



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

Nicholas Thalheimer, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

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**SELECTMEN'S MEETING MINUTES**  
**FEBRUARY 26, 2013 - 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 Chairman, Nicholas Thalheimer (NT), Vice-Chairman, Sue Lisio (SL), and Clerk, Robert Plamondon (RP) in attendance.
- 1.2 NT gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: None
- 1.4 Motion was made by RP to approve meeting minutes of February 12, 2013. SL seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Police Chief Erving Marshall requested the Board appoint David Mazza as Telecommunications Supervisor. His start date would be April 1, 2013. RP moved to approve David Mazza's appointment as Telecommunications Supervisor effective April 1, 2013-June 30, 2013. SL seconded. Unanimous.
- 4.2 Police Chief Erving Marshall requests the appointment of Reserve Officers Daniel Schultz and Brent Davis. After discussion on credentials of both appointees, RP moved to approve the appointments of Daniel Schultz and Brent Davis as Reserve Officers of the Townsend Police Department for terms effective March 1, 2013-June 30, 2013. SL seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Vote to accept grants from the Greater Lowell Community Foundation in the amount of \$3,739 and the Community Foundation of North Central Massachusetts in the amount of \$3,710 to fund the Townsend Alliance Against Drugs. Chief Marshall gave some details of the grants and how he proposed to work with the high school. Motion made by RP to accept the grants outlined above. SL seconded. Unanimous.
- 3.3 Review bylaw amendment for street opening permits. Mr. Sheehan presented a draft bylaw to replace the existing one pertaining to the process for permits to cross and alter, also known as street opening permits. The new bylaw would streamline the process by giving the Highway Superintendent authority to issue permits. RP and SL questioned specific protocol for re-inspection and accountability. Mr. Sheehan will revise the draft for the Board.
- 3.4 Approve one day liquor license for Colin McNabb of the Knights of Columbus #14842 for the St. Joseph's Feast to be held on March 23, 2013 from 5-9:30PM. RP moved to approve. SL seconded. Unanimous.

## **II APPOINTMENTS /HEARINGS**

- 2.1 RP moved at 7:20 PM to move into Executive Session under G.L. c. 30A, s. 21(a)(2) to conduct contract negotiations with Lieutenant David Profit and Town Administrator Andrew Sheehan; G. L. c. 30A, s. 21(a)(3) collective bargaining; and G.L. c. 30A, s. 21(a)(1) regarding employee discipline; and to return to the regularly scheduled meeting upon conclusion. SL seconded. SL aye, RP aye, NT aye.

At 8:28 PM RP moved to enter back into the regularly scheduled meeting. SL aye, RP aye, NT aye.

## **III MEETING BUSINESS (continued)**

- 3.2 Discussion of Charter amendments including recommendations in the Dept. of Revenue Financial Management Review. The Department of Revenue report in 2011 reflected the Charter process we have gone through and has submitted a list of recommendations; some of which we have done. The 2011 audit is almost complete and the financial management software has been requested through Capital Planning. RP referred to question #7 regarding water departments billing being moved to the treasurer's office. SL would like to have the Town Administrator make a report and prioritize the recommended steps. She is most concerned with changing some elected positions to appointed positions. This garnered discussion. The Charter committee has offered to help draft the warrant articles.
- 3.5 Discussion of FY14 operating budget. Mr. Sheehan gave an update on the budgets the departments have submitted. Beside the 2 ½ percent salary increases, all departments were level funded. Any departments requesting other increases were required to provide an explanation. He explained that approximately \$14 million will be raised through taxes, approximately \$400,000 more than FY13. This includes the additional 2 ½ percent annual levy (+/- \$340,000) and about \$60,000 in new growth. Local aid is projected at \$1.4 million, about \$20,000 over FY13. There is additional funding for veterans but reduction in ambulance revenue. Of the money set aside for the Spaulding school roof out of capital stabilization, \$203,500 will be used in FY14. The revenues in FY14 are projected to be \$573,000 higher than in FY13. Expenditures are slated at \$451,500. Retirement has seen a \$180.00 increase. This sparked some discussion. The other increases are from health insurance and education. This year, the North Middlesex increase is only.44%. Mr. Sheehan expects next year it will be higher and the budget will be more difficult to balance. The Finance Committee will be getting a draft of this budget next week. Mr. Sheehan introduced Nancy Rapoza as the new Chairman of the Finance Committee. The bottom line budget at this point is \$17,468,486.00. The goal is to have the final budget by April 1, 2013.

## **V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports – RP announced the last day to register dogs before the \$5 late fee is instated is February 28. SL encourages residents to attend the visioning meetings held by the high school building committee. The next one is tomorrow night, February 27, 2013, at 6:30 PM at the high school.
- 5.2 Town Administrator Updates/Reports – Congratulated the Senior Center for their receipt of a grant from the Greater Lowell Community Foundation and the Community Foundation of North Central Massachusetts in the amount of \$11,600 for their kitchen manager.
- 5.3 Review/Sign Payroll Warrant – RP moved to sign warrants out of session. SL seconded. Unanimous.
- 5.4 Review/Sign Bills Payable Warrant – RP moved to sign warrants out of session. SL seconded. Unanimous.