



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

Wayne Miller, *Chairman*
James M. Kreidler, Jr.,
Town Administrator

Don Klein, *Vice-Chairman*
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR DECEMBER 3, 2019 AT 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 WM called the meeting to order.
Roll call vote showed 2 members present: Wayne Miller, Chairman (WM), Don Klein, Vice-Chairman (DK).
 - 1.2 Pledge of Allegiance
 - 1.3 Announce the meeting is being tape recorded.
 - 1.3 Chairman's Additions or Deletions.
WM deleted 5.1.
 - 1.4 Public Comment Period.
Eino Kauppi voiced concerned regarding the software upgrades at the Library/Senior Center.

- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
 - 2.1 6:05P.M. Tax Levy Public Hearing, RE: Fiscal Year 2020

WM opened the public hearing and circulated the sign in sheet to the audience members. WM read the legal notice into the record (please see attached). The Chief Assessor, Vicki Tidman and an Assessor met with the Board. The Board reviewed the class notification as presented by the Chief Assessor regarding a split rate for residential and commercial assessment with the recommendation to the Board to adopt a commercial/residential factor of 1.0. WM queried the audience for comments.

DK moved to adopt a commercial/residential factor of 1.0 as recommended by the Board of Assessors. WM seconded. Unanimous vote. WM closed the public hearing.

- 2.2 6:15P.M. Telephone Pole Public Hearing, RE: 183 Main Street

WM moved to open the public hearing. WM announced the petitioner is Unitil. WM read the legal notice into the record (please see attached). WM reviewed the abutters list (please see attached)

Mr. Dee, Representative from Unitil, reviewed the petition with the Board. Mr. Dee explained it is related to the upgrades of the substations. DK moved to approve the application for poles and wires located on Main Street. WM seconded. Unanimous vote. DK moved to sign the petition outside of a meeting. WM seconded. Unanimous vote.

2.3 6:25P.M. Raynold Jackson, RE: Montachusett Region Trails Coalition

The Board met with Mr. Jackson, representing the Montachusett Regional Trails Coalition. Mr. Jackson explained the coalition wishes to present their ideas to the Board of Selectmen in each town. Mr. Jackson reviewed the correspondence as submitted by the Coalition (please see attached).

Mr. Jackson asked if the Board would be interested in a tri-town meeting for a vision plan for implementation & maintenance of trails. Mr. Kreidler suggested discussing at a future all Boards meeting and asking for feedback. The Board expressed appreciation to the coalition's work.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

3.1 Review/Discuss support letter for the Municipality Vulnerability Preparedness Planning Grant.

Members of the Planning Board met with the Board, to include Veronica Kell, Chaz Sexton-Diranian and Administrative Assistant, Beth Faxon. Mr. Diranian explained the grant and the work done to apply. WM asked how the administrative work would be accomplished as it was not budgeted. Mr. Diranian explained what workshops would need to be attended. Ms. Faxon informed the Board this work would be included in the daily work schedule, further explaining, the data collection will be done by a consultant which is funded by the grant. Ms. Faxon asked the Board members to attend a workshop.

DK moved to approve and sign the letter of support for the Municipality Vulnerability Preparedness Planning Grant and to sign outside of a meeting. WM seconded. Unanimous vote.

3.2 Discussion, RE: Police Chief Screening Committee and Process.

Mr. Kreidler informed the Board there's been some discussion of posting internally for the Chief's position, further explaining the benefits of an internal posting. Mr. Kreidler informed the Board they could go out with an external posting if an internal applicant does not meet the requirement or qualifications. DK moved to post for the Police Chief internally first for a period of 4 weeks. WM seconded. Unanimous vote.

WM suggested the name of Sam Brigulio and Bill Wilkinsen. WM suggested appointing an alternate to the Committee.

DK moved to seat Sam Brigulio, Jeff Sullivan, William Wilkinsen as members of the Screening Committee and Jason Gilberti as an alternate. WM seconded. Unanimous vote.

3.2.1 Interim Police Chief Appointment.

WM explained he wanted this on the agenda as the Police Chief's retirement is at the end of December and suggested appointing the Deputy Police Chief as the Interim Chief

starting January 1st. DK moved to appoint Jay Sartell as the Interim Police Chief as of January 1st. WM seconded. Unanimous vote.

3.3 Internal Posting Discussion, RE: Water Department Superintendent.

Mr. Kreidler informed the Board he would like to post the position internally as outlined in the union contract. Mr. Kreidler informed the Board the job description for the Superintendent is being drafted. DK moved to post internally the position of the Water Department Superintendent

3.4 Internal Posting Discussion, RE: Facilities Coordinator.

WM suggested waiting for the job description as it is being re-written. Mr. Kreidler suggested it be posted internally. Further discussion regarding the union contract and if the new job description would need to be negotiated. Mr. Kreidler stated he was confident it would be a management rights issue. Mr. Kreidler suggested it be posted internally with the proviso the job description is subject to change. DK moved to post internally with the caveat the position is under review for the facilities coordinator. WM seconded. Unanimous vote.

3.5 Eagle Scout Proclamation, RE: Trenton Goyette
WM read the proclamation (please see attached).

3.6 Review/Approve 2020 Holidays.

The Board reviewed the holidays for the 2020 calendar year (please see attached). DK moved to approve the holiday schedule for 2020. WM seconded. Unanimous vote.

3.7 Discussion, RE: Set date for the Special Town Meeting.

Mr. Kreidler suggested January 21, 2020 for the Special Town Meeting. Mr. Kreidler gave the Board a timeline of the posting requirements.

DK moved to set the date for Special Town Meeting for January 21, 2020 and open the warrant today and close the warrant on December 30, 2019. WM seconded. Unanimous vote.

3.7.1 Set Dates to Open and Close the warrant.

Please see 3.7

IV. WORK SESSION - VOTES MAY BE TAKEN:

4.1 Town Administrator updates and report.

- IT/Phone Update.

Mr. Kreidler: In regards to IT; awaiting for the proposal and will put it on the next agenda or when received.

Mr. Kreidler informed the Board; Comcast has given the date of December 10th for the switch over on the phones system. Additional discussion regarding the use of Office 365 or G Suite ensued. WM suggested waiting until we receive the proposal from the outside

vendor to see what they suggest, further relaying he does not care which system, both are cloud based.

4.2 Board of Selectmen announcements, updates, and reports.

WM thanked the Highway Department for their efforts with the recent snow storm.

DK responded to citizen's concerns regarding the tree removal. DK stated the tree clearing is being done for the rail trail.

~~4.3 Clerk of the Board announcements for events.~~

4.6 DK moved to sign the payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

V. EXECUTIVE SESSION:

~~5.1 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.~~

VI: ADJOURNMENT:

DK moved to adjourn at 6:54P.M. WM seconded. Unanimous vote.

Respectfully submitted by,


Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of December 3, 2019 by the Board of Selectmen this
14th day of January 2020..

2.3

Carolyn Smart

From: Raynold Jackson <rayjtrails@gmail.com>
Sent: Tuesday, October 29, 2019 9:04 PM
To: csmart@townsend.ma.us
Subject: Selectmen's Meeting - Nov 5 - MRTC Presentation

Carolyn,

I would like to present the goals of the Montachusett Trails Coalition (MRTC) to the Board of Selectmen on how recreational trails may benefit the community.

Our vision since beginning in 2012, is to foster trail connections in and around the Montachusett Region's 22 cities and towns and serve as a centralized resource for trail planning.

Thank you for your support,

Raynold Jackson

MRTC Team and Townsend Resident

Trails Tender - Raynold Jackson - Experience / Information

- Townsend resident - 49 year

Experience

New Hampshire / Maine

- 30 years - Trail Building and Maintenance and Education - Trailwrights of NH
- Worked on trails in ME, Baxter State Park, ME. 4 years/ week long projects. 2009, 10, 11 and 2014
- Land steward / volunteer for the Society for the Protection of NH Forests (SPNHF) - 28 years
- Mount Monadnock State Park - Parks and SPNHF Trails weeks - 10 years
- Friends of The Wapack - BOD and trail volunteer.
- Chatham Trails association (CTA) - Volunteer - Trails Maintenance - 15 years
- Statewide Trails Advisory Committee (STAC) for DRED, Concord, NH (Representing SPNHF) - 5 years
- Appointed / Served - NH Senate Commission - SB 383 - To Study and Recommend Improvements to the NH Hiking Trails Network. September/2016 - October/2017 - Completed.

Massachusetts

- Squannacook Greenways, LLC - Rail Trail BOD - Trails Representative - 5 years - current.
- DCR- Mount Tom Reservation; Holyoke, MA. Construction and repair - NEC Trail and 58 FT bridge building in wetlands crossing for wheel chair access and viewing. Also wheel chair Bog bridge building for access to bridge. Replaced and help build another 20 FT bridge with volunteers in MT Tom State Park.
- Trustees of Reservations - Chapel Falls, Ashfield, MA.- Trails / Rock work.
- Townsend State Forest - Damon Pond to Pearl Hill State Park - layout / build with DCR Staff, Friends of Willard Brook and Trailwrights of NH, 4 miles of connecting trail and one loop trail at each park.
- Townsend Senior Trail - Layout / building - aiming at a Universal Access Trail from the current Senior Center to the living area at Atwood Acres and also to DCR parking area. - Work In Progress.
- Townsend Conservation Land Trust - (TCLT) - 2 years - member: Trails Support. Worked with NMRSD Students completing new trail improvements and instructing on Paint Blazing trail corridor.
- Mount Grace Land Trust - MGLT - Member / Volunteer for trail construction at Eagle Reserve, Royalston, MA.
- Montachusett Regional Trails Coalition - (MRTC) - Supporting Recreational Trails connecting towns - 5 + years - Current BOD

Respectfully Submitted,

Raynold Jackson



3.1

TO: Municipal Vulnerability Preparedness (MVP) Supporters

FROM: Beth Faxon, Townsend Planning and Zoning Board of Appeals Administrator

DATE: October 16, 2019

REFERENCE: Request for Letters of Support
Municipal Vulnerability Preparedness Planning Grant
Townsend, Massachusetts

The Town of Townsend is preparing an application to the Massachusetts Executive Office of Energy and Environmental Affairs (EEA) for a Municipality Vulnerability Preparedness (MVP) Planning Grant for FY2020.

The MVP program is designed to aid cities and towns in Massachusetts with planning for climate change and implementing priority resiliency projects. If awarded funding, Townsend will complete vulnerability assessments and develop action-oriented resiliency plans through completion of the Community Resilience Building (CRB) process. More specifically, the Town will engage stakeholders at a workshop to develop the following information:

- Evaluation of climate hazards facing the Town (e.g. extreme heat, severe storms)
- Discussion of municipal strengths and vulnerabilities (e.g. conservation land, disadvantaged populations)
- Identification of opportunities to improve the Town's overall resiliency by enhancing identified strengths or mitigating identified weaknesses

Upon completion of this workshop process, the Town will become designated as a Municipal Vulnerability Preparedness (MVP) community. This designation will provide the Town with future access to additional state grant funding to conduct the resiliency actions identified during the workshops.

The current Planning Grant application requires the Town to provide letters of support from local committees or organizations that are willing to participate in CRB workshops and strengthen the Town's commitment to plan for and respond to the effects of climate change. We respectfully request a letter of support from your organization by November 5, 2019. We have enclosed a template for your use.

We hope you consider this invitation to become a supporter and assist the Town of Townsend in becoming more resilient to climate change. Additional information regarding the CRB workshop will be provided upon receipt of the grant. Additional information regarding the MVP program and the MVP Planning Grant can be found here: <https://www.mass.gov/municipal-vulnerability-preparedness-mvp-program>. If you have any questions, please contact the Planning and Zoning Board of Appeals Administrator, Ms. Beth Faxon via telephone at (978) 597-1722 or via email at bfaxon@townsend.ma.us.

Very truly yours,
Beth Faxon
Planning Board and Zoning Board of Appeals Administrator

3.5

PROCLAMATION

- WHEREAS:* The **BOY SCOUTS of AMERICA** offers an environment and association which fosters good citizenship, honesty, integrity and diligence in our younger people; and
- WHEREAS:* The practical aspects of **SCOUTING** provides training for our youth in survival, independence and a sense of loyalty to our Country; and
- WHEREAS:* **TRENTON GOYETTE**, joined Boy Scouts Troop 10 of Townsend, Massachusetts, has completed requirements for, and having been examined by an Eagle Scout Board of Review, was found worthy of the rank of Eagle Scout; and
- WHEREAS:* **TRENTON GOYETTE**, has as his Eagle Scout project; designed and installed "Welcome to Townsend" signs; and
- WHEREAS:* The approach to and attainment of the **EAGLE RANK** is lengthy, detailed, and difficult and requires intelligence, tenacity, determination and a highly motivated desire to succeed; and
- NOW THEREFORE,* we, Sue Lisio, Wayne Miller, and Don Klein Selectmen of the Town of Townsend, Middlesex County, in the Commonwealth of Massachusetts, do hereby proclaim Sunday, November 24, 2019 as

"TRENTON GOYETTE DAY"

the Town of Townsend and urge all citizens of Townsend together with their family and friends to join us in honoring the **BOYS SCOUTS OF AMERICA** and in saluting **TRENTON GOYETTE** for his achievement.

Sue Lisio, Chairman

Wayne Miller, Vice Chairman

Don Klein, Clerk

