



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

Robert Plamondon, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Office (978) 597-1700
Fax (978) 597-1719

SELECTMEN'S MEETING MINUTES
AUGUST 3, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 7:02P.M.
- 1.2 Roll call vote taken showed 3 members present: Chairman Robert Plamondon, Vice-Chairman, Sue Lisio and Clerk, Nicholas Thalheimer
- 1.3 There were no Chairman's additions or deletions.
- 1.4 Review/Approve meeting minutes for 07/06/10, 07/20/10, and 07/21/10.
SL noted the spelling of John Sanguinet was incorrect on the July 6, 2010 meeting minutes. NT moved to accept of the meeting minutes of July 6, 2010 with corrected spelling. SL seconded. Unanimous vote.
NT moved to accept the meeting minutes of July 20, 2010. SL seconded. Unanimous vote.
NT moved to accept the meeting minutes of July 21, 2010. SL seconded. Unanimous vote.

II. APPOINTMENTS/HEARINGS:

- 2.1 7:05 Chief Erving M. Marshall, Jr., RE: Communications Center upgrade status
Regionalization of services with Ashby
Community Work Program project

The Board met with Chief Marshall. Discussion included the completion of many of the upgrades to the communications center, background of the approval process for the upgrade, work included new flooring, room renovation, electrical upgrades, new consoles, radios, computers, software and television monitoring and security system installation. Chief Marshall invited the members of the Board to the communications center to view all the changes and work that has been accomplished. Chief Marshall informed the Board he did carryover the amount of \$15,000.00 into FY11 from the original appropriation and these funds will be used to integrate the Fire Department's software and to make the front entrance way ADA compliant.

The Board also discussed with the Chief the Department of Revenue (DOR) report for the regionalization of police and communications services - please see attached. A commitment from Ashby is needed before additional study/work to be done.

Ashby is planning to ask Town Meeting for support. Ashby has also formed a committee to study the concept. Andrew Sheehan read the attached email into record outlining Ashby's new study committee. The Selectmen requested that Chief Marshall and Andrew Sheehan work with Ashby's committee to provide any guidance requested or answers to any questions. The Selectmen will not involve themselves in the process until commitment has been made by the committee from Ashby and by their town meeting vote.

Chief Marshall outlined all the work completed by the Community Work Program.

2.2 Executive Session, RE: Contract Negotiations

NT moved at 7:33P.M to convene into executive session under exemption 3 for contract negotiations with the Town Administrator and to return to the regular meeting after. SL seconded. NT moved to amend motion; and to include collective bargaining also under exemption 2 & 3. SL seconded. Roll Call Vote: RP (YES) NT (YES) and SL (YES).

NT moved to reconvene in open session.

NT moved to endorse the contract with A.S.C.F.M.E. Local 1703 Highway Union and to endorse the contract with Andrew J. Sheehan and the Town of Townsend and to sign the contracts in session. SL seconded. Unanimous vote. See attached.

III. MEETING BUSINESS:

3.1 Review/ Approve/Sign change order for the Witches Brook Pump and VFS upgrade contract with Stantec in the amount of \$23,344.00 as approved and submitted by the Townsend Water Department.

Andrew Sheehan explained the reason for the change order is to upgrade the electrical systems in order to finish the project. The Board reviewed the change order - see attached. NT moved to approve and sign the change order for the Witches Brook Pump and VFS upgrade contract with Stantec in the amount of \$23,344.00 as submitted by the Townsend Water Department and sign contract in session. SL seconded. Unanimous vote.

3.2 Review/ Award/Sign a three-year IT Support Services Contract with Radio Engineering Associates as recommended by the Chief Procurement Officer, Andrew J. Sheehan.

Andrew Sheehan informed the Board; 2 proposals received in response to the R.F.P. for IT Support Services; however, one proposal was received after deadline therefore was rejected. Mr. Sheehan informed the Board the proposal received from Radio Engineering Associates was found to responsible and responsive and would continue the working relationship with the company that has been supporting the Town for the last 15 years. NT moved to accept the 3 year agreement for IT Support Services with Radio Engineering Associates as recommended by the Chief Procurement Office. SL seconded. Unanimous vote.

3.3 NT moved to authorize the use of 4 hours of FY2011 GIS Planning Assistance for the Town of Townsend from M.R.P.C. Montachusett Regional Planning Commission. SL seconded. Unanimous vote.

3.4 Discussion regarding planning for future use of Hart Free Library and Town Annex Building.

Andrew Sheehan asked the Board for time to performance a space/needs analysis before moving forward with an R.F.P. to rent out the Annex building. Mr. Sheehan informed the Board that several departments have approached him about other possible uses for the building, including potential use for storage and MIS. RP expressed concerned with the roof leaks and mold issues and inquired as to the cost to repair. Mr. Sheehan informed the Board he would look into all repairs and report back with his study findings and related costs associated. Mr. Sheehan expressed concern about agreeing to a long term contract without review of the future needs for the various town departments. Mr. Sheehan stated he would like the time to do the same sort of study with the Hart Free Library; to gather costs associated and any environmental issues relating to the building. A time frame of 2 months for the study of the Annex building was agreed upon with additional time needed for the Hart Free Library.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 NT moved to appoint Jean Nichols as on-call EMT for the Townsend Fire-EMS Department contingent upon the passing of a pre-place physical with a 6-month probationary period. SL seconded.
- 4.2 NT moved to appoint Jessica Fellows as an on-call EMT for the Townsend Fire-EMS Department contingent upon the passing of a pre-placement physical with a 6-month probationary period. SL seconded. Unanimous vote.
- 4.3 NT moved to appoint Matthew Libby as a per diem Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a pre-placement physical with a 6- month probationary period. SL seconded. Unanimous vote.
- 4.4 NT moved to appoint Lesley Bergquist as a per diem Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a pre-placement physical with a 6- month probationary period. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

NT reminded everyone the Town Clerk's office will be closed on the evening of August 24th; however they will be open until 8:00P.M. on August 25th for voter registration. NT reminded everyone they will need to register by August 25th to vote in September's primary.

5.2 Town Administrator Report/Reminders

Andrew Sheehan gave the Board members copies of recent updates as supplied by the MMA. Discussion included: Governor's relief package, wind legislation and gambling legislation. Mr. Sheehan informed the Board the Capital Planning Committee has a tentative date for a meeting on August 19th and has invited the Selectmen and Finance Committee to attend for review of the bylaw – see attached. Mr. Sheehan also reminded the Board of the ceremony for the Eagle Scout proclamation on August 7th.

- 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. ADJOURNMENT:

RP moved to adjourn the meeting at 8:42P.M. NT seconded. Unanimous vote.

Meeting minutes of August 3, 2010 voted to be released at the _____, 2010 meeting of the Board of Selectmen.

**SELECTMEN'S MEETING AGENDA
AUGUST 3, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers**

VII. 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 07/06/10, 07/20/10, and 07/21/10.

VIII. APPOINTMENTS/HEARINGS:

- 2.1 7:05 Chief Erving M. Marshall, Jr., RE: Communications Center upgrade status
Regionalization of services with Ashby
Community Work Program project
- 2.2 Executive Session, RE: Contract Negotiations

IX. MEETING BUSINESS:

- 3.1 Review/Approve/Sign change order for the Witches Brook Pump and VFS upgrade contract with Stantec in the amount of \$23,344.00 as approved and submitted by the Townsend Water Department.
- 3.5 Review/Award/Sign a three-year IT Support Services Contract with Radio Engineering Associates as recommended by the Chief Procurement Officer, Andrew J. Sheehan.
- 3.6 Authorize the use of 4 hours of FY2011 GIS Planning Assistance for the Town of Townsend from M.R.P.C. Montachusett Regional Planning Commission.
- 3.7 Discussion regarding planning for future use of Hart Free Library and Town Annex Building.

X. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint Jean Nichols as on-call EMT for the Townsend Fire-EMS Department contingent upon the passing of a pre-employment physical with a 6-month probationary period.
- 4.2 Appoint Jessica Fellows as an on-call EMT for the Townsend Fire-EMS Department contingent upon the passing of a pre-employment physical with a 6-month probationary period.
- 4.3 Appoint Matthew Libby as a per diem Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a pre-employment physical with a 6-month probationary period.
- 4.4 Appoint Lesley Bergquist as a per diem Paramedic for the Townsend Fire-EMS Department contingent upon the passing of a pre-employment physical with a 6-month probationary period.

XI. 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.

XII. ADJOURNMENT: