



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

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

Colin McNabb, *Vice-Chairman*

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

AGENDA
FEBRUARY 24, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions:
- 1.5 Town Administrator updates and reports. Votes may be taken.
- 1.6 Board of Selectmen announcements, updates, and reports. Votes may be taken.
- 1.7 Approval of meeting minutes: February 3 and February 10, 2015. Votes may be taken.

II APPOINTMENTS AND HEARINGS

- 2.1 6:05 North Middlesex Regional School District FY16 Budget: Superintendent Joan Landers will be present to discuss the budget for the upcoming year. Votes may be taken.

III MEETING BUSINESS

- 3.1 Sign and disclose the contracts with Police Lieutenant Mark Giancotti and Police Chief Erving Marshall, Jr. If necessary the Board may enter Executive Session pursuant to GL c. 30A, s. 21(a)(2). Votes may be taken.
- 3.2 Update on inspections fees for the North Middlesex Regional High School building project. Votes may be taken.
- 3.3 Review correspondence from Town Administrator Andrew Sheehan requesting that the Board of Selectmen indicate its intention to negotiate a successor employment contract. Votes may be taken.
- 3.4 Review and approve the Board's 2014 Annual Report. Votes may be taken.
- 3.5 Discuss vacancy postings for Department Assistant in the Accounting Department and Collections Clerk in the Treasurer-Collector's Office, per request of Carolyn Smart. Votes may be taken.
- 3.6 FY16 revenue update. Votes may be taken.
- 3.7 FY16 operating budget: continue discussion of the FY16 operating budget. Votes may be taken.
- 3.8 Review and approve Personnel Policy amendment to move from weekly to biweekly payroll. Votes may be taken.
- 3.9 Review correspondence announcing the Ride to End Alzheimer's to take place on July 18, 2015. Votes may be taken.
- 3.10 Review request from Fire-EMS Chief Mark Boynton to accept a grant in the amount of \$13,923 from the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts, and Greater Lowell Community Foundation with funds being used to purchase a Lucas Cardio Pulmonary Resuscitation machine. Votes may be taken.

- 3.11 Review and approve request of Fire-EMS Chief Mark Boynton to declare surplus a 1981 Pierce Fire Engine referred to as Engine 6, thirteen sets of ten year old firefighter turn-out gear (pants and coats), and fifty VHS training tapes. Votes may be taken.
- 3.12 Review and comment on Planning Board Mandatory Referral on the application of Riverbank Development LLC for a Site Plan Review Special Permit and Special Permits associated with the construction of a fire station at 13 Elm Street. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve request of Fire-EMS Chief Mark Boynton to hire Shawn Carlin, Jason Belanger, and Brian Cohen as Firefighter/Paramedics for a term from February 24, 2015 to June 30, 2015. Votes may be taken. Votes may be taken.
- 4.2 Review and approve the recommendation of Town Accountant Theresa Walsh to fill the vacancy of Department Assistant in the Accounting Office. Votes may be taken.

V WORK SESSION

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

VI EXECUTIVE SESSION: pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. Votes may be taken.



1.7

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MINUTES
FEBRUARY 3, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:01PM the Chairman called the meeting to order. Roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 3.13; amend 3.4, 4.1, and 4.2.
- 1.5 Town Administrator updates and reports.
 - Town Administrator Andrew Sheehan (AS) reminded that there will be a BOS meeting next week February 10, 2015. On that agenda will be representatives of BETA Corp. presenting a pavement management plan.
 - A lot of attention, time, energy and money had been put towards snow removal in the last week. Town Administrator Andrew Sheehan (AS) pointed out that 5 feet of snow has fallen in the last week. Thanks go out Highway Superintendent Ed Kukkula, all the people at the Highway Department and all the contractors brought in, the Cemetery Department for clearing municipal parking lots, Marl Mercurio, the Water Department for clearing hydrants, and the public safety staff who do not get snow days. AS extended sincere gratitude to all.
 - Information for residents: the Highway Dept. will be pushing back snow banks to make room for more snow and open up intersections and visibility.
 - AS and Superintendent of NMRHS, Joan Landers (JL), have been working on a first draft of the budget to present at next week. There are still a lot of unknowns at this point: no indication on local aid. Working with available information and presenting next Tuesday. Given the amount of chatter on social media, next meeting is a good time for the public to come and share information and input.
 - Water Dept. will be going to a lockbox service through Century Bank, in February similar to the lockbox being used for real estate taxes. The remittance envelope will not be Town Hall but a processing center in Medford.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CM gave an update on the benefits survey, which he will be bringing to the next meeting for review.
 - CM asked about the snow and ice budget, AS responded that the deficit was about \$130,000.
 - CM discussed the email from Townsend Recreation Commission and the old bank building. It was decided that if needed it would be put on a future agenda.

- CM read a letter of thanks from Ruth Carbone to the Highway Dept.
- CM offered his condolences to the Mazza family on the loss of their son.
- CS would like to possibly add discussing the additional Chapter 90 money with Ed Kukkula at a future meeting.
- CS brought up a letter that was received from Richard Hanks regarding High School inspection and permitting fees. SL suggested holding off right now as it would be part of the upcoming discussion.
- CS discussed that the policies would need to be updated to accommodate the bi-weekly pay that would be starting for employees. SL requested the CS put that in a memo to AS to be put on the next agenda.
- SL attended the recent MMA annual meeting and found it very informative regarding the open meeting law as well as board collaboration.

1.7 Approval of meeting minutes: January 6 and 13, 2015. CS moved to approve the meeting minutes for January 6 and 13, 2015. CM seconded. SL asked AS if the title had been changed, AS confirmed it had. Unanimous.

II APPOINTMENTS AND HEARINGS

2.1 6:15 North Middlesex Regional High School inspections: discussion of inspection fees for the High School building project. School Committee member Rob Templeton (RT), began the discussion explaining the owner's project manager (OPM) Peter Collins (PC) and the designers and what they would be doing. SL requested a summary of what the responsibilities would be of both the OPM and the designer. PC explained that he would be the onsite representative, working collaboratively with the building department, the building commissioner and the designer. There will be on site reporting, documenting, inspection timeline and monitoring progress. Making sure certain aspects of the time line are being met as well as scope, budget, and quality of the project from the construction phase. Reporting back to the committee on all of these aspects.

Lorraine Finnegan (LF) is the project manager for the design team and architect. The designer is responsible for the architectural and engineering, for generating the contract documentation and specifications that form the contract, and providing the initial construction compliance certificate which is a pre-construction affidavit that is provided to the building inspector for issuance to the general contractor. This will say that the building has been designed in accordance with building codes. There will be an on-site lead representative at the construction meetings. The team of engineers typically go out monthly as the work is going on, to observe the construction as it proceeds and to note any deficiencies that are not in compliance with the contract documents. The architect is the interpreter of the contract. At the end of the project, inspections are performed and the punch list is completed. Once work has been satisfactorily completed, a substantial completion certificate is issued.

The group discussed the project timeline, budget, permits and fees, and recommendation from the Town Accountant on how to proceed with project budget. AS advised that the DOR suggested a departmental revolving account that would be authorized by Town Meeting which would offset fees for inspections. The revolving account would be separate from Building Department budget and wage lines. CS voiced concern over waiting until the May Town Meeting for this authorization to take place. SL discussed possibly assessing the funds at separate intervals. SL asked which inspections would need to take place when, LF said that a building permit would be required to break ground. SL asked the plumbing inspector when permits would be needed, which was explained in detail, as well as time and fees that would be incurred. CM suggested that an initial assessment amount be decided on for inspection services. AS clarified that the amount in the fund was not the issue, but the process of payment. CS suggested a breakdown of what would be charged for what permit/inspection. SL suggested that once the revolving fund was established, begin with a \$100,000 assessment. AS added that the initial

\$350,000 discussed last year by the Board was for budgeting purposes, not a guarantee of what would be paid over the course of the project. RT also added that the 38% would be required to be paid by Townsend, split with the other towns. PC said that the estimated construction cost for this project is \$68 million and the total cost is \$89 million. CS suggested that the plans be subbed out, which was discussed further. The Board directed AS to meet with Rich Hanks and try to arrive at an amount to be discussed on next agenda.

- 2.2 6:30 Curbside Solid Waste Collection: Discussion of procurement for collection of solid waste. The Board of Health and Finance Committee have been invited to attend. Board of Health chairman Chris Genoter (CG) said the BOH put together a request for proposal for collection with a series of options include possible terms of 3, 5, or 10 years, providing each residence 64 gallon 'toters' for trash and recycling. AS said the request for proposals will be sent to Town Counsel this week. BOH Administrator Carla Walter said mailers are being mailed to keep the public informed.
- 2.3 7:00 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint the following to the Townsend Police Department.
- Mark Giancotti as Lieutenant for a term through June 30, 2015, contingent on negotiating a contract;
 - Kimberly Mattson as Sergeant for a term from January 27, 2015 to June 30, 2015;
 - Randy Girard as Sergeant for a term from January 28, 2015 to June 30, 2015.
- Chief Marshall discussed the attributes of all being promoted, Mark Giancotti has been on the PD for 19 years, has a Master's Degree in Criminal Justice. Randy Girard and Kimberly Mattson have 36 years of service between them and they scored first and second on an assessment center. The Police Department is in transition, with numerous retirements, and Chief Marshall is confident in the choices he has made.
- CS moved to appoint Mark Giancotti to the Townsend Police Department as Lieutenant for a term through June 30, 2015 contingent on negotiating a contract. CM seconded. Unanimous.
 - CS moved to appoint Kimberly Mattson as Sergeant for the Townsend Police Department for a term from January 27, 2015 to June 30, 2015. CM seconded. Unanimous.
 - CS moved to appoint Randy Girard as Sergeant to the Townsend Police Department for a term from January 28, 2015 to June 30, 2015. CM seconded. Unanimous.
- Police appointments were then sworn in by the Town Clerk, Kathleen Spofford.
- 2.4 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel. At 7:55 CS moved to move to enter Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel, returning to open session. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Update on Kinder Morgan gas pipeline project. AS updated that the open houses were rescheduled due to weather and the schedule for the meeting can be found online on the main page of the Town website. The meeting closest to Townsend is in Milford NH at the Hampshire Dome on February 24, 2015. The Coalition continues to meet and meetings are typically Monday morning at 10AM. AS will continue to attend to the best of his ability. SL requested that on the next agenda to appoint someone in her place to represent the board.
- 3.2 Discuss the process for Selectmen to follow in requesting information, adding items to the agenda, and providing updates/reports. Item moved to next agenda.
- 3.3 Townsend Home Rule Charter, s. 3-2(b), Selectmen, Powers and Duties: Discussion of the powers and duties on the Board of Selectmen. SL believes it would be good to get a legal opinion on the Charter to clarify. Tabled until allow the Charter Committee to discuss it.
- 3.4 Review and approve change orders for Weston & Sampson Engineers for its contract for installation of the SCADA system at the Water Department. AS described that the SCADA is a computerized system

that enables the Water Department to remotely check all components of its system. CS moved to approve a change order in the form of a credit in the amount of \$1,109.49 for Weston & Sampson Engineers for its contract for installation of the SCADA system at the Water Department. CM seconded. Unanimous.

- 3.5 Review and discuss vehicle assignment policy. The Board discussed the vehicle assignment policy, including on-call use. AS read the vehicle assignment list that the Board requested last meeting. Chief Marshall offered his opinion on certain instances allowing vehicles to be taken home. It was agreed that the policy was clear, did not need to be revised, and there was no wrongdoing.
- 3.6 Review and approve one day liquor license for John King c/o Friends of the Townsend Library for a charity event at the Townsend Public Library/Meeting Hall, 12 Dudley Road, on February 28, 2015 from 6:00-9:00PM. CS moved to approve one day liquor license for John King c/o Friends of the Townsend Library for a charity event at the Townsend Public Library/Meeting Hall, 12 Dudley Road, on February 28, 2015 from 6:00PM-9:00PM. CM seconded. Passed 2-1 (CS opposed).
- 3.7 FY16 Capital Budget: review and discuss Selectmen capital budgets. The Board discussed the upcoming joint meeting with the Capital Planning Committee and Finance Committee.
- 8:57 The Board took a brief recess. SL excused herself from the remainder of the meeting. CM assumed the chair.
- 3.7 FY16 Capital Budget (continued): AS described the funding request for purchase of streetlights and roof replacement on Town Hall. No votes were taken.
- 3.8 FY16 operating budget: continue to review and discuss Selectmen budgets. Item tabled until full board is present. No votes were taken.
- 3.9 Review and approve c. 90 Project Amendment for Mason Road in the amount of \$1,901.90. CS moved to approve c. 90 Project Amendment for Mason Road in the amount of \$1901.90. CM seconded. Unanimous.
- 3.10 Review and approve c. 90 Final Report for Emery Road in the amount of \$264,540.50. CS moved to approve c.90 Final Report for Emery Road in the amount of \$264,540.50. CM seconded. Unanimous.
- 3.11 Review and approve c. 90 Final Report for Spaulding Street in the amount of \$5,784.26. CS moved to approve the c. 90 Final Report for Spaulding Street in the amount of \$5784.26. CM seconded. Unanimous.
- 3.12 Review request of Town Administrator Andrew Sheehan to enter into a contract to perform a non-union compensation plan update. Item tabled until full board is present. No votes were taken.
- 3.13 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. CS moved to authorize deficit spending for snow and ice pursuant to G.L. c. 44, s. 31D in addition \$125,000. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve request of the Energy Committee to appoint Brent Carney to the Energy Committee for a term from January 27, 2015 to June 30, 2015. CS moved to appoint Brent Carney to the Energy Committee for a term from January 27, 2015 to June 30, 2015. CM seconded. Unanimous.
- 4.2 Review and approve Town Administrator Andrew Sheehan's recommendation to hire Kate Stacy as Treasurer-Collector. CM said that he was incredibly impressed with Kate Stacy and her abilities. CS discussed wanting to see more resumes. Discussion of audit and treasurer-collector salary. AS said that he recommended \$29.98/HR at 40 hours a week, step 3 grade 9. CS moved to approve Andrew Sheehan's hiring request to hire Kate Stacy as Treasurer-Collector effective February 3, 2015 at a grade 9 step 3 salary. CM seconded. Unanimous.

4.3 Review request from the Council on Aging to appoint Cheryl Simoneau to the Council on Aging Board for a term from January 13, 2015 to June 30, 2018. CS moved to appoint Cheryl Simoneau to the Council on Aging Board for a term from January 13, 2015 to June 30, 2018. CM 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. CM seconded. Unanimous.

VI EXECUTIVE SESSION: pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. CS moved to table Executive Session until full board is present. CM seconded. Unanimous.

Meeting adjourned at 9:20PM

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

I PRELIMINARIES

- 1.1 At 6:00AM the Chairman called the meeting to order. Roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Reschedule 2.3, add 3.11
- 1.5 Town Administrator updates and reports:
 - Thanks to all employees for innumerable hours spent on snow removal, particularly the Highway Department, Cemetery & Parks Department, Water Department, Facilities Department as well as Fire, Police and Communication Center. All the hours and work is appreciated. SL reminded residents that employees are doing the best that can given the circumstances, and to please be patient. AS reported that roads are narrow, but the plows are pushing back the snow and making more room.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CS asked if Townsends was eligible to receive any funds from the state for emergency snow removal. AS responded that Town may get some reimbursement from the blizzard.
 - CM offered his condolences to the family of Bob Hotaling, who was the Water Superintendent for many years, passed away today.

II APPOINTMENTS AND HEARINGS

- 2.1 6:05 Joint meeting with the Recreation Commission to fill a vacancy. SL called joint meeting to order. Alice Kennedy and Dave Schuttler of the Recreation Commission were present. CS moved to nominate Kristine McHugh to fill the vacancy, CM seconded, no other nominees, SL closed the nominations. All members present voted yes to appoint Kristine McHugh, unanimous.
- 2.2 6:10 Review and approve request of Fire-EMS Mark Boynton to appoint the following to the Townsend Fire-EMS Department.
 - Gary Shepherd as Deputy Fire Chief for a term from February 10, 2015 to June 30, 2015;
 - Jeff Cormier as Captain for a term from February 10, 2015 to June 30, 2015;
 - William Elliott as Captain for a term from February 10, 2015 to June 30, 2015;
 - Kris Klein as Lieutenant for a term from February 10, 2015 to June 30, 2015;
 - Brian Mayer as Lieutenant for a term from February 10, 2015 to June 30, 2015;

Chief Boynton reported that he posted the positions in November and conducted a thorough process, including a written exam, peer review interview process and Chiefs interviews. The Chief is proud to announce the final recommendations are the names stated above. CS moved to appoint Gary Shepherd as Deputy Chief for a term effective February 10, 2015 to June 30, 2015; moved to appoint Jeff Cormier as Captain for a term effective February 10, 2015 to June 30, 2015; moved to appoint William Elliott as Captain for a term effective February 10, 2015 to June 30, 2015; moved to appoint Kris Klein as Lieutenant for a term effective February 10, 2015 to June 30, 2015; moved to appoint Brian Mayer as Lieutenant for a term effective February 10, 2015 to June, 2015. CM seconded for all appointments.

Unanimous.

Fire appointments were then sworn in by the Town Clerk, Kathleen Spofford.

- 3.1 North Middlesex Regional High School inspections: discussion of inspection fees for the High School building project. AS reported he met with Building Commissioner Richard Hanks (RH) and Plumbing and Gas Inspector Richard Kapenas (RK) to discuss compensation for inspections on the project. CM thinks that \$60/HR is a fair hourly rate. Discussed how hours would be tracked and paid out. SL provided a handout regarding permits to clarify hours put in versus what is being paid out to inspectors and asked AS how the accounting would be done. AS answered that a revolving fund would be established. This which brought up a conversation on how to pay RH because he is a salaried employee. CS asked about the fee schedule and read a bylaw regarding adopting a fee schedule. The Wiring Inspector, William Choate (WC), said that the state would be requiring the inspectors to submit an hours report and that is what should be turned in to the Town as well, which was agreed upon. SL asked for a motion to set the rate for inspection services. CS moved to set the rate to \$60/hour for inspectors. CM seconded. Unanimous. SL asked about compensation for RH and it was agreed RH and AS will work together to iron out the details and report back to the Board.
- 2.4 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to negotiate with Police Lieutenant Mark Giacotti and Police Chief Erving Marshall, Jr. At 7:03PM, CM moved to move to enter Executive Session pursuant to GL c. 30A, s. 21(a)(2) to negotiate with Police Lieutenant Mark Giacotti and Police Chief Erving Marshall, Jr. to returning to open session. CS seconded. CS: aye, CM: aye, SL: aye.
- 2.5 7:00 FY16 operating budget: Town Administrator Andrew Sheehan will present the first draft of the FY16 operating budget. Members of the Finance Committee were in attendance. AS presented draft of the FY16 budget:
- Approximately 60% of the budget is unknown at this time. Both Nashoba Tech and North Middlesex Regional School District (NMRSD) will not have assessment numbers until March. There is a joint meeting tomorrow night with the School Committee, the three Towns, Finance Committee, Boards of Selectmen and Towns Administrators to talk about the school budget. Health insurance assessment is also unknown, with a current estimate of 10%. Once the governor presents his budget and minimum local school contributions we will have a better idea of the budget picture. Townsend's enrollment at Nashoba Tech is dropping next year, which could be a positive for our assessment. SL asked when school budgets will be available, AS responded that it will probably be two to three weeks.
 - AS recommended rolling the Fire/EMS buildings in to the facilities department. The Chief has said that he would be supportive of that. With interest from the Board, AS look further into the benefits and efficiency to adding to facilities. CS voiced concern over tracking of facilities maintenance. AS suggested inviting the Fire Chief in to discuss how it would work for his department.
 - Departments were asked to figure in a 2 ½% increase in wages for non-union personnel, and whatever was in the contracts for union. Departments were also asked to level fund expenses,

unless there were extraordinary needs. The Library and Senior Center requested additional funding to support more staffing. The Recreation Commission asked for \$20,400 for the Recreation Director for the year from the general fund. SL asked how much was in the Receptions revolving fund, AS will obtain that information and report back.

- Highway funding for road work and snow and ice. AS said it is still lagging the 5 year trend for snow and ice and he recommends upping the appropriation for snow and ice. AS also recommends a stand alone article for road paving.
- Curbside trash pick-up is an unknown as well
- CM requested some time to look through the draft.
- CS asked about revenue projections, AS said that is being worked on with the chairmen of the Finance Committee and BOS.
- CS asked about the increase to property and liability, AS said that 10% was budgeted.
- SL asked about salary budgets once survey was complete. AS said it would be possible to get in to the budget if it was done in a timely manner.
- SL requested AS send the budget to the Board via email.
- CS discussed that she has concerns about increases. AS explained the worksheets that each department fills out. SL requested a summarization for departments asking for more funds.

III MEETING BUSINESS

- 3.2 Retiree health insurance: Discussion of employee survey regarding health insurance. AS put together a survey in 2012 that CM presented to the Board. Discussed rewording some of the questions for clarification. AS and CM will work together to make changes and get survey out to employees.
- 3.3 Discuss and approve Board of Selectmen Policy in reference to the process for Selectmen to follow in requesting information, adding items to the agenda, and providing updates. SL read a draft of policy goals that she created. After reviewing SL's draft of policy, CS said she emailed four colleagues for opinions and read the responses as her own words, followed by a discussion on both documents.
- 3.4 Review and comment on Zoning Board of Appeals Mandatory Referral on the application of Riverbank Development LLC for a Special Permit and Variance associated with the construction of a fire station at 13 Elm Street. CS moved to defer to the judgment of the Zoning Board of Appeals. CM seconded. Unanimous
- 3.5 Northeast Municipal Gas Pipeline Coalition: discussion of Townsend representative. Discussed a replacement for SL on the Northeast Municipal Coalition. The Board asked AS to send a memo to Conservation Committee to see if anyone was interested in serving on the coalition.
- 3.6 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion on February 21, 2015 from 12:00PM to 4:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion on February 21, 2015 from 12:00PM to 4:00PM. CM seconded. Unanimous.
- 3.7 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Party on February 21, 2015 from 7:00PM to 11:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Party on February 21, 2015 from 7:00PM to 11:00PM. CM seconded. Unanimous.
- 3.8 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion Birthday Party on March 7, 2015 from 6:00PM to 10:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion Birthday Party on March 7, 2015 from 6:00PM to 10:00PM. CM seconded. Unanimous
- 3.9 Discuss Tax Collector audit pursuant to GL c. 60, s. 97. AS said Tax Collector Beth Ann Scheid investigated the process with the DOR and AS contacted auditor at Melanson and Heath. Melanson &

Heath recommended that the audit be done at the same time as the FY14 audit. CM asked when audit would occur AS said approximately the beginning of March. CS read her email correspondence with the DOR. Discussed Town Accountant being able to do the audit. AS is concerned the audit will be time consuming and take away from her on going responsibilities. CM moved to tie the audit in with the FY14 audit by Melanson Heath. CS seconded. Unanimous.

- 3.10 Review and approve a contract with HRS, Inc. in the amount of \$4,500 to perform a non-union compensation plan update. HRS, Inc. will be going through all the positions on the compensation and classification plan and updating the salary schedule only. CM moved to approve the contract with HRS, Inc. in the amount of \$4,500 to perform a non-union compensation plan update. CS seconded. Passed 2-1. CS opposed.
- 3.11 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. AS reported that deficit is currently at \$342,000 not including that last two storms, which is approximately another \$20,000/\$30,000. \$175,000 was appropriated, as well as deficit appropriations for another \$200,000. AS recommending another \$100,000 of deficit spending. CS moved to authorize an additional \$100,000 for snow and ice pursuant to G.L. c. 44, s. 31D. CM seconded. Unanimous. Last year \$375,000 was spent on snow and ice removal.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve recommendation of Treasurer-Collector Kate Stacy to hire Susan Bresnick as Department Assistant in the Treasurer-Collector's Office. CS moved to approve the hiring recommendation of Treasurer-Collector Kate Stacy to hire Susan Bresnick as Department Assistant in the Treasurer-Collector's office at a Grade 3 Step 3, CM 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. CM seconded. Unanimous.

- VI EXECUTIVE SESSION:** pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. CS moved to enter in to and adjourn from executive session at 8:45PM.

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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3.3

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February 18, 2015

Ms. Sue Lisio, Chairman
Board of Selectmen
272 Main Street
Townsend, MA 01469

RE: Employment Contract
Intention to Negotiate a Successor Contract

Dear Ms. Lisio:

My employment contract covers the period from July 1, 2013 to June 30, 2016. Section 2 of the contract calls for the Board to indicate its intention by June 30, 2015 to negotiate a successor contract.

I am happy in this position and it is my desire to secure my employment with the Town of Townsend beyond June 30, 2016. I respectfully request that the Board discuss this at an upcoming meeting and indicate its intentions so that I may plan accordingly.

Thank you in advance for your attention to this matter.

Very truly yours,

Andrew J. Sheehan
Town Administrator

**CONTRACT OF EMPLOYMENT
TOWN ADMINISTRATOR**

**BETWEEN ANDREW J. SHEEHAN
AND
THE TOWN OF TOWNSEND**

This CONTRACT, made as of March 12 2013, by and between the Town of Townsend (the TOWN), acting through its Board of Selectmen (the BOARD), and Andrew J. Sheehan, 84 Central Street, Acton, MA 01720 (the TOWN ADMINISTRATOR or SHEEHAN).

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The TOWN agrees to employ SHEEHAN to perform the functions and duties specified in Article 4 of the Townsend Charter and to perform other legally permissible and appropriate functions and duties as the BOARD shall from time to time assign. The TOWN ADMINISTRATOR shall be the Chief Administrative Officer of the TOWN, pursuant to the Townsend Charter.
2. **TERM:** This agreement shall be effective on July 1, 2013, and shall continue in effect until June 30, 2016. Not later than July 1, 2015, the BOARD shall inform SHEEHAN of its intention to negotiate a successor contract. Failure to give such notice shall extend this contract for an additional year.
3. **SALARY:** The TOWN agrees to compensate SHEEHAN as follows:
 - A. FY14: \$95,000
 - B. FY15: \$97,850
 - C. FY16: \$100,786
4. **EVALUATIONS:** Each year, on or before December 31, the BOARD shall review and evaluate the performance of the TOWN ADMINISTRATOR utilizing an evaluation instrument to be developed and approved by the BOARD. Performance shall be presumed satisfactory if no evaluation is conducted.
5. **ADDITIONAL COMPENSATION:** The TOWN agrees to compensate SHEEHAN \$1,000 per year for the use of his cell phone and routine travel associated with the position.
6. **REMOVAL FROM OFFICE:** The BOARD by unanimous vote may request the resignation of or terminate SHEEHAN prior to the expiration of the term of this contract. Said action shall follow the procedures provided for in the Town Charter and Massachusetts General Laws. In the event SHEEHAN is terminated prior to the expiration of this agreement, the TOWN agrees to pay SHEEHAN a lump sum cash payment equal to nine (9) months aggregate salary which sum shall be paid on or before the effective date of the termination of employment. In the event SHEEHAN is terminated for cause the TOWN shall have no obligation to pay the severance provided for in this section.

7. **RESIGNATION FROM OFFICE:** In the event SHEEHAN resigns from his position he shall give the BOARD sixty (60) days written notice, unless the parties agree otherwise. SHEEHAN shall not be entitled to severance pay if he resigns from office.
8. **HOURS OF WORK:** It is recognized that the TOWN ADMINISTRATOR must devote substantial time to the business of the TOWN outside normal business hours, and to that end the TOWN ADMINISTRATOR will be allowed to take reasonable time off during normal business hours, as is appropriate and consistent with the needs of the position and the TOWN. The TOWN and the TOWN ADMINISTRATOR agree that the TOWN ADMINISTRATOR is an exempt employee for the purposes of the FLSA.
9. **VACATION:** SHEEHAN shall be entitled to twenty-five (25) days of vacation leave per fiscal year. In recognition of the demands of the position and due to unforeseen circumstances, with approval of the BOARD, SHEEHAN may be paid for his unused vacation time, not to exceed two (2) weeks per year. Remaining unused vacation time shall be forfeited. Upon resignation, termination, or retirement, SHEEHAN shall be paid for any unused vacation leave.
10. **PERSONAL DAYS:** The TOWN ADMINISTRATOR shall be entitled to three (3) days per fiscal year in paid personal leave, with no accumulation of days from year to year.
11. **SICK LEAVE:** The TOWN ADMINISTRATOR shall be entitled to fifteen (15) days per fiscal year in paid sick leave. Unused sick leave may be accumulated from year to year to a maximum of one-hundred-fifty (150) days.
12. **RETIREMENT BENEFITS:** The TOWN ADMINISTRATOR shall be eligible to participate in the Town's retirement program in accordance with chapter 32 of the Massachusetts General Laws.
13. **HEALTH INSURANCE:** The TOWN ADMINISTRATOR shall be eligible for coverage under the TOWN's health insurance plans. The TOWN shall contribute the same percentage of such coverage which applies to all TOWN employees. If the TOWN ADMINISTRATOR elects not to participate in the TOWN's health insurance plans he shall receive two-thousand (\$2,000) dollars per year, such payment to be made at the close of the TOWN's open enrollment period. If the TOWN ADMINISTRATOR enrolls for health insurance outside of the open enrollment period he shall return a pro-rated portion of that year's payment.
14. **HOLIDAYS:** The TOWN ADMINISTRATOR shall be entitled to the paid holidays to which other non-union employees are entitled.
15. **BEREAVEMENT LEAVE:** The TOWN ADMINISTRATOR shall receive bereavement leave for such periods of time as mutually determined by the TOWN ADMINISTRATOR and the BOARD on a case by case basis.
16. **EXPENSES, DUES, AND PROFESSIONAL DEVELOPMENT:** The TOWN agrees to pay for professional development, dues, subscriptions, and expenses of the TOWN

ADMINISTRATOR necessary for his participation in such national, state, regional, and/or local associations and organizations as is necessary and desirable for his continued professional development and for the good of the TOWN. These shall include but not necessarily be limited to the annual dues, conferences, and meetings of the International City/County Management Association (ICMA), Massachusetts Municipal Association (MMA), Massachusetts Municipal Personnel Association (MMPA), and Massachusetts Municipal Management Association (MMMA). The TOWN agrees to compensate the TOWN ADMINISTRATOR up to \$2,500 per fiscal year for tuition and fees for courses related to his position. The TOWN ADMINISTRATOR shall also be reimbursed for reasonable travel expenses for his professional and office travel, meetings, and occasions required by the duties of the office or for his professional development. The TOWN ADMINISTRATOR shall be reimbursed for mileage at the then-current Internal Revenue Service rate.

17. **INDEMNIFICATION:** Pursuant to the provisions of indemnification and in accordance with the applicable provisions of Massachusetts General Laws Chapter 258, the TOWN shall defend, save harmless and indemnify the TOWN ADMINISTRATOR from personal financial loss and expenses arising out of any claim, demand, suit, or judgment by reason of any alleged act or omission, except an intentional violation of the civil rights of any person, provided that the TOWN ADMINISTRATOR at the time of said claim acted within the scope of his official duties and employment. The TOWN may compromise and settle any claim or suit and will pay the amount of any settlement or judgment rendered thereon without recourse to the TOWN ADMINISTRATOR.

The TOWN shall reimburse the TOWN ADMINISTRATOR for any attorney's fees and costs incurred by the TOWN ADMINISTRATOR in connection with such claims or suits involving the TOWN ADMINISTRATOR in his professional capacity. This indemnification will survive the TOWN ADMINISTRATOR's termination from employment.

18. **MISCELLANEOUS:**

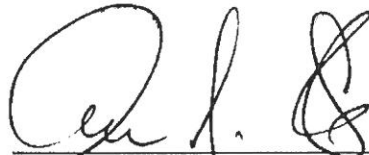
- A. Any modification of this contract or additional obligation by either party in connection herewith shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.
- B. If any paragraph or part of this contract is invalid, it shall not affect the remainder of said contract, but said remainder shall be binding and effective against all parties.
- C. This CONTRACT shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.

IN WITNESS THEREOF, THE PARTIES HAVE HEREUNTO SIGNED AND SEALED THIS CONTRACT THIS 12 DAY OF March IN THE YEAR 2013.

FOR THE TOWN OF TOWNSEND
BY ITS BOARD:



Nicholas Thalheimer, Chairman

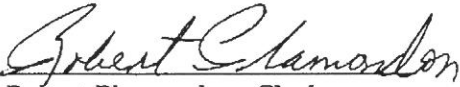


Andrew J. Sheehan



Sue Lisio, Vice Chairman

DATE: 3/12/13



Robert Plamondon, Clerk

DATE: 3/12/13

BOARD OF SELECTMEN

Two-thousand-fourteen was another year of change for the Board of Selectmen. Late in 2013 Bob Plamondon resigned his seat on the Board of Selectmen prior to moving out of state. That left Sue Lisio and Colin McNabb to carry on as a two person Board until the April 2014 election. Carolyn Smart was elected to the seat previously held by Bob Plamondon. Following the election the Board reorganized with the following officers: Sue Lisio, Chairman; Colin McNabb, Vice Chairman; and Carolyn Smart, Clerk. Karin Canfield Moore, Executive Assistant to the Town Administrator, resigned her position in November to take over as Council on Aging Director at the Senior Center. She was replaced by Jodie Deschenes.

Technology upgrades continued to be a focus of attention. The Vadar finance software that was installed in 2013 continues to show its worth. It puts the Accountant, Assessors, Treasurer, and Collector on the same platform, improving communication, reducing redundancies, and increasing efficiencies. The Town, through its information technology vendor, Melissa Hermann's Townsend Technologies, solicited two technology assessments. These assessments were the basis of a technology plan approved by the Board. Implementation will occur in 2015.

Energy efficiency is a continuous focus. The Energy Committee, Facilities Manager Mark Mercurio, and Land Use Coordinator Karen Chapman continue to implement the recommendations of energy audits. The audits recommended upgrades to lighting, heating and cooling, and other systems in several buildings. Most of these upgrades were funded through the Green Communities Program. Most of the initial Green Communities Grant is exhausted, but the energy Committee and Karen Chapman are preparing a competitive grant application from the Green Communities Program to fund further upgrades and efficiencies.

The Facilities Department continued its efforts in maintaining and improving our buildings. A number of maintenance projects were undertaken during 2014. Facilities Manager Mark Mercurio coordinated a project by Nashoba Valley Technical High School (NVTHS) at the West Townsend Reading Room. NVTHS students, with the guidance of their teachers, replaced the handicap ramp at the Reading Room. The new ramp brings the building up to code and will serve the Town for many years. The Cemetery & Parks Department and Highway Department helped construct the walkway from the parking lot to the ramp. The Cemetery & Parks Department is always eager to help and this project was no exception.

Budgeting continues to be a challenge. However, due to careful financial management, the Board's leadership, and the cooperation of departments, FY2014 was a very strong year. The Town's auditors appeared before the Board of Selectmen in April and reported on the strong position of the Town's finances. The Town's bond rating was reestablished at Aa3, where it has been for many years. According to Moody's Investor Services the Aa3 rating indicates a "very strong creditworthiness". After the close of fiscal year 2014

the Town's free cash balance was better than \$950,000, an extremely positive position. The Town will use a portion of this free cash to increase its reserves in the stabilization fund. The stabilization fund is a reserve fund that can be used in an emergency and is viewed favorably by credit rating agencies when the Town borrows money. Additional reserves will be set aside to pay off the roof replacement at the Spaulding School as well as to fund other capital purchases and borrowing. Future free cash can be used to further supplement reserves or to pay for one time capital items. Town Meeting in May 2014 approved a responsible and balanced spending plan. The FY14 budget is another no frills budget. There is little fat in the budget, but essential services are maintained. Town Meeting also approved a significant capital appropriation that will continue our efforts to catch up on deferred infrastructure investments.

The year saw a number of highs and lows in the Fire-EMS Department and for the Town. The Annual Town Meeting rejected funding for a new Fire-EMS headquarters station that would have been built on Scales Lane. However, shortly thereafter an anonymous donor made known its interest in funding the design, construction, and furnishing of a new headquarters station at 13 Elm Street. Construction is anticipated during the first half of 2015 with the new facility opening later in the year. Fire-EMS Chief Don Klein retired in 2014 after seven years as chief and more than forty years on the force. Chief Klein was replaced by Mark Boynton who comes to us with extensive experience. The Board wishes Chief Klein all the best and extends its thanks for his years of exemplary service.

In addition to Chief Klein the year saw the retirement of a number of valuable employees. Long time Council on Aging Director Chris Clish, Deputy Police Chief David Profit, Administrative Assistant to the Police Chief Donna Souza and Police Sergeant Cheryl Stevenson all retired in 2014. In addition, Town Accountant Kim Fales resigned for a new position with greater responsibility. The Board wishes them all well and extends its sincerest thanks for many years of valuable service.

Despite the challenges, 2014 was a good year. The Board of Selectmen and Town Administrator extend thanks to all elected and appointed officials for their continued support and commitment. Their efforts do not go unnoticed and are sincerely appreciated. The Board of Selectmen and Town Administrator also thank the employees and departments for their dedication and hope the spirit of cooperation will continue to grow. As we continue to face the challenge of delivering critical services while minimizing the impact on residents, we are confident this can be accomplished with continued leadership and the commitment of employees.

BOARD OF SELECTMEN: Sue Lisio, *Chairman*
Colin McNabb, *Vice-Chairman*
Carolyn Smart, *Clerk*

Andrew J. Sheehan, *Town Administrator*
Jodie Deschenes, *Executive Assistant to the Town Administrator*

Andy Sheehan

3.5

From: Selectman <sml412@comcast.net>
Sent: Friday, February 13, 2015 1:01 PM
To: Andy Sheehan
Subject: Fwd: Postings

Follow Up Flag: Follow up
Flag Status: Flagged

Andy,
It sounds like CS would like this discussed by the boat. Since we obviously can't discuss it outside a meeting, please put this on the agenda for our next meeting.
Thank you,
Sue

Sent from my iPhone

Begin forwarded message:

From: Kathy Spofford <kspofford@townsend.ma.us>
Date: February 13, 2015 at 10:18:19 AM EST
To: Sue412 <sml412@comcast.net>, Colin McNabb <colinmmcnabb@gmail.com>
Subject: Fwd: Postings

Hi Sue and Colin,
I was asked to forward this e-mail to you regarding the new position of Collection Clerk.
Thanks,
Kathy

X-Received: by 10.194.83.66 with SMTP id
o2mr11873896wjy.55.1423775911008;
Thu, 12 Feb 2015 13:18:31 -0800 (PST)
Date: Thu, 12 Feb 2015 16:18:30 -0500
Subject: Postings
From: Carolyn Smart <carolynsmart3@gmail.com>
To: Andy Sheehan <asheehan@townsend.ma.us>
Cc: Kathy Spofford <kspofford@townsend.ma.us>

Andy,

We have not been informed of a vacancy in the Accountant's office.Â

Further, we have not approved the Collection Clerk position, no vote of the Board has been taken. There has only been a general discussion, and in fact, it was decided to discuss it further when the discussion of the transfer of water receipts happens July 1, 2015. You do not have the authority to do this without a vote of the Board to create the position. Please review the meeting tape if you need further clarification.

A discussion regarding this needs to be put on the next agenda.

Kathy,

Would you please forward to Sue Lisio and Colin McNabb, I would appreciate it.

Carolyn

Kathleen M. Spofford
Town Clerk
272 Main Street
Townsend, MA 01469
PH: 978-597-1704
FAX: 978-597-8135

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message.

In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics, unless it falls under one of the statutory exemptions to the Public Records Law MGL c. 4, § 7(26). Consequently, email is subject to the disclosure, retention, and maintenance provisions as required by law. MGL c. 66

NOTICE OF POSITION OPENING

DEPARTMENT ASSISTANT ACCOUNTING DEPARTMENT

The Town of Townsend has a vacancy for the position of Department Assistant in the Accounting Department. The position reports to the Town Accountant and requires data entry and clerical duties in support of various accounting functions.

Qualifications: High school diploma and 1 year of accounting experience are required.

Position is currently 5 hours per week and is classified Grade 3. Rates for Grade 3 are \$16.19-\$20.22/hour. Anticipated starting rate is \$16.19/hour.

Applications shall be submitted to Andrew J. Sheehan, Town Administrator, 272 Main Street, Townsend, MA 01469 or by email asheehan@townsend.ma.us. AA/EOE.

Open until filled. Deadline for initial consideration is 12:00PM, February 23, 2015.

February 12, 2015

NOTICE OF POSITION OPENING

COLLECTIONS CLERK OFFICE OF TREASURER-COLLECTOR

The Town of Townsend has a vacancy for the position of Collections Clerk in the Office of the Treasurer-Collector. The position is appointed by the Board of Selectmen and reports to the Treasurer-Collector.

Position is 18 hours/week and is classified as grade 2. Rates for grade 2 are \$15.13-\$18.91/hour. Anticipated starting rate is \$15.13/hour.

Responsibilities: Perform a variety of routine clerical and computer work for accounts receivable in the Treasurer-Collector's Office, including receiving collections, interacting with the public, taxpayers, Town departments, various agencies, and the Treasurer-Collector's Office; processing and entering charges and payments into customer accounts; maintain and update department records; performs other related work as required.

Qualifications: High school diploma required; at least one year of experience in general clerical or secretarial work; or any equivalent combination of education and experience.

Applications shall be submitted to Andrew J. Sheehan, Town Administrator, 272 Main Street, Townsend, MA 01469 or by email asheehan@townsend.ma.us. AA/EOE.

Open until filled. Deadline for initial consideration is 12:00PM, February 23, 2015.

February 12, 2015

FY2016 OPERATING BUDGET
GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

2/10/2015
 FY2016
 TOWN ADMIN.
 RECOMMENDED

3.7

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 119						
01-119-5400-000	CHARTER COMMISSION	90.81				
PROF & TECH-LEGAL/CONSULT REVIEW						
* Total Department 119 * CHARTER COMMISSION 119						
* Department 122						
01-122-5100-000	SELECTMEN	80,000.14	80,000.00	95,000.00	97,850.00	100,786.00
01-122-5112-000	SALARY & WAGES - TOWN ADMINISTRATIVE	25,481.44	19,201.00	24,488.15	30,797.00	29,757.00
01-122-5190-000	SALARY & WAGES - SUPPORT STAFF	600.00				
01-122-5191-000	OTHER - STIPENDS LONGEVITY					
01-122-5191-000	OTHER - STIPENDS					
01-122-5192-000	OTHER - WAGES (T/A VAC BUY BACK)	3,065.14	3,065.14	2,977.85	4,779.00	1,000.00
01-122-5300-000	PROF SERVICES	68.02	2,248.79	1,528.70	1,300.00	3,862.00
01-122-5340-000	COMMUNICATIONS	20.15	2.46	28.65	150.00	5,000.00
01-122-5420-000	OFFICE SUPPLIES	1,721.85	1,762.66	2,730.54	1,150.00	150.00
01-122-5420-000	OTHER SUPPLIES		90.06	100.00	300.00	1,150.00
01-122-5580-000	TRAVEL/MILEAGE-IN STATE	27.32	241.01		200.00	300.00
01-122-5730-000	DUES & MEMBERSHIPS	2,019.00	4,819.83	5,867.75	5,000.00	200.00
01-122-5780-000	OTHER CHARGES	3,876.81	200.00	83.91	3,100.00	5,000.00
* Total Department 122 * SELECTMEN 122						
01-131-5###-000	FIN COM EXPENSES		173.00	356.00	500.00	500.00
01-132-5000-000	FIN COM RESERVE			18,817.76	29,500.00	29,500.00
* Department 135						
01-135-5100-000	ACCOUNTING	31,420.25	32,396.00	50,003.00	51,334.00	51,934.00
01-135-5112-000	SALARY & WAGES - TOWN ACCOUNTANT	3,373.27	4,585.19	4,147.66	4,330.00	4,330.00
01-135-5190-000	SALARY & WAGES-SUPPORT STAFF			300.00	600.00	
01-135-5191-000	ADDITIONAL GROSS - LONGEVITY					
01-135-5191-000	OTHER - CERTIFICATION					
01-135-5245-000	REPAIR & MAINT EQUIPMENT	1,950.00	1,950.00			
01-135-5300-000	PROF & TECH SERVICES	548.65	380.00	65.00	500.00	500.00
01-135-5420-000	OFFICE SUPPLIES	133.00	196.33	14,000.00	750.00	750.00
01-135-5710-000	TRAVEL/MILEAGE IN-STATE	347.07	590.67	443.23	350.00	350.00
01-135-5730-000	DUES & MEMBERSHIPS	386.00	270.00	336.47	300.00	300.00
01-135-5900-000	AUDIT OF BOOKS			436.00	16,500.00	16,500.00
* Total Department 135 * ACCOUNTING 135						
* Department 141						
01-141-5100-000	ASSESSING DEPARTMENT	46,315.40	47,904.00	49,102.00	50,426.00	51,876.00
01-141-5110-000	SALARY & WAGES-PRINCIPAL ASSESSOR	7,285.45	7,293.75	7,207.53	8,240.00	7,306.66
01-141-5112-000	SALARY & WAGES - OPER STAFF	20,714.10	22,472.70	23,049.00	23,738.00	24,418.40
01-141-5130-000	SALARY & WAGES-SUPPORT STAFF	600.00	600.00	600.00	600.00	600.00
01-141-5190-000	ADDITIONAL GROSS - LONGEVITY					
01-141-5190-000	OTHER - STIPENDS				3.00	
01-141-5245-000	REPAIR & MAINT EQUIPMENT	8,450.00	8,700.00	7,325.00	11,625.00	8,000.00
01-141-5300-000	PROF SERVICES	3,039.90	3,042.40	2,155.65	3,500.00	3,500.00
01-141-5420-000	OFFICE SUPPLIES	829.86	841.76	843.95	800.00	800.00
01-141-5710-000	TRAVEL/MILEAGE-IN STATE	291.16	161.86	176.48	500.00	500.00
01-141-5730-000	DUES & MEMBERSHIPS	185.00	185.00	225.00	275.00	275.00
* Total Department 141 * ASSESSING DEPARTMENT 141						

97,276.06

GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

2/10/2015

FY2016
TOWN ADMIN.

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

ACCOUNT NUMBER ACCOUNT NAME

* Department 142
01-142-5902-000 ASSESSORS SPECIAL ARTICLES
* Total Department 142 * ASSESSORS SPECIAL ARTICLES 142

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

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

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

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

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST
01-142-5902-000	ASSESSORS DATA VERIFICATION	-	-	-	-	-
01-145-5100-000	SALARY & WAGES-TREASURER	11,313.00	12,171.00	25,076.18	36,026.00	36,926.65
01-145-5112-000	SALARY & WAGES-SUPPORT STAFF	6,685.48	7,890.25	8,021.98	8,294.00	8,501.35
01-145-5191-000	OTHER - CERTIFICATION	-	-	-	-	-
01-145-5300-000	PROF SERVICES	1,332.95	1,500.00	5,936.95	5,000.00	5,000.00
01-145-5300-230	PROF SERVICES - INTERMUN. AGRT.	8,072.50	9,915.55	7,011.97	8,300.00	8,300.00
01-145-5380-000	OTHER SERVICES	222.93	196.14	270.97	10,000.00	10,000.00
01-145-5420-000	OFFICE SUPPLIES	-	106.58	197.12	800.00	800.00
01-145-5710-000	TRAVEL/MILEAGE - IN STATE	30.00	90.00	90.00	150.00	150.00
01-145-5730-000	DUES & MEMBERSHIPS	26.34	-	1,879.89	350.00	350.00
01-145-5780-000	OTHER CHARGES - BANK FEES	27,683.20	32,415.52	48,485.06	68,920.00	70,028.00
01-146-5100-000	SALARY & WAGES-TAX COLLECTOR	50,744.00	53,519.00	36,186.68	41,977.00	43,026.43
01-146-5110-000	SALARY & WAGES - OPER STAFF	29,839.08	33,701.51	36,339.87	35,580.00	36,469.50
01-146-5112-000	SALARY & WAGES-SUPPORT STAFF	-	-	-	8,091.00	8,293.28
01-146-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	900.00	900.00	-	-
01-146-5131-000	ADDITIONAL GROSS - OVERTIME	73.88	-	616.00	-	-
01-146-5191-000	OTHER - CERTIFICATION	-	-	-	-	-
01-146-5245-000	REPAIR & MAINT EQUIPMENT	7,617.96	12,275.00	1,596.96	1,000.00	1,000.00
01-146-5270-000	EQUIPMENT RENTAL	982.44	1,229.40	1,066.44	1,200.00	1,200.00
01-146-5300-000	PROF & TECH SVS TAX TITLE	5,759.44	3,923.16	2,368.77	13,500.00	13,500.00
01-146-5340-000	COMMUNICATION	18,150.10	16,571.59	16,057.35	22,000.00	22,000.00
01-146-5380-000	OTHER SERVICES	-	-	15.00	5,500.00	5,500.00
01-146-5420-000	OFFICE SUPPLIES	2,013.85	1,304.94	1,068.00	2,000.00	2,000.00
01-146-5710-000	TRAVEL/MILEAGE	60.00	-	38.40	600.00	600.00
01-146-5730-000	DUES & MEMBERSHIPS	-	-	70.00	-	-
01-146-5780-000	OTHER CHARGES	116,140.75	123,424.60	96,323.47	131,448.00	133,589.20
01-151-5300-000	PROF & TECH - GENERAL LEGAL SVS	17,119.78	17,917.47	39,126.48	38,500.00	38,500.00
01-151-5301-000	PROF & TECH - LABOR & LITIGATION	13,568.55	19,196.29	0	0	0
01-155-5110-000	SALARY & WAGES - GIS ADMINISTRATOR	-	-	-	-	-
01-155-5245-000	REPAIR & MAINT EQUIPMENT	-	133.12	-	-	-
01-155-5300-000	PROFESSIONAL SERVICES	42,000.00	44,088.00	44,000.00	46,000.00	50,000.00
01-155-5340-000	COMMUNICATION	-	218.47	1,426.82	1,200.00	2,000.00
01-155-5380-000	OTHER PURCHASED SERVICES	6,786.50	3,500.00	14,788.02	13,000.00	13,000.00
01-155-5420-000	OFFICE SUPPLIES	-	-	-	-	-
01-155-5600-000	PRIOR YEAR ENCUMBRANCE	-	-	-	-	-
01-155-5870-000	REPLACEMENT EQUIPMENT	4,325.85	959.96	5,299.39	8,000.00	10,000.00
01-155-5870-000	REPLACEMENT EQUIPMENT	53,112.35	48,899.55	65,514.23	68,200.00	75,000.00

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

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ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST	FY2016 TOWN ADMIN.
* Department 176							
BOARD OF APPEALS							
01-176-5110-000	SALARY & WAGES - OPER STAFF	4,293.52	4,568.02	3,894.01	6,212.00	6,393.32	
01-176-5300-000	PROFESSIONAL SERVICES - LEGAL FEES	-	-	-	-	-	
* Total Department 176							
		4,293.52	4,568.02	3,894.01	6,212.00	6,393.32	
* Department 179							
LAND USE							
01-179-5100-000	SALARY & WAGES-LAND USE ADMIN.	21,862.55	22,581.90	24,309.34	25,021.00	25,743.08	
01-179-5190-000	STIPENDS - LONGEVITY	-	-	-	300.00	600.00	
01-179-5300-000	PROF & TECH SERVICES	2,324.80	1,325.23	815.02	2,500.00	2,500.00	
01-179-5420-000	OFFICE SUPPLIES	1,735.63	633.84	34.15	600.00	600.00	
01-179-5680-000	OTHER SUPPLIES	-	56.24	671.68	-	-	
01-179-5710-000	TRAVEL/MILEAGE-IN STATE	142.59	13.00	28.12	100.00	100.00	
01-179-5730-000	DUES & MEMBERSHIPS	-	-	-	100.00	100.00	
01-179-5780-000	OTHER CHARGES	-	180.00	-	-	-	
* Total Department 179							
		26,065.57	24,790.21	25,858.31	28,621.00	29,643.08	
HOUSING AUTHORITY							
01-183-5400-000		-	-	-	-	-	
* Department 191							
FACILITIES MAINTENANCE							
01-191-5100-000	SALARY & WAGES - DEPT HEAD FAC MAIN	28,790.03	36,362.70	33,941.60	38,202.00	45,862.00	At 40 hours/wk Increase w/ Fire-EMS
01-191-5110-000	SALARY & WAGES - OPERATING STAFF	-	-	-	-	-	
01-191-5120-000	SALARY & WAGES - TEMP HELP	5,778.50	4,936.80	5,232.50	5,638.00	6,000.00	
01-191-5130-000	ADDITIONAL GROSS - OVERTIME	260.82	29.70	211.05	300.00	600.00	
01-191-5190-000	STIPENDS - LONGEVITY	300.00	300.00	300.00	300.00	600.00	
01-191-5210-000	ENERGY	68,676.23	67,176.46	87,703.83	90,000.00	90,000.00	
01-191-5240-000	REPAIR & MAINTAIN - BUILDING	38,197.02	34,322.27	22,649.88	30,000.00	35,000.00	Increase w/ Fire-EMS
01-191-5245-000	REPAIR & MAINTAIN - EQUIPMENT	2,568.75	3,606.22	1,912.23	4,000.00	4,000.00	
01-191-5270-000	LEASES & RENTALS	-	-	-	-	-	
01-191-5300-000	PROFESSIONAL SERVICES	34,255.59	32,902.25	38,830.00	40,025.00	40,825.00	
01-191-5320-000	WATER	4,259.00	2,972.00	2,130.50	3,700.00	3,700.00	
01-191-5340-000	COMMUNICATIONS	1,471.85	1,414.06	1,659.43	1,500.00	1,500.00	
01-191-5430-000	BUILDING SUPPLIES	8,765.93	3,514.50	3,112.69	5,000.00	5,000.00	
01-191-5460-000	GROUNDKEEPING SUPPLIES	854.12	1,184.30	972.51	1,000.00	1,000.00	
01-191-5580-000	OTHER SUPPLIES	-	2,169.63	50.00	-	-	
01-191-5710-000	TRAVEL - IN STATE MILEAGE	722.58	638.93	648.44	1,200.00	1,200.00	
* Total Department 191							
		194,900.42	191,529.82	199,354.66	220,565.00	234,707.00	
* Department 192							
MEMORIAL HALL							
01-192-5245-000	REPAIRS & MAINTENANCE EQUIPMENT	3,131.65	4,129.24	4,568.36	5,000.00	5,000.00	
01-192-5300-000	PROF SERVICE	125.00	500.00	120.00	200.00	200.00	
01-192-5320-000	WATER	-	-	223.50	-	-	
01-192-5340-000	COMMUNICATION	4,776.48	5,075.67	4,688.72	5,800.00	5,800.00	
01-192-5420-000	OFFICE SUPPLIES	3,380.98	2,209.66	2,862.49	4,000.00	4,000.00	
* Total Department 192							
		11,414.11	11,914.57	12,463.07	15,000.00	15,000.00	

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* Department 193						
01-193-5210-000	WEST TOWNSEND READING ROOM					
01-193-5210-000	ENERGY	1,345.31	1,770.58	2,201.82	1,869.00	1,869.00
01-193-5240-000	REPAIR & MAINT BUILDING	193.00	-	-	350.00	350.00
01-193-5300-000	PROFESSIONAL SERVICES	-	-	-	-	-
01-193-5320-000	WATER	124.50	208.50	160.46	150.00	150.00
01-193-5340-000	COMMUNICATION	-	-	-	100.00	100.00
01-193-5380-000	OTHER SERVICES	80.00	185.00	45.00	125.00	125.00
01-193-5420-000	OFFICE SUPPLIES	-	18.89	294.06	206.00	206.00
01-193-5430-000	BUILDING SUPPLIES	300.17	320.96	-	-	-
01-193-5460-000	GROUNDKEEPING SUPPLIES	-	-	-	100.00	100.00
* Total Department 193	* WEST TOWNSEND READING ROOM 193	2,042.98	2,483.93	2,701.34	2,900.00	2,900.00
01-195-5300-000	PROF & TECH - TOWN REPORTS	2,241.00	1,612.68	1,512.17	2,000.00	2,000.00
SUBTOTAL	GENERAL GOVERNMENT	883,482.31	937,789.31	984,235.10	1,138,337.00	1,161,248.88
* Department 210						
01-210-5100-000	POLICE DEPARTMENT					
01-210-5100-000	SALARY & WAGES-POLICE CHIEF	96,517.92	99,036.96	101,406.00	103,434.00	103,434.00
01-210-5110-000	SALARY & WAGES-OPER STAFF	651,580.56	708,176.17	735,264.72	768,856.00	774,982.00
01-210-5112-000	SALARY & WAGES-SUPPORT STAFF	71,823.44	74,339.20	76,692.24	78,467.00	76,363.00
01-210-5120-000	SALARY & WAGES-RESERVE OFFICERS	36,999.57	11,468.73	22,589.84	10,112.00	10,365.00
01-210-5130-000	ADDITIONAL GROSS - OVERTIME	92,926.27	91,467.15	115,112.42	109,207.00	111,937.00
01-210-5131-000	ADDITIONAL GROSS - HOLIDAY	33,730.32	37,899.88	38,438.72	45,315.00	45,174.00
01-210-5132-000	ADDITIONAL GROSS - LONGEVITY	13,300.00	13,300.00	16,131.20	14,300.00	11,150.00
01-210-5190-000	OTHER - STIPENDS COLL/QUINN	120,158.40	132,791.12	138,225.00	160,149.00	140,756.00
01-210-5195-000	OTHER - UNIFORM ALLOWANCE	16,809.31	19,530.72	15,506.14	20,400.00	21,300.00
01-210-5196-000	OTHER - TRAINING	7,443.32	11,003.77	19,097.00	11,838.00	16,838.00
01-210-5197-000	OTHER - SPECIAL INVESTIGATIONS	-	-	-	-	-
01-210-5198-000	OTHER - WAGES, GROUNDKEEPING MAI	-	-	-	-	-
01-210-5210-000	ENERGY	21,808.86	23,608.38	25,264.09	19,500.00	23,500.00
01-210-5240-000	REPAIR & MAINT BUILDING	7,574.71	829.17	4,548.05	5,000.00	5,000.00
01-210-5245-000	REPAIR & MAINT EQUIPMENT	28,742.18	26,000.14	33,840.98	35,750.00	35,750.00
01-210-5270-000	EQUIPMENT RENTAL	-	55.56	80.24	375.00	375.00
01-210-5300-000	PROF SERVICES	5,361.46	1,933.62	1,698.48	8,200.00	1,000.00
01-210-5320-000	WATER	1,457.00	1,302.00	967.00	1,090.00	1,090.00
01-210-5340-000	COMMUNICATION	4,995.92	5,337.22	6,133.57	3,000.00	3,000.00
01-210-5380-000	OTHER SERVICES	556.00	1,014.10	645.95	1,000.00	1,000.00
01-210-5420-000	OFFICE SUPPLIES	3,268.62	4,102.68	2,608.77	3,549.00	3,549.00
01-210-5430-000	BUILDING MAINTENANCE SUPPLIES	210.95	56.01	919.46	26,935.00	26,935.00
01-210-5480-000	VEHICULAR SUPPLIES	41,634.88	39,803.91	34,500.00	4,809.00	4,809.00
01-210-5580-000	OTHER SUPPLIES	2,048.52	3,985.15	8,544.31	4,809.00	4,809.00
01-210-5710-000	TRAVEL/MILEAGE-IN STATE	461.95	492.33	502.88	231.00	231.00
01-210-5720-000	TRAVEL-OUT OF STATE	-	1,964.73	-	-	-
01-210-5730-000	DUES & MEMBERSHIPS	8,575.50	9,384.60	9,754.20	8,500.00	10,000.00
01-210-5780-000	OTHER CHARGES - TRAINING	4,900.52	12,042.35	10,434.60	13,536.00	19,536.00
01-210-5850-000	NEW EQUIPMENT	52,060.00	51,843.00	51,298.16	60,000.00	62,000.00
01-210-5870-000	REPLACE EQUIPMENT	134.00	-	-	-	-
* Total Department 210	* POLICE DEPARTMENT 210	1,325,080.18	1,382,768.65	1,470,204.02	1,513,553.00	1,510,074.00

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* Department 220	FIRE DEPARTMENT					
01-220-5100-000	SALARY & WAGES-FIRE CHIEF/EMS DIR	76,913.64	79,352.00	74,680.62	82,667.00	86,736.00
01-220-5110-000	SALARY & WAGES - OPER STAFF FULL TIR	38,994.16	41,124.60	49,804.70	54,186.00	56,541.00
01-220-5111-000	SALARIES & WAGES - OPER STAFF FT FIR	67,466.78	58,878.02	80,783.88	92,514.00	47,374.00
01-220-5110-230	SALARY & WAGES-OPER STF FULL TIME I	5,979.60	-	-	-	-
01-220-5111-230	SALARY & WAGES-OPER STF PER DIEM A	286,397.40	300,297.82	300,393.29	292,125.00	299,428.00
01-220-5112-000	OPERATIONAL STAFF - FIRE PREV	-	-	-	-	49,156.00
01-220-5115-000	SALARY & WAGES-SUPPORT STAFF	-	-	-	-	7,175.00
01-220-5120-000	PART TIME MECHANICS	52,977.74	70,114.32	73,598.07	74,214.00	76,069.00
01-220-5120-230	SALARY & WAGES - ON CALL FIREFIGHTE	48,997.70	27,803.81	12,049.45	49,830.00	51,076.00
01-220-5130-000	SALARY & WAGES-ON CALL BLS EMT	900.00	900.00	2,250.00	2,250.00	2,250.00
01-220-5131-000	ADDITIONAL GROSS -LONGEVITY	26,604.30	14,179.13	32,644.97	25,800.00	26,445.00
01-220-5131-230	ADDITIONAL GROSS-OVERTIME OPER ST	8,712.45	9,049.03	13,677.46	8,000.00	8,200.00
01-220-5132-000	ADDITIONAL GROSS-OVERTIME EMS OPE	2,886.52	1,022.79	2,789.26	2,050.00	2,101.00
01-220-5132-230	ADDITIONAL GROSS-OVERTIME ON-CALL	2,130.05	2,304.56	672.96	1,025.00	1,050.00
01-220-5190-000	OTHER - STIPENDS	-	-	-	-	-
01-220-5190-230	OTHER - STIPENDS - ON CALL EMS	4,267.00	1,260.00	-	15,000.00	15,375.00
01-220-5190-	OTHER - CERTIFICATION	-	-	-	-	2,500.00
01-220-5190-	OTHER - UNIFORM ALLOWANCE	-	-	-	-	4,300.00
01-220-5195-000	OTHER - UNIFORM ALLOWANCE	2,036.06	2,800.26	2,770.06	4,100.00	4,100.00
01-220-5195-230	OTHER - UNIFORM ALLOWANCE EMS	2,737.95	2,700.00	2,834.92	2,700.00	2,700.00
01-220-5210-000	ENERGY	21,603.55	22,741.65	25,192.86	24,000.00	24,000.00
01-220-5240-000	REPAIR & MAINT BUILDING	6,331.50	10,869.84	9,776.21	14,000.00	-
01-220-5245-000	REPAIR & MAINT EQUIPMENT	20,541.18	34,474.08	28,286.15	29,000.00	22,000.00
01-220-5245-230	REPAIR & MAINT - EMS EQUIP, VEHICLES	12,620.50	10,284.23	5,909.92	11,000.00	11,000.00
01-220-5300-000	PROF SERVICES	3,148.30	3,250.82	8,760.50	6,776.00	6,776.00
01-220-5300-230	PROFESSIONAL & TECHNICAL - EMS BILLI	19,177.78	15,927.88	15,138.15	14,684.00	14,684.00
01-220-5310-000	PROF & TECH SVCS - TRAINING	230.00	400.00	650.00	2,000.00	2,000.00
01-220-5320-000	WATER	1,125.00	1,341.00	940.50	1,250.00	1,250.00
01-220-5340-000	COMMUNICATION	10,180.49	6,255.66	13,190.89	10,000.00	10,000.00
01-220-5380-000	OTHER SERVICES	427.46	436.44	379.84	500.00	500.00
01-220-5380-230	OTHER PURCHASED SERVICES - EMS	2,116.49	1,757.98	2,083.62	2,500.00	2,500.00
01-220-5420-000	OFFICE SUPPLIES	1,813.32	1,185.26	1,130.70	1,700.00	1,700.00
01-220-5430-000	BUILDING SUPPLIES	366.71	1,354.83	1,308.55	800.00	800.00
01-220-5435-000	EQUIPMENT MAINTENANCE SUPPLIES	-	-	95.59	-	-
01-220-5435-230	EQUIPMENT MAINTENANCE SUPPLIES EM	178.85	-	197.34	100.00	100.00
01-220-5450-000	CUSTODIAL/HOUSEKEEPING SUPPLIES	480.74	842.72	844.09	700.00	700.00
01-220-5480-000	VEHICULAR SUPPLIES	19,427.88	15,851.04	22,099.49	20,000.00	20,000.00
01-220-5500-230	MEDICAL SUPPLIES	22,272.35	22,810.55	22,235.15	22,000.00	22,000.00
01-220-5580-000	OTHER SUPPLIES	1,534.38	3,538.67	1,762.99	3,000.00	3,000.00
01-220-5585-000	TRAINING	-	-	-	800.00	800.00
01-220-5710-000	TRAVEL/MILEAGE - IN STATE	-	-	-	-	-
01-220-5720-000	TRAVEL-OUT OF STATE	-	-	-	-	-
01-220-5730-000	DUES & MEMBERSHIPS	1,195.00	465.00	1,534.00	1,000.00	1,000.00
01-220-5730-230	DUES & MEMBERSHIPS EMS	2,100.00	1,800.00	1,900.00	2,000.00	2,000.00
01-220-5780-000	OTHER CHARGES	1,442.55	834.84	1,043.19	1,000.00	1,000.00
01-220-5850-000	NEW EQUIPMENT	9,503.86	17,616.33	21,371.28	9,500.00	9,500.00
01-220-5870-000	REPLACE EQUIPMENT	6,115.61	8,790.51	6,252.79	15,000.00	15,000.00
01-220-5890-000	TRUCK LEASE PURCHASE	10,100.00	-	-	-	-
01-220-5900-000	HAZARDOUS WASTE COLLECTION	-	4,457.00	4,457.00	4,457.00	4,457.00
* Total Department 220	* FIRE DEPARTMENT 220	802,034.85	799,072.67	845,490.44	904,228.00	919,643.00

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

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* Department 244	SEALER of WEIGHTS & MEASURES					
01-244-5100-000	SEALER OF WEIGHTS & MEASURERS	3,766.00	3,766.00	3,925.00	4,023.13	4,139.51
01-244-5110-000	SALARY & WAGES - OPER (ALT INSP)	-	-	-	-	-
01-244-5195-000	STIPENDS - CLOTHING ALLOWANCE	-	-	-	-	-
01-244-5300-000	PROFESSIONAL & TECHNICAL	74.99	144.82	15.00	100.00	100.00
01-244-5400-000	WEIGHTS & MEASURER EXPENSE	-	-	108.00	50.00	50.00
01-244-5420-000	OFFICE SUPPLIES	10.93	25.93	12.20	50.00	52.00
01-244-5710-000	TRAVEL, MILEAGE IN-STATE	3,851.92	3,936.75	4,060.20	4,223.13	4,341.51
* Total Department 244	* SEALER OF WEIGHTS & MEASURES 244					
* Department 245	ELECTRICAL INSPECTOR					
01-245-5100-000	WIRE INSP SALARY	11,480.00	11,480.00	11,769.00	12,063.23	12,412.19
01-245-5110-000	SALARY & WAGES - OPER (ALT INSP)CT	167.00	167.00	167.00	167.00	167.00
01-245-5300-000	PROFESSIONAL & TECHNICAL	480.70	-	455.00	150.00	650.00
01-245-5400-000	WIRE INSPECTOR EXPENSE	-	24.00	-	-	-
01-245-5580-000	OTHER SUPPLIES	-	255.92	-	280.00	280.00
01-245-5710-000	TRAVEL, MILEAGE IN-STATE	542.43	570.08	996.24	1,000.00	1,200.00
* Total Department 245	* ELECTRICAL INSPECTOR 245	12,670.13	12,497.00	13,387.24	13,660.23	14,709.19
01-246-5400-000	ANIMAL INSPECTOR	500.00	500.00	513.00	525.83	538.97
* Department 291	T.E.M.A.					
01-291-5245-000	REPAIR & MAINT - EQUIPMENT	491.82	110.00	251.40	691.00	691.00
01-291-5340-000	COMMUNICATION	-	-	-	-	-
01-291-5380-000	OTHER SERVICE	-	90.00	-	-	-
01-291-5420-000	OFFICE SUPPLIES	-	-	23.49	109.00	109.00
01-291-5580-000	OTHER SUPPLIES	-	459.34	498.32	200.00	200.00
01-291-5710-000	TRAVEL IN STATE - MILEAGE	193.79	277.42	220.08	-	-
01-291-5901-000	EMER MGMT GRANT MATCH ATM 5/11	3,487.61	-	-	-	-
* Total Department 291	* T.E.M.A. 291	4,173.22	936.76	993.29	1,000.00	1,000.00
* Department 292	DOG OFFICER					
01-292-5100-000	SALARY & WAGES - ANIMAL CONTROL OF	16,000.00	16,000.00	16,400.00	16,810.00	17,230.00
01-292-5300-000	ANIMAL CONTROL PROFESSIONAL SERVI	1,578.62	275.00	1,526.33	5,000.00	5,000.00
01-292-5420-000	OFFICE SUPPLIES	-	45.97	936.23	-	-
01-292-5580-000	OTHER SUPPLIES	509.98	1,388.31	404.74	-	-
01-292-5600-000	PRIOR YEAR ENCUMBRANCE	-	-	-	-	-
01-292-5710-000	TRAVEL, MILEAGE - IN STATE	1,337.49	1,308.79	1,965.63	-	-
01-292-5730-000	DUES & MEMBERSHIPS	-	-	50.00	-	-
* Total Department 292	* DOG OFFICER 292	19,426.09	19,018.07	21,282.93	21,810.00	22,230.00
* Department 294	TREE WARDEN					
01-294-5100-000	TREE WARDEN SALARY	9,666.00	9,666.00	9,908.00	10,155.70	10,155.70
01-294-5270-000	EQUIPMENT RENTAL	10,700.00	10,400.00	10,600.00	9,374.00	9,374.00
01-294-5380-000	OTHER PURCHASED SERVICES	-	169.40	221.64	1,200.00	1,200.00
01-294-5710-000	TRAVEL, MILEAGE - IN STATE	365.02	340.44	279.75	300.00	300.00
01-294-5730-000	DUES AND MEMBERSHIPS	170.00	115.00	115.00	450.00	450.00
* Total Department 294	* TREE WARDEN 294	20,901.02	20,690.84	21,124.39	21,479.70	21,479.70
01-297-5100-000	BURIEL AGENT	136.00	136.00	136.00	136.00	136.00
01-298-5100-000	PARKING CLERK	59.00	59.00	59.00	59.00	59.00
SUBTOTAL	PUBLIC SAFETY	2,497,395.02	2,579,966.95	2,783,614.11	2,942,876.65	2,972,564.36

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01-300-5400-000	N.M.R.S.D. ASSESSMENT	7,907,428.00	8,522,842.00	8,580,425.00	8,987,368.00	9,346,862.72	4%
01-301-5400-000	N.V.T.H.S. ASSESSMENT	951,200.00	922,086.00	963,831.00	1,034,072.00	1,075,434.88	4%
SUBTOTAL	EDUCATION	8,858,628.00	9,444,928.00	9,544,256.00	10,021,440.00	10,422,297.60	

* Department 421		HIGHWAY DEPT - WAGES					
01-421-5100-000	SALARY & WAGES-HIGHWAY SUPERINTEI	74,708.00	74,709.00				
01-421-5110-000	SALARY & WAGES-OPER STAFF	209,450.00	206,359.06				
01-421-5120-000	TEMPORARY WAGES		6,230.22				
01-421-5130-000	ADDITIONAL GROSS - OT & DIFFRL	25,852.79	2,159.97				
01-421-5132-000	ADDITIONAL GROSS - LONGEVITY	4,300.00	3,900.00				
01-421-5191-000	OTHER STIPEND - CERTIFICATION	500.00	500.00				
01-421-5192-000	OTHER STIPEND - TUITION REIMBURSEME						
01-421-5195-000	OTHER - UNIFORM ALLOWANCE	5,554.41	6,379.49				
* Total Department 421	* HIGHWAY DEPT - WAGES 421	320,365.20	294,007.52	282,690.43	375,350.00	381,337.00	

* Department 422		HIGHWAY EXPENSES					
01-422-5210-000	ENERGY	10,485.90	10,849.21				
01-422-5240-000	REPAIR & MAINT BUILDING	1,142.08	4,502.00				
01-422-5245-000	REPAIR & MAINT EQUIPMENT	17,473.38	17,195.81				
01-422-5270-000	EQUIPMENT RENTAL	2,589.00	713.88				
01-422-5300-000	PROFESSIONAL SERVICES	312.10	2,147.76				
01-422-5320-000	WATER	287.50	388.00				
01-422-5340-000	COMMUNICATION	2,577.25	3,021.89				
01-422-5380-000	OTHER SERVICES	16,313.56	8,297.58				
01-422-5420-000	OFFICE SUPPLIES	3,665.93	896.95				
01-422-5430-000	BUILDING SUPPLIES	333.56	69.95				
01-422-5480-000	VEHICULAR SUPPLIES	18,035.48	27,362.37				
01-422-5530-000	PUBLIC WORKS SUPPLIES	28,504.44	32,618.47				
01-422-5580-000	OTHER SUPPLIES	409.05	91.15				
01-422-5710-000	TRAVEL	9.50					
01-422-5730-000	DUES & MEMBERSHIPS	606.95	573.12				
01-422-5850-000	NEW EQUIPMENT	3,586.00					
01-422-5870-000	REPLACE EQUIPMENT	3,407.10					
* Total Department 422	* HIGHWAY EXPENSES 422	109,738.78	106,481.14	158,184.07	107,180.00	107,180.00	

* Department 423		SNOW & ICE REMOVAL					
01-423-5120-000	SALARY & WAGES-TEMPORARY HELP	4,634.55	16,039.93				
01-423-5130-000	WAGES - OVERTIME		32,491.77				
01-423-5245-000	REPAIR & MAINTAIN EQUIPMENT	3,817.50	2,965.44				
01-423-5270-000	EQUIPMENT RENTAL	25,575.00	52,694.00				
01-423-5480-000	VEHICULAR SUPPLIES	44,015.61	34,605.16				
01-423-5512-000	SALT	75,180.09	117,554.03				
01-423-5513-000	SAND	22,784.84	43,155.84				
01-423-5870-000	REPLACEMENT EQUIPMENT	1,314.22	1,845.50				
* Total Department 423	* SNOW & ICE REMOVAL 423	177,321.81	301,351.67	382,088.71	175,000.00	175,000.00	

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FY 2013
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FY 2012
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ACCOUNT NUMBER ACCOUNT NAME

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY2016 DEPT. REQUEST
* Department 424	STREET LIGHTING					
01-424-5210-000	ENERGY - HWY STREET LIGHTS	16,924.58	16,825.45	17,500.00	17,500.00	17,500.00
* Total Department 424	* STREET LIGHTING 424	16,924.58	16,825.45	17,500.00	17,500.00	17,500.00

SUBTOTAL	STREETS & HIGHWAYS	624,350.37	718,665.78	840,463.21	675,030.00	681,017.00
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* Department 430	LANDFILL OPERATIONS					
01-430-5210-000	ENERGY	1,429.34	1,615.10	1,865.11	2,500.00	2,500.00
01-430-5240-000	REPAIR & MAINT LANDFILL BUILDING	42.88	424.18	400.70	2,500.00	2,500.00
01-430-5245-000	REPAIR & MAINT EQUIPMENT	1,105.61	963.20	1760	-	-
01-430-5300-000	PROFESSIONAL SERVICES	5,870.00	12,812.50	8,396.53	9,100.00	9,100.00
01-430-5340-000	COMMUNICATIONS	369.93	400.74	120.13	300.00	300.00
01-430-5580-000	OTHER SUPPLIES	233.46	67.99	534.35	-	-
* Total Department 430	* LANDFILL OPERATIONS 430	9,051.22	16,283.71	13,076.82	14,400.00	14,400.00

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

SUBTOTAL	SOLID WASTE SERVICES	672,797.46	631,743.98	623,594.35	648,598.00	648,598.00
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* Department 491	CEMETERY/PARKS DEPARTMENT					
01-491-5100-000	SALARY & WAGES-CEMETERY SUPER	42,513.48	46,832.75	49,162.92	49,507.00	50,932.80
01-491-5110-000	SALARY & WAGES - OPER STAFF	6,916.98	18,639.65	19,245.12	32,349.00	33,418.62
01-491-5112-000	SALARIES & WAGES - SUPPORT STAFF	1,216.02	1,708.91	2,007.03	7,949.00	8,205.84
01-491-5120-000	SALARIES & WAGES - TEMP HELP	20,901.30	21,816.30	24,108.10	21,353.00	21,890.40
01-491-5130-000	ADDITIONAL GROSS - OVERTIME	1,308.87	1,302.39	1,214.55	-	-
01-491-5135-000	ADDITIONAL GROSS - LONGEVITY	300.00	300.00	300.00	300.00	600.00
01-491-5195-000	OTHER - UNIFORM ALLOWANCE	-	-	-	40.00	40.00
01-491-5210-000	ENERGY	3,829.72	3,214.71	4,120.74	3,525.00	3,525.00
01-491-5240-000	REPAIR & MAINTAIN BUILDING	-	274.66	389.23	500.00	500.00
01-491-5245-000	REPAIR & MAINTENANCE EQUIPMENT	706.58	691.23	1,098.51	350.00	350.00
01-491-5320-000	EQUIPMENT RENTAL	823.75	635.00	823.57	1,000.00	1,000.00
01-491-5330-000	WATER	267.00	35.00	274.50	300.00	300.00
01-491-5340-000	COMMUNICATION	595.98	409.08	323.81	300.00	300.00
01-491-5380-000	OTHER PURCHASED SERVICES	-	210.00	-	-	-
01-491-5420-000	OFFICE SUPPLIES	72.00	167.48	99.99	46.00	46.00
01-491-5430-000	BUILDING MAINTENANCE SUPPLIES	248.79	325.49	266.00	100.00	100.00
01-491-5460-000	GROUNDKEEPING SUPPLIES	965.50	1,298.47	341.64	1,100.00	1,100.00
01-491-5480-000	VEHICULAR SUPPLIES	1,447.40	2,001.83	1,483.68	1,700.00	1,700.00
01-491-5580-000	OTHER SUPPLIES	450.82	149.85	-	500.00	500.00
01-491-5850-000	NEW EQUIPMENT	-	-	199.00	-	-
* Total Department 491	* CEMETERY/PARKS DEPARTMENT 491	82,564.19	100,012.80	105,458.39	120,919.00	124,508.66

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* Department 520	BOARD OF HEALTH					
01-520-5112-000	SALARY & WAGES-SUPPORT STAFF	29,316.76	32,433.45	34,049.75	34,746.00	35,704.05
01-520-5120-000	SALARY & WAGES - TEMPORARY HELP	-	-	-	-	-
01-520-5130-000	ADDITIONAL GROSS	-	-	-	-	-
01-520-5190-000	ADDITIONAL GROSS - LONGEVITY	-	-	-	-	-
01-520-5300-000	PROF SERVICES	279.56	399.54	300.00	300.00	300.00
01-520-5340-000	COMMUNICATION	433.10	49.10	283.31	800.00	800.00
01-520-5420-000	OFFICE SUPPLIES	189.84	200.24	671.63	70.00	70.00
01-520-5580-000	OTHER SUPPLIES	26.00	138.99	674.92	275.00	275.00
01-520-5710-000	TRAVEL/MILEAGE IN-STATE	452.31	396.84	-	-	-
01-520-5730-000	DUES & MEMBERSHIPS	155.00	514.00	356.22	305.00	305.00
* Total Department 520	* BOARD OF HEALTH 520	30,852.57	34,132.16	36,875.83	36,746.00	37,704.05
* Department 522	NASHOBA ASSESSMENTS					
01-522-5300-000	NURSING CONTRACT	6,166.00	8,702.88	8,702.84	7,059.00	9,050.96
01-522-5301-000	NASHOBA ASSESSMENT	21,085.00	19,440.84	19,440.84	21,085.00	20,218.46
* Total Department 522	* NASHOBA ASSESSMENTS 522	27,251.00	28,143.72	28,143.68	28,144.00	29,269.42
01-524-5300-000	LANDFILL ENGINEERING SERVICES	17,270.00	17,500.00	20,400.00	20,400.00	20,400.00
* Department 541	COUNCIL ON AGING					
01-541-5100-000	SALARY & WAGES-C.O.A DIRECTOR	34,588.77	35,788.50	37,098.25	37,929.00	43,347.20
01-541-5110-000	SALARY & WAGES - OPER STAFF	19,315.00	21,252.00	22,520.57	36,505.00	38,358.32
01-541-5120-000	SALARY & WAGES - TEMPORARY HELP	-	-	0	580.00	-
01-541-5130-000	ADDITIONAL GROSS - LONGEVITY	900.00	900.00	900.00	900.00	-
01-541-5245-000	REPAIR & MAINT EQUIPMENT	510.00	490.00	300.00	695.00	695.00
01-541-5270-000	RENTAL - BUILDING	-	-	-	-	-
01-541-5300-000	PROFESSIONAL SERVICES	793.17	1,750.00	1,525.00	1,600.00	1,600.00
01-541-5340-000	COMMUNICATIONS	1,341.92	901.49	1,099.90	1,300.00	1,300.00
01-541-5380-000	OTHER SERVICES	277.78	109.00	-	-	-
01-541-5420-000	OFFICE SUPPLIES	989.34	1,218.13	1,418.37	1,000.00	1,000.00
01-541-5580-000	OTHER SUPPLIES	597.90	632.19	1,108.16	1,525.00	1,525.00
01-541-5730-000	DUES & MEMBERSHIPS	185.00	-	90.00	500.00	500.00
* Total Department 541	* COUNCIL ON AGING 541	59,498.88	63,041.31	66,060.25	82,534.00	88,325.52
* Department 543	VETERAN AGENT					
01-543-5100-000	VETERANS AGENT SALARY	4,886.00	4,886.00	5,009.00	5,134.23	5,262.58
01-543-5340-000	COMMUNICATION	-	-	-	-	-
01-543-5420-000	OFFICE SUPPLIES	-	-	-	100.00	100.00
01-543-5730-000	DUES	-	-	-	-	-
* Total Department 543	* VETERAN AGENT 543	4,886.00	4,886.00	5,009.00	5,234.23	5,362.58
* Department 544	VETERANS BENEFITS					
01-544-5300-000	PROFESSIONAL SERVICES	-	-	-	55,000.00	55,000.00
01-544-5380-000	OTHER SERVICES - VET BENEFITS	23,949.20	38,725.82	67,815.52	55,000.00	55,000.00
* Total Department 544	* VETERANS BENEFITS 544	23,949.20	38,725.82	67,815.52	55,000.00	55,000.00
SUBTOTAL	HUMAN SERVICES	246,271.84	286,441.81	329,762.67	348,977.23	360,570.23

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GENERAL FUND ANNUAL EXPENDITURES BY DEPARTMENT

2/10/2015

FY2016
TOWN ADMIN.

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST	FY2016 TOWN ADMIN.
* Department 610	LIBRARY						
01-610-5100-000	SALARIES & WAGES-LIBRARY DIRECTOR	40,261.68	42,814.73	44,037.92	45,234.00	58,185.00	
01-610-5110-000	SALARY & WAGES - OPER STAFF	5,717.85	43,500.07	48,069.67	49,799.00	151,410.00	
01-610-5110-101	WAGES - CHILDREN'S LIBRARIAN	24,950.72	28,857.10	29,593.21	30,474.00	-	
01-610-5110-102	WAGES - SENIOR LIBRARY TECH	18,659.54	22,758.15	23,049.00	23,738.00	-	
01-610-5110-201	WAGES - SENIOR LIBRARY TECH	27,256.20	30,586.40	31,346.64	32,284.00	-	
01-610-5110-202	WAGES - LIBRARY TECH 19 HR	10,125.28	-	-	-	-	
01-610-5110-203	WAGES - LIBRARY TECH 11 HR	6,732.01	-	-	-	-	
01-610-5110-204	WAGES - LIBRARY TECH 4 HR	9,411.79	-	-	-	-	
01-610-5120-000	WAGES - SUNDAY STAFFING	-	3,602.92	-	-	-	
01-610-5130-000	ADDITIONAL GROSS - LONGEVITY	1,200.00	1,500.00	1,500.00	1,500.00	1,800.00	
01-610-5210-000	ENERGY	-	-	-	-	-	
01-610-5240-000	REPAIR & MAINT BUILDING	-	-	-	-	-	
01-610-5245-000	REPAIR & MAINT - EQUIPMENT	-	-	-	-	500.00	
01-610-5270-000	EQUIPMENT RENTAL	-	-	-	-	-	
01-610-5300-000	PROFESSIONAL & TECHNICAL SERVICES	282.00	200.00	-	-	-	
01-610-5320-000	WATER	-	-	-	-	-	
01-610-5340-000	COMMUNICATION	559.85	726.22	638.68	1,050.00	1,050.00	
01-610-5380-000	OTHER PURCHASED SERVICES	8,571.98	9,014.00	10,923.86	11,683.00	13,176.00	
01-610-5420-000	OFFICE SUPPLIES	2,959.49	1,600.53	1,851.96	2,000.00	2,000.00	
01-610-5450-000	CUSTODIAL SUPPLIES	-	-	-	100.00	100.00	
01-610-5580-000	OTHER SUPPLIES - BOOKS, DVD, CD	32,703.18	28,925.80	31,944.71	34,533.00	36,931.00	
01-610-5581-000	OTHER SUPPLIES - MISCELLANEOUS	-	-	-	-	-	
01-610-5730-000	DUES & MEMBERSHIPS	285.00	145.00	980.00	1,752.00	1,752.00	
01-610-5780-000	OTHER CHARGES	929.10	1,188.31	370.02	-	-	
* Total Department 610	* LIBRARY 610	190,605.67	215,419.23	224,305.67	234,147.00	266,904.00	
* Department 630	RECREATION DEPARTMENT						
01-630-5100-000	SALARY & WAGES-REC. DIRECTOR	-	-	-	-	20,400.00	
01-630-5110-000	SALARY & WAGES - OPER STAFF	-	-	-	-	-	
01-630-5580-000	OTHER SUPPLIES	-	-	-	-	-	
* Total Department 630	* RECREATION DEPARTMENT 630	-	-	-	-	20,400.00	
* Department 660	MEMORIAL DAY COMMITTEE						
01-660-5120-000	SALARY & WAGES TEMPORARY HELD	-	-	-	-	-	
01-660-5300-000	PROFESSIONAL SERVICES	1,284.08	1,188.56	1,310.44	1,500.00	1,500.00	
01-660-5350-000	BAND SERVICES	1,817.00	1,646.00	1,837.00	2,225.00	2,225.00	
01-660-5580-000	OTHER SUPPLIES	731.15	754.64	739.64	833.00	833.00	
* Total Department 660	* MEMORIAL DAY COMMITTEE 660	3,832.23	3,589.20	3,887.08	4,558.00	4,558.00	
* Department 692	BAND CONCERTS						
01-692-5120-000	SALARY & WAGES TEMPORARY HELP	-	-	-	-	-	
01-692-5350-000	BAND SERVICES	7,712.00	7,848.00	7,093.72	8,100.00	8,100.00	
01-692-5580-000	OTHER SUPPLIES	216.86	281.00	215.55	300.00	300.00	
* Total Department 692	* BAND CONCERTS 692	7,928.86	8,129.00	7,309.27	8,400.00	8,400.00	Subject to change
SUBTOTAL	CULTURE & RECREATION	202,366.76	227,137.43	235,502.02	247,105.00	300,262.00	-

FY2016 OPERATING BUDGET
WATER ENTERPRISE FUND ANNUAL EXPENDITURES

ACCOUNT NUMBER	ACCOUNT NAME	FY 2012 EXPENDED	FY 2013 EXPENDED	FY 2014 EXPENDED	FY 2015 APPROPRIATED	FY 2016 DEPT. REQUEST
61-000-5100-000	SALARY & WAGES - WATER SUPERINTENDENT	65,873.36	68,078.40	70,055.00	71,915.00	73,707.00
61-000-5110-000	SALARY & WAGES - OPERATING STAFF	85,791.24	90,937.61	95,839.27	97,784.00	148,146.00
61-000-5112-000	SALARY & WAGES - SUPPORT STAFF	45,990.41	52,460.44	54,117.99	55,312.00	39,088.00
61-000-5120-000	SALARY & WAGES - TEMPORARY HELP	-	-	-	1.00	1.00
61-000-5130-000	ADDITIONAL GROSS	-	-	-	-	-
61-000-5131-000	ADDITIONAL GROSS - OVERTIME	969.63	1,517.20	2,787.11	11,060.00	10,500.00
61-000-5132-000	ADDITIONAL GROSS - LONGEVITY	3,000.00	3,300.00	3,900.00	3,900.00	3,300.00
61-000-5135-000	ADDITIONAL GROSS - REG & SPEC ON CALL	16,597.65	15,498.39	16,744.64	13,325.00	13,874.00
61-000-5190-000	OTHER - STIPENDS WATER COMMISSIONERS	-	-	-	3.00	3.00
61-000-5191-000	OTHER - RETIREMENT BENEFIT	-	-	-	2,000.00	2,000.00
61-000-5195-000	OTHER - CLOTHING ALLOWANCE	1,870.06	1,686.48	1,879.68	2,800.00	3,800.00
61-000-5210-000	ENERGY	76,415.02	75,528.98	85,443.37	82,000.00	70,000.00
61-000-5240-000	REPAIR & MAINT BUILDING	4,865.79	733.20	3,477.08	5,000.00	5,000.00
61-000-5245-000	REPAIR & MAINT EQUIPMENT	43,160.17	33,357.83	19,611.32	20,000.00	20,000.00
61-000-5245-100	REPAIR & MAINT - SCADA SYSTEM	-	-	-	1.00	1.00
61-000-5270-000	RENTALS	315.00	1,075.00	315.00	1,000.00	1,000.00
61-000-5300-000	PROFESSIONAL SERVICES	17,257.60	34,769.12	30,033.62	20,000.00	20,000.00
61-000-5300-100	PROF SVS - BACKFLOW TESTING	6,900.00	6,900.00	6,750.00	6,000.00	6,000.00
61-000-5340-000	COMMUNICATION	16,002.82	17,428.54	16,667.70	17,600.00	17,600.00
61-000-5380-000	OFFICE SERVICES	400.00	154.00	-	2,600.00	2,600.00
61-000-5420-000	OFFICE SUPPLIES	3,234.69	2,264.43	2,786.16	5,000.00	5,000.00
61-000-5430-000	BUILDING SUPPLIES	337.56	315.98	-	1,500.00	1,500.00
61-000-5435-000	EQUIPMENT MAINT SUPPLIES	547.31	256.00	-	1,500.00	1,500.00
61-000-5460-000	GROUNDKEEPING SUPPLIES	1,303.67	272.76	25.73	500.00	500.00
61-000-5480-000	VEHICULAR SUPPLIES	9,791.34	13,702.78	13,263.58	8,000.00	8,000.00
61-000-5530-000	PUBLIC WORKS SUPPLIES	33,545.04	35,546.66	43,552.11	35,000.00	35,000.00
61-000-5531-000	CHEMICALS	13,902.79	17,778.60	20,442.98	23,000.00	23,000.00
61-000-5580-000	OTHER SUPPLIES	28.50	548.68	169.36	1,000.00	1,000.00
61-000-5710-000	TRAVEL/MILEAGE-IN STATE	687.58	555.20	694.31	1,100.00	1,100.00
61-000-5720-000	OUT OF STATE TRAVEL	-	-	-	100.00	100.00
61-000-5730-000	DUES & MEMBERSHIPS	1,426.25	1,009.75	2,734.00	2,000.00	2,000.00
61-000-5780-000	OTHER CHARGES	-	-	60.00	500.00	500.00
61-000-5782-000	OTHER CHARGES - BANK	-	-	62.81	-	-
61-000-5785-000	WATER ASSESSMENT D.E.P.	1,916.03	1,982.52	1,677.02	2,000.00	2,000.00
61-000-5850-000	NEW EQUIPMENT	9,162.36	1,661.96	-	10,000.00	10,000.00
61-000-5870-000	REPLACEMENT EQUIPMENT	-	-	-	-	-
61-000-5890-000	HYDRANTS	-	-	-	-	-
61-000-5900-000	DEBT SERVICE - MWPAT EAST SIDE IMPROV	42,373.76	42,374.19	42,373.68	42,380.00	42,380.00
61-000-5901-000	DEBT SERVICE - MWPAT EAST SIDE PHASE II	61,583.27	61,583.02	61,582.93	63,000.00	63,000.00
61-000-5902-000	DEBT SERVICE - WITCH'S BROOK BORROWING	-	-	-	-	-
61-004-500-000	EMERGENCY RESERVE FUND	-	-	-	-	-
* Total Department	* WATER ENTERPRISE OPERATING	565,248.90	583,277.72	597,046.45	628,881.00	653,200.00

2/10/2015
FY2016
TOWN ADMIN.
RECOMMENDED



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

3.8


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

Colin McNabb, *Vice-Chairman*

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

MEMORANDUM

TO: Elected Boards and Commissions

FROM: Andrew J. Sheehan, Town Administrator 

DATE: February 19, 2015

SUBJ.: Amendment to Personnel Policies & Procedures Manual
 Biweekly Payroll

The Treasurer-Collector has identified a cost savings if the Town converts from weekly payroll to biweekly payroll. The savings will be manifested in improved efficiency in the Treasurer-Collector's Office and will have no effect on any employee's pay. All of the Town's unions have agreed to move to biweekly payroll.

The Town's Non-Contractual Personnel Policies & Procedures Manual states that payroll is processed weekly. 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 make the change to biweekly payroll a majority of elected boards and commissions must vote to agree to the change.

In order to effect the change from weekly to biweekly payroll the following section of the Personnel Policies & Procedures Manual must be amended. Deleted language is indicated with strikethrough and proposed language is underlined:

GENERAL PROVISIONS

PAYDAY

Payday is ~~every Thursday~~ every other Thursday for the previous ~~week~~ two weeks worked. The workweek is the seven-day period commencing Sunday at 12:01 A.M. and extending through the following Saturday, midnight. The pay period is the fourteen day period commencing Sunday at 12:00AM and extending through Saturday at 11:59PM fourteen days following. If a payday falls on a holiday, employees will be paid the preceding business day.

Approved by majority vote of the _____ this _____ day of
 (Elected board or commission)
 _____, 2015.

GENERAL INFORMATION

NORMAL BUSINESS HOURS

The Town of Townsend develops work schedules for employees in accordance with operational needs. Consequently, work schedules may vary from one department or office location to another. The normal business hours for town departments are Monday through Friday. Memorial Hall public office hours are Monday through Friday, 9:00 A.M. to 4:00 P.M. and until 8:00 P.M. on Tuesday evenings. The Board of Registrars holds public office hours as mandated by law and as posted.

Appointed officials and their staff serve under the general direction of the Town Administrator in conjunction with the Board of Selectmen unless the Town Charter makes other provisions. All departments must comply with the policies and procedures set forth in this manual.

EMPLOYEE INFORMATION BULLETIN BOARD

An employee bulletin board is maintained in the mail/fax room located on the lower level of Memorial Hall. In addition, departments not housed in Memorial Hall are requested to maintain employee information bulletin boards in accessible locations for their employees. It is the employees' responsibility to review the bulletin board.



PAYDAY

Payday is every Thursday for the previous week worked. The workweek is the seven-day period commencing Sunday at 12:01 A.M. and extending through the following Saturday, midnight. If a payday falls on a holiday, employees will be paid the preceding business day.

TIME SHEETS

All town employees must submit a weekly time sheet, setting forth the hours worked, to their supervisor. The supervisor will certify the time sheet under the pains and penalty of perjury to the best of their knowledge and belief per M.G.L. Chapter 41, Section 41 . The approved time sheet is then submitted to the Treasurer's Office for processing on the payroll warrant and then forwarded for approval by the Board of Selectmen.

PAYROLL DEDUCTIONS

Deductions from each employee's gross pay period earnings are of two types: mandatory and voluntary. Involuntary deductions are those required by federal or state law or a court order. Voluntary deductions are those requested by the employee to be made on their behalf and may include such items as employee contributions to benefit plans.

JOB DESCRIPTIONS

**Massachusetts/
New Hampshire Chapter**
480 Pleasant Street
Watertown, MA 02472

617 868 6718 p
617 868 6720 f

**Southeastern Mass
Cape Cod & the Islands**
Village South Plaza
473 South Street West
Raynham, MA 02767

508 880 0055 p
508 880 0056 f

Central Mass
128 Providence Street
Worcester, MA 01604

508 799 2386 p
508 799 2653 f

Western Mass
264 Cottage Street
Springfield, MA 01104

413 787 1113 p
413 787 1109 f

3.9

December 18, 2014

alzheimer's  association®

New Hampshire
166 South River Road
Suite 210
Bedford, NH 03110

603 606 6590 p
603 606 6803 f

Townsend Board of Selectmen
272 Main Street
Townsend, MA 01469

Dear Townsend Board of Selectmen,

The Alzheimer's Association Massachusetts/New Hampshire Chapter will be sponsoring the 19th annual Ride to End Alzheimer's, formerly known as the Memory Ride, a charity bicycle event to benefit Alzheimer's disease research. The event this year will be held on Saturday, July 18, 2015. Your town is along our proposed route.

The event will start and finish in Devens, MA. Riders do make pit stops along the route, all of which are located on private land. As such, we've secured permission directly from these private institutions, and we will be providing liability insurance certificates to them. *In towns with no pit stops, the copies of insurance binders covering riders as they pass through towns will be kept with support vehicles the day of the event, as well as at the Alzheimer's Association.*

We anticipate approximately 400 riders. Cyclists participating in events such as this are typically those with several years of riding experience. All riders are required to wear helmets, are provided with a safety handbook, and must attend a route safety meeting prior to the event. Medical and technical help will be available to riders along the route. Volunteers from the Alzheimer's Association will be on hand to man the pit stop locations and intersections. Additionally, the route has been reviewed with the State Police, as appropriate for different sections. Two State Police officers will patrol the route.

This information has also been provided to your town Police Chief. Included in their packet is an insurance company required sign-off sheet. If your town has any additional considerations of which we should be aware, please contact Angela Floro, Ride to End Alzheimer's Coordinator, at 617-393-2026 or by email afloro@alz.org. We also invite you to view the official website at <http://www.alzmass.org/ride/>.

In advance, thank you for your help and response. I look forward to answering any questions that might arise.

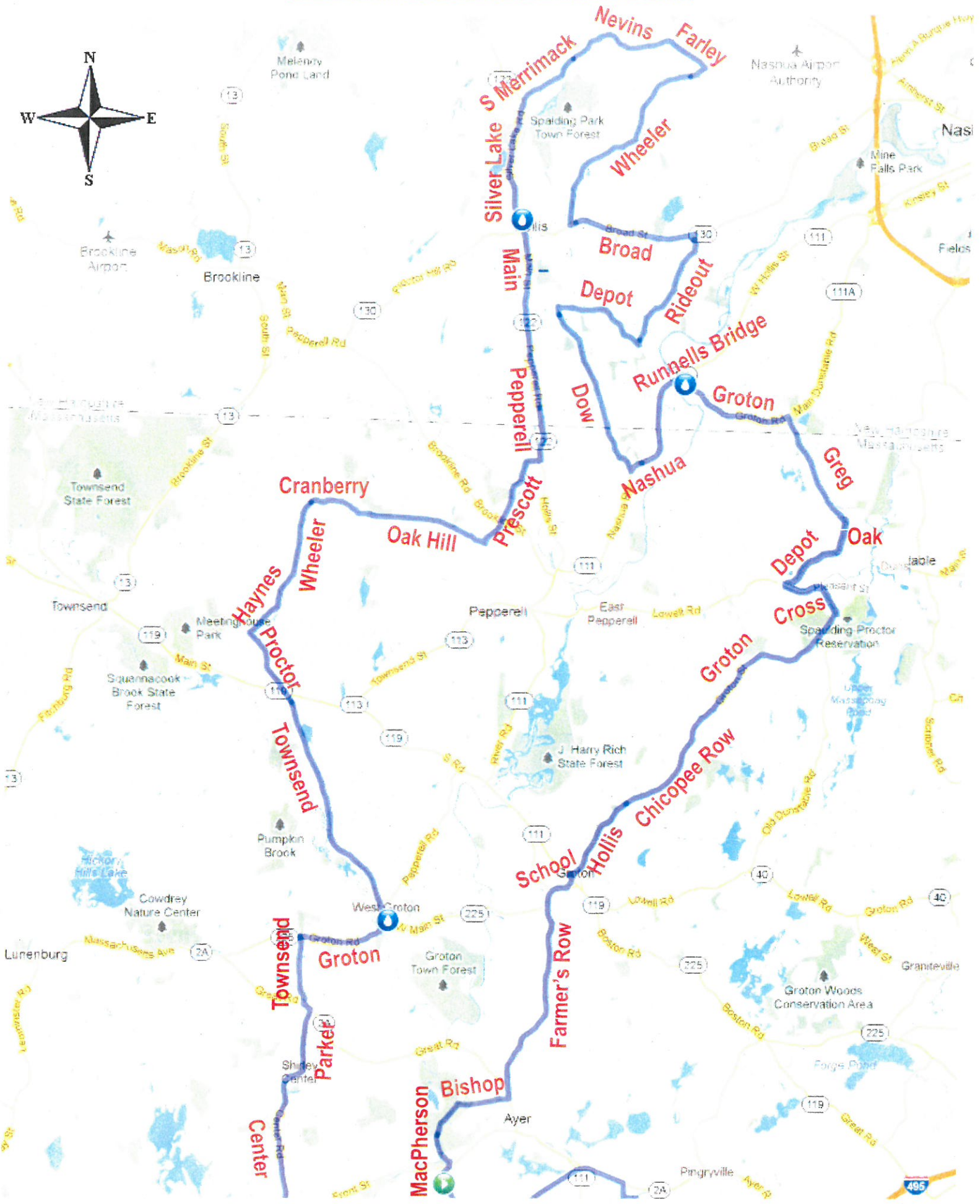
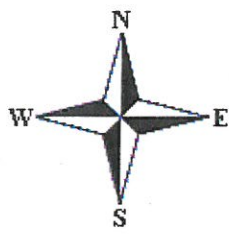
Sincerely,

Angela Floro
Ride to End Alzheimer's Director

Debra Bachrach
Ride to End Alzheimer's Volunteer

Enclosure: Century Ride Cue Sheet, Schedule of Events, and Route Map

Northern Half (47 to 101 miles)



Leg	Total	Dir	Cue
0.0	0.0	L	Exit from Museum Field onto Antietam Rd
0.1	0.1	R	Jackson Ave
0.6	0.7	L	Barnum Rd
2.4	3.1	C	Onto Ayer rotary, off at 2nd exit, Rte 2A (Littleton Rd)
0.6	3.7	R	Shaker Rd
1.9	5.6	R	Littleton Rd
2.5	8.1	L	Fairbanks St
0.07	8.17	R	Old Littleton Rd
0.03	8.20	L	Rte 111 (Mass Ave)
0.4	8.6	C	Bolton Rd / Harvard Rd
4.7	13.3	C	Manor Rd (cross Rte 117)
0.3	13.6	R	Wattaquodock Hill Rd
0.1	13.7	L	Berlin Rd / Highland St
3.6	17.3	R	Carter St
0.3	17.6	X	Pit #1 - St Joseph's Church
--	17.6	R	Exit Pit #1 onto Rte 62 (West St)
0.4	18.0	R	Linden St
5.5	23.5	R	Central St
0.5	24.0	L	Rte 70 (Main St)
1.7	25.7	R	Rte 140 (W Boylston/Temple/Worcester Sts)
2.9	28.6	BR	Rte 140 / Rte 12 (Worcester/Fletcher Sts)
1.1	29.7	BR	Rte 110 (Lancaster St / Metropolitan Rd)
2.7	32.4	L	Chace Hill Rd
1.3	33.7	R	Pit #2 - Rota Springs Ice Cream Stand
--	33.7	R	Exit Pit #2 Chace Hill/Deershorn/Sterling Rds
1.5	35.2	C	Chace Hill Rd (Rte 62, Sterling Rd)
0.2	35.4	BR	Deershorn Rd / Sterling Rd
1.3	36.7	BL	Rte 70 (Main St)
2.2	38.9	L	Rte 117 (7 Bridge Rd)
0.2	39.1	R	Rte 70 (Lunenburg Rd)
3.6	42.7	R	Old Union Turnpike Rd
1.4	44.1	L	Shirley Rd / Lancaster Rd
2.3	46.4	C	Main St @ stop sign
0.02	46.4	L	Center Rd
2.2	48.6	BL	Parker Rd
0.8	49.4	L	Rte 2A (Mass Ave)
0.2	49.6	R	Townsend Rd
0.9	50.5	R	Rte 225 (Groton Rd)
1.4	51.9	R	W Main St
0.02	51.9	R	Pit #3 - River Front Residences (GO SLOW!!!)

Leg	Total	Dir	Cue
--	51.9	L	Exit Pit #3 onto W Main St
0.02	51.9	C	Townsend Rd (left of the store)
3.5	55.4	C	Proctor Rd (cross Rte 119)
1.1	56.5	R	Haynes Rd / Wheeler Rd
2.2	58.7	BR	Cranberry St
0.6	59.3	BL	Chestnut St
0.2	59.5	C	Oak Hill St
1.7	61.2	L	Park St
0.1	61.3	R	Prescott St
1.5	62.8	L	Rte 122 (Hollis St/Pepperrell Rd/Main St)
3.2	66.0	C	Rte 122 (Silver Lake Rd, blinking light, cross Rte 130)
0.7	66.7	R	Pit #4 - Hollis Bus Company (Muzzey Rd)
--	66.7	R	Exit Pit #4 onto Rte 122 (Silver Lake Rd)
1.1	67.8	R	S Memmack Rd
1.40	69.2	R	Newins Rd / Farley Rd
1.9	71.1	R	Wheeler Rd
3.3	74.4	L	Broad St (Rte 130)
1.8	76.2	R	Rideout Rd
1.8	78.0	R	Depot Rd
1.4	79.4	L	Dow Rd
2.7	82.1	L	Rte 111 (Nashua Rd/Runnells Bridge Rd)
1.7	83.8	R	S Depot Rd (Rte 111A)
0.2	84.0	R	Pit #5 - Alpine Grove Banquet Hall
--	84.0	R	Exit Pit #5 onto S Depot Rd (Rte 111A)
1.6	85.6	R	Greg Rd / Main St
1.9	87.5	R	Oak St
0.5	88.0	C	Depot St (bearing right)
0.9	88.9	L	Rte 113 (Pleasant St)
0.6	89.5	R	Cross St
0.4	89.9	R	Groton St / Chicopee Row / Hollis St
5.4	95.3	BR	School St
0.2	95.5	L	Rte 111/119 (Main St)
0.02	95.5	R	Elm St
0.2	95.7	BR	Rte 111 (Pleasant St/Farm's Row Rd/Groton School R
3.2	98.9	BL	Rte 111 / 2A (Park St)
0.2	99.1	R	Bishop Rd / MacPherson Rd
1.7	100.8	C	Sherman Ave (Devens), cross W Main St
0.4	101.2	L	Antietam St
0.1	101.3	L	Pit #6 - Museum Field



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

3.10

Headquarters: 978-597-8150

Fax: 978-597-2711

Mark R. Boynton
Chief of Department

MEMORANDUM

To: Andrew Sheehan, Town Administrator *MR*
From: Mark R. Boynton, Fire – EMS Chief
Subject: Nashoba Valley Community Healthcare Fund Grant
Date: February 6, 2015

Last fall on behalf of the Townsend Fire-EMS Department I submitted a grant request for \$13,923 to purchase a Lucas Cardio Pulmonary Resuscitation (CPR) machine. This modern technology eliminates the need for manual resuscitation reducing fatigue and injury of emergency medical technicians while performing CPR on scene as well as in a moving ambulance.

I am pleased to announce the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts (CFNCM) and the Greater Lowell Community Foundation (GLCF) have informed me we have been selected to receive the award of \$13,923 from the Fall 2014 grant cycle.

I respectfully request the Board of Selectmen accept the grant and authorize me to accept the grant on behalf of Townsend Fire-EMS Department.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

3.11

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

MEMORANDUM

To: Andrew Sheehan, Town Administrator
Board of Selectmen

From: Mark R. Boynton, Fire-EMS Chief

Subject: Surplus Equipment

Date: January 29, 2015

I am writing to ask the Board of Selectmen declare the following items as surplus equipment.

- One 1981 Pierce Fire Engine referred to as Engine 6
- Thirteen sets of ten year old firefighter turn-out gear (pants and coats)
- Fifty ten to fifteen year old VHS Training tapes

Engine 6 failed its annual pump test last fall and was removed from service. This engine served the Town of Westford for 29 years before it was acquired for the sum of \$8,000 by Townsend to serve as a reserve fire truck. At 34 years of age the truck needs more repairs than it is worth. The department mechanics, Officers and I all agree the truck is no longer of any use to Townsend.

The turn-out gear has a life span of 10 years based on NFPA Standards. The gear has reached the end of its life and most is worn beyond repair.

The VHS tapes reflect training techniques and technology no longer utilized.

Respectfully

Chief
Boynton

TOWN OF TOWNSEND
PLANNING BOARD
272 MAIN ST.
TOWNSEND, MA 01469
978- 597-1700 x 1722 * 978- 597-1722 fax
jhollows@townsend.ma.us

3.12

Date: February 18, 2015

To: Assessor's Office
Board of Selectmen
Board of Health
Building Inspector
Conservation Commission
Fire Department
Highway Department

Historic District Commission
Housing Authority
Land Use Coordinator
Police Department
Town Clerk
Water Department
Zoning Board of Appeals

From: Planning Board Office

MANDATORY REFERRAL NOTICE

In accordance with MGL Chapter 40-A, and the Townsend Zoning By-laws Section 145-42 Site Plan Review Special Permit, and Section 145-65 Special Permits, the Planning Board will hold a public hearing regarding an application received from Riverbank Development, LLC, regarding a proposal for demolition and re-building of Center Fire Station, with associated parking & utilities, to be located on the existing site.

Please review the attached application and relay to the Planning Board any questions or concerns you may have. Under MGL Ch. 40A, Section 11, please provide comments within 35 days to this office and to the applicant. Failure to make recommendations shall be deemed lack of opposition.

APPLICANT/PROPONENT Riverbank Development, LLC
30 Scales Lane
Townsend, MA 01469

LOCUS ADDRESS: 13 Elm Street

PARCEL ID: Assessor's Map 49, Block 67, Lot 0
Zoned DCD (Downtown Commercial District)

OWNER: Town of Townsend

DATE OF HEARING: Monday, March 23, 2015

TIME / PLACE OF HEARING: 7:30 p.m., Selectmen's Chambers

LEGAL AD: Townsend Times: February 27, 2015 & March 6, 2015

COMMENTS _____

NO COMMENT _____

SIGNED:

DATE:



THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722 * 978-597-1722 fax
jhollows@townsend.ma.us

RECEIVED
FEB 18 2015
TOWN OF TOWNSEND
TOWN CLERK

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

**TOWNSEND
PLANNING BOARD
LEGAL NOTICE**

In accordance with MGL Chapter 40-A and the Townsend Zoning By-laws, Section 145-42 Site Plan Review Special Permit and Section 145-65 Special Permits, the Planning Board will hold a public hearing on **Monday, March 23, 2015 at 7:30 p.m., in the Selectmen's Chambers at Memorial Hall, 272 Main Street**, to review an application received from Riverbank Development, LLC, regarding a proposal for demolition and re-building of Center Fire Station, along with associated parking & utilities, to be located on the existing site at 13 Elm St., Assessor's Map 49, Block 67, Lot 0, zoned DCD (Downtown Commercial District).

The application is available for review at the Planning Board, Land Use Coordinator, and Town Clerk, Offices at 272 Main St. during regular business hours. Parties wishing to speak in favor of, or in opposition to this proposal, may do so in writing prior to the hearing, or may appear at the hearing in person, or represented by an agent or attorney. Interested parties are encouraged to attend.

Respectfully submitted,
Jeffrey R. Peduzzi, Chairman

Publish in the Townsend Times: February 27, 2015 & March 6, 2015

cc: Town Clerk
 Other Towns
 Applicant/Abutters
 Assessors Office
 Board of Selectmen
 Board of Health
 Building Inspector
 Conservation Commission
 Fire Department
 Highway Department
 Historic District Commission
 Housing Authority
 Land Use Coordinator
 Montachusett Regional Planning Commission
 Police Department
 Water Department Commission
 Zoning Board of Appeals



Office of
THE PLANNING BOARD
 272 Main Street
 Townsend, Massachusetts 01469
 978-597-1700 x 1722

Site Plan Review Special Permit

Page 1 of 3

(Under Sections 145-42 Site Plan Review Special Permit; 145-39 Open Space Preservation Development (OSPD); 145-47 Open Space Multi-family Development (OSMD); 145-51 Telecommunication and Cellular Towers, 145-53 Adult Use Establishments, 145-65 Special Permits, and 145-86 Ground-Mounted Solar Energy District of the Townsend Zoning Bylaws)

Date: FEB 1, 2015
 Name of Project: CENTER FIRE STATION
 Location of Project: 13 ELM ST

1. Owner of record:

Name: TOKIN OF TOWNSEND
 Company: _____
 Owner's Street Address: 272 MAIN ST
 City/Town: TOWNSEND State: MA Zip: 01469
 Phone: Day 978 597-1700 Evening _____ Fax _____

2. Applicant's name and address (if same as owner, write "same")

Name: RNECBANK DEVELOPMENT LLC
 Company: _____
 Owner's Street Address: 30 SCOTES LN
 City/Town: TOWNSEND State: MA Zip: 01469
 Phone: Day 978 597-1122 Evening _____ Fax _____

Applicant is: _____ Owner Agent/Attorney _____ Purchaser _____ Tenant _____
 Other: (Explain) _____

If the applicant is not the owner, a Power of Attorney or similar document signed by all owners of the property must be included.

3. Characteristics of Property:

*Zoning District: DCD **Number of Lots: 1
 **Lot Area 29.305 **Frontage 123.75
 *Map # 49 Block # 60 Lot # 0
 *Recorded, South Middlesex Registry of Deeds: Book Number 36717 Page Number 587

*Information available from the Assessors Office **If there is more than one lot, please attach a list

4. Please either attach or write a brief description of the nature of this Special Permit for Site Plan Review:

DEMOLITION + RE-BUILDING OF CENTER FIRE STATION

Fees:

Site Plan Review Special Permit or Non-Discretionary Site Plan Review for Solar/Wind Energy Installation:	\$ 350 Existing Construction
	\$1,200 New Construction
	\$ 200 Modification or Permit Extension

OSPD or OSMD	\$1,000
	\$ 600 if filed simultaneously with Definitive Subdivision
	\$ 300 & 50 per lot Modification or Permit Extension

Telecommunication Cell Tower:	\$ 750 New Construction
	\$ 300 Renewal of Cell Tower Special Permit

Adult use:	\$ 2,000
-------------------	----------

Please make checks payable to the Town of Townsend. Fees are for administrative costs.

Under MGL Chapter 40A and Chapter 44 §53G, the Planning Board may require a deposit payable to the Town of Townsend for the reasonable costs of a consultant/engineer's peer review or other outside consultant. Funds are held in an interest-bearing account, and unused balances are refundable upon written request at the completion of the project.

The Planning Board may also require the applicant to pay unusual administrative costs, such as copying.

The applicant shall pay the cost of recording any decision at the Registry of Deeds.

Please direct any questions to the Planning Board Assistant at 978-597-1700 x 1722. For zoning or building questions, please contact the Building Commissioner at 978-597-1709.

Agreement

- I/we hereby certify that the information on the first page is true and correct based on all the information available to me.
- I/we understand that the Planning Board may require additional information to process this application.
- Any errors in the information provided, or presented by me or my representatives may be cause for denial or revocation of a favorable decision.
- Any relief granted by the Planning Board must be limited to the request made in this application.
- I/we may be represented by counsel at my own expense.
- If this application is denied, it may not be brought before the Planning Board again for two years without prior approval from the Planning Board.
- I/we am/are responsible for all other applications, permits, and approvals that may be required by law.

Project Name: Townsend Fire station

For notarizing additional signatures, please photocopy this page as needed.

Date: 2/5/15

Owner(s): (1) ANDREW SHEEKAN (2) _____
 (Print Name) (Print Name)
 (Signature) (Signature)

Date: 2-5-15

Applicant(s): (1) Gary Shepherd (2) _____
 (Print Name) (Print Name)
 (Signature) (Signature)

NOTARY STATEMENT:

COMMONWEALTH OF MASSACHUSETTS
Middlesex County

On this 5th day of February, 2015, before me, the undersigned Notary Public, personally appeared Andrew Sheehan and Gary Shepherd, and proved to me through satisfactory evidence of identification, which were MA Drivers Licenses, to be the person(s) whose name(s) is (are) signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, in my presence.

[Signature]
Notary Public Signature

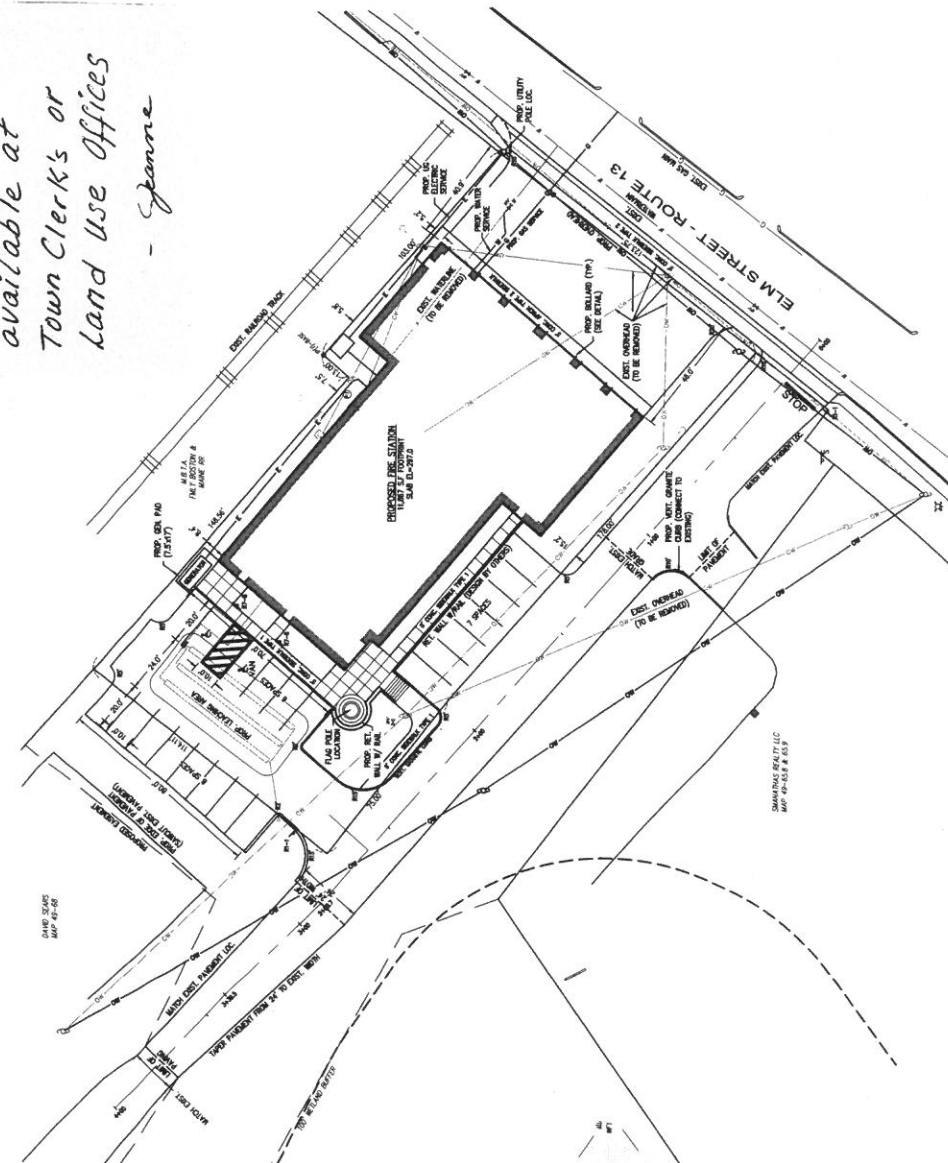


KERI ROBB
Notary Public
Commonwealth of Massachusetts
My Commission Expires
January 11, 2019

Notary Stamp

January 11, 2019
My Commission Expires

Full plan set
available at
Town Clerk's or
Land Use Offices
- Spanne



- LAYOUT & MATERIAL NOTES:**
1. THE CONTRACTOR SHALL SAW CUT THE EXISTING ASPHALT PAVEMENT AS SHOWN ON THE PLAN PRIOR TO CONSTRUCTION.
 2. PLACE ALL DESIGN CONTROL BARRIERS AS SHOWN ON THE EXISTING CONTROL PLAN PRIOR TO CONSTRUCTION.
 3. DIMENSIONS SHOWN ON THIS PLAN SHALL BE MARKED CLEAR COOL BEING PLACED ON THE BENCH MARKS OF ASPHALT. REFER TO SHEET C2.02 FOR DETAILS.
 4. MARKING COURSE OVER 1"17" CONCRETE SHALL BE MARKED WITH A BINDER COURSE OVER 1"17" CONCRETE SHALL BE 4" THICK REINFORCED WITH WIRE MESH. SEE DETAIL ON SHEET C2.01.
 5. CONCRETE SHALL BE 4" THICK REINFORCED WITH WIRE MESH. SEE DETAIL ON SHEET C2.01.
 6. REFER TO DETAIL ON SHEET C2.01 FOR VERTICAL GRANITE CURB DETAIL.
 7. CONCRETE CURB AND PAVEMENT SHALL BE 4" THICK REINFORCED WITH #4 BARS 12-INCHES ON CENTER IN CONCRETE. REFER TO DETAIL ON SHEET C2.01 FOR VERTICAL GRANITE CURB DETAIL.
 8. MARKING STRIPS SHALL CONFORM TO THE MINIMUM SPACE REQUIREMENTS FOR HANDICAPPED ACCESSIBLE SPACES. HANDICAPPED ACCESSIBLE SPACES SHALL BE REINFORCED WITH WIRE MESH.
 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY THE TOWN OF TOWNSEND.
 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY THE TOWN OF TOWNSEND.
 11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL PERMITS REQUIRED BY THE TOWN OF TOWNSEND.
 12. THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES FOR THE RELOCATION OF UTILITIES.
 13. THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES FOR THE RELOCATION OF UTILITIES.
 14. THE CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES FOR THE RELOCATION OF UTILITIES.

SIGN SCHEDULE

REGULATORY SIGN: 1' X 6' (SEE SHEET C2.02 FOR DETAILS)

REGULATORY SIGN: 1' X 6' (SEE SHEET C2.02 FOR DETAILS)

REGULATORY SIGN: 1' X 6' (SEE SHEET C2.02 FOR DETAILS)

PARKING TABLE:

CLASSIFICATION	REG. SPACES	PROP. SPACES
FIRE STATION (NOT SPECIFIED IN PLANNING BOARD TO DETERMINE)	7	1

* INCLUDING 2 HANDICAPPED ACCESSIBLE SPACES (1 VAN ACCESSIBLE)

ZONING INFORMATION

ZONING DISTRICT: DOWNTOWN COMMERCIAL

PROPOSED USE: AMPHIBIOUS BUILDING (FIRE STATION)

DESCRIPTION	REQUIRED	EXISTING	PROPOSED
MIN. LOT AREA	10,000 SF	26,200 SF	26,200 SF
MIN. LOT DEPTH	100 FT	100 FT	100 FT
MIN. SIDE YARD	5 FT	5 FT	5 FT
MIN. FRONT YARD	5 FT	5 FT	5 FT
MIN. REAR YARD	5 FT	5 FT	5 FT
MAX. LOT COVERAGE	50%	50%	50%
MAX. HEIGHT	40' WOOD SHED PLATE, 2 STORY	40'	2 STORY

ISSUED FOR PERMITTING

DATE: 1/20/13

DESIGN BY: CSR

DRAWN BY: CSR

CHECKED BY: CSR

LAYOUT & UTILITIES PLAN

13 ELM STREET

TOWNSEND, MASSACHUSETTS

DATE: 1/20/13

DESIGN BY: CSR

DRAWN BY: CSR

CHECKED BY: CSR

OWNER: TOWN OF TOWNSEND, MASSACHUSETTS

APPLICANT: RIVERBANK DEVELOPMENT LLC

PROJECT: 13 ELM STREET, TOWNSEND, MASSACHUSETTS

PREPARED BY: DUCHARME & DILLIS

Civil Design Group, Inc.

CIVIL ENGINEERS, LAND SURVEYORS, METEOROLOGISTS

1002 MAIN STREET, 6th FLOOR, TOWNSEND, MASSACHUSETTS 01469

PHONE: (978) 775-7000

WWW.DUCHARMEANDDILLIS.COM

SCALE: 1" = 20'

COPYRIGHT DUCHARME & DILLIS CIVIL DESIGN GROUP, INC. 2013

DATE: 1/20/13

DESIGN BY: CSR

DRAWN BY: CSR

CHECKED BY: CSR

JOB NO. 4072

DRAWING NO. 4072-LP

SHEET NO. C2.01



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 *(MRB)*
Subject: Per Diem Firefighter/Paramedic New Hires
Date: February 13, 2015

Respectfully request the Board of Selectmen approve the hiring of the following Firefighter/Paramedics to join our team.

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

Once approved all will be required to pass a physical and background check.

Jason Belanger – 2 Michell Rd. Billerica MA
Shawn Carlin – 999 Main Street, Leominster MA
Brian Cohen – 155 Boston St. Boston MA