



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

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

Robert Plamondon, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
SEPTEMBER 10, 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) 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:
 - 3.7 Review and approve FY14 Material Bid Contract Extension for Highway Department's purchase of bituminous asphalt.
 - 4.2 Vote to appoint Carla Walter as 2¼ hour per week Mandatory Recycling Enforcement Coordinator with funding for the position from a Sustainable Materials Recovery Program Municipal Grant from the MassDEP. Votes may be taken.
- 1.4 Review and approve Meeting Minutes: August 27, 2013. CM moved to approve. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:15 Police Chief Erving Marshall to recognize Robert Mitchell and Jonathan Baldwin for exemplary bicycle safety: Chief Marshall asked the boys to step forward and gave details of the August 14th accident which resulted in Robert being struck by a motor vehicle. Fortunately Jonathan reminded his friend to put his helmet on before they left the house. The Chief said bike safety has been promoted since 1995 by giving out ice cream certificates to those seen wearing their helmets while riding their bicycles. The Police Department gave them each a bike helmet, but wanted to do something more so the boys were each presented with a new bicycle.
- 7:05 Robert Plamondon, Vice-Chairman (RP) joined the meeting.
- 2.2 7:30 Fire Chief Donald Klein and the Fire Station Building Committee to discuss plans for a new headquarters station and request that the Board identify a preferred option: Chief Klein gave a brief history and an overview of the project. He then presented the two recommended design options: a one-station option and a two-station option. From an economic standpoint it makes sense to combine the remaining stations to one located somewhere between the Center and West Townsend. Representatives from Kaestle Boos continued the presentation. Chief Klein stated that the Townsend Ridge Country Club has come forward with approximately 6 acres for option one. The land is located on Scales Lane between the former JCA and King Farm. There needs to be site and soil testing but the site is appropriate. There will be an informational night next Tuesday for the public. He

encouraged all of the listeners to attend. After continued discussion CM moved to identify option one as the preferred option. RP seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Discuss medical marijuana and whether to include a moratorium on an upcoming town meeting: Mr. Sheehan said there are well over one-hundred applications for dispensaries throughout the state. He spoke to counsel who suggested a moratorium until the end of 2014. It will prevent any dispensaries from opening and give the town time to make/adopt zoning. Land Use, Planning Board, and the Fire and Police chiefs would work on it if the Board of Selectmen directs Mr. Sheehan to move forward. The Board unanimously agreed to add it to the warrant for the Special Town Meeting.
- 3.2 Review and approve revisions to the Alcoholic Beverages License Policy: CM moved to approve revisions to the Alcoholic Beverages License Policy. RP seconded. Unanimous.
- 3.3 Review and approve request of Debra Reeves to hold the 9th Annual Gregory Reeves Memorial Scholarship Run on Saturday, October 12, 2013 and to close Brookline Street from Main Street to Highland Street from 7AM to 12:30PM, and further to authorize the Police Chief to approve temporary closures of other roadways: CM moved to approve request of Debra Reeves to hold the 9th Annual Gregory Reeves Memorial Scholarship Run on Saturday, October 12, 2013 and to close Brookline Street from Main Street to Highland Street from 7AM to 12:30PM, and further to authorize the Police Chief to approve temporary closures of other roadways. RP seconded. Unanimous.
- 3.4 Review and approve one day Special License for Terri Roy, VFW Post 6538 for a Wedding Reception on September 28, 2013 from 6PM-10PM. CM moved to approve one day Special License for Terri Roy, VFW Post 6538 for a Wedding Reception on September 28, 2013 from 6PM-10PM. RP seconded. Unanimous.
- 3.5 Discuss the status of the goals the Board adopted in 2011: Mr. Sheehan provided an update of the goals the Board set for him 2 years ago. Most of the goals have been accomplished or are well on their way to being accomplished. Mr. Sheehan highlighted some of the items including updated software, improvements to the website, and communication with state government. CM asked to have until the next meeting to review these goals before it is considered complete. SL suggested the Board come up with new goals. Mr. Sheehan mentioned the need to work on a succession plan for Chief Klein's retirement as well as other retirements/vacancies in critical positions coming up. This will allow us the opportunity to review the existing structure and reorganize to accomplish our tasks. RP spoke to the level of transparency in the office and said in his nine (9) years the board has maintained its integrity including what has been conducted in Executive Session. There was further discussion on this subject and a citizen came forward with a request that the Town Administrator will evaluate.
SL asked the members to bring in new goals for the Town Administrator and review them in a few weeks.
- 3.6 Discuss establishment of a charter committee. Topics include the number of members, the appointing authority, and timeline for a final report: Mr. Sheehan summarized what the previous committee accomplished and reported to the Board in the spring. They identified a number of things, some of them beyond the charge of the committee. SL clarified that the intent of a new committee would be to look at more substantive changes. It is for the purpose of revising the charter to be current. Mr. Sheehan listed some things an appointed charter committee cannot do, such as changing terms of office or moving to a representative town meeting. RP noted that any potential changes would have to be approved by voters. He

favors the option of appointing a committee rather than having an elected charter commission. SL asked Mr. Sheehan to write a memo with his recommendations.

- 3.7 Review and approve FY14 Material Bid Contract Extension for Highway Department's purchase of bituminous asphalt. CM moved to approve FY14 Material Bid Contract Extension for Highway Department's purchase of bituminous asphalt. RP seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to appoint James Deroian to the Conservation Commission for a term from July 1, 2013 to June 30, 2016. CM moved to appoint James Deroian to the Conservation Commission for a term from July 1, 2013 to June 30, 2016. RP seconded. Unanimous.
- 4.2 Vote to appoint Carla Walter as 2 ¼ hour per week Mandatory Recycling Enforcement Coordinator with funding for the position from a Sustainable Materials Recovery Program Municipal Grant from the MassDEP. CM moved to appoint Carla Walter as 2 ¼ hour per week Mandatory Recycling Enforcement Coordinator with funding for the position from a Sustainable Materials Recovery Program Municipal Grant from the MassDEP. RP seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: CM announced national POW/MIA recognition day Friday, September 20. The VFW ladies auxiliary will hold a candlelight vigil on the town common beginning at 6:30 PM. The public is encouraged to attend.
Recycle your Reusables on Saturday, October 19 from 9-2pm at Ayer/Shirley regional middle school, One Hospital Road in Shirley MA.
SL told the board that the school building committee discussed the licensing fees. They generally run 1% of the construction budget and would be approximately \$800,000. She asked Mr. Sheehan to look into it. She noted that State license fees cannot be waived, but local fees can be. Due to the fact the school is a district, it warrants more discussion. As the town in which the building is located, we have the permitting responsibility. Mr. Sheehan asked Rich Hanks, the Building Inspector, to put together an estimate. SL noted these fees are not reimbursable by the state.
- 5.2 Town Administrator Updates/Reports: Reminder of the joint meeting next Tuesday evening with Fin Com and Capital Planning with Ed Kukkula of the Highway Department to discuss roadway improvement funding.
- 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.

Meeting adjourned at 9:00PM