



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

Carolyn Smart, *Chairman*

Gordon Clark, *Vice-Chairman*

Cindy King, *Clerk*

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*Town Administrator*

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**MINUTES**  
**DECEMBER 8, 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), present. Cindy King, Clerk (CK) was out of the room at the time
- 1.2 Pledge of Allegiance observed
- 1.3 Chairman announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: Delete 3.2, 3.4, 3.7, 5.1, 5.2, 5.4
- 1.5 Approval of meeting minutes. None.

**II APPOINTMENTS AND HEARINGS**

- 2.1 6:05P.M. Tax classification hearing. GC read legal notice. Vicki Tidman, Chief Assessor briefly explained the tax classification. GC moved to adopt a commercial residential factor of 1.0 as recommended by the Board of Assessors. CS seconded. GC and CS voted yes. CK was out of the room at the time of the vote. CS moved to close the public hearing at 6:06PM. GC seconded. CS and GC voted yes. CK was out of the room at the time
- 2.2 6:15P.M. Discussion with Brian Keating of Montachusett Regional Planning Commission (MRPC) to gather public input on a grant application for funding under the federal Community Development Block Grant (CDBG) program. GC read legal ad. Brian Keating of Montachusett Regional Planning Commission (MRPC) explained the Community Development Block Grant (CDBG) application process overview and provided a handout as well. CK moved to submit an application for the Community Development Block Grant for housing rehab and fuel assistance in conjunction with the Town of Shirley. GC seconded. Unanimous. CS closed the public hearing at 6:27PM. GC seconded. Unanimous.

CK joined the meeting at 6:08PM

- 2.3 6:45 Meeting with the Board of Health to discuss the following.
  - Withdrawing from the North Central Regional Solid Waste Cooperative (MassToss);
  - Vote to accept a Sustainable Materials Recovery Program (SMRP) grant from the Massachusetts Department of Environmental Protection (DEP) for recycling of residential mattresses.

CS said that the Board of Health (BOH) voted at their last meeting to withdraw from MassToss that the Selectmen need to approve. CS received a note from Karen Clement that she wanted read speaking to encouraging the Town of Townsend to continue to participate in MassToss and considers it a valuable asset to recycling (see attached). CS asked the Chairman of the Board of Health, Jim Le'Cuyer (JL) to explain why the BOH opted out of MassToss, JL said that the Town has their own recycling center and is self-contained and self-sufficient. CS said that the Board of Selectmen does not have the ability to supersede the BOH's decisions, so if residents have concerns regarding MassToss they should be directed to the BOH. Sue Lisio asked what other services MassToss provided, JL said that he is not 100% sure what is provided, just that Townsend is self-

sufficient and open to other towns that do not have recycling centers. CS said that she spoke to the BOH administrator and believed that there was not enough money in the BOH budget to fund MassToss. Discussed benefits of MassToss that went beyond recycling such as help with grants and informing residents on best recycling practices. Resident asked if the fees from the recycling center charged to out of towners were making a profit, JL said at this time not a profit but breaking even. CK moved to accept a Sustainable Materials Recovery Program (SMRP) grant. GC seconded. Unanimous.

### **III MEETING BUSINESS**

- 3.1 Discuss the selection or appointment of a Treasurer-Collector or Interim Treasurer-Collector. CS discussed that Deborah Kristoff, the Treasurer Collector asked to extend her resignation date to December 12, 2015 and the Town Clerk has accepted it. CK is working with the Accountant and Assessor as part of a screening committee for candidates. CK moved to accept the new resignation from Deborah Kristoff. GC seconded. Unanimous. CK said that they are reviewing candidates and are obtaining bids from consulting agencies to temporarily fill the position on Treasurer/Tax Collector. GC asked that he be given resumes to review as well. CK said that the recommendation of the committee is to hire an agency. Will add an update for the next agenda.
- ~~3.2 Discuss the selection of an Interim Town Administrator. Votes may be taken.~~
- 3.3 Discuss recommendation to increase the hours and rate of the Executive Assistant to the Town Administrator. The Board review Town Administrator, Andrew Sheehan memorandum (see attached) regarding an increase in hours and wages for the Executive Assistant. GC said that he was inclined to wait until an Interim Town Administrator started to access the need. CK said that she was in favor of the hour increase but would like more of a discussion about the step increase. Discussed the increase meeting responsibilities as well as the typical day to day work required of the position. GC suggested to increase the hours just to January 1<sup>st</sup> then evaluate needs and then involve the Interim Town Administrator. CS said that the position of Executive Assistant to the Town Administrator was always funded at 35-40 hours per week and it is a tremendous amount of work. CS said that she would support the 35 hours or more as needed and to possibly review it in a couple of months, but not comfortable with a step increase. CK said that she would have voted for 40 hours and that when she makes the motion she would like to keep the hours until June 30, 2016 and review at that time. CK moved to increase the Executive Assistant to the Town Administrator hours to 35 until June 30, 2016 the end of the fiscal year. GC seconded. Unanimous.
- ~~3.4 Sign proclamation celebrating the dedication of the new Fire-EMS Headquarters Station at 13 Elm Street and marking the 140<sup>th</sup> anniversary of the Townsend Fire Department. Votes may be taken.~~
- 3.5 Vote to approve and sign annual license renewals. CS explained that typically the vote is to approve the different categories of licenses contingent upon all necessary paperwork being filed. CK moved to sign the Sunday Entertainment licenses contingent upon all the appropriate paperwork being filed and to be signed outside of session. GC seconded. Unanimous. Jeanne Hollows of the Planning Board said that the Planning Board did not have a chance to review the licenses yet, CS said that the licenses will not be released until all paperwork and feedback is received. CK moved approve motor vehicle junk license class 3 and to sign out of session contingent upon all necessary paperwork being submitted. CK moved to approve and sign out of session all class 1 and 2 licenses contingent upon all paperwork being submitted. GC seconded. Unanimous. CK moved to approve and sign out of session all common victuallar licenses contingent upon all paperwork being submitted. GC seconded. Unanimous. CK moved to approve and sign out of session alcohol beverage license pending all appropriate paperwork being submitted and to sign out of session. GC seconded. Unanimous.
- 3.6 Approve 2016 holiday schedule. CS explained that the holiday schedule is based on the state holiday schedule. CK moved to except the list of holidays for calendar year 2016 following the states list. GC seconded. Unanimous,
- ~~3.7 Review and discuss FY17 operating budget instructions. Votes may be taken.~~

- 3.8 Review and sign c. 90 Final Report for reclaiming and repaving Pierce Road. CK moved to approve the final report for reclaiming and repaving Pierce Road to Ash Road. GC seconded. Unanimous.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

- 4.1 None

**V WORK SESSION**

- ~~5.1 Town Administrator updates and reports. Votes may be taken.~~  
~~5.2 Board of Selectmen announcements, updates, and reports. Votes may be taken.~~  
5.3 Review and sign payroll and bills payable warrants. GC moved to review and sign payroll and bills payable warrants outside of session. CK seconded. Unanimous.  
~~5.4 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to discuss strategy or to conduct negotiations with non-union personnel with respect to the Town Administrator.~~

GC moved to adjourn the Board of Selectman's meeting at 6:58PM. CK seconded. Unanimous.