



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

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Andrew J. Sheehan,
Town Administrator

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MINUTES
FEBRUARY 3, 2015, 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. 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 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 3.13; amend 3.4, 4.1, and 4.2.
- 1.5 Town Administrator updates and reports.
 - Town Administrator Andrew Sheehan (AS) reminded that there will be a BOS meeting next week February 10, 2015. On that agenda will be representatives of BETA Corp. presenting a pavement management plan.
 - A lot of attention, time, energy and money had been put towards snow removal in the last week. Town Administrator Andrew Sheehan (AS) pointed out that 5 feet of snow has fallen in the last week. Thanks go out Highway Superintendent Ed Kukkula, all the people at the Highway Department and all the contractors brought in, the Cemetery Department for clearing municipal parking lots, Marl Mercurio, the Water Department for clearing hydrants, and the public safety staff who do not get snow days. AS extended sincere gratitude to all.
 - Information for residents: the Highway Dept. will be pushing back snow banks to make room for more snow and open up intersections and visibility.
 - AS and Superintendent of NMRHS, Joan Landers (JL), have been working on a first draft of the budget to present at next week. There are still a lot of unknowns at this point: no indication on local aid. Working with available information and presenting next Tuesday. Given the amount of chatter on social media, next meeting is a good time for the public to come and share information and input.
 - Water Dept. will be going to a lockbox service through Century Bank, in February similar to the lockbox being used for real estate taxes. The remittance envelope will not be Town Hall but a processing center in Medford.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CM gave an update on the benefits survey, which he will be bringing to the next meeting for review.
 - CM asked about the snow and ice budget, AS responded that the deficit was about \$130,000.
 - CM discussed the email from Townsend Recreation Commission and the old bank building. It was decided that if needed it would be put on a future agenda.

- CM read a letter of thanks from Ruth Carbone to the Highway Dept.
- CM offered his condolences to the Mazza family on the loss of their son.
- CS would like to possibly add discussing the additional Chapter 90 money with Ed Kukkula at a future meeting.
- CS brought up a letter that was received from Richard Hanks regarding High School inspection and permitting fees. SL suggested holding off right now as it would be part of the upcoming discussion.
- CS discussed that the policies would need to be updated to accommodate the bi-weekly pay that would be starting for employees. SL requested the CS put that in a memo to AS to be put on the next agenda.
- SL attended the recent MMA annual meeting and found it very informative regarding the open meeting law as well as board collaboration.

1.7 Approval of meeting minutes: January 6 and 13, 2015. CS moved to approve the meeting minutes for January 6 and 13, 2015. CM seconded. SL asked AS if the title had been changed, AS confirmed it had. Unanimous.

II APPOINTMENTS AND HEARINGS

2.1 6:15 North Middlesex Regional High School inspections: discussion of inspection fees for the High School building project. School Committee member Rob Templeton (RT), began the discussion explaining the owner's project manager (OPM) Peter Collins (PC) and the designers and what they would be doing. SL requested a summary of what the responsibilities would be of both the OPM and the designer. PC explained that he would be the onsite representative, working collaboratively with the building department, the building commissioner and the designer. There will be on site reporting, documenting, inspection timeline and monitoring progress. Making sure certain aspects of the time line are being met as well as scope, budget, and quality of the project from the construction phase. Reporting back to the committee on all of these aspects.

Lorraine Finnegan (LF) is the project manager for the design team and architect. The designer is responsible for the architectural and engineering, for generating the contract documentation and specifications that form the contract, and providing the initial construction compliance certificate which is a pre-construction affidavit that is provided to the building inspector for issuance to the general contractor. This will say that the building has been designed in accordance with building codes. There will be an on-site lead representative at the construction meetings. The team of engineers typically go out monthly as the work is going on, to observe the construction as it proceeds and to note any deficiencies that are not in compliance with the contract documents. The architect is the interpreter of the contract. At the end of the project, inspections are performed and the punch list is completed. Once work has been satisfactorily completed, a substantial completion certificate is issued.

The group discussed the project timeline, budget, permits and fees, and recommendation from the Town Accountant on how to proceed with project budget. AS advised that the DOR suggested a departmental revolving account that would be authorized by Town Meeting which would offset fees for inspections. The revolving account would be separate from Building Department budget and wage lines. CS voiced concern over waiting until the May Town Meeting for this authorization to take place. SL discussed possibly assessing the funds at separate intervals. SL asked which inspections would need to take place when, LF said that a building permit would be required to break ground. SL asked the plumbing inspector when permits would be needed, which was explained in detail, as well as time and fees that would be incurred. CM suggested that an initial assessment amount be decided on for inspection services. AS clarified that the amount in the fund was not the issue, but the process of payment. CS suggested a breakdown of what would be charged for what permit/inspection. SL suggested that once the revolving fund was established, begin with a \$100,000 assessment. AS added that the initial

\$350,000 discussed last year by the Board was for budgeting purposes, not a guarantee of what would be paid over the course of the project. RT also added that the 38% would be required to be paid by Townsend, split with the other towns. PC said that the estimated construction cost for this project is \$68 million and the total cost is \$89 million. CS suggested that the plans be subbed out, which was discussed further. The Board directed AS to meet with Rich Hanks and try to arrive at an amount to be discussed on next agenda.

- 2.2 6:30 Curbside Solid Waste Collection: Discussion of procurement for collection of solid waste. The Board of Health and Finance Committee have been invited to attend. Board of Health chairman Chris Genoter (CG) said the BOH put together a request for proposal for collection with a series of options include possible terms of 3, 5, or 10 years, providing each residence 64 gallon 'toters' for trash and recycling. AS said the request for proposals will be sent to Town Counsel this week. BOH Administrator Carla Walter said mailers are being mailed to keep the public informed.
- 2.3 7:00 Review and approve request of Police Chief Erving M. Marshall, Jr. to appoint the following to the Townsend Police Department.
- 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 27, 2015 to June 30, 2015;
 - Randy Girard as Sergeant for a term from January 28, 2015 to June 30, 2015.
- Chief Marshall discussed the attributes of all being promoted, Mark Giancotti has been on the PD for 19 years, has a Master's Degree in Criminal Justice. Randy Girard and Kimberly Mattson have 36 years of service between them and they scored first and second on an assessment center. The Police Department is in transition, with numerous retirements, and Chief Marshall is confident in the choices he has made.
- CS moved to appoint Mark Giancotti to the Townsend Police Department as Lieutenant for a term through June 30, 2015 contingent on negotiating a contract. CM seconded. Unanimous.
 - CS moved to appoint Kimberly Mattson as Sergeant for the Townsend Police Department for a term from January 27, 2015 to June 30, 2015. CM seconded. Unanimous.
 - CS moved to appoint Randy Girard as Sergeant to the Townsend Police Department for a term from January 28, 2015 to June 30, 2015. CM seconded. Unanimous.
- Police appointments were then sworn in by the Town Clerk, Kathleen Spofford.
- 2.4 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel. At 7:55 CS moved to move to enter Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct strategy sessions in preparation for negotiations with non-union personnel, returning to open session. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Update on Kinder Morgan gas pipeline project. AS updated that the open houses were rescheduled due to weather and the schedule for the meeting can be found online on the main page of the Town website. The meeting closest to Townsend is in Milford NH at the Hampshire Dome on February 24, 2015. The Coalition continues to meet and meetings are typically Monday morning at 10AM. AS will continue to attend to the best of his ability. SL requested that on the next agenda to appoint someone in her place to represent the board.
- 3.2 Discuss the process for Selectmen to follow in requesting information, adding items to the agenda, and providing updates/reports. Item moved to next agenda.
- 3.3 Townsend Home Rule Charter, s. 3-2(b), Selectmen, Powers and Duties: Discussion of the powers and duties on the Board of Selectmen. SL believes it would be good to get a legal opinion on the Charter to clarify. Tabled until allow the Charter Committee to discuss it.
- 3.4 Review and approve change orders for Weston & Sampson Engineers for its contract for installation of the SCADA system at the Water Department. AS described that the SCADA is a computerized system

that enables the Water Department to remotely check all components of its system. CS moved to approve a change order in the form of a credit in the amount of \$1,109.49 for Weston & Sampson Engineers for its contract for installation of the SCADA system at the Water Department. CM seconded. Unanimous.

- 3.5 Review and discuss vehicle assignment policy. The Board discussed the vehicle assignment policy, including on-call use. AS read the vehicle assignment list that the Board requested last meeting. Chief Marshall offered his opinion on certain instances allowing vehicles to be taken home. It was agreed that the policy was clear, did not need to be revised, and there was no wrongdoing.
- 3.6 Review and approve one day liquor license for 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 one day liquor license for 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 6:00PM-9:00PM. CM seconded. Passed 2-1 (CS opposed).
- 3.7 FY16 Capital Budget: review and discuss Selectmen capital budgets. The Board discussed the upcoming joint meeting with the Capital Planning Committee and Finance Committee.
- 8:57 The Board took a brief recess. SL excused herself from the remainder of the meeting. CM assumed the chair.
- 3.7 FY16 Capital Budget (continued): AS described the funding request for purchase of streetlights and roof replacement on Town Hall. No votes were taken.
- 3.8 FY16 operating budget: continue to review and discuss Selectmen budgets. Item tabled until full board is present. No votes were taken.
- 3.9 Review and approve c. 90 Project Amendment for Mason Road in the amount of \$1,901.90. CS moved to approve c. 90 Project Amendment for Mason Road in the amount of \$1901.90. CM seconded. Unanimous.
- 3.10 Review and approve c. 90 Final Report for Emery Road in the amount of \$264,540.50. CS moved to approve c.90 Final Report for Emery Road in the amount of \$264,540.50. CM seconded. Unanimous.
- 3.11 Review and approve c. 90 Final Report for Spaulding Street in the amount of \$5,784.26. CS moved to approve the c. 90 Final Report for Spaulding Street in the amount of \$5784.26. CM seconded. Unanimous.
- 3.12 Review request of Town Administrator Andrew Sheehan to enter into a contract to perform a non-union compensation plan update. Item tabled until full board is present. No votes were taken.
- 3.13 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. CS moved to authorize deficit spending for snow and ice pursuant to G.L. c. 44, s. 31D in addition \$125,000. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve request of the Energy Committee to appoint Brent Carney to the Energy Committee for a term from January 27, 2015 to June 30, 2015. CS moved to appoint Brent Carney to the Energy Committee for a term from January 27, 2015 to June 30, 2015. CM seconded. Unanimous.
- 4.2 Review and approve Town Administrator Andrew Sheehan's recommendation to hire Kate Stacy as Treasurer-Collector. CM said that he was incredibly impressed with Kate Stacy and her abilities. CS discussed wanting to see more resumes. Discussion of audit and treasurer-collector salary. AS said that he recommended \$29.98/HR at 40 hours a week, step 3 grade 9. CS moved to approve Andrew Sheehan's hiring request to hire Kate Stacy as Treasurer-Collector effective February 3, 2015 at a grade 9 step 3 salary. CM seconded. Unanimous.

- 4.3 Review request from the Council on Aging to appoint Cheryl Simoneau to the Council on Aging Board for a term from January 13, 2015 to June 30, 2018. CS moved to appoint Cheryl Simoneau to the Council on Aging Board for a term from January 13, 2015 to June 30, 2018. CM 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 outside of session. CM seconded. Unanimous.
- VI EXECUTIVE SESSION:** pursuant to GL c. 30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property. CS moved to table Executive Session until full board is present. CM seconded. Unanimous.

Meeting adjourned at 9:20PM

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.