



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**  
**OCTOBER 8, 2013 - 7:00 P.M.**  
**SELECTMEN'S MEETING CHAMBERS**

**I PRELIMINARIES**

- 1.1 The Vice-Chairman called the meeting to order at 7:00PM and roll call showed Robert Plamondon, Vice-Chairman (RP); and Colin McNabb, Clerk (CM) present. Chairman Sue Lisio participated remotely for a portion of the meeting.
- 1.2 RP gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: 3.9 Review request from Police Chief Erving Marshall to approve a temporary waiver for Brent W. Davis from the basic police recruit training provisions of G.L. c. 41, s. 96B.
- 1.4 Review and approve Meeting Minutes: September 17, 2013. CM moved to approve. RP seconded. Unanimous.

**II APPOINTMENTS /HEARINGS** None

**III MEETING BUSINESS**

- 3.1 Review and approve Fire Department Standard Operating Guidelines for the Venture Crew: Fire Chief Don Klein has worked with Tom Whittier and the Venture Crew for many years. Chief Klein said it is time to develop guidelines for the Venture Crew. CM commended the program as a great venue toward a career in the fire service. RP asked if there would be any liability to the town. Mr. Whittier said the liability waiver is provided by the Boy Scouts of America. CM moved to approve Fire Department Standard Operating Guidelines for the Venture Crew. RP seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.2 Vote to appoint the following to the Fire Department with terms from October 8, 2013 to June 30, 2014:
  - Christa Ward: on-call EMT-B
  - Ben Simmons: on-call Firefighter/Paramedic
  - Eric Mannion: on-call Firefighter/ParamedicCM moved to appoint the personnel listed to the Fire Department with terms from October 8, 2013 to June 30, 2014. RP seconded. Unanimous.

**III MEETING BUSINESS (continued)**

- 3.2 Review vacancy notice and mission for the Fire-EMS Chief Screening Committee: Mr. Sheehan presented a draft posting and mission statement. He recommended that the

committee consist of the Police Chief or Deputy Chief, two on-call firefighters (one an officer), one full-time firefighter, one department head, and two residents (one involved with the schools). Mr. Sheehan and a chief or superior officer from another community will serve as advisors. The Board will choose the new chief from the list of finalists presented them by the committee. CM moved to approve the vacancy notice and mission for the Fire-EMS Chief Screening Committee with no limit on the number of finalists. RP seconded. Unanimous.

- 3.3 Review draft request for proposals for the lease of the Hart Library. Mr. Sheehan researched information on the Hart library and found that Town Meeting did not authorize the sale of the building. He made some changes to the RFP to lease it. He cut out some restrictive components and is considering backing off on submission requirements. The Board agreed to continue discussion at the next meeting when the full Board is present.

Chairman Sue Lisio (SL) joined the meeting remotely.

- 3.4 Review and approve One Day Special Liquor License on October 12, 2013 from 5PM to 9:30PM for Colin McNabb for the Knights of Columbus at 1 School Street: RP moved to approve. SL seconded. CM recused himself. Passed 2-0-1.
- 3.5 Authorize posting for an Interim Town Treasurer. Mr. Sheehan advised the Board that while legislation is pending on Beacon Hill to change the position from an elected one to an appointed one it would behoove them to post for an Interim Town Treasurer and then post for a permanent Collector/Treasurer. He feels confident the legislation will be approved prior to the ballot being ready for 2014 elections. CM moved to authorize posting for an Interim Town Treasurer. RP seconded. Unanimous.

SL excused herself from the remainder of the meeting.

- 3.6 Review letter of appreciation to Sterilite Corporation for improvements to athletic facilities at Hawthorne Brook Middle School. Mr. Sheehan reviewed the scope of the project and other donations Sterilite has given in the past. RP offered his thanks to Mr. Stone and the Sterilite Corporation. CM noted the town is blessed to have Sterilite and Mr. Stone as good neighbors for the citizens of Townsend. Mr. Sheehan also noted that a grant of \$20,000 from the United States Tennis Association (USTA) was awarded to Hawthorne Brook Middle School. This paid for the painting and striping of the courts. Thanks go to the USTA and to Sandi Shepherd-Gay for applying for and following through with the grant process. CM moved to accept and sign the letter of thanks. RP seconded. Unanimous.
- 3.7 Review the draft Special Town Meeting Warrant; discuss rescheduling the meeting to November 19, 2013; and discuss reopening the warrant: Mr. Sheehan updated the Board that the draft warrant was reviewed with the Department Heads at their meeting this morning. The Town Meeting was previously scheduled for October 29<sup>th</sup> but he recommends rescheduling to November 19<sup>th</sup>. He hopes collective bargaining negotiations will be complete by that time. CM asked when the warrant would be approved. Mr. Sheehan said at the next meeting. CM moved to reschedule the Special Town Meeting to November 19, 2013. RP seconded. Unanimous.
- 3.8 Discuss proposed slot parlor casino in Leominster and how it may potentially impact or benefit Townsend and authorize the Town Administrator to negotiate on the Town's behalf: Mr. Sheehan has had conversations with the casino developers, neighboring town officials, and town counsel about this issue. The project raises some traffic concerns and offers some potential benefits. He will bring forward the completed agreement in the near future. CM moved to authorize the Town Administrator to negotiate on the Town's behalf regarding the proposed slot parlor casino in Leominster. RP seconded. Unanimous.

- 3.9 Review request from Police Chief Erving Marshall to approve a temporary waiver for Brent W. Davis from the basic police recruit training provisions of G.L. c. 41, s. 96B: Mr. Sheehan noted that this is standard procedure to allow him to begin his duties. CM moved to approve a temporary waiver for Brent W. Davis from the basic police recruit training provisions of G.L. c. 41, s. 96B. RP seconded. Unanimous

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS (continued)**

- 4.1 Vote to appoint Michael A. Keefe as a constable for a term from July 1, 2013 to June 30, 2016. CM moved contingent on acquisition of a bond. RP seconded. Unanimous.
- 4.3 Vote to appoint the following to the Energy Committee for the terms noted.
- Sue Dejaniak, from July 1, 2013 to June 30, 2016.
  - Christopher Campion, from July 1, 2013 to June 30, 2015.
- CM moved to appoint the volunteers listed to the Energy Committee for the terms noted. RP seconded. Unanimous.

#### **V WORK SESSION**

- 5.1 Board of Selectmen Updates/Reports: RP reminded those present and viewers of the Greg Reeves run this Saturday.
- 5.2 Town Administrator Updates/Reports: Mr. Sheehan thanked Mark Mercurio and Roger Rapoza and crew for the work they are doing at the Town Hall Annex. The space has been identified as good storage room but the climate has not been conducive for that purpose. The carpets and curtains have been removed and they are preparing to prime and paint the walls. Shelving will be installed and the ramp and front stairs have been repaired.
- 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.

#### **VI Executive Session**

Executive Session: under G. L. c. 30A, s. 21(a)(6) regarding real property and s. 21(a)(3) regarding litigation: CM moved to enter into executive session under G. L. c. 30A, s. 21(a)(6) regarding real property and s. 21(a)(3) regarding litigation and adjourn immediately following. RP seconded. CM aye, RP aye. The board entered into executive session at 7:48PM.