



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

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

Colin McNabb, *Vice-Chairman*

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MEETING MINUTES
SEPTEMBER 23, 2014, 7:00 P.M.
SELECTMEN'S CHAMBERS
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order and roll call showed Sue Lisio, Chairman (SL); Colin McNabb, Vice-Chairman (CM); and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: the chairman added 3.5, 3.6, 3.7, and 4.4.
- 1.5 Board of Selectmen announcements, updates, and reports:
 - CS asked about high school building permits and the possibility of establishing a revolving fund.
 - She would also like to send a letter to FERC with a copy of the pipeline resolution.
- 1.6 Town Administrator updates and reports:
 - Kinder Morgan made their pre-filing with FERC to get some early feedback. They are moving into the PR component. It has come to light that Townsend will be impacted by a compression station consisting of four "jet engines" that move gas through the system. This will require 50-75 acres of land. They are using maps from the 1980's. The coalition is asking FERC to require updated maps. CS read the draft coalition letter into the record. Mr. Sheehan will prepare a letter from the Board.
 - NVTHS students will be building a handicap ramp at the West Townsend Reading Room this fall.
 - The Bernie Blood memorial has been restored through a sesquicentennial commission grant and the efforts of Roger Rapoza, Cemetery & Parks Superintendent.
 - Spaulding Street and Emery Road will be milled and repaved in the coming weeks.
- 1.7 Approval of meeting minutes: September 16, 2014: CS moved to approve the meeting minutes of September 16, 2014. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 7:00 Worcester Regional Medical Reserve Corps (WRMRC): Lois Luniewicz, WRMRC Northeast Division Leader, will be present to introduce the Worcester Regional Medical Reserve Corps which uses volunteers to assist during public health emergencies, disasters, and community service events: Ms. Luniewicz gave an overview of the WRMRC established in 2006. Townsend is in the Worcester Northeast division. Volunteers can create a profile on their website. Mr. Sheehan will put a link on the home page and distribute information.
- 2.2 7:05 Continuation of Public Hearing on petition of Unitil and Verizon to install two utility poles on Boutelle Road beginning at pole #1 and continuing approximately 345' northerly: SL continued the hearing from August 12, 2014 at 7:30PM. Jim Dee of Unitil stated that the original pole position hasn't changed as a result of subsequent site walks but the second pole has been moved about 45 feet on the West's property. SL asked for support and opposition. Andy West reiterated that their family feels the project is unnecessary. The revised map was distributed. SL asked if the West family was ok with the

revised plan. Andy West said they find it acceptable. CS moved to approve the joint pole petition of Unitil and Verizon to install two utility poles on Boutelle Road beginning at pole #1 and continuing approximately 345' northerly installing two poles. CM seconded. Unanimous. SL moved to close the hearing at 7:38PM. CM seconded. Unanimous.

2.3 7:20 Council on Aging Director: Ed Snapp, chairman of the screening committee, will be present to discuss the recruitment of a COA Director: Mr. Snapp said another person has been selected from the list of the original four. They have selected from that list Karin Canfield Moore. There have been meetings with the selection committee, the Council on Aging and one joint meeting which she attended to answer questions and be presented. SL asked for a motion. CS moved to appoint Karin Canfield Moore to the position of Director of the Senior Center then asked whether a probationary period would be necessary. It was determined that it would not be necessary for an existing employee. CS moved to approve the recommendation of the Council on Aging to appoint Karin Canfield Moore to the position of the Director of the Senior Center. CM seconded. Discussion ensued. CS said MGL dictates that the COA picks who they want and she stands by that. Her only issue is a couple of the screening members came forward and said the qualifications and experience in the posting did not match a lot of the resumes they received, so she is asking, did Karin Canfield Moore's resume meet the qualifications and experience needed? She read the posting into the record. Mr. Snapp said she does meet the criteria and pointed out that it says "preferred". CS would like to have the position reposted legally for ten days. She said the job description has much less requirements and that should be used. CM said since it has gone through the process he believes it should go forward as recommended. Mr. Snapp expressed there is no reason to repost the position. He had proposed the option of reposting to the screening committee and the Council on Aging. They agreed to the recommendation as presented. CS said people without the qualifications or experience should not have been put into the pool. SL asked if she would like to make a motion to re-post the position which would end up delaying the hiring. CS moved to repost the position with the correct needed qualifications and experience and the correct appropriation. CM seconded. Discussion on correct appropriation ensued. SL asked for a vote; CS yes, CM no, SL no. The motion failed 1-2. CS moved to approve the employment of Karin Canfield Moore as the Council on Aging Director. CM seconded. CM aye, SL aye, CS no. The motion carried 2-1.

2.4 7:30 Unitil: John DiNapoli, Municipal & Community Services Manager for Unitil, will be present to discuss Unitil's tree trimming program and the West Townsend substation: Mr. DiNapoli came forward with representatives from Unitil and Lewis Tree Service. They reviewed the tree trimming protocol and said that in the specific instance cited the process was not followed. The homeowner should be notified and given options. Disciplinary action has taken place and the homeowner and been contacted and received an apology. For future reference, information can be garnered at www.unitil.com/treepruning or forestry@unitil.com. CM asked about the generator and lighting concerns at the West Townsend substation. Mr. DiNapoli said he doesn't expect that any work will need to be done for the next 5 years; however they are gathering information on sound barriers in the future. Resident Cindy Boundy said it is industry practice and would like a sound barrier there before the equipment is put in place. Mr. Sheehan stated that the neighbors want assurance from Unitil or action from the Board that sound barriers would be put in place. At the meeting last September the generator noise and impacts from a flood light were discussed. Alec O'Meara from Unitil asked Ms. Boundy to call him directly. SL asked Mr. DiNapoli to report back to the Board in a few weeks. He agreed.

2.5 7:45 Town Clerk Kathy Spofford requests time with the Board to discuss longevity pay for Assistant Town Clerk Susan Funaiole: Discussion ensued with regard to longevity pay. Although Ms. Funaiole has been with the town for 15 years, a good part of that was in an elected capacity which does not qualify her for longevity pay. When the question of benefits was brought before the Board on June 3rd the Board voted to allow vacation benefits. CS pointed out that it was in the budget approved at Town Meeting. SL asked if Ms. Funaiole is still eligible for what she received before. After more discussion, CS moved to approve longevity for time served from August 30, 1999. CM seconded and then asked if

requests for more benefits would be coming. SL was concerned in June about setting a precedent. Mr. Sheehan spoke with labor counsel who reiterated that elected officials receive a salary and no other benefits. CM pointed out that since it was a line item in the budget and Town Meeting approved it he would vote in favor. CS aye, CM aye, SL no. The motion carried 2-1.

- 4.2 Conservation Commission: Consider the applications of Veronica Kell and Nicole Superchi to the Conservation Commission for a term from September 23, 2014 to June 30, 2017: SL pointed out that the vote by the Conservation Commission was split. The Board discussed the situation and it was pointed out that ethics law states that the appearance of a conflict is a conflict. CM said he would like to talk to ethics himself. A question was brought up as to the fairness of Veronica Kell being interviewed in August and then opening the position up for another candidate. SL pointed out that the Board was ready to put a candidate into the position based on the recommendation. The option of meeting next week to determine this issue was presented, however Ms. Kell noted that we was recommended for the appointment and Steve Marshall was not. CS moved to appoint Veronica Kell to the Conservation Commission for a three year term from September 23, 2014 to June 30, 2017. CM seconded. CM aye, SL aye, CS no. The motion carried 2-1.

III MEETING BUSINESS

- 3.1 Review mandatory referral notice from the Planning Board for a Site Plan Review Special Permit on the application of Bart King, BK & BK, LLC, to construct a new 3,600 square foot industrial building with office space, garage, associated parking, and to relocate and operate an existing bus company at 366-368 Main Street. The Board deferred to the Planning Board.
- 3.2 Review mandatory referral notice from the Planning Board for a Site Plan Review Special Permit on the application of Hoa Pham of CAM Engineering, Inc. to open a machine shop at 8 Jefts Street. The Board deferred to the Planning Board.
- 3.3 Special Town Meeting: Review and discuss articles, and sign warrant for Special Town Meeting to be held on October 21, 2014: There being a quorum, FinCom called their meeting to order at 9:14PM and roll call showed Gini King, Nancy Rapoza, Cindy King and Andrea Wood present. The boards reviewed the 21 articles. Discussion on Article 3 prompted the idea of pushing town meeting back a few weeks. They finished going through the articles and no new date was chosen. Mr. Sheehan will consult with the Town Clerk, Deputy Moderator, and Town Counsel about convenient dates.
- 3.4 Charter Committee: Update. Mr. Sheehan said the committee was posted for seven members. He has six applications.
- 3.5 Review request for One Day Special Liquor License for Colin McNabb for the Knights of Columbus Church Event at 1 School Street, to be held from 5PM-10PM on October 4, 2014. CS moved to approve the request for One Day Special Liquor License for Colin McNabb for the Knights of Columbus Church Event at 1 School Street, to be held from 5PM-10PM on October 4, 2014. SL seconded. CS aye, SL aye, CM recused himself. The motion passed.
- 3.6 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 5 Emery Road. CS moved to approve the request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 5 Emery Road. CM seconded. Unanimous.
- 3.7 Review and approve contract with Weston & Sampson Engineers, Inc. for survey, preliminary design, permitting, final design, construction documents, and bidding/construction services associated with the removal and replacement of the culverts under Old Meeting House Road in the amount of \$38,800. CS moved to approve as written. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Recycling Committee: Review and approve Board of Health recommendation to appoint Erika Art for the Recycling Committee for a term from September 23, 2014 to June 30, 2017. CS moved to appoint Erika [sic] Art for the Recycling Committee for a term from September 23, 2014 to June 30, 2017. CM seconded. Unanimous.

4.3 Reserve Officer Appointments: Review and approve request from Erving M. Marshall, Jr., Chief of Police, to appoint the following reserve officers:

- David Mazza, to a term from September 16, 2014 to June 30, 2015, subject to nine-month probationary period and upon satisfactory completion of psychological examination;
- Thomas Kalil, to a term from September 16, 2014 to June 30, 2015 subject to nine-month probationary period and upon satisfactory completion of psychological examination and pre-employment physical.

CS moved to appoint the following as reserve officers:

- David Mazza, to a term from September 16, 2014 to June 30, 2015, subject to nine-month probationary period and upon satisfactory completion of psychological examination;
- Thomas Kalil, to a term from September 16, 2014 to June 30, 2015 subject to nine-month probationary period and upon satisfactory completion of psychological examination and pre-employment physical.

CM seconded. Unanimous.

4.4 Review request of Fire-EMS Chief Mark Boynton to appoint the following. Votes may be taken:

- Kevin Patterson, as Fire-EMS Department Chaplin, with a term from September 24, 2014-June 30, 2015;
- Nicholas Stepney and Thomas Stepney, as Part Time Fire-EMS Mechanics, with a term from September 24, 2014-June 30, 2015;
- John Tuomi, as EMS Coordinator at the rank of Captain, with a term from September 24, 2014-June 30, 2015;
- Shayna Appel, as a Per Diem EMT and Fire-EMS Department Chaplin, with a term from September 24, 2014-June 30, 2015.

CS moved to appoint the following:

- Kevin Patterson, as Fire-EMS Department Chaplin, with a term from September 24, 2014-June 30, 2015;
- Nicholas Stepney and Thomas Stepney, as Part Time Fire-EMS Mechanics, with a term from September 24, 2014-June 30, 2015;
- John Tuomi, as EMS Coordinator at the rank of Captain, with a term from September 24, 2014-June 30, 2015;
- Shayna Appel, as a Per Diem EMT and Fire-EMS Department Chaplin, with a term from September 24, 2014-June 30, 2015.

CM seconded. Unanimous

V WORK SESSION

5.1 Review and sign payroll and bills payable warrants. CS moved to review and sign payroll and bills payable warrants out of session. SM seconded. Unanimous.

CM moved to adjourn at 10:16PM. SL seconded. Unanimous.

Respectfully submitted: Karin Canfield Moore

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.