



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

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

Colin McNabb, *Vice-Chairman*

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MINUTES
APRIL 7, 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: nothing to add.
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), reported that performance evaluation forms went out this week.
 - AS reported that the HRS salary schedule update should be in by late April, most likely not in time for the Town Meeting.
- 1.6 Board of Selectmen announcements, updates, and reports:
CS reported that she met with Recreation Director Emy Hoff (EH), Alice Kennedy of the Recreation Commission, Superintendent Joan Landers, and Oscar Hill regarding the summer recreation program, and Superintendent Landers is going to try and find an office for EH to use in the short term.
- 1.7 Approval of meeting minutes: None.

II APPOINTMENTS OF PERSONNEL/OFFICIALS

- 2.1 Review recommendation of Town Administrator Andrew Sheehan to appoint a Treasurer-Collector. Treasurer-Collector vacancy was posted for a month, approximately 20 resumes were received. AS, Theresa Walsh, Town Accountant and Vicki Tidman, Principal Assessor interviewed a number of candidates. Recommend Deborah Kristoff to start at T9 Step 4, contingent on pre-employment physical. CM asked if Deborah was familiar with Vadar software, AS said that yes, she does. Discussed salary range. CS moved to appoint Deborah Kristoff as the Town Treasurer-Collector at a grade T9 Step 4, salary based on a 40 hour work week, contingent on her passing a pre-employment physical with a six (6) month probationary period. CM seconded. Unanimous
- 2.2 Vote to reappoint Joseph Mazzola as Veterans Services Officer for a term from April 1, 2015 to March 31, 2016. CS moved to reappoint Joseph Mazzola as Veterans Services Officer for a term effective April 1, 2015 to March 31, 2016. CM seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public officers, employees, staff members, or individuals. CS moved that the Board move in to Executive Session at 6:15 PM pursuant to GL c. 30A, s. 21(a)(1) to discuss complaints brought against public

officers, employees, staff members, or individuals and reconvene in open session. CM seconded. Roll call showed Sue Lisio-aye, Colin McNabb-aye and Carolyn Smart-aye. The Board returned to open session at 6:47.

- 3.2 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Item moved to next meeting.
- 3.3 Review and sign Warrant for the April 27, 2015 Annual Town Election. CS moved to approve and sign Warrant for the April 27, 2015 Annual Town Election. CM seconded. Unanimous.
- 3.4 Vote to ratify and disclose the donation and license agreement with Riverbank Development LLC relative to 13 Elm Street. AS spoke with Town Counsel advised that the Board disclose license agreement. CS moved to ratify and disclose the donation and license agreement with Riverbank Development LLC relative to 13 Elm Street. CM seconded. Unanimous.
- 3.5 Review, discuss, and sign May 5, 2015 Annual Town Meeting Warrant. Moved to next meeting.
- 3.6 FY16 operating budget: continue review and discussion of the FY16 operating budget. AS reviewed the memorandum given to the board at the start of the meeting. AS and the board had a long ranging discussion. Topics included; snow and ice deficit, debt schedule, remaining balance in stabilization fund, road improvement, curbside trash pick-up, purchase of the street lights, free cash purchases, fire department project, the Town's 5 year plan, and the Town Clerk's budget to include longevity, prompting a motion; CM moved to get legal opinion regarding longevity pay for elected officials, specifically for the Town Clerk. CS seconded. Unanimous.
(CM excused himself briefly at 6:29PM)
Discussion continued to include Council on Aging wages clarification, and the Recreation Commission request for money from the Town to pay their Director. The Library Director, Stacy Schuttler (SS) presented statistics of increases in library use, and explained the request for additional hours in their budget.
SL asked about bids for curbside trash pick-up, AS said it was his understanding that bids were still being evaluated. CM offered to assist the Board of Health with the trash collection bids. CS moved to appoint Colin McNabb as the Board of Selectmen's representative to the peer review board as requested by the Board of Health. CM seconded. Unanimous
Review and discussion continued on with the school budget, with emphasis on the importance of education and the necessary cost, as well as the deficit that presents.

Brief break at 8:12 PM

Next Board of Selectmen meeting April 14, 2015.

- 3.7 FY16 capital budget: review and discuss Town Administrator's FY16 recommended capital appropriation article. Items 3.6 and 3.7 were discussed together. See above.

V WORK SESSION

- 5.1 Review and sign payroll and bills payable warrants. CS moved to review and sign payroll and bills payable warrants out of session. CM seconded. Unanimous.
CM moved to adjourn at 8:41PM. CS 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.