



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

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

Gordon Clark, *Vice-Chairman*

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AGENDA
MAY 31, 2016 6:00 P.M.
SELECTMEN'S CHAMBERS, TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I PRELIMINARIES:

- 1.1 Call the meeting to order and roll call.
- 1.2 Pledge of Allegiance
- 1.3 Announce that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions.

II APPOINTMENTS AND HEARINGS-VOTES MAY BE TAKEN:

- 2.1 6:00P.M. Public Hearing, RE: Pole petition from Verizon and Unitil location on Elm Street. CS called the Public Hearing to order at 6:00PM. CK read legal ad. Requested Town Administrator, James Kreidler, (JK) to contact Verizon/Unitil to possibly look in to another pole on that road way to raise wires as per a residents request. CK moved to approve the pole request for Verizon and Unitil. GC seconded. Unanimous. CS moved to close the Public Hearing at 6:10PM
 - 2.2 6:15P.M. Fire Chief, Mark Boynton, RE: Review/Approve contract for Architectural Design, West Townsend Fire Station. Fire Captain William Elliott, member of the Fire Station Committee, was present to discuss the evaluation and recommendation to go with Ted Galant Architectural Studio. CK moved to enter in to a contract with Ted Galante Architecture Studio of 114 Mount Auburn Street Cambridge Mass with few of 11.5% of the one million budgeted for the project, to be signed out of session. GC seconded. Unanimous.
 - 2.3 6:30P.M. Council On Aging Director, Karin Moore, RE: Assistant Program Director position. Council on Aging Director, Karin Moore explained that the current Program Director will be eliminating 5 hours, this new position would be paid at a lesser rate and would raise the requested position to 7 hours. JK recommended waiting to post for the position as there some employee hours/wage changes that will be taking place starting July 1. KM would like to post for this position as soon as possible, as it needs to be posted for at least 10 days. CS said that this position would need to be added to the matrix. CK moved to approve the creation of the position and to work with the TA to include the new position in the matrix. GC seconded. Unanimous.
- Water Superintendent Paul Rafuse asked how to be on the agenda regarding a water tech. CS said to make an appointment with JK.

III MEETING BUSINESS- VOTES MAY BE TAKEN:

- 3.1 Review/ Approve Request to Declare Surplus, RE: Photo Copy Machine . GC moved to declare the photo copy machine serial #31136563 surplus with a trade in to the new machine to reduce the cost of recycling. CK seconded. Unanimous.
- 3.2 Discuss/ Approve request from Treasurer-Collector to implement summer office schedule. CS explained that Treasurer-Collector Barbara Tierney (BT) as requested to implement summer hours so that the office may be closed to the public to catch up on paperwork. GC was concerned that this change would affect Union negotiating. CS suggested JK talking to BT and Principle Assessor, Vicki Tidman, regarding hour's changes (Assessor and Treasurer Collector share an office). Board will come back in two weeks to discuss further, with Friday being the best option.
- 3.3 Review/ Comment Planning Board Mandatory Referral, RE: Special Permit to conduct auctions at 35 Scales Lane. Discussed request regarding the auction house. Board decided to hold off until next meeting to get more information regarding this request.
- 3.4 Review/ Comment Planning Board Mandatory Referral RE: application to construct a storage facility off Depot Street. Board had no comment regarding this referral.
- 3.5 Review/ Approve Chapter 268A Section 19 Disclosure for Emy Hoff, Recreation Director. CK moved to approve Emy Hoff's disclosure form. GC seconded. Unanimous.
- 3.6 Review/ Discuss implementing policy for reimbursable expenses for Elected & Appointed Officials. Discussed the large discrepancy in reimbursing expenses for hotels (for training/ classes) CS suggested JK coming up with a policy to clarify what would be considered a reasonable reimbursable rate. CK discussed her experience as a government employee and reimburse rates on a state level. JK said that there are a number of policy's that need to be updated. JK also said that contracted employees may not fall under the policy guidelines.
- 3.7 Discussion Town Properties, RE: Forestry Plans. Discussed getting a forester in place and instructing the Town Administrator to put out an RFP. CS said that this could be a way to generate revenue for capital expenses. GC said that forestry management firms come in and recommend a plan and provide an assessment. Water Superintendent Paul Rafuse asked where the money would go, referencing the land the Water Department owns. JK said that the money would go to the water enterprise.
- 3.8 Sign Proclamation, RE: Retired Employee. CS requested that the proclamation not be read because it was for a surprise. CK questioned the proclamation policy given that the individual is not retiring from the Town of Townsend. GC reiterated that there needs to be a policy to clarify proclamations. CK moved to approve and sign the proclamation out of session. GC seconded. Unanimous.
- 3.9 Review/ Approve Municipal Relief Transfers for FY16 Year End, RE: Various Departments. CK moved to approve the transfer request from Highway Department in the amount of \$15,000 from wages operational staff line. GC seconded. Unanimous CK moved to approve the request from the Accountant in the amount of \$248.85 for support staff from professional and tech line. GC seconded. Unanimous. CK moved to approve the request from the Treasurer-Collector to transfer the amount of \$2654.47 to replace equipment from the wages/support line. GC seconded. Unanimous. CK moved to approve the request from the Fire-EMS Chief to transfer \$8000 to Repair and maintenance line from County Retirement. GC seconded. Unanimous.
- 3.10 Review/ Discuss Open Meeting Law Response from Attorney General, Division of Open Government. GC read Open Meeting Law Response from Attorney General. CS read a statement that she prepared.

GC called for a recess at 7:24PM. Returned at 7:27PM

- 3.11 Discuss HIPAA (Health Insurance Portability and Accountability Act) Violation, RE: Polices and Training Requirement. JK explained that there was a HIPAA violation in regards to ambulance write offs from October 2015 that was uploaded on to the Town website as part of the Board of Selectmen's agenda packet. The US Department of Health and Human Services is directing the Town to adopt a series of updated policies on how protected information will be handled and to hold a training session for employees.

IV APPOINTMENTS OF OFFICIALS/PERSONNEL - VOTES MAY BE TAKEN:

- 4.1 Appoint Gordon Clark, as Selectmen's liaison and Jeff Sullivan, at large member to the DPW Exploratory Committee with a term effective from May 31, 2016 until the completion of the charge. Resident Todd Melanson (TM) voiced his concerns about GC being a voting member of the DPW Exploratory Committee and the Board giving him two votes in the matter, discussion ensued. GC discussed his support of the DOR report as it was written and put together by professionals. TM thanked the Board for volunteering their time and effort, however he continued to voice his disagreement with the DOR report. CS said that the DPW Committee has been set up to review the report and gather information. CK moved to appoint Gordon Clark as Selectmen's representative and Jeff Sullivan as an at large member to the DPW Exploratory Committee with a term effective from May 31, 2016 until the completion of the charge. GC seconded. Unanimous.

V WORK SESSION. VOTES MAY BE TAKEN:

- 5.1 Town Administrator updates and reports.

1. Personnel Updates
2. Financial Updates
3. Project updates
4. Miscellaneous Updates

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

CK thanked everyone for coming out to the Memorial Day Parade.

GC thanked his fellow members for walking together as Selectmen and thanked CK for her services as a veteran and Chief Eaton for walking with them. GC also thanked Chris Lipinski for his story on Townsend putting flags on all the Veterans' graves.

CS read a letter acknowledging Janet from J & L Painting who donated her time to paint the police Chief's office.

CS suggested that her fellow members consider who would like to serve on Superintendent Landers budget committee.

CS said that the Police Chief would really like to get his Police Station painted and asked JK to look in what that would cost.

- 5.3 Approval of Meeting Minutes. None

- 5.4 Review and sign payroll and bills payable warrants. CK moved to review and sign bills payable warrants. GC seconded. Unanimous.

VI. EXECUTIVE SESSION - VOTES MAY BE TAKEN:

- 6.1 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 Interim Town Administrator. Votes may be taken.

Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respects to collective bargaining for all union contracts subject to negotiations if an open meeting may have a detrimental effect on the bargaining position of the body and the Chair so declares. Votes may be taken.

CK moved to enter in to 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 Interim Town Administrator. Votes may be taken.

Executive Session: pursuant to GL c. 30A, s. 21(a)(3) to discuss strategy with respects to collective bargaining for all union contracts subject to negotiations if an open meeting may and to return to open session. GC seconded. Roll call vote CS-yes, CK-yes, and GC-yes.

VII. ADJOURNMENT: