



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
APRIL 26, 2011, 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 Notice to the audience that this meeting is being tape recorded
- 1.2 The meeting was called to order at 7:01P.M.
- 1.3 Roll call taken showed 3 members present: Chairman Robert Plamondon (RP), Vice-Chairman Sue Lisio (SL), and Clerk Nicholas Thalheimer (NT)
- 1.4 RP moved to add: Reorganization of the Board
NT moved to nominate RP to continue as Chairman. SL seconded. Unanimous vote. RP nominated SL as Vice-Chair. NT seconded. Unanimous vote. SL nominated NT as Clerk. RP seconded. Unanimous vote.
- 1.5 There were no meeting minutes to review or approve.

II. APPOINTMENTS /HEARINGS

- 2.1 Conservation Commission: Discussion of warrant article requesting transfer of funds to Conservation Commission's Land Fund.
John Stonefield and Karen Chapmen, members of the Conservation Commission met with the Board to discuss the warrant article requesting \$25,000 for the land fund. Mr. Stonefield explained the land fund was set up in the 1960s with the intent to put funds away each year so that investments could be made in conservation land as it became available. Mr. Stonefield relayed there has not been a commitment to do this annually. Discussion included: purpose of setting aside funding, offsetting the cost to purchase conservation land by harvesting timber, grants available from the state to help municipalities invest in conservation land, forestry cutting plans for town owned properties, and available free cash figures. Mr. Sheehan will look into the best accounting practice for offsetting the funds to purchase land with the revenues created by timber cutting. RP expressed full support in setting aside the \$25,000 as requested. NT moved to support article 3 of the special town meeting. SL seconded. Unanimous vote.

III. MEETING BUSINESS:

- 3.1 Review/Sign Fire Mutual Aid Agreement with New Hampshire communities.
Don Klein, Fire Chief met with the Selectmen to explain the mutual aid agreements (see attached). He said they are renewals of the previous agreements. Chief Klein informed the Board the last agreements were made for 20 years. Mr. Sheehan informed the Chief that

Counsel suggested 3 year renewals. NT moved to sign the mutual aid agreements with Mason and Brookline, New Hampshire. SL seconded. Unanimous vote.

3.2 Review/Approve write-off of uncollectible receipts of Fire/EMS Department from FY08.

The Board reviewed the uncollectible receipts with Fire Chief Don Klein (please see attached). NT moved to approve the write-off from uncollectable receipts from the Fire-EMS Department from FY08. SL seconded. Unanimous vote. NT moved to amend motion and add in the amount of \$13,589.40. SL seconded. Unanimous vote.

3.3 Review/Sign three-year Curbside Trash & Recycling Contract

The Board reviewed the contract (please see attached). Mr. Sheehan outlined the contract changes from prior years. He expects costs to drop as tonnage is reduced with declining limit on barrels, education of residents on the reduction in barrels, reduction in the tipping fee from \$78.55/ton to \$75/ton, and recycling bins. NT moved to sign the 3 year trash and recycling contract. SL seconded. Unanimous vote.

3.4 Review/Approve Library Policy Manual

The Board reviewed the policies as submitted by the Library Trustees - please see attached. NT moved to approve the Library Policies Manual as presented. SL seconded. Unanimous vote.

3.5 Review/Recommend Warrant Articles for Annual and Special Town Meetings.

The Board reviewed the special and the annual articles - please see attached. Discussion included: balance of revolving funds, clarification of how the revolving funds are appropriated into the operating budgets, website improvements and upgrades, cost associated with upgrading the website, water departments request to increase salary line items, classification study as it relates to the water department. Further discussion of the salary increases for the water department resulted with the Board unanimously deciding to not support on the basis of fairness. SL moved to change the salary accounts and level fund them. NT seconded. Unanimous vote. Another discussion of the request from the Nashoba Valley Technical High School to open a stabilization account ensued. RP read correspondence as received from the Town Meeting Representative from Chelmsford into the record (please see attached). Mr. Sheehan informed the Board that 3 other member towns have not approved the request. SL supports the Board advocating against the request at town meeting. SL moved to not recommend the article at Town Meeting. NT seconded. Unanimous vote.

3.6 Mandatory Referral from Zoning Board of Appeals: 365 Main Street, CN Cabinets for a Special Permit for storage of hazardous materials and waste in the Aquifer Overlay District.

The Board reviewed as attached. NT moved to respond as the Board of Selectmen supports all new business enterprise in Town. SL seconded. Unanimous vote.

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 Appointments to Council on Aging

NT moved to appoint Kathleen Spaulding to the Council On Aging for a term to expired on June 30, 2013. SL seconded. Unanimous vote.

NT moved to appoint Bill Roberts to the Council on Aging for a term to expired on June 30, 2013. SL seconded. Unanimous vote.

V. WORK SESSION:

5.1 Board of Selectmen Representative Updates/Reports.

NT reminded the residents that a \$25.00 will be implemented on May 1st for all unlicensed dogs.

5.2 Town Administrator Report/Reminders

Mr. Sheehan outlined the highlights of the workshop he attend with North Middlesex Strategic Planning. Mr. Sheehan informed the Board of the upcoming open house the Highway Department is planning for May 21, 2011 with a touch a truck event scheduled for the town residents.

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

Unanimous vote.

5.4 NT moved to approve and sign the bills payable warrant outside of session. SL seconded.

Unanimous vote.

VI. EXECUTIVE SESSION: Collective Bargaining

NT moved at 8:52P.M. the Board enter executive session under exemption 3 for collective bargaining and to adjourn directly from executive session. SL seconded. Roll Call vote: SL (YES), NT (YES), and RP (YES).

Vote to release minutes of April 26, 2011 taken at the meeting held on _____, 2011.

APRIL 26, 2011
SELECTMEN'S MEETING AGENDA
7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 Notice to the audience that this meeting is being tape recorded
- 1.2 Call the meeting to order.
- 1.3 Roll call.
- 1.4 Chairman's Additions or Deletions.
- 1.5 Review/Approve Meeting Minutes.

II. APPOINTMENTS /HEARINGS

- 2.1 Conservation Commission: Discussion of warrant article requesting transfer of funds to Conservation Commission's Land Fund

III. MEETING BUSINESS:

- 3.1 Review/Sign Fire Mutual Aid Agreement with New Hampshire communities.
- 3.2 Review/Approve write-off of uncollectible receipts of Fire/EMS Department from FY08
- 3.3 Review/Sign three-year Curbside Trash & Recycling Contract
- 3.4 Review/Approve Library Policy Manual
- 3.5 Review/Recommend Warrant Articles for Annual and Special Town Meetings
- 3.6 Mandatory Referral from Zoning Board of Appeals: 365 Main Street, CN Cabinets for a Special Permit for storage of hazardous materials and waste in the Aquifer Overlay District

IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appointments to Council on Aging
 - Kathleen Spaulding, to fill an unexpired term ending June 30, 2013
 - Bill Roberts, to fill an unexpired term ending June 30, 2013

V. 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.

VI. EXECUTIVE SESSION: Collective Bargaining