



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

Sue Lisio, *Chairman*  
James M. Kreidler, Jr.,  
Town Administrator

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*  
(978) 597-1701

MEETING MINUTES FOR JULY 10, 2018 - 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 6:00P.M.  
Roll call vote showed 2 members present: Chairman, Sue Lisio (SL) and Clerk, Wayne Miller (WM). SL noted Vice-Chair Cindy King (CK) will be delayed.
  - 1.2 Pledge of Allegiance
  - 1.3 SL announced the meeting is being tape recorded and queried the audience if anyone else would be taping.
  - 1.4 There were no Chairman's additions or deletions.

- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
  - 2.1 6:05P.M. Barbara Tierney, Treasurer RE: Award of sale and execution of note documents.  
The Board met with Barbara Tierney, Treasurer/Tax Collector to review and approve the sale and execution of note documents.

WM moved that the sale of the \$981,200 Anticipation Serial Loan - Water Mains dated July 19, 2018 (the "Note"), to Century Bank and Trust, as the price of \$981,200 is hereby approved and confirmed, the Note shall be payable on May 1, 2019, and shall bear an interest rate of 2.45%. SL seconded Unanimous vote.

Kathleen Spofford, Town Clerk witnessed and certified the documentation.

- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 3.1 WM moved to appoint the following as Special Police Officers to the Townsend Police Department for a one-year term effective July 1, 2018 to June 30, 2019:

James P. Marino, Police Chief	Michael F. Luth, LT
Thomas L. Gammel, Sgt	Jack A. Hebert, Sgt
Sean J. Connery, Sgt	Jeffrey M. Thibodeau, Detective/Sgt
Jonathan J. Broc, Officer	Robert D. DiConza, Officer
Jacob Lachance, Officer	Kayla M. Leger, Officer
Kayla M. Leger, Officer	Joshua M. Mathieu, Officer
Bradley McNamara, Officer	John Morreale, Jr., Officer
Joshua B. Tocci, Officer	Sean Zrate, Officer
Stanley W. Barney, Reserve Officer	Benjamin Campbell, Reserve Officer
Samuel Christensen, Reserve Officer	Erin K. Considine, Reserve Officer
Robert R. DeCosta, Reserve Officer	Donald A. Letarte, Reserve Officer
Zachery J. Levasseur, Reserve Officer	Whitney Mansfield, Reserve Officer

Jonathan G. May, Reserve Officer  
Kamerin Munroe, Reserve Officer  
Chad Stateler, Reserve Officer

Lisa M. Melnicki, Reserve Officer  
Gage Russel, Reserve Officer  
John M. Wagner, Reserve Officer

SL seconded. Unanimous vote.

- 3.2 WM moved to appoint the following as Special Police Officers to the Townsend Police Department for a one-year term effective July 1, 2018 to June 30, 2019:

Fred S. Alden, Police Chief  
John R. Dillon, Officer  
Erik C. Salo, Officer  
Dylan J. Denis, Reserve Officer

Derek Pepple, Sgt  
Brian F. Vautour, Officer  
Corin W. Campbell, Officer

SL seconded. Unanimous vote.

- 3.3 WM moved to appoint Paul Clark as a Truck Driver/Laborer to the Townsend Highway Department effective July 10, 2018 contingent upon the passing of a medical exam and CORI with a one-year probationary period. SL seconded. Unanimous vote.

- 3.4 WM moved to appoint Jane Jackson to the Council on Aging for a three year term effective July 1, 2018 to June 30, 2021. SL seconded. Unanimous vote.

- 3.5 WM moved to appoint Joan Daigle to the Council on Aging for a three year term effective July 1, 2018 to June 30, 2021. SL seconded. Unanimous vote.

- 3.6 WM moved to appoint Cynthia Donovan to the 300<sup>th</sup> Anniversary Committee effective July 10, 2018. SL seconded. Unanimous vote.

- 3.7 WM moved to appoint Alice Struthers to the Girls' School Commemoration Committee effective July 10, 2018. SL seconded. Unanimous vote.

- 3.8 Appoint Natalie Call to the American Flag Committee effective July 10, 2018.  
SL asked to hold off on appointing until the Board addresses 4.1

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Discussion, RE: American Flag Committee

4.1.1 Appoint a Board Liaison to the American Flag Committee.

4.1.2 Discussion, RE: American Flag Committee background information.

SL explained the Committee has a new Chairman, Todd Arsenault and he had numerous questions regarding the funding and creation of the Committee. SL asked if WM would support her as the liaison to the Committee. WM moved to appoint SL as the liaison to the American Flag Committee. SL seconded. Unanimous vote.

Additional discussion included: Selectmen meeting minutes from 1996-97 (see attached), review of the draft policy Mr. Kreidler created (see attached), budgetary concerns, the need for expiring terms, and number of members. Other considerations discussed, OSHA rules, the need for a State Police Officer as the flags are hung on a State route, and safety concerns for employees. The Board supported appropriating \$4,000.00 at the fall Town Meeting for the Committee. Mr. Kreidler to draft a mission statement, standard terms with a 3 year rotation, outlining the number of members at five (5). The Board acknowledged currently the membership consisted of six (6) members.

The Board tabled 3.8.

- 4.2 Review/Award FY 19 Material Bids as recommended by James Smith, Highway Superintendent.

The Board reviewed the attached results of the material bids. WM moved to approve the FY19 material bids as recommended by James Smith, Highway Superintendent. SL seconded. Unanimous vote.

- 4.3 WM moved to accept a grant from the Community Foundation of North Central Massachusetts in the amount of \$8,128.00 for purpose of funding educational opportunities for the Senior Center Staff. SL seconded. Unanimous vote.

- 4.4 WM moved to approve the request from the Chief of Police to be paid for 10 unused vacations days for FY18 in accordance with his personnel services contract. SL seconded. Unanimous vote.

- 4.5 Review/Approve non-exercise of option for an affordable housing unit on Coppersmith Way.

The Board reviewed the notification (please see attached) Mr. Kreidler explained the 40B development process and deed restrictions on the affordable units. WM moved to waive the right of 1<sup>st</sup> refusal for the purchase of the affordable unit at 22 Coppersmith Way. SL seconded. Unanimous vote.

- 4.6 Review FY 18 warrant article carry over requests.

The Board reviewed the carry over requests by all departments (please see attached).

- 4.7 WM moved to approve and sign an application to Cross, Alter and/or Construct within a Town Way, RE: South Row Road. SL seconded. Unanimous vote.

Cindy King, Vice Chairman (CK) arrived at the meeting at 6:50P.M.

V. OLD BUSINESS - VOTES MAY BE TAKEN:

5.1 Policies

5.1.1 Board of Selectmen Operating Policy (amended agenda section)

WM moved to accept the amended agenda section 16-18. CK seconded. Unanimous vote.

5.1.2 Board of Selectmen Liaison Roles Policy

The Board reviewed (see attached). Discussion included: concerns with over regulating, OML challenges, Town Administrator role, and wordsmithing some of the policy language. SL changed to read "critical issues and other areas of interest". WM moved to adopt the liaison policy as amended. SL stated this was the first reading and will be put forward at a future meeting for adoption.

5.1.3 Board of Selectmen Public Comment Policy

Mr. Kreidler stated the open issue of whether to have the public comment at the beginning or the end of the meeting was still unresolved. Mr. Page and Mrs. Lewand (audience members) voiced their opinions. CK moved to not institute a public comment period at this time. There was no second. CK stated she did not feel the Board nor the public was ready to adhere to the policy in light of the discussion that occurred with the Chair and members of the audience. WM felt it was important to have something in place and supported the comment period to be at the beginning of



the agenda. WM moved to adopt the public comment period with it at the beginning of the meeting. SL seconded. Mr. Kreidler suggested a sunset provision voicing concerns with the policy being applied consistently. WM amend the motion to add a sunset provision for one year. SL seconded. SL & WM (YES), CK (NO).

#### 5.1.4 Board of Selectmen Legal Counsel Policy

The Board review the previous policy and compared with the changes SL suggested (see attached). Discussion included the revision of the wording in #2 & #3, concerns with the open meeting law, and copying the Chair. The Board agreed to delete, 2 & 3 with #4 as part of the policy. SL asked to take off "request written opinion" and replace with any member shall have direct access to Town Counsel.

CK voiced concerns with tracking expenses with Board members having direct access to Counsel, further stating it should go through the Town Administrator. SL asked each member to keep a log of conversations and time used to be compared against the invoice. The Board agreed with the following wording for #3: members of the BOS shall notify the Town Administrator each contact for budgetary purposes however they are not required to explain content.

WM moved that we accept the first reading of the Use of Legal Counsel policy draft as amended. CK seconded. Unanimous vote.

### VI. WORK SESSION - VOTES MAY BE TAKEN:

#### 6.1 Town Administrator updates and reports.

##### 6.1.1 Roads Scholar Designation- Highway Superintendent Jim Smith

Mr. Kreidler read the letter received from MASS DOT, (see attached) The Board asked Mr. Kreidler to send letter of appreciation and congratulations to Mr. Smith.

##### 6.1.2 Brief Cable Non-Profit and System Expansion Discussion

Mr. Kreidler stated he would like to schedule a meeting with the Cable Committee and Attorney Soloman and then with the Selectmen. Mr. Kreidler reminded the Board, there was a vote to authorize Special Counsel to be hired to assist with the contract issues and formation of PEG Access. Mr. Kreidler stated the town has petitioned Comcast for compliance. The Board agreed to have the meeting with Special Counsel as soon as possible.

##### 6.1.3 Department Assistant, Leigh Reddin

WM moved to affirm the hiring of Leigh Reddin as Department Assistant to the Highway Department. SL Seconded. Unanimous vote.

##### 6.1.4 Annual Departmental Work Calendars

Mr. Kreidler informed the Board, July's Department Head was canceled due to vacation schedules however he will address at the Department Head meeting in August.

##### 6.1.5 All Boards Meeting- Week of September 17-22, 2018- Select Date and Discuss

Discussion included: venue (s), suggestion was made to serve hors d'oeuvre. Mr. Kreidler to contact venues to check for availability.

##### 6.1.6 Board and Employee Reception- Select Date and Discuss

SL stated she would like to do something mid-fall. Mr. Kreidler asked if prior to a Town Meeting would be appropriate as most town employees are required to attend.

##### 6.1.7 Town Counsel



VII: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

WM moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. Merrill vs Townsend and pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. RE: Fire Union and Police Union and pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. RE: Police Lieutenant and pursuant to GL c. 30A, s. 21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and will not return to open session and to adjourn from Executive Session. CK seconded. Roll call vote SL (YES), CK (YES), and WM (YES).

Respectfully submitted by,

*Carolyn Smart*

Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of July 10, 2018, by the Board of Selectmen this 21<sup>st</sup> day of August, 2018.

The Board reviewed the draft questions (see attached). SL asked the Board member to pick 5-6 questions and bring back to next meeting for discussion, encouraging Mr. Kreidler to create some questions as well.

6.1.8 Action Items List-

The Board reviewed - (see attached) SL asked the members to keep the list update and forward to Mr. Kreidler with any changes or additions, the Town Administrator will keep the list updated.

Training Open Meeting Law and Ethics

SL asked the training be sent to Boards/Committees for review.

6.1.9 Updates: Charter Review Committee, Town Properties Committee, Regional Dispatch, Land Use Coordinator.

Mr. Kreidler gave an update for the above referenced Committees. The Board reviewed the bylaw for Town Properties Committee (see attached) and discussed the future charge or change that should be made to the Committee. SL asked for a list of the town buildings/properties for the next meeting to review. Additional Discussion included: review of Charter references in relation to the review committee, review of historical actions regarding changes suggested, Vadar financial software capabilities, regional dispatch update and proposals, applicants for the Land Use Coordinator position and interview process.

6.1.10 Outstanding Items List

6.2 Board of Selectmen announcements, updates, and reports.

Sue Lisio:

1. Housing Authority Liaison Report

SL read her report into the record - please see attached. Discussion regarding the consideration of hiring an all-purpose admin position to assist various Boards/Committees with postings, minute taking and copying ensued. CK stated she would like to hear from other Committees and would like a letter sent to all Boards/Committees/Commissions regarding their need for staff assistance.

2. The Chair requests the Board approve a request to receive copies of written comments, opinions, and back-up information regarding all current and/or pending Union and Personal Contracts from Town Counsel. If no written comments exist on current or pending contracts, the Chair requests the Board approve a request for written comments from Town Counsel.

SL moved to request the Board approve a request to receive copies of written comments, opinions, and back-up information regarding all current and/or pending Union and Personal Contracts from Town Counsel. If no written comments exist on current or pending contracts, the Chair requests the Board approve a request for written comments from Town Counsel. CK seconded. Unanimous vote.

Wayne Miller - Band Concert Announcement

WM read the attached announcements into the record.

6.3 Board of Selectmen Mail/Correspondence.

SL stated she received two pieces of correspondence but is not at liberty to share. WM commented he is in the same position.

6.4 WM moved to approve the meeting minutes for June 19, 2018. CK seconded. Unanimous vote.

6.5 WM moved to review and sign payroll and bills payable warrants out of session. CK seconded. Unanimous vote.

## VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Townsend, Massachusetts (the "Town"), certify that at a meeting of the board held July 10, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, which appears upon the official record of the board in my custody:

Voted: that the sale of the \$981,200 Anticipation Serial Loan – Water Mains dated July 19, 2018 (the "Note"), to Century Bank and Trust, at the price of \$981,200 is hereby approved and confirmed. The Note shall be payable on May 1, 2019, and shall bear interest at the rate of 2.45%.

Dated: July 10, 2018

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Clerk of the Board of Selectmen





## Carolyn Smart

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**From:** Barbara Tierney <btierney@townsend.ma.us>  
**Sent:** Monday, July 02, 2018 9:18 AM  
**To:** James Kreidler; 'Carolyn Smart'  
**Cc:** kspofford@townsend.ma.us  
**Subject:** July 10th meeting

Good Morning:

A friendly reminder to please put the water main extension borrowing on the upcoming Selectmans' meeting agenda.

Thank You

**Barbara M. Tierney, C.M.M.T.**  
Town of Townsend  
Treasurer/Collector  
978-597-1708

If you have received this message in error, please contact by return email or telephone (978-597-1702), and if you are not the intended recipient, you should delete this message. Thank you.

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**TOWNSEND AMERICAN FLAG COMMITTEE**  
**FLAG POLICY**  
**2017**

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**Article I. Introduction**

**Section 1.01 Goal**

The goal of the Town of Townsend American Flag Committee (Committee) for the display of flags is to ensure proper flag etiquette in the Town Center while promoting patriotism in the community. The display of flags shall support the objectives of the Town and present the Town in a positive and professional manner.

**Section 1.02 Purpose**

The purpose of this policy is to:

- establish that the display of the Flag of the United States of America (US Flag) is encouraged and approved for display in the Town Center, and
- to detail the means and methods by which flags are displayed in the Town Center.

**Section 1.03 Applicability**

This policy applies to all flags identified herein that are flown as detailed on the "Town of Townsend American Flag Committee Flag Placement Map" which is attached to this policy as Attachment A.

**Article II. General Provisions**

**Section 2.01 Etiquette**

The US Flag shall be displayed only from sunrise to sunset if illumination is not provided. If properly illuminated, the Flags may be displayed twenty-four (24) hours per day.

**Section 2.02 Weather**

The US Flag and State Flag shall not be displayed on days when the weather is inclement, except when all-weather Flags are utilized.

**Section 2.03 Holidays**

The flags shall be placed to commemorate and/or celebrate the following: Memorial Day, Independence Day, Labor Day (or September 11<sup>th</sup>?) and Veterans Day.

#### **Section 2.04 Placement**

The flags shall be placed seven (7) days prior to the holiday and shall be removed seven (7) days after the holiday.

#### **Section 2.05 Disposal of US Flag or State Flag**

When the US Flag deteriorates to such a condition that it no longer serves as a fitting emblem of display, it shall be destroyed in a dignified manner, preferably by burning.

#### **Section 2.06 Purchasing of Flags**

The Town may only purchase US Flags that are made in the United States of America.

#### **Section 2.07 Materials and Equipment**

Telephone Pole Mounted Flags- Telephone pole mounted flags shall be hung on only the telephone poles identified on Appendix A.

- Each pole shall have two metal flag pole brackets affixed at a height that is an appropriate distance from both the ground and any overhead wires.
- The flags shall be 3' x 5' in dimension.
- The flags shall be mounted and flown from each side of the pole and parallel with the roadway.
- Each pole bracket shall have a thumb screw in it to secure the flag.
- The poles shall be black metal poles with an appropriate pole cap.
- The equipment by which the flags are affixed to the flag poles shall be metal and shall provide the necessary strength and mobility required to properly display and protect the flags.
- All flags, poles and caps for the telephone pole mounted flags shall be identical for aesthetic purposes.
- The telephone pole mounted flags shall be installed by hand with the use of an extension or step ladder. The ladder shall be placed on the opposite side of the telephone pole from the travel way and all appropriate safety measures shall be employed by the installation staff.

#### Ground Mounted Flags-

- Each ground mounted flag pole shall have one (1) flag affixed at a height that is an appropriate distance from the ground.
- The flags shall be 3' x 5' in dimension.
- The flags shall be mounted in a sleeve pipe that shall be imbedded securely two (2) feet in the ground, protruding only two (2) inches and shall be capped when not in use.
- The location of the sleeve pipes shall be as depicted on Attachment A.

- If deemed necessary, each pipe sleeve shall have a hole drilled in it that aligns with a hole drilled in the flag pole through which a lock may be placed in an effort to secure the flag.
- The poles shall be ten (10) foot black metal pole (1" diameter threaded steel gas pipe) with an appropriate pole cap.
- The equipment by which the flags are affixed to the flag poles shall be metal and shall provide the necessary strength and mobility required to properly display and protect the flags.
- All flags, poles and caps for the ground mounted flags shall be identical for aesthetic purposes.
- The ground mounted flags shall be installed by hand.

#### **Section 2.08 Installation, Care and Upkeep**

The responsibility for the installation, care and upkeep of the flags shall run to the Cemetery and Parks Commission generally and to the Cemetery and Parks Superintendent specifically.

The cost of all materials and maintenance shall be the responsibility of the Town of Townsend American Flag Committee.

-----END-----



# ATTACHMENT A

## PHASE 1- TOWN HALL 10- Ground Mounted Flags



**PHASE TWO- THE COMMON**  
**8 Telephone Poles- 16 Flags**  
**8 Ground Mounted Flags**



**PHASE THREE- ELM STREET TO JEFTS STREET**  
**3 Telephone Poles- 6 Flags**





**PHASE FOUR- MAIN STREET EAST FROM CENTER TO OAK STREET**  
**10 Telephone Poles- 20 Flags**







**THE AMERICAN FLAG COMMITTEE**  
**272 MAIN STREET**  
**TOWNSEND, MASSACHUSETTS 01469**

August 30, 1997

To Whom It May Concern

Re: "Flags Along Main Street"

The Townsend American Flag Committee has been appointed by the Townsend Selectmen to organize and raise monies to place American Flags on Main Street, from Sterilite to Eastman Street (and possibly around the Townsend Common). The flags would be flown on special occasions and some legal holidays (i.e. Memorial Day, 4th of July, Veteran's Day and Old Home Days, etc.)

**OBJECTIVE:** To honor our Nation and its Veterans.

**PROJECT:** Individuals or businesses would purchase an American Flag, pole and bracket through the committee (to keep visual continuity) in memory of, or in honor of a person or organization, or as a donation. A plaque will be erected in Memorial Hall listing the names as requested.

There are 63 poles along Main Street (Rt. 119) between Sterilite and Eastman Street; and an additional 10 on Brookline and Highland Streets encompassing the Townsend Common. Two (2) flags per pole at a height of 15-17 feet at a 45° angle. The poles would be of white fiberglass 6 feet in length, the flags nylon with embroidered stars and stripes. This project is not for profit. Any additional monies would be placed in a fund to maintain, replace and/or extend the area.

**SUPPORT:** We would like to have the support of your organization. We have received local support from the Veteran's groups, Townsend Woman's Club and the Townsend Business Association.

If you or a representative from your organization have any question, please contact any committee member: Chairman Tubby Boucher: 597-8876, Alan Borneman: 597-5193, Jack Caten: 597-2502, Mary-Flora Hale: 597-5465, Warren McFague: 597-2552 or Sue Vassallo: 597-8309.

Thank you, in advance for you support.

-----  
(Return This Portion as Soon as Possible)

**\$50 Checks (per flag set) Payable to the American Flag Committee:**

**272 Main Street, Townsend, MA 01469**

**Amount Enclosed: \_\_\_\_\_**

☐ Memory of \_\_\_\_\_.

☐ Honor of/ or Donated by \_\_\_\_\_.

Your name: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: \_\_\_\_\_



**NEW BUSINESS continued:**

- 3.4 RLR moved to set date of the fall Special Town Meeting for September 9, 1997 at H.B.M.S. Seconded by RHD. Unanimous vote. RLR moved to open warrant for articles as of June 10, 1997 with warrant to close July 29, 1997. Seconded by JEH. Unanimous vote.
- 3.5 RLR moved to approve request from North Medford Running Club regarding Road Race to be held 7/5/97 from 9 a.m. to 12 noon with same condition to review plans with Chief May. Seconded by JEH. Unanimous vote. This race was approved last year by the Board.

**IV. OLD BUSINESS:**

- 4.1 RLR moved to authorize implementation of State Deferred Compensation Plan (OBRA) for part-time employees under 20 hours per week who are not part of the Middlesex County Retirement System. Seconded by JEH. Unanimous vote.
- 4.2 RHD moved to appoint John Aho and Edith Wood to the Town Flag Committee to design a town flag for approval by the Selectmen to be flown at the State House when completed. Seconded by JEH. Unanimous vote. Additional members to be appointed as interest is expressed. JEH also recommended an American Flag Committee be appointed to look into placement of flags along Rte. 119. A letter to go to the Land Use Boards for any regulations to be complied with and Unitil/Nynex for authorization to use telephone poles.

**V. WORK SESSION:**

- 5.1 RLR moved to approve payroll warrant 50P. Seconded by JEH. Unanimous vote. There was no bills payable warrant for 6/10.
- 5.2 RLR moved to approve minutes of 5/27/97. Seconded by JEH. Unanimous vote.
- 5.3 Executive Secretary Report:
- a) Harpers was selected for the payroll service effective July 1. Three quotes were obtained. Direct deposit will be an option for the employees.
  - b) Press release - Need members for the Television Cable Committee.

**VI. ADJOURNMENT:**

RLR moved to adjourn the meeting at 9:26 P.M. Seconded by JEH. Unanimous vote.

Respectfully submitted by:

*Beverly J. Sleeper*

Beverly J. Sleeper  
Executive Secretary  
July 1, 1997





APPOINTMENTS OF PERSONNEL continued:

- 3.6 Appoint the following to the Town Flag Committee per interest expressed:  
Mary Jane Kruger                      Sue Vassallo                      Elaine Martin  
Mary Flora Hale                      Tubbey Boucher
- 3.7 Appoint the following to the American Flag Committee per interest expressed:  
Jack Caten                      Tubbey Boucher                      Mary Flora Hale  
Alan Borneman
- 3.8 Appoint Roger Williams as alternate Building Inspector for the term July 1, 1997 to June 30, 1998.
- 3.9 Appoint Paul Hallissey as the Planning Board Representative to the Montachusett Joint Transportation Committee for the term July 1, 1997 to June 30, 1998.

IV. OLD BUSINESS:

- 4.1 Review/approve Driveway Permit #2-97 tabled from 4/1/97 for Herbert Herrick, Map 52, Block 54, Lot 0, 47 Brookline Street.

V. NEW BUSINESS:

- 5.1 Review/comment ZBA mandatory referral for Gustafson, Lot 13 Laurel Woods Drive.
- 5.2 Review/approve Ambulance Write-Offs as recommended by collection agency, Comstar, in the amount of \$2,147.32 dated June 18, 1997.
- 5.3 Review/award FY98 Fuel Bids:  
Diesel:                      C.W. Lorden, Pepperell at .7990  
#2 Fuel Oil:                      Lorden Oil, Townsend at .5950  
No-Lead:                      Lorden Oil, Townsend at .8025

VI. WORK SESSION:

- 6.1 Select Search/Interview Committee RE: Building Inspector.
- 6.2 Select Search/Interview Committee RE: Highway Foreman/Heavy Equipment Operator.
- 6.3 Review Building Dept. coverage 7/1.
- 6.4 Review Self-Insurance Program.
- 6.5 Review/approve payroll warrant 52P.
- 6.6 Review/approve bills payable warrant 52B.
- 6.7 Executive Secretary Report:  
Post Cards RE: Dog Licensing (Town Clerk)  
Fire/Highway Dept. Grant

VII. ADJOURNMENT:





## TOWNSEND HIGHWAY DEPARTMENT

177 Main Street, Townsend, MA  
(978) 597-1712 jsmith@townsend.ma.us

James A. Smith  
Highway Superintendent

### MEMORANDUM

DATE: June 29, 2018

TO: Board of Selectmen  
James M. Kreidler, Jr.

FROM: James Smith, Highway Superintendent

RE: FY19 Material Bids Recommendation

I have enclosed the bid results from the opening on June 28, 2018 for your consideration. Below are my recommendations and I would appreciate it if the Board of Selectmen would consider awarding the material bids as follows:

1. Milling of Existing Road Surfaces	P.J. Keating, Co.	\$1.87 (in place)
2. Washed Sand for Winter Use	W.J. Graves Construction	\$15.25 (fob) \$22.25 (delivered)
3. Reclamation	All State Asphalt, Inc	\$2.17 (in place)
4. Bituminous Asphalt	P.J. Keating, Co.	\$64.5 (ton in place)

Please contact me if you have any questions, thank you.





