



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

Carolyn Smart, *Chairman*
James Kreidler,
Interim Town Administrator

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MINUTES
MAY 10 2016 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 Chairman called the meeting to order. Roll call showed Carolyn Smart, Chairman (CS), Gordon Clark, Vice Chair (GC), and Cindy King, Clerk (CK) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 Chairman announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions. None

II APPOINTMENTS AND HEARINGS-VOTES MAY BE TAKEN

- 2.1 6:10PM Meet with Town Accountant Theresa Walsh (TW) and Treasurer/Collector Barbara Tierney (BT) for an FY'16 status update. BT updated that the audit has been completed. BT has to enter and organize all receipts. Started to put some processes in place as well as catch up. Started to audit benefit bills, (insurances), streamlined payroll process, Middlesex County retirement changed the process in which information is put in to the system. TW said that BT is wonderful to work with. BT asked about an outside drop box/lockbox for taxes as well as for any of the other department's needs. Town Administrator, James Kreidler, (JK) asked about financial advisors, BT discussed the benefits to switching financial advisors. GC asked that TW and BT get together with JK to get a plan for a lockbox. GC was so impressed to have department heads come in and discuss what is going on in each department. GC thanked all three (JK, BT and TW) for coming and fixing past practices.

III MEETING BUSINESS- VOTES MAY BE TAKEN

- 3.1 Discuss/Approve request, RE: Cell Phones in Patrol Vehicles. CK asked if Chief Eaton was aware of and in support of Police Department cell phones, JK said yes he was. GC said that police officers shouldn't be using their personal cell phones. GC also said that the cell phones would be used as GPS and the officers will only have them when on duty. CK moved to approve the request as outlined in the police department proposal the purchase phones as well as service. GC seconded. Unanimous.
- 3.2 Proclaim the month of May as Mental Health Month. CK read the proclamation. CK moved to sign the proclamation. GC seconded. Unanimous.
- 3.3 Review and sign sales order agreement for voting tabulators. CS said that in full disclosure she was the assistant Town Clerk however there was no financial gain. CK moved to approve the Town Clerks request to sign for the voting tabulators. GC seconded. Unanimous.
- 3.4 Discussion, RE: Information Technology consolidation. JK said there were 2 options for IT- pursue an in house IT, or contract. Explore having an IT department that would cover both Police, Fire and Town Hall. CS suggested a job description, grade it, and advertise. CK said that community compact offers an IT change. CK suggested coming up with a specific job description and plan for what Townsend's needs

are. JK said that there is a number of job description from similar towns, will get 3 or 4 job descriptions from other towns for the next meeting for the Board to review. GC said that he liked the idea that JK and CS put forward. GC asked about community compacts being available for other areas such as Highway. Resident Steve Sheldon asked if the Chiefs were on board with an in house IT department, CS said yes. JK will moved forward to explore options.

- 3.5 Award the Maria Lane Scholarship to a member of the North Middlesex Regional High School senior class. CK moved to approve the North Middlesex Regional High School counsellor's recommendation to award the Maria Lane Scholarship to a member of the senior class. GC seconded. Unanimous.
- 3.6 Discuss Chapter 61A purchase and sale. Send to town properties, ZBA, conservation, etc. JK discussed Chapter 61A purchase and sale. CK moved to send Chapter 61A purchase and sale off to town properties committee and review at a future meeting. GC seconded. Unanimous.
- 3.7 Review and approve Town Clerk, Kathleen Spofford's request for transfer of appropriations. CS recused herself from voting. CK moved to approve the transfer request of \$1700 to be transferred to election wages, \$300 from equipment and \$400 from other supplies. GC seconded. CK-yes and GC –yes. Motion passed.
- 3.8 Discuss Town Administrator search process. JK stepped out of the meeting during this discussion. CK discussed applicant's resumes, and was impressed with most of them but would like to discuss current Interim Town Administrator. GC said that he was not very impressed with any of the resumes, and JK has had a five month job interview. CS said that she looked through the resumes and found four that were qualified, asked if fellow members want to move forward with interviews, or just discuss the position with JK. GC moved to enter in to negotiation with JK and if unable to come to terms to revisit resumes and applicants. Linda Johannsen asked about past performance being considered. CS said that is not appropriate subject matter. CK seconded. Unanimous.
- 4.3 Meeting minutes: 1/12/2016 and 2/2/2016. CK moved to approve meeting minutes for 1/12/2016 and 2/2/2016. GC seconded. Unanimous.
- 4.4 Review and sign payroll and bills payable warrants. CK moved to review and sign bills payable warrants outside of session. GC seconded. Unanimous.
- 4.2 Board of Selectmen announcements, updates, and reports:
 - CK announced that the school is holding an opiate film tonight at 6PM, as well as mentioned the Employee Assistance Program.
 - GC said that Chief Eaton has been spotted out and about in town and is doing a great job of introducing himself to the community.
 - CS read an announcement about dueling pianos for a fundraiser at St Johns Friday May 20th.
 - CS read an announcement about the Historical Society fundraiser at Baileys Bar and Grille on Monday May 16th
 - CS talked about the Townsend Business Association and CK will be the liaison.
 - CS discussed the sidewalk design that Ed Kukkula provided and that it doesn't meet the DOT standards. CS asked JK to get an updated estimate.
 - CS asked if JK could send out policies, and bylaws review, for a work session maybe the first week of June.
 - CS discussed adding two members to the DPW Committee, and that openings needed to be posted. JK will post.
 - CS thanked Cindy Donovan Schuster for raising money for the Kids Kountry Playground with the town wide yard sale.
 - CS spoke about the list of goals for the Police Chief. CK will work on list with JK
- 3.9 Review and authorize release for approval of Article 9 voted on at Town Meeting. JK explained that a vote from the Board was needed to authorize. CK moved to authorize the payment pursuant to article 9 voted on at special town meeting. GC seconded. GC said that a large amount of citizens came up to ask

him what this article was, GC explained that a life insurance had lapsed. GC saw JK speak to the employee affected, human to human, which was commendable. GC said that this issue was brought on by poor work performance by previous employees. GC asked himself if he has any personal responsibility, and he said that he was responsible as he was told everything was being taken care of and he issued a public apologize to CS for not listening to her at the time. Unanimous

IV WORK SESSION. VOTES MAY BE TAKEN

- 4.1 Town Administrator updates and reports.
1. Personnel Updates-None at this time
 2. Financial Updates- None at this time
 3. Project updates- None at this time
 4. Miscellaneous Updates –None at this time

EXECUTIVE SESSION

Executive Session: pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. Votes may be taken.

CK moved to enter in to and to adjourn Fromm executive session. GC seconded. Roll call vote; GC yes, CS yes, and CK yes.