



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

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Andrew J. Sheehan,  
*Town Administrator*

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**MINUTES**  
**JUNE 2, 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 Colin McNabb, Chairman (CM), Carolyn Smart, Vice Chairman, and Gordon Clark, Clerk (GC) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 CM announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Add 3.9
- 1.5 Town Administrator updates and reports:
  - Town Administrator, Andrew Sheehan (AS), issued a reminder that the Devens Household Hazardous Products Collection Waste will be open tomorrow and Saturday June 6, 2015, 9AM-12PM.
  - Ground breaking for the North Middlesex High School is Thursday June 4, 2015, at 10AM at 19 Main Street.
  - Debbie Kristoff, the Tax Collector/Treasurer, went out to borrow today for a bond anticipation note sale for the capital borrowing for Fiscal 15, rate of .055%. Paperwork for Board to sign should be in next week.
- 1.6 Board of Selectmen announcements, updates, and reports:
  - GC announced that he attended the new official's finance forum given by on by the Department of Revenue.
  - CS announced that the Second Annual Flag Day celebration would be June 13 from 9AM-4PM on the Common.
  - CS also mentioned that volunteers raised money and are saving funds for playground equipment.
  - CS said that she has been contacted by residents regarding incidents that may have occurred at the Conservation meeting. AS will request all parties involved to prepare a statement, will potentially put on June 30, 2015 agenda to discuss further.
  - CM offered his condolences to Fire Chief mark Boynton on the loss of his mother.
- 1.7 Meeting minutes. None

**II APPOINTMENTS AND HEARINGS**

- 2.1 6:15 Recreation Commission: Meeting with the Recreation Commission regarding the classification and compensation plan and pre-employment physicals. Discussed pre-employment physicals being done by the employee's personal primary care physician, followed by a drug test. Also discussed the hourly pay for summer counselors, including the ability to give raises and increases, given that the pay is coming out of recreations budget, not the Towns. CM suggested that Recreation submit separate

memo's regarding physicals and wages. Discussed developing a form for personal physicians to fill out. CS moved that the Rec director work with AS to create a form to bring to physicians for the temporary help, and bring back for approval by the Board of Selectmen but June 16, 2015. Unanimous. CM requested that Recreation amend the policy for the wages so the Board can review it and other elected Boards can sign off on it. Discussed the annex building. AS reported that Mark Mercurio, Facilities Supervisor (MM), met with an inspector from Mass Department of Public Health, have not yet received a report back. AS will ask MM for a report to clarify on what Mass Dept. of Public Health did. Discussion continued on how much storage the Fire Department needed/was using in the annex.

- 2.2 6:30 Planning Board vacancy: Joint meeting with the Planning Board to fill one or more vacancies. Discussed procedures for filling vacancies. CM called joint meeting of the Board of Selectmen and the Planning Board to order and asked for nominations. Planning Board Chairman made motion to appoint, by majority vote of the Planning Board and the Board of Selectmen Laurie E Shifrin to the Planning Board to fill a vacancy until the next Town Election. Seconded. Unanimous.

### **III MEETING BUSINESS**

- 3.1 Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation. CS moved to enter in to Executive Session at 6:40PM pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining or litigation and to reconvene in open session. Roll vote: CS yes, GC yes and CM yes.
- 3.2 Review and accept grants to Townsend Emergency Management Agency (TEMA) for a mobile and a stationary generator. Tom Whittier of TEMA (TW), explained the request for two generators. Two (2) separate grants, one in the amount of \$42,182 for the mobile generator and the \$65,600 for the generator at Atwood Acres. Discussed who would be responsible for taking care of the generators and assured it would be at no cost to the Town. CS moved to accept the FEMA grant in the amount of \$65, 600 for a generator at Atwood Acres. GC seconded. Unanimous. CS moved to designate CM to sign on the grant. GC seconded. Unanimous. CS moved to accept the FEMA award of \$42, 189 for the purchase of mobile back up supply and designate CM to sign. GC seconded. Unanimous. TW said that TEMA would be approaching the Board for a list of designated driver in the future.
- 3.3 Review and discuss correspondence regarding Unutil electric rates. Brent Conway from the Energy Committee (BC), reported that various utilities in NH have put in for reductions, and Unutil has not followed suit. Energy Committee would like the Board to ask Unutil why they have not offered a reduce rate as well. Discussed having a Unutil representative come in and discuss further.
- 3.4 Review and discuss a request from the Town of Shirley in support of proposed legislation regarding funding for regional school districts, regional school transportation, and special education. AS reported that Shirley and Ayer regionalizes their school district a few years ago, their assessment has been about 5%, struggling to balance budget. Shirley is of the opinion that it is due to the regional school assessment that is affecting their budget, now looking for support from other towns in the area to get state help; regional school assessments, local contribution, regional school transportation, and special education costs not being funded by the state. AS encouraged the Board to read over and think about the proposal. CS suggested getting feedback from the two regional school superintendents.
- 3.5 Review and sign paperwork related to the sale of two parcels of land totaling 26 acres located at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. Last year, Town Meeting approved the sale of two parcels of land to the Division of Fisheries & Wildlife, Locke estates is the name of the subdivision off of Haynes Road. Because it is dedicated open space it is protected under article 97 of the Massachusetts State Constitution, so any change of use or sale of the land requires legislative action. The next step in the filing is signing the option for sale. No cost to the Town other than staff time. CS requested that Brian Riley (Town Council) take a look at the proposal. CS moved to approve and sign

- paperwork related to the sale of two parcels of land totaling 26 acres located at Locke Estates to the Massachusetts Division of Fisheries & Wildlife. GC seconded. Unanimous
- 3.6 Discuss information technology request for proposals (RFP). Contract for information technology is up. As said the request for proposals has been issued and proposals are due in two (2) weeks; he should have a recommendation by June 23. AS discussed the only changes to the contract including a transition year to transfer IT to police communications. CS discussed having the Department of Revenue coming to assess what would be the best option for the Town.
- 3.7 Discussion of Board of Selectmen goals. CM requested an update on the current goal list and include it on the agenda for June 23. CS discussed having DOR come to Town and assess the financial situation. CS moved to request the technical assistance services of the Department of Revenue to come in and perform and assess financial conditions and fiscal health and send a letter to Zach Blake, director of technical assistance asking so. GC seconded. Unanimous.
- 3.8 Discussion of summer meeting schedule. Next meeting will be June 16, 2015, then June 23, 2015. The July meetings will be July 14 and tentatively July 28. The August meeting will be August 11, 2015 and tentatively August 25.
- 3.9 Review and approve Transfer of Appropriations in the amount of \$6,000 to be transferred from Health Insurance to Veterans Benefits. CS moved to approve Transfer of Appropriations in the amount of \$6,000 to be transferred from Health Insurance account 9145740 to Veterans Benefits, 5445380. GC seconded. Unanimous.

CM welcomed Eagle Scouts, and they requested to speak to the Board. Discussed mapping out the hiking trails and making it accessible for the Town. Discussed educating people on the Flag for the second project. CS moved to bless both projects from the Eagle Scouts and wish them lots of luck. GC seconded. Unanimous.

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

#### **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.

GC moved to adjourn from Selectmen's meeting at 7:57PM. CS seconded. Unanimous.