



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

Sue Lisio, *Chairman*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

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Town Administrator

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SELECTMEN'S MEETING MINUTES
JANUARY 07, 2014 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:00PM 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: Delete 2.1 - FY14 Community Development Block Grant: Meeting with Kevin Flynn of Montachusett Regional Planning Commission to discuss the community development strategy for the FY14 grant round and add 4.3 - Vote to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee.
- 1.4 Review and approve Meeting Minutes: December 19, 2013. CM moved to approve. SL seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Vote to accept gift of network servers from Sterilite Company: Mr. Sheehan informed the Board that Sterilite donated three servers to the town to address some infrastructure needs. The Board thanked Sterilite for their continued generosity. CM moved to accept the gift. SL seconded. Unanimous.
- 3.2 Discuss the process of responding to requests by those seeking assistance from various "poor" and "worthy" funds, including the Abram S. French Worthy Fund, Amanda Dwight Worthy Fund, Susan Wilson Worthy Fund, and Albert J. Atwood Worthy Fund: Mr. Sheehan gave a background of the various funds that we have to benefit the "poor" and "worthy". Last meeting's vote to transfer funds from available funds to the Abram S. French Fund spurred a conversation among the finance officers. They found no history of how the process evolved. At some point the Abram S. Fund became the administrator. He would like the Board to give some direction in how to address these needs in the future. Another piece is that many requests come with a short timeline. With the restrictions of Board schedules and Open Meeting Law it might be appropriate to allow a staff-level group to address the requests in order to be more nimble. SL asked if there were any stipulations of the funds to which Mr. Sheehan replied that only the French fund requires confidentiality and a committee appointed by the Board. SL and CM agreed that more than one person making the decision would be advisable. Mr. Sheehan will bring a recommendation to the next meeting.

II APPOINTMENTS AND HEARINGS

- 2.2 7:15 Fire Station Building Committee: Meeting with the Committee to discuss next steps in developing a new headquarters station: The Fire Station Building Committee was called to order. Present were Don Klein, Bill Elliot, Mark Mercurio, Brett King and Mike Grimley. Discussion commenced about using a request for proposals to find anyone interested in building and leasing a station to the town. Some of the ramifications discussed were:
 - if it would still be a capital appropriation and debt exclusion
 - if it would be an operating expense requiring an override

- if prevailing wage would be required because it is for a public purpose
- what the criteria would be
- length of the lease and what to do when it expires

SL feels the most attractive option is still the original project that was to be presented at Town Meeting of a single station on Scales Lane. The people need the opportunity to make the decision. CM said the decision should be made by the voters. The Committee has been working on this for 1 ½ years and it is frustrating that it was blocked on procedural grounds. Don Klein has put the project on the capital plan for this year and will be meeting with Capital Planning on January 23rd.

III MEETING BUSINESS (continued)

3.3 Vote to rescind the December 19, 2013 vote to transfer \$3,000 from available funds to the Abram S. French Fund: Mr. Sheehan explained that the anticipated funds are no longer needed. CM moved to rescind the December 19, 2013 vote to transfer \$3,000 from available funds to the Abram S. French Fund. SL seconded. Unanimous.

3.4 Vote to amend the charge of the Fire-EMS Chief Screening Committee by changing “residents” to “at-large members”. Mr. Sheehan informed the Board that the positions have not received applications from volunteers as the posting specified. Superintendent Landers has expressed interest in participating and by changing the wording she would fill the role of someone affiliated with the schools. CM moved to amend the charge of the Fire-EMS Chief Screening Committee by changing “residents” to “at-large members”. SL seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Vote to appoint Richard Howard as a full time Telecommunicator and Amy Wolfgang as a part time Telecommunicator, both contingent on a background check, physical and psychological testing, and with a six month probationary period: CM moved to appoint Richard Howard as a full time Telecommunicator and Amy Wolfgang as a part time Telecommunicator, both contingent on a background check, physical and psychological testing, and with a six month probationary period. SL seconded. Unanimous.

4.2 Vote to appoint Joan Landers, Superintendent of the North Middlesex Regional School District, as an at-large member of the Fire-EMS Chief Screening Committee: CM moved to appoint Joan Landers, Superintendent of the North Middlesex Regional School District, as an at-large member of the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.

4.3 Vote to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee. CM moved to appoint Leon Niemiera, Full Time Firefighter/Fire Prevention Officer, as a member of the Fire-EMS Chief Screening Committee. SL seconded. Unanimous.

V WORK SESSION

5.1 Board of Selectmen updates and reports:

- CM expressed his condolences to the family of Gary Evans who left us as he lived – on a small adventure.
- SL gave an update on the School Building Committee.

5.2 Town Administrator updates and reports:

- Mr. Sheehan announced that the next Selectmen’s meetings will be held January 14, 2014 and February 11, 2014.
- There are still vacancies on approximately twelve committees.
- Today is the first day to take out nomination papers for elected positions.
- A new interim collector will be brought to next week’s meeting for the Board’s consideration.
- Thanks to the employees of the highway, facilities and cemetery departments for the work they have done on snow removal this week.

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 7:57 P.M. SL seconded. Unanimous.