



Office of the
BOARD OF SELECTMEN
272 Main Street, Townsend, Massachusetts 01469

Sue Lisio, Chairman

Cindy King, Vice-Chairman

Wayne Miller, Clerk

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

MEETING MINUTES OCTOBER 10, 2018 6:00 P.M.
GREAT HALL, TOWN HALL, IN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 The meeting was
Roll call vote taken showed three members present: Chairman, Sue Lisio (SL), Vice-Chairman, Cindy King (CK) and Clerk, Wayne Miller (WM).
- 1.2 Pledge of Allegiance
- 1.3 SL announced the meeting is being tape recorded.
- 1.4 There were no Chairman's additions or deletions.
- 1.5 Public Comment Period

II. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 2.1 Discussion, RE: Town Counsel interview process and candidates.
SL explained the process used and how each interview was conducted, elaborated how each member asked 3 questions with follow up. SL stated now the Board will discuss how they rated each firm.
 - 2.1.1 Evaluate/Vote an appointment for Town & Labor Counsel.
CK began the discussion by stating the firm of Mead, Talerman & Costa rating highest for her, further relay she was impressed they did not hesitate answering all of her questions and likes the concept of a smaller but growing practice. WM informed the Board all firms were within 1 point of each other with Mead, Talerman & Costa coming out on top. WM stated he liked the concept of different billing options. SL agreed and opted for the flat billing fee. SL stated the town needed to think about Town Counsel differently and relayed KP Law's Attorney, David Jenkins was easy to talk with.

WM moved the Board retain Mead, Talerman & Costa as Town & Labor Counsel effective November 1, 2018. CK seconded. Unanimous vote. SL thanked KP Law for their many years of service.
- 2.2 Review/Sign the Election warrant for the November 6, 2018 State Election.
The Board reviewed the warrant - please see attached. WM moved to approve and sign the State Election warrant for November 6, 2018. CK seconded. Unanimous vote.
- 2.3 Review/Approve a Road Opening Permit Application for Unitil, RE: Scales Lane.

The Board reviewed the application – please see attached. WM moved to approve the Road Opening Permit Application for Unutil regarding Scales Lane. CK seconded. Unanimous vote.

- 2.4 Accept a FEMA grant in the amount of \$53,334.00 contingent upon collective bargaining agreement for paramedic training.

The Board reviewed the request as submitted by Fire-EMS Chief Mark Boynton – please see attached. WM moved to accept the FEMA grant in the amount of \$53,334.00 contingent upon collective bargaining agreement for paramedic training. CK seconded. Unanimous vote.

- 2.5 Sign proclamation for Betty Mae Tenney for the William E. May Endowment award ceremony. WM read the proclamation as attached. WM moved to sign the proclamation. CK seconded. Unanimous vote.

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

- 3.1 WM moved to appoint Andrea Wood as the Representative for the Finance Committee to the Town Properties Committee for a term effective October 10, 2018 to February 28, 2019. CK seconded. Unanimous vote.
- 3.2 WM moved to appoint Victoria Tidman as the Representative for the Board of Assessors to the Town Properties Committee for a term effective October 10, 2018 to February 28, 2019. CK seconded. Unanimous vote.
- 3.3 WM moved to appoint Christine Vitae as Representative for the Conservation Commission to the Town Properties Committee for a term effective October 10, 2018 to February 28, 2019. CK seconded. Unanimous vote.
- 3.4 WM moved to appoint Natalie Call to the American Flag Committee effective October 10, 2018 to June 30, 2019. CK seconded. Unanimous vote.
- 3.5 Review/Approve Classification as recommended by the Town Administrator, RE: Transportation Administrator and Van Driver.
Town Administrator, James Kreidler reviewed the classification with the Board as attached. Mr. Kreidler stated he would forward the rating tool to the Board members for their files.

WM moved to approve the classification as recommended by the Town Administrator regarding the Transportation Administrator and Van Driver as a Grade T-3. CK seconded. Unanimous vote.

IV. OLD BUSINESS – VOTES MAY BE TAKEN:
There was no old business to review.

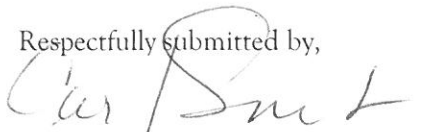
V. WORK SESSION – VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report
There were no Town Administrator updates or reports.
- 5.2 Board of Selectmen announcements, updates, and reports.
SL reviewed the meeting schedule with the Board Members as follows:
October 23rd – work session
November 6th if the meeting room is available or the 7th if not.
November 20th – regular meeting.
- 5.3 Clerk of the Board announcements for events
None announced.
- 5.4 Board Correspondence.
SL stated she received correspondence from one of the unregistered vehicle complaints.
- 5.5 There were no meeting minutes to approve.
- 5.6 WM moved to review and sign the payroll and bills payable warrant out of session. CK seconded. Unanimous vote.

VI. ADJOURNMENT:

WM moved to adjourn the meeting at 6:39P.M. CK seconded. Unanimous vote.

Respectfully submitted by,


Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of October 10, 2018, by the Board of Selectmen this

6th day of November, 2018

2.2

COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

Middlesex SS.

To the Constables of the Town of Townsend

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in the State Election to vote at

WARD 0, PRECINCTS I, II, III

MEMORIAL HALL, 272 MAIN STREET

on **TUESDAY, THE SIXTH DAY OF NOVEMBER, 2018**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices and questions:

SENATOR IN CONGRESS.....	FOR THIS COMMONWEALTH
GOVERNOR and LIEUTENANT GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER AND RECEIVER GENERAL.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	THIRD DISTRICT
COUNCILLOR.....	SEVENTH DISTRICT
SENATOR IN GENERAL COURT.....	WORCESTER AND MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	FIRST MIDDLESEX DISTRICT
DISTRICT ATTORNEY.....	NORTHERN DISTRICT
CLERK OF COURTS.....	MIDDLESEX COUNTY
REGISTER OF DEEDS.....	MIDDLESEX SOUTHERN DISTRICT

QUESTION 1: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

SUMMARY

This proposed law would limit how many patients could be assigned to each registered nurse in Massachusetts hospitals and certain other health care facilities. The maximum number of patients per registered nurse would vary by type of unit and level of care, as follows:

- In units with step-down/intermediate care patients: 3 patients per nurse;
- In units with post-anesthesia care or operating room patients: 1 patient under anesthesia per nurse; 2 patients post-anesthesia per nurse;
- In the emergency services department: 1 critical or intensive care patient per nurse (or 2 if the nurse has assessed each patient's condition as stable); 2 urgent non-stable patients per nurse; 3 urgent stable patients per nurse; or 5 non-urgent stable patients per nurse;

- In units with maternity patients: (a) active labor patients: 1 patient per nurse; (b) during birth and for up to two hours immediately postpartum: 1 mother per nurse and 1 baby per nurse; (c) when the condition of the mother and baby are determined to be stable: 1 mother and her baby or babies per nurse; (d) postpartum: 6 patients per nurse; (e) intermediate care or continuing care babies: 2 babies per nurse; (f) well-babies: 6 babies per nurse;
- In units with pediatric, medical, surgical, telemetry, or observational/outpatient treatment patients, or any other unit: 4 patients per nurse; and
- In units with psychiatric or rehabilitation patients: 5 patients per nurse.

The proposed law would require a covered facility to comply with the patient assignment limits without reducing its level of nursing, service, maintenance, clerical, professional, and other staff.

The proposed law would also require every covered facility to develop a written patient acuity tool for each unit to evaluate the condition of each patient. This tool would be used by nurses in deciding whether patient limits should be lower than the limits of the proposed law at any given time.

The proposed law would not override any contract in effect on January 1, 2019 that set higher patient limits. The proposed law's limits would take effect after any such contract expired.

The state Health Policy Commission would be required to promulgate regulations to implement the proposed law. The Commission could conduct inspections to ensure compliance with the law. Any facility receiving written notice from the Commission of a complaint or a violation would be required to submit a written compliance plan to the Commission. The Commission could report violations to the state Attorney General, who could file suit to obtain a civil penalty of up to \$25,000 per violation as well as up to \$25,000 for each day a violation continued after the Commission notified the covered facility of the violation. The Health Policy Commission would be required to establish a toll-free telephone number for complaints and a website where complaints, compliance plans, and violations would appear.

The proposed law would prohibit discipline or retaliation against any employee for complying with the patient assignment limits of the law. The proposed law would require every covered facility to post within each unit, patient room, and waiting area a notice explaining the patient limits and how to report violations. Each day of a facility's non-compliance with the posting requirement would be punishable by a civil penalty between \$250 and \$2,500.

The proposed law's requirements would be suspended during a state or nationally declared public health emergency.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

A YES VOTE would limit the number of patients that could be assigned to one registered nurse in hospitals and certain other health care facilities.

A NO VOTE would make no change in current laws relative to patient-to-nurse limits.

QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 2, 2018?

SUMMARY

This proposed law would create a citizens commission to consider and recommend potential amendments to the United States Constitution to establish that corporations do not have the same Constitutional rights as human beings and that campaign contributions and expenditures may be regulated.

Any resident of Massachusetts who is a United States citizen would be able to apply for appointment to the 15-member commission, and members would serve without compensation. The Governor, the Secretary of the Commonwealth, the state Attorney General, the Speaker of the state House of Representatives, and the President of the state Senate would each appoint three members of the commission and, in making these appointments, would seek to ensure that the commission reflects a range of geographic, political, and demographic backgrounds.

The commission would be required to research and take testimony, and then issue a report regarding (1) the impact of political spending in Massachusetts; (2) any limitations on the state's ability to regulate corporations and other entities in light of Supreme Court decisions that allow corporations to assert certain constitutional rights; (3) recommendations for constitutional amendments; (4) an analysis of constitutional amendments introduced to Congress; and (5) recommendations for advancing proposed amendments to the United States Constitution.

The commission would be subject to the state Open Meeting Law and Public Records Law. The commission's first report would be due December 31, 2019, and the Secretary of the Commonwealth would be required to deliver the commission's report to the state Legislature, the United States Congress, and the President of the United States.

The proposed law states that, if any of its parts were declared invalid, the other parts would stay in effect. The proposed law would take effect on January 1, 2019.

A YES VOTE would create a citizens commission to advance an amendment to the United States Constitution to limit the influence of money in elections and establish that corporations do not have the same rights as human beings.

A NO VOTE would not create this commission.

QUESTION 3: REFERENDUM ON AN EXISTING LAW

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on July 7, 2016?

SUMMARY

This law adds gender identity to the list of prohibited grounds for discrimination in places of public accommodation, resort, or amusement. Such grounds also include race, color, religious creed, national origin, sex, disability, and ancestry. A "place of public accommodation, resort or amusement" is defined in existing law as any place that is open to and accepts or solicits the patronage of the general public, such as hotels, stores, restaurants, theaters, sports facilities, and hospitals. "Gender identity" is defined as a person's sincerely held

gender-related identity, appearance, or behavior, whether or not it is different from that traditionally associated with the person's physiology or assigned sex at birth.

This law prohibits discrimination based on gender identity in a person's admission to or treatment in any place of public accommodation. The law requires any such place that has separate areas for males and females (such as restrooms) to allow access to and full use of those areas consistent with a person's gender identity. The law also prohibits the owner or manager of a place of public accommodation from using advertising or signage that discriminates on the basis of gender identity.

This law directs the state Commission Against Discrimination to adopt rules or policies and make recommendations to carry out this law. The law also directs the state Attorney General to issue regulations or guidance on referring for legal action any person who asserts gender identity for an improper purpose.

The provisions of this law governing access to places of public accommodation are effective as of October 1, 2016. The remaining provisions are effective as of July 8, 2016.

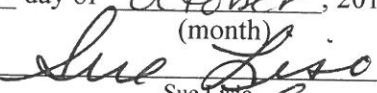
A YES VOTE would keep in place the current law, which prohibits discrimination on the basis of gender identity in places of public accommodation.

A NO VOTE would repeal this provision of the public accommodation law.

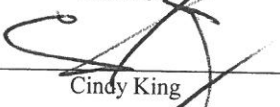
Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 10th day of October, 2018.

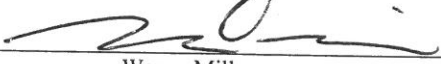
(month)



Sue Liso



Cindy King



Wayne Miller

Selectmen of the Town of Townsend

Posting of attested copies of the same at: Memorial Hall, 272 Main Street at the Center, West Townsend Fire Station, 460 Main Street in West Townsend, Police/Communications Center, 70 Brookline Road, North Middlesex Regional High School, 19 Main Street, and Harbor Church, 80 Main Street, AT LEAST **SEVEN (7) DAYS BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.**

Constable

_____, 2018.
(month and day)

Warrant must be posted by **October 30, 2018**, (at least *seven days* prior to the **November 6, 2018** State Election).

MIDDLESEX, SS.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of TOWNSEND by posting up attested copies of the same at: MEMORIAL HALL, 272 MAIN STREET AT THE CENTER, WEST TOWNSEND FIRE STATION, 460 MAIN STREET IN WEST TOWNSEND, POLICE/COMMUNICATIONS CENTER, 70 BROOKLINE ROAD, NORTH MIDDLESEX REGIONAL HIGH SCHOOL, 19 MAIN STREET, and HARBOR CHURCH, 80 MAIN STREET, AT LEAST **SEVEN (7) DAYS** BEFORE THE DATE OF THE MEETING, AS WITHIN DIRECTED.

Constable of **TOWNSEND**

SIGNATURE

LOCATION	TIME	MONTH	DAY	YEAR
MEMORIAL HALL	_____	_____	_____	_____
WEST TOWNSEND FIRE STATION	_____	_____	_____	_____
NORTH MIDDLESEX REGIONAL HIGH SCHOOL	_____	_____	_____	_____
POLICE/COMMUNICATIONS CENTER	_____	_____	_____	_____
HARBOR CHURCH	_____	_____	_____	_____



TOWNSEND FIRE-EMS DEPAK

Proudly serving the citizens of Townsend since 1875

PO Box 530 – 13 Elm St.
Townsend, MA 01469

2.4

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-300-5786

MEMORANDUM

To: James Kreidler, Town Administrator
From: Mark R. Boynton, Fire – EMS Chief *MRB*
Subject: FEMA Fire Act Grant for Paramedic Training
Date: September 12, 2018

January of this year the lengthy FEMA Fire Act grant application was completed and submitted requesting \$53,334 with a 5% match of \$2,666 totaling \$56,000 to send four personnel to the 1 – 2 year paramedic training program.

The justification for the funding was to address paramedic shortages we have identified over the past three years. As reported in the quarterly reports we are routinely short paramedics for a number of reasons. Partially due to low compensations rates, partially due to a shortage of paramedics across the state and partially due to the per diem model we use for staffing.

We are grateful to have this opportunity to send four personnel to become paramedics, this is an opportunity we would not have without this grant. Every opportunity has its challenges. My challenge now it to facilitate a fair selection process to choose who will be afforded this opportunity. To do this I intend to run a process similar to a promotional process (see attached posting). The opportunity will be posted internally we will accept cover letters, resume and certifications from those that are qualified and interested. The top four people will be selected based on the outcome of this process.

To assure FEMA and the Town of Townsend received the desired outcome and return on the investment the selected applicants will be required to enter into an agreement with the Town to remain and active employee as a Paramedic for an equivalent to one year of full-time employment. Since the personnel attending are likely to be per diem employees this means they will be required to continue working for a minimum of 2080 hours (the equivalent of being a full-time employee for one year) over a 3-5 year period. Separation prior to completion will require the employee to reimburse the town for the cost on a pro-rated basis (see attached agreement).

I respectfully request the Board of Selectmen accept the FEMA Fire Act Grant in the amount of \$53,334. I further request you authorize me to electronically accept the grant funds and expend them for the intended purpose to fund paramedic training or reimburse any member that is currently enrolled but has not completed the program.

#5-17070

TOWN OF TOWNSEND
Highway Department
177 Main Street
Townsend, Massachusetts 01469
Tel: (978) 597-1712
Fax: (978) 597-0726

**ROAD OPENING PERMIT APPLICATION
FOR EXCAVATION IN PUBLIC WAYS**

Date: 9/28/2018

Permit #: 5-19cd

APPLICANT: (Complete this section only if different than Contractor performing the work)

Name: Unitil Fitchburg Gas and Electric

Address: 357 Electric Ave Lunenburg Ma 01462

Telephone # 978-353-3221 Fax # 978-353-3321

Contact Person (if different from name listed above) Kelli Moore Gas Project Coordinator

CONTRACTOR:

Name: Unitil/Neuco

Address: 357 Electric Ave

Lunenburg Ma 01462

Telephone # 978-833-0020 Fax # _____

Contact Person (if different from the name listed above): Mark Dimeco Supervisor Gas Operations

Mark Dimeco Supervisor Gas Operations

Name of person performing the excavation (if different from name listed above)

Name of competent person to be at the worksite (as defined by 520 CMR 14.02)

Mark Dimeco Supervisor Gas Operations

Massachusetts Hoisting Equipment License Information;

License Number: _____

Grade: _____

Expiration Date: _____

Name and contact information of insurer (a valid, current certificate of insurance must be attached);

DETAILS OF EXCAVATION

Exact Location of Excavation – Street: Scales Ln
House Number: in Street in front of 15 Scales Ln

Scope of Work:

Gas Main or Service Repair

Length of Cut: _____ Depth of Cut: _____
Start Date: _____ Estimated Working Days: _____

NOTIFICATION DATES:

Dig Safe: _____

Detail Officer Required: Yes _____ No _____

Highway Superintendent: James A. Smith

Date: 9/28/18

Board of Selectmen: Joe Lizio

[Signature]
[Signature]

Date: _____

Fee Received: _____ Check #: _____

NOTE: Application must be completed and submitted to the Highway Department no less than 48 hours before work begins.

Carolyn Smart

3.1

From: Andrea Wood <andrea_wood1@verizon.net>
Sent: Friday, September 28, 2018 10:58 AM
To: James Kreidler; Kathy Spofford
Cc: Carolyn Smart
Subject: Finance Committee Appointments

Good Morning,

The Finance Committee met on September 27, 2018 and made the following appointments:

Two representatives to the Charter Committee - Carolyn Smart and Kym Craven

A new member to the Finance Committee - Thaddus Rochette

A representative to the Capital Planning Committee - Jerrilyn Bozicas

A representative to the Properties Committee - Andrea Wood

If there is anything more that you need, please let me know, Andrea

This email has been checked for viruses by Avast antivirus software.
<https://www.avast.com/antivirus>

This email has been checked for viruses by AVG.
<https://www.avg.com>



Townsend Board of Assessors
272 Main Street
Townsend, MA 01469
(978) 597-1706

3.2

B

Laura Shifrin, Chairman
Victoria Tidman, Principal Assessor

Carol LeConti, Member
Jill Peterson, Member

TO: Board of Selectmen

FROM: The Board of Assessors

DATE: September 27, 2018

RE: Town Properties Committee

The Board of Assessors voted at their September 25, 2018 to appoint Principle Assessor, Vicki Tidman to the Town Properties Committee.

Thank you,

Board of Assessors

Cc: Kathy Spofford, Town Clerk



Office of the

CONSERVATION COMMISSION

Town of Townsend,
272 Main Street
Townsend, Massachusetts 01469

3.3

Michael Turgeon, Chairman

Karen Hill

John Hussey

Lyndsy Butler, Conservation Administrator,

Dave Henkels, Conservation Agent

James Deroian, Vice-Chairman

Christine Vitale, Clerk

James LeCuyer

office 978-597-1700, ext. 1739

fax 978-597-1835

September 27, 2018

To: Board of Selectmen

From: Conservation Commission

This memo is to inform you that Christine Vitae has volunteered to represent the Conservation Commission for the Town Properties Committee.

Thank you,
Lyndsy Butler
Conservation Administrator

Apprc 3.5

GRADE: T-3

**COUNCIL ON AGING
TRANSPORTATION ADMINISTRATOR AND LEAD VAN DRIVER**

Position Purpose:

Responsible for administration and coordination of transportation services associated with the Town's elderly and disabled residents; duties involving the vehicle transport and assistance of the Town's elderly and disabled residents; all other related work as required.

Supervision:

Works under the general supervision of the Council on Aging (CoA) Director.

Job Environment:

Administrative work is generally performed in an office environment.

Lead Van Driver work is generally performed outdoors, in and around the van, with exposure to weather conditions and the general hazards associated with driving.

Operates a van, cell phone, computer, general office equipment and dispatching equipment.

Makes constant contact with local residents.

Errors could result in considerable confusion and delay of service; poor judgment in driving could result in injury to persons and property.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs routine but responsible duties which involves scheduling, coordination, and maintaining all records for transportation services provided in addition to the exercise of caution and safety when driving clients to and from various locations. These include:

- Driving of Council on Aging Transport Van
- Providing superior quality customer service to ensure that each person who requests to use our service is treated with dignity, respect and patience
- Assisting clients in getting to and from various destinations, such as banks, stores, medical offices, etc.; reports any special situations to the CoA director
- Assisting clients using wheelchairs, walkers, and canes to and from van and other destinations
- Assisting passengers as needed
- Assisting with packages as needed

Townsend, MA
COA Transportation Administrator
FLSA: Non-Exempt
Page 1

GRADE: T-3

- Observing disembarking passengers, changes in passengers, and reporting concerns to the CoA director
- Collecting donations as applicable and submit to the director
- Performing delivery duties for the CoA as needed
- Utilizing mobile communication systems
- Checking vehicle interior and exterior; fluids and under hood; tracking mileage
- Inspecting, locking, and securing vehicle at end of each day
- Maintaining van including fueling; checking oil; washing exterior, cleaning interior-walls, seats, floors, windows, dash board; reporting needed repairs to supervisor
- Reporting any deficiencies/problems to CoA director
- Bringing the van to LRTA for regular maintenance and/or mechanical problems
- Performing dispatching; reviewing daily schedule, set-up and pick-up and drop-off times
- Assessing time needed at appointment or location; assessing time and distance
- Producing accurate, efficient coordinated schedules
- Confirming rides requested by customers via phone within a specified timeline
- Maintaining appropriate records, compiles data and issues reports
- Developing and maintaining files and records specifically related to trips for medical appointments and to medical facilities
- Registering new customers
- Overseeing training and schedules for other drivers
- Participating in required training programs
- Adhering to the transportation policy of the Townsend Council on Aging
- Performing similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school graduate or equivalent; experience operating a vehicle required; two to three years of customer service, scheduling, dispatching and/or general coordinating duties for a public transportation program; experience with high level of public contact in transportation, social or health services; experience working with senior citizens preferred; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid Massachusetts driver's license and DOT medical card
- CPR and first aid training
- CORI check
- Training in wheelchair securement, defensive driving, ADA transport, and passenger assistance.

Knowledge, Ability and Skill:

- General knowledge of the layout of the town.
- Possession of a good driving record and skill in driving a vehicle.
- Ability to interact with senior citizens and disabled citizens in a positive and sensitive manner.
- Ability to understand and follow oral and written instructions.
- Basic computer skills in data entry and spreadsheets; simple word processing.
- Skill in dispatching.
- Ability to maintain and respect the confidentiality of elderly clients.
- Organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Able to operate motor vehicle. Capable of conveying information to elderly citizens who have inquiries about programs. Tasks require the ability to exert very moderate physical effort in light work, typically involving moving/transporting objects and materials of moderate weight (10-20 pounds) May be required to lift bags/bundles weighing up to 30 pounds and to carry a reasonable quantity of materials from place to place. Regularly required to ascend/descend stairs, and sit for extended periods of time in a moving vehicle. Bends and stretches to reach low and high. Secures wheelchairs.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

John Stonefield
Michael Foster
Susan Gerken
Barbara Coburn

Lindsay Morand
Lisa Drew
Pat Jemiolo

Jerrilyn Bozicas
Jean Bradley
Brian Colby

SL seconded. Unanimous vote.

- 2.5 CK moved to appoint Kaila Temple as a per diem Paramedic to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of CORI check and medical exam with a one year probationary period. SL seconded. Unanimous vote.
- 2.6 CK moved to appoint Michael Meadows as an on-call Firefighter to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of a CORI check and medical exam with a one-year probationary period. SL seconded. Unanimous vote.
- 2.7 CK moved to appoint Brendon Lawrence as an on-call Firefighter to the Townsend Fire-EMS Department effective July 31, 2018 to June 30, 2019 contingent upon the passing of a CORI check and medical exam with a one-year probationary period. SL seconded. Unanimous vote.
- 2.8 Review/Approve Change Order #5 for the West Townsend Fire Station in the amount of \$11,091.23.

The Board reviewed the change order (please see attached). CK moved to approve Change Order #5 for the West Townsend Fire Station in the amount of \$11,091.23. SL seconded. Unanimous vote.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Request from the Council on Aging re: a Transportation Administrator.

Town Administrator, James Kreidler explained the history of the position and the increase in job responsibilities and reporting. Karin Canfield-Moore, COA Director informed the Board; the LRTA supported the Admin duties incorporated into the new position. SL inquired if the position of Lead Van Driver would be eliminated from the classification plan. CK read an email from LRTA (see attached). Further review of the job description and future indicators of an aging population ensued. The Board agreed the position of Lead Van Driver would exist on the matrix but not be filled at this time. CK moved to approve the Transportation Administrator and Van Driver subject to classification and approval at the next meeting. SL seconded. Unanimous vote.

- 3.2 Requests from the Townsend Board of Water Commissioners.

The Board of Water Commissioners called their meeting to order and Mr. Rafuse, Water Superintendent informed SL he would be taping this portion of the meeting.

3.2.1 The Board reviewed the proposed contract – please see attached. CK moved to approve the contract for Paragon Bridge Works for ancillary fabricated items related to the construction of the bridge at the main street pump station in the amount of \$41,305.80. SL seconded. Unanimous vote.

3.2.2 Declaration of a vacancy for a part time office assistant;

Questions regarding the duties and responsibilities of the proposed position ensued. SL requested the Water Superintendent work with the Town Administrator for clarity of job duties and a revised job description with an accurate job title. CK reminded Mr. Rafuse this would be a new position

