



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

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

**I PRELIMINARIES**

- 1.1 At 7:02PM 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 Pledge of Allegiance
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: None
- 1.5 Board of Selectmen announcements, updates, and reports:
  - CS said there will be Not in Your Back Yard Sale on October 18 with proceeds going to support stop the pipeline efforts; the stop the pipeline Statewide Summit is on November 15.
- 1.6 Town Administrator updates and reports. Town Administrator Andrew Sheehan (AS) gave the following updates:
  - The Mass. Division of Conservation & Recreation has closed on the property at Barker Hill Road.
  - Gas Pipeline: The Town submitted comment letter and the Special Town Meeting resolution to the Federal Energy Regulatory Commission (FERC) regarding the pipeline; Kinder Morgan's application for pre-filing was approved by FERC; updated plans are being prepared by Kinder Morgan and are expected to be released in November; Kinder Morgan will hold a series of open houses about the project throughout Mass. And New York, dates and locations still to be determined; the compression station proposed for somewhere in Townsend remains an area of great concern, due to its location, size, and impact; the next Coalition meeting is on October 27 in N. Reading.
  - Mr. Sheehan thanked Executive Assistant Karin Canfield Moore for her service. He said it has been a great two years. She begins her new position at the Council on Aging later this week;
- 1.7 Approval of meeting minutes: September 9, 2014, September 23, 2014. CS moved to approve the meeting minutes of September 9, 2014 and September 23, 2014. CM seconded. Votes may be taken.

**II APPOINTMENTS AND HEARINGS**

- 2.1 Joint meeting with the Board of Assessors to fill a vacancy until the next annual town election. SL called to order the joint meeting of the Board of Selectmen and Board of Assessors. Laura Shifrin (LS) of the Board of Assessors was present. LS nominated Carol Marcin to fill the term. There were no other nominations. CS seconded the nomination. SL aye; CM aye; CS aye; LS aye. Unanimous. At 7:21 SL adjourned the joint meeting.
- 2.2 The Housing Authority to present the draft Housing Production Plan. Laura Shifrin (LS) of the Housing Authority and Land Use Coordinator Karen Chapman (KC) were present to discuss the draft housing production plan (HPP). LS explained the HPP is an extension of the master plan. KC said the State's

subsidized housing inventory shows 5.81% of the housing units in Townsend meet the definition of affordable; 10% is required. She said they are looking at options to increase the number of affordable units CS moved to approve the housing production plan and submit it to the Department of Housing & Community Development. CM seconded. Unanimous.

- 2.3 7:30 The Energy Committee will provide an update on Green Communities projects. Energy Committee members Sue Dejniak (SD) and Michael Moore (MM) were present to discuss the progress in meeting the Town's energy reduction goals. Land Use Coordinator Karen Chapman (KC) was also present. MM explained the Energy Committee is focused on implementing energy audits and efficiency projects that will reduce consumption. They have upgraded lighting fixtures and HVAC components, installed variable frequency drives in motors, and added building insulation. The original Green Communities grant was \$156,825 and they have about \$20,000 remaining to spend. CS said she spoke with the Water Commission and suggested they purchase an electric vehicle for the superintendent; she also mentioned an electric vehicle for the Police Department for court appearances and a fuel consumption policy. SL said it is too bad the State has adopted a one size fits all approach, which makes it harder for smaller communities like Townsend to meet the goals. She suggested that a letter be drafted to the DOER asking them to take Townsend's uniqueness into consideration. KC said the Town has reduced its energy consumption by 13.55%. SD said the Committee has two openings if any residents are interested in helping. The Board thanked the Committee and KC for their work and for providing the update.

### **III MEETING BUSINESS**

- 3.1 Review mandatory referral notice from the Zoning Board of Appeals for a Special Permit on the application of Bart King, BK & BK, LLC, to construct a new 3,600 square foot industrial building with office space, garage, associated parking, and to relocate and operate an existing bus company in the Aquifer Protection District at 366-368 Main Street. The Board made no comment on the referral.
- 3.2 Review request of Unitil to cross, alter, or construct within a public way for installation of a gas service at 50 New Fitchburg State 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 50 New Fitchburg State Road. CM seconded. Unanimous.
- 3.3 Review request of Unitil to cross, alter, or construct within a public way for installation of cathodic protection repair at 3 Knollwood Road. CS moved to approve the request of Unitil to cross, alter, or construct within a public way for installation of cathodic protection repair at 3 Knollwood Road. CM seconded. Unanimous.
- 3.4 Review and approve Pothole & Winter Recovery Program reimbursement request for milling and resurfacing of Shirley Road in the amount of \$63,853. AS reminded the Board this money was made available to assist communities in repairing roads following last winter's dramatic deterioration of roads throughout the state. CS moved to approve the Pothole & Winter Recovery Program reimbursement request for milling and resurfacing of Shirley Road in the amount of \$63,853. CM seconded. Unanimous.
- 3.5 Discuss resignation of Town Accountant Kim Fales. AS updated the Board on the resignation of Town Accountant Kim Fales. Her last day will be October 27. The Board asked Mr. Sheehan to prepare a thank you letter.
- 3.6 Review invitation from the Northern Middlesex Council of Governments (NMCOG) to join a regional stormwater collaborative. AS summarized the collaborative. CS moved to accept the invitation from the Northern Middlesex Council of Governments (NMCOG) to join a regional stormwater collaborative.
- 3.7 Discuss vacancy notice for Executive Assistant to the Town Administrator. CS said the posting confused her and should have reflected the budgeted salary. She said it is misleading and confusing to post a salary range that cannot be offered. AS offered that omitting the salary will also confuse candidates and explained he posts the range for the position. A discussion ensued. No vote was taken.

- 3.8 Review correspondence from Stuart Schulman regarding funding for legal services associated with the Northeast Energy Direct gas pipeline project. AS explained that Groton selectmen Stuart Schulman asked if towns were asking fall Town Meetings for supplemental appropriations for legal costs associated with the pipeline project. The Board asked AS to poll area towns and report back on 10/21/14.
- 3.9 Special Town Meeting: Review and discuss warrant articles, set date, and sign warrant for Special Town Meeting. Recommended dates are November 13 and 17, 2014. AS reported that the only dates on which Town Counsel, Town Clerk, and Deputy Moderator are available are Thursday, November 13 and Monday, November 17. After a discussion CS moved to set November 13, 2014 as the date for Special Town Meeting. AS walked the Board through a memo describing the appropriation articles. He noted that several of the amounts remain unknown and will not be known for a couple more weeks. The Board and AS discussed at length funding for information technology under article 7. All were in agreement that we must address the Town's IT infrastructure and equipment and not approach it in a piecemeal fashion. The Board asked AS to work with Melissa Hermann of Townsend Technologies to prepare a plan for IT spending to present to Town Meeting. The Board agreed to continue the discussion on 10/21/14.
- 3.10 Policy Review: Review Board of Selectmen policy #2-05 Sick Time Donation. The Board reviewed the sick leave donation policy. The Board asked AS to revise the policy based on the comments given.
- 3.11 Review and approve contract with Northeastern Petroleum Service and Supply, Inc., for Dresser Wayne Suction Pump Dispensers (fuel pumps) in the amount of \$28,759.65. CS moved to approve the contract with Northeastern Petroleum Service and Supply, Inc., for Dresser Wayne Suction Pump Dispensers (fuel pumps) in the amount of \$28,759.65. CM seconded. Unanimous.
- 3.12 Review and sign election warrant for November 4, 2014 State election. CS moved to sign the election warrant for the November 4, 2014 State election. CM seconded. Unanimous.
- 3.13 Discuss November 4, 2014 meeting location. The Board agreed to meet at the Meeting Hall at 12 Dudley Road.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS:**

- 4.1 Charter Committee: Review and appoint the following members to the Charter Committee. CS moved to appoint Michael Grimley, Susan Funaiole, Cindy King, Donald Klein, Sue Lisio, Nancy Rapoza, and Andrea Wood to the Charter Committee. CM seconded. Unanimous.

#### **V WORK SESSION**

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

8:44PM CS moved to adjourn. CM seconded. Unanimous.

Respectfully submitted: Andrew Sheehan

*Note: documents used or referenced during the meeting are available at*

*[http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAagenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAagenda/) or in the Selectmen's Office.*