



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

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

Gordon Clark, *Vice-Chairman*

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

MEETING MINUTES
JANUARY 23, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 CK called the meeting to order at 6:00P.M.
Roll call vote taken showed 2 members present: Chairman, Cindy King (CK), Vice-Chair, Gordon Clark (GC) and absent, Clerk, Sue Lisio (SL)
- 1.2 Pledge of Allegiance
- 1.3 CK announced the meeting was being tape recorded and asked if any other audience members would be as well.
- 1.4 There were no Chairman's additions or deletions.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05P.M. Public Hearing, RE: CDBG Application.

2.1.1 Authorize Cindy King to sign support letter for the application.

GC moved to open the public hearing at 6:05P.M.

GC read the legal notice into the records (see attached)

A sign-in sheet was circulated.

Mr. Keating met with the Board members to discuss the application process for the CDBG, reminding the Board there are two public hearings required as part of the application process. One hearing must occur prior to the application being submitted, and if funded, one must occur before expenditures. Mr. Keating informed the Board he was working with the folks at the Library for a public forum, to help with the current application and future year planning and application opportunities. Mr. Keating stated this year's application will be for housing rehabs and fuel assistance for low income families and was identified as a need here in Townsend.

Mr. Keating stated he would need a vote to designate an Environmental Certifying Officer, generally it's a Town Administrator or Town Manager. Mr.

Kreidler suggested waiting until the next meeting since the designation was not specifically on the agenda.

Discussions included: questions regarding the Environmental Certifying Officer, planning services, clarifying of uses of the grant being for low or moderate income residents, service agreements, timeline of review, and legal notices with time periods.

Mr. Kreidler reminded the Board, MRPC does have a list of folks that have applied and are qualified for the grant funding. Mr. Keating stated there's a long waiting list and the biggest point is the applicant needs to demonstrate the need. Further discussion included how the need is measured and weighed to determine who is funded, State mandates such as de-leading often take precedent and takes away the funds needed from an individual project, when the project begins is when many of the decisions are made with limited amounts available for each project.

Mr. Keating discussed the importance of the Community Development Strategy. This document is submitted to DHCD every three years and is an outline of community development projects that have been prioritized through community involvement. Mr. Keating noted that the housing rehab project and the fuel assistance program are both high priorities in the document. Mr. Keating relayed the Community Development Strategy Committee can help with future grant opportunities, in addition to CDBG for additional programs.

CK expressed concern with number of poverty level folks in Townsend and stressed the importance of programs and grant opportunities. Mr. Keating stated their strategy is to work with other programs to help make the CDBG funds stretch and using additional resources can help.

Several members of the audience present asked questions about the CDBG application and of the Community Development Strategy.

CK moved to close the public hearing of January 23, 2018 held in Memorial Hall for the CDBG to close. GC seconded. Unanimous Vote.

GC moved to authorize the Chairman of the Board of Selectmen to sign on behalf of the Board of Selectmen to fully endorse the application for the CDBG funding in FY2018. CK seconded. Unanimous vote.

Mr. Keating informed the Board, he was working to have the public forum for February 7, 2018.

III. WORK SESSION - VOTES MAY BE TAKEN:

- 3.1 Town Administrator updates and reports.
 - 3.1.1 GC moved to approve the hiring of Beth Faxon as the Planning Board/ZBA Administrator effective January 23, 2018 contingent upon the passing of a medical exam and a CORI check with a one-year probationary period. CK seconded. Unanimous vote.
- 3.2 Board of Selectmen announcements, updates, and reports.

GC would like put on the next agenda to discuss awards to be given at Town Meeting, one for public safety and one for general government. GC thanked Mr. Kreidler for his efforts to get the generator for Atwood Acres and the mobile generator.
- 3.3 There were no meeting minutes to approve.
- 3.4 GC moved to approve and sign bills payable warrants out of session. CK seconded. Unanimous vote.

VI. ADJOURNMENT:

Respectfully submitted by,



Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of January 23, 2018, by the Board of Selectmen this 26th day of Feb, 2018.

HEARING CHECKLIST FOR CDBG APPLICATION

January 23, 2018

- ☐ 1. Open Public Hearing
- ☐ 2. Ask everyone to sign-in
- ☐ 3. Read Legal Notice
- ☐ 4. Brian Keating, MRPC Representative
- ☐ 5. Audience participation.
- ☐ 6. Close public hearing



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

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

Gordon Clark, *Vice-Chairman*

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

MEMORANDUM

TO: All Appointed & Elected Officials, Department Heads and
Residents of Townsend

FROM: James M. Kreidler, Jr., Town Administrator

DATE: January 17, 2018

RE: **PUBLIC HEARING**

The Townsend Board of Selectmen will conduct a public hearing on Tuesday, January 23, 2018 at 6:05P.M. at Memorial Hall, 272 Main Street, Townsend, MA to receive comment from the public on Townsend's application to the FY18 Massachusetts Community Development Block Grant (CDBG) program. Applications can be for up to \$800,000 for eligible activities as follows: housing rehabilitation, infrastructure, public facilities, and planning services. Interested persons and organizations are encouraged to attend, and will have the opportunity to comment and be heard on the proposed application. Reasonable accommodations will be attempted upon written request to the Selectmen's office prior to the meeting.

Carolyn Smart

From: Lance J. McNally <ljmcnally@comcast.net>
Sent: Friday, January 19, 2018 1:49 PM
To: Carolyn Smart
Cc: chris.nocella.cn61@gmail.com; Jerrilynbozicas@gmail.com; KathyA; Laurie; ljmcnally@comcast.net; ed@edhoward.com; wjc@percep-tech.com
Subject: Re: Appointment Request

Hi Carolyn,

The Planning Board and ZBA would like to extend an offer to Beth Faxon as the Planning Board/ZBA Administrator. Reference checks were completed.

Many thanks for getting it on the agenda for next Tuesday.

Please let me know if you need any additional info.

Best,

Lance

IAI 01:33 PM 1/19/2018, you wrote:

Lance, I need the information or an email to request an authorization to hire the Planning Board assistant so I can add to the agenda. I have to post soon.

Thank you

Carolyn Smart
Executive Assistant/Assistant Town Clerk
272 Main Street
Townsend, MA 01474
(978) 597-1700 ext 1719
csmart@townsend.ma.us
www.townsend.ma.us

If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law.

This message (including any attachments) contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. In Massachusetts, the term "public record" is broadly defined to include all documentary materials or data created or received by any officer or employee of any governmental unit, regardless of physical form or characteristics unless it falls under one of the statutory exemptions to the Public Records Law MGL Chapter 4, Section 7(26). Consequently,

