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By Townsend Town Clerk at 4:07 pm, Nov 01, 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 AGENDA 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 Call the meeting to order and roll call.
 - 1.2 Pledge of Allegiance
 - 1.3 Announce the meeting is being tape recorded.
 - 1.4 Chairman's Additions or Deletions.
 - 1.5 Public Comment Period.

- II. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 2.1 Discuss/Approve Second Reading RE: Goods and Services Contract Policy
 - 2.2 Discuss/Approve/Vote- Authorize the Town Administrator to sign the contract for the acceptance of the FY20 Local Cultural Council funds
 - 2.3 Discussion, RE: Police Chief Screening Committee
 - 2.4 Discussion/Update, RE: IT update
 - 2.5 Discuss/Vote Response RE: Open Meeting Law Complaint
Authorize the Town Administrator to sign the contract for Recycling Dividends Program award.
 - 2.6 Vote to accept the grant in the amount \$10,200 for the Sustainable Materials Recovery Program.
 - 2.7 Review/Comment on the mandatory referral from the Planning Board, RE: Seaver Road
 - 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.
 - 2.9 Discuss request to name an unnamed tributary of Mason Brook as Turtle Brook.
 - 2.10 Review/Approve/Sign a license for the 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.
 - 2.11 Discussion, RE: Capital Planning Committee
 - 2.12 Review/Discuss letter received from the Sterilite Corporation regarding an addition to the Senior Center.
 - 2.13 Review/Approve SOG # GO 14-009, RE: Membership Requirements
 - 2.14 Review/Approve SOG #ADM 17-004, RE: Driver Operator Qualifications
 - 2.15 Review/Discuss one-day special license request.
 - 2.16 Vote to revoke the following liquor license renewals.
 - 2.16.1 License # 00005-CL-1286
 - 2.16.2 License #00020-RS-1286
 - 2.17 Review/Answer an Open Meeting Law complaint

- III. WORK SESSION - VOTES MAY BE TAKEN:
 - 3.1 Town Administrator updates and report.

1. Personnel:
 - a. Collins Center Personnel Project Update
 - b. Water Department Interim Superintendent Contract Extension
 - c. Building Commissioner Vacancy
 - i. Interim Appointment
 - ii. Regionalization Opportunities
 - iii. Workload Trends Research
 - iv. Permitting Processes and Software
 - v. Existing "Permitting Guidebook"
 - vi. Letter of Appreciation from Board
 - d. Facilities Coordinator Vacancy
 - e. Vacancies for Boards/Committees/Commissions
 - i. Recreation Commission
 - ii. Audit Committee (Citizen and Board of Selectmen Member)
 - iii. Nashoba Tech Representative
2. Finance
 - a. FY19 Year End- Free Cash Certification
3. Miscellaneous
 - a. Declare Surplus Road Cuttings
 - b. Sidewalks on the Common Update
- 3.2 Board of Selectmen announcements, updates, and reports.

SL: Grant Agreement Special Conditions for FY18CDF Grant

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.
- 3.3 Clerk of the Board announcements for events.

Announcement, RE: Presentation for Suicide Prevention
- 3.4 Board Correspondence.
- 3.5 Review and sign payroll and bills payable warrants.
- 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.

VI. ADJOURNMENT:

PENDING TOPICS/MATTERS:

1. Town Properties
2. Cable Access Update
3. Training Opportunities
4. FY20 Expenses to Date
5. Personnel Evaluation Process and Forms