



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

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

Gordon Clark, *Vice-Chairman*

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**MINUTES**  
**JUNE 14, 2016 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 Chairman called the meeting order at 6:02PM. Roll call showed Carolyn Smart, Chairman (CS), Gordon Clark Vice-Chairman (GC), and Cindy King, Clerk (CK).
- 1.2 Pledge of Allegiance observed.
- 1.3 Chairman announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Moment of silence for the victims of the Orlando Terrorist attack  
1.4.1 Chairman's Statement, RE: Decorum at Public Meeting-CS read a statement.

**II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:**

- 2.1 6:10P.M. Flag Day Ceremony-Flag ceremony observed.

**III. MEETING BUSINESS - VOTES MAY BE TAKEN:**

- 3.1 Zoning Board Mandatory Referral, RE: Special permit for accessory apartment at 62 Fitchburg Road. No comments
- 3.2 Zoning Board Mandatory Referral, RE: Special permit to construct garage at 40-56 Fitchburg Road. No comments
- 3.3 Zoning Board Mandatory Referral, RE: Special permit to remove sand and gravel off Depot Street. No comments
- 3.5 Review/Approve Municipal Relief Transfers, RE: Various Departments. CK moved to approve Tax Collector/Treasurer is request to transfer \$4150 for employee Medicare costs. GC seconded. Unanimous. CK moved to approve request from Land Use to transfer \$1500 from wages/support staff to Land Use professional technical services. GC seconded. Unanimous. CK moved approve transfer request from the Board of Health for \$1000 from Landfill operation services to solid waste operational services. GC seconded. Unanimous. CK moved to approve transfer request from the Board of Health for \$300 from landfill professional services to expense account. GC seconded. Unanimous.
- 3.4 Discuss/Review Recommendation, RE: Summer hours for Town Collector/Treasurer's Office. Discussed summer hours with Treasurer/Tax Collector, as well as the newly installed lockbox for after-hours payments. Discussed issue with closing the Assessor's office as well, and JK has a question out to the union representative if that is an issue; suggested moving forward with summer hours and if issue occurs, allow access to Assessor's office from rear door. CK moved to approve the treasurer tax collectors request to close on Friday at noon. GC seconded. Unanimous. Water Superintendent Paul Rafuse asked if the lockbox could be used for various departments, BT said yes, would collect checks,

mail for other departments as well. BT will update the website to indicate new hours and put signage on the door.

- 3.6 Discuss/Review/Update FY17 Selectmen's Goals. Reviewed and updated goals, including funding for capital investments, business development committee, assessment management values, town wide maintenance plan, specifically for vehicles, fee assessment, policies and procedures, including spending policies, personnel policies, continuity on department quarterly reports, board and committee meetings and trainings, improve transparency, safety committee, assessment of surveillance and access control for Town buildings, bylaw and charter review committee, employee grievance board, employee handbook, employee wellness program, public safety communication opportunities, improve citizen involvement in local government, JK suggested citizen communication committee, conduct policy for social media, citizen outreach, and energy savings policies and grants.

## **VI WORK SESSION - VOTES MAY BE TAKEN:**

### **4.1 Town Administrator updates and reports.**

1. Personnel Updates- Discussed IT Coordinator position-position has been posted. Non-union Matrix Employee Grid regarding increases. Janitorial Cleaning Service RFP is being advertised. School Resource Officer Position is being worked on to get filled. Fire Chief Evaluation, JK has asked the Chief for a self-evaluation which will be the basis for his performance evaluation.

2. Financial Updates- JK discussed Community Compact draft of scope. CK moved to execute contracts and sign out of session. GC seconded. Unanimous. JK discussed Accounting Software (VADAR) contract renewal at a three (3) year term at the recommendation of Town Accountant Terry Walsh. CK moved to execute the three year contract between the Town of Townsend and VADAR Systems per the recommendation of Town Accountant Terry Walsh. GC seconded. Unanimous. JK discussed FY16 budget being out of balance before the year began, anticipating that everything will be squared away by year end. JK then discussed FY17 budget being added to the website on a monthly basis. JK expressed thanks to Representative Sheila Harrington in securing a public safety earmark for \$50,000 for technology in the police department. Thanks to Chief Eaton for helping shepherd the funds into town. JK suggested sending a note of thanks to Representative Harrington.

3. Project updates- JK discussed the Fire Chief's email regarding the New Ambulance that town meeting voted to fund. CK moved to authorize the Chair to execute outside of session the appropriate contract documents for the Chief to proceed with the purchase of the ambulance. GC seconded. Unanimous.

4. Miscellaneous Updates-None

### **4.2 Board of Selectmen announcements, updates, and reports:**

CK said that there is a clambake at the VFW this weekend for Father's Day.

CK read a statement regarding tragedy in Orlando, and a ban on semi automatic weapons.

GC thanked CK for flag ceremony and her service as a veteran.

GC said that there have been several incidents that cause concern to safety to members of the Board and to the person who sent him a letter, he accepts the apology and wishes him well.

CS said that she met with a state official regarding a better way for trucks to get around the common better, perhaps a rotary. Would like to schedule a time to discuss this project further.

CS announced the backyard theater on June 25. JK discussed further.

CS discussed 119 sidewalks, will add it to next agenda. Resident asked where sidewalk would start, CS said it would start at Sternalite.

CS said that Veronica Kell and Christine Vitale from the Conservation Commission attended and received certification from MACC. Procurement training for Executive Assistant to Town Administrator as well.

4.3 Approval of Meeting minutes. None

4.4 Review and sign payroll and bills payable warrants. CK moved to review and sign payroll and bills payable warrants outside of session. GC seconded. Unanimous.

**V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:**

Executive Session pursuant to GL c. 30A, s. 21(a)(2); to conduct collective bargaining sessions with respects to Highway/Water union grievance and pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel with respect to the Interim Town Administrator. Votes may be taken. CK moved to enter in to Executive Session pursuant to GL c. 30A, s. 21(a)(2); to conduct collective bargaining sessions with respects to Highway/Water union grievance and pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel with respect to the Interim Town Administrator and come back into open session to adjourn. GC seconded. Roll call vote unanimous.

**IV. ADJOURNMENT:**