



James M. Kreidler, Jr.  
Town Administrator

## OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*  
Veronica Kell, *Vice-Chairman*

### SELECTMEN'S MEETING AGENDA FOR DECEMBER 15, 2020 AT 6:00 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.*

#### I. PRELIMINARIES – VOTES MAY BE TAKEN:

##### 1.1 WM called the virtual meeting to order at 6:00P.M.

Roll call vote: Chairman Wayne Miller (WM) and Vice-Chair Veronica Kell (VK)

##### 1.2 Pledge of Allegiance

##### 1.3 WM announce the meeting is being audio and video recorded.

##### 1.4 Chairman's Additions or Deletions.

VK requested two items to be added to the agenda: meeting schedule and process for the Town Administrator evaluation. WM agreed to add at the end of the meeting.

##### 1.5 Public Comment Period. (none)

#### II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

##### 2.1 6:05P.M. Joint meeting with the Planning Board, RE: Appointment of Carol Hoffses.

Charles Sexton -Diranian, Clerk of the Townsend Housing Authority met with the Board. Ms. Hoffses introduced herself. Mr. Sexton-Diranian confirmed the Planning Board did vote unanimously to recommend Ms. Hoffses as a voting member of the Planning Board.

VK moved to appoint Carol Hoffses to the Planning Board from today until the April election in 2023. WM seconded. Unanimous vote.

##### 2.2 6:10P.M. Police Chief, Jay Sartell, RE: FY2020 Edward Byrne Memorial Justice Assistance Grant

Police Chief, Jay Sartell informed the Board the Police Department did receive a grant from the Department of Public Safety and Security the purpose of equipping body cameras in the amount \$34,033.00, Chief Sartell commented there is a cost going forward to maintain the cameras with an estimate of approximately \$12,000 to \$15,000 and could be as high as

\$17,000., per year depending on the bids and procurement process. Chief Sartell reviewed his memorandum with the Board outlining the program and grant assistance (see attached). Further discussion included budgeting going forward.

VK inquired if the \$34,000 is just for the body cameras. Chief Sartell stated it also includes hardware and software along with some training.

VK moved to accept the FY2020 Edward Byrne Memorial Grant Justice Assistant Grant and authorize the Town Administrator to sign the Massachusetts standard contract form and grant application. WM seconded. The Board reviewed the grant application (see attached). Unanimous Vote.

2.2.1 Authorize the Town Administrator to sign the Massachusetts standard contract form and grant application. (see 2.2 for discussion)

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

3.1 VK moved to appoint Prima Golda as a Library Tech effective December 8, 2020 contingent upon the passing of a medical exam and C.O.R.I. check. WM seconded. Unanimous vote.

3.2 VK moved to appoint Brett King as the on-call Captain for the Townsend Fire-EMS Department effective December 8, 2020 to June 30, 2021. WM seconded. Unanimous vote.

3.3 Audit Committee and Town Properties Committee Appointments if applicable.  
VK moved to appoint Lynn Pinkerton to the Audit Committee for a term of December 15, 2020 to November 30, 2021. WM seconded. Unanimous vote.

VK moved to appoint Veronica Kell to the Audit Committee for a term of December 15, 2020 to November 30, 2021. WM seconded. Unanimous vote.

3.4 Appoint a Board of Selectmen member to the Capital Planning Committee in accordance with Chapter 14 of the Townsend bylaws.

VK moved to appoint Wayne Miller as the Board of Selectmen's Representative to the Capital Planning Committee in accordance with Chapter 14 of the Townsend bylaws. WM seconded. Unanimous vote.

VK moved to appoint Jerilyn Bozicas to the Capital Planning Committee as the Finance Committee Representative in accordance with Chapter 14 of the Townsend bylaws. WM seconded. Unanimous vote.

### IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 VK moved to approve and sign outside of a meeting all 2020 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of licenses contingent upon receipt of required documentation and payment. WM seconded. Unanimous vote.
- 4.2 VK moved to approve and sign outside of a meeting all 2020 renewals for CLASS I, II, III licenses contingent upon receipt of required documentation and payment. WM seconded. Unanimous vote.
- 4.3 VK moved to approve and sign outside of a meeting all 2020 renewals for Common Victualler contingent upon receipt of required documentation and payment. WM seconded. Unanimous vote.
- 4.4 VK moved to approve and sign outside of a meeting all 2020 renewals for Entertainment licenses contingent upon receipt of required documentation and payment. WM seconded. Unanimous vote.
- 4.5 VK moved to declare the following as surplus with a value to be determined in conjunction with the Department Head and Chief Procurement Officer for the Water Department a 17 monitor 3 computer towers that are inoperable mixed scrap metal 2500 pounds of cast iron 50 pounds of copper 400 pounds of brass 100 pounds mixed brass and for the Board of Health 2 20' metal containers and 2 40' Trailers. WM seconded. Unanimous vote
- 4.6 Review/Approve the 2021 Legal Holidays
- The Board reviewed the legal holiday list as attached. VK moved to approve the 2021 legal holidays. VK inquired about adding Juneteenth. Mr. Kreidler stated the town is waiting for guidance or acceptance and the date is not on the approve holiday list with the State. Mr. Kreidler informed the Board that a federal executive order has been signed from President Trump which makes Christmas Eve a federal holiday and the town is waiting for guidance on that as well.
- VK moved to approve the 2021 legal holidays as listed. WM seconded. Unanimous vote.
- 4.7 Discuss formation of a Committee, RE: Open Space Plan
- VK explained how the Committee is formed noting this would be an update to the existing plan. VK noted she was appointed as the Planning Board Representative last year commenting the Land Use Coordinator had resigned before the Committee was appointed. VK would like to have the discussion on an agenda in January for the posting and the number of members.
- 4.8 Discussion, RE: Monthly Reports and Annual Reports from Department Heads
- VK inquired about the Annual Report and how it will be accomplished for 2019 & 2020. VK would like the monthly reports emailed to the Board.

4.9 Discussion, RE: Real estate tax breaks for volunteer board members

VK inquired about the tax work-off for volunteers at the Senior Center Mr. Kreidler explained how the program works and the age and income requirements, relaying the town did accept the local option to allow for the write-off program. The town cannot legally give a discounted tax bill for volunteerism. Mr. Kreidler explained the only other option is a stipend program.

4.10 Review/Approve/Execute: License agreement for Sterilite donation for addition at the Sr. Center

Mr. Kreidler commented he took the changes from VK and Counsel with track changes (see attached) and forwarded the changes to WM. VK noted the agreement needed confirmation of the donor. VK explained the changes that she made noting the addition of exhibit C and the construction sequence.

VK moved to vote to approve and then sign out of session the license agreement with confirmation of the identity of the donor and confirmation of the liability insurance. WM seconded. Unanimous vote.

4.11 Health Insurance Joint Purchase Arrangement follow-up discussion/update- review draft document

The Board reviewed the draft JPA and noted the changes Mr. Kreidler made (see attached). VK asked if Counsel has reviewed. Mr. Kreidler relayed Counsel will review when the Board approves. VK asked if the employees have been informed or discussions held to understand what their thoughts are. Mr. Kreidler relayed the employees would form an IAC (Insurance Advisory Committee) once the Board has agreed to move forward with JPA. The Council would have a representative from each of the unions and while not required under Chapter 32B an employee who is not represented by a union would participate and have a voice. Mr. Kreidler explained the employees do not have the ability to deny or veto the agreement only the Board has that authority.

VK asked when the agreement would need to be signed and inquired if all three communities need to sign the same agreement. Additional discussion included joining other JPA: the representatives' appointments outlined in the agreement, the next steps in the process, insurance coverage and options, bidding process, negotiations of the plans, and employee stance on the agreement.

WM would like Town Counsel and Mr. Paicos to attend a meeting and review the agreement in January. VK would like to know how the employees feel about the JPA.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

5.1.1 Treasurer/Collector update/job posting

Mr. Kreidler relayed the former Treasurer/Collector is willing to help in the interim. Mr. Kreidler asked what the Board would like to do. Mr. Kreidler explained there are some duties that Ms. Hersey cannot do because she is not a certified Treasurer/Collector. VK asked about the posting and inquired if we have received any responses.

5.1.2 97 Main Street update/discussion

Still in discussions with MRPC noting we have approval from the Environmental Protection Agency and are just waiting on the scheduling.

5.1.3 Finance summit follow up discussion- Discuss budget memo request parameters.

Mr. Kreidler asked for feedback from the Selectmen. VK would like to postpone the discussion. VK noted we are behind schedule in accordance with the budget policy. VK would like to discuss first week of January. WM not sure if the Board can give guidance without knowing what the numbers are. WM would like to meet with the Schools before the Board gives guidance to the departments.

5.1.4 Shared Streets and Winter Spaces grant application review

VK gave an update on the grant application and the different projects they were considering. Additional discussion with the departments to explore the concepts & projects for the grant. TIP list projects being considered are the sidewalks by North Middlesex schools.

Mr. Kreidler to post for the positions for TCAM. Mr. Kreidler relayed the Board can appoint interim members but there is a question as to whether that would be considered a permanent appointment. Mr. Kreidler to look into it and report back to the Board. VK asked for a financial report.

5.1.5 South Row Road discussion/update

Mr. Kreidler gave an update and the Board reviewed the email from the Conservation Commission (see attached). Mr. Kreidler relayed the Water Department is interested in the parcel as well.

VK moved that the Board of Selectmen in conjunction with the Town Administrator that the Board of Selectmen notify the Attorney for the owners to express the Town's desire to accept the donation of the 42-acre property at 0 South Row Road, map block lot 24 5 1 contingent on acceptable negotiations with the property owners meaning survey right-of-way access title all the things that we don't

know and the acceptance of the gift of land at the 2021 town meeting. WM seconded Unanimous vote.

5.1.6 Report/discussion on cash operations

Mr. Kreidler relayed the Treasurer was working on the recommendation and noted in her report it will be accomplished when a new Treasurer is hired.

5.1.7 Website update/status for each department

VK informed the Board she was working with Civics Plus and their designer, commenting she has a mock-up of the design. VK asked Mr. Kreidler about updating the data on the current website so it can transfer to the new website. Mr. Kreidler informed the Board that the town was turned down for use of the covid funds to pay for the website, relaying the Accountant is looking at previous warrant articles for cable that have available funds that can be used.

5.2 Reports from Board liaisons.

WM: Housing Trust update/discussion, RE: MOU status and resident outreach

WM attended the Trust meeting last week and noted both grants that are available, covid funds and CDBG, will expire on December 31, 2020, noting that both will be extended at some point. There is a strong possibility the state could grant an extension until the end of next year for covid funds.

Mr. Kreidler informed the Board the town was approved for \$100,000 for housing assistance. Mr. Kreidler explained how the funds are dispersed.

VK commented Chaz Sexton- Diranian is the Representative from the Planning Board for Safe Streets and VK as the MJTC Representative noting they are working with schools and need them on board.

VK reminded folks of the Special Town Election on January 23, 2021.

VK commented "Talk of Town" is running again at the Senior Center.

5.4 VK moved to review and approve the meeting minutes for November 2, 2020. WM seconded. Unanimous vote.

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

The Board reviewed their meeting calendar. WM noted January 5, 2021 and January 19, 2021 will be the regularly scheduled meetings noting additional meetings for budgets with the Finance Committee will be added.

WM asked Mr. Kreidler if he would be willing to delay his evaluation until March. Mr. Kreidler agreed. The Board agreed to make a written amendment to his contract for the delay. Mr. Kreidler to email VK the current evaluation tool used.

VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

- 6.1 VK moved to enter executive session pursuant to GL c. 30A, s. 21(a)(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; RE: Fire Union, Police Union, Supervisors Union, Clerical Union, and Highway/Water Union. WM declared and seconded. Roll call vote: WM (YES) VK (YES)
- 6.2 VK moved to enter executive session following the first one pursuant to GL c. 30A, s. 21(a)(3), to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares RE: Kelly Merrill v Townsend. WM declared and seconded. VK amended to enter into open session for adjournment only. VK (YES) WM (YES)

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

Respectfully submitted by,

Carolyn Smart  
Executive Assistant to the Town Administrator