



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
AUGUST 14, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 Call the meeting to order and roll call
- 1.2 Notice that the meeting is being tape recorded
- 1.3 Chairman's Additions or Deletions
- 1.4 Meeting Minutes: _____

II APPOINTMENTS /HEARINGS

- 2.1 7:05 Squannacook Rail Trail Committee to update the Board on plans for the trail and discuss next steps. Votes may be taken.

III MEETING BUSINESS

- 3.1 Award contract for Fire-EMS Headquarters feasibility study. Votes will be taken.
- 3.2 Authorize Andrew Sheehan, Town Administrator, to execute and submit the Town's Green Communities application. Votes may be taken.
- 3.3 Request for the use of the Jefts Street field for a wedding and determination of a fee. Votes may be taken.
- 3.4 1-Day Liquor license for John Fors, V.F.W. Post #6538, 491 A Main Street, West Townsend, MA. Votes may be taken.
 - 30th Birthday Party, August 31, 2012, 7PM-11PM
 - Wedding Reception, September 8, 2012, 5:00PM-9:30PM
 - 50th Wedding Anniversary, September 15, 2012, 7:00PM-11:00PM
- 3.5 Personnel Policies & Procedures: discussion. Votes may be taken.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Request of Chris Clish, Council on Aging Director, to approve the hiring of Peter F. Buxton as a substitute van driver. Votes may be taken.
- 4.2 Appoint Theresa Morse to the Energy Committee. Votes may be taken.
- 4.3 Appoint Patricia O'Reilly to be the Crossing Guard for a term from July 1, 2012 to June 30, 2013. Votes may be taken.
- 4.4 Appointment of John Vaillancourt to the Townsend Cultural Council. 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

Executive Session: to discuss strategy with respect to collective bargaining negotiations with the Telecommunications and Highway unions where open session may have a detrimental effect on the Town's bargaining position.



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1.4

Nicholas Thalheimer, *Chairman*
Andrew J. Sheehan,
Town Administrator

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Robert Plamondon, *Clerk*
Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
JULY 31, 2012 - 7:00 P.M.
SELECTMEN'S MEETING CHAMBERS

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:02 pm and roll call showed chairman Nicholas Thalheimer (NT) 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: The chairman deleted items 3.1 and 3.4
RP read a notice from the Town Clerk stating that voter registration for the August 15 Special Town Meeting will be Saturday, August 4, at the police department.
- 1.4 Meeting Minutes: June 19, 2012; RP moved to accept. NT seconded. Unanimous.
July 3, 2012; RP moved to accept. NT seconded. Unanimous.
July 17, 2012; RP moved to accept. NT seconded. Unanimous.
July 24, 2012; RP moved to accept. NT seconded. Unanimous.

II APPOINTMENTS /HEARINGS

- 2.1 7:05 Energy Committee: Christopher Campion, Sue Dejniak, and Sandra Brown presented a plaque they received at the State House commemorating the designation of Townsend as a Green Community and discussed use of the grant award of \$156,825 toward energy reduction plan projects. RP and NT expressed their thanks to the committee for their hard work and dedication. Mr. Sheehan thanked the departments who assisted the Committee in collecting data.
- 4.7 Townsend Emergency Management Agency appointments: Appoint the following individuals to the positions and terms indicated:
 - TEMA Director: Shirley Coit, for a term from July 1, 2012 to June 30, 2015
 - TEMA Deputy Directors: Michael Grimley and Tom Whittier, for terms from July 1, 2012 to June 30, 2015
 - Townsend representatives to North Middlesex Area Planning Committee:
 - Shirley Coit, for a term from July 1, 2012 to June 30, 2015
 - Don Klein, for a term from July 1, 2012 to June 30, 2013
 - Karen Chapman, alternate member, for a term from July 1, 2012 to June 30, 2015Shirley Coit requested the addition of deputy directors in order to have continuous coverage. RP moved to appoint the above-named individuals to the positions and terms indicated. NT seconded. Unanimous.

III MEETING BUSINESS

- 3.2 Approval of Meeting Hall Gallery Committee policy amendment to change terms from one-year terms to staggered terms and to appoint the following to the terms noted:
July 1, 2012 - June 30, 2015: Alice Struthers and Kim King
July 1, 2012 - June 30, 2014: Nancy French and Marilyn Brown
July 1, 2012 - June 30, 2013: Tracy Taylor.
RP moved to approve the Meeting Hall Gallery Committee policy amendment to change to staggered terms and to appoint the above-named individuals to the positions and terms indicated. NT seconded. Unanimous.
- 3.3 Special Town Meeting and Special Election for North Middlesex Regional School District FY13 budget.
Mr. Sheehan gave an update that the Board met last week to sign Warrants for the school budget. The new budget would require a \$417,728 override to be presented at Special Town Meeting Wednesday, August 15, 2012 at 7:00 pm. Pepperell will hold their town meeting Monday, August 13 and Ashby will hold theirs Tuesday, August 14, 2012.
The Special Election for the override will be held Tuesday, August 28, 2012 from 8 am-8 pm. Voter registration will be held Saturday, August 4 at the police station. NT reminded residents absentee ballots are available.
- 3.5 Chapter 90 Project Request: Highway Superintendent Ed Kukkula requests the Board sign the Chapter 90 project request forms to finish the Wallace Hill Road project. The estimated cost for completion is \$332,118.
RP moved the Board sign the Chapter 90 project request forms to finish paving Wallace Hill Road. NT seconded. Unanimous.
- 3.6 Personnel Policies & Procedures: discussion. The Board elected to table due to SL's absence.

IV APPOINTMENTS OF PERSONNEL/OFFICIALS

- 4.1 Appointment of Election Workers for a term from September 1, 2012 to August 31, 2013.
RP questioned whether election workers receive any training. Mr. Sheehan will look into it and report back to the Board.
RP moved to appoint Election Workers for a term from September 1, 2012 to August, 31, 2013. NT seconded. Unanimous.
- 4.2 Appointment of Marcia MacMaster and Kim King to the Meeting Hall Committee for a term from July 1, 2012 to June 30, 2013. RP moved to appoint Marcia MacMaster and Kim King to the Meeting Hall Committee for a term from July 1, 2012 to June 30, 2013. NT seconded. Unanimous.
- 4.3 Appointment of Cable Television Advisory Committee: Appoint the following for terms from July 31, 2012 to December 31, 2012.
- | | | |
|----------------|-------------------|-------------|
| Jerry Racette | Kathleen Spofford | Stan Dillis |
| Steve Cloutier | John D'Angelillo | |
- RP moved to appoint the above-named individuals to the Cable Television Advisory Committee for terms from July 31, 2012 to December 31, 2012. NT seconded. Unanimous.
- 4.4 Appointment of Alternate Sealer of Weights and Measures: Appoint Steve Cullinane as Alternate Sealer of Weights and Measures for a term from July 31, 2012 to June 30, 2013.
RP moved to appoint Steve Cullinane as Alternate Sealer of Weights and Measures for a term from July 31, 2012 to June 30, 2013. NT seconded. Unanimous.
- 4.5 Approve the hiring of a truck driver in the Highway Department.
RP moved to hire Brian Fenton as a truck driver for the Highway Department. NT seconded. Unanimous.

- 4.6 Approve the hiring of a fleet mechanic in the Highway Department.
RP moved to hire Chris Morrill as a fleet mechanic for the Highway Department. NT seconded. Unanimous.
- 2.2 Highway Superintendent Ed Kukkula to discuss the process for granting and enforcing permits to cross, alter or construct; and to discuss upcoming activities and projects by the Highway Department.
Mr. Kukkula has looked into various permit processes and recommends adopting something that would better cover the town. RP would like to have a re-inspection within a certain time frame clause to the permit rules. Discussion continued on past and future projects and the ability to maintain road repairs. Mr. Sheehan and Mr. Kukkula will work on writing up a permit process and present it to the Board.

V **WORK SESSION**

5.1 Board of Selectmen Updates/Reports

None

5.2 Town Administrator Updates/Reports

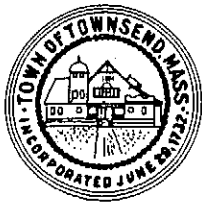
- Mr. Sheehan reminded everyone of the Special Town Meeting on 8/15/12 and Special Election 8/28/12 regarding the school budget override.
- He announced a seminar offered by the Office of Campaign and Political Finance on August 8 at 2 pm at Nissitissit School.
- Mr. Sheehan also confirmed the water ban announcement by the Water Department that outside watering is only allowed on Thursdays between midnight and 9 am or after 5 pm.

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

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

Executive Session: to discuss strategy with respect to collective bargaining negotiations with the Telecommunications and Highway unions where open session may have a detrimental effect on the Town's bargaining position.

NT moved to adjourn to Executive Session at 7:58 pm. RP seconded. Roll call vote: RP: aye; NT: aye. Unanimous.



3.1

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Andrew J. Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

Robert Plamondon, *Clerk*
Office (978) 597-1701
Fax (978) 597-1719

MEMORANDUM

TO: Board of Selectmen

FROM: Andrew J. Sheehan, Town Administrator 

DATE: August 14, 2012

SUBJ.: Consultant Recommendation
Fire-EMS Headquarters Feasibility Study

As the Board will recall, we recently issued a request for proposals for consulting services for a feasibility study for a Fire-EMS headquarters station. Proposals were received from the following firms:

- The Carell Group,
- CSS Architects, Inc.
- Winter Street Architects
- Kaestle Boos Associates, Inc.

Technical (non-price) proposals were reviewed by a Fire-EMS team led by Chief Donald Klein. The review panel ranked the technical proposals. The highest ranked technical proposal was submitted by Kaestle Boos Associates, Inc. I reviewed the price proposals and compared the price and technical proposals to determine the most advantageous proposal. I also checked references which turned up positive.

In consideration of both the price and technical proposals I recommend the Board of Selectmen award the contract to Kaestle Boos Associates, Inc. of Foxborough, MA and New Britain, CT. KBA's base price is \$32,500, within the \$50,000 appropriated at the Annual Town Meeting in May 2012.

I look forward to discussing this in more detail.

3.2

CERTIFICATION OF APPLICATION

The Certification of Application below should be completed, scanned and uploaded

CERTIFICATION OF APPLICATION

The Chief Executive Officer must complete this certification.

I, _____ am authorized to execute said Application on behalf of -
_____, the applying municipality and verify that the
information in the Green Communities Grant Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

3.4

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

NOTICE OF APPROVAL OF SPECIAL PERMIT

This is to certify that:

JOHN FORS

V.F.W. Post #6538 491A Main Street West Townsend, MA

THE ABOVE NAMED NONPROFIT ORGANIZATION IS HEREBY GRANTED A SPECIAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES, TO BE DRUNK ON THE PREMISES
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "30th Birthday Party" to be held on August 31, 2012, with sale hours from 7:00P.M. to 11:00P.M.

The license is granted in conformity with the Statutes and ordinances relating thereto, and expires August 31, 2012 unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE

ONE-DAY LIQUOR LICENSE CONDITIONS

**JOHN FORS
VFW POST 6538
491A MAIN STREET, WEST TOWNSEND, MA**

1. One license has been issued for use at the Pavilion/Function Hall area and is to be secured so that alcohol is confined to licensed area.
2. Licensee must stock alcoholic beverages in separate storage area within licensed area.
3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".

3.4

**TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469**

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BEVERAGES, TO BE DRUNK ON THE PREMISES**
Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "Wedding Reception" to be held on **September 08, 2012**, with
sale hours from **5:00P.M. to 9:30P.M.**

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires **September 08, 2012** unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

SEE ATTACHED CONDITIONS OF LICENSE

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VFW POST 6538
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3. Licensee must purchase alcohol stock separately for each license issued and from a wholesaler/importer, manufacturer, etc. Licensee can not purchase from a package store under a Section 14 license.
4. Licensee can not use any alcohol stock from existing licensed premise known as the VFW Post #6538 Club.
5. Attendees can not travel with alcoholic beverages outside the licensed secured area.
6. The Licensee is responsible, whether present or not, for ensuring that no disorder, disturbance, or illegality takes place in or on a licensed premise.
7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".

TOWN OF TOWNSEND
272 MAIN STREET, TOWNSEND, MA 01469

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V.F.W. Post #6538

491A Main Street

West Townsend, MA

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Under Chapter 138, Section 14, of the Liquor Control Act.

In conjunction with a "50th Wedding Anniversary" to be held on September 15, 2012,
with sale hours from 7:00P.M. to 11:00P.M.

The license is granted in conformity with the Statutes and ordinances relating thereto,
and expires September 15, 2012 unless sooner suspended or revoked.

Date:

THE LOCAL LICENSING AUTHORITIES

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7. The Licensee is responsible, whether present or not, for enforcing the serving capacity of 100 guests for the licensed premises to include the "bar area".

8/14
4.1
POSTED 7/18/12

TO: Board of Selectmen
FROM: Council on Aging/Christine Clish
RE: Substitute driver
DATE: July 13, 2012

I have submitted an application for employment for Mr. Peter Buxton, 46 New Fitchburg Rd., West Townsend. Mr. Buxton has applied for the position of substitute driver for our Road Runner bus. I would like to have Mr. Buxton hired even though we have three substitute drivers now, there are times when none are available to drive and I have had to suspend bus service on those days. Mr. Buxton is newly retired and is looking to fill in some of his free time. He has a background in driving and has a CDL (Commercial Driver's License) which is required since our bus is a sixteen passenger. I have known Peter for a number of years through his wife Carole who volunteers at the senior center and attends many of our programs. He also was on the Townsend Fire Dep't some years ago. I think Mr. Buxton would be a great addition to the Road Runner list of drivers.

The money for all Road Runner expenses, including wages, comes from the Lowell Regional Transit Authority. The payroll and bills go through the town, and then is reimbursed monthly.

If you have any questions, please don't hesitate to call me at 978-597-1710 or 978-407-8153.

TOWN OF TOWNSEND
EMPLOYMENT APPLICATION

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The TOWN OF TOWNSEND does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, ancestry or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: 7/11/12

Name: Buxton Peter F
Last First Middle

Address: 46 New Fitchburg Rd W Townsend MA 01474
Number Street City State Zip Code

Mailing Address: _____
(if different) Number Street City State Zip Code

Telephone: (978) 597-5130 email: STRYKER@NET1PLUS.COM

Position(s) desired: SPARE ROAD RUNNER DRIVER

Salary desired: _____ Date Available: _____

GENERAL INFORMATION

BY WHOM OR WHAT SOURCE WERE YOU REFERRED TO US?

SELF SCHOOL/COLLEGE ~~NEWSPAPER~~ OR OTHER PUBLICATION EMPLOYEE REFERRAL NAME _____ OTHER*

* IF OTHER, EXPLAIN Sign AT Senior Center

If employed and you are under 18, can you furnish a work permit? NO NA YES

Have you filed an application here before? YES NO If Yes, give date _____

Have you ever been employed here before? YES NO If Yes, give date 70's

Are you employed now? YES NO Retired

May we contact your present employer? YES NO NA

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate race, color, religion, sex or national origin.

Employer:	Dates	Employed	Work Performed
<i>RMP of New England</i>	FROM	TO	<i>SALES</i>
Address:	<i>05</i>	<i>12</i>	
<i>444 Whitney St North Boro, MA</i>	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
Supervisor: <i>RAY ROLLER</i>			
Reason for Leaving: <i>Retired</i>			
Employer:	Dates	Employed	Work Performed
<i>CONN Warehouse</i>	FROM	TO	<i>SALES</i>
Address: <i>BRANDFORD CT</i>	<i>00</i>	<i>05</i>	
Job Title:	Hourly	Rate/Salary	
<i>Sales Rep</i>	STARTING	FINAL	
Supervisor: <i>PAT GOLF</i>			
Reason for Leaving: <i>More money</i>			
Employer:	Dates	Employed	Work Performed
<i>RMP of New England</i>	FROM	TO	<i>SALES</i>
Address:	<i>77</i>	<i>00</i>	
<i>STATE ST ABOVE</i>	Hourly	Rate/Salary	
Job Title:	STARTING	FINAL	
<i>ROUTE SALESMAN</i>			
Supervisor: <i>BRIAN JARRET</i>			
Reason for Leaving: <i>DIVISION SOLD TO CONN WAREHOUSE</i>			
Employer:	Dates	Employed	Work Performed
	FROM	TO	
Address:			
Job Title:	Hourly	Rate/Salary	
	STARTING	FINAL	
Supervisor:			
Reason for Leaving:			

IF YOU NEED ADDITIONAL SPACE, PLEASE CONTINUE ON A SEPARATE SHEET OF PAPER.

May we contact your present employer?

() Immediately () After Acceptance of Employment () No - If no, give reason _____

Describe other training, certifications, licenses (CDL, etc.) or experience applicable to the job you are seeking.

CDL #1 with Passenger endorsement

If applying for a clerical position, please answer the following questions.

Can you type? _____ WPM () Do you take shorthand? _____ WPM ()

Have you used a VDT? _____ (Model _____)

VOLUNTEER RESPONSE FORM



4.2

Town government needs citizens who are willing to give time in 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.

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: Theresa Morse Telephone No. 978 597-6702
 Address: 4R OLD BATTERY RD Work No. () 978-621-1289
 Occupation: PHYSICAL THERAPY
 Amount of time available (per week/per month): 30 hrs.
 Background/Experience IT - HEALTHCARE ADMIN

LIST ORDER OF PREFERENCE

<i>Land Use and Preservation</i>	<i>Culture/Recreation</i>	<i>Other</i>
Conservation Commission	275th Anniversary Committee	Board of Registrars
*Planning Board	Cultural Council	Election Officials
Town Forest Committee	*Amanda E. Dwight Entertain.	Townsend Emergency Mang. 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
Development & Industrial Commission	*Library Trustees	
	Veterans Agent	
<i>General Government</i>	Bandstand Coordinator	<i>Human Services</i>
*Board of Selectmen		*Board of Health
Finance Committee		Council On Aging
*Moderator		*Trustees of Soldiers' Memorials
*Assessors		Abram S. French Fund Committee
Town Properties Committee	<i>School Committee Rep</i>	
Constables	Nashoba Valley Tech High School	<i>Housing</i>
Capital Planning Committee	North Middlesex Regional High School	*Housing Authority
Strategic Planning Committee		
Cable Television Advisory Committee	<u>Other</u>	
	<u>Energy Com.</u>	

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



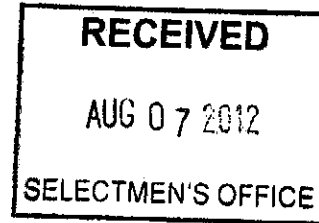
TOWNSEND POLICE DEPARTMENT
P. O. Box 137
70 Brookline Road
Townsend, Massachusetts 01469

4.3

Erving M. Marshall, Jr.
Chief of Police

978-597-6214
978-597-2242

DATE: August 1, 2012
TO: Board of Selectmen
FROM: Erving M. Marshall, Jr.
Chief of Police
RE: Annual Appointments: 7/1/12 to 6/30/13
Crossing Guard



In accordance with Chapter 41, Section 97A of the Massachusetts General Laws, I hereby submit the following list of people and ask that they be appointed for the above captioned time period as follows:

Townsend Police Department

CROSSING GUARD:

Patricia O'Reilly 54 Brookline Street 597-5325

Respectfully submitted,

Erving M. Marshall, Jr.
Chief of Police

EMM/dls

cc: Appointment file

4.4

Townsend Cultural Council
6 August 2012

POSTED 10/17/11
FOL 2 + 3 42 APPTS,
OR TO 22 TOTAL APPTS

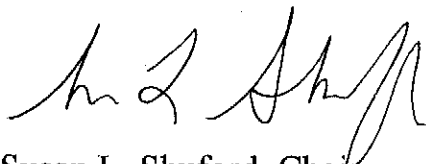
RECEIVED
AUG 07 2012
SELECTMEN'S OFFICE

Townsend Selectmen
Memorial Hall

To the Selectmen:

Townsend Cultural Council recommends John Vaillancourt, 9 Warner Rd.,
for appointment to a position on the Townsend Cultural Council.

Thank you.



Susan L. Shuford, Chair
Townsend Cultural Council

John Vaillancourt
9 Warner Rd.
Townsend
978-597-6899