TOWN OF TOWNSEND  
HIGHWAY DEPARTMENT  
BID RESULTS - FY19

**#1 Milling of Existing Road Surfaces**

BIDDER	BID BOND	NON COLLUSION	TAX ATTEST	REFERENCES	FY19	FY20	FY21
KEATINGS	X	X	X	X	\$1.87	\$2.00	\$2.03
LARZARO	X	X	X	X	\$2.09	\$2.150	\$2.20

**#2 Washed Sand for Winter Use**

BIDDER	SIEVE ANALYSIS	BID BOND	NON COLLUSION	TAX ATTEST	REFERENCES	FY19	FY20	FY21	FY19	FY20	FY21
GRAVES	X	X	X	X	X	\$15.25	\$15.75	\$16.25	DELIVERED PRICE/CY	DELIVERED PRICE/CY	DELIVERED PRICE/CY
									\$22.25	\$23.25	\$23.75

**#3 Reclamation**

BIDDER	BID BOND	NON COLLUSION	TAX ATTEST	REFERENCES	FY19	FY20	FY21
ALL STATE	X	X	X	X	\$2.17	\$2.21	\$2.25
LAZARO	X	X	X	X	\$3.95	\$4.15	\$4.40
MURRAY	X	X	X	X	\$2.470	\$2.520	\$2.570

**#4 Bituminous Asphalt Concrete**

BIDDER	MHD QUALIFIED	BID BOND	NON COLLUSION	TAX ATTEST	REFERENCES	FY19	FY20	FY21	FY19	FY20	FY21
KEATINGS	X	X	X	X	X	64.5	66	67.5	IN-PLACE PRICE/TN	IN-PLACE PRICE/TN	IN-PLACE PRICE/TN
									N/A	N/A	N/A

**#5 Crack Sealing (Fiber Reinforced Method)**

BIDDER	MHD QUALIFIED	BID BOND	NON COLLUSION	TAX ATTEST	REFERENCES	FY19	FY20	FY21	FY19	FY20	FY21
NO BIDDERS									IN-PLACE PRICE/LF	IN-PLACE PRICE/LF	IN-PLACE PRICE/LF





June 19, 2018

Ms. Karin Canfield-Moore  
16 Dudley Road  
Townsend, MA 01469

**Board of Trustees**

*Emeritus Trustee*  
Richard W. Nobile

*Board Chair*  
Henn Sans

*Vice-Chairman*  
Jan Cochran

*Treasurer*  
Steven L. Stone

*Clerk*  
Jay Drake

*President & Recording Secretary*  
Philip M. Grzewinski

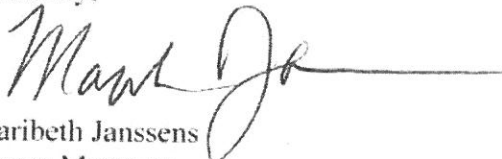
Ronald M. Ansin  
William E. Aubuchon, IV  
Thomas F. Bagley, III  
John Barrett  
Richard A. Cella  
James O. Garrison  
Ashleigh Gelinas  
Charles Gelinas  
Tina Griffin  
David E. Huhtala  
Ted Lapres  
David McKeehan  
Allen Rome  
Gary Shepherd  
Albert Stone  
Ben Urquhart

Dear Ms. Canfield-Moore,

The Community Foundation of North Central Massachusetts is in receipt of your signed agreement to the terms and conditions of the grant award for the "Townsend Senior Center Staff Education Grant" and it is our pleasure to send the enclosed check #7606 in the amount of \$8,128.00.

We look forward to hearing of the progress of your program in January, 2019. If you have any questions in the meantime, please feel free to contact me.

Sincerely,

  
Maribeth Janssens  
Grants Manager

*P.S. Please be sure to visit our website, [cfncm.org](http://cfncm.org), and Facebook page, [facebook.com/cfncm](https://facebook.com/cfncm).*

Community Foundation of North Central Massachusetts  
*Helping donors do good work....FOREVER*





## Carolyn Smart

---

**From:** Karin Canfield Moore <kmoore@townsend.ma.us>  
**Sent:** Friday, June 22, 2018 10:54 AM  
**To:** 'James Kreidler'; 'Carolyn Smart'  
**Cc:** Jane Jackson  
**Subject:** Senior Center Staff Education Grant  
**Attachments:** Staff Ed Grant award letter.pdf

Good morning,

Could you please add acceptance of this grant to the agenda for the next Board of Selectmen's meeting?

This grant provides training for:

- Kitchen Manager – Senior Nutrition Specialist Certification from American Fitness Professionals and Associates
- Program Coordinator – Grandfamily Leader Certificate from the University of Maine
- Outreach Coordinator – various courses through Wachusett Community College and MCOA
- Executive Director – Chronic Disease Self-Management Program through Stanford University

Please let me know if you have any questions.

Thank you,

*Karin Canfield Moore, Director*

Townsend Senior Center/Council on Aging  
16 Dudley Road, Townsend, MA 01469  
978-597-1710

*This electronic message is confidential and intended for the named recipient only. Any dissemination, disclosure, or distribution of the contents of this communication is unlawful and prohibited. If you have received this message in error, please contact by return email or telephone (978-597-1710), and delete the copy you received. Thank you.*



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# Townsend Police Department

## MEMORANDUM

**DATE ISSUED:** 7/1/18

**NUMBER:** N/A

To: Lauri Plourde  
From: Chief Richard Bailey  
Subject: Special Articles  
Date: July 1, 2018  
No.: N/A

Please carry forward the following Special Articles for FY19.

001-02-211-5801-2018-000 POLICE- A14ATM5/2/17 BODY ARMOR  
001-02-211-5850-206-251 POLICE-A28ATM5/15 CAP BDGT-RADIO R

The following Special Article funds can be released to free cash.

001-02-211-5303-0000-000 POLICE – HEPETITIS B SHOTS  
001-02-211-5618-0000-100 POLICE – PRIOR YEAR ENCUMBRANCE  
001-02-211-5800-0000-000 POLICE – CAP BDGT – BODY ARMOR  
001-02-211-5802-2011-000 POLICE – CAP BUDGET – REPLACE HVAC  
001-02-211-5803-2012-013 POLICE – CAP BDGT-BODY ARMOR 25 SE  
001-02-211-5851-2018-000 POLICE – A14ATM5/17/17 Exterior Paint &Re







## TOWNSEND HIGHWAY DEPARTMENT

177 Main Street, Townsend, MA  
(978) 597-1712 jsmith@townsend.ma.us

James A. Smith  
Highway Superintendent

DATE: July 5, 2018  
TO: Lauri Ploude, Town Accountant  
FROM: James Smith, Highway Superintendent  
RE: WARRANT ARTICLE (S)


Please carry over the following articles to FY19:

1. Street Lights, Account #001-04-425-5807-2016-251  
Unitil is in the process of upgrading the Street Lights.
2. Truck Mounted Ground Speed Controls, Account #001-04-425-5812-2018-000  
This was part of an approve Capital article, my intent is to bring to town meeting for re-allocation.
3. Roadway Improves, Account #001-04-425-5895-2017-000  
This article is to fund small improvements on the roadways.

Thank you



Memo

To: Lauri Plourde, Town Accountant  
From: Cemetery and Parks Dept.  
Date: June 25, 2018  
Re: Carry Over 

Please carry forward the \$25,000.00 for common side walks  
The unused \$5,000 from the truck purchase should be returned as unexpended monies.

Please let me know if you have any questions.

Thank you.

Pam Haman  
Admin Assistant  
Cemetery and Parks Dept.





**Townsend Board of Assessors**

272 Main Street  
Townsend, MA 01469  
(978) 597-1706

Laura Shifrin, Chairman  
Victoria Tidman, Principal Assessor

Carol LeConti, Member  
Jill Peterson, Member

To: Accountant  
Board of Selectmen

Subject: Carry forward of funds

The Board of Assessors request that the amount in account number 001-01-1425902-2012-000 be carried forward in to FY 2019. This amount will be used for cyclical inspections mandated by the DOR.

Thank you,

Victoria Tidman  
Principal Assessor  
(978)597-1706







## ***TOWNSEND FIRE-EMS DEPARTMENT***

*Proudly serving the citizens of Townsend since 1875*

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

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**Mark R. Boynton**  
Chief of Department

**Headquarters: 978-597 -8150**

**Fax: 978-300-5786**

### **MEMORANDUM**

**To:** Lauri Plourde, Town Accountant

**From:** Mark R. Boynton, Fire – EMS Chief *MRB*

**Subject:** 2018 Year end

**Date:** June 12, 2018

**Special Articles** – Please carry forward the following articles as they should be satisfied in fiscal year 2019

- West Townsend Fire Station Project – 309-02-222-5891-2016-000
- King Fisher Radio Box Project – 001-02-222-5800-2016-251
- Pumper/Tanker – (I do not have an account number for this project)

**You can release the follow articles to free cash:**

- AED Replacement – (I do not have an account number for this project)
- Advance Life Support Replacement – 001-02-222-5870-2018-000
- Radio Infrastructure Replacement – 001-02-226-5895-2018-000
- IV Pumps – 001-02-222-5800-2017-230
- American Legion purchase and demolition – 308-02-222-5883





**Townsend Board of Assessors**

272 Main Street  
Townsend, MA 01469  
(978) 597-1706

Laura Shifrin, Chairman  
Jill Peterson, Member

Victoria Tidman, Principal Assessor  
Carol LeConti, Vice-Chairman

**TO:** Laurie Plourde, Accountant

**FROM:** Board of Assessors *Whe*

**Date:** June 14, 2018

**RE:** Carry forward of Funds

Please carry forward the balance of \$7560.26 in account number 001-01-142-5902-2012-000

Thank you in advance for your attention in this matter.





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

Sue Lisio, *Chairman*  
James M. Kreidler, Jr.,  
Town Administrator

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*  
Office (978) 597-1701

MEMORANDUM

TO: Lauri Ploude, Town Accountant  
FROM: James M. Kreidler, Jr., Town Administrator  
DATE: July 5, 2018  
RE: WARRANT ARTICLES

Please carry forward the following warrant articles into FY19:

1. 119 Sidewalk, Account #001-01-196-5900-2005-000  
This is an on-going project with funds allocated toward the sidewalk design for the rail trail.
2. Contract Settlements, Account #001-01-124-5100-2017-000  
Union negotiation are still pending.
3. Peg Access, Account #001-01-124-5300-2017-001  
This is on-going with work still to be completed.
4. Copier/Printer, Account #01-124-5870-2014-000  
The IT Director will be purchasing two printers and the transaction has not been completed.

Please release the following warrant article funds:

1. Generator, Account #001-02-290-5850-2017-000
2. Audio/Visual, Account #001-01-197-5245-2018-000
3. Abatement Study, Account #001-01-194-5851-2009-009
4. Repaint/Reglaze, Account #001-01-194-5903-2011-011
5. 5 Aquarius Demolition, Account #001-01-124-5300-2016-0000

Thank you.







**TOWNSEND WATER DEPARTMENT**  
540 Main Street West Townsend, Massachusetts 01474

Lance Lewand, Chairman

Michael MacEachern, Vice-Chairman

Nathan Mattila, Clerk

Paul L. Rafuse,  
Water Superintendent

(978) 597-2212  
Email [water@townsend.ma.us](mailto:water@townsend.ma.us)

To: Lauri Plourde/Town Accountant  
Date: July 06, 2018  
From: Board of Water Commissioners  
Re: Warrant Article Carry Forwards

Please carry forward the following warrant articles from FY18 to FY19, votes will be taken by the Board of Water Commissioners on July 10, 2018.

061-04-400-5012-0000-000	System Enhancements
061-04-400-5805-2018-000	Meadow Road Main Replacement
061-04-400-5895-2018-000	Main Line Gate/ Valve Replacement
061-04-400-5902-2018-000	Main Street Cleaning
061-04-500-5000-000-000	Emergency Reserve Fund
061-04-500-5005-2018-000	Update Master Plan
061-04-500-5245-2006-000	Storage Tank Maintenance Fund
061-04-500-5804-2017-001	A15 ATM5/16 Replace/Upgrade Witches Brook
061-04-500-5809-2017-002	Highland St Storage Tank
061-04-500-5902-2014-251	CIP-VFD and Electric SVS Pump
061-04-500-5902-2015-001	CIP- Tank Mixing System
061-04-500-5902-2018-000	STM ART 3 Utility Billing
062-04-061-5006-0000-000	Fitchburg Rd. Water Tank Restoration

Sincerely,

Brenda Boudreau  
Office Administrator





TOWN OF TOWNSEND  
Highway Department  
P.O. Box 621  
12 Dudley Road  
Townsend, Massachusetts 01469  
(978) 597-1712

4.7

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

Date: 6/26/2018

Town of Townsend  
Highway Superintendent  
P.O. Box 621  
Townsend, MA 01469

To Whom it May Concern:

The Undersigned UNITIL / MSR UTILITY MAINTENANCE CORP. (company name) hereby  
applies for permission to: SOUTH ROW ROAD  
INSTALL TEST STATION WITH ANODES

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

Start Date: 6/29/2018

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

**UNITIL / MSR UTILITY MAINTENANCE CORP.**

(Company Representative)

209 PLEASANT STREET

(Street Address)

DUNSTABLE, MA 01827

(City, State, Zip)

978-649-0002

(Telephone)

Approved/Disapproved: Highway Superintendent

*James D. Smith*

Date: 7/5/18

Approved/Disapproved: Board Of Selectmen

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



A quorum shall consist of two members of the Board. As a practical courtesy, action on critical or controversial matters, such as the adoption of policy or appointments, shall be taken, whenever practicable, with the full Board in attendance.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised on all matters that fall within the jurisdiction of his/her office. In accordance with the law, he/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his/her jurisdiction.

**16-17: EXECUTIVE SESSION:**

Executive Sessions of the Board shall only be held in accordance with the provisions of Massachusetts General Law Chapter 30A, section 21A.

If practicable, executive sessions, other than a few minutes in duration, will be scheduled only at the end of the open meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The motion must specify when entering the executive session and the exemption under which the session is sought. A majority of the members present must vote to enter executive session by roll call vote. The motion must state whether or not the Board will reconvene into open session.

