



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

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Town Administrator

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SELECTMEN'S MEETING MINUTES
MARCH 18, 2014, 6:30 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 6:30PM and roll call showed Sue Lisio, Chairman (SL); and Colin McNabb, Clerk (CM) present.

6:30 EXECUTIVE SESSION

Executive session under G. L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation: CM moved to enter into executive session under G. L. c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation and return at 7:00PM to reconvene the Board of Selectmen meeting. SL seconded. CM aye, SL aye. The Board entered into executive session at 6:33PM.

The Chairman reconvened the regular meeting at 7:00PM.

- 1.2 SL announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: Addition of 4.4; review request from Fire-EMS Chief Don Klein to appoint Kurtis Triehey as a Call Firefighter with a term from March 18, 2014 to June 30, 2014, deletion of 4.5; review request from the Cultural Council to appoint Jane Jackson to the Cultural Council for a term from March 18, 2014 to June 30, 2016.
- 1.4 Review and approve Meeting Minutes: February 25, 2014 and March 11, 2014. CM moved to approve. SL seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 Sue Funaiole, Town Clerk, to announce the #1 Dog License winner: Jaxie, a cattle dog owned by Vicki Lentine was the winner of the #1 dog tag and blanket. Ms. Funaiole reminded residents that a \$10 late fee is in effect and will be increased to \$25 May first.
- 2.2 Fire-EMS Chief Don Klein to discuss management and operation of the Fire-EMS Department during the transition after he retires, including appointment of an acting Chief: Chief Klein gave a moving summary of the accomplishments that have been made since he became Chief and wished the department and all involved all the best. Since a new chief will not be in place before he leaves, he recommended Deputy Chief David Roy be appointed acting chief and Captain Michael Grimley be charged with running the day-to-day operations of the department. Deputy Chief John Elliott will also be assisting as needed. SL and CM supported Chief Klein's recommendations. CM moved to name Deputy Chief David Roy as acting Fire Chief with Captain Michael Grimley handling day-to-day operations. SL seconded. Unanimous. The Board thanked Chief Klein for his years of service and dedication to the Town.
- 2.3 Recreation Commission, to discuss their request for funding from the general fund budget: Members of the Recreation Commission asked the Board for restoration of funding that was

discontinued about five years ago. Sharon Whittier recalled that at that time the Commission was approached at a Finance Committee meeting to cut their budget and that it was meant to be for two years. Discussion ensued about the costs of payroll and pre-employment physicals for the summer counselors. They requested that their part-time summer employees be taken off the pay matrix and be allowed to forego physicals. There were 18 last year. Mr. Sheehan explained that physicals have historically been required for all new employees and the decision is supported by labor counsel. SL is concerned about the liability for the town and will not waiver from labor counsel recommendation. She recalls that Recreation is self-funded through their revolving account and as such should only fund what they can afford based on what they are bringing in. The charges for last summer's recreation program, their biggest money maker, were: \$400 for a full day five day week, \$255 for 5 half days per week, and \$85 for a 5-day pass. Approximately 160 children participate in the summer program. Ms. Whittier asked the Board to place the \$22,000.00 on the Town Meeting warrant for the townspeople to vote on. This amount would primarily pay the director's salary. CM asked where it is stated that the reduction would only be for two years. Ms. Whittier said it was discussed with the Finance Committee, but they can't find any note to verify it. Mr. Sheehan has also looked through the Selectmen's files and can find no mention of it. He did speak with Greg Barnes, former Town Administrator, who does not have any recollection of it being a temporary change. He pointed out that with the rate they are currently charging a full-day program is approximately \$67/week. Discussion continued about the current balance of \$50,000 in their account, managing their budget, and resources that are lacking with no home base. The Board and Town Administrator offered their assistance in getting the program to break even.

- 2.4 Capital Planning Committee, to review and discuss FY15 capital plan: Present for Capital Planning were Lorna Fred, Roger Rapoza, Carolyn Smart and Colin McNabb. They have posted and were called to order. Ms. Fred gave an overview of the capital plan. Mr. Sheehan suggested that after decades of underinvesting and not having a lot of money to put toward capital projects or any signs of optimism for the future, he and the Town Accountant, Kim Fales, would like to suggest borrowing to fund some capital projects. He has no quarrel with the recommendations of the capital plan, but proposed bundling some together and borrowing \$600-\$800,000. Borrowing is cheap at this point; only a couple of percent and it could be paid for by putting free cash aside to fund debt service. SL asked when he would have actual figures for the Board to which Mr. Sheehan replied that it may take some time, but it is a common approach. CM would like to be strategic because there are some big ticket items coming up. Ms. Fred agreed that it would be a great option.

CM also would like to look into a bylaw change that would protect a project from being blocked by a non-elected, advisory board as happened at the Fall Special Town Meeting. Mr. Sheehan will put together an amendment for Annual Town Meeting.

- 2.5 Board of Health, to discuss additional funding to support expansion of the curbside collection program to include weekly recycling: On behalf of the Board of Health, Carla Walter requested an article be added to the Town Meeting warrant to fund weekly recycling collection. The annual cost would be \$71,000. Discussion was had and the option of putting a non-binding referendum on the election ballot was suggested by Chief Klein. The Board directed Mr. Sheehan to add language for a non-binding referendum to the election ballot.

III MEETING BUSINESS

- 3.1 Review and sign Annual Election Warrant: CM moved to sign the Annual Election Warrant including a non-binding question regarding weekly recycling. SL seconded. Unanimous.
- 3.2 Review and sign acceptance of deed for Witmer parcel at 355 Main Street: Mr. Sheehan reminded the Board that this land was offered to the Conservation Commission by the

- Witmer estate at last year's Town Meeting. It is a donation at no cost to the town and this is the formal approval. The Conservation Commission has approved it. CM moved to sign acceptance of the deed for the Witmer parcel at 355 Main Street. SL seconded. Unanimous.
- 3.3 Review and sign 1 year curbside collection contract with G. W. Shaw & Son: CM moved to sign 1 year curbside collection contract with G. W. Shaw & Son. SL seconded. Unanimous.
- 3.4 Review and sign collective bargaining agreement with Highway/Water Union: CM moved to sign the agreement with Highway/Water Union. SL seconded. Unanimous.
- 3.5 Review and approve one day special liquor license for Terri Roy, Townsend VFW Post 6538, for a Jack & Jill Shower on April 5, 2014 from 7-11PM: CM moved to approve. SL seconded. Unanimous.
- 3.6 Review and approve one day special liquor license for Terri Roy, Townsend VFW Post 6538, for a Wedding Reception on May 17, 2014 from 6-10PM: CM moved to approve. SL seconded. Unanimous.
- 3.7 Review request from the Cemetery & Parks Commission for a letter of support to apply for a grant to restore the Bernie Blood Monument: CM moved to approve. SL seconded. Unanimous.
- 3.8 Review request from the Dartmouth Board of Selectmen to send a letter of support to the Legislature to expand the small business tax exemption: Due to the possibility of the change impacting residents neither member of the Board supported this request.
- 3.9 Review and discuss FY15 operating budget: Mr. Sheehan went over the numbers. SL noted the 5% increase by Nashoba Tech as inconsiderate for any other needs. The general fund budget is approximately \$18.5 million, an overall increase of about \$800,000 of which about \$500,000 is school assessments. CM asked to table this issue as it is likely to change.
- 3.10 Review and discuss Annual Town Meeting: Town meeting is scheduled for May 6, 2014. Warrant closed March 3rd. Mr. Sheehan explained the breakdown between the Treasurer's office and the Department of Unemployment as largely due to switching to an electronic billing process. The importance of improving IT infrastructure, coordination and communication was discussed. The warrants were reviewed.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Approve the following reappointments to Town Properties Committee for terms from March 1, 2014 to February 28, 2015: Karen Chapman, Laura Shifrin, Kevin Smith, Alice Struthers, Andrea Wood. CM moved to approve. SL seconded. Unanimous.
- 4.2 Reappoint Joseph Mazzola as Veterans' Services Officer for a term from April 1, 2014 to March 31, 2015: CM moved to approve. SL seconded. Unanimous.
- 4.3 Review request from the Conservation Commission to appoint John Hussey to the Conservation Commission for a term from March 18, 2014 to June 30, 2016: CM moved to approve. SL seconded. Unanimous.
- 4.4 Review request from Fire-EMS Chief Don Klein to appoint Kurtis Triehey as a Call Firefighter with a term from March 18, 2014 to June 30, 2014: CM moved to approve. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports: CM expressed the Board's congratulations to the NMRHS hockey team for their State championship victory.
- 5.2 Town Administrator updates and reports: The Highway Department is trying to keep up with the potholes. Their 4-man crew has spread 32 tons of patch this year. The Board and Town Administrator recognized Fire Chief Don Klein for his 44 years on the fire department; 7 as chief.
- 5.3 Review and sign payroll and bills payable warrants: CM moved to sign out of session. SL seconded. Unanimous.

Meeting adjourned at 9:29PM.