



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**  
**AUGUST 27, 2013 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Chairman calls the meeting to order at 7:00PM and 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: 3.8 name change.
- 1.4 Review and approve Meeting Minutes: July 30, 2013. CM moved to approve. RP seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Review and approve request from the Abram S. French Fund Committee to approve funding in the amount of \$400 so the Committee can provide assistance: CM moved to approve. RP seconded. Unanimous.
- 3.2 Review and approve applications from Unitil to Cross, Alter and/or Construct Within a Town Way at the following locations.
  - 40 Turnpike Road, for a new gas service installation;
  - 550 Main Street and 13 Turnpike Road for new gas service installation;
  - 6 Terrace Way, for new gas service installation;
  - 10 Barker Hill Road, for new gas service installation.CM moved to approve all applications listed. RP seconded. Unanimous.
- 3.3 Review and sign contract with Air Cleaning Specialists of New England for installation of an air cleaning system at the Highway Garage with a contract price of \$24,700. Mr. Sheehan explained that this is an exhaust system for the Highway Garage. It is especially important in the winter months to ventilate the exhaust fumes from the building. CM moved to sign the contract with Air Cleaning Specialists of New England for installation of an air cleaning system at the Highway Garage with a contract price of \$24,700. RP seconded. Unanimous.
- 3.4 Review correspondence from Xfinity regarding digital network enhancements and encryption of programming. Mr. Sheehan said this involves equipment upgrades needed for system enhancement at no additional cost to the customers. Residents should look for information in the mail. The information has been posted on the website.
- 3.5 Review Mandatory Referral Notice form the Planning Board regarding a Wind Energy Systems Bylaw to be included on the Special Town Meeting warrant. The Planning Board is working with MRPC on a wind bylaw to be included in the Special Town Meeting. The Board deferred to the Planning Board.

- 3.6 Declare as surplus the Building Department's 2000 Ford Explorer and authorize its disposition. Mr. Sheehan informed the Board that the 13 year-old vehicle has 160-170,000 miles on it and will be in need of substantial work to keep it roadworthy. Both this Explorer and the one from the Fire Department will be advertised for sale. CM moved to declare the Building Department's 2000 Ford explorer at surplus and authorize its disposition. RP seconded. Unanimous.
- 3.7 Review correspondence on the status of the North Middlesex Regional High School construction project. Mr. Sheehan gave a brief update on the project. The plan is to build a new, smaller school on the current site. The MSBA has given approval to move into the design phase. It is expected the project will be presented to Town Meeting in the spring of 2014 with a debt exclusion to follow. SL stressed how important it is for residents to attend meetings or view them on television. The North Middlesex School District website has a lot of information as well. RP asked what funding the State will provide. Mr. Sheehan believes it is a minimum of 57% but could change through the design phase as opting for certain things will earn bonuses.

## **II APPOINTMENTS /HEARINGS**

- 2.2 7:15 Joint Meeting with Trust Fund Commissioners: Joint meeting to fill vacancies of Trust Fund Commissioners. Vacancies are filled by majority vote of the Board of Selectmen and remaining Trust Fund Commissioners. Mr. Sheehan reviewed the process. Lynne LeBlanc of the Trust Fund Commission pointed out that there are 2 vacancies. She nominated Dave Funaiole. Colin McNabb seconded. Roll call: RP aye, CM aye, Lynne LeBlanc aye, SL aye. Passed unanimously.

## **III MEETING BUSINESS (continued)**

- 3.8 Review and approve one day Special License for Terri Roy, VFW Post 6538 for a Wedding Reception on September 7, 2013 from 7PM-11PM. CM moved to approve. RP seconded. Unanimous.
- 3.9 Set dates for the Special Town Meeting and close of the warrant. Recommended dates are Tuesday, October 29, 2013 for a Special Town Meeting and Thursday, September 19, 2013 for the close of the warrant. Mr. Sheehan said the proposed schedule should allot enough time to certify free cash. CM moved to set the date for the Special Town Meeting as Tuesday, October 29, 2013 and Thursday, September 19, 2013 for the close of the warrant. RP seconded. Unanimous.
- 3.10 Receive update on the status of the FY12 and FY13 audits. Mr. Sheehan explained that the management letter identifies a number of material weaknesses. To date the auditors have 95-98% of the information they need to finish the FY12 audit and that they have already begun work on the FY13 audit. Part of the delay is that in FY11 we went from RE Brown to Melanson, Heath & Co. and it takes time to for the new auditor to get up to speed. A number of items were identified that will make future audits more timely.
- He presented the Board with a memo outlining the five (5) material weaknesses identified by the auditors with his response and estimated timeline for implementation.
- 1.) Improve the Cash Reconciliation Process - This has been helped and hindered by the new software being put in place at the change of the fiscal year. He expects the remaining information to be provided to the auditors within the next week or so. SL asked if there are written procedures. Mr. Sheehan replied that there will be formalized procedures and communication between the accountant and the treasurer/collector. RP asked if there is additional cost due to the additional time. Mr. Sheehan said there is not because it is a flat price.

- 2.) Improve Controls Over Water Activity - He noted that operating procedures at the Water Department are being revamped with billing/collecting tasks being assigned to separate employees. Implementation of the meter read system will help as well as an online bill paying option which is slated to be rolled out for the next billing cycle.
- 3.) Develop a More Formal Risk Assessment Process – Town Accountant Kim Fales is working on this. He expects to have something to the Board in September or October.
- 4.) Maintain Tax Title Accounts - Treasurer/collector has been greatly aided by the new software that is up and running.
- 5.) Maintain Assessors Log of Abatements - Completed.

SL asked for commitment dates and Mr. Sheehan said he would provide them. Mr. Sheehan said our bond rating with Moody's has been suspended by the delay in completing the FY12 audit. Once the audit is complete our Aa3 rating should be reinstated. Overall the Town is in very good financial shape with stable management and strong reserves. RP asked Mr. Sheehan to look into how much time it will take between Melanson/Heath receiving the audit and getting our bond rating back.

- 3.11 Discuss scheduling work sessions for the following:
- Work session to discuss funding for road improvements;
  - Work session to discuss goals.

It was agreed that the Board, Capital Planning and the Finance Committee should meet together on September 17<sup>th</sup> at 7PM for a work session to discuss road improvement. The work session to discuss goals can be done during a regular meeting.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Vote to appoint Paul E. Sweet and Renee S. Fossey to the Abram S. French Fund Committee for terms from July 30, 2013 to June 30, 2014. CM moved to appoint. RP seconded. Unanimous.
- 4.2 Vote to appoint Patricia O'Reilly as Crossing Guard for a term of July 30, 2013 to June 30, 2014. CM moved to appoint. RP seconded. Unanimous.

#### **V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports: CM conveyed the Board's condolences to the family of Roy Shepherd.
- 5.2 Town Administrator Updates/Reports: Mr. Sheehan gave an update on the roof of the Police Department. He may put out another RFP for the Hart library.
- 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.

**Executive Session** under G. L. c. 30A, s. 21(a)(3) regarding collective bargaining and litigation: CM moved to enter into executive session under G.L. c. 30A, s. 21(a)(3) to discuss collective bargaining and litigation and adjourn immediately following. RP seconded. CM aye, RP aye, SL aye. The board entered into executive session at 7:49PM.