



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

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

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SELECTMEN'S MEETING MINUTES
MAY 21, 2013 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:01PM. Roll call showed Sue Lisio, Chairman (SL), Robert Plamondon, Vice-Chairman (RP), and Colin McNabb, Clerk (CM) present.
- 1.2 SL gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: The Chairman added 3.13- Request for transfer of Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria. Votes may be taken; 3.14 - Sign contract with VADAR Systems for financial management software. Votes may be taken; and 4.2 - Approve request to hire Elise Johnson for the position of Part Time Librarian I. Votes may be taken.
- 1.4 Review/Approve Meeting Minutes: April 23 and May 07, 2013. CM moved to approve the minutes of April 23, 2013. RP seconded. Unanimous. CM moved to approve the minutes of May 07, 2013. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS

None.

III MEETING BUSINESS

- 3.1 Review correspondence from the Attorney General's office with regards to Open Meeting Law complaint: Mr. Sheehan gave background on complaints filed by Carolyn Smart, an employee who previously worked in the Selectmen's Office as Executive Assistant to the Town Administrator. The Attorney General's office confirmed that the Board of Selectmen acted in accordance with the law. RP read the correspondence from the Attorney General's Office into the record.
- 3.2 Vote to approve Applications to Cross, Alter and/or Construct within a Town Way:
 - Depot Street adjacent to 238 Main Street.
 - Turnpike Road at 7 Squannacook Terrace.After confirmation that the Highway Superintendent will be monitoring the projects to completion, CM moved to approve both applications to Cross, Alter and/or Construct within a Town Way: 1) Depot Street adjacent to 238 Main Street and 2) Turnpike Road at 7 Squannacook Terrace. RP seconded. Unanimous.
- 3.3 Declare as surplus the following equipment of the Cemetery & Parks Department and vote to authorize their disposal:
 - 32" Ferris walk-behind lawn mower;
 - 2001 Ford F350 1 ton dump truck.Mr. Sheehan informed the Board that these items are no longer needed by the Cemetery & Parks Department. They will be posted on the website and advertised for sale or traded toward other equipment. CM moved to declare as surplus the 32" Ferris walk-behind lawn

- mower and 2001 Ford F350 1 ton dump truck used by the Cemetery & Parks Department. RP seconded. Unanimous.
- 3.4 Review FY2011 audit management letter from Melanson Heath & Company: Mr. Sheehan explained that the Department of Revenue (DOR) recommended requesting a management letter with our annual audit. This letter accompanies the FY2011 audit and makes a number of recommendations. Mr. Sheehan summarized these. After discussion, SL requested Mr. Sheehan provide the Board with a time line for completion of the recommended solutions.
- 3.5 Review draft policy for job reclassification requests: After discussion about the wording of the proposed policy, when to get the vendor involved and who's responsible for job reclassifications, CM moved to amend and distribute the Selectmen's policy #2013-01. RP seconded. Unanimous.
- 3.6 Discussion of Personnel Policies: SL suggested the Town Administrator develop a comprehensive outline to compare to update the Personnel Policies. She is looking forward to other elected officials coming forward to provide input. Mr. Sheehan suggested providing the boards and committees with a revised manual and requesting their input. He said he would try to have a draft outline for the June 18 meeting.
- 3.7 Award cleaning and janitorial contract: Mr. Sheehan said he needed more time to evaluate the proposals and asked that the item be tabled until June 4, 2013.
- 3.8 Approve request by the Planning Board to have MRPC conduct traffic counts and turning movements at Main Street and Turnpike Road: CM moved to approve the Planning Board's request to have MRPC conduct traffic counts and turning movements at Main Street and Turnpike Road. RP seconded. Unanimous.
- 3.9 Vote to approve year end municipal transfers:
- Transfer the amount of \$1,000 from the Town Counsel budget to the Management Information Systems budget.
 - Transfer the amount of \$1,000 from the Town Counsel budget to the Selectmen's budget.
- Mr. Sheehan stated that for the last two months of the current fiscal year and the first 15 days after the close of the fiscal year towns can transfer funds from accounts as needed. The transfer to MIS is for equipment purchases and the transfer to the Selectmen's office is for training through the Inspector General's office. Transfers cannot exceed 3% of the approved departmental budget or \$5,000. CM moved to transfer the amount of \$1,000 from the Town Counsel budget to the Management Information Systems budget. RP seconded. Unanimous. CM moved to transfer the amount of \$1,000 from the Town Counsel budget to the Selectmen's budget. RP seconded. Unanimous.
- 3.10 Vote to sign the June 25, 2013 election warrant for the Special Election to elect a U. S. Senator: CM moved. RP seconded. Unanimous.
- 3.11 Summer meeting schedule: The Board agreed to meet June 4 and 18; July 2 and 30; and August 27, 2013. Departments will be notified.
- 3.12 Reminder of the Memorial Day Parade: Sunday, May 26 at 1:00 PM. Mr. Sheehan provided the details of the Memorial Day activities.
- 3.13 Request for transfer of Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria: CM moved to transfer the Common Victualler license from Central Plaza Pizza to Sophia's Pizzeria. RP seconded. Unanimous.
- 3.14 Sign contract with VADAR Systems for financial management software: Mr. Sheehan stated that VADAR is a Massachusetts company with a State contract. The cost is \$59,800. They will have the software implemented and all data transferred by July 1. On-site training is included. There are 4 licenses for the collector/treasurer, assessor, and accountant with robust security. There is \$12,000 annual fee for maintenance which is less than we currently pay. CM moved to sign contract with VADAR Systems for financial management software. RP seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of Robert R. DaCosta as a Special Police Officer with a term of May 21, 2013 to June 30, 2013. CM moved to approve the hiring of Robert R. DaCosta as a Special Police Officer with a term of May 21, 2013 to June 30, 2013. RP seconded. Unanimous.
- 4.2 Approve request to hire Elise Johnson for the position of Part Time Librarian I. CM moved to approve hiring Elise Johnson for the position of Part Time Librarian I. RP seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports:

- RP attended the dedication of the police memorial at the police station this past Saturday. He commended Andrew Shepherd on a job well done on his Eagle Scout project.
- CM led the discussion on the possibility of creating a Facebook page to be used for disseminating information. Mr. Sheehan will research options and report back.
- SL congratulated the North Middlesex High School Robotics team for their 2nd place in the VEX Robotics World Championships. The team was a part of a group of three teams that finished first in their division and second overall in the World Championships competition which included 420 teams from 24 countries.
- Condolences to the family of Bob Remelius. He served the town as Selectman and was a member of both the Finance Committee and Planning Board.

5.2 Town Administrator Updates/Reports:

- Mr. Sheehan announced vacancies on the following boards/commissions:
 - Conservation Commission
 - Board of Water Commissioners
 - Housing Authority
 - Planning Board

Any interested parties should contact the Town Administrator's office.

- The Genova property on Highland now belongs to the Town.
- June 6th there will be a ceremony at the Firefighter's memorial at Turnpike and Main Streets.
- June 14th at 4PM will be the dedication of the Gold Star Memorial at Town Hall.

5.3 Review/Sign Payroll Warrant: CM moved to sign warrants out of session. RP seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant: CM moved to sign warrants out of session. RP 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. CM moved at 8:44PM 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. RP seconded. CM aye, RP aye, SL aye. The board entered into executive session at 8:46PM.