



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 14, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 6:04PM 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 3.7
- 1.5 Town Administrator updates and reports. Town Administrator, Andrew Sheehan, (AS), had nothing to add.
- 1.6 Board of Selectmen announcements, updates, and reports:
CM reported that the Greg Reeves road race may take place and volunteers are needed.
- 1.7 Approval of meeting minutes: None.

II APPOINTMENTS AND HEARINGS

None

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 to enter in to Executive Session at 6:05PM 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. CS aye, CM aye, SL aye. The Board returned to open session at 6:38PM.
- 3.2 Discuss transfer of Management Information Systems functions to the Communications Department. AS reported that upon meeting with Chief of Police Erving Marshall (EM) and Communication Supervisor, Dave Mazza (DM), this transfer will not be going forward. Discussed concerns regarding amount of time it would take DM due to the IT upgrades Town Hall requires. DM offered to assist during the transitional period. AS said at this point, the Board needs to provide direction on contracting with a vendor or hiring in-house personnel to manage IT. They discussed options going forward, including asking current vendor, Melissa Hermann (MH) to stay on longer. CM asked if current updates will be completed before MH's contract was up, AS said they would not. CM asked Town Counsel, Brian Riley of Kopelman and Paige, (BR), if the Board of Selectmen had the power to transfer MIS to the Communication Department or if it had to go to Town Meeting. BR said in his opinion the board has the executive authority to do so. The Town Charter is referring to a major shift such as a move to a Finance Department, whereas this is more administrative functions transfer. SL requested a recommendation from AS, and possibly DM. CS moved to rescind the vote last week to transfer of Management Information Systems functions to the Communications Department. CM seconded. Unanimous.

- 3.3 Review, discuss, and sign May 5, 2015 Annual Town Meeting Warrant. AS reported that the outstanding issue is where the Annual Town will be held. Locations being discussed are Memorial Hall, Hawthorne Brook Middle School, the North Middlesex Regional High School (NMRHS), and the Meeting Hall at the Senior Center/Library. Discussed pro and cons of each location, deciding on NMRHS, if available and Memorial Hall if NMRHS was unavailable. SL asked for progress regarding the trash negotiations. CM briefly updated on the progress the Board of Health was making regarding trash collection. Kathy Spofford, Town Clerk (KS) asked about her longevity pay being included in article 25; this was discussed further. CS moved to approve and sign the warrant for the annual Town Meeting to be held Tuesday May 5, 2015, to be held at the High School if available otherwise, meeting will be held at Town Hall. CM seconded. Unanimous
- 3.4 FY16 operating budget: continue review and discussion of the FY16 operating budget. Discussed appropriation spreadsheet. AS went over options to offset the deficit, including freezing employees' wages, which AS recommends against, as well as cutting Town Hall hours. AS also identified some budget reductions such as curbside collection, and holding off on the requests from Council on Aging, the Library, and Recreation. Health insurance rates were also discussed, as well as some minor cuts to the operating budget. AS also discussed using approximately \$70,000 out of stabilization, which would not affect bond rating and can be replenished in the fall if there is sufficient free cash. Projected revenues were also discussed. CM commended AS on his recommendations and report. CS discussed the Town's plan for sustainability going forward. CS moved to approve the Town Administrators recommended package to forward to FinCom for funding recommendations. CM seconded. Unanimous.
- 3.5 FY16 capital budget: review and discuss Town Administrator's FY16 recommended capital appropriation article. AS said that at last meeting, the Board discussed holding off on some articles until the fall, as well as reviewing remaining articles, which included; snow and ice was left at \$175,000 which would be transferred from free cash, the printer/copier and mail machine remaining. The Board of Health revolving fund transfer, employee training, transfer to the Conservation and road improvements put off until the fall. Continued discussion including Water Department meters, Fire-EMS receipts and borrowing items. CM asked if FinCom (Financial Committee) had gone over this report, AS said no. CS asked where that left capital stabilization, AS answered \$133,000 would remain. CS discussed payments on the borrowing from last year. AS said that some of the debt would be coming off. CS moved to forward the FY16 capital budget and appropriations breakdown to the FinCom as well. CM seconded. Unanimous.
- 3.6 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Item moved to next meeting.
- 3.7 Proclaim April 12-18 as National Public Safety Telecommunications Week and April 12-18 as National Volunteer Appreciation Week. CS read proclamation for National Public Safety Telecommunications Week and CM read the proclamation for National Volunteer Appreciation Week. CS moved to declare the week of April 12 through April 18 National Volunteer Week and National Public Safety Telecommunications Week. CM seconded. Unanimous.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

None

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

CM moved to adjourn at 816PM. 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.