



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 1, 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 WM called the meeting to order.

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

1.2 Pledge of Allegiance

1.3 Announce the meeting is being zoomed recorded and will be upload to the you tube channel.

1.4 There were no Chairman's Additions or Deletions

1.5 Public Comment Period.

Joan Savoy asked questions regarding the public comment policy, expressing concerns it impedes on her proposed idea of Townsend Talks. Ms. Savoy asked how taxpayers can talk to the Town Administrator and Selectmen in a free forum. Mr. Kreidler explained how the open meeting law works regarding public meetings. WM explained to Ms. Savoy if she would like a discussion regarding a particular subject that it could be placed on the agenda. Joan Savoy asked to have it clarified that she could ask to have something put on the agenda. The Chair of the BOS has the final say on what is placed on the agenda. WM said to send him email.

II. APPOINTMENTS AND HEARINGS – VOTES MAY BE TAKEN:

2.1 6:30P.M. Townsend Housing Authority RE: Short-term rental or mortgage support

Chaz Sexton-Diranian inquired as to the Cares Act and if it could help residents with mortgages or rent payments. Mr. Diranian discussed the Townsend Housing Authority responsibilities and the current members diverse experiences with housing. Mr. Diranian explained he is working with Town Counsel to develop the Housing Trust that was approved to be established by the townspeople at the Special Town Meeting in January and how that trust would proceed and appoint members. WM asked how the Selectmen could

help the residents with housing mortgage or rental payments. Chaz will forward the trust agreement to the Selectmen for discussion and/approval by the Board of Selectmen. There will be five trustees and there are five willing volunteers that have come forward to be considered. VK asked if the Selectmen would need to meet jointly with the Housing Authority again for approval. Mr. Kreidler will talk to Town Counsel as to what the next step should be.

2.2 6:40P.M. Townsend Community Access and Media, Inc. (TCAM) RE: general inter-group discussion

Stan Dillis and Jerry Racette members of Townsend's Cable Access Committee (CTAC) met with the Board of Selectmen. Attorney August reviewed the suggested changes from VK and the track changes in the agreement outline where he accepted them. VK asked if we were discussing both 2.2 and 4.1 at this point, or keeping them separate? WM said they will be separate. VK asked what the status is of the Townsend Cable Access Committee. Stan Dillis said there are currently 3 members: himself, Jerry Racette (who is also on the TCAM board) and John D'Angelilo. Jerry Racette took it upon himself to get TCAM going. Stan Dillis stated the committee has little to do now until the ten year contract period with Comcast is up and needs to be renewed. VK asked if the Board of Selectmen appoints CTAC. Mr. Kreidler confirmed the Board is the appointing authority and further explained the Committee will be working on the renewal of the cable contract in 10 years. Jerry Racette to remain on CTAC and on the Board of Directors of TCAM. WM explained the operating agreement must be completed for Hartley Pleshaw to stay employed.

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

3.1 Town Properties Committee: Laura Shifrin for Planning Board and Vicki Tidman for Board of Assessors and any others that have been re-appointed/appointed by other boards at the time of the meeting. (term effective September 1, 2020 to June 30, 2021)

VK moved to appoint Lauri Shifrin as the Town Properties Committee member for the Planning Board for a term effective September 1, 2020 to June 30, 2021. DK seconded. Unanimous Vote.

VK moved to appoint Vicki Tidman as the Board of Assessors member to the Town Properties Committee for a term effective September 1, 2020 to June 30, 2021. DK seconded. Unanimous vote.

3.2 VK moved to appoint Marcy Furlong as the Administrative Assistant to the Police Chief contingent upon the passing of medical exam and background check with a one-year probationary period. DK seconded. Unanimous vote.

3.3 VK move to appoint Nikolas Vogel as the Recycling Center Attendant contingent upon the passing of a CORI check and medical exam with a one-year probationary period. DK seconded. WM noted the Board of Health unanimously voted to hire Nick. VK noted this is not a reappointment and Mr Kreidler verified. VK informed WM & DK she did talk to the Board of Health regarding the interview process as only one person was interviewed. Carla Walter was asked to provide an overview of the hiring process. Mr Kreidler read a written statement provided by Carla Walter on the hiring process (attached). Unanimous vote.

