



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

Robert Plamondon, *Chairman*
Andrew Sheehan,
Interim Town Administrator

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*
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SELECTMEN'S MEETING MINUTES
MAY 25, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

1.1 The meeting was called to order at 7:00P.M.

1.2 Roll call vote taken showed 3 members present: Chairman Robert Plamondon, (RP) Vice-Chair Sue Lisio, (SL) and Clerk Nicholas Thalheimer (NT)

1.3 RP moved to add 3.7 Vote to join the North Middlesex Area Emergency Planning Committee to the agenda.

1.4 Review/ Approve meeting minutes for May 4, 2010 and May 11, 2010.

The Board reviewed the meeting minutes and noted a change on both with respect to the executive session votes; exception should be "exemption". NT moved to approve the meeting minutes of 05.04.10 & 05.11.10 as amended. SL seconded. Unanimous vote.

RP moved to address agenda items 4.1 & 4.2 until appointment scheduled at 7:05P.M.

II. APPOINTMENTS/HEARINGS:

2.1 7:05 Al Futterman from the Nashua River Watershed, RE: Wild & Scenic nomination support for the Squannacook River.

Al Futterman, Representative from the Nashua River Watershed met with the Board and gave a powerpoint presentation which outlined the process and need for support for a study to see if the Squannacook River can be recognized and designated as a Wild & Scenic River. (please see attached outline)

Discussion included: what the Wild and Scenic River Study entails; what parts of the river are being considered for the study and designation; what the designation would achieve; why the study and designation is valuable to the town and the other 11 communities involved; scenic natural agricultural landscapes of the rivers; the study and designation timeline and process; how the river will be managed if designation occurs. The Board unanimously supported the study and the designation of the Squannacook River. NT confirmed with Mr. Futterman there was no cost to the Town to participate in the study or designation of the river. NT moved to send a letter of support for the study to classify the Squannacook River with the designation of a Wild & Scenic River. SL seconded. Unanimous vote.

III. MEETING BUSINESS:

- 3.1 Review/approve agreement between the Massachusetts Department of Transportation, Highway Division and the Townsend Fire Department relative to a utility force account agreement in the amount \$6,000.00 in regards to the relocation of facilities on Wheeler Road over Willard Brook in Townsend.

The Board reviewed the attached agreement – Fire Chief, Don Klein explained he worked with Mass Highway on this agreement and it is to cover the cost of moving the alarms systems and infrastructure in conjunction with the replacement of Wheeler Road Bridge. NT moved to approve the agreement between the Massachusetts Department of Transportation, Highway Division and the Townsend Fire Department relative to a utility force account agreement in the amount \$6,000.00 in regards to the relocation of facilities on Wheeler Road over Willard Brook in Townsend. SL seconded Unanimous vote. SL asked Interim Town Administrator to forward a letter acknowledging the agreement approval to Mass Highway.

- 3.2 Approve/sign a contract between Weight Watchers, Inc. and the Town of Townsend for rental of the Meeting Hall located at 12 Dudley Road.

The Board reviewed the drafted contract – please see attached. Discussion included: fee not consistent with fee schedule and policy; need to revisit fee schedule and policies as they were created before the opening of the building; meeting room committee appointments; meeting times for Weight Watchers and impact on maintenance/cleaning staff. Jane Jackson, Meeting Room Committee member met with the Board; she outlined the reduced fee was approved by the committee as it was a year commitment and the current fee structure and policy did not address renters who may use the meeting room more than once per month. Ms. Jackson informed the Board the policies need to be re-visited as was recommended at a prior Selectmen’s meeting. RP stated he could not support reduced rate as it conflicts with current policy. SL and NT acknowledge this rental would be committed to the fee per week for a year and that there were no additional costs associated with the rental of the room. The Board reviewed the current fee schedule and policy – see attached. SL moved to accept the proposal from Weight Watchers offering \$50.00 per week for a 1 year contract for their meetings. NT seconded. Unanimous vote. Note: RP did vote not to support.

Ms. Jackson asked the Selectmen to schedule a meeting in the future with the Town Properties and the Meeting Room Committee to revisit and revise the current policy, informing the Selectmen the policies were drafted and approved before the Library/Senior Center/meeting room opened. Ms. Jackson inquired as to why the warrant article submitted for the revolving account was not on the Town Meeting warrant and asked it be put on the Fall Town Meeting agenda. Ms. Jackson inquired as to the appointments for the Meeting Room Committee and asked the Board to re-appoint the members for July 1, 2010. Interim Town Administrator, Andrew Sheehan to check into appointments for the Meeting Room Committee members and work with the Committee and Town Properties for revision of current fee structure and policy.

- 3.3 Review/comment Planning Board Mandatory Referral, RE: Special Permit.

The Board reviewed the referral – please see attached. The Board unanimously agreed to send no comment.

3.4 Discuss/appoint members to the Town Administrator Search Screening Committee.

The Board reviewed the posting for the Search Committee and read into the record – please see attached. The Board reviewed the Response Form – see attached. RP acknowledged David Chenelle would be a good addition to the Committee. NT moved to appoint David R. Chenelle as member at large to the Town Administrator Search Committee. SL seconded. Unanimous vote.

Mr. Sheehan informed the Selectmen the other members should be appointed as well and gave the Selectmen a memorandum from the Finance Committee naming Paul Nicoli as their choice for Representation. NT moved to appoint Paul Nicoli as the Finance Committee Representative to the Town Administrator Search Committee. SL seconded. Unanimous vote.

SL informed the Board she would like to be the Selectmen’s Representative. NT moved to appoint Sue Lisio as the Selectmen’s Representative to the Town Administrator Search Committee. RP seconded. Unanimous vote.

SL moved to appoint Kim Fales and Erving M. Marshall and/or his designee to the Town Administrator Search Committee. NT seconded. Unanimous vote.

Mr. Sheehan reminded the Board that June 10, 2010 is the cut-off date for submittal of resumes and inquired as to what the Selectmen would like to charge the Committee with in regards to the search. The Board members agreed to wait for feedback from the Committee as to what their role in the search would be.

3.5 Discussion, RE: Organization of responsibilities as Department Representatives.

The Board reviewed the current organization of responsibilities; SL informed the Board she would like to stay with Public Safety. RP stated he would like to keep General Government. RP read the current structure – see attached list. Mr. Sheehan stated he would send out a new memorandum outlining SL would be liaison for Public Safety, RP for General Government, and NT for Highway/Elected Boards.

3.6 Review/Approve request to purchase 1981 Pierce Pumper Fire Truck from the Town of Westford for the sum of \$8,000.00

Fire Chief Don Klein met with the Board; explaining the need for the Pumper Truck as outlined in the attached memorandum – please see attached. Chief Klein explained that he was looking for a reserve truck that was multi-functional; further relaying the truck from Westford would serve that purpose and was in excellent condition for the age of the vehicle. Chief Klein informed the Board the Finance Committee did approve a Reserve Fund Transfer for the purchase contingent upon the Selectmen’s approval. NT moved to approve the request to purchase a 1981 Pierce Pumper Fire Truck from the Town of Westford for the sum of \$8,000.00. SL seconded. Unanimous vote.

3.7 **Vote that the Town join the North Middlesex Area Emergency Planning Committee**

Andrew Sheehan outlined the reasons why the Town needs to formally vote to join the Area Emergency Planning Committee, and what the Committee does in the area of Emergency Management.

The Board reviewed the letter as attached. NT moved to join the North Middlesex Area Emergency Planning Committee. SL seconded. Unanimous vote.

APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 NT moved to appoint Karen Chapman to the Town Properties Committee as the Conservation Committee Representative effective May 25, 2010 until February 28, 2011. SL seconded. Unanimous vote.
- 4.2 NT moved to appoint David Mazza as a fulltime Firefighter/EMT effective May 25, 2010 contingent upon the passing of a pre-placement physical with a six month probationary period. SL seconded. Unanimous vote.
- 4.3 NT moved to appoint Donald Klein to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012. SL seconded. Unanimous vote.
- 4.4 NT moved to appoint Shirley Coit to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012. SL seconded. Unanimous vote.
- 4.5 NT moved to appoint Karen L. Chapman to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012. SL seconded. Unanimous vote.
- 4.6 NT moved to appoint Donald Klein as the Emergency Response Coordinator effective July 1, 2010 to June 30, 2011. SL seconded. Unanimous vote.

IV. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

NT read the announcement regarding the Memorial Day Parade, Sunday, May 30, 1PM, VFW Park, W. Townsend and announced the Townsend Military Band Concerts on the Common, beginning Thursday, June 3 from 7:30-9:30PM

5.2 Town Administrator Report/Reminders

Mr. Sheehan reminded the Board of the trainings available for newly Elected Officials and asked they let him know so they can be signed up before the deadline. Mr. Sheehan informed the Board the Capital Planning Committee had requested to meet with the Selectmen. The Board agreed to meet with the Capital Committee meeting on June 8th if available.

5.3 NT moved to approve and sign the payroll warrant outside the meeting. SL seconded. Unanimous vote.

5.4 NT moved to approve and sign the bills payable warrant outside of the meeting. SL seconded. Unanimous vote.

V. ADJOURNMENT:

RP moved to adjourn the meeting at 8:10P.M. SL seconded. Unanimous vote.

Meeting minutes of May 25, 2010 voted to be released at the _____, 2010 meeting of the Board of Selectmen.

SELECTMEN'S MEETING AGENDA
MAY 25, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

VI. PRELIMINARIES:

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's Additions or Deletions.
3.7: Vote that the Town join the North Middlesex Area Planning Committee
- 1.4 Review/ Approve meeting minutes for May 4, 2010 and May 11, 2010.

VII. APPOINTMENTS/HEARINGS:

- 2.1 7:05 Al Futterman from the Nashua River Watershed, RE: Wild & Scenic nomination support for the Squannacook River.

VIII. MEETING BUSINESS:

- 3.1 Review/ approve agreement between the Massachusetts Department of Transportation, Highway Division and the Townsend Fire Department relative to a utility force account agreement in the amount \$6,000.00 in regards to the relocation of facilities on Wheeler Road over Willard Brook in Townsend.
- 3.2 Approve/sign a contract between Weight Watchers, Inc. and the Town of Townsend for rental of the Meeting Hall located at 12 Dudley Road.
- 3.3 Review/comment Planning Board Mandatory Referral, RE: Special Permit.
- 3.4 Discuss/appoint members to the Town Administrator Search Screening Committee.

- 3.5 Discussion, RE: Organization of responsibilities as Department Representatives.
- 3.6 Review/ Approve request to purchase 1981 Pierce Pumper Fire Truck from the Town of Westford for the sum of \$8,000.00
- 3.7 **Vote that the Town join the North Middlesex Area Planning Committee**

IX. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.7 Appoint Karen Chapman to the Town Properties Committee as the Conservation Committee Representative effective May 25, 2010 until February 28, 2011.
- 4.8 Appoint David Mazza as a fulltime Firefighter/EMT effective May 25, 2010 contingent upon the passing of a pre-placement physical with a six month probationary period.
- 4.9 Appoint Donald Klein to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012.
- 4.10 Appoint Shirley Coit to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012.
- 4.11 Appoint Karen L. Chapman to the North Middlesex Area Emergency Planning Committee effective July 1, 2010 to June 30, 2012.
- 4.12 Appoint Donald Klein as the Emergency Response Coordinator effective July 1, 2010 to June 30, 2011.

X. WORK SESSION:

- 5.1 Board of Selectmen Representative Updates/Reports.
Memorial Day Parade, Sunday, May 30, 1PM, VFW Park, W. Townsend
Townsend Military Band Concerts on the Common, beginning Thursday, June 3
from 7:30-9:30PM
- 5.2 Town Administrator Report/Reminders
- 5.3 Review/Sign Payroll Warrant.
- 5.4 Review/Sign Bills Payable Warrant.

XI. ADJOURNMENT: