



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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**SELECTMEN'S MEETING MINUTES**  
**JULY 31, 2014, 6:00 P.M.**  
**HAWTHORNE BROOK MIDDLE SCHOOL**  
**64 BROOKLINE ROAD, TOWNSEND**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order at 6:00PM and roll call showed Sue Lisio, Chairman (SL); Colin McNabb, Vice-Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Chairman's Additions or Deletions: The Chairman announced the deletion of 3.2 - Review and sign documents for the \$729,285 borrowing for capital improvements.
- 1.4 Approval of meeting minutes: None

**II APPOINTMENTS AND HEARINGS - None**

**III MEETING BUSINESS**

- 3.1 Review and discuss alternative gas pipeline route proposed by Beaver Brook Association and review draft correspondence: Mr. Sheehan gave an overview of the Beaver Brook Association and its proposed alternative routes. He submitted a drafted letter to the Board. CS moved to sign as attached and forward the letter to the Beaver Brook Association. CM seconded. Unanimous.
- 3.3 Discussion of public records request: Mr. Sheehan summarized the request for about five (5) years of emails from Leslie Gabrielska and Karen Chapman. CS requested this be added to the agenda for the next meeting. After discussion, Mr. Sheehan said he will check with the Secretary of State's office.
- 3.4 Pipeline Coalition update: Mr. Sheehan gave an update on the progress of the coalition. He read the mission statement into the record. They are concerned that the affected properties don't have representation in the process. The North Middlesex Council of Governments has given its assistance.
- 3.5 Review and approve chapter 90 Project Request from Ed Kukkula, Highway Superintendent, in the amount of \$308,000 to reclaim and pave the entire length of Emery Road. CS moved to approve the chapter 90 Project Request from Ed Kukkula, Highway Superintendent, in the amount of \$308,000 to reclaim and pave the entire length of Emery Road. CM seconded. Unanimous.
- 3.6 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 62 South Harbor 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 62 South Harbor Road. CM seconded. Unanimous.
- 3.7 Review request of Unitil to cross, alter, or construct within a public way for installation of two services, one for home and one for business, at 77 Emery Road: CS moved to approve the request of Unitil to cross, alter, or construct within a public way for installation of two services, one for home and one for business, at 77 Emery Road. CM seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Review and approve recommendation for the position of Highway Department Fleet Mechanic: Mr. Sheehan alerted the Board that we have been without a fleet mechanic for about a year. Superintendent Ed Kukkula recommends the hiring of Alex Luther. He is currently with the Town of Chelmsford. Discussion ensued with regard to his services being shared by the Fire Department. SL suggested the word “highway” be deleted with reporting responsibility remaining with the Highway Superintendent. After more discussion, CS moved to approve the recommendation of Alex Luther for the position of Highway Department Fleet Mechanic contingent on a physical exam and a six (6) month probationary period. CM seconded. Unanimous.
- 4.2 Review and approve recommendation for the position of Building Department Assistant: Mr. Sheehan explained that Sherry Vaughan is retiring and her recommended replacement, Janet Leavitt, has helped there in the past. The new position would be 26 hours a week whereas it was previously 30. CS expressed concern with the difference of salary. SL asked if this would fall under a transfer since Ms. Leavitt currently works for another department within the town. Mr. Sheehan noted that both positions are in the same grade but at different levels. Typically within the grade they would retain their salary even if they were more highly paid. CM noted that Ms. Leavitt has worked for the town for 15 years. CS voiced that she would not be comfortable paying the higher salary. SL reviewed the matrix and found the rate to be below the maximum of \$20.22, but once she reaches that level she will be maxed out. CS reiterated that she will not support the \$19.75 per hour request. CM moved to approve the recommendation of Janet Leavitt for the position of Building Department Assistant at \$19.73 per hour for 26 hours a week at Grade 3, step 9. After more discussion CS seconded. Passed 2-1 with CS opposed.

## **V WORK SESSION**

- 5.1 Board of Selectmen updates and reports: None.
- 5.2 Town Administrator updates and reports: None
- 5.3 Review and sign payroll and bills payable warrants: CS moved to take no action. CM seconded. Unanimous.

CS moved to recess to Special Town Meeting at 6:52PM and adjourn immediately thereafter. CM seconded. Unanimous.

*Note: documents used or referenced during the meeting are available at [http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAgenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/) or in the Selectmen's Office.*