



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR MAY 21, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 6:00P.M.  
Roll call vote taken showed 3 members present, Chairman Sue Lisio (SL), Vice-Chairman Wayne Miller (WM) and Clerk Don Klein (DK).
  - 1.2 Pledge of Allegiance
  - 1.3 Chairman's Additions or Deletions - None.
  - 1.4 Public Comment Period - None.
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 2.1 DK moved to appoint Alex Chamoun to the Recreation Commission effective May 20, 2019 for the Summer Recreation Program contingent upon the passing of a medical exam and CORI check. WM seconded. Unanimous vote.
  - 2.2 DK appoint Kevin Smith to the Town Properties Committee effective May 21, 2019 to February 29, 2020. WM seconded. Unanimous vote.
  - 2.3 DK moved to appoint Dennis Murphy to the American Flag Committee effective May 21, 2019 to June 30, 2020. WM seconded. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
  - 3.1 Certificate of Appreciation acknowledgement from the Nashua River Wild & Scenic Study Committee.  
  
DK read the certificate of appreciation, (please see attached).
  - 3.2 DK moved to approve and sign the following one-day special licenses for Paul Martin, V.F.W. Post #6538, 491A Main Street for as listed on the agenda.
    - In conjunction with a Birthday Party on August 3, 2019 with sale hours from 5:00P.M. to 9:00P.M.
    - In conjunction with a Wedding on August 10, 2019 with sale hours from 12:00P.M. to 5:00P.M.
    - In conjunction with a 25<sup>th</sup> Wedding Anniversary on August 25, 2019 with sale hours from 1:00P.M. to 5:00P.M.
    - In conjunction with a Bridal Shower on August 24, 2019 with sale hours from 11:00A.M. to 3:00P.M.
    - In conjunction with a Birthday Party on September 28, 2019 with sale hours from 11:30A.M. to 3:30P.M.

WM seconded. Unanimous vote.

3.3 Discussion, RE: Priority list and work sessions.

SL asked the Board if they reviewed her list (please see attached). Mr. Kreidler asked the Grant Administrator position be kept on the list and moving forward. The Board agreed IT systems and updates should be first priority. Mr. Kreidler informed the Board he had the final RFP for HR Consultants, the TA memorandum for a wage increase, copy of the Town Accountant contract noting those items can come off the list. Mr. Kreidler informed the Board; an email was sent to Keith Turgeon for update on fields, Nashoba Communications audit is in and will be put in the Selectmen's mail for review and gave an update on the hiring of a Conservation Admin. SL clarified several items for contract negotiations and raises, the Town Administrator job description all to be updated on the list SL provided (see attached). SL policy issues that need to be discussed and asked the Board members to consider having a work session once a month. The Board reviewed their schedule: the Board agreed to meet on the second Monday of each month for work sessions.

3.3.1 Board of Selectmen Meeting and Workshop Schedule.

See above.

3.4 Discussion Town Meeting, RE: Charter requirement for attendance of Boards/Committees/Commissions.

SL read the portion of the charter into the record regarding attendance (see attached). Mr. Kreidler to send a reminder memorandum out to all the Boards/Committees.

3.5 Review/Approve/Sign a proposal for engineering and construction services amendment No. 1/West Meadow Road Water Main Replacement.

Mr. Kreidler informed the Board Counsel has not received the insurance requirement from the Contractor. SL asked to table 3.5 & 3.6 until approval from Counsel is received. DK noted the amendment reflected Meadow Road. SL asked they be placed on the 5.28.19 meeting.

3.6 ~~Review/Approve/Sign a proposal for engineering and construction services amendment No. 1/Main Street Water Main Replacement.~~

3.7 Review/Approve a change order in the amount of \$6,000.00 for additional bridge repairs.

The Board reviewed the change order (please see attached). DK moved to approve the change order in the amount of \$6,000.00 for the additional bridge work for the Main Street Pump Station Access. WM seconded. Unanimous vote. WM asked why there was no contingencies built into the contract. Mr. Kreidler explained the history of the project.

3.8 Discussion/Vote, RE: Selectmen involvement in Union Contract Negotiations.

SL asked DK and WM if they would like to be involved in the union negotiations. SL explained previously she was voted to be Selectmen's Representative in the contract negotiations. DK stated he would like to be involved as well. Mr. Kreidler strongly recommended a quorum not be present in negotiations as it would bind the Board during the process. DK stated he would like to be involved in the public safety negotiations. SL moved to have DK be the Selectmen's Representative for Public Safety negotiations to include, Fire, EMT, Police and Highway. WM seconded. Unanimous vote.

IV. WORK SESSION - VOTES MAY BE TAKEN:

DK moved to enter into executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Town Accountant, 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, (SL declared) RE: Clerical 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, (SL declared) RE: Strategy session for all union negotiations and to adjourn from executive session. WM seconded Roll call vote: SL (YES), DK (YES), and WM (YES).

Respectfully submitted by,  
Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of May 21, 2019 by the Board of Selectmen this*  
16 day of July, 2019.

- 4.1 Town Administrator updates and report.
- Update on Community Compact application with timeline, RE: Personnel Policies. The grant application is due on August 15, 2019. The RFP has been sent out and the appropriation will be used to fund the first part of the process.
  - Update on progress of approved goals.
- SL suggested reviewing/discussing at the second work session.
- 4.2 Board of Selectmen announcements, updates, and reports.
- Special Town Election scheduled.
- After discussion of the email from Town Counsel regarding the election; DK moved to set June 18<sup>th</sup> as the date for the Special Town Election for the debt exclusion contingent upon confirmation from Town Counsel it is compliant with the law. WM seconded. Unanimous vote.
- Vacancy on Board of Health.
- SL announced the Board of Health is looking for volunteers.
- 4.3 Clerk of the Board announcements for events.
- DK read the Memorial Day events (please see attached).
- 4.4 Board Correspondence.
- Discussion regarding marijuana text messages.
- SL stated some residents did receive text messages and they voiced concern. SL explained it was a private company and not the town. WM stated a flier with the town seal was also presented and stated this was not from the town.
- Unitil Tree Plantings.
- SL asked Mr. Kreidler to get a report from Unitil regarding the plantings.
- Land Use Coordinator position.
- SL informed the Board that a resident voiced concern that the Land Use Coordinator position had changed to a Land Use Administrator position. SL stated there was an error in the budget book that reflected the word Administrator, however the position has not changed.
- 4.5 Review/Approve the meeting minutes for March 5, 2019, March 7, 2019, March 19, 2019, March 26, 2019, March 28, 2019, April 2, 2019 – Session 1, April 2, 2019 – Session 2, April 8, 2019, April 18, 2019 – Session 1, April 18, 2019 – Session 2, April 23, 2019, April 24, 2019 and May 7, 2019.
- SL asked to hold March 5<sup>th</sup> and April 18<sup>th</sup> (session 1) for further review. WM moved to approve March 7, 2019, March 19, 2019, March 26, 2019, March 28, 2019, April 2, 2019 – Session 1, April 2, 2019 – Session 2, April 8, 2019, April 18, 2019 – Session 2, April 23, 2019. SL seconded. DK abstained. Unanimous vote/
- DK moved to the meeting minutes for April 24, 2019. WM seconded. Unanimous vote.
- WM moved to approve the meeting minutes for May 7, 2019. SL seconded. DK abstained. Unanimous vote.
- 4.6 DK moved to review and sign the payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

V: EXECUTIVE SESSION – VOTES MAY BE TAKEN:

RECEIVED

MAY 20 2019

Memorial Day will be observed in Townsend on Sunday, May 26. Members of Townsend VFW Post #6538 and American Legion Post #199 and their Auxiliaries will attend the 10:30 a.m. service at St. John's Catholic Church as a body. Two parades and a band concert will take place in the afternoon.

All marching units will assemble at the VFW Park in West Townsend at 1:00 p.m. Rev. Kevin Patterson will offer the invocation at the memorial service to be held there at 1:30 before the Veterans' groups accompanied by the Townsend Military Band, the Townsend Fire/EMS Department, the Townsend Minuteman Company, members of the clergy, town officials, and numerous Scout groups march east on Main Street to Canal Street.

Flowers will be strewn upon the water from a decorated boat during the memorial service at the Canal Street Bridge in honor of those who lost their lives at sea. Rev. Patterson will offer the prayer during the service at the bridge. Following the bridge service, all units will proceed to the Riverside Cemetery for a memorial service. Rev. Mark Brockmeier will give the invocation, the Townsend Military Band will play a hymn, volleys will be fired by the American Legion Post #199 Firing Squad, and taps will be played.

The parade will disband after leaving the cemetery to later reform at the Spaulding Memorial School in Townsend Center. At approximately 2:35 the Townsend Minuteman Company will fire a salute at the Bicentennial Monument in front of the school before the marching units move down Turnpike Road to the Main Street Bridge. Those who lost their lives at sea will also be honored during the Main Street Bridge memorial service with flowers being strewn upon the water from a decorated boat.

Following the service at the bridge the marchers will parade to Memorial Hall for a memorial service. Pastor Chris Jones will offer the invocations at the bridge and Memorial Hall. The parade will then pass around the Common and go to the Hillside Cemetery for a memorial service where Rev. Jeremy St. Martin will offer the prayer.

The Freemasons of the Grand of Massachusetts, who will join the parade at the school, will separate from the other marchers at the cemetery so they may conduct a special memorial service at the grave of Henry Price, the founder of Masonry in America.

After leaving the cemetery, the parade will move down Highland Street to Brookline Street and into the Townsend Common. Rev. Mark Brockmeier will give the invocation during the memorial service on the Common which will be followed by the presentation of the Gettysburg Address by a Boy Scout and Flanders Field by a Girl Scout. The parade will disband after the memorial service at the Civil War Monument on the Common.

Townsend's Memorial Day observances will continue as the Townsend Military Band presents a concert from the band stand on the Common beginning approximately fifteen minutes after the parade's conclusion. The band will perform the "Invercargill" march arranged by Laurendeau, Meacham's "American Patrol", and "Our America" arranged by Higgins. Bagley's "National Emblem" march, Bidgood's "Sons of the Brave", and Dragon's arrangement of "America the Beautiful" will be included in the afternoon program. The "Armed Forces Tribute" by Bulla will be performed before the Townsend Military Band concludes its Memorial Day concert at approximately 5:00 p.m. by playing the "Star Spangled Banner".



**The Townsend Memorial Day observances will be held rain or shine. It is hoped that many area residents will come out to watch the ceremonies. All Veterans and active military, with or without a uniform, and/or members of their families are encouraged to march with the American Legion and Veterans of Foreign Wars members and to join them in honoring all deceased Comrades.**

**The Townsend Fire/EMS Relief Association will offer hot dogs, hamburgers, bacon cheeseburgers, Italian sausages with peppers and onions, cold soda, and bottled water for sale at the Common on Sunday, May 26<sup>th</sup>, from 12:00 noon through the afternoon band concert.**



**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **PAUL MARTIN**

V.F.W. Post #6538

491A Main Street

West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC  
BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "Birthday Party" to be held on **September 28, 2019** with sale hours from **11:30A.M. to 03:30P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **09/28/19** unless sooner suspended or revoked.

Date: *May 21, 2019*

**THE LOCAL LICENSING AUTHORITIES**

*Luc Lisi*

*Donald E. Klein, Clerk*

**SEE ATTACHED CONDITIONS OF LICENSE**



**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

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V.F.W. Post #6538 491A Main Street West Townsend, MA

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GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC  
BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a **"Bridal Shower"** to be held on **August 24, 2019** with sale hours  
from **11:00A.M. to 03:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereon,  
and expires **08/24/19** unless sooner suspended or revoked.

Date: *May 21, 2019*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Desio*  
*[Signature]*  
*Donald E. K. [Signature]*

**SEE ATTACHED CONDITIONS OF LICENSE**



**TOWN OF TOWNSEND  
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Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "25<sup>th</sup> Anniversary" to be held on **August 25, 2019** with sale hours from **1:00P.M. to 05:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto and expires **08/25/19** unless sooner suspended or revoked.

Date: *May 21, 2019*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Lizio*

*[Signature]*

*Donald E. Klein, Clerk*

**SEE ATTACHED CONDITIONS OF LICENSE**



**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

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West Townsend, MA

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BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "30<sup>th</sup> Birthday Party" to be held on **August 3, 2019** with sale  
hours from **5:00P.M. to 09:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,  
and expires **08/03/19** unless sooner suspended or revoked.

Date: *May 21, 2019*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Lisic*  
*George E. Klein, (Clerk)*

**SEE ATTACHED CONDITIONS OF LICENSE**





NASHUA RIVER

# WILD & SCENIC STUDY COMMITTEE

Nashua • Squannacook • Nissitissit Rivers

## *Certificate of Appreciation*

*Presented To the Citizens of*

### **The Town of Townsend, MA**

*In recognition of their dedication and partnership in successfully achieving the designation of sections of the Nashua, Squannacook, and Nissitissit Rivers as part of the National Wild and Scenic Rivers System*

*Celebrated on this day* 28<sup>th</sup> *Of* April 2019

By: \_\_\_\_\_

Lucy B. Wallace  
LUCY B. WALLACE, CHAIR, NASHUA RIVER WILD & SCENIC RIVER STUDY COMMITTEE



**TOWN OF TOWNSEND  
272 MAIN STREET, TOWNSEND, MA 01469**

**NOTICE OF APPROVAL OF SPECIAL PERMIT**

This is to certify that: **PAUL MARTIN**

V.F.W. Post #6538

491A Main Street

West Townsend, MA

**THE ABOVE NAMED NON PROFIT ORGANIZATION IS HEREBY  
GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC  
BEVERAGES, TO BE DRUNK ON THE PREMISES**  
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "Wedding" to be held on **August 10, 2019** with sale hours from  
**12:00P.M. to 05:00P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,  
and expires **08/10/19** unless sooner suspended or revoked.

Date: *May 21, 2019*

**THE LOCAL LICENSING AUTHORITIES**

*Sue Davis*  
*Donald E. Kelley, Clerk*

**SEE ATTACHED CONDITIONS OF LICENSE**



# Change Order

## No. 1

Project: Main Street Pump Station Access Bridge Replacement

Owner: Town of Townsend – Water Department

Owner's Contract No.:

Engineer: Tighe & Bond (Civil) / ES<sup>2</sup> (Structural)

Engineer's Project No.: T0354-004 / 18.2614

Contractor: Shepherd Construction

Contractor's Address:

The Contract Documents are modified as follows upon execution of this Change Order:


### Change in Contract Price:

Item No.	COR No.	Item (See Attached Summary Description of Change)	Value
1-1	1	Additional Bridge Repairs	\$6,000.00
<b>Total Value of this Change Order</b>			<b>\$6,000.00</b>
Original Contract Price			\$44,000.00
Value of Previously Approved Change Orders			\$0.00
Contract Price Prior to this Change Order			\$44,000.00
Total Value of this Change Order			\$6,000.00
<b>Contract Price Incorporating this Change Order</b>			<b>\$50,000.00</b>


### Change in Contract Times:

Description	Substantial Completion	Ready for Final Payment
Original Contract Times:	11/15/2018	12/01/2018
Total of Previous Contract Time Changes, add (or deduct):	0 days	0 days
Change in Contract Time from this Change Order, add (or deduct):	60 days	60 days
Contract Times with all Approved Change Orders: (date)	1/15/2019	01/30/2019


REVIEWED:

By:   
 Craig French, PE  
 Tighe & Bond

APPROVED:

By:   
 Paul Rafuse  
 Owner

ACCEPTED:


By:   
 {person, title}  
 Contractor

Date: 5/21/2019


Date: 5/21/19

Date: 5-21-19.

Approved by Townsend Board of Selectmen:

  
 Sue Lisio, Chair

Wayne Miller, Vice Chair

  
 Donald Klein, Clerk

Date: \_\_\_\_\_



**SHEPCO**  
55 MAIN STREET  
TOWNSEND, MA 01469

PHONE: 978-697-5767 FAX: 978-597-6867

# INVOICE

Date	Invoice #
4/8/2019	8545

<b>Bill To</b>
Townsend Water Department 540 Main Street West Townsend, MA 01474

Terms	Project
Due on receipt	

Quantity	Description	Rate	Amount
	Change Order No. 1: 1-1 Additional Bridge Repairs (see attached Change Order)	6,000.00	6,000.00
<div>4/8/19 COP ALSO MAILED TO: TOWN OF TOWNSEND WATER DEPARTMENT 272 MAIN STREET TOWNSEND, MA 01469</div>			
Thank you for your business.		<b>Total</b>	\$6,000.00



**Carolyn Smart**

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3.4

**From:** Select <sml412@comcast.net>  
**Sent:** Wednesday, May 08, 2019 8:45 AM  
**To:** jkreidler@townsend.ma.us; csmart@townsend.ma.us  
**Subject:** Agenda item for 5/21

Please put an item for Board discussion regarding Charter requirement for attendance of Boards, committees, etc. at Town Meeting. Votes may be taken.  
Thank you.  
Sue

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

2-8



## Chapter C. Charter

### Article 2. Legislative Branch

#### Section 2-8. Availability of Town Officials

Every town agency shall designate at least one representative to attend all sessions of Town Meeting at which Warrant Articles pertinent to that agency are or may be taken up, for the purpose of providing information to the meeting pertinent to the Articles. If a person designated as a representative is not a town resident, they shall notwithstanding, be allowed to speak to provide the meeting with pertinent information.



## Chapter C. Charter

### Article 7. General Provisions

#### Section 7-5. Definitions

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in this charter shall have the following meanings:

- (a) **Charter** – The word "charter" shall mean this charter and any amendments to it which may hereafter be adopted.
- (b) **Days** – The word "days" shall refer to business days, not including Saturdays, Sundays and legal holidays when the time set is less than seven days; when the time set is seven days or more, every day shall be counted.
- (c) **Emergency** – The word "emergency" shall mean a sudden, unexpected, unforeseen happening, occurrence, event or condition which necessitates immediate action.
- (d) **General laws** – The words "general laws" shall mean laws which apply alike to all cities and towns, to all towns, or to a class of municipalities of which Townsend is a member.
- (e) **Laws of the Commonwealth** – The words "Laws of the Commonwealth" shall refer to the General Laws of Massachusetts, a codification and revision of statutes enacted on December 22, 1920, and including all amendments thereto subsequently adopted.
- (f) **Local Newspaper** – The words "local newspaper" shall mean a newspaper of general circulation in the Town of Townsend.
- (g) **Majority Vote** – The words "majority vote" shall mean a majority of those present and voting, provided that a quorum of the body is present when the vote is taken, unless a higher number is required by law.
- (h) **Multiple Member Body** – The words "multiple member body" shall mean any town body consisting of two or more persons and whether styled board, commission committee, subcommittee, or otherwise and however elected or appointed or otherwise constituted.
- (i) **Quorum** – The word "quorum," unless otherwise required by law or this charter, shall mean a majority of the members of a multiple member body then in office, not including any vacancies which might then exist.
- (j) **Town** – The word "town" shall mean the Town of Townsend.
- (k) **Town Agency** – The words "town agency" shall mean any board, commission, committee, department division or office of the town government.
- (l) **Town Bulletin Board** – The words "town bulletin board" shall mean the bulletin board in the town hall on which official town notices are posted and those at other locations within which may from time to time be designated as town bulletin boards by by-law, or by vote of the board of selectmen.
- (m) **Town Officer** – The word "town officer" when used without further qualification or description, shall mean a person having charge of an office or department of the town who in the exercise of the powers or duties of that position exercises some portion of the sovereign power of the town.
- (n) **Voters** – The word "voters" shall mean registered voters of the Town of Townsend.



4,2

**Ballot Question<sup>†</sup>**  
**Town of Townsend**  
**Town-wide Pavement Management Plan (PMP)**

Shall the Town of Townsend be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond and/or note issued in order to fund implementation of a Town-wide Pavement Management Plan (PMP), including the payment of all other costs incidental and related thereto?

Yes \_\_\_\_\_ No \_\_\_\_\_

**†Reminders:**

Proposition 2½ questions are placed on an election ballot by vote of the “local appropriating body,” which is defined in towns as the selectboard, not town meeting.

The above process is the only way an override or exclusion question may be placed on the ballot. An exclusion question may not be placed on the ballot by a town meeting vote or any local initiative procedure authorized by law.

A contingent appropriation vote does not place a question on the ballot. Again, the decision whether or not to present any Proposition 2½ question to the voters is made by the selectboard.

The selectboard must vote the question exactly as it will appear on the ballot.

A 2/3 vote of the selectboard is needed to place an exclusion question on the ballot.

The usual laws and procedures relating to municipal elections apply. The municipal clerk must receive written notice of the question being placed on the ballot at least 35 days before the date of the election. The vote to place a question on the ballot must take place in sufficient time to meet this advance notice requirement.

A question is approved if a majority of the people voting on that question vote “yes.”

The deadline for obtaining voter approval of an exclusion question for contingent appropriation(s) made at an annual town meeting is September 15. More than one election may be held, but the contingent appropriation is null and void if the related question is not approved by September 15.

*The foregoing reminders are courtesy of the Massachusetts Department of Revenue Division of Local Services’ (DLS) publication entitled “Proposition 2½ Ballot Questions: Requirements and Procedures,” updated through August 2017.*



## Carolyn Smart

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**From:** Carolyn Smart <csmart@townsend.ma.us>  
**Sent:** Friday, May 17, 2019 9:01 AM  
**To:** 'Carolyn Smart'  
**Subject:** RE: Debt Exclusion Question

**From:** Select [mailto:sml412@comcast.net]  
**Sent:** Wednesday, May 15, 2019 7:41 PM  
**To:** Adam J. Costa <adam@mtclawyers.com>  
**Cc:** Carolyn Smart <csmart@townsend.ma.us>; Kathy Spofford <kspofford@townsend.ma.us>; Jim Kreidler <jkreibler@townsend.ma.us>  
**Subject:** Re: Debt Exclusion Question

Adam,

So, if we receive final wording from bond counsel in time for a vote at our 5/28 meeting (and notifying the Town Clerk at the same time), then the election can be no sooner than July 2, but no later than September 14th.

Am I interpreting this correctly?

Sue

On May 15, 2019, at 6:04 PM, Adam J. Costa <[adam@mtclawyers.com](mailto:adam@mtclawyers.com)> wrote:

Kathy/Carolyn:

Thank you for your respective e-mails. See attached. Note the reminders, which are NOT a part of the ballot question but are generally provided to assist the communities we represent. Also, please be sure to vet the attached with bond counsel, who sometimes have edits thereto.

<image002.png>Adam J. Costa  
Mead, Talerman & Costa, LLC  
30 Green Street · Newburyport, Massachusetts · 01950  
Phone 978.463.7700 · Fax 978.463.7747  
[adam@mtclawyers.com](mailto:adam@mtclawyers.com) · [www.mtclawyers.com](http://www.mtclawyers.com)

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If you have received the above transmittal in error, please delete the message and any attachment(s) hereto from your e-mail system and notify us immediately.

<image004.jpg>

<Ballot Question, Pavement Management Plan (PMP).docx>



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## Carolyn Smart

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**From:** DiNapoli, John <DiNapoli@unitil.com>  
**Sent:** Wednesday, May 01, 2019 3:20 PM  
**To:** Carolyn Smart; Forestry; 'Jim Kreidler'  
**Cc:** DiNapoli, John  
**Subject:** RE: Townsend - Unitil response to tree question (s) 5-1-2019

May 1, 2019

Good day Carolyn,

Thank you very much for the email that you sent me today (see below).

To date, we've removed the larger debris items (tree trunks, etc., at the request of each individual owner) if they wanted them removed, as they are the owners of the trees. We've left the others, as those owners wanted their wood. We've also chipped up the other debris items (branches, etc.,) that fit into our chipper over the course of several weeks. The other remaining wood is being left at the request of each owner. If there is a specific property owner who feels cut wood was left behind and instead should have been removed, please let us know any specifics you have and we will have our forestry team reach out direct.

When obtaining permission from each owner before doing any tree work, if the owner wishes us to remove their wood when we are done, we'll do that. If they want the wood to remain, we leave it cut in manageable lengths, as they, not us, are the final owners of the wood, as it still has value.

Our replacement trees are due in within the next two weeks. We intend to work with homeowners that have requested replacements on an individual basis based on their availability to ensure that work is completed to their satisfaction. Outside of the work with private property owners, we will be delivering approximately 70 replacement trees directly to the town via your tree warden. Once the trees are delivered to Unitil, our Forestry Supervisor will deliver the trees to the tree warden, who will utilize the "right tree, right place," approach we promote to ensure new trees don't ultimately grow into future hazards in the years ahead.

We hope this information is helpful. If you have any other questions, please do not hesitate to contact me.

Regards,

John R. DiNapoli

*Best,*

*John R. DiNapoli*

Municipal & Community Services Manager

**NOTE OUR NEW MAILING ADDRESS AS OF MAY 14, 2018:**

357 Electric Avenue  
Lunenburg, MA 01462  
Office: 978-353-3259  
Fax: 978-353-3359

Email: [dinapoli@unitil.com](mailto:dinapoli@unitil.com)



---

**From:** Carolyn Smart [mailto:[csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)]

**Sent:** Wednesday, May 1, 2019 10:58 AM

**To:** Forestry

**Cc:** DiNapoli, John

**Subject:** Townsend

Good Morning,

I'm writing on behalf of the Chairman for the Board of Selectmen. Several residents are inquiring as to when, Unitil, intends to replant some of the trees removed for the maintenance program and in addition, when the clean-up of wood and debris will take place along Route 119 and Ash Street

Thank you in advance for your assistance.

Carolyn Smart  
Executive Assistant to the Town Administrator  
Board of Selectmen's Office  
272 Main Street, Townsend, MA 01469  
(978) 597-1700 ext 1719  
[csmart@townsend.ma.us](mailto:csmart@townsend.ma.us)  
[www.townsend.ma.us](http://www.townsend.ma.us)

If this email is received by a multi-member public board, commission or committee please take care to never "respond to all" as you may inadvertently create a violation of the open meeting law.

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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.,

(978) 597-1701

Town Administrator

EMERGENCY MEETING MINUTES FOR MARCH 7, 2019 - 3:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, IN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 3:00P.M.  
Roll call vote taken showed 2 members present and 1 member absent: Chairman Sue Lisio (SL), Clerk Wayne Miller (WM)  
Absent was Vice-Chairman Cindy King (CK)
  - 1.2 There were no Chairman's additions or deletions.
- II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:  
WM moved to enter into executive session: pursuant to GL c. 30A, s. 21(a)(1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual and to adjourn from executive session. SL seconded. Roll call vote: SL (YES) WM (YES).

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of March 7, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.





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

SELECTMEN MEETING MINUTES FOR MARCH 19, 2019 AT 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 2 members present: Chairman Sue Lisio (SL) and 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 anyone else was planning to record.
- 1.4 There were no Chairman's additions or deletions.
- 1.5 Public Comment Period - None

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:05P.M. Planning Board, RE: DLTA Application and support letter.  
The Board met with Chaz Sexton-Diranian and Beth Faxon, Planning Board Administrative Assistant. The Board reviewed the application and request - please see attached. Mr. Diranian explained this was a formality for the DLTA grant. Further relaying the Planning Board has been working in conjunction with the Housing Authority and the Master Planning Committee, with both efforts dovetailing into best practices for housing initiatives. Ms. Faxon gave a copy of the report to the Selectmen submitted by Kym Craven, Chair of the Master planning Committee. Mr. Diranian stated the grant will assist with the finishing of the Masterplan and update for the Housing production plan.

WM moved to provide a letter of support to the Planning Board for the DLTA grant application. SL seconded. Unanimous vote.

6:10P.M. Stacy Schuttler Library Director, RE: FY20 Budget.

The Board met with Rob Templeton, Library Trustee. Mr. Templeton gave a handout to the Board for review - please see attached. Mr. Templeton reviewed each section of the handout; he relayed the Board of Trustees did debate some of the increases requested, specifically in regards to the Library Director. Mr. Templeton stated the Trustees felt it was a necessary increase, in addition to the hours for the Children's Librarian. Mr. Templeton explained the Trustees did a review of other communities and the salary for their Directors, noting that negotiations with the Director will not be done until the budget is finalized.

Joe Sciacca, Finance Committee member questioned if it would be better to do the increase over a number of years. Mr. Templeton explained the Trustees were looking to bring her salary to within 90% of the 2017 figures. Andrea Wood, Finance Committee member asked what the funding sources were used for. Mr. Templeton explained it was for supplies in addition to programs, further relaying the endowment pays for all the programming. Mr. Templeton gave the finance committee a handout to review regarding the State calculation for certification – please see attached.

6:30P.M. Karin Moore, COA Director, RE: FY20 Budget.

The Board met with Karin Moore, COA Director and Jane Jackson, COA member. Ms. Moore gave a brief summary of the expenditures contained within her budget. Ms. Moore further stated, one of the requests will be in the form of a warrant article for the cost of new supplies. Ms. Moore relayed they are requesting an additional \$6,000.00 for an additional 8 hours for fund the program coordinator position. Ms. Moore gave a summary of the number of volunteers used and folks using the center.

6:45P.M. Bassem Awad, IT Manager, RE: FY 20 Budget.

The Board met with Bassem Awad, IT Director and reviewed the IT budget. Mr. Awad gave a description of the increases requested in his budget – please see attached. Mr. Awad noted the monthly subscription cost is included within the increase requested. Mr. Awad agreed to meet with WM tomorrow to review the different proposals and decide what should be a priority.

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

#### 3.1 Warrant Articles.

Mr. Kreidler reviewed the list of pending warrant articles with the Board – please see attached. Discussion of the warrant articles and debt exclusions ensued.

- 3.2 Review request to approve one-day special licenses for Paul Martin of the VFW Post #6538
- March 23, 2019 in conjunction with a 50<sup>th</sup> Birthday Party with sale hours (unknown)
  - April 13, 2019 in conjunction with a Family Reunion with sale hours from 5:00P.M to 9:00P.M.
  - April 20, 2019 in conjunction with a Baby Shower with sale hours from 12:00P.M. to 4:00P.M.
  - May 11, 2019 in conjunction with a Celebration of Life with sale hours from 12:00P.M. to 4:00P.M.
  - July 20, 2019 in conjunction with a 25<sup>th</sup> Wedding Anniversary Party from 12:00P.M. to 4:00P.M.

WM moved to approve each license as above contingent with finalizing sale hours for the March 23, 2019 license and sign outside of a meeting. SL seconded. Unanimous vote.

#### 3.3 Review/Approve request to use the LRTA Bus for the Earth Day on April 27, 2019.

The Board reviewed the request – please see attached. SL would like someone to come in and talk about the connection between the town sponsored events, additionally asking

where the money goes. SL asked the Town Administrator to work with Town Counsel to schedule an open meeting law and ethics training. WM moved to approve the request for the LRTA bus for April 27, 2019. SL seconded. Unanimous vote.

3.4 Town Administrator Performance Evaluation- Due March 31, 2019.

SL would like to add to the evaluation form with a section for measurement of goals performance. SL to add a section 10, performance of goals to the existing form. WM moved the Board of Selectmen add a 10<sup>th</sup> line item for goals to the performance evaluation and to extend to April 2, 2019. SL seconded. Unanimous vote.

IV. OLD BUSINESS - VOTES MAY BE TAKEN:

SL tabled 4.1 and 4.2

4.1 ~~Board discussion to review and/or revise/approve the Town Administrator job description consistent with the Town Charter.~~

4.2 ~~Board discussion and development of a list of specific expectations for the Town Administrator position.~~

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report

1. Personnel

a. Direct Report Performance Evaluations-

Mr. Kreidler informed the Board that all of the annual evaluations are complete for the staff that are direct reports to his position. Mr. Kreidler explained the evaluations become a permanent part of each employees confidential employment file.

b. Recommendations RE: Position Description Evaluation and  
Reclassification - Board Action Requested

i. Library Director. Mr. Kreidler explained the description has not been finalized but will be reviewed when finished.

ii. Cemetery and Parks

1. Superintendent

Mr. Kreidler submitted a position rating summary sheet for the Board to review - please see attached. Mr. Kreidler described the evaluation rating manual and how it is used. WM moved to adopt the reclassification of the Cemetery/Parks Superintendent. SL seconded. SL inquired to how it is funded within the budget. Unanimous vote.

2. Foreman

3. Office Assistant

4. Laborer

5. Laborer-Under 16 Years of Age

Mr. Kreidler stated he will get the other positions completed and bring back to a future meeting for approval.

iii. Executive Assistant to the Town Administrator

Mr. Kreidler informed the Board, historically the position was previously rated on the existing job description was graded at level 9. Mr. Kreidler took the revised job description, noting it was not approved as of yet and graded it out to a level 8. Mr. Kreidler asked the Board to review and to be discussed at the next meeting.

2. Finance

- a. FY20 Budget Update
- b. FY20 Capital Plan Update

Mr. Kreidler informed the Board, the town is out approximately \$50,000. SL suggested taking the \$50,000 from the school budget and then we would be balanced.

3. Projects

- a. Pavement Management Report

Mr. Kreidler informed the Board, the technicians came out last week and explained in order to bring the town up to 75; the town would be looking at \$4,500,000. Discussion continued as to how the town continues to fund and maintain for the next five years. Mr. Kreidler informed the Board it would be \$13.30 per quarter on every \$100,000 in value. SL would like Mr. Kreidler to draft a bylaw to ensure the long term success of the pavement program.

- b. Nashoba Valley Technical High School District Capital Request-\$3.9M
  - i. Roofs, Windows and Doors
  - ii. Potential for a 55% Mass School Building Authority grant

Mr. Kreidler explained the debt will be rolled into the budget and would be a wash in terms of cost. SL would like to leave in the operating budget.

4. Miscellaneous-

Mr. Kreidler informed the Board, there's three interviews set up for next week. Mr. Kreidler stated there should be a recommendation by April 2, 2019.

5.2 Board of Selectmen announcements, updates, and reports.

Sue Lisio:

- 1. Daniel Murphy- Condolences
- 2. Robert Tumber- Condolences

SL expressed her sincere condolences to families and community for the loss of Daniel Murphy and Robert Tumber.

WM thanked the Community for coming to the fundraiser for the chorus at the School.

Mr. Kreidler relayed one of the biggest budgets does not have liaison. WM moved to make SL the liaison to the North Middlesex Regional School. SL seconded. Unanimous vote.

SL would like to address Unitil Tree Planting on a future agenda, in addition to some other items. WM stated he cannot commit past March 26<sup>th</sup>.

5.3 Clerk of the Board announcements for events

1. The "Nashua Wild and Scenic River Act" was included in the Natural Resources Management Act (S.47) that was passed by both the Senate and the House in February, and was, today, signed into law.

WM read the press release regarding the Nashua Wild and Scenic River Act was signed into law – please see attached.

5.4 Board Correspondence.

SL received correspondence from a gentlemen asking about the tree plantings from Unitil along with some complaints regarding the roads.

5.5 WM moved to approve the meeting minutes for February 15, 2019. SL seconded. Unanimous vote.

5.6 WM moved to review and sign the payroll and bills payable warrant out of session. SL seconded. Unanimous vote.

VI. ADJOURNMENT:

WM moved to adjourn the meeting at 8:30P.M. SL seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of March 19, 2019 by the Board of Selectmen this \_\_\_\_\_day of \_\_\_\_\_, 2019.*





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 MARCH 26, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 6:00P.M.  
Roll call vote showed 2 members present and 1 member absent: Chairman Sue Lisio (SL), Clerk Wayne Miller (WM) and absent was Vice-Chairman Cindy King (CK).
  - 1.2 Pledge of Allegiance
  - 1.3 Announce that the meeting is being tape recorded.
  - 1.4 Chairman's Additions or Deletions.  
SL added correspondence regarding unregistered vehicles and the School Resource Officer update.
  - 1.5 Public Comment Period  
Kathleen Spofford asked the Chair to address 5.1.4. SL agreed and address the election schedule for the debt exclusion.
- II. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
  - 2.1 WM moved to nominate for appointment John King as the Animal Inspector for barn book inspections in accordance with Massachusetts General Law Chapter 129, section 15 & 16 effective May 1, 2019 to April 30, 2020. SL seconded. Unanimous vote.
  - 2.2 WM moved to nominate for appointment Mary Letourneau as the Animal Inspector for quarantines in accordance with Massachusetts General Law Chapter 129, section 15 & 16 effective May 1, 2019 to April 30, 2020. SL seconded. Unanimous vote.
- III. MEETING BUSINESS - VOTES MAY BE TAKEN:
  - 3.1 Review/Comment Planning Board mandatory referral, RE: Accessory Apartment Zoning Bylaw.  
The Board reviewed the referral - please see attached. The Board agreed to send no comment with appreciation for the referral.
  - 3.2 Review/Comment Planning Board mandatory referral, RE: OSPP Special Permit.  
The Board reviewed the referral - please see attached. WM agreed to send the same as 3.1.
- IV. OLD BUSINESS - VOTES MAY BE TAKEN:
  - 4.1 Discussion, RE: Selectmen Liaison Responsibilities.  
The Board reviewed the listing - please see attached. SL offered to take the Planning Board until the election.
  - 4.2 Town Administrator Evaluation Discussion.

SL thanked Mr. Kreidler for updating the form, noting he added the goals to the form. Further discussion as to how the Board will complete the composite evaluation, agreeing to post on the website with the agenda so not to violate the open meeting law.

- 4.3 Discussion of Policy/Bylaw for Code of Conduct & Social Media.  
The Board briefly reviewed – please see attached. WM felt some items need to be polished. Mr. Kreidler noted there were two samples in the packet, one from KP Law. SL would be interested to know if there's one Adam's firm uses. Mr. Kreidler stated the firm does have one and will be emailing it over for the Board to review. SL voiced concerned that some of the departments have their own facebook page, however, the town has no regulations over that and voiced concern it could be a liability. WM would like to see the school's policy.
- 4.4 Cable Contract System Extension, RE: Update from Town Counsel.  
Mr. Kreidler informed the Board he received correspondence from Kate Feoderoff and she has received the documentation and a contact from Comcast.
- 4.5 Review of Job Descriptions continued from March 19, 2019.  
SL stated they were in the process of reviewing the Town Administrator and Executive Assistant. WM would like to see the job descriptions prioritized in terms of need. SL not ready to do now. Mr. Kreidler stated he understand the Boards points, however the Executive Assistant position has been previously been on the agenda and in furtherance of those discussions is when the file showed the position was previously graded higher. SL stated the job description needs to be completed and then we can deal with the financing then. SL would like the consultant to come in and complete and SL would like to view the R.F.P. that is going out. WM moved to table until the HR Consultant is hired. SL seconded. Unanimous vote.
- 4.6 Board discussion and development of a list of specific expectations for the Town Administrator position.  
Discussion regarding the evaluation process with dates/times.

V. WORK SESSION – VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report.
  - 5.1.1 Personnel Updates:
    - Land Use Coordinator Vacancy Update.  
Mr. Kreidler informed the Board; three interviews schedule are later in the week.
    - Human Resources Consultant.  
Mr. Kreidler stated the RFP will be sent to the Board for review prior to posting.
    - Town Accountant Vacancy Update.  
SL inquired how many resumes were received. Mr. Kreidler informed the Board, there's been less than five and only one with municipal experience.
    - Accounting Interim and/or Consulting Services.  
Discussion regarding the hiring of a consultant and assisting with transition.
  - 5.1.2 Financial Updates:
    - FY20 Budget, Discussion of any changes since the meeting on March 19, 2019.  
The part time grant writer position was discussed. Mr. Kreidler informed the Board, the HR consultant has been moved to expenses. The Board noted the increase for the Accountant position is within market rate as approved at the Saturday Board meeting. Mr. Kreidler stated the legal expenses has been increased to \$55,000. Mr. Kreidler stated there's

been a significant change to the facilities budget and how it's organized within the budget. Further discussion included increased cost in the public safety and the schools.

- Update regarding regional towns and the North Middlesex Regional School budget.

- FY20 Capital Planning Report Update.

Mr. Kreidler gave an update to the Board on the progress of the Capital Plan.

#### 5.1.3 Town Meeting Warrant discussion:

- Pavement Management bylaw.

Mr. Kreidler informed the Board he drafted a bylaw and is having Town Counsel review.

- Funding Sources for proposed financial articles.

Mr. Kreidler reviewed a draft of the articles with the proposed funding sources with the Board of Selectmen. Mr. Kreidler reviewed the balances of the stabilization funds with the Board. SL stated a meeting should be scheduled for the joint meeting with the Selectmen and Finance Committee to recommend the warrant articles/budget. Mr. Kreidler opted for April 16, 2019 for the joint meeting.

#### 5.1.4 Miscellaneous Updates:

- Pavement Management Plan.

Mr. Kreidler reviewed the draft plan with the Board of Selectmen – please see attached. Mr. Kreidler informed the Board; the vendor will be coming in to present the entire program.

- Dates for Special Election for debt exclusion.

The Board agreed to tentatively schedule the special election for June 18, 2019.

- Recreation use of back field and grant application.

Recreation to come into the next meeting for a presentation.

#### 5.2 Board of Selectmen announcements, updates, and reports.

Unregistered vehicle update: Mr. Kreidler informed the Board, the office received correspondence from a neighbor of one of the complainants, expressing frustration with the process. Mr. Kreidler informed the Board, the non-criminal disposition fines to be issued through the Police Department.

#### 5.3 Clerk of the Board announcements for events.

#### 5.4 Board Correspondence.

WM received correspondence the SRO is out and he would like a plan is while the Officer is out. Mr. Kreidler informed the Board the Officer will return next week and will have the Chief/Deputy come to the next meeting to explain. Collective bargaining will be begin soon so any issues with SRO can be addressed through the contract.

SL read the Comcast correspondence – please see attached.

#### 5.5 WM moved to review and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

### VI. ADJOURNMENT:

WM moved to adjourn the meeting at 7:40P.M. SL seconded. Unanimous Vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of March 26, 2019 by the Board of Selectmen this \_\_\_\_\_ day  
of \_\_\_\_\_, 2019.*



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 MARCH 28, 2019 12:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 12:00P.M.  
Roll call vote showed 2 members present: Chairman Sue Lisio (SL) and Clerk Wayne Miller (WM).  
Absent was Vice-Chairman Cindy King (CK).
  - 1.2 Pledge of Allegiance
  - 1.3 Chairman's Additions or Deletions -none
- 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 (Strategy session in preparation for negotiations for all collective bargaining contracts and personal services contracts) 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. Normington. Eaton. Girard and executive session pursuant to GL c. 30A, s. 21(a)(3), to discuss 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 executive session pursuant to GL c. 30A, s. 21(a)(5) to investigate charges of criminal misconduct or to consider the filing of criminal complaints and to adjourn from executive session.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of March 28, 2019 by the Board of Selectmen this \_\_\_\_\_ day  
of \_\_\_\_\_, 2019.





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 APRIL 2, 2019 8:30 A.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
  - 1.1 SL called the meeting to order at 8:30P.M.  
Roll call vote showed 2 members present: Chairman Sue Lisio (SL), Clerk, Wayne Miller (WM) and absent Vice-Chairman Cindy King (CK).
  - 1.2 Pledge of Allegiance
  - 1.3 There were no Chairman's additions or deletions.
- II: EXECUTIVE SESSION - VOTES MAY BE TAKEN:  
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 (Strategy session in preparation for negotiations for all collective bargaining contracts and personal services contracts) and to enter into executive session pursuant to GL c. 30A, s. 21(a)(3), to discuss 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 to adjourn from executive. The chair declared. SL seconded. Roll call vote x 2 SL (YES) WM (YES).

Respectfully submitted by,

Carolyn Smart  
Executive Assistant to the Town Administrator

Voted to approve the meeting minutes for the meeting of April 2, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.





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 MINTUES FOR APRIL 2, 2019. 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 showed 2 members present: Chairman Sue Lisio (SL), Clerk Wayne Miller (WM) and absent Vice-Chairman Cindy King (CK).
- 1.2 Pledge of Allegiance
- 1.3 SL announced the meeting is being tape recorded.
- 1.4 SL moved to add 6.1: Townsend Water Department Litigation, RE: Decision of the Superior Court.
- 1.5 Public Comment Period - None.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

- 2.1 6:10P.M. Treasurer/Collector & Town Accountant, RE: Policies & Procedures.  
Anna Noyes, Treasurer met with the Board. Lauri Plourde, Town Accountant was not available. SL stated she wanted to meet with both the Treasurer and Accountant; hoping some "fresh eyes" coming in would help from a policy perspective for consistency purposes. SL expressed concern with difficulty looking at the warrant and noted the data entry is different from every department. SL stated she wanted to know how the comp time is tracked and how cash is handled. Ms. Noyes explained the process and policies in her officer and how both Accountant and Treasure reconcile. SL inquired as to how cash is turned over. Mr. Kreidler will work to ensure cash policy best practices is being done across the board in particular with the recycling center.
- 2.2 6:20P.M. Recreation Commission, RE: Fitness Court Presentation.  
Emy Hoff, Recreation Director met with the Selectmen and gave a presentation and video of the National Fitness Campaign. Ms. Hoff gave the Board a packet of information regarding the program - please see attached. Discussion included: cost, grant receipt, fundraising efforts, liability concerns and general questions regarding upkeep and maintenance. Ms. Hoff explained she been in contact with the seniors about the various fitness options in addition has spoken with younger adults, further explaining there's a program available for every age group. Ms. Hoff stated she did speak with the community leaders in Tewksbury and Burlington and reported they are considering overhead structures but noting they are not necessary. Ms. Hoff stated that the National Fitness Campaign has the program in place for fundraising and will assist in raising the funds. Ms.

Hoff explained she would need the Selectmen to authorize the use of the back lot behind town hall in order to build the court. Ms. Hoff explained she met with the Building Commission, Fire-EMS Chief and the Highway Department and presented the Board with a draft concept of the Court with the count for any loss of potential parking spaces.

SL voiced concerned with preparation of the site and other costs associated. Don Klein explained where the rail trail would end, noting talk of future expansion. SL stated she likes it the idea but is not sure about it. Ms. Hoff stated she did look at other lots in Townsend and this parcel has the infrastructure available. SL would like to have the Town Properties Committee review. Ms. Hoff also stated she would love to help with the Howard Park trail park clean up, however, this project is different. Ms. Hoff explained in total the court would be 38 x 38 and the grant is place for calendar year 2019 and the Recreation Commission would need to take procession of the grant and court by December. WM moved that we authorize the TA to draft a letter to the Town Properties Committee about the Recreation request. SL seconded. Unanimous vote.

- 2.3 6:35P.M. Discussion with the Finance Committee, RE: Warrant Articles for the Annual and Special Town Meeting.

Mr. Kreidler presented the draft budget book and warrant. Mr. Kreidler reviewed the book via a projector presentation – please see attached.

~~2.3.1 Road Plan presentation and discussion:~~

SL tabled the road plan to a future meeting.

- 2.4 7:00P.M. Board of Health, RE: Warrant Article

Linda Johansen, Board of Health member informed the Selectmen, the article is not to eliminate the recycling mandate, however, it was learned the Board of Health did not need a bylaw and could instead create rules and regulations regarding such. Ms. Johansen explained the Board of Health did not want to pay for the cost of getting rid of debris from the Highway Department and Board of Health in the revolving fund.

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

- 3.1 WM moved to appoint Eric Modica as a Probationary Police Office for the Townsend Police Department for a term effective April 2, 2019 to June 30, 2019 with a one-year probationary period contingent upon the passing of a medical exam and background check. SL seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 WM moved to approve and sign the Annual Town Election warrant for April 22, 2019. SL seconded. Unanimous vote.
- 4.2 Review/Discuss Zoning Board Mandatory Referral, RE: Administrative Appeal.  
The Board agreed to send no comment with expressed appreciation for the referral.

V. OLD BUSINESS – VOTES MAY BE TAKEN:

5.1 Town Administrator Evaluation.

The Board did not hear back from Town Counsel with the summary, noting it should be in by the end of the week. SL stated it will be addressed on the April 18<sup>th</sup> agenda.

5.2 Discussion, RE: School Resource Officer.

WM informed the Board that he met with Deputy Chief, Jay Sartell. WM informed the Board the assigned School Resource Officer is back on duty and in place, further stating any future issues will be handled at the collective bargaining table.

5.3 Discussion, RE: update for 911 backup.

Mr. Kreidler informed the Board there was nothing new to report, noting he will be having a conference call with 911 Director and the Fire-EMS Chief. Mr. Kreidler explained the cost to use Pepperell as a back-up will be 70,000 for the upgrade needed, further informing the Board if the Nashoba goes down the calls are routed to Rutland. SL asked Mr. Kreidler to send a note of appreciation.

VI. WORK SESSION – VOTES MAY BE TAKEN:

6.1 Town Administrator updates and report

- FY20 Budget

Mr. Kreidler stated the only change to the budget; the current contractor for cleaning is no longer interested. Further, after discussions, it was decided it would be a better option to have a 19 hour employee, a non-benefitted position.

WM moved to approve the FY20 budget as submitted. SL seconded. Unanimous vote.

- Townsend Water Department Litigation, RE: Decision of the Superior Court.

Mr. Kreidler read the court order into the record – please see attached.

6.2 Board of Selectmen announcements, updates, and reports.

6.3 Clerk of the Board announcements for events.

Recycling Committee Announcements:

April 20, 2019: Town Wide Clean Up (all day)

April 27, 2019 Earth Day, Town Common 10:00A.M to 3:00P.M.

May 4, 2019 Town Wide Clean Up (all day)

May 11, 2019 Town Wide Yard Sale (to benefit the Kids Kountry Playground)

Friends of the Library:

May 11, 2019 Plant Sale (to benefit the Townsend Public Library)

Lions club canoe race might be May 4<sup>th</sup>.

SL stated the next Selectmen's meeting will be Thursday, April 18<sup>th</sup> with a possibility of another meeting prior to discuss the road plan.

6.4 Board Correspondence – None.

- 6.5 WM moved to approve meeting minutes for February 16, 2019 and February 26, 2019. SL seconded. Unanimous vote.
- 6.6 WM moved to review and approve the payroll and bills payable warrants and sign out of session. SL seconded. Unanimous vote.
- VII. EXECUTIVE SESSION - VOTES MAY BE TAKEN:
- 7.1 WM moved to enter into the executive session pursuant to GL c. 30A, s. 21(a)(5) to investigate charges of criminal misconduct or to consider the filing of criminal complaints and to adjourn from executive session. SL seconded. Roll call vote: SL (YES), WM (YES).

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of April 2, 2019 by the Board of Selectmen this*  
\_\_\_\_\_ day of \_\_\_\_\_, 2019.



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 FOR APRIL 8, 2019 10:00 A.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 SL called the meeting to order at 10:00A.M.  
Roll call vote showed 2 members present: Chairman Sue Lisio (SL), Clerk Wayne Miller (WM) and absent Vice-Chairman Cindy King (CK).
- 1.2 Pledge of Allegiance
- 1.3 SL announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions - None.  
SL added - upcoming meetings.

II. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 2.1 Discussion, RE: Road Management Plan.  
SL asked Mr. Kreidler to give a background on the pavement management plan. Mr. Kreidler explained this was to update the original plan from 2015 to compensate the work that the Highway Dept has accomplished. Mr. Kreidler informed the Board all in, the town would be looking at approximately 15 million so the 5 million will be to address the most critical roads and projects. Mr. Kreidler reviewed each slide of the updated plan on an overhead projector for the Board- see attached.

The Highway Superintendent attended to answer any questions. Members of the Finance Committee present: Sam Grant, Jerrilyn Bozicas, and Lynn Pinkerton. Discussion regarding the retainer cost for any additional work needed, like drainage & piping. Mr. Smith stated he would be the one that would analyze and cost out any addition work that is needed. Mr. Kreidler reviewed the funding proposal with the Board - please see attached.

SL recessed the meeting for five minutes.

SL called the meeting back to order.

WM liked the overlay, noting he would like the engineer available to speak at town meeting. WM would like to know the average in other communities. SL stated she would like to see an Engineer oversee the entire project if it passes. Mr. Kreidler informed the

Board there's a 1 million contingency so that would be possible with current funding request.

- UPCOMING MEETINGS:

SL noted April 18<sup>th</sup> the Board would be meeting at 10:30AM for an executive session, at 1:00P.M., for a discussion regarding Cable, and at 5:30P.M., for the Town Administrator evaluation, pavement vendor presentation, warrant signing and possible executive session regarding the School Resource Officer position.

III. ADJOURNMENT:

WM moved to adjourn at 10:55A.M. SL seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of April 8, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*



*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

SELECTMEN'S MEETING MINUTES FOR APRIL 18, 2019 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 SL called the meeting to order at 6:00P.M.

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

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded and inquired if anyone else was recording.

1.4 SL added to the agenda:

Add 3.2 Appointment of a Town Accountant.

Add 5.3.1 Important Dates.

1.5 Public Comment Period - None.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:10P.M. Anna Noyes, Treasurer RE: BAN renewal approval.

Anna Noyes, Treasurer met with the Board. SL asked what a BAN was; Ms. Noyes explained it was a Bond Anticipation Note.

WM moved to sign the BAN renewal. SL seconded. Unanimous vote. The Board signed the renewal - please see attached.

2.2 6:20P.M. James Smith, Highway Superintendent and the Beta Group, RE: Pavement Management Program.

The Board met with the Beta Group; Conrad Leger from the Beta Group gave a presentation and reviewed each slide - please see attached. Discussion included: Capital Improvement Plan, information used to develop the program, maximize road network with database that includes all road information, technics used to develop program, pavement inspections and forms, rules about road openings, deterioration factors, debt exclusion, and future year cost and summarization.

Mr. Kreidler discussed the cost to the average taxpayer; if the \$5,100,000. debt exclusion were to pass at 2.5% bond for 10 years on a home valued at \$200,000., the taxes would increase \$29.56 quarterly.

2.2.1 Update for Engineering Services for the Pavement Management Program.

Mr. Kreidler informed the Board, there's a \$1,000,000 contingency so an RFP for Engineering Services would be sent out.

2.3 6:45P.M. Finance Committee, RE: Recommendations and Consideration of Town Meeting Warrant Articles.

Mr. Kreidler viewed each article with the Finance Committee and Board of Selectmen for recommendations – please see attached.

STM 1: BOS (YES) Fin Com (YES)

STM 2: No number yet: BOS (YES) Fin Com (NO due to lack of information)

STM 3: BOS (YES) Fin Com (YES)

STM 4: BOS (YES) Fin Com (YES)

STM 5: BOS (YES) Fin Com (YES)

ATM 1: Usual and customary, no recommendation needed

ATM 2: Usual and customary, no recommendation needed.

ATM 3: Usual and customary, no recommendation needed.

ATM 4: BOS (YES) Fin Com (YES)

ATM 5: BOS (YES) Fin Com, still have questions and need additional information regarding Library, IT,

- Fin Com questioned 14% increase for the Director with a recommendation of 7% then 7% and then 3%.

SL stated the BOS are approving, the Finance Committee can decide at their meeting on the budget.

ATM 6: BOS (YES) Fin Com (YES)

ATM 7: BOS (YES) Fin Com (YES)

ATM 8: BOS (YES) Fin Com (YES)

ATM 9: BOS (YES) Fin Com (YES)

ATM 10: Discussion regarding the bylaw ensued, Andrea Wood voiced concerned regarding the language in the bylaw mandating financing. SL stated the bylaw is not binding. The Board agreed to add language, “subject to availability of funds”. BOS (YES) Fin Com (YES).

ATM 11: BOS (YES) Fin Com (YES)

ATM 12: BOS (YES) Fin Com (YES)

ATM 13: BOS (YES) Fin Com (YES)

ATM 13: BOS (YES) Fin Com (YES)

ATM 14: BOS (YES) Fin Com (YES)

ATM 15: BOS (YES) Fin Com (YES)

ATM 16: BOS (YES) Fin Com (YES)

ATM 17: BOS (YES) Fin Com (YES)

ATM 18: BOS (YES) Fin Com (YES)

ATM 19: BOS (YES) Fin Com (YES)

ATM 20: BOS (YES) Fin Com (YES)

ATM 21: BOS (YES) Fin Com (YES)

ATM 22: BOS (YES) Fin Com (YES)

ATM 23: BOS (YES) Fin Com (YES)

ATM 24: BOS (YES)

ATM 25: BOS (YES)

SL would like to skip all marijuana articles and WM agreed.

ATM 33: Report has not been received. BOS (YES)

ATM 34: BOS no comment.

ATM 35: BOS no opinion.

ATM 36: BOS SL no. WM no opinion.

ATM 37: BOS no opinion.

2.3.1 Capital Plan, RE: Review/Consideration/Vote to accept and recommend.

WM moved to accept and recommended the Capital Plan as presented. SL seconded. Unanimous vote.

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

3.1 WM moved to appoint the following to the Town Properties Committee effective March 1, 2019 to February 29, 2020:

Andrea Wood, Finance Committee Representative

Christine Vitale, Conservation Commission Representative

Laura Shifrin, Planning Board Representative

Victoria Tidman, Board of Assessors Representative

SL seconded. Unanimous vote.

3.2 WM moved to appoint Lauri Plourde as the Town Accountant effective April 18, 2019 pending successful contract negotiations. SL seconded. WM amended the motion to say April 18<sup>th</sup> or a day in the future pending negotiations. SL seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Town Administrator Evaluation.

WM read the evaluation into the record – please see attached. WM moved to accept the document as written. SL seconded. Unanimous vote.

4.2 Normington litigation disposition update.

Mr. Kreidler gave a background of the litigation, relaying that insurance Counsel has decided to settle the case for both communities, further noting, it is the Board's decision, however the funding and representation would need to come from the Town instead of insurance. Discussion included: Secretary of State's regulations, pending changes, constitutional challenge, settlement amount, agreement with Secretary of State.

4.3 FY20 Budget Update (if needed).

Mr. Kreidler informed the Board, there's nothing new that's been added.

V. WORK SESSION - VOTES MAY BE TAKEN:

5.1 Town Administrator updates and report.

There was no updates or reports.

5.2 Board of Selectmen announcements, updates, and reports.

5.3 Clerk of the Board announcements for events.

5.3.1 Important Dates:

WM announced each of the following dates:

**April 22, 2019:** Annual Town Election, voting from 8:00AM to 8:00P.M. Marijuana ballot questions are posted on the website and available at the Town Clerk's office.

**April 24, 2019:** Review of the FY20 Budget & Warrant Articles with the Town Moderator, Town Counsel, the Town Administrator, the Board of Selectmen and Finance Committee.

**April 29, 2019:** Planning Board Public Hearing (Great Hall)

**April 29, 2019:** Charter Committee, Public Meeting for Charter Amendments (Selectmen's Chambers). SL stated this has been changed, will be held after the Planning Board meeting in the Great Hall.

**May 7, 2019:** Annual & Special Town Meeting (Great Hall).

5.4 Board Correspondence.

Student Award for Nashoba Valley Technical High School – please see attached.

VFW Post #6538 Easter Egg Hunt – please see attached.

Acknowledgement of a Library Employee time of service – please see attached.

WM stated he did receive correspondence from the Chair of the Water Department. SL stated the Board will be having an executive session with Town Counsel for pending litigation.

5.5 WM moved to review and sign payroll and bills payable warrants out of session. SL seconded. Unanimous vote.

VI. EXECUTIVE SESSION:

6.1 WM moved to enter executive session pursuant to GL c. 30A, s. 21(a)(3), to discuss 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 to adjourn from executive session. SL declared. SL seconded. Roll call: SL (YES) WM (YES)

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of April 18, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*



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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR APRIL 23, 2019 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 SL called the meeting or order at 6:00P.M.

Roll call vote taken showed 3 members present: Chairman Sue Lisio (SL), Clerk Wayne Miller (WM) and Don Klein (DK).

1.2 Pledge of Allegiance

1.3 SL announced the meeting is being tape recorded.

1.4 SL added the following additions to the agenda:

Add: 4.1.1 NVTHS warrant article.

4.1.2 Charter Committee request to extend review.

DK asked to change 3.1 and 3.3. SL changed 3.3 to 3.1.

1.5 SL welcomed Don Klein to the Board.

1.5.1 Organization of the Board of Selectmen.

WM moved to keep SL as Chairman of the Board of Selectmen. WM seconded. Unanimous Vote. SL moved to nominate WM as Vice-Chair. DK seconded. Unanimous Vote.

WM moved to nominate DK as Clerk. SL seconded. Unanimous Vote.

1.6 Public Comment Period.

Laurie Shifrin spoke and inquired as to the appointments of the Town Properties Committee. SL explained the appointments were made last Thursday. Laurie Shifrin asked for the bylaw for Town Properties Committee appointment terms be changed to July 1<sup>st</sup>. The Board agreed to address the issue at the next Special Town Meeting.

JK asked to address the NVTHS article as the Superintendent was present. SL agreed. See 4.1.1

II. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

2.1 DK moved to recess 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, RE: Police Union. SL declared, and to executive session pursuant to GL c. 30A, s.

21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, RE: Town Accountant and to reconvene in open session. WM seconded. Roll call vote: SL (YES), WM (YES), DK (YES).

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

- 3.1 DK moved to accept the resignation of the on-call Deputy Fire Chief, John Elliot and appoint John Elliot as an on-call Firefighter for the Fire-EMS Department effective April 23, 2019 to June 30, 2019. WM seconded. Unanimous vote.
- 3.2 DK moved to Appoint Brian Mayer as the on-call Captain to the Fire-EMS Department effective April 23, 2019 to June 30, 2019. WM seconded. Unanimous vote.
- 3.3 DK moved to appoint William Elliot as the on-call Deputy Fire Chief to the Fire-EMS Department effective April 23, 2019 to June 30, 2019. WM seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 Review/Sign Warrant for the Annual/Special Town Meeting.

The Board agreed to address 4.1.2 prior to 4.1

Mr. Kreidler informed the Board; the only changes are the votes of the BOS/Fin Com and the Charter Review article removed from the warrant, additionally, the NVTHS articles have been added as previously voted and the amended portion of the budget. DK moved to adopt and endorse the warrant for the posting by the Constable this evening for the Special and Annual Meeting. WM seconded. Unanimous vote.

Mr. Kreidler left the meeting to amend the signature page. The Board signed the warrant for posting.

4.1.1 Discussion/Review/Vote to add NVTHS articles to the warrant.

DK moved to add the NVTHS articles to the warrant for the upcoming town meeting. WM seconded. Unanimous vote.

Laurie Shifrin requested the Board change the Town Properties Committee bylaw for the appointments to run with the fiscal year.

4.1.2 Discussion, RE: Charter Committee request to extend review until the next Town Meeting.

Mr. Kreidler informed the Board he received correspondence from Mr. Page, Chair of the Charter Committee to postpone the Charter review until the next town meeting. SL

informed the Board; the Charter Committee was feeling rushed and the Committee will be meeting to finalize the review and report over the next month and will issue to the Board of Selectmen. Ms. Shifrin asked if there was a draft report. SL informed Mr. Shifrin she could contact John Page to receive a copy.

~~4.2 Report/Approval of the Charter Review Committee.~~  
Please see 4.1.2

- 4.3 Discuss results of the April 22, 2019 ballot questions for Marijuana.  
Discussion included: vote of the election, questions regarding the process used, and the number of questions on the warrant.
- 4.4 Selectmen's liaison & responsibilities and assignment to Board members.  
SL asked DK and WM to review the list of liaison responsibilities (see attached). WM requested to keep the departments he was previously assigned. WM suggested keeping the general government the same, to include the recent votes. SL to take general government. DK to take the remaining departments (see attached).
- 4.5 Discussion, RE: Alternate member for the Housing Authority.  
Mr. Kreidler informed the Board he has not received a response from Town Counsel. Chaz Sexton-Diranian stated the housing authority does not have property, so technically there's no tenants available to choose from. Mr. Sexton-Diranian explained there's a waiver process through DHCD. Mr. Kreidler explained the Housing Authority would be authorized to petition DHCD. Mr. Sexton-Diranian explained it may have to go to HUD/federal instead of DHCD. Mr. Sexton-Diranian and Mr. Kreidler to contact Town Counsel.
- 4.6 Discussion, RE: Expenditure Reports.  
SL explained she asked for this to be on the agenda and requested the Town Administrator to review. Mr. Kreidler explained the Town Accountant does review and each department receives their department's report monthly. SL would like to look at the warrant articles expenditures at a future meeting.
- 4.7 Review/Comment Mandatory Referral for the Zoning Board, RE: Variance  
DK moved to thank the Zoning Board of Appeals for the referral of the variance and forward no comment on it. WM seconded. Unanimous vote.
- 4.8 Review/Comment Mandatory Referral for the Zoning Board, RE: Special Permit.  
DK moved to thank the Zoning Board of Appeals for the referral of the special permit and forward no comment on it. WM seconded. Unanimous vote.
- 4.9 Review/Approve a Road Opening Permit for Unitil, RE: Gas Service on Spaulding Street.

DK moved to approve the road opening permit for Unitil for Gas Service on Spaulding Street. WM seconded. Unanimous vote.

- 4.10 Review/Approve a Road Opening Permit for Unitil, RE: Gas Main Repair on Hickory Drive.

DK moved to approve the road opening permit for Unitil for a gas main repair on Hickory Drive. WM seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report.

Mr. Kreidler reported the budget book is finalized and completed. Mr. Kreidler explained that over the past three years we've been developing a book to submit to GFOA for presentation, further explaining every year more items have been included. Mr. Kreidler will be submitting after town meeting and further explained it helps the town with the bond rating process and the development of stable budgeting practices. Jerrilyn Bozicas, Finance Committee gave input as to the difficulty with the budget process being the Finance Committee is not involved with the negotiations for wages.

- 5.2 Board of Selectmen announcements, updates, and reports.

DK read the following announcements:

**April 24, 2019:** Review of the FY20 Budget & Warrant Articles with the Town Moderator, Town Counsel, the Town Administrator, the Board of Selectmen and Finance Committee.

**April 27, 2019:** Earth Day Celebration.

**April 29, 2019:** Planning Board Public Hearing (Great Hall)

~~**April 29, 2019:** Charter Committee, Public Meeting for Charter Amendments (Selectmen's Chambers).~~

**SL stated the April 29<sup>th</sup> meeting for Charter is off.**

**May 7, 2019:** Annual & Special Town Meeting (Great Hall).

WM announced the High School will be putting on a musical, free performance of the Sound of Music.

DK thanked the public for coming out to vote at the Annual Town Election.

- 5.3 Clerk of the Board announcements for events.

See above.

- 5.4 Board Correspondence. -

SL asked Mr. Kreidler to be sure the document that was viewed this morning goes to the entire Board.

- 5.5 DK moved to review and sign payroll and bills payable warrants out of session. WM seconded. Unanimous vote.

SL would like the Board to think about scheduling and goals with the possibility of meeting once per month for work sessions.

VI. ADJOURNMENT:

DK moved to adjourn at 7:40PM. WM seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of April 23, 2019 by the Board of Selectmen this  
\_\_\_\_\_day of \_\_\_\_\_,2019.*





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

SELECTMEN'S MEETING MINUTES FOR APRIL 24, 2019 7:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

REVIEW OF THE TOWN MEETING BOOK/HANDOUT, FY20 BUDGET & WARRANT ARTICLES WITH THE TOWN MODERATOR, TOWN COUNSEL, THE TOWN ADMINISTRATOR, THE BOARD OF SELECTMEN AND THE FINANCE COMMITTEE.

SL called the meeting to order at 7:00P.M.

Roll call vote showed 2 members present and member absent: Chairman, Sue Lisio (SL) Clerk, Don Klein (DK) and absent Vice-Chairman, Wayne Miller (WM)

SL informed the audience, the Board is hosting a meeting with Town Counsel and the Town Moderator along with the Town Administrator for the purpose of reviewing the budget, warrant articles, and town meeting hand out.

Mr. Kreidler explained this meeting is meant to allow for questions and review of the budget, encouraging folks to give feedback and ask questions.

Mr. Kreidler put the budget book on the presentation on the overhead to review and went through each page with explanation of each.

General discussion included: line item vs omnibus budget, Town Administrator notes, Elected Board's operating budgets, capital plan review, Finance Committee recommendations, bylaw explanation for road improvements, inserting lines between articles and tables, road management plan, zoning bylaw for marijuana, majority vs 2/3 vote on zoning warrant articles, tally of votes on marijuana questions, citizen petition for charter amendment, review of local aid and increases, enterprise funds, stabilization funds, snow & ice deficits.

Consensus to separate the warrant and budget from the big budget book for ease at Town Meeting was reached. John Barrett and Kathleen Spofford agreed the second date would be 26<sup>th</sup>.

DK moved to adjourn at 8:52P.M. SL seconded. Unanimous vote.

Respectfully submitted by,  
Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of April 24, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*





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

Sue Lisio, *Chairman*

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*

James M. Kreidler, Jr.,  
*Town Administrator*

(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR - MAY 7, 2019 AT 6:00 P.M.  
SELECTMEN'S CHAMBERS, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 SL called the meeting to order at 6:00P.M.

Roll call vote showed 2 members present: Chairman Sue Lisio (SL), Vice-Chairman Wayne Miller (WM), and absent was Clerk Don Klein (DK).

1.2 Pledge of Allegiance

1.3 SL moved to add 4.6 Review/Approve/Sign Proclamation, RE: National Police Week and add 4.7 Discussion, RE: Warrant Article for Housing Authority not included on the warrant.

1.4 Public Comment Period - None.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 ~~6:05P.M. Joint meeting with the NM School Committee and Moderator, RE: Appointment of Alternate NVTHS School Committee Member.~~

The Moderator did not have an applicant to appoint. The agenda item is table to a future meeting.

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

3.1 WM moved to appoint Jonathan Kinney to the position of on-call Lieutenant/EMT to the Fire-EMS Department effective May 7, 2019 to June 30, 2019. SL seconded. Unanimous vote.

3.2 WM moved to appoint Paul Edward Rekos as an on-call Firefighter/Paramedic to the Townsend Fire-EMS Department effective May 7, 2019 to June 30, 2019. SL seconded. Unanimous vote.

3.3 WM moved to appoint Kathy Thompson and Ron Montgomery to the Energy Committee for a three year term effective July 1, 2019 to June 30, 2022. SL seconded. Unanimous vote.

3.4 WM moved to appoint the following seasonal employees to the Recreation Commission effective May 7, 2019 for the Summer Recreation Program contingent upon the passing of a medical exam and CORI check:

Abigail Johnson

Benjamin Cote

Cloe Martin

Annabelle Chamoun

Timothy Burson

Lucas Aurello

Autumn Johnson

Kyle Krawczyk

Christine Doherty

Virginia Hendley

SL seconded. Unanimous vote.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 4.1 WM moved to declare 33 Gamewell boxes as surplus for the Fire-EMS Department with an estimated value of \$1,500.00 to \$6,000.00. SL seconded. Unanimous vote.
- 4.2 Review/Comment Mandatory Referral for the Planning Board, RE: 27 Scales Lane.  
The Board agreed to send no comment with expressed appreciation for the referral.
- 4.3 WM moved to approve the policies for the Fire-EMS Department for April 2019. SL seconded.  
Unanimous vote. (see attached)
- 4.4 WM moved to approve and sign the memorandum of understanding with Cory Lopez regarding the paramedic training. SL seconded. Unanimous vote. (see attached) The Board signed the memorandum.
- 4.5 Discussion, RE: Town Meeting
  - 4.5.1 Review/Discuss/Distribute the Annual/Special Town Meeting motions.  
The Board reviewed and divided the motions between them to read at the Town Meeting. (see attached)
  - 4.5.2 Discussion, RE: Cherry Sheet/State Budget.  
The Board reviewed. (see attached) SL commented; the schools will be getting additional funds.
- 4.6 Review/Approve/Sign Proclamation, RE: National Police Week.  
WM moved to approve and sign the proclamation as submitted. SL seconded. Unanimous vote. (see attached)
- 4.7 Discussion, RE: Warrant Article for Housing Authority not included on the warrant.  
Mr. Kreidler explained to the Board; the article was missed and Mr. Kreidler discussed with the Chair of the Housing Authority as to how it happened and apologized. Mr. Kreidler further relayed the email that was sent from the Townsend Housing Authority cited it as a report and he did not realize it was a warrant article.
- V. WORK SESSION - VOTES MAY BE TAKEN:
  - 5.1 Town Administrator updates and report.
    - Human Resource Consultant, RFP status.  
Mr. Kreidler informed the Board he the RRP was drafted and asked the Board for comment of the draft. (see attached).
  - 5.2 Board of Selectmen announcements, updates, and reports.
    - 5.2.1 SL tabled the discussion for the meeting schedule, work sessions, and priority lists.
  - 5.3 Clerk of the Board announcements for events - None.
  - 5.4 Board Correspondence - None.
  - 5.5 SL moved to table Review/Approve the meeting minutes for March 5, 2019, March 7, 2019, March 19, 2019, March 26, 2019, March 28, 2019, April 2, 2019 - Session 1, April 2, 2019 - Session 2, April 8, 2019, April 18, 2019 - Session 1, April 18, 2019 - Session 2.
  - 5.6 WM moved to review and sign the payroll and bills payable warrant. SL seconded Unanimous vote.

WM moved to recess to the Annual/Special Town Meeting in the great hall. SL seconded. Unanimous vote.

SL called the meeting back to order to address agenda item 4.7. Please see 4.7 for discussion.

WM moved to recess to the Annual/Special Town Meeting in the great hall. SL seconded. Unanimous vote.

Respectfully submitted by,

Carolyn Smart, Executive Assistant to the Town Administrator

*Voted to approve the meeting minutes for the meeting of May 7, 2019 by the Board of Selectmen this \_\_\_\_\_ day of \_\_\_\_\_, 2019.*



**Priority Topics**

- 1 Union Negotiations 2019 - Clerical
- 1 Schedule OML and Ethics Training by MTC - all boards/committees/employees
- 1 Review/Revise/Create Personnel Policies - Social Media
- 1 Review/Revise/Create Personnel Policies - IT/Email/Internet Use
- 1 Review/Revise/Create Personnel Policies - Code of Conduct including workplace bullying
- 1 Personal Contract negotiations 2020 - Town Administrator - update with 2020 Pay Increase
- 1 Personal Contract negotiations - Treasurer Collector - update with 2020 Pay Increase
- 1 Personal Contract negotiations - Accountant new for May2019
- 2 Update on all Litigation by Town Counsel
- 2 TA Review of Unexpended Balances for FY2019
- 2 IT Systems Implementation Status
- 2 Close out DPW Committee
- 3 Union Negotiations 2020 - Supervisors
- 3 Union Negotiations 2020 - Police
- 3 Union Negotiations 2020 - Hwy/Water
- 3 Union Negotiations 2020 - FIRE/EMT
- 3 Union Negotiations 2020 - Clerical
- 3 TA Job Description - Review/Revise, Incorporate Expectations
- 3 Review/Revise/Create BOS Policies &/or draft By-Laws
- 3 Personal Contract negotiations 2020 - Fire Chief

**When Old Business - Requiring Updates/Status Reports from TA**

- 28-May SRO Position at High School
- 28-May Cable Access Update
- 28-May Exec Session to discuss Fire Chief Contract Strategy/Negotiations
- HR Consultant Status, copy of Final RFP to Board
- Status, Tree Removal at Craven Field complete?
- Nashoba Communications - Audit Report to Board
- Nashoba Communications - Admin Update/Regular Reports
- Library/Senior Center - Lighting/Computer Upgrades
- Library/Senior Center - HVAC Study
- VADAR Reporting and Training
- Buildings - Cleaning Contract Plans?

