



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

Carolyn Smart, *Chairman*
James Kreidler,
Interim Town Administrator

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MEETING MINUTES
MARCH 8, 2016 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 Chairman announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions:

II APPOINTMENTS AND HEARINGS

- 2.1 Review and approve one day liquor license for Jennifer Davidson for Townsend Congregational Church for a Charity Auction on May 7, 2016 with serving hours from 6:00PM-9:00PM. CK moved to approve one day liquor license for Jennifer Davidson for the Townsend Congregational Church for a Charity Auction on May 7, 2016 with serving hours from 6:00PM-9:00PM. GC seconded. Unanimous.
- 2.2 Review and approve Junk Collector's License for MJS Metals and for the Town Clerk to sign. CK moved to approve Junk Collector's License for MJS Metals and for the Town Clerk to sign. GC seconded. Unanimous.

III MEETING BUSINESS

- 3.1 Discuss setting up a meeting with Mason (NH), and Lunenburg Boards of Selectmen to discuss the pipeline. Carolyn Sellars discussed the necessity to have the Board involved with the pipeline. Discussed the need for Townsend to be a part of the Pipeline Coalition. Town Administrator James Kreidler, (JK), said that he would get involved and attend the meetings. Discussed having a member of the Board also attend the meetings. The Department of Public Utilities (DPU) is having a local hearing Tuesday April 5, 2016 in Lunenburg. CS said that all members of the Board should attend the April 5 hearing, which is open to the public as well. Carolyn Sellars discussed the importance of keeping the residents of Townsend informed of the Fitchburg lateral.
- 3.2 Discuss and approve the Cultural Council using the Council on Aging bus for their Earth Day Celebration. Ed Snapp, Chairman of the Townsend Council on Aging, provided a letter allowing the Cultural Council to use the bus and went over the stipulations associated with the usage. CS asked who would be paying for the driver of the bus and the fuel, JK said that he spoke with the Cultural Council, and it was decided that the Cultural Council will pay out of their budget. CK moved to support the Cultural Council using the Council on Aging's bus, with LRTA's approval for their Earth Day Celebration. GC seconded. Unanimous.

VI WORK SESSION

4.1 Town Administrator updates and reports.

1. Personnel Updates-Health Insurance: JK discussed the going out to bid for health insurance. MIIA came in lower than expected. JK explained plan design change and other cost saving ideas. Mileage Reports-JK discussed updating monthly mileage report tracking.
2. Supervisory Union -JK reported on his mediation meeting with labor relations. JK reported the results of the meeting.

JK spoke about training for the police department, the cost associated with it and the ability to cooperate. JK read a thank you letter from Lieutenant Giacotti.

JK explained the red flag reporting system which can be done anonymously in conjunction with employees being concerned about their job security. The information goes to the Town Administrator, Town Accountant, the auditors and labor counsel. Employee assistance program is available as well. Resident Lyn Giacotti (LG) asked how a resident could be added to the agenda; JK said that is a Board prerogative. Resident Steve Sheldon also asked to be put on the agenda, CS said that his request to be on the agenda pertained to confidential and sensitive material that Town Counsel advised not to discuss. LG said that she had a concern as a citizen. JK explained that he had information that would negate her concerns. There was some disagreement over what the concern was and how it was posed. JK read a letter from David Jenkins.

3. Financial Updates- Received letter from Shaun Cronin, associate director from Department of Revenue, the Schedule A form has not yet been submitted. DOR is concerned enough that they may withhold local aid payment for the end of March. JK spoke to Town Accountant Theresa Walsh, (TW) and now that she has all pertinent information, it will be submitted before the deadline without penalty. JK said that this letter from DOR serves to indicate how far behind the Town is. JK said that TW is compensated 25 hours a week and she works 40 plus uncompensated hours to get her work done. JK also said that this letter in no way reflected on TW. TW was unable to complete the Schedule A due to no fault of her own. CS thanked Suzanne Marchand of Strategic for her help and professionalism.

JK went over the budget as it is, including a revenue spreadsheet. The town applied for and receive community compact from the state won't happen quickly enough for FY17. Representative Harrington's office called letting JK know that the public service grant for \$50,000 has been approved. Discussed the Finance Committee being involved in the budget procedure. Resident Sue Lisio asked what budget memo went out to department heads. JK answered that the memo said level funding and 2.5% wage increase.

4. Project updates--JK said that the Planning Board has reached out to the Board to consider the process for Alyssa Drive to be considered as a public way at Town Meeting. Memo saying the office of the Board of Selectmen received the attached petition which shall be certified by the Board of Registrars to begin the process of laying out a public way. This letter constitutes official notification from the Board of Selectman to the Planning Board requesting review of plans and procedures of the construction of Alyssa Drive in accordance with Mass General Law 41 81 G. the Planning Board has 45 days to report to the Board of selectmen that 1) the road were constructed in accordance with the subdivision plans and bond a covenant has been released and certification has been granted or 2) the roads have not been completed to the rules and regulations of the sub division. Please include specific details if there is noncompliance. Discussed how a public hearing would be held, both by the Planning Board and the Board of Selectmen. CK so moved as read by JK. GC seconded. Unanimous.

JK reported that the American Legion has been taken down in accordance with the plan for the new west fire station. Chief Boynton called JK and said that the demolition happened more quickly than he anticipated and he apologizes for not giving the Board a heads up.

5. Miscellaneous Updates-Bylaw in town states that warrant articles need to in be by March 1 before the Annual Town Meeting. John Barrett (JB) has asked the Board to consider his request regarding a zoning bylaw of a solar array on behalf of a citizen to the Town Meeting although he did not meet the March 1 deadline, of which he was unaware of. JB collected the requisite number of signatures for the petition. JK said that the bylaw does allow the Board to put an article forth on behalf of a citizen. CS said that she had no problem allowing JB's request to the warrant. Resident Todd Melanson asked where these parcels where located-JK said that it was located at West Meadow Road, in the open fields. Discussed the process that would need to be

followed, which would be followed up at a Town Meeting when this article was brought up. CS said that the Planning Board would have a public hearing regarding this as well. Laura Shifrin, Planning Board member, said that they were in consensus to let the Towns people talk about it further, as well as other areas that might be appropriate. Resident Veronica Kell asked if this spot on West Meadow Road was the same spot the pipeline was going through; JK said yes it was. CK moved that the Board allow the article to be placed on the warrant as presented by Mr. John Barrett. GC seconded. Unanimous.

6. Ch. 90 reimbursements. CK moved to approve the Chapter 90 reimbursement in the amount \$18,883 for Regan Road, Laurie Drive, Robyn Drive, Granite Road, Shirley Road, Horseshoe Drive and Dix Road. GC seconded. Unanimous.

7. Ch. 90 Reimbursements. CK moved to approve the Chapter 90 reimbursement to mill and resurface Brookline Road. GC seconded. Unanimous.

8. Aggregation- JK discussed the municipal aggregation plan. Outlined his choice for Peregrine. Representative will be at the next meeting. CK moved to approve the municipal aggregation plan with Peregrine and authorize the Town Administrator to complete. GC seconded. Unanimous.

4.2 Board of Selectmen announcements, updates, and reports:

-Water Superintendent, Paul Rafuse (PR) asked about the budget/capital plan: JK said that capital plan is usually done by March 1, and it will most likely be done during in the summer. Concern that water wouldn't be on the warrant, JK said that water would make it to the Town Meeting. Don Klein, Finance Committee Chair and Capital Planning member, said that they have not organized yet, but requested forms for projects so that the Committee could go over them.

-CS extended condolences to two families, the Thorpe Family and Greeno Family.

-CS said that there was a previous discussion about having the charter committee come in which may also mean a meeting every week, as well as discussing the goal list at the next meeting.

-CS asked about calling the warrant open, JK said that the Board could wait until next meeting to announce.

4.3 Meeting minutes: Executive Sessions: February 1, 2011, April, 26, 2011, January 3, 2012, July 31, 2012, October 9, 2012, January 8, 2013, January 15, 2013, February 12, 2013, February 26, 2013, March 12, 2013, April 23, 2013, May 21, 2013, October 13, 2013, June 17, 2014, July 1, 2014, September 16, 2014, November 4, 2014, December 16, 2014, June 23, 2015, July 14, 2015 Session 2, September 29, 2015, October 6, 2015, and October 27, 2015. CK moved to approve and release the Executive Sessions from : February 1, 2011, April, 26, 2011, January 3, 2012, July 31, 2012, October 9, 2012, January 8, 2013, January 15, 2013, February 12, 2013, February 26, 2013, March 12, 2013, April 23, 2013, May 21, 2013, October 13, 2013, June 17, 2014, July 1, 2014, September 16, 2014, November 4, 2014, December 16, 2014, June 23, 2015, July 14, 2015 Session 2, September 29, 2015, October 6, 2015, and October 27, 2015. GC seconded. Unanimous.

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

EXECUTIVE SESSIONS:

5.1 Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel. Conservation Agent and Police Chief. JK said that no longer Conservation agent, just Police Chief. CK moved to Executive Session pursuant to GL c. 30A, s. 21(a)(2) to conduct contract negotiations with non-union personnel, Police Chief and will adjourn directly from Executive Session. GC seconded. Roll call vote ; CS-yes, CK, yes, GC yes. Unanimous

CK moved to adjourn at 820 CS seconded. Unanimous.