



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

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*Town Administrator*

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**MINUTES**  
**FEBRUARY 10, 2015, 6:00 P.M.**  
**SELECTMEN'S CHAMBERS, TOWN HALL**  
**272 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 At 6:00AM 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: Reschedule 2.3, add 3.11
- 1.5 Town Administrator updates and reports:
  - Thanks to all employees for innumerable hours spent on snow removal, particularly the Highway Department, Cemetery & Parks Department, Water Department, Facilities Department as well as Fire, Police and Communication Center. All the hours and work is appreciated. SL reminded residents that employees are doing the best that can given the circumstances, and to please be patient. AS reported that roads are narrow, but the plows are pushing back the snow and making more room.
- 1.6 Board of Selectmen announcements, updates, and reports:
  - CS asked if Townsends was eligible to receive any funds from the state for emergency snow removal. AS responded that Town may get some reimbursement from the blizzard.
  - CM offered his condolences to the family of Bob Hotaling, who was the Water Superintendent for many years, passed away today.

**II APPOINTMENTS AND HEARINGS**

- 2.1 6:05 Joint meeting with the Recreation Commission to fill a vacancy. SL called joint meeting to order. Alice Kennedy and Dave Schuttler of the Recreation Commission were present. CS moved to nominate Kristine McHugh to fill the vacancy, CM seconded, no other nominees, SL closed the nominations. All members present voted yes to appoint Kristine McHugh, unanimous.
- 2.2 6:10 Review and approve request of Fire-EMS Mark Boynton to appoint the following to the Townsend Fire-EMS Department.
  - Gary Shepherd as Deputy Fire Chief for a term from February 10, 2015 to June 30, 2015;
  - Jeff Cormier as Captain for a term from February 10, 2015 to June 30, 2015;
  - William Elliott as Captain for a term from February 10, 2015 to June 30, 2015;
  - Kris Klein as Lieutenant for a term from February 10, 2015 to June 30, 2015;
  - Brian Mayer as Lieutenant for a term from February 10, 2015 to June 30, 2015;

Chief Boynton reported that he posted the positions in November and conducted a thorough process, including a written exam, peer review interview process and Chiefs interviews. The Chief is proud to announce the final recommendations are the names stated above. CS moved to appoint Gary Shepherd as Deputy Chief for a term effective February 10, 2015 to June 30, 2015; moved to appoint Jeff Cormier as Captain for a term effective February 10, 2015 to June 30, 2015; moved to appoint William Elliott as Captain for a term effective February 10, 2015 to June 30, 2015; moved to appoint Kris Klein as Lieutenant for a term effective February 10, 2015 to June 30, 2015; moved to appoint Brian Mayer as Lieutenant for a term effective February 10, 2015 to June, 2015. CM seconded for all appointments. Unanimous.

Fire appointments were then sworn in by the Town Clerk, Kathleen Spofford.

- 3.1 North Middlesex Regional High School inspections: discussion of inspection fees for the High School building project. AS reported he met with Building Commissioner Richard Hanks (RH) and Plumbing and Gas Inspector Richard Kapenas (RK) to discuss compensation for inspections on the project. CM thinks that \$60/HR is a fair hourly rate. Discussed how hours would be tracked and paid out. SL provided a handout regarding permits to clarify hours put in versus what is being paid out to inspectors and asked AS how the accounting would be done. AS answered that a revolving fund would be established. This which brought up a conversation on how to pay RH because he is a salaried employee. CS asked about the fee schedule and read a bylaw regarding adopting a fee schedule. The Wiring Inspector, William Choate (WC), said that the state would be requiring the inspectors to submit an hours report and that is what should be turned in to the Town as well, which was agreed upon. SL asked for a motion to set the rate for inspection services. CS moved to set the rate to \$60/hour for inspectors. CM seconded. Unanimous. SL asked about compensation for RH and it was agreed RH and AS will work together to iron out the details and report back to the Board.
- 2.4 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to negotiate with Police Lieutenant Mark Giancotti and Police Chief Erving Marshall, Jr. At 7:03PM, CM moved to move to enter Executive Session pursuant to GL c. 30A, s. 21(a)(2) to negotiate with Police Lieutenant Mark Giancotti and Police Chief Erving Marshall, Jr. to returning to open session. CS seconded. CS: aye, CM: aye, SL: aye.
- 2.5 7:00 FY16 operating budget: Town Administrator Andrew Sheehan will present the first draft of the FY16 operating budget. Members of the Finance Committee were in attendance. AS presented draft of the FY16 budget:
- Approximately 60% of the budget is unknown at this time. Both Nashoba Tech and North Middlesex Regional School District (NMRSD) will not have assessment numbers until March. There is a joint meeting tomorrow night with the School Committee, the three Towns, Finance Committee, Boards of Selectmen and Towns Administrators to talk about the school budget. Health insurance assessment is also unknown, with a current estimate of 10%. Once the governor presents his budget and minimum local school contributions we will have a better idea of the budget picture. Townsend's enrollment at Nashoba Tech is dropping next year, which could be a positive for our assessment. SL asked when school budgets will be available, AS responded that it will probably be two to three weeks.
  - AS recommended rolling the Fire/EMS buildings in to the facilities department. The Chief has said that he would be supportive of that. With interest from the Board, AS look further into the benefits and efficiency to adding to facilities. CS voiced concern over tracking of facilities maintenance. AS suggested inviting the Fire Chief in to discuss how it would work for his department.
  - Departments were asked to figure in a 2 ½% increase in wages for non-union personnel, and whatever was in the contracts for union. Departments were also asked to level fund expenses,

unless there were extraordinary needs. The Library and Senior Center requested additional funding to support more staffing. The Recreation Commission asked for \$20,400 for the Recreation Director for the year from the general fund. SL asked how much was in the Recreations revolving fund, AS will obtain that information and report back.

- Highway funding for road work and snow and ice. AS said it is still lagging the 5 year trend for snow and ice and he recommends upping the appropriation for snow and ice. AS also recommends a stand alone article for road paving.
- Curbside trash pick-up is an unknown as well
- CM requested some time to look through the draft.
- CS asked about revenue projections, AS said that is being worked on with the chairmen of the Finance Committee and BOS.
- CS asked about the increase to property and liability, AS said that 10% was budgeted.
- SL asked about salary budgets once survey was complete. AS said it would be possible to get in to the budget if it was done in a timely manner.
- SL requested AS send the budget to the Board via email.
- CS discussed that she has concerns about increases. AS explained the worksheets that each department fills out. SL requested a summarization for departments asking for more funds.

### **III MEETING BUSINESS**

- 3.2 Retiree health insurance: Discussion of employee survey regarding health insurance. AS put together a survey in 2012 that CM presented to the Board. Discussed rewording some of the questions for clarification. AS and CM will work together to make changes and get survey out to employees.
- 3.3 Discuss and approve Board of Selectmen Policy in reference to the process for Selectmen to follow in requesting information, adding items to the agenda, and providing updates. SL read a draft of policy goals that she created. After reviewing SL's draft of policy, CS said she emailed four colleagues for opinions and read the responses as her own words, followed by a discussion on both documents.
- 3.4 Review and comment on Zoning Board of Appeals Mandatory Referral on the application of Riverbank Development LLC for a Special Permit and Variance associated with the construction of a fire station at 13 Elm Street. CS moved to defer to the judgment of the Zoning Board of Appeals. CM seconded. Unanimous
- 3.5 Northeast Municipal Gas Pipeline Coalition: discussion of Townsend representative. Discussed a replacement for SL on the Northeast Municipal Coalition. The Board asked AS to send a memo to Conservation Committee to see if anyone was interested in serving on the coalition.
- 3.6 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion on February 21, 2015 from 12:00PM to 4:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion on February 21, 2015 from 12:00PM to 4:00PM. CM seconded. Unanimous.
- 3.7 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Party on February 21, 2015 from 7:00PM to 11:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Party on February 21, 2015 from 7:00PM to 11:00PM. CM seconded. Unanimous.
- 3.8 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion Birthday Party on March 7, 2015 from 6:00PM to 10:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Family Reunion Birthday Party on March 7, 2015 from 6:00PM to 10:00PM. CM seconded. Unanimous
- 3.9 Discuss Tax Collector audit pursuant to GL c. 60, s. 97. AS said Tax Collector Beth Ann Scheid investigated the process with the DOR and AS contacted auditor at Melanson and Heath. Melanson &

Heath recommended that the audit be done at the same time as the FY14 audit. CM asked when audit would occur AS said approximately the beginning of March. CS read her email correspondence with the DOR. Discussed Town Accountant being able to do the audit. AS is concerned the audit will be time consuming and take away from her on going responsibilities. CM moved to tie the audit in with the FY14 audit by Melanson Heath. CS seconded. Unanimous.

- 3.10 Review and approve a contract with HRS, Inc. in the amount of \$4,500 to perform a non-union compensation plan update. HRS, Inc. will be going through all the positions on the compensation and classification plan and updating the salary schedule only. CM moved to approve the contract with HRS, Inc. in the amount of \$4,500 to perform a non-union compensation plan update. CS seconded. Passed 2-1. CS opposed.
- 3.11 Authorize deficit spending for snow and ice pursuant to G. L. c. 44, s. 31D. AS reported that deficit is currently at \$342,000 not including that last two storms, which is approximately another \$20,000/\$30,000. \$175,000 was appropriated, as well as deficit appropriations for another \$200,000. AS recommending another \$100,000 of deficit spending. CS moved to authorize an additional \$100,000 for snow and ice pursuant to G.L. c. 44, s. 31D. CM seconded. Unanimous. Last year \$375,000 was spent on snow and ice removal.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 Review and approve recommendation of Treasurer-Collector Kate Stacy to hire Susan Bresnick as Department Assistant in the Treasurer-Collector's Office. CS moved to approve the hiring recommendation of Treasurer-Collector Kate Stacy to hire Susan Bresnick as Department Assistant in the Treasurer-Collector's office at a Grade 3 Step 3, 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 enter in to and adjourn from executive session at 8:45PM.

*Note: documents used or referenced during the meeting are available at [http://www.townsend.ma.us/Pages/TownsendMA\\_BOSAgenda/](http://www.townsend.ma.us/Pages/TownsendMA_BOSAgenda/) or in the Selectmen's Office.*