Director~~, Animal Control Officer, ~~Assistant Animal Control Officer(s), Gas and Plumbing Inspector and Alternates, Town Forest Committee, Industrial Development Committee~~, Cable Television Committee, Veterans Agent, West Townsend Reading Room Committee, ~~Wire Inspector~~ *Electrical Inspector* and alternate, ~~Plumbing Inspector and alternate~~, Land Use Coordinator, ~~Janitor~~, Chief Procurement Officer, *Assistant Assessor*, Town Properties Committee (two (2) at large members) and other multiple member bodies the functions of which do not involve direct operating responsibilities, but which are, primarily policy making or advisory in nature, or required by By-law. Unless some other provision is expressly made By-law the Board of Selectmen shall also appoint other individuals who are to serve as representatives of the Town to the governing or advisory bodies of area, regional, or district authorities.*

(e) Investigations

The Board of Selectmen may make investigations and may authorize the Town Administrator to investigate the affairs of the Town and the conduct of any Town Agency including any doubtful claims against the Town. The report of the results of such investigation shall be placed on file in the office of the Selectmen and a report summarizing the results of such an investigation shall be printed in the next annual Town Report.

Section 3-3 Moderator

(a) Composition and Term of Office

A Moderator elected for a three year term.

(b) Powers and Duties

The Town Moderator shall have the powers and duties given that office by the laws of the Commonwealth, the Charter, by by-law, by Regional Agreement, or by other Town Meeting vote.

Section 3-4 Town Clerk

(a) Composition and Term of Office

A Town Clerk elected for a three year term

(b) Powers and Duties

The Town Clerk shall be the keeper of vital statistics for the Town. The Town Clerk shall be the custodian of the Town Seal, shall administer the oath of office to all persons elected or appointed to any Town office and shall issue such licenses and permits as are required By-law to be issued by the Town Clerk. The Town Clerk shall supervise and manage the conduct of all elections and all other matters relating to elections. The Town Clerk will be the clerk of Town Meeting, keep its records and in the absence of the Moderator and the Deputy Moderator will preside pending the election of a temporary Moderator by Town Meeting vote. The Town Clerk shall have such other powers and duties as given by the laws of the Commonwealth, the Charter, By-laws and by other Town Meeting vote.

~~Section 3-5 Tax Town Collector~~

~~(a) Composition and Term of Office~~

~~A Tax Collector for a three year term~~

~~(b) Powers and Duties~~

~~The Tax Collector will have all the Powers and Duties as given by the laws of the Commonwealth, the Charter, By laws and by other Town Meeting votes.~~

~~(e) Tax Collector/Treasurer The elected Tax Collector is able to act as appointed Treasurer by By-law.~~

Section 3-6 Assessors

(a) Composition and Term of Office

A Board of Assessors consisting of three members elected for a three year term each, arranged so that one term expires each year.

(b) Powers and Duties

The Board of Assessors shall have all the powers and duties given to Boards of Assessors by the laws of the Commonwealth, the Charter, By-laws or by other Town Meeting vote.

Section 3-7 Board of Health

(a) Composition and Term of Office

A Board of Health consisting of three members elected for a three year term each, arranged so that one term expires each year.

(b) Powers and Duties

The Board of Health shall be responsible for the formulation and enforcement of rules and regulations concerning public health. The Board shall have all the powers and duties given to Boards of Health under the laws of the Commonwealth, the Charter, By-laws or other Town Meeting vote.

Section 3-8 Planning Board

(a) Composition and Term of Office

A Planning Board consisting of five members elected for a five year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

The Planning Board shall have all the powers and duties given to Planning Boards by the laws of the Commonwealth, the Charter, by By-law or other Town Meeting votes.

Section 3-9 Water Commissioners

(a) Composition and Term of Office

A Board of Water Commissioners consisting of three members elected for a three year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

The Board of Water Commissioners shall have all the powers and duties as defined by special agreement voted on September 16, 1933, pursuant to Chapter 381 of the Acts of 1920 *and the laws of the Commonwealth.*

Section 3-10 Library Trustees

(a) Composition and Term of Office

A Board of Library Trustees consisting of five members elected for three year overlapping terms, so arranged that the terms of as nearly equal number of members as possible shall expire each year.

(b) Powers and Duties

The Board of Library Trustees shall appoint all employees of the library, have control over the selection of library materials, and have custody and management of such. The Board in accordance with the provisions of the gift or bequest shall administer all money and property that the Town may receive for library purposes by gift or bequest. The Library Trustees shall have all the powers and duties given to Library Trustees by the laws of the Commonwealth, the Charter, Trust Agreements, By-law or other Town Meeting vote.

Section 3-11 North Middlesex Regional School Committee

(a) Composition and Term of Office

The composition and term of office of members of the North Middlesex Regional School Committee shall be defined in accordance with the North Middlesex Regional School District Agreement, as amended.

(b) Powers and Duties

The North Middlesex Regional School Committee members shall have all the powers and duties as defined by Regional Agreement, as amended.

Section 3-12 Cemetery and Parks Commission

(a) Composition and Term of Office

Three commissioners elected for a three year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

(1) As Cemetery Commissioners they shall have general charge of and superintendence of all the public burial grounds within Town and of any lands set aside by the Town for Cemetery purposes. The Cemetery Commissioners shall have all the powers and duties given to Cemetery Commissioners by the laws of the Commonwealth, and any additional powers or duties as provided by the Charter, By-law, Trust Agreements, or other Town Meeting vote.

(2) As Park Commissioners they shall have general charge and superintendence of all public parks. They may improve and make rules and regulations for Public Parks. The Parks Commissioners shall have all the powers and duties given to Parks Commissioners by the laws of the Commonwealth, by Charter, Trust Agreements, By-law or other Town Meeting vote.

Section 3-13 Recreation Commission

(a) Composition and Term of Office

A Recreation Commission consisting of five members elected for a three year term each, arranged so that the terms of as nearly an equal number of members shall expire each year.

(b) Powers and Duties

The Recreation Commission shall be responsible for the development, operation, scheduling and coordination of recreation programs for the town. The Commission shall have all the powers and duties as may be provided by the laws of the Commonwealth, the Charter, By-law or other Town Meeting vote.

Section 3-14 Trustees of Soldiers' Memorials

(a) Composition and Term of Office

A committee consisting of ~~four (4)~~ **five (5)** positions elected for a three (3) year term each, arranged so that the terms of as nearly an equal number of members shall expire each year.

(b) Powers and Duties

The Trustees of Soldiers' Memorials shall have all the powers and duties as may be provided by the laws of the Commonwealth.

Section 3-15 Amanda E. Dwight Entertainment Fund

(a) Composition and Term of Office

Three Trustees elected for a three year term each, arranged so that the term of one member expires each year.

(b) Powers and Duties

The Trustees of the Amanda E. Dwight Trust shall have all the powers and duties as defined by the Amanda E. Dwight Trust Agreement as established by the town on September 29, 1928.

Section 3-16 Townsend Housing Authority

(a) Composition and Term of Office

There shall be a Townsend Housing Authority consisting of five members, four shall be elected for a five year term by the voters and one shall be appointed in the manner provided by the General Law. All members shall serve a term of five years arranged so that one term expires each year.

(b) Powers and Duties

The Housing Authority shall make studies of the housing needs of the Town and shall provide programs to make available low income housing for families and the elderly of low income. The Housing Authority shall have all the powers and duties given to Housing Authorities by the laws of the Commonwealth.

3-17 James N. Tucker Trust Fund Committee

(a) Composition and Term of Office

There shall be a James N. Tucker Trust Fund Committee consisting of three West Townsend Village residents elected at the Annual Town Meeting

(b) Powers and Duties

The James N. Tucker Trust Fund Committee will act in accordance with the bequest for the sole purpose to keep the curbing, grave stones, and monuments in good order, including the installation and maintenance of fencing as necessary.

Article 4

Town Administrator

Section 4-1 Appointment; Qualification; Term

The Selectmen shall appoint a Town Administrator and shall fix the compensation for such person, annually, within the amount appropriated by the Town. ~~The Town Administrator shall be appointed solely on the basis of demonstrated executive and administrative qualifications. The Town Administrator shall be a person especially fitted by education, training and or previous experience in public administration to perform the duties of the office.~~ The Town Administrator need not be a resident of the Town at the time of appointment or at any time during the period of such service. The Town Administrator shall not have served in an elective position in Town government for at least twelve months prior to appointment. The Town may from time to time establish by By-law such additional qualifications as seem necessary and appropriate. The Town Administrator shall not hold any other *elected* public office, ~~elective or appointed~~, in Townsend. The Board of Selectmen shall provide for an annual review of the job performance of the Town Administrator which shall, at least in summary form, be a public record.

Section 4-2 Powers and Duties

The Town Administrator shall be the chief administrative officer of the Town, directly responsible to the Board of Selectmen for the administration of all Town affairs for which the office of Town Administrator is given responsibility by or under this Charter. The powers and duties of the Town Administrator shall include, but are not intended to be limited to, the following:

- (a) To supervise, direct and be responsible for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility or control by this Charter, by By-law, Town Meeting vote, vote of the Board of Selectmen, or otherwise.
- (b) To see that the personnel policies and practices, rules and regulations are equally administered for all Town employees. If a union or other personnel contract differs from the general policies, the Town Administrator will see that these are administered according to the contract, with the exception of the Town Administrator's contract which will be overseen and administered by the Board of Selectmen.
- (c) To attend all regular and special meetings of the Board of Selectmen, unless unavailable for reasonable cause, and shall have a voice, but no vote, in all proceedings.
- (d) To keep the Board of Selectmen fully advised at a public meeting or in writing as to the needs of the Town and all agencies and to make recommendations to the Board of Selectmen of actions required to resolve the situation.
- (e) To prepare the budgets which fall directly under the Board of Selectmen. To oversee the budgets for the Agencies under the supervision of the Selectmen, and in addition the Town Administrator will present to the Selectmen the budgets of elected Agencies and the Capital Plan

in such a manner that the Selectmen have an understanding of the total budget. The Town Administrator will also work with the Finance Committee, the Accountant and the Treasurer to develop a plan for the funding of appropriations.

(f) The Town Administrator will be responsible for Central Purchasing.

(g) To see that all of the provisions of the Laws of the Commonwealth, of this Charter, ~~Town~~ By-laws, other votes of Town Meeting, and votes of the Board of Selectmen which require enforcement by the Town Administrator or other officers subject to the direction and supervision of the Town Administrator, are faithfully executed, performed or otherwise carried out.

(h) To inquire, at any time, into the conduct and operation of any office or the performance of any Agency, its officers or employees under the jurisdiction of the Board of Selectmen.

(i) To attend all sessions of all Town Meetings and to be prepared to answer all questions raised by voters which relate to warrant articles and to matters over which the Town Administrator exercises any supervision.

(j) To coordinate the activities of all Town Agencies serving under the office of Town Administrator and the office of the Board of Selectmen with those under the control of other officers and multiple member bodies elected directly by the registered voters. For this purpose, the Town Administrator shall have the authority to require the persons so elected, or their representatives, to meet with the Town Administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the Town.

(k) To perform any other duties that are required to be performed by the Town Administrator by by-laws, ~~Administrative Code~~ **Charter**, vote of the Town Meeting or votes of the Selectmen, or otherwise.

Section 4-3: Delegation of Authority

The Town Administrator may authorize any subordinate officer or employee to exercise any power or perform any function or duty which is assigned to the office of Town Administrator, provided, however, that all acts performed under any such delegation shall at all times be deemed to be the acts of the Town Administrator.

ARTICLE 5

Administrative Organization

Section 5-1 Organization of Town Agencies

The organization of the town into operating agencies for the provision of services and the administration of the government may be accomplished through ~~either of~~ the method provided in this article.

(a) By-laws - Subject only to express prohibitions in a general law or the provisions of this charter, the Town Meeting may, by by-law, reorganize, consolidate, create, merge, divide or abolish any town agency, in whole or in part; establish such new town agencies as it deems necessary or advisable, determine the manner of selection, the term of office and prescribe the functions of all such entities; provided, however, that no function assigned by this charter to a particular town agency may be discontinued, or unless this charter specifically so provides, assigned to any other.

~~(b) Administrative Code—The Town Administrator, after consultation with the Board of Selectmen, may from time to time prepare and submit to the Town Meeting plans of organization or reorganization which establish operating divisions for the orderly, efficient or convenient conduct of the business of the town.~~

~~Whenever the Town Administrator prepares such a plan the Board of Selectmen shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper, which notice shall describe the scope of the proposal and the time and place at which the hearing will be held, not less than seven nor more than fourteen days following said publication. Following such public hearing, the proposal, which may have been amended subsequent to the public hearing, shall be submitted to the Town Meeting by an appropriate warrant article.~~

~~An organization or reorganization plan shall become effective at the expiration of sixty (60) days following the date of adjournment of the Town Meeting at which the proposal is submitted unless the town shall, by a majority vote, vote to disapprove the plan. The Town Meeting may vote only to approve or to disapprove the plan and may not vote to amend or to alter it.~~

~~The Board of Selectmen may, through the administrative code, and subject only to express prohibitions in a general law, or this charter, reorganize, consolidate or abolish any town agency, in whole or in part; establish such new town agencies as is deemed necessary to the same extent as in provided in section 5-1 (a), above, for by laws; and for such purpose transfer the duties and powers, and, so far as is consistent with the use for which the funds were voted by the town, transfer the appropriation of one town agency to another; provided, however, that no function assigned by this charter to a particular town agency may be discontinued or, unless this charter specifically so provides, assigned to any other.~~

Section 5-2 Publication of Administrative Code and Personnel Plan

~~For the convenience of the public, the administrative code and any amendments thereto shall be printed as an appendix to, but not an integral part of the By laws of the Town of Townsend. The personnel and staffing plan as prepared by at the Board of Selectmen shall be published annually in the town report.~~

ARTICLE 6

Finance and Fiscal Procedures

Section 6-1 Fiscal Year

The fiscal year of the Town shall begin on the first day of July and shall end on the last day of June, unless the laws of the Commonwealth require another period.

Section 6-2 Submission of Budget and Budget Message

Within the time fixed by By-law, before the Annual Town Meeting is to convene, the Town Administrator, after consultation with the Board of Selectmen, shall submit to the Finance Committee a proposed operating budget for the agencies for which the selectmen are responsible for the ensuing fiscal year with an accompanying budget message and supporting documents. Additionally, elected officials shall submit to both the Board of Selectmen and the Finance Committee a proposed operating budget for the ensuing fiscal year with an accompanying budget message and supporting documents.

Section 6-3 Budget Message

The budget message of the Board of Selectmen shall explain the budget for all town agencies ~~both in fiscal terms and in terms of work programs. It shall outline proposed financial policies of the town for the ensuing fiscal year, describe important features of the budget, indicate any major variations from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the town's debt position and include other material as the Finance Committee deems desirable, or the selectmen may reasonably require.~~

Section 6-4 The Budget

The proposed operating budget shall provide a complete financial plan for all town funds and activities for the ensuing fiscal year. Except as may be required by By-law, the laws of the Commonwealth, or this Charter, it shall be in the form which the Finance Committee deems desirable or the selectmen may require. The presentation of the budget shall utilize modern concepts of fiscal presentations so as to furnish maximum information and the best financial control.

Section 6-5 Approval of Warrants

The Board of Selectmen shall be the chief fiscal officer of the town. Warrants for the payment of town funds prepared by the Town Accountant in accordance with the provisions of the laws of the Commonwealth shall be submitted to the Town Administrator for review.

ARTICLE 7

General Provisions-Definitions

~~Section 7-1 Charter Changes~~

~~This Charter may be replaced, revised or amended in accordance with any procedures made available under the state constitution and by statutes enacted to implement the said constitutional provisions.~~

~~Section 7-2 Severability~~

~~The provisions of this Charter are severable. If any provision of this Charter is held invalid, the other provisions shall not be affected thereby. If the application of this charter or any of its provisions to any person or circumstance is held invalid, the application of this charter and its provisions to other persons and circumstances shall not be affected thereby.~~

~~Section 7-3 Specific Provisions to Prevail~~

~~To the extent that any specific provisions of this charter shall conflict with any provisions expressed in general terms, the specific provisions shall prevail.~~

~~Section 7-4 Number and Gender~~

~~Words importing the singular number may extend and be applied to several persons or things; words importing the plural number may include the singular; words importing the feminine gender shall include the masculine gender; words importing the masculine gender shall include the feminine gender.~~

Section 7-5 Definitions

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- (a) Charter** - *The* word “charter” shall mean this charter and any amendments to it which may hereafter be adopted.
- (b) Days** - The word “days” shall refer to business days, not including Saturdays, Sundays and legal holidays when the time set is less than seven days; when the time set is seven days or more, every day shall be counted.
- (c) Emergency** - *The* word “emergency” shall mean a sudden, unexpected, unforeseen happening, occurrence, event or condition which necessitates immediate action.
- (d) General laws** - The words “general laws” shall mean laws which apply alike to all cities and towns, to all towns, or to a class of municipalities of which Townsend is a member.
- (e) Laws of the Commonwealth** - The words “Laws of the Commonwealth” shall refer to the General Laws of Massachusetts, a codification and revision of statutes enacted on December 22, 1920, and including all amendments thereto subsequently adopted.

- (f) Local Newspaper** - The words “local newspaper” shall mean a newspaper of general circulation in the Town of Townsend.
- (g) Majority Vote** - The words “majority vote” shall mean a majority of those present and voting, provided that a quorum of the body is present when the vote is taken, unless a higher number is required By-law.
- (h) Multiple Member Body** - *The* words “multiple member body” shall mean any town body consisting of two or more persons and whether board, commission, committee, sub-committee, or otherwise and however elected or appointed or otherwise constituted.
- (i) Quorum** - The word “quorum”, unless otherwise required By-law or this charter, shall mean a majority of the members of a multiple member body then in office, not including any vacancies which might then exist.
- (j) Town** - The word “town” shall mean the Town of Townsend.
- (k) Town Agency** - *The* words “town agency” shall mean any board, commission, committee, department, division or office of the town government.
- (l) Town Bulletin Board** - The words “town bulletin board” shall mean a bulletin board on which official town notices are posted.
- (m) Town Officer** - The ~~word term~~ “town officer” when used without further qualification or description, shall mean a person having charge of an office or department of the town who in the exercise of the powers or duties of that position exercises some portion of the sovereign power of the town.
- (n) Voters** - ~~The~~ word “voters” shall mean registered voters of the Town of Townsend.

Section 7-6 Rules and Regulations

~~A copy of all rules and regulations adopted by any town agency shall be filed in the office of the Town Clerk before any such rule or regulation shall become effective, and copies shall be made available for review by any person who requests such information. No rule or regulation adopted by any town agency shall become effective until ten days following the date it has been so filed in the office of the Town Clerk.~~

Section 7-7 Periodic Review, Charter and By-laws

~~(a) Charter Review - At least once in every ten years, the Board of Selectmen shall establish a special committee to consist of nine members for the purpose of reviewing this charter and to make a report, with recommendations, to the town meeting concerning any proposed amendments which said committee may determine to be necessary or desirable. The committee shall consist of nine members appointed as follows; the Board of Selectmen, the Planning Board, the Council on Aging and the Board of Library Trustees, shall each appoint one person, the Finance Committee shall appoint two persons and three persons shall be appointed by the Town Moderator. Persons appointed by the said agencies may, but need not, be members of the agency by which they are appointed. The committee shall meet to organize forthwith following the final adjournment of the Annual Town Meeting.~~

~~(b) **By-law Review**—The Board of Selectmen shall at five (5) year intervals, in each year ending in three, or in eight, cause to be prepared by a special committee appointed for that purpose, a proposed revision or recodification of all by-laws of the town which shall be presented to the Town Meeting for reenactment at the Annual Town Meeting in the year following the year in which the said committee is appointed. The said committee in its final or in an interim report shall include recommendations for such substantive change in town by-laws as it deems necessary or advisable. The review of town by-laws shall be in conjunction with town counsel, or, by special counsel retained for that purpose. Subsequent to enactment by the Town Meeting, copies of the revised by-laws shall be forwarded to the Attorney General of the Commonwealth per MGL for approval, and they shall be otherwise published, all as required by the. Copies of the revised by-laws shall be made available for distribution to the public.~~

Section 7-8 Removals and Suspensions

~~Any appointed officer, member of a multiple member body or employee of the town, not subject to the provisions of the state civil service law, or covered by the terms of a collective bargaining agreement which provides a different method, and whether appointed for a fixed or an indefinite term, may be suspended or removed from office, without compensation, by the appointing authority for good cause. The term cause shall include, but not be limited to the following:~~

~~Incapacity other than temporary illness, inefficiency, insubordination and conduct unbecoming the office.~~

~~Any appointed officer, member of a multiple member body or employee of the town may be suspended from office by the appointing authority to be necessary to protect the interests of the town. However, no suspension shall be for more than fifteen (15) days. Suspension may be simultaneous with removal process and shall not interfere with the rights of the officer or employee under the removal procedure given below.~~

~~The appointing authority when removing any such officer, member of a multiple member body or employee of the town shall act in accordance with the following procedure:~~

~~(a) A written notice of the intent to remove and a statement of the cause or causes therefor shall be delivered in hand, or by registered mail or certified mail, return receipt requested, to the last known address of the person sought to be removed.~~

~~(b) Within five (5) days following delivery of such notice the officer, member of a multiple member body or employee of the town may request a public hearing at which such person may be represented by counsel, shall be entitled to present evidence, call witnesses and to question any witness appearing at the hearing.~~

~~(c) Between one (1) and ten (10) days after the public hearing is adjourned, or if the officer, member of a multiple member body or employee of the town fails to request a public hearing between six (6) and fifteen (15) days after delivery of the notice of intent to remove, the appointing authority shall take final action, either removing the officer, member of a multiple member body or employee of the town or notifying such person that the notice is rescinded. Failure of the appointing authority to take any action within the time periods as stated in this section shall be deemed to be a rescinded of the original notice and the officer, member of a multiple member body or employee shall, forthwith, be reinstated.~~

~~Nothing in this section shall be construed as granting a right to such a hearing when a person who has been appointed or contracted for a fixed term is not reappointed when the original term expires.~~

~~Section 7-9 Procedures Governing Multiple Member Bodies~~

~~(a) Meetings~~

~~All multiple member bodies shall meet regularly at such times and places within the town as they may by their own rules prescribe. Except in cases of emergency, special meetings of any multiple member body shall be held on the call of the respective chairman or by one third of the members thereof by suitable written notice delivered to the residence or place of business of each member at least forty eight hours in advance of the time set. A copy of the said notice shall also be posted on the town bulletin board(s). Special meetings of any multiple member body shall also be called within one (1) week after the date of at the filing with the Town Clerk of a petition signed by at least fifty (50) voters and which states the purpose or purposes for which the meeting is to be called.~~

~~(b) Agendas~~

~~Before any meeting of a multiple member body is to be held, an agenda containing all items which are scheduled to come before the multiple member body at the meeting shall be posted at the meeting location as required By law~~

~~(c) Rules and Minutes~~

~~Each multiple member body shall determine its own rules and order of business unless otherwise provided by this Charter or by law and shall provide for keeping minutes of its proceedings. These rules and minutes shall be public records, and copies shall be placed on file in the office of the Town Clerk and for the convenience of the public, kept available for public inspection in the office of the Town Clerk.~~

~~(d) Voting~~

~~Except on procedural matters all votes of all multiple member bodies shall be taken by a call of the roll and the vote of each member shall be recorded in the minutes, provided, however, that if the vote is unanimous only that fact need be recorded.~~

~~(e) Quorum~~

~~A majority of the members of the multiple member body then in office shall constitute a quorum, except where otherwise provided By law, but a smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the multiple member body. No other action of the multiple member body shall be valid or binding unless ratified by the affirmative votes of the majority of the full multiple member body.~~

~~(f) Filling of Vacancies~~

~~Whenever a vacancy shall occur in the membership of an appointed multiple member body the remaining members shall forthwith give written notice of such vacancy to the Board of Selectmen appointing authority. If, at the expiration of thirty days following the delivery of such notice, the Board of Selectmen appointing authority has not appointed some person to fill the vacancy the remaining members of the multiple member body shall fill such vacancy for the remainder of any unexpired term by majority vote of the remaining members. The Town Clerk and the Board of Selectmen appointing authority shall be notified in writing when the vacancy is filled.~~

~~(g) Composition of Multiple Member Bodies~~

~~All multiple member bodies when established shall be composed of an odd number of members. Whenever the terms of office of a multiple member body are for more than one year such terms of office shall be so arranged that as nearly an equal number of terms as is possible will expire each year.~~

~~Section 7-10 Notice of Vacancies~~

~~Whenever a vacancy occurs in any town office, position or employment, or whenever by reason of a pending retirement or expiration of a fixed term a vacancy can be anticipated, the appointing authority shall forthwith cause public notice of such vacancy to be posted on the town bulletin board for not less than ten days. Such notice shall contain a description of the duties of the office, position or employment and a listing of the necessary or desirable qualifications, to fill the office, position or employment. No permanent appointment to fill such office, position or employment shall be effective until fourteen days following the date such notice was posted to permit reasonable consideration of all applicants. This section shall not apply to positions covered by the civil service law and rules or if in conflict with the provisions of any collective bargaining agreement.~~

~~Section 7-11 Loss of Office, Excessive Absence (make this 7-9(h))~~

~~If any person appointed to serve as a member of a multiple member body shall fail to attend four or more consecutive meetings, or one-half or more of all meeting of such body held in one ealendar year, the remaining members of the multiple member body may, by a majority vote of the remaining members of such body, declare the office to be vacant, provided, however, that not less than ten days prior to the date said votes is scheduled to be taken the body has given in~~

~~hand, or mailed, by registered or certified mail, return receipt requested, notice of such proposed or pending vote to the last known address of such person.~~

~~**Section 7-12 Terms Of Office**~~

~~Notwithstanding any other provision of this charter which might appear to be to the contrary, whenever a person after having served for an initial term of years in a full time appointed town office is reappointed to the same office to succeed themselves, such reappointment shall be for an indefinite term not subject to further periodic reappointment, but subject to removal and or suspension in accordance with the procedures in section 7-8 of this charter.~~

ARTICLE 8

Transitional Provisions

Section 8-1 Continuation of Existing Laws

All the laws of the Commonwealth, special laws, town by laws votes, rules and regulations of or pertaining to the town which are in force when the charter takes effect and which are not specifically or by implication repealed directly or indirectly hereby, shall continue in full force and effect until amended or rescinded by due course of law or until they expire by their own limitation.

Section 8-2 Continuation of Government

All town agencies shall continue to perform their duties until reappointed, reelected, or until successors to their respective positions are duly appointed or elected, or their duties have been transferred and assumed by another town agency in accordance with the provisions of this charter.

Section 8-3 Continuation of Administrative Personnel

Any person holding an office or position in the administrative service of the town, or any person serving in the employment of the town shall retain such office or position and shall continue to perform their duties until provisions shall have been made in accordance with the charter of the performance of the said duties by another person or agency.

Section 8-4 Transfer of Records and Property

All records, property and equipment whatsoever of any office, department, or agency of part thereof, the powers and duties of which are assigned in whole or in part to another office or agency shall be transferred forthwith to the office, department or agency to which such powers and duties are assigned.

Section 8-5 Time of Taking Effect

This charter shall take effect upon its adoption by the voters of Townsend, except as is hereinafter provided:

(a) Forthwith following the election at which this charter is adopted each town agency shall designate some person to represent it at all sessions of the Town Meeting to be held in this calendar year, in accordance with the provisions of section 2-8.

~~(b) Until such time as the Town Meeting may act, by by law, to amend repeal or revise them, the following provisions shall have the force of town by laws:~~

- ~~1) **Date of Town Meetings** — The annual Town Meeting shall be held according to by law.~~
- ~~2) **Date of Town Elections** — The annual town election for the election of town officers shall be held according to by law.~~
- ~~3) **Town Administrative Organization** — Until such time as a different form of organization shall be provided, in accordance with the provisions of article 5 of this charter, the following outline of organization shall be operative:~~

~~The Board of Selectmen shall appoint:~~

- ~~• a Town Administrator;~~
- ~~• a Town Accountant and an Assistant Town Accountant;~~
- ~~• Constables;~~
- ~~• a Town Counsel;~~
- ~~• a Gas Inspector and alternate;~~
- ~~• a Wire Inspector and alternate;~~
- ~~• a Plumbing Inspector and alternate;~~
- ~~• a Building Commissioner and alternate;~~
- ~~• the Zoning Board of Appeals;~~
- ~~• the Conservation Commission;~~
- ~~• the Historic District Commission;~~
- ~~• the Personal Board (Town By law);~~
- ~~• the Board of Registrars (except Town Clerk who serves By law) and other Election Officials;~~
- ~~• a Police Chief, and Police Department and Communication Department;~~
- ~~• a Keeper of Lock Up;~~
- ~~• Crossing Guards;~~
- ~~• a Fire Chief and the Fire Department;~~
- ~~• a Hazardous Waste Coordinator;~~
- ~~• a Tree Warden and Town Forest Committee;~~
- ~~• the Ambulance Department;~~
- ~~• a Highway Superintendent and Highway Department;~~
- ~~• the Nashoba Valley Technical High School Committee;~~
- ~~• Inspector of Animals;~~

- ~~Animal Control Officer and an Assistant Animal Control Officer;~~
- ~~Townsend Cultural Counsel;~~
- ~~Band Concert Committee;~~
- ~~Computer Committee;~~
- ~~Council on Aging;~~
- ~~Industrial Development Committee;~~
- ~~Cable Television Committee;~~
- ~~Veterans Agent;~~
- ~~Land Use Coordinator;~~
- ~~Janitor;~~
- ~~Town Properties Committee (two members at large);~~
- ~~Abrams S. French Fund Committee;~~
- ~~American Flag Committee;~~
- ~~Parking Clerk.~~

~~(e) All town officers and all members of all boards, commissions and committees who have hereto before been elected and who will henceforth be appointed under the provisions of this charter, shall serve for the balance of the term for which they were elected, (subject of their retirement or resignation) but their successors shall be appointed.~~

~~(d) Forthwith following the election at which this charter is adopted a special committee of seven members shall be appointed by the Board of Selectmen to revise the by laws of the town in order to fully implement the provisions of this charter. The said committee shall submit a report and recommendations to the Town Meeting for adoption by a warrant article a session of the Town Meeting held not more than one year following the election at which the charter is adopted. At least two members of the said committee shall have been members of the charter commission appointed by the moderator.~~

~~(e). It is recognized that in the best long range interest of the Town of Townsend, that such assumption must be gradual and on a phased in basis.~~

~~(f) The provisions of section 6-2 of the charter shall not become effective until the year following the year in which the charter is adopted. and shall continue in such office, without further appointment, but subject to removal as provided in section 7-8.~~

~~(h) Until such time as the Town Meeting may act, by by-law, to adopt another manual or guide, the Town Meeting shall be governed by the rules of procedure in the accepted edition of "Town Meeting Time, A Handbook of Parliamentary Law", published by the Massachusetts Moderators Association.~~

~~(i) The report of the Finance Committee shall be printed and copies shall be made available for distribution to every person who shall request a copy thereof at the office of the Town Clerk. The reports shall be available at least seven days before the annual Town Meeting is scheduled to convene.~~

Section 8-6 Implementation of Changes in Terms of Office

- ~~(a) The elected incumbent in an office experiencing a term change shall continue to serve for the balance of the term for which they were elected. Upon the expiration of that term of office, the position will conform to the revised number of years specified within this charter.~~
- ~~(b) If an elected position has been changed to now being appointed per this charter, the official will serve out the current term to which they were elected.~~



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

3.1

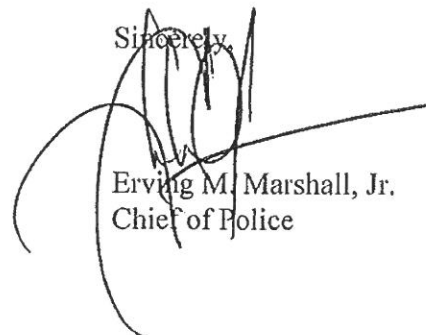
Erving M. Marshall, Jr.
Chief of Police

978-597-2242
978-597-6214

To: Board of Selectmen
From: Erving M. Marshall, Jr., Chief of Police
Re: Vacation Re-imbusement/Carry over
Date: June 15, 2015

With fourteen (14) vacation days remaining in FY 15 I would respectfully request that the Board approve the payment of four (4) earned but unused vacation days as has been done in the past and per contractual agreement and to also advise that it is my intention to carry over the remaining ten (10) days of vacation into FY 16.

Sincerely,



Erving M. Marshall, Jr.
Chief of Police


Cc: File

The Town shall reimburse the Chief of Police for any attorney's 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.

8. **ANNUAL VACATION, SICK AND PERSONAL LEAVE:**

The Chief shall be entitled to all leave benefits as outlined in the non-contractual Personnel Policy Benefits effective 07/01/96 inclusive of any revisions and under the terms of this Agreement as follows:

- 
- a) The Chief shall be entitled to thirty-five (35) days annual vacation leave. In the event that the Chief of Police does not use all vacation time during the fiscal year, the Chief will have the option to carry over not more than ten (10) vacation days in each fiscal year. In recognition of the demands serving as Chief of Police and due to unforeseen circumstances, with approval of the Board of Selectmen, the Chief of Police may be paid for his unused vacation time, not to exceed ten (10) days. Remaining unused vacation time shall be forfeited.
 - 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.
 - e) The Chief will be credited with a sick leave incentive day per quarter in the form of a personal day, which must be taken within the fiscal quarter in which it is earned, except for the day earned in the last quarter, which may be carried over and used within the first quarter of the next year.

9. **HOLIDAYS:**

The following days or days observed as such, shall be recognized as paid holidays:

New Years Day	Thanksgiving Day	Memorial Day
Washington's Birthday	Independence Day	Christmas Day
Columbus Day	Veterans Day	Labor Day
Martin Luther King Day	Patriot's Day	

If the holiday falls on a day off, the Chief will receive a day's pay.

If the Chief is required to work on a holiday, he will receive the holiday pay plus normal pay for all hours worked.



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

3.2


Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Assessors
Board of Health
✓ Board of Selectmen
Board of Water Commissioners
Cemetery & Parks Commission
Library Trustees
Planning Board
Recreation Commission
Trustees of Soldiers Memorials
Amanda Dwight Entertainment Fund Committee
Housing Authority

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 19, 2015

SUBJ.: Amendment to Personnel Policies & Procedures Manual
Seasonal Employees

The Recreation Commission requests an amendment to Article 5, Classification Plan, of the Non-Contractual Personnel Policies & Procedures Manual. The Town's Non-Contractual Personnel Policies & Procedures Manual states that all employees are subject to the Town's compensation plan. The stated purpose of the amendment is to allow departments to exclude seasonal employees from the compensation plan.

Chapter 90 Personnel Policies of the Townsend Code states: "Any noncontractual personnel policy and/or procedure of the Town as affirmatively voted and signed off by the majority of elected boards and commissions shall be applicable to all noncontractual Town employees." Therefore, in order to exempt seasonal employees from the compensation plan a majority of elected boards and commissions must vote to agree to the change.

In order to exempt seasonal employees from the compensation plan the following section of the Non-Contractual Personnel Policies & Procedures Manual must be amended. Deleted language is indicated with strikethrough and proposed language is underlined:

ARTICLE 5

5. CLASSIFICATION PLAN

It is the policy of the Town to establish and provide a uniform system for classifying all positions and to establish proper relationships between those positions not part of a bargaining unit based on the level of responsibilities assumed and the minimum qualifications required to perform the job so that the same schedule of compensation may be applied to each class ensuring equal pay for equal work.

Contents of the Classification Plan

All employees of the Town, excluding those within a collective bargaining unit, ~~or~~ under personal contract with the Board of Selectmen, or part time seasonal employees, will be employed in positions classified according to the Town's wage matrix. It will be the discretion of the Department Board, that the employee reports to, to decide if their part time seasonal employees are placed under the Town's matrix or not. The decision will be given to the Town Administrator in writing, within 10 days of the part time seasonal employee starting employment with the Town.

Note: The remaining provisions of Article 5 remain unchanged.

Approved by majority vote of the _____ this _____
(Elected board or commission)

day of _____, 2015.

Chairman's signature: _____.

Please return this form to the Board of Selectmen's Office by July 10, 2015.

June 11, 2015

RECEIVED
JUN 11 2015

MAIL

TOWN OF TOWNSEND
TOWN CLERK

Town of Townsend Board of Selectmen

272 Main St.

Townsend, MA. 01469

3.3

Re: Public Records Request/ Open Meeting Law Complaint

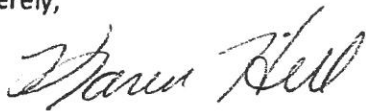
Selectmen Colin McNabb, Carolyn Smart, Gordon Clark,

I am writing to you in reference to two public records request that I submitted to the Townsend Conservation Commission on May 21, 2015. The 10 day response period has lapsed. I am including a date stamped copy of my requests.

Furthermore, I filed an Open Meeting Law Complaint with the Conservation Commission dated May 26, 2015. The Commission has yet to discuss this or post it on their Agenda. A date stamped copy is also enclosed.

I greatly appreciate your time with this matter.

Sincerely,



Karen Hill

914 Clark St.

Gardner, MA. 01440

978 630 4577

May 21, 2015

RECEIVED
MAY 21 2015

Town of Townsend Conservation Commission
272 Main St.
Townsend, MA 01469

TOWN OF TOWNSEND
TOWN CLERK

Re: Massachusetts Public Records Request

Town of Townsend Conservation Commission,

This is a request under the Massachusetts Public Records Law (M.G.L. chapter 66, Section 10). I am requesting all of the incoming and outgoing emails for the Conservation Agent, Leslie Gilbrilska, for the time period starting January 1, 2011 to present, omitting any correspondence from Kopelman and Paige. I am requesting that an uninterested party be allowed to review and redact information. My suggestions for these individuals are one of the following: Carolyn Smart (town employee/ Selectman), Town Clerks Office, or Information Technology Department. I am also requesting an index of all redacted items. I have provided a portable hard drive to facilitate the retrieval of the emails.

I recognize that you may charge for personnel time needed to comply with this request. If this estimate is greater than \$10.00, please provide me with a detailed fee estimate.

The Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

Karen Hill
914 Clark St.
Gardner, MA. 01440
978 630 4577

May 21, 2015

RECEIVED
MAY 21 2015

TOWN OF TOWNSEND
TOWN CLERK

Town of Townsend Conservation Commission/ Land-Use
272 Main St.
Townsend, MA 01469

Re: Massachusetts Public Records Request

Town of Townsend Conservation Commission/ Land-Use

This is a request under the Massachusetts Public Records Law (M.G.L. chapter 66, Section 10). I am requesting all of the incoming and outgoing emails for the Land-Use Coordinator and former Conservation Chairman, for the time period starting January 1, 2011 to present, omitting any correspondence from Kopelman and Paige. I am requesting that an uninterested party be allowed to review and redact information. My suggestions for these individuals are one of the following: Carolyn Smart (town employee/ Selectman), Town Clerks Office, or Information Technology Department. I am also requesting an index of all redacted items. I have provided a portable hard drive to facilitate the retrieval of the emails.

I recognize that you may charge for personnel time needed to comply with this request. If this estimate is greater than \$10.00, please provide me with a detailed fee estimate.

The Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing.

Sincerely,

Karen Hill
914 Clark St.
Gardner, MA. 01440
978 630 4577



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

RECEIVED
MAY 26 2015

Please note that all fields are required unless otherwise noted. TOWN OF TOWNSEND
TOWN CLERK

Your Contact Information:

First Name: Karen Last Name: Hill

Address: 914 Clark St

City: Gardner State: MA Zip Code: 01440

Phone Number: +1 (987) 630-4577 Ext. _____

Email: khill9@verizon.net

Organization or Media Affiliation (if any): _____

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/
town, county or region, if applicable): Town of Townsend Conservation Commission

Specific person(s), if any, you allege
committed the violation: Leslie Gabrilka

Date of alleged violation: 5/13/2015

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The violation is an ongoing violation. The Agent, Leslie Gabriliska, has failed to include her Agents Reports along with the approved Meeting Minutes. The last Agent Report was included in the 12/10/14 Minutes. Prior to that, the most recent one was 8/27/14, date stamped at the Town Clerks Office on 12/16/14.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Disiplinary action should be taken.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, will be considered a public record and available to any member of the public upon request. In response to such a request, the AGO generally will not disclose your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Frank J. Hill

Date: 5/26/15

For Use By Public Body For Use By AGO
Date Received by Public Body: Date Received by AGO:



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

3.4


Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 23, 2015

SUBJ.: Information Technology Support Services
Contract Recommendation

On June 16, 2015 the Town accepted price and non-price proposals for information technology support services. Three proposals were received: CTS Services, Inc., Radio Engineering Associates, and Akuity Technologies. Non-price proposals were reviewed by a technical review team which provided a recommendation to me. The review team did not have access to the price proposals. The review team's first choice based on the non-price proposals was Radio Engineering Associates.

I reviewed the price proposals. The price proposals were within a narrow range, from \$48,686 to \$50,000. Considering both the non-price proposals and the price proposals I find Radio Engineering Associates to be the most advantageous proposal.

I recommend the Board of Selectmen award a contract for information technology support services to Radio Engineering Associates from July 1, 2015 to June 30, 2016, according to the request for proposals and the non-price and price proposals received.



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

3.5


Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 23, 2015

SUBJ.: Fuel Bid: Contract Recommendation

On June 15, 2015 the Town of Pepperell accepted bids for fuel on behalf of the towns of Ashby, Pepperell, and Townsend. Bids were solicited for diesel fuel, unleaded gasoline, and #2 fuel oil. One bid for #2 fuel oil and diesel fuel was received. The #2 fuel oil base price is \$1.9328/gallon and the base price for diesel fuel is \$2.0041/gallon; OEP (profit) for each is \$0.1200/gallon. No bids were received for unleaded gasoline.

I recommend the Board of Selectmen award contracts for #2 fuel oil and diesel fuel to Shattuck Oil Company from July 1, 2015 to June 30, 2016, according to the invitation for bids and the bids received.



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

3.7

Colin McNabb, *Chairman*

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

Revised 6/22/15

DISPOSITION OF SURPLUS PROPERTY UNDER \$10,000

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 \$10,000 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 other items having no value, as determined by the department head and Town Administrator acting as designee of the Board of Selectmen, need not be disposed of according to this policy. Such items can be discarded without action by the Board of Selectmen.

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



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

6/17/15
Town Counsel
Revision

Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordo:
Office ()
Fax ()

3.7

DISPOSITION OF SURPLUS PROPERTY UNDER \$10,000
SELECTMEN'S POLICY #2015-01
Adopted _____, 2015

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

Cal 16/15
Version

Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

DISPOSITION OF SURPLUS PROPERTY UNDER \$10,000
SELECTMEN'S POLICY #2015-01
Adopted _____, 2015

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Andy Sheehan

From: Richard T. Holland <RHolland@k-plaw.com>
Sent: Wednesday, June 17, 2015 5:47 PM
To: Andy Sheehan (asheehan@townsend.ma.us)
Subject: Surplus_Property_under_10000_2015-06-16
Attachments: Surplus_Property_under_10000_2015-06-16.doc

Hi Andy,

See my tweak. Perhaps this addresses the concern? I think the attached is within the bounds of chapter 30B. If folks are abusing the policy than I would expect this would result in some intra-Town discipline. However, the Board can certainly decide to take this provision out if it wishes to do so. This is up to Board. Hope this helps.

Rick

Andy Sheehan

From: Garvin, Patrice <pgarvin@shirley-ma.gov>
Sent: Monday, May 11, 2015 7:49 AM
To: mhaddad@townofgroton.org; mandrews@town.pepperell.ma.us
(asheehan@townsend.ma.us)
Subject: Sponsored Legislation
Attachments: CHAPTER 71 PUBLIC SCHOOLS.docx; General Information.docx

3.9

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning,

Attached is legislation that the Town of Shirley has supported through its state representative, Representative Benson. Your support would be valued. Please let me know what your thoughts on this much needed change. In summary the legislation does the following:

1. If the Regional Schools desire more than 2 ½ percent increases the schools go to the voters and ask for an override.
2. If the state cuts regional school transportation the towns can charge the different in bus fees.
3. Special Ed is covered by the state

The Town of Shirley, like your Towns, needs more controls on school spending and ability to increase lost revenue.

Look forward to hearing from you.

Patrice

CHAPTER 71 PUBLIC SCHOOLS

Section

16B Budgets;

apportionment of expenses

Section 16B. The regional district school committee, by a two-thirds vote of all its members, shall annually determine the amounts necessary to be raised, after deducting the amount of aid such district is to receive pursuant to section sixteen D, to maintain and operate the district school or schools during the next fiscal year, and amounts required for payment of debt and interest incurred by the district which will be due in the said year, and shall apportion the amount so determined among the several municipalities in accordance with the terms of the regional school district agreement.

The amounts so apportioned for each municipality shall be certified by the regional school district treasurer to the treasurers of the several municipalities within thirty days from the date on which the annual budget is adopted by a two-thirds vote of the regional district school committee, but not later than April thirtieth. The regional school district treasurer shall include in the certification to each municipality a statement setting forth the amount which the district is to receive under said section sixteen D for the ensuing fiscal year and the proportionate share of such aid for such municipality, the amount, if any, by which the unencumbered amount in the excess and deficiency fund, so called, of the regional school district at the end of the preceding fiscal year, as certified by the commissioner of revenue pursuant to section sixteen B1/2, exceeded five per cent of the regional school district's operating budget and its budgeted capital costs for the current fiscal year, and the proportionate share of any such excess in said fund by which such municipality's assessment for the current fiscal year was reduced.

The regional school district treasurer shall provide a copy of the adopted budget to the chairmen of the boards of selectmen, chairmen of the finance committees, mayors, presidents of the city councils and the treasurers of the several municipalities.

Notwithstanding any provision of law to the contrary, the superintendent of schools of a regional school district may, on matters relating to the regional school budget, address the membership at a city council meeting, a town meeting or a meeting of the town council in a municipality having a town council form of government in cities and towns within the regional school district when the regional school budget is being considered.

The members of a regional school district, including a vocational regional school district, may elect to reallocate the sum of their required local contributions to the district in accordance with the regional agreement; provided, however, that the total sum of their required contributions shall not be decreased. Election shall be by approval of all members of the district. Approval of each member shall be given by majority vote at an annual or special town meeting, in the case of towns, or by majority vote of the council, in the case of cities. The commissioner of education shall be notified upon the adoption of this section by this district. Nothing in this section shall be construed to affect the calculation of the members' required local contributions for any succeeding year as provided by chapter seventy of the General Laws.

The annual regional school district budget as adopted by a two-thirds vote of the regional school district committee shall require the approval of two-thirds of the local appropriating authorities of the member municipalities. The regional school district budget so approved shall be apportioned between or among the member municipalities and paid in accordance with the terms of the agreement.

In the event that the regional school district budget in a regional school district is not approved by at least two-thirds of the member municipalities as required by this section, the regional school district committee shall have thirty days to reconsider, amend and resubmit a budget on the basis of the issues raised. The amounts required to be raised on account of the regional school district budget shall be reapportioned between or among the member municipalities by the regional school district committee

and a copy of the amended budget shall be provided, not later than seven days from the date the amended regional school district budget was adopted by the regional school district committee, to the chairmen of the boards of selectmen, chairmen of the finance committees, mayors, presidents of the city councils and treasurers of the member municipalities. With the approval of the commissioner of education, a regional school district committee may have an additional fifteen days within which to reconsider, amend and reapportion said budget. The respective amounts reapportioned between or among the member municipalities by the regional school district committee shall be recertified by the district treasurer to the treasurers of the member municipalities not later than seven days from the date the amended regional school district budget was adopted by the regional school district committee. Prior to the expiration of forty-five days from the date on which such budget was adopted by the regional school district committee, each member municipality shall hold a meeting of the local appropriating authority to act upon the appropriation of the budget so reapportioned and recertified to it. If the appropriating authorities of at least two-thirds of the member municipalities vote to appropriate the amounts so reapportioned and recertified to them, such budget shall be considered approved and shall be apportioned between or among the member municipalities and paid by them in accordance with the terms of the regional school district agreement. In the case of a regional school district having three or more members, if the appropriating authorities of more than one-third of the member municipalities vote not to appropriate the amounts so reapportioned and recertified to them, then the budget shall again be recommitted to the regional school district committee for action pursuant to this paragraph. In the case of a two-member regional school district, if the appropriating authority of either member municipality votes not to appropriate the amount so reapportioned and recertified to it, the provisions of the following paragraph shall apply.

~~The regional school district committee shall convene a special district-wide meeting open to all registered voters in both municipalities at which the amended regional school district budget, proposed by the regional school district committee, shall be considered. Such meeting shall be called pursuant to a warrant, under the hands of at least a majority of the regional school district committee, notice of which shall be given at least fourteen days prior to the date of such meeting. The warrant shall state the time, place and purpose of the meeting and shall be directed to the district secretary, who shall give notice by posting a copy in the city or town clerk's office and at least two other public places in each member municipality and who shall further provide notice by publishing a copy of said warrant in at least one newspaper in general circulation within the member municipalities. The boards of selectmen of the member municipalities in a joint meeting shall, by a majority vote of those present, appoint a town moderator or any other person acceptable to the boards of selectmen to act as moderator and the district secretary shall keep the record of such meeting. Approval of the regional school district budget shall require the affirmative vote of at least a majority of those present and voting thereon, by a counted vote. The regional school district budget so approved shall be apportioned between the member municipalities and paid by them in accordance with the terms of the regional school district agreement. If, after submission of the budget, no agreement is reached as to a budget for the regional school district, the district shall notify the Department of Education of a lack of a budget and the commissioner, or his designee, shall certify an amount sufficient for the operation of the district and order the appropriation thereof in an amount not less than 1/12 of the total budget approved by the region in the most recent fiscal year. Similar sums shall be certified and appropriated for each successive month to insure the continued provision of services by the district until such time as a budget is adopted and approved by the regional committee and member towns in the manner otherwise provided herein. In the event a budget is not adopted by December first in any year,~~

~~the department shall assume operation of the district and funds for same shall be deducted from local aid distributed to member towns.~~

A regional school district shall in any case where their budget request is in excess of two and one half percent (excluding new growth) notify each member town to request an override vote in accordance with existing statutory requirements. In a two member district the override must pass in each member community, greater member districts a majority of the communities must pass the override to be enforced in all member communities.

~~A member municipality of a regional school district having three or more members need not hold a meeting of its local appropriating authority to act upon the appropriation of amounts reapportioned and recertified to it if it has previously voted to appropriate for the regional school district an amount equal to or greater than the amount so recertified to it, notwithstanding the provisions of the fifth paragraph of this section. A municipality that does not hold such a meeting prior to expiration of forty five days from the date on which an amended budget was adopted by the regional school district committee shall be deemed to have voted to appropriate the amounts reapportioned and recertified to it.~~

At any time after the adoption of the annual budget, the regional district school committee may reduce the amount to be raised by assessment to the several municipalities and reapportion the reduced amount in accordance with the terms of the regional school district agreement for apportionment of costs. The regional school district treasurer shall recertify the amounts reapportioned to the treasurers of the several municipalities within thirty days from the date on which the regional district school committee votes to reduce the annual budget or assessments. If the recertification is made after the annual town meeting of a member town, the amount recertified shall be considered an amendment to the amount required to have been

appropriated at that meeting without the necessity for further action by the town, and, if the annual assessment of taxes has not been made, the municipal assessors shall include only the amount so recertified in making the annual assessment of taxes under the provisions of section twenty-three of chapter fifty-nine.

For the purposes of this section, a vote or votes by a local appropriating authority to appropriate the municipality's apportioned share of the regional school district budget shall constitute approval of the annual regional school district budget; provided, however, that any municipality's apportioned share may not be increased in the same fiscal year without approval of the local appropriating authority.

The clerk of each member municipality shall, within seven days following a vote concerning a regional school district budget or apportionment, certify in writing to the treasurer of the regional school district the results of such vote by the municipality.

This section shall apply to all regional school districts established under the provisions of a special law, notwithstanding any contrary provisions in any such special law.

Section 16C School transportation

Section 16C. The regional school district shall be subject to all laws pertaining to school transportation; and when the agreement provides for the furnishing of transportation by the regional school district, the regional school district shall be obliged to provide transportation for all school children in grades kindergarten through twelve and the commonwealth shall reimburse such district to the full extent of the amounts expended for such transportation; provided, however, that no reimbursement for transportation between school and home shall be made on account of any pupil who resides less than one and one-half miles from the school of attendance, measured by a commonly

traveled route. The commonwealth shall further reimburse such district to the full extent of the amounts expended for the transportation of pupils between school and a child care center licensed or approved by the department of early education and care or a child care facility which is part of a public school system or a private, organized educational system, in accordance with standards approved by the school committee; provided, however, that no reimbursement shall be made if the distance between the school and said facility is less than one and one-half miles, measured by a commonly traveled route, nor shall reimbursement be provided for transportation to a day care facility located outside the boundaries of the regional school district. The state treasurer shall annually, on or before November twentieth, pay to the regional school districts, subject to appropriation, the sums required for such reimbursement and approved by the commissioner of education.

In any case where the state fails to reimburse regional school districts the full amount of transportation costs using the mathematical computation as outlined above, the regional school district shall be able to charge a fee to the parents of children using busing, to cover the difference between state reimbursement and the actual cost of the annual transportation.

CHAPTER 71B CHILDREN WITH SPECIAL NEEDS

Strike Sections 5, 5.a and 8

Insert Section 5; The state of Massachusetts shall be responsible for the educational and transportation costs for children identified as Special Needs throughout the commonwealth.

General Evidence for Law Change(s)

1. Regional School Districts are authorized by law (MGL Cpter 71) They act and have legal standing to act as a quasi governmental entity (Much like a Municipal Government) they can;

- > Issue bonds (Create debt) And mandate payment from the communities (MGL 71, 14B d)
- > Bill towns for transportation costs (MGL 71 14B Para e)
- > Lease or purchase property for the Region (MGL 71 14C)
- > they can incur debt (MGL 71 14D)
- > they can call for elections (MGL 71 14E)
- > They can sue and be sued, but only to the same extent and upon the same conditions that a town may sue or be sued (MGL 71 16)
- > To receive and disburse funds for any district purpose (MGL 71 16 f)
- > Assess (Tax) member towns for any expenses of the district. (MGL 71 16 h)
- > Engage legal counsel. (MGL 71 16 j)
- > Enter into legal contracts (MGL 71 16 a)

The only thing a region school district does NOT have to do, which a city/town has to follow is Mass. Gen. Laws Ch. 59 § 21C, otherwise known as proposition 2 ½ And therein lies the problem that will, given time financially ruin cities and towns. As an example our new Regional School District has increased their assessment in excess of 5% each of the last 4 years of their existence at Town Meeting, while the community can only increase taxes at the rate of 2 ½ percent, creating cuts in other town services, taxes increases, structural deficits or a portion of all three. Towns by law are required to have a Town Wide vote (in addition to Town meeting vote/Selectmen Approval) to exceed the limits of MGL 59 21C

Regional School Districts being a quasi governmental entity as outlined above, should be required to adhere to existing funding limitations equal to their member towns.

Shirley is not the only community going through this financial crisis (And remember almost everyone at the state level supported this regionalization after no regions had been formed in years) Other communities are losing services (Police Officers, Fire, DPW) as funds for that purpose were diverted to pay for their regional school assessment and the override fail. It is absolutely outrageous that communities must sacrifice municipal services for the ENTIRE community to fund a quasi governmental entity that has no controls on spending that in our case is used by 25% or less of the population.

The ability to simply mail an assessment to a member community is a form of taxation without representation. If a Regional School empowered by legislation to act as a quasi governmental entity, with the power (and more) enumerated above has a valid case to request increases above the MHL 59 21C limitations, they should present it to the entire voting population of the member communities, as it is those people that will be paying the costs.

a. Regional Schools have a higher percentage of annual assessments than Town Operated Schools

b. MCAS (testing) results for Regional Schools do not equate to the higher assessment costs when compared to Town Operated Schools

c. . Regional School District have a higher administrative cost (per pupil) than do Town Operated Schools, generally above the State average (of \$502.00 per pupil spent on Administration)

Data Source: National Center for Education Statistics, U.S. Dept of Education and MA Dept. of Elementary and Secondary Education

2. Transportation;

One incentive offered by the State is to cover the costs of regional transportation, since the inception of this regional district costs have never been at 100% reimbursement. Creating another shortfall in the school operating budget.

We need to change the language to say that in cases where regional school district reimbursement is not at 100%, the regional school district can access the parents of those attending on a per child basis, the cost of the difference between reimbursement from the state and the actual cost of the transportation provided.

3. Special Needs

In partial defense of a Regional School District (or any School entity) One of, if not the biggest "budget buster" is Special Needs Education All sources of information point to one or two glaring realities. This is State/Federal mandated and the funding over the last 6-8 years has decreased or been level funded, when the cost to educate a special need Child steadily increase, one study below indicated a 56% increase from 2006-2012, while costs to educate non special needs has only increased 36% in the same period. (in our District one Special Needs choice in was going to cost approximately \$40,000.00 per year while the average child is at \$14,000.00) During this same six year period state funding/reimbursement have been level funded or declined.

This is in effect an unfunded mandate to School Districts that in turn affects the communities.

Therefore I would like to support your idea, and further it by introducing legislation that the State assumes all financial responsibilities for Special Need education, out of the State DESE operational budget. The State could have a better tracking system, the changing of schools for the Special Needs student would not have a drastic impact on the receiving school, the state could then better control costs by flattening out the program to insure uniform educational standards throughout Massachusetts School Districts and pay for those educational achievements. Making all of the Schools spend the same amount to educate these students, thereby insuring a uniform educational experience regardless of where this student goes. This

would also hopefully reduce the parents need to "School Shop" for the best education for their Special Need Child as all education would be alike.

In our School District Special needs costs are now over 20% of the budget and increase dramatically each year.

Some findings;

A 2012 report (attached) issued by MAAP Showed that between 2006-2012 costs for educating Special Needs increased by 56% as compared to 36% for non- Special Needs.

A 2010 Boston Globe Report "Special education costs have soared in local school districts during the past five years, driven by higher program costs, continued demand for those programs by parents, and cutbacks in state and federal aid. The costs have grown at double the rate of regular school budgets in about half of the area's school districts, even as schools have been forced to cut other services and lay off staff. Special education takes up about 20 percent of overall budgets statewide. State aid has been reduced as well, with the financial burden shifting more to the school districts. For example, the state in previous years had paid up to 70 percent of expenses for the severely handicapped, but that amount has slipped to about 40 percent. Federal grants have dried up, too, although federal stimulus money has helped stave off some layoffs. But because many special education programs are mandated by state or federal law, it is difficult to cut from those budgets. Instead, school officials turn to the regular budget for cuts, said officials.

Ayer/Shirley Regional Specifics for Law Change

Without this proposal or some form of cost controls and increased educational achievements you will see one or both of the events being initiated after Town meeting (given the schools request for funding this fiscal year)

a. A study initiated to discuss de-regionalizing the ARSD

b. At tax rate instituted at approx \$21.00 per thousand, which will then drive foreclosures to an all time high (as over 45% of our residents are at or within 2 years of retirement/fixed income)

	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>FY16</u> <u>(projected)</u>
AYER SHIRLEY REGIONAL					
SCHOOL DISTRICT					
Regional School Assessment	4,709,291.00	4,950,000.00	5,331,343.00	5,729,779.00	6,094,101.2
% variance		5.11%	7.70%	7.47%	10.87%

1. In 4 years of regionalization the assessments have been 5% or greater and have increased the cost to Shirley \$1,020,488.00 (FY12-15)
2. If announced increase for FY16 remains, in 5 years the cost to Shirley will be \$1,384,810.29 (FY12-16)
3. There has been no visible "Economies of Scale" in merging two school systems
4. The above numbers to NOT count the legacy costs left with Shirley, School Debt, Retirement, etc.

Chapter 70 Foundation Budget and Net School Spending	Year	2012	2013
	Actual Net School Spending	\$19,973,959	\$20,534,932
	Foundation Budget	\$16,879,384	\$17,419,519
Actual NSS Above Foundation Budget	Percent Above	18%	18%
	Required NSS Budget	\$17,743,809	\$17,960,436
Actual NSS Above Required Net School Spending	Percent Above	13%	14%

Source DESE

District Profile

Grades offered: PK-12

141 Washington St
Ayer, MA 01432
(978) 772-8600

Students: 1668
Elementary Schools: 2
Middle Schools: 1
High Schools: 1

Massachusetts District Ranking:

193rd (of 333 districts)

Ranking updates are approximately yearly, usually the same day the MA Dept. of Education releases their test scores. Last update for Massachusetts was September 19, 2014.

Each school is ranked by calculating an Average Standard Score across grades. The school with the highest Average Standard Score is ranked

Test scores included in the rankings include: MCAS English Language Arts, MCAS Mathematics, MCAS Science and Technology/Engineering, MCAS Biology, MCAS Chemistry, MCAS Introductory Physics, MCAS Technology/Engineering

Data Source: National Center for Education Statistics, U.S. Dept of Education and MA Dept. of Education

3.10

**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 "Surprise Birthday Party" to be held on **July 17, 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 **07/17/2015** 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: July 17, 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 "Surprise 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: _____

Andy Sheehan

From: Blake, Zachary H. <blakez@dor.state.ma.us>
Sent: Wednesday, June 17, 2015 8:30 AM
To: 'Andy Sheehan'
Subject: RE: DLS Technical Assistance

3.12

Hi Andy,

We're happy to provide assistance.

In your situation, we typically provide an update to the earlier financial management review or a more targeted review of a particular office, service or process.

Let me know what works best for you.

Take care,

Zack Blake

Department of Revenue ▪ Division of Local Services ▪ Technical Assistance Services
P.O. Box 9569, Boston, MA 02114-9569
P: 617.626.2358 | F: 617.660.3981 | E: blakez@dor.state.ma.us | Web: www.mass.gov/dls

From: Andy Sheehan [mailto:asheehan@townsend.ma.us]
Sent: Tuesday, June 16, 2015 2:59 PM
To: Blake, Zachary H.
Subject: DLS Technical Assistance

Dear Zack,

The Townsend Board of Selectmen is interested in taking advantage of the DLS Technical Assistance Section. Specifically, the Board is interested in an assessment of the Town's Financial Condition/Fiscal Health. If you recall, you and Scot Keefe came to Townsend in 2011 and performed a Financial Management Review (FMR). The FMR identified a number of improvements which we have been working to implement.

Before making a formal application, would an assessment of the Financial Condition/Fiscal Health be redundant with the FMR done in 2011? And, is it too soon for DOR to provide technical assistance again to Townsend?

Thanks in advance and I look forward to hearing from you.

Andy

Andrew J. Sheehan
Town Administrator
Town of Townsend
Townsend, MA 01469
978-597-1700 x1701
Fax: 978-597-1719
asheehan@townsend.ma.us



The Official Website of the Department of Revenue (DOR)

Department of Revenue

About DOR

Home > Local Officials > Municipal Data Management and Technical Assistance Bureau > Technical Assistance Services > List of Technical Assistance Services

List of Technical Assistance Services

The DLS Technical Assistance Section provides consultant services to cities and towns at no charge on municipal operations, government structure, and financial management. For additional details regarding our process or to make a request, [click here](#). See below for a complete list of services that our team can provide your community.

1. **Review Financial Operations** – We will review your core financial operations (or a single financial office) and, where necessary, make recommendations for improvement based on sound management practices.
2. **Assess Financial Condition/Fiscal Health** – We will assess your community's financial condition through the use of a scorecard and offer suggestions to improve the long-term outlook and strengthen fiscal health and flexibility.
3. **Analyze Government Structure** – We will analyze your current government structure and provide recommendations designed to improve the day-to-day management and the level of accountability across your municipal government.
4. **Prepare Costing Study/Determine Indirect Costs** – We will determine the full cost of providing a particular service such as water or sewer, or analyze the indirect costs in an enterprise fund to determine if they are appropriate.
5. **Evaluate Information Technology Systems** – We will evaluate your Information Technology systems to identify areas of potential risk and provide recommendations to ensure that systems are performing efficiently, that important data can be restored in the event of a disaster, and that systems are adequate and secure for the future.
6. **Explore Feasibility of Regionalizing/Consolidating Services** – We will explore the feasibility of regionalizing or consolidating government services either within a community or where two or more communities are involved.
7. **Examine Specific or Emerging Problems** – We will review various issues that may have created financial problems for your community, including those that have impacted a timely certification of property values, setting a timely tax rate, or that have been raised by your auditors in the management letter.

Recommended Content

People also viewed...

- Technical Assistance Services
- [click here](#)
- Ask TA a Question

You recently viewed...

- [click here](#)
- Technical Assistance Services
- Division of Local Services

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Division of Local Services' Technical Assistance Section

The Technical Assistance Section provides consultant services to cities and towns at no charge on municipal operations, government structure, and financial management. A complete list of our services can be found [here](#).

To prepare these analyses, our Technical Assistance team conducts on-site interviews with local administrators, department heads, and staff. In some cases, the list may expand depending on the scope of the community's particular project and may involve two or more site visits. We also review a wide range of municipal documents, including submissions to DOR. Depending on the kinds of services your community requests, we examine financial practices and procedures, policies to guide decisions, and internal controls. We confirm that the town is in compliance with state laws and regulations relating to municipal financial matters. We also examine how communication and government structure impact operations. The process concludes with a written analysis, which includes our observations, conclusions, and recommendations for improving government.

To request our services, a letter should be sent by the board of selectmen or mayor with reference to a formal vote approving the request for review. Requests can be forwarded to:

Zack Blake, Director of Technical Assistance
Division of Local Services
P.O. Box 9569
Boston, MA 02114-9569

If you need assistance with determining which service might benefit your community or defining the review's scope, please contact Zack Blake at 617-626-2358 or blakez@dor.state.ma.us.

Our ability to schedule services is subject to our current workload and staffing levels. Although the waiting list can result in moderate lead times, we make every effort to initiate your request as soon as possible."

3.13



The Official Website of the Governor of Massachusetts

Governor Charlie Baker

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Apply for a Community Compact

Apply for a Community Compact

- Governor Charlie Baker
- Lieutenant Governor Karyn Polito
- Cabinet
- Governor's Internship Program
- Councils, Cabinets, Commissions, Panels, & Task Forces
- Community Compact Cabinet**
- Compact Application
- Frequently Asked Questions
- Commonwealth Commitments
- Best Practice Areas
- Judicial Nominating Commission
- Staff

Welcome to the Community Compact application page. This page contains the formal application for a Community Compact.

Step 1 – Community: Choose your community from the dropdown list.

Step 2 – Contact Information: Include the contact's name, phone, and email. This should be the person who can be reached if there are questions about the Compact application.

Step 3 – Compact Signatory: Fill in who the compact signatory is. For a city, the signatory should be the Mayor or City Manager; in a town it should be the Chair of the Board of Selectmen; if a town with a town council, it should be the Town Manager/Administrator. These guidelines also apply to any application choosing Education as a best practice area.

Note: Each community is allowed to submit one application. Once a community submits an application, that community will no longer appear in the dropdown menu.

Step 4 - Regionalization: If you are participating in a Compact with several other communities, please check this box. You will then enter the names of the other communities you plan to partner with toward the same best practice.

Step 5 – Best Practice: Choose the best practice category from the dropdown and the best practice options will appear. After choosing the best practice you plan to implement, you will need to explain why in the next box. If you are choosing multiple best practice areas, simply repeat the steps. Communities may choose up to three best practice areas to implement.

Step 6 – Submission: Once you have completed the application, please click the submit button. You will not be able to save or review your application once you hit submit. You will receive notice via email confirming your application.

Upon submission, applications will be reviewed by the Senior Deputy Commissioner of Local Services. The purpose of the review is to ensure that the best practice or practices chosen are unique to the municipality and reflect needed areas of improvement. After review, the Division of Local Services will reach out to the community regarding next steps.

NOTE: You will need a passcode to fill out the form below. If you do not have a passcode, please contact DLS by sending an email to Daniel Bertrand at bertrandd@dor.state.ma.us.

Please enter the form password

Recommended Content

People also viewed...

- First Community Compact Applications Launched
- Exec. Order to Strengthen Municipal Partnerships Signed
- "Building Stronger Communities" Tour Kicks Off

You recently viewed...

- Community Compact Cabinet
- Division of Local Services
- Commonwealth Commitments - Community Compacts

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The Official Website of the Governor of Massachusetts

Governor Charlie Baker

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Best Practice Areas

Best Practice Areas

Governor Charlie Baker

Lieutenant Governor Karyn Polito

Cabinet

Governor's Internship Program

Councils, Cabinets, Commissions, Panels, & Task Forces

- Community Compact Cabinet
 - Compact Application
 - Frequently Asked Questions
 - Commonwealth Commitments
 - Best Practice Areas

Judicial Nominating Commission

Staff

EDUCATION Best Practices

Administration and Finance

Best Practice: Funding is assigned to the proper cost centers, costs are allocated appropriately between the municipal government and the school district, and costs and information is shared in a way that facilitates school-based budgeting. There is evidence that municipal and school administration and finance services are shared to realize economies of scale and may include the consolidation or regionalization of district administration. Data reporting is coordinated across all departments to align staffing and student data with financial reporting, and is consistent with DESE guidelines in order to facilitate benchmarking and comparisons to other schools and districts. Required data reports are sent to DESE through the School Interoperability Framework (SIF). Data reporting meets all quality assurance metrics for timeliness and accuracy.

Coordination and Collaboration – Professional Development

Best Practice: There is shared access to training and supports in regard to academic improvement best practices, with other schools in the same district, and with other districts (e.g. curriculum development, lesson plans, professional development, use of data to inform instruction, benchmark program finance, and track outcomes). Educational collaboratives and inter district agreements are utilized to achieve cost efficiencies and improve program offerings.

Coordination and Collaboration – Higher Education

Best Practice: There is evidence of partnership agreements with higher education institutions to improve articulation with college credit as well as to promote college and career readiness.

Coordination and Collaboration - Transitions

Best Practice: Transition supports are provided between early education and K-12 district and charter schools and demonstrate coordinated activities and resources that maximize families' access to supports promoting successful birth to eight transitions, with a specific focus on Kindergarten transitions.

Coordination and Collaboration – Early Education

Best Practice: There is evidence of partnerships with private providers in the provision of high quality early education and out of school time services to leverage existing resources, avoid duplication of services and enhance and streamline systems for children and families. The community can demonstrate local adoption of a framework to organize, align and integrate community efforts in early education and care, out of school time services, and family engagement.

ENERGY AND ENVIRONMENT Best Practices

Maximizing Energy Efficiency and Renewable Opportunities

Best Practice: There are documented and measurable energy use reduction goals; Clean power is generated locally; The municipal fleet is fuel efficient; Investments have been made in energy efficient municipal street lighting; Energy efficiency improvements and renewable thermal heating and cooling upgrades have been made to public facilities (e.g. housing and schools); Energy efficiency and renewable energy upgrades have been made to water/wastewater plants.

Climate Change Mitigation and Adaptation

Best Practice: There is plan to reduce greenhouse gas emissions and adapt to climate change; Regulations and incentives discourage new development in at-risk locations, enhance the resilience of existing development, and encourage mixed-use growth and travel by multiple modes to reduce emissions; Critical coastal and inland infrastructure, buildings, and energy facilities are prepared for more frequent and intense storms.

Sustainable Development and Land Protection

Best Practice: There is a Master, Open Space and Recreation, or other Plan to guide future land conservation and development; Smart growth consistent zoning has been adopted (e.g. techniques in the MA Smart Growth/Smart Energy Toolkit); Investments in infrastructure and land conservation are consistent with the MA Sustainable Development Principles.

Comprehensive Water Resource Management

Best Practice: There is a plan to supply and conserve water, manage stormwater, and treat and reuse wastewater; The MA Water Conservation Standards are being implemented; Municipal regulations promote green infrastructure and the use of low impact development techniques; An Enterprise Fund or other mechanism is in place to fund maintenance and replacement of water infrastructure.

Solid Waste and Site Cleanup

Best Practice: There is a documented plan and approach to Brownfield redevelopment; There is a solid waste master plan; Waste management best practices have been adopted (e.g. "pay as you throw").

Promote Local Agriculture

Best Practice: A right to farm by-law or ordinance has been adopted; The community supports access to fresh produce through the creation of farmers markets and/or establishment of urban agriculture (e.g. commercial ventures or community gardens); Farmland is conserved through acquisition and/or regulation; Sustainable forestry is encouraged.

FINANCIAL MANAGEMENT Best Practices

Budget Document

Best Practice: The annual budget is a municipality's most important annual policy-making document. As such, the budget document details all revenues and expenditures, provides a narrative describing priorities and financial challenges, and otherwise offers clear and transparent communication of community policies to residents and businesses.

Financial Policies

Best Practice: Sound financial policies provide important structure and consistency around local fiscal policy decisions and are documented and adhered to. This best practice is achieved by evidence of documented fiscal policies including reserve levels, capital financing, and use of Free Cash.

Long-range Planning/Forecasting

Best Practice: Financial forecasting and long-term planning help communities detect fiscal challenges earlier, develop strategies to address issues that emerge, and provide the context for analyzing multi-year contracts and other financial trends. There is a documented financial planning process and plan that assesses long-term financial implications of current and proposed policies, programs and assumptions.

Capital Planning

Best Practice: Funding capital needs on a regular basis is critical to maintaining publicly-owned assets and delivering services effectively. The community develops and documents a multi-year capital plan that reflects a community's needs, is reviewed annually and fits within a financing plan that reflects the community's ability to pay.

Review Financial Management Structure

Best Practice: A strong and appropriately structured finance team is critical to both the short- and long-term health of a municipality. Communities striving for this best practice will evaluate the structure and reporting relationships of its finance offices to ensure that they support accountability and a cohesive financial team process. To the extent that gaps are identified, the community develops a written plan for implementation of the desired finance team structure.

HOUSING AND ECONOMIC DEVELOPMENT Best Practices

Preparing for Success

Best Practice: There is a demonstrated ability to partner with the private sector, non-profits, and public sector organizations in order to advance the housing and economic development vision and goals of the community as evidenced by the successful completion of public/private/non-profit project(s).

Housing

Best Practice: There is a documented community-supported housing plan that accounts for changing demographics, including young families, workforce dynamics, and an aging population.

Infrastructure

Best Practice: There is a documented targeted 3-5 year capital plan with funding strategy for infrastructure that furthers commercial development and housing production.

Competitiveness

Best Practice: There is evidence of the continuous use of performance measures for the evaluation of how competitive the community is compared to other communities in terms of attractiveness for commercial development, and housing expansion.

Job Creation and Retention

Best Practice: There is a documented economic development plan which leverages local economic sector strengths, regional assets, encourages innovation and entrepreneurship, and demonstrates collaboration with educational institutions for the development of a workforce plan.

INFORMATION TECHNOLOGY Best Practices

Cyber Security

Best Practice: There is a documented cyber-security strategy, including policies, procedures and controls aligned with an industry standard security framework.

Transparency

Best Practice: There is a documented open data strategy including timelines for making municipal spending and budget information accessible from the city or town website in a machine readable and graphical format.

Business Continuity

Best Practice: There is a written disaster recovery and backup plan for critical municipal systems along with a documented plan to transfer paper documents to an electronic format and securely store backup electronic municipal data in locations geographically separated from the primary source.

Citizen Engagement

Best Practice: There is a documented citizen engagement strategy for deployment of technology solutions, including a public communication strategy and a professional development strategy to ensure that internal resources can effectively engage with users via technology.

Data Standards

Best Practice: There is a documented plan to implement generally accepted data standards in use at the national or regional-level to promote system interoperability, local data analysis and regional data analysis.

REGIONALIZATION/SHARED SERVICES Best Practices

Best Practice: In an era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements, productive partnerships between municipalities make sense for some communities. This best practices encourages regionalization of some services and sharing resources among municipalities. Technical assistance is available to help your community and potential municipal partners determine if regionalizing is the path to take.

TRANSPORTATION AND CITIZENS SAFETY Best Practices

Complete Streets

Best Practice: Complete Streets policies and programs provide accommodations for all users and modes, create safer and more livable neighborhoods, and encourage healthy transportation alternatives. The municipality will become certified through MassDOT and demonstrate the regular and routine inclusion of complete streets design elements and infrastructure on locally-funded roads.

Safe Routes to School

Best Practice: The community will show evidence of a comprehensive safe routes to school program which includes the prioritization of snow removal around schools and routes to schools as well as snow removal from bus stops, clearly marked crosswalks, safe sidewalks, safe student pick-up/drop-off areas free from congestion. The program will also include student education on pedestrian safety such as taking care in walking past driveways and through a parking lot, using cross walks, and crossing with a crossing guard.

A Safe and Mobile Future for Older Drivers

Best Practice: There is a documented plan to address the anticipated increase in older drivers in the years to come. The plan will include a goal for reducing crashes involving older drivers over the next five years, identification of the issues surrounding older driver mobility, including infrastructure improvements, education for older road users and the public with topics to include insurance and liability concerns, and medically impaired drivers, as well as identify and promote transportation options for older adults in the community.

Sharing Best Practices

Best Practice: Municipal Public Works Departments and Highway Departments can learn from each other and share best practices about technologies and operating, maintaining and managing the assets and departments for which they are responsible. Participation in the Baystate Roads Program (BSR) is a demonstration of implementing this best practice. The Baystate Roads Program is a federally and state funded program that provides and facilitates the sharing of state of the art planning, design, and operational information for city and town public works managers.

Citizen Safety

Best Practice: There are documented community-based programs to increase, pedestrian safety and motorcycle safety, and promote awareness of the use of seatbelts and child seats, the dangers of texting and distracted driving, the dangers of speeding and aggressive driving, and the dangers of driving while impaired. The community will demonstrate participation in the Commonwealth's Office of Public Safety and Security's trainings and conferences as well as the dissemination of public safety information to citizens.

Recommended Content

People also viewed...

- First Community Compact Applications Launched
- Exec. Order to Strengthen Municipal Partnerships Signed
- "Building Stronger Communities" Tour Kicks Off

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- Community Compact Cabinet
- Community Compact Frequently Asked Questions

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The Official Website of the Governor of Massachusetts

Governor Charlie Baker

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Commonwealth Commitments

Commonwealth Commitments

Governor Charlie Baker

Lieutenant Governor Karyn Polito

Cabinet

Governor's Internship Program

Councils, Cabinets, Commissions, Panels, & Task Forces

Community Compact Cabinet

Compact Application

Frequently Asked Questions

Commonwealth Commitments

Best Practice Areas

Judicial Nominating Commission

Staff

As a sign of its commitment to an improved partnership with cities and towns, the Baker-Polito Administration:

- Intends to be a reliable partner on local aid.
- Pledges to work with our partners in the Legislature toward earlier local aid formula funding levels.
- Will work to make available technical assistance opportunities for cities and towns as they work toward best practices.
- Will not propose any new unfunded state mandates, and we will look at existing mandates with a goal toward making it easier to manage municipal governments.
- Will give special attention, in its review of state regulations, to those that affect the ability of municipalities to govern themselves.
- Pledges to work closely with municipal leaders to expand opportunities to add municipal voices to those state boards and commissions that impact local governments.
- Will introduce incentives for municipalities that sign Compacts in existing and proposed state grant opportunities, including proposals for technical assistance grants available only to compact communities.
- Will identify ways to expedite state reviews that can often slow down economic development opportunities or hinder other municipal interests.

Recommended Content

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- "Building Stronger Communities" Tour Kicks Off
- Exec. Order to Strengthen Municipal Partnerships Signed

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- Community Compact Application
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Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

3.14

Colin McNabb, *Chairman*
Andrew J. Sheehan,
Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: June 19, 2015

SUBJ.: Goals - Status Report

The Board of Selectmen spent substantial time and effort in developing and ranking a list of goals. The top four categories were Financial Sustainability, Policies & Procedures, Employees – Existing, and Information Technology. Each category identified individual tasks and there were nearly forty tasks identified within the four top categories.

In December 2014 the following goals and tasks were adopted. In *italics* I have provided a status of each item in the list adopted by the Board:

- Financial Sustainability: *Substantial progress has been made in this critical area.*
 - Balanced budgets: *The FY16 operating budget presented to and adopted by Annual Town Meeting was balanced. The budget was balanced using a modest amount (\$80,371) of stabilization. This was necessitated largely due to an unexpected increase in the local contribution for regional schools as a result of the application of the Education Reform Law that governs school funding.*
 - Investigate new revenue sources: *This is continuous and ongoing effort.*
 - Delinquent tax collections and tax titles: *This is a continuous and ongoing effort initiated by Tax Collector Beth Ann Scheid and continued by Treasurer-Collector Deborah Kristoff. Ms. Kristoff recently sent notices for FY13 delinquencies. A tax title advertising will be made in the coming weeks. In the coming year a similar effort will be made for FY14 and FY15 delinquencies in order to bring us current.*
 - 5-year budget projection: *The revenue portion of this effort is complete; the expenditure portion is expected to be completed prior to the start of the next budget cycle.*

- Retiree health insurance: *This item has been discussed extensively over recent months. Additional direction is needed from the Board of Selectmen before developing a formal presentation to employee groups.*
- Policies & Procedures: *Less progress has been made in this category than was hoped.*
 - Transparency, good conduct, responsible government: *Progress remains elusive in this area.*
 - Quarterly reports from departments: *Quarterly reports began in 2015, commencing with Q1 reports in early April.*
 - Financial policies: *Draft financial policies are approximately 75% complete. These will be fine-tuned by the finance staff in the coming months and presented to the Board of Selectmen and Finance Committee for review and adoption.*
 - Personnel policies: *Some progress has been made on this item. This is a large project that will demand an extensive time commitment by many parties.*
 - BOS policy manual: *Some progress has been made on this item; additional work remains.*
- Employees – Existing: *Some progress has been made in this area. For several of these items additional direction is required from the Board of Selectmen.*
 - Training for department heads, employees, boards/committees: *Open Meeting, Conflict of Interest, Public Records, bullying, sexual harassment: There are many areas where training is needed. Direction is required from the Board of Selectmen on this item.*
 - Transparency and compliance with laws: *Open Meeting, Ethics, personnel policies, etc. Discernable progress has not been made in this area and additional guidance is required from the Board of Selectmen.*
 - Annual performance evaluations for department heads: *Performance evaluations were submitted by many departments. I will be performing evaluations on direct reports in the coming weeks.*
 - Safety committee: *A Safety Committee has not been established.*
- Information Technology: *Progress is being made in this area and substantial steps remain to be taken in the coming year.*
 - Implement IT assessment recommendations: *operating system, email, security, reliability, hardware/software: Townsend Technologies has implemented several of the assessment recommendations. Funding was delayed by the postponement of the fall Special Town Meeting, delaying implementation by about two months. The remaining components of the assessment will be implemented in FY16.*
 - Computer upgrades: *Most of the new computers have been installed with updated software and operating systems.*
 - Improve internet speed and reliability: *Progress remains to be made in this area.*
 - Explore fiber connections between buildings: *The Fire-EMS Headquarters donation project is expected to provide a fiber link to the Police Station. Town Hall and other buildings will be able to connect to this fiber network.*

I look forward to discussing these goals in more detail.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

4.1

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

To: Andrew Sheehan, Town Administrator
From: Mark Boynton, Fire Chief (MRA)
Subject: On-Call Firefighter New Hires
Date: June 23, 2015

Respectfully request the Board of Selectmen approve the hiring of the following personnel to join our team.

All have been recommended by an interview panel consisting of Townsend Fire/EMS Officers, staff and Paramedics.

All have successful completed an pre-employment physical and CORI background check.

David Hoffman – 221 North End Rd, Townsend – On-Call Firefighter.
Colton Peladue – 75 Chestnut Street, Pepperell – On-Call Firefighter.
Andrew Shepherd – 90 Old Meeting House Rd. Townsend – On-Cal Firefighter.



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

A.2

Colin McNabb, *Chairman*
 Andrew Sheehan,
 Town Administrator

Carolyn Smart, *Vice-Chairman*

Gordon Clark, *Clerk*
 Office (978) 597-1700
 Fax (978) 597-1719

FY2016 APPOINTMENTS OF PERSONNEL/OFFICIALS
JUNE 23, 2015

Appoint the following individuals to the named position for the stated term:

Abram S. French Fund Committee

for a one-year term effective July 1, 2015 to June 30, 2016:

Renee Fossey Cheryl Simoneau Paul E. Sweet

Americans with Disabilities Act Coordinator

for a one-year term effective July 1, 2015 to June 30, 2016:

Richard Hanks

Board of Registrars

for one-year terms from July 1, 2015 – March 31, 2018:

Catherine Thrasher

Alternate Building Commissioner/Zoning Enforcement Officer

for one-year terms effective July 1, 2015 to June 30, 2016: Bentley Herget and Peter Niall

Constable

for a three-year term from July 1, 2015 – June 30, 2018:

William R. Martin, Jr.

Council on Aging

for two year terms effective July 1, 2015 to June 30, 2017:

Edward Snapp Valerie Adams Jan Wesson

for three year terms effective July 1, 2015 to June 30, 2018:

Jane Jackson Jerrilyn Bozicas

Cultural Council

for a three-year term effective July 1, 2015 to June 30, 2018:

Katherine Barrett

Energy Committee

For a two year term effective July 1, 2015 to June 30, 2017:

Edward Hermann

For a three year term effective July 1, 2015 to June 30, 2018:

Michael Brown

Fire-EMS Department

Chief of Department

Mark Boynton

Full-Time Operations Captain/EMT-B

for one-year terms from July 1, 2015 – June 30, 2016:

Michael Grimley

Full-Time Firefighter – EMT - I

for one-year terms from July 1, 2015 – June 30, 2016:

Benjamin Niemiera

Full-Time Code Enforcement-FPO/EMT-B

for one year terms from July 1, 2015-June 30, 2016:

Leon Niemiera

On Call Deputy Chiefs

for one-year terms from July 1, 2015 – June 30, 2016: John Elliott Gary Shepherd

On-Call Captains

For one year terms effective July 1, 2015 to June 30, 2016:
Jeffrey Cormier, EMT-B William Elliott

Per Diem Captain-EMS Coordinator

For one year term effective July 1, 2015 to June 30, 2016: Miles Childs, EMT-P

On-Call Lieutenants

for one-year terms from July 1, 2015 – June 30, 2016:
Richard Carlson Wanda Goodwin, EMT-P Kris Klein, EMT-B
Brian Mayer, EMT-B Brian Metivier

Per Diem Lieutenant

for one-year terms from July 1, 2015 – June 30, 2016: Eric Modica, FF/EMT-B

On-Call EMTs

for one-year terms from July 1, 2015 – June 30, 2016:
Sasha Carrucini Jessica Fellows Maria Imperiali Jean Nichols

Per Diem EMT

for one-year terms from July 1, 2015 – June 30, 2016: Robert Guinard

On-Call EMT - I

for one-year terms from July 1, 2015– June 30, 2016: Steven Gay

On-Call Firefighters

for one-year terms from July 1, 2015 – June 30, 2016:
Jeffrey Beal Kathleen Beal Brian Borneman Cody Collins
Matthew Cormier Austin Cote Duane Creighton Ryan Cronin
Randy Girard David Hoffman Brett King Cory Lopez
Michael Marchand Steve Mongelli James Normington Colton Peladeau
Andrew Shepherd Michael Sodano David Stevens Andrew Virotsko
Michael Virotsko Michael Whittier

On-Call Firefighter - EMTs

for one-year terms from July 1, 2015 – June 30, 2016:
Greg Galeota Derek Maskalenko David Mazza Kevin Pena

On-Call Firefighter – EMT – I

for one-year terms from July 1, 2015 – June 30, 2016: Jon Kinney

On-Call Firefighter – Paramedics

for one-year terms from July 1, 2015 – June 30, 2016:
Nicole Carter Eric Mannion Ben Simmons Kurtis Triehey
John Tuomi

Per Diem Firefighter-Paramedic

For a one year term effective July 1, 2015 to June 30, 2016:
Brian Cohen Andrew Perry

Per-Diem Paramedics

for one-year terms from July 1, 2015 – June 30, 2016:

Jacqueline Becker	Shawn Carlin	Anthony Caruso	Chris Cotter
Thomas Dardas	Francesco DeMaio	Albert Deschler	Joshua McCrillis
Everett Olson, III	James Pelletier	Joseph Reger	Jeffrey Ruppel
Marty Scott	Jeremy Stebbins	William Stone	William Thorpe

Chaplains – Volunteer

for one-year terms from July 1, 2015 – June 30, 2016:

Shayna Appel	Kevin Patterson
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Photographer – Volunteer

for one-year terms from July 1, 2015 – June 30, 2016:

Eric Fellows

Gas Inspector and Plumbing Inspector

for a one-year term effective July 1, 2015 to June 30, 2016:

Richard M. Kapenas

Alternate Gas Inspector and Alternate Plumbing Inspector

for a one-year term effective July 1, 2015 to June 30, 2016:

Gary Williams

Historic District Commission

For three-years effective July 1, 2015 to June 30, 2018:

Susan Gerken	Niles Busler (Alternate)	Eino Kauppi
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Inspector of Animals

for a one-year term effective July 1, 2015 to June 30, 2016:

John King

Keeper of the Lockup

for a one-year term effective July 1, 2015 to June 30, 2016:

Erving Marshall, Jr.

Montachusett Joint Transportation Committee

For a one-year term effective July 1, 2015 to June 30, 2016:

Ed Kukkula

Montachusett Regional Planning Commission

for a one-year terms effective July 1, 2015 to June 30, 2016:

Laura Shifrin (Alternate)

Municipal Hearings Officer

for a one-year term effective July 1, 2015 to June 30, 2016:

Andrew Sheehan

Parking Clerk

for a one-year term effective July 1, 2015 to June 30, 2016:

Kathleen Spofford

Planning Board, Associate Member

For a one year term effective July 1, 2015 to June 30, 2016:

Jerrilyn T. Bozicas

Police Department

Chief of Police

Erving M. Marshall, Jr

Full-time Police Officers

for a one-year term effective July 1, 2015 to June 30, 2016:

Mark Giancotti, Lieutenant	John Johnson, Sergeant	Kimberly Mattson, Sergeant
Randy Girard, Sergeant	James Marchand, Officer	Thaddeus Rochette, Officer
George Reidy, Officer	Mark Francis, Officer	David Phillips, Officer
James Landi, Officer	Brent Davis, Officer	Michael Marchand, Officer
Jeffrey Giles, Officer		

Reserve Police Officers

for a one-year term effective July 1, 2015 to June 30, 2016:

Tony Brennan, Reserve Officer	Christopher VanVoorhis, Reserve Officer
Austin Cote, Reserve Officer	Thomas Kalil, Reserve Officer
David Mazza, Reserve Officer	Jospeh Quinn, Reserve Officer

Telecommunicators

for a one-year term effective July 1, 2015 to June 30, 2016:

David Mazza, Communications Supervisor/IT Manager
Diane Babineau, Senior Telecommunicator
Nim Collins, Telecommunicator
Rebecca Borneman, Telecommunicator
Jessica Fellows, Telecommunicator
Michael Grimley, Telecommunicator/Part-time
Jean Nichols, Telecommunicator/Part-time
Janet O'Loughlin, Telecommunicator/Part-time
Jeffrey Cormier, Telecommunicator/Part-time
Catherine Whitney, Telecommunicator/Part-time
Amy Wolfgang, Telecommunicator/Part-time

Agents for the Licensing Authority

for a one-year term effective July 1, 2015 to June 30, 2016:

Erving M. Marshall, Jr., Chief of Police	
Mark Giancotti, Lieutenant	John Johnson, Sergeant
Kimberly Mattson, Sergeant	Randy Girard, Sergeant

Animal Control Officer

for a one-year term effective July 1, 2015 to June 30, 2016:

Mary Letourneau

Matrons

for a one-year term effective July 1, 2015 to June 30, 2016:

Jean Nichols	Janet O'Loughlin
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Volunteers for the Townsend Police Department

for a one-year term effective July 1, 2015 to June 30, 2016:

William E. May	Robert Camelio	Charles Giantucco
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Crossing Guard

for a one-year term effective July 1, 2015 to June 30, 2016:

Patricia O'Reilly

Special Police Officers

for a one-year term effective July 1, 2015 to June 30, 2016:

ASHBY

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

GROTON

Donald L. Palma, Jr., Chief	Kevin T. Henehan, Officer
James A. Cullen, III, Lieutenant	Michael A. Lynn, Officer
Derrick J. Gemos, Sergeant	Rachael E. Mead, Officer
Edward P. Sheridan, Sr., Sergeant	Irmin L. Pierce, III, Officer
Paul R. Connell, Sergeant	Dale P. Rose, Officer
Jason M. Goodwin, Sergeant	Edward J. Bushnoe, Reserve Officer
Cory E. Waite, Detective	Gregory W. Steward, Reserve Officer

Nicholas C. Beltz, Officer
Robert L. Breault, Officer
Peter S. Breslin, Officer
Gordon A. Candow, Officer
Omar A. Connor, Officer
Timothy Cooper, Officer

Stephen McAndrew, Reserve Officer
Patrick Timmins, Reserve Officer
Bethany K. Evans-Bonczar, Reserve Off
Victor Sawyer, Reserve Officer
Kathleen Newell, Reserve Officer
Michael Ratte, Reserve Officer

LUNENBURG

James P. Marino, Chief
Michael Luth, Lieutenant
Thomas L. Gammel, Sergeant
Sean J. Connery, Sergeant
Jack A. Hebert, Sergeant
Jeffrey Thibeodeau, Det/ Sgt
Jonathan Broc, Officer

Robert D. DiConza, Officer
Peter Lekaditis, Officer
Bradley McNamara, Officer
Joshua Mathieu, Officer
Deven O'Brien, Officer
Joshua Tocci, Officer
Sean Zrate, Officer

Stanley W. Barney, Reserve Officer
Zachary Bilotta, Reserve Officer
Benjamin Campbell, Reserve Officer
Robert DaCosta, Reserve Officer
Paul Grunditz, Reserve Officer
Lacob LaChance, Reserve Officer
Donald Letarte, Reserve Officer

Lisa Melnicki, Reserve Officer
John Monichiello, Reserve Officer
John Morreale, Jr.
Julienne Salas, Reserve Officer
Quinn Smith, Reserve Officer
Chad Stateler, Reserve Officer

PEPPERELL

David J. Scott, Chief
Todd Blain, Lieutenant
Alan Lessieur, Sergeant
Armando M. Herrera, Sergeant
Nick Parker, Sergeant
William Greathead, Sergeant
Richard Smith Officer
Steven Burke, Officer
Bruce Haskins, Officer

Jared Carrubba, Officer
Fabrizio Vestri, Officer
Stephen Mulkerin, Officer
Thomas Maskalenko, Detective
Jeremiah Friend, Officer
Ryan Coyle, Officer
Steven Bezanson, Reserve Officer
David Querze, Reserve Officer
Paul Nelson, Reserve Officer

SHIRLEY

J. Gregory Massak, Chief
Peter D. Violette, Sergeant
Alfreda H. Cromwell, Sergeant
Samuel Santiago, Sergeant
Craig K. LaPrade, Officer
Everett W. Moody, Jr., Officer

Gregory Gushlaw, Officer
Brandon Bruin, Officer
Jason Strniste, Officer
Leslie Hampson, Reserve Officer
Robert Pacetti, Reserve Officer
Merkendrick Jackson, Reserve Officer

Sealer of Weights and Measures

for a one-year term effective July 1, 2015 to June 30, 2016:

Eric E. Aaltonen

Tree Warden

for a one-year term effective July 1, 2015 to June 30, 2016:

Donald Massucco

West Townsend Reading Room Committee

for a one-year term effective July 1, 2015 to June 30, 2016:

Sharon Araujo Lois Rearick

Wiring Inspector

for a one-year term effective July 1, 2015 to June 30, 2016:

William F. Choate

Alternate Wiring Inspector

for a one-year term effective July 1, 2015 to June 30, 2016:

Daniel Cushion



A.3

Council On Aging
Townsend Senior Center

16 Dudley Road
Townsend, Massachusetts 01469

TEL: 978-597-1710
BUS: 978-597-1730
FAX: 978-597-1720

June 22, 2015

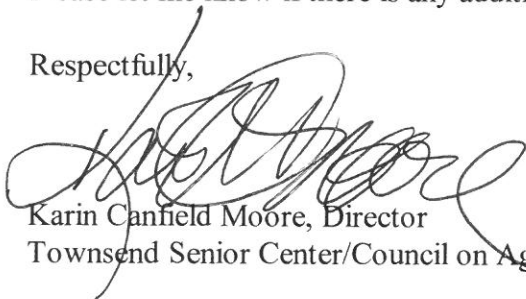
Andrew J. Sheehan, Town Administrator
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Mr. Sheehan,

At their meeting held Tuesday, June 9, 2015, the Council on Aging unanimously voted to appoint and hire Janet E. Coté as Outreach Worker for the Council on Aging. We request the Board of Selectmen approve and confirm her appointment.

Please let me know if there is any additional information you need in this matter.

Respectfully,



Karin Canfield Moore, Director
Townsend Senior Center/Council on Aging

cc: Board of Selectmen
Council on Aging