



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*
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SELECTMEN'S MEETING MINUTES
NOVEMBER 23, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 The meeting was called to order at 7:05P.M.
- 1.2 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (PR), Vice-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer.
- 1.3 There were no Chairman's additions or deletions.
- 1.4 NT moved to approve the meeting minutes for October 26, 2010. SL seconded.
Unanimous vote.
NT moved to approve the meeting minutes for November 9, 2010. SL seconded.
Unanimous vote.

II. APPOINTMENTS /HEARINGS

- 2.1 7:05P.M. Public Hearing, RE: Wine & Malt Alcohol License Application for Central Plaza Pizza.

NT read the legal notice into the record - as attached, a sign-in sheet was circulated. RP reviewed the abutter listing and return receipts of notification. The Board reviewed the floor plan as presented - see attached. RP queried the audience for comments of support or opposition. Several residents to include: John Barrett, Counsel for Central Plaza Pizza, Dan O'Grady, Michael Earnston, and Tom Daley all spoke in support of the application. Discussion regarding the previously submitted application included: time applicant in business, reasons for denial and potential limitations and/or restrictions. Chief Marshall, Licensing Agent spoke of several concerns to include: restricting number of drinks sold per patron; limiting hours of sale; last call procedures; alcohol access by patrons; locking of coolers; training courses for persons to sell beverages. Attorney Barrett and resident Tom Daley expressed concern for placing restrictions on the license, inquiring if any other establishment in town had restrictions on their license. A suggestion was made by NT to review the situation in 6 months. Applicant agreed to set policy to comply with the suggestions to include: hours of operation being 11:00A.M. to 9:00P.M. - last call at 8:30P.M. Monday -Friday and Sunday from 12:00Noon to 8:30P.M.; no access by patrons to coolers containing alcohol; having all servers complete training program and submittal of certificates to the Board of Selectmen; and complying with insurance requirements. NT moved to grant the wine & malt liquor license with restrictions of insurance and training course and subject to review in six months with serving hours from 11:00A.M. to 8:30P.M. Monday thru Saturday and 12 Noon to 8:30P.M. on Sunday. SL seconded. Unanimous vote. Andrew

Sheehan informed the Board; recent legislation allows for the town to vote an option that would make alcohol sales permissible at 10:00A.M.

RP moved to close the public hearing at 8:00P.M. NT seconded. Unanimous vote.

2.2 7:30P.M. Public Hearing, RE: Telephone Pole on Haynes Road.

NT read the legal notice into the record - as attached; a sign-in sheet was circulated. RP reviewed the abutters list and return receipts of notification. Jim Dee, Until Representative met with the Board and paid the portion of costs that Until was responsible for; it was noted Verizon New England still owed for their share of the cost and all permits would be held until payment is received. Mr. Dee gave a brief presentation regarding the pole location currently and where it will be relocated to. RP queried the audience for support or opposition to the application. John Flanney of 1 Hynes Road inquired as to the light that was on the pole located on Proctor Road; relaying after the ice storm of 08 the pole went down, the pole was replaced however the light never was installed. Mr. Flanney asked if the pole in the hearing was going to have a light installed to replace the other one, and question why it was not going to be placed in its former location. Mr. Dee clarified this pole relocation is a separate issue from the light missing on the Proctor Road pole and informed the Board he would inquire about the reasons the light was not replaced. Andrew Sheehan informed Mr. Dee he was working with John DiNapoli at Unitil to get the light replaced. NT moved to authorize to relocate existing JO pole #4, Tel #4 approximately 30' South West go an entrance to new housing development. SL seconded NT amended motion to include contingent upon receipt of payment from Verizon New England. Unanimous Vote. Andrew Sheehan to follow up with Mr. Flanney on the light to be replaced on Proctor Road. RP closed the public hearing at 8:12P.M.

2.3 7:40P.M. Townsend Housing Authority, RE: M.R.P.C. Representation.

Will Hackler, Chair for the Townsend Housing Authority met with the Board; explaining the alternate Representative for MRPC Mark Bagley, has informed the Housing Authority he can not take the position. The Board agreed to post for the position and solicit volunteer response forms for the alternate representative member. Andrew Sheehan clarified that Jed Coughlin is the MRPC Representative chosen by the Townsend Planning Board. Lauri Shifrin, Housing Authority member expressed concerns with communication and reporting back to the Board (s) with information about the monthly meetings, in addition informing the Selectmen the Housing Authority is receiving complaints regarding the workmanship with some of the rehab projects. RP suggested having the MRPC Representatives come to a future Selectmen's meeting for discussion of some of the issues.

2.4 7:55P.M. Fire-EMS Chief Don Klein, RE: Fire-EMS Station (s) Report.

Chief Don Klein met with the Board to discuss the replacement program and results of the studies done regarding the replacement and/or upgrade of the Fire Stations - see attached reports. Chief Klein explained the three options presently available and asked the Board for direction in order to prepare his capital plan. Chief Klein gave a brief presentation of the history regarding the original study done to replace the stations beginning with the Harbor Station explaining that all 3 stations were all built at the same time in 1875. Chief Klein reviewed each option as presented in the report with the Board members. SL relayed the presentation should be brought to Capital Planning in conjunction with the other Capital requests. RP relayed his opinion that he came to the same conclusion as the Fire Chief, in that option 1 would best serve the community and the Fire Chief should present to

Capital Planning what he feels is the best option for the town and department. NT requested a tour of the existing Fire Stations. Chief Klein offered to give a tour to any Board member.

III. MEETING BUSINESS:

- 3.1 Declare surplus 1993 Ford F350 Crew Cab obtained from the Federal Excess Property program for the Townsend Fire-EMS Department.
Chief Klein informed the Board; this vehicle was obtained in order to keep the mileage down on the other vehicles, however the vehicle will not pass its annual inspection and would be too costly to repair. NT moved to declare surplus the 1993 Ford F350 Crew Cab obtained from the federal excess property program. SL seconded. Unanimous vote.
- 3.2 NT moved to grant and approve a permit to Cross, Alter, and/or Construct within a Town way for Mass D.O.T. as approved by Ed Kukkula, Highway Superintendent. (see attached) SL seconded. Unanimous vote.
- 3.3 Review/Comment mandatory referral, RE: Zoning Board of Appeals for a Special Permit and/or variance for Patricia Fairbanks. (see attached referral) NT moved to send no comment.
- 3.4 NT moved to approve a one day liquor license application, RE: Norman Richard on November 26, 2010 in conjunction with a "30th Birthday Party. SL seconded. Unanimous vote.
- 3.5 Discussion, RE: Closing of Town Hall on November 26, 2010.
NT moved to close the Town Hall on November 26, 2010 and employees to use their vacation, personal and/comp time. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 NT moved to appoint Andrea Deschene as part-time telecommunicator for a term effective November 23, 2010 to June 30, 2011 with a nine-month probationary period. SL seconded. Unanimous vote.
- 4.2 NT moved to appoint Donald Girard as a part-time telecommunicator for a term effective November 23, 2010 to June 30, 2011 with a nine-month probationary period. SL seconded. Unanimous vote.
- 4.3 NT moved to appoint David Profit to the Townsend Meeting Hall Committee effective November 23, 2010 to June 30, 2011. SL seconded. Unanimous vote.
- 4.4 NT moved to appoint Marilyn Brown to the Townsend Meeting Hall Gallery Committee November 23, 2010 to June 30, 2011. SL seconded. Unanimous vote.

V. WORK SESSION:

- 5.1 *Board of Selectmen Representative Updates/Reports.*
SL stated she received a call from a resident who was concerned with the statue at the Town Common being decorated with Santa Hat and felt it was not appropriate.
- 5.2 *Town Administrator Report/Reminders*
Mr. Sheehan gave the Board several updates to include: the DOR review, Devens Hazardous Waste Center, Roof replacement for Spaulding Elementary School, FY 2012 Budgeting expectations, and a reminder of the December 13th meeting with the School Committee and the Towns of Ashby & Pepperell to appoint a representative for the Collective Bargaining. Mr. Sheehan thanked the Cemetery & Parks, Fire Department and TBA and all others who helped to decorate the Town Common for the Christmas season.
- 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 the bills payable warrant outside of the meeting. SL seconded.
Unanimous vote.

VI. EXECUTIVE SESSION

6.1 Police Chief Erving Marshall, Jr. RE: Exemption 1

NT moved to enter into executive session under exception 1 and will adjourn directly from executive session. SL seconded. Roll call vote: RP (YES), NT (YES) and SL (YES).

VII. ADJOURNMENT:

Vote to release minutes of November 23, 2010 taken at the meeting held on _____, 2010.

**SELECTMEN'S MEETING AGENDA
NOVEMBER 23, 2010 - 7:00 P.M.
Selectmen's Meeting Chambers**

VIII. 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 October 26, 2010 and November 9, 2010.

IX. APPOINTMENTS/HEARINGS

- 2.1 7:05P.M. Public Hearing, RE: Wine & Malt Alcohol License Application for Central Plaza Pizza.
- 2.2 7:30P.M. Public Hearing, RE: Telephone Pole on Haynes Road.
- 2.3 7:40P.M. Townsend Housing Authority, RE: M.R.P.C. Representation.
- 2.4 7:55P.M. Fire-EMS Chief Don Klein, RE: Fire-EMS Station (s) Report.

X. MEETING BUSINESS:

- 3.1 Declare surplus 1993 Ford F350 Crew Cab obtained from the Federal Excess Property program for the Townsend Fire-EMS Department.
- 3.2 Review/Approve Cross, Alter, and/or Construct within a Town way for Mass D.O.T. as approved by Ed Kukkula, Highway Superintendent.
- 3.3 Review/Comment mandatory referral, RE: Zoning Board of Appeals for a Special Permit and/or variance for Patricia Fairbanks.
- 3.4 Review/Approve one day liquor license application, RE: Norman Richard on November 26, 2010 in conjunction with a "30th Birthday Party.
- 3.5 Discussion, RE: Closing of Town Hall on November 26, 2010.

XI. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint Andrea Deschene as part-time telecommunicator for a term effective November 23, 2010 to June 30, 2011 with a nine-month probationary period.
- 4.2 Appoint Donald Girard as a part-time telecommunicator for a term effective November 23, 2010 to June 30, 2011 with a nine-month probationary period.
- 4.3 Appoint David Profit to the Townsend Meeting Hall Committee effective November 23, 2010 to June 30, 2011.
- 4.4 Appoint Marilyn Brown to the Townsend Meeting Hall Gallery Committee November 23, 2010 to June 30, 2011.

XII. 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.

XIII. EXECUTIVE SESSION

6.1 Police Chief Erving Marshall, Jr. RE: Exemption 1

XIV. ADJOURNMENT: