



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
APRIL 9, 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: 3.12.1 - One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a 70th Birthday Party on May 4, 2013 from 7PM to 11PM.
- 1.4 Review/Approve Meeting Minutes: March 26, 2013. Motion was made by RP to approve meeting minutes of March 26, 2013. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 Fire Department swearing in and pinning: Fire Chief Don Klein for the swearing in and pinning of John Elliott, On-Call Deputy Fire Chief and Ben Niemiera, Fulltime Firefighter/EMT. Fire Chief Don Klein gave the histories of the service these men have given to the Town of Townsend. John Elliott came forward to be pinned by his brother Bill Elliott, also On-Call Deputy Fire Chief. Ben Niemiera was pinned by his mother. Following the pinning, the men were sworn in by Town Clerk, Susan Funairole.

III MEETING BUSINESS

- 3.2 Approve write-offs of ambulance billings. Don Klein presented the write offs from 2010. They have been reviewed by the Town accountant. RP moved to approve \$27,385.61. SL seconded. Unanimous.
- 3.1 Capital Plan: Discussion of the Capital Planning Committee's FY14 capital recommendation. Outstanding items include funding for the Building Commissioner's vehicle, West Townsend Reading Room, and integrated finance software. Mr. Sheehan distributed a memo to the members of the Capital Planning Committee present: Roger Rapoza, Lorna Fred, Carolyn Smart and Colin McNabb. Mr. Sheehan explained the Assessors overlay account and how funds can be made available from that account. That would release enough money for us to get the finance software with single purchase. It is beneficial in a number of ways. It squares away some tax items, gets some overlay off the books and allows us to make this purchase. With regard to repairs to the West Townsend Reading Room, it is recommended that they use \$13,430 from their account and \$10,000 be taken out of capital stabilization. The Facilities Department will cover the approximately \$5,000 cost of materials for the handicap ramp. This would leave enough in their account for the Committee to complete other repairs and improvements. The Town Administrator recommends a stipend of \$4,500 annually for the Building Inspector to use his personal

- vehicle for work-related travel. The cost would come out of the operating budget from which other vehicle-related line items will be eliminated. The Building Inspector is amenable to the change. Taking these options into consideration, as well as using the overlay to pay for the finance software, the Capital Planning Committee will review the other items on their list and discuss the new plan at their meeting on Thursday.
- 3.3 Conservation Agent: review of consolidated job description. Mr. Sheehan explained that revising the job description combines her administrative assistant duties with the duties she performs as Conservation Agent at the current grade (6) and step and would take effect July 1. No additional funds are needed. In the proposed appropriation, pay for 5 hours per week will be funded by the NOI (wetlands protection) Fund. RP moved to approve the new job description for the Conservation Agent effective July 1, 2013. SL seconded. Unanimous.
- 3.4 Purchase & Sale Agreement: Vote to sign purchase & sale agreement for acquisition of property on Highland Street. Mr. Sheehan reminded the Board that this is the property discussed at the last Town Meeting where a purchase price of \$50,000 was approved. RP moved to approve the purchase & sale agreement as listed. SL seconded. Unanimous.
- 3.5 Sign warrants for April 30, 2013 Town Election and U.S. Senate Primary elections. RP moved to sign warrants for April 30, 2013 Town Election and U.S. Senate Primary elections. SL seconded. Unanimous.
- 3.6 Accept gift of copier/printer from Daniel Jones of Inov8 Design to the Townsend Public Library. According to Mr. Sheehan, Library Director, Stacy Schuttler replied to an email circulated by Mr. Jones offering donation of a used copier/printer. RP moved to accept the gift of copier/printer from Daniel Jones of Inov8 Design to the Townsend Public Library with thanks. SL seconded. Unanimous.
- 3.7 Approval of Chapter 90 reimbursement requests for the following:
- \$5,567.92 for repairs at the intersection of North End Road and Brookline Road.
 - \$4,827.90 for purchase of a plate compactor.
- RP moved to approve Chapter 90 reimbursement requests as listed. SL seconded. Unanimous.
- 3.8 Charter Amendments and Financial Management Review: Continuation of discussion of Charter amendments including conversion of elected positions to appointed. Town Counsel has provided Mr. Sheehan with wording for an amendment to covert elected positions to appointed. If approved at Town Meeting, it will go to the General Court and be put into effect upon their approval. RP moved to direct the Town Administrator to place the article on the Town Meeting Warrant. SL seconded. Unanimous.
- 3.9 Annual Town Meeting: review and discussion of draft warrant. After discussion, the final draft will be presented to the Board for approval and signature at their next meeting.
- 3.10 Intermunicipal agreement. Review and approve intermunicipal agreement with the Town of Dunstable for shared accounting services. The agreement is for Kim Fales to work 20 hours a week here and 10 hours a week in Dunstable. Dunstable will pay for her time and a portion of her benefits. RP moved to approve and sign the intermunicipal agreement with the Town of Dunstable for shared accounting services. SL seconded. Unanimous.
- 3.11 Hawthorne Brook Middle School septic system construction: update on cost and borrowing. Mr. Sheehan said the North Middlesex School Committee voted to incur \$600,000 for the project. They need the town's approval to borrow the money. He would like to have it done as a debt exclusion rather than having the cost come out of the general fund. No principal would likely be due until FY15 or FY16. Townsend's portion would be \$460,000. Ashby will have to approve \$140,000.
- 3.12 One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a Jack & Jill Party on May 11, 2013 from 8PM to 12AM. RP moved to approve. SL seconded. Unanimous.
- 3.12.1 One Day Special License: Approve one-day license for John Fors, VFW Post 6538 for a 70th Birthday Party on May 4, 2013 from 7PM to 11PM. RP moved to approve. SL seconded. Unanimous.

- 3.13 FY14 Budget. Discussion of FY14 budget. The Board agreed to meet next Tuesday, April, 16, 2013, for the purpose of discussing the budget.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of Susan Bresnick as Department Assistant to the Town Accountant, effective April 9, 2013. RP moved to approve. SL seconded. Unanimous.
- 4.2 Vote to appoint Kevin Smith to the Town Properties Committee with a term from April 9, 2013 to February 28, 2014. RP moved to appoint. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports – RP told of the passing of Jim Clish and shared his obituary.
- 5.2 Town Administrator Updates/Reports – The next high school visioning meeting is May 15 at 6:30 at the high school.
- 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 8:37PM