



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*  
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**MINUTES**  
**APRIL 21, 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), and Colin McNabb, Vice Chairman (CM) present. Carolyn Smart, Clerk (CS) was not in attendance.
- 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:
  - Town Administrator, Andrew Sheehan (AS), issued a reminder that the Annual Town Election would be held on Monday April 27, 2015 at Town Hall from 8AM-8PM.
  - Town Meeting will be Tuesday May 5, 2015 at North Middlesex Regional High School at 7PM.
- 1.6 Board of Selectmen announcements, updates, and reports:
  - CM repeated the reminder regarding the Annual Election and Town Meeting, as well as a reminder that there is still time to get absentee ballots for residents who will be out of town during those hours.
  - Fines for dog licenses begin on Friday May 1, 2015. The fine is \$25.00 plus a late fee of \$10.00, plus the cost of the license.
  - CM offered his condolences to the family of Ruth Mackey.
- 1.7 Approval of meeting minutes: March 19, 2015  
CM moved to approve meeting minutes from March 19, 2015. SL seconded. Unanimous.

**II APPOINTMENTS AND HEARINGS**

- 2.1 6:15 Pavement Management Plan. BETA Engineering will present the Pavement Management Plan. Barry Larivier, BETA Group Senior Project Analysis, (BL), presented a Power Point presentation with an overview of the pavement maintenance plan. The pavement management plan provides a blue print for the town to prioritize its pavement and road improvement projects in the upcoming years. The plan is updateable and can be adjusted accordingly as things change and progress.
- 2.2 Highway Superintendent Ed Kukkula will be present to discuss the mailbox policy. Ed Kukkula, Highway Superintendent, (EK), reported that the Highway Department does not intentionally hit mailboxes or damage other property, however incidents do occur given the variables when plowing snow. The weight of the snow is usually the culprit. EK also said that some towns have a budget to replace mailboxes and posts up to a certain amount. Currently, Townsend has no funds in the budget to replace mailboxes. Determining fault also becomes an issue. The Board decided to bring this to Town Meeting in the fall.

### **III MEETING BUSINESS**

- 3.2 Review and approve Winter Recovery Assistance Program (WRAP) funding request from Highway Superintendent Ed Kukkula in the amount of \$63,853 to reclaim 1,710 feet of Pierce Road. CM moved to approve Winter Recovery Assistance Program (WRAP) funding request from Highway Superintendent Ed Kukkula in the amount of \$63,853 to reclaim 1,710 feet of Pierce Road. SL seconded. Unanimous.
- 3.3 Review and approve Chapter 90 funding request from Highway Superintendent Ed Kukkula in the amount of \$133,177 to reclaim 3,570 feet of Pierce Road. CM moved to approve Chapter 90 funding request from Highway Superintendent Ed Kukkula in the amount of \$133,177 to reclaim 3,570 feet of Pierce Road. SL seconded. Unanimous.
- 3.1 Report on complaints brought against public officers, employees, staff members, or individuals. SL read a prepared statement and CM read the results of the investigation report. The investigation found that the allegations made by Selectman Carolyn Smart against several employees were unfounded. CM said that he asked Town Counsel how much this investigation cost the Town and the bill is nearly \$6,000.00. CM moved to approve and sign the final report titled "Findings: Employee Complaints Submitted by Carolyn Smart" declaring that these complaints be finally resolved and a closed matter. SL seconded. Unanimous. AS read a brief prepared statement.
- 3.4 Continue review and discussion of the May 5, 2015 Annual Town Meeting Warrant. AS is still working on the motions based on the conversation from last week's meeting. Discussed articles 26 and 27 regarding the West Townsend Fire Station funding. The Board decided it will be presented without the debt exclusion. Discussed solid waste budget as well.
- 3.5 Continue review and discussion of the FY16 operating budget. Discussed a few minor changes and adjustments to the budget.
- 3.6 Continue review and discussion of the FY16 capital budget. No changes from last meeting. CM reported that there will be a capital planning committee to review capital budget on Thursday April 23, 2015.
- 3.7 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a 30<sup>th</sup> Birthday Party on May 16, 2015 from 8PM-12AM. CM moved to approve one day special liquor license for Terri Roy, VFW Post 6538 for a 30<sup>th</sup> Birthday Party on May 16, 2015 from 8PM-12AM. SL seconded. Unanimous.
- 3.8 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a Retirement Party on June 6, 2015 from 7-11PM. Votes may be taken. CM moved to approve one day special liquor license for Terri Roy, VFW Post 6538 for a Retirement Party on June 6, 2015 from 7-11PM. SL seconded. Unanimous.
- 3.9 Review and approve one day special liquor license for Terri Roy, VFW Post 6538 for a College Graduation on June 13, 2015 from 7-11AM. CM moved to approve one day special liquor license for Terri Roy, VFW Post 6538 for a College Graduation on June 13, 2015 from 7-11PM. SL seconded. Unanimous.
- 3.10 Review and approve change order for the Water Department. Paul Rafuse, Water Department Supervisor, (PR) explained what the change. CM moved to approve the change order for the Water Department in the amount of \$1922.59. SL seconded. Unanimous.
- 3.11 Executive Session pursuant to GL c. 30A, s. 21(a)(2) related to contract negotiations with the Town Administrator. Item tabled to next meeting

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

- 4.1 Review request of the Planning Board to appoint Perry Tomasetti as their representative to the Town Properties Committee. CM moved to approve the request of the Planning Board to appoint Perry Tomasetti as their representative to the Town Properties Committee. SL seconded. Unanimous

- 4.2 Review request of the Conservation Commission to appoint Christine Vitale as their representative to the Town Properties Committee. CM moved to approve the request of the Conservation Commission to appoint Christine Vitale as their representative to the Town Properties Committee. SL seconded. Unanimous.
- 4.3 Review and approve special municipal employee designations for the Alternate Wiring Inspector, Alternate Gas Inspector, and Alternate Plumbing Inspector. CM moved to approve special municipal employee designations for the Alternate Wiring Inspector, Alternate Gas Inspector, and Alternate Plumbing Inspector. SL seconded. Unanimous.

**V WORK SESSION**

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

CM moved to adjourn at 7:37PM. SL seconded. Unanimous.

*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.*