



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

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES
FEBRUARY 6, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 The meeting was called to order at 6:00P.M.
Roll call vote taken showed 2 members present: Chairman, Cindy King (CK) and Vice-Chair, Gordon Clark. Absent was Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announce that the meeting is being tape recorded and inquired if any other members of the audience would be as well.
- 1.4 CK amended agenda item 4.3 to \$21,483.95.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:00P.M. Recreation Commissioners, RE: FY19 Budget
Alice Kennedy, Recreation Commissioner and Emy Hoff, Recreation Director met with the Board to review their budget request, (see attached).
Notable changes in the budget included an increase of \$2,500.00 for expenses to be funded by tax levy. Additional discussion regarding program fees and expenses ensued. Ms. Kennedy gave an update on the ReckKids program and the upgrade of the Annex to a Recreational facility.
- 2.2 6:15P.M. Chief Assessor, Victoria Tidman, RE: FY19 Budget
2.2.1 Discussion, RE: Assessments & Tax Rate
Vicki Tidman, Chief Assessor along with two members of the Board of Assessors met with Selectmen. Mr. Kreidler informed the Board about the 2% cola adjustment reflected next to the Chief Assessors salary is to reflect the contractual agreement. Discussion regarding using a warrant article for data verification vs a budgetary line item ensued. Ms. Tidman gave a presentation regarding the functions of the Board of Assessors and how tax rates are determined, (see attached).
- 2.3 6:30P.M. Treasurer/Town Collector, Barbara Tierney, RE: FY19 Budget

Ms. Tierney met with the Board and reviewed the mission statement for the Treasurer/Town Collector's Office. Mr. Kreidler explained he did put a 2.0 cola and step increase in the wages for the Treasurer/Collector's office. Additional discussion including the Auditors recommendation of the Treasurer's office crediting water accounts, additional hour being requested for staff in anticipation. Ms. Tierney also explained there was additional money included for postage.

- 2.4 6:45P.M. TEMA Director, Shirley Coit, RE: FY19 Budget
Shirley Coit, TEMA Direction met with the Board, Ms. Coit read TEMA's mission statement and reviewed the budget with the Board as attached. Discussion included: training requirements, increased need for travel expenses, and communications, the generator grants and installation. The Board thanked Mr. Kreidler for his involvement in getting the generators for use at Atwood Acres and for emergencies.
- 2.5 7:00P.M. Building Commissioner, Richard Hanks, RE: FY19 Budget
Richard Hanks, Building Commissioner met with the Board. Mr. Hanks read the Building Department's mission statement into the record as attached. Mr. Hanks explained his expenses dropped by \$400.00 as the updates to the code book has already been purchased. Mr. Hanks stated his budget is level funded with the exception of the \$800.00 adjustment to the alternate Building Inspector.
- 2.6 7:15P.M. Library Director, Stacy Schuttler, RE: FY19 Budget
Stacy Schuttler, Library Director along with Valerie Goodrich and Alision Bird, both Library Trustees met with the Board. Ms. Schuttler read the Library's mission statement. Mr. Kreidler clarified to the Board what the additional salary entailed, and that he added the amount not the Trustees. Both Ms. Goodrich and Ms. Bird agreed with the change. Ms. Schuttler gave a packet to each Board member (see attached) outlining circulation numbers for Townsend and the surrounding communities. Additional discussion included: fundraisers, Friends of the Library, and number of personnel.

CK moved to recess the meeting for five minutes.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

- 3.1 GC moved to approve the hiring of Steven A. Bourdon as a substitute Van Driver for the Council on Aging contingent upon the passing of a pre-placement medical exam and CORI check. CK seconded. Unanimous vote.
- 3.2 GC moved to appoint James Brian Kennedy to TEMA for a term effective February 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.

- 3.3 Discussion, RE: Appointing a Representative to the School Superintendent Search Committee

3.3.1 Appoint a Representative to the Committee

GC moved to appoint Cindy King as the representative for the School Superintendent Search Committee. CK seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review/Discuss/Approve Change Order #1 in the amount of \$16,225.00 for changes to the original contract for the West Townsend Fire Station as attached and incorporated therein.

Fire-EMS Chief, Mark Boynton met with Board to explain the change order as attached. Discussion included: elevations, donated work such as removal of existing building, original design, drainage concerns, amount of money carried for contingency.

GC moved to approve change order #1 in the amount of \$16,225.00 for changes to the original contract for the West Townsend Fire Station as attached and incorporated therein. CK seconded. Unanimous vote.

- 4.2 GC moved to accept a grant in the amount of \$3,708.00 00 for the Townsend Fire-EMS Department for the Student Awareness of Fire Education (SAFE) program and \$2,415.00 for Senior SAFE. CK seconded. Unanimous vote.

- 4.3 GC moved to approve and sign the contract to CCS in the amount of \$21,483.95 for the audio/visual equipment at the Senior Center/Library and authorize the Town Administrator to sign. CK seconded. Unanimous vote.

- 4.4 GC moved to approve and sign a one-day Special License for Terri Roy, VFW Post #6538 in conjunction with a 50th Anniversary Party to be held on April 6, 2018 with sale hours from 7:00P.M. to 11:00P.M. CK seconded. Unanimous vote.

- 4.5 GC moved to approve and sign a one-day Special License for Terri Roy, VFW Post #6538 in conjunction with a 30th Birthday Party to be held on March 24, 2018 with sale hours from 7:00P.M. to 11:00P.M. CK seconded. Unanimous vote.

- 4.6 GC moved to approve and sign a one-day Special License for Terri Roy, VFW Post #6538 in conjunction with a Going Away Party to be held on March 3, 2018 with sale hours from 6:00P.M. to 10:00P.M. CK seconded. Unanimous vote.

- 4.7 GC moved to approve and sign a one-day Special License for Terri Roy, VFW Post #6538 in conjunction with a Birthday Party to be held on February 24, 2018 with sale hours from 7:00P.M. to 11:00P.M. CK seconded. Unanimous vote.
- 4.8 GC moved to declare a pile of maple wood, from a tree cutting, as surplus, with an estimated value of \$100.00. CK seconded. Unanimous vote. Mr. Kreidler explained this word was cut by order of the tree warden and anyone is welcomed to it by the highest bid.
- V. WORK SESSION - VOTES MAY BE TAKEN:**
- 5.1 Town Administrator updates and reports.
FY19 Budget Update
Mr. Kreidler informed the Board the School Superintendent expected the percentage increase will be higher than the 3% currently budgeted. Entire governmental increase is under 2%.
IT Grant Update
IT grant is currently being prepared. The deadline for submittal will be prior to the next meeting and will be forwarded as soon as it's complete and will include: Complete network with associated licenses, mail servers, and potentially a voice over IP system.
Reminder: Community Forum CDBG Grant Application (see attached)
Mr. Kreidler informed the public the hearing was re-scheduled until February 13, 2018 due to weather concerns.
- 5.2 Board of Selectmen announcements, updates, and reports.
GC asked for an update from a previous vote regarding the accounting of public funds used at the police escape located at the Harbor Village Mall. GC clarified that Mr. Kreidler was not an employee during this time contrary to rumors out there. GC also clarified that the problems with dispatch and failing 911 tests was the reason the communications was transferred to Devens.
GC would like to know if there was a lease agreement signed for the escape and expressed concerns regarding donated services such as rent, electricity and water.
GC asked to put a discussion of awards for government & public safety employees each year at the annual town meeting.
CK clarified when warrant articles are due and will put on next agenda to open and close the warrant. CK requested a charter change article be considered to change the wording of Selectmen to Selectboard.
- 5.3 GC moved to approve the meeting minutes for December 20, 2017 and January 16, 2018. CK seconded. Unanimous vote.
- 5.4 GC moved approve and sign the bills payable warrant out of session. CK seconded. Unanimous vote.

VI. ADJOURNMENT:

GC moved to adjourn the Selectmen's meeting at 8:16P.M. CK seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of February 6, 2018, by the Board of Selectmen this 30th day of March, 2018.

Townsend Certification Year

⌘ Final Approval from Bureau of Local Assessment

- ☑ Bureau of Local Assessment notifies the Town that the proposed values represent full and fair cash values.
- ☑ The Town can then hold the Tax Classification Hearing.
- ☑ A tax rate is then set.
- ☑ Assessed values x tax rate = Levy (budget)

~~805 rate~~

Classification hearing determines what share of the total tax burden will be paid by the residential class versus the commercial taxpayers. Townsend's tax base is more than 91% residential. Historically the town has faced all classes the same -

Townsend Certification Year

⌘Public Disclosure and Final Certification

☒ After Preliminary certification is granted the Public Disclosure Process begins. A notice is published to make the public aware that the new values are available for review.

☒ The notice will provide information stating where and when the values can be accessed.

Townsend Certification Year

⌘ Value Review and Preliminary Certification

- ☒ Values are reviewed for accuracy and uniformity.
- ☒ Final assessment to sales ratio study and all required certification reports and spreadsheets are given to the DOR's Bureau of Local Assessment.

Townsend Certification Year

⌘ Value Determination

☒ During this phase the market value of each parcel of property in the municipality is determined as of January 1, 2018 (new construction as of June 30, 2018).

☒ Market analysis includes all arms-length sales from January 1, 2018 through December 31, 2018.

☒ An arms-length sale is any sale between a willing buyer and a willing seller, where both parties are reasonably informed about market conditions and where neither is under any duress.

If not enough sales in the calendar year of 2018 - we can use calendar year 2017 or last 6 months of 17 and first 6 months of 18

Townsend Certification Year

⌘Sales Analysis and Data Quality Study

- ☒ This phase will review the accuracy and uniformity of building inventories.
- ☒ The Department of Revenue performs a data quality study.
- ☒ They request random property record cards and do a field review to see that the information is accurate.

Townsend Certification Year

⌘ Data Collection

- ☒ Periodic inspections of all properties are conducted on an ongoing basis.
- ☒ Particular attention is paid to those properties undergoing renovations, *new construction* those recently sold or *being* demolished.

Townsend Certification Year

⌘Role of assessor

⌘Certification Year

☒What does it mean?

☒What are the components?

Townsend Certification Year

⌘Role of assessor

- ☑The primary responsibility of the assessors is to value all real and personal property in their municipality each year for tax assessment purposes.

⌘Certification year

- ☑Every five years these valuations must be reviewed by the Department of Revenue (DOR) and "certified" as meeting legal standards. Interim year adjustments are made in the years between this certification to keep up with market changes. 2019 is a certification year for Townsend.

Townsend Certification Year

⌘ Overview of the components of a certification

- ☑ Data Collection
- ☑ Sales Analysis and Data Quality Study
- ☑ Value Determination
- ☑ Value Review and Preliminary Certification
- ☑ Public Disclosure and Final Certification
- ☑ Final Approval from Bureau of Local Assessment

Townsend Public Library
FY19
Budget Packet
for
Board of Selectman
Meeting

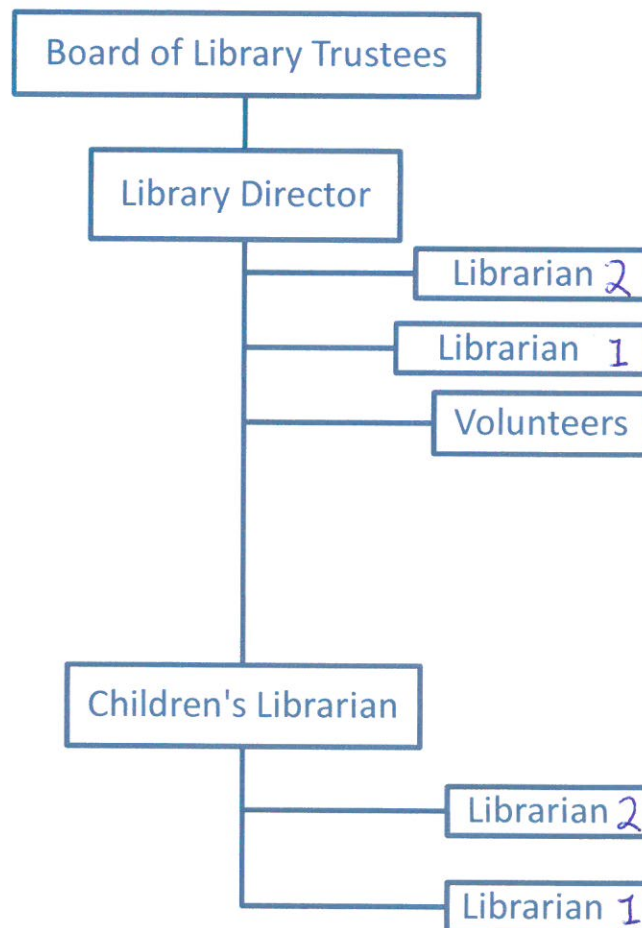
Townsend Public Library

Contact Information: Stacy Schuttler, Library Director. 978-587-1714 ext.7

Location: 12 Dudley Road, Townsend MA 01469

Mission Statement: It is the mission of the Townsend Public Library to provide the public with access to quality collections, technology, and programs for information, lifelong learning, literature and entertainment.

Department Description: The TPL is served by a five (5) member Board of Trustees elected for three (3) year terms and they have all the powers and duties given to Library Trustees by the laws of the Commonwealth, the Charter Trust Agreements, By-law or other Town Meeting vote. The Board administers money and property that the Town may receive for library purposes by gift or bequest. The Board of Library Trustees appoints the Library Director and oversees the Director's selection of library materials, and custody and management of such. The Library Director is responsible for the day to day management of all library operations, staff and for coordination with all town boards.



FY18 Accomplishments

- Circulation was 10.1 items on a per capita basis. This exceeds neighboring communities of Pepperell (4.6), Lunenburg (5.4), Ashby (3.1), and Fitchburg (2.2)
- Hired and developed a teen librarian position to expand services to the young adult population.
- Developed new strategies to advertise and inform the public about the services that the library provides
- Maintained funding and all requirements to meet state certification standards from the Massachusetts Board of Library Commissioners (MBLC)

FY19 Goals

- Update public computers, printers and internet speed.
- Assess security needs and provide training for staff and volunteers.
- Continue evaluating staffing needs in accordance with library utilization
- Continue to meet mandatory requirements to stay certified with the Massachusetts Board of Library Commissioners (MBLC)

Personnel Summary Table

<i>Position Title</i>	<i>FY17 FTEs Actual</i>	<i>FY18 FTEs Actual</i>	<i>FY19 FTEs Dept. Req.</i>	<i>Explanation of Changes</i>
Library Director	1	1	1	
Children's Librarian	1	1	1	
Librarian II/ Senior Library Technician	2	2.1	2.7	Teen Library Tech
Librarian I/Library Technicians (5 -6)	2	2.6	2	

Townsend Public Library (Certification requirements)

State Aid Financial FY19

FY16 244,272

FY17 268,182

FY18 297,321

Total $809,775/3 = 269,925 \times 1.025 = \$276,673$ *Certification for FY19*

To receive state aid we MUST spend 16% (open 40 hours-provides "flexibility") of \$276,673 on books and materials (5580)

$\$276,673 \times .16 = \$44,268$

To receive state aid we MUST spend 19% (open less than 40 hours per week) of \$ on books and materials (5580)

$\$276,673 \times .19 = \$52,568$

State Aid Financial FY20 (Projected)

FY17 268,182

FY18 297,321

FY19 326,365

Total $891,868/3 = 297,289 \times 1.025 = \$304,722$ *Certification for FY20*

To receive state aid we MUST spend 16% (open 40 hours-provides "flexibility") of \$304,722 on books and materials (5580)

$\$304,722 \times .16 = \$48,756$

To receive state aid we MUST spend 19% (open less than 40 hours per week) of \$ on books and materials (5580)

$\$304,722 \times .19 = \$57,897$

State Aid Financial FY20 – Without COLA and STEP (Projected)

FY17 268,182

FY18 297,321

FY19 315,155

Total $880,658/3 = 293,553 \times 1.025 = \$300,891$ ***Certification for FY20***

