



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING AGENDA
NOVEMBER 7, 2012 - 7:00 P.M.
SELECTMEN'S CHAMBERS, 272 MAIN STREET

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.3 Announce that the meeting is being tape recorded
- 1.4 Chairman's Additions or Deletions: Delete 2.1 and 2.2; add
- 1.5 Review/Approve Meeting Minutes: October 23, 2012. Votes may be taken.

II APPOINTMENTS /HEARINGS

- ~~2.1 7:05 Karen Chapman, Land Use Coordinator: To discuss the creation of an Economic Development Committee and Economic Development Manager to be funded through a District Local Technical Assistance grant. Votes may be taken.~~
- ~~2.2 7:15 Vacancy on Board of Library Trustees: Joint meeting of the Board of Selectmen and Library Trustees to fill vacancy as a result of resignation. Votes may be taken.~~

III MEETING BUSINESS

- 3.1 Review request by Capital Planning Committee to amend the FY2013 capital plan. Votes may be taken.
- 3.2 Review request by Capital Planning Committee in reference to the FY2014 Capital Budget. Votes may be taken.
- 3.3 Discussion of FY2013 budget amendment, special override election, and Special Town Meeting. Votes may be taken.
- 3.4 Approve letter of commitment to MassDOT-Highways for the design of Route 13 improvements. Votes may be taken.
- 3.5 Approve license for the Lions Club to sell Christmas trees on the Common from 11/23/12 to 12/24/12. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appoint James Normington to the Fire-EMS Headquarters Building Committee for a term concluding when the project is finished. Votes may be taken.

V WORK SESSION

- 5.1 Board of Selectmen Updates/Reports
- 5.2 Town Administrator Updates/Reports
- 5.3 Review/Sign Payroll Warrant
- 5.4 Review/Sign Bills Payable Warrant



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

Nicholas Thalheimer, *Chairman*

Sue Lisió, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

Office (978) 597-1700
 Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
OCTOBER 23, 2012 - 7:00 P.M.
GREAT HALL, 272 MAIN STREET

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:00 pm and roll call showed Chairman Nicholas Thalheimer (NT), Vice-Chairman Sue Lisió (SL), and Clerk Robert Plamondon (RP) in attendance.
- 1.2 NT gave notice that the meeting is being tape recorded.
- 1.3 Chairman's Additions or Deletions: None.
- 1.4 Motion was made by RP to approve meeting minutes of October 9, 2012. SL seconded. Unanimous. Motion was made by RP to approve meeting minutes of October 16, 2012. SL seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:05: Vacancy on Board of Library Trustees - filling of a vacancy: Pat Jeanig, Chair of the Board of Library Trustees recommends Alison Bird fill the vacancy left from the resignation of Karin Canfield. RP moved to appoint Alison Bird to the Board of Library Trustees until local election in April. SL seconded. Roll call vote of the BOS and Board of Library Trustees present: SL (AYE), RP (AYE), NT (AYE), Sherri Cloutier (AYE), Pat Jeanig (AYE), Kim King (AYE). Unanimous.

III MEETING BUSINESS

- 3.1 Sign Presidential Election warrant for November 6, 2012: RP moved to sign the warrant for the Presidential Election. SL seconded. Unanimous.
- 3.2 Sign Special Election Warrant for November 13, 2012: RP moved to sign the warrant for the Special Election. SL seconded. Unanimous.
- 3.4 Approve 1-Day Liquor license for John Fors, V.F.W. Post #6538, 491 Main Street, West Townsend, MA for a 40th Birthday Party, November 17, 2012, 7:00PM-11:00PM. RP moved to approve the license as written. SL seconded. Unanimous.
- 3.5 Halloween: Announcement of hours of Halloween observance. RP read the memo from Police Chief Erving Marshall into the record.
- 3.6 Approve new license fees: Mr. Sheehan announced that the license renewal hearing is coming up. He has reviewed license fees from the surrounding area and recommends increases in some license fees. Annual fees for Wine & Malt Package Stores would increase by \$200 from \$800 to \$1000; All Alcohol on Premises by \$700 from \$800 to \$1500; and Wine & Malt on Premises by \$200 from \$550 to \$750. All other fees will not be changed. RP read the license

fees and proposed changes into the record. RP moved to approve new license fees as proposed by the Town Administrator. SL seconded. Unanimous.

Town Clerk Sue Funaiole announced tomorrow, October 24 from 9-8 pm is the last chance to register for the Presidential election November 6th.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

4.1 Appointment of Michael Brown to the Energy Committee for a term from October 23, 2012 to June 30, 2015. RP moved to appoint Michael Brown to the Energy Committee for the term stated. SL seconded. Unanimous.

4.2 Appoint Ronald Sawyer and Robert Heffernan as Part Time Telecommunicators for terms from October 23, 2012 to June 30, 2013. RP moved to appoint Ronald Sawyer and Robert Heffernan as Part Time Telecommunicators for the terms stated. SL seconded. Unanimous.

2.2 7:15 Hawthorne Brook Tennis Courts update with Gary Shepherd, Recreation Commission and Townsend Recreational Activity Council (TRAC): Mr. Sheehan noted that he has spoken with Town Counsel and there are still some items outstanding before an Inter-municipal Agreement allowing the Recreation Department to invest in the new tennis, basketball and volleyball courts can be finalized. Recreation Chair, Sharon Whittier stated that once finalized the Commissioners will approach the school to discuss maintenance and upkeep. She invited interested parties to the next Recreation Commission meeting the second Wednesday in November. The amount they have discussed is \$40,000. With a new director on board they expect programs and income to increase.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports None.

5.2 Town Administrator Updates/Reports

Mr. Sheehan announced the certified free cash amount of \$772,528 some of which will be used for future capital stabilization. The amount received is 4.4% of the operating budget. The Water Department has its own free cash of \$339,857; 55.5% of their operating budget. The Presidential Election will take place on November 6th from 6:45 am to 8:00 pm at the High School. The November 13 election will be from 8:00 am to 8:00 pm at Town Hall. There will be a televised Special Town Meeting information session next Tuesday, October 30 at 7:00 pm. Discussion about creating a solid waste advisory committee.

2.3 7:30 Squannacook River Rail Trail: update from Squannacook Greenways and public forum to receive input on the proposed Squannacook River Rail Trail.

Mr. Sheehan gave a brief overview and informed the Board that a meeting with the Massachusetts Highway Department last week was productive. RP thanked everybody for attending. Steve Meehan from Squannacook Greenways (SG) elaborated and detailed the organization's request for a letter from the BOS. Mr. Meehan stressed that SG is committed to working with the abutters. He reminded those in attendance that the BOS tabled the vote on the letter of support pending discussion with the Chief of Police. In the interim members of SG have spoken with both Police Chief Marshall and Fire Chief Klein. The organization requests the BOS issue the letter of support.

Chief Marshall stated that his concerns are accessibility and parking. Both issues have been and will continue to be addressed. Chief Klein is satisfied with the information he received regarding public safety and accessibility. He has received a grant to aid off-road capability.

Extensive discussion with ample input from those present regarding safety, vandalism, pedestrian crossings, increased business opportunities, parking issues, recreational opportunities, environmental issues, hunting access, future costs, property values, options for abutters, liability, and additional cost to the town ensued.

The discussion wrapped up with SL supporting going forward with construction of the sidewalk since money for the engineering study has already been appropriated. She reiterated the purpose of the BOS is for the town as a whole. She is in full support of signing the letter but will oppose any requests for funding from the town in the future. NT is in support of signing the letter knowing that the abutters will be heard, the concerns of both the fire and police departments have been addressed, and the money has been allocated for the sidewalk. He will also oppose any requests for funds. SL moved to sign the letter for Squannacook Greenways. NT seconded. SL (AYE), NT (AYE), RP (NAY). Passes 2/1.

2.4 8:00 Water Department: discuss request of Water Department relative to the following:

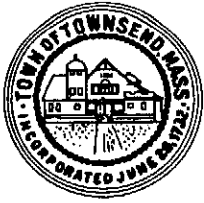
2.4.1 Request to add a capital appropriation article to the Special Town Meeting warrant: The Town Accountant has advised the department to fund the entire meter reading improvement project at once since the money is available. The Water Department is requesting an additional \$150,000 appropriation from retained earnings.

3.3 Sign Special Town Meeting Warrant for November 14, 2012. Mr. Sheehan pointed out that Article 11 to fund consulting services for the Town's employee health insurance and benefits program is reduced from \$10,000 to \$8,000; Article 12 to increase the amount appropriated and transferred from Ambulance Receipts by an additional \$50,000; language revisions on Articles 15 and 16; revision of Article 17 by Town Counsel to use \$52,775 contingent upon receipt of the grant; and Article 19 ~~???~~

2.4.2 Discuss warrant article requesting establishment of an independent water district. SL expressed concern for increased costs to and loss of transparency for the water takers. RP brought up concerns about the possibility of inequitable pay for employees and the responsibility of water takers to repay any bonds acquired by the Water Department. SL is still concerned about potential conflict of interest. Mr. Sheehan informed the BOS that Town Counsel has proposed new language for this Article. The Board could approve it next Tuesday and the warrant could be posted on Wednesday. SL moved that the Water Department articles be put at the beginning of the warrant. RP seconded. Unanimous.

5.3 Review/Sign Payroll Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.

5.4 Review/Sign Bills Payable Warrant. RP moved to sign warrants out of session. SL seconded. Unanimous.



Capital Planning Committee
272 Main Street · Townsend, MA 01469

3.2
File

Lorna Fredd, <i>Chairman</i>	Colin McNabb, <i>Vice-Chairman</i>	Carolyn Smart, <i>Clerk</i>
Andrea Wood, <i>Member</i>	Bill Roberts, <i>Member</i>	Roger Rapoza, <i>Member</i>
		Richard Oakley, <i>Member</i>

October 18, 2012

Board of Selectmen
272 Main Street
Townsend, MA 01469

RE: FY14 Capital Plan

Dear Honorable Selectmen,

The Capital Planning Committee discussed the FY 14 capital planning process. In order to save our Committee and Department Heads unnecessary meetings, we will not be including any new capital projects on our report until a budget has been established for capital expenses. In accordance with our bylaw, the Committee will submit a report; however, it will only contain previously approved contractual obligations unless/until a Capital Budget is set by the Selectmen in conjunction with the Finance Committee.

Please let us know at your earliest convenience when a budget for capital expenditures will be determined. Thank you.

Sincerely yours,
THE CAPITAL PLANNING COMMITTEE

Lorna-Fredd, Chairman

Colin McNabb, Vice-Chair

Carolyn Smart, Clerk

Andrea Wood, Member

Bill Roberts, Member

Richard Oakley, Member

Roger Rapoza, Member

c.f. Gene Rauhala

3.4 FILE



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

Nicholas Thalheimer, *Chairman*

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*

Andrew J. Sheehan,
Town Administrator

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

November 7, 2012

Mr. Brad Harris, Transportation Project Director
Montachusett Regional Planning Commission
1427R Water Street
Fitchburg, MA 01420

RE: Townsend, Route 13

Dear Mr. Harris,

The Townsend Board of Selectmen wishes to express its commitment to the reconstruction of the northern portion of Route 13. The section from Dudley Road to the New Hampshire state line is in dire need of reconstruction. This section is severely deteriorated resulting in poor pavement conditions.

The Town is committed to undertaking the timely design of improvements. We know funding opportunities often come up unexpectedly and we want to position the Town to take advantage in such a circumstance. We respectfully ask that the Montachusett MPO look favorably on this project and expedite its review and approval.

Please feel free to contact Andrew Sheehan, Town Administrator, at 978-597-1700 x1701 or Ed Kukkula, Highway Superintendent, at 978-597-1712 if you require further information. Thank you in advance for your attention to this matter and for your anticipated cooperation.

Very truly yours,

Nicholas Thalheimer, Chairman
Board of Selectmen

Ann Sullivan, MassDOT-Highways

3.5

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

NOTICE OF APPROVAL OF LICENSE

This is to certify that: **FRANK FARESE**

On behalf of the Lion's Club in Townsend, MA

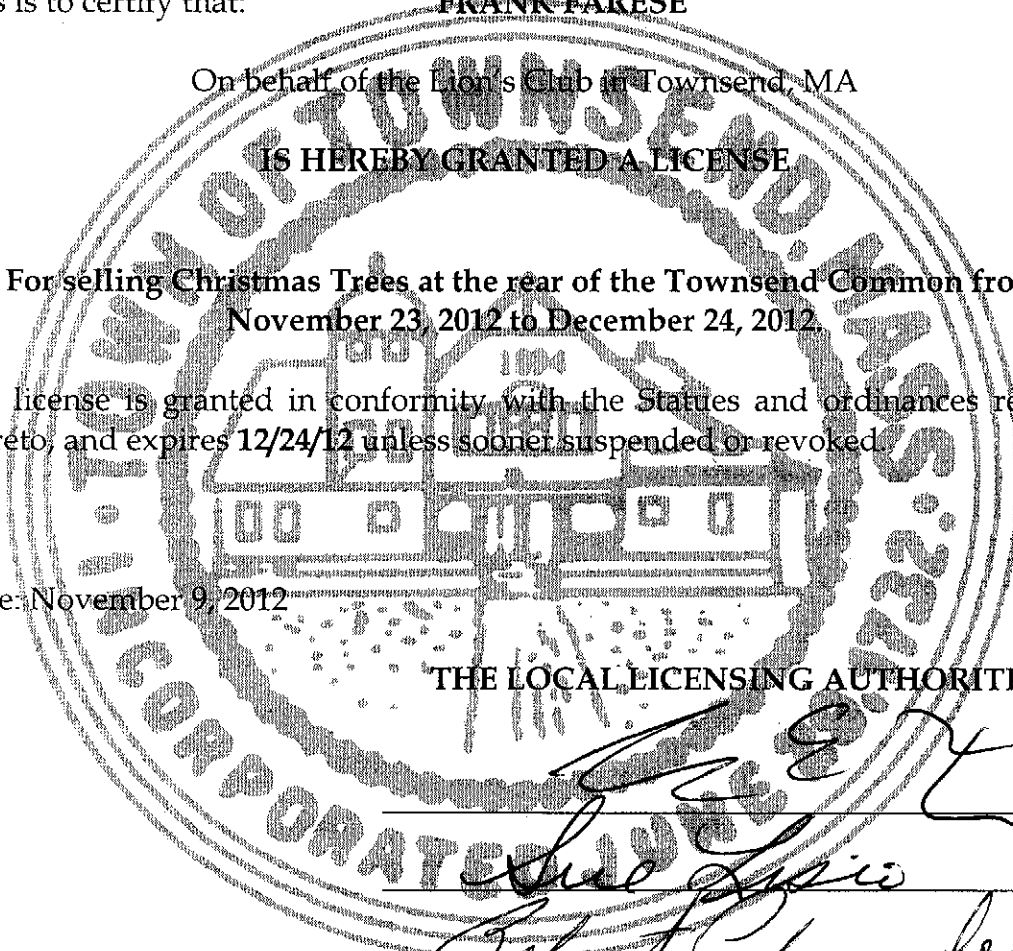
IS HEREBY GRANTED A LICENSE

For selling Christmas Trees at the rear of the Townsend Common from
November 23, 2012 to December 24, 2012.

The license is granted in conformity with the Statutes and ordinances relating
thereto, and expires 12/24/12 unless sooner suspended or revoked.

Date: November 9, 2012

THE LOCAL LICENSING AUTHORITIES



[Signature]

[Signature]

VOLUNTEER RESPONSE FORM



4.1
APPT. LATER
✓

Town government needs citizens who are willing to give time in the service of their community. The Talent Bank is a means of compiling names of interested citizens to serve, on a voluntary basis, on boards and committees. This file is available for use by the public as well as the Moderator and the Selectmen.

Talent Bank files are being updated to include categories consistent with the changing needs of the town.

Please indicate your order of preference and return the form below to:

Talent Bank c/o Board of Selectmen
272 Main Street
Townsend, MA 01469

Name: JAMES NORWINGTON Telephone No. (978) 300-5535

Work No. () _____ Cell No. (978) 870-4251 e-mail _____

Address: 110 TURNER ROAD, TOWNSEND

Occupation: LAWYER

Amount of time available (per week/per month): 16 HRS

Background/Experience TRANSACTION + COMMERCIAL LAW INCLUDING CORPORATE GOVERNANCE.

FIRE FIGHTER, 12 YRS EXPERIENCE OFFICER AIRFORCE RESERVE.

LIST ORDER OF PREFERENCE

Land Use and Preservation	Culture/Recreation	Other
Conservation Commission	275th Anniversary Committee	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Development & Industrial Commission	*Amanda E. Dwight Entertain.	Townsend Emergency Management Agency
Zoning Board of Appeals	American Flag Committee	Memorial Hall Restoration Committee
Historic District Commission	James H. Tucker Fund Committee	*Water Commission
Master Plan Committee	*Cemetery & Parks Commission	West Townsend Reading Room
Fence Viewer	*Recreation Commission	*Republican Town Committee
	*Library Trustees	*Trust Fund Commissioners
		*Democratic Town Committee
General Government	Other	Human Services
*Board of Selectmen	<u>NEW FIRE STATION ✓</u>	*Board of Health
Finance Committee	<u>COMMITTEE</u>	Council On Aging
*Moderator		*Trustees of Soldiers' Memorials
*Assessors		Abram S. French Fund Committee
Town Properties Committee	School Committee Rep	
Constables	Nashoba Valley Tech High School	Housing
Capital Planning Committee	North Middlesex Reg. High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee		

*Unless a vacancy exists on an Elected Board prior to an Election, all * (asterisk) positions require nominations papers. Please see the Town Clerk for further information.