



BOARD OF SELECTMEN

P.O. Box 669
Townsend, Massachusetts
01469-0669
(508)-597-2837



MINUTES FROM MEETING HELD January 11, 1994

- 1.1 Wood called the meeting called to order at 7:00 P.M.
- 1.2 Roll call taken showed all present.
- 1.3 There were no additions or deletions to the agenda.
- 3.1 Wood moved to Approve One Day Liquor License #1-94 for South Fitchburg Hunting and Fishing Club, 60 Warren Road, Townsend, in conjunction with an Ice Fishing Derby to be held Saturday, January 15, 1994. Seconded by Darling. All in favor.
- 3.2 Wood moved to Approve One Day Liquor License #2-94 for South Fitchburg Hunting and Fishing Club, 60 Warren Road, Townsend, in conjunction with an Ice Fishing Derby to be held Saturday, February 19, 1994. Seconded by Darling. All in favor.
- 3.3 The board acknowledge the resignation of John King from the Planning Board.
- 3.4 Wood announced that there is a vacancy on the Planning Board and that if anyone is interested in being a member of this board to contact Elaine Olden or the Selectmen's Office.
- 3.5 Wood moved to approve Driveway Permit #138-93 for Louis Catalanotto, Warner Road, Map 36, Block 27, Lot 1. Seconded by Darling. All in favor.
- 3.6 Wood moved to appoint Robert J. Rebouich as a Reserve Recruit for the Townsend Police Department for the period January 12, 1994 to June 30, 1994 with a six month probationary period. Seconded by Darling. All in favor.
- 4.1 Wood moved to approve Payroll Warrant 28P. Seconded by Rebholz. All in favor.
Wood moved to approve Bills Payable Warrant 28B. Seconded by Rebholz. Two in favor (Wood and Rebholz) with one abstention (Darling). Darling abstained due to a conflict.
- 4.2 Purchase orders were reviewed and approved.
- 4.3 Wood moved to approve the minutes from December 28, 1993. Seconded by Darling. All in favor.
- 4.4 Wood moved to sign the Water Department Agreements regarding Professional Services for Design Phase of Water Main Extensions in Old Turnpike Road and Bridle Path. Seconded by Rebholz. All in favor.
- 2.1 At 7:20 P.M. the board met with Michael Conner regarding his request for a Driveway Permit, permit #137-93 for Warner Road, Map 44 Block 8 Lot 8. Included in this meeting were the Land Use Administrator, the Highway Superintendent, and the inspector of Buildings. Wood explained the issue to Mr. Conner about the access to his property and that outside of the driveway itself there were issues with the road going to his driveway as this section of the road is unimproved. Wood explained that as it stands now the town would not be able to provide vital access to this property and the building inspector could not issue a building permit until access is improved. She also stated that town counsel suggested the board deny the permit but that the board feels you deserve access to your property but that the town does not have the resources to upgrade the road right now. The Inspector of Buildings,

Mike Gallant, explained that he would be able to issue a building permit to Mr. Conner because he currently does not have Vital Access to his property. That is to say the police, fire, and ambulance departments could not get to your property as the road stands now. Mr. Conner questioned why he could not build now. Mr. Gallant explained that it would not be unlike the situation he had with the second phase of the Laurel Woods development in which he could not give a building permit because the builders could not prove that there was appropriate fire access to water. Gallant went on to explain that the current road would have to be widened and thus trees would have to be cut the road brought up to grade and conservation involved because of the wetlands at the beginning of the road. Darling asked what conservation would have to say. The Land Use Administrator explained that she could not speak for the Conservation Commission but that they as a board in general would explain what would have to be done. Mr. Conner explained that he has a septic design and perc tests already done and that he understands the issue. Wood explained that certain understandings have to be added to the permit before the board approves the permit. These include having to go before the Planning Board for the Scenic Roads act and Access issues, then the Conservation Commission for wetlands issues, and then the town would have to see what finances and costs would be associated with improving the section of Warner Road. Mr. Conner agreed with the understanding. Wood moved to approve permit 137-93 for Warner Road, Map 44, Block 8, Lot 8 with the above understandings of what had to be done. Seconded by Darling. All in favor.

2.2 The Selectmen met with Laura Shifrin, Chairman Board of Assessors, at 7:45 P.M regarding the search for a new Associate Assessor. Ms. Shifrin explained that there were 4 applicants for the position of Associate Assessor and that only 2 met the qualifications. Of the two who were qualified one had taken another job elsewhere and the other candidate would not take the job for the current salary. Ms. Shifrin said the board will be readvertising the position and hopefully have someone on board for April. Ms. Shifrin explained that there may be delays in processing abatements. She went on to say the town has a low number of abatements compared to past years. Ms. Shifrin talked about getting more money for the clerk in order to give her more hours. Wood said there might be possibilities but that Shifrin would have to talk to the town Accountant. Darling asked about the amount of money left in the Associate Assessor line item. Shifrin explained there was approximately \$14,000.00 in the account and that that amount would allow her board to advertise and pay someone a rate equal to \$34,000.00 a year until the end of the year. Rebholz asked if the \$34,000.00 salary would be published and if so then there is a problem because that amount has not been authorized by Town Meeting. Darling expressed his concern that if nothing is done to get someone in the Associate Assessor position, even on a temporary basis, then the town is going to suffer and suffer big. Darling asked if the Assessors had thought of hiring a consultant or someone temporary. Shifrin explained that her board had not thought of that but would look into it.

4.5 Wood mentioned that she would like the board members to think about their goals for the board for 1994 and that this subject will be brought up at the next meeting. wood mentioned some of the things she has thought about and that she will talk further on these items next week.

4.6 Executive Secretary Report:

- A) The Selectmen were informed that the Police Chief requested that the Winter Hazards memo be read again given the amount of snow the town has received. Wood read the memo.
- B) The board was informed of the amount of money spent on snow and ice removal for the current fiscal year and that the highway department was doing a good job keeping up with the recent snow storms.
- C) The board was informed of the proposed budget for the Townsend/Pepperell Animal Control Officer and that copies would be made and given to them.
- D) The board members were asked if any of them would be going to the MMA Annual Meeting and if so the town has voting status of two of MIIA's corporations and the material would be made available. Mr. Darling said he would be going to this meeting and Wood thought she might go as well.
- E) The Executive Secretary explained to the board that he would be interested in going to this meeting/conference and asked the board if he could go. The Selectmen agreed to have Mr. Bragan go to this meeting.

Wood moved to adjourn the meeting at 8:50 P.M. Seconded by Darling. All in favor.

Submitted by:
Timothy P. Bragan
January 18, 1994.



BOARD OF SELECTMEN

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Selectmen Meeting Agenda
MEMORIAL HALL
7:00 P.M.
January 11, 1994

I. Preliminaries:

- 1.1 Meeting Called to Order
- 1.2 Roll Call
- 1.3 Agenda - Additions/Deletions

.II. Appointments:

- 2.1 7:05 P.M. Michael Conner RE: Driveway Permit #137-93 for Warner Road, Map 44 Block 8 Lot 8.
- 2.2 7:30 P.M. Laura Shifrin, Chairman Board of Assessors RE: Search for a new Associate Assessor.

III. New Business:

- 3.1 Move to Approve One Day Liquor License #1-94 for South Fitchburg Hunting and Fishing Club, 60 Warren Road, Townsend, in conjunction with an Ice Fishing Derby to be held Saturday, January 15, 1994.
- 3.2 Move to Approve One Day Liquor License #2-94 for South Fitchburg Hunting and Fishing Club, 60 Warren Road, Townsend, in conjunction with an Ice Fishing Derby to be held Saturday, February 19, 1994.
- 3.3 Acknowledge the resignation of John King from the Planning Board.
- 3.4 Announce vacancy on the Planning Board and that if anyone is interested in being a member of this board contact the Selectmen's Office.
- 3.5 Move to approve Driveway Permit #138-93 for Louis Catalanotto, Warner Road, Map 36, Block 27, Lot 1.
- 3.6 Move to appoint Robert J. Rebouch as a Reserve Recruit for the Townsend Police Department for the period January 12, 1994 to June 30, 1994 with a six month probationary period.

IV. Work Session:

- 4.1 Approve Payroll Warrant 28P and/or Bills Payable Warrant 28B.
- 4.2 Review Purchase Orders.
- 4.3 Approve minutes from December 28, 1993.
- 4.4 Sign Water Department Agreements regarding Professional Services for Design Phase of Water Main Extensions in Old Turnpike Road and Bridle Path.
- 4.5 Discuss goals of board for the new year.
- 4.6 Executive Secretary Report.

V. Adjournment

March 1995 copy



BOARD OF SELECTMEN

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MINUTES FROM MEETING HELD January 18, 1994

- 1.1 Wood called the meeting called to order at 7:02 P.M.
- 1.2 Roll call taken showed all present.
- 1.3 There were no additions or deletions to the agenda.
- 3.1 Wood moved to approve Driveway Permit #2-94 for Lambert Construction Co., Inc., Shirley Road, Map 39, Block 1, Lot 125. Seconded by Darling. All in favor.
- 3.2 Wood moved to postpone action on Driveway Permit #2-94 for Edward Faneuf, Elm Street West, Map 10, Block 32, Lot 0. Wood explained that the correct Map, Block, and Lot numbers were not on the application, although the correct ones are on the agenda, and so the Land Use Administrator was unable to review the permit. Darling seconded the motion. All in favor.
- 3.3 Wood moved to adopt a Safety Policy Statement. Darling asked if this was going to help our insurance. The Executive Secretary explained that it is part of a program to inform everyone of their safety responsibilities and that it will hopefully keep insurance claims low and thus the town's insurance premiums. The motion was seconded by Rebholz. All in favor.
- 4.1 Wood moved to approve Payroll Warrant 29P. Seconded by Rebholz. All in favor.
- 4.2 Purchase Orders were reviewed and approved.
- 4.3 Wood moved to approve the minutes from January 11, 1994. Seconded by Rebholz. All in favor.
- 4.4 Wood announced that there is a vacancy on the Finance Committee and if anyone is interested in serving on this board they can contact the Finance Committee.
- 2.1 The Selectmen's meeting with Senator Antonioni, regarding Payments In Lieu of Taxes for State owned land, began at 7:15 P.M. Senator Antonioni explained the P.I.L.O.T. program and that he was encouraged by this board to seek reimbursements from the State. The Senator stated that during the past couple of years Townsend has received \$51,000.00 per year from this program. He went on to say that the State budget process will begin in a couple of weeks when the Governor puts out his budget and that it is too early to tell what the level of funding will be next year. He explained that the Governor has supported the program in the past and that he, the Senator, will fight for funding of the program again. He said that this program does not meet the need given the land publicly owned but that there is no money right now. Selectman Darling asked if we could be assured of level funding. Antonioni said he will do everything he can to get level funding. Selectman Rebholz asked about revenue and Education Reform. Senator said that there should be a dedicated source of revenue for both education reform and local aid. He went on to explain that everything is still sketchy with the funding of education reform. Darling asked about Gambling Casinos and if they would fund education. Antonioni explained that it is important for money to go to communities but that there are no real plans to put casinos in Massachusetts. Darling asked if we can expect anything new for the cities and towns out of the upcoming budget. The

Senator responded by saying it is too early in the budget process to have anything specific. Darling then asked about plans to put another prison in the State and that Townsend area was being looked at. The Senator said there is a bill in the house to raise the number of prison beds by 3000 but that there were no specifics. Discussion continued on welfare reform, the megaplex, and county government. The board thanked the Senator for coming and told him he could return anytime. The Senator said he would be willing to come back when the Governor's Bill comes out.

Selectmen Rebolz excused himself from the meeting and explained that he was going to sit in on the Planning Board meeting that had just started.

4.5 Wood and Darling reviewed the letter from Department of Environmental Management and had no official comments.

4.6 Discussion of the board's goals for the new year was postponed until the next meeting.

4.7 Executive Secretary Report.

- A) The Selectmen were informed of the meeting the Executive Secretary is attending in Pepperell on Thursday and that either town counsel or her partner would be at that meeting as well.
- B) The board was informed of the resignation of Mary Roy from the position of Assistant Town Accountant. Darling asked if there was a reason given and he was informed that there was none except for personal ones. Darling asked when it would be effective. Executive Secretary Bragan informed him it was effective immediately. Darling then expressed that he was upset with this type of action and thought that some type of notice would have been more professional.
- C) The board was informed of the signing of the Revolving Loan Fund by Lt. Governor Paul Cellucci and that the Selectmen were invited. Each was given an invitation.
- D) The board members were informed that the Executive Secretary had met with Labor Counsel and talked about the Family and Medical Leave Act. The board was told that the town has 62 employees and thus we have to post the Act. They were given copies of the posting. They were also told that a policy and regulations would have to be developed and that the Executive Secretary would be working with Labor Counsel on this matter.
- E) The Executive Secretary explained that the Inspector of Buildings has asked everyone with a flat roof to shovel it off to prevent any collapse.

Wood moved to adjourn the meeting at 7:58 P.M. Seconded by Darling. All in favor.

Submitted by:
Timothy P. Bragan
January 25, 1994.



BOARD OF SELECTMEN

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Selectmen Meeting Agenda
MEMORIAL HALL
7:00 P.M.
January 18, 1994

I. Preliminaries:

- 1.1 Meeting Called to Order
- 1.2 Roll Call
- 1.3 Agenda - Additions/Deletions

II. Appointments:

- 2.1 7:05 P.M. - Senator Antonioni RE: Payments In Lieu of Taxes for State owned land.

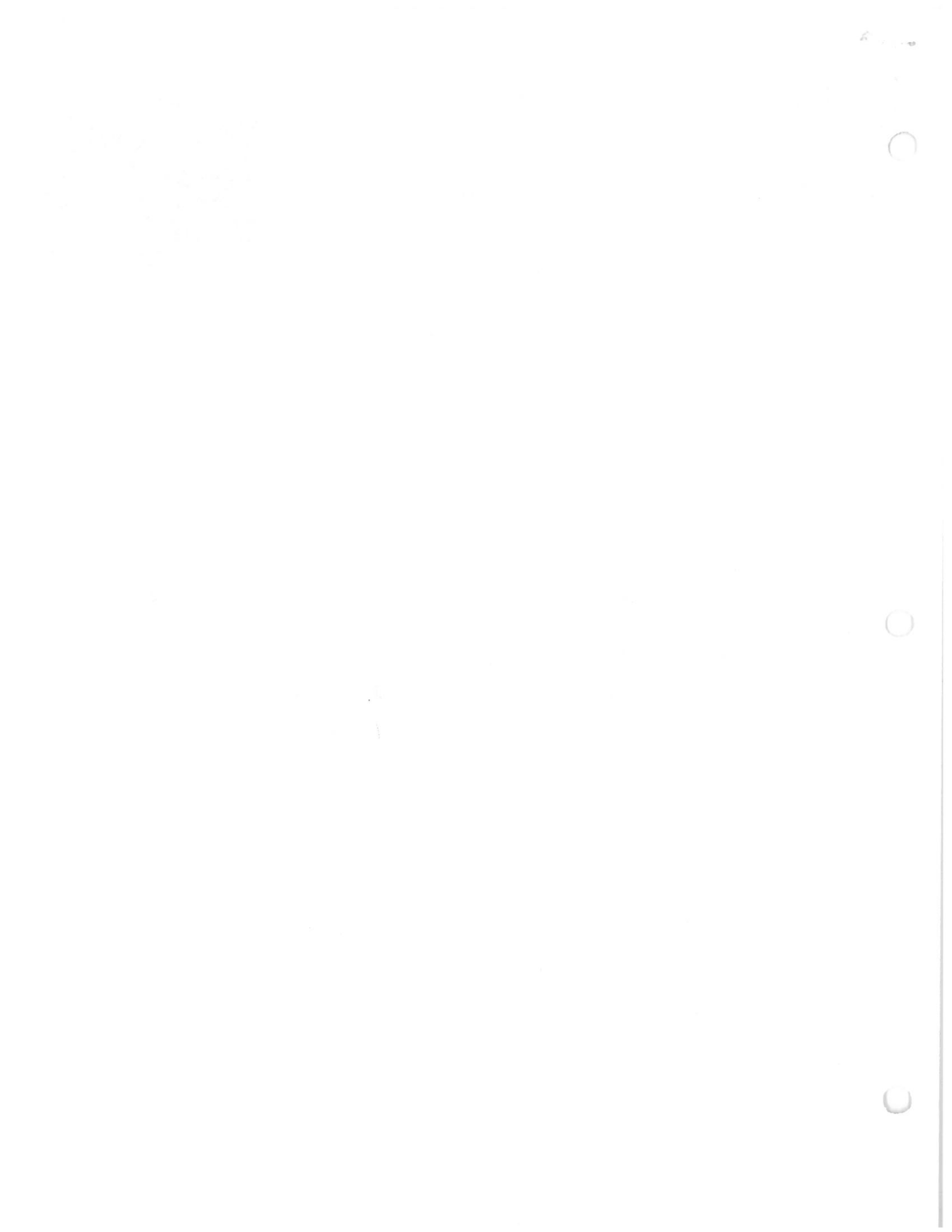
III. New Business:

