



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

Sue Lisio, *Chairman*

Robert Plamondon, *Vice-Chairman*

Colin McNabb, *Clerk*

Andrew J. Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
APRIL 8, 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: SL added VI, Executive Session to discuss strategy in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel pursuant to G. L. c. 30A, s. 21(a)(2).
- 3.1 Review referral notice from the Zoning Board of Appeals regarding a Special Permit for Kevin Smith on behalf of George & Hugh McGovern at West Meadow Road, Assessors Map 4, Block 22, Lot 0: SL explained that this is a formality for the Board's information. She confirmed with the Town Administrator that a hearing has been scheduled. The Board thanked the ZBA for the referral.
- 3.2 Review and approve renewal of Junk Dealer's license for MJS Metals: Discussion was had as to the ability of MJS to engage in cash for gold. If they do they will have to abide by the rules set forth by the police department for pawn shops, etc. CM moved to approve the renewal of the Junk Dealer's license for MJS Metals. SL seconded. Unanimous.
- 3.8 Reminder of important upcoming events: SL noted that candidates' night is April 16 at 7PM, Town election is April 28, 7AM-8PM, Annual Town Meeting is May 6, 7PM, and Earth Day is April 26, 10AM-3PM.

II APPOINTMENTS AND HEARINGS

- 2.1 7:05 Review notice of intent to sell land located on Barker Hill Road, shown as Assessors Map 21, Block 1, Lot 2, which land is classified under MGL c. 61B, and consider assigning the right of first to the Commonwealth of Massachusetts, Department of Conservation & Recreation: Mr. Sheehan stated that Massachusetts General Laws C61, 61A and 61B allow the classification of land set aside as forestry, agriculture, or recreation to be taxed at a reduced value. In return the Town receives a right of first refusal if the owner intends to sell it or convert the use. The parcel in question has been in c. 61B for over 20 years. The town has 120 days to exercise its right to purchase the property by meeting the purchase & sale price or assign the right to a non-profit conservation organization or the State. The Mass. Department of Conservation and Recreation (DCR) has expressed interest in receiving the assignment of the land. Christine Barry represented the DCR. Conservation agent Leslie Gabriliska gave an assessment of the parcel adding that the exceptional beauty of this land led the Conservation Commission to strongly endorse protecting it. Discussion continued with input from members of the audience. Brian Mohr, the individual interested in purchasing the land, has spent quite a bit of money on engineering and asked if the Board would consider the option of him retaining 7 acres and selling 12 acres to the DCR. He was thanked for the suggestion and offer, but Ms. Berry said DCR would not be

interested and it would lose a lot of the conservation integrity. SL admitted she is biased toward conservation efforts. This is as close as she can get to buying land for people to picnic on and enjoy. CM understands the cost involved in engineering, etc. but believes this property should be enjoyed by Townsend and the surrounding communities. CM moved to assign the right of first refusal of land located on Barker Hill Road, shown as Assessors Map 21, Block 1, Lot 2, which land is classified under MGL c. 61B to the Commonwealth of Massachusetts, Department of Conservation & Recreation. SL read the 120 Day Waiver In Re Land In Townsend Into the Record. SL seconded. Unanimous.

III MEETING BUSINESS (continued)

- 3.3 Review and approve amendments to Meeting Hall Policy: Mr. Sheehan reminded the Board of the change of the Meeting Hall status and pointed out the differences in the revised policy. In summary, unless it is a library/senior center function or a function conducted during regular hours, it is no longer available to the public. Interested parties can go to either the senior center or the library to schedule an event. Hopefully the venue will be available again in the future. CM moved to adopt the policy as amended. SL seconded. Unanimous.
- 3.4 Review and discuss draft intermunicipal agreement for shared Town Treasurer services with Ashby: Mr. Sheehan explained that this agreement would be similar to the accountant agreement we have with Dunstable. The Town Administrator in Ashby asked to have Kate Stacy remain an employee in Ashby, but Townsend would pay for her time here and apportion of benefits. SL encouraged continuing the conversation.
- 3.5 Discuss implementation of a lock box service to streamline collections: Mr. Sheehan said one recommendation set forth by the DOR review was a lock box service. It is service whereby a bank receives bills and provides payment processing and deposits. It would reduce foot traffic in the building and free up employees to do other things. SL thought it made a lot of sense and asked if it isn't the same thing the DOR recommended for the Water Department. Mr. Sheehan said DOR recommended Water collections be transferred to the Town Hall. Water Superintendent Paul Rafuse got a quote for their collections and would like to either do a lock box or send collections to Town Hall. SL asked that be added to a future agenda and asked what the service would cost. Mr. Sheehan estimates under \$7,000/year plus postage and return envelopes.
- 3.6 Review and discuss Town Administrator's recommended FY15 operating budget: Mr. Sheehan gave an overview of the budget. Highlights included:
- School assessments ate up more than 100% of the proposition 2 ½ increases for the year.
 - Proposing using some free cash to pay off debt; specifically putting it toward the ladder truck which would save \$73,000 from the tax levy.
 - Soliciting quotes for health insurance and will bid on property, casualty and workers' compensation insurance.
 - The importance of investing in MIS, including hardware and software.
 - Facility funds to maintain the infrastructure and keep up building maintenance of buildings.
 - A stand-alone article for road improvements.
 - Capital plan borrowing strategy to pay for many worthy projects.
 - Discussion on budget strategies with regard to salaries in the Town Clerk's office.
 - A 2 ½% increase for stipend employees.
 - The North Middlesex and Nashoba Tech assessments.
- 3.7 Review and discuss Annual Town Meeting and sign Town Meeting warrant: Mr. Sheehan reviewed the warrant. Highlights included:
- #7 – funding for a multipurpose scanner, copier, printer
 - #23 – setting salaries and compensation for elected officials
 - #28 – Nashoba Tech roof project
 - #29 – by law adoption for office hours for certain elected officials

- #30 – amendment to Capital Planning bylaw.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review request from Fire-EMS Captain Michael Grimley to appoint Kathleen Beal, Michael Marchand, and Michael Whittier as On-Call Firefighter Recruits and to appoint Kevin Pena an On-Call Firefighter-EMT with terms from April 8, 2014 to June 30, 2014: CM moved to appoint Kathleen Beal, Michael Marchand, and Michael Whittier as On-Call Firefighter Recruits and to appoint Kevin Pena an On-Call Firefighter-EMT with terms from April 8, 2014 to June 30, 2014. SL seconded. Unanimous.
- 4.2 Review request from Police Chief Erving Marshall to appoint Jessica Fellows as a full time Telecommunicator contingent on a background check, physical and psychological testing, and with a six month probationary period: CM moved to appoint Jessica Fellows as a full time Telecommunicator with the contingencies noted. SL seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports: CM expressed his condolences to the families and colleagues of the firefighters who lost their lives in Boston. SL echoed his sentiments.
- 5.2 Town Administrator updates and reports: None.
- 5.3 Review and sign payroll and bills payable warrants: CM moved to sign out of session. SL seconded. Unanimous.

- VI EXECUTIVE SESSION** to discuss strategy in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel pursuant to G. L. c. 30A, s. 21(a)(2). CM moved to adjourn to Executive Session under G. L. c. 30A, s. 21(a)(2) to discuss strategy in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and adjourn immediately following. SL seconded. Roll call: CM aye, SL aye. The Board entered into executive session at 9:02PM.