



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*

Veronica Kell, *Clerk*  
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR JULY 21, 2020 AT 6:00 P.M.

*Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.*

*The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.*

I. PRELIMINARIES – VOTES MAY BE TAKEN:

- 1.1 WM called the virtual Selectmen's meeting to order for July 21, 2020.  
Roll call vote showed 3 members present: Chairman Wayne Miller (WM), Vice-Chairman Don Klein (DK) and Clerk Veronica Kell (VK)
- 1.2 Pledge of Allegiance
- 1.3 Announce the meeting is being broadcast on zoom.
- 1.4 Chairman's Additions or Deletions – NONE.
- 1.5 Public Comment Period.

II. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN:

- 2.1 VK moved that we appoint the election workers as listed for terms effective August 15, 2020 to August 15, 2021:

**Wardens:**

Sharon Lacasse  
Jane Stonefield  
Betty Mae Tenney

**Clerks:**

Joyce Boyes  
Darlene Coit  
Jane Jackson  
Julia Stockwell

**Inspectors:**

Jan Wesson-Snapp	Lindsay Morand
Louise Thorpe	Jerrilyn Bozicas
Clare Kauppi	Debra Stoll
Donna Lynn Pinkerton	Kathy Spaulding
Karen Clement	Sandra Tuttle

Helen Kezar	Janet Vesper
Anne Foresman	Ellen Duval
Marie Barnaby	Linda Durette
Eino Kauppi	Lynne Connors
Elaine Martin	Lisa Sciacca
Donna Miller	Lynne LeBlanc
Barbara Wheeler	Christine Emanouil Hayes
Peter Buxton	Joseph Gallant
Rhonda Gallant	Abigail Johnson
Evan Shine	Kathryn Dow
Charlotte Brown	Maryann Henson
Penny Lorenzen	Patricia Delong
Carol Hoffses	

**Ballot Box Clerk:**

Cheryl Simoneau  
Sandra Stevens  
Brian Colby  
John Stonefield  
Pam Haman

**Counters:**

Brian Funaiole  
Stephen Spofford  
Michael Foster

DK seconded. Unanimous vote (roll call vote taken).

- 2.2 VK moved to appoint Paul Walter as a Recycling Attendant 1 effective July 21, 2020 contingent upon the passing of a medical exam and CORI check with a one-year probation. DK seconded.

VK raised concerns with an employee Supervising 2 of her children. Mr. Kreidler explained under the ethic laws that would not be allowed. The Town Administrator would be the Supervisor in this situation. VK asked who was present at the Board of Health meeting when the vote to approve the appointment was discussed.

Other discussion: Supervisory Union and the health administrative position, how the Town Administrator would be able to supervise the recycling center, questions regarding the posting of the position and if others were interviewed.

Linda Johansen, member of the Board of Health expressed concern with the position not being advertised. VK asked if Ms. Walters recused herself or left the room. Ms. Johansen relayed she did not. VK expressed concerned the optics do not look good. WM tabled the discussion until policy can be discussed. VK suggested re-posting the position and re-interviewing candidates. Vote: 3 against motion. WM moved to table discussion to the next scheduled meeting.

- 2.3 VK moved to appoint Jane O'Hara as a Registrar for a three-year term effective March 31, 2020 to March 31, 2023. DK seconded. Unanimous vote.
- 2.4 DK moved to appoint Carol Hoffses as an Associate Member to the Townsend Planning Board effective July 21, 2020 to June 30, 2021. WM seconded. VK recused herself from discussion and vote, disclosing she currently sits on the Townsend Planning Board. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
- 3.1 Discussion regarding economic ramifications on families and governmental services. Mr. Kreidler read a letter into the record submitted by Josh Shaine. (see attached) WM explained the State is making the issue difficult without State aid numbers relaying that the School Superintendent has a task force for the re-opening of the schools. Mr. Kreidler suggested forwarding the email to the School Superintendent for follow-up.
- 3.2 Review/Approve a 1/12 budget for August. (if needed)  
The Board reviewed the 1/12 budget for August, noting it will be needed if there is an issue with town meeting. (see attached)
- VK moved that we approve the 1/12 budget for August in the amount of \$2,122,321.06.  
DK seconded. Unanimous vote.
- 3.3 VK moved that we review, approve, and sign a three-year contract with Weston & Sampson Engineers, Inc., for environmental monitoring and reporting for an approximate 12-acre parcel with an on-site leachate treatment facility and to sign out of session. DK seconded. Unanimous vote. (see attached contract)
- 3.4 VK moved to approve an addendum to the contract for McEnroe Consulting, LLC for engineering services. DK seconded. VK amended the motion. VK moved to approve the contract for McEnroe Consulting as describe in addendum 3. DK seconded. Unanimous vote.
- 3.5 Acknowledge the resignation of Conservation Commissioner Michael Turgeon.  
The Board acknowledged the resignation. Mr. Kreidler reviewed section 7-9 (f) of the charter, relaying the Conservation Commission has not officially accepted the resignation.
- 3.6 Discussion, RE: Shared Streets and Spaces Grant.  
Mr. Kreidler reviewed the grant requirements and timeline with the Board. (see attached)  
Mr. Kreidler discussed some of the projects the grant may be used for. WM suggested the crosswalk by Sterilite. VK shared the possibility of additional seating for Cliff's and the Ice Cream factory.

3.7 Discussion, RE: Road Safety Audits.

VK stated Townsend has not done a safety audit since 2006, further relaying the audit would look at places where there have been a lot of accidents and unsafe conditions. WM worked with the Sterilite and the State to install a crossing light and crosswalk in front of Route 119, further stating the State has has not issued the permit, noting Sterilite is willing to pay for the project. DK stated the State did do a traffic count and safety inspection of the intersection of Prospect Street and Route 119 a few years back.

VM moved that we authorize Jim to look at Pepperell and Groton to see where they stand as far as the roadway safety audit goes at the Proctor Road intersection. Mr. Kreidler suggested with the addition of, further to work with you to submit a request either with one or your next second choice as the Town's representative. DK seconded. VK stated the second one would not be necessary as Sterilite is currently working on it. Unanimous vote.

3.8 Discussion, RE: Safe Routes to School Program.

The Board reviewed the shared safe routes to school programs. (see attached) VK informed the Board she worked with the Planning Board on it. VK would like to work with the Police Chief, the School Superintendent, and the Recreation Commission. VK explained what the program covers. VK relayed the program would need to have support of the Board.

IV. WORK SESSION – VOTES MAY BE TAKEN:

4.1 Town Administrator updates and report.

4.1.1 FY21 Budget Update.

Mr. Kreidler presented the budget packet (see attached). Mr. Kreidler together with the Board reviewed the pages as presented. Mr. Kreidler read the budget memorandum into the record.

4.1.2 Review/Discuss Town Meeting Schematics.

The Board reviewed the schematics. (see attached) Mr. Kreidler reviewed the plan with the Board as presented. Mr. Kreidler relayed the Moderator did review the plan and made some suggestions. Mr. Kreidler has secured a PA system with one microphone and is looking into different rental agencies to locate additional microphones. WM suggested supplying facemasks.

4.1.3 Discuss Net metering warrant article.

Mr. Kreidler presented a detailed response to the questions the Board and the public may have regarding the net metering warrant article. (see attached) VK questioned the answers given along with additional input regarding the energy reduction plan. VK reviewed the last annual report of the energy plan that was on the website and the projects being presented and under consideration. WM explained the proposal is from a private company with their own solar farm offering the town a 15% reduction and not the projects that

were outlined in the energy report. Further discussion involved other solar projects, MVP Planning, energy reduction, and the 100 year flood plain. The Board agreed to remove the sentence under question 1 “accordingly, if we are to avail ourselves to a net metering project this is our only opportunity”.

#### 4.1.4 Update IT Contract with White Mountain IT Services.

Mr. Kreidler informed the Board that White Mountain did agree to the changes as recommended by Counsel. Once received, it will be available for the Board to sign.

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

##### 4.2.1 WM welcomed the new Building Commissioner, Eric Chartrand.

WM stated the new Water Superintendent, Kenneth Goode would not be accepting the position.

#### 4.3 Written reports from Board liaisons.

WM would like to remove this agenda item and put under the Board’s updates and reports.

#### 4.4 DK moved to approve the meeting minutes for February 11, 2020, March 10, 2020, March 17, 2020, April 2, 2020, May 1, 2020, and June 30, 2020. WM seconded. VM requested some changes to the March 10, 2020 meeting. DK amended the motion to pull out of the minutes for March 10, 2020 until we review and make edits. Unanimous vote.

#### 4.5 VK moved to review and sign the bills payable warrant and to sign out of session. DK seconded. Unanimous vote.

### V. ADJOURNMENT:

VK moved to adjourn the meeting at 8:22P.M. DK seconded. Unanimous vote.

For detailed discussion, please see: <https://youtu.be/SiHAg9t-hrg>

Respectfully submitted by,

Carolyn Smart, Executive Assistant

*Voted to approve the meeting minutes for July 21, 2020 by the Board of Selectmen this 23<sup>rd</sup> day of November, 2020.*