



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*

Office (978) 597-1700
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SELECTMEN'S MEETING MINUTES
July 20, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 7:01P.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 explained the meeting was being recorded and will be broadcast in its entirety on July 22, 2010, further explaining that it was to prevent an unfair advantage to the second round of Town Administrator interviews scheduled for July 21, 2010.
- 1.4 NT moved to approve the meeting minutes for June 22, 2010. SL seconded.
Unanimous vote.

II. APPOINTMENTS/HEARINGS:

2.1 7:00P.M. Andrew J. Sheehan, RE: Town Administrator Interview

The Board met with Andrew J. Sheehan for the purpose of conducting an interview for the position of Town Administrator. The Board asked a series of questions in relation to the position, an overview of the questions as follows: grant-writing and/or administering, personnel supervisory & teambuilding experience, management style, budgetary and forecasting experience, and several open questions regarding various scenarios with respects to strategy in budgeting cutting and preparation.

2.2 7:30P.M. Anthony Troiano, RE: Town Administrator Interview

The Board met with Anthony Troiano for the purpose of conducting an interview for the position of Town Administrator. The Board asked a series of questions in relation to the position, an overview of the questions as follows: grant-writing and/or administering, personnel supervisory & teambuilding experience, management style, budgetary and forecasting experience, and several open questions regarding various scenarios with respects to strategy in budgeting cutting and preparation

2.3 8:00P.M. Townsend Library Trustees, RE: Committee Formation Request

Jane Jackson, representative from the Townsend Meeting Hall Committee met with the Board; clarification it was the Meeting Hall Committee asking to meet with the Board and not the Library Trustees as printed on the agenda was acknowledged. Ms. Jackson outlined some of the duties of the Committee thus far has been to

display artist exhibits and hold receptions for various artists. Ms. Jackson informed the Board the Committee has relied on several volunteers to help with these various activities. Ms. Jackson gave the Board an attached outline of what is involved as prepared by Alice Struthers – Please see attached. Ms. Jackson explained the need to form a Committee to handle many of these responsibilities and asked the Board to form the Townsend Meeting Hall Gallery Committee to consist of five members with one member representing the Townsend Meeting Hall Committee. The Board reviewed the attached posting as submitted by Ms. Jackson. SL asked for clarification as to who would be recommending the appointments; the Selectmen or the Meeting Hall Committee. In further discussion it was decided the Townsend Meeting Hall Committee would put forth their recommendations for appointment to the Gallery Committee after reviewing the volunteer response forms. NT moved to form the Townsend Meeting Hall Gallery Committee with five members with one member to be from the Townsend Meeting Hall Committee. SL seconded. Unanimous vote.

III. MEETING BUSINESS:

- 3.1 Acknowledge/ Accept a \$6,000.00 reimbursable grant from the Massachusetts State 911 Department Training Program as requested by the Townsend Police Chief. The Board reviewed the attached memorandum from Chief Marshall. NT moved to accept a \$6,000.00 reimbursable grant from the Massachusetts State 911 Department Training Program. SL seconded. Unanimous vote.
- 3.2 NT moved to approve a Municipal Relief Transfer for the Tax Collector/Treasurer in the amount of \$1,318.36 to be transferred to Account #01-146-5300-000 Tax Title from Account #01-914-5000-000 Health Insurance. SL seconded. Unanimous vote. Please see attached transfer.
- 3.3 Declare Surplus miscellaneous items inside the Hart Free Library. Andrew Sheehan informed the Selectmen the Trustees have removed all contents they want for the new building; left inside are various articles such as bookcases desks and old computer equipment. Mr. Sheehan asked the Board to declare the remaining items as surplus. An inventory will be done and items will be offered to other town departments with a possible yard sale type of procurement to be done for the remaining materials. NT moved to declare the miscellaneous items inside the Hart Free Library as surplus. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 NT moved to appoint Marcia W. MacMaster to the Council on Aging for a three-year term effective July 20, 2010 to June 30, 2013. SL seconded. Unanimous vote.
- 4.2 NT moved to appoint the following members to the Library Director Search Committee:
- | | |
|----------------------------------|-------------------------|
| Finance Committee Representative | Ginny King |
| School Committee Representative | Susan Robbins |
| Library Trustee Representative | Patricia Thomas-Jearing |
| Member at large | Pamela Snaith |
| Member at large | Melissa Hermann |
- SL seconded. Unanimous vote.
- 4.3 NT moved to appoint the following to the West Townsend Reading Room for a

one-year term effective July 1, 2010 to June 30, 2011:

Vicki Coppinger

Lois Rearick

Sharon Araujo

SL seconded. Unanimous vote.

- 4.4 NT moved to appoint Bill Roberts to the Capital Planning Committee as the Selectmen's Representative for a one-year term effective July 20, 2010 to June 30, 2011. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

There were no Selectmen's updates or reports.

5.2 Town Administrator Report/Reminders

Andrew Sheehan reported to the Board as follows:

- Chief Marshall will be attending next meeting to discuss regionalization and upgrades to the Communications Center.
- The Community Work Program has completed the paint work at the Police Station - NT read a memorandum into the record regarding the savings - please see attached.
- The surplus Mack Fire Truck will be given to the Highway Department to be outfitted with a Dump Body. It will also be used as a spare plow vehicle.
- Discussions between Townsend Ashby Youth Soccer Association and the Conservation Commission have been ongoing to resolve some of the ongoing issues with the fields, both parties are expected to be scheduled on the next Selectmen's agenda.
- Dam work at the Harbor estimated to take approximately 6 weeks, done by private owner with all permit approval.
- Ambulance garage does have some repair work that needs to be done, as some of the wood siding has rotted; Cemetery & Parks to help with some of the excavation around the garage with Mark Mercurio and Richard Hanks overseeing the repairs.

5.3 NT moved to approve and sign the payroll warrant out of session. SL seconded. Unanimous vote.

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

VI. Executive Session, RE: Complaint against Town Employee

NT at 8:33P.M. move to enter into executive session under exemption 1 and after which will return directly from executive session. SL seconded. Roll call vote: NT (YES), SL (YES), and RP (YES).

VII. ADJOURNMENT:

Meeting minutes of July 20, 2010 voted to be released at the _____, 2010 meeting of the Board of Selectmen.

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SELECTMEN'S MEETING AGENDA
July 20, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

VIII. PRELIMINARIES:

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's Additions or Deletions.
- 1.4 Review/ Approve meeting minutes for June 22, 2010.

IX. APPOINTMENTS/HEARINGS:

- 2.1 7:00P.M. Andrew J. Sheehan, RE: Town Administrator Interview
- 2.2 7:30P.M. Anthony Troiano, RE: Town Administrator Interview
- 2.3 8:00P.M. Townsend Library Trustees, RE: Committee Formation Request

X. MEETING BUSINESS:

- 3.1 Acknowledge/ Accept a \$6,000.00 reimbursable grant from the Massachusetts State 911 Department Training Program as requested by the Townsend Police Chief.
- 3.2 Review/ Approve Municipal Relief Transfer for the Tax Collector/Treasurer in the amount of \$1,318.36 to be transferred to Account #01-146-5300-000 Tax Title from Account #01-914-5000-000 Health Insurance.
- 3.3 Declare Surplus miscellaneous items inside the Hart Free Library.

XI. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint Marcia W. MacMaster to the Council on Aging for a three-year term effective July 20, 2010 to June 30, 2013
- 4.2 Appoint the following members to the Library Director Search Committee:

Finance Committee Representative	Ginny King
School Committee Representative	Susan Robbins
Library Trustee Representative	Patricia Thomas-Jearing
Member at large	Pamela Snaith
Member at large	Melissa Hermann
- 4.3 Appoint the following to the West Townsend Reading Room for a one-year term effective July 1, 2010 to June 30, 2011:

Vicki Coppinger	Lois Rearick	Sharon Araujo
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4.4 Appoint Bill Roberts to the Capital Planning Committee as the Selectmen's Representative for a one-year term effective July 20, 2010 to June 30, 2011.

XII. WORK SESSION:

5.1 *Board of Selectmen Representative Updates/Reports.*

5.2 *Town Administrator Report/Reminders*

5.3 Review/Sign Payroll Warrant.

5.4 Review/Sign Bills Payable Warrant.

XIII. Executive Session, RE: Complaint against Town Employee

XIV. ADJOURNMENT: