



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 24, 2013 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called 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: There are none.
- 1.4 Review and approve Meeting Minutes: September 10, 2013. CM moved to approve minutes from September 10, 2013. RP seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Review and sign Water Department contracts for the following:
 - 2013 4-wheel drive pick-up truck with aluminum utility body in the amount of \$31,714.00 from Liberty Chevrolet, Inc., Wakefield, MA.
 - Radio frequency meter reading transmitter installation project in the amount of \$79,500.00 from East National Water, Palmer, MA.Mr. Sheehan informed the Board that the procurement process has been satisfied and the low bidder is recommended in both cases.
CM moved to sign out of session the Water Department contract for a 2013 4-wheel drive pick-up truck with aluminum utility body in the amount of \$31,714.00 from Liberty Chevrolet, Inc., Wakefield, MA. RP seconded. Unanimous.
CM moved to sign out of session the Water Department contract for a Radio frequency meter reading transmitter installation project in the amount of \$79,500.00 from East National Water, Palmer, MA. RP seconded. Unanimous.
- 3.2 Review Mandatory referral from the Planning Board regarding a zoning bylaw amendment to impose a moratorium on medical marijuana dispensaries: Mr. Sheehan advised that this requires a public hearing by the Planning Board. SL thanked the Planning Board for managing this issue.
- 3.3 Review and approve Police Department interagency mutual aid agreement: Mr. Sheehan stated this is an agreement among Middlesex County Police Departments allowing them legal authority while on duty outside their jurisdiction. This agreement has been reviewed and approved by counsel. CM moved to approve Police Department interagency mutual aid agreement. RP seconded. Unanimous.

- 3.4 Review and approve request to cross, alter, or construct within a public way for the Townsend Water Department to replace a leaking service in front of 7 Maple Street: CM moved to approve the request to cross, alter, or construct within a public way for the Townsend Water Department to replace a leaking service in front of 7 Maple Street. RP seconded. Unanimous.
- 3.5 Vote to declare surplus and authorize the disposition of the generator at the Fire Headquarters at 13 Elm Street: CM moved to declare surplus and authorize the disposition of the generator at the Fire Headquarters at 13 Elm Street. RP seconded. Unanimous.
- 3.6 Vote to establish a Charter Committee, approve the Committee's mission, and post for members. Mr. Sheehan reviewed the situation and said this is a continuation of the work begun by the Charter Review Committee. His memo to the Board recommends a seven-member committee appointed by the Board of Selectmen. He advised setting a schedule and having the Committee present its recommendations at the May 2015 Town Meeting. CM moved to establish a seven-member charter committee appointed by the Board of Selectmen with a time frame of recommendations for the May 2015 Town Meeting. RP seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.2 Vote to appoint Brent Davis as a full time Police Officer beginning September 24, 2013 through June 30, 2014, subject to physical and psychological examinations, probationary period, and completion of the Police Academy training: Chief Marshall explained that he would like Officer Davis to be appointed as a Recruit Officer due to the fact that he is undergoing Police Academy training and also noted that he has passed his physical examination. CM moved to appoint Brent Davis as a full time Recruit Police Officer beginning September 24, 2013 through June 30, 2014, subject to psychological examination, probationary period, and completion of the Police Academy training. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:15 Public Hearing: 24 Main Street. Nancy Pappas requests an on-premises wine and malt beverages license for Patriot Pizza & Subs, Inc. The public hearing opened at 7:15PM. A list of attendees was gathered. Atty. Thomas Gustafson represented the applicants. Chief Marshall raised a concern with regard to Section 16C of MGL Chapter 138 that there was not a written response noting the North Middlesex School District that approval of the license for the premises would not be detrimental to the educational activities of the school. He requested the approval be contingent on the receipt of a written finding. A letter of support from Niles and Michelle Busler was read. There were no other comments. CM moved to approve an on-premises wine and malt beverages license for Patriot Pizza & Subs at 24 Main Street pending a written finding from the Chief of Police. RP seconded. Unanimous. Hearing closed at 7:30PM.
- 2.2 7:25 The Town Properties Committee to discuss the Hart Library and Town Hall Annex at 276 and 274 Main Street, respectively. Representing the Town Properties Committee, Alice Struthers summarized the letter the Committee submitted to the Board regarding the future of the Hart Library, urging the Board to either commit to maintaining the building or place it on the market, and their suggested plan of action to refurbish the building. Mr. Sheehan said a previously interested party estimated renovation at \$500,000 to \$1 million. The Town does not have funds to pay for the renovation. He added that the Town does not have an identified use for the building and it is difficult to renovate without a specific use in

mind. Rich Hanks, Building Inspector, pointed out the accessibility issues. The Board was divided as to whether to sell the building. That would have to be decided at Town Meeting. Discussion was had about auctioning the contents, reissuing the RFP and making it available for sale with restrictions on keeping the historical significance of the building. The subject was tabled to be revisited in two weeks.

- 2.3 7:30 Cindy Boundy to discuss Unitil's West Townsend substation. Ms. Boundy gave the Board the history of Unitil's use of the substation. In August Unitil installed a portable generator that ran continuously for 10 straight days. The neighbors contacted Rick Metcalf from Nashoba Board of Health. He took decibel readings of 70 or 80. They would appreciate it if Unitil would contact them in the future if they are going to use the generator and that they use a sound barrier at such time. Now Unitil has installed a floodlight that is on from dusk to dawn. The light has been in place for quite some time, but they didn't start using it until September 1. Mr. Sheehan has had many discussions with Unitil. They have agreed to retrofit the light with a motion sensor and blinders/shields. This should be done within a couple of weeks. The Board agreed that Unitil should notify the neighbors if any work is going to be done at the substation and that they will allow Unitil one month to rectify the lighting situation.

VI Executive Session

CM moved at 8:25PM to enter into executive session under G.L. c. 30A, s. 21(a)(3) regarding litigation and to return to open session. RP seconded. Roll call: CM aye, RP aye, SL aye. The Board moved into executive session at 8:26PM.

At 8:59 the Board returned to open session.

III MEETING BUSINESS (continued)

- 3.7 Review and approve chapter 90 reimbursement request for reclamation, resurfacing, and drainage improvements on Wallace Hill Road. Work is complete: CM moved to approve chapter 90 reimbursement request for reclamation, resurfacing, and drainage improvements on Wallace Hill Road. RP seconded. Unanimous.
- 3.8 Review and approve chapter 90 request for repaving approximately 1.3 miles of Dudley Road: CM moved to approve chapter 90 request for repaving approximately 1.3 miles of Dudley Road RP seconded. Unanimous.
- 3.9 Discuss North Middlesex Regional High School project, including permit fees: Mr. Sheehan has created a spreadsheet of fees from other locales and estimates from our Building Department. He does not think DEP waives fees. The architects give 10% of construction cost as an estimate. He recommends offering a partial waiver of fees. CM moved to direct the Town Administrator to draft a memo with an estimate of \$350,000 for permit fees. RP seconded. Unanimous.
- 3.10 Discuss the process for recruiting a new Fire Chief following the retirement of Chief Donald Klein in March 2014. Mr. Sheehan reiterated that Chief Klein is required by statute to retire before the end of March. He recommends a screening committee comprised of 1 police official, 1 or 2 fire personnel, 1 community member at large and 1 or 2 staff who would work closely with the new chief. He would like to ask a chief from another to community to be an ex-officio consultant. Those interested in participating on the screening committee should submit a volunteer response form along with a resume. He will create a posting notice for the Board's review and approval.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Vote to confirm the appointment of Andrew J. Sheehan as Town Administrator for a term from July 1, 2013 to June 30, 2016. CM moved to confirm the appointment of Andrew J. Sheehan as Town Administrator for a term from July 1, 2013 to June 30, 2016. RP seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports: SL gave an update on the high school building committee. Important dates are October 20 – NEASC accreditation reception and October 21 – joint meetings with Town Administrators, Boards of Selectmen and Finance Committees.
RP inquired as to the status of the audit. Mr. Sheehan said the auditors have everything they need for FY12. The audit for FY12 and management letter should be complete by the end of October.
- 5.2 Town Administrator Updates/Reports:
- Kathy Rossbach has announced her retirement as Treasurer/Collector effective November 30, 2013. She has served the town for 34 years. At the State House last Tuesday, the conversion of the Treasurer/Collector position from elected to appointed was favorably received by the Joint Committee on Municipalities.
 - Energy update: Lunenburg net metering project is moving forward. Green Communities funds are being used to retrofit the boilers at the Police station. Unitil will be doing lighting upgrades at Town Hall as they have for fire, highway and police.
 - Julie Johnson has resigned her position on the Planning Board leaving a vacancy.
- 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 9:52PM.