



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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MINUTES
JANUARY 6, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:00PM the Chairman called the meeting to order. Roll call showed Sue Lisio, Chairman (SL), Colin McNabb, Vice Chairman (CM), and Carolyn Smart, Clerk (CS) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 Announcement that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Postpone 3.3, move the executive session to the end of the meeting.

II APPOINTMENTS AND HEARINGS

- 2.1 2015 local election: Town Clerk Kathy Spofford was present to discuss the 2015 local election. Open positions will be posted on the Town website under elections. Papers are available January 12, 2015 through March 6, 2015 and must be in by March 9, 2015. 33 signatures of registered voters are needed, KS advised obtaining at least 40. No votes were taken.
- 1.5 Town Administrator updates and reports:
 - Town Administrator Andrew Sheehan (AS) reminded that the Special Town Meeting would be held tomorrow, January 7, 2015 at Hawthorne Brook School at 7:30PM. He instructed the public to go directly to Hawthorne Brook and said parking is available in the back.
 - Library started Sunday hours through March 29, 2015. Open from 1-5PM.
 - Bi-weekly payroll for town employees will begin in April 2015.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - SL received email from BOH re: trash collection meeting-SL, CM, and CS all have prior commitments, SL suggested inviting BOH to come to the next BOS meeting, to include Capital Planning as well as Finance Committee-meeting scheduled for January 27, 2015.
 - CS and Board congratulated firefighters Kathleen Beal, Michael Marchand and Michael Whittier on completing Firefighter level One and Firefighter level Two, as well as firefighter Kathleen Beal receiving Martin McNamara Award.
 - CS alerted the town of the Capital Planning meeting scheduled for February 12, 2015 at 5:30PM
 - CS discussed with AS the audit in the tax collector's office that needs to be done, AS answered that the law is unclear on who is responsible for doing it and it was not something that was budgeted for. CS spoke to DOR and confirmed that the town is responsible. SL asked when the next audit would be, AS said it would be occurring in February or March, SL suggested that the coming audit would rectify CS concerns.

- CS asked that since no Town Meeting had occurred at this point where funds came from to pay for the \$50,000 pay down of debt. AS responded that it came from available funds until such time as the Town Meeting appropriates funds.
- CS brought up Route 13 would fall under Chapter 90 and be fixed.
- CS discussed plans for the annex building.
- CS discussed timesheets and said that all timesheets need to be the same and include a stop/start time. AS to discuss with treasurer.
- CS brought up concerns regarding vehicle assignment and policy-BOS need to sign and approve if vehicles are being brought home. AS to remind department heads of this policy.

1.7 Approval of meeting minutes: December 2 and December 9, 2014.
CS found errors in December 2 notes, will send corrections to AS. CS moved to approve the minutes from the December 9, CM seconded. Unanimous.

III MEETING BUSINESS

3.1 Kinder-Morgan Northeast Direct Pipeline: Project Update- AS reported that not much has changed since last meeting: the preferred route has been formally changed, a lateral pipeline will most likely still go through Townsend, notifications not sent out as of yet. Kinder Morgan will meet one on one with affected landowners. Same number of landowners being effected as originally anticipated, but now in different locations due to the route change. No votes were taken.

3.2 Special Town Meeting: Review and discuss the Special Town Meeting on January 7, 2015. Meeting will commence at 730PM at Hawthorne Brook School. Notices up at the school and one social media. Motions will be distributed before the meeting in Selectmen Chambers. Articles have not changed. No votes were taken.

~~3.3 Review guidance document for vacation accruals. Votes may be taken.~~

3.4 Discuss adoption of GL c. 32B, s. 9A relative to health insurance benefits for retirees. CM discussed timeframe for presenting at annual Town Meeting, suggested survey be sent out to current employees to find out interest levels. Talked about the benefits working towards retention for employees as well as this being a timely, involved project. CM offered to be point person. SL motioned to authorize CM to work with AS to develop the survey and present to the BOS before being sent out. CS seconded. Unanimous.

3.5 FY16 budget: review and discuss Selectmen budgets: AS presented draft budgets for the departments that are under the Board of Selectmen. In the Selectmen's Department he proposed to increase the professional services line by \$3600. He said the additional funds would be used for training and consulting services when unexpected needs come up; he pointed out that the office is still running at a lower staff level than three years ago. CS disagreed with the budget and requested a better understanding of what money would be for. CS said that training funds should be taken out of department budget, as well as the available free training offered through insurance. AS proposes no changes for Legal counsel. He proposes a slight increase to MIS to increase equipment support line, as well as professional services. AS brought up a policy item for the Board to consider: whether to continue to outsource IT or bring it in house. There are benefits to both and it should be discussed further. Other discussion involved expanding facilities to incorporate Fire/EMS. CM agreed that town wide maintenance is a good idea, CS does not agree, believes a better breakdown of current maintenance is needed.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint Michael Marchand as a full time interim Police Officer at recruit rate and placed on a training waiver prior to acceptance at the Police Academy for a term from January 19, 2015 to June 30, 2015. Chief believes Michael Marchand to be a solid choice. CS moved to approve the request of the police Chief Erving Marshall to appoint

Michael Marchand as a full time interim Police Officer at recruitment rate and placed on a training waiver prior to acceptance at the Police Academy for a term effective January 19, 2015 to June 30, 2015. CM seconded. Unanimous.

- 4.2 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint the following Ashby Police Officers as Special Police Officers for a term from January 6, 2015 to June 30, 2015. CM moved to approve the request of Police Chief Erving Marshall to appoint the following Ashby Police Officers as Special Police Officers for a term form January 6, 2015 to June 30, 2015:

Derek J. Pepple, Patrolman

Glenn J. Casey, Reserve Officer

John R. Dillon, Patrolman

Anthony C. Montesion, Reserve Officer

Shawn R. McCluskey, Patrolman

Fred S. Alden, Interim Chief of Police

Brian F. Vautour, Patrolman

Erik C. Salo, Reserve Officer

CS seconded. Unanimous.

V WORK SESSION

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

EXECUTIVE SESSION: Executive Session under the following. Votes may be taken.

- GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel and
 - GL c. 30A, s. 21(a)(1) to discuss complaints against a public officer, staff member, or individual.
- CS moved to enter executive session under GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel. CM seconded. CS aye, CM aye, SL aye.

CS moved to enter executive session under GL c. 30A, s. 21(a)(1) to discuss complaints against a public officer, staff member, or individual, and to adjourn without returning to open session. CM seconded. CS aye, CM aye, SL aye.

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.