



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  
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**SELECTMEN'S MEETING MINUTES**  
**MAY 24, 2011 7:00 P.M.**

**I. PRELIMINARIES:**

- 1.1 Notice to the audience that this meeting is being tape recorded
- 1.2 The meeting was called to order at 7:04P.M.
- 1.3 Roll call vote taken showed 3 members present: Chairman Robert Plamondon (RP), Vice-Chair Sue Lisio (SL), and Clerk Nicholas Thalheimer (NT).
- 1.4 RP moved to add agenda items:
  - 3.10 Grant Application for Forest Stewardship Program
  - 3.11 Review Draft Precinct Map

**II. APPOINTMENTS /HEARINGS**

- 2.1 7:05PM Public Hearing on transfer of All Alcoholic Retail Liquor License for Townsend Package Store, 224 Main Street, Townsend.  
RP moved to start the public hearing when the client's Attorney arrived; informing the audience that a call was received and he was delayed due to traffic. The Board moved to address other meeting business.

After discussion of agenda item 2.2 NT moved at 7:32P.M. to open the public hearing for the Retail Liquor License transfer for the Townsend Package Store. RP seconded. Unanimous vote.

A sign-in sheet was circulated to the audience members. NT read the legal notice into the record - please see attached. Attorney Devlin, representing Mr. & Mrs. Patel spoke to the Board about the pending transaction and the transfer of license with the additional request to pledge the license to Workers Credit Union. Attorney Devlin outlined the error in Form 43, and the 5 page application, noting the manager should reflect Mrs. Patel and that he will submit the needed change to the Board. The Board reviewed the application package. Mr. Sheehan relayed the Building Commissioner and the Police Chief did not have any issues with the application or transfer of ownership.

RP queried the audience against or in support of the application. RP moved at 7:38P.M. to close the public hearing. NT seconded. Unanimous vote.

NT moved to approve the transfer of the all alcoholic retail liquor license for the Townsend Package Store, 224 Main Street. SL seconded. Unanimous vote. NT moved to approve the pledge of the liquor license in regards to the financing from Workers Credit Union. SL seconded. Unanimous vote.

2.2 Nashoba Valley Technical School District: Meet with Supt. Judith Klimkiewicz re NVRSD Stabilization Fund.

Judith Klimkiewicz, NVTHD Superintendent met with Board to review and answer any questions the Board may have regarding the approval by Town Meeting for the district to establish a Capital Stabilization account. Ms. Klimkiewicz gave the Board a spreadsheet and outlined the policies regarding the funding and planned use of the stabilization funds. - (please see attached) Discussion included: 3 member towns have approved via their Town Meeting; town of Shirley to vote on June 6<sup>th</sup>; how funding will be requested for the account; no appropriation request for FY12; uses for E & D Account; future roof repair procurement and funding; concerns future School Committee may changes the policies presently approved.

### **III. MEETING BUSINESS:**

3.1 Declaration of surplus material: Eagle Cascade air bottle filling station.

Andrew Sheehan, Town Administrator explained the air bottle station was no longer working and it appears there is not a current value possible salvage/scrap. NT moved one blown up eagle cascade air bottle filling station be declared as surplus. SL seconded. Unanimous vote.

3.2 Review/Sign contract for Environmental Monitoring at landfill with Weston & Sampson.

The Board reviewed the contract for the monitoring service - please see attached. Andrew Sheehan outlined the reasoning for year 2 to be a higher cost was related to necessary additional testing that needs to be performed during that year. NT moved to approve and sign the contract for Environmental Monitoring at the landfill with Weston & Sampson. SL seconded. Unanimous vote.

3.3 Review/Approve/Sign one-day liquor license application for Norman Richard in conjunction with a "Jack & Jill Party" to be held on June 11, 2011

3.4 Review/Approve/Sign one-day liquor license application for Norman Richard in conjunction with a "Going Away Party for a Marine" to be held on June 25, 2011

3.5 NT moved to approve the inter-municipal transfer for the Collector in the amount of \$1,135 to Communications 146-5340 from Town Counsel 151-5300. SL seconded. Unanimous vote.

3.6 NT moved to approve the inter-municipal transfer for the Highway Department in the amount of \$5,000 to Public Works Supplies 422-5530 and \$5,000 to Equipment Repair 422-5245 from Overtime 421-5130. SL seconded. Unanimous vote.

3.7 NT moved to approve the inter-municipal transfer for the Town Clerk in the amount of \$600 to Elections & Registrations Professional Services 162-5300 from Town Clerk Professional Services 160-5300. SL seconded. Unanimous vote.

3.8 NT moved to approve the inter-municipal transfer in the amount of \$1,446 to Household Hazardous Waste 435-5310 from Town Counsel 151-5300. SL seconded. Unanimous vote.

