



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 JUNE 5, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL - 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 SL explained the Board recessed from a previous Executive Session. SL called the Board back to order.
Present was Chairman, Sue Lisio (SL) and Clerk, Wayne Miller (WM) - Absent was Vice-Chairman, Cindy King (CK).
 - 1.2 Pledge of Allegiance
 - 1.3 SL announced the meeting is being tape recorded noting it was not live due to some issues with Comcast. SL queried if any audience members would be recording.
 - 1.4 SL deleted 2.2 and added 3 items under 4.3: Comcast Public Access, Recycling Policy, and Unregistered motor vehicle complaint
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 2.1 WM moved to appoint Karen Clement to the 300th Anniversary Committee effective June 5, 2018. SL seconded. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 3.1 Review/Approve change order #3 for the West Townsend Fire Station in the amount of \$23,542.66.
The Board reviewed the change order (please see attached). WM moved to approve change order #3 for the West Townsend Fire Station in the amount of \$23,542.66. SL seconded. Unanimous vote.
 - 3.2 Declare surplus AV Equipment as determined to have no value.
The Board reviewed the request to include pictures of equipment (please see attached)
WM moved to declare AV Equipment surplus and determined to have no value. SL seconded. Unanimous vote.
 - 3.3 Review/Approve a three contract with G.W. Shaw & Son, Inc for municipal solid waste and recycling material collection and disposal.
The Board reviewed the contract - (please see attached)
WM moved to approve and sign the three year contract with G.W. Shaw & Son, Inc for municipal solid waste and recycling material collection and disposal. SL seconded. Unanimous vote.
 - 3.4 WM moved to approve and sign a Road Opening Permit for 182 South Row Road. SL seconded. Unanimous vote.

- 3.5 Review/Approve/Sign authorization for Charter Cable to provide cable services for the location 168 Haynes Road.
It was noted the authorization had not be received prior to the meeting. Mr. Kreidler explained the resident was able to get cable services from Charter, however, Charter serves Peppperell and authorization would to be sought by the Selectmen.
WM moved to review, approve and sign authorization by the Chair for Charter cable to provide cable services for the location 168 Haynes Road. SL seconded. Unanimous vote.
- 3.6 Discuss role of liaison for Selectmen assignments.
The Board reviewed the language as drafted by Mr. Kreidler (please see attached). SL stated she has some amendments and would forward to Mr. Kreidler. SL stated she wanted it to be clear a liaison cannot speak for the entire Board. SL would like this inserted into operating polices for discussion at the policy work session.
- 3.7 Discussion, RE: define process to review Town Counsel RFP responses.
The Board agreed it would be beneficial to interview the applicants that submitted responses. SL stated she would like to have questions prepared prior to the interviews. SL agreed interviews should be conducted, would like all four at the same meeting for apx 40 minutes each.
- 3.8 Review/Approve Municipal Relief Transfers:
3.8.1 Medicare
3.8.2 Support Staff
The Board reviewed the attached transfers (please see attached). Mr. Kreidler informed the SL he did forward her spreadsheet to the Town Accountant for updating as transfers are approved. WM moved to transfer 8,000.00 to medicare transferred from short term interest. SL seconded. Unanimous vote. WM moved to transfer 1,250.05 to support staff transferred from health insurance. SL seconded. Unanimous vote. SL asked "to & from" on the form be changed.
- VI. WORK SESSION – VOTES MAY BE TAKEN:
- 4.1 Town Administrator updates and reports.
Review Draft Goals & Objectives
Mr. Kreidler presented the Board with the draft spreadsheet (please see attached).
The Board reviewed and discussion included: Drug enforcement plan, deliverable dates, and specific actions. Mr. Kreidler offered to color code.

WM inquired as to the status of contract with TAYSA. Mr. Kreidler stated he would be meeting them at Craven Field for further review.
- 4.2 Board of Selectmen announcements, updates, and reports.
Sue Lisio- SL stated she would like to keep the first meeting of the month for business and second meeting work session. SL asked Mr. Kreidler to talk with the Departments so they're aware. Mr. Kreidler to discuss at a Department Head meeting next week. SL stated she would like to the month of July off with the exception of the meeting of July 10, 2018 to approve the borrowing.
Status of IT grant and pathway forward. Mr. Kreidler explained the town was awarded \$49,000 for the compac grant. The Board agreed to have the Town Administrator reach out to the vendor that performed the scope to see what the priorities would be for the amount of award issued. SL stated the consultant wrote the scope and she would like to hear what they would choose.

Board and Employee Reception

The Board would like to have a gathering so they could meet all the employees and board members. Mr. Kreidler to schedule for a Tuesday evening and close town hall for 2 hours.

Wayne Miller – June 7, 2018 Band Concert Announcement

WM read the announcement into the record (please see attached).

Signatures for year book, time capsule for the 300th Anniversary.

WM read an email into the record regarding the time capsule (please see attached).

4.3 Board Mail and Correspondence

Email regarding Channel 9 (please see attached) – concerning Channel 9 not working is being addressed by Mr. Pleshew and Comcast, noting a fiber optic cable was identified as malfunctioning.

Email regarding Recycling Policy – the Board agreed to use the policy attached to the email (please see attached). Policy will be addressed on the next agenda.

Email regarding Unregistered Vehicle. The Board agreed to send a letter certified asking the resident to provide copies of the registrations and to give a timeline of 10 days. If no response is received, SL will visit property with the Police Chief for further review.

SL stated if other complaints are received the Board will use the same procedure.

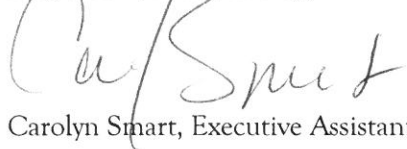
4.4 There were no meeting minutes to approve.

4.5 WM moved to approve and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

V. ADJOURNMENT:

WM moved to adjourn at 7:03P.M. SL seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart, Executive Assistant

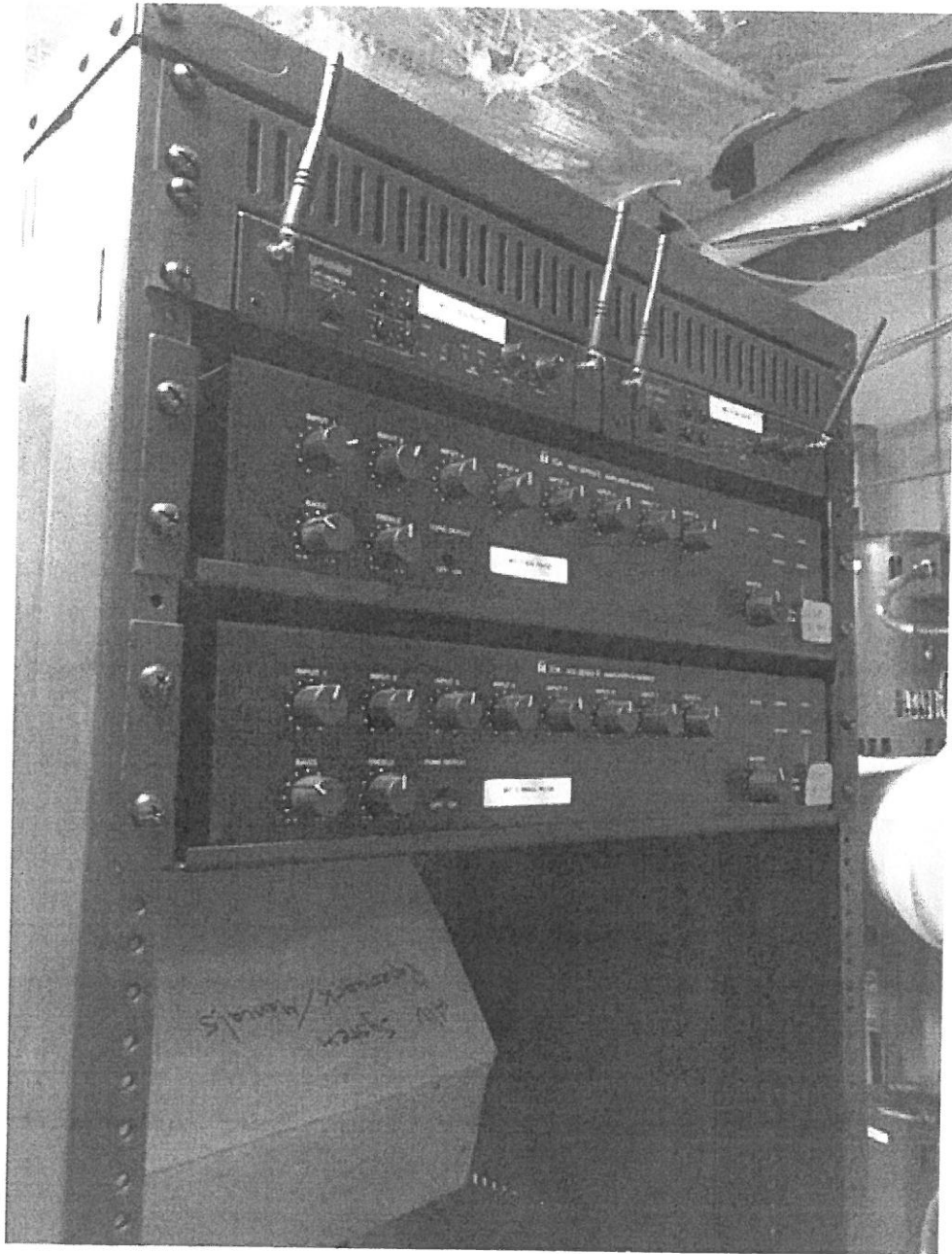
Voted to approve the meeting minutes for the meeting of June 5, 2018, by the Board of Selectmen this 19th day of June, 2018.

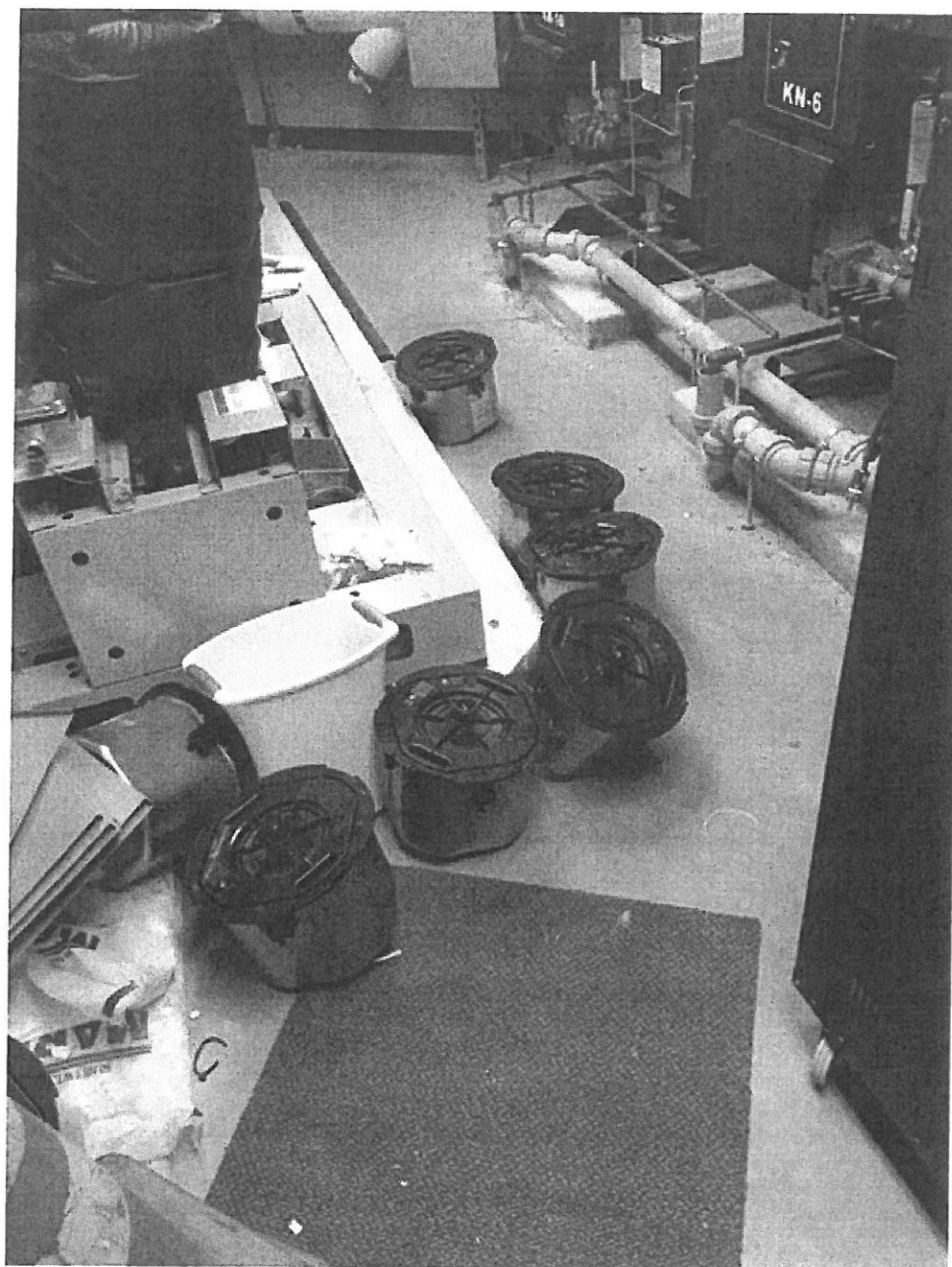
Carolyn Smart

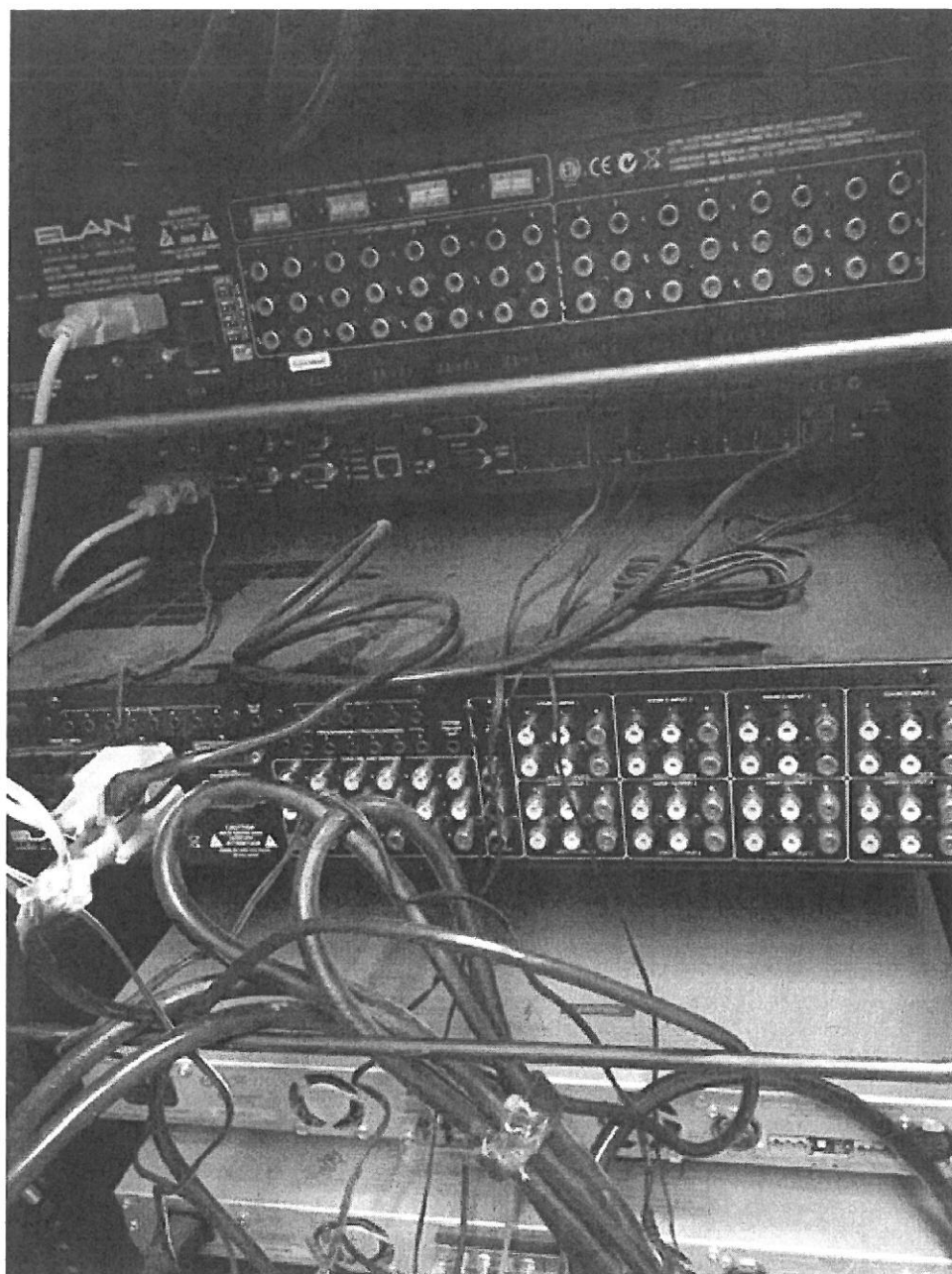
From: Mark Mercurio <mmercurio@townsendpd.org>
Sent: Thursday, May 10, 2018 8:43 AM
To: jkreidler@townsend.ma.us; bawad@townsend.ma.us
Cc: csmart@townsend.ma.us; kmoore@townsend.ma.us; sschuttler@cwmar.org
Subject: Surplus
Attachments: IMG_0439.JPG; ATT00001.txt; IMG_0440.JPG; ATT00002.txt; IMG_0441.JPG; ATT00003.txt; IMG_0442.JPG; ATT00004.txt; IMG_0443.JPG; ATT00005.txt

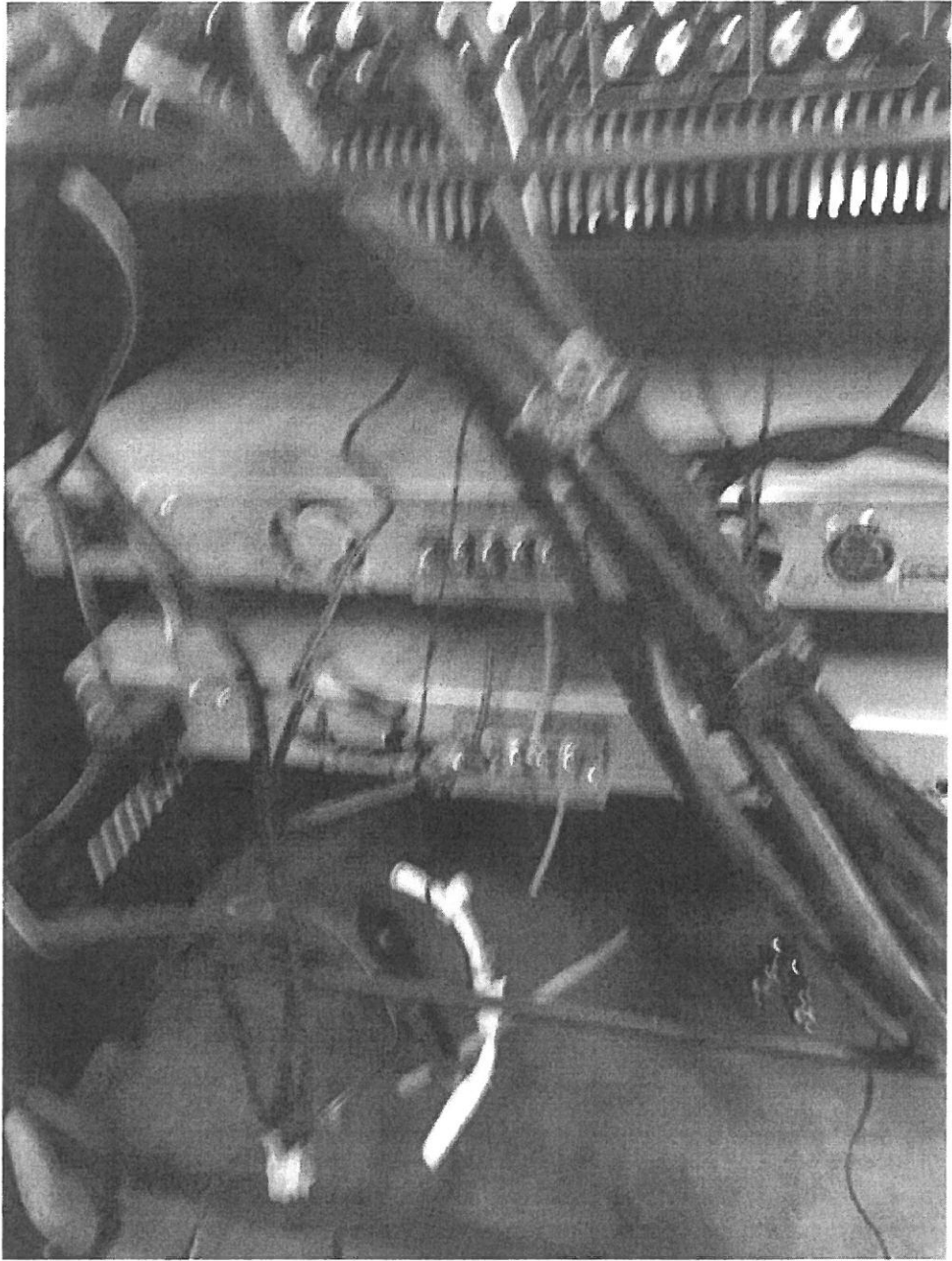
Can the bos declare the old av equipment surplus? I'd like to get rid of this out the boiler room for insurance reasons. I taken pictures but honestly I don't want know what most of this is called

This email has been checked for viruses by AVG.
<http://www.avg.com>









**MUNICIPAL SOLID WASTE AND RECYCLABLE MATERIAL
COLLECTION AND DISPOSAL**

Town of Townsend-G.W. Shaw & Son, Inc.

3 Year Contract
July 1, 2018 – June 30, 2021



124 Old Wilton Road
Greenville, NH 03048

603--878-4108
800-649-7419

info@gwshawandson.com
www.gwshawandson.com

"Municipal Solid Waste & Recyclable Curbside Collection & Disposal Service FY2018-2021"

The undersigned certifies under penalties of perjury that this proposal is made in good faith and is in all respects bona fide, fair and made without collusion or fraud with any other person.

The Town shall pay the CONTRACTOR for its proper performance of the Contract the following amounts:

For July 1, 2018 through June 30, 2019

Year 1

CURBSIDE REFUSE COLLECTION AND TRANSPORT **\$654,883.92**

1. This price includes 64 gallons of MSW and Single Stream Recycling collection **weekly** per household.
2. This also includes weekly service to **all** municipal locations.
 - a. Cemetery-2yd-Highland Street
 - b. Highway-4yd-Main Street
 - c. Senior Center-4yd-Dudley Road
 - d. Soccer Fields-2yd-Mason Road
 - e. Baseball-2yd-New Fitchburg Road
 - f. Town Hall-4yd-Main Street
 - g. Fire Station #1-2yd-Elm Street
 - h. Fire Station #2-Toters-Main Street
 - i. Fire Station #3-Toters-Main Street
 - j. Police Station-Toters-Dudley Road
 - k. Library-Toters-Dudley Road
 - l. Transfer Station-6yd, 10yd, -Greenville Road
3. This includes tonnage from curbside.
4. Recycling Center on Greenville Road pricing is as follows:
 - a. Rigid plastic to be charged \$250 per haul, tip fee market price
 - b. 15yd, 30yd, 50yd Bulky furniture/CD to be charged \$165.00 per haul plus \$88.00 per ton
 - c. Metal at no charge.
 - d. \$3,000.00 credit
5. This proposal **DOES NOT** include any rebates.
6. CPI is **NOT** implacable in this proposal.

For July 1, 2019 through June 30, 2020

Year 2

CURBSIDE REFUSE COLLECTION AND TRANSPORT

\$687,000.00

7. This price includes 64 gallons of MSW and Single Stream Recycling collection **weekly** per household.
8. This also includes weekly service to **all** municipal locations.
 - a. Cemetary-2yd-Highland Street
 - b. Highway-4yd-Main Street
 - c. Senior Center-4yd-Dudley Road
 - d. Soccer Fields-2yd-Mason Road
 - e. Baseball-2yd-New Fitchburg Road
 - f. Town Hall-4yd-Main Street
 - g. Fire Station #1-2yd-Elm Street
 - h. Fire Station #2-Toters-Main Street
 - i. Fire Station #3-Toters-Main Street
 - j. Police Station-Toters-Dudley Road
 - k. Library-Toters-Dudley Road
 - l. Transfer Station-6yd, 10yd, -Greenville Road
9. This includes tonnage from curbside.
10. Recycling Center on Greenville Road pricing is as follows:
 - a. Rigid plastic to be charged \$250 per haul, tip fee market price
 - b. 15yd, 30yd, 50yd Bulky furniture/CD to be charged \$165.00 per haul plus \$90.00 per ton
 - c. Metal at no charge.
 - d. \$5,000 credit
11. This proposal **DOES NOT** include any rebates.
12. CPI is **NOT** implacable in this proposal.
13. If the Town, for any reason other than Termination for Improper Performance, terminates this Agreement prior to the expiration of the third year of the Agreement, in view of the impracticality and extreme difficulty of ascertaining actual damages and by mutual agreement of the parties as to a reasonable calculation of Contractors lost profits as a result thereof, the Town shall pay to Contractor, upon the effective date of such termination, an early termination fee in the amount of \$100,000.00 (ONE-HUNDRED THOUSAND DOLLARS). Such early termination fee shall be presumed to be the amount of damages sustained by Contractor as a result of such early termination and the Town agrees that it is reasonable under the circumstances currently existing, including, but not limited to, Contractor complying with the Town's request to modify its original proposed contract year pricing and to re-allocate some of the costs from years one and year two of the contract to the third and final year of the contract, and thereby significantly delaying the realization of its profits.

**For July 1, 2020 through June 30, 2021
Year 3**

CURBSIDE REFUSE COLLECTION AND TRANSPORT **\$715,500.00**

14. This price includes 64 gallons of MSW and Single Stream Recycling collection **weekly** per household.
15. This also includes weekly service to **all** municipal locations.
 - a. Cemetary-2yd-Highland Street
 - b. Highway-4yd-Main Street
 - c. Senior Center-4yd-Dudley Road
 - d. Soccer Fields-2yd-Mason Road
 - e. Baseball-2yd-New Fitchburg Road
 - f. Town Hall-4yd-Main Street
 - g. Fire Station #1-2yd-Elm Street
 - h. Fire Station #2-Toters-Main Street
 - i. Fire Station #3-Toters-Main Street
 - j. Police Station-Totters-Dudley Road
 - k. Library-Totters-Dudley Road
 - l. Transfer Station-6yd, 10yd, -Greenville Road
16. This includes tonnage from curbside.
17. Recycling Center on Greenville Road pricing is as follows:
 - a. Rigid plastic to be charged \$250 per haul, tip fee market price
 - b. 15yd, 30yd, 50yd Bulky furniture/CD to be charged \$165.00 per haul plus \$92.00 per ton
 - c. Metal at no charge.
 - d. \$6,000 credit
18. This proposal **DOES NOT** include any rebates.
19. CPI is **NOT** implacable in this proposal.

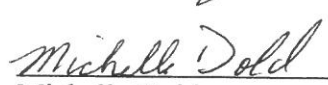
In WITNESS WHEREOF these parties have signed this _____ day of _____ in the year of 2018.

TOWN OF TOWNSEND, MASSACHUSETTS
BY THE TOWN ADMINISTRATOR, BOARD OF SELECTMEN AND BOARD OF HEALTH

BOARD OF HEALTH

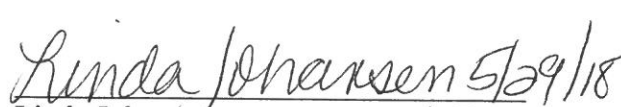

James Le'Cuyer

Date


Michelle Dold

5-29-2018

Date


Linda Johansen

5/29/18
Date

BOARD OF SELECTMEN

Cindy King

Date


Sue Lisio

6/5/18
Date


Wayne Miller

6/5/2018
Date

Town Counsel
(Approved as to form)

Lauri Plourde, Town Accountant
(Approved as to availability of funds)

(affix corporate seal)

By: _____
Contractor

Date: _____

REQUEST FOR TRANSFER OF APPROPRIATIONS



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: May 29, 2018

FROM: Treasurer/Collector

OFFICER/DEPT HEAD: Barbara Tierney

Request is hereby made for the following transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44, Section 33B, provides for year-end transfers between departmental appropriations in towns without the necessity of a town meeting vote.

In reviewing your request, the Board of Selectmen, with the concurrence of the Finance Committee will consider the following:

_____ Last 2 months of fiscal year or first 15 days of the new fiscal year to apply to the previous fiscal year.

_____ Not a municipal light department or a school department

Amount requested: \$ _____ 8000.00 _____

To be transferred to: 001-09-916-5780-0000-000
Medicare Town Share

To be transferred from: 001-07-759-5925-0000-000
Short Term interest

The amount requested to be used for the following reasons: \$ ___ Medicare Town share more than budgeted

Action by Board of Selectmen

Action by Finance Committee

June 5, 2018
Date of Meeting

Date of Meeting

Vote: YES ☒ NO ☐

Vote: YES ☐ NO ☐

Transfer voted in the sum: \$ 8,000. -

Transfer voted in the sum: \$ _____

Sue Lisio
Chairman, Board of Selectmen

Chairman, Finance Committee

Original to Town Accountant

Copy to Finance Committee, Board of Selectmen, Department/Board or Commission

CONTRACT CHANGE ORDER

Date: 05.23.18

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: 3

Architect's Project Number: 1623

Contractor's Project Number: N/A

Contract Date: 10.03.2017


The Contract is changed as follows:

- ADD: Install FRP panels to 10' high at Apparatus Bays: east and west walls, and center column of north wall between overhead doors.
ADD: 7 working days
\$14,873.12
 - ADD: Install 4" vent pipe from tight tank into building, up interior wall, through roof framing, to vent through roof.
ADD: 1 working day
\$5,739.39
 - ADD: Install anti-slip treatment to Apparatus Bay floor in lieu of concrete sealer.
ADD: 2 working days
\$2,930.15
- Total adds: \$23,542.66
- Net Change Order: \$23,542.66**
- See attached PCO #04_revised, PCO #05, and PCO #06 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 \$20,748.00
The Contract Sum will be INCREASED by this Change Order in the amount of \$23,542.66
The new Contract Sum including this Change Order will be \$1,468,580.66

The Contract Time will be INCREASED by 10 working days
The date of Substantial Completion will be 08.15.2018


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

5/14/18

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

Attn: Jamie Emerson

Re: Townsend Fire Substation

PCO #04 Revised - Add FRP panels at Aparatus Bay

Provide & install 10' H, class A, textured FRP panels at Aparatus Bay. (East & West sides and center column at overhead doors).

Materials:	\$3,453.00
moldings, adhesive, FRP	
Labor:	\$7,444.80
110 mh. @ \$67.68/hr.	
Equipment:	\$ 300.00
staging	
Subtotal:	\$11,197.80
20% O&P:	\$ 2,239.56
33% on Labor:	\$ 2,456.78
Subtotal:	\$15,894.14
1.3% Bond:	\$ 206.62
Total ADD PCO #04 revised.....	\$16,100.76
Delete 2 coats finish paint at FRP panels	
Materials:	\$ 300.00
Labor:	\$ 927.64
Total (DELETE) PCO #04 revised.....	(\$ 1,227.64)
Total Amount PCO #04 revised.....	\$14,873.12

Additional days required for this proposal: 7 working days

Respectfully Submitted,



Michael A. Zepka
President

FW: Price Quote

Brian Barker [BrianB@kal-lite.com]

Sent: 5/14/2018 4:08 PM

To: "'kzepka@soulierezepka.net'" <kzepka@soulierezepka.net>

Revised below

Sorry

Kal-Lite

Brian A. Barker

Office/Logistics Manager

Kal-Lite Division/Kalwall Corporation

168 River Road, Bow, NH 03304 U.S.A.

Phone: 800-526-1609

(toll free N. America)

Local: 603-229-0339

Fax: 603-229-1956

Web: www.kal-lite.com

E-mail: brianb@kal-lite.com

From: Brian Barker

Sent: Monday, May 14, 2018 2:17 PM

To: 'kzepka@soulierezepka.net'

Subject: FW: Price Quote

John,

Here you go

26 SH 4' x 10' x .090 Textured White Class A \$ 102.00 EA x 256 SH = \$ 2652.00

Approximate freight \$ 225.00

Allow 3 to 5 days for material to ship

Thank you

Kal-Lite

Brian A. Barker

Office/Logistics Manager

Kal-Lite Division/Kalwall Corporation

168 River Road, Bow, NH 03304 U.S.A.

Phone: 800-526-1609

(toll free N. America)

Local: 603-229-0339

Fax: 603-229-1956

Web: www.kal-lite.com

E-mail: brianb@kal-lite.com

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

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

5/14/18

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

Attn: Jamie Emerson
Re: Townsend Fire Substation
PCO #05 - exterior tight tank relief vent


Provide & install 4" cast iron relief vent from exterior tight tank into building, up the interior wall, across the mezzanine to a dedicated vent thru the roof. (Per MA plumbing code).

	<u>Mat.</u>	<u>Lab.</u>	<u>Sub.</u>
S&Z hand excavate & backfill 5hrs. @ \$54.97/hr.	-	\$274.85	-
S&Z roof boot & flashing 3hrs. @ \$67.68/hr.	\$40.00	\$203.04	-
7" core drill at concrete foundation	-	-	\$485.00
	\$40.00	\$477.89	\$485.00

Mat.	\$ 40.00	
Lab.	\$477.89	
Sub./Equip.	\$485.00	
	\$1,002.89	
20% O&P	\$ 200.58	
	\$1,203.47	
33% on Lab.	\$ 157.70	
	\$1,361.17	
Plumbing FS	\$4,004.25	(See attached)
7.5% O&P on FS	\$ 300.32	
	\$5,665.74	
Bond 1.3%	\$ 73.65	
	\$5,739.39.....	Total PCO #05

Additional days required for this proposal: 1 working day

Respectfully Submitted,


Michael A. Zepka
President

Kneeland Plumbing and Heating, Inc.
63 Hammond Street
P. O. Box 311
Rowley, Mass 01969

Master License #: 8471
Phone: 978-948-2282
Fax: 978-948-5068

May 4, 2018

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

Attn: Pam Capeless

Project: Townsend Fire Station
Townsend, MA

RE: Install a 4" NH Cast Iron Relief Vent from the exterior tight tank, into building, up the interior wall, high over the mezzanine & up to dedicated VTR.
Note: This piping is not part of the original contract documents.

Adds:

Material:

(See attached Work Sheet)

\$ 1,209.15

Net Materials Add \$ 1,209.15

Labor:

Add Hours – 26.81 Hours

Net Add Hours – 26.5 @ \$68.22

(See Attached Work Sheet)

Net Labor Add	\$ 1,807.83
L & M Subtotal	\$ 3,016.98
Labor Burden (30%)	\$ 542.35
Subtotal	\$ 3,559.33
OH & P (12.5%)	\$ 444.92

Total Net Add \$ 4,004.25

Submitted By:

Terrance M. Desmond

Kneeland Plumbing & Heating, Inc.

Townsend Fire Station
Provide 4" Tight Tank Relief Vent
To Dedicated VTR

[illegible]

SOULIERE & ZEPKA CONSTRUCTION, INC.

General Contractors

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

5/15/18

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


Attn: Jamie Emerson
Re: Townsend Fire Substation
PCO 306 - anti-slip treatment at Aparatus Bay

Provide and install anti-slip system to Aparatus Bay concrete floor. Includes system precleaner, concrete anti slip treatment and treatment rinse to neutralize the main product.

Materials:	\$ 642.00
floor cleaner, anti-skip	
treatment, treatment rinse,	
applicator	
Labor:	\$1,816.08
28 mh @ \$64.86/hr.	
Subtotal:	\$2,458.08
20% O&P:	\$ 491.62
33% on Labor:	\$ 599.31
Subtotal:	\$3,549.01
1.3% Bond:	\$ 46.14
Total ADD PCO #06.....	\$3,595.15
Delete sealing of concrete slab	
at Aparatus bay	
Materials:	(\$ 475.00)
Labor:	(\$ 190.00)
Total (DEDUCT) PCO #06.....	(\$ 665.00)
Total Amount PCO #06.....	\$2,930.15

Additional days required for this proposal: 2 working days

Respectfully Submitted,


Michael A. Zepka
President



Manufacturers and Distributors of Anti-Slip Treatments • Anti-Skid Coatings • Floor Care Products
• Anti-Slip FRP Panels & Step Covers • Safety Tapes • Anti-Slip Tapes

No Skidding® Industrial Anti-Slip Treatment, Product no. 90378

Suitable for ceramic, unsealed stone and most hard mineral floor tiles. For slippery-when-wet floors. Product no. 90378 can also be used on porcelain or enamel bathtubs. For tubs please reference instructions on product label before proceeding.

No Skidding® Porcelain Anti-Slip Treatment, Product no. 80378

Suitable for porcelain hard tile surfaces. For slippery-when-wet floors.

No Skidding® Unsealed Concrete Anti-Slip Treatment, Product no. 50378

Suitable for unsealed concrete & other cementitious hard floor surfaces. For slippery-when-wet floors.

Directions for pre-testing for suitability and application instructions.

Please also read directions on label and SDS before proceeding.

No Skidding® Treatment, product no. 90378 for use on most ceramic and unsealed natural stone. **No Skidding® Treatment, product no. 80378** is suitable for use on most porcelain tile surfaces. **No Skidding® Unsealed Concrete Treatment, product no. 50378** for unsealed concrete. For indoors and outdoors where slippery-when-wet conditions are a concern. Our Treatments are designed for floors that are slippery-when-wet not slippery when icy or oily. Spreading rate will vary depending on porosity of tile and temperature. Typical coverage is 400 sq. ft. / gallon. Not for use on floors covered with oils and fats or floors that are or will be sealed.

NOTE: Certain kinds of stone cannot be treated to make them anti-slip. These include some kinds of travertine, simulated porcelain and others. Therefore it is important to pretest on one tile to confirm compatibility.

RECOMMENDED METHOD TO TEST FOR COMPATABILITY AND ESTABLISH DURATION OF TREATMENT TIME REQUIRED TO ACHIEVE ADEQUATE SLIP RESISTANCE WHILE STILL MAINTAINING AESTHETICS BEFORE COMMENCING JOB.

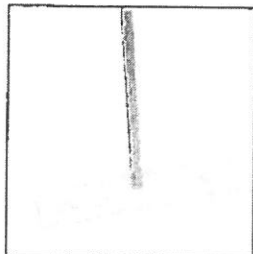
Pre-Test Preparation: Apply Treatment onto a clean dry surface that is free from soil, grease, hard water deposits, sealers, waxes, varnishes or any other foreign material, film or coating that would prevent direct contact between the original tile surface and Treatment. One 12"X12" tile should be sufficient. Take care to keep the treatment only on the tile to be treated. Begin by pouring Treatment into a clean plastic container. Do not pour directly onto the surface. Use a sponge, pad, or small roller to liberally spread Treatment over the test area. Keep surface wet with Treatment for typically 10 to 15 minutes. Treatment time could be as little as 5 minutes. Keep surface wet with Treatment and be careful to not let treated surface dry. Add more Treatment as necessary to prevent this from occurring. Do not agitate the Treatment. Make sure the surface remains wet with Treatment. After waiting the required length of time rinse away the Treatment with several fresh water rinses until Treatment is removed. Then rewet the surface with fresh water and step onto the puddle of water placing the weight of your body onto the treated surface and push. You should feel good slip resistance. If adequate slip resistance is not achieved, repeat the process for another five minutes and test again. Maximum suggested treatment time is 30 minutes total. We recommend that you also pour water onto an adjoining untreated tile so that you can compare the traction of the treated and untreated tiles. Please take care while testing as the surface may still be slippery. Therefore it is advisable to do your test tile next to an area where you can hold on to an object for support while testing. For application over the entire floor please refer to directions for use on the label and below.

An individual, as they walk, is placing their body's weight on the tile floor so when testing to decide if the surface is slip resistant enough, use your foot to simulate the action of walking with full body weight on the surface. Fingers or an empty shoe cannot adequately duplicate that weight unless applied with pressure to duplicate the effect of walking on the tiled surface. If you are not testing on installed tile, we recommend placing the loose tile on the floor and then carefully stepping onto the tile on the floor with the weight of your body and trying then to slide your foot across the surface. The use of a slip meter will assist you in establishing the level of slip resistance required and the length of the treatment time required to achieve a safe reading. At all times take care when testing and applying Treatment as slippery-when-wet conditions are hazardous.

Important: If you cannot achieve the required level of slip resistance while testing do not continue the job. Stop and contact your supplier.

Caution: Keep Out of Reach of Children. Keep small children and pets out of area until after the process is complete and surface is dry and put back into use. Protect adjacent surfaces. Avoid storing product below 45°F or above 77°F. If possible open windows to circulate air during installation. Apply in well ventilated areas. Gloves should be worn during testing and during application of product. Look for additional warnings on product label. Read SDS before applying product.

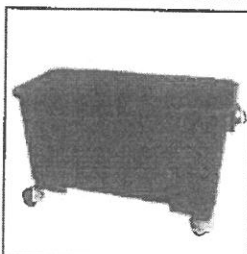
RECOMMENDED TOOLS FOR APPLICATION OF NO SKIDDING® TREATMENTS



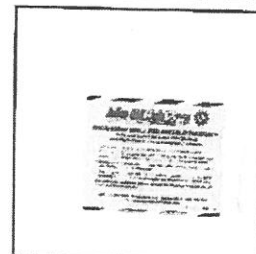
S-MAR-MI4216 16" Applicator
Complete with wood block and
lambswool refill or S-MAR-
MI4216R 16" refill only.



NSVM103 - Blue Vinyl
Treatment Tape for use to
demarcate sections to be treated
and contain to treated area.



S-MAR-PUW00113 - Blue
Rectangular Treatment Bucket
with Castors



Treatment Rinse, product no.
00501. Used during the rinsing
process after the application of
any of our anti slip treatments
(products 90378, 80378,
50378).

Container for Treatment – 18" blue rectangle bucket with castors.

To apply Treatment – 16" lambswool applicator with threaded broom handle.

Container for Treatment Rinse – Clean, five gallon plastic pail.

To apply Treatment Rinse after application process – New Cotton string mop with handle.

Mop Bucket with Ringer, Yellow - Containers for final clean water rinse – Clean cotton string mop with handle. Have plenty of water ready to use during rinsing phase.

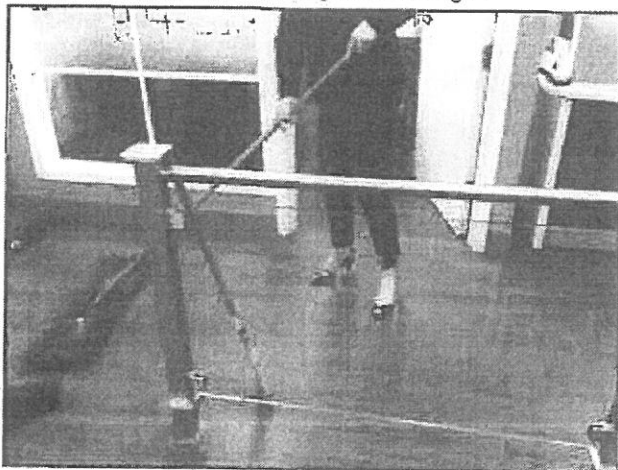
To pick up water – Wet vac is recommended for most areas, wringer bucket for small areas or an auto scrubber for larger jobs. Lambswool applicator fits any standard threaded handle available locally. Spare refills and applicators available.

RECOMMENDED METHOD OF APPLICATION

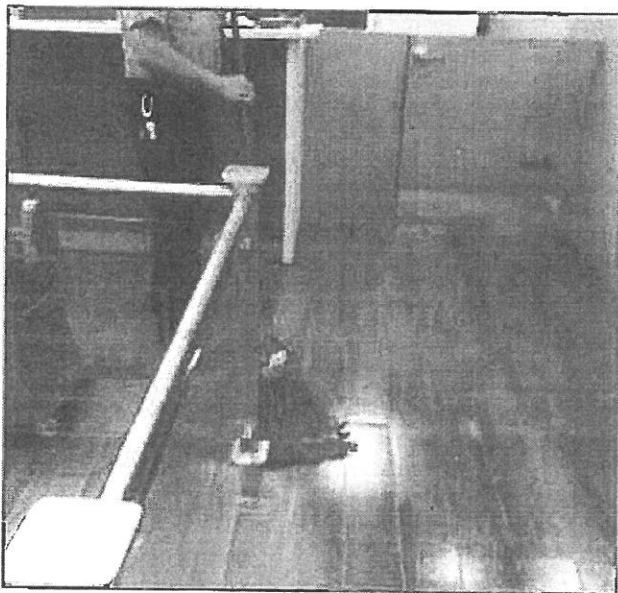
Read the complete directions for use on label and outlined here before applying.

1. Pre-Cleaning

Sweep floor clean. Erect "Slippery-when-wet-sign".



If tile floor is soiled, use **Flexclean™** to remove soil and dirt accumulation before continuing. If the floor is greasy use **On Guard™** to remove grease. For removal of stubborn grease, mop **On Guard™** onto floor. Leave on for a few minutes and agitate with a deck broom to loosen hard grease, and flush with clean water until all cleaner is removed. Proceed with application of Treatment when floor is clean and dry. (Note: Treatment is for slippery-when-wet not slippery when oily or greasy conditions).

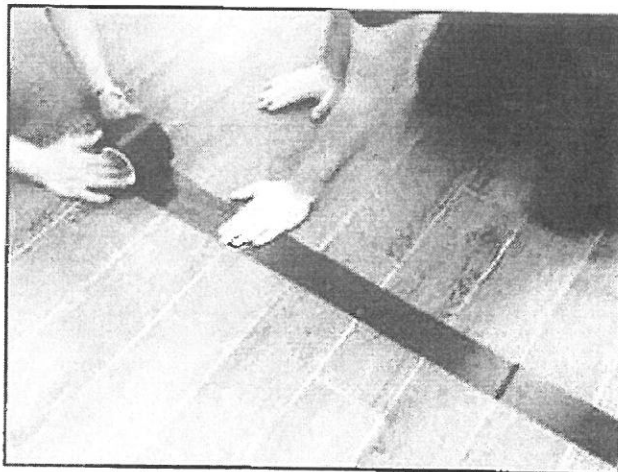


We highly recommend that you do a pre-test area for compatibility and to establish correct treatment time as described on Treatment label and also as described on previous page before proceeding to apply Treatment to entire job. This will help to establish the correct length for Treatment time and ensure that you are satisfied with the look and slip resistance of the floor after application to the entire surface. The use of a slip meter is recommended to help establish the correct treatment time and to ensure a safe reading is achieved in wet conditions before proceeding.



2. Recommended Application Procedure

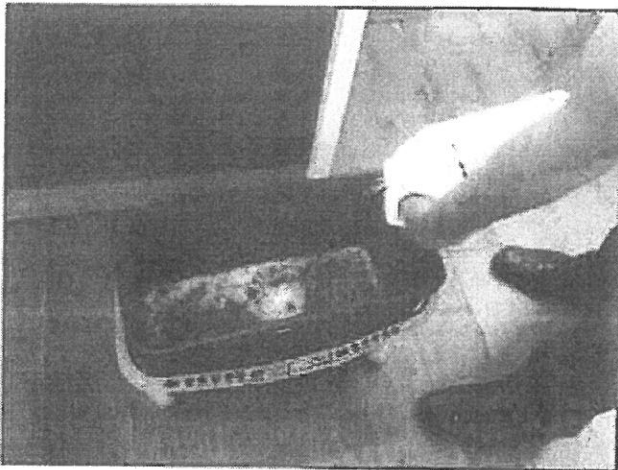
Do not do the entire floor at once if floor is larger than 400 sq. ft. Work in smaller increments using Treatment tape to demarcate the area to be treated. If no Treatment tape available, use grout lines as the stop and restart point for each section. Work in approx. 200 sq. ft. to 400 sq. ft. increments so that the Treatment does not have the opportunity to dry on the floor and so that you will have sufficient time to remove and rinse before proceeding to the next section.



Tape off metal surfaces to protect from exposure to Treatment as shown below.



Pour one gallon of Treatment into blue rectangular bucket. Invert and pour so that there is less chance of spillage or splatter.



Separately add one pack of Treatment Rinse into a separate mop bucket with ringer containing cold water and set aside for now. Have another five gallon pail of plain cold water and clean string cotton mop also ready for the rinsing phase that commences after the treatment phase.

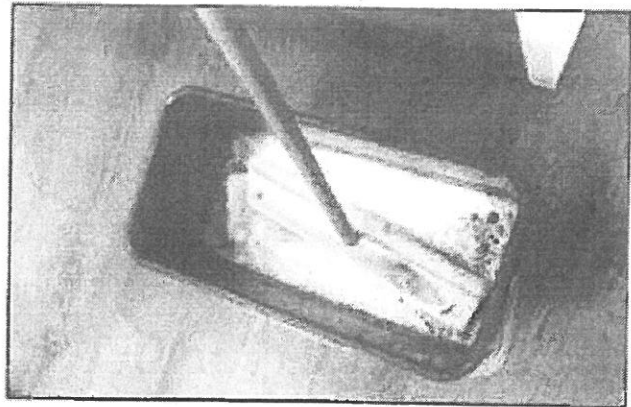
Do not attempt to complete too large an area at one time, as you will not have sufficient time to apply the Treatment, neutralize and rinse if the area is too large. Divide the floor into manageable sections that can be treated within the pre-established Treatment time.

Complete each section before going on to another. Do not splash Treatment onto adjoining glass, steel, wood and carpet. Keep Treatment away from previously treated areas and areas that are still required to be treated.



3. Application

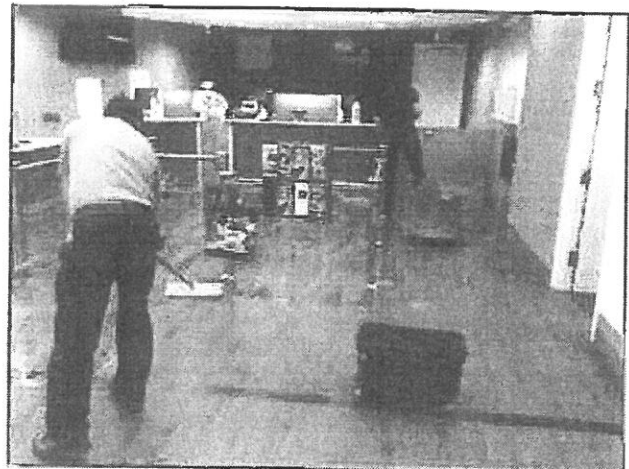
Submerge lambswool applicator into Treatment so as to fully wet the pad.



Apply pad to surface starting along one wall and drawing it one way only along the wall or in a straight line, turn and pull applicator parallel to first application, overlapping two inches over the wet surface. Continue in this way until the predetermined section has a liberal amount of the Treatment on it.



Keep floor wet with the product for predetermined time established during initial testing phase on one tile. Liberally rewet applicator as needed with Treatment and apply to any areas of tile that may have dried off.



4. Very Important

Do not allow Treatment to dry off on the floor. During Treatment period, if any floor areas start to dry, immediately re-wet the dry patches. Ideally apply a liberal application of Treatment initially so that the floor does not dry. You may walk across the wet surface to do this but must re-wet with Treatment any marks left by your shoes. Uneven drying leads to mottling and may cause uneven sheen on the finished floor.

You can carefully test the increase in slip resistance by stepping onto the wet treated floor with the weight of your body on your foot and gently push to try to slide your foot. Hold on to an adjoining railing or furniture while testing for support as the floor may still be slippery. Extreme caution should be taken at this point as floor may still be slippery-when-wet. **DO NOT OVER TREAT! THE PROCESS IS NOT REVERSIBLE!** Shorter treatment periods are suggested. This can always be increased. Excess Treatment will dull the sheen on the floor. Dark tile may lighten. Pretest to see if this is acceptable. If not, do not apply Treatment.

5. Removal of Treatment

Important: After completion of above process, immediately rinse away Treatment with pails of water containing the Treatment Rinse powder that has dissolved in fresh water.

This is done by stirring a pack of Treatment Rinse powder well into a five gallon pail of cold water, and mopping it generously onto the floor with a clean cotton string mop. This will help stop the action of the Treatment. Immediately and rapidly pick up with a wet vac or auto scrubber. If neither is available, rinse away residue rapidly with empty wringer bucket and mop. Wet vac is recommended for smaller areas and an auto scrubber for larger areas to remove Treatment rapidly after allotted treatment time. Follow immediately with several more clean water rinses to remove powder residue and Treatment residue. Keep rinsing until the floor is free of any Treatment residue. If additional floor area needs to be completed, repeat steps above until the entire surface is treated and then rinsed with treatment rinse and subsequent fresh water rinses until all bubbles and residue are removed and no Treatment is left on the surface.



The Treatment may remove soil from grout lines. This soil may be deposited onto the face of the tile. The final clean water rinses helps to remove this soil and provide a more pleasing appearance.

There is no curing time. The floor can be put back into use immediately once the clean water rinses have been completed. We recommend that commercial kitchens be maintained with **On Guard™** or an equivalent high quality degreaser. We recommend that conventional floors be maintained with **Flexclean™**.

Please note that if good housekeeping is not adhered to after the floor is treated dirt or soil can cover up the slip resistant surface that this product creates. We recommend regular readings be taken with a slip meter after Treatment application on a predetermined and regular basis.

IMPORTANT NOTICE TO PURCHASER: THE FOLLOWING IS MADE IN LIEU OF ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE:

LIMITATION OF LIABILITY: This product cannot eliminate the possibility of slipping. The great variation between environmental factors, possible surfaces and application techniques, and the lack of control we have over such matters, must affect our policies. Products are guaranteed not to be defective when applied and used in accordance with instructions. However, liability whether expressed or implied, is limited to replacement of product or refund of purchase price and cannot include liability for labor costs, consequential, or punitive damages. Because of the variety of circumstances affecting each job it is the users responsibility to determine the suitability and safety of the product for any particular application. This limited warranty may not be modified or extended by manufacturer's representatives, distributors, or dealers. **We particularly recommend that user always test in small inconspicuous areas before application to the entire surface. If the desired slip-resistant effect is not reached after pretesting on one tile or if there is an objectionable change to the aesthetics of the surface please do not continue. Please contact your supplier for support.** If you are chemically sensitive, always test for personal tolerance. To help ensure and prolong the effectiveness of the Treatment after application we highly recommend that the surface be maintained with **On Guard™ Degreaser #8501** for greasy environments or **Flexclean™ 8301** for regular soil. If you allow dirt to accumulate over the treated surface, this will diminish the effectiveness of the Treatment. Treated surface must be cleaned/degreased on a regular basis, preferably with our **Flexclean™** or **On Guard™**. Product no. 50378 is only for unsealed concrete surfaces. Black or dark tiles can whiten, lighten or discolor.

The information and recommendations set forth herein are presented in good faith and believed to be correct as of the date hereof. No Skidding Products Inc. makes no representations as to the completeness or accuracy thereof. Information is supplied upon the condition that the persons receiving same will make their own determination as to its suitability for their purposes prior to use. In no event will No Skidding Products Inc. be responsible for damages of any nature whatsoever resulting from the use of, or reliance upon this information. No representation or warranties, either express or implied, of merchantability, fitness for a particular purpose of any other nature are made hereunder with respect to information or the product to which information refers. Purchase or use of this product constitutes an agreement with Seller and Manufacturers limit of liability for all damages, including but not limited to incidental, punitive or consequential damages, and User's or Purchaser's exclusive remedy, regardless of legal theory, including theories of breach of warranty, negligence and strict liability, shall be to receive, at Seller's or Manufacturer's option, an equivalent quantity of replacement product or a refund of the purchase price. 06-16



Certified as HighTraction
by the NFSI

No Skidding
PRODUCTS INC.



Additional information:



266 Wildcat Road, Toronto, ON Canada M3J 2N5

Phone: (416) 667-1788 Fax: (416) 667-1783 Toll Free: 1-800-375-0571 sales@noskidding.com www.noskidding.com

06-16

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

**ROAD OPENING PERMIT APPLICATION
FOR EXCAVATION IN PUBLIC WAYS**

Date: 3/29/2018

Permit #: _____

APPLICANT: (Complete this section only if different than Contractor performing the work)

Name: Unitil Fitchburg Gas and Electric

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone # 978-353-3221 Fax # 978-353-3321

Contact Person (if different from name listed above) Kelli Moore Gas Project Coordinator

CONTRACTOR:

Name: Unitil/Neuco

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone # 978-833-0020 Fax # _____

Contact Person (if different from the name listed above): Mark Dimeco Supervisor Gas Operations

Mark Dimeco Supervisor Gas Operations

Name of person performing the excavation (if different from name listed above)

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Mark Dimeco Supervisor Gas Operations

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

Expiration Date: _____

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: South Row Rd
House Number: 182 South Row Rd

Scope of Work:
Gas Service installation

Length of Cut: _____ Depth of Cut: _____

Start Date: _____ Estimated Working Days: _____

NOTIFICATION DATES:

Dig Safe: _____

Detail Officer Required: Yes _____ No _____

Highway Superintendent: _____

Date: _____

Board of Selectmen: _____

Date: _____

Fee Received: _____ Check #: _____

NOTE: Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.



Date received _____

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: Karen Clement

Phone (978) 597-5914 email Clem6six@verizon.net

Address: 101 Main St Townsend MA 01469

Occupation: Retired

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. American Flag Committee
2. 300th Anniversary Committee
3. _____

csmart@townsend.ma.us
selectmen@townsend.ma.us
kspofford@townsend.ma.us

Updated: 7/22/13

5/30 America Flag needs to be posted

RECEIVED

MAY 30 2018



BOARD OF SELECTMEN

RECEIVED
MAY 22 2018

TOWN OF TOWNSEND
TOWN CLERK
VOLUNTEER RESPONSES

2.2

Town government needs citizens who are willing to give time i _____ or 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: Cheryl Simonneau

Phone: (978) 577-6589 email: JOER.SIMONNEAU@Juno.COM

Address: 3 Apple Drive

Occupation: Retired

Amount of time available
(per week/per month): anytime

Background/Experience Was on Committee before

PLEASE LIST YOUR PREFERENCE FOR CONSIDERATION OF
APPOINTMENT TO A BOARD/COMMITTEE HERE.

1. _____
2. Civil Council
3. _____

Board Liaisons

Assignments. Liaison assignments are generally made by the Chairman of the Board as soon as practical after the annual town election. Each committee/board shall be notified as to their Board liaison by the Board of Selectmen.

It is requested that each committee/board which has been assigned a selectman as a liaison include the Board of Selectmen liaison in the distribution of all general meeting correspondence (meeting agendas, minutes, etc.). This will make for a more effective liaison assignment. Each committee/board which has an assigned liaison should use that person as the first point of contact to the Board of Selectmen.

Temporary assignments. The Chairman shall appoint a liaison to each ad hoc committee created by the Board. The Chairman may also make temporary liaison assignments to other committees, boards, or groups if so requested, or if a majority of the current Board of Selectmen votes to make such an assignment.

Expectations. Each Board member will maintain some level of communication with each committee/board to which he/she is assigned. Attendance at every meeting is not required. However, regular updates to the full Board are expected. It is especially important to keep Board colleagues informed of critical issues. Liaisons are encouraged to invite committee/board members to report to the full Board as deemed necessary.

It is not the responsibility of the liaison to report Board of Selectmen activities to assigned committees/boards.

Participation. The Board of Selectmen liaison is not considered a member of each assigned committee/board. He/she should not actively participate in meetings unless invited to do so or as needed to provide or obtain information and feedback.

3.10

Carolyn Smart

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Friday, June 01, 2018 9:13 AM
To: 'Irene Congdon'; 'Carla Walter'; 'Jim Kreidler'; 'Kelly Merrill'
Cc: 'Sue Lisio'
Subject: RE: RE: 2018 Buy Recycle Memo

Thank you, Irene.

I will put in the Board's mail.

Have a nice weekend,

From: irene Congdon [mailto:irene_congdon1@yahoo.com]
Sent: Thursday, May 31, 2018 6:25 PM
To: 'Carla Walter' <cwalter@townsend.ma.us>; 'Jim Kreidler' <jkreidler@townsend.ma.us>; 'Kelly Merrill' <kmerrill@townsend.ma.us>; Carolyn Smart <csmart@townsend.ma.us>
Cc: 'Sue Lisio' <sml412@comcast.net>
Subject: Re: RE: 2018 Buy Recycle Memo

For the grant that is due June 13th, a memo needs to be attached. Attached is a draft memo.

I have also included a sample buy recycled policy if you want to update ours. The update does not need to happen before the grant.

Have a great day.

Irene M Congdon

Central Mass Municipal Assistance Coordinator
irene_congdon1@yahoo.com

(978) 597-9191, Cell phone 413-348-9353
PLEASE DO NOT PRINT THIS E-MAIL UNLESS NECESSARY

REDUCE, REUSE, and RECYCLE

On Wednesday, May 30, 2018, 1:29:14 PM EDT, Carolyn Smart <csmart@townsend.ma.us> wrote:

Hi Carla – In an effort to assist your grant writing, what are the requirements for the grant application in which you submit a copy of a memo regarding a recycling policy of the Board of Selectmen? Does the grant application require a policy for the entire town? (all municipal offices)

The Selectmen's policy is for all departments under them, recognizing the importance of grants, maybe a bylaw would be better?

Thoughts?

Thanks for your support.

From: Carla Walter [<mailto:cwalter@townsend.ma.us>]
Sent: Wednesday, May 30, 2018 11:05 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>; 'Jim kreidler' <jkreidler@townsend.ma.us>; 'Kelly Merrill' <kmerrill@townsend.ma.us>
Cc: 'irene Congdon' <irene_congdon1@yahoo.com>; 'Sue Lisio' <sml412@comcast.net>
Subject: RE: 2018 Buy Recycle Memo

FWIW this memo is very important for grant funding; please make sure its sent out. Thanks!

From: Carolyn Smart [<mailto:csmart@townsend.ma.us>]
Sent: Wednesday, May 30, 2018 10:43 AM
To: 'Carla Walter' <cwalter@townsend.ma.us>; 'Jim kreidler' <jkreidler@townsend.ma.us>; 'Kelly Merrill' <kmerrill@townsend.ma.us>
Cc: 'irene Congdon' <irene_congdon1@yahoo.com>; Sue Lisio <sml412@comcast.net>
Subject: RE: 2018 Buy Recycle Memo

Hi Carla: The Board of Selectmen are in the process of reviewing/updating existing policies.

I have cc'd the Chair of the Board to this email, the policy you've attached is from the year 2000 and marked as something the BOS may wish to update.

When I purchase paper for Memorial Hall, it is recycled paper. Just an FYI

From: Carla Walter [<mailto:cwalter@townsend.ma.us>]
Sent: Wednesday, May 30, 2018 10:03 AM
To: 'Carolyn Smart' <csmart@townsend.ma.us>; 'Jim kreidler' <jkreidler@townsend.ma.us>; 'Kelly Merrill' <kmerrill@townsend.ma.us>
Cc: 'irene Congdon' <irene_congdon1@yahoo.com>
Subject: 2018 Buy Recycle Memo

Hi,

It's that time of year again. We require the attached be sent out again before 6/11/18. Please rsvp to confirm. Thank you for your support.

Best,
Carla



Virus-free. www.avg.com

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Recycle Product Procurement Policy

Purpose: The Board of Selectmen and Town Administrator agree to establish standards to promote purchasing environmentally preferred products.

Policy: RECYCLED PRODUCT PROCUREMENT POLICY

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of West Boylston is committed to purchasing products which are environmentally preferable, and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following recommendations should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom
Printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b) For all purchases of janitorial paper products and trash bags, the minimum content standards shall be no less than 20% post-consumer recycled materials.
- c) All office equipment purchases shall be deemed energy efficient.
- d) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- e) For the purpose of measuring the progress of the program and success in meeting recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Administrator on July 30 for the previous fiscal year.
- f) Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail and reuse of discarded paper for draft works, scrap paper and internal messages.
- g) Each department head shall incorporate waste prevention and recycling in daily operations.
- h) The Town shall request its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practical.

Date

Town of ____ Buy Recycled Policy

In recognition of the need to make more efficient use of our natural resources, create markets for the material collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of ____ is committed to purchasing products, which are environmentally preferable and /or made of recycled materials whenever such products meet quality requirements and are available at reasonable price and terms.

To the maximum extent practicable the following standards should be adhered to:

1. For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tables, notepads and file folders, the minimum content standards shall be no less than 30% post consumer recycled material to meet the current state and federal minimum standards
2. Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft works, scrap paper and internal messages.

Date

Options to add to the basic policy

1. Any deviation from the standards under part "1" above must be approved by the town manager (or other appropriate municipal chief/ board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
2. Consider targeting additional items to be purchased only with recycled content, such as but not limited to, janitorial paper products, paint, remanufactured toner cartridges and other office (cubical) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil and anti-freeze. (This can be done in the initial policy, or added afterwards). To secure these products, departments should consult the commonwealth of Massachusetts Recycled Products Guide for State Contracts, published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. The head of each Town Department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
4. Town Departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
5. The Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.

Memorandum

To: All Departments, Boards, and Committees

From: Board of Selectmen/Town Administrator/ Mayor

Purchasing

Subject: Buying Recycled

Date:

The Town agreed to Buy Recycled in the attached policy.

This memo is a reminder to everyone to put this Town policy to use whenever possible. With many new members of boards, committees, and departments it is important that all are aware of our Buy Recycled policy.

Please keep the Board of Selectmen and Administrator informed as to how you are doing implementing the policy. If you have any questions please contact the Administrator.

Carolyn Smart

From: Sue412 Selectman Account Lisio <sml412@comcast.net>
Sent: Tuesday, June 05, 2018 11:43 AM
To: Carolyn Smart
Subject: RE: Comcast Public Access Channel 9

3.9

Yes, please

On June 5, 2018 at 9:42 AM Carolyn Smart <csmart@townsend.ma.us> wrote.

Do you want me to make copies of the emails for all the Board members?

From: Select [mailto:sml412@comcast.net]
Sent: Tuesday, June 05, 2018 5:27 AM
To: jkreidler@townsend.ma.us; csmart@townsend.ma.us
Subject: Fwd: Comcast Public Access Channel 9

Additions to agenda under correspondence for brief discussion as to disposition please

1. This email
2. Email discussion regarding recycling policy
3. Email regarding unregistered motor vehicles complaint

Begin forwarded message:

From: Lisa Lewand <neegagner@gmail.com>
Date: June 4, 2018 at 8:23:58 PM EDT
To: sml412@comcast.net
Subject: Fwd: Comcast Public Access Channel 9

Lisa Lewand

----- Forwarded message -----
From: Lisa Lewand <neegagner@gmail.com>
Date: Mon, Jun 4, 2018, 6:40 PM

Subject: Comcast Public Access Channel 9

To: <slisio@gmail.com>, Wayne Miller <wayno231@msn.com>, Cindy King
<Selectmancindyking@gmail.com>

Hello,

I am writing to find out if there is a reason why the local access channel for the town continues to be down.

Last week, the channel was down and no one in town was able to watch the BOS meeting.

Several people, including myself, contacted Comcast and were told the issue is within Town Hall.

Was just wondering if you are aware and if you have any idea when the issue might be corrected.

Thank you in advance for your response.

Best regards,

Lisa Lewand



Virus-free. www.avg.com

Carolyn Smart

3.11

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Monday, June 04, 2018 9:50 AM
To: 'DIANE BONNER'
Cc: Sue Lisio (sml412@comcast.net); 'Jim Kreidler (jkreidler@townsend.ma.us);
Subject: RE: 89 Wallace Hill Road unregistered vehicles

Hi Diane: Please accept my apologies for any frustration regarding this situation.

As we previously spoke of, the Selectmen discussed this issue at a Selectmen's meeting (as they are the only ones who have enforcement)

One of the Board members was assigned to investigate. I am cc'ing the Chairman of the Board, Sue Lisio for follow up to this issue.

Thank you for your patience.

-----Original Message-----

From: DIANE BONNER [mailto:dianejbon@msn.com]
Sent: Saturday, June 02, 2018 1:48 PM
To: Carolyn Smart <csmart@townsend.ma.us>
Subject: Re: 89 Wallace Hill Road unregistered vehicles

Hello,
So I guess nothing is going to be done about the unregistered cars because they have added at least 1-2 more. There are definitely 4 unregistered vehicles. This could become a safety hazard if a fire truck or ambulance had to get into the yard.
This has taken way too long to solve this problem.
If you aren't the right person to take care of this situation please forward this to the department that takes care of this.
Please keep me informed as to what is going on.
Thanks,
Diane Bonner

Sent from my iPad

> On Mar 12, 2018, at 12:30 PM, DIANE BONNER <dianejbon@msn.com> wrote:

>

> Thanks, I did notice the silver car on the lawn had 2012 sticker on the license plate. I can't see the other 3, but they haven't been used for a long time.

>

> Sent from my iPad

>

>> On Mar 12, 2018, at 9:59 AM, Carolyn Smart <csmart@townsend.ma.us> wrote:

>>

>> Hi Diane: here's the bylaw.....

>>

>> 2-14

>> Unregistered motor vehicles.

>> [Added 3-16-1966 ATM by Art. 27; amended 5-4-1987 ATM by Art. 70;

>> 10-21-2003 STM by Art. 32] A.

>> No person or entity shall keep or permit to be kept on any premises

>> within the Town of Townsend more than one unregistered motor vehicle

>> assembled or disassembled unless said vehicles are stored within an enclosed building.

>> The one unregistered motor vehicle shall be no closer than 75 feet to

>> a public way, and no closer than 75 feet to the property line of another.

>> B.

>> For good cause shown, the Board of Selectmen may issue a permit to

>> keep more than one unregistered motor vehicle on any premises not

>> within an enclosed building, after a duly called public hearing to

>> which all abutters to the premises have received a notice if it finds that such keeping:

>> (1)

>> Will not adversely affect the neighborhood;

>> (2)

>> Will not be a nuisance; or

>> (3)

>> The keeping of such vehicles will not be in conjunction with a use that is:

>> (a)

>> Otherwise not permissible in the zoning district; or

>> (b)

>> Is permissible by a special permit from the Zoning Board of Appeals

>> but no permit has been granted.

>> C.

>> All permits granted shall limit the number of unregistered motor

>> vehicles to be kept on the premises by the permit holder, shall not

>> run with the land, and shall be limited to a reasonable length of

>> time to be determined by the Board of Selectmen.

>> D.

>> The provision of Subsections A through E, inclusive, of this section,

>> shall not apply to motor vehicles designed and used for farming

>> purposes, nor to persons or entities in the lawful exercise of licenses granted under MGL c.

>> 140, §§ 58 and 59.

>> E.

>> The Board of Selectmen shall enforce this section. No other Town

>> official shall have the authority to enforce the section. No other

>> Town official shall investigate any potential violations. Upon a

>> written complaint to the Board of Selectmen a designated member of

>> the Board shall perform a site inspection and investigation and shall

>> report his findings to the Board in writing. The report shall contain

>> the vehicle(s) identification number(s) and the property address on

>> which the vehicle(s) is located. If the report finds that the

>> vehicle(s) is in a violation of this section, the Board of Selectmen

>> shall send a certified letter to the owner of the land, on which said

>> vehicle(s) is parked, and the property owner will have 30 days to

>> remove said vehicle. Whoever violates any provisions of this section

>> of the Townsend General Bylaws shall be liable for a penalty of \$100

>> per day for each day of violation. Violations will be calculated from

>> the date of the certified mailing. No penalty will be assessed if the vehicle(s) is removed within 30 days and there are

>> no subsequent violations on the same property.

>>

>> I am putting this on the next Selectmen's agenda for discussion.

>>

>>
>>
>> -----Original Message-----
>> From: DIANE BONNER [mailto:dianejbon@msn.com]
>> Sent: Friday, March 09, 2018 6:47 PM
>> To: Carolyn Smart <csmart@townsend.ma.us>
>> Subject: Re: 89 Wallace Hill Road unregistered vehicles
>>
>> Thanks for the update. How many unregistered cars are allowed?
>>
>> Sent from my iPad
>>
>>> On Mar 9, 2018, at 9:11 AM, Carolyn Smart <csmart@townsend.ma.us> wrote:
>>>
>>> Hi Diane: I just wanted you to know, 89 Wallace Hill Road does have
>>> three legally registered cars to that address. I have asked our
>>> Building Inspector to take a drive over there to see if they meet
>>> the
>> requirement of our bylaw.
>>>
>>>
>>>
>>> -----Original Message-----
>>> From: DIANE BONNER [mailto:dianejbon@msn.com]
>>> Sent: Wednesday, March 07, 2018 12:01 PM
>>> To: csmart@townsend.ma.us
>>> Subject: 89 Wallace Hill Road unregistered vehicles
>>>
>>> I would appreciate it if someone would look into the 4 or 5 vehicles
>>> in the front yard of the above address. They have been there for
>>> several years and I have addressed this issue before with no results
>>> or
>> updates.
>>>
>>>
>>> ---
>>> This email has been checked for viruses by AVG.
>>> <http://www.avg.com>
>>
>>

- 3.7 Review unregistered vehicle complaint and select a member of the Board to investigate in accordance with the Town Bylaw, Chapter 112 -14.

Mr. Kreidler explained only a member of the Board can investigate and only the Board can enforce. SL would like to have the bylaw changed, for liability and safety of the members. SL asked if the bylaw could be amended at the fall town meeting. GC agreed to investigate but will bring a Police Officer with him. SL moved to designate GC as the Board member to look into the registration issue for this complaint. CK seconded. Unanimous vote.

- 3.8 SL moved to approve and sign the warrant for the Annual Town Election to be held on April 23, 2018. GC seconded. Unanimous vote.

- 3.9 SL moved to approve a donation account to be establish under the control of the Cemetery & Parks Department for the purpose of funding the John M. Whittemore Memorial Annual Town Picnic. GC seconded. Unanimous vote.

- 3.10 SL moved to approve and sign contract for a Paragon Bridge Works contract in the amount of \$40,099.52 for the purchase of the bridge, concrete abutment kit, bearing kit, structural engineering and warranty. GC seconded.

Discussion included: The Water Superintendent explained the background of the project. Informing the Board, the notice of intent was filed and asked for emergency permitting which mandates the projects must be completed within 30 days of issuance. Mr. Lewand explained it is approved as a temporary but will serve as the permanent replacement. GC asked if Town Counsel has reviewed/approved. Mr. Kreidler stated all procurement and legal requirements have been met. Unanimous vote.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and reports.

Review/Discussion, RE: FY 19 Budget

Mr. Kreidler updated the Board with the School budget percentage. Just the town side is only up 244,000 or roughly 1%. Additional discussion, debt for fire pumper and the West Townsend Fire Station. SL would like to set up a meeting for a full discussion of the budget. The Board agreed to meet at 6:00P.M. Friday evening, March 23, 2018 and it will be taped. Everything is set except the school budget.

Review draft warrant articles

The Board reviewed as attached. Mr. Kreidler explained each article briefly.

Town Administrator Evaluation

Mr. Kreidler informed the Board he will have the composite review at the next meeting.

Mr. Kreidler stated he had all the scores and just needs to put together the summary.

Procurement Training

Mr. Kreidler informed the Board Mary Delaney, Chief Procurement Officer from Fitchburg, MA is coming out to perform a procurement training for all our department heads.

Updates per Selectman Clark's request.

- Public Records, Mr. Kreidler informed the Board that there are areas where documents should exist but don't why can't be said is why. Concerns computer file and hard files are not available and they should be and they are law enforcement documents and have to be recoverable.

4.2

The Townsend Military Band will open its 2018 Thursday evening concert series on the Townsend Common on June 7th. Weather permitting, the band will play a concert from the band stand on the Common each Thursday between 7:30 and 9:30 p.m. through at least August 9th. The Townsend Military Band is managed by Betty Mae Tenney of Townsend and conducted by Thomas Souza of Chelmsford. Mr. Souza is the Brandeis University Wind Ensemble Director, the Nashua, New Hampshire, Public School system K-12 Music Department Coordinator, and the Band Director at the Fairgrounds Middle School in Nashua. Mr. Souza plans to feature well-known show tunes, marches, patriotic music, and children's music in the Townsend Military Band's Thursday evening concerts.

The concerts are funded by the Town of Townsend. Lawn parties hosted by local organizations which feature food, activities for children, and other assorted tables are held in conjunction with these concerts. Area residents of all ages are encouraged to bring their lawn chairs or blankets to the Townsend Common on Thursday evenings so they may sit and enjoy the good music and the company of friends and neighbors.

Townsend Scout groups will host the lawn party at the Townsend Military Band's June 7th concert on the Townsend Common. Boy Scout Troop #10 will be selling hot dogs, hamburgers, cheeseburgers, baked goods, cold soda, and hot coffee. Boy Scout Troop #81 will be offering fried dough, French fries, and popcorn for sale. Both Boy Scout Troops will be selling cold bottled water.

Cub Pack #11 will have several games set up on the Common for the enjoyment of children at the concert.

Townsend Girl Scouts will have a large selection of Girl Scout cookies and beverages to enjoy with them available for purchase.

The Townsend Military Band will open its concert at 7:30 p.m. by playing the "The New Colonial March" by Hall and "The Lion King" arranged by Higgins. "Selections from Fiddler On The Roof" by Bock, Glover's arrangement of "Zacatecas", and "Hollywood Milestones" will be performed. The "Peer Gynt Suite No.1" arranged by Tobani and Laurendeau's arrangement of the "Invercargill March" will be played during the first portion of the concert.

The "Hall of Fame March" arranged by Allen and the "Bacharach and David Melody No. 1" will be played following intermission. The "English Folk Song Suite" by Vaughn Williams will be among the selections offered before the Townsend Military Band concludes its concert at 9:30 by playing the "Star Spangled Banner."

Wayne

Carolyn Smart

From: Angie Hitchins <angie_hitchins@yahoo.com>
Sent: Monday, June 04, 2018 10:55 AM
To: selectmen@townsend.ma.us
Subject: Fw: Yearbook signing

4.2
Wayne

----- Forwarded Message -----

From: Angie Hitchins <angie_hitchins@yahoo.com>
To: jkreidler@townsend.ma.us <jkreidler@townsend.ma.us>

Dear Selectmen,

Can you please sign this Year Book that will be placed in the NMRHS time capsule that will be opened during Townsend's 300th Anniversary.

Please also announce that William Hitchins will be at the town common this Thursday night at 7PM June 7th at the Band Concert on the Common with the time capsule yearbook. Everyone in Townsend is welcome to sign the yearbook. This yearbook will be placed in the time capsule this month and will be opened in the year 2032 for Townsend's 300th Anniversary.

Thanks,
Angie Hitchins
(508)331-7643



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BOARD OF SELECTMEN GOALS AND OBJECTIVES

2018

		COMPLETION TIMELINE											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1. GOAL	Capital Assets												
	Deliverable(s)												
	Townwide Road Analysis												
	Update, Cost Out Management/Plan of Attack												
	Dedicated Revenue Source- (Lunenburg?)												
2. GOAL	Information Technology Infrastructure												
	Grant Received												
	Identify Priority Expenditure(s)												
	Communication- Internal and External												
	Cable Access												
3. GOAL	Deliverable(s)												
	PEG Access Corporation												
	PEG Access Studio												
	Cable System Expansion												
	Website Access and Ease												
3. GOAL	Post Video of Meetings on Town Website												
	Budget Live Year to Date Online												
	Volunteer Fair												
	Budget Export Software												
	Financial Stability												
3. GOAL	Capital Asset Inventory												
	Cost to Maintain, Schedule of Depreciation (Arlington, Northborough)												
	Part-time Grant Writer												
	Medical and/or Recreational Marijuana												

2018

Drug Enforcement Plan

Green= Done Blue=Out of Hands Yellow=Moved Red=Not Done