



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

Colin McNabb, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Carolyn Smart, *Vice-Chairman*

Gordon Clark, Clerk  
Office (978) 597-1701  
Fax (978) 597-1719

**MINUTES**  
**JUNE 16, 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 (CS), 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: Delete 2.2; add 2.3
- 1.5 Town Administrator updates and reports:
  - Town Administrator, Andrew Sheehan (AS), met with John DiNapoli from Unitil to discuss concerns brought up at the last meeting, including some network improvements. Discussed the Board looking over provided information to decide if a meeting with Unitil is needed.
  - Nashua River Wild & Scenic Study Committee: The Nashua River Watershed Association would like a primary and an alternative member from the communities.
  - Board of Selectmen will be meeting next week (June 23, 2015) and July 14, 2015.
- 1.6 Board of Selectmen announcements, updates, and reports:

GC read announcement about Townsend Congregational Church hosting a lawn party Thursday June 18, 2015.

GC read announcement congratulating the unsung heroine award being given to Avis Roy.

GC will be attending the meeting of the Library Trustees

GC toured the old library with Fire Chief Mark Boynton and Mark Mercurio, Facilities Supervisor

GC briefly mentioned applicant for the Conservation appointment, Heather Hampson, next agenda will contain conservation appointment.

CS asked about the temporary borrowing in regards to the fiscal year. AS said that the money will carry forward as needed.

CS mentioned that the Highway Department completed replacing pipes and culverts on Pierce Road. And also started the quote process for video camera.

CS asked if facilities maintenance budget reorganization could be added to the July 14 agenda.

CS announced the fundraiser for the pipeline coalition and asked for donations and sellable items.

CS thanked Susan Bresnick for helping out when the Accountant was on vacation.

CS requested revenue reports from AS.

GC asked if Mark Mercurio should be at the meeting to discuss facilities maintenance, Board agreed.

CM attended a service honoring Fire and EMS personnel, which was well done.
- 1.7 Meeting minutes. May 20, 2015. CS moved to approve meeting minutes from May 20, 2015. GC seconded. Unanimous.

## **II APPOINTMENTS AND HEARINGS**

- 4.1 Review and approve the request of the Historic District Commission to appoint Alisa Struthers to the Historic District Commission for a term from June 16, 2015 to June 30, 2017. CS moved to appoint Alisa Struthers to the Historic District Commission for a term effective June 16, 2015 to June 30, 2017. GC seconded. Unanimous.

AS announced that the liquor license hearing has been put off until July 14

- 2.1 6:10PM Public hearing on the petition of Unitil and Verizon to install a utility pole on the southeasterly sideline of Fitchburg Road approximately 85 feet southwesterly from the centerline of Clement Road. CM opened public hearing and GC read legal ad. Discussed location of the pole. CS moved to approve the application of Unitil and Verizon New England Inc. companies duly incorporated respectively for the transmission of electricity for lighting, heating, and power respectively ask permission to construct and use such lines for such transmission with the poles and other fixtures necessary to sustain and protect its wires, upon and along the public ways in the Town on the Fitchburg Road on the southeasterly sideline place a new JO POLE No. T.61S/E.85S approximately 85 feet southwesterly from the center line of the Clement Road. GC seconded. Unanimous.
- 2.2 ~~6:30PM Public hearing on an application seeking to transfer an All Alcoholic Package Store Liquor License for the premises known as the Old Brick Store located at 440 Main Street, W. Townsend. Votes may be taken. POSTPONED TO JULY 14, 2015~~
- 2.3 Gas Pipeline: Carolyn Sellars will provide an update on the pipeline project. Carolyn Sellars attended the most recent pipeline meeting and reported on various new updates including the compressor station locations, and the Townsend Conservation Land Trust will be conducting a public meeting next Tuesday night (June 23, 2015) in Memorial Hall at 7:00PM. Representative Harrington will be attending that meeting to update on what is going on at the state level as well as various other advocacy groups. She discussed the lateral that will go through Townsend. Carolyn Sellars requested that the Board send a letter to FERC to request an open house/meeting in Townsend.

## **III MEETING BUSINESS**

- 3.1 Review and approve transfer of appropriations in the amount of \$10,000 to be transferred from General Property & Liability Insurance, 945-5740 to Medicare, 916-5780. GC moved to review and approve transfer of appropriations in the amount of \$10,000 to be transferred from General Property & Liability Insurance, 945-5740 to Medicare, 916-5780. CS seconded. Unanimous
- 3.2 Review and approve transfer of appropriations in the amount of \$1,500 to be transferred from Unemployment Compensation, 913-5750 to Street Lights, 424-5210. GC moved to review and approve transfer of appropriations in the amount of \$1,500 to be transferred from Unemployment Compensation, 913-5750 to Street Lights, 424-5210. CS seconded. Unanimous.
- 3.3 Discuss reports and related material pertaining to the Conservation Commission meeting of May 27, 2015. AS requested reports from participants at the meeting at the Board's request. The statements were emailed to the Board members, with the exception of some reports that came in today. Discussed the sensitivity of this issue, as well as privacy rights. Also discussed item being discussed in Executive Session and the notice that is required to be given to those being discussed. AS will talk to Brian Riley at Kopelman & Paige for an opinion on how to go forward on this issue. CS suggested possibly getting a mediator involved. Item will be discussed at July 14 meeting.
- 3.4 Review and approve request from the Recreation Commission to amend the Personnel Policies & Procedures Manual by exempting seasonal employees from the Compensation & Classification Plan. Alice Kennedy of the Recreation Commission provided a memo amending the Personnel Policies. Discussed what departments would be effected by this amendment to the policy. AS expressed his concern about diluting the Compensation & Classification Plan. Recreation Director Emy Hoff explained the reasoning that Recreation had for this amendment. CS made a motion to accept the change and request that the Town Administrator to forward the amendment to all elected Boards and departments. GC seconded. CM explained that he would not be voting in favor of it and explained why.

Motion passed 2-1, GC yes, CS yes and CM no. Recreation explained the pre-employment physicals required and what forms are needed to be compliant. Clarified the wording on the proposed change to the physical requirements. The Board agreed it would accept a physical prepared by a physician licensed in Massachusetts as long as the physical is less than 1 year old and further agreed that drug tests shall be administered through the Town's designated physician (currently Health Alliance).

3.5 Receive update on the air quality and environmental testing at the Town Hall Annex at 274 Main Street. Air quality report has not yet been received. CS suggested that the Building Commissioner be involved in reviewing the report as well. Discussed what would be needed to make annex safe.

3.6 Review and approve request of Unutil to Cross, Alter and/or Construct Within a Public way at the following locations.

- 172 Fitchburg Road for a gas service installation;
- 366 Main Street for a gas service installation;
- 347 Main Street for a gas service installation.

CS made a motion to approve request of Unutil to Cross, Alter and/or Construct Within a Public way at the following locations:

- 172 Fitchburg Road for a gas service installation;
- 366 Main Street for a gas service installation;
- 347 Main Street for a gas service installation.

GC seconded. Unanimous.

3.7 Review and sign letter of support for the application of the Planning Board to apply to the Montachusett Regional Planning Commission (MRPC) for District Local Technical Assistance funding. Jeanne Hollow of the Planning Board has been working on MRCP look at the zoning bylaws to assess if there is a need for two family zoning in the town. GC expressed concern of the letter including the five to six family dwelling. CS said that this is just a request for information. CS read the letter. CS moved to approve and have Chairperson sign the letter. GC seconded. Unanimous

3.8 Review and approve one-year extension with Radio Engineering Associates to provide government access television and related services. AS said that the Town has had many previous contracts with Radio Engineering Associates, Steve Cloutier. CS moved to approve the one-year extension with Radio Engineering Associates to provide government access television and related services. GC seconded. Unanimous. CS asked about IT bids, and who would be reviewing them. CS requested to be part of the review team.

3.9 Discuss information and resources available from the Massachusetts Municipal Personnel Association (MMPA). AS reported the information that is available on the MMPA website. CS asked about the username and password to access the data, suggesting a generic username and password. AS will check to see if sharing the username and password is acceptable. CS moved to have Mr. Sheehan check with the MMPA to be sure that a generic username and password can be assigned to access the MMPA website. GC seconded. Unanimous.

3.10 Review and approve updated policy for the Disposition of Surplus Property. AS discussed the revised surplus property policy. State raised the dollar amount. CS said that the Town's bylaw does not permit this. Discussed the surplus property policy and what the update would mean for the Town. AS will send policy to counsel for review.

3.11 Review and approve sending Engine 6, previously approved for disposition, to an auction for disposition. CS moved to approve the request of the Fire Chief to send Engine 6 that was previously approved for disposition to an auction for disposition. GC seconded. Unanimous.

#### **IV APPOINTMENTS OF PERSONNEL/OFFICIALS** See 4.1 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 outside of session. GC seconded. Unanimous.

GC moved to adjourn at 7:38PM. CS 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.*