



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

Rec'd Townsend Town Cler
21 NOV '19 PM 3:51

Wayne Miller, Vice-Chairman

James M. Kreidler, Jr.,
Town Administrator

Don Klein, Clerk
(978) 597-1701

SELECTMEN'S MEETING AGENDA FOR NOVEMBER 25, 2019 AT 6:00 P.M.
MEMORIAL HALL, 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.
 - 1.3 Chairman's Additions or Deletions.
 - 1.4 Acknowledge the resignation of Chairman Sue Lisio.
 - 1.4.1 Reorganize the Board
 - 1.5 Public Comment Period.
- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
 - 2.1 6:05P.M. Joint Meeting with the Recreation Commissioners, RE: Appointments
 - 2.1.1 Appoint Matthew Evans as a Recreation Commissioner effective November 25, 2019 until the next Annual Town Election.
 - 2.1.2 Appoint Rachel Palmer as a Recreation Commissioner effective November 25, 2019 until the next Annual Town Election.
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 3.1 Appoint Haley Quinn to the position of Part-Time Library Tech contingent upon the passing of a medical exam and CORI check with a one-year probationary period.
 - 3.2 Appoint Lynn Pinkerton as the Finance Committee Representative to the Audit Committee.
 - 3.3 Appoint the following to TEMA (Townsend Emergency Management Agency for a term effective November 1, 2019 to June 30, 2022:

Amy Leonardo	Tom Whittier
Mary LeTourneau	Gary Busler
Thomas Moore	Edward Snapp
Joy Niemiera	Michelle Dold
Paul Upham	Donna Fenton
Carla Walter	Sandra Massalski
 - 3.4 Affirm the appointment of Sue Lisio as the Representative of the Board of Selectmen to the Charter Committee.
- IV. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 4.1 Review/Approve/Sign the Engineering Services Water System Master Plan contract with Tighe & Bond in the amount of \$50,000.00
 - 4.2 Review/Approve/Sign the Massachusetts Water/Wastewater Agency Response Network (WARN) as submitted by the Water Department.

- 4.3 Discuss/Vote to close all nonessential offices to the public on November 28th & 29th.
- 4.4 Review/Discuss/Answer an Open Meeting Law Complaint.
- 4.5 Discuss designating one member of the Board to sign the payroll and bills payable warrant.
- 4.6 Review/Discuss request for support letter, RE: Municipal Vulnerability Preparedness Planning Grant for FY20.
- 4.7 Approve and sign outside of a meeting all 2020 renewals for liquor licenses contingent upon a valid certificate of inspection and receipt of required documentation and payment.
- 4.8 Approve and sign outside of a meeting all 2020 renewals for CLASS I, II, III licenses contingent upon receipt of required documentation and payment.
- 4.9 Approve and sign outside of a meeting all 2020 renewals for Common Victualler licenses contingent upon receipt of required documentation and payment.
- 4.10 Approve and sign outside of a meeting all 2020 renewals for Entertainment licenses contingent upon receipt of required documentation and payment.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

- 1. Grant Administrator Position
- 2. Union Contract Negotiations Status
- 3. Training Opportunities Update
- 4. Free Cash Certification/Year End Closing/Special Town Meeting
- 5. Road Plan Mailing/Q & A Session
- 6. Collins Center Wage and Classification/Job Description Project
- 7. IT/Phones
- 8. Cable Access Update
- 9. Police Chief Screening Committee Update
- 10. Interim positions status Water/Building/Facilities/BOH
- 11. Regionalization Opportunities
- 12. Call Center Update
- 13. Charter Review Status
- 14. Town Administrator Vacation Buyback

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/Approve the meeting minutes for September 3, 2019, September 17th and October 1, 2019.

5.6 Review and sign payroll and bills payable warrants.

VI OTHER BUSINESS ITEMS:

VII: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

Executive session pursuant to GL c. 30A s. 21 (a) (3), to discuss strategy with respect to collective bargaining and the chair so declares, RE: All Unions

VIII. ADJOURNMENT: