



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

Sue Lisio, *Chairman*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,  
*Town Administrator*

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**MEETING MINUTES**  
**SEPTEMBER 16, 2014, 6:00 P.M.**  
**SELECTMEN'S CHAMBERS**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 The chairman called the meeting to order at 7:10PM. Members present were Sue Lisio (SL), chairman, Colin McNabb (CM), vice-chairman, and Carolyn Smart (CS), clerk.
- 1.2 Chairman's Additions or Deletions: None
- 1.3 Board of Selectmen announcements, updates, and reports. None
- 1.4 Town Administrator updates and reports. None

**II FY2015 GOALS WORK SESSION**

- 2.1 Continuation of Board of Selectmen and Town Administrator goals for FY2015; review Affinity diagram.

Outstanding tasks: The Board discussed the outstanding tasks column of the affinity spreadsheet.

- It was agreed to invite the Energy Committee to a BOS meeting for an update on meeting energy reduction goals.
- After a discussion it was decided to take no action this year on the Route 119 sidewalk.
- The Board asked Mr. Sheehan (AS) to contact Nashoba Tech about the West Townsend Reading Room ramp and provide an update on September 23.
- The Board discussed the future of the Hart Library and Town Hall Annex.

Financial Sustainability:

- Tax Collections/Tax Titles: The Board agreed this is being addressed and it can get updates from the departments.
- Monthly Reports: It was agreed to request quarterly reports from departments.
- Asset Management: It was acknowledged that there are many forms of asset management reports. AS will ask Kim Fales, Town Accountant, for the asset list she maintains.
- Town-wide maintenance plan: The Board discussed maintenance plans for facilities and vehicles. It was acknowledged that vehicle plans are being developed by the Highway and Fire departments. CS said she wanted the Board to maintain a maintenance log for buildings, including items such as boiler cleanings, elevator and fire extinguisher inspections, etc. CM said he was looking at it from a higher level and wanted to focus on larger items like roofs, siding, etc.
- Projections: SL said she liked the approach Arlington uses to reach a consensus revenue estimate each fall and thinks we should use the same model. It includes the Town Administrator, Town Collector, Town Treasurer, Principal Assessor, Town Accountant, and the chairs of the BOS and Finance Committee.
- Policies: SL suggested that the Board review one policy per month. All agreed.

- Capital Planning: It was agreed that the BOS, Capital Planning Committee, and Finance Committee should meet jointly in November.
- Retiree Health Insurance: CM said he wants to avoid the situation Ashburnham faced when a citizen petition resulted in the adoption of retiree health insurance. He wants to get out in front of the issue. The Board asked AS to set up a meeting with representatives of Ashburnham. CS said employees should be given the opportunity to vote on it: will they support paying more for employee health insurance in return for retiree coverage. SL and CM did not support that and said the issue has to be negotiated with the unions. SL asked AS to look at Ashburnham's demographics to see how the two towns compare.

Information Technology:

- SL said although IT came in as the 4<sup>th</sup> ranked topic we need to address it sooner rather than later. CM agreed the entire system needs to be overhauled. AS said internet speed is so slow that the Fire Department had to leave the shared connection with Town Hall and get their own connection because they couldn't run some of their web-based software. He said we are still running Windows XP, some of our desk tops are 10 years old, and we have no ability to monitor usage. SL said the computer/email/internet policy has to be revisited. AS will check with Kopelman & Paige to see if an updated model policy has been issued.

Other topics:

- Charter Committee: SL asked that this be added to the next agenda. SL asked that the Charter Review Committee's report be forwarded to all members.
- It was agreed that the Board would continue to work on prioritizing topics.

**III WORK SESSION**

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

**IV EXECUTIVE SESSION:** to discuss strategy with respect to collective bargaining with the Police Union pursuant to G. L. c. 30A, s. 21(a)(3).

AT 8:09 CS moved to adjourn to executive session to discuss strategy with respect to collective bargaining with the Police Union pursuant to G. L. c. 30A, s. 21(a)(3) and to adjourn directly from executive session. CM seconded. SL: aye, CM: aye, CS: aye.