



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*
(978) 597-1701

AGENDA
MARCH 19, 2019 - 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 that the meeting is being tape recorded.
 - 1.4 Chairman's Additions or Deletions.
 - 1.5 Public Comment Period
- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
 - 2.1 6:05P.M. Planning Board, RE: DLTA Application and support letter.
6:10P.M. Stacy Schuttler Library Director, RE: FY20 Budget. (see 5.1 1bi)
6:30P.M. Karin Moore, COA Director, RE: FY20 Budget.
6:45P.M. Bassem Awad, IT Manager, RE: FY 20 Budget.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 3.1 Warrant Articles Review
 - 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.
 - 3.3 Review/Approve request to use the LRTA Bus for the Earth Day on April 27, 2019.
 - 3.4 Town Administrator Performance Evaluation- Due March 31, 2019.

IV. OLD BUSINESS – VOTES MAY BE TAKEN:

- 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- Completed all annual evaluations for the staff that are direct reports to my position. These evaluations become a permanent part of each employee's confidential employment file.
- b. Recommendations RE: Position Description Evaluation and Reclassification – Board Action Requested
 - i. Library Director
 - ii. Cemetery and Parks
 - 1. Superintendent
 - 2. Foreman
 - 3. Office Assistant
 - 4. Laborer
 - 5. Laborer-Under 16 Years of Age
 - iii. Executive Assistant to the Town Administrator
- c. List of Exempt Employees

2. Finance

- a. FY20 Budget Update
- b. Review Revolving Fund balances, trended (4 end of year and current YTD)
- c. FY20 Capital Plan Update

3. Projects

- a. Pavement Management Report
- 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

4. Unregistered Motor Vehicles – updates on pending complaints

5.2 Board of Selectmen announcements, updates, and reports.

Sue Lisio:

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

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.
- 5.4 Board Correspondence.
- 5.5 Approve meeting minutes for February 15, 2019.
- 5.6 Review and sign bills payable warrant.

VI: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

VII. ADJOURNMENT: