



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*  
(978) 597-1701

SELECTMEN'S MEETING AGENDA FOR APRIL 2, 2020 AT 3:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

***PLEASE NOTE THAT THIS MEETING WILL BE TELEVISED***

**AGENDA AMENDED: APRIL 1, 2020**

**NOTE REGARDING ACCESS AND PARTICIPATION**

*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 on March 12, 2020.*

*The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's March 12<sup>th</sup> order, to public access to promote social distancing and reduce the spread of COVID-19.*

*Accordingly, the Board of Selectmen meetings will not be open to the public for physical attendance until further notice.*

- 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.
  
- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
  - 2.1 3:00P.M. Discussion with the Town Clerk, Kathleen Spofford, RE: Postponement of the Annual Town Election and Town Meeting.
  
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 3.1 Discussion regarding the appointment of Interim Police Chief, Jay Sartell to the position of permanent Police Chief.
  
- IV. MEETING BUSINESS - VOTES MAY BE TAKEN:
  - 4.1 Discussion/Vote to extend the due date for real estate and personal property taxes until June 30, 2020 and to waive the interest on excise taxes.
  - 4.2 Discussion/Vote to implement a spending freeze for all non-essential positions and expenses.
  - 4.3 Update/Discussion, RE: Legal Expenses.

- 4.4 Review/ Approve and authorize the Town Administrator to sign the memorandum of agreement for the Middlesex Regional SafeKeep Program.
- 4.5 Review/Approve and authorize the Town Administrator to sign for the acceptance and approval of the bylaws for the Townsend Community Access and Media, Inc.
  
- V. WORK SESSION - VOTES MAY BE TAKEN:
  - 5.1 Town Administrator updates and report.
    - Discussion, RE: Maintenance Tech position.
    - Discussion/Vote: RE: Authorize the Town Administrator to sign documents with the approval of the Chair until further notice.
  - 5.2 Board of Selectmen announcements, updates, and reports.
  
- VI. ADJOURNMENT: