



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

Wayne Miller, Chairman
James M. Kreidler, Jr.,
Town Administrator

Don Klein, Vice-Chairman
(978) 597-1701

SELECTMEN'S MEETING MINUTES FOR MARCH 17, 2020 AT 6:00 P.M.

- I. PRELIMINARIES - VOTES MAY BE TAKEN:
 - 1.1 WM called the meeting to order at 6:00P.M. Roll call vote showed two members present: Wayne Miller, Chairman (WM) and Don Klein, Vice-Chair (DK).
 - 1.2 Pledge of Allegiance
 - 1.3 WM announced the meeting is being tape recorded.
 - 1.3 Chairman's Additions or Deletions.
There were no additional or deletions.
 - 1.4 Public Comment Period - none.
- II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:
 - 2.1 6:15P.M. Interview for the Police Chief vacancy with Interim Police Chief, James Sartell.
The Board interviewed James Sartell for the position of Police Chief. WM acknowledged the report submitted by the Screening Committee favored the hiring of James Sartell for Police Chief. Discussion highlights: different challenges the town and police department are facing, improving morale, staffing, policy design and implementation, accreditation, retention of personnel, training of personnel, labor market, struggles for young Officers face, regionalization of communications with Pepperell & Ashby and community policing.
- III. APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:
 - 3.1 DK moved to appoint Carol Hoffses as the Associate member for the Planning Board effective March 17, 2020 to June 30, 2020. WM seconded. Unanimous vote.
 - 3.2 DK moved to appoint Thomas Hall as a full-time Firefighter/Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a medical exam and CORI check with a one-year probationary period. WM seconded. Unanimous vote.
 - 3.3 DK moved to appoint James E. Hamel as Constable for the term effective July 1, 2020 to June 30, 2023 contingent upon the receipt of a constable bond to be on file with the Treasurer/Collector. WM seconded. Unanimous vote.
 - 3.4 DK 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, 2020 to April 30, 2021. WM seconded. Unanimous vote.

- 3.5 DK 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, 2020 to April 30, 2021. WM seconded. Unanimous vote.
- 3.6 DK moved to appoint Kim King to the Townsend Meeting Hall Gallery Committee for a term effective March 17, 2020 to June 30, 2023. WM seconded. Unanimous vote.
- 3.7 DK moved to appoint Karen Provost to the Townsend Meeting Hall Gallery Committee for a term effective March 17, 2020 to June 30, 2022. WM seconded. Unanimous vote.
- IV. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 4.1 Discussion/Review, RE: MRPC study for regionalization of dispatch/communications with Ashby & Pepperell.

The Board reviewed the report/study regarding the regionalization of the dispatch/communications with Ashby and Pepperell done by M.R.C.P (see attached report). Chief Boynton and Interim Chief James Sartell answered questions regarding the study. Discussion highlights: background history of moving to a regional communication center, benefits of forming a new regionalized communications center with Pepperell & Ashby, cost of study shared with Pepperell & Ashby, next step to look at cost involved for implementing a shared communications/dispatch center, net benefit to the towns people, recruitment challenges, memorandum of agreement confusion with Nashoba, potential cost analysis study, action plan to be developed, improvement made to Nashoba Communications and State approval.

DK moved to charge the Chiefs to go back to their committee and scope out the next steps. WM seconded. Unanimous vote.

V. WORK SESSION - VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and report.

Alcoholic Beverage Control Commission has sent out advisories regarding the Governor's State of Emergency declaration. The declaration and executive orders mandate some changes in operation. Mr. Kreidler gave the Board recommended changes and action plan that would adhere to the Governor's orders crafted with the Department Heads input. (see attached) Review of guidance from both the federal & state governments.

The Board agreed to put the action plan on the website.

DK moved to adopt the community plan as presented by Jim (see attached). WM seconded. Unanimous vote.

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

WM suggested not having a meeting for the next 2 weeks unless needed.

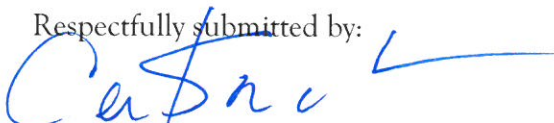
5.3 Clerk of the Board announcements for events.
None.

5.4 DK moved to review and sign the bills payable warrants out of session. WM seconded.
Unanimous vote.

VI. ADJOURNMENT:

DK moved to adjourn the meeting at 8:07P.M. WM seconded. Unanimous vote.

Respectfully submitted by:


Carolyn Smart, Executive Assistant

Voted to approve the meeting minutes for the meeting of March 17, 2020 by the Board of Selectmen this 21st day
of July, 2020.



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-300-5786

Conditional Offer of Employment

March 9, 2020

Dear Thomas Hall

The Townsend Fire-EMS Department is pleased to extend the following conditional offer of employment to you.

Job title: Firefighter Paramedic

Job Description: See Attached

Work schedule: To be determined, average of 42 hours per week that will include days, nights and weekends.

Start Date: March 30, 2020

This offer is contingent upon the following conditions:

- Successful completion of an NFPA 1582 Physical prior to start date.
- Favorable CORI and background check prior to start date.
- Approval and appointment by the Townsend Board of Selectman prior to start date.

The position is subjected to the following terms and condition:

- Base hourly wage will be \$25.06 paid bi-weekly, subject to deductions for taxes and withholdings as required by law.
- Residing within 15 miles of Townsend within one year of employment
- Successful completion of required certifications listed in job description within one year.
- Satisfactory or above quarterly evaluations during the first year of employment.
- Subject to terms and conditions as agreed to under Career Fighters of Townsend, Local 4926 of the International Association of Firefighters.

If you are in agreement with the above please sign below. This offer is in effect for fourteen business days.

