



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 FEBRUARY 16, 2021 AT 6:00 P.M. AMENDED FEBRUARY 12, 2021 (Format)

I. PRELIMINARIES – VOTES MAY BE TAKEN:

- 1.1 VK called the meeting to order at 6:01P.M.
Roll call vote showed 3 members present: Chairman Veronica Kell (VK), Vice-Chairman Wayne Miller (WM), Clerk Joseph Shank (JS)
- 1.2 Pledge of Allegiance
- 1.3 VK announced the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.

VK added under 2.1.1, the Planning Board will be bringing back the 43D permitting process to us later, but they are keeping the place holder for the warrant article.

1.4 Public Comment Period.

Mr. Sheldon requested the Selectmen put 2 placeholders for articles from TCAM. Mr. Sheldon to present the articles at the next Selectmen's meeting.

Chaz Sexton-Diranian gave an overview of the mortgage/rental assistance that is available.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

- 2.1 Joint meeting with the Planning Board:
 - 2.1.1 ~~Review of property/properties for 43 D permitting, owner authorization signature, and warrant article.~~
 - 2.1.2 MVP/HMP presentation and final approval (certificate of adoption) discuss next steps for MVP action grants.

Adria Boynton from Weston & Sampson presented the MVP/HMP final planning grant and what the next steps would be. (see attached presentation).

Adria Boynton summarized what the MVP planning process entailed:

- Define the climate hazards.
- Identify community vulnerabilities and strengths.
- Develop and prioritize adaptation actions.
- Receive MVP designation.

- Implement property adaption actions identified during the planning process.

The MVP Grant can fund Assessments, outreach & education, management measures, redesign & retrofit, nature-based solutions, ecological restoration, water quality & infiltration, flood protection, extreme heat mitigation, drought mitigation, energy resilience chemical safety, land acquisition housing, and mosquito control.

Additional discussion included the project timelines, priorities, and survey results.

The next steps for approval:

- Townsend Board signs the certificate of adoption
- Townsend sends the Certificate of Adoption to FEMA
- FEMA shares a formal approval letter.
- MVP-HMP report is updated.
- Townsend sends the final report to FEMA and EEA for their records.
- EEA will post the final report on the MVP Planning report website.

JS moved that the town of Townsend adopt the resolution for the Hazard Mitigation Plan and the Municipal Vulnerability Preparedness Plan and sign out of session. WM seconded. Unanimous vote.

2.1.3 Discuss/Review/Approve Townsend's request under the UPWP program.

VK informed the Board there was a slight modification to the documents in packets. regarding the UPWP program (see attached).

Mr. Sexton-Diranian commented after review of the walkability and bike-ability study focusing on the town common and the high school, we have identified the safe routes should go up to the library, senior center, and school's area. Further commenting it was discussed with MRPC that we would like those areas to be included as well, asking for an extension for the new region to be added. Mr. Sexton-Diranian asked the Board of Selectmen to approve the new scope of work.

Ms. Faxon, Planning Board Admin commented the Board of Selectmen have to ask for the extension.

VK: The UPWP stands for the Unified Planning Work Program and it is administered by M.R.P.C.

JS I will make a motion that we accept the UPWP administered by the M.R.P.C. for the Spring of 2021. WM seconded. JS amended to have the Chair sign out of session. WM seconded the amendment. Unanimous vote.

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

- 3.1 Discussion, RE: Posting for the Conservation Agent, Cultural Council, Town Accountant, and discuss scheduling of exit interview with the Town Accountant.

JS expressed concern with the number of people resigning and suggested the Board think about how we can get the positions filled and get the support they need. The Board agreed to get the open positions posted. Additional discussion ensued regarding the Collins Center plan and what positions should be filled.

Karen Hill, Conservation Member asked the Board to appoint their recommended candidate at their next meeting questioning why the Selectmen would be re-interview candidates the Commission already did. The Board agreed to discuss and clarified the process for hiring employees at their work session.

The Board agreed to post the Town Accountant and the Conservation Agent positions.

VK asked for clarification of the process for conducting exit interviews. Mr. Kreidler explained the difference between the contractual process and the process in the Personnel Policies & Procedures.

3.2 Review/Approve the posting for the Agricultural Committee.

VK: the posting was accomplished at the last meeting.

3.3 Appointments (if any) for the Open Space and Recreation Committee.

VK asked if notice has been sent out to the different departments for the open positions. Mr. Kreidler to check to see if it was sent out and to report back to VK.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Discuss/Approve/Sign, RE: License Agreement for the expansion project.

The Board reviewed the revised agreement (see attached). WM asked what changes were made. VK described the discussions with Mr. Shepherd to revise the agreement.

JS make a motion to accept the donation license and sign it and move on out of session. WM seconded. Unanimous vote.

4.1.1 Review/Sign the Special Permit application for the expansion project.

The Board reviewed the Special Permit application (see attached).

JS moved to execute and sign out of session the site plan review special permit application. WM seconded. Unanimous vote.

4.2 DLT Grant, RE: 2nd round, request due by March 2nd for technical assistance (maps and consulting) on the Open Space and Recreation plan.

VK explained this grant would be for technical assistance and consulting for the Open Space and Recreation Plan similar to the support the town received for the Masterplan. VK explained currently no one has been appointed to the Committee. With the deadline to apply for the grant being March 2, 2021 the Board agreed to apply for the grant while recruiting members for the Committee.

JS moved to go forward with the DLT grant for the Open Space and Recreation Plan and give the Chair permission to sign out of session. WM seconded. Unanimous vote.

4.3 CvRF Round 2 funds additional requests, RE: Fire Dept., Housing Trust, Nashoba Valley Technical High School.

VK explained there's still available funds that can be applied for, commenting the Fire Department, Housing Trust and NVTTHS are requesting funds. Chief Boynton explained there was an insurance claim that purchased some of the gears replacements. Chief Boynton did apply for another grant explaining a set of turn out gear is approximately \$3,000.00 Mr. Kreidler explained it is difficult to reconcile as FEMA changes what can be covered by the funds. Town Accountant, Lauri Plourde is working to reconcile the FEMA funds and the CvRF Round 2 funds. Housing Trust has \$70,000 for mortgage and rental assistance. Chaz Sexton-Diranian asked if some of the funds could be used for transportation of the Senior Citizens in town. Mr. Kreidler explained that would be accomplished by the LRTA, commenting he would reach out to the Council on Aging Director.

VK commented the \$70,000 for mortgage and rental assistance, \$15,000 for Nashoba Tech should be approved.

Recreation Director, Emy Hoff requested funds for sanitization supplies for the program. Ms. Hoff to forward the funds needed to Mr. Kreidler to forward off to the Board of Selectmen.

VK would like to digitalize records for the Land Use Department. Mr. Kreidler reached out to the town's contact for approval of the request and should hear back as to the ability to use covid money to fund it.

Mr. Kreidler commented the final reconciliation date is March 28th, however the State is in discussion of an extension.

The Board agreed to give Nashoba Tech the \$15,000 that they requested.

An agreement with the Board members to give to \$70,000.00 for housing, \$15,000 for Nashoba, \$6,000 for Recreation, \$10,000 for vaccination programs and \$10,000 for transportation. VK if approved \$50,000 to go toward the digitizing of records and possibly turn-out gear if needed.

4.3.1 FEMA grant application submitted by the Fire-EMS Chief.

4.4 The grant will be used for the turn-out gear if approved. (see attached) Presentation, RE: Shared Streets and Spaces Grant final approval.

VK asked for a vote from the Board in support of the grant. VK shared the application materials and maps with the Board (see attached). VK explained the signage and bike routes being proposed in the grant application.

Discussion regarding making Jefts Street a one-day street and a flashing light at the Spaulding School. VK explained this is Cares Act funds through the DOT.

JS expressed concern regarding the one-way street and inquired if we are going to contact the residents.

Emy Hoff, Recreation Director explained one of the reasons for the one-way Street is the bike lanes and signage commenting a letter is being sent to all the residents.

VK: the public meeting for questions & answers will address the bike lanes and the one-way street proposal. VK explained the signs are in the Historic district and they will need permission for the

signs by the Historical Commission. VK gave an overview of the maps for the hiking trails and signage.

VK stated the application needs a municipal contact for the application. The Board agreed Mr. Kreidler will be the contact.

JS: I make a motion that we move forward with the Share Streets and Spaces grant and apply out of signature. WM seconded. WM asked if the abutters do not want this will it change the terms of the grant. VK commented if the town does implement any part of the grant in the application the funds will go back to the State. VK to speak with the Fire Chief regarding Jefts Street. Unanimous vote.

