



## OFFICE OF THE BOARD OF SELECTMEN

Veronica Kell, *Chairman*  
Joseph Shank, *Vice Chairman*  
Chaz Sexton-Diranian, *Clerk*

### SELECTMEN'S MEETING MINUTES FOR WORK SESSION, June 21, 2021, AT 12:00 P.M.

TCAM Inc. is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84379003871?pwd=bUFsazdXb3FwdGJGclFOWWg2V0lRZz09>

Meeting ID: 843 7900 3871

Passcode: 489188

One tap mobile

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#### I. PRELIMINARIES – VOTES MAY BE TAKEN:

##### 1.1 Call the meeting to order and roll call.

*Meeting called to order at 12:03 pm with Joe Shank(JS), Chaz Sexton-Diranian(CSD), and Veronica Kell(VK) present.*

##### 1.2 Announce the meeting is being tape recorded.

##### 1.3 Chairman's Additions or Deletions.

*Add under Finances a request from the Board of Health for a Municipal Relief Transfer (MRT) (VK)*

*5.1.8 Town Hall BOS mailbox (JS)*

#### II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

#### III. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN:

#### IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

#### V. WORK SESSION – VOTES MAY BE TAKEN:

##### 5.1 Town Administration Updates and Reports.

##### 5.1.1 Review letter to boards regarding decorum at meetings

*Review of what Agenda item Chairman's Additions and Deletions means and of how one interacts at meetings.*

*Statement on Decorum and Order of the Board of Selectmen meetings read into the record.*

*Discussion around entire document in the Selectmen's Policies and Procedures. Pull relevant parts for the different audiences. Leave grievances outside the room. How do we get this out to boards and meeting participants?*

*Put into Selectmen's policy & procedures. Was this a first read of an updated policy? VK will check charter and aim to put this on the agenda for June 29, or next regular meeting possible.*



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### 5.1.2 Guardian IT administration and process

*Administration and process. All town employees can continue to use the helpdesk. All account changes and password changes must go through the main contact who is CSD.*

*Much to talk about around system security which can be done in Executive Session.*

*CSD would like to do an IT inventory with all employees. What devices and peripherals are on the network (speakers, printers, etc); who has a laptop; if you are VPN-ing into the system, how are you doing that?*

*Also, get some education out to the employees? Look at network security. What is phishing, spamming, etc, needs to be addressed sooner rather than later?*

*What are our needs –CSD asked Guardian to come up with a working plan for the Town's immediate needs, then 2 years out, 5 years, 10 years?*

*Motion: (JS) Move that we proceed with an IT inventory for all equipment that is connected to the Guardian "package" here in Town. (CSD) Second.*

*Vote: All in favor. Unanimous.*

*Executive session on July 20 agenda to discuss security with Guardian IT.*

*On the education piece, add Office 365 to the trainings. What can we do and can't we do within the network? We will know more after the meeting on security.*

*Working plan. CSD will have information from Guardian after meeting on July 15<sup>th</sup>.*

### 5.1.3 Finances – ratify Interim Accountant and Interim Deputy Accountant Contracts

*Interim Accountant and Interim Deputy Accountant started on Friday, June 18<sup>th</sup>. Instead of being 1099 employees, they are on payroll. The rate of pay was decreased. Sections 3C and 4 were removed from the contract. And the contracts need to be ratified.*

*Motion: (CSD) Move that we ratify the contract for Richard Sarasin with the change from a 1099 employee to a payroll employee with a decrease in payrate of \$5 an hour beginning June 18<sup>th</sup>. (JS) Second.*

*Vote: All in favor. Unanimous.*

*Motion: (CSD) Move that we ratify the contract for Theresa Walsh with the change from a 1099 employee to a payroll employee with a decrease in hourly rate of \$5 beginning June 18<sup>th</sup>.*

*(JS)Second.*

*Vote: All in favor. Unanimous.*

*Motion: (CSD) Move to sign the ratified contracts out of session today. JS (Second)*

*Vote: All in favor. Unanimous.*

*Municipal Relief Transfers (Transfer of Appropriations).*

*BOH request to take \$1005 to be transferred to the BOH General Revolving Account Recycling Center from the Board of Health Landfill Maintenance Account which will have a remaining balance of \$3000.*

*Motion: (CSD) Move that the BOH transfer in accordance with Chapter 77 of the Acts of 2006 which amended MGL Chapter 44 Section 33B that provides for yearend transfers between departmental appropriations in town without a town meeting vote the amount of \$1005. (JS) Second.*

*Vote: All in favor. Unanimous*

*Fire Dept has a similar transfer request. Put in Wednesday's meeting.*

*NFP will be on Wednesday's agenda.*

### 5.1.4 Discuss Purchase and funding of OWL device for In-Person/Virtual Meeting support



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*Need to find a way to fund it. Who would fund, Town or TCAM? Maybe MIS replacement equipment? BOS funds? Covid funds (something that has to be researched. Can still expend funds, but need to see what that actually means?*

*Motion: (CSD) moves that we purchase the OWL device pending acceptable funding. (JS)second.*

*Vote: All in favor. Unanimous.*

### 5.1.5 Discuss/approve job description for temporary BOS Assistant

*JS recuses himself.*

*Posting draft for temporary BOS Assistant was put in sharepoint by VK. Written for 8 hours/week. Internal posting. Non-union.*

*Motion: (CSD) Moves to post internally a position for temporary executive assistant as outlined in this document. (VK) Second*

*Vote: All in favor. Unanimous.*

*Joe Returns.*

### 5.1.6 Report on Interim TA search.

*On interim TA search...Posting on MMA website and under jobs on Townsend website. Recontact Mike Ward at UMass/Collins Center and Bernie Lynch at MMA.*

### 5.1.7 The at Heals – Planning and Logistics

*Put an announcement on Website.*

*Joe was asked by media to speak about the Wall that Heals. By Selectman's Media Policy, chair is to be interface, unless grants permission to others. VK states JS can speak with press. Chaz suggests that Russ Jobe be included with interview.*

*Joe spoke with Betty Mae Tenney re Town band playing at Wall that Heals.*

*VK spoke with Betty Mae as well.. Funds in Band Concert fund are for Thursday night band concerts.*

*Joe will speak with Betty Mae,*

*Motion: (JS) moves that Selectman box in mailroom be keyed for Selectmen only. (CS) Second.*

*Vote: All in Favor. Unanimous*

### 5.2 Reports from Board liaisons.

*Joe has spoken with Fire and Police about the Wall that Heals. At 9 am on Tues, June 29, all Dept heads are invited to the walkthrough at NMRHS.*

*VK discuss about library wanting to rollover an extra week of vacation.*

*Chaz on Water Dept. They have questions on the retro pay. Need to fill out paperwork to encumber funds from FY21 pay. JS and VK say that do not need to encumber funds from water dept because we have funds from stabilization fund. JS was at negotiations with Water and also thought funding was included in stabilization fund transfers. CSD will let us know if this is different.*

*Chaz says that Rec has 2 new appointments for June 29 agenda for Rec Committee.*

*Chaz reports from building dept. Funds are needed to board up unsafe buildings. There are permit applications that need to be looked at in Building Departments.*

*VK reports that BOS continues to get Conservation Commission applications. VK did respond to one directing potential applicant to Natural Heritage Endangered Species Program. JS reports that one of the Conservation Commissioners did look at applications in the building department offices.*



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*Plannning Board has a Municipal Vulnerability Preparedness and Hazard Mitigation Plan. Idea to have someone from town (a volunteer) to put up a MVP Plan. Ask Beth for more information for what she would like. There is a volunteer from another town who could help someone with that. Ask Beth to work up a volunteer posting for the website to find someone to do this. Project update request for Highway Dept Greenville Bridge project. Moved to Wednesday agenda.  
Phone extension at Transfer Station (x2316) needs to be repaired. Line is static-y. VK will respond to inquiry she received from this.*

### 5.3 Announcements, Communications, etc.

*VK received an email from Christopher McDermot, MRPC, t re: applying for ADA Transition Plan. Volunteers for the Commission on Disability are needed.. CSD thought some architects in town who may be willing to volunteer for the committee, and other boards should be contacted as well.*

*Motion: (CSD) Move that VK contact Christopher McDermott to let them know that we will Municipal Americans with Disabilities Improvement Grant for the FY22 year. (JS) Second.*

*Vote: All in favor.*

*VK read the invitation from the Pepperell SelectBoard to attend the Regional Climate Change forum meeting.*

### 5.4 Next meeting - June 23 at noon

## VI: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

### VII. ADJOURNMENT:

*Motion: (CSD) Move to adjourn at 1:41 p.m. (JS) Second*

*Vote: All in favor. Unanimous.*

*Submitted by*

*Veronica Kell*