To receive state aid we MUST spend 16% (open 40 hours-provides “flexibility”) of \$300,891 on books and materials (5580)

$\$300,891 \times .16 = \$48,143$

To receive state aid we MUST spend 19% (open less than 40 hours per week) of \$ on books and materials (5580)

$\$300,891 \times .19 = \$57,169$

Townsend Public Library Annual Statistics 2017

	Circulation	Overdrive	Commonwealth eBook Collection	Database Use	Door	# of Adult Programs	Adult Attend.	# of Kids Programs	Kids Attend.	# of Teen Programs	Teen Attend.	After School
2017 TOTALS	115,118	6148	628	8,014	60,274	142	2604	198	4942	21	179	3342

Month	Circulation	Overdrive	Comm. eBook Collection	Database Use	Door	# of Adult Programs	Adult Attend.	# of Kids Programs	Kids Attend.	# of Teen Programs	Teen Attend.	After School
January 2017	9,244	475	38	29	9,117	14	175	18	217	0	0	359
February 2017	8,682	431	47	25	9,210	10	115	16	216	0	0	210
March 2017	10,396	499	72	111	12,221	10	118	12	185	1	3	396
April 2017	9,513	507	54	232	10,142	8	102	18	343	4	28	293
May 2017	8,382	473	50	1,721	9,508	9	108	6	67	1	2	429
June 2017	9,715	569	41	1,188	10,074	7	212	14	868	0	0	277
July 2017	10,589	601	38	899	9,272	14	128	30	1220	0	0	0
August 2017	11,047	541	57	1248	9,734	15	244	26	429	0	0	0
September 2017	10,131	526	54	1,346	10,862	14	165	17	337	1	15	467
October 2017	9,709	550	38	266	10,350	12	112	18	532	3	36	370
November 2017	9720	500	72	440	9,695	17	162	13	225	8	46	248
December 2017	7,990	476	67	509	10,363	12	963	10	303	3	49	293
					120,548 / 2							
					60,274							



DATE _____
CLASS _____
COMMENTS _____

3.3

ED
CTMEN

January 24, 2018

Dear Town Administrators:

The North Middlesex Regional School Committee has hired the New England School Development Council (NESDEC) to assist with the search for a new Superintendent of Schools.

In the next few weeks, the School Committee intends to appoint a Screening Committee to assist in the superintendent search process. While the School Committee has the sole authority to appoint the superintendent, they wish to have the benefit of input from a Screening Committee made up of various members of the community and schools. The Screening Committee will review applications, interview candidates and recommend several candidates to the School Committee for further consideration.

The North Middlesex Regional School Committee invites the Town Administrators to recommend one town official member to serve on the Screening Committee. The individuals recommended should be available to attend several evening meetings including all the candidate interview sessions, and he/she should understand that much of the business of the Screening Committee will require a high degree of confidentiality as potential candidates' names and application materials will be reviewed and discussed. A copy of the search timeline is enclosed for your convenience. Please contact me no later than February 5, 2018, to inform me of the Town Administrators' recommendation for its representatives on the Screening Committee. The School Committee will be looking to make final appointments to the screening committee at its February 12th meeting.

The first two meetings of the Screening Committee are tentatively scheduled for March 1st (2-3 hours) and March 5th (1-2 hours) at which time a NESDEC search consultant will facilitate a training workshop. The consultant will also assist in reviewing applications, and in the selection of candidates, the Screening Committee wishes to interview. The interview schedule, agenda, and questions will also be developed. As you can see, many tasks must be accomplished during the meeting so members should plan to be available for approximately three hours.

In subsequent meetings, it is anticipated the Screening Committee will interview a total of approximately 8-10 candidates who best meet the profile that has been established for the superintendent position. At the conclusion of the interviews, the Screening Committee will recommend 3-5 candidates for further consideration by the North Middlesex Regional School Committee.

Selecting a new Superintendent of Schools is an important activity for the entire community, and it requires an extraordinary commitment of time and energy. The School Committee would greatly appreciate town government participation in the process. If you have any questions, please do not hesitate to contact me. I can be reached at 978-877-0280 or rrusch@nmrsd.org.

Very truly yours,



Randee Rusch, Chair
North Middlesex Regional School Committee

SUGGESTED TIMELINE/TASKS FOR SELECTING A SUPERINTENDENT

NORTH MIDDLESEX RSD, MA
(Working Draft as of January 9, 2018)

Task	RESPONSIBILITIES	DATE(S)
Orientation Meeting Overview of Process	SCHOOL COMMITTEE (decisions) (NESDEC provides guidelines) - Name Liaison - Approve Timeline - Discuss letter/ads/application - Establish salary range - Screening Committee?	January 9, 2018
Anticipated Start Date	SCHOOL COMMITTEE	July 1, 2018
Develop Invitational Letter & Online Ad	NESDEC: Develops letter and ads SCHOOL COMMITTEE/LIAISON: Final approval NESDEC website announcement posted as soon as info is available	Text approved by by January 17, 2018
Distribute letter, advertise, post vacancy on web sites, begin recruiting	NESDEC website and network Optional Fee-Based: Ed Week print ad? Note: Vacation February 19-23	January/ February 2018
Community Needs Assessment	School Committee determines focus groups/interviews - Admin; Staff; Community/ Parents. District schedules and notifies public, etc. NESDEC conducts focus groups/interviews and develops candidate profile.	January/ February 2018
Candidate Profile Submitted	SCHOOL COMMITTEE/NESDEC	February 2018
Screening Committee Selection Advertise/Recruit and Select Members	SCHOOL COMMITTEE/LIAISON (NESDEC provides guidance)	Selection February 2018
Begin Review of Applications – (i.e., Application Deadline)	NESDEC	February 26, 2018
Complete/organize applicant files (paper screening of applications)	NESDEC	Feb 26-28, 2018
1st Interview/Selection Workshop with Screening Committee (2-3 hrs)	NESDEC & SCREENING COMMITTEE Meeting 1: Review procedures, develop questions, set interview schedule, distribute application packets	March 1, 2018
2nd Screening Committee Workshop (1-2 hrs)	Meeting 2: Review applications, affirm interview schedule	March 5, 2018
Interview Applicants to up to 5 Finalists	SCREENING COMMITTEE (NESDEC will set up interviews and notify candidates of status)	March 8-19, 2018
Determine candidates to recommend to School Committee by date noted.	SCREENING COMMITTEE candidates listed alphabetically	On/about March 19, 2018
First Agreement in Principle with Finalists	NESDEC	March 19-21, 2018
Announce Finalists	SCHOOL COMMITTEE	By March 21, 2018
Finalist Visits and Interviews	SCHOOL COMMITTEE (NESDEC will set up interviews and notify candidates of status) Note: Vacation April 16-20	March/April 2018
Visits to Finalists' Districts	SCHOOL COMMITTEE (NESDEC will set up visits)	March/April 2018
Second Agreement in Principle with Finalists and Verify Credentials	NESDEC	March/April 2018
Select Superintendent	SCHOOL COMMITTEE	April 2018



MA State Contract OFF40
 8(m) EDWOSB Certified
 SDO Certified WBE, MBE, DBE
 FIN: 04-3428899

Advanced Presentation Systems, Inc.
 d/b/a CCS Presentation Systems
 132 Northeastern Boulevard
 Nashua, NH 03062-1920
 Phone: 978-256-2001
 Fax: 978-256-2002

Townsend Public Library
 Townsend Public Library
 12 Dudley Road.
 Townsend, MA 01469

Quote	NH-2018-2-006
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Terms: Net 30
 Contact: Mr. Mark Mercurio
 Phone: 9787323590
 Email: mmercurio@townsendpd.org
 Salesperson: Rob Bernstein

Job: Community Room Upgrades r2

Line	QTY		UnitPrice	Total
1	2.00	1.1 Sources - Cable TV		
2	2.00	Covid 6' HDMI High Speed M-M cable		
3	2.00	Chief 1U Universal Rack Shelf	11.70	23.40
		Owner Furnished CATV Tuner	25.00	50.00
			0.00	0.00
				73.40
4	1.00	1.1 Sources - DVD Player		
5	1.00	Covid 6' HDMI High Speed M-M cable		
		Owner Furnished DVD Players and Rack Mounts	11.70	11.70
			0.00	0.00
				11.70
6	2.00	1.1 Sources - Laptop Interface		
7	2.00	Extron HDMI Ultra/15' 15' Ultra Flexible Premium High Speed HDMI Cables	73.10	146.20
		Extron DTP T UWP 232 D Two Input DTP Transmitter	690.00	1,380.00
		HDMI and VGA with Audio Embedding		
8	2.00	1.2 Video Equipment - System Switcher		1,526.20
		Extron MPS 602 Media Presentation Switcher	1,275.00	2,550.00
		Key Features		
		Integrates HDMI, RGB, and audio sources into presentation systems		
		One DTP input, three HDMI inputs, and two RGB inputs		
		Selectable HDMI or DTP output		
		Integrated DTP input and output support transmission of video, control, and analog audio up to 330 feet (100 meters) over a shielded CATx cable		
9	2.00	1.3 Display Equipment - Video/Data Projector		2,550.00
10	2.00	Covid 6' HDMI High Speed M-M cable	11.70	23.40
		Existing Projectors And Screens To Be Reused	0.00	0.00
		** Projectors are at least 6-years old and we would recommend replacing them or at least planning on their replacements **		
11	2.00	Extron DTP HDMI 4K 230 Rx DTP Receiver	299.00	598.00
12	1.00	1.4 Audio Equipment - Audio DSP		621.40
		Extron DMP 64 6x4 ProDSP™ Digital Matrix Processor	1,025.00	1,025.00
		6x4 mic/line audio matrix mixer		
		ProDSP™ 32/64-bit floating point signal processing		
		Studio grade 24-bit/48 kHz analog-to-digital and digital-to-analog converters		
		Fixed, low latency DSP processing		
		DSP Configurator™ Software		
		Intuitive Graphical User Environment		
13	1.00	Extron RSU 126 Rack Shelf Kit	88.25	88.25
		1.4 Audio Equipment - Ceiling Mounted Loudspeaker		1,113.25



MA State Contract OFF40
 8(m) EDWOSB Certified
 SDO Certified WBE, MBE, DBE
 FIN: 04-3428899

Advanced Presentation Systems, Inc.
 d/b/a CCS Presentation Systems
 132 Northeastern Boulevard
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 Phone: 978-256-2001
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Townsend Public Library
 Townsend Public Library
 12 Dudley Road.
 Townsend, MA 01469

Quote	NH-2018-2-006
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Terms: Net 30
 Contact: Mr. Mark Mercurio
 Phone: 9787323590
 Email: mmercurio@townsendpd.org
 Salesperson: Rob Bernstein

Job: Community Room Upgrades r2

Line	QTY		UnitPrice	Total
14	10.00	QSC 6.5" 2-Way Coaxial Low-Profile In-Ceiling Speakers	160.00	1,600.00
				1,600.00
15	1.00	1.4 Audio Equipment - Power Amplifier Extron XPA Two Channel Amplifier - 200 Watts Per Channel	825.00	825.00
				825.00
16	2.00	1.4 Audio Equipment - Wireless Microphone System Shure SLX4 Wireless Receiver, SLX1 Bodypack Transmitter	820.00	1,640.00
				1,640.00
17	2.00	1.5 Control Equipment - Control Panel Extron MLC 226 IP DV+ Enhanced MediaLink Controller with Ethernet Control and Integrated DVD IR Control	1,225.00	2,450.00
18	1.00	Extron PS1230 Desktop Power Supply	170.00	170.00
				2,620.00
19	1.00	1.7 Racks and Misc. Equipment - Equipment Rack and Accessories Chief 2.5" Heavy Duty Rack Casters	64.00	64.00
20	1.00	Chief 28U, 23" Deep E1 Series Rack	500.00	500.00
21	2.00	RDL Consumer Input Jacks-Stereo RCA and 3.5mm, Mono Output (White/Gray)	95.00	190.00
				754.00
22	1.00	1.7 Racks and Misc. Equipment - Power Distribution and Protector Chief 120V, 15A single circuit low profile vertical power strip	130.00	130.00
23	1.00	Chief 11-Outlet 15A, 120V 1U Surge Protector	99.00	99.00
				229.00
24	1.00	1.8 Cables and Supplies MATERIALS FOR INSTALLATION	565.00	565.00
				565.00
25	1.00	1.9 Shipping SHIPPING AND HANDLING	375.00	375.00
				375.00
26	1.00	2.0 Labor PROGRAMMING	770.00	770.00
27	1.00	PROJECT MANAGEMENT	430.00	430.00
28	1.00	Installation	4,200.00	4,200.00
29	1.00	DESIGN AND ENGINEERING OF A/V SYSTEM	685.00	685.00
30	1.00	CCS-TRAINING FOR INSTALLED SYSTEM	250.00	250.00
31	1.00	TESTING INTEGRATION SYSTEMS	645.00	645.00
				6,980.00

**MA State Contract OFF40**

8(m) EDWOSB Certified
SDO Certified WBE, MBE, DBE
FIN: 04-3428899

Advanced Presentation Systems, Inc.
d/b/a CCS Presentation Systems
132 Northeastern Boulevard
Nashua, NH 03062-1920
Phone: 978-256-2001
Fax: 978-256-2002

Townsend Public Library
Townsend Public Library
12 Dudley Road.
Townsend, MA 01469

Quote**NH-2018-2-006**

Terms: Net 30
Contact: Mr. Mark Mercurio
Phone: 9787323590
Email: mmercurio@townsendpd.org
Salesperson: Rob Bernstein

Job: Community Room Upgrades r2

Line	QTY	UnitPrice	Total
Subtotal			\$21,483.95
Sales Tax			\$0.00
Total			\$21,483.95

APPROVED BY:

X

Invoices subject to 1 1/2% interest charge per month if not paid within terms. Returns are subject to a 15% restocking fee.



This information is confidential and may be legally privileged. It is intended solely for the addressee.

This order is subject to all applicable sales and use tax laws and charges may be assessed at a later date.
Payment Method <input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Purchase Order <input type="checkbox"/> Credit Card
***Signature of authorized agent required for all orders
***Purchase Orders are subject to credit approval
***Returns subject to approval, restocking fees and must be within 7 days of receipt of product
***Customer acknowledges that all shipments must be inspected upon delivery and all damage noted prior to acceptance. Failure to do so may prevent recovery of damages.

minutes

CONTRACT CHANGE ORDER

Date: 01.31.18
Project: Townsend Fire Substation
460 Main Street
Townsend, MA 01474
To Contractor: Souliere & Zepka Construction, Inc.
5 Spring Street
Adams, MA 01220

Change Order No: 1
Architect's Project Number: 1623
Contractor's Project Number: N/A
Contract Date: 10.03.2017

The Contract is changed as follows:

- **ADD:** Raise the finish slab/grade elevation from 325.0 to 326.0 per Owners' request
 - Remove existing framing and ICF panels at 5 door entries and redesign headers to accommodate raising the floor slab 12"
 - Remove existing framing and ICF panels at all window and louver openings and redesign to accommodate raising the floor slab 12"
 - Provide an additional 12" of ICF at all exterior walls
 - Add 12" structural fill inside building
 - Add 12" structural fill at exterior parking lot and driveway
 - Provide additional structural work at slab edge/door openings (see details 14 & 15 on S-200)

Total adds: \$47,623.56

- **DEDUCT:** Miscellaneous items per Owners' request:
 - Demo and removal of existing building
 - Lawns
 - Trench drain across the front drive
 - DMH#2 and related piping

Total deducts: (\$31,397.94)

Net Change Order: \$16,225.00

- See attached PCO #01 for breakdown of costs.

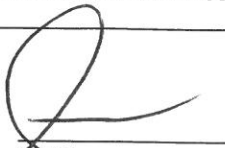
Not valid until signed by the Architect, General Contractor, and Owner

The Original Contract Sum was \$1,424,290.00
Net change by previously authorized Change Orders \$0.00
The Contract Sum will be INCREASED by this Change Order in the amount of \$16,225.00
The new Contract Sum including this Change Order will be \$1,440,515.00

The Contract Time will be INCREASED by 15 days
The date of Substantial Completion will be 08.01.2018


Architect
The Galante Architecture Studio, Inc.
146 Mount Auburn Street
Cambridge, MA 02138


Contractor
Souliere & Zepka Construction, Inc.
5 Spring Street
Adams, MA 01220


Owner
Town of Townsend
460 Main Street
Townsend, MA 01474

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

5 SPRING STREET
ADAMS, MA 01220
TEL. 413-743-1687
FAX 413-743-2641

1/29/18

The Galante Architecture Studio
146 Mount Auburn St.
Cambridge, MA. 02138

Attn: Jamie Emerson

Re: Townsend Fire Substation
PCO #01 Revised 1/29/18 - raise elevation approximately 12"

This proposal includes the following scope of work:

- ADD: raise the finish slab/grade elevation from 325.0 to 326.0 per Owners request
- remove existing framing and ICF panels at 5 door entries and redesign headers to accomodate raising the floor slab 12"
 - remove existing framing and ICF panels at all window and louver openings and redesign to accomodate raising the floor slab 12"
 - provide an additional 12" of ICF at all exterior walls
 - add 12" structural fill inside building
 - add 12" structural fill at exterior parking lot and driveway
 - provide additional structural work at slab edge/door openings (see details 14 & 15 on S-200)

total adds PCO #01 : \$47,623.56

- DEDUCT: misc. items per Owners request
- demo & removal of existing building
 - lawns
 - trenchdrain across the front drive
 - DMH#2 and related piping

total deducts PCO #01 : (\$31,397.94)

TOTAL PCO #01 REVISED 1/29/18 : \$16,225.00

See attached breakdown.

See attached quotes.

Additional days required for this proposal: 15 working days

Respectfully Submitted,

Michael A. Zepka

Michael A. Zepka
President

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

5 SPRING STREET
ADAMS, MA 01220
TEL. 413-743-1687
FAX 413-743-2641

1/29/18

PCO #01 REVISED BREAKDOWN 1/29/18

ICF exterior wall construction:

North & South Construction Services

material : \$ 5,400.00

labor : \$23,090.00

Total: \$28,490.00

Sitework:

Glenn Hines Excavation Contractor

add 12" of structural fill to
inside of building, front drive
and parking

Total: \$ 8,775.00

Concrete slab modifications:

Souliere & Zepka Const. Inc.

material : \$ 908.00

labor : \$1,004.00

Total: \$ 1,912.00

Adds - Subtotal:

P&O 20% : \$39,177.00

\$ 7,835.40

Bond 1.3% :

\$47,012.40

\$ 611.16

Building Permit

\$47,623.56

NA

Total Adds PCO #01 REVISED 1/29/18.....\$47,623.56

Delete demolition of existing bldg.

Souliere & Zepka Const. Inc.

Total: (\$23,760.00)

Delete lawns

Souliere & Zepka Const. Inc.

Total: (\$ 2,160.00)

Delete trench drain across front
drive, delete DMH #2 & related
piping

Glenn Hines Excavation Contractor

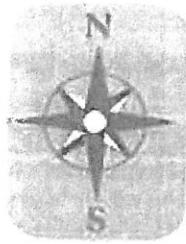
Total: (\$ 5,075.00)

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

5 SPRING STREET
ADAMS, MA 01220
TEL. 413-743-1687
FAX 413-743-2641

Deducts - Subtotal:	(\$30,995.00)
Bond 1.3% :	<u>(\$ 402.94)</u>
Total Deducts PCO #01 REVISED 1/29/18.....	(\$31,397.94)
TOTAL PCO #01 REVISED 1/29/18.....	<u>\$16,225.00</u>



North South

CONSTRUCTION SERVICES

55 Calef Highway, Suite 2, Barrington, NH 03825
(603) 610-1784 Phone (603) 766-0726 Fax

PROPOSED CHANGE ORDER

Project Name: Townsend Fire Sub Station

Change Requested by:

Change Order Date: 1/23/2018

Souliere and Zepka

North & South: ☐

Customer: ☒

Change Order #: #001

Subcontractor: ☐

Other: ☐

The original contract signed between the parties is amended as follows:

Description of Change and/or Addition:

North and South proposes the pricing for labor and materials for the following scope of work per on-site meeting between N+S, Souliere + Zepka, Townsend fire chief Mark Boynton, and Deputy chief Gary Shephard. Raise header elevation at doors 101, 102C, 103A, and both overhead doors by 12". Raise sill height at "B" window in kitchen area by approximately 12". Remove and replace sleeves and penetrations 12" higher including patching and repairing abandoned holes inside and out. Raise the sill height of 2 A windows, and 1 C window. Per telephone conversation with John Zepka 1.23.18, 12:55 pm. Provide and install new 12" coarse of ICF with necessary rebar reinforcement. Raise the sill height of window "D", window "E", and (2) exhaust louvers. Per phone conversation with Pam Zepka 1.23.18, 2:00 pm.

Adjustment in contract price Material	\$	5,400.00
Adjustment in contract price Labor	\$	23,090.00
Total Proposed Change Order Amount	\$	28,490.00

Accepted By:

North & South

Customer: Souliere and Zepka Construction, Inc.

By: Cole Tobin

By: _____

Date: 1/23/2018

Date: _____

GLENN E. HINES
EXCAVATION CONTRACTOR

35 WACHUSETT STREET
LEOMINSTER, MA 01453
(978)840-0388

PROPOSAL

To: Souliere & Zepka Construction
5 Spring Street
Adams, MA 01220

Date: January 22, 2018

We hereby submit an estimate for:

PROJECT: West Townsend Fire Station

Raise grade of floor 12 inches:

*Add additional 12" of structural fill to inside and front driveway
(spread and compact)

NOTE: Permits are not included in this proposal.

NOTE: Any ledge incurred will be removed at an additional charge

=====

We propose hereby to furnish material and labor – complete in accordance with above specifications,
for the sum of:

EIGHT THOUSAND SEVEN HUNDRED SEVENTY FIVE DOLLARS----- \$8775.00'

PAYMENT TO BE MADE, IN FULL, UPON COMPLETION OF ABOVE WORK.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon no strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Glenn E. Hines

AUTHORIZED SIGNATURE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

PROPOSAL

To: Souliere & Zepka Construction
5 Spring Street
Adams, MA 01220

Date: January 26, 2018

We hereby submit an estimate for:

PROJECT: West Townsend Fire Station

CREDIT:

- *Delete 32' of trench drain in front driveway
- *Delete DMH-2 complete

NOTE: Permits are not included in this proposal.

NOTE: Any ledge incurred will be removed at an additional charge

=====

We propose hereby to furnish material and labor – complete in accordance with above specifications,
for the sum of:

CREDIT OF FIVE THOUSAND SEVENTY FIVE DOLLARS---(-\$5075.00).

PAYMENT TO BE MADE, IN FULL, UPON COMPLETION OF ABOVE WORK.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon no strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Glenn E. Hines

AUTHORIZED SIGNATURE

Note: This proposal may be withdrawn by us if not accepted within 30 days.

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.

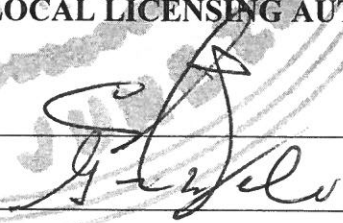
In conjunction with a "Birthday Party" to be held on **February 24, 2018** with sale
hours from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **02/24/18** unless sooner suspended or revoked.

Date:

2-6-18

THE LOCAL LICENSING AUTHORITIES



SEE ATTACHED CONDITIONS OF LICENSE

**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

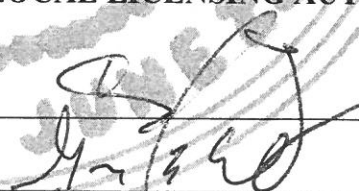
**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC
BEVERAGES, TO BE DRUNK ON THE PREMISES**
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "50th Anniversary Party" to be held on **April 6, 2018** with sale
hours from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto
and expires **04/06/18** unless sooner suspended or revoked.

Date: **2-6-18**

THE LOCAL LICENSING AUTHORITIES



SEE ATTACHED CONDITIONS OF LICENSE

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

NOTICE OF APPROVAL OF SPECIAL PERMIT

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

V.F.W. Post #6538

491A Main Street

West Townsend, MA

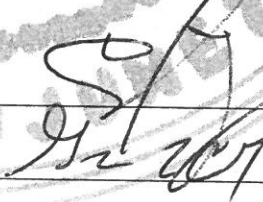
**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC
BEVERAGES, TO BE DRUNK ON THE PREMISES**
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "30th Birthday Party" to be held on **March 24, 2018** with sale hours from **7:00P.M. to 11:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **03/24/18** unless sooner suspended or revoked.

Date: *2-6-18*

THE LOCAL LICENSING AUTHORITIES



SEE ATTACHED CONDITIONS OF LICENSE

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.

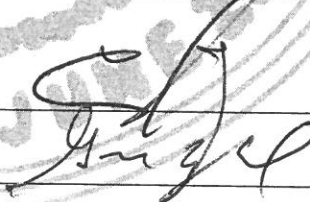
In conjunction with a "Going Away Party" to be held on **March 3, 2018** with sale
hours from **6:00P.M. to 10:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto
and expires **03/03/18** unless sooner suspended or revoked.

Date:

2-6-18

THE LOCAL LICENSING AUTHORITIES



SEE ATTACHED CONDITIONS OF LICENSE



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

MEMORANDUM

To: James Kreidler, Town Administrator
From: Mark R. Boynton, Fire – EMS Chief *MRB*
Subject: Student Awareness of Fire Education Grant Award (SAFE)
Date: January 26, 2018

On behalf of the Townsend Fire-EMS Department a grant request was submitted to continue our SAFE program to educate students and seniors on fire safety. I am pleased to announce we have been awarded a 2018 grant in the amount of \$3,708 for Student awareness of fire education and \$2,415 for senior education from the State Fire Marshal's Office.

I respectfully request the Board of Selectmen accept the grant so we may continue to educate our students and senior on safety and the dangers of fire.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617)725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

January 9, 2018

Chief Mark Boynton
P.O. Box 530
Townsend, MA 01469

Dear Chief Boynton:

Congratulations! We are pleased to inform you that the Townsend Fire-EMS Department has been awarded \$3,708.00 for Student Awareness of Fire Education (S.A.F.E.) and \$2,415.00 for Senior SAFE grants. We look forward to working with you and your community on this public fire and life safety initiative.

Additional correspondence, including all the necessary documents needed to execute this award will be provided by the Executive Office of Public Safety and Security, Department of Fire Services within the next two weeks.

Feel free to contact Cynthia Ouellette at cynthia.ouellette@state.ma.us if you have any questions.

Sincerely,

A handwritten signature in cursive script, reading "Charles Baker".

Governor Charles D. Baker

A handwritten signature in cursive script, reading "Karyn E. Polito".

....Lt. Governor Karyn E. Polito

ALL TOWNSEND RESIDENTS

5.1

What Are TOWNSEND's Community Development Needs?

The Montachusett Regional Planning Commission invites you to attend a meeting on Wednesday, February 7, 2018 at 6:00 p.m. in the Senior Center/Library (Meeting Room B)

We will discuss the town's FY2018 Community Development Strategy, part of a proposed application to the Community Development Block Grant (CDBG) program.

Topics will include the CD Strategy and planned activities such as housing rehabilitation and fuel assistance. Other activities can include infrastructure, planning, social services or other eligible uses of funds.

Please join us to discuss these issues and any others you feel should be a priority for the town. Reasonable accommodations can be made for disabled persons by contacting the Selectmen's office in advance during business hours at: (978) 597-1700 ext. 1719



53

Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachus

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES - DECEMBER 20, 2017 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order at 6:00P.M.
Roll Call vote taken showed 3 members present: Chairman Cindy King (CK), Vice-Chairman, Gordon Clark (GC) and Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced that the meeting is being tape recorded. CK asked if anyone in the audience planned on recording as well. CK confirmed that an audience member was tape recording.
- 1.4 Chairman's Additions or Deletions.
Delete #4.12 Townsend Meeting Hall Policy

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. Brian Keating, M.R.P.C., RE: CDBG Application and Townsend Community Development Strategy.
CK circulated a sign in sheet. Mr. Keating gave the audience a background of the role that M.R.P.C plays in area communities in terms of services offered. The CDBG grant application must be completed and submitted by March 2, 2018. The grant application will include housing rehab and social services, there's also supplementing the fuel assistance program for income eligible folks. Townsend can apply for up to \$800,000.00, the question was asked if Townsend would like to apply with the town of Lancaster, as more regional applications were funded in the last round of grant awards. Townsend missed the grant by one point last year and the goal is to make up for the loss of points for income which is scored at a 6. Mr. Kreidler asked Mr. Keating what score for income eligibility is Lancaster, to which the answer was 5. Additional discussion included: the current Community Development Strategy that will be submitted with the application and includes housing rehabilitation and fuel assistance listed as priorities; statistics for other grant applications that were funded, town staffing requirements, finance officers, process and hearings, income eligibility and using prior data and survey data. Mr. Kreidler recommended to the Board, to apply and complete the application process as a separate entity vs a regional

application with the town of Lancaster. SL moved the Board approve entering into a CBDG application as a stand-alone community using MRPC as our administrator and that we set a hearing for January 16, 2018 with the time to be decided. GC seconded. Unanimous Vote.

2.2 6:20P.M. Water Commissioners, RE: Staffing

The Board met with the Water Commissioners, Nathan Matilla, Lance Lewand, and Mike MacEarchern along with the Superintendent, Paul Rafuse.

Mr. Kreidler informed the Board there're 3 issues to address

1. Filling of vacancy
2. Newly created position of water tech
3. Administrative position

Mr. Kreidler informed the Board, the Selectmen have to vote to fill the vacancy per the union contract. SL moved to declare one of the two water tech positions as vacant as of December 29, 2017. GC seconded. Unanimous vote.

Mr. Kreidler stated there's been an on-going discussion regarding an additional water tech, with the understanding it was a trainee position. Mr. Rafuse submitted paperwork outlining the reasons that additional positions are needed. (see attached) Additional discussion included: purchase of Witches Brook and additional workload, increase in regulations and water quality monitoring, sanitary survey DEP recommended staffing plan, job descriptions, litigation status, communications issues, inventory control, and the audit.

SL moved to approve the posting for the additional water tech and declare vacant and post for. There was no second.

Additional discussion regarding the office assistant ensued to include: health of office administrator, duties, job description, hours to be 19, recall rights in accordance with collective bargaining, clarification of lay-off status, temp agency used for short term, currently use of contractor/consultant, and pending litigation. The Commissioners agreed to discuss for clarification at their next meeting.

GC asked the decision be postponed to the next meeting when all information has been made available to the Board of Selectmen and to allow for the Commissioners to meet and clarify. SL asked if the Board would address the Water Tech position and postpone the office position. CK agrees all information needs to be made available via a packet for each Selectmen with a staffing plan.

III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

- 3.1 SL moved to appoint Trisch Doremus to the Community Strategy Development Committee effective December 20, 2017. GC seconded. Unanimous vote.
- 3.2 SL moved to appoint Christopher Grotton to the Townsend Fire-EMS Department as an on-call firefighter effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.3 SL moved to appoint Jamison Mayhew to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.4 SL moved to appoint Richard Bennett to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.5 SL moved to appoint Brenton Bourne to the Townsend Fire-EMS Department as a per-diem firefighter/paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.
- 3.6 SL moved to appoint Chief Richard Bailey and Chief Mark Boynton to the Nashoba Valley Regional Dispatch Admin Board as alternate members. GC seconded. Unanimous vote.
- 3.7 SL moved to appoint Ben Simmons to the Fire-EMS Department as Lieutenant Paramedic effective December 20, 2017 to June 30, 2018 with a twelve-month probationary period. GC seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

CK requested the Board take 4.3 out of order for purpose of conflict. CK asked GL to chair for the vote.

4.3 SL moved to approve the 2018 renewal for a Wine & Malt Package Store liquor license #00011-PK-1286 for Girish Patel, dba Old Brick Store at 440 Main Street, Townsend, MA. GC seconded. GC & SL (yes) CK recused herself.

- 4.1 SL moved to approve and sign the 2018 renewal for an All Alcoholic Restaurant liquor license #00020-RS-1286 for Albert S. Marino, Jr., Bailey's on the Green, LLC at 40 Scales Lane, Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.
- 4.2 SL moved to approve and sign the renewal for an All Alcoholic Restaurant liquor license #00018-RS-1286 for Albert S. Marino, Jr., Bailey's Bar & Grille, LLC at 18 Main

Street, Unit 109 Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.

- 4.3 ~~Review/Approve/Sign the 2018 renewal for a Wine & Malt Package Store liquor license #00011-PK-1286 for Girish Patel, dba Old Brick Store at 440 Main Street, Townsend, MA.~~
- 4.4 SL moved to approve and sign the 2018 renewal for an All Alcoholic Restaurant liquor license #00001-RS-1286 for Robert Dickhaut, Townsend House Restaurant at 2 Depot Street, Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.
- 4.5 SL moved to approve and sign the 2018 renewal for an All Alcoholic Package Store liquor license #00010-PK-1286 for Chanhetha Un, Wine Nook 18 Main Street Townsend, MA. GC seconded. Unanimous vote.
- 4.6 SL moved to approve and sign the 2018 renewal for an All Alcoholic Restaurant liquor license #00014-RS-1286 for Chung Wai Yu, Yee's Village, 350 Main Street, Townsend, MA., contingent upon a valid certificate of inspection. GC seconded. Unanimous vote.
- 4.7 SL moved to approve and sign the following 2018 Common Victualler License Applications as written:
- | | | |
|--|------------------------|-----------------|
| Bailey's On The Green | Albert S. Maranio, Jr. | 40 Scales Lane |
| Bailey's Bar & Grille, LLC | Albert S. Maranio, Jr. | 18 Main Street |
| The Townsend House | Robert Dickhaut | 2 Depot Street |
| South Fitchburg Hunting & Fishing Club | | 60 Warren Road |
| Yee's Village | Chung Wai Yu | 350 Main Street |
| Townsend Rod & Gun Club | Wayne Aquaro | 46 Emery Road |
| Mr. Mike's Mini Mart | Alliance Energy, LLC | 238 Main Street |
- GC seconded. Unanimous vote.
- 4.8 SL moved to approve and sign the following 2018 Sunday Entertainment License Applications as listed:
- | | | |
|----------------------------|------------------------|-----------------|
| Bailey's On The Green | Albert S. Maranio, Jr. | 40 Scales Lane |
| Bailey's Bar & Grille, LLC | Albert S. Maranio, Jr. | 18 Main Street |
| The Townsend House | Robert Dickhaut | 2 Depot Street |
| Yee's Village | Chung Wai Yu | 350 Main Street |
- GC seconded. Unanimous vote.
- 4.9 SL moved to approve and sign the 2018 Renewal for Class II license application for Richard Koivu, Country Auto Sales, Inc. 118 Bayberry Hill Road, Townsend, MA. GC seconded. Unanimous vote.
- 4.10 SL moved to approve the road opening permit for Unitil, Fitchburg Gas & Electric for 103 Fitchburg Road for a gas service installation. GC seconded. GC voiced concerns with opening the road after Nov 15th. Unanimous vote.

- 4.11 SL moved to approve and sign a road opening permit for Eustis Cable for 15 Scales Lane to bury conduit and cable on the side of the road. GC seconded. Unanimous vote.
- 4.12 ~~Review/Discuss/Approve the updated Townsend Meeting Hall Policy.~~
- 4.13 SL moved to approve the 2018 Holiday Schedule. GC seconded. Unanimous vote.

SL moved to recess for five (5) minutes.
CK called the meeting back to order.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administrator updates and reports.

5.1.1 SL moved to affirm the hiring of Jeanne Urda as a fractional employee for the position of Library Tech with a one-year probationary period. GC seconded. Unanimous vote.

5.2.2 School Resource Officer Update

Mr. Kreidler asked the Board to review the school meeting minutes and read them into the record (see attached).

5.2.3 Review/ Approve Private Way Snow Removal Policy.

Mr. Kreidler informed the Board in accordance with the Board policies this would be approved at the next Selectmen's meeting however wanted the Board to able review and discuss.

5.2.4 Update Financial Summit Meeting.

Mr. Kreidler reviewed the attached spreadsheet with the Board. Discussion included: revenue projection, projected deficit over the next five years, debt schedule, excluded and non-excluded debt, fire station and pumper debt, potential debt exclusion ballot vote, built-in assumptions, overlay, revaluation year and tax assessment, collective bargaining agreements, and legal expenditures.

5.2.5 IT Grant Update

Mr. Kreidler explained the IT grant application is being working on in terms of gathering data. The grant application will be available on Jan 15th and will need to be completed by March. The scope of work is currently being worked on by our IT Director, Bassem Awad.

5.2.6 Public Towing Authority Update

Mr. Kreidler reviewed the bid evaluation sheet with the Board members. Mr. Kreidler informed the Board that one vendor was no longer interested in public authority towing noting there was only one submittal. He reviewed the

qualifications as attached. Mr. Kreidler informed the Board he will be sending it out to rebid.

Additional discussion included clarification of the police dispatch center and noting Chief Bailey's response to their concerns. Mr. Kreidler read Chief Bailey's update into the record – see attached.

Mr. Kreidler gave the Board an update and explanation on Mass Development grant. Mr. Kreidler stated they did express interest in creating a multi-purpose space in the parking lot behind town hall.

5.2.7 SL moved to authorize Lance McNally to sign a contract for the Conway School. GC seconded. Unanimous vote.

Mr. Kreidler told the Board of the two letters he received.

5.2 Board of Selectmen announcements, updates, and reports.

GC wished everyone a Merry Christmas.

CK informed everyone there are still vacancies on some of the committees.

Lisio: Open Meeting Law Discussion.

SL reminded the public if correspondence is sent to all members of the Board, members cannot reply all, as it would be a violation of the open meeting law.

5.3 SL moved to approve the meeting minutes for October 30, 2017, November 14, 2017, November 21, 2017. GC seconded. Unanimous vote.

5.4 SL moved to approve the payroll and bills payable warrant outside of the meeting. GC seconded. Unanimous vote.

IV. EXECUTIVE SESSION:

SL moved to enter Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining if an open meeting may have a detrimental effect on the bargaining position as the chair has declared with respect to: Fire Union and that we will adjourn from executive session. GC seconded. Roll call vote: GC (YES), CK (YES), and SL (YES)

IIV. ADJOURNMENT:

Respectfully submitted by:

Carolyn Smart, Executive Assistant

Meeting Minutes of December 20, 2017 were approved and released on _____, 2018 during the regular meeting of the Board of Selectmen.



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

Cindy King, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*
(978) 597-1701

MEETING MINUTES FOR JANUARY 16, 2018
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order.
Roll call vote taken showed 3 members present, Chairman, Cindy King (CK), Vice-Chairman, Gordon Clark (GC), and Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced the meeting was being tape recorded and queried the audience if anyone else would be.
- 1.4 CK deleted agenda item 2.2 & 2.2.1.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. Karen Clement, RE: Request to waive fee for use of Memorial Hall.
The Board met with Ms. Clement; Ms. Clement explained it is the wish of many community members to continue with Mr. John Whittemore's annual town picnic in his memory. Ms. Clement asked for permission to have a fundraiser for the event in Memorial Hall on March 25, 2018 and asked the Board to waive the rental fee. Additional discussion included: Picnic date to be August 25, 2018, working group formed for fundraising activities, and request for volunteers.

SL moved to waive the rental fee for the Great Hall for Karen Clement and her group on March 25, 2018. GC seconded. Unanimous vote.

- ~~2.2 6:15P.M. Victoria Tidman, Chief Assessor RE: FY19 Budget~~
~~2.2.1 Discussion RE: Assessment process and the tax rate.~~

- 2.3 6:15P.M. Kathleen Spofford, Town Clerk RE: FY19 Budget
The Board met with the Town Clerk to review the submitted FY19 Budget. Ms. Spofford explained to the public what the Office is responsible for and reviewed the budgets as attached: Town Clerk, Elections, Street Listings, Burial Agent, Board of Registrars, and Parking Clerk.
 - 2.3.1 Updates, RE: Dog licenses and nomination papers.
Ms. Spofford announced that nomination papers were available as well as 2018 dog licenses.

- 2.4 6:30PM. James Smith, Acting Highway Superintendent, RE: Road Treatment.

Mr. Kreidler informed the Board that he asked Jim Smith to come in and talk about how the snow & ice operations are going with a few storms under his belt. Mr. Smith explained how the Highway Department pretreats and treats the road and process used to determine when and how it should be done. Additional discussion included: number of employees, contractors, rates of pay and overtime.

2.5 6:45P.M. Water Commissioners, RE: Staffing

The Board met with Nathan Matilla, the Water Commissioners Chairman and Paul Rafuse, Water Superintendent for the continued discussion from the December 20, 2018 Selectmen's meeting. The Board reviewed the paperwork submitted by Mr. Rafuse as attached. Discussion included: pay scales, advertising for private water companies, and removal of office assistant position request. Concerns with the pending litigation were discussed, noting Town Counsel advised the Board to not act on the request unless it is deemed an emergency. Mr. Kreidler relayed he did explain this to the Water Superintendent noting the paperwork submitted (see attached) does not outline what the emergency is. Nathan Matilla, the Chairman of the Water Commission stated hiring another tech would be appropriate and he believes an emergency. SL voiced concern regarding the quality of the water, explaining a personal situation that occurred to her. Mr. Kreidler read the letter from the Water Commissioners into the record (see attached). CK stated she would like clarification in writing as to why this position would be deemed an emergency and recommended the Superintendent works with the Town Administrator to identify such. Mr. Rafuse stated the water quality meets or exceeds state and federal standards.

SL moved the Board postpone decision until we receive more definitive documentation regarding the emergency. There was no second.

GC moved to move ahead and address 3.1. There was no second.

The Board encouraged the Commissioners to work with the Town Administrator to identify if an emergency exists and the Selectmen will re-address at a future meeting.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 SL moved to approve and sign a 2018 Common Victualler license renewal for The Ice Cream Factory, 7 Elm Street, Townsend. GC seconded. Unanimous vote.
- 3.2 SL moved to approve and sign a 2018 Common Victualler license renewal for Quick Service Restaurant-Subway, 18 Main Street, Unit 10, Townsend. GC seconded. Unanimous vote.

- 3.3 Review/ Approve updated policy for the Townsend Meeting Hall.
Kim King and Catherine Hill met with the Board to discuss the updated policies. Discussion regarding changes to different text included: the food and beverages, the request form outlining no kitchen permitted noting exceptions are made and should be clear within the policy and use of AV should be outlined in the policy. Ms. King and Ms. Hill agreed with the suggestions and will bring back to the committee to update.
- 3.4 SL moved to accept a grant in the amount of \$13,696.00 for the Council on Aging to support related activities and authorize the Town Administrator to sign the contract with the Executive Office of Elder Affairs. (see attached) GL seconded. Unanimous vote.
- 3.5 Review/ Discuss/ Approve Private Way Snow Removal Policy.
Discussion included: converting the policy into a bylaw to bring before the town for a vote. The Board will discuss at a future meeting for possible town meeting article. The Board did not approve the policy.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and reports.
Collective Bargaining for the NM School District.
Received letter from the School District, Selectmen King will be attending. SL moved to the extent that there will be a local Townsend Rep for collective bargaining for NM then it would be the position of Town Administrator. GC seconded. Unanimous vote.
Public Towing Authority
Mr. Kreidler informed the Board the one vendor that has applied previously is willing to take both weeks, not sure for how long. Mr. Kreidler explained he will get the bid back out for a 30 day solicitation. Mr. Kreidler informed the Board we do have a certified back-up company is needed. Mr. Kreidler explained there's no contract as there's no exchange of money, it would be similar to appointing the company.
- Mr. Kreidler explained a situation that occurred with some incorrect information being presented on social media, further that some of the information was intentionally altered to make it appear as something that is not true.
- CK expressed frustration with the intentional dishonesty being put forth. CK relayed the town should have at least two tow companies and asked the solicitation stay open until the town at least has two.
- SL commenting on the need to limit employees use on social media.

CK expressed appreciation that the misinformation was straightened out.

GC stated an employee has a right to respond and defend themselves against mistruths.

GC asked if it was appropriate to bring up a motion that related to the conversation. GC stated his opinion and he has stated it before is that witnesses in a federal case are being intimidated.

GC moved that the Board refer the most recent actions of Mr. Sheldon, related to the alleged altering of an official public record of an agent of the Commonwealth to our insurance counsel in the federal civil rights case pending as an example of, what in my opinion are, his ongoing actions to intimidate a witness in that case. CK seconded. CK explained this motion does nothing more than informing the Insurance Counsel of this issue. SL expressed she feels a motion should not have an opinion in it. GC & CK (YES) and SL (NO).

FY19 Budget Update

Budget timeline and budget hearings.

Mr. Kreidler informed the Board he would be sending the first draft of the budget in the existing budget workbook this evening. Mr. Kreidler explained how the budget projections are designed to work and deficits are projected going five years forward. Current fiscal year 18 is right on target. Mr. Kreidler reviewed the existing policy with the Board and explained he will submit a balanced budget by March 1, 2018. There are some budgets that have not been submitted and were given time extensions.

Town Administrator Evaluation

Mr. Kreidler explained the evaluation should have been by December 31, 2017. Discussion regarding changing the form for the next evaluation. SL inquired as to if there were any goals set. Mr. Kreidler asked within the next 30 days each board member met with him so that he can put together a summary.

4.2 Board of Selectmen announcements, updates, and reports.

Clark: Update on Use of Town Counsel

Inquired as whether the policy has been completed. One piece outstanding was how each individual member can contact town counsel. SL relayed additional discussion should be had on contacting town counsel in regards to any ethics questions or issues with the Town Administrator. GC would like to be briefed on whether Town Counsel was ever used by a non-elected Officials and who had access.

Public Records and proper storage

GC asked Mr. Kreidler if he had information on the keeping of public records; Mr. Kreidler did relay there's some issues with retrieval of information and records. Specifically, Mr. Kreidler in doing a public request the documents did not exist on the town owned computer but instead on an employee's own laptop, relaying it could be an issue. The Board did seek a ruling from Counsel regarding key fob data and that information is public and should be available to the Board however the Board was denied given access.

GC expressed concern regarding destruction of public records and feels the Secretary of State be notified. Additional discussion included: Confidential police records found in municipal garage in addition to CORI and surveillance records were found in another town. Mr. Kreidler suggested the town wait before contacting the Secretary of State to try and locate the information. Explanation of the leased space with equipment associated. The Board specifically asked for the accounting and the inventory list of equipment and was never received.

Clarification and discussion of the Fall Town Meeting prior year bills included the purchase of a tactical vest for a dispatcher and requested to know where the tactical vest was.

Destruction of public property – see above.

Update on request of accounting of police escape activities – see above.

Location and control of assault vest – see above.

~~Lisio: Budget timeline review~~

~~Finance Committee Schedule~~

~~Website~~

- 4.3 SL moved to approval of meeting minutes for November 28, 2017 and December 15, 2017. GC seconded. Unanimous vote. GC requested all executive session minutes he participated in be approved but not released before his term was up.
- 4.4 SL moved to review and sign the payroll and bills payable warrant out of session. GC seconded. Unanimous vote.

V. ADJOURNMENT:

SL moved to adjourn the meeting. GC seconded. CK stated we adjourn at 9:09P.M. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant

*Voted to approve and the meeting minutes of January 16, 2018, by the Board of Selectmen this
_____ day of _____, 2018.*