



OFFICE OF THE BOARD OF SELECTMEN

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

SELECTMEN'S MEETING MINUTES FOR SEPTEMBER 21, 2021, AT 6:00 P.M. AND JOINT MEETING WITH THE BOARD OF HEALTH

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/81392659219?pwd=UGJHQXV4M2c0R1gwemFuVWZhJSXhzQT09>

Meeting ID: 813 9265 9219

Passcode: 247023

1.1 VK called the meeting to order at 6:02P.M.

Roll call vote showed 3 members present: *Chairman, Veronica Kell (VK),
Vice-Chairman, Joseph Shank (JS)
Clerk, Chaz Sexton-Diranian (CSD)*

1.2 Pledge of Allegiance

1.3 VK announced the meeting is being tape recorded.

VK commented 2.1 might be rescheduled

1.4 Chairman's Additions or Deletions (none)

1.5 Public Comment Period. (none)

1.6 Review/Approve the meeting minutes for April 13th, 27th, June 4th, July 16th and September 9th

The Board amended the meeting minutes as follows:

VK: April 13th minutes; amend to include the order of the meeting business and add what the DLTA grant was to be used for

CSD: moved to approve the April 13, 2021, minutes as amended. JS seconded. Unanimous vote.

CSD: April 27th amend 4.1 to "motion made".

VK: Amend under liaison list to add Housing Authority transferred temporarily to General Government as CSD is on the Housing Authority. 4.4 add "The Board recognizes that Beth Faxon is doing a great job." Would like the process for appointment documented and amend the numbering.

CSD: moved to approve the meeting minutes for June 4, 2021. JS seconded. Unanimous vote.

CSD: moved to approve the meeting minutes for July 16, 2021.



OFFICE OF THE BOARD OF SELECTMEN

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

JS: commented to amend the wording of “procurement thing” to a “procurement process” JS: seconded as amended. Unanimous vote.

CSD: moved to approve the meeting minutes for July 19, 2021. JS: amend under Appointments change to “was aware” fire would not be in attendance. JS seconded as amended. Unanimous vote.

CSD: moved that we approve the meeting minutes for September 9, 2021. JS seconded. Unanimous vote.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

~~2.1 Meet with Energy Committee to discuss Municipal Aggregation, and Consolidated electricity purchase for municipal buildings~~

2.2 Water Commissioner Todd Melanson, update on PFAS (Polyfluoroalkyl Substances) and other topics

Mr. Melanson explained the Water Takers will be receiving a letter from the State, commenting Harbor Trace did officially violate the NCL. The letter will explain what the numbers of Polyfluoroalkyl Substances are and what should be done. The Cross Street well is back online as of August 27th and the Harbor Trace Well will be offline. None of the other wells have PFAS detected. Mr. Melanson further explained; the Water Department is currently undergoing a bidding process for a new well. Mr. Melanson commented, the Department is currently working with other town Boards and Departments for future planning and better communication.

Mr. Melanson informed the Board that the Water Department is currently out flushing hydrants, explaining some discoloration in the water is normal. Mr. Melanson suggested letting the water run for some time would help with the discoloration. The Water Department will improve its communications and announcements on social media, asking the public if there are any issues to call the Water Department office.

2.3 Meet with Recreation to discuss/sign Resolution of Adoption for National Fitness Campaign and use of field behind Town Hall for this purpose.

Emy Hoff, Recreation Director, gave an overview of the National Fitness Campaign and what it is about, explaining a resolution is needed to continue with the project. Ms. Hoff conveyed the project would need a commitment from the Board and the property behind the town hall would need to be utilized.

Ms. Hoff read the resolution into the record (see attached). VK would like to change a section of the resolution to read “Board of Selectmen through the Recreation Department will collaborate for the fitness court”. Ms. Hoff commented, the goal is having enough money through fund raising by the end of 2022 to complete the project.

CSD: moved that we sign the resolution for adoption of the National Fitness Campaign fitness court project and sign out of session. JS seconded. Unanimous vote.

Ms. Hoff estimated the yearly maintenance cost would be approximately \$1,000.00 a year and the Recreation Commission voted to absorb the cost from their budget.



OFFICE OF THE BOARD OF SELECTMEN

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

Ms. Wood, Finance Committee Member, inquired if prevailing wages would be needed to build the court. Further research to be done on the issue of prevailing wages, noting it could depend on the spending source.

Ms. Hoff showed a map of where the court would be in relation to parking concerns. Ms. Hoff commented they are fundraising for a walkway but not a parking lot.

VK: a motion to hold the use of the field for 24 months for the National Fitness Court. CSD so moved. Unanimous vote.

JOINT MEETING WITH THE BOARD OF HEALTH

2.4 Discuss Recycling Attendant position and approve posting.

Carla Walter, Board of Health Admin Assistant, attended the meeting to assist with any questions.

Mr. Perry, Interim Town Administrator noted he did look at Cemetery/Parks and Highway Departments for assistance. Mr. Perry explained the departments do not have any employees that work weekends; therefore, they would be paying overtime rates. JS agreed a hoisting license is necessary to limit any liability to the Town.

CSD: moved that we allow for a posting for a Recycling Center Attendant II position with Grade B Level 10 on the Collins Report at a rate of \$17.20 per hour. JS seconded. Unanimous vote.

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

3.1 CSD: moved to re-appoint Anne Foresman, Thomas Davis, and Cheryl Simoneau to the Council on Aging for a three-year term expiring June 30, 2024. JS seconded. VK: attended the Council on Aging and terms are for 3 years. Unanimous vote.

3.2 Appoint William Martin Constable

JS: commented; since it is unknown when the police reform will be approved and the fact that Mr. Martin has been a Constable in Townsend for several years then the Board should appoint him as Constable for 3-years as they have done previously. CSD noted there is an issue with who the reporting agency is for Constables.

VK stated she was comfortable with a one-year appointment to see if the reform is passed by next June. The Board agreed to wait to see what legislation and reform is passed prior to making a 3-year appointment.

3.3 CSD: moved that we appoint Lorraine Farmer to Program Coordinator at the Senior Center. JS seconded. VK commented this appointment was discussed at the Council on Aging meeting and Lorraine was previously appointed as the Kitchen Assistant and has been CORI checked and had the medical exam. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Approve new rate for contract snowplow drivers

Mr. Perry read the new rates into the record (see attached), acknowledging we do need to be competitive with other towns.



OFFICE OF THE BOARD OF SELECTMEN

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

CSD: moved that we increase the compensation for the Townsend Plow Contractors FY22 for pick-up trucks \$78.20 per hour, one-ton \$80.50 per hour, and a loader \$128.00. JS seconded. Unanimous vote.

4.2 Vote to extend the TAYSA lease to Dec 31, 2021.

VK: explained she reviewed the lease extension and met with Town Counsel along with the Conservation regarding a Conservation Restriction.

VK: Adam Costa, Town Counsel responded with comments regarding the lease extension. VK read the opinion into the record (see attached). Town Counsel recommended approving the six-month extension and then the town can decide how they would like to proceed.

VK: would like 2 votes, 1. to extend the lease and 2. to explore some type of protection for the land like a Conservation Restriction.

CSD: moved to extend the current lease with TAYSA until March 31, 2022. JS seconded. Unanimous vote.

CSD: moved to investigate land protection for this area. JS seconded. Unanimous vote.

4.3 Vote to write Conservation Restriction for Squannacook Meadows Property.
See above vote under 4.2 to "investigate land protection"

4.4 Vote to sign letter of support for Forest Legacy Program Grant

VK recused herself from the discussion.

CSD read the letter of support into the record (please see attached).

CSD: moved to sign the letter of support for the Nashua, Squannacook, and Nissitissit Rivers Wild and Scenic Rivers Forest Legacy Program application. JS seconded. Unanimous vote in favor. JS amended to sign out of session. CSD so amended.

4.5 Vote to approve Guardian proposal to Implement Wireless Usage Statistic for TPL

See attached proposal

CSD explained this request is from the library and is regarding a grant that pays for their Wi-Fi, explaining within the grant, there is a section that asks for exact usage. CSD commented this proposal would cover the software licenses needed for Guardian Information Technology to capture that data and the proposed cost is \$965.15.

CSD moved that we approve the quote for the library Wi-Fi usage statistics. JS seconded. Unanimous vote in favor.



OFFICE OF THE BOARD OF SELECTMEN

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

4.6 Vote to approve exact location of driveway access for 270 Main St behind barber shop

JS and Mr. Perry did a site-walk on the property and reviewed the scope of work being proposed. Mr. Perry to write up a MOU outlining the discussion, in particular the snow removal agreement.

- permission 12 ft driveway across Town Hall parking lot
- located approximately 4.5 ft from the corner of the garage
- not to impact the existing parking spaces.
- remove remnants of old foundation in the ground and flatten the surface, catch basins installed to prevent any excess water flowing to the parking lot or garage and cut out all the vines.

Mr. Perry suggested a vote to approve a driveway at 270 Main Street connecting through the Town's parking lot subject to the terms listed. CSD so moved. JS seconded. Unanimous vote in favor.

4.7 Vote to approve one day liquor licenses for VFW for 10/16 and 10/23

CSD: moved to approve one-day liquor licenses for the V.F.W. for one on 10/16/21 between 12:00P.M. and 4:00P.M. for an after funeral gathering and the other on 10/23/21 between 11:00A.M. and 4:00P.M. for a reunion. JS seconded. Unanimous vote in favor.

4.8 Vote to approve road opening permit for Bow St for 9/17.

Mr. Perry to talk with the Highway Superintendent to discuss the process for approval of road opening permits and to report back to the Board.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator Updates and Reports (see attached report)

- in process of getting resumes for the Treasurer/Collector
- suggests the Board begin the search for the Town Administrator
 - The Board agreed to a five-member Committee as follows:
 1. (1) Board of Selectmen member
 2. (1) Citizen-At-Large
 3. (1) Department Head
 4. (1) Employee
 5. (1) Finance Committee Member

The Board agreed to post for the Search Committee. Further discussion regarding the charge of the Committee will be added to the next meeting agenda. The Board to review the job description and salary considerations at a future meeting.

- Mr. Perry reminded the Board the Fire-EMS Chief, Mark Boynton is out on medical leave, commenting, he is due to return on October 4, 2021. Mr. Perry expressed his appreciation for Mr. Shepherd stepping in as Interim Chief until Chief Boynton's return.
- Town Clerk has items to be declared surplus at a future meeting.



OFFICE OF THE BOARD OF SELECTMEN

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

- The Senior Center/Library field was cleaned-up and mowed. Mr. Perry and the Board expressed their appreciation for the assistance and effort of Mr. Beauchamp, Facilities Manager and Roger Rapoza, Cemetery/Parks Superintendent.
- Body Cameras for the Police Officers were funded through a grant.

5.2 Reports from Board liaisons.

5.2.1 General Government:

- VK: - Received 2 sign board requests and approved both.
- Would like to review the DPW report and structure of the government at a future meeting
- Receive list of 6 properties from the Town Properties Committee with a recommendation they be transferred to the Affordable Housing Trust. The Board agreed to put this on the October 5th agenda.
- The Board to talk to Mass Development regarding the cleanup of 97 Main Street.

5.2.5 Elected Boards:

- CSD: - Met with Recreation on 09/02/21 and topic of conversation included:
 - Facilities for Summer programs
 - Review of the programs and funding
 - National fitness campaign
 - Winter programs
- Met with Library Trustees on 09/08/21 and topics of conversation included:
 - Phone system
 - Ongoing IT issues
- Met with the Water Dept., on 09/13/21 and topics of conversation included:
 - Cross-charge Agreements
 - Greely Road Project
 - Approval of Emergency Response Vehicle
 - Fire Hydrants have been painted
 - Future planning to be done with other departments.
 - Board of Health met on September 13th are doing a great job with all the covid regulations and restrictions.
 - Planning Board is looking for an associate member commenting the volunteer response forms are on the website.

5.2.3 Public Safety:

- JS: - Police & Fire Departments:
 - Had a meeting with the Police Chief and they are moving forward with the body cameras.
 - Meeting with the Communications Center that was previously discussed in executive session, commenting he was not able to give much information regarding it.
 - Met with Patriot 911 out of Pepperell and will update and announce within the next few weeks.
 - Fire Chief is out medical leave and will hopefully be returning October 4th.



OFFICE OF THE BOARD OF SELECTMEN

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

5.3 Announcements, Communications, etc.

CSD: The laptop conversion is in process and will go quickly. CSD noted progress with the Town Hall networking and mapping and commented he would like to sit down and talk with the Board about the direction the town should go in. The Board agreed to put the discussion on a work session. Cyber Security Training will be discussed with Mr. Perry.

5.3.1 Correspondence from Town Properties Committee recommending transfer to Affordable Housing Trust.

5.4 Next meeting is October 5, 2021.

5.5 CSD moved to review and sign payroll and bills payable warrants out of session for today and next week. JS seconded. Unanimous vote.

~~VI. EXECUTIVE SESSION – VOTES MAY BE TAKEN.~~

VII. ADJOURNMENT:

CSD: moved to adjourn at 9:10P.M. JS seconded. Unanimous vote.

Meeting Minutes for September 21, 2021, approved and released on November 16, 2021.

Please click here for a detailed discussion: https://youtu.be/AQRgt5YPy_I



Office of the
Townsend Properties Committee
272 Main Street Townsend MA 01469
Appointments made by the Board of Selectman

Board of Assessors Rep: Vicki Tidman
Finance Committee Rep: Vacant

Conservation Commission Rep: Vacant
Highway Department Rep: Vacant

Planning Board Rep: Laura Shifrin

General Member at Large: Julie Byars

General Member at Large: Kevin Smith

TO: Board of Selectmen

FROM : Town Properties Committee

RE: Transfer of properties to the Townsend Affordable Housing Trust

At their August 31, 2021, meeting the Townsend Properties Committee moved to recommend the transfer of the following town owned properties to the Townsend Affordable Housing Trust:

South Row Road - Parcel ID 25-5-1
Dudley Road - Parcel ID 28-57-0
Wallace Hill/Haynes Road - Parcel ID 34-74-0

At their September 8, 2021, meeting the Townsend Properties Committee moved to recommend the transfer of the following town owned properties to the Townsend Affordable Housing Trust:

Haynes Road - Parcel ID 34-80-0
West Elm Street - Parcel ID 10-52-0
Blood Road - Parcel ID 10-70-0

William R. Martin
74 Main Street
Townsend, MA 01469

September 2, 2021

Town of Townsend
Board of Selectmen
272 Main Street
Townsend, MA 01469

Dear Select Board:

Thank you for your recent appointment to me as a Constable for the Town of Townsend.

I have been continuously appointed to this position since 2009. As required, I have always maintained a surety bond throughout each appointed term.

Up until this year, each term I've served as Constable was for three years, and the surety bonds always coincided with the term.

This year, my appointment is for one year. I am requesting that you extend my term for two additional years until June 30, 2024. This would coincide with the duration of my current bond.

Thank you in advance for your consideration.

Sincerely,


William R. Martin

CC: Carolyn Smart, Executive Assistant
Kathleen Spofford, Town Clerk

FW: TAYSA Lease of Squannacook Meadows

Carolyn Smart <csmart@townsendma.gov>

Fri 5/14/2021 9:36 AM

To: Jim Kreidler <jkreidler@townsendma.gov>; Veronica Kell <vkell@townsendma.gov>

From: traveldirector taysa <traveldirector.taysa@gmail.com>

Sent: Tuesday, May 4, 2021 12:46 PM

To: Carolyn Smart <csmart@townsendma.gov>

Subject: TAYSA Lease of Squannacook Meadows

Hi Caroline,

I hope you are doing well.

Since we received conditional approval of our field improvements in the fall, we have been working with Townsend Conservation and the NHESP on getting a final plan approved. We are making progress and getting ready on the MESA checklist and other documents for submission to NHESP.

