



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

Gordon Clark, *Member*

Colin McNabb, *Vice-Chairman*

Carolyn Smart, *Clerk*

Andrew J. Sheehan,  
*Town Administrator*

Office (978) 597-1701  
Fax (978) 597-1719

**MINUTES**  
**MAY 5, 2015, 5:30 P.M.**  
**NORTH MIDDLESEX REGIONAL HIGH SCHOOL**  
**19 MAIN STREET, TOWNSEND, MA**

**I PRELIMINARIES**

- 1.1 At 5:31PM, the Vice Chairman called the meeting to order. Roll call showed Colin McNabb, Vice Chairman (CM), Carolyn Smart, Clerk (CS), and Gordon Clark, Member (GC) present.
- 1.2 Pledge of Allegiance observed
- 1.3 CM announced that the meeting is not being tape recorded.
- 1.4 Chairman's Additions or Deletions: None
- 1.5 Town Administrator updates and reports:  
Town Administrator, Andrew Sheehan (AS) reported about the air quality tests to take place in the Annex Building; AS will discuss testing with Mark Mercurio, Facilities Supervisor. AS will also check with Nashoba Board of Health for free testing options.
- 1.6 Board of Selectmen announcements, updates, and reports:  
CS requested two items be added to the next agenda:
  - discussion of the investigation that determined allegations of wrongdoing were unfounded
  - Department of Revenue fiscal health assessment.CM discussed the meeting schedule. All agreed on Tuesday, May 12, 2015 at 5:30PM and Tuesday, May 26, 2015 at 6:00PM.
- 1.7 Approval of meeting minutes: March 31, 2015, April 7, 2015, April 14, 2015. CS moved to approve the meeting minutes March 31, 2015, April 7, 2015, and April 14, 2015. GC seconded. Unanimous.

**II APPOINTMENTS AND HEARINGS**

None

**III MEETING BUSINESS**

- 3.1 Elect Board of Selectmen chairman, vice chairman, and clerk and make liaison assignments for the coming year.  
CS moved to elect Colin McNabb as Chairman and public safety representative. GC seconded.  
Unanimous  
GC moved to elect Carolyn Smart as Vice Chairman and public works representative. CM seconded.  
Unanimous.  
CS moved to elect Gordon Clark as Clerk and general government representative. CM seconded.  
Unanimous.
- 3.2 Review and approve request of Mark Boynton to be reimbursed for two weeks of unused vacation leave.  
CS asked why this request was occurring now and not the end of F15, AS said that Fire-EMS Chief Mark Boynton's (MB) contract ends May 18. CS moved to approve the request of Fire-EMS Chief

Mark Boynton to be reimbursed for two weeks of unused vacation leave in the amount of \$3,167.00. GC seconded. Unanimous.

- 3.3 Review correspondence from Building Commissioner Richard Hanks to amend the building permit fee schedule to establish a building permit fee for a Public Safety Building in the amount of \$4,000. AS explained that the permit fees were in relation to the new Fire Station. CS moved to set the building permit fee for a Public Safety Building in the amount of \$4,000. GC seconded. Unanimous.
- 3.4 Discuss and assign motions for the May 5, 2015 Annual Town Meeting. Motions for the May 5, 2015 Annual Town Meeting were assigned.
- 3.5 Review and approve Application for Permit to Cross, Alter and/or Construct Within a Town Way for Unutil to install a gas services at 20 Worcester Road. CS moved to approve Application for Permit to Cross, Alter and/or Construct Within a Town Way for Unutil to install a gas services at 20 Worcester Road contingent on Unutil repairing gas work site on corner of Harbor Trace and Warren Road. CM seconded. Unanimous.

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

- 4.1 Review request of Fire-EMS Chief Mark Boynton to appoint Eric Modica as Assistant EMS Coordinator at the rank of Lieutenant for a term of May 5, 2015 to June 30, 2015. CS moved to approve the request of Fire-EMS Chief Mark Boynton to appoint Eric Modica as Assistant EMS Coordinator at the rank of Lieutenant for a term of May 5, 2015 to June 30, 2015. CM seconded. Unanimous.
- 4.2 Review request of Christopher M. Beausoleil to be appointed as a Constable with a term from May 5, 2015 to June 30, 2017. CS moved to table item 4.2 pending additional information. GC 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. GC seconded. Unanimous.

CS moved to adjourn at 6:10PM and reconvene at Town Meeting. GC 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.*