



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

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Town Administrator

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SELECTMEN'S MEETING MINUTES
APRIL 24, 2012
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 RP called the meeting to order at 7:03PM.
- 1.2 Roll call: Robert Plamondon, chairman, Sue Lisio, vice chairman, Nicholas Thalheimer, clerk.
- 1.3 RP announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions RP announced the following additions: 1.4.1, 3.10, 3.11, modification of 4.1, 4.2, 4.3
 - 1.4.1 Election of officers: Chair, Vice Chair, and Clerk
SL moved to nominate NT as chairman. RP seconded. Unanimous.
NT moved to nominate SL as vice chairman. RP seconded. Unanimous.
NT moved to nominate RP as clerk. SL seconded. Unanimous.
- 1.5 Review/Approve Meeting Minutes for April 10, 2012. RP moved to approve the minutes as written. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:00 P.M. Irene Congdon, RE: Earth Day
Irene Congdon of the Recycling Committee was present to discuss Earth Day activities on 4/28/12 from 10AM-3PM on the Common. She noted that there would be textile and electronics collections, a plant swap, and animals. She also said the recycling center would soon be accepting rigid plastics and the Devens Household Hazardous Products Collection Facility would be open on May 2 and 5.
- 2.2 Appointments to the Nashoba Valley Technical School Committee. In conjunction with the North Middlesex Regional School District School Committee and the Town Moderator for Townsend Representative's to the Nashoba Valley Technical School Committee.
At 7:09 PM Town Moderator Gene Rauhala called the joint meeting to order. Also present were the three members of the Board of Selectmen and Susan Robbins of the North Middlesex Regional School Committee. Mr. Rauhala said that Townsend's reps to NVTHS, Nicole and Nathan Buckley, had resigned last year. He said there were two applicants for the positions: Karen Chapman and Sheldon Chapman. Mr. Rauhala recommended Karen Chapman to the longer term. SL moved to appoint Karen Chapman and Sheldon Chapman to the NVTHS Regional School Committee. RP seconded. 5-0. Mr. Rauhala adjourned the joint meeting at 7:14PM.
- 2.3 P.M. Capital Planning Committee, RE: FY13 Capital Improvement Plan.

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Lorna Fredd, Carolyn Smart, Andrea Wood, Richard Oakley, and Colin McNabb of the Capital Planning Committee (CPC) were present. Ms. Fredd informed the Board that the CPC recommended the air filling station for \$17,056, fuel management system for \$30,000, public safety radios for \$206,000, West Townsend Reading Room improvements for \$23,430 for a total general fund capital program of \$276,486. A long discussion over the need for Police Department body armor ensued with Ms. Wood saying only \$3,000 was needed. Ms. Smart added that the vests were just hitting the 5-year mark and the officers could get more years out of them. RP said he supported the Police Dept.'s request. SL also questioned the process the CPC used and said the CPC should not be conducting research independent of the Chief, especially at the last minute. Ms. Smart chastised the BOS for taking too long to review the plan and said the BOS was exceeding its authority by changing the plan at this stage. Mr. Sheehan pointed out that the bylaw clearly laid out the process in which the CPC makes a recommendation to the BOS and the Town Administrator and BOS modify it as it sees fit for presentation to Town Meeting. He added that he is hopeful there will be additional funding available in the fall. Ms. Wood left the meeting. Water Superintendent Paul Rafuse criticized the BOS for changing the plan and said public safety should not get top priority. Ms. Smart offered a compromise in which the mandatory items would be funded at May Town Meeting and the remaining items would be deferred until the Fall Town Meeting. SL said she would not agree with leaving off body armor, citing liability and moral responsibility. She added that delaying is deprioritizing. Police Chief Erving Marshall entered the meeting. Upon questioning from SL he explained that the department needs 30 pieces of body armor and he expects a grant to cover half the cost. The amount he is requesting, \$12,000, represents the Town's share. Ron Dionne described the Police Department requests as wish list items. Chief Marshall characterized them as needs. RP moved to approve for Town Meeting's consideration the items in Mr. Sheehan's memo of 4/10/12 amounting to \$266,931 from capital stabilization and the other items funded from other sources as recommended by the CPC. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Review/Adopt revised Policy for Disposal of Surplus Materials valued under \$5,000.00. Mr. Sheehan presented a revised policy for the Board's consideration. He explained that the Cemetery & Parks Department wishes to dispose of surplus park lights through a live auction. The revised policy addresses that process. RP moved to adopt the policy as written. SL seconded. Unanimous.
- 3.2& 3.3 Review petition to rename the Wheeler Street Bridge to the Amadon Family Bridge and Review request to rename the Turnpike Road Bridge to the Rossbach Family Bridge. Mr. Sheehan suggested taking 3.2 and 3.3 together. He reported that a petition had been submitted asking to rename the Wheeler Road bridge the Amadon Family Bridge. Another request was made to rename the Turnpike Road Bridge the Rossbach Family Bridge. RP moved to support the renamings and ask Mr. Sheehan to contact the Mass. Dept. of Transportation to discuss the process. SL seconded. Unanimous.
- 3.4 Review/vote request to transfer \$2,172.38 from the Salary Reserve to the Communications Budget. Mr. Sheehan explained that the Communications Center needs a transfer from the salary reserve for full implementation of the new wage rates. RP moved to transfer \$2,172.38 from the salary reserve to Communications Center salary and wages. SL seconded. Unanimous.
- 3.5 Review/Sign Agreement for Environmental Monitoring and Reporting between the Town

and Weston & Sampson Engineers, Inc.

Mr. Sheehan explained that the BOS signed this three-year contract last year. The contractor lost their original and has requested that the BOS execute a new original. RP moved to sign the contract. SL seconded. Unanimous.

3.6 Call for volunteers: Cable Television Advisory Committee.

Mr. Sheehan repeated that the Town is still seeking members for the Cable Advisory Committee for the negotiation of a new cable contract. Interested members are encouraged to submit a volunteer response form.

3.7 Annual and Special Town Meeting update and review.

The BOS and Mr. Sheehan discussed the articles on the annual and special Town Meetings scheduled for May 1.

3.8 Acknowledgement and appreciation to students of Cushing Academy for a day of service to the Town, with further appreciation to their sponsor/coordinator Gary Lorden.

Mr. Sheehan reported that local builder Gary Lorden arranged for about a dozen Cushing Academy students to volunteer at the library, senior center, and police station. The students helped with landscaping the grounds, spreading more than 30 yards of mulch. The work was part of the students' day of service in which classes are cancelled and students contribute in various ways around the region. RP moved to send a letter of appreciation to Gary Lorden thanking him for his efforts. SL seconded. Unanimous.

3.9 Update on the request for proposals for the Hart Library.

Mr. Sheehan reported that the Hart Library RFP is being reviewed by Town Counsel.

3.10 Vote to authorize Town Accountant Kim Fales to sign contracts and other documents for FEMA reimbursement for October 2011 snow storm.

Mr. Sheehan asked the BOS to authorize Town Accountant Kim Fales to sign paperwork for storm reimbursements. RP moved to authorize the Town Accountant to sign reimbursement paperwork. SL seconded. Unanimous.

3.11 Request for 1-day special licenses:

- Derick Fors of Townsend Ridge Country Club, for Members Night event on May 2, 2012, from 1-10PM. RP moved to grant the one-day license. SL seconded. Unanimous.
- Derick Fors of Townsend Ridge Country Club, for Youth Sports Tiger Golf Tournament on May 4, 2012, from 11AM-10PM. RP moved to grant the one-day license. SL seconded. Unanimous.
- Derick Fors of Townsend Ridge Country Club, for Pepperell 4th of July Golf Outing on May 5, 2012, from 12-8PM. RP moved to grant the one-day license. SL seconded. Unanimous.
- Derick Fors of Townsend Ridge Country Club, for Run to Home Base Charity Golf Outing on May 6, 2012, from 12-8PM. RP moved to grant the one-day license. SL seconded. Unanimous.
- Derick Fors of Townsend Ridge Country Club, for May One Day Members Guest event on May 8, 2012, from 12-7PM. RP moved to grant the one-day license. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Accept the resignation of Carolyn Smart as Executive Assistant to the Town Administrator and approve the hiring of Carolyn Smart as the Billing Clerk in the Water Department. Water Superintendent Paul Rafuse read a letter to the BOS. He recommends a starting wage of \$17.30/hour for the billing clerk and increasing the office manager to grade 4/level 4 (\$18.17/hour) to bring the rate in line with comparable communities. SL stated she didn't

want to reopen the classification appeals process that was recently concluded. A discussion ensued about the date of the posting and the date Ms. Smart applied. NT stated he had no objection to the hiring and recommended getting Town Counsel's input on the rate. SL pointed out that Ms. Smart applied for the Water Department position knowing the posted rate and voluntarily resigned her position in the Selectmen's office. Ms. Smart acknowledged she knew when she applied that the rate of pay for the billing clerk was low. RP moved to accept Ms. Smart's resignation, approve the hiring as billing clerk in the Water Department with no interruption in service or benefits, with the rate set at to the published rate, and to seek input from Town Counsel. SL seconded. Unanimous.

- 4.2 Appoint Rebecca Borneman as a fulltime Telecommunicator with a 6-month probationary period and an effective date of April 24, 2012-June 30, 2012.
RP moved to appoint Rebecca Bornemann as a full time Telecommunicator with a 6-month probation period and effective from April 24, 2012-June 30, 2012. SL seconded. Unanimous.
- 4.3 Appoint James Landi as a fulltime recruit Police Officer beginning April 24, 2012 through June 30, 2012.
RP moved to appoint James Landi as a full time recruit Police Officer from April 24, 2012 to June 30, 2012. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports. There were no Selectmen updates.
- 5.2 Town Administrator Updates/Reports
- Website: Mr. Sheehan said the new website is coming along and content is being added. A brief discussion ensued in which it was agreed that Town Meeting information should be posted online, including documents, date, time, and location.
 - HVAC upgrades at Library/Senior Center: Mr. Sheehan reported that the upgrades to the climate system at the building are underway. The work, initiated and supported by Sterilite, should be complete in about a month and should result in a more efficient, more comfortable building.
 - Green Communities: Mr. Sheehan reported the Energy Committee is making progress on the Green Communities application. They are planning to come in to an upcoming meeting to present he energy reduction plan and ask for the BOS's endorsement.
- 5.3 Review/Sign Payroll Warrant. RP moved to sign out of session. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant. RP moved to sign out of session. SL seconded. Unanimous.
- 5.5 Executive Session. The Board will convene an executive session for the following:
- Under exemption 1, to discuss complaints or charges brought against a public officer, employee, staff member, or individual;
 - Under exemption 3, to discuss strategy with respect to litigation.

8:55PM RP moved to enter executive session under exemption 1 to discuss complaints or charges brought against a public officer, employee, staff member, or individual; and under exemption 3 to discuss strategy with respect to litigation when discussion in open session would be detrimental; and to immediately adjourn without returning to open session. SL seconded. Unanimous.

8:55PM Adjourned to Executive Session.