- 3.1 Move to approve Driveway Permit #~~2~~¹-94 for Lambert Construction Co., Inc., Shirley Road, Map 39, Block 1, Lot 125.
- 3.2 Move to approve Driveway Permit #~~1~~²-94 for Edward Faneuf, Elm Street West, Map 10, Block 32, Lot 0.
- 3.3 Move to adopt a Safety Policy Statement.

IV. Work Session:

- 4.1 Approve Payroll Warrant 29P and/or Bills Payable Warrant 29B.
- 4.2 Review Purchase Orders.
- 4.3 Approve minutes from January 11, 1994.
- 4.4 Announce Vacancy on Finance Committee and if anyone is interested in serving on this board they can contact the Finance Committee.
- 4.5 Review and/or take action on letter from Department of Environmental Management.
- 4.6 Discuss goals of board for the new year.
- 4.7 Executive Secretary Report.

V. Adjournment





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MINUTES FROM MEETING HELD January 25, 1994

- 1.1 Wood called the meeting called to order at 7:01 P.M.
- 1.2 Roll call taken showed all present.
- 1.3 There was one addition and no deletions to the agenda. Selectman Darling added 3.4 which relates to Complaints about the Post Office.
- 3.1 Wood moved to approve Driveway Permit #2-94 for Edward Faneuf, Elm Street West, Map 10, Block 32, Lot 0. Seconded by Rebholz. All in favor.
- 3.2 The Selectmen acted on the naming of streets and numbering of other streets. This action was taken to comply with the Enhanced/Emergency 911 system the Town is installing to better serve the people in the community. The proposed changes were recommended by Elaine Cavanaugh who is a member of the Town's Planning Board. Wood moved to accept the recommendations of Ms. Cavanaugh as attached and accepted herein except for #5, the naming/renaming of Elm Street, Center, which the Selectmen postponed until their next meeting and the naming of Elm Street, West. Instead of naming Elm Street, West, Lunenburg Road the Board decided to name it West Elm Street. The board also decided that on #6 the road would remain Old Meeting House Road for its entirety but that the sections of this road would be renumbered by adding 100 to the one section and 200 to the final section. This numbering is to start at the Highlan Street end of old meeting House Road. With respect to #4, of the attached sheet, Selectman Darling suggested naming the common driveway Wornham Drive. Selectmen Wood and Rebholz agreed with Darling's suggestion. Darling seconded the motion made by Wood with the appropriate changes to be made. All in favor.
- 3.3 Wood moved to accept the resignation of Mary Roy from her appointed position as Assistant Town Accountant as well as the part-time clerk position in the Treasurer's office. Seconded by Darling. All in favor.
- 3.4 Darling announced that the Post Office had set up a box, #1100, for any suggestions and/or complaints regarding the Post Office.
- 4.1 Wood moved to approve Payroll Warrant 30P and Bills Payable Warrant 30B. Seconded by Rebholz.
- 4.2 Purchase orders were reviewed and approved.
- 4.3 Wood moved to approve minutes from January 18, 1994. Seconded by Darling. All in favor.
- 4.4 The board discussed their goals for the new year. Selectmen Rebholz said he would like to see a heating and electrical service contracts for the Town. Selectman Darling said he would like to see the Board work with Ashby and Pepperell in buying bulk salt, sand, and oil; have the town get a new ambulance; put forth a recall at Town Meeting; and see about going to a five member Board of Selectmen. Wood mentioned acting on forming a Charter Committee. Darling said he would also like to see the Personnel Board/Committee started up again.
- 4.5 Wood asked the Executive Secretary if he had any information regarding setting the date of Town Meeting. The Executive Secretary responded that he had conferred with the Town Accountant, Dick Choate, and that they both agreed there was no reason Town Meeting could not be held at its set time. This time being Tuesday, April 26, 1994 at 7:00 P.M. Wood moved to set the date of town meeting as Tuesday, April 26, 1994 at 7:00 P.M. Seconded by Darling. All in favor.

4.6 Executive Secretary Report.

A) The Selectmen were informed of the Assistant Town Accountant/Treasurer's Clerk position being posted and that there is a possibility to appoint someone within a week or two.

B) The board was given a calendar of Holiday's observed by the Town and were told that it is the intent of the Executive Secretary to distribute it to all of the departments, boards, committees, and commissions. The board approved of the calendar and the distribution of same.

C) The board was informed of the request of Strategic utility Management Systems to provide their services to the Town of Townsend. The board suggested that it be sent to Town Counsel for review.

D) The board members were informed of the notice of a hearing for Fitchburg Gas and Electric to be held on January 28, 1994 at 10:00 A.M. in Boston at 100 Cambridge Street.

E) The board members were informed of the notice of a hearing for Nashoba Cable regarding rate regulation. This meeting is to be held on Friday, February 18, 1994 at 2:00 P.M. on the 22nd Floor, 100 Cambridge Street, Boston.

F) The Executive Secretary explained that the MIIA Luncheon and Annual Meeting will be held this Saturday and that Selectman Darling will be attending this meeting. The board was also informed that in order for Selectman Darling to vote at this meeting he needed a letter from the Chairman of the Board, designating him as Townsend's voting representative. The Executive Secretary explained that he had already drafted a letter for Chairman Wood to sign. Chairman Wood signed the letter and gave it to Selectman Darling.

The Board recessed at 8:01 P.M. until there 8:00 P.M. appointment showed up.

2.1 Wood moved to go into Executive Session at 8:20 P.M. Seconded by Rebholz. Roll call taken showed Wood, Rebholz, and Darling voting in favor of going into executive session. Wood explained that the board had voted to go into executive session and that when it came out of this session no other business would be transacted except for adjourning the meeting. Wood moved to adjourn the executive session at 9:20 P.M. Seconded by Darling. Roll call showed all in favor of ending the session.

Wood moved to adjourn the meeting at 9:21 P.M. Seconded by Darling. All in favor.

Submitted by:
Timothy P. Bragan
February 08, 1994.



BOARD OF SELECTMEN

P.O. Box 669
Townsend, Massachusetts
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Selectmen Meeting Agenda
MEMORIAL HALL
7:00 P.M.
January 25, 1994

- I. Preliminaries:
 - 1.1 Meeting Called to Order
 - 1.2 Roll Call
 - 1.3 Agenda - Additions/Deletions
- .II. Appointments:
 - 2.1 8:00 P.M. Executive Session RE: Personnel Issues
- III. New Business:
 - 3.1 Move to approve Driveway Permit #2-94 for Edward Faneuf, Elm Street West, Map 10, Block 32, Lot 0.
 - 3.2 Act on the naming of town roads as addressed earlier by Elaine Cavanaugh.
 - 3.3 Move to accept the resignation of Mary Roy from her appointed position as Assistant Town Accountant as well as the part-time clerk position in the Treasurer's office.
- IV. Work Session:
 - 4.1 Approve Payroll Warrant 30P and/or Bills Payable Warrant 30B.
 - 4.2 Review Purchase Orders.
 - 4.3 Approve minutes from January 18, 1994.
 - 4.4 Discuss goals of board for the new year.
 - 4.5 Discuss and/or set date for Annual Town Meeting.
 - 4.6 Executive Secretary Report.
- V. Adjournment

