



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Robert Plamondon, *Chairman*

Sue Lisio, *Vice-Chairman*

Nicholas Thalheimer, *Clerk*

Andrew Sheehan,
Town Administrator

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SELECTMEN'S MEETING MINUTES
JUNE 7, 2011- 7:00 P.M.
Selectmen's Meeting Chambers

I. PRELIMINARIES:

- 1.1 Notice: this meeting is being tape recorded
- 1.2 The meeting was called to order at 7:02P.M.
- 1.3 Roll call vote taken showing 3 members: Chairman Robert Plamondon (RP), Vice-Chair Sue Lisio, (SL) and Clerk Nicholas Thalheimer (NT)
- 1.4 RP moved to add agenda item 3.5, RE: Material Bids.
- 1.5 NT moved to approve the meeting minutes for March 15, 2011. SL seconded. Unanimous vote. NT moved to approve the meeting minutes for May 10, 2011. SL seconded. Unanimous vote.

II. MEETING BUSINESS:

- 3.1. Review/approve/sign acceptance of the re-precincting plan.
Sue Funiole, Town Clerk met with the Board and together viewed the official map and completed description for the re-precincting plan. Sue Funiole thanked Kathy Spofford and Karen Chapmen for their help with the map and description. Ms. Funiole explained the process for the final approval from the State and the requirement to notify all residents of the change. NT moved to accept as presented by the Town Clerk for the new 2011 re-precincting plan for the Town of Townsend with enclosed map, legal description, and block listing. SL seconded. Unanimous vote.
- 3.2 Review/discuss Department of Revenue Financial Management Review and discuss next steps/actions. Andrew Sheehan, Town Administrator informed the Board that the finance team, consisting of the Town Administrator, the Town Accountant, the Treasurer, and the Chief Assessor met to discuss the findings of the management review. Mr. Sheehan asked the Board if they would like to take any action regarding the findings and recommendations. The Board reviewed the management review as attached. Discussion included the summary of the findings and review of the processes. Several of the findings were read into the record. SL asked the Town Administrator to forward a letter of appreciation to the Department of Revenue for their effort in writing and preparing the management review.
- 3.3 Vote/sign warrant for Special Town Meeting.
Mr. Sheehan reminded everyone that the reason for calling the Special Town Meeting is for an appropriation for the cost of repairing the roof at the Spaulding Memorial School. The Board reviewed the warrant as attached. Mr. Sheehan suggested the Town Meeting be held on June 27, 2011, and further reviewed the funding options. NT moved to sign the warrant for the Special Town Meeting to be held on June 27, 2011 at 7:00P.M. SL seconded. Unanimous vote.
- 3.4 Vote/sign warrant for Special Election.
The Board took no action on the warrant for the Special Election. Funding for the Spaulding Roof is expected to be handled through available funds.
- 3.5 Review/Approve material bid contract extension.

The Board reviewed the recommendations of the Highway Superintendent. NT read the attached memorandum into the record. NT moved to extend the bid for one more year. SL seconded. Unanimous vote.

III. APPOINTMENTS OF PERSONNEL/OFFICIALS:

4.1 Appoint members of the Charter Committee to terms expiring on May 1, 2012.

- Sue Lisio; Board of Selectmen
- Julie Johnson, Planning Board
- Sherrie Cloutier, Board of Library Trustees
- Carolyn Sellers, Finance Committee
- Gene Rauhala, Finance Committee
- Susan Funaiolo, Moderator
- Kathleen Spofford, Moderator
- John Barrett, Moderator

Discussion included the history of the charter and its acceptance and the need for a review every 10 years, the inconsistency and conflicts identified within the charter, outline of the review process and appointment/term consideration. SL relayed concerns with the appointment process to include the appointment of the Town Moderator, and the appointments made to an employer/employee relationship. Mr. Sheehan suggested the Board put a term limit on the appointments so the work would be complete by the Spring Town Meeting. NT moved to appoint with following with term expiring May 1, 2012: Sue Lisio, Board of Selectmen Representative; Julie Johnson, Planning Board Representative; Sherrie Cloutier, Board of Library Trustees Representative; Carolyn Sellers, Finance Committee Representative; Gene Rauhala, Finance Committee Representative; Susan Funaiolo, Moderator Representative; Kathleen Spofford, Moderator Representative; John Barrett, Moderator Representative. SL seconded. Unanimous vote.

IV. WORK SESSION:

5.1 *Board of Selectmen Representative Updates/Reports.*

NT read the following announcements - as attached to include the Firefighters Memorial and the Band Concert schedule.

5.2 *Town Administrator Report/Reminders*

Mr. Sheehan expressed appreciation to all who helped with preparations for the Memorial Day parade. Mr. Sheehan updated the Board of the results for the phone audit that was recently completed, which will result in annual savings of a couple of thousand dollars. The Energy Committee is continuing its work towards green community designation and there will be a presentation on the stretch energy code on June 28th.

5.3 NT moved to review and sign the payroll warrant outside of the meeting. SL seconded.

Unanimous vote.

5.4 NT moved to review and sign the bills payable warrant outside of the meeting. SL seconded.

Unanimous vote.

V. ADJOURNMENT:

RP moved to adjourn the meeting at 8:30P.M. SL seconded. Unanimous vote.

Vote to release minutes of June 7, 2011 taken at the meeting held on _____, 2011.

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

VI. PRELIMINARIES:

- 1.1 Notice: this meeting is being tape recorded
- 1.2 Call the meeting to order and roll call.
- 1.3 Chairman's Additions or Deletions.
- 1.4 Review/Approve Meeting Minutes.
 - March 15, 2011
 - May 10, 2011

VII. APPOINTMENTS /HEARINGS

VIII. MEETING BUSINESS:

- 3.1. Review/approve/sign acceptance of the re-precincting plan.
- 3.2 Review/discuss Department of Revenue Financial Management Review and discuss next steps/actions.
- 3.3 Vote/sign warrant for Special Town Meeting.
- 3.4 Vote/sign warrant for Special Election.

IX. APPOINTMENTS OF PERSONNEL/OFFICIALS:

- 4.1 Appoint members of the Charter Committee to terms expiring on May 1, 2012.
 - Sue Lisio; Board of Selectmen
 - Julie Johnson, Planning Board
 - Sherrie Cloutier, Board of Library Trustees
 - Carolyn Sellers, Finance Committee
 - Gene Rauhala, Finance Committee
 - Susan Funaiole, Moderator
 - Kathleen Spofford, Moderator
 - John Barrett, Moderator

X. 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.

XI. ADJOURNMENT: