



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

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

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MINUTES
FEBRUARY 24, 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 SL announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 2.2, amend 4.2
- 1.5 Town Administrator updates and reports:
 - Town Administrator Andrew Sheehan (AS) gave an update on the Fire-EMS project; the trailers will be delivered this week, the back lot has been cleared of snow. The donor agreement is being worked on.
 - Devens Regional Household Hazardous Collection Center will be open March 4 and 7. Residents are encouraged to check the website to confirm dates they will be open.
 - The website has been updated to reflect the pipeline project and dates for open houses.
 - Conservation Commission voted to recommend Leslie Gabrielska to represent the Town at the Coalition meetings.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CS discussed the audit in the tax collector's office as well as clarification that Beth Ann Scheid would be staying on to assist in the transition.
 - CS requested a meeting with Highway Superintendent, Ed Kukkla, and (EK) to discuss c. 90. SL and CM both agreed that due to the weather, the meeting has been pushed off and will be rescheduled as soon as EK has the time.
 - CS discussed that she had heard that residents were having issues with heir Comcast internet. AS spoke to Ben Pearlman of Comcast about it. He will keep the Board informed.
- 1.7 Approval of meeting minutes: February 3 and February 10, 2015. CS moved to approve the meeting minutes for February 3 and 10, 2015. CM seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.2 6:15 Town Clerk Reminders: Town Clerk Kathleen Spofford (KS), will be present to provide an update on dog licenses and open positions on the Annual Election:
 - KS reminded that this is the last week for dog licensing, late fees start March 1.
 - KS also reminded residents to return the census form
 - There are still a lot of vacancies available for various Boards and Committees, the last day to register is March 6, 2015. All available openings can be found on the website.

- 2.1 6:05 North Middlesex Regional School District FY16 Budget: Superintendent Joan Landers will be present to discuss the budget for the upcoming year. Supt. Landers said the department requests came in at 5.8% above the current year. They are continuing to refine the budget. The Governor's budget is expected March 4 and will provide some clarity on school aid and minimum local contributions. The School Committee will hold a budget hearing on March 5.

III MEETING BUSINESS

- 3.1 Sign and disclose the contracts with Police Lieutenant Mark Giacotti and Police Chief Erving Marshall, Jr. If necessary the Board may enter Executive Session pursuant to GL c. 30A, s. 21(a)(2). At 6:35PM, CM moved to enter Executive Session pursuant to GL c. 30A, s. 21 (a)(2) to discuss contracts and return to open session. CS seconded. CS: aye; CM: aye; SL: aye.
At 6:47PM the Board returned from Executive Session. CS moved to approve, sign and disclose the contract for Police Chief Erving Marshall, Jr. CM seconded. Passed 2-1 (CS opposed). CS moved to approve, sign and disclose the contract for Police Lieutenant Mark Giacotti. CM seconded. Passed 2-1 (CS opposed).
- 3.2 Update on inspections fees for the North Middlesex Regional High School building project. AS summarized the memo he presented tonight. The Board members discussed the additional compensation for Building Commissioner Richard Hanks. There was no consensus. CS moved to table the discussion until March 10, 2015 when Richard Hanks will be able to attend.
- 3.3 Review correspondence from Town Administrator Andrew Sheehan requesting that the Board of Selectmen indicate its intention to negotiate a successor employment contract. AS explained that his contract stated that the Board needs to make him aware of their intent of his employment by July 2015. Discussion of contract negotiations as well as a time frame for negotiations. CM moved that the Board would indicate its intention to negotiate a successor employment contract. CS seconded. Unanimous.
- 3.4 Review and approve the Board's 2014 Annual Report. Minor adjustments to the original Annual Report noted and amended. CS moved to approve the Board's 2014 Annual Report with edits. CM seconded. Unanimous.
- 3.5 Discuss vacancy postings for Department Assistant in the Accounting Department and Collections Clerk in the Treasurer-Collector's Office, per request of Carolyn Smart. CS expressed her objection to posting the vacancies, claiming they were not done according to the Charter and policies. CM and SL were concerned about an email CS sent through the Town Clerk. SL asked AS to contact Town Counsel about the posting requirements.
- 3.6 FY16 revenue update. AS suggested discussing 3.6 and 3.7 together. The Board members agreed.
- 3.7 FY16 operating budget: continue discussion of the FY16 operating budget. AS provided a summary of revenues for FY16 and then discussed the expenditure requests from departments. CM expressed concern about the increases requested by the Council on Aging, Library, and Recreation Commission, feeling the timing may not be right. CS asked about property and liability insurance and the Accounting Department. AS said the Town must begin planning to make the Town Accountant a full time position due to the increasing complexity of municipal finances and growing budget. CS disagreed saying the population is declining.
- 3.8 Review and approve Personnel Policy amendment to move from weekly to biweekly payroll. AS discussed the benefits to biweekly payroll, and the need to update the policy to reflect the change from weekly to biweekly. CM moved to approve Personnel Policy amendment to move from weekly to biweekly payroll. CS seconded. Unanimous. AS will send updated policy out to elected Boards and SL asked that AS include a time limit on request
- 3.9 Review correspondence announcing the Ride to End Alzheimer's to take place on July 18, 2015. AS described the Ride to End Alzheimer's as well organized event that will lead to a big turnout. CM encouraged people to participate in such a good cause.

