



OFFICE OF THE BOARD OF SELECTMEN

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

POLICY #01-2022

REPLACE POLICY: N/A

Purpose: The Board of Selectmen and Interim Town Administrator agree to establish a consistent process for all municipal Boards, Commissions, and Committees.

Policy: Townsend First Policy for All Boards, Commissions, Authorities, and Committees.

Townsend First Policy

Within the confines of the law, and all other factors being equal, the Town of Townsend shall seek to hire from within the department and from existing qualified Town employees, then employ Town residents before considering other candidates for open positions. The Town shall likewise make all reasonable efforts to procure goods and services from Townsend-based vendors in the construction, maintenance and operation of all construction projects paid for solely with Town funds, or for supply contracts that are not subject to the requirement that preference be given to the lowest responsible bidder.

To qualify as a local vendor, the bidder must certify at the time of bid the following:

- a. it has fixed facilities with employees located within the Town limits;
- b. it has a Town business street address (Post Office box or residential address shall not suffice to establish a local presence);
- c. all sales tax returns for the goods purchased must be reported to the State through a business within the geographic boundaries of the Town; and
- d. it has a Town business license.

Further, for any development agreements or Host Community Agreements (contract negotiated between a municipality and a marijuana establishment that includes all terms necessary for the marijuana establishment to operate in the municipality), the Agreement shall contain the following clause:

Local Vendors and Hiring. To the extent such practice and its implementation are consistent with federal, state, and municipal laws and regulations, CONTRACTOR shall make best efforts in a legal and non-discriminatory manner to give priority to Town businesses, suppliers, contractors, builders and vendors located in the Town in the provision of goods and services called for in the construction, maintenance and continued operation of the Facility and to hire Town residents for jobs in and related to the Facility. Such efforts shall include actively soliciting bids from Town vendors through local advertisements and direct contact, to the greatest extent possible, advertising any job expansion or hiring of new employees first to Town residents. CONTRACTOR shall give Town residents an employment preference to the fullest extent allowed by law. Such preference shall be conspicuously referenced in all employment advertisements and literature issued by CONTRACTOR. CONTRACTOR also agrees to make



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best efforts to utilize women-owned and minority-owned vendors within the Town and the region. Thirty days after opening, and annually thereafter, if requested CONTRACTOR shall provide to the Town a hiring report. Said report shall include the full and part-time employment levels for the Facility as of the beginning of each month during the reporting period and the proportion of Town residents in each category of employment. CONTRACTOR shall furnish the Town with such further information and documentation as the Town may reasonably request to support and document compliance with this Agreement.

<i>Veronica Kell</i>	<i>3/1/2022</i>
<i>Joseph Z. Shank</i>	<i>3/1/2022</i>
<i>Chaz Sexton-Diranian</i>	<i>3/1/2022</i>