



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

Sue Lisio, *Chairman*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

Andrew J. Sheehan,

Town Administrator

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SELECTMEN'S MEETING MINUTES
NOVEMBER 5, 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); 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: None.
- 1.4 Review and approve Meeting Minutes: October 22, 2013. CM moved to approve the meeting minutes from October 22, 2013. RP seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Request from the Lions Club for a license to sell Christmas Trees at the rear of the Townsend Common from November 29, 2013 to December 24, 2013: CM moved to approve the request from the Lions Club for a license to sell Christmas Trees at the rear of the Townsend Common from November 29, 2013 to December 24, 2013. RP seconded. Unanimous.
- 3.2 Request from the Abram S. French Fund Committee to transfer \$2,700 from available funds to the Abram S. French Fund to provide assistance to families in need. CM moved to approve the request from the Abram S. French Fund Committee to transfer \$2,700 from available funds to the Abram S. French Fund to provide assistance to families in need. RP seconded. Unanimous.
- 3.3 Review and approve letter of appreciation to Sterilite Corp. for donation of shelving units for the Town Hall Annex. CM moved to approve the letter as written. RP seconded. Unanimous.
- 3.4 Request to close Town Hall on November 29, 2013. Mr. Sheehan noted that it has been the practice to close Town Hall the day after Thanksgiving and allow employees to use accrued personal time or vacation time, but not sick leave. CM moved to approve the closure of Town Hall on November 29, 2013. RP seconded. Unanimous.
- 3.5 Request to reclassify the Health Administrator from grade T-3 to grade T-4. Mr. Sheehan reminded the Board of the prior meetings with regards to this. The information was sent to HRS, our human resources consultant, who recommended a one grade increase from a Grade 3 to Grade 4. Mr. Sheehan said there is an article on the warrant for Town Meeting to fund the change. CM moved to reclassify the Health Administrator from grade T-3 to grade T-4. RP seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Request to appoint Edward Hermann to the Energy Committee for a term from November 5, 2013 to June 30, 2015. CM moved to appoint Edward Hermann to the Energy Committee for a term from November 5, 2013 to June 30, 2015. RP seconded. Unanimous.
- 4.2 Request to appoint the following to the Council on Aging for the terms noted:
 - o Sandra Stevens, from November 5, 2013 to June 30, 2016;
 - o Valerie Adams, from November 5, 2013 to June 30, 2015;
 - o Pauline Bolduc, from November 5, 2013 to June 30, 2014.CM moved to appoint those named to the Council on Aging for the terms noted. RP seconded. Unanimous.

- 4.3 Request to appoint Interim Town Treasurer: Mr. Sheehan explained that the position for an Interim Treasurer has been posted and advertised. There were upward of 10 applications received. He, Vicki Tidman, and Kim Fales interviewed the top two candidates and unanimously agreed on Kate Stacey. She is currently in her fourth term as the treasurer in Ashby. Her qualifications would be easily transferrable to Townsend and she received glowing recommendations. He recommends the Board appoint her and approve her hire at \$25.73 per hour. SL asked for an idea of the timeframe. Mr. Sheehan stated that the details are still being worked out. She will continue to work in Ashby and work here as well. Hopefully the legislation on the Collector will be approved by the end of the calendar year. CM moved to appoint Kate Stacey as Interim Town Treasurer. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:15PM Cable Television Public Hearing to take public input on whether Comcast is in compliance with its current license and determine the Town's future cable related needs; and determine whether to issue a cable license to Comcast: A sign-in sheet was circulated. CM read the legal ad into the record. SL called the hearing to order at 7:15PM. Mr. Sheehan gave the background on the hearing that was held last year with Bill Hewig from Kopelman & Paige present. The creation of the Cable Committee was a result of that hearing. Steve Cloutier, Chairman of the Cable Committee (SC), called the committee back into session. Committee members also present were Stan Dillis (SD), Jerry Racette, John D'Angelillo (JD), and Kathy Spofford. Ben Pearlman and Jane Wyman were present representing Comcast. SC presented the main issues:

- Exploring the possibility of the public access and government channels, currently supported through Comcast by subscribers and operated by Hartley Pleshaw, being turned over to a non-profit cable access corporation for operation.
- Addressing the areas that are not being served by Comcast. The primary issues are insufficient height or quality of poles in the Vinton Pond/Sauna Road area of West Townsend.

Mr. Sheehan clarified that last year Comcast paid the town approximately \$42,000 based on 1½% of their gross revenues. They also fund the public access channels. SL asked for more information. SC stated that as part of the negotiation with Comcast they are working on a business plan to form a non-profit cable access corporation that would be paid for by Comcast. Ashby may want to participate since they do not have a public access studio. The Chair opened the floor to discussion. Topics raised were:

- Would there be infrastructure for the channels at the new high school if it is approved
- How would the operating budget of an access corp be funded
- What are the issues on Sauna and Vinton Pond roads that preclude them from gaining access to cable services

RP asked how many households are not served. JD estimates it at 38 in this area and a small section of Gilchrist Road. CM asked what the town uses the \$42,000 for. Mr. Sheehan said \$30,000 of it is used to offset technology expenses.

SC says the next steps are to circulate a survey to see if the townspeople's needs are being served. The Committee will come before the Board again before the agreement is finalized. RP would like to see something in writing from Comcast with regard to the timeline. The Cable Committee will ask to meet with Unitil to discuss the pole issues. Afterward, the Board would like to invite Unitil to a meeting to discuss this matter. Mr. Sheehan encouraged the Committee to negotiate an agreement that incorporates infrastructure improvements. Jane Wyman felt sure they could reach a reasonable agreement. SD has a letter from 2008 that identified some poles in the area that needed to be addressed. He feels some poles have been replaced, but will pinpoint those remaining. SL closed the hearing at 7:58PM.

A recess was taken. The meeting was called back to order at 8:08PM.

III MEETING BUSINESS (continued)

- 3.6 Review and discuss Special Town Meeting warrant: Mr. Sheehan gave a summary of the warrant articles:
1. Previous fiscal year bills – approximately \$2,700
 2. Transfer from free cash to stabilization – the stabilization fund has \$1Million in it at this time. Recommends to take no action

3. Transfer into the capital account \$400,000 - \$200,000 for the Spaulding roof and the other \$200,000 for general capital plans
4. Union contracts should be in place by the 19th
5. Police Department phone system improvements - \$9,806 out of free cash. There is \$931,378 in free cash
6. Board of Health: an additional \$630 to fund the reclassification of the Administrator.
7. Approve additional election funds if there needs to be a special election for the fire station. The money would come from free cash
8. Supplement for Veterans' benefits - \$10,000
9. Transfer out of tax levy for the interim treasurer \$10,000 for wages and \$4,000 for expenses
10. Place holder for facilities – recommends to take no action
11. Related to Article 13 to amend the capital plan
12. Put revenue raised from logging Cemetery land into their improvement account
13. Fire headquarters project - \$11,313,000 covers the entire project from design to construction
14. Bylaw would allow 10AM Sunday alcohol sales at restaurants and bars who apply to the Board
15. Marijuana dispensary moratorium
16. Planning board wind energy regulation – to establish standards for future wind energy operations
17. Amend fees charged by the treasurer/tax collector's office to cover costs
18. Change the recycling bylaw
19. Identifies the municipal recycling enforcement coordinator
20. The Mass. Division of Fish & Wildlife wants to purchase this land adjacent to land they currently own. The State would allow us to log it before the sale
21. Two parcels of landlocked land in a subdivision that were deeded to the Conservation Commission in 1989. Fish and Wildlife would like to purchase these as well.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports:

RP announced his pending resignation after nearly 9 years on the Board. He will offer his formal resignation in the near future. He said he will miss Townsend.0

CM announced the Veteran's Day ceremony on Monday, November 11 at 11 am at the memorial at the VFW and the tree lighting on the Common on Sunday, December 1st.

SL announced there will be a Veteran's breakfast this Friday morning sponsored by the high school student council. Also, you can attend the building committee forums in any town.

5.2 Town Administrator Updates/Reports:

- Special Town Meeting will be held November 19th at 7:00PM
- Committee vacancies include: Energy, Planning Board, Charter Committee, and the Fire Chief Screening Committee. We are always looking for on-call firefighters and EMTs
- Unitil has acquired "Kill-A-Watt" systems and will donate two to the town on Friday at 2:00PM. They will be available for the public to borrow to check the energy use of devices in their homes
- Devens hazardous waste is open November 6th and 9th and December 4th and 7th from 9:00 to noon
- There is now a TEO donation box at Town Hall
- The MRPC is doing a survey to aid them gain access to federal block grant funding. If you receive a survey, please fill it out to assist them
- The high school marching band won a gold medal at the Massachusetts Instrumental and Choral Conductor's Association competition in Lowell
- The high school football team made it to the playoffs

5.3 Review/Sign Payroll Warrant: CM moved to sign out of session. RP seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant: CM moved to sign out of session. RP seconded. Unanimous.

II APPOINTMENTS /HEARINGS continued

2.2 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) regarding collective bargaining and litigation and adjourn immediately following. RP seconded. Roll call: CM aye, RP aye, SL aye. The Board entered into executive session at 8:45PM.