



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

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

SELECTMEN MEETING MINUTES FOR MARCH 19, 2019 AT 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 The meeting was called to order at 6:00P.M.

Roll call vote taken showed 2 members present: Chairman Sue Lisio (SL) and Clerk Wayne Miller (WM).

Absent Vice-Chairman Cindy King. (CK).

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded and inquired if anyone else was planning to record.

1.4 There were no Chairman's additions or deletions.

1.5 Public Comment Period - None

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05P.M. Planning Board, RE: DLTA Application and support letter.

The Board met with Chaz Sexton-Diranian and Beth Faxon, Planning Board Administrative Assistant. The Board reviewed the application and request - please see attached. Mr. Diranian explained this was a formality for the DLTA grant. Further relaying the Planning Board has been working in conjunction with the Housing Authority and the Master Planning Committee, with both efforts dovetailing into best practices for housing initiatives. Ms. Faxon gave a copy of the report to the Selectmen submitted by Kym Craven, Chair of the Master planning Committee. Mr. Diranian stated the grant will assist with the finishing of the Masterplan and update for the Housing production plan.

WM moved to provide a letter of support to the Planning Board for the DLTA grant application. SL seconded. Unanimous vote.

6:10P.M. Stacy Schuttler Library Director, RE: FY20 Budget.

The Board met with Rob Templeton, Library Trustee. Mr. Templeton gave a handout to the Board for review - please see attached. Mr. Templeton reviewed each section of the handout; he relayed the Board of Trustees did debate some of the increases requested, specifically in regards to the Library Director. Mr. Templeton stated the Trustees felt it was a necessary increase, in addition to the hours for the Children's Librarian. Mr. Templeton explained the Trustees did a review of other communities and the salary for their Directors, noting that negotiations with the Director will not be done until the budget is finalized.

Joe Sciacca, Finance Committee member questioned if it would be better to do the increase over a number of years. Mr. Templeton explained the Trustees were looking to bring her salary to within 90% of the 2017 figures. Andrea Wood, Finance Committee member asked what the funding sources were used for. Mr. Templeton explained it was for supplies in addition to programs, further relaying the endowment pays for all the programming. Mr. Templeton gave the finance committee a handout to review regarding the State calculation for certification – please see attached.

6:30P.M. Karin Moore, COA Director, RE: FY20 Budget.

The Board met with Karin Moore, COA Director and Jane Jackson, COA member. Ms. Moore gave a brief summary of the expenditures contained within her budget. Ms. Moore further stated, one of the requests will be in the form of a warrant article for the cost of new supplies. Ms. Moore relayed they are requesting an additional \$6,000.00 for an additional 8 hours for fund the program coordinator position. Ms. Moore gave a summary of the number of volunteers used and folks using the center.

6:45P.M. Bassem Awad, IT Manager, RE: FY 20 Budget.

The Board met with Bassem Awad, IT Director and reviewed the IT budget. Mr. Awad gave a description of the increases requested in his budget – please see attached. Mr. Awad noted the monthly subscription cost is included within the increase requested. Mr. Awad agreed to meet with WM tomorrow to review the different proposals and decide what should be a priority.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

3.1 Warrant Articles.

Mr. Kreidler reviewed the list of pending warrant articles with the Board – please see attached. Discussion of the warrant articles and debt exclusions ensued.

3.2 Review request to approve one-day special licenses for Paul Martin of the VFW Post #6538

- March 23, 2019 in conjunction with a 50th Birthday Party with sale hours (unknown)
- April 13, 2019 in conjunction with a Family Reunion with sale hours from 5:00P.M. to 9:00P.M.
- April 20, 2019 in conjunction with a Baby Shower with sale hours from 12:00P.M. to 4:00P.M.
- May 11, 2019 in conjunction with a Celebration of Life with sale hours from 12:00P.M. to 4:00P.M.
- July 20, 2019 in conjunction with a 25th Wedding Anniversary Party from 12:00P.M. to 4:00P.M.

WM moved to approve each license as above contingent with finalizing sale hours for the March 23, 2019 license and sign outside of a meeting. SL seconded. Unanimous vote.

3.3 Review/Approve request to use the LRTA Bus for the Earth Day on April 27, 2019.

The Board reviewed the request – please see attached. SL would like someone to come in and talk about the connection between the town sponsored events, additionally asking

where the money goes. SL asked the Town Administrator to work with Town Counsel to schedule an open meeting law and ethics training. WM moved to approve the request for the LRTA bus for April 27, 2019. SL seconded. Unanimous vote.

3.4 Town Administrator Performance Evaluation- Due March 31, 2019.

SL would like to add to the evaluation form with a section for measurement of goals performance. SL to add a section 10, performance of goals to the existing form. WM moved the Board of Selectmen add a 10th line item for goals to the performance evaluation and to extend to April 2, 2019. SL seconded. Unanimous vote.

IV. OLD BUSINESS - VOTES MAY BE TAKEN:

SL tabled 4.1 and 4.2

~~4.1 Board discussion to review and/or revise/approve the Town Administrator job description consistent with the Town Charter.~~

~~4.2 Board discussion and development of a list of specific expectations for the Town Administrator position.~~

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report

1. Personnel

a. Direct Report Performance Evaluations-

Mr. Kreidler informed the Board that all of the annual evaluations are complete for the staff that are direct reports to his position. Mr. Kreidler explained the evaluations become a permanent part of each employees confidential employment file.

b. Recommendations RE: Position Description Evaluation and
Reclassification - Board Action Requested

i. Library Director. Mr. Kreidler explained the description has not been finalized but will be reviewed when finished.

ii. Cemetery and Parks

1. Superintendent

Mr. Kreidler submitted a position rating summary sheet for the Board to review - please see attached. Mr. Kreidler described the evaluation rating manual and how it is used. WM moved to adopt the reclassification of the Cemetery/Parks Superintendent. SL seconded. SL inquired to how it is funded within the budget. Unanimous vote.

2. Foreman

3. Office Assistant

4. Laborer

5. Laborer-Under 16 Years of Age

Mr. Kreidler stated he will get the other positions completed and bring back to a future meeting for approval.

iii. Executive Assistant to the Town Administrator

Mr. Kreidler informed the Board, historically the position was previously rated on the existing job description was graded at level 9. Mr. Kreidler took the revised job description, noting it was not approved as of yet and graded it out to a level 8. Mr. Kreidler asked the Board to review and to be discussed at the next meeting.

2. Finance

- a. FY20 Budget Update
- b. FY20 Capital Plan Update

Mr. Kreidler informed the Board, the town is out approximately \$50,000. SL suggested taking the \$50,000 from the school budget and then we would be balanced.

3. Projects

- a. Pavement Management Report

Mr. Kreidler informed the Board, the technicians came out last week and explained in order to bring the town up to 75; the town would be looking at \$4,500,000. Discussion continued as to how the town continues to fund and maintain for the next five years. Mr. Kreidler informed the Board it would be \$13.30 per quarter on every \$100,000 in value. SL would like Mr. Kreidler to draft a bylaw to ensure the long term success of the pavement program.

- b. Nashoba Valley Technical High School District Capital Request-\$3.9M

- i. Roofs, Windows and Doors

- ii. Potential for a 55% Mass School Building Authority grant

Mr. Kreidler explained the debt will be rolled into the budget and would be a wash in terms of cost. SL would like to leave in the operating budget.

4. Miscellaneous-

Mr. Kreidler informed the Board, there's three interviews set up for next week. Mr. Kreidler stated there should be a recommendation by April 2, 2019.

5.2 Board of Selectmen announcements, updates, and reports.

Sue Lisio:

- 1. Daniel Murphy- Condolences
- 2. Robert Tumber- Condolences

SL expressed her sincere condolences to families and community for the loss of Daniel Murphy and Robert Tumber.

WM thanked the Community for coming to the fundraiser for the chorus at the School.

Mr. Kreidler relayed one of the biggest budgets does not have liaison. WM moved to make SL the liaison to the North Middlesex Regional School. SL seconded. Unanimous vote.

SL would like to address Unitil Tree Planting on a future agenda, in addition to some other items. WM stated he cannot commit past March 26th.

5.3 Clerk of the Board announcements for events

1. The "Nashua Wild and Scenic River Act" was included in the Natural Resources Management Act (S.47) that was passed by both the Senate and the House in February, and was, today, signed into law.

WM read the press release regarding the Nashua Wild and Scenic River Act was signed into law – please see attached.

5.4 Board Correspondence.

SL received correspondence from a gentlemen asking about the tree plantings from Unitil along with some complaints regarding the roads.

5.5 WM moved to approve the meeting minutes for February 15, 2019. SL seconded. Unanimous vote.

5.6 WM moved to review and sign the payroll and bills payable warrant out of session. SL seconded. Unanimous vote.

VI. ADJOURNMENT:

WM moved to adjourn the meeting at 8:30P.M. SL seconded. Unanimous vote.

Respectfully submitted by,



Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of March 19, 2019 by the Board of Selectmen this 21st day of May, 2019.

Have not rec'd a response yet.

Carolyn Smart

From: Carolyn Smart <csmart@townsend.ma.us>
Sent: Friday, March 08, 2019 2:23 PM
To: 'Adam J. Costa'
Cc: 'Jim Kreidler'
Subject: FW: Message from KM_454e
Attachments: SKM_454e19030710420.pdf; Conditions VFW.doc

3.2

Hi Adam:

By way of background, some years back the town had the ABCC come out to advise us how to proceed with the VFW renting their pavilion out for parties or private events. Since they have a club license, they were not entitled to serve alcohol in their pavilion to whomever rented it.

The ABCC made a list of conditions, some work needed to be done to the building itself in order to block access from the club license bar area and the pavilion. The conditions included separating alcohol stock, paying sales tax, etc. The Board of Selectmen have been approving one day special licenses in the name of the Commander for the VFW for the last decade with the attached conditions.

Fast forward,

If you recall, recently the ABCC turned down a change of manager for the club license as the Corporate Officers were not on file correctly with the ABCC. The Board sent a letter outlining the steps they needed to take to become complaint, as you suggested. However, the VFW has since submitted several one day special licenses (see attached) and the Board would not address them until the Corporate Officer issue was resolved.

The folks from the VFW came in and gave me a copy of the filing from the Secretary of State's office and asked if that would be good enough. I forwarded along to Sue Lisio and ask if she'd like me to place on the March 19th agenda.

Sue would like you to advise the Board as to what they should do.

I attached the conditions and the one day license applications to this email for your review.

Please let me know if you need anything else.

Thank you as always,

From: scanner@townsend.ma.us [mailto:scanner@townsend.ma.us]
Sent: Thursday, March 07, 2019 10:43 AM
To: csmart@townsend.ma.us
Subject: Message from KM_454e



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
Office (978) 597-1701

MEMORANDUM

TO: V.F.W. Post #6538
Paul Martin

FROM: Board of Selectmen

DATE: February 27, 2019

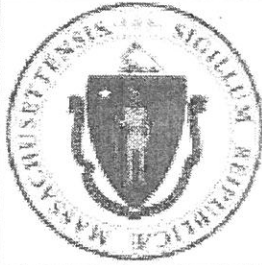
SUBJ.: One-Day Special Licenses

Attached is the application (s) and payment submitted for one-day special license (s).

Unfortunately, the applications cannot be processed until such time as the Corporate Officers have been approved by the ABCC.

If you have any questions, please feel free to contact our office.

Thank you.



The Commonwealth of Massachusetts
William Francis Galvin

No Fee

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Change of Directors or Officers of Non-Profit Corporations
 (General Laws, Chapter 180, Section 6D)

Identification Number: 046126755

I, RUSSELL K JOBE ☒ Clerk ☐ Assistant Clerk ,

of TOWNSEND POST 6538, VETERANS OF FOREIGN WARS OF THE UNITED
 having a principal office at: 491 MAIN ST. WEST TOWNSEND , MA 01474 USA

certify that pursuant to General Laws, Chapter 180, Section 6D, a change in the directors and/or the president, treasurer and/or clerk of said corporation has been made and that the name, residential street address, and expiration of term of the president, treasurer, clerk and each director are as follows: *(Please provide the name and residential street address of the assistant clerk if he/she is executing this certificate of change. Also, include the names of any additional officers of the corporation.)*

| Title | Individual Name First, Middle, Last, Suffix | Address (no PO Box) Address, City or Town, State, Zip Code | Expiration of Term |
|--------------------|--|---|-----------------------|
| President | PAUL MARTIN | 203 MAIN STREET TOWNSEND, MA 01469 USA | 6/30/19 |
| Treasurer | GREG MENINGER | 108 BLOOD RD WEST TOWNSEND, MA 01474 USA | 6/30/19 |
| Clerk | RUSSELL K JOBE | 6 KRISTOPHER LANE WEST TOWNSEND, MA 01474 USA | 6/30/19 |
| Vice President | NATALIE CALL | 373 MAIN ST. WEST TOWNSEND, MA 01474 USA | 6/30/19 |
| Jr. Vice President | Joe Walker | 7 Proctor Rd. Townsend, MA 01469 USA | 6/30/19 |
| Director | KEITH JACKSON | 51 EDWARDS ROAD TOWNSEND, MA 01469 USA | 6/30/19 |
| Director | EDGAR L. PEAY | 83 FRONT ST. SHIRLEY, MA 01464 USA | 6/30/19 |
| CLERK | RUSSELL K JOBE | 6 KRISTOPHER LANE WEST TOWNSEND, MA 01474 USA | 6/30/19 |

Filer's Contact Information

(Enter a contact name, mailing address, and email and/or phone number.)

Contact Name: RUSSELL K JOBE

Business Name:

No. and Street: 6 KRISTOPHER LANE

City or Town: WEST TOWNSEND

State: MA

Zip: 01474

Country: USA

Contact Phone: (978) 597-5644 ext:

Contact Email: adjutant@townsendvfw.org

Please provide an email address to receive an expedited response from the Corporations Division.

If the filing is rejected for any reason, you will be contacted. If no email address is provided, correspondence from the Division will be sent by mail.

SIGNED UNDER THE PENALTIES OF PERJURY, this 26 Day of June, 2018,
RUSSELL K JOBE , Signature of Applicant.



TOWN OF TOWNSEND
One-day Special License Application Form
(M.G.L. Chapter 138, Section 1)

Paul Martin

Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St.

Name/Address of Event Premise

March 23, 2019

Date of Event

Hours of Event

50th Birthday Party

Type of Event/Sponsors

Number of people expected at event: 75

Police Detail Required: YES [] NO [☒] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [☒] Wine & Malt only []

Atlas

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [☒] NO []

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

Paul Martin

Signature of License Holder

02/08/19

Date

Date Application Received: _____

Date sent to licensing Agent for review: _____



TOWN OF TOWNSEND
One-day Special License Application Form
(M.G.L. Chapter 138, Section 1)

Paul Martin

Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St.

Name/ Address of Event Premise

April 13, 2019

Date of Event

5-9

Hours of Event

Family Reunion

Type of Event/Sponsors

Number of people expected at event: 50

Police Detail Required: YES [] NO [☒] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [☒] Wine & Malt only []

Atlas

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [☒] NO []

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

Paul Martin

Signature of License Holder

03/01/19

Date

Date Application Received: _____

Date sent to licensing Agent for review: _____



TOWN OF TOWNSEND
One-day Special License Application Form
(M.G.L. Chapter 138, Section 1)

Paul Martin
Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St.
Name/ Address of Event Premise

April 20, 2019 12-4
Date of Event Hours of Event

Baby Shower
Type of Event/Sponsors

Number of people expected at event: 60-70

Police Detail Required: YES [] NO [☒] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [☒] Wine & Malt only []

Atlas
Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [☒] NO []

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

Paul Martin
Signature of License Holder

02/08/19
Date

Date Application Received: _____

Date sent to licensing Agent for review: _____



TOWN OF TOWNSEND
One-day Special License Application Form
(M.G.L. Chapter 138, Section 1)

Paul Martin

Name of Responsible Person/License Holder

Townsend VFW Post 6538 491 W Main St.

Name/ Address of Event Premise

May 11, 2019

Date of Event

12-4

Hours of Event

Celebration of Life

Type of Event/Sponsors

Number of people expected at event: 50+

Police Detail Required: YES [] NO [☒] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [☒] Wine & Malt only []

Atlas

Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [☒] NO []

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

Paul Martin

Signature of License Holder

02/01/19

Date

Date Application Received: _____

Date sent to licensing Agent for review: _____



TOWN OF TOWNSEND
One-day Special License Application Form
(M.G.L. Chapter 138, Section 1)

Paul Martin
Name of Responsible Person/License Holder

Townsend VFW Post 6538 491A Main St.
Name/ Address of Event Premise

July 20, 2019 12-4
Date of Event Hours of Event

25th Wedding Anniversary Party
Type of Event/Sponsors

Number of people expected at event: 60-75

Police Detail Required: YES [] NO [☒] (Please consult with Licensing Agent)

Type of Beverages to be served: All Alcoholic [☒] Wine & Malt only []

Atlas
Name of licensed wholesaler

Servers trained in serving and handling alcohol: YES [☒] NO []

By signing below I certify that I am in receipt of the Town of Townsend Alcohol Beverages Policy Guidelines and agree to the terms and conditions set forth under section V. - One-day Special Licenses.

Paul Martin
Signature of License Holder

02/08/19
Date

Date Application Received: _____

Date sent to licensing Agent for review: _____

| | 2018 | FY'18 | 2019 | FY'19 |
|-------------|--------|-----------|----------|--------|
| PATRONS | 530 | 547 | 339 | 489 |
| EVENTS | 14,000 | 14,454 | 2,287 | 9,805 |
| VOLUNTEERS | | 54 | 2 months | 50 for |
| HOURS | | 3,862 | | |
| EQUIVALENT | \$ | 46,511.00 | | |
| NEW MEMBERS | 65 | 82 | 12 | 47 |

| THIS WEEK | MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|-----------|--------|---------|-----------|----------|
| | 62 | 44 | | |

| | | |
|----------------|--------------|--------------|
| OTHER FUNDING: | FY'18 | FY'19 |
| FORMULA GRANT | \$ 13,696.00 | \$ 16,944.00 |

ASSISTANT PROGRAM COORDINATOR POSITION:

7/1/2016

| | | |
|----------------------|--------|--------|
| PRE/POST COMPARISON: | May-16 | May-18 |
| PROGRAMS OFFERED | 136 | 212 |
| WEDNESDAY NIGHTS | 1/MO | EVERY |
| PATRONS | 213 | 280 |
| EVENTS | 904 | 1350 |

DEMOGRAPHIC PROJECTION INFORMATION PROVIDED BY THE DONOHUE INSTITUTE

| AGE | SEX | Census 2010 | Projection 2015 | Projection 2020 | Projection 2025 | Projection 2030 | Projection 2035 |
|------|-----|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 0-19 | | 2438 | 2134 | 1990 | 1837 | 1768 | 1569 |
| | | | -12.47% | -6.75% | -7.69% | -3.76% | -11.26% |
| | | Total increase or decrease | | -35.64% | | | |

| AGE | SEX | Census 2010 | Projection 2015 | Projection 2020 | Projection 2025 | Projection 2030 | Projection 2035 |
|-------|-----|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 20-59 | | 5076 | 4950 | 4307 | 3779 | 3358 | 3160 |
| | | | -2.48% | -12.99% | -12.26% | -11.14% | -5.89% |
| | | Total increase or decrease | | -37.75% | | | |

| AGE | SEX | Census 2010 | Projection 2015 | Projection 2020 | Projection 2025 | Projection 2030 | Projection 2035 |
|--------|-----|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 60-85+ | | 1139 | 1695 | 2270 | 2800 | 3130 | 3094 |
| | | | 48.81% | 33.92% | 23.35% | 11.79% | 1.15% |
| | | Total increase or decrease | | 171.64% | | | |

2017 ACTUAL 2018 ACTUAL
 2105 2252 7% INCREASE
 24% OF POPULATION
 There is a 99.30% increase between 2010 census and 2020 projection. (Our 5 Year plan)

| AGE | SEX | Census 2010 | Projection 2015 | Projection 2020 | Projection 2025 | Projection 2030 | Projection 2035 |
|-----|-----|----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | 8653 | 8779 | 8567 | 8416 | 8256 | 7823 |
| | | | 1.46% | -2.41% | -1.76% | -1.90% | -5.24% |
| | | Total increase or decrease | | -9.59% | | | |

2017 ACTUAL (from annual town report)
 8757

May 7, 2019 Annual Town Meeting Warrant Article (List)

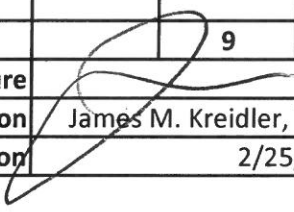
1. Revolving Fund Increase for Recreation
2. Assessor's Cyclincal Inspections \$10,000.00.
3. PILOT for solar project
4. 5 Member BOS
5. Greenville Road/Walker Bridge
6. Accessory Apartment bylaw
7. 300th Anniversary \$5,000.00
8. Debris at Landfill - submitted by BOH (should be a STM)
9. Recycling Center bylaw - nothing submitted yet, a request for placeholder
10. Charter Review
11. Recreational Marijuana
12. Accessory Apartments
13. Water Dept - Pay down for BAN
14. Police Dept - Special Legislation for Chief to work 65 years old
15. Debt exclusions for NVTHS
16. 35k for Housing Authority Study
17. The sum of blank for new equipment to be paid by the cemetery improvement fund.
18. Recycling Bylaw (repeal in its entirety)
19. Act authorizing the Police Chief to continue in his employment.
20. Petition Article for Charter Amendments (2)
 1. Water Dept
 2. Recall Act
21. Petition Article Plastic Bag ban.

Special Town Meeting Warrant

1. Finance Committee Reserve Fund
2. Legal Expenses
3. COA \$9500.00 for misc supplies and furnishings
4. Recreation GYM (back field)
5. \$9500.00 for Roadway Painting

| Fund Description | Bal Ending FY15 | Bal Ending FY16 | Bal Ending FY17 | Bal Ending FY18 |
|--|----------------------|-----------------|-----------------|-----------------|
| PEG Access - BOS | | | | |
| | Not a Revolving fund | | | |
| Old Meeting House Park - conscom | \$ - | \$ - | \$ 19,132.72 | \$ 19,132.72 |
| Meeting Hall Revolving Fund - facilities | \$ 4,353.21 | \$ 4,918.62 | \$ 4,984.93 | \$ 4,775.02 |
| Fire/Ems Community Events | \$ - | \$ 280.00 | \$ 280.00 | \$ (157.50) |
| Resource Officer | \$ - | \$ - | \$ 23.82 | \$ 9,842.06 |
| Recreation | \$ 64,755.95 | \$ 65,667.28 | \$ 70,504.17 | \$ 77,865.80 |
| Fire Alarm | \$ 6,716.61 | \$ 10,276.45 | \$ 13,443.34 | \$ 12,341.43 |
| Cemetery | \$ 30,962.22 | \$ 37,171.18 | \$ 37,129.40 | \$ 35,250.38 |
| BOH-recycling | \$ 14,097.69 | \$ 20,548.48 | \$ 21,704.75 | \$ 28,224.78 |
| Inspectional Services | \$ - | \$ 25,501.73 | \$ 70,877.61 | 57628..31 |
| | | | | |
| | | | | |
| | | | | |

| Income to Date FY19 | Expenses to Date FY19 |
|----------------------|-----------------------|
| | |
| | |
| \$ - | \$ - |
| \$ - | |
| \$ - | \$ 1,850.00 |
| \$ - | \$ 39,602.36 |
| \$ 12,495.40 | \$ 40,300.98 |
| \$ 1,020.00 | \$ - |
| \$ 3,615.00 | \$ 11,252.85 |
| \$ 5,327.00 | \$ 15,885.92 |
| \$ - | \$ 377.99 |
| Income posted | All expenses to date |
| Through Sept 30,2018 | |
| | |

| POSITION RATING SUMMARY SHEET | | | | |
|-------------------------------|------------------------------------|--|---------------|------------------------|
| | Position Title: | | | |
| | Cemetery and Parks Superintendent | | | |
| | | | | |
| | Factors | Rating | Points | |
| 1 | Physical Environment | 2 | 10 | |
| 2 | Knowledge, Training, Education | 2 | 10 | |
| 3 | Problem Solving Skills and Effort | 3 | 18 | |
| 4 | Physical Skills and Effort | 4 | 40 | |
| 5 | Experience | 4 | 40 | |
| 6 | Interactions with Others/Customers | 3 | 15 | |
| 7 | Confidentiality | 3 | 15 | |
| 8 | Occupational Risks | 3 | 15 | |
| 9 | Complexity | 3 | 15 | |
| 10 | Supervision Received | 5 | 40 | |
| 11 | Supervision Given | 4 | 20 | |
| 12 | Supervision Scope | 4 | 40 | |
| 13 | Judgment and Initiative | 3 | 45 | |
| 14 | Accountability | 3 | 20 | |
| | | | 333 | TOTAL POINTS |
| | | | | |
| | | | 9 | GRADE PLACEMENT |
| | Evaluator Signature |  | | |
| | Evaluator Name and Position | James M. Kreidler, Town Administrator | | |
| | Date of Evaluation | 2/25/2019 | | |



Town of Townsend

3.4

**BOARD OF SELECTMEN
DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION**

Name: James M. Kreidler, Jr.

Title: Town Administrator

Person Performing Evaluation:

| RATING SCALE | | | | |
|--------------------|--------------------------|------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 – Unsatisfactory | 2 – Below Expectations | 3 – Meets Expectations | | |
| | 4 – Exceeds Expectations | 5 – Outstanding | | |
| | N/A – Not Applicable | | | |

PERFORMANCE EVALUATION CRITERIA

1. Legislative Relations: 1 / 2 / 3 / 4 / 5

- Responsiveness to and communications with:
 - Board of Selectmen
 - School District (Superintendent/School Committee)
 - Town Officials
 - State Legislative Representatives
- Provides meeting information when requested
- Quality of response to various Board's needs and concerns
- Timeliness of reporting and replies to Board members

Comments:

2. Public Relations/Communications: 1 / 2 / 3 / 4 / 5

- Relations with media
- Handling public information requests/complaints
- Relations with other public groups and organizations
- Public presentations
- Communication with Town departments relative to town operations including but not limited to state and federal regulations, local general bylaws and Town charter.

Comments:

3. Budget Preparation and Administration: 1 / 2 / 3 / 4 / 5

- Clarity and accuracy of budgetary information
- Responsiveness to indicated Town needs and policy goals
- Creativity in developing budgetary alternatives/options
- Monitoring of budget administration during the year

Comments:

4. Managerial Skills: 1 / 2 / 3 / 4 / 5

- Organization and planning
- Written communications/reports
- Exercises sound judgement during decision making
- Ability to develop alternative options and courses of action
- Creativity/innovation
- Decisiveness

Comments:

5. Direction/Supervision of Town Organizations: 1 / 2 / 3 / 4 / 5

- Leadership provided to employees who he/she as directs supervision over.
- Coordination of programs/activities when applicable
- Adheres to Town/Departmental Policies and other Regulations
- Staff development, growth and recruitment

Comments:

6. Personal and Prof. Growth of the Administrator 1 / 2 / 3 / 4 / 5

- Continuing professional education and development
- Attendance at professional meetings, seminars, and conferences
- Active membership in state and national professional associations

Comments:

7. Productivity and Reliability 1 / 2 / 3 / 4 / 5

- The extent to which the Supervisor is able to complete required tasks in a timely manner.
- The extent to which the Supervisor can be relied upon regarding task completion and follow up work.
- The level of quality of the work performed

Comments:

8. Job Knowledge and Initiative 1 / 2 / 3 / 4 / 5

Comments:

9. Overall Rating: 1 / 2 / 3 / 4 / 5

General Comments:

BOARD OF SELECTMEN

ACKNOWLEDGED BY:

Member, Board of Selectmen

Town Administrator

Date: ____ / ____ / ____

Date: ____ / ____ / ____



THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1722

bfaxon@townsend.ma.us

Lance J. McNally, Chairman **Laura Shifrin, Vice Chairman**
Veronica Kell, Clerk **Charles Sexton-Diranian, Member** **Jerrilyn T. Bozicas, Member**

February 28, 2019

Mr. John Hume
Planning & Development Director
Montachusett Regional Planning Commission
464 Abbott Avenue,
Leominster, MA 01453

Dear Mr. Hume,

The Planning Board met in a public meeting on 02/25/19 to discuss a request for funding under the District Local Technical Assistance (DLTA) program Round #1. The Planning Board and, Town Administrator, James M. Kreidler, agreed to seek assistance under "Eligible Projects/Activities," Bullet #1: "Planning Ahead for Housing" and Bullet #2: "Planning Ahead for Growth". Subject to the Support of the Board of Selectmen at their next available public meeting.

In response to the questions posed on page six of the DLTA Notice, with regards to "Planning Ahead for Housing," the project proposal would be to ask the Montachusett Regional Planning Commission (MRPC) to assist the Town of Townsend in providing regional data to update the Town's 2015 Housing Production Plan (link below) per the same guidelines therein.

https://www.townsend.ma.us/sites/townsendma/files/uploads/hpp_2015.pdf

In response to the questions posed on page six of the DLTA Notice, with regards to "Planning Ahead for Growth" the project proposal would be to ask the Montachusett Regional Planning Commission (MRPC) to assist the Town of Townsend in providing regional data to inform the Master Plan. The Town of Townsend is currently working on an update to the 2001 Master Plan.

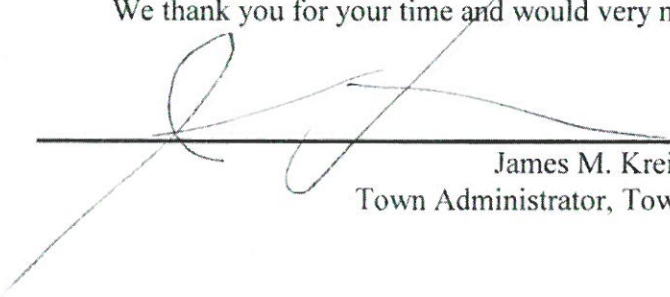
https://www.townsend.ma.us/sites/townsendma/files/uploads/master_plan_june_2001.pdf

Statistics and Data that may be requested include, but are not limited to: evaluation of housing stock, total units of housing, age of housing stock, assessment of all housing by assessed value, number of owner occupied rental units, amount of buildable lots, relative analysis of affordable housing and tax rate, zoning bylaws that result in increased housing stock.

Most of the regional data sought are basic elements of both the housing section of the 2015 Housing Production Plan and the Mater Plan Update. Thus by proposing with one voice, the elements of both documents can be produced for the benefit of the community.


Town Administrator, James M. Kreidler would like to join with the Planning Board to request assistance in providing regional data, much of which will be applicable to support both the goals of the Housing Production Plan and the Master Plan.

We thank you for your time and would very much appreciate any consideration.



James M. Kreidler
Town Administrator, Town of Townsend

Sincerely,



Elizabeth Faxon
Planning Board Administrator
Town of Townsend

To: Townsend Board of Selectmen
Montachusett Regional Planning Commission
From: Master Plan Committee
Date: March 19, 2019
Re: District Local Technical Assistance

The last approved Master Plan for the Town of Townsend was written in 2001. The community is in the process of updating the plan. As part of the effort several listening sessions were held, research conducted, chapters drafted, and a community survey developed to ensure a well-informed process was created to for the establishment of a new Master Plan.

Of significant importance to the plan is the housing section. Not only is a complete understanding of our current housing stock required or the Master Plan but also for the Townsend Housing Authority.

During the listening sessions, there were comment both for affordable housing and high end housing. Along with that was the ever present expression of the need for additional services in town. The Master Plan Committee needs to have factual data to evaluate related to housing and the tax base as they impact the future direction of the town.

As Townsend does not have a planning staff, the Master Plan Committee desires to have a professional evaluation of housing in town in order to understand the impact of future growth – or lack of growth on the community.

To that end, the Master Plan hopes MRPC assist with collecting the following information:

- Housing stock
 - Total units of housing
 - Age of housing stock
- An assessment of all housing by assessed value (in increments that make sense based on the overall valuation along with mean, median, mode)
- Number of owner occupied rental units (in law or otherwise)
- Number of rental units
- Number of fair market rents in comparison to Townsend rents
- Number of two family units
- Number of three family units
- Other types of housing units
- Number of units at affordable housing rates
- Number of units earmarked for special populations

- Amount of buildable lots according to current zoning
- Prior twenty-year evaluation of housing stock / sales / sales price
- Twenty-year evaluation of building permits
- How the need for affordable housing dovetails or competes with the desire for a low tax rate
- How the desire for amenities in town reflects on the type of housing needed to support needs (recreation, roads, increased services etc.)
- How the age of our population and future age projections affect the need for differing types of housing
- How the median income / required down payment / cost of housing reflect on affordability
- What zoning bylaws enhance increased housing stock
- What zoning bylaws negatively impact housing stock
- Are there bylaw changes that will allow increased housing while addressing the concern for rural views / vistas, environmental sensitivity, water quality, roads, schools, safety, services, etc.

While these items represent the thoughts of the Master Plan Committee as to the questions needing answers, we will also rely on the expertise of MRPC to assist with adding additional data points.

The compilation of the data will provide evidence based information that will assist with shaping the future vision for Townsend. Without this assistance, the housing chapter of the Master Plan will be woefully inadequate.

To Whom it May Concern,

In April of 2017 the Earth Day Committee was granted permission to utilize the Council on Aging bus. The use was to transport Earth Day attendees from the parking lot at the Senior Center/Atwood Acres/Townsend Woods buildings to a drop off location on Brookline St. at the Townsend Town Common.

It was determined that the town houses and pays for the insurance on the vehicle and is the determining authority on how it should be used. Verbal approval of use, with the Recycling Committee being billed for gas and designated COA driver, was arranged between Karin Canfield Moore, Director of Senior Center/Council on Aging in Townsend, MA with Carla Hitzzenbuhler, Health Administrator, Board of Health in Townsend, MA. The TA and the Police were also informed of the plan and had no issues with the plan going forward.

Many people took advantage of the shuttle in 2017/2018. We would like approval to run the shuttle again during the town's Earth Day Celebration on April 27, 2019 from 10-3 P.M. (rain date April 28, 2019 from noon-4 P.M.). If possible, we would like to add 8-10 A.M. for Sat. or rain date 10-noon to shuttle vendors/crafters from their designated parking areas behind the Town Hall. They will unload at the common prior to parking.

Thank you.

Karen Clement, clem6six@verizon.net

Please sign below upon review and acceptance of the above.

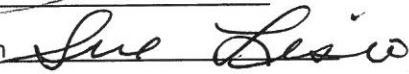
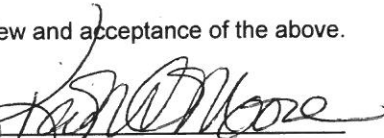
Senior Center/Council on Aging

Board of Health

Townsend PD

TA

Selectmen





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

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

MEETING MINUTES FOR FEBRUARY 15, 2019 3:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 IN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 SL called the meeting to order at 3:00P.M.
Roll call vote showed 3 members presented: Chairman, Sue Lisio (SL) Vice-Chairman Cindy King (CK) and Clerk Wayne Miller (WM).
- 1.2 Pledge of Allegiance
- 1.3 SL announce that the meeting is being tape recorded by Cindy King.
- 1.4 SL moved to table the public comment period.

II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

- 2.1 WM moved to enter into 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 position or litigating position and the chair so declares AFSCME Police Union Grievance and executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: MOU Paramedic and executive session pursuant to GL c. 30A, s. 21(a)(5) to investigate charges of criminal misconduct or to consider the filing of criminal complaints to reconvene in open session. SL declare CK seconded. Roll call SL (YES) CK (YES) and WM (YES)

WM moved to enter into open session at 3:55P.M. CK seconded. Roll call vote SL (YES) WM (YES) and CK (YES).

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Town Accountant Position Discussion, RE: Vacancy
WM moved to authorize the TA to post for the position of Town Accountant at different locations as previously discussed. CK seconded. Unanimous vote.
- 3.2 Board discussion to review and/or revise/approve the Town Administrator job description consistent with the Town Charter.
Mr. Kreidler reviewed with the Board the changes he suggests in the job descriptions. The Board discussed various changes to including employee progressive job performance plans. The Board agreed most language is standard.

SL stopped for brief moment to inquire if an audience member was taping. The person confirmed they were. SL asked to be informed prior to videotaping so it can be properly noted in the minutes.

Additional discussion regarding the legal and recommended description in particular ensued.

- 3.3 Board discussion and development of a list of specific expectations for the Town Administrator position.
WM stated he worked on the list and separated issues within job description like communication and job goals. Further stating the Board of Selectmen goals turn are the Town Administrator goals to carry forward.

- 3.4 Budget Hearing Schedule, RE: Discussion.
The Board reviewed the schedule (please see attached).

Discussion regarding an all Boards meeting, SL stated she would like to set for a Saturday with the possible date of March 9th. Notification to Chairpersons will be sent out.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and report - None
4.2 Board of Selectmen announcements, updates, and reports. - None
4.3 Clerk of the Board announcements for events - None
4.4 Board Correspondence. - None, CK to organize summary of correspondence for the next meeting.

V. ADJOURNMENT:

WM moved to adjourn at 4:25 CK seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of February 15, 2019 by the Board of Selectmen this _____ day of _____, 2019.