

KP LAW, P.C.

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

INVOICE NO. 111358

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

MARCH 22, 2017

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH February 28, 2017

GENERAL LEGAL SERVICES

2/1/2017	LFG	PUBLIC RECORDS REQUEST - REVIEW E-MAIL FROM TOWN CLERK RE: REQUEST FOR COPIES OF BOARD OF SELECTMEN EXECUTIVE SESSION MEETING MINUTES.	0.20	32.00
2/8/2017	BWR	DRAFT CORRESPONDENCE TO OUTSIDE AUDITOR RE: NO MATERIAL CLAIMS OR LITIGATION.	0.50	80.00
2/10/2017	TWM	REVIEW AND REVISE CONTRACT WITH MRPC FOR CONSULTING SERVICES; PREPARE E-MAIL TO TOWN.	0.80	128.00
2/14/2017	LFG	TOWN MEETING - REVIEW FACTS AND LEGAL ISSUES RE: PETITIONED ARTICLES AND IMPLICATIONS THEREOF.	0.20	32.00
2/15/2017	BWR	LEGAL ANALYSIS RE: OPEN MEETING LAW COMPLAINT (BOARD OF SELECTMEN) - ACCESS OF OVERFLOW CROWD. .	0.80	128.00
2/16/2017	BWR	ANALYZE ALLEGED OPEN MEETING LAW VIOLATIONS AND COMPLAINT AGAINST BOARD OF SELECTMEN (SHELDON); DRAFT CORRESPONDENCE TO TOWN ADMINISTRATOR RE: RESPONSE TO SAME.	2.00	320.00
2/16/2017	BWR	OPINION LETTER TO TOWN ADMINISTRATOR RE: RESPONDING TO OPEN MEETING LAW COMPLAINT (JOHANSON) AGAINST BOARD OF SELECTMEN.	1.00	160.00
2/21/2017	LFG	LEGAL RESEARCH AND ANALYZE FACTS AND LEGAL ISSUES RE: PUBLIC RECORDS STATUS OF DOCUMENT USED AT OPEN SESSION.	0.30	48.00
2/22/2017	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN CLERK RE: HOUSING AUTHORITY ELECTION - STATUTORY CHANGES AND CHARTER INCONSISTENCY.	2.90	464.00
2/23/2017	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: RESPONSE TO PUBLIC DOCUMENT REQUEST.	0.20	32.00

2/27/2017	LFG	RECALL - REVIEW E-MAIL AND PETITIONS FROM TOWN AND E-MAIL TOWN CLERK RE: REVIEW.	0.30	48.00
2/27/2017	LFG	RECALL - REVIEW E-MAIL FROM TOWN CLERK AND ANALYZE FACTS AND LEGAL ISSUES RE: RECALL AFFIDAVITS AND PETITIONS.	0.30	48.00
2/27/2017	BWR	LEGAL ANALYSIS RE: RECORDS REQUEST FOR DRAFTS OF BOARD OF SELECTMEN EXECUTIVE SESSION MINUTES.	0.70	112.00
2/28/2017	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN ADMINISTRATOR RE: RECORDS REQUEST FOR BOARD OF SELECTMEN EXECUTIVE SESSION MINUTES.	0.60	96.00
SUBTOTAL:			10.80	1,728.00
GENERAL LABOR SERVICES				
2/10/2017	DCJ	REVIEW E-MAIL FROM CHIEF; FORWARD TO TOWN ADMINISTRATOR.	0.10	16.00
SUBTOTAL:			0.10	16.00
BOARD OF ASSESSORS				
2/9/2017	DCJ	REVIEW AND RESPOND TO E-MAIL FROM TOWN MANAGER RE: BOARD OF SELECTMEN MEETING AND DESCRIPTION OF SECTION 21.	0.30	48.00
SUBTOTAL:			0.30	48.00
POLICE CHIEF EATON				
2/13/2017	DCJ	PREPARE DOCUMENTS; REVIEW AND CATALOG INTERVIEWS; PREPARE FOR INTERVIEW OF CHIEF.	2.50	400.00
2/14/2017	DCJ	TELEPHONE CONFERENCE WITH UNION REPRESENTATIVE RE: MEETINGS; REVIEW AND RESPOND TO E-MAIL FROM MS. SMART RE: TIME LINE; INTERVIEW FOUR TOWN EMPLOYEE WITNESSES.	6.50	1,040.00
2/14/2017	DCJ	EXCHANGE E-MAILS WITH OPPOSING COUNSEL AND TOWN ADMINISTRATOR RE: POSTPONEMENT OF INTERVIEW.	0.20	32.00
2/15/2017	DCJ	REVIEW E-MAIL FROM BOARD OF SELECTMEN TO CHIEF.	0.10	16.00

2/16/2017	DCJ	EXCHANGE E-MAILS WITH COUNSEL AND TOWN ADMINISTRATOR.	0.30	48.00
2/16/2017	DCJ	REVIEW E-MAIL WITH REPORT OF COACHING CONSULTANT.	0.50	80.00
2/21/2017	DCJ	E-MAIL CHIEF'S COUNSEL RE: SICK LEAVE AND REQUEST FOR DOCTOR NOTE.	0.20	32.00
2/21/2017	DCJ	REVIEW DOCUMENTS AND CHRONOLOGY.	1.00	160.00
2/22/2017	DCJ	REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT REQUEST.	0.10	16.00
2/28/2017	DCJ	TELEPHONE CONFERENCE WITH WITNESS COUNSEL; E-MAIL TOWN ADMINISTRATOR RE: REQUEST FOR DOCUMENTS; REVIEW E-MAIL WITH DEMAND LETTER.	0.40	64.00
SUBTOTAL:			11.80	1,888.00

POLICE / BOP INVESTIGATION

2/1/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION AND CHIEF RESPONSE TO E-MAIL.	0.20	32.00
2/2/2017	DCJ	REVIEW STATUS OF RESPONSE TO REQUEST FOR INFORMATION; E-MAIL CHIEF REQUESTING RESPONSE.	0.30	48.00
2/2/2017	DCJ	TELEPHONE CONFERENCE WITH POLICE CHIEF RE: FURTHER REPORT RECEIVED FROM CJIS; REVIEW REPORT; EXCHANGE E-MAILS WITH CHIEF.	0.50	80.00
2/3/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF NEGOTIATION.	0.20	32.00
2/8/2017	DCJ	REVIEW AND RESPOND TO E-MAIL FROM CHIEF RE: INTERVIEW; FORWARD E-MAILS TO TOWN ADMINISTRATOR WITH CASE DOCUMENTS; TELEPHONE CALL TO EMPLOYEE COUNSEL.	0.20	32.00
2/9/2017	DCJ	REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: PUBLIC COMMENT ON INVESTIGATION.	0.10	16.00
2/9/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INTERVIEW; REVIEW E-MAIL FROM CHIEF WITH ATTACHED CJIS REPORT; FORWARD TO TOWN ADMINISTRATOR.	0.30	48.00
2/9/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: CJIS REPORT; E-MAIL POLICE	0.30	48.00

CHIEF RE: REPORT.

2/10/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION; EXCHANGE E-MAILS WITH ATTORNEY JOYCE.	0.20	32.00
2/10/2017	DCJ	E-MAIL ESSEX COUNTY REQUESTING COPY OF REPORT.	0.20	32.00
2/10/2017	DCJ	TELEPHONE CONFERENCE WITH EMPLOYEE COUNSEL, TOWN ADMINISTRATOR, MS. SMART; REVIEW AND RESPOND TO NUMEROUS E-MAILS FROM ALL PARTIES.	2.00	320.00
2/11/2017	DCJ	TELEPHONE CONFERENCE WITH MS. SMART, TOWN ADMINISTRATOR AND LIEUTENANT GIONANCOTI RE: PRESS RELEASE AND RELATED ISSUE.	1.00	160.00
2/12/2017	DCJ	COMPLETE REVIEW OF FILE TO PREPARE TO DO LIST; E-MAIL ATTORNEY JOYCE RE: INTERVIEWS; E-MAIL LIEUTENANT RE: POLICE INTERVIEWS; E-MAIL TOWN ADMINISTRATOR RE: TOWN HALL INTERVIEWS; E-MAIL CHAIR RE: CONTRACT REQUEST; WORK ON CHRONOLOGY.	2.00	320.00
2/13/2017	DCJ	REVIEW GIRARD E-MAIL; REVIEW AND RESPOND TO E-MAILS FROM UNION RE: INVESTIGATION.	0.20	32.00
2/13/2017	DCJ	TELEPHONE CONFERENCE WITH ESSEX COUNTY COUNSEL; REVIEW E-MAIL FROM ESSEX COUNTY WITH IA REPORT; FORWARD REPORT TO TOWN ADMINISTRATOR.	0.30	48.00
2/15/2017	DCJ	REVIEW AND RESPOND TO UNION REQUEST FOR TRANSCRIPTS.	0.10	16.00
2/15/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR AND CHAIR BOARD OF SELECTMEN RE: MEETING AND STATUS OF CHIEF INTERVIEW.	0.30	48.00
2/15/2017	DCJ	DRAFT CORRESPONDENCE TO CJIS RE: INVESTIGATION SUMMARY.	0.50	80.00
2/15/2017	DCJ	WORK ON INVESTIGATION; PREPARE FOR WITNESS INTERVIEWS; START PREPARATION OF REPORT.	2.00	320.00
2/16/2017	DCJ	EDIT AND FINALIZE LETTER TO CJIS; EXCHANGE NUMEROUS E-MAILS WITH TOWN ADMINISTRATOR, BOARD OF SELECTMEN CHAIR, COUNSEL AND LIEUTENANT; EXCHANGE E-MAILS WITH COUNSEL AND TOWN ADMINISTRATOR.	2.00	320.00
2/16/2017	DCJ	REVIEW 911 RECORDINGS RE: BOARD OF SELECTMEN MEETING.	0.20	32.00
2/17/2017	DCJ	PREPARE FOR AND CONDUCT INTERVIEW OF POLICE	1.00	160.00

OFFICER AND DISPATCHER; REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: COMPUTER SEARCH; E-MAIL TOWN ADMINISTRATOR RE: INTERVIEWS; REVIEW E-MAIL FROM LIEUTENANT RE: CJIS INQUIRIES.

2/17/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF CHIEF'S COMPUTER.	0.20	32.00
2/21/2017	DCJ	PREPARE FOR AND ATTEND MEETING WITH TOWN ADMINISTRATOR AND MEETING OF BOARD OF SELECTMEN.	7.00	1,120.00
2/22/2017	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION.	0.20	32.00
2/22/2017	DCJ	REVIEW AND RESPOND TO E-MAIL FROM UNION RE: REQUEST FOR REPORT.	0.10	16.00
2/23/2017	DCJ	REVIEW TOWN E-MAILS IN CONNECTION WITH INVESTIGATION.	1.00	160.00
2/24/2017	DCJ	REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: RELEASE OF RYAN REPORT; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: MATTER.	0.20	32.00
2/27/2017	DCJ	REVIEW DEPARTMENT E-MAILS.	2.00	320.00
2/28/2017	DCJ	REVIEW E-MAIL FROM ATTORNEY BURKE WITH ENCLOSED DEMAND LETTER; FORWARD TO TOWN ADMINISTRATOR.	0.20	32.00
2/28/2017	DCJ	TELEPHONE CONFERENCE WITH CHIEF'S COUNSEL RE: STATEMENT.	0.10	16.00
2/28/2017	DCJ	REVIEW REPORT OF INVESTIGATOR.	1.30	208.00
SUBTOTAL:			26.40	4,224.00
RECALL ELECTION ACT				
2/27/2017	BWR	EXCHANGE EMAILS WITH TOWN CLERK RE: RECALL AFFIDAVIT, CERTIFICATION OF SIGNATURES; REVIEW TOWN RECALL ACT AND LEGAL RESEARCH RE: PETITIONS; DRAFT PETITION BLANKS; RESEARCH AND DRAFT OPINION LETTER TO TOWN CLERK RE: VARIOUS RECALL ELECTION ISSUES. .	3.40	544.00
SUBTOTAL:			3.40	544.00

CONTRACTS

2/9/2017	RTH	WATER TANK PROJECT - BEGIN TO REVIEW AND REVISE BID DOCUMENTS AND CONSTRUCTION AGREEMENT; EXCHANGE E-MAILS WITH ENGINEER RE: SAME.	3.50	560.00
2/13/2017	RTH	WATER TANK PROJECT - REVIEW GENERAL CONDITIONS TO CONSTRUCTION CONTRACT; E-MAIL WATER SUPERINTENDENT RE: SAME.	0.20	32.00
2/14/2017	RTH	WATER TANK PROJECT - DRAFT NEW FORM OF SUPPLEMENTARY CONDITIONS FOR PROJECT; FOLD IN ENGINEER'S SUPPLEMENTARY CONDITIONS; E-MAIL SUPPLEMENTARY CONDITIONS TO ENGINEER AND WATER SUPERINTENDENT.	3.30	528.00
SUBTOTAL:			7.00	1,120.00
TOTAL:			59.80	9,568.00
ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
TOTAL COSTS:				124.76
TOTAL DUE:			\$	9,692.76 ✓

KP LAW, P.C.

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

STATEMENT NO. 110728

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

JANUARY 24, 2017

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH December 31, 2016

GENERAL LEGAL SERVICES

12/2/2016	DCJ	DRAFT OPINION LETTER RE: REORGANIZATION OF DISPATCH.	1.40	224.00
12/5/2016	BWR	RESEARCH AND DRAFT OPINION LETTER TO DIRECTOR OF PLANNING RE: DRAFT LARGE SCALE SOLAR BY-LAW.	0.40	64.00
12/9/2016	BWR	REVIEW REVISIONS TO SOLAR BY-LAW.	0.90	144.00
12/9/2016	DWW	LARGE-SCALE GROUND-MOUNTED SOLAR INSTALLATION BYLAW - REVIEW E-MAIL FROM PLANNING ADMINISTRATOR REQUESTING REVIEW AND COMMENTS ON PROPOSED BYLAW; REVIEW PROVISIONS OF G.L. C. 40A, SEC. 3 RE: LIMITS ON LOCAL REGULATION OF SOLAR ENERGY FACILITIES; ANALYZE PROPOSED BYLAW TO ENSURE COMPLIANCE WITH GENERAL LAWS; RESEARCH DECISIONS OF ATTORNEY GENERAL'S MUNICIPAL LAW UNIT RE: LOCAL SOLAR BYLAWS; DRAFT E-MAIL TO ZONING ADMINISTRATOR WITH COMMENTS AND EDITS.	2.70	432.00
12/12/2016	GJC	WATERLINE EXTENSION AGREEMENT - REVIEW PROPOSED CHANGES AND E-MAIL SUPERINTENDENT WITH ADDITIONAL RECOMMENDATIONS.	0.20	32.00
SUBTOTAL:			5.60	896.00

GENERAL LABOR SERVICES

12/1/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION.	0.20	32.00
12/2/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: B.O.P. AUDIT; TELEPHONE CONFERENCE WITH MS. SMART.	0.20	32.00
12/5/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH	0.20	32.00

INVESTIGATOR RE: STATUS OF INVESTIGATION.

12/5/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH POLICE LIEUTENANT RE: STATUS OF B.O.P. INVESTIGATION.	0.20	32.00
12/6/2016	DCJ	POLICE - REVIEW E-MAIL FROM LIEUTENANT WITH ATTACHED REPORT; REVIEW REPORT; DRAFT NOTICE OF ADMINISTRATIVE LEAVE; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR; E-MAIL TOWN ADMINISTRATOR WITH REPORT AND NOTICE.	0.60	96.00
12/6/2016	DCJ	POLICE - REVIEW MESSAGE RE: BOARD OF SELECTMEN MEETING; FORWARD TO TOWN ADMINISTRATOR; REVIEW REPLY FROM TOWN ADMINISTRATOR.	0.20	32.00
12/6/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH CHAIR BOARD OF SELECTMEN RE: B.O.P. INVESTIGATION.	0.10	16.00
12/6/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH UNION COUNSEL RE: STATUS OF INVESTIGATION.	0.20	32.00
12/6/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH ATTACHED LAST CHANCE AGREEMENT.	0.10	16.00
12/6/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH CHAIR BOARD OF SELECTMEN RE: STATUS OF INVESTIGATION.	0.20	32.00
12/7/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION STATUS; CATALOG INVESTIGATION; PREPARE CHRONOLOGY.	0.70	112.00
12/7/2016	DCJ	LIBRARY - TELEPHONE CONFERENCE WITH TRUSTEE RE: DIRECTOR CONTRACT; E-MAIL TOWN ADMINISTRATOR AND TRUSTEE RE: CONTRACT REVIEW.	0.30	48.00
12/7/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH POLICE CHIEF RE: INVESTIGATION STATUS; PREPARE MEMORANDUM.	0.50	80.00
12/8/2016	DCJ	REVIEW E-MAIL FROM CHIEF RE: INVESTIGATION; FORWARD TO TOWN ADMINISTRATOR; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR.	0.40	64.00
12/8/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: DISCIPLINE SETTLEMENT; DRAFT EMPLOYMENT RESIGNATION AGREEMENT.	0.80	128.00
12/9/2016	DCJ	REVIEW E-MAIL FROM CHIEF RE: PARKER INVESTIGATION; REVIEW AND RESPOND TO E-MAIL FROM INVESTIGATOR RE: LINE OF COMMUNICATION.	0.20	32.00
12/9/2016	DCJ	REVIEW AND RESPOND TO E-MAIL FROM INVESTIGATOR RE: DOCUMENT REQUEST.	0.10	16.00

12/9/2016	JM	POLICE - PREPARE SETTLEMENT AGREEMENTS FOR PATROL OFFICERS.	0.80	128.00
12/12/2016	DCJ	REVIEW E-MAIL FROM INVESTIGATOR RE: DOCUMENTS REQUESTED; FORWARD TO POLICE CHIEF.	0.10	16.00
12/12/2016	DCJ	TELEPHONE CONFERENCE WITH MS. SMART RE: INTERVIEW BY INVESTIGATOR.	0.10	16.00
12/13/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM MS. SMART RE: UNIFORM ALLOWANCE ISSUE.	0.20	32.00
12/14/2016	DCJ	TELEPHONE CONFERENCE WITH MR. CLARK; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PROBATION INVESTIGATION.	0.60	96.00
12/14/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE DISCIPLINE ISSUES.	0.20	32.00
12/16/2016	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF DISCIPLINE MATTERS.	0.20	32.00
12/17/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM AMERICAN ARBITRATION ASSOCIATION RE: PAYROLL ARBITRATION.	0.10	16.00
12/20/2016	DCJ	POLICE - E-MAIL CHIEF REQUESTING INFORMATION.	0.20	32.00
12/20/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: SETTLEMENT AGREEMENT; EDIT AND FORWARD AGREEMENT; E-MAIL CHIEF RE: STATUS OF INVESTIGATION.	0.20	32.00
12/20/2016	DCJ	POLICE - REVIEW E-MAIL FROM MS. SMART RE: UNIFORM ALLOWANCE; E-MAIL CHIEF REQUESTING INFORMATION.	0.20	32.00
12/21/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: SEPARATION AGREEMENT; EDIT AGREEMENT TO MAKE REQUESTED CHANGES; E-MAIL TOWN ADMINISTRATOR WITH AGREEMENT.	0.40	64.00
12/21/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL RE: EQUIPMENT ALLOWANCE ISSUE.	0.10	16.00
12/22/2016	DCJ	REVIEW E-MAIL FROM CHIEF RE: OFFICER TESTIMONY IN CRIMINAL MATTER; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: GENERAL STATUS; E-MAIL CHIEF RE: TESTIMONY, INTERNAL INTERVIEWS AND STATUS OF RIFLE PURCHASE; E-MAIL UNION REPRESENTATIVE; REVIEW RESPONSE; FORWARD TO TOWN ADMINISTRATOR.	1.00	160.00

12/22/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM CHIEF RE: PURCHASE OF RIFLE; FORWARD TO TOWN ADMINISTRATOR.A.	0.20	32.00
12/23/2016	DCJ	POLICE - REVIEW OF E-MAIL FROM POLICE CHIEF WITH CJIS REPORT; FORWARD TO TOWN ADMINISTRATOR; REVIEW E-MAIL FROM CHIEF RE: INTERVIEWS; FORWARD TO UNION; REVIEW REPLY.	0.40	64.00
12/23/2016	DCJ	POLICE - REVIEW E-MAIL FROM CHIEF WITH ADDITIONAL INVESTIGATION DOCUMENTS; FORWARD E-MAIL AND DOCUMENTS TO TOWN ADMINISTRATOR.	0.20	32.00
12/27/2016	DCJ	POLICE - REVIEW LETTER FROM AMERICAN ARBITRATION ASSOCIATION RE: DISMISSAL AND SETTLEMENT OF CASE.	0.10	16.00
12/27/2016	DCJ	REVIEW E-MAIL FROM UNION ATTORNEY WITH RESIGNATION AGREEMENT SIGNATURE PAGE.	0.10	16.00
12/28/2016	DCJ	POLICE - EXCHANGE E-MAILS WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION.	0.10	16.00
12/29/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: DISCIPLINE MATTER.	0.10	16.00
12/29/2016	DCJ	POLICE - REVIEW E-MAIL WITH ATTACHED SOCIAL MEDIA POST; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR.	0.30	48.00
12/30/2016	DCJ	EDIT RESPONSE TO DOCUMENT REQUEST; E-MAIL TOWN ADMINISTRATOR.	0.40	64.00
12/30/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT RESPONSE; REVIEW E-MAIL FROM UNION REPRESENTATIVE RE: DOCUMENT REQUEST; FORWARD TO TOWN ADMINISTRATOR; REVIEW RESPONSE.	0.20	32.00
SUBTOTAL:			11.70	1,872.00
DISPATCH/REGIONALIZATION				
12/2/2016	DCJ	REVIEW E-MAIL FROM UNION ATTORNEY RE: DEMAND TO BARGAIN.	0.10	16.00
SUBTOTAL:			0.10	16.00

TOTAL:	17.40	2,784.00
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ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:		13.29
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TOTAL DUE:	\$	<u>2,797.29</u>
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KP LAW, P.C.

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

STATEMENT NO. 110445

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

DECEMBER 22, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH November 30, 2016

GENERAL LEGAL SERVICES

11/4/2016	KLK	CLEMENT ROAD - DRAFT NOTICE OF NON-EXERCISE OF RIGHT OF FIRST REFUSAL; E-MAIL TO ATTORNEY FOR SELLER AND SELECTMAN TRANSMITTING PROPOSED DOCUMENT.	0.50	80.00
11/7/2016	GJC	DRAFT AGREEMENT FOR EXTENSION OF WATER LINE.	2.00	320.00
11/9/2016	DCJ	REVIEW RECORD OF HIPAA TRAINING, ADOPTION OF POLICIES AND DRAFT CORRESPONDENCE TO COUNSEL FOR HEALTH AND HUMAN SERVICES RE: SAME; RESEARCH AND DRAFT OPINION LETTER TO PLANNING DIRECTOR RE: SIGN BY-LAW.	1.10	176.00
11/10/2016	KLK	CLEMENT ROAD - EXCHANGE E-MAIL WITH ATTORNEY FOR SELLER RE: NON-EXERCISE OF RIGHT OF FIRST REFUSAL AND EXECUTION THEREOF.	0.30	48.00
11/15/2016	BWR	PREPARE FOR AND CONDUCT TRAINING SESSION FOR BOARD MEMBERS RE: OPEN MEETING LA W, RECORDS LA W AND CONDUCTING PUBLIC HEARINGS (NO CHARGE).	5.90	NO CHARGE
11/23/2016	LFG	REVIEW FACTS AND LEGAL ISSUES RE: APPLICATION OF OPEN MEETING LA W TO EMERGENCY ISSUE.	0.30	48.00
SUBTOTAL:			10.10	672.00

GENERAL LABOR SERVICES

11/1/2016	DCJ	POLICE - REVIEW SEVERAL E-MAILS FROM MS. SMART RE: REORGANIZA TION; TELEPHONE CONFERENCE WITH MS SMART AND POLICE CHIEF RE: SAME.	0.40	64.00
11/2/2016	DCJ	DISPATCH - EXCHANGE E-MAILS WITH POLICE CHIEF RE: REGIONALIZA TION.	0.10	16.00

11/4/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH LIEUTENANT ATTORNEY RE: CONTRACT STATUS.	0.20	32.00
11/7/2016	DCJ	TOWN HALL - REVIEW LETTER FROM EMPLOYEE COUNSEL WITH ATTACHED COMPLAINT.	0.20	32.00
11/7/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE INVESTIGATION.	0.20	32.00
11/9/2016	DCJ	TELEPHONE CONFERENCE WITH POLICE CHIEF RE: INTERNAL INVESTIGATION.	0.50	80.00
11/13/2016	DCJ	DISPATCH - REVIEW E-MAIL FROM CHIEF WITH ATTACHED DOCUMENTS RE: PROBATION AND INVESTIGATION; E-MAIL CHIEF WITH RECOMMENDATION.	0.40	64.00
11/14/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF GENERAL MATTERS.	0.30	48.00
11/14/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM INSURANCE COUNSEL RE: MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION COMPLAINT.	0.10	16.00
11/15/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM POLICE CHIEF RE: APPOINTMENT OF INVESTIGATOR.	0.20	32.00
11/15/2016	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: BARGAINING ISSUE.	0.20	32.00
11/15/2016	DCJ	DISPATCH - TELEPHONE CONFERENCE WITH SMART RE: EMPLOYEE PERFORMANCE ISSUE.	0.20	32.00
11/15/2016	DCJ	DISPATCH - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE PERFORMANCE ISSUE.	0.30	48.00
11/16/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH POLICE CHIEF RE: PENDING INVESTIGATION MATTERS.	1.00	160.00
11/16/2016	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: CONVERSATION WITH POLICE CHIEF AND PENDING INVESTIGATION MATTERS.	0.50	80.00
11/17/2016	DCJ	POLICE - TWO TELEPHONE CONFERENCES WITH INVESTIGATOR RE: STATUS OF INVESTIGATION; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION; REVIEW AND RESPOND TO E-MAIL FROM CHIEF RE: COMPUTER INVESTIGATION; TELEPHONE CONFERENCE WITH CHIEF RE: ISSUE.	1.20	192.00
11/18/2016	DCJ	REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: STATUS OF COMPUTER	0.10	16.00

INVESTIGATION.

11/18/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH LIEUTENANT CONTRACT; REVIEW CONTRACT; E-MAIL TOWN ADMINISTRATOR WITH RECOMMENDATIONS.	0.60	96.00
11/21/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INVESTIGATION; E-MAIL POLICE CHIEF.	0.10	16.00
11/21/2016	DCJ	POLICE - REVIEW CASE LAW RE: BREACH OF INFORMATION TECHNOLOGY.	0.20	32.00
11/22/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: NEGOTIATION.	0.10	16.00
11/22/2016	DCJ	POLICE - REVIEW E-MAIL FROM CHIEF RE: COMPUTER ISSUE; FORWARD TO TOWN ADMINISTRATOR; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR; E-MAIL CHIEF; TELEPHONE CONFERENCE WITH INVESTIGATOR.	0.40	64.00
11/22/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH BOARD OF SELECTMEN EXECUTIVE SESSION RE: EMPLOYMENT AGREEMENT ISSUES.	0.40	64.00
11/23/2016	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF POLICE CHIEF.	0.30	48.00
11/23/2016	DCJ	POLICE - E-MAIL POLICE CHIEF RE: FAILURE TO COMPLY WITH INVESTIGATION.	0.30	48.00
11/23/2016	DCJ	NUMEROUS TELEPHONE CONFERENCES WITH TOWN ADMINISTRATOR AND CHAIR RE: INVESTIGATION ISSUES.	2.00	320.00
11/23/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH SELECTMAN RE: EXECUTIVE SESSION; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR; EXCHANGE E-MAILS WITH TOWN ADMINISTRATOR.	0.40	64.00
11/23/2016	MZK	FORWARD CMR GUIDELINE RE: ACCESS TO CJIS DATABASE.	0.20	32.00
11/25/2016	DCJ	POLICE - REVIEW STATUS OF INVESTIGATION; E-MAIL CHIEF REQUESTING ORDER TO OFFICERS AND FURTHER DOCUMENTS NEEDED; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION.	0.60	96.00
11/28/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION; REVIEW E-MAIL FROM UNION COUNSEL; FORWARD TO TOWN ADMINISTRATOR.	0.30	48.00

11/28/2016	MZK	DRAFT OPINION LETTER RE: RESTRUCTURE OF TOWN DEPARTMENTS.	1.90	304.00
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11/29/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION.	0.20	32.00
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11/30/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH BOARD OF SELECTMEN MEMBER RE: BURDEN OF PROOF AUTHORIZATION; TELEPHONE CONFERENCE WITH UNION COUNSEL RE: REQUEST FOR PUBLIC REPORTS.	0.40	64.00
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11/30/2016	DCJ	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INVESTIGATION STATUS.	0.40	64.00
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11/30/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH UNION COUNSEL RE: STATEMENTS.	0.10	16.00
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SUBTOTAL:

15.00	2,400.00
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DISPATCH/REGIONALIZATION

11/28/2016	DCJ	EXCHANGE E-MAILS WITH TOWN ADMINISTRATOR RE: INVESTIGATION AND SETTLEMENT.	0.10	16.00
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SUBTOTAL:

0.10	16.00
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CONTRACTS

11/9/2016	SEM	FIRE SUBSTATION - REVIEW AND ANALYZE FRONT END DOCUMENTS INCLUDING INVITATION FOR BIDS, INSTRUCTIONS TO BIDDERS, BID FORM; AND GENERAL CONDITIONS; DRAFT SUPPLEMENTARY CONDITIONS.	1.20	192.00
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SUBTOTAL:

1.20	192.00
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TOTAL:

26.40	3,280.00
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ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:

239.94

TOTAL DUE:

\$ 3,519.94



KP LAW, P.C.101 ARCH STREET
BOSTON, MA 02110
(617) 556-0007

STATEMENT NO. 110445

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

DECEMBER 22, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH November 30, 2016

GENERAL LEGAL SERVICES

11/4/2016	KLK	CLEMENT ROAD - DRAFT NOTICE OF NON-EXERCISE OF RIGHT OF FIRST REFUSAL; E-MAIL TO ATTORNEY FOR SELLER AND SELECTMAN TRANSMITTING PROPOSED DOCUMENT.	0.50	80.00
11/7/2016	GJC	DRAFT AGREEMENT FOR EXTENSION OF WATER LINE.	2.00	320.00
11/9/2016	DCJ	REVIEW RECORD OF HIPAA TRAINING, ADOPTION OF POLICIES AND DRAFT CORRESPONDENCE TO COUNSEL FOR HEALTH AND HUMAN SERVICES RE: SAME; RESEARCH AND DRAFT OPINION LETTER TO PLANNING DIRECTOR RE: SIGN BY-LAW.	1.10	176.00
11/10/2016	KLK	CLEMENT ROAD - EXCHANGE E-MAIL WITH ATTORNEY FOR SELLER RE: NON-EXERCISE OF RIGHT OF FIRST REFUSAL AND EXECUTION THEREOF.	0.30	48.00
11/15/2016	BWR	PREPARE FOR AND CONDUCT TRAINING SESSION FOR BOARD MEMBERS RE: OPEN MEETING LAW, RECORDS LAW AND CONDUCTING PUBLIC HEARINGS (NO CHARGE).	5.90	NO CHARGE
11/23/2016	LFG	REVIEW FACTS AND LEGAL ISSUES RE: APPLICATION OF OPEN MEETING LAW TO EMERGENCY ISSUE.	0.30	48.00
SUBTOTAL:			10.10	672.00

Water Dept

GENERAL LABOR SERVICES

11/1/2016	DCJ	POLICE - REVIEW SEVERAL E-MAILS FROM MS. SMART RE: REORGANIZATION; TELEPHONE CONFERENCE WITH MS SMART AND POLICE CHIEF RE: SAME.	0.40	64.00
11/2/2016	DCJ	DISPATCH - EXCHANGE E-MAILS WITH POLICE CHIEF RE: REGIONALIZATION.	0.10	16.00

KP LAW, P.C.

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

STATEMENT NO. 110127

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

NOVEMBER 22, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH October 31, 2016

GENERAL LEGAL SERVICES

10/4/2016	LFG	SIGN BYLA W - REVIEW AND ANALYZE RE: FIRST AMENDMENT ISSUES WITH SIGN BYLA W; DRAFT OPINION LETTER RE: SAME; DRAFT PROPOSED CHANGES TO SIGN BYLA W.	2.40	384.00
10/5/2016	DCJ	CONSERVATION COMMISSION - REVIEW TWO E-MAILS RE: BOARD OF SELECTMEN HEARING ON COMMITTEE CHAIR.	0.20	32.00
10/6/2016	BJS	PLANNING BOARD - REVIEW E-MAIL QUESTION RE: REQUEST TO CONSTRUCT OLD SUBDIVISION: LEGAL RESEARCH RE: SAME: REVIEW AND ANALYZE ZONING BY-LA W PROVISIONS RE: QUESTION AS TO WHETHER FRONTAGE ON DISCONTINUED ROAD SATISFIES ZONING BY-LA W; REVIEW QUESTION RE: CONSERVATION COMMISSION - RIVERFRONT ANALYSIS.	1.20	192.00
10/7/2016	DWW	WEST MEADOW ESTATES SUBDIVISION - CONDUCT TITLE RESEARCH ON REGISTRY OF DEEDS DATABASE TO DETERMINE WHETHER APPROVED DEFINITIVE SUBDIVISION PLAN WAS RECORDED.	0.70	112.00
10/7/2016	AAW	CONSERVATION - LEGAL RESEARCH RE: ALTERNATIVES ANALYSIS REQUIRED FOR RIVERFRONT AREA PROJECTS; TITLE HISTORY REVIEW OF SUBJECT PARCEL; DRAFT OPINION LETTER RE: ALTERNATIVES ANALYSIS REQUIRED FOR PROJECT; REVIEW AND ANALYZE RE: SAME.	1.30	208.00
10/11/2016	BJS	PLANNING BOARD - LEGAL RESEARCH RE: SUBDIVISION PLAN ENDORSED AND RECORDED IN 2005 WITH NO TIME LIMIT; TELEPHONE CONFERENCE WITH TOWN PLANNER RE: BACKGROUND; PREPARE AND SEND E-MAIL OPINION; TELEPHONE CONFERENCE WITH TOWN PLANNER RE: QUESTION RELATED TO FRONTAGE- BURGESS STREET.	1.30	208.00
10/11/2016	BJS	CONSERVATION - REVIEW AND ANALYZE NOTICE OF INTENT AND DEEDS FOR WARREN AVE. PROPERTY:	0.50	80.00

		TELEPHONE CONFERENCE WITH TOWN PLANNER RE: FACTUAL BACKGROUND; LEGAL RESEARCH; PREPARE AND SEND E-MAIL OPINION RE: RIVERFRONT AREA ANALYSIS.		
10/11/2016	AEK	CONSERVATION COMMISSION - LEGAL RESEARCH RE: RIVERFRONT REGULATIONS AND ALTERNATIVES ANALYSIS REQUIRED FOR SINGLE-FAMILY HOUSE ON A LOT CREATED PRIOR TO 1996.	0.60	96.00
10/11/2016	BWR	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PLANNING FOR 11/15 STAFF TRAINING ON OPEN MEETING LAW AND CONDUCTING A MEETING.	0.30	48.00
10/11/2016	AAW	CONSERVATION COMMISSION/RIVERFRONT AREA ALTERNATIVES ANALYSIS - LEGAL RESEARCH RE: ALTERNATIVES ANALYSIS REQUIRED FOR RIVERFRONT AREA PROJECTS; ANALYZE NOTICE OF INTENT; DRAFT OPINION LETTER RE: ALTERNATIVES ANALYSIS REQUIRED FOR PROJECT; REVIEW AND ANALYZE RE: SAME.	2.00	320.00
10/12/2016	BWR	EMAILS WITH TOWN ADMINISTRATOR RE: SCHEDULING SEMINAR FOR BOARDS - RUNNING A PUBLIC MEETING/HEARING.	0.40	64.00
10/12/2016	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN PLANNER RE: ZONING BY-LAW - RECOMMENDED CHANGES TO SIGN PROVISIONS.	0.50	80.00
10/13/2016	BJS	ZONING - TELEPHONE CONFERENCE WITH BUILDING COMMISSIONER RE: BACKGROUND INFORMATION ON BURGESS ROAD; LEGAL RESEARCH; PREPARE OPINION RE: USE OF BURGESS ROAD FOR FRONTAGE.	1.90	304.00
10/14/2016	BJS	BURGESS ROAD - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: BACKGROUND FACTS ON BURGESS ROAD PROPERTY; PREPARE AND SEND E-MAIL OPINION RE: BUILDING COMMISSIONER DECISION RE: FRONTAGE; REVIEW AND RESPOND TO FOLLOW-UP QUESTIONS.	0.90	144.00
10/19/2016	GJC	TELEPHONE CONFERENCE WITH WATER SUPERINTENDENT RE: OPEN MEETING LAW REQUIREMENTS FOR CONSIDERATION OF REQUESTS FOR NEW SERVICE CONNECTIONS.	0.20	32.00
10/23/2016	DCJ	REVIEW E-MAILS RE: OPEN MEETING QUESTION; E-MAIL SUPERINTENDENT.	0.10	16.00
10/24/2016	DCJ	WATER - TELEPHONE CONFERENCE WITH SUPERINTENDENT RE: OPEN MEETING LAW ISSUES.	0.20	32.00
10/25/2016	GJC	5 WHEELER ROAD - BEGIN PREPARING WATERLINE EXTENSION AGREEMENT.	1.00	160.00

10/31/2016	KLK	CLEMENT ROAD - ANALYZE STATUS OF NOTICE OF NON-EXERCISE OF RIGHT OF FIRST REFUSAL; TELEPHONE CONFERENCE WITH AND E-MAIL TO ATTORNEY FOR SELLER RE: REVISION TO NOTICE.	0.50	80.00
SUBTOTAL:			16.20	2,592.00
GENERAL LABOR SERVICES				
10/3/2016	DCJ	FIRE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: STATUS OF INDIVIDUAL AGREEMENTS.	0.20	32.00
10/4/2016	DIE	HARASSMENT/ANTI-DISCRIMINATION TRAINING - PREPARE FOR HARASSMENT TRAINING BY REVISION OF WRITTEN MATERIAL.	0.80	128.00
10/5/2016	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: BOARD OF SELECTMEN VOTE TO HOLD HEARING.	0.20	32.00
10/5/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE PERFORMANCE ISSUES.	0.20	32.00
10/6/2016	DCJ	LIBRARY - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: DIRECTOR CONTRACT.	0.30	48.00
10/7/2016	DCJ	CONSERVATION COMMISSION - E-MAIL TOWN ADMINISTRATOR RE: HEARING.	0.10	16.00
10/11/2016	DIE	HARASSMENT TRAINING-REVIEW TOWN'S CURRENT POLICIES, DETERMINE NEED TO REVISE ANTI-DISCRIMINATION POLICY AND E-MAIL CHAIR BOARD OF SELECTMEN.	0.20	32.00
10/11/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE BENEFIT ISSUES.	0.30	48.00
10/12/2016	DIE	CONDUCT SEXUAL HARASSMENT AND ANTI-DISCRIMINATION TRAINING; DRAFT REVISED ANTI-DISCRIMINATION-SEXUAL HARASSMENT POLICY.	5.50	880.00
10/13/2016	DCJ	FIRE - REVIEW AND RESPOND TO SEVERAL E-MAILS FROM TOWN ADMINISTRATOR RE: PARAMEDIC AGREEMENTS; EDIT AGREEMENTS.	0.60	96.00
10/23/2016	DCJ	CONSERVATION COMMISSION - REVIEW HEARING STATUS; E-MAIL TOWN ADMINISTRATOR RE: STATUS OF HEARING.	0.10	16.00
10/25/2016	DCJ	POLICE - REVIEW AND RESPOND TO MS. SMART RE:	0.20	32.00

HOLIDAY PAY ISSUE.

10/26/2016	DCJ	POLICE - REVIEW E-MAILS FROM MS. SMART AND POLICE CHIEF RE: HOLIDAY PAY ISSUE.	0.10	16.00
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SUBTOTAL:			8.80	1,408.00

CONTRACTS

10/18/2016	SEM	WITCH BROOK - SIGN APPROVED AS TO FORM AND E-MAIL TO TOWN ADMINISTRATOR WITH COMMENTS AND RECOMMENDATIONS. .	1.40	224.00
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SUBTOTAL:			1.40	224.00

TOTAL:			26.40	4,224.00
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ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL
POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:				178.70

TOTAL DUE:			\$	<u>4,402.70</u>
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KP LAW, P.C.

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

STATEMENT NO. 109787

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

OCTOBER 24, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH September 30, 2016

GENERAL LEGAL SERVICES

9/19/2016	GJC	REVIEW FACTS AND LEGAL ISSUES; TELEPHONE CONFERENCE WITH AND E-MAIL WATER SUPERINTENDENT RE: REQUEST TO EXTEND WATER LINE TO LIMIT OF TOWN'S ABILITY TO PROVIDE ADEQUATE PRESSURE.	1.00	160.00
9/20/2016	AAW	SIGN BYLA W - LEGAL RESEARCH AND ANALYSIS RE: CONTENT BASED REGULATION OF SIGNS; ANALYZE SIGN BYLA W; REVIEW AND ANALYZE RE: TOWN OF GILBERT V. REED IMPACT ON SIGN BYLA W; DRAFTING TO SIGN BYLA W LANGUAGE.	2.10	336.00
9/20/2016	AAW	REVIEW ZONING BY-LAW FOR POTENTIAL AMENDMENTS RE: REED DECISION.	2.70	432.00
SUBTOTAL:			5.80	928.00

GENERAL LABOR SERVICES

9/1/2016	DCJ	CONSERVATION COMMISSION - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH NOTES OF MEETING; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: ASSIGNMENT.	0.30	48.00
9/9/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PENDING MATTERS.	0.20	32.00
9/12/2016	BMM	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: LANGUAGE FOR AGREEMENT WITH UNION RE: 111F GRIEVANCE.	0.20	32.00
9/13/2016	DCJ	POLICE - REVIEW AND EDIT SCHOOL RESOURCE OFFICER AGREEMENT; E-MAIL MS. SMART WITH COMMENTS.	0.50	80.00
9/14/2016	DCJ	REVIEW AND RESPOND TO E-MAIL RE: PRODUCTION OF ATTENDANCE INFORMATION.	0.30	48.00

9/19/2016	DCJ	BOARD OF HEALTH - DRAFT BOARD OF SELECTMEN DECISION.	0.60	96.00
9/20/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH CHAIR BOARD OF SELECTMEN RE: RESPONSE TO INJURY GRIEVANCE.	0.20	32.00
9/20/2016	JM	CONSERVATION COMMISSION - PREPARE MEMORANDUM RE: LEGAL BASIS TO REMOVE CONSERVATION COMMISSION APPOINTEE.	1.70	272.00
9/21/2016	DCJ	REVIEW E-MAILS RE: INJURY GRIEVANCE; TELEPHONE CONFERENCE WITH POLICE CHIEF; REVIEW DOCUMENTS; DRAFT SETTLEMENT AGREEMENT; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR.	0.80	128.00
9/21/2016	DCJ	CONSERVATION COMMISSION - PREPARE MEMORANDUM OF FINDINGS.	0.80	128.00
9/21/2016	JM	CONSERVATION COMMISSION - PREPARE MEMORANDUM RE: LEGAL BASIS TO REMOVE CONSERVATION COMMISSION APPOINTEE.	0.50	80.00
9/22/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PROBATION ISSUE.	0.20	32.00
9/27/2016	DCJ	REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: EMPLOYEE MEMORANDUM OF AGREEMENT; REVIEW SPECIAL LEGISLATION AND EARLIER OPINIONS.	0.20	32.00
9/28/2016	DIE	HARASSMENT TRAINING - REVIEW TOWN'S POLICIES AND PREPARE FOR HARASSMENT TRAINING.	0.40	64.00
9/28/2016	DCJ	WATER - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: DURATION OF MEMORANDUM OF AGREEMENT.	0.20	32.00
9/29/2016	DCJ	FIRE - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: SALARY ISSUES.	0.20	32.00
SUBTOTAL:			7.30	1,168.00
TOTAL:			13.10	2,096.00
ACCUMULATED DISBURSEMENTS AT COST: REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
TOTAL COSTS:				13.21
TOTAL DUE:			\$	2,109.21

KP LAW, P.C.

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

STATEMENT NO. 109500

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

SEPTEMBER 27, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH August 31, 2016

GENERAL LEGAL SERVICES

8/2/2016	GJC	TELEPHONE CONFERENCE WITH AND E-MAIL TOWN ADMINISTRATOR RE: USE OF VOLUNTEERS.	0.20	32.00
8/31/2016	SE	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: RECORDING OF EASEMENT FOR CONSTRUCTION OF FIRE STATION; REVIEW REGISTRY OF DEEDS RECORDS; RECOMMEND THAT TOWN RECORD ASSIGNMENT OF EASEMENT TO COMPLETE TRANSACTION.	0.30	48.00
SUBTOTAL:			0.50	80.00

GENERAL LABOR SERVICES

8/4/2016	DCJ	TOWN HALL - TWO TELEPHONE CONFERENCES WITH TOWN ACCOUNTANT RE: RECEIVED FLAG REPORT; REVIEW REPORT.	0.30	48.00
8/11/2016	DCJ	FIRE - E-MAIL TOWN ADMINISTRATOR RE: INJURY ISSUE.	0.10	16.00
8/15/2016	DCJ	TOWN HALL - REVIEW AND RESPOND TO E-MAIL FROM UNION RE: RECOGNITION AGREEMENT.	0.20	32.00
8/25/2016	DCJ	HOUSING AUTHORITY - TELEPHONE CONFERENCE WITH MS. SMART RE: HEARING PROCEDURES; REVIEW STATUTE AND CHARTER.	0.20	32.00
8/25/2016	DCJ	POLICE - REVIEW GRIEVANCE; REVIEW WEBSITE; TELEPHONE CONFERENCE WITH MS. SMART RE: GRIEVANCE RESPONSE.	0.20	32.00
8/30/2016	BMM	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INJURY ISSUE.	0.40	64.00

SUBTOTAL:			1.40	224.00
CABLETV				
8/2/2016	WH	REVIEW STATUS OF LICENSE; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR TO DISCUSS CABLE ISSUE.	0.30	48.00
SUBTOTAL:			0.30	48.00
HILL V. CONSERVATION COMMISSION				
8/10/2016	JJG	TELEPHONE CONFERENCES WITH LAND USE COORDINATOR AND PLAINTIFF'S COUNSEL RE: APPROVAL OF ORDER OF CONDITIONS; DRAFT PROPOSED STIPULATION OF DISMISSAL, AND TRANSMIT TO PLAINTIFF'S COUNSEL FOR REVIEW AND APPROVAL.	0.70	112.00
8/11/2016	JJG	TELEPHONE CONFERENCE WITH PLAINTIFF'S COUNSEL RE: AGREEMENT TO FILE JOINT STIPULATION OF DISMISSAL, BASED ON CASE HAVING BECOME MOOT BY ISSUANCE OF ORDER OF CONDITIONS.	0.20	32.00
8/12/2016	JJG	PREPARE AND FILE JOINT STIPULATION OF DISMISSAL WITH WORCESTER SUPERIOR COURT.	0.50	80.00
SUBTOTAL:			1.40	224.00
TOWN V. ZAPOLSKI				
8/1/2016	JTB	STRATEGIZE RE: NEXT STEPS IN LITIGATION AND CONTINUING MATTER TILL LIKELY COMPLETION OF DEMOLITION OR REHABILITATION OF SUBJECT PROPERTY.	0.30	48.00
8/3/2016	JDM	EXCHANGE E-MAILS WITH DEFENDANT AND BUILDING COMMISSIONER RE: CONTINUING STATUS HEARING TO PROVIDE NEW OWNER WITH TIME TO DEMOLISH STRUCTURE; DRAFT MOTION TO CONTINUE AND COVER LETTER TO COURT AND FILE WITH COURT.	0.50	80.00
8/8/2016	JTB	REVIEW STATUS OF MATTER AND EVALUATE WHETHER TO AMEND COMPLAINT TO ADD NEW OWNER OF THE PROPERTY.	0.30	48.00
8/9/2016	JDM	EXCHANGE E-MAILS WITH BUILDING COMMISSIONER RE: DEFENDANT'S INQUIRY INTO STATUS OF MATTER AND WHETHER, AS FORMER OWNER, HE IS REQUIRED TO CONTINUE TO ATTEND HEARINGS AND BE A PART OF SUIT.	0.30	48.00

8/24/2016	JDM	DRAFT STIPULATION OF DISMISSAL; E-MAIL BUILDING COMMISSIONER RE: COMPLIANCE OF CONTRACTOR WITH DEMOLISHING, LEVELING, AND SECURING PROPERTY; DRAFT LETTER TRANSMITTING STIPULATION OF DISMISSAL WITH COURT.	0.40	64.00
8/25/2016	JDM	TELEPHONE CONFERENCE WITH COURT CLERK REPORTING CASE AS SETTLED AND REQUESTING 30 DAY NISI ORDER, ALLOWING FOR DISMISSAL.	0.30	48.00
SUBTOTAL:			2.10	336.00
2016 ROAD ACCEPTANCES				
8/1/2016	KLK	ANALYZE PROPOSED DOCUMENTS FOR ALYSSA DRIVE AND TROPHY AVENUE; E-MAILS TO COUNSEL FOR PROPOSED ROADS RE: DOCUMENTATION, PLANS AND TITLE CERTIFICATES FOR ROADS AND RELATED EASEMENTS.	1.00	160.00
8/2/2016	KLK	CONFIRM DATES OF BOARD OF SELECTMEN MEETINGS; CONTINUE ANALYSIS OF DOCUMENTS RE: ALYSSA DRIVE AND TROPHY AVENUE.	0.60	96.00
8/3/2016	KLK	ANALYZE ACCESS EASEMENTS TO PARCELS ACQUIRED BY COMMONWEALTH; TELEPHONE CONFERENCE WITH LAND USE COORDINATOR RE: TOWN ACQUISITION OF RIGHTS IN ACCESS EASEMENTS AND POSITION OF FISH AND GAME; E-MAIL TO LAND USE COORDINATOR RE: DRAINAGE EASEMENTS AND UTILITY EASEMENTS AT TROPHY AVENUE; CONTINUE ANALYSIS OF DOCUMENTATION RE: ALYSSA DRIVE AND TROPHY AVENUE, INCLUDING TITLE CERTIFICATIONS.	1.40	224.00
8/4/2016	KLK	TELEPHONE CONFERENCE WITH LAND USE COORDINATOR RE: DRAINAGE EASEMENTS AND UTILITY EASEMENTS.	0.20	32.00
8/5/2016	KLK	E-MAIL TO ATTORNEY RE: CHANGES TO DOCUMENTS RE: ALYSSA DRIVE; E-MAIL TO ATTORNEY RE: CHANGES TO DOCUMENTS RE: TROPHY DRIVE.	0.80	128.00
8/8/2016	KLK	COMMENCE ANALYSIS OF ALYSSA DRIVE AND TROPHY AVENUE; E-MAIL RE: REVIEW BY BOARD OF SELECTMEN AND EXECUTION OF ACCEPTANCES THERETO; REVISE DEEDS FOR ALYSSA DRIVE AND TROPHY AVENUE; E-MAILS TO COUNSEL FOR DEVELOPERS FOR TWO ROADS RE: REVISIONS TO DOCUMENTS AND EXECUTION BY BOARD OF SELECTMEN.	1.60	256.00
8/9/2016	KLK	TELEPHONE CONFERENCE WITH EXECUTIVE ASSISTANT RE: BOARD CONSIDERATION OF DEED AND ACCEPTANCES; E-MAILS TO COUNSEL FOR DEVELOPERS RE: ALYSSA DRIVE AND TROPHY AVENUE RE: BOARD EXECUTION OF ACCEPTANCES AND RECORDING OF	0.40	64.00

DOCUMENTS.

8/10/2016	KLK	TELEPHONE CONFERENCE WITH LAND USE PLANNER RE: PLAN FOR ALYSSA DRIVE; EXCHANGE E-MAIL WITH ATTORNEY FOR DEVELOPER RE: SIGNING OF PLAN.	0.20	32.00
8/12/2016	KLK	DRAFT LETTERS TO DEVELOPERS' ATTORNEYS SENDING TOWN MEETING VOTE AND ACCEPTANCE AND ADDRESSING TIMING OF RECORDING OF DEED AND PLAN FOR ALYSSA DRIVE AND TROPHY AVENUE.	0.70	112.00
8/17/2016	KLK	EXCHANGE E-MAIL WITH ATTORNEYS RE: RECORDING OF DOCUMENTS RE: TROPHY AVENUE AND ALYSSA DRIVE.	0.20	32.00
8/21/2016	KLK	DRAFT LETTER TO BOARD OF SELECTMEN FORWARDING COPIES OF DOCUMENTS RE: TROPHY AVENUE; EXCHANGE E-MAIL WITH ATTORNEY RE: RECORDING OF ALYSSA DRIVE DOCUMENTS.	0.40	64.00
8/23/2016	KLK	EXCHANGE E-MAIL WITH OFFICE OF ATTORNEY FOR DEVELOPER RE: RECORDING, AND SPECIFICALLY TOWN MEETING VOTE.	0.40	64.00
8/30/2016	KLK	DRAFT LETTER TO BOARD OF SELECTMEN RE: ALYSSA DRIVE DOCUMENTS; DRAFT LETTER TO BOARD OF SELECTMEN RE: TROPHY AVENUE DOCUMENTS.	0.60	96.00

SUBTOTAL:

8.50	1,360.00
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CONTRACTS

8/10/2016	RTH	WITCH'S BROOK WELL - BEGIN REVIEW OF CONTRACT DOCUMENTS.	0.40	64.00
8/10/2016	SEM	WITCH'S BROOK ELECTRICAL - TELEPHONE CONFERENCE WITH WATER DEPARTMENT SUPERINTENDENT RE: REVIEW OF CONTRACT DOCUMENTS.	0.90	144.00
8/30/2016	SEM	WEST FIRE STATION - TELEPHONE CONFERENCE WITH FIRE CHIEF; E-MAIL FIRE CHIEF KP STANDARD FRONT END CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF A NEW FIRE STATION.	0.60	96.00

SUBTOTAL:

1.90	304.00
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TOTAL:

16.10

2,576.00

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

TOTAL COSTS:

122.73

TOTAL DUE:

\$ 2,698.73

KP | LAW, P.C.

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

STATEMENT NO. 109254

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

AUGUST 23, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH July 31, 2016

GENERAL LEGAL SERVICES

7/8/2016	GJC	REVIEW FACTS AND LEGAL ISSUES RE: REGULATION OF "SMOKE SHOPS".	0.30	48.00
7/8/2016	LFG	REVIEW AND REPLY TO E-MAIL FROM TOWN ADMINISTRATOR RE: BOARD OF HEALTH PERMITTING ISSUES.	0.20	32.00
7/11/2016	GJC	LEGAL RESEARCH AND DRAFT OPINION RE: PROCEDURE FOR ASSESSMENT OF APPLICATION FOR RETAIL TOBACCO STORE; TELEPHONE CONFERENCE WITH HEALTH DIRECTOR AND TOWN MANAGER RE: SAME.	1.50	240.00
7/11/2016	DCJ	FINANCE COMMITTEE - REVIEW CHARTER AND BYLAWS; PREPARE RESPONSE TO INQUIRY RE: WHO APPOINTS INTERIM VACANCIES IN FINANCE COMMITTEE UNTIL NEXT ANNUAL TOWN MEETING; E-MAIL TOWN ADMINISTRATOR RE: FILING OF VARIANCES.	1.20	192.00
7/18/2016	GJC	TELEPHONE CONFERENCE WITH HEALTH DIRECTOR RE: REASONS FOR BOARD OF HEALTH DECISION TO DENY APPLICATION; REVIEW STUDIES SUPPORTING DECISION; DRAFT PROPOSED DECISION LETTER.	1.70	272.00
7/20/2016	JJG	BOARD OF HEALTH - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: RELIANCE ON RULE OF NECESSITY TO ALLOW BOARD OF HEALTH TO ACT ON REQUEST FOR SEPTIC SYSTEM PERMIT EXTENSION.	0.30	48.00
SUBTOTAL:			5.20	832.00

GENERAL LABOR SERVICES

7/5/2016	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: HEARING CONDUCTED.	0.20	32.00
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7/5/2016	DCJ	TOWN HALL - REVIEW AND RESPOND TO E-MAIL FROM TOWN ADMINISTRATOR RE: LONGEVITY ISSUE; ANALYZE PERSONNEL POLICY.	0.60	96.00
7/11/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EMPLOYEE BENEFIT QUESTION.	0.10	16.00
7/11/2016	DCJ	HIGHWAY - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: DEPARTMENT INVESTIGATION ISSUE.	0.20	32.00
7/11/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INJURY ISSUE.	0.10	16.00
7/14/2016	DCJ	TOWN HALL - LEGAL RESEARCH AND REVISE DRAFT OPINION RE: LONGEVITY PROVISION IN COLLECTIVE BARGAINING AGREEMENT AND POTENTIAL AGE DISCRIMINATION.	2.40	384.00
7/15/2016	DCJ	TOWN HALL - E-MAIL TOWN ADMINISTRATOR RE: LONGEVITY ISSUE.	0.30	48.00
7/19/2016	DCJ	FIRE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: INJURY ISSUE.	0.10	16.00
7/25/2016	GJC	TELEPHONE CONFERENCE WITH TOWN ACCOUNTANT RE: PROCEDURE FOR RESPONDING TO RED FLAG REPORT.	0.20	32.00
SUBTOTAL:			4.20	672.00
HILL V. CONSERVATION COMMISSION				
7/1/2016	JJG	E-MAIL APPLICANT'S COUNSEL RE: CONTACTS WITH LAND USE PERMITTING COORDINATOR ON QUORUM ISSUES FOR NEXT CONSERVATION COMMISSION MEETING ON 7/13/16.	0.20	32.00
7/6/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE PERMITTING COORDINATOR RE: STATUS OF SCHEDULED COMMISSION MEETING ON 7/13/16; RESEARCH STATUTES AND ETHICS COMMISSION REGULATIONS RE: APPLYING RULE OF NECESSITY.	0.70	112.00
7/7/2016	JJG	RESEARCH AND ANALYZE ETHICS COMMISSION DECISIONS RE: RULE OF NECESSITY.	0.80	128.00
7/8/2016	JJG	DRAFT LETTER TO CONSERVATION COMMISSION RE: WHETHER RULE OF NECESSITY CAN BE INVOKED TO ALLOW TWO RECUSED MEMBERS TO VOTE ON FINALIZING ORDER OF CONDITIONS.	2.70	432.00

7/11/2016	JJG	REVISE AND EDIT OPINION LETTER TO COMMISSION RE: INVOKING RULE OF NECESSITY AT 7/13/16 MEETING. TO COMPLETE ACTION ON ORDER OF CONDITIONS.	1.00	160.00
7/18/2016	JJG	E-MAIL LAND USE PERMITTING COORDINATOR RE: OUTCOME OF COMMISSION MEETING ON 7/13/16.	0.20	32.00
SUBTOTAL:			5.60	896.00
TOWN V. ZAPOLSKI				
7/18/2016	JDM	EXCHANGE E-MAIL WITH DEFENDANT (PRO SE) RE: STATUS UPDATE ON SALE OF PROPERTY TO CONTRACTOR/DEVELOPER.	0.10	16.00
7/25/2016	JDM	REVIEW E-MAIL FROM DEFENDANT RE: CLOSING DATE FOR SALE OF PROPERTY TO CONTRACTOR; FORWARD TO BUILDING INSPECTOR AND INQUIRE INTO BUILDING INSPECTOR'S POSITION AS TO COMPLIANCE.	0.30	48.00
7/26/2016	JDM	REVIEW E-MAIL FROM DEFENDANT RE: CLOSING OF SALE OF PROPERTY TO CONTRACTOR; RESEARCH SALE AND REVIEW DEED TO CONFIRM SALE TO CONTRACTOR; EXCHANGE E-MAILS WITH DEFENDANT AND COPY BUILDING INSPECTOR RE: CONFIRMATION OF SALE.	0.50	80.00
SUBTOTAL:			0.90	144.00
CENTRAL FIRE STATION EASEMENT				
7/31/2016	KLK	E-MAIL TO TOWN ADMINISTRATOR RE: STATUS OF CENTRAL FIRE STATION EASEMENT.	0.20	32.00
SUBTOTAL:			0.20	32.00
2016 ROAD ACCEPTANCES				
7/4/2016	KLK	ANALYZE MATERIALS RE: ACCEPTANCE OF ALYSSA DRIVE AND TROPHY AVENUE.	0.40	64.00
7/13/2016	KLK	ANALYZE PROPOSED DEEDS FOR ROADS, PLANS AND DESCRIPTIONS OF ROADS AND EASEMENTS.	0.50	80.00
7/15/2016	KLK	E-MAIL TO ATTORNEY RE: DOCUMENTS AND TITLE CERTIFICATION FOR ALYSSA DRIVE; E-MAIL TO ATTORNEY RE: DOCUMENTS AND TITLE CERTIFICATION FOR TROPHY AVENUE.	0.60	96.00
7/18/2016	KLK	EXCHANGE E-MAIL WITH COUNSEL FOR ALYSSA DRIVE	0.60	96.00

AND TROPHY A VENUE RE: TITLE CERTIFICATION AND
DOCUMENTS; E-MAIL TO TOWN PLANNER RE:
EXECUTION OF DOCUMENTS AND TIMING THEREOF.

7/28/2016	KLK	COMMENCE REVISIONS TO PROPOSED INSTRUMENTS RE: ALYSSA DRIVE AND TROPHY A VENUE; ANALYZE PLANS AND ASSOCIATED EASEMENTS.	0.50	80.00
SUBTOTAL:			2.60	416.00
TOTAL:			18.70	2,992.00
ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
TOTAL COSTS:				19.79
TOTAL DUE:			\$	<u>3,011.79</u>

KOPELMAN AND PAIGE, P.C.

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

STATEMENT NO. 108926

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

JUNE 30, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH June 30, 2016

GENERAL LEGAL SERVICES

6/1/2016	DCJ	TOWN HALL - E-MAIL TOWN ADMINISTRATOR RE: HIPAA TRAINING (NO CHARGE).	0.10	NO CHARGE
6/1/2016	DCJ	CONSERVATION COMMISSION - REVIEW E-MAIL FROM TOWN ADMINISTRATOR RE: CITIZEN COMPLAINT; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: COMPLAINT; E-MAIL TOWN ADMINISTRATOR RE: ROLE OF TOWN COUNSEL IN DISPUTE.	0.30	48.00
6/1/2016	KLK	CENTRAL FIRE STATION - DRAFT EASEMENT FOR ACCESS, GRADING AND UTILITY EASEMENT.	1.10	176.00
6/2/2016	JMA	HIPAA TRAINING - TELEPHONE CONFERENCE WITH AND E-MAIL TO TOWN ADMINISTRATOR RE: HIPAA TRAINING; ANALYZE SCOPE OF HIPAA TRAINING (NO CHARGE).	0.40	NO CHARGE
6/3/2016	DCJ	CONSERVATION COMMISSION - REVIEW AND RESPOND TO E-MAIL FROM INTERIM TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT ISSUE.	0.20	32.00
6/7/2016	TDZ	CONSERVATION COMMISSION - DRAFT OUTLINE AND SCRIPT FOR BOARD OF SELECTMEN OPEN SESSION RE: ALLEGATIONS AGAINST CONSERVATION COMMISSION MEMBER; E-MAIL TO INTERIM TOWN ADMINISTRATOR RE: PREPARATION FOR MEETING.	1.60	256.00
6/9/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT REQUEST.	0.10	16.00
6/10/2016	JMA	PREPARE HIPAA TRAINING MATERIALS (NO CHARGE).	0.60	NO CHARGE
6/13/2016	JMA	PREPARE FOR HIPAA TRAINING AT TOWN HALL (NO CHARGE).	1.40	NO CHARGE
6/14/2016	JMA	PREPARE FOR AND PRESENT HIPAA TRAINING AT TOWN HALL (NO CHARGE).	5.10	NO CHARGE

6/27/2016	BWR	PREPARE MATERIALS FOR SUBMISSION TO DEPARTMENT OF HEALTH AND HUMAN SERVICES RE: HIPAA TRAINING, POLICIES.	0.50	80.00
SUBTOTAL:			11.40	608.00
GENERAL LABOR SERVICES				
6/1/2016	JSF	TOWN ADMINISTRATOR - RECEIVE DETAILED VOICEMAIL FROM TOWN ADMINISTRATOR RE: CONTRACT REVIEW; REVIEW STATUS; LEAVE DETAILED VOICEMAIL FOR BOARD OF SELECTMEN CHAIR REQUESTING AUTHORIZATION TO RETURN CALL.	0.60	96.00
6/2/2016	JSF	TOWN ADMINISTRATOR - TELEPHONE CONFERENCE WITH BOARD OF SELECTMEN CHAIR RE: TOWN ADMINISTRATOR CONTRACT; REVIEW CHARTER AND REVISIONS TO CONTRACT IN PREPARATION FOR CONFERENCE CALL; LENGTHY TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR AND BOARD OF SELECTMEN CHAIR RE: CONTRACT REVISIONS.	1.30	208.00
6/6/2016	DCJ	TOWN ADMINISTRATOR - REVIEW AND RESPOND TO E-MAIL FROM INTERIM TOWN ADMINISTRATOR RE: EXECUTIVE SESSION PROCEDURES.	0.10	16.00
6/6/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EXECUTIVE SESSION ISSUES.	0.20	32.00
6/7/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EXECUTIVE SESSION ISSUES.	0.20	32.00
6/8/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT ISSUE.	0.20	32.00
6/9/2016	LFG	TOWN HALL - REVIEW FACTS AND LEGAL ISSUES RE: RESPONSE TO PUBLIC RECORDS REQUEST FOR TOWN ATTORNEY ADVICE AS TO APPOINTMENT OF POLICE CHIEF.	0.20	32.00
6/13/2016	JSF	TOWN ADMINISTRATOR - REVIEW TOWN ADMINISTRATOR E-MAIL RE: REVISIONS TO TOWN ADMINISTRATOR CONTRACT DISCUSSED WITH BOARD OF SELECTMEN.	0.10	16.00
6/13/2016	DCJ	LIBRARY - REVIEW DIRECTOR'S CONTRACT; E-MAIL TOWN ADMINISTRATOR WITH COMMENTS ON CONTRACT.	0.40	64.00
6/14/2016	JSF	TOWN ADMINISTRATOR - REVIEW CHARTER AND REVISIONS TO CONTRACT; COMPARE REVISIONS TO TOWN ADMINISTRATOR DESCRIPTION OF WHAT	1.80	288.00

PARTIES HAVE AGREED TO; FURTHER REVISE
CONTRACT AND INCLUDE MULTIPLE COMMENTS RE:
SAME; DRAFT E-MAIL TO TOWN ADMINISTRATOR
AND BOARD OF SELECTMEN CHAIR RE: SAME.

6/16/2016	LFG	TOWN ADMINISTRATOR - TELEPHONE CONFERENCE WITH WITH SELECTMAN AND REVIEW FACTS AND LEGAL ISSUES RE: STATUS OF SUIT AGAINST TOWN BEING HANDLED BY INSURANCE COUNSEL.	0.30	48.00
6/16/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION POSITION STATEMENT; TELEPHONE CONFERENCE WITH INSURANCE COUNSEL; REVIEW POSITION STATEMENT; E-MAIL TOWN ADMINISTRATOR.	0.60	96.00
6/17/2016	DCJ	POLICE - REVIEW AND RESPOND TO E-MAIL FROM INSURANCE COUNSEL RE: MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION CLAIM; FORWARD TO TOWN ADMINISTRATOR.	0.20	32.00
6/21/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR AND POLICE CHIEF RE: MEDICAL ISSUE.	0.20	32.00
6/22/2016	DCJ	POLICE - DRAFT NOTICE TO EMPLOYEE RE: MEDICAL LEAVE; E-MAIL TOWN ADMINISTRATOR RE: SAME.	0.30	48.00
6/29/2016	DCJ	E-MAIL TO TOWN ADMINISTRATOR RE: EMPLOYEE MEDICAL LEAVE ISSUE.	0.10	16.00
SUBTOTAL:			6.80	1,088.00

HILL V. CONSERVATION COMMISSION

6/21/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE PERMITTING COORDINATOR RE: SCHEDULE FOR COMPLETION AND ISSUANCE OF ORDER OF CONDITIONS; RESEARCH STATUS OF RECUSED MEMBERS WHEN CALCULATING QUORUM, AND E-MAIL OPINION TO COORDINATOR; E-MAIL APPLICANT'S COUNSEL TO SUMMARIZE STATUS AND ANTICIPATED SCHEDULE FOR ISSUANCE OF ORDER.	1.20	192.00
6/22/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE PERMITTING COORDINATOR RE: ANTICIPATED LACK OF QUORUM FOR COMMISSION MEETING, DUE TO ILLNESS OF MEMBER.	0.30	48.00
6/22/2016	JDM	TELEPHONE CONFERENCE WITH BUILDING COMMISSIONER RE: DEFENDANT'S PROGRESS AND TOWN'S POSITION THAT CONTINUANCE OF 6/8/16 HEARING IS APPROPRIATE TO ALLOW TIME FOR PENDING BUYER TO PERFORM WORK AND TO COMPLY	0.20	32.00

WITH ORDERS TO EITHER RAZE OR REPAIR THE DWELLING.

6/23/2016	JJG	E-MAIL APPLICANT'S COUNSEL RE: REASONS FOR LACK OF QUORUM AT MEETING ON 6/22/16, AND PROPOSED RELIANCE ON RULE OF NECESSITY TO ALLOW COMMISSION TO TAKE FINAL ACTION AT ITS NEXT MEETING.	0.30	48.00
6/24/2016	JJG	RESEARCH AND REVIEW ETHICS COMMISSION GUIDANCE AND RULINGS ON USE OF RULE OF NECESSITY TO ALLOW BOARD TO REACH A DECISION WITHIN PERIOD IN WHICH BOARD IS REQUIRED TO ACT.	0.70	112.00
6/27/2016	JJG	EXCHANGE E-MAILS WITH APPLICANT'S COUNSEL RE: WHETHER RULE OF NECESSITY IS APPLICABLE TO FACTS IN CASE.	0.30	48.00
6/30/2016	JJG	E-MAIL LAND USE PERMITTING COORDINATOR RE: STATUS OF DECISION.	0.20	32.00

SUBTOTAL:

3.20 512.00

TOWN V. ZAPOLSKI

6/3/2016	JDM	EXCHANGE E-MAILS WITH PRO SE DEFENDANT AND BUILDING COMMISSIONER RE: COMPLIANCE UPDATES.	0.20	32.00
6/10/2016	JDM	EXCHANGE E-MAILS WITH BUILDING COMMISSIONER RE: PROPERTY STATUS UPDATE AND POTENTIAL COMPLIANCE.	0.10	16.00
6/21/2016	JDM	EXCHANGE E-MAILS WITH PRO SE DEFENDANT RE: COMPLIANCE UPDATE AND DEFENDANT'S INQUIRY INTO NECESSITY OF STATUS HEARING SET FOR 7/8/16; TELEPHONE CONFERENCE LEAVING MESSAGE FOR BUILDING COMMISSIONER TO DISCUSS DEFENDANT'S PROGRESS AND STRATEGY MOVING FORWARD.	0.20	32.00
6/28/2016	JDM	EXCHANGE E-MAILS WITH BUILDING COMMISSIONER AND DEFENDANT (PRO SE) RE: CONTINUANCE OF STATUS HEARING TO PROVIDE MORE TIME FOR DEFENDANT TO COMPLY WITH TERMS OF AGREEMENT AND TO ALLOW BUYER OF PROPERTY TO DEMOLISH THE DWELLING IN ACCORDANCE WITH AGREEMENT; DRAFT MOTION TO CONTINUE STATUS HEARING FROM JULY 8 TO AUGUST 5, 2016.	0.80	128.00
6/30/2016	JDM	FINALIZE MOTION TO CONTINUE; EXCHANGE E-MAILS WITH PRO SE DEFENDANT REQUESTING ASSENT TO MOTION TO CONTINUE STATUS HEARING FOR ADDITIONAL TIME FOR DEFENDANT TO FULLY COMPLY WITH AGREEMENT TO DEMOLISH DWELLING.	0.50	80.00

SUBTOTAL:			1.80	288.00
CENTRAL FIRE STATION EASEMENT				
6/2/2016	KLK	DRAFT ASSIGNMENT OF EASEMENT DEED; FINALIZE EASEMENT OF ACCESS EASEMENT; FORWARD PROPOSED DOCUMENTS TO INTERIM TOWN ADMINISTRATOR FOR REVIEW AND COMMENT.	1.00	160.00
SUBTOTAL:			1.00	160.00
TOTAL:			24.20	2,656.00
ACCUMULATED DISBURSEMENTS AT COST; SHERIFF FEE, REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
TOTAL COSTS:				189.08
TOTAL DUE:			\$	<u>2,845.08</u>

KOPELMAN AND PAIGE, P.C.

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

STATEMENT NO. 108586

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

JUNE 16, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH May 31, 2016
GENERAL LEGAL SERVICES

5/3/2016	BWR	RESEARCH AND DRAFT OPINION LETTER TO TOWN PLANNER, BUILDING COMMISSIONER RE: SIGN BY-LAW - ENFORCEMENT ISSUES.	2.10	336.00
5/5/2016	LFG	REVIEW FACTS AND LEGAL ISSUES RE: CONFLICT OF INTEREST ISSUES.	0.20	32.00
5/5/2016	BWR	DRAFT OPINION TO SELECTMAN SMART RE: ALLEGED CONFLICT OF INTEREST ISSUE - COMPLAINT FILED AGAINST INTERIM TOWN ADMINISTRATOR. .	1.10	176.00
5/9/2016	DCJ	TOWN HALL - DRAFT RELEASE RE: LIFE INSURANCE CLAIM.	0.50	80.00
5/11/2016	BWR	DRAFT CORRESPONDENCE TO LAND USE COORDINATOR RE: REVISING ENFORCEMENT OF SIGN BY-LAWS.	0.80	128.00
5/17/2016	GJC	REVIEW SPECIAL ACT CREATING WATER DEPARTMENT AND COMPARE TO ENTERPRISE FUND STATUTE.	0.20	32.00
5/18/2016	GJC	TELEPHONE CONFERENCE WITH TOWN ACCOUNTANT RE: WATER DEPARTMENT ACCOUNTING AND EXPENDITURES.	0.20	32.00
5/19/2016	DCJ	DRAFT OPINION TO TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT REQUEST.	0.30	48.00
5/19/2016	DCJ	CONSERVATION COMMISSION - TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PUBLIC DOCUMENT REQUEST.	0.10	16.00
5/19/2016	BWR	DRAFT CORRESPONDENCE TO INTERIM TOWN ADMINISTRATOR, FIRE CHIEF RE: HIPAA ISSUES - TRAINING AND REVISED POLICIES.	1.10	176.00
5/20/2016	LFG	REVIEW INQUIRY AS TO STATUS OF RESPONSE TO	0.20	NO CHARGE

HIPAA COMPLAINT AND FACTS AND LEGAL ISSUES
RELATIVE THERETO (NO CHARGE).

5/20/2016	DCJ	DRAFT CORRESPONDENCE TO FIRE CHIEF RE: HIPAA TRAINING.	0.20	32.00
5/20/2016	DCJ	CONSERVATION COMMISSION - REVIEW TWO E-MAILS RE: DOCUMENT REQUEST.	0.10	16.00
5/26/2016	GJC	DRAFT OPINION LETTER RE: PROCEDURE FOR EXPENDITURE OF SURPLUS WATER DEPARTMENT FUNDS.	0.50	80.00
5/26/2016	GJC	TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: EASEMENT FOR FIRE DEPARTMENT PARKING.	0.20	32.00
5/27/2016	KLK	FIRE STATION EASEMENT - ANALYZE PROPOSED FIRE STATION ACCESS EASEMENT AND PLAN TO BE ASSIGNED TO TOWN.	0.30	48.00
SUBTOTAL:			8.10	1,264.00

GENERAL LABOR SERVICES

5/2/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH BOARD OF SELECTMEN MEMBER RE: EXECUTIVE SESSION PROCEDURE.	0.20	32.00
5/4/2016	DCJ	REVIEW AND RESPOND TO E-MAIL RE: EMPLOYEE COMPLAINTS.	0.20	32.00
5/9/2016	DCJ	TOWN HALL - E-MAIL TOWN ADMINISTRATOR RE: RETIREE CLAIM; E-MAIL MS. SMART.	0.10	16.00
5/10/2016	DCJ	TOWN HALL - E-MAIL TO INTERIM TOWN ADMINISTRATOR RE: EXECUTIVE SESSION.	0.10	16.00
5/11/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR; TELEPHONE CONFERENCE WITH MS. SMART; E-MAIL MS. SMART RE: EXECUTIVE SESSION PROCEDURES.	0.30	48.00
5/12/2016	DCJ	POLICE - REVIEW E-MAIL FROM COUNSEL RE: COMPLAINT AGAINST EMPLOYEE.	0.20	32.00
5/12/2016	DCJ	TOWN HALL - TWO TELEPHONE CONFERENCES WITH INTERIM TOWN ADMINISTRATOR RE: CONFLICT ISSUES; REVIEW E-MAIL.	0.10	16.00
5/16/2016	DCJ	REVIEW AND RESPOND TO E-MAIL FROM INTERIM	0.20	32.00

TOWN ADMINISTRATOR RE: MASSACHUSETTS
COMMISSION AGAINST DISCRIMINATION COMPLAINT.

5/18/2016	DCJ	REVIEW E-MAIL FROM BOARD OF SELECTMEN WITH REPORT ON COMPLAINT AGAINST EMPLOYEE.	0.20	32.00
5/18/2016	DCJ	TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: COMPLAINT AGAINST OFFICIAL.	0.20	32.00
5/23/2016	LFG	TOWN ADMINISTRATOR - REVIEW EMPLOYMENT CONTRACT; DRAFT COMMENTS.	1.20	192.00
5/23/2016	DCJ	POLICE - REVIEW E-MAIL FROM TOWN ADMINISTRATOR WITH DOCUMENT REQUEST; OBTAIN DOCUMENT; E-MAIL TOWN ADMINISTRATOR AND MS. SMART ENCLOSING DOCUMENTS.	0.20	32.00
5/25/2016	DCJ	FIRE - REVIEW AND RESPOND TO E-MAILS RE: HIPPA ISSUES.	0.20	32.00
5/25/2016	DCJ	CONSERVATION COMMISSION - REVIEW AND RESPOND TO E-MAILS RE: EXECUTIVE SESSION ISSUES.	0.10	16.00
5/31/2016	JSF	REVIEW AND REVISE TOWN ADMINISTRATOR CONTRACT AND DRAFT EXPLANATORY COMMENTS; REVIEW CHARTER PROVISIONS AND RELEVANT STATUTE; E-MAIL BOARD OF SELECTMEN CHAIR RE: REVISED CONTRACT.	3.90	624.00
5/31/2016	LFG	REVIEW DRAFT TOWN ADMINISTRATOR CONTRACT AS TO FORM; TELEPHONE CONFERENCE WITH CHAIR, BOARD OF SELECTMEN RE: CONTRACT; TELEPHONE CONFERENCE WITH TOWN ADMINISTRATOR RE: PROVISION OF COMMENTS DIRECTLY TO HIM; ANALYZE FACTS AND LEGAL ISSUES AND LEGAL RESEARCH RE: CHARTER AND RELATIONSHIP OF SAME TO VARIOUS CONTRACT PROVISIONS.	2.40	384.00
SUBTOTAL:			9.80	1,568.00

HILL V. CONSERVATION COMMISSION

5/3/2016	JJG	E-MAIL LAND USE COORDINATOR RE: OUTCOME OF CONSERVATION COMMISSION HEARING ON NOTICE OF INTENT.	0.20	32.00
5/6/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE ADMINISTRATOR RE: OUTCOME OF HEARING ON 4/13/16, AND PROCEDURE FOR HEARING ON 5/11/16; E-MAIL PLAINTIFF'S COUNSEL RE: HEARING.	0.40	64.00
5/10/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE PERMIT	0.30	48.00

COORDINATOR RE: APPLICANT'S REQUEST TO WAIVE
LOCAL BYLAW FEES, AND COMMISSION'S OPTIONS.

5/12/2016	JJG	EXCHANGE E-MAILS WITH LAND USE PERMIT COORDINATOR RE: FAVORABLE VOTE ON ISSUANCE OF ORDER OF CONDITIONS, AND ASSISTANCE IN DRAFTING DECISION.	0.30	48.00
SUBTOTAL:			1.20	192.00

TOWN V. ZAPOLSKI

5/2/2016	JDM	TELEPHONE CONFERENCE WITH BUILDING COMMISSIONER RE: REVISIONS TO VERIFIED COMPLAINT; DRAFT LETTER TO COURT REQUESTING ENTRY OF ACTION AND HEARING FOR PRELIMINARY INJUNCTION; RESEARCH MORTGAGE AND LIEN HISTORY IN REGISTRY OF DEEDS AND DETERMINE IF ANY PARTIES-IN-INTEREST SHOULD BE NAMED.	1.20	192.00
5/4/2016	JDM	REVISE VERIFIED COMPLAINT; TELEPHONE CONFERENCE LEAVING MESSAGE FOR BUILDING COMMISSIONER TO DISCUSS REVISIONS AND BRINGING ACTION IN WORCESTER HOUSING COURT LEOMINSTER SESSION.	0.40	64.00
5/11/2016	JDM	5 AQUARIUS LANE - TELEPHONE CONFERENCE WITH BUILDING COMMISSIONER RE: REQUESTED ENFORCEMENT AND ABILITY OF TOWN TO ALSO LEVEL AND SECURE IN-GROUND POOL.	0.20	32.00
5/16/2016	JTB	DRAFT VERIFIED COMPLAINT, MOTION FOR SHORT ORDER OF NOTICE, MOTION FOR PRELIMINARY INJUNCTION AND MEMORANDUM IN SUPPORT OF PRELIMINARY INJUNCTION.	0.50	80.00
5/16/2016	JDM	5 AQUARIUS LANE - DRAFT MOTION FOR SHORT ORDER OF NOTICE TO SET SHORT TIMELINE FOR HEARING ON TOWN'S REQUEST FOR PRELIMINARY INJUNCTION; PREPARE TO FILE IN HOUSING COURT.	1.20	192.00
5/17/2016	JDM	FILE VERIFIED COMPLAINT AND MOTION FOR SHORT ORDER OF NOTICE FOR PRELIMINARY INJUNCTION HEARING WITH HOUSING COURT IN WORCESTER HOUSING COURT; OBTAIN SHORT ORDER OF NOTICE SUMMONS AND SET HEARING FOR 5/27/16 IN LEOMINSTER SESSION OF HOUSING COURT.	3.00	480.00
5/18/2016	JDM	DRAFT COVER LETTER TO DEFENDANT AND LETTER TO SHERIFF REQUESTING SERVICE OF SUMMONS AND VERIFIED COMPLAINT ON DEFENDANT.	1.50	240.00
5/19/2016	JDM	EXCHANGE E-MAIL WITH DEFENDANT AT E-MAIL ADDRESS AS PROVIDED BY BUILDING COMMISSIONER,	0.20	32.00

TRANSMIT COPIES OF SUMMONS AND VERIFIED COMPLAINT.

5/25/2016	JTB	PREPARE FOR UPCOMING HEARING; REVIEW STATUS OF SERVICE OF PROPERTY OWNER.	0.30	48.00
5/26/2016	JDM	PREPARE FOR HEARING ON TOWN'S REQUEST FOR PRELIMINARY INJUNCTION; RESEARCH DEFENDANT'S INFORMAL NOTICE OF BANKRUPTCY AND EXCEPTIONS FOR ENFORCING COMPLIANCE WITH LAW.	1.20	192.00
5/27/2016	JDM	REPRESENT TOWN AT HEARING AT LEOMINSTER SESSION OF HOUSING COURT ON TOWN'S MOTION FOR PRELIMINARY INJUNCTION; NEGOTIATE AGREEMENT FOR JUDGMENT WITH DEFENDANT REQUIRING DEFENDANT TO SUBMIT APPLICATIONS NECESSARY TO REPAIR DWELLING AND BRING PROPERTY UP TO CODE OR TO DEMOLISH DWELLING AND SECURE PROPERTY, RESERVE TOWN'S RIGHTS TO REQUEST ORDER ALLOWING TOWN TO DEMOLISH AND LIEN PROPERTY OR TO PETITION FOR A RECEIVER FOR PROPERTY; PRESENT AND RECEIVE ENDORSEMENT OF AGREEMENT FOR JUDGMENT IN FAVOR OF TOWN.	5.50	880.00
5/28/2016	JDM	EXCHANGE E-MAILS WITH BUILDING COMMISSIONER RE: DEFENDANT'S STATUS UPDATE AND IMPLICATIONS OF ALLEGED BANK LIENS ON PROPERTY ON TOWN'S ABILITY TO PURSUE COSTS IF TOWN MOVES FORWARD WITH LEVELING AND SECURING PROPERTY.	0.30	48.00
5/31/2016	JTB	EVALUATE STATUS AND NEXT STEPS.	0.30	48.00
SUBTOTAL:			15.80	2,528.00

ANNUAL TOWN MEETING

5/2/2016	LFG	TOWN MEETING - REVIEW MOTIONS AS TO FORM AND FORWARD TO INTERIM TOWN ADMINISTRATOR WITH COMMENTS.	1.80	288.00
5/2/2016	DCJ	REVIEW AND ANALYZE ARTICLE RE: CHANGE IN COMPOSITION OF BOARD OF SELECTMEN; ANALYZE CHARTER.	0.40	64.00
5/2/2016	DCJ	REVIEW WARRANTS AND NOTICES FOR SPECIAL TOWN MEETING AND ANNUAL TOWN MEETING IN PREPARATION FOR MEETING.	1.00	160.00
5/3/2016	DCJ	E-MAIL TOWN ADMINISTRATOR RE: MEETING.	0.10	16.00
5/3/2016	DCJ	TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: WARRANT ISSUES; ANALYZE	1.20	192.00

ISSUES FOR ARTICLE I AND BUDGET ARTICLES;
PREPARE RESPONSES TO QUESTIONS.

5/3/2016	DCJ	REPRESENT TOWN AT TOWN MEETING.	8.00	1,280.00
5/17/2016	LFG	TOWN MEETING - TELEPHONE CONFERENCE WITH ATTORNEY GENERAL RE: NEED, IF ANY, FOR REVIEW OF CHANGE IN SIZE OF BOARD OF SELECTMEN.	0.40	64.00
5/17/2016	DCJ	TOWN HALL - TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: EXECUTIVE SESSION PROCEDURES.	0.10	16.00
5/19/2016	LFG	TELEPHONE CONFERENCE WITH ATTORNEY GENERAL'S MUNICIPAL LAW UNIT ATTORNEY RE: NO ACTION REQUIRED ON CHANGE IN SIZE OF BOARD OF SELECTMEN.	0.20	32.00
5/19/2016	DCJ	REVIEW E-MAIL FROM ATTORNEY GENERAL RE: APPROVAL OF BYLAW.	0.20	32.00
5/24/2016	LFG	E-MAIL TOWN CLERK RE: STATUS OF ATTORNEY GENERAL'S REVIEW OF SUBMISSIONS FROM TOWN MEETING, PARTICULARLY CHANGE IN SIZE OF BOARD OF SELECTMEN.	0.20	32.00
SUBTOTAL:			13.60	2,176.00
TOTAL:			48.50	7,728.00
ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.				
10 HOURS CREDIT PER DCJ				-1,600.00
TOTAL COSTS:				221.21
TOTAL DUE:				\$ 6,349.21

KOPELMAN AND PAIGE, P.C.

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

STATEMENT NO. 108231

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

MAY 24, 2016

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH April 30, 2016

GENERAL LEGAL SERVICES

4/1/2016	BWR	DRAFT HIPAA POLICIES RE: PRIVACY, SECURITY OF PERSONAL INFORMATION.	2.00	320.00
4/6/2016	LFG	REVIEW FACTS AND LEGAL ISSUES RE: SIGN BYLAWS.	0.20	32.00
4/25/2016	JTB	5 AQUARIUS LANE - DRAFT VERIFIED COMPLAINT FOR REMOVAL OF DANGEROUS BUILDING.	1.00	160.00
4/25/2016	JDM	5 AQUARIUS LANE - BEGIN DRAFTING COMPLAINT FOR INJUNCTIVE RELIEF.	2.50	400.00
4/26/2016	JTB	5 AQUARIUS LANE - EXCHANGE E-MAILS WITH BUILDING COMMISSIONER RE: STATUS OF ENFORCEMENT ACTION.	0.30	48.00
4/26/2016	LFG	TOWN MEETING - REVIEW POSTED WARRANT AND E-MAIL TOWN ADMINISTRATOR RE: FURTHER INFORMATION AS TO CERTAIN ARTICLES.	0.80	128.00
4/27/2016	LFG	TOWN MEETING - TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: VARIOUS ISSUES.	0.30	48.00
4/27/2016	JDM	5 AQUARIUS LANE - FINALIZE VERIFIED COMPLAINT FOR PRELIMINARY INJUNCTION; EXCHANGE E-MAILS WITH BUILDING COMMISSIONER RE: VERIFIED COMPLAINT AND VERIFICATION.	1.20	192.00
4/28/2016	LFG	TOWN MEETING - REVIEW AND REPLY TO E-MAIL FROM INTERIM TOWN ADMINISTRATOR RE: POSSIBLE INCREASE IN FUNDING AMOUNT AND QUESTION OF WHETHER MOTION WOULD FALL WITHIN SCOPE OF ARTICLE.	0.30	48.00
4/28/2016	BWR	RESEARCH AND DRAFT OPINION LETTER TO BUILDING INSPECTOR RE: ENFORCEMENT OF SIGN BY-LAW PROVISIONS.	1.30	208.00

SUBTOTAL:			9.90	1,584.00
GENERAL LABOR SERVICES				
4/1/2016	DCJ	POLICE - TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: SALARY ISSUE.	0.20	32.00
4/1/2016	DCJ	TOWN ADMINISTRATOR - REVIEW AND FORWARD E-MAILS TO INTERIM TOWN ADMINISTRATOR RE: 2015 TOWN ADMINISTRATOR CONTRACT DISCUSSIONS.	0.20	32.00
4/27/2016	DCJ	TOWN HALL - REVIEW E-MAIL WITH ATTACHED COMPLAINT AGAINST EMPLOYEE.	0.20	32.00
4/28/2016	DCJ	REVIEW E-MAIL RE: COMPLAINT AGAINST EMPLOYEE.	0.20	32.00
4/28/2016	DCJ	TOWN HALL - REVIEW E-MAIL WITH DOCUMENTS RE: EMPLOYEE SENIORITY AND VACATION ISSUES; REVIEW AND RESPOND TO E-MAILS RE: COMPLAINTS.	0.20	32.00
SUBTOTAL:			1.00	160.00
HILL V. CONSERVATION COMMISSION				
4/1/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE COORDINATOR RE: FILING OF NEW NOTICE OF INTENT UNDER WETLANDS BYLAW.	0.20	32.00
4/4/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE COORDINATOR RE: DOCUMENTS AND PLANS INCLUDED IN NEW NOTICE OF INTENT.	0.30	48.00
4/8/2016	JJG	E-MAIL PLAINTIFF'S COUNSEL RE: SCHEDULING OF HEARING ON NEW NOTICE OF INTENT ON 4/12/16, AND PROCEDURAL ISSUES TO BE ADDRESSED.	0.30	48.00
4/11/2016	JJG	TELEPHONE CONFERENCE WITH INTERIM TOWN ADMINISTRATOR RE: STRATEGY FOR HEARING SCHEDULED FOR 4/13/16, AND WHETHER TOWN COUNSEL SHOULD BE PRESENT.	0.30	48.00
4/12/2016	JJG	EXCHANGE E-MAILS WITH PLAINTIFF'S COUNSEL RE: ISSUES TO BE ADDRESSED AT HEARING SCHEDULED ON 4/13/16.	0.30	48.00
4/13/2016	JJG	E-MAIL INTERIM TOWN ADMINISTRATOR AND LAND USE COORDINATOR TO CONFIRM THAT TOWN COUNSEL ATTENDANCE NOT REQUIRED AT CONSERVATION COMMISSION HEARING ON 4/13/16.	0.20	32.00

4/19/2016	JJG	REVIEW DOCUMENTS PROVIDED BY INTERIM TOWN ADMINISTRATOR RE: EXECUTIVE SESSION MINUTES; RESEARCH AND ANALYZE STATE PUBLIC RECORDS AND OPEN MEETING LAW REGULATIONS, AND ATTORNEY GENERAL DECISIONS; PREPARE AND SEND E-MAIL OPINION TO INTERIM TOWN ADMINISTRATOR, ON GROUNDS FOR WITHHOLDING MINUTES WHILE LITIGATION IS PENDING.	1.60	256.00
4/22/2016	JJG	REVIEW QUESTION FROM LAND USE COORDINATOR RE: TIME PERIODS REQUIRED FOR PUBLISHING OF PUBLIC NOTICE OF HEARING; REVIEW AND ANALYZE DEP REGULATIONS AND TOWN BYLA W PROVISIONS; PREPARE AND SEND E-MAIL OPINION RE: REGULATORY REQUIREMENTS. AND OPTIONS TO ADDRESS DEFECT IN ADVERTISING HEARING.	0.80	128.00
4/25/2016	JJG	TELEPHONE CONFERENCE WITH LAND USE COORDINATOR RE: PUBLICATION OF PUBLIC NOTICE FOR HEARING, AND OPTIONS TO ADDRESS REGULATORY REQUIREMENTS.	0.40	64.00
4/27/2016	JJG	TELEPHONE CONFERENCE WITH CONSERVATION COMMISSION CHAIRMAN RE: REMAINING ISSUES AND PROCEDURES TO BE FOLLOWED AT HEARING ON 4/27/16.	0.40	64.00
SUBTOTAL:			4.80	768.00
ANNUAL TOWN MEETING				
4/22/2016	DCJ	REVIEW E-MAIL AND WARRANT ARTICLES FROM INTERIM TOWN ADMINISTRATOR.	0.20	32.00
SUBTOTAL:			0.20	32.00
CONTRACTS				
4/14/2016	RTH	FIRE SUBSTATION PROJECT - TELEPHONE CONFERENCE WITH FIRE CHIEF RE: REQUEST FOR QUALIFICATIONS FOR DESIGN SERVICES.	0.10	16.00
SUBTOTAL:			0.10	16.00

TOTAL:	16.00	2,560.00
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ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS:		18.11
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TOTAL DUE:	\$	<u>2,578.11</u>
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