4.5 Discussion, RE: MA Community One-Step for Grants.

VK: new program with the Commonwealth of Massachusetts to apply for grants. The Board reviewed the application (see attached). VK commented the grant application allows for ranking by the municipality. VK suggested reviewing the list of grants on the site. Mr. Kreidler relayed at the Department Head meeting this was discussed and another meeting will be held in April to review what would be a priority for each Department.

VK informed the Board she met with M.R.P.C. to discuss why the town was not successful in obtaining the disabilities grant. VK requested a posting for the Commission of Disability is done in order to fill the vacancies.

4.6 Discussion, RE: Jefts Street/Riverbank Terrance to make a one-way street.
(see 4.5)

4.7 CDBG Reports/Discussion, RE: Housing report, fuel assistance report, citizen assistance process.

VK would like a monthly report with all the financials since the inception of the grant, in particular how the funds are being used. VK requested a copy of the grant with Community Opportunity Group and any extensions received.

VK would like a report for the Fuel Assistant financials. VK shared a flier with the Board for Fuel Assistance. VK commented TEO will help in distributing the fliers.

4.8 Discussion, RE: Disability Commission (adopted 5-2-2017 annual town meeting)
(see 4.5)

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.
5.1.1 FY22 Budget Status Overview

Mr. Kreidler explained the revenue portion of the budget is using the Governor's numbers and reduced local receipts by 5%, and a decrease in revenue from ambulance receipts funds. Mr. Kreidler reviewed the revenue and expense spreadsheet pages with the board (see attached). Mr. Kreidler discussed the premium for Health Insurance and the varying option.

JS expressed concern with the JPA agreement. Mr. Kreidler commented the Collin Center increases are in the budget except for the Police Department, noting there still needs to be a discussion with the Police Department to see if they want the Collins report adopted in their contract.

Mr. Kreidler explained the how the ambulance receipts account is used in the general budget. Further discussion regarding other revenues. Fire-EMS Chief, Mark Boynton explained where the ambulance receipts funds are used in the budget.

The Board and the Finance Committee agreed to have work sessions together regarding the budget.

5.1.2 Presentation of draft budgets, RE: Police, Fire-EMS, and Highway
See 5.1 for Fire-EMS.

The Board reviewed the Police Department budget with Chief Sartell (see attached). Chief Sartell explained all the unfunded mandates from the State that is difficult to fund.

James Smith, Highway Superintendent reviewed his budget with the Board (see attached).

5.1.3 Report/Update, RE: Rt 13 and South Row Road property.

Mr. Kreidler reported the owner's Attorney has stated they do want to sell the property and are not looking to donate. Discussion included: own taxes and the property being landlocked.

5.1.4 Report, RE: Health Insurance rates.
Health insurance addressed under agenda item 5.1.1

5.2 Board of Selectmen announcements, updates, and reports.

VK reminded everyone the deadline for the Annual Town Meeting is March 1, 2021.
VK inquired as to the Annual Town Report. Mr. Kreidler commented the financial information for 2019 will be included in the 2020 report.

VK attended the Energy Committee for a presentation from Freedom Energy Logistics.

5.3 Reports from Board liaisons.

5.4 Review/Approve the meeting minutes for November 17, 2020, November 23, 2020, December 3, 2020 and February 8, 2021.

WM moved to approve the minutes from November 17, 2020, November 23, 2020, December 3, 2020. VK seconded. Unanimous vote.

The Board reviewed the meeting calendar for budget work sessions.

The Board agreed to meet on February 27, 2021 at 11:00A.M., March 6, 2021 at 10:00A.M., March 13, 2021 at 10:00A.M. and March 27, 2021 at 10:00A.M.

Mr. Kreidler to check with the Finance Committee to be sure they can attend the meeting dates as well.

5.5 JS moved to review and sign payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

JS moved to adjourn the meeting to enter into executive session and we will not be returning and we are going to move to go into executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion

personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. Treasurer Collector. WM seconded. Roll Call VK (YES) JS (YES) and WM (YES).

For a detailed discussion please see click here: <https://youtu.be/QR1iNVRkhIA>

Respectfully submitted by,

Carolyn Smart
Executive Assistant

Meeting Minutes for February 16, 2021 released on April 27, 2021.