



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

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

Gordon Clark, *Vice-Chairman*

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

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

I. PRELIMINARIES - VOTES MAY BE TAKEN:

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

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

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

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

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

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

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

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

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

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and reports.

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

5.2.2 School Resource Officer Update

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

5.2.3 Review/Approve Private Way Snow Removal Policy.

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

5.2.4 Update Financial Summit Meeting.

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

5.2.5 IT Grant Update

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

5.2.6 Public Towing Authority Update

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

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

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

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

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

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

5.2 Board of Selectmen announcements, updates, and reports.

GC wished everyone a Merry Christmas.

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

Lisio: Open Meeting Law Discussion.

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

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

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

IV. EXECUTIVE SESSION:

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

IIV. ADJOURNMENT:

Respectfully submitted by:


Carolyn Smart, Executive Assistant

Meeting Minutes of December 20, 2017 were approved and released on 2-6, 2018 during the regular meeting of the Board of Selectmen.

**TOWN OF TOWNSEND
PUBLIC AUTHORITY TOWING
REQUEST FOR QUOTATIONS
NOVEMBER 1, 2017**

The Town of Townsend Police Department, acting through its Police Chief (the "Department"), is seeking the submission of quotations from responsible towing companies for the purpose of selecting at least two towing companies to perform public authority towing for the Townsend Police Department. There will be a preference for companies located in Townsend. In the case there are over two companies who have submitted equally responsive bids, the two vendors shall be chosen by lot. The agreement shall be for a three-year period (2018-2019-2020) as further described herein.

The Public Authority Tow company will be used by the Townsend Police Department when:

- 1) A vehicle owner/operator has no preference in towing service.
- 2) Police are unable to locate owner of vehicle to be towed.
- 3) Emergency circumstances arise.
- 4) Overnight parking ban is in effect and/or vehicle interferes with snow removal.
- 5) Any other lawful public authority tow.

This procurement process is undertaken in accordance with the provisions of G.L. c. 30B and G.L. c. 40, 22D.

Quotations will be evaluated according to responsiveness to the attached specifications.

The Town reserves the right to waive any informality in bidding procedure, to cancel this Request for Quotations, or to reject any and all bids, in whole or in part, if it is deemed to be in the best interest of the Town.

Sealed quotation packets are due in the office of the Police Chief on or before Friday, December 1, 2017 by 12:00P.M.

I. MINIMUM SPECIFICATIONS

Towing companies wishing to have their quotations considered for Townsend Police Department public authority towing must comply with the following minimum qualifications. If the company meets all of these minimum qualifications its quotation will be further considered in the evaluative specification listed in section II.

The Responsive Towing Company must provide proof of the following:

- 1) Be licensed for public authority towing with the Massachusetts Department of Public Utilities¹
- 2) Maintain a secure storage area in the Town of Townsend.
- 3) Be open Monday through Friday, during normal business hours.
- 4) Have ability to respond to requests for services within 20 minutes or in a reasonable amount of time as determined by the Chief of Police.
- 5) Adhere to all laws and regulations set forth by the Massachusetts Department of Public Utilities including but not limited to fees for services rendered.
- 6) Have and maintain minimum required insurances²- worker's compensation, garage and automobile liability insurance as follows:

Worker's Compensation Insurance		
Garage liability	\$100,000	(direct primary)
Automobile liability	\$250,000/\$500,000	(bodily injury)
	\$100,000	(property)
	Or	
	\$1,000,000	(combined single limit)

Violations of any of the minimum and/or evaluative requirements by the towing company, its employees or agents acting on behalf of the company may result in termination of rights to perform public authority tows.

Public authority tow operators are a direct extension of the Townsend Police Department. It is in this regard that possessing and maintaining impeccable integrity is of paramount importance. The towing company, its employees or agents acting on behalf of the company, whose integrity comes into question, at the sole discretion of the Board of Selectmen, may be grounds to disqualify a company from consideration of an award or grounds for termination of rights for the company to continue to perform public authority tows if deemed in the Town's best interest after an award.

¹ Massachusetts Department of Public Utilities certificate to tow must be enclosed

² Copies of in force policies must be submitted

**TOWNSEND POLICE DEPARTMENT
PUBLIC AUTHORITY TOWING BID EVALUATION SHEET**

I. Minimum Required Specs		HARBOR AUTOBODY	
1) D.P.U. Certificate		Y	
Enclosed		Y	
2) Secure Storage Area		Y	
3) Normal Hours		Y	
4) Response Time (w/in 20 min)		Y	
5) D.P.U. Regs		Y	
6) Insurances		Y	
Worker's Comp		Y	
Garage		Y	
Auto Liability		Y	
7) Integrity			BoS Vote per Specs
IF ALL MINIMUMS MET PROCEED TO EVALUATIVE SECTION			
II. Evaluative Specs		HARBOR AUTOBODY	
1) Vehicles		2	
a) simultaneous towing capacity		2	
b) total towing vehicles		2	
2) Vehicle Communication		Y	
a) 2 way radios		Y	
Radio Call Letter/Numbers		WQEA874	
FCC #		RENTAL SPACE ON OTHER	
b) cell phones		978.502.0812	
3) Registration			
a) Repair Plates		747A, 747C	
b) D.O.T. #		627759	
4) Contact Information			
a) Business		978.597.2077	
b) 24 Hour		978.502.0812	
c) Cell		978.502.0812	
5) Storage Information			
Indoor		Y	
Spaces		AS MANY AS NEEDED	
Heated		Y	
24 Hour Rate DPU Compliant		Y	
Owner		HARBOR AUTOBODY	
Location		98 Main St, Townsend, MA	
Outdoor		Y	
Spaces		15	
Fence		Y	
Height		7'	
Paved		Y	
Lighted		Y	
Square Feet		N/A	
Owner		SAME	
Location		SAME	
6) Employees			
Listed on Form		7	
Cori Check Acknowledgements		Y	
Cori Checks Satisfactory			
On-site 24 hr. Employee		N	
Certificate of Non-Collusion		Y	
Tax Attestation		Y	
Signature Page		Y	



