



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,

(978) 597-1701

Town Administrator

SELECTMEN'S MEETING MINUTES FOR JULY 2, 2019 AT 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 Lisio (SL), Vice-Chairman Wayne Miller (WM) and Clerk Don Klein (DK).

1.2 Pledge of Allegiance

1.3 Chairman's Additions or Deletions - none.

SL announced the meeting was being tape recorded.

SL added 3.3 under meeting business to discuss consider of a posting to appoint someone while the Water Superintendent is out on leave.

1.4 Public Comment Period - None.

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

2.1 Appoint as attached to the Townsend Fire-EMS Department for a one-year term effective July 1, 2019 to June 30, 2020.

Mark Boynton, Fire-EMS Chief
Martin Scott, Operations Captain/EMT-P
Shayne Araujo, Firefighter
Brenton Bourne, Firefighter/Paramedic
Shawn Carlin, Firefighter/Paramedic
Nicole Carter, Paramedic
Jeffrey Cormier, Captain/EMT-B
Duane Creighton, Firefighter
Andrew Devoll, Firefighter/Paramedic
William Elliott, Deputy Chief
Greg Galeota, Firefighter/EMT-B
Nicholas Girard, Firefighter
Christian Grant, Paramedic
Brian Harkins, Firefighter/Paramedic
Robert Henderson, Firefighter/EMT-B
Brett King, Firefighter
Kris Klein, Lieutenant/EMT-B
Cory Lopez, Firefighter/EMT-B
John Mallinson, Paramedic
Michael Marchand, Firefighter
Austin Matthes, Firefighter
Jean McCrillis, EMT-B
Michael Meadows, Firefighter/EMT-B

Michael Grimley, Operations Captain/EMT-B
Benjamin Niemiera, Operations Lieutenant/EMT P
Jeffrey Beal, Firefighter/EMT-B
Drew Brassard, Firefighter/Paramedic
Richard Carlson, Lieutenant
Miles Child, Paramedic
Christopher Cotter, Paramedic
Zachery Devincentis, Firefighter
John Elliott, Firefighter
Jessica Fellows, EMT-B
Sam Galeota, Firefighter
Randy Girard, Firefighter
David Hargrave, Paramedic
Robert Hayes, Paramedic
David Hoffman, Firefighter
Jonathan Kinney, Lieutenant/EMT-B
Brennon Lawrence, Firefighter
Michael Macgregor, Firefighter/Paramedic
Eric Mannion, Paramedic
Derek Maskalenko, Firefighter/EMT-B
Brian Mayer, Captain/EMT-B
Joshua McCrillis, Paramedic
Eric Modica, Firefighter/Paramedic

Jonathan Moore, Firefighter
Leon Niemiera, Firefighter/EMT-B
Everett Olsen, Firefighter/Paramedic
Colton Peladeau, Firefighter/EMT-B
Andrew Perry, Firefighter/Paramedic
David Powell, Mechanic
Patrick Ring, Paramedic
Andrew Shepherd, Firefighter
Dan Silva, Firefighter/EMT-B
Michael Sodano, Firefighter
Nicolas Stepney, Mechanic
Kaila Temple, Firefighter/Paramedic
Michael Virostko, Firefighter/EMT-B
Shayna Appeal, Chaplin
Eric Fellows, Photographer

Steven Mongellie, Firefighter
James Normington, Firefighter
Shawn Ormiston/Paramedic
Kevin Pena, Firefighter/EMT-B
Ronald Petrucci, Firefighter/Paramedic
Paul Rekos, Jr., Firefighter/Paramedic
Jeffrey Ruppel, Firefighter
Gary Shepherd, Deputy Chief
Benjamin Simmons, Lieutenant/EMT-B
Thomas Stepney, Mechanic
David Stevens, Firefighter
John Tuomi, Firefighter/Paramedic
Michael Whittier, Firefighter/EMT-B
Brian Borneman, Auxiliary
Keven Patterson, Chaplin

DK moved to appoint as attached to the Townsend Fire-EMS Department from July 1, 2019 to June 30, 2020 with the exception of Kristopher Klein. SL seconded. Unanimous vote.

WM moved to appoint Kristopher Klein, Lieutenant to the Fire-EMS Department from July 1, 2019 to June 30, 2020. SL seconded. DK abstained from vote. Unanimous vote.

- 2.2 DK moved to appoint Richard Kapenas as the Gas Inspector and the Plumbing Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.3 DK moved to appoint Gary Williams as the Alternate Gas Inspector and the Alternate Plumbing Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.4 DK moved to appoint Eric Aaltonen as the Sealer of Weights and Measures for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.5 DK moved to appoint Daniel Cushion as the Wiring Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.6 DK moved to appoint Peter Martin as the Alternate Wiring Inspector for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.
- 2.7 DK moved to appoint Robert Rebholz to the Zoning Board of Appeals for a five year term effective July 1, 2019 to June 30, 2024. SL seconded. Unanimous vote.
- 2.8 DK moved to appoint Victoria Janicki as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.
- 2.9 DK moved to appoint David Funaiolo as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.
- 2.10 DK moved to appoint Sean Pearson as an Alternate member to the Zoning Board of Appeals for a one year term effective July 1, 2019 to June 30, 2020. SL seconded. Unanimous vote.

- 2.11 DK moved to appoint the following as Special Police Officers to the Townsend Police Department for a one year term effective July 1, 2019 to June 30, 2020:
- Fred S. Alden, Chief of Police (Ashby)
 - Derek J. Pepple, Sergeant
 - John R. Dillon, Patrolman
 - Brian F. Vautour, Patrolman
 - Erik C. Salo, Patrolman
 - Corin W. Campbell, Patrolman
 - Dylan J. Dennis, Reserve Officer
- SL seconded. Unanimous vote.
- 2.12 DK moved to appoint Joan Wotkowicz as the Town Representative to the Nashua River Wild & Scenic Study Committee effective July 2, 2019. SL seconded. Unanimous vote.
- 2.13 DK moved to appoint Bill Wilkinson as the Alternate Representative to the Nashua River Wild & Scenic Study Committee effective July 2, 2019. SL seconded. Unanimous vote
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
- 3.1 DK moved to approve the Renewal Application for a Junk Collectors License to Carl Cerullo of MJS Metals and forward to the Town Clerk for Issuance of the Junk Collectors Permit. SL seconded. Unanimous vote.
- 3.2 Review second reading of policies.
- 3.2.1 Code of Conduct Policy
 - 3.2.2 Technology Policy (Social Media)
 - 3.2.3 Technology Policy (Email)
 - 3.2.4 Technology Policy (Tech Use)

The Board reviewed the policies (please see attached). Mr. Kreidler explained that 3.2.1 - 3.2.3 have the changes incorporated from the last work session and have been reviewed by Counsel. Mr. Kreidler stated the 3.2.4 Tech Use still needs work from Counsel in regards to private use computers. Mr. Kreidler stated he would email the Board with the Counsel's comments. SL suggesting putting replace policy information as a footnote.

DK moved to approve the Code of Conduct Policy, the Technology Policy (Social Media) the Technology Policy (Email) to be signed out of session with the addition of footnote noting what policies were being replace and add a date line next to the Selectmen's signature. SL suggested having reference to any bylaws or the charter that has language relating to the policy. Unanimous vote.

- 3.3 Consideration of the Water Department Supervisor position and posting.
- Mr. Kreidler informed the Board; the Water Commissioners are meeting to discuss the issue. Mr. Kreidler further relayed the Chair of the Water Commissioners wanted to share with the Board with the understanding the Commissioners have not approved or discussed of the proposal at a meeting. The Chair wanted the Selectmen to consider a motion to the effect; the Board moves to work with the Chair of the Water Commissioners to secure the services of an interested public Water Superintendent from the immediate area in an effort to contract with him to oversee the

operations of the Water Department while Mr. Rafuse is out. Mr. Kreidler further stated that the Chair of the Water Commissioners has spoken with an interested person in performing such a service for us. Mr. Kreidler explained it would be for 2-3 hours per day at a set price. Additionally a another motion to consider would be to allow the Town Administrator to procure services from an independent contractor from a qualified person to cover the operations of the Water Department.

SL asked her Board members if they are available on the 10th for an appointment in case the interested party is willing to serve. DK expressed concern with the amount of hours, as there's two big projects that are ongoing. Mr. Kreidler stated we did have an engineering firm that could oversee the projects and that would be the responsibility of the Water Commissioners.

DK moved that the Board as outlined by the Town Administrator and the attached document (see attached) that we go forward. WM seconded. Unanimous vote.

IV. WORK SESSION – VOTES MAY BE TAKEN:

Town Administrator updates and report.

1. Personnel Updates-

- a. School Resource Officer- At the Board meeting last month the Board made it clear that they were expecting the Chief (and Deputy) along with Superintendent Morgan to get together, conduct additional research and to come back with an update if not an outright plan.

Over the past week, Chief Bailey has been dealing with a personal issue that has kept him out of the office and will keep him out of the office into at least next week. Additionally, I have made multiple attempts over the past week to reach Superintendent Morgan and have been unsuccessful in making contact.

I am hopeful that between my writing this report and my speaking to the issue at the meeting that I will have something of substance to offer but as I sit now there is no information to share.

Board Action Requested- None requested.

Board Action Expected?

- b. Personnel Administration Project- We will be kicking off the personnel project within the next week. The consultant has asked to meet with the Board as a whole to ascertain the “Board” perspective and then to meet individually if members so desire. I will have a tentative project schedule with detailed deliverables available at the meeting.

Board Action Requested- None requested.

2. Financial Updates-

- a. FY19 Budget Year End Transfers- The following are the final year end transfer requests for FY19 at year end.

Amount	Transferred from	Transferred to
\$18,500.00	Health Insurance 001-09-914-5740	Police, Wages, Stipends, OT 001-02-210-5130
\$22,000.00	School Assessment 001-03-300-5400	Facilities 001-01-191-53000
\$ 400.00	Land Fill Operating 430	Board of Health Operating 520
\$ 20,000.00	School Assessment 001-03-300-5400	Select Prof Services 530- Collins Center
\$4,000.00	Fire- EMS Salary/Wages	Fire-EMS Expenses

Board Action Requested- If it would please the Board, a vote to approve of these final requested year end transfers.

SL added the last transfer above (Fire-EMS)

DK moved to approve the transfers as requested with amendments to the school assessment and adding the Fire for the \$4,000.00. WM seconded. Unanimous vote.

3. Project Updates-

- a. **IT System Upgrade Project-** Work has begun and will continue over the next four (4) weeks.

At the last Board meeting, which was held on June 18, 2019, I sought and received a vote to "Review/Approve/Vote a network upgrade proposal in the amount of \$66,384.00 and authorize the Town Administrator to sign the contract.

That very night I did as much (copy attached).

As Paul Harvey use to say, "Now for the rest of the story..."

At your meeting two weeks prior, on May 28, 2019, I provided a written update from Bassem Awad, our IT Director, regarding the IT Project. It stated that-

A. IT NETWORK UPGRADE—BEGIN JUNE 2019

The IT Network Upgrade will cover the Town Hall, Highway Dept., Water Dept., and the Cemetery Dept. AKUITY Technologies will be contracted to start the town network infrastructure upgrades. AKUITY will be installing and replacing new switches, APC Smart-UPS's with management cards, Extreme Networks PoE Switches, Ubiquity Cloud Controllers and Wireless Access Points, and system-wide firewalls. This will occur in June and July of 2019. (Waiting for new quotes due to the US Tariff)

While I was aware that Akuity was the selected vendor, I was also aware that they had proposed to sub half of the project out to Winslow Technology Group. (see May 28, 2019 update where two of the proposed four week project went to Winslow).

Next, on June 7, 2019, Akuity bowed out of the project via voicemail to Bassem.

Shortly thereafter, Bassem filled me in on the then current situation. He advised that Akuity had dropped out and that Winslow Technology Group was next up and also state bid list qualified. He advised that Winslow had submitted an original proposal and was still interested in picking up the other half of the project under their original bid. Their originally submitted pricing proposal was still valid and Bassem brought their contract before me for my consideration. After confirming the procurement was proper I then did not think about the matter again until I came before you eleven days later at your last meeting to get the contract approved.

It was my responsibility and mine alone to have updated the Board regarding Akuity having dropped out and Winslow being the selected vendor. Given the fact that the scope was the same, that the vendor was properly procured and state bid list certified, it wasn't on my radar by the time I got before you. I apologize for that as it wasn't until just today after receiving an email from the Chair asking for an update on Akuity that I pulled the contract and refreshed my recollection in the matter.

I am enclosing a copy of the scope and contract.

I will have the detailed timeline and task list for you at the meeting.

Board Action Requested- None requested.

- b. Public Safety Dispatch Update: From Deputy Chief Sartell. The regional study committee assembled to address our emergency dispatch services has been working on securing a consultant to provide a feasibility study for regional services. The committee secured funding through Montachusett Regional Planning Commission, developed a scope of services, met with legal counsel to discuss legal obstacles and considerations and to draw up an Intermunicipal Agreement for dispatch services. At this stage of the process, we have voted to move forward with a proposal to conduct the feasibility by Matrix Consulting (accepted their bid last week). We are requesting the presence of a Matrix representative at our next meeting to discuss the logistics of commencing the study. The date of the meeting has not been finalized but it should be the week of 7/8. If you are interested in reviewing any of the minutes, the proposal accepted, etc., let me know and I will forward you the information desired.

Things on the police end are going fairly well with dispatch (NVRDD). There are a number of on-going projects left over from the dissolution of our dispatch center that I am working through. These mostly involve managing files and electronic entries of missing/wanted persons, stolen articles, vehicles, and license plates. This is no small task and file management continues to be a major obstacle. We have made significant

headway though and Nashoba has been helpful as we build/rebuild this part of the organization.

There continues to be issues with uniformity throughout the district and it is especially challenging on the records management end as we share software with other agencies. The scheduling of officers/staff has also shown itself to be an issue within the current construct of NVRDD. Decisions regarding data entry, whether to include department schedules or not, protocols on how to handle calls for service, management of master names files, streets/geographic files, etc. continue to be an issue. The fire department is still struggling with NVRDD as it pertains to run cards (procedural process for fire calls) as the district does not seem willing to move in the direction of utilizing the software properly to make the process more efficient and modern. Chief Boynton would be better positioned to discuss this issue although knowing the software and having overseen the process up north, I can tell you in no uncertain terms that oversight of the geographic/site files and run cards is in dire need of attention improvement. There are other shortcomings as well as it pertains to radio infrastructure particularly the inability to utilize panic alarms on our radios. We are working with our radio vendor to gauge options but again, the lack of uniformity and/or a policy about this feature in the district is hampering our efforts. There are ongoing efforts to address some issues with the phone system as well. Whereas the issue has stabilized within our building, the phone system is working well, there are still problems taking phone calls at the center. Under the current set up, it's not possible to discern which lines calls made into the center are coming in on (Townsend PD line vs. a Harvard Fire line). This really impacts the ability to provide personalized services (they answer the phone Nashoba Valley dispatch or something so citizens are confused) and often causes a single call for service/incident to be handled by several dispatchers rather than those assigned to deal with Townsend matters. It's my understanding that there is grant funding secured to address this issue but I'm not aware of a timeline or any firm plans to implement.

I'd be happy to discuss this all at more length if you see fit. As you know, the issue is fairly complex and impacts virtually every part of our two organizations.

Board Action Requested- None Requested.

4. **Miscellaneous Updates**

- a. **Work Session Task Prioritization-** I'd like to request that the Board and I make an effort to prioritize the issues that we are seeking to address in upcoming/ongoing work sessions. There are a number of substantive issues and it'd be helpful to triage them and work them into a schedule.

Board Action Requested- Thoughts please.

The Board agreed to send an email to the Town Administrator for any priorities they'd like to address at work sessions.

Sample Prohibited Materials Bylaw- There have been several questions raised lately regarding what authority the town might have to require residents to maintain a certain standard of aesthetics and to work to assure public health and welfare standards are met and maintained on and about their property. The following is a sample bylaw from another community that has such a requirement. I share this as nothing more than a discussion point at this time.

1. No person, tenant or entity, corporate or otherwise, as owner(s) or one(s) in control of premises, shall keep in the open in any area of the Town of Townsend, any prohibited material, as the term is hereinafter defined, for more than fourteen (14) consecutive calendar days without being licensed to do so under this chapter.
 - a. "Prohibited material" shall be defined as, including but not limited to, abandoned, discarded, or unused furniture, stoves, toilets, cabinets, scrap metal, lumber, concrete, asphalt, tin cans, rope rugs, batteries, paper, trash, rubber debris, waste, and other old scrap ferrous or non-ferrous material, which is not being used for its intended purpose.
2. A license to keep any prohibited material shall be requested by filing any application in writing for such a license with the Board of Selectmen no later than fifteen (15) days after a citation has been issued. The Selectmen shall hold a public hearing upon such a request within thirty (30) days of receipt of said application, notice of which shall be published in a newspaper issued in Townsend or a paper of general circulation in Townsend, at least three (3) days prior to the hearing. The applicant shall pay the cost of the publishing.
3. The Selectmen may grant a license for up to one (1) year upon such condition(s) as the Selectmen deem proper to keep such prohibited material in the open after a hearing has been held and the Selectmen determine that the keeping of the same will not depreciate property value in the area, will not create a hazard to the public safety, or will not become a public nuisance. Renewals of said license shall be granted only after the procedure set forth is followed.
4. The application shall at his own expense, give notice of said hearing by mailing a notice of same prepared by the Board of Selectmen to all parties of interest, meaning abutters, owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred (300) feet of the property line, all as they may appear on the most recent applicable tax list as certified by the Board of Assessors. The Applicant shall submit an affidavit as to said notice. Renewals of said licenses shall be granted only after the procedures set forth is followed.
5. Notwithstanding the aforesaid sections, no prohibited material shall be deemed to be

- “in the open” as the phrase is used in Section 1, if it is totally screened from view of any public road or way, or any way which the public has a right of access.
6. Conditions existing on the date of acceptance of this chapter which meet the definition of prohibited material must be brought into compliance within thirty (30) days after said acceptance of this chapter. Which meets the definition of prohibited material, must be brought into compliance within thirty (30) days after said acceptance.
 7. The Building Commissioner and Health Agent shall be charged with the interpretation and enforcement of this Bylaw, and it may also be enforced by the Townsend Police Department. Enforcement of this chapter may be by criminal complaint, indictment, non-criminal disposition or appropriate civil enforcement action. Selection of one method shall not preclude the selection of any method or remedy.
 8. Any person or entity who is found in violation of this chapter shall be liable for a fine of twenty-five (25.00) dollars a day for the first five days and fifty (\$50.00) dollars a day every day thereafter. The days shall be counted commencing fifteen (15) days after the notice of violation is given.
 9. Any clause, section or part of this chapter determined to be invalid by any judiciary for any reason, shall be severable from any other clause, section, or part, without affecting the validity of that which remains.
 10. Construction sites complying with the requirements of 780 CMR and MGL chapter 40, Section 54, are exempt from the aforementioned, provided that all related construction debris is maintained in a controlled fashion as determined by the Building Official.
- 4.2 Board of Selectmen announcements, updates, and reports.
- 4.2.1 Don Klein, RE: Discussion regarding fertilizer for town properties.
DK would like Mr. Mercurio and Ms. Clement to continue with further research on the issue. DK stated he has been reading studies and reports on the subject matter, relaying you can get the same results with organic, however, more applications are needed to achieve similar results. SL agreed to make no changes at the moment and continue to research it or develop a sub-committee.
- 4.2.2 Discussion, RE: Debt exclusion for roads.
Discussion regarding the process used and communication issues with the failing debt exclusion vote. All Board members agreed to review and bring the issue forward with additional information. The Board agreed to conduct a work session regarding the issue. SL asked the Town Administrator to schedule two work sessions for August.
- 4.3 Clerk of the Board announcements for events.
- 4.3.1 4th of July Band Concert. DK read the announcement as attached.
- 4.4 Board Correspondence.

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

V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

5.1 DK moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(3), to discuss 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: Clerical Union and executive session 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 Chief and to adjourn from executive session. The Chair declared. SL seconded. Roll call vote SL (YES), WM (YES), DK (YES).

Respectfully submitted by,
Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of July 2, 2019 by the Board of Selectmen this
6th day of August, 2019.



TOWNSEND FIRE - EMS

Proudly serving the citizens of Townsend since 1875

13 Elm Street PO Box 530
Townsend, MA 01469

Mark Boynton
Chief of Department

Headquarters: 978-597-8150 Fax: 978-300-5786

Tuesday, June 18, 2019

To: Board of Selectmen
Re: Appointments for FY20

Please appoint the following personnel to the Fire – EMS Department for FY20

Fulltime Personnel

Boynton	Mark	Chief	Full Time
Grimley	Michael	Operations Captain / EMT-B	Full Time
Scott	Martin	Operations Captain / EMT-P	Full Time
Niemiera	Benjamin	Operations Lieutenant / EMT-P	Full Time

On-Call / Per diem Personnel

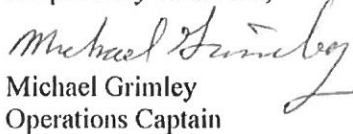
Araujo	Shayne	Firefighter	On-Call
Beal	Jeffrey	F F / EMT-B	On-Call
Bourne	Brenton	F F / Paramedic	Per diem
Brassard	Drew	F F / Paramedic	Per diem
Carlin	Shawn	F F / Paramedic	Per diem
Carlson	Richard	Lieutenant	On-Call
Carter	Nicole	Paramedic	Per diem
Childs	Miles	Paramedic	Per diem
Cormier	Jeffrey	Captain / EMT-B	On-Call
Cotter	Christopher	Paramedic	Per diem
Creighton	Duane	Firefighter	On-Call
Devincentis	Zachary	Firefighter	On-Call
Devoll	Andrew	F F / Paramedic	Per diem
Elliott	John	Firefighter	On-Call
Elliott	William	Deputy Chief	On-Call
Fellows	Jessica	EMT – B	On-Call
Galcota	Greg	F F / EMT-B	On-Call
Galcota	Sam	Firefighter	On-Call
Girard	Nicholas	Firefighter	On-Call
Girard	Randy	Fire Fighter	On-Call
Grant	Christian	Paramedic	Per diem
Grotton	Christopher	Firefighter	On-Call
Hargrave	David	Paramedic	Per diem
Harkins	Brian	F F / Paramedic	Per diem
Hayes	Robert	Paramedic	Per diem
Henderson	Robert	F F / EMT-B	On-Call
Hoffman	David	Firefighter	On-Call
King	Brett	Firefighter	On-Call
Kinney	Jonathan	Lieutenant / EMT-B	On-Call
Klein	Kris	Lieutenant / EMT-B	On-Call

Lawrence	Brennan	Firefighter	On-Call
Lopez	Cory	F F / EMT-B	On-Call
Macgregor	Michael	F F / Paramedic	Per diem
Mallinson	John	Paramedic	Per diem
Mannion	Eric	Paramedic	Per diem
Marchand	Michael	Firefighter	On-Call
Maskalenko	Derek	F F / EMT-B	On-Call
Matthes	Austin	Firefighter	On-Call
Mayer	Brian	Captain / EMT-B	On-Call
McCrillis	Jean	EMT-B	On-Call
McCrillis	Joshua	Paramedic	Per diem
Meadows	Michael	F F / EMT-B	On-Call
Modica	Eric	F F / Paramedic	On-Call
Moore	Jonathan	Firefighter	On-Call
Mongellie	Steven	Firefighter	On-Call
Niemiera	Leon	F F / EMT-B	On-Call
Normington	James	Firefighter	On-Call
Olsen	Everett	F F / Paramedic	Per diem
Ormiston	Shawn	Paramedic	Per diem
Peladeau	Colton	F F / EMT-B	On-Call
Pena	Kevin	F F / EMT-B	On-Call
Perry	Andrew	F F / Paramedic	Per diem
Petrucci	Ronald	F F / Paramedic	Per diem
Powell	David	Mechanic	On-Call
Rekos, Jr	Paul	F F / Paramedic	On-Call
Ring	Patrick	Paramedic	On-Call
Rupple	Jeffrey	Paramedic	On-Call
Shepherd	Andrew	Firefighter	On-Call
Shepherd	Gary	Deputy Chief	On-Call
Silva	Dan	F F / EMT-B	On-Call
Simmons	Benjamin	Lieutenant / EMT-P	On-Call
Sodano	Michael	Firefighter	On-Call
Stepney	Thomas	Mechanic	On-Call
Stepney	Nicholas	Mechanic	On-Call
Stevens	David	Firefighter	On-Call
Temple	Kaila	F F / Paramedic	Per diem
Tuomi	John	F F / Paramedic	On-Call
Virostko	Michael	F F / EMT-B	On-Call
Whittier	Michael	F F / EMT-B	On-Call

Volunteer Personnel

Appel	Shayna	Chaplin	Volunteer
Borneman	Brian	Auxiliary	Volunteer
Fellows	Eric	Photographer	Volunteer
Patterson	Kevin	Chaplin	Volunteer

Respectfully submitted,


Michael Grimley
Operations Captain

TOWNSEND

TECHNOLOGY POLICY

~ TECHNOLOGY USE POLICY ~

PURPOSE:

The Town of Townsend's Technology Use Policy is intended to ensure that the Town of Townsend's ("Town") technology resources are available and utilized in an appropriate and responsible manner, in accordance with local, state and federal laws, and the Town's own various policies and procedures. The policies contained in this document ("Policy") are intended to work together with the Town's social media and email policies.

SCOPE:

This Policy applies to all users ("Users"). Users include, but are not limited to, all Town employees, elected or appointed officials, contractors, volunteers, committee or board members, interns or any other personnel using, accessing, or otherwise interacting with the Town's hardware, software, and other technology resources and systems ("Resources").

Resources include, but are not limited to, all electronic hardware, software; landline phones, cell phones, smartphones, voicemail, tablet computers, desktop computers, laptop computers, fax/copy machines, printers, peripherals, door access and alarm systems, camera systems, electronic databases, local and wide area networks, email and collaboration systems, internet hardware and data, all media and the facilities containing them, all host or remote technology systems (e.g., workstations/PCs, mobile and handheld devices, telecommunication/radio devices, system software, application software, and data), and communications networks or systems which may be directly, indirectly, or remotely controlled, administered, accessed or otherwise interact with other Town Resources.

If any component of this Policy conflicts with any applicable collective bargaining agreement (CBA) or personal services contract, the component shall be subject to the CBA or personal services contract, and the remaining non-conflicting features of this policy shall remain in effect.

PRIVACY STATEMENT:

Users should not expect any right of privacy in the use of Town Resources, including electronic communications, such as email, and information created or stored on the Town's systems. The Town retains the right to inspect its Resources, including any Town-owned or leased computer or electronic communications equipment, any data contained in such equipment, and any data sent or received by that equipment. The Town will exercise that right when reasonable and in pursuit of legitimate needs for supervision, control, and the efficient and proper operation of the workplace. Users should be aware that appropriately-authorized network administrators may

monitor network traffic, and/or access all files, including e-mail files and Internet use history, stored on any equipment.

GENERAL USE POLICY:

The Town's Resources are owned, operated, administered, and managed by the Town of Townsend. They are provided as a business tool to users to facilitate timely and efficient business use and are to be used for business-purposes. The appropriate use ("Appropriate Use") and protection of all Town Resources is expected from all Users. Appropriate Use of these resources is defined as use which is Town business-related except as provided herein.

Employees are allowed very limited personal use of Resources, under the following circumstances:

- There is little or no cost to the Town.
- Any use is brief in duration, occurs infrequently, and is the most effective use of the Employee's time or Town resources.
- The use does not interfere with the performance of the Employee's official duties.
- The use does not disrupt or distract from the conduct of the Town business due to volume or frequency.
- The use does not disrupt other Employees and does not obligate them to make a personal use of Town resources.
- The use does not compromise the security or integrity of Town property, public record, information, or software.

Except as previously stated, any other use is inappropriate.

SECURITY

All usernames and passwords are for the exclusive use of the individual to whom they are assigned. The User is personally responsible and accountable for all activities carried out under his/her username and should take all reasonable precautions to protect his/her password. The password associated with a particular username must not be given or divulged to another person (with the exception of the systems administrator). No one may use, or attempt to use, a username or password assigned to another person, or pose as another user.

USE OF TOWN RESOURCES IS SUBJECT TO THE FOLLOWING:

All Town Resources are the property of the Town. The Town retains ownership of all resources, materials, documents and files stored, maintained, deleted, modified, received, sent, or otherwise accessible via the Town's Resources unless otherwise copyrighted, trademarked, or agreed to by the Town Manager.

The Town may, without notice, limit, restrict, monitor, block, access, search, review, modify, or disclose the use of any Town Resources.

The Town IT Department may determine what applications are installed or configured on Town Resources assigned to Users. Applications may be installed, modified, updated or removed without notice. The term “personal computer” does not suggest that Users have a choice of what is made available to them.

Any Materials sent to or from Town Resources must comply with federal and state laws regarding the protection of Personally Identifiable Information (PII) (e.g., Date of Birth, Social Security Number, Name and Address information, and where applicable, financial account information), and applicable Record Retention Laws. PII data should always be encrypted.

All Town Resources are subject to discovery; even if a User believes they have deleted materials, they may be retained in other systems. Users should NOT delete Materials unless they are clearly considered trivial or irrelevant (e.g., an email about coffee/pizza being served somewhere), as they may be subject to Public Records Retention Laws.

Town Resources may be configured with remote management tools to assist with loading additional applications and software. Users shall not remove, disable, or otherwise modify any applications or software installed by the Town IT Department. The Town IT Department will only assist with the installation of additional applications or software deemed necessary and appropriate for Town-related business use.

Users who synchronize or store Town information on a portable device such as a smartphone, tablet, or laptop, owned personally or by the Town, shall set the device to require a passcode, fingerprint or other appropriate security access technology prior to each use. In the event such a device is lost or stolen, the User shall report the device lost or stolen to the IT Department immediately. Users acknowledge by setting up synchronization with Town information, which includes email, contacts, calendars and reminders, the IT Department has the ability to remote wipe such a device.

The Town reserves the right, but not the responsibility, to monitor any and all aspects of Town Resources and materials; the Town is not responsible for material viewed, downloaded, or forwarded by Users.

Except as specified herein, Resources shall be used only for work-related professional or civic purposes.

TECHNOLOGY ETHICS POLICY:

When using Town Resources and materials, all Users will:

- ☐ Conduct business in a truthful and accurate manner. Users should never misrepresent themselves in order to gain access to any other Town Resources or materials, or in order to deceive anyone interacting with Town Resources or materials.

- ☐ Keep communications and correspondence professional and appropriately personable. Email, the internal network, and the Internet should not be used for communications that express anger or criticism.
- ☐ Apply the same grammatical quality and professional letter writing standards that are applicable to paper-based correspondence. Email correspondence should reflect the Town's commitment to quality, performance and professionalism at all levels.
- ☐ Be aware that all laws and Town policies related to Sexual Harassment and Unlawful Harassment apply to the use of Town technology systems.
- ☐ Make every prudent and reasonable effort to protect against their theft, loss, or damage.
- ☐ Access only what is authorized, making no attempt to bypass security or firewall restrictions, and must not disable, render inoperable, or otherwise tamper with Town Resources or materials.
- ☐ Not authorize anyone to use their Town accounts for any reason.
- ☐ Be responsible for properly locking down access to systems when they are away from them, and be responsible for any materials transmitted, accessed, or otherwise entered or modified from systems or accounts the User is logged into.
- ☐ Abide by copyright law and intellectual property rights. Downloading non business-related Materials (e.g., games, music files, videos, etc.) is prohibited.
- ☐ Refrain from interfering with the work of others, impacting other Town Resources, causing offense to others, or wasting Town Resources. This includes, but is not limited to:
 - Using Town Resources for any unlawful, unethical, commercial, political campaigning, monetary gain, or legally questionable activity.
 - Accessing inappropriate sites including adult content, online gambling, or dating sites.
 - Using encryption technology that has not been approved for use by the Town's IT Department.
 - Using personally-owned technology for conducting Town business, where official Town records are created but not maintained by the Town.
 - Accessing hacking sites or using security hacking tools to attempt to elevate user privileges or to otherwise obtain unauthorized access.
 - Intentionally intercepting, accessing, altering, copying, distributing, moving or removing Town resources or materials without permission.

- Accessing Town Resources related to other Users, constituents, businesses, or anyone else, without a Town-related business purpose requiring you to do so.
- Creating unnecessary network traffic, load, disruption, or disablement of resources, or establishing any remote control, remote access, or remote monitoring services without the permission of the Town IT Department.
- Loading software or data from untrustworthy sources (e.g., freeware, or shareware), or without ensuring that all files are properly scanned for viruses or other malicious software code prior to introduction to Town Resources.
- Connecting, installing, introducing, or otherwise initiating unauthorized technology into the Town;
- Transmitting, viewing, accessing or making accessible offensive, fraudulent, sexually explicit, profane, obscene, harassing, intimidating, threatening, or defamatory materials.
- Using online shopping sites, social network sites, or media sites for personal use.
- Using Town Resources in a manner which may subject the Town to any liability claim.

TOWN ISSUED MOBILE DEVICE POLICY:

The Town may issue mobile devices such as mobile phones, laptops and tablets (“Devices”) to users to assist them with conducting Town business-related activities. Use of Town issued Devices is subject to the following:

- ☐ Town Devices must be properly inventoried by the IT Department.
- ☐ User assumes responsibility to ensure to maintain Devices in a safe, functioning and reasonable condition.

Equipment is to remain free of any writing, stickers, or labels that are not the property of the Town. Users are to contact the Town IT Department with any questions about how to maintain or use Town issued devices.

Users agree to perform regular and routine recommended data backups

Town Devices should not be left unattended in public places, or in places where they may be subject to harsh environmental conditions. This is for your safety, the safety of your contacts and the people you communicate with.

Town Devices which are damaged, lost, or stolen must be reported to IT immediately. The Town may, at its own discretion, choose to electronically locate and remotely wipe or reset lost or stolen Devices.

Town owned Devices must be returned to IT upon separation of employment or assignment is completed.

PERSONAL DEVICE USE POLICY:

The Town recognizes that some Users may prefer privately owned or personal technology devices such as laptops, tablet and cell phones ("Personal Devices") which they are interested in using for Town business-related purposes. The Town will not be responsible for any Personal Devices, or any damage or loss that might arise from using Personal Devices to remotely connect to, interface with, integrate with, or interact with Town Resources.

COMPLIANCE:

Violations of this Policy may result in disciplinary actions as deemed applicable by the Personnel Policies and Procedures Manual, the Town Administrator and/or the appropriate collective bargaining agreement or personal services contract. If violations of this Policy are discovered that consist of illegal activities, the Town may notify the appropriate authorities. The Town reserves the right to pursue appropriate legal actions to recover any financial losses suffered as a result of violations of this Policy.

DISCIPLINE.

Any Employee who violates this Policy shall be subject to appropriate discipline, up to and including termination of employment or removal from his/her position in accordance with the terms of the applicable collective bargaining agreement and/or personnel policy, recall from his/her elected position, termination of contract or agreement for volunteer or intern services.

The Town prohibits acting against any Employee for reporting a violation of this Policy or for cooperating in an investigation. Any Employee who retaliates against another Employee for reporting a violation of this Policy or for cooperating in an investigation will be subject to disciplinary action, termination of employment or removal from his/her position in accordance with the terms of the applicable collective bargaining agreement and/or personnel policy, recall from his/her elected position, termination of contract or agreement for volunteer or intern services.

MISCELLANEOUS.

Amendments. The Town intends to follow each provision of this policy but reserves the right to change any provision at any time if circumstances warrant or require.

Waiver. A failure to enforce this Policy does not constitute a subsequent waiver of any violation of this Policy.

Governing Law. This Policy shall be read and interpreted in conjunction with all other Town policies and procedures.

Collective Bargaining. This policy is not intended to interfere with employee rights under Massachusetts General Laws Chapter 150E.

APPROVED BY TOWNSEND BOARD OF SELECTMEN

FIRST READING:

FINAL APPROVAL/ADOPTION:

Sue Lisio, Chairman

Wayne Miller, Vice Chairman

Donald Klein, Clerk

Acknowledgement of Receipt of Policy

I acknowledge receipt of this Information Technology Policy. Having read said policy, I understand and agree to its terms.

Name (Print)

Signature

Date

Witness



REQUEST FOR TRANSFER OF APPROPRIATIONS

In accordance with the Chapter 77 of the Acts of 2006

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: July 2, 2019

FROM: Fire-EMS Department

OFFICER/DEPT HEAD: Mark R. Boynton

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

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

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

 Not a municipal light department or a school department

 Amount not to exceed 3% of annual budget for the department from or within which the transfer is made or \$5,000.00, whichever is greater,

Amount requested: \$4000.00

To be transferred to: **Repair & Maintenance Vehicle – 001-02-220-5245-0000-000**
(name & account number)

To be transferred from: **Salary and Wages Per Diem ALSI – 001-02-220-5112-0000-2302**
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ \$24,687.00

The amount requested to be used for the following reasons: *Due to unexpected equipment failures in January reserve funds were requested to supplement the budget and make emergency repairs. Additional unexpected repairs and maintenance caused this budget to be over spent.*

Action by Board of Selectmen

Action by Finance Committee

7/2/19
Date of Meeting

Date of Meeting

Vote: YES ☒ NO ☐

Vote: YES ☐ NO ☐

Transfer voted in the sum: \$ 4,000.-

Transfer voted in the sum: \$

 Joe Lizio
Chairman, Board of Selectmen

Chairman, Finance Committee

Original to Town Accountant

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



REQUEST FOR TRANSFER OF APPROPRIATIONS

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 6/13/19

FROM: *Facilities*

OFFICER/DEPT HEAD:

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

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

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

 Not a municipal light department or a school department

Amount requested: \$ 22,000.00

To be transferred to: 001-01-191-5300-0000-000
(name & account number of appropriation)

To be transferred from: 001-03-300-5400-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 90,747.00

The amount requested to be used for the following reasons: Utilities, HVAC,
building maintenance

Action by Board of Selectmen

7/2/19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 22,000.00

Joe Bisio
Chairman, Board of Selectmen

Action by Finance Committee

6.13.2019
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 22,000.00

Ryan Dickerton
Chairman, Finance Committee

Original to Town Accountant

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



REQUEST FOR TRANSFER OF APPROPRIATIONS

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 6/13/19

FROM: Police

OFFICER/DEPT HEAD: Rick Bailey

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

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

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

☐ Not a municipal light department or a school department

Amount requested: \$ 18,500.

To be transferred to: 001-02-210-5130-0000-000
(name & account number of appropriation)

To be transferred from: 001-09-914-5740-0000-000
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 33,380

The amount requested to be used for the following reasons: wages, stipends, overtime

Action by Board of Selectmen

7-2-19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 18,500.-

Joe Lizio
Chairman, Board of Selectmen

Action by Finance Committee

6.13.2019
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 18,500.00

Lynn Rinterton
Chairman, Finance Committee

Original to Town Accountant

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



REQUEST FOR TRANSFER OF APPROPRIATIONS

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: 6-14-19

FROM: BOH

OFFICER/DEPT HEAD: Carla Hiltzbocker

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

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

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

☐ Not a municipal light department or a school department

Amount requested:

\$ 400.00

To be transferred to:

BOH operating 520
(name & account number of appropriation)

To be transferred from:

LF operating 430
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 1,100

The amount requested to be used for the following reasons: Supplies + travel

to - from recycling ctr to town hall, new phone

Action by Board of Selectmen

7/2/19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 400.00

Steve Lisio
Chairman, Board of Selectmen

Action by Finance Committee

6.13.2019
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 400.00

Lynne Ricketson
Chairman, Finance Committee

Original to Town Accountant

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



REQUEST FOR TRANSFER OF APPROPRIATIONS

TO: BOARD OF SELECTMEN
FINANCE COMMITTEE

DATE: June 27, 2019

FROM: James Kreidler

OFFICER/DEPT HEAD: James Kreidler

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

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

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

☐ Not a municipal light department or a school department

Amount requested:

\$ 20,000. -

To be transferred to:

001-01-122-5300 Prof Svcs
(name & account number of appropriation)

To be transferred from:

School Assessment
(name & account number of appropriation)

Balance remaining in appropriation from which transferred: \$ 5,336. -

The amount requested to be used for the following reasons: Contract with Collins Institute as approved by the Board of Selectmen on June 18, 2019.

Action by Board of Selectmen

7/2/19
Date of Meeting

Vote: YES ☒ NO ☐

Transfer voted in the sum: \$ 20,000

Steve Lisio
Chairman, Board of Selectmen

Action by Finance Committee

Date of Meeting

Vote: YES ☐ NO ☐

Transfer voted in the sum: \$ _____

Chairman, Finance Committee

Original to Town Accountant

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

Carolyn Smart

From: James Kreidler <jkreidler@townsend.ma.us>
Sent: Friday, June 21, 2019 11:16 AM
To: Carolyn Smart
Subject: FW: Agenda items to add to your list please

James M. Kreidler, Jr.
Town Administrator
Townsend, MA 01469

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

From: SueSelect [mailto:sml412@comcast.net]
Sent: Thursday, June 20, 2019 2:42 PM
To: jkreidler@townsend.ma.us
Subject: Agenda items to add to your list please

July 2:

1. Exec Session - finish Clerical Contract 2. Second reading - policies from June 20th 3. Dons request- discussion re fertilizer 4. Roads Debt Exclusion Discussion 5. Selectmen submitted item for the next Town Meeting - to create a Water District

July 16:

1. Exec Session - Police Chief Contract strategy 2. Second readings, policies discussed in July work session

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

James Kreidler

From: SueSelect <sml412@comcast.net>
Sent: Wednesday, June 26, 2019 8:32 PM
To: jkreidler@townsend.ma.us
Subject: List maker sending a list

List of agenda/discussion Items

SRO recommendation

Chief Bailey exec session for contract strategy

Complaints: investigation results (2) due to Board When is Acuity start and completion date?

Clerical Union, see emails from yesterday/today Road Plan, options and communication Start date for Personnel consultant, work plan due date, plan for coordination with Labor Counsel as it progresses, project schedule Other contract negotiations and when can we start What about Fire Chief's and MOU for jay??

Second readings Code of Conduct, Social Media, Internet Complaints about Furniture, trash or abandoned boats, trailers, along public streets in front of houses.

Complaints about the deteriorating and safety conditions of structures and neglected properties that appear to be abandoned.

Concern over junk motorized equipment left to decay and potentially leak hazardous materials into the ground.

Complaint about the hydrant flushing signs in Timberlee for 2 months but have not seen it happening.

James Kreidler

From: SueHome <smlisio@comcast.net>
Sent: Thursday, June 27, 2019 5:41 AM
To: wmlerBOS@gmail.com; Don Klein; jkreibler@townsend.ma.us
Subject: Agenda/scheduling discussion

I'm trying to plan agenda items for July 2 and July 16. Was planning on hearing reports from both the Nashoba Valley Communications center reps (Jim and Rick/Jay) in terms of organization progress in compliance with updated laws and issues tracking, and also from the Regionalization subcommittee including status of feasibility study, (Wayne as our BOS Rep) at our meeting on 7/16.

Wayne did you say you would be away altogether for both 7/2 and 7/16, or would you be away and able to call in? If audio is an issue, perhaps we can arrange to get a hard-wired conference phone to better facilitate remote participation. Just need to know please.

If not, I'll remove the Regionalization part for this round.

Thanks,

Sue



Office of
Zoning Board of Appeals
272 Main Street
Townsend, Massachusetts 01469
bfaxon@townsend.ma.us * (978) 597-1722

RECEIVED

JUN 17 2019

BOARD OF SELECTMEN

William Cadogan, *Chair*
Darlene Sodano, *Vice-Chair*
Sean Pearson, *Associate Member*

Robert Rebholz, *Member*
Craig Stevens, *Member*
David Funaiolo, *Associate Member*

David Chenelle, *Clerk*
Victoria Janicki, *Associate Member*

June 11, 2019

TO: Board of Selectmen

FROM: Elizabeth Faxon, Zoning Board of Appeals administrator

RE: Zoning Board of Appeals reappointments 2019

The Zoning Board of Appeals met on May 15, 2019 and unanimously voted the following reappointments to the Zoning Board of Appeals:

Robert Rebholz as a full member.
Victoria Janicki as associate member.
Sean Pearson as associate member.
David Funaiolo as associate member.

Thank you.

CC: Kathy Spofford, Town Clerk
William Cadogan, Chairman
Lyndsy Butler, Land Use Coordinator



Ashby Police Department

893 Main Street
Post Office Box 280
Ashby, Massachusetts 01431



Phone: (978) 386-5652
Fax: (978) 386-7753

June 19, 2019

Chief Richard Bailey
Townsend Police Department
70 Brookline Street
Townsend, MA 01469

Chief Bailey,

Pursuant to MGL c.41 s.97A, I am submitting the following list of active police officers currently employed by the Ashby Police Department with a request for appointment as Special Police Officers within the Town of Townsend for the period from July 1, 2019 through June 30, 2020 (FY 2020).

Fred S. Alden	Chief of Police
Derek J. Pepple	Sergeant
John R. Dillon	Patrolman
Brian F. Vautour	Patrolman
Erik C. Salo	Patrolman
Corin W. Campbell	Patrolman
Dylan J. Denis	Reserve Officer

Should you require further information please feel free to contact me at 978-386-5652. Thank you for your assistance on this matter.

Respectfully,

Fred Alden
Chief of Police

4.3.1

The spirit of Independence Day will be obvious for all to hear and see in Townsend Center on the evening of Thursday, July 4th. The public patriotic activities will begin at 6:00 p.m. with an approximately hour-long program sponsored by the Townsend Historical Society and Freedom's Way entitled "Declaring Independence Then and Now". Re-enactors in colonial attire including Townsend Minutemen and others will read the Declaration of Independence inside the New Beginnings United Methodist Church on the hill across the street from the Townsend Common. The audience will be challenged to think about what the Declaration meant to the Colonists and what it means to us today.

Following the reading of the Declaration of Independence, church bells will ring and the Townsend Minutemen will fire a salute on the hill before the Independence Day activities shift across the street for the **Townsend Military Band's Thursday, July 4th, 7:30 to 9:30 p.m. concert on the Townsend Common.**

Area residents of all ages are encouraged to bring their lawn chairs and blankets to the Common so they may sit and celebrate the Fourth of July by listening to good patriotic music and enjoying the company of friends and neighbors.

Townsend VFW Post No. 6538 and its Auxiliary will host the lawn party to be held in conjunction with the **Townsend Military Band's Thursday, July 4th**, concert.

Townsend VFW Post members will be selling hot dogs, hamburgers, and cheeseburgers to hungry concertgoers. Fried dough, bottled water, and a variety of cold soda will be offered for sale. Food and beverages will be available from 6:45 until 9:15 p.m.

A wide selection of homemade cookies, squares, cakes, breads, candies, and pies may be purchased from VFW Auxiliary members to eat while one listens to the concert or to enjoy later.

There will be several activities for children at the lawn party including the opportunity to play in a bouncy house and to do sand art.

Townsend Band Stand tiles will be available for purchase.

Concertgoers of all ages will have an opportunity to win stuffed animals and a patriotic money hat.

The Townsend VFW Post and its Auxiliary will have a booth set up on the Common that evening where area residents may learn how the Townsend VFW Post and its Auxiliary serve Veterans and the community and whether or not they might be eligible to join the Veterans of Foreign Wars or its Auxiliary.

The Townsend Military Band, under the direction of Conductor Thomas Souza, will open its concert at 7:30 by playing Barker's arrangement of "Strike Up the Band" and Christensen's arrangement of "The Homefront: Musical Memories from World War II". "Bugler's Holiday" by Anderson, "The NC-4 March" by Bigelow, and "An Irving Berlin Salute" arranged by Jennings will be performed. "Cherish" arranged by de Camp and "The Voice of The Guns" by Alford will be included in the first portion of the concert.

Bagley's "National Emblem March" and the "Hollywood Milestones" arranged by Higgins will be played following intermission. Martha's arrangement of "Glenn Miller in Concert", the "Armed Forces Tribute" arranged by Bulla, and Dragon's arrangement of "America, The Beautiful" will be included in the second portion of the program. "Our America" arranged by Higgins and "The Stars and Stripes Forever March" by Sousa will be performed before the Townsend Band concludes its concert at 9:30 by playing the "Star Spangled Banner".

Report of the Town Administrator
July 2, 2019

1. **Personnel Updates-**

- a. School Resource Officer- At the Board meeting last month the Board made it clear that they were expecting the Chief (and Deputy) along with Superintendent Morgan to get together, conduct additional research and to come back with an update if not an outright plan.

Over the past week, Chief Bailey has been dealing with a personal issue that has kept him out of the office and will keep him out of the office into at least next week. Additionally, I have made multiple attempts over the past week to reach Superintendent Morgan and have been unsuccessful in making contact.

I am hopeful that between my writing this report and my speaking to the issue at the meeting that I will have something of substance to offer but as I sit now there is no information to share.

Board Action Requested- None requested.

Board Action Expected?-

- b. Personnel Administration Project- We will be kicking off the personnel project within the next week. The consultant has asked to meet with the Board as a whole to ascertain the "Board" perspective and then to meet individually if members so desire. I will have a tentative project schedule with detailed deliverables available at the meeting.

Board Action Requested- None requested.

2. **Financial Updates-**

- a. FY19 Budget Year End Transfers- The following are the final year end transfer requests for FY19 at year end.

Amount	Transferred from	Transferred to
\$18,500.00	Health Insurance 001-09-914-5740	Police Wages, Stipends, OT 001-02-210-5130
\$22,000.00	School Assessment 001-03-300-5400	Facilities 001-01-191-53000
\$ 400.00	Land Fill Operating 430	Board of Health Operating 520
\$ 20,000.00	School Assessment 001-03-300-5400	Select Prof Services 530- Collins Center

Board Action Requested- If it would please the Board, a vote to approve of these final requested year end transfers.

3. Project Updates-

- a. IT System Upgrade Project- Work has begun and will continue over the next four (4) weeks.

At the last Board meeting, which was held on June 18, 2019, I sought and received a vote to “Review/Approve/Vote a network upgrade proposal in the amount of \$66,384.00 and authorize the Town Administrator to sign the contract.

That very night I did as much (copy attached).

As Paul Harvey use to say, “Now for the rest of the story...”

At your meeting two weeks prior, on May 28, 2019, I provided a written update from Bassem Awad, our IT Director, regarding the IT Project. It stated that-

A. IT NETWORK UPGRADE—BEGIN JUNE 2019

The IT Network Upgrade will cover the Town Hall, Highway Dept., Water Dept., and the Cemetery Dept. AKUITY Technologies will be contracted to start the town network infrastructure upgrades. AKUITY will be installing and replacing new switches, APC Smart-UPS's with management cards, Extreme Networks PoE Switches, Ubiquity Cloud Controllers and Wireless Access Points, and system-wide firewalls. This will occur in June and July of 2019. (Waiting for new quotes due to the US Tariff)

While I was aware that Akuity was the selected vendor, I was also aware that they had proposed to sub half of the project out to Winslow Technology Group. (see May 28, 2019 update where two of the proposed four week project went to Winslow).

Next, on June 7, 2019, Akuity bowed out of the project via voicemail to Bassem.

Shortly thereafter, Bassem filled me in on the then current situation. He advised that Akuity had dropped out and that Winslow Technology Group was next up and also state bid list qualified. He advised that Winslow had submitted an original proposal and was still interested in picking up the other half of the project under their original bid. Their originally submitted pricing proposal was still valid and Bassem brought their contract before me for my consideration. After confirming the procurement was proper I then did not think about the matter again until I came before you eleven days later at your last meeting to get the contract approved.

It was my responsibility and mine alone to have updated the Board regarding Akuity having dropped out and Winslow being the selected vendor. Given the fact that the scope was the same, that the vendor was properly procured and state bid list certified, it wasn't on my radar by the time I got before you. I apologize for that as it wasn't until just today after receiving an email from the Chair asking for an update on Akuity that I pulled the contract and refreshed my recollection in the matter.

I am enclosing a copy of the scope and contract.

I will have the detailed timeline and task list for you at the meeting.

Board Action Requested- None requested.

- b. Public Safety Dispatch Update: From Deputy Chief Sartell. The regional study committee assembled to address our emergency dispatch services has been working on securing a consultant to provide a feasibility study for regional services. The committee secured funding through Montachusett Regional Planning Commission, developed a scope of services, met with legal counsel to discuss legal obstacles and considerations and to draw up an Intermunicipal Agreement for dispatch services. At this stage of the process, we have voted to move forward with a proposal to conduct the feasibility by Matrix Consulting (accepted their bid last week). We are requesting the presence of a Matrix representative at our next meeting to discuss the logistics of commencing the study. The date of the meeting has not been finalized but it should be the week of 7/8. If you are interested in reviewing any of the minutes, the proposal accepted, etc., let me know and I will forward you the information desired.

Things on the police end are going fairly well with dispatch (NVRDD). There are a number of on-going projects left over from the dissolution of our dispatch center that I am working through. These mostly involve managing files and electronic entries of missing/wanted persons, stolen articles, vehicles, and license plates. This is no small task and file management continues to be a major obstacle. We have made significant headway though and Nashoba has been helpful as we build/rebuild this part of the organization.

There continue to be issues with uniformity throughout the district and it is especially challenging on the records management end as we share software with other agencies. The scheduling of officers/staff has also shown itself to be an issue within the current construct of NVRDD. Decisions regarding data entry, whether to include department schedules or not, protocols on how to handle calls for service, management of master names files, streets/geographic files, etc. continue to be an issue. The fire department is still struggling with NVRDD as it pertains to run cards (procedural process for fire calls) as the district does not seem willing to move in the direction of utilizing the software properly to make the process more efficient and modern. Chief Boynton would be better positioned to discuss this issue although knowing the software and having overseen the process up north, I can tell you in no uncertain terms that oversight of the geographic/site files and run cards is in dire need of attention improvement. There are other shortcomings as well as it pertains to radio infrastructure particularly the inability to utilize panic alarms on our radios. We are working with our radio vendor to gauge options but again, the lack of uniformity and/or a policy about this feature in the district is hampering our efforts. There are ongoing efforts to address some issues with the phone system as well. Whereas the issue has stabilized within our building, the phone system is working well, there are still problems taking phone calls at the center. Under the current set up, it's not possible to discern which lines calls made into the center are coming in on (Townsend PD line vs. a Harvard Fire line). This really impacts the ability to provide personalized services (they answer the phone Nashoba Valley dispatch or something so citizens are confused) and often causes a single call for service/incident to be handled by several dispatchers rather than those assigned to deal with Townsend matters. It's my understanding that

there is grant funding secured to address this issue but I'm not aware of a timeline or any firm plans to implement.

I'd be happy to discuss this all at more length if you see fit. As you know, the issue is fairly complex and impacts virtually every part of our two organizations.

Board Action Requested- None Requested.

4. **Miscellaneous Updates**

- a. **Work Session Task Prioritization-** I'd like to request that the Board and I make an effort to prioritize the issues that we are seeking to address in upcoming/ongoing work sessions. There are a number of substantive issues and it'd be helpful to triage them and work them into a schedule.

Board Action Requested- Thoughts please.

- b. **Sample Prohibited Materials Bylaw-** There have been several questions raised lately regarding what authority the town might have to require residents to maintain a certain standard of aesthetics and to work to assure public health and welfare standards are met and maintained on and about their property. The following is a sample bylaw from another community that has such a requirement. I share this as nothing more than a discussion point at this time.

1. No person, tenant or entity, corporate or otherwise, as owner(s) or one(s) in control of premises, shall keep in the open in any area of the Town of Townsend, any prohibited material, as the term is hereinafter defined, for more than fourteen (14) consecutive calendar days without being licensed to do so under this chapter.

a. "Prohibited material" shall be defined as, including but not limited to, abandoned, discarded, or unused furniture, stoves, toilets, cabinets, scrap metal, lumber, concrete, asphalt, tin cans, rope rugs, batteries, paper, trash, rubber debris, waste, and other old scrap ferrous or non-ferrous material, which is not being used for its intended purpose.

2. A license to keep any prohibited material shall be requested by filing any application in writing for such a license with the Board of Selectmen no later than fifteen (15) days after a citation has been issued. The Selectmen shall hold a public hearing upon such a request within thirty (30) days of receipt of said application, notice of which shall be published in a newspaper issued in Townsend or a paper of general circulation in Townsend, at least three (3) days prior to the hearing. The applicant shall pay the cost of the publishing.

3. The Selectmen may grant a license for up to one (1) year upon such condition(s) as the Selectmen deem proper to keep such prohibited material in the open after a hearing has been held and the Selectmen determine that the keeping of the same will not depreciate property value in the area, will not create a hazard to the public safety, or will not become a public nuisance. Renewals of said license shall be granted only after the procedure set forth is followed.

4. The application shall at his own expense, give notice of said hearing by mailing a notice of same prepared by the Board of Selectmen to all parties of interest, meaning abutters, owners of land directly opposite on any public or private street or way and abutters to the abutters within three hundred (300) feet of the property line, all as they may appear on the most recent applicable tax list as certified by the Board of Assessors. The Applicant shall submit an affidavit as to said notice. Renewals of said licenses shall be granted only after the procedures set forth is followed.

5. Notwithstanding the aforesaid sections, no prohibited material shall be deemed to be "in the open" as the phrase is used in Section 1, if it is totally screened from view of any public road or way, or any way which the public has a right of access.

6. Conditions existing on the date of acceptance of this chapter which meet the definition of prohibited material must be brought into compliance within thirty (30) days after said acceptance of this chapter. Which meets the definition of prohibited material, must be brought into compliance within thirty (30) days after said acceptance.

7. The Building Commissioner and Health Agent shall be charged with the interpretation and enforcement of this Bylaw, and it may also be enforced by the Townsend Police Department. Enforcement of this chapter may be by criminal complaint, indictment, non-criminal disposition or appropriate civil enforcement action. Selection of one method shall not preclude the selection of any method or remedy.

8. Any person or entity who is found in violation of this chapter shall be liable for a fine of twenty-five (25.00) dollars a day for the first five days and fifty (\$50.00) dollars a day every day thereafter. The days shall be counted commencing fifteen (15) days after the notice of violation is given.

9. Any clause, section or part of this chapter determined to be invalid by any judiciary for any reason, shall be severable from any other clause, section, or part, without affecting the validity of that which remains.

10. Construction sites complying with the requirements of 780 CMR and MGL chapter 40, Section 54, are exempt from the aforementioned, provided that all related construction debris is maintained in a controlled fashion as determined by the Building Official.

