



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**  
**OCTOBER 12, 2010 - 7:00 P.M.**  
**Selectmen's Meeting Chambers**

**I. PRELIMINARIES:**

- 1.1 The meeting was called to order at 6:49P.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 There were no Chairman's additions or deletions.
- 1.4 NT moved to approve the meeting minutes of September 28, 2010. SL seconded. Unanimous vote.

**II. MEETING BUSINESS:**

2.1. Review/Accept a Volunteer Fire Assistance Grant in the amount of \$2,000.00 for the Fire-EMS Department for the purpose of renovating a truck to accommodate the necessary equipment for wildland firefighting.

The Board reviewed the request to accept a grant as received from the Fire-EMS Department - see attached. Fire Chief Don Klein explained how the grant is applied for and received annually, relaying the grant money is specific to forestry related purchases and projects. NT moved to accept a grant from the Volunteer Fire Assistance program in the amount of \$2,000.00 for the purpose of renovating a truck to accommodate the necessary equipment for wildland firefighting. SL seconded. Unanimous vote.

2.2 Review/Accept a donation from the Northeast Homeland Security Regional Advisory Council on behalf of the Townsend Emergency Management Agency, TEMA for the following items:

ITEM	VALUE
50 Emergency Blankets	\$548.50
20 Jump Kits	\$2,206.60
Quick Shelter	\$750.00
5 Special Needs Cots	\$539.70
10 Tarps	\$58.80
Trash Pump	\$1,805.90
Portable Generator	\$2,631.50
97 Personal Care Kits	\$162.96
4 A-Frame Barricades	\$185.64

1 6x12 Trailer

\$3,608.55

TOTAL VALUE

\$13,054.03

Shirley Coit, TEMA Director, together with Fire Chief Klein met with the Board. Discussion included: combined effort with the Board of Health, Fire Department, and Emergency Management has been successful in securing two (2) trailers stocked with emergency equipment; hazmat related trailer is currently in the works; storage of trailers; items carried on trailers; and emergency planning. Ms. Coit noted the above referenced list on the agenda did not include two (2) items that are listed on the receipt - see attached. NT moved to accept a donation from the Northeast Homeland Security Regional Advisory Council on behalf of the Townsend Emergency Management Agency, TEMA for the items as listed in the attached for a total amount of \$13,054.03. SL seconded. Unanimous vote.

2.3 Announce/Sign recognition certificates for the Fire-EMS Department for the following retirees: James Misner, Kenny Amadon, David Webb, and Vinny Shertzer. Chief Klein relayed the certificates will be given to the retirees at a planned retirement dinner, further outlining the service the men gave to the community. The Board signed the certificates of appreciation - see attached.

2.4 Review/Sign Election warrant for November 2, 2010.

The Board reviewed the election warrant as attached. NT moved to sign the election warrant for the State Election to be held on November 2, 2010 with voting to be held in Memorial Hall. SL seconded. Unanimous vote.

2.5 Appoint Municipal Representative for collective bargaining team for the North Middlesex Regional School District in accordance with regulation (603 CMR 41.00).

The Board reviewed the request submitted by North Middlesex and the regulation - see attached. SL informed the members she would be willing to be the Representative from Townsend. NT moved to designate SL as the Municipal Representative for the collective bargaining team for the North Middlesex Regional School District. RP seconded. Unanimous vote. Andrew Sheehan to inform North Middlesex of the designation.

2.6 Review request from the Townsend Planning Board, RE Solid Waste pick-up for Harbor Trace Development.

The Board review the request from the Townsend Planning Board and recommendation from the Board of Health - see attached. Discussion included: reasons for delay of completion of the development, liability concerns, contractual obligations, trash pickup done at the end of the road of the subdivision, setting precedence with solid waste pickup on unaccepted road, condition of road. The Board unanimously agreed to take no action at this time. Mr. Sheehan will relay the comments discussed by the Selectmen to the Board of Health and the Developer/Builder. NT moved to take no action at this time. SL seconded. Unanimous vote.

2.7 Review/Comment mandatory referral from the Zoning Board of Appeals, RE: modification of comprehensive permit.

RP disclosed that he did attend a previous hearing and made comments as a private citizen, and will be attending the next public hearing. NT disclosed he did reside on Turnpike Road but some distance away from the project. The Board agreed to send no comment and felt it best to leave to the expertise of the Zoning Board of Appeals.

2.8 NT moved to approve a one-day liquor license application for Norman Richard on October 23, 2010 in conjunction with a 40<sup>th</sup> Birthday Party. SL seconded. Unanimous vote.

2.9 NT moved to approve a one-day liquor license application for Norman Richard on October 29, 2010 in conjunction with a Halloween Party. SL seconded. Unanimous vote.

### **III. WORK SESSION:**

#### 3.1 Board of Selectmen Representative Updates/Reports.

- NT read an announcement from the Town Clerk into the record regarding the State Election – see attached
- SL inquired as to how our town will participate in the recent enactment of the public safety law for bullying. Mr. Sheehan will inquire of North Middlesex Regional School District and Chief Marshall

#### 3.2 Town Administrator Report/Reminders

- Andrew Sheehan gave the Board an update from the Attorney General's Office regarding the changes to the Open Meeting Law.
- Mr. Sheehan informed the Board he is working with MIS to allow for posting of agendas for all Boards and Committees on the town website through a calendar software program and is working towards having some upgrades done to the website as well.

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

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

### **IV. ADJOURNMENT:**

RP moved to adjourn the meeting at 7:45P.M. SL seconded. Unanimous vote.

Vote to release minutes of October 12, 2010 taken at the meeting held on \_\_\_\_\_, 2010.

**SELECTMEN'S MEETING AGENDA**  
**OCTOBER 12, 2010 - 7:00 P.M.**  
**Selectmen's Meeting Chambers**

**V. 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.

**VI. MEETING BUSINESS:**

2.1. Review/Accept a Volunteer Fire Assistance Grant in the amount of \$2,000.00 for the Fire-EMS Department for the purpose of renovating a truck to accommodate the necessary equipment for wildland firefighting.

2.2 Review/Accept a donation from the Northeast Homeland Security Regional Advisory Council on behalf of the Townsend Emergency Management Agency, TEMA for the following items:

ITEM	VALUE
50 Emergency Blankets	\$548.50
20 Jump Kits	\$2,206.60
Quick Shelter	\$750.00
5 Special Needs Cots	\$539.70
10 Tarps	\$58.80
Trash Pump	\$1,805.90
Portable Generator	\$2,631.50
97 Personal Care Kits	\$162.96
4 A-Frame Barricades	\$185.64
1 6x12 Trailer	\$3,608.55

TOTAL VALUE                      \$13,054.03

2.3 Announce/Sign recognition certificates for the Fire-EMS Department for the following retirees: James Misner, Kenny Amadon, David Webb, and Vinny Shertzer.

2.4 Review/Sign Election warrant for November 2, 2010

2.5 Appoint Municipal Representative for collective bargaining team for the North Middlesex Regional School District in accordance with regulation (603 CMR 41.00).

2.6 Review request from the Townsend Planning Board, RE Solid Waste pick-up for Harbor Trace Development.

2.7 Review/Comment mandatory referral from the Zoning Board of Appeals, RE: modification of comprehensive permit.

2.8 Review/Approve one-day liquor license application for Norman Richard on October 23, 2010 in conjunction with a 40<sup>th</sup> Birthday Party.

2.9 Review/Approve one-day liquor license application for Norman Richard on October 29, 2010 in conjunction with a Halloween Party.

**VII. WORK SESSION:**

3.1 Board of Selectmen Representative Updates/Reports.

3.2 Town Administrator Report/Reminders

3.3 Review/Sign Payroll Warrant.

3.4 Review/Sign Bills Payable Warrant.

**VIII. ADJOURNMENT:**