



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 18, 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: Addition of a transfer of \$4,700.00 for the Tax Collector to item 3.3 and 4.3 vote to appoint Stanley Barney a Special Police Officer from June 18, 2013 to June 30, 2013.
- 1.4 Review/Approve Meeting Minutes of June 4, 2013: CM moved to approve the minutes of June 4, 2013. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS

None.

III MEETING BUSINESS

- 3.1 Review and award Information Technology Support Services contract to Townsend Technologies: Mr. Sheehan reviewed the contract process. Sixteen individuals/firms picked up copies and we received two proposals: Townsend Technologies (TT) and CTS Systems. TT received the higher rating and had a slightly lower price proposal, but not enough to be a determining factor. Based on the scope of services, he recommended the Board award the contract to TT for two years. The principal is Melissa Hermann who has a long IT résumé and has worked for Steve Cloutier in providing IT support to Town Hall as well as the library and meeting hall. Steve trained her on our network architecture. Mr. Sheehan feels confident that she will be able to carry that on. We would be remiss not to thank Steve Cloutier for the great job he has done for the past 15 years building the IT infrastructure, maintaining it and keeping an eye on costs. The Town is indebted to him. He has agreed to be Melissa's back up and consult with her if she has any questions. SL expressed her thanks to Steve Cloutier from the Board noting that sometimes he had to do things with paperclips and rubber bands like MacGyver. CM moved to award the Information Technology Support Services contract to Townsend Technologies. RP seconded. Unanimous.
- 3.2 Request to close non-public safety facilities to the public on July 5, 2013: Mr. Sheehan noted that this has been done in the past, often for the day after Thanksgiving. He suggested that employees be allowed to use any accrued time except sick time. CM moved to close non-public safety facilities to the public on July 5, 2013. RP seconded. Unanimous.
- 3.3 Approve transfers of appropriations for the following:

Mr. Sheehan explained the transfer process and offered the ensuing details:

- Accounting Department, \$500.00 – for additional staff hours to allow for training for new software.
- Tax Collector, \$700.00 – also for training for the software.
- Treasurer, \$2,000.00 – cost associated with the account reconciliation.
- Street lighting, \$2,300.00 –budget was cut a couple of years ago, but it is running behind this year. The budget for FY14 has been increased to \$17,500.00.
- Landfill Operations, \$2,000.00 – there is a sizable pile of logs and brush at the landfill they were hoping to burn, but the forest fire marshal will not allow it and said we have to get rid of it. A chipping contractor has been hired to chip it. The total cost was \$7000. Some of the money will come out of the landfill budget and the revolving fund for the recycling center. The remaining \$2000 is what we are asking for.
- Tax Collector, \$4,700.00 – in order to make the conversion to the new software, we need to get our old data from Point Software, the company we have been with for the past 15 years. This is the charge for them to give us our data to plug into the new system. We are in a position where the data is stored on their network and cannot go forward without it.

SL asked if the Finance Committee has seen these. Mr. Sheehan said they have seen all but the last one which just came in. CM moved to approve the transfer of appropriations as stated on the agenda. RP seconded. Unanimous.

- 3.4 Review mandatory referral from Zoning Board of Appeals for a Special Permit and/or Variance at 3 Maple Street. The Board reviewed and had no comment and deferred to the Zoning Board of Appeals.
- 3.5 Review mandatory referral from Board of Health regarding a request to install shallow wells for irrigation purposes at Harbor Trace subdivision. The Board reviewed and had no comment and deferred to the Board of Health.
- 3.6 Discuss and review draft outline of personnel policies. Mr. Sheehan distributed a draft outline for the new manual. He recommended that the personnel policies be a part of an employee handbook that would include other things such as the compensation and classification plan, email internet policies, references to statutory requirements, and other personnel items. After discussion, the Board agreed to move forward with paring down and revising the policies.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to approve the hiring of the following Summer Recreation Counselors with terms of July 1, 2013 to June 30, 2014.

Alisha Blanchard	Victoria LeBlanc
Christopher Brouillette	Colin Lomax
Samantha Brouillette	Anna Makrianis
Amy Clement	Joshua McLernan
Carla Clement	Brittney Nelson
James Farley	John Ronan
Dominique Goyette-Connerty	Julie Sampson
Katherine Hitchins	Cassidy Thibodeau
Lisa Kwiatkowski	Jared Walsh

CM moved to approve the hiring of the Summer Recreation Counselors as listed on the agenda. RP seconded. Unanimous.

- 4.2 Vote to make annual appointments of officials and board members. CM moved to make annual appointments of officials and board members for the terms stated. SL four pages will be attached accordingly. RP seconded. Unanimous.
- 4.3 Vote to appoint Stanley Barney a Special Police Officer from June 18, 2013 to June 30, 2013. CM moved to appoint Stanley Barney a Special Police officer from June 18, 2013 to June 30 2013. RP seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports:

- RP congratulated the Trustees of Soldiers Memorials on the dedication of the Gold Star Memorial Room held Saturday morning and also for the moving speech by Silver Star recipient and veterans agent, Joe Mazzola. SL noted that it started out as a project when one man noticed a name on a plaque every day when he went for a walk and began doing some research. They have compiled information on 15 of the 17 veterans.
- CM announced the dedication and blessing of the new bell anonymously donated to St. John's church in the honor of Christine Senior and also the groundbreaking of their new church hall.
- SL reported that next week the preferred option for the high school project will be presented to the Mass. School Building Authority (MSBA) in Boston. The preferred option is construction of a new high school. The North Middlesex website has the most current information and she urged everyone to keep up with this project.

5.2 Town Administrator Updates/Reports:

- The Truck-a-Palooza was held Saturday at the library and the bake sale raised money for the TEO.
- There is a vacancy on the Housing Authority; four members are locally elected and one is a gubernatorial appointment. This is the vacant position. The group advocates for affordable housing. Mr. Sheehan will put something on the website.
- The school department opened bids for the Hawthorne Brook septic project. Bids came in about 10% lower than expected. The estimate was \$500,000 and it came in \$50,000 less.
- The Board of Health will be holding a hearing on July 15, 2013 at 7:30PM on new tobacco regulations in the Gold Star Room. On July 1 our trash contract changes and we go down to three (3) 33 gallon bags or three (3) 33 gallon barrels. There is no limit on recycling. The current trash contract expires a year from now. Unfortunately we haven't seen a reduction in tonnage that we were hoping to see. Hopefully we can figure out a solution to drop these costs. The percentage of what we recycle is not great. SL suggested maybe it is time to do something more substantial to promote recycling.

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.

SL moved to adjourn at 7:45PM. RP seconded. Unanimous.