



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
MARCH 12, 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 The Chairman noted the addition of 3.6: vote to increase Snow & Ice deficit spending authorization.
- 1.4 Review/Approve Meeting Minutes: February 26, 2013. Motion was made by RP to approve meeting minutes of February 26, 2013. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Fire Chief Donald Klein requested the following appointments:
Ben Niemiera, Fulltime Firefighter/EMT, effective April 1, 2013;
Leon Niemiera, Fulltime Firefighter/EMT, effective July 1, 2013;
John Elliott, On-Call Deputy Fire Chief, Effective March 13, 2013.
RP moved to approve the appointment of Ben Niemiera as fulltime Firefighter/EMT, effective April 1, 2013; Leon Niemiera as fulltime Firefighter/EMT, effective July 1, 2013; and John Elliott as on-call Deputy Fire Chief, effective March 13, 2013. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Grant acceptance: Vote to accept Volunteer Fire Assistance Grant in the amount of \$883.79 from the U.S. Department of Agriculture Forest Service and Massachusetts Department of Conservation & Recreation (DCR). Chief Klein has applied for and been awarded this grant in the past. It has primarily been used for forestry equipment. He noted it is a matching grant, but he has money set aside in his budget for this purpose. RP moved to accept the Volunteer Fire Assistance Grant in the amount of \$883.79 from the U.S. Department of Agriculture Forest Service and Massachusetts Department of Conservation & Recreation (DCR). SL seconded. Unanimous.
- 3.2 Fire Department standard operating guidelines: Review and approve Fire Department standard operating guidelines for computer-internet-data security and social media. Chief Klein gave the Board details on the necessity of guidelines in the age of technology. He clarified some questions from the Board. SL complemented him on a job well done. RP moved to approve the Fire Department standard operating guidelines for computer-internet-data security and social media. SL seconded. Unanimous.
- 3.5 Request for letter of support: Review the request from Environment Massachusetts to sign and send a letter to Governor Deval Patrick urging the expansion of solar energy projects in

Massachusetts. Mr. Sheehan was approached by Environment Massachusetts and asked for a letter of support. The Board would like to know more about the organization before committing to endorsing them. RP moved to table. SL seconded. Unanimous.

- 3.6 Vote to increase Snow & Ice deficit spending authorization. Last storm brought us to the limit of current funding. To date we are slightly over our average of \$225,000. RP moved to increase the Snow & Ice deficit spending by \$25,000 to a total of \$150,000. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:15 Fire-EMS Headquarters Building Committee. The Committee will provide an update on the design and discuss next steps. Bill Elliott, Chair of the Committee, updated the Board on their progress. The primary obstacle is the lack of available land within the area that would allow for the proper response time. Some lots are simply too small. The amount of MBTA land running along Route 119 is a major issue. They are also creating an informational video for the public. Discussion included the option of building two stations, eminent domain, and investigating the use of MBTA land. Mr. Sheehan pointed out the feasibility study was approved for one station. There needs to be an article to broaden the study to more than one station. He will prepare a warrant article to address this.

- 2.2 7:30 Capital Planning Committee: The Committee will present its FY14 capital recommendation. Three members of the Capital Planning Committee were present. Lorna Fred announced the Committee approved four projects for a total of \$197,486. These include: A replacement generator for the Police Department; a four-wheel drive vehicle for the Building Department; alarm boxes and final installment of air filling station at the Fire Department. They would also like to use capital stabilization funds for siding and window replacement at the West Townsend Reading Room. There is a lead paint issue there. They recommend the tax levy be used for a Police Department cruiser and fund the ambulance payment of \$48,000 from ambulance receipts reserved account. There will also be \$395,486 from the Water enterprise to pay for Water Department projects. Chief Klein questioned the cardiac monitors in the amount of \$66,000 (3 @ \$33,000) out of the ambulance reserve receipt account. The members present said they will add it under "funding: other." Discussion was held about the decision process and where other items such as the financial management software fell into line and other funding possibilities. The Board would like to invite the building inspector and West Townsend Reading Room Committee members to the next meeting.

III MEETING BUSINESS (continued)

- 3.3 Charter Amendments and Financial Management Review: Discussion of Charter amendments including recommendations in the Dept. of Revenue Financial Management Review. Mr. Sheehan put together a report for the Board and reviewed the completed items. The Board scrutinized the items related to the establishment of a Charter Committee and succession planning for employees in certain positions, including converting some elected positions to appointed. SL moved to have the Town Administrator have a conversation with the Tax Collector about succession planning. RP seconded. Unanimous. Mr. Sheehan will consult with counsel to draft a motion for the creation of a Charter Committee.
- 3.4 Annual Town Meeting: review and discussion of draft warrant and vote to close the warrant. Mr. Sheehan explained that in past years the Annual Town Meeting was held to resolve financial matters and the Special Town Meeting was injected to address other items. He suggests combining the warrant this year. The warrant needs to be posted by April 30th. A number of articles were reviewed.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: RP reported that it is Mr. Sheehan's 50th birthday.

- 5.2 Town Administrator Updates/Reports: Mr. Sheehan and SL attended the MMA legislative breakfast in Pepperell on March 1, 2013. Veteran's benefits, billing for EMS, and health insurance for municipal retirees were some of the interesting topics. He said it may be the end of FY13 before the State has a signed budget.
- 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.
- 2.3 **Executive Session:** RP moved at 8:57PM to enter 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 not to adjourn directly, but return to open session. SL seconded. SL aye, NT aye, RP aye. The Board moved into executive session at 8:58PM.

At 9:43 the Board returned to open session.

Deputy Police Chief contract. RP moved to approve and sign the contract with David Profit. SL seconded. Unanimous.

Town Administrator contract. RP moved to approve and sign the contract with Andrew Sheehan. SL seconded. Unanimous.

At 9:45 the meeting was adjourned.