



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
DECEMBER 19, 2013 - 5:00 P.M.
SELECTMEN'S MEETING CHAMBERS**

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 5:00PM and roll call showed Sue Lisio, Chairman (SL); and Colin McNabb, Clerk (CM) present.
- 1.2 SL announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: 3.11 - Review request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals and delete 2.2 - Rename bridges on Wheeler Road and Turnpike Road.
- 1.4 Review and approve Meeting Minutes: November 19, 2013 and December 3, 2013. CM moved to approve. SL seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 Town Clerk Sue Funaiole to discuss the following:
 - Annual dog licensing: Ms. Funaiole announced that 2014 dog licensing is underway. Fees remain the same - \$6 for neutered and \$11 for unaltered. As of March 1st late fees will now be \$10. Those licensed before the first week of February will be entered into the #1 tag contest.
 - April 28, 2014 election calendar: Nomination papers for the April 28, 2014 elections will be available January 7th through March 7th. There are 23 positions available not including the tax collector position. Papers need to be returned by March 10, 2014.
 - On another note, the census should be mailed by January 10, 2014. Please return them for listings and safety issues. The information is also used for grant applications and other important items.

III MEETING BUSINESS

- 3.1 Discussion of Board of Selectmen vacancy: Mr. Sheehan asked the Board to decide whether they will continue as a two-person Board or hold a special election to fill the vacant seat. The Charter states that the seat can remain vacant if it is for less than 6 months. CM expressed concern about the additional cost of a special election at this time. He moved to not fill the vacancy on the Board. SL seconded. Unanimous.
- 3.2 Discussion of January Board of Selectmen schedule. The Board agreed to meet on January 7th and 28th and February 11 and 25, 2014 and resume their regular schedule thereafter.
- 3.3 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D: Mr. Sheehan noted that this year's appropriation is \$175,000 (up from \$125,000 last year). CM moved to authorize deficit spending of up to \$75,000 above the appropriation for snow and ice pursuant to G. L. c. 44, s. 31D. SL seconded. Unanimous.
- 3.4 Review and approve collective bargaining agreements with Police and Telecommunicators and if necessary convene Executive Session under G. L. c. 30A, s. 21(a)(3). Mr. Sheehan announced that no Executive Session is required. CM moved to approve collective bargaining agreements with Police and Telecommunicators. SL seconded. Unanimous.

- 3.5 Vote to open May 6, 2014 Annual Town Meeting warrant. Mr. Sheehan noted that warrant articles are due March 3rd at 5PM. CM moved to open May 6, 2014 Annual Town Meeting warrant. SL seconded. Unanimous.
- 3.6 Review request from the Abram S. French Fund Committee to transfer from available funds to the Abram S. French Fund to provide assistance to families in need: Mr. Sheehan received a request from the Committee to have funds available at short notice for cases that need to be handled expeditiously. SL would like to make sure any action complies with the trust agreement(s) and requests reports be submitted to the Board. CM moved to transfer \$3,000 from available funds to the Abram S. French Fund to provide assistance to families in need. SL seconded. Unanimous.
- 3.7 Review and approve an amendment to the Surrounding Community Agreement between the Town and PPE Casino Resorts MA, LLC related to the proposed slots casino in Leominster: Mr. Sheehan gave an update on the discussions with other communities. PPE will pay \$35,000 up front which will go into the general fund. They will also pay \$5,000 annually. CM moved to approve the amendment to the Surrounding Community Agreement between the Town and PPE Casino Resorts MA, LLC related to the proposed slots casino in Leominster. SL seconded. Unanimous.
- 3.8 Town Administrator's FY15 budget message and discussion of instructions to departments: Mr. Sheehan summarized the budget memo he distributed to the Board. FY13 free cash was strong, State finances have stabilized, and our finances are strong. We have remained level-funded for years. He proposed the standard 2 ½% increase. In approximations, the property tax levy should be \$14.3 million, local receipts \$1.3 million and meals tax \$80,000. He projects total local aid to be level funded at \$1,423,000. With regard to expenditures, education is 54% of the general fund. County retirement assessment is up 4.4% this year. He is budgeting a 7-10% increase in health insurance which prompted discussion. Curbside trash will remain at \$625,000. SL would like to add that to the agenda of a future meeting. There will be a 2 ½% increase for non-union employees and union employee wages will increase in accordance with the contracts. The bottom line budget at this time is \$18,388,608 which is a 2.3% increase.
- 3.9 Review correspondence from the Capital Planning Committee: CM read the correspondence from the Capital Planning Committee into the record. Lorna Fredd, Chair of the Capital Planning Committee, was present and discussion ensued about how to address the condition of the roads with regard to the Capital Plan.
- 3.10 Review request to close Town Hall early on Tuesday, December 24, 2013: CM moved to close Town Hall on 12/24/13 at noon and on 12/31/13 at 2PM. SL seconded. Unanimous.
- 3.11 Review request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals: CM moved to approve the request from Paul Rafuse, Water Superintendent, to declare surplus certain mixed scrap metals in the amount of \$563.61. SL seconded. Unanimous.
- IV APPOINTMENTS OF PERSONNEL/OFFICIALS**
- 4.1 Select and appoint members of the Fire-EMS Chief Screening Committee: There are still openings for one more resident and a full-time firefighter. After reviewing the applications, CM moved to appoint David Profit, Bill Elliott, Brett King, Roger Rapoza, and David Funaiolo to the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.
- 4.2 Review and appoint Janet E. Cote' to the American Flag Committee: CM moved to appoint Janet E. Cote' to the American Flag Committee. SL seconded. Unanimous.
- V WORK SESSION**
- 5.1 Board of Selectmen updates and reports: SL gave an update on the School Building Committee.
- 5.2 Town Administrator updates and reports:
- Mr. Sheehan asked the townspeople to bear with the Highway Department during snow removal and asked that they assist with clearing the snow around the catch basins and approximately 550 fire hydrants in town.
 - The position for a new interim collector has been posted. CM moved to allow Kathy Rossbach to remain as tax collector until such time as a new collector is named. SL seconded. Unanimous.
- 5.3 Review and sign payroll and bills payable warrants: CM moved to review and sign payroll and bills payable warrants out of session. SL seconded. Unanimous.
- CM moved to adjourn at 6:36PM. SL seconded. Unanimous.