



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
JANUARY 4, 2011- 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-Chairman Sue Lisio (SL) and Clerk Nicholas Thalheimer (NT).
- 1.3 RP moved to add agenda items **2.4 & 3.5**
- 1.4 NT moved to approve the meeting minutes for December 21, 2010. SL seconded.
Unanimous vote.

II. MEETING BUSINESS:

- 2.1. Discussion, RE: Goals for Town Administrator/Selectmen in 2011.
Andrew Sheehan, Town Administrator presented the Board with a draft list of goals for 2011 - see attached. Mr. Sheehan outlined the importance in setting goals and direction for the Town Administrator. Discussion included: prioritization of goals, working with neighboring communities in addition to our State Representatives, and shared bidding with needed town supplies. SL asked Mr. Sheehan to get an update on the progress of the regionalization plan with Ashby.
- 2.2 Discussion, RE: Election Calendar
The Board reviewed the election calendar; SL informed the Board it would be put on the Townsend website.
- 2.3 Discussion, RE: Charter Review Process
Mr. Sheehan reminded the Selectmen the Charter mandates a review every 10 years and in accordance with section 7-7 a review Committee should be formed. RP read 7-7 into the record - see attached. Mr. Sheehan suggested the posting should be for a minimum of 30 days. NT moved to direct the Town Administrator to prepare notice of posting for the Charter Review Committee to be posted for 30 days. SL seconded. Unanimous vote.
- 2.4 Appointment: Spaulding Elementary School Building Committee
Mr. Sheehan informed the Board of the needed repairs to the Spaulding Memorial School, and in compliance with the SBA process, a Building Committee needs to be formed. Mr. Sheehan explained the role of the Building Committee as it relates to the project with duties to include the choosing of a design/architect firm and oversight of the project. NT moved to form the Spaulding Memorial School Building Committee and subsequent posting of vacancy for five members with terms to expire at the completion of the project. SL seconded. Unanimous vote.

III. WORK SESSION:

3.1 Board of Selectmen Representative Updates/Reports.

NT read a notice regarding the "Chowder Fest" to be held at the VFW in West Townsend. RP thanked the public safety personnel that assisted him during a personal call, complimenting their professionalism.

3.2 Town Administrator Report/Reminders

Mr. Sheehan informed the Board the F350 declared surplus for the Fire Department went out to bid, with 8 bids received noting the highest amount was \$1,011.00. Mr. Sheehan informed the Board the Library Trustees received a grant amount of \$4,000.00 from the Community Foundation and will be used for additional hours for the Library to be open on Sundays from January to April.

3.3 NT moved to approve and sign the payroll warrant outside of session. SL seconded.

Unanimous vote.

3.4 NT moved to approve and sign the Bills Payable Warrant outside of session. SL seconded.

Unanimous vote.

3.5 Executive Session: Collective Bargaining and Real Property, exemptions 2 and 6.

NT moved at 7:25P.M. to enter into executive session for collective bargaining and real property under exemption 2 & 6 respectively with the Board of Selectmen to adjourn directly from executive session. SL seconded. Unanimous vote.

IV. ADJOURNMENT:

Vote to release minutes of January 4, 2011 taken at the meeting held on _____, 2011.

SELECTMEN'S MEETING AGENDA
JANUARY 4, 2011- 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. 2.4, 3.5
- 1.4 Review/Approve Meeting Minutes for December 21, 2010.

VI. MEETING BUSINESS:

- 2.1. Discussion, RE: Goals for Town Administrator/Selectmen in 2011.
- 2.2 Discussion, RE: Election Calendar
- 2.3 Discussion, RE: Charter Review Process
- 2.4 Appointment: Spaulding Elementary School Building Committee

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.
- 3.5 Executive Session: Collective Bargaining and Real Property, exemptions 2 and 6

VIII. ADJOURNMENT: