



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 14, 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: January 7, 2014. Votes may be taken.

II APPOINTMENTS AND HEARINGS

- 2.1 7:05 Joint meeting with Planning Board to appoint a member to fill a vacancy until the next annual election. Votes may be taken.
- 2.2 7:15 Joint meeting with Housing Authority to appoint a member to fill a vacancy until the next annual election. Votes may be taken.
- 2.3 7:20 Rename bridges on Wheeler Road and Turnpike Road. Votes may be taken.
 - Wheeler Road Bridge: to be renamed Amadon Family Memorial Bridge
 - Turnpike Road Bridge: to be renamed Rossbach Bridge
- 2.4 7:30 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

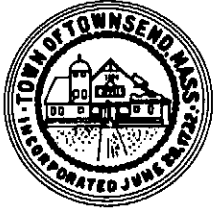
- 3.1 Discuss the process of responding to requests by those seeking assistance from various "poor" and "worthy" funds, including the Abram S. French Worthy Fund, Amanda Dwight Worthy Fund, Susan Wilson Worthy Fund, and Albert J. Atwood Worthy Fund. Votes may be taken.
- 3.2 Discuss the Capital Planning Committee's request that the Board of Selectmen advise if road improvements are a capital or operating expense. Votes may be taken.
- 3.3 Update and discussion of lease of the Hart Free Library. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint Interim Tax Collector to serve until a permanent Collector is named. 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.



1.4

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SELECTMEN'S MEETING MINUTES
JANUARY 07, 2014 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:00PM 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: Delete 2.1 - 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 and add 4.3 - Vote to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee.
- 1.4 Review and approve Meeting Minutes: December 19, 2013. CM moved to approve. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Vote to accept gift of network servers from Sterilite Company: Mr. Sheehan informed the Board that Sterilite donated three servers to the town to address some infrastructure needs. The Board thanked Sterilite for their continued generosity. CM moved to accept the gift. SL seconded. Unanimous.
- 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: Mr. Sheehan gave a background of the various funds that we have to benefit the "poor" and "worthy". Last meeting's vote to transfer funds from available funds to the Abram S. French Fund spurred a conversation among the finance officers. They found no history of how the process evolved. At some point the Abram S. Fund became the administrator. He would like the Board to give some direction in how to address these needs in the future. Another piece is that many requests come with a short timeline. With the restrictions of Board schedules and Open Meeting Law it might be appropriate to allow a staff-level group to address the requests in order to be more nimble. SL asked if there were any stipulations of the funds to which Mr. Sheehan replied that only the French fund requires confidentiality and a committee appointed by the Board. SL and CM agreed that more than one person making the decision would be advisable. Mr. Sheehan will bring a recommendation to the next meeting.

II APPOINTMENTS AND HEARINGS

- 2.2 7:15 Fire Station Building Committee: Meeting with the Committee to discuss next steps in developing a new headquarters station: The Fire Station Building Committee was called to order. Present were Don Klein, Bill Elliot, Mark Mercurio, Brett King and Mike Grimley. Discussion commenced about using a request for proposals to find anyone interested in building and leasing a station to the town. Some of the ramifications discussed were:
 - if it would still be a capital appropriation and debt exclusion
 - if it would be an operating expense requiring an override

- if prevailing wage would be required because it is for a public purpose
- what the criteria would be
- length of the lease and what to do when it expires

SL feels the most attractive option is still the original project that was to be presented at Town Meeting of a single station on Scales Lane. The people need the opportunity to make the decision. CM said the decision should be made by the voters. The Committee has been working on this for 1 ½ years and it is frustrating that it was blocked on procedural grounds. Don Klein has put the project on the capital plan for this year and will be meeting with Capital Planning on January 23rd.

III MEETING BUSINESS (continued)

3.3 Vote to rescind the December 19, 2013 vote to transfer \$3,000 from available funds to the Abram S. French Fund: Mr. Sheehan explained that the anticipated funds are no longer needed. CM moved to rescind the December 19, 2013 vote to transfer \$3,000 from available funds to the Abram S. French Fund. SL seconded. Unanimous.

3.4 Vote to amend the charge of the Fire-EMS Chief Screening Committee by changing “residents” to “at-large members”. Mr. Sheehan informed the Board that the positions have not received applications from volunteers as the posting specified. Superintendent Landers has expressed interest in participating and by changing the wording she would fill the role of someone affiliated with the schools. CM moved to amend the charge of the Fire-EMS Chief Screening Committee by changing “residents” to “at-large members”. SL seconded. Unanimous.

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: CM moved 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. SL seconded. Unanimous.

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: CM moved to appoint Joan Landers, Superintendent of the North Middlesex Regional School District, as an at-large member of the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.

4.3 Vote to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee. CM moved to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen updates and reports:

- CM expressed his condolences to the family of Gary Evans who left us as he lived – on a small adventure.
- SL gave an update on the School Building Committee.

5.2 Town Administrator updates and reports:

- Mr. Sheehan announced that the next Selectmen’s meetings will be held January 14, 2014 and February 11, 2014.
- There are still vacancies on approximately twelve committees.
- Today is the first day to take out nomination papers for elected positions.
- A new interim collector will be brought to next week’s meeting for the Board’s consideration.
- Thanks to the employees of the highway, facilities and cemetery departments for the work they have done on snow removal this week.

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 7:57 P.M. SL seconded. Unanimous.

2.1

**NOTICE OF JOINT MEETING
BOARD OF SELECTMEN
AND
PLANNING BOARD**

January 14, 2014 at 7:05PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Planning Board will convene a joint meeting on Tuesday, January 14, 2014 at 7:05PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill a vacancy on the Planning Board. The appointment will be made by majority vote of the Board of Selectmen and the Planning Board.

Procedures for Filling Vacancies on Elected Boards and Commissions

This procedure follows the steps outlined in MGL c. 41, s. 11, Appointment to fill vacancy in town office. C. 41, s. 11 reads:

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

- Within one (1) month of a vacancy the board or commission shall give written notice to the Board of Selectmen;
- Selectmen shall post notice of a joint meeting at least one week in advance of the meeting; alternatively the Board of Selectmen and the board or commission shall separately post notices of their meetings at least one week in advance so long as the item is reflected on the agenda of each;
- Chair of the Board of Selectmen calls the joint meeting to order or announces the agenda item;
- Chair calls for nominations to fill the vacancy;
- Chair calls for seconds to nominations;
- Chair calls for roll call vote of nominees by the members of the Board of Selectmen and the members of the board or commission;
- Chair declares the candidate who receives a majority of votes;
- The candidate so chosen shall fill the vacancy until the next annual election.



THE PLANNING BOARD
272 Main Street
Townsend, Massachusetts 01469
978-597-1700 x1722 * 978-597-1722 fax
jhollows@townsend.ma.us

Jeffrey R. Peduzzi, Chairman
Chris Jones, Clerk

Karen M. Coughlin, Vice-Chairman
Chris Nocella, Member

Date: January 7, 2014

To: Andy Sheehan, Town Administrator
Board of Selectmen

From: Planning Board



Jeanne Hollows, Planning Board Administrator

Subject: Planning Board Appointment

At their meeting of January 6, 2014, the Planning Board voted to recommend that Mr. Perry J. Tomasetti be appointed to the Planning Board at a joint meeting of a Board of Selectmen and Planning Board to fill a vacant position until the next election.

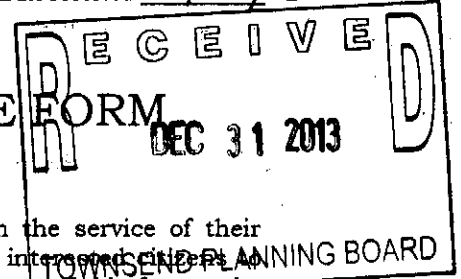
Based on our conversation, could you please add this joint session review to your January 14, 2014 Agenda and let me know what time as we need to post this meeting seven (7) days in advance.

Thank you.



Date received 12/31/13

VOLUNTEER RESPONSE FORM



Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens who can serve on a voluntary basis on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: PERRY J. TOMASETTI 12/31/2013

Phone (978) 597-8208 email perry.tomasetti@comcast.net

Address: 5 Gemini Lane - Townsend MA 01469

Occupation: V.P. Marketing Manager - Medical Lasers

Amount of time available (per week/per month): 4 Hours

Background/Experience Responsible Professional town Resident
BS Biology Graduate Cert. - MANAGEMENT

REFER TO THE LIST OF BOARDS AND COMMITTEES ON THE BACK OF THIS FORM AND LIST THOSE YOU ARE INTERESTED IN SERVING ON IN ORDER OF PREFERENCE

1. Planning Board
2. Others as needed/available
3. _____

2.2

**NOTICE OF JOINT MEETING
BOARD OF SELECTMEN
AND
HOUSING AUTHORITY**

January 14, 2014 at 7:15PM
Selectmen's Chambers
272 Main Street, Townsend

The Board of Selectmen and Housing Authority will convene a joint meeting on Tuesday, January 14, 2014 at 7:15PM in the Selectmen's Chambers, 272 Main Street, Townsend. The purpose of the meeting is to fill a vacancy on the Housing Authority. The appointment will be made by majority vote of the Board of Selectmen and the Housing Authority.

Procedures for Filling Vacancies on Elected Boards and Commissions

This procedure follows the steps outlined in MGL c. 41, s. 11, Appointment to fill vacancy in town office. C. 41, s. 11 reads:

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote. The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.

- Within one (1) month of a vacancy the board or commission shall give written notice to the Board of Selectmen;
- Selectmen shall post notice of a joint meeting at least one week in advance of the meeting; alternatively the Board of Selectmen and the board or commission shall separately post notices of their meetings at least one week in advance so long as the item is reflected on the agenda of each;
- Chair of the Board of Selectmen calls the joint meeting to order or announces the agenda item;
- Chair calls for nominations to fill the vacancy;
- Chair calls for seconds to nominations;
- Chair calls for roll call vote of nominees by the members of the Board of Selectmen and the members of the board or commission;
- Chair declares the candidate who receives a majority of votes;
- The candidate so chosen shall fill the vacancy until the next annual election.

Date: January 7, 2014

To: Andrew J. Sheehan, Town Administrator

From: Housing Authority

Subject: Housing Authority Appointment

At their meeting of January 7, 2014, the Housing Authority voted to recommend Heather Araujo be appointed to the Housing Authority at a joint meeting of the Board of Selectmen and the Housing Authority on January 14, 2014.

Ms. Araujo's application is attached with original signatures of the Housing Authority's approval.

Andy Sheehan

From: Heather Araujo <heather.araujo@gmail.com>
Sent: Sunday, January 05, 2014 1:26 PM
To: asheehan@townsend.ma.us
Subject: Resident Request for Appointment to Volunteer Board or Committee
Attachments: Attach0.html

Request From: Heather Araujo
Email: heather.araujo@gmail.com
Source IP: 74.104.26.127

Street Address: 24 Canal St, West Townsend 01474
Mailing Address:

Home Phone:
Work Phone:
Fax:

*Motion, Made the Secounded a request appointment by
the Selectman of Heather Araujo
For the Open term June 30, 2017 of the Housing
Authority*

Checkbox Choices
*Housing Authority,

Are you a registered voter in the Town of Townsend? Yes/No
Yes

Do you have conflicts with meeting times or group assignments?
No

If you have previously served on any Boards or Committees in the Town of Townsend, please describe your experience:

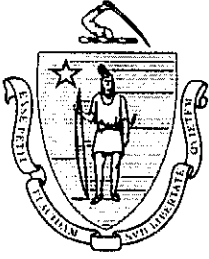
I do not have experience serving on any Townsend boards or committees.

Are there other background experiences or skills that you feel would contribute to this appointment?
While I do not have experience serving on any Townsend boards or committees, I do have previous volunteer experience from high school and college, where I served on Relay For Life committees and student residential government, respectively.

Why are you interested in this appointment?
I feel that as a property owner in town, it is important to be involved in the community. I believe the Housing Authority is a good fit for me because the affordable housing is an important issue.

What are your goals for this Board or Committee?

*Thank you, M. Scott
Kathleen C. Gray
Law Sheehan
01-07-2014 6:23 p.m.*



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

2.3

SENATOR JENNIFER L. FLANAGAN
Worcester and Middlesex District

JENNIFER.FLANAGAN@MASENATE.GOV
WWW.MASENATE.GOV

February 7, 2013

Vice Chair
COMMITTEE ON WAYS AND MEANS

STATE HOUSE, ROOM 208
BOSTON, MA 02133-1053

TEL. (617) 722-1230
FAX (617) 722-1130

Mr. Andrew J. Sheehan
Town Administrator

Townsend Board of Selectmen
Office of the Board of Selectmen
272 Main Street
Townsend, MA 01469

Dear Administrator Sheehan and Members of the Board of Selectmen:

I am in receipt of your letter dated January 24, 2013 regarding the Turnpike Road and Wheeler Road bridges. My office has been in contact with both Mass Highway District 3 and the Massachusetts Department of Transportation to inquire about naming the bridges after the Rossbach and Amadon families.

Both Mass Highway and the Massachusetts Department of Transportation have confirmed that the two bridges are not within the Commonwealth's jurisdiction; the bridges lie within the Town's jurisdiction. Therefore, the Town does not need state legislation to name the bridges. Typically when naming a town bridge, municipalities will offer a proclamation and have a plaque or marker placed on the bridge.

If you have any further questions, please contact my District Director Carly Antonellis at 978-534-3388 or carly.antonellis@masenate.gov. Thank you.

Respectfully,


Jennifer L. Flanagan
State Senator

Worcester & Middlesex District



3.1

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272 Main Street
Townsend, Massachusetts 01469


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MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: January 10, 2014

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

As discussed previously, the Abram S. French Worthy Fund, Amanda Dwight Worthy Fund, Susan Wilson Worthy Fund, and Albert J. Atwood Worthy Fund were established to assist those in need. At one time these funds were administered by a Town welfare office. Over time public welfare was transferred from local control to State administration, resulting in fewer requests for assistance from the local worthy funds. Recently the Abram S. French Fund Committee administered all requests for assistance and assistance was drawn from a number of the worthy funds.

Following last week's discussion, the Board requested that I prepare a recommendation for addressing requests for assistance from the worthy funds. I recommend a staff level working group consisting of the following:

- One (1) member of the Board of Selectmen
- One (1) member of the Abram S. French Fund Committee designated by the Committee, and
- The Town Administrator or designee.

Approved funding requests will be placed on a warrant for payment by the Treasurer.

Requests for funding from the Abram S. French Fund will continue to be handled by that Committee.

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



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3.3

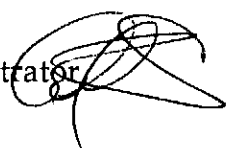
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MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: January 10, 2014

SUBJ.: Hart Free Library

On October 22, 2013 the Board discussed the draft request for proposals (RFP) for the lease of the Hart Free Library. At that time the Board asked me to forward the RFP to the Town Properties Committee (TPC) for review and comment. The TPC has not met and has not provided any comments on the RFP since that time.

Having received no response from the TPC I recommend that the Board consider moving ahead with issuing the RFP. However, winter is not the optimum time to move real estate. I recommend that the Board allow me to delay issuing the RFP until the weather breaks.

At the October meeting the Board also discussed seeking Town Meeting authorization to sell the building if there was insufficient response to the RFP. However, there are a number of logistical issues that complicate selling the property. The most significant is the limited size of the lot and the implications that would have for parking. If the Board wishes to include this authorization on the Annual Town Meeting we will need to receive proposals by April.

I look forward to discussing this in more detail at the meeting.