



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**  
**JUNE 4, 2013 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 7:00PM. 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: None
- 1.4 Review/Approve Meeting Minutes: May 21, 2013. CM moved to approve the minutes of May 21, 2013. RP seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Review and approve Second Amendment to Intermunicipal Agreement for the Devens Regional Household Hazardous Products Collection Program allowing the Town of Ashby to join the collaborative: Mr. Sheehan gave background of the program. He said the primary benefit of adding Ashby is financial: it is expected to improve the financial stability of the collaborative. Joining communities pay both the one time capital assessment and the annual operating assessment. CM moved to approve Second Amendment to Intermunicipal Agreement for the Devens Regional Household Hazardous Products Collection Program allowing the Town of Ashby to join the collaborative. RP seconded. Unanimous.
- 3.2 Review and award cleaning and janitorial contract to This & That: Mr. Sheehan explained that we have contracted with this company for the past 3 years. It is owned by Kristin Hunt, a Townsend resident. Six firms responded to the request for proposals. A team consisting of Stacy Schuttler, Chris Clish, and Mark Mercurio reviewed the non-price proposals without access to pricing information. This & That was the only firm to rate "highly advantageous" among all reviewers. The FY14 price is \$39,240 which covers Town Hall, the police station, and the library/senior center facility. CM moved to award cleaning and janitorial contract to This & That for FY14, FY15 and FY16. RP seconded. Unanimous.
- 3.3 Approve One Day Special Licenses for Jon Fors, VFW Post 6538 for the following:
  - For a College Graduation on June 22, 2013 from 7PM to 11PM.
  - For a Jack & Jill on June 29, 2013 from 7PM to 11PM.CM moved to approve One Day Special Licenses for Jon Fors, VFW Post 6538 for the a College Graduation on June 22, 2013 from 7PM to 11PM and a Jack & Jill on June 29, 2013 from 7PM to 11PM. RP seconded. Unanimous.
- 3.4 Confirm 2 ½% wage increases for positions on the non-union compensation and classification plan consistent with the wages presented and approved in FY14 operating budgets approved by Town Meeting. As explained by Mr. Sheehan, these were previously approved, but a formal vote of the Board is required. CM moved to confirm 2 ½% wage

increases for positions on the non-union compensation and classification plan consistent with the wages presented and approved in FY14 operating budgets approved by Town Meeting. RP seconded. Unanimous.

## **II APPOINTMENTS /HEARINGS**

- 2.1 7:10 Joint meeting with Planning Board to appoint a member to fill a vacancy until the next annual election. Mr. Sheehan reviewed the process, noting that if there is more than a year left in the term, the appointed person only serves until the next annual election. Jeff Peduzzi, Chairman of the Planning Board nominated Chris Nocella and so moved to appoint Chris Nocella to fill the vacancy until the next town election. Chris Jones seconded. Roll call: CM aye, RP aye, SL aye, Karen Coughlin aye, Chris Jones aye, Julie Johnson aye and Jeff Peduzzi aye. Passed unanimously.
- 2.2 7:15 Joint meeting with Board of Water Commissioners to appoint a member to fill a vacancy until the next annual election. Niles Busler, Chairman of the Board of Water Commissioners nominated the only person to step forward, Andrea Wood, to fill the vacancy until the next annual election. Fran McNamara seconded. Roll call: CM aye, RP aye, SL aye, Niles Busler aye, Fran McNamara aye. Passed unanimously. Mr. Busler pointed out that the Board of Water Commissioners will have two open slots next election.
- 2.3 7:20 Reclassification of positions:
- Adoption of Selectmen's Policy: Reclassification of Positions
  - Request of the Board of Health to reclassify the Health Administrator.
- Chris Genoter, Chairman of the Board of Health distributed the most recent draft of the proposed new job description for the Health Administrator. Discussion ensued about the availability of other job descriptions and the anticipated process this will take. The position analysis questionnaire needs to be filled out and the package will be sent with the understanding that HRS will not commence work on it until after July 1, 2013, when funding becomes available.
- CM read the proposed Reclassification of Positions Policy into the record. SL asked Mr. Sheehan if he had distributed as requested. He had and there was feedback from Sue Funaiolo. Her concerns were addressed. Paul Rafuse proposed reestablishing a personnel board. After discussion CM moved to adopt the policy, RP seconded. Unanimous.

## **III MEETING BUSINESS (cont.)**

- 3.5 Announcement of upcoming meetings and events of interest to the community:
- Devens Household Hazardous Products Collection, Wednesday June 5 and Saturday, June 8, Cook Street, Devens.
  - Joint Meeting of the Boards of Selectmen, Finance Committees, North Middlesex Regional School Committee, and North Middlesex Regional High School Building Committee, Thursday, June 6, 2013, 7PM at North Middlesex Regional High School Library/Media Center.
  - Townsend Military Band 2013 Thursday evening concert series commencing June 6.
  - Firefighters Memorial, Sunday, June 9, 2013 at 1:30PM at the Upper Common, intersection of Main Street and Turnpike Road.
  - Gold Star Veterans Memorial dedication, Saturday, June 15, 2014, 10Am in Room 2 of Town Hall.
  - Truck-a-Palooza, sponsored by the Highway Department and the Library, Saturday, June 15, 2013 from 10AM to 12PM at the Library parking lot, 12 Dudley Road.
  - North Middlesex Regional High School Building Committee community forum. Monday, June 17, 2013 at 7PM at the Nissitissit Middle School, 33 Chace Avenue, Pepperell, MA 01463.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Appoint Fire Chief Donald Klein as Emergency Response Coordinator with a term of July 1, 2013 to June 30, 2014: CM moved to appoint Fire Chief Donald Klein as Emergency Response Coordinator with a term of July 1, 2013 to June 30, 2014. RP seconded. Unanimous.
- 4.2 Appoint Michael Grimley to the North Middlesex Area Emergency Planning Committee with a term from July 1, 2013 to June 30, 2015. CM moved to appoint Michael Grimley to the North Middlesex Area Emergency Planning Committee with a term from July 1, 2013 to June 30, 2015. RP seconded. Unanimous.

**V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports: RP reiterated the dedication of the Gold Star Veterans memorial.
- 5.2 Town Administrator Updates/Reports: None
- 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.

RP moved to adjourn at 8:01PM. CM seconded. Unanimous.