

RECEIVED
JAN 26 2022
TOWN OF TOWNSEND
TOWN CLERK

The virtual meeting was called to order at 6:00P.M. Roll Call: Chairman Veronica Kell - Present, Vice-Chairman Joseph Shank - Present, Clerk Chaz Sexton-Diranian - Present. Interim Town Administrator, Perry - Present.

- Minutes
Meeting Minutes of September 21, 2021
Selectman Sexton-Diranian moved to approve minutes for September 21, 2021. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Minutes of October 5, 2021
Selectman Sexton-Diranian moved to approve the meeting minutes for October 5, 2021. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.
- Russell Jobe, VFW Post
Mr. Jobe presented the Board with a citation of appreciation for the support of bringing the Vietnam Traveling Wall to Townsend.
- Appointments
Selectman Sexton-Diranian moved to appoint Cindy Boundy to the Townsend Affordable Housing Trust for a 3-year term unless filling another term. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved to appoint Clay Landry as a per-diem Firefighter/Medic for the Townsend Fire-EMS Department for a term effective November 16, 2021 to June 30, 2022 contingent upon the passing of CORI check, medical exam with a six-month probationary period. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.
- MOU with Patriot Dispatch
Selectman Shank explained he attended the meeting with Patriot RECC, along with the Police Chief and so all three towns were represented (Pepperell, Townsend, & Ashby). An agreement was reached for the cost for each town. Selectman Shank commented that Town Counsel was present at the meeting and helped to draft the agreement.

Interim Town Administrator Perry to send copies of the agreement to the Board members for review and the Board will address at their work session scheduled for November 22, 2021.
- Police Policy/Use of Force
Selectman Kell would like to see a red-line policy where any changes were made in the future. Selectman Sexton-Diranian moved to approve the amended Police Use of Force Policy. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

The Board agree to have Selectman Shank work with Jay Sartell, Police Chief as a subcommittee member for policy development.
- Review of the Special Meeting Warrant with the Finance Committee
The Finance Committee did not have a quorum.

Interim Town Administrator Perry reviewed the warrant with the Board *see attached.
Comments:

- Selectman Kell requested a change to Article 2: \$2,567.09 to \$1,799.00, changing the total on the FY22 omnibus budget adjustment to \$159,857.55.

Selectmen's Meeting Minutes
November 16, 2021

Selectman Sexton-Diranian moved to approve the warrant articles and to submit to Town Counsel. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Selectmen Sexton-Diranian would like the warrant on the website as soon as possible. Interim Town Administrator Perry to post on the website when it is returned from the Constable.

Mandatory Referral

Selectman Sexton-Diranian reviewed the referral and has no comment. Selectman Shank agreed commenting he supported small businesses in Town.

ARPA Consultant Contract

Selectman Kell inquired as to the procurement requirements, asking if a quote process is necessary. Interim Town Administrator Perry suggested a "not to exceed \$10,000" be added to the vote and that would be sufficient for any procurement requirements. (see attached contract)

Selectman Sexton-Diranian moved to sign the contract for the American Rescue Plan Act grant support services for Townsend presented by Capital Strategic Solutions. Selectman Shank seconded. Selectman Sexton-Diranian amended not to exceed \$10,000. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Sharepoint Process for Meeting Minutes & Correspondence

Draft minutes will be put in the working minutes file on sharepoint and the members of the Board can make any grammatical changes. If there are any content changes, the minutes would be removed from sharepoint and those changes will be sent to the Administrative Assistant. The Administrative Assistant will make the changes and will put the minutes back into Sharepoint. Chairman Kell will then put them on the agenda for approval.

Selectman Kell would like all mail that comes into the office go into the correspondence folder on sharepoint. Selectman Kell reviews the correspondence and moves it to the meeting file for the agenda. The Board agreed all mail should be put into the correspondence file.

TA Search Committee

Andrew Funk, Employee Representative of the Search Committee joined the Selectmen's meeting to discuss the process. Mr. Funk introduced himself informing the Board he is the Secretary for the Town Administrator Search Committee, commenting the Committee did appoint Selectman Sexton-Diranian as Chairman and Don Hayes as Vice-Chairman.

Some of the issues the Committee are discussing are the resumes and how they will be distributed and if they should black-out names prior to interviews. Selectman Kell would like to have the position posted by November 30th with applications due on December 31st with the Committee forwarding them to the Board by January 30th with a decision made by February 28th.

Selectman Kell commented she was editing the description and posting in Sharepoint. Selectman Kell read her edits into the record (see attached)

The Board agreed to posting a salary range of \$120,000.00 with the ability to negotiate with the Board of Selectmen.

Selectman Sexton-Diranian to make the edits and add the salary range to the posting. Selectman Sexton - Diranian commented the job description is a combination of 3 different job descriptions from surrounding communities.

Selectmen's Meeting Minutes

November 16, 2021

Liquor Licenses

Selectman Sexton-Diranian moved to approve and sign outside of a meeting all 2022 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of required documentation and payment. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Town
Administrator
Report

"Personnel:

- Still open to applications for the Town Accountant and Treasurer - Collector positions.

Inquiries:

- From a marijuana retail operation asking about host agreements. No further contact or information.
Senator Cronin's office called to say there is a Senate ARPA bill pending that includes \$50,000 for the preservation of Townsend's historic Gazebo/bandstand. If approved this could be very helpful considering lead remediation is expected to be a required part of the repair. A group of citizens willing to work on this project are looking for a Liaison from the Select Board.

Selectman Kell suggested that Selectman Sexton-Diranian be the liaison for the group as it was formed through the Cemetery & Parks. Selectman Kell moved that Chaz be the liaison for that. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Heath Insurance:

- Based upon the Board's previous vote, I signed the contract with NFC for Heath Insurance consulting services for \$8,000, \$2,000 less than the quoted amount.

Town Hall Water:

- The water fountain, bathroom sink, and employee break room faucet were tested and all primary drinking water standards tested were found to be below the maximum contaminant level.

All three tests provided similar results, with the iron and color exceeding the secondary maximum contaminant level. Iron is considered a secondary drinking water standard that has not been proven to have any adverse health effects and is not required to meet a particular standard. Iron is a naturally occurring element in well waters and may cause cosmetic issues, such as brown stains, discolored water, and bad taste. All three tests also showed sodium levels that exceed the Massachusetts guideline (20 mg/L). It is suggested that any person on a sodium restricted diet consult their physician prior to consuming this water.

- Due to the poor taste and potential sodium concern, we obtained three water bubblers (using covid funds) The monthly cost for water is low.

Town Hall Hours:

- After checking with staff, the consensus is to continue the current work hours, 9-4:00 M, W, T, and Friday; Tuesday 9-6:00.
- Considering the low traffic on Friday, it can help office productivity if the Town Hall is closed to the public on Fridays. If agreed, signs and voice messages will be updated.

Selectman Sexton-Diranian moved to close Town Hall public hours at noon on Friday. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes.

Green Community Annual Report

Selectmen's Meeting Minutes
November 16, 2021

- MRPC submitted a cover sheet for the Board Chair to sign.

COVID update:

- Case count as of 11/12/21 is 21
- CURRENT PERCENT POSITIVITY RATES: Townsend: 3.9%*-Middlesex County: 1.45%*- State: 1.87%*
- Accordingly, the Board of Health voted at their Friday 11/12 meeting to recommend that masks are no longer required in municipal buildings.
- If the BOS agrees, I will send a notice to all employees that masks are not required for employees and visitors if they are vaccinated. Signs will be posted on the doors accordingly.

Selectman Sexton-Diranian moved to remove the masking mandate for Town Hall and all Municipal Buildings. Selectman Shank seconded. Selectman Kell - yes, Selectman Shank - yes, Selectman Sexton-Diranian - yes

Selectman Kell Update

Selectman Kell reported she has attended a few of the meetings for the North Central Climate Change Collaborative.

Selectman Kell reminded the Board the TAYSA lease is coming up for renewal and a decision needs to be made regarding the CR restriction. Selectman Kell asked the Conservation Commission to review the property and the different possibilities and report back to the Board.

Shared Winter Streets and Spaces bid opening is on November 22nd.

Selectman Sexton-Diranian complimented the Cemetery & Parks department for all their assistance with the grant implementation and project work.

Selectmen Sexton-Diranian Update

Selectman Sexton-Diranian commented he has been working closely with the Water Department and several of the projects such as the meter change over. A reminder to all residents to call the Water Department with any issues that may arise so they can address them.

Selectman Shank Update

Meeting with the Recreation Department to work on funding for the Fitness Court.

Communications Center: Police Chief and the Acting Fire Chief have been working to get out of Nashoba and into Patriot.

Announcements

Recognized the resignation of Michael MacEachern, Water Commissioner
Kim Mattson, Police Sergeant

Adjourn

Next Meeting is Monday, November 22, 2021

Selectman Sexton-Diranian moved that we review and sign the bill payable and payroll warrants out of session. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectman Sexton-Diranian moved to adjourn at 8:16P.M. Selectman Shank seconded. Vote: Selectman Kell - yes, Selectman Shank - yes, and Selectman Sexton-Diranian - yes.

Selectmen's Meeting Minutes
November 16, 2021

Video footage of the November 16, 2021 meeting: <https://youtu.be/mHLM6XQUXF0>

Materials: agenda, minutes, town meeting warrant, job descriptions, job postings,



OFFICE OF THE BOARD OF SELECTMEN

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

SELECTMEN'S MEETING AGENDA FOR NOVEMBER 16, 2021 AT 6:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84862729784?pwd=QWFXTGhFaHJUTDRONhF1cEIDQWQyUT09>

Meeting ID: 848 6272 9784

Passcode: 960111

One tap mobile

+13126266799,,84862729784#,,,,*960111# US (Chicago)

+19292056099,,84862729784#,,,,*960111# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 848 6272 9784

Passcode: 960111

Find your local number: <https://us02web.zoom.us/u/kdLE6RNucx>

I. 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 tape recorded.

1.4 Chairman's Additions or Deletions.

1.5 Public Comment Period.

1.6 Review/Approve the meeting minutes for 6/14/2021, 6/16/2021, 9/21/2021, 10/5/2021.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

6:15 Meeting with Russell K Jobe, Past State Commander, VFW Dept of MA

6:30 Meeting with Fin Com to review STM meeting warrant

7:00 Meeting with TA Search Committee re: criteria for search and job posting/description

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

3.1 Appoint Cindy Boundy to the Townsend Affordable Housing Trust

3.2 Appoint Clay Landry as a per-diem Firefighter/Medic for the Townsend Fire-EMS

Department for a term effective November 16, 2021 to June 30, 2022 contingent upon the passing of CORI check, medical exam with a six-month probationary period.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Sign MOU with Patriot RECC Dispatch, contingent on successful separation from Nashoba

4.2 Agree to send separation notice Nashoba Valley Regional Dispatch Center

4.3 Review and vote to approve amended Police Use of Force Policy

4.4 Review/Comment on a Zoning Board Mandatory Referral Special Permit, RE: 233 Main Street.



OFFICE OF THE BOARD OF SELECTMEN

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

- 4.5 Sign Contract with ARPA Consultant
- 4.6 Discuss ARPA project list decision process
- 4.7 SharePoint process for Meeting Minutes and Correspondence
- 4.8 Approve and sign outside of a meeting all 2022 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of required documentation and payment.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator Updates and Reports.
- 5.2 Reports from Board liaisons.
 - 5.2.1 General Government
 - 5.2.2 Elected Boards
 - 5.2.3 Public Safety
- 5.3 Announcements, Communications, etc.
 - Acknowledge resignation of Michael MacEachern from the Board of Water Commissioners
 - Acknowledge resignation of Sgt Kimberley Matson from Townsend Police Department
- 5.4 Next meeting - Nov 22 at 9 a.m., Dec 6 at 9 a.m., Dec 7 at 6 p.m.
- 5.5 Review and sign payroll and bills payable warrants.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

VII. ADJOURNMENT:

Application process:

- Date and hour of receipt of completed application from licensee recorded on Form 43:
Date: _____ Hour: _____
- Legal ad must be published within 10 days of receipt of completed application:
Publication: _____
Date submitted: _____ Date published: _____
- Schedule public hearing
(to be held no sooner than 10 days after the legal notice is published)
- Request certified list of abutters from Assessor's office using the Request for Certified List of Abutters
- Send notice to abutters by certified mail
- Complete the Affidavit of Notice of Mailing to Abutter and Others
- Send letter to town officials
- Conduct hearing adhering to the Alcohol License Hearing Checklist
- The application must be acted on within 30 days of filing
- If approved the application must be forwarded to the ABCC no later than 3 days following approval
- License will be issued by BOS within 7 days of receipt of approval by ABCC
- Charges are per calendar year (i.e. if they open in December they have to pay for a license again in January.)

IN-HOUSE NEW ALCOHOL LICENSE APPLICATION CHECKLIST

- 1. Form 43
- 2. \$200 fee made payable to ABCC or Commonwealth of Massachusetts
- 3. Retail transmittal form
- 4. Retail application
- 5. Vote of corporate board or LLC
- 6. Floor plan
- 7. Lease
- 8. Personal information form
- 9. CORI form
- 10. Three (3) months of bank statements
- 11. Manager's form
- 12. Supporting financial records
- 13. All records, loan agreements,, documents, and affidavits detailing the source(s) of money for license transaction
- 14. Certificate of good standing
- 15. Articles of organization
- 16. Letter to officials
- 17. Certified list of abutters (from Assessor's office)
- 18. Notice to abutters
- 19. Legal notice to media

ALCOHOL LICENSE HEARING CHECKLIST

Petitioner:
Manager:
Hearing Date:
Time:

- 1. Announce Hearing and Petitioner.
- 2. Read Legal Notice of Hearing.
 Reimbursement of Legal Notices mailed Certified Return Receipt _____
- 3. Check list of Abutters with Certified Return Receipts.
- 4. Churches, Synagogues and School Notification (within 500 feet)
- 5. \$200.00 Check or Money Order - Payable to Commonwealth of Massachusetts and/or ABCC.
- 6. Review Material Submitted:
 - A. Form 43
 - B. Application
 - C. \$200.00 made payable to the Commonwealth of Massachusetts
 - D. Articles of Organization
 - E. Vote of Corporate Board
 - F. Form A
 - G. Floor Plans
- 7. Form 997 (change in location)
- 8. Query audience for support.
- 9. Query audience for objections.
- 10. Review, Approve or Deny Application and License
Deadline: _____
 - Form 43 - Signature of Board
 - Vote to sign license upon receipt of A.B.C.C.'s approval of application.
- 11. Sign letter - Indicate whether or not the premises is/is not detrimental to educational/spiritual activities of such school/church.
- 12. Inform applicant of Cost (**\$1500.00 for license once approved by ABCC, and annually thereafter at renewal**)
- 13. Appropriate Certificate(s) and Permit(s)
 - A. Occupancy Permit/Building Inspection.
 - B. (Restaurant) Board of Health - Septic permits, Seating Capacity, Food Certificate and Parking Area.
 - C. (Restaurant) Common Victualler License - \$25.00



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

Ross Perry
Interim Town Administrator

Town Administrator Update 11/16/21

Personnel:

- Still open to applications for the Town Accountant and Treasurer – Collector positions.

Inquiries:

- From a marijuana retail operation asking about host agreements. No further contact or information.
- Senator Cronin's office called to say there is a Senate ARPA bill pending that includes \$50,000 for the preservation of Townsend's historic Gazebo/bandstand. If approved this could be very helpful considering lead remediation is expected to be a required part of the repair. A group of citizens willing to work on this project are looking for a Liaison from the Select Board.

