

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 103933

BOARD OF SELECTMEN
TOWNSEND TOWN HALL
272 MAIN STREET
TOWNSEND, MA 01469

APRIL 27, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH March 31, 2015

GENERAL LEGAL SERVICES

3/2/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: NO BY-LAW AMENDMENT NEEDED FOR COMBINED TREASURER/COLLECTOR OFFICE.	0.80	128.00
3/3/2015	BWR	REVIEW EMAIL AND ATTACHED DOCUMENT FROM SELECTMAN RE: TREASURER AUDIT.	0.40	64.00
3/4/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: FILLING VACANCY ON REGIONAL SCHOOL DISTRICT COMMITTEE WITH MODERATOR OFFICE VACANT.	0.50	80.00
3/10/2015	RTH	FIRE STATION DONATION AGREEMENT - REVIEW AGREEMENT; REVIEW PRIOR VERSIONS OF AGREEMENT; E-MAIL TOWN ADMINISTRATOR RE: AGREEMENT.	0.50	80.00
3/10/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO SELECTMAN RE: TAX COLLECTOR - AUDIT OF UNCOLLECTED TAXES UNDER FORMER COLLECTOR; TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: VARIOUS ISSUES.	2.20	352.00
3/12/2015	BWR	REVIEW PROPOSED AMENDMENTS TO TOWN CHARTER; EXCHANGE EMAILS WITH TOWN ADMINISTRATOR RE: MEETING WITH CHARTER COMMITTEE.	0.80	128.00
3/13/2015	JDU	5 AQUARIUS LANE - REVIEW E-MAIL FROM BUILDING COMMISSIONER RE: ROOF COLLAPSE AND STEPS TO DEMOLISH AND PLACE LIEN ON BUILDING FOR COSTS TO TOWN; REVIEW TITLE HISTORY TO PROPERTY, SEARCH FOR CURRENT ADDRESS OF OWNER AND REVIEW REGULATIONS CONCERNING DECLARATION OF UNSAFE STRUCTURES; CALL BUILDING COMMISSIONER RE: PROCEEDING WITH DEMOLITION.	0.80	128.00
3/17/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN	0.70	112.00

COMCAST; TELEPHONE CONFERENCE WITH COMCAST
FOR CURRENT STATUS OF RENEWAL DRAFT.

3/9/2015	WH	TELEPHONE CONFERENCE WITH COMCAST REPRESENTATIVE TO CONFIRM THAT COMCAST IS CURRENTLY SEEKING APPROVAL OF LICENSE DRAFT.	0.30	48.00
3/10/2015	WH	REVIEW E-MAIL INQUIRY FROM CABLE CHAIR RE: STATUS OF COMCAST LICENSE REVIEW; TELEPHONE CONFERENCE WITH COMCAST RE: SAME; PREPARE REPLY E-MAIL TO CABLE CHAIR.	0.30	48.00
3/13/2015	WH	TELEPHONE CONFERENCE WITH B. PEARLMAN RE: STATUS OF COMCAST REPLY TO TOWN'S DRAFT PROPOSAL; E-MAIL TO TOWN ADMINISTRATOR AND CABLE ADVISORY COMMITTEE ADVISING SAME.	0.30	48.00
3/19/2015	WH	REVIEW COMCAST LATEST LICENSE DRAFT REVISION; PREPARE E-MAIL TO TOWN ADMINISTRATOR FORWARDING SAME, AND COMMENTING ON STATUS OF NEGOTIATIONS, CONCESSIONS COMCAST MADE TO TOWN, AND ON POINTS COMCAST HAS NOT CONCEDED; PREPARE E-MAIL TO COMCAST REQUESTING EXPLANATION OF ITS REMOVAL OF THREE SECTIONS FROM DRAFT RENEWAL LICENSE.	1.20	192.00
SUBTOTAL:			2.70	432.00

WEST TOWNSEND FIRE STATION

3/3/2015	KLK	MODIFY PURCHASE AND SALE AGREEMENT TO INCORPORATE DEED INFORMATION; E-MAIL TO TOWN ADMINISTRATOR AND FIRE CHIEF RE: PROPOSITION 2 1/2 DEBT EXCLUSION.	0.40	64.00
3/11/2015	KLK	EXCHANGE E-MAIL WITH CHIEF RE: STATUS OF DEBT EXCLUSION VOTE AND FUNDING FOR ACQUISITION.	0.40	64.00
3/12/2015	KLK	FINALIZE PURCHASE AND SALE AGREEMENT FOR WEST TOWNSEND FIRE STATION PROPERTY RE: FUNDING; E-MAIL TO TOWN ADMINISTRATOR AND CHIEF.	0.20	32.00
SUBTOTAL:			1.00	160.00

EMPLOYEE COMPLAINTS

3/11/2015	BWR	REVIEW CORRESPONDENCE FROM SELECTMAN AND DRAFT CORRESPONDENCE TO CHAIR, BOARD OF SELECTMEN RE: COMPLAINTS AGAINST EMPLOYEES AND EXECUTIVE SESSION.	1.00	160.00
3/12/2015	BWR	REVIEW QUESTIONS FROM CHAIR, BOARD OF	1.20	192.00

SELECTMEN RE: EMPLOYEE COMPLAINTS; TELEPHONE
CONFERENCE WITH CHAIR RE: PROCEDURE FOR
HANDLING COMPLAINTS.

3/13/2015	BWR	LEGAL ANALYSIS RE: CHAIR, BOARD OF SELECTMEN QUESTIONS REGARDING EXECUTIVE SESSION.	0.40	64.00
3/16/2015	BWR	DRAFT CORRESPONDENCE TO CHAIR, BOARD OF SELECTMEN RE: EXECUTIVE SESSION.	0.30	48.00
3/17/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: 3/24/15 HEARING, VARIOUS ISSUES; DRAFT HEARING NOTICES.	1.10	176.00
3/18/2015	BWR	DRAFT CORRESPONDENCE TO INDIVIDUAL SELECTMEN WITH COMPLAINT DOCUMENTS; TELEPHONE CONFERENCE WITH SELECTMAN RE: PROCEDURE, VARIOUS ISSUES; DRAFT NOTICES AND PREPARE COPIES OF COMPLAINTS FOR FOUR TOWN EMPLOYEES; EMAIL NOTICES TO ALL EMPLOYEES. .	3.80	608.00
3/23/2015	BWR	REVIEW COMPLAINTS, STRATEGIZE CONDUCT OF COMPLAINT EXECUTIVE SESSION WITH EMPLOYEES; TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: CONDUCTING MEETING.	3.00	480.00
3/24/2015	BWR	REVIEW FILE DOCUMENTS, COMPLAINTS AND OUTLINE NOTES FOR MEETING; REPRESENT BOARD OF SELECTMEN AT EXECUTIVE SESSION TO REVIEW COMPLAINTS SUBMITTED BY SELECTMAN.	5.50	880.00
3/26/2015	BWR	FOLLOW UP ON 3/24/15 BOARD OF SELECTMEN MEETING; DRAFT CORRESPONDENCE TO POLICE CHIEF RE: SAME.	0.40	64.00
3/31/2015	BWR	REVIEW NOTES FROM EXECUTIVE SESSION AND DRAFT CORRESPONDENCE TO WATER COMMISSION CHAIR RE: REVIEWING COMPLAINTS AND REPORTING TO BOARD OF SELECTMEN. .	1.50	240.00
SUBTOTAL:			18.20	2,912.00
TOTAL:			39.20	6,272.00
ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
TOTAL COSTS:				202.89
TOTAL DUE:			\$	<u>6,474.89</u>

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 104211

BOARD OF SELECTMEN
TOWNSEND TOWN HALL
272 MAIN STREET
TOWNSEND, MA 01469

MAY 22, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH April 30, 2015

GENERAL LEGAL SERVICES

4/2/2015	RTH	FIRE STATION DONATION - REVIEW AND RESPONSE TO E-MAIL FROM BOARD OF SELECTMEN MEMBER; REVIEW DONATION AGREEMENT; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: AGREEMENT.	0.30	48.00
4/3/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: AUTHORITY TO ASSESS INTEREST ON OVERDUE WATER RATES.	2.90	464.00
4/10/2015	BJW	BUILDING INSPECTOR - MULTIPLE TELEPHONE CONFERENCES WITH BUILDING INSPECTOR RE: NONCONFORMING LOT INQUIRY.	0.30	48.00
4/13/2015	TWM	BUTLER - REVIEW FACTS AND LEGAL ISSUES RE: APPELLATE TAX BOARD APPEAL AND CLAIM OF OWNERSHIP.	0.30	48.00
4/13/2015	BJW	TELEPHONE CONFERENCE WITH BUILDING INSPECTOR RE: STRATEGY FOR RESPONDING TO OWNER'S ATTEMPT TO SELL ALLEGED NONCONFORMING LOT AS BUILDABLE.	0.50	80.00
4/24/2015	BWR	DRAFT CORRESPONDENCE TO CHAIR, BOARD OF SELECTMEN RE: OPEN MEETING LAW ISSUE.	0.30	48.00
4/24/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: INTEREST ON OVERDUE WATER CHARGES - LEGAL BASIS FOR SAME.	1.90	304.00
4/30/2015	BWR	REVIEW ANNUAL TOWN MEETING ARTICLES AND MOTIONS; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: APPROVING MOTIONS.	1.30	208.00
4/30/2015	JDU	5 AQUARIUS LANE - DRAFT E-MAIL TO BUILDING INSPECTOR RE: PROCEDURES FOR ASSEMBLY OF BOARD OF SURVEY TO EVALUATE STRUCTURALLY DEFICIENT DWELLING AND REMAINDER OF ENFORCEMENT OPTIONS; DRAFT EXAMPLE BOARD OF SURVEY REPORT	1.80	288.00

FOR USE BY BUILDING INSPECTOR.

SUBTOTAL:

9.60

1,536.00

GENERAL LABOR SERVICES

4/1/2015	DCJ	TOWN ADMINISTRATOR - REVIEW TWO E-MAILS FROM TOWN ADMINISTRATOR WITH CURRENT EMPLOYMENT AGREEMENT; REVIEW CHARTER; ANALYZE CONTRACT FOR COMPLIANCE WITH CHARTER.	1.00	160.00
4/4/2015	DCJ	TOWN ADMINISTRATOR - DRAFT E-MAIL TO CHAIRMAN, BOARD OF SELECTMEN RE: COMMENTS ON PROPOSED AGREEMENT WITH TOWN ADMINISTRATOR.	0.40	64.00
4/6/2015	DCJ	TOWN ADMINISTRATOR - DRAFT E-MAIL TO CHAIRMAN, BOARD OF SELECTMEN RE: EMPLOYMENT AGREEMENT.	0.10	16.00
4/8/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INTERNAL INVESTIGATION.	0.10	16.00
4/8/2015	DCJ	TOWN HALL - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: ELECTED OFFICIAL SALARY ISSUE; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: ISSUE.	0.40	64.00
4/9/2015	DCJ	TOWN HALL - REVIEW AND ANALYZE PERSONNEL POLICY RE: ELIGIBILITY OF ELECTED OFFICIAL FOR LONGEVITY PAY; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR.	0.70	112.00
4/9/2015	DCJ	WATER - REVIEW E-MAIL RE: WORKPLACE ISSUES.	0.10	16.00
4/13/2015	DCJ	TOWN CLERK - DRAFT E-MAIL TO TOWN ADMINISTRATOR RE: COMPENSATION ISSUES.	0.60	96.00
4/28/2015	DCJ	POLICE - TELEPHONE CONFERENCE WITH POLICE CHIEF RE: WAGE CALCULATION GRIEVANCE.	0.20	32.00

SUBTOTAL:

3.60

576.00

BOARD OF ASSESSORS

4/13/2015	JDU	PARCEL 38-8A-C - REVIEW ABATEMENT APPLICATION FILED BY GREAT NEPHEW OF RECORD OWNER; ANALYZE TITLE REPORT FILED BY APPLICANT; LEGAL RESEARCH RE: PROPER BASIS ON WHICH TO FILE ABATEMENT APPLICATION; TELEPHONE CONFERENCE WITH PRINCIPAL ASSESSOR RE: RESPONSE TO	1.60	256.00
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ABATEMENT APPLICATION.

4/30/2015	JDU	PARCEL 38-8A-C - ANALYZE ADDITIONAL DOCUMENTS FILED BY GREAT NEPHEW OF RECORD OWNER RE: REQUEST TO CHANGE ASSESSING INFORMATION ON PARCEL; DRAFT E-MAIL TO PRINCIPAL ASSESSOR RE: NO FURTHER ACTIONS REQUIRED BY TOWN.	0.50	80.00
SUBTOTAL:			2.10	336.00

CABLE TV

4/16/2015	WH	TELEPHONE CONFERENCE WITH COMCAST REPRESENTATIVE B. PEARLMAN RE: STATUS OF DRAFT LICENSE REVIEW (LEFT MESSAGE); TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR TO REPORT STATUS.	0.30	48.00
4/24/2015	WH	REVIEW AND REPLY E-MAIL FROM COMCAST RE: PROPOSAL FOR CONFERENCE TO CONCLUDE LICENSE NEGOTIATIONS.	0.20	32.00
4/28/2015	WH	TELEPHONE CONFERENCE WITH COMCAST RE: REVIEW OF TOWN'S LATEST LICENSE DRAFT; REVIEW TOWN'S CHANGES (COMCAST WILL REPORT BACK ON TOWN'S DESIRED CHANGES); E-MAIL TOWN ADMINISTRATOR TO REPORT SAME.	0.40	64.00
SUBTOTAL:			0.90	144.00

EMPLOYEE COMPLAINTS

4/3/2015	BWR	REVIEW COMPLAINTS MADE AGAINST WATER DEPARTMENT EMPLOYEES; PREPARE FOR AND REPRESENT WATER COMMISSIONERS AT HEARING ON COMPLAINTS.	5.20	832.00
4/6/2015	BWR	DRAFT CORRESPONDENCE TO CHAIR, BOARD OF SELECTMEN RE: 4/3 HEARING HELD BY BOARD OF WATER COMMISSIONERS.	0.80	128.00
4/7/2015	BWR	DRAFT EMAILS TO WATER DEPARTMENT EMPLOYEES RE: 4/7 CONTINUED HEARING; PREPARE FOR AND REPRESENT BOARD OF SELECTMEN AT HEARING ON COMPLAINTS AGAINST EMPLOYEES.	4.00	640.00
4/8/2015	BWR	REVIEW COMPLAINTS FILED BY SELECTMAN; DRAFT NOTICES TO ANIMAL CONTROL OFFICER, POLICE CHIEF, BOARD OF SELECTMEN CHAIR RE: 4/14 BOARD OF SELECTMEN EXECUTIVE SESSION.	0.60	96.00
4/13/2015	BWR	DRAFT PROPOSED BOARD OF SELECTMEN FINDINGS ON COMPLAINTS; DRAFT CORRESPONDENCE TO CHAIR,	0.90	144.00

BOARD OF SELECTMEN RE: SAME.

4/14/2015	BWR	PREPARE FOR AND ATTEND BOARD OF SELECTMEN EXECUTIVE SESSION WITH ANIMAL CONTROL OFFICER, CHIEF OF POLICE AT TOWN HALL.	4.70	752.00
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4/16/2015	BWR	REVISE PROPOSED BOARD OF SELECTMEN FINDINGS ON COMPLAINTS; DRAFT CORRESPONDENCE TO CHAIR, BOARD OF SELECTMEN RE: FORWARDING DRAFT.	1.20	192.00
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4/20/2015	BWR	EXCHANGE NUMEROUS E-MAILS WITH ALL SELECTMEN MEMBERS AND TOWN ADMINISTRATOR RE: 4/21/15 BOARD OF SELECTMEN MEETING AND CONCLUDING INVESTIGATION AND ANNOUNCING FINDINGS; LEGAL RESEARCH RE: OPEN MEETING LAW AND PUBLIC RECORDS ISSUES. .	2.10	336.00
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SUBTOTAL:

19.50	3,120.00
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OLD MEETINGHOUSE ROAD LOGGING

4/27/2015	KLK	RESEARCH RE: DISCONTINUED PORTIONS OF ROAD AND ISSUES OF LOGGING.	0.30	48.00
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SUBTOTAL:

0.30	48.00
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TOTAL:

36.00	5,760.00
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ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:

396.54

TOTAL DUE:

\$ 6,156.54

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 104638

BOARD OF SELECTMEN
TOWNSEND TOWN HALL
272 MAIN STREET
TOWNSEND, MA 01469

JUNE 12, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH May 31, 2015

GENERAL LEGAL SERVICES

5/4/2015	DCJ	TOWN MEETING - STRATEGIZE RE: PAYMENT OF LONGEVITY TO TOWN CLERK.	0.20	32.00
5/4/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: ANNUAL TOWN MEETING ISSUE; TELEPHONE CONFERENCES WITH TOWN ADMINISTRATOR, TOWN CLERK RE: TOWN MEETING ARTICLE FOR LONGEVITY PAY.	0.90	144.00
5/5/2015	BWR	PREPARE FOR AND ATTEND BOARD OF SELECTMEN MEETING AND ANNUAL TOWN MEETING.	7.00	1,120.00
5/6/2015	BWR	DRAFT EMAIL TO TOWN ADMINISTRATOR RE: ANNUAL TOWN MEETING FOLLOW-UP.	0.30	48.00
5/26/2015	BWR	TELEPHONE CONFERENCES WITH TOWN ADMINISTRATOR, SELECTMEN MCNABB, SMART AND CLARK RE: 5/26/15 BOARD OF SELECTMEN MEETING AND OTHER ISSUES; DRAFT SUMMARY OF EMPLOYEE COMPLAINT INVESTIGATION FOR CHAIRMAN.	2.10	336.00
5/27/2015	BWR	EXCHANGE EMAILS WITH TOWN ADMINISTRATOR, CHAIR OF BOARD OF SELECTMEN RE: REMOVAL OF DOCUMENTS FROM TOWN WEBSITE.	0.30	48.00
5/27/2015	BWR	REVIEW PENDING LITIGATION AND DRAFT CORRESPONDENCE TO FIRST SOUTHWEST CO. RE: NO MATERIAL LITIGATION AND BORROWING.	0.70	112.00
5/28/2015	BWR	DRAFT CORRESPONDENCE TO SELECTMAN CLARK RE: STATUS OF TOWN ADMINISTRATOR CONTRACT NEGOTIATIONS.	0.50	80.00
5/29/2015	RTH	SOLID WASTE CONTRACT - BEGIN TO REVIEW AND REVISE CONTRACT FOR COLLECTION AND DISPOSAL OF SOLID WASTE.	1.30	208.00

SUBTOTAL:			13.30	2,128.00
GENERAL LABOR SERVICES				
5/5/2015	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: GRIEVANCE RESPONSE.	0.20	32.00
5/12/2015	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE BENEFITS ISSUES.	0.20	32.00
5/21/2015	DCJ	TOWN HALL - REVIEW E-MAIL RE: TOWN COMPUTER SECURITY ISSUE; REVIEW TOWN POLICIES; ANALYZE LA W RE: EXPECTATION OF PRIVACY.	0.50	80.00
5/22/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH WATER SUPERINTENDENT RE: EXECUTIVE SESSION.	0.20	32.00
5/22/2015	DCJ	TOWN HALL - STRATEGIZE RE: EMPLOYEE COMPLAINTS AND INVESTIGATION.	1.00	160.00
5/26/2015	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: RESPONSE TO GRIEVANCE.	0.30	48.00
5/27/2015	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: FAIR LABOR STANDARDS ACT ISSUE; DRAFT RESPONSE.	0.60	96.00
5/28/2015	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: CLARIFICATION OF GRIEVANCE QUESTIONS; EDIT AND FORWARD RESPONSE.	0.30	48.00
5/29/2015	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM MS. SMART RE: SETTLEMENT OF WAGE GRIEVANCE.	0.20	32.00
SUBTOTAL:			3.50	560.00
EMPLOYEE COMPLAINTS				
5/6/2015	BWR	PREPARE DOCUMENTS FROM BOARD OF SELECTMEN INVESTIGATION OF EMPLOYEE COMPLAINTS AND DRAFT CORRESPONDENCE TO INSPECTOR GENERAL RE: INVESTIGATION DOCUMENTS.	0.40	64.00
5/7/2015	BWR	DRAFT EMAIL TO SELECTMAN RE: 5/26 MEETING; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: APPROVING EXECUTIVE SESSION MINUTES.	0.30	48.00
5/11/2015	BWR	TELEPHONE CONFERENCE WITH WATER DEPARTMENT EMPLOYEES RE: POTENTIAL EXECUTIVE SESSION ON 5/26/15.	0.40	64.00

5/12/2015	BWR	EXCHANGE E-MAILS WITH SELECTMAN SMART RE: EMPLOYEE COMPLAINT INVESTIGATION ISSUES.	1.10	176.00
5/19/2015	BWR	DRAFT NOTICES OF 5/26/15 EXECUTIVE SESSION TO FOUR EMPLOYEES.	0.60	96.00
5/21/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: 5/26/15 MEETING ISSUES; DRAFT EXECUTIVE SESSION NOTICES TO FOUR EMPLOYEES AND EMAIL NOTICES.	1.60	256.00
5/26/2015	BWR	PREPARE FOR AND ATTEND 5/26/15 BOARD OF SELECTMEN MEETING (NO CHARGE).	5.30	NO CHARGE
SUBTOTAL:			9.70	704.00

OLD MEETINGHOUSE ROAD LOGGING

5/6/2015	KLK	LEGAL RESEARCH RE: LOGGING OPERATIONS ON MEETINGHOUSE ROAD AND APPLICABILITY OF SCENIC ROAD BYLA W TO "DISCONTINUED" PORTIONS OF ROAD.	1.30	208.00
SUBTOTAL:			1.30	208.00
TOTAL:			27.80	3,600.00

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL
POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:	279.84
TOTAL DUE:	<u>\$ 3,879.84</u>

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 104867

BOARD OF SELECTMEN
TOWNSEND TOWN HALL
272 MAIN STREET
TOWNSEND, MA 01469

JUNE 30, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH June 30, 2015

GENERAL LEGAL SERVICES

6/1/2015	BWR	LEGAL RESEARCH RE: QUESTIONS FROM SELECTMEN; RESEARCH AND DRAFT OPINION LETTER TO SELECTMAN SMART RE: POTENTIAL RESPONSE TO INCIDENT AT CONSERVATION COMMISSION MEETING.	2.10	336.00
6/2/2015	RTH	SOLID WASTE CONTRACT - FINALIZE REVISIONS TO CONTRACT; E-MAIL REVISED CONTRACT TO TOWN FOR REVIEW.	1.50	240.00
6/3/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO SELECTMAN RE: POLICE LIEUTENANT - POTENTIAL ISSUES WITH CONTRACT, FAIR LABOR STANDARDS ACT ELIGIBILITY.	1.50	240.00
6/10/2015	RTH	SOLID WASTE CONTRACT - COMPARE CONTRACT PREPARED BY VENDOR WITH CONTRACT CONTAINED IN REQUEST FOR PROPOSALS; E-MAIL ASSISTANT TO BOARD OF HEALTH RE: CONTRACT.	0.80	128.00
6/16/2015	RTH	SOLID WASTE CONTRACT - REVIEW STATUS OF CONTRACT; TELEPHONE CONFERENCE WITH BOARD OF HEALTH CHAIR RE: CONTRACT; E-MAIL REVISED CONTRACT TO TOWN CLERK FOR DELIVERY TO BOARD OF HEALTH CHAIR; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: CONTRACT.	0.50	80.00
6/17/2015	RTH	SOLID WASTE CONTRACT - TELEPHONE CONFERENCE WITH BOARD OF HEALTH ASSISTANT RE: STATUS OF CONTRACT.	0.10	16.00
6/17/2015	RTH	SURPLUS SUPPLIES PROCEDURES - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: REVISED PROCEDURES FOR DISPOSAL OF SURPLUS SUPPLIES; REVISE PROCEDURES; E-MAIL REVISED PROCEDURES TO TOWN ADMINISTRATOR.	0.20	32.00
6/18/2015	RTH	SOLID WASTE CONTRACT - FINALIZE REVIEW AND REVISIONS TO CONTRACT; REVIEW PROCUREMENT DOCUMENTS RE: ATTACHMENTS TO BE INCLUDED IN	1.70	272.00

		CONTRACT; E-MAIL REVISED CONTRACT TO BOARD OF HEALTH.		
6/18/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF HEALTH RE: POTENTIAL PERSONNEL ISSUE WITH BOARD OF HEALTH EMPLOYEE.	0.40	64.00
6/22/2015	BWR	TELEPHONE CONFERENCE WITH BOARD OF SELECTMEN CHAIR AND REVIEW FIRE DEPARTMENT'S UNCOLLECTED AMBULANCE ACCOUNT INFORMATION POSTED ON TOWN WEBSITE; REVIEW TOWN ADMINISTRATOR'S EMAIL RE: SAME; EXTENSIVE RESEARCH AND DRAFT OPINION TO CHAIR RE: NO NOTIFICATION REQUIRED AND FUTURE HANDLING OF SUCH DATA.	6.50	1,040.00
6/25/2015	JDJ	5 AQUARIUS LANE - EXCHANGE E-MAILS WITH BUILDING INSPECTOR RE: RESPONSE OF PROPERTY OWNER AND INSURANCE AGENT TO BOARD OF SURVEY WHICH DIRECTED THE REMOVAL OF STRUCTURE AND CONSIDERATIONS IN PROCEEDING WITH COURT ACTION SEEKING COURT PERMISSION TO REMOVE.	0.50	80.00
		SUBTOTAL:	15.80	2,528.00
GENERAL LABOR SERVICES				
6/1/2015	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: RESOLUTION OF OVERTIME GRIEVANCE.	0.10	16.00
6/1/2015	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL RE: LIEUTENANT STATUS.	0.20	32.00
6/18/2015	DCJ	FIRE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH DRAFT MEMORANDUM OF AGREEMENT; EDIT MEMORANDUM OF AGREEMENT; E-MAIL TOWN ADMINISTRATOR WITH EDITED AGREEMENT AND EXPLANATION.	1.00	160.00
6/18/2015	DCJ	BOARD OF HEALTH - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: DISCIPLINE MATTER; DRAFT ADMINISTRATIVE LEAVE LETTER; E-MAIL TOWN ADMINISTRATOR WITH ATTACHED ADMINISTRATIVE LEAVE LETTER.	0.40	64.00
6/19/2015	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EXECUTIVE SESSION PROCEDURE.	0.10	16.00
6/19/2015	DCJ	BOARD OF HEALTH - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH ARREST REPORT; REVIEW REPORT; DRAFT E-MAIL TO TOWN ADMINISTRATOR.	0.20	32.00
6/23/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN	0.20	32.00

Date	DCJ	Description	Rate	Amount
		ADMINISTRATOR RE: LA YOFF ISSUE; REVIEW E-MAIL RE: LA YOFF.		
6/23/2015	DCJ	BOARD OF HEALTH - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EXECUTIVE SESSION ISSUES.	0.20	32.00
6/24/2015	DCJ	WATER - REVIEW PERSONNEL POLICIES AND CHARTER RE: REMOVAL OF EMPLOYEE; ANALYZE SETTLEMENT ISSUE; DRAFT NOTICE TO EMPLOYEE; DRAFT E-MAIL TO TOWN ADMINISTRATOR.	0.80	128.00
6/24/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: LA YOFF PROCEDURES.	0.20	32.00
6/24/2015	DCJ	BOARD OF HEALTH - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: DRUG TESTING ISSUE.	0.10	16.00
6/25/2015	DCJ	CONSERVATION COMMISSION - REVIEW STATEMENT WITH COMPLAINTS AGAINST COMMISSION.	0.60	96.00
6/26/2015	DCJ	CONSERVATION COMMISSION - DRAFT E-MAIL TO BOARD OF SELECTMEN RE: INVESTIGATION.	0.10	16.00
6/29/2015	DCJ	CONSERVATION COMMISSION - REVIEW AND RESPOND TO E-MAIL FROM SELECTMAN.	0.10	16.00
6/29/2015	DCJ	CONSERVATION COMMISSION - OBTAIN AND REVIEW BOARD CODE OF CONDUCT; DRAFT E-MAIL TO TOWN ADMINISTRATOR ENCLOSING MANUAL.	0.20	32.00
6/29/2015	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: DELIVERY OF NOTICE.	0.10	16.00
6/29/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR AND SUPERINTENDENT RE: LA YOFF ISSUES.	0.30	48.00
6/29/2015	DCJ	REVIEW E-MAIL WITH LETTER FROM EMPLOYEE RE: LA YOFF.	0.20	32.00
6/29/2015	BWR	REVIEW LETTER FROM WATER DEPARTMENT EMPLOYEE RE: POSITION NOT ENDING; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR AND LEGAL ANALYSIS RE: RESPONSE TO SAME.	0.50	80.00
6/30/2015	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR REGARDING LA YOFF ISSUES.	0.20	32.00
6/30/2015	BWR	LEGAL ANALYSIS AND DRAFT CORRESPONDENCE TO WATER DEPARTMENT EMPLOYEE RE: ELIMINATION OF WATER DEPARTMENT POSITION; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF POSITION AND WATER COMMISSIONER	2.30	368.00

ACTIONS; REVIEW WATER COMMISSION MINUTES, FA Y
AND FA Y BUDGETS; DRAFT FOLLOW-UP
CORRESPONDENCE TO EMPLOYEE.

SUBTOTAL:

8.10

1,296.00

CABLE TV

6/16/2015

WH

TELEPHONE CONFERENCE WITH COMCAST RE: STATUS
OF LICENSE DRAFT AND SIDE LETTER; E-MAIL TOWN
ADMINISTRATOR REPORTING SAME.

0.30

48.00

SUBTOTAL:

0.30

48.00

HILL V. CONSERVATION COMMISSION

6/1/2015

JJG

REVIEW CASE STATUS AND PREPARE CHRONOLOGY OF
CONTACTS WITH PLAINTIFF'S COUNSEL RE:
PREPARATION OF ADDITIONAL INFORMATION FOR
CONSERVATION COMMISSION.

0.30

48.00

6/9/2015

JJG

TELEPHONE CONFERENCE WITH CONSERVATION
AGENT RE: CASE STATUS AND OPTIONS TO BE
SUBMITTED TO CONSERVATION COMMISSION FOR
CASE STRATEGY; REVIEW CURRENT PROCEDURE FOR
FILLING VACANCIES ON CONSERVATION COMMISSION,
AND PROPOSE ALTERNATIVES TO COMMISSION VOTES
ON PROPOSED MEMBERS, AS PRECONDITION TO
APPROVAL BY BOARD OF SELECTMEN.

0.90

144.00

SUBTOTAL:

1.20

192.00

OLD MEETINGHOUSE ROAD LOGGING

6/1/2015

KLK

TELEPHONE CONFERENCE WITH CONSERVATION
AGENT RE: APPLICABILITY OF SCENIC ROAD
LEGISLATION TO MEETINGHOUSE ROAD AND HEARING
BEFORE PLANNING BOARD.

0.30

48.00

SUBTOTAL:

0.30

48.00

TOTAL:

25.70

4,112.00

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL
POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:

56.06

TOTAL DUE:

\$ 4,168.06

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 105275

BOARD OF SELECTMEN
TOWNSEND TOWN HALL
272 MAIN STREET
TOWNSEND, MA 01469

AUGUST 31, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH July 31, 2015

GENERAL LEGAL SERVICES

7/2/2015	BWR	REVIEW CORRESPONDENCE FROM WATER DEPARTMENT EMPLOYEE RE: ALLEGED WRONGFUL TERMINATION; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: SAME; TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: SAME; DRAFT CORRESPONDENCE TO EMPLOYEE; LEGAL RESEARCH RE: ELIMINATION OF POSITION IN BUDGET EFFECTING LAYOFF.	3.10	496.00
7/2/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: BY-LAW PROVISIONS.	0.90	144.00
7/2/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: FIRE ALARM FEES.	0.90	144.00
7/6/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: PUBLIC RECORDS REQUEST - REQUESTER'S DEMAND FOR OTHER EMPLOYEE TO PERFORM SEARCH AND SEGREGATION.	1.00	160.00
7/9/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: FIRE ALARM FEES FOR FY16.	0.80	128.00
7/14/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN CLERK RE: BOARD OF SELECTMEN REORGANIZATION.	1.70	272.00
7/14/2015	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: PUBLIC RECORDS REQUEST - REQUESTER CANNOT CHOOSE STAFF TO SEARCH AND SEGREGATE.	0.60	96.00
7/17/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: VARIOUS ISSUES.	0.30	48.00
7/20/2015	JDU	PRINCIPAL ASSESSOR - REVIEW E-MAIL FROM PRINCIPAL ASSESSOR RE: PROPERTY OWNER QUESTIONING ASSESSMENT TO PARCEL 5-6; TITLE RESEARCH RE: HISTORY OF PARCEL AND SURROUNDING PARCELS; COMPARE TITLE RESEARCH	2.60	416.00

RESULTS TO CURRENT ASSESSMENT RECORDS;
TELEPHONE CONFERENCE WITH PRINCIPAL ASSESSOR
RE: RESULTS.

7/22/2015	BWR	DRAFT CORRESPONDENCE TO BOARD OF SELECTMEN CHAIR RE: PUBLIC RECORDS REQUEST TO TOWN ADMINISTRATOR OFFICE - RESPONSE TO REQUESTER WHILE TOWN ADMINISTRATOR ON VACATION.	0.40	64.00
7/30/2015	BWR	DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: PUBLIC RECORDS REQUEST - ASSIGNING EMPLOYEE OTHER THAN CUSTODIAN TO RESPOND.	0.50	80.00
7/30/2015	BWR	ANALYZE RECORDS REQUEST FOR EMAILS BETWEEN MEMBER OF BOARD OF SELECTMEN AND TOWN COUNSEL, TOWN ADMINISTRATOR AND WATER DEPARTMENT SUPERINTENDENT.	0.30	48.00
SUBTOTAL:			13.10	2,096.00

GENERAL LABOR SERVICES

7/1/2015	DCJ	CONSERVATION COMMISSION - ANALYZE WITNESS STATEMENTS FOR INVESTIGATION.	1.00	160.00
7/7/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE INVESTIGATION.	0.20	32.00
7/9/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION.	0.30	48.00
7/9/2015	BWR	TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: EXECUTIVE SESSION ISSUES.	0.50	80.00
7/12/2015	DCJ	CONSERVATION COMMISSION - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH BOARD OF SELECTMEN MEETING AGENDA; ANALYZE POSTING; DRAFT E-MAIL TO TOWN ADMINISTRATOR.	0.20	32.00
7/13/2015	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYMENT ISSUES.	0.20	32.00
7/14/2015	DCJ	CONSERVATION COMMISSION - REVIEW WITNESS STATEMENTS IN PREPARATION FOR BOARD OF SELECTMEN MEETING.	0.50	80.00
7/14/2015	DCJ	CONSERVATION COMMISSION - PREPARE FOR AND ATTEND EXECUTIVE SESSION RE: INTERNAL INVESTIGATION.	2.00	320.00
7/15/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE	0.20	32.00

		CONFERENCE WITH TOWN ADMINISTRATOR TO ARRANGE FOR WITNESS INTERVIEW.		
7/15/2015	DCJ	TELEPHONE CONFERENCE WITH CHAIRMAN, BOARD OF SELECTMEN RE: PUBLIC DOCUMENT REQUEST.	0.20	32.00
7/20/2015	DCJ	REVIEW E-MAIL FROM MR. CLARK; DRAFT E-MAIL TO TOWN ADMINISTRATOR; REVIEW REPLY.	0.20	32.00
7/20/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH CHAIR BOARD OF SELECTMEN RE: EMPLOYEE INTERVIEWS.	0.10	16.00
7/23/2015	DCJ	BUILDING COMMISSIONER - REVIEW AND RESPOND TO E-MAIL FROM MS. SMART RE: STIPEND ISSUE.	0.20	32.00
7/23/2015	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF LABOR MATTERS.	0.20	32.00
7/23/2015	TDZ	RESEARCH RE: PAYMENT OF STIPEND TO BUILDING INSPECTOR FOR PERFORMANCE OF ADDITIONAL WORK AT HIGH SCHOOL PROJECT; RESEARCH RE: ON-CALL PAY TO WATER SUPERINTENDENT.	0.40	64.00
7/24/2015	DCJ	BUILDING COMMISSIONER - REVIEW AND RESPOND TO E-MAILS RE: STIPEND PAYMENT.	0.20	32.00
7/27/2015	DCJ	CONSERVATION COMMISSION - REVIEW WITNESS STATEMENTS RE: EMPLOYEE INTERVIEW.	1.00	160.00
7/27/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INTERVIEW.	0.20	32.00
7/27/2015	TDZ	RESEARCH AND DRAFT PROPOSED MEMORANDUM OF AGREEMENT RE: PAYMENT TO BUILDING INSPECTOR FOR ADDITIONAL WORK AT HIGH SCHOOL.	0.60	96.00
7/28/2015	TDZ	TELEPHONE CONFERENCE WITH WATER SUPERINTENDENT RE: ON-CALL PAY; RESEARCH AND ANALYZE POTENTIAL LEGAL ISSUES CONCERNING SUPERINTENDENTS RECEIPT OF ON-CALL PAY.	1.60	256.00
7/29/2015	DCJ	CONSERVATION COMMISSION - PREPARE FOR AND CONDUCT INTERNAL INVESTIGATION; INTERVIEW WITNESSES; REVIEW PERSONNEL FILE.	8.00	1,280.00
7/29/2015	DCJ	TOWN HALL - REVIEW E-MAIL WITH ATTACHED EMPLOYEE COMPLAINT.	0.20	32.00
7/30/2015	DCJ	BOARD OF HEALTH - REVIEW COMPLAINT AGAINST EMPLOYEE.	0.20	32.00

		SUBTOTAL:	0.30	48.00
7/2/2015	DCJ	WATER - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE LA YOFF.	0.20	32.00
7/7/2015	DCJ	WATER - STRATEGIZE RE: RESPONSE TO EMPLOYEE.	0.20	32.00
7/7/2015	BWR	DRAFT NOTICE TO WATER DEPARTMENT EMPLOYEE RE: ELIMINATION OF POSITION AND RELATED ISSUES; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: SENDING NOTICE.	0.90	144.00
7/8/2015	DCJ	TOWN HALL - REVIEW SEVERAL E-MAILS RE: EMPLOYEE SEPARATION ISSUES.	0.20	32.00
7/8/2015	BWR	REVIEW WATER DEPARTMENT EMPLOYEE'S PROPOSED SEPARATION AGREEMENT; DRAFT CORRESPONDENCE TO EMPLOYEE RE: SAME; DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: EXECUTIVE SESSION TO DISCUSS AGREEMENT.	1.50	240.00
7/13/2015	DCJ	TOWN HALL - STRATEGIZE RE: EMPLOYEE SEPARATION ISSUE.	0.40	64.00
7/13/2015	TDZ	RESEARCH RE: PROPOSED SEPARATION AGREEMENT WITH WATER DEPARTMENT EMPLOYEE.	0.40	64.00
7/14/2015	DCJ	WATER - REVIEW PROPOSED SETTLEMENT AGREEMENT IN PREPARATION FOR EXECUTIVE SESSION.	0.50	80.00
7/14/2015	DCJ	WATER - PREPARE FOR AND REPRESENT TOWN AT EXECUTIVE SESSION RE: SETTLEMENT STRATEGY.	2.00	320.00
7/31/2015	DCJ	TOWN HALL - REVIEW TOWN ADMINISTRATOR EMPLOYMENT AGREEMENT; DRAFT EMPLOYMENT SETTLEMENT AGREEMENT.	1.00	160.00
		SUBTOTAL:	7.30	1,168.00
CONTRACTS				
7/2/2015	RTH	SOLID WASTE CONTRACT - BEGIN TO REVIEW REVISED CONTRACT PROPOSED BY VENDOR; E-MAIL HEALTH ADMINISTRATOR RE: CONTRACT.	0.30	48.00
7/6/2015	RTH	SOLID WASTE CONTRACT - REVIEW LATEST VERSION OF CONTRACT BETWEEN TOWN AND SOLID WASTE CONTRACTOR; COMPARE WITH EARLIER VERSION;	0.40	64.00

7/30/2015	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH CHAIR RE: EXECUTIVE SESSION PROCEDURES.	0.20	32.00
7/31/2015	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: MATERIALS REQUESTED IN CONNECTION WITH INVESTIGATION.	0.20	32.00
SUBTOTAL:			18.80	3,008.00

CABLE TV

7/30/2015	WH	REVIEW VOICEMAIL FROM TOWN ADMINISTRATOR; PREPARE E-MAIL REPLYING THAT EXECUTIVE SUMMARY WILL BE PROVIDED BY 8/5/15.	0.30	48.00
7/31/2015	WH	REVIEW 7/23/15 COMCAST DRAFT RENEWAL LICENSE; COMPARE WITH 3/19/15 VERSIONS; PREPARE E-MAIL TO TOWN ADMINISTRATOR AND CABLE ADVISORY COMMITTEE CHAIR WITH REVIEW, COMMENTS AND APPROVAL OF 7/23/15 VERSION.	2.90	464.00
7/31/2015	WH	PREPARE EXECUTIVE SUMMARY OF COMCAST PROPOSED RENEWAL LICENSE (7/23/15 VERSION).	0.80	128.00
SUBTOTAL:			4.00	640.00

HILL V. CONSERVATION COMMISSION

7/9/2015	JJG	TELEPHONE CONFERENCE WITH CONSERVATION AGENT RE: CASE STATUS AND PROCEDURE TO COMPILE AND FILE RECORD OF PROCEEDINGS.	0.30	48.00
7/20/2015	JJG	EXCHANGE TELEPHONE MESSAGES WITH CONSERVATION AGENT RE: CASE STATUS AND STRATEGY.	0.20	32.00
SUBTOTAL:			0.50	80.00

POLICE/WAGE/ARBITRATION

7/23/2015	DCJ	REVIEW E-MAIL FROM AMERICAN ARBITRATION ASSOCIATION WITH NEW DEMAND FOR ARBITRATION; REVIEW LIST OF ARBITRATORS; MAKE SELECTION OF ARBITRATORS; DRAFT E-MAIL TO AMERICAN ARBITRATION ASSOCIATION WITH SELECTION; DRAFT E-MAIL TO TOWN ADMINISTRATOR.	0.30	48.00
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E-MAIL HEALTH ADMINISTRATOR RE: CONTRACT.

SUBTOTAL:

0.70

112.00

TOTAL:

44.70

7,152.00

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL
POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:

47.67

TOTAL DUE:

\$ 7,199.67