**16-18: AGENDA PROCEDURES:**

→ The responsibility for coordinating and planning the meeting agenda is that of the Chairman in consultation with the Town Administrator. Each of the Board Members and the Town Administrator may place items on the agenda. The Chairman, in consultation with the Town Administrator, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business.

All items for the agenda are expected to be submitted to the Town Administrator at least five (5) working days before any regularly scheduled meeting. Items of emergency or strictly routine nature that develop after closing of the agenda may be considered under "Chairman's additions to the agenda".

The Town Administrator prepares background material for the meeting and should make an effort to have such material available at least four days before any regularly scheduled meeting. If background information is insufficient or complicated or if complex memos or motions are presented at the meeting which were not in the Board's meeting packet, any member should feel free to request





June 22<sup>nd</sup>, 2018

Highway Superintendent  
177 Main Street  
Townsend, MA 01469

Re: **James A. Smith achieved the rank of Roads Scholar**

Dear Highway Superintendent,

Congratulations to the Town of Townsend on the success of James A. Smith! Mr. Smith has recently completed all of the requirements for our Baystate Roads Scholar Program. This program requires that the applicant attend at least seven of our training workshops. Each workshop requires a minimum of six hours of participation and is always challenging and often quite technical.

Although the name "Roads Scholar" is somewhat humorous and designed to catch attention, Mr. Smith's accomplishment is very impressive because he has come to all of our workshops ready to learn with a genuine interest in improving operations within the Town of Townsend. James has shown us that he is a professional who is serious about furthering his education and improving the way he accomplishes his work.

We hope you are as pleased with Mr. Smith's achievement as we are, and that you will acknowledge his accomplishment within your department. This achievement lends itself very well to articles in local newspapers or community newsletters; his participation will, of course, be announced in our newsletter *M3 Quarterly*. More information about our program is available by contacting me at (413) 545-2604 or visiting our website at: <http://www.mass.gov/baystateroads>

Sincerely,



Christopher J. Ahmadjian, Ph. D., P.E., MBA  
Associate Director



## **Town Counsel Screening Committee Interview Process**

### **Candidate Introduction:**

The chair will welcome the Firm and the Firm's spokesperson; introduce him/her to the committee members, who will identify themselves, and then the Chair will explain the process.

### **THE PROCESS**

#### **Candidate's Introductory Statement:**

The chair will briefly explain the process that is about to occur and then ask the candidate to "Please allowing yourself two or three minutes, tell us about your firm's experience in municipal law and the background specific experience of the attorney(s) who will be our assigned contact."

#### **Interview Questions:**

The same questions will be asked of each firm by the same committee member and in the same order.

Each member of the committee shall choose two questions prior to the interview process. Before the interview process begins, we will determine who will ask what questions. Questions should be diverse to fully explore the firm's knowledge, philosophy, values and management style.

Follow up questions are permissible by any committee member, however we must avoid getting bogged down on any one question.

Questions will be asked in a predetermined order.

#### **Conclusion:**

At the conclusion of the question and answer portion of the process, each firm will be given several minutes to ask questions and make a closing statement.

### **Simple Interview “Do and Don’t” Guidelines:**

#### **Please Do:**

1. Be prepared.
2. Record as many direct quotes as possible.
3. Maintain a friendly and helpful attitude toward participants.
4. Review firm’s proposal and accompanying material.
5. Listen and observe carefully.
6. Take notes.
7. Let interviewee talk.
8. Make eye contact.
9. Ask open-ended questions (questions requiring more than a yes or no answer).
10. Be friendly.

#### **Please Don’t:**

1. Trust first impressions.
2. Ask questions about the candidate’s religion, national origin, race/ethnicity, marital/family status, age, arrest record, or other personal information.
3. Give personal feedback.
4. Render your opinion. This is not a debate. If you disagree with or are offended by an answer ask a non-confrontational follow-up question and/or consider all responses in your final evaluation.

Ideally all firms will leave with a positive image of the community, the process and a belief that they were treated fairly and with respect.

### Sample Committee Questions

---

1. Please share with the committee an example of an ethical dilemma that you have been faced with in your professional life and tell us how you dealt with it.
  2. Please let us know how you would envision yourself interfacing with the Board of Selectmen, the Town Administrator, other Boards, Commissions and staff?
  3. Please tell us what you believe to be the primary role of a Town Counsel?
  4. Please describe your communication style and practices as relate to sharing information up the chain of command to the Board of Selectmen on matters ranging from the “day-to-day” up to and including the “big picture.”
  5. How do you handle a situation where you have provided legal guidance in the form of an opinion yet the Board chooses to proceed in a contrary direction?
  6. Have you ever provided an opinion related to a question you were not asked? (e.g. you witness the Board proceeding along a path that may present legal jeopardy)
  7. How do you address situations where there may be a conflict in representing the town? (e.g. dispute between us and another client community)
  8. Please describe an example of a situation where you believe your advice and guidance produced a very favorable result in a community. Conversely, please describe an example of a situation where your advice proved incorrect and produced an adverse result.
-



**Candidate Evaluation Form**

**QUESTION SCORE SHEET**

---

**CANDIDATE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **INTERVIEWER:** \_\_\_\_\_

**Scoring Key: One (1) = Unsatisfactory and Five (5) = Exemplary**

**1.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

**2.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

**3.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

**4.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

**5.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

**6.**

1      2      3      4      5

Comments: \_\_\_\_\_

---

7.

1            2            3            4            5

Comments: \_\_\_\_\_  
\_\_\_\_\_

8.

1            2            3            4            5

Comments: \_\_\_\_\_  
\_\_\_\_\_

RAW SCORE _____ divided by 8 questions = _____ AVERAGED SCORE
---

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Date



Outstanding Items List as of 7/6/2018

Number	Item	Who	Priority	Category	Notes	Completed date/name
1	Town Counsel Search, summary, questions, and set a meeting date to do interviews	BOS		Town Counsel	TA report in BoS Packets 7/10/18	
2	Employee reception date, time, plans	Staff		follow up	Pick Fall Date/Spring next yr.	
3	Update on TAYBS progress	TA		follow up	TA report in BoS Packets 7/10/18	
4	Update/Results/next steps on unregistered vehicle complaints	Staff		follow up		
5	Police cruisers, buy or lease? We were going to discuss this more after budget.	TA		follow up	Chief to present at July BoS meeting	
6	VADAR, updates and/or missing components from TA/Laurie. This was related to reports and easier access (Excel?) to expenditures, etc.	Staff		follow up	Accountant to address BoS at August meeting	
7	TA goals, tasks, with timelines as result of BOS goals summary.	TA		GOALS		
8	Next steps for each goal. Examples, talk to Lunenburg, for roads goal, etc.	BOS		GOALS		
9	Regionalization, update on Ashby project and when to bring it to the Board.	TA		follow up	TA report in BoS Packets 7/10/18	
10	LT and Assessor contracts.	BOS		follow up	Executive Session 7/10/18	
11	LUC job description related discussion	BOS		business		
13	Announce, post, discuss open Treas/Coll Job. Regionalize?	BOS		GOALS	Posted on 6/2/18. 7 applicants to date	
14	HR consultant	BOS		business	Hold Indefinite	
15	Timeline for IT consultants to give us priorities.	TA		follow up	TA report in BoS Packet 7/10/18	
16	Based on Item 15, prepare money article for the Fall?	TA		business	See #15 and consultant's report	
17	THA report from Liaison, budget, assistance	Sue		follow up	Chairman Lisio to present 7/10/18	
18	Goals progress, establish subcommittees?	BOS		GOALS		
19	Finance team	TA		follow up		
20	Cable access	TA		follow up	Expect legal update for 7/10/18 BoS meeting	
21	Cable Corporation	BOS		follow up	Expect legal update for 7/10/18 BoS meeting	
22	Resource officer, update, plan and timeline for FY19 School year	TA		business	Chief to present at July BoS meeting	
23	Other regionalization opportunities?	BOS		GOALS	Ongoing discussions with Lunenburg re: ACO	
24	TC All Board trainings for 2019	Staff		business	Open Meeting Law and Ethics. (Videos)	
25	All Boards Meetings/Plans	TA		follow up	Consensus is Mid September. Pick date and location	
26	Put draft policies to bed (public comm, legal use, agendas) others?	BOS		business	On 7/10/18 BoS Agenda	
27	New: Closing 2018, plan with Barbara leaving. Resources required?	TA		business	Treasurer Collector to address BoS at July meeting	
28	Properties Committee - members, status, openings, postings, appointments?	Staff		business	On 7/10/18 BoS Agenda	
29	Exec Session for July 10 - complaint against a Town Employee and have TC send notice to employee	Sue		business	On 7/10/18 BoS Agenda	
30	Heard HR Director for NM is leaving. Regionalization opportunity with their new one?	BOS		GOALS	Outreach made to NMRSD	
31	Website functionality and user-friendly assessment - subcommittee?	BOS		business		
32	Ask BOS members to review policies and come back with priority list for revisions	BOS		business	On 7/10/18 BoS Agenda	
33	Assign Liaison flag committee	BOS		business	On 7/10/18 BoS Agenda	





## **Network Upgrades (Budgetary)**

Proposal # 019171  
Version 1

Prepared for:

### **Town of Townsend**

Jim Kreidler  
jkreidler@townsend.ma.us

**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

## ▶ Statement of Work

This Statement of Work ("SOW") is governed under the Master Service Agreement (the "Agreement") between **PC-PLUS Technologies, Inc. d/b/a AKUITY Technologies ("AKUITY")**, and the client whose name and authorized signatory appear in the signature block of this SOW ("**Client**"), below. Capitalized terms in this SOW will have the same meaning as those in the Agreement, unless otherwise indicated below.

## ▶ Revision History

Version	Notes
1	Original

**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

## ► Our Understanding of Your Needs

### Introduction

The Town of Townsend (MA) (the Client) has requested a budgetary proposal for professional services to develop a strategic IT road map to address aging hardware and network inconsistencies. AKUITY is providing a budgetary quote for hardware and a 100 hour labor block for installation. The equipment and block should be used only for the budget process. If the Town of Townsend wishes to move forward with some or all of the project, then AKUITY will design the solution, develop a scope of work and provided an actionable quote.

### Objectives

This project should accomplish the following objectives:

- Address Linux based server and firewalls
- Address Linux based email server
- Replace switching with manageable commercial grade hardware
- Address issues with wireless in (4) locations



**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

## Existing Environment

Please validate that the following understanding of your current environment is accurate:

### General Site Information

- (4) Sites
  - Town Hall - 272 Main Street
    - ISP: Comcast Business
  - Library and Senior Center - 12 Dudley Road
    - ISP: Comcast Business
  - Highway Department - 177 Main Street
    - ISP: Verizon DSL
  - Water Department - 520 Main Street
    - ISP: Comcast Business
- Connection between sites: Site-to-Site VPN tunnels in a "hub and spoke" topology

### End User Information

- (45) AD end-users
- (~50) end-user devices
  - AVG Free

### Network Information

- Town Hall
  - Telco/Electrical Room
    - "NEWDNS" Firewall: FreeBSD OS on custom-built "black box"
    - (2) SMC EX 1016DT Switches
    - (1) Netgear ProSafe 24G Switch
    - (1) Netgear WAP
    - (1) Linksys WAP
  - IT Office
    - Firewall: FreeBSD OS on custom-built "black box"
    - Netgear 8p Switch
    - (3) custom-built "black box" servers
  - Clerk's Office
    - "KATHYGW" Firewall: FreeBSD OS on custom-built "black box"
    - Cisco 1900 Router (provides connection to state)
  - Backup: Windows Server Backup or NTBACKUP to external USB hard drives
- Highway Department
  - Firewall: FreeBSD OS on custom-built "black box"
  - (2) D-Link 5p Switch
  - Netgear WAP
- Water Department
  - Server: FreeBSD OS on custom-built "black box"
  - (1) D-Link 16p switch
  - Netgear WAP
- Library

**BUDGETARY ESTIMATE ONLY - NOT A VALID AGREEMENT**

- "LIBRARYCOMCAST" Firewall: FreeBSD OS on custom-built "black box"
- (5) Cisco 2950-24
- LIBRARYROUTER Server: FreeBSD OS on custom-built "black box"
- SERVER: Windows 2008
- FM-MARKPC: Windows 7
- (3) Ubiquiti WAPs
- Comcast Cable Modem (CWMARS)
  - (1) Cisco 1900 Router
  - (1) Cisco 3650-CW Switch

**Server Information**

- Physical (NEWPATRIOT) custom-built "black box"
  - OS: Windows 2003
  - Applications: Assessor's software
- Physical (THDC01) DL320e GEN8
  - OS: Windows 2012 R2 Essentials
  - Applications: Domain Controller (Townsend.local); File Server, Print Server
- Physical (MAIL) custom-built "black box"
  - OS: FreeBSD
  - Applications: Mail Server (townsend.ma.us)
- Physical (FIREWALL) custom-built "black box"
  - OS: FreeBSD
  - Applications: Firewall; Router; Central VPN hub; DNS
- Physical (NEWDNS) custom-built "black box"
  - OS: FreeBSD
  - Applications: Backup Firewall; Router; DHCP server; DNS; Also used to facilitate new map imports for the Patriot software, which is used by the Assessor's Office.
- Physical (KATHYGW) custom-built "black box"
  - OS: FreeBSD
  - Applications: Firewall/Router between "state" network in Clerk's office and LAN
- Physical (LIBRARYCOMCAST) custom-built "black box"
  - OS: FreeBSD
  - Applications: Firewall/Router
- Physical (LIBRARYROUTER) Dell PowerEdge
  - OS: FreeBSD
  - Applications: DHCP Server
- Physical (SERVER) Dell PowerEdge
  - OS: Windows 2008 Standard SP2
  - Applications: Domain Controller (townsendlibrary.org); File Server
- Physical (FM-MARKPC) Workstation
  - OS: Windows 7
  - Applications: HVAC system; Lighting system; Security System

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- Physical (WATERSERVER)
  - OS: Windows FreeBSD
  - Applications: File Server
- Physical (HIGHWAYSERVER)
  - OS: Windows 2008 Standard SP2
  - Applications: Firewall.Router; DNS Server

**Email Information**

- FreeBSD-based on-premise mail server

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► Our Proposed Solution

Solution Architect  
AKUITY DESIGN DESK

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## Solution Design

### Primary Site (Town Hall)

- HPE ProLiant ML350 GEN9 Server
  - Dual CPUs and Redundant Power Supplies
  - 128GB RAM
  - (6) 300GB 15K Hard Drives (RAID 5)
- VMware Essential Bundle
- (16) Microsoft Windows 2016 Server Standard 2Core Licenses (GOV) ((4) New Windows VMs will be created on new host)
- (60) Microsoft Windows 2016 Server User CAL Licenses (GOV)
- (1) Microsoft Exchange Server 2016 Standard
- (60) Microsoft Exchange Server 2016 User CALs
- (2) APC Smart-UPS 1500 Units with Network Management Cards
- (1) Extreme Networks X440-G2-48P PoE Switch
- (1) Extreme Networks X440-G2-24P PoE Switch
- (1) Extreme Networks X440-G2-24t Switch
- (1) Ubiquiti Cloud Controller
- (3) Ubiquiti Wireless Access Points
- (1) Sophos SG 230 Total Protect Firewall Bundle -1 Year (Includes the following 1-year subscriptions: Network Protection, Email Protection, Web Protection, Web Server Protection and Wireless Protection)
- (60) Sophos Central Endpoint Protection Advanced Subscriptions
- (4) Sophos Central Server Protection Advanced Subscriptions
- Datto Backup Solution

### Highway Department

- (1) APC Smart-UPS 750 Unit with Network Management Card
- (1) Ubiquiti 12Port PoE Switch
- (1) Ubiquiti Cloud Controller
- (1) Ubiquiti Wireless Access Point
- (1) Sophos SG 115 with a Network Protection Subscription

### Water Department

- (1) APC Smart-UPS 750 Unit with Network Management Card
- (1) Ubiquiti 12Port PoE Switch
- (1) Ubiquiti Cloud Controller
- (1) Ubiquiti Wireless Access Point
- (1) Sophos SG 115 with a Network Protection Subscription

### Library Department

- (1) APC Smart-UPS 1000 Unit with Network Management Card
- (1) Extreme Networks X440-G2-48P PoE Switch
- (1) Extreme Networks X440-G2-24P PoE Switch
- (1) Ubiquiti Cloud Controller
- (2) Ubiquiti Wireless Access Point (Adding to existing (3) Ubiquiti WAPS)

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- (1) Sophos SG 230 with a Network Protection Subscription

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## Scope of Work

AKUITY will perform or accomplish the following items.

### Kick-off, Management, and Planning

- Review project objectives, requirements, scope of work, and timeline with Client
- Validate project variables with project engineer and Client
- Compile required data from Client, including access credentials
- Produce, review, and confirm technical design, including the following:
  - Physical installation locations
  - Cabling and connectivity map
  - Network and IP parameters
  - Cutover steps and/or downtime plan

### Preparation and Implementation

- Procure quoted products
- Stage Hardware at AKUITY
  - Build VM Host
    - Add hardware components to HPE ML350 GEN9 Server
    - Build (3) ESXi Windows 2016 Server guest VMs (DC, Exchange and File/Print)
    - Install MS Exchange Server 2016
    - Install Sophos Server Protection
    - Configure HPE iLO
  - Pre-configure switches, WAPs and firewalls
- Create Sophos Central Portal for client organization
- Deploy new VMware ESXi host to client environment (Town Hall)
  - Migrate email from Linux-based email server
  - P2V NEWPATRIOT (Windows 2003)
  - Upgrade OS on NEWPATRIOT
    - Install Sophos Server Protection
  - Promote new DC server and migrate AD rolls
  - Decommission old DC on Linux server
- Deploy new switches and firewall (Town Hall) - Downtime Expected
- Deploy new wireless access points and controller (Town Hall)
  - Test wireless connectivity
- Install Sophos Endpoint Protection on desktops
- Decommission physical servers as necessary (Town Hall)
- Cut-over to new firewall (Town Hall)
- Deploy UPS, switch, wireless controller, WAP and firewall (Highway Department) - Downtime Expected
  - Cut-over to new firewall
  - Decommission and remove Linux-based firewall from network
- Deploy UPS, switch, wireless controller, WAP and firewall (Water Department) - Downtime Expected
  - Cut-over to new firewall
  - Decommission and remove Linux-based firewall from network
- Deploy UPS, switches, wireless controller, additional (2) WAPs and firewall (Library Department) - Downtime Expected
  - Cut-over to new firewall
  - Decommission and remove Linux-based firewall from network

### Wrap-up

- Finalize as-built documentation

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- Deliver and review project implementation with Client



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## ► Important Information

### Client Responsibilities

AKUITY is solely responsible for items listed in the Statement of Work section of this proposal. Any additional requests not listed in the Statement of Work section will incur a change of scope and may require additional charges. Items listed below are considered prerequisites to AKUITY performing the tasks associated with this project. This information is provided as a point of reference and does not necessarily constitute a complete list of all client requirements.

- Client will provide adequate onsite work space, as needed.
- Client-provided equipment will be in working condition and free of issues, errors, or defects.
- Client-provided equipment to be used will meet or exceed all minimum specifications.
- Client will provide all required software licenses, media, and active software vendor support for products not being purchased from AKUITY.
- Client will provide complete administrator-level access to all devices throughout the course of this project, including but not limited to: Servers, Workstations, Switches, Firewalls, etc.
- Client will provide remote-access capabilities to AKUITY throughout the course of this project, as requested.
- If physical modifications to a facility are required, such as mounting brackets for wireless access points, affixing racks to structure or the like, the Client will be responsible for such physical mounting or modifications.

### Change Orders

Should additional services be required as a result of or adjunct to this project it will be considered a Change Order and may result in additional time and/or charges. A Change Order agreement detailing the changes, work to be performed, and applicable costs will need to be approved by both parties in order to proceed.

### Next Steps

The Client should review this proposal in detail and discuss any questions or concerns they may have with their AKUITY Account Representative. Following review of and any necessary revisions to this proposal, the Client should approve this proposal through the Order Porter link provided in the original email.

Within 1-2 business days of approving this proposal, the Client will be contacted by AKUITY's Project Management team to review the basic parameters of the project and establish preliminary details such as contact information and Estimated Timelines.







### Estimated Timeline

Estimated Timelines will be determined during the initial Kick-off call between the Client and AKUITY's Project Management team. Estimated Timelines are determined based on both parties' availability and any third party involvement. Timelines may include billable milestones

**Any critical timeline constraints should be brought to attention prior to project approval.**

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**Products - Primary Site**





Description	Price	Qty	Ext. Price
SERVER			
HPE ProLiant ML350 GEN9 Server	\$11,130.00	1	\$11,130.00
HP ProLiant ML350 G9 5U Tower Server - 1 x Intel Xeon E5-2620 v4 Octa-core (8 Core) 2.10 GHz - 8 GB Installed DDR4 SDRAM - 12Gb/s SAS Controller - 1 x 500 W - 2 Processor Support - Gigabit Ethernet - Matrox G200 Graphic Card - DVD-Reader		1	
			
HP Intel Xeon E5-2620 v4 Octa-core (8 Core) 2.10 GHz Processor Upgrade - Socket R3 (LGA2011-3) - 1 - 2 MB - 20 MB Cache - 8 GT/s QPI - 64-bit Processing - 3 GHz Overclocking Speed - 14 nm - 85 W - 165.2°F (74°C)		1	
			
HP 16GB DDR4 SDRAM Memory Module - 16 GB (1 x 16 GB) - DDR4 SDRAM - 2400 MHz DDR4-2400/PC4-19200 - 1.20 V - Registered - 288-pin - DIMM		8	
			
HP 300 GB 2.5" Internal Hard Drive - SAS - 15000rpm		6	
			
HP 8 GB microSDHC - Class 10 - 21 MB/s Read - 17 MB/s Write - 1 Card		1	
			
HP 500W Flex Slot Platinum Hot Plug Power Supply Kit - 250 V AC		1	
			
HP ML350 Gen9 Redundant Fan Kit		1	

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**Products - Primary Site**

Description	Price	Qty	Ext. Price
 HP Standard Power Cord - 6ft		2	
 HP Integrated Lights-Out Advanced Plus 1 Year 24x7 Support and Updates - Subscription License - Standard - Electronic		1	
<b>SERVER LICENSING</b>			
Microsoft Windows Server 2016 Standard - License - 2 Core - Volume, Local Government - Microsoft Open License for Government - English - PC	\$92.00	16	\$1,472.00
Microsoft Windows Server 2016 - License - 1 User CAL - Volume, Local Government - Microsoft Open License for Government - English - PC	\$32.00	80	\$2,560.00
Microsoft Exchange Server 2016 Standard - License - 1 PC - Local Government - MOLP: Open License for Government - English - PC	\$558.00	1	\$558.00
Microsoft Exchange 2016 Standard CAL - License - 1 User CAL - Local Government - MOLP: Open License for Government - English - PC	\$67.00	80	\$5,360.00
VMware vSphere Essentials Kit v.6.0 - License - 3 Host (Up to 2 Processors Per Host)	\$495.00	1	\$495.00
VMware vSphere Essentials Kit v.6.0 - Subscription License - 1 Year - 1 Year	\$70.00	1	\$70.00
<b>SWITCHING</b>			
Extreme Networks X440-G2-48p-10GE4 Ethernet Switch - 48 Network, 8 Expansion Slot - Manageable - Twisted Pair, Optical Fiber - Modular - 3 Layer Supported - 1U High - Rack-mountable - Lifetime Limited Warranty	\$2,635.00	1	\$2,635.00
 ExtremeWorks Next Business Day Advanced Hardware Replacement - 1 Year	\$255.00	1	\$255.00
 Extreme Networks Summit X440-G2-24P-10GE4 24 Port PoE Ethernet Switch	\$1,664.00	1	\$1,664.00

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**Products - Primary Site**

Description	Price	Qty	Ext. Price
<b>ExtremeWorks Next Business Day Advanced Hardware Replacement - 1 Year</b>	\$165.00	1	\$165.00
<b>Extreme Networks X440-G2-12t-10GE4 Ethernet Switch - 12 Network, 4 Expansion Slot - Manageable - Twisted Pair, Optical Fiber - Modular - 3 Layer Supported - 1U High - Rack-mountable - Lifetime Limited Warranty</b>	\$860.00	1	\$860.00
<b>Extreme Networks ExtremeWorks One Year Next Business Day Support - Advanced Hardware Replacement</b>	\$85.00	1	\$85.00
<b>PWR CORD NA 10A NEMA 5-15P IEC320 C13 11</b>	\$10.00	3	\$30.00

**WIRELESS**

<b>Ubiquiti UniFi UC-CK Network Monitoring Device - Network Thr</b>	\$99.00	1	\$99.00
Ubiquiti UniFi UC-CK Network Monitoring Device - Network Threat Detection, Network Traffic Monitoring, Network Security Management, Network Port Detection, Twisted Pair Cable Testing, Network Testing, RF Monitoring - USB - 1 x Network (RJ-45) - Twisted Pair - Gigabit Ethernet - 10/100/1000Base-TX			
<b>Ubiquiti UniFi Wireless Access Point Pro</b>	\$165.00	3	\$495.00
IEEE 802.11ac 1.27 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - 3 x Antenna(s) - 3 x Internal Antenna(s) - MIMO Technology - 2 x Network (RJ-45) - Wall Mountable, Ceiling Mountable - 1 Pack			

**UPS POWER**

<b>APC Smart-UPS 1500VA Tower UPS - 1500 VA/1000 W - 120 V AC - 6.70 Minute Stand-by Time - Tower - 8 x NEMA 5-15R</b>	\$535.00	2	\$1,070.00
			
<b>APC UPS Network Management Card - SmartSlot</b>	\$285.00	2	\$570.00
			



**FIREWALL**

<b>Sophos SG 230 TotalProtect 24x7, 1-year (US power cord)</b>	\$4,013.00	1	\$4,013.00
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**Products - Primary Site**

Description	Price	Qty	Ext. Price
			
SOPHOS LICENSING			
Sophos Cloud Endpoint Advanced - Subscription License - 1 User - 1 Year - Government, Volume - PC	\$26.00	60	\$1,560.00
			
Sophos Cloud Server Protection Advanced - Subscription License - 1 Server - 1 Year - Government, Volume - PC	\$102.00	4	\$408.00

Subtotal: **\$35,554.00**





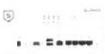

**Products - Highway Department**

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**Products - Highway Department**







Description	Price	Qty	Ext. Price
<b>Ubiquiti UniFi Switch - 16 Ports POE 150W</b>  Manageable - 2 x Expansion Slots - 1000Base-X, 1000Base-T - Uplink Port - Modular - 16 x Network, 2 x Expansion Slot - Twisted Pair, Optical Fiber - Gigabit Ethernet - 2 x SFP Slots - 2 Layer Supporte	\$325.00	1	\$325.00
<b>Ubiquiti UniFi UC-CK Network Monitoring Device - Network Thr</b> Ubiquiti UniFi UC-CK Network Monitoring Device - Network Threat Detection, Network Traffic Monitoring, Network Security Management, Network Port Detection, Twisted Pair Cable Testing, Network Testing, RF Monitoring - USB - 1 x Network (RJ-45) - Twisted Pair - Gigabit Ethernet - 10/100/1000Base-TX	\$99.00	1	\$99.00
<b>Ubiquiti UniFi Wireless Access Point Pro</b>  IEEE 802.11ac 1.27 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - 3 x Antenna(s) - 3 x Internal Antenna(s) - MIMO Technology - 2 x Network (RJ-45) - Wall Mountable, Ceiling Mountable - 1 Pack	\$165.00	1	\$165.00
<b>APC Smart-UPS 750 VA Tower UPS - 750VA/500W - 4.6 Minute Full Load - 6 x NEMA 5-15R</b> 	\$330.00	1	\$330.00
<b>APC UPS Network Management Card - SmartSlot</b> 	\$285.00	1	\$285.00
<b>Sophos SG 115 Security Appliance - US power cord</b> 	\$525.00	1	\$525.00
<b>Sophos SG 115 Network Protection - 12 Months</b> 	\$74.00	1	\$74.00

Subtotal: **\$1,803.00**

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**Products - Water Department**




Description	Price	Qty	Ext. Price
<b>Ubiquiti UniFi Switch - 16 Ports POE 150W</b>  Manageable - 2 x Expansion Slots - 1000Base-X, 1000Base-T - Uplink Port - Modular - 16 x Network, 2 x Expansion Slot - Twisted Pair, Optical Fiber - Gigabit Ethernet - 2 x SFP Slots - 2 Layer Supporte	\$325.00	1	\$325.00
<b>Ubiquiti UniFi UC-CK Network Monitoring Device - Network Thr</b> Ubiquiti UniFi UC-CK Network Monitoring Device - Network Threat Detection, Network Traffic Monitoring, Network Security Management, Network Port Detection, Twisted Pair Cable Testing, Network Testing, RF Monitoring - USB - 1 x Network (RJ-45) - Twisted Pair - Gigabit Ethernet - 10/100/1000Base-TX	\$99.00	1	\$99.00
<b>Ubiquiti UniFi Wireless Access Point Pro</b>  IEEE 802.11ac 1.27 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - 3 x Antenna(s) - 3 x Internal Antenna(s) - MIMO Technology - 2 x Network (RJ-45) - Wall Mountable, Ceiling Mountable - 1 Pack	\$165.00	1	\$165.00
<b>APC Smart-UPS 750 VA Tower UPS - 750VA/500W - 4.6 Minute Full Load - 6 x NEMA 5-15R</b> 	\$330.00	1	\$330.00
<b>APC UPS Network Management Card - SmartSlot</b> 	\$285.00	1	\$285.00
<b>Sophos SG 115 Security Appliance - US power cord</b> 	\$525.00	1	\$525.00
<b>Sophos SG 115 Network Protection - 12 Months</b> 	\$74.00	1	\$74.00

Subtotal: **\$1,803.00**

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**Products - Library Department**




Description	Price	Qty	Ext. Price
<b>SWITCHING</b>			
 <b>Extreme Networks X440-G2-48p-10GE4 Ethernet Switch - 48 Network, 8 Expansion Slot - Manageable - Twisted Pair, Optical Fiber - Modular - 3 Layer Supported - 1U High - Rack-mountable - Lifetime Limited Warranty</b>	\$2,304.00	2	\$4,608.00
<b>ExtremeWorks Next Business Day Advanced Hardware Replacement - 1 Year</b>	\$255.00	2	\$510.00
 <b>Extreme Networks Summit X440-G2-24P-10GE4 24 Port PoE Ethernet Switch</b>	\$1,456.00	1	\$1,456.00
<b>ExtremeWorks Next Business Day Advanced Hardware Replacement - 1 Year</b>	\$155.00	1	\$155.00
<b>PWR CORD NA 10A NEMA 5-15P IEC320 C13 11</b>	\$10.00	2	\$20.00
<b>WIRELESS</b>			
<b>Ubiquiti UniFi UC-CK Network Monitoring Device - Network Thr</b> Ubiquiti UniFi UC-CK Network Monitoring Device - Network Threat Detection, Network Traffic Monitoring, Network Security Management, Network Port Detection, Twisted Pair Cable Testing, Network Testing, RF Monitoring - USB - 1 x Network (RJ-45) - Twisted Pair - Gigabit Ethernet - 10/100/1000Base-TX	\$99.00	1	\$99.00
 <b>Ubiquiti UniFi Wireless Access Point Pro</b> IEEE 802.11ac 1.27 Gbit/s Wireless Access Point - 2.40 GHz, 5 GHz - 3 x Antenna(s) - 3 x Internal Antenna(s) - MIMO Technology - 2 x Network (RJ-45) - Wall Mountable, Ceiling Mountable - 1 Pack	\$165.00	2	\$330.00
<b>UPS POWER</b>			
 <b>APC Smart-UPS 1000 VA Tower UPS - 1000VA/670W - 6.1 Minute Full Load - 8 x NEMA 5-15R</b>	\$430.00	1	\$430.00
<b>APC UPS Network Management Card - SmartSlot</b>	\$285.00	1	\$285.00

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**Products - Library Department**

Description	Price	Qty	Ext. Price
			
<b>FIREWALL</b>			
Sophos SG 230 Security Appliance - US power cord 	\$1,790.00	1	\$1,790.00
Sophos SG 230 Network Protection - 12 Months 	\$566.00	1	\$566.00

Subtotal: **\$10,249.00**

**Backup Solution**

Selected	Description	Recurring	Qty	Ext. Recurring
X	<b>Managed Backup Server Installation &amp; Configuration</b>  Remove/suspend current backup Install backup agent Reboot server Setup local and cloud backup interval Initiate first backup Verify initial backups Basic client training on backup interface	\$0.00	4	\$0.00
X	<b>SIRIS 3 B2000 Backup Appliance</b>  Total Appliance Capacity: 2 TB Maximum Protected Base Data: 1 TB	\$0.00	1	\$0.00
X	<b>SIRIS 3 B2000 Unlimited Agents - Cloud TBR 1YR</b>  Unlimited Server Backup Agents for SIRIS 3 B2000 Appliance AKUITY Backup Management and Support Service Cloud Time Based Retention (1 Year) Cloud Retention schedule: -Intra-dailies (i.e. hourly) consolidated to dailies after 7 days -Dailies consolidated to weeklies after 2 weeks -Weeklies consolidated to monthlies after 6 weeks -Monthlies purged after 1 year	\$500.00	1	\$500.00

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## Backup Solution

Selected	Description	Recurring	Qty	Ext. Recurring
	Solution quoted is for all servers, in a single location, with a combined total of 1TB of data. Additional locations or data will result in additional charges.			

Selected Option Recurring Subtotal: **\$500.00**

One-Time Subtotal: **\$2,600.00**

## Services

Description	Price	Qty	Ext. Price
<b>Prepaid block of 100 hours of Desktop or Systems E</b>	\$17,000.00	1	\$17,000.00
Prepaid block of 100 hours of Desktop or Systems Engineer time.			

Subtotal: **\$17,000.00**

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## Network Upgrades (Budgetary)



*Gaile Prancevicius*

Prepared by:

**AKUITY Technologies**

Gaile Prancevicius

508-756-9300

Fax 508-756-9988

gaile.prancevicius@akuity.com

Prepared for:

**Town of Townsend**

272 Main St.

Townsend, MA 01469

Jim Kreidler

jkreidler@townsend.ma.us

(978) 597-1700

Quote Information:

**Quote #: 019171**

Version: 1

Delivery Date: 06/18/2018

Expiration Date: 07/31/2018

Payment Terms: Net 30 Days

## Selected Plan Summary

Description	Amount
Backup Solution	\$500.00

Recurring Total: **\$500.00**

## One-Time Expenses Summary

Description	Amount
Products - Primary Site	\$35,554.00
Products - Highway Department	\$1,803.00
Products - Water Department	\$1,803.00
Products - Library Department	\$10,249.00
Backup Solution	\$2,600.00

Subtotal: **\$52,009.00**

Shipping: **\$17,000.00**

Total: **\$69,009.00**

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Office of the  
BOARD OF SELECTMEN

272 Main Street - Townsend, Massachusetts 01469

Sue Lisio, Chairman  
James M. Kreidler, Jr.,  
Town Administrator

Cindy King, Vice-Chairman

Wayne Miller, Clerk  
Office (978) 597-1701

MEMORANDUM

TO: Kathleen Spofford, Town Clerk  
John Barrett, Town Moderator  
Planning Board  
Council on Aging  
Library Trustees  
Finance Committee

FROM: Carolyn Smart, Executive Assistant

DATE: May 23, 2018

RE. CHARTER REVIEW COMMITTEE

At the meeting of the Board of Selectmen held on May 22, 2018, the Board unanimously voted to form a Charter Review Committee in accordance with the Townsend Charter Section 7-7 (a).

I've attached the posting to this memorandum for all positions.

If you should have any questions, please do not hesitate to contact this office. Thank you.





## PUBLIC NOTICE OF VACANCY

May 23, 2018

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following nine vacancies are posted:

- 1 MEMBER FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY THE BOARD OF SELECTMEN.
- 1 MEMBER FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY THE PLANNING BOARD.
- 1 MEMBER FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY THE COUNCIL ON AGING.
- 1 MEMBER FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY THE LIBRARY TRUSTEES.
- 2 MEMBER(S) FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY THE FINANCE COMMITTEE.
- 3 MEMBERS (S) FOR THE CHARTER REVIEW COMMITTEE TO BE APPOINTED BY TOWN MODERATOR.

If interested, please forward a Volunteer Application form to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469.



## PUBLIC NOTICE OF VACANCY

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following two (2) vacancies are posted:

### TOWN PROPERTIES COMMITTEE

One year appointments for the term March 1st to February 28<sup>th</sup>

Two (2) Vacancies for Member at Large

Appointed Annually by the Board of Selectmen

If interested, please forward a Volunteer Application form to the  
Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469.





OFFICE OF THE BOARD OF SELECTMEN

272 Main Street, Townsend, MA  
(978) 597-1700 - [selectmen@townsend.ma.us](mailto:selectmen@townsend.ma.us)

James M. Kreidler, Jr.  
Town Administrator

TOWN OF TOWNSEND  
EMPLOYMENT OPPORTUNITY  
LAND USE COORDINATOR

The Town of Townsend seeks qualified applicants for the position of Land Use Coordinator. This is a Union position subject to collective bargaining agreements. The position is a full/time, 35 hours per week with a flexible schedule to include evening meetings.

*Responsibilities:* The Land Use Coordinator is responsible for streamlining the permitting process for applicants regarding the Land Use Boards (Planning, Zoning & Conservation), and other town departments on a variety of land use issues including but not limited to permit flow processes and centralization of land use functions.

*Qualifications:* The successful candidate must have a working knowledge of municipal land use processes including but not limited to special permits, variances, site plan review, subdivision control law, wetlands protection act and Massachusetts General Laws. Must possess strong public relations and interpersonal skills, computer skills and possess excellent written and verbal communication skills.

*Salary:* The range is \$23.63 to \$24.83 per hour, depending upon experience. Previous administrative and supervisory experience preferred with three to five years of previous job-related experience or any equivalent combination of relevant experience and education.

Please forward a letter of interest with resume and completed application to James M Kreidler Jr., Town Administrator c/o Selectmen's Office, 272 Main Street, Townsend, MA 01469. Or via email to [selectmen@townsend.ma.us](mailto:selectmen@townsend.ma.us) Employment application and detailed job description are available at [www.townsend.ma.us](http://www.townsend.ma.us). Applications will be accepted until a suitable candidate is found. The Town of Townsend is an AA/EOE.

As of July 6, 2018, (7) seven resumes  
Advertised:  
— MMA website  
— Lowell Sun





6.2  
Townsend Board of Selectmen Liaison Report

July 3, 2018

Re: Townsend Housing Authority (THA)

From: Sue Lisio, Chair

It was my pleasure to attend the Townsend Housing Authority Meeting on Wed., June 6, 2018. I also received an email that has been shared with the Board regarding actions of the Authority and some questions to me as liaison.

***Notes from the meeting***

**RCAP**

I informed the Authority that our office had received a letter from an RCAP attorney and checked with our Town Council and that the Housing Authority and Town have no authority over how RCAP runs the two developments. As owners of the properties HUD (Housing and Urban Development) and the DHCD (Department of Housing and Community Development). Every resident is given a handbook and should follow the process outlined should there be any concerns or complaints.

**Guidance and Assistance for their Board**

The THA expressed their need for some municipal clerical support and Housing process expertise as well as some training, although they currently do not have this budgeted. I let them know that the BOS is scheduled to receive and update on the Land Use Coordinator posting and that we will also discuss their needs.

**SOLDIER ON**

The THA also hosted a presentation by Soldier On, an organization that manages several Veteran's housing projects that include providing transportation and other services needed. The structure is based on a shared ownership by the Veteran residents, somewhat like a condo association. I took copies of their presentation booklet and passed out copies to the BOS.

**Other - Correspondence from THA**

See attached 3 pgs



## Re: Townsend Housing Authority Assistance Requested

To Laura Shifrin; TownsendCenterRealty.com <laurie@townsendcenterrealty.com> Copy Jim Kreidler <jkreidler@townsend.ma.us>

Laurie, (and Jim),

Please see my notes/comments below in BLUE. I am writing up a brief summary to the BOS for my Liaison Report to the Board and will submit it at the next BOS meeting. Please keep in mind that my comments are just mine and in the Liaison role I don't/can't speak for the BOS. And the BOS isn't your Board's superior anyway.

Glad to help point you in a direction if I can though.

On June 20, 2018 at 9:19 PM Laura Shifrin; TownsendCenterRealty.com wrote:

Dear Sue

At tonight's meeting the board voted the following motion:

"The Townsend Housing Authority is requesting assistance with the printing of agendas and minutes of the THA to be provided prior to posted meetings by the Town Administrator's office or their designee".

Not sure what you mean here. Do you want to be able to print out your meeting agendas/handouts at the Town Hall before your meetings? If yes, Jim, is there a printer the THA can use and who can show them how to send things to and to operate that printer please? Could you let Laurie know please?

The following was discussed for budget needs:

Staff--3-5 hrs a month on average--this may be higher when a project is in the works (ie: Housing Production survey meetings and merging of reports for Town Meeting vote, the establishing of and distribution of RFPs for up coming projects (ie: partnership with next housing project) if needed

Having estimates of time is a good start toward understanding your budget needs. Meanwhile I will mention this in my report.

We have requested assistance from MRPC for 2019 to prep for 2020 vote required for the housing plan which in the past was done by the LUC with MRPC assistance.

Sounds like a good way to orient your entire Board too. Nice timing for you and the new folks to hear things together too. They will likely have a guide or list of steps you need to go through and what to do first, etc. I suspect it may be rather complex in terms of approval process steps too. They are the best resource for you at this stage I'm sure.

Funds for: Education, membership dues, meeting and conferences, GIS MAPS previously done by Karen Chapman for Town Properties and used by several boards.

Good, more things you need to document for your budget needs. You may want to consider putting together an article for the Fall Town Meeting if these are **things** you need to do this fiscal year. Going forward, it should be done as part of the overall budget for FY20 so keep track as needs come up as it will help build a budget request.

Has the new Town Properties committee been appointed?

The THA would meet with the Town Properties Committee to decipher opportunities for affordable housing built on Town Property. (ie: Habitat House).





The Town Properties Committee is on our list to discuss - but our business list is long. Not sure yet when it will be on an agenda yet. Stay tuned. You might want to appoint a person on your board to start to investigate this in the meantime. Don't have any idea of what Town-owned properties might fit what you're thinking about or how it would be funded. And, for the Properties Committee, if we're talking needing new members, they will take a while to get off and running - same as you're trying to do.

We now have a full board of active volunteers and are looking forward to making progress towards the Town's goals.

We are planning a "road trip" which will be posted once confirmed to one of the Veteran's Housing projects done by Soldier On. This will be on Monday, July 16th beginning at 10:00 a.m.

If need be, we will check with the Attorney General's office to make sure that we are not in OML violation by taking this trip as a board. We do intend to discuss what we are seeing when we see it.

Good idea to check. I believe it's covered in the Open Meeting Law packet that folks get when they are sworn in. If not it's mentioned online. I think it's under training/workshops. Maybe Jim knows?

We are still looking for the vote of Town Meeting which established the Townsend Housing Authority. The vote will/should tell us what the Town is expecting of the Housing Authority. I have copied our Town Clerk as I believe that this vote would be in her records.

Another good thing to know. You will want to be sure it fits for today's needs too.

We hope to have a meeting on Wednesday, August 15, 2018 and have a joint meeting of the Board of Selectmen, Assessors, Town Properties and Planning Boards

Along with Soldier On, State Representative Harrington, Jay Ashe, Veterans funding --to see how our Veteran's Project can not only be helpful to our Veterans but also be a win/win for our Town.

I passed out the Soldier On booklets the other night but my report wasn't ready so we did not discuss the presentation you held. I cannot say if we can meet with you as a Board for that meeting. I would have to see if the other members can attend or not. Also, it may be a bit premature. It seems you may have some additional foundation work to do with MRPC before joint meetings which are usually more done at the presentation stage. I would think you would have to do the ground work on the funding available, site available, feasibility study(s), town meeting approvals you may need including any local funding or resources you may require. Remember, you are your own elected Board, not under the BOS. Just my thoughts.

We have already met with 3 "partners" for this housing project within the last 10 months.

Our question is---do we have to do an RFP for a "partner". RCAP was invited to make a presentation; however did not respond.

MRPC would be able to answer this question for sure. I'd ask if you need a feasibility study first too. And who has to pay for any studies, what costs money, and how much and where the money for the different things comes from and how long it takes? If you have to go to the Town for approvals to move forward you'll need to know all these things.

When we "partnered" with RCAP for Townsend Woods; I have no recollection of the RFP process for that partnership. It was RCAP that did the RFPs for architects and general contractors etc. of which the THA was a part of the interview process.

Your not there yet Laurie. These are the good/important questions you can ask later when you are through with initial discussions/overview with MRCP. Really need to know the steps in your process first. Save these thoughts.

We also addressed the decision of the ZBA regarding the moderate income accessory apartment. I will be addressing the decision the Beth Faxon as we feel there may be some confusion as to how the decision was written in order for us to follow the State Form's guidelines and submit it in a manner that will be acceptable to the State.



Your comments are always appreciated.

Just thinking too. How does your potential project dovetail with the work that the Master Plan folks are doing? Has your Board given any input to their process?

You don't need to answer me on any of this. It's just my thoughts. Hope I've helped somewhat at least.

My best  
Laura/Laurie

BCC: THA full board  
Please do not reply all to this email. Thank you!

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

FIRSTGIVING.COM

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Laura E. Shifrin, Certified Residential Specialist(CRS)  
CRB,CIPS,ABR,CBR,GRI,PMN,LTG,SRES,RECS,e-Pro,SFR (committed to higher industry education) NAR RPAC HALL OF FAME-2005 to present (Sterling R since 1984)  
Broker/Owner: Townsend Center Realty, Inc. licensed broker since: in MA.1977, NH 1987  
National Council of Residential Specialist Reg. Vice President 2009-2014  
National Council of Residential Specialist Board of Director 2015-2016  
Named 2008 & 2010 NCMAR Good Neighbor Award CRS MA Member Of The Year 2006  
1996 President of the Massachusetts Association of REALTORS  
2009 Massachusetts CRS Distinguished Service Award,CRS Medallion Award 2013

**Best contact: 978-808-1733**

**AGENCY DISCLOSURE\*:** Please click on the appropriate link for agency disclosure in your state and read this document which is required to be presented to you before we look at or discuss any specific real estate: [\\*New Hampshire](#) , [MA](#)





Ken Arsenault, former Hawthorne Brook Middle School Band Director, will conduct the Townsend Military Band during its Thursday, July 12<sup>th</sup>, concert on the Townsend Common. The music to be played that evening was selected by Mr. Arsenault, who has played trumpet in the Townsend Military Band for many years.

The New Beginnings United Methodist Church will host the lawn party to be held in conjunction with the Townsend Military Band's July 12<sup>th</sup> concert. Church members plan to have a food court where hamburgers, cheeseburgers, hot dogs, assorted chips, soda, water, and coffee will be available for purchase. Their baked goods table will feature everyone's favorites including cookies, brownies, breads, pies, and more. .

Children attending the concert may play in the bouncy house set up on the Common that evening for their enjoyment.

The Townsend Military Band will open its concert at 7:30 p.m. by playing "Flourish for Wind Band" by Vaugh Williams and Klover's "Billboard March". "Oklahoma", the "One Finger Polka" by Walters, and Osterling's "Bandology" will be performed. "Just A Closer Walk with Thee" arranged by Gillis and "Costa Brava" by Osterling will be included in the first portion of the concert.

Following intermission the band will play the "Nutmeggers March" by Osterling and "Trumpeter's Lullaby" by Anderson, "Three Ayers From Gloucester" by Stuart, Sousa's "Liberty Bell March", and "Toccata For Band" by Erickson will be offered. The "Belgian Paratroopers" arranged by Swearingen and Sousa's "Washington Post March" will be performed before the band concludes its concert at 9:30 by playing the "Star Spangled Banner".





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

Sue Lisio, *Chairman*  
James M. Kreidler, Jr.,  
Town Administrator

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*  
(978) 597-1701

MEETING MINUTES FOR JUNE 19, 2018 - 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 SL called the meeting to order at 6:00P.M.  
Roll call vote showed 3 members present: Chairman, Sue (SL), Vice-Chair, Cindy King (CK) and Clerk, Wayne Miller (WM).
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded. SL queried the audience members.
- 1.4 SL moved to add meeting schedule under 5.2 and Flag (s) for July 4<sup>th</sup> under 5.4

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. In conjunction with the Townsend Housing Authority to appoint a new member until the next Annual Town Election in accordance with 3-1 (f) (1) of the Charter.

The Housing Authority members called their meeting to order. Ms. Shifrin, Chair of the Housing Authority explained to the Board the process used to select the nominee. Ms. Shifrin announced Natalie Call was the nominee chosen. The Selectmen together with the members of the Housing Authority accepted the nomination of Natalie Call and appointed her until the next Annual Town Election.

SL moved to address 2.3 prior to 2.2

- 2.2 6:10P.M. In conjunction with the Planning Board to appoint a new member until the next Annual Town Election in accordance with 3-1 (f) (1) of the Charter.

Ms. Shifrin, a member of the Planning Board informed the Selectmen it was a unanimous vote of the Board to nominate Jerrilyn Bozicas. The Selectmen together with the member of the Planning Board present accepted the nomination of Jerrilyn Bozicas and appointed her until the next Annual Town Election.

- 2.3 6:15P.M. Karen Hill, Conservation Commission, RE: Conservation Updates.  
Ms. Hill gave the Board and audience an update on Squannacook River Clean-up project, reporting the permit has been applied for and the dates of August 4, 11 & 18<sup>th</sup> were chosen for the clean-up. Ms. Hill also reported water bottles would be for sale to help with the

raising of funds, announcing they're looking for donations for supplies. Ms. Hill informed the Board there are over 50 documented snags and all work will be supervised.

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

- 3.1 WM moved to appoint Karen Waxman, Kym Craven, and Linda Johansen to the 300<sup>th</sup> Anniversary Committee effective June 19, 2018. CK seconded. Unanimous vote.
- 3.2 WM moved to appoint Alice A. Struthers to the Townsend Cultural Council for a three year term effective July 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.
- 3.3 WM moved to appoint Cheryl Simoneau to the Townsend Cultural Council for a three year term effective July 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.
- 3.4 WM moved to appoint Cheryl Simoneau to the Council on Aging for a three year term effective July 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.
- 3.5 WM moved to appoint David R. Chenelle to the Zoning Board of Appeals for a five year term effective July 1, 2018 to June 30, 2023. CK seconded. Unanimous vote.
- 3.6 WM moved to appoint Victoria Janicki as an Alternate member of the Zoning Board of Appeals for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.7 WM moved to appoint Richard Kapenas as the Gas Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.8 WM moved to appoint Gary Williams as the Alternate Gas Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.9 WM moved to appoint Richard Kapenas as the Plumbing Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.10 WM moved to appoint Gary Williams as the Alternate Plumbing Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.11 WM moved to appoint Eric Aaltonen as the Sealer of Weights and Measures for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.12 WM moved to appoint William Choate as the Wiring Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.13 WM moved to appoint Daniel Cushion as the Alternate Wiring Inspector for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.

- 3.14 WM moved to appoint the following to the Townsend Police Department in accordance with Chapter 41, Section 97A for a one year term effective July 1, 2018 to June 30, 2019 as listed on the agenda. CK seconded.

Richard B. Bailey, Police Chief	James Sartell, Deputy Chief
Mark Giancotti, Lieutenant	John Johnson, Sergeant
Kimberly Mattson, Sergeant	James Marchand, Officer
Thaddeus Rochette, Officer	George Reidy, Officer
Mark Francis, Officer	David Phillips, Officer
Jeffrey Giles, Officer	Michael Marchand, Officer
Nicholas Thayer, Officer	

Unanimous vote.

- 3.15 WM moved to appoint Jean Nichols as Police Matron for the Townsend Police Department for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.

- 3.16 WM moved to appoint Mary Letourneau as the Animal Control Officer for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Chief Bailey informed the Board he would be looking into the issue of the kennel. Unanimous vote.

- 3.17 WM moved to appoint Richard B. Bailey as the Keeper of the Lock-up for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.

- 3.18 WM moved to appoint the following as the Agents for the Licensing Authority for a one year term effective July 1, 2018 to June 30, 2019:

Richard B. Bailey, Police Chief	Mark Giancotti, Lieutenant
John Johnson, Sergeant	Kimberly Mattson, Sergeant

CK seconded. Unanimous vote.

- 3.19 WM moved to appoint Kathleen Spofford as the Parking Clerk for the Townsend Police Department for a one year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.

- 3.20 WM moved to appoint the following as Reserve Police Officers for the Townsend Police Department for a one year term effective July 1, 2018 to June 30, 2019:

Tony Brennan, Reserve Officer	Christopher VanVoorhis, Reserve Officer
Austin Cote, Reserve Officer	Joseph Quinn, Reserve Officer

Thomas Kahill, Reserve Officer

CK seconded. Unanimous vote.

- 3.21 WM moved to appoint the following as Special Police Officers to the Townsend Police Department for a one year term effective July 1, 2018 to June 30, 2019 as on listed on the agenda:



## PEPPERELL POLICE DEPARTMENT

David Scott, Police Chief  
Alan Lessieur, Sergeant  
Thomas Maskalenko, Sergeant  
Steven Burke, Patrol Officer  
Jared Carrubba, Patrol Officer  
Stephen Mulkerin, Patrol Officer  
Daniel Adams, Patrol Officer  
John Coburn, Patrol Officer  
David Querze, Reserve Officer  
Glenn Caswell, Reserve Officer  
Jeff Noble, Reserve Officer  
Michael Luibil, Special Officer  
Scott Woodward, Special Officer

Todd Blain, Lieutenant  
Nick Parker, Sergeant  
Jeremiah Friend, Sergeant  
Bruce Haskins, Patrol Officer  
Fabrizio Vestri, Patrol Officer  
Daniel D'eon, Patrol Officer  
Michael Kenney, Patrol Officer  
Justin Zink, Patrol Officer  
Paul Nelson, Reserve Officer  
William Greathead, Reserve Officer  
Michael Pietroforte, Special Officer  
Steve Bezanson, Special Officer

CK seconded. Unanimous vote.

- 3.22 WM moved to appoint the following to the Townsend Fire-EMS Department for a one year term effective July 1, 2018 to June 30, 2019 as listed on the agenda:

Shayna Appel, Chaplain  
Kathleen Beal, Firefighter/EMT-B  
Brenton Bourne, Firefighter/Paramedic  
Drew Brassard, Fire/Paramedic  
Richard Carlson, Lieutenant  
Miles Childs, Paramedic  
Austin Cole, Reserve Company  
Duane Creighton, Firefighter  
Andrew Devoll, Firefighter/Paramedic  
William Elliot, Captain  
Jessica Fellows, EMT-B  
Sam Galeota, Firefighter  
Randy Girard, Firefighter  
Michael Grimley, Operations Captain  
Brian Harkins, Firefighter/Paramedic  
Robert Henderson, Firefighter/EMT-B  
Brett King, Firefighter  
Kris Klien, Lieutenant/EMT-B  
John Mallinson, Paramedic  
Michael Marchand, Firefighter  
Austin Matthes, Firefighter  
Joshua McCrillis, Paramedic  
Steven Mongelli, Firefighter  
Jean Nichols, EMT-B  
Leon Niemiera, Firefighter/EMT-B

Jeffrey Beal, Firefighter/EMT-B  
Jacqueline Becker, Paramedic  
Mark Boynton, Fire-EMS Chief  
Shawn Carlin, Paramedic  
Nicole Carter, Paramedic  
Jeffrey Cormier, Captain/EMT-B  
Christopher Coller, Paramedic  
Zachery Devincentis, Firefighter  
John Elliott, Deputy Chief  
Eric Fellows, Photographer  
Greg Galeota, Firefighter/EMT-B  
Steven Gay, EMT-B  
Christian Grant, Paramedic  
Christopher Grotton, Firefighter  
Robert Hayes, Paramedic  
David Hoffman, Firefighter  
Jonathan Kinney, Firefighter/EMT-B  
Cory Lopez, Firefighter/EMT-B  
Eric Mannion, Paramedic  
Derek Maskalenko, Firefighter/EMT  
Brian Mayer, Lieutenant/EMT-B  
Eric Modica, Firefighter/EMT-B  
Laura Moreau, Paramedic  
Benjamin Niemiera, Operations LT  
James Normington, Firefighter



Everett Olsen, Paramedic  
Keven Patterson, Chaplain  
Kevin Pena, Firefighter/EMT-B  
Ronald Petrucci, Firefighter/Paramedic  
Jeffrey Ruppel, Paramedic  
Andrew Shepherd, Firefighter  
Dan Silva, Firefighter/EMT-B  
Michael Sadano, Firefighter  
Thomas Stepney, Mechanic  
John Tuomi, Firefighter/Paramedic  
Michael Whitter, Firefighter/EMT-B  
Christopher Williams, Firefighter/EMT

Shawn Ormiston, Paramedic  
Colton Peladeau, Paramedic  
Andrew Perry, Firefighter/Paramedic  
David Powell, Mechanic  
Martin Scott, Operations Captain  
Gary Shepherd, Deputy Chief  
Benjamin Simmons, LT/Paramedic  
Nicholas Stepney, Mechanic  
David Stevens, Firefighter  
Michael Virostko, Firefighter/EMT-B

CK seconded. Discussing regarding the appointment of a Police Officer and Firefighter ensued, emphasis on the financial loss of an Officer if injured as a Firefighter. The Board asked a letter be sent to the Officer/Firefighter reminding him of the risk. Unanimous vote.

- 3.23 WM moved to appoint Todd Arsenault and Karen Clement to the American Flag Committee effective June 19, 2018. CK seconded. Unanimous vote.
- 3.24 WM moved to appoint James Deroian and John Hussey to the Conservation Commission for a three year term effective July 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.
- 3.25 WM moved to appoint Christopher Low as a probationary full-time Police Officer for the Townsend Police Department contingent upon a background check, psychological exam, medical exam and successful completion of the MPTC program with a one-year probationary period effective July 1, 2018 to June 30, 2019. CK seconded. Discussion with Police Chief Bailey ensued: the Chief explained he was looking for the Board to give a conditional offer of employment. Discussion included: Police Academy and training schedules, previous hiring practices, and union contractual agreements. Chief Bailey to get additional information for the Board to consider and will come back to discuss. The Board moved onto agenda item 3.26

The Board addressed agenda items 3.26-4.6, Chief Bailey returned to the meeting with additional information. Chief Bailey further explained the process used to select Mr. Low further informing the Board a space was reserved for him to attend the Police Academy for the end of July. SL voiced concern with paying him any salary prior to the Academy training, Chief Bailey agreed and will not start Mr. Low until his first day at the Academy.

WM moved to appoint Christopher Low as a probationary full-time Police Officer for the Townsend Police Department contingent upon a background check, psychological exam,

medical exam and successful completion of the MPTC and contingent upon that payroll does not start until day 1 of the Academy. CK seconded. Unanimous vote.

- 3.26 WM moved to appoint James Smith to the Montachusett Joint Transportation Committee for a one-year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.

- 3.27 WM moved to appoint Michael Brown and Brent R. Carney to the Energy Committee for a three year term effective July 1, 2018 to June 30, 2021. CK seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review/Comment mandatory referral for the Zoning Board of Appeals, RE: 355 Main Street.

The Board reviewed the referral – please see attached. WM moved to thank the ZBA for the opportunity to comment and to take no action. SL clarified to send no comment. CK seconded. Unanimous vote.

- 4.2 Review/Approve/Sign a special license for Brianna Doughty, Pearl Hill State Park in conjunction with a “cookout” with serving hours from 12:00P.M. to 4:00P.M.

The Board reviewed the request for the special license – please see attached. Questions regarding the process to approve the license for State property, review of DCR approval, review of application and the need for a TIPS certified server and detail officers. WM moved to approve a special license for Brianna Doughty, Pearl Hill State Park in conjunction with a “cookout” with serving hours from 12:00P.M. to 4:00P.M. CK seconded. WM amended to include: contingent upon having a TIPS certified server. CK seconded. Unanimous vote.

- 4.3 Review/Approve/Sign the Recycled Product Procurement Policy.

The Board reviewed the policy – please see attached. Discussion included: previous policy, recycling grant requirements and the wording for required reporting (Section E). SL suggested the wording for Section E to read: For the purpose of measuring the progress of the program and success in meeting recycling goals of the Commonwealth, each department shall log purchases of recycled products and make available the documentation to the Town Administrator upon request.

Consensus was reaching regarding the changes, the policy to be updated for the Selectmen’s signature. WM moved to approve and sign the Recycled Product Procurement Policy and to amend with “each department shall log purchases of recycled products and make available the documentation to the Town Administrator upon request” and to sign the policy outside of the meeting. CK seconded. Unanimous vote.

medical exam and successful completion of the MPTC and contingent upon that payroll does not start until day 1 of the Academy. CK seconded. Unanimous vote.

- 3.26 WM moved to appoint James Smith to the Montachusett Joint Transportation Committee for a one-year term effective July 1, 2018 to June 30, 2019. CK seconded. Unanimous vote.
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Consensus was reached regarding the changes, the policy to be updated for the Selectmen’s signature. WM moved to approve and sign the Recycled Product Procurement Policy and to amend with “each department shall log purchases of recycled products and make available the documentation to the Town Administrator upon request” and to sign the policy outside of the meeting. CK seconded. Unanimous vote.



- 4.4 Review Chapter 61 first right of refusal for the property located on Bailey Road to be converted to commercial use.

The Board reviewed the notification – please see attached. Discussion included: other uses for property, Chapter 61 process, tax roll-back process, questions regarding the converting to commercial property and the need for additional town property for development. WM moved to not exercise the first right of refusal for Bailey Road. CK seconded. Unanimous vote.

- 4.5 Discussion, RE: Re-posting of the Girls' School Commemoration Committee.  
The Board reviewed the new posting for Committee members – please see attached.

- 4.6 Authorize in accordance with MGL Chapter 44, Section 53E ½ an increase of \$10,000 in authorized spending for the Recreation Revolving Account.

WM moved to authorize in accordance with MGL Chapter 44, Section 53E ½ an increase of \$10,000 in authorized spending for the Recreation Revolving Account. CK seconded. Unanimous vote.

CK moved to recess for 5 minutes.

SL called the meeting back to order. Chief Bailey returned to the meeting with additional information, the Board agreed to address the appointment of Christopher Low – see agenda item 3.25

- 4.7 Review/approve/sign the following Transfer of Appropriations:

- Street lights
- Facilities
- TEMA
- Legal
- Land Use

WM moved to approve \$4,500.00 from Health Insurance transferred to Street Lights Energy. CK seconded. Unanimous vote.

WM moved to approve \$15,000.00 from Health Insurance transferred to Facilities. CK seconded. Unanimous vote.

WM moved to approve \$325.00 from Health Insurance to Other purchased services. CK seconded. The Board expressed concern there was no reason given and asked that all transfer requests outline the reason for such. Unanimous vote.

WM moved to approve \$4,500.00 from Health Insurance to Land Use Professional Services. CK seconded. Unanimous vote.

WM moved to approve \$5,000.00 from Health Insurance to Legal Expenses. CK seconded. Unanimous vote.

- 4.8 Review/Approve/Sign Change Order #4 in the amount of \$12,836.98 for the West Townsend Fire Station project.



WM moved to approve the Change Order #4 in the amount of \$12,836.98 for the West Townsend Fire Station Project. CK seconded. The Board expressed disappointment there's was no one in attendance to discuss the project and concern with this being the 4<sup>th</sup> change order. Any change orders in the future, the Board requested the Chief and other designee be available to discuss. Unanimous vote.

- 4.9 Review/Approve/Sign engineering proposal for the Townsend Water Department and Tighe & Bond for the purpose of replacing approximately 3,100 linear feet of water main along a portion of Main Street.

The Board reviewed the proposal, (please see attached) noting the original contracts were not available. WM moved to approve the engineering proposal for the Townsend Water Department with Tighe & Bond for the purpose of replacing approximately 3,100 linear feet of water main along a portion of Main Street and to sign the contract out of session. CK seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and reports.

5.1.1 Vacant volunteer and paid position updates

5.1.2 Charter Commission

5.1.3 Board Operating Policies- amend agenda setting section.

5.1.4 Board Liaison Roles Policy

5.1.5 Public Comment Policy

5.1.6 Board Legal Counsel Policy

5.1.7 Brief Cable System Expansion Discussion

The Board tabled agenda items 5.1.1-5.1.7 until August 21, 2018.

- 5.2 Board of Selectmen announcements, updates, and reports.

SL informed the members and audience of the meeting calendar: July 10, 2018, August 7, 2018, and August 21, 2018. SL stated July 10, 2018 would be a small agenda. SL would like a new section on the agendas titled, new/old business so the Board can track.

WM read the band concert announcement - please see attached.

- 5.3 Approval of meeting minutes for May 22, 2018, May 24, 2018, May 29, 2018 and June 5, 2018.

WM moved to approve the meeting minutes for May 22, 2018, May 24, 2018, May 29, 2018. CK seconded. Unanimous vote.

WM moved to approve the meeting minutes for June 5, 2018. CK seconded. SL & WM (YES) and CK abstained from the vote.

- 5.4 Board Mail and Correspondence

- Flag (s) for July 4<sup>th</sup>

The Board discussed an email (please see attached) they received regarding the flag not being placed on the poles for Memorial Day. SL explained the responsibility is

with the American Flag Committee and they are working to formulate a plan to get them up in the future. SL encouraged folks to help and participate in the process.

- 5.5 WM moved to review and sign the payroll and bills payable warrants out of session. CK seconded. Unanimous vote.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN

The Chairman tabled all executive sessions until July 10, 2018.

Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. Merrill vs Townsend

Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. RE: Fire Union

VII. ADJOURNMENT:

WM moved to adjourn the meeting at 8:17P.M. CK seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant

*Voted to approve the meeting minutes for the meeting of June 19, 2018, by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2018.*



