



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
NOVEMBER 9, 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, (RP), Vice-Chair Sue Lisio, (SL) and Clerk Nicholas Thalheimer (NT)
- 1.3 RP moved to add agenda items as follows:
 - 2.0 - Review/ Approve appointment of Library Director and post opening for Children's Librarian
 - 3.6 Declare Hart Library book drop surplus property
 - 5.1 Executive Session

II. APPOINTMENTS/HEARINGS

- 2.0 Review/ Approve appointment of Library Director and post opening for Children's Librarian.

Karin Canfield, Library Trustee announced the recommended candidate for appointment for Library Director is Stacy Schuttler. NT moved to appoint Stacy Schuttler as Library Director. SL seconded. Unanimous vote.

NT moved to post the vacant position of Children's Librarian. SL seconded. Unanimous vote.
- 2.1. 7:05P.M. Public Hearing, RE: Tax Levy

RP open the public hearing at 7:05P.M. Legal notice as attached was read into the record and a sign-in circulated for signatures. RP queried the audience for comments. NT moved to adopt a commercial/residential factor of 1.0 as recommended by the Board of Assessors. SL seconded. Unanimous vote. RP moved to close the public hearing at 7:08P.M. SL seconded. Unanimous vote.
- 2.2 7:20P.M. Police Chief Erving M. Marshall, Jr., RE: Police Policies & Procedures.

Lieutenant David Profit met with the Board; Discussion included: certification process, training implementation of new policies, future amendments of the polices and procedures. NT moved to approve the following Policies & Procedures:

 - 1.15 Handling Juveniles
 - 1.16 Handling the Mental Ill
 - 1.17 Elder Abuse

- 1.18 Executive Search Warrants
 - 1.19 Off Duty Police Powers
 - 2.05 Domestic Violence
 - 2.15 Domestic Violence/Harassment by a Police Officer
 - 4.05 Death Injury Notification
 - 4.21 Computer-Internet-Data Security
 - 4.24 Employee Fraternalization
- SL seconded. Unanimous vote.

III. MEETING BUSINESS:

3.1 Review/Sign Chapter 90 Reimbursement Request.

The Board reviewed the reimbursement as attached. NT moved to approve the Chapter 90 Reimbursement Request. SL seconded. Unanimous vote.

3.2 Review/Approve Permit to Cross, Alter, and/or Construct within a Town Way.

The Board reviewed the permit as attached. Discussion included: letter to be included with permit outlining responsibilities of applicant and the requirement of the Highway Superintendent to re-inspect after developer completes, time line of work to be performed, purpose of the trench, past issues with repairs on public roads. NT moved to approve the Cross, Alter, and/or Construct within a Town Way subject to the conditions the Chairman outlined regarding the water main and disturbing the public road from the intersection of Proctor Road and Haynes Road to the entrance of Trophy Avenue. (Conditions as discussed, letter to be issued outlining requirement of re-inspection and reinforce requirement of road to be repaired with 3" of asphalt immediately after work is complete) SL seconded. Unanimous vote.

3.3 Approve/Sign license to sell Christmas trees for the Lion's Club.

NT moved to approve and sign the permit to sell Christmas trees for the Lion's Club. SL seconded. Unanimous vote.

3.4 NT moved to approve and sign a one day liquor license application for the South Fitchburg Hunting & Fishing club on November 21, 2010 in conjunction with a "Meat Raffle". SL seconded. Unanimous vote.

3.5 NT moved Review/Sign one day liquor license application for the South Fitchburg Hunting & Fishing Club on December 12, 2010 in conjunction with a "Holiday Raffle". SL seconded. Unanimous vote.

3.6 Declare Hart Library book drop surplus property

Andrew Sheehan informed the Board another Town is interested in obtaining the drop box which is no longer used by the Townsend Library, therefore the Board would need to declare item as surplus. NT moved to declare the Library book drop as surplus. SL seconded. Unanimous vote.

IV. WORK SESSION:

4.1 *Board of Selectmen Representative Updates/Reports.*

NT read an announcement regarding the flag raising ceremony at the old burial grounds on Highland Street on Veterans Day. RP expressed appreciation to Tim Madigan and Keith & Mary Letourneau for their efforts in the green care project in Townsend for Sergeant David Jackson. A discussion regarding voting locations

included: parking accessibility, moving the location, cost to relocate elections, safety concerns, and the Jefts Street parking area. Andrew Sheehan to consult with the Town Clerk and other department heads regarding concerns at holding elections at Memorial Hall.

4.2 Town Administrator Report/Reminders

Andrew Sheehan informed the Board; flags will be up tomorrow in observance of Veterans Day, and the repairs to the Ambulance garage are complete and came in under bid price.

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. EXECUTIVE SESSION

5.1 Exemption 1

NT moved to enter into executive session under exemption 1 and adjourn the meeting from executive session. SL seconded. Roll call vote taken SL (YES) RP (YES) and NT (YES)

Vote to release minutes of November 9, 2010 taken at the meeting held on _____, 2010.

**SELECTMEN'S MEETING AGENDA
NOVEMBER 9, 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, 3.6, 5.1**

VII. APPOINTMENTS/HEARINGS

- 2.0 Review/Approve appointment of Library Director and post opening for Children's Librarian**
- 2.1. 7:05P.M. Public Hearing, RE: Tax Levy
- 2.2 7:20P.M. Police Chief Erving M. Marshall, Jr., RE: Police Policies & Procedures.

VIII. MEETING BUSINESS:

- 3.1 Review/Sign Chapter 90 Reimbursement Request.
- 3.2 Review/ Approve Permit to Cross, Alter, and/or Construct within a Town Way.
- 3.3 Approve/Sign license to sell Christmas trees for the Lion's Club.
- 3.4 Review/Sign one day liquor license application for the South Fitchburg Hunting & Fishing club on November 21, 2010 in conjunction with a "Meat Raffle".
- 3.5 Review/Sign one day liquor license application for the South Fitchburg Hunting & Fishing Club on December 12, 2010 in conjunction with a "Holiday Raffle".
- 3.6 Declare Hart Library book drop surplus property**

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. EXECUTIVR SESSION

- 5.2 Exemption 1**

XI. ADJOURNMENT: