

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 20, 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 Review/Approve Meeting Minutes. Votes may be taken:

**II APPOINTMENTS /HEARINGS**

- 2.1 7:05 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.
- 2.2 7:10 Vacancy on Amanda Dwight Trust Fund Committee: Joint meeting of the Board of Selectmen and Amanda Dwight Trust Fund Committee to fill vacancy as a result of resignation. Votes may be taken.
- 2.3 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.
- 2.4 Police Chief Erving to draw certificates for Bike Helmet Safety Awards. Votes may be taken.

**III MEETING BUSINESS**

- 3.1 Award Police Station roof contract. Votes may be taken.

**IV APPOINTMENTS OF PERSONNEL/OFFICIALS**

**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





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BOARD OF SELECTMEN  
272 Main Street  
Townsend, Massachusetts 01469

1.4

Nicholas Thalheimer, *Chairman*  
Andrew J. Sheehan,  
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Sue Lisio, *Vice-Chairman*

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

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

I PRELIMINARIES

- 1.1 The Chairman called the meeting to order at 7:01PM and roll call showed Chairman Nicholas Thalheimer (NT) and Clerk Robert Plamondon (RP) present.
- 1.3 NT announced that the meeting is being tape recorded.
- 1.4 Chairman's Additions or Deletions: delete 2.1 and 2.2. Items 3.4 and 3.5 have been added.
- 1.5 Review/Approve Meeting Minutes: RP moved to approve the minutes of October 23, 2012. NT seconded. Unanimous.

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. RP moved to appoint. NT seconded. Unanimous.

III MEETING BUSINESS

3.1 Review request by Capital Planning Committee to amend the FY2013 capital plan. Mr. Sheehan provided information on an amendment to the capital plan for the automated water meter project and Genova conservation land purchase. He recommended the BOS vote to amend the plan to include both projects. The amounts are as follows:

- Water meter project: \$150,000 in addition to the \$75,000 approved at the May 2012 Annual Town Meeting for a total of \$225,000 to be funded from retained earnings from the Water Department enterprise fund
- Genova land purchase: \$52,775 requiring no funds from the general fund and contingent upon the Conservation Commission receiving a grant.

RP moved to amend the capital plan as described above. NT seconded Unanimous.

3.2 Review request by Capital Planning Committee in reference to the FY2014 Capital Budget. Mr. Sheehan explained that the BOS received a letter from Capital Planning requesting a budget figure for the FY14 capital plan prior to them reviewing capital requests. Mr. Sheehan estimates the amount to be around \$200,000. The BOS will provide a specific target to Capital Planning by the first of the year.

3.4 Approve letter of commitment to MassDOT-Highways for the design of Route 13 improvements. Mr. Sheehan explained that MassDOT will do the construction if the Town does the engineering. The funding will come out of Chapter 90. Motion made by RP to approve letter of commitment. NT seconded. Unanimous.

3.5 Approve license for the Lions Club to sell Christmas trees on the Common from 11/23/12 to 12/24/12. RP moved to approve. NT seconded. Unanimous.

3.3 Discussion of FY2013 budget amendment, special override election, and Special Town Meeting. At the request of the BOS Mr. Sheehan reported he looked more closely at the budget. There have been some changes over the last couple of weeks which have altered the picture going into Town Meeting. Most importantly is the inclusion of the \$50,000 transfer from ambulance receipts to offset the operation of the Fire-EMS budget. The BOS had previously expressed its desire to keep funding for the Communications Supervisor position. He suggests funding that position for 6 months allowing the Chief to fill the position on January 1, 2013. The cost of the COA meals coordinator is offset by a grant, allowing \$6,000 to be reduced from the budget. A number of previously discussed reductions remain. All told, the revised budget amendment identifies \$271,117 in reductions. That results in a running deficit of \$22,632. He suggested using free cash to close the deficit, thereby alleviating the need to reduce hours.

Mr. Sheehan pointed out that this action creates a structural deficit going forward and there will be difficult choices to be made as the FY14 budget is developed. Among the items contributing to the structural deficit are the full year of funding for the communications supervisor, fully funding the COA meals coordinator, honoring the commitment to the Fire Chief to use only \$250,000 in FY14 in order to allow him to replenish his reserves for identified capital acquisitions, accounting for winter operations costs under the snow and ice deficit, and the use of free cash.

RP asked what the certified free cash number is. Mr. Sheehan said it is \$773,528. With everything set aside; \$200,000 for Capital Planning, \$200,000 for the Spaulding roof, \$3,300 for additional election expenses, \$8,000 for a health benefits consultant, and \$22,632 for operating budget, that leaves a \$340,000 balance. That will be used for the snow and ice deficit and the remainder will be carried over to the next year.

Mr. Sheehan added the override election doesn't become less important. Under any other circumstance these cuts would not be recommended and they put us in a tenuous position. If the override is successful we have a manageable budget going forward. If the override fails, we have a contingency plan that will get us through but won't get us out of the woods. We will have to be very careful in how we create the budget next year.

RP noted the hole to fill next year would be significantly bigger. The question at this point is whether or not to utilize money from free cash to avoid the cuts. NT suggested \$23,000 is not a lot. Mr. Sheehan agreed the amount is manageable. He will recommend to FinCom that this is an appropriate course of action. There would be no need to close this building, library or senior center or reduce individual hours. Employee health insurance and curbside trash collection are two of the biggest cost centers within which we may be able to find savings.

NT stressed that this solves the immediate problem, but not the underlying problem that still exists. This represents a decent compromise given the facts. When we start putting the FY14 budget together we will be aware of this problem. RP said he doesn't like enabling a structural deficit but it is an unusual circumstance.

Mr. Sheehan will make the information about the override and town meeting available to the public. He will work with Town Counsel and the Town Accountant to craft the motions and fill in the final numbers for town meeting.

RP reiterated that the override election is Tuesday the 13<sup>th</sup> from 8-8 at town hall. The Special Town Meeting will be on the 14<sup>th</sup> also at town hall.

V WORK SESSION

5.1 Board of Selectmen Updates/Reports: RP read the scouting for food to benefit TEO flier. NT read the flier for the VFW Veteran's day ceremony.

5.2 Town Administrator Updates/Reports: Mr. Sheehan thanked everybody who voted in the Presidential Election, everybody who worked the polls, and the clerk's office. He noted it is a long day for the workers. NT stressed that we should keep sight of the fact that we are able to vote and do so in a reasonably efficient manner.

Mr. Sheehan added that the special election for the override is on Tuesday here in the great hall in town hall from 8am-8pm. It's a ballot question for proposed operational override under a proposition 2 ½. The next night at 7 o'clock also at town hall is the Special Town Meeting. It is the normal town meeting that we do every fall. The two big items are the budget and the petition from the Water Department. Information will be put on the website and be available at town hall as well.

RP moved to adjourn at 8:14. NT seconded. Unanimous.





Office of the Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

2.1

*Susan A. Funaiole*  
Town Clerk  
*Kathleen M. Spofford*  
Assistant Town Clerk

Office: (978) 597-1704  
Fax: (978) 597-8135

To: Board of Library Trustees  
Cc: Board of Selectmen  
Andrew Sheehan, Administrator  
Date: October 12, 2012  
Re Elected official Suzanne Doust

Suzanne Doust has resigned from her elected position as a Library Trustee for the Town of Townsend. According to the Charter Article 3 Section (f) 1 "... the remaining members shall immediately give written notice to the Board of Selectmen and in addition to the public by posting the vacancy and its description on the town bulletin board for at least ten (10) days. One weeks notice shall be posted of a joint meeting between the Board of Selectmen and the remaining members of the body to fill the vacancy. The appointment will be made by vote and carried by a simple majority. This appointment will run until the next town election. If notice is not given within thirty (30) days following the date of the vacancy, after one week posted notice the Board of Selectmen shall fill the vacancy without participation of the remaining members of the multiple member body.

Attached is a copy of her resignation letter.

Sincerely,

*Susan A. Funaiole*  
Susan A. Funaiole, CMC/CMMC  
Town Clerk

Patricia Jeanig  
Chair  
Townsend Public Library  
12 Dudley Road  
Townsend, Ma 01469

10/12/2012  
TOWN OF TOWNSEND  
TOWN CLERK

October 3, 2012

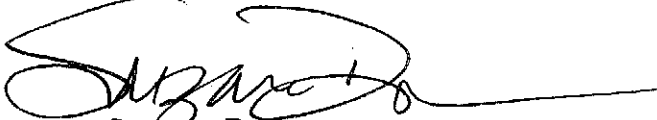
Dear Patricia,

It is with regret that I am writing to inform you of my decision to resign my position on the Townsend Public Library Board, effective immediately.

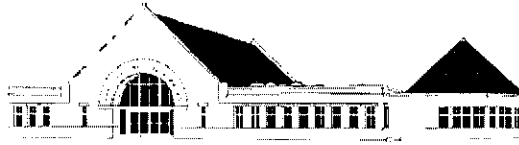
My family and I are relocating and I am unable to fulfill my obligation to the board.

If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best Regards,

  
Suzanne Doust





# Townsend Public Library

October 10, 2012

To: Board of Selectmen  
Cc: Andrew Sheehan, Administrator  
Re: Suzanne Doust

To all concerned:

Please be advised that at the Library Trustees' meeting held on October 3, 2012, 2012, Suzanne Dust submitted her letter of resignation as a library trustee. Suzanne has played an integral part in overseeing the new library building project, working on the Endowment Committee and creating various new committees and workgroups necessary to turn a brand new space into a vibrant and essential part of our community. Although she will be sorely missed, we wish her the best of luck with all the changes she and her family are about to make. We thank her for her service, knowing that the impact of her work will remain for years to come.

With this notice we are also submitting a copy of our job posting to be placed on the public bulletin board for the next ten days requesting any interested parties to submit a volunteer form to the clerks' office.

On behalf of the Board of Trustees,

Pat Jeanig  
Library Trustee Chair

## PUBLIC NOTICE OF VACANCY

October 11, 2012

In accordance with Section 7-10 of the Townsend Charter requiring a ten (10) day posting, the following vacancy is posted:

### TOWNSEND PUBLIC LIBRARY TRUSTEE

#### Responsibilities:

Responsible for working with other board members to oversee the library, establishing policy and plans, determining the final budget and conducting public relations.

#### Duties:

- Attends and participates in all board meetings.
- Reads board meeting minutes and other materials sent out before the board meeting.
- Becomes informed about all phases of library operation
- Serves on committees as assigned by the board chair.
- Lends expertise and leadership for the board for the good of the library.
- Actively participates in activities and workshops
- Helps to secure adequate municipal funding for the library
- Participates in fundraising activities
- Visits the library often

#### Qualifications:

Appreciation of the library and a desire to provide the best possible library service for the community. Willingness to be a team player.

#### Skills and Abilities:

Ability to work with people. Ability to plan. Ability to put aside personal preferences for the greater good of the library.

#### Term:

The appointment is for the remaining term which will end with the election in April 2013.

If interested, please forward a Volunteer Application form to the Office of the Board of Selectmen, 272 Main Street, Townsend, MA 01469.

Applications of interest must be submitted no later than 4:00 PM on September 30, 2012.

## Andy Sheehan

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**From:** Karen K. Waxman <kkwaxman@yahoo.com>  
**Sent:** Friday, October 12, 2012 10:57 AM  
**To:** asheehan@townsend.ma.us  
**Subject:** Resident Request for Appointment to Volunteer Board or Committee  
**Attachments:** Attach0.html

Request From: Karen K. Waxman  
Email: [kkwaxman@yahoo.com](mailto:kkwaxman@yahoo.com)  
Source IP: 216.75.155.121

Street Address: 126 Haynes Road, Townsend, MA 01469  
Mailing Address: 126 Haynes Road, Townsend, MA 01469

Home Phone: 978-302-4595  
Work Phone:  
Fax:

### Checkbox Choices

\*Library Trustees ,

Are you a registered voter in the Town of Townsend? Yes/No  
Yes

Do you have conflicts with meeting times or group assignments?  
No

If you have previously served on any Boards or Committees in the Town of Townsend, please describe your experience:

No official Town Boards; current Vice-Chair of the Friends of the Townsend Library Committee

Are there other background experiences or skills that you feel would contribute to this appointment?

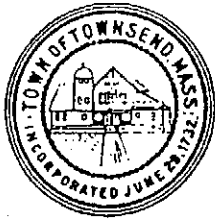
I have been involved with the Library and Friends committee since we moved to Townsend 13 years ago; I am a marketing professional with many years' experience with project management, estimating and budget management, and collaborative cross-functional teams - experience I believe would be helpful as part of the Library Trustees Board.

Why are you interested in this appointment?

I think Libraries are vitally important to communities and am interested in becoming more involved in our community.

What are your goals for this Board or Committee?

I am looking forward to contributing to the continued growth and success of our Library and services offered to our residents.



Office of the Town Clerk  
Town of Townsend  
272 Main Street  
Townsend, MA 01469

2.2

Susan A. Funaiole, CMC  
Town Clerk  
Kathleen M. Spofford  
Assistant Town Clerk

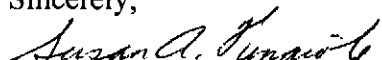
Office: (978) 597-1704  
Fax: (978) 597-8135

To: Amanda Dwight Trust Fund Committee  
Cc: Board of Selectmen  
✓ Andrew Sheehan, Administrator  
Date: October 22, 2012  
Re Elected official Diane Morin

Diane Morin has resigned from her elected position as a member of the Amanda Dwight Trust Fund Committee for the Town of Townsend. According to the Charter Article 3 Section (f) 1 "... the remaining members shall immediately give written notice to the Board of Selectmen and in addition to the public by posting the vacancy and its description on the town bulletin board for at least ten (10) days. One weeks notice shall be posted of a joint meeting between the Board of Selectmen and the remaining members of the body to fill the vacancy. The appointment will be made by vote and carried by a simple majority. This appointment will run until the next town election. If notice is not given within thirty (30) days following the date of the vacancy, after one week posted notice the Board of Selectmen shall fill the vacancy without participation of the remaining members of the multiple member body.

Attached is a copy of her resignation letter.

Sincerely,

  
Susan A. Funaiole, CMC/CMMC  
Town Clerk

October 19, 2012

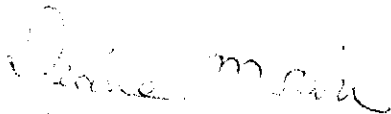
RECEIVED  
OCT 22 2012  
TOWN OF TOWNSEND  
TOWN CLERK

Office of the Town Clerk  
Townsend, Massachusetts

Dear Susan:

It is with regret that I must resign my post as Secretary of the Amanda Dwight Trust Fund Committee. Due to relocating out of the State of Massachusetts, I will no longer be in a position to fulfill my duties as Secretary.

Respectfully,



Diane Morin



Office of  
Land Use Coordinator  
272 Main Street  
Townsend, Massachusetts 01469  
(978)597-1723 Fax (978)597-1722

2.3

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September 13, 2012

TO: Town Administrator  
FROM: Land Use Coordinators *Karen Chapman*  
CC: Board of Selectmen, Planning Board  
SUBJECT: Shared Economic Development Manager

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I recently attended a meeting at MRPC regarding a Feasibility Study for a Shared Economic Development Manager (EDM) with the towns of Shirley and Ashby. The Town of Shirley applied for District Local Technical Assistance from MRPC for the Study, and Ashby and Townsend agreed to join. Attached is a copy of slides handed out at the meeting giving an overview and update of the project. Present were representatives from Ashby, Shirley and MRPC along with myself. Each rep discussed needs for their individual town. Shirley currently has an Economic Development Committee that is working on an Economic Development Plan (EDP) and would like assistance carrying out the results of their EDP. Ashby has already completed an EDP and would also like assistance implementing it. I responded that Townsend has neither a Committee nor an EDP so would need assistance both. I also expressed interest in filling all our empty commercial spaces and retaining existing businesses.

The MRPC determined that the salary for an EDM would be in the range of \$40-60,000 per year. When asked what Townsend could contribute to this I stated we are in dire straits at the moment and was not sure where money to fund the position would come from. MRPC also mentioned that once the EDM was established that the salary could come from targeted grants so each town would have no cost involved.

It was mentioned that this position could also serve as an advocate to recruit new businesses and retain existing businesses and be the point of contact for the Town in this capacity instead of the Selectmen.

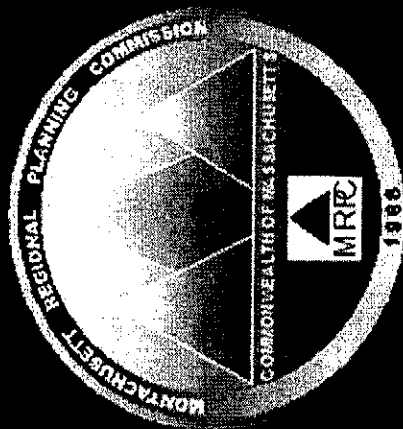
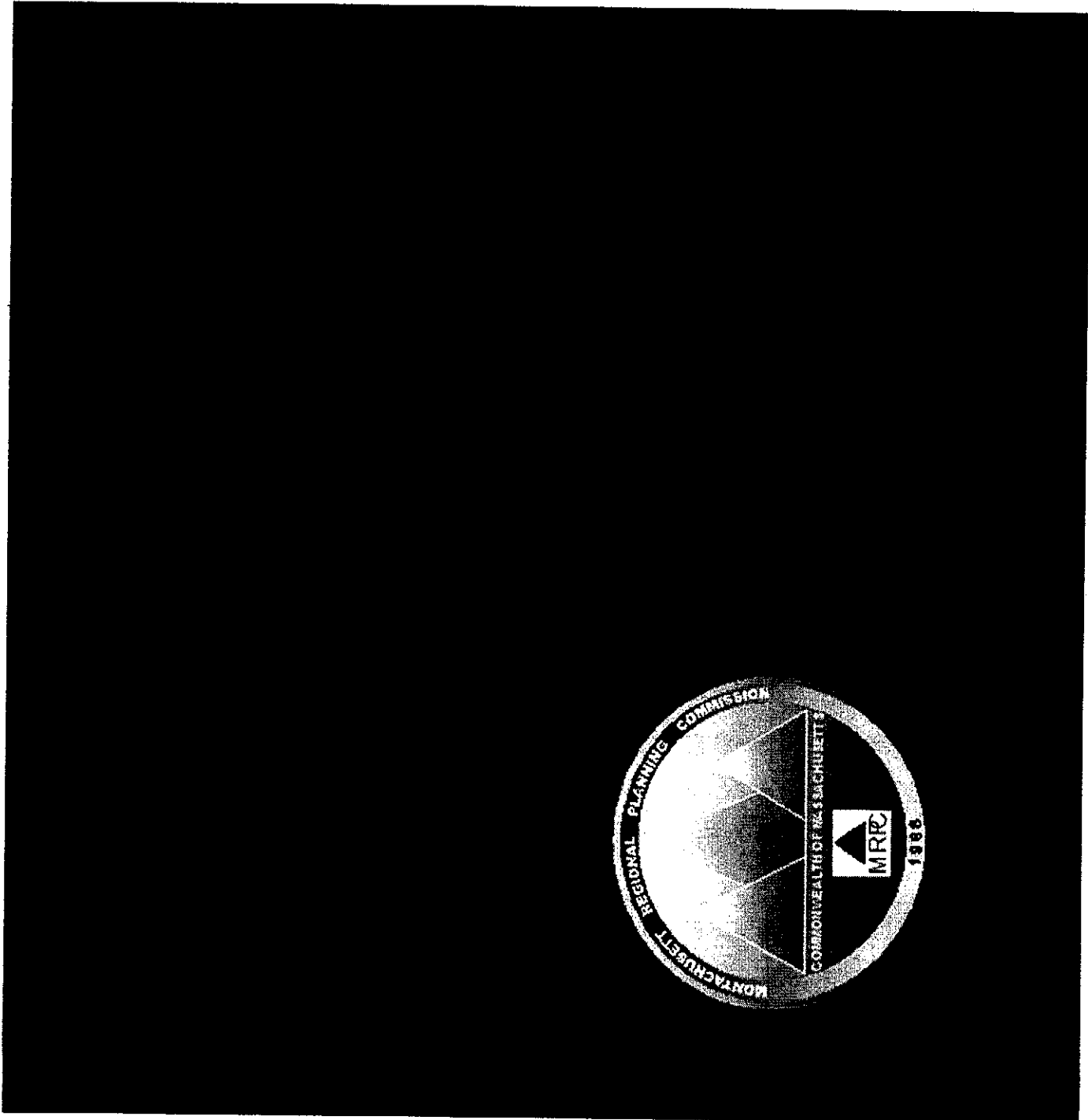
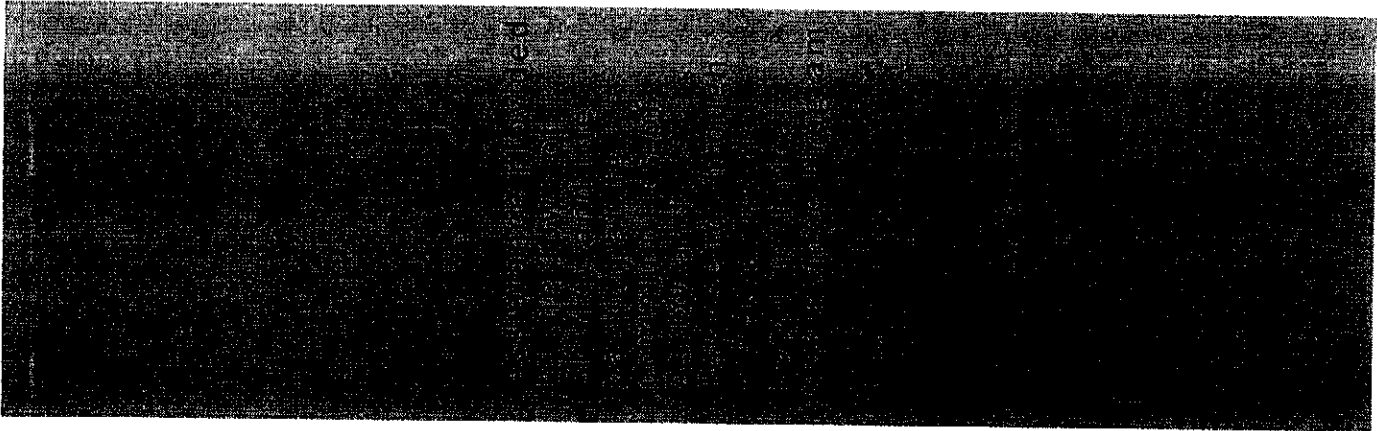
This Study will be completed by November 2012 and results will be presented to the Selectmen of each town at that time. My suggestion to the Selectmen is that we form an Economic Development Committee comprised of town officials and business community members to develop an EDP.

I also have copies of other shared services agreements if you would like to see these.

If you have any questions, please contact me at (978)597-1723 or [kchapman@townsend.ma.us](mailto:kchapman@townsend.ma.us)







## OVERVIEW & BACKGROUND

- Last winter, Shirley, submitted a request for District Local Technical Assistance (DLTA) to MRPC. The request was for a Feasibility Study for a Shared Economic Development Manager.
- A contract was signed between MRPC and Shirley in spring 2012. According to the Commonwealth of Massachusetts, MRPC's work on all DLTA projects must conclude on November 30<sup>th</sup>, 2012 with no extensions possible.
- The DLTA program provides Technical Assistance at no cost to the Town of Shirley and the participating communities of Ashby and Townsend.
- MRPC's DLTA Program is funded by the Commonwealth of Massachusetts.

# TASKS TO DATE

## **TASK ONE Outreach to identify interested communities as partners**

- \* Part of the scope of work for this project involved outreach to identify at least one and perhaps as many as three partner communities with similar needs.
- \* Initially, the Town of Ashby provided written documentation of its interest in participating.
- \* On April 26<sup>th</sup>, a representative of Shirley and two representatives from Ashby met at MRPC offices to discuss what the project entails and requested MRPC staff to gauge the interest of Townsend to participate in this study.
- \* Townsend was contacted, expressed interest, and is now a partner.

## **TASK TWO    Research similar studies and models**

- ❖ Models of other feasibility studies have been collected.
  - Case Study for Shared Services from Town of Portland & the Village of Brocton, NY
  - Cumberland County, ME – Shared Assessing Feasibility Study
- ❖ Sample Inter-Municipal Agreements have been collected.
  - Towns of Sterling & West Boylston – Building Insp./Zoning Enf.
  - Towns of Spencer & Leicester – Town Planner
  - Towns of Ashburnham & Ashby – Town Administrator
  - Sample Agreement for Franklin Regional Council of Government
  - Six Town Agreement for Regional Housing Services

### **TASK THREE Define potential job responsibilities of an Economic Development Manger**

- ◆ Job Descriptions for an Economic Development Manager.
  - Northampton ○ West Springfield ○ Metropolitan Area Planning Council
- ◆ Average Salary for fulltime position runs on average \$40,000 to \$60,000
- ◆ Let's Talk Today About Defining the type of work and the time allotted each community.
- ◆ Let's also Talk Today about: Arrangement (ie. Inter-Municipal Agreement or Other) for sharing the services of the Economic Development Manager.

### **TASK FOUR Research any potential funding sources**

- ◆ Research and have a conversation about cost sharing for the position for what each community would like to get out of this arrangement.
- ◆ Grant programs and fees

**TASK FIVE    Draft Final Report**

❖ November 30, 2012

**Any Additional Questions or Concerns Please Contact:**

John Hume, Planning & Development Director (978) 345-7376 ext. 302 [jhume@mrpc.org](mailto:jhume@mrpc.org)

Kevin Flynn, Community Development Director (978) 345-7376 ext. 305 [kflynn@mrpc.org](mailto:kflynn@mrpc.org)

Chantell Fleck, Regional Planner (978) 345-7376 ext. 304 [cfleck@mrpc.org](mailto:cfleck@mrpc.org)

Police Station Roof  
 Invitation for Bid Registrar  
 November 9, 2012

Name/Company	Amount	Bid Form	Bidder Certs	Bid Bond	Agreement	Notes
Eagle Eyes Contracting	25,850-	✓	✓		✓	
Andrew Wolfrey	43,750-	✓	✓		✓	
ACTR, Inc.	21,608-	✓	✓		✓	
Richard T. Losordo, Inc. Electrical Contractor	20,064-	✓	✓		✓	
Mc Contracting, Inc.	41,900-	✓	✓		✓	
Viking Roofing, Inc.	41,400-	✓	✓		✓	
WPI Construction, Inc.	23,000-	✓	✓		✓	

3.1