



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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**MEETING MINUTES**  
**SEPTEMBER 9, 2014, 7:00 P.M.**  
**SELECTMEN'S CHAMBERS**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 The Chairman called the meeting to order and roll call showed Sue Lisio, Chairman (SL); Colin McNabb, Vice-Chairman (CM); and Carolyn Smart, Clerk (CS) present.
- 1.2 SL announced that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: SL added 3.7.
- 1.4 Board of Selectmen announcements, updates, and reports: CS announced POW/MIA recognition day. The Water Department is not distributing bottles asking for water samples. SL reminded the Board of various upcoming MMA meetings including one in Boston September 18th, the legislative breakfast in Sterling on October 17th, and the Fall conference in Franklin on October 25<sup>th</sup>. There is also a conference in Boston in January.
- 1.5 Town Administrator updates and reports: Representative Harrington confirmed \$50,000 for public safety improvements. The pipeline coalition is working on a municipal rights letter and is asking Representative Harrington to encourage the Post Audit & Oversight Committee to hold a hearing. The governor has committed to a low demand study calling Kinder Morgan's high demand study into question. The next meeting is in two weeks in Pepperell. Discussion of the timeline involved. The school building project is on target.
- 1.6 Approval of meeting minutes: August 12, 2014, August 19, 2014, August 26, 2014. CS moved to approve the minutes of August 12, 19 and 26, 2014. SL noted she was not present August 26. CM seconded. Unanimous.

**II APPOINTMENTS AND HEARINGS**

- 2.1 7:05 Council on Aging Director: Ed Snapp, chairman of the screening committee, will be present to discuss the recruitment of a COA Director: Though the screening committee was not present, David Profit represented them and told the Board that Kimberly Dee had declined the position, but they are still moving forward. They hope to present a recommendation soon. CS moved to table to September 23<sup>rd</sup> meeting. CM seconded. Unanimous.

**III MEETING BUSINESS**

- 3.1 Review and approve staffing plan for Treasurer/Collector's Office: Mr. Sheehan presented the plan to address the staffing situation. Some positions will need to go to HRS for classification. Research into staffing in other communities confirms that we are understaffed. CS said three employees seem to be standard and would not support the 4<sup>th</sup> position. She would like to see job descriptions to determine the proper appropriation of funds. She said she does not support aggressive collections of delinquent taxpayer accounts. SL agreed having HRS review the positions would be appropriate. After discussion about what getting the department on track would entail it was agreed that the Town Administrator would work with HRS to get job descriptions and classifications.

- 3.2 Review and approve Standard Operating Guideline for Duty Officer at the Fire-EMS Department: SL was updated on the proposition. CS had a question. SL pointed out that it is a draft. CS moved to approve the draft policy for the Standard Operating Guideline for the Duty Officer SOG OPS-14-002. Do you need that in the motion? CM seconded. CS asked, “Do we approve them by the SOG’s usually?” SL didn’t think there’s ever been one that has come in front of her before this. CM seconded. SL said it’s been moved and seconded and pointed out that CS used the word “draft” in that motion. CS “Do you want me just to approve it as presented?” SL “Yes.” CS “I would move to amend the motion to approve as presented.” CM seconded. Unanimous.
- 3.3 Review requests of Unutil to cross, alter, or construct within a public way for installation of gas services at 10 School Street and 7 Smith Street. CS moved to approve the requests of Unutil to cross, alter, or construct within a public way for installation of gas services at 10 School Street and 7 Smith Street. CM seconded. Unanimous.
- 3.4 Confirm October 21, 2014 as the date for the Special Town Meeting; vote to close the warrant at 5PM on September 16, 2014; sign the warrant on September 23, 2014: SL voiced her concern that minutes from other Boards and Committees aren’t available on the website. She read the article into the record and suggested that the office of the Board of Selectmen do minutes and post them online for the Boards/Committees that can’t do it themselves. It would be a good thing to do from the standpoint of transparency. Mr. Sheehan said he will add it to the warrant. He also said he received an article from the Town Clerk. It will be on the next meeting to sign the warrant.
- 3.5 Review mandatory referral notice from the Planning Board related to proposed amendments to the zoning bylaw. The Board thanked the Planning Board and CS pointed out the public hearing is scheduled for Monday, September 22<sup>nd</sup>.
- 3.6 Discuss creation of Sustainability Committee: The Board discussed various suggestions and options and the item was tabled for future discussion.
- 3.7 Review and approve contract with HP Fairfield for the remainder of the purchase price of the sweeper for the Highway Department: CS moved to approve the purchase of the VT650 vacuum sweeper for the total amount of \$215,000. CM seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS: None**

**V FY2015 GOALS WORK SESSION**

- 5.1 Town Administrator and Board of Selectmen goals for FY2015: The Board moved into a goals work session at 8:32PM.SL led everyone through an Affinity diagram exercise, breaking the goals down into groups and prioritizing them. The goal headings by priority were: financial sustainability, policies & procedures, employees – existing, information technology, employees – new, legal obligations, regionalization, citizen outreach, and outstanding tasks. The Board will meet in a work session on the 16<sup>th</sup> to continue the process.

**VI WORK SESSION**

- 6.1 Review and sign payroll and bills payable warrants: CS moved to sign payroll and bills payable warrants out of session. CM seconded. Unanimous.

CM moved to adjourn at 9:33PM.

Respectfully submitted: Karin Canfield Moore

*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.*