



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

Sue Lisio, *Chairman*
Andrew J. Sheehan,
Town Administrator

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MINUTES
JANUARY 13, 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 and roll call showed Sue Lisio, Chairman (SL), and Carolyn Smart, Clerk (CS) present. Vice Chairman Colin McNabb was absent.
- 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: Item 2.1 was deleted from the agenda.
- 1.7 Approval of meeting minutes: December 2 and 16, 2014, and January 7, 2015. CS moved to approve the minutes from December 2 and 16, 2014 and January 7, 2015. SL seconded. Unanimous.

III MEETING BUSINESS The Board took items out of order until the appointed hour.

- 3.1 Discuss Board of Selectmen member requests for information and process to be followed. SL discussed adopting a policy addressing how member requests are handled in an effort to keep all Board members informed, Town Administrator Andrew Sheehan (AS) offered an example of reports to coincide with the request of information. CS said anyone can ask for information. It was decided to hold off on further discussion until all members of the Board are present and for AS to research options. No votes were taken.
- 3.2 Review request to declare surplus certain office equipment and supplies of the Water Department. CS moved to declare as attached the following computer equipment that have been determined to have little to no value. SL seconded. Unanimous.
- 3.3 Review and approve change orders for Weston & Sampson Engineers for its contract for installation of the SCADA system at the Water Department. CS moved to approve the change order request for the water system SCADA system upgrade in the amount of \$13,765.95. SL seconded. CS added that she is a part-time employee of the Water Department but has no financial interest in the contract and there is a legal opinion on file at the Town Clerk's office. Unanimous.
- 4.1 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint John Morreale as a Special Police Officers for a term from January 13, 2015 to June 30, 2015. CS moved to appoint John Morreale as a Special Police Officer for a term effective January 13, 2015 to June 30, 2015. SL seconded. Unanimous.
- 5.1 Review and sign payroll and bills payable warrants. CS moved to review and sign the payroll and bills payable warrants out of session. SL seconded. Unanimous.
- 3.6 Review and approve one day liquor license from John King c/o Friends of the Townsend Library for a charity event at the Townsend Public Library/Meeting Hall, 12 Dudley Road, on February 28, 2015 from 6:00-9:00PM. CS moved to approve the one day liquor license from John King, care of the Friends

of the Townsend Library for a charity event at the Townsend Public Library/ Meeting Hall, 12 Dudley Road, on February 28, 2015 with serving hours from 6:00-9:00PM. SL seconded. 1-1 motion does not pass.

1.5 Town Administrator updates and reports:

- Chapter 90 authorization has been increased by about \$213,000.
- Route 13 reconstruction: Plans are reaching 25% stage and will be sent to MassDOT for review and to add to the transportation improvement plan (TIP). It could be several years away, but when plans are done it may be able to leapfrog other projects on the TIP list. There is about \$70,000 worth of work the town will have to pick up.

II APPOINTMENTS AND HEARINGS

~~2.1 6:05 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint the following to the Townsend Police Department. Votes may be taken.~~

- ~~• Mark Giancotti as Lieutenant for a term through June 30, 2015, contingent on negotiating a contract;~~
- ~~• Kimberly Mattson as Sergeant for a term from January 13, 2015 to June 30, 2015;~~
- ~~• Randy Girard as Sergeant for a term from January 14, 2015 to June 30, 2015.~~

2.2 6:15 Cable Television Public Hearing to take public input on whether Comcast is in compliance with its current license and determine the Town's future cable related needs; and determine whether to issue a cable license to Comcast. CS started by reading legal notice. SL opened the hearing, AS introduced William Hewig, (WH) from Kopelman and Paige, the Town's legal counsel. The Cable Advisory Committee was called to order at 6:18PM. Committee members present were Stan Dillis, Steve Cloutier, and John DeAngelillo. WH explained the reasons for having a public hearing regarding the cable television franchise. The Committee believes it is close to coming to an agreement with Comcast. AS reported that a draft of the contract was in the Board's packet. The major items of the negotiations are if Comcast will install cabling to areas of the town that do not currently have access, the takeover of the studio, and the founding of an access corporation. Cable Advisory Committee and WH are both confident the agreement will be reached, costing subscribers a few cents more a month. The studio turnover timeline will be nine (9) months from the signing of a new agreement. WH will work with AS to come up with Not For Profit options to run the local access. SL expressed her appreciation for all the hard work that was put forth. CS moved to close the hearing at 6:50PM, SL seconded. Unanimous.

1.5 Town Administrator updates and reports (cont):

- AS attended an event for the announcement of the Nashua River Wild and Scenic Study Act, which involves a study of segments of the Nashua River, the Nissitissit River and the Squannacook River which is a step on the way to a potential designation of segments of the three (3) rivers as a National Wild and Scenic River.
- Update on the pipeline from Kinder Morgan: open houses from Kinder Morgan will begin January 27, 2015 in Milford NH. Information on the open houses will be available on the Town website. Kinder Morgan has also begun reaching out to home owners being affected. In Townsend, the pipeline will affect the landfill, not clear where exactly it will hit as of yet. Conservation Commission is still involved on all developments of this project.
- The low demand study came out today, and it seems there is a demand for additional gas supplies, AS needs more time to go over the information and will report back.

1.6 Board of Selectmen announcements, updates, and reports:

- CS discussed vehicle assignment, including possibly a policy involving clarification for bringing on-call vehicles home. Policy will be brought up in a future agenda to discuss further.
- CS brought up the Fire Dept. using the annex building for the term of the relocation instead of the trailers. AS said that the Chief had looked at all options and weighed the costs associated. The Chief discussed it with the Finance Committee in the fall and they agreed with his decision to use trailers. The trailers were the most cost effective, however can invite the Chief to a

meeting to explain further, however the trailers had already been ordered. Decided it would be unnecessary to bring the Chief in at this point.

- CS asked about donation agreement for the Fire Station, AS answered that it had been submitted to the donor's representative and should be completed soon.
- CS brought up the additional release of Chapter 90 money and possibly using it to design the sidewalks and rail trail that was discussed in early November. AS said that Ed Kukkula from the Highway Department would be at the next meeting to discuss the pavement management plan. He suggested bringing it up at that time.
- CS questioned the tax collector/treasurer position that was posted and said it did not include a starting salary. Also, discussed the selection process for the position and who would conduct the interviews. It was decided that AS would do the initial screening and forward resumes to Board members.
- SL and CS discussed the inspections for the new High School and requested that AS prepare a recommendation as well as a proposed solution as to how the accounting will work. SL clarified that it was not permit fees being discussed, it was inspection fees. SL requested that AS prepare a document showing permits by type in recent years.
- SL discussed reviewing the Selectmen Policy concerning IT and Town computers being used by employees and requested AS send the Board the most recent policy for review at a future meeting.

3.4 FY16 operating budget: continue to review and discuss Selectmen budgets. CS moved to table item 3.4 until a full board was present. SL seconded. Unanimous.

3.5 FY16 Capital Budget: review and discuss Selectmen capital budgets. CS moved to table item 3.5 until a full board was present. SL seconded. Unanimous.

CS moved to adjourn at 7:45PM. SL seconded. Unanimous.

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.