Signature: [Signature] Date: 3/9/2020

Chief: [Signature] Date: 3/9/2020



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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

Mark R. Boynton
Chief of Department

Headquarters: 978-597-8150

Fax: 978-59

3.2

To: Jim Kreidler, Town Administrator

From: Mark Boynton, Fire Chief *MRB*

Subject: New Hire

Date: March 9, 2020

Respectfully request the Board of Selectmen appoint the follow individual to fill vacant position of full time Firefighter/Paramedic left by the resignation of Kaila Moorcroft.

Thomas Hall – ~~1 Shirley Street Pepperell MA~~ - Full-Time Firefighter/Paramedic.

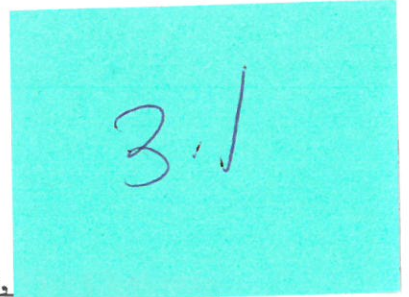
Appointment is subject to successful completion of pre-employment physical and CORI background check as outlined in the conditional offer of employment.

Appointment is subject to a one year probationary period, successful completion of required certification listed in the job description and the terms and conditions agreed to under the Career Firefighters of Townsend Local 4926 of the International Association of Firefighter contract.

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THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722 * 978-597-1722 fax
bfaxon@townsend.ma.us



Lance J. McNally, Chairman Veronica Kell, Clerk Laura E. Shifrin,
Charles Sexton-Diranian, Member Jerrilyn T. Bozicas, Member

Date: February 12, 2020

To: James Kreidler Jr., Town Administrator
Board of Selectmen

From: Planning Board


Elizabeth Faxon, Planning Board Administrator

Subject: Planning Board Associate Member's Position

cc: Kathy Spofford, Town Clerk
Carol Hoffses (via email) carol.hoffses.l.ctr@us.af.mil

At their meeting of February 10, 2020, the Board voted unanimously to recommend the appointment of Carol Hoffses as an Associate Member of the Planning Board for a one-year term, effective immediately through June 30, 2020.

Since this position also requires an appointment by the Board of Selectmen, could you please add this to your next Agenda?

Thank you.



Date received 1/28/20

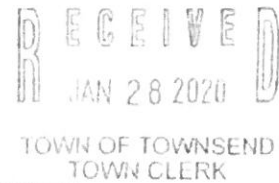
VOLUNTEER RESPONSE FORM

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469



Name: PAUL HOFFBS

Phone (773) 400-5602 email Paul.Hoffbs@concept.net

Address: 44 ALEXANDER DRIVE TOWNSEND MA 01469

Occupation: PROGRAM MGR (OOD Support Contractor)

Amount of time available
(per week/per month): _____

Background/Experience
RETIRED AF CIVILIAN - AF Contracting / Program Mgr
NEIGHBORHOOD REP to School Planning Board - Westford
WESTFORD ELECTION OFFICER

PLEASE LIST YOUR PREFERENCE FOR CONSIDERATION OF
APPOINTMENT TO A BOARD/COMMITTEE HERE.

1. Planning Board Associate Member
2. _____
3. _____



POLICE CHIEF SCREENING COMMITTEE
272 Main Street, Townsend, Massachusetts 01469

Dr. Edward D. Denmark, Harvard Police Chief, *Chairman*

(978) 597-1701

March 17, 2020

Selection Process Report

- I. Purpose: The charge of the Police Chief Screening Committee is to evaluate the qualifications of the applicants for the position of Chief of Police for the Town of Townsend; consistent with the job description and requirements for the position. Assessment of the qualifications of candidates will be based on objective criteria designed to minimize, as much as humanly possible, the influence of personal bias or political influence in the evaluation of candidates. Candidates deemed appropriate for hiring consideration will then be forwarded to the Townsend Board of Selectmen for final hiring decisions.
- II. Process: The initial job posting for this position was an internal posting for current members of the Townsend Police Department. This posting yielded a single applicant: Deputy Chief James Sartell. Since the charge of the screening committee is to evaluate applicants and not determine the number of candidates for consideration, a vote was taken, and it was decided to move forward with the evaluation of the qualifications of Deputy Chief Sartell. Several committee members expressed concern with screening a lone applicant, as they felt that it would give the appearance that the outcome of the search was predetermined and politically motivated. To mitigate that appearance, it was decided that we would evaluate the credentials of Deputy Chief Sartell and decide on whether he was "Not Qualified", "Minimally Qualified", "Qualified", or "Highly Qualified". If Deputy Chief Sartell received a score resulting in anything other than a "Highly Qualified" designation, the search would be suspended and an external job posting would be made. If he achieved a "Highly Qualified" designation, we would move forward with the process and invite him in for an interview with the committee.

III. Initial Rating: Based on the job description for Chief of Police, twelve categories were developed to measure the minimum qualifications and essential functions for the position. Each category was scored on a scale from zero (0) to four (4) points, with zero points awarded if the candidate did not meet the minimum job requirements for that category up to four points for demonstrated mastery of the category. The categories evaluated were:

- Education
- Overall Experience
- Supervisory Experience
- Budgeting
- Strategic Planning
- Labor Relations
- Policy Development
- Community Outreach
- Licensing/Firearms
- Internal Affairs
- Technology/Communications
- Employee Development/Training

The maximum number of possible points is forty-eight (48). The qualifying score breakdown was as follows:

- Not Qualified (0-12)
- Minimally Qualified (13-24)
- Qualified (25-36)
- Highly Qualified (37-48)

Committee members conducted evaluations of Deputy Chief Sartell's resume' and cover letter independently, then each member reported their scores for each category. After the scores were reported, the committee then engaged in discussions to generate a "consensus score". This was done to ensure that each member was properly applying the scoring criteria and provided an opportunity for individuals to justify raising or lowering a score in any category. Ultimately, the entire committee had to agree on the points awarded for each category.

Deputy Chief Sartell achieved a score of forty-four (44) points out of the maximum forty-eight (48), placing him in the "Highly Qualified" category.

Based on the scoring of his application materials, Deputy Chief Sartell was invited to interview before the committee on March 3, 2020.

- IV. Interview: The interview consisted of thirteen (13) questions developed with the input of the committee members. Based on his experience as a promotional assessor for several municipalities, the Commonwealth of Massachusetts, and training in the development of promotional processes through the International Association of Chiefs of Police, Chief Denmark developed the technical management and law enforcement specific questions. Community and business-oriented questions were developed by community members to assist in assessing community “fit” of the candidate relating to the current needs and environment of the Town of Townsend. Copies of the questions asked are attached to this report for review.

The questions were scored on a scale of one (1) to five (5) based on the following:

Well Qualified (5 points): Candidate provided a thorough response to the question. Candidate demonstrates a thorough understanding of the issues at hand that is more to substantially more than the job requires. Response is well thought out and well presented. Overall, candidate’s response is complete, addresses all aspects of the question, and does not require probing.

Qualified (4-2): Candidate provided an acceptable response to the question. Candidate’s understanding of the issues at hand is equal to or *slightly* less than what the job requires. The response may not be as complete or thorough as the well-qualified candidate’s response. Overall, candidate’s response is complete, addresses the question, and any probing required is minimal.

Not Qualified (2-1): Candidate fails to provide an acceptable response to this question. Candidate’s response does not convey the level of experience/expertise required in this position. Candidate’s response may be vague or incomplete. Overall, candidate fails to provide experience/expertise demonstrative of the requirements of this position.

It was the consensus of the committee members that Deputy Chief Sartell consistently scored within the “Well Qualified” category, with only a couple of “Qualified” responses. At no time did his response fall into the “Not Qualified” category.

- V. Recommendation: Although two committee members still express concern about the possible negative public reaction to interviewing a single candidate, it was the consensus of the committee that Deputy Chief James Sartell is a highly qualified candidate for the position of Chief of Police for the Town of Townsend. He demonstrated the technical knowledge, professional acumen, and decisiveness necessary to be successful in the position. His communication skills are exemplary as he consistently exhibited a deep level of thought and critical thinking skills as when he gave his responses. His sincerity and desire for the job was apparent.

As the charge of this committee was to screen applicants for the position of Chief of Police for the Town of Townsend, we are comfortable forwarding Deputy Chief James Sartell to the Townsend Board of Selectmen for consideration for appointment to the permanent position of Chief.

Respectfully submitted on behalf of the Committee,

Dr. Edward D. Denmark, *Chairman*

INTERVIEW RATING SHEET

Position Townsend Chief of Police

Name of Candidate _____

Name of Interviewer _____ Date _____

Please rate on the following factors as follows (1 = Low through 5 = High)

Rating Factor	1	2	3	4	5	Comments
1. We have reviewed your resume and credentials any you have done a great job outlining what you have done. Please take a few minutes to tell us who YOU are and why you should be appointed to the permanent position of police Chief?						
2. What is the most serious mistake you have made professionally thus far in your career?						
3. Not all working relationships are ideal. With that in mind, how would the co-worker (superior or subordinate) you like least describe you?						
4. What do you see as the most significant challenges facing the Townsend Police Department? Have you faced similar challenges in the past? How were they handled?						
5. With the recent history and current climate in						

the Town of Townsend, what do you see as your role in earning the support and respect of the citizens for the police department?						
6. Please tell us your plans for employee training and development. How would you entice officers to stay with the department long-term?						
7. What types of initiatives have you championed to engage with the general public? How do you address the need to build relationships with diverse populations, both young and old?						
8. In what ways can the department partner with the business community? Should they have input into policing policies?						
9. What are your plans for the School Resource Officer? Do you see the need to expand that role?						
10. What are your thoughts on the current staffing levels and structure of the police department? Are personnel capable of providing continuity of services in your absence?						

11. What is your position on Deven's Regional Dispatch? Do you believe dispatch services should come back to town? What, if any, plans do you have to address this issue moving forward?						
12. Scenario: Traditionally, police departments allow officers to bid shifts based on seniority. You received a grievance from one of your officers claiming that he/she has the right to move to the day shift based on seniority. How do you go about addressing this issue?						
13. Scenario: This year the town is facing significant financial challenges. The department is operating with limited resources and is understaffed. The Board of Selectmen has tasked you with making additional cuts of 5%-10% for the upcoming fiscal year. Please explain how you would approach this task.						

Strong Candidate ☐ Potential Call Back ☐

Comments _____

JAMES P. SARTELL

7 Potomac Hill Road • Brookline, New Hampshire 03033-2119

2.1

December 11, 2019

Candidate Screening Committee
c/o James Kreidler
Town of Townsend
272 Main Street
Townsend, MA 01469

Dear Members of the Committee:

Please consider the enclosed résumé as official notification of my interest in the town's search for a qualified Chief of Police. As I am sure you are aware, I have served as Deputy Chief in Townsend since 2017. Prior to that, I was the Chief of Police in Hollis, NH for six years. Overall, I have 25 years of law enforcement experience and earned a Master of Criminal Justice degree from Boston University.

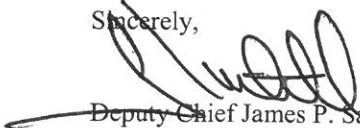
Over the past two years, I have helped lead organizational change throughout the Police Department across a multitude of areas including budget and resource allocation, modernization of vehicles and equipment, policy and procedural changes, cost containment and fund re-allocation, establishment of best practices, and successful resolution of several outstanding issues. Many of my accomplishments in Townsend are listed in my résumé and I would be happy to review them in person in more detail. Some of them have included:

- Rightsizing multiple programs and expense streams to reallocate funds for new equipment, technology, and vehicles.
- Leading multiple capital improvement projects including building, communication, and IT enhancements.
- Overseeing the outsourcing of emergency dispatch and communications services (moved to Nashoba Valley Regional Dispatch District).
- Implementing a lease-to-own program for new patrol vehicles, stabilizing costs for a three year budget cycle while modernizing equipment including medical supplies, radar units, radios, light bars, mobile data terminals, and weapons.
- Developing best practices and new policies across financial and administrative reporting, HR, hiring practices, databases, incident reporting, and budget allocation.

Throughout my career, I have been a key contributor in enhancing departmental policies and procedures and have developed various safety and emergency plans. I have led facilities and technology improvement projects, created progressive community policing programs, established a data-driven culture, and utilized creative approaches to minimize costs. While in Hollis, we were able to reduce utility, energy, fuel, and vehicle expenses with limited up-front costs. We also posted excellent arrest, safety, and crime rates and received outstanding approval ratings in citizen surveys. These accomplishments culminated in official accreditation through the Commission on Accreditation for Law Enforcement Agencies (CALEA) in July 2018.

I look forward to meeting with you to discuss my background and how I can continue to provide a positive impact within the Townsend Police Department. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,


Deputy Chief James P. Sartell

Enclosure

PROFILE:

Highly skilled, results-oriented law enforcement professional with 25 years of experience in senior level command roles with increased responsibility. Proven track record for directing police and public safety programs, improving productivity and efficiency, and maintaining high quality and ethics standards. Enhanced policies and procedures, established a data-driven culture, and improved overall morale and communication. Excellent problem solving, strategic planning, communication, critical thinking, team building, presentation, and leadership skills. Proficient in Microsoft Office.

**AREAS OF
EXPERTISE:**

- | | | |
|---------------------|------------------------------|--------------------------|
| • Law Enforcement | • Public Administration | • Policy Development |
| • Budget Management | • Community Support Programs | • Best Practices |
| • Cost Containment | • Public Relations | • Training & Development |
| • Human Resources | • Dispatch Center Operations | • Contract Negotiations |
| • Labor Relations | • Facilities Management | • Emergency Plans |

EXPERIENCE:**Deputy Chief of Police**

TOWNSEND POLICE DEPARTMENT, Townsend, MA (2017 - Present)

- Work closely with the Chief to direct Police Department operations. Manage 20 civil and sworn employees in a town with 9,000 residents living in 33 square miles of space.
- Foster a team environment and facilitate data-driven culture change. Played a key role in improving internal morale, communication, and productivity. Hired 25% of the department.
- Stabilized a \$2 million annual budget and eliminated deficit. Rightsized multiple programs and expense streams to reallocate funds for new equipment, technology, and vehicles.
- Created tracking and monitoring tools for spending across police, emergency services, IT, and communications. Outsourced IT services with 24/7/365 coverage.
- Led multiple capital improvement projects including building, HVAC, communication, and IT enhancements.
- Collaborated with the Fire Department to design, fund, and implement preventative maintenance schedule for towers, antennas, and radio systems and upgraded phone system.
- Implemented lease-to-own program for new patrol vehicles, stabilizing costs for a three year budget cycle.
- Modernized equipment in vehicles including medical supplies, radar units, radios, light bars, mobile data terminals, and weapons.
- Managed the outsourcing of emergency dispatch and communications services. Facilitated receptionist coverage for police station during business hours.
- Facilitated software, database, and conversion tool upgrades for case management, records administration, human resources, vehicle maintenance, and inventory / asset tracking.
- Integrated timely and accurate reporting through National Incident Based Reporting, National Crime Information Center, and Criminal Justice Information Systems.
- Resolved administrative, documentation, billing, payroll, audit, and compliance issues.
- Revamped HR and assessment processes, hiring practices, and hearing of labor grievances.

Chief of Police

HOLLIS POLICE DEPARTMENT, Hollis, NH (2011 - 2017)

- Directed daily Police Department operations, managing a staff of 30 civil and sworn employees in a town with 8,000 residents living in 32 square miles of space.
- Developed and managed a \$2 million annual operating budget and capital improvement, facilities, and IT budgets of up to \$1 million.
- Coordinated law enforcement and communication services, records administration, recruiting, and participation in multi-agency / multi-jurisdictional operations.
- Managed regional dispatch center providing police, fire, and ambulance communication services for Hollis, Brookline, and Mason (15,000 total residents).
- Coordinated security audits and emergency planning for 5 schools. Created a School Resource Officer position.
- Installed an upgraded records management software package, incorporating mobile data terminals for police and fire in all towns served by dispatch.
- Developed revised safety, security, crisis intervention, hazard mitigation, emergency response, and evacuation plans for major events/disasters.

HOLLIS POLICE DEPARTMENT, Hollis, NH (Continued)

- Established progressive community policing programs including Coffee with a Cop, Citizen/Resident Encounters, DARE, Senior Call In, and Site Security programs.
- Increased year-to-year motor vehicle enforcement by 9% and drug-related arrests by 34% from 2015 to 2016. Decreased motor vehicle accidents by 40%.
- Posted the lowest burglary total in town history (one) and fewest complaints (one) out of 6,500+ emergency calls and traffic stops. Expanded fleet from 2 to 12 vehicles.
- Cut heating costs by 6%, electrical costs by 3%, vehicle costs by 11%, and vehicle fuel costs by 9% (projected savings over a 10-year period).
- Improved Juvenile Risk traffic safety scores from Bottom 20% to Top 20%.
- Achieved 80%+ above average or excellent approval ratings in 2015 Citizen Surveys (vs. 52% average national competency rate).

Police Officer / Detective / Sergeant / Lieutenant

HOLLIS POLICE DEPARTMENT, Hollis, NH (1997 - 2011)

Police Officer

TOWN OF CANDIA, Candia, NH (1995 - 1997)

Corrections Officer

NEW HAMPSHIRE DEPARTMENT OF CORRECTIONS, Manchester, NH (1994 - 1995)

ADDITIONAL EXPERIENCE:

- 8 years of teaching experience as Adjunct Faculty and Course Author at Boston University, New England College, New Hampshire Technical Institute, and Southern New Hampshire University.
- Instruct courses in Criminal Justice, Criminology, Police Operations and Administration, Public Administration and Criminal Investigation.

EDUCATION:**BOSTON UNIVERSITY**, Boston, MA (2010)

Master of Criminal Justice degree. Cumulative GPA: 3.94/4.0.

FRANKLIN PIERCE COLLEGE, Rindge, NH (2002)

B.A. degree, Criminal Justice. Graduated Magna Cum Laude.

NEW HAMPSHIRE TECHNICAL INSTITUTE, Concord, NH (1999)

A.S. degree, Criminal Justice.

NEW HAMPSHIRE POLICE STANDARDS & TRAINING COUNCIL, Concord, NH (1996)

110th Police Academy

ADDITIONAL TRAINING:

- Over 2,500 hours of advanced police training and leadership training.
- New England Law Enforcement Executive Development Program, FBI.

ASSOCIATIONS:

- FBI Law Enforcement Executive Development Association
- International, New England, and Massachusetts Chiefs of Police Associations
- International Association of Chiefs of Police (IACP) Community Policing Committee
- IACP Policy Center Advisory Group (Hiring, Community Policing, Social Media)
- International Law Enforcement Educators and Trainers Association
- Vice-President (Acting President) AFSCME Local 3657 (2003 - 2006)
- Committee Member, Town of Brookline Facilities Committee (2011 - 2016)

AWARDS:

- Patriot Award, New Hampshire Employer Support of the Guard and Reserve (2015)
- Distinguished Alumni Award, New Hampshire Technical Institute (2013)
- Meritorious Service Award, Hollis Police Department (2006)
- Outstanding Contribution Award, AFSCME Local #3657 (2006)
- Commendation, United States Attorney Thomas P. Colantuono (2005)
- Meritorious Service Award, Hollis Police Department (2001)
- Commendation, New Hampshire State Prison System (1994)



HOLLIS POLICE DEPARTMENT
HOLLIS, NEW HAMPSHIRE

Joseph R. Hoebeke
CHIEF OF POLICE

January 27, 2020

Mr. James M. Kreidler, Jr., Town Administrator
Town of Townsend
272 Main Street, Upper Level
Townsend, Massachusetts 01469

Dear Mr. Kreidler,

It is my honor to write this letter, expressing my support of James (Jay) Sartell, Interim Police Chief for the Townsend Police Department. It is important that you know that Jay has no knowledge that I am composing this letter on his behalf. I feel he would be reluctant if I asked him to do so given his humility and based on the fact that he hopes to gain the permanent Chief of Police position as a result of his qualifications and proven record of being a successful law enforcement Chief Executive Officer.

I have known Jay, in a personal and professional capacity, since 2006. We met under the saddest of circumstances when he was planning the funeral for Sergeant Barry Palmer of the Hollis Police Department, who died suddenly after a cardiac event. At that time, I worked for the Hudson Police Department and Sgt. Palmer was being interred at a cemetery in that Town. During such a difficult time for all of the members of the Hollis Police Department, I was thoroughly impressed with Jay's compassion and professionalism as he worked tirelessly to plan and execute a fitting tribute for Sergeant Palmer, who was his close friend and epitomized all that we expect from those in the law enforcement profession.

Following this time, I maintained a professional relationship with Jay as we assisted each other on a number of projects and initiatives. Most notably, I worked to assist Jay in the areas of policy development, and in some recruitment and selection strategies that we implemented in Hudson; Jay learned of our efforts and wanted to implement these changes in order to find the best possible candidates to serve as police officers within the Hollis community.

In late 2015, I learned that the Hollis Police Department was looking to hire a Lieutenant, which served as an Executive Officer for the agency. The previous Lieutenant had resigned from Hollis in order to take command, as the Chief of Police, for the Lebanon Police Department. I applied and was fortunate enough to have been selected for the position, beginning my employment with the Hollis Police Department in March 2016.

Between March 2016 and November 2017, I worked directly under the guidance and mentorship of Jay. His leadership helped guide the agency through a difficult period of time that saw staffing issues and some of the challenges that are associated with an agency working towards becoming a nationally accredited law enforcement agency.

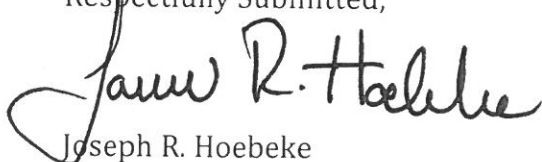
As the Executive Officer, I was tasked with guiding the department through this accreditation process, which is lengthy and one that requires commitment at both the individual and organizational levels. Jay was the reason the agency enrolled in accreditation; he believed and still believes in the benefits that the process embraces, which is developing and implementing best practices recognized at the national and international level. Moreover, the process of accreditation also conforms with the six pillars identified by the President's Task Force on Policing in the 21st Century. These pillars are and should be at the very core of law enforcement agencies throughout the country. Jay and I have discussed these philosophies and pillars many times and I know he adheres to these beliefs, not because they sound good or look good on paper, but because he is committed to guiding the Townsend Police Department towards organizational success, while providing the most effective and professional police services to the community.

In November 2017, Jay retired from Hollis to join the Townsend Police Department as their Deputy Chief. In knowing Chief Bailey, as he too worked for the Hollis Police Department, I realized that he made an excellent choice in selecting Jay as his Executive Officer. Not only is Jay intelligent, ethical, and hardworking, he is extremely dedicated and loyal. This applies not only in a professional sense, but also on a personal level. Jay is a loving husband, father, son, and so much more. He has taught me much in my short time as a law enforcement administrator, and I consider myself extremely fortunate to have benefitted from his guidance and friendship.

Although I am well aware that the Townsend Police Department has experienced challenges in the past years, like any agency does, it is comforting to know that Jay remains a consistent presence and continues to help guide the agency by improving accountability, implementing best practices, improving morale, and building future leaders from within the organization. There is no mistake that the residents of Townsend need a Police Chief that is innovative, committed, and a proven leader within the law enforcement community. Jay is this person and it is my humble belief, as a Chief of Police for an agency of similar composition to the Townsend Police Department, that he is the best and right choice for the job.

In closing, I express my full and unwavering support to Jay Sartell and ask that you, and the members of the Selection Committee, consider this written correspondence as you work to select the next permanent Chief of Police for the Townsend Police Department. The residents of Townsend and the members of the Townsend Police Department expect that the Town leaders will do what is best for them. By selecting Jay to be the Chief of Police, you are doing just that, making it known throughout the community that you are committed to building and maintaining a highly professional law enforcement agency, and one that is committed to transparency and best practices.

Respectfully Submitted,



Joseph R. Hoebeke
Chief of Police



OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, Chairman Don Klein, Vice-Chairman

James M. Kreidler, Jr.
Town Administrator

March 17, 2020

Dear Townsend Community:

We understand the public, our employees, and Town Committees, Boards and Commissions are concerned related to the ongoing news related to the Coronavirus (COVID-19).

Given the evolving conditions related to the spread of the virus, its inherent risk to the public, and to act in abundance of caution for the community and our staff, the Town of Townsend is closing all town buildings to the public, excluding the public safety buildings, effective today. This decision will remain in full force and effect for 2.5 weeks (through Monday, April 6, 2020), at which time this access restriction may be adjusted or discontinued.

The affected town buildings, though closed to public access, will be staffed during normal working hours and can be reached by phone or on-line. The Senior Center will continue providing transportation services and the Meals on Wheels program in an effort to continue these essential services to the senior population.

If the staffing situation changes, we will provide an update to the public.

In regards to public meetings, we direct boards and committees that we appoint, and encourage those that we do not appoint, to postpone public meetings during this 2.5 week period if at all possible. If there is a legal requirement that does not allow for postponement we recommend utilizing the Open Meeting Law Order signed by Governor Baker that allows for remote participation by all members of a public body. We are currently researching alternative means of public access to these meetings but for the time we would not allow public access and would make a recording of the meeting available within 24 hours pursuant to the Governor's Order.

All other public events will not take place during the next 2.5 weeks.

This decision is being made to protect the health and safety of the community, our vulnerable populations, our staff, and to slow the transmission of the virus within the community. As this situation has rapidly evolved and is highly fluid, we will continue to provide updates to the public through the town website, the town wide email, and the local news media.

Please continue to follow the preventative protocols issued through the Department of Public Health and the CDC guidelines and we will continue to post updates with any new information.

Sincerely,
Townsend Board of Selectmen

GENERAL ACTION PLAN:

- All town buildings, with the exception of Police and Fire, will be closed to the public until April 6, 2020.
- All work-related travel, both foreign and domestic, is to be discontinued until further notice. Town employees are also strongly encouraged to avoid any personal international travel.
- Conferences, seminars and other discretionary gatherings, scheduled and hosted by Town departments involving external parties, are to be held virtually or cancelled.
- All non-essential board and commission meetings should be cancelled or postponed if possible.
- We are working to secure reliable technology to conduct statutory public hearings remotely.

Employees and Volunteers Specific Action Plan:

- The virus spreads through droplets, so you are reminded of steps to take to limit the spread of COVID19:
 - Stay home if you are sick – and avoid close contact with others.
 - Cover your mouth – when you cough or sneeze use a tissue or your inner elbow, not your hands.
 - Wash your hands – with soap and warm water or use an alcohol-based sanitizing gel.
 - Practice social distancing – try to stay several feet away from others.
- Prioritize attentiveness to personal and workspace hygiene.
- What can be done electronically must be and what must be done in person must be done with every effort to protect the health and welfare of the public that we serve, the employees and volunteers with whom we work.
- If you are symptomatic, have been exposed to someone who is symptomatic, are diagnosed or have been exposed to someone who has been diagnosed

~PLEASE DO NOT COME TO WORK~

As your health, the public's health and the health of your coworkers is of utmost importance during this critical time.

- The best information available to us now indicates that older adults and people with chronic medical conditions are at the highest risk of serious illness.

Employees in this risk group are encouraged to talk with their supervisor to review possible alternative work assignments.

- All of these measures will be in place until further notice and will be reassessed and updated regularly as more information becomes available. If you have any questions about this, please speak with your immediate supervisor or Department Head.

Department Specific Action Plan:

Accounting: The Accounting Department will remain open to all Townsend staff members and will continue to provide all accounting functions. If required, the Accounting Department does have the ability to work remotely giving the department the ability to provide most accounting functions with the exception of printing Accounts Payable checks. If working remotely we will also be available via email or by phone to assist any and all staff members with any questions or concerns. **Contact:** Phone- (978) 597-1700 ext 1705 email-lpourde@townsend.ma.us

Treasurer Collector: Payments to the Treasurer Collector may be made electronically through the town website (<https://www.townsend.ma.us/home/pages/online-payments>), by using the secured lock box which is affixed to the wall outside and to the right of the door at the rear of the town hall and via United States postal service. There will be no office or staff person in the building that will be authorized to accept your payment in hand and we request that you not approach a staff member asking that they do so. **Contact:** Phone (978) 597-1700 Ext 1708 email - anoyes@townsend.ma.us

Assessors: Any business that a resident would come to the counter can be handled remotely via telephone, internet or email. **Contact:** Phone (978) 597-1700 ext 1706 email vtidman@townsend.ma.us

Facilities: The Townsend Facilities Department will be undertaking the following efforts to mitigate the spread of the Covid-19 virus.

- Twice daily effort to clean the touch surfaces (i.e. doorknobs, counters, railings, etc.) in the town facilities.
- Deep clean, with professional assistance, public areas where vulnerable members of our community may access.
- Suspend vendor visits
- Limit public interaction during building inspections
- Provide Department heads with cleaning supplies pending availability
- Deploy hand sanitizers at all public building entrances (please be aware that the ability to acquire sanitizer is extremely limited - we have not been able to locate a bulk supply and local stores are out)
- Day to day supplies such as latex gloves, hand sanitizers, toilet paper, paper towels, sanitizing wipes are very scarce due to the public consumption of these supplies; the Reading Room, Senior Center/Library, and Memorial Hall are at-risk of running out of these supplies.

Senior Center: Effective immediately and until further notice, all non-essential programs and events will be canceled. Essential services that will continue include:

- Roadrunner van service
- Meals on wheels delivery
- Wellbeing check phone calls and other social services
- Staff members will be available Monday through Friday from 9:00am-3:00pm to make phone calls and provide services for patrons remotely.
- We will have regular contact with those who are immunocompromised or live alone
- The kitchen staff will work closely MOC to deliver meals to patrons who request them

Updates will be posted on Facebook, the town website and the cable station as necessary and patrons will be informed of any pertinent information via email or phone call. A staff member will be in regular contact with Townsend Woods and Atwood Acres. We will keep in close contact with our public safety coworkers to identify residents who may need assistance.

Townsend Highway Department: will implement the following mitigation efforts:

- Suspend vendor visits
- Limit public interaction on job sites
- Post signage at the office door restricting building access to business critical needs
- Provide public guidance on the website to interact with the department virtually by email & telephone
- Equip all department vehicles with hand sanitizer for use before, during and after working on a jobsite

Public Library: The Library staff will be undertaking the following actions in the interest of public service and safety.

- The TPL will be closed until April 3, 2020.
- All events are cancelled or postponed until further notice.
- All fines will be waived

This plan will be re-evaluated as necessary and may change at any time. There will be appropriate signage throughout the library indicating our temporary protocols.

Land Use Department: The Community Development Block Grant (CDBG) housing rehabilitation process is well underway with Grant Administrator working out of the Land Use offices. This program will be closed to person to person contact until April 3, 2020. Work that can be done electronically will continue. **Contact:** Phone – (978) 597-1700 ext 1722 email: bfaxon@townsend.ma.us

Recreation: All recreation programs will be closed until April 3, 2020. Townsend Recreation will be deep cleaning the Rec Center during that time.

Please go to www.townsend.ma.us/recreation-commission for updates concerning Recreation programming.

Town Clerk: There is a great number of people who come into the Clerk's office for services such as: dog licenses, vital records, notary services, marriage licenses, voter registrations, and general information.

- Vital records have to be issued through our records in the vault, or through the VIP portal and needs to be printed on security paper and certified with the Town Seal.
- Voter registrations have to be entered on the state computer and we cannot access the state computer remotely.
- Effective immediately we are utilizing a barrier to keep the distance between us and the public.
- Or items that can be handled remotely we are requesting payments on-line.
- With marriage licenses, birth and some death records, ID is required so these transactions must be conducted in person.
 - We will be requesting that customers pre-schedule their visit to our office and absent that we will limit the number of customers in the office to no more than two at a time.
- Open Meeting Law: There has been a change from the Attorney General Office and they announced temporary change of the Open Meeting Law.
 - This emergency order suspends the requirement for public access to the physical location where a public meeting is taking place, provided there are other means of access available. This includes the use of a phone conference line for members of the public, social media or other internet streaming services, on-line meeting services, or methods of access."

Contact: Phone (978) 597-1700 ext 1704 email: clerk@townsend.ma.us

Water Department: The Water Department will be closed to the public until April 3, 2020. Please feel free to contact the water department with any questions or concerns.

Contact: Phone - (978) 597-2212 email: water@townsend.ma.us

Fire-EMS: Fire-EMS has been monitoring and preparing for Covid-19 since the outbreak in China back in December. In January we anticipated shortages in medical, disinfecting and cleaning supplies and placed orders for these supplies. All were backordered but we did receive toilet paper and paper towels a few weeks later.

To date we have not responded to a confirmed Covid-19 case, we have sufficient supply of medical Gloves, masks and gowns to protect emergency responder but additional supplies ordered in January remain on backorder. The Massachusetts Officer of Emergency Medical Services is working Department of Public Health and with suppliers to prioritize order for

emergency responders. We hope our back ordered supplies will arrive or the state will develop a cache so we can obtain supplies from before we run out.

All personnel have been reminded of the departments Exposure Control Program for exposure of infectious disease. Although Covid-19 is not an infectious disease it is a virus, the decontamination and protective measures are the same.

EMS Coordinator Martin Scott is schedule to attend a train the trainer course presented by Central Mass EMS Corp on Infectious Disease on April 7th. This training will include dissemination of supplies to the departments in attendance. April is a few weeks away, under the current guidelines and restrictions this training maybe canceled.

We were able to improvise and purchase hand soap and bleach from a local store to make our own disinfectant if we run out. Due to the shortage of supplies we have restricted the access to the medical supply office to the seven full-time employees only. Although we value every employee we do not want to run the risk of coming to work on Monday morning to find out we are out of medical exam gloves and face masks.

To limit exposure to emergency responders our emergency response models has been changed. Typically a routine medical call during the day an ambulance and an engine would response. This response provides ample personnel to handle the call and the flexibility to make adjustments on the fly. If additional help is needed to remove the patient from the house and to treat the patient on the way to the hospital the engine company helps out and a member or two jump on the ambulance for transport. If a second or third emergency call are received the engine company can immediately respond and any remaining personnel at the station also respond. To limit the number of people exposed on routine calls we are now sending the ambulance without the engine. When they arrive on scene if additional help is needed the crew will request assistance and another vehicle will respond.

The Nashoba Valley Regional Dispatch District Operations Board has been in contact with the dispatch director and discussed screening of calls, asking if patients have fever, trouble breathing or a cough. We are also discussing avoiding the use of "exposure to corona virus or Covid-19" over the radio to avoid public hysteria and flooding emergency service and public health with calls. The operations committee is scheduled to meet Tuesday March 17th. There has been some discussion across the nation about quarantine of emergency responder exposed to Covid-19. We are expecting guidance from CDC on Monday and will be looking that over closely. Draft guidance documents indicate property protected emergency responders wearing respiratory protection and gloves are at "LOW" risk and there is no need to quarantine. Responders wearing no protection and exposed to the patient for extended period of time is high. The current debate is how long to quarantine, currently guideline is 14 days, proposed guideline we expect to see on Monday is 30 days.

In closing as an emergency response organization we have and will continue to respond to all calls for service, take every precaution to protect our personnel and limit exposure to the public. We will continue to monitor the situation and participate in conference calls with state officials and make adjustments as needed. We will be tracking all calls for flu like symptoms, limiting our response and decontaminant the ambulance and equipment after every call.

Police: As we see the number of COVID-19 cases increasing globally and within our state, we as law enforcement are doing our best to prepare for the likelihood that the virus will impact our community. As such, we have taken steps to alert our employees of the processes to mitigate risk recommended by Massachusetts Emergency Management, Massachusetts Department of Public Health and Center for Disease Control.

We are also reviewing and promulgating information found in a variety of plans issued both locally and throughout our emergency preparedness region. We have disseminated fact sheets and reporting procedures directly to our personnel that are law enforcement focused and which cover an array of topics about the virus and how to minimize the risk of exposure.

Department personnel have taken stock of our inventory of disinfectant supplies and are taking steps to replenish when necessary.

We have instructed our personnel to refrain from responding to medical calls involving reports of the illness or of flu related symptoms unless requested as these types of calls are best handled by medical/ambulance personnel. Given the fluid nature of the issue, we are also reviewing our arrest procedures to determine the viability of discretionary custodial arrests. We have also issued a Special Order detailing an internal reporting system should employees become sick with the virus or be exposed to someone who has tested positive for it.

Given the restrictions on meetings that exist at the state level, our training and court schedules are being reviewed and we are working closely with MPTC (Massachusetts Municipal Police Training Committee) as well as the Ayer District Court and District Attorney's Office to address our responsibilities on those fronts. The department is working closely with the Fire Department to ensure adequate and timely communication of updates regarding the pandemic and the efficient delivery of emergency services.

COVID-19 "FACT" SHEET

What is COVID-19?

Coronavirus Disease 2019 (COVID-19) is the name given by the World Health Organization for a new respiratory disease first identified in Wuhan, China, in December 2019. It has now been identified in more than 90 countries. Coronaviruses are a family of viruses found in people and animals causing a range of illnesses from the common cold to severe respiratory infection. Due to the increased availability of testing, more COVID-19 infections are being identified every day. As it is a newly-identified virus, this is an emerging and rapidly-evolving situation and new information becomes available daily. Stay updated.

How does the COVID-19 Virus Spread?

The virus is thought to spread mainly by "person-to person" contact. This means close contact within six feet and through respiratory droplets produced when an infected person coughs or sneezes.¹ While humans are thought to be most contagious when symptomatic, the virus can spread even when an infected person is not showing symptoms.² It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching his/her mouth, nose, or possibly eyes, but this is not thought to be the main way the virus spreads.^{3,4}

What are COVID-19 Symptoms?

Symptoms of a COVID-19 infection may appear 2-14 days after being exposed to the virus. Symptoms range from mild to severe respiratory illness. The most common symptoms include:

- Fever
- Cough
- Shortness of Breath or difficulty in breathing
- Tiredness/fatigue

While less common, individuals with COVID-19 may also experience:

- Aches and pains
- Sore throat
- Nasal Congestion
- Chills
- Nausea and vomiting

Vulnerable Populations

Current COVID-19 cases and prior coronavirus infections suggest that the most vulnerable populations include⁹:

- Older persons
- Individuals with pre-existing medical conditions, such as:
 - Heart disease
 - Lung disease

Diabetes
Pregnant women

Treatment and Recovery

The overwhelming majority of people infected with COVID-19 experience mild symptoms and recover from the disease without needing special treatment. There is no specific antiviral treatment or vaccine for COVID-19. Individuals with COVID-19 typically successfully receive treatment to relieve symptoms.

Live Update of Global Cases of COVID-19

<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

COVID-19 Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.ecdc.europa.eu/en/novel-coronavirus-china>

<https://www.who.int/emergencies/diseases/novelcoronavirus-2019/events-as-they-happen>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.who.int/docs/default-source/coronaviruse/who-china-joint-mission-on-covid-19-final-report.pdf>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

<https://www.who.int/docs/default-source/coronaviruse/who-china-joint-mission-on-covid-19-final-report.pdf>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.who.int/images/default-source/health-topics/coronavirus/myth-busters/mythbuster-2.png>

<https://www.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

<https://www.who.int/news-room/q-a-detail/q-a-coronaviruses>

<https://www.who.int/images/default-source/health-topics/coronavirus/myth-busters/mythbuster-4.png>

<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>



3.6
+ 3.7

February 1, 2020

Townsend Board of Selectmen
272 Main Street
Townsend, MA

To Members of the Board:

We respectfully request that you appoint to the Gallery Committee:
Kimberly King – for a term of 3 years
Karen Provost – for a term of 2 years

Sincerely

A handwritten signature in blue ink, appearing to read "Alice A. Struthers". The signature is fluid and cursive, with a large initial 'A'.

Alice A. Struthers
Committee chair

