

RECEIVED
MAR 11 2022

TOWN OF TOWNSEND
TOWN CLERK



James M. Kreidler, Jr.
Town Administrator

OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*
Wayne Miller, *Vice Chairman*
Joseph Shank, *Clerk*

SELECTMEN'S MEETING MINUTES FOR MARCH 23, 2021, AT 6:00 P.M.

I. PRELIMINARIES – VOTES MAY BE TAKEN:

1.1 Call the meeting to order and roll call.

VK called the meeting to order at 6:15P.M. Roll call vote showed 3 members present:
Chairman, Veronica Kell (VK),
Vice-Chairman, Wayne Miller (WM)
Clerk, Joe Shank (JS)

1.2 Pledge of Allegiance

1.3 VK announced the meeting is being tape recorded.

1.4 Chairman's Additions or Deletions. (none)

1.5 Public Comment Period:

Ms. Lewand: commented TCAM could change the bylaws if approval is received from the Board of Selectmen.

WORK SESSION – VOTES MAY BE TAKEN:

FY22 Budget Review and Discussion:

Lynn Pinkerton, Andrea Wood, and Steve Sheldon, Finance Committee members were present.

The Board reviewed the draft budget with proposed updates (see attached)

Position Description and Classification Review:

The Board reviewed the report as submitted by the Collins Institute (see attached)

JS: I make a motion to accept the reclassification of the Parks & Cemetery Commission reclassification. WM seconded. Unanimous vote.

The Board reviewed the Water Tech and Account Manager job descriptions.

JS: I make a motion that we accept the recommendation of the Water Commissioners job description and reclassification to group D. WM seconded. Unanimous vote.

JS: I make a motion that we accept the Water Commissioners reclassification of the Water Manager/Technician to E. WM seconded. Unanimous vote.

JS: I make a motion that we accept the public Library Young Adult Librarian. WM Seconded. Unanimous vote.

JS: I make a motion that we accept the Library Trustee's job description change to a grade C. WM seconded. Unanimous vote.

JS: I make a motion that we accept the Library Senior Technician that has been put forward by the Library Trustees. WM Seconded. Unanimous vote.

JS: I make a motion that we accept the proposal for the Library Senior Technician Children as proposed by the Library Trustees. WM Seconded. Unanimous vote.

Job description to be developed for website admin and grant writer with salary to be determined.

The Board reviewed the Land Use Coordinator job description noting the Planning/Zoning Administrator is picking up many of the duties.

Karen Hill, Conservation Commission voiced concerned with the need to get staff an cutting the budget for Conservation.

Capital Plan Funding Sources:

The Board reviewed the Capital Plan as submitted (see attached). The Capital Planning Committee did vote to submit the plan; however, the Fire Department has submitted a new request. The Committee may be reviewing for consideration and funding for the Board to consider.

The Town Meeting warrant to be posted on April 16, 2021.

ADJOURNMENT

JS moved to adjourn the meeting. WM seconded. VK: for discussion, the next meeting is scheduled for March 30th. Unanimous vote.

Respectfully submitted by,

Carolyn Smart
Executive Assistant

For a detailed discussion please click here: <https://youtu.be/zjwaa3BYVow>



James M. Kreidler, Jr.
Town Administrator

Rec'd Town of Townsend
18 MAR '21 PM 3:07

OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, Chairman
Wayne Miller, Vice Chairman
Joseph Shank, Clerk

REVISED TO ADD ZOOM LINK

VIRTUAL SELECTMEN'S MEETING AGENDA FOR MARCH 23, 2021 AT 4:00 P.M.

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.

The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19
TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83638881366?pwd=alNYaXFScFJyZkN4TTk5Z1dZWlpxZz09>

Meeting ID: 836 3888 1366

Passcode: 067051

One tap mobile

+13017158592,,83638881366#,,,,*067051# US (Washington DC)

+13126266799,,83638881366#,,,,*067051# 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)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 836 3888 1366

Passcode: 067051

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

1. 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 recorded.
 - 1.3 Chairman's Additions or Deletions.
 - 1.4 Public Comment Period.

EXECUTIVE SESSION – VOTES MAY BE TAKEN:

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

ADJOURNMENT:

EXPENSE TYPE		TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT
LINE	DESCRIPTION	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT	TRF AMOUNT
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LINE	ACCOUNT NAME	EXP. MONTH	EXP. YEAR	POSTED EXPENSED \$/YTD	EXP. YEAR
35	LENS TERM CONT - INTEREST FROM EXEMPT	EXPENSES	85,285 \$	85,285 \$	85,285
36					
37					
38	INTEREST ON SHORT TERM LOANS - ISSUANCE	EXPENSES	30,000 \$	30,000 \$	30,000
39					
40					
41	TOTAL EXPENSES		115,285 \$	115,285 \$	115,285
42					
43	LENS TERM CONT - INTEREST FROM EXEMPT		423,600 \$	423,600 \$	423,600
44					
45					
46					
47	COUNTY RETIREMENT SYSTEM	EXPENSES	331,185 \$	331,185 \$	331,185
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51	TOTAL EXPENSES		754,785 \$	754,785 \$	754,785
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55	UNEMPLOYMENT COMPENSATION	EXPENSES	35,000 \$	35,000 \$	35,000
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61	HEALTH INSURANCE TOWN SHARE	EXPENSES	80,244 \$	80,244 \$	80,244
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