



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

Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
APRIL 23, 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 a correction to 3.3 - Review referral notice from the Zoning Board of Appeals for a Special Permit for gravel removal by Ken Tully and Kevin Smith for property at 56 Brookline Road.
- 1.4 Review/Approve Meeting Minutes: April 9 and 16, 2013. Motion was made by RP to approve meeting minutes of April 9, 2013. SL seconded. Unanimous. Motion was made by RP to approve meeting minutes of April 16, 2013. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Reaffirm the Federal Excess Personal Property Cooperative Agreement and the DoD Firefighting Program Cooperative Agreement between the Town and Mass. Department of Conservation & Recreation, Bureau of Forest Fire Control and Forestry. Continued participation will enable the Town to retain excess equipment and vehicles related to forest fire control. RP moved to reaffirm the agreements. SL seconded. Unanimous.
- 3.2 Vote to sign Annual Town Meeting warrant out of session for the May 7, 2013 Annual Town Meeting. RP moved to sign Annual Town Meeting warrant in session for the May 7, 2013 Annual Town Meeting. SL seconded. Unanimous.
- 3.3 Review referral notice from the Zoning Board of Appeals for a Special Permit for gravel removal by Ken Tully and Kevin Smith for property at 56 Brookline Road. RP moved to defer comment on the referral notice from the Zoning Board of Appeals for a Special Permit for gravel removal by Ken Tully and Kevin Smith for property at 56 Brookline Road. SL seconded. Unanimous.
- 3.4 Review correspondence from the Planning Board regarding concerns with the potential purchase by the Town of property at 355 Main Street. Discussion ensued. There are concerns about management of the property by the Conservation Agent as well as possible loss of tax revenue. Mr. Sheehan will gather tax information and talk to the conservation and planning boards. This item will be put on the BOS agenda for May 7, 2013. No action.

II APPOINTMENTS /HEARINGS

- 2.1 7:15PM Request to reclassify Board of Health Administrator. The Board of Health requests the reclassification of the Health Administrator. Chris Genoter, Chairman of the Board of Health, lead the discussion on reevaluating the job description and pay grade of the Administrator for the Board of Health. According to him, the employee in this position

supervises 4-6 part time employees at the recycling center, trains them, makes sure they are OSHA compliant, conducts their reviews and processes their time sheets; writes contracts for hazardous waste disposal; files EPA reports; conducts building maintenance; is responsible for writing the trash contract (\$722,000) and fielding related customer service calls; writes various grants including USDA grants for septic, deals with mental health, smoking, and renter/landlord conflicts and violations as well as all the responsibilities related to title 5 septic. This position was initially rated as a Grade 3, step 1 and was increased to a step 2 and listed as an administrative assistant supervised by the Town Administrator. She is an Administrator at a Grade 3 whereas other Administrators (Land Use Coordinator and Conservation Agent) are Grade 6. After lengthy discussion it was determined that the job description should be rewritten and the two boards should meet again at a joint work session on May 14, 2013. The topic will be addressed again at the Selectmen's meeting May 21, 2013.

III MEETING BUSINESS (continued)

- 3.5 Review proposed Alzheimer's Association annual Memory Ride on July 13, 2013. RP moved to approve the proposed route through Townsend for Alzheimer's Association annual Memory Ride on July 13, 2013. SL seconded. Unanimous.
- 3.6 Approve the award of the Maria L. Lane Scholarship. Mr. Sheehan explained that this is done anonymously not to ruin the surprise for the recipient. RP moved to approve the award of the Maria L. Lane Scholarship. SL seconded. Unanimous.
- 3.7 Review request of Town Administrator to apply for admission to Suffolk University graduate certificate program. Mr. Sheehan has been approached to participate. It is equivalent to 5 graduate courses in local government, budgeting, human resources and leadership. Allowing him to apply does not incur any financial commitment for the town. RP moved to approve the request of Town Administrator to apply for admission to Suffolk University graduate certificate program. SL seconded. Unanimous.
- 3.8 Town Administrator's performance appraisal: NT noted the contract says one thing and the Town Charter says another. Mr. Sheehan has consulted labor counsel who says a performance appraisal is not mandatory but directory. The Board is not required to do one and there is no penalty for not conducting one. The Board accepted the opinion.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of a truck driver at the Highway Department. RP moved to approve the hiring of Luke Mosher as truck driver at the Highway Department. SL seconded. Unanimous.
- 4.2 Vote to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2013 to March 31, 2014. RP moved to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2013 to March 31, 2014. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: RP acknowledged Nicholas Thalheimer's service on the Board and all members thanked him for his time and commitment. Chairman Thalheimer gave his farewell speech.
- 5.2 Town Administrator Updates/Reports:
- Mr. Sheehan reminded everyone that the dual Senate primary election and the local election is next Tuesday, April 30, 2013 from 7AM-8PM.
 - Town Meeting is May 7, 2013 at 7PM.
 - Mr. Sheehan reported on the work of Nashoba Tech students and faculty members Paul Jussaume and Tony Serra for construction of a storage shed behind the library/senior center facility. Thanks also to students from Cushing Academy for mulching the landscaping there as part of their day of giving. As in the past several years Gary Lorden coordinated the work in Townsend.

- He also announced that there are vacancies on the Board of Water Commissioners and the Housing Authority. Appointments to fill the vacancies will be made at joint meetings of the Board of Selectmen and the respective boards.

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.

VI EXECUTIVE SESSION

Enter Executive Session under G.L. c. 30A, s. 21(a)(3) to discuss collective bargaining strategy and provide updates on the progress of negotiations with unions representing Police, Fire, Telecommunications, and Highway. RP moved at 8:35PM to enter into executive session under G.L. c. 30A, s. 21(a)(3) to discuss collective bargaining strategy and provide updates on the progress of negotiations with unions representing Police, Fire, Telecommunications, and Highway and to adjourn directly from executive session. SL seconded. SL aye, RP aye, NT aye. The board entered into executive session at 8:37PM.