



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

Robert Plamondon, *Chairman*  
Andrew J. Sheehan,  
*Town Administrator*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*  
Office (978) 597-1700  
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**SELECTMEN'S MEETING MINUTES**  
**August 17, 2010 - 7:00 P.M.**  
**Selectmen's Meeting Chambers**

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order 7:03P.M.
- 1.2 Roll call vote taken showed 3 members: Chairman Robert Plamondon (RP) Vice-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT)
- 1.3 There were no Chairman's additions or deletions.
- 1.4 NT moved to approve the meeting minutes for August 3, 2010. SL seconded. Unanimous vote. NT moved to approve and release the executive session minutes for August 3, 2010 as the reason for executive session is over. SL seconded. Unanimous vote. NT moved to approve only the executive session minutes for July 6, 2010. SL seconded. Unanimous vote.

**II. APPOINTMENTS/HEARINGS:**

- 2.1 7:05 Townsend Meeting Hall Committee, RE: Contract with Weight Watchers. Andrew Sheehan, Town Administrator outlined the changes made in the new contract, see attached; to include: meeting schedule Tuesday & Saturday morning for 2 hours and increased rental fee to \$75.00. The Board reviewed the revised contract. NT moved to execute and sign the new lease agreement with Weight Watchers. SL seconded. Unanimous vote.

**III. MEETING BUSINESS:**

- 3.1 Sign Election Warrant for September 14, 2010 Primary. The Board reviewed the warrant as attached. NT read an announcement from the Town Clerk's office regarding voter registration dates - see attached. NT moved to endorse and sign the election warrant for the September 14, 2010 primary. SL seconded. Unanimous vote.
- 3.2 Set date for the Fall Special Town Meeting. Andrew Sheehan informed the Board that after discussions with Department Heads he recommends October 19, 2010 for the Fall Special Town Meeting. Mr. Sheehan stated with the State primary scheduled for September and the regular election scheduled for November, the Special Town Meeting in October is the favored option. NT moved to establish October 19, 2010 at 7:00P.M. for the Fall Special Town Meeting. SL seconded. Unanimous vote.
- 3.3 Vote to close Brookline Street for the Annual Gregory Reeves Memorial Road Race

on October 9, 2010. RP held the announcement flyer up for the audience and/or camera regarding the Annual Memorial Race. The Board reviewed the request to close Brookline Street – see attached. NT moved to close Brookline Street from Main Street to Highland Street on October 9, 2010 from 7:00AM to 12 Noon for the Annual Gregory Reeves Memorial Race. SL seconded. Unanimous vote.

3.4 Declare surplus a Utility Body from an F350, model number LP96ABSW as requested by the Cemetery & Parks Department. The Board reviewed the request as attached. Mr. Sheehan informed the Board a dump body will be put on the vehicle as the utility body is longer useful and most likely will be sold off as scrap metal. NT moved to declare a Utility Body from a F350, model LP96ABSW as requested by the Cemetery & Parks Department. SL seconded. Unanimous vote.

#### **IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:**

4.1 NT moved to appoint Andrew J. Sheehan as Chief Procurement Officer for a three-year term effective August 10, 2010 to June 30, 2013. SL seconded. Unanimous vote.

4.2 NT moved to appoint the following to the Townsend Meeting Hall Gallery Committee for a one-year term effective August 17, 2010 to June 30, 2011: Suzanne Doust, Kimberly King, Alice Struthers, and Joan Wolkowicz. SL seconded. Unanimous vote.

4.3 NT moved to appoint Patricia O'Reilly as Crossing Guard for a one-year term effective July 1, 2010 to June 30, 2011. SL seconded. Unanimous vote.

#### **V. WORK SESSION:**

5.1 Board of Selectmen Representative Updates/Reports.

There were no updates or reports.

5.2 Town Administrator Report/Reminders

- Andrew Sheehan informed the Board of the work to be done on the Common's Bandstand and relayed the water bubbler has been installed to provide water to the Common.
- Mr. Sheehan informed the Board he will be asking at a future meeting to create an Energy Committee to study energy efficiency for Town buildings and to assist with grants that maybe available. Mr. Sheehan informed the Board he was currently working on a grant application to get some technical assistance with energy efficiency needs.

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

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

#### **VI. ADJOURNMENT:**

RP moved to adjourn the meeting at 7:22P.M. SL seconded. Unanimous vote.

Meeting minutes of August 17, 2010 voted to be released at the \_\_\_\_\_, 2010 meeting of the Board of Selectmen.

## SELECTMEN'S MEETING AGENDA

August 17, 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 August 3, 2010.

#### **VIII. APPOINTMENTS/HEARINGS:**

- 2.1 7:05 Townsend Meeting Hall Committee, RE: Contract with Weight Watchers.

#### **IX. MEETING BUSINESS:**

- 3.1 Sign Election Warrant for September 14, 2010 Primary.
- 3.2 Set date for the Fall Special Town Meeting.
- 3.3 Vote to close Brookline Street for the Annual Gregory Reeves Memorial Road Race on October 9, 2010.
- 3.4 Declare surplus a Utility Body from a F350, model number LP96ABSW as requested by the Cemetery & Parks Department.

#### **X. APPOINTMENTS OF PERSONNEL/OFFICIALS:**

- 4.1 Appoint Andrew J. Sheehan as Chief Procurement Officer for a three-year term effective August 10, 2010 to June 30, 2013.
- 4.2 Appoint the following to the Townsend Meeting Hall Gallery Committee for a one-year term effective August 17, 2010 to June 30, 2011:  
*Suzanne Doust      Kimberly King      Alice Struthers      Joan Wolkowicz*
- 4.3 Appoint Patricia O'Reilly as Crossing Guard for a one-year term effective July 1, 2010 to June 30, 2011.

#### **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:**