



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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MINUTES
NOVEMBER 18, 2014, 7:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
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: The Board observed the Pledge of Allegiance.
- 1.3 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Items 3.7 and 3.8 were added to the agenda.
- 1.5 Board of Selectmen announcements, updates, and reports.
 - SL said she has heard from a number of people that the meetings are being viewed as a free for all and it reflects poorly on the Board. In order to restore order and decorum she reminded all participants to go through the chairman.
 - CS read an announcement about the VFW Visit Santa Claus Program.
 - CS asked if it is true that the Town Accountant only plans to work for two years and asked if the Town will be responsible for her entire pension. AS said the Town's pension obligation is limited to the time she works here.
 - CS asked about repairs to an ambulance. AS reported that the ambulance was involved in an accident several months ago and an insurance claim was received.
 - CS asked about revenue. AS reported that he is waiting for a revenue report from the Accountant through October.
 - CS asked about permitting and inspections for the High School building project. AS reported that he met with Building Commissioner Richard Hanks who will be coming to the BOS meeting on December 2, 2014.
 - CM asked if members would be willing to meet at 6PM. All members were in agreement.
- 1.6 Town Administrator updates and reports. AS reported:
 - The Devens Household Hazardous Products Collection Center will be open on December 3 and 6. The center is closed in January and February so these are the last two dates until March.
 - AS reported that students from Nashoba Tech are making good progress on the handicap ramp at the West Townsend Reading Room.
 - AS reported that MassWildlife delivered a check in the amount of \$44,800 for the purchase of the Clement Property off South Row Road. He acknowledged the hard work of Leslie Gabriliska in unraveling the title issues and completing this transaction.
 - AS reminded viewers of the upcoming Special Town Meeting on December 3, 2014.

- AS said he will be contacting the chairmen of the Finance Committee and Board of Selectmen as well as pertinent staff to schedule a meeting to arrive at a revenue estimate for FY16.
- AS asked the Board to meet on December 9, 2014 for the annual tax classification hearing. Because Special Town Meeting is so late the Assessors are reluctant to wait until the 12/16/14 meeting. All were in agreement.
- AS acknowledged the recent departure of Town Accountant Kim Fales and the resignation of Deputy Police Chief David Profit, both of whom are finishing up work this month. He thanked them both for their years of service and valuable contributions to the Town.

1.7 Approval of meeting minutes: November 4, 2014. CS Moved to approve the minutes of November 4, 2014. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

2.1 7:05 Bicycle Safety Certificates: Police Chief Erving M. Marshal, Jr., will be present to award safety certificates. Police Chief Marshall discussed the history and benefits of the bike safety program and had the Board members draw four winners.

2.2 7:15 Townsend Ashby Youth Soccer Association (TAYSA) to discuss the renewal of the lease of Squannacook Meadows and general operation of the fields. Joe Simao (JS), President of TAYSA and other TAYSA board members and representatives were present to discuss the use of the fields at Squannacook Meadows and request a five year extension of the lease. CM asked about use by others. JS acknowledged that others can use the fields when they are not in use by TAYSA and said that it is their preference to be notified in advance. He said there have been several acts of vandalism on the fields in recent months and that led them to put up a gate. The gate is a temporary gate until a permanent gate can be fabricated and installed. Jennifer Pettit (JP) of the Conservation Commission said the Commission should also be notified when the fields will be in use so users can be educated about the rare species on the property. JS said TAYSA will be adding more boulders to make it harder for vehicles to get on the fields. The discussion also involved efforts to keep snowmobiles off the property. CS asked why they want the extension now when the lease goes until 2016. JS said they want the assurance that they will have a home; if they have to leave in 2016 they need time to find a new home. Further discussion ensued. CS moved that the Board of Selectmen issue written consent to extend the lease until June 30, 2021 in accordance with section 2 of the lease. CM seconded. Unanimous.

2.3 7:30 Cable Television Advisory Committee (CTAC): The Committee will be present to discuss the renewal of the cable franchise agreement with Comcast. The Cable Television Advisory Committee was present to discuss the new franchise agreement for Comcast. Stan Dillis (SD) and Steve Cloutier (SC) spoke for the Committee. SD reported that Comcast has agreed to service all of the currently unserved areas, including around Vinton Pond, New Fitchburg Road, and Old City Road. The cost of the expansion will be paid for by a \$0.41/household surcharge on customer bills. He said the majority of the surcharge is for Comcast's costs to build the infrastructure and a smaller portion is for Unitil to install taller poles. The total cost is \$100,000 amortized over the ten year life of the agreement. SC Said the agreement also would transfer local access to an access corporation within twelve months of signing the agreement. There was confusion about the membership of the access corporation and SL asked AS to contact Town Counsel to find out who appoints the access corporation's members. SL said she wanted to hear from the public about the surcharge, since all subscribers would be impacted. It was agreed that another public hearing would be held on January 13, 2015 to gather public input.

III MEETING BUSINESS

3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update. AS reported that Kinder Morgan has indicated a potential change in the route and that it may go through southern New Hampshire rather than through Townsend; the State's low demand study is underway, although many people are skeptical of it; the next Coalition meeting is 12/8/14.

- 3.2 Continue discussion of funding for legal services associated with the Northeast Energy Direct gas pipeline project. The Board members agreed to table this topic until a later date.
- 3.3 Special Town Meeting: Review and discuss articles for Special Town Meeting on December 3, 2014. SL summarized the prior discussions and the open items. CS was upset that there were no job descriptions associated with the Treasurer-Collector staffing changes. AS said he would forward them immediately. The Board agreed to meet again on 11/25/14 to continue the discussion. The Board discussed the Fire-EMS relocation costs; AS said he would forward Chief Boynton's budget breakdown. The Board asked AS to get a price from HRS to update the compensation schedule to make sure it is up to date. He said he will get a price proposal for the next meeting.
- 3.4 Review Board of Selectmen policy: Policy #2-05 Sick Time Donation. AS provided additional background on the policy. He said the Board needs to make a policy decision about providing a benefit for employees who are not otherwise entitled to sick leave. The Board members all agreed it was a good idea and asked AS to revise the policy to include a formula for calculating the time.
- 3.5 Review and comment on Mandatory Referral Notices from the Board of Appeals and Planning Board relative to the North Middlesex Regional High School project at 19 Main Street. The Board was in support of the Zoning Board of Appeals and Planning Board Special Permits for the North Middlesex Regional High School project.
- 3.6 Unutil substation: review draft correspondence. The Board reviewed the correspondence AS drafted. CS moved to approve and sign the letter to Unutil. CM seconded. Unanimous.
- 3.7 Review and approve Unutil application to cross, alter, or construct within a public way for a gas main and services at 87 Brookline Street. CS moved to approve the permit to cross, alter, or construct within a public way for a gas main and services at 87 Brookline Street. CM seconded Unanimous.
- 3.8 Route 119 sidewalk. Continuation of discussion. CS said she spoke to MassDOT and that the Town has to start over to get the sidewalk project on the Transportation Improvement Plan (TIP). She said we have to move immediately. SL and CM agreed we need to get an estimate of the engineering costs before deciding to place the project on the TIP. AS said Ed Kukkula has requested an estimate from Weston & Sampson and we would have it for the 12/2/14 meeting. The Board agreed to discuss the issue further at that time.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Zoning Board of Appeals: Review the request of the Zoning Board of Appeals to appoint Kelly L. Chambers to fill the unexpired term of Julie Johnson for a term running from the date of appointment until June 30, 2017. CS moved to appoint Kelly L. Chambers to fill the unexpired term of Julie Johnson for a term running from the date of appointment until June 30, 2017. CM seconded. Unanimous.

V WORK SESSION

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

8:56 CS moved to adjourn the meeting. 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_BOSAgenda/ or in the Selectmen's Office.