RECEIVED

JAN 29 2018

BOARD OF SELECTMEN

Council on Aging
Townsend Senior Center

16 Dudley Road
Townsend, Massachusetts 01469

TEL: 978-597-1710
BUS: 978-597-1730
FAX: 978-597-1720

January 26, 2018

James Kreidler, Town Administrator
Town of Townsend
72 Main Street
Townsend, MA 01469

Dear Mr. Kreidler,

The Council on Aging requests the appointment and hire Steven A. Bourdon as Substitute Van Driver for the Townsend Senior Center. We request the Board of Selectmen approve and confirm his appointment.

Please let me know if there is any additional information you need in this matter.

Respectfully,

Karin Canfield Moore, Director
Townsend Senior Center/Council on Aging

cc: Board of Selectmen
Council on Aging



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

3.7

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-597-2711

To: Jim Kreidler, Town Administrator
From: Mark Boynton, Fire Chief *MRB*
Subject: Promotion
Date: December 7, 2017

Respectfully request the Board of Selectmen approve the promotion of Firefighter/Paramedic Ben Simmons to Lieutenant Paramedic.

Over the past two month ten of our personnel participated in a promotional process to fill the vacant paid-on-call Lieutenant position created by the retirement of Lieutenant Paramedic Wanda Goodwin. An extensive structured promotional process was conducted to establish a two year promotional list for the ranks of Lieutenant, Captain and Deputy Fire Chief.

The structured process subjected the candidates to a written exam an interview panel of peers and interview with the Chief Officers of the Department. As a result Firefighter/Paramedic Ben Simmons is recommended for the promotion.

12/20/17
munch

I have received several questions via email based on information that was shared from community members on Facebook related to dispatch and staffing in the lobby.

Last year, prior to my appointment, the town went to regional dispatch which meant dispatch personnel would no longer be present at the station. We have been making accommodations to schedule civilian staff at the front desk. This practice will continue. In fact, we are moving the administrative assistant to the first floor to be able to cover the front desk as well.

In addition, our station has cameras, inside and out, that are manned 24/7 and there is direct communication with the dispatchers at the regional communication center through a telephone/intercom in the lobby. This process allows someone to speak with a dispatcher immediately. With our recent upgrades in technology, dispatch will have the ability to buzz someone in the lobby into a safe room.

If someone is having a medical emergency they should dial 911 so that emergency personnel can be dispatched and not attempt to make it to the police station.

Our police coverage is 24/7 and officers are always available if needed by a community member.

I appreciate those that took the time to reach out to me for clarification. I encourage community members to always contact the police department for assistance as needed and to please contact me if you have questions about our operations.

Chief Bailey

Mr. Fisk is very excited to have joined the NMRSD and is focused on meeting all of the staff, students, and community members; he feels they are the heart of the organization. Mr. Fisk comes from a teaching background, so all his decisions are based on education. He appreciates all the positive support from the administration; he has been working on the field logistics regarding hosting of fall sports games. Mr. Fisk told the committee that he feels for our seniors because they will not have any kind of home field advantage this year.

b) Nissitissit Middle School STEPS Model

The superintendent spoke on the NMS STEPS proposal. Mrs. Gleason and Nancy Haines met and looked over the present makeup of the STEPS staffing at Nissitissit and feel that the district will be able to increase the program by one teacher with the loss of paraprofessionals due to attrition for a little under the cost of the original budget. Superintendent Landers supports this change because this model will provide the ability to have a teacher at every grade level.

c) FLLAC Update/SECC Custodial Staff

Superintendent Landers informed the committee that the FLLAC Collaborative moved into Squannacook today. Our custodians finished the building; the facility looks brand new. The FLLAC is doing some light construction updates, working with the Townsend Building Inspector. They will be participating in the district lunch program remotely with lunch being delivered from Hawthorne Brook Middle School. The superintendent advised that the district increased the original rental agreement to include custodial services and is recommending that a portion of the lease amount of \$115,000.00 be put into a revolving fund for a part time custodian for Squannacook.

d) Suicide Prevention Training Update

Mrs. Milligan shared that the district contracted with Dr. Feldman, UMass Medical, to provide a three-day Suicide Prevention training with a curriculum called Life Lines. This secondary (middle and high school) curriculum is presented in a three-part series; Postvention, Prevention, and Intervention. This training involves administrators, guidance counselors, adjustment counselors, health and physical education teachers. The training looks at strategies to deal with stress and trauma. Life Lines looks at anything that could lead to sudden/tragic losses. It supports students in self-awareness, self-management, responsible decision making, social awareness, and relationship skills. Students need strategies at these critical ages that address external/internal pressures and how to be self-aware and reach out to the right supports. This curriculum aligns with the social and emotional targets from the state and the district's Strategic Plan. This program addresses issues around suicide but also deals with a variety of any sudden/tragic losses within the district.

