



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  
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**SELECTMEN'S MEETING MINUTES**  
**September 28, 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-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT)
- 1.3 RP moved to add 3.4 to the agenda for acceptance of a 911 grant for the Communications Center.
- 1.4 Review/ Approve Meeting Minutes for September 2, 2010 and September 14, 2010. NT moved to accept the meeting minutes for September 2, 2010. SL seconded. Unanimous Vote. NT moved to accept the meeting minutes for September 14, 2010. SL seconded. Unanimous vote.

**II. APPOINTMENTS/HEARINGS**

- 2.1 7:05P.M. Finance Committee, RE: Review Special Town Meeting Warrant
  - Vote opening/closing of the Special Town Meeting Warrant.
  - Review/Vote articles for inclusion onto warrant.
  - Approve/Sign Special Town Meeting warrant for posting.

The Board met with the members of the Finance Committee for review of the Special Town Meeting Warrant - see attached. Together with the Finance Committee and Town Administrator the Board reviewed each article as follows;

- Article 1 - Unpaid Invoices from prior fiscal year, no action taken
- Article 2 - Review of Town Counsel's comments - see attached, no action taken.
- Article 3 - Agreement to transfer \$220k into Stabilization.
- Article 4 - Agreement to transfer \$300K into Capital Stabilization and review of Capital Summary purchases - see attached.
- Article 5 - Review Town Accountant Memorandum, no action taken.
- Article 6 - MIS equipment, no action taken.
- Article 7 - Additional money for energy costs and grounds service, no action taken.
- Article 8 - Unknown if needed, no action taken.
- Article 9 - No action taken.
- Article 10 - No action taken.
- Article 11 - No action taken.

Article 12 - No action taken.

Article 13 - Cost not yet determined, estimates to be 20-25k, no action taken.

Article 14 - Cost not yet determined, as a result of union agreements, no action taken.

Article 15 - Recommendation of Town Administrator to delete and address after comp & study plan complete.

Article 16 - To re-authorize revolving fund.

Article 17 - The Board spoke with the Library Trustees, reviewed statically correspondence and discussed need for additional hours for part time employees, no action taken.

Article 18 - Paul Concemi, Chair of the Finance Committee outlined the reasons for the petition, after review NT moved to co-sponsor the Special Town Meeting warrant article 18, amending motion to say Home rule petition for Plan Design. SL seconded. Unanimous vote.

Article 19 - No action taken.

Article 20 - No action taken.

Article 21 - No action taken.

Article 22 - No action taken.

Article 23 - No action taken.

Article 24 - 29 review of all Capital items requested. Agreement to remove all capital requests for review by the Capital Planning Committee.

Article 30 - No action taken.

NT moved to delete article #15 and article (s) #24-29 from the Special Town Meeting warrant. SL seconded. Unanimous vote.

NT moved to close the Special Town Meeting warrant as amended and to sign the warrant outside of session. SL seconded. Unanimous vote.

### **III. MEETING BUSINESS:**

3.1 Review/Approve award for Janitorial Cleaning Services as recommended by the Chief Procurement Officer.

Andrew Sheehan informed the Board; 4 proposals received of which 3 were found to be responsive & responsible. Andrew Sheehan reviewed the rating sheets (see attached) and the process with the Board with the recommendation of This & That Cleaning Services be awarded the contract. NT moved to award the Janitorial Cleaning Services contract as recommended by the Chief Procurement Officer to This & This Cleaning Services. SL seconded. Unanimous vote.

3.2 NT moved to sign the Proclamation for Lieutenant David A. Profit. SL seconded. Unanimous vote. RP to present proclamation at the William E. May endowment award night.

3.3 NT moved to approve the request for the Albert J. Atwood Worthy Trust Fund as recommended by the Abram S. French Fund Committee. SL seconded. Unanimous vote.

3.4 Accept State 911 Department grant in the amount of \$24,305.41 for CAD expenses and communications center upgrades. The Board reviewed the grant application - see attached. NT moved to accept the 911 Department grant in the amount of

\$24,305.41 for CAD expenses and communications center upgrades. SL seconded. Unanimous vote.

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

4.1 NT moved to appoint Michael J. Marchand as a Reserve Police Officer for the term effective September 29, 2010 to June 30, 2011 with a nine (9) month probationary period. SL seconded. Unanimous vote.

**V. WORK SESSION:**

5.1 Board of Selectmen Representative Updates/Reports.

There were no Board of Selectmen's updates or reports.

5.2 Town Administrator Report/Reminders

Andrew Sheehan reminded the Board we are still in need of volunteers for the Energy Committee, in addition the grant for the technical assistance has been filed and should know by next week the result. Mr. Sheehan gave a status report of the construction for the Wheeler Road Bridge.

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

5.4 NT moved to sign the Bills Payable Warrant outside of the meeting. SL seconded. Unanimous Vote.

**VI. ADJOURNMENT:**

RP moved to adjourn the meeting at 8:28P.M. SL seconded. Unanimous vote.

Vote to release minutes of September 28, 2010 taken at the meeting held on \_\_\_\_\_, 2010.

**SELECTMEN'S MEETING AGENDA**  
**September 28, 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 September 2, 2010 and September 14, 2010.  
**See 3.4**

**VIII. APPOINTMENTS/HEARINGS**

- 2.1 7:05P.M. Finance Committee, RE: Review Special Town Meeting Warrant
  - Vote opening/closing of the Special Town Meeting Warrant.
  - Review/Vote articles for inclusion onto warrant.
  - Approve/Sign Special Town Meeting warrant for posting.

**IX. MEETING BUSINESS:**

- 3.1 Review/Approve award for Janitorial Cleaning Services as recommended by the Chief Procurement Officer.
- 3.2 Review/Sign Proclamation for Lieutenant David A. Profit, RE: William E. May Endowment Award.

3.3 Approve Request for the Albert J. Atwood Worthy Trust Fund as recommended by the Abram S. French Fund Committee.

**3.4 Accept State 911 Department grant in the amount of \$24,305.41 for CAD expenses and communications center upgrades**

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

4.1 Appoint Michael J. Marchand as a Reserve Police Officer for the term effective September 29, 2010 to June 30, 2011 with a nine (9) 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:**