



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

Sue Lisio, *Chairman*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

Andrew J. Sheehan,
Town Administrator

Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
JANUARY 7, 2014, 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Announce that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions:
- 1.4 Review and approve Meeting Minutes: December 19, 2013. Votes may be taken.

II APPOINTMENTS AND HEARINGS

- 2.1 7:05 FY14 Community Development Block Grant: Meeting with Kevin Flynn of Montachusett Regional Planning Commission to discuss the community development strategy for the FY14 grant round. Votes may be taken.
- 2.2 7:15 Fire Station Building Committee: Meeting with the Committee to discuss next steps in developing a new headquarters station. Votes may be taken.

III MEETING BUSINESS

- 3.1 Vote to accept gift of network servers from Sterilite Company. Votes may be taken.
- 3.2 Discuss the process of responding to requests by those seeking assistance from various "poor" and "worthy" funds, including the Abram S. French Worthy Fund, Amanda Dwight Worthy Fund, Susan Wilson Worthy Fund, and Albert J. Atwood Worthy Fund. Votes may be taken.
- 3.3 Vote to rescind the December 19, 2013 vote to transfer \$3,000 from available funds to the Abram S. French Fund. Votes may be taken.
- 3.4 Vote to amend the charge of the Fire-EMS Chief Screening Committee by changing "residents" to "at-large members". Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to appoint Richard Howard as a full time Telecommunicator and Amy Wolfgang as a part time Telecommunicator, both contingent on a background check, physical and psychological testing, and with a six month probationary period. Votes may be taken.
- 4.2 Vote to appoint Joan Landers, Superintendent of the North Middlesex Regional School District, as an at-large member of the Fire-EMS Chief Screening Committee. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports. Votes may be taken.
- 5.2 Town Administrator updates and reports. Votes may be taken.
- 5.3 Review and sign payroll and bills payable warrants. Votes may be taken.



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**SELECTMEN'S MEETING MINUTES
DECEMBER 19, 2013 - 5:00 P.M.
SELECTMEN'S MEETING CHAMBERS**

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 5:00PM and roll call showed Sue Lisio, Chairman (SL); and Colin McNabb, Clerk (CM) present.
- 1.2 SL announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: 3.11 - Review request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals and delete 2.2 - Rename bridges on Wheeler Road and Turnpike Road.
- 1.4 Review and approve Meeting Minutes: November 19, 2013 and December 3, 2013. CM moved to approve. SL seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 Town Clerk Sue Funaiolo to discuss the following:
 - Annual dog licensing: Ms. Funaiolo announced that 2014 dog licensing is underway. Fees remain the same - \$6 for neutered and \$11 for unaltered. As of March 1st late fees will now be \$10. Those licensed before the first week of February will be entered into the #1 tag contest.
 - April 28, 2014 election calendar: Nomination papers for the April 28, 2014 elections will be available January 7th through March 7th. There are 23 positions available not including the tax collector position. Papers need to be returned by March 10, 2014.
 - On another note, the census should be mailed by January 10, 2014. Please return them for listings and safety issues. The information is also used for grant applications and other important items.

III MEETING BUSINESS

- 3.1 Discussion of Board of Selectmen vacancy: Mr. Sheehan asked the Board to decide whether they will continue as a two-person Board or hold a special election to fill the vacant seat. The Charter states that the seat can remain vacant if it is for less than 6 months. CM expressed concern about the additional cost of a special election at this time. He moved to not fill the vacancy on the Board. SL seconded. Unanimous.
- 3.2 Discussion of January Board of Selectmen schedule. The Board agreed to meet on January 7th and 28th and February 11 and 25, 2014 and resume their regular schedule thereafter.
- 3.3 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D: Mr. Sheehan noted that this year's appropriation is \$175,000 (up from \$125,000 last year). CM moved to authorize deficit spending of up to \$75,000 above the appropriation for snow and ice pursuant to G. L. c. 44, s. 31D. SL seconded. Unanimous.
- 3.4 Review and approve collective bargaining agreements with Police and Telecommunicators and if necessary convene Executive Session under G. L. c. 30A, s. 21(a)(3). Mr. Sheehan announced that no Executive Session is required. CM moved to approve collective bargaining agreements with Police and Telecommunicators. SL seconded. Unanimous.

- 3.5 Vote to open May 6, 2014 Annual Town Meeting warrant. Mr. Sheehan noted that warrant articles are due March 3rd at 5PM. CM moved to open May 6, 2014 Annual Town Meeting warrant. SL seconded. Unanimous.
- 3.6 Review request from the Abram S. French Fund Committee to transfer from available funds to the Abram S. French Fund to provide assistance to families in need: Mr. Sheehan received a request from the Committee to have funds available at short notice for cases that need to be handled expeditiously. SL would like to make sure any action complies with the trust agreement(s) and requests reports be submitted to the Board. CM moved to transfer \$3,000 from available funds to the Abram S. French Fund to provide assistance to families in need. SL seconded. Unanimous.
- 3.7 Review and approve an amendment to the Surrounding Community Agreement between the Town and PPE Casino Resorts MA, LLC related to the proposed slots casino in Leominster: Mr. Sheehan gave an update on the discussions with other communities. PPE will pay \$35,000 up front which will go into the general fund. They will also pay \$5,000 annually. CM moved to approve the amendment to the Surrounding Community Agreement between the Town and PPE Casino Resorts MA, LLC related to the proposed slots casino in Leominster. SL seconded. Unanimous.
- 3.8 Town Administrator's FY15 budget message and discussion of instructions to departments: Mr. Sheehan summarized the budget memo he distributed to the Board. FY13 free cash was strong, State finances have stabilized, and our finances are strong. We have remained level-funded for years. He proposed the standard 2 ½% increase. In approximations, the property tax levy should be \$14.3 million, local receipts \$1.3 million and meals tax \$80,000. He projects total local aid to be level funded at \$1,423,000. With regard to expenditures, education is 54% of the general fund. County retirement assessment is up 4.4% this year. He is budgeting a 7-10% increase in health insurance which prompted discussion. Curbside trash will remain at \$625,000. SL would like to add that to the agenda of a future meeting. There will be a 2 ½% increase for non-union employees and union employee wages will increase in accordance with the contracts. The bottom line budget at this time is \$18,388,608 which is a 2.3% increase.
- 3.9 Review correspondence from the Capital Planning Committee: CM read the correspondence from the Capital Planning Committee into the record. Lorna Fredd, Chair of the Capital Planning Committee, was present and discussion ensued about how to address the condition of the roads with regard to the Capital Plan.
- 3.10 Review request to close Town Hall early on Tuesday, December 24, 2013: CM moved to close Town Hall on 12/24/13 at noon and on 12/31/13 at 2PM. SL seconded. Unanimous.
- 3.11 Review request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals: CM moved to approve the request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals in the amount of \$563.61. SL seconded. Unanimous.
- IV APPOINTMENTS OF PERSONNEL/OFFICIALS**
- 4.1 Select and appoint members of the Fire-EMS Chief Screening Committee: There are still openings for one more resident and a full-time firefighter. After reviewing the applications, CM moved to appoint David Profit, Bill Elliott, Brett King, Roger Rapoza, and David Funaiole to the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.
- 4.2 Review and appoint Janet E. Cote' to the American Flag Committee: CM moved to appoint Janet E. Cote' to the American Flag Committee. SL seconded. Unanimous.
- V WORK SESSION**
- 5.1 Board of Selectmen updates and reports: SL gave an update on the School Building Committee.
- 5.2 Town Administrator updates and reports:
- Mr. Sheehan asked the townspeople to bear with the Highway Department during snow removal and asked that they assist with clearing the snow around the catch basins and approximately 550 fire hydrants in town.
 - The position for a new interim collector has been posted. CM moved to allow Kathy Rossbach to remain as tax collector until such time as a new collector is named. SL seconded. Unanimous.
- 5.3 Review and sign payroll and bills payable warrants: CM moved to review and sign payroll and bills payable warrants out of session. SL seconded. Unanimous.
- CM moved to adjourn at 6:36PM. SL seconded. Unanimous.



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3.2


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Andrew J. Sheehan,
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Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: January 3, 2014

SUBJ.: Poor and Worthy Funds
Process for Addressing Requests for Assistance

Over the years a number of people have left funds to aid the worthy and poor of the Town. These "worthy" funds include the Abram S. French Worthy Fund, Amanda Dwight Worthy Fund, Susan Wilson Worthy Fund, and Albert J. Atwood Worthy Fund. In recent years, they have typically been used to assist those in need with utility, mortgage, and similar payments. Assistance has been routed through the Abram S. French Fund Committee and most funding over \$500 has been through the Albert J. Atwood Worthy Fund. It is not clear how the Abram S. French Fund Committee came to be the administrator of these funds.

Recently some logistical issues have arisen that lead us to revisit how the funds are administered. In many cases, the people in need of assistance are on a very short timetable and need assistance within a few days or a week. It can be problematic for the French Fund Committee to meet to discuss the request for funding, forward that request to the Board of Selectmen, and wait for the Board to meet and act. It is also worth noting that only the Abram S. French Fund specifically asks that donations be kept confidential, although we have typically kept all recipients' names confidential.

In discussing these issues with Renee Fossey of the French Fund Committee and Town Accountant Kim Fales it was agreed that the process should be revisited. We see four options: the Board of Selectmen can review all funding requests, explicitly delegate it to the Abram S. French Fund Committee, delegate it to the Trust Fund Committee, or delegate it to staff. There are pros and cons of each and I look forward to discussing them in more depth at the meeting.

Please feel free to contact me if you have any questions in this regard.

PUBLIC NOTICE OF VACANCY

3.4

October 9, 2013

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following vacancy is posted:

FIRE-EMS CHIEF SCREENING COMMITTEE

MISSION

The Board of Selectmen hereby establishes a Fire-EMS Chief Screening Committee. The Committee shall screen candidates for the position of Fire-EMS Chief and forward the names of finalists to the Board of Selectmen. The Committee shall dissolve when it forwards said list of candidates to the Board of Selectmen unless the Committee's term is extended by the Board of Selectmen.

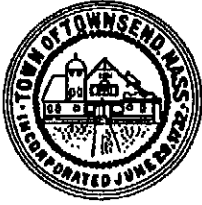
The Committee shall consist of seven (7) members appointed by the Board of Selectmen. Committee members shall be represented as follows:

- . The Chief of the Townsend Police Department or if the Chief so designates the Deputy Chief;
- . Two (2) Call members of the Townsend Fire Department, one (1) of whom shall be an officer;
- . One (1) full time member of the Townsend Fire Department;
- . One (1) department head;
- . Two (2) ~~residents~~ residents-at-large members, one (1) of whom is affiliated with the North Middlesex Regional School District;

The following shall assist and advise the Committee in its work. They shall not have voting privileges:

- . The Town Administrator;
- . A fire chief or superior officer of an area fire department.

Individuals interested in serving should forward a Volunteer Response Form to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469. Forms are available at Town Hall or at online http://www.townsend.ma.us/Pages/TownsendMA_Selectmen/volunteer.pdf



*Townsend Communications Department
P. O. Box 137
70 Brookline Road
Townsend, Massachusetts 01469*

A.1

Erving M. Marshall, Jr.
Director of Communications

978-597-2242
978-597-6214

To: Board of Selectmen

From: Erving M. Marshall, Jr., Director of Communications

Re: Full and part-time appointments

Date: December 20, 2013

Based on the attached recommendations I would request that the Board appoint Richard Howard as a full-time Telecommunicator to replace Melody Cotter who resigned her position, on the stipulation that Mr. Howard pass a background check as well completing required physical and psychological testing with a six-month probationary period beginning January 7, 2013 through June 30, 2013.

I would also request that the Board appoint Amy Wolfgang to the position of part-time Telecommunicator with the same terms and conditions as outlined above.

I have attached these candidate's applications and resumes for you review.

These recommendations come to you following the required job postings.

Please advise should you have any questions or concerns.

Sincerely,



Erving M. Marshall, Jr.
Director of Communications

Cc: David Mazza, Communications Supervisor
File