3.9 NT moved to approve the inter-municipal transfer for the Building Department in the amount of \$800 to Vehicular Supplies 241-5480 from Salary & Wages 241-5112. SL seconded. Unanimous vote.

3.10 The Board reviewed the grant application request. Mr. Sheehan explained the grant will be in the amount of \$850.00 will be used for a 32 acre municipal parcel located of South Row and Emery Road. NT moved to support and submit the grant request for \$850.00. SL seconded. Unanimous vote.

3.11 Review Draft Precinct Map.

The Board met with Sue Funaiole, Town Clerk and reviewed the newly outlined precincts for Townsend in accordance with the census data. Ms. Funaiole outlined the process involved with the steps to be taken to include the Selectmen's office notifying all the town's residents. Ms. Funaiole informed the Board the official map should be received this week and will be presented at the next Selectmen's meeting for approval.

#### **IV. APPOINTMENTS OF PERSONNEL/OFFICIALS:**

4.1 Appoint Fire Lieutenants: Jeff Cormier and Rich Carlson.

Don Klein, Fire-EMS Chief informed the Board of the recent accomplishments of Jeff Cormier and Rich Carlson, outlining the details of the interview and testing process. NT moved to appoint Jeff Cormier and Rich Carlson as Lieutenants for the Fire-EMS Department. SL seconded. Unanimous vote. A pinning ceremony for both of the new Lieutenants followed the appointment.

4.2 Appoint and set rate for Alternate Building Inspector.

Mr. Sheehan informed the Board; due to a recent injury of the current Building Commissioner, additional work will be needed from the Alternate while the Commissioner recovers. Ms. Sheehan recommended the Board use Grade 10 Step 10, as the hourly wage for the additional inspection services. NT moved to set the rate for the Alternate Building Inspector as Grade 10 Step 10. RP seconded. Unanimous vote.

#### **V. WORK SESSION:**

5.1 Board of Selectmen Representative Updates/Reports.

NT read the attached 2 notices into the record: Bike Safety Program and Memorial Day Celebrations.

5.2 Town Administrator Report/Reminders

Mr. Sheehan gave the Board an update on the revenue projections for the State of Massachusetts. Other updates included: the Highway's "touch a truck" event and procurement updates for insurance and the energy upgrade for the West Townsend Reading Room and the West Townsend Fire Station.

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: Collective Bargaining (Exemption 3)**

NT moved at 8:20P.M. to enter into executive for collective bargaining and will adjourn directly from executive session. SL seconded. Roll call vote: SL (YES), RP (YES), and NT (YES).

Vote to release minutes of May 24, 2011 taken at the meeting held on \_\_\_\_\_, 2011.

SELECTMEN'S MEETING AGENDA  
MAY 24, 2011  
7:00 P.M.  
Selectmen's Meeting Chambers

**VII. 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.

### **VIII. APPOINTMENTS /HEARINGS**

- 2.1 7:05PM Public Hearing on transfer of All Alcoholic Retail Liquor License for Townsend Package Store, 224 Main Street, Townsend
- 2.2 Nashoba Valley Technical School District: Meet with Supt. Judith Klimkiewicz re NVRSD Stabilization Fund

### **IX. MEETING BUSINESS:**

- 3.1 Declaration of surplus material: Eagle Cascade air bottle filling station
- 3.2 Review/Sign contract for Environmental Monitoring at landfill with Weston & Sampson
- 3.3 Review/Approve/Sign one-day liquor license application for Norman Richard in conjunction with a "Jack & Jill Party" to be held on June 11, 2011
- 3.4 Review/Approve/Sign one-day liquor license application for Norman Richard in conjunction with a "Going Away Party for a Marine" to be held on June 25, 2011
- 3.5 Inter-municipal Transfer: Collector: transfer \$1,135 to Communications 146-5340 from Town Counsel 151-5300
- 3.6 Inter-municipal Transfer: Highway Department: transfer \$5,000 to Public Works Supplies 422-5530 and \$5,000 to Equipment Repair 422-5245 from Overtime 421-5130
- 3.7 Inter-municipal Transfer: Town Clerk: transfer \$600 to Elections & Registrations Professional Services 162-5300 from Town Clerk Professional Services 160-5300
- 3.8 Inter-municipal Transfer: Board of Health/Selectmen/Town Administrator: transfer \$1,446 to Household Hazardous Waste 435-5310 from Town Counsel 151-5300
- 3.9 Inter-municipal Transfer: Building Department: transfer \$800 to Vehicular Supplies 241-5480 from Salary & Wages 241-5112

### **X. APPOINTMENTS OF PERSONNEL/OFFICIALS:**

- 4.1 Appoint Fire Lieutenants: Jeff Cormier and Rich Carlson
- 4.2 Appoint and set rate for Alternate Building Inspector

### **XI. 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.

### **XII. EXECUTIVE SESSION: Collective Bargaining (Exemption 3)**

### **XIII. ADJOURNMENT:**