



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

Robert Plamondon, *Chairman*
Andrew Sheehan,
Town Administrator

Sue Lisio, *Vice-Chairman*

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SELECTMEN'S MEETING MINUTES
October 26, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 6:04P.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 moved to add 2.0 to agenda; discussion with Chief Marshall regarding home break-ins.
- 1.4 NT moved to accept the meeting minutes of October 12, 2010. SL seconded. Unanimous vote. NT moved to accept the meeting minutes of October 19, 2010. SL seconded. Unanimous vote.

II. MEETING BUSINESS:

- 2.0 Police Chief Erving Marshall to discuss break-ins and Police Department policies. Chief Marshall met with the Board to address a public safety advisory to the residents of Townsend. Chief Marshall explained there have been an unusually high number of residential break-ins with thieves concentrating on cash, jewelry, and electronics. Chief Marshall outlined several safety tips and advised any resident if they're going on vacation or their home will not be occupied, to please contact the Townsend Police so they can make regular checks on the property.

Chief Marshall informed the Board he left several new and updated policies with the Town Administrator for their review, asking they be put on the agenda at the next meeting for approval.

NT read a press release from the Townsend Police Department regarding the date and time for Halloween trick or treating to include several safety tips - see attached.

- 2.1 Review/Discuss Memorandum of Understanding, RE: Devens Regional Hazardous Products Collection Facility Program.
The Board reviewed the latest draft of the memorandum of understanding as attached. Andrew Sheehan, Town Administrator informed the Board the rest of the

needed funding has been obtained through DEP and the center is hoping to be operational by Spring, dependent upon construction. Mr. Sheehan explained the other nine communities have signed-on to the memorandum of agreement and it was reviewed and approved by Counsel, further stating there is an opt out after the initial two year commitment if the Town is not happy with the service.

2.2 Discussion, RE: Policy for signs to be placed at 276 Main Street, Hart Free Memorial Library.

Mr. Sheehan explained that his office has received several requests to place signage in front the Hart Free Library. Mr. Sheehan further relayed the zoning bylaws would need to be adhered to which limits the type of organizations that may place a sign on town property. Discussion included: policy should outline responsibility of removal of signs, the numbers of signs that would be allowed at one time, surrounding communities sign policy comparisons, and using the town website as advertisement. The Board asked Mr. Sheehan to formulate a sign policy for the Board to approve; in the interim they would like him to oversee any sign requests. RP moved to accept a motion to develop policy for signs to be placed on town property. NT so moved motion. SL seconded. Unanimous vote. Mr. Sheehan to prepare policy for future meeting for review by the Board.

2.3 Review/Approve Contract with Radio Engineering Associates, RE: Operations and Maintenance of Government Channel 9.

The Board reviewed the contract as attached. Stephen Cloutier met with the Board to answer any questions, relaying the cost was level funded for the term of the contract. NT moved to review and approve the contract with Radio Engineering Associates. SL seconded. Unanimous vote.

2.4 Discussion, RE: Financial Management Review by the Department of Revenue.

Mr. Sheehan presented the Board with an option to have a financial operations review, outlining the benefits of conducting the review by the Department of Revenue. The Board reviewed the material as well as the list of the surrounding communities that have completed the review process. Mr. Sheehan explained the D.O.R. requires the Board to vote and issue a letter asking them for a Financial Management Review in order to be added to the list. NT moved to authorize the Town Administrator to send a letter requesting a Financial Management Review by the Department of Revenue. SL seconded. Unanimous vote.

2.5 Review/Comment Mandatory Referral from the Zoning Board of Appeals, RE: Renewal Special Permit for Accessory Apartment.

The Board unanimously agreed to issue no comment, deferring to the Zoning Board of Appeals.

2.6 Review/Sign Proclamation, RE: Eagle Rank for Brendan Kelley.

NT moved to sign the proclamation for Brenden Kelly declaring October 30, 2010 as Brenden Kelly Day. SL seconded. Unanimous vote.

2.7 Review/Sign Proclamation, RE: Eagle Rank for Paul Garafola.

NT moved to sign the proclamation for Paul Garafola declaring October 30, 2010 as Paul Garafola Day. SL seconded. Unanimous vote.

III. APPOINTMENTS OF PERSONNEL/OFFICIALS:

3.1 NT moved to appoint Mark Cram to the Squannacook River Rail Trail Funding Exploration Committee with a term to expire when the charge of the Committee is complete. SL seconded. Unanimous vote.

IV. WORK SESSION:

4.1 Board of Selectmen Representative Updates/Reports.

NT read an announcement Library celebration on Halloween. NT read an announcement regarding the 2 vacancies positions on the Townsend Finance Committee - see attached. RP relayed the Board received a communication regarding some concerns, relaying there was no signature or contact information. RP encouraged any citizen with concerns or complaints contact Andrew Sheehan.

4.2 Town Administrator Report/Reminders

Andrew Sheehan informed the Board he was currently working on preliminary estimates for FY12 budget season; relaying the Town's health insurance premiums are looking at a 13% increase this coming year.

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

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

V. ADJOURNMENT:

RP moved to adjourn the meeting at 7:52P.M. SL seconded. Unanimous vote.

Vote to release minutes of October 26, 2010 taken at the meeting held on _____, 2010.

SELECTMEN'S MEETING AGENDA
October 26, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

VI. PRELIMINARIES:

- 1.1 Call the meeting to order.
- 1.2 Roll call.
- 1.3 Chairman's Additions or Deletions. **2.0 Police Chief**
- 1.4 Review/Approve meeting minutes for October 12, 2010 and October 19, 2010.

VII. MEETING BUSINESS:

- 2.0 Police Chief Erving Marshall to discuss break-ins and Police Department policies
- 2.1 Review/Discuss Memorandum of Understanding, RE: Devens Regional Hazardous Products Collection Facility Program.
- 2.2 Discussion, RE: Policy for signs to be placed at 276 Main Street, Hart Free Memorial Library.
- 2.3 Review/Approve Contract with Radio Engineering Associates, RE: Operations and Maintenance of Government Channel 9.
- 2.4 Discussion, RE: Financial Management Review by the Department of Revenue.
- 2.5 Review/Comment Mandatory Referral from the Zoning Board of Appeals, RE: Renewal Special Permit for Accessory Apartment.
- 2.6 Review/Sign Proclamation, RE: Eagle Rank for Brendan Kelley.
- 2.7 Review/Sign Proclamation, RE: Eagle Rank for Paul Garafola.

VIII. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 3.1 Appoint Mark Cram to the Squanncook River Rail Trail Funding Exploration Committee with a term to expire when the charge of the Committee is complete.

IX. WORK SESSION:

- 4.1 Board of Selectmen Representative Updates/Reports.
- 4.2 Town Administrator Report/Reminders
- 4.3 Review/Sign Payroll Warrant.
- 4.4 Review/Sign Bills Payable Warrant.

X. ADJOURNMENT: