



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

SELECTMEN'S MEETING AGENDA
AUGUST 26, 2014, 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Vice-Chairman called the meeting to order at 7:04PM and roll call showed Colin McNabb, Vice-Chairman (CM); and Carolyn Smart, Clerk (CS) present. Chairman Sue Lisio was absent.
- 1.2 The Vice-Chairman announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: CM announced the deletion of 2.1: Continuation of Public Hearing on petition of Unitil and Verizon; add 3.10: Review and approve contracts with BETA Group, Inc. for preparation of a pavement management plan.
- 1.4 Approval of meeting minutes:
 - Open session minutes: May 20, 2014, June 3, 2014, June 17, 2014, June 25, 2014, July 1, 2014, July 7, 2014, July 15, 2014, and July 31, 2014. CS moved to approve the meeting minutes of May 20, 2014, June 3, 2014, June 17, 2014, June 25, 2014, July 1, 2014, July 7, 2014, July 15, 2014, and July 31, 2014. CM seconded. Unanimous.
 - Executive session minutes: June 17, 2014 and July 1, 2014. CS moved to approve the executive session minutes for June 17, 2014 and July 1, 2014. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 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. The applicant's representative requests to continue the hearing without testimony to September 23, 2014: Mr. Sheehan met on the site with Jim Dee from Unitil. Mr. Dee told him they are working with the requester, Ms. Hill, and the neighbors, Ed and Mary West, to come up with a route that is satisfactory to all parties. Mr. Dee requested to continue the hearing without testimony to September 23, 2014. CS moved to continue the public hearing to September 23, 2014 at 7:05PM. CM seconded. Unanimous.
- 2.2 7:15 Council on Aging Director: Ed Snapp, chairman of the screening committee, will be present to discuss the recruitment of a COA Director: Ed Snapp said the Council on Aging has found some funding from the formula grant through the Office of Elder Affairs. The grant had been used to pay for the volunteer coordinator position recently vacated by Claire Devine. Using this money to supplement the new director's salary would carry them through FY15 and bring the salary to the \$45,000 range. They would also like to increase the hours to 40 hours per week. Mr. Sheehan suggested going to fall Town Meeting with a supplemental budget appropriation. After continued discussion, it was agreed to table this item to the September 9th meeting. The option of adjusting benefits like vacation time was brought up by Mr. Sheehan. CS agreed, but would like the rules to be the same for all employees.
- 2.3 7:20 Fire-EMS Chief Mark Boynton to discuss on-call pay: Chief Boynton explained a gap in coverage for which scheduled on-call or duty officers are needed. There have been some calls where officers were unable to respond and only personnel with limited experience were present. He has scheduled a five week rotation and can use existing funds in the budget to pay a \$1.00 per hour rate which adds up to about \$100/week. CS asked how this would work for the union firefighters. Mr.

Sheehan replied that it would have to be negotiated into the contract and does raise some fair labor standard issues. Chief Boynton explained the terms to the one union member in the rotation who has agreed to those terms. Discussion continued. CS moved to approve the request of Fire Chief Boynton to have on-call pay at \$1.00 per hour for all non-union employees at the Fire-EMS Department. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Review and approve staffing plan for Treasurer/Collector's Office: Mr. Sheehan gave an overview of the situation and proposed a new staffing plan. He recommends the formal consolidation of the Treasurer/Collector as a full-time position. This would improve staff oversight and continuity in the office. The position is not in the compensation and classification plan and he recommends sending it to HRS to be classified. The Assistant Tax Collector position would remain largely unchanged, although she would focus more on high level duties. He proposes to add a 30 hour department assistant at the collections desk who would also do payroll and other tasks. Department assistant exists on the compensation and classification plan. The payroll clerk position would be eliminated. He also recommends adding a collections clerk at the counter. He said the plan would require some changes to the office layout, but was confident it can be done in-house. CS questioned if this plan triggers Section 5.1 of the Town Charter. CM advised tabling this item to the next meeting when all Board members would be present. Mr. Sheehan said he would contact town counsel with regard to the Charter. CM tabled the item to September 9th.
- 3.2 Review and approve c. 90 reimbursement request for Hamilton Hill Road in the amount of \$10,212.32: Mr. Sheehan said the project has been completed. CS moved to approve the Chapter 90 reimbursement request for Hamilton Hill Road in the amount of \$10,212.32. CM seconded. Unanimous.
- 3.3 Discuss dates for Special Town Meeting; vote to open the warrant; set date for warrant articles: A discussion ensued as to the options. CS moved to tentatively set the date for October 21st and open the warrant for submission of warrant articles. CM seconded. Unanimous.
- 3.4 Update on FY15 capital borrowing: Mr. Sheehan reported bond counsel has given the go ahead on the capital borrowing. Bond counsel recommends we purchase the equipment with available funds and then use the bond proceeds to be reimbursed. He said no action is needed by the Board at this time. CS assumed the plan was to buy all the capital items from available funds because then we would know how much we have to borrow. We don't necessarily need to borrow the \$729,000. From what she understands now, we are just borrowing the whole \$729,000 regardless of the amount needed? Mr. Sheehan reiterated that we will make the purchases first and then borrow for what is needed. Available funds will be used to purchase the equipment. We already know that by purchasing the combination sweeper catch basin unit that will save about \$20,000 and are still waiting for some clarity on the state budget. If we get that it would be an additional \$50,000 off of what we would have to borrow.
- 3.5 Discuss creation of Sustainability Committee: CM suggested tabling this item.
- 3.6 Discuss Town Administrator and Board of Selectmen goals for 2014: Brief discussion before CS moved to table 3.5 and 3.6 to September 9th when the entire Board is present. CM seconded. Unanimous.
- 3.7 Review and approve auction permit for an auction to be held on September 13, 2014, from 9:00am-4:00pm: CS moved to approve the permit for an auction to be held on September 13, 2014, from 9:00am-4:00pm by Petrowsky Auctioneers, Inc. CM seconded. Unanimous.
- 3.8 Review mandatory referral notice from the Planning Board related to proposed amendments to the zoning bylaw: CS had no comment and moved to table to September 9th. CM seconded. Unanimous.
- 3.9 Announce 25th Anniversary celebration of Atwood Acres, 66 Dudley Road, on September 5, 2014, from 11:30-3:00PM: CS read the announcement into the record.
- 3.10 Review and approve contracts with BETA Group, Inc. for preparation of a pavement management plan in the amount of \$24,500 and catch basin mapping in the amount of \$5,490 with all costs paid from c. 90: Mr. Sheehan explained the process. CM likes that a neutral party is doing the prioritizing. CS moved to approve the contracts with BETA Group, Inc. for preparation of a pavement management plan in the

amount of \$24,500 and catch basin mapping in the amount of \$5,490 with all costs paid by Chapter 90. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Review the request of the Council on Aging to appoint Jane Jackson to the COA Board with a term from July 1, 2014 to June 30, 2015. CS moved to appoint Jane Jackson to the COA Board with a term from July 1, 2014 to June 30, 2015. CM seconded. Unanimous.

V WORK SESSION

- 5.1 Board of Selectmen updates and reports: CS and Mr. Sheehan discussed the donation license agreement for the proposed fire station. CS congratulated Eagle Scout Mike Whittier. She would also like to set up a work session with FinCom before the budget season. CM commended firefighter Brian Mayer for helping fight forest fires out West and announced the 10th annual Greg Reeves Run on October 11th.
- 5.2 Town Administrator updates and reports: Mr. Sheehan gave an update on the road projects around town.
- 5.3 Review and sign payroll and bills payable warrants: CS moved to sign the bills payable warrant out of session. CM seconded. Unanimous. CS moved to sign the payroll warrant out of session. CM seconded. Unanimous.

CS moved to adjourn at 8:12PM. CM 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.