



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Sue Lisio, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*
(978) 597-1701

MEETING MINUTES FOR MAY 29, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL 272 MAIN STREET, TOWNSEND, MA

1. PRELIMINARIES - VOTES MAY BE TAKEN

1.1 SL called the meeting to order at 6:00P.M.

Roll call taken showed 2 members present: Chairman Sue Lisio (SL), Vice-Chair Cindy King (CK)

Mr. Kreidler announced, Clerk Wayne Miller would be participating remotely and called him. Mr. Kreidler asked WM if he could hear his fellow Board members to which he responded he could. Both SL & CK confirmed they could hear WM as well.

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded, there were no audience members present.

1.4 There were no Chairman's additions or deletions.

2. BOARD WORK SESSION - VOTES MAY BE TAKEN

2.1 Board Goal and Objective Setting Meeting.

The Board reviewed a summary goals/objective spreadsheet Mr. Kreidler presented - (please see attached). Mr. Kreidler explained he used in a previous community with success.

The Board members outlined their goals as follows:

Wayne Miller: Would like road survey updated so that a plan can be developed for both financing and repaving.

WM would like the Personnel Policies updated and to define what employees they apply to.

Cindy King: Agreed road survey is important but need plan to implement to include a complete management and finance plan.

CK - would like to fill existing vacancies within the town government.

CK - would like a revised plan for IT, due to limited funding from the IT grant and article funding, she would like to see a scope of the work to be implemented with the funds. Mr. Kreidler relayed to the Board, Bassem Awad was working on a new scope with the funding that has been approved.

CK - Would like the public access studio plan and how it would be accomplished.
CK - Concerned with opioid death and overdoses would like to discuss the possibility of having a Human Services Director to help manage the growing issue and the aging population and disability issues.

WM - consideration to hiring a part time grant writer should be discussed.
Sue Lisio -concerned with condition of roads and would like a financial plan as to how to fund road improvements.
SL - capital asset reporting with a robust view for the cost of maintenance of all buildings.
SL - Finance team and data, would like an extractable program for data and to look at getting all the modules for the Accounting/Treasurer software.
SL - support for volunteers and how to recruit more volunteers to help with the Town's needs. Possible campaign to solicit volunteers. Mr. Kreidler suggested a volunteer fair. WM suggested an informational night.
SL - regionalization opportunities
SL - using the website as the primary posting board and improving the accessibility of the website.

The Board would like an update on the recreational marijuana bylaw the Planning Board is currently working on.

SL summarized the goals:

- Road survey and finance plan
- Personnel policy review with incorporation of language into all contracts
- Cable system extension and peg access corporation.

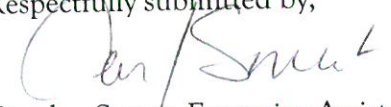
Mr. Kreidler to draft the summarization and submit at the next meeting. WM suggested a management software. SL suggested Mr. Kreidler also put his goals on the summary sheet.

CK moved to sign the bills payable warrant out of session. WM seconded. Unanimous vote.

3 ADJOURNMENT

CK moved to adjourn the meeting at 6:55P.M. WM seconded. Unanimous vote.

Respectfully submitted by,


Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of May 29, 2018, by the Board of Selectmen this 19th day of June, 2018.



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Sue Lisio, Chairman
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Town Administrator

Cindy King, Vice-Chairman

Wayne Miller, Clerk
(978) 597-1701

AGENDA
MAY 29, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

1. PRELIMINARIES - VOTES MAY BE TAKEN

- 1.1 Call the meeting to order and roll call
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.

2. BOARD WORK SESSION - VOTES MAY BE TAKEN

- 2.1 Board Goal and Objective Setting Meeting.

3 ADJOURNMENT

TOWN ADMINISTRATOR GOALS AND OBJECTIVES
2018

COMPLETION TIMELINE												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4. GOAL Deliverable(s) BH												
KB												
KB												
5. GOAL Deliverable(s)												
6. GOAL Deliverable(s)												
7. GOAL Deliverable(s)												
8. GOAL												

mail for other departments as well. BT will update the website to indicate new hours and put signage on the door.

- 3.6 Discuss/Review/Update FY17 Selectmen's Goals. Reviewed and updated goals, including funding for capital investments, business development committee, assessment management values, town wide maintenance plan, specifically for vehicles, fee assessment, policies and procedures, including spending policies, personnel policies, continuity on department quarterly reports, board and committee meetings and trainings, improve transparency, safety committee, assessment of surveillance and access control for Town buildings, bylaw and charter review committee, employee grievance board, employee handbook, employee wellness program, public safety communication opportunities, improve citizen involvement in local government, JK suggested citizen communication committee, conduct policy for social media, citizen outreach, and energy savings policies and grants.

VI WORK SESSION - VOTES MAY BE TAKEN:

4.1 Town Administrator updates and reports.

1. Personnel Updates- Discussed IT Coordinator position-position has been posted. Non-union Matrix Employee Grid regarding increases. Janitorial Cleaning Service RFP is being advertised. School Resource Officer Position is being worked on to get filled. Fire Chief Evaluation, JK has asked the Chief for a self-evaluation which will be the basis for his performance evaluation.

2. Financial Updates- JK discussed Community Compact draft of scope. CK moved to execute contracts and sign out of session. GC seconded. Unanimous. JK discussed Accounting Software (VADAR) contract renewal at a three (3) year term at the recommendation of Town Accountant Terry Walsh. CK moved to execute the three year contract between the Town of Townsend and VADAR Systems per the recommendation of Town Accountant Terry Walsh. GC seconded. Unanimous. JK discussed FY16 budget being out of balance before the year began, anticipating that everything will be squared away by year end. JK then discussed FY17 budget being added to the website on a monthly basis. JK expressed thanks to Representative Sheila Harrington in securing a public safety earmark for \$50,000 for technology in the police department. Thanks to Chief Eaton for helping shepherd the funds into town. JK suggested sending a note of thanks to Representative Harrington.

3. Project updates- JK discussed the Fire Chief's email regarding the New Ambulance that town meeting voted to fund. CK moved to authorize the Chair to execute outside of session the appropriate contract documents for the Chief to proceed with the purchase of the ambulance. GC seconded. Unanimous.

4. Miscellaneous Updates-None

4.2 Board of Selectmen announcements, updates, and reports:

CK said that there is a clambake at the VFW this weekend for Father's Day.

CK read a statement regarding tragedy in Orlando, and a ban on semi automatic weapons.

GC thanked CK for flag ceremony and her service as a veteran.

GC said that there have been several incidents that cause concern to safety to members of the Board and to the person who sent him a letter, he accepts the apology and wishes him well.

CS said that she met with a state official regarding a better way for trucks to get around the common better, perhaps a rotary. Would like to schedule a time to discuss this project further.

CS announced the backyard theater on June 25. JK discussed further.

CS discussed 119 sidewalks, will add it to next agenda. Resident asked where sidewalk would start, CS said it would start at Sternalite.

CS said that Veronica Kell and Christine Vitale from the Conservation Commission attended and received certification from MACC. Procurement training for Executive Assistant to Town Administrator as well.

June 14, 2016

Delinquent tax collections and tax titles		Bi-annual all-boards meetings: Saturday morning		Exercise program through MIIA					Quarterly employee meetings					
Town-wide maintenance plan		Transparency, good conduct, responsible gov't		Driver training					Board/committee handbook					
5-year budget projection				Safety committee					Incorporate new employees & officials into the organization					
Investigate new revenue sources				Employee bulletin board										
Explore budget savings with departments & policy makers				Transparency & compliance with laws: Open Meeting, Ethics, personnel policies										
Balanced budgets														
Address audit material weaknesses														

GOALS AFFINITY DIAGRAM											
Primary						Secondary					
Financial Sustainability	Policies & Procedures	Employees - Existing	Information Technology	Legal Obligations	Employees - new developments	Regionalization Opportunities	Citizen Outreach	Outstanding Tasks			
Retiree health insurance	Financial policies	Workers compensation & disability policy manual	Computer upgrades	Charter Committee	Establish personnel/grievance board for non-union employees	Regionalize Water Department with Lunenburg or Groton	Expand use of technology to improve citizen access to local government	Issue request for proposals for Route 119 sidewalk	W. Townsend Reading Room: handicap ramp, windows, siding	Improve information delivery	Alternate communication methods
Funding for capital investments	Personnel policies	Monthly department head meetings	Information technology plan: platform, licenses, security, policies	Bylaw Review Committee	Employee handbook	Consolidation, regionalization, collaboration: internal and/or external	Citizen participation			Meet goal to reduce energy use by 20%	Hart Library and Town Hall Annex
Sustainability committee	BO5 policy manual	Insurance manual	Improve internet speed and reliability		Wellness program						Efficiency: staff education, gasoline consumption policy, electric/hybrid vehicle for Water and Fire departments
Business development committee (TABLE THIS)	Dept. of Revenue budget review	Sexual harassment policy sign-off	Explore fiber connections between buildings		Training for managers						
Debt management plan	Monthly reports from departments	Annual performance evaluations for department heads	Implement IT recommendations: operating system, email, security, reliability, hardware/software		Health insurance: active employees & retirees		Information memos: monthly or quarterly				
Asset management: inventory, values, age, maintenance schedule, life expectancy (TO ACCOUNTANT)	BO5 office procedures: copy invoices, track with Quicken, reconcile with Accountant	Right to know information (safety)			Finalize Treasurer/Collector position						
Capital planning: joint meeting of BO5, CPC, FinCom	Americans with Disabilities Act policy	Training for department heads, employees, boards/committees: Open Meeting, Conflict of Interest, Public Records, bullying, sexual harassment			Treasurer/Collector staffing						