



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

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MINUTES
DECEMBER 2, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 7:00PM the Chairman called the meeting to order. Roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance: The Board observed the Pledge of Allegiance.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: None.
- 1.5 Town Administrator updates and reports:
 - AS reminded everyone that the Town Meeting is at 7PM tomorrow, December 3, 2014. There is information on the town website as to what will be discussed.
 - The Devens Regional Household Hazardous Product Collection Center is open December 4 and 7, which will be the last days until March 2015.
 - AS provided a clarification about the Treasurer-Collector reorganization. It has not been contemplated that staff from the Water Department will be transferred to the Treasurer-Collector's Office. The Water Department Office Administrator is a union position and transferring her would be a change in working conditions that would have to be negotiated. It has been the plan that the new positions would be posted and filled.
 - AS also provided a clarification about pension payments. Pension checks are checks are cut by the pension system, not the Town. A retiree receives their pension benefits from the retirement system. CS asked how town is assessed regarding retirement. AS answered that the assessment is based on an actuarial analysis that looks at the age of the workforce, the number of people expected to retire at a given point, and the number of employees. Employees pay into the system throughout their careers and the last employer is not responsible for the entire pension. AS said the Middlesex County Retirement System did an analysis several years ago which looked at all these factors. The System has provided increases for the next several years. SL requested that this conversation be discussed during the budget meetings.
- 1.6 Board of Selectmen announcements, updates, and report: CM reminded everyone that the Tree Lighting ceremony will take place Sunday December 7, 2014 at 5PM. Although the common is not finished being decorated, it will be by then.
- 1.7 Approval of meeting minutes: November 18, 2014. CS moved to approve the meeting minutes, CM seconded, unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 6:05 Green Communities Annual Report: Land Use Coordinator Karen Chapman (KC) was present to discuss the Green Communities Annual Report and request the Board's approval. She was joined by

Energy Committee members Michael Brown and Sue Dejniak. Kelly Brown of the Mass. Department of Energy Resources has suggested adding some of the schools. This would alter the base year usage number and make the schools eligible to receive Green Communities funding for upgrades. KC emailed superintendent and also requested a six month extension to spend remaining \$11,000 and wrap up final report. CS moved to except and sign Green Communities Annual Report, CM seconded, unanimous.

- 2.2 6:15 North Middlesex Regional High School permitting and inspections: Building Commissioner Richard Hanks (RH) presented a proposal for permits, inspections, and fees for the High School building project. RH suggested taking the projected cost divided by the number of weeks and inspectors would get paid a weekly stipend. CM questioned the waived inspection fees, SL explained that when the budget was discussed for \$350,000 there was the issue of part time inspectors and how to handle accounting and compensation. CS asked about the cost associated with inspections, AS answered that the original discussion and letter to the Building Committee stated that the estimate did not cover permits issued by the Planning Board, Board of Health, or Conservation Commission. It also did not mention permits, inspections, and fees from the Fire Dept., which was an oversight. RH said the project will add substantially to the workload of the inspectors and all their regular work still needs to get done. SL pointed out that salaried employees have light weeks and heavy weeks and it balances out over time. CS asked how the Town Hall renovation was handled and RH said he was paid an additional \$500 per week. Building Committee chairman Rob Templeton (RT) said the Massachusetts School Building Authority (MSBA) may have an objection to paying stipends, but said he would look into it. AS pointed out that the \$350,000 estimate was to cover the costs of inspections and did not follow the usual permit calculation. RH said he and the other inspectors prefer stipends and added that the benefit of stipends is budget certainty. CS suggested an inter-municipal agreement between the three towns. SL asked how the accounting would be handled. AS said the fee would be deposited and captured on the recap over the three year duration of the project. That allows the revenue to be spread out to cover the annual costs. AS said he would draft a summary for the Board's consideration.

III MEETING BUSINESS

- 3.1 Kinder-Morgan Northeast Direct Pipeline Project Update: AS reported Kinder Morgan is expected to amend their plans to relocate the main line in New Hampshire. He is awaiting confirmation and further details.
- 3.2 Route 119 sidewalk: continuation of discussion and review of engineering cost estimates from Highway Superintendent Ed Kukkula. CM suggested checking with state to see if they would still be willing to pay for wider sidewalks by the harbor if the Town designs it. SL reminded there was a commitment given to the Squannacook Greenways representatives to build a sidewalk along the road that the rail trail could follow. CS suggested that Town Meeting be presented with two options, either the rail trail or the sidewalk. CM is not in favor of an either or scenario and asked why CS was trying to kill the rail trail, CS responded that was not what she was suggesting. CM suggested they table the discussion and invite Ed Kukkula and Squannacook Greenways to a meeting in January.
- 3.3 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. AS said this is the standard authorization to deficit spend for winter operations. CS motioned that in accordance with Mass G.L. c44 s. 31D, we the board of selectmen do hereby authorize the town account to issue warrants and the town treasurer to pay such warrants in excess of available appropriation up to \$75,000 for snow and ice removal. CM seconded. Unanimous.
- 3.4 Special Town Meeting: Review and discuss articles for Special Town Meeting on December 3, 2014. AS presented an updated appropriation spreadsheet. CM said that he is still not sure about Article 11 and believes it should be left to town meeting. SL believes that the article will hold more weight if the people know the Board supports it. CS said that she would rather spend the money elsewhere and suggested making a motion to support the Article to examine salary. SL suggested getting a temp to do the study, but CS disagrees. CM is against anyone from town doing the study and asserted that it should

be done independently. CS again states that it is a print and click from online resources. SL asked whether this is a necessary expense and believes that Townsend is not competitive. CS suggested allocating \$2,000 and asked AS if that was reasonable. AS responded that it is hard to know if a number picked out of the air will be enough. CS asked for a total compensation analysis. AS said an alternative is to pick an accelerator, like a 2 ½ %, and make an across the board cost of living adjustment. CS moved to support article 11, CM seconded, passed 2-1 (CS opposed).

- 3.5 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. CS moved to adopt sick time donation policy, CM seconded, unanimous.
- 3.6 Review guidance document for vacation accruals. Tabled to 12/6/14 meeting.
- 3.7 Update on capital borrowing: AS reported that the bond anticipation note is to be signed on 12/9/14.
- 3.8 Review request for One Day Special Liquor License for Terri Roy of Townsend VFW Post 6538, 491A Main Street for a Holiday Family Party on December 20, 2014 from 7-11PM. CS moved to approve for one day a special liquor license request for Terri Roy of Townsend VFW 6538, for a holiday party to be held on December 20, 2014 form 7-11PM. CM seconded. Unanimous.
- 3.9 Continue review and discussion of goals: tabled to be discussed at a later meeting

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Council on Aging: Review the request of the Council on Aging to hire Donna Fenton as the Volunteer Coordinator. CS moved to approve hiring of Donna Fenton as the Volunteer Coordinator, CM seconded, unanimous
- 4.2 Energy Committee: Review the request of the Energy Committee to appoint Kathleen Thompson to the Energy Committee to serve until June 30, 2016: CS moved to approve Kathleen Thompson to the Energy Committee, CM seconded, unanimous

V WORK SESSION

- 5.1 Review and sign payroll and bills payable warrants: CS motioned to review and sign payroll and bills payable warrants outside of session. CM seconded, unanimous.

7:42PM CM moved to adjourn the meeting. CS seconded. Unanimous

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.