



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

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Andrew J. Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
JULY 1, 2014, 6:00 P.M.
SELECTMEN'S MEETING CHAMBERS

- 1.1 The Vice Chairman called the meeting to order at 6:00PM and roll call showed Colin McNabb, Vice-Chairman (CM) and Carolyn Smart, Clerk (CS) present.
- 1.2 CM announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: 3.16
- 1.4 Approval of meeting minutes: May 6, 2014, May 13, 2014 CS moved to approve the minutes of May 6, 2014, May 13, 2014. CM seconded. Unanimous.

EXECUTIVE SESSION At 6:02PM CS moved to enter Executive Session under G. L. c. 30A, s. 21(a)(2) to conduct collective bargaining negotiations with the Telecommunications Union. CS: aye, CM: aye.

6:13 The Board returned to open session

- 3.1 Review request from Police Chief Erving Marshall to approve temporary traffic changes associated with the circus at Spaulding Field on July 10, 2014: one-way traffic on Turnpike Road (westbound) and one-way traffic on Eastman Street (southbound) to create a circular pattern around the school and field; "No Parking This Side" signs on the north side of Turnpike Road, the west side of Eastman, the south side of Rt. 119 from the school westbound, both north and south sides of Rt. 119 east of the school and the west side of Worcester Rd the west side of Riverbank Terr. the south side of Jeffs Street and the south side of Highland Ext. CS moved to endorse the temporary traffic changes associated with the circus at Spaulding Field on July 10, 2014. CM seconded. Unanimous.
- 3.8 Review request from Police Chief Erving Marshall for reimbursement of six days of earned but unused vacation leave. CS moved to approve the request as allowed by contract. CM seconded. Unanimous.
- 3.9 Review request from Town Administrator Andrew Sheehan for reimbursement of seven days of earned but unused vacation leave. CS moved to approve the request as stated in his contract. CM seconded. Unanimous.
- 3.11 Review and approve Board of Health's request for transfer of appropriations in the amount of \$5,000 from curbside trash and recycling to Board of Health operations. CS moved to approve the transfer of appropriations in the amount of \$5,000 from curbside trash and recycling to Board of Health operations. CM seconded. Unanimous.
- 3.12 Review and approve Town Administrator's request for transfer of appropriations in the amount of \$500 from interest on short term loans to Facilities Dept. wages. CS moved to

- approve the transfer of appropriations in the amount of \$500 from interest on short term loans to Facilities Dept. wages. CM seconded. Unanimous.
- 3.13 Review and approve Fire Chief's request for transfer of appropriations in the amount of \$12,500 from Fire-EMS Dept. wages to Fire-EMS Dept. new equipment. CS moved to approve the transfer of appropriations in the amount of \$12,500 from Fire-EMS Dept. wages to Fire-EMS Dept. new equipment. CM seconded. Unanimous.
- 3.15 Review and sign Warrant for the September 9, 2014 State Primary Election. CS moved to approve and sign the election warrant for the September 9, 2014 State Primary Election. CM seconded. Unanimous.
- 4.1 Appoint Fire Chief Mark Boynton as Emergency Response Coordinator at the request of TEMA Director Shirley Coit. CS moved to appoint Fire-EMS Chief Mark Boynton as Emergency Response Coordinator for a one-year term; July 1, 2014 through June 30, 2015. CM seconded. Unanimous.
- 3.3 Review and approve bid for fuel. CS moved to approve and award for a three year term to expire June 30, 2017 and sign the contract. CM seconded. Unanimous.
- 6:30 The Board recessed to await the arrival of its scheduled appointments.
- 7:05 The Board reconvened.
- 3.16 CS moved to close non-essential operations at 1PM on July 3, 2014. CM seconded. Unanimous.
- 5.2 Town Administrator updates and reports.
- Pot hole repair funding: The State has extended the time to expend the funds to September 30, 2014.
 - FY15 State operating budget: The Legislature included the Townsend earmarks for \$50,000. We are still awaiting the Governor's signature.
 - Real estate bills have gone out. The Town has implemented a lock box service so bills will be mailed to Century Bank in Reading, MA. (Sue Lisio (SL) arrived at 7:10PM and assumed the chair)
 - Fire-EMS Chief Mark Boynton has been evaluating his department's needs and will be bringing forth some staffing changes, including in-house mechanics.
 - Water Department collections: The Board of Water Commissioners voted to transfer collections to Town Hall. The timeline will be worked out over the coming months. The Water Dept. is also implementing a lock box service.
 - Moody's has reestablished the Town's Aa3 bond rating. AS thanked the finance team for their assistance.
- 2.1 Board of Health to discuss the FY15 curbside trash and recycling program. Board of Health (BOH) chairman Chris Genoter (CG), and members Jim Le'Cuyer (JL) and Michelle Dold (MD) were present. Also present were Tessa David (TD) of MassToss and Health Administrator Carla Walter (CW).

CG explained the curbside collection program. In FY15 the Town is scheduled to pay Shaw's \$434,000 to collect and transport trash and recyclables (the haul price). We also pay Shaw's a tipping fee of \$73/ton to dispose of trash. The contract extension for FY15 limits residents to two barrels of trash and unlimited recycling each week, down from three barrels in FY14. CS says we can afford to stay at three barrels and still be within budget. CG said the BOH wishes to include an article on the upcoming special town meeting (STM) to let the voters decide whether to go with 3 barrels or 2. CM expressed concern about expanding the

number of topics on the STM. He prefers to keep it focused on the non-binding pipeline resolution. SML is concerned about the cost of additional tonnage. CG calculated that at the same tonnage (2,600 tons) as FY14 we would spend \$623,800. CS said the budget should work.

JL moved to skip including this on the July STM, leave it at 3 barrels, and bring the question to the regular STM in the Fall. SML said that would give us a little time to watch the tonnage and determine if the budget will be sufficient. CG said he is okay with leaving it at 3 barrels until the fall, but said he believes in the 2 barrel limit that was negotiated with Shaw's.

John King said his family has 4 kids and they put out 1 bag per week most weeks. He thinks 2 barrels can work. CM prefers to stay with 2 barrels as was negotiated. CG said the BOH will vote at a regular meeting to leave the program at 3 barrels and bring a question to the fall STM.

- 3.2 Review draft Housing Production Plan prepared by the Townsend Housing Authority. CM suggested inviting the Housing Authority to an upcoming meeting to discuss this item.
- 3.4 Review correspondence from Carolyn Smart regarding the Energy Committee, proposed Sustainability Committee, Route 119 Sidewalk, and Annual Training. CS read her comments into the record. She met recently with the Energy Committee and is concerned that the Town is not reducing its energy usage. She thinks we need a gas consumption policy. SL said this is a good opportunity to talk about goals and from there we could look at a gas consumption policy. Maybe we should set a goal-setting meeting. It is important for us as board members not to get involved in the day-to-day. I consider sitting with department heads and going through paperwork as something we pay Andy to do. I think it's important that our board focus on policy making and direction. CM said we should first meet and set the goals and then move to the next part. SL asked CS about the formulation of a sustainability committee. CM would like for all of the things CS raised to be part of a discussion for a goals work session. CS would like the finance committee in on the sustainability committee.
- 3.5 Review email from Carolyn Smart to Town Counsel regarding the FY2015 capital plan. SL expressed concern that CS contacted Town Counsel directly. CS said she wanted the information unfiltered. CS reiterated that she believes the Capital bylaw was not followed. SL suggested CS contact Counsel directly and hopefully this will finally allow us to move on.
- 3.6 Discuss inquiry from Carolyn Smart questioning whether the purchase of police cruisers was properly approved at the May 6, 2014 Annual Town Meeting. CS said she is concerned the funding for police cruisers was not properly appropriated and said Town Accountant Kim Fales suggested a housekeeping article at the Fall STM. AS said he spoke with Kim Fales and she said the appropriation was fine and no further action is required. He reminded the Board that cruisers are appropriated in the operating budget, not the capital budget, because they have an expected life of less than 5 years.
- 3.7 Review correspondence from Carolyn Smart regarding a legal opinion about the appointing authority of the Council on Aging Director. CS said she disagrees with the legal opinion from Town Counsel. A discussion ensued about the process for recruiting and selecting a new COA Director. AS said what he believes was intended was for the Screening Committee to present finalists to the COA and for the COA to present a candidate to the BOS. BOS members agreed that is what they expect.
- 3.10 Review and discuss draft Policy on Alcohol in Public Facilities.

The BOS reviewed the draft policy prepared by AS. AS reached out to several communities. Ayer is the only one that does not allow any alcohol on Town property. The other towns do not have a separate policy. Pepperell, Chelmsford, Hudson, and Acton rely on the one-day liquor license to guide them. Groton is different because they own the country club and it has an all-pouring license. CS suggested simply adding section 5 of the draft policy to the one day liquor license policy. All agreed.

- 3.14 Review and sign the Warrant for the July 31, 2014 Special Town Meeting.
A suggestion was made to try to hold the STM at Hawthorne Brook Middle School (HBMS) since it holds more people and is air conditioned. AS will see if HBMS is available and check on capacity. CS moved to approve the warrant out of session pending confirmation of location and sign the warrant out of session. CM seconded. Unanimous.
- 5.1 Board of Selectmen updates and reports.
CS: Attended the St. John's grand opening; stated that Rep. Sheila Harrington is pushing to explore an alternate route for the gas pipeline; and announced band concerts for July 3 and 10.
CM: expressed his condolences to the Shepherd family on the passing of Nancy Shepherd.
SL: said she attended the pipeline coalition meeting.
- 5.3 Review and sign payroll and bills payable warrants. CS moved to sign warrants out of session. CM seconded. Unanimous.

9:07 Meeting adjourned.

Note: documents used or referenced during the meeting are available at http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/ or in the Selectmen's Office.