

Selectmen Meeting Minutes  
November 8, 2021

The meeting was called to order at 9:14A.M. on Monday, November 8, 2021.  
Roll Call: Chairman Veronica Kell - Present, Clerk Chaz Sexton-Diranian - Present.  
Interim Town Administrator Perry - Present.

ARPA Projects

The Board met with Jennifer Thompson & Nicole Figueiredo of Capital Strategic Solutions to present an overview of the American Rescue Plan Act (ARPA) to the Selectmen. Ms. Thompson outlined some key factors of ARPA. Some of the topics discussed included:

- ARPA signed into law on March 11, 2021
- Created the Coronavirus Local Fiscal Recovery Fund
- ARPA is intended to provide support to State & Local governments for the impacts of COVID-19
- Townsend is eligible to receive \$2,841,408.00

Examples of allowed uses for the funding include:

- Responses to the public health emergency or its negative economic impacts, including assistance to households, small businesses, nonprofits, or aid to impacted industries.
- Essential workers premium pay
- Reduction of revenues due to the COVID-19 health emergency
- To make necessary improvements in water, sewer, or broadband infrastructure

Examples non-allowed uses for the funding include:

- Depositing funds into pensions
- Directly or indirectly offset a reduction in the net tax revenue of the state or territory resulting from a change in law, regulation, or administrative interpretation.

\*see the attached presentation

Jay Sartell Police Chief & David Vigeant Water Superintendent joined the conversation to discuss the allowed uses of the ARPA funds as they pertain to their departments.

Holiday Policies

Selectman Kell reviewed some of the projects that Town Departments have submitted and invited Ms. Thompson back to the November 22<sup>nd</sup> meeting to help prioritize.

\*see attached list of projects discussed

Jay Sartell, Police Chief to submit a letter to the Board with proposed projects for the Police Department.

Non-Union Holiday is Veterans Day but not the day after Thanksgiving  
Union Holiday is Veterans Day and the day after Thanksgiving  
Police & Fire Union do not mention the day after Thanksgiving in their contracts

T/A Search  
Committee

After discussion, Selectman Sexton-Diranian moved to close Town Hall to the public on Veterans Day and the day after Thanksgiving. Selectman Kell seconded. Selectman Kell - yes, Selectman Sexton-Diranian - yes. Selectman Kell amended the motion: any non-union contracted individual who normally works on Friday will take a personal or vacation day or leave without pay for the Friday after Thanksgiving; alternatively, they may work on Veterans Day. Selectman Sexton-Diranian seconded the amendment. Selectman Kell - yes, Selectman Sexton-Diranian - yes.

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Adjournment

Selectman Sexton-Diranian informed the Board all members of the Committee have been sworn-in by the Town Clerk and the Committee met last week and organized. Selectman Sexton-Diranian commented he was voted as the Chairman.

Selectman Sexton-Diranian commented the Committee felt an April 1, 2021 deadline to hire a new Town Administrator was aggressive. He also noted that Interim Town Administrator Perry would be staying on to help transition through the budgeting season.

The Town Administrator Search Committee is requesting the job description and posting. Selectman Sexton-Diranian commented he has reviewed several job descriptions from other communities.

The Board discussed their preferred minimum qualifications to be incorporated into the job description. Selectman Sexton-Diranian to draft the job description and posting and bring back for discussion and approval.

Selectman Sexton-Diranian moved to adjourn at 11:27A.M. Selectman Kell seconded. Vote: Chairman Kell – yes, Clerk Sexton-Diranian – yes.

Video footage of the November 8, 2021 meeting: <https://youtu.be/L1YKndTxVyg>

Materials: agenda, ARPA Fiscal Recovery Fund Spending, Town Administrator Search Criteria



## OFFICE OF THE BOARD OF SELECTMEN

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

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### SELECTMEN'S MEETING AGENDA FOR NOVEMBER 08, 2021 AT 9:00 A.M. MEETING ROOM 2 AND VIA ZOOM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81297747452?pwd=TTcwSVhjekp5Y0FKbHNyRWR2VEpsUT09>

Meeting ID: 812 9774 7452

Passcode: 434140

One tap mobile

+13126266799,,81297747452#,,,,\*434140# US (Chicago)

+19292056099,,81297747452#,,,,\*434140# US (New York)

Dial by your location

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+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 812 9774 7452

Passcode: 434140

Find your local number: <https://us02web.zoom.us/j/81297747452?pwd=TTcwSVhjekp5Y0FKbHNyRWR2VEpsUT09>

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

1.1 Call the meeting to order and roll call.

1.2 Announce the meeting is being tape recorded.

1.3 Chairman's Additions or Deletions.

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

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

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

4.1 Discussion of criteria for TA search and TA job description (background, qualifications, etc)

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

5.1 ARPA Projects

5.2 Next meeting - Nov 16, 6 p.m.; Nov 22, 9 a.m.

#### VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

#### VII. ADJOURNMENT:





**CAPITAL  
STRATEGIC  
SOLUTIONS**

**Presentation on American Rescue Plan  
Act (ARPA) Funding  
For The**

**TOWN OF TOWNSEND**

**November 8, 2021**



# American Rescue Plan Act (ARPA)

- Signed into Law on March 11, 2021
- Created Coronavirus Local Fiscal Recovery Fund (CLFRF)
- Intended to provide support to State, local and Tribal governments in responding to the impact of Covid-19 and efforts to contain Covid-19
- Townsend is eligible to receive \$2,841,408 in ARPA funds



# Allowed Uses for ARPA Funding

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel and hospitality
- b) To respond to workers performing essential work during the Covid-19 public health emergency by providing premium pay to eligible workers
- c) For the provision of government services to the extent of the reduction in revenue due to the Covid-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency
- d) To make necessary investments in water, sewer, or broadband infrastructure



# Non-Allowable Uses

- Act does not allow for depositing funds into any pension fund
- Eligible uses do not include “directly or indirectly offsetting a reduction in the net tax revenue of the state or territory resulting from a change in law, regulation, or administrative interpretation.”



# Example of Public Health & Economic Impact Projects

- Vaccination Efforts, Monitoring Covid19, Contact Tracing, PPE
- Support for vulnerable populations to access medical & public health services
- Prevention & Mitigation in public facilities, congregate and health care settings
- Payroll & Benefits for Public Safety & Public Health Staff
- Improvements to Public Health
- Economic assistance to populations that have a demonstrated economic hardship from the pandemic



# Premium Pay for Essential Workers

- Applies to employees that had regular in-person interactions or regular physical handling of items also handled by others
- Employees that teleworked are not eligible
- Intended for workers that were needed to maintain continuity of operations in critical infrastructure sectors like: healthcare, public health, public safety, childcare, education, sanitation, transportation and food services
- There are limits on the amounts that can be paid



# Revenue Loss

- Municipalities may use calculated general revenue loss to fund certain types of government services
- “General Revenue” includes the majority of the revenue the Town receives, but excludes federal funding, refunds or corrections, proceeds from issuance of debt or sale of investments, income generated by utilities and insurance trusts
- Revenue Loss will be calculated at 4 points in time: 12/31/20, 12/31/21, 12/31/22 and 12/31/23



# Estimated Revenue Loss Calculations

Calculation for Calendar Year Ending 12/31/20

Base Revenue (FY19)	xxxx
Counterfactual Revenue	xxxx
Actual Revenue (CY20)	xxxx
Estimated Revenue Loss (CY20)	xxxx



# Examples of Projects:

## General Government Services

- Maintenance or pay-go funded building of infrastructure, including roads
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure
- Health services
- Environmental remediation
- School or educational services
- Police, fire, and other public safety services



# Ineligible Uses:

## General Government Services

- Expenses associated with obligations under instruments evidencing financial indebtedness for borrowed money
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding
- Replenishing financial reserves (e.g., rainy day or other reserve funds)



# Investments in Infrastructure

- Eligibility of water and sewer projects are aligned with eligible uses of the EPA's Clean Water State Revolving Fund (CWSRF) and Drinking Water State Revolving Fund (DWSRF)
- Water & Sewer projects can include roadwork associated with the project
- Stormwater can be included if they have a water quality benefit
- Broadband projects must meet or exceed certain download speeds and should focus on unserved or underserved areas



# Next Step for Townsend: Project Selection

- Select Board vote to decide on which projects will get funded through your ARPA funds
- One model we have seen in other municipalities for Project Selection
  - Department Heads/Town Administrator formulate a potential list of projects and present to the Select Board for consideration – CSS can help compile projects and determine if projects are eligible prior to final decisions



# Consideration in Project Selection

- Are there specific projects that the Select Board already know they would like to fund through ARPA?
- Do you want to align with your Capital Budget Plan?
- Would you prefer to use a Matrix or Scoring system to evaluate and prioritize your projects (CSS can assist)?
- Are you considering designating funds to non-profits, businesses or residents impacted by the pandemic? CSS can help with program guidelines if necessary
- If you are considering using the Revenue Loss section for General Government Services, CSS recommends that the municipality be mindful of using non re-occurring revenue to fund operating expenses



# Discussion/Questions

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11-8-21

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# **Proposal for American Rescue Plan Act (ARPA) Grant Support Services for the Town of Townsend**

Presented by



**CAPITAL  
STRATEGIC  
SOLUTIONS**



## Overview

Capital Strategic Solutions (CSS) is a certified **Women-Owned Business** that specializes in grant writing and administration, community/public relations, community engagement, crisis communication, website design services and tactical social media outreach. At CSS, we provide specialized grant writing and administration focused on state and federal grant programs. We offer professional consulting services through an authentic exchange with our clients and by building meaningful relationships. CSS provides support services to assist our clients in developing the tools that they need for success. Our team focuses on the organization and flow of information and will conduct research to allow our clients to increase their productivity. We strive to obtain sustainable results that benefit the community.

## Town of Townsend

The Town of Townsend is a well-managed municipality with a solid financial portfolio and good fiduciary management on behalf of its constituents. The Covid-19 pandemic and multiple funding streams associated with the response and recovery to this disaster has posed a serious burden on Townsend and all municipalities as they struggle to manage not only the additional funds received, but also the complex nature of the reimbursement and reporting requirements required. Cities and towns are tasked with trying to manage these additional complex and time consuming responsibilities with existing staff, who are often already performing other duties and tasks that do not allow for an additional workload. Townsend has very wisely chosen to solicit proposals from consultants that can help to alleviate these new workload requirements and in doing so the Town will be better positioned to maximize the funding that it receives.

## Primary Goal

Capital Strategic Solutions will provide specialized consulting services to include grant management and reporting in an effort to maximize the Town of Townsend's drawdown of state and federal funding streams from the American Rescue Plan Act (ARPA) and other Covid-19 pandemic recovery programs.

CSS is prepared to offer the following services including, but not limited to:

- **Assistance with preparation of a proposed plan of projects to be undertaken through available funding related to ARPA and any other Covid-19 recovery program, including assistance with eligibility questions and revenue loss calculations**
- **Community Outreach to stakeholders with regard to proposed projects to be funded through ARPA, as needed by the direction of the Town**



- **Development of a comprehensive portfolio with multiple funding streams to support the Town of Townsend's Covid-19 pandemic disaster response and economic recovery**
- **Financial, procurement and administrative support services associated with ARPA and COVID-19 funding**
- **Management and Reporting of the Town's ARPA and disaster recovery funding streams in compliance with the Office of Management and Budgets (OMB) Uniform Administrative Requirements, cost principles and audit requirements for federal awards**
- **Community Outreach during construction of projects funded through ARPA, as needed**
- **Assistance with reconciliation and close-out of ARPA, CARES and FEMA reimbursements related to Covid-19, as needed**

## **Project Details**

Working with input from the town's designated staff members, CSS will create and provide the Town of Townsend with a comprehensive list of potential projects that could be considered for funding through various federal and state programs. Capital Strategic Solutions will provide the Town of Townsend with a Proposed Project Plan so that officials and staff members can make informed decisions on which projects should receive available funding. CSS is prepared to provide the Town of Townsend with assistance regarding Community Outreach for proposed and ongoing projects in Town on an as needed basis.

Capital Strategic Solutions will develop a comprehensive recovery funding portfolio for the Town of Townsend with multiple funding streams to support the Town's Covid-19 pandemic disaster response and economic recovery. The portfolio will include reimbursement programs, stimulus funding, grants or loans from various federal or state programs, especially those identified in Covid-19 related state and federal legislation.

CSS will manage the flow of recovery funding programs through submission, approval, denial and appeals, and/or implementation and closeout of all related projects. This effort shall augment and expand the Town's capacity for cost tracking, recordkeeping, records retention and fiscal management to support the recovery programs associated with the pandemic. CSS will develop a fiscal management tool to assist in tracking all Covid-19 pandemic recovery funding and expenditures and shall provide appropriate written and oral reporting of all funding streams related to Covid-19 pandemic recovery funding.



## Financial, Procurement & Administrative Support

Capital Strategic Services has decades of experience working with municipal finance, state and federal procurement requirements. The Project Manager also possesses extensive experience and training related to emergency management and federal grants management. CSS is prepared to provide the administrative support that is necessary to appropriately file for reimbursements through state and federal funding and shall supply the Town of Townsend with full reporting on all grant activities related to the Covid-19 pandemic recovery funding on a weekly, bi-weekly or monthly basis at the discretion of the Town.

## Project Manager

### **Designated Project Manager: Jennifer Thompson, MPA**

With over twenty-four years of experience in the public sector, Jennifer has spent much of her career managing multimillion dollar budgets, infrastructure funding, and administering state and federal grants in both large and small communities. She has a strong background and training in emergency management and is MCPPO certified. Jennifer holds a Masters Degree in Public Administration, a Bachelors Degree in Communications, as well as many professional certifications.

#### Summary of Certifications, Credentials & Previous Disaster Recovery Work of Project Staff:

- Current contracts for management of ARPA, CARES and FEMA reimbursements in: Town of Southborough, City of Lynn, Town of Pepperell, Town of Dunstable, Town of Acushnet, Town of Holden, Town of Groton, Town of Stow and City of Gloucester
- Management of town-wide response and disaster recovery related to Covid-19 pandemic including managing CARES Act funding, Town of Plainville
- Management and disaster recovery including FEMA submittal and audit – multiple snowstorms, Town of Plainville
- Management and disaster recovery including FEMA submittal and audit – tropical storm, Town of Plainville
- Management and disaster recovery including FEMA submittal and audit – multiple snowstorms, City of Framingham
- Management and disaster recovery including FEMA submittal and audit – hurricanes and tropical storms, City of Framingham
- Management of over 250 million in ARRA funding including mandatory federal reporting for the City of Framingham
- Massachusetts Certified Public Procurement Officer (MCPPO)
- Masters Degree in Public Administration with a focus on Municipal Finance
- FEMA: Introduction to Emergency Management, Multi-Hazard School Training and Weapons of Mass Destruction
- MEMA: Emergency Operations Center Management and Operations, Exercise Design, Basic Public Information Officer, Shelter Management (Red Cross), Incident Command System (ICS) for Executives, ICS 200, ICS 300, ICS 400, NIMS ICS 700, Continuity of Operations and Continuity of Government



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The Town of Townsend will only be billed for actual hours worked and shall be billed at an hourly rate of One Hundred Sixty Dollars (\$160.00) per hour for work performed on this project. Work will commence upon the signed acceptance of the proposed services as described above.

Authorized by Nichol M. Figueroa  
Chief Executive Officer  
Capital Strategic Solutions, LLC.  
November 5, 2021

Authorized by \_\_\_\_\_  
\_\_\_\_\_  
Town of November 5, 2021  
\_\_\_\_\_



## **Detailed Projects:**

### **Category 1 - Public Safety and Covid-19:**

#### **- Chief Sartell's list:**

HVAC/Ventilation Project- the ventilation at the police station has been a topic for discussion for some time. It seems reasonable that a complete review of the HVAC system its air handlers and the ventilation within the entire building (office space, prisoner cell block, booking area, records and property/evidence rooms) would be covered with ARPA funds. While this has been discussed a number of times with facilities, no pricing has been obtained either for the review/design or for any work.

RECC Phone System- This may be more of a Pepperell request given the potential location of our communications center. That said, the pandemic increased the need to utilize the phone system to handle routine police calls that don't necessarily require a response from the officer or the citizen to come to the station. While it sounds simple, the transferring of calls to specific locations within the building and to officers who might be mobile has been a challenge (working fairly well now but the move to a new center complicates the issue). I've reached out to Director Stairs at Patriot RECC to put it on their radar as well.

Scanning dead records- This was something that was added to the capital plan and that is a significant need. There are a whole host of benefits associated with digitizing old records (freeing up space, easier to search, etc.) not the least of which is the increased efficiency of facilitating public records requests. There is less physical handling of documents, both in the researching and dissemination of physical records and less of a need to have people in and around the station in furtherance of the process. These same benefits exist as it pertains to working with the District Attorney's Office and the court regarding these older records (where we haven't gone digital).

IT Project- We have a relatively small IT project that I think might fit. Our IT closet which supports communications for police, fire and ems is in need of a re-organization. Getting rid of obsolete equipment and racks, addressing long standing climate control and backup power issues are critical. These issues were never fully resolved after 911 communications were transferred out of the building. The inefficiencies created by extra equipment, wires, and racks increases the time to diagnose IT related problems and improve technologies (fail over, back up broadband/internet during outages, etc.). The battery back-up in place when the communications center was fully operational does not work and power outages cause issues that could be rectified by the installation of a battery back-up system for the entire room. These issues have not been priced out.



11-8-21

Officer Wellness Initiatives- There are several national programs geared toward a holistic approach to officer wellness addressing both physical and mental health. A modest project on this front could consist of bringing one of these seminar type trainings in for the department (cost of the speaker, overtime to backfill shifts, etc.). To build on that training, the department could initiate a peer support program where several of our veteran officers could be sent to peer intervention training where they are taught the skills to recognize, communicate with and refer officers having difficulties to the proper resources. The costs for this approach would be driven by tuition for relevant training, overtime costs incurred with attendance, and possibly incidental costs for travel.

**- Contact Tracing (BOH)**

Additional nursing staff for contact tracing related to Covid-19:

"Carla,

In an email to Chris Nocella on 9/28/21, Jim Garreffo requested that ARPA money be set aside (amount equivalent to the Town's nursing assessment) to address case tracing staff that may be needed once the State CTC is no longer operational. I have provided an excerpt from that request below. Please let me know if you have any questions about this.

*Each community received ARPA funds from the federal government and one of the allowable uses is "Respond to the public health emergency with respect to COVID-19 or its negative economic impacts;" and we would ask your Board to request an additional annual nursing assessment be reserved in case we need to hire additional tracing staff. We made this request when the CARES act monies were available and we didn't need the actual money, we hope the same will happen this time.*

Rick Metcalf, R.S."

**- Mental Health support - (BOS, Rec, Police)**

**- Human Services employee with Covid focus**

**- Community Outreach position (BOS)**

Funding of a Community Outreach position under the Human Services director, if that position is funded. This position would work with the Council on Aging, the Public Safety departments, and the community to support continued Covid-19 efforts.

**- Covid Cleaner position (BOS)**

Continued support of this position that was funded through CARES Act monies.

**Category 2 - Community Support:**

**- Affordable Housing**

BOS: transfer of properties to Affordable Housing Trust; Seed money for consultation/engineering support for transferred properties



- **Meals at COA**

"Just as a heads up, the areas the senior center would be interested in pursuing are:

- Food assistance (supplementing or covering the cost of Donna's home cooked meals. Perhaps we could offer them more often with assistance.)
- Evidence-based educational services (re-license our Chronic Disease Self-Management training)
- Premium pay to employees providing essential work during the public health emergency (for staff to get their Collins Report pay back dated to March of 2020 when this started)"

- **TEO food support**

- **Mortgage/Rental support**

BOS: continuation of support provided with CARES Act funds through Townsend Affordable Housing Trust

- **Eviction support**

BOS

- **Small business support**

BOS

- **Mental Health support - (BOS, Rec, Police)**

**Rec: Healthy Childhood Environments:** We've all seen and felt the toll that Covid has taken on our children and families as a whole. The isolation, fear, societal pressures and divides, delayed learning and integration. Recreation has a responsibility to recognize and work towards addressing those needs. By going through Rec we provide a smaller more intimate venue than schools/ hospitals and the like. To that end we looked at both physical environment and creation of a societal environment.

1. Hiring a Youth Social Specialist for social emotional skills programs and social clubs (by age/interest) to address youth mental and social health in a safe and no pressure manner.
2. Dedicated funds for family awareness programs: Zoom , online safety , advocating for your child, online addiction and other specific topics that are becoming more relevant due to Covid .
3. Partnering with a local college and possibly create a position for work placement / collaborative working between the college and Townsend Rec to create community awareness and accessibility.

- **Outdoor spaces**



**Rec: Outdoor Recreation:** The town has made a concentrated effort over the last year or focus on our outdoor uses, assets and goals for moveability improvements. We have an amazing amount of “treasures” around town that lend to outdoor recreation that have never fully been realized. Trails, waterways and town lands that can and should be leveraged for the health and wellness of our community and visitors. The addition of vibrant outdoor recreation also lends to added value for residents, businesses and those looking to move to our area. We have a very large community of outdoor and health enthusiasts in this town, many of whom go elsewhere for their recreation- both formal and informal. Cyclists, runners, hikers, kayakers, nature enthusiasts, to name a few.

1. Overhaul of the plot behind TownHall. Alongside our Fitness Court we'd like to see landscaping, accessorizing (shade, seating) fencing, parking- ADA accessibility. This would set the property up for future events, such a farmers' market, community yoga, gathering area for outdoor focused classes.
2. Storage Building (town land- preferably not too far from the river) for the purpose of outdoor recreation storage. See #3
3. Purchase of Kayaks, paddles, life jackets, Bicycles, tools and replacement parts, along with a set sum to use for instruction and creation of Clubs. Clubs & equipment would be future funded by membership fees and outdoor programing.

**The BIG ask-** Summer Rec ( Large group program) space. Our community deserves better for Summer Rec than what we managed to strong arm for last year. Yes, we pulled it off, yes, the kids had an amazing time, yes, the families were all grateful for a fun, safe and AFFORDABLE place for their children. However, the uncertainty and insecurity of using the schools has only increased in past years. It is a logistical nightmare.

**Cemetery & Parks:** “under habitat and restoration we would try for funding of the old stairs at Adams Dam.” And  
“Gazebo restoration” (this may have been earmarked by the state ARPA bill)

**Conservation/LandUse:** “It might be a stretch – but could the (lack of) distribution of public education materials for our MS4 permit compliance be eligible for this funding? Jessica Consolvo”

**LandUse and Building Dept:** Online Permitting; Digitizing existing records

**Nonprofit Transfer of funds to the Rail Trail:** for support of the sidewalk and bike lane needed to cross the bridge at South St and go around the Historical District at the Harbor.

### **Category 3 - Decreased Revenue:**

#### **- Comcast Build-out at Vinton Pond**

**“From:** Franks, Gregory <Gregory\_Franks@comcast.com>

**Sent:** Friday, November 5, 2021 12:42 PM



**To:** Ross Perry <RPerry@townsendma.gov>; Kathy Spofford <kspofford@townsendma.gov>; Chaz Sexton-Diranian <CSexton-Diranian@townsendma.gov>; Carolyn Smart <csmart@townsendma.gov>; Theresa Walsh <twalsh@townsendma.gov>  
**Subject:** Vinton Pond Rd. extension

Good afternoon. I need your help obtaining payment for the attached invoice. I worked with the prior Town Administrator and the Town's attorney to extend Comcast's network to two unserved areas of town. As part of Comcast's pandemic response, we agreed to significantly more of the construction costs than our Franchise Agreement requires. The attached emails provide all the necessary details of our discussions. Unfortunately, since Mr. Kreidler's departure, I have not been able to reach anyone at the Town about this."

Accountant: "Does anyone have any idea how we will be paying for this? Currently we have \$15,091.92 left in a warrant article (A25ATM5/3/16 Cable & Peg Access)."

- **Human services position.** BOS: department head that was funded then unfunded in FY20

**Category 4 - Infrastructure - Water, Sewer, Broadband:**

- **Comcast Build-out at Vinton Pond** (see above email)

- **Greenville Road Bridge**

Highway: Greenville Rd Bridge with water main ext/future expansion

- **Water Dept asks**

**Water ARPA Projects**

- 1) Install Generator to Main St Well \$120,000. If the power goes out no water can be produced at this well. Harbor Trace well has a generator but is down because of PFAS.
- 2) Install Generator to Cross St Well \$100,000. If the power goes out no water can be produced at this well.
- 3) Decommission and reforest the Main St Well Field, \$100,000. Cutting and removing equipment will be done by contractor. There will be about 5 acres to be reforested tree planting to be done as part of the Summer Intern Program using local High School-College Students.
- 4) Mason Rd Greenville Rd Water Main Ext. to Greenville Rd Mason Brook Bridge. \$600,000. Needed to help with private wells polluted by landfill. Main will be off the road on the south side no work will be done inside the roadway.
- 5) Mason Brook Greenville Rd Bridge upgrade for water line. Bridge needs improvement to hang water line in bridge. Cost?



- 6) Lunenburg Rd Water Tank and fire communications replacement. \$500,000. Main to be extended up Lunenburg Rd as another project
- 7) South Harbor Rd water main extension. Ash St to South Row Rd. \$750,000 water main and paving.
- 8) Emery Rd water main ext. \$600,000.
- 9) Water Main Replacement Main St \$1,000,000. South St towards High School. Main to be upgraded from 6in to 12 in.

**-Other**

Highway: Stormwater Management - Catch Basin Cleaning (790 total catch basins in town)

Highway: MS4 (see Conservation request in Category 2 above).

- **Broadband extension throughout town**



## ARTICLE 18

### 18. Holiday

The following holidays shall be recognized by the Town on the day on which they are legally observed by the Commonwealth of Massachusetts or as may be determined by the Board of Selectmen, and on these days, employees who are entitled to holiday leave, without loss of pay, shall be excused from all duty except in cases of emergency personnel as outlined in the Emergency Operations Plan.

**Full-time Employees** as defined in Article 1:

New Year's Day	Martin Luther King Day	President's Day
Patriot's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veterans' Day
Thanksgiving Day	Christmas Day	

With the approval of their Department Supervisors, full-time employees may request to work the Veterans' Day holiday when it falls on a weekday in exchange for the day after Thanksgiving off.

**Part-time Employees** as defined in Article 1 and who are normally scheduled to work on days that holidays are observed:

New Year's Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

**Fractional Employees** as defined in Article 1: Upon completion of one year of service, an employee will be entitled to receive (3) three paid Personal Days per fiscal year.

#### Special Circumstances

Whenever any of the above-named holidays fall on a Saturday or Sunday, the preceding Friday, in the case of a Saturday holiday, and the following Monday, in the case of a Sunday holiday, shall be recognized as the holiday for the purpose of time off.

Holiday leave will be granted on the holiday whenever possible. If according to the needs of a department, holiday leave cannot be granted on the day on which the holiday is observed, the employee shall receive pay for time worked as well as the holiday pay (for a total of 2.5 X regular pay). If an employee is required to work a holiday, the Department Supervisor must notify the Town Administrator in advance.

An employee who is on leave without pay or is absent without pay for any of his/her scheduled workday immediately preceding or immediately following a holiday shall not received holiday pay.



excess of 40 hours in any one week. Except in the case of an emergency, all overtime and/or compensatory time must receive prior approval from the Town Administrator or his designee. Compensatory time off may not accumulate in excess of forty (40) hours and time shall be used within six (6) months of completion of the fiscal year in which it is accrued.

Eligible employees shall be paid at the rate of two (2) times their regular hourly rate for all hours that they are required to work on Sundays unless regularly scheduled to work on a Sunday, or if the employee works on a holiday.

#### ARTICLE XIV FAMILY MEDICAL and PARENTAL LEAVE PROVISIONS

Employees shall be entitled to medical leave pursuant to the Family Medical Leave Act.

Employees shall be entitled to parental leave pursuant to the Massachusetts Parental Leave Law, M.G.L. c. 149 s. 105D.

#### ARTICLE XV HOLIDAYS

The following holidays or days observed as such will be granted as paid holidays:

New Year's Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	Martin Luther King Day

If a holiday falls on a non-working day it shall be observed on the nearest work day.

Holiday pay shall be equal to the employee's regularly scheduled work day at the straight time rate.

If a holiday falls within an employee's vacation period, he or she shall receive an additional day of vacation pay.

If Town Hall is closed all or part of the day on Christmas Eve or New Year's Eve, bargaining unit members will be granted the same benefit.

In order to be eligible for holiday pay, it is necessary that an employee work his or her full assigned shift on his or her last regularly scheduled work day before the holiday, and on the next regularly scheduled workday following the holiday or uses a vacation or personal day for that work day and works the next regularly scheduled workday following a holiday or uses a vacation or personal day on that workday. Sick leave may be counted as time worked for the day before a holiday in the case of a documented surgery or five (5) plus days out due to a major illness. A doctor's note will be required.





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3. Meet to review the outcome of the reference and background checks and take a vote to present an unranked list of the chosen three to five candidates to the Board of Selectmen.
  1. Committee Chairperson will meet with the Board of Selectmen to present names and resumes of the Finalists.
  2. The Secretary will prepare minutes of each meeting, will act to maintain confidentiality of non-selected candidates, and will assist the Chairman in the preparation of the Committee's Final Report.
  3. The Chairman, with a majority vote of the membership, will provide a summary report on the committee's work for the Board of Selectmen with one copy filed for archival purposes with the Townsend Town Clerk no later than two weeks after committee is dissolved by the Board of Selectmen.

#### Membership :

The Committee will consist of five voting members who will serve from the date of appointment until search is complete, unless the term is extended by the Board of Selectmen.

#### Conditions :

It is anticipated that the work of the Screening Committee will be completed over the course of approximately four meetings within five weeks following the receipt of resumes from the Interim Town Administrator. The Committee shall function as a governmental body of the Town as defined in the Town's Charter and adhere to the Massachusetts Open Meeting Law and utilize the provisions of said law pertaining to Executive Session(s) in order to act in the best interests of the Town.

#### Timeline :

By November 8	Organizational Meeting Scheduled
November 16	Joint Meeting with BOS
December	Post Job Opening
Feb 1	April 1st TA start date



### Townsend Town Administrator Search Committee

#### **Mission :**

The Town Administrator Screening Committee is responsible for presenting the names of three to five individuals, who shall be considered finalists, to the Town Board of Selectmen for consideration for appointment as the Town Administrator of Townsend. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Town Administrator Job Description that has been accepted by the Board of Selectmen. The job description includes the summarized input and information from the Board of Selectmen, town officials, town employees, as well as the citizens of Townsend and will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Board of Selectmen in executing their responsibilities.

#### **Objectives :** The Screening Committee's work shall include:

1. As the first order of business at the first meeting to choose a committee Chairperson and a Committee Secretary.
2. As the second order of business at its first meeting the Secretary will obtain written affidavits from each committee member agreeing to maintain, to the extent permitted by law, the names and any information about the candidates in strict confidence until the committee votes its recommendations and thereafter to keep the names and information pertaining to candidates not chosen as finalists strictly confidential.
3. Board of Selectmen will submit to the Screening Committee its preferences for the TA background check and qualifications.
4. Meet with the Board of Selectmen to discuss questions regarding the Town Administrator job description, review process of interviews, discuss interview questions as prepared by both the selection committee and the Board of Selectmen with possible additional questions from the public, and set interview dates.
  1. Receive and review resumes as presented by the Interim Town Administrator.
    1. Conduct interviews of selected candidates utilizing established questions.
    2. Compare the experience, qualifications, and interview performance of candidates to identify three to five finalists for reference and background check by an agreed upon designee of both the Town Administrator Screening Committee and the Board of Selectmen.



## TOWN OF TOWNSEND

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### Job Description:

## Town Administrator

The Town Administrator functions as the Town's full time Chief Administrative Officer of the Town of Townsend (the Town) and shall be directly responsible to the Board of Selectmen for the administration of town affairs. The primary areas of responsibility of the Town Administrator are to assist and manage departments under the jurisdiction of the Board of Selectmen (the board). The Town Administrator shall generally assist the Board of Selectmen in the execution of its duties.

The position is responsible for keeping the Board's records, overseeing budgets and bylaws for the Board's consideration, overseeing the proper execution of the departmental budgets, and ensuring adequate staffing for Town Offices, subject to appropriate budgetary constraints. The work requires that the employee possess and exercise excellent interpersonal skills as they are the link between the general public, elected officials, County and State authorities, departments and the Board of Selectmen.

The position is required to stay current with rules, procedures and legislative changes promulgated by the Commonwealth. They are responsible to make recommendations, revisions or modifications in policy to the Board of Selectmen and to ensure compliance with Massachusetts General Laws. Management is exercised over the work of other employees, including hiring, termination, and training of subordinate non-exempt staff. Work requires the ability to represent Town effectively in important decision areas and forums which could have considerable impact on current and long-range economic conditions within the Town.

In this role, the Administrator shall:

- 1) Attend all meetings of the Board of Selectmen
    - a. Prepare and present factual materials at all meetings as directed by the board.
    - b. Generally, assist the board in the conduct and organization of meetings to assure productive sessions and informed decisions.
  - 2) Report to the board on trends, developments and emerging practices in town government and its efficient administration and organization.
  - 3) Develop recommendations for cost savings and efficiency in town government
  - 4) Supervise all studies, investigations, reviews, or other special projects as directed by the board.
  - 5) Report regularly to the board on the financial situation of the town and administration of their office.
  - 6) Attend all Town Meetings (Annual and Special)
    - a. Generally, assist the board in its preparation of dates, Warrant Articles, location, and deliverables.
    - b. Be available to citizens of the town for questions and information on matters under consideration at town meeting.
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## TOWN OF TOWNSEND

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The Town Administrator shall be generally responsible for the fiscal management of the town and shall assist the board in carrying out its fiscal responsibilities.

- 1) Responsible to coordinate the flow of information among those with fiscal responsibilities.
  - a. Work with Town Accountant and Collector/Treasurer to provide for fiscal controls and management reports on revenues and expenditures.
  - b. Work as liaison between the board and independent town boards on fiscal matters.
- 2) Coordinate the preparation of the annual town budget.
  - a. Work with all town officers, departments and boards to establish budgetary goals in a coordinated manner.
  - b. Provide town officials with the information and assistance needed to make informed budgetary recommendations.
  - c. Prepare in a timely manner, comprehensive budgetary priorities and provide liaison between town administrative officials and the Finance Committee.
- 3) Develop a long-range financial planning program.
  - a. Work with the board and any other committee it may authorize to plan regular and capital expenditures.
  - b. Provide the town with a framework for revenue planning and expenditure planning, including the use of forecasting beyond the current fiscal year.
  - c. Provide the board with information on emerging revenue sources from taxes, fees, and grants. (Federal, State, or private)
- 4) Establish and administer a program of expenditure control.
  - a. Provide the town with a unified purchasing service. The Administrator shall be responsible for purchasing all supplies, materials, services and equipment for all departments within their jurisdiction. The Administrator shall also examine and inspect the quality, quantity and condition of supplies, materials and equipment delivered to or received by the town. Similar examination of services provided to the town may also be performed by the Administrator.
  - b. Establish and maintain an inventory of all town property.
  - c. Negotiate all purchasing contracts and award such contracts subject to board approval involving any area within the jurisdiction of the Town Administrator.
  - d. Serve as Chief Procurement officer under Ch. 30B.

The Town Administrator shall be generally responsible for the personnel management functions within the town.

- 1) Administer the Personnel Policies and Procedures and make recommendations to the board for their approval.
- 2) Provide regular performance reviews and appraisals for town employees, including performance evaluations for employees at least once each year.
- 3) Appoint, subject to board approval, all town employees for whom no other method of appointment is specified in the Home Rule Charter or town bylaws.
  - a. All appointments shall be made based on merit and fitness alone.





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- b. All appointments will be made upon recommendation to and approval by the board.

The Town Administrator shall be generally responsible for collective bargaining responsibilities for those town departments within the jurisdiction of the Board of Selectmen.

- 1) Work with town boards and departments to prepare a coordinated strategy for and an integrated approach to collective bargaining.
  - 2) Work with town officials to prepare specific strategies and positions for each union contract negotiation.
  - 3) Participate in and direct collective bargaining negotiations.
    - a. Attend and direct negotiations for the town.
    - b. Review and recommend contract language where necessary.
    - c. Make recommendations for contract approvals to the Board of Selectmen.
  - 4) Work with town officials to implement contracts agreed upon and to enforce the provisions of such contracts.
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