



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

Carolyn Smart, *Chairman*

Gordon Clark, *Vice-Chairman*

Cindy King, *Clerk*

Andrew J. Sheehan,
Town Administrator

Office (978) 597-1701
Fax (978) 597-1719

MINUTES
DECEMBER 1, 2015, 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES

- 1.1 Chairman called the meeting to order. Roll call showed Carolyn Smart Chairman (CS), Gordon Clark Vice Chairman (GC), and Cindy King Clerk (CK) present.
- 1.2 Pledge of Allegiance observed.
- 1.3 Announce that the meeting is being recorded for minute purposes.
- 1.4 Chairman's Additions or Deletions: delete 2.1
- 1.5 Approval of meeting minutes. None

II APPOINTMENTS AND HEARINGS

- 2.1 ~~Discussion with Labor Counsel David Jenkins regarding open personnel and labor issues. The Board may enter Executive Session pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel or pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respect to collective bargaining with the supervisory union and/or litigation. Votes may be taken.~~

III MEETING BUSINESS

- 3.1 Review Board of Selectmen liaison assignments. Reviewed liaison assignments that Andrew Sheehan Town Administrator (AS) put together. AS said that he received a call from the Chairman of the Energy Committee who is requesting a liaison on the Board of Selectmen as well. Discussed CK being the liaison for the Energy Committee.
- 3.2 Review Interim Town Administrator resumes and discuss terms of engagement, including hours per week, contract term, and eligibility for the permanent position. CS discussed the resumes for Interim Town Administrator that had been received. AS put together a rating sheet for ease. Discussed all three Board members top five choices to interview candidates, as well as how many interviews would take place. Discussed each Board members top choices; CK picked Douglas Meagher, Michael Bissinette, Gene Ferrari, Suzanne Kennedy, CS picked Suzanne Kennedy, Kevin Paicos, John Barrett, John Sanguinet, Carter Terenzini and GC picked Suzanne Kennedy, Kevin Paicos, James Kreidler. Discussed qualifications of each candidate and narrowed it down to interviewing Suzanne Kennedy, Kevin Paicos, Carter Terenzini and James Kreidler. AS will schedule interview times with candidates to begin on Wednesday December 9, 2015. Discussed 40 hours a week for this position.
- 3.3 Vote to authorize the Police Chief to close Elm Street on December 13, 2015 for the dedication of the Fire-EMS Headquarters Station. CK moved to authorize the Police Chief to close Elm Street on December 13, 2015 for the dedication of the Fire-EMS Headquarters Station. GC seconded. Unanimous.
- 3.4 Update on payments for insurance premiums. AS said that all payments are up to date.

- 3.5 Update on FY15 year end. AS said that there are still come cash closeout issues that are being worked on, not much of an update since last week. CS asked how much work the Town Accountant had before being able to file with the state, AS said it would take a few weeks. CS said that she spoke with the Accountant and she had not received the tax balances, AS said that she had received the tax balances over the weekend.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 None

V WORK SESSION

- 5.1 Town Administrator updates and reports:

- Town Administrator Andrew Sheehan, (AS) said that his potential last day will be December 10, 2015 and the Board needs to consider finding a replacement for him on the Police Chief Search Committee.
- AS discussed the demands on the Selectmen's Office and strongly advised the Board to increase the hours for the Executive Assistant to the Town Administrator as well as a step increase to go along with additional demands. AS will put this item on Tuesday's agenda to discuss further

- 5.2 Board of Selectmen announcements, updates, and reports:

- CK suggested adding budget requests from department heads to the next agenda.
- GC said that he received come concerning calls, one from the Fire Chief regarding communication center about personnel leaving, would like AS to talk to Fire Chief and get a report for the next meeting. GC said that there was an issue with communications regarding the fire on Warren Road.
- CS said the DPW Committee met with Highway Supervisor Ed Kukkla and will be meeting with the Water Department in January.
- Discussed open meeting laws with some residents in the audience.

- 5.3 Review and sign bills payable warrants. CK moved to review and sign bills payable warrants outside of session. GC seconded. Unanimous.

CK moved to adjourn at 7:18PM. GC 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.