



# OFFICE OF THE BOARD OF SELECTMEN

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

## SELECTMEN'S MEETING MINUTES FOR WORK SESSION, July 09, 2021, AT 12:00 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81891753719?pwd=Y3haWFV4TWJQUFBRUzVjNE8zYWWh5QT09>

Meeting ID: 818 9175 3719 Passcode: 178883

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

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

*Called to order at noon on Friday, July 9, at noon with Joe Shank (JS), Chaz Sexton-Diranian (CSD), and Veronica Kell (VK) present.*

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

*Announced the meeting is being recorded and is live channel 9.*

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

*JS requested that info re: FEMA funds be discussed under Finances (5.1.2)*

### II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN: none

### III. APPOINTMENTS OF OFFICIALS/PERSONNEL – VOTES MAY BE TAKEN: none

### IV. MEETING BUSINESS - VOTES MAY BE TAKEN: none

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

#### 5.1 Town Administration Updates and Reports.

##### 5.1.1 Guardian IT updates

*Guardian IT Equipment Inventory to be filled out by all departments so that CSD and Guardian can look it over to see what is needed and put together plans for moving forward. VK will put this on the agenda for review for the July 13 department head meeting. CSD will send the documents to all department heads.*

*Motion: (CSD) moved to accept the Guardian IT inventory. (JS) Second.*

*Vote: All in favor. Unanimous*

*Guardian on-boarding checklist. This will be sent when we have a new employee or need adjustments to the network.*

*Motion: (JS) moved to have CSD send out the on-boarding form to all department heads. (VK) second. Vote: All in favor. Unanimous.*

*CSD reports that the temp Executive Assistant to the BOS is all ready to go.*

*Conservation Commission has a desktop computer (for admin) and a laptop. The laptop will be for the new agent. Telephone number is a dedicated line just for Conservation. 1739 Will be dedicated line just for conservation.*

*As far as system-wide is concerned, doing very well. No Issues.*

##### 5.1.2 Finances

*-Cares Act Information on what can and cannot be charged in FY22 given that the emergency order is lifted*

*The cleaner is still funded and checking if summer rec program counselors can be funded.*

*VK is looking to see if the Town can hire a consultant to manage the accounting and reporting for the CARES Act funds.*

*JS heard from the Fire Chief who had questions about the FEMA account that was all set up about a year ago. Chief Boynton got a phone call from the State saying that the FEMA money had not been transferred to the town. VK will call the Chief.*

*VK received a notification that a reconciliation for CvRF-MP funds needed to be submitted. VK will look into all this.*

**-Municipal Relief Transfers report**

*VK submitted to FinCom all MRTs discussed. Andrea Wood stated they were approved and submitted to accounting by FinCom*

*The Reserve Fund Transfer request by the BOS for the boarding up of 182 Warren Rd was also submitted to and approved by the FinCom.*

**-Ratification of payrates for AFSCME Supervisors, Highway/Water, Police, and non-union employees including discussion of minimum wage**

*Payroll for FY22 is set with new rates for employees. Any reclassifications of jobs are on hold until job descriptions are reviewed with the Union.*

*Motion (CSD) moved to ratify the pay rates for the AFSCME Supervisors, Highway/Water, and Police Unions and non-union employees. Second (JS).*

*Vote - all in favor. Unanimous.*

*For the most part, all employees are paid above minimum wage. Unknown is whether we are putting temporary, summer employees on the Collins Center Wage Matrix and whether or not we will pay Minimum Wage. Minimum Wage in MA is \$13.50. Minimum Wage is not required to be paid by municipalities. At least one department wants their employees at minimum wage. The budget did not consider this. Suggestion to put a discussion of minimum wage for the July 20th meeting.*

*All employees are on Collins Wage matrix except Treasurer/Collector. Amendment document to the personal services contract to put the Treasurer/Collector on Collins Matrix for FY22.*

*Motion (CSD) move to place the Treasurer/Collector on the Collins Wage matrix on Grade F Step 1 for FY22 through the remainder of the one-year probationary period set forth in the contract. Second (JS).*

*Vote. All in favor. Unanimous.*

**-Discussion of Vacation, Holiday, and SickTime Accrual and Vacation Buy Backs**

*Added this to the agenda before the meeting with the AFSCME Union. All questions answered by referencing the contracts.*

**-FinCom updates**

*From the transfers, some points along the way have come up that can be considered along the way. Was vacation buyback included in the budget for FY22?*

*For the TA, salary line item does not include buyback of vacation for FY22.*

*Fall STM is being talked about already. FinCom is working on things that could be on that and will talk to BOS more going forward.*

*Personnel lines in FY 22 will need to be amended.*

*The cost of insurance policies for the town is higher than expected as well and that line will need to be amended.*

*Step increase has already been strictly an increase. FinCom believes that it should be clear in the contract.*

*CSD suggests a separate meeting with FinCom to discuss all this to dispel any lack of understanding.*

*JS would like to have FinCom hear where we are going with Union negotiations.*

*Joint meeting with FinCom suggested for August 31st.  
CSD would like to have the budget process starting in the Fall.*

#### 5.1.3 Report on Interim search

*Division of Local Services/Dept of Revenue in the FY 22 budget, Town did not budget for an Interim TA. Interim TA pay would come from the TA budget line, and this budget line would need to be amended at Special Town Meeting (STM). DLS provided seven names of individuals for Interim TA, and they have all been invited to apply. Interim TA will be part-time. Former TA is paid regular payroll for FY22.*

*Interim TA search advisory is Marty Scott for Fire union, Stacy Schuttler and Jared Aponte for non-union, Kim Mattson and Jeff Giles for Police union, Emy Hoff and Jessica Funiaole for Supervisor's union, Jodie Deschenes and Janet Leavitt for Clerical, and Kevin Keefe for Highway/Water. The earliest resume review would happen is Friday, July 16.*

*The plan is to have an Interim TA in place by mid-August at the latest.  
Resumes will come to the selectmen@townsendma.gov.*

#### 5.1.4 Discussion/Vote on Conservation Agent candidate

*Conservation agent candidate was interviewed on Thursday, July 8. JS noted that we each met individually with the candidate. CSD and JS noted that the letter of interest, resume, and application were received on May 26, but fell through cracks. Candidate followed up.*

*CSD and JS feel the candidate is well qualified and highly motivated. VK concurs.*

*Motion (CSD) moves to go forward with checking references and preparing an offer letter with the intent to appoint the candidate at our next meeting. Second (JS).*

*Vote. All in favor. Unanimous.*

#### 5.1.5 Discussion of Credit Card Policy

*Credit card policy is available on the website. The question is what is the implementation of the policy? There is a statement that is going to Guardian IT.*

*Treasurer/Collector has a Town credit card. Everything should be going through the Accounts payable process.*

*Motion (CSD) moves that we look into the implementation of the Credit Card Policy with the Town Accountant. Second (JS).*

*Vote. All in favor. Unanimous.*

#### 5.1.6 Discuss/Vote on letter of support for MRPC's application for a RAISE Grant to fund a Regional Climate Change Resiliency Plan for the Montachusett region

*MRPC is applying for a grant to develop a Regional Climate Change Resiliency Plan for the Montachusett Region which includes 22 communities.*

*Motion (CSD) moves the BOS to approve a letter of support for the MRPC's efforts and for Townsend to join with the other communities. Second (JS).*

*Vote. All in favor. Unanimous.*

#### 5.2 Reports from Board liaisons.

*JS will be meeting with Fire and Police more regularly.*

*CSD notes that there is an incredible turnout for the summer Rec program this year. Rec needs more space. They are at Hawthorne Brook Middle School. CSD is asking for more space at HBMS. NMRHS does not have space for them.*

*CSD notes that Cemetery and Parks is looking to hire 3 individuals. Put these at the next meeting as appointments for next week, Friday, July 16.*

#### 5.3 Announcements, Communications, etc. none

5.4 Next meetings - Friday July 16 at noon, July 19, July 20, and July 23.

5.5 Vote to sign payroll and bills payable warrant out of session week of 7/12.

*Motion (CSD) moves to sign payroll and bills payable warrant out of session for the week of 7/12. Second (JS).*

*Vote. All in favor. Unanimous.*

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

6.1 Executive Session pursuant to GL c.30A, s 21(a)(4) To discuss the deployment of security personnel or equipment, or strategies with respect thereto re: Town Buildings, Phone Systems, and Computers

*Motion (CSD) moves to move into executive session pursuant to GL c.30A, s 21(a)(4) To discuss the deployment of security personnel or equipment, or strategies with respect thereto re: Town Buildings, Phone Systems, and Computers and not return to open session. Second (JS).*

*Vote. All in favor. Unanimous.*

#### VII. ADJOURNMENT:

*Motion (CSD) and Second (JS) to adjourn at 2:27 pm.*

*Vote: All in favor. Unanimous.*

*Minutes Submitted by*

*Veronica Kell, July 22, 2021*

*For a detailed discussion please click here: <https://www.youtube.com/watch?v=WeCESmK9AQc>*