



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

Gordon Clark, *Chairman*

Carolyn Smart, *Vice-Chairman*

Andrew J. Sheehan,  
*Town Administrator*

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

*REVISED*

**AGENDA**  
**SEPTEMBER 8, 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: **Delete 2.1, 2.3**
- 1.5 Town Administrator updates and reports. Votes may be taken.
- 1.6 Board of Selectmen announcements, updates, and reports. Votes may be taken.
- 1.7 Approval of meeting minutes. August 11, 2015 and September 1, 2015. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- ~~2.1 6:30 Reserved.~~
- 2.2 6:45 Fire-EMS Building Committee: The Committee will provide an update on the West Townsend Station and discuss forming a committee to memorialize the former girls' school at 458 Main Street. Votes may be taken.
- ~~2.3 7:00 Squannacook Rail Trail and Route 119 Sidewalk: Joe Shank requests the opportunity to discuss the project. Votes may be taken.~~
- 2.4 7:30 Water Department: Discussion of Superintendent's compensation. The discussion may include an executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. Votes may be taken. Votes may be taken.
- 2.5 Appointment of an Interim Police Chief to serve until a permanent chief is hired. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Announce agreements with non-union personnel. Votes may be taken.
- 3.2 Review and discuss report from Human Resources Services, Inc. (HRS) regarding the update to the non-union employee compensation and classification plan, including reclassification of the Facilities Manager from Grade 6 to Grade 7 and creation of Water Technician in Grade 6. Votes may be taken.
- 3.3 Review and approve a one day liquor license for Terri Roy, VFW Post 6538, 491A Main Street, for a Wedding Reception from 6-11PM on October 9, 2015. Votes may be taken.
- 3.4 Review and approve a one day liquor license for Terri Roy, VFW Post 6538, 491A Main Street, for a Family Reunion from 1-5PM on October 11, 2015. Votes may be taken.
- 3.5 Review and approve a one day liquor license for Terri Roy, VFW Post 6538, 491A Main Street, for a Wedding Reception from 1-5PM on October 25, 2015. Votes may be taken.
- 3.6 Review and approve a one day liquor license for Terri Roy, VFW Post 6538, 491A Main Street, for a Kidney Transplant Fundraiser from 7PM-12AM on November 7, 2015. Votes may be taken.

- 3.7 Review and approve requests by Unitil to cross, alter, or construct within a public way at the following locations. Votes may be taken:
- 173 Dudley Road, to abandon a gas service
  - 92 Main Street, to abandon a gas service
  - 2 South Street, to abandon a gas service
  - 494 Main Street, to abandon a gas service
  - 11 Old Battery Road, to abandon a gas service
  - 9 Scott Road, to abandon a gas service
  - Main Street at Highland Street near the bridge, to repair gas main
  - Turnpike Road at entrance to farming area, to repair gas main
  - 1 Greeley Road at driveway and across from Gary's Farm Stand, to repair gas main
  - 21 Blood Road at Woodland Drive intersection, to repair gas main.
- 3.8 Review request of Highway Superintendent Ed Kukkula to transfer a 1999 Ford F250 One-Ton truck to the Cemetery & Parks Department. Votes may be taken.
- 3.9 Review request of Townsend Emergency Management Agency to occupy a portion of the Municipal Garage upon removal of the Fire-EMS Department's equipment. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appoint members to Department of Public Works (DPW) study committee. Votes may be taken.
- 4.2 Review application of Susan Bates to be appointed to the Meeting Hall Gallery Committee with a term from September 8, 2015 to June 30, 2018. Votes may be taken.
- 4.3 Review recommendation of the Zoning Board of Appeals for the following. Votes may be taken.
- to reappoint Darlene Sodano to the Zoning Board of Appeals from July 1, 2015 to June 30, 2020.
  - to reappoint John Giunta as an Associate Member to the Zoning Board of Appeals from July 1, 2015 to June 30, 2016.

**V WORK SESSION**

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



1.7

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**MINUTES**  
**AUGUST 11, 2015, 5:30 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 At 5:32PM the Chairman called the meeting to order. Roll call showed Colin McNabb, Chairman (CM), Carolyn Smart, Vice Chairman, and Gordon Clark, Clerk (GC) present.
- 1.2 Pledge of Allegiance observed
- 1.3 CM announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: add 4.2
- 2.1 5:30 Discuss the reorganization of the Facilities Maintenance Department. The discussion may include an executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. Town Administrator, Andrew Sheehan (AS), gave the Board a summary of what Mark Mercurio, Facilities Manager, (MM) position entails. HRS classified position to raise the grade to a T7 from T6. Discussed available funding and grade/step system as well as current supervisory level of position. Currently MM takes care of seven (7) building, with three (3) more to be added. Discussed adding a part time employee as opposed to temporary help. At 5:50PM, CS moved to enter in to executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel and reconvene in open session. GC seconded. GC aye; CS aye; CM aye.

Returned from Executive Session at 6:26 PM in to a 5 minute recess.

- 1.5 Town Administrator updates and reports:
- Meeting in Lunenburg at the high School for the Pipeline Coalition. Leslie Gabriliska, the Conservation Agent, will be attending. AS and CS will also be there. Coalition is sending a letter to Gov. Baker. AS is still trying to coordinate a meeting with Mason NH board of Selectmen and Lunenburg Board of Selectmen.
  - The Town Hall phone system is failing. AS received a quote for a new system from Moore communication, but funding was not included in the budget for this.
  - AS spoke to Peter Collins, the OPM of the High School Project. There is a lot of top soil, which has been given to Cemetery & Parks, Highway and is now being offered to the other towns. Top soil will most likely end up as surplus, getting a couple dollars per yard. He clarified that it is not loam and to be used as such would need to be amended with compost or other organics.
- 1.6 Board of Selectmen announcements, updates, and reports:
- GC read lawn party announcement for Thursday August 13, 2015.
  - GC asked AS for employee evaluations for the next meeting.
  - CS announced that Tyler has his vegetable stand this weekend
  - CS requested to meet with the Treasurer/Tax Collector at the next meeting.
  - CS requested to discuss for the meeting on the August 25, 2015

- CS requested a joint meeting with Conservation Commission to discuss cleaning up the Squannacook River
- CM announced that he will be resigning from the Board of Selectmen in the next few weeks as he has been accepted in to the seminary.

1.7 Meeting minutes: June 16 and June 23, 2015. CS moved to approve meeting minutes from June 16, 2015 and June 23, 2015. GC seconded. Unanimous.

## II APPOINTMENTS AND HEARINGS

2.2 6:15 Presentation of the FY14 audit and related discussions with Eric Demas of Melanson & Heath. Eric Demas (ED), reported that the audit went well. Town Accounting system is well maintained. ED explained the audit report and management letter. ED said there is significant improvement over the prior year. The cash reconciliation material weakness has been resolved; the material weakness regarding Water collections will go away with the recently implemented changes; risk management remains a concern, but can be addressed with a program Melanson Heath offers; and invoices need to be retained in the Accountants office. ED described the Whistle Blower hotline program that Melanson & Heath offers which includes training, promotes safety and ethics in the workplace. CS moved to have the Board enter in to contract with Melanson & Health for the program and pay for it from the Selectmen's budget. GC seconded. Unanimous.

2.3 6:45 Meeting with the Recreation Commission regarding to the use of the Town Hall Annex. Recreation Commission asked for the Board of Selectmen's blessing to officially give recreation the Town Hall Annex. Recreation will be responsible for installing a new ramp after taking down the old one. This week, the Department of Corrections will be helping to move files, remove carpet and tile. CM asked about the air quality and mold risks. Alice said the air quality is no longer an issue. CM wants testing down before deeming the Annex habitable. GC said he will continue to work with Recreation and report back to the Board. CS moved to authorize the Recreation Commission with GC as a liaison to report back to the Board. GC seconded. Unanimous

2.4 7:00 Meeting with Labor Counsel David Jenkins to discuss the Conservation Commission meeting of May 27, 2015. The discussion may include an executive session pursuant to GL c. 30A, s. 21(a)(1) to discuss discipline or complaints or charges against an individual. CS moved to enter in to executive session pursuant to GL c. 30A, s. 21(a)(1) to discuss discipline or complaints or charges against an individual. GC seconded. GC aye; CS aye; CM aye.

2.7 8:00 Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss a complaint against a public officer. Item followed 2.4 in Executive Session.

3.1 Review request of the Cemetery & Parks Commission to declare surplus a 2003 Ford Expedition and authorize disposition. CS moved to declare surplus a 2003 Ford Expedition, VIN number with a Kelly Blue Book Value to be determined. GC seconded. Unanimous.

2.5 7:30 Meeting with Highway Superintendent Ed Kukkula regarding the Route 119 sidewalk, winter operations, and FY16 projects. Highway Superintendent Ed Kukkula (EK) discussed some of the roads the Highway Department would be milling and resurfacing, along with the cost of repairs. Discussed winter operations and EK's research in to using salt as opposed to the 50/50 combination used currently. CS moved to move forward on sidewalk plan and design. GC seconded. Unanimous.

2.6 7:45 Meeting with Building Commissioner Richard Hanks regarding his additional compensation for the North Middlesex Regional High School (NMRHS) building project. CS moved to enter into an agreement with the Town and Richard Hanks as incorporated therein. GC seconded. Unanimous.

## III MEETING BUSINESS

3.2 Review bids and award contract for unleaded gasoline. As said that Shattuck Oil submitted a bid for gasoline. CS moved to authorize the Town Administrator to accept the bid for fuel at base price. GC seconded. Unanimous.



- 3.3 Discuss creation of a Department of Public Works (DPW) Exploratory Committee. CM suggested waiting to discuss this item until the August 18, 2015 meeting when Cemetery and Parks Commission could be present. Discussed meeting at 5:30PM on Tuesday August 18, 2015.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Review recommendation of the Cultural Council to appoint Lynne LeBlanc for a term from August 11, 2015 to June 30, 2017. CS moved to appoint Lynne LeBlanc to the Cultural Council for a term effective August 11, 2015 through June 30, 2017. GC seconded. Unanimous.
- 4.2 Consider the appointment of Michael Turgeon to the Conservation Commission for a term from August 11, 2015 to June 30, 2016. CS moved to approve the appointment of Michael Turgeon to the Conservation Commission for a term from August 11, 2015 to June 30, 2016. GC seconded. CS and GC voted yes, CM voted no. Motion passed 2-1

**V WORK SESSION**

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

GC asked AS to ask David Jenkins of Kopleman & Paige about employee email.

Jim Deroian of the Conservation Commission asked if he could get an update on Attorney Jenkins' report regarding the Conservation Commission May 27, 2015 meeting, CM said no.

GC moved to adjourn at 9:24PM. CS seconded. Unanimous.

*Note: documents used or referenced during the meeting are available at [http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAgenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/) or in the Selectmen's Office.*



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**MINUTES**  
**SEPTEMBER 1, 2015, 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 Chairman called the meeting to order. Roll called showed Carolyn Smart, CS and Gordon Clark GC, present.
- 1.2 Pledge of Allegiance observed.
- 1.3 CS announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: None
- 1.5 Town Administrator updates and reports:
  - Town Administrator, Andrew Sheehan (AS), reported that the gas pipeline coalition meeting was held at 272 Main Street in the Selectmen's Chambers on Monday August, 31, 2015. Discussed permits still being in process. Representative Harrington was present and said that a letter was being put together by herself and Representative Jones to FERC regarding the pipeline project.
  - Fire/EMS Committee will be at the next meeting to give an update on West Station. Residents are putting together a petition to modify the approval from the spring Town Meeting.
  - Next week's agenda will also contain an update regarding the route 119 sidewalk and bike trail.
  - AS said the Town Meeting on December 8 is late in the year and he may ask the Board to meet on the following Thursday (Dec. 10) to give the Department of Revenue time to set the tax rate.
- 1.6 Board of Selectmen announcements, updates, and reports:
  - GC asked if the September 8 meeting could be moved up to 5PM, AS and CS agreed to that time.
  - GC described his first four months as a member of the Board of Selectmen and thanked Jodie Deschenes, Executive Assistant to the Town Administrator, and AS for their help and guidance.
  - Several months ago, GC attended a class and found out about the Community Compacts that Townsend has applied for. AS filled out all the paperwork and the Lieutenant Governor Karyn Polito will be here Thursday, September 3 to sign the Compact.
  - Chief Boynton has instituted a policy in which the staff will man the front desk Monday through Friday to answer phone calls and schedule appointments as needed.
  - GC reported that the grounds look excellent and thanked Roger Rapoza, Cemetery and Parks Superintendent, and Mark Mercurio, Facilities Manager.
  - CS reported that she received a call from a resident about municipal aggregation for electricity. AS said that there is Town Meeting approval to pursue aggregation, but at the time of approval it was not that advantageous. AS will look in to issuing an RFP.
  - CS said that Highway Superintendent, Ed Kukkla received a memo from Baystate Roads from completing all training workshops and commended him for becoming a Roads Scholar.

- CS reported that the Police Chief has retired and the Town has posted for an Interim Chief. GC acknowledged Police Chief Erving Marshall Jr.'s 38 years of service to Townsend. CS suggested that GC work with AS to find an interim chief. GC moved to have GC and AS conduct interviews with all applicants on a date to be determined, possibly next Tuesday, and report back to the Board and make a determination. CS seconded. Unanimous.

1.7 Meeting minutes: None

## **II APPOINTMENTS AND HEARINGS**

None

## **III MEETING BUSINESS**

- 3.1 Discuss reorganization of Board of Selectmen. CS suggested that GC take the position of Chairman because of his public safety background and the need to hire a Police Chief. CS moved to name GC as Chairman of the Board of Selectmen. GC seconded. Unanimous.
- 3.2 Review draft response to Open Meeting Law complaint against the Board of Selectmen. Discussed AS's response to the Open Meeting Law complaint. AS reached out to Town Counsel for guidance. CS made a motion to approve the response to Open Meeting Law complaint against the Board of Selectmen pending review and changes by counsel and to sign outside of meeting. GC seconded. Unanimous.
- 3.3 Review and approve request of Recreation Commission Chairman Alice Kennedy to declare surplus the ramp to the Town Hall Annex at 274 Main Street. CS moved to declare surplus the ramp to the Town Hall Annex at 274 Main Street. GC seconded. Unanimous.
- 3.4 Review and approve Chapter 90 final report and reimbursement request in the amount of \$29,900 for the pavement management program. CS moved to approve Chapter 90 final report and reimbursement request in the amount of \$29,900 for the pavement management program. GC seconded. Unanimous.
- 3.5 Review and approve Chapter 90 project request in the amount of \$32,000 to mill and resurface 1600 feet of Depot Street from the intersection of Elm Street to Main Street. CS moved to approve Chapter 90 project request in the amount of \$32,000 to mill and resurface 1600 feet of Depot Street from the intersection of Elm Street to Main Street. GC seconded. Unanimous.
- 3.6 Review and approve Chapter 90 project request in the amount of \$69,000 to mill and resurface 1600 feet of Elm Street from the intersection of Main Street. CS moved to approve Chapter 90 project request in the amount of \$69,000 to mill and resurface 1600 feet of Elm Street from the intersection of Main Street. GC seconded. Unanimous.
- 3.7 Review and approve Chapter 90 project request in the amount of \$20,000 to crack seal 13,900 linear feet of roads on Reagan Road, Laurie Drive, Robyn Drive, Granite Road, Dix Street, Meadow Road, Horseshoe Drive, and Shirley Road. CS moved to approve Chapter 90 project request in the amount of \$20,000 to crack seal 13,900 linear feet of roads on Reagan Road, Laurie Drive, Robyn Drive, Granite Road, Dix Street, Meadow Road, Horseshoe Drive, and Shirley Road. GC seconded. Unanimous.
- 3.8 Review and approve Chapter 90 project request in the amount of \$57,263 to reclaim and resurface 1,320 feet of Barker Hill Road from Turnpike Road to Dudley Road. CS moved to approve Chapter 90 project request in the amount of \$57,263 to reclaim and resurface 1,320 feet of Barker Hill Road from Turnpike Road to Dudley Road. GC seconded. Unanimous.
- 3.9 Review and approve Chapter 90 project request in the amount of \$30,653 to reclaim and resurface 800 feet of Linden Street. CS moved to approve Chapter 90 project request in the amount of \$30,653 to reclaim and resurface 800 feet of Linden Street. GC seconded.
- 3.10 Review and approve application of Unitil to cross, alter, or construct within a Town way to install a gas service at 18 Warren Road. CS moved to approve application of Unitil to cross, alter, or construct within a Town way to install a gas service at 18 Warren Road. GC seconded. Unanimous

- 3.11 Review and approve application of Unitil to cross, alter, or construct within a Town way to install a gas service at 13 Elm Street. CS moved to review and approve the application of Unitil to cross, alter, or construct within a Town way to install a gas service at 13 Elm Street. GC seconded. Unanimous.
- 3.12 Review and approve application of Unitil to cross, alter, or construct within a Town way to install a gas service at 6 School Street. CS moved to approve application of Unitil to cross, alter, or construct within a Town way to install a gas service at 6 School Street. GC seconded. Unanimous.
- 3.13 Review and discuss Board of Selectmen and Town Administrator goals. AS recommended putting this item off until after the election and waiting for a three (3) member Board. Goals will still continue to be worked on. CS suggested setting up some work sessions in October or November to address some specific policies. This month's focus is on finding an Interim Police Chief and using salt this winter.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Discuss the recommendation of the Conservation Commission to appoint Michael Turgeon to the Conservation Commission and ratify the appointment made on August 11, 2015. AS said this item relates to the Open Meeting Law complaint in item 3.2. Per counsel's advice, the Board put the appointment on the agenda to give the public an opportunity to discuss it. Laura Doell asked CS to clarify the statement she made at the last meeting that Michael Turgeon would be an acting member of the Conservation Commission because the Board of Selectmen approved it. CS clarified that the Board approved the Conservation Commission's request to appoint Michael Turgeon. Laura Dole stated her concern that the ethics question was not made public and that Michael Turgeon had previously worked for someone that is currently in litigation with the Town. CS read an email from counsel and does not think it is fair, in her opinion to keep bringing up the litigation. CS moved to confirm the appointment of Michael Turgeon for a term effective August 11, 2015 to June 30, 2017. GC seconded. Unanimous.

Alice Kennedy, the Recreation Commission Chairman, asked for clarification on the surplus of the ramp discussed in item 3.3. The Recreation Commission wants to be allowed to dispose of it to a willing person (and Eagle Scout) that will be able to repurpose the ramp. CS made a motion to allow the Chief of Procurement, AS, to dispose of the wood in a manner most advantageous to the people of Townsend. GC seconded. Unanimous.

#### **V WORK SESSION**

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

CS moved to adjourn at 6:58PM. GC seconded. Unanimous.

*Note: documents used or referenced during the meeting are available at [http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAgenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/) or in the Selectmen's Office.*



Submitted By: Town Clerk  
Read By: Daniel J. Murphy  
Voice Vote: Majority yes pass  
Date: 11/29/05

STM  
11/29/05

**STM ARTICLE 10:**

Moved that the Town vote to raise and appropriate the sum of \$3,300.00 for the purpose of having the Town maps digitalized and updated by MRPC with the future goal of in-house maintenance.

Submitted By: Board of Assessors  
Read By: Laura Shifrin  
Voice Vote: Unanimous yes pass  
Date: 11/29/05

**STM ARTICLE 11:**

Moved that Town vote to accept the provisions of M.G.L. Chapter 59, Section 5, Clause 54 which allows the Town to establish a minimum fair cash value for personal property accounts to be taxed and to set that minimum fair cash value at \$1,000.00.

Submitted By: Board of Assessors  
Read By: Laura Shifrin  
Voice Vote: Majority yes pass  
Date: 11/29/05

**STM ARTICLE 12:**

Moved that the Town vote to raise and appropriate the sum of \$125,000.00 for the purpose of purchasing an ambulance.

Submitted By: Ambulance Department  
Read By: William Donahue Fire Chief  
Voice Vote: Unanimous yes pass  
Date: 11/29/05

**STM ARTICLE 13:**

Moved that the Town vote to transfer from surplus revenue the sum of \$8,600.00 for the purpose of upgrading two LifePak 12 monitor/defibrillators with capnography features.

Submitted By: Ambulance Department  
Read By: William Donahue Fire Chief  
Voice Vote: Unanimous yes pass  
Date: 11/29/05

**STM ARTICLE 14:**

Moved that the Town vote to appropriate the sum of \$350,000.00 for the purpose of purchasing and equipping a pumper to replace Engine-One, a 1973 Maxim pumper; and further, that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$350,000.00 and issue bonds and notes therefor under M.G.L. Chapter 44, Section 7 or any other enabling authority; provided, however, that said purchase shall be contingent upon the passage of a debt exclusion referendum question pursuant to the provisions of

Section 21C of Cha  
General Laws at a spe  
than ninety (90) days a  
*Submitted By: Fire Ch*  
Read By: William Dor  
Voice Vote: 2/3 declared yes pass  
Date: 11/29/05

2.3

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**STM ARTICLE 15:**

Moved that the Town vote to transfer from surplus revenue the sum of \$3,500.00 for the purpose of fixing the roof of the old bank building at 274 Main Street.

Submitted By: Board of Selectmen  
Read By: Robert Plamondon  
Voice Vote: Unanimous yes pass  
Date: 11/29/05

**STM ARTICLE 16:**

Moved that the Town vote to transfer from surplus revenue the sum of \$7,000.00 for the purpose of purchasing a digital copier with scanning and printing capabilities for the Town Hall.

Submitted By: Board of Selectmen  
Read By: Peter H. Collins  
Voice Vote: Majority yes pass  
Date: 11/29/05

**STM ARTICLE 17:**

Moved that the Town vote to transfer from surplus revenue the sum of \$2,000.00 for the purpose of hiring a structural engineer to provide a report on the front building at 13 Elm Street.

Submitted By: Board of Selectmen  
Read By: Robert Plamondon  
Voice Vote: Majority no does not pass  
Date: 11/29/05

**STM ARTICLE 18:**

Moved that the Town vote to transfer from surplus revenue the sum of \$100,000.00 for the purpose of funding the design and engineering of a pedestrian sidewalk along Route 119 from the North Middlesex Regional High School to the Town Common.

*Submitted By: Board of Selectmen*  
Read By: Peter H. Collins  
Voice Vote: Majority yes pass  
Date: 11/29/05

**STM ARTICLE 19:**

Moved that the Town vote to transfer from surplus revenue the sum of \$9,000.00 for the purpose of supplementing the 13 Elm Street Expenses Account.

*Submitted By: Fire Chief*  
Read By: William Donahue Fire Chief  
Voice Vote: Unanimous yes pass  
Date: 11/29/05

# NOTICE OF POSITION OPENING

2.5

## INTERIM CHIEF OF POLICE

The Town of Townsend seeks candidates for the position of Interim Chief of Police to serve until a permanent Chief is appointed. The position is governed by MGL chapter 41, section 97A. Position is appointed by and takes policy direction from the three-member Board of Selectmen and under administrative direction of the Town Administrator.

Compensation is subject to negotiation.

Responsibilities: Supervise and manage all aspects of the Police Department and Communications Center. Chief supervises thirteen (13) sworn officers, two clerical staff, four (4) full time telecommunicators, one (1) communications supervisor, and numerous part time police officers and telecommunicators.

Qualifications: Bachelor's degree in criminal justice, public administration, or related field; ten (10) years of command experience in law enforcement; or any equivalent combination of education and experience.

Must be able to work closely with the Town Administrator, other public safety officers, employees, and appointed and elected officials.

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

Open until filled. Deadline for initial consideration is 11:00AM on September 8, 2015.

August 27, 2015



## Compensation Survey and Pay/Class Plan Adjustments – Town of Townsend, MA

August, 2015

Prepared by:

Human Resources Services, Inc.

9 Bartlet Street, Suite 186

Andover, Massachusetts 01810

Voice: 978-474-0200

Fax: 978-475-7925

[www.hrsconsultinginc.com](http://www.hrsconsultinginc.com)

3.2

# COMPENSATION AND CLASSIFICATION PLAN UPDATE -- TOWN OF TOWNSEND, MASSACHUSETTS

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## I. Introduction

The Town of Townsend, Massachusetts engaged Human Resources Services, Inc. (HRS) to conduct a compensation survey and compensation/classification plan update. HRS's comprehensive compensation and classification study was conducted five years ago when Massachusetts was just at the beginning stages of coming out of a very poor economic market from the previous years. The economy has greatly progressed since the last study, with an increase in the cost of living, pay rates, minimum wage, and employments for local government employees in general. As a result, HRS was asked to look at the market again to see if the plan is still viable in today's local municipal labor market.

## II. The Market Analysis

There are three major steps to surveying the labor market: (1) defining the labor market to be surveyed; (2) selection of benchmarks (what will be surveyed); and (3) analysis of employer pay rates reported. For Townsend, the Consultant recommended that selection from other municipalities that have similar municipal organizations with Board of Selectmen, Town Administrators and departments be chosen; these would be the best to use for comparisons. Therefore, HRS selected the following communities, and they were the same communities utilized in the previous study. It was determined that these were still good comparable communities to use based on current profiles provided by the MA Department of Revenue. These municipalities include: Ashburnham, Groton, Lancaster, Leicester, Littleton, Lunenburg,



Pepperell, Rutland, Shirley, Sterling, Templeton, West Boylston, and Westminster. HRS also looked at additional ERI data for two positions, Facilities Manager and Water Technician, as these two positions needed additional data points as they have become competitive in the market. All data sets and related information are included in this report as attachments.

**III. Adjustments to the Compensation and Classification Plan**

HRS determined that based on the market data and also the internal equity (benchmark evaluation) of the positions studied, seventeen (17) positions out of approximately sixty (60) positions on the classification plan should be moved up one grade. There was no need to adjust the entire salary schedule based on the market; overall the salary structure continues to match the market at the average. The positions that should be moved up are highlighted in red on the classification plan that is attached to this report. HRS utilized a methodology whereby *if the pay range for a position is lower than 10% of the market average at the maximum rate*, it is recommended that the position be moved up one grade. When applying this method, the seventeen affected positions were better aligned with the market averages. Further, HRS conducted benchmark rating utilizing its HRS job evaluation tool to ensure consistency on the plan and a “best-fit” arrangement of the positions based on internal/external equity. It is important to note that this was not a full-scale pay and classification analysis including comprehensive job audits and updating of job descriptions, but rather an update to the existing plans based on current market and internal equity alignments. All market data is FY-2015 data. Any COLA adjustments provided by the Town for FY-2016 should also be added to the plan. When placing the incumbent employee on the new pay range, the employee should be placed on the step closest too, but not less than what he/she is currently earning in order to not cut the current pay rate for the employee.

## COMPARATIVE PROFILES - DEPARTMENT OF REVENUE

Municipality	County	2013 Population	2015 Average		2011 DOR		2012 EQV Per Capita	Land Area	2013 Total Road Miles
			Single Family Tax Bill	Income Per Capita	2013 Population	2013 Road Miles			
Ashburnham	WORCESTER	6,155	4,493	28,509	100,428	38.7	97.1		
Groton	MIDDLESEX	11,115	7,279	56,475	143,803	32.8	109.6		
Lancaster	WORCESTER	8,054	5,469	28,682	105,844	27.7	71.1		
Leicester	WORCESTER	11,243	3,085	26,041	84,480	23.4	95.9		
Littleton	MIDDLESEX	9,246	6,724	42,066	173,098	16.6	86.0		
Lunenburg	WORCESTER	10,969	4,513	31,099	112,517	26.4	93.7		
Pepperell	MIDDLESEX	11,876	4,443	31,804	102,887	22.6	85.4		
Rutland	WORCESTER	8,256	4,235	31,796	97,636	35.3	104.9		
Shirley	MIDDLESEX	7,613	4,438	22,958	80,845	15.8	52.2		
Sterling	WORCESTER	7,894	4,966	39,709	129,863	30.5	106.6		
Templeton	WORCESTER	8,134	2,869	22,149	79,002	32.0	100.5		
Townsend	MIDDLESEX	9,194	4,311	29,093	92,182	32.9	94.9		
West Boylston	WORCESTER	7,901	4,715	28,783	113,783	12.9	63.1		
Westminster	WORCESTER	7,404	4,371	33,584	121,177	35.5	110.0		

	Townsend	Ashburnham	Groton	Lancaster	Leicester	Litchfield	Lunenburg	Papineau	Rutland	Shirley	Stirling	Templeton	W. Boylston	Westminster	Points	Average	Range	Median	75th Perc.	90th Perc.	% Diff. Avg.
1	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	12	18.98	15.00 29.66	18.67	20.04 24.63	23.06 29.17	-9%
2	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	5	15.73	12.74 26.40	15.91	16.37 20.32	17.86 23.94	-9%
3	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	11	17.66	13.87 26.40	17.39	19.18 24.44	20.91 25.60	-2%
4	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	13	18.29	14.27 27.59	17.39	19.81 24.44	25.60 30.28	-5%
5	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	13	23.07	14.27 36.56	22.14	24.78 30.28	30.28 35.96	-6%
6	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	1	18.94	18.94 24.11	18.94	18.94 24.11	18.94 24.11	-9%
7	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	12	27.38	21.76 33.87	24.11	27.11 35.84	31.83 37.49	1%
8	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	3	22.86	20.23 29.66	23.32	24.18 29.00	24.70 29.39	-13%
9	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	7	30.31	18.01 34.38	30.16	24.91 30.28	26.38 33.02	-16%
10	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	1	25.65	25.65 32.64	25.65	25.65 32.64	25.65 32.64	-18%
11	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	1	32.64	32.64 32.64	32.64	32.64 32.64	32.64 32.64	-15%
12	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	10	25.69	17.60 29.74	19.81	22.04 29.04	29.69 31.79	-16%
13	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	7	36.47	26.37 49.23	33.87	29.22 37.15	33.77 42.25	-31%
14	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	2	17.46	16.37 22.36	17.46	18.01 23.30	18.33 23.48	-7%
15	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	2	22.98	23.61 23.61	22.98	23.30 23.48	23.48 23.48	-12%
16	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	2	28.41	19.68 32.64	22.67	24.16 30.52	25.05 31.79	-5%
17	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	6	27.02	22.20 43.31	26.16	28.96 36.09	31.82 39.97	-5%
18	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	0	0	0	0	0	0	-6%
19	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	3	28.02	21.64 43.14	22.52	28.21 37.63	31.62 40.93	-24%
20	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	3	33.31	33.31	32.11	32.11	32.11	-26%
21	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	0	0	0	0	0	0	0
22	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	0	0	0	0	0	0	0
23	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	10	30.18	22.20 41.61	29.80	32.84 37.46	35.91 40.58	-9%
24	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	10	24.56	16.91 37.59	25.24	28.19 33.87	29.87 36.66	-5%
25	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	9	28.66	17.95 43.14	27.26	30.00 37.49	32.86 37.94	2%
26	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	12	34.51	17.95 43.14	36.26	37.49	37.49	0%
27	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	12	0	0	0	0	0	0
28	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	0	0	0	0	0	0	0
29	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	4	13.85	10.99 23.78	14.00	16.38 20.89	16.39 22.62	17%
30	17.32 21.62 slipend \$17,230	20.74 24.47 15.91 20.24	23.32 29.66 slipend \$11,580	19.48 22.92 slipend \$4,164	15.81 18.88	23.32 29.66	17.66 21.71	19.81 24.10	19.32 22.05	18.01 24.57	17.39 18.96	17.39 18.96	15.00 21.04	17.84 21.97	4	18.37	16.37 29.66	16.09	20.89 26.62	22.62 28.44	10%
31	17.32																				

	Townsend	Ashburnham	Groton	Lancaster	Lancaster	Lancaster	Litchfield	Lunenburg	Peppanell	Rutland	Shirley	Stearns	Tampleton	W. Boylston	Westminster	Points	Average	Range	Median	75th Perc.	90th Perc.	% Diff. Avg.
36	Deputy Fire Chief	17.32	23.40	23.87	18.08	19.96	23.40	23.87	23.87	23.40	23.40	23.40	23.40	23.40	23.40	3	21.78	18.08	23.40	23.64	23.78	-20%
37	Firefighter	15.13	19.41	19.41	14.56	16.08	14.56	19.41	19.41	14.56	14.56	14.56	14.56	14.56	14.56	5	14.78	9.30	14.56	17.61	18.69	-11%
38	Firefighter/EMT	15.13	15.00	19.41	15.14	16.72	15.14	15.51	19.42	15.14	15.14	15.14	15.14	15.14	15.14	6	16.32	13.42	15.33	18.44	19.42	-7%
39	EMT/Basic	15.13	15.00	19.41	15.14	16.72	15.14	15.51	19.42	15.14	15.14	15.14	15.14	15.14	15.14	6	16.32	13.42	15.33	18.44	19.42	-7%
40	Lieutenant	16.19	19.00	22.19	17.04	18.81	17.04	19.00	22.19	17.04	17.04	17.04	17.04	17.04	17.04	4	18.34	15.13	18.02	19.82	19.48	5%
41	Lieutenant/EMS	20.22	19.00	22.19	17.04	18.81	17.04	19.00	22.19	17.04	17.04	17.04	17.04	17.04	17.04	4	20.14	15.13	19.77	20.95	21.70	-12%
42	Lieutenant/EMT	20.22	19.00	22.19	17.04	18.81	17.04	19.00	22.19	17.04	17.04	17.04	17.04	17.04	17.04	2	18.02	17.04	18.02	18.51	18.80	-10%
43	Paramedic	15.13	19.00	19.00	16.19	18.81	16.19	19.00	19.00	16.19	16.19	16.19	16.19	16.19	16.19	3	18.71	17.04	19.00	19.55	19.87	-13%
44	Police Department	18.91	19.00	19.00	16.54	18.26	16.54	18.43	22.67	16.54	16.54	16.54	16.54	16.54	16.54	4	18.12	16.54	18.46	18.62	18.85	-16%
45	Chief of Police	contract	37.09	39.97	51.21	51.75	44.80	40.41	55.00	38.28	42.47	37.04	27.39	47.04	36.26	13	42.21	27.39	40.41	47.04	51.64	
46	Confidential Administrative Coordinator	16.19	49.47	49.47	51.21	51.75	57.00	40.41	59.49	43.68	58.00	52.61	37.50	47.04	45.05	13	49.26	59.49	49.47	52.61	57.80	
47	Supervisor	22.61	31.83	31.83	18.94	24.11	18.94	20.09	25.29	15.81	29.01	20.05	26.37	26.10	26.10	5	20.27	15.81	20.09	21.24	23.67	12%
48	Police Lieutenant	contract	39.40	39.40	31.83	28.73	36.56	31.65	36.31	18.04	39.61	31.83	37.50	35.01	35.01	6	32.09	28.73	31.74	34.21	35.66	14%
49	Public Works	21.58	18.55	22.11	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	6	19.59	17.10	19.30	21.24	22.37	10%
50	Equipment Operator (GDL)	21.58	18.55	22.11	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	17.10	6	19.59	17.10	19.30	21.24	22.37	10%
51	Highway Superintendent	27.58	29.44	37.70	33.90	43.14	33.90	21.07	31.71	28.58	26.37	26.37	26.37	26.37	26.37	8	29.33	21.07	29.56	32.26	35.04	-6%
52	Recycling Attendant	12.10	14.48	14.48	16.54	21.04	16.54	16.54	21.04	16.54	11.00	11.00	11.00	11.00	11.00	3	15.51	11.00	14.48	15.51	16.13	-5%
53	Seasonal Laborer	9.00	14.48	14.48	14.45	15.33	14.45	15.33	15.33	14.45	9.25	10.00	10.00	10.00	10.00	2	12.67	9.25	11.85	13.15	13.93	-3%
54	Supervisor of Cemetery Parks	22.61	28.24	28.24	23.32	29.66	23.32	21.07	25.29	20.05	20.05	20.05	20.05	20.05	20.05	5	21.83	18.24	21.24	23.32	24.50	4%
55	Truck Driver/Laborer	19.22	15.91	15.81	16.54	21.04	16.54	16.54	21.04	16.54	17.39	17.39	17.39	17.39	17.39	5	16.11	14.88	15.91	16.54	17.05	2%
56	Water Superintendent	27.58	29.44	30.80	30.80	34.44	30.80	20.24	20.59	14.88	24.78	24.78	24.78	24.78	24.78	5	20.95	14.88	20.59	21.04	23.28	-8%
57	Water Technician	19.83	18.55	18.55	18.55	18.55	18.55	18.55	18.55	18.55	20.05	20.05	20.05	20.05	20.05	2	19.30	18.55	19.30	19.68	19.90	-3%
58	Working Foreman (Cemetery/Parks)	18.53	20.04	24.32	23.32	29.66	23.32	21.07	25.29	20.05	22.52	22.52	22.52	22.52	22.52	4	23.03	20.04	22.92	23.57	24.02	-18%
59	Administrative Support	23.13	21.49	31.73	29.66	31.73	29.66	21.49	31.73	29.66	32.11	32.11	32.11	32.11	32.11	4	28.75	32.11	30.70	31.83	32.00	-20%
60	Admin Assistant to the Chief of Police	17.32	18.55	20.37	14.64	17.48	14.64	18.01	19.81	15.81	18.01	20.05	14.27	15.00	16.23	13	17.68	14.27	18.01	19.81	20.23	-2%
61	Collections Clerk	15.13	18.91	18.91	18.94	24.11	18.94	16.71	20.96	16.71	24.57	28.58	19.53	21.04	19.98	13	22.48	28.58	22.17	24.57	25.66	-4%
62	Conservation Commission Administrative Assistant	16.19	17.18	17.18	16.12	18.94	16.12	17.83	17.83	13.75	14.88	17.39	12.97	11.67	12.66	12	15.79	11.67	16.65	17.52	18.60	3%
63	Department Assistant	20.22	21.86	26.41	15.81	18.88	15.81	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	2%
64	Office Administrator/Water Dept	18.53	18.53	18.53	18.88	21.04	18.88	22.37	19.81	15.81	16.37	17.05	17.05	17.05	17.05	9	20.68	16.41	20.32	21.86	23.18	-2%
65	Payroll Clerk	15.13	18.91	18.91	18.94	24.11	18.94	16.71	20.96	16.71	24.57	28.58	19.53	21.04	19.98	5	17.05	15.81	16.37	17.05	18.71	9%
66	Billing Clerk-Water	15.13	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
67	ZBA Administrative Assistant	16.19	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
68		20.22	21.86	26.41	15.81	18.88	15.81	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
69		18.53	18.53	18.53	18.88	21.04	18.88	22.37	19.81	15.81	16.37	17.05	17.05	17.05	17.05	9	20.68	16.41	20.32	21.86	23.18	-2%
70		15.13	18.91	18.91	18.94	24.11	18.94	16.71	20.96	16.71	24.57	28.58	19.53	21.04	19.98	5	17.05	15.81	16.37	17.05	18.71	9%
71		15.13	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
72		16.19	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
73		20.22	21.86	26.41	15.81	18.88	15.81	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
74		18.53	18.53	18.53	18.88	21.04	18.88	22.37	19.81	15.81	16.37	17.05	17.05	17.05	17.05	9	20.68	16.41	20.32	21.86	23.18	-2%
75		15.13	18.91	18.91	18.94	24.11	18.94	16.71	20.96	16.71	24.57	28.58	19.53	21.04	19.98	5	17.05	15.81	16.37	17.05	18.71	9%
76		15.13	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
77		16.19	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
78		20.22	21.86	26.41	15.81	18.88	15.81	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
79		18.53	18.53	18.53	18.88	21.04	18.88	22.37	19.81	15.81	16.37	17.05	17.05	17.05	17.05	9	20.68	16.41	20.32	21.86	23.18	-2%
80		15.13	18.91	18.91	18.94	24.11	18.94	16.71	20.96	16.71	24.57	28.58	19.53	21.04	19.98	5	17.05	15.81	16.37	17.05	18.71	9%
81		15.13	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
82		16.19	17.18	17.18	16.12	18.94	16.12	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
83		20.22	21.86	26.41	15.81	18.88	15.81	17.83	16.05	13.75	14.88	20.32	17.75	16.33	15.56	12	19.89	24.78	19.79	22.06	23.94	-2%
84		18.53	18.53	18.53	18.88	21.04	18.88	22.37	19.81	15.81	16.37	17.05	17.05	17.05	17.05	9	20.68	16.41	20.32	21.86	23.18	-2%
85		15.13	18.91	18.91	18.94	24.11																





**SALARY ASSESSOR<sup>®</sup>**  
Individual Position Profile

**Facilities Manager**

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$38.20

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	33.97	36.35	38.97	42.55	45.63
5	30.38	32.46	34.75	37.89	40.60
1	27.15	28.94	30.90	33.65	36.01

(items in bold affect salary estimates)

Specifications	Hourly Base Salaries Graph
Prepared For: Townsend, MA Area: Massachusetts - Commonwealth Average Industry: Government - City Support Services Industry Codes: eSIC: 9104, NAICS: 921100, usSEC: 9721 Organization Size: (Data reported by years of experience) Annualized Salary Trend: 2.7% (Adjustment: 0.89%)  Planning Date: 7/31/2015 Database as of: 4/1/2015 eDot: 187167190 SOC: 113011 Printout Date: 7/31/2015	<p>The graph plots Base Salary (Y-axis, ranging from 27.10 to 52.00) against Years of Experience (X-axis, ranging from 1 to 18). Three lines represent the 10th Percentile, Median, and 90th Percentile. The 10th Percentile line starts at 27.10 and ends at 36.01. The Median line starts at 30.90 and ends at 38.97. The 90th Percentile line starts at 33.65 and ends at 45.63.</p>

Human Resources Services, Inc.

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Patent No. 6,862,596 and 7,647,322  
Human Resources Services, Inc.

Report to the Town of Townsend, MA Compensation



**SALARY ASSESSOR<sup>®</sup>**  
Individual Position Profile

**Water Technician**

Estimated Survey Median Hourly Base Salaries

All Incumbent Median: \$23.93

Years of Experience	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
10	22.95	24.46	26.12	28.51	30.56
5	20.64	21.95	23.33	25.36	27.10
1	18.30	19.47	20.68	22.40	23.83

(items in bold affect salary estimates)

Specifications	Hourly Base Salaries Graph																				
Prepared For: Townsend, MA Area: Massachusetts - Commonwealth Average Industry: Government - City Support Services Industry Codes: eSIC: 9104, NAICS: 921100, usSEC: 9721 Organization Size: (Data reported by years of experience) Annualized Salary Trend: 2.6% (Adjustment: 0.86%)  Planning Date: 7/31/2015 Database as of: 4/1/2015 eDot: 954382014 SOC: 518031 Printout Date: 7/31/2015	<p>The graph plots Base Salary (Y-axis, 18.20 to 31.90) against Years of Experience (X-axis, 1 to 12). Three lines represent the 10th Percentile, Median, and 90th Percentile. The 10th Percentile line starts at 18.20 and ends at 23.68. The Median line starts at 20.68 and ends at 26.42. The 90th Percentile line starts at 22.40 and ends at 29.16.</p> <table border="1"> <caption>Hourly Base Salaries Graph Data</caption> <thead> <tr> <th>Years of Experience</th> <th>10th Percentile</th> <th>Median</th> <th>90th Percentile</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>18.20</td> <td>20.68</td> <td>22.40</td> </tr> <tr> <td>5</td> <td>20.64</td> <td>23.33</td> <td>25.36</td> </tr> <tr> <td>10</td> <td>22.95</td> <td>26.12</td> <td>28.51</td> </tr> <tr> <td>12</td> <td>23.68</td> <td>26.42</td> <td>29.16</td> </tr> </tbody> </table>	Years of Experience	10th Percentile	Median	90th Percentile	1	18.20	20.68	22.40	5	20.64	23.33	25.36	10	22.95	26.12	28.51	12	23.68	26.42	29.16
Years of Experience	10th Percentile	Median	90th Percentile																		
1	18.20	20.68	22.40																		
5	20.64	23.33	25.36																		
10	22.95	26.12	28.51																		
12	23.68	26.42	29.16																		

Human Resources Services, Inc.

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Patent No. 6,862,596 and 7,647,322  
Human Resources Services, Inc.

Report to the Town of Townsend, MA Compensation

Proposed Changes in Red

TOWN OF TOWNSEND, MASSACHUSETTS NON-UNION CLASSIFICATION PLAN <i>(Updated February 2015)</i>
<b>GRADE S-1</b>
Recreation Seasonal Worker Seasonal Laborer
<b>Grade T-1</b>
Lead Van Driver (move to Grade T-2) Recycling Attendant Van Driver
<b>Grade T-2</b>
Billing Clerk –Water Department (move to T-3) Collections Clerk (move to T-3) Council on Aging Program Coordinator (move to T-3) Librarian I On-Call Firefighter On-Call Firefighter/EMT B & I On-Call EMT B & I On-Call EMT-P Part-Time Telecommunicator Payroll Clerk (move to T-3) Reserve Police Officer
<b>Grade T-3</b>
Confidential Administrative Coordinator - Police Conservation Administrative Assistant Department Assistant Meal Site Manager - COA Office Assistant On-Call Fire Lieutenant On-Call EMS Lieutenant On-Call Fire Lieutenant/EMT B & I On-Call Fire Captain On-Call Paramedic (move to T-4) Planning Board Administrator (move to T-4) Property Lister ZBA Administrative Assistant

Proposed Changes in Red

TOWN OF TOWNSEND, MASSACHUSETTS NON-UNION CLASSIFICATION PLAN <i>(Updated February 2015)</i>
<b>Grade T-4</b>
Administrative Assessor Assistant Town Clerk Assistant Treasurer/Collector Administrative Assistant to the Chief of Police Board of Health Administrator Executive Assistant to the Town Administrator (move to T-5) Librarian II Office Administrator - Water Department On-Call Deputy Fire Chief (move to T-5)
<b>Grade T-5</b>
Children's Librarian Full-Time Firefighter/EMT-B Full-Time Firefighter/Paramedic (move to T-6) Working Foreman (Cemetery and Parks) (move to T-6)
<b>Grade T-6</b>
Conservation Agent (move to T-7) Council on Aging Director Facilities Manager (move to T-7) Full-Time Fire Captain (move to T-7) Land Use Coordinator (move to T-7) Recreation Director (move to T-7) Water Technician
<b>Grade T-7</b>
Superintendent of Cemeteries and Parks Supervisor of Public Safety Communications
<b>Grade T-8</b>
Library Director Principal Assessor



Proposed Changes in Red

TOWN OF TOWNSEND, MASSACHUSETTS NON-UNION CLASSIFICATION PLAN <i>(Updated February 2015)</i>	
<b>Grade T-9</b>	
Building Commissioner Highway Superintendent Town Accountant Town Treasurer-Collector (combined position added Jan. 2015) Water Superintendent (move to T-10)	
<b>Grade T-10</b>	
No Position Assigned	
<b>Grade T-11</b>	
No Position Assigned	
<b>Grade T-12</b>	
Full-Time Fire and EMS Chief	
<b>Grade T-13</b>	
No Position Assigned	

Proposed Changes for positions that are at least 10% less than Market

POSITION TITLE	FY15		CURRENT		Market MAX		Comp Average		PROPOSED	
	GRADE	MIN	MAX	MIN	MAX	Data Points	MIN	MAX	GRADE	MIN
Lead Van Driver (move to Grade T-2)	T-1	12.10	15.11	8	14.64	17.61	T-2	15.13	18.91	
Billing Clerk –Water Department (move to T-3)	T-2	15.13	18.91	2	17.29	22.00	T-3	16.19	20.22	
Collections Clerk (move to T-3)	T-2	15.13	18.91	3	17.29	21.68	T-3	16.19	20.22	
Council on Aging Program Coordinator (move to T-3)	T-2	15.13	18.91	4	20.20	23.31	T-3	16.19	20.22	
Payroll Clerk (move to T-3)	T-2	15.13	18.91	4	20.59	26.08	T-3	16.19	20.22	
On-Call Paramedic (move to T-4)	T-3	16.19	20.22	4	18.12	21.34	T-4	17.32	21.62	
Planning Board Administrator (move to T-4)	T-3	16.19	20.22	2	17.46	22.98	T-4	17.32	21.62	
Executive Assistant to the Town Administrator (move to T-5)	T-4	17.32	21.62	10	20.33	25.69	T-5	18.53	23.13	
On-Call Deputy Fire Chief (move to T-5)	T-4	17.32	21.62	3	21.78	24.24	T-5	18.53	23.13	
Full-Time Firefighter/Paramedic (move to T-6)	T-5	18.53	23.13	3	21.11	28.27	T-6	19.83	24.77	
Working Foreman (Cemetery and Parks) (move to T-6)	T-5	18.53	23.13	4	22.55	28.75	T-6	19.83	24.77	
Conservation Agent (move to T-7)	T-6	19.83	24.77	7	23.67	30.31	T-7	22.61	28.24	
Full-Time Fire Captain (move to T-7)	T-6	19.83	24.77	3	27.55	31.43	T-7	22.61	28.24	
Land Use Coordinator (move to T-7)	T-6	19.83	24.77	7	28.80	36.47	T-7	22.61	28.24	
Recreation Director (move to T-7)	T-6	19.83	24.77	3	26.02	33.31	T-7	22.61	28.24	
Facilities Manager (move to T-7)	T-6	19.83	24.77	3	22.86	26.07	T-7	22.61	28.24	
Water Superintendent (move to T-10)	T-9	27.58	34.44	3	30.65	39.04	T-10	29.51	36.86	

BASED ON FY2015 PAY PLAN

Employees advance through the levels based on performance.  
Townsend's normal pay period is weekly.

**FY-2015 Compensation Plan - Town of Townsend, MA (Effective July 1, 2014)**

**12/26/2013**

\$12.10 Starting Hourly Wage  
52.00 Work Weeks Per Year  
35 Hours Per Week  
40 Hours Per Week  
2.5 Percent between Steps

% Between		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Maximum
T-1		\$12.10	\$12.40	\$12.71	\$13.03	\$13.36	\$13.69	\$14.03	\$14.38	\$14.74	\$15.11
		\$22,022.00	\$22,568.00	\$23,132.20	\$23,714.60	\$24,315.20	\$24,915.80	\$25,534.60	\$26,171.60	\$26,826.80	\$27,500.20
		\$25,168.00	\$25,792.00	\$26,436.80	\$27,102.40	\$27,788.80	\$28,475.20	\$29,182.40	\$29,910.40	\$30,659.20	\$31,428.80
T-2		\$15.13	\$15.51	\$15.90	\$16.30	\$16.71	\$17.13	\$17.56	\$18.00	\$18.45	\$18.91
		\$27,536.60	\$28,228.20	\$28,938.00	\$29,666.00	\$30,412.20	\$31,176.60	\$31,959.20	\$32,760.00	\$33,579.00	\$34,416.20
		\$31,470.40	\$32,260.80	\$33,072.00	\$33,904.00	\$34,756.80	\$35,630.40	\$36,524.80	\$37,440.00	\$38,376.00	\$39,332.80
T-3		\$16.19	\$16.59	\$17.00	\$17.43	\$17.87	\$18.32	\$18.78	\$19.25	\$19.73	\$20.22
		\$29,465.80	\$30,193.80	\$30,940.00	\$31,722.60	\$32,523.40	\$33,342.40	\$34,179.60	\$35,035.00	\$35,908.60	\$36,800.40
		\$33,675.20	\$34,507.20	\$35,360.00	\$36,254.40	\$37,169.60	\$38,105.60	\$39,062.40	\$40,040.00	\$41,038.40	\$42,057.60
T-4		\$17.32	\$17.75	\$18.19	\$18.64	\$19.11	\$19.59	\$20.08	\$20.58	\$21.09	\$21.62
		\$31,522.40	\$32,305.00	\$33,105.80	\$33,924.80	\$34,780.20	\$35,653.80	\$36,545.60	\$37,455.60	\$38,383.80	\$39,348.40
		\$36,025.60	\$36,920.00	\$37,835.20	\$38,771.20	\$39,748.80	\$40,747.20	\$41,766.40	\$42,806.40	\$43,867.20	\$44,969.60
T-5		\$18.53	\$18.99	\$19.46	\$19.95	\$20.45	\$20.96	\$21.48	\$22.02	\$22.57	\$23.13
		\$33,724.60	\$34,561.80	\$35,417.20	\$36,309.00	\$37,219.00	\$38,147.20	\$39,093.60	\$40,076.40	\$41,077.40	\$42,096.60
		\$38,542.40	\$39,499.20	\$40,476.80	\$41,496.00	\$42,536.00	\$43,596.80	\$44,678.40	\$45,801.60	\$46,945.60	\$48,110.40
T-6		\$19.83	\$20.33	\$20.84	\$21.36	\$21.89	\$22.44	\$23.00	\$23.58	\$24.17	\$24.77
		\$36,090.60	\$37,000.60	\$37,928.80	\$38,875.20	\$39,839.80	\$40,840.80	\$41,860.00	\$42,915.60	\$43,989.40	\$45,081.40
		\$41,246.40	\$42,286.40	\$43,347.20	\$44,428.80	\$45,531.20	\$46,675.20	\$47,840.00	\$49,046.40	\$50,273.60	\$51,521.60

**12/26/2013**

Hourly rates controlling for hourly employees.  
Salaried rates controlling for salaried employees.  
On-call employees are not regular employees and are compensated on a call basis in accordance with Town Policy or past practice.

Employees advance through the levels based on performance.  
Townsend's normal pay period is weekly.

% Between		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Maximum
Grades	Grade	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Maximum
	<b>T-7</b>	\$22.61 \$41,150.20 \$47,028.80	\$23.18 \$42,187.60 \$48,214.40	\$23.76 \$43,243.20 \$49,420.80	\$24.35 \$44,317.00 \$50,648.00	\$24.96 \$45,427.20 \$51,916.80	\$25.58 \$46,555.60 \$53,206.40	\$26.22 \$47,720.40 \$54,537.60	\$26.88 \$48,921.60 \$55,910.40	\$27.55 \$50,141.00 \$57,304.00	\$28.24 \$51,396.80 \$58,739.20
14											
	<b>T-8</b>	\$25.78 \$46,919.60 \$53,622.40	\$26.42 \$48,084.40 \$54,953.60	\$27.08 \$49,285.60 \$56,326.40	\$27.76 \$50,523.20 \$57,740.80	\$28.45 \$51,779.00 \$59,176.00	\$29.16 \$53,071.20 \$60,652.80	\$29.89 \$54,399.80 \$62,171.20	\$30.64 \$55,764.80 \$63,731.20	\$31.41 \$57,166.20 \$65,332.80	\$32.20 \$58,604.00 \$66,976.00
7											
	<b>T-9</b>	\$27.58 \$50,195.60 \$57,366.40	\$28.27 \$51,451.40 \$58,801.60	\$28.98 \$52,743.60 \$60,278.40	\$29.70 \$54,054.00 \$61,776.00	\$30.44 \$55,400.80 \$63,315.20	\$31.20 \$56,784.00 \$64,896.00	\$31.98 \$58,203.60 \$66,518.40	\$32.78 \$59,659.60 \$68,182.40	\$33.60 \$61,152.00 \$69,888.00	\$34.44 \$62,680.80 \$71,635.20
7											
	<b>T-10</b>	\$29.51 \$53,708.20 \$61,380.80	\$30.25 \$55,055.00 \$62,920.00	\$31.01 \$56,438.20 \$64,500.80	\$31.79 \$57,857.80 \$66,123.20	\$32.58 \$59,295.60 \$67,766.40	\$33.39 \$60,769.80 \$69,451.20	\$34.22 \$62,280.40 \$71,177.60	\$35.08 \$63,845.60 \$72,966.40	\$35.96 \$65,447.20 \$74,796.80	\$36.86 \$67,085.20 \$76,668.80
7											
	<b>T-11</b>	\$31.58 \$57,475.60 \$65,686.40	\$32.37 \$58,913.40 \$67,329.60	\$33.18 \$60,387.60 \$69,014.40	\$34.01 \$61,898.20 \$70,740.80	\$34.86 \$63,445.20 \$72,508.80	\$35.73 \$65,028.60 \$74,318.40	\$36.62 \$66,648.40 \$76,169.60	\$37.54 \$68,322.80 \$78,083.20	\$38.48 \$70,033.60 \$80,038.40	\$39.44 \$71,780.80 \$82,035.20
7											
	<b>T-12</b>	\$33.79 \$61,497.80 \$70,283.20	\$34.63 \$63,026.60 \$72,030.40	\$35.50 \$64,610.00 \$73,840.00	\$36.39 \$66,229.80 \$75,691.20	\$37.30 \$67,886.00 \$77,584.00	\$38.23 \$69,578.60 \$79,518.40	\$39.19 \$71,325.80 \$81,515.20	\$40.17 \$73,109.40 \$83,553.60	\$41.17 \$74,929.40 \$85,633.60	\$42.20 \$76,804.00 \$87,776.00
14											
	<b>T-13</b>	\$38.52 \$70,106.40 \$80,121.60	\$39.48 \$71,853.60 \$82,118.40	\$40.47 \$73,655.40 \$84,177.60	\$41.48 \$75,493.60 \$86,278.40	\$42.52 \$77,386.40 \$88,441.60	\$43.58 \$79,315.60 \$90,646.40	\$44.67 \$81,299.40 \$92,913.60	\$45.79 \$83,337.80 \$95,243.20	\$46.93 \$85,412.60 \$97,614.40	\$48.10 \$87,542.00 \$100,048.00

Hourly rates controlling for hourly employees.  
Salaried rates controlling for salaried employees.  
On-call employees are not regular employees and are compensated on a call basis in accordance with Town Policy or past practice.

3.3

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

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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

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

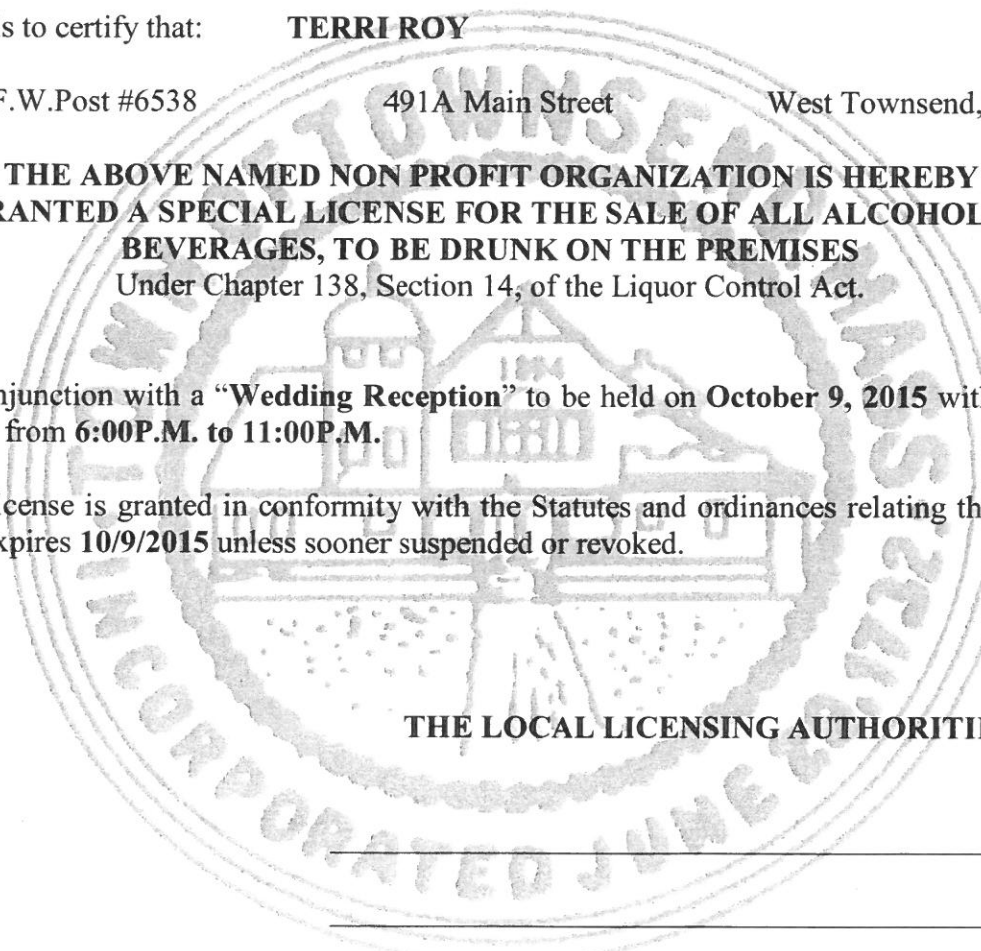
**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC  
BEVERAGES, TO BE DRUNK ON THE PREMISES  
Under Chapter 138, Section 14, of the Liquor Control Act.**

In conjunction with a "Wedding Reception" to be held on **October 9, 2015** with sale hours from **6:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **10/9/2015** unless sooner suspended or revoked.

Date: **THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



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

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

**NOTICE OF APPROVAL OF SPECIAL LICENSE**

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

City/Town: Townsend

Date of Local Authority Approval:

Name of Licensee: Terri Roy

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

Effective Date or Dates of License: October 9, 2015  
Authorized Hours of Sales: 6:00P.M. to 11:00P.M.

Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Wedding Reception"

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

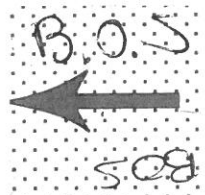
The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

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

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

**THE LOCAL LICENSING AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





3.4

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

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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

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

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

In conjunction with a "Family Reunion" to be held on **October 11, 2015** with sale  
hours from **1:00P.M. to 5:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,  
and expires **10/11/2015** unless sooner **suspended or revoked.**

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



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

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

**NOTICE OF APPROVAL OF SPECIAL LICENSE**

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

City/Town: Townsend  
Date of Local Authority Approval:  
Name of Licensee: Terri Roy  
Address of Licensee: 491A Main Street, Townsend, MA  
Effective Date or Dates of License: October 11, 2015  
Authorized Hours of Sales: 1:00P.M. to 5:00P.M.  
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Family Reunion"

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

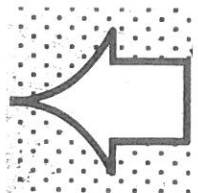
The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

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

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

**THE LOCAL LICENSING AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3.5

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

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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

V.F.W.Post #6538                      49 1A Main Street                      West Townsend, MA

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

In conjunction with a "Wedding Reception" to be held on **October 25, 2015** with sale hours from **1:00P.M. to 5:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto, and expires **10/25/2015** unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



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

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

**NOTICE OF APPROVAL OF SPECIAL LICENSE**

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

City/Town: Townsend  
Date of Local Authority Approval:  
Name of Licensee: Terri Roy  
Address of Licensee: 491A Main Street, Townsend, MA  
Effective Date or Dates of License: October 25, 2015  
Authorized Hours of Sales: 1:00P.M. to 5:00P.M.  
Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Wedding Reception"

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

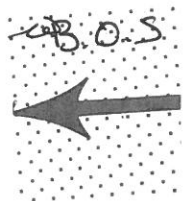
The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

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

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

**THE LOCAL LICENSING AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3.6

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

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

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

V.F.W.Post #6538

491 A Main Street

West Townsend, MA

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

In conjunction with a "Kidney Transplant Fundraiser" to be held on November 7, 2015 with sale hours from 7:00P.M. to 12:00A.M.

The license is granted in conformity with the Statutes and ordinances relating thereto and expires 11/7/2015 unless sooner suspended or revoked.

Date:

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**



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

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

**NOTICE OF APPROVAL OF SPECIAL LICENSE**

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

City/Town: Townsend

Date of Local Authority Approval:

Name of Licensee: Terri Roy

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

Effective Date or Dates of License: November 7, 2015  
Authorized Hours of Sales: 7:00P.M. to 12:00A.M.

Description of the Licensed Premises: VFW Post 6538, 491A Main Street, West Townsend MA in conjunction with a "Kidney Transplant Fundraiser"

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

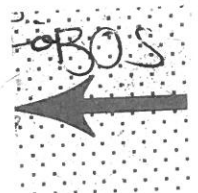
The Licensed Activity or Enterprise is:  
For profit:  
Non-profit: X

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

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

**THE LOCAL LICENSING AUTHORITY**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





3.7

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

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

Date: 8/31/2015

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

To Whom it May Concern:

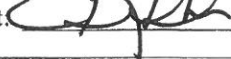
The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_  
Abandon Gas Service 173 Dudley Rd

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent:   
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_

Date: 9.1.15  
Date: \_\_\_\_\_

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

---

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Abandon Gas Service 92 Main St

---


---

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent   
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_

Date: 9.1.15

Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_  
Abandon Gas Service 2 South St

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent: \_\_\_\_\_  
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_



Date: 9.7.15  
Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Abandon Gas Service 494 Main St

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent: \_\_\_\_\_  
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_

Date: 9.1.15  
Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Abandon Gas Service 11 Old Battery Rd

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent

Approved/Disapproved: Board of Selectmen: \_\_\_\_\_

Date: 9-1-15

Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Abandon Gas Service 9 Scott Rd

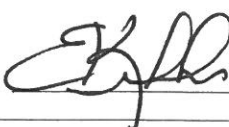
A \$100.00 permitting fee is now required with all applications.

Start Date: \_\_\_\_\_

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

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

Approved /  Disapproved: Highway Superintendent: \_\_\_\_\_  
Approved /  Disapproved: Board of Selectmen: \_\_\_\_\_



Date: 9.1.15  
Date: \_\_\_\_\_



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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_  
Gas Main Repair Main St at Highland St near Bridge

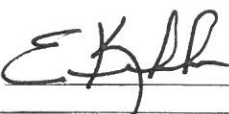
A \$100.00 permitting fee is now required with all applications.

Start Date: \_\_\_\_\_

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

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

Approved/ Disapproved: Highway Superintendent: \_\_\_\_\_  
 Approved/ Disapproved: Board of Selectmen: \_\_\_\_\_



Date: \_\_\_\_\_

9-1-15

Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_


Gas Main Repair on Turnpike Rd at entrance to Farming Area

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

Start Date: \_\_\_\_\_

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

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

Approved/Disapproved: Highway Superintendent:   
Approved/Disapproved: Board of Selectmen: \_\_\_\_\_

Date: 9.1.15  
Date: \_\_\_\_\_

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

---

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Gas Main Repair 1 Greely Rd at driveway and across from Gary's Farm Stand

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

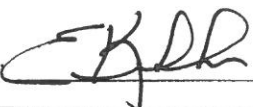
Start Date: \_\_\_\_\_

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

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

Approved/ Disapproved: Highway Superintendent

Approved/ Disapproved: Board of Selectmen: \_\_\_\_\_



Date: \_\_\_\_\_

9.1.15

Date: \_\_\_\_\_

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

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

Date: 8/31/2015

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

To Whom it May Concern:

The Undersigned, Unitil Fitchburg Gas & Electric hereby applies for permission to: \_\_\_\_\_

Gas Main Repair in front of 21 Blood Rd at Woodland Dr intersection

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

Start Date: \_\_\_\_\_

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

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

Approved/ Disapproved: Highway Superintendent E. B. DR Date: 9.1.15  
 Approved/ Disapproved: Board of Selectmen: \_\_\_\_\_ Date: \_\_\_\_\_



3.8

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

**MEMORANDUM**

**Date:** August 25, 2015  
**To:** Board of Selectmen  
**From:** Ed Kukkula, Highway Superintendent  
**Subject:** **Vehicle Transfer**

The Highway Department would like to transfer the following vehicle to the Cemetery/Parks Department for their use:

1999 Ford F250 One-Ton  
VIN #1FDWF37F4XED05109

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

# Memo

3.9

**To:** Honorable Board of Selectmen  
**From:** Shirley Coit, Director and Tom Whittier, Deputy Director  
**cc:**  
**Date:** August 23, 2015  
**Re:** Municipal Garage

---

The purpose of this memo is to request the Board of Selectmen authorize Emergency Management to occupy a portion of the municipal garage upon the removal of fire department equipment.

Currently, Emergency Management(TEMA) has no office, training or storage space however we have many assets that are spread around, located at various fire stations or jammed into our shelter trailer making it very difficult to inspect, inventory or deploy.

Assets that should be within the garage are the shelter trailer, the soon to arrive mobile generator and a water tank trailer that may be allocated to the agency. Additionally, atleast one vehicle will potentially be donated to the agency in the very near future.

Further the lack of storage space requires that smaller assets, such as radios, emergency response kits and the like be stored at members homes, limiting their availability. We currently have 15 large plastic buckets of dehydrated food that needs to be stored protected and away from vermin.

We have no dedicated training area for shelter and food service training and we have no office space to store critical files or conduct work.

With this in mind, we are therefore requesting the right three(3) bays of the garage(including the smaller bay) for storage, training and office/meeting space. The moving and any necessary retrofitting will cost little to no money and will be done by grant monies or regular annual budget.

Thank you for your consideration.





4.1

RECEIVED  
AUG 24 2015

# VOLUNTEER RESPONSE FORM

TOWN OF TOWNSEND  
TOWN CLERK

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: Joseph Shank

Phone ( 978 ) 502 0783 email Joe@harborautobody.com

Address: 77 TURNER RD

Occupation: SELF

Amount of time available  
(per week/per month): AS Needed

Background/Experience  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. DPW
2. \_\_\_\_\_
3. \_\_\_\_\_



RECEIVED  
AUG 19 2015

Date received \_\_\_\_\_

TOWN OF TOWNSEND  
TOWN CLERK  
**VOLUNTEER RESPONSE FORM**

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: John Hossey

Phone (978) 597-6891 email DJHossey@comcast.net

Address: 20 Burgess Rd

Occupation: Farmer

Amount of time available  
(per week/per month): 24-7

Background/Experience  
\_\_\_\_\_  
\_\_\_\_\_

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE**

1. D.P.W. Development Board
2. \_\_\_\_\_
3. \_\_\_\_\_



R U B I V U  
 AUG 20 2015  
 Date received \_\_\_\_\_  
**TOWN OF TOWNSEND**  
**TOWN CLERK**

## VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
 272 Main Street  
 Townsend, MA 01469

Name: KEVIN SMITH

Phone 978, 771-0499 email KEVINSMITHCOMPANY@COMCAST.NET

Address: 160 NORTHQUAD RD.

Occupation: SITE CONTRACTOR

Amount of time available (per week/per month): \_\_\_\_\_

Background/Experience 35 YEARS IN CONSTRUCTION

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE**

1. DPW EXPLORATORY COMM.
2. \_\_\_\_\_
3. \_\_\_\_\_



Date received 08/18/2015

# VOLUNTEER RESI **A.2**

RECEIVED  
AUG 21 2015

TOWN OF TOWNSEND  
TOWN CLERK

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: SUSAN BATES

Phone (978) 340 7869 email susanbatesart@gmail.com

Address: PO BX 193 896 Main St Ashby, MA 01431

Occupation: artist

Amount of time available (per week/per month): whatever is needed

Background/Experience Artist

20 years of running The Cooperage Townsend Harbor

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE**

1. Townsend Meeting Hall Gallery Committee to help
2. Alice
3. Struthers

TERM THRU 6/30/18



4.3

Office of  
**Zoning Board of Appeals**  
272 Main Street  
Townsend, Massachusetts 01469  
(978)-597-1700 x1723 Fax (978) 597-1722

William Cadogan, *Chair*  
Darlene Sodano, *Vice-Chair*

Kelly Chambers, *Clerk*  
Craig Stevens, *Member*

Anthony Genova, *Member*  
John Giunta, *Associate member*

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August 27, 2015

TO: Board of Selectmen

FROM: Zoning Board of Appeals

At their regularly scheduled meeting on August 26, 2015 the Zoning Board of Appeals voted unanimously to recommend the following resident to be appointed as a full voting member of the Board for a term effective from appointment to expire June 30, 2020.

Darlene Sodano

5 Oak Street

597-2937

At their regularly scheduled meeting on August 26, 2015 the Zoning Board of Appeals voted unanimously to recommend the following resident to be appointed as an Associate member of the Board for a term effective from appointment to expire June 30, 2016.

John Giunta

44 Blood Road

597-5863

If the Selectmen have any questions please feel free to contact me at extension 1723.

KC

Karen Chapman  
ZBA Administrative Asst.