



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
JUNE 19, 2012
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:01. The roll call showed chairman Nicholas Thalheimer (NT), vice chairman Sue Lisio (SL), and clerk Robert Plamondon (RP).
- 1.2 NT gave notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions: NT stated that item 3.7 is deleted from the agenda.
- 1.4 Review/Approve Meeting Minutes: June 5, 2012; June 7, 2012.
RP moved to approve the minutes of June 5, 2012 as written. SL seconded. Unanimous.
RP moved to approve the minutes of June 7, 2012 as written. SL seconded. Unanimous.

II APPOINTMENTS & HEARINGS

- 2.1 Water Department: Paul Rafuse, Water Superintendent, requests approval of a change order in the amount of \$7,330.25 to the contract for the tank mixing system, contractor Winston Builders Corporation.
Mr. Sheehan explained that the change orders are related to the installation of the tank mixing system at Highland Street. RP moved to approve the change order. SL seconded. Unanimous.
- 2.2 Karen Clement requests that the Board of Selectmen amend the personnel policy requiring pre-placement medical examinations.
Ms. Clement stated she was speaking as a resident and not in her capacity as Recreation Director. She asked that a special section be added to the Personnel Rules for the Recreation Department. SL said this presents a good opportunity for the Board to begin reviewing the Personnel Policies & Procedures Manual. Mr. Sheehan informed the Board that he has discussed this issue with Labor Counsel. Counsel advises requiring pre-employment physicals for employees, including seasonal Recreation staff. It is not a legal requirement, but serves to identify potential problem employees and provides protection to the Town. RP moved to take no action on Ms. Clements' request to amend the Personnel Rules. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 GIS Planning Assistance: Vicki Tidman, Principal Assessor, requests that the Board of Selectmen authorize MRPC to devote four (4) hours of GIS Planning Assistance to be used to update Assessors maps.
Mr. Sheehan explained that this is an annual request to MRPC. RP moved to approve the request to MRPC for 4 hours of GIS assistance. SL seconded. Unanimous.
- 3.2 Request for Transfer of Appropriations: The Board of Health requests a transfer of \$154.00 to account 520-5112 Salary & Wages from 520-5340 Communication.
RP moved to approve the transfer of appropriations for the Board of Health. SL seconded. Unanimous.

- 3.3 Vacation reimbursement: Request of Town Administrator Andrew J. Sheehan for reimbursement of 10 days of unused vacation.
Mr. Sheehan explained that due to the vacancy in the Executive Assistant's position he has been unable to use all his vacation. He requested reimbursement for two weeks of unused time. RP moved to approve the reimbursement of two weeks unused vacation. SL seconded. Unanimous.
- 3.4 FY13 Wage Rates: Request that the Board of Selectmen approve a step increase for non-union employees upon satisfactory performance evaluation.
Mr. Sheehan explained that this is a housekeeping item to formally vote step increases for eligible employees. RP moved to approve a step increase for non-union employees upon satisfactory performance evaluation. SL seconded. Unanimous.
- 3.5 Vehicle Policy: Approval of updated vehicle policy.
Mr. Sheehan reminded the Board that in November 2011 it adopted a policy requiring the use of fuel efficient vehicles related to the Town's Green Communities application. The Department of Energy Resources has asked that an updated version of the policy be adopted. RP moved to approve the updated vehicle policy. SL seconded. Unanimous.
- 3.6 Hart Free Library: Update on request for proposals.
Mr. Sheehan reported that his office has issued a request for proposals for the lease of the Hart Library. Proposals are due on July 16. SL asked that the RFP be posted on the website.
- 3.7 Request for funding from the Abram S. French Fund Committee in the amount of \$916.67.
RP moved to approve funding in the amount of \$916.67. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appointment of Meeting Hall Coordinator.
Mr. Sheehan reported that a selection committee consisting of Kim King, Linda Salisbury, Stacy Schuttler and himself reviewed resumes for Meeting Hall Coordinator. The selection committee unanimously recommended Melissa Hermann for the position. RP moved to hire Melissa Hermann as Meeting Hall Coordinator, effective June 19, 2012. SL seconded. Unanimous.
- 4.2 Appointment of Executive Assistant to the Town Administrator.
Mr. Sheehan reported that a selection committee consisting of Vicki Tidman, Kim Fales and himself reviewed resumes, interviewed five candidates, and narrowed the field to two candidates. He then interviewed the finalists and checked references. He recommends Karin Canfield for the position. RP moved to hire Karin Canfield as Executive Assistant to the Town Administrator, effective June 19, 2012. SL seconded. Unanimous.
- 4.3 Annual Appointments for FY2013.
RP moved to appoint the named individuals to the positions and terms noted on the appointment list. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
RP announced vacancies on the Housing Authority Board and said there would be a joint appointment made on July 3. He also announced Capital Planning Committee vacancies with appointments to be made by the Board of Selectmen and Planning Board. Interested candidates should submit a volunteer response form.
- 5.2 Town Administrator Updates/Reports
Mr. Sheehan reported a land acquisition by the Division of Fisheries & Wildlife on S. Row Rd. Mr. Sheehan reported consistent utilization of the Devens Household Hazardous Waste Center and said numbers continue to increase.
He reminded viewers of the proposition 2½ override election on June 21.
- 5.3 Review/Sign Payroll Warrant. RP moved to sign warrants. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant. RP moved to sign warrants. SL seconded. Unanimous.

7:51PM The meeting was adjourned.