



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 17, 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: Chairman, Wayne Miller (WM) and Vice-Chairman, Don Klein (DK)
 - 1.2 Pledge of Allegiance
 - 1.3 WM announced the meeting is being tape recorded.
 - 1.3 Chairman's Additions or Deletions.
WM deleted section V. Executive Session
 - 1.4 Public Comment Period - None.
- II. APPOINTMENTS OF PERSONNEL - VOTES MAY BE TAKEN:
 - 2.1 Appoint Robert A. Beauchamp as the Facilities Department Coordinator effective December 18, 2019 with a 7 month probationary period.
DK moved to appoint Robert A. Beauchamp as the Facilities Department Coordinator effective December 18, 2019 with a 7 month probationary period. WM seconded. DK relayed he reviewed some past meetings and one of the items discussed was the position changed from Coordinator to Supervisor and a change to the job description might occur. Mr. Kreidler suggested appointing him with the condition the position is subject to change in duties. Mr. Kreidler confirmed this was a union position. DK suggested appointing as an Interim. DK requested to see Mr. Beauchamp's resume. DK amended the motion that we appoint Robert Beauchamp as the Interim Facilities Department Coordinator pending the outcome of the comp and class plans effective December 18, 2019. WM seconded. Unanimous vote.
 - 2.2 DK moved to appoint Christopher Tucker to the position of Probationary Police Officer for the Townsend Police Department effective January 6, 2020 contingent upon a background check and medical exam with a one-year probationary period. WM seconded. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 3.1 Discussion, RE: Special Town Meeting Warrant Articles
Mr. Kreidler reminded the Board and staff; the warrant is still open until December 30, 2019 at 12:00P.M. As a reminder the Special Town Meeting is January 21, 2020.
 - 3.2 Vote to authorize the 2% increases appropriated for all non-union employees for FY20.

Mr. Kreidler explained Town Meeting authorized the 2% and for the few employees not in the union, it requires a vote of the Board. DK moved to authorize the 2% appropriated for all non-union employees for FY20. WM seconded. Unanimous vote.

- 3.3 Review/Sign a proclamation declaring January 2020 as Senior Appreciation Month. DK read the proclamation into the record (see attached). DK moved to sign the proclamation. WM seconded. Unanimous vote.

- 3.4 Accept a grant for disposal of unwanted medicines from the MED- project for the Townsend Police Department. DK moved to accept a grant for the disposal of unwanted medications from the MED- project for the Townsend Police Department. WM seconded. Unanimous vote.

IV. WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and report.

4.1.1 Recycling Center Update

Mr. Kreidler relayed with the absence of the Health Administrator, the Chairman of the Board of Health has been helping to cover. Further explaining issues with plowing at the recycling center. Mr. Kreidler and the Chairman of the Board of Health along with the Highway Superintendent did work out an agreement, to include the ability for the Highway to dump items found on the roads and in return the Highway Department will do the plowing.

4.1.2 Update/contract for outsourced IT

Mr. Kreidler gave the Board a scope of services to review. Reminding the Board there's no appropriation to hire a contractor until the funds are available at town meeting. WM preferred to use Winslow in the interim. Mr. Kreidler stated it could be considered an emergency. Mr. Kreidler requested the Board reviewed the scope of services and give back some feedback. DK suggested Sue Lisio meet with the Board with the pathway forward in regards to outsourcing and regionalization.

- 4.2 Board of Selectmen announcements, updates, and reports.

DK informed WM, Capital Planning has meet and approved the article requests. DK asked Mr. Kreidler to attend the first meeting to discuss what funds will be available for a capital plan in FY21.

WM informed the Board there's an informal meeting on Friday to discuss the plans for the wall to come to Townsend.

- 4.3 Board Correspondence - None.

- 4.4 DK moved to approve the meeting minutes for October 15, 2019 and November 5, 2019. WM seconded. Unanimous vote.

4.5 DK moved to review and sign out of session the payroll and bills payable warrants. WM seconded. Unani out of session

V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

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 the meeting at 6:36P.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 17, 2019 by the Board of Selectmen this
1st day of February 2020.

December 6, 2019

SENT VIA ELECTRONIC MAIL

Townsend Police Department
70 Brookline St.
Townsend, MA 01469

Re: MED-Project Grant Program – Application Approval Notification

Dear Chief Bailey,

MED-Project is pleased to inform you that your 2019 service grant application for collection and disposal of unwanted medicine is approved.

Please contact Brad MacDonald, Northeast Regional Director for MED-Project, at bmacdonald@med-project.org with any questions concerning the service grant award.

Sincerely yours,



Dr. Victoria Travis, PharmD, MS, MBA
National Program Director

May 9, 2019

All Law Enforcement Agencies within the Commonwealth of Massachusetts

The Commonwealth of Massachusetts approved the Product Stewardship Plan submitted by MED-Project LLC for the management and disposal of unwanted household generated opioids and benzodiazepine medications as regulated by the Massachusetts Department of Public Health in accordance with M.G.L. c. 94H Drug Stewardship Program (the "Program"). This letter is notification of the opportunity for your organization to participate in the State of Massachusetts authorized Program and receive grants for the collection and disposal of unwanted household medications. This Program is supported by the National Association of Drug Diversion Investigators ("NADDI").

MED-Project will provide annual grant programs for the purpose of supporting Law Enforcement Agencies ("LEAs") collection and disposal of household unwanted medicines, including opioid and benzodiazepine medications. The grant program will support any one of three different options per site. LEA's may choose from one of three options as described below:

Option 1 (Funding-Only Grant):

MED-Project will provide an annual funding grant of \$1300 in support of the LEAs existing program for unwanted household medicine collection kiosk at the LEA site where unwanted medicine is collected and subsequently disposes of at a disposal site. The purpose of this grant is to pay for disposal of unwanted household medicines where the LEA will manage the disposal via LEA staff. MED-Project will provide \$1300 to LEAs who submit a complete application by July 1. Any complete applications received after July 1 will receive \$650. Funding grants will be renewable each year provided a new complete application is submitted.

OR

Option 2 (Kiosk and Funding Grant):

MED-Project will provide an unwanted medicine kiosk and an annual funding grant of \$1300. The purpose of this grant is to pay for disposal of unwanted household medicines where the LEA will manage the disposal via LEA staff. Any complete applications received after July 1 will receive \$650. Funding

grants will be renewable each year provided a new complete application is submitted.

OR

Option 3 (Service Grant):

MED-Project will fund up to 12 unwanted household medicine collection box and liner kits per year. All box and liner shipping and disposal is included in the service grant. LEAs may request additional box and liner kits by entering into a separate self-paid agreement with the vendor. To qualify for the service grant the LEA will operate an unwanted household medicine collection kiosk, and package and ship full unwanted household medicine collection kiosk boxes and liners to authorized disposal facilities.

We anticipate that there will be many questions about this program. One of our goals is to assist interested and eligible sites in participating in the Program by making this process as streamlined as possible.

If you are interested in learning more about participating and receiving either a funding grant or service grant to support the collection and disposal of unwanted household opioid and/or benzodiazepine medications, please go to our website at www.med-project.org/massachusetts and fill out a Grant Application form by clicking on the link in the upper right corner of the web page. If you have further questions, please call us at 1 (833) MED-PROJECT or 1 (833) 633-7765.

Thank you for your interest,



Dr. Victoria Travis
National Program Director



RICHARD B. BAILEY
CHIEF OF POLICE

TOWNSEND POLICE DEPARTMENT

70 BROOKLINE STREET • TOWNSEND, MASSACHUSETTS 01469

TEL. 978-597-6214 FAX. 978-597-2176

DATE: December 12, 2019

TO: James M. Kreidler, Jr. – Town Administrator
Board of Selectmen

FROM: James Sartell
Deputy Chief of Police

RE: Request to Appoint Christopher Tucker Probationary Full-Time Police Officer

Dear Mr. Kreidler and Board of Selectmen:

On May 7, 2019 we posted a job announcement for both full-time and reserve patrol officers.

After a substantial testing/vetting process and careful consideration of the applicants remaining in the process, I am requesting the appointment of Christopher Tucker for the position of Probationary Police Officer effective January 6, 2020. Mr. Tucker is academy trained and will begin field training immediately.

If you have any questions or concerns, please feel free to contact me. Thank you in advance for your considerations in these matters.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James Sartell", is written over a horizontal line.

James Sartell
Deputy Chief of Police

Cc: Appointment file



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Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

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(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR OCTOBER 15, 2019 AT 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 SL called the meeting to order at 6:00P.M.
Roll call vote showed 3 members present: Chairman Sue Lisio (SL) Vice-Chairman, Wayne Miller (WM) and Clerk, Don Klein (DK)
 - 1.2 Pledge of Allegiance
 - 1.3 SL announced the meeting is being tape recorded.
 - 1.3 Chairman's Additions or Deletions.
SL added 3.3 to appoint a Library Tech. SL stated it just came in this afternoon and was not anticipated 48 hours in advance. SL moved 6.2 to 2.1.
 - 1.4 Public Comment Period.
- II. EXECUTIVE SESSION - VOTES MAY BE TAKEN:
 - 2.1 DK moved to enter pursuant to G.L. c. 30A, § 21(a)(4), an executive session to discuss the deployment of security personnel or devices, or strategies with respect thereto. WM seconded. Roll call vote SL (YES), WM (YES) and DK (YES).
 - 6.2 DK moved to enter 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: Police Chief and to reconvene in open session. WM seconded. Roll call vote: SL (YES) WM (YES) and DK (YES)
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 3.1 DK moved to appoint Julie Crouse as a fractional Counselor for Recreation effective October 17, 2019 contingent upon the passing of a CORI check and medical exam. DK amended "required probationary period". WM seconded. Unanimous vote.
 - 3.2 DK moved to appoint Caleb Williams as a fractional Counselor for Recreation effective October 17, 2019 contingent upon the passing of a CORI check and medical exam with required probationary period. WM seconded. Unanimous vote.
 - 3.3 DK moved to appoint John C. Frances as a part time Library Tech contingent upon the passing of a CORI check and medical exam with required probationary period. WM seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Review/discuss/approve a road opening permit for Unitil on Emery Road as approved by the Highway Superintendent

The Board reviewed the permit (see attached)

DK moved to approve and sign a road opening permit for Unitil on Emery Road as approved by the Highway Superintendent. WM seconded. Unanimous vote.

4.2 Review/discuss/comment on a mandatory referral, RE: Special permit at 29 Main Street for the operation of a veterinary hospital

The Board reviewed the referral (see attached) DK moved to thank the Planning Board and Zoning Board of Appeals for the referral and we have no comment. WM seconded. Unanimous vote.

4.3 Review/discuss/comment on a mandatory referral, RE: Special permit for an in-law apartment at 15 Pheasant Ridge Road.

The Board reviewed the referral (see attached) DK moved to thank the Planning Board for the referral and we have no comment. WM seconded. Unanimous vote

4.4 Review/approve/sign a proclamation, RE: William E. May endowment award

DK read the proclamation into the record. DK moved to sign the proclamation for the William E. May endowment award. WM seconded. Unanimous vote.

4.5 Review/discuss policy for the use of the electronic messaging board

Mr. Kreidler asked for clarification from the Board: SL stated she was not sure if it would need to be a policy or if just having an internal process for the Town Administrator to approve. The Board agreed it should be an internal procedure for authorization of the use of the message boards.

4.6 Review/discuss policy for contract procedures

The Board reviewed the policy (see attached) DK moved to accept the policy as the first reading. WM seconded. SL asked if Town Counsel had reviewed. Mr. Kreidler informed the Board that Town Counsel did review. Unanimous vote.

4.7 Declare surplus a residential freezer as requested by the Council on Aging with an estimated value of \$200.00

Mr. Kreidler explained the request from the Council on Aging (see attached). DK moved to declare surplus a residential freezer as requested by the Council on Aging with an estimated value of \$200.00. WM seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

5.1.1 Update, RE: street light project

Mr. Kreidler directed the Board to the email from Unitil, outlining the savings incurred from the Street Light project. Mr. Kreidler thanked the Energy Committee for their efforts.

5.1.2 Proposal, RE: cable access project

Mr. Kreidler stated this is the second phase of the cable access project, with a request to approve (see attached).

DK moved to approve from the state bid list from vendor #917 in the amount of \$14,845.00 the contract for phase 2 of the cable access project. WM seconded. Mr. Kreidler reviewed the components of the contract with the Board. Unanimous vote.

5.1.3 Discussion, RE: Request for proposals for town owned property

The Board reviewed the email from the Energy Committee as Mr. Kreidler read it into the record (see attached). Mr. Kreidler suggested moving forward with item #1 explaining John DiNapoli would meet with the Energy Committee. WM suggested reaching out to the school to see if the boiler project can be completed during school vacation. Continued discussion ensued on the different projects and what role the Energy Committee has with the upgrades. Mr. Kreidler to update the Board at the next meeting after discussing with the Chair of the Energy Committee.

5.1.4 Discussion, RE: Library/Senior Center HVAC system

See 5.1.3 for discussion.

5.2 Board of Selectmen announcements, updates, and reports.

5.2.1 Personnel Announcements and Updates

Wayne Miller announced the Police Chief resignation/retirement. Mr. Kreidler explained there will be further discussion on the process at the next meeting.

Mr. Kreidler announced Bassem Awad has submitted his resignation and the Board will need to discuss if they would like an outside vendor or fill the position.

5.3 Clerk of the Board announcements for events.

None

5.4 Board Correspondence.

SL asked for an update on the unregistered vehicle complaints. SL stated she received correspondence regarding the flags. Mr. Kreidler stated he did forward the email to the Flag Committee.

5.5 WM move to approve the meeting minutes for August 20, 2019. SL seconded. Unanimous vote.

5.6 DK moved to approve and sign the payroll and bills payable warrants outside of session. WM seconded. Unanimous vote.

SL to address "Other Pending Business Items" before VI - see below.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

6.1 DK moved to enter 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: all union groups and to adjourn from executive session. WM seconded. Additional discussing regarding the different exemptions for executive session ensued. Roll call vote: SL (YES), WM (YES), and DK (YES)

6.2 ~~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: Police Chief~~

OTHER PENDING BUSINESS ITEMS:

1. Charter Review Status

SL informed the Board the next Charter meeting is on Thursday.

2. Cable Contract

SL asked that Town Counsel attend the first meeting in November for an update.

3. Call Center Update

Mr. Kreidler relayed the Fire Chief is still waiting for the MRPC feasibility study.

4. Fall Town Meeting Date

Waiting for free cash certification.

5. Status on earmark for town common sidewalk

SL asked for an update from Cemetery & Parks.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

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



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR NOVEMBER 5, 2019 AT 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 SL called the meeting to order at 6:00P.M.
Roll call vote showed 3 members present: Chairman Sue Lisio (SL) Vice- Chair Wayne Miller (WM) and Clerk Don Klein (DK).
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.
SL moved to address 2.17 under 2.5.
- 1.5 Public Comment Period.

II. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 2.1 Discuss/Approve Second Reading RE: Goods and Services Contract Policy
The Board reviewed the policy (see attached) DK moved to approve the second reading of the goods and services policy. WM seconded. Unanimous Vote.
- 2.2 Discuss/Approve/Vote- Authorize the Town Administrator to sign the contract for the acceptance of the FY20 Local Cultural Council funds
The Board reviewed the contract (see attached). DK moved to accept and authorize the Town Administrator to sign the contract for the acceptance for the FY20 Local Cultural Council funds. WM seconded. Unanimous vote.
- 2.3 Discussion, RE: Police Chief Screening Committee
Mr. Kreidler put together a draft outline of the search process and reviewed with the Board (please see attached). Mr. Kreidler explained to the audience members, on October 30, 2019, the Board had a work session and discussed the screening committee. Further explaining the Board agreed to bring 3 citizens they'd like to see on the Committee and then narrow it down at this meeting. SL explained the Board decided on the qualifications for the members, to include no one currently on committees, no employees, and politically neutral.

SL called for a 3 minute recess.

WM informed the Board he spoke with the Harvard Police Chief, Edward Denmark and he's more than willing to help. The Board agreed the School Superintendent, Brad Morgan, Fire-EMS Chief, Mark Boynton, the Police Chief, Rick Bailey and the Harvard Police Chief, Edward Denmark will be on the Committee. Each Board member gave suggestions for citizen members. WM suggested Brett King, DK suggested Bill Wilkinson, John Forest, and Joe Shank. SL suggested Sam Briguglio, Jeff Sullivan, and Jason C. Gilberti. SL outlined the qualifications of each person she suggested.

WM and DK agreed they would be willing to have an 11 member committee. Mr. Kreidler suggested the Board decide contingent upon confirmation of the member. DK moved to appoint the seven members that we just read off to the Police Chief Screening Committee contingent upon their agreement to serve. WM seconded. Unanimous vote.

SL asked to go back to 2.3. SL stated after reading her notes, she believes the Board made a mistake in the appointments, reminding WM & DK the Board agreed not to put employees or appointed officials on the screening committee. The Board agreed to keep the appointments made under 2.3.

- 2.4 Discussion/Update, RE: IT update
Mr. Kreidler met with Winslow Technology group, explaining they were hired to help do the upgrade project. Mr. Kreidler informed the Board that he put a scope together and Winslow is interested in the contract. Mr. Kreidler reminded the Board this will need to wait until after special town meeting so the funds can be transferred from personnel to expenses in order to contract with a vendor.
- 2.5 Discuss/Vote Response RE: Open Meeting Law Complaint
Mr. Kreidler explained the Chair was not aware of the subject matter prior to the posting and reviewed the response to the complaint (please see attached) DK moved the response as written to Andrea regarding the open meeting law complaint. WM seconded. Unanimous vote.
- 2.6 Authorize the Town Administrator to sign the contract for Recycling Dividends Program award.
Vote to accept the grant in the amount \$10,200 for the Sustainable Materials Recovery Program.
DK moved to accept \$10,200.00 for the Recycling Dividends Program and authorize the Town Administrator to execute the contract. WM seconded. Unanimous vote.
- 2.7 Review/Comment on the mandatory referral from the Planning Board, RE: Seaver Road
The Board reviewed the mandatory referral (please see attached) DK moved to thank the Planning Board for the referral and we have no comment. WM seconded. Unanimous vote.
- 2.8 Discuss/Vote RE: Appoint Susan L. Shuford as a Temporary Registrar until March 31, 2020 to serve in the absence of any member of the Board of Registrars.
DK moved to appoint Susan L. Shuford as a temporary Registrar to serve in the absence of any member of the Board of Registrars. WM seconded. Unanimous vote.
- 2.9 Discuss request to name an unnamed tributary of Mason Brook as Turtle Brook.
The Board reviewed the correspondence to name the tributary (please see attached). DK moved that we approve the name to the unnamed tributary of Mason Brook as Turtle Brook. WM seconded. Unanimous vote.
- 2.10 Review/Approve/Sign a license for Frank Farese on behalf of the Lion's Club to sell Christmas Trees at the rear of the Townsend Common from November 29, 2019 to December 24, 2019.
DK moved to approve and sign a license for Frank Farese on behalf of the Lion's Club to sell Christmas Trees at the rear of the Townsend Common from November 29, 2019 to December 24, 2019. WM seconded. Unanimous vote.
- 2.11 Discussion, RE: Capital Planning Committee
DK explained there's only 2 folks on the Capital Planning Committee making it difficult to meet and accomplish anything. SL voiced concern regarding the lack of volunteers. DK explained 4

members are appointed by the Moderator, 1 from the Planning Board and 1 from the Finance Committee.

- 2.12 Review/Discuss letter received from the Sterilite Corporation regarding an addition to the Senior Center.

SL read the letter into the record from Sterilite Corporation (please see attached). Mr. Kreidler informed the Board members he has worked with Town Counsel and Counsel has given examples of how an addition can be done on an existing building by a private donor. There's some restrictions that need to be adhered to. Mr. Kreidler stated if the Board supports the gift, Town Counsel will begin the work needed to get the project accomplished. DK moved that the Town gratefully accept the gift contemplated in the letter from Sterilite dated October 16, 2019 to the town regarding an addition to the senior center to be designed and built by Sterilite contingent upon Town Counsel final analysis and approval. WM seconded. Unanimous vote.

- 2.13 Review/Approve SOG # GO 14-009, RE: Membership Requirements
DK moved to approve SOG# GO 14-009 reference Membership Requirements and SOG# GO 17-004 reference Driver Operator Qualifications. WM seconded. Unanimous vote.

- ~~2.14 Review/Approve SOG #ADM 17-004, RE: Driver Operator Qualifications~~
See 2.13

- 2.15 Review/Discuss one-day special license request.
Mr. Kreidler explained the VFW no longer has a liquor license for the bar side further explaining this request comes with all the proper insurances and requirements. DK moved to approve the special license for Michele Wornham. WM seconded. Unanimous vote.

- 2.16 Vote to revoke the following liquor license renewals.
2.16.1 License # 00005-CL-1286
DK moved to revoke the renewal for the liquor license #00005-CL-1286 for the Townsend Post 6538 of the VFW. WM seconded. Unanimous vote.

2.16.2 License #00020-RS-1286
DK moved to revoke the renewal for the liquor license #00020-RS-1286 for Bailey's On The Green, LLC. WM seconded. Unanimous vote.

- ~~2.17 Review/Answer an Open Meeting Law complaint~~
See 2.5

III. WORK SESSION – VOTES MAY BE TAKEN:

- 3.1 Town Administrator updates and report.

1. Personnel:

a. Collins Center Personnel Project Update

Mr. Kreidler gave an update of the project, relaying the contract is for 6 months and it's anticipated the comp/class and job descriptions should be done soon. The interviews are in the process of being conducted. The wages from the comparable towns is part of the project as well. The personnel policies are being compared against the bylaws, charter, existing policies and union contracts. Additional discussion included job titles and changes ensued.

b. Water Department Interim Superintendent Contract Extension

The Board reviewed the extension (please see attached). Mr. Kreidler explained Town Counsel has approved the addendum with a 25% increase. Mr. Kreidler explained the different procurement processes that will need to be done going forward dependent upon the length of time and cost of any future contracts. Mr. Melanson, Water Commissioner voiced his disagreement, arguing this was an engineering contract that is exempt from procurement. DK moved to approve the revised addendum. WM seconded. Unanimous vote.

c. Building Commissioner Vacancy

i. Interim Appointment

An Interim is necessary to pull building permits and write zoning decisions. Bentley Herget the alternate Inspector has offered to hold office hours to help out until a permanent is hired. DK moved to appoint Bentley as the Interim Building Commission for the hours Tuesday 4:00P.M. to 8:00P.M., Friday from 12:00P.M. to 4:00P.M. and Saturday as needed. WM seconded. Unanimous vote.

ii. Regionalization Opportunities

SL to work with Mr. Kreidler to search out regionalization opportunities with the various services the town offers.

iii. Workload Trends Research

iv. Permitting Processes and Software

v. Existing "Permitting Guidebook"

vi. Letter of Appreciation from Board

DK authorized the Town Administrator to write a letter of appreciation from the Board to the departing Building Commissioner with many thanks. WM seconded. Unanimous vote.

d. Facilities Coordinator Vacancy

Mr. Kreidler relayed the Coordinator has submitted his resignation. Additional discussion included the title of the position and the bylaw. SL would like Mr. Kreidler to work on a solution and bring back to the Board. DK moved to authorize the Town Administrator to write a letter of appreciation with many thanks to Mr. Mercurio. WM seconded. Unanimous vote.

e. Vacancies for Boards/Committees/Commissions

i. Recreation Commission

ii. Audit Committee (Citizen and Board of Selectmen Member)

Mr. Kreidler reminded the Board a member or representative of the Board of Selectmen will need to be appointed to the Audit Committee.

iii. Nashoba Tech Representative

SL suggested reaching out to Lyn to see if she is interested.

SL asked Mr. Kreidler to update the list of vacancies.

Finance

f. FY19 Year End Free Cash Certification

Mr. Kreidler informed the Board the town is almost ready for submittal and we should hear back from DLS within the month.

2. Miscellaneous

a. Declare Surplus Road Cuttings

DK moved to the road cuttings as surplus. WM seconded. Unanimous vote.

b. Sidewalks on the Common Update

Mr. Kreidler outlined the history of the request, explaining it was approved in the bond bill however the Governor did not release the funds. Thanks to the Senator and Representative of Townsend, it has been appropriated through the budget.

3.2 Board of Selectmen announcements, updates, and reports.

SL: Grant Agreement Special Conditions for FY18CDF Grant

SL informed the Board she signed the extension.

WM: Townsend selected as one of the chosen communities to host to the national "Wall That Heals" and Vietnam Veterans Memorial Mobile Education Center from August 20-23, 2020 (see attached).

3.3 Clerk of the Board announcements for events.

Announcement, RE: Presentation for Suicide Prevention

3.4 Board Correspondence.

3.5 DK moved to approve and the payroll and bills payable warrants. WM seconded. Unanimous vote.

IV: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

~~Executive Session pursuant to GL c. 30A, s. 21(a)(3), to discuss 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, RE: Fire Union.~~

Mr. Kreidler informed the Board, there's no reason to enter executive session. The contract needs a vote to ratify. DK moved to sign and ratify out of session the contract with the Fire Union. WM seconded. Unanimous vote.

PENDING TOPICS/MATTERS:

~~1. Town Properties~~

~~2. Cable Access Update~~

~~3. Training Opportunities~~

~~4. FY20 Expenses to Date~~

5. Personnel Evaluation Process and Forms

DK moved to adjourn at 8:12P.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 November 5, 2019 by the Board of Selectmen this _____ day of _____, 2019.

Proclamation

Whereas, Townsend is home for over 2,050 senior citizens who are respected and recognized for the wisdom of their experiences and for the valuable lessons they have taught to following generations; and

Whereas, our seniors offer their experience and energy to help others in times of need and to create and sustain vital communities through ongoing active participation in civic life; and

Whereas, our seniors inspire their children and grandchildren to strive to improve the lives of others and of society as a whole, and to explore ways through which they can continue to build a better world; and

Whereas, our seniors may need some assistance from the younger generation and we are called upon to recognize that it is our responsibility and privilege to care for those who once cared for us; and

Whereas, The month of January in the year 2020 will be recognized as Senior Appreciation Month which serves to remind us that seniors have the right to a life of self-sufficiency, independence and involvement in society, and we acknowledge the meaningful role that so many active seniors have today and an energized population that represents a vital network of support in building stronger communities, and each of us is encouraged to further our own role as productive individuals, following the fine example set by our senior community from which we derive immeasurable benefits; and

Now Therefore, we, Wayne Miller and Don Klein, Selectmen of the Town of Townsend, Middlesex County, in the Commonwealth of Massachusetts, do hereby proclaim January 2020 as;

"Senior Appreciation Month"



Wayne Miller, Chairman

Don Klein, Vice Chairman