3.4 Conservation Commission: volunteer response forms to consider
The Board reviewed the volunteer response forms (see attached). VK discussed the appointment process. VK moved to appoint Dalton Wagman to the vacant position from September 1, 2020 to June 30, 2022. DK seconded. Section 7-9 (f) of the town charter was reviewed and the outline as to how to fill vacancies was stated. Unanimous vote.

VK suggested requesting resumes for open positions. Discussion tabled until a future meeting.

IV. MEETING BUSINESS - VOTES MAY BE TAKEN:

4.1 Review/ Discuss/Approve Townsend Cable Access and Media, Inc. Draft Agreement

VK moved to accept and approve the Townsend Community Access and Media operating agreement with changes as agreed during our discussion. DK seconded. Unanimous vote. WM had no issue with the proposed changes as written. WM and DK agreed with Counsel's comments as he is the expert. VK outlined her concern in section 6, as to who gets coverage. VK opinion that any appointed or elected Board or Committee should have access to video recording from the Cable Access and Media Corporation (TCAM) without getting approval of the Board of Selectman as outlined in the agreement. VK opined it should be written that all other meeting requests from elected or appointed town committees should be included in the agreement. WM agreed. Additional discussion included the funding for the Assess Corporation in Section and what the funds can be used for specifically noting the funds cannot be used for any other purpose. VK amended the motion to VK moved to accept and approve the operating agreement with the changes accepted in Section 6.10 of the agreement. DK seconded. Unanimous vote.

4.2 Credit Card Policy- Second Reading

VK moved to accept the amendments to the credit policy as written. VK amended the motion to approve the credit card policy as written. DK second. Unanimous vote.

4.3 Library liaison assignment

VK sent out to general government that she was the liaison. The question was asked of her, who was the liaison for the Library as Sue Lisio was general government last year, and she was the library liaison. Mr. Kreidler explained the Trustees are an elected board so they would be under DK. Mr. Kreidler commented that Ms. Lisio requested the Library be placed under general government. DK commented it was fine to move to General Government from Elected Boards. VK relayed the list had been updated and the Housing Authority was no longer under General Government and she requested the THA be under General Government as well. Mr. Kreidler noted Ms. Lisio did have the TPL moved under General Government previously. DK offered to keep the library under elected boards this year. VK agreed.. WM suggested review the lists and note any changes to be discussed at the next meeting. DK to put a list together of departments that are missing.

- 4.4 Retirement declaration for Pete the Barber for the month of September
VK moved to make a retirement declaration or proclamation for "Pete the Barber" on his retirement and make September Pete the Barber month and to post the proclamation on the town website. DK seconded. WM read the proclamation into the record (please see attached). Unanimous vote.

- 4.5 Vote to accept \$29,000.00 for a Coronavirus Emergency Supplemental Funding Program Grant as submitted by the Police Chief

VK moved to accept \$29,000 grant for the Coronavirus Emergency Supplemental Funding Program as submitted by the Police Chief. Police Chief, Jay Sartell explained what the grant money would be used for. WM says it will streamline fingerprinting so there are fewer touchpoints. There is also scheduling software included. There are yearly fees from here on out, but not significant. DK seconded. Unanimous vote.

- 4.6 Declare surplus compost with a value to be determined as submitted by the Board of Health

VK moved to declare surplus compost with a value to be determined by the Board of Health. DK seconded. Unanimous vote.

- 4.7 Declare surplus a metal book bin with a value to be determined as submitted by the Board of Health

VK moved to declare surplus a metal book bin with a value to be determined as submitted by the Board of Health. DK seconded. Unanimous vote.

- 4.8 Review/Approve/Sign a section 19 disclosure for the Recreation Director, Emaline Hoff

The Board reviewed the section 19 disclosure as submitted by the Recreation Director, Emaline Hoff (please see attached). VK moved to review and approve a section 19 disclosure for Emaline Hoff. DK seconded. VK questioned the type of disclosure the Board

would accept for the supervisory plan should be included. Emy Hoff joined the Board and explained why the section 19 disclosure is needed. Ms. Hoff informed the Board the Recreation Department is searching for an Assistant Director that would be scheduling and supervising her son. DK explained he had to also do a section 19 when he was the Fire Chief and explained what the waiver is for. Ms. Hoff explained when the original disclosure was approved she did have an Assistant Director that could schedule and supervise Evan and the position does not exist at the moment, further stating the future of the Rec Kids program is unknown with COVID-19. Ms. Hoff informed the Board currently she does not have any employees working in the department due to no programming with the current restrictions. WM suggested revisiting the waiver if it becomes necessary as there is an existing section 19 on file when Evan was hired. No vote was taken.

V. WORK SESSION – VOTES MAY BE TAKEN:

5.1 Discussion, RE: Policy for Posting, Hiring, and Supervision of Positions

VK voiced concerns with hiring family members. VK would like a further discussion regarding nepotism and how to post and hire our employees, noting it would be a protection for the employees. VK would like the Ethics Commission to conduct a training. WM asked Mr. Kreidler to work with Town Counsel to set up a training. Mr. Kreidler explained the Recreation Director cannot hire so there are layers to protect both the employee and the family member.

5.2 Discussion: Roadway Safety Audits

VK explained she will be attending the MJTC meeting and learned Groton has not had a roadway safety audit. Mr. Kreidler commented Pepperell has not had an audit done in over a decade. VK would like to review Proctor Road and Route 119 for safety concerns noting it maybe difficult with COVID. The Board supported VK to review the options for the safety study and audit with MJTC.

5.3 Town Administrator updates and report.

5.3.1 Update: CDBG grant COVID response award letter

Mr. Kreidler announced the town did receive the grant with Shirley, Lunenburg, Westminster, and Royalston for just under \$300,000 for food bank assistance and micro enterprise assistance. Montachusett Regional Planning Commission will be administering the grant (see award letter attached). Mr. Kreidler commented the town did get approval for \$42,000 from COVID funds to upgrade the Library/Senior Center IT Infrastructure & Security.

5.4 Board of Selectmen announcements, updates, and reports
Veronica Kell:

VK read the plaque to be installed on the Granite Stone at the new West Townsend Fire Station.

Website-CivicPlus Support

Mr. Kreidler to call CivicPlus and arrange a meeting for VK to discuss the update needed.

Status of Collins Center job descriptions and pay matrix

Mr. Kreidler explained the grant that was received and how the job descriptions and pay matrix was developed. Mr. Kreidler explained the Board accepted the job descriptions/pay matrix. Mr. Kreidler explained it has not been funded as the State has not certified their numbers and its unknown what revenues or resources the town will have.

Discussion around whether or not updating webpages was part of staff job descriptions. WM stated that in a discussion with Brad of Guardian, he learned that webmaster services are something that Guardian does provide, so this could be discussed with Guardian in the future.

- 5.5 Review/Approve the meeting minutes for June 23, 2020, July 7, 2020, July 14, 2020, and July 21, 2020.

VK moved to accept the meeting minutes for June 23, 2020 with updates that were sent to Ms. Smart. WM would like to table the minutes to review the updates submitted by VK. VK to review and send updates to be forwarded to WM & DK.

- 5.6 VK moved to review and sign the bills payable warrant out of session. DK seconded. Unanimous vote.

VI. ADJOURNMENT:

VK moved to adjourn the meeting at 8:19P.M. DK seconded. Unanimous vote.

For a detailed discussion: <https://youtu.be/tiLfo9HzW20>

Respectfully submitted by,


Carolyn Smart
Executive Assistant

Meeting Minutes for September 1, 2020 approved and released on this 23rd day of November, 2020.