



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

Carolyn Smart, *Chairman*
James Kreidler,
Town Administrator

Gordon Clark, *Vice-Chairman*

Cindy King, *Clerk*

Meeting Minutes
OCTOBER 11, 2016 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 Vice Chairman called the meeting to order at 6:05 PM and roll call vote showed Gordon Clark (GC) and Cindy King (CK).
- 1.2 Pledge of Allegiance observed
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions:
 - 3.7 Discuss voting to close Memorial Hall to the public on November 10, 2016.

II. APPOINTMENTS AND HEARINGS - VOTES MAY BE TAKEN:

2.1 6:05 PM Chief Eaton (CE) presented his first year plan. Be sure plan is posted online. CE is conducting an audit of previous fiscal year, an audit was conducted of the property room by an independent auditor. Inventory shall take place to declare surplus items. Revamping files personal, training, ect. CE would like to make the station greener (less paper), scan, email ect. All officer and telecommunicators are current in training. July 1st an IT person was brought in to update all the software. He has been able to put a "band aid" on some of the issues but the servers is 9 years old and in need of replacing. Camera, surveillance ect needs to be updated. Communication center regionalization options being sought out and discussed, Nashoba Regionalization is needed and necessary for the safety of officers and economically. Since accepting position as chief he has been attending public forums, speaking at engagements, attending meetings. CE stated they went through a rigorous selection process to select a school resource officer. Brent Davis was chosen. Large return on the open position for Police Officer, has been narrowed down to 2, also the current part time telecommunicator was given a conditional offer. The telecommunication center is very short staffed. Town Administrator, James Kreidler (JK) questioned whether they have reached a level of emergency within the communication center. CE stated that he believes at this point they have reached that level. This has been one of his top priorities. GC stated it is best to leave that portion to the professionals for sustainability. Due to the amount of updates and state mandates, a town this size may not be able to absorb the cost and sustain this long time. CE recognized 2 retirees Diane Babineau and Patricia O'Brien. The school dept is creating a selection board to hire a new crossing guard. GC mentioned a grant to assist in fixing crosswalks ect. CE stated there was an analysis done of all the crosswalks in town. CE discuss finances see online post of 1st year plan. CE has created

multi year plan as well as a to do list projecting out 5 years. CK asked Chief Eaton about what happened over the weekend when an officer was assaulted in the lockup by a prisoner and if there are any changes in procedure. CE described the incident and the ongoing security assessment and procedural changes in progress because of the incident. CE added that one cause of the incident was a failure of the phone system beginning on Friday leading to an inability for the officer to call for help. All processes have been corrected and changed. CK asked what the status of the prisoner was and CE explained that the Sheriff's Department took custody and additional charges have been added. CK validated that she asked about the incident in support of the safety of the officers and to inform the public. JK commended CE's response to multiple critical incidents that the PD has faced over the last several months.

III. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 3.1 Proclaim October 15,2016 "Peter Buxton Day"
- 3.2 Proclaim October 15, 2016 "Fredrick Landon Bickle Day"
- 3.3 CK moved to accept Chapter 90 Final report for South Harbor Road and South Row Road in the amount of \$5,998.75 GC seconded. Unanimous
- 3.4 CK moved to accept Highway Superintendent Ed Kukkula's request to extend the FY17 Material Bid Contract for Bituminous Asphalt supplies by PJ Keating Co. GC seconded. Unanimous
- 3.5 CK moved to accept Road opening permit application from Unutil for work 160 and 162 Fitchburg Road. GC seconded. Unanimous
- 3.6 CK moved to Review/Approve/Sign License for Frank Farese of the Lion's Club to sell Christmas Trees at the rear of the Town Common from November 25, 2016-December 24, 2016. GC seconded. Unanimous
- 3.7 Discussion, RE: Closing offices to the public to provide for training of new public records law. JK explained new law and the training being provided on November 10th. CK moved to close town offices at a time to be determined so the employees can attend training in Leominster. GC seconded. Unanimous

VI WORK SESSION - VOTES MAY BE TAKEN:

- 4.1 Town Administrator updates and reports. JK explained he will be presenting his reports in a different set up then has been previously used as to allow the public to either attend or contact prior to the meeting. A project update from the water commissioners, it has been previously approved, bid and awarded for the project for electrical upgrades at the Witches Bridge station. A contract in the amount of \$45,400. All bid paperwork is in order. CK moved to execute the contract between the town and Lefleur Electric for the electrical upgrade at Witches Bridge and sign out of session. GC seconded. Unanimous
- 4.2 Board of Selectmen announcements, updates, and reports. CK reminded the public that there is early voting starting October 24th for 2 week, at the Town Hall same ballot on November 8th. JK also included the voting on November 8th will be at North Middlesex High School. GC recognized JK on performance has been superior.
- 4.3 Approval of Meeting minutes. None
- 4.4 CK moved to Review and sign payroll and bills payable warrants out of session GC seconded. Unanimous

V: EXECUTIVE SESSION - VOTES MAY BE TAKEN:

The Board tabled the executive session until the Chairman could be available at a future meeting.

~~Executive Session pursuant to GL c. 30A, s. 21(a)(7); ambulance write off requests
To comply with, or act under the authority of, any general or special law or
federal grant in aid requirements;~~

~~Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with
respects to collective bargaining for all union contracts subject to negotiations if
an open meeting may have a detrimental effect on the bargaining position of the
body and the Chair so declares.~~

~~Executive Session pursuant to GL c. 30A, s. 21(a)(2) for strategy sessions in
preparation for negotiations and for strategy for negotiations with non-union
personnel with respect to the Police Lieutenant~~

IV. ADJOURNMENT:

CK moved to adjourn at 7:20PM GC seconded. Unanimous