



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 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 The Chairman noted the additions of: 3.9 - Grant acceptance: Vote to accept grant from the Community Foundation of North Central Massachusetts and Greater Lowell Community Foundation in the amount of \$11,600 for the Meal Site Manager and Outreach Coordinator at the Senior Center; 3.10 - Vote to increase Snow & Ice deficit authorization to \$180,000; 3.11 - Hawthorne Brook Middle School septic system construction: notification of authorization to borrow; and 4.3 - Vote to appoint Mary Jane O'Hara as a registrar to fill a term from April 1, 2013 to March 31, 2014.
- 1.4 Review/Approve Meeting Minutes: March 12, 2013. Motion was made by RP to approve meeting minutes of March 12, 2013. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Per Diem Librarian I: request to create new position. Stacy Schuttler, Library Director, is requesting approval to create a new per diem position to give flexibility for covering vacant shifts when people are on vacation or out sick. The per diem position will be used only as needed and there is no need for increased funding. She added that circulation has more than doubled since 2008. RP moved to approve. SL seconded. Unanimous.
- 3.2 Summer Recreation Seasonal Workers: Request to amend job descriptions. Emy Hoff, Recreation Director: summer counselor job descriptions need to be revised as noted. RP moved to approve. SL seconded. Unanimous.
- 3.3 Deputy Chief of Police: Vote to revise job description consistent with the recently negotiated contract. RP moved to approve. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to appoint the following to the Town Properties Committee.
Karen Coughlin, Planning Board
Karen Chapman, Conservation Commission
Laurie Shifrin, Board of Assessors
Andrea Wood, Finance Committee
Alice Struthers, At Large
RP moved to appoint those listed to the Town Properties Committee for terms from March 1, 2013 to February 28, 2014. SL seconded. Unanimous.

- 4.2 Vote to appoint Carrin Cullota to the Meeting Hall Gallery Committee with a term from March 26, 2013 to June 30, 2014. RP moved to appoint Carrin Cullota to the Meeting Hall Gallery Committee with a term from March 26, 2013 to June 30, 2014. SL seconded. Unanimous.
- 4.3 Vote to appoint Mary Jane O'Hara as a registrar to fill a term from April 1, 2013 to March 31, 2014. RP moved to appoint Mary Jane O'Hara as a registrar to fill a term from April 1, 2013 to March 31, 2014 subject to agreement. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:15 Capital Plan: Discussion of the Capital Planning Committee's FY14 capital recommendation and meeting with departments.
- West Townsend Reading Room Committee: Mr. Sheehan reviewed the monies available for the West Townsend Reading Room. There was an initial Trust of \$10,000 of which \$23,500 is currently available for use. Discussion with Sharon Araujo and Vicki Coppinger of the West Townsend Reading Room Committee on the needs of the building and costs involved led to the possibility of the Committee providing some funds for the repairs needed. The issue will remain open until there are more specific figures.
 - Building Commissioner Richard Hanks: Discussion regarding replacement of his town vehicle. He uses the current vehicle 9,800 miles/year plus 4,000 miles to and from home. The Board and Mr. Hanks discussed the options of paying mileage for him to use his personal vehicle, an increased mileage stipend, and purchasing a fuel-efficient used vehicle for around \$15,000. These options will be explored before a decision is made.
- RP addressed the Capital Planning Committee's decision-making process and stressed the need for the finance software purchase in FY14.
- 2.2 7:30 Conservation Commission: Request to add an article to the Annual Town Meeting warrant. Leslie Gabrielska, Conservation Agent: Requests permission to add an article to the Annual Town Meeting warrant to accept the donation of four acres of property to conservation to preserve it into perpetuity. The Board of Selectmen will have to sponsor the article if the current owner gets approval of ANR.

III MEETING BUSINESS (continued)

- 3.4 Charter Amendments and Financial Management Review: Continuation of discussion of Charter amendments including recommendations in the Department of Revenue Financial Management Review. Mr. Sheehan touched on the conversion of elected offices to appointed; specifically, but not limited to, the tax collector position. Town Meeting can approve it by a simple majority then a home rule petition needs to be sent to the legislature. Sometimes after it goes to the legislature it comes back for a ballot vote, but that is not a requirement. The current tax collector would serve out the remainder of her term before the change would take place. Mr. Sheehan is waiting for language from Town Counsel for the warrant article. SL moved to put an article on the Town Meeting warrant to change the Tax Collector position in the Charter from an elected to an appointed position. RP seconded. Unanimous.
- 3.5 Annual Town Meeting: review and discussion of draft warrant. Mr. Sheehan said it just needs to be finalized. He met with the moderator about the revised format. He did not express any concerns.
- 3.6 Approve 1 day special license for John Fors of VFW Post 6538 for a Retirement Party on April 6, 2013 from 6PM-10PM. RP moved to approve. SL seconded. Unanimous.
- 3.7 Non-union employee classifications: Update on Highway Superintendent, Conservation Agent, and stipend positions.
- The Highway Superintendent handles all clerical and administrative duties of the office and has done so since the administrative assistant retired. The administrative portion of

- his job skewed his placement on the classification matrix. He is currently at the top of his grade.
- The Conservation Agent also an administrative position. Mr. Sheehan has drafted a job description to merge the two jobs.
 - When the classification plan went into effect there was no adjustment for stipend employees. A 2 ½% increase would amount to around \$1,500.
 - In response to a question, Mr. Sheehan said there are a couple of ways to address increases: by granting step increases, granting cost of living adjustments, and by adjusting the entire classification schedule by a percentage. He suggested increasing the scale by 2 ½ percent which is equal to a step. This would also have the effect of giving an increase to employees who are at the top step. The Board members agreed to increase the compensation schedule by 2 ½% effective July 1, 2013.
- 3.8 Grant acceptance: Vote to accept Emergency Management Planning Grant in the amount of \$2,900 from the Massachusetts Emergency Management Agency. RP moved to accept Emergency Management Planning Grant in the amount of \$2,900 from the Massachusetts Emergency Management Agency. SL seconded. Unanimous.
- 3.9 Grant acceptance: Vote to accept grant from the Community Foundation of North Central Massachusetts and Greater Lowell Community Foundation in the amount of \$11,600 for the Meal Site Manager and Outreach Coordinator at the Senior Center. Mr. Sheehan noted that this grant was accepted a couple of meetings ago, but it was not clear at that time that the grant also included a component for an outreach coordinator. RP moved to accept grant from the Community Foundation of North Central Massachusetts and Greater Lowell Community Foundation in the amount of \$11,600 for the Meal Site Manager and Outreach Coordinator at the Senior Center. SL seconded. Unanimous.
- 3.10 Vote to increase Snow & Ice deficit authorization to \$180,000. RP moved to increase Snow & Ice deficit authorization to \$180,000. SL seconded. Unanimous.
- 3.11 Hawthorne Brook Middle School septic system construction: notification of authorization to borrow. Votes may be taken. Mr. Sheehan explained that the school committee authorized borrowing \$600,000 for this purpose. He will find out what the annual payment will be and whether or not a debt exclusion will be needed.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: SL suggested the Superintendent of North Middlesex Regional School District be approached about giving a report at Town Meeting. There is another vision session scheduled for April 3rd at the high school.
- 5.2 Town Administrator Updates/Reports: Mr. Sheehan announced:
- Kathy Jastrab's retirement after 10 years in the accounting office.
 - There will be another Introduction to Local Government next Tuesday in the Meeting Hall.
 - Candidate's Night is Monday, April 8th at 7:00PM in the Great Hall. John Barrett will moderate.
 - The local and Senate primary elections will be April 30th from 7:00AM to 8:00PM at Town Hall.
- 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.

Meeting adjourned at 9:02PM