



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 22, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

- 1. 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.

- 2. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN**
 - 2.1 Appoint Todd Arsenault to the America Flag Committee effective May 15, 2018

- 3. MEETING BUSINESS - VOTES MAY BE TAKEN:**
 - 3.1 Review/Sign Proclamation for National Police Week and National Peace Officers Memorial Day.
 - 3.2 Review/Discuss Mandatory Referral from the Zoning Board of Appeals, RE:
 - 3.2.1 Special Permit Accessory Apartment 101 Warren Road
 - 3.2.2 Special Permit Expand Pre-existing Non-Conforming Structure at 2 Scott Rd.
 - 3.2.3 Special Permit Addition to a Pre-existing Non-Conforming Structure at 250 Main St.

 - 3.3 Review/Approve/Sign a one-day special license for:
 - 3.3.1 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.
 - 3.3.2 Terri Roy, VFW Post 6538 in conjunction with a Birthday Party to be held on May 25, 2018 with sale hours from 6:00P.M. to 10:00P.M.

- 4 BOARD WORK SESSION – VOTES MAY BE TAKEN**
 - 4.1 Board Liaison Assignments and Discussion

- 4.2 Green Communities Contract Extension
- 4.3 Charter Review Discussion
- 4.4 Policy Updates Discussion
 - 4.4.1 Public Comment Policy Draft (enclosed)
 - 4.4.2 Use of Town Counsel Policy (enclosed)
 - 4.4.3 Board Agenda Policy
 - 4.4.4 Insurance Percentage Change for the Personnel Polices Manual
 - 4.4.5 All Board Notification of Personnel Policy Changes

5 UPDATES AND REPORTS- VOTES MAY BE TAKEN

5.1 Town Administrator updates and reports

- 5.1.1 Update/discussion Town Counsel R.F.P.
 - 5.1.1.1 Review comparative sheet of applicants.
 - 5.1.1.2 Consider additional outreach
- 5.1.2 Municipal Relief Transfer(s)
 - 5.1.2.1 Facilities Department
- 5.1.3 Town Meeting After Action Discussion
 - 5.1.3.1 Budget documentation for future meetings
- 5.1.4 Annual Work Calendar Discussion
- 5.1.5 Department Head Meeting Discussion
 - 5.1.5.1 Department Head Reports
 - 5.1.5.2 All Boards and Commissions Meeting
 - 5.1.5.3 Board preference that Department Head meetings be held before or after Board meetings.
- 5.1.6 Positions Funded Not Yet Filled and Job Descriptions/Classifications
 - 5.1.6.1 Land Use Coordinator
 - 5.1.6.2 Part-time IT Assistant
 - 5.1.6.3 Police Patrol Positions
 - 5.1.6.4 Human Resources
 - 5.1.6.5 Part-time Department Assistant at Highway
- 5.1.7 AV Equipment Surplus Designation

5.2 Board of Selectmen announcements, updates, and reports

- 5.2.1 Sue Lisio
 - 5.2.1.1 MMA Trainings and Meetings
 - 5.2.1.2 Board Meeting Calendar
 - 5.2.1.3 Board Agenda Submission dates and topic lists
- 5.2.2 Cindy King
- 5.2.3 Wayne Miller

5.3 Board Mail and Correspondence

5.4 Future Agenda Items List-

- 5.4.1 Goals and Objectives Work Session
- 5.4.2 Board Operating Policies Work Session

5.4.3 Begin Compiling Articles for Special Town Meeting

6 APPROVAL OF MEETING MINUTES

6.1 Review/Approve meeting minutes for 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.

7 REVIEW AND SIGN PAYROLL AND BILLS PAYABLE WARRANTS

8 ADJOURNMENT