



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 FOR MARCH 26, 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 OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 2.1 Nominate for appointment John King as the Animal Inspector for barn book inspections in accordance with Massachusetts General Law Chapter 129, section 15 & 16 effective May 1, 2019 to April 30, 2020.
  - 2.2 Nominate for appointment Mary Letourneau as the Animal Inspector for quarantines in accordance with Massachusetts General Law Chapter 129, section 15 & 16 effective May 1, 2019 to April 30, 2020.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
  - 3.1 Review/Comment Planning Board mandatory referral, RE: Accessory Apartment Zoning Bylaw.
  - 3.2 Review/Comment Planning Board mandatory referral, RE: OSPP Special Permit.
- IV. OLD BUSINESS - VOTES MAY BE TAKEN:
  - 4.1 Discussion, RE: Selectmen Liaison Responsibilities.
  - 4.2 Town Administrator Evaluation Discussion.
  - 4.3 Discussion of Policy/Bylaw for Code of Conduct & Social Media.
  - 4.4 Cable Contract System Extension, RE: Update from Town Counsel.
  - 4.5 Review of Job Descriptions continued from March 19, 2019.
  - 4.6 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.

- 5.1.1 Personnel Updates:
  - Land Use Coordinator Vacancy Update.
  - Human Resources Consultant.
  - Town Accountant Vacancy Update.
  - Accounting Interim and/or Consulting Services.
- 5.1.2 Financial Updates:
  - FY20 Budget, Discussion of any changes since the meeting on March 19, 2019.
  - Update regarding regional towns and the North Middlesex Regional School budget.
  - FY20 Capital Planning Report Update.
- 5.1.3 Town Meeting Warrant discussion:
  - Pavement Management bylaw.
  - Funding Sources for proposed financial articles.
- 5.1.4 Miscellaneous Updates:
  - Pavement Management Plan.
  - Dates for Special Election for debt exclusion.
  - Recreation use of back field and grant application.
- 5.2 Board of Selectmen announcements, updates, and reports.
- 5.3 Clerk of the Board announcements for events.
- 5.4 Board Correspondence.
- 5.5 Review and sign payroll and bills payable warrants.

VI. ADJOURNMENT: