



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

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

Gordon Clark, *Vice-Chairman*

Cindy King, *Clerk*  
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**MEETING MINUTES**  
**APRIL 19, 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 at 6:01PM. Roll call showed Carolyn Smart Chairman (CS), Gordon Clark Vice-Chairman (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: EXECUTIVE SESSION DELETED

**II WORK SESSION. VOTES MAY BE TAKEN**

- 2.1 Town Administrator updates and reports.
  1. Personnel Updates-None
  2. Financial Updates:
    - a. **DRAFT** FY17 Budget Review and Discussion

Town Administrator James Kreidler, (JK), went over some increases including, election budget increase, and Planning Board request to keep Administrative position at 25 hours. Lastly, the communications center wages increased at a request of 2 full time communications positions. Article 6 increased as a result of land use, which was increased in hours but cannot reclassify as it is a union position. JK explained the MEMA grant for the generators. Articles under the bylaws proved watering bylaw, lay outs for Alyssa Drive and Trophy Ave.

JK went over the water Article 15, 16, 17 and 18. CK moved to accept the town warrant and Article 15, 16, 17 and 18 as emergency expenditures in accordance with the capital bylaw. GC seconded. Unanimous.

CK moved too accept, sign and post the annual town meeting and the special for May 3, 2016. GC seconded. Unanimous.

GC thanked the Board of Selectmen, JK, the Finance Committee and all the department heads for the hard work to get the budget together.

CK moved to recess for 5 minutes at 6:20PM for signatures. GC seconded. Unanimous.

CS called the meeting back to order at 6:28PM

JK went over an index that could be included in the Town Meeting packet.

- b. **DRAFT** Special and Annual Town meeting Warrant Review and Discussion
- Article 5 budget has gone down- reflective in revised budget document
- c. Board consideration of voting certain capital expenditures as emergency per Section 14-1 (E) of the Town's Capital Planning Committee Bylaw.
  - d. Board vote to approve and execute warrants for posting.

3. Project updates- None
4. Miscellaneous Updates- None

2.2 Board of Selectmen announcements, updates, and reports:

- GC discussed his attendance at the Eagle Scout ceremony.
- GC said that he was impressed that JK went over and helped landscape with Cushing Academy community service last Thursday. JK explained that every year that Cushing Academy has a community event that Facilities Supervisor, Mark Mercurio (MM) coordinated, the kids came and helped landscape the grounds around the Police Station and the Library/Senior Center. MM is hoping that it will be developed more broadly as a town.
- CS said that Mr McNabb passed away and offered the Board's condolences.
- CS also mentioned that this weekend would be the Earth Day celebration as well as Mr. McNabb's service, so parking may be difficult.
- CS said that she would like to discuss the sidewalk design (by Sterilite) at the next meeting.

2.3 Meeting minutes: None

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

### **III APPOINTMENTS AND HEARINGS-VOTES MAY BE TAKEN**

3.1 Vote to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2016 to March 31, 2017. CK moved to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2016 to March 31, 2017. GC seconded. Unanimous.

### **VI MEETING BUSINESS- VOTES MAY BE TAKEN**

4.1 Review and approve Town Clerk's Kathy Spofford's request to the discontinuation of the current voting tabulators and approve the use of the new tabulators. CS recused herself from the discussion as she is the assistant Town Clerk. KS explained that she had requested three new voting tabulators, and needs a motion from the Board of Selectmen approving use of new tabulators. CK moved to discontinue use of the Accuvote tabulation voting equipment and to authorize the Town Clerk to use the DS 200 precinct scanner and tabulator voting equipment beginning with the September 8, 2016 State Primary Election and that date forward. GC seconded. CK and GC voted yes.

4.2 Proclaim April Townsend Lions Club Appreciation Month. CK read the proclamation and moved to proclaimed April Townsend Lions Club Appreciation Month. GC seconded. Unanimous.

4.3 Review and approve NMRHS Choir Booster President Terry Frechette's request to hold a 5K Color Run on June 11, 2016. GC said that he would recommend that this is being approved before Policies and Procedures can be put in place. CS said that the police may have a standard policy. Future meeting to discuss policy regarding police detail for a non profit event. CK moved to approve NMRHS Choir Booster President Terry Frechette's request to hold a 5K Color Run on June 11, 2016. GC seconded. Unanimous.

4.4 Proclaim the week of April 10<sup>th</sup> through the 16<sup>th</sup> National Telecommunicators Week. CK read the proclamation and moved to Proclaim the week of April 10<sup>th</sup> through the 16<sup>th</sup> National Telecommunicators week. GC seconded. Unanimous.

4.5 Review and approve Chapter 90 project request for drainage work on Gilchrist Road in the amount of \$8000.00. CK moved to approve the Chapter 90 project request for drainage work on Gilchrist Road from the Lunenburg Town line to the intersection of South Row Road in the amount of \$8000.00. GC seconded. Unanimous.

GC announced that the street sweeper is run less because less sand. CK agreed, saying that there is less sand in front of her house. JK said that the allocation for Chapter 90 roadway funding for the town of Townsend is \$423,919.

4.6 Review/Comment Planning Board Mandatory Referral, RE: Zoning Change for a Special Permit to construct an accessory apartment. No comment.

CK moved to adjourn at 659. GC seconded. Unanimous.

**EXECUTIVE SESSION**

~~7PM 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.~~