



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

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

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MINUTES
JULY 28, 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 3.2, 3.3; delete 2.3
- 2.4 Review and approve the Housing Authority's Housing Production Plan. Laura Shifrin explained the intent of the plan, reported that the State approved it, but requests a letter from both the Planning Board and the Board of Selectmen. CS moved to approve the Town of Townsend Housing Production Plan and forward on to the Department of Housing & Community Development. GC seconded. Unanimous. CS moved to approve and sign the letter to be submitted with the Housing Production Plan. GC seconded. Unanimous.
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), reported that the Department of Public Utilities is holding a meeting at Fitchburg Memorial Middle School on Wednesday August 12 at 7:00PM to discuss Unutil rate increases.
 - DPW study request has been sent to the State; hoping to start around October.
 - Mass IT community compact was sent additional information.
 - The Board approved sending Engine 6 out to auction, which received no bids. The Fire Chief sent it down to CT for \$1600.
 - Gas pipeline project scoping meetings are coming up around the area. Meeting of the Massachusetts Energy Facilities Siting Board next Tuesday, August 6 at Lunenburg High School at 7PM. Carolyn Sellars put together a letter that she would like one of the Selectmen to read at the meeting, which GC read.
 - AS is still trying to set up a pipeline meeting with Lunenburg and Mason, NH. AS will reach out and try to set up a meeting for August 18, 2015.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - GC asked about the Board getting usernames and passwords for the MMPA. AS is working with MMPA to put a generic password to one of the accounts.
 - GC discussed attending some committee meetings and possibly instituting monthly reports from department heads.
 - CS discussed speaking with the auditor from Melanson and Heath about a fraud program.
 - CS requested putting the Highway sidewalks discussion on a future agenda.

- CS discussed the Building Commissioners request to meet with the Board regarding his stipend. CS said she forwarded the Building Commissioners email regarding his stipend to labor counsel.
- CM read announcement from the Friends of the Townsend Seniors and Friends of the Townsend Library who will be at the Common 7:30 on August 6th selling food and baked goods in conjunction with the Townsend Military Band.
- CM offered his condolences and prayers to the family of Elizabeth Stone.

1.7 Meeting minutes:

II APPOINTMENTS AND HEARINGS

2.1 Discuss the reorganization of the Facilities Maintenance Department. Mark Mercurio, Facilities Manager, (MM) was present to discuss the reorganization of the Facilities Department. HRS has not yet provided the reclassification. AS suggested clearly laying out responsibilities of the Facilities Manager. Discussed shortcomings in Townsend as the absence of an HR function; HRS provides an unbiased opinion on job classification and compensation. AS will ask HRS to provide the classification for the next meeting. Discussed what the facilities budget currently covers. CS suggested a breakdown of what the facilities budget pays for each building. GC said a work session maybe in order to clarify this item.

CM requested a 5 minute recess at 6:55PM

2.2 Review and discuss Board of Selectmen and Town Administrator goals. AS read a memo summarizing the affinity diagram. There are 4 broad categories that were identified as top priority areas: financial sustainability, policies and procedures, existing employees and IT. Within the 4 categories there are 5 or 6 subcategories; Financial sustainability includes balanced budgets, new revenue sources, delinquencies and collections, 5 year budget projection and retiree health insurance which is also linked to existing employees. CM and GC discussed retiree health insurance, and the ability to provide it based on funds, decided that GC would help look at health care plan. Discussed financial sustainability and possibly of creating a working group for budget sustainability. CM suggested a joint meeting with the Finance Committee and Capital Planning. Discussed asset reporting policy. AS suggested a Town Hall meeting session with residents to come up with some new revenue ideas, similar to what the Finance Committee did several years ago. CS said that the Board should meet with the Conservation Commission regarding cleaning up the Squannacook River. Discussed material weakness based on the risk assessment. GC suggested looking at job descriptions as employees retire to assess necessity of positions. Discussed the personnel policies needing updating. CS said that a personnel grievance board could help with the personnel policies, which needs to be a priority. CS suggested asking for feedback from department heads and employees on updating policies. CS wants to have a Saturday work session with all boards, committee, and departments. GC said that they should try the Saturday work session as a trial, perhaps getting Kopelman and Paige to provide training. Discussed other options for employee training. Discussed monthly department head meetings. Discussed workers compensation and insurance binders for employees as well as safety committee. AS needs to discuss IT with Steve and Joe Cloutier, who are currently contracted to maintain the Town's IT. Community Compact may help assess issues as well. Discussed bylaw review committee after Charter review committee is complete. AS will be discussing municipal aggregation at an upcoming meeting. CM suggested meeting on August 25 to re-address goals after going over the information provided. GC said that an employee handbook needs to be a primary goal as well as monthly accounting of vehicle usage.

~~2.3 Executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with former nonunion Water Department personnel. Votes may be taken.~~

III MEETING BUSINESS

3.1 Review and approve requests from Unitil to cross, alter, or construct within a Town way to install gas services at 166 Fitchburg Road Lot 6 and 168 Fitchburg Road Lot 5. CS moved to approve requests

from Unitil to cross, alter, or construct within a Town way to install gas services at 166 Fitchburg Road Lot 6 and 168 Fitchburg Road Lot 5. GC seconded. Unanimous.

- 3.2 Sign reimbursement request for Winter Recovery Assistance Program in the amount of \$63,853. CS moved to sign reimbursement request for Winter Recovery Assistance Program in the amount of \$63,853. GC seconded. Unanimous.
- 3.3 Sign District Local Technical Assistance contract with the Montachusett Regional Planning Commission. CS moved to approve and sign District Local Technical Assistance contract with the Montachusett Regional Planning Commission. GC 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 warrant outside of session. GC seconded. Unanimous.

GC moved to adjourn at 8:25 PM. 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.