



# OFFICE OF THE BOARD OF SELECTMEN

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

## SELECTMEN'S MEETING MINUTES FOR JUNE 4, 2021, AT 12:00 P.M.

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TOWN OF TOWNSEND  
TOWN CLERK

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

Join Zoom Meeting

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Meeting ID: 849 2367 8815

Passcode: 771159

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Meeting ID: 849 2367 8815

Passcode: 771159

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

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

#### 1.1 Call the meeting to order and roll call.

*Meeting called to order at 12:02 p.m. with Joe Shank, Chaz Sexton-Diranian & Veronica Kell present.*

#### 1.2 Announce the meeting is being tape recorded.

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

*Added: 5.1.4 Guardian IT*

#### 1.4 Public Comment Period. To make a comment, limited to one (1) minute, email [vkell@townsendma.gov](mailto:vkell@townsendma.gov) by Thursday, June 3.

*Kathy Spofford had requested time during public comment, but she was not present.*

*Public Comment will not generally be held during M-W-F meetings, but will be taken during Tuesday evening meetings.*

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

none

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

none

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

none

### V. WORK SESSION - VOTES MAY BE TAKEN:

#### 5.1 Town Administration Updates and Reports.

##### 5.1.1 Security of buildings and files

*Suggestion to have an executive session for discussion.*



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Moved (CSD) and seconded (JS) to have an executive session at June 8 BOS meeting to discuss security, and for anything that comes up security wise in the meantime, CSD will cover IT issues and JS will handle physical building issues. Discussion: Chief Sartell is invited to attend the executive session and confirms that he is able to attend.  
Vote: All in favor, unanimous.

### 5.1.2 Finances – procurement of grants; review of bills to paid and extemporaneous expenses.

CDBG Grant extension:

Contract manager listed as Town Tdministrator – and since he is no longer with us, contract manager is successor. For the moment that is the BOS and will eventually be the Interim Town Administrator.

Motion made (CSD) and seconded (JS) for VK, Chairman of BOS, to sign the contract for the extension of the CDBG funds for the BOS as the successor of the named Contract Manager.

Vote: All in favor, Unanimous.

Building Department request for a laptop:

Some employees, but not all, were provided laptops from CuRF-MP funds. VK would like BOS to review where all laptops are located. CARES Act

Motion made (CSD) and seconded (JS) that VK review how Covid/CARES Act funds to see what was spent and what needs to be put in the report by end of month, and to see if further spending can be done to purchase more employees.

Vote: All in favor; Unanimous.

Staffing at Senior Center:

There is a need for additional clerical help at the Senior Center. Can be funded with LRTA grant and some budgeted funds.

Motion made (CSD) and seconded (JS) to permit COA director to reposition hours of grant funded employee to fit need while office staff is out.

Discussion: CSD would like Finance Committee to be included in anything having to do with funding. John Barrett has asked for a posting to be made for Finance Committee.

Vote: All in favor; Unanimous.

Municipal Relief Transfers will be needed:

\$36K for IT

\$20K for Legal

\$15K for unemployment

\$5K for streetlights.

No vote needed.

Union Retro payments and Change of Status forms for salary for all employees for FY22.

Motion made (CSD) and seconded (JS) to allow VK to review Town Administrator documents to compile retroactive payments for the union and to confirm salaries for union and non-union employees for FY22.

Vote: All in favor; Unanimous.

Decision to put future things that are fiduciary under Town Administration and non-fiduciary under Communication on the agenda. A recurring agenda items under Town Administration will be Finances.

Procurement:

RFP for Shared Streets and Spaces. All bids in on June 8 with opening on bids on Friday, June 11.

Motion made (CSD) and seconded (JS) to allow th eChair to talk to DLS/DOR in the June 7 meeting with them about procurement for the town going forward.

Vote: All in favor; Unanimous



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### 5.1.3 Policies and Procedures – review of use of Town Counsel Policy and signature page for Selectman's Operating Policies and Procedures.

*Review of Use of Town Counsel Policy:*

*On Town website/BOS webpage/Selectmen Policies and Procedures – request that all Department Heads, Chairs, etc, review the policy and follow it.*

*Encumbrances:*

*Chief Sartell: Usually asked by Town Accountant for outstanding FY21 bills that may need to be paid in FY22.*

*Selectmen Operating Policies and Procedures:*

*Signature page needs to be signed by this BOS.*

### 5.1.4 Guardian IT (added)

*CSD has concern about redundancy as far as requests are made. Requesting that CSD is sole point of contact for Guardian IT.*

*Motion made (JS) and seconded (CSD) for CSD to be the point of contact with Guardian for services, issues, concerns for the Town going forward.*

*Vote: All in favor; Unanimous.*

*For HelpDesk requests – smaller requests made as usual; if helpdesk identifies request as more than a normal request, it will be escalated to CSD. Department Heads will be notified of this by VK at department head meeting to be scheduled.*

*More on Guardian IT on June 9 agenda.*

### 5.2 Reports from Board liaisons.

*Public Safety (JS) – Communication Center changes being looked at.*

*Senior Center tent (JS):*

*In 2019, a big tent was set up at the Senior Center that came down in a windstorm. The Senior Center would like this set up. Is there a liability for the Town?*

*Town Counsel Adam said no town employees should put the tent up because our policy does not cover this.*

*Karin, COA Director, says that the tent was given to the Town by the Friends of the Senior Center.*

*Who will install the tent if our employees can't? JS to get Town Counsel opinion in writing.*

### 5.3 Announcements, Communications, etc.

*March 3 BOS meeting – how do we respond as a town to inquiries from Cannabis vendors? Jim responded to vendor in a way that BOS agreed to, to have prospective vendors to go forward to obtain permits.*

*Motion made (CSD) and seconded (JS) to respond to other vendors consistently and in the same way that we responded in March, that a request for a Community Host Agreement be made after the vendor applies for and obtains permits.*

*Discussion: Chaz who was not on board in March agreed that the process for application must be made first and that there be a standard letter that we send out. VK and CS will work on a letter for response.*

*Vote: All in favor; Unanimous.*

#### 5.3.1 Public Health Excellence Grant

*Letter came in to VK and BOH or Nashoba Board of Health would be the applicant. All agree.*

*Reopening of the State on June 15<sup>th</sup> with respect to Covid situation (CSD). VK put guidance from Town Counsel on June 8 agenda for discussion at that meeting.*

### 5.4 Next meeting - June 7, noon

## VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:



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none

### VII. ADJOURNMENT:

*Motion made (CSD) and seconded (JS) to adjourn at 1:28 p.m.*

*Vote: All in favor; Unanimous.*

*For further information see the YouTube recording at: [https://www.youtube.com/watch?v=\\_dhRFrQs6b8](https://www.youtube.com/watch?v=_dhRFrQs6b8)*

*Submitted by*

*Veronica Kell, September 12, 2021*