



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 MAY 1, 2020 AT 12:00 P.M.
REMOTE MEETING¹
DIAL-IN INSTRUCTIONS
DIAL- 701.802.5235
ACCESS CODE- 5998892

ON THE CALL:

BOARD MEMBERS:
CHAIRMAN WAYNE MILLER
VICE CHAIRMAN DON KLEIN

STAFF:

TOWN ADMINISTRATOR JIM KREIDLER
TOWN CLERK KATHY SPOFFORD
JANET LEAVITT-BUILDING DEPARTMENT
SHIRLEY COIT- TEMA DIRECTOR

FINANCE COMMITTEE:
ANDREA WOOD

CITIZEN:
KEVIN KEEFE

- I. MEETING BUSINESS - VOTES MAY BE TAKEN:
 - 1.1 COVID-19 Update.
Jim Kreidler updated the Board re: Covid-19 as relates to municipal operations.

¹ NOTE REGARDING ACCESS AND PARTICIPATION

Governor Baker declared a State of Emergency to respond to COVID-19 on March 10, 2020 and ordered a suspension of certain provisions of the Open Meeting Law M.G.L. c. 30A, s 20.

The Board of Selectmen closed the town offices, including boards and committee meetings consistent with the Governor's order, to public access to promote social distancing and reduce the spread of COVID-19.

1. Consideration of extending the current "Stay at Home-Essential Workers" action plan from the current expiration date of May 4, 2020 to the Governor's new recommended date of May 18, 2020.

Don Klein said that he had heard from residents that they were having difficulty getting responses back regarding permits.

Janet Leavitt addressed the matter explaining that they are doing the best they can with an interim Commissioner and reduced hours due to COVID-19. She further explained that they are returning emails and phone calls and that the inspectors are following the state recommendations that they not do any inspections that call for them to go into a building.

Don Klein expressed his satisfaction with that answer.

Motion: Don Klein, Second Wayne Miller to extend the current action plan and adopt the Governor's proposed date of May 18, 2020.

Roll Call Vote: Unanimous

2. Consideration of setting the annual town election date. Town Clerk Kathy Spofford recommended the date of June 29, 2020 from 7am to 8 pm consistent with the towns of Pepperell and Ashby. Discussion re: placing notice on website as banner, on mobile message boards, in local newspapers and on town common.

Motion: Don Klein, Second Wayne Miller to set the date of the annual town election to June 29, 2020 from 7am to 8pm.

Roll Call Vote: Unanimous

3. Consideration of setting the annual and special town meeting date. Jim Kreidler provided an overview of what is allowed under the recently enacted legislation to address municipal business during the COVID-19 pandemic. Towns are allowed to push town meetings until after June 30th if required. We are hamstrung now by not knowing how much, if any at all, the Governor and the Legislature will be cutting local aid. This greatly impacts our ability to set a balanced budget for FY21.

Andrea Wood asked questions related to balancing the FY21 budget (e.g. update on balance since last budget version given to Finance Committee which was still out of balance by roughly \$50,000; financial requests for special articles; water department revenues and proposed rate increases) that were addressed by Jim Kreidler.

Shirley Coit asked if the current version of the budget being discussed included the full amount of the request made by the school district and that if it did there should be consideration to reduce it. Jim Kreidler said that it did include the full \$500,000+ request and that that number was on the table for discussions with fellow district towns.

Don Klein referenced the fact that it is likely that social distancing will still be required in June and that such a requirement could negatively impact a town meeting. Jim Kreidler shared that some communities are considering daytime outdoor meetings to be able to provide for social distancing. Kathy Spofford recommended the date of June 29, 2020 from 7am to 8 pm consistent with the towns of Pepperell and Ashby. Discussion re: placing notice on website as banner, on mobile message boards, in local newspapers and on town common. Kevin Keefe asked about the possibility of using the school's reverse calling program to provide notices. Jim Kreidler said that they have not done so as of yet but that he would look into it.

Don Klein suggested researching the types of notification systems that exist and Jim Kreidler said that he would do so.

Motion: Don Klein, Second Wayne Miller to set the date of the annual town election to June 29, 2020 from 7am to 8pm.

Roll Call Vote: Unanimous

4. Consideration of the Library Trustee's proposal to implement a curbside material pickup program. The Board supported the idea.

Motion: Don Klein, Second Wayne Miller to support the program as proposed.

Roll Call Vote: Unanimous

5. Consideration of the Wearing of Masks. The Board discussed the issue of wearing masks as protective equipment during the COVID-19 pandemic.

Motion: Don Klein, Second Wayne Miller to recommend that:

- a. the Board of Health impose a requirement that people in Townsend be required to wear face masks when entering essential businesses
- b. the Board of Health impose a requirement that people in Townsend be required to wear face masks when working in essential businesses; and
- c. any employees working in town hall wear masks when in common areas (e.g. hallways, break room, etc.)

Roll Call Vote: Unanimous

6. Consideration of Contract Provision on I.T. contract.

Motion: Don Klein, Second Wayne Miller to support up to a 45 day termination for cause notice provision.
Roll Call Vote: Unanimous

III. ADJOURNMENT:

Motion: Don Klein, Second Wayne Miller to adjourn.
Roll Call Vote: Unanimous