



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

Nicholas Thalheimer, *Chairman*
Andrew J. Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*
Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
DECEMBER 18, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions
- 1.4 Review/Approve Meeting Minutes: December 4, 2012

II APPOINTMENTS /HEARINGS

- 2.1 7:05 Julie Johnson, chairperson of the Charter Committee, to present the Committee's report to Board of Selectmen. Votes may be taken.
- 2.2 7:15 Peter Collins of Heery International and Rob Templeton of the School Committee to give an update on the NMRHS feasibility study. Votes may be taken.
- 2.3 7:30 Leslie Gabriliska, Conservation Agent, to discuss the potential formation of an Agricultural Commission. Votes may be taken.
- 2.4 7:45 Gary Shepherd to give an update on the tennis court project at Hawthorne Brook Middle School. Votes may be taken.

III MEETING BUSINESS

- 3.1 Mileage reimbursement policy. Adoption of policy. Votes may be taken.
- 3.2 FY14 capital spending plan. Votes may be taken.
- 3.3 Discussion of letters to Representative Harrington and Senator Flanagan. Votes may be taken.
- 3.4 Preliminary discussion of the FY14 operating budget. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
- 5.2 Town Administrator Updates/Reports
- 5.3 Review/Sign Payroll Warrant
- 5.4 Review/Sign Bills Payable Warrant

Executive Session: under G. L. c. 30A, s. 21(a)(2) to conduct contract negotiations with the Town Administrator Andrew Sheehan. Votes may be taken.



1.A

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**SELECTMEN'S MEETING MINUTES
DECEMBER 4, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS**

I PRELIMINARIES

- 1.1 Meeting called to order at 7:00 PM by the chairman. Roll call: Nicholas Thalheimer, Chair (NT), Robert Plamondon, Clerk (RP).
- 1.2 The chairman announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: The chairman announced that items 3.7 and 3.8 were added to the agenda.
- 1.4 Review/Approve Meeting Minutes: RP moved to approve the minutes of November 14, 2012 as written. NT seconded. Unanimous. RP moved to approve the minutes of November 20, 2012 as written. NT seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.2 Town Clerk Sue Funaiole discussed 2013 dog licenses. Licenses are now available in the Town Clerk's office. Dogs must have a current rabies vaccination. Late fees will be assessed as of March 1st.
- 3.1 Award Police Station roof contract: Mr. Sheehan summarized the procurement process. Thirty firms took bids, 7 were returned of which 3 were under \$25,000, one was under \$30,000, and 3 were over \$40,000. After checking references he recommends Richard T. Losordo Electrical Services, Inc. at a price of \$20,064. RP moved to award the contract to Richard T. Losordo Electrical Services, Inc. for \$20,064. NT seconded. Unanimous.
- 2.1 7:07 PM – The Tax Classification Hearing was opened to determine the percentages of the tax levy to be borne by each class of real property for FY2013. A sign in sheet was circulated and RP read the legal notice into the record. Niles Busler spoke for the Assessors. Historically all properties have been assessed at the same tax rate. Only 8% of the tax base is non-residential. If a single rate is adopted the rate will be \$18.26. NT queried the audience for support or opposition. There being none, RP moved to approve a minimum residential factor of 1.0 as recommended by the Board of Assessors. NT seconded. Unanimous. NT moved to close the public hearing at 7:11 PM. RP seconded. Unanimous.

III MEETING BUSINESS

- 3.2 Approve 2013 holiday schedule. RP moved to approve as submitted. NT seconded. Unanimous.
- 3.3 Authorize deficit spending for snow and ice removal pursuant to G. L. c. 44, s. 31D. Mr. Sheehan explained how the town is authorized to run a deficit for this line item. The budget is \$125,000. He recommends an initial deficit spending authorization of \$75,000. The Highway Department can ask for more if they come close to exhausting this amount. RP

- moved to authorize a deficit spending amount of \$75,000 for snow and ice removal. NT seconded. Unanimous.
- 3.4 Vote to renew annual licenses for 2013. Mr. Sheehan presented the annual Class I, II and III; Common Victualler, Alcohol and Entertainment licenses up for renewal. RP moved to approve the license renewals as listed and to sign out of session. NT seconded. Unanimous.
- 3.5 Approve 1-Day Liquor license for John Fors, V.F.W. Post #6538, 491 Main Street, West Townsend, MA for a Family Christmas Party/Reunion on December 22, 2012, 7:00PM-11:00PM. RP moved to approve. NT seconded. Unanimous.
- 3.6 Vote to accept a gift from Rollstone Bank & Trust Charitable Foundation to the Townsend Library in the amount of \$2,500. RP moved to accept the gift. NT seconded. Unanimous. A thank you letter will be sent to the Foundation. Mr. Sheehan mentioned that the library's statistics continue to show steady increases in circulation.
- 3.7 Appoint James Landi a full time patrol officer effective December 10, 2012-June 30, 2013. RP moved to appoint James Landi as a full-time patrol officer effective December 10, 2012 – June 30, 2013. NT seconded. Unanimous.
- 3.8 Authorize Town Administrator Andrew Sheehan to sign Green Communities contract documents with Mass. Dept. of Energy Resources. RP moved to authorize Andrew Sheehan to sign Green Communities contract documents. NT seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports

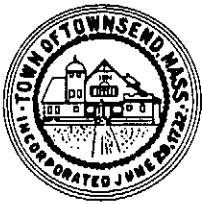
None

5.2 Town Administrator Updates/Reports

- Wednesday, December 5 and Saturday, December 8 are the last do drop off dates at the hazardous waste facility. The facility will be closed January and February.
 - Winter parking ban is in effect until April 1, 2013.
 - State House News Service reports there is a proposal to reduce the state budget including local aid. Townsend stands to lose approximately \$11,000. Mr. Sheehan is more concerned about the FY14 budget as a whole than cuts of this magnitude. RP commented that the recent decision by the state to grant in-state tuition to illegal aliens concerns him especially in light of proposed cuts in local aid. He would like the BOS to make a statement to the state representatives with regard to that decision. It is illogical to him why people in bordering states would have to pay out-of-state tuition when illegal aliens can pay in-state tuition. NT agreed. RP moved to authorize the Town Administrator to send a letter outlining the Board's concerns relative to the financial impact of the above-referenced to Representative Harrington and Senator Flannigan. NT seconded. Unanimous.
- 5.3 Review/Sign Payroll Warrant: RP moved to sign out of session. NT seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant: RP moved to sign out of session. NT seconded. Unanimous.

RP moved to adjourn to Executive Session at 7:30 PM and adjourn the meeting directly following. NT seconded. Unanimous. NT aye, RP aye. Unanimous.

Executive Session: under G. L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining negotiations with the Telecommunications, Highway, Fire, and Police unions where open session may have a detrimental effect on the Town's bargaining position and under G. L. c. 30A, s. 21(a)(2) to conduct negotiations with the Town Administrator Andrew Sheehan and Police Lieutenant David Profit.



MILEAGE REIMBURSEMENT RATE POLICY
POLICY # 2012-04

Adopted December 18, 2012

Introduction:

A Town employee (Employee) or member of a multiple member body (Member) is eligible for reimbursement for miles driven associated with their official duties. Reimbursement is available when the Employee or Member uses their personal vehicle for their official duties.

Reimbursement Rate:

Mileage shall be reimbursed at the Internal Revenue Service (IRS) rate then in effect.

Requests for Reimbursements:

Requests for reimbursements shall be submitted on the form available from the Town Administrator.

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3.2

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Town Administrator

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MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: December 14, 2012

SUBJ.: FY14 Capital Planning Recommendation

At the November 7, 2012 meeting the Board asked me to prepare a FY14 capital funding recommendation. As the Board will recall, at the Special Town Meeting \$400,000 was transferred from Free Cash to the Capital Stabilization Fund. \$200,000 of that amount is dedicated for assessments for the Spaulding School roof project. The other \$200,000 was targeted for general capital purchases.

I have discussed the capital budget with the Finance Team. In addition to funding from the Capital Stabilization Fund many communities borrow for capital projects. This is certainly a possibility in Townsend. The climate for borrowing is very attractive. Bids for two recent note sales by the North Middlesex Regional School District were under 1%. By taking advantage of attractive borrowing terms we will be able to address a larger portion of capital needs in the near term and spread the payments over a longer term at little additional cost.

For the reasons stated above, it may be prudent to take advantage of the opportunity to finance capital purchases. However, a final decision should not be made until the Capital Planning Committee goes through the prioritization of capital requests. At that time the Board can decide whether to borrow or to continue with cash purchases. For the moment I recommend an FY14 capital funding amount of \$200,000.

Thank you and I look forward to discussing this in more detail on December 18.