We have also been working to include the updates being made into the lease document so we can submit for lease renewal.

I have a couple of questions related to the lease renewal.

- * What is the process for submission?

- * NHESP has also asked us to inquire with the town about a Conservation Restriction for Squannacook. This is a bit out (or way out) of my understanding, so wanted to understand from the town end, if this is something the town is open to? If yes, I can certainly try to help facilitate a call with the correct people from the town and NHESP so it can be discussed what the specifics are.

Thank you for any help/insight you can provide.

--

Thanks,

Matt Crean

TAYSA Travel Director

Quote: Implement Wireless Usage Statistics for TPL

Lance Warren <lwarren@guardianinfo.com>

Thu 9/2/2021 12:42 PM

To: Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>

Cc: Addison Finlay <AFinlay@guardianinfo.com>

Hello Chaz,

As promised, we've prepared a quote for: Implement Wireless Usage Statistics for TPL. Please keep in mind that this cost is for a one-year subscription for the wireless usage tracking and statistics, meaning that next September this subscription will need to be renewed if the Library wishes to keep the services in place. Additionally, keep in mind that we've discounted the licensing 40% off of MSRP to try to make this a viable option, so don't shoot the messengers 😊

You can view the quote, accept it, or makes changes to it through our website by clicking [here](#). Please let us know if you have any questions.

Thank you,
Lance



<http://www.guardianinfo.com>

(978) 840-1212

23 Water Street, Leominster, MA 01453

Quote GQWQ1617

Prepared For:

Town of Townsend
Chaz Sexton-Diranian
Phone: (978) 784-2695
272 Main Street
Townsend, MA 01469
CSexton-Diranian@townsendma.gov

Prepared By:

Lance Warren
Phone: (978) 840-1212 x127
Fax: (978) 840-1166
Email: lwarren@guardianinfo.com



For the full presentation proposal, [click here](#) to view or download the PDF version of this quote. You can sign and fax this in, or you can save time by simply electronically accepting this quote below.

Line Item Detail

Qty	Description	Picture	Unit Price	Ext Price
Systems & Network Engineering Services				
	Guardian Information Technologies, Inc. will provide its Professional Engineering Services to perform the following tasks: · Configure (5) Wireless Access Points at the Townsend Public Library to utilize Aruba Central monitoring (to allow tracking of wifi usage statistics).		\$135.00	\$135.00
Materials:				
5	Aruba Central WAP Advanced Licensing, 1Yr. Subscription		\$166.03	\$830.15
			SubTotal:	\$965.15
			Shipping:	\$0.00
			Sales Tax:	\$0.00
			Total:	\$965.15

Ready to Accept?

Order Confirmation

We reserve the right to cancel orders arising from errors, inaccuracies, or omissions.

☐ I agree to the terms and conditions of the above document and PDF attachment with an electronic signature below.

IP Address 24.147.0.153

PO Number

(Optional: Enter PO Number as your reference only.)

Comments

Email Address
Printed Name
Signature

CSexton-Diranian@townsendma.gov



"signatures" could include: /john smith/; /js/; /js123/, etc

Click to Accept

Have Questions?

Not Ready To Accept? Have Questions?

Submit

(Note, you will receive a copy of your message by email.)

No questions posted yet.

Time expressed in Eastern Daylight Time UTC-04:00

This page will expire soon (X minutes). The information posted here will be available to everyone.

September 22, 2021

Ms. Lindsay Nystrom
Forest Legacy Program Coordinator
Department of Conservation and Recreation
355 West Boylston Street
Clinton, MA 01510

RE: Letter of Support for Nashua, Squannacook, and Nissitissit
Wild & Scenic Rivers Forest Legacy Program Application

Dear Ms. Nystrom,

The Townsend Board of Selectmen supports the inclusion of three tracts of land for a total of 177 acres in Townsend out of the total twenty-five tracts of woodlands included in the Nashua, Squannacook, and Nissitissit Wild & Scenic Rivers (NSN) Forest Legacy Program (FLP) application. One of the subject properties will be owned by MassWildlife and added to an existing state Wildlife Management Area. The other two tracts owned by the Townsend Conservation Land Trust are currently unencumbered by any permanent conservation restriction; participation in this Forest Legacy Program (FLP) project will assure such in perpetuity. These tracts abut or are adjacent to protected open spaces that are accessible to the public and their participation in the Forest Legacy Program will mean that these properties are as well.

We voted to present this letter of support at our September 21, 2021 meeting.

Sincerely,
Townsend Board of Selectmen

Joseph Shank, Vice-Chairman,

Charles Sexton-Diranian, Clerk



RECEIVED
SEP 20 2021

Date received _____

TOWN OF TOWNSEND
TOWN CLERK

VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: MARYJANE CHURCHVILLE

Phone (978) 846-6739 email mj@tiagotitle.com

Address: 292 MAIN STREET, BOX 2, TOWNSEND MA 01469

Occupation: LAND TITLE SEARCHER

Amount of time available
(per week/per month): AS NEEDED

Background/Experience
3.5 years research land title records; Townsend Resident;
OWNER Massachusetts registered historical house

**REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK
OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN
SERVING ON IN ORDER OF PREFERENCE**

1. HISTORIC DISTRICT COMMISSION
2. _____
3. _____



TOWNSEND HIGHWAY DEPARTMENT

177 Main Street, Townsend, MA
(978) 597-1712 jsmith@townsendma.gov

James A. Smith
Highway Superintendent

MEMORANDUM

DATE: August 24, 2021
TO: Select Board
FROM: James Smith, Highway Superintendent
RE: Rate increase for plow contractors

Please consider this memorandum as my official request to increase the compensation for the Towns plow contractors to the following rates for FY22.

- 1) Pickup truck \$78.20
- 2) One-Ton \$80.50
- 3) Loader \$128.00

The past several years our plow contractors have been asking for an increase in hourly pay for the work they perform. With the rising cost of fuel, steel prices (cutting edges) insurance Etc. it's making it difficult for these contractors to continue plowing. The average cost of snow removal in the state of Massachusetts is \$109.38 (roadway plowing)

(range: \$82.50 - \$136.25) My records indicate that the last pay increase was in FY15. The increase was from \$60.00 to \$77.50 We are currently paying the following rates.

- 1) Pickup Truck \$75.20
- 2) One-Ton \$77.50
- 3) Loader \$125.00

Please consider raising the plow contractor rates \$3.00 across the board.

Its difficult to determine exactly how severe the upcoming winters will be. Looking back on the last 3 years, the 11 contractors that were hired worked an average of 9 storms per year at 10 Hrs. per storm. With these averages a \$3.00 increase would add approximately \$2,970.00 to the Snow/Ice account. Our 11 plow contractors are very

reliable, dedicated and play a vital role in help keeping our roads safe during the winter months. I think it would be in the Towns best interest to consider at minimum a \$3.00 pay increase per hour to our plow contractors.

Please contact me if you have any other questions or concerns.

Thank You,
James Smith.



BOARD OF SELECTMEN'S OFFICE
272 Main Street, Townsend, MA
(978) 597-1701 selectmen@townsendma.gov

Ross Perry
Interim Town Administrator

Town Administrator Update 9/21/21

Personnel:

- We are still collecting applications for the Treasurer-Collector position.
- Based on the time it is taking to receive qualified applications for the T/C position, I recommend the Board start the process to search for a full time Town Administrator. You may consider forming a TA Search Committee.
- For those who haven't heard, Fire Chief Boynton is out on medical leave. He has indicated his intentions to return on Monday Oct 4th. In the meantime, Deputy Chief Gary Shepherd has been appointed Acting Chief until Marty returns. I wish Marty a speedy return and have full faith that Gary will help the department continue to function professionally.

Surplus Property:

- The Town Clerk has some old voting equipment (old voting booths and signs) that have been replaced by new voting booths and signs. Kathy like to have this equipment declared surplus so that she might offer it to other towns and if not she will dispose of it.

Building Security:

- The Jasonics door lock system has updated to allow Guardian and I access to the program software.

Respectfully submitted:

Ross Perry
Interim Town Administrator

