



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

Sue Lisio, *Chairman*
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Town Administrator

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MINUTES
NOVEMBER 25, 2014, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:01PM 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 3.2 were added to the agenda
- 1.5 Town Administrator updates and reports. AS gave reminders about upcoming meetings:
 - BOS meeting December 2, 2014 at 6PM
 - Special Town Meeting December 3, 2014 at 7PM with a brief BOS meeting before it at 6PM
 - BOS meeting December 9, 2014 at 6PM for the Tax Classification hearing and to sign paperwork for borrowing \$100,000 for roadwork.
- 1.6 Board of Selectmen announcements, updates, and reports.
 - CS asked how much money is being borrowed and would it effect cash flow. AS explained we are borrowing \$100,000 and \$50,000 will be paid off.
 - CS asked if the roof was fixed next door at the Annex. AS said the contractor was there today for a temporary fix and we will evaluate it and determine if a permanent solution is necessary.
 - SL asked that on December 2, 2014 agenda to include discussion on goals.

II APPOINTMENTS AND HEARINGS

None

III MEETING BUSINESS

- 3.1 Special Town Meeting: Review, discuss, and finalize the following articles for Special Town Meeting on December 3, 2014 including but not limited to funding related to the following.
 - Article 4: Treasurer-Collector staffing, budgets, job descriptions: AS referenced staffing plan and position classifications by HRS. The total request is \$22,837 for remaining 31 weeks of the fiscal year; at this time he proposes that funds come from the tax levy. CS asked how much money was left in raise and appropriate. AS responded that total available was \$87,865, with \$45,023 unreserved excess. CS asked where money had come from and AS explained that Town Accountant Kim Fales added sums in new growth, local receipts, and a couple of other categories. CM said he had some initial reservations about hiring collection clerk but realizes the need is there. SL asked about the collection lockbox for the water department. AS said that lockbox is working well for property and excise taxes, cutting down on walk in traffic, and expects similar benefits when it is rolled out in the

Water Department. CS said she does not agree with temporary employees working long term; questioned job descriptions and pay level; said the job descriptions are flawed; there should be equal pay for equal work, and said there are typos in job description. SL stated she read the job description as encompassing any and all duties that may be expected and that it is up to the manager to manage the department and cross train employees. AS said typos can be fixed and the hierarchy of positions is indicated by the classification. CS said that these positions were a grade 8 two years ago and questioned the change. AS explained that the job that was done by two people has now been combined which increases the responsibility. CS disagreed. Finance Committee member Andrea Wood asked what Articles were voted on. CM moved to support the Treasurer-Collector Office supplemental appropriation request of \$22,837, CS seconded. Passed 2-1 (CS opposed).

- Article 8: Building Department wages: AS recommended \$4,200 come out of raise and appropriate. CS moved to support Article 8 to supplement Building Department budget, CM seconded. Passed 2-1 (CS opposed).
- Article 11: AS presented a proposal from HRS, Inc. to update compensation schedule for \$4,500. SL asked what would be obtained for that amount. AS explained that HRS would survey other communities to compare salaries and wages. CM asked when it was last done and AS answered that it was around April 2011. CM requested that discussion be held off until next meeting. SL believes there are reasons to entertain this: the economy has changed and we have recently had difficulty filling open positions because our wages are not keeping up with the market. CS said we would be paying for information the town already has access to and she wants to know the total package breakdown, i.e. health benefits in addition to wages. SL pointed out there would be a cost if done internally, as someone would have to put the time and effort in to the project. SL concerned that with already limited resources, trying to do too many little things costs focus in other areas. CS said that is was not a budgetary matter. AS explained that it is if you are putting it in operating budget. As an option he said the BOS could ask for the appropriation and decide later whether or not to move ahead with the study. If you decide to move forward with it the money is available; if you decide not to the unspent funds return to the general fund. SL brought concern for focusing resources and said we could hire a temp to update compensation plan with the money. CS commented that given her past experience in the Selectmen's Office there is more than enough time to research salaries. SL pointed out that there is a list of priorities that the selectmen started working on and it is not being accomplished due to limited resources. CS said employees need to be held accountable. SL voiced concerns that newest member of the Board is overstepping and reminded the members that we are not mayors. CM requested to move on, saying he is not ready to vote and would like to discuss Article 11 next week.
- SL asked if we should have asked town meeting to set aside money for roads and highways. AS does not believe so and said if everything gets approved at town meeting we will carry forward about \$430,000 in free cash. That should be enough to cover the snow and ice deficit and carry money into next fiscal year. CS asked if there would be any cuts to c. 90. AS said there are no cuts to c. 90, as that comes from the transportation bond rather than the operating budget and Governor-elect Baker has indicated he will release additional c. 90 money. AS reported that Ed Kukkula, Highway Superintendent, will be coming in to discuss pavement management in January. Discussion involving road repair and keeping up with the demands of the public.
- Finance Committee member Andrea Wood asked where the Treasurer-Collector money would be coming from. AS answered the raise and appropriate. Andrea Wood asked about the Fire Station and said the timeline seems to be changing. AS will include Fire Chief's breakdown and the IT proposal in the town meeting packet. Andrea Wood asked about transferring Water Department employees to the Collector's Office and AS said that was not contemplated.
- CS went over a budget letter from April proposing \$7,000 for upgrades to computers, asked was that done and why. AS answered that a lot of the machines were outdated and software is not supported.

- CS asked about the fire station and the donation license, AS said that is difficult because the donor has not yet come forward publicly so we cannot execute an agreement. CS asked how they could tear it down without the certificate of insurance. SL said that they are working on the donor's timeline and there is not much that can be done. AS will talk to Fire Chief and make sure he has everything he needs.

3.2 Water Department contract: Consulting contract with Callahan Consulting regarding the updated drinking water regulations. Contract was signed some time ago but was just invoiced now and it cannot be paid until approved by the board. Total value not exceed \$15,000. CM moved to approve the contract with Callahan Consulting, CS seconded, passed 2-0-1 (CS did not vote).

CM let everyone know that December 7, 2014 was the Tree Lighting Ceremony in the town common, music, family fun, food, etc.

AS reminded that the board is meeting at 6PM now and that Town Hall will be closed Thursday November 27 for Thanksgiving and the Friday after.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS:

CS asked that the board be mindful when scheduling appointments, perhaps letting people come in at 6:15PM instead of right at 6PM, after the preliminaries.

V WORK SESSION

5.1 CS motioned to review and sign payroll and bills payable warrants outside of session. CM seconded, unanimous.

7:09PM CM moved to adjourn the meeting. CS seconded. Unanimous.