



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

Sue Lisio, Chairman
James M. Kreidler, Jr.,
Town Administrator

Cindy King, Vice-Chairman

Wayne Miller, Clerk
(978) 597-1701

MEETING MINUTES FOR NOVEMBER 6, 2018 6:00 P.M.
MEETING ROOM B, LIBRARY/SENIOR CENTER COMPLEX
12 DUDLEY ROAD, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 The meeting was called to order at 6:00P.M.

Roll call vote showed 2 members present and 1 absent: Chairman, Sue Lisio (SL), Clerk, Wayne Miller (WM). Absent, Vice-Chairman Cindy King (CK).

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded and inquired if any other audience members would be taping.

1.4 Chairman's Additions or Deletions.

SL moved to amend the agenda for section III Appointments & Hearing to include the joint meeting posted in accordance with 3-1 (F) (1) of the Townsend Charter.

- Clarify agenda item 5.7.

1.5 Public Comment Period

Laura Dowell commented upon her concern of a Conservation Commission appointment. Police Chief Richard Bailey informed the Board over 2000 drugs were recovered and destroyed for the drug take back day and stated the box for drop off of prescription drugs is located in the lobby of the Police Department.

II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

2.1 WM moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares AFSCME Police Union Grievance and to reconvene in open session SL seconded. Roll Call Vote: SL (YES), WM (YES).

WM moved to close the executive session and return to open session. SL seconded. Roll call vote: SL (YES), WM (YES).

SL announced the Selectmen settled the police grievance.

SL tabled 2.3 & 2.3 until the end of the meeting:

- 2.2 Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. RE: Clerical Union.
- 2.3 Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. Board of Health vs Janice Matilla, Board of Health vs Loretta Lambert, and Townsend Water Department vs the Town of Townsend.

III. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 3.1 6:05P.M. Joint Meeting with the Planning Board to appoint Charles Sexton-Diranian to the Planning Board effective November 6, 2018 to the next Annual Town Election.

WM moved to appoint Charles Sexton-Diranian to the Planning Board effective November 6, 2018 to the next Annual Town Election.

- 3.2 6:10P.M. Town Counsel, Adam Costa to discuss Board of Selectmen priorities.
The Board met with Adam Costa to discuss the Town's priorities. The Board discussed their top priorities with Counsel determining the most important issues to be: Charter Review, Planning Board bylaw revisions, marijuana prohibitions, Housing Authority project, Masterplan, and Regional Dispatch exit strategy and to enter into another regional agreement.

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

- 4.1 WM moved to appoint Richard T. Lee as a Substitute Van Driver for the Townsend Council on Aging effective November 6, 2018 contingent upon the passing of a CORI check and medical exam. SL seconded. Unanimous vote.
- 4.2 Appoint Anne Le'Cuyer to the Conservation Commission for a term effective November 6, 2018 to June 30, 2020.

WM stated he received correspondence from Laura Dowell. WM asked if the Board could hold off on the appointment until additional information regarding the process is received. SL agreed to pass over agenda item 4.2.

V. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 5.1 WM moved to approve and sign the license to sell Christmas Trees on the Townsend Common for Frank Farese on behalf of the Lion's Club from November 23, 2018 to December 24, 2018. SL seconded. Unanimous vote.
- 5.2 Review/Approve/Sign an Eagle Scout Proclamation.

SL moved to table agenda item 5.2 until the next meeting.

- 5.3 Unregistered Vehicle Complaint, RE: 92 Turnpike Road
SL reviewed her report regarding 92 Turnpike Road – please see attached. WM moved to send a letter to the owner of 92 Turnpike Road for violation of the bylaw. SL seconded. Unanimous vote.
- 5.4 Review/Comment Zoning Board of Appeals Special Permit Referral, RE: 5 Harbor Trace.
The Board reviewed the referral – please see attached. SL moved to send no comment and thanked the Zoning Board for the chance to review the referral.
- 5.5 Discussion regarding a request for a LRTA Advisory Board member.
Mr. Kreidler read a letter into the record as received by the LRTA – please see attached. Karin Canfield-Moore asked the Board to consider waiting for the Council on Aging to meet and discuss and bring back a recommendation to the Selectmen.
- 5.6 Discussion, RE: Closing Town Hall to the Public on November 23rd, December 24th & 31st.

Discussion included: employee vacation schedules and ability of offices to be open. WM moved to close town hall to the public on November 23, 2018, December 24, 2018 & December 31, 2018. SL seconded. Unanimous vote.
- 5.7 Vote the opening and closing dates for the warrant of the Special Town Meeting to be held on December 11, 2018.

Mr. Kreidler informed the Board there was a conflict in his schedule for the Special Town Meeting to be held on December 11th. The Board unanimously agreed to have hold the Special Town Meeting on December 13, 2018 and to continue with same timeline for submission of warrant articles.

WM moved to close the Special Town Meeting warrant on November 20, 2018 and schedule the Special Town Meeting on December 13, 2018. SL seconded. Unanimous vote.
- 5.8 Review/Approve Change Order #9 for the West Townsend Fire Station project.

The Board reviewed the change order – please see attached. WM moved to approve change order #9 for the West Townsend Fire Station project. SL seconded. Unanimous vote.
- 5.9 Review/Approve the Townsend Meeting Hall Policy.

After review of the policy – please see attached. WM moved to approve the first reading of the Townsend Meeting Hall Policy. SL seconded. Unanimous vote.

5.10 Discuss/Appoint a Board of Selectmen's Representative for the Capital Planning Committee.

SL moved that Wayne Miller be the appointee for the Capital Planning Committee. SL seconded. Unanimous vote.

VI. WORK SESSION - VOTES MAY BE TAKEN:

6.1 Town Administrator updates and report

- Police Staffing.
- Police Vehicle Purchases.

Chief Bailey and Deputy Chief Sartell met with the Board to discuss/update the Board regarding staffing and police vehicle purchases. Chief Bailey explained: Mark Francis was moved to the School Resource Officer position, causing the vacancy that was filled. The new Officer is currently attended the Academy. Deputy Chief Sartell explained the recent resignation of Officer Thayer, further stating he was currently recruiting around the schedule of the Police Academy. Deputy Chief explained the Police Academy process and availability. He further relayed there were over 80 applications and some Officers with full-time Academy training did not make the cut or the testing requirements. Additional discussion regarding the lease option and budgetary issues with replacement of four vehicles, discussion included: 6 patrol vehicles with one out of service for a blown engine, cost comparison for leasing four new vehicles, money to be repurposed, outfitting of light bars, etc for new vehicles, and warrant article wording.

WM moved to go forward with the warrant article for the lease of four vehicles. SL seconded. Unanimous vote.

- Creation of a master "all department, board and committee" email group for the purpose of improved communication.

SL stated she would like all Board/Committee members to have official government email addresses even if a gmail account. The Board discussed varying options to accomplish and the public records preservation. SL asked all Boards/Committee members become educated and knowledgeable of the public records law. SL requested a request be sent out for contact information for all Chairpersons.

- Special Town Meeting Warrant Articles.

Mr. Kreidler reviewed the warrant articles with the Board - please see attached.

- Recognition of MACC certification for Lyndsy Butler.

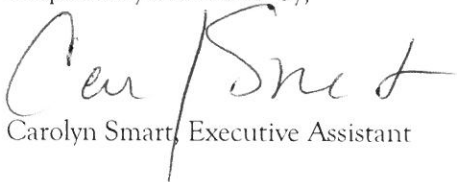
The Board thanked Lyndsy for receiving her certification. WM moved to accept and sign the letter for Lyndsy Butler and her accomplishment for the Conservation Commission. SL seconded. Unanimous vote.

- 6.2 Board of Selectmen announcements, updates, and reports.
- 6.3 Clerk of the Board announcements for events.
WM read a notice regarding the Veterans' Day breakfast at the High School - please see attached.
- 6.4 Board Correspondence.
N/A
- 6.5 WM moved to approve o meeting minutes for October 2, 2018 and October 10, 2018. SL seconded. Unanimous vote.
- 6.6 WM moved to review and sign the payroll and bills payable warrants. SL seconded. Unanimous vote.

WM moved to enter Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. RE: Clerical Union and pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. Board of Health vs Janice Matilla, Board of Health vs Loretta Lambert, and Townsend Water Department vs the Town of Townsend and to adjourn from executive session. SL declared. SL seconded. Roll Call SL (YES) and WM (YES).

VII. ADJOURNMENT:

Respectfully submitted by,


Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of November 6, 2018, by the Board of Selectmen this
13th day of December, 2018

3.1

NOTICE OF MEETING

JOINT APPOINTMENT FOR THE PLANNING BOARD.

November 6, 2018, 6:05 PM
Meeting Room B
12 Dudley Road, Townsend

THIS POSTING IS TO NOTIFY THE RESIDENTS OF TOWNSEND THAT THE SELECTMEN MAY APPOINT A PLANNING BOARD MEMBER IN A JOINT MEETING OF THE BOARD OF SELECTMEN AND TOWNSEND PLANNING BOARD IN ACCORDANCE WITH 3-1 (F) (1) OF THE TOWNSEND CHARTER

THIS WILL BE SCHEDULED ON THE REGULAR MEETING AGENDA OF THE BOARD OF SELECTMEN AT 6:05P.M. AND ON NOVEMBER 6, 2018.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-300-5786

To: James Kreidler Jr. Town Administrator
From: Mark R. Boynton, Fire-EMS Chief *MRB*
Subject: West Townsend Fire Station Site Work Change Order
Date: October 30, 2018

On behalf of the Fire Station Building Committee we request your approval on the attached updated proposal.

The attached proposal reflects unanticipated changes when change order 1 was executed back in February. As you may recall the first change order was to raise the elevation of the fire station to eliminate potential drainage issues.

At the time of the change order back in February we did not anticipate additional cost to make adjustments to the site and sewage plans. Attached is a proposal (change order) from Ducharme & Dillis to provide these services for a total of \$950.00.

There is sufficient funds in the contingency to cover these cost.

October 30, 2018

18-5337

Townsend Fire Department

Chief Mark Boynton

Via e mail

RE: Proposal for Surveying & Engineering

438 Main Street

Townsend, MA

Dear Chief Boynton:

This letter presents a scope of work and cost estimate for the performance Surveying and Engineering consulting services at the above referenced site in Townsend, Massachusetts, (hereinafter referred to as the site). We thank you for the opportunity to propose on your project and look forward to working with you.

1.0 SCOPE OF WORK

Based on our discussions with you and our research of the site, we have prepared this scope of work which is required to design and facilitate the permitting of a new Fire Station building on the site.

1.1 Construction Services - (if required) – Ducharme & Dillis will perform construction related services required for the construction of a Sewage Disposal System Up-grade. The following is a schedule for costs for the required services.

As-built Component Survey - \$500.00

As-built Plan and Certificate - \$450.00

2.0 ASSUMPTIONS, LIMITATIONS AND CONDITIONS

The following assumptions apply to this proposal.

- 2.1** There are no defects in the title of the property, no hiatuses or gores in the deeds, and no registered land contained in locus.
- 2.2** Filing with any regulatory agency not included within this scope of work will entail an additional fee.
- 2.3** This proposal does not include preparation or submittal of an Earth Removal Application in accordance with section 6100 of the Bylaw.
- 2.4** This proposal does include a demolition permit and/or any filing with the Historical Commission.
- 2.5** Subcontract work, permit fees, etc. will be billed with a 15% markup.
- 2.6** Alterations to final plans, calculations, reports, and other data requested by the client, client representatives, or any regulatory agency following the initial submittal will entail an additional fee.
- 2.7** This proposal is based on regulations in effect at the time of this proposal. Changes in regulations after the date of this proposal may entail an additional fee.
- 2.8** Legal, environmental, geotechnical, structural, architectural or other professional consultants, whose services are deemed necessary during the course of this project, will contract directly with the client.
- 2.9** This proposal does not include the preparation of traffic impact reports, fiscal impact reports, Floodplain District filings, point by point lighting calculations, or an environmental assessment of the site.
- 2.10** Expenses such as printing, certified mailings, legal advertisement costs will be billed separately as direct cost reimbursement.

3.0 GENERAL CONTRACT CONDITIONS

The following general contract conditions are part of this agreement. Your approval of this proposal indicates your acceptance of these general conditions.

- 3.1 **RIGHT OF ENTRY** - The signing of this contract gives authorization for DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. personnel to enter upon the site to conduct site examinations, surveys, soil tests, and other work as required to accomplish the Scope of Work as described herein. It is understood by the client that these surveys and tests may require the cutting of brush and that the digging of holes for soil tests will cause noticeable and lasting disturbance to the ground, furthermore, access to the site by heavy machinery may cause disturbance to stone walls and ground surface. If the client is not the record owner of the site at the time that this contract is executed, it shall be the client's responsibility to obtain right of entry from the owner of record.
- 3.2 **CHANGE OF SCOPE** - If, during the progress of work under this contract, there is a change in scope of the work as ordered by the client or as required by circumstances or by other authorities with the acknowledgement of the client, a change order to this contract will be required before the work will proceed. DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. will not change the scope of work on the basis of an oral order by the client or by anyone else.
- 3.3 **TERMINATION PROVISION** - This contract may be terminated by either party upon five (5) days written notice in the event of persistent failure of performance of terms and conditions of the contract by the other party through no fault of the terminating party. DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. shall be paid for service completed up to the time of termination.
- 3.4 **BILLING PROCEDURE** - Invoices for services shall be rendered either upon completion of services or on a monthly basis at the option of DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. and are payable upon presentation. Invoices shall be mailed to the client at the above address.
- 3.5 **SERVICE CHARGES AND COST OF COLLECTIONS** - A service charge of one and one-half percent (1-1/2%) per month will be added to any unpaid balance. DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. reserves the right to terminate work under this contract if payment is not received in accordance with this provision. The client agrees to pay all costs of collection including reasonable attorney's fees.
- 3.6 **OWNERSHIP OF PLANS AND DOCUMENTS** - All field notes, field data, soil boring logs, reports, calculations, working drawings, estimates, and other documents prepared by DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. as instruments of service shall remain the property of DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. The client agrees that all work furnished to the client by DUCHARME & DILLIS, CIVIL DESIGN GROUP, Inc. which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatsoever.

If this agreement is acceptable to you, please sign the original in the space provided below and return the entire document.

Very truly yours,

DUCHARME & DILLIS


Civil Design Group, Inc.



Stanley R. Dillis, P.L.S.

Principal

Accepted By:


Authorized Signature

Sue Lisio
Print Name

11/6/18
Date

**TOWN OF TOWNSEND
ZONING BOARD OF APPEALS
272 MAIN STREET
TOWNSEND, MA 01469**

TO:	Planning Board	Police Chief
	Board of Health	Fire Chief
	Conservation Commission	Highway
	Board of Selectmen	Water Department
	Building Inspector	Assessors
	Land Use	

REFERRAL NOTICE

Please Review the attached application and relay to the Zoning Board of Appeals any questions or concerns you may have. This referral is required under §145-65 of the Townsend Zoning Bylaw. Under MGL Ch. 40A, Sec. 11, comments should be provided within 35 days. Failure to make recommendations shall be deemed lack of opposition. Ch. 40A also requires you to notify the applicant of your comments. The administrator will transmit your comments to the applicant. Thank you.

APPLICANT: Stephen and Jennifer Callahan
LOCUS ADDRESS: 5 Harbor Trace
PARCEL ID: Assessor's Map 33, Block 79, Lot 3

Date of Hearing: December 12, 2018 @ 7:00pm
Date of Referral: October 29, 2018

Petition: *(from legal notice)*

The Townsend Zoning Board of Appeals will hold a public hearing on **Wednesday, December 12, 2018 at 7:00 p.m.** at Memorial Hall, 272 Main St., on the application of **Stephen and Jennifer Callahan** for a **Special Permit** under Zoning Bylaw §§145-36 and 145-65.

The applicant is proposing to construct an accessory apartment at **5 Harbor Trace Road.**

COMMENTS: _____

NO COMMENT _____

SIGNED: _____ **DATE:** _____



4.1

Council on Aging

Townsend Senior Center

16 Dudley Road
Townsend, Massachusetts 01469

TEL: 978-597-1710
BUS: 978-597-1730
FAX: 978-597-1720

October 18, 2018

James Kreidler, Town Administrator
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Mr. Kreidler,

The Council on Aging requests the appointment and hire of Richard T. Lee as Substitute Van Driver for the Townsend Senior Center. We request the Board of Selectmen approve and confirm his appointment.

Please let me know if there is any additional information you need in this matter.

Respectfully,

Karin Canfield Moore, Director
Townsend Senior Center/Council on Aging

cc: Board of Selectmen
Council on Aging



Office of the

CONSERVATION COMMISSIO

Town of Townsend,
272 Main Street
Townsend, Massachusetts 01469

4.2

Michael Turgeon, Chairman

Karen Hill

John Hussey

Lyndsy Butler, Conservation Administrator,

Dave Henkels, Conservation Agent

James Deroian, Vice-Chairman

Christine Vitale, Clerk

James Le Cuyer

office 978-597-1700, ext. 1739

fax 978-597-1835

October 11, 2018

To: Board of Selectmen

From: Conservation Commission

The Conservation Commission would like to recommend Anne Le Cuyer for appointment. The Commission voted unanimously at the October 10, 2018 meeting.

Thank you,

Lyndsy Butler

Conservation Administrator

Carolyn Smart

From: Sue412 Selectman Account Lisio <sml412@comcast.net>
Sent: Saturday, October 27, 2018 2:10 PM
To: Kreidler, Jim; Carolyn Smart
Subject: Fwd: 92 Turnpike Road Townsend, Mass

5.3

FYI, I received a call last week from Mrs. Sullivan asking if there is an ordinance about junk in people's yards. I said no, just against more than one unregistered motor vehicle on a property and within 75 feet of a public way. She said there are several on this property. I told her to please put the complaint in writing. See below.

I will be asking the Deputy Chief to take a ride with me regarding the complaint below to investigate and report to the Board. Please plan on putting my report on the agenda for our 11/6 meeting.

Thank you,

Sue

----- Original Message -----

From: George & Nancy Sullivan <genasully@comcast.net>
To: Susan Lisio <SML412@comcast.net>
Date: October 27, 2018 at 1:46 PM
Subject: 92 Turnpike Road Townsend, Mass

We are sending this because of the continuing additions of cars/trucks at 92 Turnpike Road. It is really becoming quite an eye sore. We have rental property at 194 Dudley Road and we are concerned about it getting worse than it is already. If we were to try to sell this property I am sure it would take away from the value of the property because it looks like a junk yard.

If there is anything the town could do it would be appreciated.

The property is owned by Niles Busler and is renting this property.

Thank you George and Nancy Sullivan
genasully@comcast.net



Virus-free. www.avg.com



AGENDA: 1/1/2008 1/1/2008
Chairman V. Chinn
COMMENTS:

James H. Scanlan
Administrator

115 Thorndike Street • Lowell, MA 01852
978-459-0164 • Fax: 978-458-9673

October 17, 2018

Ms. Sue Lisio, Chairwoman
Town of Townsend
272 Main Street
Townsend MA 01469

Dear Chairwoman Lisio,

The Town of Townsend is a member of the Lowell Regional Transit Authority (LRTA). The LRTA works with your local Council on Aging to provide funding to assist your senior transportation along with providing paratransit vehicles for this transportation.

The LRTA has not had a representative from the Town of Townsend for approximately two years. As the Chairperson of the Board of Selectmen, you or your designee are eligible to be the representative on the LRTA Advisory Board. Our Advisory Board generally meets the fourth Thursday of the month with no meeting in July or August.

Please consider this request as an invitation for yourself or your designee to be a member of the LRTA Advisory Board.

Thank you for your consideration and if you have any questions, please feel free to contact me at 978-459-0164.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. H. Scanlan', is written over the typed name and title.

James H. Scanlan
Administrator

JHS/pag

cc: LRTA Advisory Board

RECEIVED

OCT 24 2018

RD OF SELECTMEN

5.5

DRAFT 2018 SPECIAL TOWN MEETING SCHEDULE

5.7

October 23, 2018 Board votes to set STM for December 11, 2018

Board votes to open the STM warrant on October 24, 2018 at 9:00am and to close the STM warrant on November 20, 2018 at 12:00pm

October 24, 2018 STM Warrant opens

[any zoning articles must be finalized and submitted on or before the warrant closing date]

[any zoning articles must be advertised and publicly heard prior to the opening of the STM]

November 20, 2018 STM warrant closes and sent for counsel review

November 27, 2018 STM warrant posted

December 11, 2018 STM held

5.9

Townsend Meeting Hall Policy

Townsend, Massachusetts

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Addendum

 I. Townsend Meeting Hall Registration Forms

 II. Townsend Meeting Hall Gallery Policy

TOWNSEND MEETING HALL POLICY

Revised October 31, 2018

Overview

Nestled between the Townsend Public Library and the Townsend Senior Center, the Townsend Meeting Hall and Gallery at 12-16 Dudley Road was dedicated to the town of Townsend on October 31, 2009. A gift from the Sterilite Corporation and its employees, the Townsend Meeting Hall serves as a programming resource for the Library and Senior Center, an exhibition gallery, a place for public forums, learning and inspiration. The Townsend Meeting Hall and Gallery serves the community as a center for cultural and performing arts in a safe and welcoming environment.

The Townsend Meeting Hall is made available to non-municipal entities as a public service only during regular operating hours of the Library or Senior Center. By accepting reservations for this room, the Town of Townsend (including the Library and Senior Center) in no way endorses the program or philosophy of the group or individuals using the facilities. Facilities will be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

Library and Senior Center programs have priority in scheduling events for the Townsend Meeting Hall. Other groups or individuals may schedule use of the room on a first-come, first-served basis.

This policy is subject to review and amendments on an annual basis, or as deemed necessary by the Board of Selectmen. Final approval of all changes rests with the Board of Selectmen.

Regulations and Procedures

I. Room Use Request Procedures

- a. The Library will be the primary contact for making all room reservations. If a Monday reservation is requested, this must go through the Senior Center. Reservations will be confirmed and placed on the calendar pending approval after receipt of a completed registration form.
- b. Cancellation of a reservation must be reported at least 24 hours in advance. Failure to cancel or to appear for a reservation may result in forfeiture of future room use privileges.
- c. For rescheduling, the sponsoring organization is responsible for contacting the Library (or Senior Center for Monday events).

II. Conditions for Use

- a. When reserving the Townsend Meeting Hall, the user should specify the number of individuals expected and cannot exceed the maximum capacity stated by law. The total room capacity is 225 conference style or 120 with tables. When the room is divided, Room A holds 150 conference style or 84 with tables; and Room B holds 75 conference style or 42 with tables. Chairs and tables are provided. The user will be responsible for returning the room to its pre-event condition.
- b. All event and post-event cleanup must be completed within the time specified on the reservation form.
- c. Use of the facility kitchen requires specific authorization from the Kitchen Manager. Confirmation of current Serve-Safe certification is required by the Kitchen Manager. It is the user's responsibility to obey all Board of Health rules and regulations. Library, Senior Center, and kitchen staff are not responsible for user health code violations.
- d. Users serving food and beverages are responsible for providing food and beverages and for all clean up.
- e. Smoking is prohibited in the Townsend Meeting Hall as required by state law. No open flames are permitted in the Townsend Meeting Hall, per Fire Department regulations.
- f. Users are fully responsible for the actions of the participants, both active participants and the audience, in any program on the property.

- g. Space may be refused to individuals or organizations that have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to allow staff to follow normal closing procedures, excessive noise leading to complaints by other users, inappropriate use of facility property, damage to artwork on display (see attached Meeting Hall Gallery Policy,) or failure to clean up after room use.
- h. Users are prohibited from mounting anything on walls or other surfaces. Indoor and outdoor freestanding signage will be permitted at the discretion of the Townsend Board of Selectmen.
- i. Use of the Townsend Meeting Hall for the conduct of illegal activity is strictly forbidden and will result in immediate loss of privileges and potential referral to appropriate law enforcement authorities.
- j. Reservation of the Townsend Meeting Hall is not transferable.
- k. The Library and Senior Center staff reserves the right to terminate a function at any time due to inappropriate activity or behavior.

III. Snow Days and Inclement Weather Guidelines

- a. The Townsend Meeting Hall will not be open on any day in which the Chairman of the Board of Selectmen or other authorized designee has declared a local state of emergency.
- b. In the event of inclement weather it is the applicant's responsibility to contact the Library or Senior Center with regard to closure or delayed opening.

ROOM REQUEST FORM -- TOWNSEND SENIOR CENTER

Return to Senior Center Staff Person or by email:
TownsendMeetingHall@gmail.com

Office Use Only:
Received by _____
Date _____
Time _____

This form is intended for Meeting Hall room use on Mondays only, during regular Senior Center hours. Rooms may be used only upon the approval of an authorized Senior Center staff member.

No private parties will be authorized.
A separate form must be submitted for each date of use.

	MONDAYS ONLY
Available Hours	9:30am - 2:30pm
Write requested hours in this section	Start Time _____ ; End Time _____
DATE OF EVENT	

Name of individual responsible for request: _____

Contact – Phone: _____ Email: _____

Name of organization (if applicable): _____

Number of people attending (approximate if needed): _____

Purpose of meeting: _____

ROOM PREFERENCE – Not Guaranteed

- ☐ Meeting Hall – large (A) ☐ Both Meeting Hall sections
☐ Meeting Hall – small (B)

OTHER REQUESTS

For Kitchen use, see other side of this form.

- ☐ Tables # _____ ☐ Chairs # _____ You are responsible for set-up and clean-up

A/V EQUIPMENT

Use of any A/V equipment **MUST BE SPECIFICALLY REQUESTED** here.

- Technical assistance is not available at all times.

- ☐ Projector ☐ DVD/Blu-ray Player Will you be using a laptop? ☐ Mac/Apple* ☐ Windows/PC
☐ Screen Only ☐ Mic/Audio *You must have a VGA adaptor dongle to connect a Mac to the projector

- Senior Center is not responsible for technical malfunctions.

SENIOR CENTER STAFF USE ONLY (put initials next to all steps taken)

___ Approved ___ Applicant notified ___ Entered into EventKeeper – date _____
___ Denied ___ Applicant notified – date _____
___ A/V use approved – name of staff person who will oversee _____

Name of room reserved: _____

TOWNSEND MEETING HALL KITCHEN USE

See the Townsend Meeting Hall policy for full details.

Any kitchen use must be approved by the Townsend Meeting Hall Kitchen Manager before the room use request can be approved by any Senior Center staff member.

Active ServeSafe certificate must be on display while food is being prepared and served.

To be completed by the Townsend Meeting Hall Kitchen Manager:

- ☐ I have confirmed that there is at least one person with up-to-date ServeSafe Certification who will be present to oversee all the food handling, and I have seen the certificate,

or

- ☐ I have scheduled myself to be present for this event.

Townsend Meeting Hall Kitchen Manager

Date

ROOM REQUEST FORM -- TOWNSEND PUBLIC LIBRARY

Return to Library Staff Person or by email:
TownsendMeetingHall@gmail.com

Office Use Only:
Received by _____
Date _____
Time _____

This form is intended for room use during regular library hours only. Rooms may be used only upon the approval of an authorized Townsend Public Library staff member. Not all rooms in the main library facility are available for public use.

No private parties will be authorized.
A separate form must be submitted for each date of use.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Avail. Hours	No hours	10:30a-8:30p	10:30a-8:30p	10:30a-8:30p	10:30a-4:30p	No hours	No hours
Write requested hours in this section	X					X	X
DATE OF EVENT							

Name of individual responsible for request: _____

Contact - Phone: _____ Email: _____

Name of organization (if applicable): _____

Number of people attending (approximate if needed): _____

Purpose of meeting: _____

ROOM PREFERENCE - Not Guaranteed

- ☐ Meeting Hall - large (A) ☐ Both Meeting Hall sections ☐ Storytime Room
☐ Meeting Hall - small (B) ☐ Trustee Conference Room

OTHER REQUESTS

For Kitchen use, see other side of this form.

- ☐ Tables # _____ ☐ Chairs # _____ You are responsible for set-up and clean-up

A/V EQUIPMENT

Use of any A/V equipment **MUST BE SPECIFICALLY REQUESTED HERE.**

- Technical assistance is not available at all times.

- ☐ Projector ☐ DVD/Blu-ray Player Will you be using a laptop? ☐ Mac/Apple* ☐ Windows/PC
☐ Screen Only ☐ Mic/Audio *You must have a VGA adaptor dongle to connect a Mac to the projector

- Library is not responsible for technical malfunctions.

LIBRARY STAFF USE ONLY (put initials next to all steps taken)

____ Approved ____ Applicant notified ____ Entered into EventKeeper - date _____

____ Denied ____ Applicant notified - date _____

____ A/V use approved - name of staff person who will oversee _____

Name of room reserved: _____

TOWNSEND MEETING HALL KITCHEN USE

See the Townsend Meeting Hall policy for full details.

Any kitchen use must be approved by the Townsend Meeting Hall Kitchen Manager before the room use request can be approved by any Library staff member.

Active ServeSafe certificate must be on display while food is being prepared and served.

To be completed by the Townsend Meeting Hall Kitchen Manager:

☐ I have confirmed that there is at least one person with up-to-date ServeSafe Certification who will be present to oversee all the food handling, and I have seen the certificate,

or

☐ I have scheduled myself to be present for this event.

Townsend Meeting Hall Kitchen Manager

Date

Carolyn Smart

From: Jim Kreidler <jkreidler@townsend.ma.us>
Sent: Friday, October 26, 2018 8:23 PM
To: csmart@townsend.ma.us
Subject: Fwd: Agenda items for 11/6 meeting

601

Sent from Jim's iPhone

Begin forwarded message:

From: Wayne Miller <wmillerbos@gmail.com>
Date: October 26, 2018 at 6:51:39 PM EDT
To: Select <sml412@comcast.net>, James Kreidler <jkreidler@townsend.ma.us>
Subject: Agenda items for 11/6 meeting

I'd like th following two items on the next meeting please. If you could inform the chief and dept. chief to prepare

update on police staffing and plan to fill out roster
Lease vs buy options on police cruisers

Wayne



Virus-free. www.avg.com



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

massDOT
Massachusetts Department of Transportation

October 23, 2018

RECEIVED

OCT 30 2018

BOARD OF SELECTMEN

James Kreidler
Town Administrator
272 Main Street
Townsend, MA 01469

Dear Administrator Kreidler:

We are pleased to inform you that the legislature has recently approved the supplemental budget which I filed for an additional \$40 million in Chapter 90 local transportation aid funding for Fiscal Year 2019, which represents a 20% increase over the usual funding amount.

This letter certifies that your community's Chapter 90 apportionment for Fiscal Year 2019 is \$500,008 which includes the amount previously approved in Chapter 154 of the Acts of 2018, and the new supplemental amount of **\$83,334** I have approved in signing this new legislation. This apportionment will automatically be incorporated into your existing 10-year Chapter 90 contract, which will be available on the MassDOT website, <https://www.mass.gov/chapter-90-program>

This funding represents our continued commitment to assisting cities and towns to address the maintenance, modernization, and resiliency of your local roads, which are a critical part of the Commonwealth's transportation network. The Chapter 90 program is an integral part of maintaining and enhancing your community's infrastructure and is an essential component of our state-local partnership. We look forward to working with you in the coming year to continue the success of this program.

As always, we are pleased to encourage you to explore opportunities for additional infrastructure funding through MassDOT's Complete Streets and Municipal Small Bridge Programs (further information available at: <http://www.massdot.state.ma.us/>). For program specific questions please contact the following:

- **Chapter 90 Program** – State Aid Engineer Michael O'Hara at (508) 929-3944 or Michael.O'Hara@dot.state.ma.us
- **Complete Streets and Municipal Small Bridge Program** – Municipal Grants Program Administrator Eileen Gunn at (857) 368-8817 or Eileen.Gunn@dot.state.ma.us

Thank you for all that you do to make the Commonwealth of Massachusetts a great place to live, work and raise a family.

Sincerely,

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
www.mass.gov/massdot



6.5

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

Sue Lisio, *Chairman*

Cindy King, *Vice-Chairman*

Wayne Miller, *Clerk*

James M. Kreidler, Jr.,
Town Administrator

(978) 597-1701

MEETING MINUTES FOR OCTOBER 2, 2018 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 The meeting was called to order at 6:00P.M.

Roll call vote taken showed 3 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.

There were no comments made.

II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

WM moved to enter into Executive Session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares for AFSCME Supervisory Union Lieutenant and AFSCME Police Union Grievance and executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. RE: Fire Union and executive session pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining position or litigating position and the chair so declares. Update on cases involving: Eaton, Clark, Merrill, Normington, and the Water Dept. SL declared. CK amended motion and to return to open session. CK seconded. Roll call vote SL (YES), CK (YES), WM (YES).

WM moved to dissolve the executive session and reconvene in open session. CK seconded. Roll call vote: SL (YES), CK (YES), WM (YES).

WM moved to recess the meeting for 5 minutes. CK seconded. Unanimous vote.

SL called the meeting back to order.

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

3.1 WM moved to appoint Terry Walsh as an Office Assistant for the Townsend Water Department effective October 2, 2018 contingent upon the passing of a medical exam and

CORI check with a one-year probationary period. CK seconded. Discussion: CK inquired as to the number of hours for the position. Paul Rafuse, Water Superintendent stated the position is 19 hours per week. Unanimous vote.

- 3.2 WM moved to appoint Kevin Keefe as a Water Tech to the Townsend Water Department effective October 2, 2018 contingent upon the passing of a medical exam and CORI check with a one-year probationary period. CK seconded. Discussion: CK asked if this position was full-time. Paul Rafuse, Water Superintendent stated it was a full-time position. SL informed the Board she did file a 23b disclosure regarding the appointment. Unanimous vote.
- 3.3 WM moved to appoint James Landi as a full time Police Officer to the Townsend Police Department for a term effective October 2, 2018 to June 30, 2019 contingent upon the passing of a medical exam and background check with a one-year probationary period. CK seconded. Discussion: CK inquired to the possible waiving of the probationary period due to Officer Landi working for the Townsend Police Department prior. James Kreidler, Town Administrator explained it would be a CBA issue and that all parties would need to agree. WM amended the motion "unless agreed to be waiver by the union for the probationary period". CK seconded. Unanimous vote.
- 3.4 WM moved to appoint Alexandra Hayden as a Reserve Officer to the Townsend Police for a term effective October 2, 2018 to June 30, 2019 contingent upon the passing of a medical exam and background check with a one-year probationary period. CK seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review request from Nashoba Valley Technical School District to declare School Committee members for Townsend as Special Municipal Employees pursuant to M.G.L. Chapter 268A.

The Board reviewed the request as attached. Discussion regarding the blanket request ensued with the Board reaching consensus they would like to declare status based upon an individual request. WM moved to take no action on the request. CK seconded. Unanimous vote.

- 4.2 Review/Approve first reading of policy #6-2018, Personal Services Contract Administration.

The Board reviewed the policy #6-2018 as attached. SL stated she had 2 revisions, under 1 "written review of the contract" and the other "as specified under MGL".

WM moved to approve the first reading #6-2018 Personal Services Contract with the amendments. CK seconded. Unanimous vote.

- 4.3 WM moved to accept a Highway Safety Division Grant for an amount not to exceed \$10,000 from the Executive Office of the Public Safety & Security for the purpose traffic enforcement. CK seconded. WM asked Rick Bailey, Police Chief to explain the usage of the grant. Chief Bailey outlined what the grant would be used for in the attached memorandum. Other discussion included: Highway signage on Route 119, process used for enforcing safety regulations, and safety concerns at the High School
- 4.4 WM moved to accept a Pedestrian and Bicycle Safety Enforcement and Equipment for an amount not to exceed \$2,441.94. CK seconded. Unanimous vote.
- 4.5 Review/Approve Change Order #7 in the amount of \$10,350.10 for the West Townsend Fire Station.

The Board reviewed the change order as attached. Discussion included: the previous change orders, issues with the design, spending the contingency funds, the effect of one change on the rest of the project, concerns regarding the cost of some of the changes, issues with the design and grade of the site work. Mr. Kreidler read the Fire Chief's answers to questions submitted into the record regarding the project. Please see attached.

WM moved to approve change order # in the amount of \$10,350.10 for the West Townsend Fire Station. CK seconded. Unanimous vote.

- 4.6 Review/Discuss reports completed for the complaints of unregistered vehicles on 89 Wallace Hill Road and 31 South Street.

SL presented the reports for the unregistered vehicles – please see attached. After discussion of the process used and the bylaw; WM moved to authorize the Town Administrator to send by certified mail to 89 Wallace Hill Road for 3 vehicles that are in violation of the town bylaw to have 30 days to remove or be fined \$100.00 per day until in compliance with the bylaw. CK seconded. Unanimous vote.

WM moved to the Board authorize the Town Administrator by certified mail for 31 South Street to get in compliance with the bylaw or be subject to a \$100.00 per day fine. CK seconded. Unanimous vote.

- 4.7 Police Department Updates, RE: Certification, Department Policies, and Staffing. Discussion with the Police Chief, Richard Bailey and Deputy Chief, Jay Sartell ensued: status and timeline for policy revision and accreditation, policies being addressed on individual basis, revisions to be brought to current standards, Deputy Chief trained to do assessments on policy revision so that all future polices to be in compliance, academy training, FTO (Field Training Officer) process and timeline for new Officers, two Officers currently trained to provide the training, field training programs, Reserve Officer training,

law enforcement profession is changing, difficulty recruiting with limited benefits, difficulties competing with civil service positions, limited Academy training programs, one position down with recent resignation and once hired will be at full staffing.

SL moved to re-address agenda item 4.1 as Karen Chapman, NVTHS School Committee was there to discuss the request.

4.1 Revisited:

Ms. Chapman explained her position with MRPC and the representation of several communities by MRPC and NVTHS; explaining there's overlap. Ms. Chapman further informed the Board, that the State Ethics Commission has suggested to make this request to help any other School Committee Member that might be interested in several their Community in an official capacity. Clarification that SME status is for the position and not the person.

WM moved that the Board designate the members of the Nashoba Valley Regional School District be Special Municipal Employees. CK seconded. Unanimous vote.

V. OLD BUSINESS - VOTES MAY BE TAKEN:

VI. WORK SESSION - VOTES MAY BE TAKEN:

6.1 Town Administrator updates and reports.

Mr. Kreidler read his report into the record addressing all bulleted items above - please see attached report.

6.1.1 Goals and Associated Tasks updates.

6.1.2 Special Town Meeting

6.1.3 Status: Certification of free cash.

6.1.4 Cable Access Corp

After review of the report (see attached) the requested action was considered.

WM moved to authorize the Town Administrator to seek different Legal Counsel for the Cable project. CK seconded. Unanimous vote.

6.1.5 Consideration of appointment of the Executive Assistant to the Town Administrator.

6.1.6 Town Counsel's Opinion.

After review of requested action by the Town Administrator in his report (please see attached) SL stated she would like the Board to consider posting the position on the website. WM stated he would like all vacancies to be posted on the website unless a collective bargaining agreement prevents and further made a motion to approve any new

position to be included and to explore other recruitment options. There's was no second. The Board agreed to consider a policy at a future meeting.

WM moved to appoint Carolyn Smart to the position of Executive Assistant. CK seconded. Unanimous vote.

Further discussion included the IT grant and progress made by the IT Director. Mr. Kreidler stated the IT Director is using the grant money from the Community Compac and the \$10,000.00 from his budget to complete phase I of the upgrades. Mr. Kreidler further relayed the Director is currently working on a proposal to finish all the needed work to include the phone system.

6.2 Board of Selectmen announcements, updates, and reports.

Sue Lisio:

SL asked to review the calendar and meeting schedule. The Board agreed to meet on October 4, 2018 for the Town Counsel interviews and the work session scheduled for October 23, 2018.

Hawthorne Brook project using some remaining project money to replace 1 boiler and part of another one with grant money from the town "green" project.

6.3 Clerk of the Board announcements for events

WM announced two local boy scouts are trying to achieve their Eagle Scout and are actively fundraising for their projects.

6.4 There was no Board Correspondence.

6.5 Approval of meeting minutes for September 11th & 18th, 2018.

WM moved to approve the meeting minutes from September 11, 2018. SL seconded. CK abstained as she was not present during the meeting. Unanimous vote. WM moved to approve the meeting minutes for September 18, 2018. CK seconded. Unanimous vote.

6.6 WM moved to review and sign the payroll and bills payable warrants out of session. CK seconded. Unanimous vote.

VII. ADJOURNMENT:

WM moved to adjourn the meeting at 9:30P.M. CK seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of October 2, 2018, by the Board of Selectmen this _____ day of _____, 2018



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

Sue Lisio, Chairman
James M. Kreidler, Jr.,
Town Administrator

Cindy King, Vice-Chairman

Wayne Miller, Clerk
(978) 597-1701

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 Unitil 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 _____ day of _____, 2018

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RECEIVED

NOV 12 2018

Townsend VFW Post No. 6538 and its Auxiliary and American Legion Post No. 199 and its Ladies Auxiliary will honor all Veterans who currently serve in the military and all Veterans of earlier generations, including those who paid the ultimate sacrifice to maintain our country's freedom, at a Veterans Day Ceremony to be held at the VFW Park Monument in West Townsend on **Sunday**, November 11, beginning at 11:00 a.m.

The public is cordially invited to show their appreciation of those who served and those who still serve by attending the ceremony. Parents are strongly encouraged to bring their children to the ceremony so they may learn the importance of Veterans Day and what sacrifices were made to make our country great.

Light refreshments will be served in the VFW Function Hall at 491 Main Street, West Townsend, following the 11:00 a.m. Veterans Day Ceremony.

Number	Item	Who	Priority	Category	Notes	Completed date/name
1	Town Counsel Search, summary, questions, and set a meeting date to do interviews	BOS		Town Counsel	TA report in Bos Packets 7/10/18, 9/11/18	9/11/18 ALL
2	Employee reception date, time, plans	Staff		follow up	Pick Fall Date/Spring next yr. Set for 9/11/18	9/11/18 JMK
3	Update on TAYBS progress	TA		follow up	TA report in Bos Packets 7/10/18	
4	Update/Results/next steps on unregistered vehicle complaints	Staff		follow up	Revised bylaw for STM	
5	Police cruisers, buy or lease? We were going to discuss this more after budget.	TA		follow up	Chief to present at July Bos meeting, Sept. meeting	
6	VADAR, updates and/or missing components from TA/Laurie. This was related to reports and easier access (Excel?) to expenditures, etc.	Staff		follow up	Accountant to address Bos at August meeting	
7	TA goals, tasks, with timelines as result of BOS goals summary.	TA		GOALS	TA completed	8/21/18 JMK
8	Next steps for each goal. Examples, talk to Lunenburg, for roads goal, etc.	BOS		GOALS	TA presented detail deliverables	8/21/18 JMK
9	Regionalization, update on Ashby project and when to bring it to the Board.	TA		follow up	TA report in Bos Packets 7/10/18	
10	LT and Assessor contracts.	BOS		follow up	Executive Session 7/10/18, LT 9/11/18. Assessor denied	9/11/18 ALL
11	LUC job description related discussion	BOS		business		
13	Announce, post, discuss open Treas/Coll Job. Regionalize?	BOS		GOALS	Posted on 6/2/18. 7 applicants to date. No hire. Consultant	
14	HR consultant	BOS		business	Hold Indefinite	HOLD
15	Timeline for IT consultants to give us priorities.	TA		follow up	TA report in Bos Packets 7/10/18	7/10/18 JMK
16	Based on item 15, prepare money article for the Fall?	TA		business	See #15 and consultant's report	7/10/18 JMK
17	THA report from Liaison, budget, assistance	Sue		follow up	Chairman Lisio to present 7/10/18	7/10/18 SL
18	Goals progress, establish subcommittees?	BOS		GOALS		
19	Finance team	TA		follow up		
20	Cable access	TA		follow up	Expect legal update for 7/10/18 Bos meeting. Ongoing	
21	Cable Corporation	BOS		follow up	Expect legal update for 7/10/18 Bos meeting. Ongoing	
22	Resource officer, update, plan and timeline for FY19 School year	TA		business	Chief to present at July Bos meeting	9/11/18 JMK
23	Other regionalization opportunities?	BOS		GOALS	Ongoing discussions with Lunenburg re: ACO	
24	TC All Board trainings for 2019	Staff		business	Open Meeting Law and Ethics. (Videos)	7/11/18 CS
25	All Boards Meetings/Plans	TA		follow up	Consensus is Mid September. Pick date and location	
26	Put draft policies to bed (public comm, legal use, agendas) others?	BOS		business	On 7/10/18 Bos Agenda	7/10/18 ALL
27	New: Closing 2018, plan with Barbara leaving. Resources required?	TA		business	Treasurer Collector to address Bos at July meeting	7/10/18 ALL
28	Properties Committee - members, status, openings, postings, appointments?	Staff		business	On 7/10/18 Bos Agenda	
29	Exec Session for July 10 - complaint against a Town Employee and have TC send notice to employee	Sue		business	On 7/10/18 Bos Agenda	7/10/18 ALL
30	Heard HR Director for NM is leaving. Regionalization opportunity with their new one?	BOS		GOALS	Outreach made to NMRSD	
31	Website functionality and user-friendly assessment - subcommittee?	BOS		business		
32	Ask BOS members to review policies and come back with priority list for revisions	BOS		business	On 7/10/18 Bos Agenda. Ongoing	
33	Assign Liaison flag committee	BOS		business	On 7/10/18 Bos Agenda, Done. Sue Lisio	7/10/18 SL

