



OFFICE OF THE BOARD OF SELECTMEN

Wayne Miller, *Chairman*
Don Klein, *Vice-Chairman*
Veronica Kell, *Clerk*

James M. Kreidler, Jr.
Town Administrator

SELECTMEN'S MEETING MINUTES FOR SEPTEMBER 15, 2020 AT 6:00 P.M.

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.

I. PRELIMINARIES – VOTES MAY BE TAKEN:

1.1 The virtual meeting was called to order at 6:00P.M. The meeting was called to order about 7:20 pm since the 5 pm executive session at town hall did not adjourn until 7 pm and we all needed to get home for this Zoom.

Roll call vote showed 3 members present: Wayne Miller, Chairman (WM) and Vice-Chairman, Don Klein (DK) and Veronica Clerk, Clerk (VK)

- 1.2 Pledge of Allegiance
- 1.3 WM announced the meeting is being recorded.
- 1.4 Chairman's Additions or Deletions. (none)
- 1.5 Public Comment Period. (none)

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

2.1 6:10P.M. TASYA President Matthew Crean, RE: Renovations

The Board met with Matt Crean and reviewed the renovations proposal for Squanncook Meadows (see attached). Mr. Crean explained the lease allows for two structures and TAYSA would like to remove one structure and make it into two for a snack shed and storage shed, along with having a lightning overhang. Eric Charland, Building Commissioner joined the meeting and explained they would need to obtain a building permit. Mr. Chartland to review whether additional parking was necessary with the building project that would trigger site-plan review with Planning Board. DK noted that the TAYSA lease agreement is up in June 2021, so that needs to be renewed and he would think they would want that before any work is started.

VK moved to approve the plan contingent upon TAYSA getting all the local permits and approvals and order of conditions or whatever that are required to have the project go forward.

DK seconded. Unanimous vote. WM thanked TAYSA for the work and upgrades they have accomplished.

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

- 3.1 VK moved to appoint Cody Freihofer as a paid-on-call Firefighter/EMT to the Townsend Fire-EMS Department contingent upon the passing of a medical exam and CORI check.

DK seconded. Unanimous vote.

- 3.2 VK moved to appoint Destiny Deschenes as a paid-on-call EMT to the Townsend Fire-EMS Department contingent upon the passing of a medical exam and CORI check. DK seconded. Unanimous vote.

- 3.3 VK moved to appoint Wade Messamore as a per-diem Firefighter/Paramedic to the Townsend Fire-EMS Department contingent upon the passing of a medical exam and CORI check. DK seconded. Unanimous vote.

- 3.4 Review/Consider/Appoint members to the Town Properties Committee

Mr. Kreidler informed the Board the Highway Department does not have a representative or a recommendation for one. VK questioned the date for the appointment term on the posting. Confirmed we are posting for an annual term through June 30, 2021 as at last meeting. VK reviewed the process for filing vacancies. VK wanted this to be on the agenda hoping other representatives might be recommended. VK informed the Board she did talk to Town Counsel about the appointment process. VK commented she did review other sections of the charter with Town Counsel regarding appointments and vacancies. There are two members on Town Properties. They could meet and would constitute a quorum. These two members could meet and by charter assign others as members of the committee without the BOS making the appointments. VK read Town Counsel's opinion with regards to the questions she asked of Counsel. VK to send the questions and answers she received from Town Counsel to the other Board members.

- 3.5 Review/Consider/Appoint two (2) members to the Conservation Commission
Three Candidates (see submitted volunteer response forms):
Jennifer Eaton, Karen Hill, William Martino

Mr. Kreidler informed the Board that William Martino sent an email withdrawing his request to be appointed.

VK moved to appoint Jennifer Eaton to the Conservation Commission for a term to expire June 30, 2023. DK seconded. Unanimous vote.

WM expressed concern the Board previously voted/discussed Karen Hill. Mr. Kreidler explained that was a recommendation from the Conservation Commission and this is a volunteer response form. VK inquired about the postings. WM suggested taking no action until the Board is reassured the position was properly posted.

VI. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Discuss Letter of support for State Department of Fish and Wildlife purchase of land off Haynes Road.

The Board reviewed the letter request for supporting the purchase of land off Haynes road for the Division of Fish and Wildlife (please see attached map and letter).

VK moved that we provide for Fish & Game a letter of support for the purchase of the 34.79acre parcel for map 43 block 5 lot 0. DK seconded. Unanimous vote. Mr. Kreidler will draft the support letter for the Board to sign.

4.2 Review/Comment Planning Board referrals.

RE: Squannacook Greenways, Inc.

Squannacook Greenways going though site-plan review for a portion of the rail trail. WM & DK no comment. VK would like to comment; the Selectmen support a parking lot for the rail trail. The Board agreed to forward the comment.

RE: SBA Towers V, LLC

The Board reviewed the referral (please see attached). WM moved to send no comment with a thank you for the referral.

RE: Ambros Corporation

VK disclosed she was on the land trust and would be recusing herself from the discussion and any comment because the land trust owns property abutting the project. Mr. Kreidler explained there were 2 different referrals for the same project. WM & DK moved to send no comment with a thank you for the referral. Mr. Cadogan, Chairman of the Zoning Board gave the Board the history of the project.

4.3 Review/Comment Zoning Board referral.

RE: Ambros Corporation

See above discussion.

VK joined the meeting.

4.4 Town Website Discussion

VK explained the cost to redesign the website is \$6,000. The Board reviewed the emails from CivicPlus for the re-design (please see attached). Additional discussion regarding the funding for a design change. Mr. Kreidler to review the budgeted accounts for IT. WM stated he would like to see a scope of work. VK commented the responsible person in each department should keep their page up to date. VK would like to have changes done to the homepage. WM stated he is familiar with website design and can put together a scope of work. WM will work with Mr. Kreidler to develop a scope of work and bring back to the Board. VK to forward the changes that are currently needed. Mr. Kreidler to discuss at the next Department Head meeting.

4.5 Shared Spaces Grant Update.

Mr. Kreidler informed the Board they did not receive the grant. Mr. Kreidler commented he reached out to Mass DOT for feedback on the application if there would be a round 2 or there will be an extension.

4.6 Discussion/Vote Halloween-Trick or Treat

Due to COVID it was suggested at the Department Head meeting that maybe an alternative for families could be developed. Mr. Kreidler relayed that Chief Sartell was working on a plan and it would be brought back to the Board for discussion. WM waiting for direction from the State and Board of Health. WM to discuss with the Chief. DK would like feedback from the Board of Health and to discuss at the next Board meeting. Mr. Kreidler commented the surrounding communities have canceled trick-or-treating.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Review/approve housing trust agreement including input from town counsel review

The Board reviewed the Housing Trust Agreement with Town Counsel's comments (please see attached). Chaz Sexton-Diranian, Housing Authority member stated he had no issue with Counsel's suggestions/comments and changes. VK reviewed article 12 on page 5, regarding the wording for the registry of deeds. Mr. Kreidler suggested approving with clarification from Counsel of the wording. VK inquired under Article 3, Tenure of the Trustees, if it is consistent with the Charter. VK would like an answer from Town Counsel regarding the 2 concerns in Article 3 & 12. WM asked for a motion to approve contingent upon Counsel's answer/review of the questions as discussed.

VK moved that we accept and approve the changes to the Declaration of Trust that Town Counsel recommended with clarification on Article 3 Tenure of the Trustees and Article 12 the Middlesex Registry of Deeds and Middlesex South District Land Court to make sure the terminology is correct. DK seconded. Unanimous vote. Mr. Diranian asked if the Selectmen have received any volunteer response forms. Mr. Kreidler relayed he will forward to him if any have been received. VK stated we could ask in the posting to forward resumes with their volunteer response forms.

5.2 Set a date for ethics/nepotism review with town counsel

*Note: Training with the State Ethics Commission for all municipal employees to be held October 13, 2020 at 11:00A.M.

5.3 Discussion of revamping cash operations in town (recycling, permitting fees, etc.) to a single point of collection (treasurer/collector).

5.4 Discussion of volunteer response form update - fillable pdf

5.5 Discussion/review of job descriptions and matrix

WM tabled 5.2 to 5.5 until the next meeting.

- 5.6 Board of Selectmen announcements, updates, and reports.
VK asked when the town transitions to the Cable Assess Corp. Mr. Kreider explained the changes were sent to the Attorney and he will be sending back a clean copy for the Board and the Access Corp to sign.
- 5.7 Clerk of the Board announcements for events. (none).
- 5.8 Reports from Board liaisons. (none)
- 5.9 VK moved to review and sign the payroll and bills payable warrant out of session. DK seconded. Unanimous vote.
Next regular meeting will be October 6, 2020.

Mr. Kreidler informed the Board he just received a text from Town Counsel with the appointment question with respect to the Housing Trust, responding the Trust Document will control as it is adopted after the Charter.

ADJOURNMENT:

VK moved to adjourn the meeting 8:34P.M. DK seconded. Unanimous vote.

For a detailed discussion: <https://youtu.be/-DtAzZ9tbkc>

Respectfully submitted by,


Carolyn Smart
Executive Session

Meeting minutes for September 15, 2020 approved and released on this 23rd day of November, 2020.

