



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

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**SELECTMEN'S MEETING MINUTES
DECEMBER 18, 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: Sue Lisio, Vice-Chairman (SL), Robert Plamondon, Clerk (RP), Nicholas Thalheimer, Chairman (NT).
- 1.2 The Chairman announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions: Add 3.5 - Sign contract with Weston & Sampson Engineers for Route 13 reconstruction.
RP requested a moment of silence for the victims of the Newtown, CT tragedy.
- 1.4 Review/Approve Meeting Minutes: RP moved to approve the minutes of December 4, 2012 as written. NT seconded. SL abstained as she was not present. 2-0-1.

II APPOINTMENTS /HEARINGS

- 2.1 7:03 Julie Johnson, chairperson of the Charter Review Committee, presented the Committee's report to Board of Selectmen. The committee met for 18 months and made extensive corrections and created a "gray list" of items needing extra consideration. NT stated the next step is to have a public hearing and then put it on the warrant for Town Meeting. Gene Rauhala pointed out that as the list of committees needs to be updated it would be easier to do it in an appendix than revising the charter every time. RP and SL thanked the Committee for the amount of effort they put in. NT hereby dissolved the Committee.
- 2.2 7:15 Peter Collins of Heery International, Heidi Messing of the North Middlesex Regional High School Building Committee and Joan Landers, Superintendent of the North Middlesex School District gave an update on the NMRHS feasibility study. Ms. Landers introduced Mr. Collins who is the owner's project manager (OPM) for the High School project. Mr. Collins distributed and reviewed a "Feasibility Study Phase Schedule". Heidi Messing said of the 42 proposals, 40 potential designers attended the briefing session last Wednesday. Mr. Collins stated there is obviously a strong interest in the project. Ms. Landers will be working with design to create focus groups geared to concentrate on educational aspects of the design.
- 2.3 7:30 Leslie Gabriliska, Conservation Agent, to discuss the potential formation of an Agricultural Commission. Ms. Gabriliska introduced Gary Howland, NRWA AmeriCorps volunteer. He gave his background and discussed the benefits of having an Agricultural Commission in Townsend, one of which would be the establishment of a Farmer's Market. The Board offered its unanimous support and said it would sponsor an article on the Annual Town Meeting.

III MEETING BUSINESS

- 3.1 Mileage reimbursement policy. Adoption of policy. Mr. Sheehan said the current rate of 50.6 cents/mile was adopted in 2014 and has not been updated since. The current IRS rate is 55.5 cents/mile. He has written an updated policy tying the rate into the IRS rate. Our reimbursement rate will adjust with the IRS instead of having to continually amend the policy. RP moved to adopt policy #2012-04 and that this policy will replace any existing policy relating to this matter. SL seconded. Unanimous.
- 3.2 FY14 capital spending recommendation. Mr. Sheehan reminded the Board that Capital Planning Committee asked for a target number for FY14. At the Special Town Meeting \$400,000 was transferred from Free Cash to the Capital Stabilization Fund. \$200,000 of that is dedicated to the Spaulding School roof project. The other \$200,000 is for general capital purchases. He also mentioned that this may be a good time to borrow money due to low interest rates. The Board will keep that in mind. RP moved to approve the \$200,000 capital spending target. SL seconded. Unanimous.
- 2.4 7:45 Gary Shepherd to give an update on the tennis court project at Hawthorne Brook Middle School. Mr. Shepherd explained the project to date and requested the Board write a letter acknowledging the gift from the Sterilite Corporation. RP moved to authorize the TA to draft a letter to be signed out of session. SL seconded. Unanimous.
- 3.3 Discussion of letters to Representative Harrington and Senator Flanagan. RP would like to send a second letter to Governor Patrick outlining the impact of his actions on local government spending.
- 3.4 Preliminary discussion of the FY14 operating budget. Mr. Sheehan anticipates budget instructions to go out the second half of January. The structural deficit carries over to FY14. He reported that our retirement assessment from the Middlesex Retirement Board is projected to increase \$172,000 over FY13. He is looking into why there is a disparity in the percentages between Townsend and other communities. He will continue to work with the finance team and will have an update in January. SL recommended accelerating plans for alternative revenue sources such as trash collection/pay-as-you-throw. RP agreed. Mr. Sheehan pointed out that trash is one of the largest cost centers and the Board of Health will be meeting January 14th on this issue. The BOS would like to look at all the options.
- 3.5 Sign contract with Weston & Sampson Engineers in the amount of \$31,890 for Route 13 reconstruction, including survey/base plan preparation, design of remediation plans, and preparation of plans and specifications. Mr. Sheehan reviewed the project. RP moved to sign the contract with Weston & Sampson Engineers in the amount of \$31,890 for Route 13 reconstruction, including survey/base plan preparation, design of remediation plans, and preparation of plans and specifications. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
Discussion on town safety precautions spurred by the events in Newton, CT last Friday.
- 5.2 Town Administrator Updates/Reports
None.
- 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.

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.

RP moved to adjourn to Executive Session at 8:55 PM and adjourn the meeting directly following. SL seconded. SL aye, RP aye, NT aye. Unanimous.