



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

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Town Administrator

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MINUTES
AUGUST 18, 2015, 5:30 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 At 5:30PM 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: None
- 1.5 Town Administrator updates and reports:
 - Town Administrator, Andrew Sheehan (AS), heard back from the Dept. of Revenue (DOR) regarding studying a consolidated Public Works Dept. DOR had a project fall through and will be in Town earlier than originally anticipated.
 - Tax Collector/Treasurer, Debbie Kristoff (DK), was at the meeting to discuss what is going on with deferred compensation. DK reported that the monies had been electronically transferred to Great West, everything is now set up and deductions will be taken and sent in going forward. CS asked that notification be sent to employees with the next paystub which DK said she will do. GC asked DK to come to the next meeting for an update.
- 1.6 Board of Selectmen announcements, updates, and reports:
 - CS asked if there could be gathering at next week's meeting for CM, but there is a full schedule.
 - CS asked about having prisoners come out to paint the municipal garage, AS said that the quality of their work is not great and he and Facilities Manager Mark Mercurio do not recommend using the prisoners. Quotes have been obtained and Town Meeting will be asked to reallocate money for the project.
 - CS asked about the West Townsend Reading Room bid for windows and vinyl siding. AS said that no bids were received. CM suggested contacting Nashoba Tech. AS will contact Nashoba Tech. The Historic District also needs to sign off on putting vinyl siding on the historic building.
 - CS asked about the Red Flag Service through Melanson & Heath. AS signed the contract and sent it in. Employee training will be set up as well as contact people once the contract is fully executed.
 - CM announced the Farmers Market would be held on the Common this Saturday from 9A-1P.
- 1.7 Approval of meeting minutes.
 - Executive session: June 23, 2015 and July 14, 2015. AS suggested that the Board could approve the Executive session minutes but not release. CS moved to table approval of the Executive Session meeting minutes June 23, 2015 and July 14, 2015. GC seconded. Unanimous.
 - Open Session: July 14, 2015. CS moved to approve the meeting minutes of July 14, 2015. GC seconded. Unanimous.

II APPOINTMENTS AND HEARINGS

- 2.1 6:00 Meeting with Fire-EMS Chief Mark Boynton to discuss the following:
- Abatement of ambulance bills: Chief Mark Boynton (MB) discussed the bills asking for reduction. CS asked if the Town has a hardship policy, MB said not that he or AS were aware of. CS said she was in favor of writing a policy. CS asked MB if he could research a policy to put in place. GC suggested rejecting the first request and tabling the second request. CS moved to deny the request to abate the ambulance bill for incident dated 1/22/2014. GC seconded. Unanimous.
 - Formation of a committee to consider a monument commemorating the former girls' school at 456 Main Street. Discussed in conjunction with item 2.2
- 2.2 6:15 Meeting with Len Abreu regarding the disposition of the American Legion. Len Abreu, (LA), stated that no one in Town is opposed to a new fire station, but many opposed to knocking down the American Legion, a very historic building. LA suggested a few options on where to relocate the Legion on Town property. LA also suggested leaving the American Legion where it is and build the new fire station where the old station currently is, and storing fire trucks offsite while it is being built. MB explained that the current plan is to do an asbestos removal and tear the building down, which will cost about \$50,000. The Fire Station Committee took all items into consideration when deciding to build a new station, including response time. MB said that storing the trucks offsite is not an option, because the trucks need to be in a climate controlled environment. MB discussed what was on the agenda, forming a committee to consider a monument commemorating the former girls' school at 456 Main Street. CS suggested asking the Veterans Monument Committee to help. GC suggested that some of the residents who voiced concerns about moving the Hall should be on the Committee. CM asked what would happen to the building once it was potentially moved. A resident suggested turning the Legion into apartments. Chairman of the Fire Station Committee, William Elliott, (WE), explained at Town Meeting it was voted to keep the station at its current location. CM said that it was voted on to tear down the building at Town Meeting, so the decision had already been made. Discussed a citizen petition and what would be needed to add an article to Special Town Meeting.
- 2.3 6:30 Joint meeting with the Planning Board to fill a vacancy to serve until the next annual election. CM called the joint meeting to order and called for a nomination; Chris Nocella (planning Board) moved to nominate Kathleen Araujo to fill vacancy on the Planning Board by majority vote and Board of Selectmen's approval. CS seconded. CM called roll call vote, GC aye, CS-aye, CM-aye Laura Shifrin (Planning Board) aye, Chris Nocella aye. CM announced, by majority vote, that Kathleen Araujo will serve until the next annual election.
- 2.4 6:45 Meeting with Town Clerk Kathleen Spofford to discuss the following.
- Posting for an Assistant Town Clerk: Sue Funaiole, the current Assistant Town Clerk, will be retiring as of September 18, 2015. Town Clerk Kathleen Spofford, (KS) will be splitting the current position in to two (2) positions. One will be a benefited 20 hour position and the other will be a part time department assistant. She said it will provide better office coverage. GC said he supports anything that improves customer service.
 - Special election to fill a vacancy on the Board of Selectmen. CM will be leaving August 26, 2015. KS said she will need 65 days to run an election and suggested Tuesday, November 17, 2015. The earliest possible date would be October 27, 2015. GC suggested waiting a week to obtain more information. CS moved to table setting the Special Election date to next week. GC seconded. Unanimous.
- 3.2 Review and discuss Planning Board mandatory referral regarding renewal of a Special Permit for a cell tower at 12 Ball Road. CS moved to sign no comment to the Planning Board mandatory referral regarding renewal of a Special Permit for a cell tower at 12 Ball Road. GC seconded. Unanimous.
- 3.3 Review and discuss Zoning Board of Appeals mandatory referral for Keith & Mary LeTourneau for a Special Permit, Variance, or Appeal to use an existing kennel at 352 Main Street to house stray animals

picked up by the Animal Control Officer. CS voiced concerns about a Town Kennel and the liability, and requested asking for Town Counsel for an opinion. CS moved to table the discussion and contact Town Counsel. GC seconded. GC voted yes, CS voted yes, and CM voted no. Motion passed 2-1.

- 3.8 Review and sign notice to proceed with Weston & Sampson for design of a sidewalk on Main Street from South Street to Harbor Church. Discussed the poor condition of sidewalk on Main Street from South Street to Harbor Church. CS moved to approve and sign notice to proceed with Weston & Sampson for design of a sidewalk on Main Street from South Street to Harbor Church. GC seconded. Unanimous.

CM called a brief recess at 7:02PM

- 2.5 7:00 Meeting with the Conservation Commission to discuss the 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. At 7:13PM 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, and Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. GC seconded. GC aye, CS aye, CM aye. Unanimous.
- 2.6 7:30 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. See above

III MEETING BUSINESS

- 3.1 Discuss formation of a Department of Public Works (DPW) study committee. John Barrett, of the Cemetery and Park Commission requested that this discussion be put off until next week so that he could attend. CS said that she spoke to Mr. Barrett to clarify what would be discussed. CS explained that a DPW exploratory committee would work together with the Dept. of Revenue, meeting with various departments to discuss the pros and cons of a DPW. CS moved to form a DPW exploratory committee with three (3) at large members with a charge to explore whether the formation of a DPW would be beneficial for Townsend and that the highway representative will be the liaison and to ask the Town Administrator to post for the Committee this week. GC seconded. CS yes, GC yes, CM no. Motion passed 2-1.
- 3.4 Review and approve one day liquor license for the Friends of the Townsend Library for a wine tasting/charity pour to be held at the Townsend Meeting Hall, 12 Dudley Road, from 6-9PM on October 3, 2015. GC and CS said the benefactor has indicated that he opposed the serving of alcohol in the building. CS moved to approve the one day liquor license for the Friends of the Townsend Library for a wine tasting/charity pour to be held at the Memorial Hall at 272 Main Street with serving hours from 6-9PM on October 3, 2015. GC seconded. Unanimous. CS moved to waive the normal rental fees for Memorial Hall for the particular event to be held on October 3, 2015 for the Townsend Library Event. GC seconded. Unanimous.
- 3.5 Review and approve request of Rev. Mark Brockmeier to hold the Greg's Run on October 10, 2015 and to close Brookline Street from Main Street to Highland Street. CM thanked Rev. Mark Brockmeier as well as Chip Mann from St. John's to keep the race going. CS moved close Brookline Street from Main Street to Highland Street to hold Greg's Run on October 10, 2015. GC seconded. Unanimous.
- 3.6 Discuss Charter changes recommended by the Charter Committee. Tabled to September 8th meeting.
- 3.7 Review request of Highway Superintendent Ed Kukkula to declare surplus certain Highway Department equipment. CS moved to approve the request of the Highway Superintendent Ed Kukkula to declare surplus certain Highway Department equipment, as incorporated there in with (attached) this list. GC seconded. Unanimous.
- 3.9 Review and discuss report from Human Resources Services, Inc. (HRS) regarding the update to the non-union employee compensation and classification plan, including reclassification of the Facilities Manager from Grade 6 to Grade 7 and creation of Water Technician in Grade 6. AS said that this is the report to update the compensation and classification plan, including the Facilities Manager and Water

Technician update. The plan addresses all non-union employees. CS disclosed that she has submitted a resume for the Assistant Town Clerk position and made a motion that for the purposes of discussion for the comp and class plan that the position of Assistant Town Clerk and the position of Police Department Coordinator be pulled from the discussion and voted on separately. GC seconded. Discussed tabling this until Town Counsel offered opinion. The discussion was tabled to September 8th.

- 3.10 Review and consider adopting a resolution to become an intervener in the Tennessee Gas/Kinder Morgan pipeline project known as Northeast Energy Direct. AS said being an intervener allows the Town to appeal or contest of FERC decisions. CS moved to adopt a resolution to become an intervener in the Tennessee Gas/Kinder Morgan pipeline project known as Northeast Energy Direct. 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 at 9:02PM. 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.