Starting in 2017-2018, this curriculum will be rolled out to grades 7 and 9 and then will be implemented in grades 8 and 10 in the following year. Additional grade levels may be added based on implementation feedback.

e) School Resource Officer Update

Superintendent Landers advised the committee that currently, we do not have a school resource officer in North Middlesex. She has been speaking with Townsend's Chief of Police, Chief Bailey, over the summer and recommends putting the position on hold. The position is funded in the budget and the plan is to keep the money in the budget line. The superintendent will continue to work with the Chief Bailey and will revisit the position and staffing mid-year.

2. Building Committee Report ~ Update

Mr. Templeton shared that the administration moved into the new high school on July 10, 2017; the transition has gone rather smoothly. We should have occupancy for the full building starting next week. The building looks fantastic; it is amazing to walk through. Mr. Templeton advised that the tile work on the stairs in the common area is coming from Italy, so this area may not be completed by start of school. The gym looks

August 7, 2017 SC meetings

**NORTH MIDDLESEX REGIONAL SCHOOL DISTRICT
SCHOOL COMMITTEE
Ashby, Pepperell, and Townsend, Massachusetts
MEETING MINUTES
Monday, August 7, 2017**

PRESENT

Chairperson	Randee Rusch	Member, At Large
Vice Chairperson	William Hackler	Member, At Large ~ Remote Participation
	Anne Adams	Member, Pepperell ~ Absent
	Jonna Clermont	Member, Pepperell
	Lisa Martin	Member, Pepperell
	Crystal Messamore	Member, Ashby ~ Absent
	Michael Morgan	Member, At Large
	Susan Robbins	Member, Townsend
	Robert Templeton	Member, Townsend

ALSO PRESENT

Joan Landers	Superintendent of Schools
Nancy Milligan	Assistant Superintendent
Nancy Haines	Business Manager ~ Absent
NMRSD Staff	
Parents/Community Members	

1. The meeting was called to order at 7:03 p.m.
2. The chairperson hereby informs the committee and audience members that the meeting is being recorded.
3. The next regularly scheduled school committee meeting will be held on Monday, August 21, 2017, at Peter Fitzpatrick School at 7:00 p.m.

CONSENT AGENDA

1. Approval of Minutes:
 - June 27, 2017, School Committee Meeting

A motion was made by Jonna Clermont and seconded by Susan Robbins to approve the school committee meeting minutes of June 27, 2017.

Roll Call Vote: Michael Morgan yes; Robert Templeton yes; Jonna Clermont yes; Lisa Martin yes; Susan Robbins yes; William Hackler yes; Randee Rusch yes.

Vote: Unanimously passed

REPORTS/INFORMATION ITEMS

1. Superintendent's Report
 - a) Introduction of North Middlesex Athletic Director
Superintendent Landers introduced Cameron Fisk, the new NM Athletic Director, to the committee. The Superintendent let the committee know that he has hit the ground running since his arrival. Mr. Fisk has been a health educator, varsity coach, and K-8 athletic director. Mr. Fisk has done an excellent job in getting the new high school athletic facility ready for opening day. He has worked diligently on securing fields and bussing for the fall athletic programs. He is doing an outstanding job.

the Conway School

Graduate Program in Sustainable Landscape Planning + Design

12/20/17
minutes

BOARD of TRUSTEES

Keith Ross, Chair
LandVest

Stephen Thor Johnson
Vice Chair, Clerk
North American Land Trust

Timothy A. Umbach, Treasurer
Martello Investment Mgmt. (Retired)

Mitch Anthony
Clarity

Janet Curtis '00
Union of Concerned Scientists

J. Nicholas Filler
Town of Conway

Marianne Jorgensen
*Academics for Land Preservation in
New England*

John O'Keefe
Harvard Forest (Retired)

William Sayre
Wm. B. Sayre, Inc. (Retired)

Theresa Sprague '08
BlueFlax Design LLC

Charles Tracy
National Park Service

ADMINISTRATION & FACULTY

Bruce J. Stedman '78
Executive Director

Ken Byrne
*Academic Director
Humanities*

Dave Nordstrom '04
Finance Director

Kate Cholaklis '11
*Admissions Manager
Landscape Planning & Design*

Kim Erslev
*Landscape Design
Site Engineering
Graphics*

Priscilla Novitt '07
Senior Administrator

Dave Weber '15
Campus Manager

FORMER DIRECTORS

Walter Cudnohufsky
Founder; Director, 1972-1992

Donald L. Walker, Jr. '79
Director, 1992-2005

Paul Cawood Hellmund
Director, 2005-2015

December 12, 2017

Mr. Lance McNally, Chair
Planning Board
272 Main Street
Townsend, MA 01469

Dear Mr. McNally,

Thank you for your interest in our student design services. The Conway School would be pleased to undertake a project to create a master plan for the town of Townsend and we are delighted to welcome you as part of our educational process.

Preliminary Proposal. During the Conway School's winter term, January - March 2018, a team of graduate students will develop a master plan.

Through the lens of ecological planning, the students will:

- Conduct two public meetings to gather input on project goals and solicit feedback on preliminary recommendations.
- Review the 2001 Townsend Master Plan.
- Based upon public input update the 2001 Master Plan as required and aligned with the expertise of the Conway School. The students can update the introduction, goals and vision, watershed protection, natural and cultural resources, land use and recommendations related to these chapters.
- Update the 2001 Master Plan as required to maintain compliance to MGL, within the capabilities of the Conway School. The students can update the following plan sections: introduction, goals and vision, watershed protection, natural and cultural resources, land use and recommendations related to these chapters.
- Undertake the development of a Downtown Master Plan based on public input. The following topics are likely to be included and others may be added based on the time available and capabilities of the Conway students:
 - Assess the aging population of Townsend, the current resources available to them and ways to improve the livability of the community for them (e.g. senior housing locations, pedestrian access and walk ability)
 - Assess and map existing natural resources throughout the community (e.g., rail trail, hiking trails, camping and wildlife), identifying existing connections between them and potential connections, as appropriate. Explore ways to thematically focus on presenting the town's natural resources so the community and visitors are aware of the recreational opportunities that exist.

Process. A team of 2 to 3 graduate students will come to Townsend in January

2018, to meet with you and/or other representatives or stakeholders to review goals and objectives towards establishing a more detailed scope of services, which will be embodied in a final contract that the team will draw up for your consideration, including a time-table.

Using base information that we receive from you (maps, other pertinent documents, etc.) and other information the student team uncovers, the students will draft a document analyzing the issues pertinent to the project. The student team will hold two stakeholder meetings designed to solicit opinion in regard to the subject of the project and to present preliminary findings and recommendations.

You, and others, as the client are responsible for certain tasks related to community meetings (reserving community meeting space, advertising community meetings, introducing the student team at community meetings), distributing drafts to project team members and coordinating their responses into one document, and maintaining regular contact with the student team (e.g., agreeing to a weekly phone call). You are also responsible for reviewing a draft copy of the final plan within a predetermined 72-hour window. These particular dates will be determined in the final contract drafted by the students. You are also responsible for attending formal presentations in Easthampton on February 23, 2018.

During the term, the Conway team will be available to meet with you on several occasions, the dates of which you and the team may mutually identify. Final products will include three copies of a 8x11-inch bound report, and a copy of the project in PDF form and Microsoft Word form. The Conway School may choose to post a copy of the project on the school's website. The project will be completed by April 15, 2018.

Any work performed by the Conway School during Town of Townsend's engagement with the Conway School shall be considered a "Work Made for Hire" as defined in the U.S. Copyright laws, and shall be owned by and for the express benefit of the Town of Townsend. In the event it should be established that such work does not qualify as a Work Made for Hire, the Conway School agrees to and does hereby assign the Town of Townsend all of the Conway School's right, title and interest in such work product including, but not limited to, all copyrights and other proprietary rights.

Reimbursement cost. The cost of this project is \$7,000 plus travel expenses (approximately \$325.00). Half of the \$7,000 reimbursement is to be paid before the project starts on or about January 2, 2018, and the remainder upon receipt of the final plan set around April 15, 2018. Once the Conway School receives a signed copy of this contract, you will be invoiced for the first half of payment by December 20, 2017, to allow for payment on or about January 2, 2018.

Questionnaire. You will commit to completing brief questionnaires assessing the Conway work and process at the mid-point of the project and following receipt of the final report. The feedback from these questionnaires is vitally important to the school and allows us to more readily identify areas for improvement. In addition, our accrediting agency, the New England Association of Schools and Colleges (NEASC), reviews these questionnaires as part of their overall evaluation of

the Conway School

Graduate Program in Sustainable Landscape Planning + Design

the school.

Confirmation of agreement. At such time as the above terms or modified version we may agree on are deemed satisfactory, the preliminary agreement may be confirmed by signing and mailing to me two copies of this proposal. I will sign and return one copy for your records.

Thank you for agreeing to work with Conway students on a master plan for Townsend. We believe that this project will be an excellent learning experience for our students and that you will receive a thoroughly researched document in a defined period of time that takes into account stakeholder opinions as well as studies prepared to date.

Sincerely,

Ken Byrne, Academic Director

The Conway School

Sign: _____

Date: _____

Mr. Lance McNally, Planning Board Chair

Town of Townsend

Sign: _____

Date: _____

Massachusetts Hoisting Equipment License Information;

License Number: HE-174137

Grade: Hoisting Engineer

Expiration Date: 5/24/18

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

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: _____

House Number: _____ to _____

Scope of Work:

Bury conduit and cable down the side of the road.

Length of Cut: _____ Depth of Cut: _____

Start Date: 11-20-17 Estimated Working Days: 12

NOTIFICATION DATES:

Dig Safe: 2017 4506068

Detail Officer Required: Yes _____ No X

Highway Superintendent: James O Smith

Date: 11/13/17

Board of Selectmen: [Signature]

[Signature]

[Signature]

Date: 12/20/17

Fee Received: \$100.00 Check #: 224

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

TOWN OF TOWNSEND

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

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

Date: 11/15/2017

Permit #: 16-18cA

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

Name: Unitil Fitchburg Gas and Electric

Address: 285 John Fitch Hwy
Fitchburg Ma 01420

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

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

CONTRACTOR:

Name: Unitil/Neuco

Address: 285 John Fitch Hwy

Fitchburg Ma 01420

Telephone # 978-833-0020 Fax # _____

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

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

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

Mark Dimeco Supervisor Gas Operations

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

Expiration Date: _____

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

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: Turnpike Rd

House Number: __103 Fitchburg Rd _____

Scope of Work:

Gas Service Installation

Length of Cut: _____ Depth of Cut: _____

Start Date: _____ Estimated Working Days: _____

NOTIFICATION DATES:

Dig Safe: _____

Detail Officer Required: Yes ____ No ____

Highway Superintendent: James A. Smith

Date: 12/11/17

Board of Selectmen: [Signature]

[Signature]

[Signature]

Date: 12/20/17

Fee Received: 200.00

Check #: 205507

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



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

Cindy King, *Chairman*

Gordon Clark, *Vice-Chairman*

Sue Lisio, *Clerk*

James M Kreidler, Jr,
Town Administrator

Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: All Employees

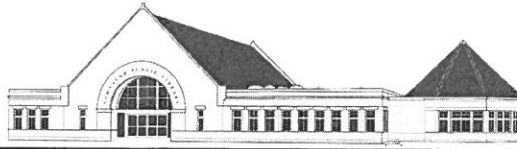
FROM: James M Kreidler, Jr, Town Administrator

DATE: December 12, 2018

SUBJ.: Legal Holidays: 2018

HOLIDAY	DATE CELEBRATED	EMPLOYEE OBSERVED
New Year's Day 2018	<i>January 1</i>	Monday, January 1, 2018
Martin Luther King, Jr. Birthday	<i>January 15</i>	Monday, January 15, 2018
President's Day	<i>February 18</i>	Monday, February 19, 2018
Patriot's Day	<i>April 16</i>	Monday, April 16, 2017
Memorial Day	<i>May 28</i>	Monday, May 28, 2018
Independence Day	<i>July 4</i>	Wednesday, July 4, 2018
Labor Day	<i>September 3</i>	Monday, September 3, 2018
Columbus Day	<i>October 8</i>	Monday, October 8, 2018
Veteran's Day	<i>November 11</i>	Monday, November 12, 2018
Thanksgiving Day	<i>November 22</i>	Thursday, November 22, 2018
Christmas Day	<i>December 25</i>	Tuesday, December 25, 2018
New Year's Day 2019	<i>January 1</i>	Tuesday, January 1, 2019

As a General Rule: Any Saturday holiday will be observed on the prior Friday; any Sunday holiday will be observed on the Monday following unless otherwise noted.



Townsend Public Library

MEMORANDUM

TO: The Board of Selectmen

FROM: Stacy Schuttler, Library Director

DATE: December 5, 2017

We posted and advertised for the position of Library Tech. We received multiple applications for the position. Jeanne Urda was selected she and accepted the position. Please approve this decision.

If you have any questions, please feel free to contact me at sschuttler@cwmars.org or by calling (978) 597-1714.

Townsend Police Department

Chiefs Report

September 29 – October 31, 2017

Activity Summary

Staffing

One officer was on medical leave (non-work related injury) for the month.

The deputy chief was selected and a formal swearing in held. Deputy Sartell transitioned from Hollis to his position in Townsend during the month.

The lieutenant will be transitioning to working evenings and weekends next month to provide coverage and supervision. This will also allow the community access to staff to process License to Carry paperwork and fulfill report requests in the evenings.

Administration

There were bills from several years ago found in a drawer that were never processed. The need to pay these invoices was addressed with town hall staff and they will appear as a warrant article at the special town meeting.

A department wide meeting was held to discuss key issues and to provide updated training in the use of the Criminal Justice Information System.

Grants

A new bullet proof vest grant was received and will help cover the costs of vests expiring in December.

Significant Incidents

I am sad to report that we lost a community member to an overdose.

There was an officer involved shooting in Lunenburg. Traffic in Townsend was impacted due to a road closure. TPD officers were available to assist as needed. The incident appeared to be isolated and there was not any threat to Townsend.

The storm on the 29th/30th caused several power outages along with downed trees and flooding. Despite the impact there were not any major issues.

Events Attended and Meetings Conducted (highlights)

I attended and spoke at the annual meeting of the Board of Directors of Country Estates. The topics included safety, lighting, and drug use in the community.

The department held three "Coffee with a Cop" meet and greets in conjunction with the national day established to foster dialogue between the police and community.

I spoke at a candlelight memorial organized by NM Cares in an effort to remember those lost to addiction and continue to encourage conversations and stop the stigma of addressing this issue in our community.

I participated in three Halloween activities. First was the Trunk or Treat hosted by the Spaulding PTA. This event, limited to Spaulding school attendees and their families provides elementary school children a safe place to trick or treat. Next was the Trick or Treat event hosted by the library for pre-school children, finally I patrolled during Trick or Treat for the community.

Two officers attended the daytime session and I attended the nighttime session of DIRT. This one-person act focuses on the interrelationships we have and the impact of choices on others as well as the danger of substance abuse.

The department participated in the National Drug Take Back Day. In a few hours more than 20 community members stopped and dropped off over 4,800 unneeded or expired prescription pills.

I attended the community festival held at the Farmer's Exchange in Townsend.

The deputy and I attended the International Association of Chief of Police Conference. This multi day event featured workshops on community engagements, elder abuse prevention, substance use / opioid issues, leadership, diversity, use of data, tactical training, and use of technology. In addition to the educational sessions there was a very large exhibit hall featuring equipment and technology. The deputy and I had the opportunity to meet with several vendors related to software owned by the department that had not been used prior to my appointment and others related to improving the use and integration of IMC within the department.

I participated in a NMLEC meeting to review all safety assets and resources available to the town.

I met with the coordinator of the little league to discuss collaboration for the 2018 season.

I have continued discussions with the schools on safety and issues as they occur. In the beginning of 2018 the SRO position will be reevaluated.

Townsend Police Department

Chiefs Report

November 1 – November 30, 2017

Activity Summary

Staffing

One officer was on medical leave for the month and another officer off for several days. Both injuries are not work related. Despite the time off required, all shifts were filled.

A job announcement was posted for a patrol position. The closing date was December 4, 2017. As of the end of November several qualified candidates had submitted their resume and cover letter.

Administration

The deputy and I prepared several items for presentation to the capital planning committee. The items focus on safety equipment for which a replacement plan had not previously been properly established. These items include radios, computers, and electronic control devices (Tasers). Another request is related to the fleet and switching from a purchase program to a leased program to reduce costs and improve the maintenance program.

At the Special Town Meeting, the department requested a correction in our budget related to the SRO position. It appears there was some level of confusion over this item with community members believing that the budget for the police department was being reduced. This is not the case. The adjustment is related to the reimbursement for the SRO position. Given the SRO has not been working, the department can't bill for or receive funding for the position. Some community members wanted the funding to come from another line item outside of the police budget. If that were to occur the department still would not be able to use the funding. By joint agreement between the school superintendent and the police chief, the SRO position will remain open until after the first of the year.

The deputy and I are working on a number of updates to administrative processes such as changes to time sheets for increased accountability and tracking and enhance use of the CAD system and assigning of incident numbers for situations that may need follow-up.

Grants

The department has received notification that the traffic safety grant that was submitted this summer has been approved. Currently, due to the federal budget situation, not all funds are ready for release. During the month of December, we do have access to funding for extra patrols. When all funding is ready for release we will be able to purchase traffic speed monitoring equipment which will help us address traffic safety.

Significant Incidents

I am sad to report that we have lost another community member to an overdose.

There was a gas leak at the old high school. The leak occurred by workers that are decommissioning the school who accidentally hit a pipe. The students were evacuated and situation was monitored. Once the all clear was given the students returned to classes.

NM students were arrested out of town with weapons. I met with the superintendent regarding this issue.

Events Attended and Meetings Conducted (highlights)

The department participated in "No Shave November" in support of NM Cares. Officers and community members donated \$790.00 to support education and outreach related to opioid use, substance abuse disorder, and the related stigma.

I attended the Townsend Ashby Youth Soccer Association festival and some of their games.

I attended the VFW ceremony on Veterans Day and the Rod and Gun Club breakfast.

The deputy and I attended a community dinner at the Baptist Church.

I participated in a meeting with the fire department and council on aging to discuss services for elder community members.

The Deputy and I have been attending several meetings related to the Nashoba Valley Regional Emergency Communications Center. In addition, several department members attended a meeting to address gaps in radio transmissions and errors the NVRECC has made in reporting. There are still several data issue we are trying to overcome.

I have met with several residents regarding safety, drug concerns, and traffic. Extra patrols are underway for several areas. In addition, we will be supplementing regular patrols with extra shifts funded through a grant.

The deputy and I attended a steering committee of Community Outreach Initiative COIN as part of our ongoing effort to address substance use in the community.

The department participated in the Festival of Trees hosted by the library and decorated a tree to accompany the book *Busy People: Police Officers*.

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

RETAIL PACKAGE STORE

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

NOT TO BE DRUNK ON THE PREMISES

To: Dada Maa Corporation d/b/a Townsend Package Store
224 Main Street Manager: Ranjitaben Patel

on the following described premises

One Floor Building with attic and basement. First Floor consists of Main Area, Wine Area,
Storage Area and Back Storage. Total Square Ft. 3,948

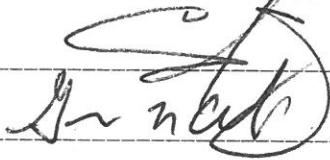
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 20th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 11:00 P.M. Monday through Saturday; 10:00 A.M. to 11:00P.M on Sunday.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:



LICENSING BOARD

12/20/17 minutes

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

RETAIL PACKAGE STORE

License to Expose, Keep for Sale, and to Sell
Wine and Malt Beverages

NOT TO BE DRUNK ON THE PREMISES

To: Girish Patel
440 Main Street

d/b/a Old Brick Store
West Townsend, MA 01474

on the following described premises

One room, all on one floor consisting of store area including 24x12 (1,482 Sq. Ft.) office and storage area. Total square ft, 1,802

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 20th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 11:00 P.M. Monday through Saturday; 10:00 A.M. to 11:00 P.M. on Sunday.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:

Sue Lisio
Jim McCl

LICENSING BOARD

LICENSE ALCOHOLIC BEVERAGE
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

TO BE DRUNK ON THE PREMISES

To: **Bailey's on the Green, LLC**
40 Scales Lane Manager: Albert S. Marino, Jr
on the following described premises

Function hall (seating capacity 309), Total Square Ft., 4,620 Restaurant area with outdoor patio (seating capacity 100). Total Square Ft., 7,142. Plus food and cold beverage golf cart to serve entire golf course.

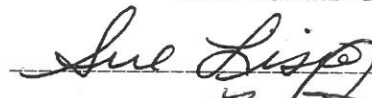
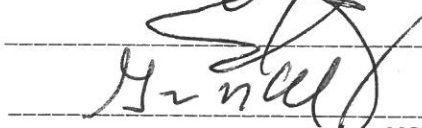
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 26th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 1:00 A.M. Monday through Saturday; 10:00 A.M. to 1:00 A.M. on Sunday. LAST CALL 12:30 A.M. Vacate premises of all patrons & close no later than 1:00 A.M. Kitchen remains open for food service while alcoholic beverages are served.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:



LICENSING BOARD

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

COMMON VICTUALLER

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

TO BE DRUNK ON THE PREMISES

To: Bailey's Bar & Grille, LLC
18 Main Street Unit 109 Manager: Albert S. Mariano, Jr.

on the following described premises

Kitchen Area/Walk-in cooler, Front Storage Closet, Porch Dining Area & Reception Area.
Rear Storage, Dining Area, Lounge Dining Area.

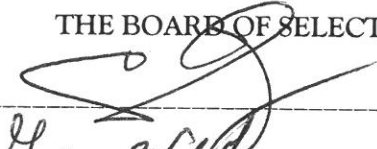
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

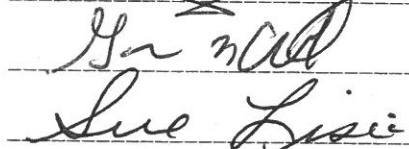
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 20th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 1:00 A.M. Monday through Saturday; 10:00 A.M. to 1:00 A.M. on Sunday. LAST CALL 12:30 A.M. Vacate premises of all patrons & close no later than 1:00 A.M. Kitchen remains open for food service while alcoholic beverages are served.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:





LISCIE
LICENSING BOARD

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

TO BE DRUNK ON THE PREMISES

To: **Cooperage, Inc. d/b/a Townsend House Restaurant**
2 Depot Street Manager: Robert Dickhaut

on the following described premises:

Dining Room 1 & Lounge (seating capacity 75), Dining Room 2 (seating capacity 60),
storage, kitchen, service area, game room and 4 restrooms. Total Square Ft., 3,152

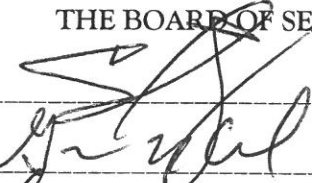
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.


IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 20th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 1:00 A.M.
Monday through Saturday; 10:00 A.M. to 1:00 A.M. on Sunday. LAST CALL 12:30 A.M.
Vacate premises of all patrons & close no later than 1:00 A.M. Kitchen remains open for
food service while alcoholic beverages are served.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:





LICENSING BOARD

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE
TOWN OF TOWNSEND HEREBY GRANTS A
RETAIL PACKAGE STORE

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

NOT TO BE DRUNK ON THE PREMISES

To: Chanchetha Corporation d/b/a The Wine Nook

18 Main Street Manager: Chanchetha Un

on the following described premises:

One floor area consisting of retail area, storage area, Refrigeration area and restroom area.
total square ft., 2,400

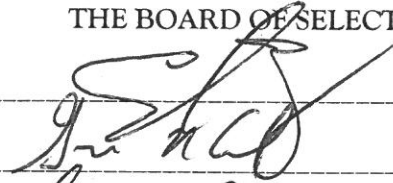
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

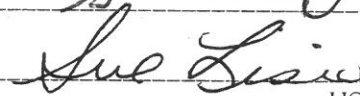
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 20th day of December 2017 .

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 11:00 P.M. Monday through Saturday; 10:00A.M. to 11:00P.M on Sunday.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:





LICENSING BOARD

LICENSE ALCOHOLIC BEVERAGES
THE LICENSING BOARD OF THE TOWN OF TOWNSEND
HEREBY GRANTS A

COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell
All Kinds of Alcoholic Beverages

TO BE DRUNK ON THE PREMISES

To: Season's Palace, #3, Inc. d/b/a YEE's Village
350 Main Street Manager: Chung Wai Yu

on the following described premises

Kitchen Area/Walk-in cooler, Front Storage Closet, Porch Dining Area & Reception Area.
Rear Storage, Dining Area, Lounge Dining Area.

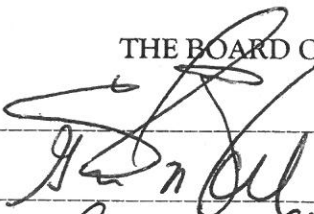
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. **This license expires December 31, 2018** unless earlier suspended, cancelled or revoked.

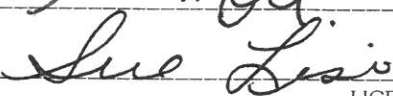
IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 26th day of December 2017.

The Hours during which Alcoholic Beverages may be sold are from 8:00 A.M. to 1:00 A.M. Monday through Saturday, 10:00 A.M. to 1:00 A.M. on Sunday. LAST CALL 12:30 A.M. Vacate premises of all patrons & close no later than 1:00 A.M. Kitchen remains open for food service while alcoholic beverages are served.

THIS LICENSE IS CONDITIONAL UPON COMPLIANCE WITH ALL APPLICABLE STATUTES, LAWS, ORDINANCES BYLAWS, RULES AND REGULATIONS AS NOW IN EFFECT AND AS AMENDED.

THE BOARD OF SELECTMEN:





LICENSING BOARD

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Albert S. Mariano, Jr.

BAILEY'S ON THE GREEN, LLC. 40 SCALES LANE

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

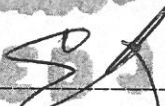
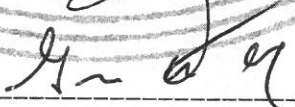

in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

12/20/17

THE TOWNSEND BOARD OF SELECTMEN

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF TOWNSEND

This is to certify that:

Robert W. Dickhaut

COOPERAGE, INC. dba THE TOWNSEND HOUSE
2 DEPOT STREET

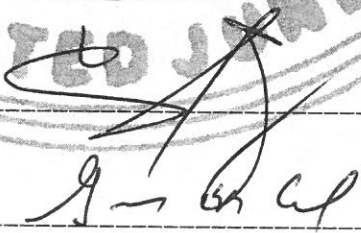
IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

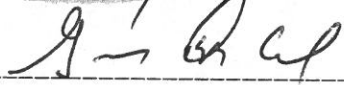
in said Town of Townsend and at that place only and expires
December 31, 2018 unless sooner suspended or revoked for violation of the
laws of the Commonwealth respecting the licensing of common victuallers.
This license is issued in conformity with the authority granted to the
licensing authorities by General Laws, Chapter 140 and amendments
thereto.


In Testimony Whereof, the undersigned have hereunto affixed their official
signatures.

Date: 12/20/17

THE TOWNSEND BOARD OF SELECTMEN







THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: **Kenneth Saucier**

**SOUTH FITCHBURG HUNTING & FISHING CLUB
60 WARREN ROAD**


**IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE**


in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.


In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 12/20/17

THE TOWNSEND BOARD OF SELECTMEN







THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Albert S. Mariano, Jr.

BAILEY'S BAR & GRILLE, LLC. 18 MAIN STREET

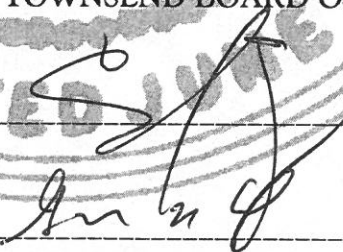
IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 10/20/17

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: **Chung Wai Yu**

SEASON'S PALACE INC. dba YEE'S VILLAGE 350 MAIN STREET

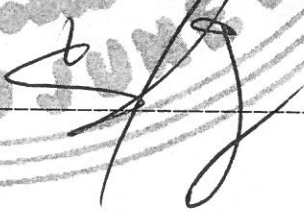
IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

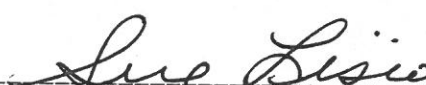
in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 12/20/17

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Wayne Aquaro

TOWNSEND ROD & GUN CLUB 46 EMERY ROAD

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

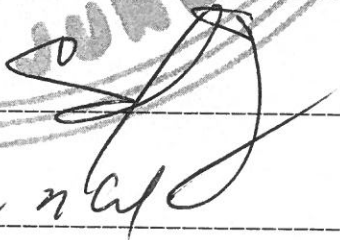
in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

10/20/17

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Global Montello Group Corp c/o Alliance Energy, LLC

dba MR. MIKE'S MINI MART 238 MAIN STREET

IS HEREBY GRANTED A
COMMON VICTUALLER LICENSE

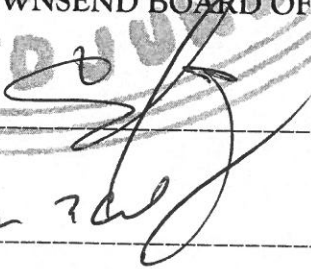
in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

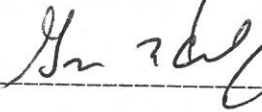
In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

12/20/17

THE TOWNSEND BOARD OF SELECTMEN







5.2.0

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Chung Wai Yu

YEE'S VILLAGE 350 MAIN STREET

IS HEREBY GRANTED AN
ENTERTAINMENT LICENSE


in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

12/20/07

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Robert Dickhaut

COOPERAGE, INC. dba THE TOWNSEND HOUSE 2 DEPOT STREET

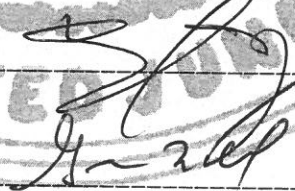
IS HEREBY GRANTED AN
ENTERTAINMENT LICENSE

in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 12/20/17

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that:

Albert S. Mariano

BAILEY'S BAR & GRILLE, LLC 18 MAIN STREET

IS HEREBY GRANTED AN
ENTERTAINMENT LICENSE

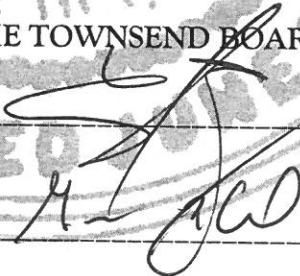
in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date:

12/26/17

THE TOWNSEND BOARD OF SELECTMEN



THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

This is to certify that: Albert S. Mariano

BAILEY'S ON THE GREEN, LLC 40 SCALES LANE

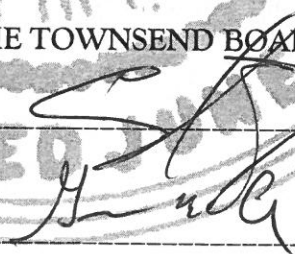
IS HEREBY GRANTED AN
ENTERTAINMENT LICENSE


in said Town of Townsend and at that place only and expires December 31, 2018 unless sooner suspended or revoked for violation of the laws of the Commonwealth This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140 and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures.

Date: 12/20/17

THE TOWNSEND BOARD OF SELECTMEN





THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF TOWNSEND

USED CAR DEALER'S LICENSE - CLASS II
TO BUY OR SELL SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto:

RICHARD KOIVU COUNTRY AUTO SALES & SERVICE, INC.

is hereby licensed to buy and sell second-hand motor vehicles at No.

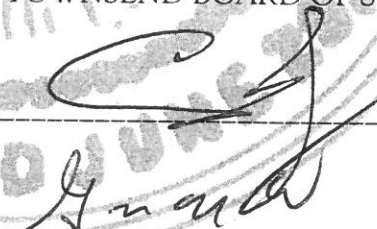
118 BAYBERRY HILL ROAD TOWNSEND, MA

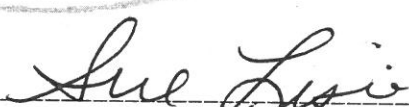
on premises described as follows:

COUNTRY AUTO SALES: A 8.7 acre parcel of land classified commercial with a shop building consisting of 3,708 Square Feet.

Date: 12/20/17

TOWNSEND BOARD OF SELECTMEN





THIS LICENSE EXPIRES JANUARY 1, 2019
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE
UPON THE PREMISES

