



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

Sue Lisio, *Chairman*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,
Town Administrator

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MINUTES
MARCH 31, 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: None
- 1.5 Town Administrator updates and reports:
 - The Town Administrator, Andrew Sheehan (AS) issues a reminder that the Devens Household Hazardous Products Collections Facility would be open tomorrow and Saturday from 9AM-12PM, weather permitting.
 - Auditors will be finishing the financial audit for FY14 in the next couple of weeks. It will cost \$3,000 to conduct the Tax Collector audits, totaling \$9,000 for the three Collector audits.
 - Approximately 15 candidates were interviewed for the treasurer collector position, AS is hopeful to have candidate for the board to consider next week.
- 1.6 Board of Selectmen announcements, updates, and reports:

CS asked if the board would be interested in sponsoring an appreciation breakfast for the DPW and Cemetery and Parks departments for all their hard work over the winter. CM and SL said they would prefer to include all departments; all members of the board agreed that to be the best idea. SL and CM had nothing to add
- 1.7 Approval of meeting minutes: March 10, 2015. CS moved to approve the meeting minutes for March 10, 2015. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.3 Retiree health insurance: Discussion of employee survey responses and decide whether to include on 2015 Annual Town Meeting Warrant. CM said that this was not the right time to move forward with this item as it require more research and discussion. CS moved to take no action on employee health care. CM seconded. Unanimous.
- 3.2 Review and approve snow and ice deficit spending authorization in the amount of \$25,000. AS said that this authorization had already been approved by the Finance Committee. CS asked what the latest deficit numbers were, AS said almost \$500,000.00, compared to \$300,000.00 last year. CS moved to approve the snow and ice deficit spending authorization in the amount of \$25,000.00
- 3.4 Review and approve special municipal employee designations for the Wiring Inspector, Gas Inspector, and Plumbing Inspector. AS explained that the three inspectors already get a stipend, but because of the High School project, the board designated a special hourly rate. SL asked if this designation would remain in place indefinitely; AS said that it would until rescinded. CS moved that in accordance with

Chapter 268a of the Mass General Laws, to declare the position of Inspector of Wires as a special municipal employee. CM seconded. Unanimous.

CS moved that in accordance with Chapter 268a of the Mass General Laws, to declare the position of Gas Inspector as a special municipal employee. CM seconded. Unanimous.

CS moved that in accordance with Chapter 268a of the Mass General Laws, to declare the position of Plumbing Inspector as a special municipal employee. CM seconded. Unanimous.

- 2.1 6:15 Recreation Commission: Discuss the use of the Town Hall Annex at 274 Main Street. Recreation Commission chairman Alice Kennedy and Recreation Director Emy Hoff were present to discuss using the Town Hall Annex for Recreation. Discussed the condition of the building for use. Concerns involving lead and asbestos brought up by the board. The annex is currently being used by the Fire-EMS Department for temporary storage while the new station is being built. CM acknowledged the space issue that Recreation is having, and discussed allowing Recreation to use Memorial hall after 4PM. CS voiced her concern over the flooring. SL asked if floor covering was necessary who would cover the cost of the flooring. Director of Recreation, Emy Hoff, and (EH) said that Recreation would look in to floor covers for the Great Hall. Continued to discuss issue involving an office for the director. Recreation is looking for a permanent home and would like to take over the annex building in its entirety, for a long term solution. CS discussed the garages being open once the Fire Station was built. SL voiced concerns about mold. AS to check in to state program for testing (for lead, asbestos, mold, etc.) municipal buildings at no cost to the Town. AS also clarified that Fire-EMS would be using the annex building for the better part of 2015. SL asked if there would be any room at the West Townsend Reading Room for the Recreation Director to use as an office, it was decided there was not room and the issue of confidentiality for files, as there is no locks. EH asked if she could go in to the annex building and draw up blueprints, the board had no issue with this. SL summarized that the board is alright with Recreation looking at the annex building, for evaluation purposes and pointed out that there will be costs associated with renovating and abating.
- 2.2 6:45 Fire-EMS Chief Mark Boynton to request the following.
- Appoint Miles Childs as per diem EMS Coordinator (Captain) for a term from March 24, 2015 to June 30, 2015. Chief Boynton posted the position and believes Miles Child to be a good fit. CS moved to appoint Miles Childs as per diem EMS Coordinator (Captain) for a term from March 24, 2015 to June 30, 2015. CM seconded. Unanimous
 - Create the position of Per Diem EMS Coordinator (Lieutenant). Chief Boynton explained that this position would not increase payroll or hours, it is additional responsibilities. CS moved to create the position of Per Diem EMS Coordinator (Lieutenant). CM seconded. Unanimous
 - Accept a State Fire Marshall's Grant in the amount of \$7,218 to fund the SAFE program to educate students and seniors on fire safety. CS moved to accept a State Fire Marshall's Grant in the amount of \$7,218 to fund the SAFE program to educate students and seniors on fire safety. CM seconded. Unanimous.
- 3.1 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 Executive Session, pursuant to GL c. 30A, s. 21(a) (6) to consider the purchase, exchange, lease, or value of real property at 6:50PM and to reconvene in open session. CM seconded. CS aye, CM aye, SL aye.
- 3.5 Review and approve amendment to the building permit fee schedule to include a category for public high school. AS reported that Rich Hanks, the Building Commissioner, would like the board to pass on this item until this item can be worked on further.
- 3.6 Review and declare surplus a copier/printer, modem, and Merlin phone system at the Cemetery & Parks Department and authorize disposal of same. CS moved to declare surplus miscellaneous office equipment at the Cemetery and Parks Department and authorize disposal of the same. CM seconded. Unanimous.

- 3.9 Review and discuss Town Administrator's proposal to transfer Fire-EMS buildings to the Facilities Maintenance Department. Discussed facilities maintenance department structure, which currently includes Town Hall, Police Station, Library, and Senior Center, and the benefits of including the Fire-EMS Station as well. Mark Mercurio, (MM) the Facilities Supervisor, has been working with the Fire Chief as a consultant. Makes sense from a management stand point to put the new station in the hands of a building specialist. Proposed a 40 hour week instead of the current 35, transferring \$14,000 from Fire-EMS Department to facilities for wages and requested a reclassification of the position. Looking ahead to FY17, assess what is needed for staff. Currently a one man position, there is no succession plan in place. CS voiced concerns over transferring the \$14,000 that was budgeted for maintenance of the station/department to cover Facilities Supervisor salary, AS agreed that is a valid concern, however, taking in to account it would be maintaining a new building, the cost associated with it should be reduced. CS also discussed tracking expenses. CM moved to approve the Town Administrator's proposal to transfer Fire-EMS buildings to the Facilities Maintenance Department. CS seconded. SL, yes, CM, yes, and CS no. Motion passed 2-1.
- 3.10 Review and discuss Town Administrator's proposal to transfer Town information technology to the Communications Department. AS explained that the Town's IT (Information Technology) department is referred to as the MIS Department (Management Information Systems) The MIS department has been vendor contract for many years, Melissa Hermann, (MH), is the current contract vendor and is not planning to bid again. After exploring options, AS recommended rolling Town's IT Department in to the Communication Department. Discussed what it would take to put Town's IT in to police/communication. Dave Mazza, Communication Supervisor, proposed 8 hours extra per month and a part time technician, at approximately 24 hours per week. The position would be in the \$25-\$28 range. Currently, the budget is \$40,000, and \$35,000 for tech support. Discussed job description and additional responsibilities as well as kudos for David Mazza for the comprehensive description of the current IT situation that the Town is in. CM moved to approve the Town Administrators proposal to transfer Town information technology to the Communication Department. CS seconded. AS will go forward with job description and present to board. SL yes, CM yes, CS no. Motion passed 2-1.
- 3.7 Review and discuss May 5, 2015 Annual Town Meeting Warrant. AS briefly went over the warrants. The Board discussed some warrants in detail, as well as where the meeting will be held. Possible locations being Memorial Hall, or Hawthorne Brook.
- 3.8 FY16 operating budget: continue discussion of the FY16 operating budget. Decided to move item to next agenda. CS asked about the amounts in free cash, if there was enough to fund the warrant articles. AS answered that a lot of the available free cash may be used depending on how Town Meeting goes. CS asked about the status of the borrowing and AS said it was on hold until a new Treasurer/Collector was hired. Discussed the three (3) audits being conducted.
- 3.11 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Baby Shower on April 25, 2015 from 2:00PM to 4:30PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Baby Shower on April 25, 2015 with serving hours from 2:00PM to 4:30PM. CM seconded. Unanimous.
- CM took a brief break at 8:28PM
- 3.12 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Poker Tournament/Cancer Fundraiser on May 30, 2015 from 7:00PM to 11:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Poker Tournament/Cancer Fundraiser on May 30, 2015 with serving hours from 7:00PM to 11:00PM. SL seconded. CS voted yes, SL voted yes. Motion passed.
- 3.13 Review and approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Celebration on May 30, 2015 from 12:00PM to 4:00PM. CS moved to approve one day liquor license for Terri Roy, VFW Post 6538, for a Birthday Celebration on May 30, 2015 with serving hours from 12:00PM to 4:00PM. SL seconded. CS voted yes, SL voted yes. Motion passed.

- 3.14 Review and approve mandatory referral from the Zoning Board of Appeals for a Special Permit for Andrew and Wendy Hammond to demolish two single family dwellings and construct one single family dwelling at 11 and 15 Sauna Row Road. The board had no comment.
- 3.15 Review and approve Water Department Change Order No. 2 for Weston & Sampson Engineers, Inc. for the SCADA contract in the net amount of \$12,655.46. The change order consists of an increase of \$13,764.95 and a credit of \$1,109.489 (previously approved). CS asked if transmitters were in the bids, AS answered yes, spoke to Town Council. CM moved to approve Water Department Change Order No. 2 for Weston & Sampson Engineers, Inc. for the SCADA contract in the net amount of \$12,655.46. The change order consists of an increase of \$13,764.95 and a credit of \$1,109.489 (previously approved).
CS seconded. Unanimous
- 3.16 Vote to send Article 97 Home Rule Petition to Rep. Harrington and Sen. Flanagan requesting approval of the conveyance of Conservation Land at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. Discussed where this parcel of land was located. CS moved to approve and send Article 97 Home Rule Petition to Rep. Harrington and Sen. Flanagan requesting approval of the conveyance of Conservation Land at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. CM seconded. Unanimous.
- 3.17 Review request of the Board of Library Trustees to create Library Long Range Planning Committee consisting of nine members. CS moved to create a nine (9) member committee on behalf of the Board of Library Trustees with the committee to create a Long Range Planning Committee. CM seconded. Unanimous.
- 3.18 Review Winter Recovery Assistance Program guidelines and authorize the Town Administrator to sign contract documents. CS moved to authorize the Town Administrator to sign contract documents for the Winter Recovery Assistance Program. CM seconded. Unanimous.
- 3.19 Review and discuss Policy for Disposition of Surplus Property under \$5,000. Update on surplus property. CS moved to approve the Policy 2015-01 for Disposition of Surplus Property \$5,000.00. CM seconded. SL asked if policies were sent to Town Council, AS answered that policies were sometimes sent out, but not always. Unanimous.
- 3.20 Review and discuss petty cash policy. Addresses one of the auditor concerns, laying out the process by which management of petty cash. CS moved to approve Selectmen's policy 2015-02, Petty Cash. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review and approve the appointment of Mary LeTourneau as Inspector of Animals with a term from May 1, 2015 to April 30, 2016. CS moved to approve the appointment of Mary LeTourneau as Inspector of Animals for quarantines with a term effective May 1, 2015 to April 30, 2016. CM seconded. Unanimous.
- 4.2 Review and approve the recommendation of the Board of Assessors to appoint Laurie Shifrin to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. CS moved to approve the recommendation of the Board of Assessors to appoint Laurie Shifrin to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. CM seconded. Unanimous.
- 4.3 Review and approve the recommendation of the Finance Committee to appoint Nancy Rapoza to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. CS moved to the recommendation of the Finance Committee to appoint Nancy Rapoza to the Town Properties Committee with a term from March 1, 2015 to February 29, 2016. CM seconded. Unanimous.
- 4.4 Review and approve the recommendation of the Conservation Commission to appoint Christine M. Vitale to the Conservation Commission with a term from March 31, 2015 to June 30, 2017. CS moved to approve the recommendation of the Conservation Commission to appoint Christine M. Vitale to the Conservation Commission with a term from March 31, 2015 to June 30, 2017. CM seconded. Unanimous.

4.5 Appoint a representative from the Board of Selectmen to participate in the review of proposals submitted in response to the curbside collection request for proposals. Board of Health is asking for a team, including a member or designee of the Board of Selectmen. CM moved to appoint Andy Sheehan to assist in the review of proposals submitted in response to the curbside collection request for proposals. CS seconded. CM voted yes, SL voted yes, and CS voted no. Motion passed 2-1.

V WORK SESSION

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

VI EXECUTIVE SESSION

Executive Session: pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. CS stated that she would not be participating in this executive session as she had requested to wait on the negotiations. SL encouraged CS to be part of Executive Session. CM moved to enter in to Executive Session: pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator and adjourn from executive session. SL seconded. CM aye, SL aye. CS left the meeting without voting.

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.