



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

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MINUTES
AUGUST 11, 2015, 5:30 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 5:32PM 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 4.2
- 2.1 5:30 Discuss the reorganization of the Facilities Maintenance Department. The discussion may include an executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. Town Administrator, Andrew Sheehan (AS), gave the Board a summary of what Mark Mercurio, Facilities Manager, (MM) position entails. HRS classified position to raise the grade to a T7 from T6. Discussed available funding and grade/step system as well as current supervisory level of position. Currently MM takes care of seven (7) building, with three (3) more to be added. Discussed adding a part time employee as opposed to temporary help. At 5:50PM, CS moved to enter in to executive session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel and reconvene in open session. GC seconded. GC aye; CS aye; CM aye.

Returned from Executive Session at 6:26 PM in to a 5 minute recess.

- 1.5 Town Administrator updates and reports:
- Meeting in Lunenburg at the high School for the Pipeline Coalition. Leslie Gabriliska, the Conservation Agent, will be attending. AS and CS will also be there. Coalition is sending a letter to Gov. Baker. AS is still trying to coordinate a meeting with Mason NH board of Selectmen and Lunenburg Board of Selectmen.
 - The Town Hall phone system is failing. AS received a quote for a new system from Moore communication, but funding was not included in the budget for this.
 - AS spoke to Peter Collins, the OPM of the High School Project. There is a lot of top soil, which has been given to Cemetery & Parks, Highway and is now being offered to the other towns. Top soil will most likely end up as surplus, getting a couple dollars per yard. He clarified that it is not loam and to be used as such would need to be amended with compost or other organics.
- 1.6 Board of Selectmen announcements, updates, and reports:
- GC read lawn party announcement for Thursday August 13, 2015.
 - GC asked AS for employee evaluations for the next meeting.
 - CS announced that Tyler has his vegetable stand this weekend
 - CS requested to meet with the Treasurer/Tax Collector at the next meeting.
 - CS requested to discuss for the meeting on the August 25, 2015

- CS requested a joint meeting with Conservation Commission to discuss cleaning up the Squannacook River
- CM announced that he will be resigning from the Board of Selectmen in the next few weeks as he has been accepted in to the seminary.

1.7 Meeting minutes: June 16 and June 23, 2015. CS moved to approve meeting minutes from June 16, 2015 and June 23, 2015. GC seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

2.2 6:15 Presentation of the FY14 audit and related discussions with Eric Demas of Melanson & Heath. Eric Demas (ED), reported that the audit went well. Town Accounting system is well maintained. ED explained the audit report and management letter. ED said there is significant improvement over the prior year. The cash reconciliation material weakness has been resolved; the material weakness regarding Water collections will go away with the recently implemented changes; risk management remains a concern, but can be addressed with a program Melanson Heath offers; and invoices need to be retained in the Accountants office. ED described the Whistle Blower hotline program that Melanson & Heath offers which includes training, promotes safety and ethics in the workplace. CS moved to have the Board enter in to contract with Melanson & Health for the program and pay for it from the Selectmen's budget. GC seconded. Unanimous.

2.3 6:45 Meeting with the Recreation Commission regarding to the use of the Town Hall Annex. Recreation Commission asked for the Board of Selectmen's blessing to officially give recreation the Town Hall Annex. Recreation will be responsible for installing a new ramp after taking down the old one. This week, the Department of Corrections will be helping to move files, remove carpet and tile. CM asked about the air quality and mold risks. Alice said the air quality is no longer an issue. CM wants testing down before deeming the Annex habitable. GC said he will continue to work with Recreation and report back to the Board. CS moved to authorize the Recreation Commission with GC as a liaison to report back to the Board. GC seconded. Unanimous

2.4 7:00 Meeting with Labor Counsel David Jenkins to discuss the Conservation Commission meeting of May 27, 2015. The discussion may include an executive session pursuant to GL c. 30A, s. 21(a)(1) to discuss discipline or complaints or charges against an individual. CS moved to enter in to executive session pursuant to GL c. 30A, s. 21(a)(1) to discuss discipline or complaints or charges against an individual. GC seconded. GC aye; CS aye; CM aye.

2.7 8:00 Executive Session pursuant to GL c. 30A, s. 21(a)(1) to discuss a complaint against a public officer. Item followed 2.4 in Executive Session.

3.1 Review request of the Cemetery & Parks Commission to declare surplus a 2003 Ford Expedition and authorize disposition. CS moved to declare surplus a 2003 Ford Expedition, VIN number with a Kelly Blue Book Value to be determined. GC seconded. Unanimous.

2.5 7:30 Meeting with Highway Superintendent Ed Kukkula regarding the Route 119 sidewalk, winter operations, and FY16 projects. Highway Superintendent Ed Kukkula (EK) discussed some of the roads the Highway Department would be milling and resurfacing, along with the cost of repairs. Discussed winter operations and EK's research in to using salt as opposed to the 50/50 combination used currently. CS moved to move forward on sidewalk plan and design. GC seconded. Unanimous.

2.6 7:45 Meeting with Building Commissioner Richard Hanks regarding his additional compensation for the North Middlesex Regional High School (NMRHS) building project. CS moved to enter into an agreement with the Town and Richard Hanks as incorporated therein. GC seconded. Unanimous.

III MEETING BUSINESS

3.2 Review bids and award contract for unleaded gasoline. As said that Shattuck Oil submitted a bid for gasoline. CS moved to authorize the Town Administrator to accept the bid for fuel at base price. GC seconded. Unanimous.

- 3.3 Discuss creation of a Department of Public Works (DPW) Exploratory Committee. CM suggested waiting to discuss this item until the August 18, 2015 meeting when Cemetery and Parks Commission could be present. Discussed meeting at 5:30PM on Tuesday August 18, 2015.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Review recommendation of the Cultural Council to appoint Lynne LeBlanc for a term from August 11, 2015 to June 30, 2017. CS moved to appoint Lynne LeBlanc to the Cultural Council for a term effective August 11, 2015 through June 30, 2017. GC seconded. Unanimous.
- 4.2 Consider the appointment of Michael Turgeon to the Conservation Commission for a term from August 11, 2015 to June 30, 2016. CS moved to approve the appointment of Michael Turgeon to the Conservation Commission for a term from August 11, 2015 to June 30, 2016. GC seconded. CS and GC voted yes, CM voted no. Motion passed 2-1

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 asked AS to ask David Jenkins of Kopleman & Paige about employee email.

Jim Deroian of the Conservation Commission asked if he could get an update on Attorney Jenkins' report regarding the Conservation Commission May 27, 2015 meeting, CM said no.

GC moved to adjourn at 9:24PM. 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.