



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**  
**MAY 15, 2018 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**272 MAIN STREET, TOWNSEND, MA**

- 1. PRELIMINARIES – VOTES MAY BE TAKEN**
  - a. Call the meeting to order and roll call
  - b. Pledge of Allegiance
  - c. Announce that the meeting is being tape recorded.
  - d. Chairman's Additions or Deletions.
  
- 2. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN**
  - a. 6:05P.M. "Public Hearing" -Discussion with Recreation and Townsend Ashby Youth Baseball & Softball Association, RE: Craven Field.
  
- 3. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN**
  - a. Appoint Todd Arsenault to the America Flag Committee effective May 15, 2018
  
- 4. MEETING BUSINESS - VOTES MAY BE TAKEN:**
  - a. Review/Sign Proclamation for National Police Week and National Peace Officers Memorial Day.
  - b. Review/Discuss Mandatory Referral from the Zoning Board of Appeals, RE:
    - i. Special Permit Accessory Apartment 101 Warren Road
    - ii. Special Permit Expand Pre-existing Non-Conforming Structure at 2 Scott Rd.
    - iii. Special Permit Addition to a Pre-existing Non-Conforming Structure at 250 Main St.
  - c. Review/Approve/Sign a one-day special license for:
    - i. Terri Roy, VFW Post 6538 in conjunction with a Celebration of Life to be held on June 2, 2018 with sale hours from 1:00P.M. to 5:00P.M.
    - ii. Terri Roy, VFW Post 6538 in conjunction with a Jack & Jill to be held on May 19, 2018 with sale hours from 7:00P.M. to 11:00P.M.

- iii. Terri Roy, VFW Post 6538 in conjunction with a College Graduation Party to be held on May 20, 2018 with sale hours from 2:00P.M. to 6:00P.M.
- iv. Terri Roy, VFW Post 6538 in conjunction with a Birthday Party to be held on June 10, 2018 with sale hours from 6:00P.M. to 10:00P.M.

**5. BOARD WORK SESSION – VOTES MAY BE TAKEN**

- a. Board Liaison Assignments and Discussion
- b. Green Communities Contract Extension
- c. Charter Review Discussion
- d. Policy Updates Discussion
  - I. Public Comment Policy Draft
  - II. Board Agenda Policy
  - III. Insurance Percentage Change for the Personnel Policies Manual
  - IV. Use of Town Counsel Policy
  - V. All Board Notification of Personnel Policy Changes

**6. UPDATES AND REPORTS- VOTES MAY BE TAKEN**

- A. Town Administrator updates and reports
  - I. Update/discussion Town Counsel R.F.P.
  - II. Municipal Relief Transfer(s)
  - III. Town Meeting After Action Discussion
    - 1. Budget documentation for future meetings
  - IV. Annual Work Calendar Discussion
  - V. Department Head Meeting Discussion
    - 1. Department Head Reports
    - 2. All Boards and Commissions Meeting
    - 3. Board preference that Department Head meetings be held before or after Board meetings.
  - VI. Positions Funded Not Yet Filled and Job Descriptions/Classifications
    - 1. Land Use Coordinator
    - 2. Part-time IT Assistant
    - 3. Police Patrol Positions
    - 4. Human Resources
  - VII. AV Equipment Surplus Designation
- b. Board of Selectmen announcements, updates, and reports
  - i. Sue Lisio
    - 1. MMA Trainings and Meetings
    - 2. Board Meeting Calendar
    - 3. Board Agenda Submission dates and topic lists
  - ii. Cindy King
  - iii. Wayne Miller
- c. Board Mail and Correspondence
- d. Future Agenda Items List-

- i. Goals and Objectives Work Session
- ii. Board Operating Policies Work Session
- iii. Begin Compiling Articles for Special Town Meeting

**7. APPROVAL OF MEETING MINUTES**

May 30, 2017, March 20, 2018, March 27, 2018, April 3, 2018, April 10, 2018, April 17, 2018, April 24, 2018, and May 1, 2018.

**8. REVIEW AND SIGN PAYROLL AND BILLS PAYABLE WARRANTS**

**9. EXECUTIVE SESSION – VOTES MAY BE TAKEN**

**10. ADJOURNMENT**