



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

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

Wayne Miller, *Vice-Chairman*

Don Klein, *Clerk*
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR AUGUST 16, 2019 AT 09:45 A.M.
ROOM 2, TOWN HALL, 272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

1.1 SL called the meeting to order at 9:45A.M.

Roll call vote taken showed: 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.

II. EXECUTIVE SESSION:

2.1 WM moved 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: Police Chief. SL seconded. Roll call vote WM (YES) SL (YES) and DK (YES). SL amended and stated they would return to open session.

WM moved to adjourn from ES at 10:48AM DK seconded Roll call vote SL (YES) WM (YES) and DK (YES)

III. WORK SESSION - VOTES MAY BE TAKEN:

3.1 Collins Center Personnel System Meeting Preparation

SL discussed what the Board is looking for with the Collins Center. WM would like to know what the gaps are in the job descriptions. SL comprehensive goals expectations and evaluations. SL concerned with facilities coordinator job description. SL stated cleaning and maintenance go together. SL stated 80% of the job is everyday stuff, 20% of the job is scheduling a plumber or vendor, etc. SL stated you don't build a job description around 20% of the responsibilities. SL stated that job description in particular needs some work. SL stated the Board would be very involved in this process. DK facilities manager in Sterling was hands on and he had a crew to do day to day stuff so DK agreed with SL. SL stated she believed in any town, it would be hands on position.

3.2 Pavement Management Plan, discussion /vote RE: Educational Information and Timeline

SL asked who would draft the brochures and samples from other communities. Mr. Kreidler will email to the Board members with some marketing information. Mr. Kreidler

felt it should be brief and should point to where the information is. SL and WM stated a marketing company should be contacted with a cost estimating for texts and email blasts. DK would like areas covered that folks voiced concern. Discussion included the costs associated with the plan and how much it will cost each tax payer. WM would like a public meeting at the senior center in an effort to reach out to the senior population. SL would like smaller power point that is specific to Townsend. Mr. Kreidler suggested the Board meet with the TBA. SL asked if the businesses will be sent the information.

DK moved to have TA get a marketing firm to draft a postcard and flyer. WM seconded. Unanimous vote.

The Board discussed some of the issues they heard in regards to the last election.

Questions being raised:

Money is being used for something else.

Who is managing the project and what is the ongoing maintenance.

Contingencies for additional work that may need to be done

How much is this going to cost us in terms of taxes

Timeline: The Board agreed much will depend on the marketing piece. DK would like the goal to be no later than October 15, 2019. Other discussion included: notifying the Town Clerk and putting it on September 3, 2019 to set the date for the election. The Board agreed they would like the election to be scheduled on a Saturday.

3.3 Town Administrator Position Description Discussion

SL likes the description from Princeton. The Board agreed the Collins Center should take the concerns and data and draft the job description.

IV. ADJOURNMENT:

DK moved to adjourn at 11:17A.M. 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 August 16, 2019 by the Board of Selectmen this
17 day of September, 2019.