Heath Insurance:

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Town Hall Water:

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All three tests provided similar results, with the iron and color exceeding the secondary maximum contaminant level. Iron is considered a secondary drinking water standard that has not been proven to have any adverse health effects and is not required to meet a particular standard. Iron is a naturally

occurring element in well waters and may cause cosmetic issues, such as brown stains, discolored water, and bad taste. All three tests also showed sodium levels that exceed the Massachusetts guideline (20 mg/L). It is suggested that any person on a sodium restricted diet consult their physician prior to consuming this water.

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Green Community Annual Report

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-

COVID update:

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- **CURRENT PERCENT POSITIVITY RATES: Townsend: 3.9%*-Middlesex County: 1.45%*- State: 1.87%***
- Accordingly, Board of Health voted at their Friday 11/12 meeting to recommend that masks are no longer required in municipal building.
- If the BoS agrees, I will send a notice to all employees that masks are not required for employees and visitors IF they are vaccinated. Signs will be posted on the doors accordingly.

Meeting room window treatment

- What style and color does the board want?

Special Town Meeting:

- Draft warrant is available tonight for the BoS to decide on which articles to include.
- Final wording and budget numbers are expected shortly.
- 11/16 it will go to Town Counsel for review
- 11/16 Finance Committee meeting to review and vote support on articles

- 11/22 the Board will be asked to sign the warrant
- 11/23 it will be sent to the printer
- 11/23 Constables for posting
- Tbd, Moderator's pre-meeting
- 12/1 Write motions and send to town Counsel for review
- 12/13 Prepare motion books and set up meeting room
- 12/14 7:00 Special Town Meeting. Number of attendees? Length of meeting
- 12/15 breathe

Respectfully submitted:

Ross Perry
Interim Town Administrator



Townsend Town Administrator Search Committee

Mission :

The Town Administrator Screening Committee is responsible for presenting the names of three to five individuals, who shall be considered finalists, to the Town Board of Selectmen for consideration for appointment as the Town Administrator of Townsend. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Town Administrator Job Description that has been accepted by the Board of Selectmen. The job description includes the summarized input and information from the Board of Selectmen, town officials, town employees, as well as the citizens of Townsend and will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Board of Selectmen in executing their responsibilities.

Objectives : The Screening Committee's work shall include:

1. As the first order of business at the first meeting to choose a committee Chairperson and a Committee Secretary.
2. As the second order of business at its first meeting the Secretary will obtain written affidavits from each committee member agreeing to maintain, to the extent permitted by law, the names and any information about the candidates in strict confidence until the committee votes its recommendations and thereafter to keep the names and information pertaining to candidates not chosen as finalists strictly confidential.
3. Board of Selectmen will submit to the Screening Committee its preferences for the TA background check and qualifications.
4. Meet with the Board of Selectmen to discuss questions regarding the Town Administrator job description, review process of interviews, discuss interview questions as prepared by both the selection committee and the Board of Selectmen with possible additional questions from the public, and set interview dates.
 1. Receive and review resumes as presented by the Interim Town Administrator.
 1. Conduct interviews of selected candidates utilizing established questions.
 2. Compare the experience, qualifications, and interview performance of candidates to identify three to five finalists for reference and background check by an agreed upon designee of both the Town Administrator Screening Committee and the Board of Selectmen.



TOWN OF TOWNSEND

272 Main Street
Townsend MA, 01469
978-597-1700

3. Meet to review the outcome of the reference and background checks and take a vote to present an unranked list of the chosen three to five candidates to the Board of Selectmen.
 1. Committee Chairperson will meet with the Board of Selectmen to present names and resumes of the Finalists.
 2. The Secretary will prepare minutes of each meeting, will act to maintain confidentiality of non-selected candidates, and will assist the Chairman in the preparation of the Committee's Final Report.
 3. The Chairman, with a majority vote of the membership, will provide a summary report on the committee's work for the Board of Selectmen with one copy filed for archival purposes with the Townsend Town Clerk no later than two weeks after committee is dissolved by the Board of Selectmen.

Membership :

The Committee will consist of five voting members who will serve from the date of appointment until search is complete, unless the term is extended by the Board of Selectmen.

Conditions :

It is anticipated that the work of the Screening Committee will be completed over the course of approximately four meetings within five weeks following the receipt of resumes from the Interim Town Administrator. The Committee shall function as a governmental body of the Town as defined in the Town's Charter and adhere to the Massachusetts Open Meeting Law and utilize the provisions of said law pertaining to Executive Session(s) in order to act in the best interests of the Town.

Timeline :

By November 8	Organizational Meeting Scheduled
November 16	Joint Meeting with BOS
December	Post Job Opening
Feb 1	April 1st TA start date



TOWN OF TOWNSEND

272 Main Street
Townsend MA, 01469
978-597-1700

Job Posting:

Town Administrator

The Town of Townsend, MA, population 9,127 (2020 Census), seeks an individual who has hands-on experience in municipal government, a strategic mindset and is a visionary leader with strong communication and collaborative skills to serve as its Town Administrator. This is an immediate position in a full-service municipality led by a three-member Board of Selectmen with a representative town meeting form of government. The total operating budget of Townsend is approximately \$30 million. The candidate will hold a bachelor's degree in Public Administration or a related field and at least five years of progressive experience in municipal administration. A Master's Degree in Public Administration or a related field is preferred but any equivalent combination of education and experience will be considered.

The successful candidate will possess knowledge of the principles and practices of public administration including thorough knowledge of principles, practices, and laws relating to Personnel Administration for public employees, including collective bargaining; knowledge of sources of information related to problems of local government; thorough knowledge of the laws related to Public Hiring, Discrimination, Harassment; thorough knowledge of the laws related to the procurement process; knowledge of Massachusetts General Law's; knowledge of municipal finance and budgets; and an understanding of Townsend's local bylaws. Candidate should also have a proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, and appropriate software applications. An aptitude for numbers and details is highly desired. Strong analytical skills, organizational skills, office management skills, and public speaking would round out the qualifications. Candidate must be willing to ask questions, to work collaboratively with staff, and exhibit integrity.

Compensation for this position would be between \$XX,XXX and \$XXX,XXX and will be negotiated with the sitting Board of Selectmen who would be the supervisory body. As this is a full-time position, the work schedule would be flexible as conditions dictate to serve the needs of the town. The hours may also require work beyond normal town business hours to attend evening meetings and town functions. The preferred candidate would reside in or near Townsend and be readily available for any possible municipal situation needing immediate attention.

Applicants should apply via email directly to: Ross Perry, Interim Town Administrator at rperry@townsendma.gov with a cover letter and resume along with salary requirements. All applications will be forwarded to the Town Administrator Search Committee for processing and vetted candidates will be presented to the Board of Selectmen for the final interviews. Employment application and detailed job description are available at www.townsendma.gov. Applications will be accepted until a suitable candidate is found.

The Town of Townsend is an AA/EOE.



Job Description:

Town Administrator

The Town Administrator functions as the Town's full time Chief Administrative Officer of the Town of Townsend (the Town) and shall be directly responsible to the Board of Selectmen for the administration of town affairs. The primary areas of responsibility of the Town Administrator are to assist and manage departments under the jurisdiction of the Board of Selectmen (the board). The Town Administrator shall generally assist the Board of Selectmen in the execution of its duties.

The position is responsible for keeping the Board's records, overseeing budgets and bylaws for the Board's consideration, overseeing the proper execution of the departmental budgets, and ensuring adequate staffing for Town Offices, subject to appropriate budgetary constraints. The work requires that the employee possess and exercise excellent interpersonal skills as they are the link between the general public, elected officials, County and State authorities, departments and the Board of Selectmen.

The position is required to stay current with rules, procedures and legislative changes promulgated by the Commonwealth. They are responsible to make recommendations, revisions or modifications in policy to the Board of Selectmen and to ensure compliance with Massachusetts General Laws. Management is exercised over the work of other employees, including hiring, termination, and training of subordinate non-exempt staff. Work requires the ability to represent Town effectively in important decision areas and forums which could have considerable impact on current and long-range economic conditions within the Town.

In this role, the Administrator shall:

- 1) Attend all meetings of the Board of Selectmen
 - a. Prepare and present factual materials at all meetings as directed by the board.
 - b. Generally, assist the board in the conduct and organization of meetings to assure productive sessions and informed decisions.
 - 2) Report to the board on trends, developments and emerging practices in town government and its efficient administration and organization.
 - 3) Develop recommendations for cost savings and efficiency in town government
 - 4) Supervise all studies, investigations, reviews, or other special projects as directed by the board.
 - 5) Report regularly to the board on the financial situation of the town and administration of their office.
 - 6) Attend all Town Meetings (Annual and Special)
 - a. Generally, assist the board in its preparation of dates, Warrant Articles, location, and deliverables.
 - b. Be available to citizens of the town for questions and information on matters under consideration at town meeting.
-



TOWN OF TOWNSEND

272 Main Street
Townsend MA, 01469
978-597-1700

The Town Administrator shall be generally responsible for the fiscal management of the town and shall assist the board in carrying out its fiscal responsibilities.

- 1) Responsible to coordinate the flow of information among those with fiscal responsibilities.
 - a. Work with Town Accountant and Collector/Treasurer to provide for fiscal controls and management reports on revenues and expenditures.
 - b. Work as liaison between the board and independent town boards on fiscal matters.
- 2) Coordinate the preparation of the annual town budget.
 - a. Work with all town officers, departments and boards to establish budgetary goals in a coordinated manner.
 - b. Provide town officials with the information and assistance needed to make informed budgetary recommendations.
 - c. Prepare in a timely manner, comprehensive budgetary priorities and provide liaison between town administrative officials and the Finance Committee.
- 3) Develop a long-range financial planning program.
 - a. Work with the board and any other committee it may authorize to plan regular and capital expenditures.
 - b. Provide the town with a framework for revenue planning and expenditure planning, including the use of forecasting beyond the current fiscal year.
 - c. Provide the board with information on emerging revenue sources from taxes, fees, and grants. (Federal, State, or private)
- 4) Establish and administer a program of expenditure control.
 - a. Provide the town with a unified purchasing service. The Administrator shall be responsible for purchasing all supplies, materials, services and equipment for all departments within their jurisdiction. The Administrator shall also examine and inspect the quality, quantity and condition of supplies, materials and equipment delivered to or received by the town. Similar examination of services provided to the town may also be performed by the Administrator.
 - b. Establish and maintain an inventory of all town property.
 - c. Negotiate all purchasing contracts and award such contracts subject to board approval involving any area within the jurisdiction of the Town Administrator.
 - d. Serve as Chief Procurement officer under Ch. 30B.

The Town Administrator shall be generally responsible for the personnel management functions within the town.

- 1) Administer the Personnel Policies and Procedures and make recommendations to the board for their approval.
 - 2) Provide regular performance reviews and appraisals for town employees, including performance evaluations for employees at least once each year.
 - 3) Appoint, subject to board approval, all town employees for whom no other method of appointment is specified in the Home Rule Charter or town bylaws.
 - a. All appointments shall be made based on merit and fitness alone.
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TOWN OF TOWNSEND

272 Main Street
Townsend MA, 01469
978-597-1700

- b. All appointments will be made upon recommendation to and approval by the board.

The Town Administrator shall be generally responsible for collective bargaining responsibilities for those town departments within the jurisdiction of the Board of Selectmen.

- 1) Work with town boards and departments to prepare a coordinated strategy for and an integrated approach to collective bargaining.
 - 2) Work with town officials to prepare specific strategies and positions for each union contract negotiation.
 - 3) Participate in and direct collective bargaining negotiations.
 - a. Attend and direct negotiations for the town.
 - b. Review and recommend contract language where necessary.
 - c. Make recommendations for contract approvals to the Board of Selectmen.
 - 4) Work with town officials to implement contracts agreed upon and to enforce the provisions of such contracts.
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