- 3.10 Review request from Fire-EMS Chief Mark Boynton to accept a grant in the amount of \$13,923 from the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts, and Greater Lowell Community Foundation with funds being used to purchase a Lucas Cardio Pulmonary Resuscitation machine. CS moved to accept a grant in the amount of \$13,923 from the Nashoba Valley Community Healthcare Fund Advisory Committee, Community Foundation of North Central Massachusetts, and Greater Lowell Community Foundation with funds being used to purchase a Lucas Cardio Pulmonary Resuscitation machine. CM seconded. Unanimous
- 3.11 Review and approve request of Fire-EMS Chief Mark Boynton to declare surplus a 1981 Pierce Fire Engine referred to as Engine 6, thirteen sets of ten year old firefighter turn-out gear (pants and coats), and fifty VHS training tapes. CS asked if there was any value to the surplus, AS answered that the Engine would be put out to bid. SL said that donation should be considered if there deemed of no value. CS moved to declare the following as surplus with a value to be estimated but the Chief; a 1981 Pierce Fire Engine referred to as Engine 6, thirteens sets of ten year old firefighter turn-out gear (pants and coats), and fifty VHS training tapes, with estimated value to be determined by the Fire-EMS Chief. CM seconded. Unanimous.
- 3.12 Review and comment on Planning Board Mandatory Referral on the application of Riverbank Development LLC for a Site Plan Review Special Permit and Special Permits associated with the construction of a fire station at 13 Elm Street. CS moved to send 'no comment' on the Planning Board Mandatory Referral on the application of Riverbank Development LLC for a Site Plan review Special Permit and Special Permits associated with the construction of a fire station at 13 Elm Street. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve request of Fire-EMS Chief Mark Boynton to hire Shawn Carlin, Jason Belanger, and Brian Cohen as Firefighter/Paramedics for a term from February 24, 2015 to June 30, 2015. CS moved to appoint Shawn Carlin, Jason Belanger and Brian Cohen as per-diem Firefighter/Paramedics for a term from February 24, 2015 to June 30, 2015 contingent upon passing a pre-placement physical and background check. CM seconded. Unanimous.
- 4.2 Review and approve the recommendation of Town Accountant Theresa Walsh to hire Lee Traversa O'Brien to fill the vacancy of Department Assistant in the Accounting Office. CS moved to approve the recommendation of Town Accountant Theresa Walsh to hire Lee Traversa O'Brien to fill the vacancy of Department Assistant in the Accounting Office with a 6-month probation period and contingent upon passing a pre-placement physical. 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. At 8:15PM CS moved to move to Executive Session pursuant to GL c.30A, s. 21(a)(6) to consider the purchase, exchange, lease, or value of real property and to adjourn directly from Executive Session 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_BOSAagenda/ or in the Selectmen's Office.