

# OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

## SELECTMEN'S MEETING AGENDA FOR APRIL 5, 2022, AT 6:00 P.M.

SELECTMEN'S CHAMBERS, 272 MAIN STREET, TOWNSEND, MA.

And Via ZOOM for convenience

TCAM Inc. is inviting you to a scheduled Zoom meeting.

### Join Zoom Meeting

<https://us02web.zoom.us/j/81209951106?pwd=K0dnUH05OC9SbG1WVEFYaW01MHR1Zz09>

Meeting ID: 812 0995 1106

Passcode: 127528

### One tap mobile

+13017158592,,81209951106#,,,,\*127528# US (Washington DC)

+13126266799,,81209951106#,,,,\*127528# US (Chicago)

### Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Find your local number: <https://us02web.zoom.us/j/kcxQObxvOk>

### I. PRELIMINARIES - VOTES MAY BE TAKEN:

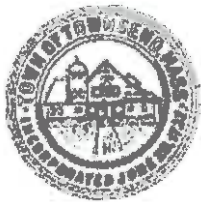
- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Public Comment Period.
- 1.6 Review/Approve the meeting minutes for 3/15/2022.

### II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

None

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

- 3.1 Accept the resignation of Drew Brassard as a fulltime firefighter/medic and appoint him as a per diem firefighter/medic.
- 3.2 Change the 3/1/2022 appointment of Cameron Milewski from per diem firefighter/medic to full-time Firefighter/EMT subject to a CORI check and a one-year probationary period.
- 3.3 Accept the resignation of Gary Shepherd as a trustee of the Townsend Affordable Housing Trust.



## OFFICE OF THE BOARD OF SELECTMEN

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3.4 Appoint Beverly Napior as a trustee on the Townsend Affordable Housing Trust for a term through June 30, 2024.

3.5 Appoint Colby Streeter as the Conservation Commission representative and Emy Hoff as the Recreation Commission Representative to the Open Space and Recreation Plan Committee for a term from today through June 30, 2023.

3.6 Appoint TEMA members for a 3-year term: Barbara Bourdon, James "Brian" Kennedy, Donna "Lynn" Pinkerton

3.7 Nominate Mary Letourneau and John King as Inspector of Animals

3.8 Appoint Sabrina Moore as Administrative Assistant to the Selectboard and the Town Administrator contingent upon a reference check, CORI check, and pre-employment physical and with a one-year probationary period.

3.9 Appoint Town Administrator contingent on a reference check and successful contract negotiations.

3.x10 Appoint Greta Helfter and Alisha Praileau as fractional employees of the RecKids program subject to a CORI check and a pre-employment physical.

### IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.0 Discuss/Vote on recommendation from Audit Committee for FY22, FY23, FY24 Auditor

4.1 Discuss/Vote 35' No Disturb general bylaw ATM warrant article

4.2 Mandatory Referral for Proposed Zoning Amendment - Chickens

4.3 Mandatory Referral for Proposed Zoning Amendment - Dogs

4.4 Discuss/Vote on Town Hall hours open to the public, 9-4 M-F, open til 6 on Tuesday.

4.5 Discuss/Vote on the police cruiser lease agreement.

4.6 Review of Police Department Body Worn Camera Policy

4.7 Discuss/Vote on the lease with TAYSA for Squannacook Meadows.

4.8 Discuss contracting of accounting services and Human Resources services

4.9 Discuss / Vote new Demand fees from Treasurer/Collector

4.x10 First Reading updated Vehicle Use Policy

4.x11 Approve/sign contract with K5 Corporation for the RRFB at Spaulding Memorial School and the painting of the Bike Lanes and Crosswalks

4.x12 Vote Chapter 90 funds of \$515,661.95 to be used by Highway Department to mill and re-surface Aries Lane, Ash St, Aquarius Lane, Capricorn Lane, Gemini Lane, Libra Lane, and Pisces Lane.

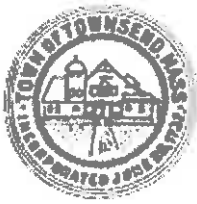
4.x13 Vote on Road Opening permits for installing test stations at: 5 Capricorn Lane, 12 Shirley Rd, 30 Barker Hill Rd, 82 Turnpike Rd; gas service upgrade at 90 Main St, 85 Brookline St, 23 Brookline St; abandon gas service from street to house at 440 Main St; new gas service installation at 22 New Fitchburg Rd.

4.x14 Vote on one-day Liquor License for a Birthday Celebration at the VFW Post #6538 on April 23 from 4 PM to 8 PM.

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

5.0 ARPA projects - Emergency Services fund for Fire/EMS/Police

5.0.1 FY 2023 Congressionally Directed Spending discussion



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

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- 5.1 Review FY23 Budget, Capital requests and warrant articles.
- 5.1.0.5 Vote the Warrants for annual elections and town meeting
- 5.1.1 Town Administrator Updates and Reports.
- 5.2 Reports from Board liaisons.
- 5.2.1 General Government
- 5.2.2 Elected Boards
- 5.2.3 Public Safety
- 5.3 Announcements, Communications, etc.
- 5.4 Next meeting WEDNESDAY, April 20, 5:30 p.m. with 7:00 p.m. Community Meeting for Annual Town Meeting (ATM) warrant preview.
- 5.5 Review and sign payroll and bills payable warrants out of session.

### VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

To conduct strategy sessions in preparation for negotiations with nonunion personnel (Town Administrator and Accountant), per C30A §21 (a) subsection 2.

Note: The Chair shall note that discussing in open session may have a detrimental effect on the negotiating position of the Board

### VII. ADJOURNMENT:



Board of Selectmen Meeting Minutes

02-02-2022, 5 p.m.

Preliminaries:

Board of Selectmen meeting called to order at 5:01 p.m. with Chaz Sexton-Diranian and Veronica Kell present.

Exec Session  
motion:

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to go into Executive Session to discuss the reputation, character, physical condition, or mental health of an individual, or discuss the discipline or dismissal of, or complaint or charges against, a public officer, per Ch 30A section 21 and not to return to open session.

Prior to vote: Robert Hennigan, attorney, made an objection to notice provided and asked that his letter to Mr. Perry and Chairman Kell be made part of the record for today's meeting while noting that the client has elected to go into executive session.

Kate Feoderoff, Town Counsel, said that she did receive Mr. Hennigan's letter, and that while the Board cannot post an agenda item as an open session item then go into executive session to discuss, the converse is true, i.e., may post an executive session item then can discuss that item in open session. Attorney Feoderoff called the Division of Open Government today and spoke with Assistant Attorney General Kerry Kilcoyne who concurred with the conclusion that it has been the long-standing position of the DOJ that an agenda item posted in Executive Session can be moved to open session so to the extent that Ms. Smart desires, the discussion can be in open session and the posting was proper.

Motion passed to go into executive session with all in favor.

Executive Session entered at 5:07 p.m.

Adjournment

Adjournment from executive session.



Preliminaries:

Board of Selectmen meeting called to order at 5:01 p.m. on Monday, February 7, with Chaz Sexton-Diranian, Joe Shank and Veronica Kell present.

Meeting is being recorded.

There are no additions or deletions.

Executive session motion

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to go into Executive Session pursuant to GL c. 30A, s 21 (a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel - Fire Chief,

and

To enter into Executive Session pursuant to GL c. 30A, s 21(a)(1) to discuss the reputation, character, physical condition, or mental health of an individual, or discuss the discipline or dismissal of, physical condition, or mental health of an individual, or discuss the discipline or dismissal of, or complaint or charges against, a public officer, employee, staff member or individual,

and

to adjourn in Executive Session.

Motion passed to go into executive session with all in favor.

Adjourn

Adjournment from executive session.





Preliminaries:

Board of Selectmen meeting called to order at 5:00 p.m. on Monday, February 14, with Chaz Sexton-Diranian and Veronica Kell present.

Executive session motion

Motion was made by Chaz Sexton-Diranian and seconded by Veronica Kell to enter into Executive Session pursuant to GL c. 30A, s 21(a)(1) to discuss the reputation, character, physical condition, or mental health of an individual, or discuss the discipline or dismissal of, or complaint or charges against, a public officer, employee, staff member or individual,  
and  
to adjourn in Executive Session.

Motion passed to go into Executive Session with all in favor.

Adjourn

Adjournment from Executive Session.



Board of Selectmen Meeting Minutes  
03-30-2022, 6 p.m.

Preliminaries:	Board of Selectmen meeting called to order at 6:08 p.m. with Joe Shank, Chaz Sexton-Diranian and Veronica Kell present. Pledge of Allegiance recited. Announced that the meeting is being recorded and will be posted on YouTube (not on Channel 9 due to conflict with ZBA meeting). Addition of agenda item 4.3 to discuss missing files in the BOS office.
Appointments and Hearings:	None
Appointments of Personnel:	None
Meeting Business:	
One-Day liquor license	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to approve a one-day liquor license for the Townsend VFW on April 3, 2022, from 12 noon to 7 p.m. Motion passed with all in favor.
Open and Close the ATM Warrant	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to open the Annual Town Meeting (ATM) Warrant. Motion passed with all in favor.  Ross Perry, interim Town Administrator, brought forward a request from a citizen the suggestion that the BOS add an article to the ATM warrant to see if the Treasurer/Collector publish a list annually of those that are behind in their property taxes and that the Town will accept a state law (MGL Ch.40 s.57) that prohibits the issuing of a permit to anyone that owes property tax and is not on a payment plan. Exemptions are hunting, fishing, dog licenses, etc.  Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to add an article to the warrant to adopt MGL regarding warrants and back taxes as described. Motion passed with all in favor.  Ross Perry will write up the article and add it to the warrant.  Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to close the Annual Town Meeting (ATM) Warrant. Motion passed with all in favor.
Missing files in BOS office	Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to direct Town Counsel to send a letter to former employees inquiring as to where missing files (personnel; litigation) might be found and to advise that the former employees are legally bound to turn over any files that may be in their possession. If files are not found, then start an investigation. Motion passed with all in favor.

Board of Selectmen Meeting Minutes

03-30-2022, 6 p.m.

Discussion of hiring of Administrative Assistant to BOS/TA

Joe Shank recused himself from the discussion.

Chaz Sexton-Diranian, Ross Perry, and Veronica Kell all in favor of offering position to Sabrina Moore. Two good candidates were interviewed. Sabrina was chosen for her municipal experience.

Veronica and Ross will call references, prepare the offer letter, and Ross will let Sabrina know. Appointment will be at 4/5 meeting pending reference check, CORI, and pre-employment physical. Position is 40 hr. at Grade E/Step 2. The title is Selectmen Administrative Assistant.

Discussion of Saturday's TA interview process

Chaz will make active the list of questions we used for the interim TA interviews. Ross will provide some questions.

Two interviews are scheduled for Saturday morning, April 2, and a third interview will be held Monday evening, April 4.

Town Administrator Update and Report-Union negotiations:

Ross reported:

- Water Dept hybrid Fusion is available for town hall employees to use.
- There is a 0% increase for employee health insurance for FY23, and a 250/750 individual/family deductible will be in effect. Dental and Vision are now through Blue Cross Blue Shield.
- There is currently a \$174,000 budget deficit
- The election warrant includes a \$350,000 Prop 2 1/2 override question
- There will be a pre-town meeting on Wednesday, April 20, at 7:00 p.m., to review the Annual Town Meeting warrant and the budget with the community.
- Possibility of Internship with Town Administrator for Harrison Mayotte.

Next Meeting

April 5, 2022, at 6 p.m.

Executive Session

none

Adjournment

Motion was made by Chaz Sexton-Diranian and seconded by Joe Shank to adjourn at 7:01 p.m. Motion passed with all in favor.

Recording of meeting found at: <https://www.youtube.com/watch?v=kBYq85Z-fCU>



Office of the Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

3.1

*Kathleen M. Spofford*  
Town Clerk  
*Jessica A. Funaiolo*  
Assistant Town Clerk

Office: (978) 597-1704  
Fax: (978) 597-8135

Resignation Notice

**DATE:** February 11, 2022

**TO:** Gary Shepherd, Interim Fire Chief  
Ross Perry, Interim Town Administrator  
Board of Selectmen

**FROM:** Kathleen M. Spofford, Town Clerk *Kathleen M. Spofford*

Drew Brassard submitted his resignation as full-time Firefighter/Paramedic from the Townsend Fire/EMS Department on January 26, 2022 effective February 11, 2022. Attached is a copy of his resignation letter.

Chapter 41, Section 109 "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation.

cc: Melissa Dunnet



# TOWNSEND FIRE DEPARTMENT

*Proudly serving the citizens of Townsend since 1875*

**Gary Shepherd**  
Chief of Department

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

**R E C E I V E D**  
FEB 10 2022

Headquarters: 978-597-8150 Fax: 978-300-5786  
Cell: 978-503-2930

TOWN OF TOWNSEND  
TOWN CLERK

01/26/2022

Chief Shepherd

Townsend Fire-EMS

Dear Chief Shepherd,

Please accept this letter as formal notification of my resignation as a full time Firefighter/Paramedic from the Townsend Fire-EMS department. My final shift will be Friday, February 11, 2022.

Before I leave, I will make sure all my inventory information including usernames, passwords and personal shorthands for ordering are handed off to Captain Martin Scott for ease of ordering. I am willing to assist Captain Scott in any way to help ordering manageable and make sure all his supply lists are in order before my departure.

I am requesting to also stay Per Diem with the Townsend Fire-EMS department. Over the last three years, this has become my second family, and I wouldn't want to lose that. I have enjoyed the 3 years as a Per Diem and Full Time member, building the bond between Full time, Per diem and call members. I have been lucky to call everyone here, brothers and sisters. While I am excited for my future endeavors, Townsend will always be called family. If there are any questions, please feel free to contact me at any time.

Respectfully,

Drew Brassard



Office of the Town Clerk  
 Town of Townsend  
 272 Main Street  
 Townsend, MA 01469

*Kathleen M. Spofford*  
 Town Clerk  
*Jessica A. Funaiolo*  
 Assistant Town Clerk

Office: (978) 597-1704  
 Fax: (978) 597-8135

Resignation Notice

**DATE:** March 14, 2022

**TO:** Townsend Affordable Housing Trust  
 Ross Perry, Interim Town Administrator  
 Board of Selectmen

**FROM:** Kathleen M. Spofford, Town Clerk *Kathleen M. Spofford*

Gary Shepher submitted his resignation as member of the Townsend Affordable Housing Trust on March 12, 2022 effective immediately. Attached is a copy of his resignation letter.

**Chapter 41, Section 109** "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation."

**Kathy Spofford**

---

**From:** Ross Perry  
**Sent:** Saturday, March 12, 2022 9:12 AM  
**To:** Kathy Spofford  
**Subject:** FW: Gary Shepherd resigns from Townsend Affordable Housing Trust

Rec'd Townsend Town Cler  
14 MAR '22 AM9:32

Foy your records.

Ross Perry  
978-621-6662

**From:** gary.shepherd  
**Sent:** Friday, March 11, 2022 5:15 PM  
**To:** Veronica Keli; Joe Shank; Chaz Sexton-Diranian; Ross Perry  
**Cc:** joanmsavoy@gmail.com  
**Subject:**

To whom it may concern

Effective immediately I resign my position as a member of the Townsend Affordable Housing Trust March 11,2022

Sincerely

Gary Shepherd





## VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: BEVERLY NAPIOR

Phone (978): 337-3316 email bnapior@gmail.com

Address: 169 MAIN ST TOWNSEND

Occupation: RETIRED CHEF

Amount of time available  
(per week/per month): \_\_\_\_\_

Background/Experience: Many years of event planning & production

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK  
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN  
SERVING ON IN ORDER OF PREFERENCE**

1. TOWNSEND AFFORDABLE HOUSING TRUST
2. \_\_\_\_\_
3. \_\_\_\_\_



**RE: Contact information needed**

**Michael Crowley** <[mcrowley@townsendma.gov](mailto:mcrowley@townsendma.gov)>

Thu 3/24/2022 12:15 PM

To: Veronica Kell <[vkell@townsendma.gov](mailto:vkell@townsendma.gov)>

Hi Veronica,

Here is the list I have for OSRP. I have attached Colby Streeter's volunteer form, and I am still waiting for Marylane to send me hers. Do the other folks who are town employees need one and should I get updated one for folks already on other committees? Let me know.

FYI the last two folks for BOS to confirm at the next meeting are Colby Streeter and Emy Hoff.

-Mike

Contact info	email	Org representative
<u>David Vigeant</u>	<a href="mailto:dvigeant@townsendwater.org">dvigeant@townsendwater.org</a>	Water
<u>Emy Hoff</u>	<a href="mailto:EHoff@townsendma.gov">EHoff@townsendma.gov</a>	Recreation
<u>Carols Hoffses</u>	<a href="mailto:carol.hoffses@comcast.net">carol.hoffses@comcast.net</a>	Planning
<u>MaryJane Churchville</u>	<a href="mailto:mj@tiagotitle.com">mj@tiagotitle.com</a>	Historic
<u>George Sullivan</u>	<a href="mailto:genasully@comcast.net">genasully@comcast.net</a>	Health
<u>Colby Streeter</u>	<a href="mailto:colbystreeter@hotmail.com">colbystreeter@hotmail.com</a>	ConsCom
<u>James Gates</u>	<a href="mailto:gatesjames86@gmail.com">gatesjames86@gmail.com</a>	At Large
<u>Veronica Kell</u>	<a href="mailto:vkell@townsendma.gov">vkell@townsendma.gov</a>	At Large
<u>Open Seat</u>		At Large

**From:** Mike Crowley <[mcrowley94@gmail.com](mailto:mcrowley94@gmail.com)>

**Sent:** Thursday, March 24, 2022 10:19 AM

**To:** Michael Crowley <[mcrowley@townsendma.gov](mailto:mcrowley@townsendma.gov)>

**Subject:** Fwd: Contact information needed

----- Forwarded message -----

**From:** Veronica Kell <[vkell@townsendma.gov](mailto:vkell@townsendma.gov)>

**Date:** Thu, Mar 24, 2022 at 9:43 AM

**Subject:** Contact information needed

**To:** Mike Crowley <[mcrowley94@gmail.com](mailto:mcrowley94@gmail.com)>

4/5/22, 4:59 PM

Mail - Veronica Kell - Outlook

Mike,

I need the volunteer response forms for all that have been appointed to the Open Space and Recreation Plan committee so the BOS can be sure the appointments have been made.

Mostly we need the contact information. So if you don't have the official forms, please send me emails for those that have been appointed.

Thanks,  
Veronica

Veronica Kell, Chairman  
Townsend Board of Selectmen



**The Commonwealth of Massachusetts**

Department of Agricultural Resources

Division of Animal Health

251 Causeway Street, Suite 500

Boston, MA 02114-2151

**Nomination of Inspector of Animals**

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2022. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Townsend

3/7/2022

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2023 is sent for your approval:

**Inspector of Animals**

Name: Mary Letourneau

Mail Address: 352 Main St.

Townsend, MA - 01469

Phone: (978) 597-5868 Fax: (978) 597-2176

Email: aco.at@verizon.net

**Inspector: (Note all changes here)**

Name: \_\_\_\_\_

Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Nominating Authority**

Contact: James M. Kreider Jr

Office: Board of Selectmen

Mail: 272 Main St.

Townsend, MA - 01469

P: (978) 597-1701 F: (978) 597-1719

Email: jkreidler@townsend.ma.us

**Nominating Authority: (Note all changes here)**

Contact: \_\_\_\_\_

Office: \_\_\_\_\_

Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Acceptance of Nomination of Inspector of Animals (must be notarized)**

I hereby accept my nomination as Inspector of Animals for the City or Town of Townsend, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) \_\_\_\_\_

Signed \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss

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

Then personally appeared the above-named \_\_\_\_\_ and acknowledged the foregoing instrument to be his or her free act and deed, before me.

Notary Public

My commission Expires: \_\_\_\_\_

**Appointment of Inspector of Animals (Division of Animal Health use only)**

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of \_\_\_\_\_ as Inspector of Animals for the City or Town of Townsend, Massachusetts.

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

Director, Division of Animal Health

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



3.7  
RECEIVED  
MAR 10 2022  
SELECT ME

CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

JOHN LEBEAUX  
Commissioner

March 7, 2022

### RE: NOMINATION OF INSPECTOR OF ANIMALS

#### Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2022.** The appointment will run from May 1, 2022 until April 30, 2023. If more than one inspector was appointed for your city or town, there is a separate form for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2022.** This nomination will cover the year starting May 1, 2022 and run until April 30, 2023.

If you have any questions, please contact Ashley Kraft at (617) 626-1810 or [Ashley.Kraft@mass.gov](mailto:Ashley.Kraft@mass.gov).

Thank you,

Michael Cahill, Director  
Division of Animal Health



**The Commonwealth of Massachusetts**

Department of Agricultural Resources

Division of Animal Health

251 Causeway Street, Suite 500

Boston, MA 02114-2151

**Nomination of Inspector of Animals**

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2022. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Townsend

3/7/2022

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2023 is sent for your approval:

**Inspector of Animals**

Name: John King

Mail Address: 100 New Fitchburg Rd

West Townsend, MA - 01474

Phone: (978) 597-5804 Fax:

Email: jking@lowell.k12.ma.us

**Inspector: (Note all changes here)**

Name: \_\_\_\_\_

Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Nominating Authority**

Contact: Ross Perry

Office: Board of Selectmen

Mail: 272 Main St.

Townsend, MA - 01469

P: (978) 597-1700 F: (978) 597-1719

Email: rperry@townsendma.gov

**Nominating Authority: (Note all changes here)**

Contact: \_\_\_\_\_

Office: \_\_\_\_\_

Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Acceptance of Nomination of Inspector of Animals (must be notarized)**

I hereby accept my nomination as Inspector of Animals for the City or Town of Townsend, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) \_\_\_\_\_

Signed \_\_\_\_\_

COMMONWEALTH OF MASSACHUSETTS

Middlesex,ss

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

Then personally appeared the above-named \_\_\_\_\_ and acknowledged the foregoing instrument to be his or her free act and deed, before me.

Notary Public

My commission Expires: \_\_\_\_\_

**Appointment of Inspector of Animals (Division of Animal Health use only)**

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of \_\_\_\_\_ as Inspector of Animals for the City or Town of Townsend, Massachusetts.

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

Director, Division of Animal Health





3. x 10



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

DATE: March 22, 2022  
TO: Board of Selectmen  
FROM: Emy Hoff, Director, Townsend Recreation Department  
RE: **OFFICIAL NOTIFICATION OF HIRE**

---

This letter is to notify you that Townsend Recreation agreed to hire:  
*Greta Helfter*  
*Alisha Praileau*  
as a Counselor for Reckids 2022 at a pay rate of \$14.25/hr in accordance with  
Massachusetts minimum wage and the Recreation Commission Pay Guideline.

We are requesting the above listed be appointed as a fractional employee of The  
Reckids Program.

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

cc: Department file





# TOWN OF TOWNSEND

**REQUEST FOR  
PROPOSAL FOR  
AUDIT SERVICES  
TECHNICAL**



**FOR THE YEARS  
ENDED JUNE 30,  
2022, 2023, 2024**

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Our proposed services will include:

- An audit of the Financial Statements of the Town,
- A Single Audit, if necessary under the Uniform Guidance regulations.
- An auditor's report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Governmental Audit Standards. The report will also include a summary of all instances of non-compliance if any;
- A Management Letter,
- An exit conference with the Town's financial team and Board of Selectmen.

We are also able to include as part of our overall services, and cost structure to the Town, the following services:

- Conversion of the records from UMAS to GASB 34 and GASB 54 together with implementation of all new GASBs;
- Maintenance of your capital asset inventory as described in your RFP.
- Assistance in the preparation of your Management Discussion and Analysis,

The services will cover the fiscal years ended June 30, 2022, 2023, and 2024. Our fees are detailed in the professional fee portion of our proposal.

As you review the accompanying proposal, we believe you should consider our unique qualifications which will allow us to complete the task at hand for a fee which is competitive within the industry. We truly believe we will provide the Town with the highest level of service, energy, commitment and experience; and we look forward to the challenges inherent in this engagement. If you have any further questions or comments please contact Mr. Tony Roselli, Partner at (617) 750-4604. We also encourage you to visit our website at: [www.roselliclark.com](http://www.roselliclark.com).

This proposal will remain in effect until June 22, 2022 and thereafter until withdrawn until such time as a contract is made and approved, or the procurement is canceled, whichever occurs first.

Very Truly Yours,

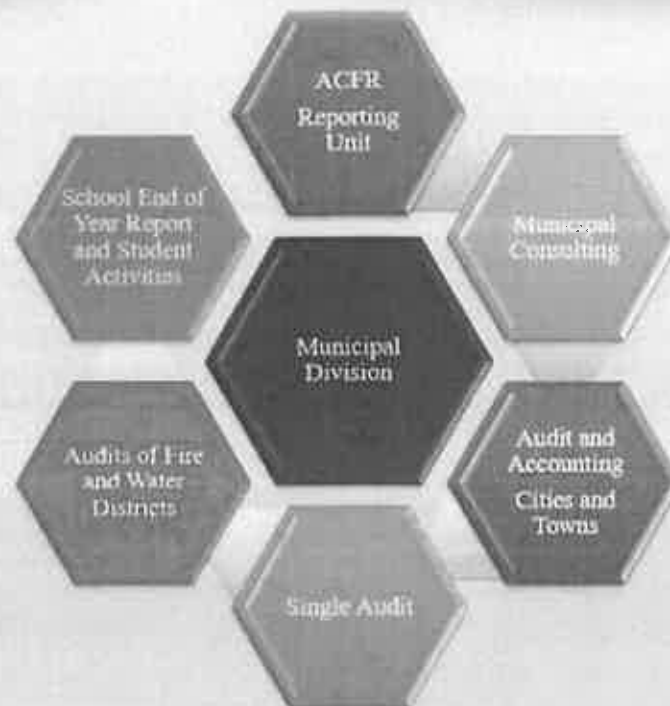
*Tony Roselli*

Tony Roselli, CPA, CGMA Partner

The Firm's fundamental focus has been to provide local municipalities and other governmental entities with high quality audit and consulting services for over 30 years.

The practice is managed by experienced Certified Public Accountants who have each invested significant years of service within the municipal sector, including service with the "Big Four" accounting firm of Deloitte & Touche dating back to the early 1980's. A significant knowledge of municipal accounting gained through a primary focus on this industry has served as the catalysts that have resulted in the Firm achieving status as a premier municipal auditing firm in Massachusetts. The Firm has recently acquired three smaller municipal practices and currently employs 15 professionals including eight CPAs. A second office was opened in Worcester County to accommodate the Firm's growth in this area of the State. The Firm operates from a hierarchy of Partner, Manager, Supervisor, Assurance Senior and Assurance Assistant.

The Firm's Municipal Division is segregated into several segments illustrated as follows:



## CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Our professionals and staff who work on *Yellow Book* engagements are required to adhere to one of the most strict continuing professional education standards in the industry. To that end, we have implemented policies within our office to assure that these standards are achieved. Educational material we have access to comes from many sources including the GAQC, Massachusetts Society of Certified Public Accountants, Governmental Finance Officers Association, Thompson Reuters (parent company of Practitioners Publishing Company "PPC" - the industry standard for published audit materials) and other publication entities. In addition, the Firm has developed in-house training programs taught by our partners, and our partners are also frequent speakers at industry events. The overall continuing professional education program we have implemented assures that the Firm's personnel will complete the necessary steps to remain educationally compliant in accordance with the strict guidelines established by the General Government Auditing Standards issued by the Comptroller General of the United States.

One of our many voluntary affiliations is with the **Massachusetts Society of Certified Public Accountant's Governmental Accounting and Auditing Committee**. Our firm hosted the monthly Committee meetings from 2010 – 2014 and one of our managers and a partner were the prior **Chairperson of the Committee during this period**. In addition all of our management personnel are active members of the Committee. As a result, this allows us to participate with other firms' personnel in round table discussions that include many of the current issues facing governmental entities. The meetings, which are generally held once per month, are attended by other Certified Public Accounting firms, members of the Massachusetts Department of Revenue Bureau of Accounts, the ESE, the State Auditor's Office, municipal finance directors and specialized speakers.

Key areas of development by the Committee in recent years include:

- Other Postemployment Benefits and the impact of Chapter 32B Section 20.
- GASB 54 classifications.
- CARES and ARPA.
- Student Activity audit guidelines.
- GASB 67, 68, 74, and 75 implementations.

As members or affiliates of these entities, we are, almost on a daily basis, kept abreast of the latest issues in governmental accounting.

#### **Creating Value Added Benefits**

As a result, the management letter comments and recommendations generated during the audit will be relevant and constructive, and the Basic Financial Statements will be complete and accurate. This is one of the fundamental reasons we feel our firm is ideally suited for this engagement. Our experience has taught us how to properly staff a *Yellow Book* engagement. The approach we use places the most experienced person in charge of field work. This person is responsible for supervision of staff along with performing all work related to budgetary accounting, fund structure, report presentation and all issues unique to a successful engagement. Additionally, the on-site availability of this person will allow the client to have the added benefit of drawing on this experience.

#### **GASB Implementation**

In the last 15 years, significant developments by the GASB have provided substantial challenges to local communities in order to meet reporting requirements. Our firm assisted *numerous* communities in converting to the GASB 34 accounting presentation, including assistance in the conversion of the accounting records, advice on the maintenance of fixed asset inventories and assistance in the preparation of the Management Discussion and Analysis. The individuals who performed these conversions will be directly assigned to your audit. In addition, with the GASB busy at work, we were very involved in helping our communities implement GASB 43, GASB 45, GASB 54, GASB 65, GASB 67, GASB 68, and GASB 74 and GASB 75 became effective in fiscal years 2017 and 2018 and materially impacted communities of all sizes.





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EXHIBIT A: PORTFOLIO OF PRESENT AND PAST MUNICIPAL AUDIT CLIENTS (continued)

Towns w/ Town Meeting Government

	Current Client	Financial Statement Audit	OMB A-133 Single Audit	School End of Year Report	Student Activities	Consulting	MSBA Audit
Abington		◆	◆				◆
Ashland							
Aquinnah	◆	◆					
Ashby	◆	◆					
Ayer		◆					
Barnardston							
Bourne							◆
Boxford		◆					
Boylston		◆					
Boxborough		◆					
Canton	◆	◆	◆	◆	◆	◆	◆
Cohasset		◆	◆	◆		◆	
Conway	◆	◆	◆	◆	◆		
Dedham		◆					
Dighton	◆	◆					
Dunstable	◆	◆					
Essex		◆					
Falmouth	◆	◆	◆	◆	◆	◆	◆
Franklin							◆
Groton	◆	◆					
Haryard	◆	◆	◆	◆			
Hatfield	◆	◆	◆	◆			
Heath		◆	◆				
Holliston	◆	◆	◆	◆	◆		
Hull	◆	◆	◆	◆			
Littleton	◆	◆					
Maynard	◆	◆	◆	◆			
Medfield		◆	◆	◆			
Merrimac		◆					
Middleton		◆				◆	

EXHIBIT A: PORTFOLIO OF PRESENT AND PAST MUNICIPAL AUDIT CLIENTS (continued)

	Current Client	Financial Statement Audit	OMB A-133 Single Audit	School End of Year Report	Student Activities	Consulting	MSBA Audit
<u>Special Purpose Districts and Authorities</u>							
Cambridge Redevelopment Authority	◆	◆					
Chelsea Contributory Retirement System		◆				◆	
Dighton Water District	◆	◆				◆	
Dracut Water Supply District		◆					
Dedham Contributory Retirement System		◆					
Falmouth Contributory Retirement System	◆	◆					
Falmouth Economic Development Corporation		◆					
Falmouth Public Library		◆					
Franklin County Regional Solid Waste District	◆	◆					
Gloucester Contributory Retirement System	◆	◆					
Greater Lawrence Regional School District							◆
Groton Dunstable Regional School District							◆
Hull Contributory Retirement System	◆	◆					
Lancaster Regional Sewer District	◆	◆				◆	
Malden Contributory Retirement System	◆	◆					
Malden Parking Authority	◆	◆					
Malden Redevelopment Authority	◆	◆	◆				
Malden Housing Authority	◆	◆					
Marlborough Contributory Retirement System	◆	◆			◆		
Masconomet Regional School District							

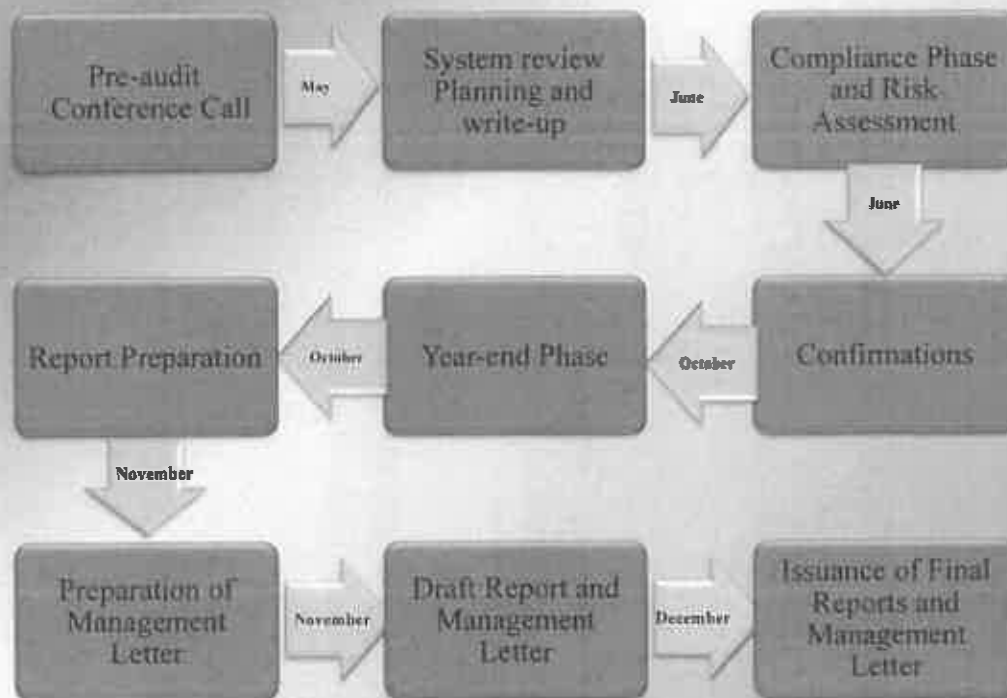
**EXHIBIT B: SAMPLE LISTING OF REFERENCES**

Municipality/Entity	Contact Person	Title	Telephone	Service
Town of Stow	Julie Costello	Town Accountant	617-233-3493	Audit
Town of Groton	Tricia Dufresne	Town Accountant	978-448-1107	Audit
Town of Boxborough	Carter Terenzini	Town Administrator	603-498-0958	Audit
Town of Winchendon	Joanne Goguen	Town Accountant	978-297-5400	Audit
Town of Pepperell	Bill Schlosstein	Town Accountant	413-813-7337	Audit
Town of Littleton	Aleesha Nunely	Finance Director	978-239-5411	Audit
Town of Westminster	Melody Smith	Treasurer	978-874-7403	Audit
Town of Ayer	Barbara Tierney	Treasurer	978-772-8220 x152	Audit

## AUDIT WORK PLAN

A critical component of our due diligent process was the development of a work plan that ensures that the Town's financial statements will be issued in accordance with the request for proposal timelines.

We anticipate the following timeline in order to meet your official disclosure deadlines. These are those that will be in effect beginning in fiscal 2022.



In the discussion that follows, we will define our plan using the following criteria:

1. The audit team;
2. A summary of the components of the audit process;
3. A detail discussion of the components of the audit process; and
4. A listing of the types of documentation we will require for the audit.

# Chad Clark, Partner, CPA, MS

## Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)

## Education

- State University of New York at Albany, MS in Accountancy (1996)
- Castleton State College, BS in Business Administration – Accounting, Minor in Computer Information Systems (1995)
- Completed course: Massachusetts Certified Public Purchasing Official

## Work Experience

- Roselli, Clark and Associates, Partner (2005 – Present)
- Tucci and Roselli, Manager (1996 – 2005)
- Sullivan, Powers and Company, Staff (1995)

## Discussion Leader/Instructor

- Topics
- Fraud – Prevention, Polices and Procedures
- How To Read Your Audit Report – Guide for Treasurers
- Student Activities – A Guide to Compliance
- Discussion Groups
- Massachusetts Municipal Accountants and Auditors Association
- Massachusetts Collectors and Treasurers Association
- Massachusetts Association of School Business Officials

## Memberships

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants

## Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member (*Past Chairman*)
- American Institute of Certified Public Accountants - Government Audit Quality Center
- Massachusetts Municipal Association
- Massachusetts Association of School Business Officials

## Skills

- Financial Statement preparation
- GASB implementation
- Single Audit Act Uniform Guidance
- Departmental operational reviews
- Yellow Book
- Auditing standards
- Contributory Retirement Systems
- Management Information Systems
- Student Activities
- Discussion leader/instructor

# Paul Gargano, Partner, CPA

## Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)
- Certified Government Accountant (previous)

## Education

- Northeastern University, Certificate of Advanced Accounting (1996)
- University of Massachusetts – Lowell, BS Industrial Management (1995)
- Completed course: Massachusetts Certified Public Purchasing Official

## Work Experience

- Roselli, Clark & Associates, Partner (2009 – Present)
- Town of Canton, Massachusetts, Town Accountant (2005 – 2009)
- Sullivan, Rogers and Company, Manager (2003 – 2004)
- Powers and Sullivan, Supervisor (1997 – 2002)
- Private Sector Accounting (3 years)

## Discussion Leader/Instructor

- Topics
- How To Read Your Audit Report – Guide for Treasurers
- Discussion Groups
- Worcester County Collectors and Treasurers Association

## Memberships

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants

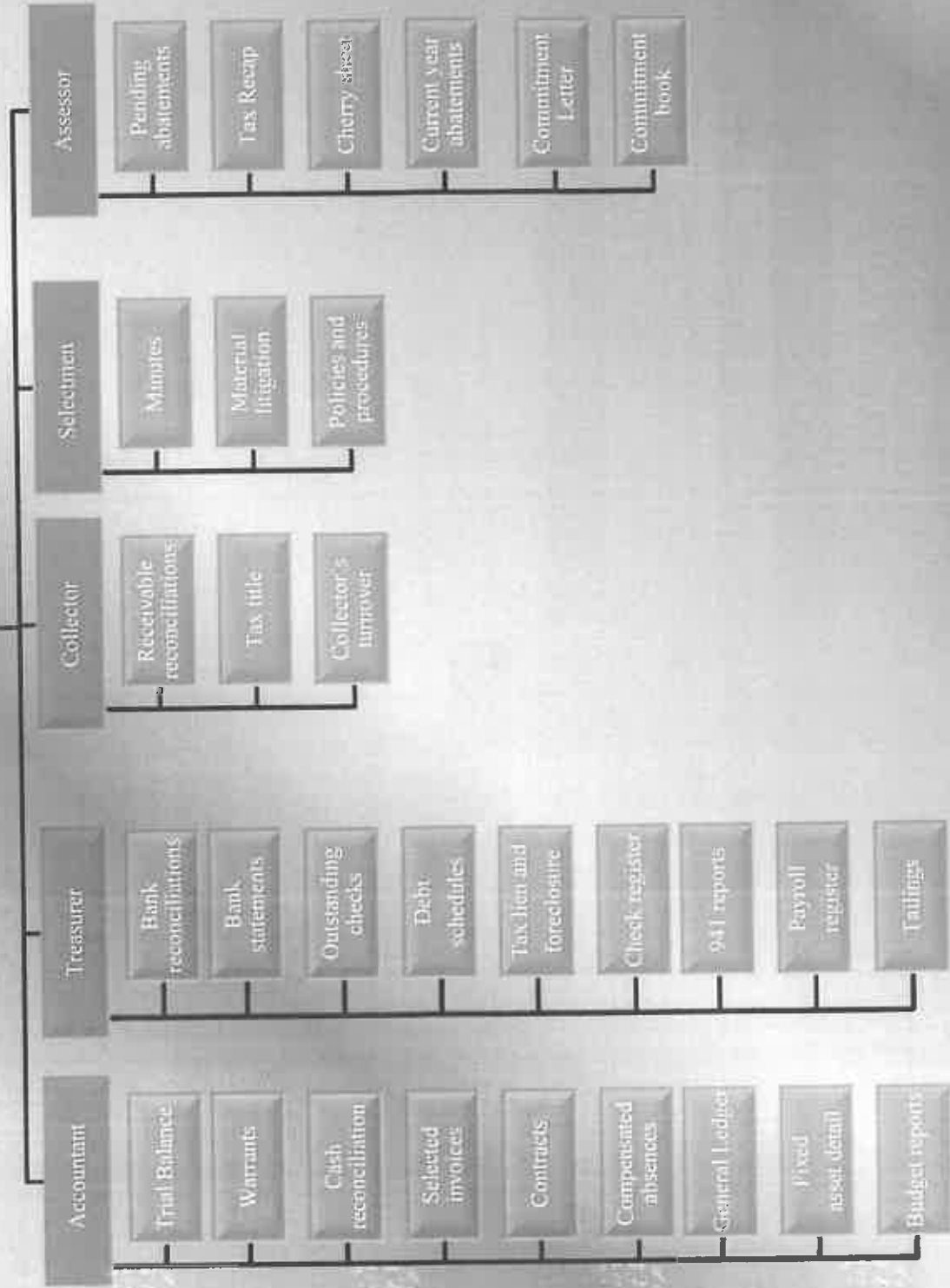
## Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member (*Current Chairman*)
- Government Finance Officers Association – Special Review Committee

## Skills

- Financial Statement preparation
- Comprehensive Annual Financial Report preparation
- GASB implementation
- Yellow Book
- Auditing standards
- Interim Town Accountant
- Interim Treasurer
- Free cash consultation
- Schedule A
- Softright – proficient
- MUNIS – proficient
- VADAR - proficient
- Single Audit Uniform Guidance
- DESE End of Year Financial Report compliance
- Departmental operational reviews
- Regional School Districts
- Discussion leader/instructor

# Select Items Needed During Our Audit Process





# AUDITING STANDARDS - FIELDWORK



The engagement would be adequately planned and properly supervised.

A proper study and evaluation of the Town's existing system of internal control would be made as a basis for reliance thereon.

Sufficient, competent evidential matter would be obtained through the audit process to afford a reasonable basis for expressing our opinion.

Standards of Fieldwork

## **DETAILED COMPONENTS OF THE AUDIT PROCESS**

---

### ***Planning -***

(1) Pre-audit conference which will outline the expectation of both parties. (2) *Statement on Auditing Standards (SAS)* requires that preliminary analytical review is performed as a basis of assessing preliminary risk areas or identifying items in the initial stage that the auditor would review in further detail later in the audit. This could include deterioration in receivables causing the auditor to increase efforts in the detail testing, or unusual balances in fixed assets could cause the auditor to determine the depreciation may not have been recorded or any other myriad of financial statement risk that may arise. The preliminary analytical review would be done using the client balance sheet as compared to the prior year, and the prior year as compared to the issued report. The client would be included in such a process, such that the expectations developed during the process are valid. Preliminary planning materiality is also determined at this point.

### ***Risk Assessment -***

Once the planning stage has begun, the auditing standards require the auditor to perform a complete risk assessment. We accomplish this through the use of practice aids provided by PPC, which are in the form of checklists that are done in conjunction with the client. This procedure is intended to highlight financial statement risk, for example if we discover that the client is not reconciling receivables, we would increase our procedures in this area as the risk of error would be elevated.

### ***System Reviews And Write-ups -***

A review of the basic transaction flows, including meeting with key personnel who oversee the transaction flow. This is done hand in hand with risk assessment and results in detailed memos and transaction cycle processes. Deficiencies in the flow would be documented and discussed with the client, for example, does the client have a centralized personnel department, if not, we would discuss how the client mitigates this deficiency.

### ***Compliance Testing -***

Testing detail transactions which will be used in evaluating the systems of internal control. The compliance test is developed based on the results of the previous tests. Risk in various areas is assessed as low, moderate or high and this evaluation drives the sample size to be used. Typically, sample sizes are 25, 40 or 60 of each major transaction type as one would hardly ever conclude that risk is low. Once again, the PPC practice Aids guide us through the selection process. As part of this process, we would also perform a fraud review as required under SAS #99.

*Fund Equity -*

Review revenue and expenditure detail, review propriety of transfers, compare budgetary amounts to actual amounts, investigate large variances, and review propriety of encumbrances. Reconcile fund balance to prior year. Disbursements/receipts are tested systemically in the prior compliance area and reliance on the system is developed or denied based on this test. Additionally, significant analytical review procedures will be performed on the ending balances, comparing them to the budget and to the prior year.

*Special Revenue -*

Roll forward general ledger, review grants, and reconcile school activity to Town reports.

*Permanent & Agency -*

Roll forward general ledger and confirm investment activity.

*Capital Projects-*

Roll forward general ledger balances, confirm bond proceeds and other debt issuances; determine receivable balances relative to any MSBA reimbursement of a School Project. Vouch disbursements to assure they are proper capital items.

*GASB 34/54 -*

Convert accounting records to GASB 34/54 format, review fixed assets, and review Management Discussion and Analysis.

*Analytical review -*

This is performed at the conclusion of each section and ongoing throughout the audit. See preliminary analytical review above. Balances are compared to the expectations developed during the preliminary analytical review process.

## COMPARATIVE EVALUATION CRITERIA

Selecting an audit firm that can meet the objective of a municipality in a cost beneficial manner should be the ultimate goal of the request for proposal. As such, carefully evaluating each firm's strengths and weaknesses and then comparing those attributes to other firms should be a required portion of the selection process. The following are comparative attributes:

### 1. Firm Municipal Audit Experience - Response

- The Firm is scheduled to audit 67 Cities and Towns in fiscal 2022.
- The Firm has audited at least 50 Cities and Towns in each of the last 3 years.
- The Firm has been auditing municipalities in Massachusetts for over 30 years.

### 2. Firm Team experience - Response

<b>Roselli, Clark and Associates Team</b>					
	Position	CPA	Municipal Experience	Assigned to Town	Assignment
Tony Roselli	Partner	X	37	X	Concurring Partner
Chad Clark	Partner	X	27	X	Field Partner
Paul Gargano	Partner	X	25	X	Single Audit Partner
Terenzio Volpicelli	Partner	X	25		
William Fraher	Manager	X	40		
Pam Guo	Manager	X	20		
Annie Hammi	Manager	X	-		
Kurt Gintzwan	Supervisor		11	X	Field Supervisor
Robert Briand	Senior		8		
George Hunt	Senior		20		
Branden Young	Senior	X	3	X	Field Senior
Meghan Flaherty	Senior		2		
Kat Carpenter	Senior		3		
Matt Gargano	Staff		1	X	Field Staff
Joe Gargano	Staff		1		

Partner resumes are included on pages 19 through 22.

## AUDIT UNDERSTANDING

### Roselli, Clark & Associates Would Undertake the Following:

1. To audit the financial statements of all the accounts and funds of the Town for the fiscal years ended June 30, 2022, 2023 and 2024. The audit would be performed in accordance with generally accepted government auditing standards "the *Yellow Book*"; and accordingly, we would include such tests of the accounting records and such other procedures as are considered necessary under the circumstances. We will assist the Town in the preparation of a Comprehensive Annual Financial Report.
2. To conduct the audit in compliance with the General Laws of the Commonwealth of Massachusetts, the requirements of the Bureau of Accounts, Department of Revenue, Commonwealth of Massachusetts and conduct a Single audit if applicable.
3. To perform the audit for the purpose of expressing an opinion on the financial statements.
4. To include, with the audit, a study and evaluation of the Town's internal accounting control system for the period to be reported.
5. Upon completion of the audit, to issue an audit report which will include the auditor's opinion, management discussion and analysis, statement of net position, statement of activities, balance sheet – governmental funds, combined statement of revenues and expenditures and changes in fund balances – governmental funds, statement of net position –proprietary funds; statement of revenues, expenses, and changes in fund net position –proprietary funds, statement of cash flows – proprietary funds, statement of fiduciary net position, statement of changes in fiduciary net position, the related footnotes and the required supplementary information. Such financial statements will be stated as closely as possible in accordance with generally accepted accounting principles.
6. Upon completion of the audit to issue a management letter to the Town setting forth comments related to our study and evaluation of the Town's system of internal accounting control, and such other comments related to the Town's accounting policies and management procedures as are deemed appropriate.

**FEEES FOR PROFESSIONAL SERVICES**

We herewith propose to provide Municipal Audit Services in accordance with the following proposal. The prices quoted below include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs shall be borne by the contractor.

---

See separate price proposal

*Tony Roselli*  
**Authorized Signature**

Tony Roselli  
**Print Name**

March 22, 2022  
**Date**

---

**CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the Town, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.\*

*Tony Roselli*

**20-2160635**

Signature of Individual  
or Corporate Contractor (Mandatory)

Contractor's Social Security Number  
(Voluntary) or Federal Identification Number

Print Name: Tony Roselli, CPA

By: *Tony Roselli*  
Corporate Officer  
(Mandatory, if applicable)

Date: March 22, 2022

Print Name: Tony Roselli, CPA

215 Pleasant St. Fl. 4 – PO Box 3634  
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020  
Fax: (508)672-4938

**Report on the Firm's System of Quality Control**

To Roselli, Clark & Associates and the Peer Review Committee of  
the Massachusetts Society of CPAs:

We have reviewed the system of quality control for the accounting and auditing practice of Roselli, Clark & Associates (the Firm) in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The Firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included audit engagements performed under Government Auditing Standards including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Roselli, Clark & Associates in effect for the year ended May 31, 2021 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Roselli, Clark & Associates has received a peer review rating of *pass*.

*D.E. Rodrigues & Company, Inc.*

September 15, 2021

*Where Your Financial Success Begins*

Member: American Institute of Certified Public Accountants - Division for Firms  
Web: [WWW.Rodriguesaccounting.com](http://WWW.Rodriguesaccounting.com) Email: [Doug@rodriguesaccounting.com](mailto:Doug@rodriguesaccounting.com)





**“Forging a commitment that extends beyond expectations  
is our mission.”**





# TOWN OF TOWNSEND

**REQUEST FOR  
PROPOSAL FOR  
AUDIT SERVICES  
PRICE**



**FOR THE YEARS  
ENDED JUNE 30,  
2022, 2023, 2024**

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**SUMMARY OF ALL-INCLUSIVE COSTS**

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Financial Statement Audit (including Management letter)	\$ 21,000	\$ 21,500	\$ 22,000
Financial Statement Preparation	\$ 3,000	\$ 3,000	\$ 3,000
Single Audit *	\$ 3,000	\$ 3,000	\$ 3,000
Extra Audit Services \$ 150 per hour	NA	NA	NA
Other (explain)	NA	NA	NA
Total	\$ 27,000	\$ 27,500	\$ 28,000

\* Single audit costs may be charged to the ARPA grant.



**“Forging a commitment that extends beyond expectations  
is our mission.”**

4.2

Town of Townsend  
Planning Board  
272 Main Street  
Townsend, MA 01469

RECEIVED

MAR 9 2022

OWNERS: [unclear] [unclear]



Date: March 8, 2022

To:

Assessor's Office  
Board of Selectmen  
Board of Health  
Building Inspector  
Conservation Commission  
Fire Department  
Land Use Coordinator

Police Department  
Town Clerk  
Water Department  
Zoning Board of Appeals  
Highway Department

From: Planning Board Office  
cc: Land Use Coordinator

**REFERRAL NOTICE**

Please Review the attached Proposed Zoning Amendment and relay to the Planning Board any questions or concerns you may have.

This referral is required under Section 145-65 E. of the Code of the Town of Townsend Zoning Bylaw. Under MGL Ch. 40A, Section 11, comments should be provided within 35 days, and failure to make recommendations shall be deemed lack of opposition. We acknowledge that notification will be received less than 35 days prior to the hearing and apologize for any inconvenience. Ch. 40A also requires you to notify the applicant of your comments.

In accordance with the provisions of MGL Chapter 40A, Section 5 and the Code of the Town of Townsend, Section 145-69, the Townsend Planning Board will hold a public hearing in the Selectmen's Chamber, Memorial Hall, 272 Main St., Townsend with regard to the following proposed amendment to the Code of the Town of Townsend.

**Proposed Zoning Amendment:** To see if the Town will vote to amend Article VI of the Town's Zoning Bylaw, entitled "Land Use Regulations," Section 145-26, entitled "Residential Districts," Subsection A, entitled "Residential A and B Districts permitted uses" Item 10, as follows, with additions to the existing text of the Bylaw in bold: (a) The raising or keeping of a small flock of fowl (female chicks and hens, but no roosters) not to exceed 20 for non-commercial use by residents. Roosters may be kept by residents on lots of one acre or more in size. All fowl, including roosters, must be kept in a coop or pen enclosure that is not less than 10 feet from a lot line and 50 feet from an abutting residential dwelling. It is the responsibility of the property owner to ensure their flock is sufficiently contained to the subject property. At no time shall the animals be permitted to enter abutting parcels or the public way. Failure to comply with this requirement may result in an order to remove the animals.

SUBJECT TITLE: Zoning Amendment Proposal

DATE OF HEARING: Monday, April 11, 2022, at 7:15pm

TIME/PLACE OF HEARING: remotely via TCAM hosted Zoom meeting  
<https://us02web.zoom.us/j/84979185299?pwd=RFpDSjFHR0NlORwZlEhDWXVleGVkUjJpUjI09>  
Meeting ID: 849 7918 5299 Passcode: 206670 One tap mobile+13126266799,,

LEGAL AD: the Groton Herald March 25 & April 1, 2022

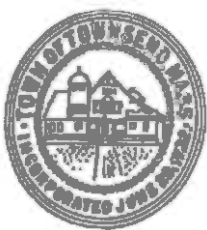
COMMENTS:

NO COMMENT \_\_\_\_\_ SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_







TOWN OF TOWNSEND  
PLANNING BOARD  
272 MAIN ST.  
TOWNSEND, MA 01469

4.3

Date: March 8, 2022

To:

Assessor's Office  
Board of Selectmen  
Board of Health  
Building Inspector  
Conservation Commission  
Fire Department  
Land Use Coordinator

Police Department  
Town Clerk  
Water Department  
Zoning Board of Appeals  
Highway Department

From: Planning Board Office  
cc: Land Use Coordinator

**REFERRAL NOTICE**

Please Review the attached Proposed Zoning Amendment and relay to the Planning Board any questions or concerns you may have.

This referral is required under Section 145-65 E. of the Code of the Town of Townsend Zoning Bylaw. Under MGL Ch. 40A, Section 11, comments should be provided within 35 days, and failure to make recommendations shall be deemed lack of opposition. We acknowledge that notification will be received less than 35 days prior to the hearing and apologize for any inconvenience. Ch. 40A also requires you to notify the applicant of your comments.

In accordance with the provisions of MGL Chapter 40A, Section 5 and the Code of the Town of Townsend, Section 145-69, the Townsend Planning Board will hold a public hearing in the Selectmen's Chamber, Memorial Hall, 272 Main St., Townsend with regard to the following proposed amendment to the Code of the Town of Townsend.

**Proposed Zoning Amendment:** To see if the Town will vote to amend Article VI of the Town's Zoning Bylaw, entitled "Land Use Regulations," Section 145-26, entitled "Residential Districts," Subsection B, entitled "Residential A and B Districts special permit uses," Item 9, as follows, with additions to the existing text of the Bylaw in bold: (9) Commercial kennel, dog grooming establishment, dog training establishment, dog daycare establishment, animal or veterinary hospital, provided that such use is located on the same premises as a dwelling and is conducted by a resident thereof;

**SUBJECT TITLE:** Zoning Amendment Proposal

**DATE OF HEARING:** Monday, April 11, 2022 at 6:45pm

**TIME/PLACE OF HEARING:** remotely via TCAM hosted Zoom meeting Join Zoom Meeting  
<https://us02web.zoom.us/j/84979185299?pwd=REpDSHF0MORwZlEhDlWXVlcGVkUHpIU1U9>  
Meeting ID: 849 7918 5299 Passcode: 206670 One tap mobile+13126266799,,

**LEGAL AD:** the Groton Herald March 25 & April 1, 2022

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

NO COMMENT \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_



4.5

**RE: Police Cruiser Lease Agreement**

**James Sartell** <[jsartell@townsendpd.org](mailto:jsartell@townsendpd.org)>

Mon 3/28/2022 2:41 PM

To: Veronica Kell <[vkell@townsendma.gov](mailto:vkell@townsendma.gov)>

Cc: Ross Perry <[RPerry@townsendma.gov](mailto:RPerry@townsendma.gov)>

 1 attachments (6 MB)

2022 3 25 Vehicle Procurement Packet.pdf;

Ms. Kell/Ross,

Please find the attached request to procure police vehicles. The packet contains an overview of the procurement process and a number of attachments including the Lessee Resolution. This document (filled out by the Chair and attested by TA) both approves the purchase/lease and designates "authorized individuals." For ease of purpose, the Chief of Police was designated the "authorized individual" for our last lease. This allows for an efficient way to execute the agreement (a number of other signatures are required including the Accountant, Treasurer, etc.) and to sign off on final acceptance. Please be sure to use blue ink when signing the Lessee Resolution.

Feel free to contact me with any questions or if you wish to discuss further.

Regards,

*James Sartell*  
*Chief of Police*  
*Townsend Police Department*  
*70 Brookline Street*  
*Townsend, Massachusetts 01469*  
*(978) 597-6214 ext. 1508*  
*[jsartell@townsendpd.org](mailto:jsartell@townsendpd.org)*



\*The preceding email message (including any attachments) contains information that may be privileged or confidential, or may constitute non-public information. It is intended to be conveyed only to the designated recipient(s) named above. If you are not an intended recipient of this message, please notify the sender by replying to this message and then delete all copies of it from your computer system. Any use, dissemination, distribution, or reproduction of this message by unintended recipients is not authorized and may be unlawful.

**From:** Veronica Kell [mailto:[vkell@townsendma.gov](mailto:vkell@townsendma.gov)]

**Sent:** Thursday, March 24, 2022 9:53 PM

**To:** [jsartell@townsendpd.org](mailto:jsartell@townsendpd.org)

**Subject:** Police Cruiser Lease Agreement

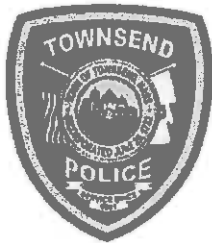
Chief,

I'm working on the agenda for 4/5 and I have Police Cruiser Lease Agreement on the agenda.

Please get any information for the BOS to review to me by Wed, 3/30, so we can get it in the packets.

Thanks, Veronica

Veronica Kell, Chairman  
Townsend Board of Selectmen



4.5

# Townsend Police Department

## MEMORANDUM

DATE ISSUED: 3/25/22

NUMBER: N/A

To: Ross Perry  
From: Chief James Sartell  
Subject: Procurement Request/Documentation  
Date: March 25, 2022  
No.: N/A

Please consider this memorandum as a request to procure four police vehicles and related equipment from Colonial Municipal Group via the Metropolitan Area Planning Council (Boston Boston Police Council) Contract. Funding for this project was secured at the May 8, 2021 Annual Town Meeting (FY22) and will be paid from the police department's operating budget. The contract/collective purchasing agreement being utilized allows direct purchase of vehicles and equipment at prices listed therein or at a percentage off of MSRP. It's important to note that services include "design, installation, maintenance, and repair."

I have attached four quotes from Colonial Municipal Group (Q3403, Q3438, Q3455, and Q3456) all of which are for the purchase of the four vehicles and related equipment. As you know, the lion share of this project is slated to be funded via a capital lease. We applied to Tax Exempt Leasing Corp. and were approved for a lease totaling \$204,793.60 to be paid via three annual payments of \$70,285.31. The Lessee Resolution and payment schedule are attached. I have taken the liberty of listing myself and Lt. Christopher Peach as "authorized individuals" in furtherance of an efficient way to execute the agreement, sign off on final acceptance of vehicles, etc. There are additional equipment needs for these builds that we plan to fund through monies appropriated in our FY22 budget.

I trust that this purchase meets your approval and look forward to moving forward to procure. Please feel free to contact me should you have questions, feedback, or wish to discuss.

### Attachments:

Lessee Resolution  
Schedule of Payments  
Q3403  
Q3438  
Q3455  
Q3456

Schedule No. 02  
EXHIBIT E

March 15, 2022

LESSEE RESOLUTION

RE: Master Lease Purchase Agreement dated as of February 1, 2019, between Tax-Exempt Leasing Corp. (Lessor) and Town of Townsend (Lessee) and Schedule No. 02 thereto dated as of March 15, 2022.

---

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on \_\_\_\_\_  
\_\_\_\_\_ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 02 dated as of March 15, 2022 to the Master Lease Purchase Agreement dated as of February 1, 2019, between Town of Townsend (Lessee) and Tax-Exempt Leasing Corp. (Lessor).
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Authorized Individual(s): JAMES CARTELL CHIEF OF POLICE  
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

In addition to the Authorized Individual(s) above, the Governing Body of Lessee further authorizes the following individual to sign any Payment Request and Partial Acceptance Certificate form and/or Final Acceptance Certificate:

Authorized Individual(s): CHRISTOPHER PEACH LIEUTENANT  
(Printed or Typed Name and Title of individual(s) authorized to execute any Payment Request and Partial Acceptance Certificate and/or Final Acceptance Certificate)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: \_\_\_\_\_  
(Signature of Secretary, Board Chairman or other member of the Governing Body, who is not listed as "Authorized Individual" above)

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: \_\_\_\_\_  
(Signature of one additional person who can witness the passage of this Resolution)

Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

**Schedule No. 02  
EXHIBIT B**

**March 15, 2022**

**SCHEDULE OF PAYMENTS**

**Rate: 2.99%**

Payment Number	Payment Date	Payment	Interest	Principal	Purchase Option Price*
1	3/15/2022	\$ 70,285.31	\$	\$ 70,285.31	NA
2	3/15/2023	\$ 70,285.31	\$ 4,021.80	\$ 66,263.51	\$ 69,950.90
3	3/15/2024	\$ 70,285.31	\$ 2,040.53	\$ 68,244.78	\$
<b>Totals</b>		<b>\$ 210,855.93</b>	<b>\$ 6,062.33</b>	<b>\$ 204,793.60</b>	

*\*Assumes that all rental payments and additional rentals due on and prior to that date have been paid.*

**Lessee: Town of Townsend**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

Phone: (774) 283-6400  
www.buycmg.com

# QUOTE

Quote ID: Q3403

Quote Date: 1/21/2022

Quote Valid Until: 2/20/2022

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFFREY GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract:

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ADMIN AWD ECOBOOST CARBONIZED GRAY	1 EA	\$36,799.00	\$36,799.00
FIO	99C 3.0L V6 ECOBOOST ENGINE \$ 790.55 17T RED/WHITE DOME LIGHT IN CARGO AREA \$48.50 43D DARK CAR FEATURE \$24.25 549 HEATED SIDE MIRRORS \$58.20 63V STORAGE VAULT IN CARGO AREA \$237.65 64E 18" PAINTED ALUMINUM WHEELS STREET PACKAGE \$460.75 65U INTERIOR UPGRADE PACKAGE W/ CONSOLE \$378.30 76R REVERSE SENSING SYSTEM \$266.75 87R REAR VIEW BACKUP CAMERA IN MIRROR \$0	1 EA	\$2,264.95	\$2,264.95
SUBLET, KEYS	FLEET KEY VEHICLE CODE # 1478X	1 EA	\$210.00	\$210.00
SUBLET, MISC	INSTALL REMOTE START	1 EA	\$395.00	\$395.00
SUBLET, TINT	TINT FRONT WINDOWS @ 20%	1 EA	\$195.00	\$195.00
FLEETSMART FORD PIU	TREMCO ANTI-THEFT SHIFT INTERLOCK WITH OBDII "FAKE DIAG PORT BUTTON" AND AIR BLADDER IN UPPER LEFT PORTION OF FLOOR W/ OVERRIDE OPTION	1 EA	\$200.00	\$200.00
4531H	4 PIECE VENTSHADE RAINGUARDS FOR 20+ EXPLORER PIU	1 EA	\$95.00	\$95.00
4415751	WEATHERTECH FRONT FLOOR MATS BLACK 20+ EXPLORER PIU	1 EA	\$109.95	\$109.95
MCRNTBX	WHELEN STUD MOUNT MICRONS (BLUE) WITH SMOKED LENSES MOUNTED IN FRONT GRILLE FACTORY KNOCKOUTS	2 EA	\$127.50	\$255.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/ WHITE MOUNTED IN FRONT PIU HEADLIGHT POCKETS	2 EA	\$132.50	\$265.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00
IPX-GRL17	FEDERAL SIGNAL GRILLE MOUNT DUAL BRACKET KIT (TO INSTALL 4 WHELEN TIONS UNDERNEATH GRILLE AREA)	1 EA	\$36.20	\$36.20





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Marlborough MA 01752

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www.buycmg.com

QUOTE

Quote ID: Q3403

Quote Date: 1/21/2022

Quote Valid Until: 2/20/2022

Page 2 of 3

Part Number	Description	Quantity	Unit Price	Amount
TLI2EX	WHELEN ION T-SERIES SMOKED LENS BLUE/WHITE MOUNTED UNDERNEATH GRILL ON BRACKET # IPX-GRL17 PROGRAM WHITE OVERRIDE FOR FRONT SCENE COVERAGE	4 EA	\$193.50	\$774.00
BW50UFX PKG (HANDHELDCONTR OL)	INCLUDES: (1) BW50UFX - DUO WCX XLP 12-LAP FRONT INNER EDGE, CONFIRGURATION ATTACHED (1) BS50Z - SOLO WCX RST 10-LAMP REAR INNER EDGE, CONFIGURATION ATTACHED (1) C399 - CENCOM CORE SIREN CONTROLLER (1) C399K4 - OBD11 INSTALLATION KIT, 2020 FOR PIU (1) CCTL5 - HAND HELD CONTROL HEAD (1) SA315P - 100 WATT SIREN SPREAKER (1) SAK66D - SIREN SPEAKER MOUNTING BRACKET, 2020+ FORD PIU	1 EA	\$3,595.00	\$3,595.00
CV2V	Whelen Vehicle to Vehicle Synce Module	1 EA	\$285.00	\$285.00
CANLITEB	WHELEN PHOTO CELL SENSOR SETUP TO DIM AT NIGHT	1 EA	\$40.00	\$40.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	1 EA	\$200.00	\$200.00
I2E	WHELEN ION DUO BLUE/WHITE MOUNTED IN REAR QUARTER GLASS OF CARGO AREA	2 EA	\$185.00	\$370.00
TLMIB	WHELEN ION MINI T SERIES MOUNTED UNDERNEATH LIP OF TAILGATE WITH CUTOFF SWITCH IN CARGO AREA FOR ADDITIONAL WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
LOFT-PIU20-2G-AO	LUND LOFT SERIES DROP DOWN GUN RACK WITH LOCK AND LIGHT. ELECTRIC SERIES AUTO PUSH BUTTON OPEN	1 EA	\$1,650.00	\$1,650.00
LOFT-PIU20-NPKIT	LUND LOFT SERIES GUN RACK MOUNTING KIT FOR EXPLORER WITHOUT REAR PRISIONER PARTITION	1 EA	\$300.00	\$300.00
3SRCCDCR	WHELEN 3" ROUND COMPARTMENT LIGHTS MOUNTED ON REAR CARGO GATE RED/WHITE	2 EA	\$95.00	\$190.00
CG-X	CHARGE GUARD	1 EA	\$200.00	\$200.00



Colonial Municipal Group  
 61 Brigham Street  
 Marlborough MA 01752

Phone: (774) 283-6400  
 www.buycmg.com

**QUOTE**

Quote ID: Q3403

Quote Date: 1/21/2022

Quote Valid Until: 2/20/2022

Part Number	Description	Quantity	Unit Price	Amount
TR-1	TRANSFER CUSTOMER SUPPLIED TWO WAY RADIO, CABLING AND ANTENNA	1 EA	\$230.00	\$230.00
TR-42	TRANSFER CUSTOMER SUPPLIED RADAR SYSTEM	1 EA	\$75.00	\$75.00
SHOP SUPPLIES	SHOP SUPPLIES FOR MEDIUM SIZED BUILD	1 EA	\$195.00	\$195.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT REVERSE HOUSING	2 EA	\$132.50	\$265.00
XI3SMJC	SMOKED SURFACE MOUNTED WHELEN TRIO ION RED/BLUE/WHITE MOUNTED VERTICAL ON EITHER SIDE OF LICENSE PLATE RED/BLUE WITH WHITE REVERSE OVERRIDE	2 EA	\$187.50	\$375.00
B00ASKSB01	Life Hammer Plus - Emergency Rescue Tool, Window Hammer with Seat-Belt Cutter	1 EA	\$28.00	\$28.00

Veh. Sub Total:	\$39,063.95
Upfit Sub Total:	\$11,405.15
Trade-In Allowance:	
Discount:	
Sales Tax:	\$0.00
Grand Total:	\$50,469.10

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

- \* Labor and installation is included in all pricing.
- \* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- \* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

**Notes:**



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

Phone: (774) 283-6400  
www.buycmg.com

**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Page 1 of 5

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERB

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK FMC #4280	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT- OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1)C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00



Colonial Municipal Group  
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Marlborough MA 01752

Phone: (774) 283-6400  
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**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Page 2 of 5

Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES. TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS	2 EA	\$274.50	\$549.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

Phone: (774) 283-6400  
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**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Part Number	Description	Quantity	Unit Price	Amount
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UINT20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONs BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841ITU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

Phone: (774) 283-6400  
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**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Part Number	Description	Quantity	Unit Price	Amount
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
806-0022-00	STALKER DSR DUAL HEAD RADAR SYSTEM	1 EA	\$2,548.40	\$2,548.40
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2017 FORD EXPLORER PIU CAR#945 VIN # 1FM5K8AR8HGE13486	1 EA	(\$7,000.00)	(\$7,000.00)
XI3SMJC	WHELEN TRIO IONS RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total: \$38,093.95

Upfit Sub Total: \$28,005.35

Trade-In Allowance: (\$7,000.00)

Discount:

Sales Tax: \$0.00

Grand Total: \$59,099.30



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Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Page 5 of 5

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

\* Labor and installation is included in all pricing.

\* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



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**QUOTE**

Quote ID: Q3455

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERIN

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK #4281	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT-OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1)C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00





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Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT 2020+ EXPLORER PIU UNIVERSAL BRACKETS	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/ WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES, TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS (AUX BUTTON ON CONTROL PAD)	2 EA	\$274.50	\$549.00



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Part Number	Description	Quantity	Unit Price	Amount
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UIN20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONS BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841ITU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU **INCLUDES FILLER PLATES** EQUIPMENT BRACKETS ARE SEPERATE	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42



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Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
806-0022-00	STALKER DSR DUAL HEAD RADAR SYSTEM	1 EA	\$2,548.40	\$2,548.40
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2013 FORD EXPLORER PIU CAR#951 VIN # 1FAHP2H85DG222413	1 EA	(\$4,500.00)	(\$4,500.00)
XI3SMJC	WHELEN TRIO IONs RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total: \$38,093.95

Upfit Sub Total: \$28,005.35

Trade-In Allowance: (\$4,500.00)

Discount:

Sales Tax: \$0.00

Grand Total: \$61,599.30



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

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## QUOTE

Quote ID: Q3455

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Page 5 of 5

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

\* Labor and installation is included in all pricing.

\* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



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Marlborough MA 01752

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QUOTE

Quote ID: Q3456

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Page 1 of 5

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERN

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK #4282	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT- OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1)C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00



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**QUOTE**

Quote ID: Q3456

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT 2020+ EXPLORER PIU UNIVERSAL BRACKETS	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES, TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS	2 EA	\$274.50	\$549.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00



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Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UINT20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONS BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841ITU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU **INCLUDES FILLER PLATES** EQUIPMENT BRACKETS SEPERATE	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10



Colonial Municipal Group  
 61 Brigham Street  
 Marlborough MA 01752

Phone: (774) 283-6400  
 www.buycmg.com

**QUOTE**

Quote ID: Q3456

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
TR-42	Transfer radar system	1 EA	\$75.00	\$75.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2015 FORD EXPLORER PIU CAR#941 VIN # 1FM5K8AAR6GGA08385	1 EA	(\$4,000.00)	(\$4,000.00)
XI3SMJC	WHELEN TRIO IONS RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total:	\$38,093.95
Upfit Sub Total:	\$25,531.95
Trade-In Allowance:	(\$4,000.00)
Discount:	
Sales Tax:	\$0.00
Grand Total:	\$59,625.90





**Colonial Municipal Group**  
**61 Brigham Street**  
**Marlborough MA 01752**

**Phone: (774) 283-6400**  
**www.buycmg.com**

# QUOTE

**Quote ID: Q3456**

**Quote Date: 2/8/2022**

**Quote Valid Until: 3/10/2022**

Page 5 of 5

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

**\* Labor and installation is included in all pricing.**

**\* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.**

**\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.**

**Notes:**



Schedule No. 02  
EXHIBIT B

March 15, 2022

SCHEDULE OF PAYMENTS

Rate: 2.99%

Payment Number	Payment Date	Payment	Interest	Principal	Purchase Option Price*
1	3/15/2022	\$ 70,285.31	\$ -	\$ 70,285.31	NA
2	3/15/2023	\$ 70,285.31	\$ 4,021.80	\$ 66,263.51	\$ 69,950.90
3	3/15/2024	\$ 70,285.31	\$ 2,040.53	\$ 68,244.78	\$
<b>Totals</b>		<b>\$ 210,855.93</b>	<b>\$ 6,062.33</b>	<b>\$ 204,793.60</b>	

*\*Assumes that all rental payments and additional rentals due on and prior to that date have been paid.*

**Lessee: Town of Townsend**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date



Colonial Municipal Group  
61 Brigham Street  
Marlborough MA 01752

Phone: (774) 283-6400  
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**QUOTE**

Quote ID: Q3403

Quote Date: 1/21/2022

Quote Valid Until: 2/20/2022

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFFREY GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract:

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ADMIN AWD ECOBOOST CARBONIZED GRAY	1 EA	\$36,799.00	\$36,799.00
FIO	99C 3.0L V6 ECOBOOST ENGINE \$ 790.55 17T RED/WHITE DOME LIGHT IN CARGO AREA \$48.50 43D DARK CAR FEATURE \$24.25 549 HEATED SIDE MIRRORS \$58.20 63V STORAGE VAULT IN CARGO AREA \$237.65 64E 18" PAINTED ALUMINUM WHEELS STREET PACKAGE \$460.75 65U INTERIOR UPGRADE PACKAGE W/ CONSOLE \$378.30 76R REVERSE SENSING SYSTEM \$266.75 87R REAR VIEW BACKUP CAMERA IN MIRROR \$0	1 EA	\$2,264.95	\$2,264.95
SUBLET, KEYS	FLEET KEY VEHICLE CODE # 1478X	1 EA	\$210.00	\$210.00
SUBLET, MISC	INSTALL REMOTE START	1 EA	\$395.00	\$395.00
SUBLET, TINT	TINT FRONT WINDOWS @ 20%	1 EA	\$195.00	\$195.00
FLEETSMART FORD PIU	TREMCO ANTI-THEFT SHIFT INTERLOCK WITH OBDII "FAKE DIAG PORT BUTTON" AND AIR BLADDER IN UPPER LEFT PORTION OF FLOOR W/ OVERRIDE OPTION	1 EA	\$200.00	\$200.00
4531H	4 PIECE VENTSHADE RAINGUARDS FOR 20+ EXPLORER PIU	1 EA	\$95.00	\$95.00
4415751	WEATHERTECH FRONT FLOOR MATS BLACK 20+ EXPLORER PIU	1 EA	\$109.95	\$109.95
MCRNTBX	WHELEN STUD MOUNT MICRONS (BLUE) WITH SMOKED LENSES MOUNTED IN FRONT GRILLE FACTORY KNOCKOUTS	2 EA	\$127.50	\$255.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/ WHITE MOUNTED IN FRONT PIU HEADLIGHT POCKETS	2 EA	\$132.50	\$265.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00
IPX-GRL17	FEDERAL SIGNAL GRILLE MOUNT DUAL BRACKET KIT (TO INSTALL 4 WHELEN TIONS UNDERNEATH GRILLE AREA)	1 EA	\$36.20	\$36.20



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Quote Valid Until: 2/20/2022

Page 2 of 3

Part Number	Description	Quantity	Unit Price	Amount
TLI2EX	WHELEN ION T-SERIES SMOKED LENS BLUE/WHITE MOUNTED UNDERNEATH GRILL ON BRACKET # IPX-GRL17 PROGRAM WHITE OVERRIDE FOR FRONT SCENE COVERAGE	4 EA	\$193.50	\$774.00
BW50UFX PKG (HANDHELDCONTR OL)	INCLUDES: (1) BW50UFX - DUO WCX XLP 12-LAP FRONT INNER EDGE, CONFIGURATION ATTACHED (1) BS50Z - SOLO WCX RST 10-LAMP REAR INNER EDGE, CONFIGURATION ATTACHED (1) C399 - CENCOM CORE SIREN CONTROLLER (1) C399K4 - OBD11 INSTALLATION KIT, 2020 FOR PIU (1) CCTL5 - HAND HELD CONTROL HEAD (1) SA315P - 100 WATT SIREN SPREAKER (1) SAK86D - SIREN SPEAKER MOUNTING BRACKET, 2020+ FORD PIU	1 EA	\$3,595.00	\$3,595.00
CV2V	Whelen Vehicle to Vehicle Synce Module	1 EA	\$285.00	\$285.00
CANLITEB	WHELEN PHOTO CELL SENSOR SETUP TO DIM AT NIGHT	1 EA	\$40.00	\$40.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	1 EA	\$200.00	\$200.00
I2E	WHELEN ION DUO BLUE/WHITE MOUNTED IN REAR QUARTER GLASS OF CARGO AREA	2 EA	\$185.00	\$370.00
TLMIB	WHELEN ION MINI T SERIES MOUNTED UNDERNEATH LIP OF TAILGATE WITH CUTOFF SWITCH IN CARGO AREA FOR ADDITIONAL WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
LOFT-PIU20-2G-AO	LUND LOFT SERIES DROP DOWN GUN RACK WITH LOCK AND LIGHT. ELECTRIC SERIES AUTO PUSH BUTTON OPEN	1 EA	\$1,650.00	\$1,650.00
LOFT-PIU20-NPKIT	LUND LOFT SERIES GUN RACK MOUNTING KIT FOR EXPLORER WITHOUT REAR PRISONER PARTITION	1 EA	\$300.00	\$300.00
3SRCCDCR	WHELEN 3" ROUND COMPARTMENT LIGHTS MOUNTED ON REAR CARGO GATE RED/WHITE	2 EA	\$95.00	\$190.00
CG-X	CHARGE GUARD	1 EA	\$200.00	\$200.00



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Quote ID: Q3403

Quote Date: 1/21/2022

Quote Valid Until: 2/20/2022

Part Number	Description	Quantity	Unit Price	Amount
TR-1	TRANSFER CUSTOMER SUPPLIED TWO WAY RADIO, CABLING AND ANTENNA	1 EA	\$230.00	\$230.00
TR-42	TRANSFER CUSTOMER SUPPLIED RADAR SYSTEM	1 EA	\$75.00	\$75.00
SHOP SUPPLIES	SHOP SUPPLIES FOR MEDIUM SIZED BUILD	1 EA	\$195.00	\$195.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT REVERSE HOUSING	2 EA	\$132.50	\$265.00
XI3SMJC	SMOKED SURFACE MOUNTED WHELEN TRIO ION RED/BLUE/WHITE MOUNTED VERTICAL ON EITHER SIDE OF LICENSE PLATE RED/BLUE WITH WHITE REVERSE OVERRIDE	2 EA	\$187.50	\$375.00
B00ASKSBOI	Life Hammer Plus - Emergency Rescue Tool, Window Hammer with Seat-Belt Cutter	1 EA	\$28.00	\$28.00

Veh. Sub Total:	\$39,063.95
Upfit Sub Total:	\$11,405.15
Trade-In Allowance:	
Discount:	
Sales Tax:	\$0.00
Grand Total:	\$50,469.10

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

- \* Labor and installation is included in all pricing.
- \* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- \* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



Colonial Municipal Group  
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Marlborough MA 01752

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QUOTE

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Page 1 of 5

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERIN

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK FMC #4280	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT-OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1) C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00



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**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES, TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS	2 EA	\$274.50	\$549.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00





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**QUOTE**

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Quote Valid Until: 3/6/2022

Part Number	Description	Quantity	Unit Price	Amount
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UINT20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONS BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841ITU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10



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 Marlborough MA 01752

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**QUOTE**

Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

Part Number	Description	Quantity	Unit Price	Amount
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
806-0022-00	STALKER DSR DUAL HEAD RADAR SYSTEM	1 EA	\$2,548.40	\$2,548.40
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2017 FORD EXPLORER PIU CAR#945 VIN # 1FM5K8AR8HGE13486	1 EA	(\$7,000.00)	(\$7,000.00)
XI3SMJC	WHELEN TRIO IONs RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total:	\$38,093.95
Upfit Sub Total:	\$28,005.35
Trade-In Allowance:	(\$7,000.00)
Discount:	
Sales Tax:	\$0.00
<b>Grand Total:</b>	<b>\$59,099.30</b>



Colonial Municipal Group  
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Marlborough MA 01752

Phone: (774) 283-6400  
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**QUOTE**

Quote ID: Q3455

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERB

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK #4281	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT-OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1)C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00



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Quote ID: Q3438

Quote Date: 2/4/2022

Quote Valid Until: 3/6/2022

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Customer must fill out the information below before the order can be processed...

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- \* Labor and installation is included in all pricing.
- \* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- \* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

Notes:



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**QUOTE**

Quote ID: Q3455

Quote Date: 2/8/2022

Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT 2020+ EXPLORER PIU UNIVERSAL BRACKETS	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES, TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS (AUX BUTTON ON CONTROL PAD)	2 EA	\$274.50	\$549.00



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Part Number	Description	Quantity	Unit Price	Amount
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UIN20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONS BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841TU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU **INCLUDES FILLER PLATES** EQUIPMENT BRACKETS ARE SEPERATE	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42



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Part Number	Description	Quantity	Unit Price	Amount
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
806-0022-00	STALKER DSR DUAL HEAD RADAR SYSTEM	1 EA	\$2,548.40	\$2,548.40
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2013 FORD EXPLORER PIU CAR#951 VIN # 1FAHP2H85DG222413	1 EA	(\$4,500.00)	(\$4,500.00)
XI3SMJC	WHELEN TRIO IONS RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total: \$38,093.95

Upfit Sub Total: \$28,005.35

Trade-In Allowance: (\$4,500.00)

Discount:

Sales Tax: \$0.00

Grand Total: \$61,599.30



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Page 5 of 5

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\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

**Notes:**





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Quote Valid Until: 3/10/2022

Page 1 of 5

Customer: 2078

Town of Townsend - PD  
70 Brookline Road  
Townsend MA 01469

Contact: OFFICER JEFF GILES

Phone: (508) 331-0255

Email: JGILES@TOWNSENDPD.ORG

Salesperson: Andrew Kinniburgh

Contract: GBPC/BAPERIN

Part Number	Description	Quantity	Unit Price	Amount
VEHICLE	2022 FORD EXPLORER PIU ECOBOOST AGATE BLACK #4282	1 EA	\$36,799.00	\$36,799.00
FIO	99C - 3.0L V6 ECOBOOST ENGINE 43D - DARK CAR FEATURE \$24.25 549 - HEATED/POWER SIDE MIRRORS \$58.20 52P - REAR DOOR DISABLE, HIDDEN PLUNGER \$155.20 76R - REVERSE SENSING SYSTEM \$266.75	1 EA	\$1,294.95	\$1,294.95
SUBLET, KEYS	FLEET KEY VEHICLE TO #1478X	1 EA	\$195.00	\$195.00
SUBLET, PAINT-OTHER	PAINT 4 DOORS WHITE TO BOTTOM OF WINDOWS (NO PILLARS)	1 EA	\$950.00	\$950.00
SUBLET, TINT	TINT FRONT WINDOWS ONLY @ 20%	1 EA	\$195.00	\$195.00
SUBLET, MISC	INSTALL REMOTE STARTER WITH FOBS	1 EA	\$395.00	\$395.00
4531H	4 PIECE VENTSHADE RAINGUARDS	1 EA	\$125.00	\$125.00
4415751	FRONT WEATHERTECH FLOOR LINERS	1 EA	\$109.95	\$109.95
T52217B	DRIVERS SIDE TIGERTOUGHT SEATCOVER (BLACK)	1 EA	\$185.00	\$185.00
GRAPHIC SUPPLIES	GRAPHICS PER DEPARTMENT SPECIFICATIONS (TO BE DESIGNED WITH CMG GRAPHICS DEPT)	1 EA	\$695.00	\$695.00
BJ2EEEE PACKAGE (ROTARY KNOB)	54" DUO WCX Liberty II Lightbar, Configuration attached, includes: (1) C399 Whelen Cencom Core Siren Controller (1)C399K4 Whelen Cencom Core OBD2 Install Kit - 2020-2022 Ford PIU (1) CCTL6 Whelen Control Head - Rotary Knob (1) SA315U 100 Watt Siren Speaker (1) SAK66D Siren Speaker Mounting Bracket (1) MKEZ105 2020+ PIU Mounting Bracket Kit	1 EA	\$3,595.00	\$3,595.00
BS508	WHELEN WECANX RST 8-LAMP INNER REAR EDGE (specifications attached) *ISDK*	1 EA	\$1,255.00	\$1,255.00
CV2V	WHELEN CORE VEHICLE TO VEHICLE SYNC MODULE	1 EA	\$285.00	\$285.00



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Part Number	Description	Quantity	Unit Price	Amount
MDASHCPE	NOVA DASH MOUNTED TRAFFIC EMITTER CONTROLLER (OPTI-LIGHT) MOUNTED ON DASH IN WINDSHIELD TO COMMAND GREEN LIGHT TRAFFIC SIGNALS IN SLIDE SWITCH 3 POSITION	1 EA	\$310.00	\$310.00
CEM16	WHELEN WECANX 16 OUTPUT EXPANSION MODULE	2 EA	\$200.00	\$400.00
SA315P	SECONDARY WHELEN 100 WATT SPEAKER (FOR USE WITH DUAL TONE AND 200 WATT SETUPS) MOUNTED BEHIND GRILLE	1 EA	\$250.00	\$250.00
SAK1	BRACKET FOR WHELEN 100WATT ADDITIONAL SPEAKER (INCLUDED WITH SA315P)	1 EA	\$0.00	\$0.00
CEXAMP	WHELEN WECANX EXTERNAL AMPLIFIER FOR DUAL TONE SIREN SETUP	1 EA	\$280.00	\$280.00
CHOWLER	WHELEN WECANX LOW FREQUENCY SIREN SETUP WITH 2 SPEAKERS AND MOUNTING KIT 2020+ EXPLORER PIU UNIVERSAL BRACKETS	1 EA	\$795.00	\$795.00
ARGES2	WHELEN ARGES2 PROFOCUS REMOTE SPOTLIGHT (MOUNTING BRACKET INCLUDED)	1 EA	\$965.00	\$965.00
ARG50D	WHELEN ARGES2 DRIVERS SIDE FENDER MOUNTING BRACKET INCLUDED WITH ARGES2	1 EA	\$0.00	\$0.00
36-2125	WESTIN ELITE PUSHBUMPER FOR 2020+ EXPLORER PIU	1 EA	\$495.00	\$495.00
36-6005W4	WESTIN ELITE UPPER TOP LIGHT CHANNEL TO HOLD FOUR (4) WHELEN IONs	1 EA	\$65.00	\$65.00
VTX9E	WHELEN VERTEX HIDEAWAYS DUO BLUE/WHITE MOUNTED IN FRONT HEADLIGHTS	2 EA	\$132.50	\$265.00
XONE	WHELEN IONs BLUE/WHITE WITH SMOKED LENSES FOUR (4) MOUNTED IN WESTIN PUSH BUMPER TOP LIGHT CHANNEL WHITE OVERRIDE FOR SCENE LIGHTING	4 EA	\$193.50	\$774.00
TLI2EX	WHELEN IONs DUO BLUE/WHITE WITH SMOKED LENSES, TWO (2) MOUNTED ON EITHER SIDE OF WESTIN PUSH BUMPER VERTICALLY AND TWO (2) MOUNTED IN FACTORY FOG LIGHT AREA HORIZONTALLY	4 EA	\$193.50	\$774.00
NP6BB	WHELEN NANO 6 LED LIGHT PODS MOUNTED ON BOTTOM OF WESTIN PUSHBUMPER TO ACT AS AUXILLARY DRIVING LIGHTS	2 EA	\$274.50	\$549.00
LABOR, UPFIT	ACTIVATE FACTORY HEADLIGHT WIG-WAGS	1 EA	\$0.00	\$0.00



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Part Number	Description	Quantity	Unit Price	Amount
MBFX20	MIRROR BEAM HOUSING KIT FOR WHELEN IONS 2020 PIU+ **INCLUDED IN PRICE OF MBXIONVB**	1 EA	\$0.00	\$0.00
MBXIONVB	WHELEN V SERIES ION BLUE WITH TAKE DOWN AND PUDDLE LAMP SMOKED LENSES (LIGHTS FOR MIRROR BEAM HOUSINGS) **PRICING INCLUDES MIRROR BEAM HOUSING KIT MBFX20**	2 EA	\$268.50	\$537.00
P1000UINT20AOSB	PRO-GUARD SINGLE CELL PRISONER TRANSPORT SYSTEM, PASSENGER SIDE CELL ONLY WITH OFFICER SAFETY BELTS. INCLUDES DOOR PANELS, WINDOW BARRIERS, TRANSPORT SEAT, FLOOR PAN, FRONT AND REAR DIVIDERS WITH POLY WINDOWS	1 EA	\$3,095.00	\$3,095.00
I2E	WHELEN DUO LINEAR IONS BLUE/WHITE MOUNTED IN QUARTER GLASS OF REAR CARGO AREA **WHITE OVERRIDE FOR SIDE SCENE LIGHTING**	2 EA	\$185.00	\$370.00
TLMIB	WHELEN MINI ION T-SERIES BLUE MOUNTED UNDER REAR LIP OF GATE WITH CUTOFF SWITCH FOR WARNING COVERAGE WHEN REAR GATE IS OPEN	2 EA	\$167.50	\$335.00
TK0841ITU20	SETINA REAR STANDARD HEIGHT CARGO STORAGE COMPARTMENT WITH COMBINATION STYLE LOCK	1 EA	\$1,389.55	\$1,389.55
C-VS-1012-INUT	HAVIS HIGH ANGLED CONSOLE FOR 2020+ EXPLORER PIU **INCLUDES FILLER PLATES** EQUIPMENT BRACKETS SEPERATE	1 EA	\$575.00	\$575.00
C-CUP2-I	HAVIS INTERNAL CUPHOLDER	1 EA	\$45.00	\$45.00
C-ARM-108	HAVIS SIDE MOUNTED FLIP UP ARMREST	1 EA	\$175.00	\$175.00
C-EB40-WSB-1P	HAVIS EQUIPMENT MOUNTING BRACKET FOR WHELEN ARGES2 CONTROLLER	1 EA	\$28.50	\$28.50
C-EB40-CCS-1P	HAVIS WHELEN CENCOM CONTROLLER EQUIPMENT BRACKET FOR CONSOLE	1 EA	\$28.50	\$28.50
C-LP2-PS1-USB	HAVIS PLATE WITH USB PORTS AND (2) 12V OUTLETS FOR CONSOLE	1 EA	\$110.63	\$110.63
C-FP-2	HAVIS 2" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-3	HAVIS 3" FILLER PLATE	1 EA	\$0.00	\$0.00
C-FP-15	HAVIS 1.5" FILLER PLATE	1 EA	\$0.00	\$0.00
C-TTP-INUT-4	HAVIS REAR CARGO FOLD UP EQUIPMENT TRAY	1 EA	\$247.42	\$247.42
C-DMM-3015	Havis Dash Mount Bracket Kit for 2020+ Ford Interceptor Utility	1 EA	\$452.10	\$452.10



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Quote Valid Until: 3/10/2022

Part Number	Description	Quantity	Unit Price	Amount
1080ETRAIL	BLAK-RAC 1082E VERTICAL WEAPON RETENTION SYSTEM ELETRONIC RELEASE W/DELAY MOUNT DECOY BUTTON ON CONSOLE FOR GUN RELEASE	1 EA	\$695.00	\$695.00
CG-X	CHARGE GUARD SELECT	1 EA	\$200.00	\$200.00
425-3818	MAGNETIC MIC KIT FOR TWO WAY RADIO AND CONTROLLER PA MIC	2 EA	\$45.00	\$90.00
3SRCCDCR	THREE 3" ROUND RED/WHITE CARGO LIGHTS 1 INSTALLED IN FRONT 2 INSTALLED IN CARGO AREA GATE	3 EA	\$95.00	\$285.00
STECK-32955DLX	STECK BIG EASY LOCKOUT TOOL KIT WITH EASY WEDGE AND CARRYING CASE	1 EA	\$95.00	\$95.00
TR-1	INSTALL CUSTOMER SUPPLIED TWO WAY RADIO, ANTENNA AND CABLE	1 EA	\$230.00	\$230.00
LABOR, UPFIT	TRANSFER MDT POWER SUPPLY, ANTENNA AND CABLE	1 EA	\$295.00	\$295.00
TR-42	Transfer radar system	1 EA	\$75.00	\$75.00
SHOP SUPPLIES	SHOP SUPPLIES	1 EA	\$295.00	\$295.00
TRADE-IN	2015 FORD EXPLORER PIU CAR#941 VIN # 1FM5K8AAR6GGA08385	1 EA	(\$4,000.00)	(\$4,000.00)
XI3SMJC	WHELEN TRIO IONS RED/BLUE/WHITE WITH SMOKED LENSES MOUNTED VERTICALLY ON EITHER SIDE OF REAR LICENSE PLATE WITH RED BRAKE OVERRIDE AND WHITE OVERRIDE FOR REVERSE	2 EA	\$188.00	\$376.00
VTX9J	WHELEN VERTEX DUO BLUE/RED MOUNTED IN REAR TAILLIGHT HOUSINGS WITH RED OVERRIDE FOR BRAKE PULSE	2 EA	\$132.50	\$265.00
SC-920-1	SANTA CRUZ UNIVERSAL RAIL PUMP SHOTGUN GUN RACK	1 EA	\$304.20	\$304.20
LOFT-PIU20-EC	LUND LOFT CEILING MOUNT ELECTRONICS EQUIPMENT TRAY	1 EA	\$863.10	\$863.10
B00ASKSBOI	LIFE HAMMER PLUS - EMERGENCY RESCUE TOOL WINDOW HAMMER WITH SEAT BELT CUTTER	1 EA	\$28.00	\$28.00
466204	KIDDE 10 POUND FIRE EXTINGUISHER	1 EA	\$140.00	\$140.00

Veh. Sub Total:	\$38,093.95
Upfit Sub Total:	\$25,531.95
Trade-In Allowance:	(\$4,000.00)
Discount:	
Sales Tax:	\$0.00
<b>Grand Total:</b>	<b>\$59,625.90</b>



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Page 5 of 5

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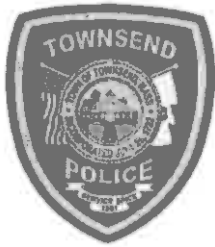
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\* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.

\* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.

**Notes:**





4.6

# Townsend Police Department

## MEMORANDUM

---


**DATE ISSUED:** 3/30/2022

**NUMBER:** N/A

**To:** Ross Perry  
**From:** Chief James Sartell  
**Subject:** Body Worn Camera Policy Review  
**Date:** March 30, 2022  
**No.:** N/A

Please find the attached Final Draft of the department's Body Worn Camera Policy and Procedure General Order. As you are aware, the department was awarded grant funding for the purchase of body worn cameras pursuant to the 2021 Edward Byrne Memorial Justice Assistance Grant (JAG). We have spent the past few months procuring the product/service, reviewing model policies, and engaging with the collective bargaining unit(s) to develop and refine protocols and policies. The attached final draft is the product of that process and reflects current best practices and state law.

We are looking forward to implementing this program and view it as another way to increase transparency and accountability. Please feel free to contact me should you have any questions, feedback, or wish to discuss.

	<b>TOWNSEND POLICE DEPARTMENT</b>  <b>POLICY AND PROCEDURE GENERAL ORDER</b>	Distribution <b>ALL PERSONNEL</b>	General Order Number <b>5.26</b>
		Original Issue Date <b>MM/DD/YY</b>	Reissue/Effective Date <b>MM/DD/YY</b>
Order Title:  <b>BODY WORN CAMERAS</b>	MASSPAC Accreditation Standard:  <b>41.3.8</b>	Section  <b>5</b>	
	Section Title <b>PATROL FUNCTIONS</b>		
Rescinds: N/A	<u>Issuing Authority:</u>  <b>Chief of Police: James P. Sartell</b>		

*This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.*

## I. PURPOSE

The purpose of this policy is to establish Townsend Police Department guidelines and limitations for the use and management of body-worn camera systems including the use, management, storage and retrieval of digital multimedia video files stored or generated from the use of department issued or approved body-worn camera equipment including but not limited to:

- Creating video and audio records to contribute to the accurate documentation of critical incidents, police-public contacts, crime and accident scenes, and arrests.
- Preserving visual and audio information for use in current and future investigations in accordance with applicable guidelines referenced herein.
- Capturing crimes in-progress, whether committed against the police officer or the community, and to preserve evidence for presentation in court.
- Documenting police response to an incident.
- Aiding in the documentation of victim, witness or suspect statements pursuant to an on-scene response and/or documentation of the advisement of rights, and consents to conduct a lawful, when applicable.
- Reducing the number of false complaints made against a police officer in the course and scope of her or her official police duties.



## **II. POLICY**

The Townsend Police Department is committed to the belief that on-officer audio/video system is an important and valuable tool for law enforcement. On-officer video is essentially audio-video documentation of a police officer's investigative and enforcement activities from the perspective of the officer's person. The use of on-officer video is expected to result in greater transparency, more effective prosecution, and improved protection against false allegations of excessive use of force, misconduct or racial profiling.

The use of body-worn camera systems provides documentation of law enforcement interaction with the public by providing recorded evidence of actions, conditions and statements that may be used for court proceedings, internal review, or review by the public through formal request. Goals of a body-worn camera system include officer safety, to accurately document events during the course of an incident, to provide prosecutors with the best evidence for court proceedings, and to determine the accuracy of complaints made against Townsend Police Department officers. The Townsend Police Department will utilize the BodyWorn camera system.

The Townsend Police Department has adopted the use of body-worn camera systems in order to accomplish several objectives, including:

- a. Strengthening police accountability by documenting incidents and encounters between officers and the public.
- b. Resolving officer-involved incidents and complaints by providing an objectively independent record of events.
- c. Improving agency transparency by allowing the public to see video evidence of police activities and encounters in accordance with applicable laws regarding public disclosure.
- d. Identifying and strengthening officer performance by using footage for officer training and monitoring when appropriate and consistent with the law.
- e. Improving evidence documentation for investigation, prosecutions, and administrative reviews of employee performance and/or civil actions.

Officers are prohibited from erasing, altering, or tampering with any mobile audio or video equipment or attempting to erase, alter or tamper with any video or audio equipment, including intentionally stopping/starting a recording.

## **III. DEFINITIONS:**

- A. **BODY WORN CAMERA SYSTEM (BWC):** For the purpose of this policy, the BWC refers to the on-officer audio/video recording and storage system as approved by the Townsend Police Department. The system is comprised of hardware (i.e., recording device to capture video and audio which is worn on the individual employee's person) and a storage system to securely store system data.

- B. **DATA/FILE:** For the purposes of this policy, the term "data" or "file" refers to all sounds, images, and associated metadata.
- C. **METADATA:** Incident, arrest and accident report numbers, as well as any other Townsend Police Department descriptors used to identify BWC data.
- D. **BWC PROGRAM ADMINISTRATOR:** Police Department program administrators for BWC software with full access to user rights and sets users access, permissions, and parameters.
- E. **COMMUNITY CARETAKING FUNCTION:** A task undertaken by a law enforcement officer in which the officer is performing an articulable act unrelated to the investigation of a crime. It includes, but is not limited to, participating in community meetings or other community outreach efforts, helping a child find his or her parents, providing death notifications, dealing with individuals asking for directions or other assistance, and performing in-home or hospital well-being checks on sick, elderly, or persons presumed missing.
- F. **LAW ENFORCEMENT RELATED ENCOUNTERS OR ACTIVITIES:** These include, but are not limited to patrol personnel conducting; traffic stops, pedestrian stops, arrests, searches, interrogations, investigations, pursuits, crowd control, traffic control, non-community caretaking interactions with an individual while on patrol, or any other instance in which the officer is enforcing the law. The term does not include the following:
  - a. Activities when the officer is completing paperwork alone or in the presence of another law enforcement officer or officers; or
  - b. Community caretaking functions.
- G. **SUBJECT OF THE RECORDING:** Any law enforcement officer or any suspect, victim, detainee, conversant, injured party, witness, or other similarly situated person who appears on the recording and shall not include people who only incidentally appear on the recording.
- H. **IN UNIFORM:** means a law enforcement officer who is wearing any officially authorized uniform designated by the Townsend Police Department, or a law enforcement officer who is visibly wearing articles of clothing, a badge, tactical gear, gun belt, a patch, or other insignia that he or she is a law enforcement officer acting in the course of his or her duties.

#### **IV. PROCEDURES:**

- A. **When and How to Use the BWC system:**

- I. **Officers shall activate the BWC system to record all contacts with citizens during law enforcement related encounters or activities. Officers may use their discretion when deciding to activate the BWC system during incidental public contact during the ordinary course of a duty day. However, when used for incidental contact, the documentation of such recordings shall be consistent with other sections of this procedure.**
  - a. **Start recording early; it is evidentially valuable to record as much of the incident as possible; therefore, recording should begin at the earliest opportunity from the start of an incident.**
  - b. **If exigent circumstances exist which prevent the BWC system from being activated as set forth above, the device must be turned on as soon as practicable. This also includes exigent circumstances which requires the donning of the extra ballistic protection.**
  - c. **When officers are on a call for service and discussing the case among themselves, they may mute the audio of the recording.**
  - d. **Whenever possible, officers shall inform individuals that they are being recorded. When notification is not made, the recording officer shall note the reason for non-notification within the associated police report.**
  - e. **When in locations where individuals have a reasonable expectation of privacy, such as a residence, they may decline to be recorded unless the recording is being made as part of a call for police service or is pursuant to an arrest or a search of the residence or individuals is being conducted. If a person lawfully declines to be recorded, when prudent, the officer shall video record the person's request to deactivate the BWC, then deactivate the camera. The officer shall document the reason why the camera was deactivated in the associated police report.**
  - f. **Once activated, the BWC system shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.**
3. **If an officer fails to activate the BWC system, fails to record the entire contact, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated as part of their Townsend Police Department incident, investigation or arrest report, as applicable.**
4. **All civilian requests for video viewing shall be consistent with the delivery of discovery as part of pre-trial preparation; or, as part of a public information request consistent with Massachusetts General Laws, rules, regulations and/or guidelines.**

5. Officers may review BWC recordings prior to submitting reports to ensure that all relevant information needed to accurately describe police activities is included in the written report unless prohibited by law or regulation.
6. Officers shall be allowed to review BWC recordings prior to an interview pursuant to a complaint made by a citizen, or other wrongdoing, except as provided in section V, sub section K of this POLICY.

#### **V. PROCEDURES FOR USE:**

- A. BWC equipment is issued to all sworn officers. Officers who are assigned BWC equipment must use the equipment unless expressly authorized the Chief of Police or designee.
- B. BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Townsend Police Department.
- C. Training:
  1. Prior to use, all officers will be trained in the proper use of their camera systems. Additional training may be required at periodic intervals to ensure proper use and operations, proper calibration, and to incorporate changes, updates, or other revisions in policy and equipment. All training shall become part of the individual officer's permanent training record. The trainings will include familiarization with the applicable parts in the following:
    - a. Review of the Townsend Police Standard Operating Procedure for BodyWorn Cameras.
    - b. System features and functions.
    - c. Procedure for properly securing audio/video evidence from BWC's.
    - d. Review of privacy rights as described by law.
    - e. Review of discovery obligations in criminal cases. (Videos are discoverable)
  2. All newly hired officers must complete an agency approved and/or provided training program to ensure proper use and operation of the BWC system. This training shall consist of both classroom presentation and practical usage of

equipment, most commonly conducted during the Field Training Program. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment. All training shall become part of the receiving officer's permanent training record.

- D. BWC equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a repair or replacement may occur.
- E. Officers shall inspect and test the BWC at the start of their shift in order to verify proper functioning and shall notify their supervisor of any problems. Supervisors shall periodically inspect the equipment to ensure it is operational.
- F. Officers equipped with and/or using BWC shall bear primary responsibility for the proper preservation of recordings captured by the equipment assigned to them and required to be preserved, as specified in this POLICY.
- G. Officers shall not edit, alter, erase, duplicate, copy, share, display or otherwise distribute in any manner BWC recordings without prior written authorization and approval of the Chief of Police or his designee. This section also specifically prohibits the officer from duplicating, copying, displaying or sharing the BWC recordings for personal use or record. Any attempt to alter, manipulate or modify recordings, other than to classify videos is a violation of this POLICY and the employee may be subject to termination and criminal liability.
- H. In any situation where a recording is to be preserved and not destroyed in the normal course, the officer shall do the following:
  - I. The system provides the ability to import call data from the CAD/RMS system to automatically classify the nature of an officer's contacts/recordings. Recordings are classified so that they can be recalled with a greater efficiency and accuracy. Officers will confirm the BWC recordings have been classified by the end of the officer's shift. The recordings will be considered part of a criminal matter, incident, arrest or complaint against an officer; similar to a piece of evidence, statement or written report. With this consideration in mind, any destruction of recordings will be done consistent with the time limits set forth by the Commonwealth of Massachusetts Secretary of State Public Records Division – Municipal Retention Schedule.
- I. No permanent file of recorded images shall be made except as evidence in a criminal case or in the instances of an internal affairs investigation which requires retention of such recording(s).

- J. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes. Images saved for training purposes shall be altered or redacted so that faces or other readily identifiable characteristics of citizens cannot be identified.
- K. If an officer is suspected of criminal wrongdoing or involved in an officer-involved shooting or other serious use of force incident, the department may limit or restrict an officer from viewing the video file.
- L. Requests for deletion of portions of the recordings (e.g., in the event of an accidental personal recording) must be submitted in writing and approved by the Chief of Police or his designee in accordance with any state record retention laws. All requests and final decisions shall be kept in a BWC related documents file retained by the Chief of Police or his designee.
- M. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.
- N. Unless authorization by the Chief of Police or his/her designee, agency employees are only permitted to access the cloud-based system storing BWC recordings from a department owned computer. This is limited to computer terminals located within the confines of the Townsend Police Department or by use of agency owned computer devices installed in Townsend Police Department vehicles.
  - 1. In cases of emergency or exigency, System Administrators are authorized to access the cloud-based storage system from other remote devices.
- O. In an effort to maintain strict system usage parameters, and to mitigate concerns of unnecessary viewing of an officer's BWC recordings, officers are limited in accessing video system Live Stream capabilities to only those situations involving emergency and exigency. In cases where an officer accesses the Live Stream features within AvailWeb, he/she is required to make written notification to the Administrative Lieutenant providing the date, time, and reason of gaining access.
  - 1. System Administrators are permitted to access the Live Stream activation through AvailWeb in order to ensure system functionality, and to meet the requirements as specified in sections VIII and IX of this POLICY.

## VI. NON-PATROL USAGE

- A. Detectives when not wearing the department uniform will not be required to wear the body cameras during their normal course of duties. If a detective is involved in any operation requiring them to wear their ballistic carriers, they will be required to wear the camera on

the vest as described in this POLICY. Detectives serving arrest warrants shall be required to wear the body cameras whether wearing a ballistic vest carrier or not. Detectives serving search warrants shall be required to wear the body cameras during the initial execution of the warrant until the scene has been secured. They will not be required to wear the cameras during the entire duration of the search.

- B. Officers, on occasion, may be assigned to a plainclothes operation. During this type of assignment, officers shall wear the body cameras when taking any enforcement action or conducting normal police operations. A supervisor may authorize the cameras to be shut off when involved in covert investigations, such as assisting undercover personnel or confidential informants, or any operation(s) that may be deemed sensitive or compromised by the BWC usage. Any de-activation of a BWC will be articulated within any associated police report. Due to the uncertainty of police work sworn members, while wearing plain clothes may unexpectedly become involved in life threatening situations where they must act immediately and the time to don a BWC is simply not practical. As such, the overall policy of BWC should not restrict plain clothes officers from performing police tasks if they are not wearing a BWC. That being said, a BWC should be donned and activated as soon as possible once an event begins.
- C. Officers, when working what is commonly referred to as an "Extra Detail", shall use their BWC consistent with this policy.

#### **VI. RESTRICTIONS ON USING BWC SYSTEM:**

- A. Officers shall only record juvenile events/contacts during or as part of a law enforcement investigation.
- B. Officers will not record while on the grounds of any public, private, or parochial elementary or secondary school, while school is in session except when responding to an imminent threat to life or health or a call for service.
- C. Officers shall not record conversations of fellow employees during routine, non-enforcement related activities.
- D. Recordings must be incident specific; officers should not indiscriminately record entire duties or patrols.
- E. Officers utilizing the BWC should avoid collateral intrusion by making an effort to record only the subject(s) of the recording and minimize the recording of persons uninvolved in the incident.
- F. Encounters with any undercover officers or confidential informants unless expressly directed to be included as part of the investigation are not permitted.

- G. Intimate searches when otherwise permitted by the Detainee Processing Strip Policy of the Townsend Police Department are not permitted.**
- H. An interview with an alleged sexual assault or domestic violence victim unless his or her express verbal or written consent has been obtained before the recording is made. Any recording obtained shall be consistent with the protocols for response to adult sexual assault cases. This paragraph shall not apply in cases where a parent or legal guardian is the subject of an investigation to which a juvenile is a victim or witness. In such cases, the juvenile may be interviewed without the express verbal or written consent of the parent or legal guardian under investigation.**
- I. Officers will not record interactions with a person seeking to report a crime anonymously. In such an instance, the law enforcement officer shall, as soon as practicable, ask the person seeking to remain anonymous if the person wants the officer to use his/her BWC. If the person responds negatively, the law enforcement officer shall deactivate the audio and video functions.**
- J. Officers shall not record patients during medical or psychological evaluations by a clinician or similar professional, or during treatment. Officers shall be made aware of patients' rights to privacy when in hospital settings. When recording in hospitals and other medical facilities, officers shall be careful to avoid recording persons other than the suspect. The use of the BWC in a hospital patient care area is authorized only for law enforcement business such as criminal investigations (i.e., dying declarations, horizontal gaze nystagmus, etc.).**
- K. When on break or otherwise engaged in personal activities.**
- L. Any contact involving the delivery of emergency message or death notification is not permitted.**
- M. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, are not permitted unless authorized by a Search or Arrest Warrant.**
- N. In any instance when an officer has credible information that an explosive device may be present; electrostatic interference from the BWC may trigger an explosive device.**
- O. Body Cameras will not be activated in any Courtroom while court is in session.**
- P. Performing well-being checks.**



## VII. STORAGE:

- A. All BWC recordings shall be uploaded, stored, and transferred to the agency approved cloud-based or server storage system. The recordings will be automatically uploaded, stored, and transferred as soon as practicable. Each officer will ensure that BWC upload process and classification has occurred according to the appropriate protocol of the evidence management system approved by the Townsend Police Department.
  1. If the upload and classification does not occur, the officer(s) should notify a System Administrator as soon as possible.
  2. All recordings shall be securely stored in conformity to the most recent security policy of the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation. Access to the retrievable image files shall be password protected. Each file shall contain information related to the date, BWC identifier, and assigned officer.
- B. All images and sounds recorded by the BWC are the exclusive property of the Townsend Police Department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited. Specifically included in this section, images shall not be used for display on department operated websites or social media without the express consent of the recorded person(s).
- C. All access to BWC data (images, sounds, and metadata) must be specifically authorized by the Chief of Police or his designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes. It is recognized that investigative personnel may need to review camera footage as part of their investigation. In such cases the officers shall document this in a supplemental report.
- D. Files should be securely stored in accordance with the any rules, regulations and /or General Laws of the Commonwealth of Massachusetts as it relates to a Disposition and Retention Schedule, and no longer than useful for purposes of training or for use in an investigation or prosecution.
  1. Unless being retained as evidence or otherwise described in any rules, regulations and /or General Laws of the Commonwealth of Massachusetts as it relates to a Disposition and Retention Schedule; or, as part of an internal affairs investigation, recordings made by BWC shall be destroyed or over written every 180 days; and,
  2. In capital punishment prosecutions, recordings shall be kept until an order for destruction has been issued by the Court having final jurisdiction of the case, if finality is in question, the recording shall be maintained indefinitely.

- E. Relative to the proper retention of recording made by the BWC systems, the Townsend Police Department will adhere to the requirements of any rules, regulations and /or General Laws of the Commonwealth of Massachusetts as it relates to a Disposition and Retention Schedule.**
- F. All requests for public disclosure will be handled consistent with Right to Know Requests, and will be released only with approval of the Chief of Police or his or her designee. All recording media, recorded images and audio recordings are the property of the Townsend Police Department. Dissemination outside of the agency is strictly prohibited without specific written authorization of the Chief of Police or his designee.**
- G. Requests for BWC recordings shall be submitted in writing and submitted to the Chief of Police to be processed in accordance with this policy. The Systems Administrator will initiate a review of video and recommend any necessary redactions.**
- H. Notwithstanding the previously defined exception in this POLICY, any recording undertaken in violation of this policy, or any other applicable law shall be immediately destroyed and, whether destroyed or not, shall not be admissible as evidence in any criminal or civil legal or administrative proceeding, except in a proceeding against an officer for violating the provisions of this policy and/or a violation of any law or regulation governing the Use of Body Worn Cameras. In a proceeding against an officer for violating the provisions of this policy and/or a violation of any law or regulation governing the Use of Body Worn Cameras, the recording shall be destroyed at the conclusion of the proceeding and all appeals.**
- I. Recorded images and sounds made from a Townsend Police Department-issued BWC shall be for law enforcement purposes only. All access to this data shall be audited to ensure that authorized users only are accessing the data for law enforcement purposes only. All access to BWC data shall be authorized by the Chief of Police or designee and only for the purposes set forth in this policy. However, supervisors may, at any time, review the BWC of a subordinate officer, in the performance of their supervisory process.**
- J. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other use of deadly force, the Townsend Police Department may limit or restrict an officer from viewing the video file.**
- K. Recordings shall not be divulged or used by the Townsend Police Department for any commercial or other non-law enforcement purpose without authorization by the Chief of Police. If the Townsend Police Department authorizes a third party to act as its agent in storing recordings, the agent shall not independently access, view or alter any recording, except to delete videos as required by law or the Department's retention policies. Neither the Townsend Police Department nor its**

storage agent, if any, shall subject any recording to analysis or analytics of any kind, including without limitation facial recognition technology and data mining.

- L. BWC recordings relevant to criminal prosecutions shall be made available to defendants upon specific request through the discovery process.

#### **VIII. SUPERVISORY RESPONSIBILITIES:**

- A. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
- B. Department administrators shall oversee proper preservation of recordings.
- C. At least on a quarterly basis, a patrol supervisor will review at least one recording for each officer assigned a body worn camera. The purpose of this review is to ensure that the body worn camera equipment is operating properly and that officers are using the devices appropriately and in accordance with policy, as well as to identify areas in which additional training or guidance is required. No discipline shall result from the review of the recordings unless a criminal act is discovered or violations of department policy is habitual and has previously been addressed through counseling and/or training. Supervisors shall document the reviews in the designated area of the camera software system.
- D. Supervisors and Field Training Officers may review the video of recruit and first year officers for the purpose of evaluating the performance of the recruit in the FTO phase and while on probation. The Supervisors and FTO's may use BWC video files to provide immediate training to recruits to assist in the officers' development.

#### **IX. ADMINISTRATION OF BWC PROGRAM:**

- A. Administrators shall be designated by the Chief of Police and are responsible for:
  - 1. Providing training on all aspects and requirements on the use of the BWC and evidentiary management system.
  - 2. Overseeing the assignment of the BWC systems.
  - 3. Any supervisor may review audio and video footage recorded by the BWC as a result of a complaint, praise or recognition, training, and to assure proper functioning of BWC equipment and determine if the BWC equipment is being operated properly. Supervisory officers shall only review audio and video footage of officers they are assigned to supervise unless otherwise directed to do so by the

**Chief or designee. Supervisory or Command Officers who review officers' footage shall document and are expected to account for the reason for such review.**

- 4. Accessing the server and facilitating access of the videos as needed by supervisors, prosecutors, administration, defense counsel.**
- 5. Facilitating needed repairs.**
- 6. Monitoring available storage.**
- 7. Monitoring purging schedule for compliance.**
- 8. Overseeing retention of recordings.**
- 9. Responding to Right-to-Know requests regarding the release of recordings in accordance with the Townsend Police Department POLICY's relative to Right-to-Know requests.**
- 10. Auditing access to ensure that authorized users only are accessing the data for law enforcement purposes only.**
- 11. Only Command Staff personnel are authorized to access the "Live Stream" function of the Body Worn/AvailWeb system for purposes other than emergency or exigency. In cases of Command Staff monitoring an officer's "Live Stream" other than emergency or exigency the Chief of Police shall be notified of the reason of such monitoring. The department does not want to create an atmosphere for officers that "Big Brother" is watching over them by unnecessary usage of the "Live Stream" function. So long as it does not hinder the confidentiality of any investigative or emergency function, the officer shall be notified that the Live Stream function was accessed on their BWC system.**
- 12. In cases of emergency, such as in instances where officers are not responding to status checks, or if they indicate an officer down alert, Dispatchers may access the AvailWeb system, which includes access to "Live Stream" and global positioning system (GPS) capabilities. Such access is intended to provide Dispatchers and Supervisors with the ability to locate an officer to determine if additional emergency services are required.**
- 13. The designated administrator will conduct a quarterly audit of the "Live Stream" activation to ensure that this feature is not being used for unauthorized discipline or randomly abused.**

## M.G.L. CH 60 Sec 15: Fees of collector

Section 15. The following interest, charges and fees, and no other, when accrued, shall severally be added to the amount of the tax and collected as a part thereof:—

1. For interest, as provided by law;
2. For each written demand provided for by law, not more than \$30;
3. For preparing advertisement of sale or taking, \$10 for each parcel of real estate included in the advertisement and the necessary legal fees for search of title;
4. For advertisement of sale or taking in newspaper, the cost thereof;
5. For posting notices of sale or taking, \$5 for each parcel or real estate included in the notice;
6. For affidavit, \$10 for each parcel of land included therein;
7. For recording affidavit, the cost thereof;
8. For preparing deed or instrument of taking, \$10;
9. For the issuance and delivery of a warrant to an officer, \$10;
10. For notice by mail or other means to the delinquent that warrant to collect has been issued, \$12;
11. For exhibiting a warrant to collect or delivering a copy thereof to the delinquent or his representative or leaving it at his last and usual place of abode or of business, and without distraint or arrest, \$17.
12. For distraining goods of the delinquent, \$10 and the necessary cost thereof;
13. For the custody and safekeeping of the distrained goods of the delinquent, the cost thereof, for a period not exceeding seven days, together with the expense of parking, storage, labor and towing or teaming, and other necessary expenses;
14. For selling goods distrained, the cost thereof;
15. For arresting the body, the necessary costs of the arresting officer and the cost of the travel, at the rate of \$.30 per mile, from the office of the collector to the place where the arrest is made;
16. For custody of the body arrested, if payment of the delinquent tax is not made forthwith, \$10, and in addition thereto travel at the rate of \$.30 per mile from the place of arrest to the jail or, if payment is made before commitment to jail, for the distance from the place where the arrest is made to the place where payment is made;
17. For service of demand and notice under section fifty-three, if served in the manner required by law for the service of subpoenas on witnesses in civil cases, the cost thereof, but not more than \$40;
18. For the mailing of each written demand or notice by registered mail, the cost thereof.
19. For the recording of the instrument of taking under section 54, the cost thereof.

The collector shall account to the town treasurer for all interest, charges and fees collected by him; but the town shall reimburse or credit him for all expenses incurred by him hereunder, including all lawful charges and fees paid or credited by him for collecting taxes.

The collector may, in his discretion, waive such interest, charges and fees when the total amount thereof is \$15 or less.

# COLLECTOR FEES

	A	B	C	D	E	F	G	H	I	J	K
1	<b>FY21 DATA</b>										
2	<b>TYPE</b>			<b>CURRENT FEE</b>	<b>FY21 \$ FEES COLLECTED</b>	<b>FY21 # FEES COLLECTED (E/D)</b>	<b>PROPOSED FEE</b>	<b>AVG RANGE IN MASS</b>	<b>INCREASE AMOUNT</b>	<b>INCREASE IN REVENUE</b>	<b>TOTAL THAT WOULD HAVE BEEN COLLECTED W/ INCREASED FEE</b>
3	MVX	*	DEMANDS	\$5	\$12,725	2,545	\$30	\$5-\$30	\$25	\$63,625	
4	RE/PP	*	DEMANDS	\$5	\$1,995	399	\$30	\$5-\$30	\$25	\$9,975	
5	Total FY21 Collected: \$14,720										
6											
7											
8	<b>FY22 YEAR TO DATE (As of 3/9/22) DATA</b>										
9	<b>TYPE</b>			<b>CURRENT FEE</b>	<b>FY21 \$ FEES COLLECTED</b>	<b>FY21 # FEES COLLECTED (E/D)</b>	<b>PROPOSED FEE</b>	<b>AVG RANGE IN MASS</b>	<b>INCREASE AMOUNT</b>	<b>INCREASE IN REVENUE</b>	<b>TOTAL THAT WOULD HAVE BEEN COLLECTED W/ INCREASED FEE</b>
10	MVX	*	DEMANDS	\$5	\$6,700	1,340	\$30	\$5-\$30	\$25	\$33,500	
11	RE/PP	*	DEMANDS	\$5	\$1,050	210	\$30	\$5-\$30	\$25	\$5,250	
12	Total FY22 Collected AS OF 3/9/22: \$7,750										
13											
14											
15	* Per MGL Ch166, Sec 15, exp on any Demands is #30.00										



4. x 12

**TOWNSEND HIGHWAY DEPARTMENT**  
177 Main Street, Townsend, MA  
(978) 597-1712 jsmith@townsendma.gov

James A. Smith  
Highway Superintendent

### MEMORANDUM

DATE: March 30, 2022  
TO: Ross Perry, Select Board  
FROM: James Smith, Highway Superintendent  
RE: Chapter 90 Project Request FY22

Due to the poor conditions of the roads listed below, the Highway department is asking the Selectboard to please consider the following roads to be Milled and Resurfaced. The estimated cost of this project would total \$515,661.95 in which would be funded through the Chapter 90 program. If the Selectboard agrees with this project I have included the Chapter 90 project request forms for your signature.

- 1)Aries Lane
- 2)Ash Street
- 3)Aquarius Lane
- 4)Capricorn Lane
- 5)Gemini Lane
- 6)Libra Lane
- 7)Pisces Lane

Thank You,  
James Smith.





4.x13

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

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

Date: 3/29/2022

Permit #: 3-22C76

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave  
Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)  
\_\_\_\_\_

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

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

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 5 Capricorn Ln  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
Install Test Station

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303907

Detail Officer Required: Yes  No

Highway Superintendent: James P. Smith

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

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

Date: 3/29/2022

Permit #: 4-22CB

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

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**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 12 Shirley Rd.

Scope of Work:  
Install Test Station

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Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303916

Detail Officer Required: Yes  No

Highway Superintendent: James A. Smith

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

ROAD OPENING PERMIT APPLICATION  
FOR EXCAVATION IN PUBLIC WAYS

Date: 3/29/2022

Permit #: 5-220A

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 30 Barker Hill Rd  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
Install Test Station

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303904

Detail Officer Required: Yes  No

Highway Superintendent: James D. Smith

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

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

Date: 3/29/2022

Permit #: 6-22CA

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave  
Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

\_\_\_\_\_

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 90 Main St

House Number: to

Scope of Work:

Gas Service Upgrade

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303943

Detail Officer Required: Yes  No

Highway Superintendent: James R Smith

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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



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

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

Date: 3/29/2022

Permit #: 7-2201

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

\_\_\_\_\_

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

\_\_\_\_\_

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 440 Main St  
House Number:        to       

Scope of Work:  
Abandon Gas service from street to house

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221304309

Detail Officer Required: Yes  No

Highway Superintendent: James Smith Date: 3.3.22

Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

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

Date: 3/29/2022

Permit #: 8.22.06

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 22 New Fitchburg Rd  
House Number:            to           

Scope of Work:  
New gas service installation

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221304013

Detail Officer Required: Yes  No

Highway Superintendent: *James DeWitt*

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

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

Date: 3/29/2022

Permit #: 9-22CA

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 82 Turnpike Rd  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
Install Test Station

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303921

Detail Officer Required: Yes  No

Highway Superintendent: James O'Smith

Date: 3.30.22

Board of Selectmen: \_\_\_\_\_

\_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

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

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

Date: 3/29/2022

Permit #: 10-22CA

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

\_\_\_\_\_

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

\_\_\_\_\_

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

Massachusetts Hoisting Equipment License Information;

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 85 Brookline St  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
Gas Service Upgrade

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303936

Detail Officer Required: Yes  No

Highway Superintendent: James P. Smith

Date: 3-30-22

Board of Selectmen: \_\_\_\_\_

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

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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



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

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

Date: 3/29/2022

Permit #: 11-22ct

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

Name: Unitil/Neuco/SFors

Address: 357 Electric Ave  
Lunenburg Ma 01462

Telephone# 888-301-7700 Fax# \_\_\_\_\_

Contact Person (if different from name listed above)

\_\_\_\_\_

**CONTRACTOR:**

Name: Mark Dimeco Jr

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone# 978-353-3260 Fax # \_\_\_\_\_

Contact Person (if different from the name listed above) : \_\_\_\_\_

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

Unitil

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

Mark Dimeco Jr

**Massachusetts Hoisting Equipment License Information;**

License Number: HE-123456

Grade: 2A

Expiration Date: 10/21/2023

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

**DETAILS OF EXCAVATION**

Exact Location of Excavation - Street: 23 Brookline St  
House Number: \_\_\_\_\_ to \_\_\_\_\_

Scope of Work:  
Gas Service Upgrade

Length of Cut: 6 Depth of Cut: 4

Start Date: 4/1/2022 Estimated Working Days: 1

**NOTIFICATION DATES:**

Dig Safe: 20221303939

Detail Officer Required: Yes  No

Highway Superintendent: *James P. Quinn* Date: 3-30-22

Board of Selectmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Check#: \_\_\_\_\_

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

4.x 14

**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **NATALIE CALL**

V.F.W. Post #6538 491A Main Street West Townsend, MA

**THE ABOVE NAMED NON-PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC  
BEVERAGES, TO BE DRUNK ON THE PREMISES  
Under Chapter 138, Section 14, of the Liquor Control Act.**

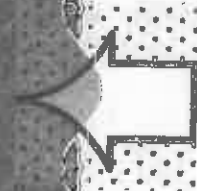
In conjunction with a "Birthday Celebration" to be held on April 23, 2022 with sale hours from 4:00 P.M. to 8:00 P.M.

The license is granted in conformity with the Statutes and ordinances relating thereto and expires April 23, 2022, unless sooner suspended or revoked.

Date: April 5, 2022

**THE LOCAL LICENSING AUTHORITIES**

**SEE ATTACHED CONDITIONS OF LICENSE**







## Instructions

Each applicant is asked to complete an extensive and comprehensive questionnaire in support of their request. You are welcome to complete the questionnaire incrementally and save and return to the application at a later date. However, once you submit the questionnaire, you will be unable to make changes to your answers. Please click "submit" only if your answers are final.

You must complete all of the required sections of this questionnaire by the deadline, April 15, 2022 at 5pm EST (Subject to change), in order for the application to be considered complete

Please contact [bruno\\_freitas@warren.senate.gov](mailto:bruno_freitas@warren.senate.gov) if you experience any difficulty with submitting the questionnaire.

### • Complete Each Section

1. [Requesting Entity Information](#)
2. [Massachusetts and National Benefits](#)
3. [Congressionally Directed Spending \(CDS\) Requests](#)
4. [Location of the Congressionally Directed Spending \(CDS\) Activity](#)
5. [Submitting Organization Point of Contact Information](#)

### • Submit Your Questionnaire

Once you submit your questionnaire, you will need to contact Senator Warren's office to make changes.

## Complete Checklist

### Instructions

Each applicant is required to submit the following documents in support of their Congressionally Directed Spending Requests. Applicants also have the option to include up to 2 additional examples of community support. All materials must be submitted in PDF form. You must submit all of the checklist items by the deadline, April 15, 2022 at 5pm EST, for your application to be complete.

You are welcome to upload the requested documents incrementally. However, once you submit a document, you will be unable to make changes or submit an updated version. Please click "submit" only if your materials are final.

Please contact [bruno\\_freitas@warren.senate.gov](mailto:bruno_freitas@warren.senate.gov) if you experience any difficulty with submitting the required documents.

### • Signed Certification Letter

Organizations submitting Congressionally Directed Spending Requests must submit a letter of certification signed by the head of the requesting organization stipulating that the information provided herein is accurate and any request for federal project-specific funding is made in accordance with federal law, state law, and the applicable rules, fiduciary requirements, and bylaws of the organization.

#### Sample Certification Language:

*"I certify that as head of the requesting organization that the information provided herein is accurate to the best of my knowledge and belief, and that any request for federal project-specific funding is made in accordance with the applicable rules, fiduciary requirements, and bylaws of the organization. Furthermore, I understand that budgetary constraints facing the federal government limit the opportunities for direct funding to particular initiatives and that submitting a request does not guarantee the award of federal funding.*

*Additionally, I understand that this application is for organizations (or units of local government) to make requests for funding levels of existing federal programs; submit requested legislative or report language; and/or request funding for specific projects within an existing federal program. I understand that all proposals will be subject to considerable scrutiny and will compete with other requests from across Massachusetts. I understand that the federal government may audit any project for which funding is sought. Finally, I understand that the information provided in this form may be disclosed to the public in part or in their entirety, including on Senator Warren's website."*

- .pdf only

### • Detailed Budget Form

Please download and use the template available [here](#).

Fully describe the request including a detailed budget that provides all of the information on the provided sample template.

- .pdf, .doc, .docx, .jpg, .jpeg, .gif, or .png only

• **Support Letter #1**

Organizations submitting Congressionally Directed Spending Requests must submit at least two signed support letters from Massachusetts state or local elected officials who represent the location of where the project will take place.

- .pdf only

• **Support Letter #2**

Organizations submitting Congressionally Directed Spending Requests must submit at least two signed support letters from Massachusetts state or local elected officials who represent the location of where the project will take place.

- .pdf only

• **Supplementary Examples of Community Support (Optional)**

In addition to the required two letters of support from Massachusetts state or local elected officials, applicants have the option to also include other examples of community support such as but not limited to:

- Letters of support from elected community leaders (e.g. mayors, state representatives, state senators, or other officials);
- Press articles highlighting the need for the requested congressionally directed spending;
- Support from newspaper editorial boards;
- Projects listed on state intended use plans, community development plans, or other publicly available planning documents *[please note that this is mandatory for several subcommittee accounts]*; or
- Resolutions passed by city councils or municipal boards.

- .pdf only

• **Supplementary Examples of Community Support (Optional)**

In addition to the required two letters of support from Massachusetts state or local elected officials, applicants have the option to also include other examples of community support such as but not limited to:

- Letters of support from elected community leaders (e.g. the Governor, State Agency Heads, Mayors, State Representatives, State Senators,, or other community leaders);
- Press articles highlighting the need for the requested congressionally directed spending;
- Support from newspaper editorial boards;
- Projects listed on state intended use plans, community development plans, or other publicly available planning documents *[please note that this is mandatory for several subcommittee accounts]*; or
- Resolutions passed by city councils or municipal boards.

.pdf only

Most fields are required.

## Section 1. Requesting Entity Information

**1. Name of Project** ⓘ

100 character limit

**2. Name of Submitting Organization** ⓘ

100 character limit

**3. Name and Title of Head of Organization / Department / Agency** ⓘ

100 character limit

**4. Organization Mailing Address Line 1** ⓘ

100 character limit

**5. Organization Mailing Address Line 2** ⓘ

100 character limit

**6. Organization Mailing City** ⓘ

100 character limit

**7. Organization Mailing County** ⓘ

Select one:

Barnstable County , Berkshire County , Bristol County , Dukes County , Essex County , Franklin County ,  
Hampden County , Hampden County , Middlesex County , Nantucket County , Norfolk County , Plymouth County ,  
Suffolk County , Worcester County

**8. Organization Mailing State** <sup>(\*)</sup>

Select...

**9. Organization Mailing Zip Code** <sup>(\*)</sup>

##### or #####-####

**10. Is the organization a not-for-profit entity?** <sup>(\*)</sup>

Please note that for-profit organizations are not eligible for Congressionally Directed Spending.

Yes  No

**10.1 Tax Identification Number**

100 character limit

**11. How many CDS requests is your organization submitting?** <sup>(\*)</sup>

# No decimals or symbols.

**12. Priority Ranking of Proposal** <sup>(\*)</sup>

If only one proposal is being submitted, please enter 1. Please note that it will be very challenging to fund multiple proposals per submitting entity.

# No decimals or symbols.

**13. Congressionally Directed Spending Request Amount** <sup>(\*)</sup> Please enter a dollar amount.

100 character limit

**14. Total Cost of the Project** <sup>(\*)</sup>

Please enter a dollar amount.

100 character limit

**15. Is this a construction project?** <sup>(\*)</sup>

Please note that very few subcommittee accounts can be used for construction. You must verify that you selected an appropriate subcommittee account that can be used for construction and that your request meets all of the subcommittee's criteria.

Yes  No

**16. Project Purpose** <sup>(\*)</sup>

This should be a short description of your project's purpose. This information will appear in public disclosures.

**17. Justification Statement** <sup>(\*)</sup>

Fully describe and justify the request, including why the request is an appropriate use of federal taxpayer dollars and the specific information requested by the subcommittee.

**18. Is this a one-time request for Congressional Directed Support and will the CDS funding be spent in FY2023?** <sup>(\*)</sup> Please note that multi-year earmarks are not eligible for funding.

Yes  No

**19. Is additional federal funding required, beyond the sources identified in the budget submitted? When and how will the project become self-sustaining?** <sup>(\*)</sup>

**20. Was this request submitted to another member of the Massachusetts Congressional Delegation?** <sup>(a)</sup>

Yes  No

**20.1 Which members?**

- Senator Ed Markey  Congressman Richard Neal (MA-01)  Congressman Jim McGovern (MA-02)
- Congresswoman Lori Trahan (MA-03)  Congressman Jake Auchincloss (MA-04)
- Congresswoman Katherine Clark (MA-05)  Congressman Seth Moulton (MA-06)
- Congresswoman Ayanna Pressley (MA-07)  Congressman Stephen Lynch (MA-08)
- Congressman William Keating (MA-09)

**21. Was this project request submitted to Senator Warren and/or Senator Markey in the FY2022 Congressionally Directed Spending Process?** <sup>(a)</sup>

Yes  No

**22. Did this project receive congressionally directed funding in FY2022?** <sup>(a)</sup>

Yes  No

**22.1 Please list the relevant Senate Appropriations bill and the allocated amount of funding.**

100 character limit

## Section 2. Massachusetts and National Benefits

**1. Please provide a description of the request's importance to Massachusetts and/or the local community.** <sup>(a)</sup>

**2. Please list any entities or organizations partnering in or supporting the project.** <sup>(a)</sup>

## Section 3. Congressionally Directed Spending (CDS) Requests

**1. Is this proposal for funds available in the Agriculture, Food and Drug Administration and Rural Development bill?** <sup>(a)</sup>

Yes  No

**1.1 Please identify which account.**

- Animal Plant Health Inspection Service, S&E (APHIS)
- Natural Resources Conservation Service, Conservation Operations (NRCS)
- Watershed Prevention Operations (WFPO)  Rural Development, Community Facilities grants (match required) Rural
- Development, Distance Learning, Telemedicine, and Broadband grants

**2. Is this proposal for funds available in the Commerce, Justice, Science bill?** <sup>(a)</sup>

Yes  No



**2.1**

**Please identify which account.**

- Department of Commerce: National Institute of Standards and Technology (NIST); Scientific and Technical Research Services (STRS); External Projects
- Department of Commerce, National Institute of Standards and Technology (NIST); Construction of Research Facilities
- Department of Commerce, National Oceanic and Atmospheric Administration (NOAA); Operations, Research, and Facilities (ORF); Special Projects
- Department of Justice; Office of Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary
- Department of Justice; Community Oriented Policing Services (COPS); COPS Law Enforcement Technology
- National Aeronautics and Space Administration; Safety, Security, and Mission Support

**3. Is this proposal for funds available in the Energy & Water Development bill? <sup>8</sup>**

Yes  No

**3.1**

**Please identify which account.**

- Corps of Engineers: Investigations  Corps of Engineers: Construction
- Corps of Engineers: Operations & Maintenance  Corps of Engineers: Mississippi Rivers & Tributaries
- Bureau of Reclamation: Water and Related resources  Energy Efficiency and Renewable Energy (EERE)
- Office of Electricity (OE)  Office of Cybersecurity, Energy Security, and Emergency Response (CESER)
- Office of Nuclear Energy (NE)  Office of Fossil Energy (FE)

**4. Is this proposal for funds available in the Financial Services and General Government bill? <sup>9</sup>**

Yes  No

**4.1**

**Please identify which account.**

- Small Business Administration, Administrative Provision
- National Archives and Records Administration, National Historical Publications and Records Commission
- National Archives and Records Administration, Repair and Restoration
- General Services Administration, Federal Buildings Fund, Construction and Acquisition

**5. Is this proposal for funds available in the Homeland Security bill? <sup>8</sup>**

Yes  No

**5.1**

**Please identify which account.**

- FEMA – Pre-Disaster Mitigation (PDM) Grants  FEMA – Emergency Operations Center (EOC) Grants

**6. Is this proposal for funds available in the Interior, Environment, and Related Agencies bill? <sup>8</sup>**

Yes  No

**6.1 Please identify which account.**

- EPA, State and Tribal Assistance Grants, Water and Wastewater Infrastructure
- National Park Service, Historic Preservation Fund
- U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis
- Land and Water Conservation Fund: BLM, Land Acquisition
- Land and Water Conservation Fund: FWS, Land Acquisition
- Land and Water Conservation Fund: NPS, Land Acquisition
- Land and Water Conservation Fund: USFS, Land Acquisition
- Land and Water Conservation Fund: USFS, Forest Legacy
- Legacy Restoration Fund: BLM, Legacy Restoration Fund
- Legacy Restoration Fund: FWS, Legacy Restoration Fund
- Legacy Restoration Fund: NPS, Legacy Restoration Fund
- Legacy Restoration Fund: BIE, Legacy Restoration Fund
- Legacy Restoration Fund: USFS, Legacy Restoration Fund
- Land Management Agencies: BLM, Construction
- Land Management Agencies: FWS, Construction Projects, Line Item Construction
- Land Management Agencies: NPS, Construction, Line Item Construction and Maintenance
- Land Management Agencies: USFS, Capital Improvement and Maintenance, Facilities, Roads and Trails
- Land Management Agencies, Local Projects and Research: BLM, Management of Land and Resources, Habitat Management Priorities
- Land Management Agencies, Local Projects and Research: NPS, National Recreation and Preservation, Statutory and Contractual Aid
- Land Management Agencies, Local Projects and Research: FWS, Resource Management, Stewardship Priorities
- Land Management Agencies, Local Projects and Research: USGS, Surveys, Investigations, and Research, Status and Trends
- Bureau of Indian Affairs, Operation of Indian Programs, Special Initiatives
- EPA, Science and Technology, Research: National Priorities
- EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants

**7. Is this proposal for funds available in the Labor, Health and Human Services and Education bill? <sup>2</sup>**

Yes  No

**7.1 Please identify which account.**

- Employment and Training Administration
- Health Resources Service Administration
- Substance Abuse and Mental Health Services Administration
- Administration for Children and Families – Child Abuse Prevention and Social Services Research and Demonstration
- Administration for Community Living – Aging and Disability Services Program
- Fund for the Improvement of Education (FIE)
- Rehabilitation Services – Demonstration and Training Rehabilitation Services – Demonstration and Training

**8. Is this proposal for funds available in the Military Construction and Veterans Affairs bill? <sup>2</sup>**

Yes  No

**8.1 Please identify which account.**

- Military Construction, Army
- Military Construction, Navy and Marine Corps
- Military Construction, Air Force
- Military Construction, Defense-Wide
- Military Construction, Army National Guard
- Military Construction, Air National Guard
- Military Construction, Army Reserve
- Military Construction, Navy Reserve
- Military Construction, Air Force Reserve

**9. Is this proposal for funds available in the Transportation, Housing and Urban Development bill? <sup>2</sup>**

Yes  No

**9.1**

**Please identify which account.**

- Transportation Planning, Research, and Development (TPR&D) for transportation research projects
- Grants-in-Aid for Airports (Airport Improvement Program or AIP) for airport capital projects
- Highway Infrastructure Programs (HIP) for highway capital projects
- Transit Infrastructure Grants (TIG) for transit capital projects
- Consolidated Rail Infrastructure and Safety Improvement Program (CRISI) for rail capital projects
- Housing and Urban Development (HUD) Economic Development Initiatives (EDI) for economic development projects

**10.Name of Project** <sup>14</sup>

100 character limit

**11.How many CDS requests is your organization submitting?** <sup>14</sup>

100 character limit

**12.Priority Ranking of Proposal** <sup>14</sup>

If only one proposal is being submitted, please enter 1. Please note that it will be very challenging to fund multiple proposals per submitting entity.

# No decimals or symbols.

**13.Congressionally Directed Spending Request Amount** <sup>14</sup>Please enter a dollar amount.

100 character limit

**14.Project Purpose** <sup>14</sup>

This should be a clear and concise description of your project's purpose. This information will appear in public disclosures.

**15.Justification and Budget Statement** <sup>14</sup>

Fully describe and justify the request, including a detailed budget and funding summary, including why the request is an appropriate use of federal taxpayer dollars, and any other specific information requested by the subcommittee in their guidance.

**16.Project Website**

Provide only if available. However, a project website is a requirement for several appropriations accounts such as THUD and we strongly encourage you to create a project website for your request.

100 character limit

**17.Does this project meet the necessary criteria as outlined in the relevant CDS Subcommittee Guidance?** <sup>14</sup>

CDS Subcommittee Guidance criteria can be found [here](#). It is critical that applicants follow all subcommittee guidance and criteria in order to be eligible for funding. Ineligible and/or incomplete requests will not be funded by the Appropriations Committee.

Yes  No

**Section 4. Location of the Congressionally Directed Spending (CDS) Activity**

**1. Project City** <sup>14</sup>

100 character limit

**2. Project State** <sup>14</sup>

A project must at least be partially located in Massachusetts for Senator Warren to consider the request.

Select...

**3. Project Country** <sup>Ⓜ</sup>

100 character limit

**Section 5. Submitting Organization Point of Contact Information**

**1. Submitting Organization Name** <sup>Ⓜ</sup>

This information will appear in public disclosures.

100 character limit

**2. Submitting Organization Point Of Contact (POC) Name** <sup>Ⓜ</sup>

100 character limit

**3. Submitting Organization Point Of Contact (POC) Title** <sup>Ⓜ</sup>

100 character limit

**4. Submitting Organization Point Of Contact (POC) Phone** <sup>Ⓜ</sup> If possible, please provide a mobile number.

### ### #####

**5. Submitting Organization Point Of Contact (POC) Email Address** <sup>Ⓜ</sup>

i.e. your-email@mail.com

**6. Submitting Organization Point Of Contact (POC) Mailing Address Line 1** <sup>Ⓜ</sup>

100 character limit

**7. Submitting Organization Point Of Contact (POC) Mailing Address Line 2** <sup>Ⓜ</sup>

100 character limit

**8. Submitting Organization Point Of Contact (POC) City** <sup>Ⓜ</sup>

100 character limit

**9. Submitting Organization Point Of Contact (POC) State** <sup>Ⓜ</sup>

Select...

**10. Submitting Organization Point Of Contact (POC) Zip Code** <sup>Ⓜ</sup>

##### or #####-####

## Congressionally Directed Spending/Agencies and Accounts

**NOTE: Accounts are subject to change for Fiscal Year 2023; these accounts were eligible for CDS requests in Fiscal Year 2022.**

### Agriculture

- Animal Plant Health Inspection Service, S&E (APHIS)
- Natural Resources Conservation Service, Conservation Operations (NRCS)
- Watershed Flood Prevention Operations (WFPO)
- Rural Development, Community Facilities grants
- Rural Development, Distance Learning, Telemedicine, and Broadband grants
- **Eligibility Question: If your project requires matching fund or other cost share requirements is the project sponsor able to meet those financial obligations?**

### Commerce, Justice, Science

- Department of Commerce; National Institute of Standards and Technology (NIST); Scientific and Technical Research Services (STRS); External Projects
- Department of Commerce; NIST; Construction of Research Facilities.
- Department of Commerce; National Oceanic and Atmospheric Administration (NOAA); Operations, Research, and Facilities (ORF); Special Projects
- Department of Justice; Office on Justice Programs; State and Local Law Enforcement Assistance; Byrne Discretionary
- Department of Justice; Community Oriented Policing Services (COPS); COPS Law Enforcement Technology
- National Aeronautics and Space Administration; Safety, Security, and Mission Support

### Energy & Water

- Corps of Engineers: Investigations
- Corps of Engineers: Construction
- Corps of Engineers: Operations & Maintenance
- Corps of Engineers: Mississippi Rivers & Tributaries
- Bureau of Reclamation: Water and Related Resources
- Energy Efficiency and Renewable Energy (EERE)
- Office of Electricity (OE)
- Office of Cybersecurity, Energy Security, and Emergency Response (CESER)
- Office of Nuclear Energy (NE)
- Office of Fossil Energy (FE)

### Financial Services

- Small Business Administration, Administrative Provision
- National Archives and Records Administration, National Historical Publications and Records Commission
- National Archives and Records Administration, Repair and Restoration

- General Services Administration, Federal Buildings Fund, Construction and Acquisition

## Homeland Security

- FEMA - Pre-Disaster Mitigation (PDM) Grants
- FEMA - Emergency Operations Center (EOC) Grants

## Interior

- EPA, State and Tribal Assistance Grants, Water and Wastewater Infrastructure
  - **Eligibility Question:** *For Waste and Wastewater Infrastructure State and Local Projects, is the project on the state's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan?*
  - **Eligibility Question:** *For Waste and Wastewater Infrastructure State and Local Projects, if the answer to the above question (Q1) is NO, is the project eligible under SFR guidelines?*
  - **Eligibility Question:** *For Waste and Wastewater Infrastructure Tribal Projects, is the project on the HIS Sanitation Deficiency System list?*
  - **Eligibility Question:** *For Waste and Wastewater Infrastructure Tribal Projects, if the answer to the above question (Q3) is NO, is the project eligible under the Criteria for the Sanitation Facilities Construction Program?*
- National Park Service, Historic Preservation Fund
  - **Eligibility Question:** *For the Historic Preservation Fund, if the request is for a property, does the property meet the HPF program requirements of being listed, at the appropriate level, for the National Register of Historic Places or as a National Historic Landmark individually or as contributing to an historic district?*
- U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis
  - **Eligibility Question:** *For USFS State and Private Forestry (SPF), is this project part of or contribute to the state's Forest Action Plan?*
- Land and Water Conservation Fund
  - BLM, Land Acquisition
  - FWS, Land Acquisition
  - NPS, Land Acquisition
  - USFS, Land Acquisition
  - USFS, Forest Legacy
- Legacy Restoration Fund
  - BLM, Legacy Restoration Fund
  - FWS, Legacy Restoration Fund
  - NPS, Legacy Restoration Fund
  - BIE, Legacy Restoration Fund
  - USFS, Legacy Restoration Fund
- Land Management Agencies
  - BLM, Construction
  - FWS, Construction Projects, Line Item Construction
  - NPS, Construction, Line Item Construction and Maintenance
  - USFS, Capital Improvement and Maintenance, Facilities, Road and Trails

- Land Management Agencies, Local Projects and Research
  - BLM, Management of Land and Resources, Habitat Management Priorities
  - NPS, National Recreation and Preservation, Statutory and Contractual Aid
  - FWS, Resource Management, Stewardship Priorities
  - USGS, Surveys Investigations and Research, Status and Trends
- **Eligibility Question: For Land and Water Conservation Fund (LWCF), Legacy Restoration Fund (LRF), or Land Management Agency Construction (LMCON), is the project on the relevant list provided by the administration?**
- Bureau of Indian Affairs, Operation of Indian Programs, Special Initiatives
- EPA, Science and Technology, Research: National Priorities
- EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants

#### **Labor, HHS, Education**

- Employment and Training Administration
- Health Resources Service Administration
- Substance Abuse and Mental Health Services Administration (combining mental health, substance abuse treatment, and substance abuse prevention)
- Administration for Children and Families – Child Abuse Prevention and Social Services Research and Demonstration
- Administration for Community Living—Aging and Disability Services Programs
- Fund for the Improvement of Education (FIE)
- Rehabilitation Services—Demonstration and Training
- Higher Ed—Fund for the Improvement of Postsecondary Education (FIPSE)

#### **MilCon-VA**

- Military Construction, Army
- Military Construction, Navy and Marine Corps
- Military Construction, Air Force
- Military Construction, Defense-Wide
- Military Construction, Army National Guard
- Military Construction, Air National Guard
- Military Construction, Army Reserve
- Military Construction, Navy Reserve
- Military Construction, Air Force Reserve
- **Eligibility Questions:**
  - *Does this project appear on the Future Years Defense Program (FYDP) list?*
  - *Does this project appear on the Unfunded Requirements/Priorities List (UFR/UPL)?*
  - *Does this project appear on the Cost-to-Complete (CTC) list?*
  - *Does this project have a DD1391?*
  - *Has this project reached the 35% design milestone?*
  - *Is this project previously authorized or has it been submitted to the Senate Armed Services Committee for consideration?*
  - *If this project was funded last year, please have the funding amount available.*

## Transportation-HUD

- Transportation Planning, Research, and Development (TPR&D) for transportation research projects
- Grants-in-Aid for Airports (Airport Improvement Program or AIP) for airport capital projects
- Highway Infrastructure Programs (HIP) for highway capital projects
- Transit Infrastructure Grants (TIG) for transit capital projects
- Consolidated Rail Infrastructure and Safety Improvement Program (CRISI) for rail capital projects
- Housing and Urban Development (HUD) Economic Development Initiatives (EDI) for economic development projects
- **Eligibility Questions:**
  - *THUD Airport Code Required*
  - *THUD State Transit Agency Required*
  - *THUD Total Project Cost Required*



## FY2023 Congressionally Directed Spending Requests

Slaughter, Nyanna (Warren) <Nyanna\_Slaughter@warren.senate.gov>

Thu 3/24/2022 1:42 PM

3 attachments (928 KB)

FY22-EligibleAccounts.pdf; FY23-CDS-BudgetTemplate-1.xlsx; Blank Sample Application - FY2023 Congressional Directed Spending Requests.pdf;

Good Afternoon,

I am writing to notify you that Senator Warren will soon begin accepting requests for Congressionally Directed Spending (CDS) for the FY2023 Senate Appropriations process. CDS requests are designed to identify high-impact projects in Massachusetts that can reach completion with assistance from the federal government. For-profit entities are not eligible to receive Congressionally Directed Spending, and any CDS request that Senator Warren submits to the Appropriations Committee must comply with Senate Rule XLIV.

We invite your organization to submit an FY2023 CDS request to our office. Please note that the Senate Appropriations Committee currently is developing specific guidance for Congressionally Directed Spending for FY2023. When this guidance and eligibility criteria are available, we will post them on Senator Warren's website and launch our online application portal.

To help you plan for and prepare your submission, I am attaching the following materials:

- Sample application
- Budget template
- List of accounts through which CDS requests were funded in the Fiscal Year 2022 process - this list of eligible accounts is subject to change pending publication of the FY2023 Appropriations process, and Senator Warren's website will be updated as soon as the FY23 guidance and instructions are available. *\*Please note that very few subcommittee accounts can be used for construction. You must verify that you selected an appropriate subcommittee account that can be used for construction and that your request meets all of the subcommittee's criteria.*

All CDS requests must be submitted electronically through our online portal, and I will be back in touch when the portal is live. In the meantime, I encourage you to begin compiling your application materials now so that you can submit your request through the online portal when it becomes available. **Our deadline for all FY2023 CDS requests is Friday, April 15, 2022 at 5pm ET.** We strongly encourage all applicants to submit an identical request to Senator Markey's office.

We appreciate your interest in this funding opportunity through the Senate. Please feel free to contact me with any questions at (508) 965-7679 or via email. Thank you!

Sincerely,

Nyanna L. Slaughter  
Central Mass. Regional Director

U.S. Senator Elizabeth Warren  
1550 Main Street Suite 406  
Springfield, MA | (413) 788-2690

5.1

The Commonwealth of Massachusetts  
SPECIAL TOWN MEETING

4/5/22 version

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**MIDDLESEX SS.**

To either of the Constables of the Town of Townsend in the County of Middlesex, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Great Hall, Memorial Town Hall, 272 Main Street Townsend, MA for the Special Town Meeting on May 3<sup>rd</sup>, 2022, 7:00 PM, then and there to act on the following articles:

**PRIOR FISCAL YEAR FINANCIAL ARTICLE**  
**(9/10<sup>th</sup> Vote)**

**ARTICLE 1**

To see if the Town will vote to transfer from Free Cash or other available funds in the treasury the sum of \$2,826 or any other sum for the purpose of paying prior fiscal year bill for Unutil; or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

**DESCRIPTION:** This article is required to pay any bills from a prior fiscal year.

Read by: Veronica Kell

**CURRENT FISCAL YEAR FINANCIAL ARTICLES**  
**(MAJORITY VOTE)**

**ARTICLE 2**

To see if the Town will vote to transfer from Free Cash or other available funds in the treasury, the sum of \$188,032 or any other sum for the purpose of offsetting FY22 Snow and Ice Deficits under the provisions of Massachusetts General Laws Chapter 44, Section 31D, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen

Read by: Joe Shank

**ARTICLE 3**

To see if the Town will vote to transfer from Free Cash or other available funds in the treasury, the sum of \$xxxxxxx or any other sum to cover unanticipated expenses for MIS.

**SUBMITTED BY:**

Read by: Chaz Sexton-Diranian

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the CENTER, THE WEST TOWNSEND READING ROOM, 264 DUDLEY ROAD in WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and the HARBOR FIRE STATION, 47 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET in said Townsend, at least FOURTEEN (14) days before the time of holding said meeting.

HEREOF FAIL NOT, and make do return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this xx day of April, in the year TWO THOUSAND TWENTY-TWO.

SELECTMEN OF TOWNSEND

\_\_\_\_\_  
Veronica Kell, Chairman

\_\_\_\_\_  
Joe Shank, Vice Chairman

\_\_\_\_\_  
Charles Sexton-Diranian Clerk

A true copy. ATTEST:

\_\_\_\_\_ CONSTABLE

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND READING ROOM, 264 DUDLEY ROAD IN WEST TOWNSEND, POLICE STATION, 70 BROOKLINE ROAD, HARBOR FIRE STATION, 47 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST FOURTEEN (14) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

*Constable of TOWNSEND*

SIGNATURE				
LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
HARBOR FIRE STATION	_____	_____	_____	_____
WEST TOWNSEND READING ROOM	_____	_____	_____	_____
POLICE STATION	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____

The Commonwealth of Massachusetts  
ANNUAL TOWN MEETING

**MIDDLESEX SS.**

To the Constables of the Town of Townsend in the County of Middlesex,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of the Town of Townsend, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Great Hall, Memorial Town Hall, 272 Main Street Townsend, MA for the Annual Town Meeting on **May 3, 2022, at 7:00 PM**, then and there to act on the following articles:

45

46

**APPOINTMENTS AND REPORTS  
(MAJORITY VOTE)**

47

48

**ARTICLE 1**

50 To see if the Town will vote to authorize the Board of Selectmen to appoint all Town  
51 Officers unless other provisions are made by Massachusetts General Law, by Town  
52 Charter, or by vote of the Town, or take any other action in relation thereto.

53

54 **SUBMITTED BY:** Town Clerk

55 Read by: Veronica Kell

56

57 **DESCRIPTION:**

58 Xxx

59

60 **ARTICLE 2**

61 To see if the Town will vote to hear / accept reports of any Committees, Boards,  
62 Commissions, etc., or take any other action in relation thereto.

63

64 **SUBMITTED BY:** Board of Selectmen

65 Read by: Joe Shank

66

67 **DESCRIPTION:**

68 Xxx

69

70 **ARTICLE 3**

71 To see if the Town will vote to choose a committee of three (3) West Townsend  
 72 residents to serve as members of the James H. Tucker Fund in accordance with the  
 73 bequest, for the sole purpose to keep the curbing, gravestones, and monuments in  
 74 good order, or take any other action in relation thereto.

75  
 76 **SUBMITTED BY:** Cemetery and Parks Commission  
 77 Read by: Chaz Sexton-Diranian  
 78

79 **DESCRIPTION:**

80 xxx

81 **USUAL AND CUSTOMARY REVOLVING FUND ARTICLE**  
 82 **(MAJORITY VOTE)**  
 83

84 **ARTICLE 4**

85 I move that the Town vote pursuant to the provisions of G.L. c.44, §53E½, as most  
 86 recently amended, to: (1) establish the following revolving funds for Fiscal Year 2023  
 87 specifying the departmental receipts to be credited to each fund, the departmental  
 88 purposes or programs for which each fund may be expended, and the entity  
 89 authorized to expend each fund, fiscal year spending limits such bylaw to provide as  
 90 follows:  
 91

	REVOLVING FUND	AUTHORITY TO SPEND FUND	REVENUE SOURCES	USE OF FUNDS	SPENDING LIMITS
1	Recycling	Board of Health	Collection of recyclables	Operating costs associated with recycling	\$ 20,000.00
2	Recreation Programs	Recreation Commission	Recreation programs	Operating costs associated with programming	\$ 52,000.00
3	Facilities Maintenance	Facilities Coordinator	Fees from Meeting Hall rental	Operating costs of the Meeting Hall	\$ 4,000.00
4	Cemetery	Cemetery and Parks Commission	Fees from burials	Operating and capital costs for cemeteries	\$ 28,000.00
5	Fire Alarm	Fire Chief	Fire alarm fees	Operating and capital costs for the fire alarm system	\$ 4,000.00
6	Animal Care Program	Animal Control Officer	Fees for emergency care of animals	Expenses for injured or abandoned animals	\$ 1,000.00
8	Fire/EMS	Fire Chief	Fees from community events/fire watch	Expenses associated with Fire/EMS services	\$ 5,000.00
9	Police	Police Chief	NMRSID Receipts	School Resource Officer	\$ 80,000.00
10	Conservation	Conservation Commission	Forest Cutting Proceeds	Conservation Purposes	\$ 20,000.00

11	Fire/EMS	Fire EMS Chief	Hazardous Materials Supplies Reimbursement	Hazardous Materials Supplies Replacement	\$ 10,000.00
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92

93 **SUBMITTED BY:** Board of Selectmen

94 Read by: Chaz Sexton-Diranian

95 **DESCRIPTION:** Revolving funds provide departments with flexibility to expend  
 96 and replenish funds throughout the course of the year for tightly defined purposes as  
 97 detailed in the chart above.

98

99

100

**FY22 OPERATING BUDGET  
(MAJORITY VOTE)**

101

102

103 **ARTICLE 5**

104 To see if the Town will vote to raise and appropriate and transfer from available funds in  
 105 the treasury\*, such sums that may be necessary to defray the charges and expenses of  
 106 the Town for Fiscal Year 2023 pursuant to a detailed budget totaling **\$25,222,935** or any  
 107 other sum on line 764 or take any other action in relation thereto.

108

109 Transfer From:

<b>* FUND</b>	<b><u>PURPOSE</u></b>	<b><u>AMOUNT</u></b>
110 Title 5 MWPAT	MWPAT Debt Repayment	\$ 16,755
111 W. Townsend Reading Room	Operate the WTRM	\$ 2,900
112 Ambulance Receipts Reserved	Operate EMS	\$485,000
113 Water Enterprise	Water Dept Overhead	\$300,000
114 Overlay	General Operating budget	\$ 50,000
115 Free Cash	Former TA Separation	\$158,000
116 Free Cash	2 <sup>nd</sup> Lease Payment – Police Cruisers	\$ 70,000

117

118

119 **SUBMITTED BY:** Board of Selectmen

120 **Read by:** Veronica Kell

121

122 **DESCRIPTION:**

123 This is the usual and customary Town budget for next fiscal year, FY23, which begins on  
 124 July 1, 2022. As has been customary you will be voting by the total for each of the  
 125 following functional segments:

126

127

128

129

130



<b>FUNCTIONAL SEGMENTS</b>			<b>%</b>
	<b>FY 22</b>	<b>FY 23</b>	<b>Change</b>
General Government-	\$ 1,687,784.02	\$ 1,732,597.29	2.7%
Public Safety-	\$ 3,468,831.37	\$ 3,684,549.28	6.2%
Education-	\$ 14,230,499.00	\$ 14,653,466.00	3.0%
Highways and Streets-	\$ 708,050.44	\$ 747,336.18	5.5%
Solid Waste-	\$ 729,900.00	\$ 765,939.00	4.9%
Human Services-	\$ 495,429.64	\$ 509,569.06	2.9%
Culture and Recreation-	\$ 478,271.00	\$ 494,304.74	3.4%
Debt Service-	\$ 441,074.00	\$ 369,674.00	-16.2%
Insurances-	\$ 2,139,160.00	\$ 2,265,499.10	5.9%
<b>Grand Total-</b>	<b>\$ 24,378,999</b>	<b>\$ 25,222,935</b>	<b>3.5%</b>

131

#	ACCOUNT NAME	Adjustment	FY 23	Change
	<b>4-3-22 version</b>	<b>STM Approved</b>	<b>BoS Budget</b>	
	<b>BOARD OF SELECTMEN</b>			
1	BOS SALARY - TOWN ADMINISTRATOR (NU)	\$257,560	\$135,000	-\$122,560
2	BOS WAGES - EXECUTIVE ASSISTANT (NU)	\$41,235	\$40,850	-\$385
3	BOS WAGES - OTHER (LONGEVITY and VAC BB)	\$6,000	\$0	-\$6,000
4	BOS WAGES - OTHER (AUTO ALLOWANCE)	\$6,000	\$6,000	\$0
5	BOS WAGES-WAGES SETTLEMENT	\$20,549	\$152,000	\$131,451
6	BOS WAGES - TEMPORARY HELP	\$24,900	\$10,000	-\$14,900
7	BOS WAGES-COMMUNITY OUTREACH COORDINATOR	\$0	\$0	\$0
8	BOS WAGES-HUMAN RESOURCES CONSULTANT		\$0	
9	BOS WAGES - GRANT ADMINISTRATOR		\$16,593	\$16,593
10	BOS WAGES - WEBMASTER	\$6,000	\$6,180	\$180
11	<b>PERSONNEL</b>	<b>\$362,244</b>	<b>\$366,623</b>	<b>\$4,379</b>
12				
13	BOS PROF SERVICES	\$2,000	\$2,000	\$0
14	BOS TOWN REPORTS - PROFESSIONAL SERVICES	\$2,000	\$2,500	\$500
15	BOS OFFICE SUPPLIES	\$1,150	\$1,200	\$50
16	BOS OTHER SUPPLIES	\$300	\$300	\$0
17	BOS TRAVEL/MILEAGE-IN STATE	\$200	\$750	\$550
18	BOS ED AND TRAINING-CONTRACTUAL and NEW LAW	\$2,500	\$2,000	-\$500
19	BOS DUES & MEMBERSHIPS	\$5,000	\$5,000	\$0
20	BOS OTHER CHARGES	\$3,100	\$3,000	-\$100
21	<b>EXPENSES</b>	<b>\$16,250</b>	<b>\$16,750</b>	<b>\$500</b>
22				
23	<b>BOS BOARD OF SELECTMEN TOTAL</b>	<b>\$378,494</b>	<b>\$383,373</b>	<b>\$4,879</b>
24				
25				
26	<b>FINANCE COMMITTEE</b>			
27	FIN COM DUES & MEMBERSHIPS	\$750	\$750	\$0
28	FIN COM RESERVE FUND	\$40,000	\$40,000	\$0
29	<b>EXPENSES</b>	<b>\$40,750</b>	<b>\$40,750</b>	<b>\$0</b>
30			\$0	\$0
31	<b>FINANCE COMMITTEE TOTAL</b>	<b>\$40,750</b>	<b>\$40,750</b>	<b>\$0</b>
32				
33				
34	<b>ACCOUNTING</b>			
35	ACCOUNTING SALARY - TOWN ACCNT. (NU)	\$77,775	\$80,000	\$2,225
36	ACCOUNTING WAGES-OTHER-CERTIFICATION-LONG	\$1,000	\$1,000	\$0

37	ACCOUNTING WAGES-SUPPORT STAFF (U)	\$10,304	\$18,652	\$8,348
	ACCOUNTING STIPEND LONGEVITY		\$500	\$500
38	<b>PERSONNEL</b>	<b>\$89,079</b>	<b>\$100,152</b>	<b>\$11,073</b>
39				
40	ACCOUNTING PROF & TECH SERVICES	\$1,500	\$1,500	\$0
41	ACCOUNTING PROF & TECH SVS - AUDIT	\$28,500	\$24,000	-\$4,500
42	ACCOUNTING OFFICE SUPPLIES	\$750	\$750	\$0
43	ACCOUNTING TRAVEL/MILEAGE IN-STATE	\$350	\$350	\$0
44	ACCOUNTING DUES & MEMBERSHIPS	\$150	\$150	\$0
45	<b>EXPENSES</b>	<b>\$31,250</b>	<b>\$26,750</b>	<b>-\$4,500</b>
46			\$0	
47	<b>ACCOUNTING TOTAL</b>	<b>\$120,329</b>	<b>\$126,902</b>	<b>\$6,573</b>
48			\$0	
49			\$0	
50	<b>BOARD OF ASSESSORS</b>			
51	BOA SALARY-PRINCIPALASSESSOR (U)	\$60,091	\$61,894	\$1,803
52	BOA WAGES - OPER STAFF (NU)	\$0	\$0	\$0
53	BOA WAGES-SUPPORT STAFF (U)	\$38,239	\$39,386	\$1,147
54	BOA-WAGES- STAFF CLOTHING ALLOWANCE	\$600	\$1,200	\$600
55	BOA OTHER - STIPENDS LONGEVITY	\$1,800	\$1,800	\$0
56	<b>PERSONNEL</b>	<b>\$100,730</b>	<b>\$104,280</b>	<b>\$3,550</b>
57			\$0	
58	BOA REPAIR & MAINT EQUIPMENT	\$10,270	\$10,820	\$550
59	BOA PROF SERVICES- MRPC MAPPING	\$3,500	\$3,500	\$0
60	ONLINE PROPERTY RECORD CARD SETUP	\$500	\$550	\$50
61	PATRIOT CONSULTING FOR REVAL	\$0	\$0	\$0
62	BOA DATA VERIFICATION	\$0	\$0	\$0
63	BOA OFFICE SUPPLIES	\$800	\$800	\$0
64	BOA TRAVEL/MILEAGE-IN STATE	\$500	\$500	\$0
65	BOA DUES & MEMBERSHIPS	\$375	\$375	\$0
66	<b>EXPENSES</b>	<b>\$15,945</b>	<b>\$16,545</b>	<b>\$600</b>
67			\$0	
68	<b>BOARD OF ASSESSORS TOTAL</b>	<b>\$116,675</b>	<b>\$120,825</b>	<b>\$4,150</b>
69				
70	<b>TREASURER/ COLLECTOR</b>			
71	TREASURER COLL. WAGES - TREAS/COLL (NU)	\$64,438	\$79,331	\$14,893
72	TREASURER/ COLL WAGES - OPER STAFF (U)	\$82,500	\$89,152	\$6,652

73	TREASURER/ COLL WAGES - LONGEVITY	\$600	\$800	\$200
74	PERSONNEL	\$147,538	\$169,283	\$21,745
75			\$0	
76	TAX COLL EQUIPMENT RENTAL	\$2,688	\$2,850	\$162
77	TAX COLL PROF & TECH SVS	\$28,800	\$28,800	\$0
78	TAX COLL PRINT/ADVERT/POSTAGE	\$21,500	\$21,500	\$0
79	TAX COLL OFFICE SUPPLIES	\$2,800	\$2,600	-\$200
80	TAX COLL DUES & MEMBERSHIPS	\$340	\$340	\$0
81	TAX COLL TRAVEL/ MILEAGE IN-STATE	\$1,290	\$1,290	\$0
82	TAX COLL REPLACEMENT EQUIPMENT	\$800	\$0	-\$800
83	TAX COLL OTHER SERVICES	\$14,000	\$14,000	\$0
84	EXPENSES	\$72,218	\$71,380	-\$838
85				
86	<b>TREASURER/ COLLECTOR TOTAL</b>	<b>\$219,756</b>	<b>\$240,663</b>	<b>\$20,907</b>
87				
88				
89	<b>LEGAL</b>			
90	TOWN COUNSEL PROF LEGAL SERVICES	\$80,000	\$80,000	\$0
91	EXPENSES	\$80,000	\$80,000	\$0
92			\$0	
93	<b>LEGAL TOTAL</b>	<b>\$80,000</b>	<b>\$80,000</b>	<b>\$0</b>
94			\$0	
95			\$0	
96	<b>MANAGEMENT INFORMATION</b>			
97	MIS SALARY- DIRECTOR (NU)	\$0	\$0	\$0
98	MIS SALARY TECHNICIAN (NU)	\$0	\$3,000	\$3,000
99	PERSONNEL	\$0	\$3,000	\$3,000
100			\$0	
101	MIS PROFESSIONAL AND PURCHASED SERVICES	\$72,700	\$72,700	\$0
102	MIS OTHER PURCHASED SERVICES	\$0	\$0	\$0
103	MIS REPLACEMENT EQUIPMENT- IT	\$18,000	\$18,000	\$0
104	MIS OTHER REPLACEMENT EQUIPMENT- PEG	\$0	\$0	\$0
105	MIS - COMMUNICATIONS	\$11,500	\$11,500	\$0
106	EXPENSES	\$102,200	\$102,200	\$0
107			\$0	
108	<b>MANAGEMENT INFORMATION TOTAL</b>	<b>\$102,200</b>	<b>\$105,200</b>	<b>\$3,000</b>
109			\$0	
110			\$0	

111	<b>TOWN CLERK</b>			
112	T CLERK SALARY-TOWN CLERK (NU)	\$71,136	\$73,270	\$2,134
113	T CLERK WAGES - OPER STAFF (U)	\$40,424	\$41,637	\$1,213
114	T CLERK OTHER STIPENDS - CERTIFICATION	\$1,000	\$1,000	\$0
115	T CLERK OTHER STIPENDS - LONGEVITY	\$900	\$900	\$0
116	<b>PERSONNEL</b>	<b>\$113,460</b>	<b>\$116,807</b>	<b>\$3,347</b>
117			\$0	
118	T CLERK REPAIR & MAINT EQUIPMENT	\$2,300	\$2,300	\$0
119	T CLERK PROF SERVICES	\$5,800	\$5,800	\$0
120	T CLERK OFFICE SUPPLIES	\$650	\$650	\$0
121	T CLERK POSTAGE	\$600	\$600	\$0
122	T CLERK CONFERENCE	\$1,000	\$1,000	\$0
123	T CLERK TRAVEL/MILAGE-IN STATE	\$450	\$450	\$0
124	T CLERK DUES & MEMBERSHIPS	\$550	\$550	\$0
125	<b>EXPENSES</b>	<b>\$11,350</b>	<b>\$11,350</b>	<b>\$0</b>
126			\$0	
127	<b>TOWN CLERK TOTAL</b>	<b>\$124,810</b>	<b>\$128,157</b>	<b>\$3,347</b>
128			\$0	
129			\$0	
130	<b>ELECTIONS</b>		\$0	
131	T CLERK E & R WAGES - OPER STAFF	\$4,000	\$11,000	\$7,000
132	<b>PERSONNEL</b>	<b>\$4,000</b>	<b>\$11,000</b>	<b>\$7,000</b>
133			\$0	
134	T CLERK E & R REPAIR & MAINT EQUIPMENT	\$1,275	\$1,300	\$25
135	T CLERK E & R PROF SERVICES	\$3,000	\$9,180	\$6,180
136	T CLERK E & R OTHER SUPPLIES	\$1,000	\$3,000	\$2,000
137	T CLERK E & R TRAVEL/MILEAGE IN-STATE	\$25	\$75	\$50
138	<b>EXPENSES</b>	<b>\$5,300</b>	<b>\$13,555</b>	<b>\$8,255</b>
139			\$0	
140	<b>ELECTIONS TOTAL</b>	<b>\$9,300</b>	<b>\$24,555</b>	<b>\$15,255</b>
141				
142				
143	<b>REGISTRARS</b>		\$0	
144	T CLERK REGISTRARS OTHER - STIPENDS	\$2,320	\$2,390	\$70
145	<b>EXPENSES</b>	<b>\$2,320</b>	<b>\$2,390</b>	<b>\$70</b>
146	<b>REGISTRARS TOTAL</b>	<b>\$2,320</b>	<b>\$2,390</b>	<b>\$70</b>
147				
148				

149	<b>STREET LISTINGS</b>			
150	T CLERK PROF SERVICES - STREET LISTINGS	\$4,400	\$4,488	\$88
151	<b>EXPENSES</b>	\$4,400	\$4,488	\$88
152	<b>STREET LISTINGS TOTAL</b>	<b>\$4,400</b>	<b>\$4,488</b>	<b>\$88</b>
153				
154				
155	<b>CONSERVATION</b>			
156	CON COM WAGES-CONSERV.AGENT (U)	\$19,903	\$25,866	\$5,963
157	CON COM WAGES-CONSERV SUPPORT (U)	\$19,955	\$20,554	\$599
158	CLOTHING ALLOWANCE	\$600	\$1,200	\$600
159	CON COM STIPEND - LONGEVITY	\$0	\$0	\$0
160	<b>PERSONNEL</b>	<b>\$40,458</b>	<b>\$47,620</b>	<b>\$7,161</b>
161	CON COM SUPPLIES/MATERIALS		\$0	
162	CON COM PROF SERVICES	\$500	\$500	\$0
163	CON COM DUES & MEMBERSHIPS	\$450	\$500	\$50
164	CON COM TRAVEL/ MILEAGE -IN STATE		\$250	
165	<b>EXPENSES</b>	<b>\$950</b>	<b>\$1,250</b>	<b>\$300</b>
166			\$0	
167	<b>CONSERVATION TOTAL</b>	<b>\$41,408</b>	<b>\$48,870</b>	<b>\$7,461</b>
168				
169				
170	<b>MRPC - DUES &amp; MEMBERSHIPS</b>			
171	MRPC - DUES & MEMBERSHIPS	\$3,285	\$3,227	-\$58
172	<b>EXPENSES</b>	<b>\$3,285</b>	<b>\$3,227</b>	<b>-\$58</b>
173			\$0	
174	<b>MRPC - DUES &amp; MEMBERSHIPS TOTAL</b>	<b>\$3,285</b>	<b>\$3,227</b>	<b>-\$58</b>
175				
176				
177	<b>PLANNING BOARD</b>			
178	PB WAGES-SUPPORT STAFF (U)	\$27,313	\$28,132	\$819
179	PB STIPENDS - LONGEVITY	\$0	\$0	\$0
180	<b>PERSONNEL</b>	<b>\$27,313</b>	<b>\$28,132</b>	<b>\$819</b>
181				
182	PB PROF SERVICES	\$1,500	\$1,500	\$0
183	PB COMMUNICATION & OFFICE SUPPLIES	\$0	\$150	\$150
184	PB TRAVEL/MILAGE-IN STATE	\$100	\$50	-\$50
185	PB DUES & MEMBERSHIPS	\$100	\$100	\$0
186	<b>EXPENSES</b>	<b>\$1,700</b>	<b>\$1,800</b>	<b>\$100</b>

187			\$0	
188	<b>PLANNING BOARD TOTAL</b>	<b>\$29,013</b>	<b>\$29,932</b>	<b>\$919</b>
189				
190				
191	<b>ZONING BOARD OF APPEALS</b>			
192	ZBA WAGES - OPER STAFF (U)	\$5,462	\$5,626	\$164
193	PERSONNEL	\$5,462	\$5,626	\$164
194			\$0	
195	<b>ZONING BOARD OF APPEALS TOTAL</b>	<b>\$5,462</b>	<b>\$5,626</b>	<b>\$164</b>
196				
197				
198	<b>LAND USE</b>			
199	LAND USE WAGES-LU ADMINISTRATOR (U)	\$58,659	\$66,649	\$7,990
200	LAND USE WAGES-GRANT ADMINISTRATOR	\$25,139	\$0	-\$25,139
201	LAND USE WAGES-LAND USE ADMINISTRATOR		\$5,605	\$5,605
202	LAND USE - OTHER STIPENDS - LONGEVITY	\$0	\$0	\$0
203	PERSONNEL	\$83,798	\$72,254	-\$11,544
204			\$0	\$0
205	LAND USE PROF & TECH SERVICES	\$3,300	\$3,300	\$0
206	LAND USE OFFICE SUPPLIES	\$600	\$600	\$0
207	LAND USE TRAVEL/MILEAGE-IN STATE	\$100	\$50	-\$50
208	LAND USE DUES & MEMBERSHIPS	\$450	\$450	\$0
209	EXPENSES	\$4,450	\$4,400	-\$50
210			\$0	
211	<b>LAND USE TOTAL</b>	<b>\$88,248</b>	<b>\$76,654</b>	<b>-\$11,594</b>
212				
213				
214	<b>FACILITIES</b>			
215	FACILITIES WAGES - FAC MAINT COORD (U)	\$64,438	\$66,372	\$1,934
216	FACILITIES WAGES- FAC MAINT Custodian (NU)	\$19,760	\$20,431	\$671
217	FACILITIES WAGES - Administrative Assistant		\$4,700	\$4,700
218	FACILITIES WAGES - TEMP HELP (NU)	\$13,390	\$13,792	\$402
219	FACILITIES WAGES - PT CLEANER (NU) Covid	\$17,645	\$0	-\$17,645
220	FACILITIES-CLOTHING	\$500	\$600	\$100
221	FACILITIES- AUTO ALLOWANCE	\$6,000	\$1,500	-\$4,500
222	FACILITIES STIPENDS - LONGEVITY	\$0	\$0	\$0
223	PERSONNEL	\$121,733	\$107,394	-\$14,339
224				

225	FACILITIES ENERGY	\$75,001	\$76,500	\$1,499
226	FACILITIES UTILITY - Water	\$3,700	\$3,774	\$74
227	FACILITIES REPAIR & MAINTAIN - BUILDING	\$30,000	\$30,600	\$600
228	FACILITIES REPAIR & MAINTAIN - EQUIPMENT	\$4,000	\$4,080	\$80
229	FACILITIES PROFESSIONAL SERVICES	\$57,000	\$58,140	\$1,140
230	FACILITIES COMMUNICATIONS	\$16,900	\$17,238	\$338
231	FACILITIES BUILDING SUPPLIES	\$5,000	\$5,100	\$100
232	FACILITIES OTHER SERVICES	\$500	\$510	\$10
233	FACILITIES GROUNDSKEEPING SUPPLIES	\$6,500	\$6,630	\$130
234	FACILITIES-VEHICLE SUPPLIES	\$1,000	\$1,020	\$20
235	FACILITIES TRAVEL - IN STATE MILEAGE	\$0	\$0	\$0
236	<b>EXPENSES</b>	<b>\$199,601</b>	<b>\$203,592</b>	<b>\$3,991</b>
237				
238	<b>FACILITIES TOTAL</b>	<b>\$321,334</b>	<b>\$310,986</b>	<b>-\$10,348</b>
239				
240				
241	<b>* GENERAL GOVERNMENT TOTAL</b>	<b>\$1,687,784</b>	<b>\$1,732,597</b>	<b>\$44,813</b>
242			\$0	
243	<b>POLICE</b>			
244	POLICE - SALARY -POLICE CHIEF (NU)	\$134,534	\$138,590	\$4,056
245	POLICE SALARY-ADMIN. LIEUTENANTS (U)	\$233,430	\$230,072	-\$3,358
246	POLICE - SALARY & WAGES-OPER STAFF (U)	\$686,258	\$686,534	\$276
247	POLICE - WAGES-SUPPORT STAFF (NU)	\$75,924	\$78,911	\$2,987
248	POLICE - WAGES-RESERVE OFFICERS (NU)	\$20,000	\$13,229	-\$6,771
249	POLICE - WAGES - OTHER - TRAINING	\$29,000	\$30,000	\$1,000
250	POLICE - ADDITIONAL GROSS - OVERTIME	\$133,575	\$149,000	\$15,425
251	POLICE - ADDITIONAL GROSS - HOLIDAY	\$35,000	\$32,000	-\$3,000
252	POLICE - OTHER - STIPEND - LONGEVITY	\$7,050	\$4,000	-\$3,050
253	POLICE - OTHER - STIPENDS CERT (QUINN)	\$75,126	\$70,400	-\$4,726
254	POLICE - OTHER - UNIFORM ALLOWANCE	\$16,900	\$20,650	\$3,750
255	<b>PERSONNEL</b>	<b>\$1,446,797</b>	<b>\$1,453,387</b>	<b>\$6,590</b>
256				
257	POLICE - ENERGY	\$22,500	\$24,750	\$2,250
258	POLICE - WATER	\$1,540	\$1,540	\$0
259	POLICE - REPAIR & MAINT BUILDING	\$17,000	\$22,000	\$5,000
260	POLICE - REPAIR & MAINT EQUIPMENT	\$36,000	\$55,000	\$19,000
261	POLICE - EQUIPMENT RENTAL	\$400	\$400	\$0
262	POLICE - PROFESSIONAL SERVICES	\$7,500	\$8,200	\$700



263	POLICE - COMMUNICATION	\$6,000	\$7,000	\$1,000
264	POLICE - OTHER SERVICES	\$1,200	\$1,200	\$0
265	POLICE - OTHER SERVICES- PRISONERS	\$500	\$500	\$0
266	POLICE - OFFICE SUPPLIES	\$4,500	\$4,500	\$0
267	POLICE - VEHICLULAR SUPPLIES	\$29,000	\$33,000	\$4,000
268	POLICE - OTHER SUPPLIES	\$4,500	\$2,500	-\$2,000
269	POLICE - TRAVEL/MILEAGE-IN STATE	\$250	\$250	\$0
270	POLICE - DUES & MEMBERSHIPS	\$16,000	\$18,000	\$2,000
271	POLICE - OTHER CHARGES - TRAINING	\$23,000	\$25,000	\$2,000
272	POLICE - NEW EQUIPMENT	\$65,000	\$70,000	\$5,000
273	POLICE - REPLACE EQUIPMENT	\$0	\$0	\$0
274	<b>EXPENSES</b>	<b>\$234,890</b>	<b>\$273,840</b>	<b>\$38,950</b>
275			\$0	
276	<b>POLICE TOTAL</b>	<b>\$1,681,687</b>	<b>\$1,727,227</b>	<b>\$45,540</b>
277				
278				
279	<b>FIRE/ EMS</b>			
280	FIRE/EMS - SALARY-FIRE CHIEF/EMS DIR (NU)	\$158,113	\$62,400	-\$95,713
281	FIRE/EMS - WAGES - Fire prevention Capt. (U)	\$82,918	\$85,980	\$3,062
282	FIRE/EMS - WAGES - OPER STAFF LIEUT. (U)	\$64,592	\$85,800	\$21,208
283	FIRE/EMS - WAGES-OP EMS COORD. CAPT. (U)	\$91,195	\$114,500	\$23,305
284	FIRE/EMS - WAGES-FF PARAMEDICS. (U)	\$194,217	\$288,350	\$94,133
285	FIRE/EMS- WAGES OPERATION STAFF (NU) Per Diem	\$234,906	\$263,500	\$28,594
286	FIRE/EMS - WAGES - MECHANIC (NU)	\$7,319	\$0	-\$7,319
287	FIRE/EMS - WAGES - ON CALL FIRE (NU)	\$79,529	\$115,000	\$35,471
288	FIRE/EMS - WAGES-ON CALL BLS EMT (NU)	\$53,399	\$25,000	-\$28,399
289	FIRE/EMS - ADDITIONAL GROSS - OT OP	\$27,106	\$100,000	\$72,894
290	FIRE/EMS - ADDITIONAL GROSS-OT CALLEMT	\$1,076	\$1,000	-\$76
291	FIRE/EMS - ADDITIONAL GROSS - OT ON-CALL FF	\$2,154	\$2,100	-\$54
292	FIRE/EMS - ADDITIONAL GROSS-OT EMS OPER	\$8,405	\$8,500	\$95
293	FIRE/EMS - OTHER - LONGEVITY	\$6,000	\$6,000	\$0
294	FIRE/EMS - OTHER - STIPENDS - EMT STANDBY	\$11,000	\$0	-\$11,000
295	FIRE/EMS - OTHER - CERT AND TRAINING	\$5,300	\$6,000	\$700
296	FIRE/EMS - OTHER - STIPENDS - ON CALL EMS	\$13,250	\$13,250	\$0
297	FIRE/EMS - OTHER - STIPENDS - VACATION BB	\$4,904	\$4,904	\$0
298	FIRE/EMS - OTHER - UNIFORM ALLOWANCE	\$0	\$0	\$0
299	FIRE/EMS - OTHER - VACATION REPLACEMENT	\$9,450	\$9,450	\$0

300		<b>PERSONNEL</b>	<b>\$1,054,833</b>	<b>\$1,191,734</b>	<b>\$136,901</b>
301					
302					
303	FIRE/EMS - ENERGY		\$38,000	\$38,000	\$0
304	FIRE/EMS - WATER		\$1,250	\$1,250	\$0
305	FIRE/EMS - REPAIR & MAINT BUILDING		\$14,000	\$15,000	\$1,000
306	FIRE/EMS - REPAIR & MAINT EQUIPMENT		\$22,000	\$30,000	\$8,000
307	FIRE/EMS - REP & MAINT EMS EQUIP VEHICLE		\$11,000	\$11,000	\$0
308	FIRE/EMS - PROF SERVICES		\$6,776	\$6,776	\$0
309	FIRE/EMS - PROF & TECH - EMS BILLING		\$18,000	\$18,000	\$0
310	FIRE/EMS - PROF & TECH SVCS - TRAINING		\$16,240	\$17,000	\$760
311	FIRE/EMS - COMMUNICATION		\$10,000	\$10,000	\$0
312	FIRE/EMS - OTHER SERVICES		\$500	\$500	\$0
313	FIRE/EMS - OTHER PURCH SERVICES - EMS		\$8,000	\$6,000	-\$2,000
314	FIRE/EMS - HAZARDOUS WASTE COLLECTION		\$4,457	\$3,457	-\$1,000
315	FIRE/EMS - OFFICE SUPPLIES		\$1,700	\$2,500	\$800
316	FIRE/EMS - BUILDING SUPPLIES		\$800	\$1,500	\$700
317	FIRE/EMS - EQUIPMENT MAINT SUPPLIES		\$100	\$500	\$400
318	FIRE/EMS - CUSTODIAL SUPPLIES		\$2,100	\$3,000	\$900
319	FIRE/EMS - VEHICULAR SUPPLIES		\$20,000	\$24,000	\$4,000
320	FIRE/EMS - MEDICAL SUPPLIES		\$25,000	\$25,000	\$0
321	FIRE/EMS - OTHER SUPPLIES		\$3,000	\$3,000	\$0
322	FIRE/EMS - TRAVEL, MILEAGE IN STATE		\$300	\$0	-\$300
323	FIRE/EMS - DUES & MEMBERSHIPS		\$1,000	\$1,000	\$0
324	FIRE/EMS - DUES & MEMBERSHIPS EMS		\$2,300	\$2,300	\$0
325	FIRE/EMS - OTHER CHARGES		\$1,000	\$0	-\$1,000
326	FIRE/EMS - NEW EQUIPMENT		\$15,000	\$15,000	\$0
327	FIRE/EMS- COMPUTER/MDT		\$0	\$0	\$0
328	FIRE/EMS - REPLACE EQUIPMENT		\$15,000	\$15,000	\$0
329	FIRE/EMS - OTHER SUPPLIES - TRAINING/UNIF.		\$800	\$0	-\$800
330	UNIFORM ALLOWANCE-FIRE		\$6,600	\$8,950	\$2,350
331	UNIFORM ALLOWANCE-EMS		\$2,700	\$3,500	\$800
332	UNIFORM ALLOWANCE-ON CALL		\$4,100	\$4,500	\$400
333	UNIFORM ALLOWANCE-CHIEF		\$0	\$0	\$0
334		<b>EXPENSES</b>	<b>\$251,723</b>	<b>\$266,733</b>	<b>\$15,010</b>
335				\$0	
336	<b>FIRE/ EMS TOTAL</b>		<b>\$1,306,556</b>	<b>\$1,458,467</b>	<b>\$151,911</b>
337				\$0	

338				
339	<b>COMMUNICATIONS</b>			
340	COMM CTR - SALARY - DIRECTOR (NU)		\$0	\$0
341	COMM CTR - WAGES - OPER STAFF (U)		\$0	\$0
342	COMM CTR - WAGES - TEMP HELP (NU)	\$0	\$0	\$0
343	COMM CTR - ADDITIONAL GROSS - OVERTIME		\$0	\$0
344	COMM CTR - OTHER - STIPENDS - LONGEVITY		\$0	\$0
345	COMM CTR - OTHER - STIPENDS		\$0	\$0
346	COMM CTR - OTHER - UNIFORM ALLOWANCE		\$0	\$0
347	<b>PERSONNEL</b>	\$0	\$0	\$0
348			\$0	\$0
349	COMM CTR - REPAIR & MAINT EQUIPMENT	\$30,000	\$20,000	-\$10,000
350	COMM CTR - PROF & TECH SERVICES	\$20,000	\$30,000	\$10,000
351	COMM CTR- COMMUNICATION	\$20,000	\$24,000	\$4,000
352	COMM CTR - OTHER SERVICES	\$200,000	\$208,000	\$8,000
353	COMM CTR - OFFICE SUPPLIES	\$0	\$0	\$0
354	COMM CTR - OTHER SUPPLIES	\$0	\$0	\$0
355	COMM CTR - TRAVEL MILEAGE - IN STATE	\$0	\$0	\$0
356	<b>EXPENSES</b>	\$270,000	\$282,000	\$12,000
357			\$0	\$0
358	<b>COMMUNICATIONS TOTAL</b>	\$270,000	\$282,000	\$12,000
359				
360				
361	<b>BUILDING DEPARTMENT</b>			
362	BLDG INSP - SALARY - BLDG COMMISSIONER (U)	\$69,742	\$71,834	\$2,092
363	BLDG INSP - STIPEND - OPER (ALT BLDG INSP)	\$1,000	\$1,020	\$20
364	BLDG INSP - WAGES - SUPPORT STAFF (U)	\$36,926	\$38,034	\$1,108
365	BLDG INSP - OTHER - STIPEND - LONGEVITY	\$1,300	\$1,300	\$0
366	BLDG INSP - OTHER - STIPEND - VEHICLE	\$6,000	\$6,000	\$0
367	BLDG INSP - OTHER - STIPEND CERTIFICATION	\$0	\$0	\$0
368	BLDG INSP - OTHER - UNIFORM ALLOWANCE	\$600	\$600	\$0
369	<b>PERSONNEL</b>	\$115,568	\$118,788	\$3,220
370			\$0	
371	BLDG INSP - PROFESSIONAL SERVICES	\$1,000	\$1,020	\$20
372	BLDG INSP - COMMUNICATIONS	\$750	\$765	\$15
373	BLDG INSP - OFFICE SUPPLIES	\$500	\$600	\$100
374	BLDG INSP - OTHER - CODE BOOKS	\$200	\$204	\$4
375	BLDG INSP - DUES & MEMBERSHIPS	\$150	\$165	\$15

376	EXPENSES	\$2,600	\$2,754	\$154
377			\$0	
378	<b>BUILDING DEPARTMENT TOTAL</b>	<b>\$118,168</b>	<b>\$121,542</b>	<b>\$3,374</b>
379				
380				
381	<b>GAS INSPECTOR</b>			
382	GAS INSP - OTHER WAGES - OPER (ALT INSP)	\$117	\$124	\$7
383	GAS INSP - STIPEND - GAS INSPECTOR (NU)	\$5,931	\$6,109	\$178
384	PERSONNEL	\$6,048	\$6,233	\$185
385			\$0	
386	<b>GAS INSPECTOR TOTAL</b>	<b>\$6,048</b>	<b>\$6,233</b>	<b>\$185</b>
387				
388				
389	<b>PLUMBING INSPECTOR</b>			
390	PLUMB INSP - OTHER WAGES - OPER (ALT INSP)	\$117	\$124	\$7
391	PLUMB INSP - STIPEND - PLUMBING INSP (NU)	\$8,456	\$8,710	\$254
392	PERSONNEL	\$8,573	\$8,834	\$261
393				
394	PLUMB INSP - PROFESSIONAL & TECHNICAL	\$230	\$460	\$230
395	PLUMB INSP - OTHER SUPPLIES	\$250	\$260	\$10
396	PLUMB INSP - TRAVEL MILEAGE IN-STATE	\$1,200	\$1,225	\$25
397	EXPENSES	\$1,680	\$1,945	\$265
398				
399	<b>PLUMBING INSPECTOR TOTAL</b>	<b>\$10,253</b>	<b>\$10,779</b>	<b>\$526</b>
400				
401				
402	<b>SEALER OF WEIGHTS AND MEASURES</b>			
403	S OF W&M - OTHER - STIPEND	\$4,639	\$4,917	\$278
404	PERSONNEL	\$4,639	\$4,917	\$278
405				
406	S OF W&M - OFFICE SUPPLIES	\$50	\$75	\$25
407	S OF W&M - OTHER SUPPLIES	\$100	\$120	\$20
408	S OF W&M - TRAVEL MILEAGE IN-STATE	\$52	\$52	\$0
409	EXPENSES	\$202	\$247	\$45
410			\$0	
411	<b>SEALER OF WEIGHTS AND MEASURES TOTAL</b>	<b>\$4,841</b>	<b>\$5,164</b>	<b>\$323</b>

412				
413				
414	<b>ELECTRICAL INSPECTOR</b>			
415	ELEC INSP - WAGES-OTHER -(ALTINSPECTOR)	\$188	\$200	\$12
416	ELEC INSP - OTHER - STIPEND (NU)	\$14,095	\$14,518	\$423
417	<b>PERSONNEL</b>	<b>\$14,283</b>	<b>\$14,718</b>	<b>\$435</b>
418				
419	ELEC INSP - PROFESSIONAL & TECHNICAL	\$1,150	\$1,175	\$25
420	ELEC INSP - OTHER SUPPLIES and COMMUNICATION	\$1,030	\$1,050	\$20
421	ELEC INSP - TRAVEL MILEAGE IN-STATE	\$1,200	\$1,225	\$25
422	<b>EXPENSES</b>	<b>\$3,380</b>	<b>\$3,450</b>	<b>\$70</b>
423			\$0	
424	<b>ELECTRICAL INSPECTOR TOTAL</b>	<b>\$17,663</b>	<b>\$18,168</b>	<b>\$505</b>
425				
426				
427	<b>ANIMAL INSPECTOR</b>			
428	ANIMAL INSPECTOR - PROF. SERVICES	\$589	\$607	\$18
429	<b>EXPENSES</b>	<b>\$589</b>	<b>\$607</b>	<b>\$18</b>
430			\$0	
431	<b>ANIMAL INSPECTOR TOTAL</b>	<b>\$589</b>	<b>\$607</b>	<b>\$18</b>
432				
433				
434	<b>EMERGENCY MANAGEMENT</b>			
435	TEMA- DIRECTOR SALARY (NU)	\$2,133	\$2,197	\$64
436	<b>PERSONNEL</b>	<b>\$2,133</b>	<b>\$2,197</b>	<b>\$64</b>
437			\$0	
438	TEMA - REPAIR & MAINT - EQUIPMENT	\$691	\$705	\$14
439	TEMA - OFFICE SUPPLIES	\$109	\$111	\$2
440	TEMA- COMMUNICATIONS	\$1,000	\$1,020	\$20
441	TEMA - OTHER TRAVEL AND TRAINING	\$1,500	\$1,800	\$300
442	<b>EXPENSES</b>	<b>\$3,300</b>	<b>\$3,636</b>	<b>\$336</b>
443			\$0	
444	<b>EMERGENCY MANAGEMENT TOTAL</b>	<b>\$5,433</b>	<b>\$5,833</b>	<b>\$400</b>
445				
446				
447	<b>ANIMAL CONTROL</b>			
448	ACO - OTHER - STIPEND (NU)	\$19,400	\$19,982	\$582
449	<b>PERSONNEL</b>	<b>\$19,400</b>	<b>\$19,982</b>	<b>\$582</b>

450				\$0
451	ACO - PROFESSIONAL SERVICE	\$5,000	\$5,000	\$0
452	EXPENSES	\$5,000	\$5,000	\$0
453			\$0	
454	<b>ANIMAL CONTROL TOTAL</b>	<b>\$24,400</b>	<b>\$24,982</b>	<b>\$582</b>
455				
456				
457	<b>TREE WARDEN</b>			
458	TREE WARDEN - OTHER - STIPEND (NU)	\$11,663	\$12,013	\$350
459	PERSONNEL	\$11,663	\$12,013	\$350
460				
461	TREE WARDEN - EQUIPMENT RENTAL	\$9,374	\$9,374	\$0
462	TREE WARDEN - OTHER PURCHASED SERVICE	\$1,200	\$1,200	\$0
463	TREE WARDEN - TRAVEL MILEAGE - IN STATE	\$300	\$300	\$0
464	TREE WARDEN - DUES AND MEMBERSHIPS	\$450	\$450	\$0
465	EXPENSES	\$11,324	\$11,324	\$0
466			\$0	
467	<b>TREE WARDEN TOTAL</b>	<b>\$22,987</b>	<b>\$23,337</b>	<b>\$350</b>
468				
469				
470	<b>BURIAL AGENT</b>			
471	BURIAL AGENT - OTHER - STIPEND	\$141	\$144	\$3
472	PERSONNEL	\$141	\$144	\$3
473				
474	<b>BURIAL AGENT TOTAL</b>	<b>\$141</b>	<b>\$144</b>	<b>\$3</b>
475				
476				
477	<b>PARKING CLERK</b>			
478	PARKING CLERK - OTHER - STIPEND	\$65	\$66	\$1
479	PERSONNEL	\$65	\$66	\$1
480			\$0	
481	<b>PARKING CLERK TOTAL</b>	<b>\$65</b>	<b>\$66</b>	<b>\$1</b>
482				
483	<b>*PUBLIC SAFETY TOTAL</b>	<b>\$3,468,831</b>	<b>\$3,684,549</b>	<b>\$215,718</b>
484				
485	<b>SCHOOLS</b>			
486	N.M.R.S.D. ASSESSMENT	\$11,709,894	\$12,146,304	\$436,410
487	N.M.R.S.D. DEBT	\$1,542,162	\$1,401,680	-\$140,482

488	N.V.T.H.S. ASSESSMENT	\$901,421	\$1,023,583	\$122,162
489	N.V.T.H.S. DEBT	\$77,022	\$81,899	\$4,877
490	EXPENSES	\$14,230,499	\$14,653,466	\$422,967
491				
492	* EDUCATION TOTAL	\$14,230,499	\$14,653,466	\$422,967
493				
494	HIGHWAY			
495	HIGHWAY - SALARY-HIGHWAYSUPT. (U)	\$77,002	\$79,312	\$2,310
496	HIGHWAY - WAGES-OPERSTAFF (U)	\$262,315	\$265,949	\$3,633
497	HIGHWAY-OVERTIME	\$9,500	\$10,070	\$570
498	HIGHWAY - WAGES-TEMP HELP (NU)	\$0	\$0	\$0
499	HIGHWAY - WAGES-SUPPORT STAFF	\$9,333	\$19,043	\$9,710
500	HIGHWAY - OTHER STIPEND - LONGEVITY	\$5,800	\$6,600	\$800
501	HIGHWAY - OTHER STIPEND - CERTIFICATION	\$3,500	\$3,605	\$105
502	HIGHWAY - OTHER - UNIFORM ALLOWANCE	\$6,600	\$7,200	\$600
503	PERSONNEL	\$374,050	\$391,778	\$17,728
504				
505	HIGHWAY - ENERGY	\$15,000	\$18,000	\$3,000
506	HIGHWAY - WATER	\$450	\$495	\$45
507	HIGHWAY - REPAIR & MAINT BUILDING	\$2,000	\$2,040	\$40
508	HIGHWAY - REPAIR & MAINT EQUIPMENT	\$15,300	\$16,830	\$1,530
509	HIGHWAY - EQUIPMENT RENTAL	\$1,500	\$1,530	\$30
510	HIGHWAY - PROFESSIONAL SERVICES	\$3,500	\$3,570	\$70
511	HIGHWAY - COMMUNICATION	\$3,850	\$3,927	\$77
512	HIGHWAY - OTHER SERVICES	\$1,000	\$1,500	\$500
513	HIGHWAY - OFFICE SUPPLIES	\$1,000	\$1,020	\$20
514	HIGHWAY - BUILDING SUPPLIES	\$2,000	\$2,040	\$40
515	HIGHWAY - VEHICULAR SUPPLIES	\$30,000	\$33,000	\$3,000
516	HIGHWAY - PUBLIC WORKS SUPPLIES	\$30,600	\$33,660	\$3,060
517	HIGHWAY - OTHER SUPPLIES	\$3,000	\$3,060	\$60
518	HIGHWAY - DUES & MEMBERSHIPS	\$300	\$306	\$6
519	HIGHWAY - NEW EQUIPMENT	\$2,000	\$2,040	\$40
520	HIGHWAY - REPLACE EQUIPMENT	\$1,500	\$1,530	\$30
521	HIGHWAY- LINE PAINTING	\$0	\$0	\$0
522	EXPENSES	\$113,000	\$124,548	\$11,548
523			\$0	
524	HIGHWAY TOTAL	\$487,050	\$516,326	\$29,276

525				
526	<b>SNOW AND ICE</b>			
527	HWY - SNOW & ICE - WAGES-TEMPORARYHELP	\$5,000	\$5,000	\$0
528	HIGHWAY-WINTER OPERATIONS STIPEND	\$7,000	\$7,000	\$0
529	HWY - SNOW & ICE - WAGES - OVERTIME	\$25,000	\$26,500	\$1,500
530	<b>PERSONNEL</b>	<b>\$37,000</b>	<b>\$38,500</b>	<b>\$1,500</b>
531			\$0	
532	HWY - SNOW & ICE - EQUIP. REPAIR AND MAINT	\$27,000	\$27,540	\$540
533	HWY - SNOW & ICE - EQUIPMENT RENTAL	\$35,000	\$38,000	\$3,000
534	HWY - SNOW & ICE - VEHICULAR SUPPLIES	\$39,000	\$39,780	\$780
535	HWY - SNOW & ICE - SALT	\$69,000	\$70,380	\$1,380
536	HWY - SNOW & ICE - SAND	\$0	\$0	\$0
537	HWY - SNOW & ICE - REPLACE EQUIPMENT	\$2,000	\$2,040	\$40
538	<b>EXPENSES</b>	<b>\$172,000</b>	<b>\$177,740</b>	<b>\$5,740</b>
539				
540	<b>SNOW AND ICE TOTAL</b>	<b>\$209,000</b>	<b>\$216,240</b>	<b>\$7,240</b>
541				
542	<b>STREET LIGHTS</b>			
543	HIGHWAY - ENERGY - STREET LIGHTS	\$12,000	\$14,770	\$2,770
544	<b>EXPENSES</b>	<b>\$12,000</b>	<b>\$14,770</b>	<b>\$2,770</b>
545				
546	<b>STREET LIGHTS TOTAL</b>	<b>\$12,000</b>	<b>\$14,770</b>	<b>\$2,770</b>
547			\$0	
548	<b>* HIGHWAY AND STREETS TOTAL</b>	<b>\$708,050</b>	<b>\$747,336</b>	<b>\$39,286</b>
549				
550	<b>SOLID WASTE</b>			
551	LANDFILL - ENERGY	\$3,000	\$3,060	\$60
552	LANDFILL - REPAIR & MAINT LANDFILL BUILDING	\$3,000	\$3,050	\$50
553	LANDFILL - PROFESSIONAL SERVICES	\$8,200	\$8,350	\$150
554	LANDFILL - COMMUNICATIONS	\$200	\$204	\$4
555	SOLID WASTE - CURBSIDE PICKUP & TRANS.	\$715,500	\$751,275	\$35,775
556	PROF SVS - NORTH CENT REG SOLID WASTE	\$0	\$0	\$0
557				
558	<b>EXPENSES</b>	<b>\$729,900</b>	<b>\$765,939</b>	<b>\$36,039</b>
559			\$0	
560	<b>SOLID WASTE TOTAL</b>	<b>\$729,900</b>	<b>\$765,939</b>	<b>\$36,039</b>
561			\$0	
562	<b>* SOLID WASTE TOTAL</b>	<b>\$729,900</b>	<b>\$765,939</b>	<b>\$36,039</b>



563				
564	<b>CEMETERY AND PARKS</b>			
565	CEM/PARKS - WAGES-SUPERINTENDENT (U)	\$64,438	\$66,649	\$2,211
566	CEM/PARKS - WAGES - OPER FOREMAN (NU)	\$37,700	\$38,837	\$1,137
567	CEM/PARKS - WAGES - SUPPORT STAFF (NU) Admin	\$9,838	\$9,744	-\$94
568	CEM/PARKS - WAGES - TEMP HELP (NU)	\$22,230	\$22,966	\$736
569	CEM/PARKS - OTHER - STIPEND - LONGEVITY	\$1,100	\$1,400	\$300
570	CEM/PARKS - OTHER - UNIFORM ALLOWANCE	\$600	\$600	\$0
571	<b>PERSONNEL</b>	<b>\$135,906</b>	<b>\$140,195</b>	<b>\$4,289</b>
572				
573	CEM/PARKS - ENERGY	\$3,425	\$3,525	\$100
574	CEM/PARKS - WATER	\$300	\$300	\$0
575	CEM/PARKS - REPAIR & MAINTAIN BUILDING	\$500	\$500	\$0
576	CEM/PARKS - REPAIR & MAINT EQUIPMENT	\$1,000	\$1,000	\$0
577	CEM/PARKS - EQUIPMENT RENTAL	\$0	\$1,500	\$1,500
578	CEM/PARKS - COMMUNICATION (Tel, Internet, Post etc.	\$2,520	\$2,520	\$0
579	CEM/PARKS - OFFICE SUPPLIES	\$46	\$46	\$0
580	CEM/PARKS - BUILDING MAINT SUPPLIES	\$100	\$100	\$0
581	CEM/PARKS - GROUNDKEEPING SUPPLIES	\$1,100	\$1,100	\$0
582	CEM/PARKS - VEHICULAR SUPPLIES	\$1,100	\$1,100	\$0
583	CEM & PARKS - NEW EQUIPMENT, Misc supplies	\$500	\$500	\$0
584	OTHER PURCHASED SERVICES	\$100	\$100	\$0
585	<b>EXPENSES</b>	<b>\$10,691</b>	<b>\$12,291</b>	<b>\$1,600</b>
586			\$0	
587	<b>CEMETERY AND PARKS TOTAL</b>	<b>\$146,597</b>	<b>\$152,486</b>	<b>\$5,889</b>
588				
589	<b>HOUSING AUTHORITY</b>			
590	THA - WAGES-SUPPORT STAFF (U)	\$4,203	\$4,330	\$127
591	<b>PERSONNEL</b>	<b>\$4,203</b>	<b>\$4,330</b>	<b>\$127</b>
592				
593	THA - PROF SERVICES	\$0	\$0	\$0
594	THA- TRAINING	\$1,000	\$1,000	\$0
595	THA - OFFICE AND GENERAL SUPPLIES	\$1,400	\$1,400	\$0
596	THA- TRAVEL/MILEAGE IN-STATE	\$200	\$100	-\$100
597	<b>EXPENSES</b>	<b>\$2,600</b>	<b>\$2,500</b>	<b>-\$100</b>
598				
599	<b>HOUSING AUTHORITY TOTAL</b>	<b>\$6,803</b>	<b>\$6,830</b>	<b>\$27</b>
600				

601	<b>BOARD OF HEALTH</b>			
602	BOH - WAGES-SUPPORT STAFF (U)	\$43,495	\$44,800	\$1,305
603	BOH - OTHER - STIPEND - LONGEVITY	\$800	\$800	\$0
604	<b>PERSONNEL</b>	<b>\$44,295</b>	<b>\$45,600</b>	<b>\$1,305</b>
605				
606	BOH - PROF SERVICES	\$300	\$307	\$7
607	BOH - COMMUNICATION	\$75	\$77	\$2
608	BOH - OFFICE SUPPLIES	\$350	\$358	\$8
609	BOH - TRAVEL/MILEAGE IN-STATE	\$575	\$400	-\$175
610	BOH - DUES & MEMBERSHIPS	\$400	\$408	\$8
611	<b>EXPENSES</b>	<b>\$1,700</b>	<b>\$1,550</b>	<b>-\$151</b>
612				
613	<b>BOARD OF HEALTH TOTAL</b>	<b>\$45,995</b>	<b>\$47,149</b>	<b>\$1,154</b>
614				
615	<b>NASHOBA BOARD OF HEALTH</b>			
616	NASHOBA ASSOC BOH - NURSING CONTRACT	\$12,130	\$13,050	\$920
617	NASHOBA ASSOC BOH - MONITOR ASSESSMENT	\$26,579	\$28,473	\$1,894
618	<b>EXPENSES</b>	<b>\$38,709</b>	<b>\$41,523</b>	<b>\$2,814</b>
619				
620	<b>NASHOBA BOARD OF HEALTH TOTAL</b>	<b>\$38,709</b>	<b>\$41,523</b>	<b>\$2,814</b>
621				
622	<b>LANDFILL ENGINEERING</b>			
623	LANDFILL ENGINEERING - PROF SERVICES	\$19,900	\$19,000	-\$900
624	<b>EXPENSES</b>	<b>\$19,900</b>	<b>\$19,000</b>	<b>-\$900</b>
625				
626	<b>LANDFILL ENGINEERING TOTAL</b>	<b>\$19,900</b>	<b>\$19,000</b>	<b>-\$900</b>
627				
628	<b>COUNCIL ON AGING</b>			
629	COA - WAGES - DIRECTOR (U)	\$64,438	\$66,371	\$1,933
630	COA - WAGES - OPER STAFF (U)	\$81,715	\$73,867	-\$7,849
631	COMMUNITY OUTREACH COORDINATOR		\$10,000	\$10,000
632	COA - WAGES - LONGEVITY	\$500	\$1,000	\$500
633	<b>PERSONNEL</b>	<b>\$146,653</b>	<b>\$151,238</b>	<b>\$4,585</b>
634				
635	COA - REPAIR & MAINT EQUIPMENT	\$2,150	\$2,215	\$65
636	COA - EQUIPMENT PURCHASE	\$0	\$0	\$0
637	COA - PROFESSIONAL SERVICES	\$3,000	\$3,090	\$90
638	COA - COMMUNICATIONS	\$1,600	\$1,648	\$48

639	COA - OFFICE SUPPLIES	\$1,000	\$1,030	\$30
640	COA - OTHER SUPPLIES	\$1,525	\$1,571	\$46
641	COA - DUES & MEMBERSHIPS	\$500	\$515	\$15
642	<b>EXPENSES</b>	<b>\$9,775</b>	<b>\$10,068</b>	<b>\$293</b>
643				
644	<b>COUNCIL ON AGING TOTAL</b>	<b>\$156,428</b>	<b>\$161,306</b>	<b>\$4,878</b>
645				
646	<b>VETERANS AGENT</b>			
647	VETERANS AGENT - OTHER -STIPEND (NU)	\$5,898	\$6,075	\$177
648	<b>PERSONNEL</b>	<b>\$5,898</b>	<b>\$6,075</b>	<b>\$177</b>
649				
650	VETERANS AGENT - OFFICE SUPPLIES	\$100	\$200	\$100
651	VET BENEFITS - OTHER SERVICES	\$75,000	\$75,000	\$0
652	<b>EXPENSES</b>	<b>\$75,100</b>	<b>\$75,200</b>	<b>\$100</b>
653				
654	<b>VETERANS AGENT TOTAL</b>	<b>\$80,998</b>	<b>\$81,275</b>	<b>\$277</b>
655			\$0	
656	<b>* HUMAN SERVICES TOTAL</b>	<b>\$495,430</b>	<b>\$509,569</b>	<b>\$14,139</b>
657				
658	<b>LIBRARY</b>			
659	LIBRARY - WAGES-LIBRARY DIRECTOR (NU)	\$85,830	\$88,405	\$2,575
660	LIBRARY - WAGES - LIBRARY TECHS (NU)	\$222,072	\$228,846	\$6,774
661	LIBRARY - OTHER - STIPEND - LONGEVITY	\$3,600	\$4,200	\$600
662	<b>PERSONNEL</b>	<b>\$311,502</b>	<b>\$321,451</b>	<b>\$9,949</b>
663				
664	LIBRARY - REPAIR & MAINTAIN - EQUIPMENT	\$1,000	\$1,000	\$0
665	LIBRARY - COMMUNICATION	\$1,000	\$0	-\$1,000
666	LIBRARY - OTHER PURCHASED SERVICES	\$22,151	\$24,547	\$2,396
667	LIBRARY - OFFICE SUPPLIES	\$1,500	\$1,500	\$0
668	LIBRARY - CUSTODIAL SUPPLIES	\$0	\$0	\$0
669	LIBRARY - OTHER SUPPLIES - BOOKS DVD CD	\$58,431	\$62,229	\$3,798
670	LIBRARY - DUES & MEMBERSHIPS	\$250	\$250	\$0
671	LIBRARY - OTHER CHARGES-MILEAGE	\$0	\$0	\$0
672	<b>EXPENSES</b>	<b>\$84,332</b>	<b>\$89,526</b>	<b>\$5,194</b>
673			\$0	
674	<b>LIBRARY TOTAL</b>	<b>\$395,834</b>	<b>\$410,977</b>	<b>\$15,143</b>
675				
676	<b>RECREATION</b>			

677	RECREATION DEPT HEAD (U)		\$42,461	\$48,303	\$5,841
678	RECREATION SUPPORT STAFF (NU)(Assistant Dir)		\$14,976	\$10,425	-\$4,551
679	RECREATION CLOTHING		\$600	\$600	\$0
680	RECREATION LONGEVITY		\$500	\$600	\$100
681		PERSONNEL	\$58,537	\$59,928	\$1,391
682					
683	RECREATION- MISC. SUPPLIES AND SERVICES		\$2,500	\$2,500	\$0
684		EXPENSES	\$2,500	\$2,500	\$0
685				\$0	
686	RECREATION TOTAL		\$61,037	\$62,428	\$1,391
687				\$0	
688	MEMORIAL DAY AND BAND CONCERTS				
689	MEMORIAL DAY - PROFESSIONAL SERVICES		\$1,500	\$1,800	\$300
690	MEMORIAL DAY - BAND SERVICES		\$3,500	\$3,100	-\$400
691	MEMORIAL DAY - OTHER SUPPLIES		\$1,200	\$1,300	\$100
692	BAND CONCERTS - BAND SERVICES		\$12,900	\$12,900	\$0
693	BAND CONCERTS - OTHER SUPPLIES		\$300	\$300	\$0
694		EXPENSES	\$19,400	\$19,400	\$0
695				\$0	
696	MEMORIAL DAY AND BAND CONCERTS TOTAL		\$19,400	\$19,400	\$0
697					
698	FLAG COMMITTEE				
699	FLAG COMMITTEE EXPENSES		\$2,000	\$1,500	-\$500
700		EXPENSES	\$2,000	\$1,500	-\$500
701					
702	FLAG COMMITTEE TOTAL		\$2,000	\$1,500	-\$500
703				\$0	
704		* CULTURE AND RECREATION TOTAL	\$478,271	\$494,305	\$16,034
705					
706	DEBT				
707	LONG TERM DEBT- PRINCIPAL EXEMPT			\$90,000	
708		EXPENSES	\$171,924	\$90,000	-\$81,924
709				\$0	
710	LONG TERM DEBT- PRINCIPAL NON EXEMPT			\$181,924	
711		EXPENSES	\$165,000	\$181,924	\$16,924
712					
713	LONG TERM DEBT- INTEREST EXEMPT			\$9,000	

714		<b>EXPENSES</b>	<b>\$12,100</b>	<b>\$9,000</b>	<b>-\$3,100</b>
715					
716	LONG TERM DEBT- INTEREST NON EXEMPT			\$78,750	
717		<b>EXPENSES</b>	<b>\$82,050</b>	<b>\$78,750</b>	<b>-\$3,300</b>
718					
719	INTEREST ON SHORT TERM LOANS . ISSUANCE			\$10,000	
720		<b>EXPENSES</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$0</b>
721					
722	<b>DEBT TOTAL</b>		<b>\$441,074</b>	<b>\$369,674</b>	<b>-\$71,400</b>
723					
724		<b>*DEBT TOTAL</b>	<b>\$441,074</b>	<b>\$369,674</b>	<b>-\$71,400</b>
725					
726	<b>RETIREMENT</b>				
727	COUNTY RETIREMENT SYSTEM		\$934,764	\$991,340	\$56,576
728		<b>EXPENSES</b>	<b>\$934,764</b>	<b>\$991,340</b>	<b>\$56,576</b>
729					
730	<b>RETIREMENT TOTAL</b>		<b>\$934,764</b>	<b>\$991,340</b>	<b>\$56,576</b>
731					
732	<b>UNEMPLOYMENT INSURANCE</b>				
733	UNEMPLOYMENT COMPENSATION		\$15,000	\$15,900	\$900
734		<b>EXPENSES</b>	<b>\$15,000</b>	<b>\$15,900</b>	<b>\$900</b>
735					
736	<b>UNEMPLOYMENT TOTAL</b>		<b>\$15,000</b>	<b>\$15,900</b>	<b>\$900</b>
737					
738	<b>HEALTH INSURANCE</b>				
739	HEALTH INSURANCE TOWN SHARE		\$817,946	\$863,431	\$45,485
740		<b>EXPENSES</b>	<b>\$817,946</b>	<b>\$863,431</b>	<b>\$45,485</b>
741				\$0	
742	<b>HEALTH INSURANCE TOTAL</b>		<b>\$817,946</b>	<b>\$863,431</b>	<b>\$45,485</b>
743					
744	<b>LIFE INSURANCE</b>				
745	LIFE INSURANCE TOWN SHARE		\$450	\$450	\$0
746		<b>EXPENSES</b>	<b>\$450</b>	<b>\$450</b>	<b>\$0</b>
747					
748	<b>LIFE INSURANCE TOTAL</b>		<b>\$450</b>	<b>\$450</b>	<b>\$450</b>
749					
750	<b>MEDICARE</b>				
751	MEDICARE TOWN SHARE		\$59,229	\$73,253	\$14,024

752	EXPENSES	\$59,229	\$73,253	\$14,024
753				
754	<b>MEDICARE TOTAL</b>	<b>\$59,229</b>	<b>\$73,253</b>	<b>\$14,024</b>
755				
756	<b>GENERAL INSURANCE</b>			
757	GENERAL PROP LIABILITY & VEHICLE INS. & WORKERS COMP	\$311,771	\$321,125	\$9,354
758	EXPENSES	\$311,771	\$321,125	\$9,354
759				
760	<b>GENERAL INSURANCE TOTAL</b>	<b>\$311,771</b>	<b>\$321,125</b>	<b>\$9,354</b>
761				
762	<b>* INSURANCES TOTAL</b>	<b>\$2,139,160</b>	<b>\$2,265,500</b>	<b>\$126,339</b>
763				
764		<b>\$24,378,999</b>	<b>\$25,222,935</b>	<b>\$843,935</b>

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Omnibus budget below.

**ARTICLE 6:**

To see if the Town will vote to fix the salaries and compensation of all elected Officers of the Town as provided by Massachusetts General Laws Chapter 41, Section 108, as amended, and as appropriated in this warrant, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Selectmen  
Read by: Joe Shank

**DESCRIPTION:** This article is legally required to set the Town Clerk's budgeted salary.

**FY22 WATER ENTERPRISE DEPARTMENT BUDGET  
(MAJORITY VOTE)**

**ARTICLE 7:**

159 To see if the Town will vote to appropriate the sum of \$1,516,376.00 or any other sum  
160 from Water Enterprise Fund revenues to operate the Water Department for Fiscal Year  
161 2023, and in order to fund the cost of inter-municipal expenses that \$343,000 or any  
162 other sum of this sum be appropriated in the general fund; or take any other action in  
163 relation thereto.

164  
165 **SUBMITTED BY:** Board of Water Commissioners  
166 Read by: Chaz Sexton-Diranian

167  
168 **DESCRIPTION:** This is the article to fund annual operating budget for the Water  
169 Department including inter-municipal expenses carried in the General Fund budget.

170  
171 **ARTICLE 8: (Two Thirds Vote)**

172 1) To see if the Town will vote to borrow, transfer from available funds and appropriate  
173 a sum of money, not to exceed Fourteen Million Nine Hundred Thousand dollars  
174 (\$14,900,000.00) be and hereby is appropriated to pay costs of making various water  
175 system improvements, including, but not limited to, (i) the design and construction of a  
176 PFAS water treatment plant at the Harbor Trace well site, and (ii) the design and  
177 construction of a raw water transmission main between the Witch's Brook well site and  
178 Harbor Trace well site, and the payment of all other costs incidental and related thereto,  
179 and that to meet this appropriation, the Town Treasurer, with the approval of the Board  
180 of Water Commissioners, is hereby authorized to borrow said amount under and  
181 pursuant to M.G.L. c. 44, §§7 and 8, or pursuant to any other enabling authority, and to  
182 issue bonds or notes of the Town therefor. All, or any portion, of this borrowing may be  
183 obtained through the Massachusetts Clean Water Trust (the "Trust"). The Board of  
184 Water Commissioners, the Treasurer and any other appropriate official of the Town are  
185 authorized to execute and deliver any and all agreements and other documents that  
186 may be required by the Trust, or by The Commonwealth of Massachusetts' Department  
187 of Environmental Protection in connection with any financing to be obtained through  
188 the Trust. Any premium received upon the sale of any bonds or notes approved by this  
189 vote, less any such premium applied to the payment of the costs of issuance of such  
190 bonds or notes, may be applied to the payment of costs approved by this vote in  
191 accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be  
192 borrowed to pay such costs by a like amount; or take any action in relation thereto.

193  
194 **SUBMITTED BY:** Water Department  
195 Read by: Chaz Sexton-Diranian

196  
197 **DESCRIPTION:** This amount needs to be appropriated so the Water Department and  
198 the Town can apply for the Drink Water State Revolving Fund (DWSRF) loan. The loan as  
199 defined by the DWSRF will be interest free with a certain amount of principal  
200 forgiveness. This is a required and necessary process to accomplish the full remediation

201 of PFAs in our town's drinking water. Without this water treatment plant, the Water  
 202 Department runs the risk of not being able to maintain a sustainable water capacity to  
 203 the town.

204  
 205 **CAPITAL FINANCIAL ARTICLES**  
 206 **(MAJORITY VOTE)**

207 **ARTICLE 9:**

208 To see if the Town will vote to raise and appropriate, borrow or transfer from available  
 209 funds in the treasury the sum or sums of \$441,950 or any other sum for the purpose of  
 210 funding the FY23 Capital Plan as voted by the Capital Planning Committee as detailed  
 211 below; or take any other action in relation thereto.  
 212

Item #	Department	Description	FY 23 Cost	Funding Source
1	<b>Fire-EMS</b>	Replace 2007 Car 2	\$ 55,000	Free Cash
2	<b>Highway</b>	F550 4x4 dump truck w/ plow	\$ 80,000	Free Cash
3		Asphalt Hot Box	\$ 43,000	Free Cash
4		Replace body on 2012 F450	\$ 14,400	Free Cash
5	<b>Facilities</b>	½ Ton Pickup	\$ 38,500	Free Cash
6		Exterior repair Memorial Hall	\$ 20,000	Free Cash
7		Exterior repair Harbor Fire Station	\$ 10,000	Free Cash
8		Dispose of and preserve documents in old library	\$ 60,000	Free Cash
9		Repair & painting of Old Harbor Fire Station	\$ 20,000	Free Cash
10	<b>Police Dept.</b>	Records management project (scan old doc's)	\$ 35000	Free Cash
11		2 <sup>nd</sup> lease payment on four police cruisers	\$70,000	In Oper. Budget, Free Cash
12	<b>Conservation</b>	Tablet, Hand Auger, Munsell Soil Book	\$ 1050	Free Cash
13	<b>Water Dept.</b>	HDPE Pipe Fusing Machine	\$25,000	Water Enterprise Retained Earnings
14		36 inch Plotter Printer Scanner	\$10,000	Water Enterprise Retained Earnings
15		Decommissioning and reforesting Main St well field	\$30,000	Water Enterprise Retained Earnings
		<b>Total</b>	<b>441,950</b>	

213  
 214 **SUBMITTED BY:** Capital Planning Committee  
 215 Read by: Veronica Kell  
 216

217 **DESCRIPTION:** This is the annual article submitted by the Capital Planning Committee.  
 218 It lists all the capital projects or items being proposed for FY23 funded from Free Cash  
 219



220 **CAPITAL FINANCIAL ARTICLES**  
 221 **(TWO-THIRDS VOTE)**

222 **ARTICLE 10:**

223 To see if the Town will vote to raise and appropriate, borrow or transfer from available  
 224 funds in the treasury the sum or sums of \$1,060,000 or any other sum for the purpose  
 225 of funding the FY23 Capital Plan as voted by the Capital Planning Committee as detailed  
 226 below; or take any other action in relation thereto.  
 227

Item #	Department	Description	FY 23 Cost	Funding Source
1	Fire-EMS	Replace 1995 Engine 2	\$745,000	Borrow
2		Replace 1995 Forestry 2	\$ 75,000	Borrow
3	Highway	6 Wheel dump truck w/plow & sander	\$240,000	Borrow
		<b>Total</b>	<b>\$1,060,000</b>	

228  
 229 **SUBMITTED BY:** Capital Planning Committee  
 230 Read by: Joe Shank  
 231

232 **DESCRIPTION:** This is the annual article submitted by the Capital Planning Committee. It  
 233 lists all the capital projects or items being proposed for FY23 requiring a two-thirds vote.  
 234

235 **ARTICLE 11**

236 To see if the Town will vote to raise and appropriate, borrow or transfer from available  
 237 funds in the treasury the sum or sums of \$101,588 or other sum for the purpose of  
 238 funding the FY 23 lease for the ambulance; or take any action in relation thereto.  
 239

240 **SUBMITTED BY:** Select Board  
 241 Read by Joe Shank  
 242

243 **DESCRIPTION:**  
 244 Xxx  
 245

246 **ARTICLE 12**

247 To see if the Town will vote to close out old warrant articles and reallocate to the Capital  
 248 Stabilization Account the balances as indicated below for a total \$55,491.25 or any other  
 249 sum; or take any action in relation thereto.  
 250

- STM 12/20/18 ART 14 COSTS ASSOCIATED WITH CHARTER REVIEW \$ 3,827.50
- STM 12/20/18 ART 4 WAGE SETTLEMENT \$ 2,874.35

- A7 ATM 5/8/21 RETROACTIVE SALARY ADJUSTMENTS \$ 21,775.52
  - A25 ATM 5/3/16 CABLE AND PEG ACCESS EXPENSES \$ 15,091.92
  - COMM CTR- ATM 05/01/18 ART 8 POLICE AND FIRE/EMS  
RADIO AND COMMUNICATIONS EQUIPMENT \$ 349.80
  - ATM 07/25/2020 ART 7 - AMBULANCE LEASE PAYMENT-  
YEAR 1 \$ 1,572.16
  - ATM 07/25/2020 ART 7 - Dump Truck \$ 10,000.00
- \$ 55,491.25

251

252 **SUBMITTED BY:** Select Board

253 Read by: Veronica Kell

254 **DESCRIPTION:** This is the article that seeks to reauthorize funds from prior approvals  
255 where the projects are finished and to contribute to the Capital Stabilization account

256

257

258 **GENERAL FINANCIAL ARTICLES**  
259 **(MAJORITY VOTE)**

260

261 **ARTICLE 13:**

262 To see if the Town will vote to transfer \$10,000 or any other sum to the Cemetery Lots  
263 account.....?????

264

265 **SUBMITTED BY:** Select Board

266 Read by: Chaz Sexton-Diranian

267

268 **DESCRIPTION:**

269 xxx

270

271 **ARTICLE 14:**

272 To see if the Town will vote to appropriate from the PEG Access Receipts Reserved  
273 Account funds equal to five percent (5%) of Comcast's Gross Annual Revenues in  
274 Townsend, subject to receipt and availability, and authorize the Board of Selectmen and  
275 Town Administrator to expend and distribute said funds to Townsend Community  
276 Access Media, Inc. on a quarterly basis for the purpose of annual funding of the  
277 production and broadcast of Public, Educational, and Government (PEG) access  
278 television on terms contained in a certain Grant Agreement between the Town of  
279 Townsend, MA and Townsend Community Access Media, Inc., effective September 15,  
280 2020, and take any other action in relation thereto.

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**SUBMITTED BY:** TCAM and the Select Board  
Read by: Veronica Kell

**DESCRIPTION:** This Article will appropriate and permit expenditure of current Comcast cable revenue sharing funds in the PEG Access Receipts Reserved Account for the purpose of continued funding of the production and broadcast of Public, Educational, and Government (PEG) access television by the non-profit cable access corporation TCAM (Townsend Community Access Media, Inc.) pursuant to the Grant Agreement Between the Town of Townsend, MA and Townsend Community Access Media, Inc. signed by both parties on September 15, 2020.

**ARTICLE 15:**

To see if the Town will vote to raise and appropriate, borrow or transfer from Free Cash or other available funds in the treasury the sum of 5,000.00 or any other sum\_to defray the charges and expenses for the planning and execution of the Town's 300<sup>th</sup> Anniversary Celebration to be held in the year 2032; or take any other action in relation thereto.

**SUBMITTED BY:** Select Board  
Read by: Joe Shank

**DESCRIPTION:** This is an article to provide funding the Town's 300th Anniversary Celebration.

**ARTICLE 16:**

To see if the Town will vote to raise and appropriate, borrow or transfer from available funds in the treasury the sum of \$8,000 or any other sum\_for the purpose of funding the Assessors' FY23 Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue, Bureau of Local Assessments, or take any other action in relation thereto.

**SUBMITTED BY:** Board of Assessors  
Read by: Chaz Sexton-Diranian

**DESCRIPTION:** This is an article to fund the Assessors' FY23 504 Valuations, Periodic Inspections and Property Data Verification Program as mandated by the Massachusetts Department of Revenue.

**GENERAL BUSINESS, GENERAL BYLAWS AND ADOPTIONS  
(MAJORITY VOTE)**

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**ARTICLE 17:**

I move that the Town vote to amend the following fees in General ByLaw Chapter 37, Article 11, Section 37-2, Fee Schedule as follows:

- (13) For furnishing a certificate of birth: ~~\$7~~ \$10.
- (29) For furnishing a certificate of death: ~~\$7~~ \$10.
- (44) For furnishing a certificate of marriage: ~~\$7~~ \$10.
- (67) For copying any manuscript or record pertaining to a birth, marriage or death: ~~\$7~~ \$10.

**SUBMITTED BY:** Town Clerk

Read by: Joe Shank

**DESCRIPTION:** To increase fees associated with certified copies of vital records.

**ARTICLE 17:**

to see if the Town will accept-four properties from the Townsend Conservation Land Trust, *identified as assessors parcels* 21-7-2, 17-109-0, 17-24B-0, and 19-49-0."

- a. Rt 13 N land with Welcome to Townsend sign, Map-Block-Lot 21-7-2 (0.15 acres)
- b. Pheasant Ridge Rd entrance to development, Map-Block-Lot 17-109-0 (0.145 ac) and 17-24B-0 (0.557 acres)
- c. Barker Hill Rd, Map-Block-Lot 19-49-0 (0.309 acres)

**SUBMITTED BY:** Select Board

Read by: Veronica Kell

**DESCRIPTION:**

Xxx

**ARTICLE 18:**

To see if the Town will vote to transfer the care, custody, and control of the following properties from the Board of Selectmen, presently possessed by it for general municipal or affordable housing purposes, as indicated, to the Townsend Affordable Housing Trust, established u/d/t dated October 23, 2020, and recorded with the Middlesex South District Registry of Deeds at Book 76193, Page 28, for the purpose of preserving and creating affordable housing:

<u>Assessor's Map, Block and Lot</u>	<u>Approximate acreage</u>	<u>Present purpose</u>	<u>Registry of Deeds reference</u>
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34-74-0	31.4	General municipal purposes; acquired via tax taking	Book 19522, Page 114
34-80-0	3.0	General municipal purposes; acquired via tax taking	Book 38455, Page 293
10-52-0	2.3	General municipal purposes; acquired via tax taking	Book 60699, Page 362
10-70-0	4.7	General municipal purposes; acquired via tax taking	Book 60699, Page 362
25-5-1	19.3	General municipal purposes; acquired via tax taking	Book 21123, Page 18; Book 26258, Page 157
28-57-0	11.85	Affordable housing purposes	Book _____, Page _____

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or take any other action in relation thereto.

**SUBMITTED BY:** Select Board  
Read by: Chaz Sexton-Diranian

**DESCRIPTION:**  
Xxx

**ARTICLE 19: Citizens' Petition**

To see if the voters of the Town of Townsend will vote to accept as a Town Way; Harbor Trace Road and Cooperate Way (shown on a definitive Subdivision Plan #803 of 2003 recorded at Middlesex South Registry of Deeds at Book 40549 and Page 330) extending easterly from South Street at a distance of approximately 700ft.

Said proposed Town Ways are to be called: Harbor Trace Road and Cooperage Way.

The details of the proposed Town Way are set out on the "Petition Package" on file with the Town Clerk.

**SUBMITTED BY:** Petition  
Read by: Joe Shank

**DESCRIPTION:**  
Planning Board recommendation ....  
Select Board recommendation ....

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**ZONING BYLAWS AND ADOPTIONS  
(TWO-THIRDS VOTE)**

**ARTICLE 20:**

To see if the Town will vote to adopt Mass General Law Chapter 40 Section 57 to the licensing authorities to deny any application for, or revoke or suspend a building permit, or any local license or permit including renewals and transfers issued by any board, officer, department for any person, corporation or business enterprise, who has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges, including amounts assessed under the provisions of section twenty-one D or with respect to any activity, event or other matter which is the subject of such license or permit and which activity, event or matter is carried out or exercised or is to be carried out or exercised on or about real estate whose owner has neglected or refused to pay any local taxes, fees, assessments, betterments or any other municipal charges.

**SUBMITTED BY:** Select Board  
Read by: Chaz Sexton-Diranian

**DESCRIPTION:** Description: The Treasurer/collector shall periodically or at least annually furnish to each department, board, commission or division, hereinafter referred to as the licensing authority, that issues licenses or permits including renewals and transfers, a list of any person, corporation, or business enterprise, hereinafter referred to as the party, that has neglected or refused to pay any local taxes, fees, assessments, betterments or other municipal charges, and that such party has not filed in good faith a pending application for an abatement of such tax or a pending petition before the appellate tax board.

**ARTICLE 21:**

To see if the Town will vote to amend its General Bylaws, Chapter 138, entitled "Wetlands," as follows:

(i) by adding to Section 138-1, entitled "Application," a new Subsection "D," stating:

"D. No activity is permitted within the no disturb zone adjacent to any resource area, including but not limited to clearing of vegetation, cutting, trimming, filling, excavating, grading, composting, planting, harvesting, mowing, planting, landscaping, depositing of waste, debris or other materials,

431 fencing, installation of roads, driveways and walkways,  
432 construction of any kind and any other site altering  
433 activities. The conducting of these activities in close  
434 proximity to wetlands risks alteration of the wetlands  
435 themselves, and the Conservation Commission has so  
436 determined. Notwithstanding the foregoing, any area  
437 comprising a no disturb zone that is already developed as of  
438 the effective date hereof may be maintained in its then-  
439 current state; provided, however, that any substantial  
440 alteration thereto shall require a permit issued by the  
441 Conservation Commission. Upon request, the Conservation  
442 Commission may permit certain regulated activities,  
443 otherwise prohibited, to occur within the no disturb zone,  
444 but only upon a showing by the applicant, and findings by  
445 the Commission, that there exists no practicable alternative  
446 to the proposed activity AND that the activities proposed  
447 will have no adverse impact on the resource area(s). The  
448 Conservation Commission's decision to grant or deny a  
449 waiver shall be entitled to deference except in such  
450 circumstance where its decision is arbitrary or capricious;  
451

452 and

453  
454 (ii) by adding to Section 138-7, entitled "Definitions," a new  
455 Subsection A.8, defining "No Disturb Zone" by stating:  
456

457 (8) "No Disturb Zone" shall be defined as the portion of a buffer  
458 zone extending 35 feet horizontally from the edges of the  
459 resource area, comprised of and functioning as a natural  
460 protective barrier of land within which disturbance is  
461 generally prohibited.

462  
463 or take any other action in relation thereto.  
464

465 **SUBMITTED BY:** Select Board

466 Read by Veronica Kell  
467

468 DESCRIPTION:

469 xxx

470

471 **ARTICLE 22:**

472 To see if the Town will vote to amend Article VI of the Town's Zoning Bylaw, entitled  
473 "Land Use Regulations," Section 145-26, entitled "Residential Districts," Subsection A,  
474 entitled "Residential A and B Districts permitted uses" Item 10, as follows, with  
475 additions to the existing text of the Bylaw in **bold**: (a) The raising or keeping of a small  
476 flock of fowl (**female chicks and hens, but no roosters**) not to exceed 20 for non-  
477 commercial use by residents. **Roosters may be kept by residents on lots of one acre**  
478 **or more in size. All fowl, including roosters, must be kept in a coop or pen enclosure**  
479 **that is not less than 10 feet from a lot line and 50 feet from an abutting residential**  
480 **dwelling. It is the responsibility of the property owner to ensure their flock is**  
481 **sufficiently contained to the subject property. At no time shall the animals be**  
482 **permitted to enter abutting parcels or the public way. Failure to comply with this**  
483 **requirement may result in an order to remove the animals.**

484

485 Or take any other action in relation thereto.

486

487 SUBMITTED BY: Planning Board

488 Read by: Joe Shank

489

490 **ARTICLE 23:**

491 To see if the Town will vote to amend Article VI of the Town's Zoning Bylaw, entitled  
492 "Land Use Regulations," Section 145-26, entitled "Residential Districts," Subsection B,  
493 entitled "Residential A and B Districts special permit uses," Item 9, as follows, with  
494 additions to the existing text of the Bylaw in **bold**: (9) Commercial kennel, **dog grooming**  
495 **establishment, dog training establishment, dog daycare establishment,** animal or  
496 veterinary hospital, provided that such use is located on the same premises as a  
497 dwelling and is conducted by a resident thereof;

498

499 Or take any other action in relation thereto.

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501

502 SUBMITTED BY: Planning Board

503 Read by: Veronica Kell

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505 DESCRIPTION:

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**STABILIZATION ARTICLE  
(TWO-THIRDS VOTE)**



512 **ARTICLE 24:**  
513 To see if the Town will vote to raise and appropriate funds outside of Proposition 2 ½ to  
514 balance the budget or take any other action in relation thereto.

515  
516 **SUBMITTED BY:** Board of Selectmen  
517 Read by: Veronica Kell

518  
519 **DESCRIPTION:** Theses additional funds are needed to raise the levy limit in order to  
520 balance the FY 23 budget and provide additional funds for future years.

521  
522 **ARTICLE 25:**  
523 To see if the Town will vote to appropriate from stabilization account the funds to  
524 needed to balance the budget or take any other action in relation thereto.

525  
526 **SUBMITTED BY:** Board of Selectmen  
527 Read by: Chaz Sexton-Diranian

528  
529 **DESCRIPTION:** This article provides a funding source to provide to balance the  
530 budget. The amount will be determined at the Annual Town Meeting. If Article 24  
531 passes at the elections and at this ATM, Article 25 will be 'passed over'.  
532

533

And you are directed to serve this Warrant, by posting up attested copies thereof at MEMORIAL HALL, 272 MAIN STREET at the CENTER, THE WEST TOWNSEND READING ROOM, 264 DUDLEY ROAD in WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and the HARBOR FIRE STATION, 47 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET in said Townsend, at least SEVEN (7) days before the time of holding said meeting.

534

**HEREOF FAIL NOT**, and make do return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of the meeting, as aforesaid.

Given under our hands this xx<sup>nd</sup> day of April in the year **Two Thousand Twenty-two**

**SELECTMEN OF TOWNSEND**

---

Veronica Kell, Chairman

---

Joe Shank, Vice Chairman

---

Charles Sexton-Diranian Clerk

DRAFT

A true copy. ATTEST:

\_\_\_\_\_ CONSTABLE  
**MIDDLESEX, SS.**

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET at the CENTER, THE WEST TOWNSEND FIRESTATION, 460 MAIN STREET in WEST TOWNSEND, THE POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD and the HARBOR FIRE STATION, 47 MAIN STREET AND HARBOR CHURCH, 80 MAIN STREET in said Townsend, AT LEAST SEVEN (7) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

*Constable* TOWNSEND

\_\_\_\_\_  
SIGNATURE

<u>LOCATION</u>	<u>TIME</u>	<u>MONTH</u>	<u>DAY</u>	<u>YEAR</u>
MEMORIAL HALL	_____	_____	_____	_____
WEST TOWNSEND FIRE STATION	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR FIRE STATION	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____



**FY23 Budget Prep (Recap) Townsend**

4/5/2022

**II. Amounts to be Raised**

**IIa. Town Meeting Appropriations**  
General Fund Budget

4/3/22 Omnibus Budget

\$ 25,222,935 R&A

Total General Fund \$ 25,222,935

**Warrant Articles**

1	STM pay past bills	\$ 2,826	Free Cash
2	STM Snow & Ice deficit	\$ 189,754	Free Cash
3	STM Fund the balance of the FY 22 MIS budget	\$ 80,000	Free Cash, 4/5 RP estimate
10-1	Replace Car 2	\$ 55,000	Free Cash
10-2	F550 4X\$ dump truck w/ plow	\$ 80,000	Free Cash
10-3	Asphalt Hot Box	\$ 43,000	Free Cash
10-4	Replace body on 2012 F450	\$ 14,400	Free Cash
10-5	1/2 Ton Pickup truck - Facilities	\$ 38,500	Free Cash
10-6	Exterior repair Memorial hall	\$ 20,000	Free Cash
10-7	Exterior repair Harbor Fire Station	\$ 10,000	Free Cash
10-8	Dispose of and preserve docs in old library	\$ 35,000	Free Cash
10-9	Repair & Paint old Harbor Fire Station	\$ 20,000	Free Cash
10-10	Records management project	\$ 35,000	Free Cash
10-11	2nd lease on 4 police cruisers	\$ -	R&A with offsetting transfer from Free Cash
10-12	Tablet, auger, book	\$ 1,050	Free Cash
11	Ambulance lease	\$ 101,588	Ambulance Reserve
14	PEG funds transfer	\$ 131,212	PEG Reserve account
15	Town's 300th Anniversary Fund	\$ 5,000	Free Cash
16	Assessors Periodic Inspections	\$ 8,000	Free Cash

Free Cash used - from these warrant articles  
\$ 637,530.00

**IIb. Other Amounts to be Raised**

Cherry Sheet Offsets	\$ 22,180	Estimate
Assessment/Charges	\$ 76,429	FY 22 amount
Overlay/ abatements	\$ 130,000	Per Assessor 1/31/22

**Total Amts to be Raised** \$ 26,321,873

**III. Revenue Sources**

Cherry Sheet Estimated Receipts	\$ 1,832,339
Local receipts	\$ 1,814,285
revised 4/5, Ambulance Receipts Reserved	\$ 383,412
Enterprise Funds- Water Dept Indirect Charges	\$ 300,000
North Middlesex Exempt Debt	\$ 1,324,658
Nashoba Technical Regional High School	\$ 56,802
Peg Access Receipts Reserved	\$ 131,212
Title V Receipts Reserved	\$ 16,755
WTRR Rcpts Rsvd	\$ 2,900
Ambulance Lease - Rcpts Rsvd	\$ 101,588
Transfer from Free Cash for misc articles	\$ 865,530
Transfer from Rec. revolving account?	\$ -
Overlay reserve	\$ 50,000

**1/26/22 DLS**

FY 22 est, estimate \$10K more in FY 23 Increase another \$30 for increase demand fees  
Estimate, 430,000 In FY 22. Based on current balance and projections as of 4/30/22.  
Estimate, same as FY 22

**Free Cash Running Balance**

\$ 910,132.34	Starting Balance, after 12/14/21 STM
\$ -	Road Mnt
\$ -	Repay Stabilization
\$ 2,826.00	STM pay past bills
\$ 189,754.00	STM Snow & Ice deficit 3/30/22
\$ 80,000.00	STM Fund the balance of the FY 22 MIS budget 4/5/ RP Estimate
\$ 55,000.00	Replace Car 2
\$ 80,000.00	F550 4X\$ dump truck w/ plow
\$ 43,000.00	Asphalt Hot Box
\$ 14,400.00	Replace body on 2012 F450
\$ 38,500.00	1/2 Ton Pickup truck - Facilities
\$ 20,000.00	Exterior repair Memorial hall
\$ 10,000.00	Exterior repair Harbor Fire Station **
\$ 35,000.00	Dispose of and preserve docs in old library **
\$ 20,000.00	Repair & Paint old Harbor Fire Station**
\$ 35,000.00	Records management project **
\$ 70,000.00	2nd lease on 4 police cruisers
\$ 1,050.00	Tablet, auger, book
\$ 5,000.00	Town's 300th Anniversary Fund
\$ 8,000.00	Assessors Periodic Inspections
\$ 158,000.00	Transfer to Operating budget for former TA separation costs, Art 5

**Total Amts to be Non R&A Revenue**

\$ 6,879,481

**Recap Check (Page 1 Tax Re-Cap)**

Total Amount to be Raised \$ 26,321,873

Total Estimated Receipts & Other Rev Sources	\$	6,879,481
Tax Levy	\$	19,442,392
Levy Limit	\$	18,965,190
Available tax Levy	\$	(477,203)
Maximum Tax Levy	\$	28,336,584
Excess Levy Capacity	\$	8,894,191

44,602.34 Ending Balance  
 144,602.34 Ending Balance if \*\* items are delayed until future year

18,375,795.00  
 459,394.88  
 130,000.00  
 18,965,189.88  
 (477,202.61)

\$  
 Absolute value  
**477,202.61**  
 FY 22 levy limit \$  
 2.5% \$  
 New growth \$  
 FY 23 Levy Limit \$  
 FY 23 Excess Levy Capacity \$  
 Total Valuation, per DLS FY 22 \$

# Townsend, Town of

## 2022 First Quarter Report Card

Seats: 38

Initial CyberStrength Assessment Completion Rate	
Townsend, Town of	State Average
84.21%	52 %
Assignment #1 Completion Rates	
Townsend, Town of	State Average
69.57%	30 %
Phish Campaign #1 Failure Rate	
Townsend, Town of	State Average
2.63%	1 %

### Report Card #1 Break Down

The first quarterly report card compares your organization’s performance on the Municipal Cybersecurity Awareness Grant Program to the aggregate performance of all participating organizations throughout the Commonwealth. For Set-Your-Own-Timeline organizations, the scores listed in this report will be more accurate once the program starts.

### Report Card Statistics Breakdown

We measured your organization’s performance in the program using three different metrics. The completion of the initial CyberStrength Assessment, Assignment #1, and Phishing Campaign #1. For Set-Your-Own-Timeline organizations that want a more detailed breakdown of all other assignments, please consult your weekly reports.

\*Please note that if you are a Set-Your-Own-Timeline organization that has not started yet please disregard your report card.



\*For any questions, inquiries, or comments contact: [CyberAwarenessGrant@mass.gov](mailto:CyberAwarenessGrant@mass.gov)







5.3

## Massachusetts Association of Conservation Commissions

*protecting wetlands, open space and biological diversity through education and advocacy*

March 22, 2022

Townsend Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Dear Board of Selectmen:

I am very pleased to inform you that Jessica Consolvo associated with the Townsend Conservation Commission successfully completed eight units of the Massachusetts Association of Conservation Commissions (MACC) Fundamentals for Massachusetts Conservation Commissioners training program and has received a Certificate of Achievement for that accomplishment.

The Fundamentals program provides conservation commissioners and others with the basic knowledge and practical tools essential to carry out the many responsibilities of administering the Wetlands Protection Act and open space planning. Such training promotes sound, consistent fact-based decision-making and builds respect for conservation commission decisions. Each person who completes the course validates the wisdom of locally-based protection of wetlands and open space for current and future generations.

We congratulate Jessica for undertaking this training, as well as you and the Townsend Conservation Commission for recognizing the value of training in commission work and supporting this important training for your commission. Enclosed is a media release announcing Jessica's achievement for forwarding to your local newspaper.

We believe participation in continuing education on wetland and open space issues is an essential aspect of the work of conservation commission members and staff. We hope you will encourage commissioners to participate and assure that the commission budget includes adequate funding for the modest training fees necessary for participation.

Sincerely,

**Massachusetts Association of Conservation Commissions**

Dorothy A. McGlincy, PG, LSP  
Executive Director  
Email: [dorothy.mcglinicy@maccweb.org](mailto:dorothy.mcglinicy@maccweb.org)

Enclosure

cc: Townsend Conservation Commission



# Massachusetts Association of Conservation Commissions

*protecting wetlands, open space and biological diversity through education and advocacy*

FOR IMMEDIATE RELEASE:

Date: March 22, 2022

FOR INFORMATION CONTACT:

Dorothy A. McGlincy

617-489-3930

[dorothy.mcglincy@macccweb.org](mailto:dorothy.mcglincy@macccweb.org)

## LOCAL RESIDENT COMPLETES CONSERVATION COMMISSION CERTIFICATE TRAINING PROGRAM

The Massachusetts Association of Conservation Commissions (MACC) announced that it has awarded Jessica Consolvo, associated with the Townsend Conservation Commission, a Certificate of Achievement for successfully completing eight units of MACC's Fundamentals for Conservation Commissioners certificate training program.

The Fundamentals program provides conservation commissioners and others with the basic knowledge and practical tools essential to carrying out many responsibilities of administering the Wetlands Protection Act and for open space planning and protection. Such training promotes sound, consistent fact based decision-making and builds respect for commission determinations. MACC's training program is the only comprehensive program offered to those involved with the Wetlands Protection Act and open space planning.

By achieving her certificate, Jessica has shown dedication to the good work of the conservation commission to protect our natural resources for current and future generations.

MACC is a non-profit environmental organization founded in 1961 to support, educate and advocate on behalf of conservation commissions. MACC works for strong, workable, science-based laws and regulations regarding wetlands, other water resources, open space, and biological resources. MACC offers educational programs throughout the state. Call MACC at 617-489-3930 or visit [www.maccweb.org](http://www.maccweb.org) for more information.



5-3

# Massachusetts Association of Conservation Commissions

*protecting wetlands, open space and biological diversity through education and advocacy*

March 22, 2022

Townsend Board of Selectmen  
272 Main Street  
Townsend, MA 01469

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Sincerely,  
**Massachusetts Association of Conservation Commissions**

Dorothy A. McGlincy, PG, LSP  
Executive Director  
Email: [dorothy.mcglinicy@maccweb.org](mailto:dorothy.mcglinicy@maccweb.org)

Enclosures

cc: Townsend Conservation Commission



# Massachusetts Association of Conservation Commissions

*protecting wetlands, open space and biological diversity through education and advocacy*

FOR IMMEDIATE RELEASE:

Date: March 22, 2022

FOR INFORMATION CONTACT:

Dorothy A. McGlincy

617-489-3930

[dorothy.mcglincy@maccweb.org](mailto:dorothy.mcglincy@maccweb.org)

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Office of the Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

*Kathleen M. Spofford*  
Town Clerk  
*Jessica Funaiolo*  
Assistant Town Clerk

Office: (978) 597-1704  
Fax: (978) 597-8135

**Resignation Notice**

**DATE:** March 17, 2021

**TO:** Gary Shepherd, Interim Fire Chief  
Ross Perry, Interim Town Administrator  
Board of Selectmen

**FROM:** Kathleen M. Spofford, Town Clerk *Kathleen M Spofford*

Andrew Gordon submitted his resignation from Townsend Fire/EMS Department effective immediately. Attached is a copy of his resignation letter.

Chapter 41, Section 109 "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation.

cc: Melissa Dunnet



Marty Scott <mscott@townsendfire-ems.org>

**Resignation**

1 message

**Andrew Gordon** <andrewgordon0582@gmail.com>  
To: mscott@townsendfire-ems.org

Thu, Mar 17, 2022 at 10:47 AM

Marty,

This letter is to inform you that I am tendering my resignation from Townsend Fire effective immediately. I do thank you for the opportunity, but I do feel like I would benefit from a couple more years experience working under senior medics at WFD and maybe reapply down the road.

All the best!

Andrew Gordon

**R E C E I V E D**  
MAR 17 2022

TOWN OF TOWNSEND  
TOWN CLERK

53



Office of the Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

*Kathleen M. Spofford*  
Town Clerk  
*Jessica Funaiolo*  
Assistant Town Clerk

Office: (978) 597-1704  
Fax: (978) 597-8135

Resignation Notice

**DATE:** March 17, 2021

**TO:** Gary Shepherd, Interim Fire Chief  
Ross Perry, Interim Town Administrator  
Board of Selectmen

**FROM:** Kathleen M. Spofford, Town Clerk

Shawn Ormiston submitted his resignation from Townsend Fire/EMS Department effective immediately. Attached is a copy of his resignation letter.

Chapter 41, Section 109 "No resignation of a town official shall be deemed effective unless and until such resignation is filed with the town clerk, or such later time certain as may be specified in such resignation. Upon receipt of the resignation, the town clerk shall notify the remaining members of the board, committee, etc., if any, and notify the executive officers of the town of the effective date of resignation.

cc: Melissa Dunnet





# Bulletin

## March 18, 2022

RE: Special Town Meeting of December 14, 2021, Article 9.

Approved by the Attorney General

From the Office of the Town Clerk

Kathleen M. Spofford

On March 17, 2022 the Attorney General approved to amend Chapter 1 of the Town's General Bylaws, entitled "General Provision," Article II entitled "Noncriminal Disposition of Violations," Section 1-1, entitled "Fine schedule and enforcing officers," Subsection D, entitled "Unregistered Motor Vehicles Bylaw,"





THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL

CENTRAL MASSACHUSETTS DIVISION  
10 MECHANIC STREET, SUITE 301  
WORCESTER, MA 01608

MAURA HEALEY  
ATTORNEY GENERAL

(508) 792-7600  
(508) 795-1991 fax  
[www.mass.gov/ago](http://www.mass.gov/ago)

March 17, 2022

Kathleen M. Spofford, Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

Re: **Townsend Special Town Meeting of December 14, 2021 – Case # 10453  
Warrant Article # 9 (General)**

Dear Ms. Spofford:

**Article 9** - We approve Article 9 from the December 14, 2021 Townsend Special Town Meeting.

Under Article 9 the Town amended the general by-laws to amend Chapter 1, "General Provisions," Article II, "Noncriminal Disposition of Violations," Section 1-1, "Fine schedule and enforcing officers," Subsection D, "Unregistered Motor Vehicles Bylaw," to add a fine schedule for violations of the Town's Unregistered Motor Vehicles Bylaw and to designate the Townsend Police and the Building Inspector as the enforcing officers. In addition, under Article 9 the Town deleted from Chapter 112, "Streets and Sidewalks," Section 112-14, "Unregistered motor vehicles" in its entirety and added a new Chapter 128, "Unregistered Motor Vehicles." We offer comments for the Town's consideration regarding the new Chapter 128.

Chapter 128 (A) authorizes the keeping of one unregistered motor vehicle (assembled or disassembled) outdoors subject to certain setback requirements. Chapter 128 (A) does not apply to an unregistered motor vehicle that is kept "within an enclosed building." Chapter 128 (B) authorizes the Board of Selectmen to issue a permit "to keep more than one unregistered vehicle on any premises not within an enclosed building" and requires the Selectmen to hold a public hearing, with notice to abutters, and make certain findings, prior to the granting of the permit.

In addition, Chapter 128 (B) authorizes the Board of Selectmen to charge an "applicable fee" as part of the application for a permit. Any fee established by the Board of Selectmen must be consistent with state law. A municipality may impose fees, but it "has no independent power of taxation." *Silva v. City of Attleboro*, 454 Mass. 165, 169 (2009). In distinguishing valid fees from impermissible taxes, the Supreme Judicial Court has noted that fees tend to share the following common traits: (1) fees, unlike taxes, are charged in exchange for a particular governmental service which benefits the party paying the fee in a manner not shared by other

members of society; (2) user fees (although not necessarily regulatory fees) are paid by choice, in that the party paying the fee has the option of not utilizing the governmental service and thereby avoiding the charge; and (3) fees are collected not to raise revenues but to compensate the governmental entity providing the services for its expenses. See Silva, 454 Mass. at 168 (citing Emerson College v. City of Boston, 391 Mass. 415, 424-25 3 (1984)). The Town should consult with Town Counsel to ensure that any permit fee constitutes a valid fee rather than impermissible tax.

Lastly, Chapter 128 (E) provides that upon receipt of a written complaint, the Police Chief, the Building Inspector or their designees "shall perform a site inspection and investigation and shall report their findings to the Board of Selectmen in writing." In applying this provision, the Town should be mindful that municipal officials do not have the authority to conduct non-emergency warrantless searches of private property without permission of the owner. Commonwealth v. John G. Grant & Sons Co., Inc., 403 Mass. 151, 159-60 (1988). The U.S. Supreme Court has held that warrants are required for non-emergency administrative inspections. Camara v. Municipal Court of San Francisco, 387 U.S. 523 (1966) (requiring warrant for health inspector non-emergency entry); See v. City of Seattle, 387 U.S. 541 (1966) (requiring warrant for nonemergency inspection by fire chief). "[A]dministrative entry, without consent, upon the portions of commercial premises which are not open to the public may only be compelled through prosecution or physical force within the framework of a warrant procedure." See, 387 U.S. at 545. Massachusetts courts have similarly recognized that "statutes can no longer convey blanket powers of warrantless entries." Commonwealth v. Hurd, 51 Mass. App. Ct. 12, 17 (2001) (holding that G.L. c. 129, § 7 does not authorize warrantless searches for animal inspection). The Town should consult with Town Counsel to ensure that this Section is applied in a manner that is consistent with state law and applicable constitutional requirements.

**Note:** Pursuant to G.L. c. 40, § 32, neither general nor zoning by-laws take effect unless the Town has first satisfied the posting/publishing requirements of that statute. Once this statutory duty is fulfilled, (1) general by-laws and amendments take effect on the date these posting and publishing requirements are satisfied unless a later effective date is prescribed in the by-law, and (2) zoning by-laws and amendments are deemed to have taken effect from the date they were approved by the Town Meeting, unless a later effective date is prescribed in the by-law.

Very truly yours,

MAURA HEALEY  
ATTORNEY GENERAL

*Nicole B. Caprioli*

By: Nicole B. Caprioli  
Assistant Attorney General  
Municipal Law Unit  
10 Mechanic Street, Suite 301  
Worcester, MA 01608  
(508) 792-7600 ext. 4418

cc: Town Counsel Adam J. Costa

**TOWN OF TOWNSEND**  
**SPECIAL TOWN MEETING**  
**December 14, 2021**

**ARTICLE 9**

**Chapter 1 General Provisions**

**Article II Noncriminal Disposition of Violations**

**Section 1-1 Fine schedule and enforcing officers**

**D. Unregistered Motor Vehicles Bylaw**

- (1) Enforcing Officers:**
  - (a) Townsend Police.**
  - (b) Building Inspector.**
  
- (2) Fine schedule:**
  - (a) First offense: written warning.**
  - (b) Second offense: \$100 per day.**

Delete from Chapter 112 of the General Bylaws, entitled **Streets and Sidewalks**, Section 112-14, entitled **Unregistered motor vehicles** in its entirety.

**Chapter 128 Unregistered Motor Vehicles**

- A. No person or entity shall keep or permit to be kept on any premises within the Town of Townsend more than one unregistered motor vehicle assembled or disassembled unless said vehicles are stored within an enclosed building. The one unregistered motor vehicle shall be no closer than 15 feet to a public way, and no closer to the property line of another than the minimum setback for a new primary building or dwelling, whichever setback is greater, in the applicable zoning district.**
  
- B. For good cause shown, and upon application on a form approved for such purpose and the payment of any applicable fee, the Board of Selectmen may issue a permit to keep more than one unregistered motor vehicle on any premises not within an enclosed building. Issuance of a permit hereunder shall occur only after a duly called public hearing, of which all abutters to the premises have received at least five (5) days advance notice, and only upon a finding by the Board of Selectmen that such keeping:**
  - (1) Will not adversely affect the neighborhood;**
  - (2) Will not be a nuisance; and**
  - (3) The keeping of such vehicles will not be in conjunction with a use that is:**
    - (a) Otherwise not permissible in the zoning district; or**
    - (b) Is permissible by a special permit from the Zoning Board of Appeals but no permit has been granted.**

- C. All permits granted shall limit the number of unregistered motor vehicles to be kept on the premises by the permit holder, shall not run with the land, and shall be limited to a reasonable length of time to be determined by the Board of Selectmen.
- D. The provision of Sections A through F, inclusive, of this Bylaw, shall not apply to motor vehicles designed and used for farming purposes, nor to persons or entities in the lawful exercise of licenses granted under MGL c. 140, §§ 58 and 59.
- E. The Police Chief, the Building Inspector or their respective designees shall enforce this Bylaw. Upon receipt of a written complaint to the Board of Selectmen the Police Chief, the Building Inspector or their designees shall perform a site inspection and investigation and shall report their findings to the Board of Selectmen in writing. The report shall contain the property address at which the vehicle(s) are located, as well as the make, model, year and color of the vehicle(s), if known, and their approximate location on the site.
- F. This Bylaw may be enforced by the designated enforcing officers and/or by the Board of Selectmen, through any lawful means in law or in equity, including but not limited to noncriminal disposition in accordance with the provision of MGL c. 40 § 21D and § 1-1 of the Townsend Code, Article II, including the fine schedule incorporated therein. Each violation and each day that such violation occurs or continues to occur shall constitute a separate offense.



# Police Reform Insight Group

318 Bear Hill Road Suite 4A, Waltham , MA 02451  
(617) 686-0567  
info@policereformig.com

The Police Reform Insight Group (PRIG) was scheduled to participate on January 22, 2022 at the Massachusetts Municipal Association (MMA) Annual Conference panel discussion on Best Practices in Police Reform. Other panelists scheduled were Jen Breaker, Assistant Town Manager in Danvers and Christopher Delmonte, Chief of Police in Bridgewater. Unfortunately, due to ongoing Covid-19 concerns, the 2022 MMA in-person conference was cancelled. At a date to be determined in conjunction with the MMA, this panel will discuss with municipal and state leaders via webinar, the newly enacted POST laws that are affecting every police agency across the Commonwealth.

During 2021, PRIG emailed many police agencies to discuss our services and make our team available to assist in reaching the goal of compliance with Massachusetts Police Accreditation Commission certification and accreditation standards and POST requirements. We recognize and understand the overwhelming duties and responsibilities placed upon you and your police agency and we are here to assist and help relieve some of the time sensitive tasks that must be completed. Please feel free to contact us to help support these endeavors. We are a private company not affiliated with MPAC, MPTC or POST, but we work directly in support of their goals. Police Chief agency references will be made available upon request.

Sincerely,

*Linda O'Brien*  
*Linda Trant*  
*Michael Kiely*







## *President's Message* *Chief Michael J. Bradley, Jr.*

### **The Importance of Accreditation for Massachusetts Police Departments**

This month, the Massachusetts Police Accreditation Commission will hold its three-day Conference at the Sea Crest Beach Hotel in Falmouth on March 29, 30 and 31. During this conference the Commission will roll out the 6th edition standards as well as celebrate 25 years of success in guiding Massachusetts law enforcement agencies to meet the highest professional standards in the industry. In addition to the 6th edition standards, all compliance and action items associated with the "Police Reform Law" have been incorporated into the program.

Seeking Accreditation is a lofty goal that I would encourage every department to consider. It is especially important for new Police Chiefs seeking a path forward when taking over as the CEO of the agency. The benefits of accreditation are many and include ensuring that your agency meets best practices for law enforcement agencies to reduce the risks of liability; accountability and transparency to your community regarding high-risk areas such as training, use of force, evidence handling and personnel management. It provides the ability to judge the performance of the agency and identifies problem areas and deficiencies before they negatively impact operations. Most importantly, the program provides a means of independent evaluation of agency operations for quality assurance purposes.

The Massachusetts Police Accreditation Program was formed in October of 1996 through the efforts of the Massachusetts Chiefs of Police Association, the Massachusetts Police Accreditation Coalition and the Executive Of-

fice of Public Safety. In February of 2004, the Massachusetts Police Accreditation Commission transitioned from a state agency to a private, non-profit organization.

The Commission consists of an eleven-member Board of Directors. Six members are appointed by the Massachusetts Chiefs of Police Association, one by the Massachusetts Municipal Association, and one by the Massachusetts Police Association. Three additional members are elected by the Board of Directors, and all must have demonstrated expertise in law enforcement and public safety initiatives, and one must be affiliated with an academic institution.

The Massachusetts Police Accreditation Program offers an accreditation process for police agencies across the Commonwealth. The process consists of two major components: (1) the establishment of a body of professional standards for police agencies to meet, and (2) a voluntary assessment process by which agencies can be publicly recognized for meeting those standards considered best practices for the profession.

The "Police Reform Law" requires police agencies to be "Certified" by the POST Commission. By participating in the MPAC Certification/Accreditation program your agency will meet and exceed the standards set by POST. The Massachusetts Police Accreditation Commission's program provides a blueprint for success for your agency as you proceed from self-assessment to Certification and finally Accreditation. Including Accreditation as an agency wide initiative will better prepare your department to take on the challenges of today's law enforcement.

Fraternally yours,  
Chief Michael Bradley

### **Save The Date**

**2022 Annual Trade Show**  
**April 13, 2022**

**Royal Plaza Trade Center**  
**Marlborough, MA**

**Exhibitor & Attendee Registration now open**



# Police Reform Insight Group

318 Bear Hill Road, Suite 4A, Waltham, MA 02451

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

(617) 686-0567

## **ABOUT PRIG**

Police Reform Insight Group (PRIG) is a women and veteran owned small business. PRIG is committed to the Reimaging Policing Pledge to review and reform use of force policies and also providing professional Accreditation management and policy guidance to public and private law enforcement and security agencies. PRIG provides assistance to agencies in every phase of participation in the Massachusetts Police Accreditation Commission program and consulting advice with all aspects of policing, security and technology.

## **BENEFITS OF ACCREDITATION**

- Provide a norm for an agency to judge its performance.
- Provide a basis to correct deficiencies in an agency's operations before they become public problems.
- Require agencies to commit policies and procedures to writing.
- Promote accountability among agency personnel and the evenhanded application of policies.
- Provide a means of independent evaluation of agency operations.
- Enhance the reputation of the agency and promote public confidence in it.
- Provide a quality assurance review of the agency.
- They are also effective risk management tools for preventing and reducing loss in professional liability claims.



## **PRIG'S SERVICES.**

1. Review MA Police Accreditation Commission (MPAC) standards checklist with agency Accreditation Manager to determine policy needs for attaining compliance for MPAC Certification or Accreditation, depending on the specific agency contract;
2. Review MPAC standards checklist with agency Accreditation Manager to determine policy needs for reaching compliance with MA Police Officer Standards and Training (POST) orders;
3. Develop an agency work statement clearly articulating agency MPAC and POST needs;
4. Draft Written Directive language which will be provided by PRIG over the course of the 12-month contract upon the Agency's request;
5. PRIG's goal is to assist the Agency in reaching MPAC and POST compliance. PRIG will work diligently with agencies to provide, guide, review and assess and will be as flexible as possible to accomplish this goal;
6. PRIG will provide agency up to 120 hours of service annually to include email, telephone and video conferencing to meet Agency's needs.

## **POST Standard areas addressed:**

- Use of Force and Reporting of Use of Force
- Officer Code of Conduct
- Officer Response Procedures
- Criminal Investigation Procedures
- Juvenile Operations
- Internal Affairs and Officer Complaint Investigation Procedures
- Detainee Transportation and Holding Facilities
- Collection and Preservation of Evidence





Date received MAR 16 2012

RECEIVED 5.3

BOARD OF SELECTMEN

# VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

**Indicate your order of preference and return the form below to:**

Talent Bank c/o Board of Selectmen  
272 Main Street  
Townsend, MA 01469

Name: ANDREW R. LIEN

Phone: 978, 877-1743 email ANDREW.LIEN54@MAIL.COM

Address: 18 CROSS ST

Occupation: RETIRED

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

Background/Experience 49 YEARS @ MARKET BASKET WAREHOUSE MANAGER / 1 ELECTION

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

