



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

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

MEETING MINUTES FOR MAY 1, 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 showed 2 members present: Chairman Sue Lisio (SL) and Clerk Wayne Miller (WM).  
Mr. Kreidler informed the Board CK would be late.
  - 1.2 Pledge of Allegiance
  - 1.3 SL announced the meeting was not being tape recorded and asked if anyone would be recording.
  - 1.4 SL deleted 3.2 - Award the Maria Lane Scholarship
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 2.1 WM moved to appoint Catherine Thrasher as a Registrar for a three (3) year term effective April 1, 2018 to March 31, 2021. SL seconded. Unanimous vote.
  - 2.2 WM moved to appoint Joseph Mazzola as the Veteran's Agent for a three (3) year term effective May 1, 2018 to April 30, 2021. SL seconded. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
  - 3.1 Authorize Mr. Kreidler to sign the endorsement letter for the Nashua River Wild and Scenic River Study Committee.  
WM authorized Mr. Kreidler to sign the endorsement letter for the Nashua River Wild and Scenic River Study Committee. SL seconded. Unanimous vote.
  - ~~3.2 Award the Maria Lane Scholarship in the amount of \$500.00~~
  - 3.3 Review/Discuss Motions and assign to members of the Board.  
SL assigned the motion to both WM and herself.
- IV. WORK SESSION - VOTES MAY BE TAKEN:
  - 4.1 Town Administrator updates and reports.  
Update on Turf Field for the High School; Mr. Kreidler informed the Board a debt service being proposed to be funded from the Athletic Budget and user fees. SL stated the Building Committee would be reviewing next week.

- 4.2 There were no Board of Selectmen announcements, updates, and reports.  
4.3 WM to review and sign the bills payable warrant outside of the meeting. SL seconded.  
Unanimous vote.

WM moved to recess to Memorial Hall at 6:15P.M. for the Special Town Meeting.

Respectfully submitted by,

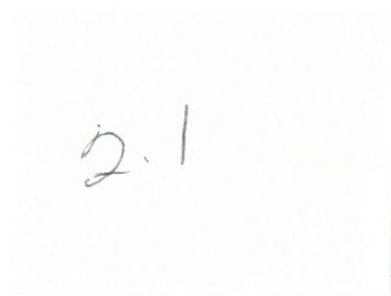
Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of May 1, 2018, by the Board of Selectmen this 22 day of  
May, 2018.

## Carolyn Smart

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**From:** Leslie <GLSB57@yahoo.com>  
**Sent:** Wednesday, April 25, 2018 2:59 PM  
**To:** clerk@townsend.ma.us  
**Subject:** Registrar



Sent from my iPhone

Begin forwarded message:

**From:** Leslie <GLSB57@yahoo.com>  
**Date:** April 25, 2018 at 2:28:43 PM EDT  
**To:** [clerks@townsend.ma.us](mailto:clerks@townsend.ma.us)  
**Subject:** Registrar

The Townsend Democratic Committee requests that Kerry Thrasher be reappointed Registrar. Please contact me if you need any further information. Thank you .

Leslie K. Rauhala

Secretary

Townsend Democratic Committee

Sent from my iPhone



Virus-free. [www.avg.com](http://www.avg.com)



# **MOTIONS**

## **MAY 1, 2018**

## **SPECIAL TOWN MEETING**

### **ARTICLE 1 –** **READ BY**

I move that the Town vote to take no action.

**ARTICLE 2 –**

**READ BY**

I move that the Town vote to transfer from free cash the sum of **\$134,483.00** for the purpose of offsetting FY18 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D.

**ARTICLE 3-**  
**READ BY**

I move that the Town vote to appropriate from Water Department Enterprise revenues the sum of **\$18,000.00** for the purchase and implementation of new utility billing software for the water department and any other related expenses.



## ANNUAL TOWN MEETING

### ARTICLE 1-

#### **READ BY**

I move that the Town vote to authorize the Board of Selectmen to appoint all Town Officers unless other provisions are made by Massachusetts General Law, by Town Charter, or by vote of the Town.

**ARTICLE 2-**

**READ BY**

I move that the Town vote to hear reports of any Committees, Boards or Commissions.

**ARTICLE 3-**

**READ BY**

I move that the Town vote to choose a committee of three (3) West Townsend residents to serve as members of the James H. Tucker Fund in accordance with the bequest, for the sole purpose to keep the curbing, grave stones, and monuments in good order.

**ARTICLE 4-**  
**READ BY**

I move that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to: amend Chapter 104, §104-1(f) of the General Bylaws by inserting the following text:

9	Police	Police Chief	NMRSD Receipts	School Resource Officer
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement

And to vote to set the following expenditure limits for each revolving fund for fiscal year 2019:

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling	Board of Health	Collection of recyclables	Operating costs associated with recycling	\$ 20,000.00
2	Recreation Programs	Recreation Commission	Recreation programs	Operating costs associated with programming	\$ 52,000.00
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$ 4,000.00
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$ 28,000.00
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for the fire alarm system	\$ 4,000.00
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals	\$ 1,000.00
7	Inspectional Services	Building Commissioner	Fees from North Middlesex Regional High School project	Expenses for inspections re: the NMRHS project	\$ 75,000.00
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$ 5,000.00
9	Police	Police Chief	NMRSD Receipts	School Resource Officer	\$ 80,000.00
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$ 20,000.00
11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$ 10,000.00

**ARTICLE 5-**  
**READ BY**

I move that the Town vote to raise and appropriate and transfer from the following available funds in the treasury-

<b>FUND:</b>	<b>PURPOSE:</b>	<b>AMOUNT:</b>
Comcast Government Access	Operating Costs of the MIS Department	\$175,000.00
Title 5 MWPAT	Supplement to MWPAT Debt Repayment	\$ 27,538.00
West Townsend Reading Room	Supplemental Funding to Operate the WTRR	\$ 2,900.00
Ambulance Receipts Reserved	Supplemental Funding to Operate the EMS	\$450,000.00
Recreation Receipts	Supplemental Funding to Operate Recreation	\$ 20,000.00
Water Enterprise Fund	Supplemental Funding to Cover Water Overhead	\$233,820.30

such sums that may be necessary to defray the charges and expenses of the Town for Fiscal Year 2019 for a budget totaling **\$22,317,465.00** as follows:

<b>FUNCTIONAL SEGMENTS</b>	
General Government-	\$1,559,881.00
Public Safety-	\$3,193,032.00
Education-	\$12,927,970.00
Streets and Highways-	\$718,930.00
Solid Waste-	\$669,284.00
Human Services	\$392,922.00
Culture and Recreation	\$386,817.00
Debt Service-	\$507,432.00
Insurances-	\$1,961,196.00

**ARTICLE 6-**

**READ BY**

I move that the Town vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant.

**ARTICLE 7-**

**READ BY NATHAN MATILLA**

I move that the Town vote to appropriate the sum of \$**985,129.00** from Water Enterprise revenues to operate the Water Department for fiscal year 2019, and in order to fund the cost of inter-municipal expenses that \$**233,820.30** of this sum be appropriated in the general fund.

## **ARTICLE 8-**

### **READ BY**

I move that the Town vote to approve the FY2018 Capital Plan and transfer from:

#### **Capital Stabilization-**

Police and Fire/EMS Radios and Communications Equipment	\$149,820.00
Highway Department Brush Mower/Sidewalk Plow	\$100,000.00

#### **Ambulance Receipts-**

Fire/EMS 3 <sup>rd</sup> Year Lease Payment	\$ 67,870.00
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#### **Water Enterprise Funds-**

Generator 540 Main Street	\$ 30,000.00
Pump Station Bridge Replacement	\$ 40,099.52



**ARTICLE 9-**

**READ BY**

I move that the Town vote to transfer from free cash the sum of \$25,180.00 for the purpose of funding equipment, upgrades, and repairs to the Town's public safety communications infrastructure system.

**ARTICLE 10-**

**READ BY NATHAN MATILLA**

I move that the Town vote to appropriate by borrowing the sum of **\$981,200.00** to pay costs of engineering, construction, and other related expenses to replace a section of water main on Main Street, between 512 Main Street and Wheeler Road and, that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c 44, §8(5) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**[need to add- paid by enterprise funds]**

**ARTICLE 11-**

**READ BY**

I move that the Town vote to transfer from free cash in the treasury the sum of **5,000.00** to defray the charges and expenses for the planning and execution of the Town's 300<sup>th</sup> Anniversary Celebration to be held in the year 2032.

## **ARTICLE 12-**

### **READ BY**

I move that the Town vote to transfer from free cash the sum of **\$30,000.00** for the purpose of funding the hiring of consultants to assist the Master Plan Committee (appointed under the Planning Board) with such areas as economic development, community meeting facilitation, research, survey analysis and other related topics as required and voted on by the Master Plan Committee.

**ARTICLE 13-**

**READ BY**

I move that the Town vote to transfer from free cash the sum of **\$4,000.00** for the purpose of funding the Assessors' FY19 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments.

**ARTICLE 14-**

**READ BY**

I move that the Town vote to transfer from free cash the sum of **\$1,500.00** for the purpose of funding a secure shredding contractor to dispose of documents and files that have exceeded their required retention.

**ARTICLE 15-**

**READ BY**

I move that the Town vote to transfer from free cash the sum of **\$21,000.00** to the Conservation Land Fund.

**ARTICLE 16-**

**READ BY**

I move that the Town vote to transfer all funds within the Cemetery Improvement Fund into the Sale of Lots Receipts Reserved Fund per the direction of the Massachusetts Department of Revenue, Bureau of Local Assessments.



**ARTICLE 17-**

**READ BY**

I move that the Town vote to transfer from overlay surplus the sum of **\$30,000.00** for the purpose of supplementing the stabilization fund, as allowed under MGL Chapter 40, Section 5B.

**ARTICLE 18-**

**READ BY NATHAN MATTILA**

I move that the Town vote to authorize the Board of Water Commissioners to hire legal counsel.

## **ARTICLE 19-**

### **READ BY SUE LISIO**

I move that the Town vote to amend the General Bylaws to add a new Chapter (to be numbered sequentially by the Town Clerk):

## **PROHIBITED DRIVING AND PARKING BYLAW**

### **Section 1.**

For the purposes of preserving and protecting the historic, aesthetic and natural resources of the Town Common, the Board of Selectmen, or its designee, is hereby authorized prohibit driving and/or parking of vehicles, of whatever nature, within the Town Common. The Board of Selectmen may adopt regulations consistent herewith to implement such prohibition. Said restrictions shall in no event restrict Town of Townsend vehicles on official business.

### **Section 2.**

Upon the adoption of this prohibition, the Board of Selectmen, or its designee, shall cause the posting of suitable signs to give notice to the public of such prohibition on driving, parking or standing of vehicles. Such signs shall conform to any local sign regulations and shall be historically appropriate. The Board of Selectmen, or its designee, shall give notice of the intention to implement prohibition by publication for two successive weeks in a newspaper of general circulation in the Town, final publication to be not less than seven days prior to implementation.

### **Section 3.**

The Board of Selectmen, or its designee, is authorized to impose a fine for violation of regulations established for a restricted parking zone under the Town's Non-criminal Disposition authority.

### **Section 4.**

In the event any provision of this bylaw or of any regulation adopted by the Board of Selectmen, or its designee, shall be held illegal or unenforceable, the remainder of this bylaw or regulation not held illegal or unenforceable shall remain in full force and effect.

**ARTICLE 20-**

**READ BY**

I move that the Town vote to accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, together with its recommendation to seek Wild and Scenic River designation.

**ARTICLE 21-**  
**READ BY**

I move that the Town vote to amend Chapter 6 Automatic Fire Alarm Systems General Bylaw of the Code of Townsend as follows:

Replace the word “master” with “radio” throughout the bylaw.

**§ 6-2. Definitions.1**

AUTOMATIC FIRE ALARM SYSTEM — Insert “or private monitoring service.”

**§ 6-2. Restrictions on Tape Dialers and similar automatic telephone devices.**

Delete this section in its entirety.

**§ 6-5. Alarm system malfunctions; fines –**

Define allowable alarm malfunctions as “per calendar year.”

Increase fourth offense fine from \$50 to \$250, increase fifth and subsequent fines to \$300.

Delete Paragraph “C” in its entirety

Delete Paragraph “D” in its entirety

**ARTICLE 22-**

**READ BY**

I move that the Town vote to adopt Massachusetts General Law Chapter 60, section 23B to allow the Treasurer Collector to change the cost of a Municipal Lien Certificate (MCL) to the fee schedule set forth in said statute.

**ARTICLE 23-**

**READ BY**

I move that the Town vote to accept the twelfth paragraph of Massachusetts General Law Chapter 41, section 81U to allow the Planning Board to take and hold deposits to secure the performance of an obligation by an applicant for a license or permit.

**ARTICLE 24-**

**READ BY**

I move that the Town vote to authorize the Board of Selectmen to issue a Request for Proposals (RFP) for the sale of the Squanicook Hook and Ladder Center Fire Station and the Harbor Fire Station for adaptive reuse.



**ARTICLE 25-**

**READ BY**

I move that the Town vote to authorize the Tax Collector to hold a tax title auction on tax title properties held by the Town.

**ARTICLE 26-**

**READ BY MIKE TURGEON**

I move that the Town vote to authorize the Conservation Commission to accept a certain parcel of land totaling \_\_\_\_\_acres to be held for conservation purposes.

**ARTICLE 2 –**

**READ BY**

I move that the Town vote to transfer from free cash the sum of **\$152,300.71** for the purpose of offsetting FY18 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D.

